



SAFETY ALERT 14/2015

Issued: 16th November 2015

SUBJECT:

Subscription to GCAA E-Publication Service

REFERENCE PUBLICATION:

PART III Chapter 9 GEN.020

CATEGORY:

Attention and Recommendation

APPLICABILITY:

All Organisations Certified by the GCAA

DESCRIPTION:

The GCAA recently completed a sampled review of several certified organisation's manuals or expositions for verifying their level of compliance with the promulgated regulations. The review showed that many manuals have not been aligned with the last effective issue/ revision of the regulation. The root cause associated to this observation is the non-subscription of the organisation to GCAA E-publication service, or the fact that the notifications once received by a subscriber are not forwarded to the concerned personnel within an organisation. It is important to highlight that this deficiency constitutes a non-compliance with PART III Chapter 9 GEN.020.

RECOMMENDATION:

This Safety Alert is issued to highlight the importance of ensuring that PART III Chapter 9 GEN.020 is complied with at all times by certified organisations.

Organisations are urged to establish a system to ensure effective implementation of the above mentioned requirement. The system should ensure that:

1. any person requiring to receive a notification subscribes to the [GCAA E-publication service](#) (i.e. at least personnel having ownership of manuals/expositions in Q-Pulse).
2. GCAA E-publication notifications are promptly disseminated to the concerned personnel within the organisation, in particular, if the organisation holds more than one certificate.



3. There is no discontinuity in the subscription, in particular when there is a change of personnel included as subscribers in the GCAA E-publication notifications distribution list. Organisations are encouraged to provide a generic email address (e.g. quality@myorganisation.com) to ensure continuity of subscription in case of personnel replacement.

Kindly note GCAA Inspectors have been notified about those mal-practices and have been instructed to verify the continuity of receiving, and further distribution of E publications notifications within the approved organisations .

CONTACT:

For further information on the above,

please contact: regulations@gcaa.gov.ae