


1. New Organizations are required to register for eservices to create an account.

Applicable to only new organizations for creating an account



The screenshot shows the GCAA website homepage. At the top, there is a navigation bar with links for 'Login' and 'Sign Up'. A blue arrow points to the 'Sign Up' link, with a callout box stating 'Applicable to only new organizations for creating an account'. Below the navigation bar is the main header with the GCAA logo and name in Arabic and English. A secondary navigation bar contains various menu items like 'ABOUT GCAA', 'DEPARTMENTS', 'E-SERVICES', etc. Below this is a 'NEWS HIGHLIGHTS' section with a video player showing a 'rakairways' aircraft. To the right of the video is a 'Welcome to General Civil Aviation Authority' section with introductory text. At the bottom, there are several service-related sections: 'E-Publication', 'UAE AIP', 'Service Fees', 'En-route ANS Online Payment', 'News', 'Events', 'Achievements', 'Multimedia', and 'SERVICES' which includes 'Aviation Security Reporting System', 'ROSI', and 'Voluntary Reporting System'.

Vertical sidebar containing social media icons for Facebook, Twitter, YouTube, and LinkedIn, along with a 'FEEDBACK' button.

2. Log into GCAA website www.gcaa.gov.ae

Applicable to only new organizations for creating an account

The screenshot shows the homepage of the General Civil Aviation Authority (GCAA) of the United Arab Emirates. At the top, there is a navigation bar with a home icon, a language selector (Arabic/English), and buttons for 'Login' and 'Sign Up'. A blue arrow points to the 'Login' button. The main header features the UAE coat of arms, the GCAA logo, and the text 'UNITED ARAB EMIRATES GENERAL CIVIL AVIATION AUTHORITY'. Below the header is a menu with categories like 'ABOUT GCAA', 'DEPARTMENTS', 'E-SERVICES', 'E-PARTICIPATION', 'OPEN DATA', 'DOWNLOADS', 'LAWS', 'QUICK LINKS', and 'TOP REQUESTS'. A news ticker displays headlines such as 'reliminary Report of Helicopter ...' and 'GCAA Publishes the Investigation Final Report of ...'. The main content area includes a video player for 'rakairways' and a 'Welcome to General Civil Aviation Authority' section with a brief history and mission statement. On the right side, there is a vertical sidebar with social media icons for Facebook, Twitter, YouTube, and LinkedIn, and a 'FEEDBACK' button. The bottom section contains 'E-Publication' (GCAA Regulations, UAE AIP, Service Fees, En-route ANS Online Payment), 'News' (18 Mar Investigation Preliminary Report of Airbus A321-231 Accident, Dubai International Airport - UAE, 17 February 2014), and 'SERVICES' (Aviation Security Reporting System, ROSI, Voluntary Reporting System).



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	REGISTRATION FORM
<p>User Name: <input type="text" value="AMO00012"/> </p> <p>Password: <input type="password" value="••••"/> </p> <p><input type="checkbox"/> Remember me next time.</p> <p><input type="button" value="LOGIN"/> <input type="button" value="CANCEL"/></p> <p>Forgot Password? New User </p>	<p>In order to Register to GCAA Portal, Please fill-up the Registration Form:</p> <p>Click here to Register</p> 

3. Click on the Eservices on the Menu bar indicated by the number 1
4. You can click on the Service catalogue (2) or any service group e.g. Airworthiness (3) tab. The Service Catalogue tab will take you to a list of eservices within the GCAA, while the Airworthiness tab will filter only the eservices within the Airworthiness department.

The screenshot displays the website header for the United Arab Emirates General Civil Aviation Authority (GCAA). The navigation bar includes 'ABOUT GCAA', 'DEPARTMENTS', 'E-SERVICES' (highlighted with a red box and labeled '1'), 'E-PARTICIPATION', 'OPEN DATA', 'DOWNLOADS', 'LAWS', 'QUICK LINKS', and 'TOP REQUESTS'. Below the navigation bar, several service categories are listed:

- AVIATION SECURITY REPORTING SYSTEM**: To Report An Aviation Security Information/Incident Or Any Information Regarding Aviation Security Breach/Threat.
- E-LICENSING SERVICES**: AIRCREW MEDICAL | AIRCREW LICENSING | AMEL | ATC | SIMULATOR STANDARDS | FLIGHT DISPATCHER | PILOT EXAM | CMC | NOMINATED PERSONNEL / POST HOLDER APPROVAL | INSTRUCTOR / EXAMINER APPROVAL **NEW**
- E-PUBLICATION SUBSCRIPTION**: To Subscribe To Civil Aviation Regulations Email Notification.
- FLIGHT OPERATIONS**: AOC | OPERATIONS SPECIFICATIONS | NOMINATED PERSONNEL / POST HOLDER APPROVAL | INSTRUCTOR / EXAMINER APPROVAL
- REPORTING OF SAFETY INCIDENT (ROSI)**: To Report A Safety Incident ...
- AUTHORIZING ENTRY POINT CODE**: Transmitting Information Required Under Cape Town Convention And Its Aircraft Protocol To The International Registry Of Mobile Assets
- AVIATION SECURITY & DANGEROUS GOODS**: Apply For The Dangerous Goods Certification, Dangerous Goods Training Program Certification, Security Training Program Certification ... Etc
- SERVICE CATALOGUE**: To Search Service, View Service Card Or Apply For Service (highlighted with a red box and labeled '2')
- GENERAL**: E-AUDIT SYSTEM | NOMINATED PERSONNEL / POST HOLDER APPROVAL | INSTRUCTOR / EXAMINER APPROVAL **NEW** (Now Available For Air Operators, Flight Dispatcher Organizations And ATOs)
- SECURITY CLEARANCE**: COMPANIES | AERIAL PHOTOGRAPHY PERMIT
- AIRWORTHINESS**: TCV | COR | AIRCRAFT MODIFICATION | CAR 145 | CAMO | NOMINATED PERSONNEL / POST HOLDER APPROVAL (labeled '3')
- AIR NAVIGATION & AERODROME SERVICE (ANA)**: CNS SERVICES | ANSP SERVICES | ANA APPROVALS **NEW** | ON-AERODROME PROJECTS **NEW**

- The Service Catalogue will take you to the Services Catalogue page with a list of all eservices.
- Filter eservices by entering service name on "Type service Name or Keyword".
- Click on the View Service Card to view the requirements of each of the services or you can directly click "Access Service" link to enter into the services area for application.

Services Catalogue

[E-Service Usage Policy](#)

Type Service Name or Keyword:

Type of Services:

Department / Sector / Section / Category:

Show Only Automated Services?:

FILTER

Entries : 1 to 4 of 4 / Page 1 of 1 Page Size 30 Apply Page 1 Go

Service Name	Department / Section	Category	Type	View Service Card	Access Service	Automated
Amendment to Aircraft Maintenance Organisation Approval	Safety Affairs	Airworthiness	Transactional			
Extension to Aircraft Maintenance Organisation Approval	Safety Affairs	Airworthiness	Transactional			
Issuance of Aircraft Maintenance Organisation Approval	Safety Affairs	Airworthiness	Transactional			
Renewal of Aircraft Maintenance Organisation Approval	Safety Affairs	Airworthiness	Transactional			

TYPE HERE service name you are looking for e.g. "Aircraft Maintenance Organisation" to

CLICK HERE For the requirements of the respective listed services.

CLICK HERE To apply or to view the status of submitted applications

- On pressing the "Access Service" link on service catalogue page it will open the application status inquiry page (update/review pending approval) i.e. second tab by default where you can track/view your previously submitted application status.

Home > e-Service > Airworthiness >

CLICK HERE To apply

CAR-145 Approval Request Update / Review Pending Approval

CAR-145 Approval


Case Number	Status	Organization Name	Application	Category	Certificate No	Applicant	Assigned To
AW-145-0019F-13	⚠	Test Maint. Organization	24-Mar-2013	Foreign	Not Issued	AMO00012	Hanan Mohammed Bahajri
AW-145-0017F-13	⚠	Test Maint. Organization	17-Mar-2013	Foreign	Not Issued	amo00012	Hanan Mohammed Bahajri
AW-145-0016F-13	⚠	Test Maint. Organization	07-Mar-2013	Foreign	Not Issued	AMO00012	

View status of previously submitted applications

9. On pressing the "first Tab" link it will open the application form.

CAR-145 Approval Request Update / Review Pending Approval

Application Details Confirmation Thank you

 In order to apply for 'CAR-145 Approval', please

CAR-145 Application

Organization

Company Type:

Local Organization

Foreign Organization

Application Purpose:

CAR-145 Initial

CAR-145 Amendment

CAR-145 Extension

CAR-145 Renewal

Application Type:

CAR 145 Application

CAR M Subpart F Application

Organization Name *:

10. On order to Attach any Document, following below process to be followed.

Documents

In the form if you find below document list marked in red, it means it is a scanned document required by GCAA

Document Type	Comments	Status	Attachments	Revision	Mode	Upload	Remove
Security Clearance	Not required for foreign organizations	Requested		1		Upload/Manual	Delete

Attachment Tips

- Compress large files in zip file to avoid uploading issues
- Multiple attachments can be uploaded against one document
- The maximum recommended file size is 15 Megabytes
- Don't attach Executables or Program Files (EXE)
- Additional documents can be attached using the 'Add' button above the grid

[→ Proceed](#)

approval held by National Au

position Rev No *:

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Document Type Cor

ecurity Clearance Not r

organ

Attachment Tips

- Compress large files in z
- Multiple attachments ca
- The maximum recomme
- Don't attach Executable
- Additional documents ca

Upload Documents

UNITED ARAB EMIRATES
GENERAL CIVIL AVIATION AUTHORITY

الهيئة العامة للطيران المدني
GENERAL CIVIL AVIATION AUTHORITY

Submit Document

Submit online

Submit manually(hardcopy to GCAA)

Document Name: *: EASA Form 3

Comments: *:

Add

Upload Remove

Upload/Manual Delete

Select Remove

Add Delete

Upload Save Cancel

Proceed

Click here to upload documents. "Upload Documents" dialogue box will open

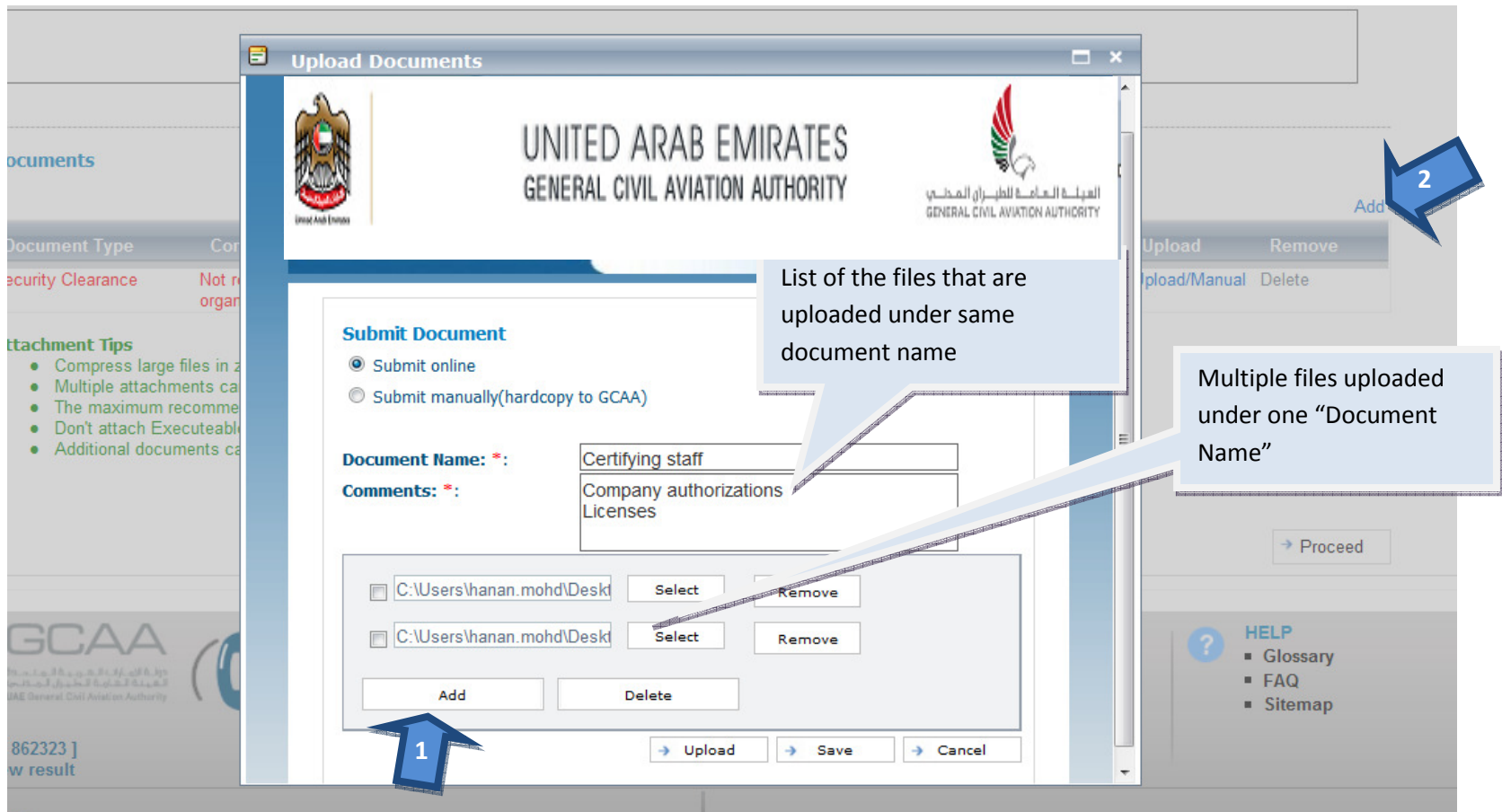
Add the name of the document you want to

Add comments if applicable if no comments, just add a dot (.)

Click "select" and attach the relevant document. If you want to add more than one document under the same document name, click "ADD" which is indicated by an arrow.

Click "save" when you finish attaching the document

Click Here to proceed



- You can add multiple files under the same “Document Name”. For example, Document name “Certifying staff” Comments: list the files that are uploaded such as company authorizations, Licenses, etc...
- To add Multiple files under one Document Name, click on “ADD” which is indicated by Arrow No. 1
- After uploading all the files under one “Document Name” Click Save
- To add more documents click on “ADD” which is indicated by the Arrow no. 2 (found in Documents section on the main application page)

11. After filling the application form press the proceed button at the bottom to move to next step.

The screenshot shows a web interface for document management. At the top left, the word "Documents" is displayed in blue. Below it is a green notification message: "Document has been submitted successfully". A callout box points to this message, stating: "Every time a document is saved, you will receive this message". To the right of the notification is a blue "Add" button. A callout box points to it, stating: "Click on this icon for uploading documents". Below the notification is a table with the following data:

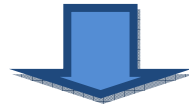
Document Type	Comments	Status	Attachments	Revision	Mode	Upload	Remove
Security Clearance	Not required for foreign organizations	Requested		1		Upload/Manual	Delete

Below the table is a section titled "Attachment Tips" with a bulleted list:

- Compress large files in zip file to avoid uploading issues
- Multiple attachments can be uploaded against one document
- The maximum recommended file size is 15 Megabytes
- Don't attach Executables or Program Files (EXE)
- Additional documents can be attached using the 'Add' button above the grid


At the bottom right of the interface is a "Proceed" button with a right-pointing arrow. A callout box points to it, stating: "Click proceed to move to the next page of the application, which is the confirmation page".

12. PROCEED button will take you to the confirmation page



CAR-145 Approval Request Update / Review Pending Approval

Application Details **Confirmation** Thank you

 Please review the information you submitted, If this information is accurate please click finish to submit the application , if you would like to modify your application, please click Back.

CAR-145 Application

Organization

Company Type:

Local Organization Foreign Organization

Application Purpose:

CAR-145 Initial
 CAR-145 Amendment
 CAR-145 Extension
 CAR-145 Renewal

Application Type:


CAR 145 Application
 CAR M Subpart F Application

13. You can review the information submitted on the confirmation page and if you need to make any amendments, click the “Back” button, if there is no need for any amendment to the application, click the “finish” button to submit the application request to GCAA for processing. You will get acknowledgement email from GCAA E-Service System.

Application Update / Review Pending Approval


Application Details Confirmation **Thank you** Payment

Final Step


Print 

Thank you !

Your application has been forwarded for processing. Approval Requests shall be processed as soon as possible. You may review or update your application at any time by using the application reference number found below.



Print Application



Application Reference no

Application Ref. No. :	DC-000041-09
Name of agency :	ABC
Type of operation :	QA
Mailing address and location :	Abu Dhabi
Telephone :	9710000000000
FAX :	9710000000000

Submitted information

The Submitted Information

Requested documents

Payment Related Information

E-Service System will notify in case there is any fees payment involved through email. If extra fee is paid, the applicant needs to contact GCAA finance department for further process. Refund of fees paid is governed by GCAA Finance policy.

Shortage of payment made by applicants will slow down the application process; therefore, organizations are required to ensure that all the bank charges are borne by the remitter/applicant.

Invoices in US Dollars should be transferred to Emirates NBD Bank Account, and Invoices in UAE Dirhams should be transferred to National Bank of Abu Dhabi. Payment transferred to the wrong bank will result in shortage of payment and further delay the application process.

For easy traceability of payment, applicants are requested to provide the GCAA with the SWIFT copy from the bank. It is preferable to include pro forma invoice number on the SWIFT copy.