

 GOVERNMENT OF DUBAI	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	Document Title:	Specific Rules for FA Certification of Ventilation for buildings – Non Metallic ducts – Ductwork made from insulation ductboards as per BS EN 13403: 2003	عنوان الوثيقة:	
	Doc Ref.	DM-DCLD-RD-DP21-2216 (IC)	رقم الوثيقة :	

Issue Date	Rev. No.	Summary Of Amendments
11.06.2020	0	First draft for comments
25.10.2020	0	Second draft for comment
29.12.2020	1	Issue for Use
26/09/2021	2	Revised to reflect the Removal of the documents in clause 2.1.2, in addition to further amendment in the provision for accepting valid test reports (clause 2.4.2.1b), in line with DM 30% reduction of requirements (both service and specialized). Modifications in the auditing part for the factories already certified against ISO 9001 to opt for auditing only the areas of production and monitoring stages of product realization, quality control and final product testing and evaluation.

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1. GENERAL

1.1 INTRODUCTION

- 1.1.1 This document prescribes the specific rules for the implementation of the DM Third Party Product Certification Scheme Through Factory Assessment as applied to the specific product(s) identified herein, taking into consideration the applicable normative references and standard specifications.
- 1.1.2 The applicant shall comply with these specific rules, and with those already mentioned in (1) DM-DCLD-RD-DP21-2001 (IC) “General Rules for DM Third Party Product Certification Through Factory Assessment.”

1.2 SCOPE

- 1.2.1 This specific rule covers the basic requirements and characteristics for ductwork made of insulation ductboards, and used in ventilation and air conditioning systems of buildings, subject to human occupancy.

1.3 PRODUCT IDENTIFICATION AND APPLICABLE STANDARD/NORMATIVE REFERENCE

- 1.3.1 Product Name: Non-metallic ducts made from insulation ductboards used as ventilation for buildings
- 1.3.2 Applicable standard/Normative reference: BS EN 13403: 2003 – Ventilation for buildings – Non-metallic ducts – Ductwork made from insulation ductboards
- 1.3.3 Additional References:
- ISO 9001 - Quality Management System – Requirements
ISO 19011 - Guidelines for Auditing Management System

1.4 DEFINITION OF TERMS

In addition to the definitions given in BS EN 13403: 2003 and DM-DCLD-RD-DP21-2001 (IC), the following shall also apply:

- 1.4.1 Independent Testing Laboratory - Dubai Central Laboratory (DCL) or any testing laboratory recognized by DCLD-PCAS.
- 1.4.2 Independent Test – test performed or conducted by the recognized Independent Testing Laboratory.
- 1.4.3 Standard Specification (SS) – BS EN 13403: 2003 – Ventilation for buildings – Non-metallic ducts – Ductwork made from insulation ductboards

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- 1.4.4 Fabrication Quality Control System (Product Quality Assurance Plan) - a quality plan used by the fabricator to ensure continuous compliance of the certified product.
- 1.4.5 QMS – Quality Management System aligned with the requirements of ISO 9001 Standard.
- 1.4.6 Applicant / Client – Any company with legal entity, which applies for certification of the Non-metallic ducts made from insulation ductboards used as ventilation for buildings and is responsible for fulfillment of all certification requirements and got the right to use DCL Conformity Mark for the certified product.
- Fabricators and/or manufacturers of the Non-metallic ducts made from insulation ductboards used as ventilation for buildings shall be the considered the applicant /client.
- 1.4.7 DM Certification Body: Dubai Central Laboratory Department-Products Conformity Assessment Section (DCLD-PCAS).
- 1.4.8 Authorized auditor - is any approved auditor by DCLD-PCAS either internal within DCLD or external (Approved CAB's auditor or approved auditor based on a signed contract).

2. REQUIREMENTS FOR CERTIFICATION

2.1 APPLICATION

- 2.1.1 The client shall apply to DCLD-PCAS for the certification and authorization to use of DCL Conformity Mark.
- 2.1.2 Application forms shall be submitted to DCLD-PCAS together with the following documents:
- 2.1.3 Separate application shall be submitted for each product type or group of products that refers to a different specific rules.

2.2 FACTORY OPERATION

2.2.1 Quality Management System

The client shall have a Quality Management System that is aligned to the requirements of ISO 9001 standard.
NOTE: Having a certificate of ISO 9001 is not a mandatory requirement; however the structure of the manufacturer's QMS shall be in line with its requirements.

2.2.2 Laboratory

The applicant shall have a quality assurance laboratory to carry out fabrication control testing to ensure that the products comply with the requirements of the standard specification.

The laboratory can be part of the factory facilities, or, can be through a documented agreement with an accredited

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external laboratory. As a minimum requirement, the laboratory shall have the following testing equipment:

- a. Dimensional test equipment

2.3 INITIAL FACTORY AUDIT

- 2.3.1 Initial Audit shall be carried out by duly authorized auditor(s) which shall cover the auditing of the quality management system to verify its compliance with the requirements of ISO 9001, in addition to verify the implementation of DCLD-PCAS certification's requirements. Where possible; the audit can be carried out remotely as per (DM-DCLD-RD-DP21-2098 (IC) Guidelines for Remote Audit) or as per the related approved guidelines which are followed by the approved outsourced CAB.

NOTE: An independent certification to ISO 9001 issued by a QMS certification body recognized by DCLD-PCAS may be considered as having satisfied this requirement; however, DCLD-PCAS may still opt to carry out verification audit to confirm that the factory is in compliance with requirements of DCLD certification schemes and rules, mainly the areas of production and monitoring stages of product realization, quality control and final product testing and evaluation.

- 2.3.2 Factory audit shall be conducted by the designated audit team in accordance with ISO 19011 – Guidelines for Auditing Management System.

2.4 PRODUCT EVALUATION

2.4.1 Special Provisions for Non-metallic ducts made from insulation ductboards used as ventilation for buildings that are certified to BS EN 13403 by independent accredited third party product certification bodies

- 2.4.1.1 For Non-metallic ducts made from insulation ductboards used as ventilation for buildings that are already covered by BS EN 13403 Certification the following shall apply:

- a. DCLD-PCAS duly authorized auditors shall review the current BS EN 13403 Certification to ensure that the Certificate is still valid and there are no changes in the fabrication procedure and materials used for the fabrication of Non-metallic ducts made from insulation ductboards used as ventilation for buildings, which were used by Conformity Assessment Bodies (CAB) in the certification to BS EN 13403.
- b. DCLD-PCAS duly authorized auditors shall review the available test reports as per the requirements of BS EN 13403. The said test reports shall be within the three year period from the date of issue.
- c. If the result of review of the related documents as mentioned above is meeting the requirements of clause 2.4.1.1a and 2.4.1.1b, the DCLD-PCAS duly authorized auditors may opt not carry out product sampling. However, the available test reports shall be evaluated for compliance to per clause 2.4.3.2.
- d. If the result of review of the related documents as mentioned above is not meeting the requirements of

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clauses 2.4.1.1a and 2.4.1.1b, the DCLD-PCAS duly authorized auditors shall carry out product sampling as per clause 2.4.3.1.

- e. If the result of review of the test reports as per clause 2.4.1.1c is not complying with the requirements of BS EN 13403, the DCLD-PCAS duly authorized auditors shall carry out product sampling as per clause 2.4.3.1.

2.4.1.2 After granting the DCLD-PCAS Certification, and during the periodic surveillance visits, DCLD-PCAS duly authorized auditors shall review the continuing validity of the BS EN 13403 Certification and if there are no changes in the fabrication procedure and materials used for the fabrication of Non-metallic ducts made from insulation ductboards used as ventilation for buildings as covered in the BS EN 13403 Certification, no further testing will be conducted.

2.4.1.3 At every 3rd year from original certification date, DCLD-PCAS duly authorized auditors, shall select a new sample from among the Non-metallic ducts made from insulation ductboards used as ventilation for buildings, covered within the scope of the DCL Certification and send it to independent testing laboratory for full testing.

2.4.2 Special Provisions for Non-metallic ducts made from insulation ductboards used as ventilation for buildings that are tested to the requirements of BS EN 13403 by independent accredited third party testing laboratories.

2.4.2.1 For Non-metallic ducts made from insulation ductboards used as ventilation for buildings that are tested to the requirements of BS EN 13403 the following shall apply:

- DCLD-PCAS duly authorized auditors shall review the test reports as per BS EN 13403 to ensure that the test reports are within the three year period from the date of issue. The said test reports shall be evaluated to check if there are no changes in the materials used and the fabrication procedure for Non-metallic ducts made from insulation ductboards used as ventilation for buildings, against the sample description mentioned in the test reports as per BS EN 13403.
- Where applicable, independent test should only be conducted if the result of the in-plant test shows satisfactory result. DCLD-PCAS shall accept available valid test reports conducted by an approved DCLD-PCAS independent laboratory within one year from the date of the initial assessment, in line with the internal quality control testing plan of the factory. In such case, the testing of that particular parameter(s) shall be waived accordingly.
- If the result of review of the test reports as mentioned above is not meeting the requirements of clause 2.4.3.2, the DCLD-PCAS duly authorized auditors shall carry out product sampling as per clause 2.4.3.1.

2.4.2.2 After granting the DCLD-PCAS Certification, and during the periodic surveillance visits, DCLD-PCAS duly authorized auditors shall review the continuing validity of the BS EN 13403 Certification and if there are no changes in the fabrication procedure and materials used for the fabrication of Non-metallic ducts made from insulation ductboards used as ventilation for buildings as covered in the BS EN 13403 Certification, no further testing will be conducted.

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2.4.2.3 At every 3rd year from original certification date, DCLD-PCAS duly authorized auditors, shall select a new sample from among the Non-metallic ducts made from insulation ductboards used as ventilation for buildings, covered within the scope of the DCL Certification and send it to independent testing laboratory for full testing.

2.4.3 Products not covered by BS EN 13403 Certification

2.4.3.1 Sampling and Testing

- Sampling and number of tests shall be as per the requirements specified in the standard specification (SS).
- Test samples shall be taken for initial testing from the fabrication line. Identification of samples for initial testing shall be fabricated/manufactured using the same fabrication procedure and materials.
- Three sets of sample per product per type shall be subjected to testing; the first set, if applicable, will be tested in the plant witnessed by a DCLD-PCAS duly authorized auditors, the second set will be sent to independent testing laboratory. The third set will be kept by the fabricator as reference sample.
- Test samples for independent test shall be identified and signed in the presence of DCLD-PCAS duly authorized auditors and shall be submitted to DCLD-PCAS approved independent testing laboratory.
- For periodic test requirements: The Fabricator shall have a Fabrication Control System (Product Quality Assurance Plan) to ensure continuous compliance of the certified product that ensures that Non-metallic ducts made from insulation ductboards used as ventilation for buildings, comply with the requirements of the BS EN 13403. The fabricator shall have a complete test of the requirements of BS EN 13403 for the

Non-metallic ducts made from insulation ductboards used as ventilation for buildings at least once every three years, provided there are no major changes in the materials used for the fabrication of Non-metallic ducts made from insulation ductboards used as ventilation for buildings, and fabrication procedure.

2.4.3.2 Client Declaration/Requirements/Testing

2.4.3.2.1 The applicant/client shall submit to DCLD-PCAS product declaration as follows:

- Maximum air speed
- Maximum positive pressure
- Air tightness class
- Board stiffness
- Water absorption class
- Acoustical absorption class
- Thermal conductivity @ 35°C & 60% Relative Humidity

2.4.3.2.2 Ductboard, sealants, and adhesives used in the fabrication of Non-metallic ducts made from insulation

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ductboards used as ventilation for buildings shall be DCLD Certified.

2.4.3.2.3 Duct work samples drawn for independent test shall meet the requirements of the Standard Specification (SS) as follows:

- Erosion and emission of particles as per SS clause 4.1
- Resistance against pressure (without reinforcement) as per SS clause 4.2
- Air leakage factor and air tightness class as per SS clause 4.3
- Bulging and/or craving, air leakage as per SS clause 4.4
- Supports and hangers as per SS clause 4.5
- Facilities for cleaning as per SS clause 4.6

2.4.3.2.4 Ductboards samples drawn for independent test shall meet the requirements of the Standard Specification (SS) as follows:

- Health and safety as per SS clause 4.7.1
- Microbial growth as per SS clause 4.7.2
- Board stiffness as per SS clause 4.7.3
- Water vapour resistance as per SS clause 4.7.4
- Dimensional tolerances as per SS clause 4.7.5
- Dimensional stability (optional) as per SS clause 4.7.6
- Weighted acoustical absorption
- Thermal conductivity @35°C & 60%RH
- Reaction to Fire shall have values of max 25 for Flame Spread Index of (FSI) & max 50 for Smoke Develop Index (SDI) in accordance with the requirements of 2018 UAE Fire Life and Safety Code of Practice

2.4.3.2.5 Ductwork shall comply with the application restriction as per the requirements mentioned in SS clause 5.

2.4.3.2.6 Marking, labelling and packaging shall be as per the requirements mentioned in SS clause 8 shall be clearly marked, either on the product or a label with the following information as follows:

- name or identifying mark of the manufacturer and plant
- product identity (trade name)
- designation code of the insulation product as given in the respective CEN standard

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- year of manufacture (the last two digits)
- lot or shift or time of manufacture
- dimensions and number of pieces in the package

2.4.3.3 Independent test shall only be conducted if the result of the in-plant test (if applicable) shows satisfactory result.

2.4.3.4 If the result of the test conducted by the independent testing laboratory shows non-conformance to the specified requirements, the retest shall be carried out on the reference sample kept by the manufacturer or on new samples collected by DCLD-PCAS duly authorized auditors, on which full testing shall be carried out, if necessary.

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

2.4.3.6 Only after reassessment and subsequent product compliance shall the fabricator be allowed to use DCL Conformity Mark on the product(s) which found complying with the certification requirements.

2.4.3.7 Test reports for the samples of Non-metallic ducts made from insulation ductboards used as ventilation for buildings that are tested by independent testing laboratory shall be valid for three years from the date of issue; provided there are no changes on the fabrication procedure and the materials used in the fabrication as referred to in the said test reports.

3. GRANTING OF THE DCL CERTIFICATION

3.1 CONDITIONS FOR GRANTING THE DCL PRODUCT CONFORMITY CERTIFICATE

3.1.1 When the results of the initial audit as per clause 2.3 and product evaluation as per clause 2.4 show conformity to the requirements specified in the General Rule and Specific Rule, the Certificate of Conformity and the authorization to use the DCL Conformity Mark shall be issued to the client for the type(s)/model(s)/brand(s) of the products covered by the assessment.

3.1.2 The client shall agree with DCLD-PCAS for the preparation and implementation of a product quality assurance plan / mechanism to ensure continuing compliance with the Standard Specifications and the requirements of this certification scheme. It shall consist of (1) an internal product quality assurance plan, and (2) an independent testing plan.

3.1.3 Fabrication Quality Control System (Internal Product Quality Assurance Plan)

The client shall have an internal product quality assurance plan giving details of the tests to be carried out at the factory. This will include as a minimum, the following details: (1) location of sampling; (2) frequency of

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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 cover all inspections carried out thru out the whole manufacturing process; i.e. (raw materials – production lines- finished product testing and evaluation as per standard specifications –final packing.

The plan shall take into consideration the control of raw materials, fabrication /production process, the volume of fabrication/production, the criticality of the test to be specified, frequency of sampling and testing, and other relevant factors.

3.1.4 Independent Testing Plan

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

3.2 ISSUANCE OF DCL CERTIFICATE OF CONFORMITY

If the conditions mentioned above in clause 3.1 have been complied, the client shall be issued a DCL Certificate of Conformity and a Scope of Certification that covers the type(s)/model(s)/brand(s)/size(s) of the products that are certified and will be authorized to use the DCL Conformity Mark on the certified products.

3.3 RESPONSIBILITIES OF THE DCL CLIENT

- 3.3.1 The client shall ensure that his product, for which the conformity certificate has been issued, conforms at all times to the requirements of the General Rule and Specific Rules and shall maintain to the satisfaction of DCLD-PCAS, a scheme of quality control including inspection and testing.
- 3.3.2 The client shall give the duly authorized representative(s) of DCLD-PCAS, access during working hours, without prior notification, to the premises/plant where certified product are fabricated and or stored, for the purpose of evaluating the materials, fabrication processes, finished products, quality assurance facilities, records and others in accordance with the requirements of the scheme.
- 3.3.3 The client shall maintain a log of all the DCL Certified products which includes the following information: type of Non-metallic ducts, dimensions and length, number of pieces, production dates, site or projects where these materials are supplied and delivery date. The said log shall be accessible to the DCLD-PCAS duly authorized representative(s) during working hours, without prior notification for the purpose of evaluating the materials, fabrication processes, finished products, quality assurance facilities, records and others in accordance with the requirements of the scheme.
- 3.3.4 The client shall inform the DCLD-PCAS in writing of any change of management, transfer of plant site, modification in the product, fabrication process or factory quality management system.

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- 3.3.5 In case of transfer of fabrication location, the certificate of conformity shall be deemed valid only after factory and product audit at the new site has been satisfactorily completed.
- 3.3.6 Any infraction stated in the terms and conditions of the certification scheme and the use of DCL Conformity Mark shall constitute sufficient grounds for suspension, withdrawal and termination of certification in accordance with DM-DCLD-IMS-RD-07.
- 3.3.7 Any dispute that may arise in connection with the Terms and Conditions of the certification scheme shall be settled in accordance with DM-DCLD-IMS-RD-08 Appeals, Disputes, and Complaints Procedure.
- 3.3.8 The client shall pay all applicable fees related to the certification process.

3.4 USE OF THE DCL CONFORMITY MARK

- 3.4.1 The design and use of the DCL Conformity Mark shall be in accordance with the Terms and Conditions for the Use of the DCL Conformity Mark, DM-DCLD-IMS-RD-13.
- 3.4.2 The client shall submit a product-marking proposal for approval by the DCLD-PCAS. The proposal shall include drawings and/or diagrams showing the location and size of the marking for each size of the product/product container, where applicable.
- 3.4.3 The Certificate of Conformity and the authorization to use the DCL Conformity Mark are non-transferable.

4. SURVEILLANCE

- 4.1 DCLD-PCAS or their authorized auditors shall carry out periodic factory surveillance audit 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.
- 4.2 Testing as part of the surveillance shall be in accordance with the Independent Testing Plan (clause 3.1.4) that has been agreed between DCLD-PCAS and the client.

5. FEE SCHEDULE

- 5.1 The client shall pay the applicable fees and charges related to the granting of the certification and use of the DCL Conformity Mark in accordance with DM-DCLD-RD-DP21-2074 (IC) “Fee structure for Factory Assessment Certification of Voluntary Products”.
- 5.2 The fees for this certification scheme shall include but not limited to the following

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- 5.2.1 Application Fee
- 5.2.2 Initial Assessment Fee
- 5.2.3 Certification Fee
- 5.2.4 Marking Fee
- 5.2.5 Surveillance Fee
- 5.2.6 Annual Renewal Fee
- 5.2.7 Testing Fee
- 5.2.8 Outsource Activity Fee , where applicable

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