



NOTICE TO AERODROME LICENSE HOLDERS

Aerodrome Safety Section, Safety Regulation Division, PO Box 181, Victoria, Mahe, Seychelles.

1/2008

PROCEDURES FOR THE ISSUE OF A NOTICE TO AERODROME LICENSE HOLDERS

INTRODUCTION

1. Occasionally, the SCAA's Aerodrome Safety section needs to notify a change to, or to clarify, the Seychelles regulations, licensing criteria, procedures and guidance material associated with aerodrome licensing, which are usually specified in Seychelles Civil Aviation publication (SCAP). Change to aerodrome licensing criteria is normally brought about as a result of ICAO deliberations or as a result of safety recommendations following an accident investigation.
2. A Notice to Aerodrome License Holders (NOTAL) is the normal method of notification used.

PURPOSE

3. The purpose of this NOTAL is to introduce and notify Aerodrome License Holders of this effective means of notification. This NOTAL specifies the purpose and status of a NOTAL and the procedure used to develop and publish it.

SCOPE

4. A NOTAL will be issued where there is a need to add or amend existing text in the SCAA documents associated with aerodromes licensing, enforce requirements as well as promulgate essential safety information. In the case of a SCAP, the content of the NOTAL will supercede the relevant text in the published document and will remain in force until either the material covered is incorporated in the SCAP or the NOTAL is withdrawn.

5. A NOTAL normally covers one subject.
6. The applicability and implementation details of the content of the NOTAL will be described in full in the NOTAL.
7. Non regulatory and advisory information is normally published on a periodic basis. However, a NOTAL may occasionally disseminate information of a non regulatory nature that is deemed necessary by the SCAA to be brought to the attention of Aerodrome License Holders or may require specified action.
8. A NOTAL will only be issued by the Aerodrome Safety Section of the SCAA. Should an Aerodrome Operator or an Aerodrome License Holder feel that there is a need to circulate vital information, especially of a safety nature, he should submit a request for NOTAL action through the Head of the Aerodrome Safety Section of the SCAA. Should the SCAA agree, a NOTAL covering the topic concerned will then be issued.

PROMULGATION

9. Currently NOTAL's are published on the SCAA WEBSITE.
10. Aerodrome License Holders should promptly bring NOTAL's to the attention of those within the organisation /aerodrome who needs to be made aware of the content and the impact on their role and responsibilities, particularly in operational areas. All aerodrome personnel are encouraged to regularly visit the website to ensure remaining up to date with NOTAL status.
11. Any queries pertaining to NOTAL's shall be directed to the Head of the Aerodrome Safety Section at the following address;
hsophola@scaa.sc

LIST OF EFFECTIVE NOTAL

1/2009	PROCEDURES FOR THE ISSUE OF A NOTICE TO AERODROME LICENSE HOLDERS