STANDARD SUMMARY PROJECT FICHE

1. Basic Information:

1.1. Number: LE00.08.00
1.2. Title: LATVIAN NATIONAL QUALITY ASSURANCE PROJECT
1.3. Sector: Internal Market
1.4. Location:
   Ministry of Economy, Brivibas Str. 55, Riga, LV–1519, Latvia
   Latvian National Metrology Centre with network of regional
   subsidiaries in Valmiera, Daugavpils and Liepaja
   Latvian National Accreditation Office
   Latvian Standards

2. Objectives

2.1. Wider objective.

The overall objective of the project is to further develop and strengthen the Latvian National Quality Assurance System in accordance with the EC *acquis* and economic policy of the country during the preparation process for accession to EU.

2.2. Immediate objectives:

- Ensure compliance of the institutions of National Quality Assurance System with EU requirements and cost effective functioning of these institutions through investment and capacity building activities;
- Raise competitiveness of Latvian enterprises to improve product quality and safety, measurement traceability, quality management principles;

In order to accelerate the passage from the present situation to an acceptable level of organisation consistent with the European Community standard, there is a need of support both for the structural revision and for technical and organisational standards.

*Hence the project is oriented to verify the present status, to compare the system with the EU, to design the integration procedures and to start the real implementation on the field.*

The more specific objectives are:

- to adopt the EU standards, to implement legislation and develop good practice for enforcement of EU directives on free movement of industrial products;
- to improve the technical capacities of metrology laboratories to be traceable to the EU reference standards and to be able to verify measurement equipment according to EU legislation on metrology control;
- to develop conformity assessment system in accordance with the EU secondary legislation and working practices, particularly in the building and construction sector;
- to develop internationally recognised accreditation system by co-ordination between the national certification/accreditation systems and international organisations, to enhance the creation and availability of data bases for the use of public and to unify internal systems for testing and calibration laboratories;
- to train the institutional staff and companies in standardisation, certification, EU technical regulations, and quality assurance issues.

2.3. Accession Partnership and NPAA priority
The project objectives cover priority actions for Latvia as defined in the III National Program for Adoption of Acquis and Accession Partnership.

Accession Partnership:
Short term
Accelerate adoption of EN standards.

Medium term
Complete alignment of sectoral legislation and EN standards; upgrade standardisation, conformity assessment and market surveillance structures.

NPAA:
LA-003 – Develop and maintain metrology system;
LA-005 – Develop national conformity assessment standards for the New Approach directives in accordance with the national economy needs and EU requirements, facilitate implementation of the EU standards and develop a programme of implementation of European standards;
LA-006 – To set up normative and institutional base in construction and building sector in accordance with EU requirements.

3. Description

3.1. Background and justification

Latvia has achieved sustainable growth during the transition process from planning to market economy. Nevertheless the following statistical data indicates that Latvia should pay attention to the development of value added production and increase of competitiveness in the future.

One of the basic elements for further development of internationalisation is linked to the quality assurance programs in the field of the standardisation, quality systems, metrology, certification and accreditation etc.

The statistical data: Latvian GDP (per 1 inhabitant) is 28% in comparison to EU average; the unemployment level – 13,8%, the export of goods and services – 47,7%; foreign trade balance – -11,1 (in % from GDP).

Considering statistical data and trends for economical development in Latvia, the following branches have been selected as priorities:

- Information technologies (In connection with the overall development of the national economy and the introduction of new technologies, demand for IT services is growing. Approximate assessments show that the domestic market doubles yearly. Software development has grown over 100 companies, employing around 4000 qualified staff);
- Engineering, electrical and electronic industry (Latvia has a strong tradition in telecommunications design and manufacture and with experience in digital technology);
- Construction products and construction industry (The construction industry is the framework for development of other economic sectors by arranging reconstruction and building works and proper infrastructure);
- Woodworking and furniture industry (The wood and the products of Latvian wood processing industry are mainly sold for export, which is facilitated by geographical location, excellent transport network and ice-free ports. Improving the use of timber and the design and technology of wood processing industry, wood processing will take an important place in the development of the Latvian economy);
- Textile industry (The textile sector is a major branch of the Latvian industry along with timber and food sectors. From 1994 to 1997, the total value of textile exports more than doubled while exports to the European Union increased more than three times. This development proves that the textile industry of Latvia is highly competitive);

- Chemical industry (Latvia developed a strong base in the manufacture of fine chemicals and medicinal products, making a wide range of products, ranging from petrochemicals and man-made fibres, to paints and bio-enzymes);

As Latvia targets membership of the EU, quality management and certification become important issues for those enterprises with EU markets as part of their strategic focus and who need to maintain competitiveness in their local markets.

The latest results of the successful implementation of the National quality assurance program on the national level have shown that Latvia is really tracing the relevant EU methods and practices. Additional support has to be transferred to the “grass-route” level by support to institutional and company level actions. This will help to speed-up the further integration process into EU.

It is also important to raise capacity and thus establish sustainability for beneficiary organisation involved in the quality assurance process in Latvia.

The present project has the ultimate objective of enhancing overall economic performance of Latvian industry, particularly in the quality achievement sectors. There is a need of infrastructures for the commercial, political and economical relationship with the European Community. This need can be covered through a revision of the present system, which must be structured in order to make it consistent with the similar systems working in all the member states of the Community.

In addition it is necessary to give visibility of the new system to all interested parties such as Industry Organisations, Public Organisations, Universities, etc.

Formal set of investments must be made in order to have possibility of recognition of the results, and to assure a constant maintenance of the technical and organisational level of the institutions working in the field.

The Co-ordination Council of the National Programme for Quality Assurance developed and approved the action plan of National Programme for Quality Assurance implementation for 2000 in line with the Government Declaration and co-ordinated it with Phare PRAQIII Regional Quality Assurance Programme projecting acceleration of the European Integration process and harmonisation of legislation with the requirements of the European Union and the World Trade Organisation.

One the priorities envisages the strengthening complex development in the quality assurance sector by provision of the verification and necessary investment support in the following sectors:

1. metrology (verifying and upgrading the existing measurement equipment in the Latvian National Metrology Centre laboratories in order to assure their traceability to European level). Medium terms Accession Partnership priorities include upgrading of conformity assessment structures. Calculations on the priorities of equipment to be invested are based on the “Latvian National Metrology Development Concept”, which outlines the general development strategy of National Metrology;

2. standardisation (providing assistance for further upgrading of Latvian Standard internal procedures according to EU directives, as well as further adoption of relevant EU standards and norms for construction sector);
3. certification and accreditation (providing opportunity for Latvian entrepreneurs to perform tests compatible with EU requirements);
4. quality systems implementation (provision of the pilot guidance modules in order to upgrade industrial capability of competition).

3.2. Linked activities

Previous projects and activities in the area of metrology and standardisation:
- Phare PRAQ III Regional Quality Assurance Programme;
- LE 9701.01.07/008 carried out with support of Phare PRAQ III “Enforcement of EU Technical Regulations” providing the technical assistance to the Latvian Standards Ltd. in the field of specific EU directives on standardisation and in building-up the internal systems (technical committees, informative materials etc.);
- LE 9701.01.03 “Standards” providing the technical assistance to the Consumer Protection Centre enhancing market surveillance system (providing necessary equipment, car and further upgrading of institutional capacities, as well as providing support in legislation);
- The twining project “Development of Latvian Standardisation System” with German Standardisation Institute DIN with the objective to implement adequate information system on standards and to train personnel of Latvian National Standardisation centre;
- Project on comparison of measurement standards with the EU acknowledged institutions and training seminars have been implemented by the Latvian National Metrology Centre with a financial support from the Phare PRAQ III programme;
- Project within the framework of TRANSFORM “Co-operation between Latvian Standard and German Standardisation Institute (DIN)” lasted from 1992 till 1999. During the project Latvian Standard staff was trained in German Standardisation Institute, Latvian Standard was supplied with electronic database and German standards;
- International conference “A step Forward to the European Market” was organised in the co-operation with the Certification Centre of the Academy of Sciences with the aim to exchange opinions on problems of creation an infrastructure on conformity assessment of goods and services;
- An ongoing project “Certification and Accreditation in Central and Eastern Europe” (AMOS) implemented in the framework of TRANSFORM programme in the area of accreditation and certification, which is focused on double accreditation together with German Accreditation body, inter laboratory comparison and related training programs.
- The state budget provisions to support the running costs of Latvian Standard Ltd. has reached 250 000 EUR in 2000 (150 000 EUR in 1999). The budget allocations for LATAK (national accreditation bureau has been consistent around the level of 80 000 EUR. Latvian National Metrology Centre incomes from the private sources has reached 1 500 000 EUR a year (budget allocations envisaged to be started in 2001).

3.3. Results

In general this project should increase the national quality assurance complex by provision of necessary upgrading by technical means as well as by verification of the technologies used in every-day routines.

After the implementation of the proposed project it is expected to gain the following results:
- established and upgraded effective and reliable metrology system;
- upgraded laboratory systems for maintenance of national reference standards in accordance with the EU requirements;
- established internationally recognised accreditation system;
- upgraded capability of competition for the pilot companies;
- harmonised existing and adoption of new standards;
- built up the capacity of the Latvian Standard Ltd etc.
3.4. Activities

**Project Component 1 - development of metrology systems**

Metrology is an essential instrument to ensure competitiveness and quality of products produced in Latvia, what is also important for market surveillance activities and consumer protection. In the framework of National Quality assurance program was elaborated the “Latvian National Metrology Development Concept” based on the recommendations of EU experts and International Organisation of Legal Metrology (OIML). The Cabinet of Ministers of the Republic of Latvia accepted the “Latvian National Metrology Development Concept” on 25 January 2000. The Concept describes the current situation in the area of metrology and sets up the main trends for development of the metrology in Latvia. According to the National Quality assurance program and the Concept one of the main priorities in the area of metrology is verification and further upgrading of the present equipment used in measurement of strength and pressure, mass and capacity, radio technical and acoustical, physic-chemical, geometrical and electrical. (The indicative list of necessary technical equipment will be attached to the Terms of Reference).

In order to unify measurement system and provide necessary conformity assessment and improve market surveillance, the main need is to strengthen institutional capacities of the Latvian National Metrology Centre. This requires improvement and verification of technical capacity of the Centre by means of its 6 laboratories (prioritised out of 9 existent) and 3 regional subsidiaries located in Valmiera, Liepaja and Daugavpils according to National program of adaptation of *acquis* in relevant sectors and schedule. According to the Regional Programme on Quality Assurance Phare PRAQIII Report “Metrology in Latvia” of 1999, the flow measurement laboratory of LNMC is adequately equipped for providing necessary measurements. The regional subsidiaries of Latvian National Metrology Centre are providing basic metrology services due to the needs of local industries.

Regional subsidiaries are established taking into account the density of population and developments of national economy. Such regional subsidiaries make metrology services more available to broader range of companies from countryside.

Previous assistance in the area of metrology has been mainly focused on training the staff and verification of current equipment. This project will support upgrading the present measurement equipment and will prepare laboratories for accreditation process.

The project should carefully analyse the necessary steps and investments to be taken to modernise and upgrade the present measurement equipment. In the result there should be achieved the traceability of the metrology system relevant to EU requirements.

Due to the requirements of new legislation and recommendations of the functional audit carried out with support of the World Bank, Latvian National Metrology Centre will be transformed into state agency under supervision of the Ministry of Economy.

There is ongoing co-operation between Latvian National Metrology Centre and national metrology organisations from Baltic States and European Union Member States such as Denmark, Sweden, Netherlands, United Kingdom, and Austria on the metrology and calibration issues. The international meetings of metrology experts have been organised every half a year. Nevertheless the further strengthen of co-operation would be required by organisation of trip for mutual verification of the measuring equipment.

**Inputs**

The implementation of this component requires Phare financing for:

**Investment:**

- Upgrading the equipment in 6 metrology laboratories of the Latvian National Metrology Centre for:
  - strength and pressure measurements (for labour and technical safety);
  - mass and capacity measurements (for trading and customs operations);
- radio technical and acoustical measurements (for life protection and health care);
- physico-chemical measurements (for environmental protection and control);
- geometrical measurements (for trading operations);
- electrical measurements (for metering power resources).

- Equipping the testing laboratory with measurement devices for electromagnetic tests (in order to enable testing for electromagnetic compatibility directive);
- Equipment for 3 regional subsidiaries of Latvian National Metrology Centre, i.e., computers, IT, in compliance with specifications and needs of local industry. According to the specifications all regional metrology offices need to upgrade equipment for mass and capacity and electrical measurements. Regional subsidiaries of LNMC in Daugavpils and Valmiera additionally need to upgrade equipment for geometrical measurements to satisfy the industry needs.

Institutional building:
Independent expert facility for assessment of the current situation, needs and operational functions of LNMC in order to provide the most effective use of investments

Design and implementation of training courses on the use of equipment for the staff of 6 laboratories of the Metrology Centre and testing laboratory for electromagnetic tests. 3 seminars in total will be designed and implemented with involvement of both EU and local experts:
- Seminar on general calibration matters - 2 days (2 short-term experts; 60 participants)
- Seminar on specific kinds of measurements – 2 days (2 short-term experts; 50 participants)
- Seminar on general EU New Approach and metrology requirements legislation – 2 days (2 short-term experts; 25 participants)
- Training courses for 7 laboratories’ staff on use of measurement equipment – 5 days; in total 35 people (one training course for 5 people from each laboratory)

Outputs
Expected outputs of this component are:
- Upgraded equipment for 6 metrology laboratories in accordance with the EU requirements;
- Upgraded equipment of testing laboratory for electromagnetic tests;
- Improved technical equipment for 3 regional subsidiaries of Latvian Metrology Centre;
- Staff of the 6 metrology laboratories and of the testing laboratory trained on the use of new equipment (in total 100);

Project component 2 - standardisation development and information to economical operators

The objective of standardisation development is to further develop Latvian standardisation system in accordance with the requirements of European Union Standardisation bodies. This will require an adoption of the existing EU standards for Latvia. A need for translation of the standards into Latvian and for institution and capacity building exercises for Latvian Standards Ltd. in order to comply with the EU regulations has been defined by the State programme “Standardisation Development in Latvia”, which was accepted 30 June 1998.

The main objectives of this component:
- prepare a body which can handle and drive the technical committees,
- evaluate the priorities (such as industries, commercial and business organisations, representatives of the social categories, university, government itself),
- maintain contacts with the international bodies,
- give a visibility to its activity,
- disseminate information for all interested parties.
In order to succeed it will be necessary to provide in-depth training to all the interested parties, and the creation of working teams managed and coordinated by the Latvian Standards.

The process for adaptation of the EU standards and development of standardisation system has been started with a financial support from the Phare PRAQ III Regional Quality Assurance programme. The continuation of this process with the effect of sustainability will further require building of capacity for Latvian Standards Ltd. Due to the requirements of new legislation Latvian Standard will be transformed into state agency under supervision of the Ministry of Economy. This includes adoption of standards and training of personnel. Previous assistance ensured accessibility to the database of EU standards and training of staff, however Latvian Standard can provide only limited information, mainly in paper form, and does not met the increasing needs of national industries. During the project, the information system will be improved in order to ensure that:

1. all documents are stored electronically;
2. relations among documents are established;
3. several information tools are created for internal and external users;
4. information is accessible via Internet;
5. information is published on CD-ROM;
6. market sector oriented document sets are produced on several media bases;

Specialists of Latvian Standards are being prepared for implementation of this project. Within the framework of the PHARE financed program and the project (TWINNING) financed by the government of Germany they were acquainted with the standardization organization in Italy UNI and information management system and electronic distribution of information of the German standardization institution DIN. A plan for information technology application for perfection of informative services has been prepared with help of UNI specialists.

The adoption of the standards has been in process according to the National Programme for the Adoption of Acquis and National Development Plan priorities. In fact each Ministry is taking the responsibility on selected sectors preparing the Regulations the Cabinet of Ministers. The society and industries have initiated the voluntary standards. Due to the rapid development of infrastructure and growth of reconstruction works in the country, the adoption of European standards and technical norms has become very essential in the area of building and construction. To promote this process Government has elaborated the Concept of Latvian Building Codes.

Adoption of standards is complicated process, therefore study tours to European leading standardisation organisations are essential in providing exchange of experience and for enhancement of knowledge of people involved in standardisation process.

*Provision of the pilot guidance modules to companies is envisaged in order to upgrade their capability specifically on the subject of quality assurance and implementation of EU product legislation. Additional assistance is also foreseen for the companies to follow the quality and safety requirements that are needed in the European market and meet requirements of the EU legislation.*

The seminars and training will be provided for NGOs, students and companies in Riga and regions of Latvia on voluntary standardisation matters, environmental management systems and standards and IT standards.

There is ongoing co-operation within the Baltic States, which requires further strengthening by verification of the informative and standards’ processing tools used within the Baltic States, as well as in organising joint seminars on very specific subjects.

During the realisation of the above-mentioned activities all standardisation information and legislation implementation guidance will be disseminated among the interested parties to achieve information exchange and multiplication of experiences.
Inputs
The implementation of this component includes financing for:

Investment:
- office equipment for improvement of information databases focused on needs of Latvian economy and industry development defined in the National Quality Assurance and National SME programmes, i.e., computers for Latvian Standard and Standards Technical committees (software and hardware for adoption and publishing standards, informative materials and guidelines on standards for entrepreneurs, copiers etc.) and equipment for adequate training (overhead projectors, screen, video projector etc.)
- adoption of construction norms of European Union Member States regulations (1000 pages) and European standards (2000 pages) for improving conformity assessment of construction products in mandatory area and for implementation of structural design regulations harmonised with EU requirements
- it is proposed to improve the present training facilities in order to allow better access to professional delivered information. The training facilities are lacking the necessary technical equipment (i.e., interpretation equipment (currently is not available and is very expensive to rent), PCs, etc.). Such interpretation equipment will be used for facilitating training courses and seminars of entrepreneurs
- identification and purchase of handbooks and training materials on quality assurance, EU requirements application for products and companies competitiveness, to be located in the existing library after completion of the project
- prepare and publish informative materials (brochures, booklets) on quality assurance matters for industries, public, universities

Institution building:
- design and implementation of 4 study tours to leading European standardisation bodies and 3 training courses for 10 persons from Latvian Standards Ltd. and persons involved in work of Standards Technical Committees (ongoing 40 committees for preparation of the standards with participation from all interested parties)
- on-call expert facilities to organise knowledge transfer and training for NGO’s, students and industries, on voluntary standardisation, environment related standards, IT standards and EU product and quality legislation in Riga and other regions
- 5 training seminars for the companies, laboratories and certification bodies staff concerning the full set of activities necessary to implement EU product requirements (legislation and standards and increase competitiveness).

Outputs
Expected outputs of implementation of project component 2 are:
- operational materials for dissemination of information to the Technical Committees, industries etc.;
- 10 persons from Latvian Standards Ltd. and persons involved in work of Standards Technical Committees trained on methodology for development and adaptation of new standards;
- 2000 pages of standards (selected on a demand basis from industries) adapted;
- organised 4 study tours to leading European standardisation organisations;
- prepared and published booklets and brochures on quality assurance matters;
established training facilities for the joint use in quality assurance training (under the Latvian Standards);
• elaborated relevant handbooks and training material available in the library of the established certification training centre;
• provided training on voluntary standardisation matters, environmental systems and standards, IT standards;
• 180 people from industrial laboratories and certification offices trained to provide assistance and consultations to companies on implementation of EU legislation, product requirements and standards.

Project Component 3 – development of accreditation system;

The main objective of this component is to ensure the fulfilment of the national certification and accreditation system obligations towards the international organisations. Accreditation, evaluation and supervision of testing and calibration laboratories, certification and inspection institutions in the non-regulated sphere, as well as assessment and supervision in the regulated sphere is under the responsibility of Latvian National Accreditation Office LATAK. Currently LATAK is the state entity under authority of the Ministry of Economy. Due to the new legislation, it will be transformed into the state agency under supervision of the Ministry of Economy. One of the most significant tasks of accreditation is to ensure that quality and safety certificates for products and services issued in Latvia are internationally recognised without repeated conformity assessment procedures. Appropriate conformity assessment and accreditation system facilitates providing of market surveillance.

Latvian National Accreditation Office became a full member of European Cooperation for Accreditation (EA) on 1 June 1999. According to this membership it has to fulfil all obligations of this organisation. It is essential to sign the Mutual Recognition Agreement (MRA) and recently LATAK has been assessed according to EA requirements. In order to improve the accreditation system and due to recommendations of the Phare and AMOS auditors it is necessary:

• to transform the legal status of Accreditation body;
• to continue the training of accreditation experts in European accreditation bodies;
• to improve inter-laboratory comparison system by facilitating traceability till international measurement standards;
• to improve and further develop internal information system in compliance with EA requirements and facilities for providing conformity assessment and accreditation in Riga and other regions of Latvia.

Current database provides only the basic information on assessed and accredited bodies and does not provide information on the scope of conformity assessment activities. New and improved information system will ensure wide information about accredited institutions for the public and will facilitate mutual trade relations for the industry. It will also help the market surveillance bodies to control product quality assurance documents and verify if the requirements have been met.

During the project, the foreseen achievements are:

1. adequate legal status of Latvian National Accreditation Office for entrepreneurship;
2. improvement of measurement traceability till international measurement standards;
3. signing of the EA MRA on testing, calibration, certification and inspection;
4. increase of accredited institutions number from 110 in 1999 to 220 in 2004 and provision of competence assessment according to the New Approach and Global Approach directives, consequently the incomes from services will increase and the importance of the state budget in total will diminish from 57% in 1999 to 35% in 2004;
5. assurance of liability to provided measurements on international level;
6. Entrepreneurs, suppliers and state institutions will be provided with complete information on sphere of institution’s accreditation and all documents related to accreditation will be accessible on Internet. The mutual co-operation in the accreditation field has been limited at the moment with the Baltic States. Nevertheless there is in force an agreement on mutual recognition of the certificates issued by the Baltic States.

Inputs
Necessary inputs for realisation of this component are:

Investments:
- Improvement of design and update of the internal database (compatible to the “European Co-operation for Accreditation” (EA) requirements) accessible to the general public on the Internet and in LATAK, provision of the technical means (PCs, ITs).
- Investment in the technical means (inter-laboratory comparisons equipment etc.) for LATAK allowing for missions to regional testing and calibration laboratories (reference materials for inter-laboratory comparisons, other equipment for verification of the laboratories’ competence).

Institutional building:
- Participation of laboratories in international programs on inter laboratory comparisons and assessment, i.e., to test laboratory equipment for correctness of results allowing to compare the results of tests among the national and international laboratories etc.
- Seminars on New approach directives and standards for LATAK employees and accreditation experts (3 seminars x 2 days for 60 specialists from the LATAK and accredited institution).
- Consultations for laboratories and certification bodies involved in conformity assessment of building materials for preparing for accreditation.
- International conference “Accreditation day in Latvia” with a purpose to disseminate information on accreditation matters and provide experience exchange with experts from European Union and Baltic States (according to recommendations of EA).
- 1 seminar on new developments (Decisions of EU Commission and harmonised CEN standards) in conformity assessment of construction products for laboratories, certification bodies and largest enterprises (30 people).

Outputs
Project outputs will be:
- LATAK equipped for testing and accreditation of regional laboratories;
- Participation in International programs on inter laboratory comparisons and assessment;
- Developed and updated database on accredited institutions according to EA requirements;
- Consulted laboratories involved in conformity assessment of building materials on accreditation matters;
- Trained staff and accreditation experts (180 specialists);
- Organised seminar for institutions involved in conformity assessment of building materials and entrepreneurs (30 people);
- Organised international conference on accreditation matters.

4. Institutional Framework
The Ministry of Economy will carry out general project coordination.
Project implementation is to be carried out under a supervision of the Ministry of Economy.
The Ministries responsible for particular sectors is to be involved in implementation of activities in specific sectors, e.g., Ministry of Environment Protection and Regional Development for construction norms and standards, etc.

The Steering Committee is to be composed for supervision of implementation of the project composed of:
- Ministry of Economy - Department of Quality Management and Structure Development, Department of Business Promotion, Department of Energy;
- Ministry of Regional Development and Environment Protection, Building Department;
- Latvian National Metrology Centre;
- Latvian National Accreditation Office LATAK;
- Latvian Standards Ltd.

The beneficiaries of the project are the Ministry of Economy and state institutions on metrology, certification, accreditation and standardisation as well as a number of companies or industrial clusters selected for participation in the project.

- **Description of the beneficiaries**
  For the purposes of implementation of the National Programme of Quality Assurance and to strengthen infrastructure of standardisation and metrology for all correspondence to the EU requirements, two separate agencies have been established after reorganisation of the Latvian National Centre of Standardisation and Metrology:
  - State non-profit company **Latvian Standard Ltd**;
    The main activities of the company are to organise the development of Latvian national standards, their publication and implementation, as well as to maintain standard fund.
  - State non-profit company **Latvian National Metrology Centre Ltd**;
    The company maintains base of Latvian national measurement reference standards (for example length, mass, etc.), participates in the development of legal documents in the area of legal metrology, proves standard base of physical measurements for their reproduction. Latvian National Metrology Centre also approves type of measuring equipment and includes them in the State Measuring Devices register, as well as verifies and calibrates measuring devices.
National Accreditation system of Latvia is united and corresponds to international regulatory standards where accreditation, evaluation and supervision of testing and calibration laboratories, certification and inspection are carried out by the Latvian National Accreditation Office (LATAK). One of the most significant tasks of accreditation is to ensure that quality and safety certificates of products and services issued in the country are recognised by other countries without repeated testing. The Office also carries out assessment of institutions in the state-regulated sphere in accordance with safety criteria established by the Cabinet of Ministers.

**Operational Counterpart**

The key tasks of the Operational Counterpart are (1) to guarantee project development, i.e., all planned activities are implemented according to the time schedule and in a good quality, (2) to make suggestions for improvements and (3) to provide support to facilitate project execution. It is composed of one member representing the Ministry of Economy and one member from each involved beneficiary. The Operational Unit is to be considered as an integrated part of the project providing institutional support, advise and project monitoring.

### 5. Budget (all amounts in MEUR°)

<table>
<thead>
<tr>
<th>Contract</th>
<th>Investment</th>
<th>Institution Building</th>
<th>Total Phare (= I + IB)</th>
<th>National Co-financing*</th>
<th>IFI</th>
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<td>2 000 000</td>
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* State budget and private funding

### 6. Implementation Arrangements

6.1. Contractual and Financial Implementation:
PAO - V. Andrejeva, State Secretary of the Ministry of Finance.
1, Smilsu str., LV-1919, Riga, Latvia
Ph. 371-7222466;
Fax. 371-7224533.

Central Finance and Contracting Unit - A. Eberhards, Director,
1, Smilsu str., LV-1919
Ph. 371-7222466;
Fax. 371-7224533.

SPO - L. Stelpé, Deputy State Secretary of the Ministry of Economy.
55, Brivibas str, LV-1519, Riga, Latvia
Ph. 371-713145;
Fax. 371-7280882.

Technical Implementation:
This will be a responsibility of the Ministry of Economy. In order to achieve maximum effect, implementation of each component of the project will involve the beneficiaries mostly engaged in the respective field.
Steering committee will carry out supervision on the correct project implementation.
6.2. Contracts

It is foreseen to implement the project under one supply (1 560 000 EUR) and one service contract (440 000 EUR). Tendering and contracting procedures will be carried out in accordance with the provisions of Phare DIS Manual.

7. Implementation Schedule

<table>
<thead>
<tr>
<th></th>
<th>Contract 1</th>
<th>Contract 2</th>
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<tbody>
<tr>
<td>Start of tendering (expected)</td>
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<td>Start of project activity</td>
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<tr>
<td>Project Completion</td>
<td>II Q 2002</td>
<td>II Q 2002</td>
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</table>

It is foreseen that all preparatory activities, e.g., selection of local consultants, etc, will be carried out immediately after signature of the contract in order to allow an immediate project start as soon as funds are made available. All four components will begin simultaneously. (re. Project Implementation Chart, Annex II)

8. Equal Opportunity

Participation in the project will require professional qualifications and competence in the particular area and will allow an equal opportunity for women and men to participate in implementation of the project.

9. Environment

Upon the adoption and implementation of new norms and standards, especially in the field of construction, it is expected to gain additional environmental protection results.

10. Rates of return

Not applicable

11. Investment criteria

11.1 Catalytic effect:

The PHARE financing will increase the reliability of the present institutional structure and it should proof an attraction of the various participation in financing from the private funding and customers (industries);

11.2 Co-financing:

The Government of Latvia has foreseen funds in the state budget for further development of quality assurance system, standards adoption and improving metrology system. The Latvian contribution to the project also includes support from private funds. In total, Latvian co-financing to the project amounts in 0.764 million Euro.

11.3 Additionality

All financing which covers the investment support can be granted whether by state budget or PHARE means. That costs which possible to cover by private means will be only co-financed by PHARE during this project implementation.

11.4 Project readiness and Size

The project is ready to be started upon the conditionality will be resolved and the terms of reference written. The project size will be implemented on the single contract bases. The PHARE procedures to be followed.

11.5 Sustainability

All running costs and upgrading for investments done by this project will be taken over by State budget and/or beneficiary institutions.

11.6 Compliance with state aids provisions
The local legislation of the state aid (harmonised with the EU requirements) will be followed during project implementation. There is no foreseen any duplications or threats for implementation.

12. Conditionally and sequencing

- Progress in the alignment with the Acquis in the area of Free movement of goods in the prioritised sectors;
- The following activities should be completed before the project begins:
  - Adequate and trained staffing in the recipient institutions has to be in place before investment tendering starts;
  - Detailed evaluation by an EU qualified expert will be needed before proceeding to procurement of any equipment;
  - The project components must be closely co-ordinated with other programmes and projects funded from the state budget and other donor organisations;
  - Project Steering Committee to be established;
  - Operational Counterpart of the project to be established;
  - The company profiles for participation to be presented before the project starts;

13. List of Annexes:

1. Annex 1 – Logframe planning matrix–
2. Annex 2 – Cumulative contracting and disbursement schedule -
3. Annex 3 – Time schedule
4. Annex 4 – Related legislation
5. Annex 5 - Organizational Structure of Metrology in Latvia
6. Annex 6 – Assessment of National Quality Assurance Bodies
## LOGFRAME PLANNING MATRIX FOR
### Latvian National Quality Assurance Project

**Project Number LE00.08.00**

**Contracting period expires:** 31.03.2001

**Disbursement period expires:** 30.03.2002

**Total Budget:** 2,764 MEUR

**Phare contribution:** 2,0 MEUR

### Wider Objective

<table>
<thead>
<tr>
<th>Indicators of Achievement*</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| - to develop and strengthen the Latvian national assurance system in accordance with *acquis* by investment and capacity building activities | - Growth of the industrial output and exports; increase of companies which have implemented the quality systems  
- Increase of the adopted standards, accredited institutions, certificated products etc. | - Continuously, Ministry of Economy  
- The evaluation of the semi-governmental institutions performance (reports to the Government) |

### Immediate Objectives

<table>
<thead>
<tr>
<th>Indicators of Achievement*</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| - To adopt EU standards on free movement of industrial products and reference standards  
- To improve technical capacity of the metrology laboratories  
- To develop conformity assessment system  
- To develop internationally recognised accreditation system  
- To train the institutional staff and companies | - The number of the adopted standards  
- The preciseness and reliability of the measurement data  
- The number of the applied companies for certification of quality systems  
- The increase of the involved pilot companies’ performance (export, employment etc.)  
- Improved institutional capacity in the area of quality standardisation. | - Quarterly project reports  
- Continuously, Ministry of Economy |

### Outputs

<table>
<thead>
<tr>
<th>Indicators of Achievement*</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| - Established effective and reliable metrology system  
- Upgraded labs in accordance with the EU requirements  
- Established internationally recognised accreditation system  
- Upgraded capability of competition for the pilot companies | - Adopted about 1000 pages of construction norms and regulations  
- Adopted about 2000 pages of European standards  
- Equipped 6 metrology laboratories  
- Equipped testing laboratory for electromagnetic tests  
- Increased number of analysis and | - Periodically, Ministry of Economy  
- Quarterly project reports  
- Official statistics  
- Official publications |

### Assumptions and Risks

- Change in the structure and functions of the institutions involved.  
- Outflow of employees from the system due to low level of salaries.  
- Limited assistance to the companies might cause insufficient sectoral growth and limited use of established instruments  
- Inadequate training of personnel.  
- Inadequate training of Personnel  
- Change in the structure and functions of the institutions involved.
<table>
<thead>
<tr>
<th>Inputs</th>
<th>Inspections made</th>
<th>Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional building (internal systems, handbooks) by provision of</td>
<td>Companies consulted on the quality assurance matters</td>
<td>Periodically – Ministry of Economy</td>
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<tr>
<td>advise and indication of actions to be undertaken</td>
<td></td>
<td>Continuously - semi-governmental institutions involved in the system,</td>
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<td>Provision of technical equipment</td>
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<td>opinion of the entrepreneurs and participants of training etc.</td>
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<tr>
<td>Elaboration of brochures and booklets on quality assurance matters</td>
<td></td>
<td>Installed appropriate information system in Latvian National Accreditation Bureau</td>
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<tr>
<td>Updating of current quality standards</td>
<td></td>
<td>Equipped verification land testing laboratories</td>
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<tr>
<td>To train the personnel in the field of Quality assurance</td>
<td></td>
<td>Inadequate training of personnel</td>
</tr>
<tr>
<td>To develop and improve necessary database</td>
<td></td>
<td>Change in the structure and functions of the institutions involved.</td>
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</table>
LATVIAN NATIONAL QUALITY ASSURANCE PROJECT  Annex 2

CUMULATIVE CONTRACTING and DISBURSEMENT SCHEDULE (2.000 million EURO)

<table>
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<tr>
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<th>01.09.30</th>
<th>01.12.31</th>
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<td>0.3</td>
<td>0.64</td>
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NB: 1. all contracting should normally be completed within 6-12 months and must be completed within 24 months of signature.
2. all disbursements must be completed within 36 months of signature of the FM.
LATVIAN NATIONAL QUALITY ASSURANCE PROJECT  Annex 3

TIMESCHEDULE

<table>
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<tr>
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</table>
RELATED LEGISLATION  ANNEX 4

Enforced legislation:
1. The Law “On Conformity Assessment” (1996.08.08.)
4. The Law “On Uniformity of Measurements” (1997.27.02.)
5. The Building Law (1995.10.08.)
6. The Law “On Chemical substances and chemical products” (1998.01.04.)
7. The Regulations of the Cabinet of Ministers Nr.334 “Measurement Instruments Subject to State Metrology Control” (1998.31.08.)
10. The Regulations of the Cabinet of Ministers Nr.160 “On the electromagnetic compatibility of apparatus” (1998.05.05.)
13. The Regulations of the Cabinet of Ministers Nr.337 “On the Units of Quantities” (1998.31.08.)
14. The Regulations of the Cabinet of Ministers Nr.336 “On the Pre-packaged Products Subject to the State Metrology Control” (1998.31.08.)
15. The Regulations of the Cabinet of Ministers Nr.335 “On Certificates of Verification and Verification Marks of Measurement Instruments” (1998.31.08.)

Reference to relevant Government Strategic plans and studies:
1. National Programme for Integration in EU
2. National Programme for Quality Assurance
4. “Latvian National Metrology development Concept” (2000.25.01.)

Foreseen legislation:
1. The draft Regulations of the Cabinet of Ministers “On calibration of the tanks of vessels” (foreseen to enforce 2001)
2. The draft Regulations of the Cabinet of Ministers “On Measuring of the standard per storage volume of grain” (foreseen to enforce 2001)
3. The draft Regulations of the Cabinet of Ministers “On requirements relating to bottles used as measuring containers” (foreseen to enforce 2002)
4. The draft Regulations of the Cabinet of Ministers “On nominal quantities and nominal capacities permitted for certain pre-packaged products” (foreseen to enforce 2002)
5. The draft Regulations of the Cabinet of Ministers “On requirements concerning pre-packaging of certain products” (foreseen to enforce 2002)
6. The draft Regulations of the Cabinet of Ministers “On requirements for volume of certain pre-packaged liquids” (foreseen to enforce 2002)
Parliament

Adopts the Law “On Uniformity of Measurements”

Cabinet of Ministers

Passes regulations in accordance with the Law

Ministry of Economy

National Metrology Council

Participates in the state policy making of the uniformity of measurements

Latvian National Accreditation Bureau

Carries out accreditation of testing and calibration laboratories

Latvian National Metrology Centre

Carries out metrological supervision

Verification and calibration laboratories

Carries out metrological supervision

Branches of national economy

Participates in the state policy ensuring the uniformity of measurements

Works out state policy ensuring the uniformity of measurements

Provides for the basis of the measurement standards; Ensures reproduction of the units of measurements; Approves patterns of the measuring instruments; Carries out verification and calibration of the measuring instruments

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Adopts the Law “On Uniformity of Measurements”

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Annex 6

ASSESSMENT OF NATIONAL QUALITY ASSURANCE BODIES

Latvian National Metrology Centre (LNMC) – is a public non-profit limited liability company that is under the authority of the Ministry of Economy. The LNMC has three regional subsidiaries located in the Latvian cities of Liepaja, Daugavpils and Valmiera and a Centre for Radiation Metrology and Testing.

157, K. Valdemara Str., Riga, LV-1013, Latvia, tel. +371 7378165, fax +371 7362805

Mr. Maris Davis – Executive Director of LNMC (tel. +371 7362805, e-mail: centre@lnmc.lv).

The aim of the LNMC is to supervise and co-ordinate the activities of Latvian enterprises and organisations in the field of metrology. Main activities of the Centre are:

• to take part in the development of legal documents in the area of legal metrology
• to provide standard base of physical measurements for their reproduction
• to approve type of measuring equipment and include them in the state measuring devices register
• to verify and calibrate measuring devices

There are 7 laboratories in the LNMC:

• Laboratory of Mass and Volume Measurements;
• Laboratory of Geometrical and Motion parameter Measurements;
• Laboratory of Electrical Measurements;
• Laboratory of Radiotechnical, Acoustics and Vibration Measurements;
• Laboratory of Force and Pressure Measurements;
• Laboratory of Physico-chemical and Thermotechnical Measurements;
• Laboratory of Flow Measurements.

The LNMC is a corresponding member of the OIML and associate member of the WELMEC.

LNMC has 172 employees. The number of instruments verified in the year - 437 200 and calibrated 13000.

Latvian Standard Ltd. (LVS) - is a public non-profit-making limited liability company, which is established and financed by the Government.

The Government participates in standardisation on equal grounds with all other interested parties. There are no formal obstacles in Latvia to the adoption of European standards. Due to PRAQ III counselling services, co-existence of mandatory regulations with voluntary standards has been achieved. Standardisation is voluntary in Latvia. However, the Cabinet of Ministers of Latvia can prescribe mandatory application of some Latvian national standards.

LVS as all limited liability companies has its Statutes. Its internal regulations specify standardisation processes.

Coverage of standardisation tasks is in the Standardisation Law, in LVS Statutes and other documents (LVS 100.1 General Requirements for Standardisation).

LVS is recognised as the official Standardisation Body in Latvia responsible for standardisation on the whole. Pursuant to Standardisation Law it is also a co-ordinating organisation between:

• Electro technical Commission of Latvia and the Department of Communication of the Ministry of Transport.
• Electro technical Commission of Latvia is a corresponding member to IEC and CENELEC.

Department of Communication of the Ministry of Transport represents the Republic of Latvia in ITU and ETSI.

Following PRAQ III advice, in 1999, LVS separated from the former Latvian National Centre of Standardisation and Metrology and became an independent company – Latvian Standard Ltd.

The staff has been growing rapidly from 9 people – 1998, 14 people – 1999 and 2000 – 25 people (envisaged).

LVS cannot fully maintain itself through sales of products and services. 70% of the LVS budget comes from the state budget. LVS also receive contributions from legal and private persons and assistance projects of international organisations.

LVS together with the Latvian Accreditation Office and the Latvian National Centre of Metrology organises (10 times per year) a training program on quality assurance problems and application of standards for their employees and the specialists from different branches of the Latvian national economy.

In 1998, the Cabinet of Ministers accepted the state program Development of Standardisation in Latvia that provided for the formation and development of standardisation system in Latvia in conformity with the requirements of the EU. The program envisages gradual adoption of all European standards by the year 2004.

LVS represents the Republic of Latvia in international and European standardisation organisations. It is a corresponding member to ISO;
Manufacturers, service providers, consumers, authorities and scientists participate in the activities of different TCs for standardisation. Currently, LVS is only active in standardisation, but in future it could probably be engaged in certification, too.

So far we have adopted 1800 standards. LVS and TCs take regular actions to check that all the conflicting national standards are withdrawn after the ENs are adopted.

Latvian National Accreditation Bureau (LATAK) - Independent Governmental body under supervision of the Ministry of Economy. LNAB has been established in 1994. Accreditation as a centralised system in Latvia was established in accordance with “National Quality Assurance Program” conception accepted on April 12, 1994 by the Decree of the Cabinet of Ministers No 162-r “On National Programs for F fulfilling of Economic Policy”.

Accreditation system consists of:
1) Latvian National Accreditation Council
2) Latvian National Accreditation Bureau LATAK
3) Technical committees of branches

Latvian National Accreditation Council
Accreditation Council, which as an independent institution is co-ordinating state policy on technical conformity assessment of testing and calibration laboratories, certification and inspection bodies according to the Decree No 404-r of August 23, 1994 “Latvian National Accreditation Council” and is operating in accordance with “Law On Conformity Assessment” of Republic of Latvia.

Council consists of representatives from industry, consumers, science, trade, government institutions, and bodies of standardisation, metrology and accreditation. The chairman of Accreditation Council is state secretary of Ministry of Economy.

Accreditation Council has established the following committees:
• Committee of Accreditation Policy;
• Committee of Accreditation Procedures;
• Committee of International Affairs;
• Committee of Quality System and Qualification;
• Committee of Complains and Appeals.

Latvian National Accreditation Bureau LATAK
Latvian National Accreditation Bureau LATAK was established on August 30, 1994 by the Decree of the Ministry of Economy.

LATAK performs accreditation:
• testing and calibration laboratories in accordance with LVS EN 45001: 1990;
• product certification bodies in accordance with LVS EN 45011: 1998;
• quality system certification bodies in accordance with LVS EN 45012: 1998;
• certification bodies of personnel certification in accordance with LVS EN 45013: 1989;
• inspection bodies in accordance with LVS EN 45004: 1995.

LATAK was accepted as full member at 3rd EA General Assembly in Venice in June 1, 1999.

Technical committees of branches
Technical committees of branches formed by LATAK, which consults the Accreditation Office in technical requirements field necessary for accreditation and action of accreditation system:
• Technical Committee of Metrology;
• Technical Committee of Building Materials, Wood and Wood’s Recycling Products;
• Technical Committee of Dangerous Equipment;
• Technical Committee of Environment, Health and Food, and GLP;
• Technical Committee of Certification.

LATAK Activities
Since October 15, 1994 till January 1, 2000 Latvian National Accreditation Bureau has made accreditation of:
• 106 testing laboratories, which are operating in different areas such as testing of food, feed, drinking water, environmental objects, clinical material, metals and metal coatings, wood materials and wood preventives, agricultural equipment, wood-working machines, fuel, toys, cosmetic and perfumery, hard drinks, tobacco etc.;

• 4 calibration laboratories, which are operating in different areas such as calibration of mass, current converters, DC resistors, activities of $\alpha$, $\beta$, $\gamma$ sources; radiation of $\alpha$, $\beta$ particles, radiometers of $\alpha$, $\beta$, $\gamma$ radiation, dosimeters and warning of radiation level, $\gamma$-spectrophotometers;

• 3 product certification bodies, which certificate food, toys, perfumery and cosmetics, detergents, fuel, dangerous equipment;

• 1 personnel certification body, which certificate quality systems managers;

• 1 quality system certification body, which certificate quality systems in conformity with LVS ISO 9001, LVS ISO 9002 and LVS ISO 9003 standards in wholesale and retail, production of metal and metal processing products, informatics technology;

• 6 inspection bodies, which evaluate lifting equipment, boiler-equipment, pressure containers, pipelines of steam and hot water, equipment for manufacturing, storing and use of chemicals, industrial freezing equipment, technological equipment and objects of mining industry and geological research, rock-gas and liquefied gas equipment, medical equipment.