



CIVIL AVIATION AUTHORITY OF FIJI

ISO 9001:2015 Certified

Guidance – AOC Initial & Variation Process

OP 109A

*Check ATLB License to operate a/c type.
 *CAAF internal meeting – to discuss all foreseeable 'Barriers' to AOC process.
 *CAS should Chair the meeting.
 All departments of CAAF should attend including Ground Safety/Aerodromes, Air Safety/Airworthiness/Flight Ops, Aviation Security and Accounts section.
 *CAS to formally write a letter to the Operator consolidating all 'Barrier issues' to the AOC issue process for Operator consideration. Until all 'Barrier issues' are CLOSED, CAS remains the single focal point of contact with the Operator.

Once Operator Accepts and Closes all 'Barrier Issues' raised to CAAF satisfaction.

*CAS remains the "single focal" for communication between the Operator and CAAF until the Operator addresses all the "Barrier issues" for the AOC process.

*An estimated Total manhour plan should be forwarded to CAS by all departments involved in the AOC Issue/Variation exercise.
 *The Operator should pay upfront **40% of the total man-hour estimated costs prior (inclusive of 30% overhead charges)** to commencement of AOC process.
 *Note that this does not include any other 'fixed charges' such as CoA charge of \$ 0.30/kg max a/c weight or costs of hiring pilots/consultants to assist the progress of the project. These 'fixed costs/charges' must be paid upfront by the Operator prior to issue of certificates of registration/certificates of airworthiness etc. for the aircraft.

*Std letter

Letter to Operator & return Application

Deposit Paid?

NO

YES

CAS activates internal AOC processes via email

CAAF department single focals notified by CAS email.

100% last document Received?

NO

YES

Enter on CAAF service charter register

CAAF letter to Operator confirming Work-In-Progress i.a.w CAAF Charter

Std letter

Process application within CAAF Charter timeframe

Final Fees Paid?

YES

Issue/Vary AOC Approval Certificates

*Once all the 'Barrier Issues' raised during the 'Introductory meeting' is properly addressed/ closed by the Operator, CAS will initiate the internal process by notifying all CAAF Department focals via email. Once this is done the individual CAAF departments will nominate their 'single focal point of contact with the Operator to complete the AOC process for their respective areas of expertise
 *Once the 'last document' required to complete the process is handed in by the Operator, then the 'individual department processes' will be able to 'start'.