Civil Aviation Authority of Nepal
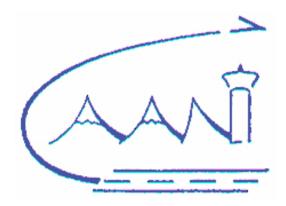
Procedures for Personnel Licensing Requirements

Effective from April 2009

Civil Aviation Authority of Nepal
P.O. Box 6929, Kathmandu
Phone : 977-1-4111075/41111042/4111119
Fax : 977-1-4111198

Email : asdnepal@wlink.com.np
Web : www.caanepal.org.np

AMENDMENTS

Number	Date Applicable	Date Entered	Entered by
No.1	16 July 2010	2	

Civil Aviation Authority of Nepal

Procedures for Personnel Licensing Requirements

Copy Number _____

Procedures for Personnel Licensing Requirements reflects the requirements and procedures to be observed and followed by the staff carrying out personnel licensing functions in the course of their duties and responsibilities as employees of the Civil Aviation Authority of Nepal. This procedure has been produced for the implementation of Personnel Licensing Requirements (PELR) authorised by the Director General.

This Manual has issued in its entirety and any original issues should be returned to the issuing authority for disposal.

Procedures for Personnel Licensing Requirements is issued under the authority of the Director General.

Effective on April, 2009.

Keshab Raj Khanal
Director General
Civil Aviation Authority of Nepal

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Introduction

The Director General of Civil Aviation Authority of Nepal (CAAN) is authorized to empowered to grant, renew, suspend, revoke and cancel licences or permits granted to individuals that give those individuals various privileges in the Nepalese Civil Aviation system.

The various types of licences are:
- ➢ Flight Crew licences, being various categories of Pilot Licences, Flight Engineer Licences a Flying Training Permit (FTP);
- ➢ Aircraft Maintenance Engineer Licences;

Licences and the FTP may be endorsed with a Rating that further defines the privileges of the holder, subject to any conditions imposed by legislation, regulation or other means.

CAAN has therefore developed and implemented this Procedures for Personnel Licensing Requirements for the purpose of carrying out the functions described above in relation to the nominated licences.

Purpose

The purpose of this Procedures for Personnel Licensing Requirements is to define and describe the actions and procedures for the granting, or refusal to grant, the various classes and categories of licences or permits and associated ratings, to define the authorities and responsibilities of the personnel involved in the personnel licensing process and to provide general procedures for activities comprising the licensing system.

This Procedures For Personnel Licensing Requirements is divided into several Chapters. There are Chapters of a General nature, applicable to any licence, a Chapter relating to Examinations and Chapters that provide guidelines and procedures for different type of license.

They are:

Chapter 1 Introduction
Chapter 2 General
Chapter 3 Examinations
Chapter 4 Flight Crew Licensing
Chapter 5 Aircraft Maintenance Engineer Licensing
Chapter 6 Records
Chapter 7 Medical Assessments and Procedures (to be added as an amendment)
Chapter 8 Procedure and Guidelines for the approval of Flight Simulators

Amendment No. 1
16 July, 2010

Associated Documents

There are a number of other documents associated with this procedures therein.

They are:

for Flight Crew licensing:

- ICAO Annex 1 and Annex 6 Standards,

- Personnel Licensing Requirement (PELR), Flight Operations Requirement (FOR)

- Standards Document – Flight Crew Licensing;

- Aeronautical Information Publication (AIP); and

- CAAN OP Forms;

for Aircraft Maintenance Engineer licensing:

- ICAO Annex 1 Standards;

- Personnel Licensing Requirement (PELR), Flight Operations Requirement (FOR)

- Standards Document–Aircraft Maintenance Engineer Licensing;

- Aeronautical Information Circulars (AIC); and

- CAAN AW Forms;

- Nepalese Civil Airworthiness Requirements (NCAR)

General

1   Scope

1.1   These procedures provides information for those staff of the Civil Aviation Authority of Nepal staff who carry out functions associated with licensing activities and those who have a delegation to issue or renew licences or permits. That information will enable him or her to issue each class and category of licence or the Flying Training Permit (FTP).

1.2   Civil Aviation Act, 2053 and Civil Aviation Regulation 2058 empowers the Civil Aviation Authority of Nepal (the Authority) to issue various Nepalese licence or the Flight Training Permission (FTP) and associated ratings, subject to the Authority being satisfied that an applicant is a fit and proper person to hold the licence, FTP or rating concerned, and is appropriately qualified to act in the capacity to which the licence, FTP or rating relates.

1.3   The Authority may issue licences, permits and ratings subject to such conditions as it thinks fit.

1.4   The main content of this publication:

  1.4.1   Outlines the generic procedures for issuing and renewing licences
  1.4.2   Details the specific requirements for each category of licences
  1.4.3   Provides the procedures for replacing and suspending a licence

1.5   *Annex 1 Personnel Licensing* of the Chicago Convention establishes International Standards and Recommended Practices (SARPS) for States for the licensing of the following personnel:

1.5.1   Flight Crew
  a)   Private pilot – aeroplane;
  b)   Commercial pilot – aeroplane;
  c)   Multi Crew Pilot Licenses;
  d)   Airline transport pilot – aeroplane;
  e)   Private pilot – helicopter;
  f)   Commercial pilot – helicopter;
  g)   Airline transport pilot – helicopter;
  h)   Glider pilot;
  i)   Free balloon pilot;
  j)   Flight engineer.
  k)   Cabin Crews.

1.5.2   Other personnel
  ➢ Flight operations officer
  ➢ Cabin Crew

  The State may not, necessarily, use all these options or use them in the same general form.

1.6   In addition, the Authority issues and renews the following documents:
   - Flying Training Permit;
   - Commercial Pilot Licence (Balloons);
   - Commercial Pilot Licence (Gliders);

1.7   The Annex also makes provision for *ratings* of various types, which may further limit or specify the privileges of the holder. These are dealt with in more detail in the relevant chapters later.

1.8   Annex 1 establishes SARPS regarding age, knowledge, experience, skills and other matters for the issue of the various licences provided for. The State's regulatory authority, Civil Aviation Authority of Nepal, as the Licensing Authority, is responsible for ensuring that these standards are met. In doing so, the Authority conducts examinations in a number of subjects, appropriate to the relevant licence and/or rating

2.   FUNCTIONS OF LICENSING AUTHORITY

2.1   Regulatory functions: the functions of licensing authority shall include:

2.1.1.   assessment of an applicant's qualifications to hold a License, Certificate or Rating;

2.1.2.   issuance and endorsement of Licenses, Certificates and Ratings;

2.1.3.   designation and authorization of approved persons;

2.1.4.   approval of Aviation Training Organizations/Courses;

2.1.5.   approval of the use of Synthetic Flight Trainers and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and

2.1.6.   Validation of licences issued by other contracting states.

2.1.7.   designation of Medical Examiners;

2.1.8.   designation of Medical Assessor;

2.1.9.   Concluding `Transfer Agreements' with other states, where applicable.

2.1.10.   Framing the personnel licensing regulations, procedures and instructions.

2.2   Management functions: the licensing authority management functions shall include:

2.2.1.   Structure: Establishing an Aviation Medicine regulatory function appropriately provided in terms of infrastructure, equipment and staffing. Where the workload is sizable, all necessary checking and testing equipment such as X-ray, Audiometry, laboratory etc shall be made available. Similarly, the staffing shall include adequate qualified examiners and assessors.

2.2.2.   Where the work load is limited, Licensing and Examination Division shall have at least a qualified full time Medical Assessor working in the division.

2.2.3. Staffing: establishing staffing requirements for the Licensing and Examination Division. The Division shall have, as a minimum, at least three licensing officers in following categories;

2.2.4. A licensed pilot who holds or has held a CPL, recommended ATPL.

2.2.5. A licensed Aircraft Maintenance Officer who holds or has held an AME-LWTR (License Without Type Rating), recommended LWTR + Type Rating.

2.2.6. A licensed Air Traffic Controller who holds or has held an ATC license, recommended ATCL with both Radar and Non-Radar Ratings.

2.2.7. A Medical Assessor who is a registered medical practitioner qualified in Aviation Medicine.

2.2.8. Infrastructure: provision of adequate furnished office accommodation, IT & data automation facilities, secure record rooms with file cabinets, examination hall and sufficient clerical support.

2.2.9. Initial (indoctrination), advance and refresher training: shall be provided to licensing staff on regular basis. Provision of in-country and outside country participation in relevant technical courses, seminars and workshops. This includes the Medical Assessor.

3. **FUNCTIONS OF LICENSING AND EXAMINATION DIVISION**

3.1. The Licensing and Examination Division, functioning under the Licensing Authority, shall perform the following functions:

3.2. **Regulations**

3.2.1. ascertain the need to develop, revise or update requirements in light of SARPs revision, advancement of technology or the industry practices;

3.2.2. Conduct the functions of various activities for issuance and renewal of licenses involved in Flight Operation like Pilots, Flight Engineer, Flight Operations Officer, cabin crew. Manage the conduct of examination for issuance of license.

3.2.3. Prepare licensing requirement get approval from CAAN for setting standards of personnel licensing and implement it.

3.2.4. Co-ordinate with Aviation Medical Board for medical assessment of flight crews and evaluation in order to keep them medically fit for flight.

3.2.5. Co-ordinate and take necessary action for validation of rating and licenses. Issued from contracting states/organizations.

3.3. **Procedure for Amendment**

3.3.1. Keep monitoring ICAO Website for latest status of Annex-1.

3.3.2. The other sources of amendment in Annexes will be ICAO affairs Department Head Office.

3.3.3. Evaluate Annexes amendment and evaluate for its application.

3.3.4. Forward amendment in requirement in line with amendment in annexes to Director General.

3.3.5. Upon approval from Director General incorporate the amendment in the pertinent Chapter of PELR.

3.3.6. Notify all concerned like operators and ATOs.

3.3.7. Keep amended portion in CAAN web page for public access.

3.3.8. If the existing provisions in PELR not in line with ICAO SARPs identify them and make the list of differences in categories more exacting, less protecting, not applicable.

3.3.9. If they can not be implemented, amend the PELR with steps mentioned above.

3.3.10. If they can not be implemented, initiate an office memo to be forwarded to Director General for approval for filing differences to ICAO.

3.3.11. Forward the differences to ATS Department CAAN Head Office to published them in AIP.

4. **DELEGATION OF FUNCTIONS**

4.2. The licensing authority may delegate some of the functions to a subordinate officer/s in writing and by name.

4.3. The Licensing and Examination Division shall maintain a record of all such authorizations by the licensing authority.

5. **SIGNING AUTHORIZATION**

5.2. The licensing authority shall authorize by name person/s who shall sign on the licenses and certificates.

5.3. The Licensing and Examination Division shall maintain a record of all such authorizations by the licensing authority.

6. **SECURITY CLEARANCE**

6.1 **for nationals**

a) An applicant for initial issue of a licence or flight crew licence is required to posses a security clearance from the local police;

b) The security clearance performa, available with the licensing office and with Aviation Training Organizations, is to be filled in quadruplicate; and submitted with the application to the licensing office for the clearance.

c) A student pilot licence (SPL) may be issued on the production of security clearance from the above mentioned agency.

6.2 **for foreign nationals**

a) a foreign national intending to do flying training and/or obtain a licence shall adopt the following procedures for security clearance:

b) Apply through the embassy of Nepal, in his county, to the Ministry of Foreign Affairs (MOFA) along with his full particulars supported by documents and photographs. He shall name the institution where he intends to do flying.

c) If the applicant is already residing in Nepal, he shall apply for the security clearance through his own country's embassy to Ministry of Foreign Affairs along with full particulars, documents and photographs as per procedures outlined above.

d) A foreign national who intends to change his training organization is required to obtain prior clearance from the Civil Aviation Authority.

6.3 **Medical**

a) To integrate, familiarize and advise the Medical Examiners and Medical Assessors on the privileges, functions and working environments of different licenses and certificates.

b) To arrange for the Field Tests for experienced license or certificate holders who do not meet the prescribed medical fitness requirements but the deficiency is to a degree where a successful Field Test could make them eligible to be upgraded to the required Class under the `flexibility clause'.

c) To advise the Medical Examiners and Medical Assessors the limitations or restrictions that could be imposed on applicants whose medical fitness has been upgraded under the `flexibility clause'.

d) To issue Medical Advisory Letter to the applicants whose medical fitness has been upgraded under the `flexibility clause'.

6.4 **ICAO and other CAAs**

a) To provide a prompt feedback to ICAO on its proposed introduction of news SARPs or revision of previous SARPs.

b) To seek assistance, guidance, liase, coordinate or assist other CAAs in matters related to Personnel Licensing.

6.5 **Enforcement Action**

a) To initiate enforcement action as necessary according to the provision of enforcement requirement;

b) To follow up on the enforcement action;

c) To maintain up-to-date records of all enforcement actions.

6.6 **Approvals**

a) To issue Approval Certificates for training courses, training documents and training devices;

b) To issue Approval Certificates to the instructors and check persons in all categories of basic training for the issuance of licenses and certificates;

c) To issue Approval Certificates to the Aviation Training Organizations, comprising both the Flying Training Organizations and Ground Training Organizations, conducting the basic training for the issuance of licenses and certificates.

6.7 **Inspections**

a) To conduct inspections and audit visits of the Aviation Training Organizations;

b) To follow up on the remedial actions recommended to the Aviation Training Organizations;

c) To maintain up-to-date records of all inspections and correspondence with the Aviation Training Organizations in independent files.

7.   Application for the issue or renewal of a licence or permit

7.1   Applicants for the issue or renewal of a licence or permit shall carry out the application procedure on the appropriate form as nominated in the relevant chapter.

8.   Replacement of licences or permits

8.1   The holder of a licence or permit may request a replacement licence or permit if they have lost or damaged their licence or permit.

8.2   The request for a replacement licence or permit must be made in writing.

8.3   If a licence or permit is lost, the licence or permit holder should report it immediately to the nearest Police Station. A police report/statement should be presented to CAAN together with a written request for a replacement licence or permit.

8.4   A damaged licence or permit should be presented to CAAN with a written request for a replacement licence or permit.

8.5   A fee is charged for the replacement of a lost or damaged licence or permit.

9   Suspension or Revocation of Licences

9.1   As per Enforcement Requirement/Flight Operations Requirement empowers the Licensing Authority to impose conditions on, suspend or revoke any licence granted by the Authority. Refer to the Regulation for specific details of these powers.

EXAMINATIONS

1.   General

1.1   *Annex 1 – Personnel Licensing Procedure for Examination (Personnel Licensing)* establishes Standards and Recommended Practices for knowledge for various licences and ratings. In order to ascertain whether a licence applicant has the required knowledge, the Authority conducts a number of examinations.

1.2   These examinations are multi-choice examinations established and conducted by the Authority or are conducted through the short question answer.

1.3   For Flight Crew licences and for Flight Operations Officer or Flight Dispatcher, the following examinations are conducted as appropriate:
  ➢ Air Law;
  ➢ Aircraft general knowledge;
  ➢ Flight performance calculations and planning procedures;
  ➢ Human Factors or performance;
  ➢ Meteorology;
  ➢ Navigation;
  ➢ Operating Procedures;
  ➢ Principles of Flight;
  ➢ Radiotelephony or radio communications procedures
  ➢ Security and Dangerous Good

1.4   For Aircraft Maintenance personnel:
  a) Air Law and Airworthiness requirements;
  b) Natural Science and Aircraft general knowledge;
  c) Aircraft Engineering;
  d) Aircraft maintenance;
  e) Human performance and limitations

1.5   Examinations and Tests

  a) To develop examination papers in each category of licenses and certificates;

  b) To conduct CAAN Technical Examinations for issuance of basic licenses and certificates in all categories;

  c) To conduct CAAN oral/practical tests for issuance of basic licenses and certificates in all categories;

  d) To enforce Skill Tests for initial issue, renewal, revalidation of licenses and certificates except for license holders employed with commercial operators operating under Annex 6;

  e) To conduct English language proficiency tests.

1.6   Examinations are conducted, as required for PPL, CPL, ATPL, for Aircraft Type Ratings and for the Instrument Rating and, for Instructor Rating.

2   Qualification of Examiner

2.1.1 Examiner should have graduate degree with professional license (AMT,CPL with IR or ATPL).

2.2 Should have 15 years of work experience in respective professional field .

2.2.1 Should have experience in formulation and examining of questions

3   Conduct of Examinations

3.1   Preparation

3.1.1   The invigilator shall be at the exam centre in sufficient time before an exam begins in order to address adequately the necessary administrative preliminaries.

An Invigilator unable to attend the exam due to unforeseen circumstances shall inform the affected candidates directly as soon as possible.

The Invigilator shall **NOT** employ/utilize a non-approved person as a substitute.

The invigilator must not engage in other activities likely to reduce the standard of the primary task of supervision or distract candidates.

3.1.2   The invigilator shall ensure there are sufficient supervisors, if required, to effectively assist in the proper conduct of an exam. The minimum number of supervisors shall be such that there is **ALWAYS** one Invigilator at all times during the exam. Candidates must **NOT** be left unsupervised during an examination or in the examination room.

3.2   The Examination Room

3.2.1   The Invigilator is responsible for ensuring (at least) that the examination room is properly equipped and prepared for the exam sitting, with particular emphasis on:
  ➢ observance of relevant building, health and sanitation regulations;
  ➢ safety for the occupants;
  ➢ emergency considerations;
  ➢ control of access;
  ➢ cleanliness;
  ➢ no unnecessary material lying around, particularly those that may
  ➢ lend unfair assistance to the candidates. This includes charts,
  ➢ diagrams or textual information on boards and walls;
  ➢ a wall clock or other time indicator so candidates can be aware of
  ➢ the time available to them;
  ➢ correct level of lighting;
  ➢ correct level of ventilation and heating;
  ➢ an environment free from unacceptable noise level, distraction
  ➢ and non-exam activity (place sign stating **Do Not Disturb – Examination in Progress** on all doors during the exam session);
  ➢ telephones set to *call diversion enabled* or minimum ringer volume;
  ➢ comfortable seating for candidates;
  ➢ clean toilet facilities nearby;
  ➢ a table for the supervisor;
  ➢ a table for each candidate permitted exam material.
  ➢ allocation of candidates to seating that will minimize disturbance if some have a shorter examination than others;
  ➢ general security aspects.

3.3   Identification of Candidates

3.3.1   The possibility of impersonation cannot be over-emphasized. A candidate must be able to provide admit card given by Licensing and Examination Division. You must also be satisfied that the candidate is identified as the person in the photograph.

3.3.2   Identification must be carried out before the exam starts. If a candidate is unable to produce the admit card, that candidate MUST NOT be permitted to undertake that exam sitting.

3.4   Preliminaries

3.4.1   Prior to the exam sitting, carry out the administrative 'preliminaries' by recording the following details in the Invigilator Log Book:
  ➢ Aviation Reference Number (ARN) and name of candidate;
  ➢ Date and time of sitting;
  ➢ Exam type (e.g. FCAAN);
  ➢ Instruct the candidate to sign in the log sheet;
  ➢ Instruct the candidate to place all other personal belongings at the front of the room or in a secure location where these may not be accessed during the exam sitting;
  ➢ Ensure that each candidate is correctly seated at the assigned table which has the correct exam supporting documents, where required, for the relevant exam type. This is important when different exam types are being sat at the same time;
  ➢ Check that each candidate has only the permitted material for the exam. Permitted documents should be examined for hidden unauthorised material or notation; this may be carried out before and during the sitting but ensure that, in the case of the latter, the candidate is not unduly distracted nor interrupted. Check permitted documents e.g. AIP, CAO, for falsified pages;
  ➢ Instruct the candidate to actuate the ON/OFF switch of any electronic calculator, and perform any other function that enables erasure of any data stored in memory circuits.
  ➢ Advise the candidate(s) that they may read the "*Instructions to Candidates*" – and only that material - in the examination folder. Allow them time to do this and answer any questions arising.
  ➢ When all is ready, draw the candidates' attention to the time,
  ➢ advise the finishing time(s) and give a clear instruction to start the examination.

3.5   During The Exam

3.5.1   Allow no one, other than another Invigilator on duty (if detailed), approved CAAN Licensing Officer or Staff, and a candidate returning from the toilet to enter the exam room.

3.5.2   Allow only one candidate to visit toilet at any one time.

    Note: Candidates have been known to secrete unauthorized material in toilets, and view these on visits during the exam period – check the toilet for any such material.

3.5.3   Ask candidates to leave contents of pockets in your care or ask candidates to reveal pocket contents before exam.

3.5.4 As Invigilator, you must monitor and control the candidates continuously during the exam. You must:
  ➢ ensure a candidate remains seated at their assigned place, unless visiting the toilet;
  ➢ ensure candidates do NOT talk among themselves or carry out a discussion (on any matter) while in or nearby the exam room;
  ➢ not permit any candidate to carry out disruptive activities (e.g. whistling, humming loudly, singing, grumbling, voicing aloud an exam question, tapping on the table). If these activities still continue after an appropriate warning, instruct the candidate to leave the exam room and record the event in the Invigilator Log Book;
  ➢ ensure a candidate does **NOT** use a headset, 'walkman' portable CD players, mobile telephone (particularly for SMS or text messaging), pager, or any communication/electronic device (other than the provided and/or permitted electronic calculator);
  ➢ not permit candidates to borrow or share required reference books or any materials (pencils, rulers, erasers, etc) from other candidates;
  ➢ if necessary, explain that it is NOT your responsibility to provide or source material for the candidate that should have been self supplied;
  ➢ ensure that there is be NO communication whatsoever between/among candidates during the exam session;
  ➢ Periodically walk around the room to check that candidates meeting all requirements for fairness and security and are not cheating.

**DO NOT HESITATE TO EXERCISE YOUR AUTHORITY TO EXPEL A
CANDIDATE FROM THE EXAM ROOM FOR MISBEHAVIOUR,
SHOULD THE SITUATION WARRANT SUCH ACTION.
YOU, AS INVIGILATOR, CONTROL THE EXAM SITTING**

3.6   If a Candidate leaves the Examination Room:
3.6.1   During an exam session, other than in an emergency requiring the evacuation of the room, a candidate may only leave the exam room for three reasons:
  ➢ When the exam has been completed – standard procedures apply.
  ➢ When visiting the toilet. If this is requested:
    (i) only one candidate at a time shall be allowed to the toilet. As far as is practical, supervise/escort the candidate and do **not** permit any exam material to be taken out of the exam room;
    (ii) advise the candidate that the allocated time for the exam will continue to run.
  ➢ when deciding to prematurely end the sitting.

3.7   Candidate Unwell

3.7.1   If a candidate is unwell the Invigilator should ask whether the candidate wishes to continue the examination If the sick candidate cannot continue the examination, a note should be made of the time and the circumstances. Extra time should obviously be allowed to the 'Messenger'.

3.8   Improper Conduct

3.8.1   If it becomes evident that a candidate is, or has been cheating, the fact that it has been observed should be brought to the attention of the candidate. Unless the Invigilator considers an irregularity to be so serious that it warrants an immediate ending to the examination, the candidate should be told that the matter will be reported and then allowed to continue if he wishes to do so. A warning should be given that this matter will be considered when the paper is marked.

3.8.2   It is left to the discretion of the Invigilator as to what action to take particularly bearing in mind the possibility of appeals, which may arise from disturbing other candidates. The decision to terminate any examination by cheating of the candidate is at the discretion of the Chief of ASD. If possible a line should be marked across the paper at the time of the infringement and signed by the Invigilator.

3.9   Cheating

3.9.1   During an examination, candidates may attempt to acquire information illegally which will be of assistance to them in answering questions. Such attempts may include:
   i.)   Openly viewing another candidate's script;
   ii.)   Talking or whispering;
   iii.) Signaling to each other;
   iv.)   Note on piece of paper or in pencil cases;
   v.)   Information deliberately displayed on walls and ceilings;
   vi.)   Notes written on various parts of the body;
   vii.) Notes slipped from one candidate to another;
   viii.) Notes left in toilets;
   ix.)   Covertly recording oral examinations for passing to other candidates;
   x.)   Bags containing notes or books left open near the desk;
   xi.)   Removal of notes of questions from the exam room to pass to other candidates.

3.9.2   Action to be taken by the Aviation Safety Department on Cases of Suspected Cheating:
   i)   Provide all details pertaining to the candidate and previous examination record;
   ii)   Provide all details pertaining to the examination under question;
   iii)   Provide a copy of the conducting officers report;
   iv)   Provide details of any internal Authority investigation;
   v)   Make recommendations to the Chief, Aviation Safety Department as to the action the Authority could take.

3.10   Penalties

3.10.1 Penalties resulting from improper conduct or cheating will be determined by Chief of Aviation Safety Department.

3.11   On Completion of Exam

3.11.1 At the end of the exam, when the allowable time has expired or after the candidate has submitted the exam and before permitting the candidate to leave their exam station, ensure that:

➢ Multi-choice Answer Sheets and Short Answer signed and dated;
Note: The signature is the primary proof of identity; the date is important in case of appeals.

➢ all supplied exam documents (including scribble pads) are retrieved
➢ and fully accounted for;
➢ details of any matters that made the particular examination different from normal in any way are noted in pencil on the candidate's paper (e.g. Candidate arrived 15 minutes late and allowed allocated time)
➢ when an electronic calculator has been permitted and used, instruct the candidate to actuate the ON/OFF switch of the electronic calculator, and perform any other function that enables erasure of any data stored in memory circuits

4 Examination Dates and Bookings

4.1 Examination dates are published in the website of CAAN annually.

4.2 Applicants wishing to sit an examination must complete the necessary application form and submit it to the Licensing and Examination Division (LED) for processing.

4.3 The Licensing Officer may choose to negotiate and agree on a date over the telephone if he/she wishes to do so however, confirmation of the agreed exam date by the CAAN will be communicated to the applicant in writing.

4.4 In the case of an Airworthiness Oral examination, the Licensing Officer will contact the Airworthiness Officers first to confirm that the date and time of the exam before advising the applicant. CAAN may conduct oral exams on any day depending on the availability of the Airworthiness Officers who are responsible for conducting oral exams.

4.5 Cancellation & Postponement Of Exam Dates

4.5.1 Postponement or cancellation of exam dates must be made to the Licensing Officer in writing. No verbal postponement or cancellation of examination dates will be acceptable.

4.5.2 Candidates are non-refunded their application fee if their request for cancellation is received in writing. For further information, refer to the current Aeronautical Information Circular (AIC).

5 Rotation of Examination Papers

5.1 General

5.1.1 The Authority holds a number of versions of the question papers for most of the examination subjects for which it conducts examinations. The variations between the papers come about from:

- presentation of questions in a different order from one paper to another;
- a range of different questions, although some questions may appear in more than one paper;
- a range of different answers options for the same question, but always with the correct answer presented in the same way; and
- rearrangement of order in which the answer options are presented.

6 Review of Examination Papers

6.1 It is good practice to regularly review examination question papers so that they remain effective. With this in mind, the LO should arrange for all papers to be reviewed over a period of approximately 3-4 years. As the task will require some resources, it would be desirable for the review work to be staggered so that the workload can be spread out. The LO is to produce a roster of all papers and their approximate review dates.

6.2 Additionally, when there is any change in legislation or standards documents, the control sheet(s) for that change process are also required to have a section that calls for a review of Air Law exams as part of the legislation or standards change process. This is to ensure that no exam has a question that related to law that has been superseded or revoked.

7 Re-marking Examinations

7.1 Candidates who dispute their results may request a re-mark of the examination.

7.2 The request must be made in writing to the Chief, LED of the relevant discipline or their authorised officers. A different person from the one who carried out the initial marking shall carry out the re-mark.

7.3 The relevant officer re-marks the examination and notifies the candidate of the results of the re-mark in writing.

7.4 All correspondence associated with the re-mark is filed in the candidates personnel file.

8 Security of Examination Papers

8.1 The masters of all examination papers are stored in a lockable cabinet in the Licensing Office. The Licensing Officer has primary access to this cabinet, but a back-up key is available with Chief, Aviation Safety Department.

8.2 Photocopies of used examination papers are to be destroyed by shredding after at least three months.

9 Appeals

9.1 A candidate may only appeal against the conduct of the examinations and not against the technical content, therefore it is important that the guidelines contained within this procedure are adhered to. It will then be possible for the Licensing Authority to counter any possible appeal in the most effect manner. The Licensing Authority will have to determine whether the examination was properly conducted.

9.2 A applicant may appeal against the procedure of Licensing.

9.3 On receipt of a written appeal, the Director General of CAAN will:
i.) Investigate about the appeal;
ii.) Advise candidate that appeal is received and have been sent for action;
iii.) Liase with relevant Officers regarding the matter; and
iv.) Arrange appeal hearing date and venue.

FLIGHT CREW LICENCES

1   What is Flight Crew Licence?

1.1   A flight crew licence indicates that the holder is qualified to engage in a particular kind of aviation operation in a certain type of aircraft.

1.2   A private pilot licence enables the holder to engage in private operations as defined in PELR

1.3   A commercial or air transport licence enables the holder to engage in commercial operations. Commercial operations include charter and regular public transport (RPT) and aerial work.

2   Who can apply for a Flight Crew Licence?

2.1   Applicants for flight crew licences can be divided into two broad groups:
   • Nepali citizens
   • Overseas pilots wishing to fly Nepali registered aircraft in Nepalese

2.2   Applicants for Nepalese flight crew licences must:
   • Be qualified to hold the licence
   • Be fit and proper persons
   • Pay the application fee for the licence (where one is set)

3   New Flight Crew Licence Application

3.1   Applicants for a flight crew licence undertake relevant training, pass the required examinations and a flight test, if required, before applying for a flight crew licence. Please refer PELR & Procedure for Personnel Licensing Requirements.

3.2   Application for a Flight Crew Licence is made by completing that appropriate CAAN application form

For all licence categories the Flight Test Report (Certificate of Test; C of T) is included in the application form certified by an authorized designated examiner or a CAAN Flight Operations Inspector/Designated Check Pilot.

4   Processing Flight Crew Licence Application

4.1   On receipt of a Flight Crew Licence application, the Licensing Officer shall:

   i.)   Check that all relevant documents have been submitted, and that it includes all the necessary information.

   ii.)   Check that the applicant has paid the necessary fees applicable for the licence type. Record the receipt number on the application form.

   iii.) a.) Check the remainder of the documentation is complete and accurate.

       b.) Check for any errors or omissions. If such is found, contact the relevant employer or the applicant and request a correctly completed form.

iv.) Ensure that the applicant is qualified for a licence (Refer to Standard Document - Flight Crew Licensing).

v.) Enter the details of the licence on the Licensing Database, allocating the applicant with an identification number in accordance with the category of the license as follows:

- Private Pilot Licence (PPL
- Commercial Pilot Licence (CPL)
- Airline Transport Pilot Licence (ATPL)
- Flight Engineer Licence (FEL)
- Multi Crew Licence (MCL)

Note: A licence upgrade will only require a change in the prefix.

vi.) Print out licence pages and check for any printing errors.
vii.) Forward the application to the Authorised Officers for endorsement.
viii.) Make copies of the licence after the endorsements.
ix.) Enter fees and receipt
x.) File all documents in the respective files for records.

4.2 Licenses and Certificates Issue

4.2.1 To implement the PEL requirements while issuing, renewing or re-validating all categories of licenses and certificates;

4.2.2 To assess cases for additional requirements for applicants holding foreign licenses or certificate, foreign experience or military experience who wish to obtain a local license or certificate;

4.2.3 To issue Validation Certificates, Validation Letters, verification certificates and general certificates, as applicable.

4.3 The following of the Authority's Aviation Safety Staff hold the appropriate delegation to process/issue Flight Crew Licences

4.3.1 **Licensing Officer (LO)**
➢ Ensures completeness of application, the associated paperwork, payment of applicable fees and the file record management.

ii) Ensure the confidentially of file.

Note : Please also refer to the "Flight Crew Licence Processing" flowchart on the following page.

4.4 Quality Management

4.4.1 To allocate duties and responsibilities for each licensing officer and the supporting staff;

4.4.2 To maintain a central registry for handling and security of files, blank forms and blank licenses and certificates booklets;

4.4.3   To develop efficient office filing procedure for safe keeping and a recorded controlled movement of each file;

4.4.4   To develop and implement office procedures for speedy and efficient receipt and dispatch of the mail from the applicants/operators;

4.4.5   To take minimum time for completion of the licensing action in the office;

4.4.6   To provide guidance and advice to the new applicants desiring to acquire a license or certificate;

4.4.7   To carry out all other tasks related to personnel licensing.

4.5   Public Liaison

4.5.1   To maintain a regular co-ordination with other related CAAN departments such as Flight Operations, Airworthiness, Air Traffic Services, Aeronautical Information Services, Human Resources, Finance etc.;

4.5.2   To maintain a regular co-ordination with the related government departments eg. security;

4.5.3   To maintain a regular co-ordination with Aviation Training Organizations, commercial and non-commercial operators and civil associations or organizations in the aviation field;

4.6   Security of Files

4.6.1   All licensing, medical and examination files and records shall be kept in a fool proof secure system which has access to Licensing Officers and Chief of LED.

4.7   Storage of Files

4.7.1   Personnel files and records of all active flight crews are kept in secured cabinet.

4.7.2   Files of flight crews died in accidents or retired with age are separated from secured cabinet and kept in store for 5 years.

4.7.3   Files of flight crews declared unfit on medical ground or any other reason are stored for 10 years.

Flight Crew Licensing

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┌─────────────────────────┐
│ Application submits     │ ◄──────────────────────────────┐
│ application with        │                                │
│ supporting documents    │                                │
│ for a Licence issue     │                                │
└─────────────────────────┘                                │
           │                                                │
           ▼                                                │
┌─────────────────────────┐                                │
│ LED checks the          │                                │
│ application for its     │                                │
│ completeness            │                                │
└─────────────────────────┘                                │
           │                                                │
           ▼                                                │
         ◇ Has                   No    ┌──────────────────┐ │
    • Relevant fee been paid?  ──────► │ LED contacts     │ │
    • Required information           │ applicant or     │ │
      been given?                    │ institution to   │ │
         ◇                           │ follow-up on     │ │
           │ Yes                     │ queries raised   │ │
           ▼                         └──────────────────┘ │
┌─────────────────────────┐                 │             │
│ LED assesses the        │ ◄───────────────┘             │
│ submitted information   │                               │
└─────────────────────────┘                               │
           │                                               │
           ▼                                               │
         ◇ Does the              No    ┌──────────────────┐│
      applicant fulfill the   ──────► │ Applicant is     ││
      minimum requirements          │ advised of       ││
      for a license?               │ further           ││
         ◇                          │ requirements     ││
           │                        └──────────────────┘
           ▼
┌─────────────────────────┐
│ LED processes licensing │
│ documents, updates      │
│ database and forwards   │
│ it for approval         │
└─────────────────────────┘

┌─────────────────────────┐
│ LED files the documents │
│ for records             │
└─────────────────────────┘
```

5. Renewal of Licences

5.1   Application for a renewal of a Flight Crew Licence is made by completing the appropriate CAAN Form. The applicant must have a valid medical assessment. The application should be accompanied by a payment of the appropriate fee.

5.2   Minimum experience for renewal of a licence is specified in Standard Document -Flight Crew Licensing.

6.   Processing Renewal of Licences

6.1   On receipt of an application for a renewal of a Flight Crew Licence, the Licensing Officer shall:

    i)   a)   check that the application form is complete and accurate;

           b)   check for any errors or omissions. If such is found, contact the relevant employer or the applicants and request for a correctly completed form;

    ii)   check that the applicant has paid the necessary fees applicable for the licence type. Record the receipt number on the application form;

    iii)   check that the testing examiners approval is valid and current;

    iv)   enter new validity dates on licence;

    v)   make copies of the valid licence after the endorsements;

    vi)   update the Licensing database and enter fees and receipt numbers;

    vii)   file all documents in the respective files for records.

7.   Validation of Licence: Non-Nepalese Professional License Holders

7.1   Holders of professional pilot licences issued by other ICAO Contracting States wishing to fly Nepal registered aircraft without being in possession of an appropriate Nepal licence may apply for a validation of their foreign licence for a period not more than 6 month.

7.2   Application for a validation of Licence is made by completing the appropriate CAAN Form.

8.   Validation Process

8.1   On receipt of an application for a validation of a Flight Crew Licence, the Licensing Officer shall:

    i)   Check that the application form is complete and accurate.

    ii)   Check and verify for evidence of particulars entered on the application form such as licence copies, logbooks, medical certificates, etc.

    iii)   Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.

    iv)   Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation will not be issued by the LED/ASD. This will normally require:

        •   Faxing to the issuing Authority the applicant's approval for their details to be verified to CAAN: and

        •   Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.

  v) Check that the applicant holds a type rating for the aircraft type requested for in the application.

  vi) Enter applicant's details on the Licence Validation database and print out validation certificate.

  vii) Forward the application with the Validation Certificate to the Director General for endorsement.

  viii.) Make photocopies and file all the documents in the respective files for records.

9. Foreign Licence Conversion

9.1 Holders of a professional pilot licence issued by another ICAO Contracting State wishing to obtain a Nepal licence must have a continuing requirement to hold a Nepal Licence and must meet all aeronautical experience required for the type of Nepal Licence and rating sought. This process is known as Conversion and applicants are required to pass the appropriate Civil Aviation Medical Board (CAMB), Air Law. If the Nepal licence being applied for is an ATPL, then the Flight Test must be conducted in an aircraft that is certificated to be operated with a co-pilot.

9.2 Application for a foreign licence conversion is made by completing the appropriate CAAN Form.

10. Conversion Process

10.1 On receipt of an application for a Foreign Licence Conversion, the Licensing Officer from LED shall:

  i) Check that the applicant has been issued with a Validation Certificate with appropriate aircraft type to be used in the conversion flight test.

  ii) Check that the applicant has passed the Nepal Air Law exam and the Civil Aviation Medical Board (CAMB) by an approved Medical Examiner.

  iii) Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.

  iv) Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation will not be issued by the CAAN. This will normally require:

    • Faxing to the issuing Authority the applicant's approval for their details to be verified to CAAN: and

    • Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.

  v) Check that the applicant has passed the Conversion Flight Test and signed off by an Authorised Examiner.

  vi) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.

  vii) Record the new licence details and number in the database in accordance with the appropriate sequence and licence category.

  viii) Print out validation certificate pages and forward to ASD, Chief for endorsement.

  ix) Make copies and file all the documents in the respective files for records.

11. Endorsements

11.1 The term endorsement usually applies to an aircraft type entered in the pilot's licence to indicate that the holder has acquired the hands-on skills, experience and knowledge to engage in aviation operations in the specified aircraft type.

11.2 An aircraft endorsement is defined as a type of aircraft – for example:
   • DO-228
   • ATR 42

12. Ratings

12.1 A rating permits a flight crew to operate the aircraft for which he/she is endorsed in particular operational tasks:
   • Aircraft type rating fly as pilot or co-pilot (on an aircraft that requires a co-pilot the co-pilot will be issued with P2 rating limiting his duties to that of a co-pilot only) only of aircraft of the type(s) specified.

   • Instrument rating   fly under instrument flight rules
   • Flight Instructor Rating   flying training

13. How is a Rating Defined?
See PELR Part 2.

14. Issuing Ratings

14.1 Standard Document -Flight Crew Licensing specifies the flight tests and other requirements flight crew must meet in order to be issued with a P1 or P2 rating or to have a rating renewed.

14.2 All initial ratings flight tests are to be conducted by the CAAN Flight Operations Inspectors/Designated Check Pilot (DCP).

15. Ratings Licensing Process
15.1 Type Rating Examination

15.1.1 All aircraft type rating examination papers are securely stored in the examination cabinet under the Chief of Aviation Safety Department.

15.1.2 Candidates applying for type rating exams should officially apply two weeks prior to the examination date.

15.1.3 Refer to Personnel Licensing Requirement on Flight Crew Examination.

15.2 Aircraft Type Rating

15.2.1 Application for an aircraft type rating is made by completing the appropriate CAAN Form.

15.2.2 On receipt of an application for an aircraft type rating, the Licensing Officer shall:
   i) a) Check that the application form is complete and accurate.
       b) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.
   ii) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
   iii) Check and verify type rating theory exam result.

    iv) Check if the Certificate of Test (C of T) is approved by the CAAN FOD/DCP, only then is the aircraft type rating applied for entered in the licence. The licence is stamped and forwarded with the necessary documents to the LED for endorsement.

    v) Make copies of the licence after the endorsement(s).

    vi) File all documents in the respective files for records.

15.3 Instrument Rating

15.3.1 Application for instrument rating is made by completing the appropriate CAAN Form.

15.3.2 On receipt of an application for instrument rating, the Licensing Officer shall:

    i) a) Check that the application form is complete and accurate.

      b) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.

    ii) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.

    iii) Check the applicant has met the requirements for Instrument Flight Hours on Logbook, has evidence of a pass in the Instrument Rating theory exam and that the Certificate of Test (C of T) has been approved by the CAAN testing officer.

    iv) The licence is stamped and forwarded with the necessary documents to the LED for endorsement.

    v) Make copies of the licence after the endorsements.

    vi) File all documents in the respective files for records.

15.4 Flight Instructor Rating

15.4.1 Application for flight instructor rating is made by completing the appropriate CAAN Form.

15.4.2 On receipt of an application for flight instructor rating, the Licensing Officer shall:

    i.) a.) Check that the application form is complete and accurate.

      b.) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.

    ii.) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.

    iii.) Check that the applicant meets the qualifying requirements as per PELR, Flight Crew Licensing.

    iv.) Check that the Certificate of Test (C of T) has been approved by the CAAN Flight Operations Inspector.

    v.) The licence is stamped and forwarded with the necessary documents to the LED for endorsement.

    vi.) Make copies of the licence after the endorsements.

    vii.) File all documents in the respective files for records.

16. **ENGLISH LANGUAGE PROFICIENCY**

[English for Aviation Language - Training, Assessment, Test and Certification]

16.1   **Introduction:**

16.1.1   The introduction of aviation language proficiency by Civil Aviation Authority of Nepal is meant to ensure that flight crews and air traffic control personnel are proficient in conducting and comprehending radiotelephony communications in English language used for aviation communications between aircraft and ground stations. Civil Aviation Authority of Nepal requires the Air Navigation Service Providers and Flight Crew Personnel operating in the domestic and international civil aviation must acquire and maintain a proficiency in English in an aviation context equivalent to Level 4 ("Operational") or higher on the Language Proficiency Rating Scales mentioned in Para 2.

16.1.2   The proficiency must be demonstrated by performance in certified test of English language for aviation purposes recognized as valid, appropriate and effective by CAAN. The Operators, Training Organizations and Air Navigation Service Providers shall provide effective and reliable language training and assessment services for aviation language training and assessment programmes to meet the language requirements of CAAN.

16.1.3   Civil Aviation Authority of Nepal requires a demonstration of language competence for the initial issue of a licence. CAAN shall conduct the Aviation Language Proficiency Test (ALPT) which will comprise of Listening comprehension, Speaking ability and Responses to different scenarios.

16.2   Proficiency Level

16.2.1   The Level of Proficiency relating to Aviation English Language Proficiency Requirements is tabulated below:

LEVEL	PRONUNCIATION *Assumes a dialect and/or accent intelligible to the aeronautical community*	STRUCTURE *Relevant grammatical Structure, anti sentence patterns are determined by language functions appropriate to the task*	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic,	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker! listener relationship effectively
Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled.. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous Interaction, but this does not prevent effective communication, Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users, When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.

16.2.2 Pre-operational, elementary and pre-elementary levels

LEVEL	PRONUNCIATION Assumes a dialect and/or accent intelligible to the _aeronautical community_	STRUCTURE Relevant grammatical Structure, anti sentence patterns are determined by language functions appropriate to the task	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
			Levels 4,5 and 6 are on preceding page			
Pre-operational 3	Pronunciation, stress rhythm and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled Errors frequently interfere with meaning	Vocabulary range and accuracy are often sufficient to communicate on common, concrete or work related topics but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking	Produces stretches of language, but phrasing and pausing are often inappropriate Hesitations or slowness in language processing may prevent effective communication Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work related topics when the accent or variety used is sufficiently intelligible for an international community of users May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate appropriate and informative Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns	Limited vocabulary range consisting only of isolated words and memorized phrases	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level	Performs at a level below the Elementary level	Performs at a level below the Elementary level	Performs at a level below the Elementary level	Performs at a level below the Elementary level

Note -   The Operational Level (Level 4) is the minimum required proficiency level for radiotelephony communication. Levels I through 3 describe Pre-Elementary, Elementary and Pre-operational levels of language proficiency respectively all of which describe a level of proficiency below the JCAO language proficiency requirement. Levels 5 and 6 describe Extended and Expert levels, at levels of proficiency more advanced than the minimum required Standard As a whole, the scale will serve as benchm arks for training and testing, and in assisting candidates to attain the ICAO Operational Level (Level 4).

16.3   Requirement for Language Test:

16.3.1 The proficiency must be demonstrated by performance in certified test of English Language for aviation purposes recognized as valid, appropriate and effective by CAAN. The Operators, Training Organizations and Air Navigation Service Providers shall provide effective and reliable language training and assessment services for aviation language training and assessment programmes to meet the language requirements. Therefore, Training Organizations and Air Navigation Service Providers shall develop a comprehensive "English for Aviation Language" training programme within the organization and "English for Aviation Language Test" programme to satisfy CAAN requirement.

16.4   Licensing Requirements

16.4.1 A confirmation of language proficiency shall be one of the requirements for licence issue, similar to the confirmation required for age, qualification, medical fitness etc.

16.4.2 A confirmation of language proficiency shall apply to all new applicants for air traffic controller licences and to all new applicants for flight crew licences at any level (private, commercial, airline transport) and for all categories for which a licence is issued (aeroplane, helicopter and glider etc).

16.4.3 To have proficiency in English Language the applicant shall have the minimum qualification of having passed 10+2 under national curriculum and/or equivalent examination with English as a compulsory subject. This qualification shall fulfill attainment of Proficiency Level-4 as per Para 2.1.

16.5   Assessing Language Proficiency

16.5.1 In addition to the requirements mentioned in para-4, CAAN will use an assessment process to determine the language proficiency of existing licence holders as well as for new applicants.

16.5.2 The Aviation Language Proficiency Test shall rate "Expert" "Operational" and "Below Operational" that will correspond to Level 6, 5-4 and, 3-1 respectively as mentioned in Para 2.

16.5.3 Those assessed as "Below Operational" shall not qualify for issue of flight crew or air traffic controller licence.

16.5.4 Those assessed as "Operational" shall be tested every 5 years for renewal of licence.

16.5.5   Those assessed as "Expert" shall require no further testing

16.6   The Aviation Language Proficiency Test

16. 6.1   Authorized Training Institutions/Organizations/Operators etc shall develop curriculum and lesson plans for the Aviation Language Proficiency that shall be approved by the Authority.

16.6.2   Civil Aviation Authority of Nepal shall have authorized examiners who will administer the Aviation Language Proficiency Test (ALPT).

16.7   The Test Format

16.7.1   The test will comprise proficiency assessment in speaking and listening designed to measure language proficiency in an aviation context where the Examiner will present several different scenarios and ask the candidate to respond as if he or she were part of the scenario ("role-play"). The test will consist about 15- 20 responses and will take about 20 minutes to complete.

16.7.2   The ALPT shall include assessment on:

   a.   Listening comprehension

   b.   Speaking ability

   c.   Responses to different scenarios.

CHAPTER 8 PROCEDURE AND GUIDELINES FOR THE APPROVAL OF FLIGHT SIMULATORS

1. Approval Procedure for Flight Simulators

   1.1 Application
   Applications for flight simulator recognition shall apply to the DG, CAAN providing the following:
   (a) Flight Simulator user details;
   (b) Flight Simulator approvals sought;
   (c) a copy of the training and checking organization approval (if relevant);
   (d) a copy of the training syllabus which specifies the flight simulator based training sequences (if relevant);
   (e) a list of all configuration differences existing between the flight simulator and the applicant's aircraft;
   (f) proposal for differences training (if relevant);
   (g) Flight Simulator operator;
   (h) Flight Simulator Identification details;
   (i) Flight Simulator Qualification level;
   (j) a copy of the flight simulator qualification certificate

   1.2 The applicant should also state that the flight simulator is suitable for use in its training program, and has been assessed for:
   (a) available visual aids and navigational data bases; and
   (b) Instructor training requirements for use of the flight simulator's instructor's station.

2. Guideline for Recognition of Foreign Flight Simulators

   2.1 The International Civil Aviation Organization (ICAO) manual of criteria for the qualification of Flight Simulator (MCQFS) Document 9625-AN/938 establishes an international standard for aeroplane flight simulators. MCQFS was intended to provide the means for the National Aviation Authorities of other states to accept the qualifications granted by the state which conducted the initial and recurrent evaluation of an aeroplane and recurrent evaluation of an aeroplane flight simulator, without respective evaluations, when considering approval for the use of that aeroplane flight simulator by applicants from their own state.

   2.2 CAAN shall recognize Aeroplane and Helicopter flight simulator qualifications granted by other states when their:
   (a) Flight Simulator Standards are consistent with ICAO Doc. 9625-AN/938, FAR & JAR; and
   (b) National Aviation Authority has an acceptable level of oversight of the operation of the flight simulator

   2.3 Applicants for approval to use a Foreign Simulator should apply to the DG, CAAN in writing as specified in para 1.1

Amendment No. 1
16 July, 2010

3. **FLIGHT SIMULATION TRAINING DEVICES**

3.1   The flight simulation training devices used to gain the experience shall have been approved by the Licensing Authority.

3.2   Flight simulation training devices shall be categorized as follows:

3.3   Type I
   a)   E-training and part tasking devices approved by the Licensing Authority that have the following characteristics:
   b)   involve accessories beyond those normally associated with desktop computers, such as functional replicas of a throttle quadrant, a side stick controller, or an FMS keypad; and
   c)   Involve psychomotor activity with appropriate application of force and timing of responses.

3.4 Type II
   a)   A flight simulation training device that represents a generic turbine-powered aeroplane.
   b)   This requirement can be met by a flight simulation training device equipped with a daylight visual system and otherwise meeting at a minimum the specifications equivalent to FAA FTD Level 5, or JAA FNPT II, MCC.

3.5   Type III
   a)   A flight simulation training device that represents a multi-engine turbine-powered aeroplane certificated for a crew of two pilots with enhanced daylight visual system and equipped with an autopilot.
   b)   This requirement can be met by a flight simulation training device equipped with a daylight visual system and otherwise meeting at a minimum the specifications equivalent to a Level B simulator as defined in JAR STD 1A, as amended; and in FAA AC 120-40B, as amended, including Alternate Means of Compliance (AMOC), as permitted in AC 120-40B. [Some previously evaluated Level A Full Flight Simulators that have been approved for training and checking required manoeuvres may be used.]

3.6   Type IV
   a)   Fully equivalent to a Level D Flight Simulator or to a Level C Flight Simulator with an enhanced daylight visual system.
   b)   This requirement can be met by a flight simulation training device meeting at a minimum the specifications equivalent to a Level C and Level D simulator as defined in JAR STD 1A, as amended; and in FAA AC 120-40B, as amended, including Alternate Means of Compliance (AMOC), as permitted in AC 120-40B.

Amendment No. 1
16 July, 2010

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR RECOMMENDATION FOR CPL TRAINING

Name:	Date of Birth :
Sex :	Marital Status :
Nationality:	

REQUIREMENTS TABLE

No.	Document	Attached (see note 1. below)	Verification (for CAAN purposes)
1.	Application letter		
2.	SLC Certificate (for age determination)		
3.	I.Sc. or Equivalent (Physics and Maths) Certificate		
4.	Citizenship/Passport Certificate		
5.	Name of aviation training organization (ATO) and Address		
6.	Copy of Permission/ Approval of the ATO by Contracting State (Air Agency Certificate)		
7.	I-20 or Acceptance letter		
9.	Detailed Training Syllabus		
10.	Application Fee (CAAN Fee)		

Note 1. *The column shall be filled in by the applicant.*

_____

Prepared By:

(CAAN Licensing Official)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR THE ISSUE OF CPL AEROPLANE

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
License No. ……………………… issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :
Instrument Rating :	Flying Experience :
Total Flight Time (200 Hrs) :	Pilot-in-Command (100 Hrs):
Instrument Time (10 Hrs.) : (Not more than 5 Hrs simulator)	Cross Country (20 Hrs): 300 NM not less than two full stop landing)
Night Flight (5 Hrs) :	Night PIC Take-Off Landing (5 Hrs):
Basic CPL Examination :	AIP Examination :
Medical Assessment (Class I):	Type Rating :
Technical Exam Completed on : Performance Exam Completed on :	Flight Training on the Type (Hrs) : INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer :
CAAN Fee :	

Note: Figures in brackets show minimum requirements

_____ _____ _____ _____
Prepared By: Checked By: Recommended By :   Approved By :
(CAAN Licensing Official)   (Chief)   (Chief)   (Director General)
                        Licensing and   Aviation Safety   Civil Aviation Authority
                        Examination Division   Department   of Nepal

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR REQUIREMENT FOR CPL ISSUANCE (HELICOPTER)

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
License No. ……………………… issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :

Total Hours (150 Hrs) :
   a) PIC (35 Hrs)
   b) Cross Country (10 Hrs)
   c) 10 Hrs Instrument may count 5 Hrs Simulator
 	
   d) Night 5 Hrs (if the privilege of the license are to be exercise at night, 5 hours of night)
	Basic CPL(H) Exam :

Medical Assessment (Class I):	AIP Examination :
Type Rating :	
Technical Exam Completed on : Performance Exam Completed on :	Flight Training on the Type (Hrs) : INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer/DCP :
CAAN Fee :	

_____	_____	_____	_____
Prepared By: (CAAN Licensing Official)	Checked By: (Chief) Licensing and Examination Division	Recommended By : (Chief) Aviation Safety Department	Approved By : (Director General) Civil Aviation Authority of Nepal

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

CHECK LIST FOR ATPL TRAINING

Name :	**Date of Birth :**
Institute (Flying School) Name:	
Total Flying Hours (1500 Hrs) total flight should be earned according to FOR 1.5.8:	**Multi Pilot Operation (500 Hrs) experience:**
PIC (100 Hrs):	**Cross Country (200 Hrs cross country or 100 Hrs PIC):**
Instrument (75 Hours Instrument Time of which 30 hours may be instrument ground time):	**100 Hours Night Flight (25 hours night flight time may be credited according to PELR):**

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Prepared By:
(CAAN Licensing Official)

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FORM FOR ATPL ISSUANCE (AEROPLANE)

Name :	Date of Birth :
Organization :	Age (21) :
Sex :	Marital Status :
Nationality :	
Holds :- (Current CPL with multi engine)	License No.
Issued by ICAO Contracting State :	
Total Flight Time (1500 Hrs):	PIC Flight Time (100 Hrs) :
Two Pilot Flight Time (500 Hrs) :	
Under Supervision Flight Time (150 Hrs) : a) Cross Country (200 Hrs) b) Night (100 Hrs) (20 night take-off & landings) c) Instrument Time (75 Hrs) *(Not more than 30 Hrs may be Instrument Ground Time)*	
ATPL Examination :	
Medical Assessment (Class 1):	
CAAN Fee :	

Note: Figures in brackets show minimum requirements

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Prepared By: (CAAN Licensing Official)	Checked By: (Chief) Licensing and Examination Division	Recommended By : (Chief) Aviation Safety Department	Approved By : (Director General) Civil Aviation Authority of Nepal

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR ATPL (HELICOPTER) ISSUANCE

Name :	Date of Birth :
Sex :	Age (21) :
Approved training :-	Holds :-
License No. ……………………… issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :
Organization :	Nationality :
Marital Status :	License (CPL) :
Medical Date :	Multi Pilots (400 Hrs) :

Total Hours (1000 Hrs) :
    a) PIC (100 Hrs.) :
    b) Night (50 Hrs.) :
    c) Under Supervision (150 Hrs.):
    d) Cross Country (200 Hrs.) :	

ATPL exam from Contracting State :	Nepalese Flight Operation Requirement Examination :
Type Rating:	
CAAN Fee :	

_____	_____	_____	_____
Prepared By:	Checked By:	Recommended By :	Approved By :
(CAAN Licensing Official)	(Chief)	(Chief)	(Director General)
	Licensing and	Aviation Safety	Civil Aviation Authority
	Examination Division	Department	of Nepal

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Aviation Safety Department
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FORM FOR ISSUANCE OF PILOT-IN-COMMAND (P$_1$)

Application :	Date of Birth :
Name :	Organization :
Type of License :	Type of Aircraft :
Training Report i) Upgrade Flight ii) Upgrade Ground Training	Group I Aircraft i) Reciprocating : 10 Hrs ii) Turbo Prop : 5 Hrs Group II Aircraft : 20 Hrs : minimum 25 Hrs
Instructor for Training :	Instructor for Check :
Medical Examination:	FOR & Regulations Exam (ATPL):
Check Ride Report (1:30 Hrs): Satisfactory/Unsatisfactory	
CAAN Fee :	CAAN Observer / DCP:

_____ _____ _____ _____
Prepared By: Checked By: Recommended By :   Approved By :
(CAAN Licensing Official)   (Chief)   (Chief)   (Director General)
                             Licensing and   Aviation Safety   Civil Aviation Authority
                             Examination Division   Department   of Nepal

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FORM FOR TYPE ENDORSEMENT

Name :	Date of Birth :
Organization :	Type :
Ground Class :	Instructor : CAAN Observer :
Technical Exam	Pass / Fail
Performance Exam	Pass / Fail
Flight Training on Type	Instructor :
Check Ride:	Instructor : CAAN Observer / DCP
CAAN Fee :	

_____	_____	_____	_____
Prepared By: (CAAN Licensing Official)	Checked By: (Chief) Licensing and Examination Division	Recommended By : (Chief) Aviation Safety Department	Approved By : (Director General) Civil Aviation Authority of Nepal

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FORM FOR INSTRUCTOR PILOT

Name :	Date of Birth:
Age :	Organization :
Total PIC Hours On Type PIC (100 Hrs):	Approved Training Course:
Completion of oral Exam:	FLIGHT TRAINING (3 Hrs):
<u>Instructor</u>: Flight Check :	CAAN Observer/DCP :

_____	_____	_____	_____
Prepared By:	Checked By:	Recommended By :	Approved By :
(CAAN Licensing Official)	(Chief)	(Chief)	(Director General)
	Licensing and	Aviation Safety	Civil Aviation Authority
	Examination Division	Department	of Nepal

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FORM FOR INSTRUMENT ENDORSEMENT

Name :	Date of Birth :
Age :	Nationality:
Organization :	
Type of License Number :	
Simulator Class (Practical instrument competency check):	
Instructor :	CAAN Observer /DCP:
CAAN Fee :	

Prepared By:	Recommended By:	Approved By :
(CAAN Licensing Official)	(Chief, Licensing and Examination Division)	(Chief, Aviation Safety Department)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR RECOMMENDATION FOR FLIGHT ENGINEER TRAINING

Name:	Date of Birth :
Sex :	Marital Status :
Nationality:	

REQUIREMENTS TABLE

No.	Document	Attached (see note 1. below)	Verification (for CAAN purposes)
1.	Application letter		
2.	SLC Certificate (for age determination)		
3.	I.Sc. or Equivalent Certificate		
4.	Citizenship/Passport Certificate		
5.	Name of aviation training organization (ATO) and Address		
6.	Copy of Permission/ Approval of the ATO by Contracting State (Air Agency Certificate)		
7.	I-20 or Acceptance letter		
9.	Detailed Training Syllabus		
10.	Application Fee (CAAN Fee)		

Note 1. *The column shall be filled in by the applicant.*

Prepared By:
(CAAN Licensing Official)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR ISSUANCE OF FLIGHT ENGINEER LICENSE ISSUANCE

Name :	Date of Birth:
Age :	Medical Assessment:
License No. : Or Certificate of Training :	
Education Qualification (I.Sc. or Equivalent) :	
A)	AMT License holder Categories 'A' & 'C' or CPL in airplane/rotorcraft having completed not less than 1000 hours of flight or Degree in Aeronautical Engineering. Approved by CAAN.
B)	Successfully completed an approved Flight Engineers Ground Course or hold Current F/E License issued by a contracting state.
C)	Basic F/E Examination Pass.
D)	Approved aircraft type ground course. Instructor : CAAN Observer :
E)	Type Experience Not less than 100 hours of flight time supervision of an Instructor Flight Engineer which may not more than 50 hours in a flight simulator.
F)	Type exam pass conducted by CAAN.
G)	A practical flight test. Instructor : CAAN Observer /DCP :
H)	CAAN Fee:

_____	_____	_____	_____
Prepared By: (CAAN Licensing Official)	Checked By: (Chief) Licensing and Examination Division	Recommended By : (Chief) Aviation Safety Department	Approved By : (Director General) Civil Aviation Authority of Nepal

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM LIST ISSUANCE OF FOO LICENSE

Name :	Date of Birth :
Age (21) :	Nationality :
Academic Qualification (10+2 or Certificate Level) :	Approved Training Organization:
FOO Dispatcher License or Pilot License with 15 days OJT on Flight Dispatching or completed ATC Course with 2 years experience and 30 days OJT on Flight Dispatching or FE with 45 days OJT on Flight Dispatching :	
Training :	AIP Exam :
FOO Exam :	CAAN Fee :

_____	_____	_____	_____
Prepared By: (CAAN Licensing Official)	Checked By: (Chief) Licensing and Examination Division	Recommended By : (Chief) Aviation Safety Department	Approved By : (Director General) Civil Aviation Authority of Nepal

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR THE ISSUE OF AUTHORIZATION

Name :	Date of Birth :
Age (18) :	Sex :
Marital Status :	Nationality :
Type of License :-	Validity :-
License No. ……………………… issued by ICAO Contracting State	
Class & Category Rating :	Validity of License :
Medical Assessment (Class I):	
CAAN Fee :	

_____	_____	_____	_____
Prepared By:	Checked By:	Recommended By :	Approved By :
(CAAN Licensing Official)	(Chief)	(Chief)	(Director General)
	Licensing and	Aviation Safety	Civil Aviation Authority
	Examination Division	Department	of Nepal

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division
FORM FOR RENEWAL OF FLIGHT CREW LICENSE

Name of Applicant :	Date of Birth :
Tick Appropriate Category : ☐ PPL License holder ☐ CPL/ATPL License holder engaged with an Air Operator	☐ Basic CPL/ATPL License holder ☐ CPL/ATPL License holder not currently engaged with an Air Operator

No.	Document	Current/ Latest	Last/ Previous	Verification (for CAAN purposes)
1.	Application letter			
2.	Application form			
3.	CAAN Fee			
4.	Medical Report			
5.	PPC			
6.	Recurrent Ground Refresher Training			
7.	Recurrent Flight Training			
8.	Simulator training			
9.	Route Check			
10.	CRM Training			
11.	Dangerous Goods Training			
12.	Emergency Evacuation Training			
13.	CA39 Form (Log Book)			
14.	Night Proficiency (if applicable)			
15.	Instructor Hours			

_____
Prepared By:
(CAAN Licensing Official)

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Aviation Safety Department
Licensing and Examination Division

FORM FOR RENEWAL OF EXPIRED LICENSE (Within 3 Months)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-

No.	Document	Current/ Latest	Last/ Previous	Verification (for CAAN purposes)
1.	Application letter			
2.	Application form			
3.	CAAN Fee			
4.	Medical Report			
5.	PPC			
6.	Recurrent Ground Refresher Training			
7.	Recurrent Flight Training			
8.	Simulator training			
9.	Route Check			
10.	CRM Training			
11.	Dangerous Goods Training			
12.	Emergency Evacuation Training			
13.	CA39 Form (Log Book)			
14.	Night Proficiency (if applicable)			
15.	Instructor Hours			

Prepared By: CAAN Licensing Official)	Recommended By: (Chief, Licensing and Examination Division)	Approved By : (Chief, Aviation Safety Department)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR RENEWAL OF EXPIRED LICENSE (3 to 12 Months)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Approved Ground Refresher Class :	INSTRUCTORS : CAAN Observer:
Flight Test on Type of Aircraft :	INSTRUCTORS : CAAN Observer /DCP:
CAAN Fee :	

Prepared By: CAAN Licensing Official)	Recommended By: (Chief, Licensing and Examination Division)	Approved By : (Chief, Aviation Safety Department)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR RENEWAL OF EXPIRED LICENSE (12 to 24 Months)

Name :	Date of Birth:
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Approved Ground Refresher Class : Flight Training :	INSTRUCTOR :
Flight Test Completed on :	INSTRUCTORS : CAAN Observer /DCP:
CAAN Fee :	

Prepared By: (CAAN Licensing Official)	Recommended By: (Chief, Licensing and Examination Division)	Approved By : (Chief, Aviation Safety Department)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR RENEWAL OF EXPIRED LICENSE (24 to 60 Months)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Initial Training on Type : a) Approved Ground Course	INSTRUCTORS : CAAN Observer:
b) Civil Aviation Examination (Type) Technical : Performance :	
Flight Training with specified hours: (5 Hrs of PIC) (8 Hrs of SIC) Ref. FOR 10.5.2.3	INSTRUCTORS : CAAN Observer:
Check Ride Completed on :	INSTRUCTORS : CAAN Observer /DCP:
CAAN Fee :	

Prepared By: (CAAN Licensing Official)	Recommended By: (Chief, Licensing and Examination Division)	Approved By : (Chief, Aviation Safety Department)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR RENEWAL OF EXPIRED LICENSE (More than 5 Years)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Current Medical Assessment (Class I):	Type Rating :
Sufficient Refresher Training covering the contents of the course syllabus approved for : CAAN's ATPL Examination or CPL Examination Ref. FOR Appendix 8/9	Date : Date :
AIP (FOR, NCAR and CAR) :	

New Type Rating Conversion
     a)   Approved Ground Course :
 	
     b)   CAAN Examination on type :
        Technical :
        Performance :
	INSTRUCTORS :
	 CAAN Observer:
	
	 Date :
	
	 Date :

Flight Training with specified hours:
 1)   a) PIC 10 Hrs for turbo-propeller powered
      b) SIC 8 Hrs for turbo-propeller powered
 2)   a) PIC 20 Hrs for jet engine
      b) SIC 10 Hrs for jet engine
	INSTRUCTORS :

Check Ride Completed on :	INSTRUCTORS : CAAN Observer /DCP:
CAAN Fee :	

Prepared By:	Recommended By:	Approved By :
(CAAN Licensing Official)	(Chief, Licensing and Examination Division)	(Chief, Aviation Safety Department)

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division
FORM FOR FLYING TRAINING ORGANIZATION (FTO) AUDIT

Name of FTO :   Date :

Principal Place of Business :

Aspect to be Audited		Status Yes/No	Remarks
(A) MANUALS TO BE SUBMISSION 1) TRAINING and Procedure Manual			
2) Airworthiness Exposition Manual/Engineer Manual			
3) Training Program			
(B) SCHOOL PERSONNEL INSTRUCTIONS 1) Chief Flight Instructor	ATPL		
	Flight Instructor Rating		
	Multi Engine Rating		
2) Flight Instructors	CPL with IR or ATPL		
	Flight Instructor Rating		
	Multi Engine Rating		
3) Chief Ground Instructor	Has undergone training in instructional technique		
	Has extensive previous experience in theoretical instruction		
4) Theoretical Instructors			

Aspect to be Audited	Status Yes/No	Remarks
C) FTO FACILITIES 1) Class Rooms with radio/telephony training facility		
2) Synthetic Training Device		
3) Class Rooms with Audio/Visual System		
4) Technical Library should contain at least following Documents and Manuals: a) CAAN Regulations b) FOR, NCAR, AOCR c) Annex 1,6 & 8 d) Training Manual - 7192 Vol.-1-b-5-CPL Training Manual - 7192 Vol.-2-b-5-CPL Instructor e) DOC 8168 - Pansops Vol.1 Flight Procedure f) DOC 9683 - Human Factors Training Manual g) DOC 9835 - ICAO Language Proficiency Requirements h) DOC 8984 - Aviation Medicine i) DOC 9375 - Dangerous Goods j) DOC 9401 - Manuals on FTO & GTO k) DOC 9408 - Manual on Aerial Work l) DOC 9432 - Manual on Radio Telephony m) DOC - 9625 - Manual on Criteria for qualification of Simulations n) DOC 9684 - Manual on prevention of problematic use of substances o) DOC 9734 - Safety Oversight Manual p) DOC 9735 - Safety Audit Protocol		

Aspect to be Audited	Status Yes/No	Remarks
5) Practical Lab		
6) Maps and Charts Room		
7) Cafeteria / Laboratory		
8) Store		
9) Management and Instructor's Office Room		
D) PERSONNEL 1) FTO should nominate a responsible person for compliance of CAAN regulation and requirements		
2) Other necessary required personnel		
E) RECORDS 1) Student Records		
2) Personnel Records		

Aspect to be Audited	Status Yes/No	Remarks
F) FTO AIRCRAFTS 1) Each aircraft must be registered as a Civil Aircraft of Nepal		
2) School must have two single engine & two multi engine		
3) Aircraft should have following equipment :- ADF, VOR, RMI, HSI, DME, ILS, GPS		
4) Each aircraft should have a valid C of A		
5) Single engine training aircraft should be equipped with an engine of at least 100 H.P. with conventional engine control		
6) Aircraft used for night flying should be fitted with HF		

Civil Aviation Authority of Nepal
Aviation Safety Department
Licensing and Examination Division

FORM FOR GROUND INSTRUCTOR AUTHORIZATION

Name :	Date of Birth:
Organization :	Subject:
Class conducted] From …… To ……….	Aircraft Type :
Experience:	CAAN Observer :

_____	_____	_____	_____
Prepared By: (CAAN Licensing Official)	Checked By: (Chief) Licensing and Examination Division	Recommended By : (Chief) Aviation Safety Department	Approved By : (Director General) Civil Aviation Authority of Nepal