



Civil Aviation Authority  
of Fiji

# **STANDARDS DOCUMENT – FOREIGN AIR OPERATORS CERTIFICATE**

Published by:

Civil Aviation Authority of Fiji  
Private Mail Bag, NAP 0354  
Nadi International Airport  
Fiji

[www.caaf.org.fj](http://www.caaf.org.fj)

Copyright © 2010 CAAF



# STANDARDS DOCUMENT

## FOREIGN AIR OPERATORS CERTIFICATE

### SD – FOREIGN AIR OPERATORS CERTIFICATE

Civil Aviation Authority of Fiji  
Private Mail Bag, NAP 0354  
Nadi International Airport  
Fiji

Copyright © 2010 CAAF

Copy number: Electronic Copy

This manual is subject to the amendment service:  Yes  No

Copy Holder: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date of Effectiveness: **25<sup>th</sup> February 2010**

## PREFACE

### GENERAL

Fiji's National Aviation Law consists of a three tier or triple system regulatory system, comprising Acts, Regulations and Standards Documents; the purpose of which is to ensure, where deemed appropriate, compliance and conformance with ICAO Standards and Recommended Practices (SARPS).

The 'three tier' or 'triple system' regulatory system represents Fiji's Primary Legislation System and Specific Operating Regulations to meet Critical Elements CE1 and CE2 of ICAO's Eight Critical Element of a safety oversight system

Standards Documents (SD) are issued by the Civil Aviation Authority of Fiji under the provision of Section 14 (3) (b) of the Civil Aviation Authority Act 1979 (CAP 174A)

Where appropriate, the SD also contains technical guidance (Critical Element CE5) on standards, practices, and procedures that are acceptable to the Authority.

Notwithstanding the above, and where specifically indicated in this Standards Document that such a provision is available, consideration may be given to other methods of compliance that may be presented to the Authority provided they have compensating factors that can demonstrate a level of safety equivalent to or better than those prescribed herein. Accordingly, the Authority will consider each case based on its own merits holistically in the context of and relevancy of the alternative methods to the individual applicant.

When new standards, practices, or procedures are determined to be acceptable, they will be added to this document.

### PURPOSE

This Standards Document for the Foreign Air Operators Certificate is issued by the Civil Aviation Authority of Fiji under the provisions of Section 14 (3) (b) of the Civil Aviation Authority Act 1979 of Fiji and pursuant to Regulation 145F of the Air Navigation Regulations 1981.

### Change Notice

This Standards Document outlines the Authorities policies and procedures for the validation, surveillance and resolution of safety issues, associated with commercial air transport operations by an air operator from another State. The primary role in the safety oversight of any air operator is that of the State of the Operator which issued the Air Operator Certificate (AOC). However, each State has a responsibility to insure that every aircraft flying over or manoeuvring within its territory shall comply with the rules and regulations relating to the flight. Because of the wide scope of operations involved and the many variables that can be encountered, it is impossible to anticipate all situations, therefore the application of these policies and procedures will be subject to the scope of operations.



.....  
**THERESA LEVESTAM**  
**ACTING CHIEF EXECUTIVE**

## AMENDMENT RECORD

The following space is provided to keep a record of all amendments.

Amendment No.	Effective Date	Entered By	Date Entered	Amendment No.	Effective Date	Entered By	Date Entered
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

## TABLE OF CONTENTS

AMENDMENT RECORD .....	(i)
PREFACE .....	(ii)
TABLE OF CONTENTS .....	(iii)
1. General .....	1
1.1 The Air Safety Department of the Authority .....	1
1.1.1 General .....	1
1.1.2 Responsibilities .....	1
1.2 Application of the Standards Document .....	2
1.2.1 Definitions .....	2
1.2.2 Abbreviations .....	2
1.2.3 Applicability .....	2
1.2.4 Policies and Procedures .....	3
1.3 Preparation and Distribution of the Standards Document .....	3
1.4 Standards Document Revisions .....	3
1.5 General Considerations .....	3
1.5.1 Regulation 145F of the Air Navigation Regulations 1981 .....	3
1.5.2 Requirements .....	3
1.5.3 Fiji Air Services Agreement Requirements .....	3-4
2. Foreign Air Operator Certificate .....	6
2.1 General .....	6
2.2 Foreign Air Operator's Certificate Process .....	6
2.2.1 Documentation required .....	6
2.2.1.1 Air Operator Manuals, Documents and Flight Crew Licenses to be carried .....	6
2.2.1.2 Additional Information and Forms to be carried .....	7
2.2.2 Initial Application .....	7
2.2.3 Amendment to an Existing Foreign Air Operator's Certificate .....	7
2.2.4 Review of Documentation .....	8
2.2.5 Evaluation of an Application by a Foreign Air Operator .....	8
2.2.6 Additional Measures .....	8
2.3 Reserved .....	9
2.4 Issuance or Amendment to a Foreign Air Operator's Certificate .....	9

2.5	Records Management.....	9
3.	Surveillance of Foreign Air Operators.....	11
3.1	Introduction.....	11
3.2	Authorized Persons.....	11
3.3	Sharing of safety information (upon request).....	11
3.4	Pre-inspection planning.....	11-12
3.5	Inspections.....	12
3.6	Action on Findings – Resolution of Safety Issues.....	12
3.6.1	General.....	12
3.6.2	Follow-up.....	12-13
APPENDIX A – Application form for Foreign Air Operator.....		15-16
APPENDIX B – Foreign Air Operators Certificate Process.....		17

## Chapter 1

### 1 General

#### 1.1 The Air Safety Department of the Authority

##### 1.1.1 General

Pursuant to the Civil Aviation Act 1979, the Authority is responsible for the regulation and supervision of all aeronautical matters within Fiji. Furthermore, the Authority has determined that all foreign aircraft operated in commercial air transport operations within Fiji shall be operated and maintained in accordance with ICAO Standards, as well as the terms of an Air Operator Certificate (AOC) and associated Operations Specifications issued by the State of the Operator. The Authority will issue a Foreign Air Operators Certificate validating the AOC issued by the State of the Operator, which may include additional conditions and/or limitations which are intended to address unique and special requirements associated with the airspace of Fiji. Such conditions and/or limitations should not conflict with the AOC and the associated Operations Specifications issued by the State of the Operator. In the event that there is a conflict between Fiji requirements and the AOC and the associated Operations Specifications issued by the State of Operator, the requirements of Fiji will prevail.

##### 1.1.2 Responsibilities

The Authority is responsible for:

- (1) Promulgating functional direction for the regulation of foreign air operators operating in and out of Fiji;
- (2) Administration of the process related to issuance of the Foreign Air Operator's Certificate, establishment of the foreign air operator surveillance programme and subsequently, implementation of the programme;
- (3) Communicating with foreign Civil Aviation Authorities, and related coordinating and liaising with appropriate Fiji government departments and agencies;
- (4) Participating in working groups, seminars, conferences, on matters relating to international air services and the regulation thereof; and
- (5) Providing assistance, when requested, to foreign Civil Aviation Authorities.

#### 1.2 Application of the Standards Document

##### 1.2.1 Definitions

For the purposes of this standards document:

**“Air operator certificate (AOC)”** a certificate issued by the State of the Operator authorizing an operator to carry out specified commercial air transport operations. ;

**“Authority”** means the Civil Aviation Authority of Fiji;

**“Authorised person”** means, as applicable, a flight operations inspector, a cabin safety & dangerous goods inspector, an airworthiness officer or any other inspector/officer who is duly authorized by the Authority for the purposes of conducting safety oversight of foreign air operations in Fiji;

“**Charter**” is a non-scheduled operation using a chartered aircraft. In the **charter** of an aircraft, a portion of or the entire capacity of the aircraft is hired or purchased privately by one or more entities (charterer), who may re-sell it to the public (this occurs most frequently in non-scheduled passenger air operations which is why they are popularly known as “charter flights”). The situation in which the charterer is another air operator which has its own operating authority and charters the entire capacity of the aircraft, usually on short notice, is termed a **sub-charter**.

“**Damp lease**” is generally understood to be a wet lease of an aircraft where the aircraft is operated under the AOC of the lessor, with the flight crew and possibly part of the cabin crew being provided by the lessor. Part or all of the cabin crew are provided by the lessee.

“**Dry lease**” is understood to be the lease of an aircraft where the aircraft is operated under the AOC of the lessee. It is normally a lease of an aircraft without crew, operated under the custody and the operational and commercial control of the lessee, and using the lessee’s airline designator code and traffic rights.

“**Foreign air operator**” means any operator, not being an operator holding an Air Operator Certificate issued by the Authority under the provisions of ICAO Annex 6, Part I or Part II, which undertakes, whether directly or indirectly or by lease or any other arrangements, to engage in commercial air transport operations within borders or airspace of Fiji, whether on a scheduled or charter basis.

“**Wet lease**” is generally understood to be a lease of an aircraft where the aircraft is operated under the AOC of the lessor. It is normally a lease of an aircraft with crew, operated under the commercial control of the lessee and using the lessee’s airline designator code and traffic rights.

“**Operations Specifications**” means the authorizations, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual issued by the State of Operator.

### 1.2.2 Abbreviations

- AFM** Aeroplane Flight Manual;
- AOC** Air Operator Certificate;
- ICAO** International Civil Aviation Authority Organization;
- CAA** Civil Aviation Authority

### 1.2.3 Applicability

The procedures and policy herein shall apply to the operation of any civil aircraft for the purpose of commercial air transport operations by any air operator whose Air Operator Certificate is issued and controlled by a Civil Aviation Authority other than the Civil Aviation Authority of Fiji. Adherence to the guidance herein provided will enable the authorised persons to perform foreign air operator certification and surveillance in a uniform manner so as to issue a Foreign Air Operator’s Certificate.



#### 1.2.4 Policies and Procedures

The policies and procedures herein apply to all foreign commercial air operators falling within the scope of Regulation 145F of the Air Navigation Regulations 1981. Because of the broad scope of foreign air operations and the many variables involved, it is impossible to provide detailed procedures for all requirements. Therefore, authorised persons must have a sound knowledge of their inspection responsibilities and exercise sound judgement in applying the policy and procedures found in this Standards Document.

#### 1.3 Preparation and Distribution of the Standards Document

This Standards Document is an official Authority document, and is available to the public through the Authority's website: [www.CAAF.org.fj](http://www.CAAF.org.fj)

#### 1.4 Standards Document Revisions

Suggestions and comments for amendment of this Standards Document should be sent to the Authority.

#### 1.5 General Considerations

##### 1.5.1 Regulation 145F of the Air Navigation Regulations 1981

Pursuant to Regulation 145F of the Air Navigation Regulations 1981, a foreign air operator shall not operate an aircraft in commercial air transport operations in Fiji contrary to the requirements of:

- (1) Regulation 145F of the Air Navigation Regulations 1981;
- (2) This Standards Document; and
- (3) The rules of the State of Registry and the State of the Operator of the aircraft that give effect to the Standards and Recommended Practices contained in Annex 1 (Personnel Licensing), Annex 6 (Operation of Aircraft), Part I and Part III, Section II and in Annex 8 (Airworthiness of Aircraft) of the Chicago Convention.

##### 1.5.2 Requirements

To recommend the issuance of a Foreign Air Operator's Certificate, the authorised persons shall ensure that:

- (1) The foreign air operator has been issued an Air Operator Certificate (AOC) and associated operations specifications by the State of the Operator in accordance with pertinent national regulations of the State of the Operator;
- (2) The AOC authorizes the air operator to conduct operations to Fiji as requested by the foreign air operator; and,
- (3) The State of the Operator is capable to carry out safety oversight of the foreign air operator, as determined by a review of the ICAO USOAP audit reports, and/or audits from another contracting State and/or knowledge of the Authority of the safety oversight capabilities of the State of the Operator.

##### 1.5.3 Fiji Air Services Agreement Requirements

1.5.3.1 All foreign air operators wishing to operate an air service within, into and out of Fiji must obtain an Air Services Agreement from Fiji Ministry of Civil Aviation. This requirement is entirely separate from the process of obtaining a Foreign Air Operator Certificate.

1.5.3.2 The Air Service Agreement must contain a safety clause addressing safety requirements that each party to the agreement would need to maintain and helps to ensure that aircraft using airspace and airports in another State (other than the State of the Operator) are operated and maintained in accordance with ICAO Standards. Ongoing dialogue, as well as surveillance of air operations, would be required to maintain the validity of such an agreement.

*Note: DOC 8335, Manual of Procedures for Operations Inspections, Certification and Continued Surveillance outlines the text of a model clause in Attachment VI-A.*

- 1.5.3.3 Fiji may authorize flights not contained in the Air Services Agreement on a case-by-case basis. Such flights would be of short duration for special events, for emergency purposes, etc., and a Foreign Air Operator's Certificate issued in accordance with the procedures of this Standards Document may or may not be required depending on the circumstances. Nevertheless, the Authority will determine that such operations can be conducted in a safe manner, after conducting a suitable risk assessment.

**Intentionally Blank**

## Chapter 2

### 2 Foreign Air Operator Certificate

#### 2.1 General

- 2.1.1 Pursuant to Regulation 145F of the Air Navigation Regulations 1981, all foreign air operators conducting commercial air transport operations in Fiji shall do so under the terms and conditions of an AOC and associated Operations Specifications issued by the State of the Operator, and of a Foreign Air Operator's Certificate with additional conditions and limitations as applicable issued by the Authority.
- 2.1.2 Pursuant to Article 11 of the ICAO Convention, each Member State recognizes the other contracting States' right to regulate aircraft that operate in their airspace. Consequently, the Foreign Air Operator must comply, where applicable, with the Air Navigation Regulation 1981 and related aviation laws when operating within Fiji territory.
- 2.1.3 When evaluating an application of an operator from another State to operate within its territory, the Authority shall examine both the safety oversight capabilities and record of the State of the Operator and, if different, the State of Registry, as well as the operational procedures and practices of the Operator.
- 2.1.4 In the case where working/technical arrangements have been established, a Foreign Air Operator's Certificate will be granted on the basis of such an Agreement rather than under this Standards Document.
- 2.1.5 Where no working/technical arrangements exist, an administrative review of the relevant documentation as detailed below will be performed. A Foreign Air Operator's Certificate shall be granted in the absence of any significant negative findings / major deficiencies.

In the case of any significant negative findings / major deficiencies, the document review will be followed by additional measures as described in 2.2.6 prior to issuing a Foreign Air Operator's Certificate.

#### 2.2 Foreign Air Operator's Certificate – Process

**Note: Appendix B contains a flow chart of the Foreign Air Operator's Certificate - process**

##### 2.2.1 Documentation Required

Foreign air operators shall be required to submit copies of the documentation below:-

- (1) A copy of a valid Air Operator Certificate issued by the foreign CAA;
- (2) A copy of any equivalent Operations Specifications issued by the foreign CAA for any specialised flight operations specifications requested by the Foreign Air Operator for operations in Fiji;
- (3) Insurance certificate;
- (4) In case of wet-lease of aircraft, approval of CAA of the State of the Operator of the lessee, with identification of the operator that exercises operational control on the aircraft; and
- (5) Document authorizing the specific traffic rights, issued by the Ministry of Civil Aviation or resulting from a bilateral air transport agreement, if required, by Fiji.
- (6) Any other document the Authority considers necessary to ensure that the intended operations will be conducted safely.

##### 2.2.1.1 Air Operator Manuals, Documents and Flight Crew Licenses to be carried

A Foreign Air Operator shall ensure that the following manuals, documents and licenses are carried on all flights into Fiji -

- (1) A certified true copy of the Air Operator Certificate and a copy of the authorisations, conditions and limitations relevant to the aircraft type, issued in conjunction with the Certificate – all of which shall be in the English language;
- (2) Copy of the applicable Operations Specifications required under Regulation 145F of the Air Navigation Regulations 1981;
- (3) The current parts of the Operations Manual relevant to the duties of the crew are carried on each flight;
- (4) Those parts of the Operations Manual which are required for the conduct of a flight are easily accessible to the crew on board the aircraft on each flight, such as MEL: and
- (5) The current AFM or RFM approved by the State of Registry, or AOM approved by the State of Operator is carried on the aircraft on each flight. The AFM or RFM shall be updated by implementing changes made mandatory by the State of Registry received from the State of Design.
- (6) The current certificate of registration, and airworthiness certificate in force in respect of that aircraft;
- (7) The appropriate licenses of the members of the flight crew;
- (8) Appropriate approval/license of crew members for aircraft radio operations.

#### 2.2.1.2 **Additional Information and Forms to be carried**

A Foreign Air Operator shall ensure that, in addition to the documents and manuals prescribed in 2.2.1.1., the following information and forms, relevant to the type and areas of operation, are carried on each flight –

- (1) Operational Flight Plan;
- (2) Aircraft Technical Log
- (3) Appropriate NOTAM/AI briefing documentation;
- (4) Appropriate meteorological information
- (5) Passenger and Cargo manifests as appropriate for the intended flight;
- (6) The mass and balance document for the aircraft certifying that the load carried is properly distributed and safely secured;
- (7) Notification of special loads including any dangerous goods; and
- (8) Current maps and charts for the area of operation.

#### 2.2.2 **Initial Application**

- (1) Applicants from a contracting State to the Chicago Convention shall make application in accordance with the Authorities Foreign Operators Application Form (OP 110) contained in Appendix A.
- (2) Application requirements for applicants from a State that is not a contracting State to the Chicago Convention will be determined on a case-by-case basis.

#### 2.2.3 **Amendment to an Existing Foreign Air Operator's Certificate**

Applicants requesting an amendment to an existing Foreign Air Operator's Certificate (that is, a change in or addition to service, aircraft type, etc.) will be required to provide the following documentation:

- (1) A copy of the relevant CAA authority to operate the aircraft into Fiji, if amended;
- (2) A completed copy of the Authorities Foreign Operator's Application Form (OP 110);
- (3) In case of wet-lease of aircraft, approval of CAA of the State of the Operator of the lessee, with identification of the operator that exercises operational control on the aircraft; and
- (4) Copies of any amendment to the operations specifications relevant to the application and issued by the State of the Operator.

## 2.2.4 Review of Documentation

The Authority shall confirm receipt of all requested documents. Normally, certificates and licences issued or rendered valid by a Contracting State to the Chicago Convention will be recognized. This recognition is predicated on the understanding that the requirements under which the certificates and licences were issued or rendered valid are equal to or exceed the minimum standards established by ICAO.

**Note: If there is a concern about the validity of any aspect of the collected documentation and the Foreign Air Operator is unable to provide clarification, this concern is to be conveyed to the CAA of the applicant's State of Registry or State of the Operator as applicable.**

## 2.2.5 Evaluation of an Application of a Foreign Air Operator

2.2.5.1 When evaluating a new application of a Foreign Air Operator, the Authority must examine both the safety oversight capabilities and record of the State of the Operator and, if different, the State of Registry. This is necessary in order for the Authority, in the terms of Article 33 to the Convention, to have confidence in the validity of the Certificates and Licences associated with the Operator, its personnel and aircraft, in the operational capabilities of the Operator and in the level of oversight applied to the activities of the Operator by the State of the Operator.

**Note:** ICAO has made available a Safety Oversight Audit (SOA) Secure Site internet website [<http://www.icaosoa.ca/soamain>] to provide all Contracting States the ability to access safety critical information collected from Contracting States during the Universal Safety Oversight Audit Programme (USOAP) audit. This secure site contains final safety oversight audit reports including the audit findings, recommendations, State's action plan and comments, as well as the comments of the Safety Oversight Audit Section on a State's action plan in addition to all relevant information derived from the Audit Findings and Differences Database (AFDD). The SOA Secure Site is also accessible through the ICAO Flight Safety Information Exchange (FSIX) website [<http://www.icao.int/fsix>].

2.2.5.2 If required, the Authority may request, from the State of the Operator, reports of any inspections that may have been conducted to obtain information on an operator from another State.

2.2.5.3 If required, the Authority may also request access to reports of audits of the operator in question conducted by independent internationally recognized aviation audit organizations and/or by other air operators, such as code-sharing partners. Such non-regulatory audits should be used in conjunction with other information such as a report from the ICAO USOAP or other inspection results to evaluate the application.

## 2.2.6 Additional Measures

2.2.6.1 Additional measures will be taken by the Authority if the initial review indicates significant deficiencies in the safety oversight system of the State of the Operator and, if different, the State of Registry or in the safety performance of the Foreign Air Operator.

2.2.6.2 In the case of any significant negative findings/major deficiencies, the document review should be followed by discussions with the State of the Operator seeking resolution of such deficiencies prior to granting a Foreign Air Operator's Certificate. This information can be supplemented, in part, by the consideration of audits, including operator audits. Fiji may consider audits performed by other States, by internationally recognized audit organizations or by its CAA.

2.2.6.3 The Authority may also request additional documentation from the Foreign Air Operator that could demonstrate that deficiencies have been rectified. An air operator may provide additional supporting documentation or evidence.

2.2.6.4 In case of unsatisfactory additional measures to rectify significant negative findings/major deficiencies, the application to operate by the foreign operator shall be denied and a letter forwarded to the State of the Operator and the State of Registry, if different, with a copy to the operator's management with details of the significant findings.

## **2.3 Reserved**

## **2.4 Issuance or Amendment to a Foreign Air Operator's Certificate**

2.4.1 Pursuant to Regulation 145F Air Navigation Regulations, the Authority, shall, upon determination that the applicant has met all of the safety and regulatory requirements, issue or amend the Foreign Air Operator's Certificate. The Foreign Air Operator's Certificate remains valid from the date of issue as long as the Air Operator Certificate upon which it is based remains valid. If the State of the Operator only issues AOCs of short validity period (e.g. one year) or if the AOC expires or is amended soon after the initial approval, it is incumbent on the Foreign Air Operator to provide the updated version of the AOC in a timely manner. The surveillance programme described in Chapter 3 of this Standard Document will enable the Authority to confirm that the AOC remains valid.

2.4.2 If the Authority decides to approve the service, it will issue a Foreign Air Operator's Certificate to the Operator. This document may include additional conditions and limitations for elements not listed in the operator's AOC and its associated operations specifications but considered necessary for the safe operation within Fiji territory.

2.4.3 These conditions and limitations, that may be included, are intended to provide more detailed information and may address unique and special requirements associated with the airspace of Fiji where the operations will occur. The issue of these conditions and limitations is part of Fiji Foreign Air Operator's Certificate. Such conditions and limitations should not conflict with the AOC and the operations specifications issued by the State of the Operator.

## **2.5 Records Management**

Files are used to maintain records associated with the Foreign Air Operator Certificate. The file is opened at the time of application and is to contain all material that supports or justifies the granting of a Foreign Air Operator's Certificate or otherwise. It contains the latest Foreign Air Operator's Certificate issued to the Foreign Air Operator, justification/rejection for the Foreign Air Operator's Certificate, and copies of all superseded documents.

**Intentionally Blank**



## Chapter 3

### 3 Surveillance of Foreign Air Operators

#### 3.1 Introduction

- 3.1.1 In order to maintain a Foreign Air Operator Certificate issued by the Authority, Air Operators will be subject to appropriate surveillance. This includes regular ramp checks and documentation reviews. In case any significant negative finding/major deficiency is detected during this process, the Authority shall take appropriate measures, to ensure significant negative findings/major deficiencies are rectified.
- 3.1.2 While the State of the Operator which issued the AOC has primary responsibility for overseeing the safety of operations of its certificate holders, the Authority undertakes, in accordance with Article 12 to the Convention, to ensure that every aircraft flying over or manoeuvring within its territory shall comply with ICAO and Fiji requirements.

#### 3.2 Authorised Persons

- 3.2.1 All authorised persons who conduct inspections of foreign aircraft should have significant experience in inspection and surveillance of air operators and understand the difference between ramp inspections conducted on their own operators as part of their certificate management responsibilities and surveillance inspections conducted on aircraft of foreign operators. These authorised persons must be specifically trained and authorized to conduct such inspections and possess appropriate credentials identifying them as authorised persons employed by the Authority.
- 3.2.2 The foreign operator's ramp inspections shall be carried out in a similar manner to the ramp inspections of Fiji operators, with some important differences, as the standards applied to foreign operators are based primarily on international standards and not on national regulations. Authorised persons shall be sufficiently fluent in both spoken and written English language to be able to conduct the inspection.

#### 3.3 Sharing of safety information (upon request)

The Authority will share relevant safety findings regarding a foreign operator with other Contracting States.

#### 3.4 Pre-inspection planning

- 3.4.1 Authorised persons will prepare for an inspection by updating themselves on any recent changes to Fiji regulations and/or ICAO SARPs with respect to operations by operators from other States.
- 3.4.2 A check will be made of the authority for the operator to operate the particular aircraft concerned.
- 3.4.3 The record of the operator's history in Fiji will be examined, including records of past aircraft inspections and, in particular, those of the specific aircraft concerned in the inspection to be conducted, to check for any outstanding actions or recurring trends that might warrant particular attention.
- 3.4.4 Ramp inspections customarily involve the aircraft and its crew, line station operations, servicing and maintenance and the ramp and gate area condition and activity. Time constraints may apply only to the inspection of the aircraft and crew. Determination will be made of the number of authorised persons and the specializations to be involved, the distribution of tasks and the time to be allocated to each task.
- 3.4.5 Whilst the plan will include comprehensive inspections, it might not be possible to cover all the desired elements in the time available for a particular inspection without causing unreasonable delay to the operation. As inspections on aircraft of any one operator may be conducted at

different airports by different authorised persons, the overall inspection plan will need to take this into account. Some elements may be covered at every inspection; others can be covered over a number of inspections. Thus, comprehensive records must be kept of all inspections of aircraft of a particular operator in the Authority's Aviation Quality Database (AQD) accessible to and updated by the authorised person concerned. All Foreign Air Operators will be inspected at least once each year.

3.4.6 Selection of a particular aircraft to inspect should normally be done at random, in a non-discriminatory manner. However, the authorised persons shall apply principles of risk management to identify operations perceived to present a higher safety risk and, as a result, conduct additional inspection activities aimed at those operations, which can be linked to a specific:

- (a) State of the Operator;
- (b) aircraft type;
- (c) nature of operations (scheduled, non-scheduled, cargo, etc.);
- (d) foreign air operator; or
- (e) individual aircraft.

3.4.7 Authorised persons may need to coordinate inspections with the appropriate Fiji customs and security departments.

### 3.5 Inspections

3.5.1 Routine surveillance will be conducted on all foreign air operators by authorised inspectors at each international airport during ramp inspections. All ramp inspections of aeroplanes will be conducted utilizing the Authorities Ramp Inspection Worksheets. The ramp inspection will be concerned with the aircraft documents and manuals, flight crew licenses, the apparent condition of the aircraft, and the presence and condition of mandatory safety equipment.

3.5.2 Special-purpose inspections, focused on a particular air operator, may be conducted where previous inspections have indicated a high level of non-conformances to requirements. In addition, reports from air traffic services, airport staff and/or incident reports may also result in a requirement for special-purpose inspections.

3.5.3 It is to be noted that ramp inspections of foreign air operators are by their nature on-the-spot assessments which cannot substitute or replace safety oversight responsibilities of the State of the Operator or the State of Registry. Ramp inspections serve as pointers but they are not intended to, and they cannot, guarantee the airworthiness of a particular aircraft or the safety of the operator's flight operations.

### 3.6 Action on Findings – Resolution of Safety Issues

#### 3.6.1 General

3.6.1.1 After a ramp inspection of a Foreign Air Operator, authorised persons action resulting from findings will depend on the seriousness of the safety finding. Specific action may also be needed where the State of Registry of the aircraft is different from the State of the Operator.

3.6.1.2 Should a Foreign Air Operator not resolve a major finding in a timely manner then the Authority will consider revocation of the Certificate to operate in Fiji.

#### 3.6.2 Follow Up

3.6.2.1 If there is any finding from an inspection, the air operator will be advised in writing, and depending on the seriousness, with a copy to the appropriate foreign CAA of the State of the Operator and/or the State of Registry, as applicable, advising of the safety deficiency or observation and requesting remedial action or comment as appropriate. If a response is not received from the Air Operator within thirty days then the foreign CAA should be contacted directly and requested to ensure that corrective action has been taken to rectify the situation.

- 3.6.2.2 In accordance with Article 16 of the Chicago Convention, authorised persons will not normally cause a delay to a particular flight to complete a Ramp Inspection. Where there is insufficient time to complete a particular inspection due to the late arrival of the aircraft or for some other reason, then another inspection should be planned for a subsequent flight, subject to 3.6.2.3.
- 3.6.2.3 Delays may be unavoidable where it has been determined that the aircraft is damaged and is not airworthy. Annex 8, Part II, 3.6 allows the State to prevent a damaged foreign aircraft from resuming its flight operation on the condition that the CAA shall advise the State of Registry or State of the Operator as applicable. Annex 8 also requires that the State of Registry will consider the airworthiness of the aircraft and prohibit the aircraft from resuming flight until it is restored to an airworthy condition or permit the aircraft to resume its flight, if considered airworthy, or permit the aircraft to conduct a non-commercial air transport operation, under prescribed limiting conditions, to an aerodrome at which it will be restored to an airworthy condition.

**Note:** *Where the State of Registry has entered into an Article 83bis agreement with the State of the Operator, then the State of Operator may substitute for the State of Registry.*

**Intentionally Blank**

## Appendix A – Application form for Foreign Air Operator

	<p><b>Civil Aviation Authority of Fiji</b></p> <p><b>APPLICATION FOR FOREIGN AIR OPERATOR</b></p>	<p><b>OP 110</b></p>
---	---	----------------------

**Application for Air Transport Operations by a Foreign Operator – Initial/Renewal/Variation (Delete as applicable)**  
**(To be completed by a foreign air operator for a Certificate to conduct operations in Fiji)**  
**Section 1. To be completed by air operator**

**A**

1. Company registered name and trading name if different. Address of company: mailing address; telephone; fax; and e-mail.	2. Address of the principal place of business including: telephone; fax; and e-mail.
--	--

3. Proposed Start Date of Operations: (dd/mm/yyyy):	4. ICAO 3-letter Designator for aircraft operating agency:
--	--

**5. Operational Management Personnel**

Name	Title	Telephone, fax and e-mail

**B. Type of approval requested -**

6 Air operator intends to conduct commercial flights to and from aerodromes in Fiji

7. Air Operator proposed types of operation:	8. Geographic areas of intended operations and proposed route structure:
--	--

<input type="checkbox"/> Passengers and Cargo <input type="checkbox"/> Cargo Only <input type="checkbox"/> Scheduled Operations <input type="checkbox"/> Charter Flight Operations <input type="checkbox"/> Dangerous Goods	
---	--

<b>C.</b>								
9. Provide location on board or provide separate documentation where individual aircraft nationality and registration marks are listed as part of the aircraft fleet operated within Fiji territory under the air operator certificate:								
Provide following information:								
Aircraft Type (make, model and series, or master series)	RVS M- <sup>3</sup> Approval	ETOPS- <sub>3</sub>	GNSS <sub>3</sub>	RNP <sub>3</sub>	PBN <sup>3</sup>	RNAV <sub>3</sub>	Noise- <sup>4</sup> Certification (Annex 16 Ch.)	Remarks
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attach copies of:								
<input type="checkbox"/> Air Operator Certificate and associated operations specifications;								
<input type="checkbox"/> Insurance certificate;								
<input type="checkbox"/> In case of wet-lease of aircraft: approval of CAA of the State of the Operator, with identification of the operator that exercises operational control on the aircraft; and								
<input type="checkbox"/> Permit issued by the Minister under the Civil Aviation (Licensing of Air Services) Regulations.								
<b>I declare that the information supplied by me in this application form is true, correct and complete.</b>								
Signature of operator representative:			Date (dd/mm/yyyy):			Name and Title:		
<b>Section 2. To be completed by the CAAF</b>								
Evaluated by (Name and Title):				CAAF Decision:				
				<input type="checkbox"/> Approval granted <input type="checkbox"/> Not approved				
Remarks:								
Signature of CAAF representative:				Date (dd/mm/yyyy):				

**Note : 3 As approved by the State of the Operator**

**4 As approved by State of Registry**

## Appendix B - Foreign Air Operator's Certificate Process

