

DM THIRD PARTY PRODUCT CERTIFICATION SYSTEM APPLICATION FOR CERTIFICATION THROUGH FACTORY ASSESSMENT

This Application Form shall be used by applicants for product conformity certification under Reference Document RD-DP21-2001 (IC) "General rules for third party product certification through factory assessment." Applicants must complete all applicable sections. Please use BLOCK LETTERS

1. Applicant Information

Applicant Manufacturer	Name of Manufacturer:			
	Site Address:			
	Mailing Address:			
	Contact Person:			
	Designation:			
	Tel:	Fax:	E-mail:	
Applicant Representative <small>(Optional - applicable only if manufacturer is represented by a different company, e.g. Trading Company)</small>	Name of Representative Company:			
	Site Address:			
	Contact Person:			
	Designation:			
	Tel:	Fax:	E-mail:	
Management Representative <small>(Person responsible for Factory quality management system and has the authorization to deal with DCLD on matters related to this application)</small>	Name:			
	Designation:			
	Tel:	Fax:	E-mail:	
Information About the License	Industrial License No.	Date of Issue:	Validity:	Issuing Authority

2. Information about the Products Covered by the Application for License

Std. Specifications (SS) for certifying the product:	Std Spec No:	Std Spec Title:	Rev. No.
Product Description (include models, sizes, and other variants of the product that are to be included in the application for the Certification License):			

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3. Documents to be submitted with this Application

No.	Details (as required by Specific Rules)	Y/N	Remarks
3.1	Industrial/Trade License		
3.2	Complete Product Description and Specifications		
3.3	Brief Description of Manufacturing Process		
3.4	Copy of the Quality Manual – In English/Arabic		
3.5	Vicinity Map and Factory Layout		
3.6	Valid Certification to ISO 9001 (if available)		
3.7	List of key personnel and their designation		
3.8	Total number of effective personnel involved in manufacture of the product (technical, managerial and support personnel)		
3.9	List of available testing equipment and tests conducted internally		
3.10	Others:		

4. Terms and Conditions

4.1	General
4.1.1	The Applicant hereby agrees to comply with the requirements for certification as specified in the General Rules and Specific Rules and other relevant documents, and to abide by the decision of the Dubai Municipality - Dubai Central Laboratory Department, hereinafter referred to as the DM Certification Body. The DM Certification Body shall make available all related documents through the DCLD web page or other means;
4.1.2	The Applicant hereby undertakes to support the certification procedure, provide any information related to this Application as requested by the DM Certification Body, allow DM Certification Body authorized personnel to carry out the audit of the factory and to collect and keep required samples for product evaluation;
4.1.3	The Applicant hereby agrees to pay the due fees related to the certification of the products in accordance with the Fee Schedule of the DM Certification Body and as specified in this Terms and Conditions;
4.1.4	The Applicant, shall make all necessary arrangements with the DM Certification Body for the conduct of the evaluation, including provision for examining documentation and access to all areas, records and personnel for the purpose of evaluation and resolution of complaints;
4.2	Upon Granting of the License
4.2.1	The Licensee shall exert all effort to ensure that the factory quality management system continues to be implemented effectively and the product remains in accordance with the relevant Standard Specifications;
4.2.2	The Licensee shall continue to produce products covered by the license to the same specifications as to the samples that were tested and evaluated by the DM Certification Body;
4.2.3	The Licensee shall apply the DCL Conformity Mark only on products covered by the Scope of Certification. The DCL Conformity Mark shall be applied in accordance with the approved marking proposal, within one (1) month after the granting of certification.
4.2.4	The Licensee shall implement an Internal Product Quality Assurance Plan to ensure that the product continues to comply with the product standard specifications. Details of the plan shall be agreed with, and approved by the DM Certification Body;
4.2.5	The Licensee shall cooperate with the DM Certification Body and pay the necessary fees for the implementation of an Independent Testing Plan by the DM Certification Body. The Licensee shall allow (and arrange for, if necessary) the DM Certification Body to collect sample from the factory, warehouse, construction site, etc., and carry out tests on them for verification purposes, as agreed in the Plan;
4.2.6	The Licensee shall inform the DM Certification Body of any intended modification in the product, the manufacturing process, or the factory quality management system and shall obtain its approval prior to production and sale.
4.2.7	The Licensee agrees to be subjected to a yearly surveillance audit by the DM Certification Body;
4.2.8	The Licensee shall allow the DM Certification Body officially designated representative to have access, without prior notification, to the premises of the factory covered by the license during normal working hours of the factory;
4.2.9	The Licensee shall keep all records of complaints made known to the supplier relating to a product's compliance with requirements of the relevant standard and to make this records available to the DM Certification Body when requested;
4.2.10	The Licensee shall take appropriated actions with respect to such complaints and deficiencies found in products or services that affect the requirements for certification, and to document the actions taken on these complaints;

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4.2.11	The Licensee shall not make claims regarding certification outside the scope for which certification has been granted. The Licensee shall use certification only to indicate that products are certified as being in conformity with specified standards;
4.2.12	The Licensee shall not use its product certification in such a manner as to bring the certification body into dispute and shall not make any statement regarding its product certification which the certification body may consider misleading or unauthorized. The Licensee shall ensure that no certificate or report nor any part thereof is used in a misleading manner;
4.2.13	The Licensee, shall comply with DM Certification Body guidelines when making reference to its product certification in communication media such as published documents, brochures or advertising;
4.2.14	The DM Certification Body shall not be made liable to the Licensee for any loss, damage, or expense arising from failure by the Second party to comply with its obligations resulting in product recall, suspension or cancellation of the license;
4.2.15	The Licensee shall agree to protect and indemnify the DM Certification Body against all claims (legal or otherwise) by any third party for loss, damage, or expense arising in relation to the use of the Licensee's certified product;
4.2.16	The licensee agree to assume comprehensive liability of any party claim, in any location and in all manners, as a manufacturer and/or owner, and to release and protect Dubai Municipality from any liability whatsoever.
4.2.17	The Licensee, upon suspension, cancellation, or withdrawal of certification, shall discontinue the sale of product bearing the DCL Conformity Mark; discontinue its use in all advertising matter that contains reference thereto; and return any certification documents as required by the DM Certification Body;
4.2.18	Any infraction of these Terms and Conditions shall constitute sufficient grounds for the suspension or cancellation of the DM Certification Body license;
4.2.19	In case of any dispute, settlement shall be subjected to the arbitration according to the laws and courts of the Emirate of Dubai.
4.2.20	The licensee shall regularly check the DCLD web page www.dcl.ae for announcements and instructions related to their certification, and shall ensure that only the latest versions of the relevant certification documents are used and implemented.

Authorized Signature <i>(Note: The signatory must have the appropriate executive authority in the organization applying for certification).</i>	Signature: _____ Name: _____ Designation: _____ Date: _____
Submit Completed Application Form to: <i>(Note: Complete application and supporting documents may be scanned and e-mailed to the e-mail address indicated)</i>	Inspection and Certification Section Dubai Central Laboratory Department, DM P.O. Box 67, Dubai, U. A. E. Tel: +971 (04) 3027555 Fax: +971 (04) 3351127 E-mail: certification@dm.gov.ae

For DCLD use only:

Application No.		Received By		Project No		Date	
Remarks:							