



NOTICE TO AERODROME CERTIFICATE HOLDERS (NOTAC)

Number 01/2011

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Status of NOTACs

Valid: 01/2009 02/2009 03/2009 04/2009

Cancelled: Nil

Incorporated in CAR: Nil

AERODROME CERTIFICATE HOLDER "ON-NOTICE" PROCEDURE

1. INTRODUCTION

Certification of Aerodromes

- 1.1 An Aerodrome Certificate is granted by the GCAA under Federal Act 20 (Civil Aviation Law) Article 27, if it is satisfied an applicant is competent, having regard to the Certificate Holder's previous conduct and experience, the equipment, organisation, staffing, maintenance and other arrangements, to ensure that the aerodrome and airspace are safe for use by aircraft. Federal Act 20, Article 27 provides that the GCAA may revoke or suspend a Aerodrome Certificate.
- 1.2 Accordingly, the GCAA may only grant and permit an Aerodrome Certificate to continue where it is satisfied that the Certificate Holder can ensure that the aerodrome and its airspace are safe for use by aircraft.

Safety Oversight and Certificate Action

- 1.3 Whilst the great majority of Certificate Holders maintain high safety standards, there are occasions when the GCAA detects trends, at a specific aerodrome, in some operations that indicate standards are deteriorating. If left unchecked these could lead to a situation whereby the GCAA is no longer satisfied as to a Certificate Holder's ability to ensure that the aerodrome is safe for use by aircraft.
- 1.4 With such aerodromes the GCAA will take action in a consistent fashion that makes it clear to the Certificate Holder what must be done to recover the situation. It must also be made clear what the consequences for the aerodrome would be if the Certificate Holder fails to adhere to a recovery plan.
- 1.5 The GCAA's view of an Aerodrome Certificate Holder will fall within one of four case structures:

	GCAA View	GCAA Action	Reference
<u>Case 1</u>	The GCAA remains satisfied that the aerodrome is safe for use by aircraft.	Apply normal oversight	CAR Part IX, Chapter 2
<u>Case 2</u>	The GCAA remains satisfied but has observed a trend which, if unchecked, would lead it to cease to be satisfied that the aerodrome is safe for use by aircraft.	Apply the <i>On-Notice</i> procedure	This NOTAC CAR Part IX, Chapter 2
<u>Case 3</u>	The GCAA has information which raises a reasonable doubt about whether the Certificate Holder can ensure that the aerodrome and its airspace are safe for use by aircraft but further enquiries are needed.	Restriction/s imposed on operations which may lead to the suspension of the Aerodrome Certificate	CAR Part IX, Chapter 2
<u>Case 4</u>	The GCAA has sufficient evidence with which to conclude that the aerodrome Certificate Holder has not the ability to ensure that the aerodrome and its airspace are safe for use by aircraft.	Propose to suspend the Aerodrome Certificate with immediate effect	CAR Part IX, Chapter 2

2. PURPOSE

- 2.1 The purpose of this NOTAC is to notify Aerodrome Certificate Holders of the On-Notice Procedures.

3 SCOPE

The content of this NOTAC applies to all UAE Certificated Aerodromes.

ANA "On-Notice" Procedure

- 3.1 In the event that the GCAA has observed a trend which, if unchecked, would lead it to cease to be satisfied as to the ability of the Certificate Holder to ensure safe operations, the GCAA will contact the Certificate Holder to set out the GCAA's concerns. The GCAA will make it clear that unless the trend is reversed the GCAA may cease to be satisfied as to the ability of the Certificate Holder to ensure safe operations, in which circumstances it may take action in accordance with Case 3 or Case 4 as listed in 1.5.
- 3.2 It is important to recognise that every case needs to be judged on the individual circumstances. Examples of what could prompt action in accordance with Cases 2, 3 or 4 are:
- Safety Significant Non-Compliant Audit Findings;
 - Repetitive Audit Findings, including a failure to identify root causes of findings;
 - Significant incidents, together with a failure to investigate properly and deal with the root causes;
 - An increasing number of incidents, indicating an underlying systemic failure in the aerodromes Safety Management System;
 - Poor management attitude to compliance;
 - A management that prefers solutions that simply address the detail of the finding and that is unwilling or unable to put measures in place that address the root cause of non-compliances;
 - Unstable/ineffective management. Instability can be caused by excessive changes in structure, personnel, or both.

- 3.3 The GCAA will set out its concerns and request a recovery plan from the Certificate Holder to address the causes of the adverse trend. The recovery plan should provide deliverables that can be measured, including specific timescales. The recovery plan should set out clearly the “who, what, where and how”. The need for, and adherence to agreed timescales is particularly important.
- 3.4 The Certificate Holder will be informed that a failure to deliver, either in terms of quality and/or time, will result in firm regulatory action. This action may include the suspension of an Aerodrome Certificate.

Withdrawal from “ON-NOTICE”

- 3.5 Where the Certificate Holder completes the agreed actions in the recovery plan to the satisfaction of the GCAA that the adverse trend observed by the GCAA has been reversed, the Certificate Holder will be informed in writing that the aerodrome is no longer “On-Notice” and are returned to Case 1 – normal oversight.

Implementation

- 3.6 This NOTAC is effective from 01 September 2011.

4. PROMULGATION

- 4.1 Current NOTAC’s 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 NOTAC’s 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. Please refer to NOTAC 01/2009

6. QUERIES

- 6.1 Any queries, further guidance or a request for NOTAC action should be submitted by email to the Chief of ANA section at the following address:
ana@gcaa.ae