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**ExSFC/011/DA**

**May 2019**

**5th Meeting of the IECEx ExSFC (Service Facility Certification Committee)**

**To be held at IEC Asia Pacific Regional Centre, Singapore**

**on** **Wednesday 8th May 2019**

**(commencing at 9:00 a.m. and concluding at 12:30 p.m.)**

**DRAFT MEETING AGENDA**

1. **Opening by Chairman, Mr Ron Sinclair MBE**
2. **Welcome to IEC TC 31 officers attending**
3. **Membership of ExSFC** 
   1. ExSFC Membership and Constitution

Members to consider and approve a proposed update of the membership of the ExSFC as circulated as **ExSFC/001C/INF\_DRAFT** and in doing so, note the comments from ExSFC Meeting #4 regarding participation (refer Recommendation #1 in ExMC/1397/RM)

* 1. ExSFC Leadership Succession Planning

Members to note that the 2018 ExMC meeting approved the appointment of

* Mr Ron Sinclair as ExSFC Chairman for a second term of three years commencing 1st January 2019
* Mr Marco Erdhuizen as ExSFC Deputy Chairman for a second term of three years commencing 1st January 2019

1. IECEx 03-\* IECEx Certified Services Scheme – Rules of Procedure

Members to note the 2018 ExMC approval (refer ExMC Decision 2018/49) and subsequent publication of Edition 1.2 of IECEx 03-5.

1. IECEx Certified Services Scheme – Operational Documents and supporting publications

Members to note the 2018 ExMC approval (refer ExMC Decision # below) and subsequent publication of the following publications:

* IECEx OD 313-2, Edition 2.0 (Decision 2018/50)
* IECEx OD 313-3, Edition 2.0 (Decision 2018/51)
* IECEx OD 314-2, Edition 2.0 (Decision 2018/52)
* IECEx OD 314-3, Edition 2.0 (Decision 2018/53)
* IECEx OD 316-2, Edition 2.0 (Decision 2018/54)
* IECEx OD 316-3, Edition 2.0 (Decision 2018/55)

1. Review of report from ExSFC Meeting #4 of June 2018

Members to note the report on the fourth meeting of the ExSFC in June 2018 in Weimar as circulated as **ExMC/1397/RM.**

1. **Review of status of Actions assigned during past ExSFC Meetings**

Refer to ***Annex A*** to this agenda

1. **Review of ExSFC plans, progress to date and status of work in progress.**

Members to reconfirm OR revise the past allocation of ExSFC work priorities as listed below:

Priority 1 = Installation and Selection of Equipment

Priority 2 = Installation Design

Priority 3 = Area Classification

1. **ExSFC Working Group Activity** 
   1. **ExSFC Working Group 4 – *Inspection & Maintenance Services*** (Convenor = M. Ent)

Members to receive a report on progress since the 2018 meeting of ExSFC with tasks assigned at ExSFC Meeting #1 – refer Item 8 of Report on ExSFC Meeting #1

* 1. **ExSFC Working Group 5 – *Repair and Overhaul*** (Convenor = M. Erdhuizen)

Members to receive a report on progress of ExSFC WG5 work.

1. **Status of implementation of expanded IECEx 03 Scheme**
2. **Applications from ExCBs**

Members to receive a report from the Secretariat regarding the status of Applications formally received since last ExSFC Meeting.

1. **Assessors**

Members are reminded of Action #8 from ExSFC Meeting #1 – refer Item 8 for ExSFC Meeting #1 in Annex A to this Agenda

1. **Promotional activities for expanded IECEx 03 Scheme**

Members to consider the progress on the following Action from ExSFC Meeting #3:

*Action:*

1. *Secretariat with IEC Central Office prepare target brochures for the IECEx 03 schemes using ExSFC as a consultation forum* [refer draft brochure to be tabled at ExSFC Meeting #5 if not provided prior]
2. *Secretariat to prepare a dedicated power point presentation on IECEx 03 for posting to the website* [Complete: posted after agreement at ExSFC Meeting #4]
3. *Look at Press Releases for key events.*

*ExSFC Chair, ExMC Chair, John Allen, Katy H. Roberval B. to assist the Secretariat with the above.*

Members are also invited to inform the meeting of completed, planned or suggested promotional activities.

1. **Other Business**
   1. Competence of Personnel

Members to note that the 2018 ExMC meeting welcomed a proposal from ExSFC on the establishment of a requirement that, from an agreed date, all organisations certified under the IECEx Certified Service Facility Scheme must have at least one employee with a current IECEx CoPC relevant to the certified service activities of the organisation.

* 1. Any other business

Members are invited to suggest any other items of business for discussion at this meeting.

1. **Next meeting of ExSFC**

Members to reconfirm their past preference of convening the next ExSFC meeting as part of the IECEx Operational Meetings in 2020 OR to consider meeting with ExTAG and ExMC in September 2020 as a means of increasing ExSFC member participation

***ANNEX A:***

**Status of Action Items from the 4th Meeting of the IECEx ExSFC in Weimar, June 2018**

(Reference document = ExMC/1397/RM)

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5 | ACTION #1: ExSFC Secretary to prepare a draft revision of IECEx 03-5 for ExMC consideration and approval to publish | Secretariat | Complete |
| 2 | 5 | ACTION #2: ExSFC Secretary to prepare and publish a revision of IECEx OD 011-3 | ExSFC WG5 | Outstanding – awaiting screenshots etc from IEC IT for new Platform and Certificate System (refer 2018 ExTAG Training Session slides) |
| 3 | 7a) | ACTION #3: ExSFC WG5 to consider the leadership of the work on the IEC 60079-19 TCD development | ExSFC WG5 | Underway noting the previous discussions regarding the need to include non-electrical equipment and a request to IEC TC31 to commence work on a revision of IEC 60079 series Standards related to services to include non-electrical equipment (see Action #10 below) |
| 4 | 7b) | ACTION #4: IECEx Secretariat to ensure that agendas for future ExSFC WG5 meeting include this matter (being AU proposal presented to 2015 ExMC meeting as ExMC/1071/CD) | Secretariat | Ongoing - refer Agenda for ExSFC WG5 meeting |
| 5 | 10b) | ACTION #5: a new ExSF Working Group be established under the convenorship of Mr Roberval Bulgarelli to consider Mr Dennis’ comments (as submitted to and considered by the 2018 meeting of ExSFC) in the next revisions of IECEx OD 3\*\*-4 publications. | ExSFC | Outstanding - ExSFC to establish new WG and members to volunteer to participate to support the Convenor, Mr Roberval Bulgarelli |
| 6 | 10b), 5 | ACTION #6: the ExSFC further consider a suggestion that there is value in developing an IECEx Certified Services Scheme specifically “ .. intended for small / medium size organisations | ExSFC | Outstanding - ExSFC to consider further |
| 7 | 10b), 6 | ACTION #7: the ExSFC and all ExSFC Working Groups emphasize in IECEx 03 Scheme publications that alternative solutions are permitted subject to contract review processes applied to Design Review and the management thereof | ExSFC & ExSFC WGs | Outstanding - ExSFC and all ExSFC WGs to consider further |
| 8 | 11a) | ACTION #8: ExSFC WG4 members to nominate a Deputy Convenor for ExSFC WG4 | ExSFC WG5 | Outstanding - ExSFC WG4 to report |
| 9 | 11a) | ACTION #9: ExSFC to report to ExMC that to date, the work of ExSFC WG4 has been delayed due to a lack of regular leadership and that steps are underway to address this matter | ExSFC | Complete – ExMC accepted this report |
| 10 |  | ACTION #10: IECEx Secretariat to request, on behalf of ExSFC, that IEC TC31 consider the inclusion of non-electrical equipment in IEC 60079-19 at the earliest opportunity | Secretariat | Complete – done via IEC TC31 JWG50 – awaiting advice from TC31 on plans and progress |

**Status of Action Items from the 3rd Meeting of the IECEx ExSFC in Hawarden, May 2017**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5d | Draft revisions of IECEx 03-4 and OD 316-4 to be updated to reflect the decisions of this meeting and circulated for a 1 month period prior to ExMC consideration | Secretariat | Complete |
| 2 | 6b | ExSFC to consider DECISION #1 when revising IECEx 03-5:  *DECISION #1: that it is NOT intended that equipment manufacturers servicing (only) their own products must participate in the IECEx 03 Scheme but can do so if they choose to do so for marketing, commercial, strategic or other reasons.*  AND  *Equipment manufacturers servicing (only) their own products shall be treated like every other ‘external’ or ‘independent’ service facility with respect to Scheme requirements, fees, etc if they choose to be certified under the IECEx 03 Scheme* | ExSFC WG5 | Complete |
| 3 | 8 | ExSFC WG4 agreed on the need for a Guide 03-4 and that it proposes to keep this as a project for its future work but to prioritise on the revisions of IECEx 03-4 and supporting ODs. |  | Future work to be prioritised by ExSFC |
| 4 | 8 | Each of the ExSFC WGs shall be responsible for the development and maintenance of TCDs that are required |  | ExSFC WGs to report progress |
| 5 | 8 | Agreed to limit the application of witness assessment to the WG4 work and allow WG5 to consider approaches for the IECEx 03-5 Scheme. |  | ExSFC WG5 to report progress |
| 6 | 8 | That WG4 documents (re the abovementioned revisions) be circulated to ExSFC for a 1 month comment period prior to submitting for ExMC approval |  | Complete |
| 7 | 8 | WG5 to prepare requirements for nonelectrical Repair and Overhaul for the next edition of TCD 60079-19. |  | ExSFC WG5 to report progress |
| 8 | 9c) | Secretariat to raise with ExMC WG4 the need to identify existing assessors with competence in the IECEx 03 Schemes. Also for the Secretariat to solicit nominations from IECEx members and SC 31J MTs |  | Complete |
| 9 | 10 | The meeting then formed the following preliminary WG to commence work on Priority 1 (being Installation and Selection of Equipment):   * Roberval B * Secretariat   and to Initially to take into account the work already undertaken in ExSFC and its WG4 and WG 5 |  | Complete |
| 10 | 10 | Action:   * Secretariat with IEC Central Office prepare target brochures for the IECEx 03 schemes using ExSFC as a consultation forum * Secretariat to prepare a dedicated power point presentation on IECEx 03 for posting to the website * Look at Press Releases for key events.   ExSFC Chair, ExMC Chair, John Allen, Katy H. Roberval B. to assist the Secretariat with the above. |  | Underway – refer to Agenda Item #11 in the Agenda for ExSFC Meeting #5 (ExSFC/011/DA) |
| 11 | 11.1 | The Chair informed the meeting that a discussion held with Thierry Houeix revealed that it would be difficult to immediately alter ISO/IEC 80079-34 to also cover Services QA requirements and hence noted the need to retain the OD 314 series for each of the IECEx 03 Schemes. Both WG4 and WG5 are requested to note this. |  | ExSFC WG4 and ExSFC WG5 Convenors to note and plan for |

**Status of Action Items from the 2nd Meeting of the IECEx ExSFC in Umhlanga, September 2016**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5 | ACTION #1: ExSFC WGs to review the IECEx 03 Scheme Operational Documents and add a requirement for the provision of some form of report following provision of a service. This report shall include a means of identifying the IECEx Certified Service Facility organisation that has provided the service (a reference to the organisations IECEx Certificate # is the preferred means) | ExSFC WG4  and  ExSFC WG5 | ExSFC WGs to report progress |
| 2 | 5 | ACTION #2: ExSFC and Secretariat to provide a template for the report format to the ExSFC WGs for consideration in completing Action #1 | ExSFC and Secretariat | Work to commence via ExSFC |
| 3 | 5 | ACTION #3: ExSFC and Secretariat to consult with IEC SC31J for any opposition to the preparation of report formats as per Action #1 for electric and non-electric equipment for each IECEx 03 Scheme Program | ExSFC and Secretariat | Work to commence via ExSFC |
| 4 | 6a | ACTION #4: ExSFC and Secretariat to revise the draft of IECEx Guide 03A Edition 2.0 to   * replace “Sub-scheme” with “Program” * replace “S” suffix in the text to “P” * replace references to IEC 60079-10 with IEC 60079-10-1 and IEC 60079-10-2   add references | ExSFC and Secretariat | Complete – published in January 2017 |
| 5 | 6a | ACTION #5: ExSFC Chair to advise the ExMC of ExSFC intention to publish IECEx Guide 03A Edition 2.0 |  | Complete – published in January 2017 |
| 6 | 6a | ACTION #6: A Task Group of the ExSFC convened by Mr Sinclair to prepare a preliminary draft revision of ISO/IEC 80079-34 in support of Recommendation #1 that the ExSFC be permitted to prepare a proposed revision to ISO/IEC 80079-34 for consideration by IEC TC31 so that this Standard applies to and accommodates the IECEx 03 Scheme. |  | ExMC 2016 approved this as per ExSFC Recommendation #1  Mr Sinclair to report Task Group progress |
| 7 | 6b | ACTION #7: ExSFC WG4 to prepare a Table to cover IEC 60079-14 for inclusion in a future revision of the 03-4 FAR Form | ExSFC WG4 | ExSFC WG4 to report progress |
| 8 | 6c | ACTION #8: ExSFC WG4 to revise Clause 2.1.4 of OD 316-4 to ensure consistency with IECEx 02 principles | ExSFC WG4 | ExSFC WG4 to report progress |
| 9 | 6c | ACTION #9: ExSFC WG5 to revise Clause 2.1.4 of OD 316-5 to ensure consistency with IECEx 02 principle | ExSFC WG5 | ExSFC WG5 to report progress |
| 10 | 6d | ACTION #10: ExSFC WG4 to check consistency of terminology with the Definitions | ExSFC WG4 | ExSFC WG4 to report progress |

**Status of Action Items from the 1st Meeting of the IECEx ExSFC in Northbrook, May 2016**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5a | ACTION #1: the IECEx Secretariat to conduct an initial review and drafting of a revision of IECEx Guide 03A | Secretariat | Complete – published in January 2017 |
| 2 | 5b | ACTION #2: the IECEx Secretariat to review and report on the status of DEKRA’s application and any other applications or expressions of interest. | Secretariat | Awaiting provision of Procedures etc from DEKRA – refer copy of most recent corro below |
| 3 | 5b | ACTION #3: Working Groups established to review IECEx publications relevant to the IECEx Services Scheme to consider the above suggestion regarding the treatment of ‘scope limitations’ | ExSFC WG4  &  ExSFC WG5 | Working Groups to report |
| 4 | 6 | ACTION #4: IECEx 03-5 to be revised to include text that reflects the above Decision and provided for ExMC approval to publish | ExSFC WG5 | ExSFC WG5 to report |
| 5 | 7b | ACTION #5: The IECEx Secretariat to seek and confirm Member Body endorsement of the members of ExMC WG10 present at this meeting as ExSFC WG5 members | Secretariat | Email sent to relevant Member Bodies on 02/08/16 – responses included in Updated membership list in Annex A |
| 6 | 7b | ACTION #6: The IECEx Secretariat to contact members of ExMC WG10 not present at this ExSFC meeting and invite them to indicate interest in joining ExSFC WG5 (subject to Member Body endorsement) | Secretariat | Email sent to relevant experts on 02/08/16 – responses included in Updated membership list in Annex A |
| 7 | 7c | ACTION #7: Mr Ent to propose an ExSFC WG5 task list (with timetables for completion) for ExSFC consideration | Mark Ent | Mr Ent to report progress |
| 8 | 9 | ACTION #8: IECEx Secretariat to invite other experts in the field of ‘Ex services” (eg. Mr Peter Thurnherr) to apply for acceptance as IECEx Assessors. Members to advise the Secretariat of other experts that could be invited to apply | Secretariat | Awaiting advice from ExSFC members of other experts. Email sent to ExSFC members by Secretariat on 02/8/16 – *no replies as at end of Feb 2017* |
| 9 | 10 | ACTION #9: IECEx Secretariat to investigate potential possibilities as mechanisms for promotion noting the prior need for something to promote and offer in response to demand arising from such promotion | Secretariat | *“noting the prior need for something to promote”* |
| 10 | 11 | ACTION #10: the ExSFC to request ExMC permission to commence the development of ExSFC Decision Sheets | ExSFC Chairman | Approved by EXMC via Decision 2016/32 |
| 11 | 11 | ACTION #11: ExSFC WG4 and ExSFC WG5 to consider how the information about a service provider’s capabilities shall be presented in ExSFC Certificates. This could form the subject matter of an ExSFC Decision Sheet | ExSFC WG4  &  ExSFC WG5 | ExSFC WG4 to report progress  ExSFC WG5 to report progress |