



INFORMATION BULLETIN 2017-12

Issue 01

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SUBJECT:

NEW PROCESS FOR INITIAL SUBMISSION OF ORGANISATIONS' MANUALS

REFERENCE PUBLICATIONS:

Q-Pulse user manual

REASON:

As part of GCAA simplification initiative, the process of initial submission of organization manual to GCAA through **Q-Pulse Initial Document Approval (IDA)** has been replaced with new simplified process.

INFORMATION TOPICS:

The new process is as follows:

- An organisation shall send an email to its principal inspector stating the following details of the manual that requires review, approval and/ or upload in the system:
 - o Manual title
 - o Revision number
 - o Organisation name
 - o Manual owner (name, email, position and phone number)
- The principal inspector shall process the request internally for review, approval and / or upload in the system.
- The internal processing requires a file to be created by the GCAA for the initial manual.
- The principal inspector shall request the organisation to raise a Change Request (CR) against the created file. Once CR, together with the manual, is submitted, the inspector shall start review, approval and / or upload process.

The new process shall be effective from 28th May 2017.

Note: in case there is no principal inspector assigned to the organization , the email request shall be sent to the concerned department, section or manager.

Note: The created file shall be given revision "Initial" by Q-Pulse administrator. During activation of the manual by the inspector, the inspector shall replace the revision number to Revision 0 (Revision zero) in the system.

Note: Q-Pulse user manual shall be updated to reflect the new process and shall be made available in Q-Pulse for your reference.

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