
 AKREDITACIONO TIJELO Crne Gore	AKREDITACIONO TIJELO CRNE GORE	Reference/Date: PR.09-2/10.04.2026.
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**QUALIFICATION CRITERIA AND CRITERIA
FOR ACQUIRING AND MAINTAINING
COMPETENCE OF PARTICIPANTS IN
PERFORMING THE ACCREDITATION
PROCEDURE, AS WELL AS PERFORMING
ACTIVITIES WITHIN THE FRAMEWORK OF
THE ATCG MANAGEMENT SYSTEM**

	Name and surname	Function	The date	Signature
Reviewed by	Tanja Radovic	Head of the Accreditation Service / QM	10.04.2026.	
Approved by	Anita Krulanović	Director	10.04.2026.	

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1. SUBJECT AND SCOPE

The goal of this document is to provide as much information as possible when considering and defining the qualifications and competence of participants in the accreditation process, as well as participants in the implementation of activities within the ATCG management system.

This document prescribes the functions of the members of the assessment team (lead assessor, technical assessor, technical expert) and other participants in the implementation of the accreditation procedure, as well as the implementation of activities within the ATCG management system (permanent employees of the ATCG, members of the ATCG Management Board, members of the Accreditation Committee, members of the Commission for selection and monitoring of assessors and members of Technical Committees). In addition to functions, the document contains qualification criteria and criteria for acquiring and maintaining competence. The process of selecting and monitoring the performance of participants in the accreditation process, as well as the implementation of activities within ATCG management system, is carried out by ATCG in order to provide the appropriate resources needed for the assessment of conformity assessment bodies (hereinafter referred to as CAB) and decision-making on CABs accreditation.

2. DEFINITIONS AND ABBREVIATIONS

ATCG- Accreditation body of Montenegro

CAB-Conformity assessment body


Qualification criteria:Necessary conditions in terms of knowledge and formal evidence for the job (professional education, experience, direction)

Competence criteria:Ability to apply knowledge and skills and corresponding personal characteristics (knowledge, skills, personal characteristics)

Assessment team:The team that conducts the assessment in the process of accreditation or maintenance of CABs accreditation and consists, as a rule, of a lead assessor, one or more technical assessors and/or one or more technical experts.

Assessor: A person appointed by ATCG to conduct the assessment in the accreditation process, independently or as a member of the assessment team.

Lead assessor: An assessor who possesses the necessary knowledge and experience and conducts the assessments of elements of the management system for a specific type and field of accreditation and has ultimate responsibility for assessment activities, which includes: developing an assessment plan in order to effectively use resources, leading the team during the assessment, preventing and resolving possible conflicts, making decisions and assistance to the assessment team to reach conclusions and findings about

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the assessment, presentation of the team to the assessed CAB, giving guidelines and instructions to technical experts or assessors who are in training, preparing and forwarding the assessment report to the ATCG in a way that enables both the assessed CAB and ATCG to take appropriate actions and making appropriate decisions.

The lead assessor is, as a rule, the leader of the assessment team, if the team consists of two or more members.

The lead assessor can, during the same assessment, also perform the duties of a technical assessor, for the types of accreditation for which he has technical competence.

Technical assessor: An assessor who possesses the necessary knowledge and experience and conducts the assessment of CAB technical competence for a specific type and area of accreditation.


Technical expert: An expert who possesses the necessary knowledge and experience in the specific field of conformity assessment, in which he performs the tasks of the CAB that is the subject of the assessment, was appointed by the ATCG to, as a member of the team, perform tasks of technical expertise for a specific assessment, as well as to provide technical advice to the assessment team, but does not have the status of an assessor. A person appointed by the Accreditation body, working under the responsibility of the assessor, who provides specific knowledge and technical expertise on particular activities to be assessed within the scope of accreditation and does not assess accreditation requirements independently.

Note: It is not expected that the technical expert has the qualifications and training as requested for the assessor.

Head of the Accreditation Service: A person permanently employed in ATCG, assigned to, in addition to other tasks in accordance with the Rulebook on the Internal Organization and Systematization of Jobs in ATCG, together with the competent Head of the Department, review requests for accreditation, assemble an assessment team, examine - consider the assessment report and other documentation received from assessments. If necessary, he participates in the decision on accreditation for the type of accreditation for which he is the leading assessor, in the case in which he did not participate in the assessment.

Head of the CAB Accreditation Department: A person permanently employed in the ATCG, determined to, in addition to other tasks in accordance with the Rulebook on the internal organization and systematization of jobs in the ATCG, review the possibilities of the ATCG to carry out the assessment of the CAB - the applicant, review the competence and the possibility of providing appropriate assessors and experts, as well as the possibilities to carry out the initial assessment within a reasonable time, i.e. surveillance assessments in accordance with the assessment program. Head of the Preparation Department proposal of the decisions on the accreditation status of CAB, monitors the keeping of records and the preparation of notifications on the accreditation status of CAB.

Quality Management Representative/Assistant Quality Director: A person employed in ATCG who determines whether the proposed policies and practices are in accordance with the relevant requirements,


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whether they are suitable for meeting the needs of the business, whether they are implemented in an appropriate manner and whether they enable the improvement of the quality management system, creates programs for internal and external prevention of potential nonconformities. Also, takes care of effectiveness of the quality management system; does identification and management of assessment programs and monitoring of their implementation; participates in the creation and implementation of the training program for assessors; contacts with interested parties from the country and abroad regarding quality management system issues; management of design, development, implementation, maintenance, assessment and improvement of the management system; ensures that the processes required by the management system establish, implement and maintain; ensures promotion of awareness within ATCG of stakeholder requirements; maintains management system documentation; reports to the management on the state of the management system for the purpose of its review, and as a basis for its improvement; performs informing employees about the management system; actively participates in the application of the management system.

Head of the Department for Development and International Cooperation: A person permanently employed in ATCG, who defines the areas of development of new fields of accreditation, creates a plan for the development of new fields of accreditation, defines the obligations of the Technical Committees for the development field, monitors the implementation of the Plan for the Development of New Fields of Accreditation, monitors the establishment of international bilateral/multilateral forms of cooperation of ATCG with accreditation bodies from abroad.

Advisor in the Department: A person permanently employed at ATCG who prepares and keeps records of received applications for accreditation and in case of acceptance forms, maintains and updates individual CAB registers, prepares notifications to applicants about their status, i.e. about their entry in the register and other necessary notifications by order of the head of the Department; keeps and maintains records on the field of accredited conformity assessment bodies; examines received applications of candidates for assessors from the aspect of orderliness, timeliness and completeness, and from the aspect of fulfilling the conditions for candidacy; preparation of notices on the rejection of irregular, untimely and incomplete applications, as well as the application of candidates who do not meet the requirements, independently or according to the decisions of the Committee for the selection and monitoring of assessors.

Accreditation Committee is the ATCG body that makes decisions on CAB accreditation status: granting, extension, reduction, suspension and cancellation, based on the opinion of the assessment team. The accreditation commission is an ad hoc commission consisting of the president and two members. The commission consists of one person permanently employed at ATCG who did not participate in the accreditation process that is the subject of the decision at least two people from the Register of members of the accreditation decision-making committee for technical expertise in accordance with types of accreditation and conformity assessment fields that are the subject of accreditation decisions. The president of the Accreditation Committee is a person permanently employed by ATCG. The director may participate in the work of the Accreditation Committee without the right to vote. The decision to enroll in the Register of members of the accreditation decision-making committee is made by the director, upon the proposal of the Head of the Accreditation Service. Criteria for the selection of members of the Accreditation Commission are given in this document, and the scope and manner of work of the

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Commission are regulated internal by the ATCG act.

Members of the Accreditation Committee: Professionals who possess the necessary knowledge and experience in the specific field of conformity assessment i.e. appropriate accreditation schemes, in which he/she performs tasks of the CAB whose accreditation is decided, appointed by the ATCG, to, as a member of the Accreditation Committee, perform tasks of evaluating information from the CAB assessment process and determining the adequacy of information for making a decision that the requirements for accreditation have been met.

Performance monitoring: Assessment of the characteristics of the participants in the assessment and the participants in the decision-making process, related to their competence and personal characteristics, shown during the assessment and/or decision-making in the accreditation procedure.

Appraiser candidate: An applicant who meets the criteria for the selection of assessors and who has attended assessor training in accordance with c.4.2.3.1 Procedure PR.10-1.

Candidate for technical expert: An applicant who meets the criteria for selection as a technical expert and who attended an informational seminar for technical experts or attended an informational meeting at ATCG.

3. LINKING WITH OTHER DOCUMENTS

MEST EN ISO/IEC 17000, Conformity assessment - Vocabulary and general principles;

MEST EN ISO/IEC 17011, Conformity assessment - General requirements for accreditation bodies that accredit conformity assessment bodies;

MEST ISO 19011, Instructions for checking the management system;

MEST EN ISO/IEC 17021-2, Conformity assessment - Requirements for bodies performing verification and certification of management systems - Part 2: Competence requirements for verification and certification of environmental management systems

MEST EN ISO/IEC 17021-3, Conformity assessment - Requirements for bodies performing verification and certification of management systems - Part 3: Competence requirements for verification and certification of quality management systems

ISO/IEC TS 17021-10, Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 10: Competence requirements for auditing and certification of occupational health and safety management systems

EA 3/12 M: 2022, EA Policy for Accreditation of Organic Production Certification


IAF MD13: 2022, Requirements for the knowledge of the personnel of the accreditation body responsible for the information security management system (ISO/IEC 27001);

IAF MD 16: 2015, Application of ISO/IEC 17011 in the accreditation of Certification Bodies for certification of food safety management systems (FSMS);

IAF MD 17: 2019, Assessment activities for the purposes of accreditation of certification bodies for management systems

IAF MD 20:2016, General Competencies of Accreditation Body Assessors: Application of ISO/IEC 17011.


Note: If documents are not marked with the year of publication, it is understood that the last valid edition of the document is used.

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4. DESCRIPTION OF WORK AND RESPONSIBILITIES

4.1 Functions and qualification criteria for persons participating in the accreditation procedure and implementation of activities within the ATCG management system

	Function	Qualification criteria
1	president, members of the of ATCG MB	in the jurisdiction of the Government of Montenegro
2	Director	-higher education in the amount of 240 credits of CSPK (VIII level of education qualification) (in the field of technical and technological sciences/social humanities/biomedical sciences and healthcare, natural sciences, biotechnical sciences); -having managerial experience (5 years), experience in the field of accreditation or related activities
3	Quality management representative	-higher education in the amount of 240 CSPK credits (VIII level of education qualification) (in the field of technical and technological sciences/social humanities/biomedical sciences and healthcare, natural sciences, biotechnical sciences); - experience in designing, developing, implementing, maintaining, evaluating and improving the management system (4 years)
4	Head of the Accreditation Service	-higher education in the amount of 240 CSPK credits (VIII level of education qualification) (in the field of technical and technological sciences/social humanities/medical sciences); - possession of professional, organizational skills and experience in the field of accreditation (5 years); - the status of assessor in minimum 2 accreditation schemes; -knowledge of the English language with computer skills
5	Head of the CAB Accreditation Department	-higher education in the amount of 240 CSPK credits (VIII level of education qualification) (in the field of technical and technological sciences, biomedical sciences and healthcare, natural sciences, biotechnical sciences); - 4 years of experience in managerial positions within an accredited CAB (Conformity Assessment Body). - knowledge of the English language with computer skills; - as a rule, an assessor in the corresponding accreditation scheme

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6	Advisor	<p>higher education in the amount of 240 CSPK credits (VIII level of education qualification (in the field of technical and technological sciences/ biomedical sciences and healthcare, natural sciences, biotechnical sciences);</p> <ul style="list-style-type: none"> - possession of professional and organizational skills, as well as 2 years of experience in the field of CAB accreditation or related activities. -knowledge of the English language with computer skills
7	Advisor in the Service for Development and International Cooperation	<p>higher education degree comprising 240 ECTS credits (level VIII of qualification) in the fields of technical-technological sciences, biomedical sciences and healthcare, natural sciences, biotechnical sciences, or social-humanistic sciences;</p> <ul style="list-style-type: none"> -possession of professional and organizational skills, along with 1 year of experience in the field of CAB accreditation or related activities -proficiency in the English language and computer literacy.
8	Lead assessor	<ul style="list-style-type: none"> -higher education in the amount of 240 CSPK credits (VIII level of education qualification) - at least four years of work experience in a specific field that is the subject of accreditation, of which no less than two years in the management system for a specific type of accreditation, if they are not employed by ATCG -employees in ATCG should have at least three years of appropriate work experience acquired in ATCG, i.e. at least three years of previously acquired work experience in a specific field that is the subject of accreditation, of which no less than two years in the management system for a specific type of accreditation
9	Technical assessor	<ul style="list-style-type: none"> -higher education in the amount of 240 CSPK credits (VIII level of education qualification) - at least four years of work experience in the profession - at least two years of work experience in a certain field that is the subject of accreditation, of which not less than two years for a certain type of accreditation that was acquired in a period not longer than five years in relation to the date of application for an assessor, -for assessors of certification bodies for certification of management systems: at least 4 years of work experience in the field of education, of which no less than 2 years in jobs related to management systems of quality/environment/safety and health at work <p><i>Note: The period during which technical assessors can maintain their competence after retirement or after changing their field of professional activity depends on the dynamics of the development of the technical field and their engagement in continuous professional development.*</i></p>

10	Technical expert	-higher education in the amount of 240 CSPK credits (VIII level of education qualification) - at least four years of work experience in the profession -at least two years of work experience in a certain field that is the subject of accreditation, which was acquired in a period of no longer than five years in relation to the date of application as an expert, <i>Note:</i> The period during which technical experts can maintain their competence after retirement or after changing their field of professional activity depends on the dynamics of the development of the technical field and their engagement in continuous professional development.*
11	Member of the Accreditation Commission	higher education in the scope of 240 CSPK credits (VIII education qualification level) in the field of natural-mathematical, social-humanistic, medical or technical-technological sciences - at least four years of work experience in the profession and/or in jobs in the field of accreditation - technical knowledge for certain areas of conformity assessment and/or knowledge of the relevant accreditation scheme
12	Member of the Committee for selection and monitoring of assessors	-higher education in the amount of 240 CSPK credits (VIII level of education qualification) - at least 7 years of work experience in the field of accreditation -that he/she has performed more than fifteen assessments in a certain type of accreditation, i.e. in the field of conformity assessment of interest
13	Member of the technical committee	-higher education in the scope of 240 CSPK credits (VIII education qualification level) in the field of natural-mathematical, medical or technical-technological sciences - recognized experts with many years of experience in certain areas of conformity assessment of interest

*The engagement of technical assessors who have retired or have leaved the relevant technical field in relation to the dynamics of the field's development:

- **Rapidly evolving technical fields (e.g., IT):** Due to the fast pace of change, assessors who have been outside the relevant technical field for more than two years must undergo intensive training programs before being re-engaged. Afterward, their competence will be regularly assessed, at least once a year, to ensure they are up to date with the latest developments and achievements in the relevant technical field.
- **More stable technical fields:** In areas with a slower pace of change, technical assessors may be re-engaged even after a longer period outside the relevant technical field, provided they participate in regular professional development programs from that technical field and undergo periodic competence checks, for example, every two to three years.

Technical field	The maximum period of engagement after leaving the relevant field
Rapidly evolving technical fields (e.g., IT, biotechn)	Up to 5 years for TAs; Up to 3 years for TEs.
More stable technical fields: (e.g. civil engineering, agriculture, metrology)	Up to 7 years for TAs; Up to 5 years for Tes.

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ATCG will recognize the status of assessor and expert if the person has the same status in another national accreditation body signatory to the EA MLA agreement, and after reviewing his competence in accordance with this procedure.

In addition to the criteria that must be met in order to be assigned to the appropriate workplace, which are established in the Rulebook on the internal organization and systematization of workplaces in ATCG, persons employed in ATCG, who participate in the process of assessment and decision-making on CAB accreditation, should also possess additional knowledge and skills for performing tasks in the process in which they participate.

4.1.1 Additional criteria for technical assessors and technical experts of testing laboratories /calibration laboratories

Technical assessors and technical experts shall have specific knowledge for testing procedures or calibration, which implies: correct execution of appropriate test methods or calibration, assessment of measurement uncertainty, requirements for testing or calibration, relevant regulations and/or standards, competence to analyze the results of proficiency testing.

Determination of specific knowledge for technical assessors and technical experts for certain technical areas can be determined by the relevant Technical Committee.

Note: Technical assessors and technical experts for sampling activities must be technically competent and adequately trained in relation to the type and purpose of the sampling, including the understanding of statistical techniques, where applicable. The criteria that assessors and technical experts are required to meet in terms of possessing specific technical knowledge, depending on the sampling area, are defined in Annex 1 of Instruction UP.07 – Instruction for Sampling.

4.1.2 Additional criteria for technical assessors and technical experts of inspection bodies

Technical assessors and technical experts shall possess specific knowledge for inspection procedures in a certain area of control, which implies: knowledge of control processes, including control techniques, knowledge of control requirements and methods, including controlled products/processes, relevant regulations and/or standards.


Note: Technical assessors and technical experts for sampling activities must be trained and technically competent (including knowledge of statistical techniques when relevant) considering the purpose and type of sampling. The criteria that assessors and technical experts are required to meet in terms of possessing specific technical knowledge, depending on the sampling area, are defined in Annex 1 of Instruction UP.07 – Instruction for Sampling.

Determination of specific knowledge for technical assessors and technical experts for certain technical areas can be determined by the relevant Technical Committee.

4.1.3 Additional criteria for technical assessors and technical experts of certification bodies for certification of products, processes and services

Technical assessors and technical experts must have a profound knowledge and experience related to the specific certification field that is a subject of the accreditation assessment, including the understanding of the terminology, certification process, products/process/service requirements and familiarity with the applicable legal and other normative requirements.

Note: Technical assessors and technical experts for sampling activities must be trained and technically competent (including knowledge of statistical techniques when relevant) considering the purpose and type of sampling. The criteria that assessors and technical experts are required to meet in terms of possessing specific technical knowledge, depending on the sampling area, are defined in Annex 1 of Instruction UP.07 – Instruction for Sampling.

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Determination of specific knowledge for technical assessors and technical experts for certain technical areas can be determined by the relevant Technical Committee.

4.1.3.1. Additional qualification criteria for technical assessors and experts in the field of organic product certification (link to EA-3/12 M:2022) and Protected Agricultural and Food Product certification (agricultural and food product quality schemes)

Criteria for technical assessors and experts in the field of **organic product certification**:

- completed education related to the field of organic agriculture (faculty of agriculture, faculty of food, etc.).
- at least two years of work experience in the field of organic production (e.g. scientific work, consultations, production, certification activities/inspection activities, etc.); in special cases, assessors who do not have an academic education, in addition to adequate education in the field of food production or the agricultural sector, must have at least five years work experience in the field of organic production;
- knowledge of legislation in the field of organic agriculture.

Criteria for technical assessors and experts in the field of **Protected Agricultural and Food Product certification** (agricultural and food product quality schemes):

- academic education relevant to the field of protected agricultural and food products (e.g. Faculty of Agriculture, Faculty for Food Technology, Veterinary Faculty, etc.).
- a minimum of two years of professional experience in the field related to protected agricultural and food products (e.g. scientific research, production/processing, certification/inspection activities, membership in relevant professional teams/working groups etc.).
- knowledge of national legislation regarding agricultural and food product quality schemes.
- knowledge of the production/processing process and specific product requirements (relevant Product Specifications).
- knowledge of sensory, physical, chemical and/or microbiological testing principles


Note: Criteria for Accreditation Decision-Makers (for Accreditation Committee members engaged as experts in the relevant certification field):

- academic education relevant to the field of protected agricultural and food products (e.g. Faculty of Agriculture, Faculty for Food Technology, Veterinary Faculty, etc.);
- a minimum of two years of professional experience in the field related to protected agricultural and food products;
- familiarity with the national legislation related to agricultural and food product quality schemes;
- familiarity with the production/processing process and specific product requirements (relevant Product Specifications).

4.1.3.2 Additional qualification criteria for technical assessors and experts in the field of Construction Product certification:

Criteria for technical assessors and experts in the field of Construction Product certification:

- academic education relevant to the field of construction products (e.g., Faculty of Civil Engineering, Faculty of Mining and Geology, etc.).
- a minimum of two years of professional experience in the field related to construction materials and products.
- knowledge of relevant national legislation, including additional normative requirements for designated bodies (e.g., requirements for impartiality, obligations to provide inform the competent ministry, etc.).
- knowledge regarding the requirements of specific technical standards/technical specifications for products, as provided within the requested/granted scope of accreditation.
- knowledge of the relevant systems of assessment and verification of constancy of performance

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knowledge of the relevant system of assessment and verification of constancy of performance of the construction product, as prescribed by the Law on Construction Products;

- knowledge regarding the FPC assessment at producer premises (which is conceptually similar to the assessment process described in MEST EN ISO 19011 standard).

4.1.4 Additional qualification criteria for technical assessors and experts in the field of QMS/EMS/OH&S accreditation

TRAINING: completed training for assessors of at least three training days for the requirements of the relevant standard: ISO 9001, ISO 14001, ISO 45001

ADDITIONALLY:

- knowledge of regulations in the field of OH&S and environmental protection
- for QMS assessors: knowledge of the requirements of the MEST EN ISO/IEC 17021-3 standard
- for EMS assessors: knowledge of the requirements of the MEST EN ISO/IEC 17021-2 standard
- for OH&S assessors: knowledge of the requirements of the ISO/IEC TS 17021-10 standard

The rest is in accordance with Table 1 below.

TECHNICAL AREAS	ISO 9001	ISO 14001	EN ISO 45001	
AGRICULTURE, FORESTRY AND FISHING		1	1	EDUCATION: agricultural / veterinary faculty; technological faculty of the appropriate course; Hospitality (for EA 30 only)
FOOD	1, 3, 30	3,30	3,30	WORK EXPERIENCE (areas): primary processing of plant/animal products, plant/fish breeding, etc. Food production, tobacco processing... Hotels, restaurants, etc. <i>Alternatively: consulting activities in areas of interest</i> <i>Note: if competence for EA 3 is proven, competence for the entire cluster is confirmed.</i>
MECHANICAL ENGINEERING	17, 18, 19, 20, 22	17, 18, 19, 20, 21, 22	17, 18, 19, 20, 21, 22	EDUCATION: mechanical / construction / electrical engineering faculty; technological faculty of the corresponding major
AIRCRAFT INDUSTRY	21			WORK EXPERIENCE (areas): production of basic metals / metal products / machines and equipment / medical equipment, measuring equipment Shipbuilding Production of motor vehicles and their engines <i>Alternatively: consulting activities in areas of interest</i>
PAPER	7, 8, 9	7, 8, 9	7, 8, 9	EDUCATION: Faculty of Forestry; technological faculty of the appropriate course; Faculty of IT WORK EXPERIENCE (areas): production of paper, products made of paper, etc. Production of printed material Work in the media, publishing, etc. <i>Alternatively: consulting activities in areas of interest</i>



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MINERALS	2, 15, 16			EDUCATION: mining / geological / construction faculty / technology faculty in the appropriate field / architecture WORK EXPERIENCE (areas): construction, mining, production of ceramic tiles, etc.
BUILDING	28,34	28,34	28,34	
MINING		2	2	
PRODUCTION OF GOODS	4, 5, 6, 14, 23	4, 5,6, 23	4, 5, 6,23	EDUCATION: Faculty of Forestry / Technology / Chemistry WORK EXPERIENCE (fields): preparation of textiles, production of textiles, leather, leather products, etc. Wood processing Production of rubber products Furniture manufacturing Alternatively: consulting activities in areas of interest
CHEMISTRY 1	10, 12			EDUCATION: faculty of chemistry / biology / technology faculty WORK EXPERIENCE (areas): production of industrial gases, paints, pesticides, paints and varnishes, chemical products, etc. Alternatively: consulting activities in the design of technological processes in the industry of paints, varnishes, chemical products
CHEMISTRY 2		10, 12, 13, 14, 15, 16, 17	10, 12, 13, 14, 15, 16, 17	EDUCATION: chemical / biological faculty / technological / pharmaceutical faculty WORK EXPERIENCE (areas): production of industrial gases, paints, pesticides, chemical products, oil, oil derivatives, medicinal chemicals, pharmaceutical products Alternatively: consulting activities in the design of technological processes in the industry of paints, varnishes, chemical products, oil and oil derivatives
DISTRIBUTION	25, 26, 27	25, 26,27	25, 26,27	EDUCATION: mining/ geological/ technological/ mechanical faculty WORK EXPERIENCE (areas): gas production, storage, distribution Alternatively: consulting activities in the field of interest
TRANSPORT AND WASTE MANAGEMENT	24,31, 39	31, 24, 39	31,24, 39	EDUCATION: traffic/ mechanical/ electrical engineering faculty WORK EXPERIENCE (areas): traffic (road, air, etc.) Telecommunication services Water supply and sewerage, water and waste treatment Alternatively, consulting activities in the area of interest
SERVICES 1	29, 32			EDUCATION: faculty of economics, etc. WORK EXPERIENCE (areas): wholesale, retail Servicing and repair of motor vehicles, equipment repair Financial services


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SERVICES 2	33,35, 37, 36			EDUCATION: faculties of social orientation WORK EXPERIENCE (areas): Software companies Legal and consulting services Public administration jobs Educational institutions Alternatively, consulting activities in the area of interest
SERVICES 3		29,32, 33, 35, 36, 37	29,32, 33, 35, 36, 37	EDUCATION: faculties of social orientation, faculties in the field of IT WORK EXPERIENCE (areas): wholesale, retail Servicing and repair of motor vehicles, equipment repair Financial services Software companies Legal and consulting services Public administration jobs Educational institutions Alternatively, consulting activities in the area of interest
NUCLEAR ENERGY	11	11	11	EDUCATION: faculty of chemistry/technology WORK EXPERIENCE (areas): nuclear energy management Alternatively, consulting activities of process design in the field of nuclear energy production
PHARMACY	13			EDUCATION: pharmaceutical/ chemical/ technological/ medical/ biological faculty WORK EXPERIENCE (fields): pharmacy/ production of veterinary drugs/ production of pharmaceutical ingredients Alternatively, consulting activities for the design of technological processes for the production of pharmaceutical products, medical chemicals and herbal preparations
HEALTH	38	38	38	EDUCATION: medical/veterinary faculty; sociology WORK EXPERIENCE (areas): hospitals, rehabilitation centers, etc. Veterinary clinics, animal hospitals Homes for the elderly, nursing homes, etc. Alternatively, consulting activities in the area of interest

4.1.5 Additional qualification criteria for technical assessors in the field of accreditation of certification bodies for certification of food safety management systems (FSMS) (link to IAF MD 16:2015)

WORK EXPERIENCE: in the food industry or a similar sector, of which at least two years in food quality and safety assurance

TRAINING: completed training for assessors/internal assessors (at least three days of training for the requirements of ISO 22000 or for the requirements of another FSMS scheme (IFS, BRC, etc.)) and at least three complete checks carried out in the last three years

ADDITIONALLY: knowledge of regulations from the appropriate category of the food chain The rest is in accordance with Table 2 below.

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CLUSTER	CATEGORY		
1 (BREEDING)	A	Animal breeding	EDUCATION: veterinary / agricultural faculty WORK EXPERIENCE: areas: breeding of animals used for the production of meat, milk, eggs; beekeeping; fish and seafood farming; growing plants
	V	Growing plants	
2 (PROCESSING OF FOOD AND ANIMAL FEED)	C	Food production	EDUCATION: veterinary / agricultural / technology faculty / chemistry faculty WORK EXPERIENCE: areas: processing of perishable products of animal origin; processing of perishable products of plant origin; product mix processing; processing of products stable at room temperature; production of animal feed; production of pet food OTHER: knowledge of the basics of microbiology
	D	Production of animal feed	
3 (CATERING)	E	Catering	EDUCATION: veterinary / agricultural / technological faculty WORK EXPERIENCE: activities related to catering <i>Note: If a person is competent for cluster 2, competence for cluster 3 is automatically implied.</i>
4 (RETAIL, TRANSPORT AND STORAGE)	F	Distribution	EDUCATION: the specific field of education is not relevant WORK EXPERIENCE: areas: retail, wholesale; food traffic, trade; providing transportation and storage services for perishable food and animal feed, including room temperature stable food <i>Note: If a person is competent for cluster 2, competence for cluster 4 is automatically implied.</i>
	M r	Provision of transport and storage services	
5 (AUXILIARY SERVICES)	N	Services	EDUCATION: Faculty of Agriculture / Technology / Chemistry WORK EXPERIENCE: water supply (drinking water processing); cleaning, disinfection, pest control, maintenance and cleaning services; disposal of waste / waste water; testing, analysis and product development; production of food packaging materials; production of food/feed production equipment, tanks, compressed air devices
	I	Production of food packaging and packaging materials	
	J	Production of equipment	
6 (BIOCHEMISTRY)	K	Production of (bio) chemicals	EDUCATION: Faculty of Technology / Chemistry WORK EXPERIENCE: production of products used as ingredients (additives, vitamins, bio cultures); production of cleaning and disinfection products

4.1.7. Additional qualification criteria for lead assessors, technical assessors and experts as well as personnel involved in the management scheme for the information security management system (ISO/IEC 27001)

- The level of knowledge described in A1 to A5 in Annex A of IAF MD 13:2022, Knowledge Requirements for Accreditation Body Personnel for an Information Security Management System. The knowledge described in A6 and A7 can be possessed by the team as a whole.

- When the group considers assessment reports and makes decisions on accreditation, the group as a whole should have the knowledge, not each individual member of the group.
- Personnel involved in scheme management (management of the organizational unit and case management) must have knowledge of ISO/IEC 17021-1. If personnel do not have the additional knowledge described in Annex A, ATCG will provide access to the necessary knowledge.

Processes and work (operations - jobs) of the CAB client in connection with ISMS include:

- typical business activities related to technical areas;
- information and communication technology specific to the technical field;
- information and security technologies and practices specific to technical areas, in particular the identification of security information regarding threats and vulnerabilities and related mitigations and controls;
- relevant legal requirements.


Legal requirements are regulations with which the organization that is the subject of the certification needs to be compliant, whether they apply in the area of information security or in the country / state / province in which the organization operates.

The staff of the Accreditation Body should have a general level of knowledge and skills for:

- Terminology and principles related to ISMS including ISO/IEC 27000
- Techniques - verification methodology included in ISO/IEC 27007 and ISO/IEC TR 27008 (persons participating in on-site assessment and certification - lead and technical assessor/expert)
- General legal and regulatory requirements regarding ISMS
- Generic ISMS-related technologies, including information security technologies and practices, information and communication technologies, risk assessments and risk management
- ISO/IEC 27006:2015/Amd 1:2020 when reviewing documentation and in on-site assessment
- MEST EN ISO/IEC 27001:2019 for on-site assessment and certification.

Table 3 lists the knowledge areas that ATCG will define for specific accreditation activities in the ISMS certification body accreditation process

Function Subject	Document review	Office	Attestation	Reviewing assessment reports and making accreditation decisions	Management of accreditation schemes
A1. Terminology and principles related to ISMS including ISO/IEC 27000	x	x	x	x	x
A.2 Techniques - verification methodology included in ISO/IEC 27007 and ISO/IEC TR 27008 (persons participating in on-site assessment and certification-		x	x		
A3. ISO/IEC 17021-1 and ISO/IEC 27006	x	x	x	x	x
A4. ISO/IEC 27001	x	x	x	x	x

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A5. General legal and regulatory requirements related to ISMS.	x	x	x	x	
A6. Generic knowledge of ISMS related technologies including – information security technologies and practices - information and communication technology IAF MD 13:2022	x	x	x	x	
A7. Client Process (CAB) and work related to ISMS			x		

4.1.8 Additional qualification criteria for assessors and experts who participate in CAB assessment for appointment purposes according to national technical regulations that have taken over EU harmonized legislation (including assessment and verification of the constancy of performance of construction products in accordance with the Law on Construction Products)

In addition to the already defined criteria for assessors, it is additionally required that assessors:

- have knowledge of requirements for designated bodies for conformity assessment from technical regulations;
- have knowledge of the technical requirements for products from the relevant technical regulation, i.e. from standards and/or other technical specifications that apply to products in accordance with the provisions of the technical regulation;
- have knowledge of modules and other conformity assessment procedures that are applied in accordance with the provisions of the technical regulation;
- be familiar with the guidelines for the application of harmonized legislation, if relevant.

4.1.9 Additional qualification criteria for lead assessors, technical assessors and experts in the field of accreditation of EMAS verifiers

Criteria for leading assessors, technical assessors and experts in the field of accreditation of EMAS verifiers:

- Knowledge of Regulation (EU) no. 1221/2009 and other related regulations arising from it (e.g. EU/2011/832, EU/2013/131, etc.)
- Status of lead assessor/technical assessor/expert in the accreditation scheme for management system certification (MEST EN ISO/IEC 17021-1)
- Knowledge of applicable legislation

4.1.10 Additional qualification criteria for assessors and experts in the field of accreditation of verification and validation bodies for greenhouse gases (ISO 14065) IAF MD14: 2014, as well as additional criteria for the field of accreditation of certification bodies for the certification of quality management systems in the field of medical devices (ISO 13485) IAF MD 8:2020, will be subject to these rules after the development of the relevant accreditation schemes.

4.2 COMPETENCE

Competence of participants in the accreditation process as well as participants in the implementation of activities within the ATCG management system is the ability to apply knowledge and skills along with appropriate personal characteristics (knowledge, skills, personal characteristics), which shapes their behavior and leads to the achievement of expected results when completing work tasks.

4.2.1 Knowledge


Knowledge in terms of these Rules is a set of accumulated information that a participant in the accreditation process as well as a participant in the implementation of activities within the ATCG management system possesses and understands:

- reliable understanding of all or some activities in the accreditation process, with the ability to use it for a specific purpose,
- a systematized, logically organized, checked and reworked experience of which we are justifiably convinced. It includes a series of established facts, theses, principles of a narrower and wider scope.


In an organizational context, knowledge can be "job-related" or "non-job-related".

FUNCTION	System managed ATCG (MEST EN ISO IEC 17011)	Procedure accreditation	Accreditation scheme and associated standards	Techniques assessments	Montenegro and the EU legislation	Codex behavior	Additionally
President, members of ATCG MB	He understands	Understands documentation, information and data	understands documentation, information and data		Applies information and data	Applies information and data	
Director	able to make well thought out decisions and conclusions	able to make well thought out decisions and conclusions	able to make well thought out decisions and conclusions	understands	knows how to determine which data or information can be further	able to make well thought out decisions and conclusions	
Quality manager	He knows how to apply information and data	able to make well thought out decisions and conclusions	knows how to apply information and data	understands	It applies	Fully understands and applies	


<p align="center">Head of the Accreditation Service*</p>	<p align="center">FUNCTION</p>
<p align="center">able to make well thought out decisions and conclusions</p>	<p align="center">System managed ATCG (MEST EN ISO IEC 17011)</p>
<p align="center">Fully understands documentation, information and data and is able to make well thought out decisions and conclusions</p>	<p align="center">Procedure accreditation</p>
<p align="center">Fully understands documentation, information and data</p>	<p align="center">Accreditation scheme and associated standards</p>
<p align="center">Fully understands documentation, information and data</p>	<p align="center">Techniques assessments</p>
<p align="center">knows how to apply information and data in certain situations</p>	<p align="center">Montenegro and the EU legislation</p>
<p align="center">Fully understands and applies</p>	<p align="center">Codex behavior</p>
<p align="center">Good knowledge of ATCG rules and procedures, Knowledge of CAB assessment principles, practices and techniques, Knowledge of general management system principles and tools used in the management system, The skill of making observations - notes and writing reports,</p>	<p align="center">Additionally</p>

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Head of the Accreditation Department	FUNCTION
Fully understands documentation, information and data	System managed ATCG (MEST EN ISO IEC 17011)
Fully understands documentation, information and data	Procedure accreditation
Fully understands documentation, information and data	Accreditation scheme and associated standards
Fully understands documentation, information and data	Techniques assessments
knows how to apply information and data in certain situations	Montenegro and the EU legislation
Fully understands and applies	Codex behavior
Good knowledge of ATCG rules and procedures, Knowledge of CAB assessment principles, practices and techniques, Knowledge of general management system principles and tools used in the management system, The skill of making observations - notes and writing reports,	Additionally


	
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Lead assessor	Advisor in the Department	FUNCTION
He fully knows how to apply information and data in certain situations	understands	System managed ATCG (MEST EN ISO IEC 17011)
He fully knows how to apply information and data in certain situations	understands documentation, information and data	Procedure accreditation
Fully understands documentation, information and data, applies them and is able to make well-considered decisions and conclusions	understands documentation, information and data	Accreditation scheme and associated standards
Fully understands documentation, information and data, applies them and is	understands	Techniques assessments
knows how to apply information and data in certain situations	understands	Montenegro and the EU legislation
Fully understands and applies	Understands and applies	Codex behavior
has the knowledge and ability to prepare and plan assessments, organize and lead the assessment team, make decisions and conclusions related to assessments, write	To carry out the work of reviewing the application for accreditation: Good knowledge of ATCG rules and procedures Knowledge of accreditation in general and knowledge of the requirements for the type of accreditation (e.g. MEST ISO/IEC 17020, MEST ISO/IEC 17021-1, MEST ISO 15189 and MEST ISO 14065.. .) for which the application for accreditation and the requirements from the application document if any exist, knowledge of the requirements of the conformity assessment scheme (MEST ISO 9001, MEST ISO 14001, reference documents for test/control methods, for example), the procedures and methods used	Additionally

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4.2.2 Skills

Member of the KIPO	Member of the Accreditation Commission	Technical expert	Technical assessor	FUNCTION
It applies	It applies	He/she understands	knows how to apply information and data in certain situations	System managed ATCG (MEST EN ISO IEC 17011)
Fully understands documentation, information and data and is able to make well thought out decisions and conclusions	able to make well thought out decisions and conclusions	He/she understands	Fully understands documentation, information and data and applies it	Procedure accreditation
Fully understands documentation, information and data, applies them and is able to make well-thought-out decisions and conclusions	knows how to identify individual factors and important data within a complex task	He/she understands	knows how to identify individual factors and important data within a complex task	Accreditation scheme and associated standards
It applies	knows how to identify individual factors and important data	He/she understands	It applies	Techniques assessments
He understands	It applies	It applies	It applies	Montenegro and the EU legislation
It applies	It applies	It applies	It applies	Codex behavior
Applies techniques for monitoring assessors		has technical knowledge in the field of assessment conformity	knows well, understands and applies technical requirements for a certain type of accreditation, and has technical knowledge in the area of conformity assessment;	Additionally

	
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Skills are idemonstrating expertise and representing "practical skills" that are perfected through training and experience, i.e. the acquired ability to perform more complex tasks, quickly, easily and with a high degree of ability

Abilities, which can be mental or cognitive, provide useful information about a candidate's potential for development and include:

- verbal abilities,
- numerical abilities,
- the ability of abstract reasoning,
- the ability to perceive relationships between concepts,
- ability to remember and
- ability to perceive and others.


The skills that persons involved in accreditation activities must have are:

Function	Skills
Director	recording observations and findings, precisely and clearly listening with attention and understanding, oral presentation of findings and conclusions in an understandable manner, conflict prevention or resolution, interviewing in order to obtain appropriate information, formulating questions and judging answers, effective exchange of information reporting, conclusions and recommendations, conducting meetings, organizational and business management skills
Quality management representative	recording observations and findings, precisely and clearly listening with attention and understanding, oral presentation of findings and conclusions in an understandable manner, conflict prevention or resolution, interviewing in order to obtain appropriate information, formulating questions and judging answers, effective exchange of information reporting, conclusions and recommendations, conducting meetings, organizational and business management skills
Advisor of the Department	recording observations and findings, precisely and clearly listening with attention and understanding, preventing or resolving conflict
Lead assessor	recording observations and findings, precisely and clearly listening with attention and understanding, oral presentation of findings and conclusions in an understandable manner, conflict prevention or resolution, interviewing in order to obtain appropriate information, formulating questions and

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	judging answers, effective exchange of information reporting, conclusions and recommendations, conducting meetings, organizational and business management skills
Technical assessor	recording observations and findings, precisely and clearly listening with attention and understanding, oral presentation of findings and conclusions in an understandable manner, conflict prevention or resolution, interviewing in order to obtain appropriate information, formulating questions and judging answers, effective exchange of information reporting, conclusions and recommendations
Technical expert	recording observations and findings, precisely and clearly listening with attention and understanding, oral presentation of findings and conclusions in an understandable manner, interviewing in order to obtain appropriate information
Member of the Accreditation Commission	recording observations and findings, precisely and clearly listening with attention and understanding, interviewing in order to obtain appropriate information, formulating questions and judging answers, effective exchange of information reporting, conclusions and recommendations, The President of the Commission has the additional skill of leading meetings,
Member of the Commission for selection and monitoring of assessors	recording observations and findings, precisely and clearly listening with attention and understanding, oral presentation of findings and conclusions in an understandable manner, conflict prevention or resolution, interviewing in order to obtain appropriate information, formulating questions and judging answers, effective exchange of information reporting, conclusions and recommendations, The President of the Commission has the skill of leading meetings
Member of the Technical Committee	recording observations and findings, precisely and clearly listening with attention and understanding, preventing or resolving conflict reporting, conclusions and recommendations,

* Experts used as members of the Accreditation Commission must have the same qualification criteria and competence criteria as technical experts

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4.2.3 PROFESSIONAL COMPETENCES

Team Leader Competencies (Assessment Team Leader Requirements)


These are the knowledge, skills and competencies associated with leading a team

- Ability to manage meetings,
- Meeting and adhering to the timeline to achieve the assessment process
- Demonstrating the ability to lead a team and the ability to mentor
- Ability to identify the competencies required for the assessment team
- Ability to contribute to the selection of the assessment team
- Ability to assign roles and responsibilities to the assessment team
- Ability to supervise and communicate with team members during the assessment process
- Ability to reach assessment team consensus regarding assessment findings
- Maintaining control - the ability to manage situations to ensure that assessment objectives are achieved

Organizational competence (requirements for a lead assessor in AB)

These are knowledge, skills and competencies related to the organization and management of the assessment process

- Reasoning ability/good judgment - the ability to assess situations or circumstances and formulate conclusions
- Accuracy - draws an accurate conclusion when interpreting facts related to a standard, rule
- It provides accurate and fact-based results
- Adaptable / flexible - shows the ability to adapt to new or different conditions throughout the assessment process
- Analyticity - the ability to synthesize and interpret data to formulate a conclusion
- Confidential - the ability to identify information that should not be disclosed
- Respects confidentiality related to non-disclosure of confidential information
- Critical thinking - the process of active and skillful conceptualization, application, analysis, synthesis of information in order to reach a valid conclusion
- User Focused / Oriented - demonstrates the ability to see the process from a CAB perspective and the ability to consider CAB perspectives during assessment
- Focused - shows full attention to tasks and the assessment process.
- He is not distracted by others, external issues
- Safety awareness - shows awareness of safety hazards and takes steps to prevent accidents
- Stress management - the ability to reduce or control stress during stressful situations in order to make objective decisions
- Team player / works together with team or group members to encourage them to perform tasks
- Demonstrates the ability to subordinate personal preferences when working in a group for the benefit of the assessment process
- Can identify when additional technical expertise is needed


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- Conflict resolution - the practice of recognizing and resolving differing opinions by creating a rational, balanced environment
- Effective way of formulating questions / interview technique - ability to ask purposeful questions to obtain relevant information
- The ability to send a negative message that facilitates positive action

Behavioral / personal competence (required from all assessors)

These are skills and other competencies associated with a person or personal behavior

- Ability to focus / concentrate - does not appear distracted during assessment
- Refrains from disagreeing with other members of the assessment team in front of the CAB
- Demonstrates confidence / self-esteem / conviction in own judgment, ability and power Does not delay or hesitate to make decisions
- Conscientious - shows thoroughness, care and vigilance in performing assessments
- Maintains a professional level of skepticism suitable for judging
- Polite - communicates politely and respectfully with CAB members
- Sensitive to the thoughts of others - shows knowledge, awareness of acceptance of other temperaments
- Ethical / honest / with integrity / reliable - follows a code of conduct
- Avoids accepting favors or gifts (acceptable value is determined by individual ATs, e.g. host gesture-invitation CAB for joint informal gathering after assessment is completed)
- He does not accept assignments outside his area of expertise
- Good memory - the ability to retain information (facts, etc.)
- Impartial / independent / neutral / lack of prejudice or bias / fair
- Declares that he has recognized a potential conflict of interest (when applicable)
- It shows objectivity
- Remains neutral and does not take sides during disagreements among assessment participants
- Initiative - shows readiness to fulfill responsibilities
- avoids opinions and personal biases and makes decisions based on facts (can only support conclusions with objective evidence)
- It does not direct the CAB to a specific remedy
- Patience - does not show irritation, loss of mood or the like and has the ability to suppress restlessness or discomfort when faced with a delay or extended assessment time
- Perceptive - demonstrates the ability to notice details and recognize cues to support evidence during assessment
- Persistent / Diligent / Convinced / Assertive - demonstrates the ability to remain focused on the assessment objectives and completion of the assessment process despite resistance, difficulty, failure or opposition, extended assessment time
- Professional - does not conduct personal work (phone calls, etc.) during the assessment
- Do not make negative comments to CAB staff
- Refrains from negative comments about AT

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- Does not recommend consultants (friends, associates, etc.)
- Shows respect for others (does not make disparaging or humiliating comments, takes into account the professional opinions of other assessors)
- Responsible – respects time and resources and the host's CAB intentions
- Adaptability - the ability to adjust the assessment flow based on circumstances
- Self-control / self-discipline - does not lose tolerance and remains calm during the assessment
- Tolerant - shows fairness and objectivity towards others whose opinions and practices differ from one's own
- Open-mindedness - the ability to evaluate alternative solutions and the willingness to consider alternative ideas or points of view to achieve results
- Willingness to learn
- Works well with other people
- Participates in professional skills development (professional education, assessor alignment, meetings and development of AT policies and procedures)
- Resists undue influence from others (shows that he cannot be intimidated into making an incorrect decision)
- Knowledge of typical characteristics of human behavior (ability to read interlocutors)

5. FORMS

This procedure has no accompanying forms.