

 GOVERNMENT OF DUBAI	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title:	Guidelines - Fee Structure for Issuance of DCLD-CQPS Fire Safety Certificate & UAE Civil Defense Certificate (DCD-COC)	عنوان الوثيقة:	
	Doc Ref.	DM-DCLD-RD-IC-0025	رقم الوثيقة:	

Table of Contents

REVISION HISTORY	2
INTRODUCTION	3
SCOPE.....	3
FEE CATEGORIES AND TERMS OF PAYMENT.....	3
CERTIFICATION FEES FOR PRODUCTS COVERED BY DM REGULATIONS.....	4
EXTRA COSTS.....	7
INVOICING.....	7
MODIFICATION TO THE FEE STRUCTURE	7

Approved by CQPSM	Authorized by CQPSM
Date of Issue : 01/05/2023	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 1 of 7

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 GOVERNMENT OF DUBAI	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
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Issue Date	Rev. No.	Summary Of Amendments
24-03-2021	0	Final Draft
01-04-2021	1	Issue for use
04-10-2022	2	Change of Section Name
01-05-2023	3	Restructured to align with the new formatting of all documents. Use of New DM Logo. Adding extra costs.

Approved by CQPSM	Authorized by CQPSM
Date of Issue : 01/05/2023	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 2 of 7

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

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 GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية: 	 بلدية دبي Dubai Municipality
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1. INTRODUCTION

This document gives details of the fees involved in issuance of DCLD-CQPS Certification and authorization to use the DCLD Conformity Mark (as applicable) as per the General Rules for the DM Third Party Certification Scheme through Factory Assessment (Type 5 hereinafter), DM-DCLD-RD-DP21-2001 (IC) and/or General Rules for Type 1 Product Certification System, DM-DCLD-RD-DP21-5001 (IC) (Type 1 hereinafter). In addition to all related requirements as stated in the relevant Type 5 specific rules for different types of thermal insulation covered within the approved scope by DCD.

2. SCOPE

The fees are calculated based on the man-hours spent to carry out the required tasks given in the procedure, and multiplied by the official DCLD-CQPS man-hour rate of Dhs 174/man-hour as provided for in DM Local Order 5/2001.

3. FEE CATEGORIES AND TERMS OF PAYMENT

All fees shall be paid to Dubai Central Laboratory Department, Dubai Municipality.

3.1 Type 5 (for DCLD-CQPS Fire Safety Certificate in addition to issuance of DCD fire certificate of conformity (DCD-COC))

S/N	Type of Fee	Details	Terms of Payment	Fee
3.1.1	Application Fee	This fee will cover the preliminary evaluation of the application and the supporting documents. Upon completion of the preliminary evaluation, the applicant shall receive a comprehensive proposal and cost estimates for carrying out the certification process.	This fee shall be paid upon acceptance by DCLD-CQPS of the application.	AED 696 per application
3.1.2	Initial Assessment Fee when applied simultaneously. (However if the factory was audited within 1 year period from the last audit date for	This fee will cover the initial assessment of the factory (Physical or remote assessment), including the adequacy audit of the relevant factory quality documentation,	The fee shall be paid prior to the conduct of the initial assessment.	(AED 174 per man-hr.) [Two man-days (AED 4176) when audited by DCLD-CQPS] Note : if the initial assessment is carried out by an outsourced

Approved by CQPSM	Authorized by CQPSM
Date of Issue : 01/05/2023	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 3 of 7

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

 GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
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	Doc Ref. DM-DCLD-RD-IC-0025	رقم الوثيقة:	

	example on SAAFAT, this fees will be only AED 1044 (For verification audit (production and QC) sampling and evaluation) or a fee equivalent to one man-day of external CAB/Auditor	audit of the factory, and sampling of the product - as applicable- for the purpose of initial product evaluation, and reporting of results. The applicant shall receive an initial assessment report upon completion.		CAB/External Auditor; then the corresponding fees shall apply
3.1.3	Issuance of DCLD-CQPS Fire Safety Certificate and DCD-COC (Initial)	This fee will be applicable only after a satisfactory result is obtained in the initial factory assessment (initial verification audit) and initial product testing (where applicable). The fee will cover the administrative costs in the preparation, issuance and maintenance of the certificate of conformity	The fee shall be paid after completing the initial assessment and prior to the issuance of the Certificate of Conformity	AED 174 per man-hour (1,044 AED per certificate)
3.1.4	Annual Renewal Fee including the issuance of the renewed COC (Both DCLD-CQPS and DCD COC)	This fee is for the annual renewal of the certificate of conformity subject to the continuing compliance with the requirements of the certification scheme. The fee will cover the administrative costs in the preparation, issuance and maintenance of the certificate of conformity	The fee shall be paid prior to the renewal of the Certificate of Conformity	AED 174 per man-hour (1,044 AED per certificate)
3.1.5	Surveillance Fees (For DCLD-CQPS Fire Safety Certificate)	This fees cover the surveillance activities; planned market and factory surveillance (as per the approved factory surveillance plan & scheduled market surveillance plan).	This fees shall be paid based on the planned surveillance activity	(174 per man-hour for DCLD-CQPS) 2088 AED (one man-day for factory and one man day for market if done by DCLD-CQPS & as per fees of External CAB/ Auditor whenever applicable
3.1.6	Testing (Where applicable)	These fees are for the cost of testing of the products related to the initial assessment and to the surveillance activities. These fees are in	The fee shall be paid in accordance with the terms of payment of	As per Fee schedule of the lab.

Approved by CQPSM	Authorized by CQPSM
Date of Issue : 01/05/2023	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 4 of 7

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 GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية: 	 بلدية دبي Dubai Municipality
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	Doc Ref. DM-DCLD-RD-IC-0025	رقم الوثيقة: 	

		accordance with the fee schedule of the DCLD-CQPS recognized laboratory.	the independent laboratory.	
3.1.7	Marking Fee *Note 1	This fee is for the use of the DCLD Conformity Mark. The fee shall be a fixed amount that will be used to cover the Certification Body expenses for promoting public awareness for the DCLD Conformity Mark, in addition to man-hour utilization for arrangement and evaluation of all activities related to outsourcing the auditing activities to CABs/External Auditor; whenever applied.	The fee shall be paid prior to issuance or renewal of the Certificate of Conformity	AED 50,000 per year

Note 1 : The client may opt to waive payment of the marking fees; in such case the authorization to use of conformity Mark shall not be granted to the client in both issued DCLD-CQPS fire Safety Certificate and DCD-COC and in no case shall the client be allowed to use DCLD Mark in his products or stationary or any other related documents of the products being certified for fire safety.

3.2 Type 1 (for issuance of DCLD-CQPS Fire Safety Certificate in addition to issuance of DCD fire certificate of conformity (DCD-COC)

S/N	Type of Fee	Details	Terms of Payment	Fee
3.2.1	Application Fee	This fee will cover the preliminary evaluation of the application and the supporting documents. Upon completion of the preliminary evaluation, the applicant shall receive a comprehensive proposal and cost estimates for carrying out the certification process.	This fee shall be paid upon acceptance by DCLD-CQPS of the application.	AED 696 per application
3.2.2	Sampling Fee (where applicable) Note : if fire test report is available with one year	This fee shall cover the selection and collection of samples at the product location.	The fee shall be paid upon acceptance by the client of the certification	AED 1,044 per application + AED 174/man-hr for additional work in excess of 1 day when sampled by DCLD-CQPS

Approved by CQPSM	Authorized by CQPSM
Date of Issue : 01/05/2023	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 5 of 7

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

 GOVERNMENT OF DUBAI	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
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	validity then sampling and testing can be waived upon approval of CQPSM	Note : if the sampling is carried out by an outsourced CAB/External Auditor; then the CAB's/External Auditor fee shall apply	proposal and prior to the sampling.	(As per CAB/External Auditor's fees when sampling is outsourced)
3.2.3	Testing Fees-(where applicable)	These fees are for the cost of testing of the products in accordance with the requirements of the relevant Specific Rules.	The fee shall be paid in accordance with the terms of payment of the independent laboratory.	As per Fee schedule of the lab.
3.2.4	Evaluation and Reporting Fee	This fee shall cover the cost of evaluation of the results and preparation of the final summary evaluation and recommendation for certification.	The fee shall be billed together with the Sampling Fee and must be paid prior to the conduct of sampling.	AED 3,132 per application
3.2.5	Certification Fee For issuance of both DCLD-CQPS Fire Safety Type 1 Certificate and DCD fire safety certificate – (DCD-COC)	This fee will be applicable only after a satisfactory result is obtained in the evaluation. The fee will cover the administrative costs in the preparation, issuance and maintenance of both fire safety COC.	The fee shall be paid prior to the issuance of the certificates	AED 1,044 per Certificate

4. CERTIFICATION FEES FOR PRODUCTS COVERED BY DM REGULATIONS

For products that are covered by DM regulations, the fees to be paid shall be in accordance with the provisions of that regulation. If the regulation does not specify any fee, the fees mentioned in this document shall apply.

Note 2 : Additional fees by the Authorities/Government shall apply whenever decided, (like for examples VAT%, Knowledge and innovation fees, etc). All additional fees for outsourcing activity shall be paid to the outsourced CAB/Personnel under direct supervision of DCLD-CQPS.

Approved by CQPSM	Authorized by CQPSM
Date of Issue : 01/05/2023	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 6 of 7

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

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 GOVERNMENT OF DUBAI	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
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5. EXTRA COSTS

Any extra cost incurred outside the above categories shall be charged separately. This includes re-auditing or re-testing due to non-compliance with requirements.

6. INVOICING

Each fee category shall be invoiced separately (either invoice or payment voucher thru ERAD system) and the client shall pay only upon receipt of such invoice. Channels of payment shall be followed as advised by DCLD-CQPS.

7. MODIFICATION AND PUBLICATION OF THE FEE STRUCTURE

The fees mentioned in this document are subject to periodic review and modifications if necessary.
The fees structure will be uploaded in DM website for the information of the clients.

Approved by CQPSM	Authorized by CQPSM
Date of Issue : 01/05/2023	Rev. No. : 03
General / عام : Level of Confidentiality / درجة السرية	Page 7 of 7

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

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