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| IECEx Logo | **2020-05****Linked agenda** |

**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**

**Webinar**

**Friday, 15 May 2020 commencing at 12:00 UTC**

**Potential duration is six hours, but the plan is to try to keep it shorter**

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| **Item** | **Description**  | **Documents** |
|  | **Opening and welcome to the second meeting of ExAG****Convenor:** Jim Munro**Deputy Convenor:** Katy HoldredgeSee **Annex A** for members. |  |
|  | **Approval of the agenda**I suggest we focus on:1. Progressing open actions identified at last meeting, mostly involving revision of documents
2. Other agenda items identified as critical
3. Deferring remaining non-critical items to next face-to-face meeting

For the moment all possible topics are included. But if the Webinar becomes too difficult, we may not cover them all. |  |
|  | **Report of last meeting of ExAG**The report of the last meeting was issued, and a modified form of that report was provided to ExMC.An action list arising from the above meeting has been prepared and is provided separately. | [ExMC\_1493\_R\_ExAG\_Report to ExMC Dubai](ExMC_1493_R_ExAG_Report%20to%20ExMC%20Dubai.pdf)[200413\_ExAG Action List](200413_ExAG%20Action%20List%20.docx) |
|  | **Background on formation of ExAG*** Formation supported at 2018 ExMC and subsequently approved by CAB
* First meeting took place on 9 May 2019 in Singapore
 | [*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**Terms of reference (from IECEx 06):To act as the dedicated IECEx Maintenance and Consultative Group for matters relating to the IECEx Assessment of ExCBs and ExTLs across all IECEx SchemesResponsibilities: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

• | [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 New IECEx Assessment Group, ExAG - Technical Reference Group for Assessment of ExCBs and ExTLs**Decision 2019/16The meeting * accepted a report from the ExAG Convenor, Dr Munro as circulated as ExMC/1493/R,
* noted the publication of IECEx 06 and Edition 3.0 of IECEx OD 032
* approved ExAG Recommendations #1, #2 and #3
* noted the current work covered by Recommendation #4
* noted current considerations within ExAG regarding Recommendation #5 and supported further development in this direction

The above decision has not identified any new work for the ExAG, but does endorse the progressing of work identified by ExAG | [ExMC-1567A-RM-ExMC-Confirmed-Formal-Minutes-2019](ExMC-1567A-RM-ExMC-Confirmed-Formal-Minutes-2019.docx) |
|  | **Outstanding actions from the last meeting of ExAG**Annex B details the actions arising from the last meeting of ExAG and the status of those actions. Many are outstanding and so need to be progressed. The actions fall into the following main categories:* Revision of existing documents and forms
* Identification of documents in schemes other than IECEx02 for revision
* Revision of IECEx website

The following are new proposals/guidelines that will be included in revised documents, but may need to be presented with supporting justification:* Development of proposal on witness assessment of ExCBs
* Development of guideline on an assessment estimates
* Development of proposal regarding propose implementation of an initial one-off one-year surveillance from date of acceptance for newly accepted ExCBs/ExTLs holding national accreditation

The following documents are affected by the above and revisions of documents have been developed for discussion:* F-003 ExCB and ExTL reports
* OD 003-1
* OD 003-2
* OD 032
 | [200413\_ExAG Action List](200413_ExAG%20Action%20List%20.docx)[F-003-Ed2.0-ExCB-ExTL-Reports-combined\_Jim Munro\_Draft for meeting](F-003-Ed2.0-ExCB-ExTL-Reports-combined_Jim%20Munro_Draft%20for%20meeting.docx)[IECEX\_OD\_003-1\_Ed3.0\_DRAFTJGu\_xjp\_jcm](IECEX_OD_003-1_Ed3.0_DRAFTJGu_xjp_jcm.doc)[IECEx\_OD\_003-2\_Ed4.0\_Draft 2020-05-04\_xjp\_jcm](IECEx_OD_003-2_Ed4.0_Draft%202020-05-04_xjp_jcm.doc)[IECEx\_OD\_032\_Draft\_Ed4.0\_Text](IECEx_OD_032_Draft_Ed4.0_Text.doc) |
|  | **Requests from 2019 ExSFC** * 1. **Provision of suitably qualified assessors**

From 2019 ExSFC meeting report: Item 9bMembers discussed the need for suitably qualified assessors to be used when conducting initial, surveillance and reassessment audits of IECEx Certification Bodies in the IECEx 03 Schemes and agreed that the IECEx Assessment Group (ExAG) be asked to ensure that assessors are:* Sufficiently experienced in the activities covered by the IECEx Certified Services Facility Scheme
* Sufficiently experienced in the “Ex service sector’”
* Familiar with the Standards as they apply to explosion protection techniques used by organisations covered by IECEx Certificates for Service Facilities
* Familiar with O3 Scheme Rules of Procedure and Operational Documents.

Chris and I could take this into account when revising ExMC/43/QIECEx Assessor **8.2 Revision of F-003 report form**EXSFC also provided proposed changes to report form F-003. I am proposing to take that into account when revising that form. | [Draft\_F-007\_Assessor\_Application\_revised](Draft_F-007_Assessor_Application_revised.doc) |
|  | **Training**This should probably be a standing agenda item, but perhaps for face-to-face meetings. |  |
|  | **Technical capability documents** Topic from Katy:As a result of one of my recent audits, a question came back from the secretariat regarding the completion of the row “Capable of being performed correctly” in the TCD.  I had told Chris and Christine that I was only concerned about the completion of those rows for the tests that we witnessed and that perhaps it would make more sense to remove this row from the TCD and include this information in F-003 under the Witness Test section.Chris suggested that we should include a little time during the next ExAG meeting to discuss the expectations upon assessors, because as you rightly point out to witness each and every test would not necessarily be very practical and I would certainly question the return on such an investment.My thoughts – the document is all about capability and I believe the assessors should be in a position to make a judgement on each test. Witnessing tests is just one way of the doing this. If there are competent people and appropriate work instructions, there should be reasonable evidence to make a determination, even without witness testing. In addition, we can also use evidence from involvement in proficiency testing and from review of projects. I believe that there should be no change, but I do think we should draw on assessor experience with using TCDs to agree on a reasonably unified approach to using them. I was hoping to use the meeting to do this but it might be hard to do this in a webinar meeting.  |  |
|  | **Proficiency testing program**Discussion on experience with application of revised OD 020 including witnessing of tests using artefacts where ExTL has not participated in all programs.I have had some recent experience for an initial assessment that may be of interest. |  |
|  | **Management of extraordinary circumstance**Request from Chris Agius:28/2/20Dear Colleagues (Chairs/Deputy Chairs/Conveners of ExTAG, ExSFC, ExPCC, ExMarkCo, ExAG)Following on from the recent issue of Interim OD 060, Management of Extraordinary Circumstances (copy attached), I wish to advise that during the Secretariat’s consultation with the IECEx Executive, a suggestion was received that while the immediate need for OD 060 was recognised, that perhaps a longer term view maybe that rather than a single document, such as the new OD 060, that it may be prudent to have such requirements contained within each of the individual Scheme documents leaving each of the Schemes, “IECEx 02 Equipment Scheme, IECEx 03 Services Scheme, IECEx 05 Personnel Scheme and The Mark licensing scheme to each address such requirements within their own documents.As the future direction for Interim OD 060 is to be dealt with during the September 2020 ExMC meeting, can I ask you to raise the matter at the next opportunity within your respective groups, namely:ExTAGExSFCExPCCExMarkCoExAGNoting that all except ExTAG are planning to meet in May next in Dubai.  So the matter to be put to your respective groups are:1. Whether or not they support replacing OD 060 with individual requirements contained within each of the Schemes documents?
2. If yes then your Groups would need to start work on revising existing documents if you wish to have updated documents ready for the September 2020 ExMC meeting, or an alternative approach to have update drafts dealt with via correspondence.

In the meantime, we plan to retain OD 060 in its current form and include this matter for discussion also within the IECEx Executive, at the May 2020 Dubai meeting.Additional information from Chris 17/4/20Review Section 2 of OD 060 as part of your agenda, which refers to interim remote CB/TL peer assessment. WG05 will review Section 3 of OD 060 which is manufacturer/personnel assessments. The intention is to produce a draft Edition 1.1 of OD 060 from the Working Groups.Chris has provided a draft revision to OD 060 that he would like us to discuss. | [OD 060](IECEx-06-Ed1.0.pdf)[IECEx Guide for Business Continuity – Management of Extraordinary Circumstances, including Events Affecting ExCBs, ExTLs and Organizations and Personnel Holding IECEx Certification – All IECEx Certification Schemes and Activities](IECEx-06-Ed1.0.pdf)[IECEx\_OD\_060\_Ed1.1\_DRAFT](IECEx_OD_060_Ed1.1_DRAFT.docx) |
|  | **Other potential topics**From Katy:* Updates to the IECEx website for assessor capability
* Archiving lists of assessments on the IECEx website assessor page
* Discuss where we should record that ExAG members have four weeks to vote on new assessors and the use of the online system
* Discuss inclusion of voting summary in report to ExMC
* Results of feedback forms sent to secretariat
* Format of CoPC scope expansion audit reports – addition to original audit report versus separate scope expansion report

Possible additional topics:Two issues to be included that were raised during the last USNC/IECEx meeting.  It is not the intent for all of the details to be made available to ExMC.  However, it is their expectation that ExAG is monitoring these issues.* Report from secretariat on compliance with step 6 of IECEx OD 003-2 “For initial assessments and re-assessments, the Secretariat will appoint peers from ExCBs and ExTLs as Team Leaders unless there are none available for the specific assessment – in this case a Lead Assessor that is not a Peer from an ExCB or ExTL may be used.”
* Report from the secretariat on assignment of audits.  It was noted that the assignment of audits is very uneven and many assessors are under-utilized or not used at all.
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|  | **Next Meeting** |  |
|  | **Close of Meeting**  |  |

### Annex A

**Members of ExAG**

**Membership of ExAG as defined by IECEx06**

**4.3 Membership**

The ExAG shall comprise Lead Assessors plus up to fifteen (15) experts nominated by IECEx Member Bodies and appointed by the ExMC. The ExMC shall ensure that a balance of interest across all IECEx Schemes is maintained.

As start up for the Group, members of previous ExMC WG4 that fit this criteria and wish to continue shall comprise part of the membership.

**Membership of ExAG at 10 May 2019**

**Convenors:**

Dr Jim Munro (Convenor)

Ms Katy Holdredge (Deputy Convenor)

**Secretariat:**

Mr Chris Agius

**Lead assessors (in addition to those above who are all lead assessors):**

Mr Ajay Maira

Mr Ralph Wigg

Mr Heinz Berger

Prof Xu Jianping

Mr Thierry Houeix

Mr Bernard Piquette

Mr Ronald Webb

**Other members:**

Dr Alexander Zalogin – ExMCWG4

Mr Michel Brénon - ExMCWG4

Mr Klauspeter Graffi - ExMCWG4

Mr John Allen – ExMCWG4

Mr Julien Gauthier – ExMCWG4

Ms Yulia Tikhonenko – RU nominee

TOTAL: 16