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

**TITLE: Report from the IECEx Personnel Certification Committee (ExPCC)**

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

**INTRODUCTION**

This document (based on ExPCC/111/RM) contains a report from the IECEx Personnel Certification Committee (ExPCC) following their 30th May 2022 Meeting held as an online meeting.

This report mentions decisions regarding publication of revised IECEx publications that are managed by the ExPCC and the ExMC is asked to approve these as separate agenda items for the 2022 ExMC meeting. Other than these there are no new ExPCC Recommendations at this time and no other ExMC decisions are requested on this report.

**IECEx Secretariat**

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**MEETING REPORT**

**Meeting of the IECEx ExPCC**

**(IECEx Personnel Certification Committee)**

**Held ONLINE on** **Monday 30th May 2022**

1. OPENING OF THE MEETING

The Meeting was opened by the Chairman, Mr John Allen at 12:06 PM UTC followed by self -introduction of all participants.

1. Attendance & apologies

|  |  |  |
| --- | --- | --- |
| **In attendance:** |  | **Apologies received** |
| J. Allen (ExPCC Chair) | E. Thoren | R. Wigg |
| T. Houeix (ExPCC Deputy Chair) | T. Pijpker | R. Bulgarelli |
| P. Meanwell (IECEx Chair) | N. Zakaria | S. Miller |
| M. Cole (IECEx Deputy Chair) | E. LaRocco | G. Nielsen |
| C. Agius (IECEx Exec Sec) | K. de Gersem |  |
| G. Hofs | W. Jafar |  |
| L. Cai | S. Eekma | **Absent** |
| O. Strath | P. van der Sneppen | P. Oates |
| K. Graffi | Thomas Marks (for Tim Marks) | R. Jones |
| E. Galera | G. Slater |  |
| B. Spongsveen (for G. Nielsen) | M. Amos (ExPCC Sec) |  |

1. Approval of this Agenda

Members approved the agenda as circulated with the addition of Item 8.2.3.

1. Constitution

Members advised a number of changes to the draft and then approved the updated draft of **ExPCC/001I/INF** as the 2022 ExPCC Constitution and Membership.

1. Report on Actions Items arising from Decisions at the most recent ExPCC and ExMC Meetings.

Members noted a report from the Secretariat on the status of Action Items detailed in the Report to the IECEx 2021 ExMC Meeting as summarised in ***Annex A*** to this Agenda and via

**ACTION 2022/01**: tasked ExPCC WG1 to meet to complete a number of outstanding actions previously assigned to ExPCC WG1.

1. Action Items Referred from ExMC to the IECEx ExPCC for consideration:

Nil (refer ***Annex B*** to this Agenda).

1. IECEx05 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure
   1. Revision of IECEx 05, CoPC Scheme Rules

Members did not suggest any improvements to IECEx 05, Edition 4.1 (that was last revised in 2017 to align with IEC CA 01, Harmonized Basic Rules and IECEx 01-S, IECEx Supplement to CA 01).

* 1. IECEx OD 060

Members noted a report from Mr Agius on the provisions and requirements of IECEx OD 060 and that the IECEx Executive has taken a decision that these will remain active until the end of 2022 (at which time the Executive will take further decisions regarding an further extensions of its use)

1. IECEx05 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Operational Documents – DEVELOPMENT OF
   1. OD 503 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competence
      1. Revision of IECEx OD 503

Members noted the publication of IECEx OD 503, Edition 4.1 in October 2021 and did not suggest and further improvements in addition to the following agenda items.

8.1.2 Requirements for Practical Assessments – improvements to IECEx OD 503

Members discussed and supported the proposal from the April meeting of ExPCC WG2 for revision of IECEx OD 503 to establish minimum requirements for standardising the assessment of practical competence. Member also noted that ExPCC WG2 will continue this work during another meeting on 23rd June 2022. The outcomes of this will be provided to ExPCC members for review and endorsement to proceed to ExMC approval to publish processes – it is hoped that this can be done at the same time as other agreed changes to OD 503 are presented to the ExMC for consideration.

* 1. OD 504 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes

8.2.1 Revision of with IECEx OD 504

Members noted the publication of IECEx OD 504, Edition 4.0 in October 2021 and did not suggest any further improvements in addition to the following agenda items.

8.2.2 Proposed Revision of Section 6 of IECEx OD 504

Members considered and supported a proposed revision to the Table in Section 6 of IECEx OD 504, Edition 4.0 that clarifies prerequisites where combinations of Units are assessed in the same assessment process. This revised Table will be included in the next revision of IECEx OD 504 to be approved by the ExMC.

8.2.3 Possible future revision of IECEx OD 504 regarding Responsible Persons and Operatives

Members noted that, in addition to Item 8.1.2 above, the 23rd June 2022 meeting of ExPCC WG2 will also consider further revisions to OD 504 to clarify, merge or remove separate requirements for Responsible Persons and Operatives. ExPCC members are invited to submit their comments on this for consideration by ExPCC WG2 during their June 2022 meeting.

8.2.4 Proposed Addition of new Unit for Hydrogen Safety

Members considered and strongly supported a proposal from *IECEx ExMC Working Group WG19 – Application of IECEx to the Hydrogen Economy* for a revision of IECEx OD 504, Edition 4.0 and of Table 3 of IECEx OD 503 to add details regarding requirements for a new Unit regarding hydrogen safety. Members noted that (i) work is underway by ExMC WG19 member experts on inputs to the IECEx Question Bank and (ii) that Mr Amos will conduct a review of IECEx publications to determine any need to revise these to provide additional detail to support the assessment of ExCBs to include Ex 011 in their scope of acceptance.

In the discussions on the proposal from ExMC WG19, members

1. acknowledged that it is likely that further work may need to be done in the future to revise the requirements of other Units (Ex 001 to Ex 010 inclusive) to add details regarding hydrogen safety and technology aspects and also regarding pressure vessels as appropriate)
2. noted Mr Wigg’s comments and tasked Mr Agius to contact Mr Wigg to request (by no later than 3rd June 2022) details of proposed revisions to OD 504 that will address his concerns.

*POSTSCRIPT: in response to the outcomes of the above task, minor editorial revisions to the draft of IECEx OD 504 were included to clarify the intent that Ex 011 can be included in a certificate to supplement other Units where a person requires certification to conduct work where a hydrogen hazard may exist.*

* 1. OD 505 – Site Re-Assessment Report for Assessment of IECEx Candidate and Accepted Ex Certification Bodies (ExCBs) for the IECEx 05 Certificate of Personal Competencies Scheme (CoPC)

Members did not suggest any improvements to IECEx 505 Edition 2.0 and were reminded that Mr Wigg advised the 2018 ExPCC Meeting that he has commenced a draft revision of IECEx OD 505 that will incorporate suggestions and ideas arising from assessments that he has conducted.

1. IECEx05 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Guides and Operational Documents – REVIEW OF

Members did not suggest any further improvements to

* IECEx OD 501, Edition 3.1 (that was last revised in 2017).
* IECEx OD 502, Edition 3.2 (last revised in October 2021
* IECEx OD 506, Edition 1.1 (last revised in July 2018)
* IECEx OD 507, Edition 1.0 (last revised in July 2018)
* IECEx OD 508, Edition 1.0 (last revised in October 2021)
* IECEx OD 521, Edition 4.1 (last revised in October 2021)
* IECEx Guide 05A, Edition 2.1 (last revised in September 2016)

1. Reports from ExPCC Working Groups

10.1 ExPCC Working Group 1 - Rules

Members noted that ExPCC WG1 has not met since the 2021 ExPCC meeting and reaffirmed the need for this WG to meet as per Action 2022/01.

10.2 ExPCC Working Group 2 – Units of Competence and outcome criteria

In addition to Items 8.1.2 and 8.2.3, the ExPCC WG2 Convenor, Mr John Allen, provided members with an update on the activities of ExPCC WG2. In this report, Mr Allen encouraged ExPCC members to nominate a replacement Convenor for this WG now that Mr Allen has the responsibilities of ExPCC Chair.

10.3 ExPCC Working Group 3 – *Question Bank*

In the continued absence of a member as the Convenor for ExPCC WG3, Mr Amos of the IECEx Secretariat provided members with an update on the activities of ExPCC WG3. In this report, Mr Amos encouraged ExPCC members to nominate a Convenor for this WG from the ExPCC membership.

* + 1. IECEx Question Bank Review & Fix Project

Members received a report from the Secretariat regarding the status of the IECEx Question Bank Review and Fix Project in which it was indicated the reviewed and fixed Question Bank should be available in mid July 2022 for import to the YouTestMe software that has been obtained to be used by ExCBs to manage assessments (refer following item).

* + 1. IECEx Question Bank Software Implementation Review & Fix Project

Members received a report from the Secretariat that there has been little feedback from ExCBs on trials of the YouTestMe software following training on 27th October 2021. It was also reported that several ExCBs have not yet conducted trials … in response to this, Mr Amos reminded ExCBs of the importance of this and offered to provide, on request, additional information and training.

Members discussed:

1. The date that we go live with the YouTestMe software following upload of English version of reviewed and fixed QB AS THE ONLY WAY OF DOING ASSESSMENTS after which IECEx Assessors & IECEx Secretariat will monitor implementation of this policy decision and agreed that, until we have clarity on when the QBank Review & Fix will be finished AND the results of this are loaded to the YouTestMe software, a decision on a go-live date cannot be taken. This will be addressed at the next ExPCC Meeting.
2. The need to continue facilities to issue certificates based on assessments conducted in languages other than English and agreed that this be permitted. Members then discussed aspects of a timetable and deadlines for provision and load of the English language QB in other languages into the YouTestMe software (for use instead of current translations in use by ExCBs) with outcomes that
   * It makes most sense to translate and load the entire Reviewed & Fixed QB once instead of doing ongoing translations for each separate assessment event’s exam paper
   * The ownership of the intellectual property (IP) of the translations be clear. In this matter members supported the notion that IEC should own the IP and then considered a number of options and requested further investigation of options of (i) ExCBs sharing costs and effort to prepare the translations that will be donated to IEC, (ii) one ExCB doing the translations and other ExCBs wishing to use it contribute to the costs incurred in the translation process after which the translations will be donated to IEC, and (iii) funding of translation process costs by the IECEx System as a means of securing ownership
   * IECEx Secretariat to discuss option (iii) above with the IECEx Treasurer
   * A decision on timetables and deadlines can only be taken at a future ExPCC meeting once we have details of timeframes for provision and loading of the English QB AND also the results of the investigations of the options above.

10.4 ExPCC Working Group 4 – Qualification of Training Bodies

Members noted the limited support from RTPs and ExPCC members for the development of an Online Training Register and then agreed that this project should NOT proceed.

Members then supported the proposed Training Record template for use by IECEx RTPs in accordance with the provisions and requirements of IECEx OD 521.

1. General Business

11.1 IECEx ExCB management of “Assessment Centres”

Members considered the single response to a previous request for comment on the establishment of a register of ExCBs’ assessment centres and then agreed that:

1. There is limited support or need for the establishment of a non-public register of Assessment Centres that could be used by the IECEx Secretariat and IECEx peer assessors to manage audits of ExCBs
2. There is no need for the ExMC to approve assessment centres used by ExCBs as part of the initial and ongoing acceptance of the ExB
3. That in recognition of the above, IECEx peer assessors will give increased attention in audits to verifying that ExCBs
   1. Have identified (in internal documentation) all assessment centres they use
   2. Have procedures for managing the work of the assessment centres
   3. Maintain records of internal audits of their assessment centres, appointment of assessment centre staff, training records etcetra
   4. Manage artefacts and other assessment resources used by assessment centres in accordance with IECEx OD 503

11.2 IECEx Scheme Expansion

Members did not, due to time constraints, suggest or consider opportunities to expand the IECEx 05 Scheme to:

* Support the inclusion of non-electrical equipment in the IECEx 02 Scheme
* Better support an emphasis or scope limitation on low voltage equipment
* Cater to demand from industry for other areas of competency assessment (particularly for non-electrical equipment and for the different needs of the maritime oil and gas sector)

The above matters were deferred to the next ExPCC meeting.

11.3 ExPCC Strategy

Members did not, due to time constraints, suggest or consider work on:

* the preparation of a project brief to guide ExMC WG13 with consideration of ***Annex C*** (as updated with the outcomes of the 2018 ExPCC Meeting) to this Agenda.
* formation of a Task Group to conduct a SWOT Analysis using the format circulated as *‘IECEx EXPCC SWOT Analysis Template 2019.docx’*

The above matters were deferred to the next ExPCC meeting.

1. Any Other Business

12.1 ID Cards

Members supported a proposal from Mr Agius to investigate alternatives to the current printed plastic ID Cards.

12.2 Revision of F-003 Form

Members did not, due to time constraints, consider the request from ExAG for assistance in updating the F-003 form. This matter will be referred to the next ExPCC meeting.

1. Next Meeting

To be advised ….. likely in May 2023 unless members agree the need for meetings prior to this.

1. Close of Meeting @ 16:08 UTC

ANNEX A - Status of OUTSTANDING Actions Items arising from Decisions at past ExPCC Meetings

| **Item** | **Mins Item** | **Actions Arising from the 2021 Meeting of ExPCC**  Reference Document = ExPCC/108/RM | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| 2 | 19.4 | * 1. ACTION #2: All ExPCC members to review the Draft ExPCC Strategy Brief in Annex B of ExPCC/107/DA and provide feedback to the IECEx Secretariat by email by no later than 11th June 2021. A compilation of feedback and the original draft will be used to request assistance from ExMC WG17, Marketing in marketing the IECEx CoPC Scheme. | ExPCC Members | No replies received by IECEx Secretariat by February 2022 |
| 3 | 21.1 | * 1. ACTION #3: The current brochure needs to be reviewed by the Secretariat to check for a need to update the logo and title of Ex 001. |  | Ongoing in parallel with discussions in ExMC WG17, Marketing |

| **Item** | **Mins Item** | **Actions Arising from the Singapore 2019 Meeting of ExPCC**  Reference Document = ExMC/1500/R | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| Nil |  | Nil |  |  |

| **Item** | **Mins Item** | **Actions Arising from the Weimar 2018 Meeting of ExPCC**  Reference Document = ExMC/1387/RM | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| 2 | 12.3 | ACTION #2: IECEx Secretariat to investigate the possibility of including a “Job Board” on www.iecex.com as one means of satisfying the suggestion from the end-user proposer | IECEx Secretariat | Possible and work can commence on design as soon as spec available from ExPCC |
| 3 | 12.3 | ACTION #3: that ExPCC WG2 be tasked to consider the development of IECEx Units of Competence for aspects related to non-electrical equipment | Secretary | Referred to 2018 ExPCC WG2 Meeting |
| 4 | 19.1 | ACTION #4: content of proposed Checklist to be incorporated in draft revision of IECEx OD 505. Note mention in ExMC/1387/RM, Item 14.1 that Mr Wigg has commenced work on this. | ExPCC WG1 | To be on agenda for next meeting of ExPCC WG#1 |

| **Item** | **Mins Item** | **Actions Arising from the Northbrook 2016 Meeting of ExPCC** | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| 6 | 9.1 | ExPCC WG1 to consider a revision of IECEx 05 and/or IECEx OD 011-5 to clarify the requirements regarding the calculation and display of Expiry Dates / Reassessment Dates for Certificates and PCARs | ExPCC WG1 | Outstanding |
| 9 | 19.2 | DECISION: members endorsed the proposal for a History Summary field and allocated an ACTION that the Secretariat investigate options for providing this via the IEC IT Department. | Secretariat | Possible but has legacy issues (eg. Issues not currently ‘linked’ at CoPC level |

| **Item** | **Mins Item** | **Actions Arising from the Toronto 2015 Meeting of ExPCC** | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| 11 | 17.6 | ExPCC Deputy Chairman to request assistance from ExMC WG13, Business Development in preparing an ExPCC Strategy to align with the IECEx Business Plan | ExPCC Deputy Chairman | Ongoing |

ANNEX B – Status of OUTSTANDING Actions Items arising from Decisions at ExMC Meetings

| **Item** | **Mins Item** | **Actions for ExPCC Arising from the ExMC Meetings** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| Nil |  | Nil |  |  |  |

Annex C

The ExPCC requests the assistance of ExMC WG13 with the following aspects:

* Promotion of
  + IECEx Certified Persons Scheme
  + IECEx Recognised Training Provider Program
  + Is there a need?
  + Are ExCBs doing enough?
  + Is there potential for more promotion?
  + How, who, when, …, etc ?
  + How can IEC and the IECEx Secretariat assist?
  + Objectives of promotion =
    - To achieve an increase in # of Certificate issued by XX%?
    - To increase the number of participating ExCBs?
    - To increase acceptance by employers in YY industry sectors in ZZ countries
    - To …..??

* Target Markets
  + Industry sector(s)
  + Geographic
  + Company size, type etc

* Promotional Tools
  + Social media has merit?
  + Other tools …. ?
* Price of CoPC Assessments – are ExCBs competitive in the market?
  + Focus on quantity &/or quality of Certificates and training services ….?

* Approach to co-existing with other Training and Certification Schemes and their providers

* Other matters, issues, ideas etc
  + Include Units for non-electrical equipment
  + Add Units for specific Standards
  + ExPCC’s views on the expanded and more formalised use of “Assessment Centres” by accepted ExCBs (via IECEx 02 Scheme ATFs) to assist in reducing costs and travel by applicants
  + The need for / value of standardising equipment, rigs, artefacts etc for practical assessment activities
  + Need to ‘refresh & consolidate’ the Scheme by combining Units regarding Inspection activities
  + To expand the Scheme to enable certification of organisational capability (for example in cybersecurity for Ex areas according to IEC 62443 series)

**Draft ExPCC Strategy Brief for ExMC WG13 Consideration**

**Vision**

The ExPCC subscribe to and support the IECEx vision

“To be recognized as the global centre of excellence in providing conformity assessment solutions to satisfy the needs of the Ex industry worldwide”

**IECEx ExPCC Mission Statement**

To assist employers and site operators to manage risk through facilitating and ensuring that every person entering or working in, or near, a hazardous area has the relevant, adequate and currently suitable skills and knowledge necessary to complete their work safely in the Ex industry so that the integrity of safety is maintained. The skills and knowledge are verified by some form of independently verified certification that provides a degree of confidence.

**Objectives:**

1. To ensure that the IECEx CoPC Scheme provides the quality and level(s) of competence required by market needs
2. To grow the IECEx CoPC and RTPP sustainably while maintain quality of outcomes
3. To ensure continued consistency of processes and assessment outcomes across all ExCBs
4. Establish Ex skills and knowledge as elements of technical education at all stages and levels
5. Achieve acceptance of IECEx CoPC certificates by regulators in all countries as sufficient evidence of competence
6. Achieve demand for IECEx CoPC certified personnel by all employers and site operators in Ex industries for their employees, subcontractors and service providers
7. Ensure that IECEx CoPC Scheme is a viable business proposition for ExCBs
8. To continue to develop the IECEx CoPC Scheme to meet market demand by
   1. Introducing different levels (eg. for Operatives, RPs etc) of certification within a Unit
   2. Developing different types of Certificate to meet market needs (especially where such needs are already defined eg. by classification systems, qualifications, “professional engineer” etc.)

**We can provide value and solutions in industries that include (but are not limited to)**

* Automotive refuelling stations or petrol stations
* Oil refineries, rigs and processing plants
* Chemical processing plants
* Printing industries, paper and textiles
* Hospital operating theatres
* Aircraft refuelling and hangars
* Surface coating industries
* Underground coalmines
* Sewerage treatment plants
* Gas pipelines and distribution centers
* Grain handling and storage
* Woodworking areas
* Sugar refineries
* Metal surface grinding, especially aluminium dusts and particles

**QUESTIONS STILL TO BE ANSWERED**

**Is there a market for IECEx CoPC ? If yes, is there demand in this market for IECEx CoPC as a valued tool in managing risk and perhaps other purposes ?**

**Is it understood by employers that IECEx CoPC can provide a path to demonstrating that their employees are ‘competent’**

**What are the needs of the industries where IECEx CoPC can provide value and solutions ?**

**What is the size of market for certification of competence of persons (sector by sector for all the industries where IECEx CoPC can provide value and solutions)**

Oil and gas = 100K globally over next 5 years

**Where are we now, and what products/services we provide to meet market needs?**

**What strategic and operational constraints are imposed on us?**

**What strategies we need to put in place that will enable us to reach our vision and achieve our mission and objectives?**

**What action plans we need to implement in support of the strategies?**

**What funding will be required to successfully undertake all the activities necessary to fulfil our goals?**

**What resources and structure are required to support the vision, objectives and strategies?**

**What action/process is needed to assist in promoting the various services offered under the IECEx CoPC Scheme to make these services a preferred choice by the industries in which IECEx operates?**