

3 June 2015
Reference: F0002344

Dear XXXX

I am writing in respect of your recent request of 13 May 2015 for the release of information held by the Civil Aviation Authority (CAA).

Your request:

Can you please advise me how long pre-flight checks should take for (a) a 747 (b) a mid-size passenger plane?

Our response:

Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are able to provide the information below.

There are various forms of pre-flight checks, depending on whether the aircraft has previously flown that day. There are also different checks for the flight crew and the cabin crew.

The checks undertaken by the flight crew take the longest as it involves programming and checking of the aircraft systems.

It is incumbent upon the crew to ensure that all safety and security procedures are carried out before the embarkation of passengers, on occasions this will result in longer times. For this reason the times given are only as a guide and at no time should the crew attempt to adhere strictly to them.

Boeing 747: Flight crew approximately 40 minutes, cabin crew approximately 12 minutes

Midsized (eg Airbus A320): Flight crew approximately 25 minutes, cabin crew approximately 10 minutes

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:-

Caroline Chalk
Head of External Information Services
Civil Aviation Authority
Aviation House
Gatwick Airport South
Gatwick
RH6 0YR

caroline.chalk@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 FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

www.ico.gov.uk/complaints.aspx

If you wish to request further information from the CAA, please use the form on the CAA website at <http://www.caa.co.uk/application.aspx?catid=286&pagetype=65&appid=24>.

Yours sincerely



Mark Stevens
External Response 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.