



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 1178/2011¹, 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.

FOA-DOC-003	
Revision:	3.0
Effective date:	31.10.2021
Status:	Final

¹ Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 311, 25.11.2011, p. 1).



Contents

1	ADMINISTRATION OF DOCUMENT	3
2	GENERAL.....	4
2.1	Introduction.....	4
2.1.1	Purpose of the Examiner Differences Document	4
2.1.2	Skill test or Proficiency Check Form Declaration Requirement	4
2.1.3	Safety criteria in the territory of Montenegro	4
2.2	Liability and Accident Insurance	5
2.3	Personal Data Protection	5
2.4	National Administrative Procedures	6
2.4.1	Information before a skill test	6
2.4.2	Information after a skill test, proficiency check or assessment of competence	6
3	MONTENEGRO NATIONAL PROCEDURES.....	7

1 Administration of Document

This document is maintained by Air Operations and Aviation Personnel Section, Aviation Safety Division.

This document is checked by Director of Safety Division and approved by Agency Director.

	Name	Date	Signature
Prepare by:	Dragan Rašin Air Operations and Aviation Personnel Section	13.10.2021	
Checked by:	Mileta Nikolić Director Aviation Safety Division		
Approved by:	Zoran Maksimović, Agency Director		

Revision Table

Revision/Changes	Date	Signature
1.0	30.11.2016	
2.0	05.10.2018	
3.0	31.10.2021	

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.210².

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, accident insurance and fees for Montenegro.

It is intended for use by examiners with a Part-FCL examiner certificate conducting a test, check or assessment of competence on a Montenegro Part-FCL licence holder.

This document is not meant to be used by examiners with examiner certificates or authorisations issued by third countries.

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 a Montenegro pilot 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 Skill test or Proficiency 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 Montenegro-specific administrative procedures and requirements.

The skill test, proficiency check or assessment of competence forms used by examiners 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 Montenegro

In accordance with ARA.FCL.210(c), ME CAA 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 of this document specifies whether such safety criteria will need to be observed and how to gain access to the relevant criteria. Section 4 of this document also contains a list of all instructions on how to obtain the applicable safety criteria.

² ARA.FCL.210 Information for examiners

(a) The competent authority shall notify the Agency of the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees applicable in its territory, which shall be used by examiners when conducting 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.

2.2 Liability and Accident Insurance

In general, ME CAA 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 a 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.

An aircraft operator must have third-party liability insurance, as required by Regulation (EC) No 785/2004³, or in case of Montenegro registered aircraft - *Zakon o obaveznom osiguranju u saobraćaju*⁴, 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 assurance has been agreed upon by ME CAA and is based on the input received from ME CAA. Any relevant differences to this general statement will be specified in section 3 of this document as applicable to the ME CAA.

2.3 Personal Data Protection

General Data Protection Regulation ('GDPR')⁵, or, in case that check is performed in Montenegro, *Zakon o zaštiti podataka o ličnosti*⁶.

As of 25 May 2018 the Regulation (EU) 2016/679, the European Union's ('EU') new General Data Protection Regulation ('GDPR') which regulates the processing by an individual, a company or an organisation of personal data relating to individuals in the EU, becomes applicable.

This means that the persons or legal entities using the Examiner Differences Document shall comply with the new GDPR.

The GDPR 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.

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 ME CAA and based on the input received from ME CAA. Any relevant differences to this general statement will be specified in Section 3 of this document as applicable to the ME CAA.

³ Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21 April 2004 on insurance requirements for air carriers and aircraft operators (OJ L 138, 30.4.2004, p. 1).

⁴ http://www.podaci.net/_gCGO/zakoni/Zakon_o_obaveznom_osiguranju_u_saobraćaju/u62-ki.html

⁵ https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en

⁶ <http://www.azlp.me/docs/zajednicka/zakoni/zakon-o-zastiti-podataka-o-licnosti.pdf>



2.4 National Administrative Procedures

Section 3 of this document contains the specific administrative procedures provided ME CAA.

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

For information before a skill test, please read Notification procedure in Section 3 of this document.

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

For information after a skill test, proficiency check or assessment of competence, please read Section 3 of this document.

<p>Please ensure that you send good quality scanned pdf copies when sending the information via e-mail.</p>
--

3 Montenegro National Procedures

Montenegro Civil Aviation Agency (ME CAA)

1.Liability
General statement Section 2.2 applies
2.Accident Insurance
General statement Section 2.2 applies
3.Data Protection
General statement Section 2.3 applies.
4.National Administrative Procedures
<p>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 changes, implementing rules, AMC and GM are applicable on Montenegro pilot licence.</p> <p>The Montenegro pilot licence can be checked by the Examiner certified by ME CAA or CA of the EU Member State. All examiners must be familiar with this Examiner Differences Document.</p> <p>All examiners are required to make a declaration via Notification form response that they have received latest available ME CAA procedures.</p> <p>A change of examiner up to 1 hours before the check is allowed and it has to be notify to ME CAA.</p> <p>Examiners conducting Tests in aircraft or appropriate FSTDs are responsible for ensuring their suitability including, but not limited, to the airworthiness of the aircraft or qualification of the FSTD and particularly the validity of insurance cover as appropriate.</p> <p>After completion of a skill test, proficiency check or assessment of competence, Examiner shall inform the candidate of the result of test and completes all of relevant Flight test forms. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until full pass has been obtained, detail any further training requirement and explain the applicant's right of appeal.</p> <p>Regardless of the notification of a specific Examiner to conduct a certain Test, the ME CAA may decide to send a qualified Inspector or nominate a different Examiner to conduct the Test for oversight, standardisation or safety reasons.</p> <p>All Tests notified to the MCAA may be subject to an announced or unannounced oversight by an ME CAA Inspector. All examiners are subject to the same oversight program and notification procedures.</p> <p>Any Test conducted outside the scope of an Examiner's privileges, will not be accepted by the ME CAA for the issue, revalidation or renewal of a licence, rating or certificate.</p> <p>Any Test conducted as non-compliance with respective requirements and national administrative procedures, may lead to application processing delays and possibly render a completed test invalid.</p> <p>This document is considered to be part of the standardisation and refresher training required by FCL.1015 & AMC1 FCL.1015 & AMC2 FCL.1015.</p>

4.1 Testing and Checking Procedures

The table below illustrates the applicable procedures

Type of Examination		Licence Skill Test			Licence Proficiency Check			Assessment of competence		
		LAPL, PPL, CPL, ATPL, MPL, IR, CR, TR SPL, BPL			IR, CR, TR			Instructor/Examiner Certificate		
Applicable Procedure:		Examiner Notification	Examiner Designation	Licence endorsement	Examiner Notification	Examiner Designation	Licence endorsement	Examiner Notification	Examiner Designation	Certificate endorsement
Initial		✓	✓	No	Not applicable			✓	✓	No
Revalidation		Not applicable			✓	No	✓	✓	✓	No
Renewal	< 3 years and rating in licence	Not applicable			✓	No	✓	✓	✓	No
	> 3 years and rating not in licence				✓	No	No	✓	✓	No

4.2 Examiner Notification procedure

For Skill test, Proficiency Check or Assessment of competence, the candidate has to apply to the Examiner, submitting with documents showing compliance with the respective requirements. The candidate shall use the appropriate skill test, proficiency check or Assessment of competence Application form, enclosed with documents proved that he/she complies with the requirements.

On the base of enclosed documents, the Examiner, in accordance with FCL.1030, shall verify that the applicant complies with all the qualification, training and experience requirements in Part-FCL for the issue of the licence, rating or certificate for which the skill test is taken, and fill and send to ME CAA a Notification Form (see attachment 1 of this document).

The Examiner Notification form should be sent in advance of the proposed Test Date at least:

Type of Test or Check		Minimum Notification Period (mandatory)
Licence Skill Test	LAPL, PPL, CPL, ATPL, MPL, IR, Class or Type Rating	at least 48 hours before check
Licence Proficiency Check	Class/Type Rating, IR	at least 24 hours before check
Assessment of Competence	Instructor Certificate Initial	at least 48 hours before check
	Instructor Certificate Revalidation/Renewal	at least 24 hours before check
	Examiner Certificate Initial	at least 48 hours before check
	Examiner Certificate Revalidation/Renewal	at least 48 hours before check



All Notification **MUST be submitted** by filling the "Examination Notification Form" (see Appendix 1 of this Document) and sent by email: fcl@caa.me. The subject title of notification email shall contain:

"ST (or PC or AoC, as applicable)/examiner name/candidate name - NOTIFICATION".

The Notification Form shall be enclosed by the Application form and other documents submitted by the candidate.

Note: An initial AoC for Examiner Certificate is to be conducted by a **ME CAA inspector**, unless specifically approved otherwise.

Change of the examiner for proficiency check can be allowed, if he/she send the information about changes at least 1 hour before the check. In case of changes, the examiner has to inform ME CAA about new date and time of check **at least 1 hour before check**.

4.3 Examiner Designation Procedures

After receiving the Examiner Notification Form, ME CAA Licensing office will check all received documents and assess the compliance of candidate and examiner for this Skill test.

If received documents are complete and candidate and examiner are comply with the requirements, the licensing officer will issue Examiner Designation Form and sent it to the examiner e-mail.

In case that the received documents are not complete, or the requirements are not fulfilled, the licensing officer will sent information by the email to the examiner, note that the check **will not be consider as legal**.

Examiner Designation shall be effected by instruction received by mail from ME CAA replaying to Examiner Notification of check.

The examiner **is not allowed** to start with Skill test **until he received ME CAA Designation Form** for it.

4.5 Examiner Licence Endorsement Procedure

All examiners authorised by ME CAA or EU 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, ME CAA 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 endorse **any new rating** in the licence after a passed skill test, or renewal of **rating not printed** into pilot licence.

The Examiner **is not allowed** to endorse **any instructor or examiner certificate** after a passed assessment of competence.

4.6 Test, Check or Assessment of Competence form

The Examiner shall check the candidate compliance in accordance with FCL.1030, or, for Sailplane in accordance with SFCL.445 FE(S), or, for Balloon in accordance with BFCL.445 FE(B) (for balloons).

The forms can be obtained from ME CAA web site www.caa.me/forms or it can be sent on examiner request on fcl@caa.me.

The examiner which ME CAA is not the competent authority, may 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).

After completion of check, the examiner report shall include information related to the check.

NOTE: For checks that normally shall be conducted on an FFS: if no FFS is available or accessible, the examiner shall contact fcl@caa.me to seek the necessary approval. The request should include the proof that no FFS is available or accessible.

4.7 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.

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

The examiner report must include the following information:

1. An applicable Examiner Report form signed by examiner;
2. Copy of endorsed candidate licence (if examiner endorsed the licence);
3. Copy of endorsed page of candidate pilot log book;
4. Copy of candidate's medical certificate;
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. Flight test schedule (if applicable).

The original Examiner report **must** be provided the candidate.

The examiner **must** submit the examiner report to MCAA by e-mail: fcl@caa.me without delay and **not later than 7 days after check is finished**.

The subject title of the email shall contain:

"ST (or PC or AoC, as applicable)/examiner name/candidate name - RESULTS".

4.9 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 which can be downloaded [here](#).

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, which can be downloaded [here](#).

**4.10 Examination Fees**

MA CAA does not provide financial remuneration for expenses or services provided by any examiner. The Examiner shall arrange those with the training organisation or the candidate directly.

4.11 Examiner Support Information

All questions and additional information can be requested by sending an email to fcl@caa.me with the subject: Examiner information".

MA CAA 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,

4.12 Contact Information

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

Safety Division

Air operation and Aviation

Personnel Section

Phone: +382 20 625 518

E-mail: fcl@caa.me




CRNA GORA

AGENCIJA ZA CIVILNO VAZDUHOPLOVSTVO

Examiner Differences Document

Appendix 1

		EXAMINER NOTIFICATION FORM FOR CONDUCT OF SKILL TEST, PROFICIENCY CHECK AND ASSESSMENT OF COMPETENCE PRIJAVA PLANIRANOG PRAKTIČNOG ISPITA, PROVJERE STRUČNOSTI I PROCJENE SPOSOBNOSTI		FOA-FRM-003 NOT	
Tax receipt paid / Administrativna taksa 832-3161018-57		€ N/A	CAA Archive stamp / Štampilj ACV To be filled by CAA / Popunjavs ACV		
Examiner details / Podaci o ispitivaču Name / Ime i prezime Certificate Number / Broj uvjerenja Competent Authority / Nadležna vazduhoplovna vlast Contact details / Kontakt podaci		Candidate details / Podaci o kandidatu Name / Ime i prezime Licence Number / Broj dozvole Competent Authority / Nadležna vazduhoplovna vlast Contact details / Kontakt podaci			
Check Details / Podaci o provjeri Type of Check / Vrsta provjere Skill Test / Praktični ispit Proficiency Check / Provjere stručnosti Assessment of Competence / Procjena sposobnosti Other details of check / Ostali podaci o provjeri		Specify check on / Navesti provjeru na vrsti na A/c Type of A/c A/c Registration FSTD FSTD No. FSTD Operator Place of check / Mjesto provjere Date of check / Datum provjere Time of check / Vrijeme provjere			
I hereby declare that I have received information from the applicant regarding his/her experience and instructions, and I have found that experience and instruction complies with the applicable requirements in Part-FCL. I hereby declare that I reviewed and applied the relevant national procedures and requirements of Montenegro Civil Aviation Agency, contained in Examiner Differences Document.		Ovim izjavljujem da sam primio informaciju od kandidata o njegovom/njenom iskustvu i obuci i da sam konstatovao da su iskustvo i obuka kandidata usklađeni sa zahtjevima Dijeła-FCL. Ovim izjavljujem da sam se upoznao i da ću se pridržavati primjenljivih procedura i zahtjeva sadržanih u dokumentu Examiner Differences Document-u Agencije za civilno vazduhoplovstvo.			
Date / Datum		Examiner Signature / Potpis ispitivača		Examiners initials / Inicijali ispitivača	
Enclosures (please tick the right field) Prilozi (označite odgovarajuća polja)		Application form for check signed by candidate / Prijava praktične provjere potpisana od strane kandidata ATO Recommendation for skill test (if applicable) / ATO preporuka za praktični ispit (ukoliko je primjenljivo) Copy of Examiner licence and certificate / Kopija dozvole i uvjerenja ispitivača Copy of FSTD approval certificate (if applicable) / Kopija uvjerenja FSTD (ukoliko je primjenljivo)			



Prior Approval Form

		EXAMINER DESIGNATION SKILL TEST INFORMACIJA O IMENOVANJU ISPITIVAČA PRAKTIČNI ISPIT		FOA-FRM-003 DES	
Tax receipt paid Administrativna taksa		€	CAA Archive stamp / Štampilj ACV To be filled by CAA / Popunjava ACV		
832-3161018-57		N/A			
In accordance with Article ARA.FCL.205(c) EU 1178/2011, Montenegro Civil Aviation Agency designate examiner U skladu sa članom ARA.FCL.205(c) Pravilnika o posadi vazduhoplova, Agencija imenuje ispitivača					
Designated Examiner Imenovani ispitivač			Examiner certificate No Broj sertifikata ispitivača		
For conducting: za sprovođenje:		Skill Test Praktičnog ispita	<input type="checkbox"/>	Instructor Assessment of competence Procjena sposobnosti instruktora	<input type="checkbox"/>
For obtain / Za sticanje		Examiner Assessment of competence Procjena sposobnosti ispitivača <input type="checkbox"/>			
LAPL(A)	<input type="checkbox"/>	LAPL(H)	<input type="checkbox"/>	PPL(As)	<input type="checkbox"/>
LAPL(A) to another class	<input type="checkbox"/>	LAPL(H) to another type	<input type="checkbox"/>	CPL(As)	<input type="checkbox"/>
PPL(A)	<input type="checkbox"/>	PPL(H)	<input type="checkbox"/>	SPL	<input type="checkbox"/>
CPL(A)	<input type="checkbox"/>	CPL(H)	<input type="checkbox"/>		BPL
MP1	<input type="checkbox"/>	ATPL(H)	<input type="checkbox"/>		BPL (gas)
ATPL(A)	<input type="checkbox"/>				BPL to another class
SPA Class Rating	<input type="checkbox"/>	SPH/SE Type Rating	<input type="checkbox"/>	Instrumental Rating Ovlašćenje za instr. let	
SPA Type Rating	<input type="checkbox"/>	SPH/ME Type Rating	<input type="checkbox"/>	IR(A)	IR(H)
HP Complex SPA Type Rating	<input type="checkbox"/>	MPH Type Rating	<input type="checkbox"/>	MP	MP
MPA Type Rating	<input type="checkbox"/>			SP/ME	SP/ME
Class / Type rating aircraft CR / TR vazduhoplov			SP/SE	SP/SE	SP/SE
			Additional Ratings Ostala ovlaštenja		
			Aerobatic Rating <input type="checkbox"/>		
			Mountain Rating <input type="checkbox"/>		
			Towing rating <input type="checkbox"/>		
			Night rating <input type="checkbox"/>		
			EIR <input type="checkbox"/>		
			Sailplane Cloud Flying Rating <input type="checkbox"/>		
(A)	<input type="checkbox"/>	FI	<input type="checkbox"/>	STI	<input type="checkbox"/>
(H)	<input type="checkbox"/>	TRI	<input type="checkbox"/>	MCCI	<input type="checkbox"/>
(As)	<input type="checkbox"/>	CRI	<input type="checkbox"/>	MI	<input type="checkbox"/>
(S)	<input type="checkbox"/>	IRI	<input type="checkbox"/>	FTI	<input type="checkbox"/>
(B)	<input type="checkbox"/>	SFI	<input type="checkbox"/>		
Candidate name Ime kandidata			Licence No Broj dozvole		
Examiner has to conduct the examination in accordance with Examiner Differences Document. Ispitivač je obavezan da sprovede ispit u skladu sa dokumentom Examiner Differences Document.					
Date Datum	Name and Family Name of Licensing officer Ime i prezime CAA nadzornika			Signature of CAA Licensing officer Potpis CAA nadzornika	