



United Arab Emirates



الهيئة العامة للطيران المدني  
GENERAL CIVIL AVIATION AUTHORITY

## INFORMATION BULLETIN No. 07/2014

<b>SUBJECT</b>	:	<b>APPROVAL/ACCEPTANCE OF MANUALS</b>
<b>ORIGINATOR</b>	:	<b>SAFETY AFFAIRS SECTOR</b>
<b>ADDRESSED TO</b>	:	<b>UAE GCAA CERTIFICATE HOLDERS REGULATED BY SAFETY AFFAIRS SECTOR</b>
<b>DATE</b>	:	<b>17 FEBRUARY 2014</b>

### 1. BACKGROUND

In 2012, the GCAA launched an on-line organisations manuals approval/acceptance service using Q-Pulse. Initially, the service did not cater for INITIAL manual approval/ acceptance applications. It only catered for approval/ acceptance of REVISIONS to manuals. Organisations had to send CD copies of their initial manuals to the GCAA for approval/acceptance.

There is a need to ensure that all manuals that are required by regulations are uploaded in Q Pulse Document Module.

### 2. PURPOSE

The purpose of this Information Bulletin is to:

- inform GCAA Certificate Holders regulated by Safety Affairs Sector about the availability of the initial manual approval/ acceptance service using Q Pulse.
- provide some recommendations related to manuals and the approval/acceptance process.

### 3. APPLICATION PROCESS AND APPLICANT RESPONSIBILITIES

The approval/acceptance process of a manual and changes to it is now available in Q-Pulse. With immediate effect, all other means of submission of manuals, changes to them, and declaration by the GCAA of approval/acceptance shall be discontinued.

Consequently, each GCAA Certificate Holder is responsible for :

- verifying that manuals required by the applicable regulations to be developed, maintained and approved/accepted by the GCAA are available in the Q-Pulse Document Module;
- submitting manuals not available in Q-Pulse for incorporation into Q Pulse Document Module as explained in the [Q-Pulse User Manual](#);
- verifying that each manual revision has a control page issued by the GCAA (see note 1 below);

- being familiarised with Q-Pulse User Manual, particularly, with the instructions for submission of changes to a manual i.e. "Change Request";
- ensuring , upon submission of a Change Request, that each manual contains a section highlighting the changes introduced or that the manual is submitted with all changes tracked for ease of review;
- ensuring that Q-Pulse Document Module is always updated with the latest versions of all of the manuals even if the GCAA Certificate Holder has been granted with privileges to approve a particular manual internally .

**Notes:**

- 1. Q-Pulse automatically generates an acceptance/approval control page. This page does not require signature or stamp.**

#### **4. QUERIES**

For queries and clarifications, kindly contact: [qpulse@gcaa.gov.ae](mailto:qpulse@gcaa.gov.ae)