

REPUBLIC OF ALBANIA

Memorandum of Understanding and Collaboration

Between

**National Investigations Entity of
Air Accidents/Incidents
in Civil Aviation**

and

**Tirana International Airport SHPK
“Nene Tereza”**

**Entered into on Collaboration and Understanding with reference to
Accidents and Incidents cases in the field of Civil Aviation**

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1. DICTIONARY

CAA – Civil Aviation Authority

CA – Civil Aviation

TIA – Tirana International Airport

MC – Memorandum of Collaboration

RA – Republic of Albania

OKIIA - National Investigations Entity of Air Accidents/Incidents in Civil Aviation

CVR – Cockpit Voice Recording

FDR – Flight Data Recording

A/C – Aircraft

ODM – Operation Duty Manager

LCC – Load Control Center

DC – Departure Control System

G/Ops – Ground Operation

F/Ops – Flight Operation

Apron – Parking Spaces for A/C

RWY – Runway

Taxiway – A/C way to and from the Apron

2. INTRODUCTION

2.1 This Memorandum of Understanding and Collaboration expresses the understanding of OKIIA and TIA, hereinafter referred to as "Parties" in this MC, entered into for the collaboration and assistance in cases of a grave Accident/Incident in the field of Civil Aviation.

The Parties are aware that the laws of the Republic of Albania apply and as consequence they are related with the standards included in the following legislation:

- a) Law No. 10040, dated 22.12.2008 "On the Air Code" of RA, as amended
- b) Law No. 10233, dated 11.02.2010 "On Civil Aviation", as amended
- c) Law No. 9312, dated 11.11.2004 Concession Law entered into between TIA SHPK and RA.
- d) Decision of Council of Ministers No. 686, dated 02.06.2010 "On the establishment of the National Investigations Entity of Air Accidents/Incidents in Civil Aviation".

2.2 This MC defines the procedure measures for collaboration and assistance between the Parties pursuant to the above-mentioned legislation.

3. TERMINOLOGY

3.1 The words and phrases used in this document have the same meaning as stipulated in the legislation of the Republic of Albania.

4. SCOPE

4.1 The scope of the Memorandum of Collaboration (hereinafter referred to as MC) is that by means of exchanging information, the coordination of actions in place (Aerodrome) of the event occurrence, providing the relevant documents of the aircraft that TIA has in possession and the flight of A/C that suffered the accident or grave incident, the support of parties with specialists and experts, to make a very objective investigation in finding out the reasons of the occurred accident/incident.

4.2 By means of this MC, it is intended to help OKIIA to make a correct and fast investigation in finding the accidents/incidents causes in order to prevent them in the future.

5. MUTUAL UNDERSTANDING AND COLLABORATION

MC engages TIA in providing rapid information by ODM in case an accident/incident occurs in the Aerodrome area (A/C landing, taking-off and ground movement).

5.1 The parties work together in the preparation and implementing the recommendations which are provided to the operators on the prevention of accidents/incidents in the future.

5.2 MC aims to increase the efficiency in performing the job of both Parties, in case of a grave accident/incident:

- a) To improve the A/C movement security in the Airport territory (taxiway, runway and apron)
- b) To improve the navigation for A/C landing and take-off.
- c) To improve the measures in case of Emergencies such as: mandatory landing inside and outside the Aerodrome.
- d) Excellence of passengers' evacuation measures and their transportation in case of fire in A/C and Apron.

5.3 By means of this MC, TIA ensures that OKIIA (IND) representatives move with vehicles throughout Airport territory upon prior coordination with TIA in case of an accident/incident.

5.4 In relation to relocation of accident aircrafts, in order not to impede landing, TIA applies international practices and standards, and respects AOM (Aerodrome Manual) that is in force taking into account also the requests of IND for their protection in safe place.

5.5 TIA and OKIIA define together the place and maintenance of parts of A/C that suffered the accident.

5.6 In case of accident/incident, TIA ensures to provide to IND the following documents:

- a) The full list of passengers landing and taking-off by ODM.
- b) The Load sheet of A/C that is taking off/ landing from LCC.
- c) The sheet of services performed by G/Ops or G/Airport Services.

5.7 TIA ensures the participation of OKIIA representatives in the Crisis Control Center in case of an accident.

5.8 IND performs the investigation independently in the technical field and its participation in the investigation does not imply definition of reliability or guilt.

5.9 OKIIA and TIA are aware that this MC doesn't limit the discretion and competences of any party based on legislation.

6. COLLABORATION IN THE THEORETIC FIELD FOR INCREASING THE SECURITY LEVEL

6.1 Each party accepts the important role of the other party in relation to public interest and necessity to perform the duty at its best and within a short time, based on their legal obligations.

6.2 The parties ensure the participation in seminars, analysis and indicative lessons organized by Parties, mainly from TIA, regarding the security issues of Flight Operations in the Airport.

6.3 The parties take the responsibility to organize meetings or consultations on specific problems in specialists and experts level.

6.4 TIA takes the responsibility to permanent participation of OKIIA representative in the Emergency Room (CCC).

7. THE ROLES AND COMMON DUTIES

- 7.1 TIA shall notify as soon as possible OKIIA for any case of incident/accident of an A/C in the aerodrome area.
- 7.2 TIA provides to IND of OKIIA information on the identification zone of the place of event, operator information: type of aircraft, number of flight, marking, flight origin and destination.

8. THE MAIN PRINCIPLES OF MC

- 8.1 The parties ensure that their respective staff is familiar with the content and requirements of MC.
- 8.2 This MC enters into force immediately on the date that it is signed by both parties and it will remain valid until one of the parties request or both parties agree to terminate its validity.
- 8.3 The parties may amend this MC at any time by mutual agreement. Any amendment shall be made in writing and shall be integrated in the form of an addendum to this MC. The changes enter into force on the date as to be agreed in the relevant addendum.
- 8.4 The parties freely express the willingness to terminate the validity of this MC at any time by notifying the other party in writing.
- 8.5 This memorandum is drafted in 6 (six) copies, 3 (three) copies for each party.

9. CONTACTS FOR MC IMPLEMENTATION

OKIIA

Adress: Rruga Pashko Vasa, P. 13/6
Tirana, P.O. Box 74
Tel. +355 47 203686
Fax: +355 47 203685
Mobile: +355 67 20 12 000
+355 68 20 21 409
Email: info@okiia.gov.al

TIA

Tirana International Airport
Nene Tereza
Tel: +355 4 2381600
Fax: +355 4 2231545
Mobile: +355 692022005 (ODM)
odm@tirana-airport.com

TIRANE 28.05.2016

General Director OKIIA

Dipl. Ing. Arben XHIKU



Chief Executive Officer TIA

Rolf CASTRO-VASQUEZ

