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|  | Organization/Unit: | إدارة مختبر دبي المركزي Dubai Central Laboratory Department | الوحدة التنظيمية: |  |
| | Document Title: | DM Third Party Certification Scheme Through Factory Assessment- Fee Structure | عنوان الوثيقة: | |
| | Doc Ref. | DM-DCLD-RD-DP21-2097 (IC) | رقم الوثيقة: | |

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| Issue Date | Rev. No. | Summary Of Amendments |
|------------|----------|---|
| 17-02-2005 | 0 | Final Draft |
| 11-01-2006 | 1 | Issue for use |
| 08-06-2008 | 2 | Marking fee of 1% changed to lump sum |
| 13-08-2009 | 3 | Document reference number and format is changed according to the new IMS Including fees for preparation of the new specific rules based on client's order; additional note is added for fees decided by authorities. |
| 16-01-2018 | 4 | Revised to include fees for the issuance of DCL Fire Safety Certificate & UAE Civil Defense – COC as per UAE Fire & Life Safety Code of Practice 2018 |
| 26-03-2019 | 5 | Revised based on new followed terminologies and new section name. Add CABs and the 3 years cycle of factory surveillance and the scheduled market surveillance plan. Add remote audit as option for initial assessment in addition to CABs option for initial assessment. |
| 06-09-2020 | 6 | Including fees for arrangement and evaluation of all activities of the outsourced CABs as part of the Conformity Mark for products with fixed 50,000 AED Marking Fees. |
| 27-10-2020 | 7 | Removing the fees for the issuance of DCL Fire Safety Certificate & UAE Civil Defense – COC as per UAE Fire & Life Safety Code of Practice 2018 [under new fee Structure (DM-DCLD-RD-IC-0025)]. |
| 01-04-2021 | 8 | Updated with some other amendment and adding general note (Grey highlighted). |
| 04-10-2022 | 9 | Changing section name as per the new organizational structure and replacing HOU by CQPSM (Section's Manager) - Removing factory surveillance and adding site monitoring sampling fees. Amend clause 5 to add PV and channels of payment. |
| 04-11-2022 | 10 | Adding 3.9 and clarify the details under 3.5 |
| 27-03-2023 | 11 | Restructured to align with the new formatting of all documents. Use of New DM Logo |
| 22-08-2024 | 12 | Changing the logo of the Government of Dubai with the latest design |

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1. INTRODUCTION

This document gives details of the fees involved in the granting of the certification and authorization to use the DCLD Conformity Mark as per the General Rules for the DM Third Party Certification Scheme Through Factory Assessment, DM-DCLD-RD-DP21-2001 (IC).

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 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.

| S/N | Type of Fee | Details | Terms of Payment | Fee |
|-----|------------------------|---|---|---|
| 3.1 | 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 | Initial Assessment Fee | This fee will cover the initial assessment of the factory (Physical or remote assessment), including the adequacy audit of the relevant factory quality documentation, audit of the factory, and sampling of the product for the purpose of initial product evaluation, reporting of audit results. The applicant shall receive an initial assessment report upon completion. | The fee shall be paid prior to the conduct of the initial assessment. | AED 174 per man-hour [Two man-days (AED 4176) when audited by DCLD-CQPS] Note : if the initial assessment is carried out by an outsourced CAB/External Auditor; then the corresponding fees shall apply |

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| 3.3 | Issuance of Certificate of Conformity - Fee | This fee will be applicable only after a satisfactory result is obtained in the initial factory assessment and initial product testing. 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) |
| 3.4 | Annual Renewal Fee including the issuance of the renewal 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) |
| 3.5 | Factory Surveillance Fees And site monitoring sampling fees | These fees cover the surveillance activities; planned factory surveillance (as per the approved factory surveillance plan). (Assessment of the factory (Physical or remote assessment) and sampling of the product, reporting of audit results and the evaluation of the product test(s) result. Including the preparation of the surveillance audit report). | These fees shall be paid based on the planned factory surveillance activity and were applied for site monitoring sampling fees | (174 per man-hour for DCLD-CQPS) 1044 AED (one man-day for if factory surveillance is done by DCLD-CQPS & as per fees of External CAB/ Auditor whenever applicable. 1044 AED Site monitoring sampling fees (sampling and travelling fees), where applicable. |
| 3.6 | 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 accordance with the fee schedule of the DCLD-CQPS recognized laboratory. | The fee shall be paid in accordance with the terms of payment of the independent laboratory. | As per Fee schedule of the lab. |
| 3.7 | Marking Fee | 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 | The fee shall be paid prior to issuance or renewal of the Certificate of Conformity | AED 50,000 per year |

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| | | activities related to outsourcing the auditing activities to CABs/External Auditor; whenever applied. | | |
| 3.8 | Preparation of New Specific Rules | This fee is for the preparation of new specific rules based on the client's request. It doesn't apply on new rules that is established internally without being requested by the clients. | The fee shall be paid prior to the preparation of the new specific rules and upon acceptance of the client. | Dhs 174 per man-hour |
| 3.9 | Travel And Accommodation (where Applicable): | Actual travel expenses for the number of assigned auditors as per the audit schedule (Business class, and suitable hotel accommodations during the actual duration of the audit) | This fee shall be by borne by the client/applicant | As per actual expense at the time of travel |

General Note : If there are any fees specific provisions related to specific product, then the provisions mentioned in the fees structure of the product shall prevail, as applicable.

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 : Additional fees by the Authorities/Government shall apply whenever decided, (like for examples VAT%, Knowledge and innovation fees, etc.).

5. EXTRA COSTS

Any extra costs 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.

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