IECEx Scheme for Certification of Personnel Competence (CoPC) for Explosive Atmospheres

APPLICATION CHECKLIST

NAME OF APPLICANT : _____

IDENTIFICATION NO : _____

Please tick

Checklist Description	For Applicant	For SIRIM
All pages of the application form completed (including payment information and selected schedule)	[ ]	[ ]
Valid email address included	[ ]	[ ]
Valid telephone number included	[ ]	[ ]
Resume with details of work experience associated with Hazardous Areas and Non-Hazardous Areas. Please provide details of employer(s) or client(s) for verification. **Please use CV template CADiv/CoPC/FOR/01-1.1 as reference.**	[ ]	[ ]
Letter of Current Employment	[ ]	[ ]
Copy of Degree / Diploma / Certificate	[ ]	[ ]
Copy of training records related to Hazardous Areas	[ ]	[ ]
Copy of Government issued Identification Document (e.g. NRIC, Passport). Please cross, with the word **IECEx CoPC.**	[ ]	[ ]
Current Passport size portrait photograph, in colour and with a white background in electronic.jpg format 150 X 200 pixels Please send it to cserviceqas@sirim.my **(Subject : Applicant Name)** yasmin@sirim.my	[ ]	[ ]
Evidence of assessment fee payment transaction (e.g. Cheque, payment slip)	[ ]	[ ]
Copy of completed application documents for your records	[ ]	[ ]

NOTE:
All documents such as resume, certificates, identification document etc to be **reviewed / endorsed / certified** by current employer, notary public or commissioner of oaths (Pesuruhjaya Sumpah)

Please send the original application form and supporting documentation to:

Conformity Assessment Division, SIRIM Berhad
Electrical & Electronics Certification & Inspection Section 2 (ECIS 2)
Product Certification and Inspection Department
Building 25, SIRIM Complex
No.1, Persiaran Dato' Menteri, Section 2
40700 Shah Alam
Selangor Darul Ehsan
MALAYSIA.

For Conformity Assessment Division, SIRIM Berhad use only:

Reviewed by

NAME: _____

DATE: _____

APPLICATION FOR CERTIFICATE OF PERSONNEL COMPETENCY (CoPC)

This form shall be used as an application for a new Certificate/ renewal of Certificate

To be sent to

Conformity Assessment Division, SIRIM Berhad
Electrical & Electronics Certification & Inspection Section 2 (ECIS 2)
Building 25, SIRIM Complex
1, Persiaran Dato' Menteri, Section 2, P.O. Box 7035,40700 Shah Alam,
Selangor Darul Ehsan, Malaysia

Tel : +603 55445636, +603 55445012 , +603 55446000
email: cserviceqas@sirim.my, yasmin@sirim.my

Tick (√) where applicable ☐ New certificate ☐ Renewal / change of certificate details ☐ Re-sit

Personal Details

1. Applicant name

2 Postal Address

Attach passport size photograph in colour and with a white background.

or

softcopy 150*200 pixel

3 Date of Birth *(dd/mm/yyyy)* **:**

4 Identification Number:
(attached a copy of NRIC/passport)

5 Telephone No. :

6 Mobile No. :

7 E-mail :

8 Name of Employer & Address :

9 Telephone No. : **Fax No. :**

10 Employer name to be included in Personnel Competence Assessment Report (PCAR)

☐ **Yes** ☐ **No**

11 Business License No. : (ROC/SSM)

12 Invoice Address :

Normative documents

- Relevant IEC 60079 series
- Special requirements for certification according to IECEx Competency as reference to IECEx website. www.iecex.com

13 Request for accommodation of special needs :

Yes ☐ Please specify_____

No ☐

DECLARATION

- I am aware of and familiar with the requirements for the IECEx Certificate of Personnel Competency Scheme. Should my application be accepted, I understand that these requirements shall be fulfilled.
- I declare that will comply with existing requirements for the IECEx Certification of Personnel Competencies Scheme, will not misrepresent the scope of certification and agree to pay the expenses in connection with my application
- I agree to comply with the "Agreement Applicable to IECEx Certificate of Personnel Competency"
- I have no current application pending with any other IECEx certification Body
- I hereby declare that any supporting documentation with this application are valid and correct at the point of application.
- Upon suspension or withdrawal of my IECEx certification, I agree to immediately discontinue any claim to hold certification and to return all certificates and identification cards to Conformity Assessment Division, SIRIM Berhad.

Date of Application: _____ **Applicant's signature: _____**

1. Units of Competence

	Unit Ex 000	Basic knowledge and awareness to enter a site that includes a classified hazardous area
	Unit Ex 001	Apply basic principles of protection in explosive atmospheres
	Unit Ex 002	Perform classification of hazardous areas
	Unit Ex 003	Install explosion – protected equipment and wiring system
	Unit Ex 004	Maintain equipment in explosive atmospheres
	Unit Ex 005	Overhaul and repair of explosion-protected equipment
	Unit Ex 006	Test electrical installations in or associated with explosive atmospheres
	Unit Ex 007	Perform visual and close inspection of electrical installation in or associated with explosive atmospheres
	Unit Ex 008	Perform detailed inspection of electrical installation in or associated with explosive atmospheres
	Unit Ex 009	Design electrical installation in or associated with explosive atmospheres
	Unit Ex 010	Perform audit inspection of electrical installations in or associated with explosive atmospheres

2. Language of Certificate

☐ English ☐ Other (subject to acceptance) ……..

3. Limitation of Scope

3.1 Types of protection *(applicable for unit Ex 001, Ex 003, Ex 004, Ex 005, Ex 006, Ex 008, and Ex 009)*

	"d" : flameproof enclosure		"o" : oil immersion
	"e" : increased safety		"p" : pressurization
	"i" : intrinsic safety		"q" : powder filling
	"m": encapsulation		"t" : protection by enclosure
	"n" : type of protection 'n'		

3.2 Product types *(applicable for unit Ex 003, Ex 004, and Ex 005)*

	Rotating Machines		Communication Equipment
	Switchgear		Heating Equipment
	Instrumentation		Trace Heating
	Gas Detection		Power Transformers

3.3 Groups *(applicable for unit Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008, Ex 009 and Ex 010)*

	Group II: Explosive gas atmospheres

3.4 Voltages *(applicable for unit Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008, and Ex 009)*

	0 – 1000 V (Low Voltage)
	More than 1000 V (High Voltage) – *Please provide evidence of competency (e.g. wireman or chargeman certificate)*

4. Evidence of education and training

a. General qualifications/training not specific to Explosive Atmospheres

Provide copies of documents which demonstrate the level of education attained e.g. Diploma, Degree, College Certificate, Trade Test and membership of professional institution(s)

b. Documentation specific to Explosive Atmosphere

Provide copies of document which demonstrate evidence of any training undertaken on subjects and topics relevant to the explosive atmosphere unit(s) of Competency applied for.

5. Work experience records both Hazardous and Non-Hazardous Areas

5.1 Work experience in Non-Hazardous Areas

(Note: A brief resume will be provided in a chronological order with latest experience first. The résumé should provide details of the Employer, type of industry, position and responsibility. Sufficient information should be provided to enable an evaluation of the basic underlying concepts expected for the applicable Unit of Competency. Work experience may require a restriction relating to product types. In this case the resume will need to specifically identify these aspects)

5.2 Work experience in or associated with Hazardous Areas

Provide a brief resume in chronological order (latest experience first)

(Note: A resume will be provided in a chronological order with latest experience first. Sufficient information shall be provided identifying:

a. Employer and type of industry
b. Position and responsibility within these organisations
c. Protection techniques used
d. Standards and Codes of Practice used
e. Duties undertaken
   - Hazardous Area classification
   - Installation and circuit design
   - Equipment selection
   - Equipment installation
   - Equipment inspection
   - Equipment maintenance
   - Equipment testing and commissioning
   - Equipment repair