

**1553.**

In accordance with Article 121(2) of the Aviation Act ("Official Gazette of the Republic of North Macedonia" No. 14/24, 224/24 and 3/25), the Director General of the Civil Aviation Agency enacted

**REGULATION**  
**ON THE FORM, CONTENT AND MANNER OF RECORDS KEEPING**  
**IN THE AVIATION PERSONNEL REGISTRY**

Article 1

This Regulation prescribes the form, content as well as the manner of keeping aviation personnel registry (hereinafter: personnel registry).

Article 2

The personnel register shall include aviation personnel for whom the Civil Aviation Agency (hereinafter referred to as: the Agency) has issued a certificate (license, authorization/rating, attestation or other document).

Article 3

The personnel register consists of a main record book, auxiliary record books for each type of personnel separately (hereinafter: auxiliary record books) and personal files.

Article 4

- (1) The main record book and the auxiliary record books shall consist of one or more books that are certified and marked with serial numbers.
- (2) Each of the books referred to in paragraph (1) of this Article shall contain sheets marked with serial numbers.
- (3) Each person who is a member of the aviation personnel shall be recorded on a separate sheet in the main record book and the auxiliary record books.
- (4) The form and content of the main record book is given in Annex 1, which is an integral part of these Regulations.

- (5) The form and content of the auxiliary record books are given in Annex 2, which is an integral part of these Regulations.

#### Article 5

- (1) Entry of a person, who is part of the aviation personnel, in the main book and auxiliary books of records shall be made in accordance to the decision for issuance of a certificate enacted by the Agency's Director General or by a person authorized by the Director General.
- (2) The following data shall be entered in the main book of records:
- file number;
  - surname (fathers name) and given name, date and place of birth, citizenship and address;
  - date of certificate issuance;
  - type and number of the certificate;
  - authorizations and ratings entered in the certificate;
  - date of obtaining/extension/renewal or modification of authorizations and ratings and
  - remarks.
- (3) The following data shall be entered in the auxiliary book of records:
- certificate number and file number from the main record book;
  - surname (fathers name) and given name, date and place of birth and address;
  - date of issue of the certificate;
  - type of the certificate;
  - authorizations and/or ratings entered in the certificate;
  - date of obtaining/extension/renewal or modification of authorizations and/or ratings and
  - special remarks.

#### Article 6

- (1) For each person entered in the main book and in the auxiliary books of records, the Agency shall keep a personal file containing a record sheet and documents for the person.
- (2) The record sheet referred to in paragraph (1) of this Article shall be marked with the serial number of the main book of records and shall contain the following data:
- file number;
  - photograph;

- personal data;
  - data on the certificate (type, number and date of issue, authority of first issue of the certificate, authorizations and ratings entered in the certificate, date of their obtaining, date of /extension/renewal or modification of the certificate);
  - English language proficiency according to the ICAO scale;
  - accidents - injuries;
  - penalties;
  - restrictions and
  - remarks.
- (3) The form and content of the record sheet referred to in paragraph (1) of this Article is given in Annex 3, which is an integral part of this Regulation.
- (4) The personal file referred to in paragraph (1) of this Article shall permanently store the documents and certificates on the basis of which the certificate was issued/extended/renewed/medicated or recognized, as well as documents for their suspension or withdrawal.
- (5) For persons who hold multiple types of certificates, the Agency shall keep one personal file.

#### Article 7

Personal files are organized into three categories:

- files of active certificate holders,
- files of inactive certificate holders and
- files of deceased document holders.

#### Article 8

- (1) The Personnel Register shall be kept in written form and electronically.
- (2) The data from the Personnel Register shall be confidential and shall be accessible only to the Agency authorized personnel.

#### Article 9

On the day of entry into force of this Regulation, the Regulation on the form, content and the manner of keeping records in the registry for aviation personnel and other qualified personnel, ("Official Gazette of the Republic of Macedonia" No. 179/11 and 90/16) shall cease to be valid.

Article 10

This Regulation shall enter into force on the day following its publication in the "Official Gazette of the Republic of North Macedonia and shall start to apply from 3 May 2026.

**No. 10-505/1**

**4 April 2025**

**Skopje**

**Director General**

**Civil Aviation Agency**

**Dragi Stojanoski**



**REPUBLIC OF NORTH MACEDONIA**

**Civil Aviation Agency**

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**AVIATION PERSONNEL REGISTRY**

**MAIN RECORD BOOK**

Book No. \_\_\_\_\_

Pages No. \_\_\_\_\_

L.S.





REPUBLIC OF NORTH MACEDONIA

Civil Aviation Agency

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AVIATION PERSONNEL REGISTRY

AUXILIARY RECORD BOOK

Type of personnel \_\_\_\_\_

Certificate type \_\_\_\_\_

Book No. \_\_\_\_\_

Pages No. \_\_\_\_\_

L.S.



<b>Record sheet</b>
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<b>File No.</b>		Photograph
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<b>Personal data</b>	
Surname (fathers name) and given name	
Date and place of birth	
Nationality	
Unique identification number or passport number	
Address	
Phone	
e-mail	

<b>Certificate data (license, authorization or other)</b>	<b>Date of issuance</b>
Certificate type	
Certificate No.	
Authority of first issuance of the certificate	






**Accidents - injuries**


**Penalties**


**Restrictions**


