

## WHERE IN THE SMU INFORMATION CAN BE GIVEN

According to the Act No. 211/2000 Coll. on free approach to information and on change and amendment of some acts in the valid wording  
the SMU can give the information asked at the following places

FROM 9:00 AM TO 02:00 PM

	INFORMATION	GIVEN BY	ROOM	TELEPHONE	E-MAIL	MANAGER
1.	Establishment of the SMU, its duties, competence, organisation structure How to give an application for information, needs and complaints List of directives, by which the SMA acts and decides Tariff of administrative fees for administrative acts Tariff of reimbursement for declassification of information on data medium	Dagmar Lesanská – Secretariat of DG  If absent the basic information can be given: Eleonora Miznerová – Secretariat of DG Iveta Botková – Director, DG Section	A-304  A-304 A-310	60294 600  60294 492 60294 488	<a href="mailto:lesanska@smu.gov.sk">lesanska@smu.gov.sk</a>  <a href="mailto:miznerova@smu.gov.sk">miznerova@smu.gov.sk</a> <a href="mailto:botkova@smu.gov.sk">botkova@smu.gov.sk</a>	Iveta Botková  60294 488
2.	Verification of professional competence in metrology - applications registration - organisation and process of competence tests - issuing of documents on competence	Dagmar Lesanská – Secretariat of DG  Helena Makkyová – Certification Section Helena Makkyová – Certification Section If absent the basic information can be given: Dr. Anna Nemečková – Deputy DG for Certification	A-304  A-417 A-417  A-415	60294 600  60294 537 or 380  60294 380	<a href="mailto:lesanska@smu.gov.sk">lesanska@smu.gov.sk</a>  <a href="mailto:makkyova@smu.gov.sk">makkyova@smu.gov.sk</a>  <a href="mailto:nemeckova@smu.gov.sk">nemeckova@smu.gov.sk</a>	Dr. Anna Nemečková  60294 380
3.	Issuing of pattern approval certificates Issuing of competent standpoint to applications for authorisation Recognition of verification performed in abroad - applications registration - issuing of certificates	Helena Makkyová – Certification Section  If absent the basic information can be given: Dagmar Lesanská – Secretariat of DG	A-417  A-304	60294 537  60294 600	<a href="mailto:makkyova@smu.gov.sk">makkyova@smu.gov.sk</a>  <a href="mailto:lesanska@smu.gov.sk">lesanska@smu.gov.sk</a>	Dr. Anna Nemečková  60294 380
4.	National standards of Slovakia - general information Competent information	Dr. Stanislav Musil - Deputy DG for Research Directors of metrology centers	H-251 Buildings H, I, L	60294 211	<a href="mailto:musil@smu.gov.sk">musil@smu.gov.sk</a>	Dr. Stanislav Musil 60294 211
5.	Notified body NB 1781 Authorised body SKTC-102 in conformity assessment	Dr. Anna Nemečková – Deputy DG for Certification If absent the basic information can be given: Helena Makkyová – Certification Section	A-415  A-417	60294 380  60294 537	<a href="mailto:nemeckova@smu.gov.sk">nemeckova@smu.gov.sk</a>  <a href="mailto:makkyova@smu.gov.sk">makkyova@smu.gov.sk</a>	Dr. Anna Nemečková  60294 380
6.	Registration of applications of metrology services Invoicing of metrology services Tariff of metrology services	Darina Novotová - Section for Economy and Operation Katarína Zálešáková - Section for Economy and Operation Katarína Zálešáková - Section for Economy and Operation	F-002  F-002	60294 521  60294 521	<a href="mailto:novotova@smu.gov.sk">novotova@smu.gov.sk</a>  <a href="mailto:zalesakova@smu.gov.sk">zalesakova@smu.gov.sk</a>	Jaroslav Sabo  60294 389
	In case of some problems in the system of information giving you can contact directly Director of DG Section	Iveta Botková	A-310	60294 488	<a href="mailto:botkova@smu.gov.sk">botkova@smu.gov.sk</a>	
	In case some significant problems appear, please contact Director General of the SMU	Dr. Stanislav Ďuriš	A-304	60294 492	<a href="mailto:duris@smu.gov.sk">duris@smu.gov.sk</a>	