

Ref. nr.: FYA61-401
(Filing codes: 03\04 Crew cards)

1 February 2006

From: CAASA Administration
To: Manager: Aviation Section
Subject: Air Crew Cards
Action required: Renewal
Action deadline: 31 July 2005

MESSAGE:

The current air crew cards expire by the end of July 2005.

Applications for renewals and first-issues of aircrew cards need to be made as follows:

1. Complete an application form - obtainable from CAASA Secretariat.
 - 1.1 Part 1 is to be completed by the Company Representative or on behalf of the CAASA member
 - 1.2 Part 2 is to be completed in respect of the air crew member. Where application is made for more than one crew member at the same time, Part 1 may be made valid for "the persons whose details have been provided as attached".
2. Forward the application form(s) to CAASA together with the following:
 - 2.1 *In the case of a **first issue**:*
 - a) Two 32mm x 26 mm passport-type COLOUR photographs, 'head-and-shoulders' against a **RED background**; (PLEASE write the name of the person on the back – **IN BALLPOINT PEN ONLY**)
 - b) the applicants signature on an adhesive peel-off strip in **BLACK** ink (ballpoint pens only NOT a pilot pen) , the strip NOT to exceed 35 mm x 8 mm, with the signature within these boundaries (otherwise it does not fit the card). Use a computer label or similar stationery cut to size –
Do NOT remove the protective backing.
 - c) **R45-00 per card** inclusive (cheques to be made out to CAASA or by Bank transfer – banking details will only be faxed on a CAASA letterhead)

PLEASE NOTE:

Should you have difficulty in finding a photographer who can't provide you with the **right (red) background**, CAASA office now provides a Polaroid 'instant' service. We charge **R60-00** for a plate of **four colour photos**. Two or even four persons could come together and share the cost.

2.2 *In the case of a renewal:*

- a) One 32 mm x 26 mm passport-type COLOUR photograph, 'head-and-shoulders' against a **RED** background; (PLEASE write the name of the person on the back – ballpoint pens only **NOT** a pilot pen.)
- b) the applicants signature on an adhesive peel-off strip in **BLACK** ink (ballpoint pen only **NOT** a pilot pen), the strip NOT to exceed 35 mm x 8mm, with the signature within these boundaries (otherwise it does not fit the card). Use a computer label or similar stationery cut to size –
Do NOT remove the protective backing.
- c) **R40-00 per card** inclusive (cheques to be made out to CAASA or by Bank transfer – banking details will only be faxed on a CAASA letterhead.)

PLEASE NOTE:

If you intend to have an 'on the spot issue' at our offices, this can be done Mondays to Fridays between 07h30 and 14h00, but **PLEASE** make a prior arrangement with René before coming out.

You may check with René at (011) 659-2345 whether she still has a spare picture on file.

On issue of a new card the expired one should be returned to CAASA to prevent its misuse.

GENERAL:

Only bona fide air crew members (pilots, navigators, flight-engineers, winch operators and cabin attendants) in the employ of a CAASA member qualify for the CAASA crew card, **and only if the 2005 / 2006 membership dues have been fully paid.**

Where applicable, a list of staff holding a crew card, registered as being in your employ, are available on request. Please ensure that arrangements are made for the renewal of their air crew cards. Should any of them have left your employ, please advise us accordingly. (You should have taken back the crew card on departure and returned to us - see the declaration signed by you.)

