



CIVIL AVIATION AUTHORITY  
OF THE CAYMAN ISLANDS

Media Kit 2024

## EXCELLENCE & INNOVATION IN AVIATION REGULATION

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The Civil Aviation Authority of the Cayman Islands (CAACI) is the regulatory authority with responsibility for the Cayman aviation industry. The CAACI operates in accordance with a statutory instrument that is predicated on UK legislation. These legislative requirements are found in the Air Navigation (Overseas Territories) Order 2013," AN(OT)O (and subsequent amendments) which contains regulations governing the operational and airworthiness requirements of Cayman registered aircraft. Also relative is the guidance contained in the Overseas Territories Aviation Requirements (OTARS) as published for all UK Overseas territories.


Criteria for registering and operating an aircraft include the following:

- Submission of application for registration by respective individuals or company
- Persons wishing to register an aircraft must prove eligibility & meet due diligence requirements
- Compliance with stipulated CAACI Continuing Airworthiness Requirements
- Compliance with CAACI Flight Operational Requirements
- Appropriate licensing of Aircrew
- Maintenance Organisation Approval
- Radio License Application via the Information & Communications Technology Authority of the Cayman Islands (ICTA) <http://www.icta.ky/Aircraft-radio>
- Physical Survey of Aircraft for grant of annual Certificate of Airworthiness
- Payment of associated fees

Once an aircraft is accepted to be placed on the Cayman Islands' aircraft register, a registration mark prefixed with VP-C plus two other letters will be assigned. Applicants are cautioned not to initiate the de-registration process from the existing State of Registry until such time as the application has been formally accepted by the CAACI. The entire registration process normally takes between four and six weeks.

There is a schedule of fees, which may be obtained from the CAACI or can be downloaded from the CAACI website [www.caacayman.com](http://www.caacayman.com) which is dependent upon the type of aircraft and its attributes, i.e., weight, etc).

Information pertaining to registration and operation of aircraft on the Cayman Islands Aircraft Registry can be obtained from the CAACI website at [www.caacayman.com](http://www.caacayman.com). Also, access to the electronic data management portal is via [www.vp-online.com](http://www.vp-online.com). AN(OT)O and OTAR information may be accessed on the following website under "Legislation" [www.airsafety.aero](http://www.airsafety.aero)



The following CAACI personnel may be contacted for initial registration or compliance information:

Joni Wood, Director of Finance & Compliance      [joni.wood@caacayman.com](mailto:joni.wood@caacayman.com)

Mark Dixon, Director of Air Safety Regulations      [mark.dixon@caacayman.com](mailto:mark.dixon@caacayman.com)

## **ABC'S OF REGISTERING AN AIRCRAFT IN THE CAYMAN ISLANDS**

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The Civil Aviation Authority of the Cayman Islands (CAACI) is the statutory authority responsible for aviation safety regulatory oversight throughout the Cayman Islands and for aircraft registered in the Cayman Islands wherever they operate.

The Cayman Islands Aircraft Register is globally recognised as a reputable registry of choice for many aircraft owners, financiers, management companies, attorneys and other discerning decision makers in the competitive aviation industry. Stringent standards and a mandate for absolute safety compliance have guided our oversight of Cayman registered aircraft since the inception of the Registry over 50 years ago.

The CAACI is headquartered on Grand Cayman, Cayman Islands with a team of qualified surveyors located strategically around the world to accommodate easy access to the aircraft for annual surveys. Registration staff are familiar with Cayman Islands industry experts in the legal, financial and company registration sectors and work to ensure secure and timely transactions in the initial registration phase. Our technical team in the Air Safety Regulation (ASR) Division are highly qualified and experienced in safety regulatory oversight and in working with aircraft management and maintenance organisations to ensure that each aircraft meets the necessary requirements to maximise its safety. Beginning with your initial enquiry, the CAACI team ensures that attention to detail and efficient client service is present in all aspects of the aircraft registration experience.

### **A) Basic process of registering an aircraft on the Cayman Islands register:**

Submission of Registration Application & Due Diligence Documentation via the VP-C Online data management portal

Notice of acceptance to registry to applicant (within 3 business days of submission)

Payment of 50% deposit on initial application for Certificate of Airworthiness

For Transition Aircraft, a fee arrangement associated with a Service Letter Agreement

Phase 2 of registration process – online submission of aircraft survey request, aircraft documentation, technical approval requests

Airworthiness Survey of Aircraft

Deregistration from Existing State of Registry (If Applicable)

Issue of Cayman Islands Certificate of Registration

### **B) Eligibility:**

The Crown in right of His Majesty's Government in the United Kingdom or in right of the Government of the Territory (Cayman Islands);

United Kingdom nationals;

Commonwealth citizens (which includes citizens of the Cayman Islands);

Nationals of any European Economic Area State or of the Swiss Confederation;

Bodies incorporated in any part of the Commonwealth and which have their registered office or principal place of business in any part of the Commonwealth; or

Undertakings formed in accordance with the law of a European Economic Area State or of the Swiss Confederation and which have their registered office, central administration or principal place of business within the European Economic Area or the Swiss Confederation.”

**C) Schedule of Fees:**

One-time registration fees,

Annual fees for various aircraft and flight operation approvals

Annual Certificate of Airworthiness fee based on the weight (MTOW) of the aircraft

For a quote on fees to register an aircraft and annual fees send, an email to [registrationenquiries@caacayman.com](mailto:registrationenquiries@caacayman.com)

**D) Aircraft Mortgage Register:**

When an aircraft is financed and there is an attached mortgage, the mortgage can be registered on the Cayman Islands Register of Aircraft Mortgages. Mortgage registration fee is on a graduated scale to a maximum of CI\$5,000 or US\$6,097.56 for a mortgage principal over US\$24 million.

The following are applicable forms and documents required for filing a mortgage

Priority notice application

Mortgage Registration Application

Related Mortgage Deed and Loan Agreement

All email enquiries on aircraft or mortgage registration can be made to [registrationenquiries@caacayman.com](mailto:registrationenquiries@caacayman.com)

**Vision:** A safe and highly credible aviation industry for the Cayman Islands

**Mission statement:** To enhance aviation industry performance through effective safety & regulatory oversight

Contact information:

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Grand Cayman, KY1-1003  
CAYMAN ISLANDS  
Phone: 345-949-7811; Fax: 345-949-0761  
Email: [civil.aviation@caacayman.com](mailto:civil.aviation@caacayman.com)

Copies of all relevant forms, the fee schedule and other pertinent information is available on the CAACI website at: [www.caacayman.com](http://www.caacayman.com)

The Civil Aviation Authority of the Cayman Islands (CAACI) is the statutory organization responsible for the safety/technical and economic regulatory oversight of the aviation industry throughout the Cayman Islands.

The CAACI is currently comprised of the following regulatory divisions:

- Air Safety Regulations
- Air Navigation Services Regulation
- Economic Regulation & Administration
- Finance & Compliance

The CAACI strategic focus has been defined as follows:

**VISION & PURPOSE**

A safe and highly credible aviation industry for the Cayman Islands

**MISSION STATEMENT**

To enhance aviation industry performance through effective safety & regulatory oversight

Building on key principles identified as being central to our organization:

- **Partnership**
- **Sustainability**
- **Safety of the travelling public/airports/property**
- **Obligations to maintain international standards**
- **Procedures**
- **Human resource competence/proficiency**

Corporate values identified and agreed upon include the following:

**Safety first:** we never forget our organization's primary reason for being

**People at the centre:** we develop our people to the highest standards and level of expertise in technical and non-technical areas

**Leadership:** we build and promote a shared commitment to regulatory and aviation excellence regionally and globally

**Regulatory objectivity:** we conduct our regulatory responsibility with impartiality

**Integrity:** we ensure that the highest moral and ethical standards are maintained in the discharge of our responsibilities

**Active collaboration:** we work with others to engage their knowledge and expert

**Accountability:** we account for our actions, accept individual and team responsibilities and transparently disclose results

**Innovation:** we continuously pursue new and creative methods to advance our effectiveness

Governance: the CAACI operates in a unique fashion in that the powers for regulation of the aviation industry are directly handed down from the UK Secretary of State to the Governor of the Cayman Islands and carried out by the Director-General (CAACI). As such, the CAACI reports directly to the Governor of the territory on technical/safety issues. There is also an appointed board of directors for the CAACI whose responsibility it is to oversee administrative matters for the Authority. The CAACI's primary responsibility is to ensure the safety of the aviation industry with focus on technical/safety oversight and economic regulatory responsibilities.



### **Air Transport Licensing**

Pursuant to Article 135 of the Air Navigation (Overseas Territory) Order [AN(OT)O] 2013, all foreign registered aircraft operating into the territory for valuable consideration (given or promised) or for the purpose of conducting aerial photography, aerial survey or any other form of aerial work must be licensed to do so by the UK Secretary of State. This authorisation has been delegated to the Governor and thereby to the Director General of the Civil Aviation Authority of the Cayman Islands.

This licensing is granted through a Scheduled or Non-scheduled Operating permit. There are specific requirements and associated fees for the processing of such permits.

### **Regulations and Guidance**

The Economic Regulation & Administration division at the Civil Aviation Authority is responsible for providing an effective economic regulatory framework and policies for registered carriers operating into the Cayman Islands. This division reviews, processes all applications for both Scheduled and Non-scheduled air services from foreign carriers. Approved applications are granted operating permits.


Additional policy guidance can be found on our website: [caacayman.com/operating-permits/](http://caacayman.com/operating-permits/)

### **Blanket Permit/Verification Letter**

Companies that supply more than one off ad-hoc charters or who provide air ambulance services can be issued with either a blanket permit or verification letter. The blanket permit is a pre-paid method of obtaining an operating permit to fly into the Cayman Islands and can be issued for a 6-month period. It allows unlimited entries to the territory by the aircraft listed on the blanket permit, for the duration of the permit. A verification letter is good for a 6-month period and all flights are billed in arrears based on reconciliation with airports statistics.

Additional information on blanket permits and verification letters can be found on our website: [caacayman.com/operating-permits/obtaining-an-operating-permit/](http://caacayman.com/operating-permits/obtaining-an-operating-permit/)





The following CAACI personnel may be contacted for operating permit information:

Nicoela McCoy, Deputy Director-General

[nikki.mccoy@caacayman.com](mailto:nikki.mccoy@caacayman.com)

Elaine Whorms, Supervisor Economic Regulation/  
Air Carrier Licensing Officer

[elaine.whorms@caacayman.com](mailto:elaine.whorms@caacayman.com)

In an effort to maintain exceptional service to clients, the Civil Aviation Authority of the Cayman Islands (CAACI) has developed an electronic data management system that provides a secure way to manage documentation online. This includes electronic registry applications, certificates and authorizations. The new electronic system makes it easier for CAACI clients to apply for the various approvals that are required for both initial aircraft registration and for continuing airworthiness.

**Benefits of VP-C Online Services:**

**Review Your Documents** - As the owner/operator of an aircraft that is registered with the CAACI you will have access to the registration documentation online, including certificates and survey information. You can access it at your convenience from anywhere in the world using a secure internet connection with your assigned credentials.

**Check the Status** – Once the application(s) has been submitted by your Technical Coordinator, you have complete access to view the status all the way through the approval process.

**Stay Informed** - You can receive customized notifications by logging into your account profile and updating your personal information in the 'Manage Vault'. You will be able to receive email notifications to advise you when new documents are issued and alert you on upcoming anniversary dates of certificate renewals.

**Print Copies** - If you need another copy of any of your filed application(s) or certificate(s), you can easily print an unofficial copy yourself. Temporary certificates can be printed while you wait to receive the original copy in the mail.

With Phase IIB of VP-C Online electronic data management portal firmly launched, the CAACI is pleased with the capabilities of the current version which has increased functionality in the following areas: Availability and Reservation of Registration Marks, submission of the Initial Registration Application, submission of the Finance and Legal Due Diligence/Owner Compliance documentation (requirements of the first phase of the initial application process of an aircraft to the Cayman Register), submission of the initial and renewal applications for Airworthiness, Flight Operations certificates and Pilot License Validations.

The CAACI has embarked on the development of the latest phase of VP-C Online with focus on the Organisations section. This will encompass the submission of applications and supporting documentation from Approved Maintenance Organisations (AMOs) and Continued Airworthiness Management Organisations (CAMOs) as well. A separate announcement will follow once the new Phase of VP-C Online has been launched.

VP-C Online has been developed in conjunction with Brac Informatics Centre (BIC), a premiere international provider of technology and cloud-based solutions. BIC provides secure self-service portals to assist public and private sector organizations meet their clients' demands for 24.7.365 access to information.

If you have questions in regards to accessing VP-C Online or need assistance using the system please do not hesitate to contact a member of the Air Safety Regulation (ASR) team: [vp-conline@caacayman.com](mailto:vp-conline@caacayman.com).

**BIOGRAPHY: RICHARD SMITH, MBE FRAeS  
DIRECTOR-GENERAL OF CIVIL AVIATION**

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Paul Henry 'Richard' Smith has over 45 years in the aviation industry, with experience in both the private and public sectors of the industry; he is a venerable veteran who is well known through the Caribbean region and internationally. His career has been spent working with Civil Aviation Authority (CAACI) of the Cayman Islands with attachments and secondments to international training organizations and a stint with the national flag carrier - Cayman Airways, Ltd., as a pilot.

The following is a history of his training and qualifications to date:

- Joined the Cayman Islands Civil Aviation Department July 1976 as trainee Air Traffic Controller. Attended the Air Traffic Control Training Centre in Curacao, Netherlands Antilles and qualified as an Air Traffic Controller in 1977.
- Appointed as Operations Officer in February 1982.
- Attended FAA Academy, Oklahoma, USA in February 1983 and received certification in Airport Systems and Airport Master Planning.
- Obtained FAA Private Pilot License, July 1983 from Sowell Aviation, Panama City, Florida.
- Attended Cranfield College of Aeronautics in 1987 and received certification in Aircraft Accident Investigation Course.
- Obtained FAA Commercial Pilot License, July 1988 from Flight Safety International, Vero Beach, Florida.
- Attended Transport Canada Training Institute in 1989 and received certification in Aviation Inspector and Enforcement.
- Attended the International Aviation Management Training Institute, Montreal, Canada in 1990 and received certification in Advanced Airport Management.
- Qualified as First Officer on the B737-200 aircraft in 1993 and flew with Cayman Airways until 1996.
- Appointed Director of Civil Aviation in October 1995.
- February 2003 appointed to the Board of Directors of Air Safety Support International (subsidiary of the UK CAA).
- December 14, 2004 inducted to the Royal Aeronautical Society as 'Fellow' with the designation FRAeS.
- January 2005 he received the Queens Certificate and Badge of Honour for his tireless efforts during and after Hurricane Ivan.
- June 2008 he was named as a recipient of the Member of the British Empire (MBE) award by His Excellency the Governor, Mr. Stuart Jack at the Queen's Birthday celebrations.

He actively participates and is involved in board meetings. In addition, he was nominated to the Board of Directors of the Air Safety Support Inc. (ASSI) in February 2003 and served until 2009. ASSI is a subsidiary company created by the UK Civil Aviation Authority (UK CAA) to facilitate the UK Government's obligations to the International Civil Aviation Organization (ICAO) regarding the safety oversight of civil aviation in the UK's Overseas Territories (OT's).

Mr. Smith is the country's foremost aviation official with authority delegated by Her Excellency the Governor.

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