

Pursuant to Article 11 of the Law on Free Access to Information ("Official Gazette of Montenegro", No. 160/2025), the Accreditation Body of Montenegro hereby adopts the following:

GUIDE ON ACCESS TO INFORMATION

I. GENERAL INFORMATION

Name: Accreditation Body of Montenegro (ATCG)

Head Office and Address: Bulevar Revolucije No. 66, 81000 Podgorica, Montenegro

Telephone: +382 20 246 279

E-mail: atcg@akreditacija.me

Website: www.akreditacija.me

Scope of Activities:

The legal framework governing accreditation in Montenegro is established by the Law on Accreditation ("Official Gazette of Montenegro", Nos. 54/09, 43/15 and 51/26), which regulates the establishment and activities of the Accreditation Body of Montenegro, the accreditation procedure, and other matters relevant to accreditation.

The Accreditation Body of Montenegro was established by the Decision of the Government of Montenegro ("Official Gazette of the Republic of Montenegro", No. 21/07) as the national accreditation body responsible for carrying out accreditation activities in the public interest.

ATCG is an independent, non-profit organization whose responsibilities and activities are separated from those of other authorities and organizations. ATCG does not provide services to conformity assessment bodies, does not perform consultancy activities, and has no ownership, management or other financial interests in conformity assessment bodies.

The Accreditation Body of Montenegro assesses the competence of conformity assessment bodies to perform testing, calibration, inspection, product and process certification, management systems certification, and certification of persons.

In carrying out accreditation activities, ATCG ensures impartiality, independence, objectivity and competence in accordance with international and European accreditation rules.

ATCG is a member of the European co-operation for Accreditation (EA).

Governance Structure:

The governing bodies of ATCG are:

- Management Board;
- Director;
- Supervisory Board.

Their powers and responsibilities are governed by the Law on Accreditation, the Decision Establishing ATCG, 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 Establishing 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 Accreditation Fees;

- Accreditation Criteria;
- Accreditation Rules (PA.01 – PA.06)
- Quality Policy;
- Impartiality Policy;
- Code of Ethics;
- Other regulatory documents.

2. Management System Documentation

- Quality Manual;
- Management System Procedures;
- Instructions and Guidelines.

3. Registers and Records

- Registry Books (Incoming and Outgoing Mail Records)
- Register of Internal and External Documentation;
- Catalogue of Services;
- Registers of Employees and External Members;
- Register of Assessors and Technical Experts;
- Register of Accreditation Procedures;
- Register of Accredited Bodies;
- Register of Risks, Appeals and Complaints;
- Other registers. And records.

4. Programmes and Reports

- Annual Work Programme;
- Annual Report;
- Reports of ATCG Governing Bodies;
- Integrity Plan and Related Reports;
- Public Procurement Plan and Related Reports;
- Other programmes and reports.

5. Individual Acts

- Accreditation Agreements
- Decisions issued in accreditation procedures;
- Accreditation Certificates;
- Agreements on the Engagement of Assessors and Experts;
- Other individual acts.

6. Employee Documentation

- Employment Contracts;
- Documentation on Professional Qualifications and Competence;
- Other employment-related documentation.

7. Financial Documents

- Budget;
- Financial Statements;
- Public Procurement Documentation;
- other financial documents.

III. CONFIDENTIALITY OF INFORMATION

Confidential information includes any data or documents whose disclosure could jeopardize the interests of ATCG, conformity assessment bodies or other persons, in accordance with the law.

In particular, the following shall be protected:

- documentation submitted during accreditation procedures;
- data relating to conformity assessment bodies;
- information protected by law, contract or accreditation rules.

ATCG ensures the confidentiality of information throughout all accreditation activities in accordance with the Law on Accreditation and the accreditation rules.

IV. PROCEDURE FOR EXERCISING THE RIGHT OF ACCESS TO INFORMATION

1. Submission of Requests

Requests for access to information shall be submitted in accordance with the Law on Free Access to Information. A request shall contain:

- the title of the requested information or sufficient data to identify it;
- the preferred manner of access;
- information identifying the applicant.

2. Methods of Submission

Requests may be submitted:

- in person at the premises of ATCG;
- by post to: Bulevar Revolucije No. 66, 81000 Podgorica, Montenegro
- by e-mail: atcg@akreditacija.me

3. Means of Access

Access to information may be provided by:

- direct inspection;
- delivery of a copy;
- electronic transmission;
- any other method provided by law.

4. Decision-Making and Legal Protection

ATCG shall process requests within the deadlines and in the manner prescribed by the Law on Free Access to Information.

Legal remedies against decisions may be exercised in accordance with the law.

5. Costs

The applicant shall bear the costs of access to information in accordance with the law.

V. AUTHORIZED AND RESPONSIBLE PERSONS

Person responsible for processing requests for free access to information:

Mr. Veljko Sinanović, LL.B.
Secretary of ATCG

E-mail: veljko.sinanovic@akreditacija.me

Responsible person:

Anita Krulanović
Director of the Accreditation Body of Montenegro

E-mail: anita.krulanovic@akreditacija.me

VI. FINAL PROVISIONS

This Guide shall enter into force on the date of its adoption and shall be published on the official website of the Accreditation Body of Montenegro.

Podgorica, 6 July 2026

Director
Accreditation Body of Montenegro

Anita Krulanović