

 GOVERNMENT OF DUBAI	<b>Organization/Unit:</b> إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	<b>Document Title:</b> Specific Rules for FA Certification of Gully Tops and Manhole Tops as per BS EN 124: 1994	عنوان الوثيقة:	
	<b>Doc Ref.</b> DM-DCLD-RD-DP21-2116 (IC)	رقم الوثيقة :	

Issue Date	Rev. No.	Summary Of Amendments
08-08-2005	0	First draft for comments
20-09-2005	0	Final draft
24-09-2005	1	Issue for use.
15-07-2009	2	Document reference number and format is changed according to the new IMS, statement for the independent testing plan was changed, and the statement for surveillance was shortened by referring to RD-DP21-2096 (IC).
24-03-2019	3	Updated as per new DM template and new DM logo

Approved by HOU	Authorized by PCASM
Date of Issue : 24/03/2019	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 1 of 6

Note: Printed copy of this document shall be treated as 'Uncontrolled'. Always refer the controlled version Online

 GOVERNMENT OF DUBAI	<b>Organization/Unit:</b> إدارة مختبر دبي المركزي <b>Dubai Central Laboratory Department</b>	الوحدة التنظيمية: <b>الوحدة التنظيمية:</b>	 بلدية دبي DUBAI MUNICIPALITY
	<b>Document Title:</b> <b>Specific Rules for FA Certification of Gully Tops and Manhole Tops as per BS EN 124: 1994</b>	عنوان الوثيقة: <b>عنوان الوثيقة:</b>	
	<b>Doc Ref.</b> <b>DM-DCLD-RD-DP21-2116 (IC)</b>	رقم الوثيقة : <b>رقم الوثيقة :</b>	

## 1. INTRODUCTION

- 1.1 This document prescribes the specific rules for the implementation of the DM Third Party Product Certification System Through Factory Assessment as applied to the specific product(s) identified herein, taking into consideration the applicable normative references and standard specifications.
- 1.2 The applicant shall comply with these specific rules, **and** to those already mentioned in the “General Rules for DM Third Party Product Certification System Through Factory Assessment “ DM-DCLD-RD-DP21- 2001 (IC).

## 2. SCOPE

This specific rule specifies requirements for gully tops and manhole tops with a clear opening up to and including 1000 mm, for installation within areas subjected to pedestrian and/or vehicular traffic.

## 3. PRODUCT IDENTIFICATION AND APPLICABLE STANDARD/NORMATIVE REFERENCE

- 3.1 Product Name: Gully tops and manhole tops for vehicular and pedestrian areas
- 3.2 Applicable standard/Normative reference: BS EN 124:1994  
Gully tops and manhole tops for vehicular and pedestrian areas-Design requirements, type testing, marking, quality control
- 3.3 Additional References:
- 3.3.1 ISO 9001:2015 - Quality Management System – Requirements
- 3.3.2 ISO 19011:2012 - Guidelines for Quality and Environmental Management System Auditing.

## 4. DEFINITION OF TERMS

The definitions given in BS EN 124: 1994, DM-DCLD-RD-DP21-2001 (IC) and in addition, the following shall apply:

- 4.1 Independent Testing Laboratory - Dubai Central Laboratory (DCL) or any testing laboratory recognized by the DM Certification Body.
- 4.2 Independent Test – test performed or conducted by an Independent Testing Laboratory
- 4.3 Standard Specification – BS EN 124: 1994 Gully tops and manhole tops for vehicular and pedestrian areas-Design requirements, type testing, marking, quality control
- 4.4 Product Quality Assurance Plan – a document being agreed upon both by the Certified client and the certification body being used to ensure continuous compliance of the certified product.
- 4.4 QMS – Quality Management System aligned with the requirements of ISO 9001:2015 Standard

## 5. APPLICATION

- 5.1 Manufacturer of manhole tops and manhole tops shall apply to Dubai Central Laboratory through Products Conformity Assessment Section for certification and the authorization to use the DCL Conformity Mark.

Approved by HOU	Authorized by PCASM
Date of Issue : 24/03/2019	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 2 of 6

Note: Printed copy of this document shall be treated as 'Uncontrolled'. Always refer the controlled version Online

 GOVERNMENT OF DUBAI	<b>Organization/Unit:</b> إدارة مختبر دبي المركزي <b>Dubai Central Laboratory Department</b>	الوحدة التنظيمية: <b>الوحدة التنظيمية:</b>	 بلدية دبي DUBAI MUNICIPALITY
	<b>Document Title:</b> <b>Specific Rules for FA Certification of Gully Tops and Manhole Tops as per BS EN 124: 1994</b>	عنوان الوثيقة: <b>عنوان الوثيقة:</b>	
	<b>Doc Ref.</b> <b>DM-DCLD-RD-DP21-2116 (IC)</b>	رقم الوثيقة : <b>رقم الوثيقة :</b>	

5.2 Application forms shall be filled-up by the applicant-company together with the following documents

- 5.2.1 Trade License
- 5.2.2 Complete Product Description and Specifications
- 5.2.3 Brief Description of Manufacturing Process
- 5.2.4 Copy of the Quality Manual
- 5.2.5 Vicinity Map and Factory Layout
- 5.2.6 Valid Certification to ISO 9001 (if available)
- 5.2.7 List of key personnel and their designation

5.3 Separate application shall be submitted for each product type or group of products that refers to a different specific rules.

## 6. REQUIREMENTS FOR INITIAL FACTORY ASSESSMENT

6.1 DCL duly authorized representative shall visit the applicant's factory/plant with the aim of ascertaining that the factory's quality management system is in accordance with the requirements of ISO 9001:2015.

6.2 An independent certification to ISO 9001 issued by a QMS certification body recognized by DM shall be considered as having satisfied this requirement; however, the DM Certification Body will still carry out verification audit to confirm that the factory is in compliance with the QMS requirements.

6.3 Verification audit shall be conducted by designated audit team based on ISO 19011:2012 – Guidelines for Quality and Environment Management System Auditing.

6.4 Minimum Required Test Equipments

The manufacturer of gully tops and manhole tops produced as per standard specification shall have the following minimum test equipment to check product compliance with the requirements of standard specification.

- 6.4.1 Hydraulic Test Press
- 6.4.2 Test Blocks (as per Table 7 of standard specification)
- 6.4.3 Equipment to measure dimensions (caliper, micrometer, etc.)

## 7. REQUIREMENTS FOR INITIAL TESTING OF THE PRODUCT

7.1 Sampling

7.1.1 Sample of the product for evaluation shall be taken either from the production or warehouse

7.1.2 Three sets of sample per product per type shall be subjected to testing. Each set shall consist of three specimens. The first set, if applicable, will be tested in the plant witnessed by a duly authorized DCL representative, the second set will be sent to independent testing laboratory. The third set will be kept by the manufacturer as reference for future use.

7.1.3 Test sample(s) for independent test shall be packed/sealed and signed in the presence of DCL representative and shall be submitted to an independent testing laboratory by the DCL representative.

Approved by HOU	Authorized by PCASM
Date of Issue : 24/03/2019	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 3 of 6

Note: Printed copy of this document shall be treated as 'Uncontrolled'. Always refer the controlled version Online

 GOVERNMENT OF DUBAI	<b>Organization/Unit:</b> إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	<b>Document Title:</b> Specific Rules for FA Certification of Gully Tops and Manhole Tops as per BS EN 124: 1994	عنوان الوثيقة:	
	<b>Doc Ref.</b> DM-DCLD-RD-DP21-2116 (IC)	رقم الوثيقة :	

## 7.2 Product Characteristic and Test Requirements

### 7.2.1 Material

The manufacturer shall clearly specify what type of materials the manhole tops and gully tops shall be made of and it shall comply with the requirements specified under section 6.1.1 of standard specification.

### 7.2.2 Finished Product

Samples of the product drawn shall be subjected to the following tests and must meet the requirements specified under Section 8 of the standard specification

#### 6.2.2.1 Loading Test

#### 6.2.2.2 Visual Inspection for Defects

#### 6.2.2.3 Measurement of

- a) Vents
- b) Clear Opening
- c) Depth of Insertion
- d) Total Clearance
- e) Seating
- f) Edge Protection
- g) Securing of the cover and/or grating within its frame
- h) Slot Dimensions
- i) Dirt buckets, dirt pans
- j) Positioning
- k) Surface Conditioning
- l) Loosening and Opening of Covers and Grating
- m) Frame Depth
- n) Opening Angle
- o) Permanent Set

### 7.2.3 Marking

The marking on the Gully Tops and Manhole Tops shall be clear, durable and visible and shall be in accordance with the requirements specified under section 9 of the BS EN 124 standard.

7.3 Independent test shall only be conducted if the result of the applicable in-plant test shows satisfactory results.

7.4 If the result of the test conducted by the independent testing laboratory shows non-conformance to the specified requirements, the provision for rejection specified in the standard shall apply. The retest shall be carried out on the reference sample kept by the manufacturer or on new samples collected by DM Certification Body, on which full testing shall be carried out, if necessary.

7.5 If the re-test passed, the initial product assessment is considered conforming to product specification. If not, the manufacturer will be advised to take corrective action.

7.6 Only after reassessment and subsequent product compliance shall the manufacturer be allowed to use the DCL Conformity Mark.

## 8. COMPLIANCE AND RESPONSIBILITIES OF THE CERTIFIED CLIENT

Approved by HOU	Authorized by PCASM
Date of Issue : 24/03/2019	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 4 of 6

Note: Printed copy of this document shall be treated as 'Uncontrolled'. Always refer the controlled version Online

 GOVERNMENT OF DUBAI	<b>Organization/Unit:</b> إدارة مختبر دبي المركزي <b>Dubai Central Laboratory Department</b>	الوحدة التنظيمية: <b>الوحدة التنظيمية:</b>	 بلدية دبي DUBAI MUNICIPALITY
	<b>Document Title:</b> <b>Specific Rules for FA Certification of Gully Tops and Manhole Tops as per BS EN 124: 1994</b>	عنوان الوثيقة: <b>عنوان الوثيقة:</b>	
	<b>Doc Ref.</b> <b>DM-DCLD-RD-DP21-2116 (IC)</b>	رقم الوثيقة : <b>رقم الوثيقة :</b>	

## 8.1 Compliance

8.1.1 When the results of the factory and product assessments show conformity to the requirements specified in the General Rules and Specific Rules, the Product Conformity Certificate and authorization to use the DCL Mark shall be issued to the manufacturer for the type(s)/model(s)/brand(s) of the product tested.

8.1.2 The factory shall agree with the DM Certification Body for the preparation and implementation of a product quality assurance plan to ensure continuing compliance with the standard specification and the requirements of this certification scheme. The plan shall consist of (1) an internal product quality assurance, and (2) an independent testing plan

### 8.1.2.1 Internal product quality assurance plan

The factory shall prepare and submit to DM Certification Body for approval an internal product quality assurance plan in accordance with the Internal Quality Control Scheme specified in Annex A (normative) of BS EN 124 standard.

This will include as a minimum, the following details: (1) location of sampling; (2) frequency of sampling; (3) quantities of samples; (4) tests to be carried out; (5) results acceptance criteria; and (6) responsible person to carry out the activity.

The plan shall take into consideration the production process, the volume of production, the criticality of the test to be specified, and other relevant factors.

### 8.1.2.2 Independent testing plan

The factory shall agree to an independent testing plan to be carried out on samples which are collected in accordance with RD-DP21-2096 (IC) – Surveillance of Certified Establishments under the Factory Assessment Scheme, and implemented by the DM Certification Body.

## 8.2 Responsibilities of the Certified client

8.2.1 The certified client shall ensure that his product, for which a certification has been issued, conforms at all times to the requirements of the General Rules and Specific Rules and shall maintain to the satisfaction of DCL, a system of quality control including inspection and testing.

8.2.2 The certified client shall give the duly authorized representative(s) of DCL, access during working hours, without prior notification, to the premises of the factory where certified product is manufactured, for the purpose of evaluating the materials, production processes, finished products, quality assurance facilities, records and others in accordance with the requirements of the scheme.

8.2.3 The certified client shall inform the DM Certification Body in writing of any change of management, transfer of plant site, modification in the product, manufacturing process or factory's quality management system.

8.2.4 Upon transfer of plant site, the certification shall be deemed valid only after factory and product audit at the new site has been satisfactorily completed.

Approved by HOU	Authorized by PCASM
Date of Issue : 24/03/2019	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 5 of 6

Note: Printed copy of this document shall be treated as 'Uncontrolled'. Always refer the controlled version Online

 GOVERNMENT OF DUBAI	<b>Organization/Unit:</b> إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	<b>Document Title:</b> Specific Rules for FA Certification of Gully Tops and Manhole Tops as per BS EN 124: 1994	عنوان الوثيقة:	
	<b>Doc Ref.</b> DM-DCLD-RD-DP21-2116 (IC)	رقم الوثيقة :	

- 8.2.5 Any infraction stated in the terms and conditions of certification scheme and the use of DCL Conformity Mark shall constitute sufficient grounds for suspension, withdrawal and cancellation of the certification against a certified client.
- 8.2.6 Any dispute that may arise in connection with the terms and conditions of certification scheme shall be settled in accordance with the General Rule for DM Third Party Product Certification System through Factory Assessment.

## 9. SURVEILLANCE

DM Certification Body shall carry out periodic surveillance to ensure consistent compliance with the requirements of this certification scheme as per DM-DCLD-RD-DP21-2096 (IC) – Surveillance of Certified Establishments under the Factory Assessment Scheme.

## 10. USE OF THE DCL CONFORMITY MARK

- 10.1 The design and use of the DCL Conformity Mark shall be in accordance with the Terms and Conditions for the Use of the DCL Mark of Conformity , [DM-DCLD-IMS-RD-13](#).
- 10.2 The certified client shall submit a product-marking proposal for approval by the DM Certification Body. The proposal shall include drawings and/or diagrams showing the location and size of the marking for each size of the product/product container.
- 10.3 The Certification and authorization to use the DCL Conformity Mark is non-transferable.

## 11. FEE SCHEDULE

- 11.1 The certified client shall pay the applicable fees and charges related to the granting of the certification and authorization to use the DCL Mark based on the DCL Official Fee Structure, [DM-DCLD-RD-DP21-2074 \(IC\)](#).
- 11.2 The fees for this certification scheme shall include but not limited to the following:-
- 11.2.1 Application Fee
  - 11.2.2 Initial Assessment Fee
  - 11.2.3 Certification Fee
  - 11.2.4 Surveillance Fee
  - 11.2.5 Annual Renewal Fee
  - 11.2.6 Testing Fee
  - 11.2.7 Marking Fee

Approved by HOU	Authorized by PCASM
Date of Issue : 24/03/2019	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 6 of 6

Note: Printed copy of this document shall be treated as 'Uncontrolled'. Always refer the controlled version Online