



CRNA GORA
AGENCIJA ZA CIVILNO VAZDUHOPLOVSTVO

Examiner Differences Document

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.

Version 01

Year 2016

Date: 30 November 2016

2 General

2.1 Introduction

2.1.1 Purpose of the Examiner Differences Document

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 national administrative procedures, requirements for protection of personal data, liability, and fees Montenegro. It is intended for use by examiners with a Part-FCL examiner certificate conducting a test, check or assessment of competence on a Part-FCL licence holder whose licence was issued by Montenegro Civil Aviation Agency.

This document is not meant to be used by examiners with examiner certificates or authorisations issued by third countries other than the EASA MSs.

This section should be carefully studied. Section 3 contains the national administrative procedures applicable to Montenegro. These should be reviewed and applied when conducting a skill test, proficiency check or assessment of competence on Montenegro licence holder. Furthermore, any additional specific requirements in addition to those specified in this section, i.e. liability, accident insurance, and personal data protection related information, should also be reviewed and taken into account by the examiner as appropriate.

2.1.2 Test or Check Form Declaration Requirement

In accordance with FCL.1030(b)(3)(iv), a skill test, proficiency check or assessment of competence form requires a declaration by the examiner that he/she has reviewed and applied the MS-specific administrative procedures in case the applicant's licencing authority is not the same as the one that issued the examiner's certificate.

The test/check forms of a MS used by examiners who have been certified by another competent authority should contain the following declaration;

'I hereby declare that I, [name examiner], have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority contained in version [insert document version, i.e. 01-2014] of the Examiner Differences Document. [enter date & signature]'

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

2.1.3 Safety criteria in the territory of an EASA Member State

In accordance with ARA.FCL.210(c), MSs may require an examiner to observe certain safety criteria applicable to their territory when conducting a skill test or proficiency check on an aircraft. Section 3 specifies whether such safety criteria will need to be observed and how to gain access to the relevant criteria. Section 4 also contains a list of all MSs with instructions on how to obtain the applicable safety criteria.

2.2 Liability and Accident Insurance

In general, the Montenegro Civil Aviation Agency does not provide liability or accident insurance during the conduct of tests or checks. 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 FSTD or when acting as 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.

An aircraft operator must have third-party liability insurance, as required by Regulation (EC) No 785/20042 on insurance requirements for air carriers and aircraft operators. Such insurance may cover an examiner for personal liability in case of accident; however, an examiner should always verify this carefully with the operator if he/she intends to rely on this insurance.

Note: This general statement on Liability and Accident Insurance has been agreed upon by the MSs and is based on the input received from the MSs. Any relevant differences to this general statement in a particular MS will be specified in section 3 of this document as applicable to the CA in the respective MS.

2.3 Personal Data Protection

EU Directive 95/46/EC3 is the reference text with regard to the protection of personal data.

The Directive aims to protect the rights and freedoms of persons with respect to the processing of personal data by laying down guidelines determining when this processing is lawful.

Guidelines:

- Personal data must be collected for specified, explicit and legitimate purposes.
- Personal data must be processed fairly and lawfully.
- Personal data must be accurate and, where necessary, kept up to date.
- Personal data may be processed only if the data subject has unambiguously given his/her consent.
- It is forbidden to process personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, etc.
- The data subject has the right to object, on legitimate grounds, to the processing of data relating to him/her.
- Personal data must not be transferred to other countries without adequate protection.
- Personal information must be protected against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access.

In general, skill test, proficiency check and assessment of competence forms and any other personal information may only be passed to the examiner's CA, the applicant's CA as required, to the applicant and, if applicable, to the applicant's organisation with his/her prior consent.

No information shall be passed to others.

Note: This general statement on Personal Data Protection has been agreed upon by the MSs and based on the input received from the MSs. Any relevant differences to this general statement in a particular MS will be specified in Section 3 of this document as applicable to the CA in the respective MS.

2.4 National Administrative Procedures

Section 3 contains the specific administrative procedures provided by Montenegro Civil Aviation Agency.

Please review the respective 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.

2.4.1 Information before a skill test

1. Examiner details:	2. Candidate details:	3. Skill Test details:
Examiner's (complete) name and initials Examiners certificate number Country of examiner certification Contact details; mobile phone number, Email address	Candidate's name and initials Candidate's licence number	Type of skill test Type of aircraft Specify Test in aircraft or FSTD Name of FSTD operator FSTD Approval certificate Aircraft registration Date and time Place

Note: Please ensure that you send good quality scanned pdf copies when sending the information via E-mail.

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

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

1. A Skill Test or Proficiency Check Report Form or Assessment of Competence Form,
2. A Flight Test Schedule (if applicable).
3. Copy of the statement of the ATO which confirms the required training has been completed (if applicable).
4. Copy of FSTD approval certificate (if applicable).
5. Copy of the examiner's licence. (if applicable).
6. Copy of the examiner's certificate.
7. Copy of the examiner's medical certificate. (if applicable).
8. Copy of endorsed licence (if entry on licence by examiner).

Note: Please ensure that you send good quality scanned pdf copies when sending the information via E-mail.

3 Montenegro National Procedures

MONTENEGRO

Montenegro Civil Aviation Agency (MCAA)

1.Liability				
General statement Section 2.2 of EASA Examiner Difference Document applies				
2.Accident Insurance				
General statement Section 2.2 of EASA Examiner Difference Document applies				
3.Data Protection				
General statement Section 2.3 of EASA Examiner Difference Document applies.				
4.National Administrative Procedures				
4.1 Testing and Checking Procedures				
The table below illustrates the applicable procedures				
Type of Examination	Licence Skill Test (LST) LAPL, PPL, CPL, ATPL, MPL, IR, Class/Type Rating, other Ratings	Licence Proficiency Check (LPC) IR, Class/Type Rating, other Ratings	Assessment of Competence (AoC) Instructor/Examiner Certificate	
Initial	<ul style="list-style-type: none"> ✓ Designation procedure apply ✓ Notification procedure apply ✓ Licence endorsement NOT permitted 	Not applicable	<ul style="list-style-type: none"> ✓ Designation procedure apply ✓ Notification procedure apply ✓ Licence endorsement NOT permitted ✓ Certificate endorsement NOT permitted 	
Revalidation	Not applicable	<ul style="list-style-type: none"> ✓ Designation procedure apply for Instructor/Examiner certificate ✓ Notification procedure apply ✓ Licence endorsement permitted when specifically authorised by MCAA ✓ Certificate endorsement NOT permitted. 		
Renewal	Not applicable	< 3 years and rating in licence	<ul style="list-style-type: none"> ✓ Notification procedure apply ✓ Licence endorsement permitted 	<ul style="list-style-type: none"> ✓ Designation procedure apply ✓ Notification procedure apply ✓ Licence endorsement permitted ✓ Certificate endorsement NOT permitted
		> 3 years and rating not in licence	<ul style="list-style-type: none"> ✓ Notification procedure apply ✓ Licence endorsement NOT permitted 	<ul style="list-style-type: none"> ✓ Designation procedure apply ✓ Notification procedure apply ✓ Licence endorsement NOT permitted ✓ Certificate endorsement NOT permitted

4.2 Examiner Notification procedure

MCAA ME does not differentiate between examiners holding a MCAA issued examiner certificate and an examiner holding an Examiner certificate issued by another EASA Member State. All examiners are subject to the same notification procedures.

All examiners **must be** familiar with this Examiner Differences Document and its updated version.

In general, the examiner **must** notify the MCAA **at least 2 working days prior to every check** (skill test, proficiency check, assessment of competence) by email: fcl@caa.me.

Notification of Skill Test or Proficiency check or Assessment of Competence **must be done** by filling the "Examination Notification Form" (see Appendix 1 of this Document). The subject title of the email shall contain: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name - NOTIFICATION".

In case of partial pass or failure, the examiner has to fill in a new request again 24 hours in advance. The subject title of the email shall contain: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name – RE-CHECK".

A change of examiner up to 4 hours before the check is allowed and has to be notified by the initially assigned examiner. A change of date has to be notified to CAA ME by email: fcl@caa.me. The subject title of the email shall contain: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name - CHANGES".

Note: Please ensure that you send good quality scan of Notification form when sending the Notification form via E-mail.

4.3 Examiner Designation Procedures

Examiner **can't perform the skill test or Assessment of Competence** unless he/she is designated to conduct the skill test by MCAA.

Examiner will be designated for skill test **by email response** from MCAA licensing office after receiving Notification form.

4.4 Examiner Licence Endorsement Procedure

All examiners authorised by MCAA or EASA Member State are allowed to endorse revalidated or renewed ratings in pilot licence, provided that the rating is printed into pilot licence. The authorisation required by ARA.FCL.200(c) before endorsing a pilot licence for revalidating or renewing is hereby given.

In all other cases MCAA shall issue a new licence with a valid ratings, after the correct forms are received from the examiner and the candidate.

The Examiner **is not allowed** to enter any new rating in the licence after a passed skill test.

The Examiner **is not allowed** to enter any instructor or examiner certificate in the licence after a passed Examiner assessment of competence.

4.5 Test, Check or AoC form

The forms can be obtained from MCAA web site www.caa.me/forms or it can be sent on examiner request on fcl@caa.me. The subject title of the email shall contain: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name – FORMS".

The examiner which MCAA is not the competent authority can use the examination forms issued by the competent authority that issued the examiner's certificate, provided that the forms are written in English.

Each individual test item that is checked (line) Examiner **must** mark with initials.

If a particular item / section is not applicable in the relevant test is necessary to enter **Not Applicable** - abbreviated **N/A**.

If item / section has not been checked is required to enter **Not Checked** - abbreviated **N/C** (in the case that offered a number of possible exercises).

4.6 Entry in the pilot's log book

Examiner makes entry in the pilot's logbook. Entries in the pilot's logbook are made in accordance with following instruction:

In the Remarks section - enter the type of test that is performed, such as PC / ST / AC, role of the examiner (TRE, FE ...), and signature and number (stamp if applicable) of Examiner Certificate.

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

After completion of a skill test, proficiency check or assessment of competence, Examiner completes all of relevant Flight test form.

The examiner report must include the following information:

1. An applicable application and report form
2. An applicable Content of a check form
3. Flight Test Schedule
4. Copy of endorsed licence (if entry on licence by examiner)
5. Copy of endorsed page of pilot log book
6. Copy of FSTD approval certificate (if applicable)

The original Examiner report **must** be given to the candidate, and the copy of examiner report **must** be sent to CAA ME by e-mail: fcl@caa.me not later than **2 working days after check is finished**. The subject title of the email shall contain: "Skill Test or Proficiency Check or AOC (as applicable) / examiner name / candidate name - RESULTS".

Note: Please ensure that you send good quality scanned pdf copies when sending the documents via E-mail.

4.8 Safety Criteria

The examiner is fully responsible for the safety during the test or check, in the simulator or when acting as PIC in an aircraft. When exercising examiner privileges on Montenegrin licenses, he/she is, as a pilot in command during the flight test, is the ultimately responsible for the compliance with the Montenegro Air Transport Law and for the safety of aircraft and Air Crew. The examiner must ensure that the aircraft used in the test has all the regulatory insurance.

In accordance with ARA.FCL.210(c), the safety criteria to be observed by the examiner can be found in the Flight Examiner manual as soon as published.

Note: References to access to the safety criteria to be observed in the territory of other MSs, if applicable, are contained in Section 4 of Examiner Differences Document publish by EASA.

4.9 Examination Fees

MCAA does not provide financial remuneration for expenses or services rendered. The Examiner shall arrange those with the candidate`s directly.

4.10 Examiner Support Information

MCAA accepted EASA documents NPA 2014-29(C)(1), NPA 2014-29(C)(2) and NPA 2014-29(C)(3), as a Flight Examiner Manual, which introduce the mandatory procedures for all examiners conduct skill test, proficiency check or assessment of competence of Montenegro pilot licence holders.

Flight Examiner Manual which can be found on CAA ME web site:

http://www.caa.me/index.php?strana=fiksna&id=3&meni_top=3,

or on EASA web site:

<https://www.easa.europa.eu/document-library/notices-of-proposed-amendment>

Note: Montenegro is not an EU Member State but is implemented EU Regulation 1178/2011 as its national Air Crew Regulation. All Parts of 1178/2011, it`s implementing rules, AMC and GM are applicable on Montenegro pilot licence.

4.11 Contact Information

Flight Safety Division

Licensing and Monitoring Section

Phone: +382 20 625 518

E-mail: fcl@caa.me

Civil Aviation Agency

Josip Broz Tito bb

81000 Podgorica

Montenegro

Phone:+38220 625 507

+382 20 625 506

Fax: +382 20 625 517

E-mail:acv@caa.me

Website: www.caa.me

Appendix I – Examination Notification Form				
Examiner details:			Candidate details:	
Examiner`s name			Candidate`s name	
Examiner Contact details (mobile phone number; email address)			Candidate`s contact details (mobile phone number; email address)	
Examiner`s competent authority			Candidate`s competent authority	
Examiner`s certificate number			Candidate`s licence number	
Check details:				
Type of check			Specify: test of A/c or FSTD	
Skill Test	Proficiency Check	Assessment of Competence	A/c	FSTD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of aircraft	A/c Registration	Name of FSTD operator (if applicable)		
Date of check	Time of check	Place of check		
I hereby declare that I have reviewed and applied the relevant national procedures and requirements of the applicant`s competent authority contained in Examiner Difference Document, version 01-2016.				
Date	Examiner Signature		Examiner initials	

Appendices:

- ✓ Copy of Examiner certificate, licence and medical certificate
- ✓ Copy of FSTD approval certificate (if applicable)

Note: Please ensure that you send good quality scanned pdf copies when sending the information via E-mail.