PROGRAM FOR THE ISSUING OF IECEx CERTIFICATES OF CONFORMITY, IECEx TEST REPORTS AND IECEx QUALITY ASSESSMENT REPORTS

(on the base of IECEx OD 009 ed.4.5)

PC-P-14-01

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This program was made to determine the rules and procedures to issue by IECEx Accepted Certification Body named ICR Polska Co., Ltd. the IECEx certificates:

In the remainder of this document, ICR Polska Co., Ltd. will be hereinafter referred to as ICR Polska.

1. General

ICR Polska is a certifying body, assessing compliance as a third party, operating in certification programs with reference to the Act of April 13th, 2016 on compliance assessment and market surveillance systems and the Act of August 30th, 2002 about the conformity assessment system as well as IECEx documents, in particular IECEx 02, and other documents mentioned in point 2.

All personnel of ICR Polska which take part in assessment of conformity has the necessary knowledge and experience. Therefore, having appropriate training in this area they can properly perform technical and administrative tasks related to conformity assessment.

This document is supplementary to the Operational manuals and procedures operated by IECEx Certification Bodies (ExCBs) and IECEx Test Laboratories (ExTLs) for the purpose of ensuring a thorough and consistent assessment of applications for either an:

- IECEx Certificate of Conformity (CoC)
- IECEx Test Report (ExTR)
- IECEx Quality Assessment Report (QAR)

The IECEx Certified Equipment Scheme of the IECEx System is modelled on an ISO 17067 Type 5 Certification System with the rules, IECEx 02, requiring that both an ExTR (covering product testing) and a QAR, covering the same product, be issued in order that an ExCB may then issue an IECEx Certificate of Conformity. These activities are shown in item 3 and item 4

ICR Polska and neither part of the same legal entity undertakes any activities related to the design, implementation, manufacture, installation, delivery or maintenance of a certified product, process and service to its clients.

Types of products covered by this program and conformity requirements referred to standards or other normative documents are presented in item 15.

2. Normative documents, operational documents (OD) and forms related to the program

Standards:

ISO/IEC 17065:2012	Conformity assessment – Requirements for bodies certifying products, processes and services
ISO/IEC 17067:2013	Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes
ISO/IEC 17007:2009	Conformity assessment – Guidance for drafting normative documents suitable for use for conformity assessment
ISO/IEC 17025:2017	General requirements for the competence of testing and calibration laboratories
IEC/ISO 80079-34:2018	Explosive atmospheres – Part 34: Application of quality management systems for Ex Product manufacture

IECEx documents:

IECEx 02	IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System) IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure
OD 009	Operational Document – Procedures for the Issuing of IECEx Certificates of Conformity, IECEx Test Reports and IECEx Quality Assessment Reports
OD 010-2	Operational Document – Guidance for the development, compilation, issuing and receipt of ExTRs Part 2: Procedures and guidance.
OD 033	IECEx Operations Manual – IECEx Unit Verification Certificates
OD 025	Guidelines on the Management of Assessment and Surveillance programs for the assessment of Manufacturer's Quality System, in accordance with the IECEx Scheme
OD 026	Guidelines for the qualification of Lead Auditor and Auditors, in accordance with the IECEx System
OD 011-2	Guidance on Use of the IECEx Internet based "On-Line" Certificate of Conformity System Part 2: Creating IECEx Equipment Certificates of Conformity CoCs
OD 208	IECEx Certified Equipment Scheme – IECEx Quality System Requirements for Manufacturers – Audit Checklist
OD 019	IECEx Participation and Scheme Fees
F 001	IECEx Quality Assessment Report
F 002	IECEx Quality Assessment Report – Nonconformity Report

Procedures and Forms of ICR Polska

F-P-14-01	Application
F-P-14-05	Application Review
F-P-14-06	Offer
F-P-14-07	Agreement
F-P-14-08	Plan of Activities
F-P-14-09	Assessment Report
F-P-14-10	Assessment Review Report
F-P-11-33	Report of initial assessment – Stage I
F-P-14-11	Quality Assessment Report
F-P-10-01	Register of complaints and appeals
P-10	Acceptance, evaluating and making decisions regarding complaints and appeals
P-06	Selection of laboratories, subcontractors for product testing reports and their supervision

3. Types of certification activities

As has been written earlier, The IECEx Certified Equipment Scheme of the IECEx System is modelled on an ISO 17067 Type 5 Certification System with the rules, IECEx 02, requiring that both an ExTR (covering product testing) and a QAR, covering the same product, be issued in order that an ExCB may then issue an IECEx Certificate of Conformity. This is shown in the scheme contained in item 3.1.

ICR Polska as IECEx Certifying Body may conduct following kind of activities:

- issuing of an IECEx Certificate of Conformity (CoC), including IECEx Unit Verification Certificate of Conformity – see item 3.1
- issuing of an IECEx Test and Assessment Report (ExTR) – see item 3.2
- issuing of an IECEx Quality Assessment Report (QAR) – see item 3.3
- surveillance audits for maintaining validity of an IECEx Certificate of Conformity – see item 3.4
- making of changes to issued IECEx Certificates of Conformity – see item 3.5.

Procedures of acting in graphical form (schemes) are presented later as well as particular activities are described in the next items. In any doubts

For all following next procedures are included additionally information if needed containing for example explanation of the activity, related documents, responsible person or party as well as comments and remarks.

These steps are in line with the requirements of ISO/IEC 17065, General requirements for bodies operating product certification systems, in addition to the requirements as laid down in the IECEx Scheme rules, IECEx 02.

These schemes also refer to Annex A of IECEx OD 009 for the criteria for use of previous test data and Annex B of IECEx OD 009 for criteria concerning the use of quality system assessment and audit results obtained prior to the application for an IECEx Certificate of Conformity being lodged.

In case of any doubts the current IECEx OD 009 document is decisive.

3.1. Preparing an IECEx Certificate of Conformity (CoC) / IECEx Unit Verification Certificate of Conformity

This scheme should be applied by ICR Polska when processing new applications for issuing IECEx Certificate of Conformity or IECEx Unit Verification Certificate of Conformity.

Additionally, in case when issuing an IECEx Unit Verification Certificate of Conformity, the procedures detailed in IECEx OD 033 have been applicated.

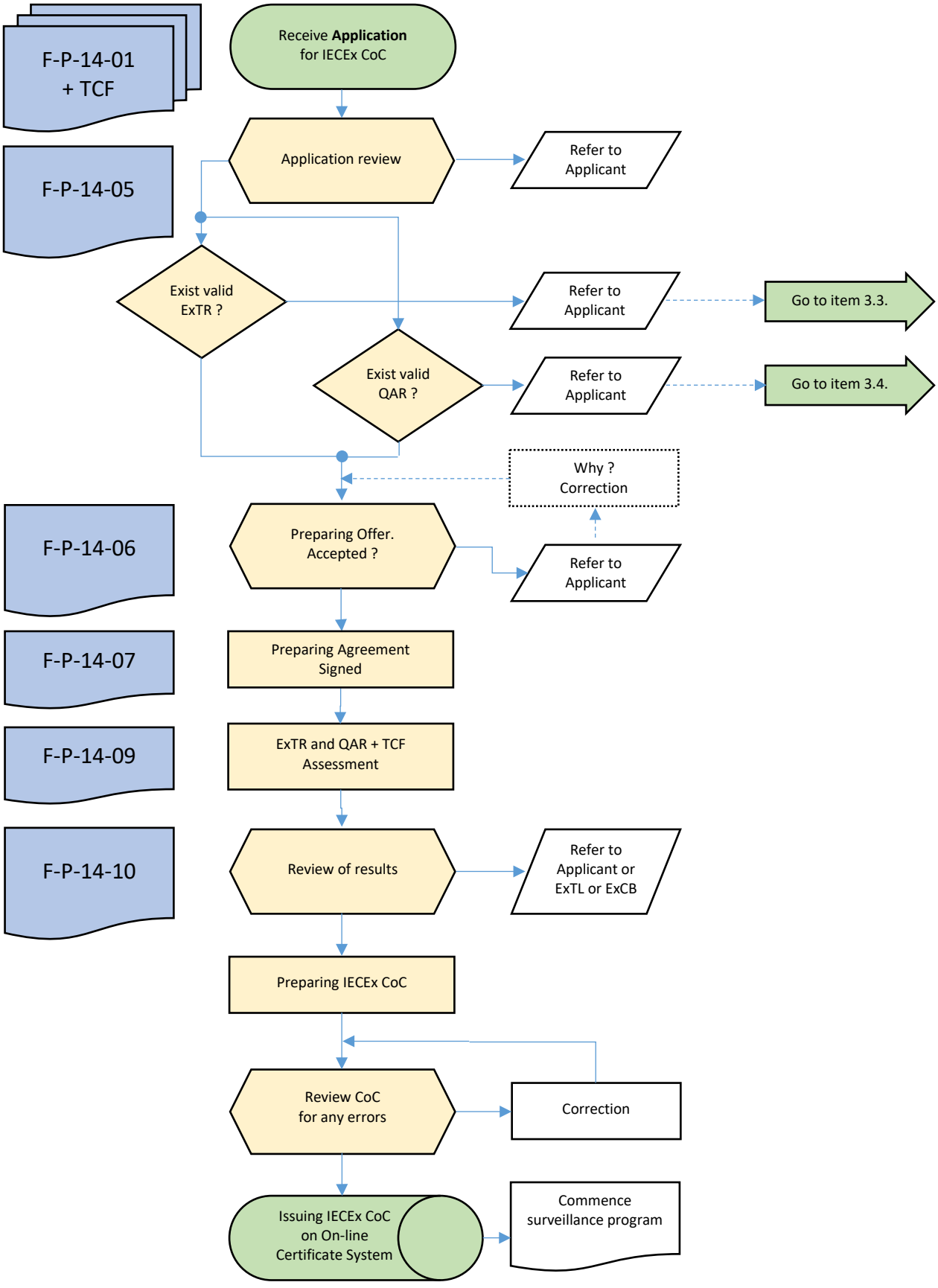

Fig.1. Process of issuing an IECEx Certificate of Conformity (CoC)

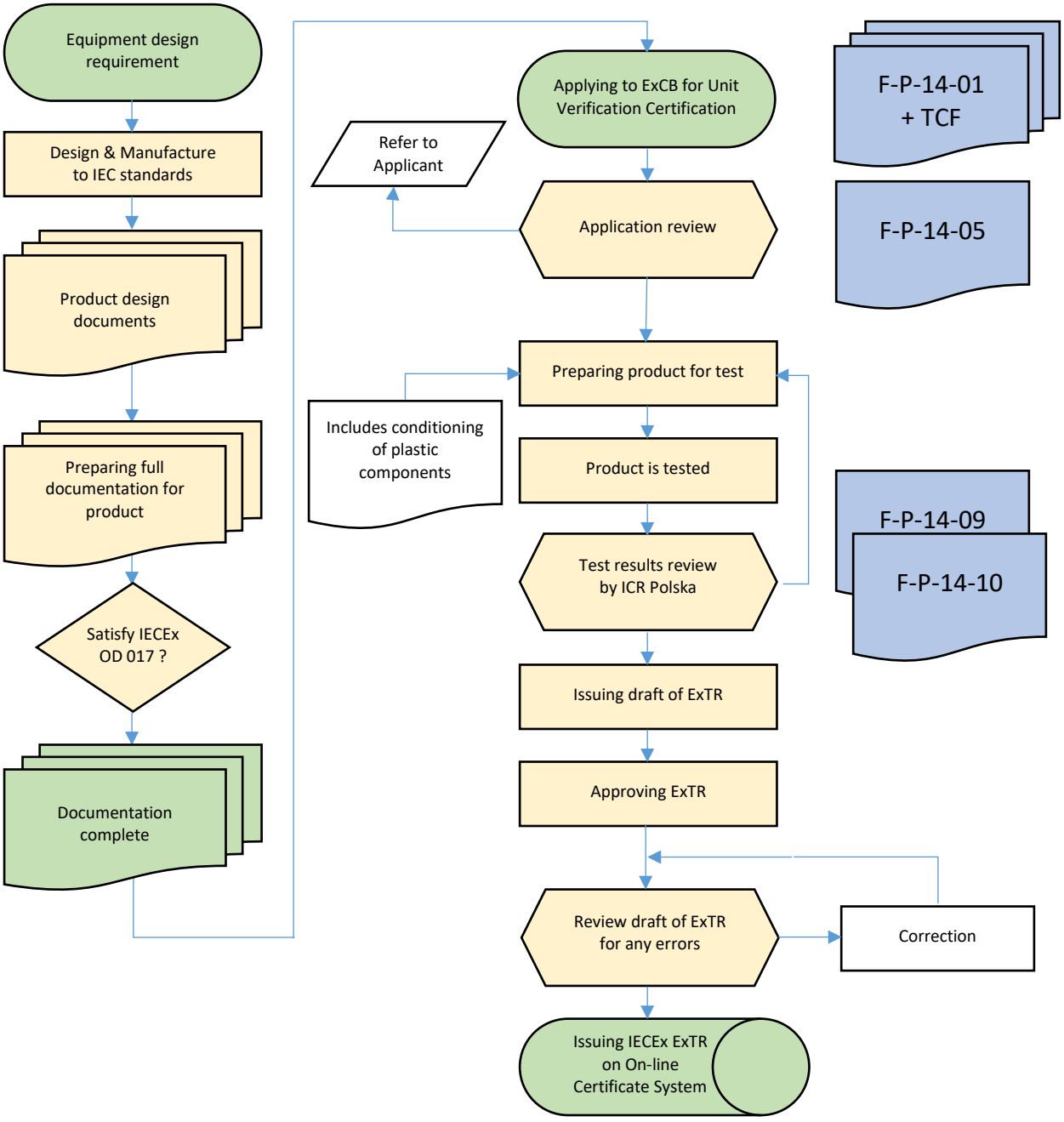

Fig.2. Process of issuing an Unit Verification IECEx Certificate of Conformity

3.2. Processing of changes to issued IECEx Certificates of Conformity

This scheme should be applied by ICR Polska when processing any changes to issued IECEx Certificate of Conformity.

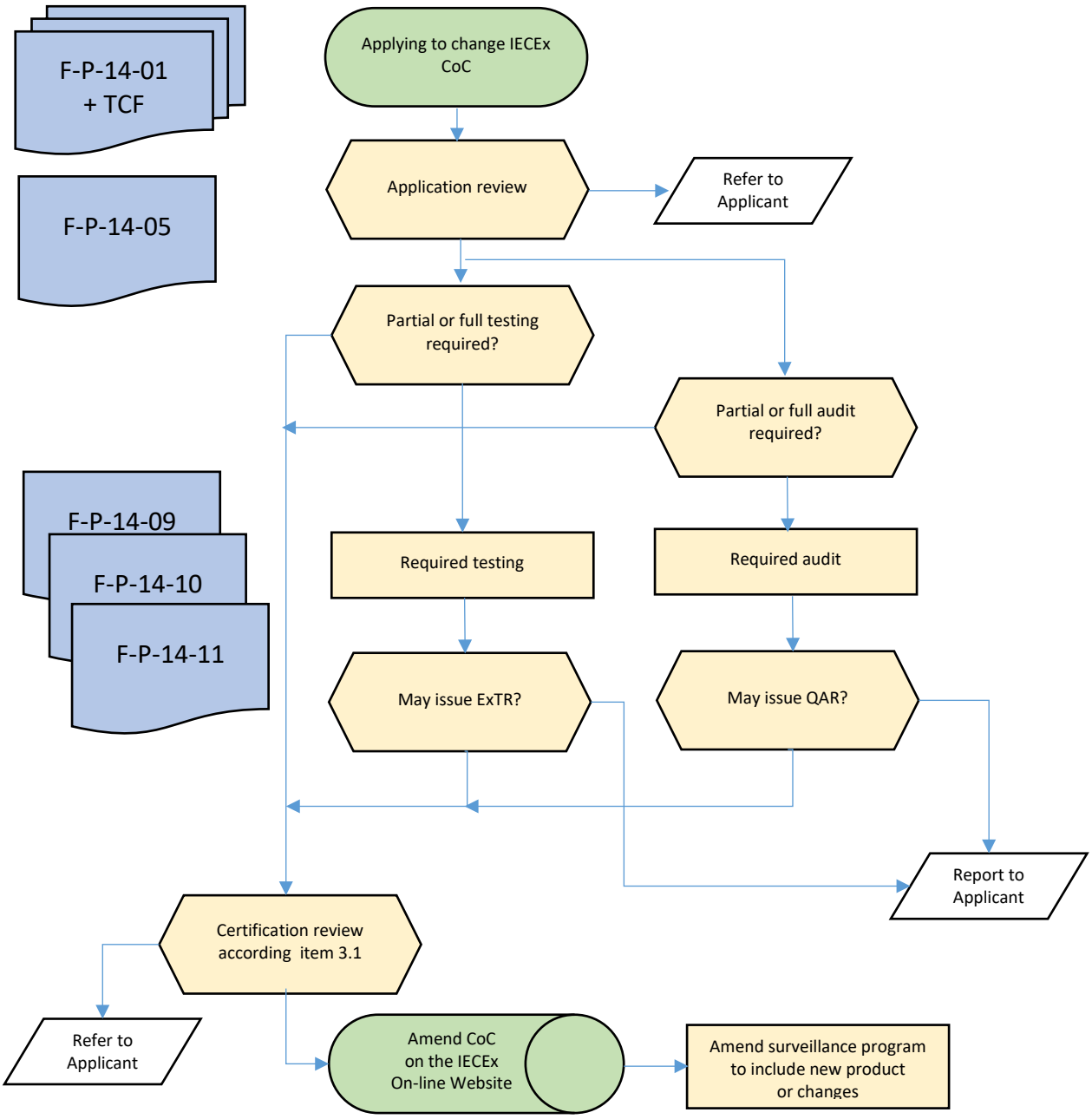

Fig.3. Process of dealing with changes to IECEx certification

3.3. Preparing an IECEx Test and Assessment Report (ExTR)

This scheme should be applied by ICR Polska when processing new applications for assessment and issuing IECEx Test Report.

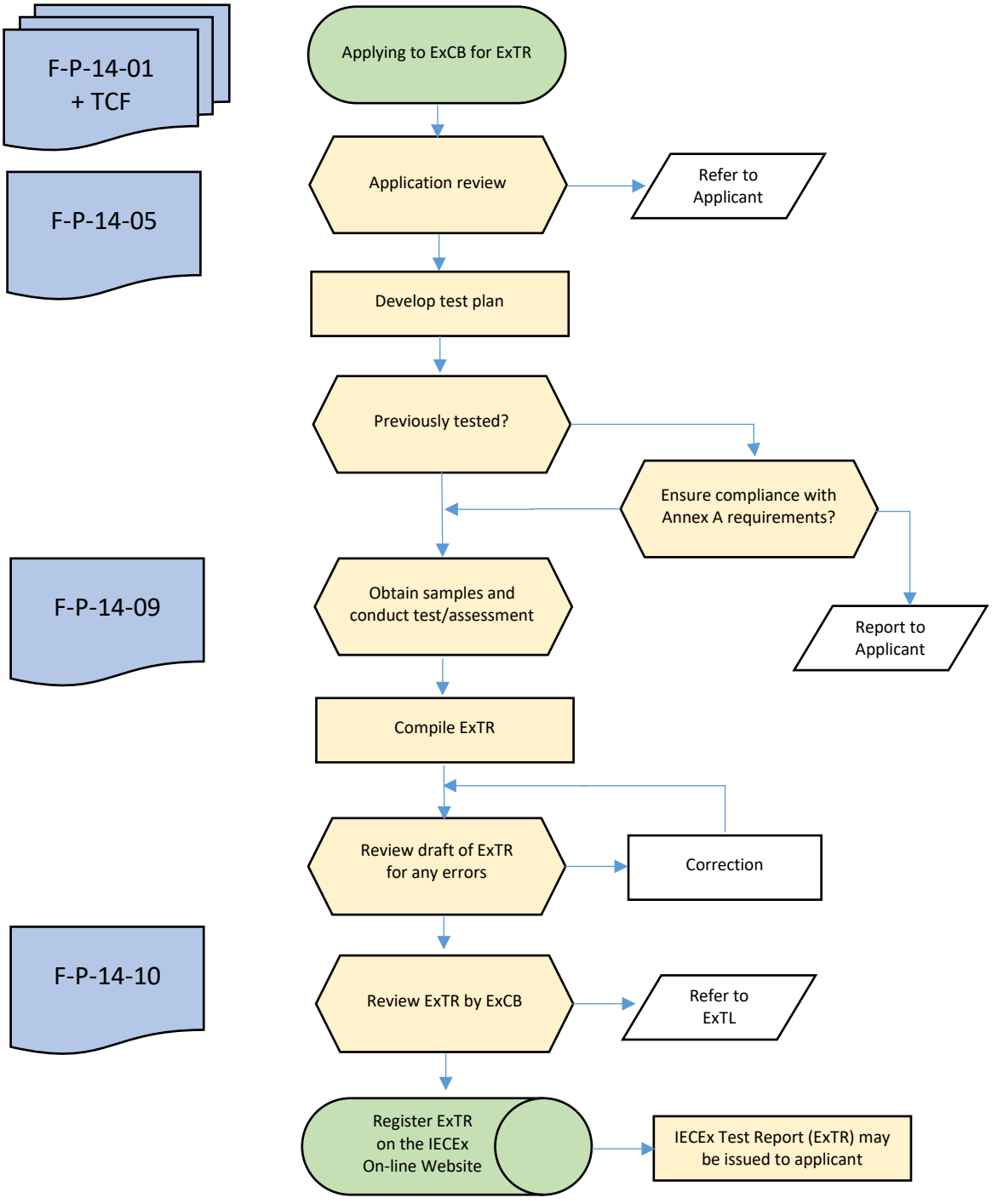

Fig.4. Process of issuing an IECEx Test and Assessment Report (ExTR)

3.4. Preparing an IECEx Quality Assessment Report (QAR)

This scheme should be applied by ICR Polska when processing new applications for quality assessment and issuing IECEx Quality Assessment Report.

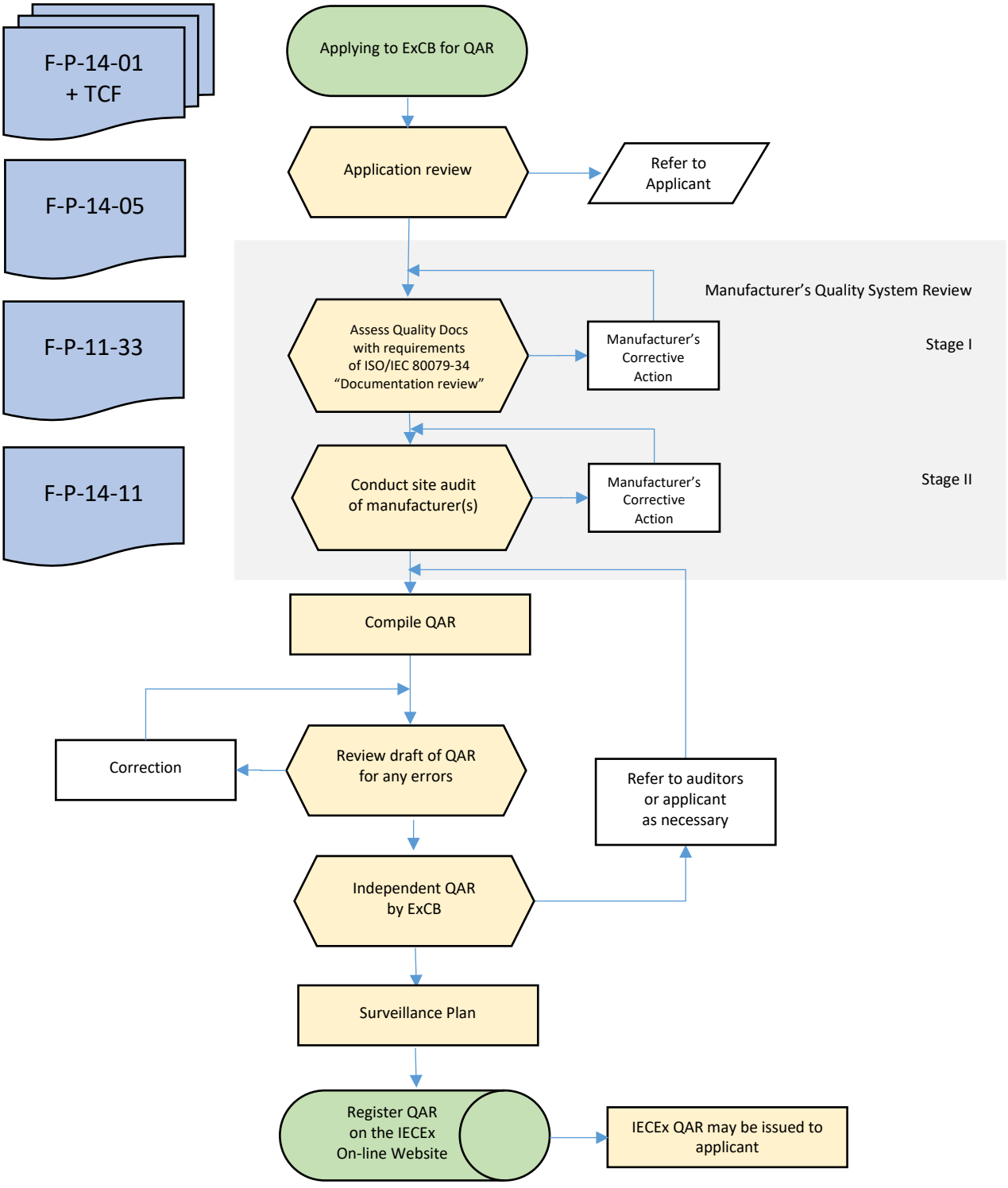

Fig.5. Process of issuing an IECEx Quality Assessment Report (QAR)

3.5. Maintaining validity of an IECEx Certificate of Conformity - Surveillance Audits

This scheme should be applied by ICR Polska when processing maintaining validity of issued certificates by making surveillance audits (for both CoCs and for QARs only).

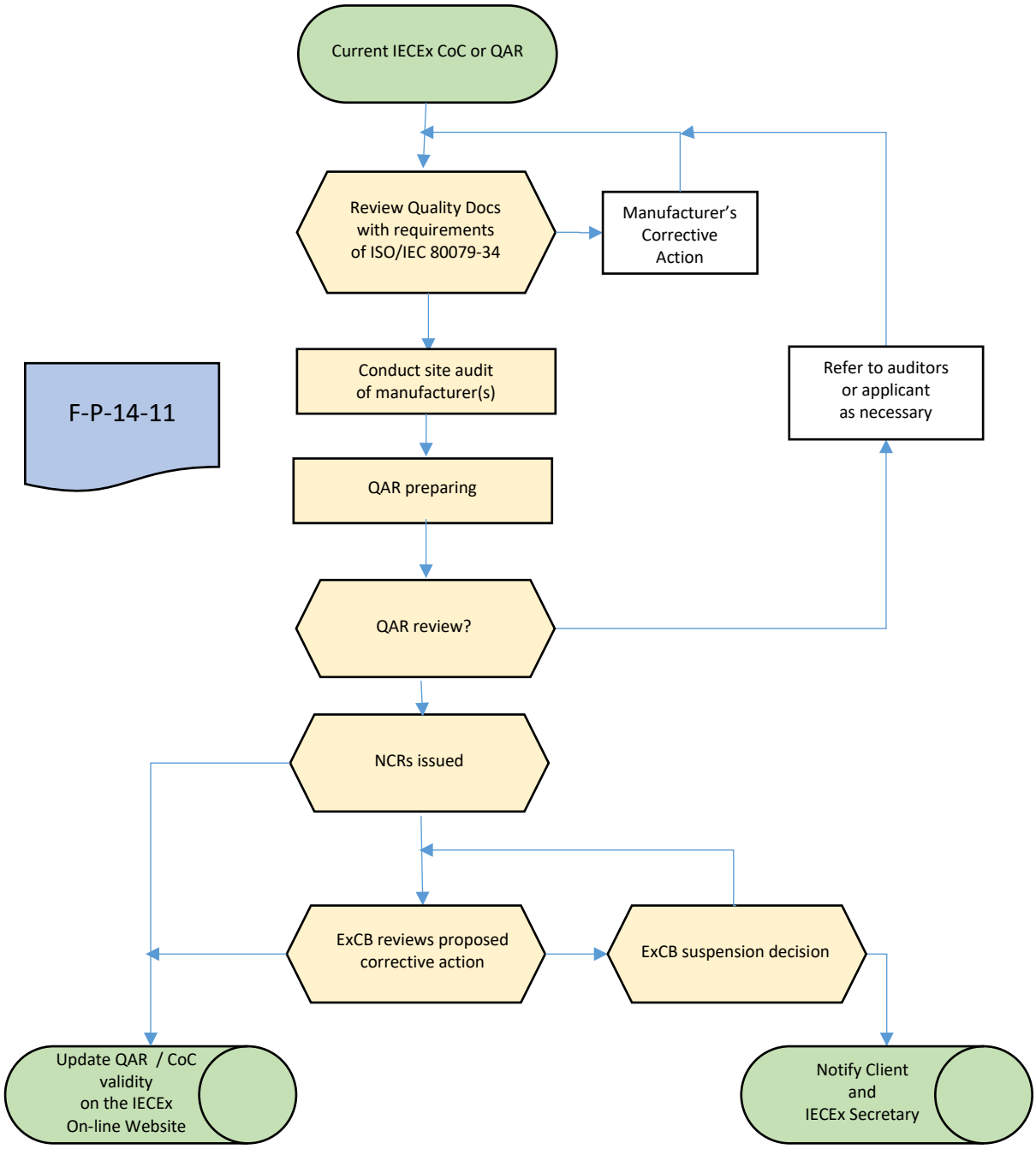

Fig.6. Process of IECEx Surveillance Operations

4. Requirements and procedures of certification processes

4.1. Applying for certification

The Applicant for certification (IECEx **Certificate of Conformity** / IECEx **Unit Verification Certificate of Conformity**, IECEx **Test and Assessment Report**, IECEx **Quality Assessment Report**) is obliged to complete the **Application**, which provides information necessary to carry out the certification process, including standards, according to explosion protections used in the device.

Where the Applicant is a person acting on behalf of a manufacturer, evidence shall be submitted that the Applicant is authorized to act on behalf of the manufacturer for the application and that the manufacturer undertakes to abide by the Rules and obligations of the IECEx Scheme.

The **Application** should be accompanied by a technical documentation, which should contain, according to the types of certificate, the following elements:

- a general description of the product
- conceptual design and technical drawings as well as diagrams of components, subassemblies, circuits, etc.
- descriptions and explanations necessary to understand these drawings and schemes and the operation of the product
- list of standards applied in full or in part, results of design calculations made, examinations carried out, etc.
- test reports
- information on the quality management system implemented at the manufacturer and relevant certificates

ICR Polska makes the document IECEx OD 017 – Drawing and documentation Guidance for IECEx Certification – for use by Manufacturers and ExTLs – available to the Applicant in order to properly prepare the submitted technical documentation.

Together with the documentation - in the case of applying for the **Certificate of Conformity** without including the test result reports - must be sent samples representative of the production envisaged. ICR Polska may request further samples if it is necessary to conduct the testing program.

The Applicant may send the **Application** together with the attachments in any form (paper, electronic: by e-mail, on a data carrier) as long as it contains only the information necessary to carry out the assessment.

Application form F-P-14-01 is available on the website www.icrpolska.com as well as in the ICR Polska Customer Service. The **Application**, after being sent to ICR Polska, is registered.

4.2. Application review

ICR Polska, after registration of received **Application**, conducts **Application review** in accordance with as required by ISO/IEC 17065 as well as IECEx requirements, to as follow:

- verifies to ensure that the **Application** is within the scope of acceptance of ICR Polska and associated ExTL
- checks whether the manufacturer has an established quality management system

- checks whether a surcharge applies for manufacturers from non-member countries (Refer to OD 019, IECEx System Fees)
- makes estimate of costs and time to complete project
- determines of any special requirements, e.g. travel for site audit etc.
- prepares **Agreement** on method and system of payment by Applicant, in accordance with ICR Polska's own policy and quality system
- checks whether the information about the Applicant and the product is sufficient to carry out the certification
- checks whether all known differences in understanding the issues between ICR Polska and the Applicant, including arrangements for standards or normative documents have been resolved
- checks whether the scope of the requested certification has been fully and unequivocally defined
- verifies that the means to carry out all evaluation activities are available

ICR Polska respects the requirements regarding the recognition as well as development, compilation, issuing and receipt of test results from ExTL laboratories accepted in the IECEx scheme, according to IECEx OD 010-2 Guidance.

If, as a result of the **Application review**, it turns out that ICR Polska does not have appropriate competences or the ability to carry out the requested certification, such activity will not be taken, and the Applicant will be notified of the refusal to carry out the assessment.

The Applicant will be kept informed about the possible need to supplement the information contained in the **Application** or to make documentation supplements.

The results of the **Application review** are documented on F-P-14-05 electronic form and recorded on internal server of ICR Polska.

4.3. Preparation and submission of the Offer

After a positive **Application review**, an **Offer** is prepared to carry out the certification process. The **Offer** containing the costs of the assessment, deadlines and detailed requirements for technical documentation shall be sent to the Applicant for acceptance.

If the documentation does not contain test reports made by the IECEx laboratory (ExTL) necessary to carry out the certification process, ICR Polska develops a plan and commissions appropriate to the IECEx laboratory (ExTL) with which ICR Polska has or signs a legally binding contract. The detailed procedure is described in item 3.3. In such cases, the **Offer** includes the identification of the laboratory as well as the cost of these tests.

If ICR Polska decides that based on the Applicant's previous certification or certification granted to other Applicants, it may omit certain activities, this fact is included in the **Offer** and internal documented in the action plan.

At the request of the Applicant, ICR Polska will provide justification for the omission of the implementation of specific actions.

4.4. Preparing and signing the Agreement

The **Offer** accepted by the Applicant is the basis for signing a legally binding **Agreement** for conducting the certification process in accordance with the submitted **Application**. The **Agreement** specifies:

- subject of the **Agreement**
- general certification provisions
- charges
- reference to certification
- conditions for suspending or withdrawing a certificate
- rules for submitting complaints and appeals
- confidentiality of information
- period of validity and validity of the **Agreement**
- in case of issuing the **Certificate of Conformity** - the rules for the application of the IEC Ex mark

The accepted **Offer** is an attachment to the signed **Agreement**. **Agreement** should be prepared using F-P-14-07 form.

4.5. Product assessment / conducting audit

Assessment/Auditing activities are carried out by a designated expert or team of specialists in accordance with the adopted proposal and action plan as well as in accordance with their competences and permissions. The products are assessed in relation to the requirements covered by the scope of certification and the requirements specified in this certification program.

4.6. Review of the results of the assessment/audits and Recommendations for decisions on issue/maintain certificate

To carry out the **Review of the results** of the **Assessment**/**Audit** and all information related to the **Assessment**/**Audit** carried out, an expert or ICR Polska employee appointed by the Deputy Director is not directly involved in the evaluation process and has competence appropriate for the device submitted for certification. **Recommendations** regarding **Decisions on certification** are documented and the basis for the positive result of the review.

4.7. Decisions on certification and documents publication

The **Decision on certification** is made by the Deputy Director of ICR Polska on the basis of all information resulting from the **Assessment**/**Audit**, **Review of the results** of the **Assessment**/**Audit** and other relevant information. The Deputy Director is not involved in the **Assessment**/**Audit** process.

Certification documents can be issued if the certification requirements have been met and the certification **Agreement** has been concluded with the Applicant and after the formal **Decision on certification** has been made. A positive **Decision on certification** results in the issuance of a certificate. **Certificates of Conformity** are issued for 4 years. The issuance of the certificate consists in publishing its content on the IECEx On-line certificate system.

ICR Polska is not liable for the Applicant's infringement of rights under the Copyright and Related Rights Act and the Industrial Property Law.

Renewal of the certificate may take place after submitting the **Application** F-P-14-01. The **Application** should be submitted at least 2 months before the validity of the current certificate expires. The validity renewal process is carried out under the same conditions as the first certification.

In case of a **Decision of certification** are not granted certification, and the Applicant shall receive written information stating the reasons for that decision.

5. List of certified products / information available to the public

In accordance with the certification requirements, ICR Polska maintains a list containing information about certified products. The information includes product identification, reference to normative documents and identification of the Applicant and provides information on the validity of a given certification upon request.

6. Confidentiality and impartiality management, non-discriminatory conditions

ICR Polska undertakes to keep confidential information received from the Applicant or created during the implementation of certification activities.

Information from complainants or public offices is also treated by ICR Polska as confidential. Information made available to the public by the Applicant is not treated as confidential. In the event, that by law ICR Polska will be obliged to disclose information to a third party, the Applicant will be notified in advance of the information provided, unless the law provides otherwise.

Certification activity of ICR Polska is carried out in an impartial manner.

Risks in relation to their impartiality are identified on an ongoing basis, and the identification includes risks arising from the activities of ICR Polska, the Company's relationships as well as personnel relationships.

The management of ICR Polska has formulated the Declaration of Impartiality, committing itself to maintaining impartiality in the conducted certification activities in the conformity assessment system, ensuring confidentiality of the information obtained, a balanced approach, independence and reliability of the assessments and decisions made. The Declaration of Impartiality is available on the Company's website www.icrpolska.com.

The defined policy and procedures developed and implemented in ICR Polska are not used to hinder or prevent access to Applicants, and the requirements are related only to the scope of certification. Information on the rules and certification of products is available on the website www.icrpolska.com, as well as in the ICR Polska Customer Service.

Access to the certification process and financial conditions do not depend on the size of the Applicant or membership in any association or group.

ICR Polska may refuse to accept the application or maintain the **Agreement** with an Applicant who demonstrates or fundamentally participates in illegal activities, and in cases where the Applicant repeatedly fails to comply with the certification requirements for equipment.

7. Fees for the certification process

Fees related to the certification process and surveillance for the reference to certificate and the conformity mark are calculated in accordance with the current price list, including IECEx fees shown in OD 019.

The Applicant pays based on invoices issued by ICR Polska in accordance with the accepted earlier **Offer** (F-P-14-06), prepared after the positively Application evaluation. The accepted **Offer** is Attachment 1 to a legally binding **Agreement** (F-P-14-07).

The Applicant is obliged to pay the costs of the certification process, regardless of the outcome of the certification process.

8. Changes affecting certification

ICR Polska follows all changes in the generally recognized state of technical knowledge indicating that the certified product may no longer meet the relevant requirements of the standards and determines whether such changes require further investigation. If from these findings it appears that such tests are necessary, the Deputy Director informs the Applicant.

The Applicant is obliged to inform ICR Polska of any modifications to the certified product that may affect the product's compliance with the requirements of the standards referenced in the certificate or other conditions of validity of the issued certificate. Such modifications require additional approval in the form of an addition to the original certificate of conformity. The procedure in this situation is presented in section 3.2.

The Applicant is also obliged to inform ICR Polska of any changes in his quality managing system that may affect compliance of the ISO 80079-34 standard or other technical requirements. Such changes required additional surveillance audit to confirm last QAR.

With regard to changes affecting the certification, extension of the scope of certification and the ending, restrictions, suspension or withdrawal of certification, the decision on launching relevant activities in this respect is taken by the Deputy Director of ICR Polska.

The Applicant is obliged to keep records of all complaints that relate to compliance with the certification requirements and to take and document appropriate actions in relation to these complaints, and the records provided in this area are available from ICR Polska.

9. References to certification and use of the conformity mark

The Applicant may only rely on certification in accordance with the scope defined in the certificate issued by ICR Polska, and may not issue declarations relating to its products in an unauthorized or misleading way.

In the case of copying of certification documents to the Applicant by others, these documents should be copied in their entirety.

The Applicant may rely on the certification of his products for marketing purposes using methods specified in the certification program and undertakes that he will not use the certification of his products in a way that could discredit ICR Polska.

In the event of an incorrect reference to a certification program, misleading use of certificates, or incorrect use of the IECEx conformity mark, ICR Polska will recommend the Applicant to take corrective action, and in the absence of effectiveness, ICR Polska actions may include suspension, revocation, publication of breach information and if necessary, legal action.

The assessment of the correctness of reference to the certification and the use of the IECEx mark of conformity is carried out by ICR Polska through the assessment of the information published by the Applicant and on the basis of generally available catalogues, advertising materials and reclamations.

10. Extending the scope of certification

The process of extending the scope of certification can be launched as a result of submitting the application F-P-14-01.

11. Termination, restriction, suspension or withdrawal of certification

The certification can be **terminated** at the request of the Applicant and in the event of expiration of the validity date of the issued certificate.

Restriction of the scope of certification may take place as a result of the application by the Applicant or in the case where some of the models or varieties listed in the certificate do not meet the specified requirements.

The **suspension** of the certificate takes place in the case of:

- if there has been a breach of the product certification program, ICR Polska procedures or IECEx procedures
- finding incorrect references to a certification program or misleading use of certificates;
- negative results of the assessment carried out in the supervision;
- a written request by the Applicant, e.g. for a specified period of interruption of production;
- failure to timely meet financial obligations.

The suspension is always officially confirmed by ICR Polska along with the information on the conditions under which the suspension may be revoked.

It is forbidden to identify any product as a certified and produced during suspension certificate applicable to this product.

The certificate is **withdrawn** in cases:

- if the issues that led to the suspension have not been resolved by the Applicant within the set deadline;
- after the termination of the **Agreement** by the Applicant;
- if the certified product is no longer produced or if the Applicant ceases its activity;
- if the standards or rules have been changed and the Applicant fails to ensure compliance with the new requirements;
- if the Applicant changes the certified product without the knowledge of ICR Polska
- if the Applicant does not meet financial obligations;
- the Applicant's resignation from the certificate.

ICR Polska makes changes to formal certification documents and information available to the public in the event of termination, restriction, suspension, revocation or resumption of certification. The ICR Polska Secretariat informs the IECEx Secretariat about the refusal, restriction or withdrawal of certificates. This body is also informed of any circumstances that may affect the scope and conditions of certification.

12. Complaints and appeals

Applicant has the right to lodge a complaint or appeal against a decision issued on the certification to the Managing Director. Detailed rules for receiving, evaluating and making decisions on complaints and appeals are described in procedure P-10 *Acceptance, evaluating*

and making decisions regarding complaints and appeals are available on the ICR Polska website: www.icrpolska.com.

13. Records

To show that all the requirements concerning the certification process have been met, records related to the assessment are stored in ICR Polska.

Documentation of issued certificates and attachments and additions to them, as well as technical documents, including technical documentation submitted by the manufacturer, are stored in ICR Polska for 10 years from the date of device evaluation or expiry of a given certificate.

The documents regarding the competence of experts and subcontractors as well as work carried out by subcontractors are stored.

The register of stored documentation after the completion of the assessment process is carried out on the form F-P-06-02.

All records are kept confidential.

14. Maintaining and improving the certification program

In order to confirm the current validity of this Program of certification, periodic reviews of the program are carried out. During the reviews, updates of IECEx standards and documents, specifying the specified requirements and feedback from Applicants, are taken into account. The structure of program management is described in the procedure P-14 *Assessment and Certification for IECEx Certified Equipment Scheme*.

15. List of products covered by the program

The IECEx System is based on the use of International Standards, such as IEC Standards. These Standards are dedicated to the highly specialised fields associated with the use of equipment, termed Ex equipment, and installations in areas where a potential may exist of fire or explosion. The Standards in scope of this Program are listed in actual scope of certification online available on IECEx webstore – https://www.iecex.com

16. Attachments

F-P-01-03 Register of changes

F-P-01-04 Distribution list

Developed:	Accepted:
Quality Manager	Managing Director
signature, date	signature, date

ANNEX A

Acceptance of Test/Assessment Data Obtained prior to the Application for an IECEx Test Report or IECEx Certificate of Conformity

A1 Introduction

This Annex sets out the conditions upon which test or assessment data, obtained prior to the ExCB receiving an application for an IECEx Test Report (ExTR) or IECEx Certificate of Conformity (CoC).

A2 Acceptable use

A2.1 Acceptance of test data obtained prior to the acceptance of an ExTL by the IECEx Management Committee

ExTLs may use test or assessment data obtained prior to the ExTL's acceptance into the IECEx Scheme only when ALL of the following criteria have been met, noting that ExCBs receiving ExTRs, may refuse to accept such results where the test were conducted more than 3 years prior to the acceptance of the ExTL:

a) Data from tests/assessments are not from such test facilities, equipment or processes that were the subject of a Major non-compliance raised at the time of the IECEx Assessment, such that corrective action by way of new/modified test apparatus, test/assessment processes or new personnel were required in order to gain acceptance as an ExTL. Test results falling into this category cannot be used and the test or assessment to be repeated; and
b) The test parameters, procedures, process used to obtain the previous test or assessment data are the same as those concerning the Standard to which application has been made; and
c) The previously obtained test or assessment data is from test samples that are identical to the test samples that would now be selected as representative of the product(s) to which are the subject of an ExTR or IECEx CoC application.

A2.2 Acceptance of test data obtained after an ExTL has been accepted by the IECEx Management Committee but yet obtained prior to the application for an ExTR or IECEx CoC

ExTLs may use test or assessment data obtained prior to receiving an application for an ExTR only when ALL of the following criteria have been met:

a) The test parameters, procedures, process used to obtain the previous test or assessment data are the same as those concerning the Standard to which application has been made;

b) The previously obtained test or assessment data is from test samples that are identical to the test samples that would now be selected as representative of the product(s) to which are the subject of an ExTR or IECEx CoC application

A2.3 Manufacturer's test Data

Test results obtained from manufacturer's testing facility are ONLY permissible where such tests have been conducted under the supervision of the ExTL, according to OD 024, and in accordance with the ExTL's own quality management system. The requirements of A2.2 above shall also be met.

NOTE: IECEx are currently developing a guide covering the use of manufacturer's test data. Proposals for inclusion in this guide may be submitted by ExCBs, ExTLs, Member Bodies and industry and government stakeholders via their IECEx Member Body or direct to the IECEx Secretariat

A2.4 Method and format for reporting by ExTLs and ExCBs

A2.4.1 Background

As in many cases the ExTR will be used by other Certification and Approval Bodies to issue their own certification/approval, the quality and completeness of the information, such to assist the body receiving an ExTR is most important.

Time and money spent getting the ExTR right, before it is issued, prevents problems for manufacturers and sellers down the track and also possible rejection by bodies receiving ExTRs. The credibility of the issuing ExTL can also be judged on the quality and completeness of the test/assessment information.

The IECEx Management Committee also recognise that the IECEx blank Test Report format requires a greater level of reporting than an ExTL, operating within their own national certification, may normally have been required, as much of the detailed test and assessment data remains on the laboratory's own files. As bodies receiving ExTRs are required to make judgement on the ExTR information alone, the more complete the information and easier to show compliance with each clause of the standard, the smoother will be the acceptance by the body receiving the ExTR and hence their issuing of certification or approval. The end result will be reduced overall costs and quicker time to market for by the seller.

Therefore in light of the above, the IECEx Management Committee have decided on the following requirements when completing and issuing an ExTR using test data from information.

A2.4.2 Reporting requirements

In ALL cases the IECEx Test Blank Report Forms shall be used. An ExTL is permitted to attach their a complete test report or evaluation record, to an ExTR/ATR format providing the Section 1 of the ExTR provides a clear linkage to the test data and results contained within the attached report.

Copies of related drawings, duly endorsed by the ExTL, shall form part of the overall ExTR.

ExTRs shall clearly identify those test/assessments results that were obtained previously.

ExTRs shall be registered on the IECEx On-Line Certificate of Conformity System. Refer to OD 011 Part 2 for guidance by creation of an ExTR Summary.

ANNEX B

Acceptance of Quality Assessment and Audit Data Obtained prior to the Application for an IECEx Quality assessment Report

B1 Introduction

This Annex sets out the conditions upon which quality assessment data relating to a manufacturer applying for an IECEx Quality Assessment Report (QAR) may be accepted.

B2 Acceptable use

B2.1 Acceptance of quality assessment and audit data obtained prior to the acceptance of an ExCB by the IECEx Management Committee

ExCBs may use quality assessment or audit data obtained prior to the ExCB's acceptance into the IECEx Scheme only when ALL of the following criteria have been met:

a) Quality assessments and audits were conducted by the ExCB's personnel with competencies in the Ex field;
b) No Non-conformances were raised at the time of the IECEx Assessment, such that corrective action by way of new/modified processes or new personnel were required in order to gain acceptance as an ExCB;
c) The ExCB can demonstrate that the general requirements of ISO/IEC 80079-34 have been met;
d) The previously obtained assessment and audit data are for test samples that are identical to the test samples that would now be selected as representative of the product(s) to which are the subject of an ExTR or IECEx CoC application; and
e) The ExCB shall conduct a site visit as part of a surveillance audit, in accordance with OD 025, prior to the issue of a QAR.

B2.2 Acceptance of quality assessment and audit data obtained after an ExCB has been accepted by the IECEx Management Committee but yet obtained prior to the application for an IECEx QAR or IECEx CoC

ExCBs may use quality assessment and audit data obtained prior to receiving an application for a QAR when ALL of the criteria specified in B2.1 above have been met.