



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

**IECEx ASSESSMENT REPORT**

**Title: Assessment Report for Assessment of QPS Evaluation Services Inc, Canada, as an Accepted Ex Certification Body (ExCB) for the IECEx 05 Certification of Personnel Competence Scheme (CoPC)**

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**Introduction**

This document provides a Report from the IECEx Assessment Team following a combination of on-site and off-site assessments of QPS Evaluation Services Inc. from CANADA for acceptance as an IECEx Certification Body (ExCB) for the IECEx 05 CoPC Scheme.

ExMC Members are requested to consider this Report and the Recommendation of the IECEx Assessment Team for the acceptance of QPS Evaluation Services Inc. as an ExCB for the IECEx 05 Scheme subject to the conditions as given in the report and return the voting form by the closing date of **20 June 2013**.

Chris Agius

**IECEx Secretariat**

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<b>Body assessed</b>	QPS Evaluation Services Inc.	<b>Date(s) of site Assessment</b>	29 June 2012
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**ASSESSMENT REPORT**

**BODY UNDER ASSESSMENT:**

QPS Evaluation Services Inc.

**SITE(S) ASSESSED:**

81 Kelfield St,  
Unit 8,  
Toronto  
Ontario M9W 5A3  
CANADA

**IECEx SITE ASSESSMENT TEAM:** Mr Thierry Houeix – Lead Assessor (FR – INERIS)  
Mr Allan Ogden – Assessor (UK – SGS BASEEFA)

**REPRESENTATIVE/S OF BODY:** Dave Adams  
Rob Kohuch  
Alfonso Mattucci  
Nick Maalouf

**DATE(S) OF SITE ASSESSMENT:** 29 June 2012 Plus pre and post off-site reviews

**SCOPE:** Units Ex001 and Ex002

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**IECEX 05 Certificate of Personal Competency Scheme**

**ASSESSMENT REPORT of**

NEW IECEX APPLICANT BODY

EXISTING IECEX CERTIFICATION BODY

(ExCB)

ASSESSMENT TYPE:	ATTACHMENTS	No. of Pages
Application:	Application Form - QPS - Units Ex001 and Ex002	4
Surveillance:		
Re-Assessment:		
Other:		
Assessment duration:	1 Day on-site 29 June 2012 plus post off-site assessments	
<b>RECOMMENDATION BY IECEX ASSESSOR(S)</b> (Select one item only)	<input checked="" type="checkbox"/> That Acceptance be granted <input type="checkbox"/> That Acceptance be withheld/suspended <input type="checkbox"/> That Acceptance continues <input type="checkbox"/> That Acceptance be granted/continued conditional on Non Compliance/Matters raised, having agreed corrective action and time scales to rectify the System within and agreed time agreed by the Assessors	

**QPS Evaluation Services Inc. SCOPE ASSESSED**

QPS Evaluation Services Inc. have been assessed according to the requirements of IECEX05 – Certification of Personnel Competencies [CoPC] for the following Units of Competency:

Unit Ex 001 – Apply basic principles of protection in explosive atmospheres

Unit Ex 002 – Perform classification of hazardous areas

<b>Body assessed</b>	QPS Evaluation Services Inc.	<b>Date(s) of site Assessment</b>	29 June 2012
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## **SECTION 1. GENERAL INFORMATION**

**1.1 Name of Body:**

QPS Evaluation Services Inc.  
81 Kelfield St,  
Unit 8,  
Toronto  
Ontario M9W 5A3  
CANADA

**1.2 CURRENT IECEx PARTICIPATION:**

QPS Evaluation Services Inc. is an existing ExCB and ExTL for the following IECEx Scheme:

IECEx Certified Equipment Scheme (IECEx 02)

**1.3 DETAILS OF ASSESSMENT TEAM:**

Mr Thierry Houeix – Lead Assessor (FR – INERIS)

Mr Allan Ogden – Assessor (UK – SGS BASEEFA)

**1.4 DATES OF ASSESSMENT:**

The on-site assessment visit was conducted on 29 June 2012 plus off site assessments following the on-site visit.

**1.5 LOCATION OF ASSESSMENT:**

The QPS Evaluation Services Inc. as stated in 1.1.

**1.6 RESOURCES FOR IECEx 05 CERTIFICATION ACTIVITIES:**

The Assessment team have assessed and verified the availability of competent technical staff, support staff and facilities to undertake the full scope of IECEx 05 certification activities for Units Ex001 and Ex002.

<b>Body assessed</b>	QPS Evaluation Services Inc.	<b>Date(s) of site Assessment</b>	29 June 2012
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**SECTION 2. ASSESSMENT - SUMMARY OF RESULTS**

IECEX CoPC SCHEME REQUIREMENTS		Findings	COMMENTS AND REFERENCE TO ATTACHMENTS	
<b>IECEX 05 requirements</b>	Confirmation of Scope of IECEX Acceptance or scope of application, (for new applicant)	COMPLIES	QPS cross refers to the Scope of IECEX05 and has embraced all competencies as given in OD504 associated with Units Ex001 and Ex002	
	Confirmation that details in original application are still current (for new application)	COMPLIES	The details of the application were discussed and confirm as correct.	
	Confirm currency and scope of accreditation (ISO/IEC 17024) applicable	COMPLIES	QPS does not have any accreditation regarding ISO/IEC 17024. Therefore, the IECEX assessment will be performed annually	
	Clause 9.1	(a) in a participating country	COMPLIES	CANADA is a participating country in the IECEX System
		(b) operate recognized certification scheme	COMPLIES	QPS already participate in the IECEX Equipment Certification Scheme
		(c) competence demonstrated by assessment	COMPLIES	IECEX Assessment included technical interviews and examination of QPS staff for competence to evaluate to OD 504 for Units Ex001 and Ex002.

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IECEX CoPC SCHEME REQUIREMENTS		Findings	COMMENTS AND REFERENCE TO ATTACHMENTS
	Assessment facilities considered by Assessment team to be appropriate and adequate for assessment of Units, according to OD 504?	COMPLIES	The QPS Competency Procedures define the requirements for the knowledge skills assessment and examination requirements including the procedures for conducting assessment and examinations other than the QPS Office. These were assessed by the assessment team and found to be satisfactory subject to the finalization of the materials needed for the skills assessment. See summary of results for OD504 for further detail.
	Confirmation of which location is the official ExCB location, where more than 1 location is identified? an official ExCB location is one where the following are conducted: <ul style="list-style-type: none"> <li>- applications received,</li> <li>- contract review (review of application)</li> <li>- assignment of application to ExCB staff</li> <li>- review of exam/assessments</li> <li>- decision to issue Certificate</li> </ul> (Contact IECEx Secretary for any questions)	Not Applicable	QPS Evaluation Services Inc. at 81 Kelfield St, Unit 8, Toronto Ontario M9W 5A3 CANADA, is confirmed as the official ExCB location.
<b>ISO/IEC 17024 Assessment</b> –Satisfactorily Completed (for bodies without acceptable national Accreditation)		COMPLIES	QPS does not have any accreditation regarding ISO/IEC 17024. Therefore, the IECEx assessment will be performed annually

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<b>IECEX</b> Operational Document Requirements	<b>OD502</b>	COMPLIES	The initial assessment identified a lack of procedures regarding setting of examinations. Amended procedures have been submitted and re-assessment. This has been completed and verified as meeting all the requirements given in OD502
	<b>OD 503</b>	COMPLIES	<p>At the initial site assessment a number of issues were identified. The requirements for questions for each Unit was found to be incomplete and not mapped to the outcome criteria of OD504 (see comment to OD504).</p> <p>Procedures have been finalized and documented.</p> <p>This has been completed and verified. With the addition of these changes compliance with OD503 has been verified.</p>
	<b>OD 504</b> (Review of ExCB assessment criteria including question bank, mapped against Competency Units of OD 504)	COMPLIES	<p>QPS had originally intended to use the IECEx Question Databank but this is not yet available. They have since developed their own question bank for Units Ex001 and Ex002.</p> <p>These were assessed by the assessment team and found to be acceptable.</p>

**Additional Remarks concerning requirements** (if any)

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## Conclusion of the Assessment and Recommendations of the Assessment Team

*The purpose of the site assessment was to verify compliance with the requirements of the IECEx Scheme for the initial and on-going acceptance of an Ex Certification Body (ExCB). The site assessment forms part of the overall evaluation of the body by the IECEx Management Committee, ExMC and was conducted in accordance with the IECEx Scheme Assessment Procedures, IECEx OD 501. Report of the on-site assessment team is as follows:*

The Assessment Team findings indicate QPS has Policies, Procedures and Operational requirements in place that verify compliance with ISO/IEC 17024 and the remaining IECEx CoPC Scheme Rules and Operational Documents. Given that QPS is not 17024 accredited it is recommended that a review be conducted in approximately 12 months from the date of acceptance to verify the operation is compliant with both the Policies and Procedures of the ExCB and also meets the requirements of the IECEx CoPC Scheme.

This should focus on the selection of assessors and the facilities/materials for the knowledge assessment being used and a review of the certification/assessment files.

The Assessment Team recommend QPS be accepted as a CoPC ExCB within the IECEx System.

T. HOUEIX  
IECEx Assessment Team Leader  
12 April 2013

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**SECTION 3**  
**Issues Raised by IECEX Assessment Team and Subsequent Responses/Actions**

The following shows key issues that were raised at the initial site assessment and included here with the resolutions, together with subsequent actions.

ISSUES RAISED IN ASSESSMENT AND FIRST DRAFT OF REPORT	RESPONSE FROM QPS ON date AND AS SHOWN	ASSESSOR COMMENTS
1. The application form QSD20 ExCoPC does not contain any limitation as required by the IECEX OD 502	July 30, 2012: Application form QSD20ExCoPC has been revised to include scope limitations. Copy of QSD20ExCoPC is attached.	2013-01-11 THo: Proposed resolution is acceptable. No further action required. This issue is solved.
2. The Job description of Dave and Rob does not include the role of CoPC examiner	July 30, 2012: Included job title description as examiner and assessor for both Dave and Rob. Copy of QSD02 attached.	2013-01-11 THo: Proposed resolution is acceptable. No further action required. This issue is solved.
3. During the contract review it's written in GOP30 that QPS envisages checking if the Project Engineer / Examiner does not carry out any training to the candidate.  Today there is only one examiner, it could be ok. But tomorrow the examiner could not be known at the initial stage. How to control that.	July 30, 2012: Created Examination cover sheet, QSD3XX which has a declaration;  "The examiner declares that they have never been involved in directly or indirectly training or assisting the applicant"  Copy of QSD3XX attached.  January 11 <sup>th</sup> , 2012: Copy of <b>QSD 346 – CoCP Examination – Cover Page</b> (Issued June 2012), provided.	2013-01-11 THo: Proposed resolution is acceptable. However, no QSD3XX was attached This issue is not solved  2013-03-25 THo: Proposed resolution is acceptable. No further action required. This issue is solved.
4. The PCAR does not include the result/score of the examinations	July 30, 2012: PCAR (QSD337) has been revised to show the results/scores of the examinations given. Copy of QSD337 attached.	2013-01-11 THo: Proposed resolution is acceptable. No further action required. This issue is solved.
5. There is no specification regarding the retention of the PCAR and the examination	July 30, 2012: Added note to GOP30, section 1 part c) "Note: All records retained regarding the assessment and evaluation of the applicant shall be done in accordance with GOP14 and shall be retained for a period for at least 3 years from the date of the certificate no longer being valid."  Copy of GOP30 attached.	2013-01-11 THo: Proposed resolution is acceptable. No further action required. This issue is solved.
6. The issue of CoPC needs to be done by somebody who has the authorisation to sign. On QSD340, it's defined that it can be done by the project holder what is not possible	July 30, 2012: QSD 340, Section 12, Step 15 has been revised so the issuance is only performed by Quality Assurance who are listed as independent reviewers/Signatories on QSD27Ex. Copy of QSD 340 attached.	2013-01-11 THo: Proposed resolution is acceptable. No further action required. This issue is solved.

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