



# Exert Certification



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## Application for Certified Service Facility certification (IECEX 03-4 Ex inspection and maintenance)

Date	
Type of client	<input type="checkbox"/> New client <input type="checkbox"/> Existing client
Application for	<input type="checkbox"/> New certificate
	<input type="checkbox"/> Extending scope of IECEX 03-4
Name of client	
Address of service facility	
Registered / communication address	
Contact person	
Phone number	
E mail	
Web site	
Has your Service Facility had an IECEX Service Facility Certificate of Conformity for inspection and maintenance previously issued by other ExCBs, which has since been suspended or cancelled?	<i>Tick the relevant box</i> <input type="checkbox"/> NO
	<input type="checkbox"/> YES Name of CB: CoC number:
<b>Scope of Service Facility application</b>  As <b>default</b> you will be applying with scope for - Initial inspection - Periodic inspection - Maintenance - High Voltage <u>excluded</u> with limitation on certificate	<i>Tick the relevant box</i> <input type="checkbox"/> DEFAULT SCOPE ACCEPTED <hr/> <input type="checkbox"/> DEFAULT SCOPE NOT ACCEPTED Specify details of application scope:
	<input type="checkbox"/> Initial inspection <input type="checkbox"/> Periodic inspection <input type="checkbox"/> Maintenance <input type="checkbox"/> High Voltage <u>included</u>
Other supporting information:	

Please specify Ex Protection Techniques for application scope.	<p><b>Equipment group II</b> for gas related hazardous areas to be included in the scope:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Ex 'd'</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Ex 'e'</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Ex 'p'</td> <td style="padding: 2px;"><input type="checkbox"/> Ex 'i'</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Ex 'n'</td> <td style="padding: 2px;"><input type="checkbox"/> Ex 'm'</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Ex 'o'</td> <td style="padding: 2px;"><input type="checkbox"/> Ex 'q'</td> </tr> </table>	<input type="checkbox"/> Ex 'd'	<input type="checkbox"/> Ex 'e'	<input type="checkbox"/> Ex 'p'	<input type="checkbox"/> Ex 'i'	<input type="checkbox"/> Ex 'n'	<input type="checkbox"/> Ex 'm'	<input type="checkbox"/> Ex 'o'	<input type="checkbox"/> Ex 'q'
	<input type="checkbox"/> Ex 'd'	<input type="checkbox"/> Ex 'e'							
<input type="checkbox"/> Ex 'p'	<input type="checkbox"/> Ex 'i'								
<input type="checkbox"/> Ex 'n'	<input type="checkbox"/> Ex 'm'								
<input type="checkbox"/> Ex 'o'	<input type="checkbox"/> Ex 'q'								
<p><b>Equipment group III</b> for dust related hazardous areas to be included in the scope:</p> <p><input type="checkbox"/> Ex 't'</p> <p><input type="checkbox"/> Ex 'tD'</p> <p><input type="checkbox"/> Ex 'pD'</p> <p><input type="checkbox"/> Ex 'DIP'</p>									
Other not listed Ex Protection Techniques (specified):									
<p><b>Terms and conditions for Certified Service Facility Applicants</b></p> <ol style="list-style-type: none"> <li>a) The applicant always fulfils the certification requirements, including implementing appropriate changes, when they are communicated by <b>Exert Certification</b>.</li> <li>b) The applicant makes all necessary arrangements for;       <ol style="list-style-type: none"> <li>1) conducting evaluation and surveillance (if required), including provision for examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and subcontractors used in the processes;</li> <li>2) investigation of complaints;</li> <li>3) the participation of observers, if applicable;</li> </ol> </li> <li>c) The applicant makes claims regarding certification consistent with the scope of certification</li> <li>d) The applicant does not use its facility certification in such a manner as to bring <b>Exert Certification</b> into disrepute and does not make any statement regarding its Service Facility certification that the <b>Exert Certification</b> may consider misleading or unauthorized;</li> <li>e) Upon suspension, withdrawal, or termination of certification, the applicant discontinues its use of all advertising matter that contains any reference thereto and takes action as required by the certification scheme (e.g. the return of certification documents, such as certificate, letter of granting of certificate etc.) and takes any</li> </ol>									

other required measure;

- f) If the applicant provides copies of the certification documents to others, then it is to be ensured that the documents shall be reproduced in their entirety or as specified in the certification scheme;
- g) In making reference to its facility certification in communication media such as documents, brochures or advertising, the applicant complies with the requirements of the **Exert Certification** or as specified by the certification scheme;
- h) The applicant complies with any requirements that may be prescribed in the certification scheme relating to the use of the IECEx logo, and on information related to the Certified Service Facility services;
- i) The applicant keeps a record of all complaints made known to it relating to compliance with certification requirements and makes these records available to **Exert Certification**, when requested, and
  - 1) takes appropriate action with respect to such complaints and any deficiencies found in inspection and maintenance services that affect compliance with the requirements for certification;
  - 2) documents the actions taken;

Verification for the above requirements may be done by **Exert Certification** against the details specified in the certification scheme.

- j) The applicant informs **Exert Certification**, without delay, of changes that may affect its ability to conform with the certification requirements. These may include one or more of the followings;
  - the legal, commercial, organizational status or ownership,
  - organization and management (e.g. key managerial, decision-making or technical staff),
  - major changes to the inspection and maintenance services,
  - contact address and Service Facility location,
  - major changes to the quality management system.

Has Exert Certification or their Contracted Evaluator provided consultancy to your Service Facility related to this Application?	Tick the relevant box <input type="checkbox"/> NO
	<input type="checkbox"/> YES Year of consultancy: Type of consultancy:

**Declaration**

- *As applicants we are aware of the documentation requirements and have prepared the documents supporting our application.*
- *The checklist on the next page is completed as confirmation.*
- *We hereby declare that we will comply with existing requirements for the IECEx Certified Service Facilities (IECEx 03-4) including all the rules of IECEx (IEC CA 01 & IECEx 01s), and we will not misrepresent the scope of certification and agree to pay the expenses in connection with our application.*
- *If applicant is NOT located in an IECEx member country, additional surcharges will apply to the certificate fee.*
- *We hereby declare that all the information given is true as per best of our knowledge and we are bound to follow all the rules of certification and the terms and conditions given by Exert Certification.*

Name of the authorized person:

Designation:

Signature: \_\_\_\_\_

## Documentation checklist for Certification of Ex Service Facility for Ex inspection and maintenance

(IECEX OD 313-4 © IEC:2013(E) – Annex B)

The following is a list of specific documentation that a Service Facility should have in place in seeking IECEX Certification as an IECEX Certified Service Facility.

Items 2, 3, 4, should be made available to the ExCB prior to the site audit being undertaken.

### Applicant shall confirm and tick out all boxes from item 1 to 7:

<p>1) Applicant name</p> <p>Date.....</p>	<input type="checkbox"/>
<p>2) Ex Service Facility application details as per IECEX 03-4 Clauses 9.2 and 9.4</p> <p>Name, Country, Contact details</p> <p>Short history, and description of Service Facility</p> <p>Legal status</p> <p>Addresses where Service Facility carries out its operations that are to be covered by IECEX Certification.</p> <p>Any other relevant information about the Ex Service Facility</p>	<input type="checkbox"/>
<p>3) Letter or ExCB application form from applicant Ex Service Facility to ExCB requesting certification under IECEX Service Facility Scheme</p>	<input type="checkbox"/>
<p>4) Declaration of relevant competence/capability as follows:</p> <p>a) competence of responsible persons and operatives</p> <p>b) listing of Ex types of protection and Scope of work to be covered by IECEX Service Facility Certification</p> <p>c) Identification of testing and measurement capabilities</p>	<input type="checkbox"/>
<p>5) Documentation, such as Quality Management System (QMS) manual, showing compliance with requirements;</p> <p>a) compliance of quality systems to IECEX OD 314-4</p> <p>b) compliance of Service Facility to technical requirements of IEC 60079-14 and / or IEC 60079-17</p> <p>This information may be provided during the on-site assessment; however, the application should indicate what information is available</p>	<input type="checkbox"/>
<p>6) Organization charts of the candidate Ex Service Facility</p> <p>Particular attention should be given to those authorized to release completed work</p>	<input type="checkbox"/>
<p>7) Ex Service Facility procedure for maintaining competence of responsible persons and operatives</p>	<input type="checkbox"/>