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**Information management procedure of the website
and intranet of DPA**

Kodi DA-PT- 014

Rishikim nr. 2
Dt: 04.05.2021

Faqe 1 nga 6


Information management procedure of the website and intranet of the General Directorate of Accreditation

Implementers: General Director, Quality Manager, Directorate of Testing, Calibration and Medical Laboratories, Directorate of Certification and Inspection Bodies .

Responsible for implementation: Public Relations Specialist

Check by: Director of Development
Suela Kromidha

Approved by: General Director
Armond HALEBI

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1. PURPOSE

The purpose of this document is to define the details of the information management of the website and intranet of the General Directorate of Accreditation.

2. RESPONSIBILITIES

This procedure is implemented by the General Director, the Directorate of Testing, Calibration and Medical Laboratories, Directorate of Certification and Inspection Bodies, quality manager. The Public Relations Specialist is responsible for implementing this procedure

3.0 DPA WEBSITE INFORMATION MANAGEMENT

The General Directorate of Accreditation has a website: www.dpa.gov.al where the necessary information about accreditation is published. DPA website is structured in order that each category of users can find the necessary information. Each section is constantly updated.


The information to be published on the website will guarantee the public awareness that information available from DPA are in line with the exercise of rights and freedoms, sanctioned in law no. 119/2014 "On the right to information" and will ensure confidentiality in accordance with the Law on "Personal Data Protection" No. 9887, dated 10.3.2008.

3.1. Description of the Procedure

Information Management Procedure of DPA website

DPA website consists of the following sections:

Nr	Section:	The person responsible for preparing the information
1	❖ Organization chart DPA	Head of Financial and service sector
	❖ Composition DPA	Head of Financial and service sector
	❖ Members of the Accreditation Board	Secretariat of Accreditation Board
	❖ Technical groups	Development Directorate Specialist
	❖ assessor	Head of Financial and service sector
2	❖ International Cooperation	Director of Directorate of Testing, Calibration and Medical Laboratories, Directorate of Certification and

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		Inspection Bodies
3	❖ LEGISLATION	Quality Manager and legal expert
4	❖ Transparent	Public Relation Specialist
5	❖ fees	Head of Financial and service sector

3.2 Updating information on the website of the DPA

For each of the sections during the update, the following procedure is followed:

The persons responsible for each of the above sections/sub-sections, forward the information in electronic form to the Public Relations specialist, who publishes the information on the website, after the responsible persons submit the material in hard copy format approved by the General Director.


3.3 Responsibilities of the Public Relations Specialist

- 1.Ensure that the information published on the website is correct and in accordance with the rules and procedures of DPA.
- 2.Ensure that the electronic format complies with the hard copy format approved by the Director General.
- 3.There is no right to interfere in the content of the material. If you find that there are inaccuracies, forward it by email to the responsible person.
- 4.Coordinate IT work so that updating is performed correctly and quickly.
- 5.Realize the publication within 72 hours from the moment of submitting the information by the responsible persons.
6. In consultation with the legal expert, ensures that the information is in line with the law no. 119/2014 "On the right to information" and preserves the confidentiality of the parties in accordance with the Law on "Personal Data Protection" No. 9887, dated 10.3.2008 and DPA rules.

3.4 Responsibilities of the Persons responsible for the preparation of information

1. Persons responsible for information of any section/sub-section must prepare the information to be published or changed, within 7 days,
 - in hard copy for approval by the General Director
 - in electronic form to be forwarded to the Public Relations specialist

3.5 Responsibilities of IT

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IT after consulting with the Public Relations specialist for the categorization of information, realizes the publication on the website within 72 hours from the moment the information is submitted.

4 . DPA Intranet Information Management Procedure

The General Directorate of Accreditation has an intranet. DPA intranet consists of the following sections:

Nr	SECTIONS	Person Responsible for intranet placement
1.	Quality Manual	Quality Manager
2.	Management Procedures	Quality Manager
3.	Technical Procedures	Quality Manager
4.	Instructions --Guidelines	Quality Manager
5.	Policies	Quality Manager
6.	Tariffs	Quality Manager
7.	Job Descriptions	Quality Manager
8.	Regulations	Quality Manager
9.	Annual internal audit plan	Quality Manager
10.	Database for the evaluation and supervision plan	Director of Directorate for Testing, Calibration and Medical Laboratories, and Director of Directorate for Certification and Inspection Bodies
11.	Database for training plan	Development Director
12.	Database for evaluators and experts,	Head of Financial and service sector
13.	CAB registration database,	Specialist of Development Directorate

5.Updating and Transferring changes to the intranet

The persons responsible for each of the above sections, realize the placement on the intranet of any new material or any change. The management system documentation is placed on the intranet after approval by the General Director.

The databases will be updated at least once a month and by the persons responsible for each of the sections. They are responsible for carrying out the placement in the relevant section as well as the date of change within 1 week from the moment of approval by the General Director.

Annual plans will normally change once a year unless there are any extraordinary events.

6. Registration



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6.1 For the website

Nr	Sections	Who mantains	
		Elektronic form	Format hard copy
1	❖ Legislation,	Quality Manager and Legal expert of DPA	Public Relation Specialist
2	❖ Transparency	Public Relation Specialist	Public Relation Specialist
3	❖ Accreditation Board	Sekretariat of AB	Public Relation Specialist
4	❖ Assesors,	Head of Financial and service sector	“ “ “ “ “
5	❖ Technical Committies,	Sekretariat of DPA	“ “ “ “
6	❖ Tariffs	Head of personnel and financial resources sector	“ “ “ “
7	❖ Accredited bodies (database of testing / calibration laboratories, certification / inspection bodies	Sekretariat of DPA	“ “ “ “
8	❖ Dokumentation (Forms, Procedura, Politics)	Quality Manager	“ “ “ “
9	❖ Guide for European and international organizations	Devlopment Director	“ “ “ “
11	❖ Trainings	Public Relations Specialist	“ “ “ “
12	❖ Publications	Public Relations Specialist	Public Relations Specialist

6.2 DPA intranet

Nr	Sections	Who mantains
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1	Quality Manual	Quality Manager
2	Management Procedures	Quality Manager
3	Technical Procedure	Quality Manager
4	Instructions	Quality Manager
5	Policies	Quality Manager
6	Tariffs	Quality Manager
7	Job Descriptions	Quality Manager
8	Rules	Quality Manager
9	Annual internal audit plan	Quality Manager
10	Database for the assessment and surveillance plan,	Director of Directorate for Testing, Calibration and Medical Laboratories, and Director of Directorate for Certification and Inspection Bodies
11	Database for training plan	Development Director
12	Database for assessors and experts	Head of Financial and service sector
13	DPA registration database	Development Department Specialist

7.HISTORIC

Date of Work	Review number	Prepared	Description of changes
02.02.2010	0	Majlinda Xhema	Initial version
22.12.2014	1	Briseida Xhafa	Changes have been made to the head of document regarding DPA phone numbers.
04.05.2021		Brikena Hasa Blerina Qazimi	At the beginning, the names of the responsible persons have been updated according to the new structure (Order of the Council of Ministers No. 02 dated 12.01.2021) Changes have been made to point 2.0; 3.0; 3.1; 3.3; 3.4; 6.1; where the Transparency Program has been added; legislation on the right to information and protection of personal data and re-specify the responsibilities and persons responsible for providing information (3.4)