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PËR

MIRATIMIN E “GUIDANCE MATERIAL FOR SPECIFIC APPROVALS FOR OPERATORS”

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-GM8-SAO “Guidance Material for Specific Approvals for Operators”, Lëshimi 01, Rishikimi 00.
2. Ngarkohet Drejtorja e Standardeve të Fluturimit, të sigurojë shpërndarjen dhe përdorimin e këtij manuali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

DREJTOR EKZEKUTIV

Maksim Et'hemaj





REPUBLIC OF ALBANIA



ALBANIAN CIVIL AVIATION AUTHORITY

Guidance Material for Specific Approvals for Operators

ACAA-DFS-GM8-SAO

Issue: 01, Revision 00

Date: 14.11.2024

Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority





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0.1 Record of Amendments

The table below describes the dates and reasons 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	14/11/2024		Initial Issue

In case of major amendment, a new issue will be released to replace the existing procedure. 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:	Mr. Nuno Miguel, Specialist in SFO	01.11.24	
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Accepted by:	Mr. Alket Zani, DFS Director	01.11.24	
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	Mrs. Krista Garo, Head of SQSC	11.11.2024	
	Mrs. Edlira Kraja, Director of DLS		
Approved by:	Mr. Maksim Et'hemaj, Executive Director	14.11.2024	





0.3 Revision table

Page #	Issue No.	Revision No.	Date	Edited by

0.4 Distribution List

Control #	Responsible Person	Type of Document
Original	SFO/DFS SSS/DAM	Hard Copy
Original (Electronic)	SFO/DFS 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 & Acronyms

Term	Definition
HHO flight	a flight by a helicopter operating under an HHO approval, the purpose of which is to facilitate the transfer of persons and/or cargo by means of a helicopter hoist
HEMS flight	a flight by a helicopter operating under a HEMS approval, the purpose of which is to facilitate emergency medical assistance, where immediate and rapid transportation is essential, by carrying: (a) medical personnel; (b) medical supplies (equipment, blood, organs, drugs); or (c) ill or injured persons and other persons directly involved
low-visibility operations (LVOs)	approach or take-off operations on a runway with a runway visual range less than 550 m or with a decision height less than 200 ft
electronic flight bag (EFB)	an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties
HEMS HEC operation	air and ground operations for the purpose of transporting one or more persons as human external cargo (HEC) within a HEMS flight

0.6 Abbreviations and Acronyms

Abbreviation or Acronym	Meaning
ACAA	Albanian Civil Aviation Authority
AOC	Air Operator Certificate
AFM	Aircraft Flight Manual
DG	Dangerous Goods
EFB	Electronic Flight Bag
ETOPS	Extended Range Operations with Two-Engine Aeroplanes
GM	Guidance Material
HEMS	Helicopter Emergency Medical Services



HHO	Helicopter Hoist Operations
LVO	Low Visibility Operations
MNPS	Minimum Navigation Performance Specifications
NVIS	Night Vision Imaging System
PBN	Performance Based Navigation
POH	Pilot Operating Handbook
RVSM	Reduced Vertical Separation Minima

1. Introduction

1.1 Background

Guidance Material (GM) for Specific Approvals for Operators is issued by the Executive Director of the Albanian Civil Aviation Authority (ACAA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. GM contains information about standards, practices and procedures acceptable to ACAA.

1.2 Purpose

The purpose of this publication is to inform all Albanian Air Operator Certificate (AOC) holders about their responsibilities in this domain, addressing the general requirements and procedures to be followed by them in order to apply to and to maintain specific approval granted by ACAA.

1.3 Applicability

All aircraft operators conducting operations under Albanian Legislation shall meet the requirements set forth in this GM.

1.4 References

Minister Order No. 80, dated 30.06.2023, "For the approval of the regulation on technical requirements and administrative procedures for air operations".

2. General Requirements

2.1 Competent Authority

The competent authority for issuing a specific approval for a commercial air transport operator with its main place of business being in Albania is the ACAA.

2.2 Application for a specific approval

The operator applying for the initial issue of a specific approval shall provide to the competent authority the documentation required in the applicable area, together with the following information:

- The name, address and mailing address of the applicant;
- A description of the intended operation;
- The operator shall provide to the competent authority compliance with the requirements of the applicable area;
- The operator shall retain records relating to the items referred above at least for the duration of the operation requiring a specific approval;
- Operating procedures should be documented in the operations manual. If an operations manual is not required, operating procedures may be described in a manual specifying procedures (procedures manual). If the aircraft flight manual (AFM) or the pilot operating handbook (POH) contains such procedures, they should be considered as acceptable means to document the procedures.

2.3 Privileges of an operator holding a specific approval

The scope of the activity that an operator holding an AOC is approved to conduct shall be documented and specified in the operations specifications to the AOC.

2.4 Changes to a specific approval

When the conditions of a specific approval are affected by changes, the operator shall provide the relevant documentation to the competent authority and obtain prior approval for the operation.

2.5 Continued validity of a specific approval

Specific approvals shall be issued for an unlimited duration and shall remain valid subject to the operator remaining in compliance with the requirements associated with the specific approval and taking into account the relevant elements defined in the data established in accordance with Minister Order 80, subpart Spa.

3. Specific Approvals Required by ACAA

3.1 List of Mandatory Specific Approvals

- Performance Based Navigation (PBN) Operations
- Operations with Specified Minimum Navigation Performance Specifications (MNPS)
- Operations in Airspace with Reduced Vertical Separation Minima (RVSM)
- Low Visibility Operations (LVO)
- Extended Range Operations with Two-Engine Aeroplanes (ETOPS)
- Transport of Dangerous Goods (DG)
- Helicopter Operations with Night Vision Imaging Systems (NVIS)
- Helicopter Hoist Operations (HHO)
- Helicopter Emergency Medical Service (HEMS) Operations
- Electronic Flight Bag (EFB)

3.2 Individual Approval Specific Requirements

The goal of this GM is not to individually address the specific requirements necessary for an operator to get a specific approval on PBN, MNPS, RVSM, LVO, ETOPS, DG, NVIS, HHO, HEMS or EFB. In fact, only general requirements and procedures deemed mandatory by ACAA are addressed in this document.

Therefore, all applicable national and international legislation should be consulted in order to verify specific requirements and procedures are necessary for a commercial air transport operator to apply for each of these ten different areas.

1. Upon receiving an application for the issue of a specific approval or changes thereof, ACAA shall assess the application in accordance with the relevant requirements Part-SPA and conduct, where relevant, an appropriate inspection of the operator.
2. When satisfied that the operator has demonstrated compliance with the applicable requirements, the competent authority shall issue or amend the approval. The approval shall be specified in the operations specifications, for commercial air transport operations.

