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

**Circulated to: IECEx Management Committee members**

**Title: Proposed new form – F-016, IECEx Assessment Feedback Form**

**Introduction**

The attached proposal for a new form, F-016, Edition 1.0 intended to replace IECEx 206 Edition 1.0 is now submitted by the ExAG for ExMC member consideration and approval to publish as F-016, Edition 1.0 by voting at the 2024 ExMC meeting.

**IECEx Executive Secretary**

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| **Address:****Level 17, Angel Place****123 Pitt Street****Sydney NSW 2000****Australia** | **Contact Details:****Tel: +61 2 46 28 4690****e-mail:** **info@iecex.com**[**http://www.iecex.com**](http://www.iecex.com) |

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

**IECEx Assessment Feedback Form**

**Introduction**

This form is provided to IECEx ExCBs and ExTLs after they have been through an IECEx assessment, once all issues have been resolved and the assessment reports have been issued.

Feedback is sought on the assessment process and the performance of the assessors to help improve the assessment process.

The form should be completed and returned to the IECEx Executive Secretary.

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| **Address:** **IECEx Secretariat** **Level 17, Angel Place** **123 Pitt Street** **Sydney NSW 2000, Australia**  | **Tel: +61 2 4628 4690** **Fax: +61 2 4627 5285** **Email: info@iecex.com** |

**IECEx Assessment Feedback Form**

The form should be completed and returned to the IECEx Executive Secretary by email to info@iecex.com .

**Body assessed:**

**Type of assessment:**

Please provide us with your score on the following statements using the following scale:

|  |  |  |  |
| --- | --- | --- | --- |
| Strongly disagree | Disagree | Agree | Strongly agree |
| 1 | 2 | 3 | 4 |

**Feedback on the assessment:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Your score** | **Your comments (optional)** |
| An adequate plan for the assessment was provided |  |  |
| We were satisfied with the assessment team |  |  |
| The opening meeting made it clear what would happen during the assessment |  |  |
| We found the assessment process to be fair |  |  |
| We derived benefit from the process in improving our operation |  |  |
| The timeliness of report/responses was acceptable |  |  |
| Please add any additional comments here, for example any ways you think the assessment process could be improved |  |  |

**Feedback on the assessors:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Your score** | **Your comments (optional)** |
|  Lead assessor - name: |
| The assessor was courteous at all times |  |  |
| We had the opportunity to put our point of view on issues raised by the assessor |  |  |
| The assessor had the right skills and knowledge for the task |  |  |
| Please add any additional comments here: |  |  |

|  |  |  |
| --- | --- | --- |
| **Item** | **Your score** | **Your comments (optional)** |
|  Assessor 2 - name: |
| The assessor was courteous at all times |  |  |
| We had the opportunity to put our point of view on issues raised by the assessor |  |  |
| The assessor had the right skills and knowledge for the task |  |  |
| Please add any additional comments here: |  |  |

|  |  |  |
| --- | --- | --- |
| **Item** | **Your score** | **Your comments (optional)** |
|  Assessor 3 - name: |
| The assessor was courteous at all times |  |  |
| We had the opportunity to put our point of view on issues raised by the assessor |  |  |
| The assessor had the right skills and knowledge for the task |  |  |
| Please add any additional comments here: |  |  |

Please indicate if you want any of your comments to be kept confidential from the assessment team.

Completed by: Date: