



BRIEFING FOR NON-BHDCA EXAMINERS

1. Introduction

1.1. Regulations

Examiners not approved by the BHDCA and intending to conduct skill tests, proficiency checks or assessments of competence of flight crews certified by the BHDCA must be recognised by the BHDCA as foreign examiners in accordance with the BHDCA Rulebook on technical requirements and administrative procedures related to civil aviation aircrew (Official Gazette of BiH No 04/18, applicable from 27 January 2018) which transposed into the Bosnia and Herzegovina regulatory system the Commission Regulation (EU) No 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew, as follows:

1.1.1. FCL.1015(c) in Subpart K – Examiners:

Holders of an examiner's certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority.

1.1.2. ARA.FCL.205 Monitoring of examiners:

- (a) The competent authority shall develop an oversight programme to monitor the conduct and performance of examiners taking into account:
 - (1) the number of examiners it has certified; and
 - (2) the number of examiners certified by other competent authorities exercising their privileges within the territory where the competent authority exercises oversight.
- (b) The competent authority shall maintain a list of examiners it has certified. The list shall state the privileges of the examiners and be published and kept updated by the competent authority.
- (c) The competent authority shall develop procedures to designate examiners for the conduct of skill tests.

1.1.3. ARA.FCL.210 (c) Information for examiners:

The competent authority may provide examiners it has certified and examiners certified by other competent authorities exercising their privileges in their territory with safety criteria to be observed when skill tests and proficiency checks are conducted in an aircraft.

1.2. Examiners responsibility

Examiners shall comply with all the applicable regulations and requirements in particular:

- FCL.1005 Limitations of privileges in case of vested interests,
- FCL.1015 Examiner standardisation,
- FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence, and the applicable acceptable means of compliance and guidance material.

1.3. Purpose of this briefing

This briefing is designed to meet the requirements of Annex I, FCL.1015(c) according to the requirements of Annex VI ARA.FCL.210(c), which is the information that the Bosnia and Herzegovina Directorate of Civil Aviation (hereinafter: BHDCA) is required to give examiners not certified by the BHDCA.

The purpose of this briefing is to provide information to examiners who are not certified by the BHDCA on:

- (i) how to register as an examiner with the BHDCA to confirm that they have received the briefing.



This is required before conducting skill tests, proficiency checks or assessment of competence for the holder of or an applicant for a BHDCA licence.

- (ii) how to notify the BHDCA when they intend to conduct a skill test, proficiency check or assessment of competence of the holder of or the applicant for a BHDCA licence.
- (iii) the authorization they need to conduct a skill test or renewal proficiency check or assessment of competence and the acknowledgement they need to conduct a revalidation proficiency check or assessment of competence.
- (iv) how they can receive a safety briefing when conducting skill tests, proficiency checks or assessments of competence in an aircraft in Bosnia and Herzegovina.
- (v) the information on the national administrative procedures, the requirements for the protection of personal data, liability, accident insurance and fees.

This briefing does not purport to replace any of the examiner training or standardization required by the regulations or to issue any additional certification to the examiner.

This briefing does not imply any permission or approval from the BHDCA for the use of any aircraft or simulator nor does it empower any examiner in any way to contravene the laws, rules or procedures which are in force in the jurisdiction where the test, check or assessment of competence is to take place.



2. Registration procedure for examiners not certified by the BHDCA to perform skill tests, proficiency checks and assessment of competence of the holder of or applicant for a BHDCA Part-FCL/JAR-FCL licence, rating or certificate

The examiner briefing required by FCL.1015 (c) is in the form of a written instruction which the examiner will read and then verify compliance with and understanding of by signing an affirmation.

The affirmation shall subsequently be sent to the BHDCA together with copies of the documents required.

The process consists of a procedure that the non-BHDCA examiner has to go through:

1. Fill in the Application form – (code: PART FCL/EXAM-005), to be filled in and sent to the following e-mail address: najava@bhdca.gov.ba together with scanned copies of the required documents,
2. Read the document Briefing for Non-BHDCA Examiners, fill in the last page and send the last page in the form of a scanned file or a photocopy together with the application form (referred to in point 1) to the following e-mail address: najava@bhdca.gov.ba.
3. Before the non-BHDCA examiner may exercise his/her privileges, he/she must receive a confirmation from the BHDCA. This is sent electronically (by e-mail) to the examiner.

Non-BHDCA examiners are to read and accept by signature the examiner briefing (see last page) every three years or after an expired Examiner Certificate which was accepted by the BHDCA.

For the time being, the BHDCA will also accept a JAR approved examiner authorization for performing tests/checks.

All communication with foreign examiners is to be carried electronically, using only their declared e-mail addresses and via the najava@bhdca.gov.ba e-mail address.

2.1. Conduct of skill tests, proficiency checks and assessments of competence

All examiners, before starting the process of conducting a skill test, proficiency check or assessment of competency for the holder of or an applicant for a BHDCA Part-FCL/JAR-FCL licence, rating or certificate, must ensure that they are familiar with the national administrative procedures, laws, regulations and requirements of the State where the test, proficiency check or assessment of competence is to be conducted.

2.2. Examiner details published by the BHDCA

In accordance with ARA.FCL.205, Annex VI of the Technical requirements and administrative procedures related to civil aviation aircrew (Official Gazette of BiH 04/18), the BHDCA will publish the list of examiners certified by other competent authorities who have completed the Briefing procedure with the BHDCA. The list shall state the privileges of the examiners.

For data protection purposes, by sending the notification to the BHDCA the examiner gives consent to the BHDCA to publish the name of the examiner, examiner certificate number, the State that issued the certificate, examiner privileges and the expiry date of the examiner certificate.



2.3. Notification procedure for skill tests, proficiency checks and assessments of competence

An examiner certified by another Member State shall notify the BHDCA when he/she intends to conduct a skill test, proficiency check or assessment of competence for the holder of or an applicant for a BHDCA licence, rating or certificate.

The notification shall include all the required information about planned skill tests, proficiency checks or assessments of competence, and shall be sent to the BHDCA by e-mail at: najava@bhdca.gov.ba.

2.3.1. Notification details

Examiners shall send the following notification details as required:

- Examiner Briefing reference number*:
- Examiner's full name:
- Examiner's licence number and State of licence issue:
- Examiner's medical certificate (class and validity date), if applicable:
- Scope of the examiner's privileges as listed on the examiner certificate:
- Validity date of the examiner certificate:
- Candidate's full name:
- Candidate's licence number:
- Candidate's role during test / check / assessment:
- Type of event – Skill Test / Proficiency Check / Assessment of Competence
- Location of test / check / assessment:
- Date and time of test / check / assessment:
- Class or type of aircraft:
- FSTD Qualification Number / Aircraft registration:

The examiner must attach scanned copies of the examiner certificate, licence and medical certificate.

The BHDCA's reference number is the same reference number given on the original examiner certificate.

2.3.2. Acceptance of notification

Examiners may conduct a skill test or proficiency check or assessment of competence regardless of whether they received an acknowledgment from the BHDCA or not.

2.3.3. Reporting and documentation after conducting a skill test, proficiency check or assessment of competence

All examiners who have conducted a skill test, proficiency check or assessment of competence for the holder of or an applicant for a BHDCA licence shall send the report by e-mail ***right after the completion*** of the test/check/assessment to the following e-mail address: najava@bhdca.gov.ba.

Examiners shall send the report containing the following details:

- Examiner Briefing reference number:
- Examiner's full name:
- Examiner's licence number and State of licence issue:
- Examiner's medical certificate (class and validity date), if applicable:
- Scope of the examiner's privileges as listed on the examiner certificate:
- Validity date of the examiner certificate:



- Candidate's full name:
- Candidate's licence number:
- Candidate's role during test / check / assessment:
- Type of event – Skill Test / Proficiency Check / Assessment of Competence
- Location of test / check / assessment:
- Date and time of test / check / assessment:
- Class or type of aircraft:
- FSTD Qualification Number / Aircraft registration:
- Result of test / check / assessment:

Following a completed skill test, proficiency check or assessment of competence, the examiner shall fill in the appropriate documents (forms). The examiner shall keep one copy of the documentation from the skill test, proficiency check or assessment of competence.

The examiner or applicant shall submit the original documents to the BHDCA. If the documents are to be sent by post, the contact address is:

Bosnia and Herzegovina Directorate of Civil Aviation (BHDCA)
FCL Section
V kozarske brigade 18
78000 Banja Luka
Bosnia and Herzegovina

All the above-mentioned documents (forms) are available on the BHDCA's official website (web address: <http://www.bhdca.gov.ba/index.php/sr/2014-03-13-11-09-11/part-fcl>).



3. National Administrative Procedures and Requirements

3.1. Conduct of skill tests

FCL.030 (b) states that: *“Except for the issue of an airline transport pilot licence, the applicant for a skill test shall be recommended for the test by the organization/person responsible for the training, once the training is completed. The training records shall be made available to the examiner.”*

Before conducting the skill test the examiner must ensure that the applicant has completed all the training required by regulations and except for the ATPL skill test he/she has been recommended for the skill test by the organization/person responsible for the training.

An examiner cannot conduct a skill test for the issue of a licence, rating or certificate for the holder of or an applicant for a BHDCA licence, unless he/she has been authorized in writing to conduct the test by the BHDCA.

3.2. Privileges for Authorized Examiners

3.2.1. Licence, Instructor Certificate, IR, Type or Class rating Skill tests

The BHDCA normally designates examiners who are BH examiners or examiners certified by the BHDCA, or examiners employed by an ATO certified by the BHDCA to conduct a Licence, IR, Type or Class rating Skill test.

When the BHDCA receives a skill test notification from an examiner certified by another Member State with a Briefing reference number issued by the BHDCA, the BHDCA will issue an authorization to conduct the skill test. The authorization will be sent to the examiner by e-mail only.

3.2.2. Issue, Revalidation and Renewal of Examiner Certificates

All assessments of competence for the issue, revalidation or renewal of an examiner certificate can only be conducted by a BHDCA inspector or by a Senior Examiner specifically authorized to conduct the assessment of competence by the BHDCA.

The BHDCA will issue an authorization for the above-mentioned purpose and send it to the Senior Examiner by e-mail only.

3.2.3. Revalidation of ratings and certificates

Examiners may conduct a proficiency check or assessment of competence for the revalidation of a rating or certificate once they have sent the notification and received an acknowledgment from the BHDCA.

However, an examiner must not endorse the new validity date in the licence.

3.2.4. Renewal of ratings and certificates

Examiners conducting checks for renewal of ratings and certificates must ensure that the applicant has completed the required refresher training, by being provided with a certificate or documented evidence from an ATO, where applicable [See AMC1 FCL.740(b)(1)].

Examiners may only conduct the proficiency check for the renewal of the rating, but must not endorse the renewal of the rating in a pilot’s licence.

3.3. Notification – for each event – when to notify

Examiners who are not certified by the BHDCA are required to send a notification (see paragraph 2 above) for every skill test, proficiency check or assessment of competence they intend to conduct for the holder of or an applicant for a BH Part-FCL/JAR-FCL licence.

Notifications for a skill test, proficiency check and assessments of competence to be conducted outside of the territory of Bosnia and Herzegovina shall be sent at least 15 working days in advance.

Other notifications shall be sent at least 3 working days in advance.



4. Oversight of Examiners

The BHDCA reserves the right to observe any skill test, proficiency check or assessment of competence conducted for the holder of or an applicant for a BH licence, rating or certificate.

The BHDCA will include in its oversight programme examiners not certified by BHDCA who conduct skill tests, proficiency checks or assessments of competence, in order to monitor their conduct and performance.



5. Other information

5.1. Resolution of disputes

Examiners must brief the holder of or an applicant for a BHDCA licence on the procedures of their certifying competent authority or the approved procedures in their ATO for investigating any complaint about the conduct of the test.

An applicant who wishes to dispute the conduct of the skill test, proficiency check or assessment of competence may refer the case in writing in the following sequence, to:

1. the ATO where the event took place;
2. the NAA which issued the examiner certificate to review the case;
3. the BHDCA, if the candidate wishes to request the BHDCA to intervene.

If the complaint is brought to the attention of the BHDCA, regarding the conduct of a skill test, proficiency check or assessment of competence conducted by an examiner not certified by the BHDCA, then the BHDCA shall refer the complaint to the NAA which issued the examiner certificate.

5.2. Protection of Personal Data

The flight test form and any other personal information may only be passed on to the BHDCA, the non-BHDCA examiner's own Authority as required, and to the pilot's employer (with the consent of the pilot).

No information may be passed on to others.

FCL.1030(c) of Annex I of Technical requirements and administrative procedures related to civil aviation aircrew states: *“Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessment of competence performed and of their results.”*

FCL.1030(d) of Annex I of Technical requirements and administrative procedures related to civil aviation aircrew states: *“Upon request by the competent authority responsible for the examiner certificate, or the applicant's licence, examiners shall submit all records and reports, and any information as required for oversight purposes.”*

5.3. Examiner Liability and Insurance

Examiners act as individual persons and are personally liable for their actions or omissions.

Examiners are not contracted by the BHDCA and are not employed by the BHDCA.

An examiner must not conduct a test, check or assessment of competence unless he satisfies the full requirements of the Technical requirements and administrative procedures related to civil aviation aircrew (Official Gazette of BiH 04/18), which is in force in BH, and has the required authorisation from his competent authority and from the BHDCA where the latter is required.

An examiner has to comply with the procedures required by the Technical requirements and administrative procedures related to civil aviation aircrew (Official Gazette of BiH 04/18), which is in force in BH, and by the BHDCA, as otherwise the outcome of the skill test, proficiency check or assessment of competence may not be accepted by the BHDCA.

An examiner must exercise standard professional skill, care and proper conduct expected of an examiner. An examiner who does not exercise these or is negligent as examiner or as pilot in command is personally liable in case of an accident for loss or injury.

An examiner who does not exercise professional skill, care or proper conduct is personally liable for any loss the applicant may suffer.

The BHDCA does not provide any accident insurance during the test or check. This is the responsibility of the examiner.

Examiners are advised to take professional advice on insurance to cover their activities; including insurance against any involvement in a flight, test or instruction, which might lead to an accident resulting in death, injury or loss and the resulting claim for damages.



5.4. Fees

The fee will be that agreed between the examiner and the applicant.

5.5. Safety briefing when conducting skill tests, proficiency checks or assessments of competence in an aircraft in Bosnia and Herzegovina.

Examiners conducting skill tests, proficiency checks or assessments of competence in an aircraft in Bosnia and Herzegovina shall prepare for flying in the airspace of Bosnia and Herzegovina (FIR Sarajevo) before conducting the event, and shall familiarise themselves with the relevant local procedures in case an airfield is to be used for a skill test, proficiency check or assessment of competence, as required.

5.6. Queries

Any queries from examiners regarding this briefing should be sent by email for the attention of the Head of FCL Section to the e-mail address: najava@bhdca.gov.ba.

Before conducting a skill test, proficiency check or assessment of competence for the holder of or applicant for a BH licence, an examiner not certified by the BHDCA must be registered with the BHDCA that he/she has received the examiner briefing.

The registration is FREE.



Fill in this registration page and send by email to najava@bhdca.gov.ba as an attachment to the Non-Bosnia and Herzegovina examiner briefing application form (code of form: PART FCL/EXAM-005).

Non-Bosnia and Herzegovina Examiner briefing Declaration

Please, fill in the form using BLOCK letters

I, _____, declare that I have read and understood the document **BRIEFING FOR NON-BHDCA EXAMINERS**” which prescribes administrative requirements and procedures for acceptance of non-BH examiners, protection of personal data, liability, accident insurance, prior to conducting the examination and I have received the Examiner Briefing according to my personal data:

Date and place of birth: (dd/mm/yyyy) _____

Address: _____

E-mail address: _____

Telephone number (preferably mobile - optional) _____

License type and number _____

Current Type/Class rating(s)/IR _____

Current Instructor Certificate(s) _____

Issuing Authority _____

Current Examiner Certificate(s) _____

Issuing Authority _____

My examiner privileges are:

I hereby give my consent to the BHDCA to publish my name and examiner privileges in accordance with ARA.FCL.205 (b)

Signature: _____ **Date/place:** _____ / _____