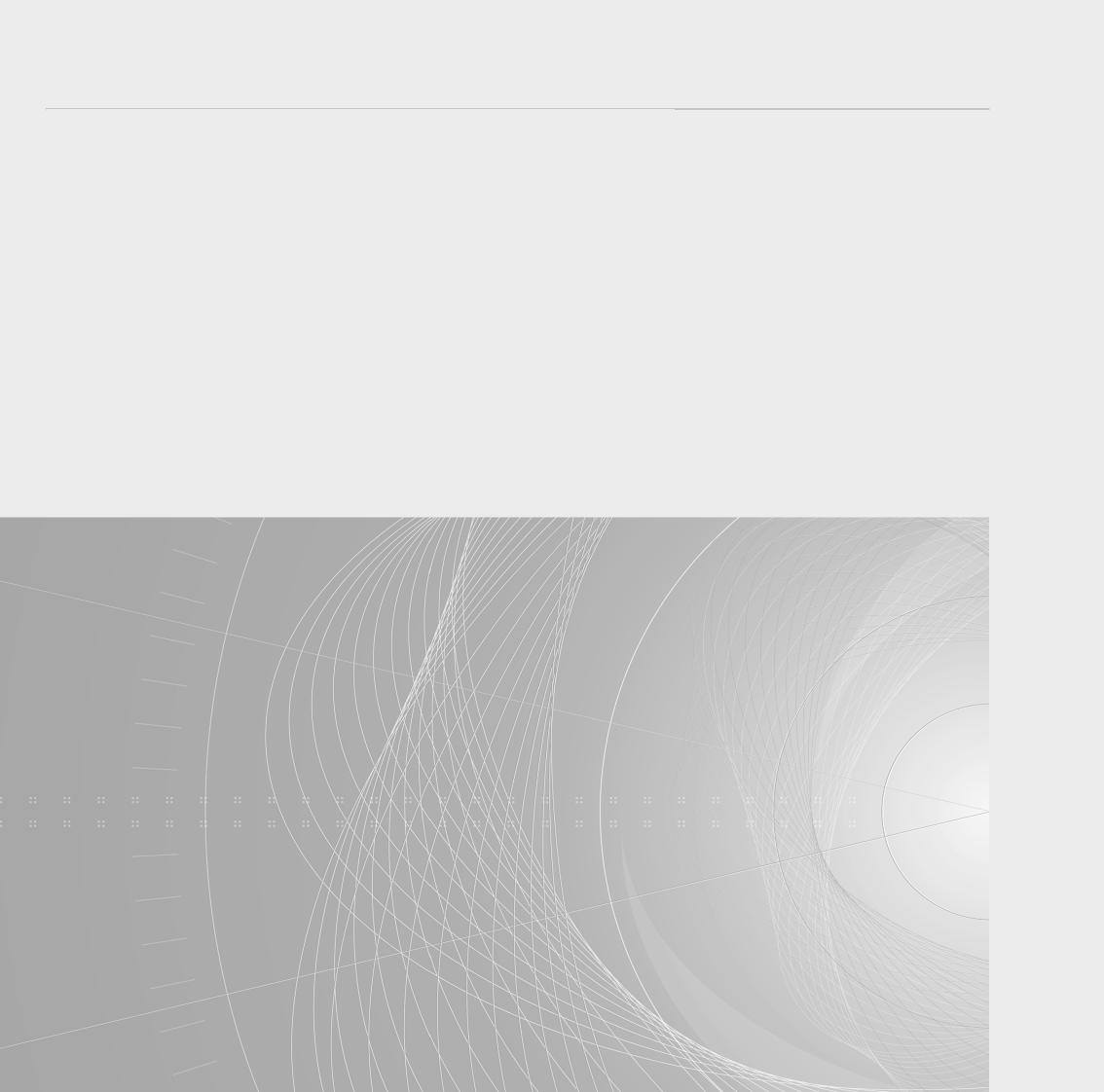
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| Edition 1.0, 2020-10 |

IECEx OPERATIONAL DOCUMENT

IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System)

IECEx Scheme for Certification of Service Facilities

**Preparation and Publication of IECEx Certified Service Facility Scheme Committee (ExSFC) Decision Sheets**



IECEx OD 302:2020(E)

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

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IECEx Operational Document 302

IECEx Scheme for Certification of

Service Facilities

**Preparation and Publication of IECEx Certified Service Facility Scheme Committee (ExSFC) Decision Sheets**

This IECEx Operational Document defines the process for the Preparation and Publication of IECEx Certified Service Facility Scheme Committee (ExSFC) Decision Sheets

Document History

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| Date | Summary |
| October 2020 | Original issue (Edition 1.0) |

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEx Operational Document 302

IECEx Scheme for Certification of

Service Facilities

**Preparation and Publication of IECEx Certified Service Facility Scheme Committee (ExSFC) Decision Sheets**

# Purpose

This IECEx Operational Document has been published to define the process requirements for the preparation, publication and ongoing maintenance of IECEx Certified Service Facility Scheme Committee (ExSFC) Decision Sheets.

The intended application of IECEx Certified Service Facility Scheme Committee (ExSFC) Decision Sheets is to ensure the uniform application of the IECEx Rules of Procedure and supporting IECEx Operational Documents at all times. To improve and expedite this uniform application, ExSFC Decision sheets are an additional tool that may be used to provide additional guidance on a particular matter until this matter can be addressed through a revision of the relevant IECEx Rules of Procedure and supporting IECEx Operational Documents.

Under no circumstances can an ExSFC Decision Sheet be used to interpret, add, modify or correct requirements specified in IEC or ISO/IEC Standards, IECEx Rules of Procedure or IECEx Operational Documents.

ExSFC Decision Sheets are a mandatory requirement for all accepted IECEx Certification Bodies operating in the *IECEx Scheme for Certification of Service Facilities* from their date of publication on the IECEx website and remain as mandatory until withdrawn or modified by a later version. Later versions supersede all previous versions.

# Normative references

The following documents, in whole or part, are normatively referenced in this IECEx Operational Document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

* IECEx 03-0, IECEx Certified Service Facilities Scheme Part 0: General Rules of Procedure
* IECEx 03-2, IECEx Certified Service Facilities Scheme – Part 2: Selection of Ex equipment and design of Ex installations – Rules of Procedure
* IECEx 03-3, IECEx Certified Service Facilities Scheme – Part 3: Ex installation and initial inspection – Rules of Procedure
* IECEx 03-4, IECEx Certified Service Facilities Scheme – Part 4: Ex inspection and maintenance – Rules of Procedure
* IECEx 03-5, IECEx Certified Service Facilities Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment – Rules of Procedure

# Terms and definitions

Nil.

# Process Steps

## Step 1 – Proposal and first draft

Accepted IECEx Certification Bodies (ExCBs) or members of the IECEx Executive may propose content to form the basis for a Draft ExSFC Decision Sheet.

The IECEx Secretariat, in consultation with the ExSFC Officers and originator, prepare a Draft ExSFC Decision Sheet in readiness for circulation for comments.

The wording in the Question and Answer sections of the draft ExSFC DS and any accepted ExSFC DS shall follow the ISO/IEC Directives Part 2 requirements.

## Step 2 - Circulation of the first draft

The IECEx Secretariat will circulate the Draft ExSFC Decision Sheet for comment to ExSFC Members (as defined in the latest version of ExSFC/001\*/INF) and, where appropriate, to the members of the IECEx Executive (refer to IECEx OD 002 for guidance on circumstances where this may be appropriate)

The comment period is normally four (4) weeks but this period can be reduced or extended if agreed by the ExSFC Chairman. Where the comment period is less than four (4) weeks this shall be explained on the cover sheet for the Draft ExSFC DS.

## Step 3 – Handling of comments on Draft ExSFC DS

All ExSFC Members are expected to contribute to the development of ExSFC Decision Sheets and may (using the separate comments table provided for each Draft ExSFC Decision Sheet) submit comments directly to the IECEx Secretariat.

Comments, as well as observations on these comments from the originator, shall be published as an ExSFC document on the IECEx website at the closure of the comment period.

For consistency, the dispositions of comments shall be allocated as follows (the use of acronyms for the following are not permitted):

**a) Accepted.**

The comment was acceptable as presented.

**b) Not Accepted**

This disposition indicates that the comment has been rejected and will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial, 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 and that other parts have been rejected. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have been rejected 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 manner modified from than that suggested by the commenter. Explanation of how this was 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) above, the justification provided should clearly specify the reasons why the comment was rejected or included with modifications. 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 or comments.

Once a disposition has been decided, the originator shall then send the Final Draft ExSFC DS and Compilation of Comments to the IECEx Secretariat who will, following approval by the ExSFC Chairman, circulate the Final Draft ExSFC DS and Compilation of Comments to the ExSFC Members for final comments. The final comment period is normally four (4) weeks but this period can be reduced or extended if agreed by the ExSFC Chairman. Where the final comment period is less than four (4) weeks this shall be explained on the cover sheet for the Final Draft ExSFC DS.

ExSFC members objecting to the publication of the ExSFC DS shall notify the IECEx Secretariat with reasons for their objection prior to the expiry of the agreed final comment period.

## Step 4 –Handling of an accepted Draft DS

A Final Draft ExSFC DS is considered to be approved to proceed to publication when there has been no opposition from ExSFC Members. Approved ExSFC Decision Sheets shall be published on the IECEx Website and be listed for Noting on the agenda of the next ExSFC Meeting.

Where ExSFC Members have raised an objection and supported this with valid reasons, the Final Draft ExSFC DS shall be processed according to Step 5 below.

## Step 5 –Handling of a Draft DS that requires recirculation

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

If after taking into account the comments received the originator agrees that a revised Draft ExSFC DS is required then the originator shall provide the IECEx Secretariat with a revised draft ExSFC 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 or that the originator does not accept the comments, the ExSFC Chairman shall decide on the course of action which shall be one of the following:

1. The Final Draft ExSFC DS with a Compilation of Comments shall be put on the agenda of the next ExSFC meeting;
2. The Final Draft ExSFC DS with a Compilation of Comments shall proceed to publication AND be listed for further discussion at the next ExSFC meeting
3. The Final Draft ExSFC DS shall be withdrawn temporarily and referred to ExSFC Working Group #1 for treatment by an urgent revision of the relevant IECEx Ruels of Procedure and/or IECEx Operational Document(s); or
4. The Final Draft ExSFC DS may be withdrawn permanently (for example in case of widespread opposition to the proposed answer) and in this case, it will be considered that the matters leading to the proposal for an ExSFC DS have been resolved or cannot be resolved through the process outlined in this IECEx Operational Document.

# Maintenance of published ExSFC Decision Sheets

A revision of IECEx Rules of Procedure or IECEx Operational Document to address the matters covered by a published ExSFC Decision Sheet, shall on publication, automatically supersede the published ExSFC Decision Sheet.

The IECEx Secretariat shall remove all superseded ExSFC Decision Sheets from the IECEx website OR clearly label these as “Superseded”

Any accepted ExCB may propose a revision of a published and current ExSFC Decision Sheet by proposing changes in the form of a new Draft ExSFC DS in accordance with Clause 4.1 above.

The agenda for every ExSFC meeting shall include an item that requires the ExSFC to review and either

1. confirm the continued need for all published and current ExSFC Decision Sheets;

or

1. record a decision to withdraw a specific ExSFC Decision Sheet and to record the reasons for this withdrawal. In this situation, The IECEx Secretariat shall remove all withdrawn ExSFC Decision Sheets from the IECEx website OR clearly label these as “Withdrawn” and specify the date of withdrawal.

The ExSFC meeting shall also note the superseding of any ExSFC DS by revised Rules of Procedure or IECEx Operational Documents.

# Transfer of published ExTAG Decision Sheets to ExSFC Management

Prior to the establishment of the ExSFC, the IECEx Testing and Assessment Group (ExTAG) published ExTAG Decision Sheets (refer to IECEx OD 035 for process details) that related to IEC Standards upon which the IECEx Certification Scheme for Service Facilities is based. Now that the ExSFC is operational it is appropriate (and agreed by ExMC Decision 2019/38) that the ExSFC assume the responsibility for the management of ExTAG Decision Sheets pertaining to the following Standards:

* IEC 60079-10-1
* IEC 60079-10-2
* IEC 60079-14
* IEC 60079-17
* IEC 60079-19

The process for this transfer is as follows:

1. The ExSFC shall regularly review the list of published ExTAG Decision Sheets
2. The ExSFC may identify any ExTAG Decision Sheets that mention the above listed Standards
3. The ExSFC may then take a decision to use the content of existing ExTAG Decision Sheets to prepare, in accordance with this Operational Document, a new or revised ExSFC Decision Sheet.
4. Upon publication of the ExSFC Decision Sheet in accordance with this Operational Document the IECEx Secretariat shall inform the ExTAG Chairman and include this in the agenda (as notification to ExTAG) of the next ExTAG Meeting
5. It is expected that the ExTAG meeting will record a decision to withdraw the now superseded ExTAG Decision Sheet in accordance with the requirements and provisions of IECEx OD 035.