

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

AIRWORTHINESS INSPECTOR MANUAL

**Issue 05, Revision 01
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RECORD OF REVISION

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PREFACE

The Airworthiness Inspector Manual has been prepared for the use and guidance of Airworthiness Inspector and Assistant Airworthiness in the performance of their duties.

It is emphasized that all matters pertaining to an Airworthiness Inspector's duties and responsibilities cannot be covered in this manual. They are expected to use good judgment in matters where specific guidance has not been given. Changes in aviation technology, legislation, requirements, and CAA Nepal policy will necessitate changes to this manual.

Comments and recommendations for amendment to this manual should be forwarded to Airworthiness Inspection Division which will evaluate the comments and recommendations received as per "Procedure for Amendment of Airworthiness Inspector Manual" detailed in this manual.

Pradeep Adhikari
Director General
Civil Aviation Authority of Nepal



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1. PROCEDURE FOR AMENDMENT OF AIRWORTHINESS INSPECTOR MANUAL

1.1 Introduction

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

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 manual, then the same will be minuted.

1.2 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 Manual with the new document received through the librarian.

1.3 Method to keep currency of Airworthiness Inspector Manual

This Airworthiness Inspector Manual 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.



2. AIRWORTHINESS INSPECTION DIVISION

2.1 Introduction

The Civil Aviation Authority of Nepal (CAA Nepal) is the regulatory body in the field of civil aviation. CAA Nepal is responsible for regulation of air transport services to/from and within Nepal by formulation of civil aviation rules and requirements.

Flight Safety Standards Department (FSSD) under CAA Nepal is responsible for effective safety oversight. The safety oversight functions of FSSD is discharged through three divisions namely Airworthiness Inspection Division, Flight Operations Division and Flight Safety Licensing and Examination Division.

Airworthiness Inspection Division is responsible for ensuring continuing airworthiness of aircrafts operated in Nepal. It has been formed to meet the CAA Nepal obligation under the Convention on International Civil Aviation for maintaining effective safety oversight on all the airworthiness aspects of aviation in Nepal.

Airworthiness Inspection Division shall monitor if the air operators, domestic CAMOs; domestic AMOs, domestic ATOs, licence holders; designated/delegated organization/person or examiners; foreign operators, foreign AMOs; foreign CAMOs; foreign ATOs; herein referred to as Service Provider and any other person or organization involved in design/production/modification and repair of an aircraft are continuingly in compliance with its regulations or international standards set forward by ICAO.

Effective safety oversight will ensure that high standards are maintained and will fulfill states obligations under the Convention on International Civil Aviation. The Airworthiness Inspection Division is also responsible to carry out audit of Service Provider as a part of its safety oversight functions. The personnel working in Airworthiness Inspection Division are responsible for carrying out all the safety oversight responsibilities assigned by the Convention on International Civil Aviation and its Annexes on airworthiness aspect.

2.2 Functions of Airworthiness Inspection Division

The Airworthiness Inspection Division is responsible for the functions indicated in Appendix-6, in coordination with other division of FSSD, when required.

In order to accomplish all the functions listed in **Appendix-6** as per the CAA Nepal policy, regulation, requirements and procedures, qualified Airworthiness Inspector and Assistant Airworthiness Inspector shall be appointed by CAA Nepal in Airworthiness Inspection Division, against established posts as per approved organization chart.

2.3 Statutory Authority

The Airworthiness Inspection Division is organized as a component part of the Civil Aviation Authority of Nepal. Normally, in the Airworthiness Division there are Airworthiness



Inspection (AID) and Airworthiness Engineering (AED) Sub-divisions to assist in carrying-out the functions and responsibilities of ICAO Annex. However, as CAA Nepal doesn't currently have Airworthiness Engineering capability, Airworthiness Inspection Division of CAA Nepal will carry out day to day function on Airworthiness Inspection aspect only. The Airworthiness Inspection Division is authorized by the Director General, CAA Nepal to carry out all required functions as laid down in Para 2.2 of this manual and fulfil its duties and responsibilities as laid down in Para 3.3 of this manual as per Civil Aviation Regulations 2058 B.S. (2002 A.D.).

The activities of the Airworthiness Inspector and Assistant Airworthiness Inspector to carry out its functions, duties and responsibilities will be mostly governed by the following technical and regulatory publications issued by CAA Nepal.

- a) Civil Aviation Act
- b) Civil Aviation Regulations
- c) Nepalese Civil Airworthiness Requirements
- d) Air Operator Certification Requirements
- e) Flight Operations Requirements
- f) Airworthiness Inspector Manual
- g) Airworthiness Inspector Handbook
- h) Air Operator Certificate Inspector Manual
- i) Airworthiness Circulars/Instructions/Notices to Operators/ Advisory Circulars
- j) CAAN Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) Requirements
- k) Other relevant requirements, directives, instructions, manuals, procedures, guidance materials that may be issued from time to time by the Director General, CAA Nepal which is applicable to Airworthiness Inspection Division.

2.4 Staffing Requirements

2.4.1 General

In deciding upon the required airworthiness organisational structure, CAA Nepal should review the number of certificates to be issued, the number and size of potential operators; the number of NCAR M.A. Subpart F approved maintenance organisations; NCAR M.A. Subpart G continuing airworthiness management organisations; the number of NCAR Part-145 Organization; the number of NCAR Part-147 organization within or outside Nepal, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Nepal's aviation industry.

In order to fulfill its duties and responsibilities effectively and efficiently, the Airworthiness Inspection Division shall be properly organized and staffed with experienced, qualified, competent personnel and sufficient number of suitable Airworthiness Inspector and Assistant Airworthiness Inspector capable of accomplishing wide range of technical



functions, duties and responsibilities involved in safety oversight as laid down in Para 2.2 and Para 3.3 of this manual for the success of the Safety Oversight program of the Civil Aviation Authority of Nepal. Furthermore, Airworthiness Inspector and Assistant Airworthiness Inspector shall also enjoy conditions of service and remuneration consistent with their education, technical knowledge and experience comparable to the operator's staff whose activities they will audit, inspect and supervise.

The CAA Nepal shall ensure they attract and retain technically competent personnel with the credibility and competence to interact with industry in an efficient and effective manner. Considering the specialized and sensitive nature of Airworthiness Inspector and Assistant Airworthiness Inspector job, it is virtually important that the qualifications, previous experience and personal characteristics of each person employed, whether directly or on contract, to perform licensing, certification, inspection and surveillance duties shall be verified and carefully evaluated before the selections is made as per "CAAN Employee's Facility, Service and Condition Regulations, 2056 B.S."

The Airworthiness Inspector and Assistant Airworthiness Inspectors performing certification and surveillance function should be at least as qualified as the personnel to be inspected or supervised. Although the Airworthiness Inspector and Assistant Airworthiness Inspector should be qualified, it is not expected that in all cases any one Airworthiness Inspector within Airworthiness Inspection Division would possess the same experience as all the personnel being audited. However, the Airworthiness Inspection Division, as a team, should have personnel who are knowledgeable, qualified, and experienced in the appropriate areas as the organization being inspected.

In addition to the importance of technical competency in performing certification, inspection and surveillance function, it is critical that Airworthiness Inspector and Assistant Airworthiness Inspector must not only possess the knowledge, experience and qualifications to carry out their duties in a professionally sound manner, but also possess the personality to win the respect and confidence of the operators. This would require a reasonable level of tactfulness, understanding, firmness, be impartial in carrying out their tasks, high degree of integrity, have a good understanding of human nature, good communication skills and an exemplary personal conduct both in the office and at the air operator's facilities.

2.4.2 Resources

In order to ensure satisfactory performance of approval and associated activities, the CAA Nepal has to ensure availability of adequate resources in terms of administrative support, including comprehensive information technologies, facilities, manpower, procedural system; authority and means of transportation to its Airworthiness Inspector and Assistant Airworthiness Inspector. Therefore, the CAA Nepal has been vested with financial power to establish the required resources to its Airworthiness Inspector and Assistant Airworthiness Inspector. This includes resources required for approving and monitoring of continued compliance of aircraft owners, Operators, M.A. Subpart F Approved Maintenance Organization, M.A. Subpart G Continuing Airworthiness Management Organization, NCAR Part-145 Approved Maintenance Organization and NCAR Part-147 Approved Training organization.



It is important to note that the Airworthiness Inspection Division will have resources and capabilities in commensurate with the scope and nature of the organization that seeks approval. In other words, the organization desirous to maintain new generation airliners or training aircraft seeking approval may be dealt in an appropriate manner for which the Airworthiness Inspection Division will have adequate resources as mentioned below:

i. Organizational Structure

CAA Nepal has established an organizational structure in a manner it could discharge various functions continuously and smoothly. Therefore, the organizational structure is formed to ensure that the various tasks and obligations are not relying on individuals. The organization's structure is made in such a way to ensure continuing and undisturbed fulfillment of these tasks and obligations of the CAA Nepal during illness, accident or leave of individual employees. Terms of Reference (TOR) has been issued to each Airworthiness Inspector and Assistant Airworthiness Inspector to perform their function as well as standby or contingency activities of other Airworthiness Inspector and Assistant Airworthiness Inspector who are on leave.

CAA Nepal has established its system to retain effective control of important surveillance / inspection functions and not to delegate them in any means to any other authority. The organization structure of CAA Nepal; Aviation Safety and Security Regulation Directorate; and Flight Safety Standards Department is shown in **Appendix-1**.

ii. Facility

The Airworthiness Inspector and Assistant Airworthiness Inspector shall be provided with facilities and office space equipped with adequate number of office equipment such as computers, printers, scanners, document/record storage racks and security system as laid down in **Appendix-2**. The office accommodations are environmentally controlled to provide comfortable workplace to the Airworthiness Inspectors. The general facility layout of Airworthiness Inspection Division is laid down in **Appendix-3**.

iii. System and Procedures

Airworthiness Inspection Division procedures are endorsed by the Director General, CAA Nepal for systematic processing of application, auditing, approval of organization and continued surveillance. Airworthiness Inspector Manual; Air Operator Certificate Inspector Manual; Airworthiness Inspector Handbook (Part-I and Part-II) and other procedure manual approved by CAA Nepal is a reference document that provides guidance to Airworthiness Inspectors to perform their day-to-day activities in a systematic manner.

iv. Authority

Director General, CAA Nepal is the Chief Executive of CAA Nepal under Civil Aviation Authority Act 1996. The Director General delegates his power to the Inspectors working under various Department/Divisions of the CAA Nepal. The Airworthiness Inspection Division has been vested with the responsibilities of issuance, continuation,



change, suspension or revocation of approval certificates/licences issued as per NCAR; NCAR Part-145; NCAR Part-M; NCAR Part-147 and NCAR Part-66 following the guidelines stipulated hereunder in pursuant with **Rule 84** of Civil Aviation Regulations 2058 B.S. (2002 A.D.). No procedures will override or contradict with regulations and requirements issued by CAA Nepal. If there is any such contradiction or overriding, the matter will be brought to the notice of Director General, CAA Nepal for necessary clarification and resolution.

Each Airworthiness Inspector and Assistant Airworthiness Inspector are issued with Terms of Reference (TOR). The credentials (Airworthiness Inspector Card and Assistant Airworthiness Inspector Card) has also been issued by Director General, CAA Nepal in pursuant with **Rule 84** of Civil Aviation Regulations 2058 B.S. (2002 A.D.) identifying them as expert with unrestricted and unlimited access to aircraft, aircraft equipment, engines etc., flight check, aviation facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory function. Furthermore, Airport Restricted Area Pass has also been issued to Airworthiness Inspector and Assistant Airworthiness Inspector for access to all the areas of airports in Nepal to perform their surveillance activities as per **“Safety Oversight Program”**.

2.4.3 Authorized Strength of Airworthiness Inspector

Qualified and trained personnel in commensurate with quantum of activities have to be appointed to perform the approval tasks in a systematic and competent manner. The adequacy of personnel is assessed and quantified based on reasonable justification considering the quantum of existing activities and future activities in terms of man-hours. The number of Airworthiness Inspector required will be determined by the complexity, level of activity and the growth of aviation industry in the country. A periodic review will take place every year to determine whether or not there needs to be change in the number of Airworthiness Inspector and Assistant Airworthiness Inspector strength.

Airworthiness Inspection Division shall prepare **“Calculation of Airworthiness Inspection Division Staff Manhour”** annually in the month of January to determine whether or not there needs to be change in the number of Airworthiness Inspector and Assistant Airworthiness Inspector.

Airworthiness Inspection Division will prepare the **“Calculation of Airworthiness Inspection Division Staff Manhour”** which is the forecast of Airworthiness Inspection Division Staff Manhour required for the present year. This forecast is based on the review of **“Calculation of Airworthiness Inspection Division Staff Manhour”** for previous year, which is also prepared annually in the month of January to facilitate preparation of **“Calculation of Airworthiness Inspection Division Staff Manhour”** for the present year.

The manpower review will take into consideration the situation of increased activities as per past experience; level of civil aviation activity; number and complexity of aircraft, size of Nepalese aviation industry; number of certificates issued and to be issued; the number and size of potential **NCAR Part-145** Approved Maintenance Organizations; **NCAR Part-M Subpart G** Continuing Airworthiness Management Organization; **NCAR Part-147** Approved



Training Organization and **NCAR Part-M Subpart F** Approved Maintenance Organization; and total number of NCAR Part-66 Aircraft Maintenance Licence issued.

The **“Calculation of Airworthiness Inspection Division Staff Manhour”** and review of **“Calculation of Airworthiness Inspection Division Staff Manhour”** will be carried out by an Airworthiness Inspector assigned by Chief of Airworthiness Inspection Division.

After the preparation of draft **“Calculation of Airworthiness Inspection Division Staff Manhour”**, it is presented to all the Airworthiness Inspector and Assistant Airworthiness Inspector during an Airworthiness Inspection Division meeting. The inputs from Airworthiness Inspector and Assistant Airworthiness Inspector during an Airworthiness Inspection Division meeting will be discussed and if found appropriate, such inputs are included in final version of **“Calculation of Airworthiness Inspection Division Staff Manhour”**. The final version of **“Calculation of Airworthiness Inspection Division Staff Manhour”** will be forwarded to Director of FSSD through an internal office memo. Director of FSSD will then forward the **“Calculation of Airworthiness Inspection Division Staff Manhour”** to Dy. Director General, ASSRD who will then forward it to the Director General, CAA Nepal for necessary review and approval.

Director General will consult, hold discussion on Manhour plan with Dy. Director General, officials from Human Resource Department, Administration Department and other department as deemed necessary before approving it. Based on this document, Human Resource Department determines whether there is need for additional Airworthiness Inspector and Assistant Airworthiness Inspectors or not, for next fiscal year and process recruitment of Airworthiness Inspector and Assistant Airworthiness Inspector accordingly in close coordination with Administration Department as per “CAAN Employee’s Facility, Service and Condition Regulations, 2056 B.S.”

Airworthiness Inspection Division will prepare review of **“Calculation of Airworthiness Inspection Division Staff Manhour”** annually during the month of January. Such review will enable Chief of Airworthiness to have record of Man-Hour planned vs. Man-Hour required for Airworthiness Inspector and Assistant Airworthiness Inspector to accomplish the functions, duties and responsibilities in Para 2.2 and Para 3.3.

This record of Man-Hour planned vs. Man-Hour required will enable Airworthiness Inspection Division to prepare **“Calculation of Airworthiness Inspection Division Staff Man-Hour”** for this year.



3. AIRWORTHINESS INSPECTOR'S QUALIFICATION, EXPERIENCE, DUTIES AND RESPONSIBILITIES

3.1 General Responsibilities

This chapter addresses many, but not all, of the qualification, duties and responsibilities, standards of conduct of Airworthiness Inspector and Assistant Airworthiness Inspector. Airworthiness Inspection Division of the CAA Nepal plays a key role in ensuring that the aviation system continues to be safe in Nepal. This responsibility for safety in air travel covers almost every facet of aviation, including the certification of aircraft and engineers/airmen; the operation and maintenance of aircraft.

3.2 Qualifications and Experience of Airworthiness Inspector and Assistant Airworthiness Inspector

The satisfactory or unsatisfactory execution of the various airworthiness functions as identified in Para 2.2 of this manual depends to a large extent on the qualifications, experience, competence and dedication of individual Airworthiness Inspector and Assistant Airworthiness Inspectors. In addition to the vital importance of technical competency in performing airworthiness inspections and the surveillance of Service Providers, it is likewise critical that Airworthiness Inspector and Assistant Airworthiness Inspectors possess a high degree of integrity, be impartial in carrying out their tasks, be tactful, have a good understanding of human nature, possess good communication skills and the ability to get along well with people. Considering the specialized and sensitive nature of the inspection, the qualifications, experience and personal characteristics of each person employed to perform inspection duties shall be verified and carefully evaluated before selections are made as per "CAAN Employee's Facility, Service and Condition Regulations, 2056 B.S."

3.2.1 Airworthiness Inspectors

- a) Practical experience and expertise in the application of aviation safety standards and safe operating practices. Be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
- b) five years relevant work experience to be allowed to work independently as an Inspector or auditor. This may include experience gained during training to obtain the qualification.
- c) a relevant engineering degree; 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.



- d) have the relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness management including:
 - i. Aircraft Maintenance Program development, approval and control, including applicable Reliability Program.
 - ii. Evaluation and approval of modifications and repairs.
 - iii. Certificate of Release to Service.
 - iv. Applicability of MCAI and operational directives with a continuing airworthiness impact.
 - v. Correction or deferment of defects.
 - vi. Coordination of scheduled maintenance, the application of MCAI, the replacement of life-limited parts and the inspection of components.
 - vii. Management of continuing airworthiness records.
 - viii. Airworthiness requirements of relevant parts of operations specifications.
- e) have experience in the actual performance of maintenance, repair and modification of aircraft, engines and aircraft systems or components in one or a combination of the following:
 - i. AMO;
 - ii. Approved air operator maintenance facility;
 - iii. Approved Maintenance Training Organization;
 - iv. Military aircraft repair facility or
 - v. An appropriate State government agency.
- f) Holds/has held an Aircraft Maintenance License.
- g) have experience in certifying an airworthy aircraft or parts after maintenance has been performed in accordance with CAA Nepal requirements.
- h) have experience with the requirements for issuing a maintenance release for maintenance work performed.
- i) be able to make airworthiness determinations and issue initial Certificates of Airworthiness including Export Certificates of Airworthiness.
- j) have good writing skills to communicate clearly in writing any shortcomings detected during certification or surveillance ensuring that timely corrective action is taken; and
- k) have good interpersonal skills to conduct meetings and audits in a fair and professional manner.
- l) be able to make national airworthiness compliance determinations with regard to the auditing of Service Provider.
- m) In addition to technical competency, Airworthiness inspectors shall have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.



3.2.2 Assistant Airworthiness Inspectors

- a) Practical experience and expertise in the application of aviation safety standards and safe operating practices. Be appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks.
- b) 2 years relevant work experience to be allowed to work independently.
- c) a relevant engineering degree; 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.
- d) have the relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness management including:
 - i. Aircraft Maintenance Program development, approval and control, including applicable Reliability Program.
 - ii. Certificate of Release to Service.
 - iii. Applicability of MCAI and operational directives with a continuing airworthiness impact.
 - iv. Coordination of scheduled maintenance, the application of MCAI, the replacement of life-limited parts and the inspection of components.
 - v. Management of continuing airworthiness records.
- e) have experience in the actual performance of maintenance, repair and modification of aircraft, engines and aircraft systems or components in one or a combination of the following:
 - i. AMO;
 - ii. Approved air operator maintenance facility;
 - iii. Approved Maintenance Training Organization;
 - iv. Military aircraft repair facility or
 - v. An appropriate State government agency.
- f) have good writing skills to communicate clearly in writing any shortcomings detected during certification or surveillance ensuring that timely corrective action is taken; and
- g) have good interpersonal skills to conduct meetings and audits in a fair and professional manner.
- h) be able to make national airworthiness compliance determinations with regard to the auditing of Service Provider.
- i) In addition to technical competency, Assistant airworthiness inspectors shall have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.

Ideally, an Airworthiness Inspector should be as qualified as the personnel to be inspected or supervised. This is usually accomplished by the Airworthiness Inspectors having previous engineering or aircraft maintenance experience. There may be occasions where



there is a shortage of such qualified Airworthiness Inspectors as described in Para 3.2 above. As an alternative and on a case-by-case basis, Airworthiness Inspectors may be deemed qualified by the successful completion of a course of relevant academic aeronautical study at a recognized Approved Training Organization or University.

To perform their duties adequately it is important that these new Airworthiness Inspectors (Assistant Airworthiness Inspectors) undergo a comprehensive technical On-the-Job training program that provides the Assistant Airworthiness Inspector with the necessary expertise, experience and skills necessary to perform the tasks required of an Airworthiness Inspector. The Assistant Airworthiness Inspector should be teamed with an experienced Airworthiness Inspector who will ensure the On-the-Job training is performed and documented. Airworthiness Inspectors holding academic credentials with no previous aircraft maintenance experience should only be appointed in extraordinary circumstances.

The CAA Nepal shall have a process to nominate and authorize appropriately qualified technical personnel as Airworthiness Inspectors. The process of authorizing an inspector should consider the following:

- a) qualifications of personnel;
- b) training provided (including specialized training); and
- c) on-the-job training completed

Any Airworthiness Inspectors not meeting qualification and training requirements laid down in this manual will not be utilized as an Airworthiness Inspector until qualification and training requirements (including OJT) laid down in this manual is met.

3.3 Duties and Responsibilities of Airworthiness Inspectors

The specific duties and responsibilities of individual Airworthiness Inspector will vary somewhat depending on their technical specialty; (i.e. airframes, power plants, avionics etc.)

A job description will be issued to each Airworthiness Inspector after being designated as an Airworthiness Inspector by Director of FSSD stating his duties and responsibilities.

The Airworthiness Inspector normally carries out the function that is highlighted in Para 2.2 of this manual. In addition to Para 2.2 of this manual, following are the duties and responsibilities of Airworthiness Inspectors.

- a. Preparation and recommendation of regulatory changes and amendments to the national air law (Rules, Requirements; advisory material; notices and guidance materials) from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Inspection Division.
- b. Review current and new international and foreign airworthiness standards related to continuing airworthiness and determination of the need for adoption of critical features of those standards into national requirements.



- c. Examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
- d. Monitoring the implementation and ensure compliance of the relevant airworthiness requirements and directives issued by the CAA Nepal;
- e. Preparation and distribution to the aviation industry of advisory material concerning airworthiness practices and procedures where such advice does not warrant mandatory action but may still make a significant contribution to aviation safety;
- f. Conferring at national and international levels on matters relating to the requirements of airworthiness;
- g. Adherence to and responding promptly where necessary to all orders/notices/circulars issued by the Director General, CAA Nepal;
- h. Maintain the Nepalese Civil Aircraft Register and make the information from the register available, when needed.
- i. Identification and resolution of regulatory problems associated with continuing airworthiness. Establishing general and technical policies and procedures on which future airworthiness requirements can be based. Formulation of changes in airworthiness policies and requirements which have a severe economic impact on the aviation industry;
- j. Review aircraft and component manufacturer's SBs and ADs issued by foreign airworthiness authorities to determine their applicability to aircraft registered in Nepal and take action where airworthiness may be affected. Provide guidance on the implementation of Mandatory Continuing Airworthiness Information (MCAI);
- k. Monitor the implementation of the ADs and/or related SBs issued by the manufacturer to ensure air operators compliance to the Continuing Airworthiness of aeronautical products with an established procedure to avoid or correct service difficulties.
- l. Recommendation and, where necessary, issue technical guidance concerning the maintenance, overhaul and repair standards to be met by aircraft and aircraft components and equipment in close coordination with manufacturer, and procedures to be followed by the aviation industry to comply with the Civil Aviation Act, Civil Aviation Rules and Nepalese Civil Airworthiness Requirements.
- m. Maintaining a constant dialogue with operators and officials in the aviation industry on professional matters in order to keep up to date with latest developments.
- n. Develop and implement periodic surveillance programmes based on the airworthiness complexity of the aviation industry. These programmes should include all the Service Providers identified in this manual.
- o. Carry out periodic and unannounced surveillance of maintenance related facilities including line stations that perform maintenance of its air operator's aircraft, making appropriate directions and recommendations and approving amendments



to the air operator's AOC authorization and CAMO approval and to the CAME as appropriate.

- p. Conduct periodic and unannounced surveillance of maintenance related facilities of AMO's on the ramp and in the hangars, workshops, and repair facilities. This includes contracted work that the AMO may outsource.
- q. Conduct periodic and unannounced surveillance of its air operator's aircraft undergoing maintenance on the ramp and in the hangar and ensure work is being performed in accordance with approved CAME, Aircraft Maintenance Programme, Maintenance Organization Exposition, current technical data by authorized maintenance personnel.
- r. Conduct on-going surveillance of air operator's aircraft reliability programmes and take action should results indicate degraded level of safety.
- s. Conduct periodic and unannounced surveillance of air operator's aircraft during operations to ensure the aircrafts are airworthy.
- t. Conduct periodic and unannounced surveillance of foreign air operator's aircraft operations with regards to airworthiness matters.
- u. Conduct periodic and unannounced surveillance on personnel certificated and/or authorized personnel to issue Certificate of Release to Service (CRS);
- v. Conduct periodic and unannounced surveillance of delegated organization and tasks to ensure the proper functioning of any designees or designated system.
- w. Prepare detailed reports on inspections and auditing activities;
- x. Carry out follow-up audit as required.
- y. Issue/renew approval certificates of Service Providers.
- z. Evaluate and approve or accept CAME; MOE, MTOE, CAMMOE, MOM etc.
- aa. Inspection of aviation fueling equipment and procedures;
- bb. Evaluate and accept air operator's mass and balance programmes.
- cc. Evaluate and approve aircraft maintenance programmes, including condition monitoring programmes, reliability programmes, structural integrity programmes as applicable.
- dd. Periodically review the airworthiness records of the aircraft on the Nepalese Civil Aircraft Register to assess the adequacy of their maintenance and status of aircraft and the competence and diligence of the person and organizations that performs the maintenance.
- ee. Take appropriate action on Mandatory Continuing Airworthiness Information (MCAI) issued by the State of Design.
- ff. Prepare and distribute to the public, documents containing all issued Mandatory Continuing Airworthiness Information (MCAI) issued by CAA Nepal.



- gg. Reporting breaches of Airworthiness requirements, regulations and directives by Service Provider to the Chief of Airworthiness Inspection Division.
- hh. Investigation of possible violations of the national air law or requirements in regard to airworthiness and take appropriate initiation of corrective, enforcement action, legal action where necessary.
- ii. Analyze and investigate, in coordination with aircraft manufacturer, significant defects discovered in aircraft and determine corrective action to be taken where airworthiness may be affected and correct any trends. Establishment of Service Difficulty Reporting (SDR) system and ensuring its implementation.
- jj. Ensure a system is in place through which the Service Provider will report malfunctions, failures, defects, and other occurrences that might cause adverse effect on continuing airworthiness.
- kk. Evaluate, approve or accept modification and repair relevant to the continuing airworthiness of an aircraft.
- ll. Mandate actions to correct any unsafe conditions and disseminate the information to all air operators.
- mm. Review air operator's main base and line stations, maintenance provisions including training provisions, organizations and quality assurance procedures of applicants for issuance and renewal of an AOC in coordination with members of the Flight Operations Division and other areas of the CAA Nepal on technical matters relating to aviation techniques, flight operations; shipment of dangerous goods and legal department giving advice and recommendations as appropriate as may be required with regards to application.
- nn. Review the facilities and procedures of the applicants for issuance and renewal of certificates of approval to conduct maintenance of aircraft, including qualifications of persons issuing a Certificate of Release to Service (CRS).
- oo. Using initiative to pursue any matter that needs to be attended to by CAA Nepal in the interest of air safety and for efficiency of the system;
- pp. Assist in the investigation of aircraft accidents; incidents and service difficulties, as necessary.
- qq. Ensuring that confidentiality is always maintained;
- rr. Provide advice and recommendation in other areas of CAA Nepal responsibility, such as the identification and handling of dangerous goods, and on other technical matters relating to airworthiness as may be required.
- ss. Assessment of the qualifications of persons or organization for designation as approved/authorized persons or organization to perform certain airworthiness functions. Issuance of the recommendations as appropriate and monitoring of the activities of these persons from time to time;



- tt. Recording, reviewing and processing applications from aircraft maintenance personnel for issue, renewal, validation and extension of licenses approvals and ratings.
- uu. Organization and conduct of examinations of applicants for aircraft maintenance licenses as above, marking of papers, assessment of results, the maintenance of examination security, keeping of past and current license records and issue, renewal or validation as appropriate of each license, approval, extension or rating.
- vv. Preparation and review of examination papers for aircraft maintenance personnel to keep pace with developments in aircraft technology.
- ww. Maintain currency of Airworthiness Inspector Personnel/training files.
- xx. Maintain currency of the technical materials mentioned in Technical Library Procedure Manual.
- yy. Take enforcement actions, when necessary, to ensure compliance with airworthiness requirements.
- zz. Completion of any other official duties assigned by the Director General (CAAN), Dy. Director General (ASSRD), Director of FSSD and Chief of Airworthiness Inspection Division.

Note: *Assistant Airworthiness Inspectors will assist Airworthiness Inspectors to carryout above mentioned duties and responsibilities.*

3.4 Investigations

An additional role of Airworthiness Inspector and Assistant Airworthiness Inspectors is to assist in the investigation of aircraft accidents and incident pursuant to Rule 83b of Civil Aviation Regulation 2058 B.S. (2002 A.D.) to ensure whether the civil aviation safety provisions are complied with or not.

Three areas that Airworthiness Inspector and Assistant Airworthiness Inspector are responsible for investigating are accidents, incidents and enforcements.

- a. Accidents- The Airworthiness Inspector may assist in the investigation of aircraft accident pursuant to Rule 83b of Civil Aviation Regulation 2058 B.S. (2002 A.D.) to ensure whether the civil aviation safety provisions are complied with or not. Furthermore, Airworthiness Inspector and Assistant Airworthiness Inspector will assist, if required, the Accident Investigation Committee formed by Government of Nepal.
- b. Incidents- The Airworthiness Inspector may assist in the investigation of aircraft incident pursuant to Rule 83b of Civil Aviation Regulation 2058 B.S. (2002 A.D.) to ensure whether the civil aviation safety provisions are complied with or not. Furthermore, Airworthiness Inspector and Assistant Airworthiness Inspector will assist, if required, the Investigation Committee formed by Government of Nepal when there is a serious incident.



- c. Enforcement- Airworthiness Inspector and Assistant Airworthiness Inspectors is required to investigate, analyze, and report violations and recommend enforcement action. Situations that involve alleged non-compliance with the requirements, Airworthiness Inspector and Assistant Airworthiness Inspectors is required to make recommendations concerning enforcement action as per Aviation Enforcement Policy and Procedure Manual.

3.5 Delegation of Duties

In normal circumstances, CAA Nepal will not delegate its duties to other CAA divisions, State Bodies, Contracting States, Regional Organizations, Private Agencies or individuals. But during unavoidable situations, CAA Nepal may delegate specific function and activities to other CAA divisions, State Bodies, Contracting States, Regional Organizations, Private Agencies or individuals on behalf of CAA Nepal.

Although CAA Nepal may delegate specific functions and activities, it will need sufficient personnel to interact with the delegated entity and to process information provided by that entity. CAA Nepal should also consider the establishment of appropriate technical and administrative processes to ensure that the delegated functions are carried out effectively. With respect to surveillance activities, CAA Nepal should ensure that it retains access to surveillance records with the relevant documented outcomes.

CAA Nepal shall note that the ultimate responsibility for safety oversight remains with the CAA Nepal, regardless of the safety oversight-related functions and activities that CAA Nepal may choose to delegate.

A system of delegations implemented by the CAA Nepal will generally satisfy the requirements, provided it incorporates the following features.

- a) The national law and/or regulation permit the CAA Nepal to delegate the function.
- b) The standards to be achieved are clearly documented by the CAA Nepal. A designee can apply only a documented standard approved by the CAA Nepal.
- c) The designees are required to meet technical and regulatory competency requirements and are authorized to make approvals only in areas of their demonstrated competence.
- d) CAA Nepal has an interest in the continuing proficiency of the designees and monitors their continued training so that they remain competent in the fields of their authorization;
- e) The designees procedures have been approved by the CAA Nepal, and CAA Nepal audits the designees to ensure they follow those procedures. The procedures should clearly identify where an approval is made, and will normally include a clear differentiation between the development of data and the approval of that data;
- f) The basis for making approval is clearly documented; and
- g) The designees make approvals for and on behalf of the CAA Nepal.



An approval made by a correctly authorized designee will be accepted as if it was made by the CAA Nepal. However, responsibility for the issuance of the approval remains with the CAA Nepal.

The details of specific function delegated by CAA Nepal and procedure thereof to meet above condition is laid down in Delegation Procedure Manual.



4. TECHNICAL TRAINING OF AIRWORTHINESS INSPECTOR AND ASSISTANT AIRWORTHINESS INSPECTOR

4.1 General

CAA Nepal shall determine the minimum qualifications for their Airworthiness Inspector and Assistant Airworthiness Inspectors performing safety oversight functions and also provide for their technical training on an initial and recurrent basis. Additionally, periodic practical and specialized technical trainings including supervisory courses will enable the Airworthiness Inspector and Assistant Airworthiness Inspector to perform their duties effectively. Training should not be limited to strictly professional elements.

- a) The CAA Nepal shall have Airworthiness Inspector Induction training program for induction of new Airworthiness Inspector/Assistant Airworthiness Inspector. The following are the minimum training that should be imparted when newly inducted. CAA Nepal rules, regulations and requirements
- b) Regulatory functions of CAA Nepal
- c) Duties and responsibilities of safety oversight inspectors
- d) Quality Management Systems
- e) Human factors in aviation
- f) Appropriate airworthiness standards, practices and policies;
- g) Working procedures

CAA Nepal shall have a structured programme to educate the Airworthiness Inspector and Assistant Airworthiness Inspectors on current CAA Nepal requirements, policies and procedures as they are being implemented. To keep personnel abreast of new industry developments, a training programme shall be developed that provides at regular intervals (initial and recurrent) technical training to gain first-hand knowledge of new developments, including management principles. As a general policy, it is not desirable for CAA Nepal personnel to obtain technical qualifications from those entities under their direct regulatory jurisdiction.

Technical training of Airworthiness Inspector and Assistant Airworthiness Inspectors may be accomplished from several sources. These can be carried out in-house within CAA Nepal; contracted to an organization in Nepal or abroad; from aircraft manufactures; from operators of Nepal (in exceptional cases).



4.2 Training Requirement for Airworthiness Inspector

Airworthiness Inspector and Assistant Airworthiness Inspector shall undergo following trainings to meet the qualification requirements laid down in this manual.

4.2.1 Basic Course I Content

The Airworthiness Inspector and Assistant Airworthiness Inspector will be provided with **Basic Course I** trainings listed below after entry into service within 6 months.

- Airworthiness Inspector Induction Course covering:
- Civil Aviation Act, Rules/Regulations and Requirements (NCAR, NCAR Part-145, NCAR Part-M, NCAR Part-147; NCAR Part-66; Relevant Part of FOR; AOCR, CORSIA and other relevant requirement issued by CAA Nepal)
- Maintenance Record Keeping Systems
- Ramp Inspection of Domestic Aircraft
- Airworthiness Inspector Manual
- Airworthiness Inspector Handbook Part-I and Part-II
- Air Operator Certificate Inspector Manual
- Technical Library Procedure Manual
- Surveillance Policy Procedure Manual
- Foreign Carrier Surveillance Procedure Manual
- FSSD procedure for the formulation and distribution of statutory materials
- General Auditing Procedures
- Quality Management System
- Enforcement Policy and Procedure Manual
- Human Factors – Maintenance
- Safety Management System
- Fuel Tank Safety
- All other relevant CAA Nepal procedure manuals, guidance materials; notices; circulars; advisory materials; applicable checklists etc.

4.2.2 Basic Course II Content

Subsequently, the Airworthiness Inspector and Assistant Airworthiness Inspectors will be provided with Basic Course II within a year after completion of Basic Course I.



- Issuance of Aircraft Type Acceptance Certificate
- Issuance and Renewal of Certificate of Airworthiness
- Issuance and Renewal of Airworthiness Review Certificate (upon implementation)
- Issuance of Certificate of Registration
- Issuance of De-registration Certificate
- Issuance of Special Flight Permit/ Permit to Fly
- Issuance of Export Certificate of Airworthiness
- Approval of MOE/MTOE/CAME/CAMMOE/MOM
- Initial approval certification Issuance of Air Operator Certificate; Approved Maintenance Organization; Continuing Airworthiness Management Organization; Approved Training Organization and their renewal procedures.
- Ramp inspection of domestic air operators
- Safety Assessment of Foreign Aircraft (SAFA)
- Aircraft Leasing (Airworthiness matters)
- Reliability Monitoring
- Weight and Balance Control Procedures
- Knowledge on MMEL and approval of MEL
- Approval of MSG I, II & III Maintenance Programmes
- Approval of Modification and Repair

4.2.3 Advanced Course for Inspector

Advanced Course for Inspector is a specialized training which shall be imparted to Airworthiness Inspector and Assistant Airworthiness Inspector depending on their assigned duties and responsibilities. The Advanced Course will be completed within one year after the completion of Basic Course II:

- EDTO
- RVSM
- CAT II/III Operations
- PBN
- NDT Techniques
- Structural Inspection Programs



- Avionics
- Aircraft Accident Investigation Course
- Aircraft Type knowledge course or Aircraft Type Training

4.3 Inspector Refresher Training

Refresher training is an aspect of recurrent training taken by a person already qualified or previously assessed as competent in a field with the intention of updating skills and/or knowledge to a changed standard or providing the opportunity to ensure that no important skills or knowledge have been lost due to lack of usage.

Airworthiness Inspector shall be scheduled for a minimum of one refresher training course every 2 years. The refresher training course shall cover the training on requirements, procedures, and checklists published by CAA Nepal. It will also cover the changes in requirements and procedures that has occurred during last 2 years period. The refresher training can be carried out in-house within CAA Nepal; contracted to an organization within Nepal or abroad; from aircraft manufactures or from air operators of Nepal (in exceptional cases).

If the changes in requirements and procedures are minor (changes for efficiency and productivity), it is not feasible to conduct refresher training for every changes. Hence for such reason, the refresher course will cover all these minor changes in requirements and procedures every two years. Since Airworthiness Inspection Division is a small division with required number of staffs to carry out its functions, duties and responsibilities as laid down in this manual and as per complexity of aviation industry in Nepal, any changes to requirements and procedures are discussed among all the inspectors during airworthiness meeting before forwarding these changes to Director General, CAA Nepal for approval. Therefore, minor changes in requirements and procedures will not affect their day to day functions as they are already aware of these changes without being provided with an immediate refresher training.

If the changes in requirements and procedures are substantial, the training will be conducted immediately to all the Airworthiness Inspector and Assistant Airworthiness Inspectors after approval of new requirements and procedures from Director General, CAA Nepal, even though changes to these requirements and procedures are already discussed among all the inspectors during airworthiness meetings before forwarding these changes to Director General, CAA Nepal for approval as these substantial changes may affect their day to day function.

4.4 Training Plan for Airworthiness Inspectors

Airworthiness Inspection Division will prepare **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** as per format laid down in Appendix-4 annually



in the month of January. The training plan is the forecast of training that needs to be provided to Airworthiness Inspector and Assistant Airworthiness Inspector in this year. This forecast is based on the **“Yearly review of training provided to the Airworthiness Inspector and Assistant Airworthiness Inspectors”** for previous year, which is also prepared annually in the month of January to facilitate preparation of **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** for the present year.

The **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspector”** and **“Yearly review of training provided to Airworthiness Inspector and Assistant Airworthiness Inspector”** will be carried out by an Airworthiness Inspector assigned by Chief of Airworthiness Inspection Division.

After the preparation of draft **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspector”**, it is presented to all the Airworthiness Inspector and Assistant Airworthiness Inspector during an Airworthiness Inspection Division meeting. The inputs from Airworthiness Inspector and Assistant Airworthiness Inspector during the meeting will be discussed and if found appropriate, such inputs are included in Final version of **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”**. The final version of **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** will be forwarded to Training Manager of the FSSD through internal memo. The Training Manager will forward the final version of **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** to Director of FSSD through an internal office memo after verifying the proposed training plan. Director of FSSD will then forward the **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** to Dy. Director General, ASSRD who will then forward it to Director General, CAAN for necessary review and approval.

Director General will hold discussion on **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspector”** with Dy. Director General (ASSRD), Human Resource Department, administration department and other departments as deemed necessary before approving it. Based on this document, Human Resource Department will identify the training that is required for individual Airworthiness Inspector and Assistant Airworthiness Inspectors in that year and identify the sources which can deliver these training to individual Airworthiness Inspector and Assistant Airworthiness Inspectors as per **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** approved by Director General, CAA Nepal. The training will thereafter be planned accordingly.

The approved **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** for each year shall be included in Airworthiness Inspector Personal/Training File.

Chief of Airworthiness Inspection Division will monitor the progress of **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspector”** regularly in a quarterly basis to ensure that all the training as required by **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspectors”** is being conducted in a timely manner in order to ensure that the competency of Airworthiness Inspector and Assistant



Airworthiness Inspectors are being maintained. If there is any deviation on training plan same shall be highlighted to Director of FSSD during FSSD Monthly meeting.

Airworthiness Inspection Division will prepare **“Yearly review of training provided to Airworthiness Inspector and Assistant Airworthiness Inspector”** annually during the month of January every year. Such review will enable Chief to have record of trainings planned vs. record of training actually conducted to each Airworthiness Inspectors/Assistant Airworthiness Inspectors.

This record of planned vs. actual training conducted will enable the Chief to prepare the **“Training Plan for Airworthiness Inspector and Assistant Airworthiness Inspector”** for next year.

The **“Yearly review of training provided to Airworthiness Inspector and Assistant Airworthiness Inspector”** shall also be included in individual Airworthiness Inspector and Assistant Airworthiness Inspectors Personal/Training File for record purpose.

4.5 On-the-Job Training

To further ensure a structured training environment CAA Nepal shall consider an On-the-Job (OJT) training program to its Airworthiness Inspector and Assistant Airworthiness Inspectors. This will ensure new Airworthiness Inspectors (Assistant Airworthiness Inspectors) are mentored by experienced Airworthiness Inspectors in all tasks the Airworthiness Inspector is required to perform on behalf of the CAA Nepal prior to performing the tasks individually on their own.

The OJT training should be comprehensive and shall cover the CAA Nepal regulations, requirements, policies, procedures and current practices.

In order to facilitate access of the Assistant Airworthiness Inspectors in Service Provider’s facility to carry out OJT tasks in the presence of OJT Instructor, the Assistant Airworthiness Inspectors are issued with CAA Nepal **“Assistant Airworthiness Inspector”** credential.

The OJT should allow the new Airworthiness Inspectors (Assistant Airworthiness Inspectors) to observe the experienced Airworthiness Inspector (OJT Instructor) actually perform the task. Once this has been done the new Airworthiness Inspector (Assistant Airworthiness Inspectors) should perform the task being observed and supervised by an experienced Airworthiness Inspector. Following this the new Airworthiness Inspectors (Assistant Airworthiness Inspectors) is debriefed by the experienced Airworthiness Inspector of any findings, shortcomings, or lapses. The new Airworthiness Inspector (Assistant Airworthiness Inspector) then performs the task and is evaluated by an experienced Airworthiness Inspector. The new inspector (Assistant Airworthiness Inspectors) should be evaluated on successfully performing the task in accordance with CAA Nepal requirements and procedures.

The OJT record will be maintained as per format laid down in **Appendix-5 “On-the-Job Training Record”**. This **“On-the-Job Training Record”** will have all the required/applicable



functions as laid down in Para 2.2 of this manual and frequency of OJT for each individual tasks.

The frequency of individual task will depend on the complexity and severity of the task. The frequency of individual task should be at least be one observation and one evaluation each, that needs to be carried out by new Airworthiness Inspectors (Assistant Airworthiness Inspectors) under the supervision of qualified Airworthiness Inspector before being considered as completion of OJT of each individual tasks.

Observation: The experienced Airworthiness Inspector actually performs the task which is observed by new Airworthiness Inspector (Assistant Airworthiness Inspector). Once completed, the new Airworthiness Inspectors (Assistant Airworthiness Inspectors) should perform the same task being observed and supervised by an experienced Airworthiness Inspector. Following this the new Airworthiness Inspector (Assistant Airworthiness Inspectors) are debriefed by the experienced Airworthiness Inspector of any findings, shortcomings, or lapses.

Evaluation: After satisfactory completion of observation, the new Airworthiness Inspector (Assistant Airworthiness Inspector) then will perform the task under the supervision of experienced Airworthiness Inspector, which is evaluated by experienced Airworthiness Inspector for satisfactory completion of task as per the CAA Nepal requirements and procedures.

Experienced Airworthiness Inspector (OJT Instructor): An Airworthiness Inspector is considered as an experienced Airworthiness Inspector (to be used as an OJT instructor) if he/she meets the qualification, experience, and knowledge requirements laid down in this manual and has been appointed as an Airworthiness Inspector for at least 3 years period.

The Airworthiness Inspector OJT training records should be updated in Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file upon successful completion of each OJT task.

After completion of each OJT task, the Assistant Airworthiness Inspectors shall be considered competent in carrying out such individual task independently. However, other Airworthiness Inspectors and Chief of Airworthiness Inspection Division will closely monitor the task performed by Assistant Airworthiness inspector independently.

Note: Credit will be given to the task laid down in **Appendix-5**, which Assistant Airworthiness Inspectors has performed previously, during their service in CAA Nepal, before this manual is approved.

4.6 Airworthiness Inspector and Assistant Airworthiness Inspector Personal/ Training file

The Airworthiness Inspector and Assistant Airworthiness Inspectors Personal/Training files are kept in Technical Records area in the library.



AIRWORTHINESS INSPECTOR MANUAL

To ensure systematic and comprehensive training of Airworthiness Inspector it is necessary to maintain an Airworthiness Inspector and Assistant Airworthiness Inspector Personal/ Training Files of each Airworthiness Inspector and Assistant Airworthiness Inspectors. The Airworthiness Inspector and Assistant Airworthiness Inspectors Personal/Training File records must be updated at regular intervals.

Record of all 'On-the-Job Training' undergone by Airworthiness Inspector and Assistant Airworthiness Inspector must be maintained in the respective inspector's Personal/Training File.

The list of the Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training files is laid down in Appendix-10 of Technical Library Procedure Manual. "Airworthiness Inspector and Assistant Airworthiness Inspector Personal/ Training Files Record."

The Airworthiness Inspector and Assistant Airworthiness Inspectors Personal/Training files should include the following details: -

- a) Copy of Job Description
- b) Copy of Airworthiness Inspector credentials (CAAN "Airworthiness Inspector" credential)
- c) Copy of Latest CV
- d) Copy of AMT License (if any)
- e) Copy of Training Certificates including On-the-Job Training Records
- f) Copy of Academic Certificates
- g) Copy of "Airport Restricted Area Pass"
- h) Copy of Office Identity card
- i) Copy of Citizenship card
- j) Copy of Appointment Letter
- k) Copy of Passport
- l) Training plan for Airworthiness Inspector
- m) Yearly review of training provided to Airworthiness Inspector

It is the responsibility of individual Airworthiness Inspector and Assistant Airworthiness inspectors to provide their personal details and training certificates to the librarian, who is responsible for maintaining the Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file. If there is any change in the above listed documents or after completion of any new trainings or refresher course, it is the responsibility of the Airworthiness Inspector and Assistant Airworthiness respective inspectors to include new details in their Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file.

The librarian will verify the records of individual Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file annually in the month of January for its completeness and currency. The librarian will handover Inspector and Assistant Airworthiness Inspector the Personal/Training files to respective Inspectors in the last



week of December to verify the completeness of their file. If any document is found missing, it is the responsibility of the respective inspectors to include those documents in the file for its completeness during review. After verification by respective Inspectors, he/she will sign in the form Appendix-11 “Annual Review of Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File” laid down in Technical Library Procedure Manual to ascertain its completeness. The librarian will recheck the file for its completeness and then sign the form Appendix-11 “Annual Review of Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File” laid down in the Technical Library Procedure Manual to ensure its completeness.

The Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File will be retained for 2 years after he/she is being assigned to another post, resigns, retires or when they don't meet the qualification requirements of the Airworthiness Inspector/Assistant Airworthiness Inspector.



5. AIRWORTHINESS INSPECTOR CREDENTIALS

5.1 General

CAA Nepal issues appropriate credentials to its Airworthiness Inspectors and Assistant Airworthiness Inspector identifying them as Airworthiness Inspector or Assistant Airworthiness Inspectors employed by CAA Nepal, with the right to “unrestricted and unlimited access to aircraft, aircraft equipment, engines etc., flight check, aviation facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory functions in accordance with Rule 84 of Civil Aviation Regulations 2058 B.S. (2002 A.D.) and its amendment”.

Airworthiness Inspector and Assistant Airworthiness Inspector will ensure that they possess appropriate and valid credentials while conducting surveillance or safety oversight functions.

This chapter will detail Airworthiness Inspector and Assistant Airworthiness Inspector-the types of “Airworthiness Inspector” credentials, its eligibility requirements, application procedure and currency and control of such credential.

CAA Nepal will issue credential to authorize appropriately qualified technical personnel in Airworthiness Inspection Division as “Airworthiness Inspectors” or “Assistant Airworthiness Inspector”. CAA Nepal has a process to nominate and authorize appropriately qualified technical personnel as “Airworthiness Inspectors” or “Assistant Airworthiness Inspector”. The process of authorizing aforementioned personnel should consider the following:

- a) qualifications of personnel;
- b) training provided (including specialized training); and
- c) completion of OJT

Any Airworthiness Inspectors not meeting qualification and training requirements laid down in this manual will not be used as an Airworthiness Inspector until qualification and training requirements (including OJT) laid down in this manual is met.

The newly recruited Airworthiness Inspectors not meeting qualification and training requirements (including OJT) or any Airworthiness Inspector failing to maintain currency of qualification and training requirements (including OJT) shall be appointed as an Assistant Airworthiness Inspector and shall assist Airworthiness Inspector in his day to day function until qualifications and training requirements laid down in this manual are met.



5.2 Types of Credentials

Airworthiness Inspector and Assistant Airworthiness Inspectors are issued with two types of credentials:

a) CAA Nepal “**Airworthiness Inspector**” credential which states,

“The holder is authorized to have unrestricted and unlimited access to aircraft, aircraft equipment, engine etc., flight check, aviation facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory functions in accordance with Rule 84 of Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments.”

or;

CAA Nepal “**Assistant Airworthiness Inspector**” credential which states,

“The holder is authorized to have unrestricted and unlimited access to aircraft, aircraft equipment, engine etc. flight check, aviation facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory functions under supervision of Airworthiness Inspector in accordance with Rule 84 of Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments.”

and;

b) “**Airport Restricted Area Pass**”

This authorization is to provide an Airworthiness Inspector and Assistant Airworthiness Inspectors free and uninterrupted access to the restricted areas at the airports located in Nepal while performing their official duties. The access to different areas will be indicated on the “Airport Restricted Area Pass” itself.

The “Airport Restricted Area Pass” is issued to all Airworthiness Inspector and Assistant Airworthiness Inspectors.

5.3 Eligibility Requirements

Airworthiness Inspector, who meet the qualification and experience requirements laid down in Para 3.2 of this manual; training requirements (including OJT) as laid down in Chapter 4 of this manual; works in Airworthiness Inspection Division and is involved in inspections, surveillance and audit of Service Provider independently should be issued with “**Airworthiness Inspector**” credentials.

Assistant Airworthiness Inspector, who doesn’t meet the qualification and experience requirements laid down in Para 3.2 of this manual; training requirements (including OJT) as laid down in Chapter 4 of this manual; works in Airworthiness Inspection Division and is involved in Inspection, surveillance and audit of Air Operators; Approved Maintenance Organization and Approved Training Organization etc. under the supervision of



Airworthiness Inspector should be issued with “**Assistant Airworthiness Inspector**” credentials.

Furthermore, the Assistant Airworthiness Inspectors are issued with CAA Nepal “**Assistant Airworthiness Inspector**” credential in order to facilitate access to the Service Provider’s facility to carryout OJT tasks in the presence of OJT Instructor.

To be issued with “Airport Restricted Area Pass”, Airworthiness Inspector and Assistant Airworthiness Inspectors should have a job function that requires him/her to have access to the areas inside the airport.

5.4 Use of Credentials

CAA Nepal “Airworthiness Inspector” and “Assistant Airworthiness Inspector” credentials contain the general authorization for the Airworthiness Inspector and Assistant Airworthiness Inspectors to conduct their duties and responsibilities as per this manual and exercise the power under Rule 84 of the Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments after satisfying the training and qualification requirements specified in this manual whereas “Airport Restricted Area Pass” will give them access to restricted areas of the airport in Nepal. However, Airworthiness Inspectors and Assistant Airworthiness Inspector must use these credentials cautiously and never misuse it. While utilizing the CAA Nepal credentials, Airworthiness Inspectors and Assistant Airworthiness inspectors should consider the following:

- a) An Airworthiness Inspector and Assistant Airworthiness inspectors must display this credential on an outer garment to be permitted entry into Airport Restricted Areas, and while working in these areas.
- b) Physical Barriers: Although these two credentials are authorizations for Airworthiness Inspector and Assistant Airworthiness Inspector, inspectors to be in secured areas, Airworthiness Inspector and Assistant Airworthiness Inspector must seek extra assistance to gain access of physical barriers such as locked doors and gates. Airworthiness Inspectors and Assistant Airworthiness inspectors should ask, at the time of entry, if the operator has any specific security program, practices and procedures that need to be followed.
- c) Passenger Screening Points: Airworthiness Inspector and Assistant Airworthiness inspectors approaching passenger screening points may not bypass that screening; however, if the Airworthiness Inspector and Assistant Airworthiness Inspector is unable to afford the delay that may be involved in passenger screening, then proper and necessary arrangements should be made with the airport security or operator personnel to enter the secured areas at other entry points.
- d) Lost or Stolen Credentials- If either one or both of these credentials are lost, stolen, or damaged, the inspector should report the occurrence immediately to the Chief of Airworthiness Inspection Division; Director of FSSD and to the Airport Security.



5.5 Application Procedure

Airworthiness Inspector or Assistant Airworthiness Inspector shall apply for CAA Nepal “Airworthiness Inspector” or “Assistant Airworthiness Inspector” credentials by completing “Procedure for Issuance of CAA Nepal Airworthiness Inspectors and Assistant Airworthiness Inspector Credentials” laid down in Para 5.6 of this chapter and “Airport Restricted Area Pass” by completing the “Procedure for Issuance of Airport Restricted Area Pass” as laid down in Para 5.7.

5.6 Procedure for Issuance of CAA Nepal “Airworthiness Inspector” Credentials

This section contains procedure for issuance of CAA Nepal “Airworthiness Inspector” credentials.

- a) Individual new Airworthiness Inspector will raise an internal office memo with all the supporting documents after fulfilling all the qualifications, training and OJT requirements laid down in Para 3.2 and Chapter 4 of this manual to Chief of Airworthiness Inspection Division.
- b) The Chief of Airworthiness Inspection Division then verifies the supporting document and if found satisfactory forwards it to the Director, FSSD with his recommendation. If found not satisfactory, he forwards an internal office memo to the concerned new Airworthiness Inspector with his comments.
- c) The Director, FSSD verifies the supporting document forwarded by Chief of Airworthiness. If found satisfactory he forwards it to DDG, ASSRD with his recommendation. If not, he forwards the file to the Chief of Airworthiness and subsequently to concerned new Airworthiness Inspector with his comments.
- d) If the DDG, ASSRD is satisfied with the internal office memo and supporting document forwarded by the Director of FSSD, he forwards the file to Director General, CAA Nepal with his recommendation, if not, he forwards the internal office memo to the Director of FSSD and subsequently to the Airworthiness Inspector with his comment.
- e) With the recommendation of Chief of Airworthiness Inspection Division, Director of FSSD and DDG (ASSRD), the Director General approves the internal office memo and sends the internal office memo to the Administration Section, FSSD for preparation of CAA Nepal “Airworthiness Inspector” credentials.
- f) After the credential card is prepared and signed by the Director General, an internal office memo along with CAAN “Airworthiness Inspector” credentials is sent to the Administration Section, FSSD for distribution of credential and recordkeeping of the Internal Office Memo.
- g) Director of FSSD in consultation with Chief of Airworthiness will prepare the Job Description for an Airworthiness Inspector.
- h) The Airworthiness Inspector signs the record of receipt of “Airworthiness Inspector” credential after receiving CAA Nepal “Airworthiness Inspector” credential and Job



Description. The record of receipt of “Airworthiness Inspector” credential will be maintained by Administration Section, FSSD for record keeping purpose.

- i) It is the responsibility of the “Airworthiness Inspector” to provide photocopy of CAA Nepal “Airworthiness Inspector” credential to the librarian to include the copy of credential in respective Airworthiness Inspector and Assistant Airworthiness Inspector personal/training file.
- j) A copy of credentials of each “Airworthiness Inspector” will be kept in personnel/training files of individual Airworthiness Inspector which is maintained by the librarian in a secure location in the Technical Library.

Note: Similar process will be followed for issuance of “Assistant Airworthiness Inspector” credentials.

Note: Similar process will be followed for renewal of “Airworthiness Inspector” and “Assistant Airworthiness Inspectors” credentials.

5.7 Procedure for Issuance of “Airport Restricted Area Pass”

- a) When a new Airworthiness officer is recruited by CAA Nepal, the Airworthiness officer applies to Administration Section, FSSD for necessary recommendation, coordination and completion of administrative process. After completing administrative process as required by Tribhuvan International Airport Civil Aviation Office, Kathmandu, Nepal along with supporting documents i.e. TIA Airport Pass Application Form; Police Report etc.
- b) After completing all the administrative processes as required by Tribhuvan International Airport Civil Aviation Office, Kathmandu, Nepal along with supporting documents i.e. TIA Airport Restricted Area Pass Application Form; Police Report etc. the e Administrative Section, FSSD will initiate an Internal Office Memo to the Director, Flight Safety Standards Department (FSSD).
- c) The Director of FSSD verifies the supporting document forwarded by Administration Section and if found satisfactory forwards it to DDG, ASSRD with his recommendation. If found not satisfactory, he forwards the internal office memo to the Administration Section and concerned Airworthiness officer with his comments.
- d) If the DDG, ASSRD is satisfied with the internal office memo and supporting document forwarded by the Director of FSSD, he forwards the file to Airport Security Department with his recommendation. If found not satisfactory he forwards the internal office memo to the Director of FSSD and subsequently to the Airworthiness officer with his comment.
- e) If the Airport Security Department is satisfied with the internal office memo and supporting document forwarded by the Director of FSSD, he forwards the internal office memo to the General Manager, TIA with his recommendation. If found not satisfactory, he forwards the internal office memo to the Director of FSSD and subsequently to the Airworthiness officer with his comment.
- f) With the recommendation of Administration Section (FSSD), the Director of FSSD, DDG, Airport Security Department and GM of TIA approves the internal office memo



- and sends the internal office memo to Airport Administration Department for preparation of “Airport Restricted Area Pass”.
- g) After the “Airport Restricted Area Pass” is prepared and signed by the GM, TIA the “Airport Restricted Area Pass” is collected by Administration Section, FSSD for distribution of “Airport Restricted Area Pass” to the concerned Airworthiness officer and the Internal Office Memo is filed in Administration Section, TIA.
 - h) The Airworthiness Inspector signs the record of receipt of CAA Nepal “Airport Restricted Area Pass” after receiving it the record of receipt will be maintained by Administration Section, FSSD for record keeping purpose.
 - i) It is the responsibility of the newly inducted Airworthiness Officer, Airworthiness Inspector and Assistant Airworthiness Inspector to provide photocopy of “Airport Restricted Area Pass” to the librarian to include the copy of credential in respective Airworthiness Inspector and Assistant Airworthiness Inspectors personnel/training file.
 - j) A copy of “Airport Restricted Area Pass” of individual Airworthiness Inspector and Assistant Airworthiness Inspectors will be kept in personnel/ training files of individual Airworthiness Inspector and Assistant Airworthiness Inspectors. which is maintained by librarian in a secure location in the Technical Library.

Note: Similar process will be followed for re-issue of “Airport Restricted Area Pass” credentials.

5.8 Method Established to Control Currency of Airworthiness Inspector Credential (CAAN “Airworthiness Inspector” Credentials and “Airport Restricted Area Pass”)

The “Airworthiness Inspector” and “Assistant Airworthiness Inspector” credentials is issued with a validity period of 2 Years. It is the responsibility of the inspectors to maintain the currency of their credentials while carrying out their inspectorial function. The Airworthiness Inspector and Assistant Airworthiness Inspectors should initiate an official memo a month before the expiry of their credential. The procedure for renewal of credential will be similar to the procedure laid down in Para 5.6 and 5.7 of this manual.

The “Airworthiness Inspector” and “Assistant Airworthiness Inspector” credential has to be withdrawn when an Airworthiness Inspector or Assistant Airworthiness Inspectors ceases to perform their duties as an Airworthiness Inspector or Assistant Airworthiness Inspector, such as being assigned to another post, resigns, retires or doesn’t meet the qualification requirements of the Airworthiness Inspector etc.

When the Airworthiness Inspector or Assistant Airworthiness Inspector resigns or retires, the Chief of Airworthiness Inspection Division will initiate an internal office memo to the Administration Section, FSSD to withdraw CAA Nepal “Airworthiness Inspector” or “Assistant Airworthiness Inspector” credential and “Airport Restricted Area Pass” prior to



the Administration Section, FSSD issuing the concerned inspectors an official clearance letter.

When the Airworthiness Inspector or Assistant Airworthiness Inspector is being assigned to another post, the Chief of Airworthiness Inspection Division will initiate an Internal Office Memo to the Administration Section, FSSD to withdraw CAA Nepal “Airworthiness Inspector” or “Assistant Airworthiness Inspector” Credential of that inspector prior to issuing him an official clearance letter to work in another post. However, the “Airport Restricted Area Pass” issued to the Airworthiness Inspector or Assistant Airworthiness Inspector may not be withdrawn depending on his new duties and responsibilities within CAA Nepal in his new post.

When the Airworthiness Inspector does not meet the qualification requirements of the Airworthiness Inspector, the Chief of Airworthiness Inspection Division will initiate the internal office memo to Administration Section, FSSD to withdraw CAA Nepal “Airworthiness Inspector” credential of that inspector. He may be considered to be issued with “Assistant Airworthiness Inspector” credentials if he meets the qualification requirements for same. However, the “Airport Restricted Area Pass” issued to the Airworthiness Inspector may not be withdrawn depending on his new duties and responsibilities.



6. PERSONAL ETHICS AND CONDUCT

6.1 Purpose

This chapter contains direction and guidance for Airworthiness Inspector and Assistant Airworthiness Inspectors pertaining to principles of ethics and conduct as they affect the performance of their duties.

Although some scenarios are listed in this chapter, all circumstances that an Airworthiness Inspector and Assistant Airworthiness Inspectors may encounter cannot possibly be covered. As they are always in the public eye, they are always expected to exercise good judgment and professional behavior while on and off duty.

a) Unique Responsibilities of Airworthiness Inspector and Assistant Airworthiness Inspector:

Airworthiness Inspector and Assistant Airworthiness Inspector are exposed to a number of circumstances that are critical to their positions and which are not pertinent to other CAA Nepal job functions. The Airworthiness Inspector and Assistant Airworthiness Inspectors has the critical position of frequently interpreting and evaluating the quality of training programs, operations and maintenance manuals, pilots and certifying staffs performance, and overall safety activities.

It is imperative that all Airworthiness Inspector and Assistant Airworthiness Inspectors be sensitive to the responsibilities and demands of their positions and be objective and impartial while performing their duties. The Airworthiness Inspector and Assistant Airworthiness Inspectors must also be sensitive to actual as well as perceived appearances of any conflict that could disrupt the effectiveness or credibility of the Airworthiness Inspection Division.

b) Civil Aviation Authority Requirements:

The Airworthiness Inspector and Assistant Airworthiness Inspector are required to comply fully with the and spirit of the standards of conduct as set forth by this chapter; with those standards set forth in "CAAN Employee's Facility, Service and Condition Regulations, 2056 B.S." and Acharshanhita (code of conduct) published by CAA Nepal. The CAA Nepal policy on its employee conduct is designed to encourage employees to maintain a level of professionalism that will promote the efficiency of the CAA Nepal and conform to accepted principles of conduct.

6.2 On-the-Job Ethics and Conduct

The conduct of an Airworthiness Inspector and Assistant Airworthiness Inspector has a direct bearing on the proper and effective accomplishment of their job functions, duties and responsibilities. The Airworthiness Inspector and Assistant Airworthiness Inspector



are required to perform their duties in a professional manner and to maintain positiveness throughout the time while doing their work. Through their conduct, the Airworthiness Inspector and Assistant Airworthiness Inspectors working in direct contact with air operators, and with the public, bear greater responsibility in the determination of public perception of the CAA Nepal. All Airworthiness Inspectors must observe the following rules of conduct:

- Report for work on time and in a condition that will permit performance of assigned duties.
- Render full and industrious service in the performance of their duties.
- Maintain a professional appearance, as appropriate, during duty hours.
- Respond promptly to directions and instructions received from their supervisors.
- Exercise courtesy and tactfulness in dealing with co-workers, supervisors, and members of the public.
- Obtain approval of all absences from duty.
- Conserve and protect CAA Nepal property, equipment, and materials (Airworthiness Inspector and Assistant Airworthiness Inspectors may not use or permit other to use CAA Nepal equipment, property, or personnel for other than official business).
- When duties concern the expenditure of public funds, have knowledge of and observe all applicable legal requirements and restrictions.
- Safeguard classified information and unclassified information that should not be given for general circulation. (Airworthiness Inspector and Assistant Airworthiness Inspectors shall not disclose or discuss any classified information or "official use only" information unless specifically authorized to do so).
- Observe the various laws, rules, regulations, and other authoritative instructions, including all rules, signs, and instructions relating to personal safety.
- Uphold with integrity the public trust involved in the position to which assigned.
- Report known or suspected violations of law, regulations, or policy through appropriate channels.
- Not engage in private activities for personal gain or any other unauthorized purpose while being an employee of the CAA Nepal.
- Give any supervisor or official conducting an official investigation or inquiry all information and testimony about all matters inquired of, arising under the law, rules, and regulations administered by the CAA Nepal.
- Not use illicit drugs or abuse alcohol or other substances.
- Not participate in telephone eavesdropping (An advance notice must be given whenever any other person is placed on the line for any purpose whatsoever). An advance verbal warning must be given when an automatic recording device or a



speaker telephone is to be used. The use of recording devices, portable or otherwise, on telephones shall be limited to areas involving air safety).

- Not make irresponsible, false, or defamatory statements that attack, without foundation, the integrity of other individuals or organizations (Airworthiness Inspector and Assistant Airworthiness Inspector are accountable for the statements they make and the views they express.)

Airworthiness Inspector and Assistant Airworthiness Inspector must always keep in mind, no matter how tiring the circumstances, that they are visible representative of CAA Nepal. In their direct contact with a dynamic highly organized and high-profile industry it is crucial that the inspector project a strong professional image.

6.3 Admission to the Flight Deck

Airworthiness Inspector and Assistant Airworthiness Inspectors in their normal course of duty has no right of access to the flight deck during a flight and therefore an Airworthiness Inspector and Assistant Airworthiness Inspectors shall only enter the flight deck after obtaining the approval of the Pilot-in-Command. The flight deck of an aircraft is a close society in which each member is proficient in his/her duties and aware of his/her responsibilities, position and rank. The introduction of an Airworthiness Inspector and Assistant Airworthiness Inspectors into this type of environment may create a distraction and possibly add tension. The presence of Airworthiness Inspector and Assistant Airworthiness Inspector can be seen as a threat to the individual flight crew member during flight. While maintaining the status of his/her own position, the Airworthiness Inspector and Assistant Airworthiness Inspectors must recognize and support the Pilot-in-Command's authority unless he/she is obviously about to violate a regulation. Even in these conditions, the Airworthiness Inspector and Assistant Airworthiness Inspectors should at first appear to be acting in an advisory capacity and only resort to the powers vested in him/her by Rule 84 of Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments as a last resort.

If permitted under company rules an Airworthiness Inspector and Assistant Airworthiness Inspectors on duty may travel on the flight deck for familiarization purposes. Under normal circumstances he/she shall make every effort to reserve the use of any observer seat through the operator's flight dispatch or other designated office at least 24 hours prior to scheduled departure time.

While on the flight deck, the Airworthiness Inspector and Assistant Airworthiness Inspectors must avoid distracting the crew. If an Airworthiness Inspector and Assistant Airworthiness Inspectors has reason to believe that an aircraft is in an unsafe condition, he/she may recommend to the Director General giving valid reason to detain the aircraft pursuant to Civil Aviation Act Article 6 and Civil Aviation Regulation Rule 84 by directing Air Traffic Services (ATS), where available, to deny take-off clearance and detain the aircraft as per "Procedure for Detention and Release of Aircraft, 2013".



6.4 Outside Employment, Financial Interests and Gifts

- a) Business Interests: Airworthiness Inspector and Assistant Airworthiness Inspector and their immediate families should seek clarification and guidance before engaging in any airline or other business activity for which the CAA Nepal has oversight responsibility. If an Airworthiness Inspector and Assistant Airworthiness Inspectors holds any interest that may give the appearance of impropriety, he should immediately consult his superior and the legal department for a determination.
- b) Conflict of Interest: Airworthiness Inspector and Assistant Airworthiness Inspector may hold employment or own business that do not present a conflict of interest with their official job functions. Airworthiness Inspector and Assistant Airworthiness Inspector who wishes to participate in outside aviation activities (such as flight instruction, commercial flying, or any other aviation related activity) should seek clearance and approval from the Director General.
- c) Public Speaking: Airworthiness Inspector and Assistant Airworthiness Inspector may not receive payment for speaking on issues that deal with their official job functions. Teaching or instructing at colleges, universities, or vocational schools may be acceptable, but should be coordinated and approved by the Director General. Airworthiness Inspector and Assistant Airworthiness Inspector may also speak to student groups about career opportunities in the field of aviation and may conduct seminars and briefings on pertinent aviation topics for licensed aircraft maintenance personnel and airline officials. Inspector may also, from time to time, be called upon to testify in administrative hearings and trials.
- d) Fund Raising: Airworthiness Inspector and Assistant Airworthiness Inspector may not participate in fund raising or soliciting donations from any business or activity for which their office is assigned oversight responsibility. Exceptions to this requirement may exist for donation of prizes/ gifts for speakers in aviation safety seminars arranged under the aviation safety program. They should, however, seek official approval.
- e) Gifts: Avoiding conflict of interest, gifts should be accepted only when the Airworthiness Inspector and Assistant Airworthiness Inspector know that the gift will not give the appearance of a conflict of interest.

Note: *Airworthiness Inspector and Assistant Airworthiness Inspector shall exercise the utmost discretion when giving or receiving gifts.*

6.5 Dress

Airworthiness Inspector and Assistant Airworthiness Inspector should be aware that their personal appearance affects their professional image; therefore, they should adhere to the guidelines below:

- a) On visits to air operator facilities, Airworthiness Inspector and Assistant Airworthiness Inspector should at least dress semi-formally (tie for men, dress or slacks for women or any other national dress).



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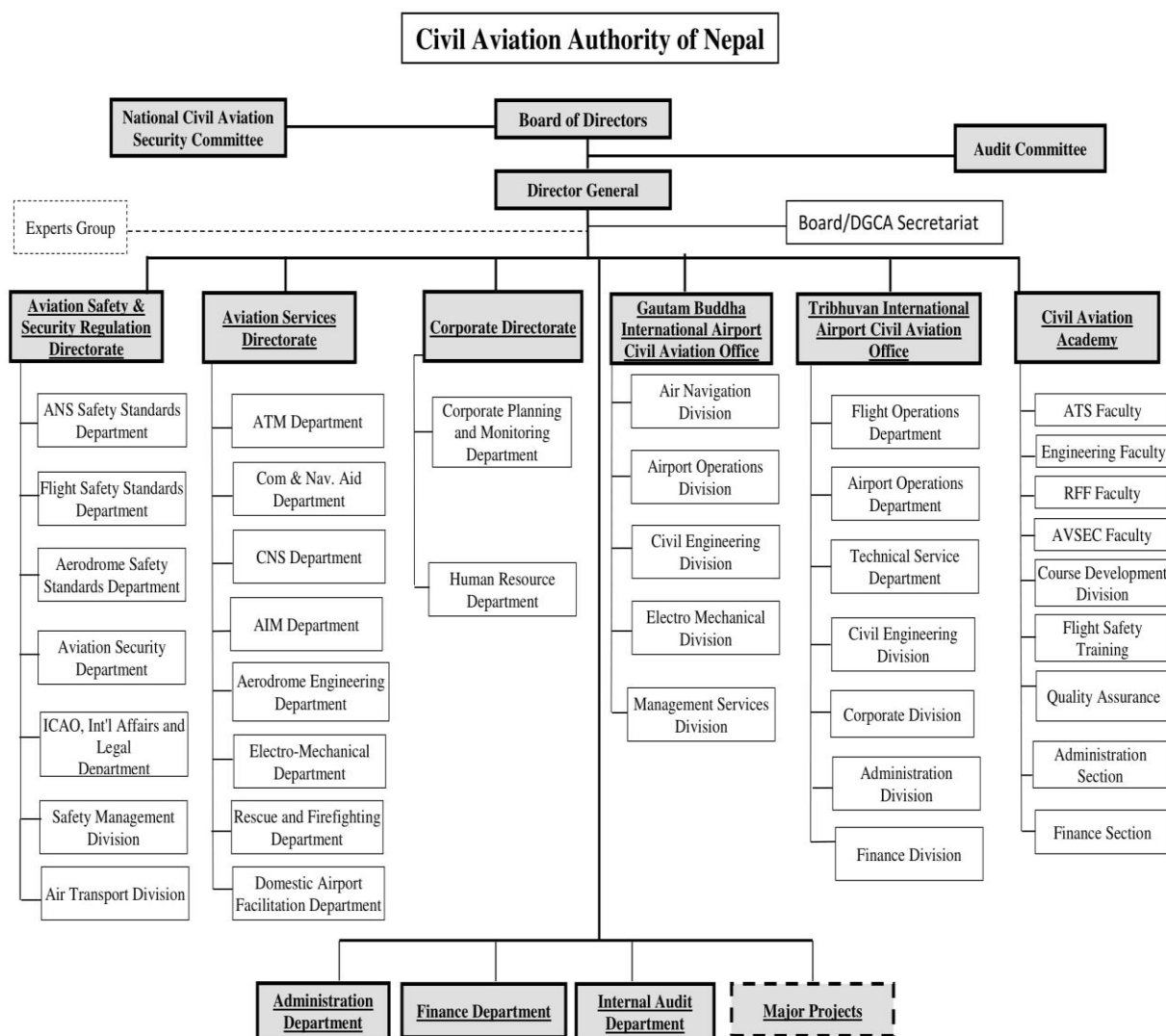
- b) During training, Airworthiness Inspector and Assistant Airworthiness Inspector dress should be compatible with the air operator's practice but should lean towards formality.
- c) During in-flight inspection, the sight of a non-uniformed person moving in and out of the flight deck can be disturbing to hijack conscious passengers. For this reason, Airworthiness Inspector and Assistant Airworthiness Inspector should maintain a low profile, dress conservatively, restrict movements between cabin and flight decks and wear the Airworthiness Inspector credentials/ Assistant Airworthiness credentials and Airport Restricted Area Pass.
- d) The Airport Restricted Area Pass must be worn at all times on the ramp and airside of the terminal when Airworthiness Inspector and Assistant Airworthiness Inspector are conducting their duties at an airport.



APPENDIX - 1

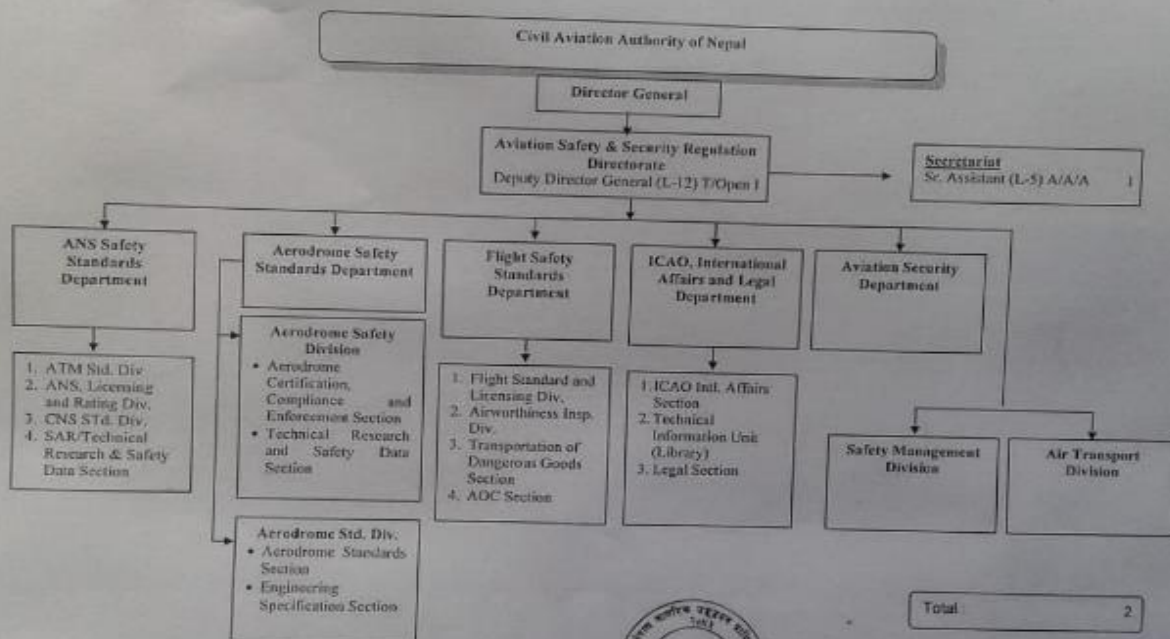
Structure of the Organisation

Approved organization structure of the Civil Aviation Authority of Nepal (CAA Nepal) Aviation Safety and Security Regulation Directorate and Flight Safety Standards Department is depicted below.

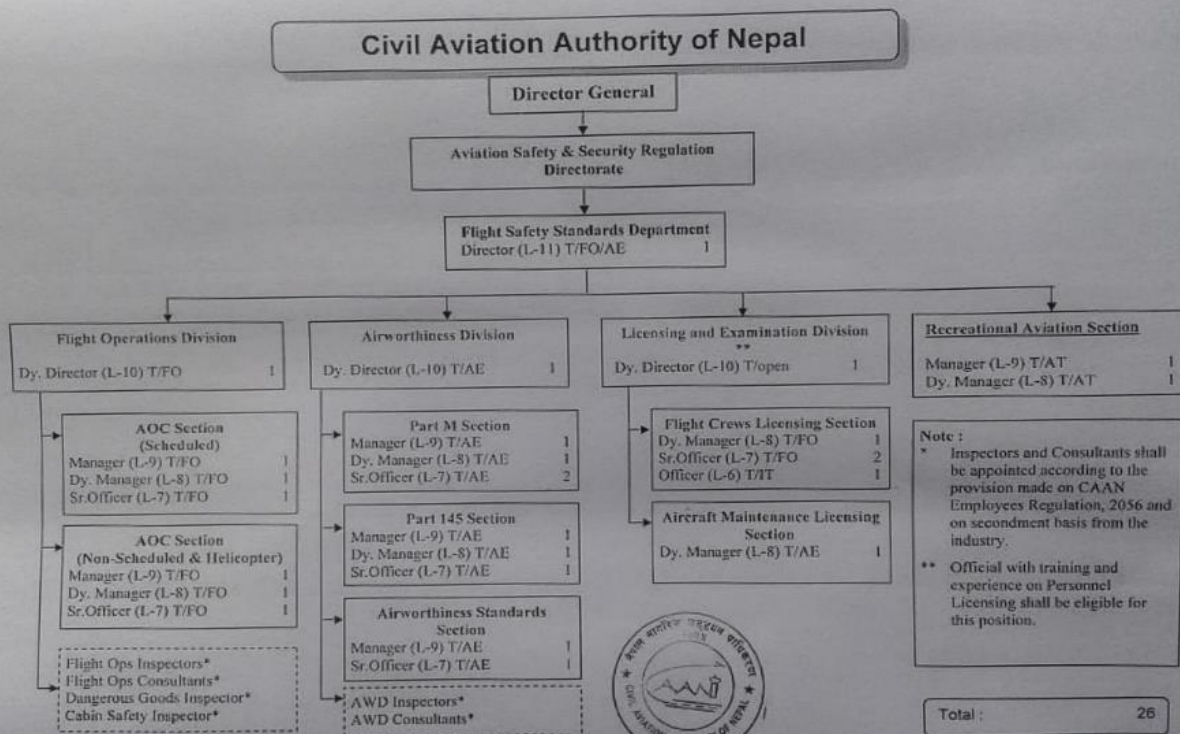




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04-D-Regulations 2076.docx



04-4-Flight Safety 2076.doc



APPENDIX - 2

Facility Description

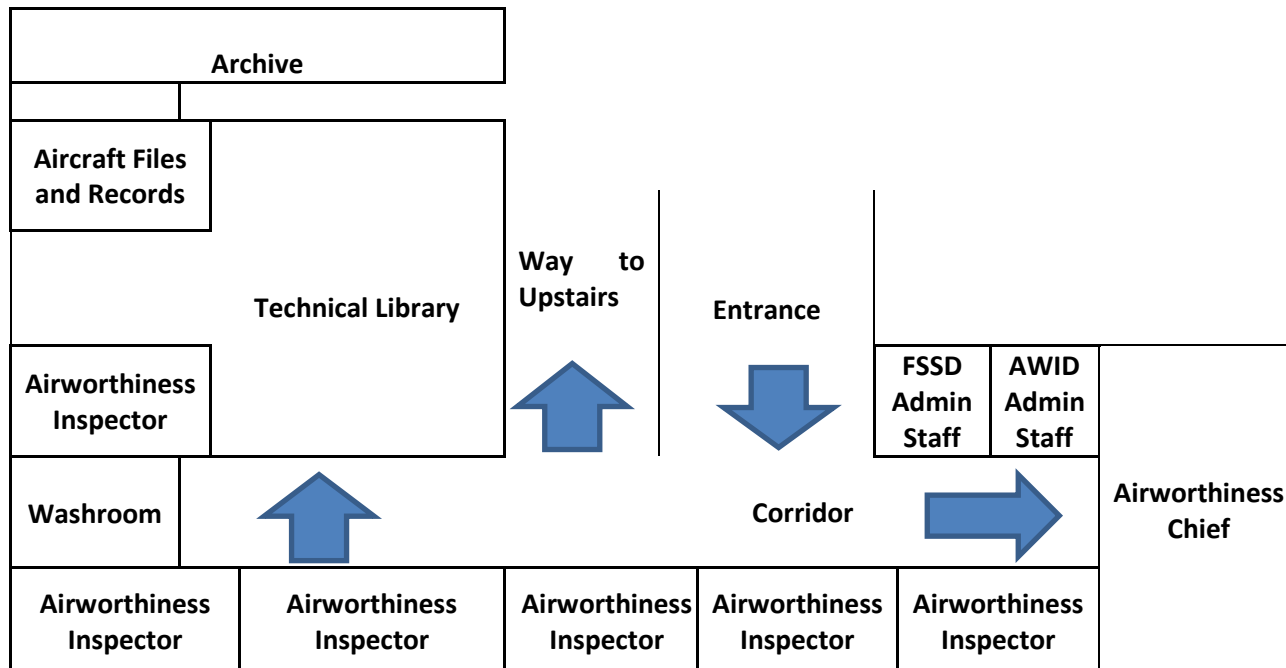
The Airworthiness Inspection Division has following facilities.

1. Approximately 4000 sq feet office space with individual room for the Inspectors with modest furnishing.
2. Laptops/Desktop for all Inspectors with WIFI internet connection all the time.
3. Access to current rules, regulations and requirements of CAA Nepal through technical library, One Drive and FSSD website **www.flightsafetycaan.gov.np**
4. Common Airworthiness Division secretary for recording day to day job.
5. Adequate number of printers
6. Adequate number of photocopiers
7. Adequate number of Scanners
8. Fax machine
9. Filing cabinet and racks available for each inspector
10. Heater and Fan as required in different seasons
11. Telephone for each Airworthiness Inspector and Assistant Airworthiness Inspector at their Desk.
12. Applicable quantity of automobile fuel provided to inspectors as per “CAAN Employee’s Facility, Service and Condition Regulations, 2056 B.S.”
13. Transportation: 2 dedicated-vehicles has been provided to Airworthiness Inspection Division for its Airworthiness Inspector and Assistant Airworthiness Inspector to carry out their duties.
14. Stationary items to carryout day to day functions.



APPENDIX - 3

General Layout of Airworthiness Inspection Division





APPENDIX – 4

Training Plan for Airworthiness Inspector and Assistant

Airworthiness Inspector

Course Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BASIC COURSE I content;												
Airworthiness Inspector Induction Course covering:												
Civil Aviation Act, Regulations and Requirements												
Maintenance Record Keeping Systems												
Ramp Inspection of Domestic Aircraft												
Airworthiness Inspector Manual												
Airworthiness Inspector Handbook Part-I and Part-II												
Air Operator Certificate Inspector Manual												
Technical Library Procedure Manual												
Surveillance Policy Procedure Manual												
Foreign Carrier Surveillance Procedure Manual												
FSSD Procedure for the Formulation and Distribution of Statutory Materials												
General Auditing Procedures												
Quality Management System												
Enforcement Policy and Procedure Manual												
Human Factors – Maintenance												
Safety Management System												
Fuel Tank Safety												
All other relevant CAA Nepal procedures, manuals, guidance materials, circulars, notices, advisory materials and checklist												
BASIC COURSE II content												
Type Acceptance Certificates Issuance												
Certificates of Airworthiness Issuance and Renewal												
Airworthiness Review Certificate Issuance and Renewal												
Certificate of Registration of an Aircraft Issuance												
Special Flight Permit/Permit to Fly Issuance												
Export Certificate of Airworthiness Issuance												
Approval of CAME/MOE/MTOE/CAMMOE/MOM												
Initial Certification of Service Provider–AOC/AMO/CAMO /ATO and their renewal procedure												
Ramp Inspection of Foreign Aircraft (SAFA)												
Aircraft Leasing (Airworthiness matters)												



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Reliability Monitoring													
Weight and Balance Control Procedures													
Knowledge on MMEL and Approval of MEL													
MSG I, II & III Maintenance Programs													
Approval of Modification and Repair													
ADVANCED COURSE FOR INSPECTOR													
ETOPS													
RVSM													
CAT II/III Operations													
PBN													
NDT Techniques													
Structural Inspection Programs													
Avionics													
Accident Investigation Course													
Aircraft Type Knowledge Course or Aircraft Type Training													
Other Courses													



APPENDIX – 5

On-the Job Training

This appendix contains On-the-Job training tasks with their frequency. Although this appendix is a part of Airworthiness Inspector Manual, due to the voluminous nature of its content, this appendix is printed separately.

**APPENDIX - 6****Functions of Airworthiness Inspection Division**

S/N	Airworthiness Functions	Relevant Regulation/ Requirements
1	Issuance of AOC	CAR/AOCR/NCAR/NCAR Part-145/NCAR Part-M/NCAR Part-66/NCAR Part-147/CORSIA
2	Renewal of AOC (only Administrative function is considered here as individual function for AOC renewal is taken care of separately)	
3	Amendment of AOC and OPS Specs	
4	Addition of new fleet in AOC	
5	Acceptance of Type Certificate	
6	Acceptance/ Approval of Supplement Type Certificate	
7	Issuance of Noise Certificate	
8	Issuance of Certificate of Airworthiness (includes Records Review; Document Survey; Physical Survey of Aircraft and Administrative Procedures)	
9	Renewal of Certificate of Airworthiness (Includes Records Review; Document Survey; Physical Survey of Aircraft and Administrative Procedures)	
10	Issuance of Airworthiness Review Certificate	
11	Renewal of Airworthiness Review Certificate	
12	Issuance of Radio Mobile Licence (includes administrative process only as this is covered by issuance of C of A)	
13	Renewal of Radio Mobile Licence (Includes administrative only as this is covered by renewal of C of A)	
14	Validation of Certificate of Airworthiness	
15	Issuance of Export Certificate of Airworthiness	
16	Issuance of Permit to Fly	
17	Issuance of Special Flight Permit	
18	Renewal of Permit to Fly	
19	Issuance of Certificate of Registration	



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20	Allocation of Nationality and Registration Marks	
21	Issuance of Duplicate Certificate of Registration	
22	Issuance of cancellation of Certificate of Registration	
23	Transfer of Ownership	
24	Approval of Aircraft Maintenance Program	
25	Approval of amendment of Maintenance Program	
26	Approval of Reliability Program	
27	Approval of amendment of Reliability Program	
28	Approval of Modification	
29	Approval of Repair	
30	Approval of Aircraft Lease Agreement	
31	Approval of CAT II/ CAT III Approval	
32	Approval of RVSM	
33	Approval of EDTO	
34	Approval of PBN	
35	Approval of Electronic Flight Bag	
36	Approval of Maintenance Organization (includes approval of MOE and associated manuals, initial audit (Line and Base) and report preparation, completion of CAAN Form 6, Acceptance of CAP, Follow-up Audit; administrative function)	
37	Approval of Maintenance Organization Exposition (MOE)	
38	Approval of amendment of Maintenance Organization Exposition (MOE)	
39	Approval of associated manuals (Shop Procedure Manual/ Store Procedure Manual/ Workshop Procedure Manual/ Training Procedure Manual etc.)	
40	Approval of amendment of Associated Manual (Shop Procedure Manual/ Store Procedure Manual/ Workshop Procedure Manual/ Training Procedure Manual etc.)	
41	Approval of Post Holders (AMO/CAMO/ ATO)	



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42	Renewal of Approved Maintenance Organization Approval (Line and Base audits and report preparation, completion of CAAN Form 6, Acceptance of CAP; Follow-up Audit, administrative function)	
43	Validation of Foreign AMO	
44	Renewal of Foreign AMO Validation	
45	Approval of Domestic Maintenance Training Organization (includes approval of MTOE, audit and report preparation, Completion of CAAN Form 22, Acceptance of CAP, Follow-up audit and administrative function)	
46	Approval of Domestic Maintenance Training Organization Exposition (MTOE)	
47	Approval of amendment of Domestic Maintenance Training Organization Exposition (MTOE)	
48	Renewal of Domestic Approved Maintenance Training Organization Approval (Audit and report preparation, Completion of CAAN Form 22, Acceptance of CAP, Follow-up audit and administrative function)	
49	Approval of Foreign Training Organization (Audit and report preparation, Completion of CAAN Form 22, Acceptance of CAP, Follow-up audit and administrative function)	
50	Renewal of foreign Training Organization Approval (Audit and report preparation, Completion of CAAN Form 22, Acceptance of CAP, Follow-up audit and administrative function)	
51	One-time Training Approval (Foreign Training Organization under Direct course approval)	
52	Approval of Continuing Airworthiness Management Organization (CAMO) (includes approval of CAME and associated manuals, audit and report preparation, completion of CAAN Form 13, acceptance of CAP, Follow-up audit and administrative function)	
53	Renewal of Continuing Airworthiness Management Organization (CAMO) approval (includes audit and report preparation, completion of CAAN Form 13, Acceptance of CAP, Follow-up audit and administrative function)	
54	Approval of Continuing Airworthiness Management Exposition (CAME)	
55	Approval of amendment of Continuing Airworthiness Management Exposition (CAME)	
56	Approval of Continuing Airworthiness Management & Maintenance Organization Exposition (CAMMOE)	
57	Approval of amendment of Continuing Airworthiness Management & Maintenance Organization Exposition (CAMMOE)	
58	Acceptance of Flight Manual	



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59	Acceptance of amendment of Flight Manual	
60	Approval of Aircraft Technical Log	
61	Approval of amendment of Aircraft Technical Log	
62	Approval of MEL	
63	Approval of amendment of MEL	
64	Issuance of NCAR Part-66 Aircraft Maintenance Licence	
65	Renewal of NCAR Part-66 Aircraft Maintenance Licence	
66	Endorsement of Aircraft Type Rating in Aircraft Maintenance Licence	
67	Issuance of Letter of Authority to Foreign Licence holders	
68	Renewal of Letter of Authority to Foreign Licence holders	
69	Revalidation of expired Aircraft Maintenance Technician licence	
70	Approval of change of organization's name, address, etc. in various certificates.	
71	Extension/ Concession/ Exemptions	
72	NCAR Computerized Exam	
73	Rule Making and Procedure Amendment (including uploading them in FSSD website for access to public)	
74	ICAO CMA OLF updates	
75	Inspector Training	
76	Inspection and Surveillance (Ramp check; spot check; night surveillance; en-route check etc. in line and base stations located inside and outside Kathmandu)	
77	Enforcement Action	
78	Issuance of Special Flight Authorization	
79	Renewal of Special Flight Authorization	
80	SAFA Inspection (Includes preparation; inspection and report preparation)	
81	Preparation of Airworthiness Inspectors Manhour Plan	
82	Preparation of review of Airworthiness Inspectors Man-hour Plan	



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83	Preparation of Safety Oversight Program	
84	Preparation of review of Safety Oversight Program	
85	Preparation of Airworthiness Inspectors Training Plan	
86	Preparation of review of Airworthiness Inspectors Training Plan	
87	SOFIA Project Implementation	
88	Maintaining updates of Nepalese Civil Aircraft Register	
89	Conduction and participation in Airworthiness and FSSD Meetings	
90	Surveillance of Reliability Program (i.e. attending Reliability meeting)	
91	Review and update of MCAI from State of Design and State of Manufacturer (AD/SB and Maintenance Data)	
92	Review of State Letter (Adoption and Proposals) from ICAO	
93	Surveillance of designated/delegated organization or person (physical/desktop Audit)	
94	Implementation of Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)	
95	Miscellaneous	