



Procedure for Manufacturers to Obtain an IECEx Conformity Mark License

Application Package

The following items shall be included in the application package to UL:

1. Letter formally requesting IECEx Conformity Mark License
2. Exact details of the nominated products (including valid IECEx Certificate of Conformity Numbers) to be covered by the License
3. Exact details on how each nominated product is to be marked with the Mark; including documentation, packaging and promotional material
4. Demonstration that the manufacturer's quality management system details how they protect the use of the IECEx Mark, such as:
 - A policy that the IECEx Mark shall only be used and associated with the Ex Products covered by an IECEx Certificate of Conformity, listed on the IECEx Mark License Schedule and in accordance with IECEx rules and operational documents ([IECEX 04](#), [IECEX 04A](#), [IECEX OD 422](#) and [OD 023](#))
 - Defined procedures for the design and release of promotional material, including websites to ensure the above policy is maintained and an indication of which position within the organization that shall have the responsibility and authority
5. The manufacturer shall ensure that all requirements of the IECEx Conformity Mark Licensing System Rules and Procedures have been met.

Applicable IECEx Documents

IECEX 04	IEC Scheme for Certification to Standards relating to Equipment for use in Explosive Atmospheres – IECEx Conformity Mark Licensing System - Regulations
IECEX 04A	IEC Scheme for Certification to Standards relating to Equipment for use in Explosive Atmospheres – Guidance for making applications for and use of IECEx Conformity Mark
IECEX OD 422	Rules and Procedures for the granting of Licenses to issue and use the IECEx Conformity Mark
OD 023	Terms and Conditions for use of the IECEx Conformity Mark

Definitions

IECEX Conformity Mark License – Document issued under the IECEX System by an accredited ExCB under [IECEX 04](#) authorizing a Licensee to use the IECEX Conformity Mark.

IECEX Conformity Mark – Includes the IEC logo and an identification code to indicate the Licensee and the ExCB that granted the license. Indicates that the Licensee/Holder demonstrates compliance with the relevant IEC standards without any national differences or essential differences in requirements and with other IECEX recognized normative differences.

Licensee/Holder – Applicant, usually a manufacturer, identified on the IECEX Conformity Mark License. The terms 'Licensee' and 'Holder' are interchangeable.

Assessment Location

Please indicate to the UL project planner if you would prefer an on-site assessment of your facility's procedures and controlled documents during your QAR surveillance or reassessment audits or a desktop assessment to be performed at UL.

Assessment Details

Project Plan

You will be notified by a UL project planner to determine the assessment location and also if any additional documentation is required. You will also be contacted by UL Sales, who will arrange for all necessary applications and financial aspects to be completed prior to initiation of the investigation.

Contract Review

UL will review your application to ensure that the following items are included: identification of the Ex products covered by the IECEX CoCs issued by UL, UL's nominated application form, copies of the applicant's internal procedures for use, display and control of the IECEX Conformity Mark, a controlled document detailing the design of the IECEX Conformity Mark and the signed License agreement between UL and Manufacturer which shall include reference to the manufacturer's agreement with the Terms and Conditions as detailed in [OD 023](#).

If during the contract review any of the requirements are not met, UL will inform you and allow you to review the application. If the results of the contract review are not positive, then we will inform you within 48 hours of arriving at this decision. You may submit additional information, withdraw your application, or we may terminate the application where the IECEX requirements are not met.

IECEX CoC Verification

UL will then verify that the nominated IECEX CoCs are current and are only issued by UL. If there are CoCs issued by other ExCBs, then the manufacturer will need to request a separate IECEX Conformity Mark License from each ExCB that holds their CoC.

If during the contract review any of the requirements are not met, UL will inform you and allow you to review your application. If the results of the contract review are not positive, then UL will inform you within 48 hours of arriving at this decision.

Assessment and Audit of Procedures

UL will coordinate the review of manufacturer's procedure documents either at the manufacturer's facility during their Quality Assurance Assessment or Surveillance audits or through a desktop audit. The assessment shall ensure that the IECEx Conformity Mark is only associated with products covered by the IECEx Certificates of Conformity listed in the application, shall include a review of the promotional material where the IECEx Conformity Mark is to be used, shall include identification of the senior position with the responsibility and authority to control the use of the Mark within the applicant's organization and ensure that the requirements of the Terms and Conditions in [OD 023](#) are met.

If the results of the assessment/audit are not positive, UL will inform the manufacturer within 48 hours of arriving at this decision. The manufacturer may submit additional or revised procedures or may withdraw their application.

Review of Proposed Design

UL will review the applicant's proposed design of the IECEx Conformity Mark and also check that the design is submitted in the form of a controlled document.

Upon successful completion of the review, UL will indicate the acceptance of the design to the applicant in an email and create a copy of the controlled document for our records.

If the results of the review are not positive, then UL will inform you within 48 hours of arriving at this decision. You may submit a revised document with the modified Mark for review by the ExCB or may withdraw your application.

IECEx Conformity Mark License Issuance

After successful completion of the above items, the IECEx Conformity Mark License is issued and the manufacturer is sent a copy of the license via email. The manufacturer may request to have a hardcopy of the license sent as well.

Surveillance Audit and Reassessment Plan

The Licensee agrees to an extension of its existing on-going surveillance audits, as required by IECEx 02, to allow UL the opportunity to verify the Licensee's compliance with the IECEx Conformity Mark Regulations, Operational Documents, [IECEx OD 422](#) and [OD 023](#).

Unit Verification

The assessment of the applicant's proposed use of the mark is conducted at the assessment/testing stage of processing the Unit Verification Certificate application. The Mark may only be used on the product marking covered by the Unit Verification Certificate and cannot be displayed on promotional material, websites, etc.

Suspension and Withdrawal of IECEx Conformity Mark Licenses

An IECEx Conformity Mark License may be suspended or withdrawn if:

- It has been issued in error
- The holder requests cancellation
- It is used in a misleading way or
- It is used by a non-approved third party

Complaints and Appeals

All complaints shall first be brought to the attention of UL. If a complaint cannot be resolved by UL, the manufacturer may appeal the resolution of a complaint in writing to the ExTL and the Program Owner. The Program Owner shall respond to the appeal in writing. If the Program Owner cannot satisfactorily resolve the appeal, the manufacturer may appeal to the IECEx Management Committee as described in IECEx 01. If an appeal cannot be resolved at the level of the IECEx Management Committee, an appeal may be lodged with the CAB whose decision is final. The manufacturer shall cover all costs arising from appeals.