**INTERNATIONAL ELECTROTECHNICAL COMMISSION SYSTEM FOR CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE ATMOSPHERES**

**MEETING REPORT**

**Meeting of the IECEx ExPCC**

**(Personnel Certification Committee)**

**Wednesday 6th March 2024**

**In attendance:**

John Allen (Chair) Paul van der Sneppen (ROVC)

Mark Amos (Secretary) Lei Cai (Tech Skills)

Gert Hofs (PBNA) Vikram Paranjpe (Karandikar)

Marco Erdhuizen (QPS) Steve Miller (ACT)

Marty Cole (Hubbell) Jeff Strath (CTE)

Einar Thoren (Exert) Klauspeter Graffi (TUVR)

Kristof de Gersem (TPS) Chris Agius (IECEx)

Xia Jiayan (TPS) Geoff Slater (IECEx)

David Malohn (UL)

**Apologies received prior to this meeting:**

Umit Sevim Roberval Bulgarelli

Thierry Houeix Theo Pijpker

Muhammad Azhar Bin Md Aris

1. OPENING OF THE MEETING

Opened by the Chairman, Mr John Allen at 9:06AM followed by self introduction of all participants.

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 ExPCC
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 an additional annual surveillance assessment (irrespective of their accreditation status) and these will continue until meeting participation resumes.

AND

1. To assist ExCBs to comply with the above policy, future meetings of the ExPCC 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

ACTION 2024/01: ExPCC WG1 to update IECEx 05 to incorporate above decision of the ExPCC

1. IEC Code of Conduct

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

1. Approval of this Agenda

Members **approved** the agenda for this meeting without addition or changes.

1. Constitution

Members **approved** the draft revision of the ExPCC Constitution and Membership as circulated as *ExPCC/001K/INF\_DRAFT* and endorsed the nomination of Mr Marco Erdhuizen as candidate for ExMC approval as the new ExPCC Chair to commence a first term on 1st January 2025. The members also noted and endorsed Mr Houeix’s offer to continue as ExPCC Deputy Chair for a second term commencing on 1st January 2025.

Members then thanked Mr Allen for his leadership and commitment to the work of the ExPCC and ExPCC over several years.

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 2023 ExMC Meeting as summarised in ***Annex A*** to this Agenda and agreed the following:

* Members agreed to retain the matter of the development of an ExPCC Strategy on the agenda for future meetings (refer Item 9.5 following in this report)
* ACTION 2024/02: All ExCBs and RTPs to review their organisations’ websites, publication and other marketing tools and activities to identify opportunities to better promote IECEx training and certification services
1. Action Items Referred from ExMC to the IECEx ExPCC for consideration:

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

1. IECEx Publications

Members were reminded of the obligations, via IECEx OD 099, on the ExPCC to monitor, review and manage the currency of IECEx Rules, Operational Documents, Forms and Decision Sheets regarding the IECEx 05 Scheme and then recorded the following regarding each publication listed below.

* 1. IECEx 05, Edition 4.1

Refer Action 2024/01.

* 1. IECEx OD 501, Edition 3.1

Members supported the proposal from UL USA as further developed by the Secretariat regarding remote assessments and agreed to request the 2024 ExMC meeting consider and approve the draft revision for publication.

ACTION 2024/03: Secretariat to prepare revision of IECEx OD 501 for ExMC consideration

* 1. IECEx OD 502, Edition 3.2

Members agreed that no revisions are required at this time.

* 1. IECEx OD 503, Edition 5.0

Members supported the proposal from UL USA and agreed that this be considered in the future revision of IECEx OD 503 planned by ExPCC WG2 (refer Meeting Report of March 2024 ExPCC WG2 meeting). Members also noted that the next Edition (expected in 2025) of ISO/IEC 17024 needs to be considered in a future revision of IECEx OD 503. As an interim solution on this important matter, it was agreed that

* ACTION 2024/04:Mr Malohn will work with Mr Thoren to prepare a draft ExPCC Decision Sheet to define the requirements and provisions for conducting knowledge assessments remotely. Members noted that the application of the future Decision Sheet will require prior assessment by an IECEx peer assessor to verify ability to comply with the Decision Sheet.
* ACTION 2024/05: Secretariat to inform IECEx Peer Assessors that are not ExPCC members of the need to verify the correct application of ExPCC Decision Sheets when conducting assessments of ExCBs
	1. IECEx OD 504, Edition 5.0

Members supported the proposal from UL USA and agreed that this be considered in the future revision of IECEx OD 504 planned by ExPCC WG2 (refer Meeting Report of March 2024 ExPCC WG2 meeting)

* 1. IECEx OD 505, Edition 5.0

Members agreed that no revisions are required at this time.

* 1. IECEx OD 506, Edition 1.1

Members agreed that no revisions are required at this time.

* 1. IECEx OD 507, Edition 1.0

Members agreed that no revisions are required at this time.

* 1. IECEx OD 508, Edition 1.0

Members agreed that no revisions are required at this time.

* 1. IECEx OD 521, Edition 4.1

Members agreed that no revisions are required at this time.

* 1. IECEx OD 530, Edition 2.1

Members noted that the outcomes of ExPCC WG3 on the modified settings for the YouTestMe software will require updates to IECxD 530 and that the Secretariat will prepare this for publication with the implementation of the modified software.

* 1. IECEx OD 011-5, Edition 2.0

Members agreed that no revisions are required at this time.

* 1. IECEx Guide 05A, Edition 2.1

Members agreed that no revisions are required at this time.

1. Reports from ExPCC Working Groups

8.1 ExPCC Working Group 1 - Rules

Members agreed that all outstanding action actions continue to be relevant and instructed ExPCC WG1 to attend to these.

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

The meeting accepted a verbal report from ExPCC WG2 Convenor, Mr John Allen, on the activities of ExPCC WG2 that last met on 5th March 2024 and endorsed all assigned Actions and special ad hoc group projects as summarised below:

|  |  |  |
| --- | --- | --- |
| **Project Details** (refer to March 2024 ExPCC WG2 Meeting Report for more details) | **Assigned to** | **Completion Date** |
| Major revision of IECEx OD 503 and OD 504 as proposed by Exert and PBNA | Exert & PBNA | Dependent on following projects |
| Standardised assessment methods for Units Ex 002, Ex 009 and Ex 010 | ExPCC WG2 ahG1 | ahG1 to advise |
| Revisions of IECEx OD 504 to include minimum practical assessment requirements | ExPCC WG2 ahG1 | ahG1 to advise |
| Revisions of IECEx OD 503 and IECEx OD 504 to include assessment requirements for non-electrical equipment  | ExPCC WG2 ahG2 | ahG2 to advise |
| Revisions to IECEx OD 504 to accommodate upcoming changes to the content and structure of IEC  60079-14 and IEC 60079-17 | ExPCC WG2 ahG3 | ahG3 to advise |

8.3 ExPCC Working Group 3 – *Question Bank*

The meeting accepted a verbal report from the outgoing ExPCC WG3 Convenor, Mr Amos, on the activities of ExPCC WG3 that last met on 5th March 2024 and endorsed all assigned Actions as summarised below:

* ExCBs in attendance were accept allocated particular CAEs for review in accordance with the previously agreed criteria and submit the results of their review to the Secretariat by NO LATER than 25th May 2024.
* These results are agreed to be used as the final input to a reloading of the Question Bank to the YouTestMe software as soon as possible with the priority on Unit Ex 001.
* Further comments and proposals regarding changes to YouTestMe settings to be forwarded to the Secretariat by NO LATER than 25th May 2024.

8.4 ExPCC Working Group 4 – Qualification of Training Bodies

The meeting accepted a verbal report from ExPCC WG4 Convenor, Mr Paul van der Sneppen on the activities of ExPCC WG4 that last met in 2019 and noted the suggestion that ExPCC WG4 will need to meet in the future to consider the impacts of the work on ExPCC WG2 and ExPCC WG3 on training provider services and content

1. General Business

9.1 Digital ID Cards

Members received a report on the status of development of alternatives to the current printed plastic ID Cards and then discussed a way forward that minimises costs of development of solutions whilst maximising satisfaction of ExCBs’ customer’s needs wherever possible. It was agreed that:

* The printing and posting of plastic ID cards for CoPCs and EFOCs will cease at the end of 2025
* Plastic ID cards for CoPCs and EFOCs will continue to be printed and posted by the Secretariat on request from ExCBs only.
* Prior to the cessation of all printing, the following actions will need to be completed
	+ ACTION 2024/06: ExPCC WG1 to prepare a draft revision of IECEx 05 to remove the requirement for the provision of cards to certified persons
	+ ACTION 2024/07: ExPCC members to prepare a ‘marketing message’ to be used to explain to the market the reasons for cessation of card supply. Reasons could include environmental impacts of the process, concerns about the problems with cards as uncontrolled copies of the online master, and the availability of controlled masters of the cards via the IECEx OCS available on all mobile devices (this was not the case when the card was first introduced in ~ 2012)

9.2 Revision of ISO/IEC 17024

Members received a verbal report from Mr Amos (as IEC liaison representative to CASCO WG30) on the status of work on a revision of ISO/IEC 17024 for planned publication in June 2025.

9.3 ExPCC Representation on ExMC Working Group 20, Financial Outlook

Members agreed for the ExPCC Officers (Mr Erdhuizen and Mr Houeix) to represent the interests of the IECEx 05 Scheme in the new ExMC Working Group 20, Financial Outlook.

9.4 IECEx Scheme Expansion

Members to considered opportunities to expand the IECEx 05 Scheme and did not add to the existog list below:

* 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)
* Support the work of IECEx ExMC Working Group #19 regarding the Hydrogen Economy.

9.5 ExPCC Strategy

Refer to the agreement in Item 5 preceding in this report regarding the need to establish a strategy and a “Five Year Plan” for the CoPC Scheme and noting the request from the 2015 ExPCC meeting for assistance by *ExMC WG13, Business Development.* Members are invited to continue 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. In support of this ongoing work, members are, again, invited to consider forming a Task Group to conduct a SWOT Analysis using the format circulated as *‘IECEx EXPCC SWOT Analysis Template 2019.docx’*

1. Next Meeting

To be convened in Japan (date to be finalised) in conjunction with 2025 ExMC, ExTAG and ExSFC meetings.

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

| **Item** | **Mins Item** | **Actions Arising from the 2023 Meeting of ExPCC**Reference Document = ExPCC/113/RM | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| 2 | 5 | ACTION 2023/02: WG2 to commence work ASAP on the development of a new Unit for non-electrical equipment fundamental knowledge. A date for an online meeting for ExPCC WG 2 is to be agreed by the Secretariat and WG Convenor and advised to members as soon as possible. |  | ExPCC WG2 to advise expected date of completion |
| 3 | 8.1.2 | ACTION 2023/03: Secretariat to follow up with non-responding ExCBs and then work with the ExPCC WG2 Convenor to plan a meeting to commence work ASAP on the development of better defined requirements for practical assessments in the interests of ExCB consistency. |  | ExPCC WG2 to advise expected date of completion |
| 4 | 9 | ACTION 2023/04: Secretariat to complete editorials revisions of IECEx 05, OD 502 and the 05 Scheme brochure |  | To be done as part of next revisions of these publications for other reasons |
| 5 | 10.4 | ACTION 2023/06: Secretariat to work with the ExPCC Officers and Mr van der Sneppen in scheduling the next ExPCC meeting and an RTP Forum in the Netherlands or other location options |  | Refer Item 8.4 in this report |

| **Item** | **Mins Item** | **Actions Arising from the 2022 Meeting of ExPCC**Reference Document = ExPCC/111/RM | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| 1 | 5 | ACTION 2022/01: tasked ExPCC WG1 to meet to complete a number of outstanding actions previously assigned to ExPCC WG1. |  | Refer Agenda item #8.1 for 2024 meeting |

| **Item** | **Mins Item** | **Actions Arising from the 2021 Meeting of ExPCC**Reference Document = ExPCC/108/RM | **By Whom** | **Status** |
| --- | --- | --- | --- | --- |
| 2 | 19.4 | 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 Feb 2024 |
| 3 | 21.1 | 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** |
| --- | --- | --- | --- | --- |
| 5 | 20 | ACTION #4: ExPCC WG1 to consider a list of feedback and suggestions as documented in ExPCC/106/RM | ExPCC WG1 | To be on agenda for next meeting of ExPCC WG#1 |

| **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 2024 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 | Refer Agenda Item 7.6 for the 2024 ExPCC meeting |

| **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 > 2024 ExPCC meeting to review and possibly reconfirm the need for this |

| **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?**