CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

AIRWORTHINESS EXAMINATION AND DELEGATION PROCEDURE MANUAL

Issue 01 December 2021



RECORD OF REVISION

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The Airworthiness Examination and Delegation Procedure Manual (AEDPM) Issue 01 dated December 2021 has been developed for the use and guidance of CAA Nepal Airworthiness Inspectors for the conduction of NCAR Part-66 Aircraft Maintenance Licensing (AML), Nepalese Civil Airworthiness Requirements (NCAR); Ultralight Aircraft Maintenance Licensing eexamination and Delegation of its authority to Examiner/Assessors/organizations. The sole purpose of this manual is to provide necessary administrative guidelines to CAA Nepal Airworthiness Inspectors engaged in the electronic examination activities and delegation procedure.

The manual sets out the overall governance for the processes followed by Civil Aviation Authority of Nepal (CAA Nepal) for the delivery of E-Examination Services and delegation procedure.

The manual will come into force after its approval from the Director General, CAAN.

P.D. May

Director General Civil Aviation Authority of Nepal



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DEFINITIONS

The following terms used in the Airworthiness Examination Procedure Manual have the following meanings:

ASPEQ - CAA/CAAi (U.K.) Technology Partner. Owner of the exams system Tasman, licensee for the question bank system - Quadrant and licensee for the workflow management system - Central Desktop.

ASPEQ Central Desktop. Commercial-of-the-shelf, cross organizational online collaboration tool. Workflow management, issues registers, task tracking and records management.

ASPEQ Computer Exam Delivery. Self-contained and encrypted operating system deployed to the examination venues to securely deliver on screen examinations.

ASPEQ Exam Development. The Aspeq Team who manage the question editorial process and the question bank contained within Quadrant.

ASPEQ TASMAN. The Exam management system which manages candidate registration, payments, bookings and session management.

ASPEQ Quadrant. It is the question bank repository, embedded with a question bank management syllabus.

British Council Invigilators. Contracted to CAAi (U.K.) for examination delivery at the examination venue.

CAAi (U.K.). Civil Aviation Authority International (United Kingdom).

CAA Capability and Expert Teams. Subject matter expert departments for Aircraft Maintenance Engineers. Control of the content of question bank and associated exam materials. Auditors of the exam service and responsible for dissemination of policy/syllabus change.

CAA Information Services Department. Control & audit of all CAA IT systems and external providers IT systems.

Candidate - The person sitting an examination. Can also be referred to as the applicant.

EXAMS Delivery – CAAi (U.K.). Exam Service Team. Management of examination booking, audit of examination venues, invigilator training and support for candidates.



Examination Material. It means the examinations and examination questions researched, developed or created by CAAi (and UKCAA), including any adaptations of, and amendments, modifications and enhancements to, such items.

TASMAN. Administrator, Candidate and Training Organization management system including for registration, bookings, payments and results, provided by CAAi for the delivery of examination services.



ABBREVIATIONS

AID	Airworthiness Inspection Division
AMC	Acceptable Means of Compliance
AML	Aircraft Maintenance Licensing
CAA	Civil Aviation Authority
CAA Nepal	Civil Aviation Authority of Nepal
CCTV	Closed-circuit television
E	Electronic
FSSD	Flight Safety Standards Department
ICAO	International Civil Aviation Organization
IELTS	International English Language Testing Service
NCAR	Nepalese Civil Airworthiness Requirements
TOEFL	Test of English as a Foreign Language



CHAPTER 1. DELEGATION OF AUTHORITY TO EXAMINERS/ASSESSORS/

ORGANIZATION

CAA Nepal does not possess adequate resources to conduct in-house NCAR Part-66 AML basic examination and aircraft type examination.

Therefore, CAA Nepal will delegate the responsibility of conducting NCAR Part-66 Aircraft Maintenance Licensing (AML) basic examination and aircraft type examination to appropriate organizations. CAA Nepal while delegating its tasks to appropriate organizations ensures the organization meets the required competencies, minimum qualifications and experience requirements.

The competency requirements, minimum qualifications and experience requirements for delegated entities are:

- a) At least 2 years of experience in conducting examinations.
- b) The organization shall be approved/accepted by ICAO contracting States or agency acceptable to CAA Nepal, to conduct such examinations.
- c) The audit conducted by ICAO contracting State or agency which approved/accepted the organization should have a satisfactory audit result at minimal.
- d) Satisfactory internal audit report of the organization.
- e) The audit conducted by CAA Nepal should have a satisfactory audit result.
- f) The organization shall meet the requirements of NCAR Part-147 (where applicable).

CAA Nepal has delegated the responsibility of conducting NCAR Part-66 Aircraft Maintenance Licensing (AML) basic examination to CAAi (U.K.) as per the contract agreement between CAA Nepal and CAAi (U.K.) and type examinations (Theoretical and Practical) to Approved NCAR Part-147 training organizations.

As per the contract agreement, CAA International Ltd. whose registered office is at CAA International Limited, Aviation House, Gatwick airport House, West Sussex, RH6 OYR, United Kingdom is responsible for providing Electronic Examination Service to CAA Nepal to conduct NCAR Part-66 Basic Examinations.

The scope of delegation includes development, conduct and correction of theoretical and practical examinations (where applicable).

CAAi is responsible for the development and supply of examination materials and systems. The examiners and Subject Matter Expertise (SME) are provided and controlled by CAAi. CAAi is responsible to supply venue through the British Council, Kathmandu, Nepal.

The contract is normally for a period of 5 years and subjected to renewal on agreement of both parties i.e. CAA Nepal and CAAi (U.K.).



Type examinations are conducted by Part-147 training organizations approved by CAA Nepal. The responsibility of training organization is to conduct training, knowledge examination and practical assessments of the trainees and issue training certificates upon successful completion of training.

CAA Nepal has developed and published an Airworthiness Notice for assessing the qualifications, skills, competency, and the revalidation of NCAR Part-147 Instructors, Knowledge Examiners, Exam Invigilators and Practical Assessors. The person meeting the requirements laid down in the Airworthiness Notice are delegated to perform the required functions.

CAA Nepal ensures the competency of such personnel during its audit.

1.1 Oversight

CAA Nepal needs to demonstrate to ICAO and other agencies that it is exercising oversight and quality assurance of the examination services provided by CAAi/ASPEQ and Approved Training Organization. Therefore, CAA Nepal carries out audit of CAAi (U.K.) in every 4 years period and desktop audit in an interval of 2 years period to ensure compliance with the procedures and ensuring consistency at the same time. Audit of NCAR Part 147 Approved Training Organization are conducted before initial approval and subsequently every 2 years period depending on renewal of its approval.

- 1.1.1 For the oversight of the delegated organization, an audit is carried out using Checklist No. 14 "Checklist for approval of Maintenance Training Organization". The associated checklists for issuance and renewal of NCAR Part-147 MTO are Checklist No. 43 "Checklist for Reviewing Application Package for Issuance of NCAR Part-147 Approval -Foreign ATO" and Checklist No. 27 "Checklist for Reviewing Application Package for Renewal of NCAR Part-147 Approval-Foreign ATO."
- **1.1.2** During the on-site and desktop audit, CAA Nepal inspectors will inspect the records of delegated instructors, examiners and assessors as per **Checklist No. 14** "**Checklist for approval of Maintenance Training Organization.**"
- 1.1.3 CAA Nepal inspectors carry out audit of Maintenance Training Organization (MTO) as per NCAR Part-147 (Issue 03, September 2020) and Airworthiness Inspector Handbook Part-II Section III Chapter 9.
- **1.1.4** After the completion of audit, an audit report is sent to the organization within 7 days mentioning the Corrective Action Plan (CAP) submission date along with Root Cause Analysis, level of findings and due date of findings.
- **1.1.5** In case of **level 1** finding, failure to complete the rectification of any **level 1** finding within three days of written notification shall entail revocation, suspension or limitation by CAA Nepal, of the maintenance training organisation approval in whole or in part in accordance with NCAR Part-



147.B.130 as per procedure laid down in Airworthiness Inspector Handbook Part- II Chapter 12 and Aviation Enforcement Policy and Procedure Manual.

1.1.6 Action shall be taken by CAA Nepal to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by CAA Nepal in the case of a level 2 finding accordance with NCAR Part-147.B.130 as per procedure laid down in Airworthiness Inspector Handbook Part-II Chapter 12 and Aviation Enforcement Policy and Procedure Manual

A level 1 finding is one or more of the following:

- a) any significant non-compliance with the examination process which would invalidate the examination(s),
- b) the lack of an accountable manager,
- c) a significant non-compliance with the training process

A level 2 finding is any non-compliance with NCAR Part-147 other than level 1 findings. However, in the case of a level 2 finding, CAA Nepal may give up to 6 months' notice of the need for rectification. Dependent upon seriousness of the level 2 finding(s) CAA Nepal may choose a notice period less than 6 months in accordance with NCAR Part-147 AMC 147.B.130 (b).

1.1.7 When CAA Nepal chooses to allow 6 months, the initial notification should be of 3 months duration to the quality manager followed by the final 3 months' notice to the accountable manager in accordance with NCAR Part-147 AMC 147.B.130 (b).

1.2 Conduct of Examination

- **1.2.1** Detail procedure for conduct of Basic NCAR Part-66 AML examination through CAAI is laid down in Chapter 2 of this manual.
- **1.2.2** Detail procedure for type examination (Theoretical and Practical) is laid down in NCAR Part-147 Organization MTOE, which is approved/accepted by CAA Nepal.



CHAPTER 2. NCAR Part-66 BASIC AML E-EXAMINATION

2.1 Introduction

CAA Nepal conducts NCAR Part-66 Basic Aircraft Maintenance Engineer Licensing E-Examination for the aspiring candidates in British Council, Lainchau, Kathmandu, Nepal as per the contract agreement between CAA Nepal and CAAi (U.K.).

The examination is contracted to CAA International Ltd. whose registered office is at CAA International Limited, Aviation House, Beehive Ring Road, Crawley, West Sussex, England, RH6 OYR. Registered in England No 04104068. As per the contract, CAAi provides an Aircraft Maintenance Engineer Licence (AML) Electronic Examination Service to CAA Nepal.

The service combines the expertise of CAAi and ASPEQ to provide an electronic examination service providing Basic AML (Category A & B) examinations, based on European standards to support CAA Nepal licensing needs.

2.2 Scope

The procedures apply to the following:-

- All CAA staff and external consultants involved in Examination Services for CAA Nepal, ICAO compliant examinations. This entails service delivery, invigilation, and technical specialists (Subject Matter Experts) for examination content, and audit.
- All British Council staff involved in examination invigilation; for the delivery of CAAi examinations at British Council venues in Nepal.
- All CAA Nepal staff involved in the oversight and audit of the examination service.
- All ASPEQ staff involved in Examination Services; as the technology partner for the IT systems used for examinations. This includes the examination question bank (Quadrant), the question bank maintenance workflow systems (Central Desktop), the booking and applications management system (TASMAN) and the onscreen examination delivery system (Computer Exam Delivery).

2.3 Responsibilities

The document sets out the respective responsibilities of:

- CAA Nepal for oversight, audit.
- CAAi- Contract and management
- CAAi Capability and Expert Teams Subject matter expert departments for Aircraft Maintenance Engineers and Flight Crew. Control of the content of question bank and associated exam



materials. Auditors of the exam service and responsible for dissemination of policy/syllabus change.

- CAAi Information Services Department Control & audit of all CAA IT systems and external providers IT systems
- EXAMS Delivery CAAi Exam Service Team. Management of examination booking, audit of examination venues, invigilator training and support for candidates.
- ASPEQ CAA/CAAi Technology Partner owner of the exams system Tasman, licensee for the question bank system Quadrant and licensee for the workflow management system Central Desktop.
- ASPEQ Exam Development The Aspeq Team who manage the question editorial process and the question bank contained within Quadrant.
- ASPEQ TASMAN -. The Exam management system which manages candidate registration, payments, bookings and session management.
- ASPEQ Quadrant which is the question bank repository, embedded with a question bank management syllabus.
- ASPEQ Central Desktop Commercial-of-the-shelf, cross organisational online collaboration tool. Workflow management, issues registers, task tracking and records management.
- ASPEQ Computer Exam Delivery Self-contained and encrypted operating system deployed to the examination venues to securely deliver on screen examinations.
- British Council Invigilators contracted to CAAi for examination delivery at a examination venue.
- Candidate The person booking and sitting an examination. Can also be referred to as the customer or the applicant.

2.4 Examination Procedure through CAAi

2.4.1 Examination Notice

CAA Nepal in line with the examination booking planner agreed with CAAi issues Examination Notice to all the candidates at least 45 days prior to the examination. The examination dates, examination venue, examination form submission deadlines along with the examination fee details are mentioned in the notice.

CAA Nepal Airworthiness Inspector/Assistant Airworthiness Inspector raises an internal memo for the formation of an examination committee and publishing of examination notice. This is usually 2 months prior to the examination dates. The memo is raised in line with the examination booking planner agreed with CAAi. The memo is forwarded to the Chief of Airworthiness Inspection Division. After reviewing the memo, the Chief of Airworthiness Inspection Division forwards it to the Director of FSSD for review and approval. After approval from the Director of FSSD, the examination committee is formed and notice published subsequently. The examination dates, examination venue, examination form submission deadlines along with the examination fee details are mentioned in the notice. The notice is posted on Flight Safety Standards Department notice board and is also uploaded on FSDD website **www.flightsafety.caanepal.gov.np**.



2.4.2 Application

The applicant submits duly filled application forms along with the applicable documents to FSSD, CAA Nepal. The applicant shall confirm in writing to CAA Nepal, the number and dates of attempts during the last year and where these attempts took place. CAA Nepal is responsible for checking the number of attempts within the applicable timeframes. Any application forms which are found incomplete and lacks adequate documents are returned to the applicant. CAA Nepal does not accept any application forms which are submitted after the deadline.

2.4.3 Documents required

The applicants are required to submit the application letter along with the following documents:

- a) Duly filled NCAR Part-66 AML examination application form
- b) Examination fee payment advisory slip
- c) Copy of valid identity proof
 - Passport
 - Citizenship card (if the citizenship card is in Nepali language, then a translated copy In English Language attested by Notary Public is mandatory)
 - Driving License

Failure to provide any of the above listed documents will prevent further processing of application.

2.4.4 Evaluation of application forms

CAA Nepal does not accept any application forms which are submitted after the deadline. After all the candidates have submitted the application forms, the document scrutiny process is commenced. CAA Nepal checks the submitted application forms and attached documents for its completeness. Any application forms which are incomplete and lacks adequate documents are returned to the candidate. The candidates are informed of the discrepancies. Only if the documents are complete, the assigned officer verifies and signs it for further processing.

2.4.5 Examination booking activities

All the verified application forms are scanned. The scanned copies of the documents are emailed to CAAi.

After receiving all the documents, CAAi prepares the examination booking planner and sends it to CAA Nepal.

Upon receiving the booking planner and necessary instructions from CAAi, CAA Nepal uses ASPEQ TASMAN to register all the candidates and book them in their applied modules. ASPEQ TASMAN is an Exam management system which manages candidate registration, payments, bookings and session management.



The candidates are booked as per the modules applied in their application form. Successful applications will result in booking confirmations being sent electronically to the candidate. The booking status for a candidate can be reviewed by CAA Nepal in the Administration TASMAN portal.

During the booking session, if any discrepancies are encountered, CAAi is contacted to resolve such issues. After successful completion of booking, CAAi is notified and the preparation for examination is done further.

2.4.6 Amending an examination booking

When an examination booking is confirmed an amendment can only be entertained with an advance notice of 10 calendar days. As such if an applicant wishes to amend an examination same is to be informed ten calendar days prior to the date of examination. Examination dates when once book is not cancellable or transferable. Nevertheless, a candidate may request for a cancellation due to medical reason in such situations candidate is to provide a valid medical certificate with a letter of request to CAA Nepal.

As per the contract agreement with CAAi, the following rules will be applicable for the cancellation, review and transfer fees. The terms and conditions may change as per the contract. The amounts are indicated in pound sterling as per the contract.

2.4.7 Cancellation, transfer and review fees

Transfers or cancellations made within 7 calendar days before the examination sitting date will incur to full loss of fee.

In an event of disruption to public transport services, natural disaster, civil riots and unforeseen circumstances which is not within the control of the applicant, candidates are required to give formal notice of their inability to attend indicating reasons. In such case, CAA Nepal will consider the applicant's request if the reason provided is found genuine and acceptable. CAA Nepal will consult with CAAi and the candidate will be informed about the decision accordingly.

If a candidate Did not Sit (DNS) or Did Not Attend (DNA) the exam, then it will be subjected to a full loss of fee. In such case the DNAs are fully chargeable and **attempts will not accrue**.

If a candidate is not satisfied with the examination result, then he/she can apply for review. The candidate has to write a written application or send an official email to the Airworthiness Inspector/Assistant Airworthiness Inspector mentioning the module(s) to be reviewed. A full exam fee will be charged for all examination reviews to cover Subject Matter Expertise. CAA Nepal will collect the applicable review fee and send the review request to CAAi. The review fee will be sent to CAAi.

CAAi after reviewing the requested module will inform the candidate and CAA Nepal about the outcome of review.



2.4.8 Examination Rules

The candidates are required to strictly abide by the examination rules set by the British Council.

2.5 Examination

- a) The examination is conducted 4 times annually within an interval of 90 days. The examination is held in British Council, Kathmandu, Nepal. Examination dates are arranged as per the agreement between CAA Nepal, CAAi and British Council. This is because British Council conducts several TOEFL, IELTS and other competitive exams and therefore it is very important to secure the dates with the British Council as per the planner.
- b) CAA Nepal prepares an Annual Examination Booking Planner and sends it to CAAi. CAAi and British Council review the planner and decide on the proposed dates. If the dates are acceptable, the booking planner is fixed for the given year. If any changes are required by the British Council due to the unavailability of slots for the particular exam, the planner is amended accordingly by CAA Nepal and sent to CAAi.
- c) Examination venue is provided by CAAi. The exam is conducted at British Council, Lainchaur, Kathmandu, Nepal. The examinations are delivered in an electronic, on-screen computer-based format. CAA Nepal inspectors carry out inspection of the examination venue few days ahead of the examination to confirm if everything is in order for the examination. Internet connectivity, serviceability of desktop computers or other venue problems that may affect or delay an examination session is checked. If any such issues are discovered during inspection, then CAA Nepal will notify British Council and CAAi respectively. Any discrepancies observed will be addressed immediately so as to facilitate smooth and timely running of examination.
- d) The pass mark for each examination shall be 75%. All questions in the examinations shall be written in English and be in a multi-choice (and essay where applicable) format.
- e) Examination sessions are normally planned to be available at the venue no earlier than 8:30 a.m. local time and finishing no later than 5:30 p.m. local time. Normally the examination starts at 09:00 a.m. and ends at 5:45 p.m. depending upon the booking session provided by CAAi.

2.5.1 Examination Invigilation

British Council Invigilators who are contracted to CAAi (U.K.) for examination delivery at the examination venue invigilate the examination.

2.5.2 Examination Results

After successful completion of the examination, CAA Nepal requests CAAi to release the examination results. The result for multiple choice questions is released normally the next day after the completion of the exam. The essay results are released at a later date. CAAi provides the



candidates and CAA Nepal with individual examination results through the Customer and Administrator portals respectively within the TASMAN system.

Examination results will include Knowledge Deficiency Reports (except Essay results) to aid the candidates and CAA Nepal in understanding the areas of candidate knowledge deficiency.

2.5.3 Examination Records

All the examination results are maintained in the TASMAN. The candidate can view and download their result from the portal. The attendance sheets are maintained by the British Council.

2.5.4 Examination Surveillance

- a) CAA Nepal Airworthiness Inspector/Assistant Airworthiness Inspectors carries out surveillance of examination by conducting Spot Check of the running examination as per Surveillance, Policy and Procedure Manual (Issue 05, September 2020) Chapter 7 examination to check whether the examination are being conducted in a fair and transparent manner or not. During the examination if the candidates are found disobeying examination instructions (e.g. commencing before being authorized or continuing with the examination after being told to stop), they should be reported and follow-up action should be taken by CAA Nepal because, for a number of reasons, it is best for the examination supervisor to avoid confrontation.
- b) Any kind of misconduct by the candidates will not be tolerated. In such cases, CAA Nepal inspectors will report the matter to CAA Nepal and CAAi. The British Council exam invigilator will also report the matter to CAAi. During the absence of CAA Nepal inspectors, if the candidates are found violating the examination rules, such matter shall be reported by the exam invigilator to CAA Nepal and CAAi.
- c) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident. CAA Nepal shall be informed of any such incident together with the details of any enquiry within one calendar month as per NCAR Part-147 A.135 (b).
- d) Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. CAA Nepal must be informed of any such occurrence within one calendar month as per NCAR Part-147 A.135 (c).
- e) At unforeseen circumstances, if the British Council invigilation staffs are found violating the examination rules, the matter will be reported to both CAA Nepal and CAAi following which CAA Nepal will take appropriate enforcement action on the offender as per Aviation Enforcement Policy and Procedure Manual (Issue 05, October 2021).



2.5.5 Basic Examination

All basic examinations shall be carried out using the multi-choice question format and essay questions as specified below. The incorrect alternatives shall seem equally plausible to anyone ignorant of the subject. All of the alternatives shall be clearly related to the question and of similar vocabulary, grammatical construction and length. In numerical questions, the incorrect answers shall correspond to procedural errors such as corrections applied in the wrong sense or incorrect unit conversions: they shall not be mere random numbers.

- 1. Each multi-choice question shall have three alternative answers of which only one shall be the correct answer and the candidate shall be allowed a time per module which is based upon a nominal average of 75 seconds per question.
- 2. Each essay question requires the preparation of a written answer and the candidate shall be allowed 20 minutes to answer each such question.
- 3. Suitable essay questions shall be drafted and evaluated using the knowledge syllabus in Appendix I Modules 7A, 7B, 9A, 9B and 10.
- 4. Each question will have a model answer drafted for it, which will also include any known alternative answers that may be relevant for other subdivisions.
- 5. The model answer will also be broken down into a list of the important points known as Key Points.
- 6. The pass mark for each module and sub-module multi-choice part of the examination is 75 %.
- 7. The pass mark for each essay question is 75 % in that the candidates answer shall contain 75 % of the required key points addressed by the question and no significant error related to any required key point.
- 8. If either the multi-choice part only or the essay part only is failed, then it is only necessary to retake the multi-choice or essay part, as appropriate.
- 9. Penalty marking systems shall not be used to determine whether a candidate has passed.
- 10. A failed module may not be retaken for at least 90 days following the date of the failed module examination, except in the case of a maintenance training organisation approved in accordance with NCAR Part-147 which conducts a course of retraining tailored to the failed subjects in the particular module when the failed module may be retaken after 30 days.
- 11. The time periods required by NCAR 66.A.25 apply to each individual module examination, with the exception of those module examinations which were passed as part of another category licence, where the licence has already been issued.
- 12. The maximum number of consecutive attempts for each module is three. Further sets of three attempts are allowed with a one-year waiting period between sets.
- **Note:** Refer Airworthiness Inspector Handbook Part-II Section II Chapter 10 for more details on examination procedure.

2.5.6 NCAR PART-66 AML EXAMINATION MODULES

Examination Modules

The following are the NCAR Part-66 examination modules to be undertaken by the candidates.



NCAR PART-66 Multiple Choice Examination Papers			
Module 1	Mathematics		
Module 2	Physics		
Module 3	Electrical Fundamentals		
Module 4	Electronic Fundamentals		
Module 5	Digital Techniques/Electronic Instrument Systems		
Module 6	Materials and Hardware		
Module 7	Maintenance Practices		
Module 8	Basic Aerodynamics		
Module 9	Human Factors		
Module 10	Aviation Legislation		
Module 11	Aeroplane Aerodynamics, Structures and Systems		
Module 12	Helicopter Aerodynamics, Structures and Systems		
Module 13	Aircraft Aerodynamics, Structures and Systems		
Module 14	Propulsion		
Module 15	Gas Turbine Engine		
Module 16	Piston Engine		
Module 17	Propeller		
NCAR PART-66 Essay Examination Papers			
Module 7	Maintenance Practices		
Module 9	Human Factors		
Module 10	Aviation Legislation		

2.5.7 CAA International Procedures

CAA International has additional procedures for Examination.

Following are the additional CAA International procedure for examination:

- IMS.EX.01 Exam Syllabus & Content Management (includes Performance monitoring and Question Authoring)
- IMS.EX.03 Invigilator Recruitment and Training
- IMS.EX.04 CAAi Exam Venue Approval
- IMS.EX.06 Exam Scheduling
- IMS.EX.08 Candidate Registration (TASMAN)
- IMS.EX.13 Conduct Exam Session
- IMS.EX.20 Audit Exam Centre
- IMS.EX.15 Results Management
- IMS.EX.16 Exam Misconduct
- IMS.EX.17 Candidate Review Request

*Note: The above procedures are available for review during the regular CAA Nepal Audit of the CAAi Examination Service.



CHAPTER 3. AID COMPUTER BASED EXAMINATION

3.1 Introduction

Flight Safety Standards Department, CAA Nepal conducts in-house e-examination of Nepalese Civil Airworthiness Requirements (NCAR). E-examination is also conducted for Basic Ultralight Aircraft Maintenance Licensing purpose. NCAR e-examination is also applicable to foreign licence holders as per NCAR Chapter F.5 Para 1, 1.4 (g).

3.2 Scope

This section establishes the administrative procedures that the Airworthiness Inspector/Assistant Airworthiness Inspector shall follow while exercising its tasks and responsibilities to conduct and invigilate the examination.

3.3 Examination Procedure

The applicant submits duly filled application forms along with the applicable documents to FSSD, CAA Nepal. After receiving the application, the Airworthiness Inspector/Assistant Airworthiness Inspector scrutinizes the application form and supporting documents. If found satisfactory, the delegated inspector raises an internal memo for the formation of an examination committee. The memo is forwarded to the Chief of Airworthiness Inspection Division which is then forwarded to the Director of Flight Safety Standards Department for approval.

After the approval from Director of FSSD, the candidate is notified of the examination date.

3.4 Examination facility

The examination facility is located on the second floor of Flight Safety Standards Department building located at Sinamangal, Kathmandu. There are a total of 6 desktop computers for examination purpose. Each computers are provided with an Uninterruptible Power Supply (UPS) units to prevent interruption of exam in case of power loss.

There are wooden partitions to prevent the candidates from viewing each other's screen.

CCTVs camera are placed at designated location and is connected to a monitor in the Chief of FSSD room to monitor the examination activities.

Delegated inspectors shall be present during the examination at all times to ensure the examination is conducted fairly and that the candidate is not subjected to any form of cheating or misconduct.



3.5 Question bank

- a) For the NCAR examination, question banks are prepared by the Airworthiness/Assistant Airworthiness inspectors in consultation with the Chief of Airworthiness Inspection Division following a procedure laid down in Airworthiness Inspector Handbook Part-II Section II Chapter 10. After proper review and discussion, the final consolidated question bank is uploaded in the server. The server is password protected. Unauthorized entry to the server room is prohibited. The Chief of Administration of FSSD, CAAN is granted access to the server room for conducting the examination. The server room is located adjacent to Director of FSSD room. It is secured with a lock and key.
- b) All the questions must be prepared in English language.
- c) The question bank will be reviewed annually in the month of January. If there are any amendments to the requirements, then the question(s) affected by revision will be amended accordingly. For this the Airworthiness Inspectors/Assistant Airworthiness Inspectors will consult with the Chief of Airworthiness Inspection Division and make applicable changes in the question(s).
- d) The final consolidated questions will be then uploaded in the question bank of examination server.

3.6 Examination Rules

The candidates are required to strictly abide by the examination rules set by CAA Nepal. The examination rule is posted on the wall of examination hall. The rules are briefed to the candidate prior to commencing the examination.

3.7 Examination

3.7.1 NCAR Examination

Nepalese Civil Airworthiness Requirements (NCAR) exam is a Computer Based Exam. There are a total of 50 questions in the exam. The pass mark for the examination shall be 75%. The exam duration is of 90 minutes. The examination result is displayed on the monitor immediately after the candidate submits the final answer. However, the marks obtained will be provided to the candidate on the result sheet only. A failed module may not be retaken for at least 90 days following the date of the failed module examination.

For re-appearing the failed module after a period of 90 days, the candidate has to go through the same process as that of initial application.



3.7.2 Basic Ultralight Aircraft Maintenance Licensing Examination

Basic Ultralight Aircraft Maintenance Licensing Examination is a Computer Based Examination. The examination details is uploaded on FSSD website **www.flightsafety.caanepal.gov.np**. After completion of the exam, candidates will be issued with an examination result sheet on the very day or 2-3 days later depending upon the administrative processing.

3.8 Invigilation

- a) Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident.
- b) Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void.