



Examination Regulations IECEx 05

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1. Objectivpe 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 invigilators, examiners, assessors, internal auditors and certification managers. All this with regard to the preparation, organisation, execution and taking of the IECEx05 exams. Hereinafter referred to as **the exams**.

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), IEC CA 01 (IEC Conformity Assessment Systems – Basic Rules), IECEx 01-S (IECEx Supplement to Harmonized Basic Rules IEC CA 01) 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:

- Candidates do not have access to or an insight into the exams before or after the exam event.
- Only authorised persons have access to or an insight into the exams. Authorised persons (other than the examiner or invigilators) visiting the exam enter their details on the official report.
- Authorised persons (personnel of the examination centre and examiners appointed by Royal Dutch PBNA, invigilators, employees of Royal Dutch PBNA and auditors) respect the secrecy of the relevant examinations and its independence, as described in the definition of terms for authorised persons and, to that end, arrange for an independence and confidentiality declaration to be signed.

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

IECEX Management Committee (ExMC) determines the rights and obligations of the candidate and determines the way in which an examination centre can offer and hold the exam.

The exam officers refrain from anything that may lead to premature cognizance and publication of the exam papers. They must observe strict confidentiality. In situations not provided for by these regulations, the competent authority of Royal Dutch PBNA decides.

4. Determination of the exams

The Exams are determined by the examiner of Royal Dutch PBNA. This all in accordance with the requirement of actual issued valid version of the OD 503 and the actual issued version of the OD 504 Table 4.1.

5. Preparation of examinations

1. Either the client or the candidate himself registers for the exam.
2. In Company Exams prepares a list of participants, setting out the candidates who take part in the exam event.
3. The list of participants is filed in the exam event dossier.
4. The examination assistant will link an examiner/invigilator to the exam event.

6. Dispatch of examination material

1. In Company Exams sends the theory examination package to the invigilator (see chapter 8.1)
2. In Company Exams prepares the planning with the examiner for practice set-ups (see chapter 8.2)

7. Invigilation during examinations

The number of invigilators supervising the examinations is based on the number of exam candidates per examination room. The number of invigilators in relation to the number of candidates is as follows:

NUMBER OF CANDIDATES Theory exams	NUMBER OF INVIGILATORS
1 to 20	1 invigilator
21 to 40	2 invigilators

During the exams, at least one invigilator remains in the examination room, at all times. Only examiners and invigilators who are authorised by Royal Dutch PBNA (after signing an independence and confidentiality declaration) can conduct the exam on behalf of Royal Dutch PBNA.

During the examinations, each invigilator must be in the possession of:

- A copy of his/her confidentiality statement / statement on abstention from use and abuse
- A copy of these regulations
- The Complaints, Objections and Appeals Regulations of Royal Dutch PBNA

- Valid ID (passport or identity card)

The tasks and responsibilities of the invigilator are:

- Maintaining the rules as described in these regulations
- Objectively assessing the exam candidate
- Receiving and inspecting the Exam Documents of the examination centre
- Assessing whether the examination venue meets the requirements
- Receiving candidates and supervising the exam and related organisational activities
- Verifying the identity of the exam candidates on the basis of a valid proof of ID.
- Guarding the confidentiality of the exam papers
- Checking on the use of aids
- Being alert to attempts of fraud by exam candidates and reporting this to the examination centre upon detection
- Admission to the examination room of candidates and authorised persons only
- Completing and signing of the official report
- Reporting to the In Company Exams.

After contacting the In Company Exams or his replacement, the examiner/invigilator at all times determines the course of action in the event of emergencies or irregularities. The decision to be taken remains the responsibility of Royal Dutch PBNA.

8. Examination process

The examiner/invigilator is ultimately responsible for the course of affairs at a particular exam and ensures his/her timely presence at the examination venue. If due to unforeseen circumstances, the examiner/invigilator is unable to comply with the above, he/she must immediately contact the In Company Exams and/or the examination venue. The examiner/invigilator never starts the exam event earlier than the specified time (even if all candidates are present and make a request to that end). The starting time or any changed starting time and the reason for this deviation will be stated by the examiner/invigilator in the official report.

Before the start of the exam, the examiner/invigilator checks whether the examination room meets the requirements:

- The interspacing between the candidates is 150 centimetres when seated side by side. If the spacing is less than 150 centimetres, partitioning is mandatory.
- The set-up must be such that, when allowing sufficient spacing between the candidates, they cannot read/recognise the questions and/or answers on each other's papers.
- Candidates are distributed across the examination room in accordance with the examiner's instructions.
- The examiner/invigilator has a clear view of all candidates.
- In the examination room, the examiner/invigilator must have his/her own table and chair.
- A table and chair are available for the possible presence of an external examiner and/or supervisor.
- The set-up is such that the examiner/invigilator is able to reach a candidate without inconveniencing other candidates.

- The examiner/invigilator must be able to supervise and to conduct ID checks.
- Coats, bags and other outdoor garments are not allowed in the examination room. If the venue does not have a facility to store said property, it must be handed over to the examiner/invigilator, who will continuously supervise this.
- Candidates are not permitted to have any means of communication when they are in the examination room. If the venue does not have a facility to store said property, it must be handed over to the examiner/invigilator. All devices must be switched off. The examiner will check this.
- No posters, flip-charts, objects, etc. may be on display in the room with reference to related examination subjects.
- The examination venue must be adequately illuminated and comply with the legal safety regulations.
- The examination room must be sufficiently quiet.
- The exam is a so-called "open book" exam, which means that, during the exam, you can use all the information (such as EN/IEC standards and course material from courses completed previously) held in your possession. However, you cannot use the Internet, electronic information or media such as a computer, PDA, telephone, tablet, smartwatch, etc. to find the answers to the questions!

Royal Dutch PBNA is not responsible for any errors in the training documentation. Royal PBNA is complying and applying all IECEx documents: Basic rules and supplements, Operational documents.

The examiner/invigilator is responsible for ensuring that the above format requirements are met. If in doubt, he/she must always first contact one of the employees of Royal Dutch PBNA listed in the regulations.

The examiner/invigilator ensures that only candidates and/or persons authorised by Royal Dutch PBNA have access to the examination room.

During examinations, only the following may be present on the candidate's examination table:

Valid ID
Exam Sheet
Answer Sheet
Pen (blue or black)
Documentation as described in the paragraph above

During the exam event, the list of participants is available for inspection by Royal Dutch PBNA. If a candidate is not on this list, the examiner/invigilator must contact Royal Dutch PBNA.

The examiner/invigilator checks the identity and personal details of the candidate (surname, initials, date of birth, place of birth, passport photo and validity) on the basis of the original and valid proof of identity. The presence of the relevant candidate is ticked off on the candidates list and the candidate signs this list. Any changes or additions to the personal data are stated by the examiner/invigilator on the candidates list after the exam. He/she assigns each candidate a place in the examination room.

The examiner/invigilator welcomes the candidates and explains the rules during the exam.

Prior to the exam, the examiner/invigilator **informs** the candidates of the following:

- They must lay valid proof of identity on the table.
- They will be excluded from the exam if they are unable to produce valid proof of identity.
- They are not allowed to talk during the exam.
- They must raise their hands if they have any questions.
- They may only leave the room with the permission of the examiner/invigilator and are not allowed to return.
- They are not allowed to take mobile phones or other communication equipment into the examination room.
- They are not allowed to wear headgear (with the exception of a headscarf, if this is also shown on the passport photo).
- They are not permitted to copy exam questions or parts thereof on paper.
- They must hand in all documents distributed during the exam
- They must refrain from committing fraud or any irregularity before or during the exam, subject to exclusion. The examiner/invigilator will notify Royal Dutch PBNA of any fraud or irregularity in the form of an official report.
- They can submit a complaint about the exam via the objection form and inspect the Complaints, Objections and Appeals Regulations.
- They must check the correctness of the personal data on any attestation obtained and report any errors to Royal Dutch PBNA within 2 weeks.

A candidate who unlawfully participates in an exam or performs fraudulent activities before, during or after the exam will be excluded from (further) participation by the examiner/invigilator. The candidate is deemed not to have participated in the exam (the examination fee is still due).

The exam work will not be evaluated and no grade will be issued. The examiner/invigilator will state this on the official report.

The exam does not start earlier than the time as announced by Royal Dutch PBNA and only after all candidates have been identified and after they have signed the attendance list.

Questions, ambiguities or deviations.

In the case of questions, ambiguities, deviations or if consultation is required, the examiner/invigilator contacts one of the employees of Royal Dutch PBNA (in the order as stated below). In addition to the central number (+31 (0)78 62 53 889) they can be contacted at:

WHO	OFFICE	MOBILE
Deborah Hamar	+31 (0)78 62 53 765	n/a
Patricia Briard	+31 (0)78 62 53 709	n/a
Gert Hofs	n/a	+31 (0)6 135 43 963
Thelma Pama	n/a	+31 (0)6 504 31 903
John Otten	+31 (0)78 62 53 722	+31 (0)6 270 90 049
Marije van der Lee	+31 (0)78 62 53 889	+31 (0)6 186 92 502

8.1 Theoretical exams

The theoretical knowledge is examined using the contents prescribed in OD 503 table 3. Based on this information royal PBNA compiles the examinations, taking into account the requirements from OD 503 table 3 (number and type question) and clause 4.3.2 concerning the time indication.

The multiple choice questions are conducted via a Computer Based Testing (CBT). The open questions will be printed out and are then ready for use at the location Zwijndrecht. In case the exams are in-company or on other locations the compiled open questions examinations are digitally send to the examiner/invigilator who will print out the exams and places them in an envelope which will be sealed afterwards.

All documents handed out during the examinations must be retrieved from the examiner/invigilator after the examination.

The complete package will then be send back to ROYAL PBNA for review and judgement. The outcome of this review by the reviewer will be an attestation for passing the test with positive result or a letter in which the candidate will be informed regarding the achieved score.

For the questions of the theoretical exams, the questions from the IECEX international question bank will be used.

8.2 Practical exams

NUMBER OF CANDIDATES Practical exams	NUMBER OF EXAMINERS
1 to 12	1 examiner

The practical skills are examined using standardised practice set-ups and standard practice exercises, as specified in the certification scheme issued by IECEX. It examines the extent to which the candidate is able to perform the actions correctly and safely. Before an examination can be taken, the venue must be approved by Royal Dutch PBNA. To this end, the Examination Venue audit form is used. Each IECEX 05 module stipulates different set-up requirements, which have been set by IECEX. The venue must be of sufficient dimensions so that the practice set-ups can be properly positioned. The exercises to be performed are described in the certification scheme for each qualification in the final and test terms.

With regard to the practical exam of unit Ex002 this will be an 1 on 1 exam between the candidate and the examiner. The examiner will use the document: 002 - Exam IECEX05 practical evidence list. The exam will take place at the work location of the candidate. Demonstration of the use of relevant equipment and skills will be examined.

With regard to the practical exam of unit Ex005 this will be an 1 on 1 exam between the candidate and the examiner. The examiner will use the document: 005 - Exam IECEX05 practical evidence list. The exam will take place at the work location of the candidate. Demonstration of the use of relevant equipment and skills will be examined.

With regard to the practical exam of unit Ex010 this will be an 1 on 1 exam between the candidate and the examiner. The examiner will use document: 010 - Exam IECEX05 practical evidence list. The exam will take place at the work location of the candidate. Demonstration of the use of relevant equipment and skills will be examined.

9. Fraud

Royal Dutch PBNA carries out an active policy to prevent and identify fraud in connection with the exams by:

- Detecting fraud
- Identifying fraud
- Fighting fraud
- Embedding of the fraud policy into the organisation

Royal Dutch PBNA feels it is their responsibility to implement, monitor and, where necessary, improve the fraud policy. Royal Dutch PBNA sets high quality standards and this requires a strict fraud policy.

Fraud is taken to mean: "Acts or omissions by a candidate that render a correct assessment of his/her or another candidates' knowledge, insights and skills entirely or partially impossible".

A candidate who, during the course of an examination perpetrates, or is an accessory to, fraudulent conduct is excluded from all further examinations for a period of one year

10. Conclusion of the exam

The examiner/invigilator ends the examinations once the prescribed duration has expired. The maximum duration of the theory exam is 4 hours. The duration of the practical exam is stated in the IECEX OD 503 table 4, clause 4.3.3 Durations of skills assessment and amounts to a maximum of 4 hours.

The examiner/invigilator will pack the Candidates' Certification Agreements, answer sheets, exam sheets, practice assessment forms, response template and official report at the end of the exam in a sealed return envelope. On the envelope, the examiner/invigilator states the exam date and time.

The examiner/invigilator completes the official report, stating any particulars. In the event of complaints, the examiner/invigilator provides the objection form and adds it to the documents once completed. After the exam, the examiner/invigilator submits all documents to Royal Dutch PBNA as soon as possible:

- either by registered post, **no later than the day after the exam**;
- the second day after the exam, by handing everything over to Royal Dutch PBNA.

The documents will be digitally stored. After 1 year, Royal Dutch PBNA arranges for the relevant exam papers to be destroyed by a certified document shredder.

11. Complaints, Objections and Appeals Regulations

If the candidate disagrees with the content of the exam, the candidate can report this to Royal Dutch PBNA in writing.

A candidate who has failed the exam can lodge a written objection in accordance with document 07-1 Complaints, Objections and Appeals Regulations.

12. Dossier of attestations

Royal Dutch PBNA keeps an electronic file of attestations. 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 candidate
- Initials
- Prefix
- Date of birth of candidate
- IECEX 05 module
- Exam date

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

13. Filing the exam event

The exam work is the property of the examination centre and will be retained for a period of 1 year from the exam date in paper version. The paper version of the made exam will be digitalized and linked to that particular exam event in "viper". The retainment period for these digital documents is at least 10 years.

The location of PBNA is accessible for employees only. Paper documents are retained on the department floor in boxes and after 1 year will be handed over to a certified archive destruction company. If a notice of objection has been submitted, the retention period of the exam work the objection pertains to will be extended as long as necessary.

14. Supervision

Royal Dutch PBNA performs interim audits within the framework of general supervision. Royal Dutch PBNA further performs internal audits at a frequency of at least once a year, per examiner/invigilator . Audits are conducted using an internal audit form. If the situation so permits, the internal auditor will discuss his findings with the examiner/invigilator afterwards. The examiner/invigilator 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 examiner/invigilator .

These supervisions will be performed by the Royal Dutch PBNA Expert Group.

15. Inspection

The candidate may inspect the assessed exam work for which he has obtained an unsatisfactory result. To this end, he must submit a written request for inspection to Royal Dutch PBNA by completing the "Request form for exam inspection", within 6 weeks after the result has been announced.

An employee of Royal Dutch PBNA will contact the candidate to set an appointment for the inspection.

16. Changes

Royal Dutch PBNA ensures that the examination and certification are 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.

Appendix 1. References

Document Number	Title
OD 501	IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Assessment procedures for IECEX acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEX Certificates of Personnel Competence (CoPCs) (Ed 3.1)
OD 503	IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres - ExCB Procedures for issuing and maintaining IECEX Certificates of Personnel Competencies (Ed.4.1)
OD 504	IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes (3rd Edition)
OD 505	Site Re-Assessment Report for Assessment of IECEX Candidate and Accepted Ex Certification Bodies (ExCBs) for the IECEX 05 Certificate of Personal Competencies Scheme (CoPC) Ed. 2.0
OD 506	Guidance on the use of the IECEX Certificates of Personnel Competence Scheme’s Assessment Question Bank by ExCBs (Ed 1.1)
IECEX 05	IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure
IEC CA 01	IEC Conformity Assessment Systems – Basic Rules
IECEX 01-S	IECEX Supplement to Harmonized Basic Rules IEC CA 01
IECEX 05A	Guidance and Instructions for Applicants to obtain a Certificate of Personnel Competence (CoPC)

Always use the actual issued valid version

Appendix 2. Cut-off point

IECEX 05 Module	Max. no. of points MC (5/question) Section A	Max. no. of points Open (10/question) Section B	Time for the exam	Max. achievable
000	12	0	35	60
001	220	180	180	400
002 Gas	75	150	60	225
002 Dust	50	100	60	150
002 D+G	25	25	120	375
003	85	50	75	135
004	75	50	75	125
005	125	50	90	175
006	30	20	45	50
007	40	40	45	80
008	75	30	75	105
009	120	120	120	240
010	40	40	60	80
003+006	115	70	90	185
007+008	115	70	110	185
007+008+010	155	110	140	265

A candidate has passed the theoretical exams is the average of Section A and Section B is at least 75%

Example :

Section A: 80% Section B: 70% → Average: 75% Candidate Pass

Section A: 85% Section B: 60% → Average 72.5% Candidate Fail

Appendix 3. 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
- Attestation:** A statement, issued by Royal Dutch PBNA, indicating that the examination requirements have been met. The attestation is issued in name and forms an agreement between the attestation holder and Royal Dutch PBNA and it compels the holder to comply with the certification requirements as specified in the certification scheme.
- Certificate:** A statement, issued by Royal Dutch PBNA, indicating that the certification requirements have been met. The Certificate is issued in name and forms an agreement between the certificate holder and Royal Dutch PBNA and it compels 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.
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. Examiner/invigilator 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.
- Examination organisation:**
The examination organisation, under the authority and supervision of Royal Dutch PBNA, is responsible for ensuring the proper course of events with regard to the preparation, execution and processing of the exams. The examination organisation reports on this to Royal Dutch PBNA, which in its turn organises the assessment, weighting and determination of the exam results.
The examination organisation does not provide training in preparation for the exams it organises and operates impartially and independently.
- Examination regulations:**
Regulations set by Royal Dutch PBNA and approved by the Expert Group, to be complied with by both the examination organisation and the candidate.
- Examiner:** The officer who is qualified to take an exam and to make a professional assessment of the candidate's competency (scoring)
- Examination(s):** Activity or activities which, as part of the assessment, test(s) the candidate's competency through one or more methodologies, such as written, verbal, practical or observational methodologies and is/are laid down in the certification scheme.
- 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.
- 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.
- Qualification:** Demonstrated study, training and (work) experience, where applicable.

- Impartiality:** The presence of objectivity and absence of (perceived) conflicts of interest.
- Invigilator:** The officer who is qualified to conduct and supervise an exam.
- Staff/Officer:** Individuals (internal/external) formally appointed to perform activities on behalf of Royal Dutch PBNA (including committee members and volunteers).
- Scheme owner:** The organisation responsible for developing and maintaining the certification scheme and that legally owns the (intellectual) property of the scheme.
- Test/assessment matrix:**
An overview that indicates the distribution of questions regarding the exit qualifications or attainment targets, as well as the cut-off point.
- Attainment targets:**
The attainment targets are a further specification or subdivision of the exit qualifications and provide a detailed description of both the subjects on which the candidate will be tested in relation to the exit qualifications and the nature of the test form.
- Supervision:** A 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.
- Validity:** Assurance that the assessment and the exam measure what is intended to be measured, as specified in the certification scheme.