

PART 1 of this form may be used to satisfy the notification and acceptance requirements of the relevant Standards Document. Organizations required to implement a SMS will also complete Parts 2 & 3 of this form.

Organisations starting to implement Safety Management System (SMS) must submit this compliance document together with the gap analysis and project plan, to CAAF for review.

PART 1 - Declaration

A flow chart and question list is included as Appendices D & E, of the SMS Implementation Guide which can be accessed from CAAF website: www.caaf.org.fj. They can be used to assist your organization in identifying the accountable executive. The chart and questions are designed to ensure that a person, and not a position, is identified as the accountable executive.

I, _____ declare myself to be the accountable executive for
(company name) for the following certificates and/or licences:

Approved maintenance organization	Air operator	Training institution
Service provider – Ground handler	Service provider – rescue fire	Aerodrome operator
Service provider – Air traffic management	Service provider – other	

PART 2 - Responsibility

Implementing the Safety Management System will be the responsibility of

Name:

Title:

PART 3 - Commitment

As the accountable executive I am committing to implementing a Safety Management System as per the attached project plan (or continuously improving the SMS if it is already in place).

Signed:

Date:

(Accountable Executive)

PART 4 – CAAF Acceptance

In accordance with the conditions of acceptance, the information contained on this document, the gap analysis and project plan (if applicable) have been reviewed. Endorsement by Civil Aviation Authority of Fiji indicates agreement with the commitment and the plan provided.

Signed:

Date:

(Chief Executive – CAAF)