

Statute

ST - 06

SNAS TECHNICAL COMMITTEE

Approved by: **Ing. Štafan Král, PhD.**
 Riaditeľ SNAS

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1 INTRODUCTION

This document stipulates the statute and the rules of procedure of the SNAS technical committees.

2 ABBREVIATION USED

ADMIS	Electronic Records Management System
AIS	Accreditation Information System
CO	Certification bodies
E	Environmental verifiers
EA	European Co-operation for Accreditation
FALB	Forum of Accreditation and Licensing Bodies
IAF	International Accreditation Forum
ILAC	International Laboratory Accreditation Co-operation
IO	Inspection bodies
L	Laboratories
MSA	Methodological Guideline for Accreditation
WG	Working Group
TV	SNAS Technical Committee
V	Greenhouse gas emissions verifiers (Verification)

3 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies
PK	SNAS Quality Manual
IP-11	Extension of SNAS activities
TL 120	Record from confirmation of competence of assessors/experts
TL 602	Appointment of members of committees and commissions

4 ESTABLISHMENT OF SNAS TECHNICAL COMMITTEES

SNAS technical committees are established as advisory bodies to the SNAS Director for attestation of competence of assessors and experts in the concerned fields of accreditation and for addressing technical and methodological issues in SNAS's fields of accreditation to make sure all technical and specialized problems and relevant documents are discussed and resolved in SNAS in the required technical standard. For these purposes SNAS uses expertise from external resources (top specialists and experts in the areas of research, development and technical practice, universities and institutions of higher education in SR as well as experienced experts from accredited organizations).

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4.1 STRUCTURE OF TECHNICAL COMMITTEES:

- SNAS Technical Committee for Accreditation of Calibration Laboratory - measurands (TV-KL-V)
- SNAS Technical Committee for Accreditation of Calibration Laboratory - Recording equipment in road transport (TV-KL-ZZ)
- SNAS Technical Committee for Accreditation of Testing Laboratory – Natural, Veterinary Sciences and Health (TV-SL-PVZ)
- SNAS Technical Committee for Accreditation of Testing Laboratory – technical quantities (TV-SL-TV)
- SNAS Technical Committee for Accreditation of Testing Laboratory – emission (TV-SL-E)
- SNAS Technical Committee for Accreditation of Medical Laboratory (TV-ML)
- SNAS Technical Committee for Accreditation of Proficiency Testing Providers (TV-PTP)
- SNAS Technical Committee for Accreditation of Inspection Bodies (TV-IO)
- SNAS Technical Committee for Accreditation of Certification Bodies certifying management systems (TV-CO-SM)
- SNAS Technical Committee for Accreditation of Certification Bodies certifying products (TV-CO-P)
- SNAS Technical Committee for Accreditation of Certification Bodies certifying persons (TV-CO-O)
- SNAS Technical Committee for Accreditation of Environmental Verifiers (TV-E)
- SNAS Technical Committee for Accreditation of Greenhouse Gas Emissions Verifiers (TV-V)

5 STATUTE OF SNAS TECHNICAL COMMITTEES

5.1 SCOPE OF TV

The mission of the SNAS Technical Committees is contributing the development of accreditation in the areas of laboratories, proficiency testing providers , inspection bodies, certification bodies, environmental verifiers and greenhouse gas emissions verifiers.

5.2 KEY TASKS OF TV

- a) Give opinions of SNAS plans to extend its activities by accreditation in a new technological area or a new sectoral scheme or, if relevant, introduction of a new conformity assessment activity.
- b) In the instance of introduction of accreditation in a new technical area, assist SNAS in handling all related technical issues through:
 - Actively participation in preparation of technical documents for the needs of accreditation,

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- Proposing candidates for assessors and experts for the concerned area from among competent experts in the area,
 - Trainings for SNAS assessors and experts for accreditation in the new technical area,
 - Assessing SNAS's preparedness for accreditation in a new technical area or, if relevant, SNAS's preparedness for accreditation of a new conformity assessment activity.
- c) Attest the competencies of SNAS (TL 120) assessors and experts for the concerned area through assessment by the relevant TV unless that committee has appointed working groups or assessed the relevance and objectiveness of the supplied references and documents concerning their competence in the concerned accreditation area from specialized companies, associations/specialists in the concerned area/acknowledged commissions and the like,

5.3 COMPOSITION OF TV

The stakeholders of technical committees include leading external experts in practical areas close to the concerned accreditation area, e.g. education, health, government, science and research, CAB and users of CAB results, professional associations. These experts provide the required guarantee to SNAS that the adopted decisions and drafted technical documents meet the required qualifications and take account of the knowledge, experience and needs of contemporary technical practice. They appoint working groups for specific activities related to narrow specializations (See Chapter 7).

A technical committee operates with the following composition:

- a) TV chair,
- b) TV members,
- c) Secretary (not a TV member).

The position of TV chair is generally performed by technical guarantees or heads of relevant departments; the office of secretary is generally performed by manager of human resources unless decided otherwise by the SNAS Director. If needed, the chair can authorized one of the technical guarantees or heads of relevant departments OLIS or OCO to preside over a specific meeting.

The Chair may, if necessary, invite other experts from the consideration area.

The TV members are appointed and withdrawn by the SNAS Director upon proposal from a relevant head of TV (TL 602).

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6 RULES OF PROCEDURE FOR SNAS TECHNICAL COMMITTEES

6.1 RIGHTS AND RESPONSIBILITIES OF TV MEMBERS

TV chair:

- Prepares the program for deliberations,
- Sets the way of the meeting, , date for the meeting and manages its course in line with the TV's scope and mission,
- Is responsible for the TV's activities,
- Approves the minutes of TV meetings.

TV members:

- Has the right to give opinions on all discussed issues related to the area of accreditation within the scope of the concerned TV,
- Are obliged to attend the TV meetings and participate in accomplishment of its tasks through his or her expert knowledge and experience,
- Are obliged to submit a written opinion on the discussed issue to the SNAS Director if requested,
- Are obliged to observe confidentiality over facts related to the discussed issues, if relevant,
- Are obliged to perform impartially and independently their tasks related to SNAS activities,
- Are obliged to notify in advance for absence from TV deliberations.

TV secretary:

- Is not a TV member,
- Produces the draft minutes of the TV meeting and submits it for approval to the TV chair,
- ensures the transfer of information to the human resources database in AIS

Administrator in the Secretariat

- Is not a TV member,
- Takes care of organizational, technical and administrative activities to ensure the activities and preparation of the TV and the course of TV meetings.

6.2 DELIBERATIONS OF TV

- a) The organizational aspects of a TV are taken care of by the TV secretary upon an instruction from the TV chair;
- b) Invitations to and the program of the deliberations or other supporting materials for TV deliberations are sent by the TV secretary at least 7 days before the scheduled meeting date;

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- c) The TV meeting is managed by the chair and in his/her absence another member authorized by the chair.
- d) The TV chair may decide to invite, if deemed appropriate for the scheduled agenda, other external collaborators for specific accreditation areas and technical guarantees for the concerned accreditation areas within SNAS.
- e) TV has a quorum when an absolute majority of ordinary members are present. Connection via teleconference, videoconference or written opinion on the deliberations of the program is deemed to be present at the meeting.
- f) Minutes are produced from the TV deliberations in the AIS and include the TV's recommendations, positions and conclusions on the discussed issues.
- g) Once the minutes have been prepared, the secretary sends them to all members who were present at the TV meeting and they have the right to give their opinion of the minutes within 10 days following its delivery and to notify the TV chair. If there are differing positions to the adopted conclusions, the minutes shall include also individual positions formulated by a member(s) upon request.
- h) The minutes of the TV meeting, following the comments-giving by members, are approved by the TV chair and the TV secretary sends the agreed and approved version to all TV members and enters it in the ADMIS.

7 TV WORKING GROUPS

7.1 MISSION OF WG

SNAS technical committees that cover a broad array of specializations under an accreditation area (testing, certification), not only may have in addition to the appointed TV member (s) also „ad hoc“ members of working groups (WG) to work more effectively within the narrower specialization of the accreditation area.

7.2 KEY TASKS OF WG INCLUDE:

- Competent and effective assessment of the competence of SNAS assessors and experts for the concerned assessment area,
- Assessing the relevance of the submitted references, documents and evidence from technical associations/commissions/specialists in the area related to their professional competence in the specific accreditation area, if the WG is requested to do so,
- Propose candidates for assessor and expert position for specific accreditation areas,
- Assist, if needed, in preparation of specialized documents for the needs of accreditation,
- Provide, if needed, operational positions to issues of concern in specific accreditation areas.

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7.3 COMPOSITION OF WG

Working group members include leading external specialists in specific accreditation areas. A working group operates with the following composition:

- a) WG head (TV chairmen or member TV delegated by him),
- b) WG members,

The office of WG head is performed generally by TV chairmen. The WG members are TV members and optionally external experts competent to cover the concerned specific areas. The WG must have at least three regular TV members. The Chairman may, if necessary, invite other relevant experts.

7.4 DELIBERATIONS OF WG

- a) Deliberations of a WG are called as needed and managed by the WG head. A WG meeting can be held also in electronic form (the so-called correspondence deliberations);
- b) The WG head can be substituted if needed by the him authorized officer of SNAS..
- c) The WG head can decide to invite/approach more external experts for specific areas if it is useful for the matter to be discussed.
- d) A WG has a quorum if at least three of its full TV members are present and the same holds for correspondence deliberations.
- e) Minutes are produced from the meeting in which the WG's recommendations, positions and conclusions on the discussed matters are drafted. The minutes are produced by the WG head;
- f) Every WG member can give an opinion on the minutes.
- g) Following the comment-giving by the WG members to the minutes, the minutes then are submitted to the WG head for approval and entered into ADMIS.

8 REMUNERATION OF EXTERNAL MEMBERS OF TV, WG TV

For the individual participation in one meeting, each external TV and WG TV member is entitled to the time spent on the negotiation and the study of the documentation being discussed for the payment of the amount under the valid RR-03 document. If the external TV or WG TV member notified of absence from a deliberation and submitted an opinion on the discussed documents in electronic form, he/she is entitled to 50% reimbursement.

9 ANNEXES

- Annex 1: Instrument of establishment of TV
Annex 2: List of members of TV

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9.1 ANNEX 1: ZRIAĎOVACIA LISTINA TV



SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

Karloveská 63, P. O. Box 74, 840 00 Bratislava 4

ZRIAĎOVACIA LISTINA

Dňom 01. 07. 2019 zriad'ujem

TECHNICKÉ VÝBORY SNAS

ako poradné orgány riaditeľa SNAS na tvorbu koncepčných zámerov, politik a na riešenie technických a metodických otázok akreditácie v nasledujúcej štruktúre:


- technický výbor SNAS na akreditáciu kalibračných laboratórií – veličiny (TV-KL-V)
- technický výbor SNAS na akreditáciu kalibračných laboratórií – záznamové zariadenia v cestnej doprave (TV-KL-ZZ)
- technický výbor SNAS na akreditáciu skúšobných laboratórií – prírodné, veterinárne vedy a zdravotníctvo (TV-SL-PVZ)
- technický výbor SNAS na akreditáciu skúšobných laboratórií – technické veličiny (TV-SL-TV)
- technický výbor SNAS na akreditáciu skúšobných laboratórií – emisie (TV-SL-E)
- technický výbor SNAS na akreditáciu medicínskych laboratórií (TV-ML)
- technický výbor SNAS na akreditáciu organizátorov skúšok spôsobilosti (TV-PTP)
- technický výbor SNAS na akreditáciu inšpekčných orgánov (TV-IO)
- technický výbor SNAS na akreditáciu certifikačných orgánov certifikujúcich systémy manažérstva (TV-CO-SM)
- technický výbor SNAS na akreditáciu certifikačných orgánov certifikujúcich produkty (TV-CO-P)
- technický výbor SNAS na akreditáciu certifikačných orgánov certifikujúcich osoby (TV-CO-O)
- technický výbor SNAS na akreditáciu environmentálnych overovateľov (TV-E)
- technický výbor SNAS na akreditáciu overovateľov emisií skleníkových plynov (TV-V)

Členov technických výborov SNAS menuje a odvoláva riaditeľ SNAS.

Poslanie a pôsobnosť technických výborov SNAS určuje ich štatút.

Pôsobiskom technických výborov SNAS je sídlo SNAS.

V Bratislave 25.06.2019



Mgr. Martin Senčák
riaditeľ SNAS

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9.2 ANNEX 2: LIST OF MEMBERS OF SNAS TECHNICAL COMMITTEE
**SNAS Technical Committee for Accreditation of Calibration Laboratory -
measurands (TV-KL-V)**

Members	Organisation	Area	Function
Ing. Jaromír Durný	SNAS zástupca odborného garanta OLIS		chair TV-KL-V
Ing. Rastislav Vojtek, PhD.	Kontroltech, Dubnica nad Váhom	metrology	member
Ing. Štefan Gašparík	SMU Bratislava	metrology	member
prof. Ing. Stanislav Ďuriš, PhD.	Strojnícka fakulta STU Bratislava	metrology	member
Ing. Igor Kadlec	CIO SR Prievidza	metrology	member
Ing. Robert Mladoš	EVPÚ, Nová Dubnica	metrology	member
Ing. Milan Ioan Maniur	SMU Bratislava	metrology	member
Ing. Bartolomej Antóny	dôchodca	metrology	member
Ing. Dušan Trochta	SMU Bratislava	metrology	member
Ing. Gordon Vitko	Microstep-MIS, Bratislava	metrology	member
Ing. Viliam Mazúr	SMU Bratislava	metrology	member
PhDr. Ivona Mesíková, PhD.	SNAS		secretary

**SNAS Technical Committee for Accreditation of Calibration Laboratory - Recording
equipment in road transport (TV-KL-ZZ)**

Members	Organisation	Area	Function
Ing. Jaromír Durný	SNAS zástupca odborného garanta OLIS		chair TV-KL-ZZ
Ing. Jaroslav Boris	ÚNMS SR		member
Ing. Štefan Gašparík	SMU Bratislava		member
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Members	Organisation	Area	Function
Doc. Ing. Branislav Šarkan. PhD,	Žilinská univerzita , Žilina		member
PhDr. Ivona Mesíková, PhD.	SNAS		secretary

SNAS TECHNICAL COMMITTEE FOR ACCREDITATION OF TESTING LABORATORY – NATURAL, VETERINARY SCIENCES AND HEALTH (TV-SL-PVZ)

Members	Organisation	Area	Function
Ing. Janka Szabová	SNAS odborný garant OLIS		chair TV-SL-PVZ
prof. Ing. Ivan Špánik, DrSc.	FCHPT STU, Bratislava	chemistry	member
Ing. Jaroslava Lužná	SNAS Bratislava	analysis of oil, fuels	member
MVDr. Iveta Nemčeková	ŠVPÚ, Zvolen	veterinary	member
MVDr. Iveta Švecková	Vetlab, Dolné Kočkovce	veterinary	member
Ing. Zuzana Hanzlíková	ÚVZ SR, Bratislava	hygiene, health, microbiology,	member
PhDr. Eva Barátová, MPH	RÚVZ Nitra	hygiene, health, microbiology/ecotoxicology	member
Ing. Mgr. Drahomíra Tomášková, PhD.	RÚVZ Žilina	health, chemistry, physical factors	member
Doc. Ing. Miroslav Dado, PhD.	TU Košice	physical factors	member
RNDr. Marek Bujdoš, PhD.	PriF UK, Bratislava	chemistry	member
Mgr. Miroslava Feketová	ÚKSÚP Bratislava	moleculary biology	member
RNDr. Gabriela Wallová, PhD.	VÚVH Bratislava	radiochemistry	member
Ing. Alžbeta Takáčová, PhD.	MŽP IPKZ Bratislava, Prif UK Bratislava	ecology, analytical chemistry, sampllig	member
Ing. Michal Hricovini, PhD.	CHÚ SAV Bratislava	NMR, electrochemical methods	member

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Members	Organisation	Area	Function
Ing. Angelika Kassai, PhD.	VÚVH Bratislava	Physico-chemical indicators, analytical chemistry, water sampling	member
Mgr. Andrea Bábelová, PhD.	Biomedicínske centrum SAV Bratislava	Molecular Biology	member
Ing. Marek Pondelík	ÚKSÚP Bratislava	Microbiology (feeds, extracts, foods, waters, seeds and seedlings, fertilizers, soils)	member
PhDr. Ivona Mesíková, PhD.	SNAS		secretary

SNAS Technical Committee for Accreditation of Testing Laboratory –technical quantities (TV-SL-TV)

Members	Organisation	Area	Function
RNDr. Jana Ileninová	SNAS odborný garant OLIS		chair TV-SL-TV
prof. Ing. Dušan Galusek, DrSc	TnUAD v Trenčíne, FunGLASS – CEKSIM Trenčín ÚACH SAV Bratislava	material engeneering – testing of nonmetal materials	member
prof. Ing. Jaroslava Trpčevská, PhD.	TU Košice, Fakulta materiálov, metalurgie a recyklačných technológií	material engineering – physico xhemical testing of metallic and nonmetallic materials, microstructures	member
Ing. Róbert Kovács	VUIS - CESTY, s.r.o., Bratislava	construction and building materials and structures	member
Ing. František Bahleda, PhD.	ŽU v Žiline, Stavebná fakulta	construction and building materials and structures	member
Ing. Ján Závodný	TESS Control,s.r.o., Bratislava	construction and building materials and structures	member

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Members	Organisation	Area	Function
Doc. Ing. Juraj Šrámek, PhD.	TU Žilina, Stavebná fakulta	construction and building materials and structures	member
Ing. Peter Brziak, PhD.	Výskumný ústav zvaračský, Bratislava	material engineering – testing of metallic materials	member
Ing. Rastislav Majerníček	Auguste Cryogenics Slovakia, s.r.o. Košice	NDT	
Ing. Ľubomír Lengyel, PhD.	FAURECIA Automotive Košice, Európa TestLab, s.r.o. Košice	material engineering – testing of textile materials, plastics and composites	member
prof. Ing. Alexander Kaszónyi, PhD.	STU, Fakulta chemickej a potravinárskej technológie v Bratislave	material engineering - polymers, plastics, petroleum	member
doc. Ing. Tomáš Skrúcaný, PhD.	ŽU v Žiline, Fakulta dopravy, prevádzky a spojov	type testing of vehicles	member
doc. Ing. Branislav Šarkan, PhD.	TU Žilina, Dopravná fakulta	type testing of vehicles	member
Ing. Ľubomír Moravčík, PhD.	Ministerstvo dopravy SR	type testing of vehicles, ADR, regulated area	member
Ing. Marek Dian	Yanfeng Slovakia Automotive Interior Systems spol. s r.o., odštepny závod Trenčín	automotive	member
Ľubomír Karvay	Adient, s.r.o., Trenčín	automotive, seats, airbags, robotics	member
Ing. Michal Kováč	Konštrukta defencie, Dubnica nad Váhom, Lieskovec	weapons, explosives, pyrotechnics	
Prof. JUDr. Jozef Meteňko, PhD.	Akadémia PZ, Bratislava	criminology, and forensic testing	member
JUDr. Jozef Klátik, PhD.	Fakulta práva UMB, Banská Bystrica	criminology, and forensic testing	member

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Members	Organisation	Area	Function
Mgr. Monika Gajdošová	KEÚ SR, MV SR	Criminalistics and forensic examination	
Ing. Tomáš Bednárík	DELTA Electronics, s.r.o., Dubnica nad Váhom	electrical equipment	member
Ing. Jozef Hallon, PhD.	STU v Bratislave, Fakulta elektrotechniky a informatiky	electrical equipment, testing of electrotechnical materials, including EMC, RED	member
prof. Ing. Stanislav Žiaran, PhD.	Strojnícka fakulta STU Bratislava	engineering	member
prof. Dr. Ing. Miroslav Neslušan	Žilinská univerzita v Žiline, Strojnícka fakulta	mechanical engineering and physical mechanical testing of engineering materials, including NDT - acoustic emission	member
Ing. Peter Holečko, PhD.	Žilinská univerzita v Žiline, FEI	Multimedia, IT systems, software/hardware	member
Ing. Radovan Filo	SHMÚ Bratislava, Odbor kalibračných laboratórií	In home calibration, testing of equipment	member
PhDr. Ivona Mesíková, PhD.	SNAS		secretary

SNAS Technical Committee for Accreditation of Testing Laboratory – emission (TV-SL-E)

Members	Organisation	Area	Function
Ing. Stanislav Musil, CSc.	SNAS odborný garant OLIS		chair TV-SL-E
Ing. Mária Solmošiová	MŽP SR		member

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Members	Organisation	Area	Function
Ing. Ignác Kožej	Eko-Term Servis, s.r.o., Košice		member
Ing. Peter Imrich, CSc.	MŽP SR, Bratislava		member
Ing. Marcel Ochodnícky	Envitech, Trenčín		member
Ing. Miroslav Prošňanský	EkoPro, Trenčín		member
PhDr. Ivona Mesíková, PhD.	SNAS		secretary

SNAS Technical Committee for Accreditation of Medical Laboratory (TV-ML)

Members	Organisation	Area	Function
Ing. Jana Pašková	SNAS odborný garant OLIS	clinical biochemistry	chair TV-ML
Ing. Ľudmila Bittnerová	UN-nemocnica sv. Michala, BA	clinical biochemistry	member
RNDr. Zdenka Šujanová	FNSP Bratislava, Nemocnica sv. Cyrila a Metoda, BA	clinical hematology	member
Ing. Zita Belicová	Medirex, a.s., , pracovisko Bratislava	clinical biochemistry	member
Ing. Petrisková Jela	Univerzitná nemocnica Martin	clinical immunology and allergology	member
RNDr. Marcela Kúdelová CSc	Isohelp	clinical genetics	member
RNDr. Martina Krehel'ová	Medicyt. s.r.o. pracovisko Košice	clinical pathology	member
RNDr. Michaela Pídková	Synlab, s.r.o, pracovisko Ilava	clinical microbiology	member

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Members	Organisation	Area	Function
PhDr. Ivona Mesíková, PhD.	SNAS		secretary

SNAS Technical Committee for Accreditation of Proficiency Testing Providers (TV-PTP)

Members	Organisation	Area	Function
RNDr. Lívia Kijovská PhD.	SNAS odborný garant OLIS		chair TV-PTP
Ing. Angelika Kassai, PhD.	VÚVH, Bratislava	testing	member
Ing. Dušan Gabriš	SLM	calibration	member
Ing. Miloš Uljaky, PhD.	SLM, n.o. Košice	testing and calibration	member
Ing. Juraj Oreský, PhD.	VUIS-CESTY, s.r.o. Bratislava	testing	member
Ing. Jana Markušová	RÚVZ Prešov	testing	member
Ing. Rastislav Vojtek, PhD.	Kontroltech, Dubnica nad Váhom	calibration	member
Ing. Ľubomír Lengyel, PhD.	Faurecia Automotive, Košice	testing	member
PhDr. Ivona Mesíková, PhD.	SNAS		secretary

SNAS Technical Committee for Accreditation of Inspection Bodies (TV-IO)

Members	Organisation	Area	Function
Ing. Stanislav Musil, CSc.	SNAS odborný garant OLIS		chair TV-IO
Ing. Vladimír Lalík, PhD.	MŽP SR, Bratislava	gas emissions (AMS)	member
Ing. Josef Kalaš	dôchodca	food	member
Ing. Tomáš Horňáček	Dopravný úrad, Bratislava	rail transport dedicated technical equipment, safety on	member

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