

**Finance and Corporate Services**  
Information Management

24 May 2011  
FOIA reference: F0001159

Dear XXXX

I am writing in respect of your recent application of 16 May 2011, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

*“Under the Home Office Notification Scheme how many times were the CAA notified of (i) the conviction (ii) the issuing of a caution, reprimand or final warning and (iii) other relevant information in relation to air traffic controllers and assistant air traffic controllers in the 2009/10 and 2010/11 financial years.*

*For each occasion where you were notified of a conviction please give the following information (i) the offence, (ii) if the person was banned or suspended from their job as a result of the conviction and if so for how long and who were their employers”.*

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000, we are able to provide the information below.

Information relating to notifications of offences to the CAA for financial year 2009/10 was provided to you in our response to your Freedom of Information Act request F0000986 dated 14 May 2010. These numbers remain unchanged.

In relation to notifications for the financial year 2010/11, the CAA received 1 caution notice from the Police for an air traffic controller for an offence of Possession of controlled Class B drugs (other).

The CAA has no knowledge of any action taken by employers in respect of their employees.

**Civil Aviation Authority**

Aviation House GW Gatwick Airport South Crawley West Sussex England RH6 0YR [www.caa.co.uk](http://www.caa.co.uk)  
Telephone 01293 768512 rick.chatfield@caa.co.uk

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens  
External Response Manager  
Civil Aviation Authority  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

[mark.stevens@caa.co.uk](mailto:mark.stevens@caa.co.uk)

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office  
FOI/EIR Complaints Resolution  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.gov.uk/complaints.aspx](http://www.ico.gov.uk/complaints.aspx)

Should you wish to make further Freedom of Information requests, please use the e-form at <http://www.caa.co.uk/foi>.

Yours sincerely

Rick Chatfield  
FoIA & EIR Case Manager

## **CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE**

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.