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**INSTRUCTION ON ISSUANCE,
EXTENSION AND REVOCATION OF
LICENCES, PERMISSIONS AND
AUTHORISATIONS FOR AVIATION
AND OTHER EXPERT STAFF AND
ISSUANCE OF WORK PERMITS TO
ORGANISATIONS FOR STAFF
TRAINING AND TO HEALTH CARE
INSTITUTIONS**



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In accordance with Article 61, item 1, of the Administration Law ("Official Gazette of BH", Number 32/02), Article 6, item 1, of the Aviation Law of Bosnia and Herzegovina ("Official Gazette of BH", Number 02/04), the Director General of the Bosnia and Herzegovina Directorate of Civil Aviation issues

**INSTRUCTION ON ISSUANCE, EXTENSION AND REVOCATION OF LICENCES,
PERMISSIONS AND AUTHORISATIONS FOR AVIATION AND OTHER EXPERT STAFF
AND ISSUANCE OF WORK PERMITS TO ORGANISATIONS FOR STAFF TRAINING
AND TO HEALTH CARE INSTITUTIONS**

I GENERAL PROVISIONS

Article 1.

This Instruction defines the procedure according to which licences, authorisations and permissions are issued, extended and revoked for aviation and other expert staff carrying out air navigation tasks in Bosnia and Herzegovina or on an aircraft registered in Bosnia and Herzegovina, and who, in accordance with the Aviation Law of Bosnia and Herzegovina, need to hold a licence. This regulation also defines the procedure according to which work permits are issued to organisations for training of staff, who, in accordance with the Aviation Law of Bosnia and Herzegovina, need to hold a licence, as well as the procedure according to which a work permit is issued to health care institutions conducting medical examinations for aviation and other expert staff.

The term "authorisations" mentioned in this instruction comprises authorisations, special authorisations and titles.

**II THE PROCEDURE ACCORDING TO WHICH LICENCES, PERMISSIONS AND
AUTHORISATIONS ARE ACQUIRED**

Submitting the application

Article 2.

The application for the issue of licences, permissions and authorisations, temporary acceptance of a foreign licence and issuance of a national licence, permission and authorisation based on a licence acquired abroad shall be submitted to the Bosnia and Herzegovina Directorate of Civil Aviation through the Entity Directorate.

The exam registration and the application for licences, authorisations and permissions extension shall be submitted to the authorised Entity Directorate. The authority from paragraph 2. of this Article shall be determined based on location (address) of the person submitting an application.

The applications shall be submitted on standard forms.

List of experts

Article 3.

The Entity Directorate must submit the proposed list of experts, including proposals for any modifications and additions to the list of experts to the Bosnia and Herzegovina Directorate of Civil Aviation for approval.

The list of experts is put together using the criteria set by the Bosnia and Herzegovina Directorate of Civil Aviation.

Examination and testing panel

Article 4.

The Examination and Testing Panel for licences, authorisations and permissions shall be appointed by the authorised Entity Directorate, using the approved list of experts from the previous Article.

Article 5.

Following exams and tests, the president of the Panel has the obligation to submit the report on a standard form with results to the authorised Entity Directorate within seven days.

Issuance of licences, permissions and authorisations

Article 6.

On the basis of the examination documentation which provides the evidence of the successful completion of exams and tests, the medical certificate, the receipt for payment of exams, tests and administrative taxes, the Bosnia and Herzegovina Directorate of Civil Aviation issues the appropriate type of licence, permission or authorisation for execution of specific tasks.

The authorised Entity Directorate is in charge of extending the validation of licenses, permissions and authorisations for aviation and other expert staff.

Article 7.

In the case where personal data needs to be modified, or in the case where licence is lost or damaged, a new licence shall be issued under the same reference number.

The reasons for replacement shall be officially registered and added to the documentation kept in the personal file.

Temporary acceptance of a foreign licence, permission and authorisation and issuance of a national licence, permission and authorisation based on a licence, permission and authorisation acquired abroad

Article 8.

Temporary acceptance of a foreign licence, permission and authorisation and issuance of a national licence, permission and authorisation based on a licence, permission and authorisation acquired abroad is done by the Bosnia and Herzegovina Directorate of Civil Aviation, based on a report of the authorised Entity Directorate on compliance with the conditions for the temporary acceptance, i.e. issuance.

Article 9.

Methods and conditions for temporary acceptance of a foreign licence and issuance of a national licence, based on a licence acquired abroad, do not comprise additional conditions, provided that a foreign licence has not been issued under less strict conditions than those required for issuance of a corresponding national licence.

The conditions in the aforementioned paragraph do not comprise those conditions that the licence applicant must fulfil in relation to the specific location on which he/she will be authorised to perform tasks, as specified in the licence.

Suspension and revocation of licences, permissions and authorisations

Article 10.

The Bosnia and Herzegovina Directorate of Civil Aviation may suspend the issued licence, permission and authorisation if there is a justified doubt about presence of some reasons from Article 45, item 1. of the Bosnia and Herzegovina Aviation Law.

Following the action from the aforementioned paragraph, the authorised Entity Directorate must initiate the procedure for establishing compliance with the conditions to hold a licence in question.

On the basis of the report by the authorised Entity Directorate, establishing the presence of some reasons from Article 45, item 1, the Bosnia and Herzegovina Directorate of Civil Aviation may withdraw the suspension, permanently revoke the licence, permission or authorisation, or record certain limitations in the licence.

III WORK PERMITS FOR ORGANISATIONS FOR AVIATION AND OTHER EXPERT STAFF TRAINING

Article 11.

Staff training with the purpose of acquiring a licence, permission or authorisation recorded in the licence shall be conducted in certified organisations for aviation and other expert staff training.

Submitting the application

Article 12.

The request for issuance of the work permit for organisations for aviation and other expert staff training shall be submitted to the Bosnia and Herzegovina Directorate of Civil Aviation through the authorised Entity Directorate.

The authority from paragraph 1 of this Article shall be determined based on the location of the training organisation for which an application is submitted.

Work permit for organisations for staff training

Article 13.

Organisations for staff training conduct the aforementioned tasks based on the work permit issued by the Bosnia and Herzegovina Directorate of Civil Aviation.

The Bosnia and Herzegovina Directorate of Civil Aviation issues the work permit based on the report issued by authorised Entity Directorate, which establishes compliance with the conditions.

Staff training programmes

Article 14.

Aviation staff shall be trained in the organisations for staff training according to the approved training programme for acquisition of any type of licence, permission or authorisation.

Article 15.

Organisations for staff training shall submit the proposed training programme from Article 14 of this instruction to the Bosnia and Herzegovina Directorate of Civil Aviation through the authorised Entity Directorate.

The authorised Entity Directorate shall submit the proposed training programme, together with its opinion, to the Bosnia and Herzegovina Directorate of Civil Aviation for approval.

The Bosnia and Herzegovina Directorate of Civil Aviation shall approve the programme from paragraph 1. of this Article, provided that the programme complies with the prescribed contents for training.

Training contents

Article 16.

The contents for training shall be prescribed by the Bosnia and Herzegovina Directorate of Civil Aviation.

Organisations that implement staff training in foreign countries

Article 17.

If staff training is conducted by the organisations that implement staff training outside Bosnia and Herzegovina, the applicant, i.e. the employer must submit to the Bosnia and Herzegovina Directorate of Civil Aviation, a valid work permit, issued by the authorised institution, i.e. the State, and the training programme, on the basis of which the training is conducted.

Article 18.

The Bosnia and Herzegovina Directorate of Civil Aviation shall approve the programme from Article 17., provided that the programme complies with the prescribed contents for training for acquisition of appropriate licence in Bosnia and Herzegovina.

IV WORK PERMITS FOR HEALTH CARE INSTITUTIONS CONDUCTING MEDICAL EXAMINATIONS FOR AVIATION AND OTHER EXPERT STAFF

Article 19.

Authorised health care institutions conduct medical examinations for aviation and other expert staff.

Submitting the application

Article 20.

The request for issuance of the work permit for health care institutions shall be submitted to the Bosnia and Herzegovina Directorate of Civil Aviation through the authorised Entity Directorate.

The authority from paragraph 1 of this Article shall be determined based on the location of the health care institution for which an application is submitted.

Work permit for health care institutions

Article 21.

Medical examinations for aviation and other expert staff may be conducted by health care institutions which complies with the conditions prescribed in the by-law regulating this field, based on the work permit issued by the Bosnia and Herzegovina Directorate of Civil Aviation.

The Bosnia and Herzegovina Directorate of Civil Aviation issues the work permit based on the report issued by authorised Entity Directorate.

V REGISTRY OF LICENCES AND WORK PERMITS

The Bosnia and Herzegovina Directorate of Civil Aviation shall keep the registry of issued licences, permissions, authorisations and work permits as stipulated in this instruction.

Article 22.

The documentation necessary for the issuance of licences, permissions and authorisations for the aviation and other expert staff, work permits for training organisations and work permits for health care institutions shall be kept in the premises of the Bosnia and Herzegovina Directorate of Civil Aviation and the authorised Entity Directorate in two identical copies.

Article 23.

The forms, which represent the integral part of this instruction, shall be used in the process of issuing and extending licences, permissions and authorisations for which the Bosnia and Herzegovina Directorate of Civil Aviation has not passed a regulation dealing with the subject, and which should contain forms used for the issuance of that type of licence.

VI INTERIM AND FINAL PROVISIONS

Article 24.

This instruction shall enter into force on the eight day from the date of publication in the Official Gazette of Bosnia and Herzegovina.

The instruction shall be published in the Official Gazettes of the Entities.

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Sarajevo, 9 September 2004.

Director General
Đorđe Ratkovića