

IEC SYSTEM FOR CERTIFICATION TO STANDARDS

RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE

ATMOSPHERES (IECEx SYSTEM)

**2019 Meeting of ExPCC WG3, ‘Question Bank’**

**Tuesday 7th May 2019, 1:30 – 5:00 PM**

**Agenda**

1. Opening by Convenor, Mr Dirk-Jan Schreurs
2. Review of Membership (refer draft of ***ExPCC/001G/Inf***)
3. Review of report from the 2018 meeting of ExPCC WG3
4. Status of Actions items from the 2018 meeting of ExPCC WG3
   1. Members to receive a report from the Secretariat on Action #1 from the 2018 ExPCC WG3 meeting regarding the results of review of Question Bank using IECEx OD 506 as Action #1 (noting endorsement of this by 2018 ExPCC meeting (see Item 8.3 in ExMC/1387/RM)

* 1. Members to receive a report from the Taskgroup in progress with sourcing and implementing for Question Bank Management Software by Taskgroup formed at 2016 ExPCC WG3 Meeting (refer Action #2 and Action #3 from the 2018 ExPCC WG3 meeting and Annex A for plan proposed by 2017 ExPCC WG3 meeting and subsequently approved at the 2017 ExPCC Meeting)

1. Actions / outstanding actions for ExPCC WG3 arising from the following:
   1. The 2018 ExPCC Meeting
      * The 2018 ExPCC meeting endorsed the past ExPCC WG3 recommendation that

*…. all contributions to the Question Bank must be independently verified by ExPCC WG3 or a group formed from ExPCC WG3 members prior to inclusion in the Question Bank.*

Members are reminded that the agreed criteria for the above review are detailed in the Meeting Report from the 2018 ExPCC WG3 meeting

* 1. Past meetings of other ExPCC Working Groups
     + ExPCC WG1 requests, in the interests of standardising practical assessments, that ExPCC WG3 prepare (with ExPCC WG1 assistance) an IECEx Operational Document that expands on Clauses 4.3.3, 4.3.4 and 4.3.5 of IECEx OD 503

* 1. The 2018 ExMC Meeting
     + Nil

1. Update on status of contributions to Question Bank by applicant and accepted ExCBs
2. Update on status of mapping of Question Bank contributions provided to date
3. Future approach to mapping and incorporation of additional contributions from applicant and existing accepted ExCBs
4. Future approach to remapping of Question Bank as Standards are revised or added (noting proposed revisions to IECEx OD 503 and OD 504 as circulated in Meeting Pack) – refer Item #9 in the meeting report from the 2018 Meeting of ExPCC WG3.
5. Other Business
6. Next meeting of ExPCC WG3

**ANNEX A**

**Question Bank Management Software – Sourcing and Implementation Plan**

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| **Task** | **Actioner** | **Completion Due** |
| Mapping of existing question bank (both selected and constructed type questions and answers) according to Clauses 5.1 to 5.47 of OD 504 (this will NOT include details of original contributor or source Standards reference) | Allan Ogden | 31 Dec 2017 |
| Software Taskgroup to seek final approval for Specification from ExPCC WG3 members | Secretariat | 31 May 2017 |
| Taskgroup to approach, using final approved Specification and sample questions for use in testing software, potential providers of suitable software | Taskgroup | Following 31 May 2017 |
| Taskgroup to provide at least three software options and a recommendation of the preferred option for the Question Bank Management Software for consideration by ExPCC WG3 and then by ExPCC. The report on software options will include at least the following details:   * Delivery and implementation requirements and timeframes * Total cost and details of cost components for development, installation, ongoing maintenance, future enhancements and updates, training and technical support * Examples output (assessment papers, reports as per Specification) based on use of sample questions. | Taskgroup | 31 Dec 2017 |
| ExPCC to make recommendation to ExMC and request approval by correspondence | ExPCC WG3 and ExPCC |  |
| Launch Question Bank and associated Management Software for use by all accepted ExCBs |  | ? |