



FIJI AERONAUTICAL INFORMATION CIRCULAR

Civil Aviation Authority of Fiji
Private Bag (NAP0354), Nadi Airport
Republic of Fiji
Tel: (679) 222 4222;
Website: www.caaf.org.fj

AIC 01/25

**Effective
23 JAN 2025**

ADM

This AIC replaces AIC 17/22, which is hereby cancelled.

AIR TRAFFIC SERVICE AND AERONAUTICAL STATION OPERATOR'S LICENCE RENEWAL EXAMINATIONS AND SCHEDULE FOR 2025

1. INTRODUCTION

- 1.1 An Air Traffic Service (ATS) Licence is issued under the Air Navigation Regulations section 53 subpart (2) (p), (q)(r).
- 1.2 ATS Licences include: -
 - i. Air Traffic Control Licences (ATCL),
 - ii. Flight Information Service Licences (FISL), and
 - iii. Aeronautical Station Operator Licences (ASOL)
- 1.3 The maximum validity of an ATS Licence shall be 12 months and as such ATS licences are required to be renewed on an annual basis.
- 1.4 The Authority's renewal process includes the satisfactory completion of a CAAF ATS licence renewal examination.
- 1.5 This AIC provides information on the examination schedule for ATS Licence renewal examinations for the year 2025.

2. VENUE DETAILS

- 2.1 Licence renewal examinations for Nadi will be conducted at the CAAF Examination Building located adjacent to the CAAF Headquarters in Namaka, Nadi.
- 2.2 Licence renewal examinations for Nausori, Labasa, Matei, Rotuma and Savusavu Licence holders will be conducted at the Emergency Operations Centres at these aerodromes.

3. CAAF EXAMINATION SCHEDULE

3.1 Examinations shall be conducted in accordance with the following schedule: -

ATS LICENSE RENEWAL	SCHEDULE EXAMINATION DATES	SESSION TIMES	VENUE
NADI ATC/FIS	February 13 - 14 April 10 - 11 June 12 -13 August 14 – 15 October 16 - 17 Dec 11	Session 1 (1000hrs) Session 2 (1430hrs)	CAAF Nadi Exam Room
Nadi ASOL	February 11 - 12 April 8 - 9 June 10 – 11 August 12 – 13 October 14 – 15 December 9 - 10	Session 1 (1000hrs) Session 2 (1430)	CAAF Nadi Exam Room
Nausori ASOL Nausori ATC	February 11 - 12 August 12 - 1 November 11 - 12	Session 1 (1000) Session 2 (1430)	Nausori Airside Training Room

4 PROCESS

- 4.1 ATCL, FISL and ASOL holders shall ensure that their Licences are **valid** prior to exercising the privileges of that licence.
- 4.2 Licences specified in 4.1 are issued with a maximum validity period of 12 months and it is the licence holder's responsibility to ensure that their licence is renewed in a timely manner.
- 4.3 Licence holders shall ensure that they attend a Licence renewal exam at least a minimum of 8 weeks prior to licence expiry.
- 4.4 Due to the limited number of candidates allowed per session (maximum of 10 candidates), each license holder shall submit to CAAF **at least 14 days prior** to the published exam date:
- i. CAAF application form; **PL110A(ATSL) or PL110C(ASOL)** (downloaded from CAAF website),
 - ii. CAAF examination booking form; **PL101L** (downloaded from CAAF website) and,
 - iii. A Licence renewal fee as per the Civil Aviation (Fees and Charges) (Amendment) Regulations of \$57.50 shall be settled in full.
- 4.5 Each license holder shall present the following to the officer invigilating the examinations prior to being allowed to enter the Exam Room:
- i. Airport ID or Government issued ID card,
 - ii. CAAF issued ATS Licence Book
- 4.6 Failure to present the documents specified in 4.5 will disqualify the candidate from sitting the licence renewal exam.
- 4.7 **All refresher training shall be conducted by the respective Operator(s) and Service Provider (s).**
- 4.8 Failure of the examination disqualifies the candidate from renewal of the Licence. However, any candidate who fails the exam will be provided the opportunity to re-sit the exam within seven days of the first sitting provided further payment of fees (\$57.50) has been made and evidence of payment submitted to PEL office.

- 4.9 A candidate electing to transfer an exam sitting from one date to another must advise the Authority **in writing at least two (2) days prior** to sitting date. Failure to do this will disqualify candidate from sitting exams for at least two weeks and will see the forfeiture of examination fees
- 4.10 Special sittings are available under special circumstances, such as illness or being out of country during the allocated licence renewal examination session, however, timely notification and proof of illness or out of country status is required. **A special sitting fee** will apply for dates requested outside of the above-CAAF scheduled dates.
- 4.11 For any queries on licensing matters contact the Personnel Licensing Section on telephone 222 4222 EXT 3340 or email licensing@caaf.org.fj.