

# APPLICATION FORM

## Revocation /Suspension of a cabin crew attestation to the BCAA

This form is for requesting the revocation or suspension of the cabin crew attestation issued by an approved training organization or by the BCAA.

**This form must be filled in on screen (preferred method) then printed, signed and submitted as instructed.**

**Please read the Guidance Notes before completion of the Part CC (Cabin Crew) report.**

BCAA use only	
<b>1. Details of the Cabin Crew Attestation Holder who is the subject of the report</b>	
First Name: .....	Surname: .....
Address: .....	
Country/City: .....	Postcode: .....
Telephone: .....	Mobile Telephone: .....
Email: .....	Attestation Reference No: BE - .....
<b>2. Description of the suspected incident(s) that may justify suspension or revocation of the Cabin Crew Attestation .</b>	
(If necessary, provide information on separate numbered pages and state here the number of pages attached)	

<b>3. Reporters Details</b>	
First Name: .....	Surname: .....
Reporting Organisation: .....	AOC / CCITO Numbers: ...../.....
Address: .....	
Country//City: ...../.....	Postcode: .....
Phone: .....	Mobile phone: .....
<b>4. Names and contact details of witnesses:</b>	
Witness 1:	Witness 2:
Witness 3:	Witness 4:
What is the provision for the suspension or revocation of the Attestation according to ARA.CC.105 that it is alleged should apply in this case?	
Part ARA.C.105* (a)                      (b)                      (c)                      (d)                      *Select all that apply	

**5. Declaration: to be completed by the Reporter on behalf of the Operator / Organisation / BCAA: select that apply**

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 BCAA and to appear at a BCAA Review Board in the event of regulatory action being taken and a review hearing being held.

Name:..... Position in Company: .....

Signature: ..... Date: .....

**6. Guidance Notes for the completion of Part-CC (Cabin Crew) report to the BCAA.**

- i) This report has been created as a means for the BCAA to be informed by holders of Air Operators Certificates and approved Cabin Crew training providers to inform the BCAA when the organisation believes that suspension or revocation of a Cabin Crew Attestation should be considered by the BCAA.
- ii) Annex VI, Part-ARA, to the Aircrew Regulation sets out the circumstances that may justify suspension or revocation of a Cabin Crew Attestation as follows:
  - ARA.CC.105 Suspension or revocation of cabin crew attestations**
  - The competent authority shall take measures in accordance with ARA.GEN.355, including the suspension or revocation of a cabin crew attestation, at least in the following cases:
    - a) non-compliance with Part-CC or with the applicable requirements of Part-ORO and Part-CAT, where a safety issue has been identified;
    - b) obtaining or maintaining the validity of the cabin crew attestation by falsification of submitted documentary evidence;
    - c) exercising the privileges of the cabin crew attestation when adversely affected by alcohol or drugs; and
    - d) evidence of malpractice or fraudulent use of the cabin crew attestation.
- iii) This report must make clear the reasons why suspension or revocation of the attestation is proposed, including identifying the non-compliance with Part CC, ORO, CAT if applicable and the provision under ARA.CC.105 that the reporter believes is applicable.
- iv) Information provided in the report must be factual. e.g. Where and when the incident(s) occurred; who was present; what was seen/heard and by whom. Witnesses may be asked to provide written statements to the BCAA in the course of its investigations. These may subsequently be disclosed to the attestation holder.
- v) The person who is the subject of the report is entitled to a copy of the report.
- vi) If the BCAA decides to revoke or substantively suspend a Cabin Crew Attestation, the holder may request a review under the procedures of “Raad Van Staat” “Counseil d’Etat” “Council of States. This will commonly involve a hearing where the BCAA and the appellant will present their cases. Those who provided reports and statements to the BCAA in respect of the case should be prepared to appear at such a hearing if requested.
- vii) When completed the Part-CC Cabin Crew Report shall be signed by the reporter and sent to: **BCAA License department**