Application for Authorisation Granted to Persons at Aerodromes under Article 257 of the Air Navigation Order 2016

Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Please Note: The Aerodrome Licence Holder should ensure that nominated Authorised Persons are appropriately trained, maintain competence and act in accordance with the conditions of the Authorisation. Authorisations issued to aerodrome personnel must be notified in the Aerodrome Manual, which will be routinely checked at the aerodrome's periodic audit by the CAA Aerodrome Inspector. Any changes affecting the basis upon which the Authorisation was initially issued should be notified immediately to the CAA. If renewing Authorisation, renewal must be applied for minimum of 3 months before expiry.

Please read the attached Guidance Notes before completing the form.

FALSE REPRESENTATION STATEMENT
It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

New Application ☐ Renewal ☐ If renewal Authorisation Card Expiry Date ……

1. Details of Applicant

a) Full Name: ……

b) Home Address: ……

c) Date of Birth: ……

d) Contact Number: ……

e) Email Address: ……

f) CAA Number (if applicable): ……

g) Position (also state if Part/Full-time & on-site/Off-site) ……

h) Name of Organisation: ……

i) Name of Aerodrome: ……

j) Aerodrome Address: ……

k) Length of time in current position: ……

2. Qualifications/Criteria relevant to the Authorisation – Provide detail in full.

3. Work Experience relevant to the Authorisation – Positions held including dates. Provide as much detail possible.

Signature of Nominated Person: ..... Date: .....

4. Endorsement by Accountable Manager

The applicant is suitably qualified/experienced to discharge the responsibilities of the Authorisation.

Signature of Accountable Manager: ..... Date: .....

Name (IN BLOCK LETTERS): .....

Position: .....

5. Submission Instructions

On completion, please submit this form with the required information by email or post to the below;

- ☐ A passport style photograph of the Applicant, signed by them on the reverse
- ☐ A copy of Photo ID, passport or photo driving licence (required to verify identification)

For submissions by email, applications should be in PDF format and the photograph in a high resolution Jpeg format.

By Email:
asddocs@caa.co.uk

By Post:
SSC – PAS Team
Civil Aviation Authority
Aviation House, Gatwick Airport South
West Sussex,
RH6 0YR

Application for Authorisation Granted to Persons at Aerodromes under Article 257 of the Air Navigation Order 2016 - Guidance Notes

(PERSONS NOT EMPLOYED BY THE CAA)

1) These guidance notes are for persons who are not CAA employees but who are employed at an aerodrome and who are authorised by the CAA under Article 257 of the Air Navigation Order 2016 (ANO) to prevent aircraft flying.

2) Article 257 (1) and (2)(c) of the Air Navigation Order 2016 provide as follows:
If it appears to an Authorised Person that any aircraft is intended or likely to be flown while in a condition unfit for the flight, that Authorised Person may direct the operator or the commander of the aircraft that he is not to permit the aircraft to fly until the direction has been revoked by the CAA or by an Authorised Person and the CAA or that Authorised Person may take such steps as are necessary to detain the aircraft.

3) You will see that the power in Article 257 to prevent an aircraft from flying can only be exercised if it appears to the Authorised Person that an aircraft is intended or likely to be flown while in a condition unfit for flight.

4) The power within the Authorisation could be invoked in 3 circumstances:

- On your own volition, when you suspect reasonable grounds exist (see paragraph 5);
- After obtaining advice from the CAA; or
- The CAA requests you to detain the aircraft on its behalf.

5) It is not possible to list all of the situations in which it is foreseeable that you will need to exercise the power to prevent an aircraft from flying. If it appears that an aircraft is unfit for flight, your first course of action should be to contact the relevant operator/ maintenance provider or other person with some authority over the intended flight. If this is not practicable or, in your judgement and experience, or relying on the judgement and experience of a trusted colleague you feel the situation is not resolved, then you should take action as listed below.

6) You **must not** exercise these powers of an Authorised Person to detain an aircraft for non-payment of landing or other fees. An Authorised Person acting under Article 257 is not carrying out a function of the CAA or acting on its behalf. Their authority to perform the function derives from their appointment by the CAA under the ANO as an Authorised Person and they are responsible for their own actions. Liability for the use of Authorisations under Article 257 by non-CAA personnel lies solely with them and their employer, and not with the CAA.

Issuing the Direction

7) A Direction is to be issued to the Operator or the Commander of the aircraft. It should always be in writing. If it cannot be given to the addressee in person the Direction should be fixed to the aircraft concerned and a copy of it sent to the Commander and/or Operator. In such a case it may be appropriate to try and inform the Operator and/or Commander orally that the Direction has been issued. The power to detain under Article 257(3) allows the authorised person to direct the operator/commander not to permit the aircraft to make 'the particular flight or any other flight of such description as may be specified in the direction'.

8) An example of a suitable format is attached at Appendix A

9) It is important to remember that if a Direction has been given it must subsequently be revoked. This Direction should only be revoked if required by a court order or if the Authorised Person is satisfied that the aircraft is now airworthy. An example of a suitable format is at Appendix B.

Responsibility and Liability

10) The Authorised Person will be responsible for ensuring this power to prevent an aircraft flying is used properly in accordance with the ANO and may be liable for any claims of improper use.

Advice from the CAA

11) It is, however, desirable that, wherever possible, before action is taken to prevent an aircraft flying or to detain it, you should consult with the appropriate area within the CAA, depending on the reasons for detention. Should you require advice on operational matters, you should contact either Airworthiness or Flight Operations at the CAA Regional Office or at SRG, Gatwick. Contact details are provided on the CAA Operations and Airworthiness/Contacts web page.

12) During out of hours please telephone 01293 567171.

13) You should appreciate that the nature of CAA's advice must depend upon the information you provide. It is essential therefore that, in seeking the CAA's advice, you provide factual information which is as detailed and accurate as possible.

14) Where an aircraft has been prevented from flying or detained and the CAA has not been consulted prior to the event, CAA should be advised as soon as possible thereafter.

Detaining an Aircraft

15) As well as issuing the Direction, an Authorised Person is also entitled to take such steps as are necessary to detain the aircraft. This may for example involve parking an airport vehicle so as to prevent the aircraft from moving. Any such steps should however be apparent to any person trying to move the aircraft and should avoid damaging the aircraft. In accordance with Article 257 (5), the CAA or any authorised person may enter and inspect any aircraft.

DO NOT PREVENT AN AIRCRAFT FLYING OR DETAIN IT UNLESS YOU ARE SURE THAT YOU HAVE THE POWER AND REASON FOR SO DOING.

APPENDIX A – Example Direction

Air Navigation Order 2016

DIRECTION TO PREVENT AIRCRAFT FLYING WHILE IN A CONDITION UNFIT FOR THE FLIGHT

To: ***NAME OF OPERATOR***, the Operator of ***AIRCRAFT REGISTRATION***
or
NAME OF COMMANDER, the Commander of ***AIRCRAFT REGISTRATION***

WHEREAS it appears to me ***NAME OF AUTHORISED PERSON***

being an Authorised Person for the purposes of Article 257 of the Air Navigation Order 2016, that the aircraft bearing the registration ***AIRCRAFT REGISTRATION*** is likely to be flown while in a condition unfit for the flight.

NOW I, as an Authorised Person for the said purposes, hereby direct that the aircraft shall not be flown on the following flights:

SPECIFY THE FLIGHT

Or on any other flights which are commercial air transport flights (as defined in Article 255(1) of the Air Navigation Order 2016) until this Direction has been revoked by The CAA or by a person who is an Authorised Person for the purposes of Article 257 of the Air Navigation Order 2016.

Dated this .....day of..... [year]

Signature.....

ACKNOWLEDGEMENT OF SERVICE

I acknowledge that I have received a copy of the Direction set out below.

Signature.....

Name of Operator or Commander .....

Date .....

Time .....

APPENDIX B – Example Revocation of Direction

Air Navigation Order 2016

REVOCATION OF DIRECTION TO PREVENT AIRCRAFT FLYING WHILE IN A CONDITION UNFIT FOR THE FLIGHT

I, ***NAME OF AUTHORISED PERSON,*** being an Authorised Person for the purposes of Article 257 of the Air Navigation Order 2016, revoke the Direction dated ***DATE*** issued to ***NAME OF OPERATOR or NAME OF COMMANDER*** in respect of ***AIRCRAFT REGISTRATION***.

Dated this .....day of..... [year]

Signature.....