**INTERNATIONAL ELECTROTECHNICAL COMMISSION SYSTEM FOR CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)**

**TITLE: IECEx Assessment Report for the acceptance of** **KSC POLAND Sp. z o.o.*,* to become an Accepted Certification Body, ExCB, within the IECEx Certified Service Facility Scheme, IECEx 03-4 (Program Inspection and maintenance (IEC60079-17)) and IECEx 03-5 (Program Repair Overhaul and reclamation (IEC60079-19))**

**Circulation to: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

KSC Poland Sp. Z o.o. is an accepted ExCB in the IECEx 02 Equipment Scheme.  During 2021, KSC Poland Sp z o.o applied to extend their IECEx certification activities to be accepted as an ExCB for the IECEx 03-4 and IECEx 03-5 Certified Service Facility Scheme.  As a result, an Assessment was conducted in accordance with the provisions of IECEx 03-4, IECEx 03-5 and OD 060 *IECEx Guide for Business Continuity - Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities Ed. 2.1*. This document sets out the report from the IECEx Assessment Team following their assessment of KSC Poland’s Sp. Z o.o. compliance with IECEx 03-4, IECEx 03-5 related Operational Documents and ISO/IEC 17065 and the relevant requirements of ISO/IEC 17021-1.

Given the nature of this assessment and the fact that Remote provisions of OD 060 being applied, Mr Marino Kelava was assigned as Lead Assessor, under the oversight of the IECEx Secretariat. With all matters successfully completed this Assessment Report is issued for voting. Therefore, IECEx Member Bodies are requested to vote on the acceptance of the recommendation of the Assessment Team to accept the scope extension on the basis that a witness assessment be conducted once travel restrictions permit.

***This document is hereby submitted for ExMC approval via correspondence using the IECEx on-line voting system.  ExMC Members are requested to submit their vote via the IECEx On-line*** [***Ballot System***](https://www.iecex.com/ballot) ***by the closing date 2022 02 18***

***Please refer to OD 050 for guidance on the “IECEx On-line voting system.”***

***Chris Agius***

**IECEx Secretariat**

|  |  |
| --- | --- |
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IEC System for certification to standards relating to equipment for use in Explosive Atmospheres (IECEx System)

IECEx Assessment Report Form, F-003

IECEx assessment report form for use by IECEx assessment teams to report assessments conducted according to the relevant IECEx assessment procedures of:

Operational Document IECEx OD 003-2 for the Certified Equipment Scheme

Operational Document IECEx OD 316-\* for the Certified Service Facility Scheme

Operational Document IECEx OD 422 for the IECEx Conformity Mark Licensing Scheme

Operational Document IECEx OD 501 for the Personnel Competence Scheme

IECEx ExCB assessment report for KSC POLAND Sp. z o.o.

(for IECEx Certified Service Facilities Scheme

IECEx 03-4 (Inspection) and IECEx 03-5 (Ex Repair and Overhaul) )

INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

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# Assessment information

## Type of body covered by this assessment:

|  |  |
| --- | --- |
| ~~ExCB for IECEx Certified Equipment Scheme~~ |  |
| ~~ExTL for IECEx Certified Equipment Scheme~~ |  |
| ~~ATF for IECEx Certified Equipment Scheme~~ |  |
| ExCB for IECEx Certified Service Facilities Scheme |  |
| ~~ExCB for IECEx Conformity Mark Licensing System~~ |  |
| ~~ExCB for IECEx Certification of Personnel Competency Scheme~~ |  |

NOTE 1 ExCB - IECEx Certification Body

NOTE 2 ExTL - IECEx Testing Laboratory

NOTE 3 ATF - Additional Testing Facility

## Type of assessment:

|  |  |
| --- | --- |
| ~~Pre-assessment for candidate body~~ |  |
| Initial assessment for candidate body |  |
| ~~Surveillance~~ |  |
| ~~Re-assessment~~ |  |
| ~~Scope extension~~ |  |

## Details of body

### Country

Poland

### Name of body

KSC POLAND Sp. z o.o.

### Name and title of nominated principal contact

|  |  |  |
| --- | --- | --- |
| Name | Title | E-mail address |
| Mr Sanghe KIM | CEO | sh.kim@exksc.com |

## Assessment information

### Members of the assessment team

|  |  |
| --- | --- |
| Name | Role |
| Mr Marino KELAVA (HR) | IECEx Lead Assessor |

### Place(s) of assessment

|  |  |
| --- | --- |
| Remote Assessment due to COVID-19 Global Pandemic and in accordance with IECEx OD 060, covering the following location: | KSC POLAND Sp. z o.o.  ul. Chorzowska 150, 40-101  Katowice |

### Assessment date(s)

This Assessment was conducted using the Remote assessment provisions of OD 060 and was conducted over a period of time noting the following key dates and activities conducted by the assessment team

* 15 December 2021 Video Conferencing and Interview of QM representative + Review of KSC Poland Documented procedures
* 20 December 2021 Opening Meeting Video Conferencing and Interviews of Technical Staff / Technical assessment
* 22 December 2021 Video Conferencing and Interview of QM representative + Review of KSC Poland Revised Documented procedures to address initial issues raised by the assessment Team
* 23 December 2021 Video Conferencing for Closing Meeting with the management

## Application information and background information on the assessment

Due to problems with travelling caused by COVID-19, it was decided to do a remote assessment in accordance with OD 060. The process was found to provide sufficient evidence to be able to make a recommendation.

## Scopes

### ExCB scope for Service Facilities Scheme

Equipment repair, including equipment repair standard and associated protection techniques.

|  |  |  |
| --- | --- | --- |
| IEC 60079-19  Edition 4.0 | Explosive atmospheres – Part 19: Equipment repair, overhaul and reclamation | Comments |
| **With the following types of protection** | **ID** |  |
| Flameproof Enclosure "d" | d | covered by the scope |
| Increased Safety "e" | e | covered by the scope |
| Type of Protection "n" | n | covered by the scope |
| Intrinsic Safety "i" | i | covered by the scope |
| Oil Filled "o" | o | covered by the scope |
| Pressurisation "p" | p | covered by the scope |
| Dusts to IEC 60079-31 "t" | t | covered by the scope |
| Dusts to IEC 61241-1 "tD" | tD | covered by the scope |
| Dusts to IEC 61241-1-1 "DIP" | DIP | covered by the scope |
| Other (eg non-electrical) | Ot | non-electrical covered by the scope |

**Other service facility standards.**

|  |  |  |
| --- | --- | --- |
| Number | Title | Comments |
| IEC 60079-17  Edition 5.0 | Explosive atmospheres - Part 17: Electrical installations inspection and maintenance |  |

# Common information

## Legal entity of body

KSC POLAND Sp. z o.o. is a privately owned company registered at the trade court in Poland, already providing services of IECEx certification of Ex Equipment (Scheme 02).

Information from the NATIONAL REGISTER OF COURT shows that registration KRS number 0000810778 from the Register of Business Enterprises was issued to KSC POLAND SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOSCIA located at ul. CHORZOWSKA, No. 150, office ---, place KATOWICE, code 40-101, post office KATOWICE, country POLAND on 2019-11-12.

The legal registration organization number is 0000810778 (registered in the Register of Business Enterprises on 2019-11-12) and is valid with no time limitation.

## Financial support

KSC POLAND Sp. z o.o. and their operation is financed from their services.

## History

KSC Poland Sp. z o.o. was registered and entered into the Register of Business Enterprises of the National Court register under KRS [National Court Register] No. 0000810778 on 12 November 2019. It is an independent legal economic entity.

The Certification Body conducts certification and conformity assessment for products or groups of products according to the International Classification of Standards (ICS). It also conducts management systems certification processes according to the assigned EA/NACE/PKD codes.

The Certification Body leases rooms fully equipped with electrical installations and direct access to means of communications provided by public operators (telephone, fax) and the Internet. There is an IT system in the Certification Body, based on PCs, network printers, scanners and photocopiers, which fully ensures operability of the body in the scope of creation, processing, circulation and archiving of documentation.

The personnel at KSC Poland have extensive experience from their work history, which includes working in ATEX certification bodies and IECEx test laboratories.

KSC Poland have established a quality management system with adequate procedures, record control, access to competent personnel to conduct quality systems assessments and to arrive at an appropriate decision for issuing Ex certificates. KSC Poland is an accepted ExCB in the IECEx Scheme 02, Certified Equipment Scheme.

This initial application for consideration as an IECEx ExCB for Schemes 03-4 and 03-5.

## Documentation

### Quality manual

A full and comprehensive documented quality system was found starting with the Quality manual KJ2 Rev 1 and supported by Documented Procedures, Forms and Policies all under appropriate document control.

The Quality manual as well related documents were reviewed during the assessment and found to meet the requirements of the IECEx.

### Procedures

There is a comprehensive Quality Management System that is in place with specific procedure P-9.2.3 dedicated to the IECEx 03-4 and 03-5 activities relevant to the ExCB. This Procedure was reviewed during the assessment and found to meet the requirements of the IECEx.

The overall procedure P-9.2.3 provides the information to process applications for service facilities to obtain IECEx Facility Assessment Reports and IECEx certification. This includes charging a surcharge where SF are located in non IECEx member countries.

Application forms, evaluation records, authorities and responsibilities are referred to in this procedure.

Processes for all other aspects of the quality system at KSC Poland were provided in other procedures, which include management system requirements, document control and record storing, internal audits, corrective and preventive actions.

In addition, a full assessment to the requirements of ISO/IEC 17065 was also conducted using the OD 107 ISO/IEC 17065 Checklist. At the completion of the assessment, full compliance with the requirements of ISO/IEC 17065 was achieved.

In accordance with IECEx 03-4 and 03-5 compliance was also checked against the relevant requirements of ISO/IEC 17021-1 specifically the requirements for management and competence of KSC Poland to conduct assessments of Quality management Systems. At the completion of the assessment compliance with the requirements of ISO/IEC 17021-1 was demonstrated.

### Work instructions

KSC Poland currently do not have any Work Instructions as all necessary operative instructions are listed in the quality procedures.

KSC Poland quality management system does make use of work instructions separately from procedures. The procedures contain sufficient detail for the processes to be followed and records to be prepared and stored.

### Records (including test records where relevant)

Procedure P-10.3 for “Control of documents and records” prescribes the system for recording the method and results of certification and assessment activities. All records are uniquely identified, secured and stored in a way to ensure the reliability of the certification process and to maintain the confidentiality of information. KSC Poland have a cloud based record retainment system using ‘SharePoint’.

KSC Poland supervises the documents that relate to meeting the requirements of IECEx 03-4 and 03-5.

KSC Poland ensures that:

* Management System documents are approved for adequacy by authorized personnel before issuance,
* Management System documents are periodically reviewed and updated as necessary,
* Changes and current status of management system changes are identified,
* Relevant versions of applicable documents are available at the places of use (either in hard copy or on the server) and, where necessary, their dissemination is supervised,
* The documents are identified,
* Unintended use of outdated documents is prevented and they are appropriately marked if retained for any reason.

KSC Poland establishes and maintains clear records to, among other things, demonstrate compliance with the requirements of ISO/IEC 17065 and IECEx 03-4 and 03-5.

All job related records are filed as ‘Case Numbers’, and quality system records are filed under the generic headings such as ‘Internal Audits’, ‘Management System Review’ etc. The use of SharePoint provides for data security and protection from inadvertent deletion or modification.

Records are stored generally for an indefinite period, with procedure P-10.3 requiring at least 10 years.

NOTE The following guidance is provided to assessors:

* It is expected the record system will meet the recommendations in OD 207 Guidance on the Retention of Records
* Example records should be sought of oldest records both in electronic and hard copy to test the retrieval and existence of records, including archival records.
* Information should be sought on whether there is a method of secure disposal of hard copy records once they have been placed on an electronic system.

### Document change control

The Quality Manual KJ2 section 10.2, 10.3, together with procedure P-10.3 sets out the document change control. SharePoint is used to provide accurate and up-to-date copies of all documents in the quality system to the users, and history of previous documents is held as superseded copies.

All Standards are held in SharePoint, also all IECEx Decision Sheets, Operational Documents. The Quality Manager maintains a register in SharePoint showing the latest versions of the documents.

QA representative provides information about the documents that have changed to all employees of the Certification Body, whose area of ​​operation the changes apply to. Each time a change is introduced, the list of system documents is updated. The system was checked and found to meet the requirements of ISO/IEC 17065 and IECEx 03-4 and 03-5.

## Confidentiality

(For staff, contractors and members of advisory bodies)

Confidentiality is addressed in the Certification Body Quality Manual. Staff, contractors and members of advisory bodies sign a form P-7.1-Z3 “COMMITMENT TO CONFIDENTIALITY KEEPING AND NO INTEREST CONFLICTS”. It covers the requirements for confidentiality, impartiality, independence, and acknowledgement of having been provided the relevant KSC Poland Certification Body Quality documentation.

Form P-7.1-Z3 “COMMITMENT TO CONFIDENTIALITY KEEPING AND NO INTEREST CONFLICTS” is completed and signed by all KSC Poland Staff as well as by all Impartiality Committee members (currently there are 4 members).

Examples of signed forms for the Certification Body and Impartiality Committee members were viewed during the remote assessment.

Confidentiality is also ensured through:

* limited access to customer documentation from the moment of submission to certification up to the archiving stage,
* records of documentation created in the certification and supervision process (contracts, assessment reports),
* archiving evidence of conformity assessment and any customer documentation provided during the certification process.

The system was checked and found to meet the requirements of ISO/IEC 17065 and IECEx 03-4 and 03-5.

## Communication with public and customers (Hard copy and Electronic)

Application form to be used is available on the KSC Poland website, with adequate information on how to submit the application form. While the internal document P-9.2.3 provides details for internal processes to be followed, the public is generally directed to IECEx Rules and OD’s (such as OD 313-4 and OD 313-5) for the methods to obtain certification.

A formal agreement with relevant terms and conditions is P-10.3/F4.2. It is stored in the ‘Case Number’ files.

The website <https://exksc.eu/> has been checked. Sufficient and correct information are displayed there.

The certification body maintains and publishes information on:

- types of management systems and certification programs in which it operates,

- impartiality policy.

Other information is available on request.

## Recognitions and agreements

The accreditation for KSC Poland to operate as a Certification Body under the National Schemes is set out in Section 3.13 of this report.

## Internal audit

Internal audit procedure P-10.5 is available. It describes the qualification requirements for internal auditors and subsequent placement in the register P-10.5/Z1.

A review was made of the above processes as described in Procedure for internal audit P-10.5 together with record P-10.5/F3 Internal Audit Report for recent audit carried out for the Certification Body 2021-06-15.

The internal audit system was found to meet the requirements of ISO/IEC 17065 and the requirements of IECEx 03-4 and 03-5.

## Management review

Management Review is addressed in the Quality Manual and in the Management Review procedure P-10.4.

According to the Quality Manual the management of the Certification Body, at least once a year, conducts a review of the management system in terms of its suitability, adequacy and effectiveness, including established policies and objectives related to meeting the requirements of ISO/IEC 17065 and IECEx 03-4 and 03-5.

The review includes an assessment of the opportunities for improvement and the need for changes in the system, quality policy and impartiality, and the implementation of the objectives contained therein.

The last management review took place on 2021-01-20. The meeting was attended by senior members of the organization. Agenda was made available to members beforehand, and minutes of the meeting were issued.

The management review system was found to meet the requirements of ISO/IEC 17065 and the requirements of IECEx 03-4 and 03-5.

## Contracting, subcontracting and witness testing

### Contracting

The Quality Manual KJ2 and the procedure P-9.2.3 provide for the use of contractors.

Specialist contract form P-7.1/Z12 is available for the agreements between KSC Poland and external contracted experts.

Procedure P-9.2.3 was reviewed and found to meet IECEx requirements and require that KSC Poland maintains their own technical capability. Any contracted resource is regarded in similar manner as their own staff and is to work under the direction and in accordance with KSC Poland internal procedures.

### Subcontracting

ExCB does not use subcontracting for IECEx 03-4 and 03-5 certification services.

## Training and competence

Details of staff competencies were assessed in terms of Technical Competence, QMS auditing Competence and overall knowledge and competence of IECEx 03-4, IECEx 03-5, IEC 60079-17 and IEC 60079-19 and found to satisfy IECEx requirements

Details of staff competencies are included in the site assessment report.

## Complaints and appeals (including appeals to IECEx)

Procedure P-9.4 refers to complaints and appeals and covers the process from identifying and receiving a complaint, assignment of suitable personnel to action the complaint, action taken and informing the customer. Procedure P-10.3 provides for the retention of records pertaining to the complaints and appeals.

The SF requesting certification signs the Contract P-10.3/F4.2 that provides for the process for the applicant to lodge an appeal.

The applicant, the certificate holder or other parties have the right to appeal in writing to the decision made by the Certification Body at each stage of the certification process or within the certificate validity period. All appeals and complaints of suppliers, organizations/clients, certificate holders are considered in the Certification Body in accordance with the principle of protection of interests of the supplier, organization/client in accordance with Procedure P-9.4.

The records on all appeals and complaints are registered and kept by the Office of the Certification Body.

The system for complaints and appeals was checked and found to meet the requirements of ISO/IEC 17065 and the requirements of IECEx 03-4 and 03-5.

## Impartiality

The Quality Manual, the Quality Policy and Impartiality Policy provide a focus on impartiality by KSC Poland. The Risk Analysis document provides an assessment of factors that may affect Impartiality. Mitigation process includes training, signing of agreements with the customer, staff, contractors, and use of an independent Certification Committee that meets and makes recommendations according to the “Impartiality Committee Regulations”.

Quality Policy and Impartiality Policy are signed by the President of the Board.

Quality Manual and signed Policies indicate that the Certification Body ensures full impartiality and credibility of the provided services, is responsible for impartiality of undertaken operations related to conformity assessment and does not allow any commercial, financial or other pressures to infringe its impartiality. It includes reference to the process of identifying and dealing with risks related to conflicts of interests resulting from certification activities.

A mechanism for ensuring impartiality is by use of independent Impartiality Committee which includes a balance of all interests with:

a) representative from the industry and science from technical higher education institution, non-governmental organizations

b) representative of manufacturers of Ex products

c) representative of Conformity Assessment bodies

d) representative of IECEx Certified Service Facility

e) representative of the end-users

The committee meets once a year.

In addition to the above, to ensure there are no conflicts of interest, the Certification Body requires all its employees, both internal and external, to report any former and/or present connections with the organizations, the certification of which they will be assigned to. If there are any such connections, the Certification Body assesses the risk in terms of threats to impartiality, and either resigns from involving this staff into the certification process or proves that there is no conflict of interests.

All staff have signed regarding impartiality, honesty and confidentiality of their work.

The process meets the requirements for ISO/IEC 17065 and IECEx 03-4 and 03-5.

## Active involvement in development of Decision Sheets

Procedure P-10.3 Section 5.5 refers to commenting on IECEx Decision Sheets and the responsibility to vote on IECEx MC matters when KSC Poland as an IECEx CB.

## Special facts to be noted

While KSC Poland as an organisation was only created during 2019, the Management and Staff have a long history in working in Ex areas. It should also be noted that KSC Poland is IECEx ExCB in the IECEx 02 Certified Equipment Scheme.

With these factors in mind and through comprehensive interviews done with the Management and Staff during this Assessment, the Assessment Team are satisfied with the technical capability of the KSC Poland Management and Staff to conduct certification activities according to the IECEx 03-4 and 03-5 Schemes.

## Supporting documentation

Copies of additional supporting information for this assessment have been provided to the applicant and the IECEx Secretariat. These are included in a site assessment report or provided separately and include:

* Details of issues raised and how these have been resolved
* Checklist for ISO/IEC 17065
* Completed Technical Capability Documents (TCDs)
* Information on competencies
* Information on contracting
* F-004 site assessment report + Assessors’ notes
* Other

NOTE Assessors are to amend above list as appropriate

## Recommendations

Based on the assessment performed during December 2021, expansion of KSC Poland as an ExCB is recommended for acceptance in the IECEx scheme 03-4 and 03-5 as:

* An ExCB in the IECEx Certified Service Facilities Scheme

This is according to the scope of the standards listed in this document. As agreed with KSC Poland, It is further recommended that given the nature of the IECEx 03-4 and IECEx 03-5 Schemes that a surveillance assessment, possibly involving a witness assessment, be conducted as soon as travel restrictions permit at approximately 12 months from acceptance.

|  |
| --- |
| Mr Marino KELAVA |
| IECEx Lead Assessor |

Date: 2021-12-26

# 

# ExCB for Certified Service Facilities Scheme

## Assessment references

### General references

1. IECEx 03-0 IECEx Certified Service Facilities Scheme Part 0: General Rules of Procedure
2. IECEx 03-4 IECEx Certified Service Facilities Scheme Part 4: Ex inspection and maintenance – Rules of Procedure
3. IECEx 03-5 IECEx Certified Service Facilities Scheme Part 5: Repair, overhaul and reclamation of Ex equipment – Rules of Procedure
4. IECEx OD 316-4 IECEx Certified Service Facilities Scheme – Part 4: Ex inspection and maintenance Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing Ex installations related services
5. IECEx OD 316-5 IECEx Certified Service Facilities Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment. Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities involved in the repair, overhaul and reclamation of Ex equipment
6. ISO/IEC 17065 General requirements for bodies operating product certification systems Conformity assessment — Requirements for bodies certifying products, processes and services
7. ISO/IEC 17021-1 - Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1 Requirements
8. IECEx TCD 60079-17, Technical Assessment Capability Document IEC 60079 -17:2013, Explosive atmospheres - Parts 17: Electrical installations inspection and maintenance
9. IECEx TCD 60079-19, Technical Capability Document IEC 60079 -19: 2010, Explosive atmospheres - Parts 19: Equipment repair, overhaul and reclamation
10. IECEx OD 060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
11. IEC 60079-17 Explosive atmospheres - Part 17: Electrical installations inspection and maintenance
12. IEC 60079-19 Explosive atmospheres – Part 19: Equipment repair, overhaul and reclamation
13. ExSFC Decision Sheets

NOTE The latest editions of the above documents were applied

### Additional references applied for this assessment

None.

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
| Łukasz Brudny | Quality Manager / SF auditor  (QMS Auditor) |
| Hyonggil Kim | Certification specialist / SF auditor  (QMS+Expert Auditor) |
| Daesik Moon | Certification specialist / SF auditor  (QMS+Expert Auditor) |

## National marks and certificates

KSC Poland have achieved accreditation from Polish Centre for Accreditation (PCA) according to ISO/IEC 17065 standard for different types of Ex protection equipment standards (see KSC Poland IECEx ExCB Scheme 02 Scope). PCA conducts annual audits and also witness manufacturer audits conducted by KSC Poland. They may conduct witness audits by remote communication or may choose to travel for witness the audit.

KSC is currently in process of obtaining accreditation from Polish Centre for Accreditation (PCA) according to ISO/IEC 17021-1 standard.

## Standards accepted

See clause 1.6 of this report.

## National differences to IEC standards

National differences to IEC standards are those for the EU/PL differences listed in the latest version of the IECEx System Bulletin.

## Organisation

### Names, titles and experience of the senior executives

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Kim Sanghe | CEO | >20 years |
| Łukasz Brudny | Quality Manager | >15 years |
| Krzysztof Sinka | Certification Body Manager | >15 years |

### Name, title and experience of the quality management representative

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Łukasz Brudny | Quality Manager | >15 years |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments (years) |
| Kim Sanghe | CEO | >20 years |
| Łukasz Brudny | Quality Manager | >15 years |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
| Krzysztof Sinka | Certification Body Manager | >15 years |
| Hyonggil Kim | Certification specialist/auditor | >9 years |
| Daesik Moon | Certification specialist/auditor | >10 years |

## Organizational Structure

See Annex A.

## Indemnity insurance

Indemnity insurance policy 1048595639 issued by PZU Polish to the value of 1 million PLN. It is valid till 2022-03-17.

KSC Poland holds indemnity insurance policy 1048595639 issued by PZU Polish with validity to March 3rd, 2022.

The policy is worldwide with an insured amount of 1.000.000 PLN for services in connection with certification.

## Resources

KSC Poland Certification Body has the necessary resources of competent staff and appropriate procedures to operate as a certification body. They employ 3 people in total with 2 additional external experts for IECEx 03 Scheme who demonstrated comprehensive level of technical knowledge required by IECEx 03-4 and 03-5 and deep understanding of IEC 60079-17 and IEC 60079-19 technical requirements.

NOTE 1 Information should be given here about the adequacy of resources of competent staff, appropriate procedures/work instructions, and facilities.

NOTE 2 Some information may also be included here about outsourcing, eg using external contractors, where this is not adequately covered in 2.10.

## Committees (such as governing or advisory boards)

The Certification Body has established an independent Impartiality Committee. Its purpose is to provide the Certification Body with advice on issues affecting impartiality, together with openness and public perception.

Independent Impartiality Committee is comprised of representatives from the industry, education, non-governmental organizations, certification body, CA body, manufacturers, IECEx Certified Service Facility (five external members at the time of Initial Assessment). The committee is responsible for providing guidance and advice on the formulation of policies relating to impartiality of the conformity assessment activities of KSC Poland. The committee meets once a year. Meeting records are retained.

## Certification operations

### National approval/certification Methods

N/A

### Certification policy

KSC Poland - Certification Body has a quality policy in its quality manual which includes clear reference to its certification. Quality Policy Statement is signed by the CEO and is available to all employees and clients.

NOTE Typically this may be a separate policy or included in the quality policy

### Application for certification

KSC Poland – Certification Body has a documented procedure P-9.2.3 “IECEx certified service facilities scheme” which addresses their process for handling application for IECEx Scheme 03 Certificates. It is supported by appropriate application and other forms. The process meets IECEx requirements.

Application form P-9.2.3/F1 is available in the Quality System and on the KSC Poland website. Completeness of information required to prepare a quotation to certification, including statutory signature from the SF with declaration of their responsibility.

### Certification decision

The certification decision is addressed in QM and procedure P-9.2.3 “IECEx certified service facilities scheme”. The process provides the necessary independence between the assessment/evaluation and the decision to issue or maintain IECEx certification and has been found to meet IECEx requirements.

### Suspension and cancellation of certificates

Suspension and cancellation of certificates is addressed in procedure P-9.2.3 “IECEx certified service facilities scheme” and also in the agreement with the SF in P-10.3/F4.2. The process meets IECEx requirements.

## Statistics

In noting 2.3 above, KSC Poland as an organisation is very new but the management as well as staff have many years of experience in the Ex field. On this basis as an organisation there is no history for the KSC Poland Organisation in assessment and certification of Ex related Service Facilities and therefore the Assessment team recommend a witness assessment once the Covid-19 travel restrictions have been lifted and travel made possible.

## National accreditation

The national accreditation certification for ISO/IEC 17065 obtained from Polish Centre for Accreditation (PCA) – see annex B. National accreditation is limited to ATEX scheme 2014/34/EU.

Acceptance as a IECEx 02 scheme Certification Body (ExCB).

Obtaining accreditation for ISO/IEC 17021-1 standard is in the progress.

## Assessment of service facilities and issue of FARs

Assessment of service facilities and issue of FARs is addressed in procedure P-9.2.3 “IECEx certified service facilities scheme”. The process meets IECEx requirements.

Application of IECEx OD-060 provisions for extraordinary circumstances is included in procedure P-9.2.3.

NOTE Include information about how the ExCB applies the provisions of OD 060 if applicable

## Comments (including issues found during assessment)

KSC Poland has the necessary staff and quality system in place for their scope as an ExCB. There were some issues related to the formal training to be completed by critical staff and clarifications in QMS to reflect IECEx requirements in more transparent way. All issues were revised to the satisfaction of the audit team and now meet the requirements of the IECEx.

Following the remote audit performed under the OD-060 recommendation by the IECEx Assessment Team is that acceptance be granted conditional on a witness assessment is successfully conducted once the COVID-19 travel restrictions permit.

# Annexes

See Contents. (add, modify or delete annexes as necessary). Please note the following instructions for the IEC template:

NOTE When creating a new annex **DO NOT** type the word Annex, just create a new empty page and then apply the styles ANNEXtitle to the first (empty) line. The word "Annex" followed by the letter "A" or "B", etc will automatically appear.

**TIP:** When typing annex titles, separate the lines of the title by "shift+return"

1. Overall Organisation Chart

Diagram

Description automatically generated

NOTE: Products certification body ISO/IEC 17065 shown in this chart covers Organisation Chart of ExCB for Schemes 02 and 03

1. Accreditation Certificate for ISO/IEC 17065

Text, letter

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