

## **Cabinet of Ministers Republic of Latvia**

February 08, 2005

Regulation No. 102

### **By laws of the Latvian National Accreditation Council**

Issued pursuant to Section 13. of the Law  
on State Administration

1. The Latvian National Accreditation Council (hereinafter – the Council) is a consultative institution for the accreditation of testing and calibration laboratories, certification and inspection bodies in mandatory and voluntary field.
2. The functions of the Council are as follows:
  - 2.1. to participate in the drawing up of the State policy on the accreditation of testing and calibration laboratories, certification and inspection bodies and to supervise its implementation;
  - 2.2. to participate in the formulation and assessment of regulatory instruments and accreditation procedures for the Latvian National Accreditation System;
  - 2.3. to promote the co-operation with international and foreign accreditation bodies;
  - 2.4. to evaluate a annual financial statement of the Latvian National Accreditation Bureau and to provide assessment to the Ministry of Economics;
3. The Council has the following rights:
  - 3.1. to develop a committees of accreditation system to perform the functions defined for the Council;
  - 3.2. to invite independent experts and specialists to take part in the Council sessions and accreditation system committees meetings in a advisors capacity;
  - 3.3. to receive necessary information from the Latvian National Accreditation Bureau for the performance of functions defined for the Council.
4. The Council is composed of the following authorised representatives of the State and non-governmental organisations with an interest in accreditation:
  - 4.1. representatives of the State interest:
    - 4.1.1. a representative of the Ministry of Economics;
    - 4.1.2. a representative of the Ministry of Transport;
    - 4.1.3. a representative of the Ministry of Health;
    - 4.1.4. a representative of the Ministry of Environment;
    - 4.1.5. a representative of the Ministry of Agriculture;
  - 4.2. representatives of the interest of accreditation bodies:
    - 4.2.1. a representative of the state agency Latvian National Accreditation Bureau”
    - 4.2.2. a representative of the state limited liability company “Latvian National Metrology Centre”;
    - 4.2.3. a representative of the state limited liability company “Latvian Standard”;

- 4.3. representatives of the interest of conformity assessment bodies:
  - 4.3.1. a representative of the Association of Latvian Laboratories;
  - 4.3.2. a representative of the Association of Technical Experts;
- 4.4. representatives of the interest of clients of conformity assessment bodies;
  - 4.4.1. a representative of the Latvian Chamber of Commerce and Industry;
  - 4.4.2. a representative of the Latvian Employers Confederation;
  - 4.4.3. a representative of the Latvian Traders' Association;
- 4.5. a representative of interest of consumers - the Consumer Rights Protection Centre

5. The Council, by open vote, elects a Chairman of the Council and his or her deputy for two years by a simple majority. During absence of the Chairman, his or her duties shall be performed by the Deputy.

6. Chairman of the Council:

- 6.1. approves the internal rules of procedure of the Council;
- 6.2. approves the agenda of meetings of the Council;
- 6.3. convenes and chairs meetings of the Council;
- 6.4. signs decisions, minutes and other documents of the Council.

7. Meetings of the Council shall be held at least two times a year. Extraordinary meetings shall be held, if such are requested by a Chairman of the Council or by at least one third of the Council members. The secretariat shall inform the Council members of the convening of a meeting.

8. A function of the Council secretariat is performed by the Latvian National Accreditation Bureau within the limits of State budgetary funds allocated.

9. The Council has a quorum, if at least one member of every side of interested in accreditation participate in this meeting.

10 Every side of interested in accreditation take part in adoption of decision of the Council with one vote. Decisions of the Council are taken by open vote by a simple majority.

11. Decisions of the Council are recommendatory.

12. The regulation of Cabinet of Ministers No. 123 from March 28, 2000 "By-laws of the Latvian National Accreditation Council" is condemned (Latvijas Vēstnesis (Herald of Latvia), 2000, 177./118.).

Prime Minister

A. Kalvītis

Minister of Economics

A. K. Kariņš