



REPUBLIKA E SHQIPËRISË  
AUTORITETI I AVIACIONIT CIVIL  
DREJTORIA E LEGJISLACIONIT DHE SIGURISË NË OPERIM

Nr. 480 prot.

Tiranë, më 20.03.2025

VENDIM

Nr. 14, datë 20.03.2025

PËR

MIRATIMIN E “GUIDANCE MATERIAL ON CAMO ORGANISATION  
APPROVAL/ACCEPTANCE”

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-GM14-CAMO “Guidance Material on CAMO Organisation Approval/Acceptance”, Lëshimi 01, Rishikimi 00.
2. Ngarkohet Drejtoria e Standardeve të Fluturimit, të sigurojë shpërndarjen dhe përdorimin e këtij materiali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

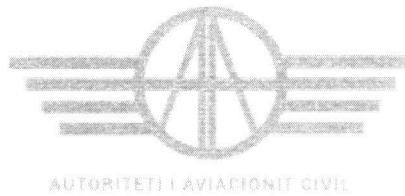
DREJTOR EKZEKUTIV

Maksim Et'hemaj





REPUBLIC OF ALBANIA



ALBANIAN CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL ON CAMO ORGANISATION APPROVAL/ACCEPTANCE

---

ACAA-DFS-GM14-CAMO

Issue: 01, Revision 00

Date: 20.03.2025

Approved by:



Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority



## 0.ADMINISTRATION

### Table of contents

<b>0.ADMINISTRATION</b> .....	2
0.1 Record of Amendments .....	3
0.2 Approval List .....	3
0.3 Revision table .....	4
0.4 Distribution List .....	4
0.6 Abbreviations.....	4
<b>1. INTRODUCTION</b> .....	5
<b>2. REQUIRED DOCUMENTATION</b> .....	5
<b>3. STEP-BY-STEP PROCESS</b> .....	5
3.1 Step 1: Pre-Application .....	5
3.2 Application Submission .....	6
3.3 Desktop Audit .....	6
3.4 On-Site Audit .....	6
3.5 Corrective Actions .....	6
3.6 Issuance of Certificate .....	6
<b>4. FEES FOR CAMO ORGANIZATION</b> .....	7

### 0.1 Record 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 identify the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason
01	00	20.03.2025	SAW	Initial Issue

In case of major amendment, a new issue will be released to replace the existing Guidance Material. 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:	Mrs. Jedrita Llapi, Specialist of SAW	11.03.2025	
	Mr. Boiken Verli, Head of SAW	11.03.2025	
Accepted by:	Mr. Alket Zani, Director of DFS	13.03.25	
Reviewed by:	Mr. Elton Kacagjeli, Specialist of SQSC	17.03.25	
	Mrs. Krista Garo, Head of SQSC		
	Mrs. Edlira Kraja, Director of DLS		
Approved by:	Mr. Maksim Et'hemaj, Executive Director	20.03.25	



### 0.3 Revision table

Page #	Issue No.	Revision No.	Date	Edited by

### 0.4 Distribution List

Control #	Responsible Person	Type of Document
Original	DFS/SSS	Hard Copy
Original (Electronic)	DFS/SAW 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

Term	Definition
Aircraft	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.
CAMO	A civil aviation organization authorized to schedule and control continuing airworthiness activities on aircraft and their parts.

### 0.6 Abbreviations

Abbreviations	Explanation
ACAA	Albanian Civil Aviation Authority
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organization
CAP	Corrective Action Plan
DCM	Decision of Council of Ministers

## 1. INTRODUCTION

This guidance material provides detailed information on the approval / acceptance process for CAMO Organizations. It aims to guide applicants through the necessary steps, documentation, and compliance procedures to meet the requirements set by the Albanian Civil Aviation Authority (ACAA).

The information is intended for aircraft owners, operators, and other stakeholders involved in aircraft certification. The process follows Air Code of Albanian Republic No. 96/2020, DCM No. 1095/2020, transposing Regulation (EU) 1139/2018, Law No. 53/2022 "On organizing and functioning of ACAA" and Minister Order No. 79/2024, which transposes Regulation (EU) 1321/2014, as amended.

---

## 2. REQUIRED DOCUMENTATION

To initiate the process, the following documents must be submitted to ACAA offices:

- ACAA-DFS-AIM-102: Application Form
- Certificate of Corporate Registration
- Formal Act delegating the Accountable Manager
- ACAA-DFS-AIM-104: Application Form for Nominated Persons (with supporting qualifications and competence documents)
- Continuing Airworthiness Management Exposition (CAME)
- Maintenance Program (*if applicable*)
- Compliance checklist to Part CAMO
- Internal Audit results
- Evidence of compliance with CAMO.A.305
- Contract with Albanian operator (*if applicable*)
- The approval certificate (*in case of application for acceptance from ACAA*)
- Any other documents as required by the specific process.

## 3. STEP-BY-STEP PROCESS

### 3.1 Step 1: Pre-Application

The applicant initiates contact with the ACAA and submits a pre-application package, including the formal request and initial supporting documents. A briefing may be held to clarify the requirements and procedures.

### **3.2 Application Submission**

The applicant submits a complete application package, including all required documents. The ACAA reviews the submission for completeness and compliance with applicable regulations.

### **3.3 Desktop Audit**

The ACAA conducts a desktop audit to evaluate the submitted documentation, including CAME, Maintenance Programs, and qualifications of the nominated postholders. Findings, if any, are communicated for resolution.

### **3.4 On-Site Audit**

An on-site audit is conducted to verify compliance with Part CAMO requirements. The audit team assesses facilities, procedures, and personnel qualifications. If the organization holds an EASA Member State Approval, the on-site audit may be optional based on the internal and CAA audit reports.

### **3.5 Corrective Actions**

The organization addresses any findings through a Corrective Action Plan (CAP). The ACAA reviews and verifies the implementation of corrective actions.

### **3.6 Issuance of Certificate**

Upon successful completion of the process, the ACAA issues the approval/acceptance Certificate and associated Approval/Acceptance Schedule. These documents outline the privileges and limitations of the approval.

#### 4. FEES FOR CAMO ORGANIZATION

Based on Minister Order No. 11/2024, "For the fees applied by the Albanian Civil Aviation Authority", please find below the fees for the above-mentioned services.

Service	Fee (ALL)	Frequency
For the issuance of a continuing airworthiness management organisation approval certificate and its attachment: when the company employs up to 10 persons.	220,000	Per application
For the issuance of a continuing airworthiness management organisation approval certificate and its attachment: when the company employs more than 10 people.	260,000	Per application
For amendment of the continuing airworthiness management organization approval and its appendix when the scope of activities increases: when the company employs up to 10 people.	90,000	Per application
For amendment of the continuing airworthiness management organization approval and its appendix when the scope of activities increases: when the company employs 10 or more persons.	110,000	Per application
For the change of the continuing airworthiness management organisation approval certificate and its attachment: When the change does not involve an increase in the scope of operations.	20,000	Per application
Authorization of ARC Staff	50,000	Per application

**Note:** For further information, please contact the Albanian Civil Aviation Authority (ACAA).



