



## NOTICE TO AERODROME CERTIFICATE HOLDERS (NOTAC) Number 01/2009

**Effective Date: 01 July 2009**

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ANS Regulations Section  
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### **Status of NOTACs**

Valid: 01/2009

Cancelled: Nil

Incorporated in CAR: Nil

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### **PROCEDURES FOR THE ISSUE OF A NOTICE TO AERODROME CERTIFICATE HOLDERS**

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#### **1. INTRODUCTION**

- 1.1 On occasion, the GCAA's Air Navigation Services Regulations Department needs to notify a change to, or to clarify, the UAE regulations, certificate criteria and guidance material associated with aerodrome certification. These are usually specified in a Civil Aviation Regulation Part IX, or essential safety information. A change to aerodrome certificate criteria is normally brought about as a result of ICAO deliberations or as a result of safety recommendations following an accident investigation.
- 1.2 A Notice To Aerodrome Certificate Holders (NOTAC) shall be the normal method of notification used.

#### **2. PURPOSE**

- 2.1 The purpose of this NOTAC is to notify Aerodrome Certificate Holders of the introduction of the specified procedures for the issue of NOTACs. This NOTAC also specifies the purpose and status of a NOTAC and the procedure used to develop and promulgate it.

### **3. SCOPE**

- 3.1 A NOTAC will be issued where there is a need to add or amend existing text in GCAA documents associated with aerodrome certification or to promulgate essential safety information. In the case of a CAR, the content of the NOTAC will supersede the relevant text in the published document and will remain in force until either the material covered is incorporated into the CAR or the NOTAC is withdrawn.
- 3.2 A NOTAC will normally cover only one subject.
- 3.3 The applicability and implementation details of the content of the NOTAC will be described in full in the NOTAC.
- 3.4 Quasi-regulatory and advisory information is normally published on a periodic basis in "Information Bulletins and CAAP's". However, a NOTAC may occasionally be used to disseminate information of a non-regulatory nature that is deemed by the GCAA necessary to be brought to the attention of Aerodrome Certificate Holders or may require specified action.
- 3.5 A NOTAC will only be issued by the GCAA, but should an Aerodrome Certificate Holder or Airport Operator feel that there is a need to circulate vital information, particularly of a safety nature, he should submit a request for NOTAC action through the Chief of ANS Regulations (see paragraph 12). Should the GCAA agree on the need, a NOTAC covering the topic concerned will then be issued.
- 3.6 Consultation on the content of a NOTAC prior to publication may take place at the discretion of the GCAA.

### **4. PROMULGATION**

- 4.1 Current NOTACs are published on the GCAA website. A free email subscription service is available that will notify a subscriber of an addition or amendment to the GCAA's publication catalogue, see "Subscriptions".
- 4.2 Aerodrome Certificate Holders should promulgate NOTACs promptly to those persons within the organisation/aerodrome that need to be made aware of the content and the impact on their role and responsibilities, especially in operational areas, for example ATC, RFFS and Engineering Departments. All aerodrome personnel are encouraged to use the subscription service.

### **5. SUBSCRIPTIONS**

- 5.1 All Aerodrome Certificate Holders are invited to submit a list of recipients including email addresses and job titles to [ans.reg@gcaa.ae](mailto:ans.reg@gcaa.ae) no later than 31 July 2009, advising the aerodrome personnel to whom NOTAC's will be automatically sent.

## **6. QUERIES**

- 6.1 Any queries, further guidance or a request for NOTAC action should be submitted by email to the Chief of ANS Regulations Department at the following address: [ans.reg@gcaa.ae](mailto:ans.reg@gcaa.ae) .