



Briefing for Non-Serbian Examiners

to FCL.1015(b)(4) and (c) of Annex I (Part-FCL) of Commission Regulation (EU) No 1178/2011, as amended. This document has been developed in accordance with ARA.FCL.210 of Annex VI (Part - ARA) to Commission Regulation (EU) No 1178/2011, as amended.

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1. REVISION TABLE AND ABBREVIATIONS

Issue No	Revision No.	Applicability date	Type of Amendment
01	00	10.05.2021	New issue
01	01	20.05.2022	Safety Order

ABBREVIATIONS

The following abbreviations apply to this document:

A	Aeroplane
H	Helicopter
AMC	Acceptable Means of Compliance
ATO	Approved training organisation
AoC	Assessment of Competence
ATPL	Airline transport pilot licence
BPL	Balloon pilot licence
CAD	Civil Aviation Directorate of the Republic of Serbia
IR	Instrument Rating
LAPL	Light Aircraft Pilot Licence
CPL	Commercial Pilot Licence
FSTD	Flight simulation training device
SPL	Sailplane Pilot Licence
LPC	Licence proficiency check
LST	Licence skill test

1. SECTION 1 GENERAL

1.1. Introduction

1.1.1. Purpose of the Briefing for Non – Serbian Examiners

This document has been developed in accordance with the provisions contained in ARA.FCL.210. In accordance with FCL.1015 (b) (4) and (c), this document contains the latest available information on the relevant Serbian national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees.

The Civil Aviation Directorate of the Republic of Serbia (CAD) maintains this document for information purposes, as established under ARA.FCL.210.

It is intended for use by Part-FCL examiners, certified by EASA Member States, conducting a skill tests, proficiency checks or assessment of competences with a Serbian licence holder or an applicant for the Serbian licence.

This document is not meant to be used by examiners certified by third country other than EASA Member States.

Section 2 of this document contains national administrative procedures and requirements applicable to the Republic of Serbia. These shall be reviewed and applied when conducting a skill test, proficiency check or assessment of competence.

1.1.2. Skill test or Proficiency check form declaration requirement

In accordance with FCL.1030(b)(3)(iv), if CAD has not issued the examiner's certificate than examiner shall sign a declaration that the he or she has reviewed and applied the national procedures and requirements. CAD skill test, proficiency check or assessment of competence form requires a declaration by the examiner that he/she has reviewed and applied the national procedures and requirements of the Republic of Serbia. The skill test, proficiency check or assessment of competence forms of a CAD used by examiners who have been certified by EASA MS competent authority contain the following declaration:

„I hereby declare that I, [name examiner], have reviewed and applied the relevant Serbian national procedures and requirements of the CAD contained in Briefing for Non – Serbian Examiners, Issue: _____, Revision: _____.”

Please ensure that you enter the relevant details and sign the declaration accordingly each time you conduct a skill test, proficiency check or assessment of competence.

1.1.3. Safety criteria in the territory of the Republic of Serbia

In accordance with ARA.FCL.210(c), CAD may require an examiner to observe certain safety criteria applicable to its territory when conducting a skill test or proficiency check on an aircraft. Section 2 of this document specifies whether such safety criteria will need to be observed and how to gain access to the relevant criteria.

1.2. Liability and accident insurance

CAD Republic of Serbia does not provide liability or accident insurance during the conduct of skill tests, proficiency checks or assessment of competence. It is therefore the responsibility of the examiner to ensure that he/she is adequately insured against incident, accident or liability issues.

Furthermore, the examiner is fully responsible for the safety during the skill test, proficiency check or assessment of competence, either in an flight simulation training device (FSTD) or when acting as pilot-in-command (PIC) in an aircraft. There are two principal types of risk against which an examiner should consider insuring himself/herself. First, the direct

involvement during flying tests might lead to an accident and a claim for damages for loss or injury ensuing as a result of the accident. Secondly, professional indemnity, for example a claim made against the examiner by an applicant for an inadequate examination, or breach of contract. Examiners are advised to seek professional advice concerning appropriate insurance covering their activities as certified examiners.

1.3. Personal data protection

The EU Directive 95/46/46 is not applicable in Serbia. But the Serbian law on the protection of personal data protects mainly the same range of personal data.

In general, skill test, proficiency check and assessment of competence forms and any other personal information may only be delivered to the to the:

- applicant,
- CAD Republic of Serbia
- and, if applicable, to the applicant's organization with his/her prior consent.

No information shall be passed to others.

1.4. National administrative procedures

Section 2 of this document contains the specific administrative procedures provided by the Civil Aviation Directorate of the Republic of Serbia. Please review the procedures and requirements carefully as non-compliance may lead to application processing delays and possibly render a completed skill test, proficiency check or assessment of competence invalid.

1.4.1. Notification before LST, LPC or AoC

A non – serbian examiner may not conduct skill test, proficiency check or assessment of competence with holder of or an applicant for a Serbian licence unless he/she has sent **notification (see Table 1.)** to CAD, via e-mail address: non-serbian.examiners@cad.gov.rs.

Examiner details	Candidate details	ST, LPC, AoC details
<ul style="list-style-type: none"> • Examiner's name (First and Last) • Examiner's certificate number and privileges • Country of examiner certification • Contact details: mobile phone number, e-mail address • Copy of ID or passport 	<ul style="list-style-type: none"> • Candidate full name name (First and Last) • Candidate licence number (if applicable) • Candidate date/place of birth 	<ul style="list-style-type: none"> • Type of event – Skill Test/ Proficiency Check/ Assessment of competence • Test Location • Class or type of aircraft • Date and time of test • FSTD Qualification Number/ Aircraft registration (if applicable)

Table 1. Notification before skill test, proficiency checks assessment of competence

The examiner has to attach a scanned copy of the examiner certificate, licence and medical certificate (if applicable).

Please ensure that you send good quality scanned pdf copies. For more details regarding notification procedures please see paragraphs 2.2.1 and 2.2.2

1.4.2. Information after a skill test, proficiency check or assessment of competence

After completion of a skill test, proficiency check or assessment of competence, the examiner report shall include:

- A skill test or proficiency check or assessment of competence form,
- A flight test schedule (if applicable),
- Copy of the statement of the approved training organization (ATO) which confirms the required training has been completed (if applicable),
- Copy of FSTD approval certificate (if applicable),
- Copy of the examiner's licence. (if applicable),
- Copy of the examiner's certificate,
- Copy of the examiner's medical certificate. (if applicable),
- Copy of the aircraft technical log (if applicable), and/or
- Copy of FSTD technical log (if applicable).

Note: Please ensure that you send good quality scanned pdf copies when sending the information via e-mail. For more details regarding reporting procedures please see paragraph 2.4

1.5. Monitoring of examiners

In accordance with ARA.FCL.205 the CAD has developed an oversight program to monitor the conduct and performance of examiners.

If, during monitoring of examiner activities, the CAD inspector finds evidence showing a non-compliance with the applicable requirements and/or national procedures by a person holding examiner certificate issued by the competent authority of any EASA Member State, CAD will inform competent authority.

Examiners are personally liable for their actions or omissions. Examiners are personally liable for their actions or omissions. Examiners are not employed by CAD. An examiner must not conduct a LST, LPC or AoC unless he/she complied full requirements of the Aircrew Regulation and/or Serbian national procedures.

If during conduct LST, LPC and AoC, CAD inspector finds evidence of non-compliance with regulations and/or Serbian national procedures, CAD will not accept LST, LPC and AoC and the examiner bears all responsibility for the possible consequences. The examiner will be informed of the reasons for not accepting the skill test, proficiency check or assessment of competence by a CAD inspector in writing, via e-mail.

Examiners who previously during conduct LST, LPC and AoC showed non-compliance with applicable requirements of the Aircrew Regulation and/or Serbian national procedures may not be anymore acceptable for the CAD. In these cases, examiners will be notified by the CAD inspector in writing, by e-mail.

2. SECTION 2 NATIONAL ADMINISTRATIVE PROCEDURES

2.1. Skill test, proficiency check and assessment of competence procedures

Type of examination	Licence skill test LAPL, BPL, SPL, PPL, CPL, ATPL, MPL, IR, class or type rating	Licence proficiency check Class or type ratings, IR	Assessment of competence for instructor certificates
Initial	- Designation procedures apply - License endorsement NOT permitted	N/A	- Designation procedures apply - License endorsement NOT permitted
Revalidation	N/A	- Notification procedures apply - Licence endorsement NOT permitted - NO designation procedure	
Renewal	N/A	- Notification procedures apply - Licence endorsement NOT permitted - NO designation procedure	

2.2. Designation and notification procedures

2.2.1. Designation and notification procedure for skill tests or assessments of competence

In accordance with the requirements in ARA.FCL.205(c), before any skill test or assessment of competence for initial issue of instructor certificate, is conducted, examiner shall be designated. In accordance with article FCL.1015(c) holders of an examiners certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority. Accordingly, before designation, examiner must review all information in this document which represent a briefing on the latest Serbian national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees, skill test, proficiency check or assessment of competence forms.

Upon finishing review of the procedures described in this document, examiner shall send notification to CAD via email: non-serbian.examiners@cad.gov.rs. Notification shall include the information which are described in Table 1. in paragraph 1.4.1 of this document. Also, the examiner has to attach a scanned copy of the examiner certificate, licence and medical certificate (if applicable)

Notification period is minimum 5 working days before the LST or AoC (change of examiner is allowed 2 days before the event, if foreign examiner designation is completed).

After reviewing submitted documentation and notification, CAD inspector will designate examiner for LST or AoC, in writing, via e-mail.

2.2.2. Notification procedure for proficiency checks and assessments of competence

In accordance with article FCL.1015(c) holders of an examiners certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority. Accordingly, before notification, examiner must review all information in this document which represent a briefing on the latest Serbian national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees, skill test, proficiency check or assessment of competence forms.

Upon finishing review of the procedures described in this document, examiner, before any proficiency check (revalidation or renewal) and assessment of competence (revalidation or renewal of instructor certificate) must send notification to CAD via email: non-serbian.examiners@cad.gov.rs. Notification shall include the information which are described in Table 1. in paragraph 1.4.1 of this document. Also, the examiner has to attach a scanned copy of the examiner certificate, licence and medical certificate (if applicable)

Formal notification period: minimum 3 days before the event (change of examiner is allowed 1 day before the event).

2.3. Skill test, proficiency check or assessment of competence forms

The forms can be obtained from internet pages of CAD of RS www.cad.gov.rs, via links:

- for aeroplanes: <http://cad.gov.rs/en/strana/19141/part-fcl>
- for helicopters: <http://cad.gov.rs/en/strana/19181/part-fcl>
- for balloons: <http://cad.gov.rs/en/strana/18981/balloon-pilots>
- for sailplanes: <http://cad.gov.rs/en/strana/18961/sailplane-pilots>

2.4. Report procedure

After completion of a skill test, proficiency check or assessment of competence, the examiner shall send report to CAD of RS via email: non-serbian.examiners@cad.gov.rs and ova@cad.gov.rs

Report shall include:

- information listed in [point 1.4.2](#) of this document., and
- additionally, copy of technical logbook of the aircraft or FSTD, as applicable, and the date of skill test, proficiency check or assessment of competence.

Note: The fulfilled original documentation shall be sent by the candidate.

2.5. Safety criteria

Refer to the [Guidance for Part - FCL Examiners](#)

2.6. Examiner support information

- Briefing for Non-Serbian examiner
- [Flight Examination Manual](#)
- [Guidance for Part - FCL Examiners](#);
- **Safety Orders**

2.7. Examination fees

The CAD of Serbia does not provide financial remuneration for expenses or services rendered. The examiner shall make arrangements with the training organisation or the candidate directly.

2.8. Contact information

Civil Aviation Directorate of the Republic of Serbia,
Skadarska 23,
11000 Belgrade
Republic of Serbia
Tel.: + 381 11 2924 7000
Fax: + 381 11 311 75 79
E-mail: non-serbian.examiners@cad.gov.rs
Website: <http://www.cad.gov.rs>