

[REDACTED]
[REDACTED]

8 August 2017
Reference: F0003286

Dear [REDACTED]

I am writing in respect of your recent request of 12 July 2017, for the release of information held by the Civil Aviation Authority (CAA).

Following our response to your previous request (F0003235), you subsequently requested the information below:

- *a list of staff (by job title, not names) involved in the investigation,*
- *the number of hours spent by on the investigation by each staff member,*
- *the cost per hour (including usual overheads) of engaging each staff member*
- *any other expenses the CAA incurred in relation to this investigation*

Our response:

Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), please find the information you have requested in Attachment 1.

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
<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at <http://publicapps.caa.co.uk/modalapplication.aspx?appid=24>.

Yours sincerely

A handwritten signature in black ink that reads "Rihanne Stephen". The signature is written in a cursive style.

Rihanne Stephen
Information Rights Officer

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.

FOI Request F0003286 – RE: G-VLCN (2B/B/1195)

Question	Response
a list of staff (by job title, not names) involved in the investigation	ATS Investigator
the number of hours spent by on the investigation by each staff member	5 hours
the cost per hour (including usual overheads) of engaging each staff member	£57.41
any other expenses the CAA incurred in relation to this investigation	Nil

Question	Response
a list of staff (by job title, not names) involved in the investigation	Airworthiness Surveyor
the number of hours spent by on the investigation by each staff member	Nil logged
the cost per hour (including usual overheads) of engaging each staff member	£43.68
any other expenses the CAA incurred in relation to this investigation	Nil

Question	Response
a list of staff (by job title, not names) involved in the investigation	GA Flight Standards Officer
the number of hours spent by on the investigation by each staff member	Nil logged
the cost per hour (including usual overheads) of engaging each staff member	£43.68
any other expenses the CAA incurred in relation to this investigation	Nil

Question	Response
a list of staff (by job title, not names) involved in the investigation	Investigation Officer
the number of hours spent by on the investigation by each staff member	113.5 hours
the cost per hour (including usual overheads) of engaging each staff member	£42.95
any other expenses the CAA incurred in relation to this investigation	£47.73