CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

AIR OPERATOR CERTIFICATE INSPECTOR MANUAL

Volume III

AIRWORTHINESS DEMONSTRATIONS, INSPECTIONS, APPROVALS AND SURVEILLANCE

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RECORD OF REVISION

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2.	Issue 02 dated November 2021	To incorporate necessary changes
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FOREWORD

This manual outline CAA Nepal's policies and procedures for the certification, surveillance and resolution of safety issues, associated with commercial air transport operations by Nepalese air operators.

Adherence to these procedures by CAA Nepal staff will ensure that prior to issuing an Air Operator Certificate (AOC) the air operator has demonstrated adequate organization, method of control and supervision of flight operations, training program and maintenance arrangements consistent with the nature and extent of the operation specified. The continued safety oversight (surveillance) of air operators will ensure that the air operator maintains the requirements noted above.

This manual is intended to provide detailed instructions for CAA Nepal staff to meet their air operator certification, surveillance responsibilities and resolution of safety issues. It is divided into three volumes:

AOCI Volume I outline the policy and procedures to be followed by CAA Nepal and operators for the initial issuance of an AOC. AOCI Volume II outlines the policies and procedures related to operational demonstrations, inspections, approvals and surveillance; while AOCI Volume III contains policies and procedures for airworthiness inspections, approvals and surveillance. Many of the inspections required for the initial certification of an air operator will subsequently be repeated during the implementation of the CAA Nepal Safety Oversight Program. CAA Nepal has issued AOC Guidance Materials as guidance to prospective operators/ operators and CAA Nepal Inspectors which amplify requirements laid down in AOCR and procedures laid down in this AOCI Manual.

Because of the wide scope of operations involved and the many variables that can be encountered, it is impossible to anticipate all situations; therefore, CAA Nepal's personnel must exercise common sense and good judgement in the application of these policies and procedures. This manual replaces the AOCI Manual Volume I, II and III Issue 01.

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Pradeep Adhikari

Director General

Civil Aviation Authority of Nepal

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1. INTRODUCTION

1.1 GENERAL

1.1.1 CAA Nepal exercises the necessary control of its air operators through the issuance of an Air Operator Certificate (AOC). The award of an AOC constitutes certification by CAA Nepal that specified operations as authorized are in compliance with current AOCR.

1.1.2 A major consideration in the airworthiness review during the AOC certification process is the determination of the capability of the applicant to adequately maintain its aircraft in an airworthy condition. CAA Nepal shall conduct detailed evaluation and inspection of the applicant's Continuing Airworthiness Management Organization (CAMO), Approved Maintenance Organization (AMO), Continuing Airworthiness Management Exposition (CAME), Maintenance Program, Reliability Program (where applicable); staffing, facilities, training and ability to carry out day-to-day operations. The airworthiness inspections and evaluations shall be carried out by qualified Principal Airworthiness Inspectors (PAI) under the overall coordination of an inspector in charge of the certification team of the air operator.

1.1.3 Some inspections and evaluations in the AOC certification process may require Airworthiness and Flight operations Inspectors (PAI and FOI) to work together. All findings or discrepancies noted during the inspections and evaluations must be notified to the applicant in writing. The applicant shall address all findings and discrepancies to the satisfaction of CAA Nepal before the issue of the AOC.

1.1.4 Operators may have an Approved Maintenance Organization (AMO) as part of their organization or the maintenance of its aircraft may be contracted to an AMO approved for the purpose through maintenance contract/ maintenance arrangements. In issuing the AOC, CAA Nepal will have to be satisfied as to the actions in granting the approval of the Continuing Airworthiness Management Organization, Maintenance Organization, Maintenance Program; Reliability Program (where applicable) and setting the standards for the continuing airworthiness of the operator's aircraft.

1.1.5 In making the maintenance arrangements, the applicant is required to demonstrate and ensure that the aircraft and its operation are maintained in an airworthy condition. An aircraft should not be operated unless it is maintained and released to service by an AMO.

1.1.6 CAA Nepal shall conduct a detailed evaluation and inspection of the applicant's Continuing Airworthiness Management Organization, Maintenance Organization, Continuing Airworthiness Management Exposition, Maintenance Program, Reliability Program (where applicable), staffing, facilities, training and ability to carry out day-to-day operations. The maintenance inspections and evaluations shall be carried out by qualified

Principal Airworthiness Inspectors (PAI) under the overall coordination of an inspector in charge of the certification team of the potential air operator.

1.1.7 Subsequent to the issuance of an AOC, CAA Nepal will continue to monitor the operation through a systematic program of safety oversight inspections through CAA Nepal's Safety Oversight Program.

1.2 SURVEILLANCE AND INSPECTION

1.2.1 PURPOSE

The purpose of this topic on Surveillance and Inspection in AOCI Manual Volume III, is to clearly define the responsibilities, goals, and methods for surveillance of air operators by CAA Nepal Airworthiness Inspector. Further details on surveillance policy and procedure is laid on Surveillance Policy and Procedure Manual.

1.2.2 BACKGROUND

FOR-A Para 4.2.1.3 requires that CAA Nepal issue Air Operator Certificates or equivalent documents to air operators. The issuance of an Air Operator Certificate shall be dependent upon the operator demonstrating an adequate organization and method of control and supervision of flight operations, and the continued validity of that certificate shall be dependent upon the operator's continuing maintenance of the standards which it demonstrated upon original issuance of the certificate. CAA Nepal must therefore perform surveillance of certificated operators in order to insure that operators continue to meet certification requirements and has incorporated provisions in its requirements which permits CAA Nepal to conduct inspections of air operators.

It is important to make a clear distinction between surveillance and certification activities. Both are important aspects of an inspector's duties, and one should not take precedence over the other. Certification activities are required to license, certificate, or otherwise qualify an airmen or an airline to operate in a prescribed manner. Surveillance, on the other hand, is aimed at ensuring that the airmen or airline continue to adhere to the standards by which they were certificated or approved, through regular inspections of various aspects of an airline's operation.

1.2.3 OBJECTIVES OF THE CIVIL AVIATION AUTHORITY OF NEPAL SAFETY OVERSIGHT PROGRAM

The primary objective of surveillance is to provide the CAA Nepal, by means of a variety of inspections, with an accurate, real-time, and comprehensive evaluation of the safety status of the air transportation system. This Safety Oversight Program objective is accomplished by inspectors performing the following:

- Determining each airline/operator's compliance with regulatory requirements and safe operating practices
- Detecting changes as they occur in the operational environment.

- Detecting the need for regulatory, managerial, and operational changes.
- Measuring the effectiveness of previous corrective actions.

1.2.4 PLANNING AND EXECUTING SAFETY OVERSIGHT PROGRAM

Surveillance is an important duty and responsibility of all aviation safety inspectors assigned to the CAA Nepal. Safety Oversight Program provide a method for the continual evaluation of operator compliance with CAA Nepal requirements and safe operating practices. Information generated from safety Oversight Program permits CAA Nepal to Act upon deficiencies which affect or have a potential effect on aviation safety. For Safety Oversight Program to be effective, they must be carefully planned and executed. Inspections are specific work activities within a Safety Oversight Program which should exhibit the following characteristics:

- A specific work activity title
- A definite beginning and a definite end
- Defined procedures
- Specific objectives
- A requirement for a report of findings (either positive, negative, or both)

Planning and executing any type of Safety Oversight Program may reasonably be broken down into four phases:

- **Phase One** - Developing a risk-based surveillance plan by determining the types of inspections necessary and the frequency of those inspections.
- **Phase Two** - Accomplishing the surveillance plan by conducting the inspections.
- **Phase Three** - Analyzing surveillance data gathered from inspection reports and related information from other sources
- **Phase Four** – Resolution of safety deficiencies.

1.2.4.1 Phase One: Developing a risk-based Surveillance Plan: Responsibility for the development of the annual Safety Oversight Program rests with the Director, Flight Safety Standards Department upon recommendation of Chief of Airworthiness Inspection Divisions. The safety Oversight program includes detailed surveillance plan for each service provider. The Safety Oversight Program recognizes the need to conduct routine and ongoing surveillance, and shall anticipates the possibility of special emphasis surveillance as a result of certain risk indicators such as accidents, incidents, repeated violations of CAA Nepal requirements, and evidence of financial problems. When planning a Safety Oversight Program, the Director, Flight Safety Standards Department must identify the program objectives, evaluate the resources available, and determine the specific types and numbers of inspections to be conducted in support of that program. Numbers of inspections should be established taking into consideration the current operating environment which the CAA Nepal oversees (such as number of airplanes and variety of airplane types, number of crewmembers, routes, number and geographic location of transit stations, and the volume of training being conducted) and the assessment of risk mentioned above. Previous inspection reports, accident/incident information, compliance and enforcement information, and public complaints, operators history of compliance with requirements, co-

operation with inspectors will also be considered to determine both the types and frequency of inspections to be accomplished during a given time frame.

1.2.4.2 Phase Two: Conducting Surveillance Plan Inspections: During the conduct of the surveillance plan inspections, accurate and qualitative inspection reporting is essential. High quality and standardization of inspection reporting is necessary for the effective accomplishment of the third and fourth phases of a surveillance program. The quality and standardization of inspection reporting will be enhanced through the use of the inspection checklists and report forms contained in this manual and other relevant manuals/procedures/handbook, as applicable.

1.2.4.3 Phase Three: Analyzing Surveillance Data: Evaluation of inspection results is a key phase of any Safety Oversight Program. The primary purpose of evaluating surveillance data is to identify both negative and positive trends as well as deficiencies which are not associated with an apparent trend. When deficiencies are observed in the course of the Safety Oversight Program for a particular operator, the cause shall be determined, prompt action taken to rectify the deficiency and appropriate follow-up initiated to determine the effectiveness of the corrective action. Additional inspections shall be planned and conducted whenever problems in particular areas are repeated. Evaluation of inspection results is a key phase of any surveillance program. The primary purpose of evaluating surveillance data is to identify trends as well as deficiencies which are not associated with an apparent trend. This evaluation of inspection results is also important in terms of redefining and implementing subsequent surveillance objectives and inspection activity. Additionally, other related information from incidents, accidents, enforcement actions and other sources may provide valuable trend information which may relate to the operator's safety and compliance status. For each air operator, summary information collected under the surveillance program will be gathered and maintained current. In coordination with other departments such as Flight Operations, PEL, the Director, FSSD will evaluate the surveillance data on a quarterly basis and amend the Safety Oversight Program as required.

1.2.4.4 Phase Four: Determining Appropriate Course of action: The Director, Flight Safety Standards Department must use good judgment when determining the most effective course of action to be taken as a result of unsatisfactory inspection findings. The appropriate course of action often depends on many factors, many of which may be quite subjective. Various options which may be considered are: informal discussion with the operator; formal written request for corrective action; withdrawal of CAA Nepal approval for a program, manual, or document; and initiation of an investigation leading to formal enforcement/disciplinary action. Corrective action which an operator takes independently of the CAA Nepal should be taken into account.

Should the safety oversight program and related inspection reports reveal that an operator has failed to meet or is unable to meet or maintain the required standards for certification or the conditions specified in the AOC and its associated operations specifications, CAA Nepal inspector responsible for that air operator is to advise the operator of the deficiency

observed and the air operator will be responsible to develop a corrective action plan which will normally be required within 30 days. If an operator does not correct a deficiency as required, the Director, Flight Safety Standards Department shall inform the Director General CAA Nepal and, if necessary, make a recommendation that the AOC and its associated operations specifications be restricted, temporarily withdrawn or permanently withdrawn. When an AOC is suspended or revoked for any reason, the operator is required to promptly return the AOC to the CAA Nepal.

CAA Nepal must also decide whether or not the results of a specific inspection should result in a modification of their current safety oversight program. As previously mentioned, CAA Nepal may elect to conduct further inspections to determine if the unsatisfactory finding was an isolated incident or part of a trend.

Note: *Details on Surveillance Policy and Procedure is laid down in Surveillance Policy and Procedure Manual.*

1.2.5 GUIDELINES FOR FREQUENCY OF AIRWORTHINESS INSPECTIONS

The minimum numbers of the various types of Inspections which must be accomplished are as follows:

Activities covered under NCAR Part-145	Annual Frequency
Facility Requirements (NCAR 145.A.25)	2
Personnel Requirements (NCAR 145.A.30)	2
Certifying and Support Staff (NCAR 145.A.35)	2
Equipment and Tools (NCAR 145.A.40)	2
Components (NCAR 145.A.42)	2
Maintenance Data (NCAR 145.A.45)	2
Production Planning (NCAR 145.A.47)	2
Performance of Maintenance (NCAR 145.A.48)	2
Certification of Maintenance (NCAR 145.A.50)	2
Maintenance Records (NCAR 145.A.50; 55)	2
Occurrence Reporting (NCAR 145.A.60)	2
Safety and Quality Policy, Maintenance Procedures and Quality System including Safety Management System (NCAR 145.A.65)	2
Maintenance Organization Exposition (NCAR 145.A.70)	2
Privileges of the Organization (NCAR 145.A.75)	2
Limitations on the Organization (NCAR 145.A.80)	2
Changes to the Organization (NCAR 145.A.85)	2
Line Station Inspection (NCAR Part-145)	2

Note: *The frequency indicated in Table includes Initial and follow-up audit.*

1.2.6 RISK FACTORS

One objective of the audit program is to target companies with poor conformance or safety records for more frequent audits. Accordingly, maximum resources will be directed at those companies where the risk of compromising aviation safety is the greatest.

Risk indicators are very important when determining whether a company should be subject

Activities covered under NCAR Part-M		Annual Frequency
Subpart B - (Accountability)	Responsibilities	2
	Occurrence Reporting	2
Subpart C – (Continuing Airworthiness)	Continuing Airworthiness Task	2
	Aircraft Maintenance Program	2
	Airworthiness Directives	2
	Data for Modification and Repair	2
	Aircraft Continuing Airworthiness Record System	2
	Operators Technical Log System	2
	Transfer of Aircraft Continuing Airworthiness Records	2
Subpart D (Maintenance Standards)	Maintenance Data	2
	Performance of Maintenance	2
	Aircraft Defects	2
Subpart E (Component)	Components Installation	2
	Component Maintenance	2
	Service Life Limited Components	2
	Control of Unserviceable Components	2
Subpart G (Continuing Airworthiness Management Organization)	Continuing Airworthiness Management Exposition	2
	Facilities	2
	Personnel Requirements	2
	Continuing Airworthiness Management	2
	Documentation	2
	Privileges of the Organization	2
	Quality System and Safety Management System	2
	Changes to the approved Continuing Airworthiness Organization	2
	Record Keeping	2
Subpart H (Aircraft Certificate of Release to Service, Components CRS)	Aircraft CRS and Component CRS	2
Sample Aircraft Check (planned ramp check) (AOCI Vol II Para 6.3.3.8)	Sample Aircraft Check	At least 1 aircraft during audit
Sample Aircraft Check (un-planned ramp check) (AOCI Vol II Para 6.3.3.8)	Sample Aircraft Check	Two ramp inspections annually on each aircraft type operated by an operator.
Spot Check/ Night Surveillance Check	Spot Check/ Night Surveillance Check	Random

to additional special-purpose or more frequent inspections.

A list of these indicators, with an explanation of each is spelt out as follows:

1.2.6.1 Financial Change

The effects of financial difficulties and the subsequent impact on operations and maintenance actions are potential indicators of safety. Examples could be “cash on delivery” demands made by suppliers; delays by the company in meeting financial obligations such as rent, payroll or fuel bills; spare-part shortages; and repossession of aircraft or other equipment.

1.2.6.2 Labour Difficulties

Labour unrest may occur during periods of seniority-list mergers, union negotiations, strikes, or employer lockouts, and may warrant increased CAA Nepal monitoring.

1.2.6.3 Management Practices

Management controls employment, salaries, equipment, training and operational / maintenance processes. It may be effective or ineffective at ensuring that operations and maintenance functions are performed in a controlled and disciplined manner. Management can also determine how quickly problems are solved and weak processes rectified. These factors all determine the extent of CAA Nepal monitoring required.

1.2.6.4 Poor Internal Audit

Some larger companies and maintenance organizations have adopted internal audit programs. These are in the form of a formal internal audits. The absence of these program may influence the frequency of monitoring, inspections or audits.

1.2.6.5 Change in Operational Scope

Changes such as a new level of aircraft operations and associated service will require increased CAA Nepal monitoring.

1.2.6.6 Changes in Contracting for Services

Any changes to aircraft handling or maintenance contracts may require increased monitoring to ensure that the company has conformed to CAA Nepal requirements.

1.2.6.7 High Turnover in Personnel

A loss of experienced personnel or lack of employee stability may be the result of poor working conditions or management attitudes that result in operational inconsistencies or the inability to meet or maintain CAA Nepal requirements. This situation will require increased monitoring.

1.2.6.8 Loss of Key Personnel

The replacement of key aviation post holders such as operations managers, continuing airworthiness managers, maintenance managers, chief pilots, quality manager, training manager or other key personnel will require increased CAA Nepal monitoring to ensure a smooth transition.

1.2.6.9 Additions or Changes to Product Line

Any changes to a product line may require increased monitoring to ensure that appropriate CAA Nepal requirements have been met.

1.2.6.10 Poor Accident or Safety Record

Incidents or accidents that occur during company operations may be an indicator of the company's level of conformance and require additional monitoring, inspection or audits.

1.2.6.11 Merger or Takeover

Any merger or change in controlling management may require additional CAA Nepal monitoring or inspection after initial recertification.

1.2.6.12 Regulatory Record

A company's record of previous inspections and audits, the promptness with which company has completed its corrective action plan, and its overall conformance history are indicators that will influence the frequency of monitoring, inspections and audit.

1.3 AVIATION SAFETY INSPECTORS

This provides foundation information about the generic role and expectations of aviation safety inspectors.

1.3.1 THE INSPECTOR'S ROLE

- It is a common mistaken perception that an inspector is personally responsible for the safety of the aviation community.
- It is true that inspectors can have significant influence on aviation safety in the areas where they are assigned if they stay within certain key parameters in their inspector's role.
- But the responsibility for aviation safety rests with the operators of the aircraft.
- It is the "certificate or licence holder" (Air Operator, Pilot, Engineer, Mechanic, Dispatcher, and Cabin Crew Member) who must ensure that they are always in compliance with the applicable requirements and relevant safety practices.
- CAA Nepal does have a responsibility to ensure that the air operator and other certificate holders meets the minimum safety requirements before issuing the certificate authorizing operation and the continuing validation of that certification.
- All inspectors should be qualified to provide "auditor" and "administration" services on behalf of the government regarding the certification and continued validation processes. These roles are critical to the safety oversight system.

1.3.2 THE INSPECTORS' PRIMARY FUNCTION

a. The primary function of an inspector as described by aviation experts is to—

- Audit the aviation community (individuals, organisations and aircraft) ***for conformance with the laws; regulations; requirements*** applicable to aviation; and
- While doing that task, also audit ***for conformance to aviation industry relevant safety practices***; and
- Make a ***technical decision***; and
- Make a ***record of that audit and that decision***.

b. The audit tracking database is designed to allow the inspector to make a record of that audit and the decision through simplified web browser.

1.3.3 STANDARD TERMS FOR INSPECTOR

The purpose of this section is to discuss the standards terms that will be used by inspectors during its surveillance.

1.3.3.1 STANDARDIZED USE OF TERMS

The following terms and their application are defined in this section and should be applied to all inspector activities—

a. Conformance
b. Evaluation
c. Inspection
d. Investigation
e. Certification
f. Safety issue

It is very important that CAA Nepal inspectors have a standard terminology regarding these critical terms. When an inspector uses these terms, other inspectors and the operators should interpret the term as defined there. For e.g., the term Cabin Crew should be used for conformance with ICAO, instead of Cabin Attendant or Flight Attendant.

1.3.3.2 AUDIT FOR CONFORMANCE

Conformance is defined as "an action taken by an inspector that compares the manual, procedures, program, system, aircraft or an individual's performance to the established standard."

As an inspector goes through the workday, he is continuously auditing for conformance in his conversations with the aviation public, on his walks across the ramp, when he visits facilities, etc.

Conformance assessments become a way of life for the good inspector. Making the technical decision, then determining what should be recorded, is discussed in the safety issue Help sections.

Conformance Example 1: Comparing a pilot's performance for conformance to the minimum established standards for the issuance of the licence.

Conformance Example 2: Comparing the contents of the aircraft technical log for conformance with the Nepalese Civil Aviation Requirements mandated minimum contents for such a log.

Conformance Example 3: Comparing the contents of an aircraft Minimum Equipment List for conformance with the minimum required contents of the Minimum Equipment List.

Conformance Example 4: Comparing the contents of the aircraft maintenance program (schedule) for conformance with the manufacturer's Manufacturer Review Board (MRB) document.

Conformance Example 5: Walking across the ramp where servicing, fueling and loading activities are occurring and mentally comparing for conformance with the published standards.

Conformance Example 6: Seeing maintenance being performed on the ramp and stopping to compare the work methodology for conformance with the published standards.

Conformance Example 7: Listening to conversations at a party about someone's flying exploits and mentally comparing them for conformance to the published requirements.

1.3.3.3 PRIMARY INSPECTOR AUDITING CATEGORIES

There are 3 primary categories that can be used to describe the auditing functions performed by an inspector--

- Evaluations;
- Inspections; and
- Investigations

1.3.3.4 EVALUATIONS

The term, evaluation, is used to describe an inspector action taken before the document, procedure, system, aircraft or flight crew is approved for use in aviation operations.

An "evaluation" is an act of auditing for conformance with a published standard.

Evaluation Example 1: Auditing a proposed aircraft operating checklist before approving it for use by an air operator for the conduct of flight operations.

Evaluation Example 2: Auditing a proposed maintenance program (schedule) before approving it as the air operator timetable for completing maintenance checks.

Evaluation Example 3: Auditing a proposed aircraft operations manual before authorizing it for use by the air Operators' flight crew members.

Evaluations are a key process of certification and are only accomplished before issuance of an authorisation, approval, licence, or certificate.

Evaluation Example 4: Auditing the performance of a pilot during a flight check before issuance of the licence or rating.

Evaluation Example 5: Auditing the aircraft to determine that it meets the minimum requirements for flight operations in the category of the airworthiness certificate to be issued.

1.3.3.5 INSPECTIONS

The term, inspection, is used to describe a specific inspector action when evaluating a document, record, procedure, individual or system that is currently approved for use in aviation.

Inspection Example 1: Auditing an aircraft operating checklist currently being used by an air Operator for the conduct of flight operations.

Inspection Example 2: Auditing a maintenance program (schedule) currently being used by an air operator for maintaining an aircraft.

Inspection Example 3: Auditing an aircraft operations manual currently being used by the air operator's flight crew members.

An "inspection" is an act of auditing for conformance with a published standard.

Inspection Example 4: Auditing the performance of a licensed pilot during a re-examination flight check after an accident.

Inspection Example 5: Auditing the aircraft after a flight operation to determine if it met the minimum requirements for flight operations for that flight operation.

Inspection Example 6: Auditing the crew's performance on a revenue flight to determine that they are conforming to the air operator's procedures.

- Inspections are primarily accomplished on an ongoing basis after the certification process has been completed.
- Inspections are, however, a key part of the latter stages of a certification process to confirm that the individual or organisation is ready for issuance of an authorisation.

For Ramp Inspections, Inspectors shall use CAA Nepal official letter.

For Audit, Inspectors should use the Discrepancy Reporting Form laid down in Airworthiness Inspector Handbook Part-II.

1.3.3.6 INVESTIGATIONS

The term, investigation, is used to describe the overall process of inspector actions when following up on a reported complaint, incident, accident or enforcement case.

An "investigation" usually involves an individual or organisation that is currently operating in aviation.

Depending on its complexity, an investigation may include both evaluations and inspections.

An investigation usually involves a series of activities conducted over a period of time.

1.3.3.7 CERTIFICATION

The term, certification, is used to describe the overall process of inspector actions to approve, licence, or certificate an individual, document, procedure, record or organisation.

Depending on its complexity, a certification may include both evaluations and inspections.

For example, a certification for an original air operator certificate will include a complex

A "certification" usually involves a document, individual, aircraft or organisation that is NOT YET APPROVED for operations in aviation.

series of evaluations to approve the documentation and other arrangements, followed by a battery of inspections before the AOC holder is approved for operations in aviation.

But the "certification" actions associated with a single revision of a Minimum Equipment List will probably consist only of evaluations conducted by each of the inspector technical specialities prior to approval for use in aviation.

A certification usually involves a series of activities conducted over a period of time.

1.3.3.8 SAFETY ISSUE

The term, safety issue, is used to describe a finding or observation made by an inspector as a result of almost any activity (except "evaluation").

Safety issues can result from inspections, investigations, and other contact with the aviation public.

By definition, there is no safety issue if the document, record, procedure, individual or system being evaluated is not currently being used in aviation.

But safety issues are not generally associated with evaluations or certifications accomplished by the technical inspector.

Examples of safety issues primarily focus on the technical inspector's assessment that an individual or organisation has failed, either inadvertently or by decision, to—

- Conform to aviation law, regulations and directives issued by the Federal Democratic Republic of Nepal;
- Conform to relevant industry safety practices; or
- Maintain the required fitness to hold a certificate or licence.

CAA Nepal will then pursue resolution of those identified safety issues. The priority of that resolution process will be directly associated with the assessed impact to public safety.

1.3.4 AUDITING STANDARDS

The concept of auditing is based on the establishment of specific standards as the basis for making an objective evaluation.

- The primary standards that will be applied are the current aviation requirements, mandatory technical guidance and other relevant industry-wide and regional safety standards.
- These requirements and other relevant standards are derived from the ICAO Convention, ICAO Annexes and regional agreements.
- As a signatory State, Nepal has agreed by treaty that those minimum safety standards will be required.

To implement this, CAA Nepal has published requirements and guidance that is applicable to the aviation community.

- The aircraft manufacturers' also publish relevant technical standards and practices in the development of the type certification and maintenance documents during the original certification of the aircraft. A "certification" usually involves a document, individual, aircraft or organization that is not yet approved for operations in aviation. By definition, there is NO safety issue if the document, record, procedure, individual or system being evaluated is not currently being used in aviation.
- In addition, there are regional documents published by organizations outlining the safety standards to be applied during flight in those regions.
- These constitute the standards that will be audited by the inspectors on behalf of the CAA Nepal.

1.3.5 APPLICABLE AUDITING STANDARDS

The creditability of a safety inspector's audit findings is directly related to the basis for making such a finding.

- Inspectors should avoid expressing personal opinions to members of the aviation community.
- This is especially true when the inspector is not sure of the proper answer.

The basis for making a decision, which will require resolution action by a member of the aviation community, should be, limited to law, regulations, requirements mandatory technical guidance, and relevant safety practices.

This is applicable to all certification evaluations and later inspections and surveillance. The following sources may be used as a basis for evaluation decisions and discussions:

- **Law**

  For inspector auditing purposes, applicable Nepalese law may be used and includes treaties and other regional agreements to which Nepal is a Signatory State. The specific law and applicable section should be cited when issuing a written evaluation decision.

- **Safety Requirements**

  For inspector auditing purposes, applicable Nepalese requirements may be used. The specific requirements and applicable section/subsection should be cited when issuing a written evaluation decision.

- **Mandatory Technical Information**

  For inspector auditing purposes, technical information published by the CAA Nepal, aircraft manufacturer or ICAO State of Design may be used. The specific source and applicable page/ paragraph should be cited when issuing a written evaluation decision.

- **Relevant Safety Practices**

  For inspector auditing purposes, relevant safety practices that are published by the CAA Nepal, ICAO and aircraft manufacturer may be used. The specific source and applicable page/ paragraph should be cited when issuing a written evaluation decision.

1.3.6 INFORMAL DISCUSSIONS

The previous guidance is also applicable to informal discussions from the standpoint that inspectors should confine their evaluation discussions and decisions to known actual requirements.

Inspectors are not expected to memorize the exact source locations of regulatory requirements.

It is possible that an inspector may make a mistake as to a specific requirement or source document in an informal discussion. If this does happen, the inspector now has an obligation to provide the person with the correct information.

1.3.7 INSPECTOR RECOMMENDATIONS

It is true that an inspector that has creditability with the aviation community can make recommendations that are readily accepted. It is critical that inspectors' understand that their personal opinions are not usually an acceptable basis for making an audit finding.

But the acceptability of an individual inspector's recommendations should not be the basis for any evaluation decision. If the inspector believes that a specific safety requirement should be published by the CAA Nepal, that individual should submit his or her recommendation, including the proposed terminology, to the Director, Flight Safety Standards Department for consideration.

Inspector recommendations should be based on the applicable published auditing standards:

- The inspector is cautioned to refrain from making recommendations based solely on personal opinion or past experience.
- The members of the aviation community will not be expected to make changes to their practices based on inspector personal opinions.

1.3.8 PARTY TO NON-CONFORMANCE

This is not to suppose that the inspector is to say nothing when they observe non-conformance with the legislation standards.

- It is a requirement that, as soon as an inspector recognizes that an aviation operator or its personnel are about to get into a situation that may result in non-conformance with the standards, the inspector must tell the individuals that they may be in a non-conformance situation – paraphrasing the applicable requirements.
- If this is not done, the inspector has become "party" to the non-conformance.

Failure to provide this inspector input complicates, or even invalidates subsequent resolution of the safety issues.

- It is not acceptable for an inspector to knowingly fail to advise the operator or its individuals when it appears that non-conformance is about to occur or is occurring.
- On the other hand, the inspector as an auditor has then accomplished his duty. The inspector should not allow himself to be drawn into further explanations or argumentative situations.
- Should the operator or individuals continue in the non-conformance situation, it is not necessary for the inspector to re-emphasize the point.

1.3.9 IMMEDIATE SAFETY OF FLIGHT ISSUES

The only time the inspector has an obligation to insist on corrective action is in a situation involving immediate safety of flight.

1.4 CONTINUING SAFETY OVERSIGHT- SURVEILLANCE

1.4.1 GENERAL

1.4.1.1 Continuing safety oversight of the air operator by CAA Nepal is inherent in the system of certification. It is essential to ensure that the required standard of operation is maintained in order to provide a safe and reliable commercial air transport service to the public.

1.4.1.2 CAA Nepal inspectors have the authority and responsibility for exercising continuing safety oversight of commercial air transport operations to ensure that accepted safety practices and proper procedures for the promotion of safety in operations are maintained. To achieve this objective, CAA Nepal will establish an annual risk-based Safety Oversight Program for continuously monitoring operations conducted by each operator. Such surveillance may result in the revision of operations specifications or in the temporary suspension of an AOC and, in an extreme case, may result in the revocation of an AOC.

1.4.1.3 Required surveillance and the related inspections will be planned by the Chief, Flight Safety Standards Department and conducted by CAA Nepal inspectors assigned to an operator as responsible for the standard of conduct of the operations. All inspectors authorized to conduct safety oversight will be in possession of credentials identifying them as inspectors employed by CAA Nepal. The credentials shall also identify the legislation under which they are empowered to inspect.

1.4.1.4 Surveillance is to be conducted on a continuous basis, and will include regular and random inspections of all aspects of the operation. The areas to be covered in the

surveillance activities over a period of time will be similar to those examined during the original certification process. They will include at least a re-evaluation of the operator's organization, management effectiveness and control, facilities, equipment, ground handling, continuing airworthiness of aircraft, aircraft maintenance, operational control and supervision, flight and duty time records, maintenance of flight and cabin crew standards, passenger and cargo safety procedures, dangerous goods procedures, operational and personnel records, training, company manuals, financial viability and record of compliance with the provisions of the AOC, the associated operations specifications and pertinent operating regulations.

1.4.1.5 All safety oversight activity with respect to a particular operator will be risk based and carefully planned as it will not be possible to cover all aspects of an operation during every inspection. Inspections shall also be planned on the basis of a risk assessment exercise so that aspects of the operation that involve the greatest risk should receive more frequent attention. Where an air operator has established a Safety Management System (SMS) that has been assessed as effective and is achieving the agreed-to performance measures, then safety oversight activity from CAA Nepal for that air operator may be reduced.

1.4.2 Safety Oversight Program

1.4.2.1 In the first few months of a new operation, CAA Nepal inspectors shall be particularly alert to any irregular procedures, evidence of inadequate facilities or equipment, or indications that management control of the operation may be ineffective. They shall also carefully examine any information that may indicate a significant deterioration in the operator's financial condition. Examples of trends which may indicate problems in an operator's financial condition are:

- significant lay-offs or turnover of personnel;
- delays in meeting payroll;
- reduction of safe operating standards;
- decreasing standards of training;
- withdrawal of credit by suppliers;
- inadequate maintenance of aircraft;
- shortage of supplies and spare parts;
- curtailment or reduced frequency of revenue flights; and
- sale or repossession of aircraft or other major equipment items.

1.4.2.2 When possible financial difficulties are identified, CAA Nepal inspectors will increase technical surveillance of the operation with particular emphasis on the maintenance of safety standards.

1.4.2.3 During the certification process, CAA Nepal inspector will have determined the methods, systems or procedures that the operator intended to use to ensure compliance with the applicable regulations/requirements, the AOC and its associated operations specifications and the operator’s operation manual. A prime objective of the safety oversight program is is to confirm that such methods, systems or procedures are being followed and

are effective in the demonstration of operator compliance and achievement of safety objectives.

1.4.2.4 Aircraft leases and contractual arrangements entered into by the operator for training, etc. need to be thoroughly reviewed and a determination made of whether these arrangements are producing satisfactory results as far as the maintenance of safety standards and regulatory compliance are concerned. **AOCI Manual Volume I Chapter 10 and AOCI Manual Volume II Appendix-21** shall be referred for approval of lease.

1.4.2.5 The operator's training program must be closely monitored during oversight to ensure that the training standards, which were demonstrated when the program was initially approved, are being maintained. If there are indications that the training provided is not achieving the desired training objectives, or has resulted in a high failure rate on various tests or examinations, CAA Nepal inspectors need to make certain that the operator revises the training program to ensure that trainees will reach the required level of competence.

1.4.2.6 The performance of flight crew authorized as Designated Check Pilots needs to be observed and evaluated during the course of the surveillance. This evaluation should be conducted, where possible, by an inspector qualified on the specific type of aircraft utilized by the operator. The procedures for approval and surveillance of Designated Check Pilots are contained in **AOCI Manual Volume II of Chapter 18**.

1.4.2.7 The oversight function will be accomplished on a continuing basis, planned and performed at specified times or intervals such that all significant aspects of the operator's procedures and practices are evaluated and appropriate inspections, commensurate with the scale and scope of the operator's activities, conducted at least once every 12 months.

1.4.2.8 The safety oversight program of an operator shall:

- establish that the operator has conducted, and is likely to continue to conduct, operations in accordance with good operating practices, the AOC's operations specifications, operations manual and in all respects in compliance with CAA Nepal requirements;
- ensure that all changes in the applicable operating regulations and rules, in any amendments to the AOC or associated operations specifications, or otherwise any improvements in operating procedures, are put into practice and reflected in appropriate amendments to the operations manual;
- keep the CAA Nepal informed of the competency, current operating practices and record of compliance of the operator, including service providers to whom the operator may have outsourced services;
- afford CAA Nepal the opportunity to recommend regulatory or policy changes if the safety oversight inspections indicate such action would result in improvements in operating safety standards in general; and
- establish whether the exercise of the privileges of an AOC and the associated operations specifications by a particular operator should be continued, made the subject of further operating limitations, or be suspended or revoked.

1.4.3 PLANNING AND EXECUTING SAFETY OVERSIGHT PROGRAM

Refer **Para 1.2.4** of this manual for details.

2. CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

2.1 GENERAL

2.1.1 CAA Nepal shall approve the operator's Continuing Airworthiness Management Exposition (CAME) as required in NCAR Part-M (NCAR M.A.704). The CAME sets out the applicant's intentions and procedures with regard to maintaining the airworthiness of its aircraft during its operational life. This applies whether or not the applicant for an AOC also intends to apply for approval as an AMO or intends to contract out maintenance to an AMO.

2.1.2 The CAME, which may be issued in separate parts, shall be provided for use and guidance for maintenance and operational personnel as applicable. The operator is accountable for the manual and is required to ensure that it is amended and revised as necessary. This is achieved by means of establishing a revision control system and ensuring that copies of any changes made be distributed to all holders of the manual. The design of the manual shall observe human factor principles which includes:

- Written language, which involves not only correct vocabulary and grammar, but also the manner in which they are used.
- Typography, including the form of letters and printing and the layout, which has a significant impact on the comprehension of the written material;
- The use of photographs, diagrams, charts or tables replacing long descriptive text to help comprehension and maintain interest. The use of colour in illustrations reduces the discrimination workload and has a motivational effect.
- Consideration of the working environment in which the document is going to be used, when print and page size are determined.

The Continuing Airworthiness Management Exposition shall contain the information described in NCAR Part-M (M.A.704 and Para 2.3 below).

2.2 REFERENCES

The following references apply to this procedure:

a. NCAR Part-M (NCAR M.A.704)
b. Other corresponding CAA Nepal Requirements/ Notices / guidance materials / Circulars
c. Airworthiness Inspector Handbook Part-II (Section IV Chapter 27 and 34).
d. AOCI Manual Volume II Chapter 2.

2.3 CONTENTS OF THE CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

2.3.1 NCAR Part-M (NCAR M.A.704) requires that the Continuing Airworthiness Management Exposition contains, at a minimum, the following information:

a. a description of the procedures required by air operators to ensure NCAR M.A.201 requirements are fulfilled.
b. a description of the administrative arrangements between the air operator and the AMO, when applicable, including how to review the arrangements, where applicable;
c. a description of the maintenance procedures and the procedures for completing and signing a certificate of release to service when maintenance is carried out by a person or organization other than that of an approved maintenance organization.;
d. the names and duties of the person or group of persons employed to ensure that all maintenance is controlled in accordance with the Continuing Airworthiness Management Exposition (CAME);
e. a reference to the maintenance program, approved by CAA Nepal, for each aircraft type operated;
f. a description of the methods used for the completion and retention of the air operator's Continuing Airworthiness records. The operator shall ensure that the following records are kept for the periods mentioned:
    - the total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life-limited components;
    - the current status of compliance with all mandatory continuing airworthiness information;
    - appropriate details of modifications and repairs;
    - the time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aircraft or its components subject to a mandatory overhaul life;
    - the current status of the aircraft's compliance with the maintenance program; and
    - the detailed maintenance records to show that all requirements for the signing of a Certificate of release to service have been met.

    The above records shall be kept as per NCAR M.A.714.

g. description of the procedures for monitoring, assessing and reporting maintenance and operational experience to the organization responsible for the type design and CAA Nepal.
h. a description of the procedures for complying with the service information reporting as per NCAR M.A.202;
i. a description of procedures for assessing continuing airworthiness information and recommendations available from the organization responsible for the type design, and for implementing resulting actions considered necessary as a result of the assessment in accordance with a procedure acceptable to CAA Nepal;

j. a description of the procedures for implementing action resulting from mandatory continuing airworthiness information, if applicable, how their alternative means of compliance is requested and complied with;
k. a description of establishment and maintenance of a system of analysis and the continued monitoring of performance and efficiency of the maintenance program, in order to correct any deficiency in that program;
l. a description of aircraft types and models to which the manual applies; and
m. a description of procedures for ensuring that unserviceable systems and components affecting airworthiness are recorded and rectified.
n. a description of and procedures for completing and signing a maintenance release for aircraft and parts thereof that have undergone maintenance.
o. a description of the procedures for advising the CAA Nepal of significant in-service occurrences.)
p. Design of Continuing Airworthiness Management Exposition should observe Human factor Principles as per ICAO Doc 9683 Part-I Chapter 6 and ICAO Doc 9760 Part-III Chapter 7 Para 7.2.1 as stated in para 2.1.2 of this chapter.
q. Additional procedures may be necessary to ensure the air operator's maintenance personnel responsibilities and aircraft maintenance program requirements are met. The following additional procedures are recommended. A description of the procedures to ensure the aircraft is maintained in accordance with the maintenance program;
   - A description of the training program for the maintenance personnel employed by the air operator applicable to their assigned duties and responsibilities;
   - A description of the air operator's safety management system.
   - A description of the procedure to ensure that modifications and repairs comply with the CAA Nepal requirements.
   - A description of the procedure used for the Continuing Airworthiness Management Exposition revision and control.

     Note: *where an operator's safety management system (SMS) is already addressed in some other documents, an appropriate reference to such document together with its relevant interfaces with the CAME can be described instead. SMS manual will be reviewed as per procedure laid down in AOCI Manual Volume II Chapter 2 and Attachment B. The approval of SMS manual is joint activity between Airworthiness and Flight Operations Inspector.*

2.4 ADMINISTRATIVE PROCEDURES

Refer to **Airworthiness Inspector Handbook Part-II Section IV Chapter 27 and Chapter 34** for detailed approval procedure of CAME and for approval of amendment of CAME respectively.

3. MAINTENANCE PROGRAM

3.1 GENERAL

3.1.1 CAA Nepal shall approve the operator's maintenance program for each aircraft type operated on its fleet as required by NCAR Part-M (NCAR M.A.302). The maintenance program should be based on information made available by the State of Design or by the organization responsible for the type design, and any additional applicable experience. The maintenance program establishes the maintenance tasks and intervals for the aircraft, engines, propellers and parts. A reliability program, where applicable, can be approved as part of the maintenance program or as a separate document.

Note: AOCI Manual Volume III Chapter 4 *details the evaluation and approval of a reliability program when required.*

3.1.2 The maintenance program shall be provided for use and guidance for maintenance and operational personnel as applicable. The operator is accountable for the program and is required to ensure that it is amended and revised as necessary. This is achieved by means of establishing a revision control system and ensuring that copies of all amendments to the maintenance program be furnished promptly to all organizations (Operator(s) and AMO) or persons to whom the maintenance program has been issued. The design and application of the operator's maintenance program shall observe human factor principals as described in Chapter 2 Para 2.1.2 (which includes the proper use of written language, size of fonts and proper layout, use of diagrams, tables and charts where applicable) and the Maintenance Program shall contain the information described in NCAR Part-M (NCAR M.A. 302 and Para 3.3 below).

3.2 REFERENCES

The following references apply to this procedure:

a. NCAR Part-M (NCAR M.A.302).
b. Other corresponding CAA Nepal requirements/ guidance's.
c. Airworthiness Inspector Handbook Part-II (Section IV Chapter 3 and 4).

3.3 CONTENTS OF MAINTENANCE PROGRAM

3.1.3 NCAR Part-M (NCAR M.A.302) requires that the operator's maintenance program contains, at a minimum, the following information:

a) maintenance tasks and the intervals at which these are to be performed taking into account the anticipated utilization of the aircraft and operating environment of the aircraft. It is recommended that the maintenance program be based on information made available by the State of Design or by the organization responsible for the type design and

any additional applicable experience. The basic requirements for a maintenance program include but not limited to:

- Inspections;
- Schedule maintenance;
- Overhaul and repairs;
- Structural inspections; and
- Maintenance tasks and intervals specified and identified as mandatory in approval of the type design;

b) when applicable, a continuing structural integrity program (SIP) which at least includes:

- supplemental inspections;
- corrosion prevention and control;
- structural modification and associated inspections;
- repair assessment methodology; and
- widespread fatigue damage (WFD) review;

c) procedures for changing or deviating from a) and b) above for tasks that do not have mandatory designations from the State of Design; and

d) when applicable, condition monitoring and reliability program descriptions for aircraft systems, components and engines.

e) Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such.

f) Design and application of maintenance program should observe Human factor Principles. (Refer to ICAO Doc 9683 Part-I Chapter 6; ICAO Doc 9760 Part-III Chapter 7 Para 7.3.1.1; Doc 9824 Chapter 6; Appendix B to Chapter 6) as stated in para 3.1.2 of this chapter.

3.4 ADMINISTRATIVE PROCEDURE

Refer to **Airworthiness Inspector Handbook Part-II Section IV Chapter 3 and Chapter 4** for detailed approval procedure of Maintenance Program and for detailed approval procedure of amendment of Maintenance Program respectively.

4. RELIABILITY PROGRAM

4.1 GENERAL

4.1.1 When a maintenance program requires a reliability program, CAA Nepal shall approve the operator's reliability program for each aircraft type operated on its fleet as required in NCAR Part-M (NCAR M.A.302 (f)). The purpose of a reliability program is to ensure that the aircraft maintenance program tasks are effective and their recurrences at regular intervals are adequate. A reliability program allows the operator to recognize, assess and act upon symptoms of deterioration before malfunction or failure occurs.

4.1.2 A reliability program is approved as part of the maintenance program or as a separate document (Reliability Program Procedure/Manual/Package).

4.2 REFERENCE

The following reference applies to this procedure:

a) NCAR Part-M (NCAR M.A.302 (f))
b) Other corresponding CAA Nepal requirements/guidance's
c) Applicant's Maintenance Program
d) Airworthiness Inspector Handbook Part-II (Section IV Chapter 3 and 4)
e) Airworthiness Inspector Handbook Part-I Chapter 18.

4.3 CONTENTS OF RELIABILITY PROGRAM

4.3.1 The reliability program should contain the following elements:

a. an organizational structure;
b. a data collection system;
c. a method of data analysis and display;
d. procedures for establishing performance standards or levels;
e. procedures for program revision;
f. procedures for time control; and
g. a paragraph containing definitions of terms used in the program.

4.4 ADMINISTRATIVE PROCEDURE

4.4.1 The Principal Airworthiness Inspector (PAI) shall complete the job aid in **Attachment 1** for the evaluation of the reliability program.

4.4.2 The PAI shall inform the applicant, in writing, of all discrepancies that will require follow-up. Discrepancies should be noted on **Manual Evaluation Form (Airworthiness Inspector Handbook Part II, Appendix-2)** and forwarded to the applicant together with a cover letter.

4.4.3 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the PAI.

4.4.4 The reliability program shall only be approved with the completion of the job aid and any discrepancy reports that were raised. The PAI will inform the applicant in writing when the reliability program is approved.

4.4.5 The completed job aid, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

4.4.6 A copy of the approved reliability program shall be retained by CAA Nepal.

5. MAINTENANCE ARRANGEMENTS

5.1 GENERAL

5.1.1 NCAR Part-M (NCAR M.A.201 (g) and (h)) requires that each aircraft operated is maintained in an airworthy condition. All maintenance must be performed by an approved maintenance organization (AMO). The operator may perform maintenance on its own aircraft or contract the maintenance of its aircraft to an appropriately rated AMO. Where the AMO is part of the operator's own organization, it should be subjected to the same approval procedure as for independent organizations.

5.1.2 The applicant is required to demonstrate that an organization, with the necessary qualified staff, equipment and facilities, is set-up and responsible for ensuring that the aircraft remain in an airworthy condition for the duration of their operational life.

5.2 REFERENCES

The following reference applies to this procedure:

a. NCAR Part-M (NCAR M.A.201 (g) and (h))
b. Other corresponding CAA Nepal requirements/ guidance's
c. Applicant's Continuing Airworthiness Management Exposition (CAME) and Maintenance Organization Exposition (MOE)
d. Airworthiness Inspector Handbook Part-II (Section I and Section IV).

5.3 MAINTENANCE OF AIRCRAFT

5.1.1 The operator's Continuing Airworthiness Management Exposition shall be approved by CAA Nepal. The CAME details the processes and procedures with regard to maintaining the airworthiness its aircraft during its operational life

Note: AOCI Manual Volume III Chapter 2 *details the evaluation and approval of the CAME.*

5.1.2 NCAR Part-M (NCAR M.A.201 (g) and (h)) requires an operator employs a person, or group of persons, to ensure that all maintenance is carried out in accordance with the CAME. This requirement should be clearly demonstrated during the inspection. It should be determined that the structure of the applicant's Continuing Airworthiness Management Organization, as detailed in the CAME, including the duties and responsibilities for all key personnel including, but not limited to the manager(s) for engineering, quality and maintenance.

5.4 MAINTENANCE ARRANGEMENTS

5.4.1 If maintenance is contracted to another AMO, a written contract shall be agreed between the operator and the maintenance organization detailing the responsibilities of both parties. The technical aspects of the maintenance contract shall be as per Appendix XI to AMC to M.A.708(c) and acceptable to CAA Nepal.

Note: *Maintenance contract is part of Continuing Airworthiness Management Organization.*

5.4.2 In accepting an operator's contracted maintenance arrangement, the following minimum requirements should be satisfied:

- the operator, subject to contractual maintenance arrangements, will ensure each aircraft it operates is maintained in an airworthy condition;
- when an air operator contracts with an appropriately rated AMO, the operator should have available the names of these organizations and the scope of the work contracted;
- the AMO contracted to perform the maintenance should have access to the operator's currently approved maintenance program that includes the make and model of the aircraft subject to the contract and the operator's CAME;
- the AMO performing maintenance should be appropriately rated and capable of performing the work contracted for, and that work should be performed in accordance with the air operator's approved CAME;
- the AMO should have the facilities and equipment to perform the work for which it has been contracted;
- The arrangements should clearly describe the operator's and AMO's responsibilities regarding the control, planning and scheduling of the maintenance tasks to be performed.

5.5 ADMINISTRATIVE PROCEDURES

(Note: Refer this procedure during initial issuance of AOC. After Issuance of AOC, review of maintenance contract between Air operator and Approved Maintenance Organization is done during review of CAME as per [**Checklist # 33 "Checklist for Approval of Continuing Airworthiness Management Exposition for NCAR Part-M Subpart G Organization (Part I)"** and CAME approval process included in **Airworthiness Inspector Handbook Part-II Section IV Chapter 27** and **Chapter 34.)**

5.5.1 The Principal Airworthiness Inspector (PAI) shall complete the job aid in **Attachment 2** for the evaluation and acceptance of a maintenance contract.

5.5.2 The PAI shall inform the applicant, in writing, of all discrepancies that will require follow-up. Discrepancies should be noted on **Manual Evaluation Form (Airworthiness Inspector Handbook Part-II, Appendix-2)** and forwarded to the applicant together with a cover letter.

5.5.3 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the PAI.

5.5.4 The maintenance contract shall only be accepted with the completion of the job aid and any discrepancy reports that were raised. The PAI will inform the applicant in writing when the maintenance contract is accepted.

5.5.5 The completed job aid, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

5.5.6 A copy of the accepted maintenance contract shall be retained by CAA Nepal.

6. AIRWORTHINESS INSPECTION AND DEMONSTRATION PHASE

6.1 GENERAL

6.1.1 The applicant is required to demonstrate to CAA Nepal that an organization, with the necessary qualified staff, equipment and facilities, is set-up and will be responsible for ensuring that the aircraft remain in an airworthy condition for the duration of their operational life. This is also referred to as managing the continuing airworthiness of the aircraft.

6.1.2 Demonstrations will include actual performance of airworthiness and maintenance related activities and /or operations while being observed by inspectors of the certification team. CAA Nepal inspectors will evaluate the effectiveness of the policies, methods, procedures and instructions as described in the manuals and other documents developed by the applicants. During this phase, emphasis should be placed on the applicants management effectiveness. Airworthiness Inspectors carry out on-site inspections of aircraft maintenance and support facilities, assessment of Continuing Airworthiness Management Organization and planning systems and inspection of aircraft.

6.1.3 It is understood that as new operator there will not be any data to evaluate. During these demonstrations and inspections, CAA Nepal evaluates the policies, methods, procedures and instructions as described in the manuals and other documents developed by the applicant are in place for the commencement of operations. This will include interviews with personnel to ensure that the procedures and instructions have been properly transmitted and understood.

6.1.4 The Principal Airworthiness Inspector (PAI) will inform the applicant of all deficiencies observed during the demonstration in writing and ensure that all the corrective actions taken to correct the deficiencies are satisfactorily accepted by CAA Nepal before the AOC can be issued.

6.2 REFERENCES

The following reference applies to this procedure:

a. AOCR
b. NCAR Part-M
c. Airworthiness Inspector Handbook Part-II
d. AOCI Manual Vol-II

6.3 AIRWORTHINESS AND MAINTENANCE RELATED INSPECTIONS

6.3.1 The PAI will conduct on-site inspections to validate the procedures and processes described in the applicant's documents. This would require the applicant to demonstrate, to the satisfaction of the PAI, that it is capable of conducting the described activities effectively and efficiently. These would include the following:

- Continuing Airworthiness Management Orgranization (CAMO)
- Continuing Airworthiness Management Exposition (CAME);
- Organization facilities (Main base buildings; line stations; mobile equipments etc.).
- Maintenance program (including reliability program, where applicable);
- Maintenance arrangements (including maintenance contract)

6.3.2 The PAI will also conduct inspection of the aircraft the applicant intends to operate. The detailed inspections is to verify that the equipment and documentation on board the aircraft complies with CAA Nepal requirements; the maintenance status of the aircraft in relation to the maintenance program; Maintenance records and Aircraft Physical Inspections.

6.4 ADMINISTRATIVE PROCEDURES

6.4.1 The assigned Principal Airworthiness Inspector (PAI) shall complete the job aid in **Attachment 3 and Attachment 4** after completing all the applicable procedures laid down in Airworthiness Inspector Handbook Part-II which includes Approval of CAMO; Approval of CAME; Inspection of Organization Facilities; Maintenance Program (including reliability program, where applicable) and maintenance arrangements.
Note: ***Procedure for carrying out Proving Flight is laid down in AOCI Manual Vol-II Chapter 5.***

6.4.2 The assigned PAI shall inform the applicant, in writing, of all discrepancies that will require follow-up. Discrepancies should be noted on **Attachment 3 and Attachment 4 and forwarded to the applicant in Discrepancy Reporting Form (Airworthiness Inspector Handbook Part-II Appendix-1)** together with a cover letter.

6.4.3 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the assigned PAI.

6.4.4 The assigned PAI, upon the applicant satisfactorily demonstrating and meeting all requirements, will inform the certification team leader in writing to recommend the issuance of the AOC.

6.4.5 The completed job aid, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

7. AIRWORTHINESS COORDINATION OF OPERATIONS APPROVAL

7.1 GENERAL

7.1.1 There is need for coordination between operations and airworthiness to work together to approve the following documents and special operations:

- Minimum Equipment List (MEL) and Configuration Deviation List (CDL)
- Performance Based Navigation (PBN)
- Reduced Vertical Separation Minima (RVSM)
- Low Visibility, Category II and Category III approach
- Extended Diversion Time Operation (EDTO)
- Electronic Flight Bags (EFB's)

7.1.2 The Flight Operations Inspector (FOI) is the primary CAA Nepal official responsible for the overall process of administering, evaluating, and approving these documents and special operations. It is essential that the FOI work, coordinates closely with the Principal Airworthiness Inspector (PAI), on airworthiness matters, and other individuals or groups involved in this process prior to the approval of the documents and special operations.

7.1.3 The PAI will inform the designated FOI when the airworthiness evaluation for the respective special operations is satisfactory.

7.2 MINIMUM EQUIPMENT LIST (MEL) AND CONFIGURATION DEVIATION LIST (CDL)

Note: *The complete MEL approval procedure is described in* ***AOCI Manual Volume II, Chapter 3.***

The CDL Approval procedure is laid down in ***AOCI Manual Vol II Chapter 3 and AOCI Manual Vol II Appendix-40, and Checklist for evaluation of CDL is in AOCI Manual Vol II Attachment A to Appendix-40.***

The procedure for approval of MEL in AOCI Manual Vol-III is on airworthiness aspect.

The MEL has to be approved in coordination between Airworthiness Inspection Division and Flight Operation Division.

7.2.1 General

7.2.1.1 NCAR Chapter E.8 states that a Master Minimum Equipment List (MMEL) issued by the organization responsible for the type design of an aircraft and approved by the State of Design shall be accepted as the basis for the development of a minimum

equipment list (MEL). NCAR Chapter E.8 requires the MEL to be approved for each aircraft type operated by the operator.

7.2.1.2 MEL is developed with procedures to allow the continued operation of an aircraft with specific items of equipment inoperative under certain circumstances. It is based mainly on the MMEL established for the aircraft type. Equipment allowed to be inoperative for flight in the MEL cannot be less restrictive than those established in the MMEL for the aircraft type.

7.2.1.3 The MEL needs to be available to flight crew, maintenance personnel and personnel responsible for operational control. The MEL also needs to include instructions for its use, including defects entry, categories, and actions to be taken (maintenance or operation) and placarding.

7.2.2 MEL Content

7.2.2.1 The operator's MEL should:

a. identify the minimum equipment and conditions for an aircraft to maintain conformity with the standards of airworthiness and to meet the operating rules for the type of operation;
b. define operational procedures necessary to maintain the required level of safety and to deal with inoperative equipment; and
c. define maintenance procedures necessary to maintain the required level of safety and procedures necessary to secure any inoperative equipment.

7.2.2.2 The MEL should also contain a description of how and when the MEL is to be used including procedures for:

a. Repair interval categories application
b. Repair interval extensions
c. Deferral of items
d. Placarding of unserviceable items
e. Dispatch of aircraft

7.2.2.3 The MEL is customized from the MMEL to the operator's specific aircraft, aircraft equipment, modifications and operating environment and may be dependent upon the route structure, geographic location, and number of airports where spares and maintenance capability are available. Where the MMEL cannot address some of the variables, it uses a standard term such as "As required by Regulations". The operator is required as per the applicable CAA Nepal requirements to develop operations and/or maintenance procedures to meet the requirements.

7.2.2.4 The operator shall submit a training program for maintenance personnel on the appropriate policies and procedures in using a MEL.

7.2.3 Procedure for Approval of MEL (Airworthiness Aspect)

PURPOSE

Perform a joint airworthiness and flight operation review of an MEL to ensure all requirements are met before granting approval.

CIRCUMSTANCES OF USE

When an operator submits its MEL for approval

When the operator submits a revision to the MEL

REFERENCE CRITERIA

Master MEL (MMEL) issued by the type certificate holder, at the latest approved revision

AOCR

FOR

NCAR Chapter E.8

Air operator approved Operations Specifications

Aircraft file with installed equipment and configuration information

COORDINATION

Flight Operations Division and Airworthiness Inspection Division

TOOLS

MEL review Checklist (Airworthiness) - *The job aid to evaluate the airworthiness aspects of MEL is in* ***AOCI Manual Vol-III Attachment 5.***

Joint Review Checklist (Airworthiness and Operation) – AOCI Manual Vol-II Chapter 3 "Attachment C- JOINT OPS/AWI MEL REVIEW Job Aid.

Procedure for the verification and approval of a Minimum Equipment List- Appendix 32 of AOCI Manual Vol-II

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TASK TO PERFORM

NOTE: *The flight operations and the airworthiness inspector will review the MEL using their own Job Aid in* ***AOCI Manual Vol-II Appendix-32*** *and* ***AOCI Manual Vol-III Attachment 5*** *after which they will perform a joint review using joint review checklist in* ***AOCI Manual Vol-II Chapter 3-Attachment C*** *and establish a report. Each inspector will make use of the checklist which will be the basis for the review report.*

- Obtain a copy of the latest MMEL revision;
- Verify that the below elements are identical to that of the MMEL:
- MMEL date and revision number used for the development of the MEL;
- Table of contents;
- Definitions & abbreviations (*Pay particular attention to repair interval categories*)
- Preamble.
- Proceed line by line to verify:

- That the ATA numbers match those of the MMEL;
- That the nomenclature description is the same as in MMEL;
- That the number installed matches both the MMEL and is reflecting the aircraft configuration;
- Verify that number required for dispatch is not less restrictive than that of the MMEL;
- For any item indicated "as required by regulations" in the MMEL, verify that the operator has indicated the number required by the AOCR, the FOR, the NCAR or other applicable regulation. (*This could influence the number installed and the number required*).
- Verify the repair interval category are no less restrictive that those of the MMEL
- Verify the remarks column
- Special conditions
  - As required by regulations (*See above*);
  - Combination of defects;
  - Etc.
- "O" procedures
  - As in MMEL if there is one;
  - In accordance with the authorized Operations Specifications requirements;
  - In accordance with the operator applicable approved procedures;
- "M" procedures
  - As required in MMEL if a procedure is specified;
  - Reflects the approved operator specific maintenance procedures for the intended operation;
- Ensure all the items in Para 7.2.2 are addressed.
- Verify that the MEL does not contain elements not covered in the MMEL.
- Verify the LEP is complete and accurate after all other elements have been assessed as satisfactory.

7.2.4 ADMINISTRATIVE PROCEDURES

7.2.4.1 The Principal Airworthiness Inspector (PAI) shall complete **the AOCI Manual Vol-III Attachment 5** for the evaluation and approval of the MEL after verifying para in **7.2.3**.

7.2.4.2 The PAI shall note, in writing, all discrepancies that will require follow-up. **Discrepancies should be noted on Manual Evaluation Form (Airworthiness Inspector Handbook Part-II, Appendix-2).**

7.2.4.3 The PAI will initiate the internal office memo and forward the MEL along with Manual Evaluation Form to Flight Operations Division.

7.2.4.4 After necessary verification from flight operation division, the PAI and FOI shall inform the applicant, in writing, of all discrepancies (Airworthiness and Operations) that will require follow-up and forward it to the applicant together with a cover letter.

7.2.4.5 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the PAI and FOI.

7.2.4.6 PAI and FOI will complete their respective Checklist **AOCI Manual Vol-III Attachment 5 (Airworthiness); AOCI Manual Vol-II Appendix-32 [AOC-PROC-07] checklist (Operations) and AOCI Manual Vol-II Chapter 3- Joint Review Checklist (Airworthiness and Operations).**

7.2.4.7 Operator MEL shall only be approved with the completion of the **AOCI Manual Vol-III Attachment 5 (Airworthiness); AOCI Manual Vol II Chapter 3-Joint Review Checklist (Airworthiness and Operations) and AOCI Manual Vol-II Appendix-32 [AOC-PROC-07] checklist (Operations)** and completion of any discrepancy reports that were raised earlier. The PAI or FOI will inform the applicant in writing when the MEL is approved.

7.2.4.8 All the completed checklist, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

7.2.4.9 A copy of the approved MEL shall be retained by CAA Nepal.

7.3 REDUCED VERTICAL SEPARATION MINIMA (RVSM)

Note: *The complete RVSM approval procedure is described in* ***AOCI Manual-Volume II, Chapter 20; AOCI Manual Vol-II Appendix-33 (Procedure for the acceptance of special operation authorization application (Operations Specifications) and Appendix-34 (Procedure for the verification and approval of special operation authorization application (Operations Specifications) as applicable.***

The procedure in this AOCI Manual Vol-III is on airworthiness aspect.

The RVSM Approval has to be approved in coordination between Airworthiness Inspection Division and Flight Operation.

7.3.1 General

NCAR Chapter C.20 requires that operators obtain authorization prior to conducting flights operation of an aircraft within RVSM airspace. Principal Airworthiness Inspectors shall ensure the aircraft is approved as meeting the requirements for operation in RVSM airspace and that the aircraft altimetry and height- keeping equipment is maintained in accordance with approved procedures and servicing schedules.

7.3.2 Approval of RVSM operations (airworthiness aspects)

7.3.2.1 The applicant shall provide documentation to confirm that each aircraft is certificated for RVSM operations. An aircraft is eligible for a RVSM application provided there is clear statement in:

a. the TC; or
b. the STC; or
c. the associated documentation — Aircraft Flight Manual or equivalent document; or
d. a compliance statement from the manufacturer, which has been approved by the State of Design.

7.3.2.2 The operator shall submit a configuration list detailing the equipment used for the RVSM operation.

7.3.2.3 All equipment required for RVSM operations shall be identified in the maintenance program. Similarly, these equipments shall also be identified in the MEL.

7.3.2.4 A list of inspections and functional checks, together with their intervals, required for the continued altitude monitoring of the RVSM approved aircraft to be included into the maintenance program. These RVSM maintenance requirements can usually found in the maintenance manual of aircraft type.

7.3.2.5 The operator should provide procedures for configuration control to ensure that the aircraft is appropriately equipped for RVSM operations.

7.3.2.6 The operator shall submit a training program for maintenance personnel on the appropriate policies and procedures for RVSM operations.

7.3.3 Procedure for Approval of RVSM (Airworthiness Aspect)

PURPOSE

Perform a joint airworthiness and flight operation review of RVSM application to ensure all requirements are met before granting approval.

CIRCUMSTANCES OF USE

When an operator submits required documents for RVSM approval

REFERENCE CRITERIA

AOCR

FOR

NCAR Chapter C.20

Air operator approved Operations Specifications

Aircraft documents with installed equipment and configuration information

COORDINATION

Flight operations and airworthiness

TOOLS

Reduced Vertical Separation Minima Evaluation- *The job aid to evaluate the airworthiness aspects of RVSM application is in* ***AOCI Manual Vol-III Attachment 6.***

AOCI Manual Vol-II Chapter 20 Attachment T- Job Aid RVSM.

AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable.

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7.3.4 ADMINISTRATIVE PROCEDURES

7.3.4.1 The application package of the operator will be received by Flight Operation Division. After necessary verification from Flight Operation Division, as per **AOCI Manual Vol-II Chapter 20**, the application package will be forwarded to Airworthiness Inspection Division.

7.3.4.2 The Principal Airworthiness Inspector (PAI) shall complete the **AOCI Manual Vol-III Attachment 6** and relevant part of **AOCI Manual Vol-II Chapter 20 Attachment T**- Job Aid RVSM for the evaluation of the RVSM package after verifying para in **7.3.2**.

7.3.4.3 The PAI shall note, in writing, all discrepancies that will require follow-up. Discrepancies should be noted on Manual Evaluation Form (**Airworthiness Inspector Handbook Part II, Appendix-2).**

7.3.4.4 The PAI will then forward internal office memo and RVSM Approval Package along with Manual Evaluation Form to Flight Operations Division.

7.3.4.5 After necessary verification from flight operation division, the PAI and FOI shall inform the applicant, in writing, of all discrepancies (Airworthiness and Operations) that will require follow-up and forward it to the applicant together with a cover letter.

7.3.4.6 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the PAI and FOI.

7.3.4.7 PAI and FOI will complete their respective Checklist AOCI Manual Vol-III Attachment 6 (Airworthiness); **AOCI Manual Vol-II Chapter 20 Attachment T- Job Aid RVSM (Airworthiness and Operation); AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification**

checklist approval of special operation authorization application (Operations Specifications) as applicable.

7.3.4.8 Operator RVSM package shall only be approved with the completion of the **AOCI Manual Vol-III Attachment 6 (Airworthiness); AOCI Manual Vol-II Chapter 20 Attachment T- Job Aid RVSM (Airworthiness and Operation); AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable** and completion of any discrepancy reports that were raised earlier. The FOI will inform the applicant in writing when the RVSM approval package is approved along with amendment in Operation Specification of the operators AOC.

7.3.4.9 All the completed checklist, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

7.3.4.10 A copy of the approved RVSM Package shall be retained by CAA Nepal.

7.4 PERFORMANCE BASED NAVIGATION (PBN)

Note: *The complete PBN approval procedure is described in* ***AOCI Manual-Volume II, Chapter 16; AOCI Manual Vol-II Appendix-33 (Procedure for the acceptance of special operation authorization application (Operations Specifications)) and Appendix-34 (Procedure for the verification and approval of special operation authorization application (Operations Specifications)) as applicable.***

The procedure in this AOCI Manual Vol-III is on airworthiness aspect.

The PBN Approval has to be approved in coordination between Airworthiness Inspection Division and Flight Operation.

7.4.1 General

CAA Nepal requires an operator to obtain authorization for the conduct of PBN operations. The Principal Airworthiness Inspector should ensure that each item of the radio-navigation equipment installed is of a type and design appropriate to its intended function and that the installation functions properly.

7.4.2 Approval of PBN operations (airworthiness aspects)

7.4.2.1 An aircraft is eligible for a particular PBN application provided there is clear statement in:

a) the TC; or

b) the STC; or

c) the associated documentation — Aircraft flight manual or equivalent document; or

d) a compliance statement from the manufacturer, which has been approved by the State of Design.

7.4.2.2 The operator shall submit a configuration list detailing the pertinent hardware and software components and equipment used for the PBN operation.

7.4.2.3 All equipment required for PBN operations shall be identified in the maintenance program. Similarly, these equipments shall also be identified in the MEL.

7.4.2.4 The operator should provide maintenance procedures for configuration control to ensure that the aircraft is appropriately equipped for PBN operations.

7.4.2.5 The operator shall provide a training program for maintenance personnel on the appropriate policies and procedures for the respective type of PBN operations.

7.4.3 Procedure for Approval of specific PBN Application (Airworthiness Aspect)

PURPOSE

Perform a joint airworthiness and flight operation review of PBN application to ensure all requirements are met before granting approval.

CIRCUMSTANCES OF USE

When an operator submits required documents for PBN approval.

REFERENCE CRITERIA

AOCR

FOR Chapter 7

PBN Operational Approval Manual Second Edition (March 2021).

Air operator approved Operations Specifications

Aircraft documents with installed equipment and configuration information

COORDINATION

Flight operations and airworthiness

TOOLS

Performance Based Navigation Evaluation- *The job aid to evaluate the airworthiness aspects of PBN application is in* ***AOCI Manual Vol-III Attachment 7.***

AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification)

and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable.

Relevant checklist of **PBN Operational Approval Manual Second Edition (March 2021).**

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7.4.4 ADMINISTRATIVE PROCEDURES

7.4.4.1 The application package of the operator will be received by Flight Operation Division. After necessary verification from Flight Operation Division, as per **AOCI Manual Vol-II Chapter 16**, the application package will be forwarded to Airworthiness Inspection Division.

7.4.4.2 The Principal Airworthiness Inspector (PAI) shall complete the **AOCI Manual Vol-III Attachment 7** and relevant checklist **of PBN Operational Approval Manual Second Edition (March 2021)** for the evaluation of the PBN package after verifying para in 7.4.2.

7.4.4.3 The PAI shall note, in writing, all discrepancies that will require follow-up. Discrepancies should be noted on Manual Evaluation Form (**Airworthiness Inspector Handbook Part-II, Appendix-2).**

7.4.4.4 The PAI will then forward internal office memo and PBN Approval Package along with Manual Evaluation Form to Flight Operations Division.

7.4.4.5 After necessary verification from flight operation division, the PAI and FOI shall inform the applicant, in writing, of all discrepancies (Airworthiness and Operations) that will require follow-up and forward it to the applicant together with a cover letter.

7.4.4.6 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the PAI and FOI.

7.4.4.7 PAI and FOI will complete their respective **Checklist AOCI Manual Vol-III Attachment 7 (Airworthiness); PBN Operational Approval Manual Second Edition (March 2021) (Operations and Airworthiness); AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable.**

7.4.4.8 Operator PBN package shall only be approved with the completion of the **AOCI Manual Vol-III Attachment 7 (Airworthiness); PBN Operational Approval Manual Second Edition (March 2021) (Operations and Airworthiness); AOCI Manual Vol-II**

Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable and completion of any discrepancy reports that were raised earlier. The FOI will inform the applicant in writing when the PBN approval package is approved along with amendment in Operation Specification of the operators AOC.

7.4.4.9 All the completed checklist, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

7.4.4.10 A copy of the approved PBN Package shall be retained by CAA Nepal.

7.5 LOW VISIBILITY OPERATIONS AND CAT II AND III APPROACH

Note: *The complete low visibility operations, CAT II and III approach approval procedure is described in* ***AOCI Manual Volume II, Chapter 17; AOCI Manual Vol-II Appendix-33 (Procedure for the acceptance of special operation authorization application (Operations Specifications)) and Appendix-34 (Procedure for the verification and approval of special operation authorization application (Operations Specifications)) as applicable.***

The procedure in this AOCI Manual Vol-III is on airworthiness aspect.

The Low Visibility Operations and CAT II and III Approach Approval has to be approved in coordination between Airworthiness Inspection Division and Flight Operation.

7.5.1 General

NCAR Chapter C.19 requires an operator to obtain authorization for the conduct of low-visibility operations.

7.5.2 Approval of low visibility operations and CAT II and III approach (airworthiness aspects)

7.5.2.1 The operator shall include in the application to the CAA Nepal relevant pages of the aircraft flight manual, type certificate (TC), supplemental TC, TC data sheet and/or the aeroplane operations manual attesting that the aeroplane meets the relevant airworthiness requirements and performance criteria for, as applicable, low visibility operations and CAT II and/or CAT III operations.

7.5.2.2 The operator shall submit a configuration list detailing the pertinent hardware and software components and equipment used for the operation applied for.

7.5.2.3 The operator shall submit a list of equipment/systems that must be installed and serviceable at the commencement of a low visibility operations or a CAT II or III approach.

7.5.2.4 All equipment required for low visibility operations, CAT II and III approach operations shall be identified in the maintenance program and MEL.

7.5.2.5 The operator should provide maintenance procedures for configuration control to ensure that the aircraft is appropriately equipped for low visibility operations, CAT II and III approach operations.

7.5.2.6 The operator shall provide a training program for maintenance personnel on the appropriate policies and procedures for the respective type of low visibility operations, CAT II and III approach operations.

7.5.3 Procedure for Approval of Low Visibility Operations and CAT II and III Approach (Airworthiness Aspect)

PURPOSE

Perform a joint airworthiness and flight operation review of application for Low Visibility Operations and CAT II and III Approach to ensure all requirements are met before granting approval.

CIRCUMSTANCES OF USE

When an operator submits required documents for Low Visibility Operations and CAT II and III Approach.

REFERENCE CRITERIA

AOCR

FOR

NCAR Chapter C.19

Air operator approved Operations Specifications

Aircraft documents with installed equipment and configuration information

COORDINATION

Flight operations and airworthiness

TOOLS

Low Visibility Operations and CAT II and III Approach - *The job aid to evaluate the airworthiness aspects of Low Visibility Operations and CAT II and III Approach application is in* ***AOCI Manual Vol-III Attachment 8.***

AOCI Manual Volume II, Chapter 17; AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable.

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7.5.4 ADMINISTRATIVE PROCEDURES

7.5.4.1 The application package of the operator will be received by Flight Operation Division. After necessary verification from Flight Operation Division, as per **AOCI Manual Vol-II Chapter 17**, the application package will be forwarded to Airworthiness Inspection Division.

7.5.4.2 The Principal Airworthiness Inspector (PAI) shall complete the **AOCI Manual Vol-III Attachment 8** and relevant part of **AOCI Manual Vol-II Chapter 17 Attachment R- Job Aid Low Visibility Operations** for the evaluation of the Low visibility and CAT II and CAT III approach package after verifying para in **7.5.2**.

7.5.4.3 The PAI shall note, in writing, all discrepancies that will require follow-up. Discrepancies should be noted on Manual Evaluation Form (**Airworthiness Inspector Handbook Part II, Appendix-2).**

7.5.4.4 The PAI will then forward internal office memo and Low Visibility and CAT II and CAT III approach Package along with Manual Evaluation Form to Flight Operations Division.

7.5.4.5 After necessary verification from flight operation division, the PAI and FOI shall inform the applicant, in writing, of all discrepancies (Airworthiness and Operations) that will require follow-up and forward it to the applicant together with a cover letter.

7.5.4.6 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the PAI and FOI.

7.5.4.7 PAI and FOI will complete their respective Checklist **AOCI Manual Vol-III Attachment 8 (Airworthiness); AOCI Manual Vol-II Chapter 17 Attachment R- Job Aid Low Visibility Operations (Airworthiness and Operation); AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to**

Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable.

7.5.4.8 Operator Low visibility and CAT II and CAT III Approach package shall only be approved with the completion of the **AOCI Manual Vol-III Attachment 8 (Airworthiness); AOCI Manual Vol-II Chapter 17 Attachment R- Job Aid Low Visibility Operations (Airworthiness and Operation); AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications)** as applicable and completion of any discrepancy reports that were raised earlier. The FOI will inform the applicant in writing when the Low Visibility and CAT II and CAT III approach approval package is approved along with amendment in Operation Specification of the operators AOC.

7.5.4.9 All the completed checklist, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

7.5.4.10 A copy of the approved Low Visibility and CAT II and CAT III approach Package shall be retained by CAA Nepal.

7.6 EXTENDED DIVERSION TIME OPERATIONS (EDTO)

Note: *The complete EDTO approval procedure is described in* ***AOCI Manual Volume II, Chapter 21; AOCI Manual Vol-II Appendix-33 (Procedure for the acceptance of special operation authorization application (Operations Specifications)) and Appendix-34 (Procedure for the verification and approval of special operation authorization application (Operations Specifications)) as applicable.***

The procedure in this AOCI Manual Vol-III is on airworthiness aspect.

The EDTO Approval has to be approved in coordination between Airworthiness Inspection Division and Flight Operation Division.

7.6.1 General

CAA Nepal requires an operator to obtain EDTO approval for any operation by an aeroplane with two or more turbine engines where the diversion time to an en-route alternate aerodrome is greater than the threshold time established by CAA Nepal. The operator should ensure the required level of safety is maintained under conditions of flight for extended periods following failure of an engine and/or essential systems.

7.6.2 Approval of EDTO (airworthiness aspects)

7.6.2.1 The applicant should submit a safety risk assessment which demonstrates how an equivalent level of safety will be maintained, taking into account the following:

a. capabilities of the operator;
b. overall reliability of the aeroplane;
c. reliability of each time limited system;
d. relevant information from the aeroplane manufacturer; and
e. specific mitigation measures.

7.6.2.2 For operations beyond the threshold distance, the air operator shall meet the following requirements:

a. For all aeroplanes:
   - the most limiting EDTO significant system time limitation, if any indicated in the aeroplane flight manual (directly or by reference) and relevant to that particular operation is not exceeded; and
   - the additional fuel required by CAA Nepal shall include the fuel necessary to comply with the EDTO critical fuel scenario as established by CAA Nepal

b. For aeroplanes with two turbine engines, the aeroplane is EDTO certified and following has been verified:
   - Maturity and reliability of the propulsion system;
   - airworthiness certification for EDTO of the aeroplane type; and
   - Necessary special maintenance requirements included as part of maintenance program for EDTO.
   - Air operator must demonstrate the ability to maintain the level of reliability required for approval of EDTO.

7.6.2.3 The operator shall submit a list of EDTO significant components and systems that must be installed and serviceable for an EDTO flight.

7.6.2.4 All equipment required for EDTO shall be identified in the maintenance program and MEL.

7.6.2.5 The operator shall provide a training program for maintenance personnel on the appropriate policies and procedures on EDTO. The operator shall also ensure that only EDTO trained maintenance personnel are authorized to perform EDTO maintenance tasks.

7.6.3 Procedure for Approval of EDTO (Airworthiness Aspect)

PURPOSE

Perform a joint airworthiness and flight operation review of application for EDTO to ensure all requirements are met before granting approval.

CIRCUMSTANCES OF USE

When an operator submits required documents for EDTO Approval.

REFERENCE CRITERIA

AOCR

FOR

NCAR Chapter C.21

Air operator approved Operations Specifications

Aircraft documents with installed equipment and configuration information

COORDINATION

Flight operations and airworthiness

TOOLS

Extended Diversion Time Operations Evaluation- *The job aid to evaluate the airworthiness aspects of EDTO Application is in* ***AOCI Manual Vol-III Attachment 9.***

AOCI Manual Volume II, Chapter 21; AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable.

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7.6.4 ADMINISTRATIVE PROCEDURES

7.6.4.1 The application package of the operator will be received by Flight Operation Division. After necessary verification from Flight Operation Division, as per AOCI Manual Vol-II Chapter 21, the application package will be forwarded to Airworthiness Inspection Division.

7.6.4.2 7.6.4.2 The Principal Airworthiness Inspector (PAI) shall complete the **AOCI Manual Vol-III Attachment 9** and relevant part of **AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications)** as applicable. for the evaluation of the EDTO package after verifying para in **7.6.2**.

7.6.4.3 The PAI shall note, in writing, all discrepancies that will require follow-up. Discrepancies should be noted on Manual Evaluation Form (**Airworthiness Inspector Handbook Part II, Appendix-20).**

7.6.4.4 The PAI will then forward internal office memo and EDTO Package along with Manual Evaluation Form to Flight Operations Division.

7.6.4.5 After necessary verification from flight operation division, the PAI and FOI shall inform the applicant, in writing, of all discrepancies (Airworthiness and Operations) that will require follow-up and forward it to the applicant together with a cover letter.

7.6.4.6 All discrepancies must be addressed or actioned by the applicant to the satisfaction of the PAI and FOI.

7.6.4.7 PAI and FOI will complete their respective Checklist **AOCI Manual Vol-III Attachment 9 (Airworthiness); AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications)** as applicable.

7.6.4.8 7.6.4.8 Operator EDTO package shall only be approved with the completion of the **AOCI Manual Vol-III Attachment 9 (Airworthiness); AOCI Manual Vol-II Attachment A to Appendix-33 (Verification checklist for the acceptance of a special operation authorization application (Operations Specification) and Attachment A to Appendix-34 (Verification checklist approval of special operation authorization application (Operations Specifications) as applicable (Airworthiness and Operation)** and completion of any discrepancy reports that were raised earlier. The FOI will inform the applicant in writing when the EDTO approval package is approved along with amendment in Operation Specification of the operators AOC.

7.6.4.9 All the completed checklist, all completed discrepancy reports, any correspondence with the applicant and any relevant documents submitted in conjunction with the application should be appropriately filed.

7.6.4.10 A copy of the approved EDTO Package shall be retained by CAA Nepal.

7.7 ELECTRONIC FLIGHT BAG (EFB)

Note: *The complete Electronic Flight Bag (EFB) approval procedure is described in* ***AOCI Manual Vol II Chapter 22*** *and* **Electronic Flight Bag (EFB) Approval Procedure Manual.**

The EFB Approval has to be approved in coordination between Airworthiness Inspection Division and Flight Operation Division.

ATTACHMENT 1

Air Operator Certificate

Reliability Program/Procedure/Manual/Package Evaluation

Name of the applicant: _____

Item	Description	Reliability Manual reference	CAA evaluation	CAA comments	Applicant follow-up	CAA use only
1.	**Description of reliability program** *A description of the intent and use of the reliability program. A brief description of the basis of how the program was developed.*					
2.	**Format of Reliability Program Procedure/Manual/Package** *In a structure or format acceptable to CAA Nepal and observes human factor principles.*					
3.	**Revision and distribution control** *To include revision procedures and distribution control*					
4.	**Reliability program elements** *To include the following:* *a. An organization structure* *b. A data collection system* *c. A method of data analysis and display* *d. Procedures for establishing performance standards or levels* *e. Procedures for program revision* *f. Procedures for process / interval adjustments and changes* *g. Definitions of terms used in the program.*					
5.	**EDTO** *If applicable, ensure that EDTO significant systems/ components are identified and tracked.*					
6.	**Forms to be used** *A sample of forms described for use in the reliability program*					
7.	**Any additional item(s)** *Additional CAA Nepal requirements*					

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

_____

_____

Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

_____

_____

For CAA Nepal use only

Final Remark:

Guidance on Reviewing Reliability Program

1. Description of reliability program in Reliability Program/ Procedure/ Manual/ Package

a. A description of the reliability program to include the aircraft type the program is for and the basis for developing the program

2. Format of reliability manual

a. A table of content referencing Chapters, Sections and page numbers.
b. The design and layout of the reliability program observes human factor principles including the proper use of written language, size of fonts and proper layout, use of diagrams, tables and charts where applicable.

3. Revision and distribution control

a. A list of effective pages (LEP) is used to ensure that every manual contains current information. The LEP shows the revision status of each page.
b. Details the process of revising the Program.
c. The procedures to amend the Program.
d. The approval and control and prompt distribution of a revision to the Program.
e. Description of how the Program should be made available to each person who performs or manages the maintenance of the aircraft. All copies of the Program are serialized with a corresponding distribution list.

4. Reliability Program elements

a. Reliability Committee structure (with flowchart, if possible)
   - A description of the people/organizations involved in the program
   - The people/organizations responsible for making changes to the Continuing Airworthiness Management and maintenance program should be clearly defined
   - A description on the reliability committee membership and meeting frequency and arrangements.

b. Data collection.

   Describe the sources of data collection and the applicant's procedures to collect the data. The data should be collected at specific intervals and should be sufficient to appropriately support analysis. Data collection should be obtained in a planned and organized manner, carefully recorded and collated.

c. Data analysis and display

   The data collected must be reported in a timely and systematic manner. It should identify the rates of failure and removal of the components and parts being monitored. It should also provide root cause analysis of failure and un-serviceability of components and parts to determine effective corrective action. Analysis of data also requires the information to be compared / measured against acceptable performance levels.

d. Performance standards

   Should include performance standards expressed in mathematical terms expressed by system or component failure per hours of aircraft operations, landing, cycles, delays or other operational findings.

   A description on establishing the initial performance standards and alert values.

e. Procedures for process / interval adjustments and changes

   Identify the methods and who is responsible to substantiate and justify any process / interval adjustments and changes. Describe the procedures to seek CAA Nepal approval for the adjustments.

f. Procedures for program revision
g. The procedures for implementing revisions to the program should be described in detail to identify areas which require CAA Nepal approval.
h. Definitions

A list of definitions used in the program.

5. EDTO

a. If applicable, ensure that all EDTO significant systems and items are identified and tracked as recommended by TC holder.

6. Forms to be used

a. If the reliability program refers to specific company forms, list them and attach examples, if applicable.

7. Any additional item(s)

a. Reserved for any additional items that may need to be evaluated for the issue of AOC.

ATTACHMENT 2

Air Operator Certificate
Maintenance Arrangement Evaluation
(See Guidance attached to complete the form)

Name of the applicant: _____

Item	Description	CAME reference	CAA evaluation	CAA Comments	Applicant follow-up	CAA use only
1.	**Continuing Airworthiness Management Organization** *To verify the applicant's Continuing Airworthiness Management Organization as described in the CAME.*					
2.	**AMO** Obtain a copy of the AMO certificate To verify the following: i) The AMO is approved to maintain the aircraft type(s) described in the CAME; ii) The certificate has not expired.					
3.	**Maintenance Contract** If applicable, to verify the maintenance contract include details to ensure that all maintenance is carried out in accordance with the CAME.					
4.	**Line stations** To review line stations, if required,					
5.	**Forms to be used** A sample of forms described for use in the CAME.					
6.	**Any additional item(s)** Additional State requirements.					

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

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Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

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For CAA Nepal use only

Final Remark:

Guidance on Reviewing Maintenance Arrangement Evaluation

1. **Continuing Airworthiness Management Organization**

a. Ensure that the organization is set-up as described in the CAME.

b. Ensure that the organization has the required qualified personnel, equipment and facilities to manage and ensure the continuing airworthiness of the aircraft.

2. Approved maintenance organization (AMO)

a. Ensure the AMO is appropriately rated and capable of performing the work in accordance with the operator's approved CAME;

b. Ensure the AMO has access to the operator's CAME and current approved maintenance program for the make and model of the aircraft to be maintained. The AMO should use technical references provided by the operator or from an approved source;

c. Ensure the AMO's procedure manuals, when used, are described in the CAME;

d. Ensure that the AMO has the required qualified personnel, equipment and facilities to maintain the aircraft as required in the CAME.

3. Maintenance contract

a. If the operator contracts its maintenance to another AMO, ensure there is a written contract that details the administrative arrangements and responsibilities between the operator and the AMO. The names of all organizations and the scope of the work contracted should be described in the CAME.

Note: Maintenance Contract can be part of the CAME Part 5.

4. Line stations

a. Line stations, if applicable, should have the appropriate facilities, equipment and maintenance personnel adequate for operations to be conducted;

b. Ensure that the maintenance arrangements should clearly describe the facilities and resources including the procedures for carrying out maintenance and the authorization of certifying personnel.

5. Forms to be used

a. If CAME refers to specific company forms list them and attach examples, if applicable.

6. Any additional item(s)

a. Reserved for any additional items that may need to be evaluated for the issue of AOC.

ATTACHMENT 3

Air Operator Certificate
Airworthiness demonstration and Inspection
(See Guidance attached to complete the form)

Name of Applicant: _____

Item	Description	CAA evaluation	CAA comments	Applicant's follow-up	CAA use only
1.	**CAME** To review and verify that the CAME is: i) Approved (see Chapter 2 of this manual Vol III) ii) Current iii) Distributed as per distribution list iv) Available to maintenance and operational personnel v) Understood by the users				
2.	**Maintenance Program** To review and verify the maintenance program is: i) Approved (see Chapter 3 of this manual Vol III) ii) Current iii) Distributed as per distribution list iv) Available to maintenance and operational personnel				
3.	**Base inspection** i) Verify the applicant's Continuing Airworthiness Management Organization as described in the CAME. ii) Verify the applicant's maintenance arrangement (view maintenance contract, if applicable)				
4.	**Line Maintenance** i) Verify that the applicant has the necessary line maintenance support for its operations (maintenance contract, if applicable) ii) Verify that Line Maintenance procedures are described in the CAME iii) Verify that procedures and documents, equipment, facilities and personnel are in place for the commencement of operations.				

5.	**Aircraft inspection** Verify that the aircraft(s) airworthiness status complies to the maintenance program and any bridging checks, if applicable. Also verify the equipment for any approved special operations is installed. Carry out sampling checks on: i) Maintenance records Conduct aircraft inspection(s): i) Interior walk around ii) Exterior walk around ***Note:*** *Use the checklist in* ***Attachment 4*** *of this AOCI Manual Vol III for each aircraft inspected along with* ***Ramp Inspection Checklist for Airworthiness Inspection in AOCI Manual Vol II Chapter 15****.*				

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

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Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

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For CAA Nepal use only

Final Remark:

Guidance on Airworthiness Reviewing Demonstration and Inspection

1. CAME

The applicant shall demonstrate to CAA Nepal that the processes and procedures described in the CAME are in place. The PAI shall conduct an inspection of the operator's Continuing Airworthiness Management Organization to verify the processes and procedures. This shall also include interviews with personnel to ensure that the procedures are transmitted and understood.

2. Maintenance program (including reliability program)

The applicant shall demonstrate to CAA Nepal that the processes and procedures described in the maintenance program are in place. The PAI could conduct a review with the applicant to verify the processes and procedures.

The applicant should demonstrate the bridging from the previous maintenance program, if necessary, to the current approved maintenance program and portrait the interval of tasks, as required.

The applicant should demonstrate on-time compliance with all the maintenance tasks listed in the approved maintenance program including the tracking, forecasting and planning of all these tasks.

3. Maintenance arrangement (Base maintenance)

The applicant shall demonstrate to CAA Nepal that the processes and procedures described in the CAME and maintenance contract arrangements are in place. The PAI shall conduct an inspection of the operator's Continuing Airworthiness Management Organization to verify the processes and procedures are in place and personnel aware of them. This shall also include interviews with personnel to ensure that the procedures are transmitted and understood. If the maintenance is contracted, ensure the existence of a contract covering all then maintenance activities.

4. Maintenance arrangement (Line maintenance), if applicable

Ensure line maintenance arrangements and procedures are described in the CAME.

Line stations should have the appropriate facilities, equipments and maintenance adequate for the operation to be conducted. The maintenance arrangements should clearly describe the facilities and resources including procedure for maintenance and the authorization of certifying personnel.

Sampling inspections of line station may be conducted to ensure that procedures and documents, equipment, facilities and personnel are in place for the commencement of operations.

5. Aircraft inspection

The applicant should demonstrate to CAA Nepal that the aircraft it intends to operate is in compliance with the maintenance program and CAA Nepal regulations/requirements. This should be done through the:

i) Review of maintenance records, if available

ii) Conduct of aircraft interior and external inspection

Note: *Use the checklist in* ***Attachment 4*** *of* ***AOCI Manual Vol III*** *for each aircraft inspected along with* ***Ramp Inspection Checklist for Airworthiness Inspection in AOCI Manual Vol II Chapter 15****. Also Refer to* ***AOCI Manual Vol II Chapter 5*** *for Procedure on Proving Flights.*

Review of maintenance records would verify that all required maintenance, including any bridging check, has been carried out and in compliance with the maintenance schedule.

The PAI will conduct walk around aircraft inspection(s) as part of Interior and exterior Inspection.

The detail of the aircraft interior inspections should be to the extent to ensure that:

a) All the on-board emergency and safety equipment is in the designated location and the equipment has been maintained in accordance with the maintenance program.
b) All the required documentations are on board: AFM, MEL and CDL and any other documents required onboard the aircraft as required by FOR and NCAR.
c) Logbook and defects rectification procedures meet the CAME; and
d) All the decals and markings are present and meet CAA Nepal requirements.

The detail of the exterior inspections exterior inspection should be to the extent to ensure that:

a) evidence of fuel leaks;

b) Evidence of oil leaks;
c) Damage components or aircraft structure damage;
d) Engine and landing gear damage;
e) All the decals and markings are present and meet CAA Nepal requirements.
f) sampling check on aircraft components to ensure that they comply with the approved aircraft configuration and maintained in accordance with the maintenance program.

The aircraft inspection should also verify that the equipment required for any special operations are installed.

ATTACHMENT 4

Aircraft Inspection Checklist

Aircraft Registration:	Aircraft Serial No:	Aircraft Type:
Engine serial Nos.: _____	Propeller serial Nos.: _____	

Item	Inspection	CAA evaluation	Findings
	Aircraft exterior inspection To conduct a walkaround inspection to assess the condition of the following areas:	*Sat/unsat/no**	(to complete the Aircraft Inspection Report, if any findings)
1.	**Forward Fuselage** Forward fuselage area to include cockpit windows, radome, windows, passenger cargo doors, access panels, antennas and		
2.	**Landing gears** Nose and main landing gears areas to include oleos, tires, brakes and wheel wells		
3.	**Engines / Propellers** Cowlings, intakes, blades, exhaust areas and thrust reversers		
4.	**Wings** Wing areas to include control surfaces, exposed wing areas, engine pylons, fuel tanks and its related components and		
5.	**Rear Fuselage** Horizontal stabilizers, vertical fin, control surfaces, passenger and cargo doors, access panels, antennas and markings.		
	Aircraft interior inspection To conduct a walk around inspection to assess the condition of the following areas:		
6.	**Cargo Compartment,** Doors, cutouts, locks and floorboards, markings and decals		
7.	**Cockpit** Windows, seats, cockpit instruments, markings and decals		
8.	**Cabin** Safety equipment, cabin emergency lights, doors, windows, seats, toilets, markings and decals		
9.	**Documentation** Check aircraft technical logbooks, MEL, AFM, C of R, C of A, Weight and Balance Report, Radio license.		
10.	**Others** Areas not covered by the above. Please identify area(s) in 'findings' column.		

Remark:

Aircraft Inspection Report raised: Yes/ No*

Name and Signature of PAI: _____ Date of Inspection: _____

Aircraft model / Part / Assembly No* :		Registration / Serial No / Manufacturer serial no* :	
Item	**Description**	**Rectification**	**CAA acceptance**
	(Filled by PAI)	(Completed by applicant)	

Remarks: _____

PAI Name and Signature: _____ **Date:** _____

ATTACHMENT 5

Air Operator Certification

Minimum Equipment List Evaluation

(See Guidance attached to complete the form)

Name of Applicant: _____

Aircraft Type:

Item	Description	MEL Reference	CAA evaluation	CAA comments	Applicant's follow-up	CAA use only
1.	Table of contents					
2.	Revision instructions					
3.	List of effective pages					
4.	Preamble and instructions					
5.	No item relief other than that shown in MMEL.					
6.	Correct repair interval applied					
7.	Number required for dispatch conforms to MMEL					
8.	Placarding symbols provided in accordance with MMEL					
9.	Remarks correctly aligned with applicable "required" numbers					
10.	Wording of MEL remarks not less restrictive than MMEL (special attention to use of "or" & "and")					
11.	Aircraft configuration Verify (# installed/required) allowed is in accordance with all applicable regulations.					
12.	All references to "as required by Regulations" converted to remarks format and aligned with "required" number					
13.	Verify "M" Procedures					

13.	Verify that the MEL describes: i) Aircraft configuration (by serial no, if applicable) ii) Cabin interior according to the LOPA iii) Any modifications, as required					
14.	Special operations provisions *Depending on the special operations applied for, ensure that the MEL identifies the components required for the special operations and appropriate the maintenance procedures are in place.*					
15.	Any other CAA requirements (requirements cannot be less restrictive than MMEL)					

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

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Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

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For CAA Nepal use only

Final Remark:

Minimum Equipment List evaluation – Guidance

1. The applicant shall submit a copy the latest MMEL issued by the design organization. The equipment allowed to be inoperative for flight in the MEL cannot be less restrictive than those established in the MMEL for the aircraft type.
2. The MMEL will serve as the basis for the approval of the MEL.
3. The applicant must address all "as required by Regulations" by making the appropriate remarks as required by CAA Nepal requirements.
4. Also complete **Attachment C- JOINT OPS/AWI MEL REVIEW Job Aid in AOCI Manual Vol-II Chapter 3.**
5. Also refer to **APPENDIX 32-Procedure for the verification and approval of a Minimum Equipment List FOD Procedure [AOC-PROC-07] of AOCI Manual Vol-II** for coordination with Flight Operation Division during approval of MEL.

ATTACHMENT 6

Air Operator Certificate

Reduced Vertical Separation Minima Evaluation

Name of Applicant: _____

Item	Description	CAA evaluation	CAA comments	Applicant's follow-up	CAA use only
1.	**Document to verify that the aircraft is eligible for RVSM application** (*TC, STC or compliance statement from manufacturer)*				
2.	**Configuration list** (*a list detailing the pertinent hardware and software components and equipment used for the RVSM operation)*				
3.	**Maintenance Program** *All equipment required for RVSM operations shall be identified in the maintenance program. Also detail the list of inspections and functional checks, together with their intervals, required for the continued altitude monitoring of the RVSM approved aircraft.*				
4.	**MEL** (*All equipment required for RVSM operations shall be identified in the MEL)*				
5.	**Maintenance procedures for configuration control** *to ensure that the aircraft is appropriately equipped for RVSM operations.*				
6.	**Training program** *for maintenance personnel on the appropriate policies and procedures for RVSM operations.*				

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

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Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

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For CAA Nepal use only

Final Remarks

ATTACHMENT 7

Air Operator Certificate
Performance Based Navigation Evaluation

Name of the applicant: _____

Item	Description	CAA evaluation	CAA comments	Applicant's follow-up	CAA use only
1.	**Document to verify that the aircraft is eligible for PBN application** *(TC, STC, AFM or compliance statement from manufacturer)*				
2.	**Configuration list** *(a list detailing the pertinent hardware and software components and equipment used for the PBN operation).*				
3.	**Maintenance Program** *All equipment required for PBN operations shall be identified in the maintenance program*				
4.	**MEL** *All equipment required for PBN operations shall be identified in the MEL*				
5.	**Maintenance procedures for configuration control** *to ensure that the aircraft is appropriately equipped for PBN operations.*				
6.	**Training program** *for maintenance personnel on the appropriate policies and procedures for PBN operations.*				

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

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Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

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For CAA Nepal use only

Final Remark:

ATTACHMENT 8

Air Operator Certificate
Low Visibility Operations and Category II and III Approach Evaluation

Name of Applicant: _____

Item	Description	CAA evaluation	CAA comments	Applicant's follow-up	CAA use only
1.	**Document to verify that the aircraft is eligible for low visibility or Cat II or and/or Cat III approach operations** *(TC, STC, AFM or compliance statement from manufacturer)*				
2.	**Configuration list** *(a list detailing the pertinent hardware and software components and equipment used for the applicable operation and their reliability)*				
3.	**Maintenance Program** *(All equipment required for the applicable operations shall be identified in the maintenance program)*				
4.	**MEL** *(All equipment required for applicable operations shall be identified in the MEL)*				
5.	**Maintenance procedures for configuration control** *to ensure that the aircraft is appropriately equipped for the applicable operations.*				
6.	**Training program** *for maintenance personnel on the appropriate policies and procedures for the applicable operations.*				

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

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Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

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For CAA Nepal use only

Final Remark:

ATTACHMENT 9

Air Operator Certificate
Extended Diversion Time Operations Evaluation

Name of Applicant: _____

Item	Description	CAA evaluation	CAA comments	Applicant's follow-up	CAA use only
1.	**Document to verify that the aircraft is certificated for EDTO.** *TC, STC or compliance statement from manufacturer*				
2.	**For EDTO beyond the threshold distance:** a. Identify the most limiting EDTO significant system b. Establish the additional fuel required c. Oil Consumption Program d. Engine Condition Monitoring e. Propulsion System monitoring				
3.	**Configuration list** *a list detailing the pertinent equipment required for the EDTO.*				
4.	**MEL** *All equipment required for EDTO shall be identified in the MEL.*				
5.	**Maintenance Program** *All equipment/components required for EDTO shall be identified in the maintenance program and they shall be controlled for EDTO operation including rectification of aircraft defects.*				
6.	**Reliability Program** *The program should monitor the reliability of the identified EDTO significant components and systems.*				
7.	**Maintenance procedures for configuration control** *to ensure that the aircraft is appropriately maintained and equipped for EDTO.*				
8.	**Training program** *for maintenance personnel on the appropriate policies and procedures for EDTO.*				
9.	**Revision Control** All EDTO requirements, including supportive program procedures, duties and responsibilities are identified and subject to revision control.				

CAA Nepal Evaluation Conducted by (Name & Signature / Date of Completion):

CAA Nepal Comment:

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Applicant follow-up action Completed by (Name & Signature / Date of Completion):

Applicant Remark:

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For CAA Nepal use only

Final Remark: