

Fiji Aviation State Safety Programme

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FOREWORD

Ensuring the highest levels of safety is paramount in Fiji's thriving aviation sector. As a signatory to the Convention on International Civil Aviation (Chicago Convention), Fiji is committed to maintaining robust oversight of aviation activities within its territory and for Fiji-registered aircraft.

This State Safety Programme (SSP) outlines the comprehensive framework established to fulfill these obligations. The programme is mandated by Fijian legislation; section 3(1) of the Civil Aviation Act 1976, and section 14(2)(c) of the Civil Aviation Authority of Fiji Act 1979 and aligns with international standards set by the International Civil Aviation Organisation (ICAO).

A strong legal foundation underpins Fiji's civil aviation requirements. The Civil Aviation Act 1976, Civil Aviation Authority of Fiji Act 1979, Civil Aviation Reform Act 1999, Air Navigation Regulations 1981 and Standards Documents provide a clear, consistent framework that aligns with the Chicago Convention Annexes. This framework ensures a level of safety appropriate for the level of aviation activity within Fiji and its growing aviation industry.

The Ministry of Civil Aviation, in collaboration with the Civil Aviation Authority of Fiji play a critical role. Their combined efforts guarantee the safety of air travellers, fostering the industry's growth – a key driver of Fiji's economic success.

Fiji has a demonstrably robust safety oversight system that commensurate with needs of its civil aviation activities. Currently, Fiji boasts a diverse aviation sector with:

- 1 international air operator
- 10 domestic air operators
- 2 private air operators
- Over 110 registered aircraft for commercial air transport
- Over 500 licensed aviation personnel
- 10 approved maintenance organisations (including 17 foreign)
- 5 aviation training organisations
- 2 international airports, with Nadi International Airport serving as a major





international hub handling over 2 million passengers, and 15,000 aircraft movements annually

- 13 domestic aerodromes
- 7 private aerodromes
- 8 registered Helicopter Landing Sites
- 3 registered Water Landing Sites

The recent global pandemic significantly impacted the aviation sector. As Fiji's industry recovers, maintaining and developing the necessary capabilities is crucial. This focus ensures efficient and effective management of aviation safety risks.

Committed to continuous improvement, Fiji will review its SSP every three years. This review process encompasses policies and processes to strengthen safety oversight. By systematically identifying, prioritising, and mitigating aviation risks, Fiji aims to collaborate with stakeholders and SSP agencies. This collaborative approach ensures a safe, secure and efficient civil aviation system that surpasses the global average for ICAO State safety oversight system implementation.

Theresa Levostani
CHIEF EXECUTIVE
 CIVIL AVIATION AUTHORITY
 OF FIJI

 The block contains a handwritten signature in blue ink that overlaps a circular official stamp. The stamp is blue and contains the text "CIVIL AVIATION AUTHORITY OF FIJI" around the perimeter and "CHIEF EXECUTIVE" in the center.

DEFINITIONS & ABBREVIATIONS

Definitions

For the purposes of this document:

National Aviation Safety Plan. The national aviation safety plan (NASP) is the master planning document containing the strategic direction of a State for the management of aviation safety for a set period. This plan lists national safety issues, sets national aviation safety goals and targets, and presents a series of safety enhancement initiatives (SEIs) to address identified safety deficiencies and achieve the national safety goals and targets.

State Safety Programme. An integrated set of regulations and activities aimed at improving safety. It is a management system for the administration of safety by the State.

SSP Agencies. The agencies that are responsible for the establishment and/or implementation of the standards and recommended practices in the ICAO Annexes to the Chicago Convention, on behalf of the State.

Safety. The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.

Safety data. A defined set of facts or set of safety values collected from various aviation-related sources, which is used to maintain or improve safety.

Note. — Such safety data is collected from proactive or reactive safety-related activities, including but not limited to:

- a) accident or incident investigations;
- b) safety reporting;
- c) continuing airworthiness reporting;
- d) operational performance monitoring;
- e) inspections, audits, surveys; or
- f) safety studies and reviews

Safety enhancement initiative (SEI). One or more actions to eliminate or mitigate operational safety risks or to address an identified safety issue.

Safety information. Safety data processed, organised or analysed in a given context so as to make it useful for safety management purposes.

Safety management system (SMS). A systematic approach to managing safety, including the necessary organisational structures, accountability, responsibilities, policies and procedures.



Safety objective. A brief, high-level statement of safety achievement or desired outcome to be accomplished by the State safety programme or service provider's safety management system. Note. — Safety objectives are developed from the organisation's top safety risks and should be taken into consideration during subsequent development of safety performance indicators and targets.

Safety oversight. A function performed by a State to ensure that individuals and organisations performing an aviation activity comply with safety-related national laws and regulations.

Safety performance. A State or a service provider's safety achievement as defined by its safety performance targets and safety performance indicators.

Safety performance indicator. A data-based parameter used for monitoring and assessing safety performance, which is appropriate to the State or service provider's specific operational context.

Safety performance target. The State or service provider's planned or intended target for a safety performance indicator over a given period that aligns with the safety objectives.

Service Providers refers to any organisation providing aviation services. The term includes approved training organisations, aircraft operators, and maintenance organisations, organisations responsible for type design and/or assembly of aircraft, air traffic services providers and certified aerodrome operators, as applicable.

Hazard. A condition or an object with the potential to cause or contribute to an aircraft incident or accident.

Risks. Potential adverse consequences of a hazard, and are assessed in terms of their severity likelihood.

When risks have been assessed, **mitigation** is then needed: either to eradicate the hazard, or to reduce the severity or likelihood of the risks.

Risk mitigation. The process of incorporating defences, preventive controls or recovery measures to lower the severity and/or likelihood of a hazard's projected consequence.

Surveillance. The State activities through which the State proactively verifies through inspections and audits that aviation licence, certificate, authorisation or approval holders continue to meet the established requirements and function at the level of competency and safety required by the State.

Abbreviations

ADREP	Accident/Incident Data Reporting
AIC	Aeronautical Information Circular
AIG	Aviation Implementation Group
ALOS	Acceptable Level of Safety
ANR	Air Navigation Regulations 1981
APG	Aviation Policy Group
ARSC	Aeronautical Rescue Sub Centre
BAF	Biosecurity Authority of Fiji
CAAF	Civil Aviation Authority of Fiji
CCL	Compliance Checklist
CE	Critical Element
CMA	Continuous Monitoring Approach
ECCAIRS	European Co-ordination Centre for Aviation Incident Reporting Systems
EFOD	Electronic Filing of Difference
FA	Fiji Airports
FRCS	Fiji Revenue and Customs Services
GANP	Global Air Navigation Plan
GASP	Global Aviation Safety Plan
HRC	High risk category
MET	Fiji Meteorological Services
MOR	Mandatory Occurrence Report
MTCA	Ministry of Tourism and Civil Aviation

NANP	National Air Navigation Plan
NASP	National Aviation Safety Plan
NCASP	National Civil Aviation Security Programme
NCASQCP	National Civil Aviation Security Quality Control Programme
NCASTP	National Civil Aviation Security Training Policy
RASP	Regional Aviation Safety Plan
RCC	Rescue Coordination Centre
SAR	Search and Rescue
SARP	Standards and Recommended Practices
SEI	Safety Enhancement Initiatives
SD	Standards Document
STD	Synthetic Training Device
USOAP-CMA	Universal Safety Oversight Audit Programme – Continuous Monitoring Approach



INTRODUCTION

A State Safety Programme is a platform for the State to apply the two basic safety management principles throughout its civil aviation organisations; Safety Risk Management (SRM) and Safety Assurance (SA). The SSP also works as a framework that allows the State safety oversight authority and service providers to interact more effectively in the resolution of safety concerns.

This SSP aligns with the International Civil Aviation Organisation's (ICAO) Annex 19 - Safety Management, Doc 10004 Global Aviation Safety Plan, Doc 9859 – Safety Management Manual (SMM) and Doc 9734 - Safety Oversight Manual (SOM).

Fiji's National Air Navigation Plan (NANP) and the Fiji's National Aviation Safety Plan (NASP) will demonstrate implementation of an integrated safety system as underpinned by Fiji's SSP. Details on the interrelationship of Fiji's SSP and NASP with other regional and global safety documents is provided in Figure 1.



Figure 1

The Fiji NASP will demonstrate Fiji's commitment to continuously improve the safety of aviation operations through the implementation of defined Safety Enhancement Initiatives (SEIs). This enables Fiji to achieve national aviation safety goals and ensure aviation activities are conducted at an acceptable safety performance level. Fiji's NASP is informed by outputs of the SSP's safety risk management activities and international aviation developments. The NASP demonstrates how Fiji meets the requirements of the ICAO Global Aviation Safety Plan 2023-2025 (GASP) and the ICAO Asia Pacific Regional Aviation Safety Plan 2023-2025 (RASP).

The Civil Aviation Authority of Fiji (CAAF) is responsible for the implementation of Fiji's State Safety Programme in order to achieve an acceptable level of safety for the activities performed by the industry operators and service providers and national aviation agencies. The SSP is an integrated set of regulations and activities aimed at improving aviation safety.



Implementation of the SSP will be monitored by the SSP Committee which comprises of representatives from the Ministry of Tourism and Civil Aviation (hereafter referred to as *the Ministry*), the Civil Aviation Authority of Fiji (CAAF), Fiji Airports, Fiji Meteorology Services and other SSP agencies. The SSP is reviewed every three years, and updated as appropriate by the SSP Committee, and in consultation with all relevant SSP agencies, aviation industry and stakeholders.

Fiji's SSP is established, integrated and implemented according to the eight ICAO Critical Elements (CEs) of a State safety oversight system and ICAO's four components of an SSP (refer Figure 2), as established in Chapter 8 of the ICAO Doc 9859 Safety Management Manual (SMM). Fiji's SSP alignment to the ICAO safety planning and management framework is depicted in Figure 2.

SSP Component 1 State Safety Policy, Objectives and Resources		SSP Component 2 State Safety Risk Management		SSP Component 3 State Safety Assurance	SSP Component 4 State Safety Promotion
Chapter 1		Chapter 2		Chapter 3	Chapter 4
Section 1.1.2 Primary aviation legislation (CE-1)	Section 1.1.3 Specific Operating Legislation (CE-2)	Section 2.1 Licensing, Certification, Authorisation and/or approval obligations (CE-6)	Section 2.2 Safety Management system obligations	Section 3.1 Surveillance Obligations (CE-7)	Section 4.1 Internal training, communication and dissemination of safety information.
Section 1.2 State system & function (CE-3)	Section 1.3 Qualified technical personnel (CE-4)	Section 2.3 Accident and incident investigation	Section 2.4 Hazard identification and safety risk assessment		Section 3.2 State safety performance
Section 1.4 Technical guidance tools and provisions of safety critical information (CE -5)		Section 2.5 Management of safety risk	Section 2.5.1 Resolution of safety issues (CE-8)		

Figure 2

STATE'S SAFETY POLICY AND OBJECTIVES

1

1 STATE'S SAFETY POLICY AND OBJECTIVES

Fiji is unwavering in its commitment to aviation safety. We achieve this through:

Continuous Improvement; we will actively develop and refine strategies and processes to ensure all aviation activities under our oversight meet or exceed the highest national and international safety standards.

Robust Oversight and Investigation; we maintain a comprehensive and effective safety oversight system, along with thorough air accident and incident investigations, fulfilling our obligations under the Chicago Convention.

Positive Safety Culture; we foster a collaborative environment where everyone – individuals, organisations, and agencies – prioritises safety and takes ownership for upholding the highest standards.

Investment in Resources and Personnel; we commit the necessary resources to support our State Safety Programme and equip our personnel with the knowledge and skills to perform their duties proficiently.

The Safety Policy and Objectives underpins our State Safety Programme, outlining our unwavering dedication to a safe and thriving aviation sector in Fiji.



Fiji's Safety Policy Statement

Fiji's steadfast commitment to aviation safety drives our pursuit of a safe, efficient and secure industry. We achieve this by adhering to the highest standards:

- (a) **International Alignment**; we base our regulations and practices on ICAO Standards and Recommended Practices (SARPs) and international best practices.
- (b) **Comprehensive Safety Framework**; we develop and implement strategies, regulations, systems, and processes that are fair and transparent to ensure the safe and efficient operation of our civil aviation system.
- (c) **Robust Support Systems**; we allocate sufficient resources – financial, human, and corporate – to support safety management, accident/incident investigation, and staff training.
- (d) **Competent Workforce**; we equip our personnel with the skills and knowledge needed to effectively manage and oversee aviation safety.
- (e) **Data-Driven Approach**; we apply risk-based regulations, leveraging safety data to identify hazards, mitigate risks, and address safety concerns.
- (f) **Information Security**; we implement safety information protection policies aligned with ICAO SARPs and best practices to safeguard sensitive data.
- (g) **Collaboration and Partnership**; we actively engage with industry and international partners to foster information sharing and prevent future safety incidents.
- (h) **Positive Safety Culture**; we promote a forward-looking and 'just' safety culture based on sound safety management principles that encourage open communication between industry and safety agencies.
- (i) **Performance Monitoring**; we continuously monitor our aviation system's safety performance using key safety performance indicators (SPIs)



Theresa Levestam
CHIEF EXECUTIVE

Fiji's Safety Objectives

Fiji aims to achieve the following Safety Objectives:

1. **Zero Fatal Accidents** - We strive for zero fatal accidents involving entities under our safety oversight.
2. **Robust and Evolving Safety Oversight** - We continuously strengthen our safety oversight and investigative regimes to ensure effectiveness, alignment with ICAO SARPs, and adaptation to industry advancements.
3. **Proactive Hazard Management** - We actively identify and assess hazards within Fiji's aviation environment, mitigating associated risks to as low as reasonably practicable.
4. **Collaborative Safety Culture** - We foster a positive, just, and collaborative safety culture that encourages open communication and cooperation among all stakeholders.
5. **Safety Advocacy** - We actively champion improvements in aviation safety, both regionally and internationally.



1.1 Fiji's Aviation Legislative Framework

1.1.1 Fiji's Legislative system

Fiji's Parliament holds the legislative authority to enact aviation safety laws. Fiji's aviation regulations and legislative instruments are readily available to the public at no cost, on the Laws of Fiji website <https://www.laws.gov.fj>, managed by the Office of the Attorney-General:

Comprehensive Aviation Regulatory Framework

Fiji's aviation regulatory framework is a comprehensive body of documents that includes:

- **Acts:** These establish the overarching legal framework for aviation safety.
- **Regulations:** These provide detailed rules and requirements for specific aspects of aviation safety.
- **Orders:** These address specific situations or temporary measures related to aviation safety.
- **Standards Documents:** These define specific technical requirements for aviation safety.
- **Guidance Material:** This includes directives, notices (e.g., Airworthiness Notices), technical guidance documents, and tools to support the implementation of the regulations.
- **Safety Information:** This encompasses the provision of critical safety information to stakeholders.

1.1.2 Fiji's Aviation Legislation (Critical Element-1)

Fiji's aviation legislation demonstrates our commitment to enacting the requirements of the Convention on International Civil Aviation (Chicago Convention) and defines Fiji's governance arrangements for aviation safety.

Fiji ratified the Chicago Convention on the 5th March 1973. The Aviation Legislative system in Fiji is a 3-tier system consists of:

- i. **Tier 1:** CE-1 Primary Aviation Legislation
- ii. **Tier 2** CE-2 Secondary Aviation Legislation:
- iii. **Tier 3** CE-2 Standards Document (SD) and other legislative instruments

Refer Table 1 for the details of the Aviation Legislative system.

The Civil Aviation Act 1976 (CA Act) is the cornerstone of Fiji's aviation safety legislation. It provides the empowerment to regulate civil aviation in accordance with both national and international standards. It gives effect to the Chicago Convention and the Convention on International Interests in Mobile Equipment (Cape Town Convention), its Annexes, protocols and amendments. The Act grants the authority to establish a regulatory framework for safety

oversight, accident investigation, and the licensing of aircraft and personnel. It serves as the foundation for ensuring the safe and secure operation of civil aviation activities within Fiji.

The Civil Aviation Authority of Fiji Act 1979 (CAAF Act) establishes the CAAF as the governing body for civil aviation in Fiji. The Act outlines a two-tier structure; a Board responsible for setting policy and governance frameworks, and a Chief Executive who manages the day-to-day operations and executes the Board's directives. The Act further defines the specific functions, powers, and duties of both the Board and the Chief Executive.

The Civil Aviation Reform Act 1999 (CA Reform Act) fundamentally restructured the CAAF by separating its regulatory functions from its commercial operations. This Act established CAAF as the sole aviation safety regulator, while creating Airports Fiji Limited (trading as Fiji Airports) as a separate entity responsible for air navigation services and operating Fiji's international and domestic airports. This reform aimed to enhance aviation safety by ensuring regulatory independence.

The Civil Aviation (Security) Act 1994 focuses on safeguarding Fiji's civil aviation sector from security threats. It establishes a framework for certification and approval, and licensing of cargo and aviation security screeners. Addressing offenses that endanger aviation safety, including unlawful interference and implementing airport security measures, including the authority of security officers to make warrantless arrests under reasonable suspicion.

1.1.3 Aviation Safety Regulation (Critical Element-2)

Fiji's primary aviation legislation outlined in Section 1.1.2 is complemented by a number of aviation safety regulations and subordinate legislation to provide specific operating regulations in relation to airspace, air services, air navigation, civil aviation, civil aviation safety, safety investigation and aviation security.

Fiji's specific operating regulations, the Air Navigation Regulations 1981 (ANR) address Fiji's obligations under the Chicago Convention relating to aircraft registration and airworthiness, air operator certification and surveillance, and provision of air navigation services and operation of aerodromes.

Fiji aligns its aviation safety framework with the ICAO SARPS established under Article 37 of the Chicago Convention and we actively seek to incorporate international best practices into our regulations. In instances where we may not adopt a specific SARP in whole or in part, we will file a formal difference with ICAO in accordance with Article 38 of the Chicago Convention. These notifications detail the reasons for the difference and, if applicable, include a remediation plan. A list of Fiji's significant differences filed with ICAO is published by Fiji Airports, on behalf of the State, in the Fiji Aeronautical Information Publication (AIP).

1.1.4 Standards Document (SD) (Critical Element-2)

Standards Documents (SDs) are issued by the CAAF under Section 14(3)(b) of the Civil Aviation Authority of Fiji Act 1979 and Regulation 3D of the Civil Aviation (Security) Regulations 1994.

Where appropriate, the SD also contains technical guidance (Critical Element 5) on standards, practices, and procedures that are acceptable to the CAAF.

Notwithstanding the above, and where specifically indicated in the SD that such a provision is

available, consideration may be given to alternative methods of compliance that may be presented to the CAAF provided they have compensating factors that can demonstrate a level of safety equivalent to or better than those prescribed to. Accordingly, the CAAF will consider each case, based on its own merits holistically in the context of and relevancy of the alternative methods to the individual applicant. When new standards, practices or procedures are determined to be acceptable, they will be added to the SD.

1.1.5 Review of Legislation & Regulations

Fiji's aviation legislation is reviewed and amended to incorporate new standards and recommended practices and to reflect the rapidly evolving aviation environment. The review of aviation safety policies, legislation, regulations, guidance material and procedures, ensure they remain effective, relevant, and in compliance with ICAO SARPs. The CAAF Standards & Compliance Department in collaboration with the Legal Section oversees the development and review of policies, standards and legislation, as well as the rulemaking process. The rulemaking process may be triggered due to newly adopted amendments to ICAO SAPRs, policies, industry feedback and new aviation developments.

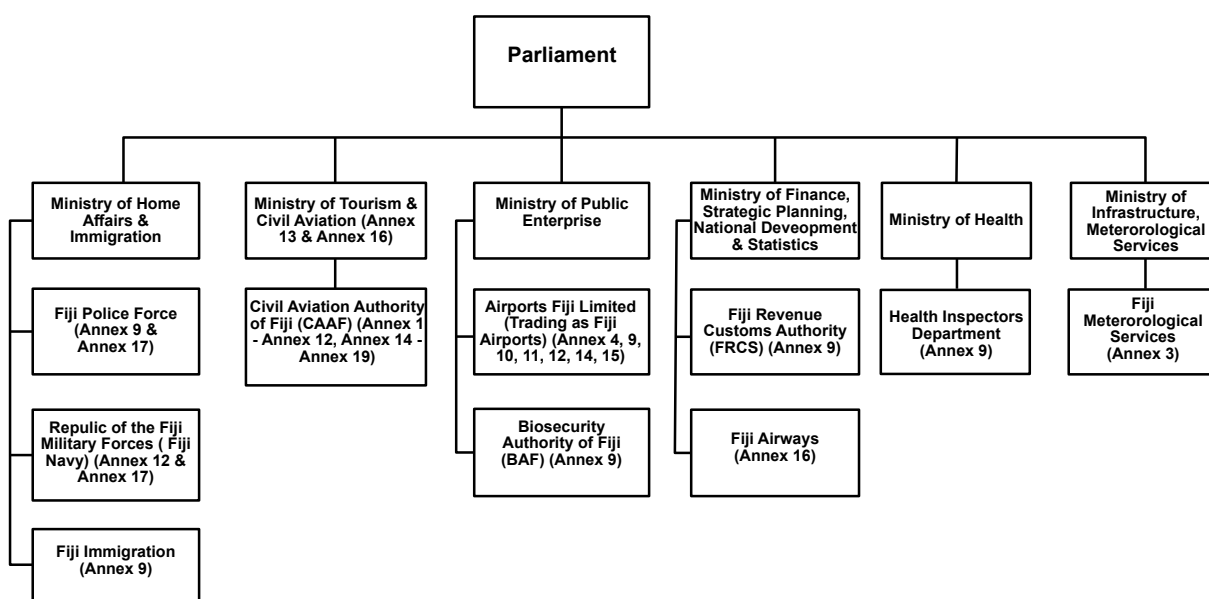
LEGISLATION
Primary CE-1
• Civil Aviation Act 1976 • Civil Aviation Authority of Fiji Act 1979 • Civil Aviation (Security) Act 1994 • Civil Aviation Reform Act 1999 • Civil Aviation (Ownership and Control of National Airlines) Act 2012 • Civil Aviation (Convention on International Interests in Mobile Equipment) Act 2012
Secondary CE-2
• Civil Aviation (Licensing of Air Services) Regulations 1978 • Air Navigation Facilities and Services (Charges) Regulations 1979 • Airport (Fees) Regulations 1979 • Air Navigation Regulations 1981 • Civil Aviation (Security) Regulations 1994 • Civil Aviation Authority (Passenger Service Charge) Regulations 1994 • Nadi International Airport Traffic and Vehicle Parking (Parking and Fees) Regulations 1996 • Airports Development and Security Charges Notice 2003 • Carriage by Air (Fiji Currency Equivalents) Order 2006 • Civil Aviation (Fees and Charges) Regulations 2007 • Civil Aviation (Occurrence Reporting and Investigation) Regulations 2009 • Domestic Passenger Service Charge Notice 2012 • Domestic Chartered Flight Service Charge Notice 2012 • Civil Aviation (Convention on International Interests in Mobile Equipment) Regulations 2013 • Civil Aviation (Revised Limits of Liability under the Montreal Convention 1999) Order 2019 • Nadi Aerodrome Restricting Order 1970 (Order pursuant to the CA Act 1976)
Standards Documents CE-2
• Standards Documents - Civil Aviation Authority of Fiji
Airworthiness Notice CE-2
• Airworthiness Notices - Civil Aviation Authority of Fiji

Table 1- Primary and Secondary Aviation Legislation

Fiji is in the process of reviewing its Primary Aviation Legislation; the Civil Aviation Act 1976, the Civil Aviation Authority of Fiji Act 1979 and the Civil Aviation Reform Act 1999. The intent is to amalgamate these civil aviation Acts into one (1) single legislative instrument, transitioning the old legislation to a more forward-looking, future proof legislation. This will be followed by a review of its secondary aviation regulations.

1.2 Fiji's State Safety System and Function (Critical Element-3)

Fiji's civil aviation sector is depicted as follows:



1.2.1 Responsibilities and accountabilities

The Fiji Government, through the Minister for Tourism and Civil Aviation is responsible for civil aviation matters in Fiji. The SSP agencies responsible for managing civil aviation safety in Fiji fall under the following Government ministries as detailed in Table 2.

RESPONSIBLE AGENCY	GOVERNMENT MINISTRY
Ministry of Tourism and Civil Aviation	Ministry of Tourism and Civil Aviation
Civil Aviation Authority of Fiji	Ministry of Tourism and Civil Aviation
Fiji Meteorological Services	Ministry of Public Works, Transport & Meteorological Service
Fiji Airports	Ministry of Public Enterprise
Republic of Fiji Navy (Fiji Rescue Coordination Centre) Fiji Police Force Fiji Immigration Department	Ministry of Home Affairs and Immigration

Table 2 - SSP Agencies

Ministry of Tourism and Civil Aviation

The Minister for Tourism and Civil Aviation oversees Fiji's aviation sector and reports to Cabinet and Parliament of significant policy and regulatory matters involving aviation to ensure Fiji discharges its obligations to ICAO in a safe and efficient manner.

The Minister plays a key role in representing Fiji's aviation interests' internationally. Fiji's civil aviation has a large impact on Fiji's economic growth and the Minister is responsible for managing Fiji's bilateral air services agreements.

The Ministry is the authority responsible for aircraft accident investigation and the Minister appoints the investigator-in-charge who is independent from the CAAF, to conduct an aircraft accident investigation.

Civil Aviation Authority of Fiji

The Civil Aviation Authority of Fiji (CAAF) is Fiji's aviation safety and security regulator. The CAAF also regulates the aeronautical meteorological services in Fiji.

The Board also referred to as the Authority (6-9 members) is appointed by the Minister to represent the public interest in civil aviation and to govern the CAAF. The Authority appoints the CAAF's Chief Executive, and is delegated certain independent functions and powers, responsibilities and accountabilities regarding the establishment and maintenance of the State's safety programme.

This includes the directives to plan, organise, develop, control, monitor and continuously improve the State's safety programme in a manner that meets the State's safety needs. It also includes a clear statement about the provision of the necessary human and financial resources for the implementation of the State's safety programme.

The CAAF carries out licensing, certification, surveillance, investigation, and other activities, and collates information from these activities to determine the safety performance indication in Fiji. This information becomes the basis of safety initiatives ranging from education, safety awareness to increased monitoring and regulatory action.

The CAAF's safety oversight functions ensure that Fiji's civil aviation system is robust and responsive to technological advancements, environmental and human change.

The CAAF is committed in its endeavours to ensuring aviation safety and strives to influence aviation stakeholders to operate well above safety minimums by:

- developing minimum safety and security standards to be met by civil aviation operators and participants.
- using certification and licensing to control entry and exit to the civil aviation system and intervening when aviation participants operate outside the standards;
- monitoring compliance with safety and security standards, investigating and analysing accidents and incidents, and carrying out corrective action, surveillance and enforcement;

In collaboration with the Ministry, the CAAF produces and maintains the SSP to ensure it reflects the current set of SSP activities implemented by the State.

Table 3 identifies the allocation of responsibilities for ICAO Annexes.

ANNEX	RESPONSIBLE AGENCY (ies)
Annex 1 - Personnel Licensing	CAAF
Annex 2 - Rules of the Air	CAAF
Annex 3 - Meteorological Services	CAAF/Fiji Meteorological Services (Aviation Weather)
Annex 4 - Aeronautical Charts	CAAF/Fiji Airports
Annex 5 - Units of Measurement	CAAF
Annex 6 - Operations of Aircraft	CAAF
Annex 7 - Aircraft Nationality and Registration Marking	CAAF
Annex 8 - Airworthiness of Aircraft	CAAF
Annex 9 - Facilitation	CAAF/Fiji Airports/Fiji Immigration/FRCS/BAF/Fiji Police/Republic of Fiji Military Forces/Ministry of Health
Annex 10 - Aeronautical Telecommunications	CAAF/Fiji Airports
Annex 11 - Air Traffic Services	CAAF/Fiji Airports
Annex 12 - Search and Rescue	CAAF/Fiji Airports/Republic of Fiji Navy
Annex 13 - Aircraft Accident and Incident Investigation	Ministry of Tourism and Civil Aviation (MTCA)
Annex 14 - Aerodromes	CAAF/Fiji Airports
Annex 15 - Aeronautical Information Services	CAAF/Fiji Airports
Annex 16 - Environment	MTCA/CAAF/Fiji Airports/Fiji Airways
Annex 17 - Security	CAAF
Annex 18 - The State Transportation of Dangerous Goods by Air	CAAF
Annex 19 - Safety Management	CAAF

Table 3 - Allocation of Annexes

Air Navigation Service Provider and Aerodrome Operator

Airports Fiji Limited trading as Fiji Airports is Fiji's air navigation service provider and an airport operator that manages Fiji's two international airports, Nadi International Airport and Nausori International Airport; and 13 Government-owned domestic airports in Fiji. Fiji Airports is a 100% government-owned commercial company and operates under the Civil Aviation Reform Act 1999.

Aeronautical Meteorological Services

The Fiji Meteorological Services is Fiji's aeronautical meteorological service provider and operates under ANR 145D.

Search and Rescue Services

The Fiji Rescue Coordination Centre (RCC) is the responsibility of the Republic of Fiji Navy and is responsible for the Fiji Search and Rescue Region (SAR). The Fiji RCC comprises of the following government agencies – Republic of Fiji Navy, Fiji Police Force, and Fiji Airports.

The aeronautical search and rescue services are provided by Fiji Airports' Aeronautical Rescue Sub-Centre (ARSC) in coordination with the Fiji RCC.



The requirements for aviation search and rescue are contained in the SD-Search and Rescue.

Facilitation

The Fiji Revenue & Customs Service, Biosecurity Authority of Fiji, Fiji Immigration, Ministry of Health, Fiji Airports and the CAAF are responsible for the smooth facilitation of the travelling passengers in Fiji.

The security provisions of the passenger facilitation are contained in the National Air Transport and Facilitation Programme (NATFP).

Aviation Security

Fiji's National Aviation Security Programme Documents

The details of Fiji's national aviation security programme requirements are contained in the following documents; the National Civil Aviation Security Programme (NCASP), the National Civil Aviation Security Quality Control Programme (NCASQCP), the National Civil Aviation Security Training Policy (NCASTP), the National Air Transport and Facilitation Programme (NATFP) and the Standards Documents (SD).

These national programmes and policy are underpinned by the Civil Aviation (Security) Regulations 1994 and provides information on the security responsibilities and accountabilities of various state agencies, including the CAAF, Fiji Police and others, and industry service providers. It is maintained by the CAAF and provided under appropriate controls on a 'need to know basis' to relevant industry service providers and wider Government stakeholders. The sensitive nature of some of the content precludes wider public release. The nature of safety and security is different and so is the application of these principles.

1.2.2 SSP Governance

The CAAF leads the review and maintenance of the SSP, including its safety policy and objectives.

The SSP Committee comprises of representatives from various SSP agencies and working groups. The SSP Committee ensures effective implementation and continuous improvement of the SSP within their respective organisations. Detailed information on the composition and responsibilities of Fiji's SSP working groups can be found in Appendix 1.

1.2.3 State agency cooperative agreements

Coordination on a range of aviation safety management issues between Government agencies occurs through the use of formal arrangements. Most arrangements are set out in a MOU. Arrangements aim to ensure that roles, responsibilities and communications' protocols are clearly articulated between relevant agencies.



AGREEMENT	PURPOSE
CAAF/Ministry of Tourism & Civil Aviation (future)	Defines the roles and relationships between the parties in carrying out their respective functions or accident investigation, Environmental Protection and the responsibilities.
CAAF/Fiji Airports (future)	Defines the roles, responsibilities for the publication of Fiji's AIP.
CAAF/Fiji Police(future)	Defines the roles and relationships between the parties in carrying out their functions, coordination, communication and sharing of information.
Fiji Airports / Republic of Fiji Navy/Fiji Police Force	Facilitates a cooperative relationship between the parties in relation to support services for aviation SAR operations and defines the divisions of responsibilities as key organisations contributing to the national aviation SAR system. The Fiji Airports' Nadi Aeronautical Rescue Sub-Centre (Nadi ARSC) is responsible for aeronautical search and rescue for the Nadi Search and Rescue region. The Republic of Fiji Navy is responsible for Maritime Rescue Sub-Centre and the Fiji Police Force is responsible for the Land Rescue Sub-Centre. The inter-agencies agreement between Fiji Airports, Republic of Fiji Navy and the Fiji Police Force also sets out areas of cooperation and responsibilities between agencies.
Fiji Airport & Fiji Meteorological Services	Facilitates a cooperative relationship between the parties in relation to support the provision of Aeronautical MET product and services and defines the division of responsibilities
CAAF & FRCS	The memorandum of understanding between the CAAF and the Fiji Revenue & Customs Service is to establish and strengthen cooperation for improved passenger and cargo facilitation for authorised economic operators (AEOs), and to ensure administration of Capital Gains Tax on the disposal of capital assets by third parties.

Table 4 - Current and Future Domestic Arrangements

1.2.4 State aviation agency staffing requirements

Each agency is responsible for the delivery of its legislative requirements to their respective Minister(s). This includes ensuring the organisation is sufficiently structured and staffed with qualified personnel capable of providing services and/or oversight in line with Fiji's commitment to the Chicago Convention.

1.2.5 Delegation of safety oversight functions and activities

Fiji is able to conduct all safety oversight activities effectively and does not delegate any specific safety oversight functions to another organisation or State.

1.3 Qualified Technical Personnel (Critical Element-4)

Fiji ensures that all technical personnel tasked with safety and security oversight responsibilities are suitably qualified, experienced and competent to perform evaluations, inspections, analysis and interventions, that is required of them. Each entity is responsible for its technical personnel that are responsible for oversight and discharging their respective legislative functions. It determines a minimum qualification requirement, and establishes the training programme necessary for the role that assesses against the competency requirements. The minimum qualification requirements are detailed in the role descriptions of its technical personnel.

1.4 Technical Guidance, Tools and Provision of Safety-Critical Information (Critical Element-5)

Fiji's highest priority is to maintain and enhance aviation safety performance. Fiji's safety goals emphasize the importance of industry and Government agencies commitment, on the allocation of resources for safety management and oversight, as well as equipping staff with the skills and expertise to discharge their responsibilities competently.

1.4.1 SSP agency and Industry guidance

Fiji has developed and published technical guidance material to assist SSP agencies' technical experts and the industry in implementing national regulations, standards, procedures and practices.

The technical guidance is publicly available through the CAAF website at:

[Guidance Document - Civil Aviation Authority of Fiji](#)



GUIDANCE DOCUMENT	DESCRIPTION
Fiji Airworthiness Notices	Fiji's Airworthiness Notices provide additional regulatory requirements. These form part of the aircraft maintenance and airworthiness standards.
Aeronautical Information Circulars AIC Documents - Civil Aviation Authority of Fiji	Provide recommendations and guidance to illustrate a means of compliance. Additional Information are implemented in the form of Aviation Safety Information - Aeronautical Information Circular (AIC).
Acceptable Means of Compliance	Explains how the requirements can be met when applying for a certificate, license, approval or other authorisation.
Guidance Material	The guidance materials are designed to support and assist industry in fulfilling their regulatory obligations.

Table 5 - Guidance Documents

1.4.2 Communication of safety critical information

To foster safety in the aviation operational environment, Fiji's aviation framework supports the timely and efficient provision of safety-critical information to industry participants. This includes processes and procedures to support the immediate provision of Notices to Airmen (NOTAMs), and effectual updates to the AIP.

1.5 State emergency response plan

Fiji has emergency response plans in place to respond to events which impact, or have the potential to impact aviation safety in Fiji's airspace, flight information region, or territory.

This includes the business continuity and contingency plans for a disaster or extended disruption to the aviation system that include incidents such as cyclones, earthquakes or floods. SSP agencies that provide essential services should have in place contingency plans.

CAAF maintains a Crisis Management Plan that contains policy and procedures to be used by the organisation in crisis situations, including but not limited to natural disasters.

1.6 State safety goals, targets and indicators

Fiji's safety goals are derived from the aviation challenges and priorities presented in Fiji's National Aviation Safety Plan (NASP). These are based on current and emerging trends shown through detailed analysis of data collected by the CAAF. The safety goals represent the desired outcome that Fiji's NASP and SSP aim to achieve. Each safety goal has associated safety performance indicators and safety performance targets used to measure Fiji's safety performance in relation to the safety goal. In addition, each safety goal has a series of Safety Enhancement Initiatives (SEI) and actions Fiji intends to undertake to improve its safety performance.

The safety goals are each designed to contribute towards an overall acceptable level of safety performance for Fiji. Fiji's safety goals, targets and indicators will be contained in the NASP.

STATE SAFETY RISK MANAGEMENT

2

2 STATE SAFETY RISK MANAGEMENT

Safety risk management is a shared responsibility between the government aviation agencies, the industry, and with all partners working collaboratively to effectively manage potential safety risks. Fiji has adopted a proactive approach to safety risk management by mandating SMS for most sectors in the aviation industry (as detailed in Section 2.2) that promotes effective hazard identification methods across the aviation industry. This helps ensure critical safety information is escalated to the relevant government agency.

Risk identification and management is undertaken through a multi-layered process. This allows risk information to be aggregated into higher order categories, culminating in a system-wide assessment. At the state level, the CAAF is responsible for the identification, assessment and management of risks, and incorporation of those high order category risks into Fiji's National Aviation Safety Plan (NASP).

A successful SMS is inherently risk-based and forward-looking. It combines the elements of Quality Management and Risk Management into an integrated system that help organisations to:

- identify the hazards and associated risks that impact the organisation;
- control, monitor, communicate and review those risks;
- assure the quality of products and services while complying with standards; and
- continually improve the products and services.

Quality and risk management systems enhance safety and are essential tools that underpin SMS.



2.1 Licensing, certification, authorisation and/or approval obligations (Critical Element-6)

Fiji has enacted a legislative framework to give effect to the implementation of ICAO SARPS, and provides the requirements on safety critical aviation activities which include the issuance of licences, certificates, approvals and authorisations to industry personnel, air operators, service providers and aerodrome operators.

These approval processes act as the initial risk control to ensure service providers and industry participants achieve the required standards to operate safely within the aviation system. Details on Fiji's regulatory structure are available at: [Civil Aviation Legislation - Civil Aviation Authority of Fiji](#)

2.1.1 Personnel licensing

The CAAF is responsible for the issuance and renewal of licences, permits, certificates, and approvals to allow individuals to conduct certain aviation activities. Individuals are required to adhere to the SD-Personnel Licensing, when engaging in such activities. Approval of courses, certification of aviation training institutions and training devices that support personnel licensing outcomes are detailed in the relevant SDs.

2.1.2 Certification

The CAAF has established a system for the certification of aircraft, aviation equipment, air operators, maintenance organisations, aerodrome operators, air traffic service providers, aeronautical meteorological service provider, aeronautical information service provider and aviation security organisations. The certification system contributes to aviation safety and security in Fiji.

Air operators

Operators that intend to conduct commercial air transport operations (charter or regular public transport), in Fiji are required to hold a valid Air Operator's Certificate (AOC). Air operators are required to operate within the scope and conditions of their AOC and comply with Fiji's civil aviation regulations.

Maintenance organisations

The CAAF undertakes certification activities under ANR 145C for maintenance organisations that provide maintenance services for aircraft and/or aeronautical products used for commercial air transport operations.

Aircraft

The CAAF has implemented a safe and robust airworthiness oversight and surveillance system that helps ensure aircraft are safe for air operations and support the safety of the travelling public. The SD-Airworthiness of Aircraft publication contain details of the airworthiness requirements and aircraft registration requirements.

Aerodromes

Aerodrome certification, technical and operational requirements are detailed in SD - Aerodromes. Aerodromes are categorized as either certified or registered (non-certified) aerodromes.

An aerodrome must be certified when it is used for international or domestic commercial air

transport operations, or when it is used for night operations or in Instrument Meteorological Conditions (IMC) during the day.

An aerodrome must be registered when the aerodrome is used by an aircraft involved in aerial work or private operations, or when the area is designated as a Helicopter Landing Site (HLS) or Water Landing Site (WLS).

Synthetic Training Devices

Fiji certifies synthetic training devices (simulators) for use by flight crew and air traffic controllers to gain necessary experience to meet licensing requirements. The requirements for simulators used by flight crew are contained in SD-Aeroplane Flight Simulation Training Devices and the requirements for simulators used for air traffic management are approved and certified in accordance with SD-Air Traffic Management Synthetic Training Devices.

Training Organisations

Aviation training organisations and their courses that support licensing outcomes for the personnel graduating in to the civil aviation industry, are required to be certified by CAAF as required under ANR 145B. These requirements are detailed in SD-Certification of Aviation Training Institutions.

Air Navigation Services Provider

Airports Fiji Limited, trading as Fiji Airports is Fiji's Air Navigation Services provider. Fiji Airports has been certified to provide Air Traffic Services, Aeronautical Information Services, and Approved Maintenance Organisation (CNS).

Fiji Airports publishes the AIP on behalf of the State.

The Fiji Meteorological Services is certified as the Aeronautical Meteorological Service provider by the CAAF to provide aviation meteorological services and products in Fiji. The requirements are contained in the SD-Aeronautical Meteorological Services Provider.

2.1.3 Approval process

CAAF is responsible for issuing licences, certificates, registrations, authorisations, approvals, and permits. These are conducted in accordance with the requirements of the respective legislation. The CAAF has policies and procedures that detail the processes by which applications for permissions are considered and issued to ensure they are consistent, fair, timely and comply with applicable legislation.

2.2 Safety management system obligations

2.2.1 Safety Management System (SMS) requirements for service providers

The CAAF has established standards which govern how service providers identify operational hazards and manage safety risks. These include the requirements, specific operating regulations and advisory guidance materials for service providers' safety management system. The requirements and specific operating regulations are periodically reviewed to ensure they remain relevant and appropriate to the service providers.

The SD-Safety Management Systems (SMS) require that the following operators and service providers have a safety management system in place to achieve an acceptable level of safety:

- Air Operators
- Aviation Training Institution (Organisation)
- Air Navigation Service Provider (ATS, AIS, IFP, CNS(AMOC))
- Approved Maintenance Organisation (Aircraft Maintenance)
- General Aviation operators (certified activities)
- Certified Aerodrome Operators

Fiji requires the implementation of SMS in the civil aviation industry sectors based on the risks associated with the particular activities.

ACTIVITY		REGULATORY REFERENCE
Safety		SD-Safety Management System
Air Transport Operations	International	SD-International Commercial Air Transport - Aeroplanes
		SD-International General Aviation- Aeroplanes
		SD-International Operations - Helicopters
		SD-International Operations - Remotely Piloted Aircraft Systems
		**SD-Rules of the Air
		**SD-Foreign Air Operator Certificate
		SD-Air Operator's Certificate of Competency
		**SD-Aeroplane Upset Prevention & Recovery Training (UPRT)
		**SD-Avoidance of Fatigue in Aircrew Part 2 International Operations
		**SD-EDTO
		SD-All Weather Operations (AWO) Low Visibility Operations (LVO)
		**SD – Carriage of Dangerous Goods
	Domestic	SD-Air Operator's Certificate
		**SD-Avoidance of Fatigue in Aircrew Single Pilot IFR/VFR Two Pilot IFR Part 1 Domestic Operations
Aerodromes		SD-Aerodromes
Integrated and multi-crew pilot training, flight training, contracted recurrent training and contracted checking		** SD-Aeroplane Upset Prevention & Recovery Training (UPRT)
		SD-Personnel Licensing (for Aviation Training Organisation)
Approved Maintenance Organisations (Aircraft Maintenance)		SD-ANR145C Approval of Aircraft Maintenance Organisations
Aircraft		**SD-Airworthiness of Aircraft
		SD-Airworthiness of Aircraft Part 2 (ICAO Requirements)
Aviation Training Institution		SD-Certification of Aviation Training Institutions
Approved Maintenance Organisation – CNS		SD-ATELCOM
Air Traffic Service Providers		SD-Air Traffic Services
Instrument Flight Procedure Design & Charting		SD-Instrument Flight Procedure SD – Performance Based Navigation
Aeronautical Information Services		SD-Aeronautical Information Services Provider

Note: ** Support and complements safety management

Table 6 - SMS Regulatory Requirements

CAAF uses a standardised performance-based methodology to evaluate the maturity level of SMS implementation by the service providers. Furthermore, CAAF works with service providers to continually improve the effectiveness of their SMS through regular surveillance and assessments.

2.2.2 Service providers' safety performance

An important element of a mature safety management oversight system is the agreement between the safety regulator and service providers on key safety performance indicators and expected level of performance to be achieved, appropriate to the individual service provider's specific operational context. The expositions/statement of compliance of certified service providers and operators set out their safety goals and practices with defined safety performance data measurement mechanisms for monitoring and analysis. Safety performance measurements take into account the nature of the operations, the safety objectives of the service providers, the operational safety risks faced, and the state safety target level for each performance indicator.

The service provider determines how they will achieve the agreed safety goals and manages their safety risks, subject to CAAF approval and oversight as appropriate. The service providers reviews their safety performance measurements regularly, in consultation with CAAF safety inspectors to ensure that they remain relevant, are aligned with their safety objectives, and address prevailing hazards and risks.

Oversight of a SMS is included in CAAF's audit programme for those service providers who are mandated to have one. In Fiji the level of SMS implementation of the operators/service providers is conducted during the certification renewal audit and is checked regularly during surveillance inspections. A risk-based surveillance approach for CAAF's oversight enables the prioritization and allocation of CAAF's resources to commensurate with the risk profile of each sector and individual operator/ service provider.

2.3 Accident and incident investigations

Fiji has established an independent accident investigation process, the sole objective of which is to support the management of safety in Fiji and not the apportioning of blame on liability.

The investigation of accidents is subject to the Civil Aviation Occurrence Reporting and Investigation Regulation 2009. The power for Air Accident Investigation is vested in the Minister for Tourism and Civil Aviation.

The Minister appoints the Investigator-in-Charge who is independent from the CAAF. The CAAF may be asked to provide technical expertise and, in some cases, conduct investigation of incidents and serious incidents.

Reports of these accident investigations are made public to enable operators and service providers to identify any similar risks they may have to improve their safety performance.

2.3.1 CAAF Investigation

Incidents, Serious Incidents, and occurrences reported under the Mandatory Occurrences Reporting system are the responsibility of the CAAF.

The CAAF investigates aviation incidents in its capacity as the responsible safety and security

authority. Safety investigations are carried out alongside service providers to find the root causes of occurrences and to make recommendation that aim to improve safety.

The CAAF also conducts separate investigations of alleged or suspected breaches of the standards and relevant legislation. If a safety investigation shows a service provider has deliberately endangered people or property, the CAAF may consider enforcement action.

2.4 Hazard identification and safety risk assessment

The CAAF has a hazard identification and risk assessment framework to facilitate a more systemic analysis and management of the hazards and safety risks within Fiji's aviation environment. This framework includes:

- (a) identification of hazards;
- (b) recording of the hazards in the State Aviation Hazard Register;
- (c) risk assessment of the potential consequence(s) of these hazards;
- (d) determination of the existing defences to prevent or mitigate the consequence(s) contributed by the hazards;
- (e) assessment of new defences to prevent or mitigate the consequence(s) contributed by the hazards;
- (f) determination of the risks associated with the consequence(s); and
- (g) conduct of a safety risk management (SRM) exercise where required.

Aviation safety systems depend on timely, accurate and informative reports about safety incidents and events, allowing trends to be identified and analysed, recurring issues to be resolved and risks within the system to be measured and responded to appropriately and effectively.

Fiji SSP agencies has established hazard identification mechanisms through safety reporting, accident and incident investigation, surveillance results, safety studies and risk assessments. In the interest of aviation safety, data is shared between relevant agencies in line with protocols established under the domestic arrangements shown in Table 4.

2.4.1 Accident, Incident and Other Safety Reporting

Safety data collection, analysis and exchange

Fiji's SSP agencies has established mechanisms to ensure the capture and storage of data on operational hazards and safety risks, where high risk category (HRC) data are monitored at the State level. These mechanisms include the analysis of the safety data, which is shared with service providers and/or other States as appropriate.

Occurrence Reporting and Analysis

Industry reports, either mandatory or voluntary, are crucial primary data sources used for aviation hazard identification. These reports provide invaluable insights into potential risks near-misses, and actual incidents that can inform safety management systems (SMS) and other hazard mitigation strategies. They help build a culture of safety by encouraging proactive risk management and continuous improvement.

The CAAF currently uses the Aviation Quality Database (AQD) which includes capabilities for the capture, identification, analysis, legibility, storage, protection, archiving, and retrieval of safety data that include operational risks and safety information.



Mandatory Reporting

The ANR 71 and Regulation 17 of the Civil Aviation (Security) regulations require operators and service providers to report occurrences to the CAAF. The CAAF manual on Occurrence Reporting and Investigation (MORI) contain procedures for handling such reports on accidents serious incidents and incidents. These reports are crucial for understanding the causes of incidents and preventing future occurrences.

Voluntary Reporting

The voluntary reporting system encourages reporting of safety-related information or incidents confidentially, without fear of retribution. This system is designed to capture a wide range of safety data, including near-misses, errors, hazardous situations, or any other safety concerns that might not be captured through mandatory reporting systems.

Protection of the reporter's identity is a primary element of the scheme that provides protection from administrative action.

Fiji encourages a positive reporting culture where all industry participants are willing to disclose any incidents that occur and any mistakes they make. CAAF stands by its 'just culture' approach, whereby people who report incidents and mistakes are not normally prosecuted or punished, except in cases where their action was wilful, reckless or grossly negligent.

Data Analysis

The CAAF maintains current information for all safety regulation activities that it conducts and reports of occurrences including the level high risk category occurrences. These safety information are analysed to gain better insights on aviation safety incidents and accidents, to support management of aviation safety.

2.5 Management of Safety Risk

Fiji has established an Aviation Hazard Register which identifies state risks, controls, indicators and actions. This register is maintained and monitored by the CAAF to ensure that risks remain within the agreed acceptable tolerances and coordinated with the SSP agencies through the SSP committee.

The CAAF will review risks that consistently fall below the acceptable risk threshold and propose mitigating actions that may need to be tabulated to the NASP Committee for NASP review.

Identified safety risks may have been either previously identified with existing controls in place, or not yet considered and without existing controls in place. Where safety concerns relate to risks that have previously been identified and are controlled through regulations, consideration will be given to the effectiveness of the current control(s) and the compliance of an individual or organisation with the control. Risk controls that are found to be ineffective maybe modified or further controls implemented as necessary where individuals or organisations are not complying with aviation safety regulatory requirements.

In managing newly identified aviation safety risks, SSP agencies (as applicable) will seek to develop and document suitable risk mitigation or control strategies. These strategies are able to manage risk through the implementation of legislative or supporting controls.

To support proactive safety management at the State-level, Fiji encourages sharing of safety information including de-identified safety information from voluntary reporting system and safety concerns stemming from outcomes of accident and incident investigations.

2.5.1 Resolution of safety issues (Critical Element-8)

CAAF conducts independent surveillance or investigation activities for potential identified non-compliances related to civil aviation safety in accordance with its Enforcement Policy and Procedures Manual. The Enforcement Policy and Procedures Manual outlines processes which is aimed at securing compliance with aviation regulations. These processes clearly outline the opportunities available to an operator to work with CAAF to rectify the issue.

Pursuant to Section 14(c) and (i) of the Civil Aviation Authority of Fiji Act 1979 CAAF has the power to develop effective enforcement strategies to secure compliance with national aviation regulations and standards. Safety concerns relating to reported safety events, negative safety trends and safety recommendations stemming from the outcomes of accident and incident reports will be risk assessed and entered into the Fiji's Aviation Hazard Register, and NASP as necessary. The CAAF as part of the SMS certification audit activity, monitors safety indicators to ensure the effective implementation of required controls and actions.

Where implementation is not seen to be effective, CAAF will review assigned controls, and recommend actions and associated data to determine alternative options to resolve the safety concern.



STATE SAFETY ASSURANCE

3

3 STATE SAFETY ASSURANCE

Fiji adopts a performance-based approach to its safety oversight system. The Fiji aviation agencies play a critical role in maintaining quality assurance of the aviation safety system under their responsibility. This includes safety oversight and auditing, as well as data collection, analysis and exchange.

3.1 Surveillance obligations (Critical Element-7)

The CAAF and SSP agencies regularly conduct inspections, audits and other monitoring activities to pro-actively ensure compliance. In addition, SSP agencies must implement effective and sustainable surveillance programs relevant to their operations.

The CAAF and SSP agencies ensure that the surveillance programs include plans which detail the scope and timeframe of its surveillance activities. The timeframe and frequency of surveillance activities are risk-based and scalable to the type and size of the operation, that take into consideration ICAO's published guidance materials. Detailed guidance methodology, procedures and tools related to the preparation, conduct, reporting and follow-up are available to inspectors at the CAAF.

3.1.1 CAAF

CAAF conducts comprehensive surveillance on the aviation industry, encompassing evaluations of safety-related decisions taken by the industry at all levels to assess their impact on overall safety. These surveillance activities include regular, scheduled and unscheduled audits and inspections, data collection and exchange, analysis and evaluation assessment of workflow management.



CAAF adopts a risk-based surveillance approach and undertakes inspections as required to assess the risk mitigation and compliance levels of authorisation holders. This process provides feedback to CAAF's risk assessment process and sector profiles. CAAF provide operators the opportunity to demonstrate an acceptable means of compliance, through fair, flexible, valid and reliable assessments. Evidence-based surveillance activities aim to collect evidence that are valid, sufficient, authentic and current.

3.2 Fiji 's Safety Performance

Fiji uses a holistic approach for the monitoring of safety performance of the aviation system through the analysis of safety data and information presented to the SSP Committee and its SSP Working Group(s) as appropriate.

Emerging safety concerns identified during data analysis are used to make informed aviation data-driven decisions regarding controls and their effectiveness on the safety goals, indicators and targets that are stated in the NASP.

In support of Fiji's safety goals, Fiji's NASP defines a series of safety enhancement initiatives (SEIs) and associated actions, designed to improve Fiji's safety performance. The CAAF is responsible for monitoring and tracking SEIs and actions and shares this information with the NASP Committee. Implementation of these mitigating actions may be assigned to a specific SSP agency, in accordance with the NASP.

Service Provider's Safety Performance

Service providers define acceptable level of safety (ALOS) performance and safety performance measurements as part of their SMS performance monitoring mechanism that are accepted and approved by CAAF. These measurements refer to the indicators, alerts and targets used to measure and monitor safety performance over time. Safety performance measurements take into account the nature of the operations, the safety objectives of the service providers and operational risks including the high risk category occurrences, identified in the NASP that pertain to their operations. The service providers review their safety performance measurements regularly in consultation with CAAF to ensure that they remain relevant, are aligned with their safety objectives, and address prevailing hazards and risks.

3.2.1 Safety data-driven targeting of oversight on areas of greater concern or need

The safety data collected by the aviation agencies is regularly reviewed and analysed. Where the safety data falls under the high-risk category, it will be reported to the NASP Committee for the purpose of identifying safety related trends, emerging safety issues and assist in addressing existing safety issues.

3.2.2 Universal Safety Oversight Audit Programme Continuous Monitoring Approach

Fiji undertakes a systematic, coordinated national approach to managing our responsibilities under the ICAO Universal Safety Oversight Continuing Monitoring Approach (USOAP CMA). This is evident of Fiji's commitment to the management of safety oversight and details the roles and responsibilities of each entity.



- (a) In consideration of the critical need for increased attention to global aviation safety, ICAO carries out audits of the CAAF as part of its Universal Safety Oversight Audit Programme.
- (b) The ICAO audits assess the State's regulatory system against the ICAO 8 Critical Elements of a safety oversight system; and the degree to which SARP's have been implemented effectively.

3.3 State Management of Change

Fiji undertakes the management of change process to proactively identify the impact of change in its aviation system

Any significant change, either planned or unplanned that may impact Fiji's ability to fulfil its regulatory obligations or impact its safety management capabilities are managed under the SSP framework. The impact of planned changes on the existing civil aviation system are assessed prior to implementation and risks are mitigated to an acceptable safety level. Changes can be classified as: organisational, regulatory or operational and may include:

- Re-organisation of the State aviation authorities (including downsizing);
- changes in defined SSP processes;
- changes in the regulatory environment such as changes in existing State safety policies, programmes and regulations;
- changes in the operational environment, such as introduction of new technologies, infrastructure, equipment and services; and
- rapidly changing industry (expanding, contracting, morphing) and its potential impact on the State oversight and performance monitoring capabilities.

For regulatory changes, consultation is carried out with all stakeholders including the aviation industry service providers and operators, and the public on all proposed safety regulatory changes. Submissions provided within the consultation period will be considered.

3.4 Quality Assurance on Fiji's Aviation Oversight System

Fiji is committed to fulfilling its ICAO USOAP/USAP CMA obligations. The State Aviation Activity Questionnaire, Compliance Checklists for the safety/security-related Annexes, and Corrective Action Plans are updated in the ICAO USOAP/USAP Online Framework.

In addition to the regular conduct of Self-Assessments, the quality and effectiveness of the Fiji's safety oversight function is monitored through regular audits carried out by an appropriately trained internal audit team.

The CAAF Standards & Compliance Department manages Fiji's compliance to ICAO SARPS and in coordination with the Legal Section, conducts review of the aviation safety regulations in collaboration with the relevant experts in the subject area.

Each SSP agency is responsible for conducting regular self-assessments of its safety performance, reviewing its safety hazard register and performance targets, and ensuring the effectiveness of the SSP and NASP. They must also support timely reviews for continuous improvement.



STATE SAFETY PROMOTION

4

4 STATE SAFETY PROMOTION

Safety promotion is essential to achieving the core operational objectives of SSP implementation in Fiji. All aviation safety agencies play a pivotal role in advancing aviation safety promotion. This effort is strengthened through staff training, effective communication and the dissemination of safety information, all of which contribute to fostering an effective and just safety culture.

4.1 Internal training, communication and dissemination of safety information

Fiji's aviation safety agencies provide mandatory and recommended safety awareness training for all relevant staff. The SSP and SMS awareness training are organised for staff and communicated by various means, which include email, newsletters, aviation safety bulletins and internal advertising.

The CAAF provides training and awareness of safety relevant information to support the development of a positive, just safety culture that fosters the development of an effective and efficient State's safety programme.

4.2 External training, communication and dissemination of safety information (Critical Element – 5)

Formal and informal communication from aviation safety agencies to the aviation industry is used to convey safety-related information. This communication can be urgent, safety-critical information or safety-related information of a more routine, informative nature.

Safety education and awareness of safety risks is communicated to aviation participants through a number of means, including safety related meetings and seminars, courses, publications, safety reports, and Aviation Safety Bulletins.

The CAAF supports the implementation of SMS by running seminars and/or workshops for the industry to promote confidence among operational staff to implement and assess the effectiveness of SMS for their respective organisations. The cultivation of an active safety culture at all levels and in all functional areas in the aviation industry is seen as a key area of development. Regular meetings with operators and service providers are conducted, in order to keep them advised of likely regulatory developments.



APPENDIX

APPENDIX 1: FIJI SSP WORKING GROUP

MEETING	FREQUENCY	CHAIR/MEMBERS	ROLE
SSP Committee	Annual	CAAF (Chair) MTCA representative Fiji Airports Fiji Meteorological Services Chair from all the Committees	The SSP Committee ensures the implementation and continuous improvement of Fiji's SSP. It facilitates the exchange of safety-related data and analysis between agencies, and responsible for reviewing Fiji's SSP.
National Aviation Safety Plan Committee	Quarterly	CAAF(Chair) Fiji Airports Fiji Airways Fiji Meteorological Services	The NASP Committee is responsible for the implementation and review of Fiji's NASP. The CAAF is responsible for monitoring the state safety performance which are reviewed at the NASP meeting.
AOC/AMO Committee	Quarterly	CAAF (Chair) Airline Operators	It comprises of representatives of aircraft and airport operators and CAAF. Reports any high-risk category (state risks) to the NASP Committee
Airport Wildlife Committee	Monthly	Fiji Airports (Chair) CAAF Airline Operators	Is a cross agency and comprises industry stakeholders to manage wildlife (bird strike) at the airports and surrounding areas. Reports any state risks to the NASP Committee.
National Wildlife Committee(future)	Annual	CAAF (Chair) MTCA Fiji Airports Airline operators Town & Country Planning Ministry of Environment Biosecurity Ministry of Health Ministry of Agriculture Ministry of Lands and Forestry	The primary aviation wildlife hazard management committee in Fiji manages wildlife (bird strike) outside the airport boundary. The National Wildlife Committee fulfils Fiji's commitment to have a national bird strike committee as recommended by ICAO under the Airport Services Manual (Doc 9137).
Runway Safety Team	Quarterly	Fiji Airports (Chair) CAAF Airline Operators	Identifies current and emerging issues relating to runway safety at the national level and implements national initiatives in a targeted, tailored and timely manner to assure the safety of operations.
Ramp Safety Committee	Monthly	Fiji Airports (Chair) CAAF Airline Operators Industry	Identifies current and emerging issues relating to runway safety at the national level and implements national initiatives in a targeted, tailored and timely manner to assure the safety of operations

Fiji ANS and AGA Working Group	Quarterly	CAAF (Chair) Fiji Airports Fiji Meteorology Aerodrome Operators	These are established to provide high level guidance on ANS and AGS matters.
Safety Compliance Meeting (ANS and AGA)	Monthly	CAAF (Chair) Fiji Airports	These are established by CAAF to provide guidance to Fiji Airports on regulatory compliance issues.
Fiji ATM Task Force	Quarterly	CAAF(Chair) Fiji Airports	These are established by CAAF to provide guidance on Air Traffic Management matters
Fiji CNS Task Force	Quarterly	CAAF (Chair) Fiji Airports	These are established by CAAF to provide guidance on Communications, Navigation and Surveillance matters.
Fiji Meteorological Task Force	Quarterly	CAAF(Chair) Fiji Met Fiji Airports	These are established by CAAF to provide guidance on Aeronautical Meteorological matters.
Fiji AIS Task Force	Quarterly	CAAF (Chair) Fiji Airports	These are established by CAAF to provide guidance on Aeronautical Information Services matters.
Fiji AGA Task Force	Quarterly	CAAF (Chair) Fiji Airports Industry	These are established by CAAF to provide guidance on Aerodrome, and Ground Aids matters.
Facilitation Committee	Quarterly	MTCA (Co-Chair) CAAF(Co-Chair) Fiji Airports Meteorology Fiji Revenue & Customs Service Fiji Immigration Ministry of Health Biosecurity Authority of Fiji Ground Handling Service Providers (ATS)	These are established by the Ministry and CAAF to provide guidance on Facilitation matters
AIP Review Group	Airac Cycle	Fiji Airports (chair) CAAF Meteorology Fiji Customs Fiji Immigration Ministry of Health Biosecurity	These are established by CAAF to provide guidance on the review of the Aeronautical Information Publication (AIP)
Fiji SAR Task Force	Quarterly	Fiji Navy(Chair) CAAF Fiji Airports Fiji Police	These are established by CAAF and Fiji Navy to provide guidance on the review of Search and Rescue matters.
Environmental Protection Committee	Annual	MTCA (Chair) Fiji Airways CAAF Fiji Airports	These are established by CAAF and the Ministry to provide guidance on the review of Environmental matters.

APPENDIX 2: LICENSING, CERTIFICATION, AUTHORISATION AND APPROVALS

Personnel Licensing Requirements

Personnel	Regulation	Standards Document
Flight Crew	ANR 53 – ANR 61, ANR 64, 65,66	Personnel Licensing Medical Standards, Tests and Certification
		Guidance & Procedures for Check captains and Examiners of Airmen
		RNAV (GNSS) approaches
		Avoidance of Fatigue
Air Traffic Controller	ANR 53 – ANR 61 ANR 64	Personnel Licensing
Aircraft Maintenance Engineer	ANR 53 – ANR 63	Personnel Licensing
Other Personnel	ANR 53 – ANR 61	Personnel Licensing
Aeronautical Station Operator's Licence	ANR 63 - ANR 61	Personnel Licensing
Remote Pilots (Future)	ANR 53 – ANR 61	Personnel Licensing (TBD)

Air Operator Certification and Approvals

Sector		Regulation	Standards Document
Commercial Air Transport	International	ANR 34	International Commercial Air Transport International General Aviation International Operations-Helicopters International Operations-Remotely Piloted Aircraft Systems Rules of the Air Foreign Air Operator Certificate Electronic Flight Bag Air Operators Certificate Carriage of Dangerous Goods Aircraft Weight & Performance
	Domestic	ANR 34	Air Operators Certificate Extended Range Operations of Twin-Engine Aircraft Carriage of Dangerous Goods Aircraft Wight & Performance
	Charter	ANR 34	Air Operators Certificate
General Aviation	Mercy Flight	ANR68 (3)and (4)	Single Engine IFR
	Aerial Work	ANR 2	Mercy Flight
Safety Management System		ANR 146(1)(4) ANR 34(2) ANR43(4) ANR145(C) ANR145(F)	Safety Management System AOC AOC AMO FOREIGN AOC

Note * Applicable to all



Aircraft Certification, Aircraft Registration and Approved Maintenance Organisation

Type	Regulation	Standards Document
Certificate of Airworthiness	ANR 12 TO ANR 23	Airworthiness of Aircraft Airworthiness of Aircraft Part 2
Aircraft Registration	ANR 3 TO ANR 11	Aircraft Nationality and Registration Marks
Aircraft Maintenance Organisation	ANR 145C	ANR 145C Approval of Aircraft Maintenance Organisations

Certification of Training Organisations (Aviation Training Institute Certificate)

Training Outcome	Regulation	Standards Document
Flight Crew	ANR 145B	Certification of Aviation Training Institution
		Flight Simulator Training Devices
		Avoidance of Fatigue
Aircraft Maintenance Engineer	ANR 145B	Certification of Aviation Training Institution
Remote Pilot	ANR 82	Certification of Aviation Training Institution
Air Traffic Services	ANR 145B	Certification of Aviation Training Institution ATM Synthetic Training Device

Air Navigation Services Provider Certification

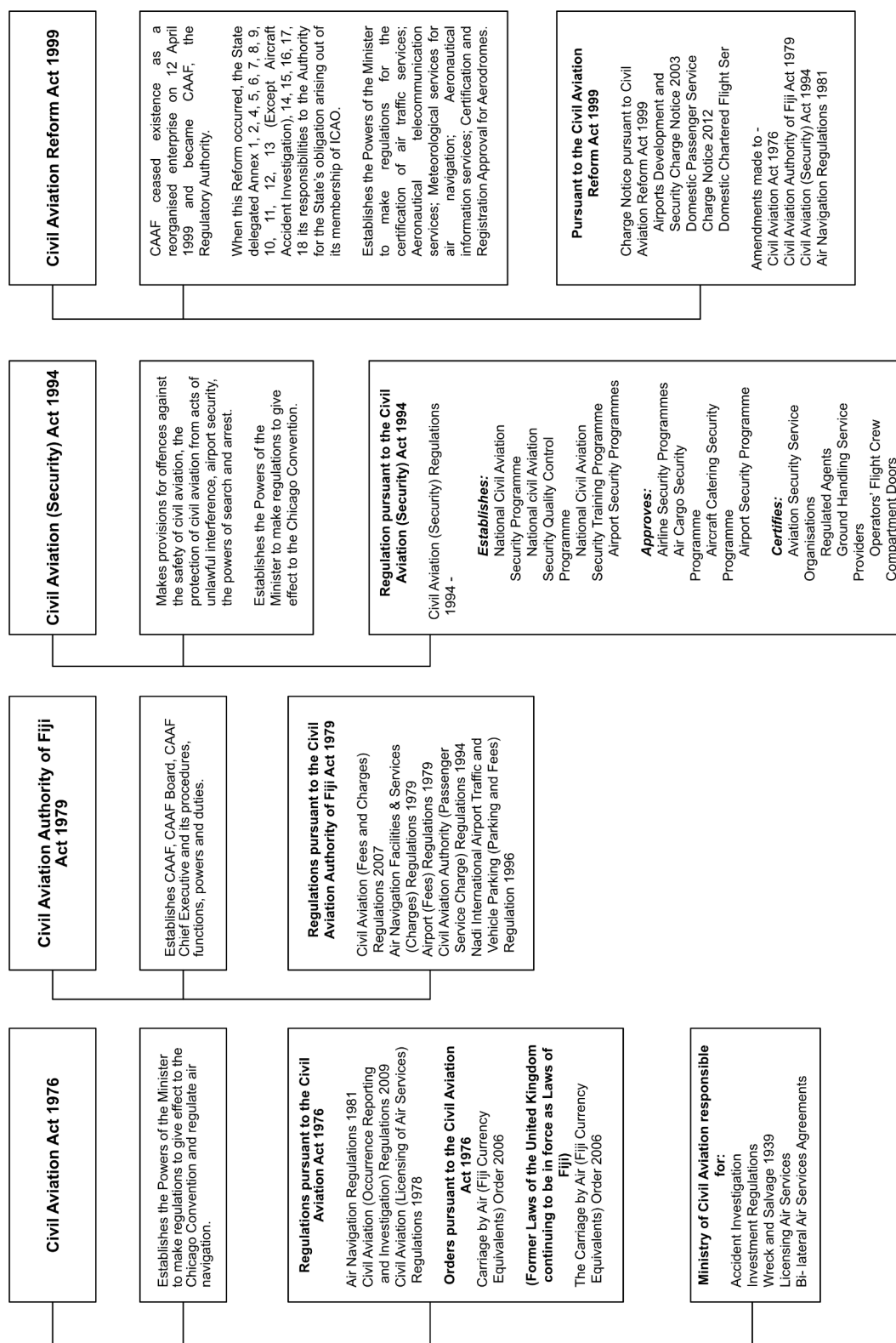
Service Provider	Regulation	Standards Document
Air Traffic Services	ANR 145A	Air Traffic Services Provider (Designation & Classification of Airspace) UMAGO
Approved Maintenance Organisations (CNS)	ANR 145C	ATELCOM Aeronautical Telecommunications
Instrument Flight Procedures	Future	Instrument Flight Procedures (IFP) Aeronautical Charts (AC)

Aerodromes Certification

Type	Regulation	Standards Document
Aerodrome Certification	Section 10 of the Civil Aviation Reform Act 1999; Civil Aviation Act 1976; Nadi Aerodrome Restricting Order 1970	Aerodromes



APPENDIX 3: HIERARCHY STRUCTURE OF FIJI AVIATION LEGISLATION









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