



Civil Aviation Authority of Fiji
Checklist – OLS Assessment within or Adjacent to the Aerodrome Vicinity

Form
GS 306

Name _____

DP/ND/SO/TL _____ Lot No _____

Location _____

OAD Approval No. _____

CORPORATE SERVICES	YES	NO	DATE	COMMENTS
Application received by Accounts				
Invoice sent				
Payment received and receipted				
File passed to GSD Admin Assistant				

Sign-Off (CSD): Date:

GSD	YES	NO	DATE	COMMENTS
Application received by GSD AA				
1. Confirm payment made and receipt number attached				
2. Register this in the GSD "Off Airport Development" register (hardcopy and softcopy)				
3. TARGET DATE identified (Service Charter Requirement)				
4. File opened				

Sign-Off: AA Date:

AA passes file to AI/ANSI

Once file is received by inspector. Check to ensure all documentation submitted; plans, coordinates, elevation as applicable.

***Where data is lacking, coordinate with applicant. Start date to be commenced from date that all data received. Target Date above will also change.**

Assessment by AI				
1. Location - Vanua View and Google Earth				
2. SD-AD (International / Domestic Aerodromes)				
3. Site verification (if required)				
4. Effect on Airport Master Plan				
5. Assessment entered in One Note				

Sign-Off: AI Date:

Assessment by ANSI				
1. Location - Vanua View and Google Earth				
2. PANS-OPS Criteria check				
3. Approach Charts check				
4. Assessment entered in One Note				
Sign-Off: ANSI..... Date:				
Number of working days taken to complete assessment (response). Within SC?				
Letter prepared (by inspector), include copies for AFL and DTCP				
File and Letter(s) passed to CGS for review and sign-off				
Sign-Off: CGS Date:				
AA forwards letter(s) to:- i. Applicant, ii. AFL and iii. DTCP				
AA:- i. updates service charter, ii. updates GSD OAD Register (hardcopy and softcopy) iii. closes file and archives.				
Sign-Off: AA..... Date:				