

**OPERATIONAL DIRECTIVE
NUMBER OF THE OPERATIONAL DIRECTIVE: ON 3 - FCL**

Ref.No.
2-4-50-1064-1/12

Bosnia and Herzegovina Directorate of Civil Aviation

Notification on issuing an Operational Directive relating to the obligation to submit information regarding the start and timetable of theoretical and/or practical part of training conducted by an appropriately approved flight crew training organization (RF/FTO/TRTO)

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 regarding the start and timetable of theoretical and/or practical part of training conducted by an appropriately approved flight crew training organization - RF/FTO/TRTO (hereinafter: the Organization), to be announced by the responsible persons of the Organization via e-mail not later than 72 hours prior to the start of the planned training carried out in the territory of Bosnia and Herzegovina, or 15 days prior if the training 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.

Training shall be announced by organizations approved by BHDCA.

The information required to be submitted by the organizations is as follows:

Application for a check

- Type of training:
- Full name of candidate:
- Start of training (date and time):
- Place of training (if more than one location is approved):
- Periodical timetable of lectures:
- Responsible person:
- Telephone:

To submit information regarding this Operational Directive, it is required to use the organization's official e-mail address.

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

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 the organization as well as the reliability of data submitted in the documentation of completed trainings.

By introducing this operational directive, the BHDCA shall ensure full transparency in the work of the organization, oversight of the work of the organization, as well as the reliability of documentation submitted by the organization with the aim of issuance, revalidation or renewal of candidates' licences or ratings.

Signature of Director General: _____

