

**Unofficial consolidated version of the Regulation on Certificate of Competence of  
Aeronautical Meteorological Personnel and Training Organizations  
(Official Gazette of the Republic of Serbia No. 32/11, 24/13)**

On the basis of the Article 175(3), Article 179(3), Article 180(1) and Article 237(1) Item 3 of the Air Transport Law (“Official Gazette of the Republic of Serbia”, No 73/10),

The Management Board of the Civil Aviation Directorate of the Republic of Serbia prescribes the following

**REGULATION  
ON CERTIFICATE OF COMPETENCE OF AERONAUTICAL METEOROLOGICAL  
PERSONNEL AND TRAINING ORGANIZATIONS**

**I BASIC PROVISIONS**

**Article 1**

This Regulation sets out: the training of Aeronautical Meteorological Personnel, as one of the categories of the Air Navigation Service Provider technical personnel; requirements for the issuance, revalidation and renewal of the Certificate of Competence; requirements to be granted the adequate level of competence or rating; specification for the Certificate of Competence; duties and tasks to be performed by the Aeronautical Meteorological Personnel, as well as the requirements to be met by Training Organizations to be granted an Approval Certificate for providing Aeronautical Meteorological Personnel training.

The Aeronautical Meteorological Personnel, within the scope of this Regulation, comprises Aeronautical Meteorological Technicians (Aerodrome Meteorological Technicians, Area Meteorological Technicians and Aeronautical Meteorological Technicians – Instructors) and Aeronautical Forecasters (Aerodrome Forecasters, Area Forecasters and Aeronautical Forecasters – Instructors).

**Definitions**

**Article 2**

For the purpose of this Regulation, specific terms and abbreviations used have the following meaning:

- 1) *Certificate of Competence* is document which proves that its holder is entitled to perform duties and tasks in accordance with the level of competence or rating endorsed;
- 2) *Level of Competence* means a part of the Certificate of Competence which a Certificate holder shall be assigned to, and which defines duties and tasks to be performed thereon;
- 3) *Candidate* is a person subject to the training;
- 4) *Instructor Rating* means that its holder is competent to provide practical training, conduct practical examinations and competence assessments, and is forming a part of the Certificate of Competence ;

- 5) *Meteorological information* means meteorological report, analysis, forecasts, and any other statement relating to existing or expected meteorological conditions;
- 6) *Meteorological report* means a statement of observed meteorological conditions related to a specified time and location;
- 7) *Briefing* means an oral commentary on existing and/or expected meteorological conditions;
- 8) *VOLMET* is a meteorological information for aircraft in flight (via broadcast or *data link*);
- 9) *ATS* - Air Traffic Services;
- 10) *AIS* - Aeronautical Information Services;
- 11) *ICAO* - International Civil Aviation Organization;
- 12) *CNS* - Communication, Navigation and Surveillance;
- 13) *RHMZ Serbia* - Republic Hydrometeorological Service of Serbia;
- 14) *VFR (Visual Flight Rules)* means flying by the Rules established for flying in visual meteorological conditions.

## **II TYPES OF TRAINING**

### **Article 3**

Aeronautical Meteorological Personnel training is the entirety of training to gain knowledge and skills necessary for providing meteorological services for air navigation, and it encompasses:

- 1) Basic training – theoretical and practical training provided to be granted the Certificate of Competence of an Aeronautical Meteorological Technician with endorsed level of competence of an Aerodrome Meteorological Technician, or to be granted the Certificate of Competence of an Aeronautical Forecaster with endorsed level of competence of an Aerodrome Forecaster;
- 2) Specialized training - training provided to be granted a competence of an Area Meteorological Technician, or to be granted a level of competence of an Area Forecaster;
- 3) Rating training - training provided to be granted a Rating of an Aeronautical Meteorological Technician-Instructor, or a Rating of an Aeronautical Forecaster-Instructor.

## **III AERONAUTICAL METEOROLOGICAL TECHNICIAN TRAINING**

### **1. Basic Training**

#### **Aerodrome Meteorological Technician**

### **Article 4**

An Aerodrome Meteorological Technician shall maintain a continuous watch over meteorological conditions at an aerodrome, perform meteorological observations, issue meteorological reports, disseminate meteorological information to aerodrome local users, provide exchange of meteorological data, provide flight meteorological documentation and briefings concerning technical interpretation of the flight documentation.

A person with the secondary school education diploma and the title of the Meteorological Technician may apply for the Basic training for an Aerodrome Meteorological Technician.

The Basic training for an Aerodrome Meteorological Technician encompasses the theoretical and practical part of the training.

## **Article 5**

The theoretical part of the Basic training for an Aerodrome Meteorological Technician shall encompass the following subjects:

- 1) Aeronautical observing techniques;
- 2) Hazardous meteorological phenomena affecting the flight safety;
- 3) ICAO definitions and terms;
- 4) Meteorological services for international air navigation;
- 5) Reporting, coding and dissemination of weather information;
- 6) Air traffic services (ATS);
- 7) Aerodromes – Elementary knowledge;
- 8) Operation of aircraft - Elementary knowledge;
- 9) Meteorological aspects of flight planning;
- 10) Aeronautical telecommunications;
- 11) International Standards and Recommended Practices, and National Aeronautical Regulations;
- 12) English language (adequate knowledge level according to the training organization programme).

The practical part of the Basic training means on-the-job training in the operational unit under the supervision of the instructor, which develops adequate job competences:

- 1) in meteorological observations at aeronautical meteorological station;
- 2) in handling aeronautical meteorological information.

After completed Basic training for an Aerodrome Meteorological Technician, a candidate shall take the theoretical examinations in the subjects given in paragraph 1 hereof.

Upon successfully passed theoretical examinations, a candidate shall be allowed to take the practical examination.

## **2. Specialized Training**

### **Area Meteorological Technician**

#### **Article 6**

An Area Meteorological Technician shall collect and disseminate meteorological information to aerodrome local users, provide exchange of the information, supervise exchange of the information, record and supervise VOLMET broadcast, and support production of the aeronautical forecasts and warnings.

A holder of the Certificate of Competence with the level of competence of an Aerodrome Meteorological Technician may apply for the Specialized training to be granted the level of competence of an Area Meteorological Technician.

#### **Article 7**

The Specialized training to be granted the level of competence of an Area Meteorological Technician comprises only the practical, on-the-job training in the operational unit under the supervision of the instructor. The Specialized training implies development of appropriate competences in:

- 1) Acquisition of information for aircraft in flight (*VOLMET*) as well as of other meteorological information within his/her responsibility, and handling of this information;
- 2) Regularity and Quality Control of the meteorological reports within his/her responsibility.

After completed Specialized training for the Area Meteorological Technician, a candidate shall take the practical examination.

### **3. Rating Training**

#### **Aeronautical Meteorological Technician - Instructor**

##### **Article 8**

An Aeronautical Meteorological Technician – Instructor shall plan, organize and conduct:

- 1) Practical, on-the-job training in the operational unit;
- 2) Practical examinations;
- 3) Competence assessment.

An Aeronautical Meteorological Technician – Instructor shall hold an Certificate of Competence with granted equal or higher level of competence or rating than the candidate being trained, examined or assessed.

An Aerodrome Meteorological Technician and an Area Meteorological Technician can be granted an Aeronautical Meteorological Technician – Instructor Rating if they have at least three years of experience on adequate duties and tasks of an Aeronautical Meteorological Technician, and after they have successfully completed the Specialized training which comprises only the theoretical part.

The Specialized theoretical training to be granted the Rating of an Aeronautical Meteorological Technician – Instructor encompasses the following subjects:

- 1) Methodology of training, and
- 2) Psychology.

After completed Specialized training, a candidate shall take the theoretical examinations in subjects referred to in paragraph 4 hereof, as well as the practical examination which comprises the assessment of the training plan preparation and demonstration of a given topic in the role of the instructor.

## **IV AERONAUTICAL FORECASTER TRAINING**

### **1. Basic Training**

#### **Aerodrome Forecaster**

##### **Article 9**

An Aerodrome Forecaster shall maintain a continuous watch over meteorological conditions of the significance for flying at the aerodrome, prepare weather forecast for an aerodrome, forecast for take off, landing forecast, aerodrome warnings and advices within his/her responsibilities.

Holders of the University Degree in Meteorology with the title B.Sc. Meteorologist may apply for the Basic training for an Aerodrome Forecaster.

The Basic training for an Aerodrome Forecaster encompasses the theoretical and practical part of the training.

##### **Article 10**

The theoretical part of the Basic training for an Aerodrome Forecaster shall encompass the following subjects:

1. Hazardous meteorological phenomena affecting the flight safety;
2. ICAO definitions and terms;
3. Meteorological services for international air navigation;
4. Air traffic services (ATS);
5. Aerodromes - Elementary knowledge;
6. Operations of aircraft - Elementary knowledge;

7. Meteorological aspects of flight planning;
8. Aeronautical telecommunications;
9. Aeronautical Information Services (AIS)
10. International Standards and Recommended Practices, and National Aeronautical Regulations;
11. English language (adequate knowledge level according to the training organization programme).

The practical part of the Basic training means on-the-job training in the operational unit under the supervision of the instructor, which develops adequate job competences in:

- 1) Weather Analysis, and
- 2) Weather Forecasting.

After completed Basic training for an Aerodrome Forecaster, a candidate shall take the theoretical examinations in subjects given in paragraph 1 hereof.

Upon successfully passed theoretical examinations, a candidate shall be allowed to take the practical examination.

## **2. Specialized Training**

### **Area Forecaster**

#### **Article 11**

An Area Forecaster shall maintain a continuous watch over meteorological conditions that affect flying within Flight Information Regions, routes and flights he/she is responsible for, elaborates information received from aircrafts in all phases of flight, prepares adequate information and coordinates all tasks and duties for providing meteorological services to air navigation within his/her responsibilities.

A holder of the Certificate of Competence with an endorsed level of competence of an Aerodrome Forecaster may apply for the Specialized training to be granted a level of competence of an Area Forecaster.

#### **Article 12**

The Specialized training to be granted the level of competence of an Area Forecaster comprises only the practical, on-the-job training in the operational unit under the supervision of the Instructor. The Specialized training implies development of appropriate competences in:

- 1) Preparation of aeronautical forecasts and warnings using abbreviated plain language;
- 2) Preparation of forecasts within his/her responsibilities;
- 3) Preparation of aeronautical meteorological charts for flight documentation;
- 4) Preparation of data for alerts;
- 5) Analysis and elaboration of special warnings and reports from aircraft in flight;
- 6) Preparation of information for Search and Rescue Services;
- 7) Consultations for VFR flights;
- 8) Coordination with CNS services provider and RHMZ Serbia;
- 9) Content and Quality Control of information within his/her responsibility.

After completed Specialized training for the Area Forecaster, a candidate shall take the practical examination.

## **3. Rating Training**

### **Aeronautical Forecaster - Instructor**

#### **Article 13**

An Aeronautical Forecaster – Instructor shall plan, organize and conduct:

- 1) Practical, on-the-job training in the operational unit;
- 2) Practical examinations;
- 3) Competence assessments.

An Aeronautical Forecaster – Instructor shall hold an Certificate of Competence with granted equal or higher level of competence or rating than the candidate being trained, examined or assessed.

An Aerodrome Forecaster and an Area Forecaster can be granted an Aeronautical Forecaster – Instructor Rating if they have at least three years of experience on adequate duties and tasks of an Aeronautical Forecaster, and after they have successfully completed the Specialized training which comprises only the theoretical part.

The Specialized theoretical training to be granted the Rating of an Aeronautical Forecaster – Instructor encompasses the following subjects:

- 1) Methodology of training, and
- 2) Psychology.

After completed Specialized training, a candidate shall take the theoretical examinations in subjects referred to in paragraph 4 hereof, as well as the practical examination which encompasses an assessment of the training plan preparation and demonstration of a given topic in the role of the Instructor.

## **V EXAMINATIONS**

### **Theoretical Examinations**

#### **Article 14**

Theoretical knowledge examination tests shall be taken in writing for each subject upon completed training.

Theoretical examinations shall be conducted by teaching staff selected from the List of teaching staff approved by the Civil Aviation Directorate of the Republic of Serbia (hereinafter referred to as: Directorate).

A candidate shall be considered passing an examination if the candidate scoring is at least 80% of the total score.

Teaching staff shall enter the theoretical examination score for each subject into the candidates' examination list.

A candidate that fails any of the foreseen theoretical examinations shall be permitted to retake an examination once.

### **Practical Examinations**

#### **Article 15**

Upon completed on-the-job training to be granted an adequate level of competence or rating, a candidate shall submit a written application to the Training Organization for taking the practical examination, as well as an evidence on completed on-the-job training and passed theoretical examinations, where foreseen.

The Training Organization shall, within 15 days from the date of receiving an application, make a Decision on taking the practical examination and establishing an Examination Commission or a Decision on refusing an application when a candidate fails to meet the requirements set out for taking the practical examination.

### **Article 16**

A practical examination comprises an assessment of a candidate's competence to perform duties and tasks he is trained for.

The practical examination shall be conducted by an Examination Commission, composed of a Chairman and two members. All the Examination Commission members shall hold an Instructor Rating and shall be selected from the List of the Training Organization instructional staff, approved by the Directorate.

The Chairman of the Examination Commission shall not be the Instructor that provided the candidate's on-the-job training.

Upon conducted practical examination, the Chairman of the Examination Commission shall evaluate the candidate's results "passed" or "failed", and shall enter the results into the candidate's examination list and sign the list.

A candidate shall be allowed to take the practical examination maximum twice.

Specific requirements related to manner of taking theoretical and practical examinations, as well as the examination list format shall be defined by the Training Organization.

## **VI ISSUING A CERTIFICATE OF COMPETENCE AND ENDORSEMENT OF THE LEVEL OF COMPETENCE OR RATING**

### **Article 17**

Upon an application of a candidate that successfully completed the Basic training and passed all the examinations, the Training Organization shall issue the Certificate of Competence of an Aeronautical Meteorological Technician with endorsed competence of an Aerodrome Meteorological Technician, or the Certificate of Competence of an Aeronautical Forecaster with endorsed competence of an Aerodrome Forecaster.

### **Certificate Specification**

#### **Article 18**

The Certificate must specify:

- 1) Name of the Training Organization issuing the Certificate of Competence;
- 2) Title of the Certificate (Certificate of Competence of the Aeronautical Meteorological Technician or Certificate of Competence of Aeronautical Forecaster) and places to endorse:
  - Serial number of the Certificate of Competence;
  - Name of the Certificate holder in full;
  - Date and place of birth of the Certificate holder;
  - Residence address of the Certificate holder;
  - Nationality of the Certificate holder;
  - Date of issuing the Certificate;
  - Signature of an authorized person of the Training Organization;
  - Place for photo of the Certificate holder;
  - Place for signature of the Certificate holder;
  - Place to endorse the level of competence, or the rating;
  - Place to endorse the revalidation or renewal of the Certificate of Competence.

The Certificate of Competence shall be printed in two languages, in Serbian and English language.

## **Validity and Revalidation of the Certificate of Competence**

### **Article 19**

The Certificate of Competence of the Aeronautical Meteorological Personnel shall be valid for two years since the date the level of competence or the rating is endorsed.

The Certificate holder shall apply for revalidation of the Certificate of Competence 15 days prior to the expiry date at the latest.

The Certificate holder shall, together with an application, submit the evidence that he/she has at least 18 months on adequate duties and tasks while holding the valid Certificate.

Where the Certificate holder has less than 18 months on adequate duties and tasks while holding the valid Certificate, he/she shall submit, together with an application for revalidation, a report on conducted competence assessment by the Instructor.

## **Renewal of the Certificate of Competence**

### **Article 20**

Where less than 24 months passed since the Certificate expiry date, the Certificate holder shall submit an application for its renewal with an evidence that he has at least 18 months on duties and tasks while holding the valid Certificate, together with the report of the competence assessment by the Instructor.

### **Article 21**

Where more than 24 months passed since the Certificate expiry date, for its renewal the Certificate holder shall take the examinations set out for the Initial training.

The application forms for revalidation and renewal of the Certificate of Competence shall be prescribed by the Training Organization.

## **Competence Assessment**

### **Article 22**

The competence assessment implies the assessment of the practical knowledge and skills and competence requirements to perform the adequate duties and tasks.

The competence assessment for revalidation and renewal of the Certificate of Competence shall be conducted by the Instructor.

The Instructor shall make a report on the conducted competence assessment and forward it to the Training Organization.

## **VII TRAINING ORGANIZATIONS**

### **Article 23**

Training of the Aeronautical Meteorological Personnel shall be delivered by a Training Organization certified for providing such training.

The Training Organization shall develop training programmes in accordance with the requirements of this Regulation and International Standards and Recommended Practices, which must be approved by the Directorate.

Training programme for each subject shall include: training objectives and tasks, description of each lecture, level of required knowledge, teaching methods, teaching materials, and total number of classes per each subject.



## **Requirements to be granted an Approval Certificate to provide Aeronautical Meteorological Personnel Training**

### **Article 24**

An Approval Certificate to provide training to Aeronautical Meteorological Personnel may be granted to a legal person having its principal place of business in the Republic of Serbia and being registered with the relevant Authority for exercising such functions, and if having sufficient financial resources for providing training in accordance with the approved training programmes.

Apart from the abovementioned, the legal person shall have:

- 1) Available the necessary facilities, equipment, training material and literature appropriate for the type of training offered;
- 2) An efficient management structure in place;
- 3) Regulation on systematization and internal organization;
- 4) The Quality Management System Manual in place;
- 5) Sufficient teaching staff (theoretical and instructional) with adequate qualifications and experience to provide training;
- 6) Defined criteria, approved by the Directorate, for nominating theoretical and instructional staff;
- 7) Training programmes for each type of training approved by the Directorate;
- 8) Training syllabi harmonized with the approved training programmes.

## **Issuing an Approval Certificate to Provide Aeronautical Meteorological Personnel Training**

### **Article 25**

Upon an application of a legal person that meets the requirements referred to in Article 24 hereof, the Directorate shall issue an Approval Certificate to provide training of the Aeronautical Meteorological Personnel.

Approval Certificate to provide training of the Aeronautical Meteorological Personnel shall be issued with a validity period of 24 months.

The Aeronautical Meteorological Personnel Training Organization Approval Certificate (hereinafter referred to as Certificate) shall state: the name and the address of the Training Organization, type of training services for which the Certificate shall be issued, date of issuing and the validity period.

For each change of the conditions, the Training Organization must obtain an approval by the Directorate.

## **Responsibilities of the Training Organization**

### **Article 26**

The Training Organization shall keep:

- 1) Register of the candidates being trained including: candidates' personal data, type of training, training period, list of passed examinations, as well as data of the teaching staff (theoretical or instructional) providing training, level of competence and/or rating endorsed;
- 2) The candidates' personal files including: training application form, decision on the training to be provided, consultation records with the theoretical teaching staff; practical examination application form, decision on taking an examination or decision on refusing the candidate's examination application form, certificate on completed training, candidates' examination list, examination material, application to be granted the Certificate of Competence

or level of competence or rating endorsed, copy of the Certificate of Competence, application for revalidation/renewal of Certificate of Competence; report on competence assessment; evidence on period of time spent on adequate duties and tasks, and other documents if applicable;

3) Training logs.

## **VIII TRANSITIONAL AND FINAL PROVISIONS**

### **Article 27**

Training Organizations providing training to Aeronautical Meteorological Personnel shall be compliant with the provisions of this Regulation within 12 months from the date of the enforcement of this Regulation.

### **Article 28**

Upon fulfilling the requirements referred to in Article 27 hereof, the Training Organization shall replace the temporary Certificates of Competence issued in accordance with the provisions of the Regulation on qualifications, training, examinations, licenses, and rating of staff providing meteorological air navigation services (“Official Gazette of SFRY”, No 36/89 and No 50/90, and “Official Gazette of SRJ”, No 8/95) with adequate Certificates of Competence of an Aeronautical Meteorological Technician, or an Aeronautical Forecaster.

A holder of the temporary Certificate of Competence referred to in paragraph (1) hereof, shall be issued the Certificate of Competence with adequate level of competence or rating, corresponding to duties and tasks performed at the moment of its replacement.

### **Article 29**

The training started prior to the date of entering into force of this Regulation shall be completed in accordance with the Regulations being in force pending this Regulation enforcement.

### **Article 30**

On the date of enforcement of this Regulation, the Regulation on qualifications, training, examinations, licenses, and rating of staff providing meteorological air navigation services (“Official Gazette of SFRY”, No 36/89 and No 50/90, and “Official Gazette of SRJ”, No 8/95), cease to be valid.

### **Article 31**

This Regulation shall enter into force on the eight day following the day of its publication in the “Official Gazette of the Republic of Serbia”.

No 1/0-01-0003/2011-0007  
 (“Official Gazette of RS”, No. 32/11)  
Belgrade, 14 April 2011

Management Board

President  
Milutin Mrkonjic  
Minister of Infrastructure  
/Signed/