

Pursuant to Article 14, paragraph 11 of the Law on Weapons ("Official Gazette of the Republic of Macedonia" No. 7/2005), the Minister of Internal Affairs adopted

**RULES OF PROCEDURE
ON THE TRAINING PROGRAMME FOR PROPER USE, STORAGE AND
MAINTENANCE OF WEAPONS, ON THE CONDUCT OF PRACTICAL TRAINING IN
HANDLING WEAPONS, AS WELL AS THE CONDUCT OF THE LICENCE EXAM IN
TECHNICAL KNOWLEDGE ABOUT THE PROPER USE OF WEAPONS AND
FAMILIARITY WITH WEAPON REGULATIONS**

I. GENERAL PROVISIONS

Article 1

These Rules of Procedure shall regulate the Training Programme for proper use, storage and maintenance of weapons, the conduct of practical training in handling weapons, as well as the conduct of the licence exam in technical knowledge about the proper use of weapons and familiarity with weapon regulations.

**II. TRAINING PROGRAMME FOR PROPER USE, STORAGE AND MAINTENANCE OF
WEAPONS**

Article 2

The training in proper use, storage and maintenance of weapons shall be conducted in accordance with the Training Programme for proper use, storage and maintenance of weapons (hereinafter: The Programme) (Appendix 1).

Article 3

The Programme shall consist of a theoretical and practical part that include:

A. Theoretical part

- I. Law on Weapons ("Official Gazette of the Republic of Macedonia" No. 7/2005) and the bylaws that resulted from the Law on Weapons;
- II. Criminal Code ("Official Gazette of the Republic of Macedonia" No. 37/96, 80/99, 4/02, 43/03 and 19/04);
- III. First Aid; and
- IV. Theoretical knowledge about safe handling of weapons and ammunition (disassembly, assembly, cleaning and maintenance of weapons and ammunition).

B. Practical Part

- I. Practical knowledge about safe handling of weapons and ammunition (disassembly, assembly, cleaning and maintenance of weapons and ammunition). Target shooting.

III. CONDUCT OF PRACTICAL TRAINING IN HANDLING WEAPONS

Article 4

The practical training in handling weapons shall be provided by an authorised legal entity, a hunting or range shooting association (hereinafter: the authorised legal entity).

The practical training referred to in paragraph 1 of this Article shall be delivered by providing both theoretical and practical training sessions.

The theoretical and practical training referred to in paragraph 2 of this Article shall be carried out by organising five training sessions for each part of the Programme.

The training session referred to in paragraph 3 of this Article shall last for 45 minutes.

Article 5

The theoretical training shall be provided by natural persons (hereinafter: the trainers) who are full-time employees of the authorized entity that provides practical training in handling weapons.

The theoretical training in safe handling of weapons and ammunition (disassembly, assembly, cleaning and maintenance of weapons and ammunition) and the practical training shall be provided by natural persons (hereinafter: instructors), as well as natural persons (hereinafter: assistant instructors) that are full-time employees of the authorised entity that provides practical training in handling weapons.

If the authorised legal entity that provides practical training in handling weapons has no employees that meet the requirements under paragraphs 1 and 2 of this Article, the theoretical and practical training shall provided by natural persons who are duly contracted for providing training at this legal entity.

Article 6

The trainer referred to in Article 5, paragraph 1 of these Rules of Procedure, in compliance with the law, should be a person that has graduated from Law Faculty (for providing training in regard to the Law on Weapons and Criminal Code) or from Medical Faculty (for providing First Aid training).

Article 7

The instructor referred to in Article 5 paragraph 2 of these Rules of Procedure, in compliance with the law, should be a person who has graduated from the Faculty of Physical Culture, Department for Shooting Sport Trainers.

The assistant instructor referred to in Article 5, paragraph 2 of these Rules of Procedure, in compliance with the law, should be a person who has completed at least secondary education.

Article 8

When providing theoretical training in safe handling of weapons and ammunition (disassembly, assembly, cleaning and maintenance of weapons and ammunition) and practical training, apart from the instructors and assistant instructors, the First Aid trainer shall also be present.

Article 9

Following the completion of practical training in handling weapons, the authorised legal entities shall issue a certificate to an applicant for a permit to acquire weapons (hereinafter: the candidate) (Appendix 2).

IV. THE CONDUCT OF THE LICENCE EXAM IN TECHNICAL KNOWLEDGE ABOUT PROPER USE OF WEAPONS AND FAMILIARITY WITH WEAPON REGULATIONS

Article 10

Upon the completion of the practical training in handling weapons, the candidate shall submit an application for taking a licence exam in technical knowledge about the proper use of weapons and familiarity with weapon regulations (Annex 3).

The application referred to in paragraph 1 of this Article shall be submitted to the organisational unit of the Ministry of Internal Affairs, according to the place of permanent or temporary residence of the applicant in the Republic of Macedonia.

Article 11

The licence exam in technical knowledge about the proper use of weapons and familiarity with weapon regulations (hereinafter: the licence exam) shall be taken before a commission consisting of a chairperson, three members, a secretary and their deputies.

The Chairperson, one of the Commission members and the Secretary shall be representatives of the Ministry of Internal Affairs, the second member of the Commission shall be a representative of the Macedonian Sport Shooting Federation and the third member shall be a representative of the authorised legal entity that conducts the practical training in handling weapons.

Article 12

After receiving the application, the Chairperson of the Commission shall schedule the dates and time of the licence exam, and shall inform the Commission members and candidates who applied, two months prior to the licence exam at the earliest, but no later than eight days prior to the scheduled licence exam.

Article 13

The licence exam shall consist of the theoretical and practical part of the Training Programme and it shall be carried out in the course of at least two days.

The theoretical part of the licence exam shall be taken on the first day.

The candidates who passed the theoretical part of the licence exam shall take the practical part of the licence exam on the next working day after taking the theoretical part of the licence exam.

Article 14

The licence exam shall be carried out on the premises of the authorised legal entity that provides practical training in handling weapons at least twice a month.

Article 15

Taking the theoretical part of the licence exam shall imply circling the correct answer among three choices for each of the 20 questions contained in a written test.

The correct answer to a given question is awarded points.

The questions referred to in paragraph 1 of this Article shall be drafted by the Commission shortly before conducting the theoretical part of the licence exam and they shall be identical for all the candidates taking this part of the licence exam at the same time.

Article 16

The theoretical part of the licence exam shall last for 45 minutes and shall be taken by all the candidates at the same time.

Article 17

The practical part of the licence exam shall be conducted in order to test a candidate's knowledge about:

- holding the weapon in a safe manner and in the right direction;
- checking whether the weapon is loaded or not;
- operation of all external parts of the weapon;
- loading and unloading weapons;
- weapon disassembly and assembly;
- cleaning and maintenance of weapons and ammunition;
- selecting the suitable ammunition for the weapon;
- preparing the weapon and proper holding of the weapon;
- practical demonstration of removing obstacles when using the weapon;
- using protection means; and
- target shooting practice.

Article 18

Shooting using short barrel firearms at a round target, size 50 cm x 50 cm, at a distance of 10 metres from the shooting position.

Shooting with pneumatic weapons at a round target, size 15.5 cm x 15.5 cm at a distance of 10 metres from the shooting position.

Shooting with long rifled firearms at a round target, size 100 cm x 100 cm, at a distance of 100 metres from the shooting position, and shooting with long smooth-barrel firearms at a round target, size 100 cm x 100 cm, at a distance of 35 metres from the shooting position.

To perform test-firing with the weapons referred to in paragraphs 1, 2 and 3 of this Article, three shots shall be fired within a period of three minutes, while at the time of evaluating the practical part of the licence exam, the candidate shall fire ten shots in the period of ten minutes.

The candidate shall be trained to shoot using only the type of weapon for which s/he filed a request for the issuance of a permit to acquire a weapon.

Article 19

Apart from the candidate and the commission members, instructors, assistant instructors and a first aid trainer shall also be present during the shooting exercise.

Article 20

The success of a candidate at the licence exam shall be evaluated as “passed the licence exam” or “failed the licence exam”.

A candidate shall pass the theoretical part of the licence exam, if s/he scored at least 75% of the total number of points in the written test.

A candidate shall pass the practical part of the licence exam if s/he safely handled the weapon and scored more than 30% of the total number of points during the shooting exercise.

Article 21

A candidate who has failed the theoretical part of the licence exam may file an application to resit the theoretical part of the exam within no less than 7 days and no longer than 14 days from the date of the previously conducted licence exam.

A candidate who has failed the practical part of the licence exam may file an application to retake the practical part of the exam within no less than three days from the date s/he failed practical part of the exam.

A candidate shall be deemed to have failed the exam also if s/he fails to apply to resit the exam within the deadlines specified in paragraphs 1 and 2 of this Article or if s/he fails to achieve satisfactory results when retaking the exam.

The theoretical and practical parts of the licensing exam shall be retaken before the commission referred to in Article 11 of these Rules of Procedure.

Article 22

A candidate who has passed the licence exam shall be issued a Certificate by the Commission (Appendix 4).

Article 23

Appendices 1 to 4 constitute integral parts of these Rules of Procedure.

V. FINAL PROVISION

Article 24

These Rules of Procedure shall enter into force on the eighth day following the date of publication in the “Official Gazette of the Republic of Macedonia”.

No. 17.1-53577/1
13 September 2005
Skopje

Minister
of Internal Affairs,
Ljubomir Mihajlovski, (signature)

**TRAINING PROGRAMME
for Proper Use, Storage and Maintenance of Weapons**

A. THEORETICAL PART

I. Law on Weapons ("Official Gazette of the Republic of Macedonia" No. 7/2005) and the bylaws that resulted from the Law on Weapons;

- I/1. General provisions;
- I/2. Acquisition and possession of weapons and ammunition;
- I/3. Manner of handling weapons and ammunition;
- I/4. Manufacture and repair of weapons and ammunition;
- I/5. Trade in weapons, ammunition and weapon parts;
- I/6. Transportation of weapons and ammunition;
- I/7. Civil shooting ranges;
- I/8. Transfer of weapons and ammunition across the state border;
- I/9. Citizens of the Member State of the European Union;
- I/10. Records;
- I/11. Supervision; and
- I/12. Bylaws resulting from the Law on Weapons.

II. Criminal Code ("Official Gazette of the Republic of Macedonia" No. 37/96, 80/99, 4/02, 43/03 and 19/04)

- II/1. Crime and criminal responsibility; and
- II/2. Illegal manufacture, possession and trafficking of weapons and explosive ordinance.

III. First Aid

- III/1. What is first aid?
- III/2. Means for administering first aid;
- III/3. Obligation to administer first aid;
- III/4. Administering first aid to an injured person at the accident site;
- III/5. Checking for signs of life;
- III/6. Bleeding;
- III/7. Types of injury; and
- III/8. Care and transportation of the injured.

IV. Theoretical knowledge about safe handling of weapons and ammunition (disassembly, assembly, cleaning and maintenance of weapons and ammunition).

- IV/1. Disassembly, assembly, cleaning and maintenance of weapons and ammunition;
- IV/2. Technical features of certain types of weapons;
- IV/3. Safe handling of weapons; and
- IV/4. Applying protective measures in the course of the shooting.

B. PRACTICAL PART

I. Practical knowledge about safe handling of weapons and ammunition (disassembly, assembly, cleaning and maintenance of weapons and ammunition)

- I/1. Holding the weapon in a safe manner and in the right direction;
- I/2. Checking whether the weapon is loaded or not;
- I/3. Operation of all the external parts of the weapon;
- I/4. Loading and unloading the weapon;
- I/5. Disassembly and assembly of weapons;
- I/6. Cleaning and maintenance of weapons and ammunition;
- I/7. Selecting the suitable ammunition for the weapon;

I/8. Preparing the weapon and proper holding of the weapon;

I/9. Practical demonstration of removing obstacles when using the weapon; and

I/10. Using means for protection; and

II. Target shooting with weapons.

II/1. Conducting test-fire with short and long firearms, as well as with pneumatic weapons, with three bullets within three minutes at a round target at a distance of 10 metres, 35 metres and 100 metres depending on the type of the weapon;

II/2 Shooting with short-barrelled firearms at a round target, size 50 cm x 50 cm, at a distance of 10 metres from the shooting position;

II/3. Shooting with pneumatic weapons at a round target, size 15.5 cm x 15.5 cm, at a distance of 10 metres from the shooting position.

II/4. Shooting with long rifled firearms at a round target, size 100 cm x 100 cm, at a distance of 100 metres from the shooting position, and shooting with long smooth barrel firearms at a round target, size 100 cm x 100 cm, at a distance of 35 metres from the shooting position.

Republic of Macedonia

(name of the authorised legal entity, hunting i.e. shooting association)

Pursuant to Article 14, paragraphs 5 and 6 of the Law on Weapons ("Official Gazette of the Republic of Macedonia" No. 7/2005) and Article 9 of the Rules of Procedure on the Training Programme for proper use, storage and maintenance of weapons, on the conduct of practical training in handling weapons, as well as the conduct of the licence exam in technical knowledge about the proper use of weapons and familiarity with weapon regulations ("Official Gazette of the Republic of Macedonia" No. __/__),

_____, hereby issues
(authorised legal entity, hunting i.e. shooting association)

CERTIFICATE

_____ born on _____ in
(name and surname)
_____, with a Citizen's Unique Registration
Number _____,
(place of residence)
has passed practical training in handling weapons.

Trainers-Instructors

1. _____
2. _____
3. _____
4. _____

(stamp)

**APPLICATION
FOR TAKING THE LICENCE EXAM IN TECHNICAL KNOWLEDGE ABOUT
PROPER USE OF WEAPONS AND FAMILIARITY WITH WEAPON
REGULATIONS**

INFORMATION ABOUT THE APPLICANT (CANDIDATE)

Name, father's name and surname _____
 Date of birth _____
 Place and state of birth _____
 Place of residence _____ street _____ number _____
 Telephone _____
 Citizen's Unique Registration Number _____

I hereby apply to sit the licence exam in technical knowledge about the proper use of weapons and familiarity with weapon regulations that incorporates the following subjects:

No.	Subject	First sit exam	Resit exam
1.			
2.			
3.			
4.			
5.			
6.			

Enclosed herewith please find a proof of the paid licence exam fee in the amount of MKD _____.

The Candidate's identity has been established by the Commission's Chairperson based on the ID or passport shortly before the commencement of the licence exam.

In _____

SIGNATURE OF THE APPLICANT

REPORT
ON THE CONDUCTED LICENCE EXAM IN TECHNICAL KNOWLEDGE ABOUT
THE PROPER USE OF WEAPONS AND FAMILIARITY WITH WEAPON
REGULATIONS

On _____, at _____ hours on the premises of _____ the candidate _____ took the licence exam before the Commission and passed the following subjects:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Based on that, the candidate _____

1. Passed the licensing exam: a) completely
b) partially
2. Failed the licensing exam

In _____

Commission

1. _____
2. _____
3. _____

(stamp)

**REPUBLIC OF MACEDONIA
MINISTER OF INTERNAL AFFAIRS**

Number _____

Pursuant to Article 22 of the Rules of Procedure on the Training Programme for proper use, storage and maintenance of weapons, on the conduct of practical training in handling weapons, as well as the conduct of the licence exam in technical knowledge about the proper use of weapons and familiarity with weapon regulations ("Official Gazette of the Republic of Macedonia" No._/_), the Commission formed by the Minister of Internal Affairs hereby issues

CERTIFICATE

_____ born on _____
(name, father's name and surname) (date, place and state of birth)

from _____ street _____ number _____
(place of residence)

with Citizen's Unique Registration Number _____.

on _____ took the licence exam in technical knowledge about the proper use, storage and maintenance of weapons and familiarity with weapon regulations and

**PASSED THE LICENCE EXAM IN TECHNICAL KNOWLEDGE ABOUT THE
PROPER USE OF WEAPONS AND FAMILIARITY WITH WEAPON
REGULATIONS**

(stamp)

CHAIRPERSON OF THE COMMISSION
