



**Civil Aviation Authority of Fiji**  
**Application for an Air Operator's**  
**Certificate – Initial/Renewal**

Form  
**OP 109**

(\*Delete as applicable)

Please ensure that this form is completed in accordance with the notes supplied.

1. Name, address and telephone number of applicant (Note 1)

a. Name :

b. Address :

c. Telephone No:

Fax No:

2. Name(s) - (if different from 1 above) - in which air transport operations will be conducted. (Note 2)

3. Types, numbers and registration marks of aircraft for which a certificate is required. (Note 3)

4. Purpose for which aircraft are to be operated (Note 4)

5. Places at which each type of aircraft will be based. (Note 5)

6. Details of office accommodation available for use by operating staff (if different from original application). (Note 6)

7. Geographical regions in which it is proposed to operate each type of aircraft. (Note 7)

8. State when operations and training manuals will be made available for submission to the Civil Aviation Authority of Fiji. (Note 8)

9. Name and address of organisation responsible for all maintenance of each type of aircraft. (Note 9)

State location of line maintenance stations and types of aircraft serviced in each case. Indicate at which stations Scheduled.  
Maintenance Inspections (SMI) will take place.

Reference number of the maintenance schedule to which each aircraft type is maintained.

Is the Schedule approved by a major Regulatory Authority? YES  
/ NO (For example CAA / FAA / JAA / OTHER )

If YES give name of Approving Authority .....  
Reference Number MS / .....

(Append additional page(s) as necessary with details)

10. Names, qualifications and experience of managerial and senior executive staff filling the positions and/or accountabilities nominated in the Standards Document - Air Operator Certificate of Competency (Note 10)

**Accountable Manager** – this is the person whom has the authority and responsibility of ensuring that all activities under the Certificate are financed, properly resourced and carried out in accordance with legal and the operator’s own requirements-

**Person responsible for day-to-day flight operations.**

**Person responsible for the training, checking competency and qualifications of crew**

**members. Person responsible for the maintenance, airworthiness and serviceability of**

**the operator’s aircraft. Person responsible for the operator’s management systems.**

**Flight Safety Officer.**

11. Names, qualifications and experience of persons responsible for conducting on behalf of the operator, the periodic tests specified in Air Navigation Regulations - Regulation 45 (Note 11)

12. Proposed date for the commencement of operations. (Note 12)

Please note that, from receipt of operations manual material, at least 55 working days will be required to process an initial application. A simple variation that does not involve a new aircraft type may be completed in a lesser period depending upon its complexity.

**13. Industry Consultation**

Does the applicant wish to (continue to) participate in the **Industry Consultation** process? Please circle one      Yes    No

If uncertain, details of the process are available in an AIC available on the Authority's website which is [www.caaf.org.fj](http://www.caaf.org.fj)

If the applicant wishes to participate or continue participating, please provide details of your representatives below –

Name	Title	Email	Phone	Specialization

Please note that you may have more than one nominated representative and may nominate that different representatives should be consulted on different matters – the choice of topics is the subject matters of various ICAO Annexes – as described in the AIC on the Industry Consultation Process.

It is recommended that you have more than one nomination so that you do not lose a consultation opportunity should one person not be available for technical or other reasons.

(CAAF Flight Ops – refer industry consultation details to Standards to update the nominated person's details)

**FALSE REPRESENTATION STATEMENT**

**Note : The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 17A (5) (b) of the Civil Aviation Authority Act 1979 and Regulation 128 of the Air Navigation Regulations 1981 and the applicant is subject to prosecution as well as the revocation , suspension or cancellation of their aviation document or in the event of initial issue , the rejection of the application .**

I apply for Air Operator's Certificate No \*..... expiry date \*..... to be ISSUED / VARIED / RENEWED

\*\* based on the information provided in this form.

Signature : .....

Name (BLOCK LETTERS) : .....

Status : .....

Date : .....

(\* ) Enter if known

(\*\* ) Delete as applicable

## **NOTES FOR COMPLETION OF AOC APPLICATION -Initial/Renewal/Variation**

*(Note: Do not submit this with Application)*

These notes are intended to give applicants for the issue, renewal or variation of an Air Operator's Certificate, guidance on how to complete the relevant application form (CAAF Form OP 109).

The notes are designed to cater for companies of all sizes. Some of the detailed information called for may be inappropriate to the smaller companies and the notes should be interpreted accordingly.

A separate application will be required in respect of the necessary Permission for route(s) to be flown (CAAF Form OP 109 refers). Applications for route(s) to be flown need to be accompanied by a detailed business plan which must satisfy the Civil Aviation Authority of Fiji regarding its viability, before the issue of any AOC or its relating Route(s) Permission can be considered. Furthermore, the Authority will require evidence of suitable insurance cover in respect of aeroplanes, passengers, carried goods and third party claims, before any aircraft certificate is issued or renewed.

### **SUBMISSION OF APPLICATION FORM**

CAAF Form OP 109 should be completed and submitted together with the appropriate fee to:

The Chief Executive  
Civil Aviation Authority of Fiji  
Private Mail Bag  
NAP 0354  
Nadi Airport  
Fiji

The completed application form and the relevant fee should reach the Civil Aviation Authority of Fiji at least 55 working days before the date on which the Air Operator's Certificate is required to be effective. However, the Authority is not committed to issuing an AOC within any given time period.

Civil Aviation Authority staff **will not** deal with any preparatory aspects of an applicant's submission, unless an application has been received together with the estimated fee for processing the application. Should preliminary inspection activities take longer than estimated, invoices for additional fees will be raised subject to confirmation that the operator intends to pursue the matter of an AOC. All fees will be levied in accordance with the published scales of charges.

Acknowledgement of receipt of an application for an Air Operator's Certificate (AOC) only constitutes an indication that an applicant's proposals will be considered for acceptability. It in no way implies that an AOC will be issued at the conclusion of the initial investigation for suitability to hold such a Certificate and/or the subsequent preliminary inspection activity.

No refunds will be made for any part of the initial fee should an application be withdrawn or discontinued for whatever reason; or if an AOC is refused by the Civil Aviation Authority of Fiji.

#### **Note 1**

The particulars given should be those of the person who will be the operator of the aircraft. In the case of an incorporated body, particulars will include the names, addresses and nationality of the Directors, and in the case of an unincorporated association, the names, addresses and nationality of partners. If a business name is used, it should be given in Section 2 of the application form. Also, give place and number of company registration.

#### **Note 2**

All 'trading names' used should be specified. Any 'trading name' adopted subsequent to the completion of the application form or the issue of the certificate should be notified to the Department at the address above.

**Note 3**

Give the type and registration mark of each aircraft owned or immediately available to the applicant for operation and the total number of each. If the aircraft are not currently available for inspection, give the date on which they will be.

**Note 4**

State whether the aircraft will be used for the public transport of passengers and/or cargo. If the proposed operations include carriage in specialised fields (e.g. vehicle ferry, animals etc.), please give details.

**Note 5**

This relates to the normal operating base(s) for each type of aircraft used by the operator.

**Note 6**

Give details of the purpose of each room that will be made available for use by staff participating in or supporting the operation of aircraft and, where clerks and typists are employed, the number of staff per room and the duties of the staff concerned. State whether the accommodation is to be used solely by the applicant's staff and give the address if different from section 1.

**Note 7**

Certificates will normally be restricted to the regions of operation listed in Appendix 'A' of Authority Publication 'Standards Document - Air Operator Certificate'. Please specify the region intended for each aircraft type. If an applicant requires a non-standard AOC region he should give geographical co-ordinates in latitude and longitude, which when joined successively, delineate the area of proposed operations. A list of AOC regions will be found attached to these notes for ease of reference.

**Note 8**

Please state whether operations manuals are available for presentation to the Authority. The minimum period required for scrutiny of these documents is 55 working days from the time when all documentation is available. It will usually facilitate the processing of an application if manuals are compiled in accordance with the guidance given in relevant Standards Documents, such as the 'Standards Document - Air Operator Certificate'.

**Note 9**

If the routine maintenance of the operator's aircraft is carried out by a number of contractors, please list them all and give details of the work for which each is responsible. Operators of aircraft not exceeding 2730 kg should list those maintenance organisations and/or licensed engineers with whom they have arrangements for regular maintenance and overall airworthiness control. The Department will advise the applicant if further information is required.

Where maintenance is contracted out, a formal agreement must be established between the two parties in accordance with the guidance given in the Standards Document - Air Operator Certificate' at Section 3, and the Department will require to hold a copy, including any side letters or addenda. Details of the financial aspect of the arrangements may be omitted.

A line maintenance station is defined as one where engineering staff performs minor maintenance, servicing or defect rectification.

Two copies of the following documents must be submitted to the Authority for approval/acceptance as appropriate:

- a. The proposed technical log sector record page and deferred defect control page, together with associated procedures for their use. These procedures may be shown by cross-reference to the relevant text of the Operations Manual.
- b. The proposed aircraft maintenance schedule (prepared in accordance with CAAF SD-Airworthiness of Aircraft Chapter 7-5 APPROVAL OF MAINTENANCE PROGRAMMES & SCHEDULES), or a suitable amendment to an existing approved schedule showing the inclusion of your company name, aircraft type and registration marks.

See also Approval of Maintenance Schedules document available from Aircraft Maintenance and Approvals Section.

#### **Note 10**

- a. The information provided under this heading should give a clear picture of the chain of responsibility appropriate to the size of the company, for all major aspects of management; and of the arrangements for suitably qualified deputies to assume the functions of senior executives temporarily absent from duty. In particular, the person or persons responsible for the positions listed in Standards Document - Air Operator Certificate' should be named. Where the functions listed in the SD are split, then both persons should be listed with their respective responsibilities or accountabilities.
- b. Please state the approximate number of subordinate ground staff reporting to each person named under this heading.

#### **Note 11**

List the names, qualifications and experience of the persons responsible for testing:

- a. The crews, including cabin staff where appropriate, as to their knowledge of the use and location of emergency and life saving equipment.
- b. Flight Crew members.
- c. Aircraft Pilot in Command.

The persons named should be those authorised by the operator to sign on his behalf records to be maintained under the relevant provisions of the Air Navigation Regulations currently in force. This section need not be completed if the information is contained in the training manual and is available for scrutiny at the time of the application.

#### **Note 12**

If more than one type of aircraft is to be operated, give the proposed dates for the commencement of operations with each type.

#### **Note 13**

The interval between applications and grant or variation of a certificate will depend primarily upon matters within the control of the operator and no undertaking can be given that the Authority will be able to reach a decision within a given period. Nevertheless, if after a period of 12 months the application process has not been substantially progressed, the Authority will consider the application to have lapsed.

#### **Note 14**

References to periods during which an Air Operator's Certificate remains in force and the associated charges are raised, shall be deemed to include periods during which the Certificate is suspended.

The AOC initial application fee will be advised when all assessment processes have been completed and will have to be paid before the AOC is initially issued. This initial payment is based on the time likely to be required to process the application. Thereafter, subject to inspection reports from Authority inspectors indicating that the necessary standards have been maintained during the preceding validity period, renewal will be actioned subject to a formal AOC renewal request. In the case of a renewal or a variation, the Authority may waive any upfront payment, depending on the circumstances at the time the application. Additional inspection work found necessary by the Authority will be charged at the standard rate.

**Note 15**

As part of the post application inspection activity the Authority must be satisfied in respect of various specific matters, before necessary documentation can be prepared for issue with the AOC if granted. Inter alia, additional certification includes the following:

Aircraft specific: Certificate of Registration; Certificate of Airworthiness; Certificate of Approval for the radio installation; Noise certificate; Maintenance approval(s); Flight Manual approval.

General Operations: Routes Permission; Navigation Approval, Flight Times Limitations Scheme Approval, MNPS operations Approval, Low Visibility Operations Approval, as applicable.

Flight Crew: Crew licensing; Approval of crew training, centres and procedures; Delegated Examiner appointments for training staff; Approval of training devices such as simulators.

**AIR OPERATOR'S CERTIFICATE REGIONS**

**REGION A**

The area enclosed by rhumb lines joining successively the following points:

00°00' N/S 140° 00' E	45° 00' S 140°00' E
45°00' S 140° 00' W	00°00' N/S 140°00' W
00°00' N/S 140° 00' E	

**REGION B**

The area enclosed by rhumb lines joining successively the following points:

45°30' S	65° 00' W	00°00' N/S	65°00' W
50°00' N	105° 00' W	65°00' N	150°00' W
40°00' N	116° 35' E	15°00' N	90°00' E
45°30' S	115° 00' E	45°30' S	65°00' W

**REGION C**

RESERVED

**REGION W**

WORLDWIDE