

# FIJI AERONAUTICAL INFORMATION CIRCULAR



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## **AERONAUTICAL FACILITY TECHNICIAN LICENCE (AFTL)** (Telecommunications and Electrical/Mechanical Personnel)

### **1. Statutory legislation**

- 1.1 Regulation 61 of the Air Navigation Regulations (ANR) mandates the licensing of technicians engaged in the maintenance of aeronautical ground based facilities used for the provision of air traffic services and air navigation services in the Fiji Islands and in any area outside the Fiji Islands, for which the State has, pursuant to a designated agreement, undertaken to provide those services.
- 1.2 The organisation/s with whom these technicians are employed are referred to as the “aeronautical telecommunications organisation” or simply “the service provider”.
- 1.3 The applicable ANR are 53, 54, 55(2), 57(1), 58, 60 and 61.
- 1.3.1 ANR 53(2) empowers the Authority to grant or renew licences and ratings subject to such conditions as it thinks fit and upon being satisfied that an applicant therefore is a fit and proper person to hold the licence or rating applied for and qualified by reason of his/her knowledge, experience, competence, skill; and is fit to act in the capacity to which the licence or rating relates.
- 1.4 Licence suspension, revocation and variation is vested with the Authority under Regulation 151.
- 1.5 The standards document on facility technician licence contains a provision for the service provider to establish stand-down and reinstatement procedures in the aftermath of an incident and accident. This is a

precautionary measure required of the service provider's safety management system.

- 1.6 ANR 157(4) states that a person who contravenes any provision of the Regulations (e.g. those as mentioned in paragraph 1.2 above) is liable on conviction to a fine of \$2000 and imprisonment for 12 months.

## **2. Qualifications**

- 2.1 Pursuant to Regulations 53(2), a holder of an aeronautical facility technician's licence issued by the Authority may, subject to the conditions specified below, certify aeronautical facilities used for air traffic services and air navigation as fit for operational use.
- 2.2 The specific aeronautical equipment for the provision of air traffic services and air navigation services that are applicable are listed in the AFTL standards document. To exercise the privileges of the licence for any of the facilities in this listing, the holder of an AFTL must:-
- (a) Hold the required facility ratings;
  - (b) Be familiar with all that is pertinent; and
  - (c) Maintain current operating practice.
- 2.3 The licence holder shall not exercise the privileges of the licence during any period when under the effect of disease, injury, and/or the influence of alcohol, drugs and/or psychoactive substances that render the holder incapable of safely and properly exercising these privileges.
- 2.4 A licence holder is deemed to be exercising the privileges of the licence when he/she:-
- (a) Returns or restores a facility to operational service;
  - (b) Carries out repairs and routine maintenance of the facility;
  - (c) Conducts testing of the facility; or
  - (d) Conducts practical training on the facility.
- 2.5 A licence holder is deemed to be in current operating practice for an equipment provided he/she carries out any of the functions in paragraph 2.4 (a) to (d) on that equipment listed in his/her licence under aeronautical equipment ratings within a period of not exceeding 56 days.

### **3. Validity Period**

- 3.1 Maximum validity period of the licence is 12 months from the date of issue or the date of renewal of the licence.

### **4. Qualifications and Requirements**

- 4.1 These are prescribed by the Authority in the standards documents on the licensing of technical personnel.

- 4.2 An applicant for an Aeronautical Facility Technician's Licence must:

- (a) Be at least 21 years of age;
- (b) Satisfy the Authority as a "fit and proper" person;
- (c) Be a holder of at least a diploma in telecommunications or electrical and mechanical engineering from a recognised/approved technical institution\*; and
- (d) Demonstrate or furnish evidence of practical experience and knowledge in training received and successfully completed; and
- (e) Meet other requirements specified in the Standards Document on the licensing of technical personnel;
- (f) Satisfy medical requirements as specified in paragraph 6.

*\* Note: Trade certificates in some instances may be the minimum entry qualifications.*

- 4.3 In the determination of a fit and proper person, the Authority is concerned with attitude (character/behaviour), such as integrity, reliability and self-control. It becomes an issue when a licence holder knowingly puts an aircraft or an aeronautical system at risk by his/her action or inaction. The fit and proper aspect includes disregard of procedures, negligence, recklessness and substance abuse.

A conviction of any offence relating to alcohol or drugs will be relevant for determining whether a person is or remains fit and proper to hold a licence. This includes refusing to submit to any lawful test for alcohol or drugs. Such a conviction may result in a refusal to grant and/or renew a licence, or suspension or revocation of the licence.

- 4.4 On the demonstrated level of knowledge in the required subjects, the examination includes:-

- (a) Role and responsibilities of a licence holder, in providing support services for air navigation and air traffic services and associated support services.
- (b) Relevant regulations.
- (c) Air navigation and air traffic facilities, the usage of the facility within the air navigation system and its limitations.
- (d) Usage and limitations of other supporting facilities
- (e) Basic knowledge of safety management system methodology.

4.5 An applicant shall furnish evidence to indicate that he or she has at least 12 months practical experience in the maintenance of aeronautical facilities.

## **5. Ratings**

5.1 To obtain a rating and initial endorsement, an applicant shall, for each facility:

- (a) Undergo a course of instruction conducted by a certified instructor;
- (b) Obtain a minimum of 70% in the written examination following the instructional training;
- (c) Undergo on-the-job training on the facility under the supervision of a certified OJT instructor for that facility;
- (d) Be assessed as competent in the maintenance and operation of the facility by successfully passing a practical assessment; and
- (e) Pass an oral assessment conducted by an approved Technical Licensing and Rating Board.

*Note: Personnel conducting oral and practical assessments must be acceptable to the Authority.*

## **6. Medical Requirements**

6.1 The applicant shall undertake medical assessment conducted by a designated medical examiner approved by the Authority.

6.2 The applicant shall meet ICAO Annex-1 Personnel Licensing Class 3 Medical Assessment on

- (a) Hearing; and
- (b) Vision (particularly correct colour perception).

6.3 The applicant must not have any physical and mental disabilities that will inhibit his/her ability to competently and safely carry out the privileges of the licence.

## **7. Proficiency Assessments**

7.1 The aeronautical telecommunications organisation shall :-

- (a) Have in place acceptable methods of conducting and recording proficiency assessment of its technical licensed personnel; and
- (b) Carry out a proficiency assessment of its AFTL personnel at least every 12 months;
- (c) Ensure that any improvement training required of the licensee will be achieved within the allocated timeframe.

7.2 The service provider shall designate examining officers to conduct the proficiency assessment. These officers must be acceptable to the Authority.

7.3 A licence holder who fails to pass a proficiency assessment shall not exercise the privileges of the licence.

## **8 Instructional Personnel Certification**

### **8.1 On-the-Job Training Instructor (OJTI)**

8.1.1 To satisfy the requirement of an OJTI, an applicant shall have :-

- (a) Successfully completed a basic course in theoretical and practical instructions;
- (b) At least 12 months of practical experience on the facility; and
- (c) Hold an AFTL with a current rating for the facility.

### **8.2 Training Instructor (TI)**

8.2.1 The requirements of an aeronautical facility training instructor are as follows: -

- (a) successfully completed training conducted by a recognised institute in instructional techniques (practical and theoretical);
- (b) Held an AFTL<sup>1</sup>;
- (c) Be qualified to present and demonstrate the relevant subject<sup>2</sup>.

*Note:*

<sup>1</sup> A TI must hold a current rating endorsement when conducting facility instructional training at an operational facility.

<sup>2</sup> Where a TI no longer holds a current rating, the interval since the endorsement lapsed should be no more than 6 months. Beyond this, the instructor shall re-familiarise his/her knowledge of that facility.

## **9 Application Guidelines**

9.1 Applicants to allow 10 working days for the processing of applications.

9.2 To avoid unnecessary delays, applicants should ensure all required data is provided.

## **10 Initial Application for Licence**

10.1 An applicant shall submit to the CAAF Ground Safety Department the following: -

- (a) A completed application form;
- (b) Proof of date of birth;
- (c) A passport size photograph (self-certified/signed at the back);
- (d) Documented evidence on training undertaken, qualification and proficiency assessment as applicable; and
- (e) Police clearance/vetting results.

10.2 Prior to the issuance of a licence, a successful applicant shall pay the applicable fees to the Authority.

## **11 Licence Renewals**

11.1 A licence may be renewed provided the applicant:-

- (a) Holds a rating for at least one facility;
- (b) Maintains current operating practice; and
- (c) Has passed a proficiency assessment conducted by an approved examiner; and

- 11.2 For licence renewal, an applicant shall submit to the CAAF Ground Safety Department the following:-
- (a) Completed application form; and
  - (b) Documented evidence of training undertaken, qualifications and proficiency assessment as applicable.
- 11.3 Prior to issuance of licence renewal or additional rating endorsement, a successful applicant shall pay the Authority applicable fees.

## **12 Aeronautical Station Operators Licence (ASOL)**

- 12.1 An ASOL is required for the testing and operating of radio transceivers on the aeronautical frequencies designated for the provision of air traffic services. This includes radio transceivers for the control of vehicle movements on the airside of aerodromes.
- 12.2 Standards for an ASOL are prescribed in the Air Traffic Service Personnel Licensing document. An ASOL may specify limitations and/or endorsements.

## **13. Further Information and Clarification**

- 13.1 Contact the Ground Safety Department of the Authority.