

**COMPANY'S LETTER HEAD**  
**(Please print this letter on YOUR Company Letter head)**

Dear 

Assets Training & Technical Services Pte Ltd (Singapore)
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(Please insert name of the Licensed CompEx Centre)

I hereby endorse the application of: (Please insert full name of candidate and employee number)  

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- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Ex 01-04 Gas & Vapours | <input type="checkbox"/> Ex 05-06 Dust    | <input type="checkbox"/> Ex 07 & 08 Fuel Forecourts |
| <input type="checkbox"/> Ex 09 & 10 Water                  | <input type="checkbox"/> Ex 11 Mechanical | <input type="checkbox"/> Ex 12 Application Design   |
| <input type="checkbox"/> Ex 14 Responsible Person          |   |   |

I confirm that the candidate is: (please tick box)

- a) A Direct Company Employee  Self Employed/Contracted  (as detailed below)
- b) Employed as an Electrotechnical /Mechanical /Instrument  craftsperson with sufficient knowledge and practical skills to undertake the training, exams and practical assessments of the CompEx Course they are undertaking

I would like to highlight the following in support of the Candidates application:

1. Job Role: .....
2. Years of Specific & Current Experience: .....  
.....  
.....  
.....
3. Relevant Professional Qualifications: .....
4. Relevant training Courses Certificated: .....
5. Apprenticeship Completion Date & Company: .....
6. Other Relevant Information e.g. Previous CompEx Units: .....  
.....

**[Please summarise above, the relevant qualifications, years of specific experience and courses / apprenticeship / CompEx Units that you know have been successfully completed by the Candidate].**

Responsible Person/ Technical Authority

Name: ..... Signature: .....  
Position: ..... Date: .....

## **IMPORTANT**

Please read the notes below before completing the CompEx Candidate Supporting Letter.

**Direct Employee:** The Letter must be completed on your Employer's Company Letterhead by the Responsible Person/ or their authorised designate.

**Self-Employed/Contracted:** Individuals must provide an Employer Letter endorsed by the Company they are contracted to. It must be on the Company letter headed paper, and signed by the relevant Responsible Person/Technical Authority.

**N.B. THE COMPLEX CANDIDATE SUPPORTING LETTER MUST BE SIGNED & DATED BY THE RESPONSIBLE PERSON (TECHNICAL AUTHORITY) OR DESIGNATE AND PRESENTED IN ADVANCE TO THE RESPECTIVE LICENSED COMPLEX CENTRE IN ORDER TO BE ADMITTED TO ANY COMPLEX UNIT TO PREVENT INDIVIDUALS BEING REFUSED ENTRY ONTO THE COURSE.**

### **Notes:**

#### **1. Knowledge:**

For CompEx Unit EX12, this will require a minimum of an HNC/HND or BTEC National Diploma or Degree/Degree (Hons) in a relevant engineering or technology subject (or in country equivalent outside UK).

#### **2. Skills and Experience:**

- **CompEx Units Ex01-10:** Electrotechnical trade skills and at least one years' experience of electrical/instrument trade work.
- **CompEx Unit Ex11:** Mechanical trade skills and at least one years' experience of Mechanical trade work.
- **CompEx Unit Ex12:** Skills and Experience should include understanding, interpreting and applying technical content for electrical/instrument application design. Also, clear, informed communication and fact-based decision making.
- **CompEx Ex14:** Working as or towards the position of Responsible Person. For the definition of a 'Responsible Person', reference should be made to IEC60079-14.

#### **3. Preparation for CompEx Units:**

It is strongly recommended that candidates familiarize themselves with the current edition of relevant standards and guidance in advance of the unit.

- CompEx Unit Ex 1-6, Ex09-10 (IEC 60079 – Parts 14 & 17)
- CompEx Unit EX 7-8 (APEA Guidance for Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations)
- CompEx Unit Ex11 (ISO 80079-36 & ISO 80079-37)
- CompEx Unit Ex 12 (IEC 60079-14)
- CompEx Unit EX14 (IEC 60079 Parts 14 & 17) and local legislation, e.g DSEAR.

User guidance in the areas covered by CompEx Units is detailed in **EEMUA Publication 186, A Practitioner's Handbook for Electrical Installation, Inspection and Maintenance in Potentially Explosive Atmospheres** which is available directly from EEMUA at [sales@eemua.org](mailto:sales@eemua.org)