On the basis of Article 8-a paragraph 9 of the Law on Road Transport ("Official Gazette of the Republic of Macedonia", no. 68/04, 127/06, 114/09, 83/10, 140/10, 17/11 53/11, 6/12, 23/13, 120/13, 163/13, 187/13, 42/14, 112/14, 166/14, 44/15, 97/15, 124/15, 129/15, 193/15, 37/16, 71/16, 64/18 и 163/18, 140/18), the Minister of Transport and Communications adopted a

RULEBOOK

on the manner, procedure and the program for taking an examination for getting a SPC for a person responsible for transport, the form and content of the application for taking an examination, the report for the passed examination and the certificate

Article 1

This Rulebook prescribes the manner, procedure and the program for taking an examination for getting a SPC for a person responsible for transport, as well as the form and content of the application for taking an examination, the report for the passed examination and the certificate.

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Article 2

The application for taking the examination for getting a SPC for a person responsible for transport is done by submitting an application for taking an examination to the Ministry of Transport and Communications not later than five days before the day of holding the examination..

The application referred to in paragraph 1 of this Article has to be accompanied also by certificate for completed training issued by a legal person authorized by the Minister of Transport and Communications for vocational training of the candidate

Article 3

The examination for getting a SPC of a person responsible for transport is held at least once a month.

Dates for holding the examination are published on the WEB site of the Ministry of Transport and Communications (www.mtc.gov.mk) not later than one month prior to holding the examination.

The examination will not be held in the specified term if at least 3 candidates have applied for it, but it will compulsory be held in the next term determined for holding of the examination.

Article 4

Prior to taking the examination, the Commission for taking an examination for professional competence checks and identifies the identity of the candidates by checking the identification documents.

After determining the exact identity of the candidate, he is instructed to go to take the examination.

Article 5

The examination for getting a SPC of a person responsible for transport consists of two parts that are taken electronically out of which the first is in the form of a test and the second is in the form of case study.

 Article 6

The first part is taken in the form of a test consisting of 60 questions to which the answer is given by completing the correct answer from the five options offered.

The first part covers the thematic areas referred to in Article 9 paragraph 1 items 2, 3, 4, 5, 6 and 7 of this Rulebook and lasts 120 minutes.

The Commission assesses the success of the candidate with an estimate of "passed" or "not passed".

It is considered that the examination has been passed by the candidate who has achieved at least 70% of the total number of predicted points.

Article 7

After the successful passing of the first part of the examination, the candidate is instructed for taking the second part.

The second part consists of case studies covering the thematic areas referred to in Article 9 paragraph 1 items 2, 3, 4, 5, 6 and 7 of this Rulebook and lasts 45 minutes.

The second part consists of 15 questions from the case studies, the answer being given by completing the correct answer from the five options offered, whereby the professional knowledge is applied.

Article 8

It is considered that the examination has been passed by the candidate who has achieved at least 70% of the total number of predicted points.

The candidate who did not pass the examination or the second part, can apply again for taking it, but not earlier than 30 days from the day of the previous examination.

Article 9

The program for taking the examination for getting a SPC of a person responsible for transport covers the following thematic areas

1. agreements on road transport;
2. organization of the companies;

3. labor relations;

4. taxes, fees and charges;

5. financial operations;

6. technical standards of transport operations, and

7. Road traffic safety.

The program referred to in paragraph 1 of this Article is given in Annex 1 which is an integral part of this Rulebook.

Article 10

 The application for taking the exam for obtaining the SPC of the person responsible for transport shall be submitted in a form A4 paper size in white colour.

 The form and content of the application referred to in paragraph 1 of this Article are given in Annex 2 which is an integral part of this Rulebook.

Article 11

Concerning the results of the examination for obtaining a SPC of a person responsible for transport, the Commission for taking an examination for professional competence prepares a report on a form in A4 paper size in white colour.

The form and content of the report referred to in paragraph 1 of this Article are given in Annex 3 which is an integral part of this Rulebook.

Article 12

The certificate of professional competence of a person responsible for transport is issued on a form in A4 size on paper in light yellow colour.

The form and content of the certificate referred to in paragraph 1 of this Article are given in Annex 4 which is an integral part of this Rulebook.

Article 13

This Rulebook shall enter into force on the day following its publication in the "Official Gazette of the Republic of Macedonia“.

No. Ministry of Transport and Communications

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Skopje