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**ExSFC/024/RM**

**March 2024 2023**

**10th Meeting of the IECEx ExSFC**

**(Service Facility Certification Committee)**

**Monday 4th March 2024, Singapore**

**MEETING REPORT**

**Participating**

Peter Thurnherr (Chair) David Malohn (UL) Hyunwoo Park (KGS)

Erin LaRocco (Deputy Chair, UL) Einar Thoren (XRT) Taeho Nam (KGS)

Mark Amos (IECEx, Secretary) Kim Hyungill (KSCP) Chris Agius (IECEx)

Phil Oates (SGS) Kim Sanghee (KSCP) Geoff Slater (IECEx)

Geoff Barnier (Simtars) John Allen

**Apologies received prior to this meeting:**

Changwoo Lee Matej Debenc Roelof Viljoen

Wayne Thomas Sean Clarke Ajay Maira

Martin Thedens Wilson Bonato Fraser Heggie

Neil Dennis Roberval Bulgarelli Erwin ter Haar

1. **Opening** by Chairman, Mr Peter Thurnherr at 0900 Singapore time

1. **IEC Code of Conduct**

Members were reminded of the **IEC Code of Conduct** (particularly page 8)

1. **Membership and Constitution of ExSFC**

Members agreed to the revision of the ExSFC and ExSFC WGs Membership & Constitution and circulated as **ExSFC/001H/INF\_Draft.** Members also endorsed Mr Peter Thurnherr and Ms Erin LaRocco to continue as ExSFC officers for their second term commencing on 1st January 2024.

Members noted the need to appoint Deputy Convenors for ExSFC WG4 and ExSFC WG5 but were, in the absence of prior knowledge of this matter, were unable to nominate members for these. This matter will be further discussed at the next ExSFC meeting.

Following discussions regarding the ongoing problem with low participation by ExCBs and the consequences that these ExCBs seem to be unaware of recent changes to IECEx Rules and ODs and are also not taking the meetings as an opportunity to provide input to future requirements it was agreed that

1. All ExCBs must participate in all future meetings of the ExSFC
2. If an ExCB does not participate in a meeting the Secretariat will remind them of the above policy
3. If the ExCB misses a second meeting over a two year period a special surveillance assessment will be scheduled in addition to the normal surveillance and reassessment audits
4. If the ExCB misses a third meeting over a three year period they will be subject to annual surveillance assessments (irrespective of their accreditation status) that will continue until meeting participation resumes.

AND

1. To assist ExCBs to comply with the above policy, future meetings of the ExSFC will be convened at the same location as the annual IECEx ExMC meetings and in the same week or immediately before or after the ExMC meeting subject to meeting host capabilities

1. Review of report from ExSFC Meeting #9 of May 2023

Members noted the report on the ninth meeting of the ExSFC in May 2023 as circulated as ExSFC/022/RM and to considered the status of previously assigned Actions (refer t**o *Annex A***) and assigned the following new Actions:

Action 2024/01: ExSFC WG5 to provide a recommendation to the next ExSFC meeting regarding the date of mandatory use of the anticipated 2025 edition of IEC 60079-19 and any necessary transitionary arrangements.

Action 2024/02: following the retirement of Mr Bulgarelli and the absence of prior progress on Actions #5, #6 and #7 originally assigned in the 2018 meeting of the ExSFC (refer to Annex A for details), Mr Allen to conduct a review of Mr Dennis’ comments and prepare a recommendation for the direction of further work (if it concluded that there is value in further work on this matter)

1. IECEx Publications

Members were reminded of the obligations, via IECEx OD 099, on ExSFC to monitor, review and manage the currency of IECEx Rules, Operational Documents, Forms and Decision Sheets regarding the IECEx 03 Scheme.

In addition to discussions on specific publication listed below, members were requested to consider if the imminent revisions of IEC 60079-14 and IEC 60079-17 will require revisions to the structure and/or content of any IECEx 03 Scheme Rules or Operational Documents – the Actions arising from these discussions are detailed below with respect to the specific publications.

IECEx Rules

* 1. IECEx 03-0

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 03-2

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 03-3

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 03-4

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 03-5

Members agreed that no revisions or improvements are required at this time.

IECEx Operational Documents

* 1. IECEx 0D 313-2

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 313-3

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 313-4

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 313-5

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 314-2

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 314-3

Action 2024/03: revise this OD to reflect changes in IEC 60079-14 regarding text and requirements for ‘RPs’

* 1. IECEx 0D 314-4

Action 2024/04: revise this OD to reflect changes in IEC 60079-17 regarding text and requirements for ‘RPs’

* 1. IECEx 0D 314-5

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 315-5

Action 2024/05: ExSFC WG5 to consider the need for this OD in view of anticipated changes in the 2025 Edition of IEC 60079-19.

* 1. IECEx 0D 316-2

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 316-3

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 316-4

Members agreed that no revisions or improvements are required at this time.

* 1. IECEx 0D 316-5

Members agreed that no revisions or improvements are required at this time.

IECEx Forms

* 1. F-003

Members agreed that no revisions or improvements are required at this time.

* 1. 03 Scheme ExCB Application Form

Members agreed that no revisions or improvements are required at this time.

ExSFC Decision Sheets

* 1. ExTAG Decision Sheet Review

Members agreed to abandon the draft ExSFC DS regarding Assessment of an OEM Service Facility and assigned the new

Action 2024/06: Mr Barnier and Mr Malohn with the assistance of the Secretariat to prepare a draft revision of the FAR Forms for 03-3, 03-4 and 03-5 to add a facility to specify details of any work done by the Service Facility but not conducted a the audited site(s)

Action 2024/07: Secretariat to request IECEx ExTAG to remove ExTAG DS 2006/009A

* 1. ExSFC DS on Non-electrical Equipment repairs

Members considered a verbal report from Mr Allen on progress on

\*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.

and assigned the new

Action 2024/08: Mr Allen with the assistance of the Secretariat to further develop this draft ExSFC Decision Sheet (with input invited from Mr ter Haar) to reflect the anticipated changes in the 2025 Edition of IEC 60079-19

* 1. ExSFC DS on OEM Repair Activity requirements

Refer Report Item 5.21 above.

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

Members noted an apology from the Convenor, Mr Heggie for his inability to attend and report on plans for future work by ExSFC WG4. Members expect a report to the next ExSFC meeting.

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

Members instructed ExMC WG5 to

1. Nominate (for ExSFC approval) a Deputy Convenor and a replacement Convenor for Mr John Allen (as per the discussions on this matter at the 2023 ExSFC meeting (refer Report Item 3 above)
2. Continue work on

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

1. complete the work assigned in ACTION 2023/01. This work will inform the subsequent task assigned to the IECEx Secretariat to revise IECEx OD 011-3 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 item b) above
2. General Business
   1. **Service Facility Assessment Guidance**

Members again supported the use (as agreed by the 2023 ExMC meeting) by all ExCBs, the guidance presentation prepared by Mr Allen and titled “IECEx 03-5 Service Facility Assessment Training Guidance”.

1. Any other business

Nil.

1. Next meeting of ExSFC

Members agreed to convene the next meeting (as face-to-face only) in September 2025 (date and time to be advised) in conjunction with the IECEx ExMC and ExTAG meetings in Japan.

***ANNEX A:* STATUS OF ACTIONS FROM PAST MEETINGS**

**Status of Action Items from the 9th Meeting of the IECEx ExSFC in May 2023**

(Reference document = ExSFC/022/RM)

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5.2.4 | 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. |  | COMPLETE – IECEx OD 316-5, Edition 1.2 published in Dec 2023 |
| 2 | 6.1 | ACTION 2023/02: Secretary to prepare revisions of IECEx 03-\* for consideration by the ExMC for approval to publish. |  | COMPLETE – Revisions of IECEx 03-2, 03-3, 03-4 and 03-5 published in Dec 2023 |
| 3 | 6.2 | ACTION 2023/03: ExSFC WG5 to further consider a revision of IECEx 03-5, Clause 8.1.3 |  | Refer Agenda Item 6.2 b) for ExSFC Meeting #10 |
| 4 | 7.2.1 | ACTION 2023/04: Mr Allen and Mr ter Haar to redraft the Decision Sheet (ExSFC/019/DS) based on comments received (refer ExSFC/0190/CC) and Secretary to circulate the revised draft DS to members for comment prior to further consideration. |  | Refer Agenda Item 8.2.1 for ExSFC Meeting #10 |

**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** |
| --- | --- | --- | --- | --- |
| 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 |
| 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 Agenda Item 6.2 b) for ExSFC Meeting #10 |

**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 |