

**Advisory Circular**  
**Ground Service Provider Work Permit**

### Revision History

Issue Number	Issue Date	Affected Pages/Paragraphs	Initiated By
1	6/1/2016	All	

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## **1.1 Foreword**

The Safety, Security and Air Transport (S,S&AT) Sector of the General Authority of Civil Aviation (GACA) is responsible for the preparation and distribution of guidance material as an acceptable means of compliance with current regulations. This document has been promulgated to describe the GACA recommended procedures for obtaining Ground Service Provider Work Permits. This document will be reviewed periodically to reflect the latest safety provisions of the International Civil Aviation organization (ICAO) and other safety organizations.

## **2.1 Purpose**

2.1.1. This Advisory Circular provides guidance to Ground Service Providers in the Kingdom of Saudi Arabia on the requirements for successfully obtaining a GACA Ground Service Provider Work Permit. Only properly completed applications will be accepted and approval will be conducted in compliance with the RC-33.

## **3.1 Cancellation**

3.1.1. This document shall remain in force until cancelled or superseded.

## **4.1 Background**

4.1.1. GACA S,S&AT, in meeting its statutory obligations, must ensure that applicants for GACA Ground Service Provider Work Permits meet the requirements of RC-33.

4.1.2. This document is intended to provide GACA S,S&AT staff and applicants with guidance on the GACA Ground Service Provider Work Permit processes and standards in order to comply with GACA Rules and Regulations.

## **5.1 Primary Regulation**

5.1.1. Royal Decree (M/44) dated 18/7/1426H (24/8/2005) and RC-33.

## **6.1 Related Forms**

6.1.1. GACA Ground Service Provider Work Permit application form GACA GSPWP001.

## **7.1 Distribution**

7.1.1. Internal and external on GACA website [www.gaca.gov.sa](http://www.gaca.gov.sa)

## **8.1 General**

8.1.1. Procedures contained in this document are intended to govern the method of issuing and renewing a GACA Ground Service Provider Work Permit.

8.1.2. Applicants for a GACA Ground Service Provider Work Permit must be employed by a GACA certificated ground service provider, or by a certificated commercial operator or certificated air carrier.

8.1.3. An applicant for a GACA Ground Service Provider Work Permit must be qualified to perform the job for which they are employed. An applicant must also be employed for a specific job requiring a GACA Ground Service Provider Work Permit.

8.1.4. A GACA Ground Service Provider Work Permit holder may only exercise the privileges of their permit providing they have been properly trained (approved courses, manufacturer, OJT etc) and are fully familiar with employer, airport and GACA requirements.

## **9.1 Compliance**

9.1.1. A certificated ground service provider, a certificated commercial operator, or certificated air carrier must comply with the instructions contained within this Advisory Circular. The requirements will become effective on 1st June 2016. All employers utilizing this Advisory Circular must ensure that their employees are well informed about the GACA requirements.

## **10.1 Surrendered Permits**

10.1.1. When a GACA Ground Service Provider Work Permit is no longer valid, the holder is responsible for returning the Permit to GACA S,S&AT as soon as practicable, but not later than 30 calendar days of it becoming invalid.



## **11.1 Display of Permit**

11.1.1. The holder of a GACA Ground Service Provider Work Permit shall keep the original permit immediately available whilst on duty and shall present it for inspection upon request by a GACA inspector or an authorized GACA representative.

## **12.1 Change of Holders Name**

12.1.1. An application for a change of name for a GACA Ground Service Provider Work Permit holder must be accompanied by the applicants current GACA Ground Service Provider Work Permit and any Saudi Arabia Court orders or other legal documents authenticating the name change, including National Identification (Passport).

## **13.1 Change of Address**

13.1.1. A GACA Ground Service Provider Work Permit holder must advise the GACA S,S&AT of any change affecting their address as soon as practicable, but not later than 30 calendar days after address change. Failure to notify GACA S,S&AT after 30 days from the address change will invalidate the Permit.

## **14.1 Renewal**

14.1.1. An Application for renewal of a Permit must be submitted 30 days prior to the expiration date of the Permit.

14.1.2. It is the responsibility of the ground service provider and the applicant to ensure that applications are completed correctly and are accurate. The ground service provider must submit the application in a timely manner, and submit the application to SS&AT not later than 30 days prior to expiration.

14.1.3. Following proper timely submission of an application, GACA may renew a Permit when its date of expiry is due or has been exceeded.

14.1.4. GACA Ground Service Provider Work Permit cannot be back dated. In order to ensure the continuity of the work permit coverage, an application for a renewal must be received at least 30 working days prior to the expiry date of the original work permit.

14.1.5. Permit will normally be renewed on condition that the holder has exercised the privileges for at least six (6) months during the preceding twenty four (24) months and;

14.1.6. The applicant has paid the GACA fees and

14.1.7. Has completed training and is familiar with employer's technical policies and procedures.

### **15.1 Re-Issue of Lost or Destroyed Permit**

15.1.1. GACA S,S&AT may reissue a Ground Service Provider Work Permit pending satisfactory submission of an application for a replacement of a lost or destroyed Permit. The application must be accompanied by a letter to the GACA S,S&AT, containing details of how the work permit was lost or destroyed and include employers name, holders name, mailing address and telephone contact and the number of the lost or destroyed GACA Ground Service Provider Work Permit.

### **16.1 Falsification, Reproduction or Alteration**

16.1.1. No person may make or cause to make any fraudulent or intentionally false statement on any application for a GACA Ground Service Provider Work Permit.

### **17.1 Offences Involving Alcohol or Drugs**

17.1.1. A conviction for the violation of any Saudi Arabian Law relating to the disposition, possession, transportation or importation of narcotic drugs, alcohol, marijuana, depressant or stimulant drugs or substances is grounds for:

- a. Refusal of an application for a GACA Ground Service Provider Work Permit.
- b. Suspension or revocation of a GACA Ground Service Provider Work Permit.


### **18.1 Eligibility**

18.1.1. To be eligible for a GACA Ground Service Provider Work Permit, each Saudi national applicant must possess a nationality identification document and each non-Saudi applicant must possess a valid Iqama and passport and must:

- a. Be at least 18 years of age.
- b. Be specifically qualified to perform the job for which they are hired.

- c. Be employed for a specific job requiring a GACA Ground Service Provider Work Permit.
- d. Provide a letter of recommendation from their employer attesting to the applicants training, qualifications and eligibility for the issue of a GACA Ground Service Provider Work Permit relevant to their specialized job.
- e. Have completed training and is familiar with their employer's technical policies and procedures.
- f. Have completed training and is familiar with those GACA rules and regulations applicable to the employers operation.
- g. Be able to read, write, speak, and understand the Arabic or English language.
- h. Headset operator must be able to read, write, speak and understand the English language.

 Captain Abdulhakim M Albadir Altamimi

  
Assistant President  
Safety, Security and Air Transport  
General Authority of Civil Aviation

  
Dr. Sami



## Appendix 1

<b>1. Applicant Information</b>			
Initial Application		Renewal Application	
Name of Applicant:		Phone No:	
Address of Applicant:		Email Address:	
Position of Applicant:		Signature:	
<b>2. Applicable Ground Service Provider Work Permit</b>	Tick	<b>3. Eligibility</b>	Tick
Ground Support Equipment Operator		Applicant Employed By a Certificated Ground Service Provider	
Aircraft Marshaller		Applicant Employed By a Certificated Commercial Operator	
Dangerous Goods Handler		Applicant Employed By a Certificated Air Carrier	
Aircraft Weight and Balance Agent/Load Controller		Applicant Recommended For Permit By Employer	
Passenger Handling Agent		Applicant's Formal Job Training Completed	
Ramp Supervisor/Aircraft Turnaround Coordinator		Applicant Can Read, Write, Speak and Understand Arabic or English	
<b>4. Company Information</b>			
Company Name:		Station Permit Required:	
Company Address:		Phone No:	
		Email Address:	
I hereby confirm the information on this application form is complete and accurate.			
Name of Accountable Manager:		Signature:	
Company Stamp:		Date:	
<b>For GACA Internal Use Only</b>			
Application Accepted		Reason If Not Accepted:	
Application Not Accepted		GACA Staff No:	
Name of Inspector:		Signature:	
Permit Number		Date:	
Issue Date		Expiry Date	