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ISSUANCE”

Në mbështetje të pikës “ë”, të nenit 14, të Ligjit Nr.53/2022 “Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil”:

V E N D O S A

1. Miratimin e ACAA-DFS-GM12-CERTF “Guidance Material on Aircraft’s Certificates Issuance”, Lëshimi 01, Rishikimi 01.
2. Ngarkohet Drejtoria e Standardeve të Fluturimit, të sigurojë shpërndarjen dhe përdorimin e këtij materiali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

DREJTOR EKZEKUTIV

Maksim Et’hemaj







REPUBLIC OF ALBANIA



ALBANIAN CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL ON AIRCRAFT'S CERTIFICATES ISSUANCE

ACAA-DFS-GM12-CERTF

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Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority

## 0. ADMINISTRATION

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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 Material.

A vertical black line on the left-hand side of the page identify the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason
01	00	20.03.2025	SAW	Initial Issue
01	01	13.03.2026	SAW	Minor Amendment

In case of major amendment, a new issue will be released to replace the existing Guidance Material. In that case, all the page 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. Jedrita Llapi, Inspector of SAW	9.3.26	
	Mr. Evandro Sakaj, Inspector of SAW	09.03.26	
Accepted by:	Mr. Alket Zani, Director of DFS	10.03.26	
Reviewed by:	Mr. Elton Kacagjeli, Specialist of SQSC	12.03.2026	
	Mrs. Krista Garo, Head of SQSC		
	Mrs. Edlira Kraja, Director of DLS		
Approved by:	Mr. Maksim Et'hemaj, Executive Director	13.03.2026	



### 0.3 Revision table

Page #	Issue No.	Revision No.	Date	Edited by
3, 5-10	01	01	13.03.2026	SAW

### 0.4 Distribution List

Control #	Responsible Person	Type of Document
Original	DFS/SSS	Hard Copy
Original (Electronic)	DFS/SAW staff	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
Aircraft	Any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface.
Authorized staff	The authorized personnel by the Continuing Airworthiness Management Organisation (CAMO) and accepted by the Regulatory Authority or Civil Aviation Authority (CAA) to perform Airworthiness Reviews on aircraft which are listed on the CAMO approval certificate or the Air Operators Certificate (AOC).
Mode-S Code	The Mode S is a secondary surveillance and communication system which supports Air Traffic Control (ATC). Each Mode S transponder equipped aircraft is assigned a unique address code. Using this unique code, interrogations can be directed to a particular aircraft and replies can be unambiguously identified

**0.6 Abbreviations**

<b>Abbreviations</b>	<b>Explanation</b>
A/C	Aircraft
AKEP	Electronical and Postal Communications Authority of Albania ( <i>Autoriteti i Komunikimeve Elektronike dhe Postare</i> )
ALI	Airworthiness Limitation Item
ARC	Airworthiness Review Certificate
ARS	Airworthiness Review Staff
APU	Auxiliary Power Unit
CDL	Configuration Deviation List
CMR	Certification Maintenance Requirements
CofA	Certificate of Airworthiness
CRS	Certificate of Release to Service
DCM	Decision of Council of Ministers
HTC	Hard Time Component
ICAO	The International Civil Aviation Organization
LLP	Life Limited Part
LOPA	Location of Passenger Accommodations
MPD	Maintenance Planning Document
MRB	Maintenance Review Board
NAA	National Aviation Authority
NC	Noise Certificate
RCofA	Restricted Certificate of Airworthiness
STC	Supplemental Type Certificate
TC	Type Certificate
TCDS	Type Certificate Data Sheet
W&B	Weight and Balance
SAW	Airworthiness Sector

## 1. INTRODUCTION

This document provides guidance on the procedures for issuing:

- a Certificate of Airworthiness (CofA) and Restricted Certificate of Airworthiness (RCofA) in Albania.
- an Airworthiness Review Certificate (ARC).
- a Noise Certificate (NC).
- a MODE-S Certificate.

The information is intended for aircraft owners, operators, and other stakeholders involved in aircraft certification. The process follows Air Code of Albanian Republic No. 96/2020, DCM No. 1095/2020, transposing Regulation (EU) 1139/2018, Minister Order No. 57/2024, which transposes Regulation (EU) 748/2012, as amended, Minister Order No. 79/2024, which transposes Regulation (EU) 1321/2014, as amended.

## 2. COFA AND RCOFA ISSUANCE PROCESS

### 2.1 Application for CofA/RCofA

- Applicants must submit a formal request using the ACAA-DFS-AIM-174 application form.
- The request must be submitted at least two months before the before the delivery of the aircraft or prior to the initiation of operations.
- The application should be complete and include all necessary documentation to avoid delays.

### 2.2 Required Documentation

- The application is reviewed for completeness and compliance with regulatory requirements.
- Required documents for **new aircraft** include:
  - Statement of Conformity (Form 52 of M.O No.57/2024 or EASA Form 52) from the Production Organization Approval (POA) holder.
  - A statement proving that the aircraft conforms to a design approved by EASA, and;
  - A W&B report/statement
  - The AFM for the particular aircraft.
  - LOPA
  - 3 Views of AC
  - Maintenance Programme
  - TC/STC
  - TCDS
  - LLP/HTC
  - Radio License AKEP
  - Manufacture Agreement Manual Support
  - Avionics
- Required documents for **used aircraft** include:
  - Previous Certificates (*Previous CofA, Previous ARC, Previous NC, Previous Radio Licence*)
  - Airworthiness Review Certificate (ARC) of the aircraft. (*if applicable*)

- Export CofA (*if applicable*).
- Historical records to establish production, modification and maintenance standards of the aircraft including limitations (Mod & Repair Status).
- Aircraft Maintenance Programme
- Dent & Buckle Chart.
- Classification Report of A/C
- Avionics/Equipment List
- LOPA
- 3 Views of A/C
- W&B Report
- CRS of the Last Maintenance
- Line Maintenance Agreement (*Optional*)
- Base Maintenance Agreement
- TC/STC
- TCDS
- LLP/HTC
- CDL List
- Aircraft Incident and Accident Statement
- Engine Statement
- APU Statement
- MPD/MRB/CCMR/ALI
- Manufacture Agreement Manual Support
- Radio License AKEP
- ARC recommendation report from a Part CAMO approved organization for aircraft with no valid CofA or ARC.

### 2.3 Aircraft Inspection

- A documentation review is conducted for all aircraft.
- Physical inspections (*A/C Ramp Inspection*) are performed prior registering the A/C<sup>1</sup> or prior to issuing the Certificate of Airworthiness
- The following checks are conducted, but not limited to:
  - If the aircraft is safe for operation
  - Marking and placards, identification plate, registration external markings (*In case Footnote 1 applies*),
  - Instruments and equipment are as per applicable Certification Specifications, derived equipment check
  - Aircraft visual inspection; external inspection of fuselage, wings, propellers, landing gear, etc.
  - Internal inspection of passenger cabin and cockpit
  - List of navigational and communication equipment.
  - Etc.

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<sup>1</sup> In case the applicant applies in the same time for CofR and CofA one joint physical inspection is performed by ACAA before registering the A/C.

## 2.4 Non-Conformities and Corrective Actions

- If discrepancies are found, corrective actions must be taken within a given timeframe.
- Level 1 findings result in immediate suspension of CofA issuance process.
- Level 2 findings allow corrective action within three months, extendable under specific conditions.
- Follow-up inspections and compliance verification are conducted before final approval.

## 2.5 Issuance of Certificate

- Once compliance is verified, the CofA or RCofA is issued.
- Also, based on ARC Recommendation, an ARC is issued (*if requested*).
- The certificate is assigned a unique number based on aircraft registration.
- One original copy is provided to the applicant, and another is kept in the ACAA archive.
- Issued certificates align with DCM No. 1095/2020, transposing Regulation (EU) 1139/2018 and with Minister Order No. 57/2024, which transposes Regulation (EU) 748/2012, as amended.
- The Certificate is issued in Albanian and English, with Albanian as the prevailing language in case of discrepancies.

## 3. AIRWORTHINESS REVIEW CERTIFICATE PROCESS

### 3.1 Application for Airworthiness Review Certificate

- Applicants must submit a formal request using the ACAA-DFS-AIM-122 application form.
- The request must be associated with a recommendation report for the issuance of an ARC. This recommendation report shall be issued by an appropriate CAMO, accepted by ACAA, in accordance with Subpart I of Minister Order No. 79/2024, transposing Regulation EU 1321/2014, as amended.
- The application should be complete and include all necessary documentation to avoid delays.
- This application may be sent together with the CofA / RCofA application.

### 3.2 Required Documentation

- The application is reviewed for completeness and compliance with regulatory requirements.
- Required documents are already mentioned in Chapter 2.2 of this Guidance Material.

### 3.3 Issuance of Certificate

- Once compliance is verified, the ARC certificate is issued.
- One original copy is provided to the applicant, and another is kept in the ACAA archive.
- Issued certificates align with DCM No. 1095/2020, transposing Regulation (EU) 1139/2018 and with Minister Order No. 79/2024, transposing Regulation (EU) 1321/2014, as amended.
- The Certificate is issued in Albanian and English, with Albanian as the prevailing language in case of discrepancies.

## 4. NOISE CERTIFICATE PROCESS

### 4.1 Application for Noise Certificate

- Applicants must submit a formal request using the ACAA-DFS-AIM-106 application form.
- The application should be complete and include all necessary documentation to avoid delays.
- This application may be sent together with the CofA / RCoFA application.

### 4.2 Required Documentation

- The application is reviewed for completeness and compliance with regulatory requirements.
- The applicant should provide the information as below:
  - ✓ For new aircraft:
    - A statement of conformity
    - A statement, signed by the exporting authority that the aircraft conforms to a design approved by EASA,
    - The noise information determined in accordance with the applicable noise requirements as per ICAO Annex 16, Volume 1.
  - ✓ For used aircraft:
    - The noise information determined in accordance with the applicable noise requirements as per ICAO Annex 16, Volume 1.
    - Historical records to establish the production, modification, and maintenance standard of the aircraft.
    - Noise Certificate issued by the previous NAA.
- The statements shall be issued not more than 60 days before the presentation of the aircraft to the ACAA.

### 4.3 Issuance of Certificate

- Once compliance is verified, the Noise Certificate is issued.
- One original copy is provided to the applicant, and another is kept in the ACAA archive.
- Issued certificates align with DCM No. 1095/2020, transposing Regulation (EU) 1139/2018, with Minister Order No. 57/2024, which transposes Regulation (EU) 748/2012, as amended, and with Minister Order No. 79/2024, transposing Regulation (EU) 1321/2014, as amended.
- The Certificate is issued in Albanian and English, with Albanian as the prevailing language in case of discrepancies.

## 5. MODE-S CERTIFICATE PROCESS

### 5.1 Application for Mode-S Code Certificate

- Applicants must submit a formal request using the ACAA-DFS-AIM-176 application form.

- The application should be complete and include all necessary documentation to avoid delays.

## 5.2 Required Documentation

- The application is reviewed for completeness and compliance with regulatory requirements.
- The data sent by the applicant are verified with official registration papers.

## 5.3 Issuance of Certificate

- Once compliance is verified, the Mode-S Code is determined according to the ICAO's Block of Address for Republic of Albania and the corresponding number in the Register of the Civil Aircraft or Republic of Albania.
- After the code alignment the Mode-S Certificate is issued.
- One original copy is provided to the applicant, and another is kept in the ACAA archive.
- Issued certificates align with DCM No. 1095/2020, transposing Regulation (EU) 1139/2018, with Minister Order No. 57/2024, which transposes Regulation (EU) 748/2012, as amended, and with Minister Order No. 79/2024, transposing Regulation (EU) 1321/2014, as amended.
- The Certificate is issued in Albanian and English, with Albanian as the prevailing language in case of discrepancies.

## 6. FEES FOR COFA, ARC, NC, MODE-S ISSUANCE AND RELATED SERVICES

Based on Joint Instruction No. 11/2024, "For the fees applied by the Albanian Civil Aviation Authority", please find below the fees for the above-mentioned services.

Service	Fee (ALL)	Frequency
Assigning a radar transponder code	50,000	Per application
CofA Issuance for aircraft ≤ 2730 kg MTOW	440,000	Per application
CofA Issuance for aircraft 2730 kg – 5700 kg MTOW	880,000	Per application
CofA Issuance for aircraft 5701 kg – 45,500 kg MTOW	1,100,000	Per application
CofA Issuance for aircraft > 45,500 kg MTOW	1,540,000	Per application
CofA Issuance for multi-engine helicopters (> 3,175 kg)	180,000	Per application
CofA Issuance for single-engine helicopters (≤ 3,175 kg)	130,000	Per application
Issuance of Noise Certificate	40,000	Per application

**Note: For further information, please contact the Albanian Civil Aviation Authority (ACAA).**