**IECEx Secretariat** [Date inserted by IECEx Secretariat]

**ExCB APPLICATION FOR CERTIFIED PERSONS SCHEME SCOPE EXTENSION**

**Report: To the IECEx Executive**

Subject: Consideration of Scope Extension application from [Name of ExCB] to include IECEx Unit Ex 011, *Basic knowledge of the safety of hydrogen system*.



**Background**

The IECEx 05 Certified Personnel Scheme has been recently expanded to include a new *Unit Ex 011, Basic knowledge of the safety of hydrogen system*.

This form is to be used when assessing a scope extension request from an ExCB operating in the IECEx CoPC Scheme seeking to add Unit Ex011 to their scope.

Once completed the form is to be presented to the IECEx Secretariat for Review and processing according to IECEx 05 Rules.

**IECEx Secretariat**

|  |  |
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**INTRODUCTION**

The existing ExCB, [Name of ExCB] currently operating in the 05 Scheme applied for a scope extension for Unit Ex 011 and has prepared their application for scope extension to include Unit Ex 011, providing the IECEx Secretariat with the following documentation / information in support of this [copies of the following documentation to be reviewed the IECEx Assessor and then supplied to the IECEx Secretariat]:

* ExMC/570D/Q (document is fully and correctly completed Application form submitted as ‘ExMC-570D-Q\_IECEx-05- Signed.pdf”)



* Current [Name of ExCB] Organization Chart (refer submitted document titled “Document 1 – Organisation Chart”) [Provide a copy of Organization Chart]
* Staff Competence as relevant to Ex 011 (refer submitted document titled “Personnel Involved in Certification Activities”) for [Name of ExCB nominated experts for Unit 011]
* IECEx Question Bank contribution (refer submitted document titled “Document 4 – Ex 011 – Questions”) for Critical Aspects of Evidence 5.47 [Provide at least twice the minimum number of Questions & Answers specified in Table 3 of IECEx OD 503 in the Excel spreadsheet template format for the IECEx Question Bank. IECEx Assessor to review these for sufficiency and suitability in accordance with IECEx OD 503 and IECEx OD 504 requirements]
* Other documents regarding their updated QMS (refer submitted document “Document 3 and Document 3.1”) as additions to their QMS currently on file with the IECEx Secretariat to include details of certification activities for Ex 011.

This scope extension application is being processed according to Clause 9.9 of IECEx 05 and is seeking acceptance by the IECEx Executive.

While a detailed review of this scope extension request has been conducted by the [Name of Assessor], the above listed documents have also been reviewed by the IECEx Secretariat in line with Clause 9.9 requirement for this consultation, with the IECEx Executive Secretary, Mr Agius indicating his support for this scope extension to proceed.

This report contains information in support of this scope extension application from [Name of ExCB] and attention is drawn to the fact that Ex 011 is a ‘knowledge only Unit’ (where no artefacts or practical assessment apparatus are needed by an ExCB and therefore need no on-site review by an IECEx Assessor).

[Name of ExCB experts] as the nominated key staff of the ExCB are experienced in certification management roles with [Name of ExCB]. As outlined in their respective CVs, they have recent and relevant experience with hydrogen safety and ISO TR 15916 in addition to existing expertise in explosion protection and personnel and service facility certification.

**History of operation as an IECEx ExCB**

The current scope of acceptance of [Name of ExCB] includes [list the current IECEx 05 Units, if it is not all Units] all 05 Scheme Units except Ex 011.

The ExCB has (to date and since year accepted as an ExCB for the IECEx 05 Scheme……….) issued [# certificates] in the IECEx 05 Scheme.

**Applicable IECEx Publications**

The following operational and reference documents apply as part of the application process for an approved ExCB in the IECEx 05 Scheme :

|  |  |
| --- | --- |
| IECEx 05 | IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System) IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure, Edition 4.1 |
| IECEx OD 501 | IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Assessment procedures for IECEx acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEx Certificates of Personnel Competence (CoPCs), Edition 3.1 |
| IECEx OD 502 | IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres –Application for an IECEx Certificate of Personnel Competence (CoPC) and an IECEx Ex Facility Orientation Certificate (EFOC) - documentation and information requirements, Edition 3.2 |
| IECEx OD 503 | IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres - ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competencies, Edition 5.0 |
| IECEx OD 504 | IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes, Edition 5.0 |

#### Observations and Findings

In support of the proposal for IECEx Executive according to IECEx 05, Clause 9.9 the Secretariat has conducted a detailed review of the [Name of ExCB] application and supporting documentation against the publications listed above and has compiled this report with a recommendation for consideration by the IECEx Executive.

The application and supporting documents, referred to above were reviewed with the results of that review as follows:

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| --- | --- |
| Reference to Rules and Operational documents | **Results** |
| IECEx 05  |  |
| General Requirements | Satisfied via prior acceptance of [Name of ExCB] as an IECEx 05 Scheme ExCB |
| Application according to the provisions of Clause 9.9  | To provide a completed Form ExMC/570D/Q  |

|  |  |
| --- | --- |
| IECEx OD 501 |  |
| Description of organisation, scope and general certification process | Assessor to determine if they can state the following findings:-* Updated document “Scope and General Description” document complies
* Updated Organisation Chart aligns with other supporting documentation
 |
| Details of practical assessment artefacts | Not applicable / not required for Ex 011  |
| Question Bank Contribution  | Assessor to determine if they can state the following findingsQuestions and answers are ***suitable*** as per * ExMC WG19 criteria based on ISO TR 15916
* IECEx OD 504, Clauses 4.13 and 5.47 requirements

and * ***sufficient*** according to IECEx OD 503, Table 3 requirements.
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| IECEx OD 502 |  |
| Applicant Information requirements | Assessor to determine if they can state the following findingsCandidate Application Form (as updated) complies |
| IECEx OD 503 |  |
| Organization requirements | Refer results above for IECEx OD 501 |
| Certification processes | Assessor to determine if they can state the following findingsComplies with Clauses 4.2, 4.3.1, 4.3.2, 4.3.5 and 4.3.6 requirements – refer QMS |
| Qualification of examiners | Assessor to determine if they can state the following findings + must provide copies of CVs of experts nominated for Unit 011.Complies with Clause 4.4 requirements – *refer key staff CVs* |
| IECEx OD 504 |  |
| All relevant requirements | Refer results above for IECEx OD 502 and OD 503 |

**Recommendation of the IECEx Secretariat**

Following review by the IECEx Secretariat and consultation with IECEx Assessor, [Name of Assessor], it is recommended that the IECEx Executive accept that the scope extension request to include Unit 011 be granted and noted at the next meeting of the IECEx Management Committee.

**Action required of the IECEx Executive**

The IECEx Executive members are asked to support the Secretariat’s recommendation that [Name of ExCB] be granted the scope extension to include Unit Ex 011 in their scope of acceptance – *a reply by* [date inserted by IECEx Secretariat] *is appreciated, following which and in the absence of any major objections, the scope extension to include Unit Ex 011 will be granted.*

*PLEASE NOTE THAT ALL DOCUMENTS PROVIDED WITH THIS REPORT ARE CONFIDENTIAL AS INTELLECTUAL PROPERTY OF THE APPLICANT AND MUST NOT BE CIRCULATED FURTHER*