

**OPERATIONAL DIRECTIVE**  
**NUMBER OF THE OPERATIONAL DIRECTIVE: ON 1 – OPS**

Ref.No.  
2-3-50-1066-1/12

**Bosnia and Herzegovina Directorate of Civil Aviation**

Notification on issuing an Operational Directive relating to the obligation to submit information on the implementation of training and checking of flight and cabin crew members of an air operator holding an Air Operator Certificate (AOC) issued by the BHDCA

**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 the implementation of training and checking of cabin crew members of an operator holding an Air Operator Certificate (AOC) issued by the BHDCA. Appropriate checks and trainings shall be announced by the operator via e-mail not later than 15 days prior to execution of the planned training or check if the training or check are carried out in the territory of Bosnia and Herzegovina, or one calendar month prior to the start of the first training or check if the training or check is carried out outside the territory of Bosnia and Herzegovina.

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

Training and checking shall be announced by the responsible persons (Postholders) of the air operator who have been approved by the BHDCA.

The information required to be submitted by operators is as follows:

**Application for a training or check:**

- Full name of instructor/expert conducting the training:
- Full name of expert conducting the check:
- Full name of examiner:
- Number (identification) of examiner:
- Full names of candidates covered by the training/check:
- Type of training for candidates:
- Type of check for candidates:
- Candidates' role during training/check:
- Equipment used for training/check (type of equipment, type designation, registration mark):
- Place and time of training:
- Place and time of check:
- Contact information:

Announcement in accordance with the mentioned requirements refers to trainings and checks prescribed by OPS 1/JAR OPS 3 Subpart E, N, O, R, S and air operator's Operational manual (OM) – Part D.

The air operator will send information as per this Operational Directive from one e-mail address with a clear definition of a responsible person of the operator in charge of training and check announcement.

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 responsible staff, training and checking staff, and non-acceptance of the conducted training/check within the framework of the operator's operational manual, used for acceptance of training of flight and cabin crew members and other staff of the operator, and for issuance, revalidation or renewal of ratings of the flight and cabin crew members and other staff.

**Reason for the Issuing of the Operational Directive**

In the period of full implementation of JAR-FCL and EU-OPS requirements in the area of aircraft operations, deficiencies have been identified that directly affect the provision of the BHDCA's oversight function regarding the work of examiners, instructors and other professional staff engaged by operators to conduct training or checking of the operator's flight and cabin crew members and other staff, as well as the reliability of data submitted from completed trainings and checks.

By introducing this operational directive the BHDCA shall ensure full transparency in the work of staff involved for the needs of training and checking of flight and cabin crew members and other staff, oversight of the work of examiners, instructors and other professional staff in the implementation process of training and checking, as well as the reliability of documentation submitted to the operator and to the BHDCA (in accordance with the type of training or checking) with the aim of providing records of the training and checking of flight and cabin crew members and other staff of an air operator holding an Air Operator's Certificate (AOC) issued by the BHDCA.

Signature of Director General: \_\_\_\_\_

