



# ANNUAL REPORT



**ČESKÝ INSTITUT PRO AKREDITACI, O.P.S.**



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# List of Abbreviations and Acronyms

## Accredited bodies

ZL	testing laboratory
KL	calibration laboratory
ML	medical laboratory
IO	inspection body
CO – CB	certification body
COV	certification body certifying products
COP	certification body certifying persons
COSM	certification body certifying management systems
O GHG	verification and validation bodies
O EMAS	EMAS verifiers
PZZ	proficiency testing providers
VRM	reference material producer

## Systems and Professional Activities of the Bodies

EMAS	Eco-Management and Audit Scheme
PT	Proficiency Testing
MPZ	Interlaboratory Test Comparisons
MPA	Methodological Instructions for Accreditation

## Mezinárodní organizace

EA	European Co-operation for Accreditation – European Accreditation
IAF	International Accreditation Forum
ILAC	International Laboratory Accreditation Cooperation
FALB	Forum of Accreditation and Licensing Bodies (for the EMAS area)
MLA/MRA	Multilateral Agreement, Mutual Recognition Arrangement

# Foreword of the Management



## Foreword of the Director

Ladies and Gentlemen,

It is our honour to present to you the 2019 Annual Report of the Czech Accreditation Institute (Český institut pro akreditaci, o.p.s.).

Probably the most important news of 2019 was that the Czech Accreditation Institute (CAI) concluded the EA MLA for a new accreditation field – the accreditation of reference material producers. Consequently, the Czech Republic became one of the first five countries in Europe which have signed multilateral agreements in all existing fields and thus offer their conformity assessment bodies the widest possible scope of services. This proves that CAI successfully followed its long-term strategy: i.e. to provide Czech entities in their home country with services which are recognized worldwide while keeping the costs at an acceptable level, which is many times lower than in the countries of western and northern Europe and is comparable with our eastern neighbours. On 5 and 6 June 2019, CAI hosted FALB's peer re-evaluation for EMAS.

CAI provided full accreditation services to its clients in 2019. In compliance with CAI's Concept which was updated in 2019, new services were implemented and modified to satisfy the needs of public interest and meet the requirements of CAI's clients. However, while the economy was growing and salaries increased significantly in both the public and private sector, we were surprisingly not able to meet expected performance objectives. Also, the number of accredited entities did not increase. This paradoxical situation occurred mainly due to the coverage of the Czech market by accredited entities, the pressure to avoid increased costs of accreditation, and also as a result of rational and economic functioning of accredited entities.

Last year, we faced reduced demand for accreditation as a consequence of the ending transitional period for the implementation of a revised and harmonised ISO/IEC 17025:2017, as several clients refused to bear the costs required for the transition to a standard which does not bring added value to the customers of laboratories, i.e. it does not contribute to increased quality of services provided by the laboratories. We have been long calling for a new approach in the area of

standardisation – an approach according to which revisions and creations of standards and other international documents would be reserved only for cases where such modification would contribute to the development or increase in quality of the respective area. We support developments and updates of standards as long as they are based on substantial reasons; however, those reasons should be subjected to careful assessment before a decision is made to create a new standard or to revise an existing one. It is unfortunate if entities which are the actual addressees of a specific standard find its implementation to be an uneconomical expenditure without any benefit for their activities or their clients.

In 2019, we devoted large amounts of energy to the preparation of an amendment to our key national law, Act 22/1997 Sb. on Technical Requirements for Products.

Although accreditation should be considered the preferred means of demonstrating technical competence of conformity assessment bodies, according to Regulation (EC) No 765/2008 of the European Parliament and of the Council, we discovered that even public authorities use the services of substitutes, i.e. competitors of accredited bodies. By doing so, these authorities support unverified entities which compete with high quality providers of testing, certification and other services although the latter have been proven by the accreditation system. This trend is demotivating for the accredited bodies and it promotes conformity assessment activities of questionable quality and impartiality. We have been making efforts to counter these tendencies by providing top quality infrastructure, which is also one of the goals of the Quality Council of the Czech Republic - a platform on which we have been efficiently collaborating with public authorities, the business sector as well as our partners.

I believe that 2019 was a good year for our operations and I would like to extend my gratitude to everybody who contributed to the success of our activities during the past year. I look forward to our continued good collaboration.

Jiří Růžička  
Director of the Czech Accreditation Institute

## Foreword of the Administration Board

Ladies and Gentlemen,

Please allow me to look back at the activities of the Czech Accreditation Institute (CAI) in 2019 from my perspective as the Chairman of its Administration Board.

In my opinion, the most important task of the Administration Board and the other bodies of CAI, is to ensure that CAI provides its customers with services that comply with the relevant standards harmonized to the Regulation of the European Parliament and of the Council (EC) No 765/2008, as well as with specialized regulations and documents of international organizations in the field of accreditation. The ability to provide such services requires high professional competence from CAI. Based on the results of 2019, it can be concluded that CAI provided a full scope of accreditation services to all parties interested in accreditation during the evaluated period. In compliance with the newly updated CAI's Concept, new services were implemented and modified to meet the requirements of CAI's clients and satisfy the needs of public interest. Without meeting the demands of its stakeholders, the activity of CAI as an accreditation body would lack purpose and would not be sought after by conformity assessment bodies.

To ensure that the requirements of customers and public authorities are fulfilled, a high level of collaboration with accreditation stakeholders is essential, as required by ČSN EN ISO/IEC 17011:2018 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies. The stakeholders are involved in CAI's advisory bodies, i.e. Accreditation Board, Technical and Expert Committees and Technical/Expert Commissions. These advisory boards discuss and resolve questions and issues which subsequently lead to improvements of the Czech accreditation system. Similarly, meetings with public authorities and associations of accredited bodies that entered into cooperation agreements with CAI for accreditation purposes constitute a useful problem-solving platform. I consider it necessary to appreciate in particular CAI's efforts to avoid duplicate assessments and its support for those solutions that lead to increased efficiency of the assessment process.

CAI's activity on the international level is also on a high level. CAI is one of five European accreditation bodies that have signed all existing multilateral agreements within EA (the European co-operation for Accreditation). The signature of multilateral agreements provides Czech accredited conformity assessment bodies and their clients with a guarantee that their assessment results will be recognized within all signatory countries.

Naturally, CAI was also facing some problems last year. The implementation of a new information system presented a challenge since it was not being completed according to the estimated schedule. This may have complicated the work of accredited bodies and other entities seeking information pertaining to CAI's scope of activity. However, the flaws were remedied by the end of 2019 and the information system as well as the website were working again.

I believe that 2019 was a successful year for CAI and I assume that the other members of the Administration Board share my opinion. My gratitude for that is directed not only at CAI's personnel but also at the representatives of stakeholders who have contributed to the development of the Czech accreditation system, at members of the Supervisory Board, the Accreditation Board, as well as experts working as members of advisory bodies for the Director of CAI. I would also like to thank my colleagues in the Administration Board for their constructive collaboration, namely Ing. František Hýbner, and Ing. Eva Průšová, LL.M., as well as the Chairman of the Supervisory Board JUDr. Luděk Holubec, who regularly attends the meetings of the Administration Board. Last but not least, I would like to convey my gratitude to the staff of accredited conformity assessment bodies.

Ladies and Gentlemen, on behalf of the Administration Board, I wish CAI all the best in 2020; may it continue its operation devoted to accreditation in compliance with all relevant regulations, standards and other documents and provide its services in the required scope and quality.



Petr Kučera  
Chairman of the Administration Board

# Company Profile



## Introduction

The main focus of CAI's activities is the provision of accreditation services. CAI provides those services on a non-profit basis and under conditions that have been stipulated in advance and are identical for all users. CAI's organizational structure provides adequate conditions for an efficient and balanced involvement of all parties interested in accreditation. CAI's services are used by a wide range of conformity assessment bodies. CAI's findings as well as the outputs of the accredited conformity assessment bodies (CABs) have a great impact on both our national and international relations. Therefore, external relations are of utmost importance for both CAI and the Czech Republic.

In the area of international relations, the membership in European and international accreditation organizations and entering multilateral agreements on the recognition of accreditation results play a decisive role for the Czech Republic, and specifically for CAI and its accredited conformity assessment bodies. Regulation (EC) No. 765/2008 of the

European Parliament and of the Council strengthened the importance of EA, which became a foundation of the European accreditation infrastructure. A successful peer evaluation of national accreditation bodies is the cornerstone of a mutual recognition of findings issued by the accredited conformity assessment bodies throughout the whole European Union.

On the national level, CAI's relationships with various stakeholders, such as public administration authorities, the business sector and associations of accredited bodies, are essential. However, CAI's relationships with the individual conformity assessment bodies are paramount: CAI always strives to provide services which are in compliance with the needs of the CABs and is ready to launch new services when it is desirable. During its everyday work, CAI finds it important to continuously explain and promote the significance and benefits of accreditation for all conformity assessment bodies and stakeholders.



## International Relations

In 2019, personnel of CAI participated in the following areas of work of EA, ILAC, IAF and FALB:

EA Executive Committee;  
EA MAC (Multilateral Agreement Council);  
EA HHC (Horizontal Harmonization Committee);  
EA CPC (Communication and Publication Committee);  
EA CC (Certification Committee);  
EA IC (Inspection Committee);  
EA LC (Laboratory Committee);  
Working Groups EA CC WG EMS, EA CC EU ETS and in the joint working group EEE-PT (Proficiency Testing in Accreditation).

In June 2019, CAI attended EA LC WG Health Care (Health Care Sector – Laboratory Medicine) and participated in the work of ISOTC 212 on the revision of ISO 15189.

CAI actively participated in the work of the Technical Networks coordinated by EA LC (Forensic Sector, Environment, Food and Feed, Mechanical, Electrical and Toy Testing, PT Providers, RM Producers).

The obligations of accreditation bodies include, among other things, their participation in harmonization meetings organized by the owners of international certification schemes. Consequently, CAI's representatives participated in accreditation meetings related to the GlobalGAP and FSSC schemes.

Furthermore, a representative of CAI completed a training organized by EA in the following area: ISO 17029.

CAI was also represented in both meetings of EA General Assembly, which is the supreme body of EA. As well as in the meetings of the Forum of Accreditation and Licensing Bodies (FALB), which was established to support the accreditation of EMAS system verifiers.

As a member and signatory of ILAC and IAF multilateral agreements, CAI participated in the development of and commented on a number of documents prepared by these organizations.

CAI's representatives attended the General Assembly meetings of ILAC, IAF and also the joint General Assembly meeting of both organizations (General Assembly ILAC/IAF); they also took part in the meetings of ILAC AIC (Accreditation Committee)

including a number of working groups (AIC WG 15189, AIC WG 17034, AICWG Sampling), ILAC ARC (Arrangement Committee), ILAC IC (Inspection Committee), IAF TC (Technical Committee), IAF ABIEG (Accreditation Body Information Exchange Group), IAF MLAC (MLA Committee), as well as a number of other working groups (IAF WG Product Certification, IAF WG Person Certification, IAF WG Management System Certification, IAF WG Verification and Energy, IAF WG Food). One of CAI's employees has been appointed an ILAC contact person for JCTLM (Joint Committee for Traceability in Laboratory Medicine) and IFCC (International Federation for Clinical Chemistry and Laboratory Medicine) and attended the December workshop of JCTLM for members and stakeholders and meeting of the JCTLM Executive Committee.

A representative of CAI attended the meetings of EA MAC and its Management Group, as well as EA Plenary Session, and worked in the EA Management.

In the area of cross-frontier accreditation, CAI subcontracted the Slovak accreditation body (SNAS) to provide its services during an assessment of three testing laboratories, one certification body certifying management systems and one certification body certifying products. In addition to that, CAI used the services of the Polish accreditation body (PCA) during an assessment of a calibration laboratory, the Turkish accreditation body (TÜRKAK) for an assessment of a certification body certifying management systems, the Greek accreditation body (ESYD) for an assessment of a witness audit of a certification body certifying management systems and the Korean accreditation body also for an assessment of a witness audit of a certification body certifying management systems.

Upon requests of foreign accreditation bodies (namely from Germany, England and the Netherlands), we conducted 11 surveillance audits at local sites of foreign certification bodies and laboratories. The assessment process during cross-frontier accreditation works well in CAI and the communication with foreign accreditation bodies runs smoothly.

An important part of international co-operation in general is CAI's active involvement in the process of EA evaluations; thus, CAI's employees, including our newly trained personnel, participated as team members in peer evaluations of national accreditation bodies in Switzerland (SAS), Ukraine (NAAU), Greece (ESYD), Croatia (HAA), in Finlandia (FINAS) and Belarus (BSCA).

Following the positive results of EA evaluation, CAI became one of the first signatories of the new EA MLA for the accreditation field of reference material producers and of the new ILAC MRA for the accreditation field of proficiency testing providers, which currently includes two regions – EA and IAAC (InterAmerican Accreditation Cooperation). A signature of this ILAC MRA enables the PT providers to enjoy international acceptance of their programmes and, upon signing a sub-licence agreement, also to use a combined ILAC MRA mark.

## Relations on the National Level

### Bodies of the Czech Accreditation Institute

CAI's bodies have been established in compliance with the Czech Public Service Companies Act and with CAI's Memorandum. They include the Director (as the statutory body), the Administration Board and the Supervisory Board. Furthermore, CAI has established an Accreditation Board based on the authorization to conduct accreditation granted to CAI by the Ministry of Industry and Trade pursuant to the Act No. 22/1997 Sb. on Technical Requirements for Products. CAI has also established Technical Committees and Technical Commissions in compliance with the requirements of ČSN EN ISO/IEC 17011:2018. All parties interested in accreditation are represented in a balanced manner in those bodies.

During 2019, the above-mentioned bodies performed their duties in a standard manner, in accordance with their respective missions stipulated by the relevant statutory documents.

**Director of CAI** – as the statutory body, the Director manages CAI and acts on its behalf; he/she also enters into agreements on both national and international level. In matters in which CAI is involved in the capacity of a public authority, the Director acts as the head of an administration body; in cases foreseen by law the Director act as an appellate body.

**Administration Board** – its scope of activity includes the approval of the budget, Annual Report and Annual Financial Statements. The Administration Board continues to discuss the matters of CAI's operation and economic activities which are considered substantial. In 2019 the Administration Board focused on the management system in terms of criteria of the ČSN EN ISO/IEC 17011:2018; co-operation between CAI and the Czech Office for Standards, Metrology and Testing (ÚNMZ) in

Towards the end of 2019, the International Accreditation Forum (IAF) in collaboration with an external service provider have officially launched a database of accredited certificates of management systems at <https://www.iafcertsearch.org>. This database offers the possibility to verify the validity of certificates and also the scope of accreditation of each certification body as long as the CB has entered the necessary details into the database. The certification bodies participate on a voluntary basis.

the field of using accreditation in the regulated area (authorization, notification); general use of accreditation in compliance with Regulation (EC) No. 765/2008 and requirements for “re-assessment” of testing and calibration laboratories to the revised ČSN EN ISO/IEC 17025:2018 standard. The Administration Board operated as a three-member body (see Section “CAI's Bodies and Management”).

**Supervisory Board** – as a controlling body, it is primarily in charge of supervising CAI's economic activities and CAI's compliance with laws and its Memorandum. CAI's Supervisory Board in particular reviews documents submitted by the Administration Board for approval (i.e. budget, Annual Report and Annual Financial Statements) and presents the Director and the Administration Board with regular reports on the results of its supervisory activity. CAI's Supervisory Board consisted of three members in 2018 (see section “CAI's Bodies and Management”).

**Accreditation Board** – a permanent advisory body of CAI, focusing on the development of the accreditation system, primarily based on inputs submitted by the other bodies of CAI. The Accreditation Board continued to focus on the amendment of existing accreditation legislation, on discussions with the individual Ministries aimed at supporting the use of the Czech accreditation system, on state of “re-assessment” of testing and calibration laboratories to the revised ČSN EN ISO/IEC 17025:2018, and on the co-operation between the Czech Office for Standards, Metrology and Testing and CAI in the area of using accreditation for the purposes of authorization/notification. As at the end of 2019, the Accreditation Board consisted of 33 members (see section “CAI's Bodies and Management”).



**Technical and Expert Committees** – expert advisory bodies of the Director of CAI for the individual areas of accreditation. Several Technical or Expert Commissions have been established to handle specific expert issues within the scope of the work of the Technical/Expert Committees (eleven Technical Commissions and one Expert Commission have been established within the Technical Committee for accreditation of

testing laboratories, while the Technical Committee for accreditation of certification bodies certifying products includes one Technical Commission which also covers the scope of inspection bodies, certification bodies certifying management systems and certification bodies certifying persons, plus one Technical Committee of CAI's Standardization Centre).



## External Co-operation

CAI develops bilateral and multilateral co-operation with its stakeholders, such as public administration authorities, business or social partners, and associations of accredited bodies.

CAI has signed agreements on co-operation in the area of accreditation with 30 governmental and non-governmental partners. The purpose of said agreements is to create a framework for mutual collaboration among the involved parties, in order to promote the development of the Czech accreditation system and the use of accreditation results in various areas in accordance with harmonized standards and documents of international accreditation organizations.

CAI has been involved in the activities of the Czech Board of Quality and the majority of its expert sections; CAI leads the Section of Infrastructure Quality.

Within the organization of 4E-CZ, CAI co-operates with the Czech Metrology Institute, the Czech Calibration Association, EUROLAB-CZ and EURACHEM-CZ.

## Customer Care

CAI collects new ideas and comments through feedback from its customers and parties interested in accreditation (regularly obtained via questionnaires, newly also distributed in an electronic form, and during personal visits). The input provided in this way is used to promote further improvement of CAI's activities. CAI maintains a website as one of its communication channels, which offers regularly updated information about new services, new Methodological Instructions for Accreditation, events organized or attended by CAI, information about the composition of CAI's bodies, etc. The inputs from feedback are also used as ideas for topics of future workshops.

## Provided Services

In 2019, CAI conducted impartial, objective and independent assessment of professional competencies of conformity assessment bodies (accreditation) for:

- Testing laboratories (ČSN EN ISO/IEC 17025:2005 a ČSN EN ISO/IEC 17025:2018)
- Calibration laboratories (ČSN EN ISO/IEC 17025:2005 a ČSN EN ISO/IEC 17025:2018)
- Medical laboratories (ČSN EN ISO 15189:2013)
- Certification bodies certifying management systems (ČSN EN ISO/IEC 17021-1:2016)
- Certification bodies certifying products including processes and services (ČSN EN ISO/IEC 17065:2013)
- Certification bodies certifying persons (ČSN EN ISO/IEC 17024:2013)
- Inspection bodies (ČSN EN ISO/IEC 17020:2012);
- Proficiency testing providers (ČSN EN ISO/IEC 17043:2010);
- Reference material providers (ČSN EN ISO 17034:2017);
- Verification and validation bodies (ČSN EN ISO 14065:2013);
- Environmental verifiers of EMAS programmes and surveillance of foreign environmental verifiers (ČSN EN ISO/IEC 17021-1:2016 in conjunction with Regulation (EC) No. 1221/2009).

In 2019, similarly to the previous years, CAI's activities reflected the decisions and recommendations of international

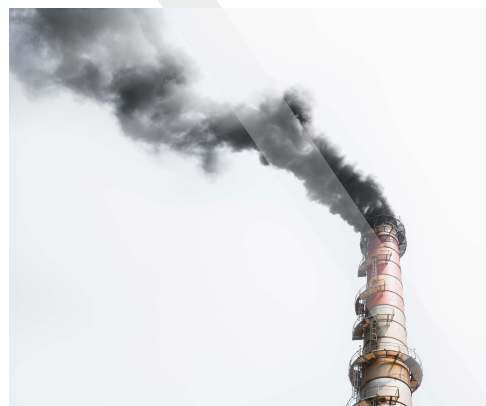
organizations involved in accreditation, as well as the amendments of legislation relevant for accreditation and conformity assessment. Documents published by international organizations including EA, IAF and ILAC were continuously implemented into the accreditation system of CAI.

CAI continued to co-operate with the Ministry of the Environment in the field of compliance with the requirements of Commission Regulation (EU) No. 600/2012, and Commission Implementing Regulation (EU) 2018/2067 respectively. Data on accredited verifiers of greenhouse gas emissions reports were continuously kept updated and published according to the said Regulation. As at the end of the year, reporting pursuant to Article 77 of the Commission Implementing Regulation (EU) was presented to the relevant competent bodies.

During last year, re-assessment of OHSAS 18001:2007 to ČSN ISO 45001:2018 continued.

The re-assessment has been initiated: of ISO 22000: 2005 to ISO 22000: 2018, respectively ČSN EN ISO 22000: 2019, of ISO 50001: 2012 to ISO 50001: 2018, resp. ČSN EN ISO 50001: 2019, from ISO / IEC 20000-1: 2011 to ISO / IEC 20000-1: 2018, respectively ČSN ISO / IEC 20000-1: 2019, from FSSC 22000 version 4.1 to version 5 and Methodological guideline Quality system in the field of roads from version 2013 to version 2019. Activities were started to update accreditation for certification of continuity management system of the organization according to ISO 22301:2019

The year of 2019 witnessed the continue of "re-assessment" of testing and calibration laboratories according to the revised ČSN EN ISO/IEC 17025:2018. In 2019, CAI issued accreditation certificates according to the revised standard to a total of 259 testing and calibration laboratories. The transitional period was stipulated by ILAC until the end of November 2020.

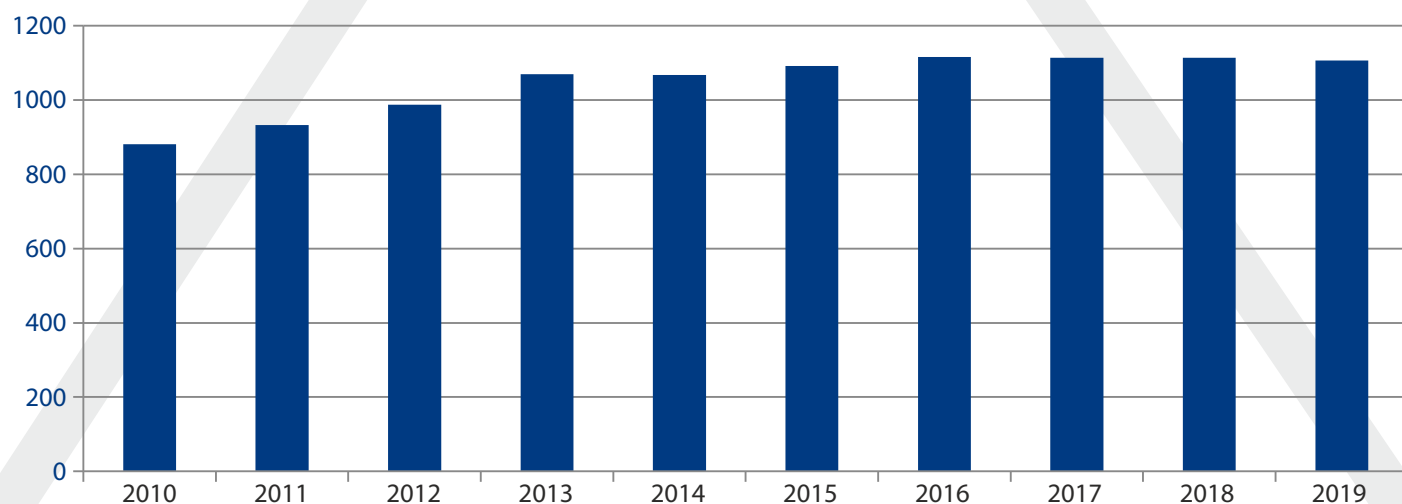


## Selected Indicators

Number of accredited conformity assessment bodies (as at 31 December)

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Testing laboratories	501	511	490	503	484	511	518	516	517	515
Medical laboratories	83	127	186	251	256	252	259	262	261	251
Calibration laboratories	105	105	115	118	119	121	125	135	132	134
Cbs for products	67	65	66	55	55	55	56	55	58	58
Cbs for MS	54	49	50	53	57	52	55	48	50	49
Of which: EMAS verifiers	3	4	4	4	4	4	4	4	4	4
CB for persons	22	24	24	24	24	24	26	24	24	24
Inspection bodies	41	39	41	45	47	49	48	47	46	50
Proficiency testing providers	5	9	11	12	12	14	14	14	14	13
Reference material producers	x	x	x	x	x	x	2	2	2	2
Verification and validation bodies	x	x	x	4	9	9	9	7	6	6
<b>Total</b>	<b>881</b>	<b>933</b>	<b>987</b>	<b>1069</b>	<b>1067</b>	<b>1091</b>	<b>1116</b>	<b>1114</b>	<b>1114</b>	<b>1106</b>

## Number of Accreditation Certificates



## Our experts

CAI's personnel consist of qualified, motivated and loyal professionals who meet the requirements of our customers in all areas of accreditation that are offered by the Czech Accreditation Institute. Our employees help to further develop the company, improve its overall reputation and increase general awareness of accreditation services offered in the Czech Republic.

As at 31 December 2019, CAI's organization included a total of 54 employees. Regarding the educational background, the majority of employees (72.22 %) had a university degree; 25.93 % had graduated from a secondary school and 1.85% had attained professional tertiary (non-university) education. Seven new employees joined CAI in 2019 and eight employees left.

As at the end of 2019, a total of thirty-four employees had fulfilled the requirements for lead assessors, ten employees

also acted in the capacity of a development manager for a given area of accreditation. Thirteen persons worked as external lead assessors.

During its work, CAI benefits from an extensive database of external colleagues, including a total number of 556 technical assessors and experts.

The Czech Accreditation Institute traditionally places emphasis on a systematic development of its employees' professional education and necessary competencies. Therefore, CAI's employees attended regular training sessions also in 2019, not only focusing on legislation but also on the development of soft skills. An essential part of the employees' development of skills included improvement of auditing skills and practices. All of the educational activities have resulted in improved efficiency and quality of provided accreditation services.



# Annual Report on the Provision of Information pursuant to Act No. 106/1999 Sb.

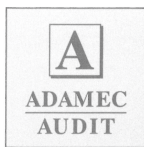
In the period from 1 January 2019 to 31 December 2019, Český institut pro akreditaci, o.p.s. ("CAI") received 6 applications for provision of information pursuant to Section 13 of Act No. 106/1999 Sb., on Free Access to Information, as amended (hereinafter referred to as "Act No. 106/1999 Sb."). Four applications were submitted via a postal service provider and two applications via the information system of data boxes. No reimbursement of cost for the provision of information was received by CAI in 2019.

In compliance with Section 18 of Act No. 106/1999 Sb., CAI publishes the following data on its activities of providing information for 2019:

- a) Number of applications for information: 6  
Number of decisions on the rejection of an application: 0  
Number of decisions on a partial rejection of an application: 0

- b) Number of appeals filed against CAI's decisions: 0
- c) Court judgements on the review of lawfulness of CAI's decisions: 0  
Costs incurred by CAI in court proceedings concerning matters under Act No. 106/1999 Sb.: 0
- d) List of exclusive licences granted: 0
- e) Number of complaints filed pursuant to Section 16a of Act No. 106/1999 Sb.: 0
- f) Further information related to the application of Act No. 106/1999 Sb.: None.

The Section on licence and sub-licence agreements during the provision of information was not applied in 2019.



### Zpráva nezávislého auditora určená dozorčí radě a správní radě obecně prospěšné společnosti Český institut pro akreditaci, o.p.s.

#### Výrok auditora

Provedli jsme audit přiložené účetní závěrky obecně prospěšné společnosti Český institut pro akreditaci, o.p.s. (dále také „Společnost“) se sídlem Olšanská 54/3, 130 00 Praha 3, IČ 256 77 675, sestavené na základě českých účetních předpisů, která se skládá z rozvahy k 31.12.2019, výkazu zisku a ztráty za rok končící 31.12.2019 a přílohy této účetní závěrky, která obsahuje popis použitých podstatných účetních metod a další vysvětlující informace. Údaje o Společnosti jsou uvedeny v příloze této účetní závěrky.

Podle našeho názoru účetní závěrka podává věrný a poctivý obraz aktiv a pasiv obecně prospěšné společnosti Český institut pro akreditaci, o.p.s. k 31.12.2019 a nákladů a výnosů a výsledku jejího hospodaření za rok končící 31.12.2019 v souladu s českými účetními předpisy.

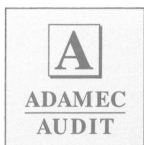
#### Základ pro výrok

Audit jsme provedli v souladu se zákonem o auditorech a standardy Komory auditorů České republiky pro audit, kterými jsou mezinárodní standardy pro audit (ISA), případně doplněné a upravené souvisejícími aplikačními doložkami. Naše odpovědnost stanovená těmito předpisy je podrobněji popsána v oddílu Odpovědnost auditora za audit účetní závěrky. V souladu se zákonem o auditorech a Etickým kodexem přijatým Komorou auditorů České republiky jsme na Společnosti nezávislí a splnili jsme i další etické povinnosti vyplývající z uvedených předpisů. Domníváme se, že důkazní informace, které jsme shromáždili, poskytují dostatečný a vhodný základ pro vyjádření našeho výroku.

#### Ostatní informace uvedené ve výroční zprávě

Ostatními informacemi jsou v souladu s § 2 písm. b) zákona o auditorech informace uvedené ve výroční zprávě mimo účetní závěrku a naši zprávu auditora. Za ostatní informace odpovídá ředitel Společnosti.

Náš výrok k účetní závěrce se k ostatním informacím nevztahuje. Přesto je však součástí našich povinností souvisejících s ověřením účetní závěrky seznámení se s ostatními informacemi a posouzení, zda ostatní informace nejsou ve významném (materiálním) nesouladu s účetní závěrkou či s našimi znalostmi o účetní jednotce získanými během ověřování účetní závěrky nebo zda se jinak tyto informace nejeví jako



významně (materiálně) nesprávné. Také posuzujeme, zda ostatní informace byly ve všech významných (materiálních) ohledech vypracovány v souladu s příslušnými právními předpisy. Tímto posouzením se rozumí, zda ostatní informace splňují požadavky právních předpisů na formální náležitosti a postup vypracování ostatních informací v kontextu významnosti (materiality), tj. zda případné nedodržení uvedených požadavků by bylo způsobilé ovlivnit úsudek činěný na základě ostatních informací.

- Na základě provedených postupů, do míry, jež dokážeme posoudit, uvádíme, že
- ostatní informace, které popisují skutečnosti, jež jsou též předmětem zobrazení v účetní závěrce, jsou ve všech významných (materiálních) ohledech v souladu s účetní závěrkou a
- ostatní informace byly vypracovány v souladu s právními předpisy.

Dále jsme povinni uvést, zda na základě poznatků a povědomí o Společnosti, k nimž jsme dospěli při provádění auditu, ostatní informace neobsahují významné (materiální) věcné nesprávnosti. V rámci uvedených postupů jsme v obdržených ostatních informacích žádné významné (materiální) věcné nesprávnosti nezjistili.

#### **Odpovědnost ředitele a dozorčí rady Společnosti za účetní závěrku**

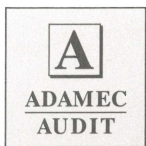
Ředitel Společnosti odpovídá za sestavení účetní závěrky podávající věrný a poctivý obraz v souladu s českými účetními předpisy a za takový vnitřní kontrolní systém, který považuje za nezbytný pro sestavení účetní závěrky tak, aby neobsahovala významné (materiální) nesprávnosti způsobené podvodem nebo chybou.

Při sestavování účetní závěrky je ředitel Společnosti povinen posoudit, zda je Společnost schopna nepřetržitě trvat, a pokud je to relevantní, popsat v příloze účetní závěrky záležitosti týkající se jejího nepřetržitého trvání a použití předpokladu nepřetržitého trvání při sestavení účetní závěrky, s výjimkou případů, kdy ředitel plánuje zrušení Společnosti nebo ukončení její činnosti, resp. kdy nemá jinou reálnou možnost, než tak učinit.

Za dohled nad procesem účetního výkaznictví ve Společnosti odpovídá dozorčí rada.

#### **Odpovědnost auditora za audit účetní závěrky**

Naším cílem je získat přiměřenou jistotu, že účetní závěrka jako celek neobsahuje významnou (materiální) nesprávnost způsobenou podvodem nebo chybou a vydat zprávu auditora obsahující náš výrok. Přiměřená míra jistoty je velká míra jistoty, nicméně není zárukou, že audit provedený v souladu s výše uvedenými předpisy ve všech případech v účetní závěrce odhalí případnou existující významnou (materiální) nesprávnost. Nesprávnosti mohou vznikat v důsledku podvodů nebo chyb a považují se za významné (materiální), pokud lze reálně předpokládat, že by jednotlivě nebo v souhrnu mohly ovlivnit ekonomická rozhodnutí, která uživatelé účetní závěrky na jejím základě přijmou.

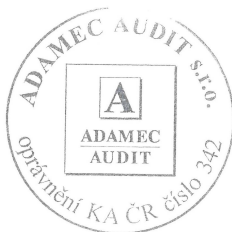



Při provádění auditu v souladu s výše uvedenými předpisy je naší povinností uplatňovat během celého auditu odborný úsudek a zachovávat profesní skepticismus. Dále je naší povinností:

- Identifikovat a vyhodnotit rizika významné (materiální) nesprávnosti účetní závěrky způsobené podvodem nebo chybou, navrhnout a provést auditorské postupy reagující na tato rizika a získat dostatečné a vhodné důkazní informace, abychom na jejich základě mohli vyjádřit výrok. Riziko, že neodhalíme významnou (materiální) nesprávnost, k níž došlo v důsledku podvodu, je větší než riziko neodhalení významné (materiální) nesprávnosti způsobené chybou, protože součástí podvodu mohou být tajné dohody (koluze), falšování, úmyslná opomenutí, nepravdivá prohlášení nebo obcházení vnitřních kontrol.
- Seznámit se s vnitřním kontrolním systémem Společnosti relevantním pro audit v takovém rozsahu, abychom mohli navrhnout auditorské postupy vhodné s ohledem na dané okolnosti, nikoli abychom mohli vyjádřit názor na účinnost jejího vnitřního kontrolního systému.
- Posoudit vhodnost použitých účetních pravidel, přiměřenost provedených účetních odhadů a informace, které v této souvislosti ředitel Společnosti uvedl v příloze účetní závěrky.
- Posoudit vhodnost použití předpokladu nepřetržitého trvání při sestavení účetní závěrky ředitelem a to, zda s ohledem na shromážděné důkazní informace existuje významná (materiální) nejistota vyplývající z událostí nebo podmínek, které mohou významně zpochybnit schopnost Společnosti nepřetržitě trvat. Jestliže dojdeme k závěru, že taková významná (materiální) nejistota existuje, je naší povinností upozornit v naší zprávě na informace uvedené v této souvislosti v příloze účetní závěrky, a pokud tyto informace nejsou dostatečné, vyjádřit modifikovaný výrok. Naše závěry týkající se schopnosti Společnosti nepřetržitě trvat vycházejí z důkazních informací, které jsme získali do data naší zprávy. Nicméně budoucí události nebo podmínky mohou vést k tomu, že Společnost ztratí schopnost nepřetržitě trvat.
- Vyhodnotit celkovou prezentaci, členění a obsah účetní závěrky, včetně přílohy, a dále to, zda účetní závěrka zobrazuje podkladové transakce a události způsobem, který vede k věrnému zobrazení.

Naší povinností je informovat ředitele a dozorčí radu mimo jiné o plánovaném rozsahu a načasování auditu a o významných zjištěních, která jsme v jeho průběhu učinili, včetně zjištěných významných nedostatků ve vnitřním kontrolním systému.

V Liberci dne 1. dubna 2020



  
Ing. Jaromír Adamec  
statutární auditor evidenční číslo 1719  
ADAMEC AUDIT s.r.o.  
auditorská společnost evidenční číslo 342



## B. Financial Statement

### Balance sheet as at 31.12.2019 (v tis. Kč)

Označ.	AKTIVA	Účetní období	
		stav k prvnímu dni	stav k poslednímu dni
A.	Dlouhodobý majetek celkem	3 084	4 113
A.I.	Dlouhodobý nehmotný majetek celkem	7 008	8 392
2.	Software	5 985	8 392
6.	Nedokončený dlouhodobý nehmotný majetek	1 023	0
A.II.	Dlouhodobý hmotný majetek celkem	10 425	10 360
2.	Umělecká díla, předměty a sbírky	26	26
4.	Hmotné movité věci a jejich soubory	9 515	9 450
7.	Drobný dlouhodobý hmotný majetek	884	884
A.IV.	Oprávky k dlouhodobému majetku celkem	-14 349	-14 639
2.	Oprávky k softwaru	-5 774	-5 864
7.	Oprávky k samostatným hmotným movitým věcem a souborům hmotných movitých věcí	-7 691	-7 891
10.	Oprávky k drobnému dlouhodobému hmotnému majetku	-884	-884
B.	Krátkodobý majetek celkem	23 967	25 954
B.I.	Zásoby celkem	19	0
3.	Nedokončená výroba	19	0
B.II.	Pohledávky celkem	8 091	8 755
1.	Odběratelé	7 203	7 981
4.	Poskytnuté provozní zálohy	590	559
5.	Ostatní pohledávky	296	176
6.	Pohledávky za zaměstnanci	-1	29
8.	Daň z příjmů	48	63
18.	Dohadné účty aktivní	8	0
19.	Opravná položka k pohledávkám	-53	-53
B.III.	Krátkodobý finanční majetek celkem	15 560	16 947
1.	Peněžní prostředky v pokladně	290	168
3.	Peněžní prostředky na účtech	15 270	16 779
B.IV.	Jiná aktiva celkem	297	252
1.	Náklady příštích období	285	252
2.	Příjmy příštích období	12	0
	<b>AKTIVA CELKEM</b>	<b>27 051</b>	<b>30 067</b>

Označ.	PASIVA	Účetní období	
		stav k prvnímu dni	stav k poslednímu dni
A.	Vlastní zdroje celkem	13 140	13 437
A. I.	Jmění celkem	12 712	13 140
1.	Vlastní jmění	1 466	1 466
2.	Fondy	11 246	11 674
A. II.	Výsledek hospodaření celkem	428	297
1.	Účet výsledku hospodaření	xxx	297
2.	Výsledek hospodaření ve schvalovacím řízení	428	xxx
B.	Cizí zdroje celkem	13 911	16 630
B. III.	Krátkodobé závazky celkem	13 836	16 534
1.	Dodavatelé	1 935	2 909
3.	Přijaté zálohy	4 268	3 605
4.	Ostatní závazky	113	0
5.	Zaměstnanci	3 764	4 926
6.	Ostatní závazky vůči zaměstnancům	57	100
7.	Závazky k institucím sociálního zabezpečení a veřejného zdravotního pojištění	2 209	2 942
9.	Ostatní přímé daně	949	1 344
10.	Daň z přidané hodnoty	286	252
11.	Ostatní daně a poplatky	2	3
12.	Závazky ze vztahu k státnímu rozpočtu	168	296
17.	Jiné závazky	0	57
22.	Dohadné účty pasivní	85	100
B. IV.	Jiná pasiva celkem	75	96
1.	Výdaje příštích období	51	96
2.	Výnosy příštích období	24	0
	<b>PASIVA CELKEM</b>	<b>27 051</b>	<b>30 067</b>

## Profit and loss statement as of 31. 12. 2019

Označ.	VÝKAZ ZISKU A ZTRÁTY	Běžné období		
		Hlavní	Hospodářská	Celkem
A.	Náklady	102 279		102 279
A.I.	Spotřebované nákupy a nakupované služby	34 911		34 911
A.I.	1. Spotřeba materiálu, energie a ostatních neskladovaných dodávek	1 709		1 709
	3. Opravy a udržování	748		748
	4. Náklady na cestovné	3 005		3 005
	5. Náklady na reprezentaci	419		419
	6. Ostatní služby	29 030		29 030
A.II.	Změna stavu zásob vlastní činnosti a aktivace	19		19
A.II.	7. Změna stavu zásob vlastní činnosti	19		19
A.III.	Osobní náklady	64 759		64 759
A.III.	10. Mzdové náklady	47 277		47 277
	11. Zákonné sociální pojištění	15 427		15 427
	12. Ostatní sociální pojištění	697		697
	13. Zákonné sociální náklady	869		869
	14. Ostatní sociální náklady	489		489
A.IV.	Daně a poplatky	63		63
A.IV.	15. Daně a poplatky	63		63
A.V.	Ostatní náklady	762		762
A.V.	19. Kursové ztráty	65		65
	22. Jiné ostatní náklady	697		697
A.VI.	Odpisy, prodaný majetek, tvorba a použití rezerv a opravných položek	1 574		1 574
A.VI.	23. Odpisy dlouhodobého majetku	1 574		1 574
A.VIII.	Daň z příjmů	191		191
A.VIII.	29. Daň z příjmů	191		191
	Náklady celkem	102 279		102 279
B.	Výnosy	102 576		102 576
B.I.	Provozní dotace	2 204		2 204
B.I.	1. Provozní dotace	2 204		2 204
B.III.	Tržby za vlastní výkony a za zboží	100 080		100 080
B.IV.	Ostatní výnosy	81		81
B.IV.	8. Kursové zisky	1		1
	10. Jiné ostatní výnosy	80		80
B.V.	Tržby z prodeje majetku	211		211
B.V.	11. Tržby z prodeje dlouhodobého nehmotného a hmotného majetku	211		211
	Výnosy celkem	102 576		102 576
C.	Výsledek hospodaření před zdaněním	488		488
D.	Výsledek hospodaření po zdanění	297		297

### I. BASIC INFORMATION ABOUT THE ACCOUNTING ENTITY

#### 1-1) Name and registered office of the accounting entity

**Český institut pro akreditaci, o.p.s.**, Olšanská 54/3, 130 00 Prague 3

Company registration number: 25677675

Date of establishment: 1 July 1998

Date of incorporation in the Registry of Public Service Companies: 1 July 1998

The company is incorporated in the Registry of Public Service Companies maintained by the Municipal Court in Prague (Městský soud v Praze), in Section O, Insert 47.

#### 1-2) Legal form of the accounting entity

Public Service Company (obecně prospěšná společnost – o.p.s.)

#### 1-3) The purpose for which the accounting entity was established

The Company was established to conduct accreditation and surveillance of compliance with accreditation requirements.

#### 1-4) Statutory bodies and changes made during the accounting period

Pursuant to Act No. 248/1995 Sb., as amended, the statutory body of the accounting entity is the director of the company:

**Ing. Jiří Růžička, MBA, Ph.D.**

No changes to the statutory body were made during the relevant accounting period.

#### 1-5) Information on the founders

The founder of the Company is the Czech Republic, represented by the Ministry of Industry and Trade. The property contribution into the company is CZK 45,000.

#### 1-6) Accounting period for which the Financial Statements have been prepared, and the balance-sheet date

The accounting period means the calendar year of 2019, and the balance-sheet day is 31 December 2019.

#### 1-7) Categories of the accounting entity

According to Section 1b (2) of the Act on Accounting, this accounting entity falls in the category of "small accounting entities".

### II. INFORMATION ON THE APPLICATION OF ACCOUNTING PRINCIPLES AND METHODS

#### 2-1) Applied accounting principles and methods

The accounting entity keeps accounts entirely according to Act No. 563/1991 Sb., on Accounting.

Tangible and intangible assets and inventories are evaluated at their acquisition prices. Tangible fixed assets mean assets with an acquisition price of CZK 40,000 or higher. Assets with an acquisition price equal to or lower than CZK 40,000 are considered low-value assets and are accounted for as Inventories; subsequently, they are kept on the operational records. Method B is used for accounting for inventories.

Intangible fixed assets mean assets with an acquisition price of CZK 60,000 or higher. Intangible fixed assets with an acquisition price equal to or lower than CZK 60,000 are accounted for as Services.

Cash and duty stamps are evaluated at their nominal values.

Receivables and payables were evaluated at the time of their creation at their nominal value.

Adjustments are made for receivables based on an assessment of their relevant creditworthiness.

Depreciation is determined by the depreciation schedule and corresponds to the estimated life cycle of the assets.

Foreign currency payables, receivables and foreign exchange are accounted for at the current exchange rate published by the

Czech National Bank (CNB) valid on the date on which the accounting case was effectuated. Foreign business trips are accounted for by using the exchange rate valid as of the date on which the advance was provided. On the balance-sheet date, foreign currencies in the foreign currency cash registers are converted at the CNB exchange rates valid for the respective currencies as at 31 December 2019.

Differences are accounted for as expenses (exchange rate losses) or revenues (exchange rate gains).

**2-2) Deviations from applied methods including their impact on the assets and liabilities, the financial situation and on the economic results of the accounting unit**

Not applicable.

**III. ADDITIONAL INFORMATION ON THE BALANCE SHEET AND THE PROFIT AND LOSS ACCOUNT**

**3-1) The amount and nature of individual items of revenues and expenses that are extraordinary in terms of volume or origin**

No revenue or expense items were considered extraordinary in terms of volume or origin.

**3-2) Breakdown of fixed assets**

	Status as at 1.1.	Increase	Decrease	Status as at 31.12.
A.I.2. Software	5 984	2 708	300	8 392
Adjustments and depreciation	-5 774	390	300	-5864
Interest included in valuation				
A.I.6. Intangible fixed assets under construction	1 023	1 685	2 708	0
A.II.2. Art work, objects and collection	26	0	0	26
Adjustments and depreciation				
Interest included in valuation				
A.II.4. Individual movable assets and sets of movable assets	9 515	919	984	9450
Adjustments and depreciation	-7 691	1 184	984	-7 891
Interest included in valuation				
A.II.7. Low-value tangible fixed assets	884	0	0	884
Adjustments and depreciation	-884	0	0	-884
Interest included in valuation				
A.II.9. Incomplete tangible fixed assets	0	919	919	0
Adjustments and depreciation				
Interest included in valuation				

### 3-3) Overview of due payables to social security and contributions to the state employment policy, public health insurance payments and outstanding taxes registered by the competent financial and customs authorities

Payables resulting from the mandatory social security contributions and contributions to the state employment policy, as well as health insurance payments had been settled as at the balance-sheet date before the due date. The competent financial or customs offices register no due payments for the accounting entity.

### 3-4) Breakdown of the economic result according to the individual activities of the company (in thousands of CZK)

Profit from main activity	+ 1,601
Loss from administrative activity	- 1,113
Tax base	+ 488
Corporate income tax	191
Economic result after taxes	+ 297

### 3-5) Employees data

The average number of full-time equivalent employees in 2019 was 52 persons.

	(in thousands of CZK)
Total personnel expenses	64,759
Of which: Wages and salaries	47,277
Of which: Contracts on work performed outside of employment	5,596
Statutory social security insurance	15,427
Other social security insurance plans	697
Statutory social security expenses	869
Other social security expenses	489

The Director is the statutory body of the company. No other employee holds simultaneously the post of a member of the statutory or another body of the company.

### 3-6) Remuneration and emoluments for office holders, i.e. members of the statutory, controlling and other bodies

Remuneration for the statutory body, members of the Administration Board and members of the Supervisory Board was set as CZK 654,000 in the relevant accounting period.

### 3-7) Calculation of income tax base and income tax allowances

Tax base of the accounting entity was determined through the transformation of its economic result pursuant to applicable provisions of the Income Tax Act. The accounting entity used the option to decrease its tax base pursuant to Section 20 (7) of the Income Tax Act; the tax base was decreased by CZK 431,000. Calculated tax allowance amounted to CZK 82,000. Tax saving for 2018 was used in its full amount (CZK 97,000) to cover the costs of non-business activities – i.e. the activities of a public service company (accreditation activities).

### 3-8) Received subsidies

In the relevant accounting period, the accounting entity received a non-investment subsidy from the state budget of the Czech Republic amounting to CZK 2,204,000 to fund activities resulting from its international co-operation.

### 3-9) Method used for the settlement of economic result from the previous accounting period

Upon the approval of the Annual Financial Statements by the Administration Board of CAI on 5 June 2019, the economic result from the accounting period of 2018 was transferred to account No. 911001 - Reserve fund.

## IV. Other information

### 4-1) Interests of members of statutory, controlling and other bodies and their family members in entities with which the accounting entity had entered into a business contract or other contractual relationship for the accounting period subject to reporting

As far as the accounting unit is aware, none of the above-mentioned members or their family members have any interests in entities with which the accounting entity had entered into business contracts or other contractual relationships for the period subject to reporting.

### 4-2) Total remuneration received by the auditor for the mandatory audit of the Annual Financial Statements and the total remuneration received by the auditor for other auditing services.

The total remuneration paid to the auditor for the mandatory audit of the Annual Financial Statements for 2019 amounted to CZK 87,000 before VAT.

### 4-3) Other information

Towards the end of 2019, the first news from China revealed the existence of COVID-19 (coronavirus). During the first months of 2020, the virus has spread around the world and has been causing vast economic damage. Although CAI has not registered a significant decline in the sale of its services as of the day of the publishing of this Annual Report, the situation is ever changing and thus it is impossible to predict the future impact of this pandemic on the activities of our company. CAI's management will continue to monitor a potential impact and will take all steps necessary in order to mitigate any negative effects on the company and its employees.

CAI's management has considered the potential impact of COVID-19 on CAI's activities and has come to the conclusion that it would not significantly affect the requirement of a continuous existence of our company. Consequently, the Financial Statement was prepared as of 31 December 2019 on the understanding that our company will be able to continue its activity thereafter.

These explanatory notes do not include additional data required by Sections 29 and 30 of Decree No.504/2002 Sb. since they are not applicable for the accounting entity.



## C. Additional Information about CAI's Economic Results

### Breakdown of revenues according to their sources:

Revenues from the main activity	100,372
Revenues from auxiliary activities	0
Administrative revenues	0
Non-investment subsidies from the state budget	2,204

### Breakdown of expenses:

Expenses from the main activity	101,166
Expenses from auxiliary activities	0
Administrative expenses	1,113

### Fixed assets as net book values:

Opening balance	3,084
New acquisitions	2,604
Accounted depreciation	1,575
Closing balance	1,113

### Breakdown of balance sheet item A.II.4 Tangible movable assets and sets of movable assets

(in thousands of CZK)

	Status as at 1 January	Increase	Decrease	Status as at 31 December
Office machines and equipment	1 778	0	72	1 706
Vehicles	7 574	919	912	7 581
Furniture and fixtures	163	0	0	163
Total	9 515	919	984	9 450

### Change in accounts payable:

Opening balance	13 836 tis. Kč
Change of balance	+ 2 698 tis. Kč
Closing balance	16 534 tis. Kč

### Reserve fund:

Opening balance	11 246 tis. Kč
Increase	+ 428 tis. Kč
Closing balance	11 674 tis. Kč



**Subsidies from the state budget (in thousands of CZK):**

In 2019, CAI received a non-investment subsidy from the state budget to fund its activities within the European and international co-operation in the area of accreditation.

Subsidy received from the state budget	2,500
Expenses arising from international co-operation	2,392
Of which: Membership fees paid to international organizations	1,008
Reimbursement of expenses received from international organizations	-188
Total expenses from activities funded by the subsidy	2,204
Amount returned to the state budget	296

The returned (unused) amount of received subsidy was affected by non-mandatory reimbursements of expenses from international organizations.

The accounting entity is not active in the area of research and development. Part of CAI's vision incorporates its development as a modern company and promotion of corporate social responsibility including the care for the environment. The accounting entity does not have any subsidiary or another organizational unit abroad.

Towards the end of 2019, the first news from China revealed the existence of COVID-19 (coronavirus). During the first months of 2020, the virus has spread around the world and has been causing vast economic damage. Although CAI has not registered a significant decline in the sale of its services as of the day of the publishing of this Annual Report, the situation is ever changing and thus it is impossible to predict the future impact of this pandemic on the activities of our company. CAI's management will continue to monitor a potential impact and will take all steps necessary in order to mitigate any negative effects on the company and its employees.

CAI's management has considered the potential impact of COVID-19 on CAI's activities and has come to the conclusion that it would not significantly affect the requirement of a continuous existence of our company. Consequently, the Financial Statement was prepared as of 31 December 2019 on the understanding that our company will be able to continue its activity thereafter.

No circumstances relevant for the Annual Report occurred after the balance-sheet date.

**The economic result, including the amounts of expenses and revenues as well as assets and liabilities, have been reported in the Profit and Loss Account and Balance Sheet.**



Composition of bodies of the Czech Accreditation Institute, public service company

Status as at 31 December 2019:

## 1. Director (statutory body)

Ing. Jiří Růžička, MBA, Ph.D.

## 2. Administration Board

Ing. Petr Kučera, CSc.

– representative of the association of accreditation bodies  
(Union of Testing Centres for Construction)

– **Chairman of the Administration Board**

Ing. Eva Průšová, LL.M.

– representative of state administration bodies  
(Ministry of Industry and Trade)

Ing. František Hýbner

– representative of business and social partners  
(Union of Industry and Transport of the Czech Republic)

## 3. Supervisory Board

JUDr. Luděk Holubec

– representative of state administration bodies  
(Ministry of Industry and Trade)

– **Chairman of the Supervisory Board**

Ing. Jiří Fuchs

– representative of accredited bodies  
(EUROLAB – CZ)

Ing. Pavel Ševčík, Ph.D.

– representative of business and social partners  
(Association of Building Entrepreneurs of the Czech Republic)

## 4. Accreditation Board (technical advisory body)

### A. Members with voting right

#### 1) Representatives of state administration bodies

Mgr. Jakub Korec

– Ministry of Industry and Trade

Ing. Jiří Šmíd

– Ministry of Transport

MUDr. Věra Chaloupková

– Ministry of Health

MVDr. Ing. Dana Tříška

– Ministry of Agriculture

Col. Ing. Mgr. Rostislav Richter

– Ministry of the Interior

Ing. Martin Dvořák, Ph.D.

– Ministry of Defence (Office for Defence Standardization, Cataloguing and Governmental Verification of Quality)

– **Deputy Chairman of Accreditation Board**

JUDr. Věra Váňová

– Ministry of Labour and Social Affairs

Ing. Tatjana Kolesniková

– Ministry of the Environment

Ing. Miroslav Chloupek

– Czech Office for Standards, Metrology and Testing

Dr. Ing. Milan Hort

– State Office for Nuclear Safety

## 2) Representatives of business and social partners

RNDr. Pavel Malčík	– Association of Textile, Clothing and Leather Industry*) – <b>Chairman of the Accreditation Board</b>
Ing. Jan Prokš, Ph.D.	Union of Industry and Transport of the Czech Republic
Ing. Petr Svoboda	Association of Building Entrepreneurs of the Czech Republic*)
Ing. Eduard Horčík	Union of Employers' Confederations of the Czech Republic*)
Mgr. Andrea Petrů, MSc.	– Czech Confederation of Commerce and Tourism*)
Ing. Alexander Šafařík-Pštroz	– Czech Chamber of Commerce
Ing. Josef Svoboda, CSc.	– Chamber of Agriculture
Ing. Libor Dupal	– Consumer Consultative Committee
JUDr. Lenka Havlasová	– VZP ČR (health insurance company)
prof. MUDr. Tomáš Zima, DrSc., MBA	– Czech Medical Association of J. E. Purkyně

## 3) Representatives of the accreditation system of the Czech Republic

Ing. Jitka Beránková	– Union of Testing Centres for Construction (EUROLAB-CZ)
Ing. Jan Blechta	– Association of Czech Testing Centres and Laboratories (EUROLAB-CZ)
Ing. Pavel Štícha	– Association of Accredited and Authorized Organizations (EUROLAB-CZ)
Jan Střelec	– Czech Association of Calibration
Ing. Pavel Vaněk	– Association for Product Certification
Ing. Tomáš Hruška	– Association for Certification of Quality Systems
Ing. Romana Hofmanová	– Association for Education and Certification
Ing. Pavel Charvát	– Association of Environmental Verifiers
RNDr. Jiří Tesař, Ph.D.	– Czech Metrology Institute
Ing. Tomáš Zajíc, MBA	– Inspection bodies

### B. Members with advisory votes

Milan Těšínský	– Bohemian-Moravian Confederation of Trade Unions
JUDr. Ing. Josef Staša, CSc.	– Charles University, Faculty of Law
Ing. Jiří Hajdík, Ph.D.	– ČEZ, a.s.

\*) Member of the Czech Confederation of Employers' and Business Unions

## 5. Company Management

Director of CAI

Ing. Jiří Růžička, MBA, Ph.D.

CAI's Deputy Director

Ing. Milan Badal

Director of the Operational and Economical Department

Denisa Rybková

Director of the Department of Medical Laboratories

Ing. Martina Bednářová

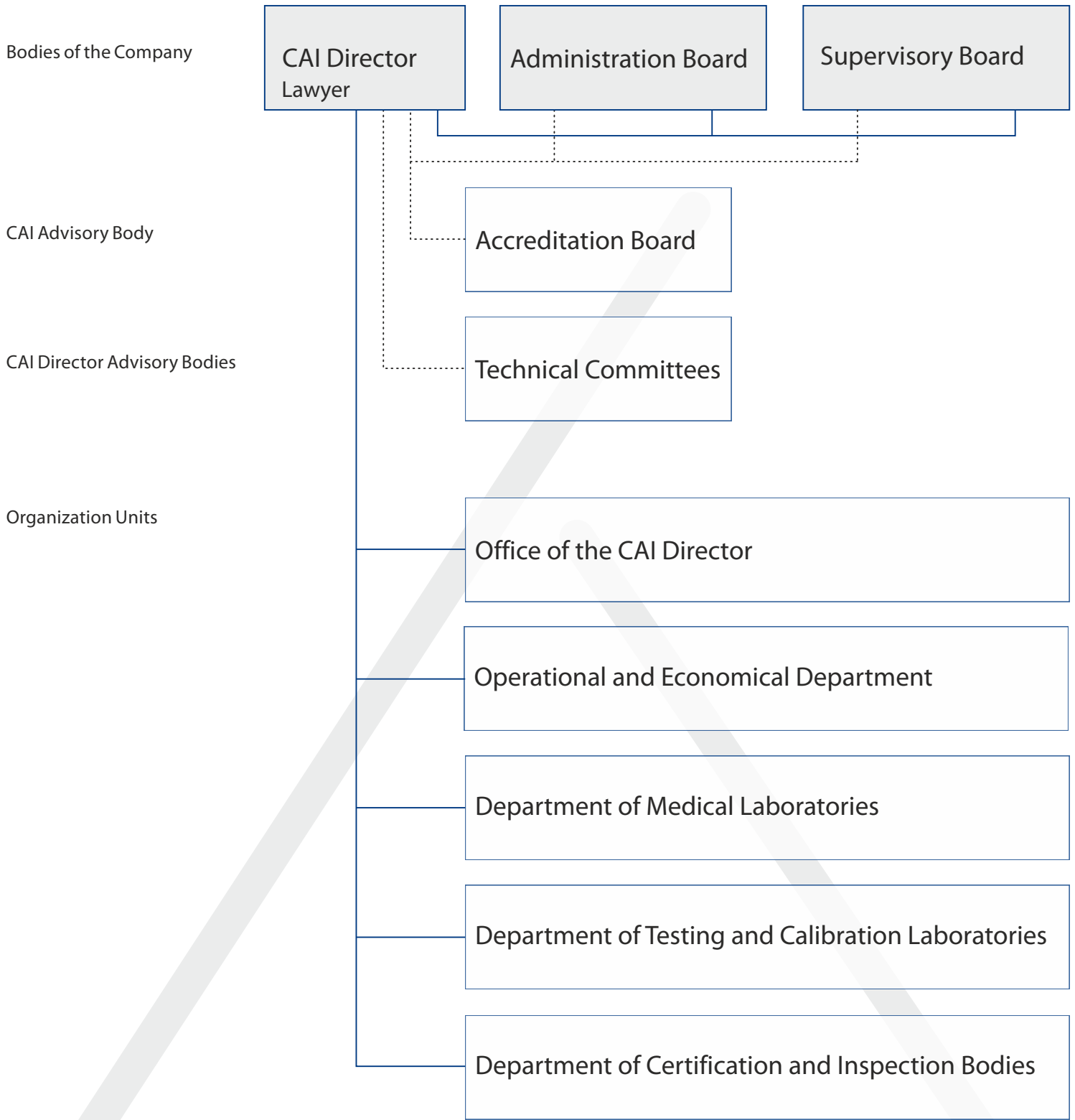
Director of the Department of Testing and Calibration Laboratories

Ing. Pavel Nosek

Director of the Department of Certification and Inspection Bodies

Mgr. Dušan Vácha

# CAI Organizational Structure



## Contact data



### Czech Accreditation Institute, a public service company

#### Registered office – Head office Prague

Olšanská 54/3  
130 00 Praha 3  
Tel.: +420 272 096 222  
e-mail: mail@cai.cz  
ID datové schránky: c4cnq5k  
www.cai.cz

#### Branch office Brno

Okružní 31  
638 00 Brno-Lesná  
Tel.:+420 545 555 401  
Fax:+420 545 555 404

IČ: 25677675

DIČ: CZ25677675

Registrace u MS Praha, spis. zn.: O 47

#### Bank statement

Komerční banka, a.s., č. ú. 4000134031/0100  
IBAN: Cz5701000000004000134031  
BIC (SWIFT) KOMBCZPPXXX

### International co-operation



<http://www.european-accreditation.org/>



<http://www.iaf.nu/>



<http://www.ilac.org/>



[http://ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

# Examples of the Accreditation Marks



**L 1...**

testing laboratory



**M 8...**

medical laboratory



**K 2...**

calibration laboratory



**V 3...**

certification body -  
certification of products



**S 3...**

certification body - certification  
of management systems



**P 3...**

certification body -  
certification of persons



**G 3...**

verification and validation body



**I 4...**

inspection body



**CZ-V-5...**

environmental verifier (EMAS)



**Z 7...**

proficiency testing provider



**R 7...**

reference materials producer