

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

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
16/01/2018	4	Including fees for preparation of the new specific rules based on client's order; additional note is added for fees decided by authorities.
26/03/2019	5	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
06/09/2020	6	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.
27/10/2020	7	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.
01/04/2021	8	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)]. Updated with some other amendment and adding general note (Grey highlighted)

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1. SCOPE

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

2. GENERAL DESCRIPTION

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 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, and reporting of 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-hr.) [Two man-days (AED 4176) when audited by DCLD-PCAS] 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	Surveillance Fees	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-PCAS) 2088 AED (one man-day for factory and one man day for market if done by DCLD & as per fees of External CAB/ Auditor whenever 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-PCAS 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 DCL 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 DCL 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

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3.8	Preparation of New Specific Rules	This fee is for the preparation of new specific rules based on 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
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General Note : If there is 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. INVOICING

Each fee category shall be invoiced separately and the client shall pay only upon receipt of such invoice.

6. 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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