

Pursuant to Article 217, paragraph 5 and Article 239 of the Air Transport Law (RS Official Gazette No 73/10, 57/11, 93/12, 45/15, 66/15 - the other law, 83/18 and 9/20), the Director of the Civil Aviation Directorate of the Republic of Serbia hereby adopts

## **REGULATION**

### **on the conditions for issuing authorizations to instructors for the transport of dangerous goods and the requirements for issuing a certificate of professional competence to a person who performs activities in the transport of dangerous goods**

#### **Article 1**

##### **Subject Matter**

This Regulation specifies the requirements for issuing an authorization to an instructor for transport of dangerous goods by air, the form of that authorization, as well as the requirements for issuing the certificate of competence to a person performing transport of dangerous goods and the form of the certificate.

#### **Article 2**

##### **Instructor in transport of dangerous goods by air**

Professional training of persons performing tasks in the transport of dangerous goods by air shall be provided by an instructor in the transport of dangerous goods by air (hereinafter: instructor).

The training referred to in paragraph 1 of this Article shall be delivered by the instructor based on the instructor's authorization for transport of dangerous goods by air (hereinafter: authorization) issued by the Civil Aviation Directorate of the Republic of Serbia (hereinafter: Directorate).

#### **Article 3**

##### **Conditions for obtaining authorization**

To become authorized, the candidate to become an instructor shall meet the following requirements:

- 1) has the experience in working independently in the transportation of dangerous goods for at least two years in the period immediately preceding the submission of the application for obtaining the authorization;
- 2) completed the specialized training course for trainers ("*train the trainer*") or acquired the teaching methodology knowledge within the education system of the Republic of Serbia;
- 3) passed the examination for obtaining the authorization.

Specialized training for trainers referred to in paragraph 1, point 2 of this Article shall also mean appropriate training approved by the competent authority of a foreign state or training conducted by the International Civil Aviation Organization (ICAO).

#### **Article 4**

##### **Examination for obtaining the authorization**

The instructor examination shall include the test of the candidate's knowledge under the current edition of Document 9284 of the International Civil Aviation Organization - Technical Instructions for the Safe Transport of Dangerous Goods by Air (hereinafter: Technical Instructions), including appendices and attachments, and the test of knowledge of rights and obligations of instructors. The Directorate shall deliver the examination.

The candidate takes the exam on a computer or in writing, using objective-type tests with multiple choice answers, whereby the candidate is considered to have passed the exam if he answers at least 75% of the questions correctly.

#### **Article 5**

##### **Authorization**

The Directorate shall issue the authorization for an indefinite period to the candidate who meets the requirements referred to in Article 3 of this Regulation.

The authorization is made bilingually, in Serbian and English, on white paper, dimensions 210 x 297 *mm* (A4 format).

The authorization form is given in Annex 1, printed with this Regulation, forming an integral part thereof.

The Directorate shall maintain a list of instructors who are granted the authorization, and publish it on its website.

#### **Article 6**

##### **Instructors obligations before conducting training**

Before starting the training of employees in a legal entity that is a participant in the transportation of dangerous goods by air, the authorized instructor must be acquainted with:

- 1) participant's work procedures related to the transport of dangerous goods by air;
- 2) appropriate elements of the safety management system, if the participant has established such a system;
- 3) program of professional training for participants in the transport of dangerous goods by air and the procedures for the employee training.

If the instructor intends to provide training in the English language, he must possess the English language certificate of at least *ICAO* level 4, or level *B2* as defined in Common European Framework of Reference for Languages (*CEFRL*).

## **Article 7**

### **Instructor's stamp**

The authorized instructor shall have the stamp made.

The stamp shall be rectangular in shape measuring 15 x 40 *mm* with the following information in block letters:

- 1) first and last name of the instructor;
- 2) “*DGR Aviation Instructor*”;
- 3) authorization number (*RS.DGRI.XXX*).

## **Article 8**

### **Validity of authorization**

The authorization shall be valid provided that the instructor trains at least one person every two years or completes refresher training.

Refresher training to extend the validity of the authorization must contain all parts from the valid edition of the Technical Instructions.

If the instructor does not meet the requirements referred to in paragraph 1 of this Article, he shall return the authorization without delay.

## **Article 9**

### **Suspension of authorization**

The Directorate shall suspend the authorization if it establishes that the instructor failed to exercise the rights from the authorization under the law governing air transport.

The suspension shall last for a maximum of six months, starting from the day when the decision on the suspension was delivered to the instructor.

During the suspension, the instructor cannot perform any training or issue certificates of competence and shall return the authorization to the Directorate within 15 days, counting from the day when he received the decision on the suspension.

The decision on the suspension of the authorization shall also mean that the Directorate orders the instructor to eliminate the observed deficiencies.

The suspension shall cease to be valid upon the expiration of the period for which it was determined or by way of the decision on cancellation of the suspension if the instructor eliminates the observed deficiencies before the suspension expiry.

## **Article 10**

### **Revocation of authorization**

The Directorate shall revoke the authorization:

- 1) if the instructor fails to meet the requirements in Article 8 of this Regulation;
- 2) if it finds that the authorization was issued based on the falsified documentation or as a consequence of another unauthorized action;
- 3) if it finds that the instructor has misused the authorization;
- 4) if, by the expiration of the suspension, the holder of the authorization does not fulfill the obligations imposed by the decision on suspension.

## **Article 11**

### **Certificate of competence**

A person performing the activities in the transport of dangerous goods by air shall possess a valid certificate of competence (hereinafter: the certificate).

To obtain the certificate, a person must complete training for performing the tasks in the transport of dangerous goods by air and pass an exam according to the approved training program determined by his employer.

The training program referred to in paragraph 2 of this Article may ensure that the general part of the training of employees for performing activities in the transport of dangerous goods may be performed at an approved organization for providing such type of training. The specific part of the training of employees for performing activities in the transport of dangerous goods with that employer, that includes the employer`s work procedures and safety management system, shall be conducted by the engaged instructor.

The instructor conducts the exam under the requirements in the training program.

The instructor issues the certificate to the person who passes the exam and the certificate shall be valid for 24 months.

The training for performing the activities in the transport of dangerous goods for obtaining the subsequent certificate shall be conducted during the last three months of validity of the certificate. The period of validity of the subsequent certification shall be calculated from the date of expiration of the previous certificate.

The instructor must keep the documentation on the passed exams and copies of the certificates he issued for at least 36 months from the day when the exam was held and must make them available at the request of the candidate, the employer or the Directorate.

## **Article 12**

### **Records on issued certificates**

The instructor keeps records of the issued certificates, and makes them available to the Directorate on request.

The records referred to in paragraph 1 of this Article shall contain at least the following data:

- 1) first and last name of the instructor;
- 2) instructor authorization number;
- 3) the period to which the records refer (month and year in which the certificates on which the records are kept were issued);
- 4) data from issued certificates:
  - (1) first name, last name, and date of birth of the person performing activities in the transport of dangerous goods;
  - (2) the name of the employer of the person who performs activities in the transport of dangerous goods;
  - (3) the name of the training and the period in which the training was held;
  - (4) the certificate number, the validity period of the certificate, and the place and date of its issuance.

## **Article 13**

### **Content and format of the certificate**

The certificate contains:

- 1) first name, last name, and date of birth of the person engaged in the tasks in the transport of dangerous goods by air;
  - 2) name of the employer;
  - 3) name of training;
  - 4) the period in which the training was held;
  - 5) name, surname, and authorization number of the instructor who conducted the training;
  - 6) confirmation number;
  - 7) certificate validity period;
  - 8) place and date of issuance of the certificate;
  - 9) signature and stamp of the instructor who conducted the training.
- The authorization is made bilingually, in Serbian and English, on white paper, dimensions 210 x 297 *mm* (in A4).

The authorization form is given in Annex 1, which is printed with this Regulation and forms an integral part thereof.

**Article 14**  
**Transitional provisions**

Authorizations issued before the entry into force of this Ordinance shall be replaced by authorizations issued in accordance with the form set out in Annex 1 to this Regulation within six months of its adoption.

The Directorate shall replace the authorization form free of charge on the instructor`s request.

Certificates of persons performing activities in the transport of dangerous goods by air, issued before the entry into force of this Regulation, shall remain valid until the expiration of the period specified therein.

**Article 15**  
**Termination of regulations**

On the day this Regulation enters into force, the Regulation on the form and term of validity of the certificate on competence for the employees engaged in the tasks related to the transport of dangerous goods by air (Official Gazette of RS No 42/13) and the Regulation on competence requirements to be fulfilled by the candidate for an instructor in the transport of dangerous goods by air (Official Gazette of RS No 93/15).

**Article 16**  
**Entry into force**

This Regulation shall enter into force on the eighth day after its publication in the Official Gazette of the Republic of Serbia.

No. 5 / 1-01-0009 / 2021-0001  
In Belgrade, May 28, 2021  
Director

Mirjana Cizmarov



ДИРЕКТОРАТ ЦИВИЛНОГ ВАЗДУХОПЛОВСТВА РЕПУБЛИКЕ СРБИЈЕ  
CIVIL AVIATION DIRECTORATE OF THE REPUBLIC OF SERBIA

На основу члана 216. став 1. Закона о ваздушном саобраћају („Службени гласник РС”, бр. 73/10, 57/11, 93/12, 45/15, 66/15-др. закон, 83/18 и 9/20) и члана 5. Правилника о условима за издавање овлашћења инструктору за транспорт опасне робе и условима за издавање потврде о стручној оспособљености лицу које обавља послове у транспорту опасне робе, Директорат цивилног ваздухопловства Републике Србије издаје  
*Pursuant to Article 216, paragraph 1 of the Air Transport Law (Official Gazette of the RS No 73/10, 57/11, 93/12, 45/15, 66/15-the other law, 83/18 and 9/20) and Article 5 of the Regulation on conditions for issuing the authorization of instructor for the transport of dangerous goods by air and the requirements for issuing the certificate to the person engaged in the activities in the transport of dangerous goods by air, the Civil Aviation Directorate of the Republic of Serbia hereby issues*

**ОВЛАШЋЕЊЕ**  
**ИНСТРУКТОРА ЗА ТРАНСПОРТ ОПАСНЕ РОБЕ У ВАЗДУШНОМ САОБРАЋАЈУ**  
*AUTHORIZATION OF*  
*INSTRUCTOR FOR TRANSPORT OF DANGEROUS GOODS BY AIR*  
**Број / No.**  
**RS.DGRI.XXX**

Име и презиме / *First and last name*

ЈМБГ или број путне исправе / *Personal Identity Number or passport number*

за обуку лица која обављају послове у транспорту опасне робе у ваздушном саобраћају.  
*for the training of persons performing the tasks in the transport of dangerous goods by air.*

Да би могао да врши право утврђено овим овлашћењем, инструктор је дужан да се упозна са:  
*In order to exercise the rights defined in this Authorization, the instructor must be acquainted with:*

1. процедурама рада учесника које се односе на послове транспорта опасне робе ваздушним путем;

*the operating procedures of the participant relating to the transport of the dangerous goods by air;*

2. одговарајућим елементима система управљања безбедношћу (*Safety Management System - SMS*), ако је учесник успоставио такав систем;

*appropriate elements of the Safety Management System, if such system is in place;*

3. програмом стручног оспособљавања учесника за транспорт опасне робе и процедурама за обучавање запослених.

*training programme of the participant in the transport of dangerous goods and the employees training procedures.*

Ово овлашћење се издаје на неодређено време и важи све док не буде суспендовано или стављено ван снаге.  
*This Authorization is issued for an indefinite period and shall be valid until it is suspended or revoked.*

Приликом вршења права утврђеног овим овлашћењем, инструктор је дужан да при себи има важећу личну карту или путну исправу.

*While exercising the privileges defined in this Authorization, the instructor shall have at hand a valid ID or passport.*

Датум издавања: \_\_\_\_\_

*Date of issue:*

м.п. Директор  
*Stamp Director*

На основу члана 217. став 1. Закона о ваздушном саобраћају („Службени гласник РС”, бр. 73/10, 57/11, 93/12, 45/15, 66/15-др. закон, 83/18 и 9/20) и члана 11. Правилника о условима за издавање овлашћења инструктору за транспорт опасне робе и условима за издавање потврде о стручној оспособљености лицу које обавља послове у транспорту опасне робе,  
инструктор за транспорт опасне робе у ваздушном саобраћају \_\_\_\_\_

издаје

(име, презиме и број овлашћења инструктора)

*Pursuant to Article 217, paragraph 1 of the Air Transport Law (Official Gazette of the RS No 73/10, 57/11, 93/12, 45/15, 66/15-other law, 83/18 and 9/20) and Article 11 of the Regulation on conditions for issuing the authorization of instructor for the transport of dangerous goods by air and the requirements for issuing the certificate on competence of the persons performing duties in the transport of dangerous goods by Air, the instructor for transport of dangerous goods by air*

hereby issues

(First and last name of the Instructor, Instructor Authorization Number)

## ПОТВРДУ

О

### СТРУЧНОЈ ОСПОСОБЉЕНОСТИ ЛИЦА КОЈЕ ОБАВЉА ПОСЛОВЕ У ТРАНСПОРТУ ОПАСНЕ РОБЕ У ВАЗДУШНОМ САОБРАЋАЈУ

*Certificate*

*on*

*Competence of the Persons performing Duties in the Transport of Dangerous Goods by Air*

Потврђује се да / It is hereby certified that \_\_\_\_\_,

(име и презиме / First and last name)

рођен/ born on \_\_\_\_\_, има одговарајуће знање за обављање послова у транспорту  
(датум / Date)

опасне робе у /*possesses the appropriate knowledge required for performing duties relating to the transport of dangerous goods at*

\_\_\_\_\_,  
(назив послодавца / Employer Name)

стечено након успешно завршене обуке / accomplished upon the successfully passing the training  
\_\_\_\_\_, одржане / held on \_\_\_\_\_

\_\_\_\_\_.  
(назив обуке / Training Course Title) (датум / Date)

**Рок важења потврде / Valid until:**

**Место и датум издавања / Date and Place of Issuing:**

**Број потврде / Certificate No:**

**Потпис и печат инструктора/  
Instructor Signature and Stamp**



**Certificate validity period / *Valid until*: Place and date of issue / *Date and Place of issue*:**

**Certificate number / *Certificate No*: Signature and stamp of the instructor /  
*Instructor Signature and Stamp***