



**Extension / Reduction / Re-Evaluation of Scope of Certification
And Extension of Certification for the same Factory
Dubai Central Laboratory**

Doc. Ref : IMS-RD-06

Rev. No. : 02

Issue Date : 11/04/2012

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[Ref. to: IC document RD-IC-0004]

Associated Documents :

Applicable Standards

- ISO 17025:2005,
- ISO 9001:2008,
- OHSAS 18001:2007,
- ISO 14001 :2004
- ISO Guide 65 1996
- ISO /IEC 17020:1998
- DGEP Criteria 5
- The Integrated Management System Manual
- Local Order 11:2003 “ on Public Health and Safety in the Emirate of Dubai’
- Local Order 61:1991 “on Environmental protection systems in the Emirate of Dubai’

Work Instructions : Non

Forms/ Records : Non

Amendments Sheet

Issue Date	Rev. No.	Summary of Amendments
	00	Draft Doc
08/05/2011	01	Issue for Use
11/04/2012	02	Added clause [6.3]& Inclusion of ISO/IEC 17020

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1. INTRODUCTION

- 1.1 This document describes the process of applying for an (1) extension / reduction / re-evaluation of Scope of Certification (*for additional product/s under the same requirements*) and (2) extension of Certification for the same factory (*for the same type of product/s but different Requirements*) by a holder of DCLD Certification License in accordance to the requirements of the DCLD Certification Body.

2. SCOPE

- 2.1 This procedure applies to licensee with product/s already certified under the same requirements, and to licensee with the same type of products produced under different requirements, wherein both products are manufactured in the same factory.
- 2.2 This procedure covers from submission of letter of intent up to the issuance of amended Scope of Certification or issuance of new DCLD Certificate and Scope of Certification, whichever is applicable.

3. REFERENCE DOCUMENTS

- 3.1 Specific Rules for Product Certification
3.2 Technical Approval Requirements Report (TARR)

4. DEFINITIONS

- 4.1 DCLD Certification body: Either the Inspection and Certification Section (ICS) or the Research & Standardization Management Office (RSMO) at Dubai Central Laboratory Department (DCLD) as applicable.
- 4.2 Certification Committee: Either the Technical Certification Committee of ICS or the Committee for Technical Approvals of RSMO at DCLD as applicable.

5. RESPONSIBILITIES

- 5.1 HCB – Head of DCLD Certification Body
5.2 Director of DCLD
5.3 Certification Committee
5.4 DCLD Certification Body Auditors
5.5 DCLD Certification Body –

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6 PROCEDURE

6.1 Extension of Scope of Certification

6.1.1 Application for Extension

6.1.1.1 DCLD Certification License holder may apply for an extension of Scope of Certification for additional types or models of product covered by the same existing requirements for which a certification is already granted.

6.1.1.2 Licensee shall submit a letter of intent for the extension of the Scope of Certification to the DCLD Certification Body containing the description and specification of the product being applied for an extension.

6.1.2 Factory Visit & Sampling

6.1.2.1 DCLD Certification Body's decision to carry out factory visit and sampling shall be based on the following:

6.1.2.1.1 A factory assessment and sampling shall be conducted if the product being applied for extension has different production process.

6.1.2.1.2 Only sampling and testing of additional types of product/s shall be conducted if the production process is the same.

6.1.2.2 Samples of the product applied for extension shall be drawn either by DCLD Certification Body or by a Subcontractor CAB (refer to IMS-RD-09) either from the production line or warehouse, and will be subjected to different tests as required by the certification requirements by any recognized Independent Testing Laboratory to determine compliance.

6.1.2.3 DCLD Certification Body shall ensure that the certification requirements are strictly implemented.

6.1.3 Evaluation and Reporting

6.1.3.1 Result of the tests conducted by the independent laboratory for samples taken shall be evaluated by the DCLD Certification Body against the certification requirements.

6.1.3.2 If the evaluation shows compliance to the specified requirements, the specific type of product shall be recommended for inclusion in the scope of certification.

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6.1.3.3 However if failure occurs, the company shall be immediately notified accordingly.

6.1.3.4 Only after result of product test shows compliance to the certification requirements shall the application for extension of scope be recommended for approval.

6.1.3.5 HCB shall make the final decision on the approval of extension of Scope of Certification.

6.1.3.6 Upon approval, an amended Scope of Certification shall be issued to the licensee.

6.2 Voluntary Reduction of Scope

6.2.1 Scope of Certification may be reduced upon the request of the licensee for whatever reason.

6.2.2 Licensee shall submit a letter of intent for the reduction of the scope of certification to the DCLD Certification Body to include the following;

6.2.1.1 Details of certified product/s to be removed from the scope

6.2.1.2 Reason/s for the reduction of Scope of Certification

6.2.1.3 Date of Effectivity or Last Date of Production

6.2.1.4 Inventory of the product to be removed from the Scope of Certification
(if still available in the factory)

6.2.3 The submitted documents shall be reviewed and if found satisfactory, the HCB shall make the final decision on the reduction of Scope of Certification.

6.2.4 The amended (reduced) Scope of Certification shall be issued to the licensee

6.3 Mandatory Reduction of Scope

6.3.1 Scope of Certification shall be reduced if any of the certified products have not been produced by the company and subjected to DCL tests within the validity period of the certification license.

6.3.2 DCL shall issue a notice to the company at least 3 months before the expiration of their license in order allow them to produce the product for DCL sampling and testing should they decides to maintain the product/s in the scope of certification.

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6.4 Re-evaluation of Scope due to changes that may affect compliance with certification requirements

6.4.1 Scope of Certification shall be re-evaluated if any of the following events takes place:

6.4.1.1 Changes in the product which may affect its compliance with the Certification requirements

6.4.1.2 Changes in the requirements to which the product is certified

6.4.1.3 Changes in the ownership, structure or management of the supplier, if relevant

6.4.1.4 Any other information that may affect compliance with the requirements of the certification system

6.4.2 In case of [6.4.1.1], [6.4.1.2] and [6.4.1.4] (*if applicable*), re-assessment of the product shall be carried out.

6.4.3 In case of [6.4.1.3] and [6.4.1.4] (*if applicable*), full assessment of the Quality Management System and product shall be carried out.

6.4.4 Depending on the outcome of clause [6.4.2] and/or [6.4.3], the final outcome for this activity shall be either (1) retention of the current Scope of Certification or (2) reduction of scope, in case of not meeting the requirements.

6.4.5 HCB shall make the final decision on either, retention of current Scope; or reduction of Scope in case the requirements are not complied due to the changes.

6.4.6 In case of reduction of scope, an amended Scope of Certification shall be issued to the licensee.

6.5 Extension of certification for a factory for the same type of product/s but different requirements

6.5.1 Application for Extension

The licensed factory shall submit application for Certification (for additional types of products made at the same factory, but to a different Requirements) using the standard application form for new application.

6.5.2 Factory audit, sampling and testing

6.5.2.1 A factory audit and sampling shall be conducted if the product being applied for extension has different production process.

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6.5.2.2 Only sampling of additional types of product/s shall be conducted if the production process is the same or similar as previously audited.

6.5.2.3 Samples of the product applied for extension shall be drawn either by DCLD Certification Body or by a Subcontractor CAB (refer to IMS-RD-09) either from the production line or warehouse, and will be subjected to different tests as required by the certification requirements by any recognized Independent Testing Laboratory to determine compliance.

6.5.2.4 DCLD Certification Body shall ensure that the certification requirements are strictly implemented.

6.5.3 Evaluation and Reporting and issue of Certification License

6.5.3.1 Evaluation, reporting, recommendation and approval of the results of factory audit (if conducted) and product testing shall be in accordance with the procedures for new certification applications.

6.5.3.2 If the results are satisfactory, the Certification Committee shall review and recommend for the issuance of a new Certificate, subject to the final approval by the Director of DCLD.

6.5.3.3 Upon approval by the Director and payment of appropriate fees, a new Certificate (with corresponding Scope of Certification) shall be issued to the customer.

7.0 APPLICABLE FEES

7.1 Fees shall be charged for the following:

7.1.1 Application Fee

7.1.2 Factory audit and sampling fee

7.1.3 Testing fees (to be paid directly to the Independent Laboratory)

7.1.4 Certification fee

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