

## FIJI AERONAUTICAL INFORMATION CIRCULAR



ISO 9001/2015 CERTIFIED

Civil Aviation Authority of Fiji  
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**AIC 07/23**  
Effective  
**23 MAR 23**  
**ADM**

### PERSONNEL LICENSING – VALIDITY AND PROCESSING OF AVIATION DOCUMENTS

#### 1. DOCUMENT PROCESSING

- 1.1 Document processing is an integral part of the Personnel Licensing (PEL) process. It is essential that the necessary check process is completed to confirm that all requisites set by the Authority for the License initial issue, renewal and validation are met.
- 1.2 All PEL applications require original or certified copies of the supporting documents to be submitted as part of the application process.
  - 1.2.1 A certified copy is a copy of the document which is signed by an authorised person (Commissioner of Oath) who has sighted the original document and can guarantee that the copy has been made accurately and honestly. The certified stamp must be original and not a copy.
  - 1.2.2 Photocopies of documents that have been sent by email cannot be certified as true copies as the certifier has not compared it to the original document. This is not acceptable to the Authority.
- 1.3 The Authority may consider, in exceptional circumstances, other original documents if it considers that such a document offers equivalent evidence as the original document. However, this will only be considered if the applicant gives a written undertaking to submit the original documents referred to in 1.1 within 7 days.

#### 2. CERTIFICATE OF VALIDITY

##### 2.1 FLIGHT CREW

A Certificate of Validity issued to a flight crew member, may be renewed by the licence holder for up to a maximum of 3 months prior to the expiry date of the existing Certificate of Validity. This will not reduce the 6-month validity period of the current Certificate and the Certificate which will be subsequently issued.

The three PL 102B form revalidation options still apply.

## 2.2 AIRCRAFT MAINTENANCE ENGINEERS LICENCE

Licences are issued or renewed for a period of up to 2 years.

Use of a Licence with a Type Rating to issue a certification requires that during the 24 months preceding the date of the certification, the holder has been engaged for periods totaling at least 6 months on work affording experience comparable with that required for the grant of the Licence.

## 2.3 AIR NAVIGATION SERVICE LICENCES

Air Navigation Service Licences refer to Air Traffic Controller Licences, Flight Information Service Officer Licences, Aeronautical Service Operators Licence and the Aeronautical Facility Technicians Licences. These are issued or renewed for a period of up to 12 months.

Candidates shall pass annual licence renewal examinations and proficiency assessments to be eligible for the renewal of their licence.

## 3. LICENCE ISSUE AND RENEWAL PROCESSING TIMES

### 3.1 FLIGHT TEST BOOKINGS

| Type of Test             | Booking requirement   |
|--------------------------|-----------------------|
| Rotary Wing Flight Tests | 30 working days prior |
| CPL/ATPL Flight Tests    | 5 working days prior  |

### 3.2 PROCESSING TIME

| Licence Type         | Details   | Working Days |
|----------------------|-----------|--------------|
| Flight Crew Licenses | New Issue | 5            |
|                      | Renewal   | 3            |
| AMEL                 | New Issue | 5            |
|                      | Renewal   | 3            |
| ANS Licenses         | New Issue | 10           |
|                      | Renewal   | 10           |

#### **4. DOCUMENTATION AND PAYMENT**

The appropriate fees shall be settled in full and the required documentation submitted before commencement of processing.

Applications submitted with incomplete documentation/payment will not be processed.

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