

<b>OPERATIONS ADVISORY NOTICE (OAN)</b>		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Vjal L-Avjazzjoni Luqa LQA 9023 Malta
OAN Number: <b>03/17</b>	Issue Date: <b>02<sup>nd</sup> August 2017</b>	
<b>Subject: Flight Operations Inspectorate Dissemination of Safety Information Bulletins (SIB)</b>		

## 1.0 INTRODUCTION

This document outlines the process by which CAD ensures that operators under its oversight are aware of relevant Safety Information Bulletins (SIB's).

### 1.1 Types of Documents

The OAN relates to the below documents;

- Safety Information Bulletins
- Conflict Zone Information Bulletins

## 2.0 SCOPE

The CAD will disseminate information documents as published on the EASA Safety Publications Tool in a timely manner. These publications are also transmitted to users which are registered on the system.

### 2.1 Distribution to organisations

The Flight Operations Inspectorate will distribute and track any relevant documentation which might be of interest to all operators via Centrik. This can be accessed through the "Safety Newsletter" tab on each dashboard. As the compliance monitoring manager(s) has user right access to the system, he/she will be notified automatically once a document has been uploaded.

### 2.2 Distribution within the organisations

It is the responsibility of each recipient to ensure that the document is "Marked as Read" once received and distributed internally to the appropriate nominated persons / personnel.

## 3.0 INTERNAL PROCESSING

It is the responsibility of each organisation to ensure that the information contained within the SIB is processed in accordance with documented procedures. Although not mandatory, it is expected that each organisation conducts an assessment of the contents and ensures that the intent of the bulletin is achieved.

#### **4.0 ACCESS TO PUBLICATIONS TOOL**

TM-CAD will do its utmost to disseminate SIB's efficiently via Centrik Software, however it is the responsibility of the organisation to ensure that the latest Bulletins are made available to its personnel. You are all encouraged to register to the Safety Publications Tools using the following link –

<https://ad.easa.europa.eu/sib-docs/page-1>

**Flight Operations Inspectorate**