



DUBAI GOLD & JEWELLERY GROUP

VERY IMPORTANT TRADE CIRCULAR

Date: 03rd July, 2016

Ref: TC-03/07/16

Awareness and Information for Gold & Jewellery shops on Electronic Balances

Dear Valued Members,

Greetings from Dubai Gold & Jewellery Group!

Kindly find the below updated correspondence we received from Eng. Fareed Mohammed Ismail – Head of Metrology Labs Section of Dubai Central Laboratory Department – Dubai Municipality on verification of electronic balances for Gold and Jewellery shops in the Emirates of Dubai. This is for your kind information and awareness.

Please be informed that recently, there are reported unscrupulous people who are pretending to be Legal verifiers from Dubai Municipality and doing verifications of electronic balances in the shops, moreover, they are issuing fake reports and collecting verification charges in cash.

In these regard, we are advising you to keep vigilant and report any suspicious character doing these acts. For your knowledge and awareness, we are enumerating the standard operating procedures that our legitimate staffs are following:

- Legal verifiers are always wearing Dubai Municipality ID.
- They will present to you the copy of regulation with REF: 002047 signed by the Head of Metrology Labs Section-Dubai Central Laboratory Department.
- For first time verification, staff will ask for the copy of your trade license and put barcode sticker on the electronic balances. The Legal verifier will input the following shop details in a PDA device:
 - Customer name
 - Business category
 - Contact person
 - Location/City
 - E-mail address
 - Mobile number
 - Physical address
- Add the details of electronic balance:
 - Manufacturer
 - Asset ID
 - Model number
 - Serial number
 - Category
 - Range (single/dual)
 - Unit
 - Maximum capacity
 - Readability (d)and (e)value
 - Display count (Number of reading screen)
- If the electronic balance is unfit for use, for the reason that it's not meeting the minimum class accuracy or readability requirements, the Legal verifier will not proceed with the metrological test,



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they will put “**REJECTED**” sticker to the balance and will ask shop representative to remove it from the shop’s premises. There is no verification charge to be paid on this.

- If the scale is fit for use, metrological test will proceed as per the following:
 - **Visual checking**
 - Proper scale premises
 - Balance must not be affected by airflow
 - Balance display reading must be seen by the customer
 - Surface condition where the balance is placed
 - Balance must be located in stable surface
 - Marking
 - Balance must be marked with manufacturer name, serial number, model number, max capacity, readability (d), verification scale interval (e), and unit of measurement
 - Tilting (spirit level ensures the balance in proper horizontal level)
 - Tare (resetting the balance to zero before taking measurements)
 - **Simple Linearity test** – weighing measurements for the min, mid and max capacity of balance. If the balance failed on this initial test, verification will not proceed and “**REJECTED**” sticker will be put in the balance.
 - **Linearity Test** – ascending measurement starting from zero to max capacity and descending measurements starting from max capacity to zero.
 - **Repeatability test** – balance is checked with approximately 80% of max capacity for several times.
 - **Eccentricity test** – reference weight equal to approximately 1/3 of the max capacity are placed to the corners of weighing pan.
- **Final result** – the PDA device will show the final result of the metrological test.
- Legal verifier will then put verification sticker according to the result shown in the PDA device.
 - “**VERIFIED**” sticker – Passed result (green color) this is only valid for one year.
 - “**REJECTED**” sticker – Failed result (red color)
- Staff then will issue a printed verification charge slip. Either passed or failed results are to be paid.

The slip contains the following:

- | | |
|--|-----------------------------|
| ➤ Name our department: Dubai Central Laboratory | ➤ Scale category |
| ➤ Customer name (Your trade name) | ➤ Mark Number |
| ➤ Trade license no. | ➤ Verification Date |
| ➤ Asset ID assigned to the electronic balance verified | ➤ Verification Time |
| | ➤ Simple test (pass/fail) |
| | ➤ Report status (pass/fail) |

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- Inspected by
- Reference no.
- Signature

- Verification charge (AED 300 each for up to 10kg & AED 500 each for above 10kg)
- Note for knowledge fee of AED 10 and Innovation fee of AED 10.

- The legal verifier may issue a manual receipt (Doc. Ref: F-MS-C L02) for verification charge as an alternative in case the printer doesn't work.
- **Note:**
 - Our Legal verifiers are not collecting payment for the verification charges. Payments can only be done in the Dubai Central Lab cashier or by online mode of payment.
 - Any shop caught using rejected electronic balances are punishable by law.

Only the following staffs are authorized to do the legal verification of electronic balances in the Emirate of Dubai:

					
Ariel Reyes Garcia ID No. 14420	Shivam Chaturvedi ID No. 24512	Naeem Chandroth ID No. 24508	Bassam Mostafa Hager ID No. 24214	Abdulla Essa ID No. 13683	Jassim Mohammed AlKhaja ID No. 17358

Approved and Authorized by:

Eng. Pareed Mohammed Ismail
Head of Metrology Labs Section
Dubai Central Laboratory – Dubai Municipality



For more information, please contact the Group's office at info@dubaicityofgold.ae
Or call us on 04-2291188

Thanks & Best Regards,
Board of Directors, Dubai Gold & Jewellery Group