



REPUBLIC OF ALBANIA



AUTORITETI I AVIACIONIT CIVIL

CIVIL AVIATION AUTHORITY

**GUIDANCE MATERIAL FOR
APPLICANT AS A LANGUAGE PROFICIENCY ASSESSOR OR LANGUAGE PROFICIENCY BODY**

ACAA-DTL-GM5-LP

Issued: 01, Revision 00

Date: 02.12.2024

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0. Administration

0.1. Contents


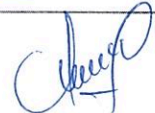


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0.1. Records of Amendments

The table below describes the dates and reason for the different amendments of the current manual.
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
1	0	02.12.2024		Initial issue

0.2. Approval List

Action	Name and position	Date	Signature
Prepared by:	Ms. Silvi Mema, Language Specialist	20.11.2024	
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Approved by:	Mr. Maksim Et'hemaj, Executive Director	02.12.2024	

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	Hard Copy
Original (Electronic)	DTL	Electronic copy at DRMS

0.5. Definitions

In the scope of this manual the subsequent terms are defined as follows:

Conversion: The issue of a Part-FCL licence on the basis of a licence issued by a non-EASA Member State.

Independent Language Assessor: An assessor who is not working in a LAB

LAB: Language Assessment Body

Renewal: The administrative action taken after a rating or approval has lapsed that renews the privileges of the rating or approval for a further specified period consequent upon the fulfilment of specified requirements.

Revalidation: The administrative action taken within the period of validity of a rating or approval that allows the holder to continue to exercise the privileges of a rating or approval for a further specified period consequent upon the fulfilment of specified requirements.

0.6. Purpose

This document provides essential guidance for individuals and organizations seeking approval to operate as Language Proficiency Assessors or Language Proficiency Bodies.

The objective of this instruction is to determine:

- certification of Pilot Language Proficiency Evaluators (Sections I, III, and IV);
- the approval of language assessment entities for pilots (Sections II, III and IV);
- the establishment of the method of assessment of linguistic skills for IR1 holders (Section V).

0.7. Legal basis

This instruction is developed in accordance with the following regulatory framework:

- Law No. 96, date 23.07.2020, “Albanian Air Code”;
- ICAO Annex I “Personnel Licensing”;
- Council of Ministers Decision No. 1095 date 24.12.2020 that transposes EU Regulation 1139 “On common rules in the field of civil aviation”;
- Minister Order No. 178, date 20.12.2023 that transposes Regulation (EU) no. 1178/2011 “Laying down technical requirements and administrative procedures related to civil aviation aircrew” (FCL.055).

I. Assessors of language skills for pilots

1. Certification of language proficiency assessors

- a. Language proficiency assessors for pilots are certified by the Albanian Civil Aviation Authority, hereinafter “ACAA”.
- b. In order to be certified, the applicant submits to the ACAA a complete file including the elements following:
 - ACAA-DTL-PLPAP-101 Application Form for a Language Proficiency Assessor Certificate
 - name, contact details and address;
 - the links with aviation-related entities, where applicable;
 - the types of language skills assessments and the related assessment methods, developed in accordance with Section IV.

In the event that the assessor acts outside an approved language assessment entity, hereinafter referred to as “independent assessor”, he/she shall also submit the following information:

- equipment used for language proficiency assessments;
- the premises used, if applicable;
- compliance management procedures and system.

Any change made to one of the above-mentioned elements shall be notified to the ACAA as soon as possible. The certificate will be adapted, if necessary.

- c. The certificate is valid for 3 years, provided that the holder holds a valid certificate or endorsement of language skills, as specified in Article 2, paragraph (b).

The application for revalidation may be submitted at the earliest 3 months before the expiry date of the certifi-

cate. In order to revalidate his/her certificate, the assessor must have participated in at least 6 language assessments during the period of validity of his/her certificate, or he/she must successfully pass a proficiency test organized by the ACAA, as provided for in Article 2, paragraph (d) of this section.

2. Skills of the assessor

- a. Applicants for a language proficiency assessor certificate are:
 - aviation specialists, such as flight crew or aerial controllers, current or former; or
 - language specialists with additional training related to aviation.
- b. Applicants themselves hold a valid certificate or endorsement of language skills:
 - at least level 5 in order to be allowed to participate in level 4 assessments;
 - at least level 6 in order to be allowed to participate in level 5 or 6 assessments.
- c. They must have completed training in the following subjects:
 - national and European legislation applicable to language assessments;
 - the specific requirements for the assessment as specified in Appendix 2 to Annex I of Minister Order No. 178, date 20.12.2023, transposing Regulation (EU) 1178/2011;
 - the evaluation method used.
- d. Before being certified as a language proficiency assessor, the applicant must successfully pass two proficiency tests organized by the ACAA. These tests consist of mock language assessments and questions on the subjects provided for in paragraph (c) of this article.

3. Conflict of interest

Language proficiency assessors should not conduct language proficiency assessments when their objectivity is compromised. This is particularly the case in the following situations:

- a. evaluations of their own students;
- b. assessments of their spouse or one of their parents or relatives up to and including the third degree.

4. Limitation, suspension or revocation

The language proficiency assessor certificate may be limited, suspended or revoked:

- a. if the assessor no longer meets the legal and regulatory conditions;
- b. if it is found that the certificate was obtained using inaccurate declarations or by the use of fraudulent means;
- c. if the assessor fails to comply with the obligations or privileges of his/her certificate;

- d. if it is found to be the responsibility of the assessor acts of incompetence, malice, negligence or criminal convictions sufficiently serious to lead to the conclusion that it does not or no longer offer the guarantees necessary to ensure air safety or security as well as the security of people and property;
- e. if there are indications against the assessor suggesting that he constitutes a threat to air safety or security;
- f. if the assessor has been the subject of a judicial conviction that has become irrevocable for a violation of aviation regulations, safety or aviation security;
- g. if it is found that the assessor shows obvious signs of alcoholism or intoxication likely to compromise the normal exercise of his functions, air safety or the safety of people and property.

In the event of revocation or remission, the certificate is returned without delay to the ACAA.

II. Language Assessment Bodies for Pilots

5. Approval of language assessment entities for pilots

- a. The language assessment bodies, hereinafter “LAB”, for pilots are approved by the ACAA.
- b. In order to be approved, the applicant submits to the ACAA a complete file including the elements following:
 - ACAA-DTL-PLPAP-100 Application Form for a Language Assessment Body Certificate
 - the name and legal form of the entity as well as the most recent statute or official extract;
 - the address of the entity;
 - the names and the coordinates of people responsible;
 - the organizational structure (organization chart);
 - the list of certified language proficiency assessors in accordance with section I;
 - procedures concerning the management and organization of the entity and the management system of the compliance;
 - the equipment used for language skills assessments;
 - the premises used, if applicable;
 - links with aviation-related entities, if applicable;
 - the types of language skills assessments and the related assessment methods, developed in accordance with Section IV.

Any modification made to one of the above-mentioned elements shall be notified to the ACAA as soon as possible. The certificate will be adapted, if necessary.

- c. Before being approved as a LAB, the ACAA carries out a certification inspection to verify that the elements provided for in paragraph (b) are respected.
- d. The approval is valid for an indefinite period, provided that the LAB operates in accordance with the Minister Order No. 178, date 20.12.2023, transposing Regulation (EU) 1178/2011 and this guidance.

During the first half of each year, the LAB submits to the ACAA an activity report for the past year and a declaration of compliance with the applicable legislation.

6. Conflict of interest

The LAB guarantees an impartial evaluation process by ensuring that no conflict of interest, such as provided for in Article 3, does not occur.

7. Limitation, suspension or revocation

Approval as a LAB may be limited, suspended or revoked:

- a. if the LAB no longer meets the legal and regulatory conditions;
- b. if it is found that the approval was obtained using inaccurate declarations or by the use of fraudulent means;
- c. if the LAB does not respect the obligations or privileges of its certificate;
- d. if the LAB is found to have committed acts of incompetence, malice, negligence or criminal convictions that are sufficiently serious to lead to the conclusion that it does not or no longer offers the necessary guarantees to ensure air safety or security as well as the security of people and property;
- e. if there are indications against the LAB, suggesting that it constitutes a threat to the air safety or security.

In the event of revocation or remission, the approval is returned without delay to the ACAA.

III. Common requirements for LABs and independent assessors

8. Archiving

Documentation and evaluation files are preserved during a period of 10 years and are made available to the ACAA at its request.

9. Appeal procedure

- a. If the candidate being assessed considers that the result of his assessment is not justified, he makes an appeal before the LAB or the independent evaluator.
- b. If the candidate being assessed is not satisfied with the response of the LAB or the independent assessor, or if no response is provided to him within 10 working days after his call, the candidate assessed may send an appeal to the ACAA within 10 working days.
- c. Two ACAA inspectors with strong linguistic skills and experience will analyze the assessment.
- d. If the ACAA considers that the result of the assessment is justified, it informs the candidate assessed.

If the ACAA considers that the result is not justified, the LAB or the independent assessor will reassess the assessment.

10. Continuous monitoring

- a. The ACAA conducts an inspection of the LAB or independent assessor at least every 24 months. The frequency of inspections is based on the scope of activities and the results of previous inspections.

For a LAB operating within an ATO, inspection is incorporated into the existing surveillance cycle of the ATO.

- b. If, during the course of surveillance activities or by any other means, the ACAA establishes evidence of non-compliance with Minister Order No. 178, date 20.12.2023, transposing Regulation (EU) 1178/2011 or with this Instruction, it:
 - (i) establishes a finding, records it and communicates it in writing and sets a reasonable period within which the LAB or the independent assessor is required to take the measures indicated in paragraph (d);
 - (ii) take measures immediate and appropriate to limit or prohibit the activities affected by the non-conformity, until the corrective action referred to in point (i) is applied, when one of the following situations occurs:
 - a related problem to security has been identified;
 - the LAB or the independent assessor has not implemented corrective action in accordance with the paragraph (c);
 - (iii) take all measures additional enforcement necessary to put an end to the non-compliance and, where appropriate, to remedy the consequences thereof.
- (c) Upon receipt of notification of findings, the LAB or independent assessor:
 - identifies the cause of the non-conformity;
 - defines a corrective action plan;

- demonstrates to the ACAA satisfactory implementation of corrective actions, within an agreed time frame, in accordance with paragraph (b), point (i).

IV. Criteria for establishment of the assessment method (except IR holders)

11. General

- a. The evaluation method language skills are designed to reflect a range of tasks performed by pilots, but with an emphasis on language rather than operational procedures.

The assessment determines the pilot's ability to:

- communicate effectively using standard radiotelephone phraseology, below "R/T phraseology";
 - transmit and understand messages in clear language in usual and unusual situations that require deviation from standard R/T phraseology.
- b. The "Manual on the Implementation of ICAO Language Proficiency Requirements" (ICAO Doc 9835) should be considered when developing an assessment method.

12. Modalities of the evaluation method

- a. The assessment method determines the pilot's listening and speaking skills based on the following elements:
 - pronunciation;
 - the structure;
 - vocabulary;
 - fluidity;
 - understanding;
 - interactions.
- c. The assessment method allows for a separate classification for each of the six language proficiency criteria, as provided for in Appendix 2 to Annex I of Minister Order No. 178, date 20.12.2023, transposing Regulation (EU) 1178/2011.

13. Result of linguistic skills

The LAB or independent assessor issues the pilot a certificate containing the results of the language proficiency assessment. This certificate includes the following information:

- a. the names and certificate numbers of the language proficiency assessors who have participated in the evaluation;

- b. the LAB reference, where applicable;
- c. the name of the candidate assessed;
- d. the license number of the candidate assessed, if applicable;
- e. the language assessed;
- f. the date of the assessment;
- g. separate classification for each of the six criteria of competence linguistic;
- h. the overall classification of linguistic skills;
- i. the date of issue of the certificate and the signature of all assessors having participated.

V. Assessment method for IR holders

14. Criteria for the method of assessing language skills for IR holders

- a. The assessment of the language skills of IR holders meets the same requirements as the assessment method provided for in Section IV.
- b. The assessment method includes the following elements:
 - i. in flight: R/T relevant to all phases of flight, including emergency situations;
 - ii. on the ground: any information relevant to the accomplishment of a flight:
 - be able to read and demonstrate understanding of technical manuals written in English, e.g. an operation manual, helicopter flight manual, etc.;
 - pre-flight planning, collection of weather information, NOTAM, ATC flight plan, etc.;
 - uses of all cruise, departure and approach aeronautical charts and associated documents written in English;
- c. communication: being able to communicate in English with other members of the crew during all phases of flight, including flight preparation.

ANNEX I FORMS

The following forms are integral part of this guidance:

ACAA-DTL-PLPAP-100 Application Form for a Language Assessment Body Certificate

ACAA-DTL-PLPAP-101 Application Form for a Language Proficiency Assessor Certificate