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PËR

MIRATIMIN E “GUIDANCE MATERIAL ON PART-145 MAINTENANCE 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-GMI3-AMO “Guidance Material on Part-145 Maintenance 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'hema





REPUBLIC OF ALBANIA



ALBANIAN CIVIL AVIATION AUTHORITY

**GUIDANCE MATERIAL ON PART-145 MAINTENANCE ORGANISATION APPROVAL/ACCEPTANCE**

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ACAA-DFS-GM13-AMO

Issue: 01, Revision 00

Date: 20.03.2025

Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority





## 0. ADMINISTRATION

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### 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.
Part-145 Maintenance Organization	An organisation approved/accepted by ACAA to perform specific aircraft maintenance activities including the inspection, overhaul, maintenance, repair or modification and release to service of aircraft or aircraft component, etc.

### 0.6 Abbreviations

Abbreviations	Explanation
ACAA	Albanian Civil Aviation Authority
AMO	Approved Maintenance Organization
CAP	Corrective Action Plan

DOA	Design Organisation Approval
POA	Production Organisation Approval

## 1. INTRODUCTION

This guidance material provides detailed information on the process of approval / acceptance of Part-145 Maintenance Organizations. It is intended for organizations and individuals seeking to comply with the requirements established by the Albanian Civil Aviation Authority (ACAA). The guidance ensures a clear understanding of all steps, required documentation, and compliance processes.

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.

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## 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)
- Maintenance Organization Exposition (MOE)
- Compliance checklist to Part 145
- Internal Audit results and latest CAA audits (if already hold an approval from other CAAs)
- Points of contact of the organization
- 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 Step1: Pre-Application

The organization submits a pre-application package that includes a formal request for acceptance/approval, application forms, and preliminary documents. If applicable, a preliminary meeting may be scheduled to clarify requirements and procedures.

### **3.2 Application Submission**

The organization submits a completed application package, including all required documentation. The ACAA reviews the submission for completeness and compliance with regulatory requirements.

### **3.3 Desktop Audit**

ACAA conducts a desktop audit to evaluate the submitted documents, including the MOE, compliance checklist, and qualifications of key personnel. Interviews with nominated postholders may be conducted as part of this step.

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

An on-site audit is conducted to verify the organization's compliance with Part-145 requirements. The audit includes inspections of facilities, procedures, and personnel qualifications. Findings, if any, are documented and communicated to the organization. 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 from the audit by submitting a Corrective Action Plan (CAP). The ACAA reviews and monitors the implementation of corrective actions.

### **3.6 Issuance of Certificate**

Upon successful completion of all steps and closure of findings, the ACAA issues the Acceptance/Approval Certificate along with the Approval/Acceptance Schedule. The certificate is valid indefinitely, subject to ongoing compliance and periodic audits.

#### 4. FEES FOR PART-145 MAINTENANCE 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 approval of a Maintenance Organization and the issuance of a maintenance organization approval certificate and its annex or for the approval of a production organization and the issuance of a production organization approval certificate and its annex (POA, DOA): when the company employs from 1 to 10 people	220,000	Per application
For the approval of a maintenance organisation and the issuance of a maintenance organisation approval certificate and its annex or for the approval of a production organisation and the issuance of a production organisation approval certificate and its annex: when the company employs from 11 to 50 persons	350,000	Per application
For the approval of a maintenance organisation and the issuance of a maintenance organisation approval certificate and its annex or for the approval of a production organisation and the issuance of a production organisation approval certificate and its annex: when the company employs 51 or more persons	530,000	Per application
For amendment of the maintenance organisation approval certificate or its annex or amendment of the production organisation approval certificate or its annex when the scope of activities increases: when the company employs from 1 to 10 people	40,000	Per application
For the amendment of the maintenance organisation approval certificate or its annex or the amendment of the production organisation approval certificate or its annex when the scope of activities increases: when the company employs from 11 to 50 people	70,000	Per application
For the amendment of the maintenance organisation approval certificate or its appendix or the amendment of the production organisation approval certificate or its appendix when the scope of activities increases: when the company employs 51 or more persons	110,000	Per application
For the amendment of the maintenance organisation approval certificate or its appendix or the amendment of the production organisation approval certificate or its appendix when the scope of activities increases: For the amendment of the maintenance organisation approval certificate or its appendix or the amendment of the production organisation approval certificate or its appendix where the amendment is not related to the expansion of the activity	20,000	Per application
Acceptance of a maintenance organization: Acceptance of an organization 145	70,000	Per application

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



