



Mandatory Information Request FORM

Note : A Mandatory Information Request is issued when:

- (1) a service provider has not submitted and/or maintained its CAPs up to date;
- (2) information in the CAP provided by the service contradicts information found in other documents or provided by other stakeholders;
- (3) a significant change is observed in the organization responsible the provision of services, or when a transfer of the Organization responsibilities or functions to a different Company occurs (e.g. the provision of ground handling services is transferred from the airline to the airport operator);
- (4) evidence indicates that a deficiency may exist, and additional information is required to validate this —it gives the service provider the opportunity to clarify the issue; and
- (5) missing or inadequate information gathered during an audit/inspection.

Company Department :	Sub-Department :	File Name :
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Area of Audit :	Base Location :	Date/Time
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Part 1 CAP REQUIREMENT

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Part 2 SPECIFIC DETAIL :

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Inspector Signature. / Printed Name. /Date	Company Rep. Signature /Printed Name / Date

Part 3.

Company Response/clarification : (To be Completed by appropriate manager).
Signature : Printed Name : Date :

Follow Up Details (Internal Use Only)					
Response (s)/clarification on file :			Corrective Action (s) on file :		
Response/Clarification.	Accept :	Reject :	Corrective Action.	Accept: -	Reject: -
Target Completion Date: -			Target Completion Date: -		
Item Completed / Date: -			Item Completed / Date: -		
Audit Manager Signature: -			Audit Manager Signature: -		