



Director General of Civil Aviation Authority of Kosovo,

Pursuant to Articles 15.1 (j), 21.2, 23.1 and 50 of Law No. 03/L-051 on Civil Aviation (“Official Gazette” of the Republic of Kosovo, Year III, No. 28, dated 4 June 2008), and Article 37.5 of the Regulation on internal organization and functioning and systematization of working posts, dated 17 January 2011,

For the purpose of determining the authorizations of CAA Inspectors while pursuing official duties and responsibilities,

Hereby issues the following:

**REGULATION No. 08/2011
ON INSPECTORS AUTHORIZATIONS AND CREDENTIALS**

**Article 1
Scope of application**

The present Regulation prescribes authorizations of Inspectors of the Civil Aviation Authority of the Republic of Kosovo for the performance of authorized duties and responsibilities including the content and layout of the inspector’s credentials card.

**Article 2
Definitions**

For the purposes of the present Regulation, the definitions used herein have the following meaning:

Inspector - shall mean CAA employee having been accorded this title after fulfillment of necessary conditions set forth in the respective Manual and in accordance with the prescribed procedures in the Quality Manual, who are entitled to carry out specific oversight duties set forth in Law No. 03/L-051 on Civil Aviation;

Credentials - shall mean:

- a) type of qualification specific to the competences of the CAA, accrediting its holder to certain rights and obligations in accordance with the Law No.

03/L-051 on Civil Aviation, the present Regulation; and/or

- b) nicely printed thin lightweight plastic card, with personal information of the CAA inspector provided for in the present Regulation and its Annex.

On the Job Training (OJT) - shall mean the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific oversight competencies;

LCA - shall mean Law No. 03/L-051 on Civil Aviation ("Official Gazette" of the Republic of Kosovo, Year III, No. 28, 4 June 2008);

CAA - shall mean the Civil Aviation Authority of the Republic of Kosovo established under Law No. 03/L-051 on Civil Aviation.

Appeals Commission- shall mean the commission of the CAA established by the Decision no. 03/ZDP/VE/2011 of 16 Aug 2011.

Article 3 **Identification of CAA Inspectors**

3.1 Inspector's credentials card will identify the holder as an accredited representative of the CAA, authorized to carry out specific oversight functions and duties, within the responsibilities provided in the LCA and the present Regulation.

3.2 CAA Inspectors are required to display the credentials card and introduce themselves before taking up any of the duties described in Article 4.

Article 4 **Authorizations of CAA Inspectors**

CAA Inspectors are authorized, within the duties and responsibilities of the legal framework described above under Article 3.1, to the following:

- a) Request and be permitted an unhindered access to any aircraft, aircraft structures, it's equipment and tools, and documents including, certificates and manuals, of any inspected or audited member of the flight crew of a foreign or domestic operator;
- b) Conduct in-flight inspections and route checks, conduct in-flight inspections on new aircraft and routes introduced into an operator's operation;

- c) Request and be permitted an unhindered access to the Air Navigation Service Providers (ANSP), its structures, equipment and tools, and to the documents, including certificates, manuals, records and data from any ANSP official;
- d) Request and be permitted an unhindered access to the aerodrome, its structures, equipment and tools, and to the documents, including certificates, manuals, records and data from any aerodrome official;
- e) Supervise and oversee the implementation of the relevant provisions of LCA and/or secondary legislation issued thereunder by the Director General of Civil Aviation of the Republic of Kosovo (hereinafter “the Director General”);
- f) Take evidence and issue orders to any person to appear at the CAA and provide documents or testimony regarding any matter which is subject of investigation;
- g) Interrogate all persons whose presence is deemed necessary for pursuing an investigation and or administrative proceeding;
- h) Check on the identification documents of any person who is subject to inspection, audit or interrogation;
- i) Produce reports on audits/inspection carried out under points (a), (b), (c), (d), (e), (f) and (g) of this Article;
- j) Ask for assistance of other public officials/ authorities and police structures, if encountering an assault or refusal to submit or if such encountering is to be reasonably expected from any person while in pursuance of authorizations provided for under points (a),(b),(c),(d),(e),(f),(g) and (h) of this Article.

Article 5

Approving Authority

The Director General is the approving authority for issuance of the credentials. The Department of Administration administers the issuance and control of issued credentials.

Article 6

Layout of the Inspector Credentials Card

6.1 The credentials printed on thin lightweight plastic card, used for identification and powers of CAA Inspector while performing oversight duties, is a two sided card of the dimensions 85mm x 55mm, displaying the coat of arms of the

Republic of Kosovo and the logo of CAA, photo of the holder of the dimensions 33mm x 27mm, serial number, issuing and expiry date, title and name of the holder in the front side and containing the following statement in Albanian, Serbian and English language, on the reverse side:

" This is to certify that the holder of these Credentials is a duly authorized inspector of CAA for undertaking all actions in accordance with Article 15.1 (h) of Law No. 03/L-051 on Civil Aviation and other secondary legislation in force. He/she can enter and inspect any civilian aircraft or aviation facility in Kosovo and inspect aviation personnel, without any special authorization or restrictions. Holder of these Credentials has the power to deny inspected aircraft, facility or aviation personnel from operation".

6.2 The layout of the credentials is provided for in Annex 1 to the present Regulation.

Article 7 Use of Credentials

7.1 The credentials shall be used only in the conduct of official duties and responsibilities as provided for in Article 4 of the present Regulation, LCA and/or normative acts issued thereunder by the CAA. Holder of credentials is responsible for the safe custody of the credentials. Misuse or improper possession of the credentials can be subject to disciplinary actions against the offender.

7.2 CAA Inspectors, in the conduct of their assigned duties, and while interacting with the operators, operators' personnel and general public, must maintain good judgment and professional behavior reflecting the policies and practices of the CAA and, must equally refrain from any inappropriate action that would damage the credibility of the CAA as the public institution authorized by law to perform regulatory duties and responsibilities in the field of civil aviation in the Republic of Kosovo.

Article 8 Reporting misuse of authority

Any person deemed to have been subject of an inappropriate treatment by a CAA inspector, or claiming misuse of the inspector's authorizations, shall submit his/her written complain addressed to the Appeals Commission of CAA in a sealed envelope within 15 days following the day on which the alleged situation has occurred.

Article 9
Transitional provisions

From the day of entry into force of the present Regulation and until 10 October 2011, all inspectors holding credentials cards shall return the same and be issued the new ones in accordance with the provisions of the present Regulation.

Article 10
Entry into force

The present Regulation shall enter into force on 25 September 2011.

Dritan Gjonbalaj
Director General

Annex 1

	Republika e Kosovës Republika Kosova Republic of Kosovo		Autoriteti i Aviacionit Civil i Kosovës Autoritet Civilnog Vazduhoplovstva Kosova Civil Aviation Authority of Kosovo
Photo	KREDENCIALET E INSPEKTORIT AKREDITIV INSPEKTORA INSPECTOR CREDENTIALS		
	Emri / Ime / Name: NAME SURNAME		
	Data e Lëshimit / Datum Izdavanja / Issuing Date: dd.mm.yyyy		
	Data e Skadimit / Datum Isteka / Expiry Date: dd.mm.yyyy		
Serial Nr. CAA-XX/XXXX		FLIGHT OPERATIONS	

"Me këtë vërtetohet se bartësi i kësaj kartele është inspektor i autorizuar i AAC-së për ndërmarrjen e të gjitha veprimeve në përputhje me nenin 15.1 (h) të Ligjit nr. 03/L-051 për Aviacionin Civil dhe akteve nënligjore në fuqi. Ai/Ajo mundet pa ndonjë autorizim apo kufizim të posaçëm, të hyjë dhe inspektojë çdo mjet civil ajror apo objekt(pajisje) të aviacionit civil në Kosovë dhe të inspektojë personelin e aviacionit. Bartësi i kësaj kartele ka të drejtë të ndalojë operimin e mjetit ajror, objektit (pajisjes) apo personelit të inspektuar të aviacionit".

"Ovime se potvrđuje da je nosilac ove kartice ovlašćeni inspektor ACV-a za poduzimanje svih mera u skladu sa Članom 15.1 (h), Zakona br. 03/L-051 o Civilnom Vazduhoplovstvu podzakonskih akata na snazi. On/ona može bez posebnog ovlašćenja ili ograničenja ući i izvršiti inspekciju bilo kojeg civilnog vazduhoplova ili vazduhoplovnog objekta u Kosovu i izvršiti inspekciju vazduhoplovnog osoblja. Nosilac ove kartice ima pravo da zabrani daljnje delovanje inspektovanog vazduhoplova, objekta ili vazduhoplovnog osoblja".

"This is to certify that the holder of these Credentials is a duly authorized inspector of CAA for undertaking all actions in accordance with Article 15.1 (h) of Law No. 03/L-051 on Civil Aviation and other secondary legislation in force. He/she can enter and inspect any civilian aircraft or aviation facility in Kosovo and inspect aviation personnel, without any special authorization or restrictions. Holder of these Credentials has the power to deny inspected aircraft, facility or aviation personnel from operation".