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Autoriteti i Aviacionit Civil i Kosovës  
Autoritet Civilnog Vazduhoplovstva Kosova  
Civil Aviation Authority of Kosovo

Technical Publication – TP 29

# **Air Operator Certificate (AOC)**

Variation/Revision/Changes

Guidance Material (GM)

## Foreword

### Introduction

Guidance Materials (GM) are intended to assist the organisation/operator in administrative matters. The administrative requirements and processes will facilitate liaising with the Civil Aviation Authority of Kosovo (CAAK). It is to be considered a tool for the organisation/operator in order to ease processes of obtaining required and defined approvals and authorisations issued by the Civil Aviation Authority of Kosovo (CAAK). Using the GM will be conducive to establishing compliance with CAAK requirements and will lead through the respective certification or variation process in regard to administrative tasks.

### Purpose

This Guidance Material (GM) describes the process of applying for of variation, revision or change of an existing Air Operator Certificate (AOC). Any request submitted to the Civil Aviation Authority of Kosovo must be sent **60 days** prior to the estimated effective date. As some of the processes might be regarded as rather complex, this GM intends to provide additional guidance concerning the following topics:

- Import of an aeroplane
- Export of an aeroplane
- Changes of management personnel
- Revision of the manual system
- Operator's name change
- Change of Ownership of an aeroplane
- Change of Operations Specifications of an aeroplane or fleet

For further information on air operator certificates in Kosovo please refer to CAAK's web page:

☞ <https://caa.rks-gov.net/wp-content/uploads/2016/05/CAA-Regulation-4-2015-on-Air-Operations-2.pdf>

### Related Material and Documents

For certain areas (e.g. some subchapters of Operations Manuals) the Civil Aviation Authority of the Republic of Kosovo (CAAK) publishes additional Guidance Material or sample chapters. These documents provide more information for specific subjects.

In addition CAAK may publish Administrative Instructions (AI) for particular areas of published regulations in order to clarify or define the relevant issues in more detail where required.

If an applicant has the need for further information, please write to the following address:

**Civil Aviation Authority of Kosovo**  
**Arbëria District, Ahmet Krasniqi street no.208**  
**10000 Prishtina**  
**Republic of Kosovo**

**E-mail: [infocaa@caa-ks.org](mailto:infocaa@caa-ks.org)**

**Tel: +383 38 248 629**

**Fax: +383 38 211 009**

## List of Effective Pages (LEP)

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## Document Control

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## Legal references and Abbreviations

### Legal references

| Legal Reference  | Issue           | Subject   |
|--|-----------------|---|
| <b>CAA Regulation No 03/2009</b><br>[(EU) 216/2008]          | 30 October 2019 | Common rules in the field of civil aviation and establishing a European Aviation Safety Agency  |
| <b>CAA Regulation No 01/2019</b><br>[(EU) 965/2012]          | 8 March 2019    | Technical requirements and administrative procedures related to air operations: <ul style="list-style-type: none"><li>▪ Annex III: Part-ORO (ORO.MLR.100 and ORO.AOC.135)</li></ul> |
| <b>ICAO DOC 9376-AN/914</b><br><b>2<sup>nd</sup> Edition</b> | 1997            | Preparation of an Operations Manual   |

| <b>Abbreviation</b> | <b>Definition</b>                            |
|---------------------|--|
| ACJ                 | Advisory Circulars Joint                     |
| AEA                 | Association of European Airlines             |
| AFM                 | Aircraft Flight Manual                       |
| AMC                 | Acceptable Means of Compliance               |
| AOC                 | Air Operator Certificate                     |
| ARO                 | Authority Requirements for Air Operations    |
| ATA                 | Air Transport Association                    |
| CAAK                | Civil Aviation Authority of Kosovo           |
| CL                  | Compliance List                              |
| DOC                 | Document                                     |
| EASA                | European Aviation Safety Agency              |
| EC                  | European Commission                          |
| ECAC                | European Civil Aviation Conference           |
| EU                  | European Union                               |
| FAA                 | Federal Aviation Administration              |
| FOM                 | Flight Operations Manual                     |
| FSF                 | Flight Safety Foundation                     |
| GM                  | Guidance Material                            |
| IATA                | International Air Transport Association      |
| ICAO                | International Civil Aviation Organisation    |
| IEM                 | Interpretative and Explanatory Material      |
| INFO                | Information                                  |
| LEP                 | List of Effective Pages                      |
| LoR                 | Log of Revision                              |
| MEL                 | Minimum Equipment List                       |
| MLR                 | Manuals, Logs and Records                    |
| NAT PCO             | North Atlantic Programme Coordination Office |
| OD                  | Operational Directives                       |
| OM                  | Operations Manual                            |
| OPS                 | Operation/Operations                         |
| ORO                 | Organisation Requirements for Air Operations |
| PM                  | Project Manager                              |
| PRA                 | Proposed Revision / Amendment                |
| RNAV                | Area Navigation                              |
| RVSM                | Reduced Vertical Separation Minima           |
| VFR                 | Visual Flight Rules                          |

## 1. Import of an aeroplane

Requesting an import of an aeroplane (or take over from another Kosovo AOC-holder) can be divided into two categories:

- (a) it will be the first aeroplane of this type starting operation under the present AOC
- (b) the aeroplane type is already available on the AOC of the applicant.

The workload for an applicant as well as for the CAAK will be variably high. In case of category (a), revisions in the manual system (OM-A, OM-C and OM-D) are necessary as well as a new issue of the OM-B and MEL. In case of category (b) some revision in the manual system is sufficient.

The application for a new aeroplane is to be accompanied by the following forms, applications, certificates and revisions:

- AACK/DSF/OPS-FRM 33;
- Application form for the operations specifications (e.g. RVSM, RNAV, AWO, etc.);
- Insurance certificate for passenger legal liability;
- Lease or management contract with the following content;
  - The aeroplane is designated for commercial operation;
  - Lease period minimum 6 months;
  - The lessee (applicant) is responsible for the crew and the maintenance;
- New issue or revisions of the manual system with the form Proposed Revision / Amendment (PRA) including the list of changes;
- A filtered “Compliance List AOC for each manual with the relevant paragraphs (available on the CAAK website);
- Application for foreign ownership if applicable (according the example in Appendix 1);
- Manufacturer provided manuals (e.g. AFM, FOM, etc.);
- Application for User Approval;
- For a first type of an aeroplane into the fleet a training concept must be submitted;

The CAAK will start the examination as soon as all documents required for the application are handed in.



## 2. Export of an aeroplane

An export of an aeroplane must be announced to CAAK as soon as possible with the submission of form **AACK/DSF/OPS-FRM 33**. After the aeroplane has been removed from the AOC, the applicant must review the manual system for possible revision(s). Paragraph 4 below describes how to proceed with a revision of the manual system.

### 3. Changes of management personnel

Changes of the management personnel have serious impact for an AOC holder. After the acceptance of the nominated person by the CAAK, the AOC holder must submit a revision of the OM-A paragraph 1.2 according to CAA Regulation No 01/2019, AMC3 ORO.MLR.100 and possibly also a revision of the OM-D. For a complete application for the change of management personnel according to ORO.AOC.135, the following forms and documents must be submitted:

- AACK/DSF/OPS-FRM 33;
- EASA Form Four;
- Curriculum vitae of the new nominated person (CV including private address of the applicant);

Incomplete or wrong submissions will be returned to the applicant.

## 4. Revision or new issue of the manual system

A new issue of a manual or a manual system means that every single paragraph of the manual will be checked by a CAAK inspector. A revision, however, means that only the changes are verified to be compliant with rules and regulations.

A revision or a new issue must be submitted to the CAAK containing the following forms and manuals:

- New issue or revisions of the manual system with the form Proposed Revision / Amendment (PRA) including the list of changes
- A filtered “Compliance List AOC (A) Complex” for each manual with the relevant paragraphs (available on the CAAK website)
- Manufacturer provided manuals (e.g. AFM, FOM, etc.) in case the OM-B is affected

## 5. Operator's name change

The change of an operator's name will have influence on all certificates. Therefore, the following forms and documents must be submitted:

- Form AACK/DSF/OPS-FRM 33;
- Form AACK/DSF/OPS-FRM 34 (confirmation of Kosovo air carrier)
- Certified copy from the register of commerce

## 6. Change of ownership of an aeroplane

For various reasons an AOC holder may wish or be forced to change the owner of an aeroplane, which leads to changes in the Kosovo aircraft registry. If the new owner's headquarter is located outside Kosovo, the Lessee (applicant) must submit a written application for the foreign ownership to the CAAK containing the following documents:

- Form AACK/DSF/OPS-FRM 33;
- Lease or management contract with the following statements:
  - The aeroplane is designated for commercial operation,
  - Lease period is minimum 6 months,
  - The lessee (applicant) is responsible for crew and maintenance.
- Or a kind of novation if the existing lease agreement keeps in force
- Application for foreign ownership if applicable (according to the example in Appendix 1)

## 7. Change of operations specifications of an aeroplane fleet

An AOC holder may wish to add new operations specifications to an aeroplane or a fleet. Such an application should be submitted providing the following forms and documents:

- Form AACK/DSF/OPS-FRM 33;
- Application form for the operations specifications (e.g. RVSM, RNAV, AWO, etc.);
- New issue or revisions of the manual system with the form Proposed Revision / Amendment (PRA) including the list of changes;
- A filtered “Compliance List AOC (A) Complex” for each manual with the relevant paragraphs;
- Manufacturer provided manuals (e.g. AFM, FOM, etc.);
- Training aspects must be fulfilled;

## **8. Costs and time schedule**

Costs and time schedule are very individual and can vary depending on the quality of the submissions and the resources available within the CAAK. The CAA shall charge and levy fees in accordance with the provisions of the CAAK Regulation No. 2/2015 on the Fees levied by the Civil Aviation Authority of the Republic of Kosovo. The implementation of the time schedule shall be in accordance with applicable legislation in force.

## 9. Appendices

### Appendix 1 – Example for an application for foreign ownership

For an application of a Kosovo AOC holder to register an aeroplane into the Kosovo register with a foreign ownership according to Article 40 paragraph 2 of the Law No. 03/L-051 on Civil Aviation (LCA), the following template may be used:

*Dear Sirs,*

*We apply for a permission according to article 40 paragraph 2 of the Law No. 03/L-051 on Civil Aviation (LCA) to register following aeroplane into the Kosovo register with foreign ownership for commercial operation under our AOC (XYZ):*

***Aeroplane:***            *Manufacturer, aeroplane type / model*  
                                 *s/n 8888*  
                                 *Reserved registration: XX-YYYY*  
                                 *Proposed registry date: Day-Month-Year*

***Owner:***                *Company XYZ Holding Inc.*  
                                 *House*  
                                 *Street*  
                                 *Zip*  
                                 *Town*  
                                 *Country*

***AOC-Holder:***        *XYZ Airlines*  
                                 *Address*  
                                 *Zip*  
                                 *Town*

*We thank you for a positive answer in due course.*

*Yours sincerely*

*XYZ Airlines*  
*First Name, Name*  
*Responsible management personnel according to OM-A Chapter 13 (Leasing)*



Enclosures:

- ✓ *Form AACK/DSF/OPS-FRM 33*
- ✓ *Leasing- or Management-Agreement*
- ✓ *Extract from the chamber of commerce representing the company XYZ Holding Inc.*
- ✓ *Certificates of third party legal liability insurance and passengers legal liability insurance*

## Appendix 2 – Homepage addresses/useful links

|             |   |
|-------------|---|
| AEA         | <a href="http://www.aea.be/AEAWebsite/Presentation_Tier/Pr_Home.aspx">http://www.aea.be/AEAWebsite/Presentation_Tier/Pr_Home.aspx</a>                       |
| ATA         | <a href="http://www.air-transport.org/">http://www.air-transport.org/</a>   |
| EASA        | <a href="http://www.easa.eu.int/home/index.html">http://www.easa.eu.int/home/index.html</a>   |
| ECAC        | <a href="http://www.ecac-ceac.org/index.php">http://www.ecac-ceac.org/index.php</a>   |
| EUR Lex     | <a href="http://eur-lex.europa.eu/de/index.htm">http://eur-lex.europa.eu/de/index.htm</a> (laws and agreements)   |
| EUROCONTROL | <a href="http://www.eurocontrol.be/corporate/public/subsite_homepage/index.html">http://www.eurocontrol.be/corporate/public/subsite_homepage/index.html</a> |
| CAAK        | <a href="https://caa.rks-gov.net/en/">https://caa.rks-gov.net/en/</a>   |
| FSF         | <a href="http://www.flightsafety.org/home.html">http://www.flightsafety.org/home.html</a>   |
| IATA        | <a href="http://www.iata.org/index.asp">http://www.iata.org/index.asp</a>   |
| ICAO        | <a href="http://www.icao.int/">http://www.icao.int/</a>   |
| IHS         | <a href="http://www.ihs.com/">http://www.ihs.com/</a>   |
| NAT PCO     | <a href="http://www.nat-pco.org/index.htm">http://www.nat-pco.org/index.htm</a>   |