

## PATI INFORMATION STATEMENT

Name of Public Authority: **Bermuda Civil Aviation Authority**

### Introduction:

The purpose of the Public Access to Information Act 2010 is to make public authorities more accountable and open by giving the public access to information, subject to exceptions that are in the public interest. An information statement is required from each authority, which provides an overview of the information, which is accessible, improving the efficiency of public administration and strengthening public trust.

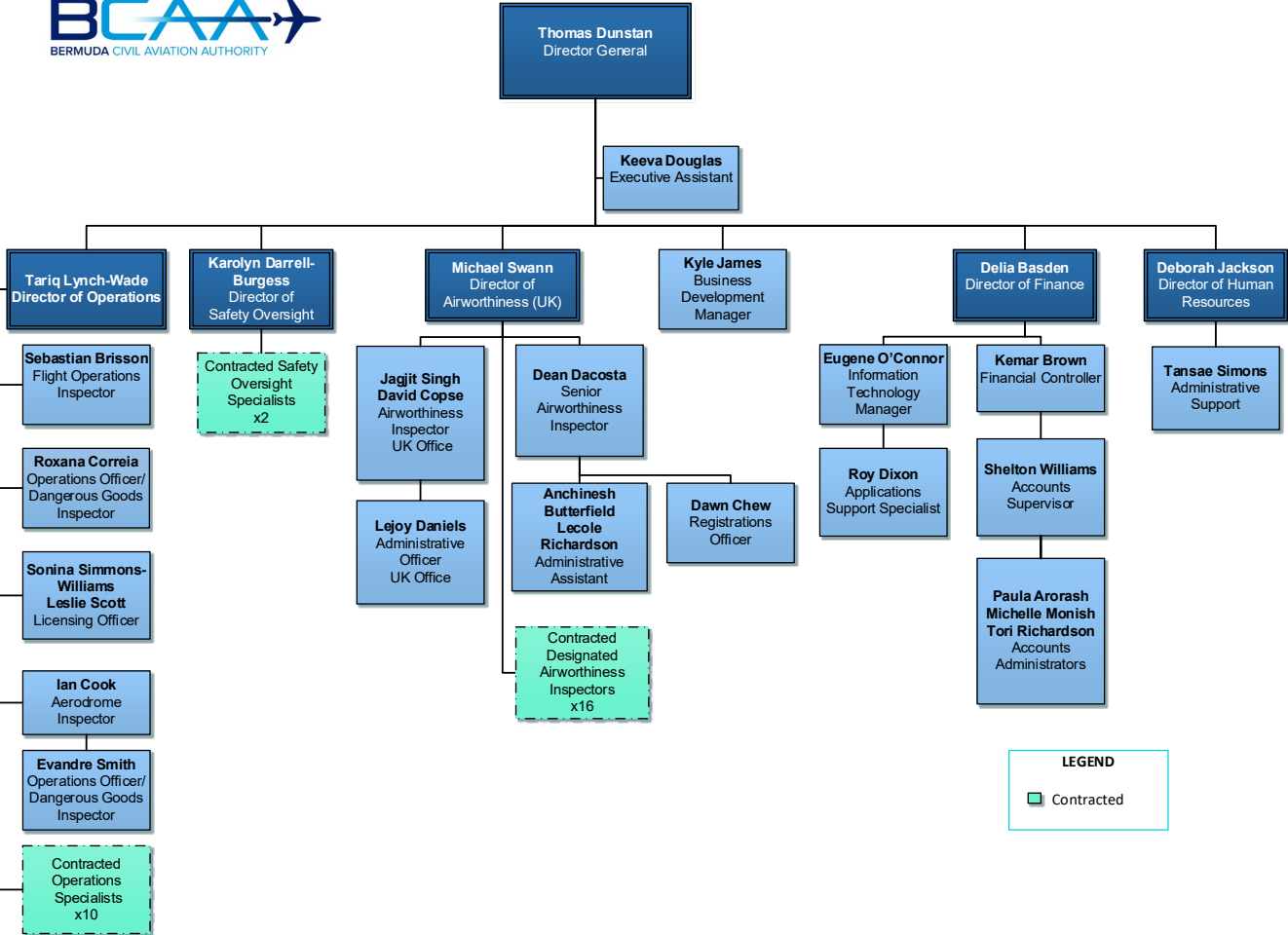
This statement provides key information for the Bermuda Civil Aviation Authority (BCAA) summarized as follows:

1. The general functions of BCAA;
2. Organisational structure;
3. Summary of services provided;
4. Vision and Mission Statements;
5. List of Legislative Acts and Regulations defining the BCAA's scope of operations and responsibility;
6. Description of the role of Statutory Boards and a list of their members;
7. List of Fees and Revenue streams for services provided; and
8. Contact information in the event that a member of the public wishes to access information.

### Section A: Structure, Organization and Legislation [s5(1)a]

The BCAA operates under the guidance of a Director General who acts under the delegated authority of the Governor. The Director General has line reporting responsibility to the Board of Directors which is appointed by the Minister of Transport.

## Bermuda Civil Aviation Authority Organizational Chart



**LEGEND**

  Contracted

### Board of Directors

- Kim Wilkerson, Chairman
- Lynesha Lightbourne, Deputy Chairman
- Thomas Dunstan, Ex-Officio
- Kelly Francis
- Michael-Jay Landy
- Lloyd Holder

## Legislation

The BCAA discharges its duties in accordance with the Air Navigation (Overseas Territories) Order 2013 (AN(OT)O) as well as satisfying the requirements of the Bermuda Government and the International Civil Aviation Organisation (ICAO).

- The Articles and Annexes of the Chicago Convention on International Civil Aviation;
- The Civil Aviation Act 1949 (Overseas Territories) Order 1969, amended 1968, 1971, 1978 and 1982;
- The Civil Aviation Act 1971 (Overseas Territories) Order 1976;
- The Air Navigation (Overseas Territories) Order 2007, as amended;
- The Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 2001.

## Means of Compliance

The following documents are used by the BCAA as a declared means of compliance:-

OTAR Part 1: Definitions, Abbreviations and Units of Measurement;

OTAR Part 13: Occurrence Reporting;

OTAR Part 21: Certification of Aircraft;

OTAR Part 36: Aircraft Environmental Standards;

OTAR Part 39: Continued Airworthiness Requirements;

OTAR Part 43: General Maintenance Requirements;

OTAR Part 47: Aircraft Registration and Marking;

OTAR Part 61: Pilot Licences and Ratings;

OTAR Part 63: Flight Engineer Licences and Ratings;

OTAR Part 65: Air Traffic Service Personnel Licences and Ratings;

OTAR Part 66: Aircraft Maintenance Personnel Licensing;

OTAR Part 67: Medical Standards and Recognition of Medical Examiners;

OTAR Part 77: Activities Affecting Airspace;

OTAR Part 91: General Operating Instructions;

OTAR Part 92: Carriage of Dangerous Goods;

OTAR Part 119: Air Operator Certification;

OTAR Part 121: Commercial Air Transport Operations – Large Aeroplanes;

OTAR Part 125: Complex General Aviation including Corporate Operations;

OTAR Part 135: Commercial Air Transport Operations – Helicopters and Small Aeroplanes;

OTAR Part 139: Certification of Aerodromes;

OTAR Part 140: Rescue and Fire Fighting Services Requirements;

OTAR Part 145: Aircraft Maintenance Organisation Approval;

OTAR Part 171: Aeronautical Telecommunication Services;

OTAR Part 172: Air Traffic Service Organisation Approval;

OTAR Part 173: Flight Checking Organisation Approval;

OTAR Part 174: Meteorological Services for Aviation;

OTAR Part 175: Aeronautical Information Service;

OTAR Part 176: Instrument Flight Procedures Approval;

OTAR Part 177: Aeronautical Charts; and

OTAR Part 178: Security

### **Section B: 1) Functions, powers, duties of the Authority [s5(1)b]**

The BCAA acts under authority delegated from the United Kingdom Government (via the Governor) in accordance with the AN(OT)O, as amended.

We are also responsible for the development of policy and regulation of civil aviation activities in Bermuda. This includes all matters relating to the licensing, certification and regulation of aircraft, flight crews and aerodromes, together with all air navigation services aspects, and the regulatory oversight of the L.F. Wade International Airport. The BCAA further advises the Government on matters relating to the economic regulation of air transport and air services development. In this activity, we work closely with the UK Department for Transport. The BCAA also develops and maintains the following registers:

- Bermuda Register of Aircraft
- Bermuda Register of Aircraft and Aircraft Engine Mortgages

The maintenance of the above registers includes all matters related to the licensing, certification and regulation of aircraft, flight crews and maintenance organisations, as well as the execution of regulatory oversight transfer agreements (ICAO Convention on Civil Aviation Article 83*bis*).

### **Vision, Mission, Values and Strategic Safety Goal**

**Vision** To attain the highest international standards of civil aviation whilst maintaining a sustainable aircraft register.

**Mission** Collaboratively, with our industry partners, we develop and implement clear regulations, procedures and standards throughout the Bermuda civil aviation industry. Our approach is to be responsive, proactive and pragmatic to continuously improve safety.

Values

- We treat others with respect in all circumstances;
- We value the way in which the personal relationships we forge enhance the communities we serve;
- We perform our tasks to the best of our ability with honesty and integrity; and
- We honour performance through continuous personal and company development.

Strategic Safety Goal

It is BCAA's goal that the safety risks within Bermuda's civil aviation industry be managed to a level as low as reasonably practicable.

## **Section B: 2) Obligations under PATI Act [s5(1)b]**

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required

- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

## Section C: Services and Programmes [s5(1)c]

### Services

The BCAA views its very high customer satisfaction level as a definite asset to its business as an offshore register. Very stringent checks and technical reviews are undertaken to ensure that aircraft are maintained and operated to the highest levels of safety. Owners of aircraft registered in Bermuda are always aware that their aircraft are registered in a jurisdiction that enjoys a very high international reputation. Our services can be summarised under the following areas: -

#### Aviation Safety

This encompasses the airworthiness and operational safety of aircraft registered in Bermuda, including the licensing of flight crews and aircraft engineers and the certification of aircraft. The BCAA further licenses Bermuda's Air Traffic Controllers and regularly undertakes safety audits of the aerodrome certificate holder and its subcontractors, for compliance with international standards at the L.F. Wade International Airport. The areas audited include Air Traffic Control, Airport Rescue and Fire Fighting Services, Meteorology and Air Traffic Engineering. Inspections are also carried out on the Airlines operating to Bermuda to ensure compliance with safe standards including the carriage of dangerous goods.

The BCAA is required to publish an annual Safety Plan, which can be found on our website [www.bcaa.bm](http://www.bcaa.bm).

#### Airworthiness

This service covers all regulatory functions related to the inspection of private and commercial transport aircraft, Aircraft Maintenance Engineer Licenses, Aircraft Maintenance Organisations and Continuing Airworthiness Maintenance Organisations, for compliance with safety standards. This section is also responsible for assessing foreign National Aviation

Authorities in whose states and under whose control Bermuda registered aircraft operate.

### **Flight Operations**

Services provided include the regulation and inspection of private and commercial transport operations, including flight crews, for compliance with safety standards; conducting assessments of foreign National Aviation Authorities in whose states and under whose control, Bermuda registered aircraft operate; issuing flight crew licenses and license validations

### **Registrations**

Services for Registrations relates to administration and management of the Bermuda Register of Aircraft, promoting the continued growth and establishing new markets for the Aircraft Register. Also included is the administration and promotion of the Bermuda Register of Aircraft and Aircraft Engine mortgages.

One of the ways we review the effectiveness of our service provision is by establishing, reviewing and measuring our outputs. These measures can be found in the Government of Bermuda's Approved Estimates of Revenue and Expenditure, which is published annually.

### **Fees:**

Our fee structure can be found on our website [www.bcaa.bm](http://www.bcaa.bm).

## **Section D: Records and documents held [s5(1)d]**

### Administration

- Legislation & Regulations
- Policies & Procedures
- Human Resources Records
- Accounting/Finance Records

### Operations

- Aircraft Registration Records
- Airworthiness Records
- Operations Records
- Safety Records

### Section E: Administration (all public access) manuals [s5(1)e]

- Safety Oversight Management System
- Aerodromes Manual
- Registration Procedures Manual
- Airworthiness Manual
- Flight Operations Manual
- Personnel Licensing Manual

### Section F: Decision-making documents [s5(1)f]

- Safety Plan - which can be found on our website [www.bcaa.bm](http://www.bcaa.bm)
- Business Plan
- Risk Profile

### Section G: The Information officer [s5(1)g]

#### Information Officer (for PATI queries)

Deborah L. Jackson  
[djackson@bcaa.bm](mailto:djackson@bcaa.bm)  
 1 (441) 299-8626

### Section H: Any Other Information [s5(1)h]

The BCAA website, [www.bcaa.bm](http://www.bcaa.bm), provides up to date information to the public in relation to the services that we provide including notices to the public. Each section within the BCAA is highlighted and general information, including policies, fee schedules, guidance for registration and information around the regulatory framework, can all be found on the site.

BCAA can be contacted:

Bermuda Civil Aviation Authority  
 Channel House, Suite 2  
 12 Longfield Road  
 Southside, St. George's DD 03

P.O. Box GE 218  
 St. George's GE BX  
 Bermuda

Tel: 441-293-1640  
[info@bcaa.bm](mailto:info@bcaa.bm)



**Section I: Any Other Information To be Provided? [s5(1)i]****Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

**Date Information Statement was updated:** December 2023

**Locations of Information Statement:**

*Confirm copies of Information Statement are available at the following sites:*

- Your principal office: Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

**Sign and Date:**

18 December 2023