



FIJI AERONAUTICAL INFORMATION CIRCULAR

Civil Aviation Authority of Fiji
Private Bag (NAP0354), Nadi Airport
Republic of Fiji
Tel: (679) 6721 555; Fax (679) 6721 500
Website: www.caaf.org.fj

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ADM

This AIC replaces AIC 04/07, which is hereby cancelled.

FLIGHT CREW LICENSING PROCEDURES

Conversion / validation of pilot licences issued by other ICAO Contracting States

1. GENERAL INFORMATION

- 1.1 ICAO Annex 1 *Personnel Licensing* prescribes the Standards and Recommended Practices (SARPS) for Personnel Licences. The Republic of the Fiji is a signatory to the Convention on International Civil Aviation and as such is obliged to comply with ICAO Standards. ICAO Annex 1 *Personnel Licensing* was amended in July 1988 and the revised SARPS became applicable in November 1989. The main changes involved standards of knowledge, experience and skill requirements for various flight and ground crew licences. The Civil Aviation Authority of the Fiji (the Authority) has implemented the new standards using its powers under Air Navigation Regulation 57.
- 1.2 Holders of a professional pilot licence issued by another ICAO Contracting State wishing to obtain a Fiji Licence must have a continuing requirement to hold a Fiji Licence and must meet all aeronautical experience, knowledge and skill required for the type of Fiji Licence and rating sought. This process is known as conversion and applicants are required to pass the appropriate Fiji Medical Examination, Air Law examination and Flight Test.
- 1.3 Where the pilot licence issued by another ICAO Contracting State does not include an endorsement indicating the holder's level of English Language Proficiency, the applicant will also be required to undergo an assessment of their English language proficiency for endorsement in their Fiji licence. Level 4 is the minimum level acceptable for the issue of a Fiji pilot licence.
- 1.4 Any pilot licence issued by another ICAO Contracting State, being offered for conversion, must be valid and current when an application for assessment is made. This Authority will confirm with the issuing authority on the status of the licence. In the case of permanent licences where validity is determined by a medical certificate, a valid medical certificate

must also be produced. Currency must be shown by production of the holder's personal flying logbook. Conversion terms provided on the basis of a temporary airman's certificate or licence will be provisional only.

- 1.5 Applicants for the issue of a Fiji pilot licence must undergo a medical examination conducted by a Authorised Medical Assessor. This process is detailed in the AIC for *Medical Standards, Tests and Certification*. The periods of validity of the medical assessments are outlined in paragraph 6.1 of this AIC.
- 1.6 Each application for conversion will be assessed individually, which the Authority may vary in particular circumstances. This will depend on the level of conformity shown for the issuing State in the Supplement to Annex 1, or other ICAO documents.
- 1.7 CAAF will accept passes for a professional pilot licence and Instrument Rating examinations provided that all passes in the required subjects have been obtained from the same country and that the country is an ICAO Contracting State.

2. PROFESSIONAL PILOT LICENCE (AEROPLANES)

2.1 *The holder of a Commercial Pilot Licence (Aeroplanes) or an Airline Transport Pilot Licence (Aeroplanes) issued by another ICAO Contracting State, applying for a Fiji Commercial Pilot Licence (Aeroplanes) must: -*

- 2.1.1 Pass a Fiji Class 1 Medical as per 1.5;
- 2.1.2 Pass a Fiji Air Law Examination; and
- 2.1.3 Pass the Foreign Licence Conversion Check (FLCC) flight as specified in the appropriate form in the PL104 series. Where an applicant holds type ratings on more than one type currently operating in Fiji, the FLCC flight will normally be undertaken in the most complex aircraft. If the FLCC flight is undertaken in a less complex aircraft, then the more complex aircraft type rating(s) will not necessarily be converted to the Fiji licence. Requirements can be established with the Authority at the time of application and made known to the applicant.

2.2 *The holder of an Airline Transport Pilot Licence (Aeroplanes) issued by another ICAO Contracting State, applying for a Fiji Airline Transport Pilot Licence (Aeroplanes) must: -*

- 2.2.1 Present evidence to the Authority that the Foreign Airline Transport Pilot Licence was issued by the ICAO Contracting State following a flight test on an aircraft certified by the manufacturer to be operated with a co-pilot.

- 2.2.2 Pass a Fiji Class 1 Medical as per 1.5;
- 2.2.3 Pass a Fiji Air Law Examination; and
- 2.2.4 Pass the Foreign Licence Conversion Check (FLCC) Flight as specified in the appropriate form in the PL104 series. This will include the requirements for a Command Instrument Rating.

The FLCC Flight shall be conducted in a multi-engined aeroplane certificated by the manufacturer to be operated with a co-pilot. Where the FLCC Flight is conducted in an aeroplane not certificated to be operated with a co-pilot the Licence issued shall be limited to a Commercial Pilot Licence (Aeroplane).

3. PROFESSIONAL PILOT LICENCE (HELICOPTERS)

3.1 *The holder of an Airline Transport Pilot Licence (Helicopters) issued by another ICAO Contracting State, applying for a Fiji Airline Transport Pilot Licence (Helicopters) must -*

- 3.1.1 Present evidence to the Authority that the foreign Airline Transport Pilot Licence was issued by the ICAO Contracting State following a flight test on a helicopter certified by the manufacturer to be operated with a co-pilot.
- 3.1.2 Pass a Fiji Class 1 Medical as per 1.5;
- 3.1.3 Pass a Fiji Air Law Examination; and
- 3.1.3 Pass the Helicopter Foreign Licence Conversion Check Flight as specified in the appropriate form in the PL104 series.

The FLCC Flight shall be conducted in a helicopter certificated by the manufacturer to be operated with a co-pilot. Where the FLCC Flight is conducted in a helicopter not certificated to be operated with a co-pilot the Licence issued shall be limited to a Commercial Pilot Licence (Helicopter).

3.2 *The holder of a Commercial Pilot Licence (Helicopters) issued by another ICAO Contracting State, applying for a Fiji Commercial Pilot Licence (Helicopters) must -*

- 3.2.1 Pass a Fiji Class 1 Medical as per 1.5;
- 3.2.2 Pass a Fiji Air Law Examination; and
- 3.2.3 Pass the Helicopter Foreign Licence Conversion Check Flight as specified in the appropriate form in the PL104 series.

The FLCC Flight shall be conducted in a helicopter type not required to be operated with a co-pilot.

4. PRIVATE PILOT LICENCE

- 4.1 The holder of a valid Private Pilot Licence (PPL) from another ICAO Contracting State may, subject to certain limitations, act as a pilot of Fiji registered aircraft, as appropriate to the licence, for purposes other than public transport, aerial work or any flight for which the holder would be remunerated. The licence holder must apply using CAAF form PL 101, to the Authority's Air Safety Department for a Certificate of Validation entitling the holder to exercise the privileges of the foreign licence in the circumstances mentioned above.
- 4.2 Should the holder of a valid PPL or higher licence issued by another ICAO Contracting State require only a Fiji PPL, the licence to be converted should be forwarded to the Licensing Officer together with the personal flying logbook so that an assessment of experience, knowledge and skill may be made.

5. VALIDATION

- 5.1 Holders of professional pilot licences issued by other ICAO Contracting States wishing to fly Fiji registered aircraft without being in possession of an appropriate Fiji licence may apply using CAAF form PL 101, for a validation of their foreign licence for a period not more than 28 days for specific purposes such as training and/or checking for the issue of a Fiji licence or a ferry flight from Fiji to an overseas destination. A period longer than 28 days may be authorised to enable the licence holder to convert an ICAO licence issued by another Contracting State to a Fiji licence.
- 5.2 The Authority will require that the applicant authorises the Authority, on the application for validation, to seek confirmation of the application data from the authority that issued the foreign licence. The Authority will check with the issuing authority to confirm the licence status.
- 5.3 The following documents are required to be produced upon submission for an application for validation:
 1. Valid Foreign Pilot's Licence with associated ratings.
 2. Valid Foreign Medical Certificate.
 3. Up to date personal Flying Log Book (s) detailing flying experience.
 4. Passport or Birth Certificate together with a Photo ID
 5. Police Clearance
 6. Police clearance from the State that issued the pilot licence.

6. MAXIMUM PERIODS OF VALIDITY

- 6.1 In the table below are the maximum periods of validity of various licences, ratings and medical assessments. In some instances, accredited medical opinion will reduce the period of validity of an individual medical assessment.

LICENCE CLASS OR RATING TYPE	MAXIMUM PERIOD OF VALIDITY	MEDICAL ASSESSMENT CLASS	PERIOD OF VALIDITY OF MEDICAL ASSESSMENT	
			<i>Under the Age of 40</i>	<i>Over the age of 40</i>
Flying Training Permit (FTP)	24 months	1 or 2	24 months	12 months
PPL(A)	24 months	1 or 2	24 months	12 months
PPL(H)	24 months	1 or 2	24 months	12 months
CPL(A)	6 months	1	12 months	6 months
CPL(H)	6 months	1	12 months	6 months
ATPL(A)	6 months	1	12 months	6 months
ATPL(H)	6 months	1	12 months	6 months
Flight Engineer	12 months	1	12 months	6 months
Aircraft Rating	6 months			
Instrument Rating	13 months	1		
Flight Instructors Rating (FI)	12 months	1		
FI Certificate of Test	25 months			
Assistant Flight Instructors Rating (AFI)	12 months	1		
AFI Certificate of Test	13 months			

- 6.2 Special rules apply to those licence holders who have attained their 60th birthday. Details are available from the Authority's Air Safety Department.

7. RENEWALS

- 7.1 All flight crew members who are holders of licences, ratings and approvals issued by the Authority are reminded that the renewal process should be **COMPLETED** at least seven working days prior to the expiration date of the document's validity.

8. DOCUMENT PROCESSING

- 8.1 Applicants for the issue of a validation, pilot licence or renewal of a pilot licence are informed that the Authority prefers all the supporting documentation submitted for processing should be originals and not include photocopies or electronic “soft copies”.
- 8.2 The Laws of Fiji do allow photocopies or electronic “soft copies” to be used but only if they have been certified as “this copy is a true copy of the original” by a Commissioner of Oaths or other similar qualified person before presentation to the Authority. The certification statement/stamp however must be the original and not a photocopy.
- 8.3 The Authority may consider in exceptional circumstances other original documents if it considers that such a document offers equivalent evidence as the original document and there is also an urgent need. However, this will only be considered if the applicant gives a written undertaking to submit the original documents referred to in 8.1 within 7 days.

9. CERTIFICATE OF VALIDITY

- 9.1 A Certificate of Validity can be renewed by a licence holder up to a maximum of 3 months prior to the expiry date of the existing Certificate of Validity without a reduction of the 6 month validity period of the Certificate which is subsequently issued. However, the three PL 102B form revalidation options still apply.