

BOSNIA I HERZEGOVINA
Ministry of Communications and Transport
Directorate of Civil Aviation

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**REGULATION ON ISSUANCE OF
PERMISSION FOR OPERATIONAL
WORK OF AERO-TECHNICAL
SYSTEMS/EQUIPMENT**



BHDCA

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In accordance with article 61. of the Law on Administration, published in the Official Gazette of BH, number 32/02 pertaining to article 7 and article 13 of the BiH Aviation Law, published in the Official Gazette of BH, number 2/04 with the consent of the Deputy Director, the Director General of the Directorate of Civil Aviation issues

REGULATION ON ISSUANCE OF THE PERMISSION FOR OPERATIONAL WORK OF AERO-TECHNICAL SYSTEMS /EQUIPMENT

I AREA OF APPLICABILITY

Article 1.

This regulation prescribes issuing of the permission for operational work of aero-technical systems/equipment, used in Air Traffic Control, and in possession of BH DCA, FED CAD, RS CAD, or airport corporations / authorities.

II DEFINITION OF THE TERMS

Article 2.

Technical system – represents one or more instruments and supporting instruments whose mutual work is providing service to the user.

Equipment – part of the technical system whose functioning contributes to the function of the system as a higher technical and technological order.

Technical system in units of air traffic control – system that is susceptible to verification, and is in operational use directly by the users of air traffic or units of air traffic control in function of implementation of air traffic control, and/or processing data on the flight.

Radio system – represents the system of air traffic control that is in its performance emits or receives, or at the same time conducts the emission and reception of the electromagnetic energy.

III GENERAL REQUIREMENTS

Article 3.

Permission for operational work

Permission for operational work of the system/equipment for air traffic control is a document verified and signed by the Director General of the Bosnia and Herzegovina Directorate of Civil Aviation, based on which the system/equipment for air traffic control could commence its operational work.

Article 4.

Submission of applications

ATC unit, or airport corporation/authority, that in its technical system in use for operational work in air traffic control, conducting installation of new systems/equipment, or reconstruction on current, for which permission of operational work has been issued, and which are changing its essential characteristics, it is obliged to initiate submission of application for permission for operational work.

Application/request is passed onto the Entity Directorates, who then pass it onto the Bosnia and Herzegovina Directorate of Civil Aviation.

Article 5.

Documentation required for the systems/equipment

Documentation that needs to be submitted for issuing of formal decision on permission for operational work of technical systems/equipment must contain the following:

- a) Application/request signed by the authorised person, for issuing of permission for operational work of the system/equipment, with the description system's/ equipment's purpose in ATC system;
- b) Full title/name of the system/equipment, model of the system/equipment, type of the system/equipment, full name of the manufacturer, manufacturer and serial number, year of production.
- c) Adequate supporting aero-technical instructions for use, maintenance and check on functionality of the system/equipment;
- d) Full technical documentation of the system/equipment for archiving/storing and multiplication;
- e) List on examined/functioning spare parts (that are agreed or purchased), recommendation regarding their delivery and storing;
- f) Report on manufacturing technical acceptance, if **FAT** was conducted;
- g) Report on technical acceptance at the location (**SAT**);
- h) Certificate from the manufacturer of the system/equipment
- i) Set of permissions/licenses, inspection protocols and certificates referring to the system/equipment and the supported, and which include:
 - Inspection protocol for equipment and installation/ground thunder protection;
 - Corrections in technical documentation;
 - Certificates for system/equipment from the manufacturer;
- j) List of employed personnel in air traffic control system and their authorisations regarding the system /equipment that is becoming operational;
- k) Example of the contract with the manufacturer regarding warranties, responsibility for the maintenance and repair while under warranty;
- l) Address of the main and additional service centres for repair and supply/purchase of spare parts.

Article 6.

Documentation required for the facility containing the system/equipment

For system/equipment that for operational work has already /developed new solid facility for which no documentation is required, it is needed together with the above mentioned documentation in Article 5 to submit additional set of technical documentation of conducted work situation that includes following documentation:

- a) Building inspection certificate, issued and validated by the authorised personnel /institutions for:
 - civil engineering ;
 - electro-energetic;
 - occupational safety and health.
- b) Deed of title, cadastral statement, building permit, approval for use;
- c) Warranties and certificates, inspection protocols signed and listed according to the type of work and equipment;
- d) Special report on supervision, representatives of the investors and perpetrators;
- e) Copies of all belonging permits and attests/inspection protocols;
- f) Technical documentation of conducted situation for all works conducted, that is added with complete essential/general technical documentation (validated when issuing the building permit),
- g) Decision on establishing and selection of commission for issuing of building inspection certificate.

Article 7.

Additional required documentation for radio systems for air traffic control

Technical systems/equipment that is in its functioning emitting/receiving electromagnetic energy in any area of the radio frequency spectre, are required, in addition to the documentation mentioned in Articles 5 and 6, to submit the following:

- a) Permit/certificate for work of the transmitter/receiver issued by the Regulatory Agency for Communications (RAK);
- b) If it is transmitter/receiver system, permission for working frequency, or frequencies if it is the case with multi-channel system that is in its operational work using more frequencies.

Article 8.

Frequency management

Permission that is issued for working frequencies for systems/equipments from the Article 7, and are in the frequency zone designated for usage exclusively for systems and equipment in civil aviation, is issued by the Bosnia and Herzegovina Directorate of Civil Aviation.

Approval/permission for frequencies from the aviation spectre is issued by the Bosnia and Herzegovina Directorate of Civil Aviation upon the request of the applicant, and in accordance with coordination procedure established by the ICAO in a document EUR Doc 011 "EUR Frequency Management Manual".

Working frequencies for systems/equipment in units of air traffic control, which are outside of frequency zones mentioned in the paragraph above, are regulated and issued by the Regulatory Agency for Communications (RAK).

IV PROCEDURE FOR ISSUING OF THE FORMAL DECISION FOR OPERATIONAL WORK PERMISSION

Article 9.

Procedure on receiving the application/request

Upon the receipt of the application/request for issuing of the permission for operational work of the system/equipment in the Bosnia and Herzegovina Directorate of Civil Aviation.

In case of establishing that application/request is not containing complete documentation in accordance with the articles 5, 6, and 7, same is being directed back to the applicant, for completion.

Article 10.

Procedure and analysis of the application and formal decision making

Upon establishment on complete documentation, section/department of air navigation, will conduct the analysis of the documentation and suggest the proposal for formal decision on permission for operational work.

Proposal on formal decision is presented to the Director General of Bosnia and Herzegovina Directorate of Civil Aviation, who is establishing formal decision on permission for operational work, and is informing the applicant in writing, by mail.

V PROCEDURE FOR ISSUING OF THE FORMAL DECISION FOR TEMPORARY OPERATIONAL WORK PERMISSION

Article 11.

Conditions for issuing temporary formal decision

Sector/Department of air-navigation of the Bosnia and Herzegovina Directorate of Civil Aviation exceptionally considers the request/application with incomplete applications, if and when the system/equipment for air traffic control is important for operation of the whole system of ATC, and for which documentation from Chapter III, article 5, items (a), (b), (f), (g), (h), (k), article 6., items (a), (e), (f), and article 7. item (a).

Article 12.

Procedure for issuing of the formal decision

Section of air navigation in that case on expert level will analyse the documentation and will form a proposal on formal decision with temporary character.

Proposal on formal decision with temporary character is presented to the Director General of the Bosnia and Herzegovina Directorate of Civil Aviation, who will make the decision and sign the formal decision on the permission for operational work, and is informing the applicant in writing, by mail.

Formal decision with temporary character is issued in order to complete the documentation system/equipment, by the applicant with the maximum validity of 90 (ninety) days.

VI DIAGRAM FLOW CHART OF THE DOCUMENTATION

Article 13.

In appendix of this Regulation is the diagram with the flow of the documentation throughout the whole process of issuance of permission for operational work of the system/equipment, and a diagram of the flow of documentation from the time of its receipt in the Bosnia and Herzegovina Directorate of Civil Aviation. Appendix A until the final issuance of permission for operational work of the systems//equipment, Appendix B.

VII TRANSITIONAL AND FINAL PROVISIONS

Article 14.

Becoming valid/in force

This Regulation is valid on the eight day upon its publishing in the Official Gazette of Bosnia and Herzegovina, and will be published in the Official Gazettes of the Entities.

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07 May 2004, Sarajevo

Director General
Đorđe Ratkovica