**INTERNATIONAL ELECTROTECHNICAL COMMISSION (IEC) SYSTEM FOR**

**CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)**

**TITLE: Draft Revision of ExTAG OD 035 - A procedure to generate, discuss, report and publish ExTAG Decision Sheets (2.1).**

**Circulated to: ExTAG – IECEx Testing and Assessment Group**

**INTRODUCTION**

Further to decisions 2017/20 and 2017/29 contained in ExTAG/488/DL *Decision list from The Nineteenth Meeting of the ExTAG held in Washington DC, USA on 26th September 2017,* this document, prepared by UL LLC, contains proposed amendments, shown by side bar to OD 035 - *A procedure to generate, discuss, report and publish ExTAG Decision Sheets (2.1).*

This document is circulated to the ExTAG for comment before being forwarded to the ExMC for final approval.

Please submit comments using the comments table, separate document

**2018 03 19** to

[**Christine Kane**](mailto:christine.kane@iecex.com)

***Julien Gauthier***

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**ExTAG Secretary**

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As requested by ExTAG Decisions **2017/20** and **2017/29**, following is a proposal to revise Clause 5 of IECEx OD035, ed. 2.1. (Clauses 3 and 4 are also provided for context).

**3. Handling of draft DS comments**

ExTAG Members are expected to contribute to the development of Decision Sheets and may submit comments directly to the IECEx Secretariat. It is expected that Comments from IEC MT Members will be considered within the MT prior to sending a single set of comments that represent the MT’s position.

Comments, as well as observations on these comments, from the originator, are circulated as an ExTAG Document via the Web Site as above.

For consistency, the dispositions of comments shall be as follows (acronyms shall not be used):

**a) Accepted.**

The comment was acceptable as presented.

**b) Not Accepted**

This disposition indicates that the comment will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial and documented as part of this disposition.

**c) Accepted in Part**

This disposition indicates that some parts of the comment will be accepted and incorporated into the document. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have not been accepted shall have the justification for doing so, whether technical or editorial, documented as part of this disposition.

**d) Accepted in Principle**

This disposition indicates that the principle of the comment was accepted, but was incorporated into the document in a different manner than that suggested by the commenter. Explanation of how this is to be incorporated into the document shall be included along with the justification for the decision.

**e) Noted**

This is used where there is no action required on the comment.

In cases b), c), and d), the justification provided should clearly convey the specific reasons why the comment was not acceptable. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the Originator did not fully understand the proposal.

The Originator shall then send the completed document to the ExTAG secretary who will send it to the ExTAG Members and Conveners of IEC MTs, following approval by the ExTAG Chairman, for circulation.

**4. Handling of an accepted Draft DS**

A Draft DS is considered accepted to proceed for publication on the basis that there is no opposition to proceeding to publish and agreement from the ExTAG Chairman.

A Draft DS which has received objections to proceeding shall be handled according to Clause 5 below.

Once an ExTAG Draft Decision Sheet has been approved for use it is posted on the IECEx Web Site at ExTAG Decision Sheets. ExTAG Members are again notified by an e- mail circular.

A new DS shall be noted on the agenda of the next Ex TAG Meeting following their acceptance.

**5. Handling of a Draft DS requiring recirculation**

All proposed comment resolutions (other than “Accepted” or “Noted”) need to be considered by the originator.

The originator shall decide whether to withdraw the proposed decision sheet or prepare a revised draft taking into account comments received.

If the originator agrees that a revised Draft DS, taking into account the comments received, is necessary, then the originator shall provide the Secretariat with a revised draft DS for reposting and circulation for comment according to item 2 above (unless the revision is considered minor).

Where, after two cycles, the parties commenting still do not accept the draft, the ExTAG Chairman (in consultation with the originator) shall decide on the course of action which maybe any of the following:

a) Draft DS shall be put on the agenda of the next ExTAG meeting;

b) Draft DS shall proceed for publication but also listed for discussion at the next ExTAG meeting;

c) Draft DS shall be withdrawn and instead referred to the appropriate TC31 committee or working group (for example, if the consensus is that the DS introduces new requirements). This action will also be noted on the agenda of the next ExTAG Meeting;

d) Draft DS shall be withdrawn and instead referred to the appropriate ExTAG or ExMC working group. This action will also be noted on the agenda of the next ExTAG Meeting; or

e) Draft DS may be withdrawn entirely, for example in case of widespread opposition to the proposed answer. In order to record the position of the ExTAG, an INF document shall be issued and posted to the ExTAG Decision List, indicating that the draft DS was withdrawn, and including a short summary of the ExTAG’s position.

If the originator does not agree with the comments or proposed changes from the commentator(s), then the matter is referred to the ExTAG Chairman who will determine the course of action, usually to refer the Draft DS and comments to the next ExTAG meeting.