



## ***Supplementary Requirements No. (1) to***

### **DAC-REQ-09**

# **SPECIFIC ACCREDITATION REQUIREMENTS OF CERTIFICATION BODIES FOR CONSTRUCTION PRODUCTS**



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## FOREWORD

The general requirements for accreditation of Product Certification Bodies (CB) are defined in DAC-Req-09 which is based on the ISO/ IEC Guide 65: 1996 "General requirements for bodies operating product certification systems" (here in after referred to as Guide 65). The criteria are based on Guide 65 to facilitate harmonization of certification process in Dubai and signing of mutual/multilateral agreements with other countries, regional and international forums.

This document which is supplementary to DAC-Req-09 describes the requirements that a third party CB operating a Certification programme for Construction Products shall meet if it is to be recognized by DAC as competent and reliable in the operation of Product Certification. This accreditation program is being implemented in order to provide a means of assessing and accrediting the competence of the certification bodies to carry out certifications and related activities for the requirements of Dubai Municipality.

This document should be read in conjunction with the DAC-Req-09, the Guide 65: 1996, IAF Guidance on the application of ISO/ IEC Guide 65: 1996 " General requirements for bodies operating product certification systems, IAF GD 5: 2006 Issue 2", and DAC document DAC-Req-01, Accreditation Requirements.

This document has been produced by DAC in cooperation with the Building Department of Dubai Municipality, the Dubai Central Laboratory Department and the Certification Bodies of Construction Products operating in Dubai.

This document shall be used for accreditation of Certification Bodies performing certification of Construction Products. It is also intended to assist employers of certification bodies to select 'competent personnel' for the purposes of Construction Products certification according to ISO/IEC Guide 67 requirements.

While accreditation will normally be an indication of the quality of services offered by the certification bodies, it should not be regarded as a guarantee that the CB will always maintain a particular level of performance. It shall not, in any way, diminish the contractual obligation between the CB and its clients. It is subject to revision periodically when deemed necessary. DAC is committed to make available the latest version of this document on its website [www.dac.gov.ae](http://www.dac.gov.ae) and to notify the CBs whenever there are changes to this document with definition of the transitional period for changes effect, however, it is always the responsibility of the CB to ensure that the latest version of this document is available for its concerned staff for reference and implementation.

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## 1 DEFINITIONS

The purpose of this section is to define the general and technical terminology that is used throughout this document.

### 1.1 Construction Products Certification Body

For the purpose of this accreditation, a construction products certification body is an independent impartial body, government or non-government, possessing the necessary competence and reliability to operate a certification system for construction products, which are defined under clause 2 of this document, and in which those with an interest in the process of certification are represented without any single interest predominating.

### 1.2 Shall

The term “shall” is used throughout this document to indicate those provisions which, reflecting the requirements of DAC Criteria (Based on Guide 65), are mandatory.

### 1.3 Should

The term “should” is used to indicate guidance which, although not mandatory, is provided by DAC as a recognized means of meeting the requirements.

### 1.4 Nonconformity

The absence of, or the failure to implement and maintain, one or more Construction Products requirements, or a situation which would, on the basis of available objective evidence, raise significant doubt as to the compliance of what the construction products manufacturer is supplying. The CB is free to define different grades of deficiency and areas for improvement (e.g. Major and Minor Nonconformities, Observations, etc.).

### 1.5 Related Authority

Building Department in Dubai Municipality (DM).

### 1.6 Construction Products Manufacturers

Construction product factories (here in after referred to as manufacturers) producing products that are subject to certification.

### 1.7 Construction Products Specifications

These are specifications for products defined by either the related authority or the direct customer of the manufacturers or by both. These may be defined in national, regional or international product standards (e.g. BS, EN or ISO standards) or in local regulations (e.g. local orders or administrative orders).

## 2 SCOPE

- 2.1 This document is applicable to certification bodies certifying manufactured products under product certification system 5 or 6 (ISO/IEC Guide 67) where the manufacturer can demonstrate that products consistently comply with applicable specifications<sup>1</sup> as defined in the certification scheme requirements. Such organizations may be located in Dubai or other parts of the worlds.
- 2.2 DAC accredits certification bodies as per this document for the general scope of construction products certification. Construction Products may include but are not limited to pre-cast concrete products, ready-mix concrete products, concrete blocks (e.g. masonry, paving, filler, etc), thermal insulation products (e.g. Polystyrene, Polyurethane (PUR) / Polyisocyanurate (PIR) Insulation Foam, Mineral Fiber Blanket, Mineral Fiber Block & Board Thermal, Mineral Fiber Pipe, Cellular Glass, etc). Other products such as Pulverized Fuel / Fly Ash, Gully Tops and Manhole Cover.

## 3 SPECIFIC CRITERIA OF COMPETENCE

### 3.1 Requirements for Technical Competence of Staff

#### 3.1.1 Auditors and Experts

(i) The CB shall ensure that its personnel used for quality systems and process audit activities possess the following qualifications as a minimum:

a) Education:

B.Sc. degree in engineering/ high diploma in engineering appropriate to the type of the product under certification i.e. civil engineering for pre-cast concrete products, ready-mix concrete products, concrete blocks (e.g. masonry, paving, filler, etc), degree in Chemical Engineering for thermal insulation products (e.g. Polystyrene, Polyurethane (PUR) / Polyisocyanurate (PIR) Insulation Foam, Mineral Fiber Blanket, Mineral Fiber Block & Board Thermal, Mineral Fiber Pipe, Cellular Glass, etc.

b) Work Experience:

5 years work experience in construction industry sector including minimum of 2 years full time work experience with certification programs for construction products and in a technical or professional position plus ability to demonstrate competence in specific technical processes used within the construction industry sector (where applicable) including local experience in the construction industry of UAE.

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Specifications: see clause 1.7 under the definitions. <sup>1</sup>

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Note:

The work experience requirement may be 4 years in case of educational qualifications above B.Sc. degree level.

- c) Audit Experience (this sub clause is only applicable to auditors):  
For auditors; minimum of 4 certification audits according to Guide 65 within a 2-year period with a minimum total duration of 20 audit days.  
For lead auditors: Minimum of 5 certification audits according to Guide 65 as team leader within a 2-year period with a minimum total duration of 10 audit days.
- d) Audit Training (this sub clause is only applicable to auditors):  
Each certification auditor shall also have successfully completed five days IRCA registered auditor course according to ISO 9001 (or equivalent).
- e) Personal Attributes (this sub clause is only applicable to auditors):  
The minimum personal attributes, knowledge and skills as described in clause 7 of ISO 19011, for as far as relevant for certification.
- f) Other Qualification:  
Have knowledge of current regulatory requirements (e.g. applicable Local and Admin Orders) and other applicable Codes of Practice.

(ii) Registration of Certification Auditors in DM database:

The CB shall continuously notify DAC of the names and qualifications of any new auditors it intends to use in certification audits before authorizing them to conduct such audits independently on manufacturers. Along with this notification it shall send the CV of the auditor and full documentation of his/her educational and work experience qualifications that provide sufficient evidence of fulfilling the minimum criteria for auditors as defined in clause 3.1.1 above. Auditors meeting the said criteria will be added to the Product Certification Auditors database maintained by DAC. Records for their continuous developments and monitoring of performance will be frequently checked and verified by DAC for adequacy as a condition for maintaining their names in the database. They will also be interviewed and evaluated during nearest assessment/ surveillance visit made by DAC after their registration in the database, to verify their competence.

3.1.2 The decision makers and other personnel involved in the product evaluation and certification activities shall have:

- a) Education:  
B.Sc. degree in Civil Engineering or high diploma in civil engineering.
- b) Work Experience:  
8 years work experience in the construction industry sector including minimum of 5 years full time work experience with product certification programs for construction products in a technical, professional and managerial position plus ability to demonstrate competence in specific technical processes used within the construction industry sector (where applicable) particularly technical skills and experience in quality control and inspection of construction products including local experience in the construction industry of UAE.

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Note:

The work experience requirement may be 7 years in case of educational qualifications above B.Sc. degree level.

c) Training:

Shall also have successfully completed training in product certification requirements according to Guides 65 and 67.

d) Personal Attributes:

Shall possess managerial skills including analytical skills, decision making capabilities, time management and planning skills.

e) Other Qualification:

Have knowledge of current regulatory requirements (e.g. applicable Local and Admin Orders) and other applicable Codes of Practice.

3.1.3 The Laboratory and/or Testing Facilities Staff:

If the CB owns its own testing facilities or laboratory, qualifications of staff of the laboratory shall meet DAC criteria defined in DAC-req-04.

## **3.2 Requirements for Competence of Laboratory and/or Testing Facilities**

3.2.1 If the certification body owns the testing laboratory or facilities, the laboratory has to meet the requirements of ISO/IEC 17025: 2005 and DAC accreditation criteria DAC-Req-04. The laboratory, if not accredited to the above criteria, will be assessed by DAC based on the above mentioned criteria.

3.2.2 If the certification body does not have its own laboratory and/or testing facilities and subcontracts testing activities to an external laboratory, it shall use only accredited laboratories by DAC. If no DAC accredited laboratory is available it shall only use any other accredited laboratory by an accreditation body which is a signatory to the ILAC MRA.

## **3.3 Certification Process**

### **3.3.1 General**

3.3.1.1 Certification bodies applying for accreditation of construction products certification shall establish a product certification scheme which may be based on the guidance provided in ISO/ IEC Guide 67: 2004 and on an acceptable<sup>2</sup> standard specification for the product under evaluation.

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local, national, regional and international are all considered acceptable standards provided that they<sup>2</sup> have provisions for certification.

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3.3.1.2 As criteria for certifying manufacturers, the CB shall use its own designed certification scheme (which is designed to ensure the compliance of construction products at all staged of the manufacturing process i.e. starting from getting raw materials, manufacturing, packaging, storage, transportation, and distribution, handling or offering for sale or supply) to the relevant specifications. It is the responsibility of the CB to ensure that the requirements of this document and its relevant scheme specifications and/or standards are available at the CB offices.

3.3.2 Pre-certification procedure and document review:

- Design evaluation/acceptance criteria
- Initial Product inspection./acceptance criteria
- Initial product type testing/acceptance criteria
- Factory audits of processes, systems, QC inspection and testing

3.3.3 Evaluation Activities:

3.3.3.1 Type Tests To Be Carried Out on Construction Raw Materials and Finished Products:

The acceptable standard specification for the product under evaluation shall be the criteria document for determining the following, unless otherwise specified by other DM regulations issued by the relevant authority:

- Minimum type of tests required,
- Sample size tested and frequency for each stage of testing (testing raw materials, testing under process materials (semi-finished), and testing finished products).

3.3.3.2 Minimum other evaluation activities to be defined i.e. stage in process inspections, type testing, factory audits, approvals of design, definition of acceptance criteria, inspection and testing plans ...etc will be defined depending on the product under certification.

3.3.4 Certification Audit and Surveillance Visits (factory audits):

- i. The auditors shall conduct a thorough audit to determine that the policies and procedures have been implemented effectively.
- ii. During each certification period, the CB shall audit in sufficient depth, the procedures and processed established by the manufacturers.
- iii. The CB shall audit all locations and sites of the manufacturer covered by certification at least once during each certification period.

- iv. At each surveillance visit a sample of certified products must be independently selected for independent testing of marked product.

The quantity and size of audit sample must be sufficient to confirm the (certified) products continue to meet specification requirements and sufficient for the tests to be conducted.

The number of samples shall be based on the range of products (type and size, thickness etc) covered by the certification awarded.

#### 4 REFERENCES

- 4.1 ISO/ IEC Guide 65:1996 General requirement for bodies operating product certification systems.
- 4.2 IAF GD 5: 2006: IAF Guidance on the application of ISO/ IEC Guide 65: 1996.
- 4.3 DAC-Req-01 Accreditation Requirements.
- 4.4 DAC-Req-04 Accreditation Requirements for Construction Materials Testing.
- 4.5 ISO 19011: 2002 Guidelines for Quality and/or Environmental Management System Auditing.
- 4.6 ISO/ IEC 17011: 2004 Conformity Assessment- General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies.