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| IECEx Logo | **ExMC ExAG/2019-01/DA**  **2019-04**  **Draft1** |

**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

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

**IECEx Assessment Group (ExAG)**

**DRAFT MEETING AGENDA**

**at**

**IEC Asia-Pacific Regional Centre (IEC-APRC)**

**No.2 Bukit Merah Central Singapore 159835**

**Room P302 (Located on the 3rd level)**

**Thursday, 9 May 2019. 9.00 am – 12.30 pm with break at 10.30 am.**

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| **Item** | **Description** | **Documents** |
|  | **Opening and welcome to initial meeting of ExAG**  **Convenor:** Jim Munro  **Deputy Convenor:** Katy Holdredge |  |
|  | **Approval of the agenda** |  |
|  | **Background on formation of ExAG**   * Report of ExMC WG4 to ExMC * IECEx Assessment Group – covering terms of reference, structure, membership, responsibilities * Decisions taken at ExMC in September 2018 * Subsequent actions by CAB – Chris Agius to report | [ExMC/1407/R - *Report from ExMC WG4*](ExMC_1407_R_Report%20from_ExMCWG4_with%20change.docx)  [ExMC/1376/DV – *Proposed new IECEx Assessment Group*](ExMC-1376-DV-Proposed-IECEx-Assessment-Group.docx)  [*IECEx 06 - IECEx Assessment Group (ExAG) – Membership and Terms of Reference*](IECEx_06_Ed1.0.pdf)  [ExMC/1448A/RM – *ExMC Confirmed Minutes 2018*](ExMC-1448A-RM-ExMC-Confirmed-Minutes-2018.doc)  [CAB\_1828e\_DV – *Approval of IECEx\_01-S\_IECEx Supplement to Harmonized Basic Rules IEC CA 01, Edition 2.3, 2019*](CAB_1828e_DV_IECEx_01-S_Ed_2.0.pdf) |
|  | **Terms of Reference and Responsibilities**  The following are from IECEx 06 which slightly modifies ExMC/1376/DV.  Terms of reference:  To act as the dedicated IECEx Maintenance and Consultative Group for matters relating to the IECEx Assessment of ExCBs and ExTLs across all IECEx Schemes  Responsibilities:  Responsibilities as directed by the ExMC include but are not limited to the following:   * Ensure on-going alignment with the Peer Assessment fundamentals of CAB (reference is CAB Policy documents, eg IEC CAB-P02) * Develop and maintain criteria for Assessors and Lead Assessors in consultation with the Scheme Committees * Review and approval of assessor applications for all schemes, with newly appointed assessors to be reported to ExMC for noting * Periodic review of existing pool of assessors for all schemes * Maintenance of Assessment Procedures for all IECEx Schemes. * Maintenance of report forms and records used in assessments * Maintenance of IECEx Assessors' Guide(s) *– Note that “IECEx Assessors’ Guide” is now "Guidelines and Information for IECEx Assessments"* * Development and delivery of assessor training * Provide a consultative forum for recommendations on issues found during assessments * Development of common interpretations, for example for ISO/IEC 17025 * Maintenance of checklists such as those for ISO/IEC 17024, 17025 and 17065   • | [ExMC/1376/DV – Proposed new IECEx Assessment Group](ExMC-1376-DV-Proposed-IECEx-Assessment-Group.docx)  [IECEx 06 - IECEx Assessment Group (ExAG) – Membership and Terms of Reference](IECEx_06_Ed1.0.pdf) |
|  | **Actions and potential actions arising from last meeting of ExMC**  ExMC agenda item 7.3 **ExMC WG4 - Technical Reference Group for Assessment of ExCBs and ExTLs**  “The Chair concluded that there are a number of areas that we could consider for improvements but suggested that in order to move forward that this meeting should approve the formation of the new ExAG Group and assign them the first task to review its constitution and consider any proposals for improvement in its working and report back to the ExMC.”  Decision 2018/22 (ExMC/1436/DL)  The Meeting approved the proposed (via ExMC/1376/DV) transformation of WG4 to the new ExAG (IECEx Assessment Group) and the appointment of its Officers as proposed and with the addition of details in Recommendation #1 in ExMC/1407/R. Meeting also requested ExAG to consider suggested improvements to ExMC/1376/DV as further work.  “The Chair then called on the meeting to consider the draft new OD 032 as prepared by the WG4 also noting the document from CN, ExMC/1434/CD with CN advising that they wish to see OD 032 updated to make it clear that the Secretary has a role in approving of the cost estimates and itinerary of assessments, noting that the Secretary does have an oversight role but the OD 032 does not make this clear.”  Decision 2018/24 (ExMC/1436/DL)  The Meeting agreed to request ExAG to consider the inclusion of the proposals in ExMC/1434/CD in a revision of IECEx OD 003 and perhaps a further revision of IECEx OD 032.  See also Item 7 below.  “UK noted the reference to inclusion of witness assessments of ExCBs while they are conducting on-site audits of manufacturers and noted the challenges that this may present, including issues of timing.’  “AU did question in terms of how this new ExAG will be shown on the IECEx website, with the Secretary reminding the meeting of past discussions that we see this group as a permanent group that sits between a WG and a Committee, so the Secretary proposed and the meeting agreed to leave it to the Secretary to determine the best location and allow the ExMC to revi9ew (sic) this at the next meeting” – Chris Agius to report.  “RU sought clarification over the term “Top 10 Bodies” in the phrase “Chris Agius to approach top 10 of IECEx bodies to request they put forward at least one assessor candidate (if they are not already providing an assessor) of the Report ExMC/1407/R with the Secretary and Dr Munro clarifying this is meant as the top 10 certificate issuing bodies by number of certificates issued, given their activity in the scheme.” – Chris Agius to report on what has occurred.  ExMC agenda item 18.2 **Proposal from BR concerning planning of annual IECEx meetings**, Optimization of the Training Sections:  Decision 2018/79 (ExMC/1436/DL)  The Meeting   * Regarding Proposal 2 the Meeting tasks the ExAG to facilitate greater participation including use of video conferencing and recording.   Note: Annex A of the minutes of ExMC tasks the Secretary with this responsibility (Item 58) – Chris Agius to report.  See also Item 9 below. | [ExMC/1448A/RM – ExMC Confirmed Minutes 2018](ExMC-1448A-RM-ExMC-Confirmed-Minutes-2018.doc)  [ExMC/1436/DL](ExMC-1448A-RM-ExMC-Confirmed-Minutes-2018.doc)  [ExMC/1434/CD/CN - Comments-OD032](ExMC-1434-CD-CN-Comments-OD032(1).pdf)  [ExMC-1401-CD -BR Proposal-Future IECEx Meetings](ExMC-1401-CD-BR-Proposal-Future-IECEx-Meetings.pdf) |
|  | **Proposals from ExMC WG4**  WG4 members prepared a recommended revision for ExMC Washington Executive 08 for consideration by the IECEx Executive. It was proposed that this document be converted into an OD for approval at the same time by ExMC. This was instead issued as IECEx 06.  WG4 members identified a number of tasks that could be considered by the new IAG. These included:   1. For next edition of OD 003-2 - consider including a section on pre-assessment 2. That OD 003-1 Annex A.2 d) to be clarified in the next edition of OD 003-1 regarding the meaning of “… at least five years' practical experience in the scope of the relevant IECEx scheme(s)” 3. To provide a consistent F-003 form for all schemes 4. To consider the impact of the data protection regulations for Europe and Switzerland, for example in releasing personal information of assessor applicants 5. To consider the possible need to witness manufacturing assessment when doing assessments of ExCBs | [ExMC/1407/R - *Report from ExMC WG4*](ExMC_1407_R_Report%20from_ExMCWG4_with%20change.docx)  [IECEx 06 - *IECEx Assessment Group (ExAG) – Membership and Terms of Reference*](IECEx_06_Ed1.0.pdf) |
|  | **Costing of assessments**  To consider whether a revised approach regarding costing of assessments could be considered taking into account:   * Proposal from China (see Item 5 above) * Recent proposal from Australia | [ExMC/1434/CD/CN - Comments-OD032](ExMC-1434-CD-CN-Comments-OD032(1).pdf)  [Letter from Australia](190422_Consideration%20of%20an%20equitable%20model%20for%20assessment%20fees.pdf) |
|  | **Additional Test Facilities (ATFs)**  Consider need to revise documents managed by ExAG, such as OD 003-2, taking account changes in IECEx 02. | [IECEx 02 Ed 7.0](IECEx-02-Ed7.0%20(1).pdf)  [IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System)](IECEx-02-Ed7.0%20(1).pdf)  [Rules of Procedure](IECEx-02-Ed7.0%20(1).pdf) |
|  | **Training**  Discuss role of ExAG in training. Do we only concentrate on training for assessors or should we also consider recommending training for ExCBs, ExTLs, ATFs and RTPs? Current wording of responsibilities in IECEx 06 specifically mentions assessor training.  Discuss training topics and mechanisms for delivery of training, with initial concentration on training at the meetings in Dubai.   * Potential training topics include the application of OD 207 regarding retention of records, and appropriate use of test data (eg from ExTL, ATF or using OD 024) * Potential mechanisms include video conference, recording of training sessions and preparation of self-paced training material | [OD 207 Ed 1.0](IECEx_OD_207_Ed1.0.pdf)  [Guidance on the Retention of Records](IECEx_OD_207_Ed1.0.pdf) |
|  | **Providing clarity on assessing complex ExCB and ExTL relationships**  Establishing clear measures for assessing an ExCB or ExTL when the two are not integrated, especially when they are not part of the same quality system. Multiple relationships can further complicate things.  Katy Holdredge to introduce this topic. |  |
|  | **Proficiency testing program**  From Secretariat  Expectation that participation in the PTP and results + feedback should all form inputs into the ExTL’s own Quality Management System with expectation they be discussed/covered as part of their internal Management Reviews. How through Assessor training to get Assessors to look at how management of the ExTL are informed of results and what action is taken when needed. Chris Agius to introduce this topic |  |
|  | **Other matters**   1. Monitoring of newly accepted ExCBs/ExTLs. Katy Holdredge to introduce this topic. |  |
|  | **Way forward and reporting to ExMC** |  |
|  | **Next Meeting** |  |
|  | **Close of Meeting** |  |