



بلدية الفجيرة
FUJAIRAH MUNICIPALITY

**FUJAIRAH MUNICIPALITY CONSTRUCTION MATERIAL
RESEARCH LABORATORY**

Procedure for NOC'S of Companies and Private Laboratories

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Procedure for NOC'S of Companies and Private Laboratories

CONTROLLED



FUJAIRAH MUNICIPALITY CONSTRUCTION MATERIAL RESEARCH LABORATORY

Procedure for NOC'S of Companies and Private Laboratories

APPROVAL

The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
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Reviewed by	Engr. Rahana		Chief of lab	12-10-2023
Approved by	Engr. Rahana		Chief of lab	12-10-2023

AMENDMENT RECORD

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
1-6	FMBL to CMRL	01	12-10-2023

COMPANY PROPRIETARY INFORMATION

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this procedure is uncontrolled, except when provided with a document reference number and revision in the field below:

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Procedure for NOC'S of Companies and Private Laboratories

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1 Purpose

The purpose of this procedure is to review the Procedure for the services for NOC's of Companies and Private Laboratories and This procedure ensures that:

- To ensure services that Not registered Companies or private laboratory is allowed to work in Fujairah without CMRL approval. If any construction materials want to supply their products, they must apply for NOC
- CMRL is committed to implementing, monitoring and reviewing its overall quality performance inside and outside of Laboratory either in Private Companies and Laboratories.
- The CMRL is consistently providing at all times to ensure a proper balance between the need to improve quality services and a responsible approach of other Private Laboratories in terms of effectiveness and satisfaction of Customers
- Ensure all Companies and Private Laboratories are aware in policy and how they can contribute to the CMRL overall performance.
- Enhance and continues quality improvement thru Inspections, Visiting and Collaborations outside CMRL premises. To fulfill the quality growth effectiveness and improvements derived from the above sequences and to keep the efficiency of work and customer's satisfaction

This procedure also describes the activities that take place and should there be subsequent amendment to a customer's order to conform to the requirements of ISO/IEC 17025 and this laboratory's management system.

2 Scope

This procedure applies to laboratory testing activities that is defined in the Scope of services document as below after NOC approval:

- Concrete Cube
- Concrete Block
- Natural Aggregate material
- Density and Proctor
- Steel Testing (Tensile, Chemical, Bend and Re-bend)
- Chemical
- Plate load
- CBR Test
- Static & Dynamic pile Load Test
- Pile Integrity Test
- Soil Investigation



3 Responsibility

Top Management: Provide the services of NOC's requirement for Companies and Private Laboratories

Cashier: Verify & update the payment for customer

Laboratory Personnel (Technician): Ensure and verify that all attachments are completed

Chief of Lab: Verify and double check all attachments for final approval issuance of NOC

Archive: Follow these services. Maintain records as evidence that these services are being followed.

4 Definitions

Procedure for NOC's of Companies and Private Laboratories: describes that not registered companies and private laboratory is allowed to work in Fujairah without CMRL NOC approval. If any construction materials want to supply their products they must apply for NOC

5 General Procedure

5.1 Steps for Procedure for NOC's of Companies and Private Laboratories

- Registration to Fujairah Municipality prior to get Username and Password for Portal access in website E-services online application
- The Request of NOC are divided to two categories according to its purpose based on DOC. No. REQ-CMRL -QC-17;
 1. Individual project NOC (Company/Laboratory)
 2. NOC for one year including inspection (Company)
- Apply online (<https://portal.fujmun.gov.ae/OnlineEservices/en/eService/ServicePages>) with the following appropriate documents attachments
 - ❖ Form filled & stamped by company.
 - ❖ Copy of the Company Trade License.
 - ❖ Company profile.
 - ❖ Details of company services.
 - ❖ Request letter from company.
 - ❖ Project details (full)
 - ❖ Attachment includes site plan, etc.
- After verification of Technician, Admin CMRL will allow them to pay
- After Payment, CMRL Chief of Lab will issue NOC Certificate



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Procedure for NOC'S of Companies and Private Laboratories

- General Fees for NOC's are the following based on DOC no. CMRL /RS/2019

New company registration	500
Project NOC for laboratory - each project	500
NOC letter for suppliers' company -with registration	1000
Inspection Required for NOC	3500

- Review of Procedure for NOC's of Companies and Private Laboratories are retained for minimum for 5 years or minimum depends upon on Local Authority requirements.
- Any Companies that are not follow the procedures and apply without ONE PROJECT NOC approval, CMRL will give a first and final warning letter, if the company ignore and don't pay attention in regards to procedures, violation or any legal action will take place to the Private Lab Company with notification also to applied Consultant and Contractor

6 Forms & Records

All documentation and records generated by the Ensuring Impartiality process are retained and managed in accordance with the Control of Documented Information procedure.

Document Number	Title & Description
REQ – CMRL – QC - 17	Request form for NOC
CMRL /RS/2019	Price List for CMRL