



Regulatory Technical Personnel Training Policy; Program and Plan



Civil Aviation Authority of Nepal

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Foreword

The Regulatory Technical Personnel Training Policy; Program and Plan has been developed by Civil Aviation Authority of Nepal for the proper implementation of training to its Inspectorates staff to maintain their competency.

This manual contains the CAA Nepal policy on training to its staff and guidance to prepare Training Program and Training Plan. Furthermore, this manual also contains the guidance to keep records of all the training received by CAA Nepal Inspectors.

This manual will come into force after its approval from Director General. This manual will be reviewed to maintain the currency and consistency of this manual as per ICAO guidance.

Raj Kumar Chhetri

Director General

Civil Aviation Authority of Nepal



Chapter 1

1.1 General

The tasks and activities involved in aviation safety oversight include a wide range of audits, inspections, evaluations, analyses and other interventions. Effective implementation of these tasks requires the intervention of sufficiently qualified and trained personnel during the various stages of the process.

The establishment of minimum qualification requirements for the various CAA Nepal Inspectors (Personnel Licensing Inspectors- PEL Inspector; Designated Medical Examiner- DME; Flight Operations Inspector-FO Inspector; Dangerous Goods Inspector- DG Inspector; Cabin Safety Inspector- CS Inspector; Ground Operations Inspector- GO Inspector; Airworthiness Inspectors- AW Inspector; PANS-OPS Inspector; Air Traffic Services Inspectors- ATS Inspector; Aeronautical Information Services Inspector- AIS Inspectors; Communication Navigation and Surveillance Inspectors- CNS Inspector; Meteorology Inspector- MET Inspector; Search and Rescue-SAR Inspector; Aerodrome Inspector; MAPS and Chart Inspector; Safety Management- SM Inspector) performing safety-related functions and the provision of appropriate initial and recurrent training to maintain and enhance their competence at the desired level is not to be emphasized.

To ensure that CAA Nepal Inspectors receive the required training in an effective manner and maintain their competency, a robust training system is established and implemented by the CAA Nepal through this regulatory technical personnel Training Policy, Procedure and Plan.

This regulatory technical personnel Training Policy, Program and Plan is developed to achieve the objectives to maintain safe, regular, standard and effective conduct of service provider in Nepal as envisaged by Civil Aviation Authority of Nepal Act 2053, and as per the provisions laid down in sub section (b) of Human Resources Development Policy 2070 of CAAN. It is expected that the implementation of this regulatory technical personnel Training Policy, Program and Plan will help to enhance the state safety oversight capability by providing appropriate training to the CAA Nepal Inspectors responsible for the state safety oversight of service providers in a planned way.

Beside this regulatory technical personnel training Policy, Program and Plan, if any safety oversight department or division deems requirement of additional trainings to the manpower involved in the safety oversight roles, those trainings shall be provided to the personnel with priority.



Chapter 2

2.1 CAA Nepal Regulatory Technical Personnel Training Policy

CAA Nepal through this training policy commits to provide all necessary training to all its inspectors in all applicable areas which includes initial training (e.g. induction and basic training), on-the-job training (OJT), recurrent training and specialized/advanced training to acquire/maintain the required level of competence, knowledge, skill and qualification in accordance with their assigned duties and responsibilities.

As a principle, inspectors can only be authorized to perform safety oversight duties in the area or subject where the inspector has satisfactorily completed the required training and maintains the required competence.

Furthermore, this Regulatory Technical Personnel Training Policy requires the establishment of a training programme and training plans for each inspector with the timelines to provide each training.

It is the policy of CAA Nepal to provide recurrent training to its Inspectors every two years.

CAA Nepal will provide the necessary financial resources and time for its inspectors to receive the required training.



Chapter 3

3.1 CAA Nepal Regulatory Technical Personnel Training Program

A structured training programme is developed for each Inspectors. The training programme will include all the training required for the incumbent of the position to acquire and maintain the necessary competencies for the position as well as to effectively perform the related safety oversight functions and activities.

The training program for each type of Inspectors is detailed in their respective manuals/handbook/ procedures for Inspectors.

The training programme for inspectors should detail the type of training to be provided during a specified timeframe as well as the training priorities. The training programme for Inspectors will at least include following:

- Initial training (e.g. induction and basic training),
- OJT,
- recurrent training and
- all the specialized training/ Advance Training necessary for that technical position.

3.1.1 Initial Training (e.g. induction and basic training)

The initial training of CAA Nepal Inspectors will consist of a competency-based instruction with respect to CAA regulations and procedures. Newly engaged inspectors will accompany experienced staff on inspections for a practical introduction to the tasks.

CAA Nepal will have an indoctrination programme for induction of new personnel that includes training in:

- a. organizational responsibilities;
- b. CAA Nepal rules, regulations, requirements and policies;
- c. working procedures;
- d. certification and surveillance procedures; and
- e. the role of a regulator.

Training of the CAA Nepal Inspectors is not limited to strictly professional elements, such as the maintenance of competency and currency. In particular, it is essential that CAA Nepal inspectors are also provided with training on subjects such as applicable CAA regulations/ requirements, auditing techniques; Safety Management System (SMS); Quality System, Human



factor principles, Inspector's skills, knowledge, duties and responsibilities, CAA Nepal Manuals, handbook and procedures for the implementation and enforcement of requirement, enforcement procedures and topics dealing with advances in aviation technology.

Basic training programme for Inspector shall be included in respective manual/handbook/ procedures of Inspectors.

3.1.2 OJT

To further ensure a structured training environment, CAA Nepal Inspectors are provided with an on-the-job (OJT) training programme that ensures new inspectors are mentored by experienced inspectors in all tasks the inspector is required to perform on behalf of the CAA Nepal prior to performing the tasks unaccompanied. The OJT training should be comprehensive and cover the CAA Nepal regulations/ requirements, policies, procedures and current practices. The OJT should allow for the new inspector to observe the experienced inspector actually perform the task. Once this has occurred the new inspector should perform the task being observed and coached by an experienced inspector. Following this the new inspector is debriefed by the experienced inspector. The new inspector then performs the task and is evaluated by an experienced inspector. The new inspector should be evaluated on successfully performing the task in accordance with CAA Nepal requirements. Technical personnel should satisfactorily complete OJT before being assigned safety oversight-related tasks and responsibilities. It is important to ensure that staff are only authorized to perform tasks after having been assessed as qualified.

OJT programme for Inspector shall be included in respective manual/handbook/ procedures of Inspectors.

3.1.3 Recurrent Training

CAA Nepal Inspectors represent CAA Nepal and, as such, require the continuing development of competencies, knowledge and skills related to their respective responsibilities.

This will be accomplished through periodic recurrent training in all the disciplines for which the technical personnel are responsible. CAA Nepal will have a structured training programme to educate the personnel on new CAA Nepal requirements, policies and procedures as they are being implemented. To keep personnel abreast of new industry developments a structured recurrent training programme will be developed that provides at regular intervals technical training to gain first-hand knowledge of new developments, including management principles.

It is the policy of CAA Nepal to provide recurrent training to all its inspectors every two years period. If the changes in requirements and procedures are substantial, the training will be conducted immediately to all Inspectors after approval of new requirements and procedures from Director General, CAA Nepal.

Participation in seminars and workshops organized by ICAO and international and regional



aviation-related organizations can also enable CAA Nepal Inspectors to widen their horizons and share experience with experts from other states. Additional studies, such as courses in technical report writing and supervisory training, will also assist technical personnel in improving their effectiveness and efficiency. Therefore, it is the responsibility of respective department/ division to ensure that all the inspectors in the department/division participate in all such activities.

Only through periodic practical and specialized theoretical training, both technical and supervisory, can CAA Nepal inspector manpower be used effectively, and CAA Nepal Inspectors maintain a high level of expertise. The net result of such training is better job performance and greater respect from the service provider.

Recurrent training programme for Inspector shall be included in respective manual/handbook/ procedures of Inspectors.

3.1.4 Specialized/ Advanced Training

Periodic practical and theoretical specialized/ advanced (technical) training will enable the CAA Nepal Inspectors to achieve and maintain a high level of knowledge and expertise and thus undertake their duties and responsibilities in a more effective and efficient manner.

Specialized/Advanced training for Inspector, included in respective manual/handbook/ procedures of Inspectors, is a specialized training which shall be imparted to depending on their assigned duties and responsibilities.

Recurrent training programme for Inspector shall be included in respective manual/handbook/ procedures of Inspectors.

3.1.5 Training Records

CAA Nepal will establish and implement a system for the maintenance of training records for its Inspectors. This includes records of the OJT received, reflecting the various phases of the OJT completed (i.e. observation, performance of tasks under supervision and final assessments) as well as the assessment of competence of the personnel.

The training records are kept in Inspectors personal/ Training file in their respective department/division.

Safety Management Division shall maintain the overall records of trainings of all the CAA Nepal Inspectors as a state safety management documentation.



Chapter 4

4.1 CAA Nepal Regulatory Employees Training Plan

For each Inspectors, a periodic training plan will be developed based on the training programme established for the Inspectors in their respective manual/handbook/procedure of Inspectors.

Each division/department will prepare training plan for all its inspectors on a yearly basis and is forwarded to Director General, CAA Nepal for necessary approval following administrative procedure. After an approval, the approved training plan is forwarded to HR Department for necessary arrangement of trainings.

Each division/department chief will monitor the progress of Training Plan regularly to ensure that all the training as required by Training Plan is being conducted in a timely manner to ensure that the competency of Inspector is being maintained.

The training plan should detail the type of training that will be provided to each inspector each monthly along with source of training.