

Note: This form must be accompanied by an application form for nomination of an Accountable / Nominated senior person (CA 107A) - do not send in this form separately.

Instructions for completing this form – please read

1. Fit and Proper determinations can only be made at the time of application for an aviation document or nomination (change of nomination) for a senior position.
2. This Fit and Proper Person form must accompany every application for an aviation document or for the nomination of a senior person appointment.
3. A Fit and Proper Person Declaration (CA 107C) may only be used by applicants who have been determined Fit and Proper previously by the Authority and:
 - within the past 24 months who have completed this Fit and Proper Person form, and
 - where the facts and information declared previously remain unchanged.
4. Further instructions are contained in the grey boxes in the left hand margin throughout the Form.
5. Forms which are incomplete or lacking any required documents will be returned.
6. Note: In accordance with Civil Aviation (Fees & Charges) Regulations, there is a charge to cover the cost of processing the Fit & Proper Person Applications, whether or not the Fit & Proper Person Approval is granted.

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

Title			Last Name		
Given Name(s)					
Country of Birth		Nationality		Date of Birth (dd/mm/yy)	
Address for Service in Fiji – complete this section if this information is not an accompanying application form. Please notify CAAF of any changes to your Address for Service.					
Tel			Mob		
Fax			Email		

SECTION 2. ORGANIZATION DETAILS

Ensure all details are completed. Detailing education, training, qualifications and relevant positions held during the past ten years must be attached to this form. If you need to continue on separate sheets, these may	Name of Organization
	Designation of position for person named in Section 1
	Responsibilities the person named in Section 1 will assume as defined in the relevant SD requirement -
	A CURRICULUM VITAE

be attached in a separate envelope marked 'Confidential'.

SECTION 3. CONFIRMATION OF IDENTITY

Please enclose a **COPY** of any **one** of the following items to confirm your identity, duly certified by a Justice of the Peace or Commissioner for Oaths.

The copy must be of a current (unexpired) document.

Please tick the included item.

1. A Fiji Drivers licence
2. A full birth certificate
3. A Fiji or overseas passport

SECTION 4. FIT AND PROPER ASSESSMENT

THE INFORMATION SOLICITED HEREIN IS REQUIRED PURSUANT TO SECTION 14 3(b)(c) and (d) OF THE CIVIL AVIATION AUTHORITY OF FIJI ACT 1979 AS AMENDED BY SECTION 30 OF THE CIVIL AVIATION REFORM ACT 1999, PERTAINING TO DECISIONS TAKEN BY INDUSTRY MANAGEMENT AT ALL LEVELS FOR THEIR IMPACT ON SAFETY.		For the following questions, please tick the relevant box	YES	NO
<p>Please ensure you complete all sections, a to k:</p> <p>Note:</p> <p>If you answer "Yes" to any of the questions, please provide details below.</p> <ul style="list-style-type: none"> If you need to continue on separate sheets, these may be attached in a separate envelope marked 'Confidential'. 	a)	Have you, in any country including Fiji, previously had an application for an aviation document rejected?		
	b)	Have you, in any country including Fiji, been the holder of an aviation document which has been suspended or revoked (other than a certificate or registration approval that has been suspended by a replacement or a higher certificate or registration approval)?		
	c)	Have you, in any country including Fiji, been convicted of any aviation safety regulatory offence?		
	d)	Have you, in any country including Fiji, during the past 5 years been issued a warning letter in relation to any aviation regulatory issues?		
	e)	Are you, in any country including Fiji, presently facing charges any aviation safety regulatory offences?		
	f)	Have you, in any country including Fiji, been convicted for any offence?		
	g)	Are you, in any country, including Fiji, presently facing charges for any offence?		
	h)	Have you any history of adverse physical or mental health or serious behavioural problems?		
	i)	Have you or you on behalf of an organization that you have been part of in any manner whatsoever or employed within the last 5 years preceding the date of this application have been investigated for a breach or contravention of any aviation laws, regulations, procedures, principles, protocols, rules and code of practice implemented in Fiji or elsewhere. If so please provide full particulars together with the outcome of any such investigation.		
	j)	Do you or you on behalf of an organization that you have been part of in any manner whatsoever or employed with have any investigation pending in relation to breach of any aviation laws, regulations, procedures, principles, protocols, rules and code of practice in force in Fiji or elsewhere? If so please provided full particulars of the complaint and disclose at what stage the investigation has reached.		

	k)	Have you or you on behalf of an organization that you have been part of or employed with ever been in the last 5 years preceding this application found guilty or responsible for a breach or contravention of any aviation laws, regulations, procedures, principles, protocols, rules and code of practice implemented in Fiji or elsewhere? If so please provide full particulars together with the outcome of any such decision.		
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Details/Explanation – Please attach separate pages if required. These should be signed and dated.

	Separate pages attached

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	a)	Were you in the last 5 years preceding this application within the jurisdiction Of Fiji?		
	If yes, provide a reference in writing containing the information in relation to your professional record from the aviation authority or like authority in the jurisdiction you were regulated by in your employment or operations preceding this application.			

SECTION 5. CRIMINAL CONVICTION / AVIATION OFFENCE HISTORY

All applicants must provide official records of their Criminal and Aviation Offence History from all countries, including Fiji, which they have resided in for more than 6 consecutive months within the past 5 years.

List all countries, including Fiji , with relevant dates that you have resided in for a consecutive period of more than 6 months within the past 5 years.	Country	From	To
	1.		
	2.		
	3.		

When obtaining the official records for:	(a) Attach a report of your criminal record history from the Fiji Police Force - issued within the immediately preceding 3 months of the date of application.
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<p>1. Fiji - complete sections a) 2. Other countries – complete section b) Note:</p> <ul style="list-style-type: none"> • The conviction report must be submitted with this form. • They must be current within 3 months of date of application • They may be attached in an envelope marked 'Confidential'. 	<p>This report can be obtained by submitting a Police Clearance form to the Fiji Police Force. DO NOT request a record of any convictions that will be concealed if you meet the eligibility criteria pursuant to the Rehabilitation of Offenders (Irrelevant Convictions) Act 1997. The Police Clearance form can be downloaded from the Fiji Police Force website http://www.police.gov.fj</p> <p>(b) Attach a report of your criminal record history (including aviation offence history) from all countries outside Fiji, in which you have resided in for more than 6 consecutive months within the last 5 years - issued within the immediately preceding 3 months of the application.</p>
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SECTION 6. DECLARATION

<p>I, _____ of _____ hereby solemnly and sincerely declare that the information and particulars provided in support of this Application for a _____ are true and correct.</p> <p>AND I make this solemn declaration believing the same to be true and by virtue of the Statutory Declarations Act.</p> <p>Sworn by the said _____</p> <p>This _____ day _____ of _____ at _____ after the _____ contents hereof were explained to him/her in the English language and he/she appeared fully _____ understand the meaning and effect thereof.</p> <p>Commissioner of Oaths / Justice of Peace [Please print name and affix stamp of commissioner]</p> <p>Consent to Disclosure and Collection</p> <p>I authorize the collection by CAAF or his delegate from, and the disclosure to CAAF by, any person, organization or government department of any details of the following information about me: my knowledge and compliance with aviation safety regulatory requirement; my physical or mental health or serious behavioural problems; any criminal investigations, charges or convictions, including any matters relating to any aviation safety offence. However I do not consent to the release of any information to which the irrelevant conviction applies, pursuant to the Rehabilitation of Offenders (Irrelevant Convictions) Act 1997.</p> <p>I authorize CAAF to use, and disclose, the information obtained about me for any purpose associated with the lawful functions of the Civil Aviation Authority under the Civil Aviation Act 1976.</p>	<div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 4em; margin-right: 10px;">}</div> <div style="border: 1px solid black; width: 300px; height: 100px;"></div> </div>
<p>Applicant's Signature</p>	<p>Date :</p>

SECTION 7. APPLICANT'S CHECKLIST

Note: This Form must be accompanied with the application form CA 107A - do not send in separately

			Yes	No
Please ensure all application which are incomplete or lacking any required documents will be returned. Note: Keep a copy of this	1	Confirmation of identity – duly certified by a commissioner for oaths documents are enclosed		
	2	Fiji police force report – issued within the immediately proceeding 3 months (or equivalent from overseas – original or certified copy		
	3	Civil aviation report – issued within the immediately proceeding 3 months (or equivalent from overseas – original or certified copy)		
	4	Current CV		
	5	Copy of current job description for the position (completed form).		
	6	Copy of work permit (if applicable)		

Attach this declaration to the relevant application form and post to:

Civil Aviation Authority of Fiji, Private Mail Bag, NAP 0354, Nadi Airport, Fiji

CAAF USE ONLY

Assessment			
Fit and Proper:	Yes / No		
Name		Signature	
Position		Date	