



REPUBLIC OF ALBANIA



ALBANIA CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL
FOR
APPROVED TRAINING ORGANIZATIONS

ACAA-DTL-GM6-ATO

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Approved by

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Executive Director of Albanian Civil Aviation Authority





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0.1. Records 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 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
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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
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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;

“Approved training organisation (ATO)” means an organisation which is entitled to provide training to pilots on the basis of an approval issued in accordance with Minister Order no.178, date 20.12.2023.

“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;

“Aircraft”: means 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;

“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;

“Aircrew”: means flight crew and cabin crew;

“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
ATO	Approved Training Organization
AMC	Acceptable Means of Compliance
DTL	Directorate of Training and Licensing
ED	Executive Director
TO	Training Organization
OJT	On the Job Training
STRN	Sector of Training
SQSC	Sector of Quality, Safety and Compliance
GM	Guidance Material
MO	Minister Order
CMD	Council Minister Decision
EU	European Union
FOO	Flight Operations Officer
ATPL	Airline Transport Pilot Licence
CPL	Commercial Pilot Licence
TO-ADM	TO Administrative Inspector
TO-Technical	TO Technical Inspector
FSTD	Flight Simulation Training Devices
PPB	Principal Place of Business
EASA	European Aviation Safety Agency

0.7. Purpose

The purpose of this Guidance Material is to describe the processes to be applied:

- For the initial approval of an ATO.
- For changes applied to an existing and valid approval of an ATO.
- For the continued oversight of ATO approvals in accordance with the applicable MO.
- For the acceptance of foreign ATO with a place of business outside the Republic of Albania, which will provide training for licensing applicants or personnel working or operating within the Republic of Albania.

For each part of the process, this document details the required documents to be submitted, the investigations conducted by the Authority, and provides information on the general timeframes and costs involved.

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”.

1. INITIAL APPROVAL

1.1. APPLICATION SUBMISSION AND PROCESSING

1.1.1. Prepare application

An application should only be submitted 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.

Before submitting the application, make sure to verify the following points:

- **Location of the applicant**

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.

MO No. 178, date 20.12.2023 defines what constitutes an Organization's principal place of business as follows. This is as follows:

“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.

1.1.2. Fees and charges

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).

1.1.3. Submit the application

1.1.3.1. Secure communications

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

1.1.3.2. Documents to be provided

The organization must first determine if the application of the ATO is for a complex or non- complex organization according to AMC1 ORA.GEN.200(b). Where training is conducted at multiple locations, all sites will be subject to approval and onsite inspections/oversight (including contracted organizations).

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

The application documents are as follows:

- a) Relevant and signed application form ACAA-DTL-ATOM-600.
- b) Confirmation of Legal Entity of the applicant organization e.g. a copy of the company registration document for limited and public limited companies.
- c) Relevant application fee as detailed in the ACAA Charges Guidance.
- d) Key Post-Holder Nomination forms with CVs detailing relevant experience.
- e) ACAA checklist for Operations Manual.
- f) ACAA checklist for Training Manual.
- g) Proof of availability of aircraft, FSTD, facilities and staff for the approved courses to be conducted. Where these are not permanently available to the ATO, copies of Hire Agreements, contractual arrangements etc. must be provided.
- h) Evidence of sufficient funding comprising of:
 - Current balance sheet.
 - Signed statement from company accountants stating 'Going Concern' and no reason not to meet forecast in the business plan.
- i) 3-year business plan, with month-by-month breakdown of projected income and expenditure.
- j) Copies of FSTD qualification certificates.
- k) Theoretical Knowledge Instructor/ Subject allocation (primary and secondary subjects).
- l) All manuals should have an effectual means of document control and a list of effective pages.

Any document in a foreign language other than English must be submitted translated and notarized.

1.1.4. Application review and eligibility check

1.1.4.1. Administrative eligibility

The TO-ADM inspector verifies the application to ensure that:

- Form ACAA-DTL-ATOM-600 is fully and accurately completed,
- The application is properly dated and signed,
- All required documents are included and meet the necessary standards.

1.1.4.2. Technical eligibility

The TO- Technical inspector checks the eligibility of an Approved Training Organization (ATO) application by verifying compliance with regulatory requirements, including personnel qualifications, facilities, and training equipment. They ensure that the organization's training programs meet the standards outlined by national and international aviation authorities. The inspector also assesses the effectiveness of the ATO's safety management system and quality assurance processes.

1.1.5. Application amendment as necessary

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-600 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. DOCUMENTS EVALUATION PHASE

Upon receiving an application for a TO approval, ACAA shall evaluate the documents. Manuals put forward for initial approval shall be in electronic format and sent to DTL via the designated official email address.

1.2.1. On-site audit

Prior to the approval an inspection of the TO shall be conducted to ensure full compliance with the applicable requirements. When more than one facility is applied for, then the inspection of these facilities shall also be conducted.

1.2.2. Corrective Action Plan (CAP) and Closure of Findings

1. Submission of CAP

- The training organization must submit a Corrective Action Plan (CAP) within 14 days of receiving the findings.
- The CAP must include:
 - Root cause analysis (why the non-conformity occurred).

2. Timeline for Closure

- During the initial investigation, findings are classified as Level 1 or 2.
- A maximum of 3 months is allowed for finding closure.
- All findings must be resolved before the Certification Team can recommend approval to ACAA.

1.2.3. Closure of Findings

- For major findings, the inspector may conduct a follow-up on-site audit to verify the effectiveness of corrective actions before closing the findings.

1.3. CERTIFICATION PHASE

After all findings are closed, and compliance with Minister Order No. 79, date 15.04.2024 Part-147 is established, ACAA generates the following:

- Approval Certificate ACAA-DTL-ATOM-601
- Approval of the manuals and its associated documents, lists, and any concessions.

1.4. REQUIREMENTS AND GUIDANCE

Requirements:

- management structures. ORA.GEN.200.
- Personnel requirements. ORA.GEN.210 and ORA.ATO.110.
- A description of the accommodation; a floor plan with dimensions and purpose of individual rooms is usually appropriate. AMC1-2 ORA.GEN.215.
- Description of the training programme which must comply with the requirements of Part-FCL and, in the case of flight test training, the relevant requirements of Part-21. ORA.ATO.125, AMC1 ORA.ATO.125, AMC2 ORA.ATO.125, AMC3 ORA.ATO.125.
- The means of conducting PPL and LAPL theoretical knowledge examinations.
- Samples of documentation relating to proposed courses and the training and checking forms detailed in the Training Manual, with evidence of an updating system are to be provided. The person responsible for maintaining and checking records licences and log books should be named and the frequency of record checks is to be stated. It should be demonstrated that arrangements have been made for the security of records and documents and evidence of standardization of entries in training records is to be shown.
- Training effectiveness. AMC1 ORA.ATO.230(a) (10).

1.4.1. Nominated persons

a) Accountable Manager

The requirements and qualifications for the Accountable Manager can be found in Part- ORA.GEN.210.

b) Head of Training

The requirements and qualifications for the Head of Training can be found in Part-ORA.ATO.210(a)

c) Chief Flight Instructor

The requirements and qualifications for the Chief Flight Instructor can be found in Part-ORA.ATO.210(b).

d) Chief Theoretical Knowledge Instructor

The requirements and qualifications for the Chief Theoretical Knowledge Instructor can be found in Part-ORA.ATO.210(c).

e) Flight Instructors general requirements and pre-requisites

Reference for the requirements and pre-requisites for Flight Instructors can be found in MO No. 178, date 20.12.2023 Part-FCL as listed below:

Instructor	Reference
FI certificate requirements	Part-FCL.900
FI prerequisite and general requirements	Part-FCL.915
MPL Instructor additional requirements	Part-FCL.925 AMC1 & GM1 FCL.925
FI specific requirements	Part-FCL.905.FI FCL.910.FL
FI revalidation and renewal	Part-FCL.940
TRI specific requirements	Part-FCL.905.TRI; FCL.910.TRI
TRI revalidation and renewal	Part-FCL.940.TRI
CRI specific requirements	Part-FCL.905.CRI
CRI revalidation and renewal	Part-FCL.940.CRI
IRI specific requirements	Part-FCL.905.IRI
IRI revalidation and renewal	Part-FCL.940.IRI
SFI specific requirements	Part-FCL.905.SFI; FCL.910.SFI; FCL.915.FSI
SFI revalidation and renewal	Part-FCL.940.SFI
MCCI specific requirements	Part-FCL.905.MCCI
MCCI revalidation and renewal	Part-FCL.940.MCCI
STI specific requirements	Part-FCL.905.STI; FCL.910.STI
STI revalidation and renewal	Part-FCL.940.STI
MI specific requirements	Part-FCL.905.MI
MI validity	Part-FCL.940.MI
FTI specific requirements	Part-FTI.905FTI
FTI revalidation and renewal	Part-FCL.940FTI

1.4.2. Personnel requirements

The management and personnel requirements for ATOs can be found at Part- ORA.GEN.200, Part- ORA.GEN.210, ORA.ATO.110, ORA.ATO.210, AMC1-ORA.ATO.210, and AMC2-ORA.ATO.210.

All Key post holders must be nominated to the DTL/STRN from the Approved Organization and be formally agreed by the ACAA before the appointment is made substantive. Current key post holders who do not meet the MO. No. 178, date 20.12.2023 may continue in post, however, any key post holder who moves to another ATO or new applicants must meet all of the requirements.

1.4.3. Procedure for Approval of Training Aircraft

The Head of Training is responsible for ensuring the fleet of aircraft is suitable for the scope of training being conducted. Items checked during an operational suitability Inspection include but not limited to the below:

- Equipment
 - o General Condition
 - o Flight & navigational equipment
 - o Flight crew interphone system
 - o Seats, seat safety belts, restraint systems and child restraint devices
 - o First-aid kit
 - o Supplemental oxygen (if applicable)
 - o Hand fire extinguishers

- ELT
- Life-Jackets & Other equipment (if applicable)
- Survival Equipment
- Radio comm equipment
- Navigation Equipment
- Transponder
- other equipment as per AFM/POH for Operation Equipment List
- External Inspection
- Documents to be carried on board

1.4.4. Aerodromes and Operating Sites

Unlicensed aerodromes cannot be used for training purposes. The above is not applicable for water operations (Seaplanes). Unlicensed aerodromes may only be used for training purposes when specifically approved by ACAA and when the following conditions are met:

- A comprehensive Risk Analysis is conducted by the ATO,
- The aerodrome is inspected by a ACAA flight inspector,
- A proving flight from the aerodrome is undertaken by a ACAA flight inspector,
- The aerodrome meets the performance requirements of the ATO aircraft to be used,
- Adequate Rescue and Fire Fighting equipment is in place,
- The ATO's Emergency Response Plan covers the aerodrome, and
- Any other conditions ACAA deems fit from time to time.

2. NOTIFICATION OF CHANGES TO ACAA

All changes requiring prior approval must be submitted to the authority for approval. For other changes not-requiring prior approval, the ATO must have a procedure in the manual for these changes in accordance with ORA.GEN.130.

1. Notification Requirement

- The ATO must inform the competent authority (ACAA) of any proposed changes that may affect its approval before the changes occur.

2. Consequences of Failing to Notify

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

2.1. Required Submissions for Changes

The ATO must submit ACAA Form ACAA-DTL-ATOM-600 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).

2.2. On-site audit if its required

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.

3. CONTINUED OVERSIGHT

3.1. Audit Cycle and Monitoring

To ensure continued compliance, a complete audit of the organization and its procedures will be carried out at least once every 24 months. This audit will include monitoring one training course and one examination conducted by the ATO.

The audit process is based on the following regulations:

- Minister Order no. 178, dated 20.12.2023.
- Surveillance Policy and Procedure: ACAA-DLS-SVPP

Output/Records:

The audit records ensure that the Certificate of Approval remains valid as long as compliance is maintained. DTL/STRN will conduct a full audit of the organization and its procedures every 24 months.

3.2. Suspension, Limitation, or Revocation of Approval

If non-conformities are identified, ACAA follows the measures refer in the Enforcement Manual ACAA-DLS-ENFM and in 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.

3.3. Recommendation Report for Continuance

Once all findings have been addressed and corrective actions completed, the certification team prepares the Recommendation Report. This report is required to recommend the continuation of the approval.

4. ACCEPTANCE OF FOREIGN APPROVED TRAINING ORGANISATION

4.1. Application for Admission to a Foreign Training Organization

This section outlines the administrative procedures that the Albanian Civil Aviation Authority (ACAA) follows to issue the certificate of acceptance for foreign Training Organizations (TO). The ACAA will accept applications from foreign TOs that conduct training for licensing applicants, personnel working, or operating in the Republic of Albania.

There are two types of foreign TOs:

1. EASA Member State TOs: The acceptance procedure follows the standard steps outlined below.
2. Non-EASA Member State TOs: The process follows the steps for Initial Approval

4.2. Documents to submit

The following documents must be submitted for the acceptance process:

- Application form ACAA-DTL-ATOM-600.
- A copy of the TO's approval certificate from the Competent Authority.
- A copy of the Training Manual.
- Detailed Training Syllabus.
- Information on Instructors and Examiners' qualifications.
- On-site audit report (if required).

- Report of compliance with the regulations, including the results of internal inspections and audits from the Competent Authority (including the last two audit findings or recommendations).
- Contract with operators registered in the Republic of Albania (if applicable).

These documents should be sent to the ACAA either:

- By post to the Civil Aviation Authority.
- By email to info@acaa.gov.al or the Directorate DTL (TO-ADM Inspector).

4.3. Verification by the TO Competent Authority

Once the application is received, the TO-ADM Inspector will email a verification request to the certifying Competent Authority, asking for confirmation of:

- The TO's valid approval in accordance with EU regulations.
- Any significant findings or issues reported by the Competent Authority.
- A scanned copy of the approval certificate.

4.4. Development of the Admission Process

After receiving the application, the assigned inspectors (TO-ADM and TO-Technical) begin the following steps:

1. The eligibility of the application and documentation.
2. The eligibility of the technical documentation for compliance with ACAA requirements.
3. If necessary, the inspectors will propose a date for verification of the facilities at the foreign TO. This date will be coordinated with the organization.
4. The inspectors will evaluate compliance with the relevant ministerial orders.
5. After a positive assessment, the Inspectors will draft the acceptance letter or certificate and send it to the Executive Director for final approval.
6. Upon completion of the process, the applicant will be notified, and the acceptance certificate/acceptance letter will be issued. If there is evidence of non-compliance, the applicant will be asked to provide additional documents or take corrective actions before final approval.

Important Note:

The ACAA will not issue an acceptance certificate for any foreign TO with Finding Level 1. In such cases, the application will be re-evaluated once the TO addresses the findings through a corrective action plan approved by the Competent Authority of the country that issued the certificate.

4.5. Maintenance of Validity of Acceptance Certificate

The Acceptance Certificate remains valid indefinitely, as long as the original approval certificate issued by the Competent Authority is valid. For TOs with contracts with operators in Albania, the ACAA will conduct periodic assessment inspections in cooperation with the operator to ensure continued compliance.

4.6. Changes in the Organization

Any changes that affect the conditions of acceptance must be formally communicated to the ACAA. Changes that require notification include:

- Change of the organization's name.
- Addition of new facilities.
- Change of the organization's main address.
- Amendments to the Training Organization Manual, which must be submitted to the ACAA whenever revised.

These changes will prompt a review of the acceptance certificate by the ACAA to ensure compliance with current regulations.

4.7. Continuing Oversight of Accepted Training Organizations

The ACAA will conduct ongoing oversight of accepted Training Organizations in accordance with ACAA-DTL-SVPP, to ensure they continue to meet the required standards. This oversight may include technical inspections or bilateral cooperation between the ACAA and the Competent Authority of the TO.

The primary goal is to share safety data and ensure that both parties are aware of any certification or oversight issues affecting operators in either country.

4.8. Suspension and Revocation of Acceptance

The ACAA may suspend or revoke an acceptance certificate if the TO is found to be non-compliant with the regulatory requirements. Suspension or revocation may occur under the following circumstances that are referred from the Enforcement Manual ACAA-DLS-ENFM:

1. If the Competent Authority of the country that issued the original certificate suspends or revokes the approval.
2. If the TO fails to address first-level findings that pose a risk to safety or compliance.

In case of revocation, the TO will be informed of their right to appeal in accordance with national laws (refer to

Article 5 of this GM).

5. APPEAL PROCESS

5.1. The right to appeal

An appeal may be applied when ACAA has refused to issue an approval / acceptance certificate for a Training Organization or has suspend or revoke the approval / acceptance certificate.

5.2. Submission of the appeal

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.

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:

1. The appellant's name, address, phone number, and fax number (if applicable).
2. The organization's name and phone number (if applicable).
3. A copy of the CAA's notice or enforcement letter.

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.

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.

5.3. Procedures of appeal

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.

Refer to the article 1.6 of ACAA Enforcement Manual ACAA-DLS-ENFM

5.4. Appeal Determination

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."

Refer ACAA Enforcement Manual ACAA-DLS-ENFM

