

Board of Directors Resolution No. (1) of 2022
Issuing the Implementing Bylaw of
Regulation No. (2) of 2010 Regulating the Work of
Conformity Assessment Entities in the Emirate of Dubai¹

The Chairman of the Board of Directors of the Emirates International Accreditation Centre,

After perusal of:

Law No. (27) of 2015 Establishing the Emirates International Accreditation Centre;

Decree No. (2) of 2020 Forming the Board of Directors of the Emirates International Accreditation Centre and its amendments;

Regulation No. (2) of 2010 Regulating the Work of Conformity Assessment Entities in the Emirate of Dubai; and

Administrative Resolution No. (267) of 2011 Issuing the Implementing Bylaw of Regulation No. (2) of 2010 Regulating the Work of Conformity Assessment Entities in the Emirate of Dubai, and

Based on the approval of the Board of Directors of the Emirates International Accreditation Centre at its meeting on 7 March 2022,

Does hereby issue this Resolution.

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¹Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.

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Definitions

Article (1)

The following words and expressions, wherever mentioned in this Resolution, will have the meaning indicated opposite each of them unless the context implies otherwise:

Emirate:	The Emirate of Dubai.
EIAC:	The Emirates International Accreditation Centre.
Regulation:	Regulation No. (2) of 2010 Regulating the Work of Conformity Assessment Entities in the Emirate of Dubai.
Activity:	The provision of testing, calibration, and inspection services; and granting of conformity certificates for products, systems, or persons, including for the Halal products, services, and systems; for providers of eligibility testing and reference materials; and for conformity verification entities, in accordance with the relevant requirements, conditions, and standards adopted by federal, local, and international entities.
Conformity Assessment Entity:	A public or private legal person that conducts the Activity in accordance with international requirements and standards.
Commercial Licence:	A document issued by the entity authorised in the Emirate to issue Commercial Licences to Conformity Assessment Entities.
No-objection Certificate:	An initial approval issued, under this Resolution, by the EIAC authorising the issuance of a Commercial Licence.

Permit:	A document issued by the EIAC authorising a Conformity Assessment Entity to conduct the Activity in the Emirate upon verifying that the conditions and requirements stipulated in the Regulation and in this Resolution are fulfilled by that entity.
Accreditation Certificate:	A document issued by the EIAC recognising that a Conformity Assessment Entity is qualified for and is capable of conducting the Activity specified in the Permit in accordance with the approved standard specifications.
Accreditation Symbol:	A symbol which consists of the EIAC logo and the Accreditation Certificate number, and which is used to confirm that a Conformity Assessment Entity is accredited in specific fields.

Requirements for Issuing No-objection Certificates

Article (2)

To be issued with a No-objection Certificate, an entity applying for a Commercial Licence must sign an undertaking not to conduct the Activity without first fulfilling the technical conditions and requirements required for issuance of the Permit. This undertaking must be submitted on the form prescribed by the EIAC for this purpose using the system adopted by the entity in charge of issuing Commercial Licences.

Operational Requirements

Article (3)

To be issued with a Permit, a Conformity Assessment Entity must fulfil, within the time frame prescribed by the Regulation, the following operational requirements:

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1. providing an administrative system documented in accordance with the international standards relating to the Activity to be conducted. The system must include a quality manual, work procedures, and the relevant templates and documents;
2. submitting a list of the tests or services that are covered by the Activity to be conducted by the Conformity Assessment Entity using the administrative system referred to in paragraph (1) of this Article, and indicating the processes and methods that the entity will adopt;
3. providing the equipment and devices suitable for the type and volume of the tests or other services to be provided by the entity, as well as a documented system or procedure for calibration;
4. ensuring that its technical and administrative staff are qualified in accordance with the technical requirements prescribed by the EIAC in their respective conformity assessment fields; maintaining a record of their names, qualifications, experience, and responsibilities; and ensuring that those working in technical positions hold academic qualification not lower than a diploma degree in engineering or science from a recognised university or college; and
5. providing a work environment that is suitable for the type of Activity to be conducted by the Conformity Assessment Entity, and that is compliant with the relevant technical requirements adopted by the EIAC.

Requirements for Issuing Compliance Certificates

Article (4)

A Conformity Assessment Entity will be issued with a Compliance Certificate subject to the following:

1. The entity must obtain a Permit.

2. The entity must fulfil the international specifications and technical requirements prescribed by the EIAC for issuing the Compliance Certificate required for conducting the relevant Activity.
3. An internal audit programme must be implemented and an administrative review meeting must be held at least once a year. The programme and meeting must cover all the items stated in the relevant international specifications.

Procedures for Issuing Compliance Certificates

Article (5)

A Compliance Certificate will be issued to a Conformity Assessment Entity in accordance with the following procedures:

1. The Conformity Assessment Entity will submit to the EIAC, within the time frame prescribed in the system, an application for obtaining the Accreditation Certificate, supported by the required documents. The application must satisfy the international specifications applied for and the technical accreditation requirements prescribed by the EIAC.
2. Upon receipt of the Accreditation Certificate application, the EIAC will:
 - a. review the application, verify that it is supported by the required documents, and issue a report containing the outcomes of this review; and
 - b. visit, through a specialised team, the Conformity Assessment Entity to verify that it is capable of, and qualified for, providing the services under the Accreditation Certificate; and issue a report on the findings of the visit.
3. The EIAC will notify the Conformity Assessment Entity of the outcomes of the application review and the findings of the field visit. Where it is established that the Accreditation Certificate issuance requirements are not fulfilled by the Conformity Assessment Entity, it must

take the required action to meet these requirements, and notify the EIAC of the same, within the time frame prescribed by the EIAC.

4. The EIAC may conduct a follow-up visit to the Conformity Assessment Entity to verify that it has fulfilled all the Accreditation Certificate issuance requirements.
5. Where the Conformity Assessment Entity fulfils all the relevant requirements, the EIAC will issue the Accreditation Certificate.

Procedures for Renewal of Accreditation Certificates

Article (6)

The EIAC will, at least two (2) months prior to the expiry of the Accreditation Certificate, coordinate with the Conformity Assessment Entity for the purpose of reassessment of that entity. Based on the outcomes of the reassessment, the EIAC will decide, at its discretion, whether or not to renew the Accreditation Certificate of the Conformity Assessment Entity.

Using the Accreditation Symbol

Article (7)

A Conformity Assessment Entity issued with an Accreditation Certificate may use the Accreditation Symbol only for the services covered by the Accreditation Certificate.

Follow-up and Reassessment Procedures

Article (8)

- a. The EIAC will follow up the activities and work of the Conformity Assessment Entities to which it has issued Permits to verify that they are in compliance with the operational requirements and the adopted specifications, and that the entities holding Accreditation Certificates continue

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to fulfil the accreditation requirements. This will be done through the continued follow-up of the performance of these entities by means of regular and surprise audit visits.

- b. The EIAC will issue a report containing the findings of its assessment visits. Based on this report, the EIAC will issue a decision upholding, suspending, limiting the scope of, revoking, or withdrawing the accreditation, as the case may be.

Suspension of Accreditation Certificates

Article (9)

The EIAC may suspend an Accreditation Certificate issued to a Conformity Assessment Entity in any of the following cases:

1. where it is established that the Conformity Assessment Entity has failed to fulfil any of the Accreditation Certificate issuance requirements;
2. where the Conformity Assessment Entity misuses the Accreditation Symbol;
3. where the Conformity Assessment Entity issues certificates or reports without conducting any actual conformity assessment work;
4. where the Conformity Assessment Entity fails to comply with the prescribed requirements within the time limit specified by the EIAC upon reassessment of the entity;
5. where the Conformity Assessment Entity fails to notify the EIAC of any changes to its Activities, its geographical location, or the administrative system referred to in sub-paragraph (1) of Article (3) hereof;
6. where the staff of the Conformity Assessment Entity fail to cooperate with the employees or authorised representatives of the EIAC when conducting the reassessment of the entity; or

7. where the Conformity Assessment Entity fails to provide the data and information required by the EIAC within the time frame prescribed by the EIAC, or conceals these data and information, without an acceptable reason.

Revocation of Accreditation Certificates

Article (10)

The EIAC may either permanently revoke an Accreditation Certificate issued to a Conformity Assessment Entity or limit the conformity assessment fields covered by the certificate in any of the following cases:

1. where the Conformity Assessment Entity fails to address the issues that have led to the suspension of the Accreditation Certificate within six (6) months from the date of suspension;
2. where it is established that in obtaining the Accreditation Certificate, the Conformity Assessment Entity has committed an act of manipulation, fraud, or forgery; or has deliberately concealed information;
3. where the Conformity Assessment Entity fails to satisfy the Accreditation Certificate standards and requirements which may impact the Activity that it conducts; or
4. where the Conformity Assessment Entity requests revocation of its Accreditation Certificate.

Issuing Implementing Resolutions

Article (11)

The Chief Executive Officer of the EIAC will issue the resolutions required for the implementation of the provisions of this Resolution.

Repeals

Article (12)

The above-mentioned Administrative Resolution No. (267) of 2011 is hereby repealed. Any provision in any other resolution is also hereby repealed to the extent that it contradicts the provisions of this Resolution.

Publication and Commencement

Article (13)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Dawood Abdul Rahman Al Hajiri

Chairman of the Board of Directors

Emirates International Accreditation Centre

Issued in Dubai on 19 October 2022

Corresponding to 23 Rabi al-Awwal 1444 A.H.