



## INFORMATION BULLETIN 09/2012

**SUBJECT:** ELECTRONIC SUBMISSION OF MANUALS FOR APPROVAL/ACCEPTANCE  
**ORIGINATOR:** SAFETY POLICY AND REGULATION DEPARTMENT  
**STATUS:** INFORMATIVE  
**ADDRESSED TO:** ORGANISATIONS REGULATED BY GCAA AVIATION SAFETY AFFAIRS  
**DATE:** OCTOBER 01, 2012

### PURPOSE

The purpose of this Information Bulletin (IB) is to request organisations regulated by Aviation Safety Affairs to nominate their personnel required to attend a training session about E-manuals Document Module.

### INTRODUCTION

The GCAA is introducing a significant enhancement to the current method of organisations manuals management. The GCAA E-Auditing system, available on GCAA website, has been improved to embed an automated system for this purpose.

The objective of this new Document Module is to save organisations the time and effort during the approval/acceptance process of new revisions of their manuals by Aviation Safety Affairs. A training session will be delivered in GCAA offices in Dubai and Abu Dhabi to familiarise your organisation with this system.

The training program is as follow, each individual has to select one session:

Date	Time	Location	Number of seats
08 Oct. 2012	Session 1: 08:00 – 10:00	GCAA Dubai Office, Ahmed Homaid Al Tayer Auditorium	45 Max per session
	Session 2: 11:00 – 13:00		
09 Oct. 2012	Session 1: 08:00 – 10:00	GCAA Abu Dhabi HQ Office, Mohammed Saeed Al Mulla Auditorium in the Training Facility.	45 Max per session.
	Session 2: 11:00 – 13:00		





## APPLICABILITY

Each Organisation is kindly requested to send their nominated representatives to attend the subject training to: [ps@gcaa.gov.ae](mailto:ps@gcaa.gov.ae)

Note: A User Manual will be made available on the GCAA website in due course. Foreign Organisations approved by Safety Affairs will continue using the current methodology until a manual is made available. A notification will be sent once this manual is published.



  
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