INTERNATIONAL ELECTROTECHNICAL COMMISSION IEC SYSTEM FOR

CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN

EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)

Mid-term Assessment Report Form, According to Section 3 of IECEx Operational Document OD 003-2

Introduction

This Form provides a Report Template for completion by IECEx assessment teams when conducting mid-term assessments of ExCBs and ExTLs in accordance with OD 003-2. It replaces IECEx OD 204.

This report shall be accompanied with a completed checklist F-013 for each project reviewed.

# Details of body

## 1.1 Country

## 1.2 Name of body

## 1.3 Name and title of nominated principal contact

|  |  |  |
| --- | --- | --- |
| Name | Title | E-mail address |
|  |  |  |

# Assessment information

## 2.1 Assessor Details

|  |  |
| --- | --- |
| Name  | Role |
|  |  |

## 2.2 Place(s) of assessment

|  |  |
| --- | --- |
|  |  |

## 2.3 Mid-term Assessment date(s)

# Recommendation by IECEx Assessor(s)

|  |  |
| --- | --- |
| Successful Assessment to enable the next schedule re-assessment to be conducted as planned with no follow-up issues being raised | [ ]  |
| Successful Assessment to enable the next scheduled re-assessment to be conducted as planned provided all follow-up issues are addressed within the agreed timeframe or have been resolved | [ ]  |
| \*Mid-term Assessment reveals the need to bring forward the scheduled re-assessment\* \*It is expected that the Assessor will have discussed the findings leading him/her to recommend bringing forward the scheduled re-assessment | [ ]  |

NOTE Where issues are raised not affecting the re-assessment date, the above recommendation will need to be changed before the report is sent to the Secretariat.

# Target date for resolution of issues

The following was agreed as the target date for resolution of issues: <insert information>

# Actions after visit

<insert information after issues have been addressed, such as the date when actions were sent>

# Mid-term Assessment Details

Below provides for the recording of files, CoCs, ExTRs, QARs reviewed by the Assessor and their findings. For additional files, simply copy paste the headings below

|  |  |
| --- | --- |
| IECEx CoC Number:  |  |
| ExCB’s Internal File Reference: |  |
| ExTR Reference: |  |
| ExTR Free Reference: |  |
| QAR Reference: |  |
| QAR Free Reference: |  |
| A review of the abovementioned Certification file has been completed using the items listed in IECEx F-013 with the following points being noted/raised: |

|  |  |
| --- | --- |
| IECEx CoC Number:  |  |
| ExCB’s Internal File Reference: |  |
| ExTR Reference: |  |
| ExTR Free Reference: |  |
| QAR Reference: |  |
| QAR Free Reference: |  |
| A review of the abovementioned Certification file has been completed using the items listed in IECEx F-013 with the following points being noted/raised: |

|  |
| --- |
| <name> |
| IECEx Lead Assessor |

Date:

1. ExCB/ExTL issues and subsequent responses

The following shows issues which were raised during the mid-term assessment and responses from the ExCB / ExTL, together with subsequent actions.

|  |  |  |
| --- | --- | --- |
| Issues raised in assessment and first draft of report | Response from <body> on <date> and as shown | Assessor comments |
|  |  | *See NOTE below* |
|  |  |  |
|  |  |  |

NOTE: Options include (but are not limited to):

**Still open.**

**Resolved. No further action required.**

1. Attendance at opening and closing meetings

Include completed form F-005 here (optional)