

**INFORMATION BULLETIN  
No. 10/2015**

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| <b>SUBJECT</b>      | : | <b>APPROVAL OF MANUALS USING Q-PULSE</b>      |
| <b>ORIGINATOR</b>   | : | <b>AVIATION SAFETY AFFAIRS SECTOR</b>         |
| <b>ADDRESSED TO</b> | : | <b>ALL UAE AVIATION APPROVED ORGANIZATION</b> |
| <b>DATE</b>         | : | <b>13 AUGUST 2015</b>                         |

**1. BACKGROUND**

The automated approval/acceptance process of manuals/expositions or others documents as required by the GCAA Regulations using Q-Pulse has been in use since 2012. Q-Pulse offers better visibility on the approval process and traceability of documents submitted for initial or subsequent approval/acceptance by the GCAA as stipulated in IB No. 07/2014.

IB No. 07/2014 will be canceled and superseded by this IB.

**2. PURPOSE**

The purpose of this Information Bulletin is to:

- Urge GCAA Certificate Holders regulated by Safety Affairs Sector to ensure that the documents required to be approved/accepted by the GCAA are exclusively processed using Q-Pulse as per the Q-Pulse user manual (i.e. using Initial Document Approval ( IDA ) when the document is not yet available in Q-Pulse and, subsequently using Change Request (CR).
- Provide some recommendations related to manuals and the approval/acceptance process.

**3. APPLICATION PROCESS AND APPLICANT RESPONSIBILITIES**

Each GCAA Certificate Holder is responsible for ensuring :

- that documents required by the applicable regulations to be developed, maintained and approved/accepted by the GCAA are available in the Q-Pulse;
- compliance with instructions of Q-Pulse User Manual, particularly, with the instructions for submission of changes to a document i.e. "IDA" and "Change Request". Any request for approval or acceptance not submitted as per Q-Pulse user manual will not be accepted and will be rejected;
- that each document submitted in a Change Request contains a section highlighting the changes introduced or that the manual is submitted with all changes tracked for ease of review. If Temporary Revision (TR) process is used to change portion of or add element to an existing revision of a document, then the submitted TR should clearly indicate the revision of the document it is related to. The TR should also list the status of all TRs not yet incorporated into a revision.

- that each revision of document has a control page (fully completed) issued by the GCAA (see note 1 below). A new control page is not issued when a TR is approved or accepted. The approval/acceptance of TR by the GCAA is reflected by the acceptance of the submitted Change Request.
- that Q-Pulse is continuously updated with the latest version of all required documents even if the GCAA Certificate Holder has been granted with the privilege to approve/accept a particular manual internally;
- that each document is regularly reviewed to ensure compliance with the applicable regulations, OEM and State of Design data, etc... The GCAA recommends that , at minimum, the document is reviewed for ensuring compliance every 12 months or as defined in the organization Exposition. If not already mandated by the regulation, reviews should be documented;
- that the credentials to access Q-Pulse to submit a change or revision of document is enabled at all times, in particular, when the person appointed by the organisation to submit IDA or Change Request is on leave or has resigned.

**Notes:**

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

**4. QUERIES**

For queries, clarifications or suggestion of improvement of Q-Pulse User manual and related processes, kindly contact: [qpulse@gcaa.gov.ae](mailto:qpulse@gcaa.gov.ae)