

The Accreditation Body of Montenegro, pursuant to Article 11 of the Law on Free Access to Information (“Official Gazette of Montenegro”, No. 44/2012, 30/2017 and 66/2025 – Decision of the Constitutional Court of Montenegro), hereby adopts the following:

GUIDE TO ACCESS TO INFORMATION

I. GENERAL INFORMATION

Name: Accreditation Body of Montenegro (acronym: ATCG)

Registered seat and address: Bulevar Revolucije No. 66, 81000 Podgorica

Telephone: +382 20 246 279

E-mail: atcg@akreditacija.me

Website: www.akreditacija.me

Scope of Activity:

The legal framework governing accreditation in Montenegro is established by the Law on Accreditation (“Official Gazette of Montenegro”, No. 54/09 and 43/2015), harmonised with European legislation, namely Regulation (EC) No. 765/2008. This Law regulates the establishment and activities of the Accreditation Body of Montenegro, the manner and procedure of accreditation, the granting and withdrawal of accreditation certificates, cross-border accreditation, financing and supervision of the Accreditation Body, as well as other matters of importance for the establishment of the national accreditation system.

The Accreditation Body of Montenegro was established in mid-2007 by a Decision of the Government of Montenegro (“Official Gazette of the Republic of Montenegro”, No. 21/07) as the sole national accreditation body performing accreditation activities in the public interest. ATCG is an independent and non-profit organization whose responsibilities and tasks are clearly separated from those of other state authorities. In order to avoid conflicts of interest, ATCG does not have ownership, financial or management interests in conformity assessment bodies, nor may it perform conformity assessment activities.

ATCG conducts the accreditation process of conformity assessment bodies in a transparent and non-discriminatory manner, guided by the principles of independence, impartiality, objectivity and competence. Representatives of interested parties are involved in and participate in the work of governing, expert and advisory bodies.

Governance Structure:

The bodies of ATCG are the Supervisory Board, the Management Board and the Director. Their scope of work and responsibilities are defined by the Decision on Establishment and the Statute of ATCG.

Internal Organization:

- Accreditation Service
- Service for Development and International Cooperation

Additional Positions: Secretary, Quality Manager, Administrative Assistant

Expert and Advisory Bodies:

- Council for Accreditation
- Accreditation Committee
- Committee for the Selection and Monitoring of Assessors
- Complaints Committee
- Appeals Committee
- Technical Committees for Specific Accreditation Schemes

II. TYPES OF DOCUMENTS HELD BY ATCG

1. Normative Acts

- Law on Accreditation
- Decision on the Establishment of ATCG
- Statute of ATCG
- Rulebook on Internal Organization and Job Classification
- Rulebook on Salaries and Other Employee Benefits
- Rulebooks Governing the Work of Governing, Expert and Advisory Bodies
- Decision on the Amount of Accreditation Fees
- Accreditation Criteria
- Accreditation Rules (PA.01 – PA.06)
- Quality Policy
- Impartiality Policy
- Code of Ethics
- Other normative acts

2. Management System Documents

- Quality Manual
- Management System Procedures (PR.01 – PR.13)
- Instructions and Guidelines

3. Registers

- Registry Books (Incoming and Outgoing Mail Records)

- Register of Internal and External Documentation
- Catalogue of Services
- Registers of Employees and External Members
- Registers of Assessors and Technical Experts
- Registers of Individual Accreditation Procedures
- Register of Accredited Bodies
- Register of Risks, Appeals and Complaints
- Other registers and records

4. Programmes and Reports

- Annual Work Programmes
- Annual Activity Reports
- Annual Reports of the Supervisory Board
- Integrity Plan and Related Reports
- Public Procurement Plan and Related Reports
- Other programmes and reports

5. Individual Acts

- Accreditation Agreements and Contracts for Engagement of Assessors/Experts
- Decisions on Appointment of Teams and Committee Members
- Accreditation Certificates
- Service Contracts
- Other individual acts

6. Employee-Related Documents

- Employment Contracts
- Evidence of Competence
- Other employment-related documentation

7. Finance

- Budget
- Public Procurement Documentation
- Financial Statements

III. CONFIDENTIALITY OF INFORMATION

V. AUTHORIZED AND RESPONSIBLE PERSONS

- **Anita Krulanović, Director** – responsible person
- **Mr Veljko Sinanović, LL.M., Graduate Lawyer, Secretary of ATCG**
(veljko.sinanovic@akreditacija.me) – person responsible for conducting the administrative procedure and issuing decisions

VI. PUBLICATION OF THE GUIDE

This Guide shall enter into force on the date of its adoption and shall be published without delay on the ATCG website (www.akreditacija.me).

Upon the entry into force of this Guide, the Guide on Access to Information dated 11 January 2024 shall cease to be valid.

Director of the Accreditation Body of Montenegro

Anita Krulanović