



ExMC/814/DV
April 2013

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

**Title: Application received from the US IECEx Member Body for Ms Katy Holdredge
to become an IECEx Approved Assessor**

Circulated to: IECEx Management Committee, ExMC

INTRODUCTION

ExMC WG4 - *Technical Reference Group for Assessment of ExCBs and ExTLs* has considered the attached application, received from the US IECEx Member Body, for Ms Katy Holdredge, to become an IECEx Approved Assessor.

In light of Ms Holdredge's experience and CV, details attached, and in noting her extensive experience in Hazardous Areas WG4 supports Ms Holdredge's application to become an IECEx Approved Assessor.

ExMC WG4 recommends Ms Holdredge be accepted by the ExMC subject to her attending an IECEx Assessor Review day.

Therefore please consider the application and return the completed voting form to the IECEx Secretariat by **2013 05 10**

Chris Agius

IECEx Secretariat

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SAI Global Building
286 Sussex Street
Sydney NSW 2000
Australia

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Curriculum Vitae

Education/Training/Language Skills/Current Responsibilities

Personal Data Sheet			
Full Name:	Katy A. Holdredge	Employee No.	05617
Date of hire:	06 January 1997	Job title:	Senior Staff Engineer
Office:	Northbrook, IL USA	Dept. No.	3009ANBK

Education (Basic education from College/University)		
Institute	Date of graduation	Degree or title
College, University or other institute		
University of Wisconsin – Milwaukee	1996 December	Bachelor of Science – Mechanical Engineering

Professional experience			
Company	Period of employment	Job title	Type of work or area of responsibility
A.O. Smith Corp.	1994 August – 1996 August	Engineering Co-op	Laboratory testing, computer analysis, writing technical reports
Underwriters Laboratories Inc.	06 Jan 1997 – 29 April 2005	Engineer - Section Manager	Perform and review product evaluations non-intrinsically safe products for use hazardous locations
Underwriters Laboratories Inc.	30 Aug 2005 – 07 Dec 2005	Section Manager	Provide technical and procedural training to staff in Europe
UL LLC	01 March 2006 – present	Senior Staff Engineer	Develop and update internal procedures & processes, provide training, review projects

Non-Degree training after joining UL			
Type of training	Period of training	Institute or instructor	Outcome (certificate, license, registration, grade)
mini-MBA Management Certificate Program	Spring 2004	Loyola University	certificate



Education/Training/Language Skills/Current Responsibilities (Cont)

Language Skills			
Level of skills	[Limited]	[Conversational]	Fluent
English			X
<i>Spoken</i>			X
<i>Written</i>			X
Any other: Spanish			
<i>Spoken</i>	X		
<i>Written</i>	X		
Brief Description of current type of work or area of responsibility at UL			
Coordinate external and internal ISO/IEC 17025/ ISO Guide 65/IECEX accreditation audits for the department			
Develop and update internal policies, procedures, forms & processes			
Provide technical and procedural training			
Review UL, cUL, ATEX and IECEx Scheme non-intrinsically safe projects, e.g., 'd', 'e', 'm', 't'			

Brief Description of previous type of work or area of responsibility at UL
Participation on IEEE 515, CSA C22.2 No. 130 and IEC 62086-1 standard committees

Work Experience in Witness Testing

Project experience in Witness testing - Project handler			
Industry	Product Standard(s)	Estimated # Projects	Remarks
HazLoc	UL 515, UL 844, UL 1203, UL 1604, UL/IEC/EN 60079-0, -1, -15	25	None

Work Experience as Project Handler

Summary overall project experience at Project handler level (Engineering level)				
Industry/SBU Group*	Product Standard(s)	# Years (est.)	# Jobs (est.)	Remarks
HazLoc	UL 515, UL 674, UL 698, UL 844, UL 1203, UL 1604, UL/EN/IEC 60079-0, -1, -2, -7, -15, -18, -30-1, -31, EN 13980	10	>300	None



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Work Experience as Technical Expert

Summary overall project experience at Project handler level (Engineering level)				
Industry/SBU Group*	Product Standard(s)	# Years (est.)	# Jobs (est.)	Remarks
HazLoc	EN 13980	6	18	Focus on non-i.s. clients

Work Experience as Reviewer

Summary overall project experience at Reviewer level				
Industry/SBU Group	Product Standard(s)	# Years (est.)	# Jobs (est.)	Remarks
HazLoc	UL 515, UL 674, UL 698, UL 844, UL 1203, UL 1604, UL/EN/IEC 60079-0, -1, -2, -5, -6, -7, -15, -18, -30-1, -31, EN 13643-1, -3	13	>500	None

Katy A. Halbrutz

CV Prepared by (name employee):

Date: 2012-12-12

IECEX Assessor Application/Reconfirmation or Additional Details Questionnaire

PERSONAL DETAILS

Surname	Holdredge	Forename	Katy	Title (Mr, Ms, Dr etc)	Ms.
Address	333 Pfingsten Road	Northbrook	IL		
Country	USA	Area/Zip/Postal Code	60062		
Telephone	847.664.2321	Fax	847.313.2321	E mail	Katy.A.Holdredge@us.ul.com

Availability

The availability of assessors is critical to the bodies being assessed and to the credibility of the Scheme. Your work circumstances, personal circumstances, or health issues that could affect travelling may influence this or your ability to conduct a demanding audit.

Please make a realistic assessment of your situation as follows:

Are you available to attend assessments anywhere in the world?

Yes

Prior to and after assessments will you have sufficient time to respond to issues related to assessments so they can be carried out and concluded in a timely manner?

Yes

Language

The prime language of assessments is English. Hence good English skills, both written and verbal, are essential. Other languages may occasionally be used in addition.

Please advise of your skills as follows:

How would you rate your English?	Everyday language	X	Good		Fair		Poor	
What other languages can you speak well?	Spanish (limited fluency)							

TRAINING AND EXPERIENCE

Auditor training on ISO/IEC Guide 65, ISO/IEC 17025 or ISO 9001

Clearly identify any lead assessor training

Date	Training Provider	Course Title	Duration
2010-02-09	Underwriters Laboratories (UL)	Formal ISO/IEC 17025 training: <ul style="list-style-type: none"> ▪ Overview ▪ Data Recording & Reporting ▪ Critical Consumables ▪ Environment ▪ Traceability & Calibration ▪ Organization and Personnel ▪ Nonconformity and Corrective Actions ▪ Method, Sampling, & Handling of Test Items ▪ Equipment and Accuracy 	8 hours

Note: In addition to the formal ISO/IEC 17025 training class noted above, Katy receives on-going ISO/IEC Guide 65 on-the-job training as part of her responsibilities as an IECEX/ATEX ExCB/Certification Office (CO) staff (with Signatory-level authority), and as a UL/cUL Verification staff (with Signatory-level authority).

Employment or other experience for past 10 years relevant to Ex			
Dates (from/to)	Employer	Type of Business	Duties
1997 to present	Underwriters Laboratories (UL)	Global Hazardous Locations Ex testing, certification and quality assessment	Sr. Staff Engineer, IECEx ExCB staff, ATEX CO staff, Manager, IECEx/ATEX/UL/cUL Verification & Evaluation staff, IECEx QAR Technical expert

IECEX experience for past 5 years	
IECEX meetings attended	N/A
Roles held in IECEx Scheme	IEC ExMC WG05 member
Experience with Scheme in own country	IEC ExCB staff (with Signatory-level authority), IECEx Verification staff (with Review-level authority), IECEx QAR Technical Expert, IECEx Evaluation staff (with Project-level authority)
Other	ATEX CO staff (with Signatory-level authority), ATEX Verification staff (with Review-level authority), ATEX PQAN Technical expert, UL/cUL Verification staff (with Signatory- and Review-level authority), ATEX/UL/cUL Evaluation staff (with Project-level authority)

Assessment/audit experience	Lead Auditor	Auditor	Expert
Number of external assessments/audits carried out in past 2 years	N/A	N/A	N/A
Number of assessments carried out for the IECEx Scheme for:			
Past 2 years	N/A	N/A	N/A
Since the Scheme commenced	N/A	N/A	14
Number of other external assessments/audits in past 2 years relevant to assessment of Ex certification bodies, Ex testing laboratories or Ex repair facilities	N/A	N/A	N/A

Referees who may be contacted to ascertain personal attributes and management capabilities relevant to assessment of IECEx certification bodies and testing laboratories (ISO 19011: 2002 Guidelines for quality and/or environmental management systems auditing - Clause 7)

Surname	McManama	Title (Mr, Ms, Dr etc)	Mr.
Forename(s)	Kerry	Country	USA
Address	333 Pfingsten Road	Telephone	847.664.2469
	Northbrook, IL 60062	Fax	847.313.2469
	USA	E-mail	Kerry.McManama@us.ul.com

Surname	Kelly	Title (Mr, Ms, Dr etc)	Mr.
Forename(s)	Paul	Country	USA
Address	333 Pfingsten Road	Telephone	847.664.2326
	Northbrook, IL 60062	Fax	847.313.2326
	USA	E-mail	Paul.T.Kelly@us.ul.com

If appointed or re-appointed as an IECEx assessor I will conduct my work to the requisite standard of integrity, competence, impartiality and confidentiality. I certify that the information given in this questionnaire is true and correct.

Signed:



Date: 15 July 2010

Endorsed by IECEx Member Body

On behalf of the United States of America (USA) member Body of the IECEx, I confirm that the details given in this questionnaire have been checked and found to be correct and has our support.

Signed:



Date: 16 Jul. 10

Name: Mr. Joel Solis, NEMA Secretary

Organisation: US National Committee of the IECEx