

Procedure for recognition and exchange of (Student) ATCO licences and recognition of training (version 12/00 No 6/0-01-0016/2017-0001 of 17.05.2017.)

1. INTRODUCTION

1.1 Scope

A procedure for the recognition and exchange of (Student) ATCO licences and recognition of training in the Republic of Serbia, in accordance with the the Air Transport Law and requirements of Annex I ATCO.A.010 of the Appendix 1 of the Regulation on air traffic controller licences, training organisations and aero-medical centres, which transposes the Regulation (EU) No 2015/340, covers:

1. recognition and exchange of air traffic controller and student air traffic controller licences, including their ratings, rating endorsements, on-the-job training instructor (OJTI), synthetic training device instructor (STDI) and assessor endorsements, as well as language proficiency endorsements and associated medical certificates issued by another State;
2. recognition of certificates of air traffic controller training organisations, aero-medical examiners and aero-medical centres issued by another State;
3. recognition of the training completed in training organisations approved by the competent authority of another State (issued certificates of completion training courses), leading to the grant of the ratings, rating endorsements and licence endorsements and/or the student air traffic controller licences;

1.2 Legal basis

1.1 In accordance with the Air Transport Law (hereinafter referred to as: Law), licences and endorsements issued in another States may be recognized by the Civil Aviation Directorate of the Republic of Serbia (hereinafter referred to as: Directorate) when the requirements for granting licences and endorsements set out in the Republic of Serbia are met.

1.2 In accordance with the Law, the training delivered in another State may be recognized by the Directorate when it equals the training provided in the Republic of Serbia.

1.3 In accordance with the Law, the training provided in another State and which does not exist in the Republic of Serbia, shall be recognized when provided in accordance with the international standards.

1.4 Requirements set out for the issue of licences and endorsements in the Republic of Serbia, for the issue of the air traffic controller training organisations certificates, as well as approval of the training courses are covered by the following Regulations:

1. Regulation on basic rules in the field of the civil aviation and the competences of the European Aviation Safety Agency, which transposes the Regulation (EC) number 216/2008; and
2. Regulation on air traffic controllers, training organisations and aero-medical centres, which transposes the Regulation (EU) 2015/340, (hereinafter referred to as: Regulation).

1.3. Principles for recognition and exchange of licences and recognition of training

Recognition and exchange of licences and recognition of training is based on the following principles:

1. Initial training shall be provided in accordance with the requirements of Annex I Part ATCO Subpart D, Sections 1 and 2 and Attachments 2-8 of Annex I of the Appendix 1 of the Regulation;
2. Unit training shall be provided in accordance with the requirements of Annex I Part ATCO Subpart D, Section 3 of the Appendix 1 of the Regulation; obuka za posebno ovlašćenje instruktora za obuku na sintetičkom uređaju za obuku (STDI) mora da bude sprovedena u skladu sa zahtevima Aneksa I Deo ATCO Poddeo D, Odeljak 5. Priloga 1. Pravilnika;
3. On-the-job training instructor (OJTI) endorsement training shall be provided in accordance with the requirements of Annex I Part ATCO Subpart D, Section 5 of the Appendix 1 of the Regulation;
4. Practical instructor (STDI) endorsement training shall be provided in accordance with the requirements of Annex I Part ATCO Subpart D, Section 5 of the Appendix 1 of the Regulation;
5. Assessor endorsement training shall be provided in accordance with the requirements of Annex I Part ATCO Subpart D, Section 5 of the Appendix 1 of the Regulation;
6. Training courses shall be compliant with the regulatory requirements of the Regulation which transposes the Regulation (EU) number 2015/340 and approved by the competent authority of another State in which the training is provided;
7. Air traffic controller training organization shall be approved by the competent authority of another State that issued a licence or a certificate of completion of a training course;
8. At least age of 21 for the issue of an air traffic controller licence;
9. At least operational level of the language proficiency in English;
10. Valid medical certificate issued in accordance with the requirements of Annex IV Part ATCO.MED Subpart B of the Appendix 1 of the Regulation;
11. Getting relevant documentation from the competent authority concerned for the purpose of verifying the authenticity of the licence or certificate of completion of a training course, as well as for verifying the compliance of the training courses and air traffic controller training organisations with the requirements set out in the Regulation;
12. Getting information from the competent authority concerned on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency.

2. APPLICATION FOR THE RECOGNITION AND EXCHANGE OF LICENCES

2.1 Documentation to be submitted together with an application

In accordance with the provisions of Annex I ATCO.A.010 of the of the Appendix 1 of the Regulation, a (Student) ATCO licence holder who is to exercise the privileges of the licence in the Republic of Serbia which is not issued by the Directorate, shall submit to the Registration Office of the Directorate an application for the recognition and exchange of the licence for the licence issued by the Directorate on an application form CAD-ATCO-FORM-006 which can be found on the website of the Directorate.

Together with an application form for the recognition and exchange of the licence, a licence holder shall submit the following documentation:

1. Copy of the (Student) ATCO licence which is subject of an exchange;
2. Copy of the passport or other national ID;
3. Copy of the Medical Certificate;
4. Initial and current records from the medical file of an applicant;
5. Evidence of ANSP of the Republic of Serbia that he/she is going to receive unit training or any other training for new rating, rating endorsement or licence endorsement in an approved training organization in order to be permitted to exercise the privileges of the licence in the Republic of Serbia upon successful completion of the training;
6. Evidence of ANSP of the Republic of Serbia that there is (no) need for an advanced level of the language proficiency in English for the safety reasons or for the operational level of the language proficiency in Serbian;
7. Evidence of an advanced level of the language proficiency in English for the safety reasons or an evidence for the operational level of the language proficiency in Serbian, if applicable;
8. Evidence of paid Republic Administrative Tax and Tariff.

2.2 Processing an application and documentation

Documentation shall be submitted to the Registration Office of the Directorate and forwarded through the Director Assistant to the ATCO Licensing Section for processing.

While processing the documentation, the ATCO Licensing Section shall contact the competent authority of another State for the purpose of:

1. Checking the authenticity of the issued licence and the validity of ratings and endorsements therein,
2. Checking the requirements under which a licence is issued,
3. Checking whether a licence is (was) a subject of suspension or revocation for the safety reasons,
4. Getting information from the competent authority that issued a licence on all findings raised and follow-up actions taken as a result of oversight of persons exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency.

ATCO Licensing Section shall make analysis of an application and provided documentation for the recognition and exchange of the licence, contact the Aeromedical Section of the Directorate which shall make analysis of the transferred records from an applicant's medical file of the competent authority of another State.

If identified during the processing that a licence is authentic, that endorsements are valid and that the requirements under which it is issued are as strict as the requirements set out by the Law and the Regulation and that a licence and endorsements have not been subject to suspension or revocation for the safety reasons and that a medical certificate is valid, a copy of the documentation from the file established in the ATCO Licensing Section is forwarded to the Licensing Administration Department with the proposal to make a Decision for the licence recognition and exchange. A Decision made by the Licensing Administration Department is also initialled by the Chief of the ATCO Licensing Section and Director Assistant. The Director

of the Directorate enacts a Decision for the licence recognition and exchange, which shall be forwarded to an applicant through the Directorate's Registration Office.

If identified during the processing that the licence is not authentic or that the endorsements are not valid or that the requirements under which it is issued fail to meet the requirements set out by the Law and Regulation and that the licence and endorsements have been subject to suspension or revocation for the safety reasons, a copy of the documentation from the file established in the ATCO Licensing Section is forwarded to the Licensing Administration Department to make a negative Decision. A negative Decision is also initialled by the Chief of the ATCO Licensing Section and Director Assistant. The Director of the Directorate enacts a negative Decision which shall be forwarded to an applicant through the Directorate's Registration Office..

2.3. Applicant's procedure upon receipt of the Directorate's Decision on recognition and exchange of the licence

Upon receipt of the Directorate's Decision on recognition and exchange of the licence, an applicant shall personally receive a new licence in the Licensing Administration Department of the Directorate, which shall in accordance with ATCO.A.10(c) include ratings, rating endorsements and licence endorsements from the previous licence and all valid unit endorsements in the licence, including the date of their first issue and expiry.

Following the exchange of the licence, an applicant shall return the previously issued licence to the Licensing Administration Department. The Directorate shall return the old licence to the competent authority that issued it in accordance with ATCO.A.010(e).

Following the receipt of the new licence and successful completion of the unit training to be endorsed a unit endorsement in accordance with ATCO.B.020 (b) and (c), or any other training to get new ratings, rating endorsements, licence endorsements or unit endorsements to exercise the privileges of the licence in the Republic of Serbia, a licence holder shall, in accordance with ATCO.A.010(d) that is in accordance with ATCO.A.005, submit an application form DCV-PEL-OB-1(KL), together with his/her air traffic controller licence in order to get new ratings, rating endorsements, licence endorsements or unit endorsements.

Decision on getting a new rating, rating endorsement, licence endorsement or unit endorsement is made in the Licensing Administration Department. It is also initialled by the ATCO Licensing Section confirming the fulfillment of the requirements as well as by the Director Assisstant. The Decision is enacted by the director of the Directorate.

The applicant shall overtake the signed and stamped licence in the Licensing Administration Department.

3. APPLICATION FOR RECOGNITION OF TRAINING PROVIDE IN ANOTHER STATE

3.1 Documentation to be submitted together with an application

An applicant for the recognition of training, provided in another State (a certificate of completion of a training course) shall submit to the Registration Office of the Directorate an application form CAD-ATCO-FORM-006, which can be found on the web site of the Directorate.

Together with an application form for the recognition of training, an applicant shall submit the following documentation:

1. Copy of the (Student) ATCO licence, if applicable;
2. Copy of the passport or other national ID, if applicable;
3. Copy of the certificate/document of completion of a training course issued by the training organisation approved by the competent authority of another State leading to the grant of the ratings, endorsements and/or the student air traffic controller licence;
4. Evidence of paid Republic Administrative Tax and Tariff.

3.2 Processing an application and documentation

Documentation shall be forwarded from the Registration Office of the Directorate through the Director Assistant to the ATCO Licensing Section for processing.

While processing the documentation, the ATCO Licensing Section shall contact the competent authority of another State for the purpose of:

1. Checking the authenticity of the issued certificate on successful completion of a training course;
2. Checking the requirements under which the certificate of completion of a training course is issued;
3. Getting information from the competent authority concerned on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency.

If identified during the processing that the certificate on completion of a training course is authentic and that the requirements under which it is issued are as strict as the requirements set out by the Law and the Regulation, that the certificate of the training organization isn't (wasn't) subject to limitation or revocation, a Decision for training (issued certificate on completion of a training course) recognition is made in the ATCO Licensing Section. It is signed by the Chief of the Section and forwarded to the Director Assistant for signature. The Director of the Directorate enacts a Decision to recognize the certificate of completion of a training course, which is forwarded to an applicant through the Directorate's Registration Office. Also, a copy of the Decision shall be forwarded to the Licensing Administration Department.

If identified during the processing that the the certificate of completion of a training course is not authentic or that the requirements under which it is issued fail to meet the requirements set out by the Law and Regulation, that the certificate of the training organization has been (was) subject to limitation or revocation, a negative Decision is made in the ATCO Licensing Section. It is signed by the Chief of the Section and forwarded to the Director Assistant for signature. The Director enacts the negative Decision, which is forwarded to an applicant through the Directorate's Registration Office. Also, a copy of the Decision shall be forwarded to the Licensing Administration Department.

3.3 Applicant's procedure upon receipt of the Directorate's Decision on recognizing the training

Following the receipt of the Directorate's Decision on recognition of the certificate of completion of a training course, an applicant shall submit an application form DCV-PEL-OB-1(KL) to the Licensing Administration Department of the Directorate to be granted a rating, endorsement and/or the student air traffic controller licence, which can be found on the web site of the Directorate. The application shall be submitted to the Director Assistant and forwarded to the Licensing Administration Department for processing in accordance with 5.E. Procedure to issue, revalidate, renew (Student) ATCO licences, ratings and endorsements.

4. RECOGNITION OF CERTIFICATES OF AIR TRAFFIC CONTROLLER TRAINING ORGANISATIONS OF ANOTHER STATE

4.1 In the process of recognizing training provided in another State (certificates of completion of training courses), the ATCO Licensing Section shall contact the competent authority of another State for the purpose of verifying the authenticity of the certificates and requirements under which they are issued. Within the process, it shall request from the competent authority of another State to confirm that the certificate of an air traffic controller training organization in which the relevant training is provided is issued in accordance with the Regulation (EC) No 216/2008 and Regulation (EU) No 2015/340.

4.2 The Directorate shall recognize the training course and a certificate of the air traffic controllers' training organization of another State through processing an application for the recognition of training, contacting the competent authority of another State, getting the relevant documentation for the recognition of a training and making a Decision on recognizing the training.

5. EXCHANGE OF INFORMATION WITH OTHER COMPETENT AUTHORITIES OF ANOTHER STATES

5.1 For the recognition and exchange of licences and recognition of training, the Directorate shall participate in the exchange of all necessary information and assistance on the request of the competent authority of another State, including information exchange on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of the Republic of Serbia.

5.2 A request of the competent authority of another State for providing documentation relevant for the needs of recognition and exchange of licences and recognition of training shall be forwarded from the Directorate's Registration Office, depending on the nature of the information requested, through the Director Assistant to the ATCO Licensing Section or to the Licensing Administration Department for processing.

5.3 Depending on the information requested by another State, the ATCO Licensing Section or the Licensing Administration Department shall provide the requested information and evidences. Having in mind the nature of the information requested, Chief of the ATCO Section, when needed, contacts the Head of the Licensing Administration Department and vice versa.

5.4 An Act with the accompanying documentation, initialled by the Chief of the ATCO Section and/or by the Head of the Licensing Administration Department and by the Assistant Director,

is signed by the Director of the Directorate and forwarded to another State through the Directorate's Registration Office.