**Guidance on required content of Date fields in IECEx CoPCs & PCARs**

**Situation Examples** (where red text highlights what needs to change / can be changed)

1. **NEW / Original Issue (Issue … /00) of a PCAR on 1st January 2018**

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| --- | --- | --- |
| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2018-01-01 |  |
| Date of Issue of this PCAR | 2018-01-01 |  |
| Due Date for Recertification | 2023-01-01 | = Date of Issue of this PCAR plus 5 years |

1. **NEW / Original Issue (Issue 0) of a Certificate of Personnel Competence (CoPC) on 1st January 2018**

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| --- | --- | --- |
| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2018-01-01 |  |
| Date of Expiry | 2023-01-01 | = same as Due Date for Re-certification on PCAR |

1. **Up-issue (Issue … /01 or higher) of the same PCAR by the same issuing ExCB**
* For Scope Extension to add Units before Re-certification is required (as per IECEx 05, Clause 8.7.1)

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| --- | --- | --- |
| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2018-01-01 | Does not change  |
| Date of Issue of this PCAR | 2019-04-25 |  |
| Due Date for Re-certification | 2023-01-01 | Does not change - refer IECEx 05, Clause 8.7.1 … *A change of scope of competence during the five (5) year validity period* ***does not*** *extend the Date of Expiry on the Certificate or the Due Date of Re-certification on the PCAR.* |

* Following Re-certification (as per Clause 8.6 of IECEx 05)

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| --- | --- | --- |
| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2018-01-01 | Does not change |
| Date of Issue of this PCAR | 2022-12-01 | Up-issued PCAR has updated Date of Issue |
| Due Date for Re-certification | 2027-12-01 | = Date of Issue of up-issued PCAR issue plus 5 years |

1. **Up-issue (Issue 1 or higher) of the same Certificate of Personnel Competence (CoPC) by the same issuing ExCB**
* For Scope Extension to add Units before Re-certification is required (as per IECEx 05, Clause 8.7.1)

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| --- | --- | --- |
| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2018-01-01 | Does not change |
| Date of Expiry | 2023-01-01 | Does not change – refer IECEx 05, Clause 8.7.1 … *A change of scope of competence during the five (5) year validity period* ***does not*** *extend the Date of Expiry on the Certificate or the Due Date of Recertification on the PCAR.* |

* Following Re-certification (as per Clause 8.6 of IECEx 05)

|  |  |  |
| --- | --- | --- |
| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2018-01-01 | Does not change |
| Date of Expiry | 2022-12-01 | = same as Due Date for Re-certification on PCAR |

1. **Scope extension OR Recertification of a Certificate of Personnel Competence (CoPC) by a different issuing ExCB**
* For Scope Extension done on 23rd March 2020 to add Units before Re-certification is required (as per IECEx 05, Clause 8.7.2)

|  |  |  |
| --- | --- | --- |
| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2020-03-23 | NEW PCAR and NEW Certificate required as per IECEx 05, Clause 8.6 – see Situation #1 above for details on how to prepare NEW PCAR and NEW Certificate |
| Date of Expiry | 2025-03-23 | NEW Certificate has later Date of Expiry than PCAR linked to replaced Certificate because IECEx 05, Clause 8.7.1 does NOT apply in this situation |

* Re-certification (as per Clause 8.6 of IECEx 05) via issue of a NEW Certificate to replace a Certificate previously issued by different issuing ExCB

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| **Field** | **Content** | **Comment** |
| Date of Original Issue  | 2020-03-23 | New PCAR and NEW Certificate is required as per IECEx 05, Clause 8.6 – see Situation #1 above for details on how to prepare NEW PCAR and NEW Certificate |
| Date of Expiry | 2025-03-23 | = same as Due Date for Re-certification on NEW PCAR |