



REPUBLIC OF ALBANIA



ALBANIA CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL
FOR
DECLARED TRAINING ORGANIZATIONS

ACAA-DTL-GM2-DTO

Issued: 01, Revision 00

Date: 09.04.2024

Approved by:

Maksim Et'hemaj



Executive Director of Albanian Civil Aviation Authority



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0. ADMINISTRATION

0.1. Contents

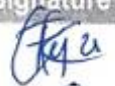
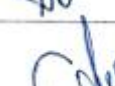
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0.1. Records of Amendments

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	09.04.2024		Initial issue

0.2. Approval List

Action	Name and position	Date	Signature
Prepared by:	Mrs. Fioralba Kasaj, Specialist of STRN	02.04.2024	
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Approved by:	Mr. Maksim Et'hemaj, Executive Director	09.04.2024	



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:

“STRN Sector”: the office within the Civil Aviation Authority responsible for the certification, approval and surveillance of the training organizations and implementation of the ACAA’s training and development policy;

“Training organisation”: means an organisation which has been certified by the competent authority to provide one or more types of training;

“Acceptable means of compliance (AMC)”: means non-binding standards adopted by the Agency to illustrate means by which to establish compliance with the Regulation;

“Renewal”: means the administrative act taken after a rating, endorsement or certificate has expired that renew the privileges of the rating, endorsement or certificate for a further specified period subject to the fulfilment of specified requirements;

“Training course”: means theoretical and/or practical instruction developed within a structured framework and delivered within a defined duration;

“Enforcement action”: The steps, including deterrent action that must be taken from the moment a possible non-conformity of the Air Code or Civil Aviation Regulations/procedures has been detected until the case is concluded;

“Acceptance Letter”: a letter issued by the ACAA which verifies the acceptance of foreign organizations by the ACAA;

“Audit”: Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled;

“Compliance”: Fulfilment of regulatory requirement;

“Inspection”: means an independent documented conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging, in order to verify compliance with applicable requirements;

0.6 Abbreviations and Acronyms

ACAA	Albanian Civil Aviation Authority
DTL	Directorate of Training and Licensing
ED	Executive Director
TO	Training Organization
STRN	Sector of Training
SQSC	Sector of Quality, Safety and Compliance
DTO	Declared Training Organization
GM	Guidance Material
MO	Minister Order
CMD	Council Minister Decision
EU	European Union
CAMO	Continuing Airworthiness Maintenance Organization
FE	Flight Examiner
FI(R)	Flight Instructor Restricted
PPL	Privat Pilot Aircraft
TM	Training Manual
SMS	Safety Management System
FSTD	Flight Simulation Training Devices
PBB	Principal Place of Business
EASA	European Aviation Safety Agency

0.7 Purpose

This document is intended to serve the following purposes:

- help new organizations ensure that a declaration as a DTO satisfy Minister Order No. 178, date 20.12.2023 requirements;
- explain administrative arrangements and legal matters in relation to how the CAA will administer DTOs;
- give guidance to organizations to ensure continued compliance as and when there are any appropriate or necessary changes to the organizations.

This document should be read in conjunction with the relevant provisions of EASA Aircrew Regulation Part-FCL, Part-ARA, Part-ORA and Part-DTO.

0.8 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”, Part-FCL, Part-ARA, Part-ORA and Part-DTO.

1. INITIAL APPROVAL

1.1 APPLICATION SUBMISSION

1.1.1 An application should only be submitted using the form ACAA-DTL-ATOM-500 when the organization is fully prepared for the approval audit. This means that all documents must be ready, training or examination systems in place, and staff hired and operational.

The following information should be considered prior to application:

- A DTO is considered to be a single organization staffed, equipped and operated in a suitable environment offering flight training, synthetic flight instruction and/or theoretical knowledge instruction.
- A DTO may conduct more than one kind of training course providing these falls within the scope listed in Table 1. However, the ACAA will require assurances that satisfactory arrangements are put in place to conduct a combination of courses.
- A DTO contracting activities should be aware of the requirements of ORA.GEN.205. Where training is conducted at multiple locations, all sites will be subject to declaration and oversight.

1.1.2 The ACAA is the Competent Authority for all organizations with their Principal Place of Business (PPB) located within the territory of the Republic of Albania.

“Principal place of business” refers to the head office or registered office of the organization, where the main financial functions and operational control of the activities covered by this regulation are carried out.

1.1.3 The applicant must be a registered legal entity.

1.1.4 In accordance with DTO.Gen.110, A Declared Training Organization may offer training for the following, Licenses, Ratings, Certificates and/or Authorizations:

Table 1

Airplanes	Helicopters
(a) theoretical knowledge instruction for LAPL(A) and PPL(A);	- (a) theoretical knowledge instruction for LAPL(H) and PPL(H);
(b) flight instruction for LAPL(A) and PPL(A);	- (b) flight instruction for LAPL(H), PPL(H);
(c) training towards class rating for SEP (land), SEP (sea) and TMG;	- (c) single-engine type rating for helicopters for which the maximum certified seat configuration does not exceed five seats;
(d) training towards additional ratings: night, aerobatics, mountain, sailplane and banner towing;	- (d) training towards night rating;

* Training for sailplane and balloon operations cannot currently be provided due to the absence of specific legislation for these categories in Albania.

1.1.5 The CAA will only accept declarations from organisations who deliver training to students in English. All course material, including any documentation or records required, must be in English. Training organisations must ensure that students for whom English is not their first language have a comprehensive understanding of spoken and written English.

1.1.6 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).

1.1.7 Most communications between ACAA and the applicant, particularly those related to accounting or approvals, are conducted via email or postal mail.

1.1.8 The application shall be sent directly to ACAA by official email or registered post.

The documents to be provided with the initial application ACAA-DTL-ATOM-500 are:

- ✓ Name of the DTO (including legal entity and trading name if applicable);
- ✓ Contact details of the organization's principal place of business, main training site (if different) and, if applicable, the contact details of any other operating site;
- ✓ Names of the Representative and Head of Training;
- ✓ Type of training to be provided (as per Table 1);
- ✓ List of all aircraft and Flight Synthetic Training Devices (FSTD) to be used for training;
- ✓ Information on the training programmed to be used. If not previously validated as compliant with the appropriate regulations, training programmes for each course offered must be submitted;
- ✓ Details of any sub-contracted activity (such as aircraft maintenance);
- ✓ Relevant application fees;
- ✓ Confirmation of Legal Entity of the organization;
- ✓ Confirmation that the organization has a safety policy by which it operates.
- ✓ Proof of permission to operate from relevant airfields;
- ✓ and Copies of FSTD qualification certificates and user approval certificate (if FSTDs are to be used).
- ✓ Points of contact of the organization.

It is important that DTOs provide a single email address to be used for all communication between the ACAA and the DTO. Any changes to the email address supplied must be communicated to the ACAA.

1.1.9 The applicant may request a meeting to present and discuss their project, clarify the steps involved in the certification process, and ensure that the proposed training activities are both approvable and relevant.

1.1.10 If an error is identified or if the applicant decides to revise their application—such as reducing the number of courses or facilities requested—ACAA must be notified as soon as possible. When applicable, an amended Application Form ACAA-DTL-ATOM-500 should be submitted. The applicant must provide a written explanation of the changes made. If necessary, the financial data will be updated and communicated to the applicant, who will then need to confirm their final acceptance.

1.2 PROGRESS OF AN DECLARATION

1.2.1 The organisation may commence training on the courses specified on their declaration as soon as the Declaration has been submitted.

1.2.2 Once the DTO submits its declaration and the ACAA verifies compliance with the requirements of Minister Order No. 178, dated 20.12.2023—thereby achieving the "Acceptance of the DTO Declaration"—the ACAA will assign a unique Identifying Number to the DTO in the format AL.DTO.xxx.

1.2.3 The CAA will notify the DTO by returning a copy of the original declaration, now including the assigned number and an official signature, formally recognizing the DTO. This document should be retained by the DTO. From this point, an on-site audit at the DTO may be conducted at any time.

1.2.4. Once the DTO submits the declaration, and the ACAA verifies its compliance with the requirements of MO No. 178, dated 20.12.2023—thus achieving the "Acceptance of the DTO Declaration"—an on-site audit at the DTO can be conducted at any time from this point.

1.2.5 Where incorrect or incomplete information is supplied, the CAA will notify the applicant as soon as possible by letter or email detailing any errors or omissions. In such cases, where further details are required and the declaration form needs to be resubmitted, a further 10 working day period will start upon receipt of the additional information.

1.3 ALLOCATION OF A TRAINING ORGANIZATION INSPECTOR

1.3.1 When a declaration form has been received, with the relevant fee and any other associated documentation, a TO Inspector (TOI) will be assigned to oversee the application process and review the relevant documentation. The TOI will from then continue to work with the DTO, conducting oversight visits, collating and assessing Annual Reviews and will be the Organization's main point of contact within the ACAA for matters related to the DTO.

1.4 DTO Validity and Identification

- 1.4.1** Under Minister Order No. 178, date 20.12.2023, a DTO declaration remains valid without expiry unless revoked or suspended by the ACAA or unless the DTO has not conducted any training for a period of 36 months. However, the DTO is obliged to notify the CAA of any changes to the information supplied on the original and subsequent declarations.
- 1.4.2** The ACAA will allocate a unique Identifying Number to each DTO. The CAA will notify the DTO of this by returning a copy of the original declaration with the number added and an official signature, recognizing the DTO. This should be retained by the DTO.
- 1.4.3** For continued oversight of an organization, the ACAA will follow the procedure detailed at ARA.GEN.305 and in Chapter 7 of this document.

1.5. REQUIREMENTS AND GUIDANCE FOR DTO SUBMISSION

1.5.1. Personnel requirements for DTO submission (DTO.GEN.210)

A DTO shall designate:

- Responsible Representative
- Head of Training
- Deputy Head of Training
- Training Instructors
- Acceptance of Nominated Personnel

The requirements for each of these shall be found in MO No. 178, dated 20.12.2023.

1.5.2. A DTO shall have facilities in place allowing the performance and management of all its activities in accordance with the Regulations and with the requirements of Annex VIII (Part-DTO).

- Facility requirements (DTO.GEN.215)
- Aerodromes and Operating Sites (DTO.GEN.250)

1.5.3. The ACAA requirement for training aircraft is detailed at DTO.GEN.240. Specifically, the DTO must use a fleet of aircraft or FSTDs which is adequate and appropriate to the training which is being provided. In determining fleet size, the DTO shall ensure that a sufficient number of aircraft suitably equipped and appropriate to the course on offer are provided to achieve continuity of flying training for the number of students attending the courses. The requirements for routine maintenance and use of aircraft for other purposes must be considered when determining fleet size.

➤ **Aircrafts**

Documents and Manuals

Aircraft must be maintained in accordance with an appropriate maintenance schedule and the following documentation must be available for inspection by the ACAA Inspectors during audits:

- Aircraft, engine and component log books as appropriate;
- Certificates of Airworthiness and Registration;
- Mass and Balance Schedules;
- Certificates of Maintenance Review (except where exempt) and Release to Service;
- Aircraft Radio Licenses and Radio Installation Approvals;
- Flight Manuals or Pilot's Operating Handbooks;
- Certificates of Insurance;
- Checklists;
- Noise Certificate (if required);
- EU Part M Appendix 1 contract between DTO and CAMO.

Technical Logs and Authorization of Flights

- Under current legislation, flight training is considered as a 'commercial operation' i.e.: it is conducted for remuneration and thus Part M states that operators must maintain a tech log for all aircraft. The contents of the Technical Log may be found in EASA Part M, section MA.306.
- Technical Log Sheets should be left at the initial point of departure.
- Where an aircraft is hired for use on a course of training, or where an aircraft used for training ceases to be used by the DTO, a copy of all Technical Logs relating to the training shall be retained by the DTO for a period of 3 years. All Technical Logs shall be maintained in accordance with Part M.

Changes to the fleet

Changes to the fleet of training aircraft shall be notified to the ACAA by the DTO as part of the Annual Review.

➤ **Flight Simulation Training Devices (ORA.DTO.135 and ORA.FSTD)**

Device Qualification and User Approval

- All FSTDs, when substituting for an aircraft, must be device qualified and user approved to adequately represent the aircraft being substituted.
- Organizations should refer to ORA Subpart FSTD for Flight Simulation Training Devices to ascertain the requirements for device qualification and user approval.
- A qualification certificate will be issued by ACAA where a device meets the mandatory requirements and the DTO approval certificate will be annotated to reflect which device(s) are acceptable for which course(s). It will therefore be essential that organizations keep the ACAA informed, giving as much notice as possible, where new devices are proposed for training to ensure that approved training can be conducted without interruption to a training course.

1.5.4. Safety Policy and Reporting (DTO.GEN.115(a)(6), DTO.GEN.155, DTO.GEN.160)

When making the initial declaration the Company Representative must confirm that the DTO has a safety policy which it has developed and operates in accordance with.

The Safety Policy shall define the means and methods used for:

- i. Hazard identification;
- ii. Risk Assessment;
- iii. Implementation of risk mitigation measures;
- iv. Review of the adequacy of iii) above.

1.5.5. The DTO is required to conduct an Annual Review of their activity and submit the results to their allocated TOI. The month when this must be submitted will be agreed during the initial declaration process.

A DTO shall take the following steps for fulfilled this request:

- (a) conduct an annual internal review of the tasks and responsibilities specified in point DTO.GEN.210 and establish a report on that review;
- (b) establish an annual activity report ACAA-DTL-ATOM-501;
- (c) submit the report on the annual internal review and the annual activity report to the competent authority by the date determined by the competent authority.

1.5.6. A DTO shall keep for each individual student the following records throughout the training course and for three years after completion of the last training session:

- Details of Ground (Theoretical Knowledge), flight and simulated flight training given to individual students;
- Student Progress
- Information on the licenses and associated ratings of the students, relevant to the training provided, including expiry dates of ratings and medical certificates.

In addition, the DTO must retain copies of the Annual Reviews, activity reports and any obsolete validated Training Programs for a period of three years.

- The DTO shall keep the annual internal review report and the activity report referred to in point DTO.GEN.270 (a) and (b) respectively for three years from the date when the DTO created these reports.
- The DTO shall maintain its training program for three years starting from the date on which it conducted the last training course in accordance with that program.
- DTO, in accordance with the applicable law for the protection of personal data, will store the data mentioned in the first point in order to ensure protection with the appropriate tools and protocols and take the necessary measures to limit access to this data of persons duly authorized to have access to it.

1.5.7. Approval of Training Programs

Each proposed course and any variation of an existing course must have a training program submitted. The ACAA, under ARA.DTO.110, is responsible for verifying that each training program—along with any subsequent changes—complies with the relevant sections of the Aircrew Regulations and approving it accordingly.

For Type Rating courses, the ACAA will also verify that the training program aligns with the applicable Operational Suitability Data (OSD) Report, which is a critical component of the Aircraft Type Certificate. Training programs that do not meet the requirements of the OSD will not be approved.

DTOs may develop their own training programs and syllabi for licenses and ratings. However, these customized programs require verification and approval. Alternatively, DTOs may use commercially available syllabi, such as those from aviation suppliers, publishers, or consultants, which have been previously approved for use at an ATO. If using third-party syllabi, the DTO must clearly identify them on the declaration form, including the version/edition number and revision date. Inspectors will reference these documents when reviewing student records.

A comprehensive training program is more than just a list of exercises or maneuvers; it should include the following elements:

- **Purpose of the course:** A clear explanation of the course objectives.
- **Pre-entry requirements:** Criteria for enrollment, including credit for prior experience.
- **Flight training and synthetic exercises:** A detailed list of exercises to be taught, including:
 - a. Objectives for each lesson or air exercise.
 - b. Standards to be achieved for each lesson or air exercise.
 - c. Structure and content of any required theoretical knowledge instruction.
 - d. Progress checks included in the course.
 - e. An overall syllabus summary detailing the integration of various course elements.

If a DTO opts to use a custom-developed training program, it must be submitted to the ACAA for approval along with Form ACAA-DTL-ATOM-503. An assigned inspector will review the program for compliance and provide feedback to the DTO within one month, completing Form ACAA-DTL-ATOM-503 (Training Program Approval).

Should the program be found non-compliant, the DTO must cease its use and may be required to re-train any students who completed it.

Any identified deficiencies or non-compliances will be communicated to the DTO, which must implement the necessary changes and resubmit the revised program within the specified timeframe. Failure to make the required corrections within this period will result in the ACAA rejecting the application, and the training program will no longer be valid for use.

1.6 NOTIFICATION OF CHANGES TO ACAA

1.6.1 The DTO must inform the competent authority (ACAA) of any proposed changes that may affect its

approval before the changes occur.

1.6.2 Failure to notify ACAA of such changes can result in the suspension or revocation of the DTO approval certificate, which may be backdated to the date the changes occurred.

1.6.3 The DTO must submit ACAA Form ACAA-DTL-ATOM-500 for the following changes:

- Name or address of the principal place of business.
- Scope of approval (e.g., changes in training or examination courses, including additions or reductions).
- Change in managerial personnel or examination staff.
- Changes to the Training Manual that require direct approval by ACAA.
- Addition of training courses.
- Changes to facilities (e.g., addition, removal, or change of address).

1.6.4 After the application for the change, if DTL/ACAA deems it necessary, an on-site audit may be conducted at the organization.

The applicant must ensure that all staff and relevant instructional & examination staff involved in the change are available for the audit.

1.7 DTO TO CONTINUING OVERSIGHT

1.7.1 Once a DTO has submitted and has received acknowledgement of its initial declaration it will be subject to continued oversight by the CAA. This oversight may include audits and inspections, including unannounced inspections as appropriate, training sampling and meetings between the postholders and the competent authority to ensure both remain informed of significant issues.

1.7.2 In all circumstances DTO should expect an oversight inspection at any time within five years of receipt of the declaration. Wherever possible, the TOI will contact the DTO one month prior to the anticipated visit to agree a date and ensure that the nominated postholders will be available on the date agreed. Normally the inspection and other oversight visits would take place between Monday – Friday however, it is acknowledged that some DTOs may only operate at weekends and thus, with advanced agreement, it may be possible to make such visits on a Saturday or Sunday.

1.7.3 The interval between continuing oversight inspections (oversight planning cycle) is established by the ACAA using risk-based criteria, including volume and range of activity, DTO size and complexity, the effectiveness of the DTOs management system and safety / occurrence reports.

1.7.4 Continuous oversight inspections follow a similar pattern to the initial inspection. During such inspections, emphasis will be placed on the effectiveness of the DTO's safety system, including internal reviews, safety policy, hazard / risk identification and mitigation and activity to ensure compliance with applicable

regulations; it is therefore essential that the nominated postholders are available.

1.8 SUSPENSION, LIMITATION, OR REVOCATION OF A DECLARATION

If non-conformities are identified, the following actions can be taken:

1. Suspension:
 - A suspension may occur if non-compliance is found, and the corrective actions proposed by the organization are deemed inadequate, either in method or timing.
 - Suspension may also be applied if corrective actions are not implemented within the agreed timeframe.
2. Revocation:
 - The approval certificate may be revoked if there is clear evidence that the organization fails to follow regular procedures or meet the required standards.
 - Examples for revocation include:
 - Cessation of the organization's activities.
 - Relocation of the organization's headquarters to another state.
 - Inability to close non-conformities within the agreed time.
 - Denial of access to the organization's premises after two written requests.

1.9 APPEAL PROCESS

1.9.1 An appeal may be applied when ACAA has suspend or revoke the Declaration.

1.9.2 The appellant must submit a written appeal within 30 days of receiving the CAA's notice. The notice will clearly state the right to appeal decisions that affect licenses, certificates, approvals, or applications.

1.9.3 The appeal can be sent by mail, fax, or delivered in person to the Minister. It may be in the form of a letter and should include:

- a. The appellant's name, address, phone number, and fax number (if applicable).
- b. The organization's name and phone number (if applicable).
- c. A copy of the CAA's notice or enforcement letter.

1.9.4 Filing an appeal does not automatically delay the suspension or revocation. A request for a stay can be made to the CAA and may be granted if it does not compromise aviation safety.

1.9.5 The appeal request can be submitted to the ACAA via email (using the email address provided on the ACAA website), by mail, or delivered in person to the Protocol Office at the ACAA.

1.9.6 When an appeal is submitted to the CAA, the following procedures apply:

(a) Scheduling the Review Hearing:

The Director of the relevant Directorate will promptly set a date, time, and location for the Review Hearing after receiving the written appeal request.

(b) Attendance:

The appellant must attend the hearing in person or may be represented by an association, relative, or friend. Witnesses may also be requested to appear.

(c) Presentation of Evidence:

All relevant evidence should be presented during the Review Hearing. In any subsequent Appeal Hearing, only new evidence unavailable at the time of the Review Hearing will be considered, and only if deemed necessary by the Appeal Panel (Executive Director, Directors, Aviation Inspector, and Legal Director).

(d) Types of Evidence:

Evidence may include testimonies, documents, or other relevant materials. All proceedings will be recorded to create an official transcript for any future hearings.

(e) Right to Appeal:

The appellant will be informed of their right to appeal and the applicable time limits, as outlined in the Air Code of Albania.

1.9.7 The Executive Director will issue a written decision based on the record of the Review Hearing, including any oral or written statements, as applicable. The written determination, along with the reasons for the decision, will be provided after the hearing.

If the appellant is dissatisfied with the decision of the Appeal Committee, they may file a complaint with the Administrative Court. The complaint must be submitted to the Administrative Court within 45 days from receiving the decision, either in person or by registered mail, in accordance with Article 18 of Law No.

49/2012, "On the Administrative Court and Judgment of Administrative Disputes."