



NOTICE TO AERODROME CERTIFICATE HOLDERS (NOTAC) Number 05/2012

Effective Date: 7th October 2012

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Status of NOTACs

Valid: 01/2009, 03/2009; 04/2009; 02/2011, 03/2011, 04/2011, 01/2012, 02/2012, 03/2012, 4/0212

Cancelled: 02/2009, 01/2011

Incorporated in CAR: 02/2009

GCAA Aerodrome Section, ANA Department On-Notice Process

1 INTRODUCTION

1.1 Reflected in the Authority's Mission Statement, the GCAA is to regulate and to oversee aviation safety with the aim of serving the general public and the civil aviation industry. Consequently, this NOTAC is focused on achieving that aim.

2 PURPOSE

2.1 The purpose of this NOTAC is to clarify to Aerodrome Certificate Holders, the GCAA ANA Department's process for placing Certificated Aerodromes "On-Notice". This information will be included in the next revision to CAR Part IX and CAR Part XI.

3 GCAA, ANA DEPARTMENT "ON-NOTICE" PROCESS

Special Attention

3.1 There may be occasions where Certificate Holders require a higher degree of regulatory safety oversight by the GCAA, for instance where large or complex aerodrome developments are being undertaken, where significant operational changes are taking place or in order to achieve a satisfactory standard of regulatory compliance.

3.2 In addition, concerns may have been identified about the safety of aircraft operations at aerodromes, the maintenance of its facilities, equipment or the Certificate Holders organizational structure in meeting the GCAA certification requirements.

- 3.3 In these circumstances the aerodrome may be identified as requiring “Special Attention”, which means that closer regulatory oversight will be applied.
- 3.4 In such cases the GCAA may provide additional resource, which could involve additional visits by Inspectors, with the aim of supporting the Certificate Holder so as to achieve the required safety standards. The GCAA will write to the Certificate Holder to explain the reasons for Special Attention being necessary and will request a meeting to discuss and agree the steps needed to return the operation to normal oversight.

On-Notice

- 3.5 There may be occasions when this additional oversight fails to produce the improvements or change necessary to maintain safety standards. Additionally, occasions may arise when the GCAA detects unchecked trends in some operations that indicate safety standards are deteriorating. If left unchecked this 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.
- 3.6 In such circumstances the GCAA will take action in a consistent manner that makes it clear to the Certificate Holder what must be undertaken to recover the situation. The GCAA will also make clear what the consequences are, should the operation fail to adhere to an agreed recovery plan. In the event that the GCAA has observed an adverse trend, which if unchecked, would lead it to cease to be satisfied as to the competence or ability of the Certificate Holder, the GCAA will contact the Certificate Holder and arrange a meeting to set out the GCAA’s concerns. This may result in the Certificate Holder being placed “On-Notice”.
- 3.7 It is important to recognize that every case is different and consequently will be judged on the individual circumstances.
- 3.8 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.
- 3.9 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 restrictions to operations or suspension of the Aerodrome Certificate or Operating Approval.
- 3.10 Where the Certificate Holder completes the agreed actions in the recovery plan to the satisfaction of the GCAA, the Certificate Holder will be informed in writing that they are no longer "On-Notice". In most cases the aerodrome will revert to "Special Attention" for a period to ensure that the improvements or changes are maintained and then return to normal levels of oversight.

4 SCOPE

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

5 IMPLEMENTATION

This NOTAC replaces NOTAC 01/2011 and is effective from: 7th October 2012.

6 PROMULGATION

- 6.1 Current NOTACs are published on the GCAA website.
- 6.2 Aerodrome Certificate Holders should promulgate NOTACs promptly to those persons within the organization/aerodrome that need to be made aware of the content and the impact on their role and responsibilities.

7 QUERIES

Any queries or further guidance required on the content of this NOTAC should be submitted to:

Email: ana@gcaa.gov.ae.