

**CIVIL AVIATION AUTHORITY OF NEPAL  
FLIGHT SAFETY STANDARDS DEPARTMENT**

**AIRWORTHINESS INSPECTOR HANDBOOK PART-II  
FOR  
NCAR PART M/145/147/66  
ORGANISATION APPROVAL AND OVERSIGHT  
PROCEDURE**

**Issue 05 November 2021**

**Revision 01 October 2023**



## **RECORD OF REVISION**

<b>S. No.</b>	<b>Revision No. &amp; Date</b>	<b>Revision Details</b>
1.	Issue 01 dated July 2012	Initial Issue
2.	Issue 02 dated October 2016	Revision carried out to align with requirements
3.	Issue 03 dated March 2017	Revision carried out to align with requirements
4.	Issue 04 dated September 2020	Revision carried out to align with requirements
5.	Issue 05 dated November 2021	Revision carried out to align with requirements
6.	Issue 05 Revision 01 dated October 2023	Revision carried out to align with requirements



**These Procedures are meant for the approval of Continuing Airworthiness Management Organization, Approved Maintenance Organization, Maintenance Training Organization and Certifying Staff License administration under NCAR Part-M, NCAR Part-145, NCAR Part-147 and NCAR Part-66.**



**AIRWORTHINESS INSPECTOR HANDBOOK PART-II**  
**FOR NCAR PART M/145/147/66**

**LIST OF EFFECTIVE PAGES**

Chapter	Page	Revision	Date
Cover Page	-	Issue 05	November 2021
General	I to IX	Issue 05 Revision 01	October 2021
SECTION 1 PROCEDURE FOR NCAR PART-145 APPROVED MAINTENANCE ORGANIZATION	1-1 to 1-41	Issue 05 Revision 01	October 2023
SECTION 2 PROCEDURE FOR NCAR PART-66 AIRCRAFT MAINTENANCE LICENCE	2-1 to 2-35	Issue 05 Revision 01	October 2023
SECTION 3 PROCEDURE FOR NCAR PART-147 APPROVED TRAINING ORGANIZATION	3-1 to 3-41	Issue 05 Revision 01	October 2023
SECTION 4 PROCEDURE FOR NCAR PART-M CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION	4-1 to 4-82	Issue 05 Revision 01	October 2023
SECTION 5 APPENDICES	5-1 to 5-16	Issue 05 Revision 01	October 2023





## **AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66**

---

### **PREFACE**

The Airworthiness Inspectors Handbook Part-II (Issue 05, November 2021) has been developed taking into consideration of all necessary procedures and checklists required for discharging the duties and responsibilities of Airworthiness Inspector. This issue of handbook is formulated on the basis of NCAR Part-145, NCAR Part-M, NCAR Part-147, NCAR Part-66 and other requirement related with Maintenance Organisation, Continuing Airworthiness Management, Maintenance Training Organisation and Licencing of Maintenance Personnel.

Airworthiness Inspectors shall follow the procedures and checklist contained in this handbook making the job performed by them uniform and efficient. This handbook contains various procedures and checklists.

This issue of Airworthiness Inspectors Handbook Part-II comes into force after approval from Director General, CAA Nepal.

Er. Pradeep Adhikari  
Director General  
Civil Aviation Authority of Nepal





## **TABLE OF CONTENT**

RECORD OF REVISION .....	i
LIST OF EFFECTIVE PAGES .....	ii
PREFACE .....	iii
TABLE OF CONTENT .....	iv
PROCEDURE FOR AMENDMENT OF AIRWORTHINESS INSPECTOR HANDBOOK .....	viii
1. GENERAL .....	1-2
1.1 SCOPE (NCAR 145.B.01) .....	1-2
1.2 APPROVING AUTHORITY (NCAR 145.B.10 (4)) .....	1-2
2. MAINTENANCE ORGANISATION LOCATED INSIDE NEPAL .....	1-3
2.1 INITIAL APPROVAL (NCAR 145.B.20) .....	1-3
3. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING .....	1-7
4. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM .....	1-8
5. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE AMO .....	1-9
6. PROCEDURE FOR OPENING ORGANIZATION FILE .....	1-10
7. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER .....	1-11
8. PROCEDURE FOR APPROVAL OF MAINTENANCE ORGANIZATION EXPOSITION .....	1-13
9. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANISATION .....	1-15
10. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT .....	1-18
11. PROCEDURE FOR ISSUANCE OF APPROVAL CERTIFICATE .....	1-20
12. PROCEDURE FOR CONTINUATION OF AN APPROVAL .....	1-22
13. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF APPROVED MAINTENANCE ORGANIZATION APPROVAL .....	1-24
14. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN APPROVED MAINTENANCE ORGANIZATION APPROVAL .....	1-26
15. PROCEDURE FOR APPROVAL OF AMENDMENT TO MAINTENANCE ORGANIZATION EXPOSITION .....	1-29
16. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL .....	1-31
17. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING .....	1-32
18. PROCEDURE FOR RECORD KEEPING .....	1-34
19. PROCEDURE FOR ISSUANCE OF EXEMPTION .....	1-36
20. MAINTENANCE ORGANIZATIONS LOCATED OUTSIDE NEPAL .....	1-38
21. PROCEDURE FOR RENEWAL OF VALIDATION CERTIFICATE OF FOREIGN AMO .....	1-40
1. GENERAL .....	2-2
1.1 SCOPE .....	2-2
1.2 APPROVING AUTHORITY (NCAR 66.B.10 (1)) .....	2-2
2. PROCEDURE FOR THE ISSUANCE OF AN AIRCRAFT MAINTENANCE LICENCE .....	2-3



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

3. PROCEDURE TO CHANGE AN AIRCRAFT MAINTENANCE LICENCE TO INCLUDE AN ADDITIONAL BASIC CATEGORY OR SUB-CATEGORY.....	2-5
4. PROCEDURE TO CHANGE AN AIRCRAFT MAINTENANCE LICENCE TO INCLUDE A GROUP 1 AIRCRAFT TYPE RATING.....	2-7
5. PROCEDURE TO CHANGE AN AIRCRAFT MAINTENANCE LICENCE TO INCLUDE A GROUP 2 OR 3 AIRCRAFT TYPE OR GROUP RATING .....	2-9
6. PROCEDURE FOR THE RENEWAL OF AN AIRCRAFT MAINTENANCE LICENCE VALIDITY .....	2-12
7. PROCEDURE FOR CONVERSION OF CERTIFYING STAFF QUALIFICATION .....	2-14
8. PROCEDURE FOR REMOVAL OF LIMITATION FROM AIRCRAFT MAINTENANCE LICENCE .....	2-16
9. PROCEDURE FOR THE DIRECT APPROVAL OF THE AIRCRAFT TYPE TRAINING.....	2-18
10. PROCEDURE FOR THE EXAMINATION BY CAA NEPAL.....	2-20
11. PROCEDURE FOR GRANTING EXAMINATION CREDIT ON THE BASIS OF EXAMINATION CREDIT REPORT .....	2-25
12. PROCEDURE FOR SUSPENSION; REVOCATION AND LIMITATION OF AIRCRAFT MAINTENANCE LICENCE .....	2-27
13. PROCEDURE FOR RECORD KEEPING .....	2-29
14. PROCEDURE FOR ISSUANCE OF EXEMPTION .....	2-31
15. PROCEDURE TO CONVERT FOREIGN PART-66 AML (EASA COUNTRIES) INTO NCAR PART-66 AML FOR NEPALESE NATIONALS .....	2-32
16. PROCEDURE TO CONVERT FOREIGN PART-66 AML (NON EASA) INTO NCAR PART-66 AML FOR NEPALESE NATIONALS .....	2-34
1. GENERAL .....	3-2
1.1 SCOPE (NCAR 147. B.05) .....	3-2
1.2 APPROVING AUTHORITY (NCAR 147.B.10 (3)) .....	3-2
2. MAINTENANCE TRAINING ORGANIZATION LOCATED INSIDE NEPAL .....	3-3
2.1 INITIAL APPROVAL (NCAR 147.B.110) .....	3-3
3. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING .....	3-7
4. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM .....	3-8
5. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE ATO.....	3-9
6. PROCEDURE FOR OPENING ORGANIZATION FILE.....	3-10
7. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER.....	3-11
8. PROCEDURE FOR APPROVAL OF MAINTENANCE TRAINING ORGANIZATION EXPOSITION.....	3-13
9. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANIZATION .....	3-15
10. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT .....	3-18
11. PROCEDURE FOR ISSUANCE OF APPROVAL CERTIFICATE.....	3-20
12. PROCEDURE FOR CONTINUATION OF AN APPROVAL .....	3-22
13. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF APPROVED MAINTENANCE TRAINING ORGANIZATION APPROVAL .....	3-24
14. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN APPROVED MAINTENANCE TRAINING ORGANIZATION APPROVAL .....	3-26
15. PROCEDURE FOR APPROVAL OF AMENDMENT TO MAINTENANCE TRAINING ORGANIZATION EXPOSITION .....	3-29
16. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL .....	3-31



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

17. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING.....	3-32
18. PROCEDURE FOR RECORD KEEPING .....	3-34
19. PROCEDURE FOR ISSUANCE OF EXEMPTION .....	3-36
20. MAINTENANCE TRAINING ORGANIZATIONS LOCATED OUTSIDE NEPAL .....	3-38
21. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF NCAR PART-147 APPROVAL-FOREIGN ATO 3-40	
1. GENERAL .....	4-2
1.1 SCOPE (NCAR M.B.101) .....	4-2
1.2 APPROVING AUTHORITY AND CAA NEPAL PROCEDURES (NCAR M.B.102 (D)).....	4-2
2. PROCEDURE FOR THE APPROVAL OF AN OPERATOR'S TECHNICAL LOG SYSTEM .....	4-3
3. PROCEDURE TO APPROVE AIRCRAFT MAINTENANCE PROGRAM .....	4-5
4. PROCEDURE FOR REVISION OF AIRCRAFT MAINTENANCE PROGRAM APPROVAL .....	4-7
5. NCAR PART-M SUBPART F MAINTENANCE ORGANIZATION.....	4-9
5.1 INITIAL APPROVAL (NCAR M.B.602).....	4-9
6. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING .....	4-11
7. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM .....	4-12
8. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE NCAR PART-M SUBPART F MAINTENANCE ORGANIZATION .....	4-13
9. PROCEDURE FOR OPENING ORGANIZATION FILE.....	4-15
10. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER.....	4-16
11. PROCEDURE FOR APPROVAL OF MAINTENANCE ORGANIZATION MANUAL .....	4-18
12. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANIZATION.....	4-20
13. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT .....	4-23
14. PROCEDURE FOR ISSUANCE OF APPROVAL CERTIFICATE.....	4-25
15. PROCEDURE FOR CONTINUATION OF AN APPROVAL .....	4-27
16. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF NCAR PART-M SUBPART F APPROVED MAINTENANCE ORGANIZATION APPROVAL.....	4-29
17. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN NCAR PART-M SUBPART F APPROVED MAINTENANCE ORGANIZATION APPROVAL.....	4-31
18. PROCEDURE FOR APPROVAL OF AMENDMENT TO MAINTENANCE ORGANIZATION MANUAL.....	4-34
19. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING.....	4-36
20. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL .....	4-38
21. CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION LOCATED INSIDE NEPAL .....	4-39
21.1 INITIAL APPROVAL (NCAR 145.B.20) .....	4-39
22. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING .....	4-43
23. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM .....	4-44
24. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE CAMO .....	4-45
25. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE CAMO .....	4-47
26. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER.....	4-49





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

27. PROCEDURE FOR APPROVAL OF CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION .....	4-52
28. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANIZATION .....	4-55
29. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT .....	4-59
30. PROCEDURE FOR ISSUANCE OF NCAR PART M SUBPART G APPROVAL CERTIFICATE .....	4-61
31. PROCEDURE FOR CONTINUATION OF AN APPROVAL .....	4-63
32. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION APPROVAL.....	4-65
33. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION APPROVAL.....	4-67
34. PROCEDURE FOR APPROVAL OF AMENDMENT TO CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION 4-70	
35. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL .....	4-72
36. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING.....	4-73
37. PROCEDURE FOR RECORD KEEPING .....	4-75
38. PROCEDURE FOR ISSUANCE OF EXEMPTION .....	4-77
39. CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION LOCATED OUTSIDE NEPAL.....	4-79
40. PROCEDURE FOR RENEWAL OF APPROVAL CERTIFICATE TO FOREIGN CAMO .....	4-81
APPENDIX-1 .....	5-2
APPENDIX- 2 .....	5-6
APPENDIX-3 .....	5-7
APPENDIX-4 .....	5-10
APPENDIX-5 .....	5-11
APPENDIX-6 .....	5-13
APPENDIX-7 .....	5-15



# PROCEDURE FOR AMENDMENT OF AIRWORTHINESS INSPECTOR HANDBOOK

## Introduction

This Airworthiness Inspector Handbook Part-II will be reviewed annually (in the month of January) by the Airworthiness Inspection Division to ensure that its content remains accurate and up to date. Changes in aviation technology, legislation, requirements, and CAA Nepal policy will necessitate changes to this handbook.

The approval procedure for proposed draft amendment which is identified during review will be as per the procedure described below. If there is no need to change the handbook then the same will be minuted.

## Procedure

During a review, any person or Inspector who recognizes a need for change, may initiate amendments procedure. The proposed change will be dealt in accordance with following procedure.

- a) Identify a change that would improve the efficiency and effectiveness of the procedure.
- b) Schedule an internal meeting within Airworthiness Inspection Division. The meeting will be chaired by Chief of Airworthiness Inspection Division and all the Airworthiness Inspector and Assistant Airworthiness Inspector will attend the meeting.
- c) Review the proposed change with applicable Rules, Regulations, Requirements, ICAO SARPs, ICAO Doc (for e.g. Doc 9760, Doc 9734 and other applicable ICAO Docs) for compliance.
- d) After verifying the compliance, draft the proposed amendment including comments and suggestions from all the Inspectors. The discussions in the meeting will be minuted.
- e) Forward the proposed draft amendment to the Director of Flight Safety Standards Department (FSSD) for review and comment through an internal office memo.
- f) If found satisfactory, the Director of FSSD will forward the proposed draft amendment to the Deputy Director General, Aviation Safety and Security Regulation Directorate for review and comment. If not, it will be returned with comments for necessary action.

**Note:** When the proposed draft amendment is returned to the Airworthiness Inspection Division with comments, the Airworthiness Inspection Division will hold a meeting to include the comment and propose draft amendment and re-initiate the internal office memo for approval as stated above.

- g) If found satisfactory, the DDG, ASSRD will forward the proposed draft amendment to Director General, CAA Nepal for review and comment. If not, it will be returned to the Director of FSSD and subsequently to Airworthiness Inspection Division with comment for necessary action.
- h) If found satisfactory, the Director General, CAA Nepal takes the final decision and endorses the proposed draft amendment. If not, he will return the proposed draft amendment to DDG, FSSD and Airworthiness Inspection Division with comment for necessary action.
- i) The approved document will then be distributed to all the inspectors through librarian along with internal circular for implementing new changes.
- j) A receipt of the approved document is ensured by signing the Record of Circulation by all the inspectors, record of which is kept by the librarian in the Technical Library.
- k) It is the responsibility of all the Inspectors to update their Airworthiness Inspector Handbook with the new document received through the librarian.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

---

### **Methods to keep currency of Airworthiness Inspector Handbook**

This Airworthiness Inspector Handbook will be reviewed annually in the month of January to ensure that its content remains accurate as per the applicable requirements. The approval procedure for proposed changes will be as per procedure described above.



# **Section 1**

## **Procedure for NCAR Part-145 Approved Maintenance Organization**



## **1. GENERAL**

### **1.1 SCOPE (NCAR 145.B.01)**

Organization engaged in the maintenance of aircraft and aircraft components will be approved by the Civil Aviation Authority of Nepal (CAA Nepal) as per the requirements laid down in NCAR Part-145. This section establishes the administrative procedures that the Airworthiness Inspector shall follow while exercising its tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of aircraft maintenance organization approvals under applicable rules of Civil Aviation Regulation and NCAR Part-145.

Application for approval of maintenance organization are to be processed by the Airworthiness Inspection Division following the procedures detailed in this section.

### **1.2 APPROVING AUTHORITY (NCAR 145.B.10 (4))**

The Director General, CAA Nepal is the Chief Executive of CAA Nepal for approval of maintenance organization. He may delegate his power under **Rule 87** of Civil Aviation Regulations 2002, to the Airworthiness Inspectors to ensure that all aviation activities including the aircraft maintenance activities are performed in an orderly manner. CAA Nepal has established documented procedures containing the following information:

- a. The title(s) and name(s) of the Officer(s) of the CAA Nepal and their duties and responsibilities. **(Refer Airworthiness Inspector Manual Para 2.2 and Para 3.3 and Safety Oversight Program).**
- b. Organisation chart(s) showing associated chains of responsibility of the senior persons. **(Refer Airworthiness Inspector Manual Appendix-1).**
- c. A procedure defining the qualifications for staff together with a list of staff authorized to sign certificates. **(Refer Airworthiness Inspector Manual Chapter 4 and Personal/Training Files of Airworthiness Inspectors and Assistant Airworthiness Inspector).**
- d. A general description of the facilities. **(Refer Airworthiness Inspector Manual Appendix-2).**
- e. Procedures specifying how the CAA Nepal ensure(s) compliance with NCAR Part-145 is included in this **Airworthiness Inspector Handbook Part-II, Section-I.**

CAA Nepal has established the procedures detailed in this section as how compliance with NCAR Part-145 is accomplished. The procedures are required to be reviewed once in a year in the month January. The documentary evidence for implementation of procedures in this section is filed in the respective organization file.

This section consists procedure to approve maintenance organization located inside Nepal and to validate maintenance organization located outside Nepal.





## 2. MAINTENANCE ORGANISATION LOCATED INSIDE NEPAL

Airworthiness Inspector shall follow procedure laid down in subsequent chapters for maintenance organization located inside Nepal seeking approval under NCAR Part-145.

### 2.1 INITIAL APPROVAL (NCAR 145.B.20)

The issuance of a maintenance organization approval by CAA Nepal should be dependent upon the applicant demonstrating compliance with NCAR Part-145 requirements. CAA Nepal shall implement a comprehensive process for proper assessment of an applicant for an AMO approval and the subsequent issuance of the approval.

The process should ideally comprise the following phases:

- a) **pre-application phase;**
- b) **formal application phase;**
- c) **document evaluation phase;**
- d) **demonstration and inspection phase; and**
- e) **certification phase.**

Each of these phases is describe below. The assessment involved in each phase should be carried out by qualified inspectors of CAA Nepal.

#### **Pre-application phase**

The main purpose of this phase is to provide the applicant with information on the certification process and CAA Nepal requirements. CAA Nepal is responsible for publishing and maintaining its AMO application procedures. It should be noted that it is the applicant's responsibility to be aware of the content and eligibility of these procedures prior to initiating an application.

It is important to conduct a thorough and careful preliminary assessment of the application. The more thoroughly the applicant's competence is established at this stage, the less likelihood of serious problems in the document evaluation and the demonstration and inspection phases preceding certification or during the course of subsequent operations. It may also be necessary to identify the focal person(s) who would be working with CAA Nepal on the application process. This would facilitate the application process.

Operators shall complete the Prospective CAMO/AMO/ATO Pre-Assessment Statement as laid down in **Appendix-6** of this manual following instructions laid down in **Appendix-7** of this manual.

#### **Formal application phase**

The formal application for an AMO approval should be submitted in the manner prescribed by the CAA Nepal and the application should be accompanied by the required documentation. Submission of a formal application is interpreted by the CAA Nepal to mean that the applicant is aware of the CAA Nepal rules and requirements applicable to the proposed operation and is prepared to show the method of compliance and is prepared for in-depth evaluation of the organization.

Formal Application package includes following:

- a. Cover Letter
- b. Application Form
- c. Documentation supporting formal application, which includes,
  - Maintenance Organization Exposition.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Other associated manual to MOE (i.e., Workshop Procedure Manual; Battery Shop Procedure Manual; NDT Manual; Wheel and Brake Shop Procedure Manual etc.) as applicable.
- Schedule of events.
- Initial statement of Compliance.
- Management structure and Key staff members (including their CV and Supporting documents).
- List of Certifying staff
- Safety Management Manual
- Training manuals for maintenance personnel

Upon receipt of an application, the CAA Nepal should assign a group of inspectors as a CAA Nepal team to manage the application and to support the approval process.

#### **Document Evaluation Phase**

The document evaluation phase involves the detailed examination of all documentation and manuals provided by the applicant to establish that every aspect required by the regulations is included and adequately covered.

In order to facilitate this phase of the certification process, the applicant should have coordinated all aspects of the development of the required documentation with the CAA Nepal team prior to the submission of the formal application.

#### **Demonstration and Inspection phase**

Inspections in this phase will include maintenance organization facility inspections and inspection of maintenance control and planning systems to ensure that the applicant's proposed procedures are effective and that the facilities and equipment are actually in place and meet CAA Nepal requirements. This may also include interviews with personnel to ensure that the procedures are transmitted and understood, particularly as relevant to management staff, their responsibilities and to the Quality Management System. CAA Nepal should identify those activities where demonstration will be required.

#### **Certification Phase**

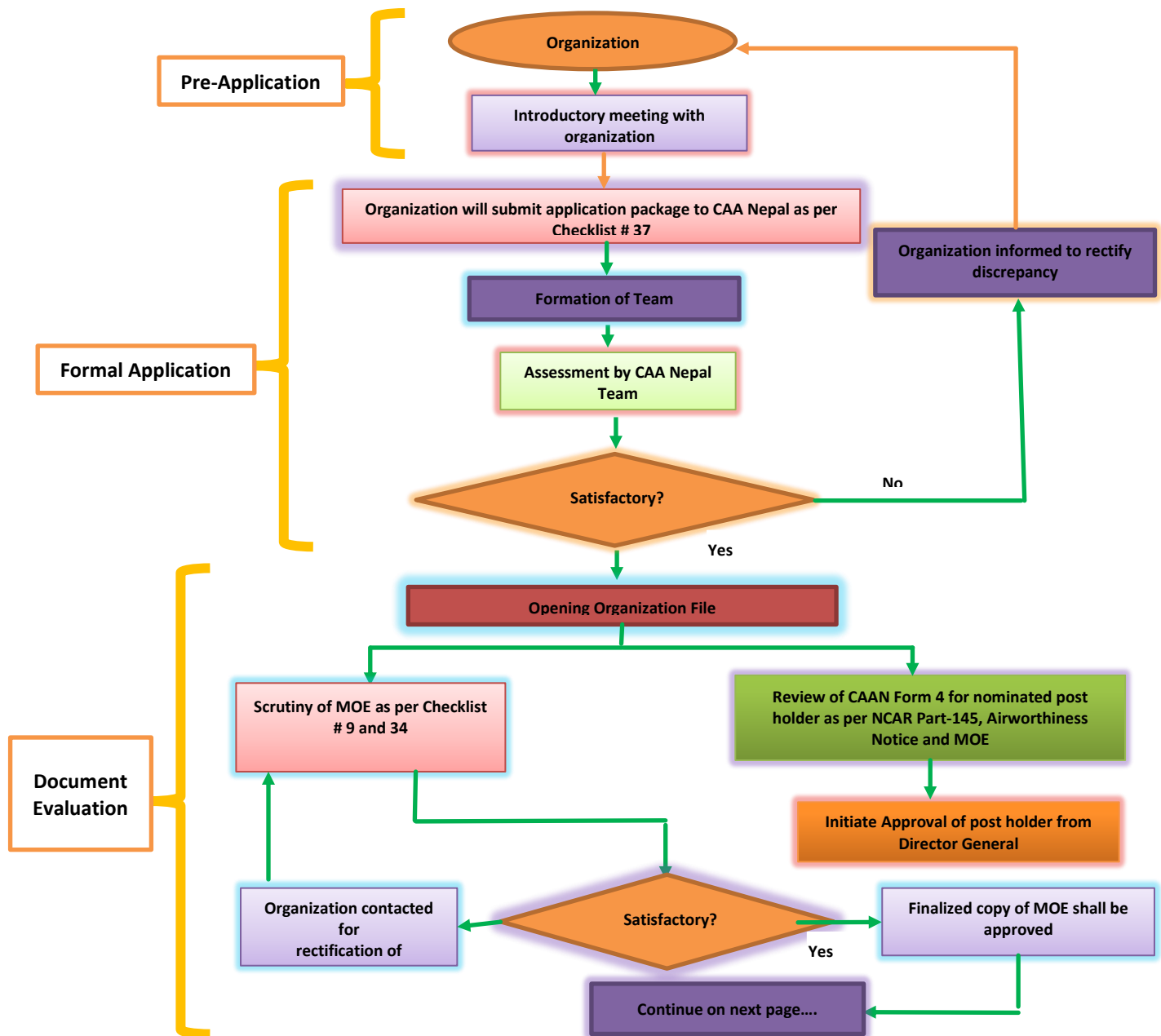
The certification phase commences after the CAA Nepal team determines that all assessment processes have been completed in a satisfactory manner and that the applicant has demonstrated compliance with the applicable requirements and is capable of fulfilling its responsibilities and of conducting a safe operation.

CAA Nepal team shall prepare and retain a written report recommending the issue of the AMO approval. Subsequent to issuing the AMO approval, CAA Nepal will be responsible for continued surveillance and for conducting periodic inspections to ensure the AMO's continued compliance with CAA Nepal requirements, authorizations, limitations and provisions of its AMO approval and scope of approval.

When the prospective AMO seeking initial approval makes contact with CAA Nepal for information on approval of AMO, CAA Nepal shall follow steps as identified in the following flow chart. Detailed description of the procedures of each step identified in the flow chart are laid down in subsequent chapters.

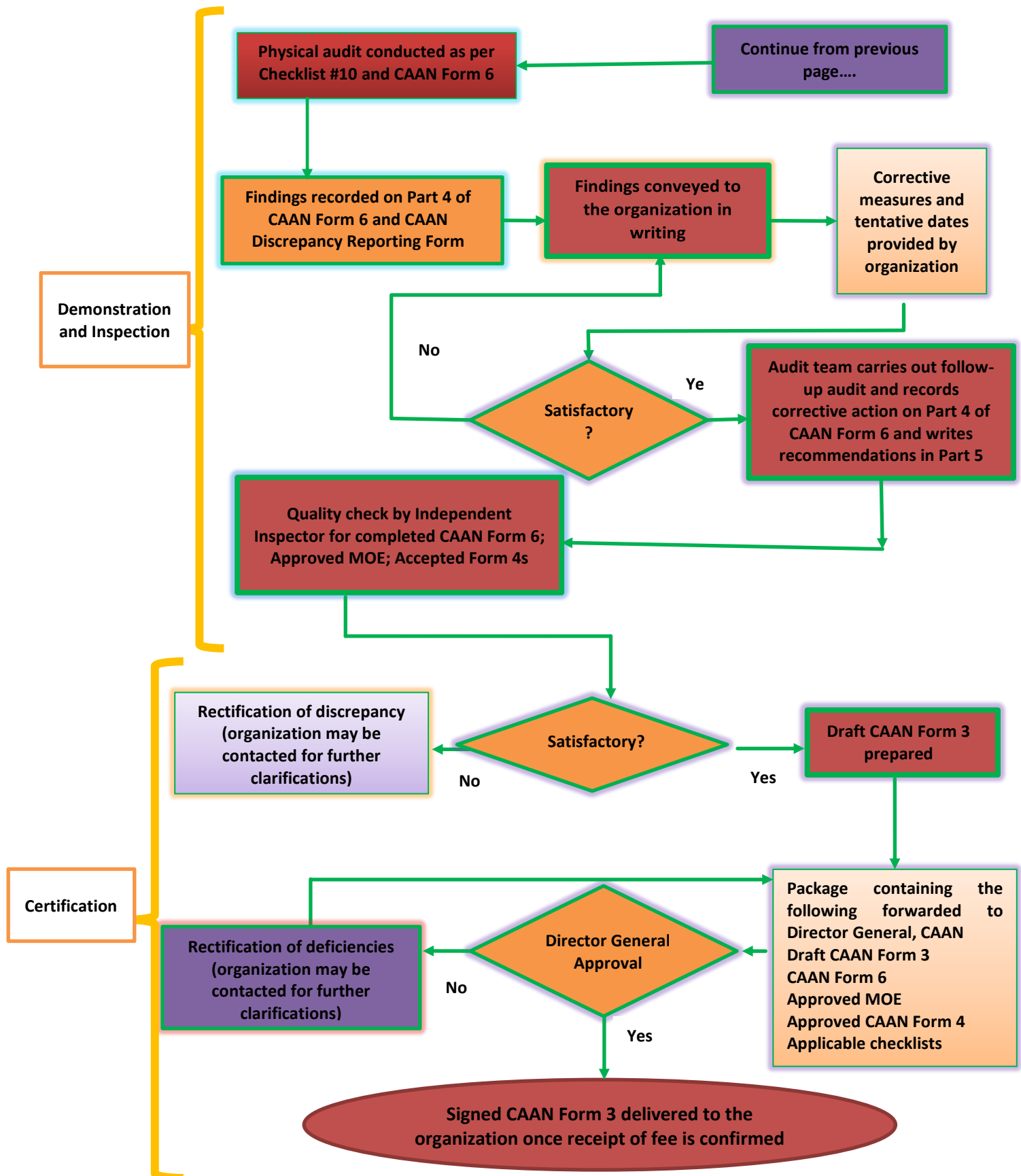


## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66





### 3. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING

#### **PURPOSE**

To perform an introductory meeting with prospective AMO representatives

#### **CIRCUMSTANCES OF USE**

When prospective AMO representatives make an enquiry regarding AMO approval

#### **REFERENCE CRITERIA**

None

#### **COORDINATION**

None

#### **TOOLS**

Presentation

Note pad

Stickers

#### **TASK TO PERFORM**

- After prospective AMO makes initial contact with CAA Nepal, CAA Nepal will fix an introductory meeting with prospective AMO representatives giving them required information on meeting objectives, meeting dates, time, venue etc. and personnel required to attend the meeting (especially proposed Accountable Manager and Nominated Post Holders) and encourage them to prepare the presentation, where possible, so that CAA Nepal is clear on the organization intended plan.
- During an introductory meeting, CAA Nepal will introduce its team to AMO representatives and request them to do the same.
- CAA Nepal will request AMO representatives to brief or to give a presentation to CAA Nepal in order to understand the organization intended plan, their preparedness for application; their intended scope of approval and future growth plan and to ensure they intend to comply with the requirements as laid down in the NCAR Part-145.
- CAA Nepal will brief the AMO representatives about the documents that is required and application package that needs to be submitted to CAA Nepal and approval process emphasizing the responsibility of upholding the maintenance organization approval under NCAR Part-145 requirements and to ensure that they fully understands the significance of the approval.
- Any query regarding the approval process from the AMO representatives will be answered by CAA Nepal.
- After completion of the meeting, records of discussion during this meeting will be minuted, signed and filed in organization file after formal application is made by the organization





## 4. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM

### **PURPOSE**

To form an airworthiness team after receiving formal application package from prospective AMO

### **CIRCUMSTANCES OF USE**

When prospective AMO representatives formally apply for an AMO approval

### **REFERENCE CRITERIA**

None

### **COORDINATION**

None

### **TOOLS**

Note pad

Stickers

### **TASK TO PERFORM**

- After prospective AMO submits the formal application package to CAA Nepal for AMO approval, Chief of Airworthiness Inspection Division will initiate the official memo to approve the airworthiness team from Director General, CAA Nepal.
- The airworthiness team shall have enough member depending on the size, complexity, and proposed scope of the organization.
- The airworthiness team member shall be selected considering the current and expected workload of the team member in future.
- After receiving approval from Director General, the formal application package shall be handed over to the airworthiness team.



## 5. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE AMO

### PURPOSE

To review the application package received from the prospective AMO

### CIRCUMSTANCES OF USE

When CAA Nepal airworthiness team receives an application package from the prospective AMO

### REFERENCE CRITERIA

None

### COORDINATION

Team member

### TOOLS

**Checklist # 37 “Checklist for reviewing application package for the issuance of NCAR Part-145 approval-Domestic AMO”**

Note pad

### TASK TO PERFORM

- Ensure the application is made by an authorized person in a prescribed format along with all the required supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 37 “Checklist for reviewing application package for the issuance of NCAR Part-145 approval-Domestic AMO”**. The application package shall include:
  - Submission of CAAN Form 2 application form
  - Submission of CAAN Form 4 for nominated post holder approval.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - Maintenance Organization Exposition (MOE) and other applicable associated manuals i.e. Workshop Procedure Manual; SMS Manual; Battery Shop Procedure Manual; Wheel and Brake Shop Procedure Manual; Training Procedure Manual & Capability List (in Electronic Form and Hard Copy).
- Completed compliance checklist (**Checklist # 34 “Compliance Checklist for NCAR Part-145 approval”**).
- Completed **Checklist # 9 “Checklist for approval of Maintenance Organization Exposition”**.
- Payment of CAA Nepal prescribed fee for issuance (**as per Civil Aviation Regulations 2058 B.S., Schedule-1**).
- Complete **Checklist # 37 “Checklist for reviewing application package for the issuance of NCAR Part-145 approval-Domestic AMO”**.
- If the application package doesn’t contain documents as required by **Checklist # 37**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval process.
- After receipt of required documents, CAA Nepal shall complete the **Checklist # 37** and proceed with further approval process.



## 6. PROCEDURE FOR OPENING ORGANIZATION FILE

### **PURPOSE**

To open the organization file for filing all the correspondence to and from organization

### **CIRCUMSTANCES OF USE**

When the review of application package for AMO approval is successfully complete

### **REFERENCE CRITERIA**

None

### **COORDINATION**

None

### **TOOLS**

File

Note pad

Stickers

### **TASK TO PERFORM**

- When the applicant applies to CAA Nepal formally, the application package is given a unique number, the Airworthiness Inspector will open a file for the organization with the unique number (e.g. AW-[unique number] / [date]). This number is initial number allocated to the organization application.
- This unique number is permanent number of the file, but this number is not the approval number of the organization as the approval number of the AMO is a serialized number (e.g. CAAN.145.001; CAAN.145.002 etc.) and it's not given to an organization until the applicant receives AMO approval.
- All the past and future correspondence related to the organization will be filed in this organization file.



## **7. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER**

### **PURPOSE**

To ensure nominated post holders meets established requirements

### **CIRCUMSTANCES OF USE**

During initial certification of AMO or when AMO submits a new nominee

### **REFERENCE CRITERIA**

NCAR Part-145 (NCAR 145.A.30; NCAR 145.B.20 (1))

Airworthiness Notice on Nominated Post holder under NCAR Part-145

### **COORDINATION**

None

### **TOOLS**

**Airworthiness Notice on Nominated Post holder under NCAR Part-145**

**Checklist # 45 “Competency Assessment of nominated post holders”**

**Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**

Note pad

Stickers

### **TASK TO PERFORM**

For each nominated post holder,

The Airworthiness Inspector will, based on the applicable criteria, verify that the nominated post holder:

- Has submitted all required documents and certificates as required by NCAR 145.A.30; Airworthiness Notice on nominated post holder under NCAR Part-145 and Maintenance Organization Exposition of the organization.
  - 3 sets of Filled CAAN Form 4
  - Curriculum Vitae
  - Citizenship Certificate
  - Academic Certificates
  - Aircraft Maintenance Licences (if held)
  - Training Certificate
  - Recommendation from the organization
- Possesses the required experience and qualification as per requirements laid down in NCAR Part 145.A.30; Airworthiness notice on nominated post holder under NCAR Part-145 and Maintenance Organization Exposition.
- The Airworthiness Inspector will verify that the nominated post holder has no other activity impeding the performance of the nominated post duties and responsibilities.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Report results of the above in **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.
- Complete **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.
- If all the requirements are met satisfactorily, inform the nominated post holder for date of competency assessment.
- If some requirements are not met satisfactorily, the issue must be coordinated with the Chief of Airworthiness Inspection Division and the applicant formally advised in writing of the non-satisfactory assessment and to take appropriate action such as submitting missing documentation or proposing another nominee.
- After satisfactory verification of the qualification, background and experience of nominated post holders, the nominated post holders are subject to competency assessment as per **Checklist # 45 “Competency Assessment of Nominated Post Holder”**.
- The competency assessment of post holder is carried out by airworthiness team through an oral examination. After satisfactory completion of oral examination, complete the **Checklist # 45 “Competency Assessment of Nominated Post Holder”**.
- Question asked during the oral examination shall be retained.
- CAAN Form 4 along with all the supporting documentation and checklist used, and internal office memo shall be forwarded to Chief of Airworthiness inspection Division.
- After verification from the Chief of Airworthiness Inspection Division, the nominated post holder file shall be forwarded to Director General for approval following all the administrative process of CAA Nepal.
- After approval from Director General, complete CAAN Form 4 and file the CAAN Form 4 along with supporting document in organization file. Two copies of signed CAAN Form 4 is forwarded to organization in sealed envelope.

**Note:** Submission of **CAAN Form 4** is not a requirement for accepting Accountable Manager. Approval of MOE containing the accountable Manager’s signed Corporate Commitment Statement constitutes formal acceptance of Accountable Manager, once the CAA Nepal has held a meeting with the accountable manager and is satisfied with its result.

**Note:** A meeting with accountable manager shall be convened to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organization to comply with the procedures specified in the exposition. This meeting will be minuted.

**Note:** CAA Nepal may reject an accountable manager where there is clear evidence that he/she previously held a senior position in CAA Nepal approved organization and abused that position by not complying with the CAA Nepal requirements.





## 8. PROCEDURE FOR APPROVAL OF MAINTENANCE ORGANIZATION EXPOSITION

### PURPOSE

To review and approve the Maintenance Organization Exposition and its associated manuals submitted by an organization

### CIRCUMSTANCES OF USE

When airworthiness inspectors receive request for approval of Maintenance Organization Exposition and its associated manual

### REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.A.70; NCAR 145.B.20 (2); (NCAR 145.B. 25 (1))

AOCI Manual Vol-II (Chapter 2) for SMS Part

### COORDINATION

None

### TOOLS

**Checklist # 34 “Compliance checklist for NCAR Part-145 approval”**

**Checklist # 9 “Checklist for approval of Maintenance Organization Exposition (Part-I)”**

Note pad

Stickers

### TASK TO PERFORM

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (MOE and associated manuals).
- Ensure applicant has submitted completed compliance checklist (**Checklist # 34 “Compliance checklist for NCAR Part-145 approval”**).
- The para-wise compliance report submitted by the applicant (**Checklist # 34 “Compliance checklist for NCAR Part-145 approval”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-145.
- The chapter-wise content of the MOE will be verified with detailed checklist (**Checklist # 9 “Checklist for approval of Maintenance Organization Exposition (Part-I)”**).

***Note:** the airworthiness inspector shall scrutinize the MOE in detail. The MOE is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization committed to follow.*

***Note:** Review the associated manual of the MOE for compliance with requirements.*

- Any discrepancy found during the evaluation of MOE and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of MOE and its associated manuals, the MOE and its associated manuals along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- After the approval of MOE, the organization is requested to submit the 2<sup>nd</sup> copy of MOE and its associated manuals along with electronic copy in PDF format.
- The approval of MOE and its associated manuals is intimated to the organization by issuing MOE approval letter and associated manual approval letter.
- Following pages of the MOE and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the MOE and its associated manuals along with approval letter.
- File the MOE and associated manuals along with supporting documents, checklists used, and MOE approval letter issued to organization in technical library as per technical library procedure manual and **Chapter 18** of this section.
- The electronic copy of the MOE and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.

**Note:** The SMS manual associated with Maintenance Organization Exposition shall be reviewed as per **AOCI Manual Vol-II, Chapter 2 and its attachment "Attachment B (SMS Review Guide-Acceptance) and AOCI Manual Vol-II Appendix-30 and its form (FOD-FORM-CL-212)."**

**Note:** The SMS manual for Maintenance Organization shall be reviewed by Airworthiness Inspection Division only.



## 9. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANISATION

### PURPOSE

To verify that the maintenance organization is in compliance with NCAR Part-145

### CIRCUMSTANCES OF USE

When airworthiness inspectors conduct physical audit of Maintenance Organization

### REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.B.20 (3); (5); (6))

Surveillance Policy and Procedure Manual Chapter 3 Para 3.3

### COORDINATION

Team Member

### TOOLS

Checklist # 10 “Checklist for approval of Approved Maintenance Organization”

Audit In-brief Form

Audit Exit-brief Form

CAAN Discrepancy Reporting Form

Audit Finding Tracking Software

Note pad

Stickers

### TASK TO PERFORM

- Airworthiness team will form an audit team of at least two airworthiness inspectors depending on the size, scope and complexity of the organization. The team will carry out initial audit of all the area of organization.
- Intimate the organization regarding audit through email/letter at least 7 days in advance of the audit date. On request from the organization, the dates of inspection may be deferred by a week, and another suitable date may be decided.  
***Note:** for initial audit of organization previously approved as per NCAR Part-145, if the organization again requests for deferment of audit, a third audit date should be given. Any further request for postponement should not be agreed to and the audit of the organization will be carried out on dates finally intimated. If the audit is not allowed by the organization, it should be reported to chief of Airworthiness Inspection Division, who will further report to Director of FSSD and Director General. Denial of organization to conduct audit by CAA Nepal will be considered as Level 1 findings, which will warrant for immediate enforcement action as per enforcement policy and procedure manual.*
- It is expected that the study and familiarization with the organization specific material will take 1-2 days prior to the audit date. Chief of the Airworthiness Inspection Division should ensure that the audit team is relieved of extraneous office duties to enable them to prepare for meaningful audit.
- The entry meeting of the audit will be held between Airworthiness Inspectors and organization representatives (Accountable Manager and Nominated Post holders) on the 1<sup>st</sup> day of the audit before conducting audit.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- The purpose of the entry meeting is to brief organization on purpose of visit, how the audit will be conducted, planning of audit in different area of the organization etc. The entry meeting of the audit with the organization will be recorded in **Audit In-Brief Form**.
- The audit team will carry out the audit of the maintenance organization using **Checklist # 10 “Checklist for approval of Approved Maintenance Organization”**. The **Checklist # 10** covers all the requirements laid down in NCAR Part-145 through its various modules.  
*Note: The audit team shall carryout audit on a product line type basis in that for example, in the case of an organization seeking approval for maintenance of Airbus A310, A320 and A340 ratings the audit be concentrated on one type only for full compliance check. Depending upon the result, the second type may only require a sample check against those activities seen to be weak on compliance for the first type.*
- The audit team will always ensure that they are accompanied by a senior technically qualified member of the organization throughout the audit. Normally, the quality manager accompanies the audit team. The reason for being accompanied is to ensure that the organization is fully aware of any findings noted during the audit.
- Findings and observations will be recorded in the “remark/findings” column of **Checklist # 10** with a provisional categorization as a Level 1 or 2. Subsequent to the audit visit Airworthiness Inspector will review the provisional finding levels, adjusting them if necessary and change the categorization accordingly.  
*Note: Refer to Chapter 17 of this section for categorizing Level 1 and Level 2 findings.*
- In the event of organization producing any evidence for rectification or complying with the requirements during the audit, all such findings need not be included in the report.
- The audit team will debrief the Accountable Manager, nominated post holder and other senior technical member of the organization at the end of the audit visit on all findings made during the audit. The debriefing of the audit with the organization will be minuted in **Audit Exit-Brief Form**.
- The audit checklist, **Checklist # 10 “Checklist for approval of Approved Maintenance Organization”** must be kept in the organization file after an audit.  
*Note: There may be occasions wherein auditor may find situations in the applicant’s organization which is unsure or unclear about compliance. In this case, the organization will be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the Airworthiness Inspection Division before a decision is made. If the decision is that the findings is in compliance with the requirements, then a verbal confirmation to the organization will suffice. If the decision is that the finding is in non-compliance with the requirements, then such findings will be included in CAAN Discrepancy Reporting Form.*
- In the event of finding any discrepancy, two copies of a standardized discrepancy form **CAAN Discrepancy Reporting Form (Appendix-1)** will be issued. The CAAN Discrepancy Reporting Form will have:
  - Reference to requirements against each finding.
  - Findings are classified as Level 1 or Level 2 based on its criticality.
  - Audit finding rectification due date.
- The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form shall include:
  - The evidence that has been gathered in support of the contraventions as well as an account of all the actions taken.
  - **Checklist # 10 “Checklist for approval of Approved Maintenance Organization”**.
  - **Audit In-Brief Form**
  - **Audit Exit-Brief Form**
- The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form should be filed in the respective organization file.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- The 2<sup>nd</sup> copy of the CAAN Discrepancy Reporting Form should be forwarded to the organization with covering letter.
- All the findings will be confirmed in writing to the applicant organization within 7 days of the audit visit through **CAAN Discrepancy Reporting Form**.
- Audit team will feed the data of **CAAN Discrepancy Reporting Form** into **Audit Finding Tracking Software**.
- Audit team will monitor the Corrective Action Plan due date through **Audit Finding Tracking Software**.
- After receiving the audit findings, the organization shall prepare the Corrective Action Plan of all the findings in writing in CAAN Discrepancy Reporting Form and submit it to CAA Nepal within 1 month of issuance of such findings. The Corrective Action Plan shall be proposed after carrying out root cause analysis as per guidance issued by CAA Nepal.
- Airworthiness Inspector will review the Corrective Action Plan submitted by the organization as per procedure laid down in **Appendix-3** for acceptability of Corrective Action Plan. Airworthiness Inspectors should be satisfied that the root cause analysis and the corrective actions taken are adequate to correct the discrepancy and to prevent re-occurrence for acceptability of Corrective Action Plan. This review will be done within 7 days of receipt of Corrective Action Plan.
- A letter is sent to Maintenance Organization indicating acceptance or unacceptance of the Corrective Action Plan submitted.
- Corrective Action Plan submitted by organization and Corrective Action Plan acceptance letter is filed in organization file.
- Update the **Audit Finding Tracking Software** with Corrective Action Plan and Root Cause Analysis after the issuance of acceptance of Corrective Action Plan.
- Audit team will monitor the audit finding rectification due date through **Audit Finding Tracking Software**.
- For the confirmation of corrected findings, a re-inspection through follow-up audit or spot checks will be carried out upon intimation of corrective action.
- For Level 2 Findings, CAA Nepal shall grant a corrective action period appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances, Where the organization fails to close the findings within the time-frame agreed with inspectors, at the end of this first period, and subject to the nature of the findings, CAA Nepal may extend the corrective action period further by three months' period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying the accountable manager of such extension. However, in granting such a change the past performance of the organization should be considered.
- Where the organization has no reasonable and justified reasons for non-closure of findings within the time- frame agreed with Inspectors, necessary enforcement action (to suspend in whole or part of the approval) will be initiated against the organization or the person responsible for non-compliance as the case may be.
- The follow-up audit will be carried out following all the procedures laid down in this chapter.
- The result of follow-up audit is updated in the **Audit Finding Tracking Software**.
- All the documents related to follow-up audit is updated in organization file.

**Note:** Refer to **Appendix-4** for summary of audit procedures.





## 10. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT

### PURPOSE

To issue approval recommendation report for issuance of NCAR Part-145 approval to an organization

### CIRCUMSTANCES OF USE

When all the audit findings issued by the audit team is closed by the Maintenance Organization

### REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.B.20 (6))

### COORDINATION

Team Member

### TOOLS

**CAAN Form 6 “Approval Recommendation Report”**

Note pad

Stickers

### TASK TO PERFORM

- Audit report form is a standard form **CAAN Form 6 “Approval Recommendation Report”** which will be completed by the audit team.
- All the 5 parts of **CAAN Form 6** shall be completed by the audit team to give the complete picture of the organization.  
***Note:** The airworthiness Inspector will record all the findings, closure action (action required to close a findings); date each finding was cleared and recommendations for approval in **CAAN Form 6. CAAN Discrepancy Reporting Form** will be cross referred for this purpose.*  
***Note:** In any case, all the findings are to be closed for the issuance of an initial NCAR Part-145 approval.*  
***Note:** No discrepancy in compliance with requirements, especially on appointment of the post holder and acquiring minimum tools and equipment's or maintenance data are allowed for the initial approval. However, any deficiencies that no way hampers the operation may be permitted for a limited period by following the procedure laid down in **Chapter 19** of this section. Example, tools that may not be required immediately may be agreed upon for limited period and such acceptance is granted based on written request and justification as per the procedure given in **Chapter 19**.*
- Completion of **CAAN Form 6** along with approval recommendation will be indicated by the signature of audit team in the **CAAN Form 6**.
- The **CAAN Form 6** along with all the supporting documents and internal office memo will be forwarded to the Chief of the Airworthiness Inspection Division for facilitating issue of an initial approval.
- The Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6** and all the supporting documents to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-145, the categorization of finding levels and the closure action taken.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Satisfactory quality check review of the **CAAN Form 6** should be indicated by a signature on the **CAAN Form 6**.
- After the quality check of the organization is complete and satisfactory, the **CAAN Form 6** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6** and all the supporting documents to the Director General for approval after completing all the required administrative process.

**Note:** Follow the procedure laid down in **Chapter 11** for issuance of approval.



# 11. PROCEDURE FOR ISSUANCE OF APPROVAL CERTIFICATE

## PURPOSE

For issuance of Approval Certificate to an organization

## CIRCUMSTANCES OF USE

When the quality check of the CAAN Form 6 is completed and satisfactory

## REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.B. 25 (1); (2); (3))

## COORDINATION

Team Member

## TOOLS

CAAN Form 6

CAAN Form 3

Note pad

Stickers

## TASK TO PERFORM

- After the quality check of the organization is complete and satisfactory the internal office memo along with the **CAAN Form 6** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6** and all the supporting documents to Director General for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 3**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 3** approval certificate. The validity of the NCAR Part-145 approvals will be for a period not exceeding 24 months.
- The reference number will be included on the **CAAN Form 3** approval certificate. The numeric sequence will be serialized and unique to the particular approved maintenance organization. (e.g. CAAN.145.001; CAAN.145.002 etc.).
- The approval will be based only upon the organizational capabilities (including any associated sub-contractors) relative to NCAR Part-145.

**Note:** if the organization is capable of maintaining within the limitation of NCAR Part-145 the Boeing 737-200 series aircraft, the approval schedule will state A1 Boeing 737-200 series and not Boeing 737-2H6 which is a particular airliner designator for one of many -200 series.

- The approval certificate will only be issued when the organization is in full compliance with NCAR Part-145 requirements.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-145, the airworthiness inspector will issue an organization approval certificate **CAAN Form 3** by



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

signing the Approval Certificate, Approval Schedule and Capability list.

- File 2<sup>nd</sup> copy of **CAAN Form 3** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Organization list with necessary information as per technical library procedure manual.



## 12. PROCEDURE FOR CONTINUATION OF AN APPROVAL

### PURPOSE

For continuation of Approved Maintenance Organization approval

### CIRCUMSTANCES OF USE

During continuation of approval to ensure that the organization is in compliance with NCAR Part-145 requirements

### REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.B.30)

### COORDINATION

None

### TOOLS

CAAN Form 6

Note pad

Stickers

### TASK TO PERFORM

- The Airworthiness Inspection Division shall ensure following for continuation of approved maintenance organization approval.
- Airworthiness Inspection Division shall maintain and update the list of approved maintenance organization under its supervision.
- Airworthiness Inspection Division shall monitor the Safety Oversight Program to track the dates when audit visits are due and carryout audit as per Safety Oversight Program.
- Each organization must be completely reviewed (audited) by the Airworthiness Inspection Division for compliance with NCAR Part-145 at periods not exceeding 12 months.
- Airworthiness Inspection Division shall carry out complete audit of an organization during its annual audit.
- The detail audit procedure is included in **Chapter 9** of this section.
- It is recommended that part of an audit concentrates on two ongoing aspects of the NCAR Part-145 approval, namely the organization internal self-monitoring quality reports produced by the quality monitoring personnel to determine if the organization is identifying and correcting its problems and secondly the number of concessions granted by the quality manager and the procedure followed there under.
- At the successful conclusion of the audit including verification of the exposition for its updated status, an audit report form (**CAAN Form 6**) will be completed by the Airworthiness Inspector indicating all the recorded findings, closure actions and recommendation referring to CAAN Discrepancy Reporting Form.

**Note:** In the case of line stations a sampling program based upon number of line stations and complexity may be adopted.

**Note:** Credit may be claimed by the Airworthiness Inspector for specific item audits completed during the preceding 12 months' period subject to following four conditions:



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- (i) The specific item audit should be the same as that required by NCAR Part-145 latest amendment.*
  - (ii) There should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken;*
  - (iii) The airworthiness Inspector should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit; and*
  - (iv) The specific item audit being granted a back credit will be audited not later than 12 months after the last audit of the item.*
- A meeting with the accountable manager will be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits and to ensure he/she fully understands the significance of the approval. The minutes of the meeting will be kept in the organization file.



# 13. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF APPROVED MAINTENANCE ORGANIZATION APPROVAL

## **PURPOSE**

To perform review of application package for renewal of approved maintenance organization approval

## **CIRCUMSTANCES OF USE**

When CAA Nepal receives application for renewal of approved maintenance organization approval

## **REFERENCE CRITERIA**

NCAR Part-145

## **COORDINATION**

None

## **TOOLS**

CAAN Form 6

CAAN Form 3

Checklist # 24 “Checklist for reviewing application package for renewal of NCAR Part-145 approval-Domestic AMO”

Note pad

Stickers

## **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 24 “Checklist for reviewing application package for renewal of NCAR Part-145 approval-Domestic AMO”**. The application package shall include:
  - Submission of CAAN Form 2 application form.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - Payment of CAA Nepal prescribed fee for renewal (**as per Civil Aviation Regulation 2058 B.S., Schedule-1**).
- Complete **Checklist # 24 “Checklist for reviewing application package for renewal of NCAR Part-145 approval-Domestic AMO”**.
- If the application package doesn't contain documents as required by **Checklist # 24**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further renewal process.
- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 24** and proceed with further renewal process.





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Audit report form is a standard form **CAAN Form 6 “Approval Recommendation Report”** which will be completed.
- All the 5 parts of **CAAN Form 6** shall be completed to give the complete picture of the organization.
- Completion of **CAAN Form 6** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 6**.
- The **CAAN Form 6** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for renewal of approval.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 6** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-145, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 6** should be indicated by a signature on the **CAAN Form 6**.
- After the quality check of the organization is completed and satisfactory the internal office memo along with the **CAAN Form 6** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6** and all the supporting documents to Director of FSSD for approval following administrative procedure.
- After approval from Director of FSSD, Airworthiness Inspector will prepare 2 copies of **CAAN Form 3**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 3** approval certificate. The validity of the NCAR Part-145 approvals will be for a period not exceeding 24 months.
- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 3** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-145, the airworthiness inspector will issue an organization approval certificate **CAAN Form 3** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 3** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate as per procedure laid down in **Chapter 18** of this section.
- The organization file will be forwarded to technical library for records.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Organization list with necessary information following a procedure laid down in technical library procedure manual.



## 14. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN APPROVED MAINTENANCE ORGANIZATION APPROVAL

### PURPOSE

To perform review of application package for change in approved maintenance organization approval

### CIRCUMSTANCES OF USE

When CAA Nepal receives application for change in approved maintenance organization approval

### REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.B.35)

### COORDINATION

None

### TOOLS

CAAN Form 6

Checklist #25 “Checklist for reviewing application package for change in NCAR Part-145 approval-Domestic AMO”

Note pad

Stickers

### TASK TO PERFORM

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 25 “Checklist for reviewing application package for change in NCAR Part-145 approval-Domestic AMO”**. The application package shall include:
  - Submission of CAAN Form 2 application form.
  - Submission of CAAN Form 4 for nominated post holder approval.  
(*Note: Required if there is a change in nominated post holder approval*)
  - Evidence of internal audit covering the areas of change.
  - Current status of the findings (if any) referenced above.
  - Submission of Maintenance Organization Exposition (MOE) and other applicable associated manuals i.e. Workshop Procedure Manual; SMS Manual; Battery Shop Procedure Manual; Wheel and Brake Shop Procedure Manual; Training Procedure Manual & Capability List (in electronic Form and Hard Copy).  
(*Note: Affected manuals subjected to change shall be submitted*)
- Completed compliance Checklist (**Checklist # 34 “Compliance Checklist for NCAR Part-145 approval”**).  
(*Note: Affected portion of compliance checklist subjected to change shall be submitted*)
- Completed **Checklist # 9 “Checklist for approval of Maintenance Organization Exposition (Part-I)”**.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

*(Note: Checklist for Approval of Maintenance Organization Exposition (Part-II) subjected to change shall be submitted)*

- Complete **Checklist # 25 “Checklist for reviewing application package for change in NCAR Part-145 approval-Domestic AMO”**.
- If the application package doesn't contain documents as required by **Checklist # 25**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval of change process.
- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 25** and proceed with further approval of process.
  - Change in Name of the organization will require submission of CAAN Form 2, MOE and its associated manuals. Upon receipt of the application and the organization exposition, Airworthiness Inspector should reissue the Approval Certificate valid only up to the current expiry date.
  - Change in address of the organization will require submission of CAAN Form 2; MOE and its associated manuals which shall be evaluated as per **Chapter 8 and 9** of this section.
  - Change of Accountable Manager will require submission of CAAN Form 2 and change in MOE (especially Corporate Commitment by Accountable Manager and other relevant part) and interview with the proposed Accountable Manager, which shall be evaluated as per procedure laid down **Chapter 7** of this section.
  - Change in nominated post holder will require submission of CAAN Form 4; change in MOE and oral assessment, which shall be evaluated as per procedure laid down in **Chapter 7** of this section.
  - Change in capability will require submission of CAAN Form 2 and MOE and its associated manuals, which shall be evaluated as per procedure laid down in **Chapter 8 and 9** of this section.
- Physical Audit shall be carried out covering the area of change to validate the change where applicable as per procedure laid down in **Chapter 9** of this section.
- Relevant parts of **CAAN Form 6** shall be completed by the Airworthiness Inspector affecting the change.
- Completion of **CAAN Form 6** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 6**.
- The CAAN Form 6 along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for approval of change.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 6** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-145, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 6** should be indicated by a signature on the **CAAN Form 6**.
- After the quality check of the organization is completed and satisfactory, the internal office memo along with the **CAAN Form 6** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6** and all the supporting documents to Director General, CAA Nepal for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 3**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 3** approval certificate. The validity of the NCAR Part-145 approvals will be the current validity of the approval.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 3** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-145, the airworthiness inspector will issue an organization approval certificate **CAAN Form 3** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 3** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Organization list with necessary information as per procedure laid down in technical library procedure manual.



## 15. PROCEDURE FOR APPROVAL OF AMENDMENT TO MAINTENANCE ORGANIZATION EXPOSITION

### PURPOSE

To review and approve the amendment of Maintenance Organization Exposition and its associated manuals submitted by organization

### CIRCUMSTANCES OF USE

When airworthiness inspectors receive request for approval of amendment to Maintenance Organization Exposition and its associated manual

### REFERENCE CRITERIA

NCAR Part-145 ((NCAR 145.A.70); (NCAR 145.B.40))

### COORDINATION

None

### TOOLS

**Checklist # 34 “Compliance checklist for NCAR Part-145 approval”**

**Checklist # 9 “Checklist for approval of Maintenance Organization Exposition (Part-I) and (Part-II)”**

Note pad

Stickers

### TASK TO PERFORM

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (amendment of MOE and its associated manuals).
- Ensure the applicant has submitted **Checklist # 9 “Checklist for approval of Maintenance Organization Exposition (Part-II)”** indicating highlight of amendment and justification for the amendment.
- Ensure applicant has submitted relevant part of compliance checklist affected by amendment (**Checklist # 34 “Compliance checklist for NCAR Part-145 approval”**).
- The para-wise compliance report submitted by the applicant (**Checklist # 34 “Compliance checklist for NCAR Part-145 approval”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-145.
- Review **Checklist # 9 “Checklist for approval of Maintenance Organization Exposition (Part-II)”** submitted by the organization.
- The chapter-wise content of the MOE affected by amendment will be verified with detailed checklist (**Checklist # 9 “Checklist for approval of Maintenance Organization Exposition (Part-I)”**).  
*Note: the airworthiness inspector shall scrutinize the MOE in detail. The MOE is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization committed to follow.*  
*Note: Review the associated manual of the MOE affected by amendment.*
- Any discrepancy found during the evaluation of MOE and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

correction.

- After successfully completing evaluation of MOE and its associated manuals, the MOE and its associated manuals along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.
- After the approval of MOE, the organization is requested to submit the 2<sup>nd</sup> copy of MOE and its associated manuals along with electronic copy in PDF format.
- The approval of MOE and its associated manuals is intimated to the organization by issuing MOE approval letter and associated manual approval letter.
- The following pages of the MOE and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the MOE and its associated manuals along with approval letter.
- File the MOE and associated manuals along with supporting documents, checklists used, and MOE approval letter issued to organization in technical library as per **Chapter 18** of this section and technical library procedure manual.
- The electronic copy of the MOE and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.

**Note:** Any amendment to SMS manual associated with Maintenance Organization Exposition shall be reviewed as per **AOCI Manual Vol-II, Chapter 2 and its attachment "Attachment B (SMS Review Guide-Acceptance) and AOCI Manual Vol-II Appendix-30 and its form (FOD-FORM-CL-212)."**

**Note:** The SMS manual for Maintenance Organization shall be reviewed by Airworthiness Inspection Division only.



## 16. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL

### **PURPOSE**

To suspend, revoke and limit the organization approval

### **CIRCUMSTANCES OF USE**

When organization are not complying with the requirements of NCAR Part-145

### **REFERENCE CRITERIA**

NCAR Part-145 (NCAR 145.B.45)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- In the event when organization are not complying with the requirements of NCAR Part-145, Airworthiness Inspector may issue admonition, warning, revocation, suspension and limitation of approval as may be deemed fit.
- If the Airworthiness Inspector identify immediate safety threat to passenger, they will limit the approval as per power vested to them by **Rule 84 (4)** of Civil Aviation Regulation.
- As soon as Airworthiness Inspector identify this condition, he shall inform same to Chief of Airworthiness Inspection Division.
- The matter is brought to Director of FSSD, and in the interest of safety of passenger, Director of FSSD may issue an order to temporarily suspend the organization approval after consent from Director General.
- An investigation team will be formed who will investigate this matter and submit report to Director of FSSD.
- Upon receiving the report of investigation, Director of FSSD shall forward the internal office memo to Director General following administrative procedure recommending Suspension, Revocation and Limitation of Approval as appropriate.
- Upon receiving recommendation, Director General, CAA Nepal will make an appropriate decision as per **Rule 29** of Civil Aviation Regulation to:
  - a) Suspend an approval on reasonable grounds in the case of potential safety threat; or
  - b) Admonish, warn, suspend, revoke or limit the approval granted to an organization pursuant to **NCAR 145.B.50.**





## **17. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING**

### **PURPOSE**

To categorize level of findings identified during audit

### **CIRCUMSTANCES OF USE**

When CAA Nepal Inspectors identify non-compliance with the NCAR Part-145 requirements during audit

### **REFERENCE CRITERIA**

NCAR Part-145 (NCAR 145.B.50)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- During audit or by other means evidence is found showing non-compliance with the requirements of NCAR Part-145, the following actions will be taken by CAA Nepal.
  - For Level 1 findings, immediate action will be taken to revoke, limit or suspend in whole or in part of approval, depending upon the extent of the Level 1 findings, until successful corrective action has been taken by the organization.
  - In practical terms, a Level 1 finding is noted where a significant non-compliance with NCAR Part-145 is found.
  - The level 1 finding may lead to an enforcement action as per Enforcement Policy and Procedure Manual depending on nature of findings. The following are examples of Level 1 findings:
    - Failure to gain access to the organization during normal operating hours of the organization in accordance with NCAR 145.A.90 (2) after two written requests.
    - If the calibration control of equipment as specified in NCAR 145.A.40(b) had previously broken down on a particular type product line such that most “calibrated” equipment was suspect from that time then that would be a Level 1 finding.
- Note:** A complete product line is defined as all the aircraft, engine or component of a particular type.
- For level 1 findings it may be necessary for Airworthiness Inspector to ensure that further maintenance and re-certification of all affected products is accomplished, depending upon the nature of the findings.
  - As soon as Airworthiness Inspectors identify the Level 1 findings, procedure as laid down in **Chapter 16** of this section shall be followed.
  - Records of Level 1 findings and action taken by CAA Nepal will be maintained by the Airworthiness Inspection Division in Audit Finding Tracking Software, Such Level 1 findings will be included in organization audit report even when they have been resolved before preparation of audit report in order to keep records of such Level 1 findings in Audit Findings Tracking Software. Such resolved Level 1 findings will be marked as “Closed” in the audit report, while forwarding it to maintenance organization for necessary action.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- For Level 2 findings, the corrective action period granted must be appropriate to the nature of the finding, but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the findings, the three-month period may be extended by further three Months period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying Accountable Manager of such extension. However, in granting such a change the past performance of the organization will be considered.
- In practical terms where an Airworthiness Inspector finds a non-compliance with NCAR Part-145 against one product, it is deemed to be a level 2 finding. The following are example of Level 2 findings:
  - One time use of component without any serviceable tag.
  - The training document of the certifying staff are not completed.
- CAA Nepal shall take action to suspend in whole or part of the approval as per **Chapter 16** of this section in case of failure to comply within the timescale granted by CAA Nepal.



## 18. PROCEDURE FOR RECORD KEEPING

### PURPOSE

To keep records of Approved Maintenance Organization

### CIRCUMSTANCES OF USE

When the maintenance organization approval is issued, renewed or changed

### REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.B.55)

Technical Library Procedure Manual Para 2.2.4; Para 2.2.9 and Para 3.5

### COORDINATION

Technical Library

### TOOLS

Note pad

Stickers

### TASK TO PERFORM

- Records of approval of an organization will be retained for an adequate period that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organization approval.
- The records are kept in technical records area of technical library safeguarding it from theft, fire alternation and unforeseen natural calamities following a procedure laid down in Technical Library Procedure Manual Para 2.2.4; Para 2.2.9 and Para 3.5.
- The organization records will include as a minimum:
  - a) the application for an organisation approval, including the continuation thereof. **(CAAN Form 2).**
  - b) CAA Nepal continued oversight program including all audit records. **(Safety Oversight Program; CAAN Discrepancy Reporting Form; CAAN Form 6 and Audit Finding Tracking Software).**
  - c) the organisation approval certificate including any change thereto. **(CAAN Form 3).**
  - d) a copy of the audit program listing the dates when audits are due and when audits were carried out. **(Safety Oversight Program; Audit Finding Tracking Software).**
  - e) copies of all formal correspondence including CAAN Form 4 or equivalent.
  - f) details of any exemption **(List of exemption issued by CAA Nepal)** and enforcement action(s). **(List of Enforcement Actions).**
  - g) any other CAA Nepal audit report forms.
  - h) maintenance organisation expositions.
- The minimum retention period for the above records shall be four years unless it is required to be retained permanently.
- CAA Nepal may use either a paper or computer system or any combination of both subject to appropriate controls as per procedure laid down in Technical Library Procedure Manual.
- The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way throughout in organization file.



## **AIRWORTHINESS INSPECTOR HANDBOOK PART-II**

### **FOR NCAR PART M/145/147/66**

---

- Copies of policy letters will also be retained in this organization file for future reference.
- All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
- The backup shall be done weekly. The external hard drive containing the backup of the records shall be stored in the server cabinet which is kept in the server room. The server room is in the building adjacent to FSSD. The server cabinet is made of fire-resistant material and the server cabinet is always locked.
- The backup will be done in such a way that there will be last 4 backup every time in the external drive. After 5th backup, the 1st backup in the external hard drive will be deleted. In addition to this, backup of all the documents will also be kept in One Drive on a weekly basis.



## 19. PROCEDURE FOR ISSUANCE OF EXEMPTION

### PURPOSE

To issue an exemption to maintenance organization upon request

### CIRCUMSTANCES OF USE

When the maintenance organization requests for an exemption

### REFERENCE CRITERIA

NCAR Part-145 (NCAR 145.B.60)

Exemption Policy and Procedure Manual

### COORDINATION

None

### TOOLS

Note pad

Stickers

### TASK TO PERFORM

- At times the maintenance organization may seek exemption from the manufacturer established maintenance task or concession for deviating from the CAA Nepal approved procedures.
- This chapter provides Airworthiness Inspector with the general guidance on such exemption, for detail procedure refer to **Exemption Policy and Procedure Manual**.
- Maintenance task exemptions are permitted provided the organization submits justification including technical substantiation from the aircraft manufacturer for such exemption.
- The request for exemption and supporting documents will be reviewed by Airworthiness Inspector as per procedure laid down in Exemption Policy Procedure Manual. After satisfactory review the Airworthiness Inspector will forward the internal office memo along with all the supporting document to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will review the request for exemption and supporting documents. After satisfactory review he will forward the internal office memo along with all the supporting document to Director, FSSD. Director FSSD will forward internal office memo along with all the supporting documents to Dy. Director General, ASSRD. Dy. Director General, ASSRD will forward internal office memo along with all the supporting documents to Director General, CAA Nepal after completing all the administrative procedures and legal advice.
- If the Director General is convinced that the exemption in no way affects the safety of the aircraft or hazardous to the flight safety, he will approve the internal office memo and forward it to Airworthiness Inspection Division.
- After receiving approval from Director General, Airworthiness Inspection Division will issue exemption approval via official letter.
- All exemption granted as per **Rule 82(a)** of Civil Aviation Regulation (2058 B.S.) shall be recorded, retained and monitored by the Airworthiness Inspection Division (**List of exemption issued by CAA Nepal**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- The file containing the exemption approval granted to an organization will be forwarded to technical records area of technical library for filing as per technical library procedure manual.
- The updated **“List of exemption issued by CAA Nepal”** will be shared to Airworthiness Inspector via One Drive for tracking and monitoring. Such exemptions granted will be published in CAA Nepal website.



## 20. MAINTENANCE ORGANIZATIONS LOCATED OUTSIDE NEPAL

### Procedure for issuance of Validation Certificate to Foreign AMO

#### **PURPOSE**

For issuance of Validation Certificate to foreign AMO

#### **CIRCUMSTANCES OF USE**

when the foreign AMO applies to CAA Nepal for issuance of Validation Certificate

#### **REFERENCE CRITERIA**

NCAR Chapter D.1

#### **COORDINATION**

Team member

#### **TOOLS**

Checklist # 11 “Checklist for Reviewing Application Package for Issuance of AMO Validation- Foreign AMO”.

Note pad

Stickers

#### **TASK TO PERFORM**

- Applications of foreign approved maintenance organization seeking validation under **NCAR chapter D.1** are dealt slightly differently than the organization located inside Nepal seeking approval as per NCAR Part-145 as CAA Nepal only validates the foreign AMO certificate of the organization approved by NAA of contracting state.
- Audit component of the organization will be done on random basis as per requirements laid down in **NCAR Chapter D.1** as per “**Safety Oversight Program**”.
- All such applications shall be accompanied by the following documents as required by **NCAR Chapter D.1**:
  - a) Submission of CAAN Form 2 application form.
  - b) Letter of intent from Nepalese air operator desirous of availing the service from this organization (if any).
  - c) Copy of evidence of valid ICAO contracting State approval (FAA or EASA or other NAA).
  - d) Check for the Scope of Approval whether it includes the aircraft type registered in Nepal or not.
  - e) Submission of recent audit findings from the applicable authorities mentioned in Para (c).
  - f) Current status of the findings referenced in (e) above.
  - g) Submission of internal audit reports.
  - h) Current status of the findings referenced in (i) above.
  - i) Work done on similar scope in the last 2 years.
  - j) Submission of Maintenance Organization Exposition (MOE) & Capability List. (Either Electronic Form or Hard Copy).





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- k) Completed compliance checklist (**Checklist # 34 “Compliance checklist for NCAR-145 approval”**)
- l) Completed Maintenance Organization Exposition Checklist (**Checklist # 9 “Checklist for Approval of Maintenance Organization Exposition (Part I)”**)
- m) Payment of CAA Nepal prescribed fee for issuance (as per Civil Aviation Regulations 2058 B.S., Schedule-1).

**Note:** Verify the approval certificate issued by in pt. (c) through ICAO contracting State website.

- After receiving an application package, Airworthiness Inspector will verify application package for its completeness through **Checklist # 11 “Checklist for Reviewing Application Package for Issuance of AMO Validation- Foreign AMO”** to avoid missing of essential check points of approval.
- The applicants will be informed in writing (via email or letter) regarding the incomplete or deficient document for submission before proceeding with the further validation process.
- Upon satisfactory scrutiny of documents, Airworthiness Inspector will forward the internal office memo along with all the supporting documents to the Chief of the Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with all the supporting documents to Director General for approval.
- After receiving approval from Director General, Airworthiness Inspector will issue the Validation Certificate as per format laid down in NCAR Chapter D.1 (Form D.1, Appendix-1).
- Validation of the foreign AMO may be issued only after confirming that no discrepancy is pending closure.
- For Maintenance Organization located outside Nepal the investigation and continued oversight of the approval shall be carried out by a team appointed by the Director General, CAA Nepal as per requirements laid down **NCAR Chapter D.1** and as per **“Safety Oversight Program”**. When audits are conducted, the procedure for audit of AMO laid down in **Chapter 9** of this section will be followed.
- The audit checklist used for this purpose is **Checklist # 10 “Checklist for Approval of Maintenance Organization (NCAR Part-145)”**.

**Note:** The MOE are considered accepted after verifying it with completed compliance checklist (**Checklist # 34 “Compliance checklist for NCAR-145 approval”**) and completed Maintenance Organization Exposition Checklist (**Checklist # 9 “Checklist for Approval of Maintenance Organization Exposition (Part I)”**) and when Director General approves the validation of foreign AMO.

**Note:** the nominated post holders of the organization are considered accepted when the MOE is accepted and when Director General approves the validation of foreign AMO.

- Ensure that the organization file contains all necessary supporting documents for approval along with copy of Approval Certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Organization list with necessary information as per technical library procedure manual.



## 21. PROCEDURE FOR RENEWAL OF VALIDATION CERTIFICATE OF FOREIGN AMO

### PURPOSE

For renewal of Validation Certificate to foreign AMO

### CIRCUMSTANCES OF USE

When the foreign AMO applies to CAA Nepal for renewal of Validation Certificate

### REFERENCE CRITERIA

NCAR Chapter D.1

### COORDINATION

Team member

### TOOLS

**Checklist # 23 “Checklist for Reviewing Application Package for Renewal of AMO Validation- Foreign AMO”**

Note pad

Stickers

### TASK TO PERFORM

- Applications of foreign approved maintenance organization seeking renewal of validation under **NCAR chapter D.1** are dealt slightly differently than the organization located inside Nepal seeking approval as per NCAR Part-145 as CAA Nepal only validates the foreign AMO certificate of the organization approved by NAA of contracting state.
- Audit component of the organization will be done on random basis as per requirements laid down in **NCAR Chapter D.1** as per “**Safety Oversight Program**”.
- All such applications shall be accompanied by the following documents as required by **NCAR Chapter D.1**:
  - a) Submission of CAAN Form 2 application form.
  - b) Copy of evidence of valid ICAO contracting State approval (FAA or EASA or other NAA).
  - c) Check for any change in Scope of Approval. If there is a change then check whether it includes the aircraft type registered in Nepal or not.
  - d) Submission of recent audit findings from the applicable authorities mentioned in (b) above.
  - e) Current status of the findings (if any) referenced in item (d).
  - f) Submission of internal audit reports.
  - g) Current status of the findings (if any) referenced in item (f).
  - h) Submission of Maintenance Organization Exposition (MOE) & Capability List. (Either Electronic Form or Hard Copy).  
**Note:** *Required only if there is any change in MOE & Capability List submitted during initial issuance.*
  - i) Completed compliance checklist (**Checklist # 34 “Compliance checklist for NCAR-145 approval**)



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

**Note:** Required only if there is any change in MOE & Capability List submitted during initial issuance.

- j) Completed Maintenance Organization Exposition Checklist (**Checklist # 9 “Checklist for Approval of Maintenance Organization Exposition (Part I)”**)

**Note:** Required only if there is any change in MOE & Capability List submitted during initial issuance.

- k) Payment of CAA Nepal prescribed fee for renewal (**as per Civil Aviation Regulations 2058 B.S., Schedule-1**).

**Note:** Verify the approval certificate issued by in pt. (b) through ICAO contracting State website.

- After receiving an application package, Airworthiness Inspector will verify application package for its completeness through **Checklist # 23 “Checklist for Reviewing Application Package for Renewal of AMO Validation- Foreign AMO”** to avoid missing of essential check points of approval.
- The applicants will be informed in writing (via email or letter) regarding the incomplete or deficient document for submission before proceeding with the further validation process.
- Upon satisfactory scrutiny of documents, Airworthiness Inspector will forward the internal office memo along with all the supporting documents to the Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with all the supporting documents to the Director of FSSD for renewal of validation.
- After receiving approval from Director of FSSD, Airworthiness Inspector will issue the Validation Certificate as per format laid down in NCAR Chapter D.1 (Form D.1, Appendix-1).
- Validation of the foreign AMO may be issued only after confirming that no discrepancy is pending closure.
- For Maintenance Organization located outside Nepal the investigation and continued oversight of the approval shall be carried out by a team appointed by the Director General, CAA Nepal as per requirements laid down **NCAR Chapter D.1** and as per “**Safety Oversight Program**”. When audits are conducted, the procedure for audit of AMO laid down in **Chapter 9** of this section will be followed.
- The audit checklist used for this purpose is **Checklist # 10 “Checklist for Approval of Maintenance Organization (NCAR Part-145)”**.

**Note:** The MOE are considered accepted after verifying it with completed compliance checklist (**Checklist # 34 “Compliance checklist for NCAR-145 approval**) and completed Maintenance Organization Exposition Checklist (**Checklist # 9 “Checklist for Approval of Maintenance Organization Exposition (Part I)”**) and when Director of FSSD approves the renewal of validation of foreign AMO.

**Note:** the nominated post holders of the organization are considered accepted when the MOE is accepted and when Director of FSSD approves the renewal of validation of foreign AMO.

- Ensure that the organization file contains all necessary supporting documents for approval along with copy of Approval Certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Organization list with necessary information as per technical library procedure manual.



## **Section 2**

### **Procedure for NCAR Part-66 Aircraft Maintenance Licence**



## **1. GENERAL**

### **1.1 SCOPE**

Qualified Personnel engaged in maintenance activities of an aircraft and aircraft components will be issued with NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML) by the Civil Aviation Authority of Nepal (CAA Nepal). This section establishes the administrative procedures that the Airworthiness Inspector shall follow while exercising its tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of NCAR Part-66 Aircraft Maintenance Licence under applicable rules of Civil Aviation Regulation and NCAR Part-66.

Applications for Issuance/continuation/change of NCAR Part-66 Aircraft Maintenance Licence are to be processed by the Airworthiness Inspection Division following the procedures detailed in this section.

### **1.2 APPROVING AUTHORITY (NCAR 66.B.10 (1))**

The Director General, CAA Nepal is the Chief Executive of CAA Nepal for issuance, continuation, change, conversion, suspension or revocation of **NCAR Part-66** Aircraft Maintenance Licence. He may delegate the power under **Rule 87** of Civil Aviation Regulations 2002, to his subordinate officers to ensure that all aviation activities including the aircraft maintenance activities are performed in an orderly manner. CAA Nepal has established documented procedures containing the following information:

- (i) The title(s) and name(s) of the Officer(s) of the CAA Nepal and their duties and responsibilities. **(Refer Airworthiness Inspector Manual Para 2.2 and 3.3 and Safety Oversight Program).**
- (ii) Organisation chart(s) showing associated chains of responsibility of the senior persons. **(Refer Airworthiness Inspector Manual Appendix-1).**
- (iii) A procedure defining the qualifications for staff together with a list of staff authorized to sign Licence. **(Refer Airworthiness Inspector Manual Chapter 4 and Personal/Training Files of Airworthiness Inspectors and Assistant Airworthiness Inspector).**
- (iv) A general description of the facilities. **(Refer Airworthiness Inspector Manual Appendix-2 ).**
- (v) Procedures specifying how the CAA Nepal ensures compliance with **NCAR Part-66** is included in this **Airworthiness Inspector Handbook Part-II, Section II.**

CAA Nepal has established the procedures detailed in this section as how compliance with **NCAR Part-66** is accomplished. The procedures are required to be reviewed once in a year in the month of January . The documentary evidence for implementation of procedures in this section is filed in individual licence holder file.



## 2. PROCEDURE FOR THE ISSUANCE OF AN AIRCRAFT MAINTENANCE LICENCE

### PURPOSE

To issue NCAR Part-66 Aircraft Maintenance Licence

### CIRCUMSTANCES OF USE

On receipt of a CAAN Form 19 requesting issuance of an Aircraft Maintenance Licence

### REFERENCE CRITERIA

NCAR Part-66 (NCAR 66.B.100)

### COORDINATION

None

### TOOLS

Checklist # 30 NCAR Part-66 Assessment Form

### TASK TO PERFORM

- On receipt of application for the issuance of NCAR Part-66 Aircraft Maintenance Licence, verify that:
  - a) The application Form **CAAN Form 19** is completed correctly.
  - b) Completion Certificate of all applicable Modules (**NCAR Part-147 "Certificate of Recognition"**) as required by NCAR Part-66 (NCAR 66.A.25) and NCAR Part-66 Appendix-I or credit granted by CAA Nepal.
  - c) Details of experience gained (Logbook) as required by NCAR Part-66 (NCAR 66.A.30).
  - d) Certificate in support of additional qualification.
  - e) Identity document containing a photograph of the applicant (citizenship card or passport).
  - f) Applicable Fee as per Civil Aviation Regulation 2058.
  - g) any other supporting documentation for issuance of licence.
- Verify completeness of **CAAN Form 19** by ensuring that the applicant has filled all the required details in:
  - a) Applicant details
  - b) Employers details
  - c) Application for the type of licence requested
  - d) Name, Signature and Date
  - e) Detail of any credits or qualification requested to be taken into account.
  - f) Quality Manager or other suitable signatory recommending the candidate for issuance of licence.
- Verify that the applicant has completed all the modules as required by NCAR Part-66 Appendix-I by completing the **Checklist # 30 (Part C, Subpart C1)** by reviewing **NCAR Part-147 "Certificate of Recognition"** for each module.
- Each module should have been passed within ten years prior to the application for an aircraft maintenance licence.
- Should this not be the case, check if the applicant has obtained examination credit from CAA Nepal.
- If the credit has been granted to the applicant by CAA Nepal, confirm that the validity of the credit has not expired to ensure that all required modules of NCAR Part-66 Appendix-I have been met.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- If the validity of the credit has expired, inform applicant to apply for examination credit again for further processing of application.  
**Note:** Review the application for examination credit as per procedure laid down in Chapter 11 of this section.
- After satisfactory completion of **Checklist # 30 (Part C, Subpart C1)** verify the experience claimed by the applicant.
- Ensure experience claimed by applicant meets the requirement of NCAR 66.A.30 by completing the **Checklist # 30 (Part C, Subpart C2)**  
**Note:** Applicants claiming the maximum reduction in **NCAR 66.A.30(a)** total experience based upon successful completion of a **NCAR 147.A.200** approved basic training course should include the **NCAR Part-147** certificate of recognition for approved basic training.  
**Note:** Applicants claiming reduction in **NCAR 66.A.30(a)** total experience based upon successful completion of training considered relevant by the CAA Nepal as a skilled worker in a technical trade, should include the relevant certificate of successful completion of training.  
**Note:** Applicants claiming credit against the **NCAR 66.A.30(a)** total experience requirement by virtue of **NCAR 66.A.30(a)** non-civil aircraft maintenance experience may only be granted such credit where the CAA Nepal has recognised such non-civil aircraft maintenance experience. The CAA Nepal in recognising non-civil aircraft maintenance experience should have specified who within the non-civil environment may make a statement that the applicant has met relevant maintenance experience. The applicant should include a detailed statement of such maintenance experience signed by the non-civil maintenance authority in accordance with the conditions specified by the CAA Nepal.
- CAA Nepal should check that the experience record satisfies above paragraphs in terms of content and the countersigning signature and complete **Checklist # 30 (Part C, Subpart C2)**.
- After satisfactory completion of **Checklist # 30 (Part C, Subpart C2)**, verify the identity and date of birth of the applicant, ensure that applicant for an aircraft maintenance licence is at least 18 years of age.
- Complete the **Checklist # 30 (Part C, Subpart C3)**.
- Being satisfied that the applicant meets the standards of knowledge and experience required by **NCAR Part-66**, Initiate the internal office memo with the application form (**CAAN Form 19**), all the supporting document and **Checklist # 30** and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the Aircraft Maintenance Licence (**CAAN Form 26**) with all the pertinent information in 2 copies.
- The Aircraft Maintenance Licence will have unique number (e.g. CAAN.66.001; CAAN.66.002 etc.).
- The validity of the licence shall be 5 years.
- CAA Nepal shall issue the relevant aircraft maintenance licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign in the licence prior to issue.
- Ensure that the personal file contains all necessary supporting documents for issuance of Aircraft Maintenance Licence (CAAN Form 19; Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26).
- The Personal file of the applicant will be forwarded to technical library for records as per **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. Personal file of the applicant will have same number as applicants Aircraft Maintenance Licence number.





### 3. PROCEDURE TO CHANGE AN AIRCRAFT MAINTENANCE LICENCE TO INCLUDE AN ADDITIONAL BASIC CATEGORY OR SUB-CATEGORY

#### **PURPOSE**

To change Aircraft Maintenance Licence to include an additional basic category or sub-category

#### **CIRCUMSTANCES OF USE**

On receipt of a CAAN Form 19 requesting change in Aircraft Maintenance Licence to include an additional basic category or sub-category

#### **REFERENCE CRITERIA**

NCAR Part-66 (NCAR 66.B.110)

#### **COORDINATION**

None

#### **TOOLS**

**Checklist # 30 NCAR Part-66 Assessment Form**

Note pad and Stickers

#### **TASK TO PERFORM**

- On receipt of application for change of an Aircraft Maintenance Licence to include an additional basic category or sub-category. verify that:
  - a) Application Form **CAAN Form 19** is completed correctly and that it agrees with the details on the current licence and the record maintained by CAA Nepal.
  - b) Completion Certificate of all applicable Modules (**NCAR Part-147 "Certificate of Recognition"**) as required by NCAR Part-66 (NCAR 66.A.25) and NCAR Part-66 Appendix-I.
  - c) Details of Experience gained (logbook) as required by NCAR Part-66 (NCAR 66.A.30) and NCAR Part-66 Appendix IV.
  - d) Identity document containing a photograph of the applicant (citizenship card or passport).
  - e) Applicable Fee as per Civil Aviation Regulation 2058.
  - f) Current original licence issued by CAA Nepal to applicant.
  - g) any other supporting documentation for change in licence.
- Verify completeness of **CAAN Form 19** by ensuring that the applicant has filled all the required details in:
  - a) Applicant details.
  - b) Employers details.
  - c) Application for the type of licence requested.
  - d) Name, Signature and Date.
  - e) Detail of any credits or qualification requested to be taken into account.
  - f) Quality Manager or other suitable signatory recommending the candidate for issuance of licence.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Verify that the applicant has completed all the modules as required by NCAR Part-66 Appendix-I by completing the relevant part of **Checklist # 30 (Part G, Subpart G1 or G2)** by reviewing **NCAR Part-147 “Certificate of Recognition”** for each modules.
- Each module should have been passed within ten years prior to the application for an aircraft maintenance licence.
- Should this not be the case, check if the applicant has obtained examination credit from CAA Nepal.
- If the credit has been granted to the applicant by CAA Nepal, confirm that the validity of the credit has not expired to ensure that all required modules of NCAR Part-66 Appendix-I have been met.
- If the validity of the credit has expired, inform applicant to apply for examination credit again for further processing of application.

**Note:** Review the application for examination credit as per procedure laid down in **Chapter 11** of this section.

- After satisfactory completion of **Checklist # 30 (Part G, Subpart G1 or G2)** verify the experience claimed by the applicant.
- Ensure experience claimed by applicant meets the requirement of NCAR Part-66 by completing the relevant part of **Checklist # 30 (Part C, Subpart C2)**
- CAA Nepal should check that the experience record satisfies above paragraphs in terms of content and the countersigning signature and complete relevant part of **Checklist # 30 (Part C Subpart C2)**.
- After satisfactory completion of relevant part of **Checklist # 30 (Part C, Subpart C2)**, verify the identity and date of birth of the applicant, ensure that applicant for an Aircraft Maintenance Licence is at least 18 years of age.
- Complete the **Checklist # 30 (Part C, subpart C3)**.
- Being satisfied that the applicant meets the standards of knowledge and experience required by **NCAR Part-66**, Initiate the internal office memo with the application form (CAAN Form 19); all the supporting document and checklist # 30 and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the Aircraft Maintenance Licence (CAAN Form 26) with all the pertinent information in 2 copies.
- The Aircraft Maintenance Licence will have unique number previously issued to the applicant (e.g. CAAN.66.001; CAAN.66.002 etc.).
- CAA Nepal shall issue the relevant Aircraft Maintenance Licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign the licence prior to issue.
- The validity of the licence will be the current validity of licence.
- Ensure that the personal file contains all the necessary supporting documents for Issuance of Aircraft Maintenance Licence (CAAN Form 19; Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26) issued.
- The personal file of the applicant will be forwarded to technical library for records as per **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. Personal file of the applicant will have same number as applicants Aircraft Maintenance Licence number.



## 4. PROCEDURE TO CHANGE AN AIRCRAFT MAINTENANCE LICENCE TO INCLUDE A GROUP 1 AIRCRAFT TYPE RATING

### **PURPOSE**

To change Aircraft Maintenance Licence to include a group 1 aircraft type rating

### **CIRCUMSTANCES OF USE**

On receipt of a CAAN Form 19 requesting a change in Aircraft Maintenance Licence to include a group 1 aircraft type rating

### **REFERENCE CRITERIA**

NCAR Part-66 (NCAR 66.B.115)

### **COORDINATION**

None

### **TOOLS**

**Checklist # 30 NCAR Part-66 Assessment Form**

Note pad

Stickers

### **TASK TO PERFORM**

- On receipt of application for the change of an Aircraft Maintenance Licence to include a group 1 aircraft type rating. Verify that:
  - a) The application Form **CAAN Form 19** is completed correctly and that it agrees with the details on the current licence and the record maintained by CAA Nepal.
  - b) the Certificate of Recognition (CAAN Form 148) fully details the required training (Theory and Practical) for the aircraft type requested.
  - c) in the case of an initial type rating, a certificate issued by an approved NCAR Part-145 organisation details the OJT practical training and assessment IAW NCAR Part-66 Appendix III Para 4.6.
  - d) Applicable Fee as per Civil Aviation Regulation 2058.
  - e) The current original licence issued by CAA Nepal is included with the application.
  - f) any other supporting documentation to include an aircraft type rating in the Aircraft Maintenance Licence.
- Verify completeness of **CAAN Form 19** by ensuring the applicant has filled all the required details in:
  - a) Applicant details
  - b) Employers details
  - c) Application for the type of licence requested
  - d) Name, Signature and Date
  - e) Detail of any credits or qualification requested to be taken into account.
  - f) Quality Manager or other suitable signatory recommending the candidate to include an aircraft rating in the Aircraft Maintenance Licence.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

**Note:** Where the type training has not been conducted by a **NCAR Part-147** organisation, there should be supporting documents confirming to the CAA Nepal that:

- The type training has been approved by the CAA Nepal in accordance with **NCAR 66.B.130** through direct course approval procedure laid down in **Chapter 9** of this section.
  - The applicant has completed all theory and practical elements of the approved type training; and
  - The trainee has been successfully examined and assessed.
- The type training should have been passed within three years prior to the application for an Aircraft Maintenance Licence.
  - Ensure that the applicant has submitted OJT logbook (for first aircraft in licence subcategory).
  - Ensure OJT claimed by applicant meets the requirement of NCAR Part-66 by completing **Checklist # 30 (Part D, Subpart D1)**.

**Note:** In the case where the On-the-Job Training is not required, the aircraft type rating shall be endorsed based on a Certificate of Recognition issued by a maintenance training organisation approved in accordance with **NCAR Part-147**.

- Ensure that the OJT record satisfies the requirements of **NCAR Part-66 Appendix III Para 4.6**, complete **Checklist # 30 (Part D, Subpart D1)**.
- After satisfactory completion OJT evaluation of **Checklist # 30 (Part D, Subpart D1)**, Complete the **Checklist # 30 (Part D, Subpart D2)**.
- Being satisfied that the applicant meets the standards of knowledge and experience required by **NCAR Part-66**, initiate the internal office memo with the application form (CAAN Form 19); all the supporting documentation and checklist # 30 and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the Aircraft Maintenance Licence (CAAN Form 26) with all the pertinent information and aircraft rating in 2 copies.
- Aircraft type endorsement shall use the aircraft type ratings as specified by CAA Nepal in List of aircraft type ratings for Appendix I to AMC to NCAR Part-66.
- The Aircraft Maintenance Licence will have unique number previously issued to the applicant (e.g. CAAN.66.001; CAAN.66.002 etc.).
- The validity of the licence will be current validity of the licence.
- CAA Nepal shall issue the relevant Aircraft Maintenance Licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign the licence prior to issue.
- Ensure that the personal file contains all necessary supporting documents for issuance of aircraft rating in Aircraft Maintenance Licence (CAAN Form 19; Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26) issued.
- The Personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.

The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. The personal file of the applicant will have same number as the applicants Aircraft Maintenance Licence number.

**Note:** Refer Appendix -5 for the flowchart for this procedure.



## 5. PROCEDURE TO CHANGE AN AIRCRAFT MAINTENANCE LICENCE TO INCLUDE A GROUP 2 OR 3 AIRCRAFT TYPE OR GROUP RATING

### **PURPOSE**

To change Aircraft Maintenance Licence to include a group 2 or 3 aircraft type or group rating

### **CIRCUMSTANCES OF USE**

On receipt of a CAAN Form 19 requesting a change in Aircraft Maintenance Licence to include a group 2 or 3 aircraft type or group rating

### **REFERENCE CRITERIA**

NCAR Part-66 (NCAR 66.B.115)

### **COORDINATION**

None

### **TOOLS**

Checklist # 30 NCAR Part-66 Assessment Form

Note pad

Stickers

### **TASK TO PERFORM**

- On receipt of application for the change of an Aircraft Maintenance Licence to include an group 2 or 3 aircraft type or group rating. Verify that:
  - a) The application Form **CAAN Form 19** is completed correctly and that it agrees with the details on the current licence and the record maintained by CAA Nepal.
  - b) Where the Certificate of Recognition (CAAN Form 148) has been issued, check that it fully details the required training (Theory and Practical) for the aircraft type requested.
  - c) Where OJT has been conducted for an initial type rating, a certificate issued by an approved NCAR Part-145 organisation details the OJT practical training and assessment IAW NCAR Part-66 Appendix III Para 4.6.
  - d) Where no formal training or OJT has been conducted, an aircraft type examination has been undertaken by CAA Nepal or by a third party approved by CAA Nepal.
  - e) Practical experience shall be demonstrated by the submission of a logbook or worksheets covering an acceptable representation of the aircraft for which the aircraft type rating is requested.
  - f) Where group rating is requested, the current licence should contain the necessary type ratings which would permit the issue of a group rating (it is acceptable that a type rating and a group rating are requested at the same time providing all other conditions are met).
  - g) Applicable Fee as per Civil Aviation Regulation 2058.
  - h) The current original licence issued by CAA Nepal is included with the application.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- i) any other supporting documentation to include an aircraft rating in the Aircraft Maintenance Licence.
- Verify completeness of **CAAN Form 19** by ensuring the applicant has filled all the required details in:
  - a) Applicant details
  - b) Employers details
  - c) Application for the type of licence requested
  - d) Name, Signature and Date
  - e) Detail of any credits or qualification requested to be taken into account.
  - f) Quality Manager or other suitable signatory recommending the candidate to include an aircraft rating in the Aircraft Maintenance Licence.

**Note:** Where the type training has not been conducted by a **NCAR Part-147** organisation, there should be supporting documents confirming to the CAA Nepal that:

- The type training has been approved by the CAA Nepal in accordance with **NCAR 66.B.130** through direct course approval procedure laid down in **Chapter 9** of this section.
- The applicant has completed all theory and practical elements of the approved type training; and
- The trainee has been successfully examined and assessed.
- The type training should have been passed within three years prior to the application for an Aircraft Maintenance Licence.
- Ensure that the applicant has submitted OJT logbook (for first aircraft in licence subcategory).
- Ensure OJT claimed by applicant meets the requirement of NCAR Part-66 by completing **Checklist # 30 (Part D, Subpart D1)**

**Note:** In the case where the On-the-Job Training is not required, the aircraft type rating shall be endorsed based on a Certificate of Recognition issued by a maintenance training organisation approved in accordance with **NCAR Part-147**.

- Ensure that the OJT record satisfies the requirements of **NCAR Part-66 Appendix III Para 4.6**, complete **Checklist # 30 (Part D, Subpart D1)**.
- Where any new type rating for group 3 aircraft which is constructed of a material other than that of the current type ratings on the licence, the appropriate limitations are amended IAW 66.A.45(f) and (g).
- After satisfactory completion OJT evaluation of **Checklist # 30 (Part D, Subpart D1)**, Complete the **Checklist # 30 (Part D, Subpart D2)**.
- Being satisfied that the applicant meets the standards of knowledge and experience required by **NCAR Part-66**, initiate the internal office memo with the application form (CAAN Form 19); all the supporting documentation and checklist # 30 and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the Aircraft Maintenance Licence (CAAN Form 26) with all the pertinent information and aircraft rating in 2 copies.
- Aircraft type endorsement shall use the aircraft type ratings as specified by CAA Nepal in List of aircraft type ratings for Appendix I to AMC to NCAR Part-66.
- The Aircraft Maintenance Licence will have unique number previously issued to the applicant (e.g. CAAN.66.001; CAAN.66.002 etc.).
- The validity of the licence will be current validity of the licence.
- CAA Nepal shall issue the relevant Aircraft Maintenance Licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign the licence prior to issue.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Ensure that the personal file contains all necessary supporting documents for issuance of aircraft rating in Aircraft Maintenance Licence (CAAN Form 19; Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26) issued.
- The Personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. The personal file of the applicant will have same number as the applicants Aircraft Maintenance Licence number.

**Note:** Refer Appendix -5 for the flowchart for this procedure.



## 6. PROCEDURE FOR THE RENEWAL OF AN AIRCRAFT MAINTENANCE LICENCE VALIDITY

### PURPOSE

To renew Aircraft Maintenance Licence validity

### CIRCUMSTANCES OF USE

On receipt of a CAAN Form 19 requesting renewal of Aircraft Maintenance Licence validity

### REFERENCE CRITERIA

NCAR Part-66 (NCAR 66.B.120)

### COORDINATION

None

### TOOLS

Checklist # 30 NCAR Part-66 Assessment Form

Note pad

Stickers

### TASK TO PERFORM

- On receipt of application for renewal of Aircraft Maintenance Licence validity, verify that:
  - a) Application Form **CAAN Form 19** is completed correctly and that it agrees with the details on the current licence and the record maintained by CAA Nepal.
  - b) Current original licence issued by CAA Nepal to applicant.
  - c) Identity document containing a photograph of the applicant (citizenship card or passport).
  - d) Applicable Fee as per Civil Aviation Regulation 2058.
- Verify completeness of **CAAN Form 19** by ensuring the applicant has filled all the required details in:
  - a) Applicant details.
  - b) Employers details.
  - c) Application for the type of licence requested.
  - d) Name, Signature and Date.
  - e) Detail of any credits or qualification requested to be taken into account.
  - f) Quality Manager or other suitable signatory recommending the candidate for issuance of Aircraft Maintenance Licence.
- Compare that the applicants Aircraft Maintenance Licence agrees with the details and records maintained by CAA Nepal.
- Ensure that the licence doesn't have any pending revocation, suspension or change action pursuant to NCAR 66.B.500.
- If the documents are identical and no action is pending pursuant to NCAR 66.B.500, Complete the **Checklist # 30 (Part H)**.

***Note:** If CAA Nepal records are different from the NCAR Part-66 Aircraft Maintenance Licence held by the licence holder:*





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- CAA Nepal will investigate the reasons for such differences and may choose not to renew the NCAR Part-66 Aircraft Maintenance Licence.
- CAA Nepal will inform the licence holder and any known maintenance organization approved in accordance with **NCAR Part-M Subpart F** or **NCAR Part-145** that may be directly affected of such fact.
- CAA Nepal will, if necessary, take action under paragraph **Chapter 12 of this section** to revoke, suspend or amend the licence in question.
- Being satisfied that the applicant meets the standards of knowledge and experience required by **NCAR Part-66**, prepare the Aircraft Maintenance Licence (CAAN Form 26) with all the pertinent information in 2 copies.
- The Aircraft Maintenance Licence will have unique number previously issued to an applicant (e.g. CAAN.66.001; CAAN.66.002 etc.).
- CAA Nepal shall issue the relevant Aircraft Maintenance Licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign the licence prior to issue.
- The licence shall be renewed for 5 years.
- Ensure that the personal file contains all necessary supporting documents for renewal of Aircraft Maintenance Licence (CAAN Form 19; Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26) renewed.
- The Personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. The personal file of the applicant will have same number as applicants Aircraft maintenance licence number.



## 7. PROCEDURE FOR CONVERSION OF CERTIFYING STAFF QUALIFICATION

### **PURPOSE**

To convert the Aircraft Maintenance Technician Licence into NCAR Part-66 Aircraft Maintenance Licence

### **CIRCUMSTANCES OF USE**

When the Aircraft Maintenance Technician Licence holder request for conversion of its licence to NCAR Part-66 Aircraft Maintenance Licence

### **REFERENCE CRITERIA**

NCAR 66.B.300

### **COORDINATION**

None

### **TOOLS**

**“Procedure for Conversion of Existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)”**

**Checklist # 30 NCAR Part-66 Assessment Form**

Note pad

Stickers

### **TASK TO PERFORM**

- CAA Nepal has developed **“Procedure for Conversion of Existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)”** for conversion of licence. When the applicant applies to CAA Nepal for conversion of his/her existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML) with copy of his licence, CAA Nepal shall evaluate the licence as per **“Procedure for Conversion of Existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)”**
- After the evaluation of licence, complete the relevant information related to applicant previous licence held in the **Checklist # 30 “NCAR Part-66 Assessment Form (Part A)”**.
- As **“Procedure for Conversion of Existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)”** is a detailed document covering all the possible scenario for the conversion of licence, the limitation on NCAR Part-66 licence are automatically available.
- Once the limitations are identified, complete the **Checklist # 30 “NCAR Part-66 Assessment Form (Part A)”**.
- Initiate the internal office memo with the application form, all the supporting document and **Checklist # 30** and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- After approval from Director General, prepare the Aircraft Maintenance Licence (CAAN Form 26) with all the pertinent information and limitations identified during the conversion in 2 copies.
- The Aircraft Maintenance Licence will have unique number previously issued to the applicant based on his previous Aircraft Maintenance Technician Licence (for example CAAN.66.001; CAAN.66.002 etc.).
- CAA Nepal shall issue the Aircraft Maintenance Licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign the Licence prior to issue.
- Ensure that the personal file contains all necessary supporting documents for conversion of Aircraft Maintenance Licence (Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26) issued.
- The personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. The personal file of the applicant will have same number as applicants Aircraft Maintenance Licence number.



## 8. PROCEDURE FOR REMOVAL OF LIMITATION FROM AIRCRAFT MAINTENANCE LICENCE

### **PURPOSE**

To remove the limitations from Aircraft Maintenance Licence

### **CIRCUMSTANCES OF USE**

When the Aircraft Maintenance Licence Holder request for removal of limitation

### **REFERENCE CRITERIA**

NCAR 66.B.300

### **COORDINATION**

None

### **TOOLS**

**“Procedure for Conversion of Existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)”**

**Checklist # 30 NCAR Part-66 Assessment Form**

Note pad

Stickers

### **TASK TO PERFORM**

- CAA Nepal has developed **“Procedure for Conversion of Existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)”** for conversion of licence. This procedure also identifies the corresponding module that needs to be completed for the removal of limitation from the NCAR Part-66 Aircraft Maintenance Licence.
- When the applicant applies to CAA Nepal for removal of limitation from his/her NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML) with copy of his licence along with full and Part module pass results, CAA Nepal shall review the modules cleared by the applicant with **“Procedure for Conversion of Existing Aircraft Maintenance Technician Licence (AMTL) to NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)”** to identify if the candidates has cleared all the modules required for the removal of limitation.
- After the review of full and Part/Module completed by candidate, complete the relevant information in the **Checklist # 30 “NCAR Part-66 Assessment Form (Part E)”**
- Initiate the internal office memo with the application form, all the supporting document and checklist # 30 and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the Aircraft Maintenance Licence (CAAN Form 26) with all the pertinent information in 2 copies.
- The Aircraft Maintenance Licence will have unique number previously issued to the applicant (e.g. CAAN.66.001; CAAN.66.002 etc.).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- CAA Nepal shall issue the Aircraft Maintenance Licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign the licence prior to issue.
- The validity of the licence shall be the current validity of the licence.
- Ensure that the personal file contains all necessary supporting documents for removal of limitation from Aircraft Maintenance Licence (Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26) issued.
- The personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. Personal file of the applicant will have same number as applicants Aircraft Maintenance Licence number.



## 9. PROCEDURE FOR THE DIRECT APPROVAL OF THE AIRCRAFT TYPE TRAINING

### **PURPOSE**

To approve the direct approval of the aircraft type training

### **CIRCUMSTANCES OF USE**

When the organization request for direct approval of the aircraft type training

### **REFERENCE CRITERIA**

NCAR Part-66 (NCAR 66.B.130)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- The CAA Nepal may approve aircraft type training not conducted by a maintenance training organisation approved in accordance with NCAR Part-147.
- In such case the CAA Nepal shall ensure that the aircraft type training complies with Appendix III of this NCAR Part-66.
- On receipt of application for direct approval of type training, CAA Nepal shall ensure that the aircraft type training complies with Appendix III to NCAR Part-66. Verify that:
  - The content and the duration of the theoretical and/or practical elements, as applicable, in accordance with Appendix III to NCAR Part-66, including the Training Need Analysis (TNA);
  - The teaching methods and instructional equipment;
  - The material and documentation provided to the student.
  - The qualification of instructors, examiners and/or assessors, as applicable;
  - The examination and/or assessment procedure, as applicable. Further guidance about the assessment and the designated assessors is given in Appendix III to AMC to NCAR Part-66.
  - The documentation and records to be provided to the student to justify the satisfactory completion of the training course and related examination/assessment. This should include not only a certificate of completion but enough documentation and records to justify that the content and duration approved has been met and that the examination/assessment has been successfully passed.
  - The above criteria apply to a full course as well as to a partial course such as the practical element of a type training course and its assessment.
- CAA Nepal shall audit the organization as per procedure laid down in **Section III Chapter 9** of this manual.



## **AIRWORTHINESS INSPECTOR HANDBOOK PART-II**

### **FOR NCAR PART M/145/147/66**

---

- Being satisfied that the applicant meets the Appendix III to NCAR Part-66, initiate the internal office memo with the application and all supporting documents and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, issue an organization with a letter stating direct approval of the aircraft type training.
- The direct approval of aircraft type training should be done on a case by case basis and should be granted for short period only depending on the request by the applicant.
- Forward the approval file with all the necessary supporting documents for direct approval of type training including approval letter to technical library.
- The technical library will keep the approval file of direct approval for type training in technical records area of the technical library as per technical library procedure manual.



## **10. PROCEDURE FOR THE EXAMINATION BY CAA NEPAL**

### **PURPOSE**

To conduct the examination by CAA Nepal upon applicant request

### **CIRCUMSTANCES OF USE**

When the applicant requests to CAA Nepal for Examination

### **REFERENCE CRITERIA**

NCAR 66.B.200

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- When CAA Nepal receives application for conduction of exam, Airworthiness Inspector shall review the application to ensure that the applicant meets the required criteria for conduction of exam.
- After satisfactory review, Airworthiness Inspector shall initiate the internal office memo along with all the supporting documents for formation of examination board to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will review the internal office memo and forward it to Director of FSSD for approval of examination board.
- After approval of examination board from Director of FSSD, the examination board will check the CAA Nepal database for computer-based examination.
- Examination board will review the CAA Nepal database to check the authenticity and current validity of the question and answers to ensure they are up to date.
- Additional question prepared by examination board are fed into CAA Nepal data base.
- CAA Nepal computerized data base is password protected and has limited access to ensure safety and security of question bank.
- If there is no database for the exam requested and CAA Nepal decides to conduct paper-based exam, then Examination board will prepare the question for the examination requested along with master answer sheet.
- The question bank and master answer sheet are kept in safe and secure location in a sealed envelope.
- CAA Nepal shall ensure following during preparation of question and conduct of examination:
  - all examination questions will be kept in a secure manner prior to an examination, to ensure that candidates will not know which particular questions will form the basis of the examination. CAA Nepal shall nominate:
    - a) persons who control the questions to be used for each examination.
    - b) examiners who will be present during all examinations to ensure the integrity of the examination.
- CAA Nepal shall ensure that Basic examinations will follow the standard specified in **Appendix I and II** of **NCAR Part-66** which is currently carried out by CAA International on behalf of CAA Nepal. CAA





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

Nepal shall audit CAA International every 2 years to ensure continued compliance with its requirements laid down in **NCAR Part-66**. The audit mentioned above could be desktop audit or physical audit depending on the previous audit findings. Type training examinations and Type examinations shall follow the standard specified in **Appendix III of NCAR Part-66**.

- CAA Nepal shall ensure that new essay questions will be raised at least every six months and questions already used withdrawn or rested from use. A record of the questions used will be retained in the records for reference.

**Note:**

- *Questions are prepared in English language.*
- *The primary purpose of essay questions is to determine that the candidate can express themselves in a clear and concise manner and can prepare a concise technical report for the maintenance record, which is why only a few essay questions are required.*
- *Oral type questions may not be used as the primary means of examination because of the difficulty in establishing consistency of standards between examiners or day-to-day.*

*However, nothing prevents the CAA Nepal from meeting potential certifying staff for the purpose of ensuring they understand their obligations and responsibilities in the application of maintenance parts.*

- *For pass mark purposes, the essay questions should be considered as separate from the multiple-choice questions.*
- CAA Nepal shall ensure that all examination papers are handed out at the start of the examination to the candidate and handed back to the examiner at the end of the allotted examination time period. No examination paper may be removed from the examination room during the allotted examination time period.
- CAA Nepal shall ensure that apart from specific documentation needed for type examinations, only the examination paper may be available to the candidate during the examination.
- CAA Nepal shall ensure that examination candidates are separated from each other so that they cannot read each other's examination papers. They may not speak to any person other than the examiner.
- CAA Nepal shall ensure that candidates who are proven to be cheating shall be banned from taking any further examination within 12 months of the date of the examination in which they were found cheating.

#### **Multiple choice question (MCQ) generation**

*The following principles should be observed when developing multiple choice questions:*

- The examination should measure clearly formulated goals. Therefore, the field and depth of knowledge to be measured by each question should be fully identified.*
- All the questions should be of the multiple-choice type with three alternative answers.*
- Questions that require specialised knowledge of specific aircraft types should not be asked in a basic licence examination.*
- The use of abbreviations and acronyms should generally be avoided. However, where needed, only internationally recognised abbreviations and acronyms should be used. In case of doubt use the full form, e.g. angle of attack = 12 degrees instead of  $\alpha = 12^\circ$ .*
- Questions and answers should be formulated as simply as possible: the examination is not a test of language. Complex sentences, unusual grammar and double negatives should be avoided.*



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- (f) A question should comprise one complete positive proposition. No more than 3 different statements should appear among the suggested responses otherwise the candidate may be able to deduce the correct answer by eliminating the unlikely combinations of statements.
- (g) Questions should have only one true answer.
- (h) The correct answer should be absolutely correct and complete or, without doubt, the most preferable. Responses that are so essentially similar that the choice is a matter of opinion rather than a matter of fact should be avoided. The main interest in MCQs is that they can be quickly performed: this is not achieved if doubt exists about the correct answer.
- (i) The incorrect alternatives should seem equally plausible to anyone ignorant of the subject. All alternatives should be clearly related to the question and of similar vocabulary, grammatical structure and length. In numerical questions, the incorrect answers should correspond to procedural errors such as corrections applied in the wrong sense or incorrect unit conversions: they should not be mere random numbers.
- (j) Calculators are not allowed during examination. Therefore, all calculations should be feasible without a calculator. Where a question involves calculations not feasible without a calculator, such as  $\sqrt{10}$ , then the question should specify the approximate value of  $\sqrt{10}$ .
- (k) Questions should be referred to **NCAR Part-66 Appendix I** examination syllabus.

#### Essay question generation

- (a) The purpose of the essay is to allow the CAA Nepal to determine if candidates can express themselves in a clear and concise manner in the form of a written response, in a technical report format using the technical language of the aviation industry. The essay examination also allows assessing, in part, the technical knowledge retained by the individual and with a practical application relevant to a maintenance scenario.
- (b) Questions should be written so as to be broad enough to be answered by candidates for all licence category or sub-categories (Cat A, B1, B2 and B3) and comply with the following general guidelines:
  - The question topic selected should be generic, applicable to mechanical as well as avionic licence categories and have a common technical difficulty level as indicated in NCAR Part-66, Appendix I;
  - Cover technology applicable to most areas of aircraft maintenance;
  - Reflects common working practises;
  - It is not type or manufacturer specific and avoids subjects which are rarely found in practice
  - When drafting a question there is need to ensure that consideration is given to the limited practical experience that most candidates will have.
- (c) To make the questions and the marking procedures are as consistent as possible, each question and model answer, with the required key areas required (see below), should be reviewed independently by at least 2 technical staff members.
- (d) When raising questions the following should be considered:
  - Each essay question will have a time allowance of 20 minutes.
  - A complete A4 side is provided for each question and answer, if required the answer can be extended onto the reverse side of the page.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- *The question should be such that the answer expected will be at the level shown for that subject in the module syllabus.*
  - *The question should not be ambiguous but should seek a broad reply rather than be limited in scope for answer.*
  - *The question should lend itself to be written in a technical report style, in a logical sequence (beginning, middle and end), containing the applicable and relevant technical words needed in the answer.*
  - *Do not ask for drawings/sketches to support the essay.*
  - *The question should be relevant to the category and level of difficulty listed in the syllabus, e.g. a description of a typical general aviation system may not be acceptable for a typical commercial aeroplane.*
  - *Subject to obvious constraints in relation to the topic being addressed the question should have a strong bias towards the practical maintenance of a system/component and the answer should show an understanding of normal and deteriorated conditions of an aircraft and its systems.*
  - *Variations on alternative possible answers which have not been thought of, may have to be taken into account to aid the examiner when marking. If considered relevant, the model answer should be amended to include these new points.*
- (e) *Because of the difficulty in marking an essay answer using key points only, there is a need for the way in which the report was written to be assessed and taken into consideration.*
- (f) *The total points for each question will add up to 100 and will need to reflect both the combination of the technical (key point) element and the report style element.*
- (g) *Each key point will be graded upon its importance and have point weighting allocated to it. The total weight will represent 60% of the mark.*
- (h) *Key points are the 'important elements' that may be knowledge or experience-based and will include other maintenance orientated factors such as relevant safety precautions or legislative practices if applicable. Excessive reference to the need for MM referral or safety checks may be considered wasteful.*
- (i) *The question answer will be analysed for the clarity and manner in which the essay report is presented and have a weighting allocated to it, which will represent 40% of the mark.*
- (j) *The answer should show the candidate's ability to express himself in technical language. This includes readability of the language, basic grammar and use of terminology.*
- (k) *The report starts in the beginning and has logical process to reach a conclusion.*
- (l) *Supporting diagrams should not be encouraged but if used should supplement the answer and not replace the need for a broad text answer.*
- (m) *The report should not be indexed, itemised or listed.*
- (n) *Within reason the candidate should not be penalised for incorrect spelling.*
- (o) *A zero mark should only be given in exceptional circumstances. Even if the student misunderstands the question and gives an answer to a different question, a sympathetic mark even if only for the report style should be given, this could up to the maximum percentage allowed.*
- (p) *The two allocated marks should be added together and written into the answer paper.*
-



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

*(q) If a question answer resulting in a borderline failure is principally due to “written report errors,” the paper should be discussed and the mark agreed if possible with another examiner.*

- After the conduction of exam by examination board the answers paper is checked against the master answer sheet if the exam conducted is paper based.
- If the examination is computerized exam, then the answers are automatically checked by the computer.
- The result of the examination is informed to candidates either by notice or by individual letter.
- One copy of the result is kept in the examination file for record purpose.
- The examination file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
- The technical library will keep the examination file in the designated place in the technical library.



## 11. PROCEDURE FOR GRANTING EXAMINATION CREDIT ON THE BASIS OF EXAMINATION CREDIT REPORT

### PURPOSE

To grant examination credit on the basis of examination credit report

### CIRCUMSTANCES OF USE

When the applicant requests for granting examination credit to CAA Nepal

### REFERENCE CRITERIA

NCAR Part-66 (NCAR 66.B.400; NCAR 66.B.405; NCAR 66.B.410)

### COORDINATION

None

### TOOLS

**Checklist # 57 “Accreditation of a Technical Qualification Application”**

Note pad

Stickers

### TASK TO PERFORM

- CAA Nepal grants examination credit on the basis of a credit report **Checklist # 57 “Accreditation of a Technical Qualification Application”** prepared by the applicant.
- Such credit report shall be reviewed by CAA Nepal to ensure compliance with this NCAR Part-66 before approving it.
- When applicant applies to CAA Nepal for Examination Credit, along with completed **Checklist # 57 “Accreditation of a Technical Qualification Application”**; and other supporting document (course syllabus of the applicant etc.), CAA Nepal shall review such application.
- The completed **Checklist # 57** should have comparison between the modules, sub-modules, subjects and knowledge levels contained in Appendix I to NCAR Part-66, as applicable; and the syllabus of the technical qualification concerned relevant to the particular category being sought.
- Ensure that completed **Checklist # 57** can demonstrate the compliance and it contains the justifications for each statement.
- Ensure No credit is granted unless there is a statement of compliance against each module and sub-module, stating where, in the technical qualification, the equivalent standard can be found.
- After satisfactory verification of the completed **Checklist # 57**, initiate the internal office memo with the application form, all the supporting document and **Checklist # 57** and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the letter approving the request for granting examination credit along with reference to credit report used and stating the validity of the credit.

**Note:** The validity of the credit is for 10 years only.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Note:** After the expiry of credit, the applicant shall apply for new credit. CAA Nepal shall continue the validity of the credits for an additional period of 10 years without further consideration if basic knowledge requirements defined in Appendix I to this NCAR Part-66 have not been changed.

- Ensure that the personal file of the applicant contains all the necessary supporting documents for granting examination credit (**Checklist # 57** and other information as required by this chapter).
- The personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place as per procedure laid down in technical library procedure manual.

**Note:** The CAA Nepal shall check, on a regular basis, whether the national qualification standard, or Appendix I to NCAR Part-66 have changed and assess if changes to the credit report are consequently required. Such changes shall be documented, dated and recorded.



## **12. PROCEDURE FOR SUSPENSION; REVOCATION AND LIMITATION OF AIRCRAFT MAINTENANCE LICENCE**

### **PURPOSE**

To suspend; revoke and limit the Aircraft Maintenance Licence

### **CIRCUMSTANCES OF USE**

When Aircraft Maintenance Licence holder is not complying with the requirements of CAA Nepal

### **REFERENCE CRITERIA**

NCAR Part-66 (NCAR 66.A.500)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- The CAA Nepal shall suspend, limit or revoke the aircraft maintenance licence where it has identified a safety issue or if it has clear evidence that the person has carried out or been involved in one or more of the following activities:
  - a) Obtaining the aircraft maintenance licence and/or the certification privileges by falsification of documentary evidence.
  - b) Failing to carry out requested maintenance combined with failure to report such fact to the organisation or person who requested the maintenance.
  - c) Failing to carry out required maintenance resulting from own inspection combined with failure to report such fact to the organisation or person for whom the maintenance was intended to be carried out.
  - d) Negligent maintenance.
  - e) Falsification of the maintenance record.
  - f) Issuing a certificate of release to service knowing that the maintenance specified on the certificate of release to service has not been carried out or without verifying that such maintenance has been carried out.
  - g) Carrying out maintenance or issuing a certificate of release to service when adversely affected by alcohol or drugs.
  - h) Issuing certificate of release to service while not in compliance with NCAR Part-M, NCAR Part-145 or NCAR Part-66.
- As soon as Airworthiness Inspector identify this condition, they shall inform same to Chief of Airworthiness Inspection Division.
- The matter is brought to Director of FSSD, and in the interest of safety of passenger, Director of FSSD may issue an order to temporarily suspend the Aircraft Maintenance Licence after consent from Director General.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- An investigation team will be formed who will investigate this matter and submit report to Director of FSSD.
- Upon receiving the report of investigation, Director of FSSD shall forward the internal office memo to Director General following administrative procedure recommending Suspension, Revocation and Limitation of licence as appropriate.
- Upon receiving recommendation, Director General, CAA Nepal will make an appropriate decision as per **Rule 40** of Civil Aviation Regulation.
- The decision of Director General is informed to the personnel via official letter.
- The file containing the Director General decision regarding Suspension, Revocation and Limitation of licence to a personnel will be forwarded to technical record area in technical library for filing in individual personnel licence file as per technical library procedure manual.
- The updated “**List of Enforcement Action by CAA Nepal**” will be shared to Airworthiness Inspector via One Drive for tracking and monitoring.





## **13. PROCEDURE FOR RECORD KEEPING**

### **PURPOSE**

To keep records of NCAR Part-66 Aircraft Maintenance Licence holder

### **CIRCUMSTANCES OF USE**

When the NCAR Part-66 Aircraft Maintenance Licence is issued/ renewed or changed

### **REFERENCE CRITERIA**

NCAR Part-66 (NCAR 66.B.20)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- CAA Nepal shall establish a system of record-keeping that allows adequate traceability of the process for issuance, continuation, change, conversion, suspension or revocation of NCAR Part-66 Aircraft Maintenance Licence.
- The records are kept in technical records area of technical library safeguarding it from theft, fire, alternation and unforeseen natural calamities.
- The records shall include for each licence:
  - a. the application for an Aircraft Maintenance Licence or change to that licence (**CAAN Form 19**), including all supporting documentation;
  - b. a copy of the aircraft maintenance licence including any changes (**CAAN Form 26**);
  - c. copies of all relevant correspondence;
  - d. details of any exemption and enforcement actions;
  - e. any report from CAA Nepal relating to the aircraft maintenance licence holder;
  - f. the records of examinations conducted by CAA Nepal;
  - g. the applicable aircraft maintenance licence conversion reports;
  - h. the applicable credit report used for crediting.
- Records referred to in paragraph (a) to (e) will be kept at least five years after the end of the licence validity.
- Records referred to in paragraph (f), (g) and (h) will be kept for an unlimited period.
- Either a paper or computer system or any combination of both may be used subject to appropriate controls.
- The record-keeping system shall ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the CAA Nepal in numerical order as per licence number (e.g. CAAN.66.001; CAAN.66.002 etc.) in an individual licence file.
- All records containing sensitive data regarding applicants or organizations will be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.



## **AIRWORTHINESS INSPECTOR HANDBOOK PART-II**

### **FOR NCAR PART M/145/147/66**

---

- The backup shall be done weekly. The external hard drive containing the backup of the records shall be stored in the server cabinet which is kept in the server room. The server room is in the building adjacent to FSSD. The server cabinet is made of fire-resistant material and the server cabinet is always locked.
- The backup will be done in such a way that there will be last 4 backup every time in the external drive. After 5th backup, the 1st backup in the external hard drive will be deleted. In addition to this, backup of all the documents will also be kept in One Drive on a weekly basis.



## 14. PROCEDURE FOR ISSUANCE OF EXEMPTION

### PURPOSE

To issue exemption upon request by Aircraft Maintenance Licence holder.

### CIRCUMSTANCES OF USE

When the Aircraft Maintenance licence holder requests for Exemption

### REFERENCE CRITERIA

NCAR Part-66 (NCAR 66.B.30)

### COORDINATION

None

### TOOLS

Note pad

Stickers

### TASK TO PERFORM

- At times the Aircraft Maintenance Licence holder may seek exemption from the CAA Nepal requirements.
- This chapter provides Airworthiness Inspector with the general guidance on such exemption, for detail procedure refer to **Exemption Policy and Procedure Manual**.
- Exemptions are permitted provided the organization submits valid justification for such exemption.
- The request for exemption and supporting documents will be reviewed by Airworthiness Inspector as per procedure laid down in Exemption Policy Procedure Manual. After satisfactory review the Airworthiness Inspector will forward the internal office memo along with all the supporting document to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will review the request for exemption and supporting documents. After satisfactory review he will forward the internal office memo along with all the supporting document to Director, FSSD. Director FSSD will forward internal office memo along with all the supporting documents to Dy. Director General, ASSRD. Dy. Director General, ASSRD will forward internal office memo along with all the supporting documents to Director General, CAA Nepal after completing all the administrative procedures and legal advice.
- If the Director General, CAA Nepal is convinced that the exemption in no way affects the safety of the aircraft or hazardous to the flight, Airworthiness Inspection Division can issue exemption.
- All exemptions granted in accordance with **Rule 41** of Civil Aviation Regulation (2058 B.S.) and its amendments shall be recorded and retained by the CAA Nepal in an individual Licence File.
- CAA Nepal will control the exemptions issued to personnel in following manner:
- The exemptions will be granted to person as per **Rule 41** of Civil Aviation Regulation and its amendments following a procedure laid down in "Procedure for Issuance of Exemption Manual".
- The file containing the exemption granted to a personnel will be forwarded to technical record area in technical library for filing in individual personnel licence file as per technical library procedure manual.
- The updated "**List of exemption issued by CAA Nepal**" will be shared to Airworthiness Inspector via One Drive for tracking and monitoring. Such exemptions granted will be published in CAA Nepal website.



## 15. PROCEDURE TO CONVERT FOREIGN PART-66 AML (EASA COUNTRIES) INTO NCAR PART-66 AML FOR NEPALESE NATIONALS

### **PURPOSE**

To convert foreign Part-66 AML (EASA countries) into NCAR Part-66 AML for Nepalese nationals

### **CIRCUMSTANCES OF USE**

On receipt of an application for conversion of foreign Part-66 AML (EASA countries) into NCAR Part-66 AML by Nepalese nationals

### **REFERENCE CRITERIA**

NCAR Chapter F.5

### **COORDINATION**

None

### **TOOLS**

**Checklist # 30 NCAR Part-66 Assessment Form**

Note pad

Stickers

### **TASK TO PERFORM**

- On receipt of application for the conversion of foreign Part-66 AML (EASA countries) into NCAR Part-66 Aircraft Maintenance Licence by Nepalese nationals, verify that:
  - a) The application **Form F.5.1 (Appendix-1)** of NCAR Chapter F.5 is completed correctly.
  - b) Copy of valid foreign Part-66 AML issued by an EASA Member State held by a Nepalese national.
  - c) Satisfactory result of written examination of NCAR knowledge.
  - d) Identity document containing a photograph of the applicant (citizenship card or passport).
  - e) Applicable Fee as per Civil Aviation Regulation 2058.
  - f) Quality manager declaration that the employer has pre-assessed the applicant and deemed that he is technically competent; is able to communicate effectively in the English language; and meets all the prerequisites as contained in this Chapter.
  - g) 2 copy of coloured photograph
  - h) Personal Certification Authorisation from the former employer(s); if any.
  - i) any other supporting documentation for issuance of licence.
- Verify completeness of **Form F.5.1** by ensuring that the applicant has filled all the required details in:
  - a) Applicant details
  - b) Foreign Licence details
  - c) Employers details
  - d) Application for the type of licence requested
  - e) All the supporting document as required by Form F.5.1
  - f) Name, Signature and Date



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- g) Quality Manager or other suitable signatory recommending the candidate for issuance of licence.
- Review the application package by **Checklist # 30 (Part B)**.
  - After the review of application package, Contact the issuing state of foreign Part-66 AML (EASA countries) to verify the authenticity and validity of the AML via email or official letter.
  - After receiving verification from state of Foreign Part-66 AML (EASA Countries), inform the candidates regarding oral knowledge assessment of the AML holder by CAA Nepal covering all applicable modules of NCAR Part-66 date.
  - After satisfactory completion of oral knowledge assessment, complete the **Checklist # 30 (Part B)**.
  - After satisfactory completion of **Checklist # 30 (Part B)**, verify the identity and date of birth of the applicant, ensure that applicant for an aircraft maintenance licence is at least 18 years of age.
  - Being satisfied that the applicant meets the standards of knowledge and experience required by **NCAR Part-66**, Initiate the internal office memo with the application form **Form F.5.1**, all the supporting document and **Checklist # 30** and forward it to Chief of Airworthiness Inspection Division.
  - Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
  - After approval from Director General, prepare the Aircraft Maintenance Licence (**CAAN Form 26**) with all the pertinent information in 2 copies.
  - The Aircraft Maintenance Licence will have unique number (e.g. CAAN.66.001; CAAN.66.002 etc.).
  - The validity of the licence shall be at the most 5 years (ensure the validity of licence issued is within validity of the foreign Licence).
  - Any limitations in the applicant's Part-66 AML shall be included in NCAR Part-66 AML.
  - CAA Nepal shall issue the relevant aircraft maintenance licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign in the licence prior to issue.
  - Ensure that the personal file contains all necessary supporting documents for issuance of Aircraft Maintenance Licence (CAAN Form 19; Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26).
  - The Personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
  - The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. Personal file of the applicant will have same number as applicants Aircraft Maintenance Licence number.



## 16. PROCEDURE TO CONVERT FOREIGN PART-66 AML (NON EASA) INTO NCAR PART-66 AML FOR NEPALESE NATIONALS

### **PURPOSE**

To convert foreign Part-66 AML (Non EASA) into NCAR Part-66 AML for Nepalese nationals

### **CIRCUMSTANCES OF USE**

On receipt of an application for conversion of foreign Part-66 AML (Non EASA) into NCAR Part-66 AML by Nepalese nationals

### **REFERENCE CRITERIA**

NCAR Chapter F.5

### **COORDINATION**

None

### **TOOLS**

**Checklist # 30 NCAR Part-66 Assessment Form**

**Checklist # 58 Checklist for assessment of Part-66 syllabus of ICAO contracting state other than EASA**

Note pad

Stickers

### **TASK TO PERFORM**

- On receipt of application for the conversion of foreign Part-66 AML (Non EASA) into NCAR Part-66 Aircraft Maintenance Licence by Nepalese nationals, verify that:
  - a) The application **Form F.5.1 (Appendix-1)** of NCAR Chapter F.5 is completed correctly.
  - b) Copy of valid foreign Part-66 AML issued by an EASA Member State held by a Nepalese national.
  - c) Satisfactory result of written examination of NCAR knowledge.
  - d) Identity document containing a photograph of the applicant (citizenship card or passport).
  - e) Applicable Fee as per Civil Aviation Regulation 2058.
  - f) Completed **Checklist # 58 Checklist for assessment of Part-66 syllabus of ICAO contracting state other than EASA.**
  - g) Quality manager declaration that the employer has pre-assessed the applicant and deemed that he is technically competent; is able to communicate effectively in the English language; and meets all the prerequisites as contained in this Chapter.
  - h) 2 copy of coloured photograph
  - i) Personal Certification Authorisation from the former employer(s); if any.
  - j) any other supporting documentation for issuance of licence.
- Verify completeness of **Form F.5.1** by ensuring that the applicant has filled all the required details in:
  - a) Applicant details
  - b) Foreign Licence details



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- c) Employers details
- d) Application for the type of licence requested
- e) All the supporting document as required by Form F.5.1
- f) Name, Signature and Date
- g) Quality Manager or other suitable signatory recommending the candidate for issuance of licence.
- Review the application package by **Checklist # 30 (Part I)**.
- After the review of application package, Contact the issuing state of foreign Part-66 AML (Non EASA) to verify the authenticity and validity of the AML via email or official letter.
- After receiving verification from state of Foreign Part-66 AML (Non EASA), review the **Checklist # 58 Checklist for assessment of Part-66 syllabus of ICAO contracting state other than EASA** to ensure foreign Part-66 syllabus, Level of knowledge required are same as NCAR Part-66
- If the foreign Part-66 syllabus and level of knowledge required are not similar to NCAR Part-66, inform the candidates regarding the difference and request the candidate to complete deficient part module/full module in writing.
- After completion of deficient part module/full module by candidates, inform the candidates regarding oral knowledge assessment date of the AML holder by CAA Nepal covering all applicable modules of NCAR Part-66.
- After satisfactory completion of oral knowledge assessment, complete the **Checklist # 30 (Part I)**.
- After satisfactory completion of **Checklist # 30 (Part I)**, verify the identity and date of birth of the applicant, ensure that applicant for an aircraft maintenance licence is at least 18 years of age.
- Being satisfied that the applicant meets the standards of knowledge and experience required by **NCAR Part-66**, Initiate the internal office memo with the application form **Form F.5.1**, all the supporting document and **Checklist # 30** and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the Aircraft Maintenance Licence (**CAAN Form 26**) with all the pertinent information in 2 copies.
- The Aircraft Maintenance Licence will have unique number (e.g. CAAN.66.001; CAAN.66.002 etc.).
- The validity of the licence shall be at the most 5 years (ensure the validity of licence issued is within validity of the foreign Licence).
- Any limitations in the applicant's Part-66 AML shall be included in NCAR Part-66 AML.
- CAA Nepal shall issue the relevant aircraft maintenance licence to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign in the licence prior to issue.
- Ensure that the personal file contains all necessary supporting documents for issuance of Aircraft Maintenance Licence (CAAN Form 19; Checklist #30 and other information as required by this chapter) along with copy of Aircraft Maintenance Licence (CAAN Form 26).
- The Personal file of the applicant will be forwarded to technical library for records as per procedure laid down in **Chapter 13** of this section.
- The technical library will keep the personal file in the designated place and update the Aircraft Maintenance Licence list. Personal file of the applicant will have same number as applicants Aircraft Maintenance Licence number.



## **Section III**

### **Procedure for NCAR Part-147 Approved Training Organization**





## **1. GENERAL**

### **1.1 SCOPE (NCAR 147. B.05)**

Organizations engaged in the training of maintenance personnel will be approved by the Civil Aviation Authority of Nepal (CAA Nepal) as per requirements laid down in NCAR Part-147. This section establishes the administrative procedures that the Airworthiness Inspector shall follow while exercising its task and responsibilities regarding issuance, continuation, change, suspension or revocation of maintenance training organization approved under applicable rules of Civil Aviation Regulation and NCAR Part-147.

Applications for approval of maintenance training organization are to be processed by the Airworthiness Inspection Division following the procedures detailed in this section.

### **1.2 APPROVING AUTHORITY (NCAR 147.B.10 (3))**

The Director General, CAA Nepal is the Chief Executive of CAA Nepal for approval of maintenance training organization. He may delegate his power under **Rule 87** of Civil Aviation Regulations 2002, to the Airworthiness Inspectors to ensure that all training activities including the maintenance training activities are performed in an orderly manner. CAA Nepal has established documented procedures containing the following information.

- (i) The title(s) and name(s) of the Officer(s) of the CAA Nepal and their duties and responsibilities. **(Refer Airworthiness Inspector Manual Para 2.2 and Para 3.3 and Safety Oversight Program).**
- (ii) Organisation chart(s) showing associated chains of responsibility of the senior persons. **(Refer Airworthiness Inspector Manual Appendix-1).**
- (iii) A procedure defining the qualifications for staff together with a list of staff authorized to sign certificates. **(Refer Airworthiness Inspector Manual Chapter 4 and Personal/Training Files of Airworthiness Inspectors and Assistant Airworthiness Inspector).**
- (iv) A general description of the facilities. **(Refer Airworthiness Inspector Manual Appendix-2).**
- (v) Procedures specifying how the CAA Nepal ensure(s) compliance with NCAR Part-147 is included in this **Airworthiness Inspector Handbook Part-II Section III.**

CAA Nepal has established the procedures detailed in this section as how compliance with NCAR Part-147 is accomplished. The procedures are required to be reviewed once in a year in the month of January. The documentary evidence for implementation of the procedures in this section is filed in the respective organization file.

Airworthiness Inspectors shall follow procedures laid down in subsequent chapters for maintenance organization seeking approval under NCAR Part-147.

This section consists procedure to approve maintenance training organization located inside Nepal and outside Nepal.



## 2. MAINTENANCE TRAINING ORGANIZATION LOCATED INSIDE NEPAL

Airworthiness Inspector shall follow procedure laid down in subsequent chapters for Maintenance Training Organization located inside Nepal seeking approval under NCAR Part-147.

### 2.1 INITIAL APPROVAL (NCAR 147.B.110)

The issuance of a maintenance training organization approval by CAA Nepal should be dependent upon the applicant demonstrating compliance with NCAR Part-147 requirements. CAA Nepal shall implement a comprehensive process for proper assessment of an applicant for an ATO approval and the subsequent issuance of the approval.

The process should ideally comprise the following phases:

- a) **pre-application phase;**
- b) **formal application phase;**
- c) **document evaluation phase;**
- d) **demonstration and inspection phase; and**
- e) **certification phase.**

Each of these phases is describe below. The assessment involved in each phase should be carried out by qualified inspectors of CAA Nepal.

#### **Pre-application phase**

The main purpose of this phase is to provide the applicant with information on the certification process and CAA Nepal requirements. CAA Nepal is responsible for publishing and maintaining its ATO application procedures. It should be noted that it is the applicant's responsibility to be aware of the content and eligibility of these procedures prior to initiating an application.

It is important to conduct a thorough and careful preliminary assessment of the application. The more thoroughly the applicant's competence is established at this stage, the less likelihood of serious problems in the document evaluation and the demonstration and inspection phases preceding certification or during the course of subsequent operations. It may also be necessary to identify the focal person(s) who would be working with CAA Nepal on the application process. This would facilitate the application process.

Operators shall complete the Prospective CAMO/AMO/ATO Pre-Assessment Statement as laid down in **Appendix-6** of this manual following instructions laid down in **Appendix-7** of this manual.

#### **Formal application phase**

The formal application for an ATO approval should be submitted in the manner prescribed by the CAA Nepal and the application should be accompanied by the required documentation. Submission of a formal application is interpreted by the CAA Nepal to mean that the applicant is aware of the CAA Nepal rules and requirements applicable to the proposed operation and is prepared to show the method of compliance and is prepared for in-depth evaluation of the organization.

Formal Application package includes following:

- a. Cover Letter
- b. Application Form
- c. Documentation supporting formal application, which includes,
  - Maintenance Training Organization Exposition.
  - Schedule of events.
  - Initial statement of Compliance.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Management structure and Key staff members (including their CV and supporting documents).
- Training Syllabus for each aircraft type.
- Training Need Analysis (TNA)

Upon receipt of an application, the CAA Nepal should assign a group of inspectors as a CAA Nepal team to manage the application and to support the approval process.

#### **Document Evaluation Phase**

The document evaluation phase involves the detailed examination of all documentation and manuals provided by the applicant to establish that every aspect required by the requirement is included and adequately covered.

In order to facilitate this phase of the certification process, the applicant should have coordinated all aspects of the development of the required documentation with the CAA Nepal team prior to the submission of the formal application.

#### **Demonstration and Inspection phase**

Inspections in this phase will include maintenance training organization facility inspections and to ensure that the applicant's proposed procedures are effective and that the facilities and equipment are actually in place and meet CAA Nepal requirements. This may also include interviews with personnel to ensure that the procedures are transmitted and understood, particularly as relevant to management staff, their responsibilities and to the Quality Management System. CAA Nepal should identify those activities where demonstration will be required.

#### **Certification Phase**

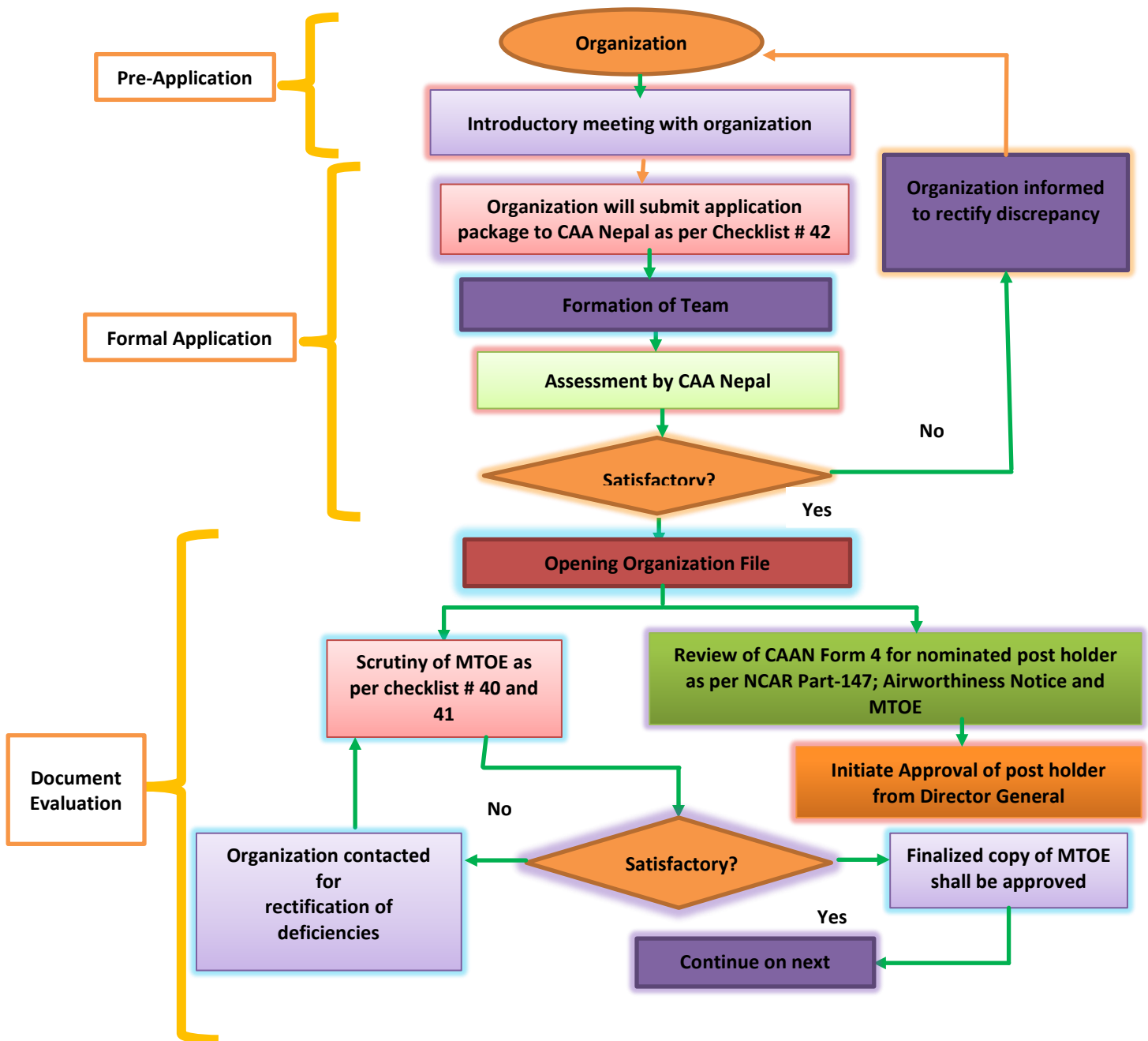
The certification phase commences after the CAA Nepal team determines that all assessment processes have been completed in a satisfactory manner and that the applicant has demonstrated compliance with the applicable requirements and is capable of fulfilling its responsibilities and of conducting a safe operation.

CAA Nepal team shall prepare and retain a written report recommending the issue of the ATO approval. Subsequent to issuing the ATO approval, CAA Nepal will be responsible for continued surveillance and for conducting periodic inspections to ensure the ATO's continued compliance with CAA Nepal requirements, authorizations, limitations and provisions of its ATO approval and scope of approval.

When the prospective ATO seeking initial approval makes contact with CAA Nepal for information on approval of ATO, CAA Nepal shall follow the steps as identified in following flow chart. Detailed description of the procedure of each step identified in the flow chart are laid down in subsequent chapters.

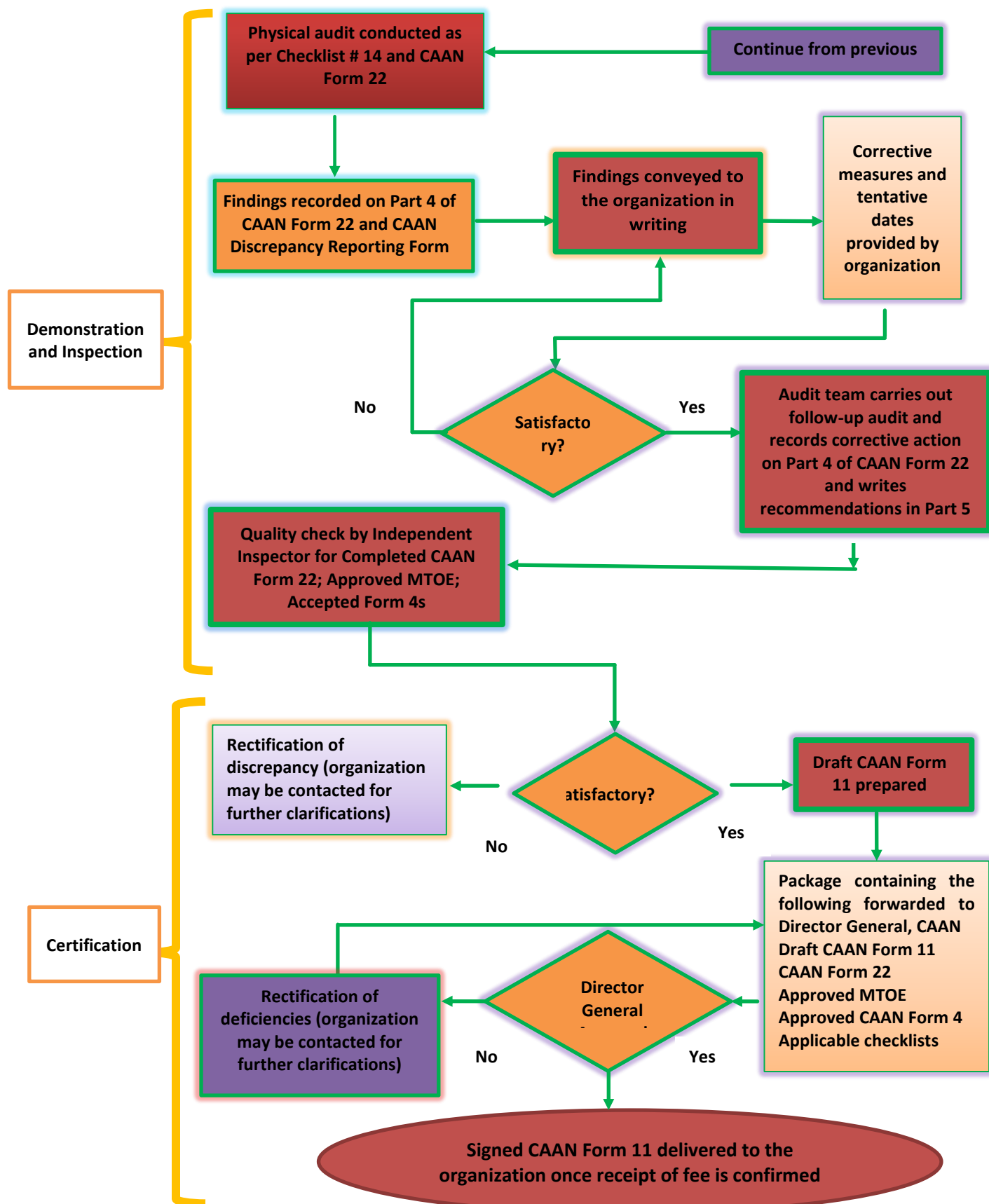


## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66





### **3. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING**

#### **PURPOSE**

To perform an introductory meeting with prospective ATO representatives

#### **CIRCUMSTANCES OF USE**

When prospective ATO representatives makes an enquiry regarding ATO approval

#### **REFERENCE CRITERIA**

GM 147.B.110 (1)

#### **COORDINATION**

None

#### **TOOLS**

Presentation

Note pad

Stickers

#### **TASK TO PERFORM**

- After prospective ATO makes initial contact with CAA Nepal, CAA Nepal will fix an introductory meeting with prospective ATO representatives giving them required information on meeting objectives, meeting dates, time, venue etc. and personnel required to attend the meeting (especially proposed Accountable Manager and Nominated Post holders) and encourage them to prepare the presentation, if possible, so that CAA Nepal is clear on the organization intended plan.
- During an introductory meeting, CAA Nepal will introduce its team to ATO representatives and request them to do the same.
- CAA Nepal will request ATO representatives to brief or to give a presentation to CAA Nepal in order to understand the organization intended plan, their preparedness for application; their intended scope of approval and future growth plan and to ensure they intend to comply with the requirements as laid down in the NCAR Part-147.
- CAA Nepal will brief the ATO representatives about the documents that is required and application package that needs to be submitted to CAA Nepal and approval process emphasizing the responsibility of upholding the maintenance training organization approval under NCAR Part-147 requirements and to ensure that they fully understands the significance of the approval.
- Any query regarding the approval process from the ATO representatives will be answered by CAA Nepal.
- After completion of the meeting, records of discussion during this meeting will be minuted, signed and filed in organization file after formal application is made by the organization.



## **4. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM**

### **PURPOSE**

To form an airworthiness team after receiving formal application package from prospective ATO

### **CIRCUMSTANCES OF USE**

When prospective ATO representatives formally apply for an ATO approval

### **REFERENCE CRITERIA**

None

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- After prospective ATO submits the formal application package to CAA Nepal for ATO approval, Chief of Airworthiness Inspection Division will initiate the official memo to approve the airworthiness team from Director General, CAA Nepal.
- The airworthiness team shall have enough member depending on the size, complexity and proposed scope of the organization.
- The airworthiness team member shall be selected considering the current and expected workload of the team member in future.
- After receiving approval from Director General, the formal application package shall be handed over to the airworthiness team.



## 5. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE ATO

### PURPOSE

To review the application package received from the prospective ATO

### CIRCUMSTANCES OF USE

When CAA Nepal airworthiness team receives an application package

### REFERENCE CRITERIA

None

### COORDINATION

Team member

### TOOLS

**Checklist # 42 “Checklist for reviewing application package for issuance of NCAR Part-147 approval-Domestic ATO”**

### TASK TO PERFORM

- Ensure the application is made by an authorized person in a prescribed format along with all the required supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 42 “Checklist for reviewing application package for issuance of NCAR Part-147 approval-Domestic ATO”**. The application package shall include:
  - Submission of CAAN Form 12 application form
  - Submission of CAAN Form 4 for nominated post holder approval.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - Maintenance Training Organization Exposition (MTOE) and other applicable associated manuals (Training Need Analysis; Training Manual; Sample of Exams); Capability List (in electronic Form and Hard Copy).
  - Completed compliance checklist (**Checklist # 41 “Compliance Checklist for NCAR Part-147 approval”**).
  - Completed **Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-I)”**.
  - Payment of CAA Nepal prescribed fee for issuance (**as per Civil Aviation Regulations 2058 B.S., Schedule-1**).
- Complete **Checklist # 42 “Checklist for reviewing application package for issuance of NCAR Part-147 approval-Domestic ATO”**.
- If the application package doesn't contain documents as required by **Checklist # 42**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval process.
- After receipt of required documents, CAA Nepal shall complete the **Checklist # 42** and proceed with further approval process.





## 6. PROCEDURE FOR OPENING ORGANIZATION FILE

### **PURPOSE**

To open the organization file for filing all the correspondence to and from organization

### **CIRCUMSTANCES OF USE**

When the review of application package for ATO approval is successfully complete

### **REFERENCE CRITERIA**

None

### **COORDINATION**

None

### **TOOLS**

File

Note pad

Stickers

### **TASK TO PERFORM**

- When the applicant applies to CAA Nepal formally, the application package is given a unique number, the Airworthiness Inspector will open a file for the organization with the unique number (e.g. AW-[unique number] / [date]). This number is initial number allocated to the organization application.
- This unique number is permanent number of the file, but this number is not the approval number of the organization as the approval number of the ATO is a serialized number (e.g. CAAN.147.001; CAAN.147.002 etc.) and it's not given to an organization until the applicant receives ATO approval.
- All the past and future correspondence related to the organization will be filed in this organization file.



## 7. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER

### **PURPOSE**

To ensure nominated post holders meets the established requirements

### **CIRCUMSTANCES OF USE**

During initial certification of ATO and when ATO submits a new nominee

### **REFERENCE CRITERIA**

NCAR Part-147 (NCAR 147.A.105)

Airworthiness Notice on Nominated Post holder under NCAR Part-147

### **COORDINATION**

None

### **TOOLS**

Airworthiness Notice on Nominated Post holder under NCAR Part-147

Checklist # 45 “Competency Assessment of nominated post holders”

Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”

Note pad

Stickers

### **TASK TO PERFORM**

For each nominated post holder,

The Airworthiness Inspector will, based on the applicable criteria, verify that the nominated post holder:

- Has submitted all required documents and certificates as required by NCAR 147.A.105; Airworthiness Notice on nominated post holder under NCAR Part-147 and Maintenance Training Organization Exposition of the organization.
  - 3 sets of filled CAAN Form 4
  - Curriculum Vitae;
  - Citizenship Certificate
  - Academic Certificates;
  - Aircraft Maintenance Licences (if held);
  - Training Certificate
  - Recommendation from the organization
- Possesses the required experience and qualification as per requirements laid down in NCAR Part 147.A.105; Airworthiness notice on nominated post holder under NCAR Part-147 and Maintenance Training Organization Exposition.
- The Airworthiness Inspector will verify that the nominated post holder has no other activity impeding the performance of the nominated post duties and responsibilities.
- Report results of the above in **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Complete **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.
- If all the requirements are met satisfactorily, inform the nominated post holder for date of competency assessment.
- If some requirements are not met satisfactorily, the issue must be coordinated with the Chief of Airworthiness Inspection Division and the applicant formally advised in writing of the non-satisfactory assessment and to take appropriate action such as submitting missing documentation or proposing another nominee.
- After satisfactory verification of the qualification, background and experience of nominated post holders, the nominated post holders are subject to competency assessment as per **Checklist # 45 “Competency Assessment of Nominated Post Holder”**.
- The competency assessment of post holder is carried out by airworthiness team through an oral examination. After satisfactory completion of oral examination, complete the **Checklist # 45 “Competency Assessment of Nominated Post Holder”**.
- Question asked during the oral examination shall be retained.
- CAAN Form 4 along with all the supporting documentation, checklist used, and internal office memo shall be forwarded to Chief of Airworthiness inspection Division.
- After verification from the Chief of Airworthiness Inspection Division, the nominated Post holder file shall be forwarded to Director General for approval following all the administrative process of CAA Nepal.
- After approval from Director General, Complete CAAN Form 4 and file the CAAN Form 4 along with supporting document in organization file. Two copies of signed CAAN Form 4 is forwarded to organization in sealed envelope.

**Note:** Submission of **CAAN Form 4** is not a requirement for accepting Accountable Manager. Approval of MTOE containing the accountable Manager’s signed Corporate Commitment Statement constitutes formal acceptance of Accountable Manager, once the CAA Nepal has held a meeting with the accountable manager and is satisfied with its result.

**Note:** A meeting with accountable manager shall be convened to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organization to comply with the procedures specified in the exposition. This meeting will be minuted.

**Note:** CAA Nepal may reject an accountable manager where there is clear evidence that he/she previously held a senior position in CAA Nepal approved organization and abused that position by not complying with the CAA Nepal requirements.



## 8. PROCEDURE FOR APPROVAL OF MAINTENANCE TRAINING ORGANIZATION EXPOSITION

### **PURPOSE**

To review and approve the Maintenance Training Organization Exposition and its associated manuals submitted by organization

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors receive request for approval of Maintenance Training Organization Exposition and its associated manual

### **REFERENCE CRITERIA**

NCAR Part-147 (NCAR 147.A.140)

### **COORDINATION**

None

### **TOOLS**

**Checklist # 41 “Compliance checklist for NCAR Part-147 approval”**

**Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-I)”**

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (MTOE and its associated manuals i.e. Training Need Analysis; Training Manual; Sample of Exams etc.).
  - Ensure applicant has submitted completed compliance checklist (**Checklist # 41 “Compliance checklist for NCAR Part-145 approval”**).
  - The para-wise compliance report submitted by the applicant (**Checklist # 41 “Compliance checklist for NCAR Part-147 approval”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-147.
  - The chapter-wise content of the MTOE will be verified with detailed checklist (**Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-I)”**).
- Note:** the airworthiness inspector shall scrutinize the MTOE in detail. The MTOE is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization committed to follow.*
- Note:** Review the associated manual of the MTOE for compliance with requirements.*
- Any discrepancy found during the evaluation of MTOE and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
  - After successfully completing evaluation of MTOE and its associated manuals, the MTOE and its associated manuals along with supporting documents and applicable checklist is forwarded to Chief



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

of Airworthiness Inspection Division for approval.

- After the approval of MTOE, the organization is requested to submit the 2<sup>nd</sup> copy of MTOE and its associated manuals along with electronic copy in PDF format.
- The approval of MTOE and its associated manuals is intimated to the organization by issuing MTOE approval letter and associated manual approval letter.
- The following pages of the MTOE and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the MTOE and its associated manuals along with approval letter.
- File the MTOE and associated manuals along with supporting documents, checklists used, and MTOE approval letter issued to organization in technical library as per technical library procedure manual and **Chapter 18** of this section.
- The electronic copy of the MTOE and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.



## 9. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANIZATION

### **PURPOSE**

To verify that the maintenance training organization is in compliance with NCAR Part-147 requirements

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors conduct physical audit of Maintenance Training Organization

### **REFERENCE CRITERIA**

NCAR Part-147 (NCAR 147.B.110)

Surveillance Policy and Procedure Manual Chapter 3 Para 3.3

### **COORDINATION**

Team Member

### **TOOLS**

Checklist # 14 “Checklist for approval of Maintenance Training Organization”

Audit In-brief Form

Audit Exit-brief Form

CAAN Discrepancy Reporting Form

Audit Finding Tracking Software

Note pad

Stickers

### **TASK TO PERFORM**

- Airworthiness team will form an audit team of at least two airworthiness inspectors depending on the size, scope and complexity of the organization. The team will carry out initial audit of all the area of organization.
- Intimate the organization regarding audit through email/letter at least 7 days in advance of the audit date. On request from the organization, the dates of inspection may be deferred by a week, and another suitable date may be decided.  
*Note: for initial audit of organization previously approved as per NCAR Part-147, if the organization again requests for deferment of audit, a third audit date should be given. Any further request for postponement should not be agreed to and the audit of the organization will be carried out on dates finally intimated. If the audit is not allowed by the organization, it should be reported to chief of Airworthiness Inspection Division, who will further report to Director of FSSD and Director General. Denial of organization to conduct audit by CAA Nepal will be considered as Level 1 findings, which will warrant for immediate enforcement action as per Enforcement Policy and Procedure Manual.*
- It is expected that the study and familiarization with the organization specific material will take 1-2 days prior to the audit date. Chief of the Airworthiness Inspection Division should ensure that the audit team is relieved of extraneous office duties to enable them to prepare for meaningful audit.
- The entry meeting of the audit will be held between Airworthiness Inspectors and organization



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

representatives (Accountable Manager and Nominated Post holders) on the 1<sup>st</sup> day of the audit before conducting an audit.

- The purpose of the entry meeting is to brief organization on purpose of visit, how the audit will be conducted, planning of audit in different area of the organization etc. The entry meeting of the audit with the organization will be recorded in **Audit In-Brief Form**.
- The audit team will carry out the audit of the maintenance training organization using **Checklist # 14 “Checklist for approval of Maintenance Training Organization”**. The **Checklist # 14** covers all the requirements laid down in NCAR Part-147.
- When it is intended that the Maintenance Training Organization may conduct training and examination away from the maintenance training organization address(es) in accordance with NCAR 147.A.145(c), then a sample audit should be carried out by CAA Nepal from time to time of the process to ensure that procedures are being followed. For practical reasons such sample audits will need to be carried out when training is being conducted away from the maintenance training organization address(es).
- Ensure that the sampling of any relevant training course for its conduct and standard is carried out during the audit.
- The audit team will always ensure that they are accompanied by a senior technically qualified member of the organization throughout the audit. Normally, the quality manager accompanies the audit team. The reason for being accompanied is to ensure that the organization is fully aware of any findings noted during the audit.
- Findings and observations will be recorded in the “remark” column of **Checklist # 14** with a provisional categorization as a Level 1 or 2. Subsequent to the audit visit Airworthiness Inspector will review the provisional finding levels, adjusting them if necessary and change the categorization accordingly.

**Note:** Refer to **Chapter 17** of this section for categorizing Level 1 and Level 2 findings.

- In the event of organization producing any evidence for rectification or complying with the requirements during the audit, all such findings need not be included in the report.
- The audit team will debrief the Accountable Manager, nominated post holder and other senior technical member of the organization at the end of the audit visit on all findings made during the audit. The debriefing of the audit with the organization will be minuted in **Audit Exit-Brief Form**.
- The audit checklist, **Checklist # 14 “Checklist for approval of Maintenance Training Organization”** must be kept in the organization file after an audit.

**Note:** There may be occasions wherein auditor may find situations in the applicant’s organization which is unsure or unclear about compliance. In this case, the organization will be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the Airworthiness Inspection Division before a decision is made. If the decision is that the findings is in compliance with the requirements, then a verbal confirmation to the organization will suffice. If the decision is that the finding is in non-compliance with the requirements, then such findings will be included in **CAAN Discrepancy Reporting Form**.

- In the event of finding any discrepancy, two copies of a standardized discrepancy form **CAAN Discrepancy Reporting Form (Appendix-1)** will be issued. The CAAN Discrepancy Reporting Form will have:
  - Reference to requirements against each finding.
  - Findings are classified as Level 1 or Level 2 based on its criticality.
  - Audit finding rectification due date.
- The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form shall include:
  - The evidence that has been gathered in support of the contraventions as well as an account of all the actions taken.
  - **Checklist # 14 “Checklist for approval of Maintenance Training Organization”**.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- **Audit In-Brief Form**
  - **Audit Exit-Brief Form**
  - The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form should be filed in the respective organization file.
  - The 2<sup>nd</sup> copy of the CAAN Discrepancy Reporting Form should be forwarded to the organization with covering letter.
  - All the findings will be confirmed in writing to the applicant organization within 7 days of the audit visit through **CAAN Discrepancy Reporting Form**.
  - Audit team will feed the data of **CAAN Discrepancy Reporting Form** into **Audit Finding Tracking Software**.
  - Audit team will monitor the Corrective Action Plan due date through **Audit Finding Tracking Software**.
  - After receiving the audit findings, the organization shall prepare the Corrective Action Plan of all the findings in writing in CAAN Discrepancy Reporting Form and submit it to CAA Nepal within 1 month of issuance of such findings. The Corrective Action Plan shall be proposed after carrying out root cause analysis as per guidance issued by CAA Nepal.
  - Airworthiness Inspector will review the Corrective Action Plan submitted by the organization as per procedure laid down in **Appendix-3** for acceptability of Corrective Action Plan. Airworthiness Inspectors should be satisfied that the root cause analysis and the corrective actions taken are adequate to correct the discrepancy and to prevent re-occurrence for acceptability of Corrective Action Plan. This review will be done within 7 days of receipt of Corrective Action Plan.
  - A letter is sent to Maintenance Training Organization indicating acceptance or unacceptance of the Corrective Action Plan submitted.
  - Corrective Action Plan submitted by an organization and Corrective Action Plan acceptance letter is filed in organization file.
  - Update the **Audit Finding Tracking Software** with Corrective Action Plan and Root Cause Analysis after the issuance of acceptance of Corrective Action Plan.
  - Audit team will monitor the audit finding rectification due date through **Audit Finding Tracking Software**.
  - For the confirmation of corrected findings, a re-inspection through follow-up audit or spot checks will be carried out upon intimation of corrective action.
  - For Level 2 Findings, CAA Nepal shall grant a corrective action period appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances, Where the organization fails to close the findings within the time-frame agreed with inspectors, at the end of this first period, and subject to the nature of the findings, CAA Nepal may extend the corrective action period further by three months' period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying the accountable manager of such extension. However, in granting such a change the past performance of the organization should be considered.
  - Where the organization has no reasonable and justified reasons for non-closure of findings within the time- frame agreed with Inspectors, necessary enforcement action (to suspend in whole or part of the approval) will be initiated against the organization or the person responsible for non-compliance as the case may be.
  - The follow-up audit will be carried out following all the procedures laid down in this chapter.
  - The result of follow-up audit is updated in the **Audit Finding Tracking Software**.
  - All the documents related to follow-up audit is updated in organization file.
- Note:** Refer to **Appendix-4** for summary of audit procedure.





## 10. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT

### PURPOSE

To issue approval recommendation report for issuance of NCAR Part-147 approval to an organization

### CIRCUMSTANCES OF USE

When all the audit findings issued by the audit team is closed by the Maintenance Training Organization

### REFERENCE CRITERIA

NCAR Part-147 (NCAR 147.B.110)

### COORDINATION

Team Member

### TOOLS

CAAN Form 22 Approval Recommendation Report

Note pad

Stickers

### TASK TO PERFORM

- Audit report form is a standard form **CAAN Form 22 “Approval Recommendation Report”** which will be completed by the audit team.
- All the 5 parts of **CAAN Form 22** shall be completed by the audit team to give the complete picture of the organization.  
***Note:** The airworthiness Inspector will record all the findings, closure action (action required to close a findings); date each finding was cleared and recommendations for approval in **CAAN Form 22**. **CAAN Discrepancy Reporting Form** will be cross referred for this purpose.*  
***Note:** In any case, all the findings are to be closed for the issuance of an initial NCAR Part-147 approval.*
- Completion of **CAAN Form 22** along with approval recommendation will be indicated by the signature of audit team in the **CAAN Form 22**.
- The **CAAN Form 22** along with all the supporting documents and internal office memo will be forwarded to the Chief of the Airworthiness Inspection Division for facilitating issue of an initial approval.
- The Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 22** and all the supporting documents to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-147, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 22** should be indicated by a signature on the **CAAN Form 22**.
- After the quality check of the organization is complete and satisfactory, the **CAAN Form 22** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

Inspection Division.

- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6** and all the supporting documents to the Director General for approval after completing all the required administrative process.

**Note:** Follow the procedure laid down in **Chapter 11** of this section for issuance of approval.



# 11. PROCEDURE FOR ISSUANCE OF APPROVAL CERTIFICATE

## PURPOSE

For issuance of an approval certificate to organization

## CIRCUMSTANCES OF USE

When the quality check of the CAAN Form 22 is complete and satisfactory

## REFERENCE CRITERIA

NCAR Part-147 (NCAR 145.B.110)

## COORDINATION

Team Member

## TOOLS

CAAN Form 22

CAAN Form 11

Note pad

Stickers

## TASK TO PERFORM

- After the quality check of the organization is complete and satisfactory the internal office memo along with the **CAAN Form 22** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 22** and all the supporting documents to Director General for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 11**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 11** approval certificate. The validity of the NCAR Part-147 approvals will be for a period not exceeding 24 months.
- The reference number will be included on the **CAAN Form 11** approval certificate. The numeric sequence will be serialized and unique to the particular approved maintenance organization. (e.g. CAAN.147.001; CAAN.147.002 etc.)
- The approval will be based only upon the organizational capabilities (including any associated sub-contractors) relative to NCAR Part-147.
- The approval certificate will only be issued when the organization is in full compliance with NCAR Part-147 requirements.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-147, the airworthiness inspector will issue an organization approval certificate **CAAN Form 11** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 11** along with all the supporting documents in the organization file.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this manual.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Training Organization list with necessary information as per technical library procedure manual.



## 12. PROCEDURE FOR CONTINUATION OF AN APPROVAL

### PURPOSE

For continuation of Approved Maintenance Training Organization approval

### CIRCUMSTANCES OF USE

During continuation of approval to ensure that the organization is in compliance with NCAR Part-147 requirements

### REFERENCE CRITERIA

NCAR Part-147 (NCAR 147.A.120)

### COORDINATION

None

### TOOLS

**CAAN Form 22**

Note pad

Stickers

### TASK TO PERFORM

- The Airworthiness Inspection Division shall ensure following for continuation of approved maintenance training organization approval.
- Airworthiness Inspection Division shall maintain and update the list of approved maintenance training organization under its supervision.
- Airworthiness Inspection Division shall monitor the Safety Oversight Program to track the dates when audit visits are due and carryout audit as per Safety Oversight Program.
- Each organization must be completely reviewed (audited) by the Airworthiness Inspection Division for compliance with NCAR Part-147 at periods not exceeding 12 months.
- Airworthiness Inspection Division shall carry out complete audit of an organization during its annual audit.
- The detail audit procedure is included in **Chapter 9** of this section.
- Airworthiness Inspector shall monitor at least one training course and one examination performed by maintenance training organization.  
**Note:** it is not necessary to sample all basic and type training course, but Airworthiness Inspector should sample as appropriate, one basic and one type training course to establish that training is conducted in an appropriate manner. Nevertheless, the duration of the sampling for each course should not be less than 3 hours. Where no training course is being conducted during the audit, arrangements should be made to return at a later date to sample the conduct of a training course.  
**Note:** it is not necessary to sample all examinations associated with a training course but the Airworthiness Inspector should sample, as appropriate, one basic and one type training course examination.
- At the successful conclusion of the audit including verification of the exposition for its updated status, an audit report form (**CAAN Form 22**) will be completed by the Airworthiness Inspector indicating all



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

the recorded findings, closure actions and recommendation referring to CAAN Discrepancy Reporting Form.

**Note:** Credit may be claimed by the Airworthiness Inspector for specific item audits completed during the preceding 12 months period subject to following four conditions:

- (i) The specific item audit should be the same as that required by NCAR Part-147 latest amendment.
  - (ii) There should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken;
  - (iii) The airworthiness Inspector should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit; and
  - (iv) The specific item audit being granted a back credit will be audited not later than 12 months after the last audit of the item.
- A meeting with the accountable manager will be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits and to ensure he/she fully understands the significance of the approval. The minutes of the meeting will be kept in the organization file.



## 13. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF APPROVED MAINTENANCE TRAINING ORGANIZATION APPROVAL

### **PURPOSE**

To perform review of application package for renewal of Approved Maintenance Training Organization

### **CIRCUMSTANCES OF USE**

When CAA Nepal receives application for renewal of Approved Maintenance Training Organization

### **REFERENCE CRITERIA**

NCAR Part-147

### **COORDINATION**

None

### **TOOLS**

CAAN Form 22

CAAN Form 11

Checklist #26 “Checklist for reviewing application package for renewal of NCAR Part-147 Approval-Domestic ATO”

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 26 “Checklist for reviewing application package for renewal of NCAR Part-147 Approval-Domestic ATO”**. The application package shall include:
  - Submission of CAAN Form 12 application form.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - Payment of CAA Nepal prescribed fee for renewal (**as per Civil Aviation Regulation 2058 B.S., Schedule-1**).
- Complete **Checklist # 26 “Checklist for reviewing application package for renewal of NCAR Part-147 Approval-Domestic ATO”**.
- If the application package doesn't contain documents as required by **Checklist # 26**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further renewal process.
- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 24** and proceed with further renewal process.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Audit report form is a standard form **CAAN Form 22 “Approval Recommendation Report”** which will be completed.
- All the 5 parts of **CAAN Form 22** shall be completed to give the complete picture of the organization.
- Completion of **CAAN Form 22** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 22**.
- The **CAAN Form 22** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for renewal of approval.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 22** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-147, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 22** should be indicated by a signature on the **CAAN Form 22**.
- After the quality check of the organization is complete and satisfactory the internal office memo along with the **CAAN Form 22** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 22** and all the supporting documents to Director of FSSD for approval following administrative procedure.
- After approval from Director of FSSD, Airworthiness Inspector will prepare 2 copies of **CAAN Form 11**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 11** approval certificate. The validity of the NCAR Part-147 approvals will be for a period not exceeding 24 months.
- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 11** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-147, the airworthiness inspector will issue an organization approval certificate **CAAN Form 11** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 11** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all the necessary supporting documents for approval along with copy of approval certificate as per procedure laid down in **Chapter 18** of this section.
- The organization file will be forwarded to technical library for records.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Training Organization list with necessary information following a procedure laid down in technical library procedure manual.





## 14. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN APPROVED MAINTENANCE TRAINING ORGANIZATION APPROVAL

### **PURPOSE**

To perform review of application package for change in Approved Maintenance Training Organization

### **CIRCUMSTANCES OF USE**

When CAA Nepal receives application for change in Approved Maintenance Training Organization approval

### **REFERENCE CRITERIA**

NCAR Part-147 (GM 147.B.110 (6 to 13))

### **COORDINATION**

None

### **TOOLS**

CAAN Form 22

Checklist # 59 “Checklist for reviewing application package for change in NCAR Part-147 Approval”

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 59 “Checklist for reviewing application package for change in NCAR Part-147 Approval”**. The application package shall include:
  - Submission of CAAN Form 12 application form.
  - Submission of CAAN Form 4 for nominated post holder approval.  
(*Note: Required if there is a change in nominated post holder approval*)
  - Evidence of internal audit covering the areas of change.
  - Current status of the findings (if any) referenced above.
  - Submission of Maintenance Training Organization Exposition (MTOE) and other applicable associated manuals (Training Need Analysis; Training Manual; Sample of Exams) & Capability List (in electronic Form and Hard Copy).  
(*Note: Affected manuals subjected to change shall be submitted*)
- Completed compliance Checklist (**Checklist # 41 “Compliance Checklist for NCAR Part-147 approval”**).  
(*Note: Affected portion of compliance checklist subjected to change shall be submitted*)
- Completed **Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-I)”**.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

*(Note: Checklist for Approval of Maintenance Training Organization Exposition (Part-II) subjected to change shall be submitted)*

- Complete **Checklist # 59 “Checklist for reviewing application package for change in NCAR Part-147”**.
- If the application package doesn't contain documents as required by **Checklist # 59**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval of change process.
- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 59** and proceed with further approval of process.

- Change in name of the organization will require submission of CAAN Form 12; MTOE and its associated manuals. Upon receipt of the application and the organization exposition, Airworthiness inspector should reissue the approval certificate valid only up to the current expiry date.

*Note: a name change alone doesn't require Airworthiness Inspector to audit the organization, unless there is evidence that other aspect of the maintenance training organization have changed.*

- Change of Accountable Manager will require submission of CAAN Form 12 and change in MTOE (especially Corporate Commitment by Accountable Manager and other relevant part) and interview with the proposed Accountable Manager.
- Change in nominated post holder will require submission of CAAN Form 4; change in MTOE and oral assessment, which shall be evaluated as per **Chapter 7** of this section.
- Change in Maintenance Training Organization Exposition requires Airworthiness Inspector to establish that the procedures specified in the exposition are in compliance with NCAR Part-147 and then to establish if these are the same procedures intended for use within the training facility, which shall be evaluated as per **Chapter 15** of this section.
- Change in address of the organization will require submission of CAAN Form 12; MTOE and its associated manuals which shall be evaluated as per **Chapter 8 and Chapter 9** of this section.
- The complete or partial re-organisation of a training organization should require the re-audit of those elements that have changed.
- Any additional basic or aircraft type training courses requires maintenance training organization to submission of CAAN Form 12 and MTOE.

*Note: For basic training extensions, an additional sample of new examination questions relevant to the modules associated with the extension being sought will be required to be submitted. Airworthiness shall judge to ensure if the audit as per Chapter 9 of this section.*

- Physical Audit shall be carried out covering the area of change to validate the change where applicable as per procedure laid down in **Chapter 9**.
- Relevant parts of **CAAN Form 22** shall be completed by the Airworthiness Inspector affecting the change.
- Completion of **CAAN Form 22** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 22**.
- The **CAAN Form 22** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for approval of change.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 22** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-147, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 22** should be indicated by a signature on the **CAAN Form 22**.
- After the quality check of the organization is completed and satisfactory, the internal office memo



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

along with the **CAAN Form 22** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.

- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 22** and all the supporting documents to Director General, CAA Nepal for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 11**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 11** approval certificate. The validity of the NCAR Part-147 approvals will be the current validity of the approval.
- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 11** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-147, the airworthiness inspector will issue an organization approval certificate **CAAN Form 11** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 11** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Training Organization list with necessary information as per technical library procedure manual.



# 15. PROCEDURE FOR APPROVAL OF AMENDMENT TO MAINTENANCE TRAINING ORGANIZATION EXPOSITION

## **PURPOSE**

To review and approve the amendment of Maintenance Training Organization Exposition and its associated manuals submitted by organization

## **CIRCUMSTANCES OF USE**

When airworthiness inspectors receive request for approval of amendment to Maintenance Training Organization Exposition and its associated manual

## **REFERENCE CRITERIA**

NCAR Part-147 (GM 147.B.110 (10))

## **COORDINATION**

None

## **TOOLS**

**Checklist # 41 “Compliance checklist for NCAR Part-147 approval”**

**Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-I) and (Part-II)”**

Note pad

Stickers

## **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (amendment of MTOE and its associated manuals (i.e. Training Need Analysis; Training Manual; Sample of exams).
- Ensure the applicant has submitted **Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-II)”** indicating highlight of amendment and justification for the amendment.
- Ensure applicant has submitted relevant part of compliance checklist affected by amendment (**Checklist # 41 “Compliance checklist for NCAR Part-147 approval”**).
- The para-wise compliance report submitted by the applicant (**Checklist # 41 “Compliance checklist for NCAR Part-147 approval”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-147.
- Review **Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-II)”** submitted by the organization.
- The chapter-wise content of the MTOE affected by amendment will be verified with detailed checklist (**Checklist # 40 “Checklist for approval of Maintenance Training Organization Exposition (Part-I)”**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Note:** the airworthiness inspector shall scrutinize the MTOE in detail. The MTOE is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization committed to follow.

**Note:** Review the associated manual of the MTOE affected by amendment.

- Any discrepancy found during the evaluation of MTOE and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of MTOE and its associated manuals, the MTOE and its associated manuals along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.
- After the approval of MTOE, the organization is requested to submit the 2<sup>nd</sup> copy of MTOE and its associated manuals along with electronic copy in PDF format.
- The approval of MTOE and its associated manuals is intimated to the organization by issuing MTOE approval letter and associated manual approval letter.
- The following pages of the MTOE and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the MTOE and its associated manuals along with approval letter.
- File the MTOE and associated manuals along with supporting documents, checklists used, and MTOE approval letter issued to organization in technical library as per **Chapter 18** of this section and Technical library Procedure manual.
- The electronic copy of the MTOE and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.



## 16. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL

### **PURPOSE**

To suspend, revoke and limit the maintenance training organization approval

### **CIRCUMSTANCES OF USE**

When organization are not complying with the requirements of NCAR Part-147

### **REFERENCE CRITERIA**

NCAR Part-147 (NCAR 147.B.200)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- In the event when organization are not complying with the requirements of NCAR Part-147, Airworthiness Inspector may issue admonition, warning, revocation, suspension and limitation of approval as may be deemed fit.
- If the Airworthiness Inspector identify immediate safety threat to passenger, they will limit the approval as per power vested to them by **Rule 84 (4)** of Civil Aviation Regulation.
- As soon as Airworthiness Inspector identify this condition, he shall inform same to Chief of Airworthiness Inspection Division.
- The matter is brought to Director of FSSD, and in the interest of safety of passenger, Director of FSSD may issue an order to temporarily suspend the organization approval after consent from Director General.
- An investigation team will be formed who will investigate this matter and submit report to Director of FSSD.
- Upon receiving the report of investigation, Director of FSSD shall forward the internal office memo to Director General following administrative procedure recommending Suspension, Revocation and Limitation of Approval as appropriate.
- Upon receiving recommendation, Director General, CAA Nepal will make an appropriate decision as per **Rule 29** of Civil Aviation Regulation to:
  - a) Suspend an approval on reasonable grounds in the case of potential safety threat; or
  - b) suspend, revoke or limit the approval granted to an organization pursuant to **NCAR 147.B.130**.



## **17. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING**

### **PURPOSE**

To categorize level of findings identified during audit

### **CIRCUMSTANCES OF USE**

When CAA Nepal Inspectors identify non-compliance with the NCAR Part-147 requirements during audit

### **REFERENCE CRITERIA**

NCAR Part-147 (NCAR 147.B.130)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- During audit or by other means evidence is found showing non-compliance with the requirements of NCAR Part-147, the following actions will be taken by CAA Nepal.
- For Level 1 findings, failure to complete rectification of any level 1 finding within three days of written notification shall entail revocation, suspension or limitation by CAA Nepal in whole or in part of maintenance training organization approval, depending upon the extent of the Level 1 findings, until successful corrective action has been taken by the organization.
- In practical terms, a Level 1 finding is noted where a significant non-compliance with NCAR Part-147 is found.
- The level 1 finding may lead to an enforcement action as per Enforcement Policy and Procedure Manual depending on nature of findings. The following are examples of Level 1 findings:
  - Failure to gain access to the organization during normal operating hours of the organization in accordance after two written requests.
- As soon as Airworthiness Inspectors identify the Level 1 findings, procedure as laid down in **Chapter 16** of this section shall be followed.
- Records of Level 1 findings and action taken by CAA Nepal will be maintained by the Airworthiness Inspection Division in Audit Finding Tracking Software, Such Level 1 findings will be included in organization audit report even when they have been resolved before preparation of audit report in order to keep records of such Level 1 findings in Audit Findings Tracking Software. Such resolved Level 1 findings will be marked as “Closed” in the audit report, while forwarding it to maintenance training organization for necessary action.
- For Level 2 findings, the corrective action period granted must be appropriate to the nature of the finding, but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the findings, the three-month period may be extended by further three Months period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying Accountable Manager of such extension. However, in granting such a change the past performance of the organization will be considered.
- CAA Nepal shall take action to suspend in whole or part of the maintenance training organization approval as per **Chapter 16** of this section in case of failure to comply within the timescale granted by



## **AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66**

---

CAA Nepal.





## 18. PROCEDURE FOR RECORD KEEPING

### PURPOSE

To keep records of Approved Maintenance Training Organization

### CIRCUMSTANCES OF USE

When the maintenance training organization approval is issued, renewed or changed

### REFERENCE CRITERIA

NCAR Part-147

Technical Library Procedure Manual Para 2.2.4; Para 2.2.9 and Para 3.5

### COORDINATION

Technical Library

### TOOLS

Note pad

Stickers

### TASK TO PERFORM

- Records of approval of an organization will be retained for an adequate period that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organization approval.
- The records are kept in technical records area of technical library safeguarding it from theft, fire alternation and unforeseen natural calamities following a procedure laid down in Technical Library Procedure Manual Para 2.2.4; Para 2.2.9 and Para 3.5.
- The organization records will include as a minimum:
  - a) the application for an organisation approval, including the continuation thereof. **(CAAN Form 12).**
  - b) the organisation approval certificate including any change thereto. **(CAAN Form 11).**
  - c) a copy of the audit program listing the dates when audits are due and when audits were carried out. **(Safety Oversight Program; Audit Finding Tracking Software).**
  - d) CAA Nepal continued oversight program including all audit records. **(Safety Oversight Program; CAAN Discrepancy Reporting Form; CAAN Form 22 and Audit Finding Tracking Software).**
  - e) copies of all relevant correspondence.
  - f) details of any exemption **(List of exemption issued by CAA Nepal)** and enforcement action(s). **(List of Enforcement Actions).**
  - g) any report from other competent authorities relating to the oversight of the organization.
  - h) maintenance training organisation expositions.
- The minimum retention period for the above records shall be four years unless it is required to be retained permanently.
- CAA Nepal may use either a paper or computer system or any combination of both subject to appropriate controls as per procedure laid down in Technical Library Procedure Manual.



## **AIRWORTHINESS INSPECTOR HANDBOOK PART-II**

### **FOR NCAR PART M/145/147/66**

---

- The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way throughout in organization file.
- Copies of policy letters will also be retained in this organization file for future reference.
- All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
- The backup shall be done weekly. The external hard drive containing the backup of the records shall be stored in the server cabinet which is kept in the server room. The server room is in the building adjacent to FSSD. The server cabinet is made of fire-resistant material and the server cabinet is always locked.
- The backup will be done in such a way that there will be last 4 backup every time in the external drive. After 5th backup, the 1st backup in the external hard drive will be deleted. In addition to this, backup of all the documents will also be kept in One Drive on a weekly basis.



## 19. PROCEDURE FOR ISSUANCE OF EXEMPTION

### PURPOSE

To issue exemption to maintenance training organization upon request

### CIRCUMSTANCES OF USE

When the maintenance training organization requests for exemption

### REFERENCE CRITERIA

NCAR Part-147 (NCAR 147.B.25)

Exemption Policy and Procedure Manual

### COORDINATION

None

### TOOLS

Note pad

Stickers

### TASK TO PERFORM

- At times the maintenance training organization may seek exemption for deviating from the CAA Nepal approved procedures.
- This chapter provides Airworthiness Inspector with the general guidance on such exemption, for detail procedure refer to **Exemption Policy and Procedure Manual**.
- Exemptions are permitted provided the organization submits valid justification for such exemption.
- The request for exemption and supporting documents will be reviewed by Airworthiness Inspector as per procedure laid down in Exemption Policy Procedure Manual. After satisfactory review the Airworthiness Inspector will forward the internal office memo along with all the supporting document to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will review the request for exemption and supporting documents. After satisfactory review he will forward the internal office memo along with all the supporting document to Director, FSSD. Director FSSD will forward internal office memo along with all the supporting documents to Dy. Director General, ASSRD. Dy. Director General, ASSRD will forward internal office memo along with all the supporting documents to Director General, CAA Nepal after completing all the administrative procedures and legal advice.
- If the Director General is convinced that the exemption in no way affects the safety of the aircraft or hazardous to the flight safety, he will approve the internal office memo and forward it to Airworthiness Inspection Division.
- After receiving approval from Director General, Airworthiness Inspection Division will issue exemption approval via official letter.
- All exemption granted as per **Rule 82(a)** of Civil Aviation Regulation (2058 B.S.) shall be recorded, retained and monitored by the Airworthiness Inspection Division (**List of exemption issued by CAA Nepal**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- The file containing the exemption approval granted to an organization will be forwarded to technical records area of technical library for filing as per technical library procedure manual.
- The updated **“List of exemption issued by CAA Nepal”** will be shared to Airworthiness Inspector via One Drive for tracking and monitoring. Such exemptions granted will be published in CAA Nepal website.



## 20. MAINTENANCE TRAINING ORGANIZATIONS LOCATED OUTSIDE NEPAL

### PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR ISSUANCE OF NCAR PART-147 APPROVAL TO FOREIGN ATO

#### **PURPOSE**

To review application package submitted by Foreign ATO for issuance of NCAR Part-147 approval

#### **CIRCUMSTANCES OF USE**

when the foreign ATO applies to CAA Nepal for issuance of ATO Approval

#### **REFERENCE CRITERIA**

NCAR Part-147

#### **COORDINATION**

Team member

#### **TOOLS**

Checklist # 43 “Checklist for Reviewing Application Package for Issuance of NCAR Part-147 Approval to Foreign ATO”.

Note pad and Stickers

#### **TASK TO PERFORM**

- Applications of foreign Approved Maintenance Training Organization seeking approval will be forwarded to Airworthiness Inspector.
- All such applications shall be accompanied by the following documents:
  - a) Submission of CAAN Form 12 application form.
  - b) Letter of intent from Nepalese air operator desirous of availing the service from this organization (if any).
  - c) Copy of evidence of valid ICAO contracting State approval (FAA or EASA or other NAA).
  - d) Check for the Scope of Approval whether it includes the aircraft type registered in Nepal or not.
  - e) Submission of recent audit findings from the applicable authorities mentioned in Para (c).
  - f) Current status of the above findings.
  - g) Submission of internal audit reports.
  - h) Current status of the above findings.
  - i) Work done on similar scope in the last 2 years.
  - j) Submission of Maintenance Training Organization Exposition (MTOE) and its associated manuals (Training Need Analysis; Training Manual; Sample of Exams) & Capability List. (Either Electronic Form or Hard Copy).
  - k) Completed compliance checklist (**Checklist # 41 “Compliance checklist for NCAR-147 approval**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- l) Completed Maintenance Training Organization Exposition Checklist (**Checklist # 40 “Checklist for Approval of Maintenance Training Organization Exposition (Part I)”**).
- m) Payment of CAA Nepal prescribed fee for issuance (as per Civil Aviation Regulations 2058 B.S., Schedule-1).

**Note:** Verify the approval certificate issued by in pt. (c) through ICAO contracting State website.

- After receiving an application package, Airworthiness Inspector will verify application package for its completeness through **Checklist # 43 “Checklist for Reviewing Application Package for Issuance of NCAR Part-147 Approval-Foreign ATO”** to avoid missing of essential check points of approval.
- The applicants will be informed in writing (via email or letter) regarding the incomplete or deficient document for submission before proceeding with the further approval process.
- Upon satisfactory scrutiny of documents as per procedure laid down in this section, Airworthiness Inspector will forward the internal office memo along with all the supporting documents to the Chief of the Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with all the supporting documents to Director General for approval.
- After receiving approval from Director General, Airworthiness Inspector will issue the Approval Certificate **CAAN Form 11**.
- Approval of the foreign ATO may be issued only after confirming that no discrepancy is pending closure.
- The validity of NCAR Part-147 approval will be for a period not exceeding 24 months.
- For Maintenance Training Organization located outside Nepal the investigation and continued oversight of the approval shall be carried out by a team appointed by the Director General, CAA Nepal as per requirement laid down in NCAR Part-147 and as per **“Safety Oversight Program”**. When audits are conducted, the procedure for audit of ATO laid down in **Chapter 9** of this section will be followed.
- The audit checklist used for this purpose is **Checklist # 14 “Checklist for Approval of Maintenance Training Organization”**.

**Note:** The MTOE are considered accepted after verifying it with completed compliance checklist (**Checklist # 41 “Compliance checklist for NCAR-147 approval”**) and completed Maintenance Training Organization Exposition Checklist (**Checklist # 40 “Checklist for Approval of Maintenance Training Organization Exposition”**) and when Director General approves foreign ATO.

**Note:** The nominated post holders of the organization are considered accepted when the MTOE is accepted and when Director General approves the foreign ATO.

- Ensure that the organization file contains all necessary supporting documents for approval along with copy of Approval Certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Training Organization list with necessary information as per technical library procedure manual.



## 21. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF NCAR PART-147 APPROVAL-FOREIGN ATO

### **PURPOSE**

To review application package submitted by Foreign ATO for renewal of NCAR Part-147 approval

### **CIRCUMSTANCES OF USE**

when the foreign ATO applies to CAA Nepal for renewal of ATO Approval

### **REFERENCE CRITERIA**

NCAR Part-147

### **COORDINATION**

Team member

### **TOOLS**

Checklist # 27 "Checklist for Reviewing Application Package for renewal of NCAR Part-147 Approval to Foreign ATO".

Note pad

Stickers

### **TASK TO PERFORM**

- Applications of foreign Approved Maintenance Training Organization seeking approval will be forwarded to Airworthiness Inspector.
- All such applications shall be accompanied by the following documents:
  - a) Submission of CAAN Form 12 application form.
  - b) Copy of evidence of valid ICAO contracting State approval (FAA or EASA or other NAA).
  - c) Check for any change in Scope of Approval. If there is a change then check whether it includes the aircraft type registered in Nepal or not.
  - d) Submission of recent audit findings from the applicable authorities mentioned in Para (c).
  - e) Current status of the findings above.
  - f) Submission of internal audit reports.
  - g) Current status of the findings above.
  - h) Work done on similar scope in the last 2 years.
  - i) Submission of Maintenance Training Organization Exposition (MTOE) and its associated manuals (Training Manual; Training Need Analysis, sample of exam) & Capability List. (Either Electronic Form or Hard Copy).

*(Note: Required only if there is any change in MTOE & Capability List submitted during initial issuance)*



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- j) Completed compliance checklist (**Checklist # 41 “Compliance checklist for NCAR-147 approval).**  
(*Note: Required only if there is any change in MTOE & Capability List submitted during initial issuance*)
- k) Completed Maintenance Training Organization Exposition Checklist (**Checklist # 40 “Checklist for Approval of Maintenance Training Organization Exposition (Part I)”.**  
(*Note: Required only if there is any change in MTOE & Capability List submitted during initial issuance*)
- l) Payment of CAA Nepal prescribed fee for issuance (as per Civil Aviation Regulations 2058 B.S., Schedule-1).

**Note:** Verify the approval certificate issued by in pt. (b) through ICAO contracting State website.

- After receiving an application package, Airworthiness Inspector will verify application package for its completeness through **Checklist # 27 “Checklist for Reviewing Application Package for renewal of NCAR Part-147 Approval-Foreign ATO”** to avoid missing of essential check points of approval.
- The applicants will be informed in writing (via email or letter) regarding the incomplete or deficient document for submission before proceeding with the further approval process.
- Upon satisfactory scrutiny of documents as per procedures laid down in this section, Airworthiness Inspector will forward the internal office memo along with all the supporting documents to the Chief of the Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with all the supporting documents to Director of FSSD for approval.
- After receiving approval from Director of FSSD, Airworthiness Inspector will issue the Approval Certificate **CAAN Form 11.**
- Approval of the foreign ATO may be issued only after confirming that no discrepancy is pending closure.
- The validity of NCAR Part-147 approval will be for a period not exceeding 24 months.
- For Maintenance Training Organization located outside Nepal the investigation and continued oversight of the approval shall be carried out by a team appointed by the Director General, CAA Nepal as per requirement laid down in NCAR Part-147 and as per **“Safety Oversight Program”**. When audits are conducted, the procedure for audit of ATO laid down in **Chapter 9** of this section will be followed.
- The audit checklist used for this purpose is **Checklist # 14 “Checklist for Approval of Maintenance Training Organization”.**

**Note:** The MTOE are considered accepted after verifying it with completed compliance checklist (**Checklist # 41 “Compliance checklist for NCAR-147 approval)** and completed Maintenance Training Organization Exposition Checklist (**Checklist # 40 “Checklist for Approval of Maintenance Training Organization Exposition”** and when Director General approves foreign ATO.

**Note:** The nominated post holders of the organization are considered accepted when the MTOE is accepted and when Director General approves the foreign ATO.

- Ensure that the organization file contains all necessary supporting documents for approval along with copy of Approval Certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 18** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Training Organization list with necessary information as per technical library procedure manual.





## **Section IV**

### **Procedure for NCAR Part-M Continuing Airworthiness Management Organization**



## **1. GENERAL**

### **1.1 SCOPE (NCAR M.B.101)**

Organization engaged in the Continuing Airworthiness Management of Aircraft will be approved by the Civil Aviation Authority of Nepal (CAA Nepal) as per requirements laid down in NCAR Part-M. This section describes the administrative procedures that the Airworthiness Inspector shall follow while exercising its task and responsibilities regarding issuance, continuation, change, suspension or revocation of continuing airworthiness management organization approval certificate under applicable rules and NCAR Part-M and the oversight of aircraft Owners, Operators, M.A. Subpart F Approved Maintenance Organization and M.A. Subpart G Continuing Airworthiness Management Organization.

Applications for approval of Continuing Airworthiness Management Organization are to be processed by the Airworthiness Inspection Division following the procedures detailed in this section.

### **1.2 APPROVING AUTHORITY AND CAA NEPAL PROCEDURES (NCAR M.B.102 (D))**

The Director General, CAA Nepal is the Chief Executive of CAA Nepal for approval of Continuing Airworthiness Management Organization. He may delegate his power under Rule 87 of Civil Aviation Regulation 2002, to the Airworthiness Inspectors to ensure that all aviation activities including the continuing airworthiness management activities are performed in an orderly manner. CAA Nepal has established documented procedures containing the following information:

- a. The title(s) and name(s) of the Inspector(s) of the CAA Nepal and their duties and responsibilities (Refer Airworthiness Inspectors Manual Para 2.2 and Para 3.3 and Safety Oversight Program).
- b. Organisation chart(s) showing associated chains of responsibility of the senior persons. (Refer Airworthiness Inspector Manual Appendix-1).
- c. A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates (Refer Airworthiness Inspector Manual Chapter 4 and Personal/Training Files of Airworthiness Inspectors and Assistant Airworthiness Inspector).
- d. A general description of the facilities (Refer Airworthiness Inspector Manual Appendix-2).
- e. Procedures specifying how the CAA Nepal ensure(s) compliance with NCAR Part-M is included in this Airworthiness Inspector Handbook Part-II Section IV.

The CAA Nepal has established the procedure detailed in this section as how compliance with NCAR Part-M is accomplished. The procedures are required to be reviewed once in a year in the month of January. The documentary evidence for implementation of the procedures in this section is filed in organization file.

Airworthiness Inspectors shall follow procedures laid down in subsequent chapters for Continuing Airworthiness Management Organization seeking approval under NCAR Part-M.



## 2. PROCEDURE FOR THE APPROVAL OF AN OPERATOR'S TECHNICAL LOG SYSTEM

### **PURPOSE**

Review of an Operators Technical Log System to ensure all requirements are met before granting approval.

### **CIRCUMSTANCES OF USE**

When an operator submits Operators Technical Log System for approval.

When an operator submits a revision to the Operators Technical Log System.

### **REFERENCE CRITERIA**

NCAR M.A.306

FOR 11.4

### **COORDINATION**

Airworthiness and Flight Operations

### **TOOLS**

Note pad

Stickers

### **TASK TO PERFORM**

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of CAMO along with CAME, Nominated post holder, Maintenance Program, Technical log and maintenance Contract between Operator and NCAR Part-145 organization has to be coordinated with Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

**NOTE:** The flight operations and the airworthiness inspector will review the Operators Technical Log system independently after which they will perform a joint review and establish a report. Each inspector will make use of the checklist which will be the basis for the review report.

- Ensure operator has submitted two copies of Operators Technical Log System to FSSD.
- Airworthiness Inspection Division will verify that all the elements laid down in NCAR M.A.306 are included in Operators Technical Log System.
- After completion of satisfactory review the operators technical log system, forward the internal memo to Flight Operation Department.
- Flight Operation Department will review that all the elements laid down in FOR Chapter 11.4 has been met.
- After satisfactory review of the operators Technical Log System by Flight Operation, the complete file is again forwarded to Airworthiness Inspection Division



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Note:** *If there is any observation during the review of Airworthiness and Flight Operation, same will be communicated to operator in writing.*

- After all the observations made by Airworthiness and Flight Operation has been corrected by Operator, and satisfactory evaluation of the corrected document by Airworthiness Inspection Division and Flight Operations Division, Airworthiness Inspection Division will issue an approval letter to an operator along with one copy of stamped approved copy of the Operators Technical log system.
- The remaining copy of the stamped Operators Technical Log system along with approval letter and all supporting documents is sent to technical library for filing as per technical library procedure manual.

**Note:** *For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval letter of Operator's Technical log System along with all the correspondence with operators regarding approval of technical log system has to be forwarded to Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.*



### 3. PROCEDURE TO APPROVE AIRCRAFT MAINTENANCE PROGRAM

#### **PURPOSE**

To review aircraft maintenance program submitted by an organization

#### **CIRCUMSTANCES OF USE**

When organization submits aircraft maintenance program for approval

#### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.301)

AOCI Manual Vol-III **Chapter 3**

#### **COORDINATION**

None

#### **TOOLS**

**Checklist # 8 “Checklist for Approval/Revision of Maintenance Program”.**

Note pad

Stickers

#### **TASK TO PERFORM**

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of CAMO along with CAME, Nominated post holder, Maintenance Program, Technical log and maintenance Contract between Operator and NCAR Part-145 organization has to be coordinated with Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents.
- Ensure applicant has submitted completed checklist (**Checklist # 8 “Checklist for Approval/Revision of Maintenance Program”**).
- The Aircraft Maintenance Program will be verified with detailed checklist (**Checklist # 8 “Checklist for Approval/Revision of Maintenance Program”**).

**Note:** Refer procedure laid down in **AOCI Manual Vol-III Chapter 3** for further details.

**Note:** Ensure the Aircraft Maintenance Program content is as per **AOCI Manual Vol-III Chapter 3**.

**Note:** Ensure CAA Nepal has access to all the data required by NCAR M.A.302(d), (e) and (f).

**Note:** While assessing aircraft maintenance program for approval, CAA Nepal should verify that the maintenance program is acceptable for the continued airworthiness of the specific aircraft listed and it is appropriate for the proposed operating environment and scheduled utilization.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Note:** *Airworthiness Inspector should assess the contents taking into account the origins of the document i.e. the manufacturers recommended maintenance program, a MRB report, the operators own experience or where applicable another approved program.*

**Note:** *Development of the aircraft maintenance program is dependent upon sufficient satisfactory in-service experience which has been properly processed. In general, the task being considered for escalation beyond the MRB limits should have been satisfactorily repeated at the existing frequency several times before being proposed for escalation.*

- Ensure that the design and application of Aircraft Maintenance Program shall take into consideration human factor principles as laid down in **Checklist # 8, Item 8**.
- Ensure all the requirements laid down in NCAR Part-M (NCAR M.A.302) are met.
- Any discrepancy found during the evaluation of Aircraft Maintenance Program will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of Aircraft Maintenance Program, the Aircraft Maintenance Program along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.
- After the approval of Aircraft Maintenance Program, the organization is requested to submit the 2<sup>nd</sup> copy of Aircraft Maintenance Program along with electronic copy in PDF format.
- The approval of Aircraft Maintenance Program is intimated to the organization by issuing Aircraft Maintenance Program approval letter.
- Following pages of the Aircraft Maintenance Program will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the Aircraft Maintenance Program along with approval letter.
- File the Aircraft Maintenance Program along with supporting documents, checklists used, and Aircraft Maintenance Program approval letter issued to organization in technical library as per technical library procedure manual and **Chapter 37** of this section.
- The electronic copy of the Aircraft Maintenance Program and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.

**Note:** *For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval letter of Maintenance Program along with all the correspondence with operators regarding approval of Maintenance Program has to be forwarded to Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.*



## 4. PROCEDURE FOR REVISION OF AIRCRAFT MAINTENANCE PROGRAM APPROVAL

### **PURPOSE**

To review revision of aircraft maintenance program submitted by an organization

### **CIRCUMSTANCES OF USE**

When organization submits revision of aircraft maintenance program for approval

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.301)

NCAR Part-M (NCAR M.A.302)

AOCI Manual Vol-III **Chapter 3**

### **COORDINATION**

None

### **TOOLS**

**Checklist # 8 “Checklist for Approval/Revision of Maintenance Program”.**

Note pad

Stickers

### **TASK TO PERFORM**

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of CAMO along with CAME, Nominated post holder, Maintenance Program, Technical log and maintenance Contract between Operator and NCAR Part-145 organization has to be coordinated with Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents.
- Ensure applicant has submitted **(Checklist # 8 “Checklist for Approval/Revision of Maintenance Program (Part-II)”** with highlight of revision and justification for revision.
- The Aircraft Maintenance Program will be verified with detailed checklist **(Checklist # 8 “Checklist for Approval/Revision of Maintenance Program”)**.

**Note:** Refer procedure laid down in **AOCI Manual Vol-III Chapter 3** for further details.

**Note:** Ensure the Aircraft Maintenance Program content is as per **AOCI Manual Vol-III Chapter 3 and NCAR Part-M (NCAR M.A.302)**.

**Note:** **AOCI Manual- Volume III Chapter 4** details the evaluation and approval of a reliability programme when required.

**Note:** Ensure CAA Nepal has access to all the data required by NCAR M.A.302(d), (e) and (f).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

**Note:** While assessing aircraft maintenance program for approval, CAA Nepal should verify that the maintenance program is acceptable for the continued airworthiness of the specific aircraft listed and it is appropriate for the proposed operating environment and scheduled utilization.

**Note:** Airworthiness Inspector should assess the contents taking into account the origins of the document i.e. the manufacturers recommended maintenance program, a MRB report, the operators own experience or where applicable another approved program.

**Note:** Development of the aircraft maintenance program is dependent upon sufficient satisfactory in-service experience which has been properly processed. In general, the task being considered for escalation beyond the MRB limits should have been satisfactorily repeated at the existing frequency several times before being proposed for escalation.

- Ensure that the design and application of Aircraft Maintenance Program shall take into consideration human factor principles as laid down in **Checklist # 8, Item 8**.
- Ensure all the requirements laid down in NCAR Part-M (NCAR M.A.302) are met.
- Any discrepancy found during the evaluation of Aircraft Maintenance Program will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of Aircraft Maintenance Program, the Aircraft Maintenance Program along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.
- After the approval of Aircraft Maintenance Program, the organization is requested to submit the 2<sup>nd</sup> copy of Aircraft Maintenance Program along with electronic copy in PDF format.
- The approval of Aircraft Maintenance Program is intimated to the organization by issuing Aircraft Maintenance Program approval letter.
- Following pages of the Aircraft Maintenance Program will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the Aircraft Maintenance Program along with approval letter.
- File the Aircraft Maintenance Program along with supporting documents, checklists used, and Aircraft Maintenance Program approval letter issued to organization in technical library as per technical library procedure manual and **Chapter 37** of this section.
- The electronic copy of the Aircraft Maintenance Program and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval letter of Maintenance Program along with all the correspondence with operators regarding approval of Maintenance Program has to be forwarded to Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

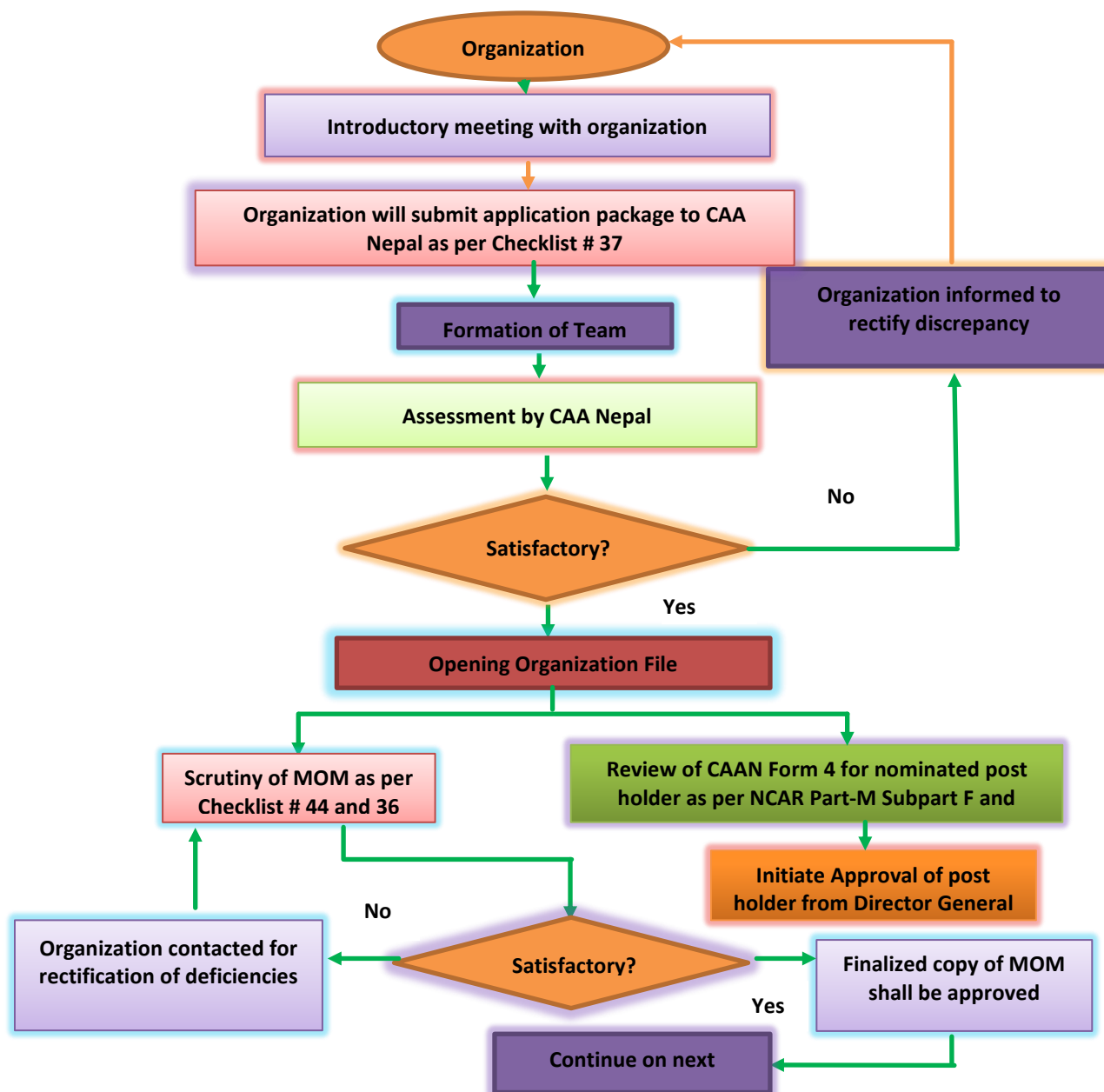




## 5. NCAR PART-M SUBPART F MAINTENANCE ORGANIZATION

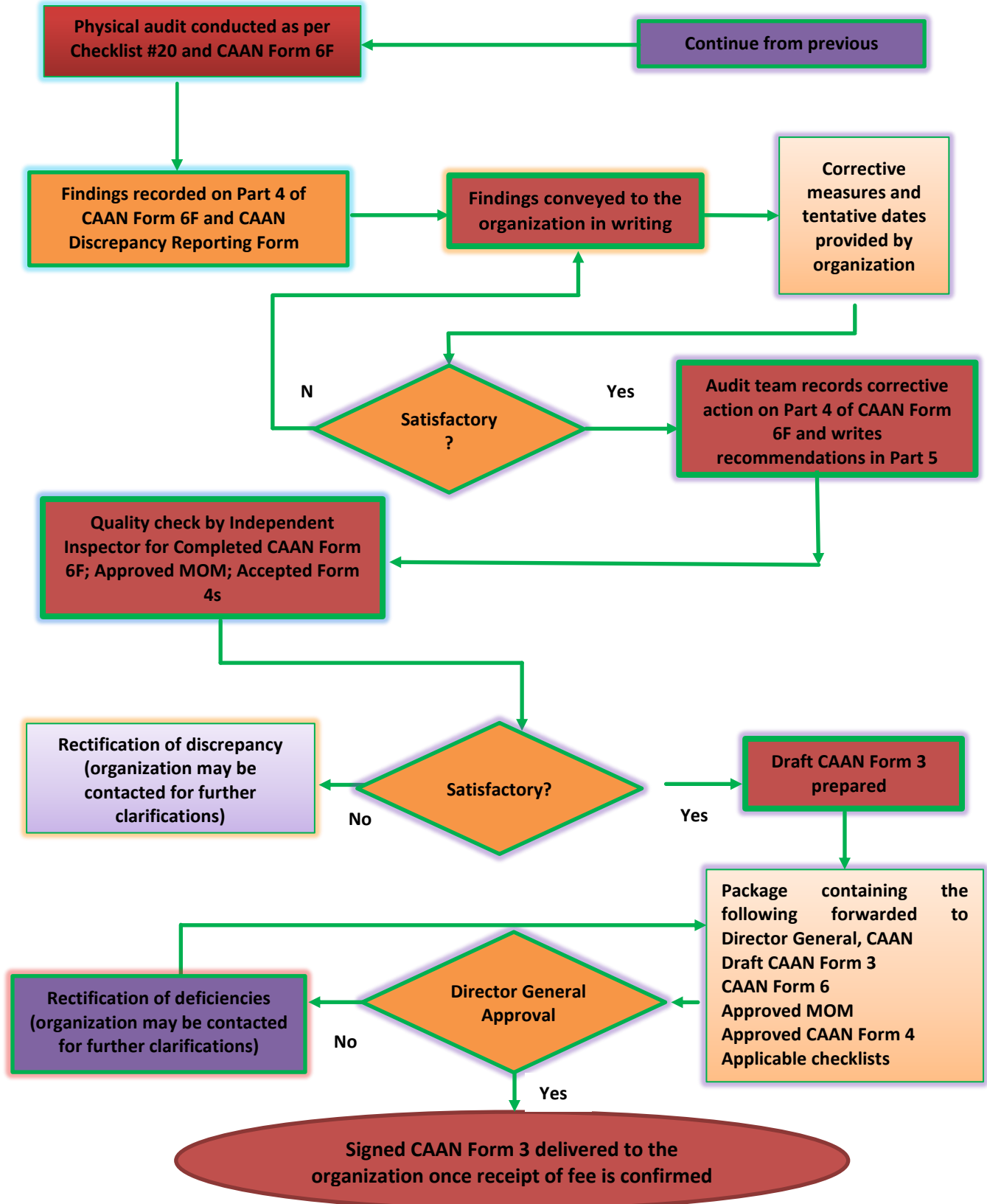
### 5.1 INITIAL APPROVAL (NCAR M.B.602)

When the prospective NCAR Part-M Subpart F maintenance organization seeking initial approval makes contact with CAA Nepal for information on approval of NCAR Part-M Subpart F maintenance organization, CAA Nepal shall follow steps as identified in the following flow chart. Detailed description of the procedures of each step identified in the flow chart are laid down in subsequent chapters.





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66





## 6. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING

### **PURPOSE**

To perform an introductory meeting with prospective NCAR Part-M Subpart F maintenance organization representatives

### **CIRCUMSTANCES OF USE**

When prospective NCAR Part-M Subpart F maintenance organization representatives make an enquiry regarding maintenance organization approval

### **REFERENCE CRITERIA**

None

### **COORDINATION**

None

### **TOOLS**

Presentation  
Note pad and Stickers

### **TASK TO PERFORM**

- After prospective NCAR Part-M Subpart F maintenance organization makes initial contact with CAA Nepal, CAA Nepal will fix an introductory meeting with prospective NCAR Part-M Subpart F maintenance organization representatives giving them required information on meeting objectives, meeting dates, time, venue etc. and personnel required to attend the meeting (especially proposed Accountable Manager and Nominated Post Holders) and encourage them to prepare the presentation, if possible, so that CAA Nepal is clear on the organization intended plan.
- During an introductory meeting, CAA Nepal will introduce its team to NCAR Part-M Subpart F maintenance organization representatives and request them to do the same.
- CAA Nepal will request NCAR Part-M Subpart F maintenance organization representatives to brief or to give a presentation to CAA Nepal in order to understand the organization intended plan, their preparedness for application; their intended scope of approval and future growth plan and to ensure they intend to comply with the requirements as laid down in the NCAR Part-M Subpart F.
- CAA Nepal will brief the NCAR Part-M Subpart F maintenance organization representatives about the documents that is required and application package that needs to be submitted to CAA Nepal and approval process emphasizing the responsibility of upholding the maintenance organization approval under NCAR Part-M Subpart F requirements and to ensure that they fully understands the significance of the approval.
- Any query regarding the approval process from the NCAR Part-M Subpart F maintenance organization representatives will be answered by CAA Nepal.
- After completion of the meeting, records of discussion during this meeting will be minuted, signed and filed in organization file after formal application is made by the organization.



## **7. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM**

### **PURPOSE**

To form an airworthiness team after receiving formal application package from prospective NCAR Part-M Subpart F maintenance organization

### **CIRCUMSTANCES OF USE**

When prospective NCAR Part-M Subpart F maintenance organization representatives formally apply for an NCAR Part-M Subpart F approval

### **REFERENCE CRITERIA**

None

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- After prospective NCAR Part-M Subpart F maintenance organization submits the formal application package to CAA Nepal for NCAR Part-M Subpart F approval, Chief of Airworthiness Inspection Division will initiate the official memo to approve the airworthiness team from Director General, CAA Nepal.
- The airworthiness team shall have enough member depending on the size, complexity, and proposed scope of the organization.
- The airworthiness team member shall be selected considering the current and expected workload of the team member in future.
- After receiving approval from Director General, the formal application package shall be handed over to the airworthiness team.



## 8. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE NCAR PART-M SUBPART F MAINTENANCE ORGANIZATION

### **PURPOSE**

To review the application package received from the prospective NCAR Part-M Subpart F maintenance organization

### **CIRCUMSTANCES OF USE**

When CAA Nepal airworthiness team receives an application package

### **REFERENCE CRITERIA**

None

### **COORDINATION**

Team member

### **TOOLS**

**Checklist # 39 “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart F approval”.**

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure the application is made by an authorized person in a prescribed format along with all the required supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 39 “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart F approval”**. The application package shall include:
  - Submission of CAAN Form 2 application form
  - Submission of CAAN Form 4 for nominated post holder approval.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - Maintenance Organization Manual (MOM) and other applicable associated manuals i.e. Workshop Procedure Manual; Battery Shop Procedure Manual; Wheel and Brake Shop Procedure Manual; Training Procedure Manual & Capability List (in electronic Form and Hard Copy).
- Completed compliance checklist (**Checklist # 36 “Compliance Checklist for NCAR Part-M Subpart F organization”**).
- Completed **Checklist # 44 “Checklist for Approval of Maintenance Organization Manual (MOM) for NCAR Part M Subpart F organization”**.
- Payment of CAA Nepal prescribed fee for issuance.
- Complete **Checklist # 39 “Checklist for reviewing application package for the issuance of NCAR Part-**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

#### **M Subpart F Approval”.**

- If the application package doesn't contain documents as required by **Checklist # 39**, Airworthiness inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval process.
- After receipt of required documents, CAA Nepal shall complete the **Checklist # 39** and proceed with further approval process.



## **9. PROCEDURE FOR OPENING ORGANIZATION FILE**

### **PURPOSE**

To open the organization file for filing all the correspondence to and from organization

### **CIRCUMSTANCES OF USE**

When the review of application package for NCAR Part-M Subpart F approval is successfully complete

### **REFERENCE CRITERIA**

None

### **COORDINATION**

None

### **TOOLS**

File

Note pad

Stickers

### **TASK TO PERFORM**

- When the applicant applies to CAA Nepal formally, the application package is given a unique number, the Airworthiness Inspector will open a file for the organization with the unique number (e.g. AW-[unique number] / [date]). This number is initial number allocated to the organization application.
- This unique number is permanent number of the file, but this number is not the approval number of the organization as the approval number of the maintenance organization is a serialized number (e.g. CAAN.MF.001; CAAN.MF.002 etc.) and it's not given to an organization until the applicant receives NCAR Part-M Subpart F approval.
- All the past and future correspondence related to the organization will be filed in this organization file.



## 10. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER

### **PURPOSE**

To ensure nominated post holders meets established requirements

### **CIRCUMSTANCES OF USE**

During initial certification of NCAR Part-M Subpart F maintenance organization and when NCAR Part-M Subpart F maintenance organization submits a new nominee

### **REFERENCE CRITERIA**

NCAR Part-M Subpart F (NCAR M.A.606); (NCAR M.B.602 (a) and (d))

### **COORDINATION**

None

### **TOOLS**

**Checklist # 45 “Competency Assessment of nominated post holders”**

**Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**

Note pad

Stickers

### **TASK TO PERFORM**

For each nominated post holder,

The Airworthiness Inspector will, based on the applicable criteria, verify that the nominated post holder:

- Has submitted all required documents and certificates as required by NCAR M.A.606 and Maintenance Organization Manual of the organization.
  - 3 sets of Filled CAAN Form 4
  - Curriculum Vitae;
  - Citizenship Certificate
  - Academic Certificates;
  - Aircraft Maintenance Licences (if held);
  - Training Certificate
  - Recommendation from the organization
- Possesses the required experience and qualification as per requirements laid down in NCAR Part M.A.606 and Maintenance Organization Manual.
- The Airworthiness Inspector will verify that the nominated post holder has no other activity impeding the performance of the nominated post duties and responsibilities.
- Report results of the above in **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.
- Complete **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- If all the requirements are met satisfactorily, inform the nominated post holder for date of competency assessment.
  - If some requirements are not met satisfactorily, the issue must be coordinated with the Chief of Airworthiness Inspection Division and the applicant formally advised in writing of the non-satisfactory assessment and to take appropriate action such as submitting missing documentation or proposing another nominee.
  - After satisfactory verification of the qualification, background and experience of nominated post holders, the nominated post holders are subject to competency assessment as per **Checklist # 45 “Competency Assessment of Nominated Post Holder”**.
  - The competency assessment of post holder is carried out by airworthiness team through an oral examination. After satisfactory completion of oral examination, complete the **Checklist # 45 “Competency Assessment of Nominated Post Holder”**.
  - Question asked during the oral examination shall be retained.
  - CAAN Form 4 along with all the supporting documentation, checklist used, and internal office memo shall be forwarded to Chief of Airworthiness inspection Division.
  - After verification from the Chief of Airworthiness Inspection Division, the nominated person file shall be forwarded to Director General for approval following all the administrative process of CAA Nepal.
  - After approval from Director General, Complete CAAN Form 4 and file the CAAN Form 4 along with supporting document in organization file. Two copies of signed CAAN Form 4 is forwarded to organization in sealed envelope.

**Note:** Submission of **CAAN Form 4** is not a requirement for accepting Accountable Manager. Approval of MOM containing the accountable Manager’s signed Corporate Commitment Statement constitutes formal acceptance of Accountable Manager, once the CAA Nepal has held a meeting with the accountable manager and is satisfied with its result.

**Note:** A meeting with accountable manager shall be convened to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organization to comply with the procedures specified in the exposition. This meeting will be minuted.

**Note:** CAA Nepal may reject an accountable manager where there is clear evidence that he/she previously held a senior position in CAA Nepal approved organization and abused that position by not complying with the CAA Nepal requirements.



## 11. PROCEDURE FOR APPROVAL OF MAINTENANCE ORGANIZATION MANUAL

### **PURPOSE**

To review and approve the Maintenance Organization Manual and its associated manuals submitted by organization

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors receive request for approval of Maintenance Organization Manual and its associated manual

### **REFERENCE CRITERIA**

NCAR Part-M Subpart F (NCAR M.A.604; NCAR M.B.602 (b))

### **COORDINATION**

None

### **TOOLS**

**Checklist # 36 “Compliance checklist for NCAR Part-M Subpart F organization”**

**Checklist # 44 “Checklist for approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization (Part-I)”**

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (MOM and associated manuals).
- Ensure applicant has submitted completed compliance checklist (**Checklist # 36 “Compliance checklist for NCAR Part-M Subpart F organization”**).
- The para-wise compliance report submitted by the applicant (**Checklist # 36 “Compliance checklist for NCAR Part-M Subpart F organization”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-M Subpart F.
- The chapter-wise content of the MOM will be verified with detailed checklist (**Checklist # 44 “Checklist for approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization (Part-I)”**).

***Note:** the airworthiness inspector shall scrutinize the MOM in detail. The MOM is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization is committed to follow.*

***Note:** Review the associated manual of the MOM for compliance with requirements.*

- Any discrepancy found during the evaluation of MOM and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of MOM and its associated manuals, the MOM and its



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

associated manuals along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.

- After the approval of MOM, the organization is requested to submit the 2<sup>nd</sup> copy of MOM and its associated manuals along with electronic copy in PDF format.
- The approval of MOM and its associated manuals is intimated to the organization by issuing MOM approval letter and associated manual approval letter.
- Following pages of the MOM and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the MOM and its associated manuals along with approval letter.
- File the MOM and its associated manuals along with supporting documents, checklists used, and MOM approval letter issued to organization in technical library as per technical library procedure manual and **Chapter 37** of this section.
- The electronic copy of the MOM and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.



## 12. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANIZATION

### **PURPOSE**

To verify that the maintenance organization is in compliance with NCAR Part-M Subpart F requirements

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors conduct physical audit of Maintenance Organization

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.602 (c); (e); (f))

Surveillance Policy and Procedure Manual Chapter 3 Para 3.3

### **COORDINATION**

Team Member

### **TOOLS**

Checklist # 20 “Checklist for approval of NCAR Part-M Subpart-F Organization”

Audit In-brief Form

Audit Exit-brief Form

CAAN Discrepancy Reporting Form

Audit Finding Tracking Software

Note pad

Stickers

### **TASK TO PERFORM**

- Airworthiness team will form an audit team of at least two airworthiness inspectors depending on the size, scope and complexity of the organization. The team will carry out initial audit of all the area of organization.
- Intimate the organization regarding audit through email/letter at least 7 days in advance of the audit date. On request from the organization, the dates of inspection may be deferred by a week, and another suitable date may be decided.  
*Note: for initial audit of organization previously approved as per NCAR Part-M Subpart F, if the organization again requests for deferment of audit, a third audit date should be given. Any further request for postponement should not be agreed to and the audit of the organization will be carried out on dates finally intimated. If the audit is not allowed by the organization, it should be reported to chief of Airworthiness Inspection Division, who will further report to Director of FSSD and Director General. Denial of organization to conduct audit by CAA Nepal will be considered as Level 1 findings, which will warrant for immediate enforcement action as per enforcement policy and procedure manual.*
- It is expected that the study and familiarization with the organization specific material will take 1-2 days prior to the audit date. Chief of the Airworthiness Inspection Division should ensure that the audit team is relieved of extraneous office duties to enable them to prepare for meaningful audit.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- The entry meeting of the audit will be held between Airworthiness Inspectors and organization representatives (Accountable Manager and Nominated Post holders) on the 1<sup>st</sup> day of the audit before conducting audit.
- The purpose of the entry meeting is to brief organization on purpose of visit, how the audit will be conducted, planning of audit in different area of the organization etc. The entry meeting of the audit with the organization will be recorded in **Audit In-Brief Form**.
- The audit team will carry out the audit of the maintenance organization using **Checklist # 20 “Checklist for approval of NCAR Part-M Subpart F Organization”**. The **Checklist # 20** covers all the requirements laid down in NCAR Part-M Subpart F through its various modules.

**Note:** the audit team shall carryout audit on a product line type basis in that for example, in the case of an organization seeking approval for maintenance of Socata TB20 and Piper PA 28 ratings, the audit be concentrated on one type only for full compliance check. Depending upon the result, the second type may only require a sample check against those activities seen to be weak on compliance for the first type.

- The audit team will always ensure that they are accompanied by a senior technically qualified member of the organization throughout the audit. Normally, the quality manager accompanies the audit team. The reason for being accompanied is to ensure that the organization is fully aware of any findings noted during the audit.
- Findings and observations will be recorded in the “remark/findings” column of **Checklist # 20** with a provisional categorization as a Level 1 or 2. Subsequent to the audit visit Airworthiness Inspector will review the provisional finding levels, adjusting them if necessary and change the categorization accordingly.

**Note:** Refer to **Chapter 19** of this section for categorizing Level 1 and Level 2 findings.

- In the event of organization producing any evidence for rectification or complying with the requirements during the audit, all such findings need not be included in the report.
- The audit team will debrief the Accountable Manager, nominated post holder and other senior technical member of the organization at the end of the audit visit on all findings made during the audit. The debriefing of the audit with the organization will be minuted in **Audit Exit-Brief Form**.
- The audit checklist, **Checklist # 20 “Checklist for approval of NCAR Part-M Subpart F Organization”** must be kept in the organization file after an audit.

**Note:** There may be occasions wherein auditor may find situations in the applicant’s organization which is unsure or unclear about compliance. In this case, the organization will be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the Airworthiness Inspection Division before a decision is made. If the decision is that the findings is in compliance with the requirements, then a verbal confirmation to the organization will suffice. If the decision is that the finding is in non-compliance with the requirements, then such findings will be included in CAAN Discrepancy Reporting Form.

- In the event of finding any discrepancy, two copies of a standardized discrepancy form **CAAN Discrepancy Reporting Form (Appendix-1)** will be issued. The CAAN Discrepancy Reporting Form will have:
  - Reference to requirements against each finding.
  - Findings are classified as Level 1 or Level 2 based on its criticality.
  - Audit finding rectification due date.
- The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form shall include:
  - The evidence that has been gathered in support of the contraventions as well as an account of all the actions taken.
  - **Checklist # 20 “Checklist for approval of NCAR Part-M Subpart F Organization”**.
  - **Audit In-Brief Form**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- **Audit Exit-Brief Form**

- The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form should be filed in the respective organization file.
- The 2<sup>nd</sup> copy of the CAAN Discrepancy Reporting Form should be forwarded to the organization with covering letter.
- All the findings will be confirmed in writing to the applicant organization within 7 days of the audit visit through **CAAN Discrepancy Reporting Form**.
- Audit team will feed the data of **CAAN Discrepancy Reporting Form** into **Audit Finding Tracking Software**.
- Audit team will monitor the Corrective Action Plan due date through **Audit Finding Tracking Software**.
- After receiving the audit findings, the organization shall prepare the Corrective Action Plan of all the findings in writing in CAAN Discrepancy Reporting Form and submit it to CAA Nepal within 1 month of issuance of such findings. The Corrective Action Plan shall be proposed after carrying out root cause analysis as per guidance issued by CAA Nepal.
- Airworthiness Inspector will review the Corrective Action Plan submitted by the organization as per procedure laid down in **Appendix-3** for acceptability of Corrective Action Plan. Airworthiness Inspectors should be satisfied that the root cause analysis and the corrective actions taken are adequate to correct the discrepancy and to prevent re-occurrence for acceptability of Corrective Action Plan. This review will be done within 7 days of receipt of Corrective Action Plan.
- A letter is sent to NCAR Part M-Subpart F Maintenance Organization indicating acceptance or unacceptance of the Corrective Action Plan submitted.
- Corrective Action Plan submitted by an organization and Corrective Action Plan acceptance letter is filed in organization file.
- Update the **Audit Finding Tracking Software** with Corrective Action Plan and Root Cause Analysis after the issuance of acceptance of Corrective Action Plan.
- Audit team will monitor the audit finding rectification due date through **Audit Finding Tracking Software**.
- For the confirmation of corrected findings, a re-inspection through follow-up audit or spot checks will be carried out upon intimation of corrective action.
- For Level 2 Findings, CAA Nepal shall grant a corrective action period appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances, Where the organization fails to close the findings within the time-frame agreed with inspectors, at the end of this first period, and subject to the nature of the findings, CAA Nepal may extend the corrective action period further by three months' period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying the accountable manager of such extension. However, in granting such a change the past performance of the organization should be considered.
- Where the organization has no reasonable and justified reasons for non-closure of findings within the time- frame agreed with Inspectors, necessary enforcement action (to suspend in whole or part of the approval) will be initiated against the organization or the person responsible for non-compliance as the case may be.
- The follow-up audit will be carried out following all the procedures laid down in this Chapter.
- The result of follow-up audit is updated in the **Audit Finding Tracking Software**.
- All the documents related to follow-up audit is updated in organization file.

**Note:** Refer to **Appendix-4** for summary of audit procedure.



## 13. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT

### PURPOSE

To issue approval recommendation report for issuance of NCAR Part-M Subpart F approval to organization

### CIRCUMSTANCES OF USE

When all the audit findings issued by the audit team is closed by the NCAR Part-M Subpart F Maintenance Organization

### REFERENCE CRITERIA

NCAR Part-M (NCAR M.B.602 (e))

### COORDINATION

Team Member

### TOOLS

**CAAN Form 6F “Approval Recommendation Report”**

Note pad

Stickers

### TASK TO PERFORM

- Audit report form is a standard form **CAAN Form 6F “Approval Recommendation Report”** which will be completed by the audit team.
- All the 5 parts of **CAAN Form 6F** shall be completed by the audit team to give the complete picture of the organization.  
***Note:** The airworthiness Inspector will record all the findings, closure action (action required to close a findings); date each finding was cleared and recommendations for approval in **CAAN Form 6F**. **CAAN Discrepancy Reporting Form** will be cross referred for this purpose.*  
***Note:** In any case, all the findings are to be closed for the issuance of an initial NCAR Part-M Subpart F approval.*  
***Note:** No discrepancy in compliance with requirements, especially on appointment of the post holder and acquiring minimum tools and equipment’s or maintenance data are allowed for the initial approval. However, any deficiencies that no way hampers the operation may be permitted for a limited period by following the procedure laid down in **Chapter 38** of this section. Example, tools that may not be required immediately may be agreed upon for limited period and such acceptance is granted based on written request and justification as per the procedure given in **Chapter 38**.*
- Completion of **CAAN Form 6F** along with approval recommendation will be indicated by the signature of audit team in the **CAAN Form 6F**.
- The **CAAN Form 6F** along with all the supporting documents and internal office memo will be forwarded to the Chief of the Airworthiness Inspection Division for facilitating issue of an initial approval.
- The Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Form 6F** and all the supporting documents to competent independent Airworthiness Inspector for quality check.

- The quality check review should take into account the relevant requirement of NCAR Part-M Subpart F, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 6F** should be indicated by a signature on the **CAAN Form 6F**.
- After the quality check of the organization is complete and satisfactory, the **CAAN Form 6F** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6F** and all the supporting documents to the Director General for approval after completing all the required administrative process.

**Note:** Follow the procedure laid down in **Chapter 14** of this section for issuance of approval.





## 14. PROCEDURE FOR ISSUANCE OF APPROVAL CERTIFICATE

### PURPOSE

For issuance of an approval certificate to NCAR Part-M Subpart F organization

### CIRCUMSTANCES OF USE

When the quality check of the CAAN Form 6F is completed and satisfactory

### REFERENCE CRITERIA

NCAR Part-M (NCAR M.B. 603 (1); (2); (3))

### COORDINATION

Team Member

### TOOLS

CAAN Form 6

CAAN Form 3

Note pad

Stickers

### TASK TO PERFORM

- After the quality check of the organization is completed and satisfactory the internal office memo along with the **CAAN Form 6F** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6F** and all the supporting documents to Director General for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 3**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 3** approval certificate. The validity of the NCAR Part-M Subpart F approvals will be for a period not exceeding 12 months.
- The reference number will be included on the **CAAN Form 3** approval certificate. The numeric sequence will be serialized and unique to the particular approved maintenance organization. (e.g. CAAN.MF.001; CAAN.MF.002 etc.).
- The approval will be based only upon the organizational capabilities (including any associated sub-contractors) relative to NCAR Part-M Subpart F.  
***Note:** if the organization is capable of maintaining within the limitation of NCAR Part-M Subpart F the Cessna 100 Series aircraft, the approval schedule will state A2 Cessna 100 series and not Cessna 172 RG which is a particular designator for one of many Cessna 100 series.*
- The approval certificate will only be issued when the organization is in full compliance with NCAR Part-M Subpart F requirements.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

M Subpart F, the airworthiness inspector will issue an organization approval certificate **CAAN Form 3** by signing the Approval Certificate, Approval Schedule and Capability list.

- File 2<sup>nd</sup> copy of **CAAN Form 3** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 37** of this manual.
- The technical library will keep the organization file in the designated place and update the Approved Maintenance Organization list with necessary information as per technical library procedure manual.



## 15. PROCEDURE FOR CONTINUATION OF AN APPROVAL

### PURPOSE

For continuation of NCAR Part-M Subpart F maintenance organization approval

### CIRCUMSTANCES OF USE

During continuation of approval to ensure that the organization is in compliance with NCAR Part-M Subpart F requirements

### REFERENCE CRITERIA

NCAR Part-M (NCAR M.B.604)

### COORDINATION

None

### TOOLS

CAAN Form 6F

Note pad

Stickers

### TASK TO PERFORM

- The Airworthiness Inspection Division shall ensure following for continuation of approved NCAR Part-M Subpart F maintenance organization approval.
- Airworthiness Inspection Division shall maintain and update the list of approved maintenance organization under its supervision.
- Airworthiness Inspection Division shall monitor the Safety Oversight Program to track the dates when audit visits are due and carryout audit as per Safety Oversight Program.
- Each organization must be completely reviewed (audited) by the Airworthiness Inspection Division for compliance with NCAR Part-M Subpart F at periods not exceeding 12 months.
- Airworthiness Inspection Division shall carry out complete audit of an organization during its annual audit.
- The detail audit procedure is included in **Chapter 12** of this section.
- It is recommended that part of an audit concentrates on the organization internal self-monitoring quality reports produced by the quality monitoring personnel to determine if the organization is identifying and correcting its problems.
- At the successful conclusion of the audit including verification of the Maintenance Organization Manual (MOM) for its updated status, an audit report form (**CAAN Form 6F**) will be completed by the Airworthiness Inspector indicating all the recorded findings, closure actions and recommendation referring to CAAN Discrepancy Reporting Form.

**Note:** Credit may be claimed by the Airworthiness Inspector for specific item audits completed during the preceding 12 months period subject to following four conditions:

- (i) The specific item audit should be the same as that required by NCAR Part-M Subpart F latest amendment.
- (ii) There should be satisfactory evidence on record that such specific item audits were carried out



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- and that all corrective actions have been taken;*
- (iii) The airworthiness Inspector should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit; and*
  - (iv) The specific item audit being granted a back credit will be audited not later than 12 months after the last audit of the item.*
- A meeting with the accountable manager will be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits and to ensure he/she fully understands the significance of the approval. The minutes of the meeting will be kept in the organization file.



# 16. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF NCAR PART-M SUBPART F APPROVED MAINTENANCE ORGANIZATION APPROVAL

## **PURPOSE**

To perform review of application package for renewal of NCAR Part-M Subpart F Approved Maintenance Organization

## **CIRCUMSTANCES OF USE**

When CAA Nepal receives application for renewal of NCAR Part-M Subpart F Approved Maintenance Organization

## **REFERENCE CRITERIA**

NCAR Part-M Subpart F

## **COORDINATION**

None

## **TOOLS**

CAAN Form 6F

CAAN Form 3

Checklist #53 “Checklist for reviewing application package for renewal of NCAR Part-M Subpart F Organization Approval”

Note pad

Stickers

## **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 53 “Checklist for reviewing application package for renewal of NCAR Part-M Subpart F organization Approval”**. The application package shall include:
  - Submission of CAAN Form 2 application form.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - CAA Nepal audit finding report.
  - Current status of the findings (if any) referenced above.
  - Payment of CAA Nepal prescribed fee for renewal.
- Complete **Checklist # 53 “Checklist for reviewing application package for renewal of NCAR Part-M**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

#### Subpart F organization Approval”.

- If the application package doesn't contain documents as required by **Checklist # 53**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further renewal process.
- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 53** and proceed with further renewal process.
- Audit report form is a standard form **CAAN Form 6F “Approval Recommendation Report”** which will be completed.
- All the 5 parts of **CAAN Form 6F** shall be completed to give the complete picture of the organization.
- Completion of **CAAN Form 6F** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 6F**.
- The **CAAN Form 6F** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for renewal of approval.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 6F** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-M Subpart F, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 6F** should be indicated by a signature on the **CAAN Form 6F**.
- After the quality check of the organization is completed and satisfactory the internal office memo along with the **CAAN Form 6F** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6F** and all the supporting documents to Director of FSSD for approval following administrative procedure.
- After approval from Director of FSSD, Airworthiness Inspector will prepare 2 copies of **CAAN Form 3**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 3** approval certificate. The validity of the NCAR Part-M Subpart F approvals will be for a period not exceeding 12 months.
- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 3** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-M Subpart F, the airworthiness inspector will issue an organization approval certificate **CAAN Form 3** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 3** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate as per procedure laid down in **Chapter 37** of this section.
- The organization file will be forwarded to technical library for records.
- The technical library will keep the organization file in the designated place and update the NCAR Part-M Subpart F Maintenance Organization list with necessary information following a procedure laid down in technical library procedure manual.



# 17. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN NCAR PART-M SUBPART F APPROVED MAINTENANCE ORGANIZATION APPROVAL

## **PURPOSE**

To perform review of application package for change in NCAR Part-M Subpart F Approved Maintenance Organization

## **CIRCUMSTANCES OF USE**

When CAA Nepal receives application for change in NCAR Part-M Subpart F Approved Maintenance Organization approval

## **REFERENCE CRITERIA**

NCAR Part-M Subpart F (NCAR M.B.606)

## **COORDINATION**

None

## **TOOLS**

CAAN Form 6F

Checklist # 54 “Checklist for reviewing application package for change in NCAR Part-M Subpart F Organization Approval”

Note pad

Stickers

## **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 54 “Checklist for reviewing application package for change in NCAR Part-M Subpart F Organization Approval”**. The application package shall include:
  - Submission of CAAN Form 2 application form.
  - Submission of CAAN Form 4 for nominated post holder approval.  
(*Note: Required if there is a change in nominated post holder approval*)
  - Evidence of internal audit covering the areas of change.
  - Current status of the findings (if any) referenced above.
  - Submission of Maintenance Organization Manual (MOM) and other applicable associated manuals i.e. Workshop Procedure Manual; Battery Shop Procedure Manual; Wheel and Brake Shop Procedure Manual; Training Procedure manual & Capability List (in electronic Form and Hard Copy).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

*(Note: Affected manuals subjected to change shall be submitted)*

- Completed compliance Checklist (**Checklist # 36 “Compliance Checklist for NCAR Part-M Subpart F Organization Approval”**).

*(Note: Affected portion of compliance checklist subjected to change shall be submitted)*

- Completed **Checklist # 44 “Checklist for approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization (Part-I)”**.

*(Note: Checklist for Approval of Maintenance Organization Manual (Part-II) subjected to change shall be submitted)*

- Complete **Checklist # 54 “Checklist for reviewing application package for change in NCAR Part-M Subpart F Organization Approval”**.
- If the application package doesn't contain documents as required by **Checklist # 54**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval of change process.
- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 54** and proceed with further approval of process.
  - Change in name of the organization will require submission of CAAN Form 2, MOM and its associated manuals. Upon receipt of the application and the organization exposition, Airworthiness Inspector should reissue the Approval Certificate valid only up to the current expiry date.
  - Change in address of the organization will require submission of CAAN Form 2; MOM and its associated manuals which shall be evaluated as per **Chapter 11 and 12 and Chapter 18** of this section.
  - Change of Accountable Manager will require submission of CAAN Form 2 and change in MOM (especially Corporate Commitment by Accountable Manager and other relevant part) and interview with the proposed Accountable Manager, which shall be evaluated as per procedure laid down **Chapter 10** of this section.
  - Change in nominated post holder will require submission of CAAN Form 4; change in MOM and oral assessment, which shall be evaluated as per procedure laid down in **Chapter 10** of this section.
  - Change in capability will require submission of CAAN Form 2 and MOM and its associated Manuals, which shall be evaluated as per procedure laid down in **Chapter 12** of this section.
- Physical Audit shall be carried out covering the area of change to validate the change where applicable as per procedure laid down in **Chapter 12**.
- Relevant parts of **CAAN Form 6F** shall be completed by the Airworthiness Inspector affecting the change.
- Completion of **CAAN Form 6F** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 6F**.
- The **CAAN Form 6F** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for approval of change.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 6F** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-M Subpart F, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 6F** should be indicated by a signature on the **CAAN Form 6F**.
- After the quality check of the organization is completed and satisfactory, the internal office memo along with the **CAAN Form 6F** and all the supporting documents is forwarded to Chief of Airworthiness





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

Inspection Division.

- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 6F** and all the supporting documents to Director General, CAA Nepal for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 3**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 3** approval certificate. The validity of the NCAR Part-M Subpart F approvals will be the current validity of the approval.
- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 3** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-M Subpart F, the airworthiness inspector will issue an organization approval certificate **CAAN Form 3** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 3** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 37** of this section.
- The technical library will keep the organization file in the designated place and update the NCAR Part-M Subpart F Approved Maintenance Organization list with necessary information as per procedure laid down in technical library procedure manual.



## 18. PROCEDURE FOR APPROVAL OF AMENDMENT TO MAINTENANCE ORGANIZATION MANUAL

### **PURPOSE**

To review and approve the amendment of Maintenance Organization Manual and its associated manuals submitted by organization

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors receive request for approval of amendment to Maintenance Organization Manual and its associated manual

### **REFERENCE CRITERIA**

NCAR Part-M Subpart F

### **COORDINATION**

None

### **TOOLS**

Checklist # 36 “Compliance checklist for NCAR Part-M Subpart F Organization approval”

Checklist # 44 “Checklist for approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization (Part-I) and (Part-II)”

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (amendment of MOM and its associated manuals).
- Ensure the applicant has submitted **Checklist # 44 “Checklist for approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization (Part-II)”** indicating highlight of amendment and justification for the amendment.
- Ensure applicant has submitted relevant part of compliance checklist affected by amendment (**Checklist # 36 “Compliance checklist for NCAR Part-M Subpart F Organization approval”**).
- The para-wise compliance report submitted by the applicant (**Checklist # 36 “Compliance checklist for NCAR Part-M Subpart F Organization approval”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-M Subpart F.
- Review **Checklist # 44 “Checklist for approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization (Part-II)”** submitted by the organization.
- The chapter-wise content of the MOM affected by amendment will be verified with detailed checklist (**Checklist # 44 “Checklist for approval of Maintenance Organization Manual (MOM) for NCAR Part-M Subpart F Organization (Part-I)”**).

***Note:** the airworthiness inspector shall scrutinize the MOM in detail. The MOM is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization committed to follow.*



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Note:** Review the associated manual of the MOM affected by amendment.

- Any discrepancy found during the evaluation of MOM and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of MOM and its associated manuals, the MOM and its associated manuals along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.
- After the approval of MOM, the organization is requested to submit the 2<sup>nd</sup> copy of MOM and its associated manuals along with electronic copy in PDF format.
- The approval of MOM and its associated manuals is intimated to the organization by issuing MOM approval letter and associated manual approval letter.
- The following pages of the MOM and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the MOM and its associated manuals along with approval letter.
- File the MOM and associated manuals along with supporting documents, checklists used, and MOM approval letter issued to organization in technical library as per **Chapter 37** of this section and technical library procedure manual.
- The electronic copy of the MOM and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.



## 19. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING

### **PURPOSE**

To categorize level of findings identified during audit

### **CIRCUMSTANCES OF USE**

When CAA Nepal Inspectors identify non-compliance with the NCAR Part-M Subpart F requirements during audit

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.605)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- During audit or by other means evidence is found showing non-compliance with the requirements of NCAR Part-M Subpart F, the following actions will be taken by CAA Nepal.
  - For Level 1 findings, immediate action will be taken to revoke, limit or suspend in whole or in part of approval, depending upon the extent of the Level 1 findings, until successful corrective action has been taken by the organization.
  - In practical terms, a Level 1 finding is noted where a significant non-compliance with NCAR Part-M Subpart F is found.
  - The level 1 finding may lead to an enforcement action as per Enforcement Policy and Procedure Manual depending on nature of findings. The following are examples of Level 1 findings:
    - Failure to gain access to the organization during normal operating hours of the organization after two written requests.
    - If the calibration control of equipment as specified in NCAR M.A.608 had previously broken down on a particular type product line such that most “calibrated” equipment was suspect from that time then that would be a Level 1 finding.
- Note:** A complete product line is defined as all the aircraft, engine or component of a particular type.
- For level 1 findings it may be necessary for Airworthiness Inspector to ensure that further maintenance and re-certification of all affected products is accomplished, depending upon the nature of the findings.
  - As soon as Airworthiness Inspectors identify the Level 1 findings, procedure as laid down in **Chapter 21** of this section shall be followed.
  - Records of Level 1 findings and action taken by CAA Nepal will be maintained by the Airworthiness Inspection Division in Audit Finding Tracking Software, Such Level 1 findings will be included in organization audit report even when they have been resolved before preparation of audit report in order to keep records of such Level 1 findings in Audit Findings Tracking Software. Such resolved Level



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- 1 findings will be marked as “Closed” in the audit report, while forwarding it to maintenance organization for necessary action.
- For Level 2 findings, the corrective action period granted must be appropriate to the nature of the finding, but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the findings, the three-month period may be extended by further three Months period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying Accountable Manager of such extension. However, in granting such a change the past performance of the organization will be considered.
  - In practical terms where an Airworthiness Inspector finds a non-compliance with NCAR Part-M Subpart F against one product, it is deemed to be a level 2 finding. The following are example of Level 2 findings:
    - One time use of component without any serviceable tag.
    - The training document of the certifying staff are not completed.
  - CAA Nepal shall take action to suspend in whole or part of the approval as per **Chapter 20** of this section in case of failure to comply within the timescale granted by CAA Nepal.



## 20. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL

### **PURPOSE**

To suspend, revoke and limit the organization approval

### **CIRCUMSTANCES OF USE**

When organization are not complying with the requirements of NCAR Part-M Subpart F requirements

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR 145.B.45)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- In the event when organization are not complying with the requirements of NCAR Part-M Subpart F, Airworthiness Inspector may issue admonition, warning, revocation, suspension and limitation of approval as may be deemed fit.
- If the Airworthiness Inspector identify immediate safety threat to passenger, they will limit the approval as per power vested to them by **Rule 84 (4)** of Civil Aviation Regulation.
- As soon as Airworthiness Inspector identify this condition, he shall inform same to Chief of Airworthiness Inspection Division.
- The matter is brought to Director of FSSD, and in the interest of safety of passenger, Director of FSSD may issue an order to temporarily suspend the organization approval after consent from Director General.
- An investigation team will be formed who will investigate this matter and submit report to Director of FSSD.
- Upon receiving the report of investigation, Director of FSSD shall forward the internal office memo to Director General following administrative procedure recommending Suspension, Revocation and Limitation of Approval as appropriate.
- Upon receiving recommendation, Director General, CAA Nepal will make an appropriate decision as per **Rule 29** of Civil Aviation Regulation to:
  - a) Suspend an approval on reasonable grounds in the case of potential safety threat; or
  - b) Admonish, warn, suspend, revoke or limit the approval granted to an organization pursuant to **NCAR M.B.605**.



## 21. CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION LOCATED INSIDE NEPAL

Airworthiness Inspector shall follow procedure laid down in subsequent chapters for Continuing Airworthiness Management Organization located inside Nepal seeking approval under NCAR Part-M Subpart G.

### 21.1 INITIAL APPROVAL (NCAR 145.B.20)

The issuance of a Continuing Airworthiness Management Organization approval by CAA Nepal should be dependent upon the applicant demonstrating compliance with NCAR Part-M requirements. CAA Nepal shall implement a comprehensive process for proper assessment of an applicant for an CAMO approval and the subsequent issuance of the approval.

The process should ideally comprise the following phases:

- a) pre-application phase;
- b) formal application phase;
- c) document evaluation phase;
- d) demonstration and inspection phase; and
- e) certification phase.

Each of these phases is describe below. The assessment involved in each phase should be carried out by qualified inspectors of CAA Nepal.

#### **Pre-application phase**

The main purpose of this phase is to provide the applicant with information on the certification process and CAA Nepal requirements. CAA Nepal is responsible for publishing and maintaining its CAMO application procedures. It should be noted that it is the applicant's responsibility to be aware of the content and eligibility of these procedures prior to initiating an application.

It is important to conduct a thorough and careful preliminary assessment of the application. The more thoroughly the applicant's competence is established at this stage, the less likelihood of serious problems in the document evaluation and the demonstration and inspection phases preceding certification or during the course of subsequent operations. It may also be necessary to identify the focal person(s) who would be working with CAA Nepal on the application process. This would facilitate the application process.

Operators shall complete the Prospective CAMO/AMO/ATO Pre-Assessment Statement as laid down in **Appendix-6** of this manual following instructions laid down in **Appendix-7** of this manual.

#### **Formal application phase**

The formal application for CAMO approval should be submitted in the manner prescribed by the CAA Nepal and the application should be accompanied by the required documentation. Submission of a formal application is interpreted by the CAA Nepal to mean that the applicant is aware of the CAA Nepal rules and requirements applicable to the proposed operation and is prepared to show the method of compliance and is prepared for in-depth evaluation of the organization.

Formal Application package includes following:



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- a. Cover Letter
- b. Application Form
- c. Documentation supporting formal application, which includes,
  - Continuing Airworthiness Management Exposition (CAME).
  - Aircraft Maintenance Program and Reliability Program (Where Applicable).
  - Schedule of events.
  - Initial statement of Compliance.
  - Management structure and Key staff members (Including their CV and Supporting documents).
  - Safety Management Manual
  - Training manuals for maintenance personnel

Upon receipt of an application, the CAA Nepal should assign a group of inspectors as a CAA Nepal team to manage the application and to support the approval process.

#### **Document Evaluation Phase**

The document evaluation phase involves the detailed examination of all documentation and manuals provided by the applicant to establish that every aspect required by the requirements is included and adequately covered.

In order to facilitate this phase of the certification process, the applicant should have coordinated all aspects of the development of the required documentation with the CAA Nepal team prior to the submission of the formal application.

#### **Demonstration and Inspection phase**

Inspections in this phase will include continuing airworthiness management organization facility inspections and inspection of maintenance control and planning systems to ensure that the applicant's proposed procedures are effective and that the facilities and equipment are actually in place and meet CAA Nepal requirements. This may also include interviews with personnel to ensure that the procedures are transmitted and understood, particularly as relevant to management staff, their responsibilities and to the Quality Management System. CAA Nepal should identify those activities where demonstration will be required.

#### **Certification Phase**

The certification phase commences after the CAA Nepal team determines that all assessment processes have been completed in a satisfactory manner and that the applicant has demonstrated compliance with the applicable requirements and is capable of fulfilling its responsibilities and of conducting a safe operation.

CAA Nepal team shall prepare and retain a written report recommending the issue of the CAMO approval. Subsequent to issuing the CAMO approval, CAA Nepal will be responsible for continued surveillance and for conducting periodic inspections to ensure the CAMO's continued compliance with CAA Nepal requirements, authorizations, limitations and provisions of its CAMO approval and scope of approval.

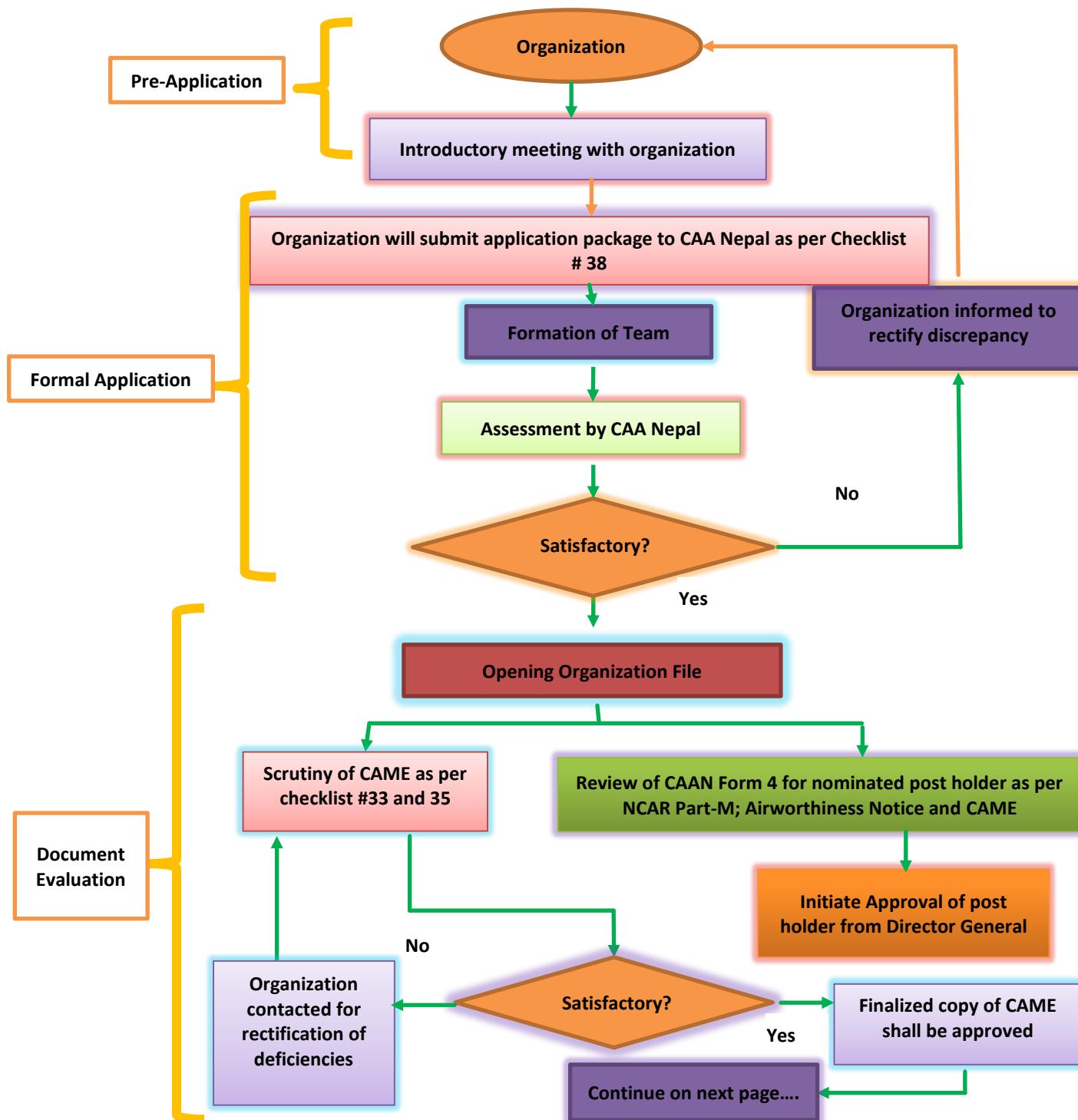
When the prospective CAMO seeking initial approval makes contact with CAA Nepal for information on approval of CAMO, CAA Nepal shall follow steps as identified in the following flow chart. Detailed description of the procedures of each step identified in the flow chart are laid down in subsequent





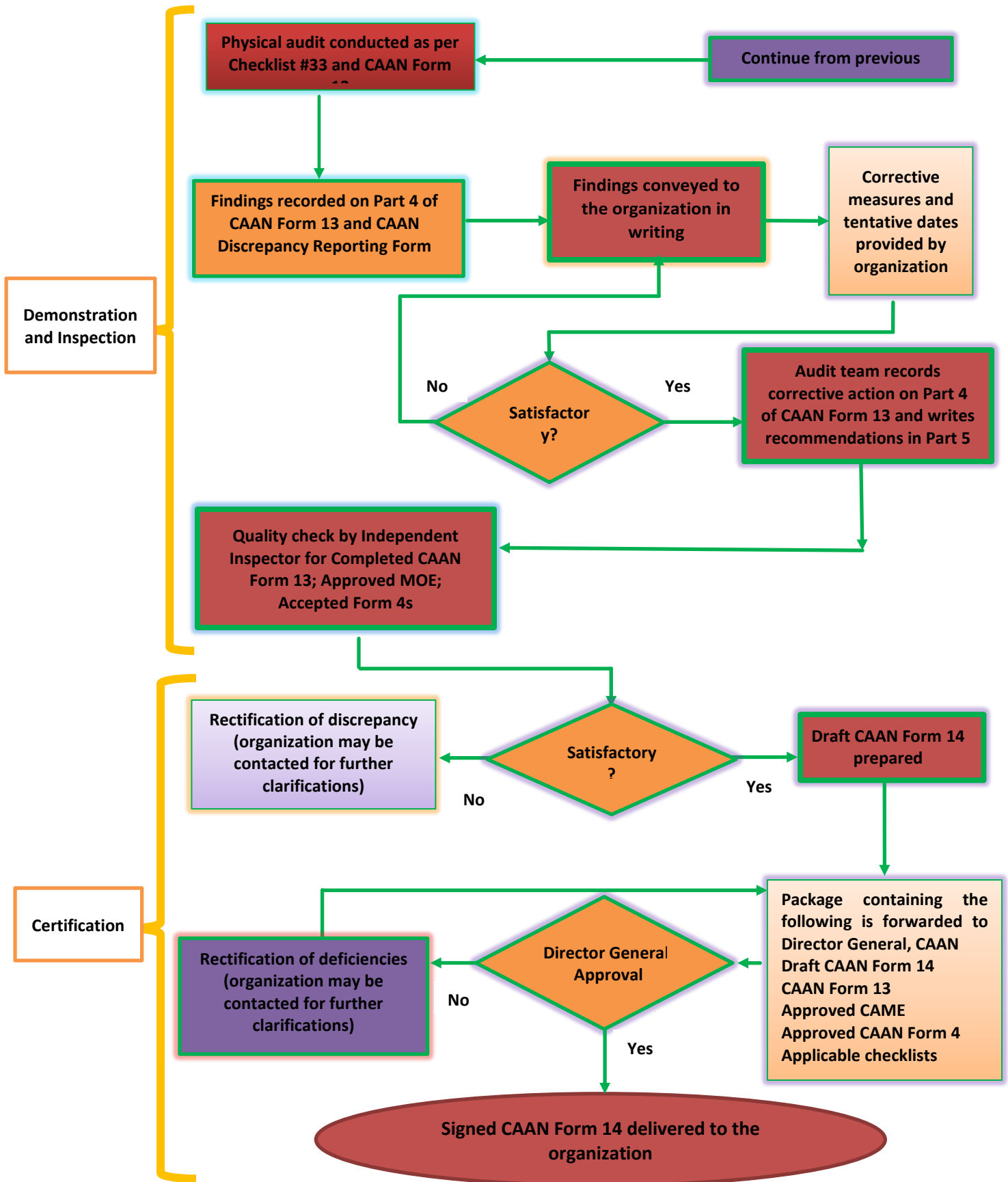
## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

chapters. This process will be aligned with AOC five phase process when prospective air operator has applied for CAMO. If the prospective CAMO is independent, this process will be followed independently.





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66





## 22. PROCEDURE TO CONDUCT AN INTRODUCTORY MEETING

### **PURPOSE**

To perform an introductory meeting with prospective CAMO representatives

### **CIRCUMSTANCES OF USE**

When prospective CAMO representatives make an enquiry regarding CAMO approval

### **REFERENCE CRITERIA**

None

### **COORDINATION**

If it is a prospective CAMO who has also applied for Air Operator Certificate, then the coordination has to be maintained between AOC certification team member (Project Manager, Flight Operations Inspector, Airworthiness Inspector, Cabin Crew Inspector, Dangerous Goods Inspector; Security Inspector etc.)

### **TOOLS**

Presentation, Note pad and Stickers

### **TASK TO PERFORM**

**Note:** If it is a prospective CAMO who has applied for Air Operator Certificate, then the procedure laid down in AOCI Manual Vol-I shall be followed.

**Note:** If it is an individual CAMO, procedure laid down in this chapter shall be followed.

- After prospective CAMO makes initial contact with CAA Nepal, CAA Nepal will fix an introductory meeting with prospective CAMO representatives giving them required information on meeting objectives, meeting dates, time, venue etc. and personnel required to attend the meeting (especially proposed Accountable Manager and Nominated Post Holders) and encourage them to prepare the presentation, if possible, so that CAA Nepal is clear on the organization intended plan.
- During an introductory meeting, CAA Nepal will introduce its team to CAMO representatives and request them to do the same.
- CAA Nepal will request CAMO representatives to brief or to give a presentation to CAA Nepal in order to understand the organization intended plan, their preparedness for application; their intended scope of approval and future growth plan and to ensure they intend to comply with the requirements as laid down in the NCAR Part-M Subpart G.
- CAA Nepal will brief the CAMO representatives about the documents that is required and application package that needs to be submitted to CAA Nepal and approval process emphasizing the responsibility of upholding the maintenance organization approval under NCAR Part-M Subpart G requirements and to ensure that they fully understands the significance of the approval.
- Any query regarding the approval process from the CAMO representatives will be answered by CAA Nepal.
- After completion of the meeting, records of discussion during this meeting will be minuted, signed and filed in organization file after formal application is made by the organization.



## 23. PROCEDURE FOR FORMATION OF AIRWORTHINESS TEAM

### **PURPOSE**

To form an airworthiness team after receiving formal application package from prospective CAMO

### **CIRCUMSTANCES OF USE**

When prospective CAMO representatives formally apply for a CAMO approval

### **REFERENCE CRITERIA**

None

### **COORDINATION**

If it is a prospective CAMO who has also applied for Air Operator Certificate, then the coordination has to be maintained between AOC certification team member (Project Manager, Flight Operations Inspector, Airworthiness Inspector, Cabin Crew Inspector, Dangerous Goods Inspector; Security Inspector etc.)

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

**Note:** If it is a prospective CAMO who has applied for Air Operator Certificate, then the procedure laid down in AOCI Manual Vol-I shall be followed.

**Note:** If it is an individual CAMO, procedure laid down in this chapter shall be followed.

- After prospective CAMO submits the formal application package to CAA Nepal for CAMO approval, Chief of Airworthiness Inspection Division will initiate the official memo to approve the airworthiness team from Director General, CAA Nepal.
- The airworthiness team shall have enough member depending on the size, complexity, and proposed scope of the organization.
- The airworthiness team member shall be selected considering the current and expected workload of the team member in future.
- After receiving approval from Director General, the formal application package shall be handed over to the airworthiness team.



## 24. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE CAMO

### **PURPOSE**

To review the application package received from the prospective CAMO

### **CIRCUMSTANCES OF USE**

When CAA Nepal airworthiness team receives an application package

### **REFERENCE CRITERIA**

None

### **COORDINATION**

Team member

### **TOOLS**

**Checklist # 38 “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart G Organization approval-Domestic CAMO”**

Note pad

Stickers

### **TASK TO PERFORM**

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of CAMO along with CAME, Nominated post holder, Maintenance Program, Technical log and maintenance Contract between Operator and NCAR Part-145 organization has to be coordinated with Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

- Ensure the application is made by an authorized person in a prescribed format along with all the required supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 38 “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart G Organization Approval-Domestic CAMO”**. The application package shall include:
  - Submission of CAAN Form 2 application form
  - Submission of CAAN Form 4 for nominated post holder approval.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - Continuing Airworthiness Management Exposition (CAME) and other applicable associated manuals i.e. SMS Manual; Training Procedure Manual; Reliability Manual & Capability List (in electronic Form and Hard Copy).
- Completed compliance checklist (**Checklist # 35 “Compliance Checklist for NCAR Part-M Subpart G**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

Organization approval”).

- Completed **Checklist # 33** “Checklist for approval of Continuing Airworthiness Management Exposition”.
- Complete **Checklist # 38** “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart-F Organization Approval-Domestic CAMO”.
- If the application package doesn’t contain documents as required by **Checklist # 38**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval process.
- After receipt of required documents, CAA Nepal shall complete the **Checklist # 38** and proceed with further approval process.



## 25. PROCEDURE FOR REVIEWING THE APPLICATION PACKAGE RECEIVED FROM THE PROSPECTIVE CAMO

### **PURPOSE**

To review the application package received from the prospective CAMO

### **CIRCUMSTANCES OF USE**

When CAA Nepal airworthiness team receives an application package

### **REFERENCE CRITERIA**

None

### **COORDINATION**

Team member

### **TOOLS**

**Checklist # 38 “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart G Organization approval-Domestic CAMO”**

Note pad

Stickers

### **TASK TO PERFORM**

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of CAMO along with CAME, Nominated post holder, Maintenance Program, Technical log and maintenance Contract between Operator and NCAR Part-145 organization has to be coordinated with Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

- Ensure the application is made by an authorized person in a prescribed format along with all the required supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 38 “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart G Organization Approval-Domestic CAMO”**. The application package shall include:
  - Submission of CAAN Form 2 application form
  - Submission of CAAN Form 4 for nominated post holder approval.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - Continuing Airworthiness Management Exposition (CAME) and other applicable associated manuals i.e. SMS Manual; Training Procedure Manual; Reliability Manual & Capability List (in electronic Form and Hard Copy).
- Completed compliance checklist (**Checklist # 35 “Compliance Checklist for NCAR Part-M Subpart G**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

Organization approval”).

- Completed **Checklist # 33** “Checklist for approval of Continuing Airworthiness Management Exposition”.
- Complete **Checklist # 38** “Checklist for reviewing application package for the issuance of NCAR Part-M Subpart-F Organization Approval-Domestic CAMO”.
- If the application package doesn’t contain documents as required by **Checklist # 38**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval process.
- After receipt of required documents, CAA Nepal shall complete the **Checklist # 38** and proceed with further approval process.





## 26. PROCEDURE FOR THE ACCEPTANCE OF NOMINATED POST HOLDER

### **PURPOSE**

To ensure nominated post holders meets established requirements

### **CIRCUMSTANCES OF USE**

During initial certification of CAMO and when CAMO submits a new nominee

### **REFERENCE CRITERIA**

*For Individual CAMO,*

NCAR Part-M (NCAR M.B.702(a))

Airworthiness Notice on Nominated Post holder under NCAR Part-M

*For CAMO who has also applied for AOC Certification,*

NCAR Part-M (NCAR M.B.702(a))

Airworthiness Notice on Nominated Post holder under NCAR Part-M

AOCR 4.2.3; 4.3.1, and Appendix 4, post holder qualifications

AOCI Manual, Volume I, Chapter 5, Para. 5.1.3 d) and 5.2.4

AOC Guidance Material Appendix 4

### **COORDINATION**

*For Individual CAMO,*

Airworthiness Team

*For CAMO who has also applied for AOC Certification,*

OPS; AIR; PEL; DG; CC; AVSEC

For post holder replacement nominee, coordinate as appropriate

### **TOOLS**

**Airworthiness Notice on Nominated Post holder under NCAR Part-M**

**Checklist # 45 “Competency Assessment of nominated post holders”**

**Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**

### **TASK TO PERFORM**

For each nominated post holder,

The Airworthiness Inspector will, based on the applicable criteria, verify that the nominated post holder:

- Has submitted all required documents and certificates as required by NCAR M.A.706; Airworthiness Notice on nominated post holder under NCAR Part-M and Continuing Airworthiness Management Exposition of the organization.
  - 3 sets of Filled CAAN Form 4
  - Curriculum Vitae;
  - Citizenship Certificate
  - Academic Certificates;
  - Aircraft Maintenance Licences (if held);
  - Training Certificate



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Recommendation from the organization
- Possesses the required experience and qualification as per requirements laid down in NCAR Part M.A.706; Airworthiness notice on nominated post holder under NCAR Part-M and Continuing Airworthiness Management Exposition.
- The Airworthiness Inspector will verify that the nominated post holder has no other activity impeding the performance of the nominated post duties and responsibilities.
- Report results of the above in **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.
- Complete **Checklist # 47 “Checklist for verification of application for nominated post holder acceptability”**.

### **For initial certification of New AOC with CAMO**

***Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator’s Certificate, the approval of CAMO along with CAME, Nominated post holder, Maintenance Program, Technical log and maintenance Contract between Operator and NCAR Part-145 organization has to be coordinated with Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator’s Certificates.*

- If all the requirements are met satisfactorily, inform the nominated post holder for date of competency assessment.
- If some requirements are not met satisfactorily, the issue must be coordinated with the Project Manager and Chief of Airworthiness Inspection Division and the applicant formally advised in writing of the non-satisfactory assessment and to take appropriate action such as submitting missing documentation or proposing another nominee.
- After satisfactory verification of the qualification, background and experience of nominated post holders, the nominated post holders are subject to competency assessment as per **Checklist # 45 “Competency Assessment of Nominated Post Holder”**.
- The competency assessment of post holder is carried out by airworthiness team through an oral examination. After satisfactory completion of oral examination, complete the **Checklist # 45 “Competency Assessment of Nominated Post Holder”** and Complete **Part B of the Air Operator Certification Job Aid-AOC 003**.
- Question asked during the oral examination shall be retained.
- CAAN Form 4 along with all the supporting documentation and checklist used along with internal office memo shall be forwarded to Chief of Airworthiness inspection Division.
- After verification from the Chief of Airworthiness Inspection Division, the nominated person file shall be forwarded to Director General for approval following all the administrative process of CAA Nepal.
- After approval from Director General, Complete CAAN Form 4 and file the CAAN Form 4 along with supporting document in organization file. Two copies of Signed CAAN Form 4 is forwarded to organization in sealed envelope.
- One Copy of CAAN Form 4 shall be attached with **Part B of the Air Operator Certification Job Aid-AOC 003**.

***Note:** Submission of **CAAN Form 4** is not a requirement for accepting Accountable Manager. Approval of CAME containing the accountable Manager’s signed Corporate Commitment Statement constitutes formal acceptance of Accountable Manager, once the CAA Nepal has held a meeting with the accountable manager and is satisfied with its result.*



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Note:** A meeting with accountable manager shall be convened to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organization to comply with the procedures specified in the exposition. This meeting will be minuted.

**Note:** CAA Nepal may reject an accountable manager where there is clear evidence that he/she previously held a senior position in CAA Nepal approved organization and abused that position by not complying with the CAA Nepal requirements.

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approved CAAN Form 4 along with all the correspondence with operators regarding approval of nominated post holder has to be forwarded to Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

#### **For AOC holder nominating a new post holder in CAMO**

- If all the requirements are met satisfactorily, inform the nominated post holder for date of competency assessment.
- If some requirements are not met satisfactorily, the issue must be coordinated with the Chief of Airworthiness Inspection Division and the applicant formally advised in writing of the non-satisfactory assessment and to take appropriate action such as submitting missing documentation or proposing another nominee.
- After satisfactory verification of the qualification, background and experience of nominated post holders, the nominated post holders are subject to competency assessment as per **Checklist # 45 "Competency Assessment of Nominated Post Holder"**.
- The competency assessment of post holder is carried out by airworthiness team through an oral examination. After satisfactory completion of oral examination, complete the **Checklist # 45 "Competency Assessment of Nominated Post Holder"**.
- Question asked during the oral examination shall be retained.
- CAAN Form 4 along with all the supporting documentation and checklist used along with internal office memo shall be forwarded to Chief of Airworthiness Inspection Division.
- After verification from the Chief of Airworthiness Inspection Division, the nominated person file shall be forwarded to Director General for approval following all the administrative process of CAA Nepal.
- After approval from Director General, Complete CAAN Form 4 and file the CAAN Form 4 along with supporting document in organization file. Two copies of signed CAAN Form 4 is forwarded to organization in sealed envelope.

**Note:** Submission of **CAAN Form 4** is not a requirement for accepting Accountable Manager. Approval of CAME containing the accountable Manager's signed Corporate Commitment Statement constitutes formal acceptance of Accountable Manager, once the CAA Nepal has held a meeting with the accountable manager and is satisfied with its result.

**Note:** A meeting with accountable manager shall be convened to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organization to comply with the procedures specified in the exposition. This meeting will be minuted.

**Note:** CAA Nepal may reject an accountable manager where there is clear evidence that he/she previously held a senior position in CAA Nepal approved organization and abused that position by not complying with the CAA Nepal requirements.



## 27. PROCEDURE FOR APPROVAL OF CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

### **PURPOSE**

To review and approve the Continuing Airworthiness Management Exposition and its associated manuals submitted by organization

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors receive request for approval of Continuing Airworthiness Management Exposition and its associated manual

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.A.704; NCAR M.B.702(b))  
AOI Manual Vol-III Chapter 2

### **COORDINATION**

None

### **TOOLS**

**Checklist # 35 “Compliance checklist for NCAR Part-M Subpart G Organization Approval”**

**Checklist # 33 “Checklist for approval of Continuing Airworthiness Management Exposition (Part-I)”**

Note pad

Stickers

### **TASK TO PERFORM**

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator’s Certificate, the approval of CAMO along with CAME, Nominated post holder, Maintenance Program, Technical log and maintenance Contract between Operator and NCAR Part-145 organization has to be coordinated with Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator’s Certificates.

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (CAME and associated manuals).
- Ensure applicant has submitted completed compliance checklist (**Checklist # 35 “Compliance checklist for NCAR Part-M Subpart G Organization Approval”**).
- The para-wise compliance report submitted by the applicant (**Checklist # 35 “Compliance checklist for NCAR Part-M Subpart G Organization Approval”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-M.
- The chapter-wise content of the CAME will be verified with detailed checklist (**Checklist # 33 “Checklist for approval of Continuing Airworthiness Management Exposition (Part-I)”**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

**Note:** the airworthiness inspector shall scrutinize the CAME in detail. The CAME is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization committed to follow.

**Note:** Review the associated manual of the CAME for compliance with NCAR Part-M Subpart G requirements.

**Note:** Refer to procedure laid down in **AOCI Manual Vol-III Chapter 2** for further details.

**Note:** Ensure the CAME content is as per **AOCI Manual Vol-III Chapter 2 and NCAR Part-M (NCAR M.A.704)**.

- Ensure the design of Continuing Airworthiness Management Exposition should observe Human factor Principles as per ICAO Doc 9683 Part-I Chapter 6 and ICAO Doc 9760 Part-III Chapter 7 Para 7.2.1.

**Note:** where an operator's safety management system (SMS) is already addressed in some other documents, an appropriate reference to such document together with its relevant interfaces with the CAME can be described instead.

- Contracts for subcontracting Continuing Airworthiness Management tasks by operators and contract between Air Operator and Approved Maintenance Organization should be included in the Continuing Airworthiness Management Exposition. Airworthiness Inspector will verify that the standards set forth in AMC M.A.201 (h) 1 have been met when approving the exposition.

**Note:** CAA Nepal while investigating the acceptability of the proposed subcontracted Continuing Airworthiness Management tasks arrangements will take into account, in the subcontracted organization, all other such contracts that are in place irrespective of state of registry in terms of sufficiency of resources, expertise, management structure, facilities and liaison between the contracting Continuing Airworthiness Management Organization, the subcontracted organization and where applicable contracted **NCAR Part-145** Maintenance Organization.

- The Maintenance Contract between operator and contracted NCAR Part-145 organization which is part of CAME 5.6 has to be reviewed by CAA Nepal. The maintenance contract will be verified by Airworthiness Inspector to ensure if it includes all the applicable requirements of **Appendix XI to AMC to M.A.708(c)** as per procedure laid down in **AOCI Manual Volume-III Chapter 5**.

**Note:** **AOCI Manual Volume-III Chapter 5** procedure is applicable when Air Operator is applying for AOC Issuance. After Issuance of AOC to Air Operator, subsequent approval of maintenance contract is done as per [Checklist # 33 "Checklist for Approval of Continuing Airworthiness Management Exposition for NCAR Part-M Subpart G Organization (Part I)"] and CAME approval process included in this **Airworthiness Inspector Handbook Part-II and AOCI Manual Volume-III Chapter 2**.

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of Maintenance Contract between Operator and NCAR Part-145 organization along with all the correspondence to operators regarding approval of Maintenance Contract has to be forwarded to Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.

- CAME Chapter 1.1 contains the Operator's technical log procedures, the operator's technical log shall be reviewed as per procedure laid down in Chapter 2 of this section.

**Note:** For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of Operators Technical Log along with all



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

*the correspondence to operators regarding approval of Operators Technical Log has to be forwarded to Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.*

- Any discrepancy found during the evaluation of CAME and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of CAME and its associated manuals, the CAME and its associated manuals along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.
- After the approval of CAME, the organization is requested to submit the 2<sup>nd</sup> copy of CAME and its associated manuals along with electronic copy in PDF format.
- The approval of CAME and its associated manuals is intimated to the organization by issuing CAME approval letter and associated manual approval letter.
- Following pages of the CAME and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the CAME and its associated manuals along with approval letter.
- File the CAME and associated manuals along with supporting documents, checklists used, and CAME approval letter issued to organization in technical library as per technical library procedure manual and **Chapter 37** of this section.
- The electronic copy of the CAME and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.

**Note:** *For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval letter of CAME along with all the correspondence with operators regarding approval of CAME has to be forwarded to Flight Operations Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.*

**Note:** *The SMS manual associated with Continuing Airworthiness Management Exposition shall be reviewed as per **AOCI Manual Vol-II, Chapter 2 and its attachment "Attachment B (SMS Review Guide-Acceptance) and AOCI Manual Vol-II Appendix-30 and its form (FOD-FORM-CL-212)."***

**Note:** *The SMS manual for Continuing Airworthiness Management Exposition shall be reviewed by Airworthiness Inspection Division and Flight Operations Division jointly.*





## 28. PROCEDURE FOR CAA NEPAL PHYSICAL AUDIT OF AN ORGANIZATION

### **PURPOSE**

To verify that the Continuing Airworthiness Management Organization is in compliance with NCAR Part-M Subpart G

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors conduct physical audit of Continuing Airworthiness Management Organization

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.702(c); (e); (f))  
Surveillance Policy and Procedure Manual Chapter 3 Para 3.3

### **COORDINATION**

Team Member

### **TOOLS**

Checklist # 32 “Checklist for approval of Continuing Airworthiness Management Organization (CAMO)”  
Audit In-brief Form  
Audit Exit-brief Form  
CAAN Discrepancy Reporting Form  
Audit Finding Tracking Software  
Note pad  
Stickers

### **TASK TO PERFORM**

- The Airworthiness Audit of CAMO will be coordinate with Flight Operation Division of CAA Nepal for the purpose of issuing AOC.
- Airworthiness team will form an audit team of at least two airworthiness inspectors depending on the size, scope and complexity of the organization. The team will carry out initial audit of all the area of organization.
- Intimate the organization regarding audit through email/letter at least 7 days in advance of the audit date. On request from the organization, the dates of inspection may be deferred by a week, and another suitable date may be decided.

**Note:** for initial audit of organization previously approved as per NCAR Part-M subpart G, if the organization again requests for deferment of audit, a third audit date should be given. Any further request for postponement should not be agreed to and the audit of the organization will be carried out on dates finally intimated. If the audit is not allowed by the organization, it should be reported to chief of Airworthiness Inspection Division, who will further report to Director of FSSD and Director General. Denial of organization to conduct audit by CAA Nepal will be considered as Level 1 findings,



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

*which will warrant for immediate enforcement action as per enforcement policy and procedure manual.*

- It is expected that the study and familiarization with the organization specific material will take 1-2 days prior to the audit date. Chief of the Airworthiness Inspection Division should ensure that the audit team is relieved of extraneous office duties to enable them to prepare for meaningful audit.
- The entry meeting of the audit will be held between Airworthiness Inspectors and organization representatives (Accountable Manager and Nominated Post holders) on the 1<sup>st</sup> day of the audit before conducting audit.
- The purpose of the entry meeting is to brief organization on purpose of visit, how the audit will be conducted, planning of audit in different area of the organization etc. The entry meeting of the audit with the organization will be recorded in **Audit In-Brief Form**.

- The audit team will carry out the audit of the Continuing Airworthiness Management Organization using **Checklist # 32 “Checklist for approval of Continuing Airworthiness Management Organization (CAMO)”**. The **Checklist # 32** covers all the requirements laid down in NCAR Part-M subpart G.

***Note:** the audit team shall carryout audit on a product line type basis in that for example, in the case of an organization with Airbus A310, A320 and A340 ratings the audit be concentrated on one type only for full compliance check. Depending upon the result, the second type may only require a sample check against those activities seen to be weak on compliance for the first type.*

***Note:** when determining the scope of the audit and which activities of the organization will be assessed during the audit, the privileges of the approved organization should be taken into account, e.g. approval to carry out airworthiness reviews.*

- The audit team will always ensure that they are accompanied by a senior technically qualified member of the organization throughout the audit. Normally, the quality manager accompanies the audit team. The reason for being accompanied is to ensure that the organization is fully aware of any findings noted during the audit.
- Findings and observations will be recorded in the “remark/findings” column of **Checklist # 32** with a provisional categorization as a Level 1 or 2. Subsequent to the audit visit Airworthiness Inspector will review the provisional finding levels, adjusting them if necessary and change the categorization accordingly.

***Note:** Refer to **Chapter 36** of this section for categorizing Level 1 and Level 2 findings.*

- In the event of organization producing any evidence for rectification or complying with the requirements during the audit, all such findings need not be included in the report.
- The audit team will debrief the Accountable Manager, nominated post holder and other senior technical member of the organization at the end of the audit visit on all findings made during the audit. The debriefing of the audit with the organization will be minuted in **Audit Exit-Brief Form**.
- The audit checklist, **Checklist # 32 “Checklist for approval of Continuing Airworthiness Management Organization”** must be kept in the organization file after an audit.

***Note:** There may be occasions wherein auditor may find situations in the applicant’s organization which is unsure or unclear about compliance. In this case, the organization will be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the Airworthiness Inspection Division before a decision is made. If the decision is that the findings is in compliance with the requirements, then a verbal confirmation to the organization will suffice. If the decision is that the finding is in non-compliance with the requirements, then such findings will be included in CAAN Discrepancy Reporting Form.*

- In the event of finding any discrepancy, two copies of a standardized discrepancy form **CAAN Discrepancy Reporting Form (Appendix-1)** will be issued. The CAAN Discrepancy Reporting Form will have:
  - Reference to requirements against each finding.





## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- Findings are classified as Level 1 or Level 2 based on its criticality.
- Audit finding rectification due date.
- The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form shall include:
  - The evidence that has been gathered in support of the contraventions as well as an account of all the actions taken.
  - **Checklist # 32 “Checklist for approval of Continuing Airworthiness Management Organization (CAMO)”.**
  - **Audit In-Brief Form**
  - **Audit Exit-Brief Form**
- The 1<sup>st</sup> copy of the CAAN Discrepancy Reporting Form should be filed in the respective organization file.
- The 2<sup>nd</sup> copy of the CAAN Discrepancy Reporting Form should be forwarded to the organization with covering letter.
- All the findings will be confirmed in writing to the applicant organization within 7 days of the audit visit through **CAAN Discrepancy Reporting Form**.
- Audit team will feed the data of **CAAN Discrepancy Reporting Form** into **Audit Finding Tracking Software**.
- Audit team will monitor the Corrective Action Plan due date through **Audit Finding Tracking Software**.
- After receiving the audit findings, the organization shall prepare the Corrective Action Plan of all the findings in writing in CAAN Discrepancy Reporting Form and submit it to CAA Nepal within 1 month of issuance of such findings. The Corrective Action Plan shall be proposed after carrying out root cause analysis as per guidance issued by CAA Nepal.
- Airworthiness Inspector will review the Corrective Action Plan submitted by the organization as per procedure laid down in **Appendix-3** for acceptability of Corrective Action Plan. Airworthiness Inspectors should be satisfied that the root cause analysis and the corrective actions taken are adequate to correct the discrepancy and to prevent re-occurrence for acceptability of Corrective Action Plan. This review will be done within 7 days of receipt of Corrective Action Plan.
- A letter is sent to Continuing Airworthiness Management Organization indicating acceptance or unacceptance of the Corrective Action Plan submitted.
- Corrective Action Plan submitted by organization and Corrective Action Plan acceptance letter is filed in organization file.
- Update the **Audit Finding Tracking Software** with Corrective Action Plan and Root Cause Analysis after the issuance of acceptance of Corrective Action Plan.
- Audit team will monitor the audit finding rectification due date through **Audit Finding Tracking Software**.
- For the confirmation of corrected findings, a re-inspection through follow-up audit or spot checks will be carried out upon intimation of corrective action.
- For Level 2 Findings, CAA Nepal shall grant a corrective action period appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances, Where the organization fails to close the findings within the time-frame agreed with inspectors, at the end of this first period, and subject to the nature of the findings, CAA Nepal may extend the corrective action period further by three months’ period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying the accountable manager of such extension. However, in granting such a change the past performance of the organization should be considered.
- Where the organization has no reasonable and justified reasons for non-closure of findings within the time- frame agreed with Inspectors, necessary enforcement action (to suspend in whole or part of the approval) will be initiated against the organization or the person responsible for non-compliance as the case may be.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- The follow-up audit will be carried out following all the procedures laid down in this chapter.
- The result of follow-up audit is updated in the **Audit Finding Tracking Software**.
- All the documents related to follow-up audit is updated in organization file.

**Note:** Refer to **Appendix-4** for summary of audit procedure.



## 29. PROCEDURE FOR ISSUANCE OF APPROVAL RECOMMENDATION REPORT

### PURPOSE

To issue approval recommendation report for issuance of NCAR Part-M subpart G approval to organization.

### CIRCUMSTANCES OF USE

When all the audit findings issued by the audit team is closed by the Continuing Airworthiness Management Organization

### REFERENCE CRITERIA

NCAR Part-M (NCAR M.B.702 (f))

### COORDINATION

Team Member

### TOOLS

**CAAN Form 13 “Approval Recommendation Report”**

Note pad

Stickers

### TASK TO PERFORM

- Audit report form is a standard form **CAAN Form 13 “Approval Recommendation Report”** which will be completed by the audit team.
- All the 5 parts of **CAAN Form 13** shall be completed by the audit team to give the complete picture of the organization.  
***Note:** The airworthiness Inspector will record all the findings, closure action (action required to close a findings); date each finding was cleared and recommendations for approval in **CAAN Form 13**. **CAAN Discrepancy Reporting Form** will be cross referred for this purpose.*  
***Note:** In any case, all the findings are to be closed for the issuance of an initial NCAR Part-M subpart G approval.*
- Completion of **CAAN Form 13** along with approval recommendation will be indicated by the signature of audit team in the **CAAN Form 13**.
- The **CAAN Form 13** along with all the supporting documents and internal office memo will be forwarded to the Chief of the Airworthiness Inspection Division for facilitating issue of an initial approval.
- The Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 13** and all the supporting documents to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-M Subpart G, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 13** should be indicated by a signature on the **CAAN**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

#### **Form 13.**

- After the quality check of the organization is complete and satisfactory, the **CAAN Form 13** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 13** and all the supporting documents to the Director General for approval after completing all the required administrative process.

**Note:** Follow the procedure laid down in **Chapter 30** for issuance of approval.



## 30. PROCEDURE FOR ISSUANCE OF NCAR PART M SUBPART G APPROVAL CERTIFICATE

### PURPOSE

For issuance of NCAR Part-M Subpart Ga approval certificate to an organization

### CIRCUMSTANCES OF USE

When the quality check of the CAAN Form 13 is completed and satisfactory

### REFERENCE CRITERIA

NCAR Part-M (NCAR M.B. 703 (1); (2); (3) and (4))

### COORDINATION

Team Member

### TOOLS

CAAN Form 14

CAAN Form 13

Note pad

Stickers

### TASK TO PERFORM

- After the quality check of the organization is completed and satisfactory the internal office memo along with the **CAAN Form 13** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 13** and all the supporting documents to Director General for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 14**, the **Approval Certificate**, which includes the extent of approval with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 14** approval certificate. The validity of the NCAR Part-M Subpart G approvals will be for a period not exceeding 24 months (the validity of the approval shall be same as validity of Air Operator Certificate).
- The reference number will be included on the **CAAN Form 14** approval certificate. The numeric sequence will be serialized and unique to the particular Continuing Airworthiness Management Organization. (e.g. CAAN.M.001; CAAN.M.002 etc.).
- The approval will be based only upon the organizational capabilities (including any associated sub-contractors) relative to NCAR Part-M Subpart G requirements.
- The approval certificate will only be issued when the organization is in full compliance with NCAR Part-M Subpart G requirements.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-M Subpart G, the airworthiness inspector will issue an organization approval certificate **CAAN Form 14** by signing the Approval Certificate, Approval Schedule and Capability list.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- File 2<sup>nd</sup> copy of **CAAN Form 14** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 37** of this manual.
- The technical library will keep the organization file in the designated place and update the Continuing Airworthiness Management Organization list with necessary information as per technical library procedure manual.

**Note:** *For commercial air transport, as the application for CAMO approval will be received with initial application for the Air Operator's Certificate, the approval of Continuing Airworthiness Management Organization along with all the correspondence to operators regarding approval Continuing Airworthiness Management Organization has to be forwarded to Flight Operation Division, FSSD in order to maintain coordination between Airworthiness Inspection Division, FSSD and Flight Operation Division, FSSD for issuance of Air Operator's Certificates.*



## 31. PROCEDURE FOR CONTINUATION OF AN APPROVAL

### **PURPOSE**

For continuation of Continuing Airworthiness Management Organization approval

### **CIRCUMSTANCES OF USE**

During continuation of approval to ensure that the organization is in compliance with NCAR Part-M Subpart G requirements

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.704)

### **COORDINATION**

None

### **TOOLS**

**CAAN Form 13**

Note pad

Stickers

### **TASK TO PERFORM**

- The Airworthiness Inspection Division shall ensure following for continuation of approved Continuing Airworthiness Management Organization approval.
- Airworthiness Inspection Division shall maintain and update the list of approved Continuing Airworthiness Management organization under its supervision.
- Airworthiness Inspection Division shall monitor the Safety Oversight Program to track the dates when audit visits are due and carryout audit as per Safety Oversight Program.
- Each organization must be completely reviewed (audited) by the Airworthiness Inspection Division for compliance with NCAR Part-M Subpart G requirements at periods not exceeding 12 months.
- Airworthiness Inspection Division shall carry out complete audit of an organization during its annual audit.
- The detail audit procedure is included in **Chapter 28** of this section.
- It is recommended that part of an audit concentrates on two ongoing aspects of the NCAR Part-M Subpart G approval, namely the organization internal self-monitoring quality reports produced by the quality monitoring personnel to determine if the organization is identifying and correcting its problems and secondly the number of concessions granted by the quality manager and the procedure followed there under.
- A relevant sample of the aircraft managed by the NCAR M.A. Subpart G approved organization shall be surveyed in every 24 months.
- The size of the sample will be decided by Airworthiness Inspector based on the result of prior audits and earlier product surveys.
- At the successful conclusion of the audit including verification of the exposition for its updated status, an audit report form (**CAAN Form 13**) will be completed by the Airworthiness Inspector indicating all the recorded findings, closure actions and recommendation referring to CAAN Discrepancy Reporting



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

Form.

**Note:** Credit may be claimed by the Airworthiness Inspector for specific item audits completed during the preceding 12 months period subject to following four conditions:

- (i) The specific item audit should be the same as that required by NCAR Part-M Subpart G latest amendment.
  - (ii) There should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken;
  - (iii) The airworthiness Inspector should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit; and
  - (iv) The specific item audit being granted a back credit will be audited not later than 12 months after the last audit of the item.
- When an operator sub-contracts continuing airworthiness management tasks all sub-contracted organizations should also be audited by CAA Nepal at periods not exceeding 24 month to ensure they fully comply with NCAR M.A. Subpart G requirements.
  - A meeting with the accountable manager will be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits and to ensure he/she fully understands the significance of the approval. The minutes of the meeting will be kept in the organization file.





## 32. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR RENEWAL OF CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION APPROVAL

### **PURPOSE**

To perform review of application package for renewal of Continuing Airworthiness Management Organization

### **CIRCUMSTANCES OF USE**

When CAA Nepal receives application for renewal of Continuing Airworthiness Management Organization

### **REFERENCE CRITERIA**

NCAR Part-M

### **COORDINATION**

None

### **TOOLS**

CAAN Form 13

CAAN Form 14

Checklist # 28 “Checklist for reviewing application package for renewal of NCAR Part-M Subpart G Organization Approval-Domestic CAMO”

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 28 “Checklist for reviewing application package for renewal of NCAR Part-M Subpart G Organization Approval-Domestic CAMO”**. The application package shall include:
  - Submission of CAAN Form 2 application form.
  - Evidence of internal audit covering the entire areas of operation.
  - Current status of the findings (if any) referenced above.
  - CAA Nepal Audit finding report.
  - Current status of the findings (if any) referenced above.
- Complete **Checklist # 28 “Checklist for reviewing application package for renewal of NCAR Part-M Subpart G Organization Approval-Domestic CAMO”**.
- If the application package doesn't contain documents as required by **Checklist # 28, Airworthiness**



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further renewal process.

- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 28** and proceed with further renewal process.
- Audit report form is a standard form **CAAN Form 13 “Approval Recommendation Report”** which will be completed.
- All the 5 parts of **CAAN Form 13** shall be completed to give the complete picture of the organization.
- Completion of **CAAN Form 13** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 13**.
- The **CAAN Form 13** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for renewal of approval.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 13** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-M Subpart G, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 13** should be indicated by a signature on the **CAAN Form 13**.
- After the quality check of the organization is completed and satisfactory the internal office memo along with the **CAAN Form 13** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 13** and all the supporting documents to Director of FSSD for approval following administrative procedure.
- After approval from Director of FSSD, Airworthiness Inspector will prepare 2 copies of **CAAN Form 14**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 14** approval certificate. The validity of the NCAR Part-M Subpart G approvals will be for a period not exceeding 24 months (the validity of the approval shall be same as validity of Air Operator Certificate).
- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 14** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-M Subpart G, the airworthiness inspector will issue an organization approval certificate **CAAN Form 14** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 14** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate as per procedure laid down in **Chapter 37** of this section.
- The organization file will be forwarded to technical library for records.
- The technical library will keep the organization file in the designated place and update the Continuing Airworthiness Management Organization list with necessary information following a procedure laid down in technical library procedure manual.



## 33. PROCEDURE FOR REVIEWING APPLICATION PACKAGE FOR CHANGE IN CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION APPROVAL

### **PURPOSE**

To perform review of application package for change in Continuing Airworthiness Management Organization

### **CIRCUMSTANCES OF USE**

When CAA Nepal receives application for change in Continuing Airworthiness Management Organization approval

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.706)

### **COORDINATION**

None

### **TOOLS**

CAAN Form 13

Checklist # 29 “Checklist for reviewing application package for change in NCAR Part-M Subpart G Organization Approval-Domestic CAMO”

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with requisite fees and supporting documents.
- Ensure applicant has submitted all the documents required by **Checklist # 29 “Checklist for reviewing application package for change in NCAR Part-M Subpart G Organization Approval-Domestic CAMO”**.  
The application package shall include:
  - Submission of CAAN Form 2 application form.
  - Submission of CAAN Form 4 for nominated post holder approval.  
(*Note: Required if there is a change in nominated post holder approval*)
  - Evidence of internal audit covering the areas of change.
  - Current status of the findings (if any) referenced above.
  - Submission of Continuing Airworthiness Management Exposition (CAME) and other applicable associated manuals i.e. SMS Manual; Training Procedure Manual; Reliability Manual & Capability List (in electronic Form and Hard Copy).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

*(Note: Affected manuals subjected to change shall be submitted)*

- Completed compliance Checklist (**Checklist # 35 “Compliance Checklist for NCAR Part-M Subpart G Organization approval”**).

*(Note: Affected portion of compliance checklist subjected to change shall be submitted)*

- Completed **Checklist # 33 “Checklist for approval of Continuing Airworthiness Management Exposition (Part-I)”**.

*(Note: Checklist for Approval of Continuing Airworthiness Management exposition (Part-II) subjected to change shall be submitted)*

- Complete **Checklist #29 “Checklist for reviewing application package for change in NCAR Part-M Subpart G Organization Approval-Domestic CAMO”**.
- If the application package doesn't contain documents as required by **Checklist # 29**, Airworthiness Inspector shall inform applicants in writing regarding the incomplete application package and request for submission of missing documents before proceeding with further approval of change process.
- After receipt of missing documents, airworthiness inspector will complete the **Checklist # 29** and proceed with further approval of process.
  - Change in name of the organization will require submission of CAAN Form 2; CAME and its associated manuals. Upon receipt of the application and the organization exposition, Airworthiness Inspector should reissue the Approval Certificate valid only up to the current expiry date.
  - Change in address of the organization will require submission of CAAN Form 2; CAME and its associated manuals which shall be evaluated as per **Chapter 27 and 28** of this section.
  - Change of Accountable Manager will require submission of CAAN Form 2 and change in CAME (especially Corporate Commitment by Accountable Manager and other relevant part) and interview with the proposed Accountable Manager, which shall be evaluated as per procedure laid down **Chapter 26** of this section.
  - Change in nominated post holder will require submission of CAAN Form 4; change in CAME and oral assessment, which shall be evaluated as per procedure laid down in **Chapter 26** of this section.
  - Change in capability will require submission of CAAN Form 2 and CAME and its associated manuals, which shall be evaluated as per procedure laid down in **Chapter 28** of this section.
- Physical Audit shall be carried out covering the area of change to validate the change where applicable as per procedure laid down in **Chapter 28**.
- Relevant parts of **CAAN Form 13** shall be completed by the Airworthiness Inspector affecting the change.
- Completion of **CAAN Form 13** along with approval recommendation will be indicated by the signature of Airworthiness Inspector in the **CAAN Form 13**.
- The **CAAN Form 13** along with all the supporting documents and internal office memo will be forwarded to the Chief of Airworthiness Inspection Division for approval of change.
- The Chief of Airworthiness Inspection Division will forward the **CAAN Form 13** along with all the supporting documents and internal office memo to competent independent Airworthiness Inspector for quality check.
- The quality check review should take into account the relevant requirement of NCAR Part-M Subpart G requirements, the categorization of finding levels and the closure action taken.
- Satisfactory quality check review of the **CAAN Form 13** should be indicated by a signature on the **CAAN Form 13**.
- After the quality check of the organization is complete and satisfactory, the internal office memo along with the **CAAN Form 13** and all the supporting documents is forwarded to Chief of Airworthiness Inspection Division.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- Chief of Airworthiness Inspection Division will forward the internal office memo along with **CAAN Form 13** and all the supporting documents to Director General, CAA Nepal for approval following administrative procedure.
- After approval from Director General, Airworthiness Inspector will prepare 2 copies of **CAAN Form 14**, the **Approval Certificate**, which includes the approval ratings with necessary information.
- The conditions of the approval will also be indicated on the **CAAN Form 14** approval certificate. The validity of the NCAR Part-M Subpart G approvals will be the current validity of the approval.
- The unique reference number of the organization previously assigned to organization will be included in the **CAAN Form 14** approval certificate.
- On satisfying that the organization is complying with all the requirements stipulated in the NCAR Part-M Subpart G, the airworthiness inspector will issue an organization approval certificate **CAAN Form 14** by signing the Approval Certificate, Approval Schedule and Capability list.
- File 2<sup>nd</sup> copy of **CAAN Form 14** along with all the supporting documents in the organization file.
- Ensure that the organization file contains all necessary supporting documents for approval along with copy of approval certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 37** of this section.
- The technical library will keep the organization file in the designated place and update the Continuing Airworthiness Management Organization list with necessary information as per procedure laid down in technical library procedure manual.



## 34. PROCEDURE FOR APPROVAL OF AMENDMENT TO CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

### **PURPOSE**

To review and approve the amendment of Continuing Airworthiness Management Exposition and its associated manuals submitted by organization

### **CIRCUMSTANCES OF USE**

When airworthiness inspectors receive request for approval of amendment to Continuing Airworthiness Management Exposition and its associated manual

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.A.704)

### **COORDINATION**

None

### **TOOLS**

Checklist # 35 “Compliance checklist for NCAR Part-M Subpart G Organization approval”

Checklist # 33 “Checklist for approval of Continuing Airworthiness Management Exposition (Part-I) and (Part-II)”

Note pad

Stickers

### **TASK TO PERFORM**

- Ensure that the application is made by an authorized person in a prescribed format along with all the supporting documents (amendment of CAME and its associated manuals).
- Ensure the applicant has submitted **Checklist # 33 “Checklist for approval of Continuing Airworthiness Management Exposition (Part-II)”** indicating highlight of amendment and justification for the amendment.
- Ensure applicant has submitted relevant part of compliance checklist affected by amendment (**Checklist # 35 “Compliance checklist for NCAR Part-M Subpart G Organization approval”**).
- The para-wise compliance report submitted by the applicant (**Checklist # 35 “Compliance checklist for NCAR Part-M Subpart G Organization approval”**) will be reviewed to confirm that the organization meets all the requirements of NCAR Part-M Subpart G.
- Review **Checklist # 33 “Checklist for approval of Continuing Airworthiness Management Organization Exposition (Part-II)”** submitted by the organization.
- The chapter-wise content of the CAME affected by amendment will be verified with detailed checklist (**Checklist # 33 “Checklist for approval of Continuing Airworthiness Management Organization Exposition (Part-I)”**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Note:** the airworthiness inspector shall scrutinize the CAME in detail. The CAME is scrutinized focusing that it covers the broad policy of the organization. It will serve as reference handbook containing policies and procedures that the organization committed to follow.

**Note:** Review the associated manual of the CAME affected by amendment.

- Any discrepancy found during the evaluation of CAME and its associated manuals will be communicated to the organization through **Manual Evaluation Form (Appendix-2)** for necessary correction.
- After successfully completing evaluation of CAME and its associated manuals, the CAME and its associated manuals along with supporting documents and applicable checklist is forwarded to Chief of Airworthiness Inspection Division for approval.
- After the approval of CAME, the organization is requested to submit the 2<sup>nd</sup> copy of CAME and its associated manuals along with electronic copy in PDF format.
- The approval of CAME and its associated manuals is intimated to the organization by issuing CAME approval letter and associated manual approval letter.
- The following pages of the CAME and its associated manuals will be signed and stamped with official seals:
  - List of effective pages.
  - Record of Revision.
  - Table of content.
- The organization is requested to collect the 2<sup>nd</sup> copy of the CAME and its associated manuals along with approval letter.
- File the CAME and associated manuals along with supporting documents, checklists used, and CAME approval letter issued to organization in technical library as per **Chapter 37** of this section and technical library procedure manual.
- The electronic copy of the CAME and its associated manual will be uploaded in One Drive for Airworthiness Inspector reference.

**Note:** The amendment to SMS manual associated with Continuing Airworthiness Management Exposition shall be reviewed as per **AOCI Manual Vol-II, Chapter 2 and its attachment "Attachment B (SMS Review Guide-Acceptance) and AOCI Manual Vol-II Appendix-30 and its form (FOD-FORM-CL-212)"**.

- **Note:** The SMS manual for Continuing Airworthiness Management Exposition shall be reviewed by Airworthiness Inspection Division and Flight Operations Division jointly



## 35. PROCEDURE FOR SUSPENSION, REVOCATION AND LIMITATION OF APPROVAL

### **PURPOSE**

To suspend, revoke and limit the organization approval

### **CIRCUMSTANCES OF USE**

When organization is not complying with the requirements of NCAR Part-M Subpart G

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.707)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- In the event when organization are not complying with the requirements of NCAR Part-M Subpart G, Airworthiness Inspector may issue admonition, warning, revocation, suspension and limitation of approval as may be deemed fit.
- If the Airworthiness Inspector identify immediate safety threat to passenger, they will limit the approval as per power vested to them by **Rule 84 (4)** of Civil Aviation Regulation.
- As soon as Airworthiness Inspector identify this condition, he shall inform same to Chief of Airworthiness Inspection Division.
- The matter is brought to Director of FSSD, and in the interest of safety of passenger, Director of FSSD may issue an order to temporarily suspend the organization approval after consent from Director General.
- An investigation team will be formed who will investigate this matter and submit report to Director of FSSD.
- Upon receiving the report of investigation, Director of FSSD shall forward the internal office memo to Director General following administrative procedure recommending Suspension, Revocation and Limitation of Approval as appropriate.
- Upon receiving recommendation, Director General, CAA Nepal will make an appropriate decision as per **Rule 29** of Civil Aviation Regulation to:
  - c) Suspend an approval on reasonable grounds in the case of potential safety threat; or
  - d) Admonish, warn, suspend, revoke or limit the approval granted to an organization pursuant to **NCAR M.B.705**.





## 36. PROCEDURE FOR CATEGORIZING LEVEL OF FINDING

### **PURPOSE**

To categorize level of findings identified during audit

### **CIRCUMSTANCES OF USE**

When CAA Nepal Inspectors identify non-compliance with the NCAR Part-M Subpart G requirements during audit

### **REFERENCE CRITERIA**

NCAR Part-M (NCAR M.B.705)

### **COORDINATION**

None

### **TOOLS**

Note pad  
Stickers

### **TASK TO PERFORM**

- During audit or by other means evidence is found showing non-compliance with the requirements of NCAR Part-M Subpart G, the following actions will be taken by CAA Nepal.
- For Level 1 findings, immediate action will be taken to revoke, limit or suspend in whole or in part of approval, depending upon the extent of the Level 1 findings, until successful corrective action has been taken by the organization.
- In practical terms, a Level 1 finding is noted where a significant non-compliance with NCAR Part-M Subpart G is found.
- The level 1 finding may lead to an enforcement action as per Enforcement Policy and Procedure Manual depending on nature of findings. The following are examples of Level 1 findings:
  - Failure to gain access to the organization during normal operating hours of the organization after two written requests.
- For level 1 findings it may be necessary for Airworthiness Inspector to ensure that further maintenance and re-certification of all affected products is accomplished, depending upon the nature of the findings.
- As soon as Airworthiness Inspectors identify the Level 1 findings, procedure as laid down in **Chapter 35** of this section shall be followed.
- Records of Level 1 findings and action taken by CAA Nepal will be maintained by the Airworthiness Inspection Division in Audit Finding Tracking Software, Such Level 1 findings will be included in organization audit report even when they have been resolved before preparation of audit report in order to keep records of such Level 1 findings in Audit Findings Tracking Software. Such resolved Level 1 findings will be marked as "Closed" in the audit report, while forwarding it to maintenance organization for necessary action.
- For Level 2 findings, the corrective action period granted must be appropriate to the nature of the finding, but in any case initially must not be more than three months. In certain circumstances and



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

subject to the nature of the findings, the three-month period may be extended by further three Months period subject to a satisfactory corrective action plan agreed by CAA Nepal and CAA Nepal notifying Accountable Manager of such extension. However, in granting such a change the past performance of the organization will be considered.

- In practical terms where an Airworthiness Inspector finds a non-compliance with NCAR Part-M Subpart G against one product, it is deemed to be a level 2 finding. The following are example of Level 2 findings:
  - One time use of component without any serviceable tag.
  - The training document of the certifying staff are not completed.
- CAA Nepal shall take action to suspend in whole or part of the approval as per **Chapter 35** of this section in case of failure to comply within the timescale granted by CAA Nepal.



## 37. PROCEDURE FOR RECORD KEEPING

### PURPOSE

To keep records of Continuing Airworthiness Management Organization

### CIRCUMSTANCES OF USE

When the Continuing Airworthiness Management Organization approval is issued, renewed or changed

### REFERENCE CRITERIA

NCAR Part-M (NCAR M.B.104)

Technical Library Procedure Manual Para 2.2.4; Para 2.2.9 and Para 3.5

### COORDINATION

Technical Library

### TOOLS

Note pad

Stickers

### TASK TO PERFORM

- Records of approval of an organization will be retained for an adequate period that allows adequate traceability of the process to issue, continue, change, suspend or revoke each individual organization approval.
- The records are kept in technical records area of technical library safeguarding it from theft, fire alternation and unforeseen natural calamities following a procedure laid down in Technical Library Procedure Manual Para 2.2.4; Para 2.2.9 and Para 3.5.
- The organization records will include as a minimum:
  - a) the application for an organisation approval, including the continuation thereof. **(CAAN Form 2)**.
  - b) the organisation approval certificate including any change thereto. **(CAAN Form 14)**.
  - c) a copy of the audit program listing the dates when audits are due and when audits were carried out. **(Safety Oversight Program; Audit Finding Tracking Software)**.
  - d) CAA Nepal continued oversight program including all audit records. **(Safety Oversight Program; CAAN Discrepancy Reporting Form; CAAN Form 13 and Audit Finding Tracking Software)**.
  - e) copies of all formal correspondence including CAAN Form 4 or equivalent.
  - f) details of any exemption **(List of exemption issued by CAA Nepal)** and enforcement action(s). **(List of Enforcement Actions)**.
  - g) Organization exposition or manual and amendments.
  - h) Copy of any other document directly approved by CAA Nepal.
- The minimum retention period for the above records shall be four years unless it is required to be retained permanently.
- The minimum records for the oversight of each aircraft shall include, at least, a copy of:
  - a) Aircraft certificate of airworthiness,
  - b) Airworthiness review certificates,
  - c) NCAR Part M Subpart G organization recommendations,
  - d) Reports from the airworthiness reviews carried out directly by the CAA Nepal,



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- e) All relevant correspondence relating to the aircraft,
- f) Details of any exemption and enforcement action(s),
- g) Any document approved by CAA Nepal pursuant to NCAR Part-M
- The minimum retention period for the above records shall be four years after the aircraft has been permanently withdrawn from service.
- CAA Nepal may use either a paper or computer system or any combination of both subject to appropriate controls as per procedure laid down in Technical Library Procedure Manual.
- The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way throughout in organization file.
- Copies of policy letters will also be retained in this organization file for future reference.
- All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
- The backup shall be done weekly. The external hard drive containing the backup of the records shall be stored in the server cabinet which is kept in the server room. The server room is in the building adjacent to FSSD. The server cabinet is made of fire-resistant material and the server cabinet is always locked.
- The backup will be done in such a way that there will be last 4 backup every time in the external drive. After 5th backup, the 1st backup in the external hard drive will be deleted. In addition to this, backup of all the documents will also be kept in One Drive on a weekly basis.



## 38. PROCEDURE FOR ISSUANCE OF EXEMPTION

### PURPOSE

To issue exemption to Continuing Airworthiness Management Organization upon request

### CIRCUMSTANCES OF USE

When the Continuing Airworthiness Management Organization requests for exemption

### REFERENCE CRITERIA

NCAR Part-M (NCAR M.B.302)

Exemption Policy and Procedure Manual

### COORDINATION

None

### TOOLS

Note pad

Stickers

### TASK TO PERFORM

- At times the Continuing Airworthiness Management Organization may seek exemption from the manufacturer established maintenance task or concession for deviating from the CAA Nepal approved procedures.
- This chapter provides Airworthiness Inspector with the general guidance on such exemption, for detail procedure refer to **Exemption Policy and Procedure Manual**.
- Maintenance task exemptions are permitted provided the organization submits justification including technical substantiation from the aircraft manufacturer for such exemption.
- The request for exemption and supporting documents will be reviewed by Airworthiness Inspector as per procedure laid down in Exemption Policy Procedure Manual. After satisfactory review the Airworthiness Inspector will forward the internal office memo along with all the supporting document to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will review the request for exemption and supporting documents. After satisfactory review he will forward the internal office memo along with all the supporting document to Director, FSSD. Director FSSD will forward internal office memo along with all the supporting documents to Dy. Director General, ASSRD. Dy. Director General, ASSRD will forward internal office memo along with all the supporting documents to Director General, CAA Nepal after completing all the administrative procedures and legal advice.
- If the Director General, CAA Nepal is convinced that the exemption in no way affects the safety of the aircraft or hazardous to the flight safety, he will approve the internal office memo and forward it to Airworthiness Inspection Division.
- After receiving approval from Director General, Airworthiness Inspection Division will issue exemption approval via official letter.
- All exemption granted as per **Rule 82(a)** of Civil Aviation Regulation (2058 B.S.) shall be recorded, retained and monitored by the Airworthiness Inspection Division (**List of exemption issued by CAA Nepal**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- The file containing the exemption approval granted to an organization will be forwarded to technical records area of technical library for filing as per technical library procedure manual.
- The updated **“List of exemption issued by CAA Nepal”** will be shared to Airworthiness Inspector via One Drive for tracking and monitoring. Such exemptions granted will be published in CAA Nepal website.



## 39. CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION LOCATED OUTSIDE NEPAL

### Procedure for issuance of Approval Certificate to Foreign CAMO

#### **PURPOSE**

For issuance of Approval Certificate to foreign CAMO

#### **CIRCUMSTANCES OF USE**

when the foreign CAMO applies to CAA Nepal for issuance of approval

#### **REFERENCE CRITERIA**

NCAR Part-M

#### **COORDINATION**

Team member

#### **TOOLS**

Checklist # 55 “Checklist for Reviewing Application Package for Issuance of NCAR Part-M Subpart G Organization- Foreign CAMO”.

Note pad

Stickers

#### **TASK TO PERFORM**

- Applications of foreign Continuing Airworthiness Management Organization seeking approval will be forwarded to Airworthiness Inspector.  
All such applications shall be accompanied by the following documents:
  - a) Submission of CAAN Form 2 application form.
  - b) Letter of intent from Nepalese air operator desirous of availing the service from this organization (if any).
  - c) Copy of evidence of valid ICAO contracting State approval (FAA or EASA or other NAA).
  - d) Check for the Scope of Approval whether it includes the aircraft type registered in Nepal or not.
  - e) Submission of recent audit findings from the applicable authorities mentioned in Para (c).
  - f) Current status of the findings above.
  - g) Submission of internal audit reports.
  - h) Current status of the findings above.
  - i) Work done on similar scope in the last 2 years.
  - j) Submission of Continuing Airworthiness Management Exposition (CAME) & Capability List. (Either Electronic Form or Hard Copy).
  - k) Completed compliance checklist (**Checklist # 35 “Compliance checklist for NCAR-M Subpart G Organization approval**).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

- l) Completed Continuing Airworthiness Management Organization Checklist (**Checklist # 33 “Checklist for Approval of Continuing Airworthiness Management Exposition (Part I)”**).

**Note:** Verify the approval certificate issued by in pt. (c) through ICAO contracting State website.

- After receiving an application package, Airworthiness Inspector will verify application package for its completeness through **Checklist # 55 “Checklist for Reviewing Application Package for Issuance of NCAR Part-M Subpart G Organization Approval- Foreign CAMO”** to avoid missing of essential check points of approval.
- The applicants will be informed in writing (via email or letter) regarding the incomplete or deficient document for submission before proceeding with the further approval process.
- Upon satisfactory scrutiny of documents, Airworthiness Inspector will forward the internal office memo along with all the supporting documents to the Chief of the Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with all the supporting documents to Director General for approval.
- After receiving approval from Director General, Airworthiness Inspector will issue the **CAAN Form 14**.
- Approval of the foreign CAMO may be issued only after confirming that no discrepancy is pending closure.
- The validity of NCAR Part-M Subpart G approval will be for a period not exceeding 24 months.
- For Continuing Airworthiness Management Organization located outside Nepal the investigation and continued oversight of the approval shall be carried out by a team appointed by the Director General, CAA Nepal as per requirements laid down **NCAR Part-M Subpart G** and as per **“Safety Oversight Program”**. When audits are conducted, the procedure for audit of CAMO laid down in **Chapter 28** of this section will be followed.
- The audit checklist used for this purpose is **Checklist # 32 “Checklist for Approval of Continuing Airworthiness Management Organization (CAMO)”**.

**Note:** The CAME and its associated manual are considered accepted after verifying it with completed compliance checklist (**Checklist # 35 “Compliance checklist for NCAR-M Subpart G Organization approval”**) and completed Continuing Airworthiness Management Exposition Checklist (**Checklist # 33 “Checklist for Approval of Continuing Airworthiness Management Exposition (Part I)”**) and when Director General approves foreign CAMO.

**Note:** the nominated post holders of the organization are considered accepted when CAME is accepted and when Director General approves foreign CAMO.

- Ensure that the organization file contains all necessary supporting documents for approval along with copy of Approval Certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 37** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Continuing Airworthiness Management Organization list with necessary information as per technical library procedure manual.





## 40. PROCEDURE FOR RENEWAL OF APPROVAL CERTIFICATE TO FOREIGN CAMO

### **PURPOSE**

To review application package submitted by Foreign CAMO for renewal of NCAR Part-M Subpart G approval

### **CIRCUMSTANCES OF USE**

when the foreign CAMO applies to CAA Nepal for renewal of CAMO Approval

### **REFERENCE CRITERIA**

NCAR Part-M

### **COORDINATION**

Team member

### **TOOLS**

Checklist # 56 “Checklist for Reviewing Application Package for renewal of NCAR Part-M Subpart G Organization- Foreign CAMO”.

Note pad

Stickers

### **TASK TO PERFORM**

- Applications of foreign Continuing Airworthiness Management Organization seeking renewal will be forwarded to Airworthiness Inspector.  
All such applications shall be accompanied by the following documents:
  - a) Submission of CAAN Form 2 application form.
  - b) Copy of evidence of valid ICAO contracting State approval (FAA or EASA or other NAA).
  - c) Check for the Scope of Approval whether it includes the aircraft type registered in Nepal or not.
  - d) Submission of recent audit findings from the applicable authorities mentioned in Para (b).
  - e) Current status of the findings above.
  - f) Submission of internal audit reports.
  - g) Current status of the findings above.
  - h) Submission of Continuing Airworthiness Management Exposition (CAME) & Capability List. (Either Electronic Form or Hard Copy).
  - i) Completed compliance checklist (**Checklist # 35 “Compliance checklist for NCAR-M Subpart G Organization approval**)
  - j) Completed Continuing Airworthiness Management Organization Checklist (**Checklist # 33 “Checklist for Approval of Continuing Airworthiness Management Exposition (Part I)”**).

**Note:** Verify the approval certificate issued by in pt. (b) through ICAO contracting State website.



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

- After receiving an application package, Airworthiness Inspector will verify application package for its completeness through **Checklist # 56 “Checklist for Reviewing Application Package for Renewal of NCAR Part-M Subpart G Organization Approval- Foreign CAMO”** to avoid missing of essential check points of approval.
- The applicants will be informed in writing (via email or letter) regarding the incomplete or deficient document for submission before proceeding with the further renewal process.
- Upon satisfactory scrutiny of documents, Airworthiness Inspector will forward the internal office memo along with all the supporting documents to the Chief of the Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo along with all the supporting documents to Director of FSSD for approval.
- After receiving approval from Director of FSSD, Airworthiness Inspector will issue the **CAAN Form 14**.
- Approval of the foreign CAMO may be issued only after confirming that no discrepancy is pending closure.
- The validity of NCAR Part-M Subpart G approval will be for a period not exceeding 24 months.
- For Continuing Airworthiness Management Organization located outside Nepal the investigation and continued oversight of the approval shall be carried out by a team appointed by the Director General, CAA Nepal as per requirements laid down **NCAR Part-M Subpart G** and as per **“Safety Oversight Program”**. When audits are conducted, the procedure for audit of CAMO laid down in **Chapter 28** of this section will be followed.
- The audit checklist used for this purpose is **Checklist # 32 “Checklist for Approval of Continuing Airworthiness Management Organization (CAMO)”**.

***Note:** The CAME and its associated manual are considered accepted after verifying it with completed compliance checklist (**Checklist # 35 “Compliance checklist for NCAR-M Subpart G Organization approval)** and completed Continuing Airworthiness Management Exposition Checklist (**Checklist # 33 “Checklist for Approval of Continuing Airworthiness Management Exposition (Part I)”**) and when Director General approves foreign CAMO.*

***Note:** the nominated post holders of the organization are considered accepted when CAME is accepted and when Director General approves foreign CAMO.*

- Ensure that the organization file contains all necessary supporting documents for approval along with copy of Approval Certificate.
- The organization file will be forwarded to technical library for records as per **Chapter 37** of this section.
- The technical library will keep the organization file in the designated place and update the Approved Continuing Airworthiness Management Organization list with necessary information as per technical library procedure manual.



# **Section 5**

## **Appendices**



**AIRWORTHINESS INSPECTOR HANDBOOK PART-II**  
**FOR NCAR PART M/145/147/66**

## APPENDIX-1

[CAMO/ AMO /ATO Name]

**CAAN Discrepancy Reporting Form**



**Civil Aviation Authority of Nepal**  
Kathmandu

<b>Audit Ref #</b>		<b>Audit Date</b>					
<b>Organisation</b>		<b>Follow-up</b>					
<b>Audit Type</b>		<b>Scope</b>					
<b>Audit Area</b>							
<b>Auditee Team</b>	<b>Initial Audit</b>	<b>Follow up Audit</b>					
<b>Audit Team</b>							
<b>No</b>	<b>Regulatory / Exposition Reference</b>	<b>Finding</b>	<b>Level</b>	<b>Due Date</b>	<b>Corrective Action / Reference</b>	<b>Date of Completion</b>	<b>Signature of QA</b>

	<b>Name and Designation</b>	<b>Signature</b>	<b>Date</b>
<b>Inspector(s)</b>			



**AIRWORTHINESS INSPECTOR HANDBOOK PART-II**  
**FOR NCAR PART M/145/147/66**

**AUDIT IN-BRIEF FORM**



**Civil Aviation Authority of Nepal**

Kathmandu

<b>Audit Ref #</b>		<input type="checkbox"/> <b>Initial</b> <input type="checkbox"/> <b>Follow Up</b>	<b>Audit Date</b>		
<b>Organisation</b>				<b>Approval No.</b>	
<b>Audit Type</b>				<b>Scope</b>	
<b>Areas to be Audited</b>					
<b>CAAN AUDIT TEAM</b>			<b>ORGANIZATION TEAM</b>		
	<b>Name</b>	<b>Designation</b>	<b>Signature</b>		
	1.			1.	
	2.			2.	
	3.			3.	
	4.			4.	
	5.			5.	
<b>Meeting Agendas</b>	<div>1. The organization was briefed about purpose of audit and scope of audit.</div> <div>2. The organization was briefed about the audit procedure and audit checklist.</div> <div>3. The organization was briefed about sample documents that will be reviewed by audit team.</div> <div>4. The organization was briefed about sample aircraft check</div>				
<b>An audit in-brief meeting was held between CAAN personnel and organization's representative.</b>					
<b>Sign:</b>			<b>Place:</b>		
<b>Date:</b>					



**AIRWORTHINESS INSPECTOR HANDBOOK PART-II**  
**FOR NCAR PART M/145/147/66**

**AUDIT EXIT-BRIEF FORM**



Civil Aviation Authority of Nepal

Kathmandu

<b>Audit Ref #</b>		<input type="checkbox"/> <b>Initial</b> <input type="checkbox"/> <b>Follow Up</b>	<b>Audit Date</b>		
<b>Organisation</b>				<b>Approval No.</b>	
<b>Audit Type</b>				<b>Scope</b>	
<b>Areas Audited</b>					
<b>CAAN AUDIT TEAM</b>			<b>ORGANIZATION TEAM</b>		
<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
<b>Findings Observed in Significant Areas</b>					
<b>Acceptance:</b> The raised findings by CAA Nepal auditors are understood and are accepted.					
Organization Representative:		Signature:	Place:	Date:	



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

### CORRECTIVE ACTION FORM

Company Name:		
Base Location:	Date(dd-mm-yy):	
System of Process of Interest (Worksheet)	Associated Finding Number:	File:
<b>Factual Review of the Findings</b> <b>Identify what happened, how widespread it is, where it occurred within your operations, and what type of problem it is.</b> Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(1)		
<b>Root cause Analysis</b> <b>Identify what type of analysis was used, how it was used to derive root causes resulted from the analysis.</b> Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(2)		

Proposed Corrective Action	
<b>1. Short Term Corrective Action</b> Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(3)	
<b>2. Long Term Corrective Actions (Including an assessment of any induced hazards or risks associated to the implementation of the corrective action(s))</b> Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(4)	
<b>Timeline for implementation of all Corrective Actions</b> Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(5)	
<b>Managerial Approval/Name/Signature:</b>	<b>Date(dd-mm-yy):</b>
Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance para 5.1(6)	



# AIRWORTHINESS INSPECTOR HANDBOOK PART-II

## FOR NCAR PART M/145/147/66

### APPENDIX- 2

#### Manual Evaluation Form

Name of operator:

File number:

Manual Verified:

Evaluation from:

Inspectors:

MANUAL EVALUATION FORM				
<p><i>In column "No." write the sequential number of the tag affixed in the manual is to be recorded. The tag is intended to point at the need for a correction or an amendment. One page may contain more than one tag. The column "Ref." is used to indicate the manual reference with page number, Chapter and paragraph number for which a correction is required.</i></p> <p><i>The column "Observations / Comments" is used to provide a brief explanation of the corrections required, of what is erroneous, or missing.</i></p> <p><i>All observations or comments appearing on this form need to be formally communicated to the entity responsible for the manual to obtain the required corrections before accepting or approving a manual.</i></p> <p><i>In the "correction verified and accepted", the inspector indicates the verification date and initials.</i></p>				
No.	Ref.	Observations / Comments	Correction verified and accepted	
			Date	Init.
GENERAL OBSERVATIONS AND CONCLUSIONS				
Initial review of the manual Signature of inspectors:		Verification of corrections Signature of inspectors:		





## **APPENDIX-3**

### **Procedure for the verification of (NCAR Part M/145/147) organization Corrective Action Plan**

#### **PURPOSE**

Review and determine acceptability of corrective action plan submitted by an Organization (NCAR Part-M, NCAR Part-145 and NCAR Part-147).

#### **CIRCUMSTANCES OF USE**

To be used whenever organization submits a corrective action plan to address audit or inspection findings.

#### **REFERENCE CRITERIA**

Inspection or audit report findings

Regulatory and requirements provisions applicable to the inspection or audit report findings;

#### **COORDINATION**

Coordination with the expertise having participated in the audit or inspection. It may include Flight operation division, cabin safety, dangerous goods, personnel licensing as appropriate to the findings.

#### **TASK TO PERFORM**

Review each proposed corrective action against the findings;

Determine whether the proposed corrective action:

- a) addresses the finding;
- b) identify root causes of the identified discrepancy (Refer Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance)
- c) addresses all elements of the finding
- d) is sufficient to correct the identified discrepancy

If the determination related to either points a), b) or c) above is not completely satisfactory, note the reason supporting the unsatisfactory determination. The supporting reasons will be used when preparing the formal communication to the organization concerning the proposed corrective action plan.

If the determinations related to points a), b), and c) are completely satisfactory, assess whether the proposed target completion date is adequate to:

- a) take short term corrective action to mitigate safety risks; and
- b) have medium and/or long term implementation plan to completely address the finding.

If the proposed actions are not resolving the safety concern in a reasonable short period or if the medium / long term appears unreasonable, note the reason supporting the unsatisfactory assessments. The supporting reasons will be used when preparing the formal communication to the operator concerning the proposed corrective action plan.

Once the entire corrective action plan has been reviewed, verify that all findings have been addressed and identify remaining outstanding issues before preparing the formal letter to be sent to the operator.

The letter should, for each proposed corrective action, indicate whether the proposed corrective action has been determined being satisfactory or not and whether the proposed completion target date has been considered adequate or not. In addition, for each unsatisfactory determination and for each inadequate proposed target date, the letter should indicate the reasons supporting the unsatisfactory determination or assessment.



**AIRWORTHINESS INSPECTOR HANDBOOK PART-II**  
**FOR NCAR PART M/145/147/66**

---

**AWID Form Letter**

Date: \_\_\_\_\_

[Name and address of Accountable Manager or Quality Manager]

[Applicant / Operator name]

[Applicant / Operator address]

Subject: Review of Corrective Action Plan

Dear [Sir/title/name]

While reviewing the Corrective Action you have submitted on [date], we have identified that some of the proposed actions did not completely address the related finding or did not provide a proper completion target date.

The missing elements or dates are outlined in the attached document with the identification and subject of the finding allowing you to update the identified incomplete actions in a timely manner.

You are hereby requested to submit the updated actions no later than [date]

[Usual closing formula]

[Authorized person signature block]



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

Name of operator: \_\_\_\_\_ File number: \_\_\_\_\_

Audi Date \_\_\_\_\_ Inspection Date \_\_\_\_\_

Corrective action plan submission date \_\_\_\_\_

FINDING NUMBER	FINDING / CORRECTIVE ACTION SUBJECT	Observations / Comments



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

### APPENDIX-4

#### Summary of Audit Procedure

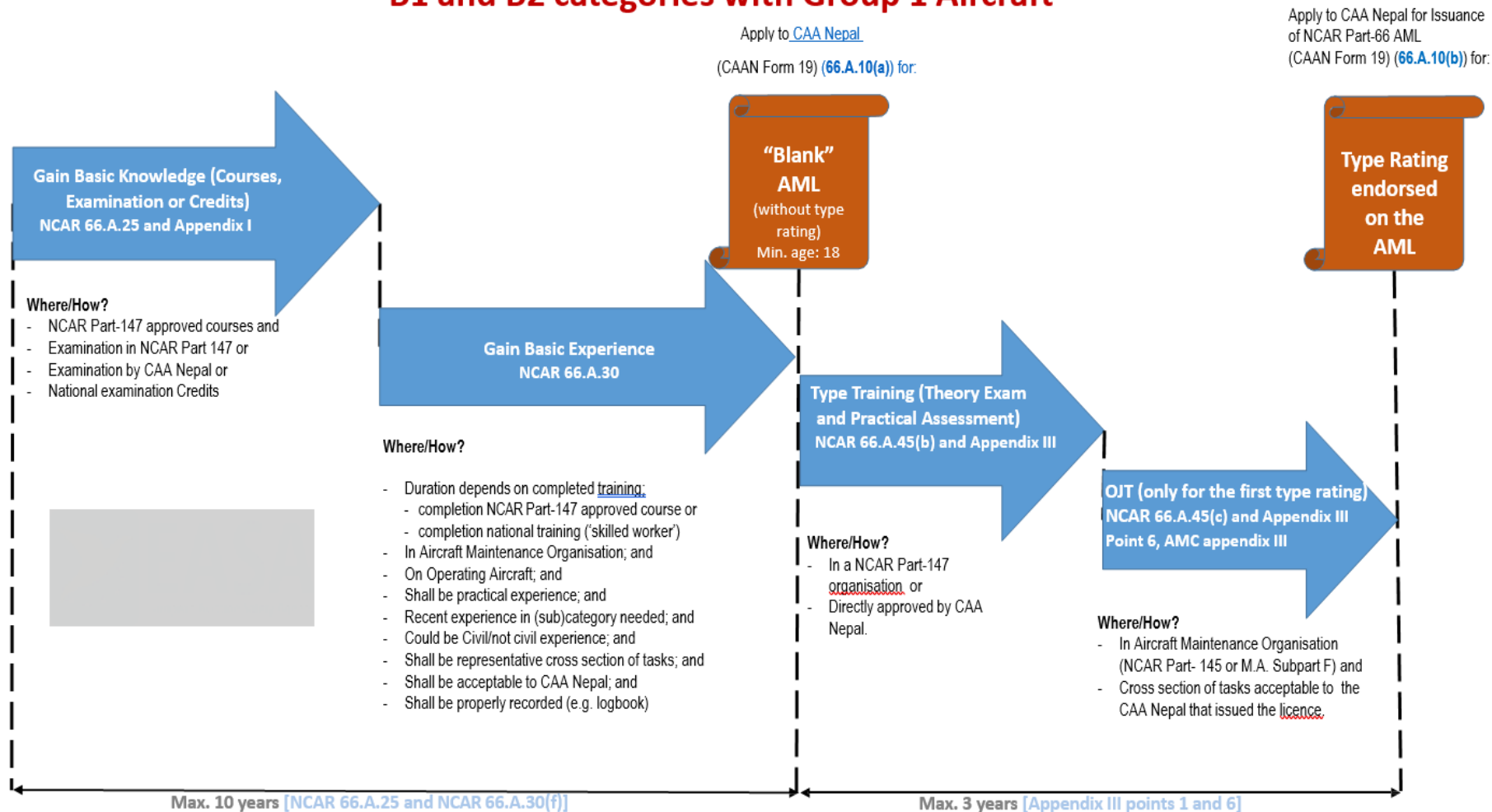
S/N	Audit Process	Timeline	Forms to be used	Responsibility	Remark
1.	Internal preparation	1-2 days before audit	-----	Audit Team	For CAMO- OPS and AWID Audit team member For AMO- AWID Audit team members For ATO- AWID audit team members
2.	Audit Entry Meeting	1 <sup>st</sup> day of Audit	Audit In-Brief Form	Audit Team Leader	
3.	Audit conduct	No. of days depending on scope; complexity and size of the organization	Audit checklist	Audit Team	
4.	Audit Exit Meeting	last day of Audit	Audit Exit-Brief Form	Audit Team Leader	
5.	Preparation of audit report (along with Level of Finding i.e. Level 1 and Level 2)	For level 1: Immediately For Level 2: Within 7 days of audit	Discrepancy Reporting Form	Audit Team	
6.	Deadline to submit the Corrective Action Plan (CAP) along with Root Cause Analysis	For Level 1: Immediately For Level 2: Within 30 days from audit report publication date	Corrective Action Form	Operator	Refer: Guidance on root cause analysis and corrective action process to address CAA Nepal findings of non-compliance
7.	Preparation of Audit Finding Tracking Software	After preparation of Audit Report within 7 days	Audit Finding Tracking Software	Audit Team Leader	
8.	Monitoring of CAP submission due date	Up to 3 days before CAP Submission due date	Audit Finding Tracking Software	Audit Team Leader	If not send, remind QM of the organization to submit the CAP within deadline
9.	Review of Root Cause Analysis and Acceptance of Corrective Action Plan (CAP)	For Level 1: Immediate For Level 2: 7 days of Submission of CAP by Operator	Corrective Action Software	Audit Team Leader	If satisfied, send CAP acceptance letter. If not satisfied. Send letter to operator notifying CAP is not acceptable and resubmission of CAP.
10.	Update Audit Finding Tracking Software with Root Cause Analysis and CAP	Within 7 days of acceptance of Root Cause Analysis and CAP	Audit Finding Tracking Software	Audit Team Leader	
11.	Monitoring of Audit Finding rectification due date	Up to 15 days before Audit Finding rectification due date	Audit Finding Tracking Software	Audit Team Leader	Plan for Follow-up which needs to be conducted within Audit finding Rectification Due Date
12.	Follow up Audit Preparation	Repeat the process from top			



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

### APPENDIX-5

#### NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML) - B1 and B2 categories with Group 1 Aircraft -

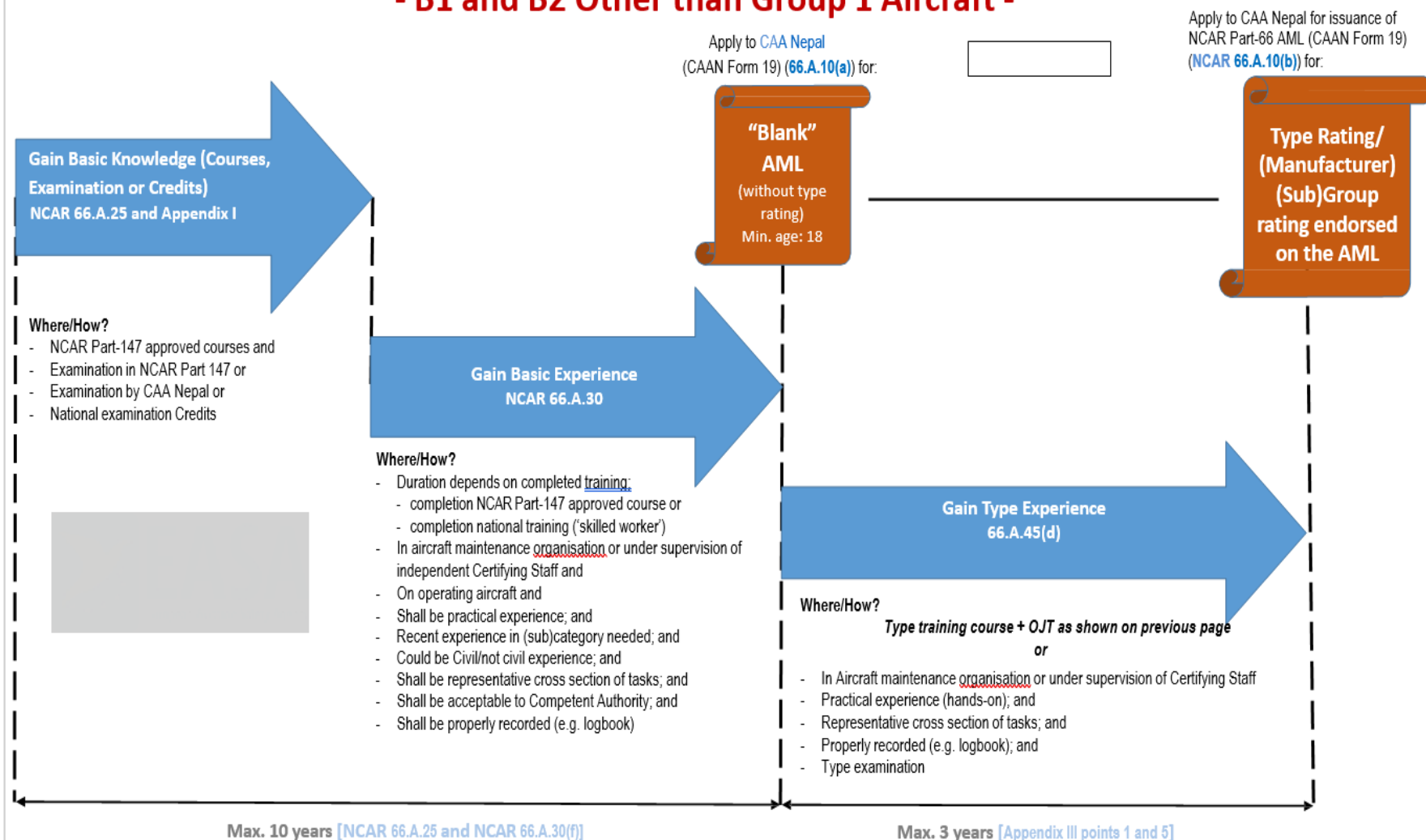




## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

### NCAR Part-66 Aircraft Maintenance Licence (NCAR Part-66 AML)

#### - B1 and B2 Other than Group 1 Aircraft -





## PROSPECTIVE CAMO/AMO/ ATO PRE-ASSESSMENT STATEMENT

ISSUE 05: NOVEMBER 2021  
REVISION 01: OCTOBER 2023



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II FOR NCAR PART M/145/147/66

<b>Section 1C. To be completed by CAMO/ AMO as applicable</b>		
10. Aircraft data (provide a copy of the lease agreement for all leased aircraft- for CAMO as part of air operator)	11. Aircraft data (Contract with air Operator- For Independent CAMO)	
a) Number of aircraft by type and model. Aircraft nationality and registration marks where available.	b) Number of passengers seats and/or cargo payload capacity.	12. AMO (contract with CAMO for maintenance support)
<b>Section 1D. To be completed by all applicants</b>		
13. Additional information that provides a better understanding of the proposed operation or business (attach additional sheets, if necessary):		
14. Proposed training (aircraft and other relevant training as required by requirements):		
<b>Section 1E. The signature and the information contained in this form denote an intent to apply for an AOC and/or approval as a maintenance organization, as appropriate.</b>		
Type of organization:		
Signature:	Date: (day/month/year)	Name and title:
<b>Section 2. To be completed by CAA Nepal</b>		
Received by (name of office):	Date received: (day/month/year)	Pre-application File number:
Date forwarded to the CAA Nepal (day/month/year):	For: <input type="checkbox"/> Action <input type="checkbox"/> Information only	
Remarks:		





## **APPENDIX-7**

### **INSTRUCTIONS FOR THE COMPLETION OF THE PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT AS SET OUT IN ATTACHMENT A**

**Section 1A** To be completed by all applicants.

1. Enter the official name and mailing address, telephone, fax and e-mail address of the company. Include any other name under which business is conducted if different from the official company name.
2. This address shall be the physical location where the primary activities are based. It is where the offices of management required by legislation are located. If the address is the same as under item 1, enter "same". Include secondary business addresses and identify the type of operation conducted at such addresses.
3. Enter the estimated date when operations or services are intended to commence.
4. This information will be used to assign a company identification number, known as a designator for aircraft operating agency. You may indicate up to three, three-letter identifiers, such as ABC, XYZ. If all choices have already been allocated to other operators or maintenance organizations, another identifier will be allocated.
5. Enter the names, titles, telephone numbers and other contact details of management and key staff personnel.

**Section 1B** To be completed by all applicants, as appropriate.

6. Indicate whether the applicant CAMO intends to perform maintenance as an AMO or intends to contract out all or part of its maintenance, or perform its maintenance using an equivalent system.
7. The proposed type of air operation will be indicated. Check all applicable boxes.
8. The proposed maintenance organization ratings will be indicated. Check all applicable boxes.
9. The Proposed training organization ratings will be indicated. Check all applicable boxes.

**Section 1C** To be completed by CAMO/ AMO applicants.

10. Data for all aircraft to be used to be provided. Provide a copy of the lease agreement for all leased aircraft.
  - a) Indicate number and types of aircraft by make, model and series, and indicate individual aircraft nationality and registration marks; and
  - b) number of passenger seats and/or cargo payload capacity.
11. Provide a copy of the contract with air operator for independent CAMO.
12. AMO (Provide contract with CAMO for maintenance support).



## AIRWORTHINESS INSPECTOR HANDBOOK PART-II

### FOR NCAR PART M/145/147/66

---

**Section 1D** To be completed by all applicants.

13. Provide any information that would assist CAA Nepal personnel in understanding the type and scope of the operation or business to be performed by the applicant. If CAMO intends to contract out maintenance and inspection of its aircraft and/or associated equipment, identify the AMO selected and list the maintenance and inspections that the contracting organization will perform. Provide copies of all maintenance contracts where applicable.
14. For CAMO/AMO/ATO applicants, identify the type of aircraft and/or relevant training as per requirements, to be provided. For maintenance organization applicants, identify the types of aircraft to be maintained and in addition identify the training that the quality assurance staff, certifying staff and other maintenance staff will receive based on the ratings requested. For training organization applicants, identify type of training that the quality assurance staff, training manager; examination manager, Instructors; examiner will receive based on the type of training requested.

**Section 1E** To be completed by all applicants.

Signature of the pre-assessment statement by the accountable manager denotes intent to seek certification as an CAMO/AMO/ATO.

**Section 2** The application is to be forwarded by the receiving office to the FSSD, CAA Nepal with all available information and a recommendation on the action to be taken.

**Section 3** Where certification or approval action is to be continued, CAA Nepal will designate a certification team.