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1 Purpose

From the time a Notice of Proposed Amendment (NPA) is published online on GCAA website and until a specified date, any person is eligible for submitting comments against the publication proposed for consultation. The NPA application available on GCAA website is intended to facilitate the submission of such comment by offering a platform where the submitter may enter his details, submit his comment and finally access the Comment Response Document (CRD).

The purpose of this manual is to provide instructions on how to:

- Publish a NPA on website for consultation after it has been approved by H.E. The DG;
- Extend the consultation period of an existing active NPA;
- Submit a comment against a NPA through the GCAA website;
- Respond to a comment placed against a NPA;
- Access to the CRD; and
- Access to archived NPAs and associated CRD.

2 Instructions

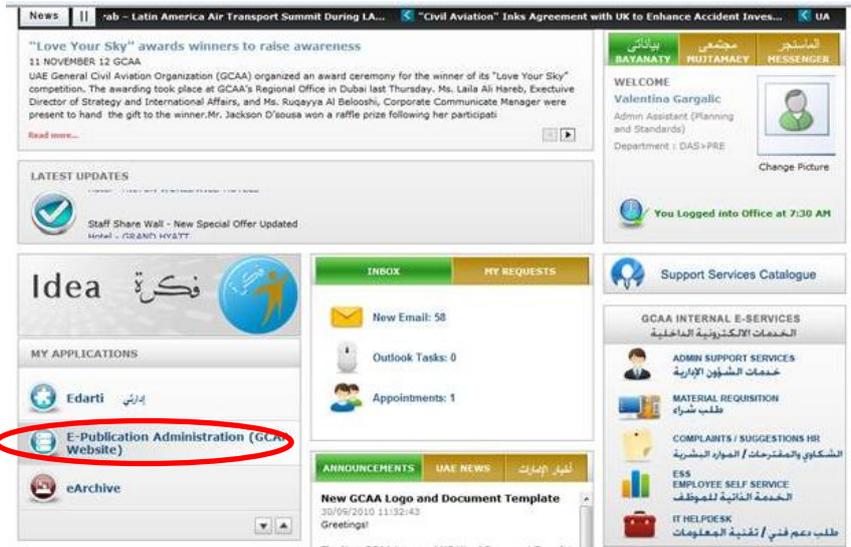
2.1 Publish a NPA on website for consultation

Note: Publishing a NPA on the GCAA website is the responsibility of the Policy and Regulation Specialist.

2.1.1 Access the following page:

<http://auheweb01:88/en/epublication/admin/Pages/default.aspx>.

2.1.2 Click on "***E-publication Administration***"



2.1.3 Click on **“Published Files”**



2.1.4 Click on **“Notice of Proposed Amendment (NPA)”**



Related Links

- GCAA Regulation Documents
- Published Files**
- Publication History
- Amendment Notification
- GCAA Regulation Subscribers
- Approved Subscribers
- Pending Subscribers
- Rejected Subscribers
- Email Notifications
- NPA Administration

New Upload Actions Settings					
Type	Name	Title	Issued_Date	Published	
Folder	Airworthiness Directives	Airworthiness Directives	10/5/2011	2011	
Folder	Airworthiness Notices (AWN)	Airworthiness Notices (AWN)	1/1/2011	2011	
Folder	ANS Information Notice (ANSIN)	ANS Information Notice (ANSIN)	1/1/2011	2011	
Folder	Civil Aviation Advisory Publication (CAAP)	Civil Aviation Advisory Publication (CAAP)	1/1/2011	2011	
Folder	Civil Aviation Regulations (CARs)	Civil Aviation Regulations (CARs)	1/1/2011	2011	
Folder	DASS Procedures	DASS Procedures	1/1/2011	2011	
Folder	Final Rule Announcement	Final Rule Announcement	1/1/2011	2011	
Folder	Forms Download	CIRCULARS AND FORMS	9/14/2011	2011	
Folder	Information Bulletin (IB)	Information Bulletin (IB)	1/1/2011	2011	
Folder	Licensing Directives	Licensing Directives	1/1/2011	2011	
Folder	Notice of Proposed Amendment (NPA)	Notice of Proposed Amendment (NPA)	1/1/2011	2011	
Folder	Notice To Aerodrome Certificate Holders (NOTAC)	Notice To Aerodrome Certificate Holders (NOTAC)	1/1/2011	2011	
Folder	Operational Directives (DIR)	Operational Directives (DIR)	1/1/2011	2011	

2.1.5 Click on “Upload”



مرحباً بكم في البوابة الإلكترونية الداخلية
WELCOME TO GCAA INTRANET PORTAL



Home Support Services Security Affairs Safety Affairs Strategy IT Dept AAI AQRM ANSP ICAO

Welcome Valentina Gargalic

Related Links

- GCAA Regulation Documents
- Published Files**
- Publication History
- Amendment Notification
- GCAA Regulation Subscribers
- Approved Subscribers
- Pending Subscribers
- Rejected Subscribers
- Email Notifications
- NPA Administration

HOME \ PUBLICATION \ ADMIN \ LIBRARY PDF \ **NOTICE OF PROPOSED AMENDMENT (NPA)**

New Upload Actions Settings					
Type	Name	Title	Issued_Date	Published	
File	NPA 01-2011	NPA 01-2011 CAR PART X - SAFETY MANAGEMENT SYSTEM REQUIREMENTS	1/1/2011	2011	
File	NPA 01-2012 OBSTACLE DATA TERRAIN AND OBSTACLE DATA COLLECTION	NPA 01-2012 OBSTACLE DATA TERRAIN AND OBSTACLE DATA COLLECTION	2/15/2012	2012	
File	NPA 01-2013 In-Flight Emergency Response Manual	NPA 01-2013 In-Flight Emergency Response Manual	2/27/2013	2013	

2.1.6 Complete the fields in the page shown below by browsing the NPA document to be uploaded, inserting version comments (i.e. stating that it supersedes another version or document), if any, and then click “OK”.

GCAA > English > ePublication Administration

Welcome Valentina Gargalic | My Links

GCAA ePublication Administration

ePublication Administration > Library Pdf > Notice of Proposed Amendment (NPA) > Upload Document

Upload Document: Library Pdf

Upload Document
Browse to the document you intend to upload.

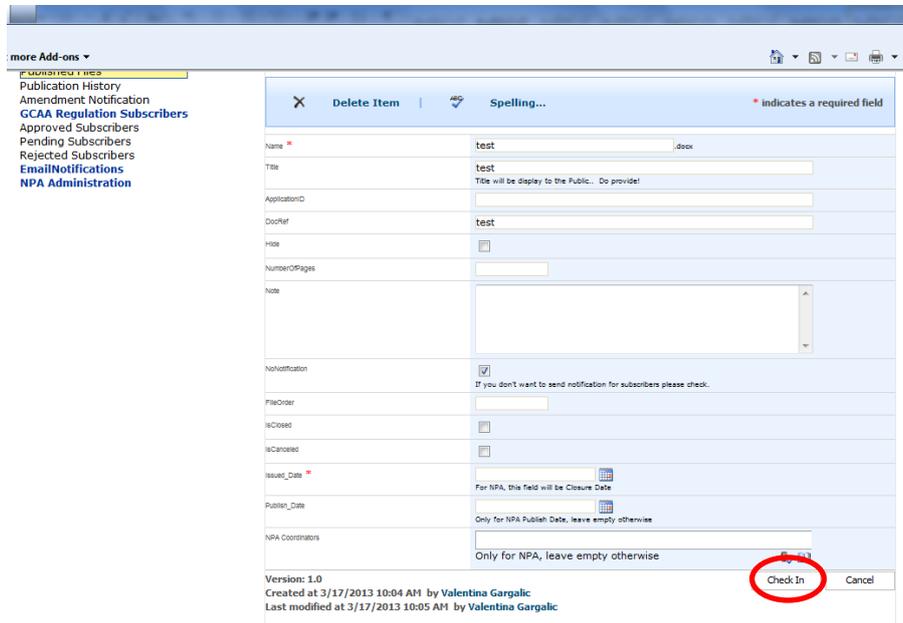
Name: **Browse...**

Upload Multiple Files...
 Add as a new version to existing files

Version Comments
Type comments describing what has changed in this version.

OK Cancel

2.1.7 Complete the online form and then click on “**Check-in**”:



more Add-ons ▾

- Publication History
- Amendment Notification
- GCAA Regulation Subscribers
- Approved Subscribers
- Pending Subscribers
- Rejected Subscribers
- Email Notifications
- NPA Administration

✕ Delete Item | Spelling... * indicates a required field

Name * test

Title test
Title will be display to the Public... Do provide!

ApplicationID

DocRef test

Hide

NumberOfPages

Note

Notification
If you don't want to send notification for subscribers please check.

FileOrder

ISClosed

ISCancelled

Issue Date *
For NPA, this field will be Closure Date

Publish Date
Only for NPA Publish Date, leave empty otherwise

NPA Coordinators
Only for NPA, leave empty otherwise

Version: 1.0
Created at 3/17/2013 10:04 AM by Valentina Gargalic
Last modified at 3/17/2013 10:05 AM by Valentina Gargalic

Check In Cancel

Note: “**Issue Date**” is the date on which the NPA will be closed for comment.

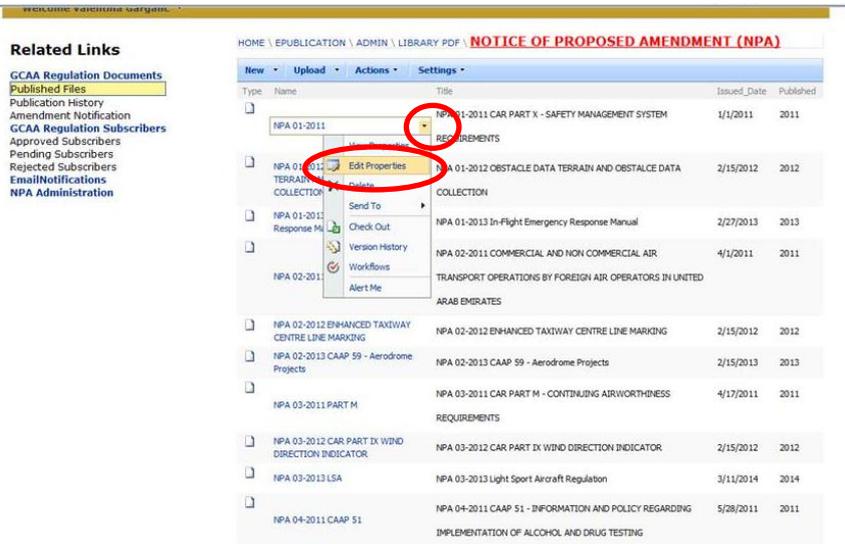
Note: “**Publish Date**” is the date on which the NPA is made available online for consultation.

Note: “**NPA Coordinators**” are the persons that will be in charge of providing responses to the comments submitted.

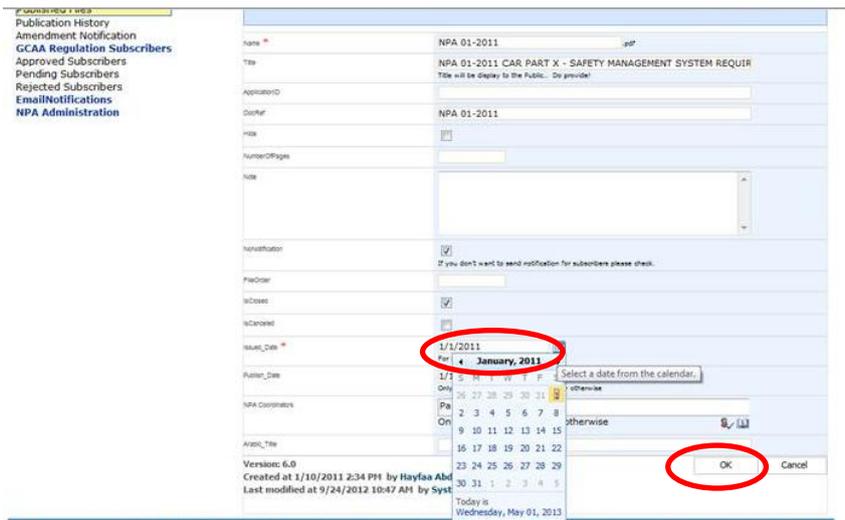
2.2 Extend the consultation period of an existing active NPA

2.2.1 Process as per 2.1.1 through 2.1.4

2.2.2 Search the NPA to extend and click on the top-down arrow and then select “**Edit Properties**”



2.2.3 Change the “Issue Date” and then click on “Check-in”:

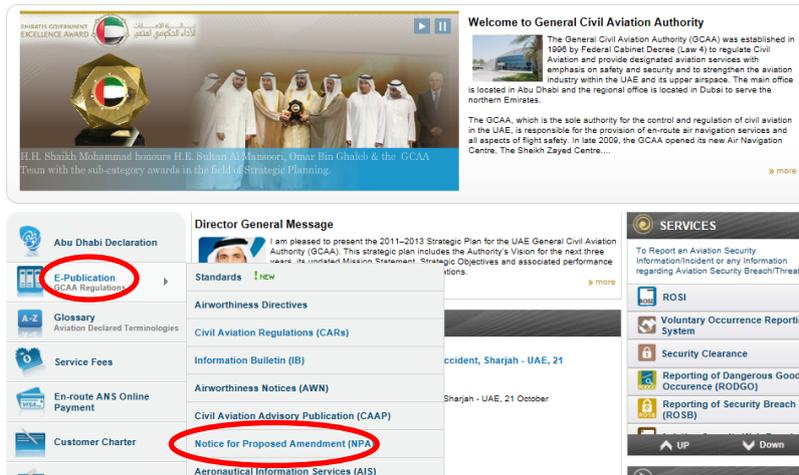


2.3 Place a comment on GCAA website

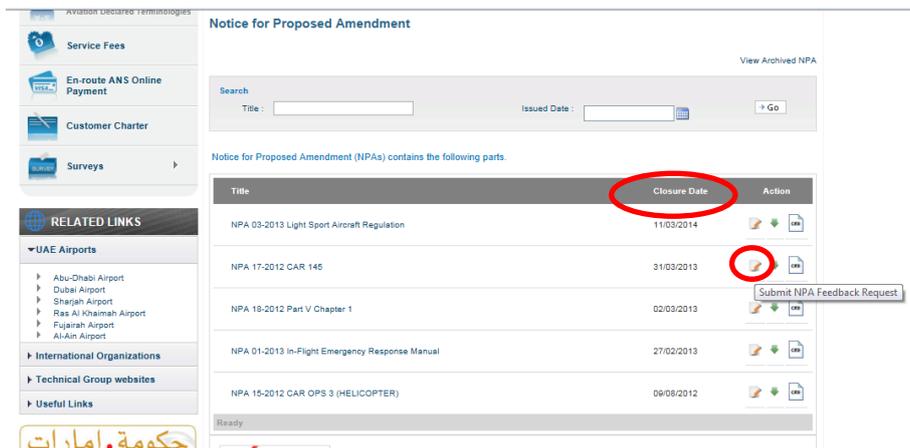
Note: any person can place a comment against a NPA.

2.3.1 Access <http://www.gcaa.gov.ae/en/pages/default.aspx>

2.3.2 Select “E-Publication” section and click on the page for NPA or visit the following URL: <http://www.gcaa.gov.ae/en/epublication/pages/proposedamendmentsfeedback.aspx>



2.3.3 Ensure that the relevant NPA is still open (check **“Closure Date”**) then select the NPA by clicking the icon as shown below:



2.3.4 Fill the online form by:

2.3.4.1 providing the required details (email address is important so that the GCAA will notify you accordingly), and attachments supporting the comment (if any);

2.3.4.2 ticking the box **“Would you like to submit another comment for this NPA?”** for the submission of another comment ; and

2.3.4.3 clicking **“Submit”**.



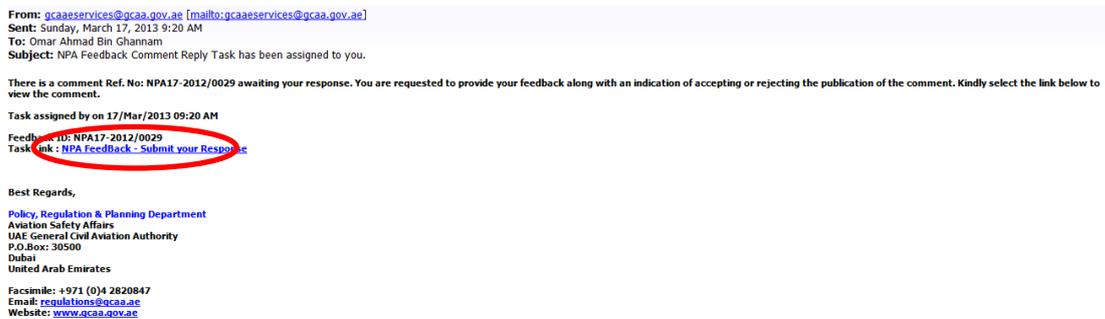
Note: Once a response is provided by the GCAA to a comment, the submitter will be notified by email.

2.4 Respond to a comment raised on GCAA website (NPA coordinators)

Note: The response of a comment placed against NPA can only be published on the GCAA website by the Policy and Regulation Specialist.

2.4.1 Access to the comments can be obtained by:

2.4.1.1 Clicking on “Task Link” contained on the email notification received, or



2.4.1.2 Accessing the following page:

<http://auheweb01:88/en/ePublication/NPA/Pages/default.aspx>, opening “My New Tasks”, searching the comment to process “Feedback ID” and then clicking on the icon under “Response” column as shown below:

Related Links

- [NPA Admin Related Links](#)
- [Coordinator Related Links](#)
- [My New Tasks](#)
- [My Waiting for Response Tasks](#)
- [My Completed Tasks](#)
- [My Rejected Tasks](#)



Task Inbox - Home

MY Related Links

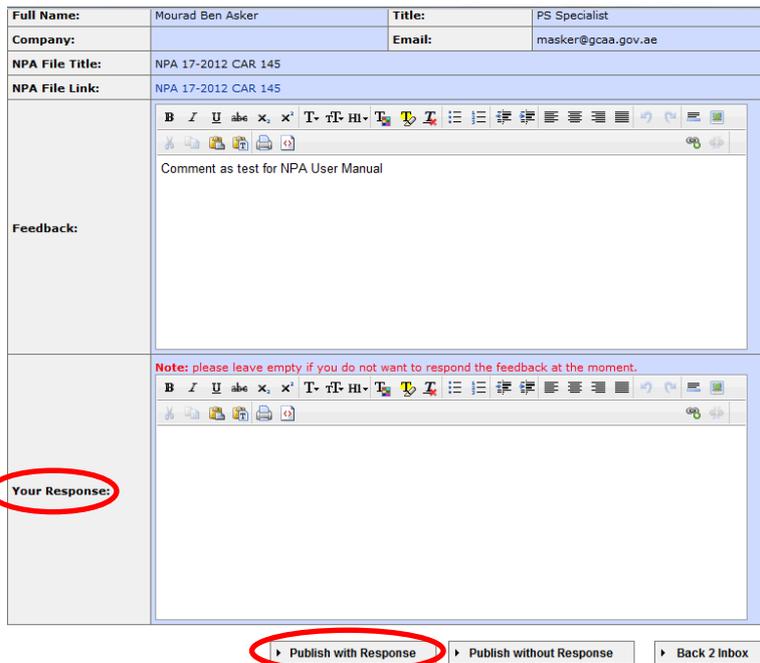
My New Response Request :	(5)	My Due Response Request But Published :	(1)
My Completed :	(3)	My Rejected :	(0)

My Tasks - Published But No Response

Feedback ID	Response	Assigned To	Status
NPA17-2012/0029		GCA\oghannam	Published But No Response

Change page: < 1 > Change page: 1 Go Page size: 1 Change Displaying page 1 of 1, items 1 to 1 of 1.

2.4.2 If an immediate response can be provided, then complete the field **“Your Response”** and then click on the **“Publish with response”**:



Full Name: Mourad Ben Asker **Title:** PS Specialist
Company: **Email:** masker@gcaa.gov.ae

NPA File Title: NPA 17-2012 CAR 145
NPA File Link: [NPA 17-2012 CAR 145](#)

Feedback:

Comment as test for NPA User Manual

Your Response:

Note: please leave empty if you do not want to respond the feedback at the moment.

Publish with Response **Publish without Response** **Back 2 Inbox**

Note: If the NPA Coordinator considers that the comment is relevant to the NPA, **“Publish with response”** can be selected provided it is justified under **“Your Response”**.

2.4.3 If the comment is relevant but requires more time to be answered, then leave the field **“Your Response”** empty and then click on the **“Publish without response”**:

Full Name:	Mourad Ben Asker	Title:	PS Specialist
Company:		Email:	masker@gcaa.gov.ae
NPA File Title:	NPA 17-2012 CAR 145		
NPA File Link:	NPA 17-2012 CAR 145		
Feedback:	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Comment as test for NPA User Manual</p> </div>		
Your Response:	<p><small>Note: please leave empty if you do not want to respond the feedback at the moment.</small></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <!-- Empty response area --> </div>		
<input type="button" value="Publish with Response"/> <input checked="" type="button" value="Publish without Response"/> <input type="button" value="Back 2 Inbox"/>			

Note: The NPA Coordinator will be reminded after 15 days to provide a response, and subsequently every week. The NPA cannot be finalised if any comment under “**Publish without response**” is not completed.

2.5 Process responses provided by NPA Coordinators

The Policy and Regulations Specialist can:

2.5.1 Access the responses provided by NPA Coordinators by:

2.5.1.1 Clicking on “**Task Link**” contained on the email notification received, or

From: gcaeservices@gcaa.gov.ae [mailto:gcaeservices@gcaa.gov.ae]
Sent: Sunday, March 17, 2013 9:43 AM
To: Valentina Gargallo; Syed Raheel Ali
Subject: Task Response has been received by Coordinator.

Task Response has been received by Coordinator for NPA Feedback Comment.
 Response submitted by GCAIghannam on 17/Mar/2013 09:43 AM

Feedback ID: NPA17-2012/0029
 Task Link : [NPA FeedBack - Task Inbox](#)

Regards,
 GCAA INFO

2.5.1.2 Accessing the following page:

<http://auheweb01:88/en/ePublication/NPA/Pages/default.aspx>, opening “**My New Tasks**”, searching the comment to process “**Feedback ID**” and then clicking on the icon under “**View Response**” column as shown below:



The screenshot shows the GCAA Intranet Portal. At the top, there is a navigation bar with links: Home, Support Services, Security Affairs, Safety Affairs, Strategy, IT Dept, AAI, AQRM, ANSP, ICAO. Below the navigation bar, a welcome message reads "Welcome Syed Raheel Ali".

On the left side, there is a "Related Links" menu with the following items:

- NPA Admin Related Links
- My New Tasks** (circled in red)
- My Waiting for Response Tasks
- My Completed Tasks
- My Rejected Tasks
- NPA Feed Reports
- Coordinator Related Links
- My New Tasks
- My Waiting for Response Tasks
- My Completed Tasks
- My Rejected Tasks

The main content area is titled "Task Inbox - Home" and includes a "GCAA PUBLICATION" banner. Below this, there is a "MY Related Links" table:

My New Feedbacks :	(0)	My Waiting for Responses :	(0)
My Published :	(0)	My Rejected :	(0)

Below the table, there is an "ALERT" section with the following text:

ALERT: UpComing Closure dates for NPA,
- 31/Mar/2013 - NPA 17-2012 | CAR 145
- 11/Mar/2014 - NPA 03-2013 | Light Sport Aircraft Regulation

The "My Tasks - UnderReview" section contains a table with the following columns: Feedback ID, Coordinator, View Response, Publish, Assign To, and Status.

Feedback ID	Coordinator	View Response	Publish	Assign To	Status
/009	[User Icon]	[Icon]	[Icon]	go/vgargalic	UnderReview
NPA17-2012/001 (circled in red)	[User Icon]	[Icon]	[Icon] (circled in red)	go/vgargalic	UnderReview
NPA03-2013/0035	[User Icon]	[Icon]	[Icon]	go/vgargalic	UnderReview

At the bottom of the page, there is a pagination control: "Change page: 4 1" and "Change page: 1 Go Page size: 3 Change Displaying page 1 of 1, items 1 to 3 of 3."

2.5.2 Click on the icon circled in red

Feedback Ref. No:	NPA03-2013/0040 	Attachement:	No attachement provided.
Full Name:	TM	Title:	Inspector
Company:		Email:	tschoenauer@gcaa.gov.ae
NPA File Title:	NPA 03-2013 Light Sport Aircraft Regulation		
NPA File Link:	NPA 03-2013 Light Sport Aircraft Regulation		
Feedback:	<p>Comment from letter dated 27 Mar 2013 from U. Goehl.</p> <p>If an experienced and qualified LICENSED pilot (Ebihad Captain, example given) wishes to fly a gyroplane, he would have to complete the same ground school requirements as an inexperienced Pilot.</p> <p>The NPA does not allow for an Instructor to use his discretion to provide an adequate, but shorter course of instruction for experienced pilots.</p>		
Current GCAA Response:	Under Review		
Feedback Status:	UnderReview		

Assigned To:	GCA\tschoenauer
Assigned Date:	25/Apr/2013 08:03:24 AM
Response:	<p>Thank you for your comment. The NPA has been amended to utilize the FI's discretion with the following statement: In the case of a current and Licensed Pilot (PPL, CPL, ATPL), the FI shall spend the appropriate time necessary in each subject to ensure the Student has a complete understanding of the knowledge criteria.</p> <p>Kind regards</p>

2.5.3 Review response provided and act as requested by the NPA Coordinator:

Feedback Comment:

Comment as test for NPA User Manual

GCAA Response:

Note: A feedback can be publish with empty response, later response can be updated.

Publish
Reject
Back 2 Inbox

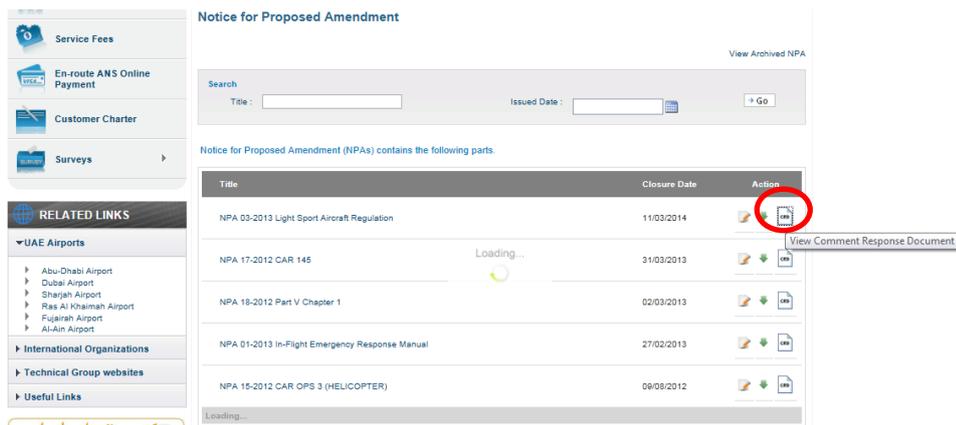
Note: If there is more than one NPA Coordinator, the Policy and Regulation Specialist shall ensure that all responses are consolidated then click **"Publish"**.

Note: The submitter will be automatically notified by email once a comment is responded to.

2.6 View the Comment Response Document (CRD) of a NPA or the response to a comment

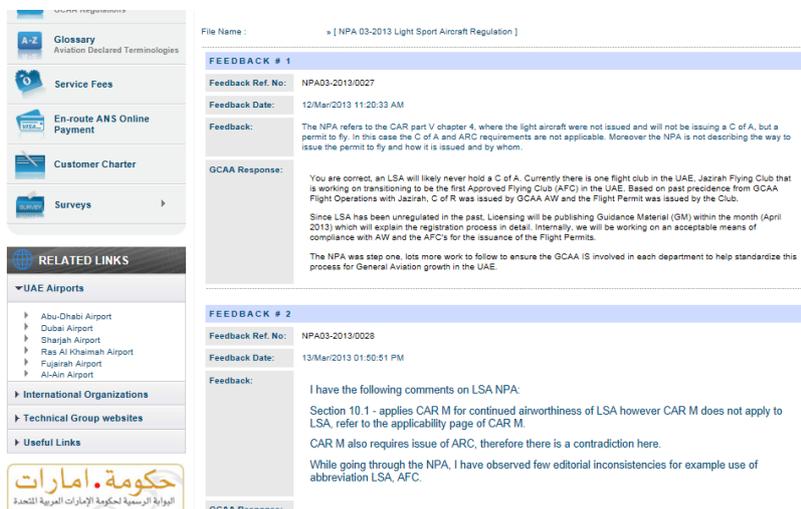
2.6.1 Process as per 2.3.1 followed by 2.3.2

2.6.2 Search for the relevant NPA and click on the icon  related to Comment Response Document:



Title	Closure Date	Action
NPA 03-2013 Light Sport Aircraft Regulation	11/03/2014	  
NPA 17-2012 CAR 145	31/03/2013	  
NPA 18-2012 Part V Chapter 1	02/03/2013	  
NPA 01-2013 In-Flight Emergency Response Manual	27/02/2013	  
NPA 15-2012 CAR OPS 3 (HELICOPTER)	06/08/2012	  

Note: The list of comments relevant to the NPA will be displayed as:



File Name : [NPA 03-2013 Light Sport Aircraft Regulation]

FEEDBACK # 1

Feedback Ref. No: NPA03-2013/0027

Feedback Date: 12/Mar/2013 11:20:33 AM

Feedback: The NPA refers to the CAR part V chapter 4, where the light aircraft were not issued and will not be issuing a C of A, but a permit to fly. In this case the C of A and ARC requirements are not applicable. Moreover the NPA is not describing the way to issue the permit to fly and how it is issued and by whom.

GCAA Response: You are correct, an LSA will likely never hold a C of A. Currently there is one flight club in the UAE, Jazirah Flying Club that is working on transitioning to be the first Approved Flying Club (AFC) in the UAE. Based on past precedence from GCAA Flight Operations with Jazirah, C of R was issued by GCAA AW and the Flight Permit was issued by the Club. Since LSA has been unregulated in the past, Licensing will be publishing Guidance Material (GM) within the month (April 2013) which will explain the registration process in detail. Internally, we will be working on an acceptable means of compliance with AW and the AFC's for the issuance of the Flight Permits. The NPA was step one, lots more work to follow to ensure the GCAA IS involved in each department to help standardize this process for General Aviation growth in the UAE.

FEEDBACK # 2

Feedback Ref. No: NPA03-2013/0028

Feedback Date: 13/Mar/2013 01:50:51 PM

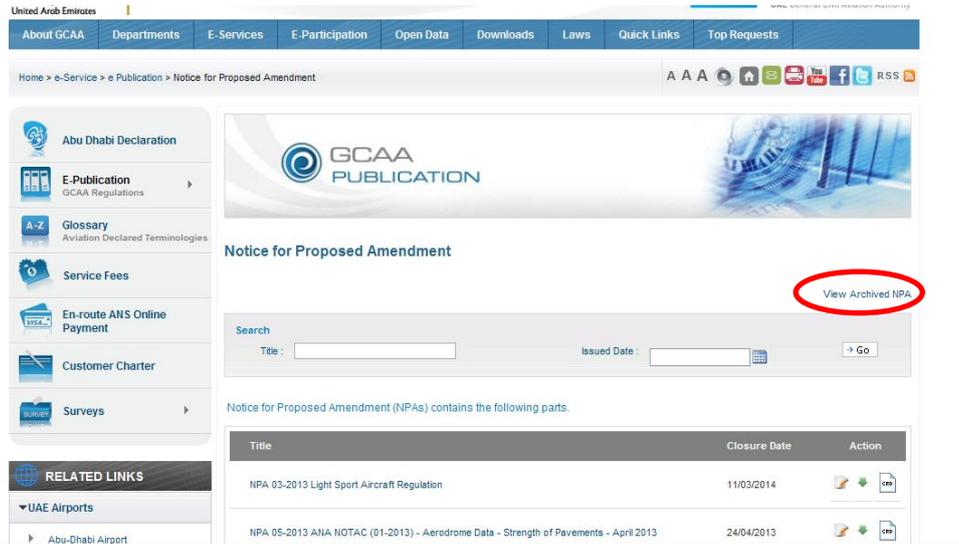
Feedback: I have the following comments on LSA NPA:
Section 10.1 - applies CAR M for continued airworthiness of LSA however CAR M does not apply to LSA, refer to the applicability page of CAR M.
CAR M also requires issue of ARC, therefore there is a contradiction here.
While going through the NPA, I have observed few editorial inconsistencies for example use of abbreviation LSA, AFC.

Note: Each CRD will remain available without time restriction on GCAA website. Once a NPA is archived, the CRD will be moved to **“Archived NPA”** as soon as the final rule is published.

2.7 View archived NPA and associated CRD

2.7.1 Process as per 2.3.1 followed by 2.3.2

2.7.2 Click on “View Archived NPA”



2.7.3 Select the NPA and click on the title for viewing, green arrow for downloading the NPA or icon for viewing the CRD:

