

Airworthiness Notice

Nominated Personnel under NCAR Part-145

A. AUTHORITY

A1. This Airworthiness Notice has been issued under the authority vested in Director General vide Rule 82 of Civil Aviation Regulations 2002 and its amendments (CAR 2002).

B. PURPOSE

B1. This Airworthiness Notice is issued to describe the definition of Nominated Personnel (CAAN Form 4 personnel) as per NCAR-145.A.30 and to lay down procedures / requirements for organizations when proposing Management Personnel for acceptance by CAA Nepal. Also, this Notice will assist the Organizations in establishing minimum requirements for Management Personnel.

C. SCOPE

C1. This Airworthiness Notice is applicable to all Management Personnel (CAAN Form 4 personnel) nominated by maintenance organizations approved under NCAR Part-145.

D. DESCRIPTION

D1. DEFINITION

D1.1 The Accountable Manager (NCAR.145.A.30 (a)) shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by NCAR Part-145;

D1.2 The Nominated Personnel (NCAR 145.A.30 (b) & (c)) shall be the group of person(s) who is/are responsible for ensuring that the Organisation complies with NCAR Part-145. These personnel may delegate NCAR Part-145 functions to other manager(s) working directly under their respective responsibility;

D1.3 The Deputy Nominated Personnel (145.A.30 (b) 4) shall be the group of persons who are nominated to deputise particular Nominated Personnel in case of lengthy absence (**refer Note 1**) of the said person.

D1.4 Other Manager(s) (AMC 145.A.30 (b) 8) Depending either on the size of the Organisation or on the decision of the Accountable Manager, the organisation may appoint additional managers for any NCAR Part-145 function(s). This (ese) manager(s) shall report ultimately to the Nominated Personnel identified to be responsible for the related NCAR Part-145 function(s) and therefore by definition are not to be considered themselves as Nominated Personnel. As a consequence a Manager can be only assigned duties (not responsibilities) of the Nominated Personnel to whom he/she reports.

Note 1: Any absence from duty beyond Two weeks.

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D2. GENERAL

D2.1 The requirements herein shall be complied so that the person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of NCAR Part-145.

D3. PERSONNEL REQUIRING CAAN FORM 4

D3.1 Based upon the classification given in **para D1**, the Nominated Personnel are required to submit a CAAN Form 4.

***Note 2:** CAAN Form 4 is not required for Accountable Manager. Approval of MOE with Signature of Accountable Manager in MOE "Corporate Commitment of Accountable Manager" will be considered as approval of Accountable Manager.*

***Note 3:** The MOE procedure shall make clear who deputise for any particular nominated personnel in the case of lengthy absence (**refer Note 1**) of the aforesaid person. In any case it is the responsibility of the organization to ensure that the Deputy personnel demonstrates an equivalent level of qualification and experience of the Nominated Personnel as CAAN Form 4 of deputies is not mandatory.*

D4. APPLICATION TO CAA Nepal

D4.1 Before proposing a CAAN Form 4 Post-holder to CAA Nepal, the organization must ensure that:

D4.1.1 This person is compliant with the requirements addressed in the NCAR Part- 145 and with the minimum criteria addressed in **para D5**.

D4.1.2 A formal letter is issued by the Accountable Manager nominating the CAAN Form 4 personnel.

D4.1.3 The CAAN Form 4 is used and filled according to the instructions given in **Para D6** of this Airworthiness Notice.

D4.1.4 The CAAN Form 4 is signed by the post-holder himself attesting that the information provided is accurate and compliant to the NCAR Part-145 & MOE requirements.

D4.1.5 The evidences of the training and /or experience as required by the CAAN Form 4 completion instructions (**refer para D6**) are enclosed.

***Note 4:** A CAAN Form 4 previously accepted by CAA Nepal for a different position in the same organization or same position in a different Maintenance Organization cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new CAAN Form 4 application.*

D4.2 An organization applying for initial acceptance or for change of post-holder(s), shall submit original CAAN Form 4(s) and draft MOE (in case of initial approval) or MOE amendment (in case of change of nominated post holder). The CAAN Form 4 and MOE (relevant) shall be submitted to CAA Nepal. The organization shall submit 3 copies of CAAN Form 4 (One copy for CAA Nepal Record; One copy for the organization record and one copy for the nominated personnel).

D4.3 CAA Nepal on receipt of CAAN Form 4 shall verify the minimum requirements as mentioned in this Airworthiness Notice and assess suitability relevant to the position of the applicant. CAA Nepal if satisfied with the assessment of CAAN Form 4, minimum requirements as mentioned in this Airworthiness Notice, the MOE (as applicable) and

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supporting document, will recommend the CAAN Form 4 Post-holders for Oral Assessment.

D4.4 An oral assessment of the applicant shall be carried out by CAA Nepal to ensure that the requirements of **para D5** are met by the CAAN Form 4 holder with particular reference to the following areas:

D4.4.1 An acceptable working knowledge / understanding of the organization procedures and NCAR Part-145.

Note 5: Oral assessment of the Accountable Manager is not mandatory. However, a meeting with the accountable manager shall be convened, to verify his compliance with the criteria addressed in **para D5**.

D4.5 Based upon the recommendations of CAA Nepal after CAAN Form 4 and Supporting document assessment and the oral assessment, CAA Nepal will formally notify the AMO regarding acceptance of nominated personal along with the 2 signed copy of the CAAN Form 4.

D5. Minimum Requirements for CAAN Form 4 Post Holders:

Accountable Manager (refer Note 7) / Deputy Accountable Manager (NCAR 145.A.30(a))					
Knowledge (Qualifications Relevant to the Position)				Background and Experience CAA Nepal Form 4 (Work Experience)	
NCAR Part-145 Environment		NCAR Part-145 Product			
Requirement	Knowledge <i>(shall be assessed during the meeting refer Note 5)</i>	Requirement	Provide Evidence of	Requirement	Provide Evidence of
NCAR 145.A.30(a)(2)	<ul style="list-style-type: none">Quality Principals,MOE Procedures,NCAR Part-145,HF Principles	NR	NR	NR	NR
NCAR 145.A.30(a)(3)					
AMC 145.A.30(e)(6)					

Table 1: Requirements for Accountable Manager

Note 6: If during the meeting (refer Note 5) it is assessed that, Accountable Manager does not comply with the requirements above then he will be required to undergo formal training and evidence of the same is required to be submitted to CAA Nepal.

Note 7: In a small organization where the Accountable Manager is also having the role of any other management personnel as defined by AMC 145.A.30 (b)(2) the requirement applicable to those personnel apply (refer Table 2). For Example Accountable Manager being also the Line Maintenance Manager must hold the qualification necessary for both the posts.

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S/N	Base Maintenance Manager (BMM)/ Line Maintenance Manager (LMM) / Workshop Manager (WM) / or Maintenance Manager (MM)			
			Requirement	Provide Evidence of
1.	Knowledge- CAAN Form 4 (Qualifications Relevant to the Position)	NCAR Part- 145 Environment & NCAR Part- 145 Product	Working Knowledge of NCAR 145.A.30(b)(3) & HF Training AMC 145.A.30(e)(6)	<ul style="list-style-type: none"> Comprehensive knowledge of the MOE. Comprehensive knowledge of NCAR Part-145 and any associated requirement and procedure. Fuel Tank Safety training (<i>refer Note 9</i>) HF Initial Training (<i>refer Note 8</i>)
			Relevant Knowledge As per NCAR 145.A.30(b)(3)	<ul style="list-style-type: none"> Knowledge of the relevant sample of the type(s) of aircraft or components maintained by the organization, demonstrated by documented evidence (<i>refer Note 10</i>) and by an oral assessment performed by CAA Nepal.
2.	Background and Experience CAAN Form 4 (Work Experience)		Background and satisfactory experience related to aircraft or component maintenance NCAR 145.A.30(b)(3)	<ul style="list-style-type: none"> 10 Years of aviation experience of which at least 5 years should be practical maintenance experience and Holder of CAA Nepal Licence with rating on relevant sample of the type(s) of aircraft or components maintained by the organization with the certifying experience of 5 years.

Table 2: Requirements for BMM/ LMM/ WM or MM

S/N	Quality Manager (QM)			
			Requirement	Provide Evidence of
1.	Knowledge- CAA Nepal Form 4 (Qualifications Relevant to the Position)	NCAR Part- 145 Environment & NCAR Part- 145 Product	Working Knowledge of NCAR 145.A.30(b)(3) & HF Training AMC 145.A.30(e)(6)	<ul style="list-style-type: none"> Comprehensive knowledge of the MOE. Comprehensive knowledge of NCAR Part-145 and any associated requirement and procedure. Fuel Tank Safety training (<i>refer Note 9</i>). HF Initial Training (<i>refer Note 8</i>)
			Relevant Knowledge NCAR 145.A.30(b)(3)	<ul style="list-style-type: none"> Knowledge of the relevant sample of type(s) of aircraft or components maintained by the organization, demonstrated by documented evidence (<i>refer Note 10</i>) or by an oral assessment performed by CAA Nepal. Formal Training in Quality systems and auditing techniques.
2.	Background and Experience CAA Nepal Form 4 (Work Experience)		Background and satisfactory experience related to aircraft or component maintenance NCAR 145.A.30(b)(3)	<ul style="list-style-type: none"> 7 Years of aviation experience of which at least 4 years should be practical experience in CAMO or Quality System and a relevant engineering degree. Or, Holder of CAA Nepal Licence with rating on relevant sample of type(s) of aircraft or components maintained by the organization with certifying experience of 5 Years. Or, 12 Years of aviation experience of which at least 5 years should be practical experience in CAMO or Quality System and 5 years of practical maintenance experience.

Table 3: Requirements for Quality Manager

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Note 8: These courses can be conducted by an NCAR Part-145 approved organization provided the course contents are approved in MOE and the instructor is suitably qualified to conduct such cases.

Note 9: Applicable only to NCAR Part-145 approved maintenance organization involved in the maintenance of large airplanes (as defined in Appendix IV to AMC 145.A.30(e)) and / or fuel system components installed on such aeroplanes when the maintenance data is affected by CDCCL. This training shall be conducted by an organization which has at least 2 years of previous experience in conducting such course.

Note 10: Relevant sample of the Type(s) of aircraft means type of aircraft operated by organization. If an organization operates multi fleet of Aircraft, the Type Training in highest category of aircraft operated by operator will comply with this notice. The type training can be demonstrated by appropriate training certificate issued by NCAR Part-147 Organization or approved by CAA Nepal. The training should be atleast at a level equivalent to NCAR Part-66 Appendix III Level 1 General Familiarization.

D6. CAAN Form 4 Completion Instructions:

D6.1 Following guidelines are appended for filling CAAN Form 4:

CAAN FORM 4			
Item	Subject	Completion Instructions	Note
1.	Name of Organisation	Enter the name of the organisation in which the new position is intended to be held, as stated in the CAA Nepal Form 2.	
2.	Approval Reference	Enter the pending or valid NCAR Part-145 approval number of the organisation in which the new position is intended to be held.	In case of Initial Approval of the Organization leave this space empty.
3.	Name of Personnel	Enter the Title/First Name/Surname of the person proposed to hold the position identified in item (4).	Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)
4.	Position within the Organisation	Enter the position for which the person indicated in item (3) is proposed for approval.	For any other Nominated Person (not listed in table 2 & 3 of para D5 (e.g. Logistic manager, etc.) the minimum qualifications and experience identified in Table 2 of Para D5 (minus "NCAR Part-145 product") applies.
5.	Qualifications relevant to the item (4) position	Enter the qualifications held by the person indicated in item (3) which are relevant to the item (4) position. Refer to the table 2 & 3 of Para D5, row "Knowledge" for the minimum requirements that apply to the position identified in item (4) and evidences to be provided.	Attach the relevant evidence to the CAAN Form 4 (ex. Aircraft type training courses, training certificates, etc.) OR Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (3)

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6.	Work experience relevant to the item (3) position	<p><i>List the previous work experiences of the person indicated in item (3) which are relevant to the item (4) position in the following format: period from / to- Position covered- company / organisation</i></p> <p><i>Refer to the table 2 & 3 of para D5, row "background and experience" for the minimum requirements that apply to the position identified in item (4)</i></p>	<p><i>Attach a detailed Curriculum Vitae dated & signed by the person indicated in item (3). Attach the necessary evidence.</i></p>
n/a	Signature	<p><i>Enter the signature of the person indicated in item (2)</i></p>	<p><i>The CAAN Form 4 shall be signed by the proposed person himself.</i></p>
n/a	Date	<p><i>Enter the date in which the CAAN Form 4 is signed by the person indicated in item (2)</i></p>	

E1. ACRONYMS:

E1.1	AML	Aircraft Maintenance License
E1.2	AMO	Approved Maintenance Organization
E1.3	CAR	Civil Aviation Regulation
E1.4	CDCCL	Critical Design Configuration Control
E1.5	MOE	Maintenance Organization Exposition

E2. RECORDS:

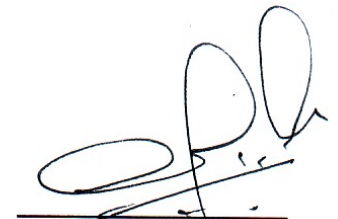
Nil

E3. REFERENCES:

- E3.1 CAR 2002 and its amendments.
- E3.2 NCAR Part-145

IMPLEMENTATION:

This Airworthiness Notice shall be implemented with immediate effect. All Management personnel accepted before the implementation date of this Airworthiness Notice shall comply with the requirements appended herein and submit the evidence of the same to CAA Nepal within three (3) month of implementation of this Airworthiness Notice.



Sanjiv Gautam
Director General
Civil Aviation Authority of Nepal