

OPERATIONAL DIRECTIVE
NUMBER OF THE OPERATIONAL DIRECTIVE: ON 1– FCL

Ref. No.
2-4-50-1062-1/12

Bosnia and Herzegovina Directorate of Civil Aviation

Notification on issuing an Operational Directive relating to the obligation to submit information on checks to be conducted by authorised flight examiners and instructors

Date of Issuing: 27.07.2012.

Place of Issuing: *Banja Luka*

Explanation for the issued Operational Directive

With the aim of planning inspection and audit activities, the BHDCA is introducing the obligation to provide notifications of planned skill tests/proficiency checks which shall be announced via e-mail by flight examiners and instructors conducting these checks, not later than 72 hours prior to the execution of the planned check if the check is carried out in the territory of Bosnia and Herzegovina, or 15 days prior if the check is carried out outside the territory of Bosnia and Herzegovina.

Announcement shall be given electronically (e-mail) at: najava@bhdca.gov.ba or via fax/tel : 00387 51 921-520 from 8.00 a.m. to 5.00 p.m.

Checks shall be announced by flight examiners and instructors approved by the BHDCA or examiners approved by other aviation authorities.

The information required to be submitted by examiners (flight instructors) is as follows:

Application for a check

- Full name of examiner:
- Number (identification) of examiner:
- Full name of candidate:
- Type of check for candidate:
- Candidates' role during check:
- Equipment used for check (type, type designation, registration mark):
- Place and time of check:
- Contact information:

After a check is completed the examiner (flight instructor) shall forward a Check Completion Certificate containing the following information:

Check Completion Certificate

- Full name of examiner:
- Number (identification) of examiner:
- Full name of candidate:
- Type of the check completed:
- Role during the check completed:
- Equipment used for the check (type, type designation, registration mark):
- Time and place of the check:
- Result of the check: SATISFACTORY/ NOT SATISFACTORY

To submit information in accordance with this operational directive, it is required to use one e-mail per examiner and instructor respectively.

Examiners authorised outside the BHDCA shall submit, as part of a candidate's documentation, a certified copy of the authorisation, a certified copy of their pilot licence and a certified copy of their medical certificate.

Failure to comply with this operational directive shall result in non-acceptance of the conducted check as a basis for issuance, revalidation and renewal of the authorisation.

Reason for the Issuing of the Operational Directive

In the period of full implementation of JAR-FCL requirements in the area of pilot licences, deficiencies have been identified that directly affect the provision of the BHDCA's oversight function regarding the work of examiners and instructors conducting the checking, as well as the reliability of data submitted in the documentation of completed checks.

By introducing this operational directive, the BHDCA shall ensure full transparency in the work of flight examiners and instructors, oversight of the work of flight examiners and instructors in the implementation process of checking, as well as reliability of documentation submitted by examiners with the aim of issuance, revalidation or renewal of authorisations for a particular flight licence.

Signature of Director General: _____

