

Pursuant to Article 16 and Article 61(2) of the Law on Administration (Official Gazette of BIH 32/02 and 102/09) and Article 14(1) of the Aviation Law of Bosnia and Herzegovina (Official Gazette of BIH 39/09), the Director General of the Bosnia and Herzegovina Directorate of Civil Aviation has hereby adopted

**RULEBOOK
ON THE REQUIREMENTS FOR THE
CERTIFICATION OF AN AIR NAVIGATION
SERVICE PROVIDER**

Article 1

(Subject Matter and Exemption from Application)

- (1) This Rulebook lays down the requirements and procedure for the issuance, amendment, suspension or revocation of a certificate for the provision of air navigation services.
- (2) The requirements laid down in this Rulebook shall not apply to the air navigation services provided to aircraft operating as OAT (Operational Air Traffic).

Article 2

(Terms and Acronyms)

- (1) The terms used in this Rulebook shall have the following meanings:
 - a) Safety regulations: means the applicable regulations in BIH relating to the provision of air navigation services or the discharge of air traffic flow management or airspace management functions, as well as concerning the technical and operational competence and suitability to provide said services and discharge said functions, their safety management, as well as systems, their constituents and associated procedures;
 - b) Safety requirement: means a risk mitigation, defined from the risk mitigation strategy that allows for the achievement of a particular safety objective; safety requirements include organisational, operational, procedural, functional, performance and interoperability requirements or environmental environmental functions;
 - c) Bosnia and Herzegovina Directorate of Civil Aviation (hereinafter: BHDCA): the competent aviation authority of Bosnia and Herzegovina;
 - d) National Supervisory Authority: means the BHDCA;
 - e) ECAA Agreement (*Multilateral Agreement on the Establishment of a European Common Aviation Area*): the multilateral agreement between the European Community and its Member States, the Republic of Albania, Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Croatia, the former Yugoslav Republic of Macedonia, the Republic of Iceland, the Republic of Montenegro, the Kingdom of Norway, Romania, the Republic of Serbia and the United Nations Interim Administration Mission in Kosovo (pursuant to Security Council Resolution 1244 of 10 June 1999) on the establishment of a European Common Aviation Area;
 - f) ICAO checklists: Lists to verify compliance with the requirements of the standards laid down in ICAO Annexes;
 - g) Corrective action: an action to eliminate the cause of a detected non-conformity;
 - h) Non-conformity: means a deficiency in the characteristic, documentation or procedure against applicable regulations or standards;
 - i) Organisation Exposition: a document describing an organisation and operational activities of an air navigation service provider;
 - j) Organisation: means an air navigation service provider or an entity providing air traffic flow management or airspace management services;
 - k) Safety Policy: means a statement of the organisation's fundamental approach to achieve an acceptable level of safety;
 - l) Safety Monitoring: Systematic activities undertaken to detect changes affecting the provision of air navigation services, aimed at establishing a tolerable level of safety;
 - m) Risk Assessment: an evaluation in order to establish whether the achieved or perceived risk is tolerable;
 - n) Process: means a set of interrelated or interacting activities that transforms inputs into outputs;
 - o) Verification: means confirmation, by provision of objective evidence, that specified requirements have been fulfilled;
 - p) Verifier: a person who has the relevant professional qualification and work experience in the field that is the subject of verification, and who, above all, is familiar with and understands safety regulatory requirements and assessment techniques when conducting the required analyses, and who is familiar with auditing skills.
 - r) Risk: means the combination of the overall probability or frequency of occurrence of a harmful effect induced by a hazard and the severity of that effect;
 - s) Audit: includes any activity of the BHDCA when establishing and verifying compliance of the organisation that is the subject of the compliance check with the regulatory requirements, including audits and inspections;
 - t) Certification: means a procedure to determine an applicant's compliance with the applicable requirements contained in the Aviation Law of Bosnia and Herzegovina and the regulations enacted on the basis of this Law;
 - u) Certificate for the provision of air navigation services (hereinafter: Certificate): a document issued by the BHDCA as the result of a certification, which confirms that an air navigation service provider meets the requirements for providing one or several air navigation services;
 - v) Safety Management System - SMS: involves organisation, procedures and an accountability system to establish and maintain an acceptable level of safety within the operations of an air navigation service provider;
 - z) SMS Documentation: a set of documents, arising from the organisation's safety policy statements and aimed at achieving its safety objectives, based on which a safety management system (SMS) is developed and documented;
 - aa) Certification team: A team of verifiers composed with the goal to verify compliance with the requirements for the provision of air navigation services;
 - bb) "Spot check" principle: the principle where individual points are subjected to quick checks instead of the entire group;
 - cc) Services: means an air navigation service or a set of air navigation services;
 - dd) Air navigation services: a generic term meaning the provision of flight information services, air traffic control services, and navigation, communication, surveillance and meteorological services;

- ee) Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
- (2) The acronyms used in this Rulebook have the following meanings:
- a) AIS – Aeronautical information services;
 - b) ANSP - Air Navigation Service Provider;
 - c) APMF - Application Management Function;
 - d) ATS - Air Traffic Services;
 - e) BHDCA - Bosnia and Herzegovina Directorate of Civil Aviation;
 - f) CNS - Communication, Navigation or Surveillance services;
 - g) EASA - European Aviation Safety Agency;
 - h) EU - European Union;
 - i) GAT - General Air Traffic – All flights conducted in accordance with the rules and procedures of ICAO;
 - j) ICAO - International Civil Aviation Organisation;
 - k) MET - Meteorological Services;
 - l) NSA - National Supervisory Authority;
 - m) OAT - Operational Air Traffic – All flights which do not comply with the GAT rules and for which rules and procedures have been prescribed by the competent national authorities;
 - n) SMS - Safety Management System;
 - o) QMS - Quality Management System.

Article 3

(Certificate Issuance Requirements)

To obtain a certificate for the provision of air navigation services, the applicant shall fulfil the requirements laid down in the Rulebook establishing common and specific requirements for the provision of air navigation services (Official Gazette of BIH 101/5), in particular:

- a) the common and specific requirements under Article 4 of the Rulebook, and
- b) the requirements to obtain a certificate with derogation under Article 5 of the Rulebook.

Article 4

(Letter of Intent)

- (1) An applicant wishing to be certified shall submit to the BHDCA a letter of intent to submit an application for issuance of the certificate (hereinafter: letter of intent), at least 90 and not more than 120 days prior to the planned date of submission of the certification application.
- (2) The applicant shall specify in the letter of intent referred to in paragraph (1) of this Article the air navigation services for which he intends to submit a certification application,
- (3) After receipt of the letter of intent referred to in paragraph (1) of this Article, the BHDCA shall decide on acceptance of the letter of intent within 30 days of the day of receipt and shall inform the applicant accordingly.
- (4) If no further information is required, the BHDCA shall communicate to the submitter of the letter of intent a notice of acceptance of the letter of intent, containing:
 - a) information about the manner of conducting the certification process;
 - b) a list of the documents required to be submitted along with a certificate issuance application;

- c) the amount of the fee required to be paid.
- (5) Attached to the notice referred to in paragraph (3) of this Article, the BHDCA shall submit to the submitter of a letter of intent:
 - a) a certificate issuance application form, which has been provided in Appendix I of this Rulebook;
 - b) questionnaires for the verification of compliance with the common and specific requirements laid down in Appendices I, II, III, IV and V of the Rulebook establishing common and specific requirements for the provision of air navigation services;
 - c) ICAO checklists to verify compliance with the requirements of the standards laid down in Appendices II, III, IV and V of the Rulebook establishing common and specific requirements for the provision of air navigation services.
- (6) If additional information is required, the BHDCA shall communicate to the submitter of the letter of intent a request to submit the additional information, including a submission deadline.
- (7) If the submitter of the letter of intent fails to submit additional information within a specified period or does not meet the conditions for the commencement of the certification process, it shall be deemed that the letter of intent has not been submitted at all, about which a special conclusion shall be adopted by the BHDCA.

Article 5

(Application Management Function)

- (1) An Application Management Function (APMF) is a person tasked with communication with the submitter of a letter of intent during the process of certification and recognition of a foreign certificate.
- (2) The Application Management Function shall, in line with his powers, take action in the process and shall be responsible for the management of records resulting from the case.

Article 6

(Certification Application)

- (1) A certification process shall commence following submission of a certificate issuance application.
- (2) The applicant shall submit the application using the form contained in Appendix I of this Rulebook.
- (3) The applicant shall, along with the application, enclose the documents specified in Article 7 of this Rulebook, thus proving compliance with the common and specific requirements.

Article 7

(Documentation to be Enclosed with a Certificate Issuance Application)

An applicant shall enclose the following documents with a certificate issuance application:

- a) a list and scope of air navigation services that the applicant intends to provide;
- b) an Organisation Exposition, comprising:
 - 1) a statement by the Accountable Manager confirming the applicant's compliance with common and specific requirements, and urging the applicant to maintain continuous compliance with the common and specific requirements, and agreeing that the applicant submits, at BHDCA's request, any additional information required for the purpose of determining compliance;
 - 2) a safety policy document of the applicant;
 - 3) positions and personal names of the applicant's senior managers including their obligations and responsibilities, in particular:

- a description of safety management and a description of the responsibilities for the development and maintenance of the safety management system;
- the obligations, responsibilities and organisation established to ensure active participation of senior managers in safety management;
 - 4) an organisational chart and lines of responsibilities in the areas covered by common requirements;
 - 5) a general overview of human resources;
 - 6) a general overview of facilities, work premises, equipment and appliances;
 - 7) a description of the applicant's compliance with common requirements and how the applicant will remain compliant with common requirements;
- c) completed questionnaires for the verification of compliance with common and specific requirements;
- d) completed ICAO checklists for the verification of compliance with the requirements of the standards laid down in Appendices II, III, IV and V of the Rulebook establishing common and specific requirements for the provision of air navigation services.

Article 8

(Action following receipt of a Certificate Issuance Application)

- (1) The BHDCA shall, within a maximum of 10 working days after receipt of an application and documentation, confirm to the applicant that the application and documentation have been received or shall, in case of direct delivery, issue an acknowledgement of receipt.
- (2) Following receipt of the application, the BHDCA shall establish a Certification Team (hereinafter: the Team) and designate a Team Leader.
- (3) Members of the Team shall be authorised persons and inspectors in accordance with the Rulebook on Oversight in Civil Aviation.

Article 9

(Assessment of Eligibility of a Certificate Issuance Application)

- (1) Team leader shall, together with Team members, assess the eligibility of an application for issuance of a certificate for the provision of air navigation services in Bosnia and Herzegovina and shall submit a report on the assessment to the Application Management Function.
- (2) The eligibility assessment referred to in paragraph (1) of this Article shall mean a verification of:
 - a) whether the applicant meets the requirements for certification in Bosnia and Herzegovina in accordance with paragraphs (2) and (3) of Article 7 of Appendix I of the Rulebook on the provision of air navigation services in the Single European Sky.
 - b) whether the certificate issuance application is complete and correct and whether all the required documents have been submitted.
- (3) Following a completed eligibility assessment, the Application Management Function shall notify the applicant:
 - a) that the application has been accepted and that the certification process has been resumed,
 - b) that it is necessary for the applicant to supplement the application and documentation,
 - c) that the applicant has been rejected because he is not eligible for certification in Bosnia and Herzegovina.
- (4) In case of an assessment that the application is eligible, the Application Management Function shall, within 21 days following receipt of the application, notify the applicant that the application has been accepted and that the certification process has been resumed. The following items shall be enclosed with the notification:
 - a) a certification plan;
 - b) information about the Team Leader and Team Members;
 - c) instruction for the payment of the fee for checking compliance with the requirements for the provision of air navigation services. The fee for checking

compliance for the provision of air navigation services should be paid not later than 10 working days following receipt of the notification. The certification process shall not be resumed until the fee has been paid. The amount of the fee for checking compliance with the requirements for the provision of air navigation services has been defined in the Decision on the amounts of fees for the services provided within the scope of responsibility of the Bosnia and Herzegovina Directorate of Civil Aviation.

- (5) In case of an assessment that it is necessary for the applicant to supplement the application and documentation, the Application Management Function shall inform the applicant of the final date for the submission of an updated application and completed documentation.
- (6) If the applicant fails to act in accordance with the provision of paragraph (5) of this Article, the BHDCA shall deal with the application on the basis of available evidence.

Article 10

(Review of Documentation)

- (1) The Team shall assess the application by reviewing the documentation submitted by the applicant.
- (2) The documentation referred to in Article 7 of this Rulebook may be subjected to a further on-site audit.
- (3) With respect to the documentation, the Team:
 - a) shall seek proof that the applicable common and specific requirements have been implemented appropriately and that proof exists that processes and their implementing rules have been developed;
 - b) may request written clarification regarding any action, procedure, reference, process etc. and a response to such request shall be deemed an integral part of the documentation accompanying the certification application;
 - c) in the event that it identifies a non-conformity with common and specific requirements, the Team shall request that the applicant elaborate in writing such non-conformity. This will provide the applicant with an additional opportunity to rectify the non-conformity before the assessment is completed or to provide arguments that attest compliance with the common and specific requirements.
- (4) A review may not be limited to the documents specified by the applicant in his Organisation Exposition or in completed Compliance Checklists. The Team may request, via Application Management Function, that additional documents be presented by the applicant, and such documents shall be considered an integral part of the documentation accompanying the certification application.
- (5) If a review of the documentation indicates a possible non-conformity with common and specific requirements in certain parts of the applicant's organisation, such parts of the organisation may be subjected to a further on-site audit. Any other parts of the organisation may be subjected to an on-site audit as well, on the basis of the 'spot check' principle.
- (6) If a review of the documentation establishes that the applicant does not meet common and specific requirements, the Application Management Function shall adopt a decision to reject the application.

Article 11

(Initial Oversight Plan and Programme)

- (1) After establishing that the application and documentation are complete, the Application Management Function shall, on proposal by the Team, adopt an initial oversight plan and programme, which will additionally ascertain if the applicant meets the requirements for issuance of the certificate, and shall submit them to the applicant, not later than 60 days following receipt of complete documentation.
- (2) Prior to commencing initial oversight, the Application Management Function and the applicant shall coordinate the dates and dynamics of the initial oversight.

Article 12
(Initial Oversight)

- (1) Initial oversight includes at least one on-site audit of the applicant's organisation.
- (2) On-site audit areas shall be determined through:
 - a) the information obtained at the documentation review, defining the areas of the applicant's organisation and specific processes to be audited, in order to test the applicant's compliance with a selected set of common and specific requirements (spot checks);
 - b) the information obtained at the documentation review, in order to verify if the implementation of the applicant's arrangements is in line with the identified intentions (spot checks);
 - c) information obtained during the documentation review, indicating a possible non-conformity with common and specific requirements;
 - d) other areas of interest (areas that are the subject of on-site audits should not exclusively include the areas audited at the documentation review).
- (3) The selection of audit areas shall take into account the results of previous audits and inspections conducted by the BHDCA within a twenty-four-month period, identifying areas where sufficient level of confidence exists as regards management practices already implemented by the applicant's organisation.
- (4) Requirements to be audited shall be identified in each of the selected areas. The sampling of the requirements in each area should depend upon the processes being verified and the level of confidence obtained by the Team from the documentation review.
- (5) Initial oversight shall be conducted on the principles of auditing.

Article 13
(Facilitation of Initial Oversight)

- (1) The applicant shall make provision for the Team to conduct initial oversight in an unhindered way and to have free access to the facilities, equipment and appliances, as well as insight into any relevant information and requested documents, data, including tours and visits to the applicant's sites, and shall provide the Team with any technical assistance required.
- (2) Members of the Team shall be entitled to perform the following actions in the course of conducting initial oversight:
 - a) look into relevant records, data, procedures and any other materials relevant for the provision of air navigation services;
 - b) take copies or extracts of such records, data, procedures and other materials;
 - c) request oral explanation on the spot;
 - d) enter the relevant premises, properties or means of transport.

Article 14
(Assessment Report)

- (1) Following completion of an assessment (documentation review and initial oversight), the Application Management Function shall submit an assessment report, composed by the Team Leader on the basis of individual reports by Team Members, containing the following information:
 - a) general information regarding the initial oversight, composition of the Team, observers and experts engaged during the initial oversight, the objectives and scope of the oversight, and the oversight plan;
 - b) details relating to the identified non-conformities and their relevance;

- c) the applicant's responses to the non-conformities identified during spot checks;
- d) a request to submit a corrective action plan to rectify the identified non-conformities;
- e) conclusions of the assessment, relating to the overall certification process.
- (2) An assessment report shall be composed in two identical originals, one of which shall be submitted to the applicant within 15 days of the completion of the assessment.
- (3) Submission of an assessment report shall constitute completion of the initial oversight.
- (4) The Team Leader shall not proceed with any subsequent assessment steps if the initial oversight has shown that the certification process cannot be completed due to a lack of funds in the applicant's structure, due to applicant's insufficient efforts in ensuring compliance with the applicable common and specific requirements, or due to applicant's inability to ensure compliance with the applicable common and specific requirements. Instead, the case shall be handed over to the Application Management Function with the Team's proposal to reject the application.
- (5) If initial oversight shows that the certification process cannot be completed due to a lack of funds in the applicant's structure, due to applicant's insufficient efforts in ensuring compliance with the applicable common and specific requirements, or due to applicant's inability to ensure compliance with the applicable common and specific requirements, the Application Management Function shall adopt a decision to reject the application.

Article 15
(Corrective Action)

- (1) An applicant shall submit a corrective action plan within 30 days following the date of submission of an assessment report.
- (2) The corrective action plan shall include:
 - a) information about the applicant and the conducted initial oversight;
 - b) a root cause analysis for each non-conformity;
 - c) short-term activities aimed at immediate removal of non-conformities;
 - d) long-term activities aimed at prevention of future occurrence of similar non-conformities;
 - e) completion dates for the activities under points c) and d) of this Article;
 - f) relevant evidence.
- (3) The Team shall assess proposed corrective actions and accept them if they are sufficient to rectify the non-conformities, and the applicant shall carry out the corrective actions within accepted deadlines.
- (4) If a proposed corrective action plan is not acceptable, the Team shall, through Team Leader, notify the Application Management Function accordingly, specify the reasons, request revision of the corrective action plan and specify a deadline to submit the revised plan.
- (5) The Application Management Function shall adopt a decision to reject the application if the applicant:
 - a) fails to submit a corrective action plan within the deadline laid down in paragraph (1) of this Article; or
 - b) fails to implement the corrective actions within accepted deadlines.

Article 16
(Duration of Certification Process)

The BHDCA shall decide on a certificate issuance application within 180 days following the date of submission of the application.

Article 17
(Completion of the Process)

A certification process shall be completed through adoption of:

- a) conclusions rejecting the certification application;
- b) a decision on the issuance of the certificate; or
- c) a decision on the rejection of the certificate issuance application.

Article 18
(Notions of Certificate and Certificate Validity)

- (1) The BHDCA shall adopt a decision and issue a certificate to an applicant if the applicant, in the course of the certification process, proves that he fulfills the requirements for issuance of a certificate for the provision of air navigation services.
- (2) The certificate shall be valid for as long as the air navigation service provider remains compliant with the requirements specified in Article 3 of this Rulebook, its replacement, restriction, suspension or revocation.
- (3) Exceptionally, the certificate may be issued for a limited period of time if, for objective reasons, the BHDCA assesses that the level of confidence in the service provider's capability to ensure continuous compliance has been reduced.
- (4) The issued certificate shall be valid for 24 months provided that the BHDCA allows derogations in accordance with Article 5 of the Rulebook establishing common and specific requirements for the provision of air navigation services.
- (5) The issued certificate shall be valid for 12 months provided that the applicant is a newly-established organisation.
- (6) The air navigation services for which certificate issuance applications may be filed have been specified in Appendix II of this Rulebook.
- (7) The BHDCA may issue to the applicant, at his request, individual certificates for each service he wishes to provide or a single certificate for two or more services.
- (8) An applicant who meets the certificate issuance requirements shall pay a fee for issuance of a certificate for the provision of air navigation services. The amount of the fee for issuance of a certificate for the provision of air navigation services has been defined in the Decision on the amounts of fees for the services provided within the scope of responsibility of the Bosnia and Herzegovina Directorate of Civil Aviation.

Article 19
(Contents of the Certificate)

- (1) Pursuant to point 1 of Annex II of Appendix I of the Rulebook on the provision of air navigation services in the Single European Sky, the certificate shall include:
 - a) the name of the competent aviation authority issuing the certificate,
 - b) the name and address of the applicant,
 - c) the common requirements for the issuance and validity of the certificate,
 - d) the services for which the certificate is issued,
 - e) the date of issuance of the certificate,
 - f) the validity of the certificate, and
 - g) the applicant's statement of compliance with the common requirements.
- (2) If the BHDCA allows derogations in accordance with Article 5 of the Rulebook establishing common and specific requirements for the provision of air navigation services, the certificate shall be accompanied by an Appendix to the certificate which specifies the nature of the derogation, scope of derogation, legal basis for the derogation, and the BHDCA's obligation to monitor whether the applicant continuously fulfills the requirements under which the derogations have been allowed.
- (3) In accordance with point 2 of Annex II of Appendix I of the Rulebook on the provision of air navigation services in the Single European Sky, additional requirements shall be specified if they are established by the BHDCA at the applicant's request.

- (4) The certificate shall be issued on the certificate form provided in Appendix III of this Rulebook.

Article 20
(Recognition of Foreign Certificates)

- (1) The BHDCA shall recognise a certificate issued to a foreign organisation by the national aviation authority of an ECAA country.
- (2) The certificate recognition process under paragraph (1) of this Article shall be initiated through an official application by a foreign organisation. In addition to a certificate recognition application, the applicant shall submit a copy of the valid certificate together with a certificate appendix specifying a list of services for which the certificate was issued and any specific conditions, if they exist.
- (3) The BHDCA shall, within 10 days of receipt of an application and documentation, confirm in writing to the applicant that the application and documentation have been received, or shall, in case of direct delivery, issue an acknowledgement of receipt.
- (4) The Application Management Function shall, within 10 days of receipt of an application, send a query, either through an official letter or by e-mail, to the issuing national aviation authority, requesting confirmation that this national aviation authority had issued the certificate that was submitted by the applicant together with a certificate appendix, if any.
- (5) After receipt of a affirmative response from the national aviation authority, the Application Management Function shall, within 10 days of receipt of the response, inform the applicant: that the application and documentation are complete or that it is necessary to supplement the application or documentation, pay the levy and fee for foreign certificate recognition, with a note that the certificate recognition process will not be resumed until the fee has been paid.
- (6) After establishing that the application and documentation are complete and the fee has been paid, the Application Management Function shall, within 15 days, adopt a decision on the recognition of the foreign certificate for the provision of air navigation services, and shall communicate it to the applicant.
- (7) If the Application Management Function assesses that the applicant does not meet the certificate recognition requirements, he shall adopt a decision to reject the application and communicate it to the applicant.

Article 21
(Renewal of the Certificate)

- (1) A certificate holder shall file with the BHDCA an application to renew the certificate six months before expiration of the certificate's validity period.
- (2) The BHDCA may renew the certificate without performing additional audits provided that the certificate holder has proved during oversight carried out recently that he has remained in compliance with common and specific requirements.
- (3) Based on the results of the oversight carried out recently, the BHDCA may decide to perform an additional on-site audit.
- (4) In the case referred to in paragraph (3) of this Article, the Application Management Function shall develop a dedicated Certification plan for the purpose of renewing the certificate, describing the entire process.

Article 22
(Suspension or Revocation of the Certificate)

- (1) If the BHDCA, during oversight of a certificate holder, issues a 'Category 1' finding, or changes a 'Category 2' finding to a 'Category 1' finding, the BHDCA shall take urgent and appropriate measures in order to prohibit or restrict the applicant's activity or shall take measures to revoke, partially or fully restrict or suspend the certificate.
- (2) The BHDCA shall adopt a decision on the measures taken under paragraph (1) of this Rulebook, and shall communicate it to the certificate holder.
- (3) When deciding on the measures to be taken, the BHDCA shall consider the effectiveness and proportionality of the

measures and shall observe the obligation to seamlessly provide safe services to users.

- (4) The BHDCA shall inform EASA and the Ministry of Communication and Transport of Bosnia and Herzegovina of its decision to revoke or suspend a certificate, with an explanation of the reasons for it.

Article 23
(BHDCA Procedures and Instructions)

The BHDCA shall develop procedures and instructions by which it shall assess an applicant's compliance with the requirements of applicable laws and regulations.

Article 24
(Confidentiality of Information and Documentation)

- (1) Any documents submitted with a certificate issuance application or submitted subsequently for inspection, as well as information collected during oversight activities, shall be considered as business or professional secret, unless prescribed otherwise by national or international regulations.
- (2) The BHDCA shall protect the confidentiality of information and documents, in particular:

- a) confidential information about air navigation service providers, their professional relations or their cost components;
- b) safety- and security-related information, and any other information that may be detrimental to an air navigation service provider.

Article 25
(Repeal)

The entry into force of this Rulebook shall repeal the Rulebook on the Requirements, the Manner of Issuance and Validity of a Certificate for the Provision of Air Navigation Services in Bosnia and Herzegovina (Official Gazette of BiH 85/13, 84/14 and 37/15).

Article 26
(Entry into force)

This Rulebook shall enter into force on the eighth day following its publication in the Official Gazette of BiH.

Ref. number: 1-3-02-2-519-1/17

13 July 2017
Banja Luka

Director General
Dorde Ratkovic, sgd.

PRILOG I – OBRAZAC ZAHTJEVA ZA IZDAVANJE CERTIFIKATA

ZAHTEJEV ZA IZDAVANJE CERTIFIKATA ZA PRUŽANJE USLUGA U ZRAČNOJ PLOVIDBI / APPLICATION FOR THE CERTIFICATION OF AN AIR NAVIGATION SERVICE PROVIDER	
Direkcija za civilno zrakoplovstvo BiH Vojvode Pere Krece bb 78 000 Banja Luka Bosna i Hercegovina	Zahtjev za izdavanje sertifikata / Application for Certification <input type="checkbox"/> Zahtjev za promjenu / Application for change <input type="checkbox"/>
1. Registrirani naziv podnosioca zahtjeva / Registered Name of Applicant <input type="text"/>	
2. Skraćeni poslovni naziv / Trading name (if different) <input type="text"/>	
3. Adresa / Address <input type="text"/>	
4. Kontakt podaci / Contact Details	
Ime / Name	<input type="text"/>
Tel / Tel	<input type="text"/>
Faks / Fax	<input type="text"/>
E-mail / E-mail	<input type="text"/>
5. Vrsta usluge za koju se zahtijeva izdavanje sertifikata u skladu sa Dodatkom I Pravilnika o pružanju usluga zračne navigacije u Jedinostvenom evropskom nebu („Službeni glasnik BiH“, broj 45/10) / <i>Scope of Services for which Certification is Requested in Accordance with Annex I of Regulation on provision of air navigation services in the single European sky (Official Gazette of BH No. 45/10)</i>	
<input type="checkbox"/> ATS <input type="checkbox"/> CNS <input type="checkbox"/> AIS <input type="checkbox"/> MET	
6. Ime i prezime izvršnog direktora (ili ekvivalenta po odgovornosti) / <i>Name of the Chief Executive Officer (or equivalent position within the organization)</i> <input type="text"/>	
7. Potpis izvršnog direktora (ili ekvivalenta po odgovornosti) / <i>Signature of the Chief Executive Officer (or equivalent position within the organization)</i> <input type="text"/>	
8. Mjesto i datum / Place and Date <input type="text"/> <input type="text"/>	

**ZAHTEJEV ZA IZDAVANJE CERTIFIKATA ZA PRUŽANJE USLUGA U
ZRAČNOJ PLOVIDBI /**
*APPLICATION FOR THE CERTIFICATION OF AN AIR NAVIGATION
SERVICE PROVIDER*

9. Obrazloženje podnosioca zahtjeva / Organisation Exposition

- Zahtjev za inicijalnu certifikaciju / Application for Initial Certification**
*Tri kopije obrazloženja podnosioca zahtjeva dostavljaju se uz ovaj zahtjev /
Three copies of the organisation exposition are forwarded together with this application form*
- Zahtjev za promjenu / Application for Changes**
*Tri kopije promijenjenih stranica obrazloženja imatelja certifikata dostavljaju se uz ovaj zahtjev /
Three copies of the pages modified in the previous organisation exposition are forwarded together with this
application form*

10. Upitnici / Questionnaires

- Uz ovaj zahtjev dostavljaju se popunjeni upitnici koji su predviđeni procedurom
BHDCA za izdavanje certifikata /**
*Questionnaires defined in BHDCA certification procedures are forwarded together with
this application form*

11. Odstupanja / Derogations

Popuniti samo ako organizacija podnosi zahtjev za određena odstupanja u skladu sa članom 5. Pravilnika o utvrđivanju opštih i posebnih zahtjeva za pružanje usluga zračne plovodbe („Službeni glasnik BiH“, broj 101/15 i 21/17) i takva odstupanja su procijenjena kao prihvatljiva od strane BHDCA / *To be completed only if organization applies for specific derogations in accordance with Article 5. of Regulation on laying down common and specific requirements for the provision of air navigation services (Official Gazzete of BH No. 101/15 i 21/17) and such derogations have been determined as appropriate by the BHDCA*

- podnositelj zahtjeva je svjestan da mu u skladu sa pomenutim članom 5. certifikat ne dozvoljava pružanje prekograničnih usluga i da ne može ostvariti pravo uzajamnog priznavanja u okviru Jedinственog evropskog neba / the applicant is aware that under Article 5. mentioned above the certificate will not allow for the provision of cross-border services and that they will not benefit from the right to mutual recognition within the Single European Sky**
- podnositelj zahtjeva namjerava da pruža ATS usluge samo u odnosu na jednu ili više sljedećih kategorija: / the applicant intends to provide ATS services only with respect to one or more of the following categories:**
 - opšta avijacija / general aviation**
 - rad iz zraka / aerial work**
 - komercijalni zračni transport ograničen na zrakoplove sa maksimalnom masom na polijetanju manjom od 10 t ili sa manje od 20 putničkih sjedišta / commercial air transport limited to aircraft with less than 10 tonnes of maximum take off mass or less than 20 seats**

ZAHTEJEV ZA IZDAVANJE CERTIFIKATA ZA PRUŽANJE USLUGA U ZRAČNOJ PLOVIDBI /**APPLICATION FOR THE CERTIFICATION OF AN AIR NAVIGATION SERVICE PROVIDER**

- komercijalni zračni transport sa manje od 10.000 kretanja u godini, bez obzira na maksimalnu masu na polijetanju i broj putničkih sjedišta; "kretanja" se računaju kao zbir polijetanja i slijetanja i broje se kao prosjek za period od prethodne tri godine / *commercial air transport with less than 10.000 movements per year, regardless of the maximum take-off mass and the number of passenger seats; "movements" being counted as the sum of take-offs and landings and calculated as an average over the previous three years*
- podnositelj zahtjeva je pružatelj usluga u zračnoj plovidbi, koje nisu usluge kontrole zračnog prometa, i ima godišnji bruto promet od 1.000.000 € ili manje u odnosu na usluge koje pruža ili namjerava da pruža / *the applicant is air navigation service provider other than provider of air traffic services and has a gross annual turnover of 1.000.000 € or less in relation to the services it provides or intends to provide*
- podnositelj zahtjeva je dokumentirao relevantne dokaze svega navedenog u svom opisu organizacije / *the applicant has documented the relevant evidences of all above in its organisation exposition*

12. Detaljan opis obima usluga za koje se zahtijeva izdavanje certifikata ili promjena u certifikatu / Detailed description of the Scope of Services for which Certification/Change is/are Requested

- a) Koristiti onoliko strana koliko je potrebno da se popuni tabela u prilogu. / *Use as many attached pages as necessary to complete the table.*
- b) Naznačiti vrstu usluga, komponente i podkomponente usluga onako kako su one naznačene u tabeli koju ste dobili da opišete obim usluga za koje se zahtijeva/izdaje certifikat. / *Use the type of services, their parts and sub-parts as they appear in the table provided by the BHDCA to describe the scope of services for which certification can be requested/granted.*
- c) Popuniti samo polja koja su relevantna za zahtjev. / *Complete only boxes relevant to the application.*
- d) Polje "Dodatni uvjeti koje predlaže podnositelj zahtjeva" treba da sadrži sve one uvjete i ograničenja utvrđena od strane organizacije u vezi sa uslugama za koje se zahtijeva certifikat. Predloženi uvjeti trebaju biti jasno definirani i da potpadaju pod kategorije uvjeta koji mogu biti navedeni u certifikatu u skladu sa Aneksom II Dodatka I Pravilnika o pružanju usluga zračne navigacije u Jedinostvenom evropskom nebu („Službeni glasnik BiH“, broj 45/10). / *The 'Conditions proposed by the applicant' should include all those conditions and limitations identified by organisation in relation to the services for which certification is requested. The conditions proposed should be clearly formulated and fall under the categories of possible conditions to be attached to certificates in accordance with Annex II of Annex I of Regulation on provision of air navigation services in the single European sky (Official Gazette of BH No. 45/10).*
- e) Po potrebi, dodatni uvjeti mogu da se detaljnije opišu u posebnom dokumentu koji onda predstavlja sastavni dio priložene dokumentacije. / *Wherever necessary, the conditions can be described by means of references to documents attached to this application form or other relevant documentation.*

**PRILOG II – USLUGE U ZRAČNOJ PLOVIDBI ZA KOJE SE MOŽE ZAHTIJEVATI
IZDAVANJE SERTIFIKATA**

Usluge/ Services	Vrste usluga koje se pružaju/ Type of services to be provided	Komponenta usluge koja se pruža/ Part of the service to be provided	Podkomponenta usluge koja se pruža/ Sub-part of the service to be provided	
Usluge kontrole zračnog prometa (ATS)/ Air Traffic Services (ATS)	Kontrola zračnog prometa (ATC)/ Air Traffic Control (ATC)	Oblasna kontrola zračnog prometa / Area Control Service	N/A	
		Prilazna kontrola zračnog prometa / Approach Control Service	N/A	
		Aerodromska kontrola zračnog prometa / Aerodrome Control Service	N/A	
	Usluge informiranja zrakoplova u letu (FIS)/ Flight Information Service (FIS)	HF operativna usluga informiranja zrakoplova u letu (OFIS)/ HF Operational Flight Information Service (OFIS) Broadcasts	N/A	
		VHF operativna usluga informiranja zrakoplova u letu (OFIS)/ VHF Operational Flight Information Service (OFIS) Broadcasts	N/A	
		Automatsko emitiranje informacija o terminalu – glasovna poruka (Voice ATIS)/ Voice-Automatic Terminal Information Service (Voice-ATIS) Broadcasts	N/A	
		Automatsko emitiranje informacija o terminalu – digitalna poruka (D-ATIS)/ Data Link Automatic Terminal Information Service (D-ATIS)	N/A	
		Emitiranje VOLMET poruka i/ili VOLMET usluga/ VOLMET Broadcasts and/or D-VOLMET Service	N/A	
		Usluge uzbunjivanja/ Alerting Services	N/A	N/A
		Savjetodavne usluge (Napomena: ne odnosi se na ICAO Annex 11)/ Advisory Service (NOTE: not referred to in ICAO Annex 11)	N/A	N/A

Usluge/ Services	Vrste usluga koje se pružaju/ Type of services to be provided	Komponenta usluge koja se pruža/ Part of the service to be provided	Podkomponenta usluge koja se pruža/ Sub-part of the service to be provided
	Aerodromsko informiranja zrakoplova u letu (AFIS) (kombinacija FIS-a i AL na aerodromu bez ATS servisa)/ Aerodrome Flight Information Service (AFIS) (Combination of FIS and AL in an aerodrome with no ATC services)	N/A	N/A
Usluge komunikacije, navigacije ili nadzora (CNS)/ Communication, Navigation and Surveillance (CNS)	Komunikacije (C)/ Communication(C)	Zrakoplovne usluge mobilne komunikacije (komunikacija zemlja – zrak)/ Aeronautical Mobile Service (air-ground communication)(C)	Za informiranje zrakoplova u letu/ For Flight Information Services
			Za oblasnu kontrolu zračnog prometa/ For Area Control Services
			Za prilaznu kontrolu zračnog prometa/ For Approach Control Services
			Za aerodromsku kontrolu zračnog prometa/ For Aerodrome Control Services
		Zrakoplovne usluge fiksne komunikacije (komunikacija zemlja - zemlja)/ Aeronautical Fixed Service (ground – ground communications)	N/A
		Zrakoplovne usluge mobilne satelitske komunikacije (AMSS)/ Aeronautical Mobile Satellite Service (AMSS)	N/A
	Navigacija (N) (SES definicija: Navigacijske usluge označavaju usluge i sredstva kojima se zrakoplovima osiguravaju informacije o poziciji i vremenskom trenutku) (Napomena: Usluge mogu uključivati generiranje zrakoplovnog radio-navigacijskog signala u prostoru i naknadnu distribuciju i obradu signala kako bi se omogućilo njegovo	Prostiranje NDB signala u prostoru/ Provision of NDB signal-in-space	N/A
		Prostiranje VOR signala u prostoru/ Provision of VOR signal-in-space	N/A
		Prostiranje DME signala u prostoru/ Provision of DME signal-in-space	N/A
		Prostiranje ILS signala u prostoru/ Provision of ILS signal-in-space	CAT I
CAT II			
CAT III a			
CAT III b			
Prostiranje MLS signala u prostoru/ Provision of MLS signal-in-space	CAT I		
	CAT II		
	CAT III a		
		CAT III b	

Usluge/ Services	Vrste usluga koje se pružaju/ Type of services to be provided	Komponenta usluge koja se pruža/ Part of the service to be provided	Podkomponenta usluge koja se pruža/ Sub-part of the service to be provided
	<p>korištenje u zrakoplovu)/ Navigation (N) (SES definition: <i>Navigation services means those facilities and services that provide aircraft with positioning and timing information</i>) (NOTE: <i>the service should include the generation of aeronautical radio navigation signal in-space, and its subsequent distribution and processing up to the delivery for its use by aircraft</i>)</p>	<p>Prostiranje GNSS signala u prostoru/ Provision of GNSS signal-in-space</p>	<p>CAT III c</p> <p>GNNS osnovni sistem (GALILEO)/ GNNS Core System (GALILEO)</p> <p>Satelitski sistem sa poboljšanom preciznošću (SBAS)/ Satellite Based Augmentation System (SBAS)</p> <p>Zemaljski sistem sa poboljšanom preciznošću (GBAS)/ Ground Based Augmentation System (GBAS)</p>
	<p>Nadzor (S) (SES definicija: <i>Usluge nadzora znače one usluge i sredstva koja služe pozicioniranju zrakoplova radi omogućavanja sigurnog razdvajanja</i>) (Napomena: <i>Usluge mogu uključivati generiranje putem senzora podataka o poziciji zrakoplova i njihovoj naknadnoj obradi i distribuciji za korištenje u operacijama ATM</i>) Surveillance (S) (SES definition: <i>Surveillance services means those facilities and services used to determine the respective positions of aircraft to allow safe separation</i>) (NOTE: <i>the service should include the generation of surveillance data by means of sensors and its subsequent distribution and processing up to the delivery for use in ATM operations</i>)</p>	<p>Pružanje podataka primarnog nadzornog radara (PSR)/ Provision of data from Primary Surveillance Radar (PSR)</p> <p>Pružanje podataka sekundarnog nadzornog radara (SSR)/ Provision of data from Secondary Surveillance Radar (SSR)</p> <p>Pružanje podataka automatskog zavisnog sistema (ADS)/ Provision of data from Automatic Dependent Surveillance (ADS)</p> <p>Pružanje podataka sa radara koji kontrolira kretanje na zemlji (SMR)/ Provision of data from Surface Movement Radar (SMR)</p>	<p>N/A</p> <p>Mode A/C</p> <p>Mode S</p> <p>ADS-C</p> <p>ADS-B</p> <p>N/A</p>

Usluge/ Services	Vrste usluga koje se pružaju/ Type of services to be provided	Komponenta usluge koja se pruža/ Part of the service to be provided	Podkomponenta usluge koja se pruža/ Sub-part of the service to be provided
Usluge zrakoplovnih informiranja (AIS)/ Aeronautical Information Services (AIS)	AIS	Pružanje svih AIS usluga kako je opisano u ICAO Annex 15/ Provision of the whole AIS service as described in ICAO Annex 15.	N/A
Meteorološke usluge (MET)/ Meteorological Services (MET)	MET	Pružanje svih MET usluga kako je opisano u ICAO Annex 3 (Napomena: Kada METP osigurava dio MET usluga (npr. aerodromsko posmatranje i izvještavanje) ograničenja moraju biti navedena.)/ Provision of the whole MET service as described in ICAO Annex 3. <i>(Note: When the METP provides part of the MET service (e.g. aerodrome observing and reporting) the limitations have to be indicated.)</i>	N/A

PRILOG III – OBRAZAC CERTIFIKATA ZA PRUŽANJE USLUGA U ZRAČNOJ PLOVIDBI

DIREKCIJA ZA CIVILNO ZRAKOPLOVSTVO BOSNE I HERCEGOVINE
BOSNIA AND HERZEGOVINA DIRECTORATE OF CIVIL AVIATION

KAO DRŽAVNA NADZORNA VLAST BOSNE I HERCEGOVINE
AS NATIONAL SUPERVISORY AUTHORITY OF BOSNIA AND HERZEGOVINA

CERTIFIKAT
CERTIFICATE

Broj certifikata:
Number of the Certificate:

Na osnovu člana 16. stav (1) Zakona o zrakoplovstvu Bosne i Hercegovine ("Službeni glasnik BiH", broj 39/09), člana 7. Dodatka I Pravilnika o pružanju usluga zračne navigacije u Jedininstvenom evropskom nebu ("Službeni glasnik BiH", broj 45/10) i člana 4. stav (1) Pravilnika o utvrđivanju opštih i posebnih zahtjeva za pružanje usluga zračne plovibde („Službeni glasnik BiH“, broj 101/15 i 21/17) i pod uvjetima utvrđenim ovim certifikatom, Direkcija za civilno zrakoplovstvo Bosne i Hercegovine potvrđuje da:

Pursuant to Aviation Law of Bosnia and Herzegovina (Official Gazette of BH No. 39/09), Regulation on provision of air navigation services in the Single European Sky (Official Gazette of BH No. 45/10) and Regulation on laying down common and specific requirements for the provision of air navigation services (Official Gazette of BH No. 101/15 and 21/17) and subject to the conditions specified in this certificate, Bosnia and Herzegovina Directorate of Civil Aviation hereby certifies:

[Naziv podnosioca zahtjeva]

kao pružatelj usluga u zračnoj plovidbi ispunjava uvjete sadržane u opštim i posebnim zahtjevima koji se odnose na usluge navedene u Prilogu ovog certifikata i da je sposoban pružati te usluge.

as an air navigation service provider organisation compliant with the Common and Specific Requirements applicable to the services listed in the attached schedule and, therefore, capable of providing them.

Opšti uvjeti

General Conditions

1. Ovaj certifikat zahtijeva usklađenost sa postupcima i procedurama koji su navedeni u obrazloženju imatelja certifikata.
This certificate requires compliance with the procedures and other arrangements specified in the organisation exposition.
2. Ovaj certifikat važi dok imatelj certifikata pruža usluge u skladu sa važećim opštim i posebnim zahtjevima za pružanje usluga u zračnoj plovidbi, navedenim u tabeli u Prilogu ovog certifikata.
This certificate is valid whilst the organisation remains compliant with the applicable Common and Specific Requirements identified for their navigation services included in the certificate schedule.

[U slučaju da se certifikat izdaje na ograničen vremenski period, u tački 2. Opštih uvjeta obrasca certifikata se upisuje na koji vremenski period se izdaje]

Mjesto i datum izdavanja / Place and Date of Issue: _____, _____, 20__

Potpis / Signed: _____

[Za BHDCA / For BHDCA]

PRILOG CERTIFIKATU <i>CERTIFICATE SCHEDULE</i>				
Naziv organizacije: / <i>Organisation Name:</i>		<i>[Naziv podnosioca zahtjeva]</i>		
Veza (broj sertifikata): / <i>Reference (Certificate No.):</i>		<i>[Broj sertifikata izdatog od strane NSA]</i>		
Usluge / Services	Vrsta usluge koja se pruža / <i>Type of services to be provided</i>	Komponenta usluge koja se pruža / <i>Part of service to be provided</i>	Podkomponenta usluge koja se pruža / <i>Sub-part of service to be provided</i>	Dodatni uvjeti za pružanje usluga / <i>Conditions identified</i>
ATS				
CNS				
AIS				
MET				
Datum izdavanja / Date of Issue: _____, 20__				
Potpis / Signed: _____ <i>Za BHDCA / For BHDCA</i>				

Napomena: / Note:

- Ako se certifikat izdaje sa dopuštenim odstupanjima, onda tačka 2. u Opštim uvjetima obrasca sertifikata glasi: /**
If certificate is issued with derogations, then in point 2. in General Conditions of certificate stay as follows:
- Ovaj certifikat važi dok imatelj sertifikata pruža usluge u skladu sa dopuštenim odstupanjima od opštih zahtjeva za pružanje usluga i u skladu sa dodatnim uvjetima za pružanje usluga navedenim u tabeli u Prilogu ovog sertifikata /**
This certificate is valid whilst the organisation remains compliant with Common Requirements applicable to the organisation within the scope defined by the derogations identified in its certification schedule; and the specific conditions identified for the services included in the certificate schedule.