



INFORMATION BULLETIN NO. 1/2013

SUBJECT	:	E-Licensing Aircraft Maintenance Engineer License (AMEL) Services
ORIGINATOR	:	Licensing Department
STATUS	:	Information
ADDRESSED TO	:	UAE Operators, AMOs, MTOs, and AMEL holders
DATE	:	01 January 2013

1. **PURPOSE**

The purpose of this Information Bulletin (IB) is to notify about the introduction of e-licensing AMEL services.

2. **APPLICABILITY**

This IB applies to UAE Operators, Approved Maintenance Organisations (AMO), Maintenance Training Organisations (MTO), and holders of UAE AMEL.

3. **REFERENCE**

Not applicable.

4. **E-LICENSING SERVICE (AMEL)**

The GCAA, as part of its commitment to achieve excellence in service provision, is pleased to announce that e-licensing AMEL services will be available on the GCAA website and ready for use from 01 January 2013.

The following e-licensing AMEL services will be available:

- Initial Issue of AMEL
- Renewal of AMEL
- Extension to include New Category (AMEL)
- Type Rating Endorsement (AMEL)
- Limitation Removal from Basic Category (AMEL)
- Limitation Removal from Type Rating (AMEL)
- Conversion of old GCAA license into new CAR66
- Replacement for damage/lost/change of information of AMEL
- Issuance of AMEL based on Foreign License
- Issuance of Temporary Validation (AMEL)
- Extension of Temporary Validation
- Practical Assessor Approval (AMEL)

5. MANUAL APPLICATION

The GCAA will stop receiving manual applications for the above services effective from 01 January 2013. However, in specific cases, the GCAA may accept manual applications due to unsuccessful processing through the e-licensing services. In such cases, the applicant will need to report the incident to the GCAA through his quality department and receive prior permission from GCAA for the submission of a manual application.

For applications received before 01 January 2013, the manual process will apply.

6. HOW TO ACCESS E-LICENSING SERVICE (AMEL)

Applicants, who wish to apply for a service, can access the e-licensing AMEL services from the GCAA website www.gcaa.gov.ae. Instructions for accessibility and submission of an application are contained in Attachment A of this IB.

7. E-LICENSING AMEL PROCESS FLOW

Attachment B of this IB explains the application flow between the applicant, the organisation, for which the applicant works, and the GCAA.

After submission, the applicant will receive an email notification where all details, pertaining to the application, are provided for future reference and queries.

8. FEEDBACK

All difficulties, problems, suggestions, and improvements regarding e-licensing AMEL services can be communicated to GCAA licensing department by e-mail: Lamelicensing@gcaa.gov.ae.



GCAA

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UAE General Civil Aviation Authority

Attachment A

E-Licensing Service (Engineering) Guidance

Date : 01 / 01 / 2013

GCAA HOME PAGE



GCAA HOME PAGE

Our Warmest greetings and well-wishes go to
GENERAL CIVIL AVIATION AUTHORITY
President of the United Arab Emirates
And to



Search a keyword Advanced Search Quick Links Top Request

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- Departments
- E-Services**
- E-Participation
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- Downloads
- Laws

NEWS [report of Paramotor VIPER 24 ...](#) [Investigation Preliminary Report of Diamond DA-42 ...](#) [Investigation](#) AAA Home Mail YouTube f t RSS Print



Welcome to General Civil Aviation Authority



The General Civil Aviation Authority (GCAA) was established in 1996 by Federal Cabinet Decree (Law 4) to regulate Civil Aviation and provide designated aviation services with emphasis on safety and security and to strengthen the aviation industry within the UAE and its upper airspace. The main office is located in Abu Dhabi and the regional office is located in Dubai to serve the northern Emirates.

The GCAA, which is the sole authority for the control and regulation of civil aviation in the UAE, is responsible for the provision of en-route air navigation services and all aspects of flight safety. In late 2009, the GCAA opened its new Air Navigation Centre, The Sheikh Zayed Centre....

e-Services tab → AMEL



GENERAL CIVIL AVIATION AUTHORITY



Search a keyword

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E-Licensing Services **NEW**

[Aircrew Medical](#) | [Aircrew Licensing](#)

step 2

AMEL



Reporting Of Safety Incident (ROSI)

To Report a Safety Incident ...



Security Clearance

To get the Security Clearance...



e-Publication subscription

To subscribe to Civil Aviation Regulations Email Notification.



Aviation Security & Dangerous Goods

Apply for the dangerous goods certification, dangerous goods training program certification, security training program certification ...etc



Air Navigation & Aerodrome Service (ANA)

Get an Aerodrome Approval



GCAA Training

View or Apply for one of GCAA Training Courses or register for one of our Aviation events



Airworthiness

Apply TCV, Register Aircrafts, Apply COA, Modify Aircraft Design



Flight Operations

Apply AOC, Operations Specifications, Post Holder Approval, Instructor/Examiner

Log in page

https://www.gcaa.gov.ae/en/ç

Login

Suggested Sites ▾ Get more Add-ons ▾

Glossary
Aviation Declared Terminologies

Service Fees

En-route ANS Online Payment

Customer Charter

Surveys

RELATED LINKS

▼ **UAE Airports**

- ▶ Abu-Dhabi Airport
- ▶ Dubai Airport
- ▶ Sharjah Airport
- ▶ Ras Al Khaimah Airport
- ▶ Fujairah Airport
- ▶ Al-Ain Airport

▶ **International Organizations**

▶ **Technical Group websites**

Login

Dear User, The security of your information is the one of the important concerns of the UAE General Civil Aviation Authority by virtue of which GCAA has taken following security measures:

- The Registration page of the GCAA website is identified by means of a digital certificate provided by VeriSign to ensure its users that they are on the correct site and protect themselves from revealing their confidential account information on some fake website.
- Registration forms to the users are provided through a secure webpage that encrypts the session between the user's computer and the webpage using 128-bit SSL encryption so that the communication between the user's computers and the webpage cannot be intercepted by anyone over the internet.
- GCAA systems time out the user's login sessions to the account upon prolonged inactivity for protection against misuse.
- CAPTCHA has been introduced to avoid automated registrations.
- All GCAA website systems are secured using state-of-the-art security solutions acknowledged world wide viz, firewalls, intrusion detection systems, intrusion prevention systems, anti-malware systems to extend secure services to our users.
- GCAA has robust processes, skilled people and competent service providers who monitor the security of our systems round the clock.

MEMBER LOGIN

User Name:

Password:

Remember me next time.

[Forgot Password?](#) | [New User](#)

REGISTRATION FORM

In order to Register to GCAA Portal, Please fill-up the Registration Form:

[Click here to Register](#)

step 3 (only for the first time)

1st registration (for the first time)

The image shows a registration form for GCAA with several handwritten annotations in red and orange. The form fields include:

- User Name: *
- Email: *
- Retype Email: *
- Check availability button
- User's type: * (Dropdown menu, currently showing "E-License User")
- Title: (Dropdown menu, currently showing "Title")
- First Name: *
- Last Name: *
- Initial:
- Company:
- P.O.BOX:
- Job title: *
- Mobile: *
- Phone:
- Fax:

Annotations:

- step 4** (written in red) with a red circle around the text "fill the required fields for registration".
- note: select E-License User from drop down list** (written in orange) with an arrow pointing to the "User's type" dropdown.
- note: upon completion, e-mail will be sent to provide user name and password** (written in orange) in a box at the bottom right.
- (note: for the first time only)** (written in red) in a box at the bottom left.

Left sidebar content:

- UAE Airports
 - Abu-Dhabi Airport
 - Dubai Airport
 - Sharjah Airport
 - Ras Al Khaimah Airport
 - Fujairah Airport
- International Organizations
- Technical Group websites
- Useful Links

Bottom left banner: "Beware of Fraud Emails" with a warning icon and text: "There have been cases of fraudulent-mails being send from public domains in the name of GCAA. Do not Respond to any email that asks for bank account..."

2nd registration (for the first time)

Suggested Sites ▾ Get more Add-ons ▾


- Services Fees
- Corporate Payments
- Customer Feedback
- Surveys

RELATED LINKS


▼ UAE Airports

- ▶ Abu-Dhabi Airport
- ▶ Dubai Airport
- ▶ Sharjah Airport
- ▶ Ras Al Khaimah Airport
- ▶ Fujairah Airport

▶ International Organizations



I am a Pilot / Cabin-Crew



I am an Aircraft Engineer

Further Registration Required (Aircraft Maintenance Engineer)

Are you employed in GCAA approved UAE organization? Yes No

Identify your organization? Aircraft Maintenance Organization Maintenance Training Organization

GCAA Aircraft Maintenance Engineer License Holder? Yes No

Organization * :

Staff Number * :

Save Information

step 5

second registration

note: for the first time only

User's Inbox page

The screenshot shows the website of the UAE General Civil Aviation Authority (GCAA). The page is titled "User's Inbox page". The header includes the GCAA logo and name in Arabic and English, along with a search bar and navigation links. The main content area features a banner for "GCAA e-Licensing" with a red handwritten "step 6" next to it. Below the banner, there is a section for "My Applications" with a red circle around the "e-Services" link. The "My Applications" section is divided into three categories: "Inbox", "Pending", and "Completed", each with a sub-header and a message indicating that no applications were found in that category.

United Arab Emirates

GENERAL CIVIL AVIATION AUTHORITY

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UAE General Civil Aviation Authority

Search a keyword Advanced Search > Quick Links Top Request

Home About GCAA Departments e-Services Downloads Laws

step 6

GCAA
e-Licensing

e-Services My Applications

Kindly select a service from e-Services list to apply for a new application.

Inbox (Incomplete & Require More Info. Applications)
No application found in your Inbox

Pending (Applications Pending with QA & GCAA)
No application currently pending with QA and GCAA.

Completed (Applications Approved & Rejected)
No approved or rejected application found

List of services

The screenshot shows the website of the UAE General Civil Aviation Authority (GCAA). The header includes the GCAA logo, the text "GENERAL CIVIL AVIATION AUTHORITY", and the authority's name in Arabic and English. A search bar and navigation menu are also visible. The main content area features a banner for "GCAA e-Licensing" with an image of an airplane. Below the banner, there is a tabbed interface with "My Applications" selected. A list of services is displayed, with a red bracket and handwritten notes indicating that users should choose one of these services.

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Search a keyword Advanced Search > Quick Links Top Request

Home About GCAA Departments e-Services Downloads Laws

GCAA e-Licensing

e-Services My Applications

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Application.

step
7

choose one of the services (applications)

Application form

Suggested Sites ▾ Get more Add-ons ▾



e-Services

My Applications



Initial Issue of AMEL

This application is for applicants who have either completed a GCAA CAR-147 Approved Basic Training or have completed GCAA Examinations in the appropriate categories.

Please fill in the required information, then click [Save & Submit] to process your application.
Fields mark with (*) are mandatory fields.

▲ Section 1 - Personal Information

Note: The personal information entered should be as per passport details.

First Name*

Middle Name

Last Name*

Date of Birth*

City of Birth*

Country of Birth*

Nationality*

Gender*

Company*

P.O. Box*

City*

Country*

Save & Submit

- * Copy of Passport and Valid residence Visa Page
- * Attach pass Certificate for above mentioned modules attested by Quality Department
- * Attach first page and assessor's verification page of the log book.
NOTE: Please send the original log book to quality assurance department for verification.
Any other documents



*note: afetr submitting,
e-mail notification will
be sent to applicant*

Comments:

(Engineer's Declaration)

I hereby declare and certify all information that I have furnished on this form is true and correct to the best of my knowledge and belief. I understand that any false or misleading statement may result in the refusal of this application or revocation / suspension of the license.

Fast Track

200 AED extra will be charged for Fast Track application

Select assigned QA person: ▾

Save & Hold

Save & Submit

note: application will be sent to QA

*final step
9*

save & submit



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Thank you

Attachment B

