



Fit and Proper Person Questionnaire

Note: This questionnaire must be accompanied by an application form - do not send in separately

Instructions for completing this form – please read

- Fit and Proper determinations can only be made at the time of application for an aviation document or nomination for a senior person position. No determination or indication can be made prior to an application.**
- This Fit and Proper Person Questionnaire (CAA 24FPP) must accompany every application for an aviation document or for the nomination of a senior person appointment.
- A Fit and Proper Person Declaration ([CAA 24FPPDEC](#)) may only be used by applicants who have been determined Fit and Proper previously and:
 - within the past 60 months who have completed a Fit and Proper Person Questionnaire, and
 - where the facts and information declared previously are unchanged.
- Further instructions are contained in the grey boxes in the left hand margin throughout the form.
- Questionnaires which are incomplete or lacking any required documents will be returned, along with the application.

1. Personal Details

a) CAA Participant/ Licence Number (if known)				b) Date of Birth (dd/mm/yy)			
c) Title (Mr/Mrs/Ms/Miss)			d) Last Name				
e) Given Name(s)							
f) Country of Birth				g) Nationality			
h) Address for Service <i>Civil Aviation Act, s8, requires applicants to provide an address for service in Vanuatu (i.e. a physical address) and to promptly notify the Director of any changes.</i>				i) Postal Address <i>(if different from Address for Service)</i>			
Post Code				Post Code			
Tel				Mob			
Fax				Email			

Aviation Document applying for:

<i>List the licence, prime rating or certificate you are applying for. If applying for senior person nomination complete Section 2.</i>	

2. Organisation Details – only applicable if completing as a Nominated Senior Person

<i>Complete as a Nominated Senior Person of a certified organisation only. Ensure all details are completed.</i> A CURRICULUM VITAE <i>detailing education, training, qualifications and relevant positions held during the past ten years must be attached to this form.</i>	a) Legal Name of Organisation	
	b) Participant Number (if known)	
	c) Your reference (order number / contact person or other reference)	
	d) Civil Aviation Rule Part under which application is made	
	e) Designation of position for person named in Section 1	
	f) Responsibilities the person named in Section 1 will assume as defined in the relevant Rule Part	

3. Change of Name

<p>If your name has changed for any reason, please provide a copy of one of the following items. Please tick included item.</p>	1. Marriage Certificate	<input type="checkbox"/>	5. Certificate of annulment	<input type="checkbox"/>
	2. Statutory declaration	<input type="checkbox"/>	6. Divorce papers	<input type="checkbox"/>
	3. Deed poll	<input type="checkbox"/>	7. Other similar proof of name change	<input type="checkbox"/>
	4. Civil union certificate	<input type="checkbox"/>		

4. Confirmation of Identity

<p>Please enclose a COPY of one of the following items to confirm your identity, signed by your referee. (refer Section 6). The copy must be of a current (unexpired) document. Please tick the included item.</p>	1. A Vanuatu Driver's licence	<input type="checkbox"/>	4. A Vanuatu or overseas passport	<input type="checkbox"/>
	2. A full birth certificate	<input type="checkbox"/>	5. A Vanuatu firearms licence	<input type="checkbox"/>
	3. A Certificate of Vanuatu Citizenship	<input type="checkbox"/>	6. A current certificate of identity	<input type="checkbox"/>

5. Confirmation of Address for Service

<p>Please enclose a COPY of one of the following items to confirm your address, signed by your referee. (refer Section 6). The document must have both your name and current address for service on them. Please tick the included item.</p>	1. An account statement issued by your bank, building society, credit union or credit card company, within the last 12 months	<input type="checkbox"/>
	2. A telephone, gas or electricity account issued within the last six months	<input type="checkbox"/>
	3. Another form of identity with name and address issued within the last twelve months.	<input type="checkbox"/>
	4. Signed document on letter headed paper from your address for service location (eg flying school or solicitor) with your name and address.	<input type="checkbox"/>

6. Referee to Confirm Identity

Referee Requirements	Referee Details			
<p>A referee MUST:</p> <ul style="list-style-type: none"> Hold a position of standing in the community; e.g. Solicitor, Police Officer, Justice of the Peace, Member of Parliament, Chief Flying Instructor or Chief Engineer, CAA accepted Senior Person of a certified Aviation Organisation, Be contactable during normal business hours and be willing to confirm the identity of the applicant. <p>A referee MUST NOT:</p> <ul style="list-style-type: none"> Be related to the applicant, Be a partner or spouse of the applicant, Be a resident at the same address as the applicant. <p>Referee to certify:</p> <ul style="list-style-type: none"> Confirming identity of applicant. 	Title (Mr/Mrs/Ms/Miss)			
	Last Name			
	Given Name(s)			
	Postal Address			
	Occupation / Position			
	Tel		Mob	
	Email Address			
	Referee Certification			
	<p>I certify that _____ (applicant's name), is the person identified in the attached documents. I confirm that I meet the requirements for a referee.</p>			
	Referee's Signature		Date	

Name		CAA ID		Date	
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7. Fit and Proper Person Assessment

<p>THE INFORMATION SOLICITED HEREIN IS REQUIRED PURSUANT TO SECTION 10 OF THE CIVIL AVIATION ACT 1999, REQUIRING APPLICANTS MEET THE FIT AND PROPER PERSON TEST.</p> <p>Please ensure you complete all sections, a) to m):</p> <p>Note:</p> <ul style="list-style-type: none"> If you answer "Yes" to any of the questions, please provide details below. If you need to continue on separate sheets, these may be attached in a separate envelope marked 'Confidential'. Attach a recent medical certificate (at least in the past 12 months) from a CAA designated Medical Examiner. 	<p>For the following questions, please tick the <u>relevant</u> box</p> <p>Yes No</p>
	<p>a) Have you, in any country, previously had an application for an aviation document rejected?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>b) Have you, in any country, been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or a higher licence)?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>c) Have you, in any country, been convicted of any transport safety regulatory offence?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>d) Have you, in any country, been issued a transport infringement notice or incurred any other transport offence?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>e) Have you, in any country, during the past 5 years been issued a warning letter in relation to transport regulatory issues?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>f) Have you, in any country, during the past 5 years been handled by way of diversion in respect of any transport offences?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>g) Are you, in any country, presently facing charges for transport safety regulatory offences?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>h) Have you, in any country, been convicted for any offence?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>i) Have you, in any country, been handled by way of diversion for any offence?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>j) Are you, in any country presently facing charges for any offence?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>k) Do you have a history of any physical health problems that could potentially affect your ability to discharge the obligations that relates to this assessment? (If in doubt consult your GP or health professional).</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>l) Do you have a history of any mental health problems that could potentially affect your ability to discharge the obligations that relate to this assessment? (If in doubt consult your GP or health professional).</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>m) Do you have a history of any serious behavioural problems that could potentially affect your ability to discharge the obligations that relate to this assessment? (an example would be serious behavioural issues involving alcohol or drugs)</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	

Details/Explanation – Please attach separate pages if required. These should be signed and dated.

Separate pages attached <input type="checkbox"/>

8. Criminal Conviction / Transport Offence History

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

List all countries, including Vanuatu , with relevant dates that you have resided in for a consecutive period of more than 6 months within the past 5 years.	Country		From	To
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
1. Vanuatu	<input type="checkbox"/>	<input type="checkbox"/>		
2.				
3.				

<p>When obtaining the official records for:</p> <p>a) Vanuatu - complete sections a) and b)</p> <p>2. Countries outside of Vanuatu - complete section c)</p> <p>Note: The conviction and traffic offence reports must be</p>	<p>a) Attach a Police Clearance report of your criminal conviction history from the Vanuatu Police Force.</p> <p><i>Note: must be issued within the immediately preceding 3 months</i></p>
	<p>b) Attach a Vanuatu Transport Offences and Suspension History Report</p> <p><i>Note: must be issued within the immediately preceding 3 months.</i> <i>Report required for all applicants, even if not holding a Vanuatu drivers licence</i></p>

Name		CAA ID		Date	
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<p>submitted with this form even if they detail nil convictions.</p> <ul style="list-style-type: none"> • They must be current within 3 months of date of application (or on leaving a country). • They may be attached in an envelope marked 'Confidential'. 	<p>Your request must specify your; Driver's Licence Number, Full Name, Date of Birth, Physical and Postal Address, Email and Contact Phone Number.</p>
	<p>c) Attach a report of your <u>criminal record history</u>, including <u>transport offence history</u> from all countries outside Vanuatu in which you have resided in for more than 6 consecutive months within the last 5 years (this may require separate criminal history and transport history reports, depending on the country).</p>

9. Declaration

<p>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Part 6 of the Civil Aviation Act 1999 and is subject, in the case of an individual to a fine not exceeding 200,000vt.</p>	<p>I declare that to the best of my knowledge and belief the statements made and the information supplied in this questionnaire and the attachments are complete, true and correct.</p> <p>Consent to Disclosure and Collection</p> <p>I authorise the collection by the Director of Civil Aviation or his delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department of any details of the following information about me: my knowledge and compliance with transport safety regulatory requirements; my physical or mental health or serious behavioural problems; any criminal investigations, charges or convictions, including any matters relating to any transport safety offence.</p> <p>I authorise the Director to use, and disclose, the information obtained about me for any purpose associated with the lawful functions of the Director and the Civil Aviation Authority under the Civil Aviation Act 1999, or other such purpose permitted by law.</p>				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Applicant's Signature</td> <td style="width: 20%;"></td> <td style="width: 10%;">Date</td> <td style="width: 10%;"></td> </tr> </table>	Applicant's Signature		Date	
Applicant's Signature		Date			

10. Applicant's Check List

Note: This questionnaire must be accompanied by an application form or letter - do not send in separately

<p>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.</p> <p>NOTE: If you intend to apply for an aviation document or nominated senior person position within the next 5 years you will be required to supply the date of completion of this questionnaire.</p> <p>NB: Please keep a copy for your own reference.</p>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 5%;">Yes</th> <th style="width: 15%;">N/A</th> </tr> </thead> <tbody> <tr> <td>1. Confirmation of Identity</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>2. Confirmation of Address for Service</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3. Confirmation of Name Change (if required)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Police Clearance/ Criminal Conviction History Report (or equivalent from overseas) - issued within the immediately preceding 3 months - current within 3 months of leaving country</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>5. Vanuatu Transport Agency Report (or equivalent from overseas) - issued within the immediately preceding 3 months - current within 3 months of leaving country</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>6. Declaration signed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>7. Curriculum Vitae or CV (for nominated senior person)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>8. Medical Certificate (recent – past 12 months)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>		Yes	N/A	1. Confirmation of Identity	<input type="checkbox"/>		2. Confirmation of Address for Service	<input type="checkbox"/>		3. Confirmation of Name Change (if required)	<input type="checkbox"/>	<input type="checkbox"/>	4. Police Clearance/ Criminal Conviction History Report (or equivalent from overseas) - issued within the immediately preceding 3 months - current within 3 months of leaving country	<input type="checkbox"/>		5. Vanuatu Transport Agency Report (or equivalent from overseas) - issued within the immediately preceding 3 months - current within 3 months of leaving country	<input type="checkbox"/>		6. Declaration signed	<input type="checkbox"/>		7. Curriculum Vitae or CV (for nominated senior person)	<input type="checkbox"/>		8. Medical Certificate (recent – past 12 months)	<input type="checkbox"/>	
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Attach this questionnaire to the relevant application form and post to:

The Director, Civil Aviation Authority, PMB 9068, Port Vila Vanuatu

CAA USE ONLY

Assessment:			
Fit and Proper Person determination: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name:		Signature:	
Position:		Date:	