

 GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	Document Title: General Rules for Verification and Attestation Service	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-RD-DP33-6001 (IC)	رقم الوثيقة :	

DATE	NUMBER	DETAILS
06-11-2016	0	First draft for review and comments
29-05-2017	0	Second draft for review and comments
11-06-2017	1	Issue for use
19-03-2018	2	Some correction in clause numbering. Added clause [3.4] Types of certification that can be attested
26-08-2018	3	Adding provisions for renewal and some minor corrections/additions
30-09-2018	4	Adding provisions for extending validity
11-03-2019	5	Additional provisions for the renewal [6.4]

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1. INTRODUCTION AND SCOPE

- 1.1 This document specifies the rules and procedures for the provision of Verification and Attestation Service with the objective of issuing an Attestation of Conformity to an applicant based on verification of documented evidences;
- 1.2 These rules applies to any of the following: (a) Products not covered by any mandatory regulation, regardless of whether a voluntary DCL scheme is available or not; (b) products with mandatory regulation but currently there is no available DCL certification scheme;
- 1.3 These rules apply to products in [1.2] that already have certificate of conformity from recognized or accredited conformity assessment bodies (other than DCL);
- 1.4 Attestation of Conformity by DM Certification Body is solely based on verified documented evidences. No auditing, inspection, sampling or testing will be carried.

2. PURPOSE OF ATTESTATION

- 2.1 The main purpose of issuing an Attestation is to provide the applicant with an independent third party (PCAS) document to prove that their product has undergone assessment according to a recognized standard.
- 2.2 The attestation will increase trust and confidence on the use of the product in construction sites.
- 2.2 The attestation can be used in marketing campaign to promote the product.

3. DEFINITION OF TERMS

- 3.1 PCAS – Products Conformity Assessment Section - DCLD
- 3.2 Attestation – A document issued by PCAS declaring that the product which is the subject of the attestation has undergone a conformity assessment process and is fit for its intended use.
- 3.3 Verification – the process of verifying the authenticity of the submitted documentation; verification can be by any means (e.g. corresponding with, or reviewing the website of the certification body, or issuing authority).
- 3.4 Applicant (for Attestation) – The person or organization applying for attestation. The applicant may be the local supplier or distributor of the product, or the manufacturer of the product or their representative, who is responsible for making the product available in the market;

4. GENERAL REQUIREMENTS FOR THE ATTESTATION SERVICE

- 4.1 Application documents shall include the following:
- 4.1.a Application Form
- 4.1.b Product Conformity Certificate issued by recognized body (see clause [4.3]) that will be basis for attestation;
- 4.1.c Supporting documents – e.g., Independent tests reports by accredited laboratories, etc;
- 4.1.d ISO 9001 certificate, if available;
- 4.1.e Authorization letter from manufacturer if applicant is not the manufacturer;

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4.2 Applicant (can be any of the following):

4.2.a Manufacturer of the product

4.2.b Authorized Representative of the manufacturer (authorization letter required)

4.3 Recognized conformity assessment bodies (CAB's) can be (but not limited to):

4.3.a CAB's recognized by relevant DM regulations

4.3.b CAB's accredited by IAF signatory accreditation body

4.3.c CAB's accredited/recognized by EOTA (European Organization for Technical Approval)

4.3.d CAB's recognized by relevant international organizations (i.e. EPA, CE Mark, Green Seal, etc.)

4.3.e Other CAB's as per PCAS evaluation results

4.4 Type of certification that can be attested includes (but not limited to) the following:

4.4.a Product certification that includes assessment of production (Type 3,4,5,6 in ISO 17067);

4.4.b Product certification that includes surveillance (factory and market);

4.4.c Certification that covers Assessment and Verification of Constancy of Performance (AVCP 1+ and AVCP 1 as per European CE marking regulations);

4.4.d European Technical Assessments under the rules of EOTA or equivalent;

5. VERIFICATION AND ATTESTATION PROCESS

5.1 Applicant submits application for attestation with all supporting documents as mentioned in [4.1] and pays application and initial verification fees;

5.2 PCAS conducts review and verifies validity and authenticity of the submitted application documents. Verification can be carried out through website of the CAB or, (if the information is not available in the website, through direct communication with the CAB.

5.3 If additional documents are required from client, the assigned PCAS personnel shall contact the client and request for submission.

5.4 PCAS shall verify that the evidence of conformity correlates to the product being submitted for attestation;

5.5 DCL to verify that the evidence of conformity are still valid;

5.6 Any limitations, exclusions, and variations related to the issued certificate are to be noted;

5.7 If Attestation of Conformity cannot be concluded from the submitted evidences, the application shall be rejected and the applicant to be notified;

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6. DETAILS AND CONDITIONS FOR THE ISSUANCE AND RENEWAL OF THE ATTESTATION OF CONFORMITY

- 6.1 If the evidences have been verified and found satisfactory and in accordance with the requirements of these rules, PCAS shall issue to the Applicant an Attestation of Conformity for the product.
- 6.2 The Attestation of Conformity shall include:
- 6.2.a Complete identification of the product;
- 6.2.b Complete identification of the Product Conformity Certificate which is the basis for the Attestation;
- 6.2.c Conditions and limitations of the Attestation of Conformity, if any;
- 6.2 d The related Evaluation Report and its attachments;
- 6.2.e Validity Statement (see [6.3]).
- 6.3 The Validity of the Attestation may be any of the following:
- 6.3.a The validity of the Attestation of Conformity shall be one year provided the Product Conformity Certificate remains valid;
- 6.3.b Upon request by client, the validity period may be extended up to the validity of the Product Conformity Certificate.
- 6.3.c In case where the validity of the Product Conformity Certificate is open (there is no expiration date and validity is verified through CAB's website only), the validity of the Attestation may be extended up to 3 years.

6.4 Renewal of the Attestation

- 6.4.a The Attestation Certificate may be renewed for another period upon request of the client and payment of the renewal fee, provided the third party certification (which is the basis for the attestation) is renewed or remains valid.
- 6.4.b Renewal shall be made within 45 days upon the expiration of the current Certificate. After 45 days, the renewal request shall be considered as new application.
- 6.4.c To maintain continuity of the validity of the certificate, the renewal issue date shall be upon the expiration of the current certificate.

7. REVISION OF RULES

- 7.1 These rules shall be published in DCL website and may be updated at any time if necessary. Any update shall not invalidate any valid Attestation already issued based on the previous rules before update.
- 7.2 Clients shall regularly check the DCL webpage for any update.

8. FEES

- 8.1 The fees for attestation shall be in accordance with DM-DCLD-RD-DP33-6002 (IC).

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9. APPEALS

9.1 The client may appeal any decision by the PCAS in accordance with the Appeals Disputes and Complaints procedure, IMS-RD-08.

10. LIABILITY/DISCLAIMER

15.1 The PCAS shall not be held liable for any action (legal or otherwise) raised by any party against the holder of the Attestation Certificate on matters resulting from the implementation of the Verification and Attestation Service.

15.2 The holder of the Attestation Certificate is ultimately responsible for ensuring that the product meets the requirements of other applicable standard or regulations. This includes safety, health, and environmental regulations that are not necessarily covered by the standard or the normative document referred to in the Conformity Certificate that was attested by DCL.

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