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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*"



'Love Your Sky" awards winners to raise as 1 NOVEMBER 12 GCAA	wareness	بیاناتی BAYANATT	HUITAMAEY	الماستجر HESSENGER
IAE General Civil Avistion Organization (GCAA) organized competition. The awarding took place at GCAA's Regional Or inector of Stretey and International Affairs, and Mcs. Ruga resert to hand the gift to the winner. Mr. Jackson D'isousa and mmr	an award ceremony for the winner of its "Love Your Sky" ffice in Dubai last Thurday, Ne. Laila Ai Hareb, Exectuive type AI Belookh, Corporate Communicate Manager were won a raffle prize following her participati	WELCOME Valentina Admin Assis and Standar Department	G <mark>argalic</mark> tant (Planning rds) + DAS>PRE	8
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2.1.3 Click on "Published Files"

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Related Links	DOCUMENT COMARY			
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	Farm Dearting	CROUNED WID FORMS	#1N2011	211
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2.1.4 Click on "Notice of Proposed Amendment (NPA)"

NPA AND CRD USER MANUAL Ref. PRP-NPA-I-1



Related Links

GCAA Regulation Documents	
Published Files	
Publication History	
Amendment Notification	
GCAA Regulation Subscribers	
Approved Subscribers	
Pending Subscribers	
Rejected Subscribers	
EmailNotifications	
NPA Administration	

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

2.1.5 Click on "Upload"

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Home Support Services	Security Affair	s Safety Affairs	Strategy IT Dept	AAI AQRM	ANSP ICAO		
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		NPA 01-2013 In-Flight Emerg Response Manual	NPA 01-2013 In-Fi	ight Emergency Respons	e 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 > ePublicatio	n Administration	Welcon	e Valentina Gargalic 🔻	My Links 🔹 📔 🔞
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2.1.7 Complete the online form and then click on "*Check-in*":

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	IsCanceled		
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	Publish_Date	Only for NPA Publish Date, leave empty otherwise	
	NPA Coordinators	Only for NPA, leave empty otherwise	

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"



Related Links						
GCAA Regulation Documents	New	 Upload 	 Actions 	Settings •		
Published Files	Type	Name		Title	Issued_Date	Published
Publication History Amendment Notification GCAA Regulation Subscribers Approved Subscribers	۵	NPA 01-2011	15 m B m	NP3R1-2011 CAR PART X - SAFETY MANAGEMENT SYSTEM RECOTREMENTS	1/1/2011	2011
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		NPA 02-2013 C Projects	CAAP 59 - Aeroi	NPA 02-2013 CAAP 59 - Aerodrome Projects	2/15/2013	2013
		NPA 03-2011 P	ARTM	NPA 03-2011 CAR PART M - CONTINUING AIRWORTHINESS REQUIREMENTS	4/17/2011	2011
		NPA 03-2012 C DIRECTION IN	DICATOR	NPA 03-2012 CAR PART IX WIND DIRECTION INDICATOR	2/15/2012	2012
		NPA 03-2013 L	SA	NPA 03-2013 Light Sport Aircraft Regulation	3/11/2014	2014
	D	NPA 04-2011 C	CAAP 51	NPA 04-2011 CAAP 51 - INFORMATION AND POLICY REGARDING	5/28/2011	2011

2.2.3 Change the "*Issue Date*" and then click on "*Check-in*":

Publication Listony			
Amendment Notification GCAA Regulation Subscribers Approved Subscribers Pending Subscribers Rejected Subscribers EmailNotifications NPA Administration	Nate *	NPA 01-2011 .pt	
	Tay	NPA 01-2011 CAR PART X - SAFETY MANAGEMENT SYSTEM REQU Title will be depley to the Public. Do provide!	AIR
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	NPA Coordinatore	Pa 2 3 4 5 6 7 8 On 9 10 11 12 13 14 15	<u>a</u>
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	Version: 6.0 Created at 1/10/2011 2:34 PM by Hayfaa - Last modified at 9/24/2012 10:47 AM by S	23 24 25 26 27 28 29 Abd 30 31 1 2 3 4 5	Cancel
		Today is Wednesday, May 01, 2013	

2.3 Place a comment on GCAA website

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

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



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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:

Aviation Declared Terminologies	Notice for Proposed Amendment		
Service Fees		View Archived NPA	
En-route ANS Online Payment	Search		
Customer Charter	Title : Issued Date :	Go	
Surveys >	Notice for Proposed Amendment (NPAs) contains the following parts.		
	Title Closu	are Date Action	
RELATED LINKS	NPA 03-2013 Light Sport Aircraft Regulation 11/03	/2014 📝 🔻 🚥	
Abu-Dhabi Airport	NPA 17-2012 CAR 145 31/03	/2013	
Dubsi Airport Sharjah Airport Ras Al Khaimah Airport Fujairah Airport	NPA 19-2012 Part V Chapter 1 02/03	Submit NPA Feedback Reque	st
Al-Ain Airport International Organizations	NPA 01-2013 In-Flight Emergency Response Manual 27/02	//2013 📝 🔻 📼	
Technical Group websites Useful Links	NPA 15-2012 GAR OPS 3 (HELICOPTER) D9/08	/2012 📝 🔻 📾	
حکومة امارات	Ready		

- 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*".



	Job Title* :	PS Specialist
Abu-Dhabi Airport Dubai Airport Sharjah Airport Ras Ai Khaimah Airport	Company :	
 Fujairah Airport Al-Ain Airport 	Address :	
► International Organizations	City :	
► Technical Group websites		B I U abs x, x' T- rT- HI- T ₂ T ₂ I ∷ ⋮Ξ
► Useful Links		達 律 臣 吾 君 ☰ 〃 ᠙ 르 ■ 咯 ↔
		X 🗈 🛎 🛱 🖨 🧿
الدوابة الرسومية الحكومة الأماد ان العربية المتحدة	Feedback comments* :	Comment as test for NPA User Manual
government.ae The efficial portal of the United Arab Emirates		
Communicate		
With the	Attachment	Browse
Prime Minister	would you like to submit another comment for this NPA?	
\cap	All fields marked with * are many	datory
\sim	← Back	⇒ Submit → Reset
MYGOVINIOOST		

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:

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



Coordinator Related Line My New Tasks My waiting for Response Tasks		ATION		man
My Completed Tasks My Rejected Tasks	Task Inbox - Home			
	My New Response Request :	(5)	My Due Response Request Bu Published :	t (1)
	My Completed :	(3)	My Rejected :	(0)
	My Tasks - Published But Feedback ID	Response	Assigned To	Status

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:	B I U also x, x ⁺ T• TF HI• T	a 10 2 ⊟ ⊟ 详 (詳	E E E E E E E E E E E E E E E E E E E
Your Response:	Note: please leave empty if you do not B I U also x, x ⁱ Tr fT HI- T A a C I A C	want to respond the feedby	ack at the moment. 토 포 포 코 프 이 안 토 포 영상 수
	► Publish with Res	ponse 🕨 🕨 Publish wit	► 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:	B I U also x, x ⁺ T• rT• H1• T → □ T T T T T T T T T T T T T T T T T T	₽ 10 1 2 ⊟ ⊟ ≢ ≢	■ 王 王 王 王 ○ ○ ○ 二 王 王
Your Response:	Note: please leave empty if you do not w B I U ake x, x' T- TT- HI- T 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	vant to respond the feedb 9 19 12 日 日 詳 詳	ack at the moment. ■ ■ ■ ■ = (*) (*) ■ ■ @B <>>
	 Publish with Resp 	oonse 🚺 🕨 Publish wit	hout Response 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



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



	ونية الداذلية VELCOME TO G	في البوابة الإلكتر CAA INTRAN	مردبا بکم IET POR	TAL		
Home Support Services	Security Affairs Safet	y Affairs Strategy	IT Dept A	AT AQRM	ANSP ICAO	9
Related Links	© GC/ PUB				ho	
My Waiting for Response	Task Inbox - Home					
	MY Related Links					
My Completed Tasks	My New Feedbacks :	()) My Wa	iting for Resp	onses ((0)
# My Dejusted Tarks	My Published :	(() My Re	ected 1		(0)
ar my repected tasks	ALERT: UpComing Closure de	ites for NPA,				
NPA Feed Reports	- 31/Mar/2013 - NPA 17-2012	CAR 145				
	- 11/Mar/2014 - NPA 03-2013	Light Sport Aircraft Regul	ation			
Coordinator Related Links	My Tasks - UnderRe	view				
🖋 My New Tasks	Feedback ID	Coordinator	Vew Rasponse	Publish	Assorto	Status
My Waiting for Response Tasks	/009	2	10	3	gcalvgargelic	UnderReview
ø My Completed Tasks	NPA17-2012/001	2	1	Public	b) gcalwgargalic	UnderReview
🖋 My Rejected Taska	NPA03-2013/0035	8	10	9	gce/vpergelic	UnderReview
	Change page: 4 1 k	Change page: 1 G	Page size: 3 Ch	ance	Displaying page	e 1 of 1, dems 1 to 3 of

2.5.2 Click on the icon circled in red

NPA AND CRD USER MANUAL Ref. PRP-NPA-I-1



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 Aircra	ft Regulation	
NPA File Link:	NPA 03-2013 Light Sport Aircra	ft Regulation	
Feedback:	If an experienced and qualified Captain, example given) wisher would have to complete the sar requirements as an inexperience The NPA does not allow for an I discretion to provide an adequa	LICENSED pilot (Etihad s to fly a gyroplane, he ne ground school red Pilot. Instructor to use his	
	instruction for experienced pilol	ts.	
Current GCAA Response:	instruction for experienced pilot Under Review	ts.	

Assigned To:	GCA\tschoenauer	
Assigned Date:	25/Apr/2013 08:03:24 AM	
Response:	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. Kind regards	

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

	B / 単 & x, x' T-17-11-11-Tg ひょに目達達言言言言ので言言
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. B / 고 we x, x' T- fT- HI- Ta 歌 값 (日 译 萨 萨 종 君 田 이 아 코 道 3 / 3 집 街 읍 이 예정 아
	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 is related to Comment Response Document:

Consistent France	Notice for Proposed Amendment				
Service Fees				View Archived NPA	
Payment	Search Title :	Issued Date :		⇒ Go	
Customer Charter					
Surveys	Notice for Proposed Amendment (NPAs) contains the	he following parts.			
	Title		Closure Date	Action	
RELATED LINKS	NPA 03-2013 Light Sport Aircraft Regulation		11/03/2014		
Abu-Dhabi Airport	NPA 17-2012 CAR 145	Loading	31/03/2013	View Comment Respons	se Document
Sharjah Airport Ras Al Khalmah Airport Fujairah Airport	NPA 18-2012 Part V Chapter 1		02/03/2013	📝 🗮 💼	
Al-Ain Airport International Organizations	NPA 01-2013 In-Flight Emergency Response Manu	lau	27/02/2013	📝 🔻 🖻	
Technical Group websites Useful Links	NPA 15-2012 CAR OPS 3 (HELICOPTER)		09/08/2012	🛪 🔻 🖬	
	Loading				

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

A-Z Glossary	File Name :	» [NPA 03-2013 Light Sport Aircraft Regulation]
Aviation Declared Terminologies	FEEDBACK # 1	
Service Fees	Feedback Ref. No:	NPA03-2013/0027
	Feedback Date:	12/Mar/2013 11:20:33 AM
En-route ANS Online Payment	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 fty. 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 fty and how it is issued and by whom.
Customer Charter	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 predictions from GCAA
Surveys >		Flight operations with assent, C of R was issued by GCAA AV and her Flight Fermit was issued by the Club. Since ISA her servingeright of the past, Lensing with the publishing Outsome Material (GM) with the month (pril 2013) which will explain the registration process in detail. Internally, we will be working on an acceptable means of compliance with VM and the AFCS of the issuance of the Flight Fermits.
RELATED LINKS		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.
• OAE Airports		
Abu-Dhabi Airport	FEEDBACK # 2	
Sharjah Airport	Feedback Ref. No:	NPA03-2013/0028
 Ras Al Khaimah Airport Fujairah Airport 	Feedback Date:	13/Mar/2013 01:50:51 PM
Al-Ain Airport International Organizations	Feedback:	I have the following comments on LSA NPA:
► Technical Group websites		Section 10.1 - applies CAR M for continued ainvorthiness of LSA however CAR M does not apply to LSA, refer to the applicability page of CAR M.
▶ Useful Links		CAR M also requires issue of ARC, therefore there is a contradiction here.
حكومة امارات		While going through the NPA, I have observed few editorial inconsistencies for example use of abbreviation LSA, AFC.
البوابة الرسمية لحكومة الإمارات العربية المتحدة	GCAA Response:	

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"

ed Arab Emirate	1						1	OAL COM	
bout GCAA	Departments	E-Services	E-Participation	Open Data	Downloads	Laws	Quick Links	Top Requests	
me > e-Service	e > e Publication > Notio	e for Proposed An	nendment				A A	A o f e e	🔠 🧗 💽 RSS
Abu Di	habi Declaration		GGC					Ret	
E-Publ GCAA	Regulations		PUB	LICATIC	N			-	1++-
-Z Glossa Aviatio	ary n Declared Terminolog	ies Notice 1	for Proposed A	mendment					
Servic	e Fees							6	View Archived NF
En-rou Payme	ite ANS Online ent	Search							
Custo	mer Charter	Title				Issue	d Date :		⇒Go
Surve	ys →	Notice for	Proposed Amendme	ent (NPAs) conta	ns the following p	arts.			
		Title						Closure Date	Action
RELATE	D LINKS	NPA (03-2013 Light Sport Airc	raft Regulation				11/03/2014	💼 🖊 🐒
Abu-Dhabi	Airport	NPA 0	05-2013 ANA NOTAC (0	1-2013) - Aerodro	ne Data - Strength o	of Pavements	- April 2013	24/04/2013	💼 🔻 崔

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:

A-2 GIOSSATY Aviation Declared Terminologies	Notice for Proposed Amendment		
			View Current Open NPA
En-route ANS Online Payment	Search		
Customer Charter	Title : Issued Date :		⇒Go
Surveys	Notice for Proposed Amendment (NPAs) contains the following parts.		
	Title	Closure Date	Action
	NPA 02-2013 CAAP 59 - Aerodrome Projects	Closed	🔹 🕈 🚺
▼UAE Airports			
Abu-Dhabi Airport	NPA 16-2012 ON CAAP 58-GUIDANCE ON AIRCRAFT REGISTRY REQUIREMENTS	Closed	
Sharjah Airport Ras Al Khaimah Airport Fujairah Airport	NPA 14-2012 CAR OPS 1 (AEROPLANE)	Closed	🚽 🗕 📷
Al-Ain Airport International Organizations	NPA 13-2012 CAR PART VI CH 3-AIR ACCIDENTS AND INCIDENTS INVESTIGATION	Closed	💼 🔻 🐔
Technical Group websites	NPA 12-2012 CAR PART IX APPENDIX 8 CODE LITTR F REGINITS N OPS	Closed	💽 🐺 💼
► Useful Links		0.0060	
حكومة امارات	NPA 11-2012 CAR PART V CHAPTER 1 AND CHAPTER 2	Closed	
البوابة الرسمية لحكومة الإمارات العربية المتحدة			