

Number: FCL IN-2012/01

Issue: 3

01 December 2018

## Introduction of SCAA Licensing Directives, Information Notices and Compliance Policy Letters

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability: All Flight Crew Licence holders and Part ORA organisations

### 1. New SCAA Communications

1.1 The Flight Crew Licensing Inspectorate has a two-tiered approach for different levels of communications.

#### 1.2 *Licensing Directive*



A Licensing Directive (LD) will be issued in circumstances where the action required is mandatory by means of the Directive and is legally enforceable. The Directive will specify which law or regulation makes the Directive legally enforceable, the action required, by whom and the time limit for compliance. The Licensing Directive will be identified by a red circle in the top left-hand corner.

#### 1.2 *Information Notice*



An Information Notice (IN) will be issued when the information does not convey any specific safety issues and does not require any action other than to note and promulgate the content. Information Notices will be identified by a blue rectangle in the top left-hand corner.

### 2. Reference Numbers

2.1 The SCAA will use a sequential numbering system for all applicable communications; for example, a FCL Licensing Directive will be pre-fixed with an 'FCL LD', followed by the year and a number (e.g. FCL LD-2010/01). Similarly a FCL Information Notice will be pre-fixed with an 'FCL IN', followed by the year and a number (e.g. FCL IN-2010/01).

---

### **3. Compliance Policy Letters (COMPOL)**

- 3.1 Compliance Policy Letters (COMPOL) are issued in cases where the Authority would like to offer additional guidance to the industry on practical implementation of a regulation or technical standard.

### **4. Website Notification Service**

- 4.1 Existing subscribers to this service will continue to receive relevant information, in the new style communications, via the SCAA Publications Subscription Notification e-mail and the appropriate RSS Newsfeeds.

### **5. Accessing Documents**

- 5.1 Each Safety Directive, Safety Notice and Information Notice can be accessed by clicking on the link in the notification e-mail, which will link directly to the document summary.

### **6. Queries**

- 6.1 Further information on the introduction of the new formats can be found on the SCAA website at [www.scaa.sc](http://www.scaa.sc)
- 6.2 Any queries as a result of this Information Notice should be addressed to Head of Flight Operations and Flight Crew Licensing Inspectorate at the following e-mail address: [hfo@scaa.sc](mailto:hfo@scaa.sc)

### **7. Cancellation**

- 7.1 This Information Notice shall cancel FCL IN-2012/01 Issue 2.

Head Flight Operations and Flight Crew Licensing Inspectorate