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**ExSFC/012/RM**

**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.)**

**MEETING REPORT**

**Attending:**

R. Sinclair (Chair) P. Oates M. Roy

M. Erdhuizen (Deputy Chair) K. Holdredge M. Amos (ExSFC Secretary)

M. Coppler (IEC TC31 Chair) M. Slowinske

M. Nazif Zakaria R. Wigg

B. bin HJ Selamat P. Thurnherr

G. Barnier C. Ettlin

J. Allen P. Meanwell

1. Opening by Chairman, Mr Ron Sinclair MBE at 9:00
2. Welcome to IEC TC 31 Chairman , Mr Mark Coppler
3. **Membership of ExSFC** 
   1. ExSFC Membership and Constitution

Members considered and approved a proposed update of the membership of the ExSFC as circulated as **ExSFC/001C/INF\_DRAFT** and in doing so, noted the comments from ExSFC Meeting #4 regarding participation (refer Recommendation #1 in ExMC/1397/RM). It was suggested that the change to remove Member Bodies as voting members of the ExSFC be endorsed by the 2019 ExMC Meeting before publication of the revised membership and constitution as ExSFC/001C/INF.

* 1. ExSFC Leadership Succession Planning

Members noted 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 noted 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 noted 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 noted the report on the fourth meeting of the ExSFC in June 2018 in Weimar as circulated as ExMC/1397/RM and proposed RECOMMENDATION #1 that the ExMC approve the facility for ExSFC to prepare and publish ExSFC Decision Sheets (noting that there will be a consequent need to prepare an IECEx Operational Document for these processes). On the presumption of ExMC approval, members also proposed RECOMMENDATION #2 that the ExMC consider a mechanism for transferring existing ExTAG Decision Sheets related to ExSFC work to ExSFC Decision Sheets.

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

Members noted ***Annex A*** to this agenda and agreed the following:

1. ACTION #1 Secretary to remove completed items and on-going items from the Actions Summary Tables in Annex A
2. ACTION #2 ExSFC to maintain communications with IEC TC31on the proposal from ExSFC Meeting #2 regarding the expansion of ISO/IEC 80079-34 to apply to services for or on ‘Ex equipment’ (noting that Mr Houeix has advised that the proposed Annex is not a preferred approach)
3. There is a need to expand the current TC31 Maintenance Team for ISO/IEC 80079-34 to assist ExSFC input to the development of ISO/IEC 80079-34 OR that a new Project Team needs to be established in TC31 to enable ExSFC input. Members then also agreed that the preferred option is the continuation of work by the Maintenance Team and addition of representatives of the ExSFC.
4. **Review of ExSFC plans, progress to date and status of work in progress.**

Members reconfirmed 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

and agreed to have the references to the following publications on *www.iecex.com* tagged as *“Under Review – not for used”* or a similar statement depending on space available:

* IECEx 03-2
* IECEx 03-3
* Operational Documents OD 31\*- 2 and OD 31\*-3

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

Members received a verbal report by Mr Amos on progress since the 2018 meeting of ExSFC with tasks assigned at ExSFC Meeting #1 (refer Item 8 of Report on ExSFC Meeting #1) and endorsed the agreements and action plans of ExSFC WG4.

Members then, in response to a question from SIRIM representatives, discussed which Edition of ISO 9001 is being used by certified Service Facilities (noting that in most countries other than Malaysia, the 2015 Edition is being used).

Members then agreed the DECISION #1 that any future mentions in IECEx publications of ISO9001 need to be interpreted to be the current Edition unless specified otherwise.

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

Members received a report on progress of ExSFC WG5 work and agreed that the information on how DEK and SIR conducted the assessment of organisations doing repairs on non-electric equipment is still needed. Members then assigned

ACTION #3 Secretary to remind DEK and SIRA of the need to provide this information as input to the planned work of ExSFC WG5.

Members then considered the proposal from Mr Slowinske for a revision of IECEx 03-5 and IECEx OD 314-5 regarding the period between assessments and agreed ACTION #4 Secretary to use the proposal as amended during this ExSFC meeting to prepare draft revisions of IECEx 03-5 (Clause 9.6), IECEx OD 313-5 and IECEx OD 314-5 for approval to publish by the ExMC.

It was also agreed that these revisions do not need to be circulated to ExSFC WG5 or the ExSFC prior to ExMC consideration.

Members discussed the need for suitably qualified assessors to be used when conducting intial, 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.

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

Members noted that there are currently no applications under active review.

1. **Assessors**

Members were reminded of Action #8 from ExSFC Meeting #1 and noted that an email was sent to ExSFC members by Secretariat on 02/8/16 but as of end April 2019 there has been no nominations of other experts in the field of ‘Ex services” for acceptance as IECEx Assessors.

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

Member noted progress (as indicated below) on the following Actions 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* [Complete and provided prior to ExSFC Meeting #5]
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.* [no input on events, no progress]

Members suggested that the PCIC Europe and Offshore Europe conferences are opportunities for promotion of the IECEx Certified Services Facility Scheme.

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

Members were reminded of ExSFC proposal to the 2018 ExMC meeting 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. Members then agreed that whilst this is a good principle it cannot be enforced onto a market (in some countries laws exist to prevent such actions). Members agreed the

ACTION #5 ExSFC Working Groups to consider revisions of the relevant Operational Documents to remind the market that employing personnel that hold an IECE Certificate of Personnel Competence is one way of demonstrating competence of staff in accordance with the requirements of IEC 60079-14, IEC 60079-17 and IEC 60079-19.

* 1. Any other business

Members considered the question from the Secretariat on the need to continue the requirements in IECEx 03-5 for separate FARs and Certificates for separate sites. Members agreed that this needs to be retained in IECEx 03-5 and assigned

ACTION #6 Secretary to remind all 03-5 ExCBs of this restriction of IECEx 03-5.

Members also agreed that more work is needed on this matter in IECEx 03-4 by ExSFC WG4 (noting that it may be appropriate to remove this restriction of separate FARs and Certificates for organisations providing inspections at locations other than their headquarters)

1. **Next meeting of ExSFC**

Members reconfirmed their past preference of convening the next ExSFC meeting as part of the IECEx Operational Meetings in 2020 AND, if necessary, over a longer week or in evenings to enable ExSFC Working Groups to meet and report to the ExSFC in the same week.

***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** |
| --- | --- | --- | --- | --- |
| 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) |
| 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 |

**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** |
| --- | --- | --- | --- | --- |
| 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 |
| 7 | 8 | WG5 to prepare requirements for nonelectrical Repair and Overhaul for the next edition of TCD 60079-19. |  | ExSFC WG5 to report progress |
| 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) |

**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 |
| 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** |
| --- | --- | --- | --- | --- |
| 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 |
| 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 May 2019* |
| 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”* |
| 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 |