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DREJTORIA E LEGJISLACIONIT DHE SIGURISË NË OPERIM

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PËR

**PËR MIRATIMIN E "GUIDANCE MATERIAL FOR AIRCRAFT MAINTENANCE
LICENSE, PART- 66"**

Në mbështetje të pikës ë, të nenit 14, të Ligjit Nr.53/2022 "Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil", si dhe në kuadër të përmirësimit të vazhdueshëm të cilësisë dhe sigurisë në operim në AAC:

V E N D O S A

1. Miratimin e procedurës ACAA-DTL-GM3-AML "Guidance Material for Aircraft Maintenance License, Part- 66", Issue 01, Revision 00.
2. Ngarkohet Drejtoria e Trajnimit dhe Licencimit të sigurojë shpërndarjen dhe përdorimin e këtij manuali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

DREJTOR EKZEKUTIV

Maksim Et'hemaj





REPUBLIKA E SHQIPËRISË



AUTORITETI I AVIACIONIT CIVIL

AUTORITETI I AVIACIONIT CIVIL I SHQIPËRISË

GUIDANCE MATERIAL FOR AIRCRAFT MAINTENANCE LICENSE, PART- 66

ACAA-DTL-GM3-AML

Issue: 01, Revision 00

Date: 26.04.2024

Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority

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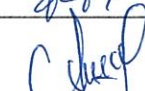




0.1. Record of Amendments

The table below describes the dates and reason for the different amendments of the current guidance. A vertical black line on the left-hand side of the page identifies the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason
01	00	26.04.2024		Initial Issue

In case of major amendment, a new issue will be released to replace the existing guidance. In that case, all the pages will identify with a new issue and the revision will set back to zero. For a minor amendment to some provisions, when only a few pages are modified a vertical black line on the left-hand margin of the page identifying the change of the existing version. Users can focus their attention to the changes identified.

0.2. Approval List

Action	Name and position	Date	Signature
Prepared by:	Mrs. Jonida Gjokuta, Head of SPEL	16.04.2024	
	Mr. Eva Mertiri, Specialist in SPEL	16.04.2024	
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	Mrs. Edlira Kraja, Director of DLS	24.04.24	
Approved by:	Mr. Maksim Et'hemaj, Executive Director	26.04.24	



0.3. Revision table

Page #	Issue No.	Revision No.	Date	Edited by

0.4. Distribution List

Control #	Responsible Person	Type of Document
Original	DTL SSS/DAM	Hard Copy
Original (Electronic)	DTL	Electronic copy at DRMS

Note: In case of interested party involved in ACAA activities, access rights shall be given on case-by-case basis by the concerned Directorate/ Sector (s).

0.5. Definitions

Term	Definition
Aeroplane	means an engine-driven fixed-wing aircraft heavier than air which is supported in flight by the dynamic reaction of the air against its wings.
Aircraft	means any machine which can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
Certifying staff	means the staff responsible for allowing the service of the aircraft or a component after maintenance
Component	means any engine, propeller, part or equipment
Continuity of Airworthiness	means all processes that ensure that, at all times in its operational life, the aircraft complies with the requirements of valid airworthiness and is capable of safe operation
Critical maintenance tasks	means a maintenance task involving the assembly/formation or any breakdown of a system or any part of an aircraft, engine or propeller which, if an error occurs during its operation, could be dangerous direct flight safety
Pre-flight inspection	means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight
Maintenance	means any one or combination of the following activities: overhaul, repair, inspection, replacement, modification or defect rectification of an aircraft or component, with the exception of pre-flight inspection.

0.6. Abbreviations

ACAA	Albanian Civil Aviation Authority
DE	Executive Director
DTL	Directorate of Training and Licensing
AML	Aircraft Maintenance License
AMC	Acceptable Means of Compliance
AML	Aircraft Maintenance License
EASA	European Aviation Safety Agency
GM	Guidance Material
M.O.	Minister Order
MTO	Maintenance Training Organization
OJT	On the Job Training
Part 66	Annex III to EU Reg. 1321/2014 on the "Certification of Personnel for Aircraft Maintenance License"
Part 145	Annex II to EU Reg. 1321/2014 on the "Approval of Aircraft Maintenance Organizations"
Part 147	Annex IV to EU Reg. 1321/2014 on the "Approval of Maintenance Training Organizations"

0.7. Purpose

This guidance material is intended to assist applicants to complete the application for the initial issuance, maintenance, change or renewal for the continuation of the engineer's license according to the requirements specified in the relevant regulation in force.

Personnel involved in the maintenance of products, parts and equipment must meet certain technical requirements that demonstrate the ability and means to perform the respective obligations and privileges.

The manual provides general information and instructions only for the applicability of Annex III, Part 66, for Aircraft Maintenance Licenses issued by the Albanian Civil Aviation Authority based on Minister's Order No. 79, date 15.04.2024 "On the continuity of the airworthiness of aircraft and related products, parts and aeronautical equipment and the approval of organizations and personnel involved in these tasks".

However, in all cases reference should always be made to the implementation rules and documentation regulatory, along with Acceptable Means of Compliance (AMC) and Guidance Material (GM).

In the Order of the Minister No. 79, date 15.04.2024, categories of licenses for avionic and electrical systems of aircraft are presented, except for those of the group of complex aircraft, to reflect the level of knowledge and the complexity of the aircraft. Sub-headings have also been introduced in the syllabus of the Foundation Module Part-66 examination.

1. INITIAL APPLICATION FOR AN AIRCRAFT MAINTENANCE LICENSE PART – 66

1.1 Necessary conditions

Applicants for the equipment with AML Part 66, must demonstrate the level of knowledge in the relevant modules of the subjects through the exam, in accordance with Ministerial Order No. 79, Date 15.04.2024, Annex III, Annex I. The training and examinations will be conducted by a training organization approved or accepted by the Albanian Civil Aviation Authority.

Necessary experience of practical maintenance experience must have been gained in an organization of Maintenance EASA Part-145 or an organization recognized by the Civil Aviation Authority according to the standards in force, and must be proven with logbooks/worksheets signed by the person in charge.

The required experience respectively for category A, subcategories B 1.2, B 1.4 and category B3 will be:

- 3 years of practical experience in maintenance on an operating aircraft, if the applicant does not have it previous relevant technical training; OR
- 2 years of practical experience in maintenance in operating aircraft and the completion of training deemed appropriate by the competent authority as a qualified employee, in a technical activity; OR
- 1 year of practical experience in maintenance in operating aircraft and completion of a basic training course approved in accordance with Annex IV (Part-147);

The required experience for category B2 and subcategories B1.1 and B1.3 will be:

- 5 years of practical experience in maintenance in operating aircraft, if the applicant does not have previous relevant technical training; or
- 3 years of practical experience in maintenance in operating aircraft and the completion of training deemed appropriate by the competent authority as a qualified employee, in a technical activity; or
- 2 years of practical experience in maintenance in operating aircraft and completion of a basic training course approved in accordance with Annex IV (Part-147);

The above experience requirement implies practice involving various areas of maintenance activities on aircraft operating specific to the category to which they are applying.

Training courses, basic knowledge examinations and relevant practical maintenance experience must have been met and completed within 10 years prior to applying for an aircraft maintenance license.

The letter of recommendation must be completed by the Quality Manager or a person in charge of the Quality Department of the current employer, or the organization where the experience is gained.

1.2 Maintenance License Fee

Maintenance license costs 25,000 ALL. A copy of the payment mandate must be submitted to the Civil Aviation Authority at the time of initial application.

Full details are available in the current tariff scheme, (Instruction No. 2225, dated 13.5.2013 On the setting of Civil Aviation service charges).

1.3 Validity

The Part 66 Aircraft Maintenance License is valid for 5 years from the date of issue.

1.4 Other information

To ensure correct completion of the application, applicants should refer to the following rules, regulations and forms:

- Application Form: ACAA-DTL-PELM-301 - Application Form for AML and Letter of recommendation: ACAA-DTL-PELM-301b
- Minister Order No.79, date 15.04.2024"On the continuity of the airworthiness of aircraft and related products, parts and aeronautical equipment and the approval of organizations and personnel involved in these tasks";

1.5 Elements of the application

- Application Form: ACAA-DTL-PELM-301 - Application Form for AML;
- Copy of valid passport/identity card;
- Notarized or original copies of Certificates of Examinations carried out for the applied category / subcategory;
- Notarized or original copies of Certificates proving the basic knowledge acquired by an ACAA approved Part 147 Organization;
- Notarized or original copies of work logbooks/worksheets showing evidence of practical maintenance experience gained;
- Notarized or original copies of additional documents if requested by the Competent Authority;
- Letter of Recommendation making sure it is completed by the Quality Manager or a person in charge of the Quality Department in support of your application.

1.6 Method of application

Once all the requirements have been met, the Application Form ACAA-DTL-PELM-301 - Application Form for AML is completed and is sent by post to the Civil Aviation Authority together with the supporting documents.

1.7 Progress of the process

- The assessment of the application is carried out by an Inspector or Licensing Sector at CAA;
- After a positive assessment, the license is processed, signed and the applicant is notified to appear in person for its withdrawal;
- The Civil Aviation Authority contacts the applicant if there are any questions regarding the application and may hold the application pending for 30 working days pending the arrival of any documentation to be submitted;

2. RENEWAL OF A PART 66 AIRCRAFT MAINTENANCE LICENSE

2.1 Necessary conditions

There is currently no related work experience requirement to renew a Part 66 aircraft maintenance licence.

The application to renew the validity of the Part 66 aircraft maintenance license is made 30 days before the expiry date.

Note: If the reason for the application is a change of name or citizenship, the application must be accompanied by additional evidence, e.g. act of change of name / marriage certificate / valid passport.

2.2 The applied fee

A copy of the payment mandate must be submitted to the Civil Aviation Authority at the time of initial application.

Full details are available in the current tariff scheme, (Instruction No. 2225, Dated 13.5.2013 "On Civil Aviation Service Charges).

2.3 Validity

The Part 66 Aircraft Maintenance License is valid for 5 years from the date of issue.

2.4 Other information

To ensure correct completion of the application, applicants should refer to the following rules, regulations and forms:

- Application Form: ACAA-DTL-PELM-301 - Application Form for AML and Letter of recommendation: ACAA-DTL-PELM-301b
- Minister Order No.79, date 15.04.2024 "On the continuity of the airworthiness of aircraft and related products, parts and aeronautical equipment and the approval of organizations and personnel involved in these tasks";

2.5 Elements of the application

- Application Form: ACAA-DTL-PELM-301 - Application Form for AML;
- Copy of valid passport/identity card;
- For existing license holders, the original Aircraft Maintenance Part 66 license must be presented with any application for amendment or renewal of an engineer's license.
- If the reason for the application is to change the name or citizenship, the application must accompany by additional evidence, e.g. act of change of name / marriage certificate / valid notarized passport.
- In case it is applied outside the required deadlines, the provisions of the point will be applied 66.A.40 of Order No. 79, date 15.04.2024.

Note - CAA has the right to request the return/ suspension/ revocation of the Part 66 Aircraft Maintenance License at any stage of the application.

2.6 Application

Once all the requirements have been met, the Application Form ACAA-DTL-PELM-301 - Application Form for AML is completed and is sent by post to the Civil Aviation Authority together with the supporting documents.

2.7 Progress of the process

- The assessment of the application is carried out by an Inspector or Licensing Sector at CAA;
- After a positive assessment, the license is processed, signed and the applicant is notified to appear in person for its withdrawal;
- The Civil Aviation Authority contacts the applicant if there are any questions regarding the application and may hold the application pending for 30 working days pending the arrival of any documentation to be submitted;
- If the process is not completed within 30 days due to the failure to submit complete documentation, the process will restart from the initial step and the payment will be made again.

3. ADDITION OF A CATEGORY OR SUB-CATEGORY

3.1 Necessary conditions

An applicant applying for category addition must hold an existing Part 66 Aircraft Maintenance license and have met the relevant knowledge and experience requirements to include another category / sub-category.

Experience gained from an EASA Part 145 Maintenance Organization or an organization recognized by the Authority i Civil Aviation, must be certified in the form of logbooks/ worksheets signed by the person in charge.

For the addition of categories or subcategories of the aircraft maintenance license of Part 66, it is required to complete the knowledge with the relevant modules applicable to the Category/Sub- Category for which it is applied.

Note: For information on modules/part modules, refer to Annex III, Part – 66.

The applicant must meet the minimum experience requirement for the maintenance of civil aircraft, suitable for the additional category/sub-category of the license applied as defined in MO no. 79, date 15.04.2024, Annex IV. This experience can be documented in the form of logbooks/worksheets ensuring that the tasks are signed by the responsible person.

The letter of recommendation must be completed by the Quality Manager or an authorized person within the Quality Department of the current employer, or the organization where the experience is gained.

3.2 Other information

To ensure correct completion of the application, applicants should refer to the following rules, regulations and forms:

- Minister Order No.79, date 15.04.2024 "On the continuity of the airworthiness of aircraft and related products, parts and aeronautical equipment and the approval of organizations and personnel involved in these tasks";
- Part 147 - Approved training organizations
- Application Form: ACAA-DTL-PELM-301 - Application Form for AML and Letter of recommendation: ACAA-DTL-PELM-301b

3.3 Elements of the application

- Application Form: ACAA-DTL-PELM-301 - Application Form for AML;
- Copy of valid passport/identity card;
- For existing license holders, the original Part 66 Aircraft Maintenance license must be presented with any application for amendment or renewal of an engineer's license;
- Notarized or original copies of Certificates of Examinations carried out for the applied category / subcategory;
- Notarized or original copies of the Certificates proving the basic knowledge of acquired by an EASA approved Part 147 Organization or an organization recognized by the Civil Aviation Authority;
- Notarized or original copies of work logbooks/worksheets showing evidence of practical maintenance experience gained.

Note - CAA has the right to request the return of the Part 66 Aircraft Maintenance Permit at any point in the application.

3.4 Application

Once all the requirements have been met, the Application Form ACAA-DTL-PELM-301 - Application Form for AML is completed and is sent by post to the Civil Aviation Authority together with the supporting documents.

3.5 Progress of the process

- The assessment of the application is carried out by an Inspector or Licensing Sector at CAA;
- After a positive assessment, the license is processed, signed and the applicant is notified to appear in person for its withdrawal;
- The Civil Aviation Authority contacts the applicant if there are any questions regarding the application and may hold the application pending for 30 working days pending the arrival of any documentation to be submitted;
- If the process is not completed within 30 days due to the failure to submit complete documentation, the process will restart from the initial step and the payment will be made again.

4. ADDITION OF PRIVILEGES TO CATEGORY C

4.1 Necessary conditions

The applicant for the addition of Category C privileges must hold a type-rated aircraft maintenance license and have exercised category B1 / B2 privileges for 3 years or more.

The applicant must have an approved Part 145 maintenance organization authorization by EASA or an organization recognized by the Civil Aviation Authority for a type entered on a Part 66 license, held for a minimum of 3 years.

The experience required by category respectively is as follows:

For category C in relation to large aircraft:

- 3 years of experience in exercising category B1.1, B1.3 or B2 privileges on aircraft of large, or
- 5 years of experience of exercising category B1.2 or B1.4 privileges in aircraft of big ones.

For category C in respect of aircraft other than large aircraft:

- 3 years' experience of exercising category B1 or B2 privileges on aircraft other than large aircraft.

The letter of recommendation must be completed by the Quality Manager or an authorized person within the Quality Department of the current employer, or the organization where the experience is gained.

Note: If applying for a change of name and nationality, it will be required to provide evidence in support of the request, e.g. act of change of name/ marriage certificate/ valid passport.

4.2 Elements of the application

- Application Form: ACAA-DTL-PELM-301 - Application Form for AML;
- Copy of valid passport/identity card;
- For existing license holders, the original Part 66 Aircraft Maintenance license must be presented with any application for change or renewal of an engineer's license.
- EASA approved Part 145 maintenance organization authorization or one organization accepted by the Civil Aviation Authority, completed by the Quality Manager for the exercise of privileges in a period of not less than 3 years as B1/B2.
- Letter of Recommendation ensuring that it is completed by the Quality Manager or a person in charge of the Quality Department in support of the application.

Note - CAA has the right to request the return of the Part 66 Aircraft Maintenance Permit at any point in the application.

4.3 Application

Once all the requirements have been met, the Application Form ACAA-DTL-PELM-301 - Application Form for AML is completed and is sent by post to the Civil Aviation Authority together with the supporting documents.

4.4 Progress of the process

- The assessment of the application is carried out by an Inspector or Licensing Sector at CAA;
- After a positive assessment, the license is processed, signed and the applicant is notified to appear in person for its withdrawal;
- The Civil Aviation Authority contacts the applicant if there are any questions regarding the application and may hold the application pending for 30 working days pending the arrival of any documentation to be submitted;
- If the process is not completed within 30 days due to the failure to submit complete documentation, the process will restart from the initial step and the payment will be made again.

5. ADDITION OF A TYPE RATING

The license gives the right to exercise certification privileges on a specific aircraft type

5.1 Necessary conditions

The applicant must hold an existing Part 66 Maintenance license and have meet the full requirements according to MO no. 79, date 15.04.2024, Appendix III, Part 66, 66.A.45.

The relevant theoretical training for the type rating must be carried out in an approved training organization pursuant to Part 147.

Relevant practical type rating training has been carried out in an approved Part 147 organization or an approved Part 145 organization.

However, if applying for the first type categorization to be approved on the Part 66 aircraft maintenance license, then the approved OJT must have been carried out in a Part 145 approved organization in support of the theoretical and practical Certificates of Recognition.

Currently, Certificates of Recognition issued by organizations approved under Part 147 may be accepted for the addition of type categorization.

5.2 Elements of the application

- Application Form: ACAA-DTL-PELM-301 - Application Form for AML;
- Copy of valid passport/identity card;
- For existing license holders, the original Part 66 Aircraft Maintenance license must be presented with any application for amendment or renewal of an engineer's license.
- Notarized copies issued by Part 147 of the Certificate of Recognition (applicable to the type(s) applied for) covering the theoretical and practical elements certified by the Quality Manager.
- If this is the first type of categorization required, within any given category of license or sub-category (B1.1, B1.3, B2 etc.). Then the approved OJT must be submitted and signed by the quality manager.
- Certified notarized copies of logbooks/worksheets showing proof of experience practical maintenance acquired.
- Letter of Recommendation ensuring that it is completed by the Quality Manager or a person in charge of the Quality Department in support of the application.

Note - The CAA has the right to request the return of the initial Part 66 Aircraft Maintenance license at any point in your application.

5.3 Application

Once all the requirements have been met, the Application Form ACAA-DTL-PELM-301 - Application Form for AML is completed and is sent by post to the Civil Aviation Authority together with the supporting documents.

5.4 Progress of the process

- The assessment of the application is carried out by an Inspector or Licensing Sector at CAA;
- After a positive assessment, the license is processed, signed and the applicant is notified to appear in person for its withdrawal;
- The Civil Aviation Authority contacts the applicant if there are any questions regarding the application and may hold the application pending for 30 working days pending the arrival of any documentation to be submitted;
- If the process is not completed within 30 days due to the failure to submit complete documentation, the process will restart from the initial step and the payment will be made again.

6. Right to Appeal

Within 30 days of receiving the revocation or suspension document from the CAA, the licence holder has the right of appeal the ACAA's decision regarding the revocation or suspension of their license, category, or endorsement. The appeal should be submitted in writing and must include, at least, the following:

- a) Reference to the CAA document;
- b) The grounds for the appeal;
- c) Contact information for future correspondence.

The ACAA will initiate the appeal procedure upon receiving the appeal request and will provide a written response to the license holder about appeal outcome.

Appendix I

- 1) ACAA-DTL-PELM-301 - Application Form for AML