

# **RULEBOOK**

## **ON CONTENT AND MANNER OF KEEPING THE REGISTERS REFERRING TO TECHNICAL REGULATIONS**

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### **1. Scope**

#### **Article 1**

This Rulebook stipulates in detail content and manner of keeping of registers of: valid technical regulations and designated or authorised conformity assessment bodies; draft technical regulations and foreign documents of conformity and marks of conformity which are valid in the Republic of Serbia (hereinafter referred to as: registers).

### **2. Content**

#### **Article 2**

The register of valid technical regulations and designated or authorised conformity assessment bodies (hereinafter referred to as: register of valid technical regulations) shall consist of three parts: the first part of the register - refers to valid technical regulations; the second part of the register refers to designated conformity assessment bodies and the third part of the register refers to authorised conformity assessment bodies.

#### **Article 3**

The first part of the register of valid technical regulations shall contain:

- 1) Register number of technical regulation;
- 2) Title of the technical regulation and number of the Official Gazette where the regulation was published;
- 3) Name of the ministry or organisation responsible for adopting the technical regulation referred to in Point 2 of this Paragraph;
- 4) Legal ground for adopting the technical regulation;
- 5) Type or name of product or group of products being regulated by the technical regulation;
- 6) Information on who, in accordance with technical regulation, performs or participates in conformity assessment procedure;
- 7) Reference to the European regulation for the product;
- 8) Information on Serbian standards or technical specifications which the technical regulation refers to.

In addition to the information referred to in paragraph 1 of this Article, the first part of the register shall contain information on adopted changes or amendments to technical regulation which are entered into the register without changing register number.

#### **Article 4**

The second part of the register shall contain information of designated conformity assessment bodies in particular:

- 1) Register number of the designated body;
- 2) Number and date of the decision on designation;
- 3) Title of Ministry issuing the decision on designation;
- 4) Business name, or name and address of the designated body;
- 5) Type or name of product or group of products to which the decision referred to in Point 2 of this Paragraph refers;
- 6) Scope of designation, or description of activities for which it has been established that the designated body is qualified;
- 7) Date of expiry of validity of the decision;
- 8) Name of the person authorized for signing documents of conformity

The second part of the register of valid technical regulations shall contain data referred to in paragraph 1 of this Article if the technical regulation stipulates that the designated body performs, or participates in, conformity assessment (information referred to in Article 3 (6) of this Rulebook).

The register number referred to in paragraph 1(1) of this Article is the unique identification number of the designated body that is issued to that body, upon the initial entry into the register.

Data on designated body shall be entered into the register on the date of provision of decision on designation which the competent ministry communicates to the Ministry of Economy and Regional Development (hereinafter referred to as: Ministry) in accordance with the regulations on manner of designation and authorization of conformity assessment bodies.

#### **Article 5**

The third part of the register shall contain data on authorized body that shall perform technical evaluation for the needs of state authorities and in particular:

- 1) Register number of the authorised body;
- 2) Number and date of the decision on authorization;
- 3) Title of Ministry issuing the decision on authorisation, or title of state authority for which authorised body shall carries out technical evaluation;

- 4) Business name, or name and address of the authorised body;
- 5) Type or name of product or group of products to which the decision referred to in Point 2 of this Paragraph refers to;
- 6) Scope of authorization, or detail description of activities for which it has been established that the authorized body is qualified;
- 7) Date of expiry of validity of the decision;
- 8) Name of the person authorized for signing documents of conformity.

The third part of the register of valid technical regulations shall contain data referred to in paragraph 1 of this Article if the technical regulation stipulates that the authorised body carries out technical evaluation (data under Article 3 (6) of this Rulebook.

The register number referred to in paragraph 1(1) of this Article shall mean the unique identification number of the authorized body issued to that body upon the initial entry into the register.

Data on authorized body shall be entered into the register by the date of delivery of decision on authorization which the competent Ministry communicates to the Ministry in accordance to the regulations on manner of designation and authorization of conformity assessment bodies.

## **Article 6**

In addition to data referred to in Articles 4 and 5 of this Rulebook, the second or the third part of the register of valid technical regulations shall also contain the date of registration of the designated, or the authorised body to the relevant international organisation, if the notification is in accordance with the act governing technical requirements for products and conformity assessment.

## **Article 7**

The Register of draft technical regulations shall contain:

- 1) Register number of draft technical regulation;
- 2) Title of draft technical regulation;
- 3) Name of the Ministry or organisation responsible for drafting technical regulation;
- 4) Legal ground for adopting the draft technical regulation;
- 5) Reasons for adopting the technical regulation;
- 6) Type or name of product and other data for accurate identification of the product being regulated by the draft technical regulation;

- 7) Short description of draft technical regulation;
- 8) Expected date of adoption of technical regulation and its entering into force;
- 9) Data on standards or technical specifications which the draft technical regulation refers to;
- 10) Title of regulations proposed to be repealed by draft regulation.

In addition to data referred to in paragraph 1 of this Article, the register of draft technical regulations shall contain information on performed notification of draft technical regulations in accordance with the regulation governing notification of draft technical regulations.

Data as per Paragraph 1 of this Article shall be entered into the register of draft technical regulations on the day of notification of draft technical regulations by the competent Ministry in accordance to the regulation governing notification of draft technical regulations.

### **Article 8**

The Register of foreign documents of conformity and marks of conformity valid in the Republic of Serbia shall contain:

- 1) Register number of foreign document of conformity and mark of conformity;
- 2) Number and date of the decision on recognition of foreign document of conformity and mark of conformity;
- 3) Type of foreign documents of conformity;
- 4) Business name, name and address of the legal entity which issued the document of conformity;
- 5) Name of the state where foreign document of conformity was issued or mark of conformity was affixed;
- 6) Title of foreign technical regulation which was the basis for issuing of foreign document of conformity or affixing of mark of conformity
- 7) Title of corresponding Serbian technical regulation;
- 8) Type or name of product and other data for accurate identification of the products to which foreign document of conformity and mark of conformity refer to;
- 9) Date of validity and expiry date of foreign document of conformity and mark of conformity.

At the request of an interested legal entity, entrepreneur or natural person, as evidence of validity of foreign documents of conformity and marks of conformance, the Ministry shall provide excerpt register from the register of foreign documents of conformity and marks of conformity which are valid in the Republic of Serbia.

Register Excerpt from the register shall contain all data referred to in paragraph 1 of this Article, as well as the business name, name or address of the applicant referred to in

paragraph 2 of this Article and shall be valid till expiry date of the decision referred to in paragraph 1 (2) of this Article.

If the decision on recognition of foreign documents of conformity and mark of conformity, as communicated by the competent ministry to the Ministry, in accordance with regulations on manner of recognition of validity of foreign documents of conformity and marks of conformity, does not contain all data referred to in paragraph 1 of this Article, only data contained in that decision shall be entered into the register.

In addition to data referred to in paragraph 1 of this Article, the register of foreign documents of conformity and marks of conformity shall contain data on documents of conformity and marks of conformity which are valid in the Republic of Serbia on the ground of ratified international agreements where the Republic of Serbia is one of signatories.

### **3. Manner of keeping the registers**

#### **Article 9**

Registers shall be kept in digital form by the Ministry, as public registers.

Data from registers shall be published on the webpage of the Ministry.

In addition to data referred to in paragraph 2 of this Article; the Ministry webpage shall include information on the method of obtaining the text of the draft technical regulation.

#### **Article 10**

The register number of the valid technical regulation shall contain the mark VTP XXXX: YY, where XXXX represents the ordinal number in the register, and YY represents the year of publishing of the initial text of the regulation.

The unique register number of the designated or authorized body for conformity assessment shall also contain the mark I XXX – for designated bodies, O XXX – for authorized bodies, where XXX represents the ordinal number in the register.

The register number of the draft technical regulation shall contain the mark NTP XXXX: YY, where XXXX represents the ordinal number in the register, and YY represents the year of entering draft technical regulation into the register.

The register number of the foreign document of conformity and mark of conformity shall contain the mark INI XXXX: YY, where XXXX represents the ordinal number in the register, and YY represents the year of entering foreign document of conformity and mark of conformity into the register.

If the decision on recognition of foreign documents of conformity refers to several foreign documents, one register number shall be assigned to all documents recognised by that decision.

## **Article 11**

Data from the register of valid technical regulations shall be removed on the date of expiry of validity of that technical regulation.

Data from the second and third part of the register of valid technical regulations shall be removed on the date of expiry of validity of decision on designation or authorization of the conformity assessment body, date of delivery of decision on withdrawal of authorization for performance of conformity assessment, or removal of designated or authorized body from the register of economic operators.

Data from the register of draft technical regulations shall be removed on the date of entering into force of that regulation and becomes the part of register of valid technical regulations expiry of validity of that technical regulation.

Data from the register of foreign documents of conformity and marks of conformity shall be removed on the date of expiry of validity of foreign document of conformity and mark of conformity.

Data from the register of foreign documents of conformity and marks of conformity shall also be removed on the basis of valid decision of competent authority on and/or of the decision on recognition of foreign document of conformity and mark of conformity.

## **Article 12**

Removed data from the Registers shall be kept in electronic form, indefinitely.

Once data is removed from the register, register numbers already assigned referred to in Article 10 of this Rulebook shall not be assigned for a second time.

## **4. Transitional and final provisions**

### **Article 13**

The Ministry shall publish data from the registers on its webpage within 6 months from the day when this Rulebook enters into force.

### **Article 14**

This Rulebook shall enter into force on the eighth day following its publication in the "Official Gazette of the Republic of Serbia".