

 GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	Document Title: Extension/Reduction/Re-Evaluation of Scope of Certification and Extension of Certification for the Same Factory	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-IMS-RD-06	رقم الوثيقة :	

Associated Documents :

Applicable Standards

- ISO 17025,
- ISO 9001,
- OHSAS 18001,
- ISO 14001
- ISO 17065,
- ISO 17020,
- UAE.S 2055-2,
- DMS 032
- The Fourth Generation of the Government Excellence System
- The Integrated Management System Manual
- Local Order 11:2003 “ on Public Health and Safety in the Emirate of Dubai’
- Local Order 61:1991 “on Environmental protection systems in the Emirate of Dubai’

Note: For undated standards, refer to Appendix V of IMS Manual

Work Instructions : None

Forms/ Records : None

Amendments Sheet

Issue Date	Rev. No.	Summary of Amendments
	00	Draft Doc
08/05/2011	01	Issue for Use
11/04/2012	02	Added clause [6.3]& Inclusion of ISO/IEC 17020
14/04/2015	03	Aligned with ISO/IEC 17065; Avoided use of “License” and “licensee”; other amendments as per shaded texts
27/05/2018	04	Updated format as per unified DM template

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1. INTRODUCTION

1.1 This document describes the process for (1) extension / reduction / re-evaluation of Scope of Certification for additional product/s under the same standard specifications; and (2) extension of Certification for the same factory (for the same type of product/s but different standard specifications) by a holder of DCLD Certification.

2. SCOPE

- 2.1 This procedure applies to certification clients with product/s already certified under the DM-DCLD-RD-DP21-2001 (IC) "General rules for third party product certification system through factory assessment".
- 2.2 This procedure covers from submission of letter of intent up to the issuance of amended Scope of Certification or issuance of new DCLD Certificate and Scope of Certification, whichever is applicable.

3. REFERENCE DOCUMENTS

- 3.1 DM-DCLD-RD-DP21-2001 (IC) General rules for third party product certification through factory assessment
- 3.2 DM-DCLD-IMS-RD-09 Outsourcing of certification activities

4. DEFINITIONS

- 4.1 DCLD Certification Body: Refers to the Products Conformity Assessment Section, DCLD.
- 4.2 Certification Committee: Refers to the Certification Technical Committee of DCLD

5. RESPONSIBILITIES

- 5.1 Head of DCLD Certification Body (HCB)
- 5.2 Director of DCLD
- 5.3 Certification Technical Committee
- 5.4 DCLD Certification Body Auditors

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6 PROCEDURE

6.1 Extension of Scope of Certification

6.1.1 Application for Extension

6.1.1.1 DCLD Certification client may apply for an extension of Scope of Certification for additional class, types, or models of product covered by the same standard specifications for which a certification is already granted.

6.1.1.2 The client shall submit a letter of intent for the extension of the Scope of Certification to the DCLD Certification Body giving details of the product being applied for an extension.

6.1.2 Factory Visit & Sampling

6.1.2.1 DCLD Certification Body's decision to carry out factory visit and sampling shall be based on the following:

6.1.2.1.1 A factory assessment and sampling shall be conducted if the product being applied for extension has different production process.

6.1.2.1.2 Only sampling and testing of additional types of product/s shall be conducted if the production process is the same.

6.1.2.2 Samples of the product applied for extension shall be drawn either by DCLD Certification Body or by a Subcontractor CAB (refer to DM-DCLD-IMS-RD-09) either from the production line or warehouse, and will be subjected to tests as required by the standard specifications by any recognized Independent Testing Laboratory to determine compliance.

6.1.3 Evaluation and Reporting

6.1.3.1 Result of the tests conducted by the independent laboratory shall be evaluated by the assigned DCLD Certification Body Auditors against the certification requirements.

6.1.3.2 If the evaluation shows compliance to the specified requirements, the specific type of product shall be recommended for inclusion in the scope of certification.

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6.1.3.3 However if failure occurs, the company shall be immediately notified accordingly. Re-sampling and testing may be carried if the client requests for it.

6.1.3.4 Only after result of product test shows compliance to the certification requirements shall the application for extension of scope be recommended for approval.

6.1.3.5 HCB shall make the final decision on the approval of extension of Scope of Certification.

6.1.3.6 Upon approval, an amended Scope of Certification shall be issued to the client.

6.2 Voluntary Reduction of Scope

6.2.1 Scope of Certification may be reduced upon the request of the client for whatever reason.

6.2.2 Client shall submit a letter of intent for the reduction of the scope of certification to the DCLD Certification Body to include the following;

6.2.1.1 Details of certified product/s to be removed from the scope

6.2.1.2 Reason/s for the reduction of Scope of Certification

6.2.1.3 Date of Effectivity or Last Date of Production

6.2.1.4 Inventory of the product to be removed from the Scope of Certification

(if still available in the factory)

6.2.3 The submitted documents shall be reviewed and if found satisfactory, the HCB shall make the final decision on the reduction of Scope of Certification.

6.2.4 The amended (reduced) Scope of Certification shall be issued to the client.

6.3 Mandatory Reduction of Scope

6.3.1 Scope of Certification shall be reduced if any of the certified products have not been produced by the company and/or not subjected to DCL tests within the validity period of the certification.

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6.3.2 DCL shall issue a notice to the company at least 3 months before the expiration of their certification in order to allow them to produce the product for DCL sampling and testing should they decide to maintain the product/s in the scope of certification.

6.4 Re-evaluation of Scope due to changes that may affect compliance with certification requirements

6.4.1 Scope of Certification shall be re-evaluated if any of the following events takes place:

6.4.1.1 Changes in the product which may affect its compliance with the Certification requirements

6.4.1.2 Changes in the requirements to which the product is certified.

6.4.1.3 Changes in the ownership, structure or management of the supplier, if relevant

6.4.1.4 Any other information that may affect compliance with the requirements of the certification system.

6.4.2 In case of [6.4.1.1], [6.4.1.2] and [6.4.1.4], re-assessment of the product shall be carried out.

6.4.3 In case of [6.4.1.3] and [6.4.1.4], full assessment of the Quality Management System and product shall be carried out.

6.4.4 Depending on the outcome of clause [6.4.2] and/or [6.4.3], the final outcome for this activity shall be either (1) retention of the current Scope of Certification or (2) reduction of scope, in case of not meeting the requirements.

6.4.5 HCB shall make the final decision on either, retention of current Scope; or reduction of Scope in case the requirements are not complied due to the changes.

6.4.6 In case of reduction of scope, an amended Scope of Certification shall be issued to the client.

6.5 Extension of certification for a factory for the same type of product/s but different standard specifications.

6.5.1 Application for Extension

The client shall submit a new application for Certification (for additional types of products made at the same factory, but to a different standard specifications) using the application form for new application.

6.5.2 Factory audit, sampling and testing

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6.5.2.1 A factory audit and sampling shall be conducted if the product being applied for extension has different production process.

6.5.2.2 Only sampling of additional types of product/s shall be conducted if the production process is the same or similar as previously audited.

6.5.2.3 Samples of the product applied for extension shall be drawn either by DCLD Certification Body or by a Subcontractor CAB (refer to DM-DCLD-IMS-RD-09) either from the production line or warehouse, and will be subjected to tests as required by the standard specifications; by any recognized Independent Testing Laboratory to determine compliance.

6.5.3 Evaluation and Reporting and issue of Certificate of Conformity

6.5.3.1 Evaluation, reporting, recommendation and approval of the results of factory audit (if conducted) and product testing shall be in accordance with the procedures for new certification applications.

6.5.3.2 If the results are satisfactory, the Certification Committee shall review and recommend for the issuance of a new Certificate, subject to the final approval by the Director of DCLD.

6.5.3.3 Upon approval by the Director and payment of appropriate fees, a new Certificate of Conformity (with corresponding Scope of Certification) shall be issued to the client.

7.0 APPLICABLE FEES

7.1 Appropriate fees shall be charged in accordance with the man-hours utilized for the services carried out. The man-hour rate shall be in accordance with the applicable Dubai Municipality regulation and fee structure.

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