



INFORMATION BULLETIN 2017-05

Issue 02

Date of Issue: 08th May2017

Date of initial Issue: 15th February 2017

SUBJECT:

NON-EXPIRING APPROVAL CERTIFICATE FOR CAMOs AND AMOs

REFERENCE PUBLICATIONS:

CAR-M.715

CAR-145.90

REASON:

Currently, Continuing Airworthiness Management Organisations (CAMOs) that demonstrate compliance with applicable requirements of CAR-M are issued with an expiring Approval Certificate valid for one year (CAR-M.715 Refers).

Similarly, Maintenance Organisations (AMOs) that demonstrate compliance with applicable requirements of CAR-145 are issued with an expiring Approval Certificate valid for one year (CAR-145.90 Refers).

However, after extensive study, the GCAA has concluded that the issuance of a non-expiring Approval Certificate may significantly reduce the administrative burden of applying for annual renewal; a conclusion that does not contradict the current provisions of CAR-M.715 and CAR-145.90 since the validity period of the Approval Certificate is a variable that can be specified by the GCAA.

This Information Bulletin (IB) is to provide CAMOs and AMOs with more information about:

- 1) the main objectives of a non-expiring Approval Certificate; and
- 2) the cut-off date for implementation of non-expiring Approval Certificates, additional conditions for continued validity of a non-expiring Approval Certificates and associated impact on CAMOs and AMOs.

The reason for this Issue 2 is to inform applicable organisations that the GCAA:

- will start issuing non-expiring approval certificate from 1st June 2017 to ensure that Pro forma invoice and ICR are available to the recipient of the email notification;
- cannot be held responsible if Accountable Manager details are not provided on due course of time.

INFORMATION TOPICS:

Topic 1: Objectives of the non-expiring Approval Certificate

The objectives are to:

- 1) focus the GCAA efforts on the more essential activities
- 2) simplify the processes and reduce administrative burden on the regulated organisations;



Topic 2: cut-off date for implementation of non-expiring Approval Certificates, additional conditions for continued validity of a non-expiring Approval Certificates and associated impact on CAMOs and AMOs

Effective 1st June 2017¹, the GCAA will discontinue issuance of expiring Approval Certificate and the continued validity of such Approval Certificate will be subject to compliance with:

- a) CAR-M.715 or CAR-145.90 as applicable; and
- b) The additional following conditions:
 - i. payment of the associated fee must be made to the GCAA on or before the date of anniversary of the Approval Certificate²;
 - ii. the Security Clearance issued by the GCAA must remain valid at all times (applicable for CAMOs and AMOs located in the territory of the UAE); and
 - iii. The Trade Licence or equivalent issued by the appropriate authority must remain valid at all times (applicable for CAMOs and AMOs located on the territory of the UAE). It is the organisation's responsibility to monitor the validity of the trade licence and notify the GCAA if it becomes invalid.

It is important to note the following:

- a) The GCAA E-service online platform will be enhanced to notify the responsible person within the concerned organisation to make payment of the associated fee before the next Date of Anniversary (DoA). The notification will be sent on the following dates and will contain payment details and modalities:
 - i. Notification No. 1: 45 calendar days prior to the Date of Anniversary³;
 - ii. Notification No. 2: 30 calendar days prior to the Date of Anniversary; and
 - iii. Notification No. 3: 15 calendar days prior to the Date of Anniversary⁴;
- b) If payment of the associated fee is not made on or before the Date of Anniversary, then the Approval payment will be automatically suspended. A "Notice of Immediate Suspension" will be automatically

¹ Organisations holding an Approval Certificate expiring after 1st June 2017 and wishing to maintain their privileges after the expiry date of the same Approval will not be required to apply for renewal. They will have to make payment and their non-expiring Approval Certificate will be issued.

² A date of Anniversary is defined as the yearly recurrence of the date of initial issue of the Approval Certificate (if the date of initial issue is 1st June 2016 then the date of anniversary of the Approval Certificate is each following 1st June). Date of Anniversary is calculated based on UAE Local Time (GMT+4)

³ Payment of the fee may be anticipated by more than 45 calendar days

⁴ This notification will be escalated to the Accountable Manager of the Approval Certificate Holder



- sent to the responsible persons including the Accountable Manager requiring the organisation to stop immediately exercising the privileges of their Approval Certificate;
- c) Following the “Notice of Immediate Suspension”, the organisation will keep receiving “Reminder Notice” at the following dates:
- i. Reminder No. 1: Date of Anniversary + 1 calendar month;
 - ii. Reminder No. 2: Date of Anniversary + 2 calendar months;
- d) Approval Certificates with an overdue payment of more than 3 months will be automatically revoked and cancelled. A “Notice of Immediate Revocation” will be automatically sent to the Accountable Manager requiring the organisation to surrender immediately its Approval Certificate. If the organisation wishes to be granted similar privileges then entire process of application for a new Approval Certificate will be required.
- e) Additionally, the following information must be considered:
- i. Notices and Notifications are sent based on UAE Local Time;
 - ii. Proforma invoice added to the payment request notification, and available for customers to download any time prior to the payment.
 - iii. ICR to the payment receipt notification, and available for customers to download any time after the payment.
 - iv. Payment Pro forma Invoice may be obtained directly by sending email to epaymentfss@gcaa.gov.ae with mention of the Approval Certificate Number or Application Number. Enquiries about payments must be directed to: epaymentfss@gcaa.gov.ae.
 - ii. the same email address;
 - iii.v. Organisations not wishing to continue holding a valid GCAA Approval Certificate must inform GCAA at airworthiness@gcaa.gov.ae to avoid receiving notifications;
 - iv.vi. Organisations need to consider the processing time of banks as well as working times/days of the GCAA (Sunday to Thursday; 0730am to 0230pm (GMT+4));
 - v.vii. Once payment is made, an acknowledgement of payment will be sent to the organisation with the mention of the next payment due date; and

Refer to Appendix A for summary of the notifications.

With immediate effect, organisations must provide the GCAA with the name and contact details of their Accountable Manager to the email below. Organisations must, as well, ensure that any change to their Accountable Manager details is promptly provided to the GCAA.

Organisations not complying with above procedural instructions cannot hold the GCAA responsible if notifications are not directed to the right person within their organisation.

CONTACT:

More information may be request at: yazizi@gcaa.gov.ae



APPENDIX A: NOTIFICATIONS TIMELINES

