

 حكومة دبي GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title: Application for Certification Through Factory Assessment (Type 5)	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-F-IC-2001	رقم الوثيقة:	

This Application Form shall be used by applicants for product conformity certification under Reference Document DM-DCLD-RD-DP21-2001 (IC) "General Rules for DM Third Party Product Certification Scheme through Factory Assessment." Applicants must complete all applicable sections. Please use **BLOCK LETTERS**

1. Applicant Information

Applicant <input type="checkbox"/> Main Manufacturer <input type="checkbox"/> Outsourced facility whenever applicable <i>Note: If an outsourced (OS) facility applicant, please put "OS for (name of company)" after the name of your company.</i>	Name of Manufacturer:			
	Location:			
	Mailing Address:			
	Contact Person:			
	Designation:			
	Tel:	Mobile:	E-mail:	
Applicant Representative <i>(Optional - applicable only if the manufacturer is represented by a different company, e.g. Main applicant for an outsourced application, Trading Company who apply on his behalf)</i>	Name of Representative Company:			
	Address:			
	Contact Person:			
	Designation:			
	Tel:	Mobile:	E-mail:	
	Management Representative <i>(Person responsible for Factory quality management system and has the authorization to deal with DCLD-CQPS on matters related to this application)</i>	Name:		
Designation:				
Tel:		Mobile:	E-mail:	
Information About the License	Industrial License No.	Date of Issue:	Validity:	Issuing Authority

2. Information on the Products Covered by the Application for Certification

Standard Specifications (SS) for certifying the product:	SS No:	SS Title:	Year/Edition

Approved/Authorized by CQPSM	OPEN DATA / بيانات مفتوحة : Level of Confidentiality/درجة السرية
Date of Issue: 15-12-2004	Rev. No.: 31
Date of update: 15-07-2025	Page 1 of 7

 حكومة دبي GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title: Application for Certification Through Factory Assessment (Type 5)	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-F-IC-2001	رقم الوثيقة:	

Product Description (include models, sizes, and other variants of the product that are to be included in the application for Certification):	

3. General information

No.	Details (refer also to the related Specific Rules)	Remarks
3.1	Industrial/Trade License Number and issuing authority <i>Note: Factory name that will appear in the certificate is based on factory license</i>	
3.2	Brief Description of Manufacturing Process	
3.3	Confirmation that the Quality Management System (QMS) is in line with current ISO 9001 requirements or availability of a valid ISO 9001 certificate (to provide the certificate number and validity).	
3.4	Total number of effective personnel involved in manufacture of the product (technical, managerial and support personnel) including names of main key personnel	
3.5	Total number of production line for the products under application (if applicable)	
3.6	Other supporting documents (Please specify, if any ...)	

4. Terms and Conditions

<h4>4.1 General</h4> <p>4.1.1 The Applicant and its outsourcing production facility/location whenever applicable shall 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 Dubai Municipality (DM) - Dubai Central Laboratory Department, Certification and Quality Control of Products Section (DCLD-CQPS)- hereinafter referred to as the DM Certification Body. The DM Certification Body shall make available all related documents through the DM web page (www.dm.gov.ae) or any other possible means.</p> <p>4.1.2 The Applicant and its outsourcing production facility/location whenever applicable shall support the certification procedure, provide any information related to this Application as requested by the DM Certification Body, allow DM Certification Body authorized personnel (DM Certification body or its outsourced personnel/CABs) to carry out the</p>

Approved/Authorized by CQPSM	OPEN DATA / بيانات مفتوحة : Level of Confidentiality/درجة السرية
Date of Issue: 15-12-2004	Rev. No.: 31
Date of update: 15-07-2025	Page 2 of 7

 حكومة دبي GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title: Application for Certification Through Factory Assessment (Type 5)	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-F-IC-2001	رقم الوثيقة:	

<p>audit (physically or remotely) of the factory and to collect and keep required information, audit objective evidences and samples for product evaluation.</p> <p>4.1.3 In cases where the remote auditing (initial or surveillance) is justified, decided, and mutually agreed between the applicant and DM certification body; the applicant and its outsourcing production facility/location shall make all necessary arrangements and provide all necessary and efficient IT tools that will ensure and facilitate the auditing and evaluation process in an effective manner.</p> <p>4.1.4 The Applicant and its outsourcing production facility/location whenever applicable shall 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; in addition to fees related to outsourced/external resource activities, if applicable.</p> <p>4.1.5 The Applicant shall make all necessary arrangements with the DM Certification Body or its outsourced personnel/CABs for the conduct of the evaluation, including provision for examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and client's subcontractors for the purpose of evaluation and investigation of complaints, and the participation of observers, if applicable.</p> <p>4.1.6 Except as required by ISO/ IEC 17065 or by law, DM Certification Body shall not disclose information gathered during certification activities about a particular product or its applicant to any third party without the written consent of the applicant. Where the law requires information to be disclosed to the third party, the applicant is informed of the information provided as permitted by the law.</p> <p>4.1.7 The Applicant shall inform DM Certification Body during the initial application process and/or during the first evaluation and initial assessment and later after certification - whenever it may happen- on all information concerning the outsourced processes used by the client that will affect conformity to requirements or certification rules and provisions; so DM Certification Body may decide on the appropriate action or contractual control over these outsourced process as deemed necessary and applicable.</p> <p>4.1.8 All the documents and files provided by the applicant to Dubai Municipality - Dubai Central Laboratory Department, Certification and Quality Control of Products Section (DCLD-CQPS), the applicant should have the right to share it and do grant DCLD-CQPS the right to copy, save, store, study internally those documents and files.</p> <p>4.2 Upon Granting of the Certificate of Conformity</p> <p><i>Note: The client, as referred to below, is the applicant and its outsourcing production facility/location whenever applicable, but with the condition that the certificate of conformity is issued only to the main applicant being the owner of the certificate and that the outsourced facility shall appear/or referred to only in the scope of certification (either the company name or the assigned client code, whichever is acceptable).</i></p>

Approved/Authorized by CQPSM	OPEN DATA / بيانات مفتوحة : Level of Confidentiality/درجة السرية
Date of Issue: 15-12-2004	Rev. No.: 31
Date of update: 15-07-2025	Page 3 of 7

 حكومة دبي GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title: Application for Certification Through Factory Assessment (Type 5)	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-F-IC-2001	رقم الوثيقة:	

4.2.1	The Client 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 Client shall continue to produce products covered by the Certification to the same specifications as to the samples that were tested and evaluated by the DM Certification Body. (Refer also to 4.2.6)
4.2.3	The Client shall apply the DCL Conformity Mark only on products covered by the Scope of Certification. The client shall comply with any requirements that may be prescribed in the certification scheme relating to the use of marks of conformity, and on information related to the product; Use of DCL Conformity Mark is as per DM-DCLD-RD-DP21-2069 (IC) (Terms and Conditions for the Use of the DCL Mark) and other related rules.
4.2.4	The Client 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 during the initial assessment process and continue to be implemented during the validity of the certification.
4.2.5	The Client 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 Client shall allow (and arrange for, if necessary) the DM Certification Body and/or its authorized personnel 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 Client shall inform the DM Certification Body, without delay, of any intended modification in the product, , products specifications, the manufacturing process, or major changes to factory quality management system among any other changes (like for example : the legal, commercial, organizational status or ownership, organization and management like key managerial, decision-making or technical staff; contact address and production sites) that may affect the conformity of the product and its ability to conform with the certification provisions and requirements and shall obtain its approval prior to production and sale.
4.2.7	The Client shall be subjected to surveillance audit by the DM Certification Body and/or its authorized personnel in accordance with DM-DCLD-RD-DP21-2096(IC) and surveillance plan.
4.2.8	The Client shall allow the DM Certification Body and/or its authorized personnel officially designated representative to have access, without prior notification, to the premises of the factory covered by the certification during normal working hours of the factory. The client shall also allow the participation of observers in the certification process who might be from among its authorized personnel or accreditation body personnel.
4.2.9	The Client shall always act and behave in a professional manner with all its dealings and fully cooperate at the time of the audit with the DM Certification Body and/or its authorized personnel / officially designated representative.
4.2.10	The Client 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 these records available to the DM Certification Body and/or its authorized personnel when requested.

Approved/Authorized by CQPSM	OPEN DATA / بيانات مفتوحة : Level of Confidentiality/درجة السرية
Date of Issue: 15-12-2004	Rev. No.: 31
Date of update: 15-07-2025	Page 4 of 7

 حكومة دبي GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title: Application for Certification Through Factory Assessment (Type 5)	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-F-IC-2001	رقم الوثيقة:	

- 4.2.11 The Client shall take appropriate 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.
- 4.2.12 The Client shall not make claims regarding certification outside the scope for which certification has been granted. The Client shall use certification only to indicate that products are certified as being in conformity with specified standards.
- 4.2.13 The Client shall not use its product certification in such a manner as to bring the certification body into disrepute and shall not make any statement regarding its product certification, which the certification body may consider misleading or unauthorized. The Client shall ensure that no certificate or report nor any part thereof is used in a misleading manner. The client is fully understanding that such violations or deviations from certification scheme requirements shall be ground for necessary actions like suspension, withdrawal of certification or may be subject to legal action if deemed justified based on the degree of violation.
- 4.2.14 The Client shall comply with DM Certification Body guidelines when referring to its product certification in communication media such as published documents, brochures or advertising.
- 4.2.15 The DM Certification Body and its authorized personnel shall not be made liable to the Client for any loss, damage, or expense arising from failure by the Second party to comply with its obligations resulting in product recall, suspension, termination or withdrawal of the certification.
- 4.2.16 The Client shall protect and indemnify the DM Certification Body and its authorized personnel against all claims (legal or otherwise) by any third party for loss, damage, or expense arising in relation to the use of the Client's certified product.
- 4.2.17 The Client shall 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.
- 4.2.18 The Client, upon suspension, termination, or withdrawal of certification, shall discontinue the use of the Certificate of Conformity and discontinue the use of conformity mark in its products and the sale of product bearing the DCL Conformity Mark; in addition, to discontinue its use in all advertising matter that contains reference thereto; and return any certification documents as required by the DM Certification Body. In case of reduction of scope, the client shall discontinue the use of DCL conformity mark on the products removed from the scope of certification.
- 4.2.19 If the client provides copies of the certification documents to others, the documents shall be reproduced in their entirety.
- 4.2.20 The DM Certification Body shall publish on the DM web page the name of the Client (as indicated on the certificate issued based on the factory license), contact information, DCL certificate number, the product(s) covered by their DCL Certification, and the status of the DCL Certification (as a minimum).

Approved/Authorized by CQPSM	OPEN DATA / بيانات مفتوحة : Level of Confidentiality/درجة السرية
Date of Issue: 15-12-2004	Rev. No.: 31
Date of update: 15-07-2025	Page 5 of 7

 حكومة دبي GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title: Application for Certification Through Factory Assessment (Type 5)	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-F-IC-2001	رقم الوثيقة:	

<p>4.2.21 The Client shall regularly check the DM web page www.dm.gov.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.</p> <p>4.2.22 Any infraction of these Terms and Conditions shall constitute sufficient grounds for the suspension, termination, or withdrawal of the Certification.</p> <p>4.2.23 In case of any dispute, settlement shall be subjected to arbitration according to the laws and courts of the Emirate of Dubai.</p> <p>4.2.24 The DM certification body has all rights and ownership of the certificate, certification scope, audit report, evaluation report, testing report and other audit findings/documents.</p> <p>4.2.25 The DM certification body has the right to refuse accepting the application for certification or denying the granting of certification. In such cases the DM Certification body will document the reasons behind such a decision and communicate with the applicant.</p>	
Authorized Signature <i>Note 1: If main applicant only, to be signed by the executive authority in the organization applying for certification.</i> <i>Note 2: If an outsourced facility, the signatories (both main applicant and outsourced facility) 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 any other supporting documents shall be applied online in DM web page as guided by CQPS.)</i>	Dubai Central Laboratory Department - Certification and Quality Control of Products Section (DCLD-CQPS) P.O. Box 67, Dubai, U. A. E. Tel: +971 (04) 3027555 E-mail : certification@dm.gov.ae ** <i>**Please limit file size of emails to 5 MB only.</i>

For DCLD-CQPS use only:

Application No.		Received By		Client ID		Date	
-----------------	--	-------------	--	-----------	--	------	--

Approved/Authorized by CQPSM	OPEN DATA / بيانات مفتوحة : Level of Confidentiality/درجة السرية
Date of Issue: 15-12-2004	Rev. No.: 31
Date of update: 15-07-2025	Page 6 of 7

 حكومة دبي GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي Dubai Municipality
	Document Title: Application for Certification Through Factory Assessment (Type 5)	عنوان الوثيقة:	
	Doc Ref. DM-DCLD-F-IC-2001	رقم الوثيقة:	

Remarks:

Approved/Authorized by CQPSM	OPEN DATA / بيانات مفتوحة : Level of Confidentiality/درجة السرية
Date of Issue: 15-12-2004	Rev. No.: 31
Date of update: 15-07-2025	Page 7 of 7