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PËR MIRATIMIN E "GUIDANCE MATERIAL FOR APPROVAL/ACCEPTANCE
OF MAINTENANCE TRAINING ORGANISATION"

Në mbështetje të pikës ë, të nenit 14, të Ligjit Nr.53/2022 "Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil", si dhe në kuadër të përmirësimit të vazhdueshëm të cilësisë dhe sigurisë në operim në AAC:

V E N D O S A

1. Miratimin e procedurës ACAA-DTL-GM8-MTO "Guidance Material for Approval/Acceptance of Maintenance Training Organisation", Issue 01, Revision 00.
2. Ngarkohet Drejtoria e Trajnimit dhe Licencimit 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



AUTORITETI I AVIACIONIT CIVIL

CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL
FOR
APPROVAL/ACCEPTANCE OF MAINTENANCE TRAINING ORGANISATION

ACAA-DTL-GM8-MTO

Issued: 01, Revision 00

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Approved by

Maksim Et'hemaj



Executive Director of Albanian Civil Aviation Authority

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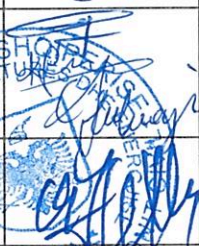

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0.1. Records of Amendments

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	02.12.2024		Initial issue

0.2. Approval List

Action	Name and position	Date	Signature
Prepared by:	Mrs. Fioralba Kasaj, Specialist of STRN	21.11.24	
Accepted by:	Mrs. Aida Pipiko, Director of DTL	25.11.24	
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Approved by:	Mr. Maksim Et'hemaj, Executive Director	02.12.24	



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;

“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;

“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;

MTOE (Maintenance Training Organization Exposition) is a comprehensive document that outlines how a maintenance training organization (MTO) is structured, managed, and operated to meet regulatory requirements. It serves as a key reference for aviation authorities during the approval and oversight process.

0.6. Abbreviations and Acronyms

ACAA	Albanian Civil Aviation Authority
MTO	Maintenance Training Organization
AMC	Acceptable Means of Compliance
DTL	Directorate of Training and Licensing
ED	Executive Director
TO	Training Organization
STRN	Sector of Training
SQSC	Sector of Quality, Safety and Compliance
GM	Guidance Material
MO	Minister Order
CMD	Council Minister Decision
EU	European Union
MTOE	Maintenance Training Organization Exposition
PBB	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 a Part 147 Training Organization.
- For changes applied to an existing and valid approval of a Part 147 Training Organization.
- For the continued oversight of Part 147 approvals in accordance with the applicable MO.
- For the acceptance of foreign Part 147 Training Organizations 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. 79, date 15.04.2024 that transposes Regulation (EU) no. 1321/2014 “On the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organizations and personnel involved in these tasks”, Part 147.

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:

1.1.1.1. Eligibility check

- **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. According to Article 2 of MO No. 79, dated 15.04.2024, the PPB is defined 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.

- **Nature of the applicant**

The applicant must be a registered legal entity.

1.1.1.2. Scope of approval

- The courses that can be approved are those defined by the Part 66. It includes the Basic Training courses, A/C Type Training courses and Type Training “differences” courses.
- Under certain conditions, ACAA also approves derived courses such as “combined” courses (i.e. combined Category B1 and category B2 course) or courses bridging from a Category/ sub-category to another category/ sub-category (i.e. from Cat B1.1 to cat B1.2)
- Organizations cannot be approved to deliver examinations only. Exceptions are those A/C types for which type training is not required by Part 66, only a type examination (refer to Part 66 A/C Groups definitions and their license type endorsement requirements)
- A/C type trainings are limited to those level 1, 2 and 3 courses as defined by Part 66, appendix 3. Other courses meant for specialists (i.e. structure specialist, engine testing, etc....) are not approvable under Part 147 and their acceptability is under the responsibility of the training organization and its overseeing Authority.

- A/C types are those defined by the Part 66 and used for the Licensed endorsements. They may differ from the types certificate designations. For instance, A320 (CFM 56) and A320 (V2500) are considered as two different types from a license perspective and are both subject to a specific Part 147 course (full or “differences”).
- When an aircraft type includes several variants (i.e. A320 A318/319/320/321 (CFM 56)), it is not required to apply and develop the course for all these variants. An application may be limited to a particular model/ variant i.e. A319 (CFM 56). The certificates of recognition issued at the completion of the course will however have to reflect with precision the exact content/limitation of the approved course.
- A/C Type Training courses can be applied for and approved when an A/C type that is not yet Type-Certified. Specific conditions however apply in such a case, which must be discussed with EASA before applying. It is however important to realize that the A/C type will only be endorsed onto the Part 66 Licenses by Licensing Authorities once the A/C type is granted by EASA.
- Trainings such as EWIS, Fuel Tank Safety, etc. and required by Part 145 are not approvable within the framework of Part 147.
- Courses limited to a few Basic Training modules (i.e. Module 9 and module 10) cannot be approved. The organization must be approved for the entire Basic Training curriculum as defined by Part 66, appendix 1.
- As defined in 147.A.147(e), a training organization cannot apply to conduct only examination without applying to conduct corresponding training.

1.1.1.3. Qualifications and Experience of Personnel of Approved Organizations

Instructors, Knowledge Examiners and Practical Assessors

In general Instructors, Knowledge Examiners and Practical Training Assessors must have the following training, experience and qualifications:

- Training in instruction techniques;
- Training in Human Factors;
- Knowledge of Part-66 and Part-147 requirements;
- Be familiar with the procedures outlined in the MTOE;
- Acceptable level of English Language Proficiency;
- At least three years' experience in related aircraft maintenance and/or maintenance training;
- Category B1, B3, B2 or C Part-66 License with relevant type training when applicable or equivalent;
- or Degree in Aeronautical, Mechanical or Electrical Engineering, or VET/EQF Level 4 in Mechanical/Electrical or Electronic Engineering.

For more detailed requirements, refer to Part 66, Part 147 of Minister Order No.79, date 15.04.2024, transposing EU Regulation 1321/2014.

Other guidance's:

- All personnel must be seen to be competent and fit for the post by the Quality and/or Training Manager before their name is included in the MTOE.
- To maintain their currency Instructors and Knowledge Examiners shall undergo updating training as specified in Part-147. A.105(h).
- The MTOE of the Part-147 organization should include procedures to confirm an acceptable level of English Language Proficiency/ (ability to read, write and speak in English) in qualifying its Trainers/Instructors/Assessors. This can be demonstrated or attested by either testing/checking or qualifications held in English language knowledge proficiency.
- Appendix III to AMC to Part-66 “Evaluation of the competence: assessment and assessors” applies to the competence assessment performed by designated assessors as well as their qualifications criteria.

Training Manager, Quality Manager and Quality audit personnel

Minister Order No. 79, date 15.04.2024, Annex IV (Part 147) point M.A.105 and its AMC do not include any qualifications or experience requirements, however a top-down approach helps to identify the required qualifications and training to fulfill the day-to-day responsibilities.

a) Training Manager: When appointed, the training manager has the responsibility of managing the training organization on a day-to-day basis. These responsibilities are, among others, the elaboration of internal procedures, elaboration of training material, management of personnel and their competences.

b) Quality/Compliance Manager and Quality audit personnel

The prime responsibility of these personnel is to monitor training standards, the integrity of knowledge examinations and practical assessments and compliance with and adequacy of the procedures in an independent manner.

The top-down approach leads us to the following minimum qualifications and/or experience required for the above personnel (2.1 and 2.2) to full fill the related responsibilities:

- Category B1, B3, B2 or C Part-66 License with relevant type training when applicable or equivalent, or
- Degree in Aeronautical, Mechanical or Electrical Engineering, or VET/EQF Level 4 in Mechanical/Electrical or Electronic Engineering, or five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position;
- Knowledge in the application of aviation training practices
- Comprehensive knowledge of Part-66 and Part-147 regulations;
- Knowledge and experience in quality systems and auditing techniques for Quality personnel;

- Thorough knowledge with the organization's MTOE;
- knowledge of Instructional Methods;
- Knowledge on the type(s) of aircraft in the scope gained through a formalized training course of at least equivalent to Part-66 Appendix III Level 1.

c) Accountable Manager and Management personnel.

Need to be formally accepted by ACAA via a résumé are described in the Part 147 regulation. These include for example the Quality Assurance Manager, the Training Manager and the Examination Manager. These staff will in particular have to demonstrate:

- their competencies and their knowledge of the applicable regulations and of the derived Training Organization's procedures (MTOE, Associated Procedures etc.);
- their knowledge of the practices and standards related to training & examination activities;
- their technical knowledge and experience in the assigned domain, for example "auditing methods" for the Quality Assurance Manager, "training techniques" etc.

1.1.1.4. 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).

1.1.2. Submit the application

1.1.2.1. Secure communications

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

1.1.2.2. Documents to be provided

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

The documents to be provided with the initial application are:

- The application form (ACAA-DTL-ATOM-700) is available for download on ACAA website.
- A copy of the official document establishing the Training Organization as a legal entity in the Republic of Albania.
- Document for the nomination of the Accountable Manager.

- Application Form for nominated potholders accompanied by documents to prove qualifications and competence ACAA-DTL-ATOM-701 Application form for Managers.
 - Draft Maintenance Training Organization Exposition (MTOE).
 - Draft associated procedures.
 - The list of proposed instructors, knowledge examiners and practical assessors, if not included into the MTOE.
 - The Course Approval Forms (for Basic or Type Training courses, as applicable).
 - Training manuals for Annex I to Part 66 modules and training manuals for aircraft types requested.
 - Compliance checklist with the requirements of Part 147 and relative AMC & GM.
 - Internal Audit results.
 - Points of contact of the organization.
- The scope applied for must be detailed in ACAA-DTL-ATOM-700, by using the appropriate blocks (Basic Training, Type training).

1.1.2.3. Number of staffs to be declared

The organization should declare in ACAA-DTL-ATOM-700 a number of staffs that is representative of the size and the volume of the training & examination activities applied for.

These include the company employees (permanent staff) and the contracted staff, involved in the ACAA Part 147 training organization.

The staff to be considered include, as applicable:

- ✓ Company employees:
 - (a) Accountable Manager
 - (b) Senior managers (Management personnel), including:
 - Training Manager
 - Examination Manager
 - Quality Assurance Manager
 - (c) Other managers, as appropriate:
 - Site management, when several permanent sites are approved
 - Practical training Workshops management, for Basic Training schools
 - Administration management:
 - Planning & scheduling of courses
 - Administration of trainees
 - Issuance of Certificates of Recognition
 - Records management
 - (d) Instructors (theoretical elements / practical elements)

- (e) Theoretical knowledge Examiners
- (f) Practical assessors
- (g) Other staff:
 - Quality Assurance auditors
 - Subject Matter Experts or Course Designers
 - Training Courseware management and reproduction staff
 - Records & archives staff

- (h) Contracted staff:
 - Instructors (theoretical elements / practical elements)
 - Theoretical knowledge Examiners
 - Practical assessors

1.1.2.4. Pre-application meetings as necessary

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.

1.1.3. Application review and eligibility check

1.1.3.1. Administrative eligibility

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

- Form ACAA-DTL-ATOM-700 is fully and accurately completed,
- The application is properly dated and signed,
- All required documents are included and meet the necessary standards.

1.1.3.2. Technical eligibility

At this stage, it is confirmed that ACAA is indeed the Competent Authority for the applicant, and that the proposed scope is eligible for approval.

- Using the data provided by the applicant, it is verified that the organization's staffing (number of staffs, distribution) aligns with the scope of approval and the number of training sites requested. This is a preliminary evaluation based on experience with similar applications. The exact figures will be verified later in the process during document review and on-site audit.
- The ratio of permanent employees to contracted staff is assessed in accordance with GM to 147.A.105(c).

- If necessary, clarifications and adjustments are requested from the applicant regarding the scope of approval and the declared number of staffs.

1.1.4 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-700 should be submitted. The applicant must provide a written explanation of the changes made.

1.1.5 Application rejection

The application process may be terminated at any time, either at the applicant's request or by ACAA, should the applicant fail to meet their obligations.

In all cases, both the applicant and the TO-ADM Inspector responsible for communication with the applicant will be promptly informed of any decisions or actions taken regarding the application

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. Document Review Process

1.2.1.1 Desktop Audit

The inspector reviews the **MTOE** and other documents to ensure they comply with Minister Order requirements. Any non-compliances are identified and reported to the training organization. The applicant must respond by submitting amended pages or sections. Changes should be clearly marked to show what has been updated in response to the findings. A comparison document (showing text before and after amendments) helps speed up the review process.

The MTOE should accurately reflect the organization's structure and processes, not just copied templates. It should explain **who, what, when, where, and how** tasks are performed. The final document should be issued as the "initial issue," with a date close to its formal approval. Once approved, the applicant must submit a complete, consolidated electronic copy for the inspector's records.

1.2.2. Scheduling the On-Site Audit

Once the draft **MTOE**, associated documents, and proposed nominated personnel are deemed acceptable by the ACAA team, a tentative period for the on-site audit should be discussed and agreed upon with the inspector.

The actual audit dates will only be confirmed after the applicant certifies that the training organization complies with

all applicable regulatory requirements or standards. In some cases, the audit may proceed even if certain elements are not fully in place, subject to the inspector's discretion.

Examples include missing training equipment or a delayed instructor arrival. Compensating measures (e.g., proof of equipment orders or confirmation of instructor start dates) must be provided by the applicant.

The audit report and compliance statement must document any missing or ongoing elements for transparency.

1.2.2.1 Scope of the Audit

For initial approvals, all areas and representative training/examination activities will be assessed. If the organization operates at multiple sites, the inspectors may choose to audit all locations before approval or audit selected sites post-approval as part of ongoing oversight. The scope of approval cannot be extended during the audit. Contracted activities (e.g., practical training at a maintenance organization) may also be audited. The applicant must secure access to contracted sites for the inspector.

1.2.2.2 Preparation by the Applicant

- Ensure all necessary access and security clearances are in place before the inspector's arrival.
- Ensure the availability of the Accountable Manager, Senior Managers, and instructional/examination staff during the audit.

1.2.2.3 Audit Activities

Training, examinations, and assessments will be audited. If these activities are not yet operational, the inspector may organize a simulated session to evaluate the instructor's knowledge, adherence to procedures, English proficiency, and teaching skills.

A real session must be observed at the earliest opportunity. This is usually part of a continued oversight audit conducted 6–12 months after approval. The real session assesses aspects such as:

- Instructor's pedagogical and communication skills.
- Time and interruption management.
- Examiner's handling of examination integrity and neutrality.

1.2.2.4 Audit Report Process

Audit reports, findings, and observations will be sent to the TO through email or by post. Additional observations or recommendations are shared verbally during the out-briefing and left to the applicant's discretion. These are included in the written report.

1.2.2.5 Corrective Action Plan (CAP) and Closure of Findings

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).
- Corrective actions (steps to fix the issue).
- Deadline for the closure of CAP

Once the CAP is accepted, the applicant's Quality Assurance team verifies its implementation and effectiveness.

1.2.2.6 Timeline for Closure

During the initial audit, 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.

1.2.2.7 Closure of Findings

For major findings, the inspector may conduct a validation process 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-702
- Approval of the MTOE and its associated documents, lists, and any concessions.
- Approved Management Personnel List (as defined in the MTOE).

2. NOTIFICATION OF CHANGES TO ACAA

The maintenance training organization (MTO) must inform the competent authority (ACAA) of any proposed changes that may affect its approval before the changes occur. This allows the authority to assess continued compliance with Part-147 and make amendments to the approval certificate if necessary.

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

2.1. Required Submissions for Changes

The MTO must submit ACAA Form ACAA-DTL-ATOM-700 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. (Note: ACAA-DTL-ATOM-701 is required for changes in managerial personnel, except for the Accountable Manager).
- Changes to the MTOE that require direct approval by ACAA.
- Addition of basic or aircraft type training courses.
- Changes to facilities (e.g., addition, removal, or change of address).

2.2. Changes Not Requiring Full Submission

Changes like amendments to the MTOE (without impacting the approval certificate), or changes to management personnel, instructors, and examiners, should be submitted to the inspector for review and acceptance.

2.3. On-site audit if its required

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

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

During the audit, the Accountable Manager and other Management personnel will be interviewed to confirm that they have:

- A good understanding of the organization's procedures,
- Knowledge of the relevant Minister Order no. 79, date 15.04.2024 Part-166 and Part-147 requirements, as applicable.

3. MAINTENANCE TRAINING ORGANISATION CONTINUING OVERSIGHT

3.1. Certificate Validity

The approval certificate issued for a Maintenance Training Organization (MTO) under Part 147 is valid for an unlimited duration, provided the following conditions are met:

- The organization remains in compliance with Part-147 and addresses any findings as per 147. B.130.
- The competent authority (ACAA) is granted access to the organization to verify continued compliance.
- The approval certificate has not been surrendered or revoked.

Upon surrender or revocation of the certificate, it must be returned to the competent authority.

3.2. Audit Cycle and Monitoring

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

The audit process is based on the following regulations:

- Minister Order No. 79, dated 15.04.2024.
- 147.A.160 Findings: Non-compliance handling.
- 147.B.110(b): Access to the organization for compliance verification.
- 147.B.120: Mandatory audits at least every 24 months.
- 147.A.140: General requirements for the organization.
- AMC & GM for Part 147: Including procedures for the facilities and control of nonconformities.

Additional resources:

- Surveillance Policy and Procedure: ACAA-DLS-SVPP
- Form ACAA-DTL-ATOM-704 Audit Checklist for Part 147 MTO.

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.

3.3. Suspension, Limitation, or Revocation of Approval (147.B.200)

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

3.3.1 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.

3.3.2 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.

3.4. Recommendation Report for Continuance (147.B.120)

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

4. ACCEPTANCE OF FOREIGN PART-147 TO

4.1. Application for Acceptance 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- 700
- A copy of the TO's approval certificate from the Competent Authority.
- A copy of the MTOE.
- Detailed Training Syllabi with the duration hours.
- Information on Instructors and Examiners' qualifications.
- On-site audit (if needed).
- 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).
- In the case of organizations intending to operate in the Republic of Albania, the legal registration document for conducting the activity must be submitted.

These documents should be sent to the ACAA either:

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

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

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 Acceptance Process

After receiving the application, ACAA/DTL verifies:

- a. The eligibility of the application and documentation.
- b. The eligibility of the technical documentation for compliance with ACAA requirements.
- c. 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.
- d. The inspectors will evaluate compliance with the relevant ministerial orders.
- e. After a positive assessment, the Inspectors will draft the acceptance letter or certificate and send it to the Executive Director for final approval.
- f. 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.

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 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 Training Organizations to share safety data on their certified TOs.

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:

- (a) If the Competent Authority of the country that issued the original certificate suspends or revokes the approval.
- (b) 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 any of the following 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.

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."