



Director General of Civil Aviation Authority of Kosovo,

Pursuant to Article 79 of Law No. 03/L-51 on Civil Aviation ("Official Gazette of the Republic of Kosovo" No. 28, Year III, date 4 June 2008) and Article 7 of the Regulation No. 3/2011 on Calibration of Aeronautical Installations from the air,

For the purpose of complying with ICAO Annex 4, 11, 14 and 15, ICAO Doc. 8168, PS/611 Aircraft Operations, Doc. 9881, Guidance for Electronic terrain obstacle and aerodrome mapping information, Doc. 9905 Required Navigation Performance Authorization Required (RNP AR) Procedure Design Manual, Doc. 9906 Quality Assurance Manual for Flight Procedure Design, Doc. 9859 Safety Management Manual, Doc. 9274 - AN/904 Manual on the Use of the Collision Risk Model (CRM) for ILS Operations, Doc. 9368 - AN/911 Instrument Flight Procedure Construction Manual, Doc. 9674 - AN/946 World Geodetic System 1984 (WGS-84) Manual,

Hereby issues the following:

**REGULATION No. 10/2011
ON APPROVAL OF FLIGHT PROCEDURES INCLUDING SID-s AND STAR-s**

**Article 1
Scope of Application**

The present Regulation shall apply to all entities involved in the Flight Procedure development and requiring acceptance by the Civil Aviation Authority of the Republic of Kosovo. It applies to authorities responsible for conducting analyses of instrument flight procedures as well as initiating organizations.

**Article 2
Definitions**

CAA- means the Civil Aviation Authority of the Republic of Kosovo;

Airspace user- means any civil or military aircraft operating in the airspace of the Republic of Kosovo or any other parties requiring airspace;

Air Navigation Services Provider of the Republic of Kosovo (ANSP)- means any public or

private entity providing air navigation services for general air traffic. For the purpose of this Regulation, Air Navigation Services Provider of the Republic of Kosovo (ANSP) shall mean ANSP Prishtina International Airport "Adem Jashari" J.S.C, or any successor entity;

Air Navigation Services- means means air traffic services; communication, navigation and surveillance services; meteorological services for air navigation; and aeronautical information services;

AIP- means Aeronautical Information Publication;

FP Flight Procedures -means detail of the PANS-OPS instrument departure and approach procedure information useful to the pilot-in-command and in the execution of an instrument departure or approach procedure are included;

IFR- means Instrument Flight Rules;

PANS-OPS- means Procedures for Air Navigation Services - Aircraft Operations, used for designing Standard Instrument Approach/ Arrival (STAR) and Standard;

STAR- means Standard Instrument Approach/ Arrival;

SID - means Standard Instrument Departure procedures;

VFR- means Visual Flight Rules;

Controlled airspace - means airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.

Uncontrolled airspace - means airspace where an air traffic control services is not deemed necessary or cannot be provided for practical reasons.

Article 3 **Applicability to the ANSP**

3.1 The present Regulation ensures that the design of the FP meets the safety requirements and quality of service to the airspace users.

3.2 ANSP shall comply with requirement identified in this procedure when VFR and IFR Flight Procedure are developed and designed.

3.3 FP have to be developed in accordance with PANS-OPS and other requirements and shall be accepted by the CAA. The process of validation shall be determined before final acceptance which includes quality check and the method of quality assurance.

Article 4

Requirement for new or updated Flight Procedures

4.1 New FP

4.1.1 Where an operational requirement exists for a new FP, the airspace users and/or any service providers, as appropriate, shall submit the request to the Air Navigation Services Provider of the Republic of Kosovo ("ANSP" ("the applicant").

4.1.2 ANSP of the Republic of Kosovo shall form and chair a Working Group (WG) which will be composed of ANSP, airspace users and/or, when required, aerodrome operators.

4.1.3 The chairman of WG shall ensure that every FP is designed and validated in accordance with the standards outlined in the preamble of the present Regulation and submit the same to CAA for acceptance. The supporting documents outlined in Article 7 should be included in the FP.

4.1.4 The applicant and/or Chairman may consult with Air Navigation Services Department of CAA in advance or during the design process to clarify regulatory requirements.

4.2 Update of Flight Procedures

4.2.1 Each FP published in Kosovo's AIP shall be updated in following cases:

- a) When a significant change to the obstacle environment occurs requiring an amendment of procedural minimum altitudes;
- b) To improve safety or operational efficiency, as identified by an interested party;
- c) To accommodate changes to aircraft category or characteristics;
- d) To accommodate route connectivity or airspace organization change;
- e) Necessitated by changes to the supporting navigation facility environment;
- f) To comply with amendments to applicable ICAO provisions and other international and national standards and recommended practices;
- g) When a significant change occurs to aerodrome physical characteristics such as runways;
- h) When any other significant change occurred within aeronautical or topographical data.

4.2.2 Each FP should be reassessed at least once in a period of five years following which a revision may be proposed if necessary.

Article 5
Requirement for Procedure Design Organization
- Process and Procedure Designer qualification requirements

5.1 Design of FP shall be an organized and managed process. This process shall be described in a respective manual which must be kept updated.

5.2 In order to ensure that the FPs submitted to the CAA for acceptance and subsequent publication in the Kosovo's AIP meet the required standards of quality assurance, the proficiency of the designers must include:

- a) Successful completion of an ICAO PANS-OPS course for the relevant flight procedure types; and,
- b) A minimum of five years aviation experience as a pilot, air traffic controller, procedure designer under supervisor, or equivalent experience;

Article 6
Airspace Organization

6.1 Instrument flight paths shall be contained within controlled airspace, where established.

6.2 Where instrument flight paths are contained within the controlled airspace which lies above uncontrolled airspace, the minimum procedural altitude shall be at least 500ft above the base of controlled airspace.

6.3 Any proposal to establish a terminal flight path in uncontrolled airspace will require a safety assessment including consideration of types and density of air traffic, risk analysis and acceptable mitigation.

Article 7
Flight Procedure Construction Principle

In addition to the primary consideration of obstacle clearance, FP's design shall follow the principle of safety, simplicity and be economic in terms of time and airspace.

Article 8
Supporting Documentation for acceptance by CAA

Documents enclosed with the FP's, submitted to the CAA for acceptance, shall include the following:

- a) Obstacle survey data including date of last complete and update surveys; (if available);
- b) Airfield and navigation facility data;
- c) Diagram of each segment and holding areas showing dominant obstacles;
- d) Procedural and minimum altitudes for each segment;
- e) Track guidance;
- f) Chart depicting the procedure;
- g) Textual or abbreviated description and path terminators where applicable;
- h) Associated positional data e.g. co-ordinates, bearings, distances;
- i) Description of methodology and options considered;
- j) Sufficient detail of significant calculation and design data to enable the proposal to be accepted;
- k) Other information considered relevant in support of the request for approval/acceptance.

Article 9
Quality Assurance

9.1 Where practicable, calculation and drawing of flight paths and protected areas should be done using valid procedure design software.

9.2 Data processing and transfer techniques shall, where practicable, be based on electronic rather than manual methods. Techniques for deriving positional data shall ensure that accuracy, resolution and integrity of such data complies with ICAO Doc 9674 AN/946 (WGS-84 Manual).

Article 10
Exceptions from PANS-OPS Criteria

10.1 Any exceptions from PANS-OPS criteria applied in construction of the FP shall be identified.

10.2 Such exceptions will require consideration in conjunction with airspace users before acceptance for publication is granted.

10.3 Exceptions from PANS-OPS criteria shall be accepted only where an identifiable operational advantage is to be gained, without compromising safety, while taking due account of the local environment.

Article 11
Consultations with Airspace Users' Representatives

11.1 The applicant shall consult with airspace users' representatives, where feasible, before submission of new FP, particularly where there are complexities in the design.

11.2 Such consultation may be informal but a note on the outcome of consultations shall be included with the supporting documents. During the validation process ANSP shall determine whether formal consultation with airspace users' representatives is required.

Article 12
Flight Checking

12.1 During the process of consultation between CAA and ANSP and/or validation process it will be determined whether the extent of flight checking is required in accordance with Regulation No. 3/2011 on calibration of aeronautical installations from the air.

12.2 During Flight Checking it is mandatory to use official CAA forms annexed to the present Regulation, as follows:.

Annex 1: The instrument procedure flyability check form Departure procedure (DP);

Annex 2: The instrument procedure flyability check form Instrument Approach Procedure (IAP);

Annex 3: The Visual procedure flyability check form Departure Procedure (DP);

Annex 4: The Visual procedure flyability check form Approach Procedure (AP);

Article 13
Acceptance

13.1 ANSP shall submit the final draft proposal of FP with all supporting documents to the CAA for acceptance.

13.2 Draft proposal of FP shall contain statement that the FP is designed in accordance with ICAO PANS-OPS requirements.

13.3 When all conditions set forth in the present Regulation are fulfilled, the CAA shall issue the acceptance letter for each FP before publication in Kosovo's AIP.

Article 14
Entry into force

The present Regulation shall enter into force on 10 October 2011.

Dritan Gjonbalaj
Director General

**INSTRUMENT PROCEDURE FLYABILITY CHECK
DEPARTURE PROCEDURE (DP)**

LOCATION	ICAO IDENTIFICATION
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NAME OF PROCEDURE

TYPE AIRCRAFT	PILOT
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METHOD (CHECK ONE)

<input type="checkbox"/> LIVE	<input type="checkbox"/> SIMULATOR	<input type="checkbox"/> TABLE TOP REVIEW ONLY
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PANS-OPS SPECIALIST COMMENTS/CONCERNS

SAT	UNSAT		REMARKS
		AIRCRAFT MANEUVERING	
		ALTITUDE RESTRICTIONS	
		NAVAID RECEPTION	
		COCKPIT WORKLOAD	
		OBSTACLE CLEARANCE	
		EASY TO UNDERSTAND	

FLYABILITY CHECK PILOT COMMENTS:

I CONSIDER THE ABOVE SPECIFIED INSTRUMENT PROCEDURE AS FLYABLE IAW THIS CHECKLIST

SIGNATURE	DATE
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PRINTED/TYPED NAME AND RANK	DUTY PHONE	UNIT
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**INSTRUMENT PROCEDURE FLYABILITY CHECK
INSTRUMENT APPROACH PROCEDURE (IAP)**

LOCATION	DATE CHECK FLOWN
NAME OF PROCEDURE	TYPE AIRCRAFT

METHOD (CHECK ONE)

<input type="checkbox"/> LIVE	<input type="checkbox"/> SIMULATOR	<input type="checkbox"/> TABLE TOP REVIEW ONLY
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SEGMENTS NOT FLOWN OR CHECKED SHALL BE ANNOTATED «NF» IN THE REMARKS COLUMN. ITEMS THAT ARE NOT APPLICABLE SHOULD BE MARKED «NA». EACH MUST BE MARKED OR ANNOTATED.

1. INITIAL APPROACH FIX (IAF) HOLDING PATTERN. PANS-OPS SPECIALIST AND PILOT COMMENTS/CONCERNS (CONTINUE ON SEPARATE SHEET OF PAPER):

INITIAL APPROACH FIX (IAF) HOLDING PATTERN	SAT	UNSAT	REMARKS	INITIAL APPROACH FIX (IAF) HOLDING PATTERN	SAT	UNSAT	REMARKS
A. ENTRY				D. MANEUVERING			
B. LEG LENGHT				E. SPEED RESTRICTIONS			
C. NAVAID RECEPTION				F. ATC COMMUNICATIONS			

2. IAF TO FINAL APPROACH FIX (FAF). PANS-OPS SPECIALIST AND PILOT COMMENTS/CONCERNS (CONTINUE ON SEPARATE SHEET OF PAPER):

IAF TO FINAL APPROACH FIX (FAF)	SAT	UNSAT	REMARKS	IAF TO FINAL APPROACH FIX (FAF)	SAT	UNSAT	REMARKS
A. CHARTED COURSE/ARCS/RADIALS, ETC.							
B. ALTITUDES							
C. ALTITUDES AIRCRAFT MANEUVERING ALTITUDES							

3. FAF TO MISSED APPROACH POINT (MAP). PANS-OPS SPECIALIST AND PILOT COMMENTS/CONCERNS (CONTINUE ON SEPARATE SHEET OF PAPER):

FAF TO MISSED APPROACH POINT (MAP)	SAT	UNSAT	REMARKS
A. OBSTACLE CLEARANCE			
B. FINAL APPROACH COUSE ALIGMENT			
C. AIRCRAFT MANEUVERING			
D. VISUAL DESCENT POINT (VDP)			
E. MAP LOCATION			
F. COCKPIT WORKLOAD			
G. DESCENT GRADIENT			
H. NAVAID RECEPTION			
I. NAVAID RECEPTION			
J. LANDING MINIMUMS			
K. ATC COMMUNICATIONS			

4. MISSED APPROACH: PANS-OPS SPECIALIST AND PILOT COMMENTS/CONCERNS (CONTINUE ON SEPARATE SHEET OF PAPER):

MISSED APPROACH	SAT	UNSAT	REMARKS	MISSED APPROACH	SAT	UNSAT	REMARKS
A. UNDERSTANDABLE				E. COCKPIT WORKLOAD			
B. AIRCRAFT MANEUVERING				F. ATC COMMUNICATIONS			
C. OBSTACLE CLEARANCE				G. CLIMB GRADIENT			
D. NAVAID RECEPTION							

5. CIRCLING AREAS. PANS-OPS SPECIALIST AND PILOT COMMENTS/CONCERNS (CONTINUE ON SEPARATE SHEET OF PAPER):

CIRCLING AREAS	SAT	UNSAT	REMARKS
A. AIRCRAFT MANEUVERING			
B. OBSTACLE CLEARANCE			
C. ABSENCE OF OPTICAL ILLUSIONS			
D. ATC COMMUNICATIONS			

6. ADDITIONAL COMMENTS:

I CONSIDER THE ABOVE SPECIFIED INSTRUMENT PROCEDURE AS FLYABLE AND SATISFACTORY.

SIGNATURE		DATE
PRINTED/TYPED NAME AND RANK	DUTY PHONE	UNIT

VISUAL PROCEDURE FLYABILITY CHECK DEPARTURE PROCEDURE (DP)

LOCATION		ICAO IDENTIFICATION	
NAME OF PROCEDURE			
TYPE AIRCRAFT		PILOT	
METHOD (CHECK ONE)			
LIVE		SIMULATOR	TABLE TOP REVIEW ONLY
PANS-OPS SPECIALIST COMMENTS/CONCERNS:			
NOTE:			
SAT	UNSAT		REMARKS
		AIRCRAFT MANEUVERING	
		ALTITUDE RESTRICTIONS	
		CLIMB GRADIENT	
		COCKPIT WORKLOAD	
		OBSTACLE CLEARANCE	
		DEPARTURE COURSE ALIGNMENT	
		ATC COMMUNICATION	
		EASY TO UNDERSTAND	
FLYABILITY CHECK PILOT COMMENTS:			
I CONSIDER THE ABOVE SPECIFIED INSTRUMENT PROCEDURE AS FLYABLE IAW THIS CHECKLIST			
SIGNATURE			DATE
PRINTED/TYPED NAME AND RANK		DUTY PHONE	UNIT

VISUAL PROCEDURE FLYABILITY CHECK APPROACH PROCEDURE (AP)			
LOCATION		ICAO IDENTIFICATION	
NAME OF PROCEDURE			
TYPE AIRCRAFT		PILOT	
METHOD (CHECK ONE)			
<input type="checkbox"/> LIVE	<input type="checkbox"/> SIMULATOR	<input type="checkbox"/> TABLE TOP REVIEW ONLY	
PANS-OPS SPECIALIST COMMENTS/CONCERNS			
NOTE:			
SAT	UNSAT		REMARKS
		AIRCRAFT MANEUVERING	
		ALTITUDE RESTRICTIONS	
		CLIMB GRADIENT	
		COCKPIT WORKLOAD	
		OBSTACLE CLEARANCE	
		APPROACH COURSE ALIGNMENT	
		ATC COMMUNICATION	
		EASY TO UNDERSTAND	
FLYABILITY CHECK PILOT COMMENTS:			
I CONSIDER THE ABOVE SPECIFIED INSTRUMENT PROCEDURE AS FLYABLE IAW THIS CHECKLIST			
SIGNATURE			DATE
PRINTED/TYPED NAME AND RANK		DUTY PHONE	UNIT