Request for Suspension or Revocation of a Cabin Crew Attestation



This form is for requesting the suspension or revocation of a cabin crew attestation issued by an organisation approved to do so by the UK CAA (as indicated by the prefix GBR on the Attestation Reference Number).

This form can be filled in on screen (preferred method) then printed, signed and submitted to apply@caa.co.uk. Alternatively, please print then complete in BLOCK CAPITALS using black or dark blue ink and return by email or post.

Please read the Guidance Notes before completing this form.

1. DETAILS OF THE PERSON/OR	GANISATION MAKING THE REQUEST				
First Name:	Su	Surname:			
Organisation:		AOC Number:			
Address:	To	Town/City:			
Post Code:	Er	Email:			
Telephone:					
2. DETAILS OF THE CABIN CREW	V ATTESTATION HOLDER WHO IS THE SUBJEC	CT OF THE REPORT			
First Name:	Su	Surname:			
Address:	Тс	Town/City:			
Postcode:	Er	mail:			
Telephone:	Re	Attestation Reference No: GBR			
3. DESCRIPTION OF THE ALLEGED INCIDENT(S) THAT MAY JUSTIFY SUSPENSION OR REVOCATION OF THE CABIN CREW ATTESTATION (MAX 2500					
CHARACTERS) If necessary, please provide info	ormation on a congrate page				
ij necessary, piedse provide inje	mmation on a separate page.				
4. REASON FOR MAKING THIS I	RECOMMENDATION				
In accordance with ARA.CC.105, the UK CAA is required to take measures, including the suspension or revocation of a cabin crew attestation in the					
following specific cases. Please tick the entries that you believe to be applicable in this case.					
ARA.CC.105 (a)	Non-compliance with Part-CC or with the ap has been identified.	applicable requirements of Part-ORO and Part-CAT, where a safety issue			
Please state the regulation that					
the crew member was allegedly					
in breach of:	Obtaining or maintaining the walldity of the	o cabin crow attectation by falcification of submitted degrapants			
ARA.CC.105 (b)	evidence.	e cabin crew attestation by falsification of submitted documentary			
ARA.CC.105 (c)	Exercising the privileges of the cabin crew attestation when adversely affected by alcohol or drugs.				
ARA.CC.105 (d)	Evidence of malpractice or fraudulent use of the cabin crew attestation.				

5. NAMES AND CONTACT DETAILS OF WITNESSES At least one witness statement is required. If there are more than four, please provide the details on a separate page.						
Witness 1:		Witness 2:				
Witness 3:		Witness 4:				
6. DECLARATION To be completed by the reporter on behalf of the organisation.						
The information provided above is correct to the best of my knowledge and belief.						
I understand that a copy of this document may be given to the person who is the subject of the report.						
I understand that I, and those named as witnesses, may be requested to give written statements to the CAA and to appear at a CAA Review Board in						
the event of regulatory action being taken and a review hearing being held.						
Name:		Position in Company:				
Signature:		Date:				

7. GUIDANCE NOTES

The purpose of this guidance is to assist the reporter in providing the details and evidence necessary for the CAA to make an informed decision.

Requests for suspension or revocation that are not supported by sufficient evidence may not be upheld. The operator making the request will be advised that unless further evidence is provided, it may not be possible for the CAA to take any further action.

- a) When completed, this form should be signed by the reporter and sent to apply@caa.co.uk.
- b) This form has been created as a means for Air Operator Certificate (AOC) holders and approved cabin crew training organisations (CCTOs) to inform the CAA when it believes that suspension or revocation of a cabin crew attestation should be considered by the CAA. Requests for suspension or revocation received from non-commercial operators cannot be processed, as a cabin crew attestation is not required for non-commercial operations.
- c) The person who is the subject of the request is entitled to a copy of this form.
- d) Details on the CAA's regulatory enforcement policy, including the range of enforcement options available, can be found in <u>CAA Publication</u> CAP1326.
- e) If the CAA decides to revoke or substantively suspend a cabin crew attestation, the holder may request a review in accordance with Regulation 6 of The Civil Aviation Authority Regulations 1991. This will commonly involve a hearing where the CAA and the appellant will present their cases. Those who provided reports and statements to the CAA in respect of the case should be prepared to appear at such a hearing if requested.
- f) The CAA will require appropriate evidence to support the stated non-compliance. Evidence may include one or more of the following:

Witness Evidence

Evidence should be recorded as a written witness statement which is signed by the person providing the evidence to confirm that the contents of the statement are true and accurate. A statement should only contain first-hand evidence that an individual personally witnessed and not hearsay evidence. Hearsay evidence includes information relating to an alleged event provided to an individual by another person that the individual did not witness themselves. Such evidence is not admissible when determining whether there is a case for suspension or revocation.

Where applicable, witness statements should identify that the crew member subject to consideration for suspension or revocation was exercising the privileges of their attestation. This does not include ground training duty or positioning outside of a flight duty period. Information should include details of the flight such as the flight number and route, and the report time of the crew member subject to investigation.

Evidence provided in a witness statement should remain objective and only include statements of fact. Opinion evidence is only permitted by an expert witness. Where there is suspicion of consumption of alcohol by a cabin crew member, statements should only include factual evidence that may indicate intoxication. This may include the actions and behaviours, physical signs such as slurred speech, and the smell of intoxicating liquor on a person's breath. It should be noted that alcohol is odourless and therefore a statement solely indicating a smell of alcohol is not acceptable.

Drug/Alcohol Tests

Where the reason for request is a result of exercising the privileges of a cabin crew attestation when adversely affected by alcohol or drugs, the results of any tests demonstrating intoxication in contravention of prescribed legal limits are required to be provided.

Where a crew member suspected of exercising the privileges of their cabin crew attestation while under the influence of alcohol or drugs is subject to testing, the results of the test(s) are required to be provided. The results should clearly indicate the time at which the test was performed, the substance tested for and identified, and level of intoxication. It is not acceptable to provide a statement simply stating that a test showed a positive result for alcohol or drugs.

Note: Positive test results should be separately emailed to medicalweb@caa.co.uk. The organisation should also contact the individual's aeromedical examiner (AME) or occupational health medical practitioner (OHMP) to instruct them to issue an unfit cabin crew medical report. This action should be confirmed in the email notification to the CAA, with the attestation holder's full name and date of birth. Further guidance on notifying positive tests for alcohol or drugs to the CAA can be found on the CAA website.

Regulatory Non-Compliance

Where a non-compliance with regulatory requirements and a consequent safety issue is identified, the specific regulation should be stated. Evidence should indicate how the actions were non-compliant and how such actions resulted in a safety issue.

In cases where a crew member is alleged to have intentionally or negligently failed to follow or has contravened an operating procedure with a subsequent degradation, or potential degradation, of flight safety, the applicable operating procedure (including operations manual reference) and associated regulatory requirement should be stated along with the crew members actions, how these contravened the operating procedure and regulatory requirement, and how safety was affected.

Falsification, Malpractice and Fraudulent Use

Where there is an allegation of obtaining or maintaining an attestation by falsification of documentary evidence, or evidence of malpractice or fraudulent use of a cabin crew attestation, it is necessary to provide the original document(s).