



**GUYANA CIVIL AVIATION AUTHORITY**

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GUYANA

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**GCAA**  
**ADVISORY CIRCULAR**

**PERSONNEL LICENCING**  
**AC NO: GCAA AC/PEL-010**

**SUBJECT: APPEAL PROCESS**

**DATE ISSUED:** 01-05-2024  
**INITIATED BY:** Director Aviation  
Safety & Security  
Regulation

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**1. PURPOSE**

This Advisory Circular (AC) gives guidance to applicants for, and holders of an aviation document issued by the Guyana Civil Aviation Authority (the Authority) regarding their right to appeal any decision of the Director-General where it is proposed to refuse, revoke, suspend or vary an aviation document that they hold or for which they have made an application.

**2. AUDIENCE**

This Advisory Circular is applicable to applicants for, and holders of aviation documents issued by the Authority.

**3. CANCELLATION**

Not applicable

**4. EFFECTIVE DATE**

This **Advisory Circular #:** GCAA AC/PEL-010 takes effect from the **1<sup>st</sup> Day of May 2024** and remains in effect until cancellation or revocation by the Director General Civil Aviation.

**5. CHANGES**

Not applicable.

**6. RELEVANT REFERENCES**

Civil Aviation Act 2018: Section 73;  
Civil Aviation (Personnel Licensing) Regulations 2024: Regulation 37;

## 7. CONTACT INFORMATION

Director General Civil Aviation  
Guyana Civil Aviation Authority  
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## 8. RIGHTS OF APPEAL

The appeal is a means of challenge through which any person aggrieved by a decision of the Director-General may request that the case be decided by a higher authority and will be given an opportunity to be heard.

In accordance with the Civil Aviation (Personnel Licensing) Regulations 2024: Regulation 73, where it is proposed to refuse, revoke, suspend or vary a licence, rating, authorisation, approval, endorsement or certificate otherwise than on the application of the holder, the Authority shall serve on the person concerned, notice of the proposal together with the reasons for it, and the person concerned may, within fourteen days of the date of service of that notice, appeal the decision of the Director General and submit a request to the Board of the Authority for a decision on the case. The Board is required to issue a determination of the application within thirty days.

The Guyana Civil Aviation Act 2018, as amended: Section 73, further grants the aggrieved person the rights of appeal and the opportunity to be heard by the Civil Aviation Appeal Tribunal.

In the event that the aggrieved person does not accept the decision of the Tribunal, he or she may appeal to the High Court.

Approved By:

  
Lt. Col. (Ret'd) Egbert Field A.A.  
Director General  
Guyana Civil Aviation Authority