CIVIL AVIATION AUTHORITY OF FIJI
ISO 9001/2015 CERTIFIED

FIJI AERONAUTICAL INFORMATION CIRCULAR

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This AIC replaces AIC 03/17, which is hereby cancelled.

ACCEPTANCE OF AIRCRAFT COMPONENTS, MATERIAL AND APPLIANCES

1. PURPOSE

1.1 The Civil Aviation Authority of Fiji (CAAF), in exercise of its powers under the applicable provisions of the Air Navigation Regulations and other relevant aviation legislation, issues this Aeronautical Information Circular to provide guidance on the acceptance of aircraft components, materials, and appliances intended for installation on aircraft registered in Fiji.

1.2 The purpose of this Circular is to ensure that components installed on aircraft meet the required standards of airworthiness, traceability, and safety, consistent with internationally accepted aviation practices.

1.3 This AIC provides guidance to:

- Aircraft operators;
- Approved Maintenance Organisations (AMOs);
- Certifying personnel; and
- Organisations engaged in procurement, storage and installation of aircraft components and materials.

1.4 CAAF's policy is to ensure that aircraft components installed on Fiji-registered aircraft:

- Are approved and released by appropriately authorised organisations;
- Are traceable to approved production or maintenance sources;
- Meet the applicable type design and airworthiness requirements; and
- Do not introduce unacceptable safety risks.

1.5 This AIC is aligned with internationally accepted practices including:

- ICAO Annex 6 – Operation of Aircraft
- ICAO Annex 8 – Airworthiness of Aircraft
- ICAO Annex 19 – Safety Management
- ICAO Doc 9760 – Airworthiness Manual

2. APPLICABILITY

2.1 This AIC applies to:

- New components
- Used components
- Materials and consumables
- Appliances and equipment intended for installation on aircraft registered in Fiji.

2.2 This AIC does not replace regulatory requirements but provides acceptable means of compliance and guidance.

3. REGULATORY BASIS AND INTERNATIONAL REFERENCES

3.1 CAAF recognises Authorised Release Certificates issued by an organisation appropriately approved by National Aviation Authorities, including but not limited to:

Authority	**Authorised Release Certificate**
EASA / UK CAA	EASA Form 1 / UK CAA Form 1
FAA	FAA Form 8130-3 / 8130-4 or Airworthiness approval tag for other new components including APU's*
CASA (Australia)	CASA Form DA1
CAA New Zealand	CAA Form 1
Transport Canada	TCCA Form 24-0078
CAAF	CAAF Form 1

4. DEFINITIONS

4.1 For the purpose of this AIC the following definitions apply:

a) **Aircraft component** means any new or used part of an aircraft, including engines, propellers, APUs, equipment and appliances.

b) **Authorised Release Certificate** is an internationally recognised document attesting airworthiness of a new or maintained component (e.g. EASA Form 1, FAA Form 8130-3, CASA Form 1, CAA Form 1).

c) **Critical Component** means a component whose failure could have a catastrophic effect on aircraft safety and which requires special control to ensure the required level of integrity. It is a part identified as critical by the CAAF or the design approval holder during the product type validation process. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or Instructions for continued airworthiness.

d) **Standard parts** are defined as those parts manufactured in accordance with recognised industry or national specifications and not requiring individual airworthiness approval, or identified as a standard part by the Type Certificate (TC) holder, unless the part/parts are the subject of specific product approvals, such as Technical Standard Order (TSO) or UK CAA Equipment Approval.

NOTE: This AIC does not apply to standard parts, although it is recommended that such parts are accompanied by a statement of conformity.

e) **Material** means consumable or raw material used in aircraft maintenance or manufacture. Consumable material is only used once, such as lubricants, cements, compounds, paints, chemical dyes, sealant, etc. Raw material is any material that requires further work to make it into a component part of the aircraft such as metals, plastics, wood, fabric, etc.

f) **Suspected Unapproved Part (SUP)** is a part or material for which there is reason to believe it is not approved, counterfeit, improperly documented, or otherwise unsuitable for installation.

5. GENERAL POLICY FOR ACCEPTANCE

5.1 Aircraft components shall only be installed where:

a) An authorised release certificate acceptable to CAAF is available;
b) Full traceability to an approved production or maintenance organisation is established;
c) Eligibility for the specific aircraft type has been confirmed;
d) Life limits, maintenance requirements and modification status are known;
e) There is no evidence of damage, tampering, or improper storage.

5.2.1 The responsibility for determining acceptability of a component rests with:

- The approved maintenance organisation; and
- The certifying engineer issuing the Certificate of Release to Service.

5.3 A component applicable under this AIC should also have its eligibility for an individual aircraft established by the end user, considering any special conditions, aircraft and component technical publications, and additional requirements for example, applicability for ETOPS, AWO, RVSM and RNP operations etc.

6. ACCEPTANCE OF NEW COMPONENTS

6.1 New components shall be accompanied by an Authorised Release Certificate issued by an approved organisation under the regulatory oversight of a recognised National Aviation Authority (refer para 3.1).

6.2 Standard parts may be accepted when accompanied by:

- Certificate of conformity; and
- Traceability to manufacturer.

6.3 Electronic release certificates may be accepted where authenticity and integrity can be verified.

6.4 An "Authorised Release Document" is not required for standard parts defined in 4.1 (d).

6.5 An FAA Form 8130-3 which has been issued and used internally within the USA for purposes other than export is not acceptable for use as an export airworthiness approval with regards to this AIC.

7. ACCEPTANCE OF USED COMPONENTS

7.1 Used components shall only be accepted when accompanied by:

- An Authorised Release Certificate issued by an appropriately approved maintenance organisation (refer para 3.1); and

- Maintenance records are sufficient to establish airworthiness status and traceability.

7.2 Engines, propellers and critical components must have:
- Complete traceability; and
- Verified maintenance records.

7.3 Only maintenance organisations listed in the EASA Document titled "EASA Part 145 Listed Organisations" may be used.

7.4 FAR 21.329 (e) requires that individual used engines/propellers which are not being exported as part of a certificated aircraft, must have been newly overhauled to quality for an Export Certificate of Airworthiness issued by the FAA.

A Fiji operator requiring to import a serviceable (but not newly overhauled) used engine or propeller from the USA, not as part of a complete aircraft, may do so by invoking FAR 21.327 (e) (4), which is cross referenced by both FAR 21.325 and FAR 21.329. An Export Certificate of Airworthiness FAA Form 8130-4 may be obtained from the USA on production of a written statement from the importing country that the requirements specified in FAR 21.329 need not be met; such a statement may be obtained from CAAF on written request from the importer.

7.5 When received from an appropriately CASA Australia approved repair/overhaul organisation, the authorised release document will be a CASA Form DA1 issued under the terms of that approval.

7.6 When received from an appropriately New Zealand CAA approved repair/overhaul organisation, the authorised release document will be a New Zealand Form 1.

7.7 Some used aircraft components may be maintained by organisations that do not fall within the foregoing group classifications. CAAF may, in exceptional circumstances accept such used aircraft components, subject to the Maintenance Organisation being certified/approved by the National Aviation Authority for the particular purpose at the time the component was maintained.

7.8 Certificates of Conformity are not acceptable for used or maintained components.

7.9 To avoid any issues or delays, the advice of CAAF should be sought prior to any order being placed.

7.10 Copies of the National Aviation Authority Regulations Authorised Release Document and other documentation may be required to be supplied to CAAF for assessment and investigation.

7.11 Any costs involved in the assessment, and investigation survey by CAAF will be borne by the end user.

8. PMA AND ALTERNATIVE PARTS

8.1 Parts Manufacturer Approval (PMA) parts may be accepted where:

- Approved by an National Aviation Authority acceptable to CAAF;
- Not classified as critical components (unless specifically approved);
- Instructions for Continued Airworthiness are available;.
- The part is eligible for installation on the aircraft concerned.

8.2 Operators and AMOs shall establish procedures for evaluation and acceptance of PMA parts, including risk assessment where applicable.

8.3 For aircraft registered in Fiji, CAAF approves the use of PMA parts approved under the regulatory oversight of the FAA/ EASA/ UKCAA/ Transport Canada for a part designed under their PMA system or equivalent, provided that:

a) The PMA part is NOT a “critical component"; AND

b) The statement “This PMA part is not a critical component” should be written in Block 13 of the FAA Form 8130-3; OR

c) The PMA part conforms to design data obtained under a licensing agreement from the holder of the FAA design approval according to 14 CFR § 21.303(c)(4) of the Federal Aviation Regulations. The statement “Produced under licensing agreement from the FAA design approval holder” should be written in Block 13 of FAA Form 8130-3;OR

d) The PMA holder can show that the part has received an explicit approval by means of a design change or STC from the FAA/EASA/Transport Canada/UKCAA. The reference to this authorization should be written in Block 13 of the FAA Form 8130-3, or reflected in EASA Form 1 or TCA Form 24-0078.

8.4 The operator must amend their approved MMOE/MOE/MME’s to include a procedure/process that gives the basis of accepting non-critical airworthiness PMA parts. This should include the application of SMS risk assessment and the relevant mitigating factors including the requirements of paragraph 8.8

8.5 The operator must submit the procedure to CAAF for review and approval.

8.6 The amendment shall include all the PMA components intended for use on designated components/aircraft types.

8.7 Additional PMA components originally added via paragraph 8.8; process shall be submitted to the CAAF for approval and added to the original listing.

8.8 The use of such parts must include a provision of instructions that support continued airworthiness as required under ANR 13; 8 (b) & (c).

8.9 Care should be taken when accepting such documentation from organizations other than the organization who certified the part. If in doubt, it may be necessary to verify the authenticity of the document by contacting the certifying organization prior to accepting and installing the part. Nonetheless, Vendor/Supplier documents must be clearly traceable back to the approved PMA manufacturer/approval holder prior to fitment on Fiji registered aircraft.

8.4 Some new aircraft components may be manufactured by organisations that do not fall within the foregoing group classifications. Where the organisation is the original manufacturer, CAAF may permit acceptance of such new aircraft components without an authorised release document, subject to the organisation being under the control of the aircraft, engine or propeller Type Certificate holder and authorised by the primary National Aviation Authority for that particular purpose at the time the component was manufactured. Any such acceptance must be received in writing from CAAF.

9. MATERIALS AND CONSUMABLES

9.1 Consumable materials shall be accepted where:

- Material specifications are identified.
- Batch numbers where appropriate or traceability information is provided.
- Shelf life and storage conditions are identified.

9.2 All consumable material should be accompanied by documentation clearly relating to the material and containing a statement of conformity plus both the manufacturers and supplier sources. Authorised Release Documents are not normally issued for such material. The material specification should normally be identified in the TC holder data.

9.3 Raw Material shall be accepted only where traceability to the manufacturing source is available and requirements in paragraph 9.1 are met. The material specification should normally be identified in the TC holder data.

9.4 All raw materials should be accompanied by authorised release documents that clearly relate to the material and can provide traceability to both the supplier and the manufacturing source.

10. AIRCRAFT ON GROUND (A.O.G) SITUATION

10.1 In genuine AOG situations, temporary installation of a component without full documentation may be permitted subject to documented risk assessment, non-criticality, and prompt replacement.

10.2 A component without full documentation may be installed temporarily to recover an aircraft from an AOG situation where:

a) Technical log entries are made; including details of where, when and why it is AOG.

b) The component is replaced at the earliest opportunity; no more than 30 flight hours or until the aircraft returns to the main line station for the type, whichever is the sooner.

c) Engineering assessment confirms the component is serviceable (have a serviceability tag clearly identifying the organisation and its National Authority Approval/Authorisation reference).

d) The action is recorded in maintenance records.

10.3 This section does not apply to an AOG situation at the main line station for the type.

10.4 Critical components shall not be installed without proper certification unless specifically authorised.

11. COMPONENTS FROM AN INCIDENT OR ACCIDENT AIRCRAFT

11.1 Components recovered from aircraft involved in accidents or incidents shall not be returned to service unless:

- Inspected and tested in accordance with approved data; and
- Released by an appropriately approved organisation.

11.2 The Type Certificate defines the approved data to which the aircraft, engine, propeller, and equipment be operated and maintained during its service life.

11.3 The Certificate of Airworthiness may be invalidated if a component is fitted which was involved in an incident/accident.

11.4 Such components should only be returned to service when processed in accordance with a specific work order including necessary tests and inspections approved by CAAF. Such a work order may require the input of the TC holder and the original manufacturer.

12. DISTRIBUTORS AND SUPPLIERS

12.1 Distributors are not approved maintenance or production organisations unless specifically approved by a National Aviation Authority.

12.2 Components obtained through distributors must:

- Be traceable to an approved source;
- Be accompanied by original authorised release documentation.

12.3 Aircraft component distributors are not required to be approved by CAAF. They cannot raise Authorised Release Documents and are not required to possess the necessary technical expertise to establish the status of aircraft components. Therefore, for all components received, the end user should request from the distributor the associated Authorised Release Document raised by an appropriately approved organisation.

12.4 Where a secondary distributor does not provide the components' documents to a potential buyer, it is acceptable for the original distributor's documentation to be endorsed:-
"Authorised Release Documentation of the aircraft component is on file, Ref. NO. ### and will be made available to the end user upon request from that end user".

12.5 When requested by the end user, the distributor shall forward the original documentation to allow the end user to confirm the component's acceptability and obtain the necessary Authorised Release Certificate.

NOTE: Where more than one component appears on the Authorised Release Document and the components are to be distributed separately a certified true copy of the Authorised Release Document is acceptable for transmittal to the end user. It should be made clear which entries on the copy of the Authorised Release Document relate to the supplied components.

12.6 Maintenance organisations shall maintain approved supplier lists and procedures for:

- Supplier evaluation and approval;
- Receiving inspection;
- Storage and preservation of components.

12.7 Supplier lists approved under an organisation's quality system must be in place detailing in each case the scope of supply, and the authorised release documentation to be requested on the purchase order according to the nature of the supply, and country of origin.

13. TRACEABILITY AND RECORDS

13.1 Maintenance organisations shall ensure:

- Full traceability of components and materials;
- Records retained in accordance with regulatory requirements;
- Verification of authenticity of release certificates where necessary.

14. SUSPECTED UNAPPROVED PARTS (SUP)

14.1 Any component suspected of being unapproved or counterfeit shall:

- Be quarantined immediately;
- Not be installed or released to service;
- Be reported to CAAF without delay.

14.2 Organisations shall establish procedures for SUP:

- Identification/detection;
- Quarantine;
- Reporting/Investigation, and
- Disposal.

15. RESPONSIBILITIES OF OPERATORS AND AMOS

15.1 Operators and AMOs shall ensure:

- Procedures exist for procurement, storage, and installation; include supplier evaluation, selection and monitoring; raising of purchase orders, and associated work scope; goods inward inspection, tagging and issue;
- Personnel are trained in component acceptance procedures.

16. CAAF OVERSIGHT

16.1 As part of its oversight responsibilities, CAAF will conduct:

- Surveillance of approved maintenance organisations;
- Sampling inspections on any foreign organisation on the Supplier lists approved under an ANR145C approved organisation's quality system;
- Verification of foreign approvals and release documentation as required.

16.2 Costs associated with special investigations or verification checks will be recoverable from the requesting organisation where applicable.

ANNEX A QUICK REFRENCE GUIDE

A1. ACCEPTABLE RELEASE CERTIFICATES

This is a reference table of commonly accepted authorised release certificates issued by National Aviation Authorities acceptable to CAAF.

The table is not exhaustive. CAAF may recognise equivalent documents issued by other authorities where satisfied that the approval system and oversight are acceptable.

State / Authority	Maintenance Release Certificate	Production Release Certificate	Remarks
European Union Aviation Safety Agency (EASA) EU Member States	EASA Form 1	EASA Form 1	Issued by Part-145 or Part-21 organisations.
United States – FAA	FAA Form 8130-3	FAA Form 8130-3 or 8130-4 (engines/propellers where applicable)	Must indicate airworthiness approval statu *8130-4 Export CofA (engines/propellers where applicable)
Transport Canada (TCCA)	Form 24-0078	Form 24-0078	Acceptable when issued by approved organisations
CASA Australia	CASA Form DA1	CASA Form DA1	Must be issued by CASA-approved organisation
Civil Aviation Authority of New Zealand (CAANZ)	NZ CAA Form 1	NZ CAA Form 1	Acceptable when issued by Part 145 or Part 21 organisation
CAAF Approved Maintenance Organisations	CAAF Authorised Release Certificate / Form 1 (or equivalent)	N/A	Issued under CAAF approval

A2. GENERAL CONDITIONS FOR ACCEPTANCE

Authorised release certificates shall:

1. Be legible and complete;
2. Identify the component clearly;
3. Contain traceability information;
4. Be issued by an appropriately approved organisation;
5. Indicate the airworthiness approval status of the component.

A3. ELECTRONIC RELEASE CERTIFICATES

Electronic or digitally issued release certificates may be accepted provided that:

- Authenticity can be verified;
- Integrity of the document is assured; and
- The issuing organisation is approved by a recognised authority.

A4. LIMITATIONS

CAAF may require:

- Additional documentation;
- Verification of authenticity; or
- Inspection of components

where there is doubt regarding eligibility, traceability, or airworthiness status.

A5. OTHER AUTHORITIES

Release certificates issued by other National Aviation Authorities may be accepted, subject to prior acceptance or case-by-case approval by CAAF.

A6. COMPONENT ACCEPTANCE – QUICK CHECK

Before installation, confirm:
✓ Authorised release certificate present
✓ Part number and serial number match
✓ Component eligibility confirmed for aircraft type
✓ Traceability established
✓ Life limits and maintenance status verified
✓ No signs of damage, corrosion, or improper storage

If any item cannot be confirmed → DO NOT INSTALL

A7. DISTRIBUTOR-SUPPLIED PARTS

Parts obtained through distributors must:
✓ Include original release documentation
✓ Be traceable to an approved organisation
✓ Be verified during receiving inspection

Distributors cannot issue airworthiness release certificates unless specifically approved.

A8. SUSPECTED UNAPPROVED PARTS (SUP)

If a part appears:

- Poorly documented
- Counterfeit or altered
- Incomplete in traceability
- Suspicious in origin

Action Required:

1. Quarantine the part
2. Do not install
3. Report to CAAF

A9. AOG SITUATIONS (EXCEPTIONAL USE ONLY)

Temporary installation may be considered only where:

- ✓ Aircraft is AOG
- ✓ Engineering assessment completed
- ✓ Technical log entry made
- ✓ Part replaced at earliest opportunity

Critical components require CAAF authorisation unless properly certified.

A10. RESPONSIBILITIES

AMOs and Operators must ensure:

- Supplier evaluation procedures exist
- Receiving inspection procedures are followed
- Records and traceability are maintained
- Staff are trained in acceptance procedures

A11. WHEN IN DOUBT

If there is any uncertainty regarding a component's documentation, traceability, certification, airworthiness status, configuration, life-limit, storage history, eligibility, or suitability for installation:

STOP – VERIFY – CONTACT CAAF FOR GUIDANCE