

INFORMATION BULLETIN 2020-01

Issue 01

Date of issue: 24th June 2020

SUBJECT:

PROMOTING SAFETY CULTURE: APPEAL AND RECONSIDERATION MECHANISMS

REFERENCE PUBLICATIONS:

SSP Document

REASON:

As per Yemen State Safety Policy and Yemen Enforcement Policy (contained in SSP Document), Yemen is committed to build and maintain a positive safety culture at State's level that would enable an effective SSP implementation.

This IB is issued to inform Industry and Aviation Professions holding a Licence about a new major milestone towards our mission to promote safety culture: the establishment of appeal and reconsideration mechanisms.

INFORMATION TOPICS:

Topic No. 1: Appeal mechanism:

This mechanism allow applicant (individual /organization) who feels aggrieved by a decision made by the CAMA, has the right to lodge an appeal request.

The scope of appeal covers the following decisions taken by the CAMA:

- Deny the issuance of a license, certificate (other than medical certificate), approval or authorization;
- Suspend or revoke or limit a license, certificate (other than medical certificate), approval or authorization;
- Issue a warning letter against the applicant.

Topic No. 2: Reconsideration mechanism:

This mechanism is designed only for a Medical Certificate

Reconsideration allow applicant (individual) who feels aggrieved by a decision made by the CAMA or CAMA AME has the right to lodge a reconsideration request.

The scope of reconsideration covers the following decisions taken by the CAMA:

- Deny the issuance, revalidation or renewal of a Medical certificate Suspend or revoke or limit a Medical certificate
- Issue a warning letter against the applicant.

APPLICATION:

Appeal process:

Appeal to the CAMA shall not be accepted unless a request is lodged by the concerned person, no later than 30 days from the notification date of the decision taken by CAMA. This request must be sent to civilaviation@y.net.ye.

Appellant should use the application attached to this IB, when submitting the appeal request.

The request shall contain:

- a) Copy of the initial decision for which appeal is requested;
- b) Reason for appeal of the initial decision with any additional information that could support that the initial decision was inappropriate.

The CAMA does not collect any fees for this process. The assessment period for an appeal period is 3 months or otherwise communicated to the requester.

An Appeal request can only be submitted one time. (i.e. further appeal requests for the same case shall not be accepted once an appeal decision is made).

Reconsideration process:

Reconsideration to the CAMA shall not be accepted unless a request is lodged by the concerned person, no later than 30 days from the notification date of the decision taken by CAMA AME or CAMA. This request must be sent to civilaviation@y.net.ye.

The request shall contain:

- a) Copy of the initial decision for which reconsideration is requested;
- b) Reason for reconsideration of the initial decision with any additional information that could support that the initial decision was inappropriate.

The CAMA does not collect any fees for this process. The assessment period for a reconsideration period is 3 months or otherwise communicated to the requester.

A reconsideration request can only be submitted one time. (i.e. further reconsideration requests for the same case shall not be accepted once a reconsideration decision is made).

AVIATION SAFETY FORMS



SECTION:	LEGD FORMS	LEGF-AAF-001
TITLE:	APPEAL APPLICATION (EXTERNAL USE)	

1. APPELLANT INFORMATION:				
Name of Operator/ Organization:				
Aircraft Involved:				
AOC Number:				
Permanent Address:				
City:				
Email:				
2. REASON FOR APPEAL REQUEST:				
<input type="checkbox"/> New Application Rejection	<input type="checkbox"/> Revocation	<input type="checkbox"/> Suspension	<input type="checkbox"/> Limitations	<input type="checkbox"/> Enforcement
<i>Of the followings:</i>				
<input type="checkbox"/> License	<input type="checkbox"/> Certificate	<input type="checkbox"/> Approval	<input type="checkbox"/> Authorization	<input type="checkbox"/> Others
3. Attachments:				
List all attachments to this application:				
-				

INSTRUCTIONS: If you disagree with the decision taken by CAMA, you may appeal the decision(s) to the CAMA by completing this form and explaining why you disagree.

You must sign the form and submit it to CAMA office via email civilaviation@y.net.ye

You have 30 days from the decision date to file a timely appeal if you appeal after the 30-day period, you must include the reason for the delay.

The CAMA administrative will determine whether you had good cause for the delay. If the CAMA administrative determines you did not have good cause to submit your appeal late, your appeal will be dismissed.

AVIATION SAFETY FORMS

المهينة العامة للطيران المدني والأرصاد
CIVIL AVIATION & METEOROLOGY AUTHORITY



SECTION:	LEGD FORMS	LEGF -AAF-001
TITLE:	APPEAL APPLICATION (EXTERNAL USE)	

4. APPELLANT STATEMENT:

AVIATION SAFETY FORMS



SECTION:	LEGD FORMS	LEGF -AAF-001
TITLE:	APPEAL APPLICATION (EXTERNAL USE)	

Name of Appellant:	Designation:
Date:	Signature: