

DCD Product Approval **Document Technical Review Process**

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A. Technical Review Procedure

A.1 Introduction

From September 2008, a new product approval procedure has been implemented in Dubai. The technical review part of the process is described in this document.

PLEASE NOTE: The technical review comprises one part of the requirements of the **Dubai Civil Defence (DCD)** product approval procedure. The remaining parts of the review (related to corporate legitimacy) are conducted by DCD, for which a separate application and fee may apply.

This procedure is applicable to manufacturers and agents located in Dubai.

All products that claim a fire safety characteristic are subject to this technical review.

This procedure is applicable to:

- all new approval applications
- renewal of existing approvals
- amendments to existing approvals

Products subject to DCD approval require third party certification. The requirements for third party certification schemes are detailed in Section B.2 of this document.

United States, British and European test standards will be accepted (typically ASTM, BS and EN respectively). The list is not exhaustive and as more test standards are evaluated these may be added. It is also intended that acceptance may be extended to other national test standards in due course. These will be considered on a case-by-case basis considering the technical equivalence of such standards with other accepted standards. A request for consideration of an alternative standard should be made by quoting the test standard(s) used as the basis for certification together with justification of equivalence to appropriate United States, British and European test standards (see Section B.3 for further details).

It is recommended that companies or persons (hereinafter called the 'applicant') interested in introducing a product or products onto the Dubai market visits the DCD website once it is fully operational and familiarises themselves with all of the information thereon.

The applicant should consider the following when applying:

- Which products do you want to introduce?
- Do you have a UAE registered company and the appropriate trade licence for the products?
- What are the products' fire-related characteristics?
- What are the products' durability characteristics?
- What standards do the products comply with?
- Do you have other documentary information about the products (specifications etc)?
- Are the products produced the subject of a certification scheme?

For more information on these issues, see the F.A.Q.s in Section B.1.

All enquiries relating to this procedure should be emailed to dcd.approvals@bodycote.com

This document will be reviewed as necessary. It is the applicant's responsibility to acquire the latest version.

A.2 Technical Documentation Review Procedure

The following is a summary of the procedure for technically reviewing products related to fire safety intended for use in Dubai. Additional information is provided in Section B.

- a. The applicant shall submit the required documents (described in this procedure) to DCD in Al Qusais, Dubai. Applications are accepted on Mondays and Wednesdays between 8am and 1pm. Applications must be accompanied by payment for the document technical review. The application will be reviewed. Incomplete applications will be rejected and the applicant will be informed of the reason(s) for rejection. If the documentation submitted fulfils the requirements, a letter of technical compliance with the DCD product approval document technical review process will be generated.
- b. If the documentation submitted does not fulfil the requirements, a letter of non-compliance with the DCD product approval document technical review process shall be generated. This document will include recommendations on what additional information / documentation may be needed in order to fulfil the requirements.
- c. DCD will then assess the product's suitability for the Dubai market and regulation compliance. Further legal documentation and associated fees may be required by DCD.
- d. The final decision on approval is made by DCD.
- e. Appropriate information regarding approved products will be maintained on a public DCD website in due course.

A.3 Document Submission Requirements

A.3.1 General Requirements

- All submissions shall be presented, fully indexed, in a file that allows easy removal of pages (i.e. no staples or spine binding).
- A separate application form and file must be submitted for each product. Minor variations may be acceptable, provided that the variants are clearly within the same family of products supported by the same technical performance evaluation data.
- All submitted documentation must be readily verifiable. Where the documentation is publicly available for verification on the issuing body's web-site, only copies are required. Otherwise, copies attested by the issuing bodies or other official organisations are required (e.g. notary public). Failure to provide attested copies (or a web-site address) of documentation will result in rejection of the application. If the submittal contains documents that are not in English, the applicant must also provide a translation authenticated by the original document issuing body.
- Only documents for the technical review will be accepted, as detailed below. Documentation relating to the DCD corporate legitimacy review will not be accepted and shall be either subsequently submitted directly to DCD or retained by the applicant.
- Incomplete submissions will be returned to the applicant with reasons for the rejection. It is the applicant's responsibility to ensure that the submission is complete and meets the full requirements of this approval procedure document.
- Certificates and reports may be verified by **Bodycote Warringtonfire Middle East (BWME)** with the issuing certification bodies (BWME is the technical review body authorised to review applications on behalf of DCD).
- If the review clearly shows that the documentary evidence provided meets the full requirements detailed in this approval procedure document, a **letter of technical compliance (LOTC)** with the DCD product approval document technical review process will be produced by BWME / DCD. The LOTC will include any restrictions or limitations on use of the product reflecting those in third party certificates or otherwise in accordance with DCD requirements.
- If the review results in a rejection of the product, this information, and the reasons for rejection will be provided to DCD and the applicant.
- DCD shall review the LOTC and product for suitability for the Dubai market and regulatory compliance. At this stage, DCD may request other documentation and fees from the applicant, including legal incorporation documents etc.
- LOTCs have a maximum validity of one year, after which they are subject to review. The review is due on or before the date of expiry, as shown on the previous LOTC and is conducted using the same (or updated) process as the original review. All certificates and documents submitted for the annual review must be current and up to date – this may mean documents supplied with the original or previous application may no longer be acceptable. Applicants will receive one notice that the annual review is due (automatically generated by the DCD website functionality). After this, if the applicant does not submit the appropriate documents for review, the product will be removed from the approved register or marked 'approval expired' (again, automatically).

- A register of approved products is maintained by DCD and is publicly available through the website (when implemented).

A.3.2 Submission Documents

The following documents are required.

- Completed application form (see Appendix 1)
- Payment for each product to be approved (see Section A.3.3. below)
- Product brochure
- Third party certification certificates, issued by the certification body
If not included on the certificate, the certification must be accompanied by the design appraisal issued by the certification body. This must include a defined field of application specific to the product, describing the product and defining how the product can be used; including performance and application, with allowable variations. Please see Section B.2 for third party certification requirements.

Note.

- 1 – The relationship between the products being certified and the defined field of application must be clear and unambiguous, i.e. clearly cross-referenced.
- 2 – The accreditation of the certification must be readily verifiable.

A.3.3 Fees

The fee for the technical review, on the date of issue of this document, is AED 750 per product. This charge is subject to periodic review. Please email: dcd.approvals@bodycote.com to confirm current fee levels.

Payment shall be made **by cheque only**, payable to **Bodycote Warringtonfire Middle East**. Cash will not be accepted.

B. Additional Information

This section contains the following sub-sections.

- B.1 Frequently asked questions (FAQs)
- B.2 DCD requirements for third party product conformity certification schemes
- B.3 Assessment of equivalence of test standards
- B.4 Accepted certification schemes
- B.5 DCD timescales for the implementation of specific requirements associated with third party product certification schemes used in support of the product approval document technical review process

B.1 Frequently Asked Questions (FAQs)

Q1 When do the requirements of this approval procedure come into effect?

A1 This procedure is applicable immediately to the following.

- all new approval applications
- renewal of expired approvals
- amendments to existing approvals

Q2 Who must apply for approval; am I eligible?

A2 The manufacturer; who must be licensed to trade in the UAE.

Alternatively, the manufacturer's agent who shall also be licensed to trade in the UAE and have a formal agency agreement with the manufacturer; attested by the UAE embassy in the country of origin. A distributor is not eligible to apply for a product approval unless he is also the agent. A distributor is, however, required to be licensed by DCD.

Q3 Why is approval necessary and what does it aim to do?

A3 It is a DCD requirement that all fire protection products and systems used in Dubai be subject to approval before they are used. Together with controls on contractors and inspections of buildings this ensures compliance with regulatory requirements designed to minimise the risk from fire in buildings.

Q4 Why is BWME involved in the approval process?

A4 BWME operates as a contractor to DCD for the purpose of technically reviewing the documents submitted for DCD product approval.

Q5 How long will the approval process take?

A5 The technical review process will be conducted as quickly and efficiently as possible. This is usually within two weeks of receipt of the application if all supporting documentation is available and it complies with the requirements of this document. Applicants can help to expedite the process by ensuring that all relevant documentation is clear, complete and submitted at the time of application and also that the products and company are fully compliant with the published requirements.

Q6 Who decides what needs to be tested?

A6 The DCD approval will define the field of application for the product either directly or by reference to the scope within the third party certification. The certification body is, therefore, responsible for defining the range of tests necessary to provide the required scope.

Q7 What determines how much I pay?

A7 Each submittal is subject to a fee (see Section A.3.3). In the event that the documentation submitted is incomplete or does not comply with the full requirements of this approval procedure, details for the reason(s) of the rejection will be provided to the applicant. Subsequent applications for the same product will then require a new submittal and associated fee.

Q8 Is CE Marking sufficient for DCD product approval?

A8 The fact of a product being CE Marked does not automatically make a product eligible for approval by DCD.

Attestation of conformity of products at System 1+ may be acceptable if the additional requirements, as described in this procedure, form part of the certification.

Attestation of conformity of products at Systems 1, 2, 3 and 4 are not sufficient for DCD product approval.

B.2 DCD Requirements for Third Party Product Conformity Certification Schemes

The following criteria are the requirements for third party certification schemes for fire protection products and systems subject to the approval process for such products required by Dubai Civil Defence.

B.2.1 Requirements for Certification Bodies

B.2.1.1 Accreditation requirements

Certification bodies operating third party certification schemes shall be accredited to EN 45011/ISO Guide 65 by a body that is a signatory to the 'European Cooperation for Accreditation (EA) Multilateral Agreement (MLA)' for the relevant Standard, EN 45011/ISO/IEC Guide 65 or by a body that is a signatory to the International Accreditation Forum (IAF) Multilateral Agreement (MLA).

Certification bodies that do not meet the above requirements may be accepted, subject to a review of the certification body's accreditation. The cost of this review will be met by the applicant.

B.2.2 Certification Scheme Requirements

B.2.2.1 Product certification schemes within the meaning of this document are those operated fully in accordance with EN45011/ISO Guide 65 and complying with the fundamentals of System 5 product certification contained in ISO Guide 67. Schemes that do not meet the above requirements may be accepted, subject to a full review of scheme's general requirements. The cost of this review will be met by the applicant.

B.2.2.2 All characteristics shall be evaluated that have an influence on the fire safety performance of the product or system including but not limited to the following as relevant:

- Serviceability (including durability). Products should continue to provide the specified fire performance with a defined life expectancy.
- Load-bearing capacity of the construction for a specified time.

B.2.2.3 Register of certificated products

Certification bodies are required to maintain a verification process of products certificated under their scheme. The definitive register shall be accessible on-line.

B.2.2.4 Product testing

Laboratories conducting testing for the determination of characteristics in support of product certification shall be accredited to ISO/IEC 17025 by a body that is a signatory to the 'European Cooperation for Accreditation (EA) Multilateral Agreement (MLA)' for the relevant Standard, ISO/IEC 17025, or by a body that is a signatory to the International Accreditation Forum (IAF) Multilateral Agreement (MLA) for the relevant Standard, ISO/IEC 17025. This applies to both initial type testing and subsequent audit testing required by the certification body, but does not necessarily apply to ongoing quality control by the product manufacturer as part of that production process.

B.2.2.5 Design appraisal

The certification scheme shall provide a specification derived from the test and assessment process to be included with the certification as a defined field of application including, as appropriate, any conditions, limitations or restrictions on the product's use. This information shall be available on-line or be made available for submission as part of the product approval process.

B.2.3 Products

B.2.3.1 All products subject to approval shall be certificated under an accredited third party certification scheme satisfying B.2.1 and B.2.2.

B.2.3.2 Where a suitable certification scheme for a product does not exist, for example for a novel product, DCD may be prepared to grant special dispensation for special or temporary provisions in lieu of certification.

B.3 Assessment of Equivalence of Test Standards

B.3.1 The assessment shall be issued by an accredited test or certification body.

B.3.2 The assessment shall systematically extract information relating to the test conditions and instrumentation and determine that the exposure conditions are equivalent or more severe than the target ASTM, BS or EN standard.

B.3.3 The assessment shall identify variations from test configurations and determine that the test configurations are equivalent or more severe than the target ASTM, BS or EN standard.

B.3.4 The assessment shall determine if the performance criteria for the standards are equivalent. Variations in performance criteria shall be identified.

B.4 Accepted Certification Schemes

Please e-mail dcd.approvals@bodycote.com for information on certification schemes currently approved.

B.5 DCD Timescales for the Implementation of Specific Requirements Associated with Third Party Product Certification Schemes Used in Support of the DCD Product Approval Document Technical Review Process

Section Reference	Requirement	Mandatory Date of Requirement
A.1	Acceptance of USA, European & British test standards	September 2008
B.2.1.1	Accreditation requirements (in accordance with EN 45011/ISO/IEC Guide 65)	January 2010
B.2.2.1	Certification schemes (operating in accordance with EN45011/ISO/IEC Guide 67, System 5)	January 2010
B.2.2.2	All characteristics shall be evaluated that have an influence on the fire safety performance of the product or system	January 2010
B.2.2.3	Register of certificated products available on-line	January 2010
B.2.2.4	Test laboratories shall be accredited to ISO/IEC 17025 by a body that is a signatory to the 'European Cooperation for Accreditation (EA) Multilateral Agreement (MLA)' or by a body that is a signatory to the International Accreditation Forum (IAF) Multilateral Agreement (MLA) for the relevant Standard, ISO/IEC 17025	September 2008
B.2.2.5	Design appraisal	September 2008

Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
6	DCD / BWME	Ian Moore		Andy Dean		10 th October 2008
9	DCD / BWME	Steve Harms		Andy Dean		14 th December 2008
10	DCD / BWME	Steve Harms		Andy Dean		4 th February 2009
11	DCD / BWME	Steve Harms		Andy Dean		2 nd June 2009

Appendix 1 Application Check List and Form

Application checks lists:

1. Application form – applications from agents

		CHECKED
SECTION 1:	Please provide the agent's company details	
SECTION 2:	Please provide the third party certification details of the product	
SECTION 3	To be completed, signed and stamped by the manufacturer that you are representing	
SECTION 4:	To be completed, signed and stamped by the agent's authorised signatory	

2. Application form – applications from manufacturers

		CHECKED
SECTION 1:	Please provide the manufacturer's company details	
SECTION 2:	Please provide the third party certification details of the product	
SECTION 3	To be completed, signed and stamped by the manufacturer	
SECTION 4:	Not required	

3. Application form – all applications

		CHECKED
Payment by cheque, made payable to 'Bodycote Warringtonfire Middle East'. Cash will not be accepted.		
Product brochure (not material submittal)		

Application Form – Application for DCD Product Approval Document Technical Review.

SECTION 1 – To be completed for all applications (ALL SECTIONS MUST BE COMPLETED IN FULL)

Applicant (Dubai) company name	
UAE address	
Contact name	
E-mail	
Telephone no. Mobile phone no.	
Is the applicant company an agent or a manufacturer?	Agent* / Manufacturer* (*Delete as applicable)
If an agent, which manufacturer is represented?	Name and address:
Product name or reference (specific trade name and product number)	
Is this a new approval, a renewal of an existing approval or an amendment to an existing approval?	New approval* / Renewal* / Amendment* (* Delete as applicable)
Previous PA reference number (amendments and renewals only)	PA _____ - _____
Product storage location (UAE address)	Address:
Original product literature / instructions attached	YES / NO
Payment	Cheque for the value of AED _____ (Cheques must be made payable to Bodycote Warringtonfire Middle East)

SECTION 2 – Third Party Certification Details of your Product

Third party certification ref.	Ref. no:
Third party certification body	Name:
Web-site of third party certification register	Web-site address:
Product design appraisal issued by the certification body attached	YES / NO

DCD Product Approval Application PAGE 1 of 3
BWME Ref _____

SECTION 3 - Declaration by the Manufacturer of the Product

ORIGINAL SIGNED AND STAMPED DECLARATION ONLY – COPIES WILL NOT BE ACCEPTED

<p>Product name or reference (specific trade name and product number):</p>

We the undersigned confirm that the above product is manufactured to the identical specifications employed at the time of the tests referenced in this application and confirm the validity of the submitted documentation.

We understand that changes including but not limited to the following may invalidate the approval.

- Changes to raw materials
- Changes to suppliers of raw materials
- Changes to fabrication / manufacturing methods
- Withdrawal / amendment of third party certification
- Withdrawal / amendment of test / assessment evidence
- Withdrawal of authorisation to use test evidence
- Availability of more recent test evidence

We hereby acknowledge that random checks / inspections related to the above may be performed by DCD / BWME to ensure full compliance of the product at all times with the approval procedure.

We understand that the conclusions of this technical review relate to the declared product only and that substitution for an alternative product will be subject to a separate application and approval.

We are not aware of any information that could affect the conclusions of this technical review. If we subsequently become aware of any such information, we agree to inform DCD / BWME immediately and in writing.

We have read and understood the DCD product approval procedure and agree to the terms stated within.

To the best of our knowledge, the documentation submitted for this application is true and current.

We authorise BWME and / or DCD to contact the certification bodies and / or test laboratories in connection with the referenced approval. When applicable, we authorise the applicant to use our test / certification data for the purpose of attaining DCD product approval.

Signed:

Job Title:.....

Date:

<p>Company Stamp:</p>
--

Name: *[print]* _____

For and on behalf of (applicant company name):

Tel. No.: _____

E-mail: _____

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BWME Ref _____

SECTION 6 – Declaration by the Agent

ORIGINAL SIGNED AND STAMPED DECLARATION ONLY – COPIES WILL NOT BE ACCEPTED.

Product name or reference (specific trade name and product number):
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We the undersigned confirm that the above product is purchased from the manufacturer declared in this submission for this DCD product approval technical review.

We understand that the conclusions of this technical review relate to the declared product only and that substitution for an alternative product, either from the declared manufacturer or an alternative manufacturer will be subject to a separate application and approval.

We understand that changes including, but not limited to, the following may invalidate the approval:

- Withdrawal / amendment of the third party certification of agent or manufacturer
- Withdrawal / amendment of the manufacturer's test / assessment evidence
- Withdrawal / amendment of the contract between agent and manufacturer

We hereby acknowledge that random checks / inspections related to the above may be performed by DCD / BWME to ensure full compliance of the product at all times with the approval procedure.

We understand that the conclusions of this technical review relate to the declared product only and that substitution for an alternative product will be subject to a separate application and approval.

We are not aware of any information that could affect the conclusions of this technical review. If we subsequently become aware of any such information, we agree to inform DCD / BWME immediately and in writing.

We have read and understood the DCD product approval procedure and agree to the terms stated within.

To the best of our knowledge, the documentation submitted for this application is true and current.

We authorise BWME and / or DCD to contact the certification bodies and / or test laboratories in connection with the referenced approval.

Signed:

Job Title:.....

Date:

Company Stamp:

Name: *[print]* _____

For and on behalf of (applicant company name):

Tel. No.: _____

E-mail: _____

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BWME Ref _____