



Revision table

Version	Date	Section	Amendment text	Carried out by
1	2020-08-10		Document published	ET
2	2022-11-15		Added Ex 010 and Ex 011 (scope extension)	ET
3	2023-10-10		Added Doc number and ref to IECEx 05A, IECEx CA 01, IECEx 01-S. Added appeal to IEC	ET

1 Purpose

ISO/IEC 17024, clause 7.2.2, requires the certification body to have a publicly available description of the scope of the certification scheme, and a general description of the certification process.

2 Scope

Exert Certification AS Certification offers certification assessments for following IECEx CoPC units:

Ex 000
Ex 001
Ex 002
Ex 003
Ex 004
Ex 006
Ex 007
Ex 008
Ex 009
Ex 010
Ex 011

3 General description

3.1 Normative documents

Applicants, candidates and certified persons should familiarize themselves with the following publications, available at www.iecex.com

IECEx 05 - IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure

IEC CA 01 - IEC Conformity Assessment Systems – Basic Rules Ed. 2.7

IECEX 01S - IECEX Supplement to Harmonized Basic Rules IEC CA 01 Ed 2.3

IECEX 05A - Guidance and Instructions for Applicants to obtain a Certificate of Personnel Competence (CoPC)

IECEX OD 502 - Application for an IECEX Certificate of Personnel Competence, documentation and information requirements

IECEX OD 503 - ExCB Procedures for issuing and maintaining IECEX Certificates of Personnel Competence

IECEX OD 504 - Specification for Units of Competence assessment outcomes

3.2 Confidentiality

The certification body treats all information about applicants, candidates and certified persons confidentially, except for the scope and the limitations of a person's certificate.

3.3 Application

Three different methods for applying are accepted:

1. Web application (recommended)
2. Send the application form by E-mail to copc@exertcertification.com
3. Send the application form by post to any of our assessment centre's

The application form can be downloaded from our homepage. Contact us if you need the application form sent to you in another way.

Applications are accepted by email to copc@exertcertification.com and by mail to any of our assessment centre's.

All applications shall be in English.

Applicants should provide all information required by IECEX OD 502. Applicants should check to make sure that they comply with the prerequisites for each unit of competency they apply for, in accordance with IECEX OD 504.

The certification body will review the application and notify the applicant of the outcome of the review.

3.4 Certification examination

Applicants who had a successful review of the application will have their status changed to Candidate at the certification body. Candidates can sign up for certification examinations. This is done through the home page, or by contacting the certification body.

There are no training prerequisites for the certification examinations, unless for what is stated in IECEX OD 504.

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A candidate who anyway wishes to undertake preparatory training prior to the examination can do so at any training body.

The certification body will notify the candidate of all practicalities related to the certification examination (date, location, duration of the assessments etc.) by email prior to the assessments.

Candidates must identify themselves by nationally recognized ID-cards, or by international ID:s such as passports, at the assessment day.

Candidates who fail to show a valid ID will not be allowed to participate the assessment. They will be offered to re-schedule the assessment.

Each candidate will be notified by email of the result of the certification examination.

3.5 Certificates

A wallet-ID card will be issued by IECEx and sent to the Certification Body, who will forward the card to you.

Please note that the original certificates are published on www.iecex.com .

3.6 Re-certification

No later than 3 months prior to the expiry date of a CoPC, the Certification Body will notify the certified person by email or telephone of the process for re-certification. In a situation where a person has changed his or her contact information, it is the persons responsibility to contact the Certification Body.

The re-certification shall always be done through a new written application by the certified person where work- and training records from the certification period is attached.

A review of the person's work- and training records during the certification period will be performed. If the person has worked regularly with assignment relevant to his or her certification, the person can be offered a re-certification through a partial re-assessment.

If there has been changes to the relevant IEC-standards during the certification period, the Certification Body will confirm that the certified person is aware of the changes. This can be done by a telephone interview or by email.

If there has been changes to the certification scheme, the Certification Body shall verify the certified person's compliance with the changes.

If the certified person did not work regularly with assignments related to his or her certification, the re-certification will be done through a new, full, assessment.

4 Appeals

4.1 General

Individual persons or employers affected by decisions made by the Certification Body has the possibility to appeal some of the decisions.

Appeals can be done in two instances:

- 1: Appeal treated internally by the Certification Body
- 2: Appeal to IECEx according to IECEx 01, when the issue still remains unsolved.

Appeals will be treated in accordance with IECEx rules set forth in IECEx 01 and IECEx 05.

The appellant will be contacted by the Certification Body within two weeks. The Certification Body will strive to resolve the issue through a dialogue between the appellant and the Certification Body's Operations Manager. If the issue remains unsolved, the issue will be brought up to the Certification Body's Impartiality Committee (advisory board) for the decision.

The decision by the Impartiality Committee cannot be further appealed within the Certification Body. The Certification Body will inform the appellant of the possibility to appeal to IECEx.

Appeals concerning all IEC CA Systems that cannot be resolved at the CA Systems level shall be escalated to the Board of Appeal of the CAB. Annex B sets out procedures of the Board of Appeal at the CAB level, ref IEC CA 01 – clause 15.

4.2 Decisions possible to appeal

The following decisions can be appealed by the person concerned:

- Decision to not approve the work experience record
- Decision to fail a candidate's theory assessment
- Decision to fail a candidate's practical assessment
- Decision to suspend a certificate
- Decision to not approve a partial re-assessment for re-certification
- Decision to abort the certification process due to threats, bribery, fraudulent behaviour or misconduct.

The following decisions can be appealed by the person's employer:

- Decision to not approve the work experience record
- Decision to not approve a re-certification without further assessments

4.3 Decisions not possible to appeal

The following decisions can not be appealed by the person concerned:

- Decision to abort the certification process when impartiality cannot be guaranteed
- Any decision made by the Impartiality Committee



Title:

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4.4 How to appeal

An appeal must be made by a written letter or an email. The appellant shall enclose all relevant supporting information to the appeal.

The appeal shall be e-mailed to copc@exertcertification.com , or by a written letter to the Certification Body's headquarters.

5 Complaints

Complaints can be sent to the Certification Body through email or mail. The Certification Body will treat the complaint internally and decide on corrective actions.

The Certification Body will keep the complaining person informed of how the complaint is treated.