
GEN 3.3 AIR TRAFFIC SERVICES**1. RESPONSIBLE SERVICE**

1.1 ALBCONTROL, Air Navigation Services of Albania, is responsible for the provision of Air Traffic Services in Albania through established ATC units. The area of responsibility of each ATC unit is as described in ENR 2.1.

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1.2 The Standards, Recommended Practices and, when applicable, the procedures contained in the following documents are applied:

- ICAO Annex 2 - Rules of the Air
- ICAO Annex 11 - Air Traffic Services
- ICAO Doc 4444 - Air Traffic Management
- ICAO Doc 8168 - Aircraft Operations (PANS-OPS)
- ICAO Doc 7030 - Regional Supplementary Procedures
- Implementing Regulation (EU) No 923/2012 - SERA
- Regulation (EU) No 2017/373

1.3 Differences from ICAO Standards, Recommended Practices and Procedures are given at GEN 1.7.

2. AREA OF RESPONSIBILITY

2.1 Air Traffic Services are provided for the entire territory of Albania, including its territorial waters as well as the airspace over the high seas within the Tirana FIR.

2.2 In accordance with the regional air navigation agreement, air traffic services are provided, under the delegated authority, in the airspace within Tirana FIR. Details of such services are provided in ENR 2.2.

3. TYPES OF SERVICES**3.1 Air traffic services**

3.1.1 The air traffic services comprise three services identified as follows:

- a. The air traffic control service (area control service, approach control service and aerodrome control service);
- b. The flight information service;
- c. The alerting service.

- 3.1.2 Air traffic control service is provided in controlled airspace and at controlled aerodromes as follows:
- a. in control area (CTA): by the area control centre (ACC);
 - b. in APP areas of responsibility: by the relevant approach control unit (APP);
 - c. in control zone (CTR) and at controlled aerodromes: by the relevant aerodrome control tower (TWR).

3.1.3 Flight information service and alerting service are provided as follows:

- a. outside controlled airspace within the Tirana FIR below FL115: by the approach control unit;
- b. outside controlled airspace within the Tirana FIR at and above FL115 up to FL195: by the area control centre;
- c. within controlled airspace and at controlled aerodromes: by the relevant air traffic control units.
- d. in FIZ and at uncontrolled aerodromes: by the relevant AFIS unit.

3.2 Air traffic control service

3.2.1 Application

3.2.1.1 Air traffic control service is provided:

- a. to all IFR flights in airspace Classes C and D;
- b. to all VFR flights in airspace Classes C and D;
- c. to all special VFR flights;
- d. to all aerodrome traffic at controlled aerodromes.

3.2.2 Operation of air traffic control service

3.2.2.1 In order to provide air traffic control service, an air traffic control unit shall:

- a. be provided with information on the intended movement of each aircraft, or variations therefrom, and with current information on the actual progress of each aircraft;
- b. determine from the information received, the relative positions of known aircraft to each other;
- c. issue one or more of the following: clearances, instructions or information for the purpose of preventing collision between aircraft under its control and of expediting and maintaining an orderly flow of traffic;
- d. coordinate clearances as necessary with other units:
 - i. whenever an aircraft might otherwise conflict with traffic operated under the control of such other units;
 - ii. before transferring control of an aircraft to such other units.

3.2.2.2 Clearances issued by air traffic control units shall provide separation:

- a. between IFR flights in airspace Classes C and D;
- b. between IFR flights and VFR flights in airspace Class C;
- c. between IFR flights and special VFR flights;
- d. between special VFR flights.

except that, when requested by the pilot of an aircraft and agreed by the pilot of the other aircraft and for the cases listed in paragraph 3.2.2.2 above in airspace Class D, a flight may be cleared subject to maintaining own

separation in respect of a specific portion of the flight below 3 050 m (10 000 ft) during climb or descent, during day in visual meteorological conditions.

3.2.2.3 Except for cases of operations on parallel or near-parallel runways as in point ATS.TR.255 of Annex IV to Commission Implementing Regulation (EU) 2017/373, or when a reduction in separation minima in the vicinity of aerodromes can be applied, separation by an ATC unit shall be obtained by at least one of the following:

- a. vertical separation, obtained by assigning different levels selected from the table of cruising levels in Appendix 3 of SERA, except that the correlation of levels to track as prescribed therein shall not apply whenever otherwise indicated in appropriate aeronautical information publications or ATC clearances. The vertical separation minimum shall be a nominal 300 m (1 000 ft) up to and including FL 410 and a nominal 600 m (2 000 ft) above that level. Geometric height information shall not be used to establish vertical separation;
- b. horizontal separation, obtained by providing:
 - longitudinal separation, by maintaining an interval between aircraft operating along the same, converging or reciprocal tracks, expressed in time or distance; or
 - lateral separation, by maintaining aircraft on different routes or in different geographical areas.

3.2.3 Application of wake turbulence separation minima

3.2.3.1 Air traffic control units shall apply wake turbulence separation minima to aircraft in the approach and departure phases of flight, as specified in Regulation (EU) 2017/373/ ATS.TR.220 Application of wake turbulence separation and respective AMC, under the following circumstances:

- a. an aircraft is operating directly behind another aircraft at the same altitude or less than 300 m (1 000 ft) below it; or
- b. both aircraft are using the same runway or parallel runways separated by less than 760 m (2 500 ft); or
- c. an aircraft is crossing behind another aircraft at the same altitude or less than 300 m (1 000 ft) below it.

3.2.3.2 Paragraph 3.2.3.1 a) shall not apply to arriving VFR flights and to arriving IFR flights executing visual approach when the aircraft has reported the preceding aircraft in sight and has been instructed to follow and maintain own separation from that aircraft. In those cases, the air traffic control unit shall issue caution for wake turbulence.

3.2.4 Air traffic control clearances

3.2.4.1 Air traffic control clearances shall be based solely on the following requirements for providing air traffic control service:

- a. Clearances shall be issued solely for expediting and separating air traffic and be based on known traffic conditions which affect safety in aircraft operation. Such traffic conditions include not only aircraft in the air and on the manoeuvring area over which control is being exercised, but also any vehicular traffic or other obstructions not permanently installed on the manoeuvring area in use.
- b. ATC units shall issue such ATC clearances as necessary to prevent collisions and to expedite and maintain an orderly flow of air traffic.
- c. ATC clearances shall be issued early enough to ensure that they are transmitted to the aircraft in sufficient time for it to comply with them.

3.2.4.2 Operation subject to clearance

3.2.4.2.1 An air traffic control clearance shall be obtained prior to operating a controlled flight, or a portion of a flight as a controlled flight. Such clearance shall be requested through the submission of a flight plan to an air traffic control unit.

3.2.4.2.2 When a flight plan specifies that the initial portion of a flight will be uncontrolled, and that the subsequent portion of the flight will be subject to air traffic control service, the flight crew shall obtain the clearance from the appropriate air traffic control unit prior to entering the area where controlled flight will be commenced.

- 3.2.4.2.3 When a flight plan specifies that the initial portion of a flight will be subject to air traffic control service, and that the subsequent portion will be uncontrolled, the aircraft shall normally be cleared to the point at which the controlled flight terminates.
- 3.2.4.2.4 The pilot-in-command of an aircraft shall inform the air traffic control unit if an air traffic control clearance is not satisfactory. In such cases, the air traffic control unit will issue an amended clearance, if practicable.
- 3.2.4.2.5 Whenever an aircraft has requested a clearance involving priority, a report explaining the necessity for such priority shall be submitted, if requested by the appropriate air traffic control unit.
- 3.2.4.2.6 *Potential reclearance in flight.* If, prior to departure, it is anticipated that, depending on fuel/ energy endurance and subject to reclearance in flight, a decision may be taken to proceed to a revised destination aerodrome, the appropriate air traffic control units shall be so notified by the insertion in the flight plan of information concerning the revised route (where known) and the revised destination.
- 3.2.4.2.7 An aircraft operated on a controlled aerodrome shall not taxi on the manoeuvring area without clearance from the aerodrome control tower and shall comply with any instructions given by that unit.
- 3.2.4.2.8 When vectoring or assigning a direct routing not included in the flight plan, which takes an IFR flight off published ATS route or instrument procedure, an air traffic controller providing ATS surveillance service shall issue clearances such that the prescribed obstacle clearance exists at all times until the aircraft reaches the point where the pilot re-joins the flight plan route or joins a published ATS route or instrument procedure.
- 3.2.4.3 Clearances for transonic flight
- 3.2.4.3.1 The air traffic control clearance relating to the transonic acceleration phase of a supersonic flight shall extend at least to the end of that phase.
- 3.2.4.3.2 The air traffic control clearance relating to the deceleration and descent of an aircraft from supersonic cruise to subsonic flight shall seek to provide for uninterrupted descent at least during the transonic phase.
- 3.2.4.4 Contents of clearances
- 3.2.4.4.1 An air traffic control clearance shall indicate:
- a. aircraft identification as shown in the flight plan;
 - b. clearance limit;
 - c. route of flight, ...
 - i. the route of flight shall be detailed in each clearance when deemed necessary; and
 - ii. the phrase 'cleared flight planned route' shall not be used when granting a re-clearance;
 - d. level or levels of flight for the entire route or part thereof and changes of levels if required;
 - e. any necessary instructions or information on other matters such as ATFM departure slot if applicable, approach or departure manoeuvres, communications and the time of expiry of the clearance.
- 3.2.4.5 Read-back of clearances, instructions and safety-related information
- 3.2.4.5.1 The flight crew shall read back to the air traffic controller safety-related parts of ATC clearances and instructions which are transmitted by voice. The following items shall always be read back:
- a. ATC route clearances;
 - b. clearances and instructions to enter, land on, take off from, hold short of, cross, taxi and backtrack on any runway; and
 - c. runway-in-use, altimeter settings, SSR codes, newly assigned communication channels, level instructions, heading and speed instructions; and
 - d. transition levels, whether issued by the controller or contained in ATIS broadcasts.

- 3.2.4.5.2 Other clearances or instructions, including conditional clearances and taxi instructions, shall be read back or acknowledged in a manner to clearly indicate that they have been understood and will be complied with.
- 3.2.4.5.3 The controller shall listen to the read-back to ascertain that the clearance or instruction has been correctly acknowledged by the flight crew and shall take immediate action to correct any discrepancies revealed by the read-back.
- 3.2.4.5.4 Vehicle drivers operating or intending to operate on the manoeuvring area shall read back to the air traffic controller safety related parts of instructions which are transmitted by voice, e.g. instructions to enter, hold short of, cross and operate on any operational runway or taxiway.
- 3.2.4.5.5 The controller shall listen to the read-back to ascertain that the instruction has been correctly acknowledged by the vehicle driver and shall take immediate action to correct any discrepancies revealed by the read-back.
- 3.2.4.6 Changes in clearance regarding route or level
- 3.2.4.6.1 When issuing a clearance covering a requested change in route or level, the exact nature of the change shall be included in the clearance.
- 3.2.4.6.2 When traffic conditions will not permit clearance of a requested change, the word 'UNABLE' shall be used. When warranted by circumstances, an alternative route or level shall be offered.
- 3.2.4.7 Clearance related to altimetry
- 3.2.4.7.1 The flight crew shall be provided with the transition level in due time prior to reaching it during descent.
- 3.2.4.7.2 Except when it is known that the aircraft has already received the information in a directed transmission, an QNH altimeter setting shall be included in:
- the descent clearance, when first cleared to an altitude below the transition level;
 - the approach clearance or the clearance to enter the traffic circuit;
 - the taxi clearance for departing aircraft.
- 3.2.4.8 Conditional clearances
- 3.2.4.8.1 Conditional phrases, such as 'behind landing aircraft' or 'after departing aircraft', shall not be used for movements affecting the active runway(s), except when the aircraft or vehicles concerned are seen by the appropriate controller and pilot. The aircraft or vehicle causing the condition in the clearance issued shall be the first aircraft/vehicle to pass in front of the other aircraft concerned. In all cases, a conditional clearance shall be given in the following order and consist of:
- the call sign;
 - the condition;
 - the clearance; and
 - a brief reiteration of the condition.
- 3.2.4.9 Coordination of clearances
- 3.2.4.9.1 An air traffic control clearance shall be coordinated between air traffic control units to cover the entire route of an aircraft or a specified portion thereof as described in provisions 3.2.4.9.2 to 3.2.4.9.6.
- 3.2.4.9.2 An aircraft shall be cleared for the entire route to the aerodrome of first intended landing:
- when it has been possible, prior to departure, to coordinate the clearance between all the units under whose control the aircraft will come; or
 - when there is reasonable assurance that prior coordination will be effected between those units under whose control the aircraft will subsequently come.

- 3.2.4.9.3 When coordination as in paragraph 3.2.4.9.2 has not been achieved or is not anticipated, the aircraft shall be cleared only to that point where coordination is reasonably assured; prior to reaching such point, or at such point, the aircraft shall receive further clearance, holding instructions being issued as appropriate.
- 3.2.4.9.4 When prescribed by the ATS unit, aircraft shall contact a downstream air traffic control unit, for the purpose of receiving a downstream clearance prior to the transfer of control point.
- Aircraft shall maintain the necessary two-way communication with the current air traffic control unit whilst obtaining a downstream clearance.
 - A clearance issued as a downstream clearance shall be clearly identifiable as such to the pilot.
 - Unless coordinated, downstream clearances shall not affect the aircraft's original flight profile in any airspace, other than that of the air traffic control unit responsible for the delivery of the downstream clearance.
- 3.2.4.9.5 When an aircraft intends to depart from an aerodrome within a control area to enter another control area within a period of thirty minutes, or such other specific period of time as has been agreed between the area control centres concerned, coordination with the subsequent area control centre shall be effected prior to issuance of the departure clearance.
- 3.2.4.9.6 When an aircraft intends to leave a control area for flight outside controlled airspace, and will subsequently re-enter the same or another control area, a clearance from the point of departure to the aerodrome of first intended landing may be issued. Such clearance or revisions thereto shall apply only to those portions of the flight conducted within controlled airspace.
- 3.2.4.10 Horizontal speed control instructions
- 3.2.4.10.1 Speed control instructions should remain in effect unless explicitly cancelled or amended by the air traffic controller.
- 3.2.4.10.2 The flight crew should comply with published SID and STAR speed restrictions unless the restrictions are explicitly cancelled or amended by the air traffic controller.
- 3.2.5 Adherence to flight plan**
- 3.2.5.1 Except as provided for in paragraphs 3.2.5.2 and 3.2.5.4 an aircraft shall adhere to the current flight plan or the applicable portion of a current flight plan submitted for a controlled flight unless a request for a change has been made and clearance obtained from the appropriate air traffic control unit, or unless an emergency situation arises which necessitates immediate action by the aircraft, in which event as soon as circumstances permit, after such emergency authority is exercised, the appropriate air traffic services unit shall be notified of the action taken and that this action has been taken under emergency authority.
- 3.2.5.1.1 Unless otherwise authorised by the competent authority, or directed by the appropriate air traffic control unit, controlled flights shall, in so far as practicable:
- when on an established ATS route, operate along the defined centre line of that route; or
 - when on any other route, operate directly between the navigation facilities and/or points defining that route;
 - when in FRALB airspace, operate directly between the FRA entry point via the intermediate points to the FRA exit point.
- 3.2.5.1.2 Unless otherwise authorised by the competent authority, or directed by the appropriate air traffic control unit, an aircraft operating along an ATS route segment defined by reference to very high frequency omnidirectional radio ranges shall change over for its primary navigation guidance from the facility behind the aircraft to that ahead of it at, or as close as operationally feasible to, the changeover point, where established.
- 3.2.5.1.3 Deviation from the requirements in paragraph 3.2.5.1.1 shall be notified to the appropriate ATS unit.
- 3.2.5.2 *Deviations from the current flight plan.* In the event that a controlled flight inadvertently deviates from its current flight plan, the following action shall be taken:

- a. Deviation from track: if the aircraft is off track, action shall be taken forthwith to adjust the heading of the aircraft to regain track as soon as practicable.
- b. Deviation from the air traffic control assigned Mach number/indicated airspeed: the appropriate air traffic services unit shall be informed immediately.
- c. Deviation from Mach number/true airspeed: if the sustained Mach number/true airspeed at cruising level varies by plus or minus Mach 0.02 or more, or plus or minus 19km/h (10kt) true airspeed or more from the current flight plan, the appropriate air traffic services unit shall be so informed.

3.2.5.2.1 Adherence to the true Mach number

- a. Aircraft subject to the Mach number technique should adhere to the true Mach number approved by ATC and should request ATC approval before making any changes thereto. If it is essential to make an immediate temporary change in the Mach number (e.g. due to turbulence), ATC should be notified as soon as possible that such a change has been made.
- b. If it is not feasible, due to aircraft performance, to maintain the last assigned Mach number during en-route climbs and descents, pilots of the aircraft concerned should advise ATC at the time of the climb/descent request.

3.2.5.3 *Intended changes.* Requests for flight plan changes shall include information as indicated hereunder:

3.2.5.3.1 Change of cruising level: aircraft identification; requested new cruising level and cruising speed at this level, revised time estimates (when applicable) at subsequent flight information region boundaries.

3.2.5.3.2 Change of route:

- a. Destination unchanged: aircraft identification; flight rules; description of new route of flight including related flight plan data beginning with the position from which requested change of route is to commence; revised time estimates; any other pertinent information.
- b. Destination changed: aircraft identification; flight rules; description of revised route of flight to revised destination aerodrome including related flight plan data, beginning with the position from which requested change of route is to commence; revised time estimates; alternate aerodrome(s); any other pertinent information.
- c. Change of Mach number/true airspeed: aircraft identification; requested Mach number/true airspeed.

3.2.5.4 *Weather deterioration below the VMC.* When it becomes evident that flight in VMC in accordance with its current flight plan will not be practicable, a VFR flight operated as a controlled flight shall:

- a. request an amended clearance enabling the aircraft to continue in VMC to destination or to an alternative aerodrome or operating site, or to leave the airspace within which an ATC clearance is required; or
- b. if no clearance in accordance with a) can be obtained, continue to operate in VMC and notify the appropriate ATC unit of the action being taken either to leave the airspace concerned or to land at the nearest suitable aerodrome or operating site; or
- c. if operated within a control zone, request authorisation to operate as a special VFR flight; or
- d. request clearance to operate in accordance with the instrument flight rules.

3.2.6 Position reports

3.2.6.1 Unless exempted by the competent authority or by the appropriate air traffic services unit under conditions specified by that authority, a controlled flight shall report to the appropriate air traffic services unit, as soon as possible, the time and level of passing each designated compulsory reporting point, together with any other required information. Position reports shall similarly be made in relation to additional points when requested by the appropriate air traffic services unit. In the absence of designated reporting points, position reports shall be made at intervals prescribed by the competent authority or specified by the appropriate air traffic services unit.

3.2.6.1.1 When a controlled flight has been exempted from the requirement to report at compulsory reporting points,

pilots shall, unless automated position reporting is in effect, resume voice position reporting:

- a. when so instructed;
- b. when advised that the ATS surveillance service has been terminated; or
- c. when advised that the ATS surveillance identification is lost.

3.2.6.1.2 With due regard to requirements in SERA.14065 for communications change over, the position report shall contain the following elements:

1. aircraft identification;
2. position;
3. time;
4. speed, if assigned by ATC; and
5. other elements as instructed by ATC.

3.2.6.1.3 The elements described in paragraph 3.2.6.1.2 shall be reported as described in point 2 of Point A of Appendix 5 of SERA.

3.2.7 Termination of control

3.2.7.1 A controlled flight shall, except when landing at a controlled aerodrome, advise the appropriate ATC unit as soon as it ceases to be subject to air traffic control service.

3.2.8 Communications

3.2.8.1 An aircraft operated as a controlled flight shall maintain continuous air-ground voice communication watch on the appropriate communication channel of, and establish two-way communication as necessary with, the appropriate air traffic control unit, except as may be prescribed by the ATS Authority in respect of aircraft forming part of aerodrome traffic at a controlled aerodrome.

Note: Direct controller-pilot communications should be established prior to the provision of ATS surveillance services, unless special circumstances, such as emergencies, dictate otherwise.

3.2.8.2 **Radio communication failure procedures.** When an aircraft is unable to comply with paragraph 3.2.8.1, the flight crew shall attempt to establish contact on the previous channel used and, if not successful, on another channel appropriate to the route. If these attempts fail, the flight crew shall attempt to establish communication with:

- a. the appropriate air traffic services unit;
- b. other air traffic services units; or
- c. other aircraft,

using all available means. In addition, the aircraft, when forming part of the aerodrome traffic at a controlled aerodrome, shall keep a watch for such instructions as may be issued by visual signals.

3.2.8.2.1 When an expected communication from an aircraft has not been received within a time period such that the occurrence of a communication failure is suspected, or when requested by other air traffic services units, the air traffic controller shall call the aircraft on the frequencies on which the aircraft is believed to be listening, and:

- a. when providing surveillance service, the air traffic controller shall normally determine whether or not the aircraft's receiver is functioning, and if successful, continue providing air traffic control service using SSR code/ ADS-B transmission changes or IDENT transmissions to obtain acknowledgement of clearances issued to the aircraft;
- b. if not successful, the air traffic control unit shall:

- i. request other air traffic services units to render assistance by calling the aircraft and relaying messages, if necessary;
- ii. request aircraft on the route to attempt to establish communication with the aircraft and relay messages, if necessary;
- iii. initiate the notification to the aircraft operator, as soon as possible, of any failure in air-ground communication.
- c. if the attempts described in points b. (i) and b. (ii) fail, blind transmission of air traffic control clearances shall not be made to aircraft, except at the specific request of the originator. Other messages should be transmitted by blind transmission on the frequencies on which the aircraft is believed to be listening.

3.2.8.2.2

When an aircraft is unable to comply with paragraph 3.2.8.1 and the attempts described in paragraph 3.2.8.2 to establish communications are not successful, the radio communication failure procedures described below shall be applied:

- a. The aircraft, when forming part of the aerodrome traffic at a controlled aerodrome, shall keep a watch for instructions as may be issued by visual signals.
- b. The aircraft shall set the transponder on Mode A Code 7600 and/or set the ADS-B transmitter to indicate the loss of air-ground communications and comply with the procedures described in points c), d), e) and f), as appropriate.
- c. A VFR flight shall continue to fly in visual meteorological conditions, land at the nearest suitable aerodrome, and report its arrival by the most expeditious means to the #appropriate air traffic services unit.
- d. Except as provided for in point e), an IFR flight shall:
 - i. maintain the last assigned speed and level, or minimum flight altitude if higher, for a period of 20 minutes following:
 - A. the aircraft's failure to make a required report; or
 - B. the time the transponder is set to 7600 and/or the appropriate ADS-B emergency and/or urgency mode is transmitted if surveillance service is provided, and thereafter adjust level and speed in accordance with the filed flight plan as amended by delay and modification messages to the filed flight plan.
 - ii. when being vectored or having been directed by ATC to proceed offset using area navigation (RNAV):
 - A. with a specified limit, continue to that limit, then rejoin the last received and acknowledged route, taking into consideration the applicable minimum flight altitude; or
 - B. without a specified limit, rejoin the last received and acknowledged route no later than the next significant point, taking into consideration the applicable minimum flight altitude.
 - iii. proceed according to the last received and acknowledged route clearance to the appropriate designated navigation aid or fix serving the destination aerodrome and, when required to ensure compliance with point (iv) below, hold over this aid or fix until commencement of descent;
 - iv. commence descent from the navigation aid or fix specified in point (iii) at, or as close as possible to, the expected approach time last received and acknowledged; or, if no expected approach time has been received and acknowledged, at, or as close as possible to, the estimated time of arrival;
 - v. complete an instrument approach procedure as specified for the designated navigation aid or fix; and
 - vi. land, if possible, within 30 minutes after the estimated time of arrival specified in point (iv) or the last acknowledged expected approach time, whichever is later.

- e. An IFR flight following a standard instrument departure route or a standard instrument arrival route shall comply with the procedures for radio communication failure specified on the Standard Departure Chart - Instrument (SID) or Standard Arrival Chart - Instrument (STAR), when provided.
- f. If an IFR flight encounters visual meteorological conditions and the pilot-in-command decides to continue to fly in visual meteorological conditions, the pilot shall set Mode A Code 7601, land at the nearest suitable aerodrome, and report arrival by the most expeditious means to the appropriate air traffic services unit.

3.2.8.2.3 The provision of air traffic control service to flights operating in the airspace concerned shall be based on the premise that an aircraft experiencing communication failure complies with paragraph 3.2.8.2.2.

3.2.8.2.4 As soon as it is known that an aircraft operating in its area of responsibility is experiencing an apparent radio communication failure, an air traffic control unit shall forward information concerning the radio communication failure to all air traffic services units concerned along the route of flight. The area control centre in whose area the destination aerodrome is located shall take steps to obtain information on the alternate aerodrome(s) and other relevant information specified in the filed flight plan, if such information is not available.

3.2.8.2.5 When an air traffic control unit receives information that an aircraft, after experiencing a communication failure, has re-established communication or has landed, that unit shall inform the air traffic control unit in whose area the aircraft was operating at the time the failure occurred, and other air traffic services units concerned along the route of flight, giving necessary information for the continuation of control if the aircraft continues its flight.

3.2.8.2.6 The signals used in case of communication failure shall be in accordance with SERA Appendix 1 'Signals'.

3.3 Flight information service

3.3.1 Flight information service shall be provided by the appropriate air traffic services units to all aircraft which are likely to be affected by the information and which are:

- a. provided with air traffic control service; or
- b. otherwise known to the relevant air traffic services units.

3.3.2 The reception of flight information service does not relieve the pilot-in-command of an aircraft of any responsibilities and the pilot-in-command shall make the final decision regarding any suggested alteration of flight plan.

3.3.3 Where air traffic services units provide both flight information service and air traffic control service, the provision of air traffic control service shall have precedence over the provision of flight information service whenever the provision of air traffic control service so requires.

3.3.4 Flight information service shall include the provision of pertinent:

- a. SIGMET and AIRMET information;
- b. information concerning pre-eruption volcanic activity, volcanic eruptions and volcanic ash clouds;
- c. information concerning the release into the atmosphere of radioactive materials or toxic chemicals;
- d. information on changes in the availability of radio navigation services;
- e. information on changes in condition of aerodromes and associated facilities, including information on the state of the aerodrome movement areas when they are affected by snow, ice or significant depth of water;
- f. information on unmanned free balloons;
- g. information on abnormal aircraft configuration and condition;
- h. information on unmanned aircraft;
- i. any other information likely to affect safety.

- 3.3.5 Flight information service provided to flights shall include, in addition to that outlined in paragraph 3.3.4, the provision of information concerning:
- weather conditions reported or forecast at departure, destination and alternate aerodromes;
 - collision hazards, to aircraft operating in airspace Classes C, D, and G;
 - for flight over water areas, in so far as practicable and when requested by a pilot, any available information such as radio call sign, position, true track, speed, etc., of surface vessels in the area;
 - messages, including clearances, received from other air traffic services units to relay to aircraft.
- 3.3.6 Flight information service provided to VFR flights shall include, in addition to that outlined in paragraph 3.3.4, the provision of available information concerning traffic and weather conditions along the route of flight that are likely to make operation under the visual flight rules impracticable.
- 3.3.7 AFIS provided to flights shall include, in addition to relevant items outlined in paragraphs 3.3.4 and 3.3.5, the provision of the information concerning:
- information and warnings to pilots;
 - instructions to vehicles and personnel operating on the maneuvering area;
 - transmission of ATC departure clearance as provided by APP Unit for IFR/VFR traffic which plan to cross controlled airspace;
 - information to departing and arriving aircraft that the runway is free;
 - information to aircraft under its jurisdiction and APP of any depletion of aerodrome emergency services;
 - information to other ATC Units including Aerodrome Authority when it becomes apparent that there is a deterioration in the state of the Aerodrome or associated facilities;
 - provision to arriving and departing aircraft with information on weather and essential aerodrome information as well as changes in runway surface conditions, as reported;
 - coordination of flight movements with other ATC units affected by the flight operations;
 - operation of runway and taxiway lighting during operations;
 - coordination of flight operations with aerodrome Marshaller/ Follow Me vehicle to handle in flight emergencies and unusual situations.
- 3.3.8 Transmission of information
- 3.3.8.1 Information should be disseminated to aircraft by one or more of the following means:
- the preferred method of directed transmission on the initiative of the appropriate air traffic services unit to an aircraft, ensuring that receipt is acknowledged; or
 - general call, unacknowledged transmission to all aircraft concerned; or
 - broadcast; or
 - data link, if applicable.
- 3.3.9 The use of general calls should be limited to cases where it is necessary to disseminate essential information to several aircraft without delay, e.g. the sudden occurrence of hazards, a change of the runway-in-use, or the failure of a key approach and landing aid.
- 3.3.10 Air traffic services units shall transmit, as soon as practicable, special and non-routine air reports to:
- other aircraft concerned;

- b. the associated meteorological watch office in accordance with Appendix 5 to Implementing Regulation (EU) No 923/2012; and
- c. other air traffic services units concerned.

3.3.11 When receiving special air-reports by voice communications concerning braking action which does not correspond to the runway condition report, air traffic services units shall forward them without delay to the appropriate aerodrome operator.

3.3.12 Transmissions to aircraft shall be repeated at a frequency and continued for a period of 30 minutes after their issuance.

3.4 Alerting service

3.4.1 Alerting service shall be provided by the air traffic services units:

- a. for all aircraft provided with air traffic control service;
- b. in so far as practicable, to all other aircraft having filed a flight plan or otherwise known to the air traffic services; and
- c. to any aircraft known or believed to be the subject of unlawful interference.

3.4.2 Aircraft equipped with suitable two-way radio-communications shall report every 20 minutes following the time of the last contact, whatever the purpose of such contact, merely to indicate that the flight is progressing according to plan, such report to comprise identification of the aircraft and the words 'Operations normal'.

3.4.3 The 'Operations normal' message shall be transmitted air-ground to an appropriate ATS unit.

3.4.4 The absence of an 'operations normal' message does not constitute a situation of urgency. In the absence of such a report, ATS should endeavour to contact the aircraft on available frequencies. A failure to contact the aircraft could lead to any type of measure including the declaration of 'uncertainty phase'.

3.4.5 When it has been established by an air traffic services unit that an aircraft is in a state of emergency, other aircraft known to be in the vicinity of the aircraft involved shall, except as provided in paragraph 3.4.6 be informed of the nature of the emergency as soon as practicable.

3.4.6 When an air traffic services unit knows or believes that an aircraft is being subjected to unlawful interference, no reference shall be made in ATS air-ground communications to the nature of the emergency unless it has first been referred to in communications from the aircraft involved and it is certain that such reference will not aggravate the situation.

3.4.7 Area control centre shall serve as the central point for collecting all information relevant to a state of emergency of an aircraft operating within the flight information region or control area concerned and for forwarding such information to the appropriate rescue coordination centre.

3.4.8 In the event of a state of emergency arising to an aircraft while it is under the control of an aerodrome control tower or approach control unit or in contact with an AFIS unit, such unit shall notify immediately the flight information centre or area control centre responsible which shall in turn notify the rescue coordination centre, except that notification of the area control centre, flight information centre, or rescue coordination centre shall not be required if the nature of the emergency is such that the notification would be superfluous.

3.4.8.1 It may be advisable, in case of a search and rescue operation of a substantial duration, to promulgate by NOTAM the lateral and vertical limits of the area of a search and rescue action, and to warn aircraft not engaged in actual search and rescue operations and not controlled by air traffic control service to avoid such areas unless otherwise authorised by the appropriate air traffic services unit.

3.4.9 Nevertheless, the aerodrome control tower or approach control unit responsible or the relevant AFIS unit shall first alert and take other necessary steps to set in motion all appropriate local rescue and emergency organisations which can give the immediate assistance required, in accordance with local instructions, whenever either of the following situations occurs:

- a. an aircraft accident has occurred on or in the vicinity of the aerodrome;

- b. information is received that the safety of an aircraft which is or will come under the jurisdiction of the aerodrome control tower or of the AFIS unit may have or has been impaired;
- c. requested by the flight crew;
- d. when otherwise deemed necessary or desirable or the urgency of the situation so requires.

4. COORDINATION BETWEEN THE AIRCRAFT OPERATOR AND ATS

- 4.1 Coordination between the aircraft operator and air traffic services is effected in accordance with ICAO Annex 11, Chapter 2, paragraph 2.17, ICAO Doc 4444, Chapter 11, paragraphs 11.2.1.1.4 and 11.2.1.1.5 and SERA.7005.
- 4.2 Air traffic services units, in carrying out their objectives, shall have due regard for the requirements of the aircraft operators consequent on their obligations as specified in the relevant national legislation on Air Operations, and, if so required by the aircraft operators, shall make available to them or their designated representatives such information as may be available to enable them or their designated representatives to carry out their responsibilities.
- 4.3 When so requested by an aircraft operator, messages (including position reports) received by air traffic services units and relating to the operation of the aircraft for which operational control service is provided by that aircraft operator shall, so far as practicable, be made available immediately to the aircraft operator or a designated representative in accordance with locally agreed procedures.

5. MINIMUM FLIGHT ALTITUDES

- 5.1 The minimum flight altitudes on the ATS routes, as presented in ENR 3.2, ensure a minimum vertical clearance above the controlling obstacle in the area concerned in conformity with ICAO Doc 8168 requirements. Corrections to the published minimum flight altitudes for low temperature effect are not applied.
- 5.2 The minimum vectoring altitudes within the ATC Surveillance Minimum Altitude Area ensure terrain and obstacle clearance in conformity with ICAO Doc 8168 requirements. Corrections to the published minimum vectoring altitudes for low temperature effect are applied, when necessary, by ATC.

6. ATS UNITS ADDRESS LIST

Unit name	Postal address	Telephone	Fax	AFS
Tirana ACC	Rinas, Tirana, Albania	+355 4 2371230	NIL	LAAAZQZX
Tirana APP	As ACC	As ACC	NIL	As ACC
Tirana FIC	As ACC	As ACC	NIL	As ACC
Tirana TWR	As ACC	+355 4 4542-396 +355 4 4542-397	NIL	LATIZTZX

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