



LICENSING DIRECTIVE NO.01/2011

SUBJECT	DELEGATION OF LICENSING & AEROMEDICAL TASKS
ORIGINATOR	LICENSING AND AEROMEDICAL
STATUS	INFORMATION
ADDRESSED TO	ALL GCAA DESIGNATED MEDICAL EXAMINERS ALL GCAA APPROVED AERO MEDICAL CLINICS ALL GCAA APPROVED OPERATORS & TRAINING ORGANIZATIONS
DATE	08 MARCH, 2011

1. PURPOSE

The objective of this Information Bulletin is to inform all the concerned stake holders regarding decision by the GCAA to delegate the following licensing tasks to the stake holders:

- Issuance of Classes 1,2,3 and Flight Cabin Attendant Medical Certificates (Cards) by the designated aero medical examiners.
- Conduct of examinations at the approved Examination Centres.
- Issuance of temporary authorizations by the approved operators to its cabin crew. Assessment of applications and documents by the operators for issue of Flight Cabin Attendant Licences by the GCAA Licensing and Aeromedical.

2. SCOPE

The GCAA Licensing and Aeromedical shall delegate the tasks as mentioned above in order to facilitate and streamline the licensing procedures. Such delegations shall reduce the time taken to achieve a licensing action by the GCAA.

The GCAA Licensing and Aero Medical shall delegate the above mentioned tasks only if it is satisfied that the applicant requesting for the task to be delegated has the expertise, manpower and infrastructure to handle such tasks adequately. For each task of delegation the basic eligibility criteria and cursory requirements are stipulated below. The GCAA Licensing and Aeromedical reserves the right to enhance these criteria and requirements depending upon various factors. Such delegations shall be finally approved after the GCAA Licensing and Aeromedical is satisfied with the procedures adopted by the operators for the tasks. The operators applying for the delegations shall be audited as and when GCAA desires; with an intent to ensure that the tasks are being performed as per the standards and norms of the GCAA Licensing And Aeromedical. The eligibility and requirements are given below subject wise.



DELEGATION OF AUTHORITY	
Delegated Task	Issuance of Classes 1,2,3 and Flight Cabin Attendant Medical Certificates (Cards) by the designated aero medical examiners.
Eligibility	<p>For an Aero Medical Examiner to be approved for the delegation, the following eligibility criteria shall be in force:</p> <ul style="list-style-type: none"> (a) The Aero medical examiner shall be a GCAA approved and designated Aero Medical Examiner. (b) The Aero Medical Examiner has had a clear record with GCAA Licensing and Aeromedical with regard to medically examining the aviation personnel for Classes 1, 2 and 3. (c) The Aero Medical Examiner has a thorough knowledge of the Licensing functions and procedures. (d) Senior Aeromedical Examiners shall be considered for delegation of the tasks for issuance of Initial medical certificates to personnel applying for classes 1 and 3. (e) Aeromedical Examiners holding GCAA approval for more than two years shall be considered for delegation of the tasks for renewal of classes 1 and 3. (f) Newly approved/designated Aeromedical Examiners shall be considered for delegation of tasks for class 2 and Cabin Crew Medical (Initial & renewal). (g) Senior Aeromedical Examiners shall be considered for delegation of tasks for issuance of medical certificates to pilots with special medical conditions and to pilots 60 years and above. (h) Any other criteria as deemed necessary by GCAA Licensing And Aeromedical
Requirements	<p>The Aero Medical Examiners applying for such delegations shall meet the following requirements:</p> <ul style="list-style-type: none"> (a) Be declared successful and approved by the GCAA for the delegation of task. (b) Prove to the GCAA Licensing and Aeromedical Audit team that the manpower, equipment, facilities and infrastructure are adequate for the task to be delegated. (c) The manpower is adequately trained and appropriately qualified for the delegated task. (d) The record keeping is as per the GCAA standards. (e) The procedures for keeping the GCAA updated about the task are error free. (f) The whole procedure for the delegation is approved by the GCAA Licensing And Aeromedical in the shape of a controlled Manual. (g) The card printing software is properly acquired with provision for updating.



	<p>(h) The card printing machine is acquired and related facilities are as per GCAA Licensing And Aeromedical Standards.</p> <p>(i) The setup, procedures, manuals, records and personnel are ready for GCAA Licensing And Aeromedical Inspection with or without notice.</p> <p>(j) In the case of Flight Cabin Attendant Medical, the Designated Medical Examiner shall be required to issue the Medical Card. The reports and documents shall be kept in the clinics for record purposes.</p> <p>(k) In the case of pilots and Flight Engineers, the Designated Medical Examiner shall be required to issue the Medical Card. The reports and documents shall be required to be sent to GCAA Licensing And Aeromedical for final assessment. The clinics shall maintain their records as required in the procedures.</p>
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DELEGATION OF AUTHORITY	
Delegated Task	Conduct of examinations by the stake holders.
Eligibility	<p>A stake holder will be eligible to apply for the delegation of this task subject to:</p> <p>(a) The stake holder holds a valid approval issued by GCAA</p> <p>(b) The stake holder has more than 20 aircraft on its Operations Specifications (for pilots)</p> <p>(c) The stake holder has more than 100 employees in a certain category (for pilots)</p> <p>(d) The stake holder is a GCAA approved organization in the concerned subject.</p> <p>(e) Any other criteria as deemed necessary by GCAA Licensing And Aeromedical</p>
Requirements	<p>The stake holders applying for the delegation shall meet the following requirements:</p> <p>(a) Be declared successful and approved by the GCAA for the delegation of task.</p> <p>(b) The operator employs an appropriate person with qualifications and experience as an examiner.</p> <p>(c) The examiners shall be approved by the GCAA Licensing And Aeromedical as per the standards</p> <p>(d) Prove to the GCAA Licensing And Aeromedical Audit team that the manpower, equipment, facilities and infrastructure are adequate for the task to be delegated.</p> <p>(l) The record keeping is as per the GCAA Licensing And Aeromedical standards.</p> <p>(m) The procedures for keeping the GCAA Licensing And</p>



	<p>Aeromedical updated about the task are error free.</p> <p>(n) The whole procedure for the delegation is approved by the GCAA Licensing And Aeromedical in the shape of a controlled Manual.</p> <p>(o) Each result is signed by the approved examiner and counter signed by the Director Operations/Maintenance/CFI.</p> <p>(e) The secrecy of the examination papers and questions databank are of highest standards.</p> <p>(f) The GCAA Licensing And Aeromedical is informed at least 7 days in advance before the examination. The GCAA Licensing And Aeromedical may nominate an inspector to monitor the conduct the examination.</p> <p>(g) The examiner shall contact the GCAA Licensing And Aeromedical at least 3 days in advance and collect the question papers from the GCAA Licensing And Aeromedical Licensing office in Dubai.</p> <p>(h) The question papers shall be returned to the GCAA Licensing And Aeromedical after the conduct of the examination.</p> <p>(i) The setup, procedures, manuals, records and personnel are ready for GCAA Licensing And Aeromedical Inspection with or without notice.</p> <p>(j) The Designated Examiner shall be responsible to the GCAA Licensing And Aeromedical for ensuring that the delegated task is performed with required honesty.</p>
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DELEGATION OF AUTHORITY

Delegated Task	<p><i>Issuance of temporary authorizations by the operators to its employees.</i></p> <p><i>Assessment of applications and documents by the operators for issue of Cabin Crew Licences by the GCAA.</i></p>
Eligibility	<p>An operator will be eligible to apply for the delegation of this task subject to:</p> <p>(a) The operator holds a valid AOC issued by GCAA for scheduled commercial air transport operations.</p> <p>(b) The operator has more than 20 aircraft on its Operations Specifications</p> <p>(c) The operator has more than 150 persons employed as cabin crew.</p> <p>(d) The operator has hired at least 100 new cabin crew each year in the last three years.</p> <p>(e) The operator has its in-house GCAA approved training centre for the training of cabin crew.</p> <p>(f) Any other criteria as deemed necessary by GCAA Licensing</p>



	and Aeromedical
Requirements	<p>The operators applying for the delegation shall meet the following requirements:</p> <ul style="list-style-type: none"> (a) Be declared successful and approved by the GCAA Licensing And Aeromedical for the delegation of task. (b) The operator employs an appropriate person with qualifications and experience as a cabin crew training manager and examiner. (c) The examiners shall be approved by the GCAA Licensing And Aeromedical as per the standards keeping in mind the tasks being delegated. (d) The approved persons for the task shall have adequate knowledge of the GCAA Licensing regulations, ICAO Standards and industry practices. (e) Prove to the GCAA Licensing And Aeromedical Audit team that the manpower, equipment, facilities and infrastructure are adequate for the task to be delegated. (f) The Temporary Authorization to the cabin crew is issued only after the cabin crew has been trained as per the GCAA approved program. (g) The operator shall maintain comprehensive records of each cabin crew while a Temporary Authorization is being issued. (h) The copy of Temporary Authorization is sent to the GCAA Licensing And Aeromedical without delay. (p) Each Temporary Authorization is signed by the approved examiner and counter signed by the Director Flight Operations. (q) Each Temporary Authorization shall include all the details as required to be included in the final licence. (r) For assessment of an applicant's documents for the issue of cabin crew licence by the GCAA Licensing and Aeromedical; the operator shall have a person approved by the GCAA Licensing and Aeromedical to look after the delegated task. (s) The operator shall only submit a checklist to the GCAA Licensing and Aeromedical with regard to the trainings of an applicant. (t) The operator shall submit to the GCAA Licensing and Aeromedical the exact details that are required to be printed on the licence. (i) The record keeping is as per the GCAA Licensing and Aeromedical standards. (j) The procedures for keeping the GCAA Licensing and Aeromedical updated about the task are error free.



	<p>(k) The whole procedure for the delegation is approved by the GCAA Licensing and Aeromedical in the shape of a controlled Manual.</p> <p>(l) The setup, procedures, manuals, records and personnel are ready for GCAA Licensing and Aeromedical Inspection with or without notice.</p> <p>(m) The Designated person shall be responsible to the GCAA Licensing and Aeromedical for ensuring that the delegated task is performed with required honesty.</p>
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The above mentioned delegated tasks are subject to satisfaction of the GCAA. If and when approved; GCAA reserves the right to cancel, suspend and/or revoke the delegations as and when the conditions so require.

SAIF MOHAMMED AL SUWAIDI
DIRECTOR GENERAL

