

	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	
	Document Title:	General Rules for Type 1 Product Certification Scheme	عنوان الوثيقة:	
	Doc Ref.	DM-DCLD-RD-DP32-5001 (IC)	رقم الوثيقة:	

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DATE	NUMBER	DETAILS
14-04-2011	0	Draft for review and comments
26-05-2011	1	Issue for use
12-07-2011	2	Amended clause [3], [6.2], [6.3], [10.1]
14-09-2011	3	Amended clause [5.1b], [5.2b]
13-10-2011	4	Amendment on retest provisions clause [5.1.d]&[5.3.c] and clause [7.3]
18-03-2015	5	Amended to align with ISO/IEC 17067: 2013
20-10-2015	6	Amended NOTE in clause [1.3] to read Type 1b instead of Type 1
25-12-2017	7	Amended to change the validity of the Certificate and modifying section name.
16-05-2018	8	Revised format as per the unified DM template;
09-04-2019	9	Updated as per new DM logo
17-01-2022	10	Update – Changing font type and size. Validity set to 1 year only. Remove the definition of certification system and change the numbering accordingly. Changing certification system to certification schemes. Remove 3.1 as it is contradicting with Note 1. Correction of head of certification to Manager of DCLD-PCAS (PCASM). Minor addition in 7.3 (in line with Note 1). Updating of some SRs numbering. Removing DAC and make it general to any IAF body.
13-06-2022	11	Adding provision for allowing the use of recycled materials in the production of the products, including its definition.
04-10-2022	12	Changing section name as per the new organizational structure, and replace HOU by CQPSM (Section's Manager). Modify clause 4.1 for application submittal. Allowing up to 5 batches/lots in one COC (Only for Type 1B) and revision of clause 4.3 and 6.1 accordingly. Revision the clause 3.2.3 to make the ISO certification as preferable.
12-01-2023	13	Remove the Note under clause 1.3. Updated for merging departmental procedure into sectional and changing their numbering. Modify clause 5.4b
18-04-2023	14	Revised in line with the re-structuring and shifting common provisions from all specific rules to this General Rules. Rearranging and rephrasing of some clauses. Additional highlighted changes. Use of New DM Logo.
24-10-2023	15	Revised to include statement for the DCLD-CQPS right to suspend, withdraw or terminate the issued Certificate of Conformity (CoC) and not to accept application from client for some period of time due to known violation or any other offences made by them.
02-07-2024	16	Changing the logo of the Government of Dubai with the latest design and some minor changes in terminology.

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1. INTRODUCTION AND SCOPE

- 1.1 This document is applicable to the DM Third Party Certification Scheme of determining conformity with product standards through Type 1 Product Certification Scheme. This scheme corresponds to the International Organization for Standardization (ISO) Certification Scheme Type 1 as described in the ISO 17067 and consists of five functions: (1) Selection, (2) Determination, (3) Review, (4) Decision and (5) Attestation. A successful applicant is granted a Certificate of Product Conformity, which allows them to use the DCL Mark on their product. This scheme is implemented by Dubai Central Laboratory Department – Certification and Quality Control of Products Section – (DCLD-CQPS).
- 1.2 It covers Type 1a and Type 1b certification schemes. The relevant specific rules shall indicate whether the particular scheme is Type 1a or 1b.

2. DEFINITION OF TERMS

- 2.1 **Certification** – procedure by which a third party gives written assurance that a product, process, or service conforms to specified requirements.
- 2.2 **Batch/Lot** - The defined quantity of population of products to be certified which have a composition of uniform properties ((i.e. same size, shape, dimensions, production batch number.... etc.)
- 2.3 **Certification scheme** – certification scheme related to specified products, processes, or services, to which the same specified requirements, specified rules, and procedures, applies.
- 2.4 **Specific rules (of the scheme)** – a document specifying the set of rules that are applicable to a particular certification scheme. The rules shall be based on the requirements of the standard specification or regulation.
- 2.5 **Standard specifications** – refers to the product standard specification or regulatory requirements against which the conformity of the product is being evaluated. Conformity with the standard specification is the basis for granting the type 1 Certificate of Product Conformity.
- 2.6 **Type 1 Certificate of Product Conformity (T1COC)** – a document issued under the rules of this certification scheme, by which DM Certification Body attests that the product subjected to evaluation in accordance with the rules of the relevant certification scheme, conforms to the requirements of the standard specification.
- 2.7 **DM Certification Body** – refers to Dubai Municipality - Dubai Central Laboratory Department – Certification and Quality Control of Products Section (DCLD-CQPS).
- 2.8 **Client/Applicant** – refers to the person or body that applies for certification and to whom the Type 1 Certificate of Product Conformity is issued. The client may be the owner, manufacturer, supplier, user, specifier, or approver of the product.
- 2.9 **Recycled Materials** - Material that has been recovered or diverted from the non-hazardous solid waste for purpose of reuse, recycling or reclamation and a substantial portion of which is consistently used in the manufacture of products, which may otherwise be produced using raw or virgin materials.

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3. GENERAL PROVISIONS FOR TYPE 1 CERTIFICATION SCHEME

3.1 Type 1a

3.1.1 Type 1a scheme is considered as (product) certification wherein the Certificate of Product Conformity is applicable to the type of products that were subjected to determination. Previous and subsequent production items are not covered by the certificate of conformity.

3.2 Type 1b

3.2.1 Type 1b scheme is applicable only to products included in an identified batch (or lot) as given in the application and subsequently in the Certificate of Conformity.

3.2.2 The batch (or lot) of product to be certified shall be of uniform properties (type, model, etc.) from where a random sample representing the batch (or lot) shall be selected.

3.2.3 The manufacturer of the product should preferably have a quality management system (QMS) certified to ISO 9001 by a certification body that is accredited by any IAF recognized accreditation body.

3.3 In order to grant the Type 1 Certificate of Conformity, the product shall satisfy the relevant Specific Rules issued by DM Certification Body for that particular product.

3.4 Use of Recycled materials

In some manufacturing processes, where client wishes to use recycled materials as part of its raw materials in the production cycle of the finished product (which is certified or under certification), DCLD-CQPS has no objection to approve this based on below conditions (Applicable for both certified clients or new clients);

The client shall inform DCLD-CQPS in writing and submit necessary records/data related to the use of recycled materials in its production of the product (already certified or to be certified) with the following details:

- a- Type and origin of recycled material
- b- Quality control checks of this material including testing, evaluation and acceptable criteria.
- c- Initial study or trials carried out including the QC test results to ensure that the performance of the products is still within the acceptable limits against the standard specification requirements for which the product was initially certified or to be certified.
- d- The study or trials carried out shall ensure that the properties of the product and its safe usage by the end-user and to the surrounding environment are not altered and still within the same acceptable approved standard measures and specifications (i.e. same properties before using the recycled materials).
- e- The client is responsible for all submitted records and studies to DCLD-CQPS in line with the above requirements.
- f- Confirmed declaration that recycled materials are free of harmful or radioactive materials (where applicable).

4. APPLICATION FOR CERTIFICATION

4.1 Applications for a Type 1 Certification scheme shall be made online as decided by the DM Certification Body.

4.2 Separate application shall be submitted for each product that refers to a different Specific Rules.

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4.3 Upon satisfactory results of evaluation, the Certificate of Conformity is issued to the batch/lot as defined in the application. However, the DM Certification Body may allow up to a maximum of five (5) defined Batches/lots from the same type of products under one COC (applicable only for Type 1B). In this case, the fees will be considered for each additional batch (Refer to fee structure).

4.4 The DM Certification Body shall assign a Certification Personnel to implement the certification process. The Certification Personnel shall coordinate with the applicant and make all necessary arrangements for implementing the certification.

5. CERTIFICATION PROCESS

5.1 Selection of samples

- 5.1.a The population of the product (batch) shall be defined prior to sampling. The composition of the batch shall be of uniform physical description (i.e. same size shape, dimensions, etc.) and shall be distinctly identified by any appropriate means (For example: by quantity, location, heat number, markings, dimensions, etc. or a combination of them).
- 5.1.b Selection of samples shall be in accordance with the relevant sampling procedure given in the standard specification, as applicable. Besides physical sampling; DCLS-CQPS may also arrange drawing samples remotely by any applicable means (like video recording, MS TEAMS, ZOOM, etc.)
- 5.1.c If there is no sampling procedure in the standard specification, the assigned Certification Personnel shall formulate a statistical random sampling plan based on available information about the product to be certified (i.e. quantity, types, models, location, source, etc.);
- 5.1.d The sampling and testing plan shall be prepared in such a manner that will provide highest confidence that the sample represents the entire population of product being certified.
- 5.1.e For Type 1a schemes, the total quantity may be a single product, in which case there is no need for any sampling plan.
- 5.1.f For Type 1b schemes, the sampling plan shall be formulated by taking guidance from DM-DCLD-RD-DP32-5003 (IC), such that it will represent the population of the batch of product being certified.
- 5.1.g Quantity of samples shall be as per the requirements of tests to be carried out.
- 5.1.h In case the sample fails to meet the requirements, the applicant may request for re-sampling and re-testing from the same batch of product/s, in accordance with the agreed sampling plan. If the new sample again fails to meet the requirements, the product shall be considered non-conforming, and no certificate shall be issued.

5.2 Determination of the product properties

- 5.2.a The properties to be determined shall be in accordance with the applicable Specific Rules. Determination shall be carried out by testing according to standard test method. Additional determination through visual inspection, measurement, etc., shall be carried out as necessary according to the applicable Specific Rules.

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5.2.b The test shall be carried out at an independent approved laboratory, preferably at DCLD. The selection of the independent laboratory shall be in accordance with reference document DM-DCLD-RD-DP21-2071 (IC)
“Outsourcing of Type 5 Certification Activities

5.2.c Results of testing (and other types of determination) shall be documented in official test report(s), which will be part of the supporting documents for the certification process.

5.3 Review of results and evaluation of conformity

5.3.a The results of testing conducted on the sample as per clause [5.2] shall be evaluated against the “Pass/Fail” criteria as specified in the standard specification and the applicable Specific Rule.

5.3.b The product shall be considered as conforming to the standard specification if all the results of testing and other determinations conducted are meeting the “Pass” criteria. In this case, the product shall be recommended for the issuance of the Type 1 Certificate of Product Conformity.

5.3.c In case the sample fails to meet the requirements, the applicant may request for re-sampling and re-testing from the same batch of product/s, in accordance with the agreed sampling plan. If the new sample again fails to meet the requirements, the product shall be considered non-conforming, and no certificate shall be issued.

5.4 Decision on certification

5.4.a DCLD-CQPSM shall be responsible for the approval and granting of the Type 1 Certificate of Product Conformity based on the results of evaluation [clause 5.3] and the recommendation of the assigned Certification Personnel.

5.4.b As decision maker for granting the certification, DCLD-CQPSM shall not be involved in any activity related to the evaluation for granting the certification.

5.5 Attestation of conformity

5.5.a If the decision is for granting certification, the DM Certification Body shall issue a Type 1 Certificate of Product Conformity with details and conditions as given in clause [6].

5.5.b If the decision is for NOT granting the certification, the DM Certification Body shall notify and provide to the applicant the results of determination and review, showing the justification for NOT granting the Type 1 certification.

6. DETAILS AND CONDITIONS FOR GRANTING THE TYPE 1 CERTIFICATE OF CONFORMITY

6.1 For each Application, a Type 1 Certificate of Product Conformity (T1COC) shall be issued by the DM Certification Body upon completion and satisfactory results of the certification process and payment of related fees. The T1COC shall include:

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- 6.1.a an indication whether it is a Type 1a or Type 1b certification;
- 6.1.b a statement that the product tested conforms to the standard specifications or specified requirements;
- 6.1.c a description of the product tested, including the source, location of sampling, any unique identification, and if applicable, the batch(es) and quantity(ies) from where it was taken, etc.
- 6.1.d The sampling method, or a description of how the sample was selected.
- 6.1.e The full evaluation report with all details of tests carried out, results, and Pass/Fail status, which will be considered as an integral part of the T1COC.
- 6.2 The T1COC applies only to the particular product type or batch(es) that was subjected to sampling and testing in accordance with the applicable Specific Rules.
- 6.3 The T1COC shall NOT be interpreted to represent the entire production (*NOTE 1*)
- 6.4 The T1COC is valid for one year from the date of issue as applicable to specific products.

NOTE 1: For certification of entire production, refer to DM-DCLD-RD-DP21-2001 General rules for certification through factory assessment

7. PUBLICITY FOR CERTIFIED PRODUCTS

- 7.1 The DM Certification Body shall maintain and publish a Register of Certified Products under Type 1 Certification Scheme. The information in the register shall include, as a minimum, the name of the applicant, the product, or types of products for which certification has been granted, and the applicable standard or normative document against which the product has been assessed and found in compliance.
- 7.2 The DM Certification Body shall, within its power, take the necessary action to market and promote the DM Third Party Certification schemes through any means available.
- 7.3 The applicant has the right to publish and advertise that he has been granted a Type 1 certificate. The applicant shall take care that the publications and advertisements does not create any confusions and/or misleading statements regarding the non-applicability of the certification to products other than the one tested and evaluated and that the Type 1 COC shall NOT be interpreted to represent the entire production.

8. REVISION OF RULES AND STANDARDS

- 8.1 The DM Certification Body has the right to change these General Rules and any Specific Rules issued for a particular certification scheme. Applicants should be informed accordingly as to the effective date for the implementation of the

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changes via various means; like for example uploading the rules on the website. However, the client is responsible for checking the update periodically by visiting DM website.

- 8.2 If the applicable standards or normative documents are revised or replaced, the DM Certification Body shall issue the revised rules accordingly, and (if necessary) other instructions for the implementation of the revised or replaced documents.

9. APPEALS, DISPUTES AND COMPLAINTS

- 9.1 The applicant may appeal any decision by the DM Certification Body in accordance with the Appeals Disputes and Complaints procedure DM-DCLD-RD-IC-0026 and related departmental procedures.

10. FEES

- 10.1 The applicant shall pay the necessary fees in accordance with the Schedule of Fees issued by the DM Certification Body.
- 10.2 DM Certification Body has the right to invoice for any additional work related to repeated or additional testing and/or sampling due to non-conformance found during regular assessment.
- 10.3 DM Certification Body reserves the right to amend the Schedule of Fees, if necessary.
- 10.4 Paid fees are non-refundable.

11. LIABILITY/DISCLAIMER/RIGHTS/OWNERSHIPS

- 11.1 DCLD-CQPS shall not be held liable for any action (legal or otherwise) raised by any party against the client on matters resulting from the implementation of the DM Third Party Certification scheme.
- 11.2 The client is ultimately responsible for ensuring that the product meets the requirements of other applicable regulations that were not assessed during the certification process. This includes safety, health, and environmental regulations that are not necessarily covered by the standard, or the normative document referred to in the Specific Rules.
- 11.3 In case of any dispute, settlement shall be subjected to the arbitration according to the laws and courts of the Emirate of Dubai.
- 11.4 DCLD-CQPS has all rights and ownership of the certificate, evaluation report, testing report and other related documents and records.
- 11.5 DCLD-CQPS has the right to refuse accepting the application for certification or denying the granting of certification. DCLD-CQPS has also the right to suspend, withdraw or terminate the issued Certificate of Conformity (CoC) as it deem necessary as a result/s of its investigation, and not to accept application from any client for a certain period of time due to their known violation or any other offences made by them.

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