



Certification Regulations and
procedures

IECEX 05

**Certificate of Personnel Competence
(CoPC)**

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1. Objective and status

The purpose of these regulations is to lay down the duties, powers and responsibilities of Royal Dutch PBNA employees and the authorised persons appointed by Royal Dutch PBNA, such as support office, reviewers and certification managers. All this with regard to the preparation, organisation, execution and issue of the IECEx05 certificate of personnel competence. Hereinafter referred to as **the certificate**.

1.1 Scope

Royal Dutch PBNA is a certification body for the IECEx05 Scheme, Certification of Personal Competence. Operating under the requirements of IECEx05 (General requirements, Basic rules and supplements and Operational documents) and ISO/IEC 17024:2012.

Determining the level of knowledge and competence among individual professionals and employees of companies and government organizations by developing and conducting examinations.

The scope of IECEx05 is adopted and PBNA scope is all the relevant units of the IECEx05 CoPC scheme.

Examinations can be performed based on the following principals: written theoretical exam, oral exam, practical exam and assessment

2. Secrecy and independence

Any person who is involved in the implementation of these regulations, thereby gaining access to data which he knows or should reasonably assume to be of a confidential nature, is obliged to keep these secret. This does not apply if the party involved is obliged to disclose by virtue of a statutory provision or if disclosure arises from his duties.

Royal Dutch PBNA ensures that:

- Only authorised persons have access to or an insight into the IECEx exam database.

Royal Dutch PBNA does not provide IECEx training and operates independently of any training organisation that does. In addition, none of the parties involved have or are permitted to have any functional relationship with the candidates concerned. The secrecy and independence have been laid down in an agreement. Royal Dutch PBNA remains liable in the event of violation of independence or confidentiality in any way, shape or form.

3. IECEx 05

IECEx Management Committee (ExMC) determines the rights and obligations of the candidate and determines the way in which the IECEx Certification body may issue a certificate.

When taking the certification decision, certification managers may not be guided by financial, commercial or other pressure measures. They must observe strict confidentiality and sincerity.

In the event that internal personnel are certified, two certification managers must perform this assessment independently from each other. In situations not provided for by these regulations, the competent authority of Royal Dutch PBNA decides.

PBNA does not transfer any liability, and/or responsibilities towards IEC in accordance with the rules mentioned in IEC CA01 clauses 10.3, 10.4 and 10.5

4. CoPC application

A CoPC can be applied for in writing only, from PBNA.

After receiving this application, a quotation, registration form, general terms and conditions and appendix with the necessary information will be sent out.

All this is recorded in "Viper".

In the assessment of an applicant for a Certificate of Personnel Competence OD 503 Figure 1B - The pathway to obtaining an IECEx CoPC, and the associated Table 1 – Procedures for the issuing of an IECEx CoPC shall be applied as appropriate for each type of Certificate.

5. Assessment of documentation

After receiving the documents, In Company Exams will carry out an initial assessment to check whether all requested documents are present (not substantive) and mark all documents with date of application and name of the applicant. (see checklist 03-3).

Documentation that has been provided by another IECEx05 certification body to the applicant will be accepted by Royal Dutch PBNA according to the rules of IECEx. Provided that the appropriate reports data and records demonstrate that they are in compliance with the rules and regulations of IECEx05

After verification by the In Company Exams, the certification manager will make a substantive assessment of the documents submitted by the candidate.

As a basis for this assessment, the requirements set out in OD 502 apply.

In addition, the requirements set out in OD504 apply. See checklist 05-1.

In the event that the documentary evidence is insufficient, the certification manager will contact the certification candidate for supplementation thereof.

See <https://www.iecex.com/certification-of-personnel-competencies-scheme/operational-documents-ods/>

6. Creation of IECEx CoPC and ID Card.

After approval from the certification manager, the CoPC can be created using the level #1 password. The steps that need to be completed are set out in OD011-5 and will be given to the employees who are involved in IECEx05, in the form of training.

7. Duties and responsibilities

See the profiles given in chapter 6 of the Royal Dutch PBNA IECEx quality system

8. Complaints, objections and appeals

If the candidate disagrees with the rejection for certification, the candidate can report this to Royal Dutch PBNA in writing. A candidate who has failed to qualify for certification can lodge a written objection in accordance with the following regulations.

COMPLAINTS, OBJECTIONS AND APPEALS Regulations

Inspection of exam work

1. Candidates have the right to inspect their exam work, if it was marked unsatisfactory.
2. Candidates who wish to inspect their work can submit a request to PBNA within 4 weeks of the day on which the results were announced, by completing the Application form for inspecting your exam.
3. Candidates must identify themselves with a valid ID
4. Third parties may not inspect the test work.
5. A PBNA officer must at all times be present when a candidate is inspecting the exam work.
6. The inspection is subject to a maximum of 60 minutes.
7. Taking notes, photographs or copies is not permitted.
8. During the inspection, the result or the content of the exam cannot be discussed.
9. A candidate can submit a written objection regarding the content of the exam or the assessment of his/her test work.
10. The work can only be inspected in the PBNA office in Zwijndrecht.

Complaints

1. A candidate, his or her representative or an organisation for which PBNA organises an exam can submit a complaint about the organisation of a test.
2. Complaints of an organisational nature can be submitted to the examination centre in writing within 4 weeks of taking the test.
3. Complaints are handled in accordance with the relevant PBNA quality procedure.

Objection procedure

1. A candidate can lodge a written objection with PBNA against the result of a test or exam.
2. The candidate sends the objection to examens@pbna.com. The objection is then sent to the relevant scheme administrator.
3. The notice of objection must contain:
 - a. the name and address of the person lodging;
 - b. the date of lodging,
 - c. a description of the measure or decision against which an objection is lodged (enclose a copy of the measure or decision),
 - d. justification of the objection.
4. Objections about an exam can only be made if one has not passed the exam. If one has passed, it can be submitted, but no substantive feedback follows to the submitter.
5. The deadline for submitting a notice of objection is 1 month. The term commences on the day on which the measure or decision was announced.
5. If possible, the examination board decides within 6 weeks of the objection being lodged. The examination board can extend the term twice, subject to a maximum of 1 month per extension.
6. If the objection is upheld, the candidate will be reimbursed the inspection fees paid to PBNA.

Appeal procedure

1. A candidate can lodge an appeal with the PBNA board against a decision on the objection.
2. The candidate shall send the written notice of appeal to examens@pbna.com. The staff member shall send the notice of appeal to the management of PBNA without delay.
3. The secretary confirms receipt of the notice of appeal within 1 week.
4. The notice of appeal must contain:
 - a. the name and address of the person lodging;
 - b. the date of lodging,
 - c. a description of the objection against which an appeal is lodged (enclose a copy of the decision by the examination board with regard to the objection),
 - d. justification of the appeal.
5. The deadline for submitting a notice of appeal is 1 month. The term commences on the day on which the decision by the examination board with regard to the objection was made.
6. If possible, the PBNA board decides within 1 month of the appeal being lodged. The board can extend the term twice, subject to a maximum of 1 month per extension.
7. The grounds for appeal set by the PBNA board are:
 - a. there is a conflict with universally binding regulations,
 - b. powers have been used for purposes other than stipulated,
 - c. in weighing up the interests involved, the challenged position has not been reasonably determined,
 - d. there is a conflict with the general principles of proper management
8. Where the appellant is not satisfied with the outcome of the appeal process of the ExCB or for disputes regarding a decision of the ExMC, the IECEx Executive and Chairman shall attempt to resolve the issue, however if this is not possible then a formal appeal may be lodged in accordance with IEC CA 01.
9. Appeals concerning decisions taken by the ExMC shall be referred to the IECEx Executive for mediation and a proposed outcome for both ExMC and the appellant to consider. Where the appellant is not satisfied with the outcome then a formal appeal

may be lodged in accordance with IEC CA 01.

FINAL PROVISIONS

During the test, the candidate shall abide by the rules as stated in the corresponding regulations of the respective examination.

1. A full set of test papers with the associated assessment standards and test work is retained by PBNA for a period of 6 months, or so much longer as any appeal proceedings that have been instituted with regard to any test.
2. Until the diploma has been issued to the candidate, lists are retained in the PBNA archive of every candidate in respect of final marks obtained, the results of the test as referred to in article 18 and the practical statement as referred to in Article 20.
3. For every candidate who has passed an exam, a list of final marks obtained is retained in the PBNA archive for a period of 10 years.

In those situations not provided for by these regulations, the Expert Group decides., possibly after consultation with the IECEX Management committee.
The examination regulations and the sub-regulations have been approved by the PBNA board.

9. Certification decision

The certification decision is taken by a certification manager based on the information supplied according 03-1 and checked on document 05-1. The candidates are registered in the IECEX database. The certificates are digitally stored in said database and are freely accessible to everyone. Upon request, a candidate can receive a signed copy. The Expert Group will be consulted in case of any doubt regarding examination and certification decisions

10. records of certified candidates

Royal Dutch PBNA keeps an electronic file of certified candidates. This file is subject to the legal guidelines pertaining to the registration of personal data. The electronic file, in any case, consists of:

- Surname of qualified person
- Initials
- Prefix
- Date of birth of qualified person
- Certificate number
- Exam date

Royal Dutch PBNA ensures that the dossier can be accessed by IECEX

After the examinations have been judged and reviewed, the documents will be scanned and stored on the R: drive. The paper version will be stored in a cardboard box and will be retained for a period of 1 year. The digital version will be retained for a period of at least 10 years.

Documents will be stored by examination date.

11. Filing the CoPC process

The certification documentation is stored digitally for a period of at least 10 years from the certification date.

12. Supervision

Royal Dutch PBNA performs internal audits at a frequency of at least once every year, per certification manager. Audits are conducted using an internal audit form. If the situation so permits, the internal auditor will discuss his findings with the certification manager afterwards. The certification manager will, in any case, receive a copy of the checklist after the internal audit. If the internal audit gives reason to do so, Royal Dutch PBNA will contact the certification manager. These supervisions will be performed by the Royal Dutch PBNA Expert Group.

13. Certification

Royal Dutch PBNA ensures that the certification is carried out in accordance with the current regulations, i.e. the most recent version of the Implementation Decree, supplemented by any changes communicated via IECEX.

14. Re-certification

Royal PBNA will generate a list from the IECEX website on a quarterly base to check for the due date for re-certification.

Based on the outcome of this list Royal PBNA will contact the candidates to advise the need for re-certification.

Expire dates of CoPC's will be stored in Viper reminders will automatically be generated at 6 months and at 3 months prior to the expire date.

In the assessment of an applicant for a Certificate of Personnel Competence for the purposes of re-certification of a holder of IECEX CoPC the OD503 Figure 2 and associated Table 2 will be applied.

Special attention needs to be given to the work experience of the applicant. Based on the review of the work experience of the candidate Royal PBNA will decide if a full re-assessment or a partial re-assessment is needed.

Depending on the type of re-assessment, all original scope units or some of the scope units, the PCAR and CoPC will be updated in full or partially.

Also a new photograph is to be provided to Royal Dutch PBNA at each recertification by the applicant.

15. Suspending, withdrawn or cancelling CoPC

In case of issues with a valid issued CoPC, Royal PBNA will investigate the issues. A report will be made and when cancelling or suspending is needed, IECEx secretariat will be contacted to do so.

Royal Dutch PBNA may suspend, withdrawn or cancel a CoPC for the following:

- non-payment of outstanding fees,
- failure to comply with the surveillance requirements,
- the CoPC or the Personnel Competence Assessment Report (PCAR) has been issued in error,
- the holder requests cancellation,
- it is used in a misleading way, or
- the Ex Competent Person no longer complies with the IECEx requirements.

Royal Dutch PBNA will give due notice to the Ex Competent Person of any such suspension, withdrawal or cancellation and will give the reason(s). When a CoPC is suspended, Withdrawn or cancelled, the Ex Competent Person shall no longer describe themselves as "IECEx certified", or use the CoPC. Work or services provided prior to the suspension or cancellation of the CoPC is not affected, except that the Ex Competent Person is responsible for determining the necessary action, if any, for previous work or services provided as a result of the suspension or cancellation of the CoPC.

16. Development and maintenance of the IECEx05 scheme.

Royal Dutch PBNA is participating in the IECEx Personnel Certification Committee (ExpCC), member of several working groups and member of the IECEx05NL committee.

Furthermore participating in the IECEx Management Committee meetings.

In accordance with IECEx OD 501 Royal Dutch PBNA will complete the form ExpCC-100-Q to the IECEx secretariat.

Appendix 1. Definitions

- Candidate:** The person who has submitted an application to be admitted to the certification process and who agrees to the requirements of the certification scheme.
- Objection:** A written (letter/e-mail) request from the applicant or candidate to review the decision taken by PBNA with regard to the admission to or the completion of the certification process or with regard to the certification status.
- Cut-off point:** The margin between the lowest score of an exam (element) at which a candidate is deemed to have passed and the highest score at which a candidate is deemed to have failed. This cut-off point has been set by IECEX
- Certificate:** A statement, issued by Royal Dutch PBNA, indicating that the IECEX 05 certification requirements have been met. The Certificate is issued in name and is an agreement between the certificate holder and Royal Dutch PBNA and obliges the holder to comply with the certification requirements as specified in the certification scheme.
- Certificate holder:** A person who is in possession of a certificate issued by Royal Dutch PBNA, the validity of which has not expired and which certificate has not been suspended or declared void.
- Certification decision:**
The decision, taken by Royal Dutch PBNA regarding the granting, suspension, revocation or modification of certification.
- Certification body:**
The organisation responsible for carrying out the certification process.
- Certification process:**
Activities performed by Royal Dutch PBNA in order to determine whether a person meets the certification requirements, including application, assessment, certification, re-certification and the use of certificates and logos.
- Certification scheme:**
Specific, documented requirements regarding the certification process, the scheme owner and the individual, which need to be met in order to obtain or retain certification.
- Competency:** The ability to apply knowledge and skills in order to achieve the intended result.

Fairness:	Ensuring equal opportunities for every candidate during the certification process. <ol style="list-style-type: none">1. Each candidate is assessed objectively.2. Each candidate is assessed equally, on the basis of the same standards.3. Each candidate is assessed on the basis of predetermined assessment criteria.4. Candidates must be aware of the standards used in the assessment.5. Examiners must be able to motivate their assessment.6. The assessment must be consistent and in accordance with the assessment criteria.
Exit qualifications:	Exit qualifications are minimum requirements defined as such in the area of knowledge and/or skills and/or attitude and/or methodology that persons must meet in view of their social and/or professional functioning. These exit qualifications have been defined by IECEX and are public.
Candidate:	The applicant who meets the admission requirements and who is admitted to the certification process.
Complaint:	A written (letter/e-mail) expression of dissatisfaction by an individual or organisation other than an objection and addressed to Royal Dutch PBNA regarding matters, other than examinations, in which Royal Dutch PBNA is asked to respond.
Expert Group	A group of people with expertise in the field of area classification, Installation, maintenance, repair, inspection, design, auditing and understanding of the IECEX systems and its documents.
Qualification:	Demonstrated study, training and (work) experience, where applicable.
Impartiality:	The presence of objectivity and absence of (perceived) conflicts of interest.
Scheme owner:	The organisation responsible for developing and maintaining the certification scheme and that legally owns the (intellectual) property of the scheme.
Supervision:	Periodic activity performed by or on behalf of Royal Dutch PBNA and which ensures that the certificate holder continues to meet the requirements of the certification scheme.