

General information and **guide to services**

This document gives a brief overview of the services offered by SGS Baseefa Ltd and provides an introduction to the way that we interface with our customers. Where appropriate, reference is made to further SGS Baseefa Ltd. publications that give additional information.

We are proud to be recognised as one of the top certification bodies in our field, both in Europe and worldwide.

Our foundation is firmly based in product certification of equipment intended for use in hazardous atmospheres, in its many forms, but we have developed a range of complementary services over recent years that provide added value for existing customers and also enable us to bring our expertise to the service of a new range of customers.

We are pleased to offer the following services:

SERVICES FOR THE ATEX DIRECTIVE 2014/34/EU AND THE RELATED UK STATUTORY INSTRUMENT UKSI 2016:1107 (AS AMENDED)

SGS Baseefa Ltd. works in partnership with its associate, SGS Fimko Oy, in Finland, to provide full Notified Body services for customers selling their products on the EU and Northern Ireland market, requiring CE Marking. For customers selling products in the Great Britain market, SGS Baseefa Ltd. issues UKEX certification in accordance with UK Statutory Instrument UKSI 2016:1107 (as amended), allowing UKCA Marking.

The UK regulations are based on the ATEX requirements and the same technical work allows for the preparation of both forms of certification.

Throughout this document, ATEX terminology (EU-Type Examination, Notified Body, Directive, etc.) should be taken to also include reference to the equivalent UKSI terminology (UK-Type Examination, Approved Body, UKSI, etc.)

For practical purposes, the activities fall into five categories:

1. EU-Type Examination:

The comparison of the design specification of a product against the requirements of a standard specification, informed by physical examination of a sample and the performance of tests as may be necessary according to the particular standard.

A Type Examination Certificate makes a statement (without time limitation) that is true on the day it is issued and refers to compliance of the design as specified by the certificate. Although the certificate, itself, is issued without time limitation, its usefulness may be time limited by other factors related to the preparation of the Declaration of Conformity which must accompany each item of equipment and must be current on the date the equipment is dispatched. (See BAS-PS-004)

Note: The prime activity of type examination is the collation of evidence confirming compliance with the specified standard. The evidence will often include the results of tests performed in our own laboratory or in another laboratory that can, probably through accreditation, demonstrate equivalent traceability, along with data sheets for material and components. Drawings, often prepared specifically for the certification exercise, are the primary source of information. The output is a report, confirming the evidence of compliance, and the certificate, defining what has been certified. The certificate will normally be a "public domain" document, but the report is a confidential document between us and our customer. There will, however, be the possibility that we are required to reveal the contents of the report, and the drawings, to appropriate legal bodies (such as the European

Commission in connection with EU Directives) and to our accreditors.

2. Production Quality Assurance:

The comparison of the manufacturer's quality management system against the relevant general requirements of ISO 9001 and the more specific requirements of the quality system standard (EN 80079-34) for the particular products manufactured under the ATEX Directive, backed up by a system of regular auditing and sample product surveillance from production.

The Quality Assurance Notification (specific term for the ATEX Directive) is a time limited document, subject to renewal at defined intervals (normally three years), dependant on the results of continuing audits and product surveillance. A Quality Assurance Notification permits the manufacturer to apply the European Union Notified Body Number (0598 for SGS Fimko), or the UK Approved Body Number (1180 for SGS Baseefa), to manufactured products. (See BAS-PS-006)

3. Product Verification:

The comparison of an individual manufactured product against a standard specification, or a design specification, by physical examination and possibly by performance of tests (if the standard calls for routine testing).

A Product Verification Certificate makes a statement (without time limitation) that is true on the day it is issued and refers to the condition of the examined product at that time, normally identifying the certified items by serial number. (See BAS-PS-005)

Note: For most purposes, Production Quality Assurance and Product Verification are alternative ways of satisfying the requirements of the directive and the most appropriate method will be chosen according to the circumstances of the manufacturer, the number of items to be manufactured, etc.

4. Retention of Technical Files:

In common with many EU Directives, the ATEX Directive places requirements on the storage of manufacturers' technical files, including when a Notified Body is not involved in their preparation.

SGS Baseefa offers a retention service to meet the legal requirements of the directive, as well as non-mandatory file review services. (See BAS-PS-007)

5. ATEX Voluntary Services:

The module "Internal Control of Production" does not mandate the intervention of a Notified Body so we are unable to issue EU-Type Examination Certificates for equipment subject to this module (Category 2 non-electrical equipment and all Category 3 equipment). However, we find that many manufacturers and purchasers of such equipment find the provision of some form of certification useful particularly when it is a contract requirement with their own customer.

Accordingly, in our role as an accredited certification body, rather than as a Notified Body, we are pleased to offer Type Examination Certification on a voluntary basis. The process is identical to EU-Type Examination and gives the same degree of confidence in the product. We can also add such certificates to the surveillance process and they are shown in the Annex to the QAN document as being controlled on a voluntary basis, although we make no requirement that this should happen.

Where a manufacturer wishes a third party input but without going for certification, we can perform a review of the manufacturer's technical file where we will check the claims for reasonableness without performing our own testing or double checking the source of the information.

SERVICES WITHIN THE IECEx INTERNATIONAL CERTIFICATION SYSTEM

SGS Baseefa is one of the major bodies participating in the international certification system and has, for a number of years, issued more international certificates than any other body in the system.

1. IECEx Product Certification:

Unlike ATEX, where the formal document of conformity is a declaration by the manufacturer, the IECEx Scheme is based around a certificate issued by the IECEx Certification Body (ExCB) and published via the internet on the IECEx web site. This is publicly available and its issue status can be checked in real time.

The process for creating an IECEx Test Report (ExTR) is similar to the ATEX Type Examination Process and since the relevant IEC standards are now published as European standards in support of ATEX, the technical requirements are normally identical.

The IECEx Production Quality Assurance process is also identical to that for ATEX, with the output being a Quality Assessment Report (QAR). The international technical requirements are given in ISO/IEC 80079-34 which is identical with EN 80079-34 so there are no compatibility problems.

When both the ExTR and QAR are in place, we can publish the IECEx Certificate of Conformity on the IECEx web site. As the on-line database is searchable, and every certificate is available wherever there is internet access, this acts both as a market place for the customer and a source of information for the purchaser.

The option of Product Verification, rather than Production Quality Assurance is also available.

Our customer has the advantage of a certificate that is directly accepted in many parts of the world, and a test report that can be used elsewhere to form the basis of local certification.

For most of our customers, it is worthwhile proceeding with both ATEX and IECEx certification simultaneously, as the cost is little different from proceeding with either separately.

2. IECEx Service Facility Certification:

Ex Equipment, once installed, may need to be removed and subject to overhaul or repair. The IECEx Scheme has recognised a demand for certification of the capability and competence of facilities carrying out this type of work. We are pleased to offer all services within this scheme.

This scheme is based around the capability of the individual service facility to provide repair and overhaul to the standard required by IEC 60079-19. Many of the current certified facilities are active in the motor repair and rewind field but the scheme covers all similar activities for all types of equipment. (See BAS-PS-013)

3. IECEx Certification of Personnel

Competence: It has long been recognised that people are the weakest link in the safety chain. An international certification scheme covering the competence of individuals to work in hazardous areas was started in direct response to the needs of some major plant owners where more and more they are relying on contractors to complete installation, inspection and maintenance of the plant.

There are ten units of competence, plus one introductory unit of basic knowledge, covering all the relevant aspects of the "user" standards IEC 60079-10-1, IEC 60079-10-2, IEC 60079-14, IEC 60079-17 and IEC 60079-19.

For more information on this scheme, please consult our dedicated secure website, found via <https://competency.baseefa.com/> where individuals can apply and log details on-line, and users of services can search for companies that have certified personnel in the relevant fields.

GENERAL TESTING SERVICES

Our laboratory has all the specialist test equipment necessary for performing the specific tests relevant to Ex Equipment but we also have more general capabilities for which we hold UKAS Accreditation. These facilities are often made available for use outside the Ex context (for example a general Ingress Protection (IP) test on an enclosure) and we supply certificates of test, confirming compliance with a single (or more) test requirement.

SERVICES TO THE USER AND INSTALLER

No matter how carefully equipment is designed and manufactured, it can still be rendered "dangerous" by the way it is installed or used. In Europe, these aspects are controlled by the ATEX User Directive 1999/92/EC, enacted as part of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) in the UK.

We can help with plant zoning exercises, equipment inspection and all related activities. Although initially offered in the European context, most of the standards and related industry specifications are accepted throughout the world and we do have many customers outside Europe.

For more information on services to the user and installer, please see the ATEX/DSEAR services pages on our web site.

ADVICE AND TRAINING

We offer a wide range of training courses, delivered both at our training facility in Buxton and at our customers' premises. Some of the courses are followed by a post-course assessment though, as always with an assessment immediately following training, this should not be taken in isolation to indicate competence, but rather an immediate understanding of the material in short term memory. For full competence assessment, please refer to the IECEx Scheme above.

For information on the range of courses available and for the current scheduled dates of courses to be held at Buxton, please view the appropriate page on our web site.

Where a more specific requirement exists, we offer a dedicated technical advice service, with face to face meetings with our staff who will be able to guide you through how various standards might apply to your product or service and help you to evaluate the options that are open to you. Obviously, we cannot move from providing advice into design consultancy, as that would be incompatible with our status as a certification body, but it is recognised by our accreditor that we need to be in a position to help our customers understand how the standards are applied to their particular products.

HOW WE INTERFACE WITH OUR CUSTOMERS

We wish to make using our services as simple as possible, and avoid administrative procedures adding any delay to the progress of your work. However, the fact that we are a certification body does mean that we have to follow certain guidelines laid down in the accreditation standards and by The United Kingdom Accreditation Service (UKAS) who are responsible for accrediting most of what we do.

Our cooperation with SGS Fimko in relation to the provision of ATEX certificates is in accordance with guidelines laid down by the Finnish National Accreditation Service (FINAS).

In common with all certification bodies, we are obliged to operate a commercial regime that avoids the possibility that we might come under financial pressure to issue certification where we do not have the technical basis for so doing. For this reason, we cannot operate a payment regime that relies on payment on delivery of a certificate. This is recognised in the UK Regulations implementing 2014/34/EU where it is stated that Notified Bodies have a right to insist on full payment before commencing work on a certification project. However, we are well enough

aware of our customers' needs to minimise payments in advance, so we will often prepare quotations for work on a stage payment basis. Small projects, where we do not need the formality of a full quotation, have a simple payment regime that will vary according to the established payment record of each customer.

A number of our standard terms and conditions come directly from the accreditation standards and we are not in a position to vary them for individual customers.

By asking you to complete an initial Customer Registration Document (BAS-AF-001) we are able to comply with the accreditation requirements whilst simplifying the process for each subsequent project. In this way, we can accept instructions from you by email, rather than insisting on a formal separate contract for each item of work.

Our terms and conditions are given in the General SGS terms and conditions for certification services (available from <http://www.sgs.com/en/Terms-and-Conditions.aspx>) and the specific SGS Baseefa terms and conditions (available via www.sgs.co.uk/sgsbaseefatermsandconditions) which amplify and modify the general terms and conditions in respect of work to be undertaken by SGS Baseefa Ltd.

CONTACT INFORMATION

To learn how SGS Baseefa can help you exceed customer expectations, visit www.sgs.co.uk/sgsbaseefa or contact sgsbaseefa@sgs.com for more information.

WWW.SGS.COM
WWW.SGS.CO.UK

WHEN YOU NEED TO BE SURE

