



**INTERNATIONAL TRANSPORT FORUM
TRANSPORT MANAGEMENT BOARD**

ITF/TMB/TR(2016)3/ADD28/APP2
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Group on Road Transport

Draft Report by ALBANIA on current state of implementation of the QUALITY CHARTER

Implementation of CPC Manager and CPC Driver:

Training Centre of General Directorate of Road Transport Services (GDRTS), Directorate of Professional Qualification, of the Ministry of Infrastructure and Energy of Albania

This document amends the draft Application on Implementation of the Quality Charter by Albania ITF/TMB/TR(2016)3/ADD28.

It was presented under Draft Agenda Item 3.3 of the meeting of the Group to be held on 22-23 October 2018 in Dublin, Ireland.

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English - Or. English

GENERAL DIRECTORATE OF ROAD TRANSPORT SERVICES (GDRTS)
Training Program for issuing the Certificate of Professional Competence (CPC
MANAGER) according to topics as follows

I. TECHNICAL PART

No	Topics	Hours
1	Road transport in the Republic of Albania, main provisions, types of road transport, road transport law enforcement, domestic and international transport, regular bus lines, special and occasional transport, line network and the competent authority of issuing permits.	2
2	Motor vehicles and their classification, vehicles for mixed and special transport.	2
3	Technological machines and vehicles that exceed the maximum weights and dimensions transport under abnormal conditions.	2
4	Construction, operation and maintenance of the vehicle, engine and its construction, fuel system, cooling system, fuel oil system, electrical system, vehicle chassis, steering and braking system, transmission, gear box, differential, friction, shock absorbers, tires, characteristics and properties of fuels, environmental pollution.	6
5	Weights and dimensions of road vehicles, procedures followed in the case of abnormal loads.	2
6	Types of motor vehicles, gasoline and diesel engines. Transmission, fuel, braking, electrical systems etc.	2
7	Vehicle registration procedures. Vehicle traffic permits. Technical inspection. Use of road vehicles according to environmental requirements.	2
8	Destination and use of vehicles. Transport for hire and reward. Transport permits and relevant documentation.	2
9	Circulation and registration documents, vehicle number plates, vehicles that move without a permit, renewal of a traffic permit.	2
10	Safe driving behavior, passing and overtaking restriction.	2
11	Urban road and highway traffic.	2
12	Safety and standing of vehicles movement, load balancing and loading, load distribution, fluid transportation.	6
13	Transport of dangerous goods and foodstuffs that quickly break down, transport of livestock.	6
14	Control of the driver's working time, working time and rest periods, tachograph.	2
	Total hours	40

II. ECONOMICAL PART

No	Topics	Hours
1	Management and its importance, management functions and roles. Internal and external business environment. The basic principles for being a good distributor trade and logistics manager	3
2	Marketing management, engaging in business marketing, market research, public relations, market segments, marketing in the road transit service. Marketing terms.	2
3	Banking system, types of bank deposits, interest account, banknotes and bank credit.	2
4	Financial direction, purpose and role of finance, short-term and long-term resources and uses. Internal and external business sources, financial statements of understanding and interpretation, information on the balance sheet and its contents. Buying and selling the stock.	4
5	Conducting a Business, depreciation. Calculation of transport tariffs, methods of payment, documents and registrations, banking services cost-orientation information system cost and their meaning.	4
6	Taxes and their meaning, fiscal system, personal income tax. VAT and the national taxes.	4
7	Social insurances, their types and how individuals are provided in their businesses and voluntarily, collecting contributions, earning periods income for birth burden payments for insurance against accidents at work and occupational diseases.	3
8	Insurance, operating methods and transit goods.	2
9	Exercises on topics.	2
10	Recapitulation of main topics	2
	Total hours	28

III. LEGAL PART

No	Topics	Hours
1	Social Institutions, their role and function. Transport Associations the purpose of their establishment, organization, registration of associations, control of the activity of associations.	2
2	Conditions and formalities for conducting trade. Business Organizations, types of business organizations. Collective and commanded societies.	2
3	Limited Liability Companies, Forms of Organization. Administrators, the general assembly, causes of the disruption of a society.	2
4	Anonymous companies, general ratings. The organs of society. Board of Administrators, Administrators, Members of the Supervisory Board. The general Assembly. Causes of disruption of	2

	society.	
5	Establishment and registration of companies, partnership agreement, registration (shareholders) at NRC (National Registration Center). Statute, Statute Content. Statute form.	2
6	Contracts, understanding, elements and conditions. Validity of the contract the terms and conditions.	2
7	Contract binding, contract termination, contract termination effects, contract termination, types of contracts.	2
8	The contract of transport, legal and economic meanings. Features of the contract of carriage. Obligations of the parties. Change of the contract of carriage from that of the forwarding.	2
9	The basics of the Labor Code, General Concept, Fundamentals, Field of Application, Fundamental Rights.	2
10	Work contract, definition and meaning. Provisions for special contracts. The termination of employment, the form of a contract of employment, the content of the contract. Duration of work and leave.	2
11	The rights and obligations of the parties to the employment contract. Responsibility of Employer and Employee.	2
12	Termination of the employment contract, failure to observe the notice deadline, consequences.	2
13	Bankruptcy procedures, the subject of bankruptcy law. The body dealing with the conduct of the procedure, as well as the reasons for the opening of the procedure. Bankruptcy administrator.	2
14	Legal and accounting aspects of companies in liquidation from bankruptcy. The legal frame. Accounting Obligations	2
	Total hours	28

IV. INTERNATIONAL TRANSPORT PART

No	Topics	Hours
1	Knowledge about the distribution of the European road network	2
2	Convention on the Contract for the International Carriage of Goods by Road (CMR) (Geneva, 19 May 1956). Protocol to the Convention on the Contract for the International Carriage of Goods by Road (CMR). Additional protocol to the convention on the contract for the international carriage of goods by road (CMR) concerning the electronic consignment note. Obligations and Responsibilities of the Carrier.	4
3	Customs Convention on the international transport of goods under cover of TIR carnets (TIR Convention), Principles and Benefits, Strategies, TIR Carnet, SAFE-TIR Tracing and Risk Management, the role of Customs Authorities. Bilateral agreements between the two countries and multilateral agreements under European legislation.	4
4	European Agreement concerning the international transport of dangerous goods by road (ADR).	4

5	Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be used for such Carriage (ATP). Special equipment used in such transports.	2
6	Convention concerning the work of crews in international transport, AETR	4
7	European agreement on international transport of passengers by bus. (INTERBUS).	4
	Total hours	24

Lectors:

I	TECHNICAL PART	Andis Tirana, Skerdi Vaso
II	ECONOMICAL PART	Markeljana Hamzallari
III	LEGAL PART	Risilda Qama
IV	INTERNATIONAL TRANSPORT PART	Klodiana Bablusha

GENERAL DIRECTOR**Arben ISARAJ**

NOTE :

Training programme has 120 hours in total, 6 hours per day, the exam, lasts 4 hours. The training takes place near the training centre and the materials are provided individually for each student. The training is conducted by the lecturers for each part. The training program is approved by Ministry and prepared by the respective lecturers. After training the candidate has to pass the theory exam. The exam is carried out manually.

Training carry out based on the Decision of the Council of Ministers (DCoM) no. 325 of 19.03.2008, "On approval of rules for admission to the occupation of road transport operator for goods and passengers, and recognition of official documents, set for these operators", as amended by DCoM no. 520 of 13.7.2016.

Teaching experience: Siri Rama (25 years in the field of road transport & DE Driving Licence); Ilir Gjelishti (35 years in the field of road transport & DE Driving Licence); Gjon Kola (20 years in the field of road transport & DE Driving Licence); Klodiana Bablusha (12 years in the field of road transport & DE Driving License); Andis Tirana (12 years in the feald of road transport & DE Driving License); Skerdi Vaso 8 years in the field of road transport & DE Driving License); Risilda Qama (4 years in the legal field & B Driving License); Markeljana Hamzallari (1 years in the economic Field & B Driving License). All trainers are certified as trainers from TUV AUSTRIA ACADEMY (*Attached to this document*)

Training Program for issuing the CPC Drivers according to topics as follows

I. TECHNICAL PART

No	Topics	Hours
I	Instruction of the Minister no 3606/2 of 28.10.2011 "On Certificate professional trainings of drivers of vehicles category C, CE, D and DE", (OJ 153/2011, p.7025), as amended by Instruction no. 9, date 09.10.2015 (OJ 182, p.12357), in line with the requirements of Directive 2003/59 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers and with Directive 2006/126/EC of the European Parliament and of the Council of 20 December 2006, on driving licences.	Total 4 hours
1	European Community Directives for the obligation to equip road users with a Certificate of Professional Capability for certain specific cargo and passenger transports, (requirements of Directive 2003/59 directive 2003/59/EC of the European Parliament and of the council, of 15 July 2003, on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers, amending Council Regulation (EEC) No 3820/85 and Council Directive 91/439/EEC and repealing Council Directive 76/914/EEC, etc).	2
2	Vehicles of which requires the provision of CPC users, obligations, exclusions, validation and renewal of CPC.	2
II	Special knowledge of law no.8378, dated 22.7.1998 "Road Code of the Republic of Albania", as amended.	Total 8 hours
1	Road vehicles and their classification, vehicles and trailers, the constructive and functional characteristics of their motor vehicles and their trailers, and the equipment of their motor vehicles and trailers, (Articles 46, 47, 54, 56, 71 and 72).	4
2	Data for vehicle identification and technical condition, (Articles 74, 78 and 79).	1
3	Transport of goods and passengers, (Articles 165 and 167), the respective administrative measures.	1
4	Vehicles, behaviour norms, traffic on urban, interurban and highway roads.	2
III	Special knowledge of the Council of Ministers Decision no.153, dated 7.4.2000 "Regulation on the Implementation of the Road Code", as amended.	Total 5 hours
1	Classification of road vehicles for effect differentiation and reporting on the function of the number of axles and gross weight, (Article 195).	1
2	Vehicles and trailers for transport and for special use, (Article 201, 202)	1
3	Formalities for the movement of road vehicles, (Articles 237, 243, 344, 252) and off-limits vehicles and vehicles used for transports under abnormal conditions (Articles 8, 9, 12, 13, 14, 15, 16, 17 and 18).	3
IV	Special knowledge of law no. 8308, dated 18.9.1998 "On road transport", as amended.	Total 5 hours
1	Object, scope of application and terminology, (Article 1-8).	1
2	Passenger transport, inside and outside the country. Types of transport and related means, (Article 9-38).	2
3	Transport of goods, both domestic (inside the country) and international transport (outside the country). Types of transport and related means, (Articles 39-63).	2

V	Control of the driver's working time, time of rest tachograph	Total 2 hours
1	Decision of the Council of Ministers no.1243, dated 10.09.2008 "On the approval of the regulation on the organization of the working time of persons performing road transport, hours of drivers and registration equipment" and the decision of the Council of Ministers no.1054, dated 22.12.2010 "On approval of the Rules on recording equipment in road transport".	2
VI	Technical and professional knowledge necessary for the qualification level, for the rational driving of the vehicle and trailer, to ensure road safety and environmental protection from pollution.	Total 10 hours
1	Recognition of the characteristics of the transmission system for the best possible use of the vehicle.	1
2	Graphs related to the torque moment, the energy and specific consumption of an engine, the area of optimal rotational speed utilization, the summary diagram of the transmission ratios in the speed box.	1
3	Knowing the technical characteristics and operation of the vehicle, minimizing consumption and decay and preventing its malfunction.	1
4.	Specific features of hydraulic pressure axle brake circuit, braking and deceleration limits, good speed and gear utilization, use of vehicle inertia, ways of reducing speed and braking in descending routes, action in case of failure	1
5	Ability to optimize fuel consumption.	1
6	Ability to charge the vehicle with due care in accordance with the safety rules and proper use of it.	1
7	Forces affecting moving vehicles, use of the 7034 speed ratio according to vehicle load and road profile, vehicle load calculation, total volume calculation, load distribution, axle load overhangs vehicle stability and center of gravity, packaging types and pallets.	1
8	Main categories of goods that need insurance, collection and insurance techniques, use of safety belts, control of security equipment, use of manoeuvring equipment, placement and replacement of tents.	1
9	Ability to provide passenger comfort and safety: adaptation of longitudinal and sideways movements, road separation, road position, soft braking, using special infrastructure (public areas, dedicated lanes), conflict management management the vehicle safely and other roles as a vehicle driver, acting with passengers, the features of certain passenger groups (people with disabilities, children).	1
VII	Application of rules	Total 4 hours
1	Recognition of the social environment of road transport and the rules governing it: maximum periods of specific work for the transport industry. Principles, Implementation and Consequences of Regulations (EEC) no. 561/2006 of the European Parliament and of the Council of 15 March 2006 on the harmonisation of certain social legislation relating to road transport and amending Council Regulations (EEC) no. 3821/85 and (EC) no. 2135/98 and repealing Council Regulation (EEC) no. 3820/85 and (EEC), penalties for non-use, improper use and tampering; knowledge of the social environment of road transport: the rights and obligations of drivers in accordance with initial qualifications and periodic training.	2
2	Recognition of the rules governing the transport of goods: the operating permits	1

	in transport, the obligations under the standard contract for the carriage of goods, the drafting of the documents forming the transport contract, the international transport permits, the obligations under the Convention on the International Transport road freight, compiling notice of international load crossing borders, tracking cargo of goods, special documents accompanying goods. (Customs Convention on the international transport of goods under cover of TIR carnets (TIR Convention), Principles and Benefits, Strategies, TIR Carnet, SAFE-TIR Tracing and Risk Management, the role of Customs Authorities).	
3	Familiarizing with the rules governing passenger transport: specific passenger group transport, buses safety equipment, safety belts, vehicle loads.	1
VIII	Health, Road and Environmental Safety, Services and Logistics.	Total 8 hours
1	Raising vehicle road accidents and occupational accidents: types of occupational accidents in the transport sector, statistics on road accidents, involvement of trucks / cars, people, material and financial consequences.	1
2	Prevention of Crime and Trafficking of Illegal Migrants: General Information, Problems for Vehicle Drivers, Preventive Measures, Checklist, Legislation on Obligations of Transport Operators.	1
3	Ability to prevent physical hazards, movements and attitudes that pose a risk, physical adjustment, treatment of exercises, personal protection.	1
4	Information on the Importance of Physical and Mental Abilities: Healthy Principles, Balanced Nutrition, Alcohol Effects, Drugs, and Other Related Substances that Affect Behaviour, Symptoms, Causes, Effects of Fatigue and Stress, Basic Role of Basic Work / resting phase.	1
5	Assessing the Emergency Situation, Emergency Behaviour, Assessing the Situation, avoiding the complications of an accident, calling for help, assisting the injured and providing first aid, responding to a fire, evacuating passengers of a truck / bus, ensuring the safety of all passengers, attack response; basic principles for drafting an accident report.	1
6	Ability to adapt behaviour to help the image of the company: vehicle driver behaviour and company image: the importance of the service standard provided by the driver of the vehicle, the driver's roles, the people with whom he has make the driver, maintain the vehicle, organize the work, the commercial and financial effects of a discussion.	1
7	Recognition of the economic environment of road transport and organization of the market: road transport related to other modes of transport (competition, freight forwarders), various road transport activities (rental or reward transport, own account, activities (road transport, temperature controlled, etc.), changes in the industry (variety of services provided, railways, subcontractors, etc.).	1
8	Recognition of the economic environment of road passenger transport and organization of the market: passenger transport on the road in relation to other modes of passenger transport (rail, private car), various activities involving the transport of passengers on the roads, border crossing (international transport), organization of the main types of companies for passenger transport on the road.	1
IX	Technical and professional knowledge of the repair and maintenance of mechanical parts and motor vehicles with motor and trailers, to ensure road safety and environmental protection from pollution.	Total 14 hours
1	Road vehicle, identification and construction.	2

2	Internal combustion engines - Types of internal combustion engines, Construction, operation, technical services, possible defects and the possibility of repairing them.	3
3	Power Transmission Mechanism: <input type="checkbox"/> types, <input type="checkbox"/> construction, <input type="checkbox"/> characteristics of the transmission system, its functioning and its most effective use.	3
4	Chassis and wheelchairs, steering, movement, braking, tire and suspension mechanisms, types, construction, operation, defects and their elimination of	3
5	The electrical system, the ignition of food, types, construction, operation, defects and their elimination of	3

GENERAL DIRECTOR

Arben ISARAJ

NOTE :

In the General Directorate of Road Transport Services, training for CPC Driver Initial and CPC Driver Periodic Qualification, carry out based on the Instruction of Minister no 3606/2 of 28.10.2011 “On Certificate professional trainings of drivers of vehicles category C, CE, D and DE”, (OJ 153/2011, p.7025), as amended by Instruction no. 9, date 09.10.2015 (OJ 182, p.12357), in line with the requirements of Directive 2003/59 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers and with Directive 2006/126/EC of the European Parliament and of the Council of 20 December 2006, on driving licences. Programs are in conformity with EC Regulation 1071/2009 and of the European Parliament and of the Council of 21 October 2009. Certified Instructors by International recognized Organizations, good training infrastructure approximated by the Decision of the Council of Ministers no. 325 of 19.03.2008, amended by DCoM no. 520 of 13.7.2016. Special provisions on qualification of drivers, based on compulsory initial qualification requirements EU directive 2003/59/EC on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers [see above the GDRTS Training Programme for issuing the Certificate of Professional Competence (CPC Manager and (CPC Driver)].

Training programme for certified of the elementary candidates with CPC for drivers has:

- 60 hours of theoretical part with spread of 15 days.
- 10 hours of practice part with spread of 5 days.

Preparation carries out in the private subjects licenced as “Auto school”/(driving schools).

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GDRTS trainers training certificates issued from TUV AUSTRIA ACADEMY

Përmbajtja e kursit për të cilat çertifikohet kandidati:

- ✓ Rregulloret për transportin e sigurt rrugore sipas ISO39001: 2012
- ✓ Rregulloret për shoqërimin teknik të mjeteve jashtë norme
- ✓ Për Çertifikatën e Kompetencës Profesionale, bazuar në rregulloren KE 1071/2009
 - Për transportin kombëtar dhe ndërkombëtar të mallrave dhe udhëtarëve
- ✓ Për transportin rrugor të mallrave të rrezikshme sipas ADR, bazuar në Direktiven 96/35 CE
- ✓ Për drejtuesit e mjeteve dhe testimin e tyre
- ✓ Për këshilltarët e sigurisë dhe testimin e tyre
- ✓ Për inspektimin e mjeteve sipas ADR dhe testimin e inspektorëve
- ✓ Për autoserviset
- ✓ Për aftësimin dhe testimin e instruktorëve të teorisë dhe praktikës në autoshkolla
- ✓ Për vlerësimin dhe testimin profesional të drejtimit të mjeteve të rënda të ndërtimit dhe bujqësisë
- ✓ Për Çertifikimin e Aftesimit Profesional CAP, bazuar në Direktiven 2003/59C

Instituti Trajnues

TUV Austria Albania Academy
Rr. "Ibrahim Rugova"
Leskova Building, Floor 7th,
Suite 30, Tirana

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CERTIFICATE | ZERTIFIKAT | ΠΙΣΤΟΠΟΙΗΤΙΚΟ | CERTIFICA | ٣٤ | ٣٤ | CERTIFIKAT

ÇERTIFIKATË

Zj. KLODIANA BABLUSHA

Lindur më 11/04/1980 & Nr. Regjistri TA18-34

Ka kryer me sukses kursin e plotë të trajnimit dhe është
certifikuar si:

**TRAJNUES PËR FUSHËN E MANAXHIMIT
TË SIGURISË SË TRANSPORTIT RRUGOR
SIPAS PARIMEVE TË ISO 39001:2012**

Mbajtur më 10-17/05/2018, në

TÜV AUSTRIA ACADEMY

Nr. Liçense: LN-8626-10-2014

Nr. i Çertifikatës - 2018/TA18-34 -

Tiranë, 21/05/2018

Për TÜV AUSTRIA ACADEMY

Mr. GEORGE KOKKINOS
Drejtor i TÜV Austria Albania



TÜV Austria Group, Dr. Leskovec Str. 7th Floor, Suite 08, Tirana, Albania
www.tuv.al email: tuvacademy@tuv.al Tel.: 00359 44 500 420 2304



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ÇERTIFIKATË

Z. SKERDI VASO

Lindur më 13/05/1973 & Nr. Regjistri TA18-35

Ka kryer me sukses kursin e plotë të trajnimit dhe është
çertifikuar si:

**TRAJNUES PËR FUSHËN E MANAXHIMIT
TË SIGURISË SË TRANSPORTIT RRUGOR
SIPAS PARIMEVE TË ISO 39001:2012**

Mbajtur më 10-17/05/2018, në

TÜV AUSTRIA ACADEMY
Nr. Liçense: LN-8626-10-2014

Nr. i Çertifikatës - 2018/TA18-35 -
Tiranë, 21/05/2018

Për TÜV AUSTRIA ACADEMY

Mr. GEORGE KOKKINOS
Drejtor i TÜV Austria Albania



Tiranë, Rruga "31. Leshkova" Breg. 7th Floor, Suite 20, Tirana, Albania
www.tuv.al or email: tuscert@tuv.al or Tel.: 00355 44 300 5251 2014



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ÇERTIFIKATË

Zj. MARKELJANA HAMZALLARI

Lindur më 12/05/1990 & Nr. Regjistri TA18-32

Ka kryer me sukses kursin e plotë të trajnimit dhe është
çertifikuar si:

**TRAJNUES PËR FUSHËN E MANAXHIMIT
TË SIGURISË SË TRANSPORTIT RRUGOR
SIPAS PARIMEVE TË ISO 39001:2012**

Mbajtur më 10-17/05/2018, në

TÜV AUSTRIA ACADEMY

Nr. Liçense: LN-8626-1U-2014

Nr. i Çertifikatës - 2018/TA18-32 -

Tiranë, 21/05/2018

Për TÜV AUSTRIA ACADEMY

Mr. GEORGE KOKKINOS
Drejtor i TÜV Austria Albania



Tiranë Regional Office - Lezhë Street, 7th Floor, Suite 30, Tirana, Albania



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