



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria-Vlada-Government
Zyra e Kryeministrit - Kancelarija Premijera - Office of the Prime Minister

**REGULATION (OPM) NO. 05/2026 ON INTERNAL ORGANIZATION AND
SYSTEMATIZATION OF JOBS IN THE KOSOVO GENERAL ACCREDITATION
DIRECTORATE¹**

¹ Regulation (ZKM) No. 05/2026 on Internal Organization and Systematization of Jobs in the Kosovo General Accreditation Directorate, has been approved by the Acting Prime Minister with Decision No. 345/2026, dated 26.01.2026.

The Prime Minister of The Republic of Kosovo

Pursuant to Article 94 paragraph 3 of the Constitution of the Republic of Kosovo, based on Article 9 (1.3) of Law No. 08/L-117 on the Government of the Republic of Kosovo, Article 5 paragraph 4 of Law No. 05/L-117 for Accreditation, article 28 paragraph 3 of Law No. 06/L-113 on Organization and Functioning of the State Administration of the Republic of Kosovo, and Article 9 paragraph 7 of Regulation No. 01/2020 on Standards of Internal Organization, Systematization of Jobs and Cooperation in State Administration Institutions and Independent Agencies,

Approves:

REGULATION (OPM) NO. 05/2026 ON INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS IN THE KOSOVO GENERAL ACCREDITATION DIRECTORATE

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

This regulation aims to define internal organization and systematization of jobs in the Kosovo General Accreditation Directorate in the Ministry of Industry, Entrepreneurship and Trade.

Article 2 Scope

This regulation shall apply to the Kosovo General Accreditation Directorate in the Ministry of Industry, Entrepreneurship and Trade, where general competences for the accreditation field are defined by the relevant law on accreditation, international standards as well as the relevant legislation in force.

CHAPTER II INTERNAL ORGANIZATION OF THE AGENCY

Article 3 Mission of the Kosovo General Accreditation Directorate

1. The mission of KAD is to provide accreditation services in the field of conformity assessment at the country level, to raise awareness of accreditation in society and to take an active role in defining the rules in the quality infrastructure.
2. The vision of KAD is to sign and maintain mutual recognition agreements with European and international accreditation bodies in various fields. KAD provides the accreditation service based on the principles of accreditation and ensuring the credibility of its clients and all interested parties.

Article 4 **Organizational structure of the Kosovo General Accreditation Directorate**

1. The organizational structure of the Kosovo General Accreditation Directorate (KAD) is as follows:
 - 1.1. Office of the Executive Director;
 - 1.2. Divisions.
2. The number of employees in the Kosovo General Accreditation Directorate is seventeen (17).
3. General services will be performed by the relevant departments of the Ministry of Industry, Entrepreneurship and Trade.

Article 5 **Office of the Executive Director**

1. The Office of the Executive Director of the Kosovo General Accreditation Directorate consists of:
 - 1.1. Executive Director;
 - 1.2. One (1) Administrative Assistant;
 - 1.3. One (1) Senior Quality System Officer
2. The duties and responsibilities of the Executive Director shall be defined by the relevant law on the organization and functioning of state administration and independent agencies as well as the requirements of ISO/IEC 17011 standard and the relevant law on accreditation.
3. The duties and responsibilities of the Administrative Officer of the Office of the Executive Officer shall be defined by the relevant legislation on public officials.
4. The duties and responsibilities of the Senior Quality System Officer shall be defined by the relevant law on public officials, other relevant legislation in force, and the requirements of ISO/IEC 17011 standard.
5. The number of employees in the Office of the Executive Director is three (3).

Article 6

Divisions

1. The following divisions are part of this directorate:

- 1.1. Division of Testing, Calibration and Medical Laboratories.
- 1.2. Division of Inspection and Certification Bodies, and
- 1.3. Division of Development and Promotion.

2. The number of employees in the three divisions is 14.

Article 7

Division of Testing, Calibration and Medical Laboratories

1. The duties and responsibilities of the Division of Testing, Calibration and Medical Laboratories are as follows:

- 1.1. The Division shall provide accreditation services of the testing, calibration and medical laboratories;
- 1.2. Cooperate with the Department of Inspection and Certification Body and the Department of Development and Communication and the Senior Quality Officer for the implementation of tasks emerging from the management system;
- 1.3. The division shall have the responsibility of organizing the accreditation process of testing, calibration and medical laboratories independently, impartially and competently in accordance with the legal acts in force, accreditation standards, regulations and accreditation procedures approved by KAD;
- 1.4. The division shall possess the resource analysis, identify the need for a senior assessor/technical evaluator/technical expert in the relevant fields, identify the need for the necessary documentation and propose the initiation of procedures for expanding the accreditation fields;
- 1.5. Follow changes in international standards and documents in the accreditation field, and propose their implementation in the KAD management system;
- 1.6. Implement the evaluation programme for every CAB based on the risk analysis;
- 1.7. The division shall operate based on the duties emerging from the implementation of the KAD management system.

2. The Head of the Division of Testing, Calibration and Medical Laboratories shall report to the Executive Director of KAD.
3. The number of employees in the Division of Testing, Calibration and Medical Laboratories is six (6).

Article 8

Division of Inspection and Certification Bodies

1. The duties and responsibilities of the Division of Inspection and Certification Bodies are as follows:
 - 1.1. The division shall provide accreditation services to inspection and certification bodies;
 - 1.2. Cooperate with the Division of Testing, Calibration and Medical Laboratories, Division of Development and Communication and the Senior Quality Officer in implementing the duties emerging from the management system;
 - 1.3. The division shall be responsible for organizing the accreditation process for the inspection and certification bodies independently, impartially and competently in accordance with the legal acts in force, accreditation standards, accreditation regulations and procedures approved by KAD;
 - 1.4. The division shall possess the resource analysis, identify the need for a chief assessor/technical assessor/technical expert in the relevant fields, identify the need for required documentation, and propose the initiation of expansion procedures in the accreditation fields;
 - 1.5. Follow changes in international standards and documents in the accreditation field and propose their implementation in the KAD management system;
 - 1.6. Implement the evaluation programme for every CAB based on the risk analysis;
 - 1.7. The division shall operate according to the tasks emerging from the implementation of the KAD management system.
2. The Head of Division of Inspection and Certification Bodies shall report to the Executive Director of KAD.
3. The number of employees in the Division of Inspection and Certification Bodies is five (5).

Article 9

Division of Development and Promotion

1. Duties and responsibilities of the Division of Development and Promotion are as follows:
 - 1.1. Expand the activity of KAD and developing new accreditation schemes;

- 1.2 Maintain and monitor assessors/chief assessors and technical experts, the activity of councils and technical working groups;
- 1.3. Promote accreditation;
- 1.4. Manage the website and social media accounts;
- 1.5. Organize trainings, seminars and events related to accreditation;
- 1.6. Find and follow projects and developments emerging from EA, ILAC and IAF;
- 1.7. Cooperate with the Division of Testing, Calibration and Medical Laboratories, Division of Inspection and Certification Bodies, and the Senior Quality Officer for the implementation of the tasks emerging from the management system;
- 1.8. In coordination with the relevant technical working groups, report to the Executive Director about the degree of fulfilment of the requirements by the applicants on the validation of accreditation schemes and conformity assessment, and propose the expansion of KAD's activity and new accreditation schemes as well as measures for their implementation;
- 1.9. The Division shall operate according to the tasks emerging from the implementation of the KAD management system.

2. The Head of the Division of Development and Promotion shall report to the Executive Director of KAD.
3. The number of employees in the Division of Development and Promotion is three (3).

CHAPTER III **FINAL AND REPEALING PROVISIONS**

Article 10 **Transitional provisions**

1. Increasing or reducing the number of staff in line with the annual budget law shall not create needs for amending and supplementing this Regulation, except for cases when organizational structures are created and/or closed.
2. In accordance with paragraph 1 of this Article, the provisions of the annual budget law shall be an integral part of this Regulation.

Article 11 **Abrogation**

Entry into force of this Regulation shall repeal Articles 46 to 50 of Regulation No. 29/2012 on internal organization and systematization of jobs in the Ministry of Trade and Industry.

Article 12

Entry into force

This Regulation shall enter into force seven (7) days after publication in the Official Gazette of the Republic of Kosovo.

Albin Kurti

Acting Prime Minister of the Republic of Kosovo

Date: 26 January 2026

Organogram of the General Accreditation Directorate

Position/Structure	Class	Group (general or specific)	No.	Total
1. Office of the general director				3
General director	High level manager		1	
Administrative assistant	Professional 3	64. General administration group	1	
Senior Quality System Officer	Specialist	11. Natural science group	1	
2. Division of Testing, Calibration and Medical Laboratories				6
Head of Division of Laboratories	Low level manager		1	
Senior Accreditation Officer for Testing Laboratories	Specialist	11. Natural science group	3	
Senior Accreditation Officer for Calibration Laboratories	Specialist	33. Industrial engineering group	1	
Senior Accreditation Officer for Medical Laboratories	Specialist	11. Natural science group	1	
3. Division of Inspection and Certification bodies				5
Head of Division for Inspection and Certification Bodies	Low level manager		1	
Senior Officer for Accreditation of inspection bodies	Specialist	11. Natural science group	2	
Senior Officer for Accreditation of certification bodies	Specialist	11. Natural science group	2	
4. Division for development and promotion				3
Head of division for development and promotion	Low level manager		1	
Senior officer for development and promotion	Professional 1	12. Social science group	2	

Organogram of the General Accreditation Directorate

