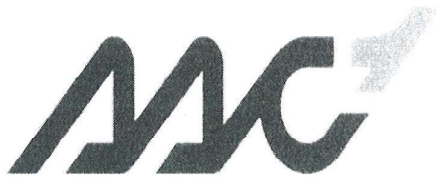




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REPUBLIC OF ALBANIA



ALBANIAN CIVIL AVIATION AUTHORITY

SAFETY INFORMATION

Minimum Cockpit Occupancy

ACAA-DFS-SI-No.014

Issue: 01, Revision 00

Date: 25.05.2026

Accepted by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority





0.1 Record of Amendments

The table below describes the dates and reason for the different amendments of the current procedure. 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	25.05.2026		Initial Issue

0.2 Revision table

Page #.	Issue No.	Revision No.	Date	Edited by

Safety Information Bulletin

Subject: Minimum Cockpit Occupancy

Ref. Publications:

- EASA SIB No. 2016-09R1, dated 18 May 2026
- Regulation (EU) 2018/1139
- Commission Regulation (EU) No 965/2012; Minister Order 80/2023.
- CAT.OP.MPA.210
- ORO.SEC.100
- CAT.GEN.MPA.135

Status: Active

Issue date: 21.05.2026.

Valid until: Until further notice or unless reviewed earlier.

Applicability:

This Safety Information Bulletin is applicable to:

- Commercial Air Transport (CAT) operators of large airplanes equipped with a secure flight crew compartment door;
- Flight crew members;
- Cabin crew members;
- Organizations responsible for operational procedures and crew training;
- All entities involved in oversight and implementation of flight crew compartment security procedures within the Republic of Albania.

Description:

This Safety Information Bulletin is issued based on information currently available to the Albanian Civil Aviation Authority (ACAA), including information published by EASA and EU Member States, in order to raise awareness regarding operational risks associated with temporary single-pilot occupancy of the flight crew compartment.

Over the past years, several aviation occurrences and accidents associated with situations where only one pilot remained in the cockpit have highlighted the potential operational and safety risks related to pilot incapacitation, loss of monitoring capability and restricted access to the cockpit.

Has been reviewed the operational experience and available safety data related to cockpit occupancy

procedures and concluded that maintaining the presence of at least two authorized persons in the flight crew compartment during flight represents the preferred safety approach for mitigating risks associated with pilot incapacitation or loss of aircraft control.

This Safety Information Bulletin therefore promotes the implementation of procedures ensuring that, during temporary absence of one pilot from the cockpit, at least two authorized persons remain present in the flight crew compartment, with at least one qualified pilot remaining at the controls of the aircraft at all times.

The Safety Information Bulletin also highlights the importance of:

- clearly defining the responsibilities of the authorized person entering the cockpit;
- establishing secure cockpit entry and exit procedures;
- minimizing the time during which the cockpit door remains open;
- ensuring proper communication procedures between flight crew and cabin crew;
- addressing safety and security considerations through appropriate risk assessment processes;
- updating operations manuals, training programmes and CRM procedures accordingly.

In addition, operators are encouraged to assess operational and security risks associated with periods during which only one pilot remains temporarily in the cockpit and to implement mitigating measures where necessary.

At this time, the safety concern described in this Safety Information Bulletin is not considered to warrant the issuance of a Safety Directive under Regulation M.O 80/2023.

Recommendation(s):

The Albanian Civil Aviation Authority recommends that affected operators:

- Establish procedures ensuring the presence of at least two authorized persons in the flight crew compartment during flight whenever one pilot temporarily leaves the cockpit;
- Ensure that at least one qualified pilot remains at the controls of the aircraft at all times;
- Clearly define the duties and limitations of authorized persons entering the cockpit;
- Establish secure cockpit access, communication and crew coordination procedures;
- Ensure that Operations Manuals and associated security procedures are updated accordingly;
- Address the necessary training requirements for both flight crew and cabin crew members, including CRM elements related to cockpit occupancy procedures;
- Conduct operational and security risk assessments related to temporary single-pilot occupancy and

implement mitigating measures where appropriate;

- Ensure that occurrence reporting systems capture any safety-relevant event associated with cockpit occupancy procedures or pilot incapacitation events.

Oversight Activities

The Albanian Civil Aviation Authority will continue monitoring the implementation of cockpit occupancy procedures and associated operational safety aspects through oversight activities conducted on operators under its responsibility.

Particular attention will be given to:

- implementation of cockpit occupancy procedures within Operations Manuals;
- crew training programmes and CRM elements;
- operational and security risk assessments performed by operators;
- occurrence reporting related to cockpit access procedures and pilot incapacitation events.

All stakeholders are reminded that any occurrence or safety-relevant information associated with cockpit occupancy procedures should be reported to the Albanian Civil Aviation Authority and, where applicable, to EASA through the appropriate aviation safety reporting systems.