

**CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT**



**PROCEDURE MANUAL
FLIGHT SAFETY STANDARDS DEPARTMENT**

**Issue 02
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**PROCEDURE MANUAL
FLIGHT SAFETY STANDARDS DEPARTMENT**

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FOREWORD

This procedure manual for Flight Safety Standards Department (FSSD) has been developed by Civil Aviation Authority of Nepal for the smooth functioning of the FSSD in documented manner. This manual has been issued by Civil Aviation Authority of Nepal pursuant to Rule 82 of Civil Aviation Regulations 2002. This manual highlights the procedure for the day-to-day activities of Flight Safety Standards Department which is responsible of the safety oversight activities of Flight Operations Division, Airworthiness Inspection Division and Personnel licensing and Examination Division within Civil Aviation Authority of Nepal.

All staff of Flight Safety Standards Department will follow the procedures contained in this manual and will be effective from April 2022.

The manual will be updated in regular basis in order to keep the contents of the manual current. The Chief of Flight Safety Standards Department will be the custodian of the manual and will be responsible for the timely amendment of the manual in order to obtain an approval.

Any suggestion for the improvement of this manual may be directed to Flight Safety Standards Department.

Pradeep Adhikari
Director General
Civil Aviation Authority of Nepal
April 2022



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ABBREVIATION

AMO	Approved Maintenance Organization
AOC	Air Operator Certificate
AID	Airworthiness Inspection Division
AIR	Aircraft Airworthiness
ASSRD	Aviation Safety and Security Directorate
ATO	Approved Training Organization
CAA Nepal	Civil Aviation Authority of Nepal
CAMO	Continuous Airworthiness Management Organization
CAME	Continuing Airworthiness Management Exposition
C of A	Certificate of Airworthiness
C of R	Certificate of Registration
DGCA	Director General Civil Aviation
FOD	Flight Operations Division
ICAO	International Civil Aviation Organization
LED	Licensing and Examination Division
MOE	Maintenance Organization Exposition
OPS	Aircraft Operation
PEL	Personnel Licensing and Training
RAS	Recreational Aviation Section
RAOC	Recreational Air Operator Certificate
RML	Radio Mobile Licence



1. INTRODUCTION

The Flight Safety Standards Department is a regulatory department in Civil Aviation Authority of Nepal under Aviation Safety and Security Directorate. The department is primarily responsible for the safety oversight of various service providers in Nepal as safety oversight agency. The department is headed by the Chief of the department and the department has following major functional units in order to discharge the duties and responsibilities.

- a) Flight operation division- ICAO domain OPS
- b) Licensing and Examination division - ICAO domain PEL
- c) Airworthiness Inspection division- ICAO domain AIR
- d) Recreational Aviation Section
- e) Administration Section
- f) Finance unit
- g) Revenue unit

The duties and responsibility of each division, section and unit has been detailed in the relevant chapter in this manual.

1.1 HEIRARCHY

The hierarchy of the department following in the descending order. The process of decision making follows the same order when the official memo is processed from desk officer to the official for decision making.

- 1) Director (Chief of Department)
- 2) Deputy Director (Chief of Division)
- 3) Manager (Chief of Section)
- 4) Deputy Manager
- 5) Senior Officer
- 6) Officer
- 7) Support staff

1.2 IMMEDIATE SUPERVISOR

The immediate supervisor of Chief of Flight Safety Standards Department is Deputy Director General, Aviation Safety and Security Directorate, CAA Nepal.

1.3 FUNCTIONS

The major activities of the FSSD have been detailed as below.

1. Issuance of AOC, CAMO, AMO, ATO approval, personnel license (except air traffic controllers license), certificates, authorizations, permits in line with Nepalese regulations



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- to fulfill Nepal's obligation to follow the SARPs contained in Annex 1, 6, 7, 8, 16, 18 and 19 to the Chicago Convention.
2. Development and implement the safety oversight program to ensure that the approval, certificate, license or rating holders continue to meet the CAA Nepal standard when such approvals, certificates, licenses or ratings were issued.
 3. The resolution of safety concern from safety oversight plan will be managed by FSSD in terms of timely closure of audit finding.
 4. In terms of ICAO USOAP CMA protocols FSSD is responsible for the audit areas of PEL, OPS and AIR. Hence FSSD is responsible for the completion of SAAQ, CC EFOD, Self-Assessment, CAP management and all activities of ICAO USOAP CMA.
 5. Manage proposed amendments and adoptions of various applicable annexes to the Chicago Convention and reply accordingly. Develop or amend applicable Nepalese regulations to align with latest ICAO SARPs and propose to DGCA for approval.
 6. The FSSD determines the required financial and human resources in annual basis and gets an approval based on administrative process of CAA Nepal.
 7. The FSSD proposes and implements the training program for the inspectorate staff in FSSD in its respective domains and keeps required records.
 8. The required guidance materials for FSSD inspectorate staff are developed and are implemented after an approval from DGCA Nepal.
 9. FSSD is also responsible for the certification and surveillance of recreational aviation in Nepal which is not under any ICAO Annexes and are governed by local regulations.
 10. All other activities of safety oversight functions of Nepal as required by a Contracting States are undertaken by FSSD in relation to OPS, AIR and PEL domain.
 11. Validation or acceptance of foreign approvals, licenses or certificates and make necessary surveillance.
 12. Ramp check of foreign aircraft.
 13. Investigate the occurrences in accordance with CAA Nepal procedures.
 14. FSSD is also responsible for any other activities assigned by DGCA Nepal or DDG ASSRD CAA Nepal.

1.4 DUTIES AND RESPONSIBILITIES OF CHIEF, FSSD

The major duties and responsibilities of Chief of FSSD are listed as below.

- Carry out the duties and responsibilities assigned for the Department with support from all functional divisions, sections and units within the administrative and financial regulations of CAA Nepal.
- Complete all technical functions stated above with regard to discharge of safety oversight activities in Nepal in the domains of PEL, OPS and AIR in line with ICAO USOAP CMA standards.
- Manage and supervise all functions of FSSD activities and personnel in respective divisions, sections and units.



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- Assign focal person for the management of ICAO Annexes within FSSD and manage ICAO Annexes for adoption or amendment of SARPs.
- Assign counterpart for ICAO USOAP CMA domains of PEL, OPS and AIR in coordination with NCMC of Nepal to USOAP CMA.
- Liaise with DDG, ASSRD in activities related to FSSD.
- Investigate occurrences based on the CAA Nepal procedures through respective divisions, sections or units.
- Facilitate the functions of CAA Nepal with necessary coordination with various departments or offices of CAA Nepal and other agencies of Government of Nepal.
- Coordinate with various international agencies in course of discharge of responsibilities assigned to the department.



2. FLIGHT OPERATION DIVISION (FOD)

The flight operations division of FSSD is primarily responsible of all safety oversight activities of OPS domain of ICAO USOAP CMA activities apart from some functions of PEL domain.

2.1 HEAD OF DIVISION

Deputy Director of the division is head of division.

2.2 IMMEDIATE SUPERVISOR

The Chief of FSSD is the immediate supervisor.

2.3 HEIRARCHY OF DIVISION

The hierarchy of the department following in the descending order.

- 1) Deputy Director (Chief of Division)
- 2) Manager (Chief of Section)
- 3) Deputy Manager
- 4) Senior Officer
- 5) Officer
- 6) Support staff

2.4 FUNCTIONS OF FOD

The major functions of flight operation division is laid down in Flight Operations Inspector Manual Chapter 2 Para 2.1. such as,

- 1) Make recommendations to FSSD Chief for the issuance or amendment of the AOC and the associated operations specifications, and the operator's competence to continue to exercise the privileges of the certificate;
- 2) Make recommendations for concerning any special conditions that, in light of the investigation, may need to be imposed;
- 3) Informing the FSSD, Chief and the operator of any deficiencies needing rectification; and
- 4) Making recommendations to FSSD concerning appropriate enforcement action.
- 5) Manage ICAO applicable SAPRs (Annexes 6, 8, 18 and 19) and PANS in terms of comments of proposed amendments, adoption of amendment and align Nepalese regulation accordingly by proposing a draft for approval.
- 6) Propose surveillance program for approval.
- 7) Develop the human resource need.
- 8) Prepare training plan and program for implementation for inspectorate staff.
- 9) Prepare guidance materials for the inspectorate staff and amend when required.



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- 10) Coordinate with various division for activities related with AIR, PEL, SMS and AVSEC in the certification of AOC and subsequent surveillance.
- 11) Liaise with LED for the certification and surveillance of ATO and FSTD.
- 12) Manage all activities of FSSD with regards to OPS activities in USOAP CMA and update in regular basis.

2.5 DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR, FOD

The major duties and responsibilities of Deputy Director, FSSD are listed as below.

- 1) Carry out the duties and responsibilities assigned for the Division with support from all staffs within the administrative and financial regulations of CAA Nepal.
- 2) Complete all technical functions stated above with regard to discharge of safety oversight activities in Nepal in the domains of OPS in line with ICAO USOAP CMA standards.
- 3) Manage and supervise all functions of FOD activities and personnel.
- 4) Propose focal person for the management of ICAO Annexes for OPS domain within FOD and manage applicable ICAO Annexes for adoption or amendment of SARPs.
- 5) Propose counterpart for ICAO USOAP CMA domains of OPS in coordination with Chief FSSD.
- 6) Liaise with FSSD Chief in activities related to OPS.
- 7) Investigate occurrences based on the CAA Nepal procedures through respective divisions, sections or units.
- 8) Facilitate the functions of FSSD with necessary coordination with various divisions or Sections or units of FSSD.

2.6 DUTIES AND RESPONSIBILITIES OF INSPECTORS AND ASSISTANT INSPECTOR

Refer Flight Operations Inspector Manual Chapter 2 Para 2.3

Such as,

The duties and responsibilities of Flight Operations Inspectors are laid down as below while matters related to the issuance of an AOC is referred to in detail in the Air Operator Certificate Inspector Manual (AOCI). These Job Functions cover both ground and inflight inspections. The in-flight inspections cover checks from the observer's seat as laid down in the Flight Operations Administrative Manual.

The duties and responsibilities of an individual Operations Inspector will vary depending upon the technical specialty and the specific tasks which are assigned. However, Operations Inspector are expected to accomplish some or all of the following tasks as they relate to a particular specialty:

- Preparation and recommendation of regulatory changes and amendments to the national air law (Rules, Requirements and advisory material) from time to time



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- concerning all matters of Flight Operations within the scope of the functions and responsibilities of the Flight Operations Inspection Division;
- Review current and new international and foreign Flight Operations standards related to Flight Operations and determination of the need for adoption of critical features of those standards into national requirements;
 - Examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences;
 - Monitoring the implementation and ensure compliance of the relevant Flight Operations requirements and directives issued by the CAA Nepal;
 - Preparation and distribution to the aviation industry of advisory material concerning Flight Operations practices and procedures where such advice does not warrant mandatory action but may still make a significant contribution to aviation safety;
 - Conferring at national and international levels on matters relating to the requirements of Flight Operations;
 - Adherence to and responding promptly where necessary to all orders/notices/circulars issued by the Director General;
 - conduct routine inspections such as the inspection of a station facility, apron, en-route operation and base and carry out oversight or checks considered necessary at prescribed intervals;
 - assess the effectiveness of the operator's SMS and the level of resources allocated to it;
 - conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
 - advise the operator, in writing, of any significant deficiency, requesting a proposal for remedial action;
 - conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
 - submit reports on each inspection or investigation in the manner prescribed, and complete and process the applicable inspection forms;
 - investigate and report, as required, possible violations of the basic aviation law or related safety operating regulations and rules;
 - continuously review the operator's pertinent documentation (e.g. operations, training), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use;
 - keep appropriate Flight Operation inspector informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the operator's organization in general;
 - conduct qualification, approval and supervisory activities with respect to personnel proposed as Designated Check pilot by an operator; and



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Completion of any other official duties assigned by the Chief of Flight Operations Division, Chief of FSSD, Dy. Director General and Director General of CAA Nepal.



3. LICENSING AND EXAMINATION DIVISION (LED)

The licensing and examination division (LED) of FSSD is primarily responsible for all activities of CAA for the safety oversight functions of Nepal in the PEL domain in ICAO USOAP CMA.

3.1 HEAD OF DIVISION

Deputy Director of the division is head of division.

3.2 IMMEDIATE SUPERVISOR

The Chief of FSSD is the immediate supervisor.

3.3 HIERARCHY IN THE DIVISION

The hierarchy of the department following in the descending order.

- 1) Deputy Director (Chief of Division)
- 2) Manager (Chief of Section)
- 3) Deputy Manager
- 4) Senior Officer
- 5) Officer
- 6) Support staff

3.4 FUNCTIONS OF LED

The major functions of Personnel Licencing division is laid down in Personnel Licencing Manual para 1.2 and 1.3. Such as,

1. Examination functions:
 - written examinations (generated by the PEL Office or other approved source) to support directly issued licence types;
 - flight or practical tests conducted by CAA examiners or designated examiners;
 - medical assessments performed by designated medical examiners.
2. Licensing functions:
 - detailed procedures for licence issuance, conversion or validation as required;
 - system of appointment and supervision of designated examiners (for flight or practical tests and, in coordination with the Medical Office, medical assessments).
3. Training functions:
 - approval of limited local training programmes;
 - approval of foreign training programmes and training organizations (may be based on the approval by the State where the training is conducted);



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- initial and recurrent training of CAA personnel, with related records (this function is coordinated with other Directorates).
- 4. Administrative and computer support functions:
 - proper and secure record-keeping;
 - provision of periodic examinations;
 - maintenance of a library to include applicable current national and foreign PEL regulations and ICAO documents (SARPs and guidance material).
- 5. Laws and regulations required:
 - aviation law empowering the CAA to develop, implement and enforce PEL regulations (including medical assessment regulations);
 - high-level PEL regulations listing the licences, ratings, approvals, certificates and authorizations which can be issued by the State, together with their associated privileges;
 - detailed PEL regulations providing the requirements to be met for issuing a licence, rating, approval, certificate or authorization, as well as the conditions for maintaining them valid. The related examinations are organized and provided locally. regulations should also authorize the Director to convert to a national licence or to validate a licence issued by another Contracting State that meets ICAO Annex 1 and national requirements;
 - detailed PEL regulations for conducting and issuing a medical assessment.

3.5 DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR PEL

The major duties and responsibilities of Deputy Director, FSSD are listed as below.

1. Carry out the duties and responsibilities assigned for the Division with support from all staffs within the administrative and financial regulations of CAA Nepal.
2. Complete all technical functions stated above with regard to discharge of safety oversight activities in Nepal in the domains of PEL in line with ICAO USOAP CMA standards.
3. Manage and supervise all functions of PEL activities and personnel.
4. Propose focal person for the management of ICAO Annexes for PEL domain within PEL and manage applicable ICAO Annexes for adoption or amendment of SARPs.
5. Propose counterpart for ICAO USOAP CMA domains of PEL in coordination with Chief FSSD.
6. Liaise with FSSD Chief in activities related to PEL.
7. Investigate occurrences based on the CAA Nepal procedures through respective divisions, sections or units.
8. Facilitate the functions of FSSD with necessary coordination with various divisions or Sections or units of FSSD.



3.6 DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR, LICENSING AND EXAMINATION DIVISION

The major duties and responsibilities of Deputy Director, PEL are listed as below.

1. Report to Chief FSSD on LED matter.
2. Carry out the duties and responsibilities assigned for the Division with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all technical functions stated in clause 3.4 of this manual with regard to discharge of safety oversight activities in Nepal in the domains of Flight Crew Licensing Section in line with ICAO USOAP CMA standards.
4. Manage and supervise all functions of PEL activities and personnel.
5. Propose focal person for the management of ICAO Annexes for PEL domain within LED and manage applicable ICAO Annexes for adoption or amendment of SARPs.
6. Propose counterpart for ICAO USOAP CMA domains of PEL in coordination with Chief FSSD.
7. Liaise with FSSD Chief in activities related to LED.
8. Investigate occurrences based on the CAA Nepal procedures through respective divisions, sections or units.
9. Facilitate the functions of FSSD with necessary coordination with various divisions or Sections or units of FSSD.

3.7 DUTIES AND RESPONSIBILITIES OF DEPUTY MANAGER – FLIGHT CREWS LICENSING SECTION

The major duties and responsibilities of Deputy Manager- Flight Crews Licensing Section, are listed as below.

1. Report to Deputy Director, LED on issues related to Flight Crews Licensing Section.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in clause 3.4 of this chapter in Flight Crew Licensing.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of Flight Crew Licensing Section in line with ICAO USOAP CMA standards for Flight Crew Licensing.
5. Manage and supervise all functions of Flight Crew Licensing Section activities and personnel.
6. Liaise with Deputy Director, Licensing and Examination Division in activities related to PEL
7. Investigate occurrences based on the CAA Nepal procedures through respective sections.



8. Facilitate the functions of LED with necessary coordination with various Sections of LED and units of Flight Crew Licensing Section

3.8 DUTIES AND RESPONSIBILITIES OF SENIOR OFFICER – FLIGHT CREWS LICENSING SECTION

The major duties and responsibilities of Senior Officer- Flight Crews Licensing Section, are listed as below.

1. Report to Deputy Manager, Flight Crews Licencing Section on issues related to Flight Crews Licensing Section.
2. Carry out the duties and responsibilities assigned by Dy. Manager Flight Crew Licensing Division within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in clause 3.4 of this chapter in Flight Crew Licensing in regards to PEL function.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of Flight Crew Licensing Section in line with ICAO USOAP CMA standards for Flight Crew Licensing.
5. Manage and supervise all functions of Flight Crew Licensing Section activities and personnel within the assigned unit.
6. Liaise with Deputy Manager, Flight Crew Licensing Section in activities related to PEL.
7. Assist to Investigate occurrences based on the CAA Nepal procedures through respective sections.
8. Facilitate the functions of LED with necessary coordination within various units of Flight Crew Licensing Section.

3.9 DUTIES AND RESPONSIBILITIES OF OFFICER – FLIGHT CREWS LICENSING SECTION

The major duties and responsibilities of Officer- Flight Crews Licensing Section, are listed as below.

1. Report to Senior Officer, Flight Crews Licencing Section on issues related to Flight Crews Licensing Section.
2. Carry out the duties and responsibilities assigned by Sr. Officer Flight Crew Licensing Division within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in clause 3.4 of this chapter in Flight Crew Licensing in regards to PEL function.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of Flight Crew Licensing Section in line with ICAO USOAP CMA standards for Flight Crew Licensing.



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5. Liaise with Senior Officer, Flight Crew Licensing Section in activities related to PEL.
6. Assist to Investigate occurrences based on the CAA Nepal procedures through respective sections.
7. Facilitate the functions of LED with necessary coordination within various units of Flight Crew Licensing Section.

3.10 DUTIES AND RESPONSIBILITIES OF DEPUTY MANAGER – AIRCRAFT MAINTENANCE LICENSING SECTION

The major duties and responsibilities of Deputy Manager- Flight Crews Licensing Section, are listed as below.

1. Report to Deputy Director, LED on issues related to Flight Crews Licensing Section.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in clause 3.4 of this chapter in Flight Crew Licensing.
4. Complete with regard to discharge of safety oversight activities in Nepal in the domains of Flight Crew Licensing Section in line with ICAO USOAP CMA standards for Flight Crew Licensing.
5. Manage and supervise all functions of Flight Crew Licensing Section activities and personnel.
6. Liaise with Deputy Director, Licensing and Examination Division in activities related to PEL
7. Investigate occurrences based on the CAA Nepal procedures through respective sections.

3.11 DUTIES AND RESPONSIBILITIES OF INSPECTORS AND ASSISTANT INSPECTORS

Refer Personnel Licencing Manual Chapter 1.2 and 1.3.

Additionally,

- follow documented procedures for licence issuance;
- ensure that the foreign licences submitted for validation or for conversion are genuine, valid and meet ICAO requirements;
- understand the privileges and limitations of the foreign licences and ratings submitted for validation or conversion;
- establish the proper limitations to be attached to the validation or conversion of a foreign licence (e.g. privileges, expiry date);
- issue type ratings;
- keep proper records of all actions;



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- appoint and oversee designated examiners;
- organize written and flight examinations for private pilot (aeroplane) licences and other licence types and ratings that are directly issued as well as medical assessments for all issued licences;
- renew licences and ratings (for licences of the expiring type);
- ensure compliance with laws and regulations;
- coordinate with the Chief Medical Officer for the conduct and issuance of medical assessments.
- designing written examinations for flight crew members, aircraft maintenance personnel, air traffic controllers and ground operations personnel who intend to apply for the issue or renewal of licences or to add new aircraft types, ratings or authorizations to their licence;
- reviewing, evaluating and marking written tests;
- administering oral examinations of different specialities, as required;
- administering flight and simulator tests followed by generating the required test reports;
- administering practical tests as required for the different specialities and generating the necessary test reports;
- coordinating with the Chief Medical Officer of the CAA those aspects related to medical examinations and the issuance of medical assessments, in compliance with Annex 1 provisions and supporting guidance in Doc 8984;
- administering language proficiency examinations, as required; and
- participating in committees or advisory groups to review and recommend improvements to examination syllabi, questions, practical tests and licensing matters.
- drafting detailed procedures for licensing staff both at head office and regional offices;
- evaluating foreign licences and certificates, and military pilot qualifications, and taking appropriate action, including consultation with the State of licence issue (SOLI) as necessary;
- reviewing the limitations and recent experience of flight crew members, maintenance personnel, air traffic controllers and ground operators and taking the necessary action;
- reviewing and studying the application for a licence and related documentation and recommending actions to be taken by appropriate sections; and
- issuing and renewing licences, adding ratings and issuing temporary approvals or special authorizations.

Note: Assistant PEL Inspectors will assist PEL Inspectors to carryout above mentioned duties and responsibilities.



4. AIRWORTHINESS INSPECTION DIVISION (AID)

The Airworthiness Inspection Division (AID) of FSSD is primarily responsible for all activities of CAAN for the safety oversight functions of Nepal in the AIR domain in ICAO USOAP CMA.

4.1 HEAD OF DIVISION

Deputy Director of the division is head of division.

4.2 IMMEDIATE SUPERVISOR

The Chief of FSSD is the immediate supervisor.

4.3 HIERARCHY IN THE DIVISION

The hierarchy of the department following in the descending order.

- 1) Deputy Director (Chief of Division)
- 2) Manager (Chief of Section)
- 3) Deputy Manager
- 4) Senior Officer
- 5) Officer
- 6) Support staff

4.4 FUNCTIONS AND RESPONSIBILITY OF AID

4.4.1 GENERAL

4.4.1.1 CAA Nepal has established airworthiness organization to meet the requirements set forth in the Convention and in Annexes 6 and 8. The organizational structure of an Airworthiness inspection organization within the CAA Nepal, hereinafter referred to as the airworthiness inspection division (AID), is laid down in Airworthiness Inspector Manual Appendix-1

4.4.1.2 The primary responsibilities of the AID is to cover all matters concerning the continuing airworthiness of aircraft and covers, at a minimum:

- continuing airworthiness of aircraft and parts thereof;
- approval of maintenance organizations;
- maintenance certification of air operators;
- where no separate licensing division exists, the approval of maintenance training organizations; and
- where no separate personnel licensing division exists, the licensing of aircraft maintenance personnel.



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As AED is not established in Nepal, AID will be responsible for those engineering tasks associated with continuing airworthiness. These tasks may include evaluation and approval of repair and modification requests related to the continued operation of aircraft.

4.4.2 APPROVALS AND CERTIFICATES

The AID should:

- a. review, process and record applications for registration of aircraft, registering and de-registering aircraft as appropriate, and issuing certificates of registration;
- b. grant or validate aircraft noise certification;
- c. survey aircraft for issuance, renewal and validation or acceptance of certificates of airworthiness and processing of documents, as appropriate;
- d. issue and review of maintenance organization approvals, air operators, and where no separate licensing division exists, aircraft maintenance training organizations' approvals;
- e. record, review and process application forms of aircraft maintenance personnel for issuance, renewal validation and extension of licenses and ratings.
- f. evaluate and approve aircraft maintenance programmes, including special maintenance programme requirements for extended diversion time operations (EDTO);
- g. evaluate and approve aircraft condition monitoring, aircraft reliability, and aircraft structural integrity programmes, as appropriate;
- h. evaluate equipment required for specific operations as appropriate for the intended purpose, e.g. minimum equipment list, reduced vertical separation minima, Category II and III precision approach equipment, and EDTO;
- i. evaluate and issue export certificates of airworthiness for aircraft;
- j. evaluate and approve or accept air operators' Continuing Airworthiness Management Exposition (CAME), Maintenance Organization Exposition (MOE), Maintenance Training Organization curriculums;
- k. evaluate and issue approval of modification and repair-designs, when no separate AED exists and those engineering tasks are associated with continuing airworthiness. The evaluation of the proposed modification or repair design should be accomplished by experienced personnel in the areas where design approval is sought; and
- l. issue special flight permits with operating limitations for aircraft that do not meet airworthiness requirements but are capable for safe flight. Examples of special flight permits include: flights after a modification or repair or during a process of applying for a supplemental type certificate, delivering or export of aircraft, evacuation of aircraft from impending danger, overweight aircraft carrying extra fuel or navigation equipment, aircraft flying to a location for maintenance.



4.4.3 DUTIES AND RESPONSIBILITIES

The AID should:

- a. maintain the national civil aircraft register and make the information from the register available, when needed;
- b. evaluate and accept air operator's mass and balance programmes;
- c. periodically review the airworthiness records of aircraft on the CAA Nepal Nepalese Civil Aircraft Register to assess the adequacy of their maintenance and status of aircraft and the competence and diligence of the persons and organizations who perform the maintenance;
- d. establish a service difficulty reporting (SDR) system. Analyse and investigate significant defects discovered in aircraft and determine corrective action to be taken where airworthiness may be affected and correct any trends, where necessary;
- e. where no separate AED exists, review aircraft and component manufacturers' SBs and ADs issued by foreign airworthiness authorities to determine their applicability to national aircraft, and take action where airworthiness may be affected. Provide guidance on the implementation of MCAI;
- f. where no separate AED exists, monitor the implementation of the ADs and/or related SBs issued by the manufacturer (both foreign and domestic) to ensure air operator's compliance to the continuing airworthiness of aeronautical products with an established procedure to avoid or correct service difficulties;
- g. review current and new international and foreign airworthiness standards related to continuing airworthiness and determine the need for adoption of critical features of those standards into national requirements;
- h. review air operator's airworthiness main base and line stations maintenance provisions including training provisions, organizations and quality assurance procedures of applicants for issuance and renewal of an AOC in coordination with Flight Operation Division of the CAA Nepal and making recommendations as appropriate with regard to the application;
- i. review the facilities and procedures of applicants for issuance and renewal of certificates of approval to conduct maintenance of aircraft, including qualifications of persons issuing a maintenance release;
- j. assess qualifications of persons who may be eligible to perform tasks on behalf of the CAA Nepal when found qualified and properly authorized (designees);
- k. provide assistance to the AED, or evaluate the design and suitability when qualified, of aircraft components and equipment and their approval for use in aircraft, and assess and approve the installation of aircraft components and equipment;
- l. evaluate and approve aircraft maintenance programmes, including condition monitoring programmes, reliability programmes, structural integrity programmes, as applicable;
- m. evaluate and approve or accept Continuing Airworthiness Management Exposition (CAME), maintenance Organization Exposition (MOE), and where no separate licensing division exists, aircraft maintenance training organizations' curriculums;
- n. assist in the airworthiness investigation of aircraft accidents, as necessary;



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- o. investigate possible violation of the national air law or regulations in regard to airworthiness and take appropriate enforcement action, when necessary;
- p. issue directives concerning maintenance, overhaul and repair of aircraft and components thereof, and procedures to be followed by the aviation industry to comply with the national air law and/or regulations related to airworthiness;
- q. issue advisory material to the aviation industry concerning airworthiness practices and procedures, where such advice may make a significant contribution to aviation safety;
- r. resolve regulatory problems associated with continuing airworthiness, formulating amendments to regulations as necessary, establishing general and technical policies and procedures on which airworthiness requirements can be improved upon and based;
- s. take appropriate action on MCAI issued by the State of Design or by the State of Registry; and
- t) provide advice and recommendations in other areas of CAA Nepal responsibility, such as the identification and handling of dangerous goods, and on other technical matters relating to airworthiness as may be required.

4.4.4 SURVEILLANCE

- a. The AID should develop periodic surveillance work programmes based on the complexity of the Nepal's aviation industry taking into account the quantity of AOCs, types of aircraft operated, AMOs, and approved aircraft maintenance training organizations (ATO), when applicable. The surveillance programme should include periodic and unannounced surveillance visits of the certificate holders. The surveillance should cover compliance to approved or accepted procedures to obtain an accurate depiction of the day-to-day operations and also compliance with airworthiness requirements. In addition to periodic surveillance, the AID should focus follow-up surveillance visits on areas where deficiencies were noted on previous audits. The AID should establish procedures to ensure that all surveillance that is performed is properly documented and referenced and retained for future audits. Analysis of previous audit reports is recommended and may indicate a pattern of weakness the certificate holder may be experiencing. The AID should take steps to ensure AOCs have an effective system to monitor the performance and efficiency of the maintenance programme. The AID needs to ensure that an AMO has an independent quality assurance system to monitor compliance with the requirements or a system of inspection to make sure all maintenance is properly performed.
- b. The AID should promptly advise the certificate holder in writing should discrepancies exist in regard to compliance with the State's national airworthiness requirements. The AID should include in their written reply a time period for the certificate holder to take corrective action on any discrepancies noted during the surveillance. When the AID has been notified in writing of corrective action, a follow-up visit should take place to verify correction of the discrepancies and compliance with the airworthiness requirements. Should the certificate holder not address the discrepancies in the time



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- period allotted by the AID or be unable to correct the discrepancy, enforcement action may be necessary.
- c. There may be instances during the performance of surveillance where the AID may identify a serious safety concern. The AID should have procedures in place to take prompt action, should conditions warrant, that will ensure that aircraft are operated in an airworthy condition.
 - d. The specific surveillance functions of AID inspectors will vary based on the technical specialty, e.g., aircraft, engine, avionics, but in general terms should include at least the following:
 - conduct periodic and unannounced surveillance of maintenance-related facilities including line stations that perform maintenance of its air operators' aircraft, making appropriate directions and recommendations and approving amendments to the air operator's AOC authorizations and to the MCMs, as appropriate;
 - conduct periodic and unannounced surveillance of maintenance-related facilities of AMOs on the ramp and in the hangars, workshops, and repair facilities. This includes contracted work that the AMO may outsource;
 - conduct periodic and unannounced surveillance of its air operators' aircraft undergoing maintenance on the ramp and in the hangar and ensure work is being performed in accordance with the Continuing Airworthiness Management Exposition (CAME), aircraft maintenance programme, Maintenance Organization Exposition (MOE), current technical data, and by authorized maintenance personnel;
 - conduct ongoing surveillance of its air operators' aircraft reliability programmes and take action should results indicate degraded levels of safety;
 - conduct periodic and unannounced surveillance of its air operators' aircraft during operations to ensure aircraft are airworthy;
 - conduct periodic and unannounced surveillance of foreign air operators' aircraft operations with regard to airworthiness matters;
 - conduct periodic and unannounced surveillance on personnel certificated and/or authorized to issue a maintenance release; and
 - investigate possible violations of the national law or regulations in regard to airworthiness and to enforce corrective and legal actions, if required.

4.4.5 LIAISON FUNCTIONS

The AID should:

- participate in type certification board activities;
- participate in maintenance review board activities for newly type certificated aircraft;
- prepare and distribute to the public documents containing all issued MCAI and airworthiness advisory material; and
- confer at national and international levels on matters relating to the regulations and technical matters concerning airworthiness.



4.5 DUTIES AND RESPONSIBILITIES OF DEPUTY DIRECTOR AID

The major duties and responsibilities of Deputy Director, FSSD are listed as below.

1. Report to Chief FSSD on AID matter.
2. Carry out the duties and responsibilities assigned for the Division with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all technical functions stated above with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards.
4. Manage and supervise all functions of AIR activities and personnel.
5. Propose focal person for the management of ICAO Annexes for AIR domain within AID and manage applicable ICAO Annexes for adoption or amendment of SARPs.
6. Propose counterpart for ICAO USOAP CMA domains of AID in coordination with Chief FSSD.
7. Liaise with FSSD Chief in activities related to AID.
8. Investigate occurrences based on the CAA Nepal procedures through respective divisions, sections or units.
9. Facilitate the functions of AID with necessary coordination with various divisions or Sections or units of AID.

4.6 DUTIES AND RESPONSIBILITIES OF MANAGER PART-M SECTION

The major duties and responsibilities of Manager Part-M Section are listed as below.

1. Report to Deputy Director AID on Part-M section matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in continuing airworthiness.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards for continuing airworthiness.
5. Manage and supervise all functions of Part-M Section activities and personnel.
6. Propose focal person for the management of ICAO Annexes for Part-M domain within Part-M Section and manage applicable ICAO Annexes for adoption or amendment of SARPs.
7. Liaise with Deputy Director AID in activities related to Part-M section.
8. Investigate occurrences based on the CAA Nepal procedures through respective sections.



9. Facilitate the functions of Part-M with necessary coordination with Sections or units of Part-M.

4.7 DUTIES AND RESPONSIBILITIES OF MANAGER PART-145 SECTION

The major duties and responsibilities of Manager Part-145 Section are listed as below.

1. Report to Deputy Director AID on Part-145 section matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in relation to maintenance organization.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards for maintenance organization.
5. Manage and supervise all functions of Part-145 Section activities and personnel.
6. Propose focal person for the management of ICAO Annexes for Part-145 domain within Part-145 Section and manage applicable ICAO Annexes for adoption or amendment of SARPs.
7. Liaise with Deputy Director AID in activities related to Part-M Section.
8. Investigate occurrences based on the CAA Nepal procedures through respective sections.
9. Facilitate the functions of Part-145 with necessary coordination with various Sections or units of Part-145.

4.8 DUTIES AND RESPONSIBILITIES OF MANAGER AIRWORTHINESS STANDARDS SECTION

The major duties and responsibilities of Manager Airworthiness Standards Section are listed as below.

1. Report to Deputy Director AID on Airworthiness Standards Section matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in relation to Airworthiness Standards.
4. Manage and supervise all functions of Airworthiness Standards Section activities and personnel.
5. Propose focal person for the management of ICAO Annexes for Airworthiness Standards domain within Airworthiness Standards Section and manage applicable ICAO Annexes for adoption or amendment of SARPs.



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6. Liaise with Deputy Director AID in activities related to Airworthiness Standards Section.
7. Formulate airworthiness requirements, procedures, manuals, handbook in liaison with Part-M and Part-145 Sections.
8. Facilitate the functions of with necessary coordination with various Sections or units of Airworthiness Standards Section.

4.9 DUTIES AND RESPONSIBILITIES OF DY. MANAGER PART-M SECTION

The major duties and responsibilities of Dy. Manager Part-M Section are listed as below.

1. Report to Manager Part M Section on Part-M section matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in continuing airworthiness.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards for continuing airworthiness.
5. Carryout all functions of Part-M Section activities and personnel.
6. Liaise with Manager Part-M section in activities related to Part-M section.
7. Investigate occurrences based on the CAA Nepal procedures through respective sections.
8. Facilitate the functions of Part-M with necessary coordination with various Sections or units of Part-M.

4.10 DUTIES AND RESPONSIBILITIES OF DY. MANAGER PART-145 SECTION

The major duties and responsibilities of Manager Part-145 Section are listed as below.

1. Report to Manager Part-145 section on Part 145 section matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in relation to maintenance organization.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards for maintenance organization.
5. Carryout all functions of Part-145 Section activities and personnel.
6. Liaise with Manager Part-145 section in activities related to Part-145 Section.
7. Investigate occurrences based on the CAA Nepal procedures through respective sections.



8. Facilitate the functions of Part-145 with necessary coordination with various Sections or units of Part-145.

4.11 DUTIES AND RESPONSIBILITIES OF SR. OFFICER PART-M SECTION

The major duties and responsibilities of Sr. Officer Part-M Section are listed as below.

1. Report to Manager Part M Section on Part M section matter.
2. Carry out the duties and responsibilities assigned for the section with support from other staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in continuing airworthiness.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards for continuing airworthiness.
5. Carryout all functions of Part-M Section activities and personnel.
6. Liaise with Manager Part-M section in activities related to Part-M section.
7. Investigate occurrences based on the CAA Nepal procedures through respective sections.
8. Facilitate the functions of Part-M with necessary coordination with units of Part-M.
9. Update and keep current Nepalese Civil Aircraft Register.

4.12 DUTIES AND RESPONSIBILITIES OF SR. OFFICER PART-145 SECTION

The major duties and responsibilities of Sr. Officer Part-145 Section are listed as below.

1. Report to Manager Part-145 section on Part 145 section matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in relation to maintenance organization.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards for maintenance organization.
5. Carryout all functions of Part-145 Section activities and personnel.
6. Liaise with Manager Part-145 section in activities related to Part-145 Section.
7. Investigate occurrences based on the CAA Nepal procedures through respective sections.
8. Facilitate the functions of Part-145 with necessary coordination with various units of Part-145.



4.13 DUTIES AND RESPONSIBILITIES OF SR. OFFICER AIRWORTHINESS STANDARDS SECTION

The major duties and responsibilities of Sr. Officer Airworthiness Standards Section are listed as below.

1. Report to Manager Airworthiness Standards Section on Airworthiness Standards Section matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in relation to Airworthiness Standards.
4. Manage and supervise all functions of Airworthiness Standards Section activities and personnel.
5. Liaise with Manager AID in activities related to Airworthiness Standards Section.
6. Formulate airworthiness requirements, procedures, manuals, handbook in liaison with Part-M and Part-145 Sections.
7. Facilitate the functions of Airworthiness Standards Section with necessary coordination with various units of Airworthiness Standards Section.

4.14 DUTIES AND RESPONSIBILITIES OF AIRWORTHINESS INSPECTORS/ AIRWORTHINESS CONSULTANTS

The major duties and responsibilities of Airworthiness Inspectors/ and Airworthiness Consultants are listed as below.

1. Report to Manager Part-145 section and Manager Part-M Section on Part 145 section and Part-M matter.
2. Carry out the duties and responsibilities assigned for the section with support from all staffs within the administrative and financial regulations of CAA Nepal.
3. Complete all applicable technical functions stated in Para 4.4 of this chapter in relation to maintenance organization and Continuing Airworthiness.
4. Complete all technical functions with regard to discharge of safety oversight activities in Nepal in the domains of AIR in line with ICAO USOAP CMA standards for maintenance organization and Continuing Airworthiness.
5. Carryout all functions of Part-145 Section and Part-M Sections activities and personnel.
6. Liaise with Manager Part-145 section and Manager Part-M Section in activities related to Part-145 Section and Part-M Section.
7. Investigate occurrences based on the CAA Nepal procedures through respective sections.
8. Facilitate the functions of AID with necessary coordination with various Sections or units of AID.



4.15 DUTIES AND RESPONSIBILITIES OF INSPECTORS AND ASSISTANT INSPECTORS

Refer Airworthiness Inspector Manual Chapter 3 Para 3.3. Such as,

- Preparation and recommendation of regulatory changes and amendments to the national air law (Rules, Requirements; advisory material; notices and guidance materials) from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Inspection Division.
- Review current and new international and foreign airworthiness standards related to continuing airworthiness and determination of the need for adoption of critical features of those standards into national requirements.
- Examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
- Monitoring the implementation and ensure compliance of the relevant airworthiness requirements and directives issued by the CAA Nepal;
- Preparation and distribution to the aviation industry of advisory material concerning airworthiness practices and procedures where such advice does not warrant mandatory action but may still make a significant contribution to aviation safety;
- Conferring at national and international levels on matters relating to the requirements of airworthiness;
- Adherence to and responding promptly where necessary to all orders/notices/circulars issued by the Director General, CAA Nepal;
- Maintain the Nepalese Civil Aircraft Register and make the information from the register available, when needed.
- Identification and resolution of regulatory problems associated with continuing airworthiness. Establishing general and technical policies and procedures on which future airworthiness requirements can be based. Formulation of changes in airworthiness policies and requirements which have a severe economic impact on the aviation industry;
- Review aircraft and component manufacturer's SBs and ADs issued by foreign airworthiness authorities to determine their applicability to aircraft registered in Nepal and take action where airworthiness may be affected. Provide guidance on the implementation of Mandatory Continuing Airworthiness Information (MCAI);
- Monitor the implementation of the ADs and/or related SBs issued by the manufacturer to ensure air operators compliance to the Continuing Airworthiness of aeronautical products with an established procedure to avoid or correct service difficulties.
- Recommendation and, where necessary, issue technical guidance concerning the maintenance, overhaul and repair standards to be met by aircraft and aircraft components and equipment in close coordination with manufacturer, and procedures



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- to be followed by the aviation industry to comply with the Civil Aviation Act, Civil Aviation Rules and Nepalese Civil Airworthiness Requirements.
- Maintaining a constant dialogue with operators and officials in the aviation industry on professional matters in order to keep up to date with latest developments.
 - Develop and implement periodic surveillance programmes based on the airworthiness complexity of the aviation industry. These programmes should include all the Service Providers identified in this manual.
 - Carry out periodic and unannounced surveillance of maintenance related facilities including line stations that perform maintenance of its air operator's aircraft, making appropriate directions and recommendations and approving amendments to the air operator's AOC authorization and CAMO approval and to the CAME as appropriate.
 - Conduct periodic and unannounced surveillance of maintenance related facilities of AMO's on the ramp and in the hangars, workshops, and repair facilities. This includes contracted work that the AMO may outsource.
 - Conduct periodic and unannounced surveillance of its air operator's aircraft undergoing maintenance on the ramp and in the hangar and ensure work is being performed in accordance with approved CAME, Aircraft Maintenance Programme, Maintenance Organization Exposition, current technical data by authorized maintenance personnel.
 - Conduct on-going surveillance of air operator's aircraft reliability programmes and take action should results indicate degraded level of safety.
 - Conduct periodic and unannounced surveillance of air operator's aircraft during operations to ensure the aircrafts are airworthy.
 - Conduct periodic and unannounced surveillance of foreign air operator's aircraft operations with regards to airworthiness matters.
 - Conduct periodic and unannounced surveillance on personnel certificated and/or authorized personnel to issue Certificate of Release to Service (CRS);
 - Conduct periodic and unannounced surveillance of delegated organization and tasks to ensure the proper functioning of any designees or designated system.
 - Prepare detailed reports on inspections and auditing activities;
 - Carry out follow-up audit as required.
 - Issue/renew approval certificates of Service Providers.
 - Evaluate and approve or accept CAME; MOE, MTOE, CAMMOE, MOM etc.
 - Inspection of aviation fueling equipment and procedures;
 - Evaluate and accept air operator's mass and balance programmes.
 - Evaluate and approve aircraft maintenance programmes, including condition monitoring programmes, reliability programmes, structural integrity programmes as applicable.
 - Periodically review the airworthiness records of the aircraft on the Nepalese Civil Aircraft Register to assess the adequacy of their maintenance and status of aircraft



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and the competence and diligence of the person and organizations that performs the maintenance.

- Take appropriate action on Mandatory Continuing Airworthiness Information (MCAI) issued by the State of Design.
- Prepare and distribute to the public, documents containing all issued Mandatory Continuing Airworthiness Information (MCAI) issued by CAA Nepal.
- Reporting breaches of Airworthiness requirements, regulations and directives by Service Provider to the Chief of Airworthiness Inspection Division.
- Investigation of possible violations of the national air law or requirements in regard to airworthiness and take appropriate initiation of corrective, enforcement action, legal action where necessary.
- ii. Analyze and investigate, in coordination with aircraft manufacturer, significant defects discovered in aircraft and determine corrective action to be taken where airworthiness may be affected and correct any trends. Establishment of Service Difficulty Reporting (SDR) system and ensuring its implementation.
- Ensure a system is in place through which the Service Provider will report malfunctions, failures, defects, and other occurrences that might cause adverse effect on continuing airworthiness.
- Evaluate, approve or accept modification and repair relevant to the continuing airworthiness of an aircraft.
- Mandate actions to correct any unsafe conditions and disseminate the information to all air operators.
- Review air operator's main base and line stations, maintenance provisions including training provisions, organizations and quality assurance procedures of applicants for issuance and renewal of an AOC in coordination with members of the Flight Operations Division and other areas of the CAA Nepal on technical matters relating to aviation techniques, flight operations; shipment of dangerous goods and legal department giving advice and recommendations as appropriate as may be required with regards to application.
- Review the facilities and procedures of the applicants for issuance and renewal of certificates of approval to conduct maintenance of aircraft, including qualifications of persons issuing a Certificate of Release to Service (CRS).
- Using initiative to pursue any matter that needs to be attended to by CAA Nepal in the interest of air safety and for efficiency of the system;
- Assist in the investigation of aircraft accidents; incidents and service difficulties, as necessary.
- Ensuring that confidentiality is always maintained;
- Provide advice and recommendation in other areas of CAA Nepal responsibility, such as the identification and handling of dangerous goods, and on other technical matters relating to airworthiness as may be required.



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- Assessment of the qualifications of persons or organization for designation as approved/authorized persons or organization to perform certain airworthiness functions. Issuance of the recommendations as appropriate and monitoring of the activities of these persons from time to time;
- Recording, reviewing and processing applications from aircraft maintenance personnel for issue, renewal, validation and extension of licenses approvals and ratings.
- Organization and conduct of examinations of applicants for aircraft maintenance licenses as above, marking of papers, assessment of results, the maintenance of examination security, keeping of past and current license records and issue, renewal or validation as appropriate of each license, approval, extension or rating.
- Preparation and review of examination papers for aircraft maintenance personnel to keep pace with developments in aircraft technology.
- Maintain currency of Airworthiness Inspector Personnel/training files.
- Maintain currency of the technical materials mentioned in Technical Library Procedure Manual.
- Take enforcement actions, when necessary, to ensure compliance with airworthiness requirements.
- Completion of any other official duties assigned by the Director General (CAAN), Dy. Director General (ASSRD), Director of FSSD and Chief of Airworthiness Inspection Division.

Note: Assistant Airworthiness Inspectors will assist Airworthiness Inspectors to carryout above mentioned duties and responsibilities.



5. RECREATIONAL AVIATION SECTION

The Recreational Aviation Section (RAS) in FSSD is primarily responsible for the safety oversight of recreational aviation activities in Nepal.

5.1 HEAD OF SECTION

Manager, Recreational Aviation Section

5.2 IMMEDIATE SUPERVISOR

The Chief of FSSD is the immediate supervisor.

5.3 FUNCTIONS

The major functions of RAS are as below.

1. Develop draft requirements and associated guidance materials for the recreational aviation based on the "Recreational Aviation Regulation 2012".
2. Develop procedure for the designation of authorized agencies in Nepal for the oversight of recreational activities in Nepal.
3. Propose authorization for suitable agency for the delegation of safety oversight functions of recreational aviation activities in Nepal in accordance with the established procedure.
4. Certify the recreational aviation approval holders with support from Authorized Agency for the recreational aviation in Nepal; when such agency exists in the region.
5. Prepare the surveillance program for oversight of approval holders and authorized agencies as applicable.
6. Initiate enforcement action and propose suitable punitive action in accordance with regulations.
7. Promote awareness of safety in the recreational aviation in Nepal.
8. Conduct investigation on occurrences.

5.4 DUTIES AND RESPONSIBILITIES OF MANAGER, RAS

The major duties and responsibilities Manager, RAS are as following.

- Develop draft requirements and associated guidance materials for the recreational aviation based on the "Recreational Aviation Regulation 2012".
- Develop procedure for the designation of authorized agencies in Nepal for the oversight of recreational activities in Nepal.
- Propose authorization for suitable agency for the delegation of safety oversight functions of recreational aviation activities in Nepal in accordance with the established procedure.



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- Certify the recreational aviation approval holders with support from Authorized Agency for the recreational aviation in Nepal; when such agency exists in the region.
- Prepare the surveillance program for oversight of approval holders and authorized agencies as applicable.
- Initiate enforcement action and propose suitable punitive action in accordance with regulations.
- Promote awareness of safety in the recreational aviation in Nepal.
- Liaise with various agencies of Government of Nepal for the implementation of regulations pertaining to recreational aviation activities in Nepal.
- Carry out investigation of occurrences related with recreational aviation activities in Nepal.
- Supervise the staff in the section and manage required resources.
- Follow instruction from FSSD Chief on other relevant matters associated with recreational aviation activities in Nepal.



6. TRAINING UNIT

The training unit inside the FSSD is an internal unit dedicated for planning, managing and execution of training activities of FSSD for its inspectorate staff.

6.1 HEAD OF SECTION

The designated officer within FSSD will be the head of training unit as "Training Manager" in function and will function as per the terms of reference assigned to the individual.

6.2 IMMEDIATE SUPERVISOR

The Training Manager will report directly to FSSD Chief in all matters related with training.

6.3 FUNCTIONS

Major functions of training unit are as following:

1. Develop the training policy, program and plan for the FSSD inspectorate staff with coordination from all divisions.
2. Get an approval from DGCA Nepal on those policy, plan and program through Chief of FSSD.
3. Liaise with FOD LED and AID for the execution with necessary coordination with training service provider or designated trainer.
4. Manage all matters of technical training in relation to planning, management, execution and record keeping of all documents.

6.4 DUTIES AND RESPONSIBILITIES OF TRAINING MANAGER

- Take lead role in FSSD's training policy development. The FSSD Training Manager will be responsible for the budget management for required training to be undertaken. The Training Manager will work under supervision of FSSD chief. Assist division chiefs to identify and quantify training needs and conducting 'Training Needs Analysis'.
- Develop training programmes for all FSSD functions including inspectorate and support staff and managing training database in continuous basis.
- Develop 'Individual Development Plan' (IDP) for all FSSD employees both inspectorate and support staff.
- Develop a FSSD annual training plan & budget which supports FSSD's operations and departmental objectives, and regularly reviewing this plan to ensure that planned training is being delivered on time and that it meets the objectives
- Undertake training course approval and internal instructor approval along with ensuring equivalence of approval of course.



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- Facilitate with off-house and in-house training request in coordination with FSSD Chief to develop list of prospect training providers.
- Provide guidance on training policy, processes and procedures and establish and implement e-Learning when so required.
- Facilitate the effective evaluation of post training activities in liaison with appropriate head of divisions.
- Maintain close contact with FSSD Chief, FSSD division chiefs and DGAC France/EGIS Manager, OPS and AIR experts for the efficient conduct of training in planned manner.
- Coordinate with other technical, administrative and financial stakeholders in smooth conduct of training.
- Keep record of all training activities and certificates including the safe storage of training record of inspectorate and other staff.
- Report any difficulties to Chief FSSD or division chiefs for resolution.
- Review the training plan during the end of fiscal year and propose better policies and procedure to FSSD Chief to make the training activities more effective and efficient in future.
- Assist in independent quality review for effectiveness of training activities when so required.
- Perform any other training activities as directed by Chief of FSSD.



7. ADMINISTRATION UNIT

The administration unit of FSSD is primarily responsible for the management of logistics and associated functions required for the smooth operation of FSSD.

7.1 FUNCTIONS

Major functions are listed as below.

1. Arrange for required logistics including but not limited to office accommodation, management of offices premises and other associated services.
2. Management of support functions like secretariat functions.
3. Logistics support like furniture, environmental comfort, software, hardware- laptop, desktop, printer, scanner etc.
4. Management for the transportation and basic amenities like electricity, telephone, internet etc.
5. General administrative functions like attendance, leave records maintaining personal administrative files and folders.
6. All other administrative functions as required by CAA Nepal administrative procedures and instruction from Chief FSSD.



8. FINANCE UNIT

The finance unit of CAA Nepal is responsible for the expenditure of financial budget allocated to FSSD in each Nepali fiscal year starting approximately from 16 July each year. The Finance Official is responsible for all financial matter in FSSD and will report directly to FSSD Chief.

8.1 DUTIES AND RESPONSIBILITIES

Major responsibilities of finance official are as following.

- a. Draft annual budget for FSSD in coordination from all divisions, section and units of FSSD and propose same to CAA Nepal head office Corporate Department before start of each financial year.
- b. Attend the meeting in Corporate Department for the justification of required budget for FSSD in each financial year based on the need of FSSD.
- c. Use the allocated budget within the financial regulation of Government of Nepal and CAA Nepal.
- d. Keep the financial details updated.
- e. Arrange for the internal financial audit and Government of Nepal Auditor General audit.
- f. Close all deficiencies arisen from internal financial audit and Government of Nepal Auditor General audit.
- g. Follow instructions from FSSD Chief and terms of reference assigned for the position.



9. REVENUE UNIT

The revenue unit of FSSD is responsible for the collection of revenue in terms of regulatory fees from various organizations or individuals seeking service from FSSD, CAA Nepal. The fees are collected pursuant to the provision of Civil Aviation Regulations 2002 and Recreational Aviation Regulations 2012. The responsible official in the Revenue Unit reports directly to Chief of FSSD. The official update the revenue collection data in timely manner, and other duties, as detailed in the terms of reference of position.

The example of fees collected are listed as below.

1. AOC for issuance, renewal or variance fee
2. AMO fee for issuance, validation and renewal
3. ATO fee for issuance, validation and renewal
4. RAOC fee for issuance and renewal
5. Personnel license and rating fees
6. Fee for C of A, C of R, RML issuance and renewal