

EXAMINATION STANDARD OPERATING PROCEDURE (SOP)

(Issued under the authority of Director General)

EXAMINATION STANDARD OPERATING PROCEDURE

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EXAMINATION STANDARD OPERATING PROCEDURE

Foreword

This Examination Standard Operating Procedure (SOP) has been developed by the Licensing and Examination Division (LED), Flight Safety Standards Department (FSSD) to harmonize the processes and procedures of examinations activities conducted by the Licensing and Examination Division. This SOP has been approved and issued by the Director General under Rule 82 of Civil Aviation Regulations 2002.

This SOP has been developed as guidance material for personnel engaged in the examination in the Licensing and Examination Division, FSSD. This SOP is expected to complement the requirements laid down in Personnel Licensing Requirement (PELR); Personnel Licensing Manual (PLM), NCAR Part-66, and basic knowledge requirements for ultralight aircraft. It is expected that all procedures and processes undertaken for the examination will be followed in a uniform and harmonious manner by all concerned personnel while discharging the duties. This SOP will form well-documented procedures for the conduct of various basic and Conversion knowledge tests Examinations such as Commercial Pilot License, Air Transport Pilot License, Flight Operation Officer/ Dispatcher, and Aircraft Maintenance License conducted by Licensing and Examination Division, FSSD. The advent of computerized based examination in the Civil Aviation Authority of Nepal has greatly enhanced the efficiency of examination procedures by replacing the paper-based examination. This SOP focuses on the procedures based on the computerized based examination apart from other regular examination procedures. This SOP will be applicable from the date of approval and will be amended when required.


Director General

Date- November 2021

Director General



EXAMINATION STANDARD OPERATING PROCEDURE

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CHAPTER 1.0

EXAMINATION AND OTHER ACTIVITIES

There are several activities inside the Licensing and Examination Division, under Flight Safety Standards Department related to issuance of License, safety oversight, personnel assessment, interview, and examination. Licensing and Examination Division (LED) is responsible to issuance and renewal of License and Certificate under the Flight Safety Standards Department (FSSD).

1.1 FORMAL EXAMINATION

Examination is an integral part of the assessment of an individual in the process of personnel licensing. Examination can broadly be categorized into Basic and Conversion examination. Basic examination is for license initial issuance from CAA Nepal and Conversion examination is an examination which is required for foreign license (basic or type rated) holder to convert in Nepalese License. Basic and Conversion Examinations are the test of an individual regarding his/ her knowledge of the relevant subject matter which will be carried out by the LED. The Basic and Conversion knowledge tests Examination conducted by the LED, FSSD are:

1. Private Pilot Licensing (PPL), if required
2. Commercial Pilot License (CPL) Basic
3. Commercial Pilot License (CPL) Conversion examination,
4. Airline Transport Pilot License (ATPL) Conversion examination
5. Ultra-light/ Glider/ Balloon Pilot License Basic/ Conversion examination, if required
6. Flight Engineer (FE) Conversion examination
7. Air Law (NCAR Part 66 exam or AIP exam)
8. NCAR Part 66 Basic License Examination contracted to CAAI UK
9. Ultralight Maintenance Basic License Examination, if required
10. Flight Operation Officer (FOO) examination
11. Aviation English Language Proficiency Test Examination
12. Instrument Rating (for CPL holder without Instrument Rating endorsed in their foreign CPL License).
13. Instructor rating examination
14. Type Rating Examination (if required)
15. Aeronautical Station Operator Licence
16. Remote Pilot Licence

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1.2 OTHER ASSESSMENT, INTERVIEW AND TESTS

There are several other activities inside the Licensing and Examination Division, Flight Operation Division and Airworthiness Inspection Division, for example:

- a) Instructor Pilot assessment or Oral Check if required,
- b) Instrument Rating (IR) assessment or Oral Check or Exam if required,
- c) Interview for different post holders,
- d) Assessment of different post holders,
- e) Personal assessment interview or oral check
- f) Pilot Check ride / Pilot Proficiency Check/ Simulator Checks,
- g) CPL/ ATPL License Assessment,
- h) NCAR Part 66 Basic LWTR Assessment,
- i) NCAR Part 66 Type Endorsement Assessment,
- j) Ultralight Maintenance Basic License Assessment
- k) Personal documents assessment and check etc
- l) Civil Aviation Air Regulation (AIP), If required

The type of activities as mentioned above including interview, assessment, oral check, and documents check, etc. for these types of activities concerned division will designate the officer for the scrutiny of the documents and assessment or will arrange a small team of subject matter experts from inside of CAAN or outside of CAAN (if necessary) to conduct assessment or interview for the individuals.

Aircraft Type Training and Type Examination will be conducted by CAAN approved training Organization or CAA Approved Part 147 Organization and other CAAN approved or accepted or authorized Organization. CAA Nepal will not take further Examination after completing the training and examination from CAAN approved or accepted or authorized Organization. Multi Crew Coordination Pilot Training and Examination will also be conducted by ATOs approved by CAA Nepal.

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CHAPTER 2.0

BASIC AND CONVERSION EXAMINATION

The Basic and Conversion Examinations will be carried out by the Licensing and Examination Division of Flight Safety Standards Department, Civil Aviation Authority of Nepal. The basic examination will be carried out to issue initial Nepalese basic License CAA Nepal and Conversion examination may be carried out against already issued basic license (CPL, ATPL, UPL, FE, etc.) from ICAO (International Civil Aviation Organization) contracting State as per their requirements and examinations are comprised of following examination:

1. Private Pilot Licensing (PPL), if required
2. Commercial Pilot License (CPL) Basic
3. Commercial Pilot License (CPL) Conversion examination
4. Airline Transport Pilot License (ATPL) Conversion examination
5. Ultra-light/ Glider/ Balloon Pilot License Basic/ Conversion examination, if required
6. Flight Engineer (FE) Conversion examination
7. Air Law (AIP exam)
8. Nepalese Civil Airworthiness Requirements (NCAR) Examination
9. NCAR Part 66 Basic License Examination contracted to CAAiUK
10. Ultra-light Maintenance Basic License Examination, if required
11. Flight Operation Officer (FOO) examination
12. Instrument Rating (for CPL holder without IR endorsed in their foreign CPL License)
13. Instructor Rating Examination
14. Type Rating Examination if required
15. Aeronautical Station Operator Licence
16. Remote Pilot Licence

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2.1 COMPOSITION OF BASIC AND CONVERSION EXAMINATION

The basic and Conversion examination committee is chaired by the Director/ Chief, Flight Safety Standards Department of Civil Aviation Authority of Nepal. The composition of the examination committee shall be as follows:

Basic and Conversion Examination committee

DDG2, CAAN	- Coordinator
Chief, Flight Safety Standards Department	- Member
Chief, LED/Airworthiness Inspection Division,	- Member
Concerned Subject related Officer from CAA Nepal	- Member
Subject Matter Expert from outside CAA Nepal (if required)	- Member
Concerned Officer from LED/ Airworthiness Inspection Division	- Member Secretary

The basic and Conversion examination conducted under this Procedure by examination committees, the examination meeting allowances for this committee members and other personals will be paid following the rates specified in the Board decision Number: 326 dated 2073/8/28 of the Civil Aviation Authority of Nepal. The committee may invite the invitee members from concerned division as required.

The committee may take assistance from the following staff and assistance:

One Administration Officer / One Finance Staff (if necessary),
One Computer Operator,
Two helping Staffs and One Driver

2.2 DEVELOPMENT OF QUESTION

The question bank will be secured either from foreign sources through international cooperation or the local subject matter experts. Since some international agencies are ready to share the international question bank to the interested States, CAAN will procure such questions so that the standards equivalent to such international agencies is maintained and regular updates can be obtained automatically from such agencies.

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This will facilitate for the smoother transition to higher aviation standards in Nepal. CAA Nepal will engage with such international agencies by signing memorandum of understanding (MOU) or other working arrangement will be established in this regard.

Apart from such international sources, CAAN will obtain questions from subject matter experts. The questions will be obtained, validated, and checked before they are entered into the computerized system. The questions will be entered into the computer examination by the system administrator in the prescribed format. The question bank will be updated normally every year, or following a change in syllabus of the subject of which the examination is conducted, or when deemed necessary with new sets of questions. The person/agency accessing the question bank shall sign a nondisclosure form making them accountable for the integrity and sanctity of questions and examination.

The questions shall be obtained in soft copy as far as possible and shall be converted in the prescribed standard format for the computer system. The correspondence shall be made either in email correspondence or verbal communication or a letter will be issued to the subject matter expert.

Once the question bank is updated, at least one mock examination is conducted in the computer based system to ensure the integrity of the question bank.

2.3 CRITERIA FOR SELECTION OF SUBJECT MATTER EXPERT (SME)

Following general criteria will be followed while selecting a subject matter expert to conduct Basic and Conversion Examination and obtain various examination questions. The licensing and examination Division will create the list of different subject matter experts and the minimum criteria for the selection of subject matter experts are:

- i. He/she has minimum 15 years' experience in Aviation field and holds or has held, for a minimum period of ten years, Aviation License such as:
 - a. CPL Helicopter and; CPL Fixed wing with Instrument Rating and Multi Engine Rating; ATPL,
 - b. AML and Flight Dispatcher.
- ii. He/she has demonstrated good moral conduct and high personal integrity in his/her professional career.
- iii. Experience of instruction or examination will be preferred attributes.
- iv. Any other attributes as deemed necessary by the examination panel.

2.4 GENERAL GUIDELINES FOR THE EXAMINER TO PREPARE QUESTION BANK

The Subject Matter Expert shall abide by the guidelines in this section for preparation of question bank on the subject that they have been assigned to prepare the question bank:

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- i. All questions in the basic and conversion examination shall be prepared in multiple choice questions format
- ii. Each question shall have four alternatives.
- iii. Only one of the alternatives should be correct.
- iv. The incorrect alternative shall seem equally plausible to anyone ignorant to the subject
- v. All of the alternatives shall be given such that they are related to the question and of the similar vocabulary, grammatical construction, lengths, etc.
- vi. Any numerical question shall be supplied with incorrect alternatives that shall correspond to procedural errors such as corrections applied in wrong sense, incorrect unit conversions, approximations of standard values incorrectly rounded off, etc. besides the one correct alternative. Mere random numbers shall not be chosen as incorrect alternative.
- vii. Questions shall be designed such that an average examinee can attempt the questions within time specified for the test.
- viii. Each question in the test shall have equal weightage.
- ix. Questions shall be lucid in the style of writing and be coherent on vocabulary. Use of ambiguous or complex vocabulary or sentence structure shall be avoided unless specifically required to meet the intent of test.
- x. SME shall refer to the syllabus published in PELR while preparing the questions.
- xi. Question shall incorporate the subjects in the syllabus in a uniformly distributed manner.
- xii. Repetitive questions shall be avoided
- xiii. All questions shall be prepared in English Language
- xiv. Questions shall be submitted in both hard copy and soft copy. Soft Copy shall be submitted in Compact Disc in the following format:
Microsoft Excel (.xls) format
Font: Arial or Times New Roman
Font Size: 12

Arrangement:

SN	Question	Option 1	Option 2	Option 3	Option 4	Correct Option	Marks

Hard copy of the questions shall be printed in the given format.

- xv. Questions shall be submitted in a sealed envelope (both hard copy and soft copy)
- xvi. Examiners shall delete all remaining soft copies and destroy the hard copies in their ownership after submission to the authority. Retention of the copies of the questions shall not be done by the examiners
- xvii. The examiners shall not mention that they are involved in preparation of any question to any third parties.
- xviii. The examiner shall inform in writing to the Chief of Licensing in cases where they think they could be in a position leading to conflict of interest while preparing the questions
- xix. Examiner shall sign declaration form in ATTACHMENT-1 and Checklist in ATTACHMENT-2 while submitting the question.

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CHAPTER 3.0

PROCEDURE FOR BASIC AND CONVERSION EXAMINATION

The general procedure for the basic and Conversion examination is as following:

- 1) All basic and Conversion examination is conducted in the computer-based examination system except Aviation English Language Proficiency Test examination. The examination will be conducted on an on-demand basis.
- 2) The examination application will be collected by the Licensing and Examination Division. The collected examination application will be forwarded to the examination committee.
- 2) The committee will designate the licensing officer for the scrutiny of the documents including but not limited to the following details;
 - a. Name as per the photo identity like citizenship or passport.
 - b. Proof of minimum age of applicant and Permanent address
 - c. Qualification and experience as required by the PELR or NCAR Part 66 or basic knowledge requirements for ultralight aircraft.
 - d. Medical competency, if applicable.
 - e. Technical qualification (Aeronautical Knowledge) held like CPL, ATPL, AML, or others as applicable.
 - f. Examination fees as per Civil Aviation Regulations 2002.
 - g. English language proficiency, as applicable.
 - h. NOC, in case of personnel from armed forces or government agencies.
 - i. Any other related documents.
- 3) The concerned officer will forward all checked details of individual applicant recommending the list of applicants eligible for the examination through internal memo to the examination committee. The memo is forwarded to the Director General for Approval. Upon approval from DG, CAAN, the exam date shall be finalized. After finalization of the date, it shall be communicated to the applicant by telephone call.
- 4) The candidate not meeting the criteria will be notified of the shortcomings before he/she could be permitted to appear in the examination.
- 5) The examination will be conducted on the date specified by the committee. Normally the time of examination will be before or after normal office hours or on public holidays.

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- 6) The examination will be conducted before or after normal office hours or on public holidays.
- 7) Examination shall be conducted in the examination hall located on the second floor of Flight Safety Standards Department building, Sinamangal, Kathmandu. There are a total of 6 desktop computers for examination purpose. Each computer is provided with Uninterruptible Power Supply (UPS) units to prevent the interruption of exam in case of power cut-off. Each desktop computer is kept in a workstation divided by wooden partitions to prevent the candidates from viewing each other's screen. CCTV Cameras are placed at different locations and are connected to a monitor in the office of Chief of FSSD to monitor the examination activities.
- 8) The member secretary will be the examination proctor and will ensure following:
 - a. The candidate is carrying the valid hall ticket/admission card along with the photo identity document like passport or citizenship card or driving license.
 - b. The candidate is not carrying any book or notes or study materials in the examination hall.
 - c. The candidate is not carrying any scientific calculator or memory devices in the examination hall.
 - d. The candidate is not carrying the mobile phone in the examination hall.
 - e. The candidate is not carrying any arms, ammunition or similar looking dummies or toys that can be construed as respective real objects.
 - f. Any other items deemed necessary by the proctor that could hamper the fair conduct of the examination.
- 9) The candidates will not be permitted to enter the examination hall unless he/she carries the admission card along with the valid photo identity document like passport or citizenship card or driving license. The items listed above in (b) to (f) should not be in possession.
- 10) Candidates shall be briefed on the rules of examination hall prior to commencing the examination. The rules are also posted in the wall of examination hall.
- 11) The computer administrator will conduct the computer- based examination in presence of examination proctor.
- 12) The seating plan will be arranged to avoid any possible interaction with the candidates. Random seating arrangement will be adopted.
- 13) In case of malpractices the candidates will be liable to the following enforcement actions:
 - a. Confiscation of prohibited items listed, and Expulsion from the examination
 - b. Prohibition for appearing in the examination for next 6 months
 - c. Other enforcement action on the offender as per Aviation Enforcement Policy and Procedure Manual of CAAN

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- 14) If the examiner is found to be providing the question answers to any student being examined , the examiner shall be disqualified from acting as examiner of CAAN and the examination shall be declared void.
- 15) The result of examination will be published, on the same day of examination as computer generated examination result in case of computed based examination. The result will be published declaring the candidate as pass or fail. Candidate securing 70% and above marks shall be declared pass. Candidate securing less than 70% marks shall be declared fail. A copy of the result shall be provided to the applicant.
- 16) The individual's file will be updated with the result of the candidate.
- 17) The file will be maintained by the member secretary of the examination committee.
- 18) Any Candidate who has failed the examination shall follow the same process as that of initial application for re-appearing the examination. Apart from basic conversion examinations, refer to other applicable regulations for detail.

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CHAPTER 4.0

AVIATION ENGLISH LANGUAGE PROFFICIENCY TEST EXAMINATION

The aviation English language proficiency test Examinations will be carried out by the Licensing and Examination Division of Flight Safety Standards Department, CAA Nepal for the CPL holders, ATPL holders and ATC etc.

4.1 COMPOSITION OF AVIATION ENGLISH LANGUAGE PROFFICIENCY TEST

The Aviation English language proficiency test examination committee shall be chaired by the Chief, Licensing and Examination Division, FSSD of Civil Aviation Authority of Nepal. The composition of the examination committee shall be as follows:

Aviation English Language Proficiency Test Examination committee

Chief, Flight Safety Standards Department	- Coordinator
Chief, Licensing and Examination Division	- Member
English Language Lead Rater	- Member
English Language Operational Rater	- Member
English Language Alternate Rater (if required in special case)	- Member
Allocated Officer	- Member Secretary

Aviation language proficiency test examination conducted under this Procedure by examination committees, the examination meeting allowances for Aviation English Language Proficiency Test Examination committee members (Lead Rater, Operational Rater, Interlocutor, Licensing Officer, Computer Assistant) will be paid in accordance with the Aviation English Language Proficiency Testing Procedures and other than English Language Rater examination committee members will be paid as per meeting allowance in accordance with the rates specified in the Board decision Number: 340 dated 2074/10/28 of the Civil Aviation Authority of Nepal.

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4.2 CRITERIA FOR SELECTION OF RATER

Following general criteria will be followed while selecting a subject matter expert to conduct Aviation English language proficiency test examination as per. The minimum criteria are:

1. The English Language Lead Rater will select as per CAAN approved Aviation English Language Proficiency Testing Procedures manual.
11. The English Language Operation Rater and other necessary Rater will also select as per CAAN approved Aviation English Language Proficiency Testing Procedures manual.

4.3 PROCEDURE FOR ENGLISH LANGUAGE PROFICIENCY TEST EXAMINATION

Aviation language proficiency test examination is the prerequisite for issuance of license for ATCs and Pilots and for the renewal of their license. Aviation language proficiency test examinations conducted as per Aviation English Language Proficiency Test examination procedure and will be conducted on an on-demand basis.

The application for taking the test should be submitted by the concerned to the licensing and examination division, FSSD. The division, after verifying all documents submitted, forwards it to the examination committee. The committee designates concerned officer for the scrutiny of the detail's documents of candidates. After the documents are found satisfactory, the committee then schedules the test depending on the number of applicants in sequence.

Hence, application for the test shall be submitted one month before the date of license expiry or issuance as may be the case. The general procedure for the English Language Proficiency Test examination is as following:

1. The examination is conducted in Oral, in the designed format.
2. The results shall be published by the committee.
3. Any candidate unable to get through the examination shall be recommended for training ranging from a month to three months depending upon the level as decided by the raters.
4. The evidence of completion of the recommended training needs to be produced while applying for test again.

CHAPTER 5.0

Examination, Assessment, Document Assessment Procedure

5.1 The examination, assessment, documents assessment will be carried out by the Flight Operation Division, Airworthiness Division or Licensing and Examinations Division (LED) of Flight Safety Standards Department, CAA Nepal for the Post Holders (Accountable Manager, Safety Manager, CA Manager, Maintenance Manager, Quality Manager) Acceptance and issuance of Basic NCAR Part 66/Type rating endorsement and any other examination as per Civil Aviation Regulation 2058 rule 36.

The following applicable procedure shall be applied for issuance of any AML or acceptance of post holders:

Examination requirement for issuance of Basic Part 66 Licence shall be as follows

- a) All required basic modules examination for respective category shall be conducted by CAAN/CAAN authorized agency.
- b) Practical Assessment by FSSD Instituted examination Committee.
- c) Practical Assessment may be exempted if Candidate has successfully completed Basic NCAR Part-147 Course from CAAN approved Part 147 Organization.
- d) Documents assessment by FSSD instituted assessment committee.

Examination requirement for issuance of Type Licence shall be as follows

- a) Written/Oral/Practical Examination shall be conducted by FSSD instituted committee.
- b) Written Examination shall be exempted if conducted by Part 147 approved Organization only when audit has been carried out by CAAN as required by NCAR Part 147. Oral and Practical Examination shall be conducted for such candidates by FSSD instituted committee.
- c) OJT Assessment by FSSD Instituted examination Committee for initial type rating endorsement.
- d) Direct Course approval as per NCAR Part 66.B.130 shall only be granted to the OEM(Manufacturer Training) not holding appropriate Part 147 approval from their state. The written examination for type endorsement of such candidate may be exempted if examination has been conducted under CAAN supervision. Other requirements shall be applicable as stated above.

Assessment requirement for acceptance of post holder shall be as follows:

- a) Oral Assessment by FSSD instituted committee.
- b) Document evaluation as per Part M, NCAR 145, AOCR and CAAN Circular.

5.2 COMPOSITION OF EXAMINATION, ASSESSMENT, DOCUMENT ASSESSMENT

The examination, assessment, document assessment committee shall be chaired by the Chief, FSSD of Civil Aviation Authority of Nepal. The composition of the examination committee shall be as follows:

EXAMINATION, ASSESSMENT, DOCUMENT ASSESSMENT COMMITTEE

Chief, Flight Safety Standards Department -	Coordinator
Chief, Airworthiness Inspection/Flight Operation Division/LED -	Member
Concerned Officer from Airworthiness/Flight Operation Division/LED -	Member
Subject Matter Expert from outside CAA Nepal (if required) -	Member
Concerned Officer from Airworthiness/Flight Operation Division/LED -	Member Secretary

The examination meeting allowances for examination, assessment, document assessment committee members will be paid as per meeting allowance in accordance with the rates specified in the Board decision Number: 326 dated 2073/8/28 of the Civil Aviation Authority of Nepal.

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ATTACHMENT - 1

NONDISCLOSURE/ SECRECY STATEMENT

I/we hereby declare that the integrity and secrecy of computerized based examination will be always maintained by me/us. I/we understand that any disclosure will lead to enforcement and legal action as stipulated in applicable rules and regulations.

Signed

Name-

Date-

Place.

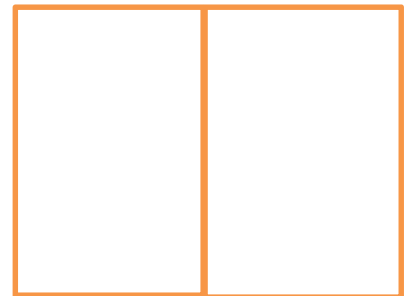


Figure 1: Finger Prints (Left/Right)

Witness

Signed

Name-

Date-

Place.

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ATTACHMENT -2 CHECKLIST FOR SME FOR PREPARATION OF BASIC EXAMINATION QUESTION BANK

Tick the applicable box			
	Complied	Not Complied	Reason (if not complied)
All questions in the basic and conversion examination shall be prepared in multiple choice question format			
Each question shall have four alternatives.			
Only one of the alternatives should be correct.			
The incorrect alternative shall seem equally plausible to anyone ignorant to the subject			
All of the alternatives shall be given such that they are related to the question and of the similar vocabulary, grammatical construction, lengths, etc.			
Any numerical question shall be supplied with incorrect alternatives that shall correspond to procedural errors such as corrections applied in wrong sense, incorrect unit conversions, approximations of standard values incorrectly rounded off, etc. besides the one correct alternative. Mere random numbers shall not be chosen as incorrect alternative.			
Questions shall be designed such that an average examinee can attempt the questions within time specified for the test.			
Each question in the test shall have equal weightage.			
Questions shall be lucid in the style of writing and be coherent on vocabulary. Use of ambiguous or complex vocabulary or sentence structure shall be avoided unless specifically required to meet the intent of test.			
SME shall refer to the syllabus published in PELR and other applicable regulations while preparing the questions.			
Question shall incorporate the subjects in the syllabus in a uniformly distributed manner.			
Repetitive questions shall be avoided			
All questions shall be prepared in English Language			
Questions shall be submitted in both hard copy and soft copy. Soft Copy shall be submitted in Compact Disc in the following format:			
Microsoft Excel (.xls) format			
Font: Arial or Times New Roman			
Font Size: 12			
Hard copy of the questions shall be printed in the given format.			
Questions shall be submitted in a sealed envelope (both hard copy and soft copy)			
Examiners shall delete all remaining soft copies and destroy the hard copies in their ownership after submission to the authority. Retention of the copies of the questions shall not be done by the examiners			
The examiners shall not mention that they are involved in preparation of any question to any third parties.			
The examiner shall inform in writing to the Chief of Licensing in cases where they think they could be in a position leading to conflict of interest while preparing the questions			
Examiner shall sign declaration form in ATTACHMENT-1 while submitting the question.			