



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:

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DM-DCLD-RD-CQP-2097

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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 are changed according to the new IMS Including fees for preparation of the new specific rules based on client's order; additional notes are 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
04-11-2022	10	sampling fees. Amend clause 5 to add PV and channels of payment.
27-03-2023	11	Adding 3.9 and clarify the details under 3.5
22-08-2024	12	Restructured to align with the new formatting of all documents. Use of New DM Logo
15-05-2025	13	Changing the logo of the Government of Dubai with the latest design
17-07-2025	14	Updating the Initial Assessment Fee calculation of the audit from 6 hours to 8 hours.
01-08-2025	15	Restructured to align with the new internal formatting of all documents
18-11-2025	16	Change of Document Numbering format
19-11-2025	17	Updated the surveillance fees to 8 hours calculation.
		Incorporation of U-value calculation fee.
28-07-2026	18	Updated the document reference number from DM-DCLD-RD-CQPS-2097 to DCLD-RD-CQP-2097

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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-CQP-2001.

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 174 AED/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.	696 AED 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.	174 AED per man-hour [Two man-days 8 hours each when audited by DCLD- CQPS]

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	174 AED per man-hour / 6 hours (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 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	174 AED 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 AED per man-hour for DCLD-CQPS) 1392 AED (one man-day for if factory surveillance is done by DCLD-CQPS 1392AED 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 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
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 to new rules that are established internally without being requested by the clients.	The fee shall be paid prior to the preparation of the new specific rules and upon the acceptance of the client.	174 AED 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 borne by the client/applicant	As per actual expense at the time of travel
3.10	U-Value calculation for Initial Application of product	The fee covers the full technical assessment required for first-time calculation. This includes the full pre-calculation preparation based on product type and how the layers and sections are divided. The calculation is in accordance with BS EN ISO 6946. The fee reflects the comprehensive analysis carried out for products being submitted for the first time.	The fee shall be paid prior to the process of calculation.	(174 AED per man-hour for DCLD-CQPS) two man-days, 6 hours 2088 AED



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3.11	U-Value calculation for Subsequent Application of product	The fee covers product types that have already been evaluated/calculated previously and there is no need for further pre-calculation preparation. The calculation is in accordance with BS EN ISO 6946.	The fee shall be paid prior to the process of calculation.	(174 AED per man-hour for DCLD-CQPS) one man-day, 6 hours 1044 AED
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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 through ERAD system) and the client shall pay only upon receipt of such an 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 fee structure will be uploaded to DM website for the information of the clients.

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