

Pursuant to Article 7, paragraph 2 of the Law on Accreditation (“Official Gazette of the RS”, No. 73/10) and Article 16, paragraph 1., point 1) of the Decision on Amendments of the Act on Establishment of the Accreditation Body of Serbia (“Official Gazette of the RS” No. 24/11), the ATS Management Board enacted, at its meeting of 1st June 2011, the following

STATUTE OF THE ACCREDITATION BODY OF SERBIA

I. BASIC PROVISIONS

Article 1

The Accreditation Body of Serbia (hereinafter referred to as: ATS) is a national accreditation body in the Republic of Serbia.

This Statute shall stipulate the name and head office, seal and stamp, accreditation mark, its activities, financing, rights, obligations and responsibilities in legal transactions, internal organisation, acting and representing in legal transactions, organs, technical bodies, operational transparency, business and professional secrets, and general documents.

Article 2

The ATS was established by means of the Act on Establishment of the Accreditation Body of Serbia (“Official Gazette of the RS”, Nos. 96/06 and 24/11) to perform the activities referred to in Articles 3 and 8 of the Law on Accreditation (“Official Gazette of the RS”, No. 73/2010).

The ATS shall be organised as an institution that shall perform its activities in accordance with regulations governing the legal status of public services.

The ATS shall be entered in the Court Register and shall have legal personality.

Rights, obligations and responsibilities of the ATS shall be stipulated by the law, Act on the Establishment and this Statute.

The ATS shall perform its activities by using state owned assets.

Article 3

The Government, Belgrade, 11 Nemanjina Street (hereinafter referred to as: Founder) shall, under legal powers, exercise the rights and duties of the ATS Founder.

II. NAME AND HEAD OFFICE

Article 4

Full name of the ATS is: Akreditaciono telo Srbije.

Abbreviated form of the name of the Accreditation Body of Serbia is: ATS.

When having legal relations with foreign entities the ATS may use, in addition to the Serbian version of its name, the English version of its name: "Accreditation Body of Serbia".

The ATS head office is located in Belgrade, 2 Mihaila Pupina Street, New Belgrade.

III. SEAL, STAMP AND MARK

Article 5

The ATS has a big and a small seal and these are circular in shape and edged with a wide outer circular line and with a thin inner circular line. In the middle part of the said seals are small coats of arms of the Republic of Serbia with the following text imprinted as the first line: *Accreditation Body of Serbia*, while the second line contains the following text: *Republic of Serbia, Belgrade*

Texts on the big and small seals are written in Serbian, in Cyrillic letters.

The big seal is 32 mm in diameter, while the small one is 22 mm in diameter.

The big seal is used as a means to confirm authenticity of the ATS documents used during decision-making or during official communication with other legal entities, public administration bodies, citizens and employees.

The small seal shall be used for similar purposes as the big seal, and shall be used instead of the big seal when it is not appropriate to use the latter.

Number of the stamps, its type, size, manner of their use and storage, record keeping and handling thereof shall be stipulated in detail by the document adopted by the Director.

Article 6

The ATS stamp is rectangular in shape the dimensions of which are 60 x 30 mm. It contains the full name of the ATS and columns to enter the date of incoming mail and filling number of the document.

Text on the stamp is written in Serbian language, in Cyrillic letters.

Article 7

The ATS has its mark that is used for the identification thereof and its appearance and mode of use shall be defined by the ATS Management Board by means of a special document.

The ATS mark shall be registered as the intellectual property as laid down by the law governing seals.

In addition to the accreditation certificate, the ATS awards the accreditation symbol to conformity assessment bodies that use it to indicate their accredited status.

IV. SCOPE OF THE ATS ACTIVITIES

Article 8

The ATS shall:

1. determine the competence of conformity assessment bodies to perform testing, calibration, inspection, product certification, management system certification, and certification of personnel;
2. determine the competence needed for the performance of other conformity assessment activities in accordance with the specific law;
3. develop and publish the Rules of Accreditation that are based on relevant Serbian, international and European standards and documents of international and European organisations for accreditation;
4. keep the public Register of Accredited Conformity Assessment Bodies;
5. participate in the work of international and European organisations for accreditation;
6. organise and provide training to assessors in the field of accreditation;
7. organise seminars and training courses, and promote the importance and role of accreditation;
8. prepare and publish accreditation-related brochures, publications and bulletins, and
9. perform other activities in the field of accreditation in accordance with the Law, Act on Establishment and this Statute.

The ATS shall not perform profit-making activities.

V. FINANCING

Article 9

Financial resources used for the operation of the ATS shall be provided by:

- 1) charging accreditation fees;
- 2) using budget assets of the Republic of Serbia;
- 3) using the assets coming from other sources as stipulated by the law.

The amount of financial resources necessary for the operation of the ATS shall be determined by means of the ATS Annual Work Programme (hereinafter referred to as: Work Programme).

Article 10

The amount of financial resources necessary for the operation of the ATS to be provided from the budget of the Republic of Serbia shall be determined on the basis of

activities defined in the Work Programme including the financial resources obtained from the revenue being realised by charging accreditation fees and revenue from other sources.

The Work Programme, which is adopted for each calendar year by the Management Board, shall contain the Financial Plan.

The Founder shall give its approval to the Work Programme and amendments thereto.

VI. RIGHTS, OBLIGATIONS AND RESPONSIBILITIES IN LEGAL TRANSACTIONS

Article 11

During the course of its legal transactions the ATS performs activities independently for and on its behalf.

The ATS has all its assets as a guarantee in case of the duties arising from legal relations with third parties.

The ATS shall have one or more business accounts needed for performing its regular activities.

VII. ORGANS

Article 12

Organs of the ATS are as follows: Management Board, Director and Supervisory Board.

Management Board

Article 13

The Management Board shall make decisions on the ATS activities, define the ATS policy and monitor its implementation.

The Management Board is composed of a Chairperson and four members.

The Chairperson and members are appointed and replaced by the Founder.

Two members of the Management Board are proposed by the Founder.

Two members of the Management Board are proposed by the association of accredited conformity assessment bodies from accredited conformity assessment bodies.

One member of the Management Board is proposed from the ATS members of the staff.

Article 14

A member of the Management Board to be appointed from the ATS employees shall be proposed by the ATS Director on the basis of a decision of the ATS directors.

A member of the Management Board to be appointed from the ATS employees cannot be held responsible for a disciplinary offence in case of his/her stands and opinions presented at the Management Board meetings.

Article 15

The appointment of the Chairperson or a member of the Management Board can be terminated before the expiry of his/her appointment if:

- 1) he/she resigns;
- 2) termination of the appointment is requested by the association of accredited conformity assessment bodies that proposed their appointment;
- 3) his/her labour relations with an accredited conformity assessment body were terminated;
- 4) a conformity assessment body he/she is the President of or is a member of was withdrawn accreditation;
- 5) labour relations between the ATS and the ATS employee appointed as the member of the Management Board were terminated;
- 6) they fail to fulfil their duty without a justifiable cause for a period of time longer than three months;
- 7) hindered from fulfilling his/her duty for a period of time longer than six months;
- 8) they jeopardise the reputation of the ATS by their mode of conduct.

Article 16

In case when the appointment of a member of the Management Board was terminated before the expiry of his/her appointment, the new member shall be appointed by the Founder and the mode of the appointment shall be the same as in case of the member whose appointment had been terminated.

The appointment of the newly appointed member of the Management Board shall last until the expiry of the appointment of the member he/she replaced.

Article 17

The Management Board shall:

- 1) pass the Statute;
- 2) pass the Work Programme that includes the Financial Plan;
- 3) adopt the Financial Report;
- 4) make decisions on profit allocation;
- 5) adopt the ATS Annual Report;
- 6) make decisions on the use of assets as stipulated by the law;
- 7) make decisions on how to dispose of assets having greater values;
- 8) make decisions on accreditation fee rates;
- 9) determine the criteria determining the amount of the Director's earnings;
- 10) adopt a general document on the criteria for payroll accounts, remuneration rates and other sources of employees' income;
- 11) give its consent to the document on internal organisation and functional titles and job descriptions;
- 12) appoint and replace the Chairperson and members of the Accreditation Council;
- 13) make decision on the establishment of the Appeals Committee;
- 14) make decision on remuneration rates for the Chairpersons and members of the Management and Supervisory Boards in accordance with the documents adopted by the Government;
- 15) make decisions on the membership in international organisations;

- 16) make decisions on the attainment of bilateral and multilateral cooperation with other accreditation bodies, i.e. regional and international organisations for accreditation;
- 17) make decisions on remuneration rates for the members of the Accreditation Council and technical committees;
- 18) pass the Rules of Procedure for the Management Board;
- 19) carry out other activities in accordance with the law, Act on the Establishment and this Statute.

The decisions referred to in paragraph 1, points 1), 2), 3) and 7) of this Article shall be made by the Management Board with the consent of the Founder, while the document referred to in paragraph 1, point 6) of this Article shall be adopted on the basis of an approval previously given by the Founder.

Article 18

Appointment of the Chairperson and members of the Management Board shall be for four years with the possibility of reappointment.

In case when the appointment of a member of the Management Board was terminated before the expiry of the appointment, a new member shall be appointed and the appointment shall last until the expiry of the appointment of the member he/she replaced.

Article 19

The decisions made by the Management Board are valid and binding if they are made when more than half of the members take part in meetings.

The Management Board shall adopt decisions by public ballot and they shall be agreed by majority voting of the Management Board members.

In case of equal number of votes, the Chairperson of the Management Board will have the casting vote.

The minutes shall record the work of the Management Board.

As a general rule, the Director shall take part in the work of the Management Board, but shall not have a right to participate in decision-making process.

If need be, other invited persons may attend meetings of the Management Board.

The operation of the Management Board shall be stipulated in detail in the Rules of Procedure of the Management Board.

Article 20

Meetings of the Management Board are summoned when necessary, i.e. at least once every two months.

Technical and administrative activities related to the work of the Management Board shall be performed at the ATS.

Article 21

The Chairperson of the Management Board shall:

- 1) represent the Management Board;
- 2) summon and preside at sessions of the Management Board;
- 3) appoint the member to replace him/her when otherwise engaged;

- 4) propose the agenda of the Management Board meetings;
- 5) sign the documents of the Management Board;
- 6) ensure the implementation of the provisions of the Rules of Procedure of the Management Board;
- 7) perform other activities in accordance with the Law, Act on the Establishment and this Statute.

The Chairperson shall summon the meetings of the Management Board at his/her own initiative, at the request of the Director of the Accreditation Board or the Founder or he/she may summon the meetings at the proposal of two members of the Management Board.

Article 22

Chairperson and members of the Management Board are entitled to receive remuneration for participating in the Management Board meetings.

Monthly remuneration rate for the Management Board members shall be equal to one average gross salary in the Republic of Serbia unless otherwise stipulated in a document adopted by the Government.

Monthly remuneration rate for the Chairperson of the Management Board must not exceed the abovementioned amount that is augmented by 50% unless otherwise stipulated in a document adopted by the Government.

Remuneration shall be paid into the current account on a monthly basis.

Chairperson and members of the Management Board can waive their fees in writing.

Article 23

Other issues relating to mode of operation and decision-making of the Management Board shall be stipulated in detail in Rules of Procedure of the Management Board.

Director

Article 24

The Director shall manage the operation of the ATS and shall be responsible for the legitimacy of the work and technical activities of the ATS.

The Director shall be accountable to the Management Board.

The Director is appointed and replaced by the Founder at the proposal of the Management Board.

The appointment thereof shall be for five years with the possibility of reappointment.

The Director cannot be a member of the ATS Management Board/Supervisory Board.

The Director cannot be a member of the Management Board/Supervisory Board of an accredited conformity assessment body or a member of an applicant for accreditation.

Article 25

The Management Board shall propose a candidate for the ATS Director on the basis of a vacancy advertised at least three months prior to the expiry of the appointment.

A person meeting the following criteria can be a candidate for the ATS Director:

- 1) university degree;
- 2) citizenship of the Republic of Serbia;
- 3) ten years of experience;
- 4) three years of experience in accreditation related activities;
- 5) three years of experience in managerial activities;
- 6) English language proficiency;
- 7) computer literacy and knowledge of common IT programmes;
- 8) not sentenced on the grounds of binding sentencing terms in case of a criminal offence requiring at least a six month sentence.

Article 26

Vacancy procedure shall be managed by the Management Board that advertised the vacancy.

The advertised vacancy shall define the criteria that a candidate must fulfil in order to be appointed, evidence to be submitted in case of a public vacancy, deadline for the submission of applications, name of the person providing information about the public vacancy, selection procedure, deadline within which the candidates shall be informed thereof and other data of importance to the appointment procedure.

Article 27

The Management Board shall, after the public vacancy has been closed, make a list of candidates meeting the defined criteria and prepare a proposal for the Founder to appoint the Director.

If no candidate applies for the vacancy or if no candidate meets the defined criteria or if the proposed candidate was not appointed, the public vacancy shall be readvertised.

Article 28

The Director shall:

1. represent and act on behalf of the ATS;
2. organise and manage the operation of the ATS;
3. provide the legality of the operation of the ATS and its technical activities;
4. supervise the use of assets;
5. exercise and implement decisions made by the Management Board;
6. propose the documents to be reviewed and adopted by the Management Board;
7. make decisions on accreditations;
8. pass the Quality Manual;
9. pass the ATS Quality Policy;
10. pass the Rules of Accreditation;
11. pass a document related to organisation, functional titles and job descriptions the consent to which is given by the Management Board;

12. make decisions related to the ATS activities other than those to be made by the Management Board,
13. adopt individual documents;
14. make decisions on the rights and duties of the ATS members of the staff as stipulated by the law;
15. make decisions as regards experts to be hired to perform certain activities within the competence of the ATS and conclude contracts therewith to define mutual rights and duties;
16. assign employees to carry out particular jobs and tasks;
17. determine contribution and performance levels of the employees;
18. authorise other persons to represent the ATS in legal transactions;
19. submit to the Accreditation Council a proposal on extension of the ATS scope, i.e. establishment of new accreditation schemes;
20. decide on complaints made by any person or organisation as regards the activities of the ATS or an accredited CAB;
21. establish technical committees on the initiative of the Accreditation Council and appoint and replace their members;
22. make decisions on the membership in international organisations for accreditation the consent to which shall be given by the Management Board;
23. make decisions on the conclusion of bilateral and multilateral agreements with other accreditation bodies and regional and international organisations for accreditation the consent to which shall be given by the Management Board;
24. decide on the remuneration rates for the members of the Accreditation Council and technical committees the consent to which shall be given by the Management Board;
25. perform other activities as laid down in the Law, Act on Establishment and this Statute.

Article 29

The Director entered into employment with the ATS and he/she shall have all the rights and obligations arising from the said employment unless otherwise stipulated by the law.

The Director and ATS shall conclude contracts to define mutual rights and obligations, whereas the Chairperson of the Management Board shall sign the said contract on behalf of the ATS.

Article 30

Director's appointment shall be terminated after the expiry of the appointment period.

Director's appointment can be terminated prior to the expiry of the appointment period in case of replacement or resignation.

The Director shall hand in the resignation to the Founder and shall inform the Management Board thereof. The resignation must be in writing and it shall contain the rationale behind it.

Upon the receipt of the information about the Director's resignation, the Management Board shall submit the opinion to the Founder as regards the acceptance of the said resignation.

The Management Board shall propose the acting director, while he/she shall be appointed and replaced by the Founder.

Supervisory Board

Article 31

The Supervisory Board is a body conducting surveillance into the legitimacy of the work and financial activities of the ATS and is accountable to the Management Board as stipulated by the law, Act on the Establishment and this Statute.

Article 32

The Supervisory Board is composed of a Chairperson and two members.

Chairperson and members of the Supervisory Board are appointed and replaced by the Founder.

One of the members of the Supervisory Board is proposed by the Ministry in charge of accreditation activities (hereinafter referred to as: Ministry).

One of the members of the Supervisory Board is proposed by the association of accredited conformity assessment bodies from accredited conformity assessment bodies.

One of the members of the Supervisory Board is proposed from the ATS members of the staff.

The appointment of members of the Supervisory Board will be for four years with the possibility of reappointment.

Article 33

Member of the Supervisory Board to be appointed from the ATS employees shall be proposed by the ATS Director on the basis of a decision of the ATS directors.

Member of the Supervisory Board to be appointed from the ATS employees cannot be held responsible for a disciplinary offence in case of his/her stands and opinions presented at the Supervisory Board meetings.

Article 34

The appointment of the Chairperson or a member of the Management Board can be terminated before the expiry of the mandate he/she was given if:

- 1) he/she resigns;
- 2) termination of the appointment is requested by the association of accredited conformity assessment bodies that proposed their appointment;
- 3) his/her labour relations with an accredited conformity assessment body were terminated;
- 4) a conformity assessment body he/she is the President of or is a member of was withdrawn accreditation;
- 5) labour relations between the ATS and the ATS employee appointed as the member of the Management Board were terminated;

- 6) they fail to fulfil their duty without a justifiable cause for a period of time longer than twelve months;
- 1) they jeopardise the reputation of the ATS by their mode of conduct

Article 35

In case when the appointment of a member of the Supervisory Board was terminated before the expiry of his/her appointment, the new member shall be appointed by the Founder and the mode of their appointment shall be the same as in case of the member whose appointment was terminated.

The appointment of the newly appointed member of the Supervisory Board shall last until the expiry of the appointment of the member he/she replaced.

Article 36

The Supervisory Board shall:

- 1) conduct surveillance into the legitimacy of the work of ATS organs;
- 2) control authenticity and completeness of the Report on Work Programme Implementation;
- 3) control authenticity and completeness of the Financial Report;
- 4) adopt its Rules of Procedure;
- 5) perform other activities as stipulated by the law, Act on the Establishment and this Statute.

Article 37

The Supervisory Board works and makes decisions during sessions.

Sessions of the Supervisory Board are summoned when necessary, i.e. at least twice a year.

Minutes of the Management Board meeting shall be taken and signed by the Chairperson and present members of the Supervisory Board.

Meetings of the Supervisory Board are summoned and chaired by the Chairperson of the Supervisory Board, while a member authorised by the Chairperson shall summon and chair the meetings in his/her absence.

The Chairperson shall summon the meetings of the Supervisory Board at his/her initiative, but is obliged to summon the said meetings within 30 days from the date of the receipt of well-defined written request of the Management Board, two members of the Supervisory Board, the Founder or the ATS Director.

Technical and administrative activities related to the work of the Supervisory Board shall be performed at the ATS.

Article 38

The Supervisory Board shall adopt decisions by means of an open ballot, with at least two votes for the motion.

Article 39

The Chairperson of the Supervisory Board shall:

- 1) represent the Supervisory Board;

- 2) summon and preside at sessions of the Supervisory Board;
- 3) propose the agenda of the Supervisory Board meetings;
- 4) initiate the discussion about the activities falling within the scope of the Supervisory Board activities;
- 5) sign the decisions, reports and other documents adopted by the Supervisory Board;
- 6) ensure the implementation of the provisions of the Rules of Procedure of the Supervisory Board;
- 7) coordinate the work of the Supervisory Board members;
- 8) perform other activities in accordance with the Law, Act on the Establishment, this Statute and Rules of Procedure of the Supervisory Board.

Article 40

When performing its duties, the Supervisory Board can review all ATS documents, verify their authenticity and veracity of the data therein, request reports and explanations to be provided by the Management Board, ATS Director and employees, and review the ATS property status.

The Management Board, ATS Director and employees shall make all the necessary documents available for the Supervisory Board and provide all information of importance to surveillance thereto.

Article 41

At least once a year the Supervisory Board shall report to the Founder on the surveillance into the legitimacy of the work of the ATS organs, financial activities of the ATS and other activities of importance to the operation of the ATS.

Article 42

Chairperson and members of the Supervisory Board are entitled to receive remuneration for the activities performed.

The Management Board shall decide on remuneration rates for the Chairperson and members of the Supervisory Board on the basis of the Director's proposal and in accordance with the ATS Annual Work Programme and documents of the Government.

Monthly remuneration rate for the members of the Supervisory Board shall be paid into the current account for the month in which the meeting of the Supervisory Board was held.

Chairperson and members of the Supervisory Board can waive their fees in writing.

Article 43

Other issues relating to the mode of operation and decision-making of the Supervisory Board shall be stipulated in detail in the Rules of Procedure of the Supervisory Board.

VIII. ACTING AND REPRESENTING IN LEGAL TRANSACTIONS

Article 44

The Director shall represent and act on behalf of the ATS at national and international level within the scope of its competences and responsibilities entered in the Court Register.

The Director shall conclude contracts and undertake other legal activities for and on behalf of the ATS.

In Director's absence or any hindrance, the Deputy Director shall represent the Accreditation Board and sign the documents on behalf thereof as instructed by the ATS Director.

The Director may authorise one of his/her employees or any other person to represent the ATS or act on its behalf in case of certain activities or actions before court or other bodies, whereas the power of attorney shall specify the scope, content and validity period for the powers that were granted.

IX TECHNICAL BODIES OF THE ATS

Accreditation Council

Article 45

The Accreditation Council (hereinafter referred to as: Council) is a technical advisory body of the ATS.

The Accreditation Council is composed of 11 members that are appointed and replaced by the Management Board.

Renowned experts and scientists from fields relevant to the performance of activities falling within the competences of the ATS are chosen to become the members of the Council as representatives of the interested parties.

The Management Board shall identify the parties interested in accreditation and define the criteria for the selection of the Council members, while the ATS shall invite the interested parties thereafter to submit their proposals for the selection and appointment of the members of the Council.

After the invitation has been closed out, the Management Board shall review the received applications and select and appoint the Council Chairperson and its members.

Their appointment shall be for four years with the possibility of reappointment.

Article 46

The Council is composed of a Chairperson and ten members that are representatives of the following interested parties:

- 1) public administration bodies and holders of public authorisations – 3 members;
- 2) faculties and institutes – 2 members;
- 3) companies, entrepreneurs, chambers, etc. – 2 members;
- 4) consumer organisations – 1 member;
- 5) manufacturers organisations – 1 member, and
- 6) accredited conformity assessment bodies – 2 members.

Article 47

Criteria for the selection of the Council members are as follows:

- 1) they must be renowned experts that have knowledge of the fields of importance to the performance of activities falling within the scope of the ATS;
- 2) they must hold positions affecting decision-making and decision implementation related to the activities in the field of quality infrastructure, accreditation and assessment of the conformance with the regulations;
- 3) they achieved results in the fields of importance to activities falling within the scope of the ATS, and
- 4) they directly or indirectly participated in the previous period in the work of the ATS or cooperated therewith.

Article 48

The Council shall:

- 1) provide its opinion as regards the development of the accreditation system in the Republic of Serbia;
- 2) provide its opinion as regards the Rules of Accreditation;
- 3) take initiatives to extend the scope of the ATS activities, i.e. to establish new accreditation schemes;
- 4) provide opinions as regards the implementation of standard requirements in certain fields of accreditation;
- 5) take initiatives for the establishment of standing or temporary technical committees as advisory bodies for certain fields of accreditation and identify parties participating therein;
- 6) propose members of technical and sectoral committees;
- 7) adopt rules and criteria for the appointment of the members of the technical committees and the work thereof;
- 8) determine tasks of technical committees;
- 9) take stands on other technical issues as per the request of the Management Board.

Article 49

The Council shall work and make decisions during sessions.

The Council shall work during sessions in which more than half of the members take part.

The decisions shall be agreed by public ballot.

The Council shall make decisions by the majority of votes.

In case of equal number of votes, the Chairperson of the Council will have the casting vote.

The minutes shall record the work and decisions of the Council.

The Council shall make the following decisions: professional opinions, initiatives and stands as regards technical issues in the field of accreditation.

The work of the Council shall be stipulated in detail in the Rules of Procedure that is adopted by the Council.

As a general rule, the Director shall take part in the work of the Council, but shall not have a right to participate in decision-making process.

Article 50

Meetings of the Council shall be summoned by the Chairperson that shall manage the operation of the Council, and in case when the Chairperson is otherwise engaged the said shall be performed by a member designated by the Chairperson.

The Chairperson of the Council shall:

- 1) represent the Council;
- 2) summon and preside at the sessions;
- 3) sign the decisions of the Council;
- 4) ensure the implementation of the Rules of Procedure of the Council;
- 5) perform other activities in accordance with the Law, Act on the Establishment and this Statute.

Technical Committees

Article 51

Technical committees are technical bodies providing expertise in case of specific fields of accreditation.

Technical committees as standing or temporary bodies are established by the Director as per the proposal of the Council.

Standing technical committees are established for specific schemes of accreditation.

If need be, temporary technical committees shall be established to deal with specific and technical issues falling within specific fields of accreditation.

If need be, standing technical committees can be also established for certain fields of accreditation.

Article 52

Members of standing or temporary technical committees shall be competent experts in specific fields of accreditation or conformity assessment and they shall be familiar with national, international and European standards, and legislation governing accreditation and conformity assessment.

The following interested parties participate in the work of technical committees:

- 1) public administration bodies and holders of public authorisations;
- 2) faculties and institutes;
- 3) accredited conformity assessment bodies;
- 4) companies, entrepreneurs, chambers, etc.

Standing technical committees shall be established for the following schemes of accreditation:

- 1) Laboratory Technical Committee;
- 2) Inspection Body Technical Committee;
- 3) Certification Body Technical Committees.

Article 53

The Accreditation Council shall identify interested parties, define the criteria for the selection of the technical committee members, while the ATS shall invite interested parties thereafter to submit, within a defined deadline, their proposals for the selection and appointment of the technical committee members.

After the invitation has been closed out, the Council shall review the received applications and propose to the Director the technical committee members to be selected and appointed.

Article 54

Task of the technical committees is to:

1) provide opinions on the implementation of requirements and documents of international organisations for certain schemes and fields of accreditation and conformity assessment;

2) provide opinions on proposed EA, ILAC/IAF documents;

3) provide assistance to the ATS in extending the scope of its activities;

4) participate in defining the assessor competence criteria in case of specific fields of conformity assessment;

5) identify potential assessors;

6) provide assistance to the ATS as regards recognition of inter-laboratory comparison schemes and other schemes.

Article 55

Meetings of the technical committee shall be held at least twice a year (in April and October of the current year).

If need be, the ATS Director shall also participate in the technical committee meetings.

In addition to the technical committee members, experts in specific fields of conformity assessment can attend the technical committee meetings if necessary.

Technical committees shall make decisions if their stands are harmonised.

The minutes shall record the work and decisions of the technical committees.

Technical committees shall adopt opinions and reports.

Mode of operation of the technical committee shall be stipulated in detail in the Rules of Procedure of Technical Committees that are adopted by the ATS Director.

Article 56

Appointment of the Chairperson and his/her deputy shall be made by each technical committee for the period of two years.

Technical committee chairperson shall:

1) summon and preside at the technical committee meetings;

2) propose the technical committee meeting agenda;

3) initiate the discussion about the activities falling within the scope of technical committee activities;

4) sign opinions and reports and ensure that they are submitted to the ATS Director;

5) ensure the application of the technical committee Rules of Procedure, and

6) perform other activities in accordance with the law, Act on the Establishment and this Statute.

The activities referred to in paragraph 2 of this Article shall be performed by a person designated by the Chairperson in case when the Chairperson is otherwise engaged.

Appeals Committee

Article 57

The Appeals Committee (hereinafter referred to as: Committee) shall be composed of a Chairperson and six members.

A representative of the Ministry shall be appointed as the Chairperson of the Committee.

Members of the Committee shall be appointed as per the scheme of accreditation from experts in different conformity assessment fields:

- 1) two members from laboratory experts;
- 2) two members from inspection body experts;
- 3) two members from certification body experts.

Chairperson of the Committee shall have a university degree in law and 10 years of work experience.

Members of the Committee shall have university degrees and at least 5 years of work experience in accreditation activities.

The Director and members of the Management Board must not be members of the Committee.

The appointment shall be for four years.

Article 58

Mode of establishment of the Committee shall be stipulated by the ATS document.

Mode of the operation of the Committee shall be stipulated in detail in the Rules of Procedure adopted by the Committee.

X. INTERNAL ORGANISATION

Article 59

The internal organisation of ATS, functional titles and job descriptions, number of executives and special requirements for performing activities are stipulated in detail in the Act on Internal Organisation and Functional Titles and Job Descriptions.

The ATS Director shall enact the Act on Organisation and Functional Titles and Job Descriptions following the consent of the Management Board.

The ATS employees shall exercise their employment-related rights and duties in compliance with general regulations governing labour relations if the said rights and duties are not stipulated by this Statute or any other ATS document.

Article 60

The Director shall appoint the Quality Manager to put in place and maintain the ATS management system in accordance with the requirements of the standard defining general criteria for accreditation bodies.

XI. DECISIONS ON ACCREDITATION

Article 61

Decisions on accreditation shall be made after the following conditions have been met to: grant accreditation, maintain accreditation, renew accreditation, change the scope of accreditation (extend and reduce the scope), suspend accreditation, or withdraw accreditation.

An assessment report and/or report produced when resolving complaints and/or written request of an accredited body shall provide the basis for making the decisions on accreditation referred to in paragraph 1 of this Article.

The Director shall make decisions on accreditation following the proposals of the Accreditation Committee.

If it is determined after the accreditation process that an applicant for accreditation meets the requirements of relevant Serbian, international and European standards, and, where applicable, all additional requirements, including requirements for specific fields, the ATS shall make a decision on accreditation and issue an accreditation certificate and determine the scope of accreditation.

The accreditation procedure is stipulated in detail by the Rules of Accreditation.

XII. GENERAL DOCUMENTS

Article 62

The ATS general documents are as follows: Statute, rules, manuals, decisions and other documents governing specific issues in general fashion.

The Statute is the paramount general document of the ATS.

Amendments to this Statute and other general documents shall be made in line with the procedure and manner prescribed for the adoption thereof.

XIII. OPERATIONAL TRANSPARENCY

Article 63

Activities of the ATS shall be transparent.

The ATS shall make publically available information about the activities it performs in accordance with Articles 3 and 8 of the Law on Accreditation and about the results of the peer evaluation.

Operational transparency shall be enabled by publishing information and data on the operation of the ATS in an official gazette, special publications, ATS internet page, and by providing information and data on the operation of the ATS to the media.

The ATS Director, i.e. a person he/she appoints, is held responsible for the provision of information and data on the operation of the ATS to the media.

The ATS shall, in an appropriate manner, inform its clients and other interested parties about their rights, obligations, procedure to achieve the said rights and obligations, its operation and scope of activities, and about other data of importance to the operational transparency and relationship with clients.

All information about the operation of the ATS shall be made publicly available except in case of the information from the ATS documents marked as confidential in accordance with the law, this Statute or Rules of Accreditation.

XIV. ACCREDITATION DAY

Article 64

Every year the ATS celebrates 9th June as International Accreditation Day and 28th June as Accreditation Day in the Republic of Serbia after the date when the first accreditation was granted.

XV. CONFIDENTIALITY OF DATA

Article 65

Data and information, including documents containing them, shall be considered as confidential if they are obtained in the process of accreditation of conformity assessment bodies. These shall not include general data on accredited CABs and scopes of accreditation thereof.

Furthermore, documents shall be considered as confidential if they are classified as top secret, military secret, business secret, professional or any other secret.

Confidentiality issue can be stipulated by law, sub-laws, general documents of the ATS or by contracts.

Representatives of ATS organs, technical bodies, ATS employees and external individuals are obliged to safeguard the confidentiality of the data they obtain while filling their jobs and they shall sign the Confidentiality Statement.

Unauthorised disclosure of the confidential data and information referred to in paragraph 1 of this Article shall mean violation of a work obligation, and for the contracted persons that shall mean the termination of the contract.

The persons referred to in paragraph 4 of this Article must not disclose any confidential information about the accredited CABs without a written consent of the accredited body. This shall not be the case when the law stipulates that the said information must be disclosed without such consent.

XVI. PROVISIONAL AND FINAL PROVISIONS

Article 66

The ATS general documents that must be harmonised with this Statute shall be adopted within six months from the date of entry into force of this Statute.

Article 67

The Statute of the Accreditation Board of Serbia (“Official Gazette of the RS” No. 17/09) shall be repealed with effect from the date of entry into force of this Statute.

Article 68

Upon consent given by the Founder, this Statute shall enter into force on the eighth day following that of its publication in the “Official Gazette of the Republic of Serbia”.

**Number
In Belgrade,**

Chair of the Management Board

Snježana Pupavac