

CRITERIA AND CONDITIONS FOR GRANTING EXTENDED CERTIFICATE DURATION

Aerodrome Operators and Air Navigation Service Providers

1. INTRODUCTION

- 1.1 Certification** of Aerodrome Operators and Air Navigation Service Providers (ANSPs) is a foundational element of aviation safety oversight in Fiji. The Civil Aviation Authority of Fiji (CAAF), exercising its statutory powers under the Civil Aviation Authority of Fiji Act 1979 (CAAF Act) and the Air Navigation Regulations 1981 (ANRs), administers this certification as part of a continuous safety assurance cycle.
- 1.2 CAAF's** oversight approach is consistent with the principles of ICAO Doc 9734 (Safety Oversight Manual) and ICAO Doc 9774 (Manual on Certification of Aerodromes), which acknowledge that certificating authorities may calibrate the frequency and scope of oversight activities according to the demonstrated safety performance and system maturity of regulated entities.
- 1.3 In** recognition of these principles, CAAF may grant certificate or registration approval validity periods exceeding one (1) year to aerodrome operators and ANSPs that meet defined eligibility criteria. Extended certificate duration is a privilege, not an entitlement, and remains subject to CAAF's continuing surveillance and enforcement authority.

ICAO BASIS: ICAO Doc 9774 Section 3.4 recognizes that the scope, frequency, and depth of certification activities may be varied by the certificating authority to reflect the complexity, risk profile, and demonstrated performance of the regulated entity.

2. PURPOSE

- 2.1** This Aeronautical Information Circular (AIC) sets out:
 - the eligibility criteria an operator or ANSP must satisfy to qualify for an extended certificate period;
 - the application process and supporting evidence required;
 - the fees and payment structure applicable to extended certificates;
 - the surveillance and enforcement framework that continues to apply throughout the extended validity period; and
 - the conditions under which an extended certificate may be shortened, suspended or revoked.

3. APPLICABILITY

- 3.1 This AIC applies to:
- all certified aerodrome operators (Section 10, Civil Aviation Reform Act 1999), including land aerodromes, helicopter landing sites, and water landing sites; and
 - all certificated ANSP organizations (Section 6, Civil Aviation Reform Act 1999).
- 3.2 No operator or ANSP shall provide aviation services unless a valid certificate or registration approval issued by CAAF is in force. An expired certificate constitutes a regulatory non-compliance and may result in enforcement action.

4. ELIGIBILITY CRITERIA FOR EXTENDED CERTIFICATE DURATION

- 4.1 CAAF may grant a certificate or registration approval with a validity period of up to two (2) years where the operator or ANSP satisfies all of the eligibility criteria set out in the table below. Evidence demonstrating compliance with each criterion must be documented and submitted with the renewal application.

Eligibility Criterion	Minimum Standard Required
Audit Findings	All Level 1 and 2 findings closed. Level 3 Corrective Action Plan accepted to the Authority No repeated findings in the preceding audit cycle. Nil non-compliance findings .
Safety Management System	Fully implemented SMS per ICAO Annex 19. For continued Renewal all SMS indicators must be at least present, suitable and operating for all elements.
Quality Management System	Effective QMS with internal audits, management review, document control, and CI processes.
Organizational Stability	Competent and qualified key post holders in place; financial viability demonstrated; succession/contingency plans current.
Regulatory Compliance	Full compliance with applicable national regulations (CAAF Act, ANRs) and (Annex 3, Annex 4, Annex 10 ,Annex 11,Annex 12 , Annex 15, Annex 14 and Annex 19).
Safety Culture	Evidence of a proactive, just, and safe reporting culture throughout the organisation.
Application Timeliness	Complete renewal application submitted at least 90 days before certificate expiry.

- 4.2 CAAF reserves the right to request additional evidence or conduct on-site evaluations prior to making an eligibility determination. The assessment will take account of the operator's overall risk profile, including the scale and complexity of operations and any relevant safety event history.
- 4.3 Meeting the eligibility criteria does not create a binding obligation on CAAF to grant an extended certificate. The decision remains at CAAF's discretion.

5. APPLICATION PROCESS

- 5.1** Operators and air navigation service providers must submit a complete renewal application at least ninety (90) days before the expiry of the current certificate. CAAF may require an earlier submission for complex or high-risk operations. This lead time enables CAAF to complete documentary review, eligibility assessment and any necessary on-site evaluation before the current certificate lapses.
- 5.2** The renewal application package must include:
- a completed CAAF renewal application form;
 - evidence addressing each eligibility criterion in Section 4 above;
 - a copy of the current certificate and a summary of any changes to the organisation, infrastructure or key personnel since the last certification;
 - safety performance data (including SPIs and trends) for the preceding certification period;
 - internal audit reports and CAP closure evidence for all prior findings; and
 - confirmation of financial capacity and current key post holder qualifications.
- 5.3** If a renewal application is not submitted within the required timeframe, CAAF may use this to decline the eligibility for 2years since the operator is not meeting the criteria prescribed in 4.1.

6. FEES AND PAYMENT STRUCTURE

- 6.1** All applicable fees are payable in accordance with the Civil Aviation (Fees and Charges) Regulations 2007 and Section 22 of the CAAF Act. CAAF's continued oversight activity during an extended certificate period is funded through the fee structure below, ensuring that the cost of surveillance is recovered regardless of the certificate duration.

Fee Component	When Payable	Basis
Application / Renewal Fee	At submission	Per CAAF Civil Aviation (Fees & Charges) Regulations 2007
Year 1 Audit / Certification Fee	Prior to certificate issuance	Full audit fee covering initial certification activity
Renewal Fee — Year 2 Anniversary (Aerodrome/HLS/WLS)	Due on the anniversary date of the certificate (Year 2)	Per kg renewal fee (Part 4, Schedule to the Civil Aviation (Fees and Charges) Regulations 2007) applied at the anniversary date. Inspection costs are additionally recovered at \$56.25/mhr under Regulation 2(1). Pending amendment to the Fees Regulations to introduce a dedicated extended-certificate annual fee line item.
Renewal Fee – Year 2 Anniversary (ATSP/AISP/IFP/AMO/AMSP/ATI-Certificate)	Due on the anniversary date of the certificate (Year 2)	No fees will be charged.
Ad hoc / Re-inspection Fee	As incurred	Applicable where additional inspections are triggered by non-compliance or operator request

Reinstatement to Standard Certificate	On downgrade	Standard per kg renewal fee applies under Part 4, Schedule to the Fees Regulations; fees already paid for the extended period are non-refundable
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- 6.2 Annual Renewal Fee at Anniversary — For the second year of an extended certificate, CAAF will apply the per-kg renewal fee prescribed in Part 4 of the Schedule to the Civil Aviation (Fees and Charges) Regulations 2007 at the certificate anniversary date. This fee is calculated by reference to the heaviest aircraft category regularly operating at the aerodrome. It is equivalent to the standard annual renewal fee that would otherwise be charged on a 12-month cycle. This approach treats the anniversary date as a renewal event for fee purposes, ensuring CAAF recovers its oversight costs for the second year, consistent with the existing regulatory framework. Additionally, any on-site inspection or compliance verification work conducted by CAAF during the extended period will be charged at the hourly rate prescribed under Regulation 2(1) of the Fees Regulations \$56.25 per hour or part thereof). CAAF is separately progressing an amendment to the Fees Regulations to introduce a dedicated annual extended-certificate fee in Part 4. Once that amendment is in force, it will replace the anniversary-renewal mechanism described in this paragraph.
- 6.3 Payment of all applicable fees is a condition of maintaining a valid certificate. Failure to pay the anniversary renewal fee or any hourly inspection charge when due may result in suspension of the certificate until the outstanding amount is settled. CAAF will issue a fee notice at least 30 days before the anniversary date.
- 6.4 Fees paid in respect of an extended certificate period are non-refundable. Should CAAF exercise its authority to shorten or revoke the extended certificate, any fees already paid for the then-current certificate year will not be reimbursed.

FEE SCHEDULE NOTE: The per-kg renewal fee rates applicable to the anniversary date of payment are those prescribed in Part 4 of the Schedule to the Civil Aviation (Fees and Charges) Regulations 2007 (as amended). Hourly inspection charges are recovered under Regulation 2(1) of those Regulations. CAAF is progressing a Fees Regulations amendment to introduce a dedicated annual extended - certificate fee; operators will be notified when that amendment takes effect. For current fee amounts, contact the CAAF Ground Safety Department or visit www.caaf.org.fj

7. SURVEILLANCE AND CONTINUED OVERSIGHT

- 7.1 An extended certificate does not reduce or modify CAAF's statutory oversight authority. The operator or ANSP remains fully subject to CAAF's surveillance, inspection, and enforcement framework for the entire validity period.
- 7.2 CAAF will maintain a risk-based surveillance programme that includes the following activities distributed across the extended certificate period:
 - annual remote documentation review (safety performance reports, internal audit summaries, CAP status, key personnel currency);
 - periodic targeted on-site inspections at intervals determined by CAAF's risk-based oversight schedule;
 - follow-up inspections triggered by safety events, occurrence reports, complaints or intelligence received by CAAF; and
 - review of mandatory occurrence reports lodged by the operator or ANSP during the validity period.

7.3 CAAF's surveillance programme for extended-certificate holders will be documented in the CAAF Ground Safety Department Inspector's Manual (GSDIM) and updated to reflect operational risk assessments. Operators will receive advance notification of scheduled surveillance activities, except where an unannounced inspection is considered necessary in the interests of safety.

8. ENFORCEMENT AND CERTIFICATE MANAGEMENT

8.1 An extended certificate is a privilege that may be withdrawn at any time. Should CAAF identify medium or high-risk non-compliance during any surveillance activity, CAAF may take one or more of the following actions without delay:

- issue a Level 1 or Level 2 finding requiring immediate corrective action within a specified timeframe;
- require submission of a Corrective Action Plan (CAP) with defined target dates;
- formally reduce the certificate validity period to the standard 12-month term;
- suspend the certificate pending satisfactory remediation; or
- revoke the certificate in accordance with the ANRs and the CAAF Act.

8.2 The operator or ANSP remains fully responsible for meeting all regulatory obligations during the entire certificate validity period, irrespective of the payment status of any fees or the interval since the last scheduled audit.

8.3 Any enforcement action taken under this AIC will be carried out in accordance with the procedures prescribed under the CAAF Act and ANRs, including the right of the holder to be heard before a final determination, except where immediate suspension is necessary in the public interest.

9. RECORD KEEPING AND REPORTING OBLIGATIONS

9.1 Aerodrome Operators and ANSPs holding an extended certificate must maintain and make available to CAAF on request the following:

- records of all internal audits and management reviews conducted during the certificate validity period;
- safety performance data including SPI trends, safety event records and risk assessments;
- CAP closure evidence and correspondence with CAAF relating to findings;
- key personnel currency records (licence/rating validity, recency, training); and
- infrastructure and facility inspection records, including any changes or modifications affecting certification.

9.2 Records must be retained for a minimum of five (5) years and produced to CAAF within five (5) working days of a request.

9.3 Mandatory occurrence reporting obligations under Regulation 71 of the ANRs continue to apply in full during the extended certificate period. CAAF will review occurrence trends as part of its risk-based oversight assessment for future eligibility determinations.

10. IMPLEMENTATION AND TRANSITION

- 10.1 This AIC takes effect from the date shown in the header. It applies to all renewal applications and new certification applications submitted from that date.
- 10.2 Operators and ANSPs with certificates due for renewal within six (6) months of this AIC's effective date may apply for an extended certificate at their next renewal. They are encouraged to contact CAAF early to discuss eligibility and the supporting evidence required.
- 10.3 This AIC will be reviewed periodically by CAAF. Amendments will be promulgated by way of a revised or supplementary AIC. Operators should ensure they hold the current version by checking the CAAF website at www.caaf.org.fj

11. FURTHER INFORMATION

- 11.1 Enquiries regarding this AIC or the extended certificate process should be directed to:

The Executive Manager Ground Safety

Civil Aviation Authority of Fiji

Private Bag (NAP0354), Nadi Airport, Republic of Fiji

Tel: (679) 8923 155 | Email: emgs@caaf.org.fj | www.caaf.org.fj

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*This AIC is issued by the Civil Aviation Authority of Fiji under the authority of the Civil Aviation Authority of Fiji Act 1979.
It supplements but does not replace the Air Navigation Regulations 1981 or the Civil Aviation Reform Act 1999.*