

**Civil Aviation Authority of Nepal**  
**Regulatory Employees Training Plan**  
**2014-2018**

**Basic/Initial Training Plan 2014-2018**

Note- An inspector may hold multi designations as inspector

S.No.	Position	Area	Basic/Initial Training	Year					Duration- 3 weeks minimum
				2014	2015	2016	2017	2018	
1.1	Personnel Licensing Officers	PEL	Basic Safety Oversight Inspector Training-PEL	12		8	0	3	
2	Operations Inspectors	OPS							
2.1	Ground Operations Inspectors	OPS	Basic Ground Operations Inspector Training-OPS	5		3	2	2	
2.2	Flight Operations Inspectors	OPS	Basic Flight Operations Inspector Training-OPS	5		2	2	2	
2.3	Cabin Safety Inspectors	OPS	Basic Cabin Safety Inspector Training-OPS	2		2		1	
2.4	Dangerous Goods Inspectors	OPS	Basic Dangerous Goods Inspector Training-OPS-DG	4		1			
3	Airworthiness Inspectors	AIR	Basic Airworthiness Inspector Training-AIR	6		2		1	
4	ATS Inspectorate Staff	ANS	Basic ATS Inspector Training-ATS	2	2	2	2	2	
5	PANS-OPS inspector	ANS	Basic PANS-OPS/ maps and charts Inspector Training-PANS-OPS	2	4		1	1	
6	Cartographic Inspectorate Staff	ANS	Basic inspector training-cartography	2	1	1	1	1	
7	AIS Inspectorate Staff	ANS	Basic AIS Inspector Training-	2	1	1	1	1	
7	CNS Inspectorate Staff	ANS	Basic CNS Inspector Training	2	2	2	2	2	
9	SAR Inspectorate Staff	ANS	Basic SAR Inspector Training	2	1	1	1	1	
10	Aerodrome Regulatory Staff	AGA	Basic Aerodrome Inspector Training	4	3	2	1	1	

**On the Job Training:**

This training will be held right before starting job on the practical field under supervision or as mentioned on respected inspectors handbook/manuals.

S.No.	Position	Area	On the Job Training contents with duration
1.1	Personnel Licensing Officers	PEL	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:

			a. Concerned ICAO Annex and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
<b>2</b>	<b>Operations Inspectors</b>	<b>OPS</b>	
<b>2.1</b>	<b>Ground Operations Inspectors</b>	<b>OPS</b>	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annex and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
<b>2.2</b>	<b>Flight Operations Inspectors</b>	<b>OPS</b>	<b>3 months</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annexes and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
<b>2.3</b>	<b>Cabin Safety Inspectors</b>	<b>OPS</b>	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate

			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annex and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
<b>2.4</b>	<b>Dangerous Goods Inspectors</b>	<b>OPS</b>	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annexes and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
<b>3</b>	<b>Airworthiness Inspectors</b>	<b>AIR</b>	<b>3 months with familiarization and Participate as trainee in three inspections/actual audit.</b>
			<b>Section 1 - Office Administration Activities</b>
			1. Meet the staff and discuss a brief outline of their responsibilities.
			2. Review the following documents.
			2.1. Job Description
			2.2. Delegation of Authority
			2.3. Access to Information
			3. Explain Office Procedures and Policy.
			4. Explain Administrative Procedures
			5. Review of Relevant Documents:
			6. Participation in inspection audit process including report writing.
<b>4</b>	<b>ATS Inspectorate Staff</b>	<b>ANS</b>	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annex and Documents
			b. Concerned CAAN Docs

			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
5	PANS-OPS/Cartographic Inspectorate Staff	ANS	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annex and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
6	Cartography inspector staff	ANS	<b>One week familiarization and Participate as trainee in one actual audit.</b>
7	AIS Inspectorate Staff	ANS	1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annexes and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
			5. Participation in inspection audit process including report writing.
8	CNS Inspectorate Staff	ANS	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annexes and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars

			5. Participation in inspection audit process including report writing.
<b>9</b>	<b>SAR Inspectorate Staff</b>	<b>ANS</b>	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annexes and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.
<b>10</b>	<b>Aerodrome Regulatory Staff</b>	<b>AGA</b>	<b>One week familiarization and Participate as trainee in one actual audit.</b>
			1. Meeting with Head of Department and divisional heads.
			2. Office/work familiarization:
			a. Civil Aviation Safety Regulation Directorate
			b. Concerned Safety Department.
			c. Administrative process
			d. Ongoing activities of department/Division.
			3. Familiarization/study of JD.
			4. Review of the following doc:
			a. Concerned ICAO Annexes and Documents
			b. Concerned CAAN Docs
			c. AIP Nepal
			d. Inspector handbook/Check list
			e. Relevant circulars
			5. Participation in inspection audit process including report writing.

### Recurrent/Refresher/Continuation Training

Recurrent training will be conducted every 2 years intervals for those inspectors having completed the basic/initial course

S.No.	Position	Area	
			<b>Recurrent</b> <i>(Every 2 year intervals with at least 3 days or as specified)</i>
1.1	Personnel Licensing Officers	PEL	
			As in the manual
2	Operations Inspectors	OPS	
2.1	Ground Operations Inspectors	OPS	
			As in the manual
2.2	Flight Operations Inspectors	OPS	
			As in the manual
2.3	Cabin Safety Inspectors	OPS	
			As in the manual
2.4	Dangerous Goods Inspectors	OPS	
			Recurrent Dangerous Goods Regulations course (As per ICAO requirements)
			DG Inspector recurrent/ refresher training (As per ICAO requirements)
3	Airworthiness Inspectors	AIR	
			<b>BASIC COURSE I content; (every two years)</b>
			Airworthiness Inspector Course (refresher)
			Civil Aviation Act, Rules and NCAR,
			Initial Certification of Air Operators – AOC /AMO Issue Procedures,
			Introduction to Continuing Airworthiness,
			Engineering Modification/Repair Procedures,
			Facilities and Equipment Inspection,
			Maintenance Record Keeping Systems,
			Ramp Inspection of an Operator's Aircraft,
			Operator's Maintenance Procedure Manual/ Engineering Procedure Manual,
			MSG I, II & III Maintenance Programs.
			Airworthiness Inspector Manual
			Airworthiness Inspector Handbook Part 1 and Part 2
			<b>BASIC COURSE II content;</b>
			Aircraft Type Certification Categories explained,
			Type (Acceptance) Certificates,
			Type Certificates for Imported Aircraft,
			Standard Certificates of Airworthiness,
			Human Factors – Maintenance
			Aircraft Leasing (Airworthiness matters),
			Reliability Monitoring,
			Weight Control Procedures,
			Safety Management System
4	ATS Inspectorate Staff	ANS	
			Safety Oversight Inspection (every two year)
			Recurrent training on Aviation quality management system

5	PANS-OPS inspector staff	ANS	
			Safety Oversight Inspection (every two years)
			Recurrent training on Aviation quality management system
			Recurrent training on PANS-OPS procedure design
6	Cartographic Inspectorate Staff	ANS	
			Safety Oversight Inspection (every two)
			Recurrent training on Aviation quality management system
			Recurrent training on GIS, procedure design and / or map / charts
7	AIS Inspectorate Staff	ANS	
			Safety Oversight Inspection (every two years)
			Recurrent training on Aviation quality management system
8	CNS Inspectorate Staff	ANS	
			Safety Oversight Inspection (every two year)
			Recurrent training on Aviation quality management system
9	SAR Inspectorate Staff	ANS	
			Safety Oversight Inspection (every two years)
			Recurrent training on Aviation quality management system
10	Aerodrome Regulatory Staff	AGA	
			Airport Design and Construction
			State Safety Programme
			ICAO Annex 14
			Aviation Information Services – AIS
			Workshop on the Assessment, Measurement and Reporting of Runway Surface Conditions
			Training on Obstacle Limitation Surface- OLS
			Lead Aviation Audit Training
			Aerodrome Inspection and Audit Course
			Aeronautical Study/Safety Risk Assessment Training

### Specialized/Advanced Training- Duration 5 days minimum

S.No.	Position	Area	Specialized	Year					Remarks
				2014	2015	2016	2017	2018	
1	Personnel Licensing Officers	PEL							
			As in the manual	1	1	1	1	1	
2	Operations Inspectors	OPS							
2.1	Ground Operations Inspectors	OPS							
			As in the manual	1	1	1	1	1	
2.2	Flight Operations Inspectors	OPS							
			ETOPs operations	2	1	1	1	1	

			RVSM	2	1	1	1	1	
			CAT III	2	1	1	1	1	
			RNP/RNAV	2	1	1	1	1	
			MMEL/MEL	2	1	1	1	1	
			Auditing Procedures, Parts 1, 2, 3	2	1	1	1	1	
			Accident Investigation Course (Depending on assigned duties)	2	1	1	1	1	
			Aviation Safety Promotion Course	2	1	1	1	1	
			Personnel Licensing Course (Depending on assigned duties)	2	1	1	1	1	
<b>2.3</b>	<b>Cabin Safety Inspectors</b>	<b>OPS</b>							
			As in the manual	1		1		1	
<b>2.4</b>	<b>Dangerous Goods Inspectors</b>	<b>OPS</b>							
			Dangerous goods Inspector course- Advanced	1		1		1	
<b>3</b>	<b>Airworthiness Inspectors</b>	<b>AIR</b>							
			ETOPs operations	2	1	1	1	1	
			RVSM	2	1	1	1	1	
			CAT III	2	1	1	1	1	
			RNP	2	1	1	1	1	
			MMEL/MEL	2	1	1	1	1	
			General Auditing Procedures, Parts 1, 2, 3	2	1	1	1	1	
			NDT	2	1	1	1	1	
			Structural Inspection Programs	2	1	1	1	1	
			Avionics	2	1	1	1	1	
			Accident Investigation Course (Depending on assigned duties)	2	1	1	1	1	
			Aviation Safety Promotion Course	2	1	1	1	1	
			Personnel Licensing Course (Depending on assigned duties)	2	1	1	1	1	
<b>4</b>	<b>ATS Inspectorate Staff</b>	<b>ANS</b>							
			Advanced audit technique	2		2		2	
			Advanced training on Safety Oversight Inspection training		2		2		
			Advanced training on Aviation quality management system	2		2		2	
			SSP and SMS Training	2	2	2	2	2	
			Advanced training on Incident/Accident Investigation.		2		2		



<b>5</b>	<b>PANS-OPS inspectorate staff</b>	<b>ANS</b>						
			Advanced audit technique	2		2		2
			Advanced training on Safety Oversight Inspection training		2		2	
			Advanced training on Aviation quality management system	2		2		2
			SSP and SMS Training	2	2	2	2	2
			Advanced training on PBN/RNP-AR procedure design	1		1		1
			Advanced training on PANS-OPS procedure design		1		1	
<b>6</b>	<b>Cartographic Inspectorate Staff</b>	<b>ANS</b>						
			Advanced audit technique	2		2		2
			Advanced training on Safety Oversight Inspection training		2		2	
			Advanced training on Aviation quality management system	2		2		2
			SSP and SMS Training	2	2	2	2	2
			Training on Auto CAD	1		1		1
			Advanced training on GIS procedure design		1		1	
<b>7</b>	<b>AIS Inspectorate Staff</b>	<b>ANS</b>						
			Advanced audit technique	1		1		1
			Advanced training on Safety Oversight Inspection training		1		1	
			Advanced training on Aviation quality management system		1		1	
			SSP and SMS Training	1	1	1	1	1
			Advanced Training on AIS	1		1		1
			Advanced training on Incident/Accident Investigation.		1		1	
<b>8</b>	<b>CNS Inspectorate Staff</b>	<b>ANS</b>						
			Advanced audit technique	1		1		1
			Advanced training on Safety Oversight Inspection training		1		1	

			Advanced training on Aviation quality management system		1		1		
			SSP and SMS Training	2	1	1	1	1	
			Advanced training on Comm and Nav. Equipment/facilities installed / replaced / upgraded in Nepalese airports by ANS service provider.	1	1	1	1	1	
			Advanced training on Surveillance system/facilities installed/replaced/upgraded in Nepalese airports by ANS service provider.	1	1	1	1	1	
<b>9</b>	<b>SAR Inspectorate Staff</b>	<b>ANS</b>							
			Advanced audit technique	1		1		1	
			Advanced training on Safety Oversight Inspection training		1		1		
			Advanced training on Aviation quality management system		1		1		
			SSP Training	1		1		1	
			SMS training		1		1		
			Advanced Training on SAR			1			
			Advanced training on Incident/Accident Investigation.		1		1		
<b>10</b>	<b>Aerodrome Regulatory Staff</b>	<b>AGA</b>							
			Advanced audit technique	1		2		2	
			Advanced training on Safety Oversight Inspection training	1		2		2	
			Advanced training on Aviation quality management system		1		1		
			SSP Training	2	2	2	2	2	
			SMS training	2	2	2	2	2	
			Advanced training on Incident/Accident Investigation.		1		1		
			Airport Design and Construction –Civil		2		2		
			Airport Design and Construction –Electro-Mechanical			2		2	
			Aerodrome Emergency Management	1			1		
			Ramp Safety Management		2	2	2	2	
			Pavement Evaluation	1	1	1	1	1	
			Assessment of pavement surface and friction testing		1	1	1	1	
			Wildlife Hazards	1	1	1	1	1	
			Safety Oversight Inspector (Fire)		1	1	1	1	

**Priority**

The priority for all regulatory staffs is as below. The list is in descending order.

1. Initial/ Basic inspector course for all those inspectors who have not completed the course
2. OJT is must for all those inspectors before being assigned the jobs independently.
3. Recurrent/refresher/continuation training is required for all inspectors in every two years after obtaining the basic inspector course.
4. Specialized training will be imparted before assigning them with the specialized task.

**Record Keeping**

The inspector/officer will be responsible for keeping the training records and personal file updated all time. The department will also ensure that the

**Budgetary allocation**

For the purpose of training for Regulatory component of CAAN has allocated a lump sum budget of approximate USD 2,23,000 (two hundred and twenty three thousand US dollar) for Fiscal Year 2013/14.