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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 Service Facility Certification Committee (ExSFC)**

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

**INTRODUCTION**

This document (based on ExSFC/022/RM) contains a report from the IECEx Service Facility Certification Committee (ExSFC) following their 9th May 2023 Meeting held as an online meeting.

**IECEx Secretariat**

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**9th Meeting of the IECEx ExSFC**

**(Service Facility Certification Committee)**

**Conducted online on** **Tuesday 9th May 2023**

**MEETING REPORT**

**In attendance:**

Peter Thurnherr (ExSFC Chair)

Erin LaRocco (ESFC Deputy Chair)

Paul Meanwell (IECEx Chair)

Martin Thedens (IEC TC31 Chair)

Geoff Barnier (SIMTARS)

Changwoo Lee (TestSafe)

Ajay Maira (ExTC)

Einar Thoren (Exert)

James Baek (Exert)

Bjorn Spongsveen (DNV)

Fraser Heggie (ExSFC WG4 Convenor)

Thomas Kircher (for Franz Eickhoff, BVS)

Erwin ter Haar (DEKRA)
Terje Pedersen

Uwe Klausmeyer (KSCP)

Lukasz Brudny (KSCP)

John Allen (Sheppard Engineering)

Muhammad Azhar (SIRIM)

Chris Agius (IECEx Exec Sec)

Geoff Slater (IECEx Secretariat)

Mark Amos (ExSFC Secretary)

**Apologies received prior to this meeting:**

Neil Dennis

Thierry Houeix

**Absent without apology:**

Wilson Bonato

Matej Debenc

Roelof Viljoen

Seogkwon Chu

Phil Oates

Sean Clarke

Wayne Thomas

Evans Massey

Roberval Bulgarelli

1. **Opening by Chairman, Mr Peter Thurnherr** at 1200UTC
2. **Membership and Constitution of ExSFC**

Members approved a revision of the ExSFC and ExSFC WGs Membership & Constitution and circulated as **ExSFC/001G/INF\_Draft.** This update will be published as ExSFC/001G/INF.

1. Review of report from ExSFC Meeting #8 of May 2022

Members noted (without comment or questions) the report on the seventh meeting of the ExSFC in May 2021 as circulated as ExSFC/018/RM.

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

Members noted (without comment or questions) the report on the status of previously assigned Actions (refer t**o *Annex A*** to this report)

1. ExSFC Working Group Activity
	1. ExSFC Working Group 4 – Inspection & Maintenance Services

Members accepted a report on the last (March 2021) meeting of ExSFC WG4, noted that all Actions have been completed or will be discussed at the next ExSFC WG4 meeting to be convened as soon as possible.

* 1. ExSFC Working Group 5 – *Repair and Overhaul*

Members accepted a report from Mr John Allen as Convenor for ExSFC WG5 that included:

* a request for nominations for a replacement Convenor (none received at this meeting but still welcomed at any time in the future)
* requests for the members to consider and endorse (to the ExMC for approval to publish) the following revisions of IECEx 03 Scheme publications:
	+ 1. IECEx OD 313-5

Members endorsed the proposed revision of IECEx OD 313-5 subject to inclusion of the editorial correction to Step 6 agreed during meeting.

* + 1. IECEx OD 314-5

Members endorsed the proposed revision of IECEx OD 314-5.

* + 1. IECEx OD 315-5

Members endorsed the proposed revision of IECEx OD 315-5 subject to updates to the Appendix numbering and referencing.

* + 1. IECEx OD 316-5

Members considered the original proposed revision of IECEx OD 316-5 that was further edited during meeting discussions and then assigned the following:

ACTION 2023/01: Mr Allen and Mr Agius to prepare (for further ExSFC consideration by correspondence prior to submission to the ExMC for approval to publish) a new Annex to OD 316-5 regarding ExCB employed auditor competence requirements.

1. IECEx Certified Services Scheme – Rules of Procedure, Operational Documents and supporting publications
	1. IECEx 03-\* Revision regarding Certificate status changes

Members considered the proposed revision of IECEx 03-\* intended to clarify the process for certificate suspension and cancellation and agreed that this be included in revisions of IECEx 03-\* Rules of Procedure

ACTION 2023/02: Secretary to prepare revisions of IECEx 03-\* for consideration by the ExMC for approval to publish.

* 1. IECEx 03-5, Clause 8.1.3

Members considered a proposed revision of IECEx 03-5, Clause 8.1.3 and then agreed to refer this to ExSFC WG5 for further discussion.

ACTION 2023/03: ExSFC WG5 to further consider a revision of IECEx 03-5, Clause 8.1.3

* 1. IECEx OD 011-3 Revision

Members considered a proposed revision of IECEx OD 011-3 prepared to

1. Respond to Action 2022/10 from the 2022 ExSFC Meeting (refer Note to Clause 1.2.5 in the proposal)
2. Include edits suggested by UL LLC intended to ensure alignment of the content of the FAR and Certificate and that any limitations to the scope of certification are prominent by appearing on the certificate (refer Clause 1.2.9 in the proposal)
3. Support completion of Action 2022/06 from the 2022 ExSFC Meeting
4. Support the proposed revision of Clause 8.1.3 of IECEx 03-5 (refer Agenda Item 6.2 preceding)

and then agreed to postpone this work until ExSFC WG5 complete the work assigned in ACTION 2023/01

* 1. IECEx 03-2 and 03-3 Scheme Publications – Further Development

Members noted the statements on the IECEx Website regarding publications for the IECEx 03-2 and 03-3 Schemes and agreed that these should be maintained without change until further notice.

1. ExSFC Decision Sheets
	1. ExTAG Decision Sheet Review

Members discussed the proposal to recommend to ExTAG that ExTAG DS 2006/009A regarding Assessment of an OEM Service Facility be withdrawn and agreed to postpone this work until ExSFC WG5 complete the work assigned in ACTION 2023/01. Future discussions will need to consider the following options:

1. to take no further action, or
2. to replace ExTAG DS 2006/009A with an ExSFC Decision Sheet as per IECEx OD 302, or
3. to assign an Action to revise IECEx OD 313-\* series to include requirements for the assessment of OEM Service Facilities.
	1. ExTAG Decision Sheet Development
		1. ExSFC DS on Non-electrical Equipment repairs

Members considered the comments on ExSFC/019/DS as provided below as ExSFC/019/CC, agreed that no changes to IECEx 03-5 are required at this time and assigned the following

ACTION 2023/04: Mr Allen and Mr ter Haar to redraft the Decision Sheet and Secretary to circulate the revised draft DS to members for comment prior to further consideration.

* + 1. ExSFC DS on OEM Repair Activity requirements

Members agreed to await the outcomes of action on Item 6.2 preceding in this report.

1. General Business

Nil.

1. Any other business

Members considered one of the outcomes of the recent IECEx ExAG meeting and agreed that Ex ‘q’ can and should be included in a revision of F-003. {Ex ‘m’ needs to remain as an exclusion in the IECEx 03-5 Scheme}.

1. Next meeting of ExSFC

Members agreed to convene the next ExSFC meeting as a face-to-face (only) meeting in early March 2024 at a location to be determined.

Meeting closed @ 1518 UTC

***ANNEX A:* OUTSTANDING ACTIONS FROM PAST MEETINGS**

**Status of Action Items from the online 8th Meeting of the IECEx ExSFC in May 2021**

(Reference document = ExSFC/018/RM)

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5.5 | Members noted the publication of IECEx 03-4, Edition 3.0 (particularly Clause 10.1.1) and agreed*ACTION 2022/01: Next meeting of the ExSFC to further discuss the need for, and to plan similar edits are made to IECEx 03-0, 03-2, 03-5* |  | ExSFC to discuss - refer 2023 ExSFC Meeting Agenda, Items 6.2 and 6.3 |
| 2 | 5.6 | Members noted the statement on the IECEx Website regarding publications for the IECEx 03-2 and 03-3 Schemes and agreed that *ACTION 2022/02: ExSFC WGs to plan and assign work for updating these.*  |  | ExSFC WGs to plan and assign work for updating these |
| 3 | 7.1 | Members discussed ExTAG DS 2006/009A regarding Assessment of an OEM Service Facility and agreed that 1. *ACTION 2022/03: A new ExSFC DS be prepared (in accordance with IECEx OD 302) by the Secretary based on the current content of ExTAG DS 2006/009A.*

and1. That the new ExSFC DS remain published until IECEx OD 313-5 can be revised by ExSFC WG5 to address the matters in ExTAG DS 2006/009A for requirements for the assessment of OEM Service Facilities.
2. ExTAG be asked to withdraw ExTAG DS 2006/009A following publication of the new ExSFC DS
 |  | Refer 2023 ExSFC Meeting Agenda, Items 6.2 and 7.1 |
| 4 | 7.2 | Members considered the *“Potential Text for an ExSC Decision Sheet”* circulated with this agenda and as prepared by the ExSFC 2020 Meeting convened Task Group of Messrs Sinclair, Allen, Houeix and Erdhuizen and agreed that *ACTION 2022/04: the Secretary to prepare (in accordance with IECEx OD 302) a new ExSFC DS.* |  | Refer 2023 ExSFC Meeting Agenda, Item 7.2.1 |
| 5 | 8.2 | *ACTION 2022/05: Secretary to update ExSFC Membership to reflect the appointment of Mr Allen as ExSFC WG5 Convenor.* |  | Completed – refer 2023 ExSFC Meeting Agenda, Item 2 |
| 6 | 10 | Members supported the recommendation from the Taskgroup on Certificate and FAR Content and Format outlined in the document *“Modifications …templates\_FINAL”* and agreed that:*ACTION 2022/06: Secretary to prepare a specification for an IEC IT project based on the Taskgroup’s recommendation.* |  | Refer 2023 ExSFC Meeting Agenda, Item 6.3 |
| 7 | 11 | Members appreciated a presentation by Mr Allen regarding the proposed requirements for IECEx 03 Scheme Assessors and agreed the following next steps*ACTION 2022/07: Secretary to circulate a copy of Mr Allen’s presentation to members.* |  | Completed |
| 8 | 11 | *ACTION 2022/08: ExSFC WG5 to prepare a draft revision of IECEx OD 316-5 to reflect the content of Mr Allen’s presentation regarding the requirements of IEC 60079-19:2019 and IEC 60034-23.* |  | Refer 2023 ExSFC Meeting Agenda, Item 5.2 |
| 9 | 11 | *ACTION 2022/09: Secretary to provide a copy of Mr Allen’s presentation to the ExAG for use in training of and as a reference for IECEx Assessors.* |  | Completed |
| 10 | 12 | *ACTION 2022/10: Secretary to prepare a revision of IECEx OD 011-3 to clarify requirements for the up-issue of certificates to reflect up-issue of supporting FAR series* |  | Refer 2023 ExSFC Meeting Agenda, Item 6.3 |

**Status of Outstanding 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** |
| --- | --- | --- | --- | --- |
| 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 and if agreed, assign work to an existing or new WG |
| 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 |