



**INSTITUTE FOR ACCREDITATION OF  
THE REPUBLIC OF MACEDONIA**

***Regulation on the Organization and Operation  
of the Institute for Accreditation of the Republic  
of Macedonia***



Based on Article 19, paragraph 1, item 6 of the Law on Accreditation ("Official. Gazette of the Republic of Macedonia", no. 120/09, 53/11 and 41/11) and Article 17 paragraph 7 of the Law for public sector employees ("Official Gazette of the Republic of Macedonia" no. 27/14 and 199/14), the director of the Institute for accreditation of the Republic of Macedonia on 22.01.2016 adopted the following:

## **REGULATION ON THE ORGANIZATION AND OPERATION OF THE INSTITUTE FOR ACCREDITATION OF THE REPUBLIC OF MACEDONIA**

### **I. General provisions**

#### **Article 1**

This Regulation governs the organization and operation of the Institute for Accreditation of the Republic of Macedonia (hereinafter: IARM).

### **II. Organizational units and their range of operation**

#### **Article 2**

For the purpose of performing the tasks and activities determined by the Law on Accreditation, the Decision on IARM's constitution and the IARM's Statute), the following organizational units are established:

- 1) Department for laboratory accreditation
- 2) Department for accreditation of certification and inspection bodies
- 3) Financial Department
- 4) Department for legal and general affairs;

The Department for laboratories accreditation and the Department for accreditation of certification and inspection bodies perform duties and tasks from the basic operating activities of the IARM, whereas the Financial Department and the Department for Legal and General Affairs perform other administrative-general tasks of the IARM.

#### **Article 3**

The cooperation among the organizational units of the IARM in the area of quality management is coordinated by the Quality Manager and is consolidated by the IARM's Director.

#### **Article 4**

The cooperation of the organizational units for technical issues in the field of accreditation is coordinated by the Advisor of the Director.

***Department for laboratories accreditation and Department for accreditation of inspection and certification bodies***

#### **Article 5**

The Department for laboratories accreditation is consisted of three sections:

1. Section for accreditation of testing laboratories
2. Section for accreditation of calibration laboratories
3. Section for medical laboratories

### **Article 6**

The Department for accreditation of the inspection and certification bodies is consisted of two sections:

1. Section for accreditation of inspection bodies;
2. Section for accreditation of certification bodies.

### **Article 7**

The Department for laboratories accreditation performs the following activities and tasks:

1. Establishing and maintaining the accreditation system for testing laboratories;
2. Establishing and maintaining the accreditation system for calibration laboratories;
3. Establishing and maintaining the accreditation system for medical laboratories;
4. Organizing and maintaining the list of appropriate programs for proficiency testing of the laboratories.

### **Article 8**

The Department for accreditation of inspection and certification bodies performs the following activities and tasks:

1. Establishing and maintaining the inspection bodies' accreditation system
2. Establishing and maintaining the accreditation system of the certification bodies for products
3. Establishing and maintaining the accreditation system of the certification bodies for system management;
4. Establishing and maintaining the accreditation system of personnel certification bodies.

### **Article 9**

The Department for laboratories accreditation and the Department for accreditation of inspection and certification bodies also perform the following activities and tasks:

1. Establishing and maintaining the accreditation system for other areas;
2. Establishing and maintaining the system for evaluation of the competence of conformity assessment bodies, in compliance with particular regulations on conformity assessment;
3. Establishing and maintaining the system for evaluation of the competence of conformity assessment bodies for other areas;
4. Cooperation with other institutions in the Republic of Macedonia for issues related to accreditation or evaluation of the competence;
5. Cooperation with appropriate international and regional institutions and representing the interests of Republic of Macedonia therein;
6. Harmonization of the accreditation system of Republic of Macedonia with the international principles;
7. Participation in establishing and maintaining of recruiting, training and supervision of assessors system;
8. Conducting of accreditation procedures and other competence evaluations;
9. Participation in building and maintaining of an information system for accreditation;
10. Participation in the establishing, organizational support and work of the authorities and bodies of the IARM (technical committees, sector committees and other professional bodies);
11. Participation in establishing and maintaining of the quality management system;
12. Performing promotional activities.

### *Financial Department*

#### **Article 10**

The Financial Department performs the following activities and tasks:

1. Following and application of the budget legislation;
2. Following and application of legislation in the areas of accounting, financial and material operation;
3. Calculation and payment of the staff salaries;
4. Following the status and movement of funds and fund sources of the IARM and tracking the realization of the revenues and enforcement of costs;
5. Accounting records of fixed assets, record-keeping and collection of claims and record-keeping and payment of payables;
6. Preparation of basic financial reports;
7. Calculation of depreciation and revaluation;
8. Reception, recording and supplying dispensable office material, expendable technical equipment, hygiene materials and other working supplies.
9. Preparation of final account;
10. Preparation of annual, quartile and monthly budget plans in accordance with the legal acts;
11. Preparation of draft budget of the IARM;
12. Treasury operations;
13. Assistance in preparation of invoices and monitoring the collection;
14. Ex ante and ex post control
15. Financial performance and control
16. Performing other duties related to the IARM's range of operations

### *Department for Legal and General Affairs*

#### **Article 11**

The Department for Legal and General Affairs performs the following activities and tasks:

1. Professional and administrative-technical operations and tasks in areas covered by IARM's work;
2. Preparing draft laws and regulations for IARM's range activity ;
3. Legal and normative formulation of acts adopted by the IARM;
4. Preparation of internal acts and decisions;
5. Performing personnel and other legal affairs;
6. Assistance in promotional activities;
7. Organization of appropriate forms of cooperation with other institutions in Republic of Macedonia;
8. Public procurement operations;
9. Organization of training
10. Setting up and maintenance of an information and a quality management system;
11. Maintaining hygiene of the work premises;
12. Cooperation with other organizational units in the IARM;
13. Providing continuous flow of information in the IARM, distributed to the service beneficiaries and other external users of the IARM's services.

### *Special performers*

#### **Article 12**

The performance of the activities and tasks specific by their nature and that demand special qualifications and independence in the work, is organized outside the existing organizational units.

#### **Article 13**

The IARM's Director appoints one of the head employees for a Quality Manager in the IARM.

The Quality Manager besides regular activities performs activities and tasks related to the implementation and maintenance of the quality system of the IARM as follows:

1. Coordinating the preparation of the documents of the quality system of the IARM;
2. Supervising the implementation of the IARM' quality system;
3. Maintaining the documents of the IARM' quality system;
4. Giving proposals to the Director and the Professional Collegium of the IARM for improvement of the IARM' quality system;
5. Preparing the quality system documents in the field of quality management
6. Preparing the internal audit plan;
7. Supervising the implementation of the internal audit and the corrective actions;
8. Preparing management reviews;
9. Tracking the appeals and complaints and their solving;
10. Identification and proposals of preventive measures and
11. Other activities and tasks in accordance with the authorizations of the IARM' general regulations

#### **Article 14**

The Director of the IARM appoints a person from among the IARM's employees for the position of Deputy Quality Manager of the IARM with the same duties and functions under Article 13, paragraph 2 of this Regulation. The Deputy Quality Manager replaces the Quality Manager in case of his absence, with full powers and responsibilities.

### **III. Management, authorizations and responsibilities of executors (functions)**

#### **Article 15**

The work of the IARM is headed by a Director (hereinafter: Director).

The director of the IARM represents the IARM, organizes the work and provide the legal, independent, timely and effective execution of duties and tasks, adopts acts for which he is authorized and undertakes other measures within the jurisdiction of the IARM and decides in accordance with the laws, rights, duties and responsibilities of the employees in the performance of duties and tasks.

#### **Article 16**

In the absence of the Director, he is replaced by a head person authorized by him, with rights and duties assigned by the Director with special authorization.

#### **Article 17**

The work of the Departments is managed by Department Heads.

#### **Article 18**

The work of the Sections is managed by Section Managers

#### **Article 19**

The Director of the IARM forms a Professional Collegium having the role of an advisory to the Director. The composition and manner of work of the Professional Collegium is defined in Professional Collegiums' Rules of Procedure.

#### **Article 20**

The Director forms other professional working bodies such as the Commission for Accreditation, the Technical Committees, Sector Committees as well as the Personnel Evaluation Committee. The composition and manner of operation of this technical working group is defined in the rulebooks addressing their constitution and operation.

### **IV. Cooperation with other bodies and institutions**

#### **Article 21**

In the course of its operations the IARM cooperates for the purposes of common interest and may sign contracts with other state administration bodies, public institutions and other legal entities and persons upon previously conducted analysis of risks which might compromise the confidentiality, objectivity and the impartiality of the IARM.

#### **Article 22**

The IARM establishes international cooperation with international, European and other regional and national accreditation organizations.

### **V. Final provisions**

#### **Article 23**

With the entry into force of this Regulation, the previous Regulation on the Organization and Operation of the Institute for Accreditation of the Republic of Macedonia, no. 02-474/4 from 30.10.2014 ceases to apply.

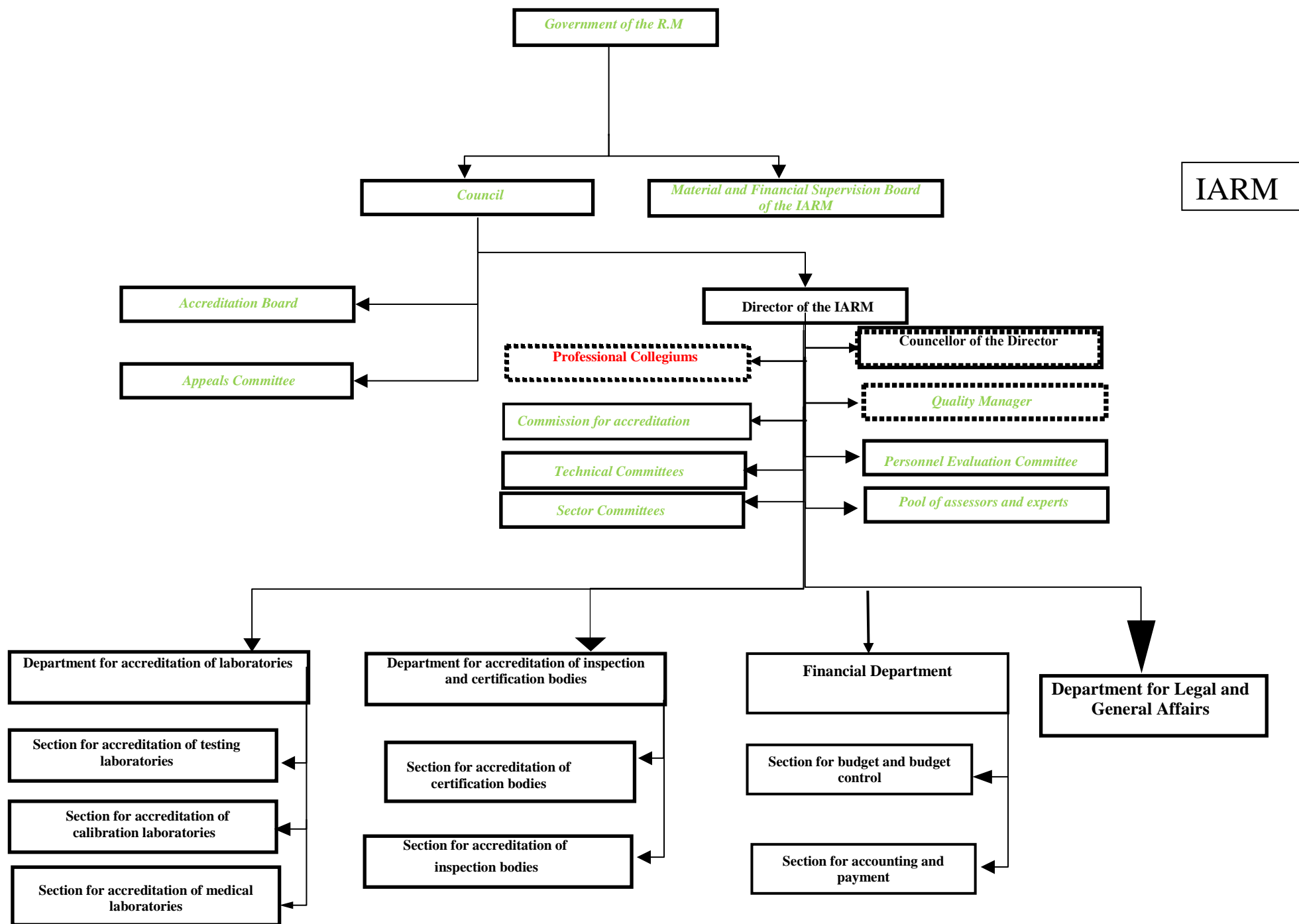
#### **Article 24**

This Rulebook will be published on the website of the IARM on the day of its entry into force.

This Rulebook shall enter into force on the day following its adoption, and shall be implemented after the received approval by the Ministry of Information Society and Administration.

Date: 22.01.2016

Director,  
Trpe Ristoski PhD



Note: fields with green text in italic style that are not systematized, i.e. are not subjects to the assessment of compliance with the systematization act and other regulations.