

**IMPORTANT**

Before completing this form, its contents should be read carefully. Completed applications should be sent to the Civil Aviation Authority of Fiji, Private Mail Bag (NAP 0354), Nadi Airport, Fiji, together with the documents required and personal Flying Log Book. Your attention is drawn to the provisions of the Air Navigation Regulations in respect of Regulation 128 *Forgery, etc., of documents*, of the Air Navigation Regulations.

**SECTION 1 PERSONAL PARTICULARS OF APPLICANT (in BLOCK CAPITALS please)**

Full Name (Surname first)

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Flying Training Permit Number

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Personal Residential or Postal Address

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and contact number

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Personal E-mail

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Operator/ Training Institute

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**SECTION 2 APPLICATION**

**I hereby apply to convert my foreign CPL(A) licence to Fiji CPL(A) on a M/E Aircraft up to 5700 kg. Evidence of the following is also attached in support of this application:**

**Medical Fitness**

a current class 1 (Minimum) medical examination conducted by a CAAF approved DME

(including audiogram, electro-cardiogram and any other test deemed necessary by the medical examiner)

**Knowledge**

a pass in the Fiji Air Law Examination

Produce evidence of language proficiency assessment level minimum 4 and above.  
Hold a valid Foreign Licence & Medical Validation issued by the PEL Office

hold a current **CPL(A)** issued by an ICAO contracting State.

**Fees** (Refer Civil Aviation (Fees and Charges) Regulation)

Conversion Flight Test Fee, and  the licence issue fee

**Photograph**

**SECTION 3 FIT AND PROPER PERSON**

one passport size colour photograph

**Proof of Identification**

Passport,  or  Birth Certificate with  
Photo ID

**Police Clearance**

Police Clearance

**Consent**

I consent to CAAF obtaining confirmation about the authenticity of my foreign pilot licence from the

relevant issuing Authority

**ALLOW 5 WORKING DAYS FROM RECEIPT DATE OF THIS APPLICATION AS PER CAAF SERVICE CHARTER**

**THE INFORMATION SOLICITED HEREUNDER IS REQUIRED PURSUANT TO ANR REGULATION 53 (2) OF THE AIR NAVIGATION REGULATIONS 1981 WHICH PROVIDES FOR THE REQUIREMENT FOR FIT AND PROPER PERSON.**

- a) Have you previously had an application for an Aviation Document rejected or have you been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or a higher licence)?
  
- b) Have you been convicted on any criminal charge or are you presently facing charges for a transport safety offence ?
  
- c) Have you been convicted on any criminal charge or are you presently facing charges for a criminal offence ?
  
- d) Have you any history of physical or mental health or serious behavioural problems ?

If answering "YES" to questions b, c or d above, please provide details on separate sheets enclosed in a sealed envelope marked **"Confidential, Chief Executive, Civil Aviation Authority of Fiji, include name, client No (if known), organisation name**, and attach to this application.

**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 17(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 hereby certify that to the best of my knowledge and belief the statements made and the information supplied on this form is true and correct and that the enclosed copies of my personal documents are authentic and that information shown on them is true and correct.

I hereby consent to the Civil Aviation Authority of Fiji obtaining confirmation about the authenticity of my foreign pilot licence from the relevant issuing Authority.

**SECTION 4 DETAILS OF PRINCIPAL FOREIGN PILOTS LICENCE HELD (in BLOCK CAPITALS please)**

I hereby authorise the Civil Aviation Authority of Fiji to use the information concerning me on this form or attached hereto for any purpose as required or authorised by Law and I authorise such information to be disclosed by the CAAF to any person who requires such information to carry out any function as lawfully directed by the CAAF. I consent to the disclosure by any court of law of any details of any convictions I may have pursuant to this application, to the Chief Executive, Civil Aviation Authority of Fiji.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date:

State of issue: \_\_\_\_\_ Date of issue: \_\_\_\_\_  
 Type of licence and number \_\_\_\_\_ Date of expiry of Licence \_\_\_\_\_  
 Date and place of last medical examination \_\_\_\_\_  
 Date of expiry of medical (Class 1 or 2) \_\_\_\_\_  
 Details of any endorsements/limitations \_\_\_\_\_  
**Details of other licences held (if any)** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Examiner authority checked.....  
 ACCEPT  
 REJECT because.....  
 Signature..... Date.....

		Calculation
<b>Fee</b>		
Part:		
Item:		
Time: From		
: To		
Travel: From		
To		
Transport		
Accommodation		
Overhead		
Receipt No.		
Date		

**SECTION 5 CERTIFICATE OF TEST FOR CONVERSION OF A FOREIGN LICENCE TO A FIJI LICENCE (M/E AIRCRAFT ≤ 5700 KG)**

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_ Location: \_\_\_\_\_

Aeroplane \_\_\_\_\_

Type: \_\_\_\_\_ Registration: \_\_\_\_\_ Flight Time: \_\_\_\_\_

I, being a person duly authorised in writing by the Civil Aviation Authority of Fiji to conduct Foreign Licence conversion, hereby certify that I have flown in an M/E aeroplane up to 5700 kg with ..... at the controls and that the applicant carried out satisfactorily\* and unassisted, under the conditions stated, the manoeuvres and drills against which my signature appears below:

**PHASE 1**

- 1. A/C Documentation  10. Simulated abort take off.
- 2. A/C Performance
- 3. Weight and Balance
- 4. Fuel
- 5. Emergency Equipment
- 6. Weather Interpretation

**PHASE 2**

**PILOTING TECHNIQUE**

Normal take-off - Transition to instruments after takeoff (use assumed cloud base)

- 1.   
Standard Instrument Departure to join En-route track
- 2.   
VOR DME Arc let down to MDA and missed
- 3.  approach.  
With a simulated engine failed carry out an
- 4.  ILS approach to decision altitude and go  around on instruments.
- 5.  Enter the NDB holding pattern and hold.
- 6.  Twin NDB approach and land.   
Simulated engine failure after T/O, circuit and land.
- 7.

**SECTION 6 FLYING EXPERIENCE**

8. Short field T/O , circuit and flapless landing.

9. Low level Bad Weather Circuit and land.

Assessment Code: = Pass \* = Fail NT = Not Tested

**COMMENTS:**

Name of Flight Examiner (Print):

Licence:

Number:

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Certified that this report is an accurate assessment of the test carried out

Date:

Signature:

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I have had the following flying experience as recorded in my personal Pilot's Flying Logbook:

6.1

**Totals**

Aeroplane	Simulator
Hours	Hours

- Total Flight Time

- Co-pilot

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- PIC under supervision

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- Pilot in Command

Signed ..... Date .....

Flight times Certified correct ..... by Training Manager of .....

Name in BLOCK CAPITALS ..... Licence number and type .....

**GENERAL NOTES**

1 'Night' means the hours between 15 minutes after sunset and 15 minutes before sunrise.

- 2 'A circuit' is the flight path around an aerodrome at a specified height which facilitates an aircraft's positioning from a point on the take-off path of a given runway to a point, on the approach path of the same runway, from which a landing can be made.
- 3 'Satisfactorily' means that the applicant is in full control of his aeroplane at all times, and that the successful outcome of a manoeuvre is never in doubt. 'Unassisted' means without verbal prompting or physical assistance with the flying controls.
- 4 In the aeroplane 'Simulated engine failure' means with throttle lever set to idle so as to represent a failed engine as nearly as possible. The accelerate-stop tests required by this Form should be carried out as follows:
  - In the aeroplane, simulated engine failure should be initiated at a **speed and height** which will not hazard the safety of the aircraft.
  - Simulated engine failure for abort drills should be initiated at a speed which is close to  $V_1$  but which is sufficiently below to require a decision to stop, e.g.  $V_1 - 5$  or  $-10$  knots.
- 5 Endorsement of the licence will date from the completion of these tests.
- 6 Only persons holding written authorisation from the Civil Aviation Authority of Fiji in respect of the aeroplane type used for this test may sign for the satisfactory completion of any test on this form.
- 7 This issue of CAAF Form **OP 104D** is for use in respect of **Conversion of a Foreign Licence – (M/E Aircraft over 5700 kg)**. Applications for the supply of this form should be made to the Civil Aviation Authority of Fiji, Private Mail Bag (NAP 0354), Nadi Airport, Fiji, telephone (679) 8923155.