

 GOVERNMENT OF DUBAI	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	Document Title:	Surveillance of Registered Factories under Batch Certification System	عنوان الوثيقة:	
	Doc Ref.	DM-DCLD-RD-DP20-1097 (IC)	رقم الوثيقة :	

29/09/2005	0	Draft for comments
02/10/2005	1	Issue for use
03/09/2009	2	Document reference number and format is changed according to the new IMS Job titles have been revised to align with the new changes. Updated standard specifications.
14/11/2013	3	Updated, Local Order 1-2012 and revised DMS standards.
27/03/2019	4	Updated format as per new DM template and logo

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1. SCOPE

This document covers the implementation of the surveillance of registered suppliers of masonry, filler and paving blocks that are certified under the **mandatory** certification schemes as per the following Specific Rules:

- 1.1 RD-DP20-1101 (IC) Specific Rules for Batch Certification of Lightweight Masonry Blocks As Per DMS 1 Part 1.
- 1.2 RD-DP20-1102 (IC) Specific Rules for Batch Certification of AAC Masonry Blocks As Per DMS 1 Part 3
- 1.3 RD-DP20-1104 (IC) Specific Rules for Batch Certification of Concrete Blocks As Per Local Order 44-1990 and as amended by Local Order 01-2012.
- 1.4 RD-DP20-1106 (IC)-Specific Rules for Batch Certification of Normal-Weight Concrete- Polystyrene Sandwich Masonry Blocks As Per DMS 1 Part 5
- 1.5 RD-DP20-1107 (IC)-Specific Rules for Batch Certification of Clay Masonry Blocks With Thermal Insulation Insert As Per DMS 17

2. PURPOSE

- 2.1 This surveillance procedure is being implemented in order to ensure that the products supplied by the registered suppliers (after having been certified by DM) continue to comply with the standard specification as mentioned in the relevant Specific Rules.
- 2.2 The surveillance scheme will help prevent misuse of the Certificate of Conformity issued by DM-DCLD.

3. RESPONSIBILITY

- 3.1 The Head of Conformity Assessment Unit shall be responsible for planning and supervising the implementation of the surveillance system.
- 3.2 Product Quality Officer/ Engineer, and Product Quality Inspector shall carry out various tasks in the implementation of the surveillance.

4. GENERAL DESCRIPTION

The surveillance scheme involves sampling and re-verification of previously certified lots in order to confirm that the products that are being sold in the market comply with the relevant specification. The scheme consists of the following steps:

- 4.1 Surveillance planning
- 4.2 Selecting and collecting samples
- 4.3 Testing
- 4.4 Evaluation and analysis of results
- 4.5 Corrective and follow-up action

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5. SURVEILLANCE PLANNING

- 5.1 The Conformity Assessment Unit shall prepare a quarterly surveillance plan for collecting samples of previously certified blocks, either from the factory (while still in the yard awaiting delivery to site), or from the construction site.
- 5.2 The plan shall identify the registered block factory, the type of product, and the frequency of collecting the surveillance samples.
- 5.3 The frequency shall be decided based on the number of certificates issued for the particular supplier during the previous year. The block factories that are submitting more samples will be subjected to more frequent surveillance.
- 5.4 The frequency may be revised depending on the outcome of the evaluation and analysis of the results. Unplanned sampling for surveillance may also be carried out based on the results of evaluation.

6. SAMPLE SELECTION AND COLLECTION

- 6.1 The designated personnel Product Quality Officer/ Engineer, in charge of reviewing test reports and generating certificates shall identify and select previously tested/certified lots and assign inspectors to collect surveillance samples.
- 6.2 The following may be used as basis for selection of samples:
 - a. Abnormal or suspicious results
 - b. Borderline passing results
 - c. A significant number of Non-Compliance blocks from the same factory
- 6.3 The samples may be collected from the factory (while awaiting issuance of conformity certificate or while awaiting delivery to the construction site), or from the construction site.
- 6.4 In case of samples collected from the factory, if the Certificate of Conformity has not been issued, the personnel in-charge may hold its issuance until the results of testing on the surveillance sample is received and evaluated.

7. TESTING

- 7.1 The samples collected shall be submitted to DCL-EMS for testing of the same properties that were previously tested.

8. EVALUATION AND ANALYSIS OF RESULTS

- 8.1 The results of testing on the surveillance samples shall be compared with the requirements of the relevant Specific Rules and standard specification.
- 8.2 If the results are meeting the specification requirements, it will be considered as accepted and all records will be kept in the file and there will be no further action.

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- 8.3 If the results failed to meet the requirements, further investigation will be carried out. It may include:
- Compare with the original results and apply statistical test to see if there is significant difference;
 - Look for outlier results within the ten specimens in the tested sample;
 - Collect and test another sample from the same lot, if necessary.
- 8.4 If further investigation confirms that the surveillance sample is not meeting the specification requirements, corrective action shall be implemented.
- 9. CORRECTIVE AND FOLLOW-UP ACTIONS**
- 9.1 In case the Certificate has not been issued yet, a Non-Conformity Certificate shall be issued for the lot.
- 9.2 In case the Certificate has already been issued, the factory shall be notified in writing and will be asked to recall the blocks that have been delivered to the site. The factory shall be advised to carry out appropriate corrective actions and submit a report to DM-DCLD.
- 9.3 DM-DCLD Inspectors shall verify the corrective actions implemented by the factories.
- 9.4 If it is proven that there was misuse of the Certificate of Conformity, DM-DCLD Inspectors may issue a Violation Notice according to the relevant regulation.

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