

APPLICATION FOR EXTENDED OPERATIONS (ETOPS) OPERATIONAL APPROVAL

This form is designed to help gather all the required information from those operators requiring ETOPS operations approvals. The completed form and supporting documentation should be submitted to the Civil Aviation Authority of Kosovo Flight Safety Department at the address listed in the 'Notes for Completion'.

Section I	Operator/Airframe Details	Completion mandatory
Section II	ETOPS Notes For Completion	
Section III	Signature Block	Completion mandatory
Section IV	Operator's ETOPS Operations Manual Matrix	Completion mandatory

SECTION I OPERATOR/AIRFRAME DETAILS

1 Applicant Details - required for all Approval requests		
address, mailing address:		
e-mail address:		
contact telephone/fax numbers of the applicant:		
Note: for AOC holders - provide:		
company name:		
AOC number:		
e-mail address:		
2 Aircraft Details - required for all Approval requests Aeroplane type(s), series and registration mark(s).		
Aeroplane Type	Aeroplane Series	Registration

SECTION II ETOPS NOTES FOR COMPLETION

1 Applicability
Extended Operations (ETOPS) applies to operators wishing to use twin-engined aircraft more than 60 minutes' flying time from a suitable diversion aerodrome. Such routes could be long ocean crossings, polar routes or routes where there are limited diversions available, e.g. trans-Siberia. The requirements for Operator Approval to carry out ETOPS are laid out in EASA Ops Part-SPA.ETOPS and EASA AMC 20-6. ETOPS is a major process, which will involve all aspects of a company's operation. It is therefore strongly recommended that your Flight Operations Inspector be contacted before submitting an application. It is likely that MNPS, RVSM and RNP-10 /RNP-4 approval will also be required.
2 Operator's ETOPS Operations Manual Matrix
Section IV of this application form is the Operator's ETOPS Operations Manual Matrix. All applicants should complete Column 4 of this matrix in full. If more than one type of aircraft/fleet is included in a single application a completed matrix should be included for each aircraft/fleet. Failure to complete the ETOPS Operations Manual Matrix may result in a delay in processing your application.
3 Documents to be included with the application
Copies of all documents referred to in Column 4 of the Operator's ETOPS Operations Manual Matrix should be included when returning the completed application form to the Civil Aviation Authority. Original documents should not be sent, photocopies are sufficient. Do not send complete manuals, only the relevant sections/pages will be required. The issue of an ETOPS approval will incur a charge. Failure to include all relevant documentation and the correct fee may result in a delay in processing your application.
4 Application shall be submitted to:
Civil Aviation Authority of Kosovo, Flight Safety Department, Arbëria, "Ahmet Krasniqi" Str. n.n. 10000 Prishtina, Republic of Kosovo Phone: +381 38 248 629 Fax: +38 1 38 211 009

SECTION III SIGNATURE BLOCK

Signature:.....
Name (BLOCK LETTERS):
Appointment:.....
Date:.....
Please note that a minimum of 120 working days will normally be required to process and issue an ETOPS approval - if data is missing or omitted the process may take considerably longer.

SECTION IV APPLICANT'S ETOPS SUBMISSIONS MATRIX

Please complete your review of your Operations Manual. The ETOPS flight operations minimum requirements are given in the table below.

Enter the Operations Manual references in the last column and return the matrix, together with photocopies of the relevant pages of the Operations Manual, to the address given in paragraph 4 of Section II.

Operations Manual	Subjects	Requirements	Operator's Operations Manual Reference or Document Reference
Part A General	Documents/regulations used in compiling ETOPS Manual/Procedures.	EASA Ops Part-SPA EASA AMC 20-6 FAA AC 120-42B	
	Brief description of ETOPS.		
	Definitions.	Extended Operations. Adequate aerodrome. Approved one-engine inoperative cruise speed. Threshold distance/time. Adequate ETOPS en-route alternate. Equal time points. Rule distance/time. ETOPS segment. ETOPS significant system. Maximum approved diversion time. Dispatch.	
	Criteria.	Company AOC defined operating area. List of certified aircraft types/engine combinations.	
	Approval.	Approved diversion time.	
	Qualifications.	Crew qualifications. ETOPS qualified dispatcher personnel. ETOPS qualified operations staff. ETOPS qualified maintenance personnel.	
	Training (Initial and Recurrent) and Checking.	Flight crew training and Operations Manuals. Flight crew currency requirements.	
	ETOPS Authorisation.	Commander's responsibilities. Statement to show when ETOPS are allowed.	


	ETOPS Flight Preparation and Planning.	Aircraft serviceability and MEL. Communication and navigation facilities. Critical fuel scenario. Critical fuel reserve. ETOPS alternate aerodrome selection. ETOPS alternate planning minima. Pre-dispatch and post-dispatch weather minima. Computerised flight plan. Delayed dispatch. Maintenance check (pre-departure service check). Verification flights.	
	Flight Crew Procedures.	Crew responsibilities. Flight documentation/chart handling. Fuel management. Weather monitoring. Change of routing. Diversion decision-making. Icing. Crew workload management.	
Part B Type Specific	Type-related ETOPS Operations.	Identification of ETOPS aeroplanes. Types of ETOPS operations that are approved. Placards and limitations. One-engine inoperative speed.	
	Type-specific Planning Requirements.		
	ETOPS Fuel Planning.	Including critical fuel scenario.	
	MEL/CDL.	ETOPS-specific MEL/CDL items.	
	Aeroplane Systems.	Performance data. Aerodrome technical differences, navigation fit, communications fit.	
	Non-normal Procedures.	Navigation failures. Action to be taken on ETOPS-significant system failure. Low fuel scenario. Crew incapacitation.	

<p>Part C Route and Aerodrome Instructions</p>	<p>ETOPS Areas and Routes.</p>	<p>Approved area of operation. ETOPS en-route alternates. Performance restrictions and weather minima for en-route alternates. Meteorological facilities/information. Low altitude cruise information. Route minimum diversion altitudes. MSA restrictions. Route-specific oxygen requirements.</p>	
<p>Part D Training</p>	<p>Ground, Simulator and Line Training.</p>	<p>General:</p> <ul style="list-style-type: none"> • ETOPS overview. • ETOPS regulations. • ETOPS type design approval. • Definitions. • Approved one-engine inoperative speed. • Maximum approved diversion time. • Operator's approved diversion time. • ETOPS area of operation. • ETOPS routes. • ETOPS alternate aerodromes and weather minima. • Navigation systems accuracy, limitations and operating procedures. • Meteorological facilities and information. • In-flight monitoring and procedures. • Computerised flight plan. • Charts and position plotting. • Equal time point. • Critical fuel. 	

<p>Part D Training (continued)</p>		<p>Normal procedures:</p> <ul style="list-style-type: none"> • Flight planning and dispatch. • ETOPS fuel requirements. • Route alternate selection - weather minima. • MEL - equipment-specific. • ETOPS service check and technical log. • Pre-flight FMS set-up. • Flight performance progress monitoring. • Flight management, navigation and communication systems. • Aeroplane system monitoring. • Weather monitoring. • In-flight fuel management (to include independent cross-checking of fuel quantity). <p>Non-normal procedures:</p> <ul style="list-style-type: none"> • Diversion procedures and diversion 'decision- making'. • Navigation and communication systems, including appropriate flight management devices in degraded modes. • Fuel management with degraded systems. • Procedures for single and multiple failures in flight affecting ETOPS sector entry and diversion decisions. • Operating on standby power. • Operational restrictions associated with system failures including any applicable MEL considerations. 	
<p>Part D Training (continued)</p>	<p>ETOPS Simulator Training and Line Flying Under Supervision.</p>	<p>Pilots conversion course. Annual refresher course.</p>	

	Flight Operations Staff and Dispatchers.	Outline of training syllabus to include: <ul style="list-style-type: none">• ETOPS regulations.• Operational approval.• Aeroplane performance.• Diversion procedures.• Area of operation.• Fuel requirements.• Dispatch considerations: MEL, CDL, weather minima and alternate airports.• Delayed dispatch.• Documentation.	
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Any further comments to Support You're Application:

A large, empty rectangular box with a thin black border, intended for providing further comments to support an application. The box is currently blank.