



CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS
Publication Scheme
Produced in accordance with the Deputy Governor's Code of Practice

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1. About the publication scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** to making information available to the public as part of its normal business activities.

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will generally not publish:

- information in draft form;
- information that is not held by the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS**'s (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at **www.caacayman.com**. If you are still having trouble locating information listed under our scheme, please contact **Yvonne Gray-Tomlinson or Elaine Whorms at 345-949-7811**.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi@caacayman.com to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call **Yvonne Gray- Tomlinson or Elaine Whorms at 345-949-7811** to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Yvonne Gray-Tomlinson, Information Manager, Civil Aviation Authority of the Cayman Islands, P. O. Box 10277, Grand Cayman KY1-1003, CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact **Yvonne Gray-Tomlinson or Elaine Whorms at 345 949-7811** or via e-mail at foi@caacayman.com.

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** has received your payment.

5. Requests for information outside the publication scheme

Information held by the **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law. Please click on the link below to access the information.

If you want to request information from the Civil Aviation Authority of the Cayman Islands, you should initially look at the [document library](#) and the [disclosure log](#) to see if the information you seek has already been published.

If you wish to make a request for information then you should contact the [Information Manager](#) or [submit a request on-line](#) at the FOI Unit website.

Requests must be in writing (letter, email or facsimile) and must include your name and an address (either postal or e-mail). Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, please include a contact telephone number so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. We will always acknowledge receipt of FOI requests made to the Information Manager and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information is exempt please see the [FOI Unit website](#).

By letter:

Yvonne Gray-Tomlinson

Information Manager

Civil Aviation Authority of the Cayman Islands

PO Box 10277

Grand Cayman KY1-1003

Cayman Islands

Email: foi@caacayman.com

Fax: 345-949-0761

6. Complaints

The CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, or for further information regarding our complaints procedures, please **contact Yvonne Gray-Tomlinson or Elaine Whorms at 1-345-949-7811** and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from

<http://www.caacayman.com/portal/page/portal/caahome/aboutus/complaints>

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Information Commissioner's Office,

Physical Address:

3rd Floor, Anderson Square
64 Shedden Road
George Town,
Grand Cayman

Mailing Address:

PO Box 1375
Grand Cayman KY1-1008,
CAYMAN ISLANDS

Telephone: 1 345 747 5402

Email:

FOI matters - foi.ico@gov.ky

General matters – info@infocomm.ky

7. Categories of information

This information can be accessed by clicking on the link below or on our website at

www.caacayman.com

- [About Us](#)
- [Finance & Administration](#)
- [Policies & Procedures](#)
- [List of Operating Permits](#)
- [Our Services](#)

Air Navigation

[Aerodrome Certification Approval Manual](#)

[Meteorology Regulatory Checklist](#)

[ARFFS Inspection Checklist](#)

[Application for Authorization of Balloon Releases](#)

[Notification of Outdoor Laser, Search Light or Fireworks Operations](#)

[Aerodrome License Application Form](#)

[Aerodrome Manual](#)

[CAACI Aerodrome Manual Checklist](#)

[Checklist for ICAO Annex 15 \(Aeronautical Information Service\)](#)

['Anytown' Aerodrome Certificate](#)

Air Safety

Forms for Initial Applicants and Renewals

[Application for Registration](#)

[Certificate of Airworthiness Request](#)

[Licence Validation Application](#)

[Application for Designated Airspace \(MNPS, RNP, RVSM, etc\)](#)

[Radio Installation Approval Request](#)

[Acceptance of Maintenance Arrangements Application](#)

[Maintenance Licence Validation Application](#)

[Export Certificate of Airworthiness](#)

[Client Data Form](#)

[Application C of A Initial- Renewal-Export](#)

[Mortgage Registration Priority Notice \(if applicable\)](#)

[Mortgage Registration Application \(if applicable\)](#)

[Survey Report Form](#)

Miscellaneous (Air Safety)

[Change in Particulars\](#)

[Mortgage Discharge](#)

[Survey Report Form Issue 7 R0](#)

[Inspection Planning Tolerance -Extensions](#)

[Application - Special Flight Authorization](#)

[OTAR Part 145 Option 1 application](#)

[OTAR Part 145 Option 1 Annual Renewal application](#)

[Standard Maintenance Practice Commercial Aircraft](#)

[Major Minor Mod-Repair Application revision](#)

[TAC Application Form with notes](#)

Commercial Affairs

[Scheduled Operating Permits Application Package](#)

[Non-Scheduled Operations Applications Form](#)

[Non-Scheduled Operations Application Checklist](#)

[Scheduled Operations Application Checklist](#)

[Credit Card Authorisation Form](#)

Finance & Compliance

[D. Due Diligence](#)

[E. Due Diligence Checklist](#)

[Website Finance & Compliance Fees Summary Page](#)

[Credit Card Authorisation Form](#)

[The Air Navigation \(Fees\) Regulations, 2010](#)

ABOUT US

Name of public authority

CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS

Ministry

Portfolio of Internal/External Affairs

Contact Information

Unit 2 Cayman Grand Harbour

PO Box 10277

Grand Cayman KY1-1003

Phone: 345-949-7811

Fax: 345-949-0761

Email: civil.avaition@caacayman.com

Web: www.caacayman.com

Key Staff

P.H. Richard Smith, MBE, FRAeS

Director-General of Civil Aviation

Richard.smith@caacayman.com

Nicoela (Nikki) McCoy

Deputy Director-General Economic Regulation & Administration

Nikki.mccoy@caacayman.com

Jerry Higgins

Director of Air Safety Regulation

Jerry.higgins@caacayman.com

Jane Panton
Director of Finance & Compliance
Jane.panton@caacayman.com

Alastair Robertson
Director of Air Navigation Services Regulation
Alastair.robertson@caacayman.com

Information Manager

Mrs. Yvonne Gray-Tomlinson,
Information Manager
Civil Aviation Authority of the Cayman Islands
PO Box 10277
Grand Cayman KY1-1003
Cayman Islands
Ph: 345-949-7811 ext 229
Fx: 345-949-0761
FOI Email foi@caacayman.com / www.foi.gov.ky
Website: www.caacayman.com

Information Manager Designate

Mrs. Elaine Whorms
Information Manager Designate
Civil Aviation Authority of the Cayman Islands
P. O. Box 10277
Grand Cayman KY1-1003
Ph: 345-949-7811, ext. 238
Fax: 345-949-0761
FOI Email: foi@caacayman.com / www.foi.gov.ky
Website: www.caacayman.com

Organisation and Functions

The **CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS** is the statutory organization whose responsibility it is to provide technical and economic regulatory oversight for the Cayman Islands' aviation industry. As such our strategic Vision and Mission statements are as follows:-

VISION

Ensuring aviation safety through regulatory excellence

MISSION

To provide sustainable regulatory procedures to meet international standards. Through committed partnerships, the CAACI will ensure the safety of persons and property.

Mailing Address

PO Box 10277, Unit 2 Grand Harbour,

Grand Cayman KY1-1003 Cayman Islands
 Telephone number 345-949-7811
 Fax number 345-949-0761
 Email address foi@caacayman.com
 Website address www.caacayman.com

Location and hours	Matters handled
CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS, Unit 2 Cayman Grand Harbour Open Hours Monday – Friday 8:30a.m. – 5:00p.m.	Air Safety Regulations Personnel Licensing Flight Operations Inspections Airworthiness Inspections Air Navigation Regulations Aerodrome Safety Inspection Commercial Affairs Regulation and Administration Operating Permits Economic Regulations Finance and Compliance

Boards and Committees

Name	Meetings	Minutes
Board of Directors Mr. Ian Pairaudeau – Chairman Mr. Randy Merren – Deputy Chairman Mr. William McTaggart, Jr. Ms. Shamar Ennis Ms. Anna McLean Ms. Christine Rose-Smyth Ms. Antonia Spencer Mr. Eric Bush Mr. Ronnie Dunn	This board meets as needed with a minimum of six meetings per annum.	Hard copies can be requested please refer to section 3: Methods of access

Frequently asked Questions and Answers

Air Navigation Services

Q. Can you explain the restrictions required for building in the vicinity of Owen Roberts airport?

A. The Cayman Islands Airport Authority has the jurisdiction over the legislation development and control pertaining to obstacles affecting Owen Roberts and Gerrard Smith Airports. The contact for this guidance is the Senior Manager Air Navigation Services, Cayman Islands Airports Authority, P.O.Box.10098, Grand Cayman KY1-1001, Tel: 345 943-7070

Q. What is required in obtaining an approval for a fireworks or lazer light display?

A. This process is explained in the CAA web link located to [Air Traffic Services / Airspace](#).

Q. When should I be submitting a Mandatory Occurrence Report and how should I be making the report?

A. This process is explained in the Civil Aviation Authority of the Cayman Islands (CAACI) web link [Mandatory Occurrence Reporting](#).

Q. What organization is responsible for operation of the country's airports?

A. The Cayman Islands Airports Authority (CIAA) and P.O.Box.10098, Grand Cayman KY1-1001, Tel: 345 943-7070

Q. What organization can assist with the filing of a Cuban over-flight permit?

A. The Cayman Islands Airports Authority's Air Traffic Control/Aeronautical Information Services - aisoria@caymanairports.com

Q. What organization publishes the Aeronautical Information Publication (AIP)?

A. The Cayman Islands Airports Authority's Air Traffic Control/Aeronautical Information Services - aisoria@caymanairports.com

Operating Permits

Q. Do I need an operating permit to fly an owner operated private plane into the Cayman Islands

A. No – all foreign registered aircraft operating into the territory for valuable consideration (given or promised) must have an appropriate operating permit (scheduled or non-scheduled).

Aircraft Registry

Q. Can a specific registration mark be reserved?

A. Yes, an aircraft registration mark may be reserved at an additional cost of CI\$100.00 for the next sequenced mark or for CI\$300.00 for an out of sequence marking.

Q. What is the validity period of a Priority Notice?

A. 14 calendar days and then it must be refilled.

Q. Who is eligible to receive “Acceptance of Maintenance Arrangements” Approval?

A. Any maintenance facility that has received acceptance/approval from the following: FAA 145 Repair Station Approval, JAA/EASA 145 Maintenance Approval and, Transport Canada CAR 573 Approved Maintenance Organization.

Q. Who is eligible for the grant of an OTAR 145 Approved Maintenance Organization?

A. All of the organizations listed in the previous question.

Q. What is the validity period for a Certificate of Airworthiness?

A. Certificate of Airworthiness is valid for one year and may be renewed up to 60 days prior to expiry and still retain the original anniversary date.

Pilot Licensing/Validations

Q. Where do you find a pilots license application?

A. This can be obtained on our website www.caacayman.com

Q. Where do you find a validation applications?

A. Same as above

Q. Do you accept emailed for faxed copies of pilot validation application documentation?

A. No, the originals must be sent to the CAACI offices

Q. How long does it take to process an application for pilots license/validation?

A. Up to 15 days

Q. Do you have to have a rating on the aircraft being validated for?

A. Yes

Q. What is the cost of a validation?

A. A validation certificate is issued for twelve months and cost CI\$250.00 or US\$ 304.88.

Q. Can the validation be mailed to my home address?

A. No, it must be sent to the aircraft owner

Finance

Q. What is the conversion rate of CI\$ to US\$ for your invoices?

A. US\$1 =.82CI\$

Q. When are payments due?

A. Within 30 days of the invoice date

Q. What should be listed as reference when paying by wire transfer?

A. Aircraft registration mark and invoice #'s being paid

Q. What forms of payment are accepted?

A. The following methods of payment can be accepted by CAA Cayman islands:

- Banker's draft, cashier's cheque, money order or cheque drawn on a local Cayman Islands bank in United States or Cayman Islands currency (Mail to postal address below)
- Visa/Master Card credit card - please complete the Credit Card Authorization Form and fax to - 1 (345)949-0761 or sign and scan/email to accounts@caacayman.com
- Wire transfer in US\$ to:

Bank: Citibank, N. A., 111 Wall St., New York, NY 10043, USA

Swift Code: Citius33

ABA#: 021000089

Credit: Cayman National Bank Ltd.

US\$ Account #: 36148883

Further Credit: Civil Aviation Authority

US\$ Account #: 021-02353

Reference: Invoice #'s, Customer ID

For questions regarding payment methods and fees contact the Accounting department.

accounts@caacayman.com

Telephone: 1 345 949-7811

Fax: 1 345 949-0761

Postal Address for regular mail:

Civil Aviation Authority of the Cayman Islands
P.O. Box 10277
Grand Cayman, KY1-1003
CAYMAN ISLANDS

Street Address for express mail:

Civil Aviation Authority of the Cayman Islands
Unit #2 - Cayman Grand Harbour Complex
Shamrock Rd. George Town,
Grand Cayman, KY1-1003
CAYMAN ISLANDS
Phone: 345-949-7811

Please note that the client or person making the payment is responsible for all intermediary bank charges which are incurred in the wiring or other transmission of funds to the Civil Aviation Authority of the Cayman Islands. Thus the amount transmitted will need to include such charges so that the net payment which we receive is the same as the invoiced amount. Please be aware of transfer charges of all banks in advance so that sufficient funds can be wired. Any shortfalls will remain on the customer's account for further settlement.

A copy of the wiring instructions must be sent to Civil Aviation Authority of the Cayman Islands, either by fax (Fax No. +(1 345) 949 0761 - attention Accounts Department) or by e-mail to accounts@caacayman.com.

This information can also be access on the link below

<http://www.caacayman.com/portal/page/portal/caahome/finance/payments>

STRATEGIC MANAGEMENT

The role of the CAACI is primarily to function as the regulatory body responsible for technical and economic regulation of the aviation industry throughout the territory and to ensure that the Cayman Islands aviation industry conforms to the standards and recommended practices of the International Civil Aviation Organization (ICAO).

The primary activities of the CAACI will be as follows:

- a) Technical regulation

- Registration of aircraft;
- Issuance, renewal, cancellation, revocation and variation of certificates of airworthiness of aircraft;
- Validation of personnel licenses (crews and maintenance associated with the aircraft registry)
- Safety oversight for the local Air Operator Certificate (AOC) holders;
- Certification of aerodromes

b) Economic Regulation

- Grant of air transport permits and operating licenses for scheduled and non-scheduled foreign carriers;
- Regulation of charges levied by airport operators with a view to creating equality and not exploiting a monopoly position;
- Provide advise to the C I Government as it pertains to bi-lateral negotiations with other countries and liaise with the UK DfT and participate in the negotiation of air service agreements with other countries;
- Provide advice to the Air Transport Licensing Authority (ATLA) as it pertains to licensing of local carriers;
- Provide advice for effective implementation of regulatory policy that is in the best interest of the travelling public/end user.

Governance

The Civil Aviation Authority of the Cayman Islands is governed by the following Laws which can be found on the links below.

Air Navigation (Overseas Territories) Order 2013:

[http://www.airsafety.aero/Requirements-and-Policy/Legislation/The-Air-Navigation-\(Overseas-Territories\)-Order.aspx](http://www.airsafety.aero/Requirements-and-Policy/Legislation/The-Air-Navigation-(Overseas-Territories)-Order.aspx)

Civil Aviation Authority Law (2005 Revision): Available at the Legislative Assembly

Air Navigation Fees 2010:

<http://www.caacayman.com/portal/page/portal/caahome/finance/fees>

Corporate Management

FINANCE & ADMINISTRATION

This category applies to internal support functions within the Authority, relating to finance, personnel and business administration.

Financial Management

Copies of financial records can be obtained upon requested in writing from the Information Manager.

Administration

- [Press Releases](#)
- [Job Vacancies](#)

POLICIES & PROCEDURES

Please click on the link below to access this information

<http://www.caacayman.com/portal/page/portal/caahome/aboutus/policy>

DECISIONS & RECOMMENDATIONS

Copies of the Minutes of the Civil Aviation Authority of the Cayman Islands Boards meetings can be obtained upon request in writing from the Information Manager.

LISTS & REGISTERS

The information held by the Civil Aviation Authority of the Cayman Islands are list of Aircraft registered in the Cayman Islands and Approved Aircraft Operating Permits which can be accessed through the link below.

FOI: Document Library

<http://www.caacayman.com/portal/page/portal/caahome/aboutus/foi/doclibrary>

OUR SERVICES

This category provides information relating to services offered and activities carried out by the authority, to fulfil its high-level functions and responsibilities. The role of the CAACI is primarily to function as the regulatory organization responsible for safety oversight and economic regulation of the aviation industry throughout the territory and to ensure that the Cayman Islands aviation industry conforms to the standards and recommended practices of the International Civil Aviation Organization (ICAO). A complete list can be found on the following link:

<http://www.caacayman.com/portal/page/portal/caahome/aboutus>