

Document 7.1 – Guidance for Service Facility to obtain IECEx 03 – Certified Service Facility Accreditation

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Table of Content

1	Introduction.....	1
2	Who should you submit the application to	1
3	How to prepare an application.....	1
4	General Application Process	2
5	Scope of Application under IECEx 03.....	3
6	Service Facility Quality Assurance (QA)	3
7	Staff Competency.....	4
8	Assessment.....	4
9	Surveillance Audit	5
10	Preliminary Assessment.....	5
11	Annex - Documentation List Provided by the ExSF Applicant.....	1

1 Introduction

This guide has been prepared to assist Service Facilities (IECEX 03-4 and IECEX 03-5) understand that the process of achieving an IECEX Service Facility Certification.

IECEX Service Facility Certificate accreditation provides the organisation with an International confidence that the Service Facility performs work

- meeting the rigorous requirements of IEC 60079.14, IEC 60079.17 and IEC 60079.19 and IECEX Scheme Requirements, including competency requirements of the IECEX; and
- is operating a dedicated quality management system, meeting the specific IECEX requirements; and
- is under on-going surveillance by an IECEX Certification Body (IECEX 03)

As proof of this achievement, the International IECEX Service Facility Certification is publicly available on IECEX Website with scope of Ex techniques and capability.

2 Who should you submit the application to

Applications for an IECEX Service Facility Certification shall be submitted to an IECEX Certification Body under Service Facility Scheme (03), ExCB. The accredited ExCBs can be found via the link below:

[Contact a certification body | IECEX](#)

3 How to prepare an application

The Service Facility must be able to satisfy the following general requirements. When the organisation is confident that the requirements have been met, application can be made for certification. In readiness for the application, a Service Facility may decide to apply for a “pre-assessment” review with an IECEX Certification Body, prior to the formal application being lodged. In preparing an application to be submitted to an ExCB, the Service Facility needs to be confident that the following is in place:

- Confidence that work practices meet IEC 60079.14 and/or IEC 60079.17 and/or IEC 60079.19
- Development of QA system covering service facilities of the product (ISO 9001)
- Confidence that staff involved in the service have the qualifications and experience to perform work using specified explosion protection techniques
- The relevant application documents from the ExCB duly completed

4 General Application Process

Step	Descriptions
1	The Service Facility Applicant contact one of the ExCBs. (Search IECEx Website)
2	ExCB determines the scope by contacting the application. (whether a preliminary visit shall be confirmed during this step)
3	TSI and Service facility sign an agreement with the minimum information included • Remote assessment, if applicable • Pre-assessment, if applicable • On-site assessment • Participants • Date, time, duration • Scope
4	Initial Assessment
5	Result share with applicant (Audit Report)
6	Addressing Non-conformity, if any
7	Duration for surveillance Audits Note: On-site surveillance audits conducted at not more than 12 monthly intervals at the location(s) where the Certified Service Facility manages their service activities, for which a FAR shall be issued in accordance with OD 313-4
8	Re-assessment Note: Conducted in a period not exceeding 3 years and shall include the full review of an Ex Service Facility's documented procedures.

TSI manages QMS auditing, for the IECEx Certified Service Facilities Scheme using **IECEx OD 026** as criteria for our auditor.

IECEx – OD 314-4 and IECEx 314-5 (Operational Document) sets out the quality management system (QMS) requirements that a Service Facility shall conform to in order to gain and maintain IECEx Certification as an IECEx Certified Service Facility, involved in inspection and maintenance of Ex equipment.

The application for IECEx Service Facility Certification begins by contacting an ExCB. An up to date listing of Certification Bodies approved by the IECEx to issue IECEx Service Facility

Certificates is located on the IECEx website A Service Facility Applicant is free to choose any ExCB, listed on the IECEx Website for the IECEx Certified Service Facility Program, to lodge their application with.

The ExCB may or may not be located within the same country as Service Facility Applicant.

The following information is required to be sent to the ExCB .

- Letter requesting IECEx certification of the Service Facility
- Exact details of the scope of application (03-4 & 03-5) and the addresses where it carries out work
- Whether the company has an established quality management system, e.g. ISO9001
- Organisational chart and quality manual

The ExCB will estimate the time and cost to complete the certification project. It covers the process from the workshop's viewpoint, and shows the typical activities needed to become a Certified Service Facility.

5 Scope of Application under IECEx 03

A Service Facility will have a Scope of operation. The Scope will refer to the explosion protection technique and the type of equipment. In addition, the size/power of the equipment will be listed.

The Scope is defined by the type of work normally performed by a Service Facility.

Scope needs to be defined when a Service Facility applies to the ExCB for Certification.

Relevant documentations shall be supplied to TSI prior to the site visit (See Annex).

6 Service Facility Quality Assurance (QA)

The basic QA standard for IECEx certification is ISO 9001. This standard needs to be met by a service facility applying for IECEx certification of a workshop. While IECEx does NOT require that a Service Facility separately holds ISO 9001 Certification, this may be beneficial as a culture of QA compliance may exist throughout the organisation.

Where ISO9001 certification is held, some of the ExCBs also hold national accreditation to issue ISO 9001 Certification. This may be more convenient for the applicant because all certification work is done by one Certifying Body.

Where ISO 9001 Certification is not held, the ExCB will assess compliance to ISO 9001 as part of their assessment.

- NOTE 1: Advice on Quality System implementation must not be given by the ExCB. This must be done by persons/organisations which are independent of the Service Facility Certification process.
- NOTE 2: The QA system needs to be maintained and audited at regular intervals. See Operational Document OD-025.

7 Staff Competency

IEC 60079-14, IEC 60079-17 and IEC 60079-19 relies heavily on the competence of personnel to ensure the installation and inspection is compliant with the relevant standards.

The Service Facility Applicant is required to provide evidence of the competence of personnel (responsible persons).

The Service Facility Applicants need to ensure that at least one competent person is available for each Ex-technique listed in the Service Facility's Scope.

8 Assessment

The assessment is a two stage activity:

- first a Documentation Review and
- second a Site Assessment.

ExCBs (IECEX Certification Bodies) assess the Service Facility at a formal audit.

The audit will follow the processes given in IECEx Operational Document IECEx_03-4 & 03-5, where applicable.

The audit process is based on the following principle:

- **Ethical conduct** - the foundation of professionalism The role of the auditor is one of trust, integrity, confidentiality and discretion.
- **Fair presentation** - the obligation to report truthfully and accurately Audit findings, audit conclusions and audit reports reflect truthfully, accurately and completely the audit activities. Any unresolved or diverging opinions between the audit team and the auditee and any obstacles encountered are reported.
- **Due professional care** - application of reasonable care in auditing Auditors exercise a degree of care appropriate to the importance of the task they perform and to the confidence placed in them by audit clients and other interested parties. Having the necessary competence is an important prerequisite.

- **Independence** - the basis for the impartiality and objectivity of the audit conclusion Audits are objective and independent. Audit team members are free from bias and conflict of interest.
- **Evidence** - the rational basis for reaching audit conclusions Audit evidence is verifiable. It is based on samples of the information available, since an audit is conducted during a finite period of time and with finite resources. However, the use of sampling is appropriate to the confidence placed in the audit conclusions.

9 Surveillance Audit

The process of assessment needs to be maintained. This is done through Surveillance audits. An FAR is used to report on surveillance audits.

A reassessment will occur every three years.

10 Preliminary Assessment

Prior to the assessment, the Service Facility may request that an ExCB conducts a preliminary assessment. The purpose of a preliminary assessment is to check that a Service Facility is ready for the official assessment. This type of assessment does not have formal non-conformances, but items of concern may be raised which should be corrected prior to the official assessment.

11 Annex - Documentation List Provided by the ExSF Applicant

The following documents are required to be provided by the service facility applicant

No.	Descriptions	Provided?
1	TSI Agreement with Applicant for ExSF	YES ☐ , No ☐
2	Quality management system certificate, if applicable.	YES ☐ , No ☐
3	Scope of application letter, e.g., IECEx 03-4 or 03-5	YES ☐ , No ☐
4	Competency certificate, e.g., IECEx CoPC, if any	YES ☐ , No ☐
5	Relevant documentation system to comply with ISO/IEC17020 (IECEX 03-4)	YES ☐ , No ☐
6	Relevant documentation system to comply with IECEx_03-4 FAR report. (note: the report is required to be pre-filled by the applicant, once the No.1 document is signed.)	YES ☐ , No ☐
7	Relevant documentation system to comply with IECEx_03-5 FAR report. (note: the report is required to be pre-filled by the applicant, once the No.1 document is signed.)	YES ☐ , No ☐
8	Additional Document, if any:	YES ☐ , No ☐
9	Additional Document, if any:	