

You are a candidate interested in getting, issuing, extending a certificate on being qualified for your duties, or approval to perform jobs of importance for safe air traffic operations at airport?

According to Article 16. paragraph 1. of the Law on Administration ("Official Gazette B&H", No. 32/02 and 102/09), Article 14. and 15. of the Law on Aviation of Bosnia and Herzegovina ("Official Gazette B&H", No. 39/09) and RULE BOOK ON TRAINING, CERTIFICATES AND APPROVALS ISSUED TO SKILLED STAFF PERFORMING DUTIES OF IMPORTANCE FOR SAFETY OF AIR TRAFFIC AT AIRPORT, a candidateshould:

- ✈ have educational qualification stipulated by the Rule Book on training, certificates and approvals issued to skilled staff performing duties of importance for safety of air traffic operations at airport,
- ✈ occupy or has been planned to occupy a work post that requires a certificate on being qualified, approval or specialized course,
- ✈ present a medical record of being fit to work
- ✈ have his/her superior's request to be trained

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Security procedures of Training Center

In accordance with Article 20. paragraph 6. of the Law on Border Control («OfficialGazette B&H», No.: 53/09 and 54/10), andArticle 15. paragraph 2. Item a). Of the Law on Border Police («Official Gazette B&H», No.:50/04,27/07,59/09) and THE RULE BOOK ON APPEARANCE, CONTENT, CONDITIONS AND PROCEDURE OF ISSUING AND WITHDRAWING THE PERMITS FOR MOVEMENT AND STAY OF PERSONS AT THE INTERNATIONAL AIRPORTS

You are obliged:

- ✈ *to have appropriate permit*

A request for one-day permit for movement and stay at the international airport has to be filed twenty four (24) hours in advance to the BPU (Border Police Unit) office, by the operator, other legal or physical entity having its HQ at the international airport, that is obliged to varify the request. The procedure is as follows:

- ✈ when applying for one-day permit, the applicant is to leave his/her ID or passport to BPU and to pick it up at the moment of returning the permit.

Movement and stay of persons with one-day permits in security areas is possible only under escort of a holder of a permanent permit for movement and stay at the border crossing area at the international airport. Next step would be:

- ✈ **at entrance to Terminal A please contact the Training Center on phone numbers 033/289 235 or 033/289285 Završne napomene**

Final notes:

in case ofdisruption of discipline or cribbing during the exam, the employee of the Training Center (instructor, lecturer, examiner) may expel the candidate from the exam. Such candidate will be forbidden to take exam for the following 12 (twelve) months.

In case a candidate is not able to attend lectures or take an exam, he has to inform his/her superior who will then send a deferment application to the Training Center

if a candidate does not attend lectures being necessary to get a licence (approval or specialist course), he will not be allowed to take an exam

Taking exam in order to extend the existing licence (approval or specialsis course) is allowed even if not attending the lecture, unless otherwise expressly said in the schedule of exams

Making entry for an exam

- ✈ A candidate shall make entry for an exam at least 30 (thirty) days before a regular examination period.
- ✈ Together with the entry form a candidate has to present evidence on fulfilling the following conditions:
 - Educational background,
 - Level of training,
 - Practical experience on relevant jobs.
- ✈ A candidate has to make entry for an exam when he takes a makeup exam, too.

Evaluation of satisfying the requirements

- ✈ Upon receiving entry for an exam, Training Center is to evaluate if a candidate meets required conditions for taking the exam. If he does meet the conditions, the Center will schedule the exam in 30 days, but at least 15 days after receipt of the entry. The exam may be scheduled earlier if the candidate explicitly requests so.
- ✈ If the Center staff member finds out that a candidate does not meet conditions to take an exam, he will prepare a relevant decision and inform the candidate.