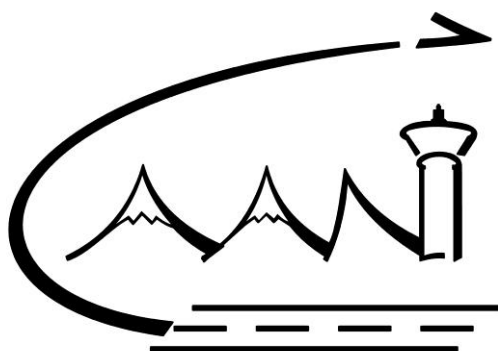


Procedures for the Formulation, Approval and Distribution of Statutory Materials



Flight Safety Standards Department

Civil Aviation Authority of Nepal

December 2013

PART A

Formulation and amendment of Statutory Materials

Promulgation and amendment of Statutory Materials (Regulations, Requirements, Manuals, Directives, Handbook) related to civil aviation is a regular process to ensure compliance with the Standards and Recommended Practices (SARPs) promulgated by ICAO or any other reason such as industry demand or to give effect to a particular government policy.

Flight Safety Standards Department (FSSD) under the Deputy Director General of Civil Aviation Safety Regulation Directorate (DDG, CASRD) is responsible for the formulation, amendment and distribution of Statutory Materials (SM) related to airworthiness and type certification, flight operations, Air Operator Certification, Transport of Dangerous Goods and personnel licensing services. These SM includes Civil Aviation Regulations (CAR), Requirements, Manuals, Directives and Handbooks.

The procedures laid out in this document complements the Regulations development and management of SARPs as outlined in the *'Procedures Manual for the ICAO, Int'l Affairs and Legal Functions, 2013'* which is mentioned as *'Procedures Manual'* in this document.

This document specifies the process and procedure for the promulgation, amendment and distribution of the Statutory Materials as mentioned.

1. Civil Aviation Regulations (CARs)

The procedure to formulate new civil aviation regulations or amendments of the existing one will be as follows:

- i. FSSD will initiate the development of new regulations or amendments to existing ones.
- ii. A person may be designated or a draft team will be formed within the FSSD to draft the required document.
- iii. The person or the draft team will prepare the draft document within the period of 1-3 months based on the nature and complexity of the task.
- iv. Feedback and suggestions from concerned stake-holders may be collected on the subject matter, if required.
- v. If necessary, comments from the stakeholders may be incorporated in the final draft.
- vi. The FSSD then submits the draft requirements to the *'Focal Point'* as specified in *'Procedures Manual'* for further actions.
- vii. *'Focal Point'* will process the development or amendment of Regulations as specified in Clause 2.3 of *'Procedures Manual'*.

Note: The flow chart for the development/amendment of Regulations is presented in Appendix-1.

2. Requirements and Directives

Most of the provisions of SARPs to the Annexes are enforced through the Requirements. So the adoption of SARPs demands the subsequent amendment to the Requirements issued by the CAAN.

FSSD shall also prepare and amend as required, related Requirements and Directives relating to the regulatory functions under its areas of responsibility.

Following procedures shall be followed for the formulation of new Requirements or amendment of the existing one:

- i. A person may be designated or a draft team will be formed within the FSSD to draft the new Requirement/Directive or the amendment in the existing one.
- ii. The person or the draft team will prepare the draft document within the period of 1-3 months based on the nature and complexity of the task.
- iii. Feedback and suggestions from concerned stake-holders may be collected on the subject matter, if required.
- iv. If necessary, comments from the stakeholders may be incorporated in the final draft.
- v. The individual Division shall finalize the draft and forward it to the Chief of FSSD.
- vi. The Chief of FSSD may send the draft to other concerned Divisions for necessary feedback.
- vii. The FSSD then submits the draft requirements to the DDG, CASRD for approval process.
- viii. The DDG, CASRD will either forward the draft to 'Focal Point' for the necessary review on the draft document.
- ix. If there is any comments/suggestions from the 'Focal Point' the DDG, CASRD will send back the draft document to the FSSD to incorporate the comments/suggestions.
- x. FSSD submits the draft documents to DDG, CASRD incorporating the comments/suggestions of the 'Focal Point'. The DDG, CASRD may seek the view of NAST on the draft Requirements/Directives during the process.
- xi. The DDG, CASRD will submit the final draft to the Director General for his approval.
- xii. After the approval from the Director General the Requirements/Directives will be applicable on the date as specified in the decision.

Note: The flow chart for the development/amendment of Regulations is presented in Appendix-2.

3. Manuals/Procedures/Handbooks of FSSD

Procedures for the developed and amended of Manuals, Procedures, and Handbooks etc. relating to the regulatory functions of FSSD will be as follows:

- i. A person may be designated or a draft team will be formed within the FSSD to draft the new Manuals/Procedures/Handbooks or other documents or amendment to the existing one.
- ii. The person or the draft team will prepare the draft document within the period of 1-3 months based on the nature and complexity of the task.
- iii. Feedback and suggestions from concerned stake-holders may be collected on the subject matter, if required.
- iv. If necessary, comments from the stakeholders may be incorporated in the final draft.
- v. The Division responsible for the documents shall finalize the draft and forward it to the Director of FSSD.
- vi. The Director of FSSD may send the draft to other concerned Divisions for necessary

feedback.

- vii. The FSSD then submits the draft documents to the DDG, CASRD for approval process.
- viii. The DDG, CASRD will submit the documents to the Director General for his approval. The DDG, CASRD may seek the view of the 'Focal Point' on the matter if deemed necessary.
- ix. After the approval of the Director General, these documents will be applicable at the date as specified in the decision.

Note: The flow chart for the development/amendment of manuals/procedures is presented in Appendix-3.

4. Documents of Operators or other Organizations

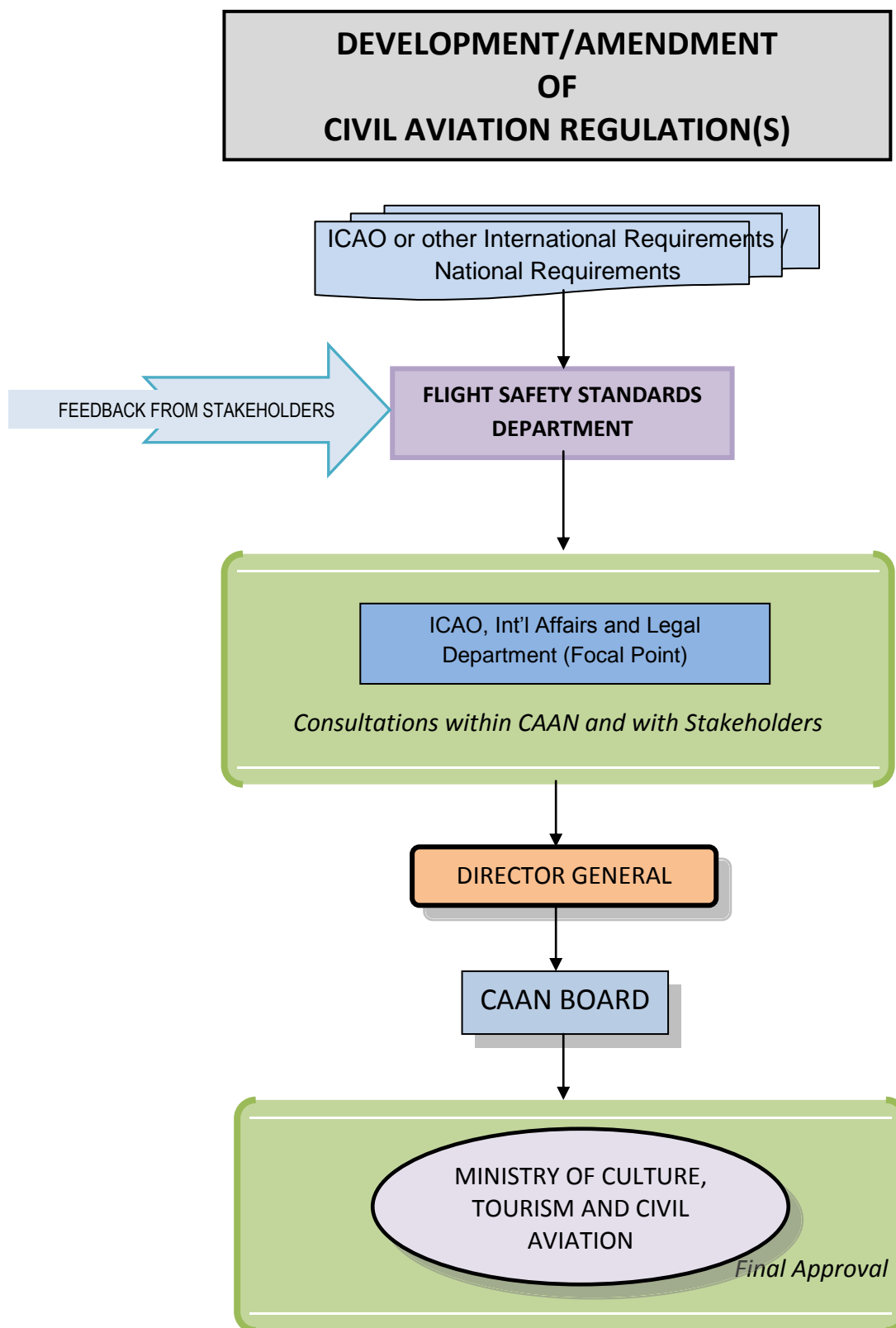
Following procedures will be followed for the approval of Manuals, Procedures and other documents of the airline operators or other organizations under the oversight area of FSSD:

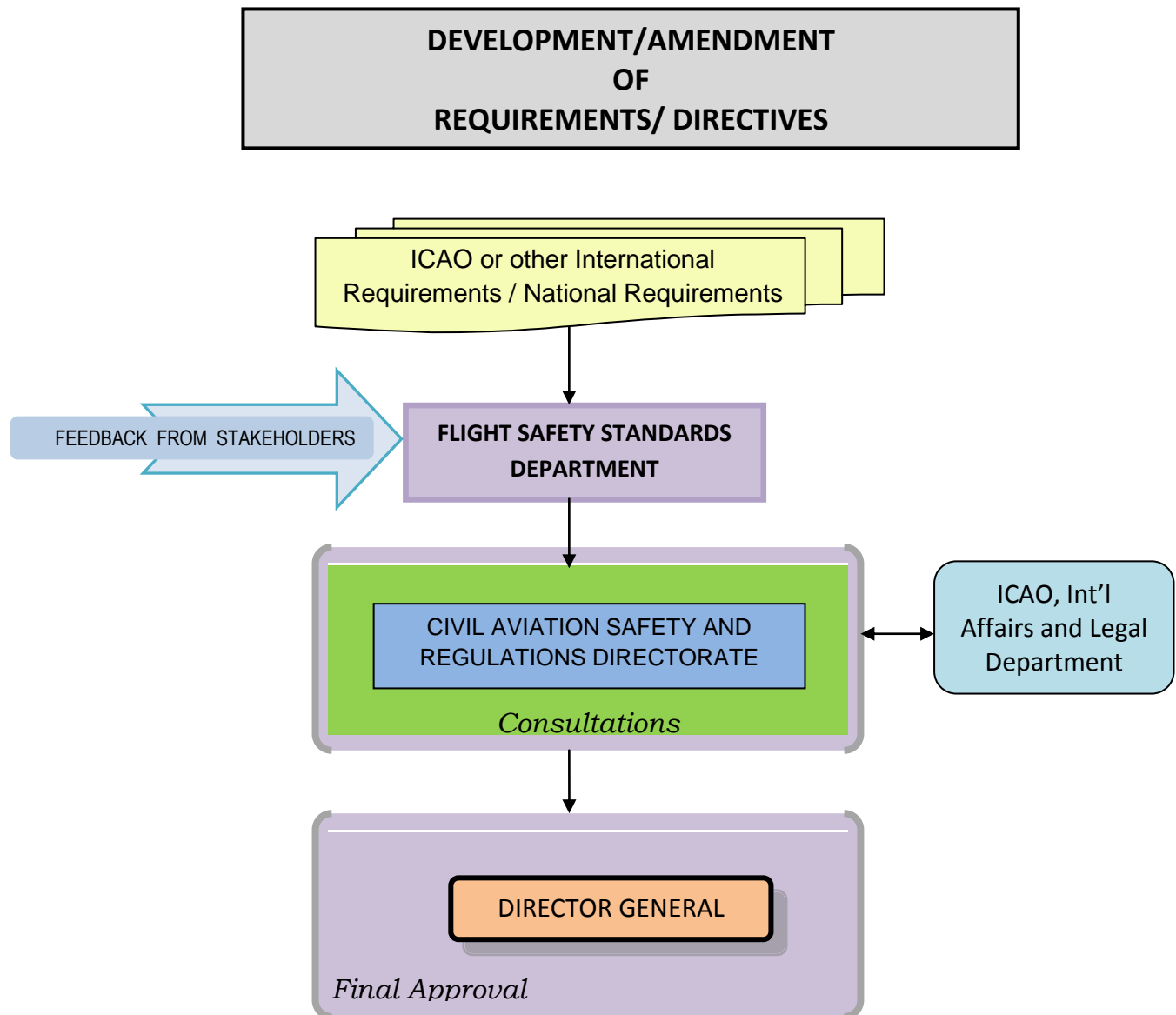
- i. An official may be designated as the Evaluation Officer or a Evaluation Team will be formed within FSSD to review the documents for submitted by the operators or other organizations.
- ii. The person or the draft team will evaluate the documents. It may take 1-4 weeks based on the nature and complexity of the documents.
- iii. If there is any comments/suggestions, the respective operator organization will be advised to improve the document accordingly.
- iv. After the review of document thus submitted the Evaluation Officer or the Team will submit the documents to the Director of FSSD through the proper official channel.
- v. The Director of FSSD may consult with other Divisions/Sections or external experts If deemed necessary during the approval process.
- vi. Documents will be applicable from the date as specified in the decision.

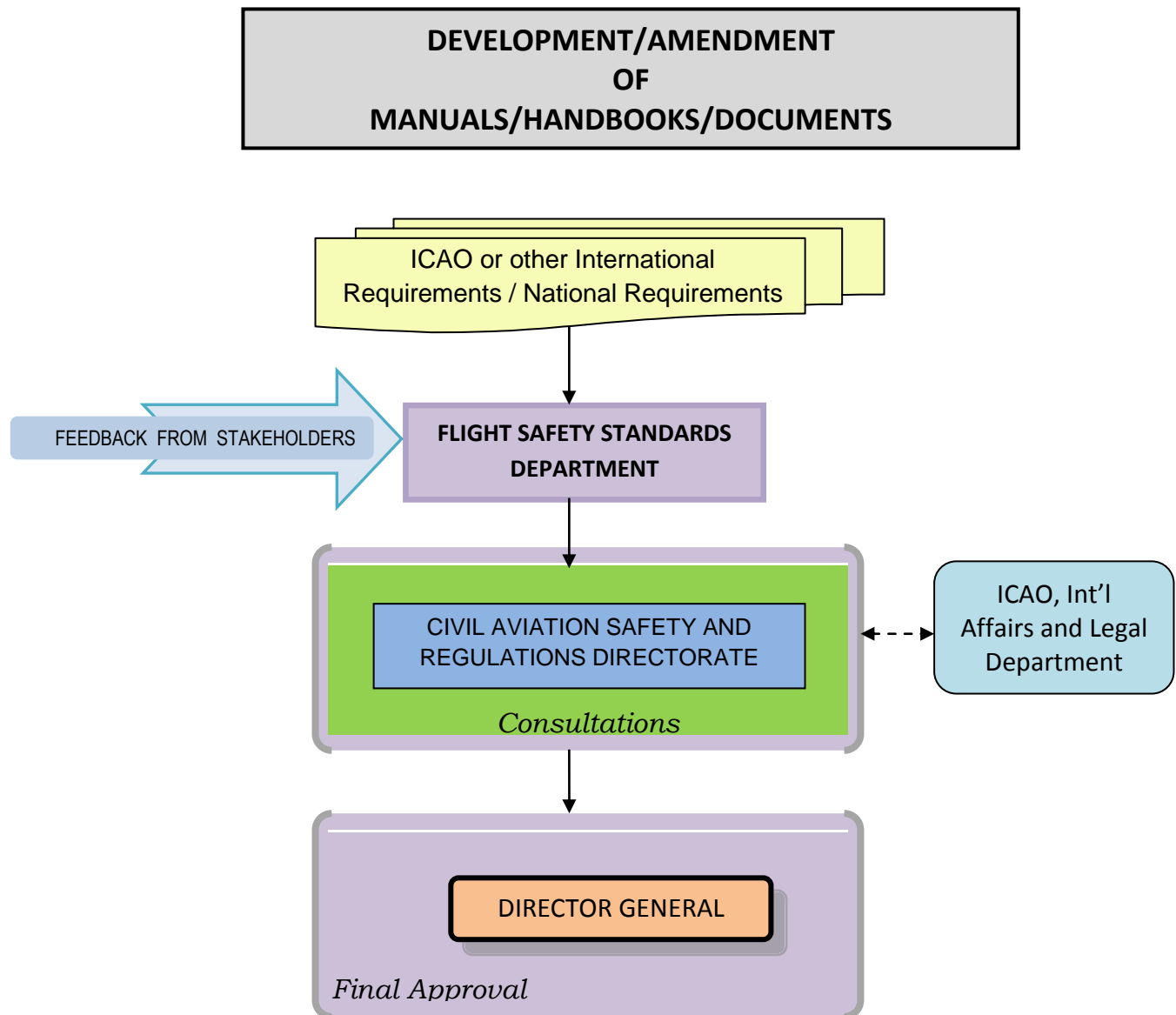
Note: The flow chart for the approval/acceptance of Manuals and Documents of operators or organizations is presented in Appendix-4.

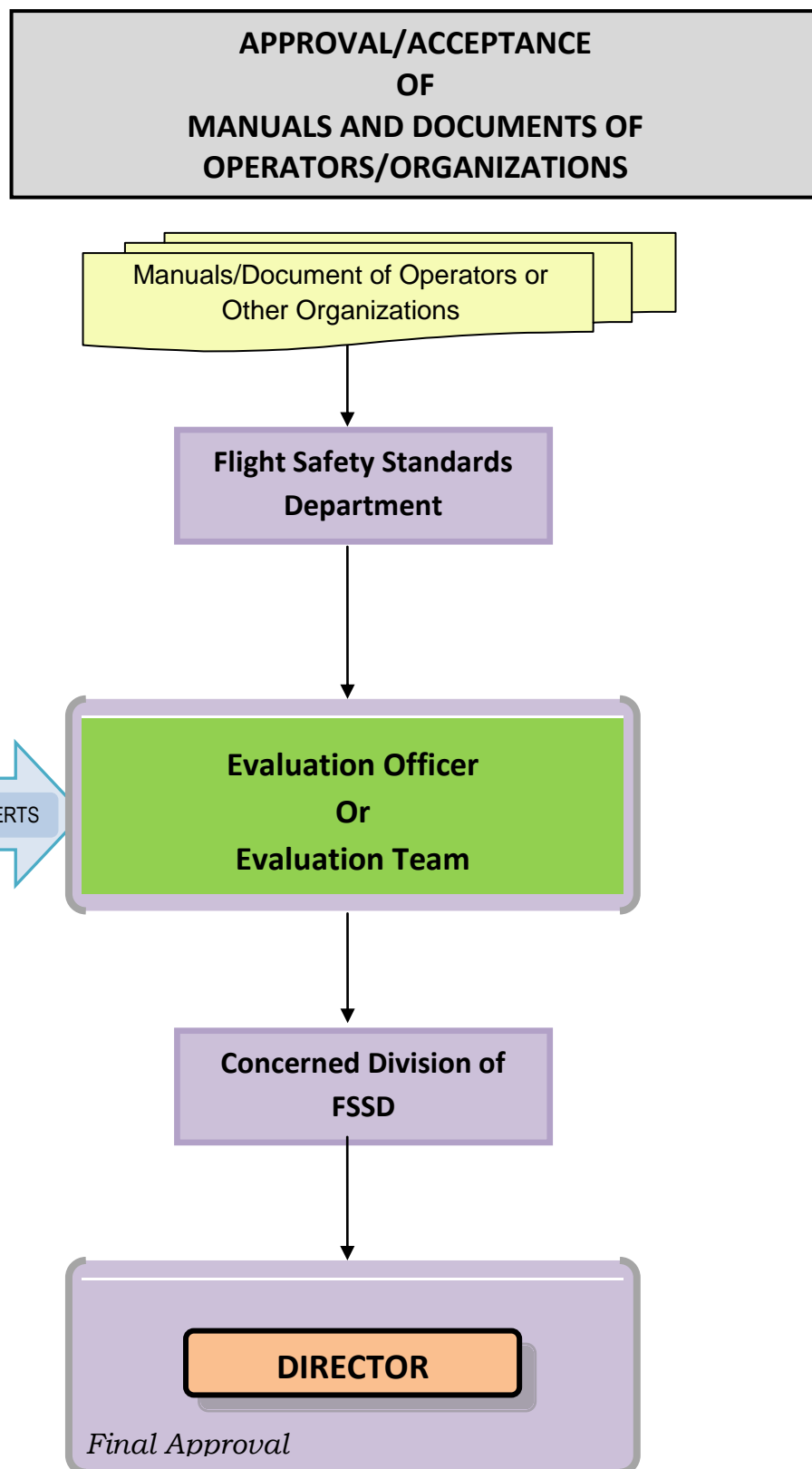
Part B. Distribution of Statutory Material

Flight Safety Standards Department shall ensure that the statutory materials developed by the FSSD and approved or accepted by the Director General, CAAN shall be distributed to all concerned according to the chart in Appendix-5.









Appendix - 5

Distribution of Statutory Materials related to Flight Safety Standards

Ownership of the documents - FSSD

S.N.	STATUTORY MATERIAL	DISTRIBUTION LIST		
1	FLIGHT OPERATIONS REQUIREMENTS – Aeroplane	1. MOCTCA	12. AWID, FSSD	23. Bharatpur Airport
		2. Director General	13. FSLD, FSSD	24. Bhairahwa Airport
		3. Deputy Director General (1)	14. CAAN Library	25. Pokhara Airport
		4. CA Safety and Regulation Directorate	15. FSSD Library	26. Nepalgunj Airport
2	FLIGHT OPERATIONS REQUIREMENTS – Helicopters	5. Chief, CAA	16. DG Section, FSSD	27. Dhangadhi Airport
		6. GM, TIA	17. AOC Section	28. Surkhet AFIS
		7. Chief, FSSD	18. ICAO, Intl Affairs and Legal Dept.	29. Lukla AFIS
		8. Chief, ATM	19. Biratnagar Airport	30. Jomsom AFIS
3	DANGEROUS GOODS HANDLING REQUIREMENTS	9. CNS Dept.	20. Chandragadhi Airport	31. Simikot AFIS
		10. ANS Dept.	21. Janakpur Airport	
		11. DASS	22. Simara Airport	
4	PERSONNEL LICENSING REQUIREMENTS	1. Director General	4. Chief, FSSD	11. AWID, FSSD
		2. Deputy Director General (1)	5. ICAO, Intl Affairs and Legal Dept.	
5	AOCR	3. CA Safety and Regulation	6. ATC Licensing	
			7. CAAN Library	
6	Nepalese Flying School Requirements			
7	DCP MANUAL	1. Director General		
		2. CA Safety and Regulation Directorate		
		3. Chief, FSSD		
		4. CAAN Library		
		5. FSSD Library		
		6. FSLD, FSSD		
	FOI MANUAL			
9	AEP MANUAL	1. Director General		
		2. CA Safety and Regulation Directorate		
		3. GM, TIA		
		4. Chief, FSSD		
10	PBN APPROVAL HANDBOOK	5. CAAN Library		
		6. FSSD Library		
		7. FSLD, FSSD		
		8. AWID, FSSD		

11	Nepalese Civil Aircraft Requirements (NCAR, NCAR Part-M, NCAR Part-145, NCAR Part-66, NCAR Part-147	<ol style="list-style-type: none"> 1. MOCTCA 2. Director General 3. Deputy Director General (1) 4. CA Safety and Regulation Directorate 5. Chief, CAA 6. Chief, FSSD 7. AWID, FSSD 8. FSLD, FSSD 9. CAAN Library 10. FSSD Library 11. AOC Section 12. ICAO, Intl Affairs and Legal Dept.
12	AIRWORTHINESS INSPECTOR HANDBOOK	<ol style="list-style-type: none"> 1. Director General 2. CA Safety and Regulation Directorate 3. Chief, FSSD 4. CAAN Library 5. FSSD Library 6. FSLD, FSSD
13	AUDIT POLICY PROCEDURE MANUAL	<ol style="list-style-type: none"> 1. Director General 2. CA Safety and Regulation Directorate 3. Chief, FSSD 4. CAAN Library 5. FSSD Library 6. FSLD, FSSD
14	INSPECTION, SURVEILLANCE POLICY, PROCEDURE MANUAL	<ol style="list-style-type: none"> 1. Director General 2. CA Safety and Regulation Directorate 3. Chief, FSSD 4. CAAN Library 5. FSSD Library 6. FSLD, FSSD
15	FOREIGN CARRIER SURVEILLANCE PROCEDURE MANUAL	<ol style="list-style-type: none"> 1. Director General 2. CA Safety and Regulation Directorate 3. Chief, FSSD 4. CAAN Library 5. FSSD Library 6. FSLD, FSSD
16	FOREIGN AIR CARRIER VALIDATION PROCEDURE MANUAL	<ol style="list-style-type: none"> 1. Director General 2. CA Safety and Regulation Directorate 3. Chief, FSSD 4. CAAN Library 5. FSSD Library 6. FSLD, FSSD
17	AIRCRAFT INCIDENT INVESTIGATION PROCEDURE MANUAL	<ol style="list-style-type: none"> 1. Director General 2. CA Safety and Regulation Directorate 3. Chief, FSSD 4. CAAN Library 5. FSSD Library 6. FSLD, FSSD

18	Enforcement Manual	<ol style="list-style-type: none"> 1. Director General 2. CA Safety and Regulation Directorate 3. Chief, FSSD 4. ICAO, Intl Affairs and Legal Dept. 5. CAAN Library 6. FSSD Library
----	--------------------	---

MOCTA – Ministry of Culture, Tourism and Civil Aviation,

AWID – Airworthiness Inspection Division,

CAA – Civil Aviation Academy,

FOD – Flight Operation Department, TIA

FSSD – Flight Safety Standards Department

FSLD – Flight Standards and Licensing Division