

INFORMATION BULLETIN 02/2009

SUBJECT	: OPERATORS ORGANIZATIONAL STRUCTURE – ACCOUNTABLE MANAGER/POST HOLDERS
ORIGINATOR	: AVIATION SAFETY AND SECURITY
STATUS	: MANDATORY
ADDRESSED TO	: U. A. E. OPERATORS AND APPROVED ORGANISATIONS
DATE	: 31st Jan 2009

1. Introduction

The purpose of this bulletin is to reemphasize to all operators, the organizational hierarchy/relationship between Accountable Manager and Post Holders as required by CAR OPS 1/3. It is also intended to clarify to operators, the basis as to how the line of reporting of these two components or appointments be accepted by the GCAA as part of the operators organigram.

2. Legislation

The GCAA Operational Regulations CAR OPS 1/3, subpart C states that;

(i) The operator must satisfy the Authority that:

(a) Its organization and management are suitable and properly matched to the scale and scope of the operations; and

(b) Procedures for supervision of operations have been defined

(ii) The operator must have nominated an Accountable Manager acceptable to the Authority.

(iii) The operator must have nominated Post Holders acceptable to the Authority, who are responsible for the management and supervision of the area of activities listed in the applicable GCAA regulations

3. Definitions

(i) Accountable Manager

The person acceptable to the Authority who has corporate authority for ensuring that all operations, training, ground, security, quality and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator. Accountable Manager shall also be given the necessary authority by those concerned to hire and fire when deemed necessary.

(ii) Post Holder

A full time staff, employed with an operator, acceptable to the Authority, who is responsible for the management and supervision of the assigned area(s). The term Post Holders is intended to mean Director of Flight Operations, Director of Training, Director of Maintenance, Director of Security, Head of Ground and etc

4. Line of Reporting

The safe conduct of operations is achieved by the Accountable Manager and Post Holders working in harmony towards a common aim. The functions of the two managerial positions are different but complementary.

The Accountable Manager together with the Post Holders is an essential part of the management organization. To be accepted, all Post Holders shall have direct reporting to the Accountable Manager. This line of reporting shall represent the actual management structure and be clearly displayed in the organizational organigram. When displayed in the Operations Manual Part A or any relevant manuals, the line of reporting shall be represented by straight lines and not dotted lines or hindered by appointment(s) between the two.

Direct reporting to the Accountable Manager by Post holders is to avoid conflict of interest that might arise from time to time. Any evidence in the organization structure that suggest non compliance with the above will be rejected or be directed for amendment.

5. Implementation

All operators and organizations are to revisit the relevant part of their Manual for the purpose of reconfirming that the line of reporting between Accountable Manager and Post Holders are fully in compliance. In the event of non conformity, necessary amendment shall be made and submitted to the GCAA for acceptance before 30th June 2009.


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