

**Number: FCL IN-2014/01**

**Issue: 2**

**22 NOV 2018**

## **Flight Crew Licensing Appeal Process**

**This Information Notice contains information that is for guidance and/or awareness.**

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

**Applicability: All Flight Crew Licence holders**

### **1. Introduction**

- 1.1 The objective of this Information Notice is to advise all flight crew of the appeal process that may be used in regards to licensing decisions of the Authority.

### **2. Appeal Process**

- 2.1 In cases where flight crew or applicants would like to appeal against the decisions of the Flight Operations and Flight Crew Licensing Inspectorate, they shall make an appeal in writing to the Chief Executive Officer.
- 2.2 The Chief Executive Officer shall convene the Licensing Appeal Committee (LAC) who will be tasked to assess and investigate the grounds for the appeal.
- 2.3 The LAC comprises of the following persons:
- (a) Head of Flight Operations and Flight Crew Licensing Inspectorate
  - (b) General Manager Safety Regulation Division
  - (c) Legal Advisor to the Authority
  - (d) Two independent persons appointed by the Authority
- 2.4 Should the LAC agree that flight crew or applicant has a justifiable case, the Head of Flight Operations and Flight Crew Licensing Inspectorate shall be informed. The inspectorate shall comply with the decision of the LAC inform the flight crew and applicant accordingly.
- 2.5 Should the LAC disagree that flight crew or applicant has a justifiable case, the Head of Flight Operations and Flight Crew Licensing Inspectorate shall be informed. The inspectorate shall comply with the decision of the LAC inform the flight crew and applicant accordingly

**3. Queries**

- 3.1 Any queries as a result of this Safety Notice should be addressed to Head of Flight Operations and Flight Crew Licensing Inspectorate at the following e-mail address:  
[hfo@scaa.sc](mailto:hfo@scaa.sc)

**4. Cancellation**

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Head Flight Operations and Flight Crew Licensing Inspectorate