



NOTICE TO STAKEHOLDERS

Formal Communication and Coordination Protocols

Pursuant to Regulation 146(4) of the Air Navigation Regulations 1981 (ANR), the Civil Aviation Authority of Fiji (CAAF) issues this notice to remind all aviation document holders, operators, and relevant stakeholders of the following protocols:

Communication and Coordination Protocols

All formal communication and coordination with CAAF regarding aviation documents must be made through the appropriate authorised channels:

1. For individual aviation documents

✈️ e.g. pilot licences, air traffic control licences, aircraft maintenance engineering licences, aeronautical station operators licences, aeronautical facility technicians licences, flight information service officer licences, licenced aviation security screener, certified AVSEC instructor, approved QC Officer etc.

✈️ Communication must be made by the individual named on the licence.

2. For organisational aviation documents

✈️ e.g. Air Traffic Service Provider Certificate (ATSP), Air Operator Certificate (AOC), Approved Maintenance Organisation Certificate (AMO), Aerodrome Certificate/Registration Approval, Aviation Training Institute Certificate (ATIC), Certificate of Airworthiness (CoA), Aeronautical Meteorological Service Provider Certificate (AMSP), Aeronautical Information Service Provider Certificate (AISP) - Dangerous Goods (DG) Approval, Exemption, RPAS/Unmanned Aircraft Operator Certificate, aviation security service organisation certificate (19A CASR 1994), regulated agent certificate (19B CASR 1994), ground handling service provider certificate (19C CASR) etc.

✈️ Communication must be made through the Accountable Manager, designated Senior Person, or Nominated Postholder named on the certificate.

PLEASE NOTE – Communications made outside these authorised channels will not be recognised as official and may not be actioned by CAAF.

These protocols are in place to:

- ✈️ Ensure clarity, accountability, and compliance in regulatory engagements.
- ✈️ Safeguard the integrity of official communications between CAAF and industry stakeholders.
- ✈️ Prevent the dissemination of incomplete or unauthorised information.

Failure to comply may result in delays in processing requests or other regulatory consequences.

We appreciate your cooperation in upholding the integrity and safety of Fiji's aviation environment.

For any queries regarding this notice, please contact CAAF at info@caaf.org.fj

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