CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

AIRWORTHINESS INSPECTOR HANDBOOK PART I

Issue 07 Rev 01 April 2022



RECORD OF REVISION

S. No.	Revision No. & Date	Revision Details
1.	Issue 01 dated June 2002	Initial Issue
2.	Issue 02 dated March 2009	Issue 02 was introduced to align Procedure with requirements
3.	Issue 03 dated June 2013	Issue 03 was Issued to incorporate change in procedure.
4.	Issue 04 dated Dec 2013	Issue 04 was Issued to incorporate change in procedure.
5.	Issue 5 dated October 2016	Issue 05 was Issued to incorporate change in procedure.
6.	Issue 6 dated March 2017	Issue 06 was Issued to incorporate change in procedure.
7.	Issue 7 dated September 2020	Issue 07 was Issued to incorporate change in procedure.
8.	Issue 7 Rev 01 dated April 2022	Issue 07 Rev 01 was Issued to incorporate change in procedure.

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PREFACE

The Airworthiness Inspectors Handbook Part-I (Issue 7 Rev 01, April 2022) has been developed taking into consideration all necessary procedures and checklists required for discharging the duties and responsibilities of Airworthiness Inspector. This edition of handbook is formulated on the basis of NCAR provisions and other requirements related with airworthiness of aircraft.

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

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

Pradeep Adhikari Director General

Civil Aviation Authority of Nepal

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1. PROCEDURE FOR AMENDMENT OF AIRWORTHINESS INSPECTOR HANDBOOK

1.1 Introduction

This Airworthiness Inspector Handbook Part-I 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 Handbook.

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

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.

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- i) The approved document will then be distributed to all the inspectors through librarian along with internal circular for implementing new changes.
- j) A receipt of the approved document is ensured by signing the Record of Circulation by all the inspectors, record of which is kept by the librarian in the Technical Library.
- k) It is the responsibility of all the Inspectors to update their Airworthiness Inspector Handbook with the new document received through the librarian.

1.3 Methods to keep currency of Airworthiness Inspector Handbook

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

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2. PROCEDURE FOR ISSUANCE OF TYPE ACCEPTANCE CERTIFICATES

PURPOSE

Perform a review of an application for issuance of Type Acceptance Certificate to ensure all requirements are being met before granting Type Acceptance Certificate.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Type Acceptance Certificate.

REFERENCE CRITERIA

Civil Aviation Regulation Rule 12

NCAR Chapter B.1

Type Certificate issued by State of Design Authority

COORDINATION

None

TOOLS

Checklist #2 "Checklist for Issuance of Type Acceptance Certificate" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for issuance of Type Acceptance Certificate (including all the necessary supporting documents as per NCAR Chapter B.1 Para 4) has been made in prescribed format (NCAR Chapter B.1, Form B.1.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the foreign Type Certificate meets the requirement as laid down in NCAR Chapter B.1 Para 2.
- Ensure that the Checklist #2 "Checklist for Issuance of Type Acceptance Certificate" has been completed.
- If documents provided by applicant doesn't meet any of the above and items in Checklist #2, inform the applicant in writing to submit all the required documents for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter B.1 are met.
- After satisfactory evaluation, initiate an internal office memo for issuance of Type Acceptance Certificate.

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- After approval from Director General, issue Type Acceptance Certificate as per format prescribed in NCAR Chapter B.1 Form B.1.2 (Appendix-2).
- File the application package along with all the supporting documents including a copy of the Type Acceptance Certificate issued to applicant.

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3. PROCEDURE FOR ISSUANCE OF CERTIFICATE OF REGISTRATION OF AN AIRCRAFT

PURPOSE

Perform a review of an application for issuance of Certificate of Registration for an aircraft to ensure that all the requirements are being met before granting Certificate of Registration.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Certificate of Registration for an aircraft.

REFERENCE CRITERIA

Civil Aviation Regulation NCAR Chapter B.5 National Civil Aviation Policy

COORDINATION

None

TOOLS

Checklist # 5 "Checklist for Issuance of Certificate of Registration"
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for issuance of Certificate of Registration (including all the necessary supporting documents as per NCAR Chapter B.5 Para 7) has been made in prescribed format (NCAR Chapter B.5, Form B.5.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.5 Para 7.2 (a).
- Ensure ownership of the aircraft by reviewing/confirming evidence of ownership document as per NCAR Chapter B.5 Para 7.
- Ensure that the aircraft is not registered with another state by reviewing and confirming proof
 of cancellation of previous registration or certificate of non-registration is attached with
 application.
- Ensure that the Checklist #5 "Checklist for Issuance of Certificate of Registration" has been completed.



- If documents provided by applicant doesn't meet any of the above or items in Checklist # 5, inform the applicant in writing to submit all the required documents for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter B.5 are met.
- After satisfactory evaluation, initiate an internal memo for issuance of Certificate of Registration.

Note: Ensure while issuing the Certificate of Registration, the Registration marks must not be the registration mark issued or assigned to any other Nepalese aircraft previously; a registration mark that has been already been assigned; a mark that might be confused with any five-letter combination used in Part II of the International Code of Signals; a mark that might be confused with any three-letter combination beginning with Q used in the Q Code; a mark that might be confused with the distress signal SOS; a mark that might be confused with an urgency or safety signal. Examples: Of urgency or safety signals- XXX, PAN and TTT.

Note: Ensure that the aircraft carries an identification plate as per requirements laid down in NCAR Chapter B.5.

- After approval from Director General, issue Certificate of Registration as per format prescribed in NCAR Chapter B.5 Form B.5.3 (Appendix-3).
- Complete the Nepalese Civil Aircraft Register prescribed in NCAR Chapter B.5 Form B.5.2 (Appendix-2) with all the required details by following the procedure in Chapter 4 of this Airworthiness Inspector Handbook.
- If the aircraft is first of its type in Nepal inform the State of Design and State of Manufacturer in writing (via email or letter) to provide CAA Nepal with the Mandatory Continuing Airworthiness Information (MCAI).
- File application package along with supporting documents including a copy of the Certificate of Registration issued to applicant in respective Aircraft File located securely at technical library.

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4. PROCEDURE TO UPDATE NEPALESE CIVIL AIRCRAFT REGISTER

PURPOSE

To update Nepalese Civil Aircraft Register after issuance of Certificate of Registration for an aircraft.

CIRCUMSTANCES OF USE

When an operator's application for issuance of Certificate of Registration for an aircraft is reviewed and found to be satisfactory and the aircraft is issued with Certificate of Registration.

REFERENCE CRITERIA

Civil Aviation Regulation
NCAR Chapter B.5
National Civil Aviation Policy
Airworthiness Inspector Handbook Part-I Chapter 3

COORDINATION

None

TOOLS

Note pad Stickers

TASK TO PERFORM:

- Ensure that the aircraft is issued with Certificate of Registration as per procedure laid down in Chapter 3 of this Airworthiness Inspector Handbook.
- Request technical library of Flight Safety Standards Department to provide Nepalese Civil
 Aircraft Register, which is kept in technical Records area of the technical library in a secure
 location (steel cabinet with lock and key) safeguarding it from theft, fire and alternation.
- After receiving Nepalese Civil Aircraft Register from technical library, ensure that all the information required by Nepalese Civil Aircraft Register are updated in the register.
- After updating the Nepalese Civil Aircraft Register, the updated Nepalese Civil Aircraft Register shall be handed over to technical library to keep it in technical records area of the technical library, where the Nepalese Civil Aircraft Register is secured (in steel cabinet with lock and key) from theft, fire and alternation.
- Before keeping Nepalese Civil Aircraft Register in a secure location, the librarian will take the backup of the Civil Aircraft Register which is kept in external hard drive and in one drive.



5. PROCEDURE FOR DEREGISTRATION OF AN AIRCRAFT

PURPOSE

Perform a review of an application for deregistration of an aircraft to ensure that all the requirements are being met before deregistering an aircraft.

CIRCUMSTANCES OF USE

When an operator submits an application for deregistration of an aircraft.

REFERENCE CRITERIA

Civil Aviation Regulation Rule 13 NCAR Chapter B.5

COORDINATION

None

TOOLS

Checklist # 6 "Checklist for Deregistration of an Aircraft" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for deregistration of an aircraft (including all the necessary supporting documents as per NCAR Chapter B.5 Para 14.3) has been made. An incomplete application (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.5 Para 14.2.
- Ensure that the Checklist #6 "Checklist for Deregistration of an Aircraft" has been completed.
- If any of the documents provided by applicant doesn't meet any of the above or items in Checklist # 6, inform the applicant in writing to submit all the required documents for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter B.5 are met.
- After satisfactory evaluation, initiate an internal office memo for deregistration of an aircraft.
- After approval from Director General, issue Certificate of Cancellation to an aircraft as per format prescribed in NCAR Chapter B.5 Form B.5.5 (Appendix-5).

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- Complete the Nepalese Civil Aircraft Register prescribed in NCAR Chapter B.5 Form B.5.2 (Appendix-2) with information on deregistration of an aircraft and all the required details by following the procedure in Chapter 4 of this Airworthiness Inspector Handbook.
- File application package along with all the supporting documents including a copy of Certificate of Cancellation issued to an applicant in respective aircraft file located securely at technical library.

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6. PROCEDURE FOR CHANGE IN OWNERSHIP / OPERATORSHIP OF AN AIRCRAFT

PURPOSE

Perform a review of an application for change in ownership/operatorship of an aircraft to ensure that all the requirements are being met before change in ownership of an aircraft.

CIRCUMSTANCES OF USE

When an operator submits an application for change in ownership/operatorship of an aircraft.

REFERENCE CRITERIA

Civil Aviation Regulation Rule 10 NCAR Chapter B.5

COORDINATION

None

TOOLS

Checklist # 7 "Checklist for change in Ownership/Operatorship of an Aircraft" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for change in ownership/operatorship of an aircraft (including all
 the necessary supporting documents as per NCAR Chapter B.5 Para 12.10) has been made. An
 incomplete application form (including all the necessary supporting documents) should be
 rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.5 Para 12.9.
- Ensure that the Checklist #7 "Checklist for change in Ownership/Operatorship of an aircraft" has been completed.
- If documents provided by applicant doesn't meet any of the above or items in Checklist #7, inform the applicant in writing to submit all the required documents for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter B.5 are met.
- After satisfactory evaluation, initiate an internal office memo for change in ownership/operators of an aircraft.

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- After approval from Director General, inform applicant in writing regarding change in ownership/operatorship of an aircraft and issue new Certificate of Registration as per format prescribed in NCAR Chapter B.5 Form B.5.3 (Appendix-3).
- Complete the Nepalese Civil Aircraft Register prescribed in NCAR Chapter B.5 Form B.5.2
 (Appendix-2) with change in ownership/operatorship information of an aircraft and all the
 required details by following the procedure in Chapter 4 of this Airworthiness Inspector
 Handbook.
- File application package along with all the supporting document including a copy of approval letter for change in ownership/operatorship of an aircraft issued to an applicant along with new Certificate of Registration in respective aircraft file located securely at technical library.

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7. PROCEDURE FOR ISSUANCE OF CERTIFICATE OF AIRWORTHINESS AND RADIO MOBILE LICENCE

PURPOSE

Perform a review of an application for issuance of Certificate of Airworthiness and Radio Mobile Licence for an aircraft to ensure that all the requirements are being met before issuance of Certificate of Airworthiness and Radio Mobile Licence.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Certificate of Airworthiness and Radio Mobile Licence for an aircraft.

REFERENCE CRITERIA

Civil Aviation Regulation Rule 16 NCAR Chapter B.2 NCAR Chapter C.13 NCAR Part-M

COORDINATION

None

TOOLS

Checklist #3 "Checklist for Issuance of Certificate of Airworthiness & Radio Mobile Licence" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for issuance of Certificate of Airworthiness and Radio Mobile
 Licence for an aircraft (including all the necessary supporting documents as per NCAR Chapter
 B.2 Para 5.4 or Para 5.5 and Para 11 depending on new or old aircraft) has been made in
 prescribed format (NCAR Chapter B.2, Form B.2.1; Appendix-1) and (NCAR Chapter C.13, Form
 C.13.1; Appendix-1). An incomplete application form (including all the necessary supporting
 documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 3.1.
- Ensure that the Type Acceptance Certificate has been issued for that aircraft type (verify Type acceptance certificate issued by CAA Nepal).



- Ensure that the aircraft is registered in Nepal (verify Certificate of Registration issued by CAA Nepal).
- If the aircraft is first of its type in Nepal inform the State of Design and State of Manufacturer in writing (via email or letter) to provide CAA Nepal with the Mandatory Continuing Airworthiness Information (MCAI).
- Ensure that the Customized Maintenance Program of an aircraft is approved by CAA Nepal.
- Ensure that the Aircraft Flight Manual of an aircraft is accepted by CAA Nepal.
- Ensure that the MEL of an aircraft is approved by CAA Nepal.
- Ensure Export Certificate of Airworthiness has been issued by previous state of registry.
- Ensure that the Checklist #3 "Checklist for Issuance of Certificate of Airworthiness & Radio Mobile Licence" has been completed after carrying out document survey and physical survey of an aircraft.

Note: Ensure the aircraft is equipped with all the applicable operational derived equipment and Instruments, as per requirements laid down in current relevant Flight Operations Requirements.

- Ensure all deficiencies and deviations that were raised during document survey and physical survey are appropriately addressed and corrected.
- If documents provided by applicant doesn't meet any of the above or items in Checklist #3, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure all the requirements laid down in NCAR Chapter B.2 are met.
- After satisfactory evaluation, initiate an internal office memo for issuance of Certificate of Airworthiness and Radio Mobile Licence.
- After approval from Director General, issue Certificate of Airworthiness and Radio Mobile licence as per format prescribed in NCAR Chapter B.2 Form B.2.3 (Appendix-3) and NCAR Chapter C.13 Form C.13.2 (Appendix-2).
- File application package along with all the supporting document and a copy of Certificate of Airworthiness and Radio Mobile Licence issued to an applicant in respective aircraft file located at technical library.

Note: Ensure procedure in chapter 9 of this manual is also followed to issue Airworthiness Review Certificate along with issuance Certificate of Airworthiness and Radio Mobile Licence.

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8. PROCEDURE FOR RENEWAL OF CERTIFICATES OF AIRWORTHINESS AND RADIO MOBILE LICENCE

PURPOSE

Perform a review of an application for renewal of Certificate of Airworthiness and Radio Mobile Licence to ensure that all the requirements are being met before renewal of Certificate of Airworthiness and Radio Mobile Licence.

CIRCUMSTANCES OF USE

When an operator submits an application for renewal of Certificate of Airworthiness and Radio Mobile Licence for an aircraft.

REFERENCE CRITERIA

Civil Aviation Regulation Rule 19 NCAR Chapter B.2 NCAR Chapter C.13 NCAR Part-M

COORDINATION

None

TOOLS

Checklist # 15 "Checklist for Renewal of Certificate of Airworthiness & Radio Mobile Licence" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for renewal of Certificate of Airworthiness and Radio Mobile Licence for an aircraft (including all the necessary supporting documents as per NCAR Chapter B.2 Para 14) has been made in prescribed format (NCAR Chapter B.2, Form B.2.2; Appendix-2) and NCAR Chapter C.13 Form C.13.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 14.1.
- Ensure that the Checklist #15 "Checklist for Renewal of Certificate of Airworthiness & Radio Mobile Licence" has been completed after carrying out documents survey and physical survey of an aircraft.



Note: Ensure the aircraft is equipped with all the applicable operational derived equipment and Instruments, as per requirements laid down in current relevant Flight Operations Requirements.

- Ensure all deficiencies and deviations that were raised during document survey and physical survey are appropriately addressed and corrected.
- If documents provided by applicant doesn't meet any of the above or items in Checklist # 15, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure all the requirements laid down in NCAR Chapter B.2 are met.
- After satisfactory evaluation, renew Certificate of Airworthiness and Radio Mobile licence as per format prescribed in NCAR Chapter B.2 Form B.2.3 (Appendix-3) and NCAR Chapter C.13 Form C.13.2 (Appendix-2).
- File application package along with all the supporting document and a renewed copy of Certificate of Airworthiness and Radio Mobile Licence in respective aircraft file located securely at technical library.

Note: Ensure procedure in chapter 10 of this manual is also followed to renew Airworthiness Review Certificate along with renewal of Certificate of Airworthiness and Radio Mobile Licence.

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9. PROCEDURE FOR ISSUANCE OF AIRWORTHINESS REVIEW CERTIFICATE

PURPOSE

Perform a review of an application for issuance of Airworthiness Review Certificate for an aircraft to ensure that all the requirements are being met before issuance of Airworthiness Review Certificate.

CIRCUMSTANCES OF USE

When an operator submits an application for Airworthiness Review Certificate for an aircraft.

REFERENCE CRITERIA

NCAR Chapter B.2 NCAR Part-M

COORDINATION

None

TOOLS

Checklist # 51 "Checklist for Issuance of Airworthiness Review Certificate"

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the application for issuance of Airworthiness Review Certificate for an aircraft (including all the necessary supporting documents as per NCAR Chapter B.2 Para 5.3 or Para5.4 and Para 11 depending on new or old aircraft) has been made. An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 3.1.
- Ensure that the aircraft is registered in Nepal (verify Certificate of Registration issued by CAA Nepal).
- Ensure that the aircraft is eligible for issuance of Certificate of Airworthiness as per procedure laid down in Chapter 7 of this manual.
- Ensure that the Checklist # 51 "Checklist for Issuance of Airworthiness Review Certificate" has been completed after carrying out document and physical survey of an aircraft.

Note: Ensure the aircraft is equipped with all the applicable operational derived equipment and Instruments, as per requirements laid down in current relevant Flight Operations Requirements.

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- Ensure all deficiencies and deviations that were raised during document survey and physical survey are appropriately addressed and corrected.
- If document provided by applicant doesn't meet any of the above or items in Checklist # 51, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure all the requirements laid down in NCAR Chapter B.2 and NCAR Part-M Section-I has been met
- After satisfactory evaluation, initiate an internal memo for issuance of Airworthiness Review Certificate.
- After approval from Director General, issue Airworthiness Review Certificate as per format prescribed in NCAR Chapter B.2 Form 15a (Appendix-4).
- File application package along with all the supporting document and a copy of Airworthiness Review Certificate issued to an applicant in respective aircraft file located securely at technical library.

Note: Ensure procedure in chapter 7 of this manual is also followed for issue Certificate of Airworthiness and Radio Mobile Licence along with issuance airworthiness Review Certificate.

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10. PROCEDURE FOR RENEWAL OF AIRWORTHINESS REVIEW CERTIFICATE

PURPOSE

Perform a review of an application for renewal of Airworthiness Review Certificate for an aircraft to ensure that all the requirements are being met before Airworthiness Review Certificate.

CIRCUMSTANCES OF USE

When an operator submits an application for renewal of Airworthiness Review Certificate for an aircraft.

REFERENCE CRITERIA

NCAR Chapter B.2 NCAR Part-M

COORDINATION

None

TOOLS

Checklist # 52 "Checklist for Renewal of Airworthiness Review Certificate"

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the application for renewal of Airworthiness Review Certificate for an aircraft (including all the necessary supporting documents as per NCAR Chapter B.2 Para 13) has been made. An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 13.1.
- Ensure that the Checklist # 52 "Checklist for Renewal of Airworthiness Review Certificate" has been completed after carrying out document and physical survey of an aircraft.

Note: Ensure the aircraft is equipped with all the applicable operational derived equipment and Instruments, as per requirements laid down in current relevant Flight Operations Requirements.

• Ensure all deficiencies and deviations that were raised during document survey and physical survey are appropriately addressed and corrected.



- If documents provided by applicant doesn't meet any of the above or items in Checklist # 52, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure all the requirements laid down in NCAR Chapter B.2 and NCAR Part-M Section-I has been met.
- After satisfactory evaluation, renew Airworthiness Review Certificate as per format prescribed in NCAR Chapter B.2 Form 15a (Appendix-4).
- File application package along with all the supporting document and renewed copy Airworthiness Review Certificate in respective aircraft file located securely at technical library.

Note: Ensure procedure in chapter 8 of this manual is also followed if Certificate of Airworthiness and Radio Mobile Licence has to be renewed along with Airworthiness Review Certificate. As Certificate of Airworthiness and Radio Mobile Licence has to be renewed every alternate year along with Airworthiness Review Certificate.

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11. PROCEDURE FOR VALIDATION OF CERTIFICATE OF AIRWORTHINESS

GENERAL

NCAR Chapter B.2 requires that when a CAA Nepal renders valid a Certificate of Airworthiness issued by another Contracting State it shall provide a Letter of Authorization to be carried with the original Certificate of Airworthiness.

The Director General shall have the power to validate Certificate of Airworthiness issued by another contracting state on application made by the owner or operator of such aircraft. The demonstration and substantiation of the grounds for the validation of a foreign C of A, on a temporary basis must be presented by the applicant to the satisfaction of the Director General. When CAA Nepal renders valid a Certificate of Airworthiness issued by another Contracting State it is, by its action, certifying that it is satisfied that the certificate was issued in compliance in all respects with the convention and the provisions of the applicable annexes and NCAR Chapter B.2. Furthermore, as the new State of Registry CAA Nepal, is henceforth responsible for ensuring the continuing airworthiness and safe operation of the aircraft.

PURPOSE

Perform a review of an application for validating Certificate of Airworthiness issued by contracting state to an aircraft in order to ensure that all the requirements are being met before issuance of Letter of Authorization to render valid Certificate of Airworthiness issued by contracting state.

CIRCUMSTANCES OF USE

When an operator submits an application for validating Certificate of Airworthiness issued by contracting state to an aircraft.

REFERENCE CRITERIA

Civil Aviation Regulation Rule 47 NCAR Chapter B.2

COORDINATION

None

TOOLS

Checklist #16 "Checklist for Issuance of Letter of Authorization" Note pad Stickers

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TASK TO PERFORM:

- Ensure that the application for validation of Certificate of Airworthiness to an aircraft (including all the necessary supporting documents as per NCAR Chapter B.2 Para 5.4 or Para 5.5 depending on new or old aircraft) has been made in prescribed format (NCAR Chapter B.2, Form B.2.1; Appendix-1) as per NCAR Chapter B.2 Para 5.2. An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 3.1.
- Ensure that the aircraft is appropriately registered in Nepal.
- If the aircraft is first of its type in Nepal inform the State of Design and State of Manufacturer in writing (via email or letter) to provide CAA Nepal with the Mandatory Continuing Airworthiness Information (MCAI).
- Ensure the Certificate of Airworthiness issued by contracting state is included along with the application Form.
- Ensure the Certificate of Airworthiness issued by contracting state is valid.
- Ensure that the Checklist # 16 "Checklist for Issuance of Letter of Authorization" has been completed.
- Ensure all deficiencies and deviations that were raised during document survey and physical survey are appropriately addressed and corrected.
- If documents provided by applicant don't meet any of the above or items in Checklist # 16, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure all the requirements laid down in NCAR Chapter B.2 are met.
- After satisfactory evaluation, initiate an internal office memo for validating Certificate of Airworthiness issued by a contracting state.
- After approval from Director General, issue Letter of Authorization (refer appendix of this chapter).
- The Letter of Authorization shall be issued for a short period only on a temporary basis as per format laid down in NCAR Chapter B.2 Form B.2.4 Appendix-5
- Ensure that the validity of the Letter of Authorization shall not extend beyond the period of validity of the original Certificate of Airworthiness.
- Ensure that the applicant is notified that the Letter of Authorization shall be carried on board along with the original Certificate of Airworthiness issued by the previous State of Registry.
- File application package along with all the supporting documents including a copy of Letter of Authorization issued to an applicant in respective Aircraft File located securely at technical library.



12. PROCEDURE FOR ISSUANCE OF EXPORT CERTIFICATES OF AIRWORTHINESS

PURPOSE

Perform a review of an application for issuance of Export Certificate of Airworthiness to ensure that all the requirements are being met before issuance of Export Certificate of Airworthiness.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Export Certificate of Airworthiness to an aircraft.

REFERENCE CRITERIA

Civil Aviation Regulation Rule 21 NCAR Chapter B.3

COORDINATION

None

TOOLS

Checklist # 4 "Checklist for Issuance of Export Certificate of Airworthiness" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for Export Certificate of Airworthiness to an aircraft (including all the necessary supporting documents as per NCAR Chapter B.3 Para 2) has been made in prescribed format (NCAR Chapter B.3, Form B.3.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.3 Para 2.2.
- Ensure that the Checklist # 4 "Checklist for Issuance of Export Certificate of Airworthiness" has been completed.
- Ensure all deficiencies and deviations that were raised during document survey and physical survey are appropriately addressed and corrected.
- If documents provided by applicant doesn't meet any of the above or items in Checklist #4, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure with the responsible authority of importing state if they have any "additional requirements or special conditions" through a letter or email.

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• Ensure any "additional requirements or special conditions" prescribed by Responsible Authority of importing state and notified to the Director General in writing as per NCAR Chapter B.3 Para 3.2 has been received.

Note: Consider "additional requirements or special conditions" are appropriate/applicable and can be entered into the export C of A.

- Ensure all the requirements laid down in NCAR Chapter B.3 are met.
- After satisfactory evaluation, initiate an internal memo for issuance of Export Certificate of Airworthiness.
- After approval from Director General, issue an Export Certificate of Airworthiness as per format prescribed in NCAR Chapter B.3 Form B.3.2 (Appendix-2).
- File application package along with all the supporting documents and a copy of Export
 Certificate of Airworthiness issued to an applicant in respective aircraft file located securely at
 technical library.

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13. PROCEDURE FOR ISSUANCE OF NOISE CERTIFICATE

BACKGROUND

NCAR Chapter B.1 Para 7 requires the aircraft in international flight to obtain noise certificate from CAA Nepal.

PURPOSE

Perform a review of an application for issuance of Noise Certificate to ensure that all the requirements are met before issuance of Noise Certificate.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Noise Certificate to an aircraft.

REFERENCE CRITERIA

NCAR Chapter B.1

COORDINATION

None

TOOLS

Checklist # 17 "Checklist for Issuance of Noise Certificate" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for Noise Certification (including all the necessary supporting documents as per NCAR Chapter B.1 Para 7.3) has been made in prescribed format (NCAR Chapter B.1, Form B.1.3; Appendix-3). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Check if the application is made by authorized personnel.
- Ensure the aircraft is appropriately registered in Nepal.
- Ensure the application includes following supporting documents, which may include one of the following:
 - a. A noise certificate issued by the State of Design/Manufacturer; or
 - b. A noise certificate issued by the original equipment manufacturer (OEM); or
 - A statement made in the aircraft flight manual or equivalent that the aircraft confirms to the applicable noise standard and the associated noise data in the aircraft flight manual; or
 - d. A statement made in the type certificate that the aircraft conforms to the applicable noise standards and the associated noise data in the type certificate data sheet for noise.

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Note: Ensure the aircraft is complied with relevant noise standards that are at least equal to the applicable standards specified in Annex 16, Volume I, Part-II.

- After satisfactory evaluation, complete the draft Noise Certificate format prescribed in NCAR Chapter B.1 Form B.1.4 (Appendix-4) as per guidance Attachment G (Annex 16, Volume I, Part II) and following links:
 - a. ICAO Noise Database (http://noisedb.stac.aviation-civile.gouv.fr/)
 - b. http://www.easa.eu.int/certification/type-certificates/noise.php
- Ensure the limits in Item 13, 14 and 15 (NCAR Chapter B.1; Form B.1.4; Appendix-4) are not exceeded.
- If yes, ensure that the trade-offs rules are complied with as per respective chapter of Annex 16 indicated in Item 11 (Form B.1.4; Appendix-4).
- If any of the requirements laid down in NCAR Chapter B.1 and Checklist # 17 "Checklist for Issuance of Noise Certificate" is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter B.1 are met.
- Initiate an internal office memo for issuance of Noise Certificate along with draft Noise Certificate.
- After approval from Director General, issue Noise Certificate in a format prescribed in NCAR Chapter B.1 Form B.1.4 (Appendix-4).
- File application package along with all the supporting documents and a copy of the Noise Certificate issued to applicant in technical library.

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14. PROCEDURE FOR ISSUANCE OF SPECIAL FLIGHT PERMIT

PURPOSE

Perform a review of an application for issuance of Special Flight Permit to ensure that all the requirements are being met before issuance of Special Flight Permit.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Special Flight Permit to an aircraft.

REFERENCE CRITERIA

NCAR Chapter B.4

COORDINATION

None

TOOLS

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the application for Special Flight Permit meets the condition prescribed in NCAR Chapter B.4 Para 1.2.
- Ensure that the application for Special Flight Permit (including all the necessary supporting documents laid down in NCAR Chapter B.4 Para 2.2) has been made in prescribed format (NCAR Chapter B.4, Form B.4.1; Appendix-1). An incomplete application form (including necessary supporting documents) should be rejected.
- Check that the application is made by authorized personnel.
- If any of the requirements laid down in NCAR Chapter B.4 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure if any additional Specific Limitation is required for completion of intended flight.
- Coordinate with Flight Operations Division (FOD), FSSD, when deemed required, for any additional Operational Restriction that needs to be kept for the conduct of a safe flight.
- Ensure all the requirements laid down in NCAR Chapter B.4 are met.
- After satisfactory evaluation, initiate an internal office memo for issuance of Special Flight Permit.

Note: Special Flight Permit shall not be granted if the conduct of flight endangers the flight safety.

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- After approval from Director General, issue a Special Flight Permit in a format prescribed in NCAR Chapter B.4 (Form B.4.2; Appendix-2) along with Flight Permit Condition prescribed in NCAR Chapter B.4 (Form B.4.4; Appendix-4).
- File application package along with all the supporting documents; a copy of the Special Flight Permit and Flight Permit Condition in technical library.

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15. PROCEDURE FOR ISSUANCE OF PERMIT TO FLY

PURPOSE

Perform a review of an application for issuance of Permit to Fly to ensure that all the requirements are being met before issuance of Permit to Fly.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Permit to Fly to an aircraft.

REFERENCE CRITERIA

NCAR Chapter B.4

COORDINATION

None

TOOLS

Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for Permit to Fly meets the condition prescribed in NCAR Chapter B.4 Para 1.3.
- Ensure that the application for Permit to Fly (including all the necessary supporting documents laid down in NCAR Chapter B.4 Para 2.2) has been made in prescribed format (NCAR Chapter B.4, Form B.4.1; Appendix-1). An incomplete application form (including necessary supporting documents) should be rejected.
- Check that the application is made by authorized personnel.
- If any of the requirements laid down in NCAR Chapter B.4 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure if any additional Specific Limitation is required for completion of intended flight.
- Ensure all the requirements laid down in NCAR Chapter B.4 are met.
- After satisfactory evaluation, initiate an internal office memo for issuance of Permit to Fly.

Note: Permit to Fly shall not be granted if the conduct of flight endangers the flight safety.

- After approval from Director General, issue a Permit to Fly in a format prescribed in NCAR Chapter B.4 (Form B.4.3; Appendix-3) along with Flight Permit Condition prescribed in NCAR Chapter B.4 (Form B.4.4; Appendix-4).
- File application package along with all the supporting documents; a copy of the Permit to Fly and Flight Permit Condition in technical library.



16. PROCEDURE FOR ISSUANCE OF SPECIAL FLIGHT AUTHORIZATION

PURPOSE

Perform a review of an application for issuance of Special Flight Authorization for an aircraft to ensure that all the requirements are met before issuance of Special Flight Authorization.

CIRCUMSTANCES OF USE

When an operator submits an application for issuance of Special Flight Authorization.

REFERENCE CRITERIA

NCAR Chapter B.7

COORDINATION

None

TOOLS

Checklist #18 "Checklist for Issuance of Special Flight Authorization" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for issuance of Special Flight Authorization to an aircraft (including all the necessary supporting documents as per NCAR Chapter B.7 Para 5.2 has been made in prescribed format (NCAR Chapter B.7, Form B.7.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.7 Para 3.1.
- Ensure that the Checklist #18 "Checklist for Issuance of Special Flight Authorization" has been completed.
- If documents provided by applicant doesn't meet any of the above or items in Checklist #18, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure all the requirements laid down in NCAR Chapter B.7 are met.
- After satisfactory evaluation, initiate an internal memo for issuance of Special Flight Authorization.
- After approval from Director General, issue Special Flight Authorization as per format prescribed in NCAR Chapter B.7 Form B.7.2 (Appendix-2).



• File application package along with all the supporting documents and a copy of Special Flight Authorization issued to an applicant in respective aircraft file located securely at technical library.



17. PROCEDURE FOR RENEWAL OF SPECIAL FLIGHT AUTHORIZATION

PURPOSE

Perform a review of an application for renewal of Special Flight Authorization for an aircraft to ensure that all the requirements are met before renewal of Special Flight Authorization.

CIRCUMSTANCES OF USE

When an operator submits an application for renewal of Special Flight Authorization.

REFERENCE CRITERIA

NCAR Chapter B.7

COORDINATION

None

TOOLS

Checklist #19 "Checklist for renewal of Special Flight Authorization" Note pad Stickers

TASK TO PERFORM:

- Ensure that the application for renewal of Special Flight Authorization to an aircraft (including all the necessary supporting documents as per NCAR Chapter B.7 Para 8 has been made in prescribed format (NCAR Chapter B.7, Form B.7.3; Appendix-3). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.7 Para 3.1.
- Ensure that the Checklist #19 "Checklist for renewal of Special Flight Authorization" has been completed.
- If documents provided by applicant does't meet any of the above or items in Checklist #19, inform the applicant in writing to submit all the required documents for further processing of an application.
- Ensure all the requirements laid down in NCAR Chapter B.7 are met.
- After satisfactory evaluation, renew Special Flight Authorization as per format prescribed in NCAR Chapter B.7 Form B.7.2 (Appendix-2).
- File application package along with all the supporting documents and a copy of renewed Special Flight Authorization issued to an applicant in respective aircraft file located securely at technical library.



18. EVALUATION OF RELIABILITY DATA

PURPOSE

When draft three monthly reliability report is submitted by Continuing Airworthiness Management Organization and CAA Nepal is invited to their facility to attend Quarterly Reliability Review Meeting to evaluate three monthly reliability report for possible significant degradation in safety, keeping an eye in the aviation safety.

CIRCUMSTANCES OF USE

When an operator submits draft three-monthly reliability report to CAA Nepal and invites CAA Nepal to attend Quarterly Reliability Review Meeting.

REFERENCE CRITERIA

NCAR Part M.A.302

COORDINATION

None

TOOLS

Note pad Stickers

TASK TO PERFORM:

- Airworthiness Inspector will attend the quarterly Reliability Review Meeting organized by the operator after receiving draft three monthly reliability report and invitation to attend the Quarterly Reliability Review Meeting.
- During a meeting, the reliability report will be evaluated ATA chapter wise. The significant failures, defects in a particular ATA chapter will be discussed with the operator.
- The Alert Value in each ATA chapter will be discussed in detail. If the Alert Value crosses the Upper Control Limit (UCL), reason for it will be discussed to identify the root cause.
- If the Alert Value has crossed Upper Control Limit (UCL) without any significant reason or it is one off situation, this ATA chapter will be monitored closely during next 3 month to ensure no significant deviation has occurred.
 - a. If the Alert Value has crossed Upper Control Limit (UCL) due to a degraded level of safety or during 2 consecutive period of 3 month without the proper identification of a significant reason then, CAA Nepal in the interest of flight safety may impose special operational restrictions, if required so, like lowering the inspection interval or making the inspection more frequent or replacement of the parts or the special flight procedure or the maintenance procedure as an immediate resort after discussion with the operators and with their agreement.



- b. An investigation will be initiated by CAA Nepal and operator taking manufacturer of the aircraft, State of Design in close loop. The outcome of the investigation will be implemented, and the special condition imposed may be relaxed if the trend in the future is in the positive side.
- The Quarterly Reliability Review Meeting will be minuted. The meeting minute will include the discussion held; the decision made during a meeting. The meeting minute will be signed by all the attendees. One copy of meeting minute will be filed in Reliability Record file of the organization held in technical library of Airworthiness Inspection Division, FSSD.
- The operator will forward final three-monthly reliability report including the decision made during Quarterly Reliability Review Meeting.

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19. PROCEDURE FOR REPORTING SUSPECTED UNAPPROVED PARTS TO TYPE CERTIFICATE HOLDERS AND OTHER REGULATORY AUTHORITY

BACKGROUND

The use of unapproved parts in aircraft makes the aircraft unairworthy and leads to automatic suspension of Certificate of Airworthiness. It is the responsibility of air operator, Aircraft Maintenance Organization and certifying staff to ensure no unapproved parts are installed in aircraft. In addition, it is the responsibility of CAA Nepal to monitor that no unapproved parts are installed in an aircraft under its registry. The incident of installation of unapproved parts or Suspected Unapproved Parts should be reported to CAA Nepal by an operator/ AMO or certifying staff as per CAA Nepal Circular "CAA Nepal AAC 04/2009" which will report such incident to aircraft type certificate holder and other concerned regulatory authority (State of Design).

PURPOSE

To report unapproved parts to Type Certificate Holders and other concerned regulatory authority (State of Design).

CIRCUMSTANCES OF USE

When CAA Nepal receives report/information on Suspected Unapproved Parts from operators/AMO and certifying staff.

REFERENCE CRITERIA

CAA Nepal AAC 04/2009

COORDINATION

None

TASK TO PERFORM:

- Verify the report submitted by operator/ AMO or certifying staff on unapproved parts or suspected unapproved parts.
- Inform the operator/AMO or certifying staff to keep the suspected unapproved parts along with documents accompanying them in quarantine until further decision regarding the parts is made.
- Schedule a meeting with Operator/ AMO or certifying staff to review source of parts, documents attached to it and physical verification of the parts in order to gather more information on the suspected unapproved parts and documents accompanying them.

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- Enter the information gathered from suspected unapproved parts and documents accompanying them into CAA Nepal database.
- Prepare a brief report relating all events of occurrence along with all the supporting documents.
- Report aircraft Type Certificate holder with above report (along with parts source, document accompanying them, identification of components, detailed data, picture, additional information gathered) via an email.
- Report the State of Design in similar manner.
- Wait for the response from Type Certificate holder and State of Design.
- Take appropriate steps, as deemed necessary, as per TC holders, State of Design guidance until the issue is resolved.
- Update the CAA Nepal database with final result.

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20. PROCEDURE FOR EVALUATION OF MANDATORY OCCURRENCE REPORT

PURPOSE

The occurrence report is one of the major components of continuing airworthiness. CAA Nepal has made all operators responsible to report such defects to the organization holding type certificate or Supplementary Type Certificate holder; State of Design and CAA Nepal as per NCAR Part-M (NCAR M.A.202); NCAR Part-145 (NCAR 145.A.60) and NCAR Chapter C.9. The organization holding type certificate or Supplementary Type Certificate holder and State of Design will review such reports received and advice operator and AMO on such occurrences. These reports may form a basis for issuance of mandatory continuing airworthiness information from these entities. CAA Nepal on the other hand will review such report and take appropriate action required to ensure safety of the aircraft in its registry.

CIRCUMSTANCES OF USE

When the operator submits Mandatory Occurrence Report to CAA Nepal.

REFERENCE CRITERIA

NCAR Chapter C.9 NCAR Part M (NCAR M.A.202) NCAR Part-145 (NCAR 145.A.60)

COORDINATION

None

TOOLS

Note pad Stickers

TASK TO PERFORM:

- Collect information from operators and maintenance organization through Mandatory Occurrence Reporting system.
- Review the Mandatory Occurrence Report submitted by Operators/ Maintenance Organizations for its nature of seriousness in order to decide if further actions should be taken by CAA Nepal or not.
- Further action in this regard may be, information to type certificate holders or Supplementary Type Certificate Holder; State of design; internal investigation by operator/ AMO; investigation by CAA Nepal, depending on seriousness of the occurrence.
- Complete the Checklist # 48 "Occurrence Reporting/MOR Evaluation Form.

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- Enter the mandatory occurrence report into CAA Nepal database with information on further action taken, if any, which was initiated by CAA Nepal in Checklist # 48.
- Coordinate with Type certificate holder or state of Design, when required.
- If any action has been initiated by CAA Nepal, keep the records of such action, along with all its supporting documents and final conclusion attached to mandatory occurrence report.
- Transmit such information to all other concerned Operator /AMO with similar fleet or scope if it is deemed that this will enhance safety.

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21. PROCEDURE FOR DEVELOPING AIRWORTHINESS DIRECTIVES ON FOREIGN PRODUCT

PURPOSE

In normal circumstances the state of design issues airworthiness directives for product of its design. However CAA Nepal also, in the interest of safety, may issues such airworthiness directives on the occasions as laid down in its requirements NCAR Chapter C.5 Para 2.2, particularly following an accident or incident; major occurrences and repetitive failure of any component.

REFERENCE CRITERIA

NCAR Chapter C.5

COORDINATION

None

TOOLS

Note pad Stickers

TASK TO PERFORM:

- Collect the data relating to accident or incident, major occurrence and premature failure of components with all concerned operators and maintenance organization.
- Analyze the data to identify the root cause and suspected components.
- Check the periodic maintenance requirements, manufacturer instructions and maintenance data related to suspected component.
- Hold discussion with operators/maintenance organization for possibility of reducing maintenance interval; service life; inspection interval of suspected components; addition of inspections on suspected component/system and formation of new Airworthiness Directives.
- Draft the Airworthiness Directives and circulate it to operators/maintenance organization for their further input and comments. Also, inform State of the Design and Type Certificate holder with a copy of draft Airworthiness Directive for their analysis, inputs and comments.
- Inputs and comments from operators; maintenance organization, Type Certificate holder and State of Design are collected and analyzed for preparation of final Airworthiness Directives.
- Prepare the final version of Airworthiness Directives and hold discussions with concerned operators and maintenance organization.
- After the preparation of final version of Airworthiness Directives and discussions with concerned operators and maintenance organization, inform the concerned operators and maintenance organization regarding issuance of final version of Airworthiness Directives via



CAA Nepal circular along with copy of final Airworthiness Directives and upload the final version of Airworthiness Directives in FSSD website for public website.

• Inform the Type Certificate holder, State of Design regarding issuance of final version of Airworthiness Directives along with copy of final version of Airworthiness Directives.

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22. PROCEDURE FOR ISSUANCE OF LETTER OF AUTHORITY TO FOREIGN / NEPALESE NATIONAL HOLDING AML / CERTIFICATE / APPROVAL ISSUED BY A CONTRACTING STATE OF ICAO

BACKGROUND

This Chapter defines the procedure adopted by CAA Nepal to issue Letter of Authority to Foreign/Nepalese national holding AML/Certificate/Approval issued by ICAO Contracting States as per requirements laid down in NCAR Chapter F.5.

PURPOSE

Perform a review of an application for issuance of Letter of Authority to ensure that all the requirements are met before issuance of Letter of Authority.

CIRCUMSTANCES OF USE

On receipt of an application for issuance of Letter of Authority.

REFERENCE CRITERIA

NCAR Chapter F.5

COORDINATION

None

TOOLS

Checklist # 21 "Checklist for Issuance of Letter of Authority to Foreign/Nepalese National holding AML/Certificate/Approval issued by contracting state of ICAO"

Note pad and Stickers

TASK TO PERFORM:

- On receipt of application for the Letter of Authority by foreign or Nepalese nationals, verify that:
 - a) The application Form F.5.1 (Appendix-1) of NCAR Chapter F.5 is completed correctly.
 - b) Copy of valid foreign Part-66 AML issued by an EASA Member State held by a Nepalese national.
 - c) Satisfactory result of written examination of NCAR knowledge.
 - d) Identity document containing a photograph of the applicant (citizenship card or passport).
 - e) Applicable Fee as per Civil Aviation Regulation 2058.
 - f) Quality manager declaration that the employer has pre-assessed the applicant and deemed that he is technically competent; is able to communicate effectively in the English language; and meets all the prerequisites as contained in NCAR Chapter F.5.
 - g) 2 copy of coloured photograph

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- h) Personal Certification Authorisation from the former employer(s); if any.
- i) Work permit from labour department (for foreigner).
- j) any other supporting documentation for issuance of licence.
- Verify completeness of Form F.5.1 by ensuring that the applicant has filled all the required details in:
 - a) Applicant details
 - b) Foreign Licence details
 - c) Employers details
 - d) Application for the type of licence requested
 - e) All the supporting document as required by Form F.5.1
 - f) Name, Signature and Date
 - g) Quality Manager or other suitable signatory recommending the candidate for issuance of licence.
- Review the application package by Checklist # 21 "Checklist for Issuance of Letter of Authority to Foreign/Nepalese National holding AML/Certificate/Approval issued by contracting state of ICAO".
- After the review of application package, Contact the issuing state of foreign Part-66 AML to verify the authenticity and validity of the AML via email or official letter or fax.
- After receiving verification from state of Foreign Part-66 AML, complete Checklist #21.
- verify the identity and date of birth of the applicant, ensure that applicant for an aircraft maintenance licence is at least 18 years of age.
- If any of the requirements laid down in NCAR Chapter F.5 and Checklist # 21 "Checklist for Issuance of Letter of Authority to Foreign/Nepalese National holding AML/Certificate /Approval issued by contracting state of ICAO" are not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter F.5 are met.
- Initiate the internal office memo with the application form **Form F.5.1**, all the supporting document and **Checklist # 21** and forward it to Chief of Airworthiness Inspection Division.
- Chief of Airworthiness Inspection Division will forward the internal office memo to Director General, CAA Nepal after completing all the administrative process.
- After approval from Director General, prepare the Letter of Authority (Form F.5.2 Appendix-2 of NCAR Chapter F.5) with all the pertinent information in 2 copies.
- The Letter of Authority will have unique number (e.g. CAAN.66.001; CAAN.66.002 etc.).
- The validity of the Letter of Authority shall be 6 months.
- Any limitations in the applicant's AML/Certificate/Approval shall be included in the Letter of Authority.
- CAA Nepal shall issue the relevant Letter of Authority to the applicant after signing and stamping the licence and request applicant to attend CAA Nepal in order to sign in the Letter of Authority prior to issue.
- Ensure that the personal file contains all necessary supporting documents for issuance of Letter of Authority (Form F.5.1; Checklist # 21 and other information as required by this chapter) along with copy of Letter of Authority (Form F.5.2).
- The Personal file of the applicant will be forwarded to technical library for records.
- The technical library will keep the personal file in the designated place and update the Letter
 of Authority list. Personal file of the applicant will have same number as applicants Letter of
 Authority number.



23. MODIFICATION AND REPAIR

23.1 INTRODUCTION

Annex 6, Part 1, Para 8.6 states:

"All modifications and repairs shall be shown to comply with airworthiness requirements acceptable to the State of Registry. Procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained".

The objective of this chapter is to assist CAA Nepal to provide guidance to aircraft operators, organizations responsible for the type design and modification and repair organizations by setting out acceptable means for showing that modifications and repairs to aircraft comply with appropriate airworthiness requirements. Guidance is also provided concerning acceptable procedures for retention of substantiating data supporting compliance with the airworthiness requirements.

The information in this chapter is intended to apply to all types and masses of aircraft for which a type certificate (or equivalent document) has been issued and includes all components of the aircraft such as engines, propellers and equipments.

23.2 BASIC CONSIDERATIONS

A modification or repair to an aircraft should be accomplished in accordance with design data agreed upon by the organization responsible for the type design/manufacturer accepted by CAA Nepal such that the modification or repair design conforms to applicable standards of airworthiness.

Throughout this chapter "alteration" and "modification" are intended to be synonymous. Guidance is presented in the Appendix to this chapter to assist in determining whether a particular modification or repair is major or minor.

23.3 MODIFICATION

A modification to an aeronautical product means a change to the type design which is not a repair.

MAJOR MODIFICATION

A major modification has an appreciable, or other than negligible, effect on the airworthiness of an aeronautical product. CAA Nepal will evaluate the technical merit of each modification proposal and establish a clear understanding of the intended and/or consequential effect on the affected aeronautical product. A major modification should not be confused as equivalent to, or treated like, a minor change. The effect of a major modification is usually confined to a single area, system or component of an aircraft, engine or propeller. Some examples of modifications that are generally regarded as major modifications are:

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- In the case of the aircraft, the modification includes change general avionics upgrade, relocation of galley, installation of non-essential auxiliary power unit, substitution of one structural bonding method for another, installation of wheel skis, installation of quieter exhaust system, increase in fuel tank capacity, installation of new type passenger seats, or mass increase of less than five percent;
- In the case of an aircraft engine, the modification includes change in oil tank design, fan blade redesign, software changes, bearing change, change in limits on exhaust gas temperature, change to the engine by replacing aircraft engine structural parts with parts not supplied by the original manufacturer or parts not specifically approved by CAA Nepal, changes from one hydro-mechanical control to another hydro-mechanical control, change in crankshaft, redesigned cylinder head, valves or pistons or conversions of any sort for the purpose of using fuel of a rating or grade other than that listed; and
- In the case of propellers, the modification includes changes in blade design, changes in hub design or changes to a component in the control system.

A major modification to an aircraft should be accomplished in accordance with design data accepted by the CAA Nepal. The modification accomplished should also conform to all other applicable standards of airworthiness.

MINOR MODIFICATION

By definition, a minor modification is a design change that has a negligible, or no appreciable, effect on the mass, balance structural strength, reliability, operational characteristics or other characteristics affecting the airworthiness of the aeronautical product. The accomplishment of minor modifications normally involves use of standard or generally accepted practices.

23.4 REPAIR

A repair to an aeronautical product means a design change intended to restore it to an airworthy condition after it has been damaged or subjected to wear.

MAJOR REPAIR

A major repair is usually considered a repair that might appreciably affect mass, balance, structural strength, performance, engine operation, flight characteristics or other qualities affecting airworthiness. A repair in this category normally requires some form of engineering analysis or assessment. The CAA Nepal should evaluate the technical merit of a repair design proposal and establish a clear understanding of the intended or consequential effect on the affected aeronautical product. For example, it may not be appropriate to approve a repair that is purposely designed to be much stronger than the structure being repaired because the effect may be an undesirable change in the original structural load distribution. The threshold or level that distinguishes a major from a minor repair may vary from state to state. For the purpose of illustration, the following examples can be used to categorize a major repair:

• repair involving principal component of the aircraft structure, such as a frame, stringes, rib, spar or stressed skin;

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- repair to structural elements that were approved using damage tolerance or fail-safe evaluation;
- repair to pressurized areas;
- repairs involving the installation of an item of mass necessitating structural re-evaluation;
- repair to structural attach points intended for the stowage or retention of significant mass;
- repairs to load-bearing structure of aircraft seats, harness, or to occupant restraint equipment;
- repairs involving substitution of materials, or use of a different repair process or technique;
 and
- repairs to components, parts, appliances where form, fit, and function may be affected.

A major repair to an aircraft should be accomplished in accordance with design data accepted by CAA Nepal, such that the repair conforms to applicable standards of airworthiness.

MINOR REPAIR

A minor repair involves and repair that does not fall under the major repair category, meaning the repair has a negligible effect on the airworthiness of the affected aeronautical product. The accomplishment of minor repairs normally involves use of standard or generally accepted practices.

23.5 APPROVED DATA

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Data that can be used to substantiate major repairs/major modifications, derived from (but not limited to) the following:

- Type Certificate Data Sheets
- Supplemental Type Certificate (STC) data, provided that it specifically applies to the item being repaired/altered
- Airworthiness Directives (AD)
- Airframe, engine, and propeller manufacturer's "State of design-approved" maintenance manuals or instructions.
- Component manufacturer's manuals or instruction, unless specifically not accepted by the Director General or resulting in an alteration to the airframe, engine, and/or propeller.
- Major Repair or Modification/Alteration form, when the specified data has been previously accepted.
- Structure Repair Manuals (SRM), only as a source of approved data for a major repair, when it is a State of Design approved document.
- Repair data, agreed upon by the organization responsible for the type design/manufacturer accepted by CAA Nepal.
- Foreign bulletins, for use on locally certificated foreign aircraft, when approved by the foreign authority.
- Service bulletins and letters or similar documents which are specifically approved by the Director General (under a TSO, or other type-certificated basis).

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- Foreign bulletins as applied to use on a locally certificated product made by a foreign manufacturer who is located within a country with whom a bilateral agreement is in place and by letter of specific authorization issued by the foreign civil aviation authority.
- Other data accepted by the Director General
- FAA Advisory Circular 43.13-1, Acceptable Methods, Techniques, and Practices Aircraft Inspection and Repair, as amended

NOTE: AC 43.13-1, as amended, may be used as approved data, only if the following three prerequisites are met:

- a) If it is determined that it is appropriate to the product being repaired / altered.
- b) if it is determined that it is directly applicable to the repair / alteration being made.
- c) if it is determined that it is not contrary to manufacturer's data.

23.6 ACCEPTANCE PROCEDURE

- Check that the application is signed by authorized personnel (QA Chief, Engineering Director or equivalent post holders).
- Ensure that all the supporting documents (Copy of approved data as mentioned above, Modification/ Repair plan, Modification/ Repair Scheme, Supporting Drawings) are attached in form and manner acceptable to CAA Nepal.
- Ensure if the Modification/Repair require amendment to Aircraft Flight manual, if yes has the applicant submitted Aircraft Flight Manual for approval.
- Ensure if the Modification/Repair require amendment to Maintenance Program, if yes has the applicant submitted Maintenance Program for Approval.
- Ensure if the Modification/Repair require amendment to other manuals approved by CAA Nepal, if yes has the applicant submitted other manual for Approval.
- Ensure if the Modification/Repair affect Mass and Balance.
- Ensure if the ground check is required.
- Ensure if the check flight is required.

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- In case of major modification/ Repair, is the consultation with State of Design / TC holder been required?
- Ensure if the Modification/ Repair require amendment to Noise Certificate issued.
- Ensure if the Modification/Repair requires an amendment to the Type Acceptance Certificate or Supplemental type Certificate (STC) issued to an Aircraft type.
- Does the proposed Modification/Repair affect other existing design changes (Modification/ Repair)?
- If any of the requirements laid down in NCAR Chapter C.5 and Checklist # 31 "Checklist for Acceptance of Modification and Repair" is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter C.5 are met.
- Initiate an internal office memo for acceptance of Modification/repair along with all the supporting documents.

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- After acceptance from Director General, issue a letter indicating the acceptance of proposed Modification/Repair.
- File application package along with all the supporting documents and letter issued to applicant in technical Library.

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APPENDIX TO CHAPTER 23

CRITERIA FOR THE CLASSIFICATION OF MAJOR AND MINOR MODIFICATIONS AND REPAIRS

1 GENERAL

The following criteria outline the decisions needed in assessing a modification or repair as major or minor. For each issue, it must be determined whether or not the proposed change will have other than a negligible effect. The questions require "yes" or "no" responses. An affirmative answer to any individual question indicates that the modification or repair should be classified as major. The examples and tests listed are for illustration only and not intended to be all-encompassing.

2 CRITERIA

Is the change being accomplished as an alternative means of compliance with an airworthiness directive or equivalent.

MASS AND BALANCE

- Does the change involve a revision in the approved mass limitations or centre of gravity range limits?
- Does the change require the installation of ballast or other methods to maintain the centre of gravity within the approved limits?

PERFORMANCE AND FLIGHT CHARACTERISTICS

Does the change involve alterations to the configuration of the aircraft which may:

- increase drag;
- alter the thrust or power;
- affect stability or controllability;
- induce flutter or vibration; or
- alter the stalling characteristics to an extent which necessitates analysis or test?

STRUCTURAL STRENGTH

- Does the change involve a principal component of the aircraft structure such as a frame, stringer, rib, spar or stressed skin?
- Does the change involve a structural element which is addressed as part of a damage tolerance or fatigue/failsafe evaluation?
- Is a pressure vessel penetration or change involved?
- Does the change involve the installation of an item of mass necessitating structural reevaluation?
- Does the change involve the installation or alteration of a containment or restraint system intended for the stowage of items of significant mass?

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- Does the change involve repairs or modifications to the load-bearing structure of seats, harnesses or their means of attachment or any other occupant restraint equipment?
- Does the change involve the substitution of materials?

POWERPLANT OPERATION

Does the change significantly affect the powerplant or propeller or their accessories?

OTHER QUALITIES AFFECTING AIRWORTHINESS

- Does the change involve equipment for which there is no performance standard which has been approved or accepted by the airworthiness authority?
- Does the change affect the probability of failure conditions which could impair or preclude continued safe flight or landing?
- Does the change affect the pilot's visibility or impair the pilot's capability to control the aircraft?
- Does the change involve alterations to the interior arrangement or cabin materials?
- Does the change involve Systems for cabin pressurization or the provision of breathing oxygen?
- Does the change involve flight controls or an autopilot?
- Does the change involve critical or essential components of the electrical system such as generators, alternators, inverters, batteries, distribution busses, or bus protection and control devices?
- Does the change affect instruments, indicators or their subsystems which provide navigation information?
- Does the change affect instruments, indicators or their subsystems which provide essential or critical information concerning the aircraft status?
- Does the change affect a regulated placard?
- Does the change affect any approved information contained in the flight manual or equivalent document?
- Does the modification require an amendment to Type Acceptance Certificate or Supplemental Type Certificate (STC).

OTHER QUALITIES AFFECTING ENVIRONMENTAL CHARACTERISTICS

Does the change alter the aircraft noise or emission characteristics?

NON-STANDARD PRACTICES

Does the change involve practices or techniques which are novel or unproven in the proposed application?

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24. CONDUCT SPOT INSPECTION OF OPERATOR'S AIRCRAFT UNDERGOING MAINTENANCE

24.1 BACKGROUND AND OBJECTIVES

This chapter provides guidance for observing and analyzing in-progress maintenance operations for compliance with specific methods, techniques, and practices in the operator's inspection and maintenance program. Procedure to carryout spot check is laid down in Surveillance Policy and Procedure Manual Para 3.4 and Chapter 7.

24.2 GENERAL

Work package - Job task control units developed by the operator for performing maintenance/inspections. A typical work package may include the following:

- Component change sheets
- Inspection work cards
- Non-routine work cards
- Appropriate sections of the maintenance procedures manual
- Engineering Orders (EOs)

Inspection Personnel- It is important that Airworthiness Inspectors are familiar with the type of aircraft to be inspected before performing the inspection. This can be accomplished through on the job training.

Coordination- Airworthiness Inspectors possess various degrees and types of expertise and experience. An AWI who needs additional information or guidance should coordinate with personnel experienced in that particular specialty.

24.3 INITIATION AND PLANNING

Spot inspections can be scheduled as part of the work program, but may be initiated whenever a problem is noted, including deficiencies noted during other types of inspections.

- a) Spot inspections derived from the planned work program
 - The number of spot inspections in the work program depends on the type and number of operator aircraft. After determining the type of aircraft to be inspected, confirm the aircraft availability and scheduled maintenance functions with operator personnel.
 - If the maintenance to be observed is known, review the operator's maintenance procedures manual to become more familiar with the maintenance task. Review the following:
 - > Duplicate Inspection Items, if applicable
 - Forms used to document maintenance task
 - Latest manual revision and date

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- Special tools and equipment used to perform the maintenance task
- > Any other manual requirements relating to the maintenance task
- For field office in which the maintenance procedures manuals are not in the office, review
 the applicable sections of the operator's maintenance manual at the facility prior to
 performing this task.
- Examining previous inspection findings provides the AWI with background information regarding problem areas found during other spot inspections. This information can give
- an indication of how effective past corrective actions were in resolving previously identified problem areas.
- The NAA provides information such as Airworthiness Directives (ADs), Service Difficulty Report Summaries, Maintenance Bulletins. This information should be reviewed, when available, so as to become familiar with current service difficulty information. While performing the spot inspection, ensure that these conditions do not exist on the aircraft.
- b) Spot inspections not derived from the planned work program. There are many situations while performing other surveillance activities that afford the opportunity to perform spot inspections. For example, if a discrepancy is found during a ramp inspection that requires maintenance, a spot inspection of that maintenance function could be performed.

24.4 MAINTENANCE RECORDS

During performance of the spot inspection, special attention should be paid to the following areas, as applicable:

- AD's current status, including the method of compliance
- Overhaul records, including documentation containing the overhaul details and replacement time
- Major repair/alteration classifications and the use of approved data
- Replacement time of life-limited parts

24.5 PERFORMING THE SPOT INSPECTION

- a) Selecting a Maintenance Task
 - Discuss with the maintenance supervisor what maintenance is currently being performed to determine what portions of that current maintenance/inspection should be observed.
 - Special emphasis should be placed on observing maintenance tasks that involve duplicate inspections. Problem areas to look at include:
 - Persons performing inspections outside of authorizations or limitations
 - Duplicate inspection items not being properly identified or accomplished
- b) Performance Standards
 - Each operator has a maintenance/inspection program for its individual maintenance operations. For maintenance to be performed on the operator's aircraft, there must be corresponding provisions and procedures in the operator's maintenance manual.



- Each operator should have special procedures in the manual that ensures persons outside of the organization perform maintenance in accordance with the operator's maintenance manual
- c) Discrepancies Noted during Surveillance: When deviations from accepted procedures are noted, it must be brought to the attention of maintenance management that corrective action must be taken immediately. Discrepancies noted during the inspection may require follow up at a later time.

24.6 STRUCTURAL SPOT INSPECTION

- a) Structural spot inspections of transport category aircraft undergoing "C," "D," or similar "heavy inspections" must be carried out on a regular basis. This increased surveillance is due to the "ageing" fleets of many operators and reflects concern over structural fatigue and corrosion.
- b) During the observance of a "heavy inspection," AWI's must pick an inspection area where maintenance has been started and where there could be possible fatigue or corrosion problems (especially an area that is not usually open to inspection, such as under the galley or lavatories).
 - If inspecting an area where maintenance is in progress, the following should be evaluated:
 - While performing their job functions, are personnel accomplishing their job task per the work package?
 - Does the ageing aircraft/corrosion control program provide the necessary guidance to evaluate and respond in a timely manner to structural fatigue and corrosion?
 - If inspecting an area where maintenance has already been accomplished, the following should be evaluated:
 - Are there any structural fatigue or corrosion problems evident?
 - If there are, were they identified by the person(s) responsible for that area? (c) If they were identified, was corrective action initiated and completed?
 - Is there an AD applicable to this problem? If there is an AD, what is the status of that AD?

NOTE: While inspecting these areas that are not normally accessible, look for evidence of structural major repairs. If a major repair was accomplished, review the approved data for that repair.

24.7 PROCEDURE

- a) Initiate Spot Inspection, as applicable
- b) Select appropriate aircraft for inspection. Determine the following from the operator's maintenance schedules:
 - Aircraft availability
 - Aircraft type
 - Type of maintenance being performed
- c) Prepare for the inspection. Review the following:
 - Maintenance manual procedures for maintenance being performed (if available)

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- Operations specifications time limitations, when applicable to the maintenance task
- Previous inspection findings
- Applicable maintenance alert bulletins
- Service Difficulty Report Summary
- Any new regulation and/or AD requirements affecting the aircraft to be inspected
- d) Perform the Spot Inspection
 - Identify yourself to the maintenance supervisor and discuss the nature of your inspection.
 - Discuss with the maintenance supervisor/person in charge the status of the selected maintenance task.
 - Select a particular maintenance task within the work package. If possible, include a maintenance task that requires a duplicate inspection.
 - Ensure that current maintenance procedures are available to the person(s) performing the work by accomplishing the following:
 - Asking maintenance personnel for the maintenance procedures used to accomplish the work
 - Recording the date of the maintenance procedures being used to perform the maintenance task for future comparison with the maintenance manual master copy
 - Ensure that the maintenance is performed according to established procedures by comparing actual performance to the operator's approved maintenance/inspection manual procedures.
 - > Ensure that proper tools are being used by accomplishing the following
 - Observing that special tools referenced in the maintenance manual are being used
 - Checking calibration due dates on precision tools, measuring devices, and testing equipment requiring calibration
 - Ensure that the operator has the facilities to properly perform the maintenance task. (e) Ensure that systems being maintained are not exposed to environmental conditions that could contaminate or damage components.
 - Ensure that maintenance recording is accomplished according to the operator's recordkeeping system.
 - Note any maintenance task deficiencies and include any copies of the documents that revealed the deficiencies.
 - For those maintenance tasks involving duplicate inspection, determine that the persons observed performing these functions are appropriately certificated, authorized, and qualified.
- e) Analyze the findings: Evaluate inspection findings to determine if discrepancies exist. Discuss the results with the operator.

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24.8 TASK OUTCOMES

Completion of this task can result in requesting manual revisions and the issuing of audit findings. Document Task- File all supporting paperwork in the operator's office file.



25. PROCEDURE FOR ACCEPTANCE OF AIRCRAFT FLIGHT MANUAL

PURPOSE

Perform a review of an Aircraft Flight Manual for its acceptance.

CIRCUMSTANCES OF USE

When an operator submits an Aircraft Flight Manual for acceptance.

REFERENCE CRITERIA

NCAR Chapter E.4

COORDINATION

Flight Operations Department

TOOLS

Checklist # 60 "Checklist for Acceptance of Aircraft Flight Manual"
Note pad
Stickers

TASK TO PERFORM

- Ensure that the application for acceptance of Aircraft Flight Manual (including all the necessary supporting documents) has been made by an authorized person. An incomplete application (including all the necessary supporting documents) should be rejected.
- Ensure that applicant has submitted 2 copies of Aircraft Flight Manual.
- Ensure that the Aircraft Flight Manual is of latest amendment by verifying with State of Design website.
- Review the Aircraft Flight Manual submitted by applicant jointly with Flight Operations Department.
- Ensure that the Checklist # 60 "Checklist for Acceptance of Aircraft Flight manual" has been completed.
- If any of the documents provided by applicant doesn't meet any of the above or items in Checklist # 60, inform the applicant in writing to submit all the required documents for further processing of application.
- Ensure all the requirements laid down in NCAR Chapter E.4 are met.
- After satisfactory evaluation, initiate an internal office memo for acceptance of Aircraft Flight Manual.
- After approval from Director of Flight Safety, issue acceptance letter for acceptance of flight manual.

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- Stamp both copies of Aircraft Flight Manual and sign in the Aircraft Flight Manual indicating the acceptance of Flight manual.
- One copy of accepted Aircraft Flight Manual along with acceptance letter is forwarded to applicant.
- File the second copy of accepted Aircraft Flight Manual along with all the supporting documents and Checklist # 60 securely at technical library.

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26. CHECKLISTS

Checklist	Toute	Issue	Issue
No.	Торіс	Number	Date
Checklist # 1	Checklist for Approval/Permission to Import Aircraft in Nepal	Issue 07	Sep 2020
Checklist # 2	Checklist for Issuance of Type Acceptance Certificate (TAC)	Issue 07	Sep 2020
Checklist # 3	Checklist for Issuance of Certificate of Airworthiness and Radio Mobile Licence	Issue 07	Sep 2020
Checklist # 4	Checklist for Issuance of Export Certificate of Airworthiness	Issue 07	Sep 2020
Checklist # 5	Checklist for Issuance of Certificate of Registration	Issue 07	Sep 2020
Checklist # 6	Checklist for Deregistration of an Aircraft	Issue 07	Sep 2020
Checklist # 7	Checklist for change in ownership/operatorship of an Aircraft	Issue 07	Sep 2020
Checklist # 8	Checklist for Approval/ Revision of Maintenance Program	Issue 07	Sep 2020
Checklist # 9	Checklist for Approval of Maintenance Organization Exposition	Issue 07	Sep 2020
Checklist # 10	Checklist for Approval of Aircraft Maintenance Organization	Issue 07	Sep 2020
Checklist # 11	Checklist for Reviewing Application Package for Issuance of AMO Validation-Foreign AMO	Issue 07	Sep2020
Checklist # 12	Checklist for Issuance of Supplier Approval	Issue 07	Sep 2020
Checklist # 13	Checklist for Renewal of Supplier Approval	Issue 07	Sep 2020
Checklist # 14	Checklist for Approval of Maintenance Training Organization	Issue 07	Sep 2020
Checklist # 15	Checklist for Renewal of Certificate of Airworthiness and Radio Mobile Licence	Issue 07	Sep 2020
Checklist # 16	Checklist for Issuance of Letter of Authorization	Issue 07	Sep 2020
Checklist # 17	Checklist for Issuance of Noise Certificate	Issue 07	Sep 2020
Checklist # 18	Checklist for Issuance of Special Flight Authorization	Issue 07	Sep 2020
Checklist # 19	Checklist for Renewal of Special Flight Authorization	Issue 07	Sep 2020
Checklist # 20	Checklist for Approval of NCAR Part M Subpart F Organization	Issue 07	Sep 2020
Checklist # 21	Checklist for Issuance of Letter of Authority to Foreign/ Nepalese national holding AML/Certificate/Approval issued by contracting state	Issue 07	Sep 2020
Checklist # 22	Checklist for Issuance of Letter of Authority to Foreign/ Nepalese national holding AML/Certificate/Approval issued by contracting state	Issue 07	Sep 2020
Checklist # 23	Checklist for Reviewing Application Package for Renewal of AMO Validation-Foreign AMO	Issue 07	Sep 2020
Checklist # 24	Checklist for Reviewing Application Package for Renewal of NCAR Part- 145 Approval- Domestic AMO	Issue 07	Sep 2020
Checklist # 25	Checklist for Reviewing Application Package for change in NCAR Part-145 Approval- Domestic AMO	Issue 07	Sep 2020
Checklist # 26	Checklist for Reviewing Application Package for Renewal of NCAR Part- 147 Approval-Domestic ATO	Issue 07	Sep 2020
Checklist # 27	Checklist for Reviewing Application Package for Renewal of NCAR Part- 147 Approval- Foreign ATO	Issue 07	Sep 2020
Checklist # 28	Checklist for Reviewing Application Package for Renewal of NCAR Part- M Subpart G Organization Approval- Domestic CAMO	Issue 07	Sep 2020
Checklist # 29	Checklist for Reviewing Application Package for change in NCAR Part-M Subpart G Organization Approval- Domestic AMO	Issue 07	Sep 2020
Checklist # 30	NCAR Part-66 Assessment Form	Issue 07	Sep 2020
Checklist # 31	Checklist for Acceptance of Modification and Repair	Issue 08	Apr 2022
Checklist # 32	Checklist for approval of Continuing Airworthiness Management Organization (NCAR Part M)	Issue 07	Sep 2020

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Checklist # 33	Checklist for Approval of Continuing Airworthiness Management Exposition (CAME)	Issue 07	Sep 2020
Checklist # 34	Compliance Checklist for NCAR Part-145 Approval	Issue 07	Sep 2020
Checklist # 35	Compliance Checklist for NCAR Part-M Subpart G Organization	Issue 07	Sep 2020
Checklist # 36	Compliance Checklist for NCAR Part-M Subpart F Organization	Issue 07	Sep 2020
Checklist # 37	Checklist for Reviewing Application Package for Issuance of NCAR Part- 145 Approval-Domestic AMO	Issue 07	Sep 2020
Checklist # 38	Checklist for Reviewing Application Package for Issuance of NCAR Part M Subpart G Organization Approval – Domestic CAMO	Issue 07	Sep 2020
Checklist # 39	Checklist for Reviewing Application Package for Issuance of NCAR Part M Subpart F Organization Approval	Issue 07	Sep 2020
Checklist # 40	Checklist for Approval of Maintenance Training Organization Exposition (MTOE)	Issue 07	Sep 2020
Checklist # 41	Compliance Checklist for NCAR Part-147 Approval	Issue 07	Sep 2020
Checklist # 42	Checklist for Reviewing Application Package for Issuance of NCAR Part- 147 Approval – Domestic ATO	Issue 07	Sep 2020
Checklist # 43	Checklist for Reviewing Application Package for Issuance NCAR Part-147 Approval-Foreign ATO	Issue 07	Sep 2020
Checklist # 44	Checklist for Approval of Maintenance Organization Manual (MOM) for NCAR Part M Subpart F organization.	Issue 07	Sep 2020
Checklist # 45	Competency Assessment of Nominated Post Holders	Issue 07	Sep 2020
Checklist # 46	Checklist for reviewing application package for record of mortgage/removal of record for mortgage of aircraft	Issue 07	Sep 2020
Checklist # 47	Checklist for verification of Application for Nominated Post Holder Acceptability	Issue 07	Sep 2020
Checklist # 48	Occurrence Reporting/ MOR Evaluation Form	Issue 07	Sep 2020
Checklist # 49	Emissions Monitoring Plan Checklist	Issue 01	Mar 2020
Checklist # 50	Order of Magnitude Checklist for Emission Report	Issue 01	Mar 2020
Checklist # 51	Checklist for Issuance of Airworthiness Review Certificate	Issue 07	Sep 2020
Checklist # 52	Checklist for Renewal of Airworthiness Review Certificate	Issue 07	Sep 2020
Checklist # 53	Checklist for Reviewing Application Package for Renewal of NCAR Part- M Subpart F Organization Approval	Issue 07	Sep 2020
Checklist # 54	Checklist for Reviewing Application Package for Change in NCAR Part-M Subpart F Organization Approval	Issue 07	Sep 2020
Checklist # 55	Checklist for Reviewing Application Package for Issuance of NCAR Part- M Subpart G Organization- Foreign CAMO	Issue 07	Sep 2020
Checklist # 56	Checklist for Reviewing Application Package for Renewal of NCAR Part- M Subpart G Organization- Foreign CAMO	Issue 07	Sep 2020
Checklist # 57	Accreditation of a Technical qualification Application	Issue 07	Sep 2020
Checklist # 58	Checklist for assessment of Part-66 syllabus of ICAO Contracting State other than EASA	Issue 07	Sep 2020
Checklist # 59	Checklist for Reviewing Application Package for Change in NCAR Part-147 Approval	Issue 07	Sep 2020
Checklist # 60	Checklist for Acceptance of Aircraft Flight Manual	Issue 07	Sep 2020
Checklist # 61	Checklist for Auditing Aviation Fuel Supplier	Issue 01	Feb 2022
Checklist # 62	Checklist for Auditing Delegated Organization	Issue 01	Feb 2022

Note: Issue number of all the checklist is aligned with Airworthiness Inspector Handbook Part-I Issue number.

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