

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

TECHNICAL LIBRARY PROCEDURE MANUAL

**Issue 05
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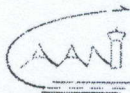
RECORD OF REVISION

S. No.	Revision No. & Date	Revision Details
1.	Issue 01 dated June 2007	Initial Issue
2.	Issue 02 dated October 2009	Issue 02 was Issued to incorporate change in procedure.
3.	Issue 03 dated December 2013	Issue 03 was Issued to incorporate change in procedure.
4.	Issue 04 dated October 2016	Issue 04 was Issued to incorporate change in procedure.
5.	Issue 05 dated September 2020	Issue 05 was Issued to incorporate change in policy and procedure.

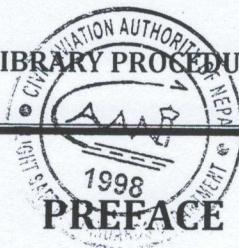


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TECHNICAL LIBRARY PROCEDURE MANUAL



The library procedure manual has been developed for proper control of the documents and manual in the technical library under Airworthiness Inspection Division. This manual contains the procedure to be followed by the librarian to update all the applicable documents and manuals and also to keep records of any documents and manuals issued to the airworthiness inspectors.

This procedure manual constitutes the general guidelines for discharging the duties of a technical librarian. The guidelines contained in this manual form the procedures for the technical librarian.

This manual will come into force after its approval from Director General. The manual will be reviewed annually in the month of January in order to maintain its currency.

Rajan Pokhrel
Director General
Civil Aviation Authority of Nepal



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Abbreviation

A/C:	Aircraft
AD:	Airworthiness Directive
AFM:	Aircraft Flight Manual
ATO:	Aircraft Training Organization
AMM:	Aircraft Maintenance Manual
CAA:	Civil Aviation Authority
CAR:	Civil Aviation Regulation 2058 B.S. (2002 A.D.)
CAA Nepal:	Civil Aviation Authority of Nepal
CAME:	Continuing Airworthiness Management Exposition
CD:	Compact Disk
DVD:	Digital Video Disk
EMM:	Engine Maintenance Manual
FSSD:	Flight Safety Standards Department
GoN:	Government of Nepal
ICAO:	International Civil Aviation Organization
MEL:	Minimum Equipment List
MMEL:	Master Minimum Equipment List
MPD:	Maintenance Planning Document
MOE:	Maintenance Organization Exposition
MRBD:	Maintenance Review Board Document
NDT:	Non-Destructive Testing
QM:	Quality Manual
QAM:	Quality Assurance Manual
QCM:	Quality Control Manual
RSM:	Repair Station Manual
SB:	Service Bulletin
SL:	Service Letter
SIL:	Service Information Letter
STC:	Supplementary Type Certificate
TC:	Type Certificate



1. ORGANISATION, PERSONNEL AND FACILITIES

1.1 General

The Civil Aviation Authority of Nepal (CAA Nepal) is the regulatory body in the field of civil aviation. CAA Nepal is responsible for regulation of air transport services to/from and within Nepal by formulation of civil aviation rules and requirements.

Flight Safety Standards Department (FSSD) under CAA Nepal is responsible for monitoring if the Air Operators, domestic CAMOs; domestic AMOs, domestic ATOs, licence holders; designated/delegated organization/person or examiners; foreign operators, foreign AMOs; foreign CAMOs; foreign ATOs; herein referred to as Service Provider, are continuingly in compliance with its regulations or international standards set forward by ICAO.

The safety oversight functions of FSSD is discharged through three divisions namely Airworthiness Inspection Division, Flight Operations Division and Flight Safety Licensing and Examination Division.

Airworthiness Inspection Division is responsible for the continuing airworthiness of aircraft operated in Nepal. In order to meet this obligation, the technical staff in Airworthiness Inspection Division should have access to latest technical and regulatory publication through acceptable means to carry out their duties in an acceptable manner. To provide such latest technical and regulatory publication to its technical staff, Airworthiness Inspection Division has established a technical library.

The technical library has a properly established, organized and administered process to access technical and regulatory publication, so that it allows the Airworthiness Inspector to be updated with the technical and regulatory issues relating to design, maintenance and operation of aircraft, engines, propellers and rotor etc.

The arrangement has also been made such that the technical library is able to reference all technical and regulatory publication issued by ICAO relating to the operation and airworthiness of aircraft.

Arrangement has also been made with the State of Design and State of Manufacturer to provide an adequate access to the technical and regulatory publication related to the airworthiness of aircrafts which are in the Nepalese Civil Aircraft Register.

Arrangement has also been made with each Service Providers to provide an adequate access of manuals or procedures which are approved or accepted by CAA Nepal in relation to the airworthiness of all aircraft or organization which the Service Provider is approved to operate.

It is important that all the technical and regulatory publication in the technical library be promptly amended and kept up to date. This assists the Airworthiness Inspector in determining whether mandatory modifications, inspections and repairs approved by the State of Design are appropriately carried out by the air operators or not.

The technical library is located in the ground floor of the Flight Safety Standards Department, CAA Nepal, Sinamangal, Kathmandu, Nepal. It is manned by a properly trained librarian.

The technical library will be under the control of the Chief of Airworthiness Inspection Division. The technical librarian reports to the Chief of Airworthiness Inspection Division and assigned Airworthiness Inspectors or Assistant Airworthiness Inspectors who oversees the overall conduct of the technical library.

The technical library contains the documents related with the latest publication of continuing airworthiness information of the aircraft; Government of Nepal (GoN) publications; CAA Nepal publications; ICAO Publications; Service Provider's manuals and procedures approved or accepted by CAA Nepal; Technical Publications from manufactures/TC holder's; Airworthiness Directives (AD's) and Service Bulletin (SB's); GoN or CAA Nepal notices, circulars, directives, orders etc.; Airworthiness



Inspector and Assistant Airworthiness Inspector Personal/Training File, Service Provider approvals and other records, personnel files of certifying staff (Aircraft Maintenance Licence holders) and other aviation related reference materials.

1.2 Facilities

The technical library is located in the ground floor of the Flight Safety Standards Department, CAA Nepal, Sinamangal, Kathmandu, Nepal. It is manned by a properly trained librarian.

It occupies approximately 1000 square feet of space. It is well lit and ventilated. The library is well furnished and equipped with necessary office equipment to facilitate the smooth functioning of day-to-day activities. The technical library houses up to date technical and regulatory publications in hard copy or electronic form as applicable.

The library is equipped with the following logistics:

- a) Wooden and metal bookshelves and cabinets.
- b) Tables and chairs
- c) Computer for Librarian with DVD reader and internet access
- d) Printer
- e) Scanner
- f) Telephone
- g) Electronic Typewriter
- h) CD/DVD record boxes
- i) Heater and Fan for winter and summer
- j) External Drive for backup of technical library documents
- k) The library is provided with Hand Fire Extinguisher for fire protection.
- l) Temperature and Humidity monitor.

The technical library is locked and secured. The access to technical library is restricted and only "Authorized Person" can have access to the technical library in the presence of the librarian. The access to library is limited to librarian and Airworthiness Inspectors only.

The technical library has following three areas:

- a) Technical Records Area**
- b) Technical Publication Area**
- c) Archive Area**

The Airworthiness Inspectors have access to all the area of the library to refer to technical and regulatory publications to complete their day-to-day function.

The representative from Service Provider will have limited access to library. They are only allowed in the Technical Publication Area but should be accompanied by the technical librarian or airworthiness inspectors.

The Airworthiness Inspector can either study technical and regulatory publications in library itself on a study table located in the library or they can take technical and regulatory publications from library to their working table.

If the technical and regulatory publications are taken out of library an entry in outgoing register (**Appendix-2**) of library must be made. Such technical and regulatory publications should be returned by the Airworthiness Inspectors to technical library at the earliest, after completion of their job. A



record of issuance and return of technical and regulatory publication must be made in the outgoing register.

Technical Records Area

Service Provider approvals and other records are kept in Technical Records Area. Refer to Chapter 2 of this manual for detail list of manuals located in Technical Records Area.

Technical Publication Area

Technical and Regulatory publications are kept in Technical Publication Area. Refer to Chapter 2 of this manual for detail list of manuals located in Technical Publication Area.

Archive Area

The Archive Area of the technical library stores obsolete documents.

1.3 Duties and Responsibilities of the Librarian

The major duties and responsibilities of the technical librarian constitute the following:

- a) The technical librarian reports to the Chief of Airworthiness Inspection Division and assigned Airworthiness Inspectors or Assistant Airworthiness Inspector who oversees the overall conduct of Library.
- b) Maintain record and update the ICAO publications like Annexes, ICAO Doc, Documents, Manuals, Circulars, State letters and Notifications when received from the Airworthiness Inspectors.
- c) Maintain record of manuals related with the continuing airworthiness of aircraft from State of Design and Manufacture/TC holder when received from the Airworthiness Inspectors,
- d) Maintain up to date record of Service Provider files/documents/manuals/ records/approval files approved or accepted by CAA Nepal when received from the Airworthiness Inspectors.
- e) Maintain Technical and Regulatory Publications issued by CAA Nepal.
- f) Maintain Publication issued by Government of Nepal.
- g) Maintain records of the documents and manuals of library issued to the Airworthiness Inspectors other staff of FSSD.
- h) Maintain records of personnel files of certifying staff (Aircraft Maintenance Licence holders)
- i) Ensure the security of the technical and regulatory publications by prohibiting unauthorized entry.
- j) Maintain and update the Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training files.
- k) Update the computers/laptops of the Airworthiness Inspectors and other staff of FSSD with the latest copies of the technical and regulatory publications received from State of Design or Manufacturer in respect of the continuing airworthiness of aircraft, ICAO annexes and documents, CAA Nepal regulatory publications and guidance materials.
- l) Circulate the latest technical and regulatory publications to all divisions of FSSD.
- m) Maintain record of GoN /CAA Nepal Circulars/ Meeting Minutes.
- n) Monitor the State of Design website and upload AD's applicable to Nepalese Civil Aircraft Register in One Drive or email it to inspectors for their review.



2. ADMINISTRATIVE PROCEDURE

2.1 Planning the Acquisition of Logistics; Technical and Regulatory Publications

The Logistics; Technical and Regulatory Publications in the technical library will be planned in such a way that all the necessary Logistics; Technical and Regulatory publications required by Airworthiness Inspectors for the continuing airworthiness and operation of aircraft are up to date at all times.

The technical library will work in close coordination with the Director of FSSD, Chief of Airworthiness Inspection Division, Administration Section, Airworthiness Inspectors and Stores Section of the FSSD for the procurement of the required logistics; Technical and Regulatory publications so that the library can function in a smooth and effective manner.

The librarian will prepare the list of Technical and Regulatory publications required for the library in close coordination with Chief of Airworthiness and Airworthiness Inspectors. The list will be forwarded to the Director of FSSD for approval of the procurement. The administration and store department procures the required technical and regulatory publications as per the list and provides it to technical library after completion of necessary administrative process.

The librarian is also responsible to prepare the list of logistics required for the library, which will be recommended by the Chief of Airworthiness Inspection Division. The list will be forwarded to the Director of FSSD for approval of the procurement. The administration and store department procure the required logistics as per the list and provide it to Library after completion of necessary administrative process.

Technical and Regulatory publication are kept in Technical Records and Technical Publication Area of the technical library depending on its applicability. The Technical and Regulatory publications are either in paper or electronic form.

Technical and regulatory publication can be considered to be available if provided in the internet. Manufacturers generally ensure that documents are made available on the internet are current and up to date.

If the access to the manufacturer's data is password protected, all the Airworthiness Inspectors should be provided with such password. Should there be any changes in the password then the technical librarian should provide such passwords to all the airworthiness inspectors and assistant airworthiness inspectors.

2.2 Source of Technical and Regulatory Publications

The Technical and Regulatory publications will be procured from various sources. The major sources of the materials are listed as below:

2.2.1 Government of Nepal (GON) Publications:

The Government of Nepal (GoN) publication will be procured from the Stores Section of the FSSD, Stores section of CAA Nepal, Government of Nepal website, CAA Nepal website etc.

The GoN Publications are either kept in hardcopy or electronic form. The revision of these documents is obtained from similar source as described above.

These GoN publications will be also made available in CAA Nepal and FSSD website for public. Technical Library will upload these documents in One Drive for Airworthiness Inspectors. Alternately, Airworthiness Inspectors and other staff of FSSD can access publications through CAA Nepal and FSSD



website.

After updating One drive, notification shall be sent to airworthiness inspectors and other staff for any such changes in One Drive. A notice will be published for public in FSSD website for any change in Technical and regulatory publication.

The record of all the GoN Publication available in technical library will be kept up to date.

These GoN publications are kept in the Technical Publication Area. The Government of Nepal publications includes the following:

- Civil Aviation Act
- Civil Aviation Authority Act
- Aircraft Accident Investigation Regulations
- National Civil Aviation Policy
- CAAN Human Resources Development Policy
- Governmental Documents Disposal Rules, 1971 A.D. etc.

This list will be updated to include latest Government of Nepal Publication during annual review to maintain currency of this manual.

The detail procedure on control of Government of Nepal publication is laid down in Para 3.1 of this manual.

2.2.2 CAA Nepal Publication

The publications from the CAA Nepal will be procured from the Stores Section of FSSD or CAA Nepal website. The FSSD store section receives these publications from the central store of CAA Nepal, Head office located in Babarmahal, Kathmandu, Nepal. CAA Nepal publications prepared by FSSD will be forwarded to the technical library after its approval from Director General.

The CAA Nepal Publications are either kept in Hard Copy or electronic form. The revision of these documents is obtained from similar source as described above.

These publications will also be made available in CAA Nepal and FSSD website for public. Technical library will upload these documents in One Drive for Airworthiness Inspectors. Alternately, Airworthiness Inspectors and other staff of FSSD can access publications through CAA Nepal and FSSD website.

After updating One drive, notification shall be sent to airworthiness inspectors and other staff for any such changes in One Drive. A notice will be published for public in FSSD website for any change in Technical and regulatory publication. The record of all the CAA Nepal Publication available in technical library will be kept up to date.

The CAA Nepal Publications are kept in the Technical Publication Area.

The CAA Nepal Publications includes the following:

- Civil Aviation Regulation
- Recreational Aviation Regulation
- CAAN Employees Regulation
- Air Operator Certification Requirements
- Flight Operation Requirements (FOR- Aeroplane; FOR- General; FOR-Helicopter)
- Nepalese Civil Airworthiness Requirements (NCAR; NCAR Part-M; NCAR Part-145, NCAR Part-66; NCAR Part-147)
- Personnel Licensing Requirements



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- Dangerous Goods Handling Requirements
- National Flying School Requirements
- Medical Requirements
- Aeronautical Information Publications of Nepal
- CAAN CORSIA Requirements
- Civil Aviation Requirements for Rules of Air (CAR-2)
- Civil Aviation Requirements for Meteorological Service, International Air Navigation (CAR-3)
- Civil Aviation Requirements for Aeronautical Chart (CAR-4)
- Civil Aviation Requirements for Units of Measurement to be used in Air and Ground Operations (CAR-5)
- Civil Aviation Requirements for Aeronautical Communications (CAR-10, Volume I)
- Civil Aviation Requirements for Air Traffic Services (CAR-11)
- Civil Aviation Requirements for Search and Rescue (CAR-12)
- Civil Aviation Requirements for Aerodromes (CAR-14)
- Civil Aviation Requirements for Aeronautical Information Service (CAR-15)
- Civil Aviation Requirements for Safety Management (CAR-19)
- National Aviation Security Program
- Medical Manual
- Technical Library Procedure Manual
- Designated Check Pilot Manual
- Dangerous Goods Inspector Manual
- Airworthiness Inspector Manual
- Airworthiness Inspector Handbook (Part I, Part II, Checklist, Applications)
- Aircraft Accident Investigation Procedure Manual
- Aircraft Incident Investigation Procedure Manual
- Foreign Carrier Surveillance Procedure Manual
- FSSD Procedure for the Formulation and Distribution of Statutory Materials
- Surveillance Policy and Procedure Manual
- Approved Training Organization Procedures Manual
- Aviation Enforcement Policy and Procedure Manual
- Procedure for Detention and Release of Aircraft
- Procedure for issuance of exemption
- Manual of Aircraft Leasing
- Procedure Manual for ICAO, Int'l Affairs & Legal Functions
- Air Operator Certification Inspector Manual (Vol I; Vol II and Vol III)
- AOC Guidance Material
- Procedure for Personal licencing Requirements



- Procedure Manual for Approved Training Organization
- Cabin Crew Training Manual
- CAAN Employees Aacharsahita (code of conduct)
- Document Control System Procedure Manual

This list will be updated to include latest CAA Nepal Publication during annual review to maintain currency of this manual.

The detail procedure on control of CAA Nepal publication is laid down in Para 3.1 of this manual.

2.2.3 ICAO Publications

The ICAO publications will form the major bulk of the documents in technical library. The ICAO publications will be obtained from the ICAO, International Affairs and Legal department of CAA Nepal.

The ICAO Publications are either kept in Hard Copy or electronic form.

The revision of these documents is obtained from similar source as described above.

These publications will also be made available to Airworthiness Inspectors and other staff of FSSD through One Drive and through circulation of documents in electronic form by technical library.

After updating One drive, notification shall be sent to airworthiness inspectors and other staff for any such changes in One Drive.

The ICAO Publications are kept in the Technical Publication Area.

The ICAO Publications includes the following:

- Chicago Convention (ICAO Doc 7300)
- ICAO Abbreviation List
- ICAO State letters
- ICAO Circulars
- ICAO Journals
- Annex 1
- Annex 2
- Annex 3
- Annex 4
- Annex 5
- Annex 6 Part I
- Annex 6 Part II
- Annex 6 Part III
- Annex 7
- Annex 8
- Annex 9
- Annex 10 Vol I
- Annex 10 Vol II
- Annex 10 Vol III



- Annex 10 Vol IV
- Annex 10 Vol V
- Annex 11
- Annex 12
- Annex 13
- Annex 14 Vol I
- Annex 14 Vol II
- Annex 15
- Annex 16 Vol I
- Annex 16 Vol II
- Annex 16 Vol III
- Annex 16 Vol IV
- Annex 17
- Annex 18
- Annex 19
- ICAO Doc 4444
- ICAO Doc 7030
- ICAO Doc 7364
- ICAO Doc 8126
- ICAO Doc 8168 Vol1
- ICAO Doc 8168 Vol 2
- ICAO Doc 8168 Vol 3
- ICAO Doc 8335
- ICAO Doc 8984 P1
- ICAO Doc 8984 P2
- ICAO Doc 8984 P3
- ICAO Doc 9284
- ICAO Doc 9365
- ICAO Doc 9375
- ICAO Doc 9379
- ICAO Doc 9501
- ICAO Doc 9574
- ICAO Doc 9613
- ICAO Doc 9625 Vol I
- ICAO Doc 9625 Vol II
- ICAO Doc 9640



- ICAO Doc 9683
- ICAO Doc 9734 Part A
- ICAO Doc 9734 Part B
- ICAO Doc 9735
- ICAO Doc 9756 Part 1
- ICAO Doc 9756 Part 2
- ICAO Doc 9756 Part 3
- ICAO Doc 9756 Part 4
- ICAO Doc 9760
- ICAO Doc 9824
- ICAO Doc 9835
- ICAO Doc 9841
- ICAO Doc 9859
- ICAO Doc 9868
- ICAO Doc 9869
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- ICAO Doc 9966
- ICAO Doc 9976
- ICAO Doc 9981
- ICAO Doc 9997
- ICAO Doc 10000
- ICAO Doc 10002
- ICAO Doc 10020
- ICAO Doc 10054
- ICAO Doc 10055
- ICAO Doc 10059
- ICAO Doc 10066
- ICAO Doc 10070
- ICAO Doc 10085
- CIR 295
- CIR 347

This list will be updated to include latest ICAO Publication during annual review to maintain currency of this manual.

The detail procedure on control of ICAO publication is laid down in Para 3.1 of this manual.

2.2.4 Service Providers Manual and Procedures approved or accepted by CAA Nepal

The Service Provider manuals and Procedures which are approved or accepted by CAA Nepal will also



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be kept updated in the technical library. They are obtained from Airworthiness Inspection Division after necessary approval/acceptance of the manuals as per procedure laid down in Document Control System Procedures Manual.

The manuals and procedures will be obtained from the Airworthiness Inspection Division after necessary approval/acceptance for maintaining record in the technical library.

These Service Providers Manuals and Procedures approved or accepted by CAA Nepal will be kept in Hard copy and or electronic form.

Hard copy being the master file as it contains the required checklist and internal memo of CAA Nepal for its acceptance or approval will be kept as approval number assigned to Service Provider as per their approval certificate.

Electronic form of the manuals and procedures being the backup are kept in Hard disk and One Drive. The electronic form of the manuals and procedures along with approval letter will be submitted by Service Provider to CAA Nepal after its acceptance or approval.

After updating One drive, notification shall be sent to airworthiness inspectors and other staff for any such changes in One Drive. A notice will be published for public in FSSD website for any change in Technical and regulatory publication

The revision of Service Provider Manuals and Procedures are obtained from the similar source as described above.

These publications will be also made available to Airworthiness Inspectors by providing hard copy of the manuals and procedures or can be accessed through One Drive.

The Service Provider Manuals and Procedures are kept in Technical Records Area. The Service Provider manual and procedures includes the following:

- Maintenance Organization Exposition (MOE)
- Continuing Airworthiness Management and Maintenance Organization Exposition (CAMMOE)
- Continuing Airworthiness Management Exposition (CAME)
- Maintenance Training Organization Exposition (MTOE)
- Maintenance Organization Manual (MOM)
- Customized Maintenance Schedule or Maintenance Program
- Customized Minimum Equipment List (MEL)
- Aircraft Battery Shop Procedure Manual
- Aircraft Wheel and Brake Shop Procedure Manual
- Aircraft NDT Shop Procedure Manual
- Workshop Procedure Manual
- CVR/FDR Shop Procedure Manual
- Stores Procedure Manual
- Repair Station Manual
- QCM/QAM/QM or equivalent documents
- Safety Management System manuals
- Mass and Balance Control manual
- Ground Support Equipment Procedure Manual
- Ground Handling Procedure Manual



- Flight Manual
- Reliability Procedure Manual

This list will be updated to include latest Service Provider Manuals and Procedures approved or accepted by CAA Nepal during annual review to maintain currency of this manual.

The detail procedure on control of Service Providers Manuals and Procedures approved or accepted by CAA Nepal is laid down in Para 3.5 of this manual.

2.2.5 Technical Publications from Manufacturer/TC holders

The Technical Publications from the manufacturers/TC holders of aircraft and engine in Nepalese Civil Aircraft Register will be obtained from the respective manufacturer's/TC holder website. Alternatively, in Hard copy, if there is no provision to access the Technical publications from Manufacturer/TC holders through internet. It is the responsibility of Manufacturer/TC holder of the aircraft to provide such password to CAA Nepal to access the website.

The access to these Technical publications is provided by the manufacturers/TC holders. These Technical publications from Manufacturers/TC holder are kept in Hard copy or Electronic form (access via internet).

Technical publications from Manufacturers/TC holder can be considered to be available if provided by the internet. Manufacturers generally ensure that technical publications made available on the internet are up to date.

If the access to the manufacturer's technical document is password protected, technical library should provide all the Inspectors with such username and password list. technical library should also provide all the inspectors with change in such Username and Password whenever such changes occurs. The librarian will provide such list to inspectors through an email.

The revision of Technical publications from Manufacturer/TC holders are obtained from the similar source as described above.

These Technical publications from Manufacturer/TC holders will be also made available to Airworthiness Inspectors by providing username and password to access to the manufacturer/TC holder's website through Aircraft Manufacturer Online Access form laid down in **Appendix-9**. Hardcopy of the manuals will be available to all the inspectors in Technical Publications Area if there is no provision to access the Technical publications from Manufacturer/TC holders through internet.

The Technical publications from Manufacturer/TC holders are kept in Technical Publication Area if the manuals are received in hardcopy.

The Technical Publications from Manufacturer/ TC holders includes the following:

- List of Applicable Publications (LOAP)
- Master Minimum Equipment List (MMEL)
- Maintenance Planning Document (MPD)
- Aircraft Maintenance Manual (AMM)
- Engine Maintenance Manual (EMM)
- Wiring Diagram Manual (WDM)
- Illustrated Parts Catalogue (IPC)
- Aircraft Flight Manual (AFM) or Pilot Operating Handbook (POH) or Flight Crew Operating Manual (FCOM)
- Mass and Balance manual
- Structural Repair Manual (SRM)



- Fault Isolation Manual
- Service Bulletin Record
- Vendor Manual
- Configuration Deviation List (CDL)
- Supplementary Structural Inspection Document (SSID)
- Corrosion Control Document (CCD)
- other publications of aircraft and components
- Maintenance Review Board (MRB) report

This list will be updated to include latest Technical Publications from Manufacturer/TC holders during annual review to maintain currency of this manual.

The detail procedure on control of Technical Publications from Manufacturer/TC holders is laid down in Para 3.4 of this manual.

2.2.6 Airworthiness (AD's) and Service Bulletins (SB's)

Airworthiness Directives (AD's) are continued airworthiness information issued by the State of Design of the aircraft and or components. The Airworthiness Directives are mandatory information to be complied by the operator operating the concerned fleet of aircraft.

The Airworthiness Directive are received from the State of Design.

Airworthiness Directives nowadays are available on the website of the concerned State of Design. The ADs can be assessed by anyone free of charge.

CAA Nepal has also subscribed to most of the State of Designs for receiving AD's through an email.

The AD's can be obtained either in hard copy or Electronic form or both. Usually, CAA Nepal receives most of the AD's through an email notification or by visiting the State of Design's website.

The website of the concerned State of Design will be checked biweekly for any updates. The applicable AD's of aircraft in Nepalese Civil Aircraft Register are sent through an email or uploaded in one drive by the librarian or assigned Inspector for review by all the inspectors.

The State of Design of the new type of aircraft will be notified after entering the new type of aircraft in the Nepalese Civil Aircraft Register to facilitate the continuous supply of Continuing Airworthiness Information. This will be done by the librarian in close coordination with Airworthiness Inspector via an official letter or an email.

The detail procedure on control of AD's is laid down in Para 3.2 of this manual.

Service Bulletins (SB's) are continued airworthiness information issued by the Type Certificate Holder or commonly the aircraft manufacturer.

The State of Design and State of Manufacturer of the new aircraft will be notified after entering the new type of aircraft in the Nepalese Civil Aircraft Register. This will be done by the librarian in close coordination with Airworthiness Inspector via an official letter or email.

It is the responsibility of the manufacturer to provide the access on Continued airworthiness information to CAA Nepal.

Continued airworthiness information can be considered to be available if provided in the internet. Manufacturers generally ensure that documents are made available on the internet are current and up to date.

If the access to the manufacturer's data is password protected, all the Airworthiness Inspectors should be provided with such password. Should there be any changes in the password then the technical librarian should provide such passwords to all the Airworthiness Inspectors.



The detail procedure on control of SB's is laid down in Para 3.3 of this manual.

2.2.7 GoN or CAA Nepal notices, circulars, directives, orders etc.

The notices, circulars, directives, orders issued by the Ministry of Culture, Tourism and Civil Aviation (MoCTCA) and CAA Nepal will be maintained by the librarian for the records. Such notices, circulars, directives, and orders issued by GoN and CAA Nepal will be distributed to all the inspectors for their information and needful doing.

Notices, circulars, directives, orders etc. issued by CAA Nepal to operators are also uploaded in FSSD website.

A separate file will be maintained for the internal meeting minutes of Airworthiness Inspectors and meeting minutes of Airworthiness Inspectors with operators and other agencies. Furthermore, meeting minutes related to particular subject matter will be filed in its respective file as well. These documents are located in either Technical records area or Technical Publication Area of the Library depending on the subject matter.

2.2.8 Airworthiness Inspector and Assistant Airworthiness Inspectors Personal/ Training File

The Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file is kept in Technical Records area.

To ensure systematic and comprehensive training of Airworthiness Inspector it is necessary to maintain an Airworthiness Inspector and Assistant Airworthiness Inspector Personal/ Training File of each Airworthiness Inspector and Assistant Airworthiness Inspector. The Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File records must be updated at regular interval.

Record of all 'On-the-Job Training' undergone by Airworthiness Inspector and Assistant Airworthiness Inspector must be maintained in the respective inspector's Personal/Training File.

The list of Airworthiness Inspector and Assistant Airworthiness Inspector personal/training file is laid down in Appendix-10 of this manual "Airworthiness Inspector and Assistant Airworthiness Inspector Personal/ Training Files Record."

The Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training files should include following details: -

- a) Copy of Job Description
- b) Copy of Airworthiness Inspector Credentials (CAAN "Airworthiness Inspector" Credential)
- c) Copy of Latest CV
- d) Copy of AMT License if held,
- e) Copy of Training Certificates including On-the-Job Training Records
- f) Copy of Academic Certificates
- g) Copy of "Airport Restricted Area Pass"
- h) Copy of Office Identity card
- i) Copy of Citizenship card
- j) Copy of Appointment Letter
- k) Copy of Passport
- l) Training plan for Airworthiness Inspector
- m) Yearly review of training provided to Airworthiness Inspector



It is the responsibility of individual Airworthiness Inspector and Assistant Airworthiness Inspectors to provide their personal details and training certificates to the librarian, who is responsible for maintaining the Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file. If there is any change in the above listed documents or after completion of any new trainings or refresher course, it is the responsibility of the Airworthiness Inspector and Assistant Airworthiness Inspector to include new details in their Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file.

The librarian will verify the records of individual Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file annually in the month of January for its completeness and currency. The librarian will handover Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training file to respective Inspectors in the last week of December to verify the completeness of their file. If any document is found missing, it is the responsibility of the respective inspector to include those documents in the file for its completeness during review. After verification by respective Inspector, he/she will sign in the form Appendix-11 "Annual Review of Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File" to ascertain its completeness. The librarian will recheck the file for its completeness and then sign the form Appendix-11 "Annual Review of Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File" laid down in the Technical Library Procedure Manual to ensure its completeness.

The Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File will be retained for 2 years after he/she is being assigned to another post, resigns, retires or when they don't meet the qualification requirements of the Airworthiness Inspector/Assistant Airworthiness Inspector.

2.2.9 Service Provider approvals and other records

The Airworthiness Inspectors send the Service Provider's approvals and other records to the technical library for maintaining the records after necessary approval/acceptance of the same as per procedure laid down in Document Control System Procedure Manual.

The Airworthiness Inspection Division has an effective control of record keeping system to keep track of airworthiness correspondence from the public, industries and Approval/certificate holders. The record keeping system has a controlled correspondence system that allows for prompt identification, filing and retrieval of correspondence as the need arises. All written correspondence received by the Airworthiness Inspection Division should receive a written response. All written correspondence requiring a response should be replied within a reasonable time frame.

All records kept by Airworthiness Inspection Division should be cataloged, controlled and secured as required by the "Governmental Documents Disposal Rules, 1971 A.D." according to procedure laid down by CAA Nepal in this manual.

The revision of Service Provider approvals and other records are obtained from the similar source as described above.

These publications will be also made available to Airworthiness Inspectors by providing hard copy of the service provider approvals and other records.

The Service Provider approvals and other records are kept in the Technical Records Area.

The following are the examples of the Service Provider approvals and other records controlled by Airworthiness Inspection Division.

- Nepalese Civil Aircraft Register
- Index files of each Aircraft registered in Nepal. These files should contain records detailing application and supporting documents for the certificates of registration and airworthiness, copies of certificate issued, together with any other information relevant to the continuing airworthiness of the aircraft as required by requirements.



- Copy of Air Operator Certificate of individual operators (AOC Certification file is kept in AOC Section of FSSD. Information on AOC and other document status are received by email.)
- CAMO certification records and approval file with all supporting documents.
- AMO certification records and approval file with all supporting documents.
- Aircraft Maintenance Training Organization certification records and approval file with all supporting documents.
- Aircraft Maintenance Licensing Records with all supporting documents.
- Foreign Maintenance Organization certification records, including Maintenance Organization exposition and Associated Manuals and all supporting documents
- Major Modification and Major Repair approval records.
- Surveillance records (includes regulatory audits of CAMO, AMO and ATO; spot check; SAFA Inspections; night Surveillance; special inspection).
- Records of Type Certificates (TCs) acceptance and approval of Supplementary Type Certificates (STCs)
- Records of Mandatory Occurrence Report and CAA Nepal action on their receipt.
- Record of incident, serious incident and accidents and their investigation report.
- Records of Reliability Reports and meeting minutes.
- Records of all approved alternate means of compliance issued against Mandatory Continuing Airworthiness Information, if any.
- Records of faults, malfunctions and defects that may cause adverse effect on the continuing airworthiness of aircraft.
- Records of authorizations issued to foreign certifying staff.

This list will be updated to include latest Service Provider approvals and other Records during annual review to maintain currency of this Manual.

The detail procedure on control of Service Provider approvals and other records is laid down in Para 3.5 of this manual.

2.2.10 Personal files of certifying staff (Aircraft Maintenance Licence holders)

The Personnel files of Certifying staff (Aircraft Maintenance Licence holder) are received by library from Airworthiness Inspectors after appropriate decision on their request are made.

The Airworthiness Inspection Division has effective control of record keeping system to keep track of Personnel files of certifying staff. The record keeping system has a controlled correspondence system that allows for prompt identification, filing and retrieval of correspondence as the need arises.

The personnel file of the certifying staff is given a unique identification number based on his licence number. It contains all the records pertaining to issuance and renewal of his/her licence.

The personnel files are kept in steel cabinet to protect it from flood, fire and theft.

The updates on personnel files of certifying staffs are obtained from the similar source as described above.

The personal file of the certifying staffs will be also made available to Airworthiness Inspectors by providing hard copy. The inspectors must return the personnel file back to technical library after completion of the work.

The personnel file of certifying staffs is kept in Technical Records Area.



The detail procedure on control of personnel file of certifying staffs is laid down in Para 3.6 of this manual.

2.3 Preservation of Materials

The materials in the library will be preserved in all possible ways. Following ways will be adopted for the preservation of the materials.

2.3.1 Access Control

The technical library is locked and secured. The access to technical library is restricted and only “Authorized Person” can have access to library in the presence of librarian. The access to library is limited to librarian and Airworthiness Inspector.

The Airworthiness Inspector have access to all the area of the library to refer to technical and regulatory publications to complete their day-to-day function.

The representative from Service Provider will have limited access to library. They are only allowed in Technical Publication Area of Library.

The Airworthiness Inspector can either study technical and regulatory publications in library itself in a study table located in the library or they can take technical and regulatory publications from library to their working table.

If the technical and regulatory publications are taken out of library an entry in outgoing register (Appendix-2) of library must be made. Such technical and regulatory publications should be returned by Airworthiness Inspectors to library at the earliest, after completion of their job. A record of Issuance and return of technical and regulatory publication must be made in outgoing register.

2.3.2 Temperature Control

The temperature of the technical library will be maintained such that the materials will not decompose or degrade. The technical library will be kept warm using the heater in winter and kept cool by the use of fan in the summer season. The temperature monitor is also located in the technical library.

2.3.3 Humidity Control

The humidity of the technical library will be managed such that the percentage of humidity remains in the optimum level for the better preservation of the documents. Proper ventilation is provided to ensure this. The humidity monitor is also located in the technical library.

2.3.4 Fire Protection

The library will be equipped with a serviceable Fire Extinguisher. The fire extinguisher will be periodically checked to keep it serviceable. No flammable materials like petroleum product will be kept in the library. The technical library does not house any flammable goods. No such goods are permitted to be stored in the technical library.

2.4 Borrowing and Lending Procedure

The library will not borrow any Technical Materials from other person or agency unless it is extremely necessary. The lending of the materials will be limited to the Airworthiness Inspectors and Assistant Airworthiness Inspectors. The format of Outgoing Register is given in the Appendix-2. The lending period will be limited to a maximum of three weeks. The librarian has to make entry of the documents that Airworthiness Inspectors and Assistant Airworthiness Inspectors has lend from library in Outgoing Register and the respective Airworthiness Inspector or Airworthiness official borrowing the documents will sign against the entry of the document he/she has borrowed from library. The



Outgoing Register must be updated by the librarian with the return date of the document.

The general lending policy is that no material will be issued if there is no other copy available in the library. However, Service Provider manuals and procedures approved or accepted by CAA Nepal and Service Provider approval and other records will be accessible to Airworthiness Inspectors when required following the above procedure.

2.5 Developing and Administering the Library Computer Systems

The tagging, tracking and location of the material will be performed by making entry in simple excel program known as Technical and Regulatory Publication Status (Appendix-3), on the technical library computer. This will enable the librarian to manage the library with efficiency and accuracy.

The computer records will be an added advantage for fast tracking of the materials as it will save time, space and efforts than performing the job manually.

The library will be equipped with a computer so that all record can be updated efficiently. The computer will be capable to read CDs/DVDs if such CD/DVDs are provided to technical library as an electronic form of documents. The Service Provider or Manufacturer/TC Holder must provide any additional software, that needs to be installed in the computer, if required, so that the data in the CD/DVD can be accessible to the technical library. The computer will be password protected to safeguard the Technical and Regulatory Publications from unauthorized entry.

2.6 Controlled and Uncontrolled Copy System

The materials in the library will be broadly categorized into the controlled and uncontrolled copy. The categorization will help to update some group of the materials and leave the other type.

2.6.1 Controlled Copy System

In this group, the Technical and Regulatory publication in library will be controlled with each copy having unique number so that it can be distinctly tracked. The controlled copy section of the library will be tagged with "CONTROLLED COPY". The controlled copy of Technical and Regulatory publication will always be updated mandatorily when the revision to such Technical and Regulatory publication is received by the technical library. The documents loaned from the controlled section will be recorded in an outgoing register.

2.6.2 Uncontrolled Copy System

The Technical and Regulatory publication other than the CONTROLLED COPY will be categorized as the UNCONTROLLED COPY. These Technical and Regulatory publication will not be numbered. They are normally not updated to latest revision status.

This section constitutes the hard copy of the manuals for which Electronic form are maintained. Manuals and procedures of the organizations which has ceased their operations recently are separated as uncontrolled copy before being sent to Archive Area.

2.7 Hard Copy and Electronic Form Updating Procedure

The controlled copy of Technical and Regulatory publication in the technical library will be updated when revision to these Technical and Regulatory publication are received by technical library. The Record of Revision/Record of Amendments shall be updated by the librarian whenever new revision/amendments to these Technical and Regulatory publication comes to library. Technical and Regulatory Publication Status (**Appendix-3**) shall be updated by the librarian to indicate correct manual revision number. The removed portion of the manuals shall be destroyed as per "Governmental Documents Disposal Rules, 1971 A.D. "



If there is a new issue to the Technical and Regulatory publication, the new issue of the Technical and Regulatory publication is kept in library by the librarian. The Technical and Regulatory publication Status (**Appendix-3**) shall be updated by librarian to indicate correct issue number of the manual. The old issue of the Technical and Regulatory publication shall be kept in Achieve Area for the period as indicated by Government of Nepal as per “Governmental Documents Disposal Rules, 1971 A.D.” and destroyed in accordance with the procedure laid down in rules.

The policy of the library on updating the Technical and Regulatory publication is to make these Technical and Regulatory publication available to the Airworthiness Inspector in Electronic form as far as practicable.

Technical and Regulatory publication are made available to the Airworthiness Inspectors by technical library by providing hard copy, updating the computers/laptops of the Airworthiness Inspectors by installing the latest revision of the Technical and Regulatory Publication, information through FSSD website or by updating One drive as soon as there is any change to these documents so that latest documents can be accessed by Airworthiness Inspectors. After updating One Drive, notification shall be sent to airworthiness inspectors and other staff for any such changes in One Drive.

When the librarian installs the updated Technical and Regulatory publication in the computer/laptop of the Airworthiness Inspector, the Record of Circulation must be signed by the concerned Airworthiness Inspector after receipt of Technical and Regulatory publication. The format of Record of Circulation is as shown in **Appendix-4**. It is the responsibility of the Airworthiness Inspector to delete the old obsolete documents from their Computer/Laptop. These old and obsolete documents may be kept in separate folder for future reference on previous Technical and Regulatory publication with adequate precaution so as not to use them while carrying out their day-to-day work.

Refer to Para 3.1 of this manual for detail procedure.

2.8 Book Processing

2.8.1 Selection

The Technical and Regulatory publication to be kept in the technical library will be selected and decided by the Director of FSSD in consultation with Chief of Airworthiness Inspection Division and Airworthiness Inspectors. Any additional requirements for Technical and Regulatory Publication will be recommended by Chief of Airworthiness Inspection Division on a case to case basis to Director of FSSD for procurement.

2.8.2 Ordering

In case there is a need of any particular Technical and Regulatory Publication in the library, the librarian will initiate a request for the requisition of the same and will forward the request to the Director of FSSD for approval. After approval, the Director of FSSD will send the request to the Administrative Section and Stores Section for necessary procurement.

The invoice will be requested for the fund transfer. The exact amount for the purchase will be prepared as per invoice. The equivalent amount in the local currency will be wire transferred with the help of FSSD finance section.

2.8.3 Receiving and Checking

The Technical and Regulatory publication received from the stores section or other sources will be documented and recorded by the librarian in the Incoming Register. The format of Incoming Records is shown in **Appendix-1**. The librarian will inspect the Technical and Regulatory publication received from the Store Section to verify whether they are the one ordered, if they are of latest revision status, if they are in proper physical conditions and whether they are in exact number of copies as ordered.



2.8.4 Classification and Cataloguing

The classification of the materials will be carried out broadly in the following categories:

- a) Controlled and Uncontrolled
- b) Hard copy or Electronic form
- c) Type and origin of the publications (Government of Nepal (GoN) publications; CAA Nepal publications; ICAO Publications; Service Provider's manuals and procedures approved or accepted by CAA Nepal; Technical Publications from manufactures/TC holder's; Airworthiness Directives (AD's) and Service Bulletin (SB's); GoN or CAA Nepal notices, circulars, directives, orders etc.; Service Provider approvals and other records and other aviation related reference materials,)
- d) Airworthiness Inspectors and Assistant Airworthiness Inspectors Inspector Personal/Training files.

2.8.5 Stamping and Labeling

The hard copy of the Technical and Regulatory publication will be stamped when they are received in technical library. The stamp shows the brief details of the item and date received. The librarian will be responsible for stamping the documents.

The labeling will be done so that the item carries a unique identification mark so that it can be tracked easily.

2.8.6 Preparation for Circulation

Technical and Regulatory publication are made available to the Airworthiness Inspectors by technical library by providing hard copy, updating the computers/laptops of the Airworthiness Inspectors by installing the latest revision of the Technical and Regulatory Publication or by updating One drive as soon as there is any change to these documents so that latest documents can be accessed by Airworthiness Inspectors. After updating One drive, notification shall be sent to airworthiness inspectors and other staff for any such changes in One Drive.

When the librarian installs the updated Technical and Regulatory Publication in the computers/laptops of the Airworthiness Inspector, the Record of Circulation must be signed by the concerned Airworthiness Inspector after receipt of Technical and Regulatory Publication. The format of Record of Circulation is as shown in **Appendix-4**. It is the responsibility of the Airworthiness Inspector to delete the old obsolete documents from their Computer/Laptop. These old and obsolete documents may be kept in separate folder for future reference on previous Technical and Regulatory publication with adequate precaution so as not to use them while carrying out their day-to-day work.

2.8.7 Final Inspection

Final inspection will be carried out by the librarian to ensure that all the Technical and Regulatory publication are segregated, categorized, stamped, labeled and recorded as well as circulated to the concerned Airworthiness Inspectors. The Circulation Record is updated by librarian in library records.

2.8.8 Shelves Maintenance

The Hard copy of documents that are segregated, categorized, stamped, labeled and recorded are maintained in Shelves. The shelves are also allotted a unique identification number so that the documents can be easily located and tracked.

2.8.9 Periodic Inspection

The assigned Airworthiness Inspector or Assistant Airworthiness Inspector will carry out the monthly inspection of the library so that the conditions of technical and regulatory publications in the library are at satisfactory level. The monthly inspection will include the inspection on general housekeeping,



record keeping, stamping, circulation record, segregation etc. The format for inspection of technical library is given in **Appendix-5**.

If the conditions are not satisfactory then the corrective action will be taken by the librarian. To take the appropriate corrective action, if additional logistics are required, the librarian will request the same to the Director of FSSD. The inventory list will be updated if new logistics are introduced in the technical library. In case if any items are removed from the library the inventory list will be amended accordingly.

2.9 Document Backup Procedure

The Electronic form of the documents listed in **Para 2.2** of this manual, all the technical records, scanned copy of Nepalese Civil Aircraft Register, completed forms used in Appendix of this manuals shall be backed up in external hard drive and One Drive in order to protect documents from theft, fire and unforeseen natural calamities.

The backup shall be done weekly. The external hard drive containing the backup of the records shall be stored in the server cabinet which is kept in the server room. The server room is in the building adjacent to FSSD. The server cabinet is made of fire-resistant material and the server cabinet is always locked.

The backup will be done in such a way that there will be last 4 backup every time in the external drive. After 5th backup, the 1st backup in the external hard drive will be deleted. In addition to this, backup of all the documents will also be kept in One Drive on a weekly basis.



3. LIBRARY PROCEDURE

3.1 General Document Control Procedure to Maintain Currency of Manual in Library

Following procedures will be followed for the control of Technical and Regulatory publication of technical Library as listed out in Part 2 of this Manual to maintain its currency:

- a) Receive the latest amendments of Technical and Regulatory publication from Government of Nepal (GoN) publications; CAA Nepal publications; ICAO Publications; Service Provider approvals and other records and other aviation related reference materials.
- b) Entry shall be made in the incoming register (**as shown in Appendix-1**) by completing all the required information.
- c) The Technical and Regulatory Publication will be categorized, stamped and labelled with unique identification number (for Hard copy) only. The technical library Technical and Regulatory publication Manual Record Status will be updated.
- d) If the Technical and Regulatory Publication is new to library, they are required to be put in proper rack in the library as allocated. If the Technical and Regulatory Publication are received in electronic copy update the electronic records and upload document in One Drive.
- e) If the library receives a new issue of Technical and Regulatory Publication, insert the latest issue and remove the previous issue that is superseded by the latest issue and archive the previous issue in Archive Area for the period as indicated by Government of Nepal as per "Governmental Documents Disposal Rules, 1971 A.D." and destroyed in accordance with procedure laid down in same rule..
- f) If the revision/amendment affect parts of the Technical and Regulatory Publication existing in library, insert the new revision and remove the affected part of the revision and destroy them as per "Governmental Documents Disposal Rules, 1971 A.D."
- g) In case of electronic form of the Technical and Regulatory Publication, replace the entire CD/DVD or the electronic records once the new Issue/revision are received.
- h) After updating library records, the Technical and Regulatory Publication shall be distributed to the Airworthiness Inspectors either in Hard copy or electronic form. The procedure to distribute the Technical and Regulatory publication to airworthiness inspectors is laid down in Para 2.8.6 of this manual.
- i) Keep records of Technical and Regulatory Publication issued to the Airworthiness Inspectors as per para 2.8.6 of this manual.
- j) Expiry of subscription shall be notified to the Chief of Airworthiness for renewal.
- k) The operator's manual and procedures shall be kept in the library within a week of their approval from CAA Nepal.
- l) In case of Technical and Regulatory Publication coming in both hard copy and Electronic form, the Electronic form will be preferred.
- m) For AD's and SB's refer to procedures laid down below.

3.2 Airworthiness Directives

Airworthiness Directives (AD's) are continued airworthiness information issued by the State of



Design of the aircraft and or components. The Airworthiness Directives are mandatory information to be complied by the operator operating the concerned fleet of aircraft.

The Airworthiness Directive are received from the State of Design. Airworthiness Directives nowadays are available on the website of the concerned State of Design. The ADs can be assessed by anyone free of charge.

CAA Nepal has also subscribed to most of the State of Designs for receiving AD's through an email.

The AD's can be obtained either in hard copy or Electronic form or both. Usually, CAA Nepal receives most of the AD's through an email notification or by visiting the State of Design's website.

The website of the concerned State of Design will be checked biweekly for any updates. The applicable AD's of aircraft in Nepalese Civil Aircraft Register are sent through an email or uploaded in one drive by the librarian or assigned Inspector for review by all the inspectors.

The State of Design of the new type of aircraft will be notified after entering the new type of aircraft in the Nepalese Civil Aircraft Register to facilitate the continuous supply of Continuing Airworthiness Information. This will be done by the librarian in close coordination with Airworthiness Inspector via an official letter or an email.

3.2.1 AD Receiving Procedure

The Airworthiness Directives will be received from the State of Design mostly in Electronic form. The relevant website will be visited and checked once in 15 days to access the list of Airworthiness Directives. In addition to this, CAA Nepal has also subscribed to State of Design website for receiving email on AD's issued by them.

- a) The website of the State of Design of the aircraft and components in Nepalese Civil Aircraft Register will be visited every 15 days by the librarian to check the latest status of AD's. A record of such visit will be kept in Record of State of Design website Check in **Appendix-6**.
- b) If the AD issued by State of Design is applicable to the aircraft registered in Nepal, the AD will be downloaded and uploaded in One Drive by the librarian thus uploaded AD's will be accessible to all the airworthiness inspectors for their information and review once they receive notification of uploading new AD's in One Drive.
- c) The librarian will update List of applicable AD's (**Appendix-7**).
- d) If the AD's are received through an email, such email shall be forwarded to all the Inspectors by assigned Inspector who receives such email.
- e) The record of the AD's uploaded in One Drive will be recorded in the library records.
- f) The list of applicable AD's (**Appendix-7**) will be compiled and distributed among the Airworthiness Inspectors for their reference. The list of applicable AD's for aircraft registered in Nepal are updated by the librarian and distributed to the Airworthiness Inspector through one drive.

3.3 Service Bulletins

Service Bulletins (SB's) are continued airworthiness information issued by the Type Certificate Holder or commonly the aircraft manufacturer.

The State of Design and State of Manufacturer of the new aircraft will be notified after entering the new type of aircraft in the Nepalese Civil Aircraft Register. This will be done by the librarian in close coordination with Airworthiness Inspector via an official letter or email.

It is the responsibility of the manufacturer to provide the access on Continued airworthiness information to CAA Nepal.

Continued airworthiness information can be considered to be available can be considered to be



available if provided in the internet. Manufacturers generally ensure that documents are made available on the internet are current and up to date.

If the access to the manufacturer's data is password protected, all the Airworthiness Inspectors should be provided with such password. Should there be any changes in the password then the technical librarian should provide such passwords to all the Airworthiness Inspectors.

3.3.1 Service Bulletins Updating Procedure

The general procedure for updating the Service Bulletins is given below:

- a) The Manufacturer will be asked to provide username and password to access their website.
- b) The username and password will be received from manufacturer to access their website.
- c) The password received from manufacturer will be distributed to CAA Nepal Inspectors through Aircraft Manufacturer Online Access form laid down in **Appendix-9**.
- d) CAA Nepal Inspectors will frequently visit the manufacturer's website to review new service bulletin (if any) issued by manufacturer.
- e) The website of aircraft manufacture of those type of aircrafts registered in the Nepalese Civil Aircraft Register will be visited every 15 days by the librarian to check the status of Technical Publications and SB's. A record of such visit will be kept in Record of Manufacturer website Check in **Appendix-8**.

3.4 Technical Publications from Manufacturer/TC Holder Updating Procedures

The Technical Publications from the manufacturers/TC holders of aircraft and engine in Nepalese Civil Aircraft Register will be obtained from the respective manufacturer's/TC holder website. Alternatively, in Hard copy, if there is no provision to access the Technical publications from Manufacturer/TC holders through internet. It is the responsibility of Manufacturer/TC holder of the aircraft to provide such password to CAA Nepal to access the website.

The access to these Technical publications is provided by the manufacturers/TC holders. These Technical publications from Manufacturers/TC holder are kept in Hard copy or Electronic form.

Technical publications from Manufacturers/TC holder can be considered to be available if provided by the internet. Manufacturers generally ensure that technical publications made available on the internet are up to date.

If the access to the manufacturer's technical document is password protected, technical library should provide all the Inspectors with such Username and Password list. Technical library should also provide all the inspectors with change in such Username and password whenever such changes occurs. The librarian will provide such list to inspectors through an email.

The revision of Technical publications from Manufacturer/TC holders are obtained from the similar source as described above.

These Technical publications from Manufacturer/TC holders will be also made available to Airworthiness Inspectors by providing username and password to access to the manufacturer/TC holder's website through Aircraft Manufacturer Online Access form laid down in **Appendix-9**. Hardcopy of the manuals will be available to all the inspectors in Technical Publications Area if there is no provision to access the Technical publications from Manufacturer/TC holders through internet.



The Technical publications from Manufacturer/TC holders are kept in Technical Publication Area if the manuals are received in hardcopy.

Technical Publications from Manufacturer/TC holders listed in Chapter 2 of this Manual will be updated by following procedure.

- a) The subscription currency will be updated from the Manufacturer through Airworthiness Inspectors before expiry of the subscription.
- b) If the technical publications are received in CD, the new CD will be kept in CD holder and previous CD will be replaced.
- c) If the technical publications are received in the hard copies, such manuals will be updated in the library. Hardcopy are kept in library if, hardcopy is the only form manufacturer/TC holder provides its technical publication to CAA Nepal. More preference will be given to electronic form.
- d) For hard copies follow the procedure laid down in Para 3.1 of this manual.
- e) If the Technical Publication are received through an internet,
 - The Manufacturer will be asked to provide username and password to access their website.
 - The username and password will be received from manufacturer to access their website.
 - The password received from manufacturer will be distributed to CAA Nepal inspectors through Aircraft Manufacturer Online Access form laid down in **Appendix-9**.
 - CAA Nepal inspectors will frequently visit the manufacturer's website to review new Service Bulletin (if any) issued by the manufacturer.
- f) The website of aircraft manufacturer of those type of aircrafts registered in the Nepalese Civil Aircraft Register will be visited every 15 days by the librarian to check the status of Technical Publications and SB's. A record of such visit will be kept in Record of Manufacturer website Check in Appendix-8.

3.5 Control of Service Provider Manuals, Procedures, Approvals and Other Records

Service Provider manuals, procedures, approvals and other records mentioned in Para 2.2.4 and 2.2.9 of this manual are kept in Technical Records Area. The Service Provider manuals, procedures, approvals and other records are controlled as per procedure laid down in Document Control System Procedure Manual. Brief process is described below.

Service Provider manuals, procedures, approvals and other records mentioned in Para 2.2.4 and 2.2.9 of this manual are kept in Technical Records Area.

- a) The Service Provider forwards the manuals, procedures, approvals, and other records requests through an official letter to the Airworthiness Inspection Division.
- b) The service provider request letter is controlled by records section of Airworthiness Inspection division through an incoming register.
- c) Each service provider letters are given a unique identification number (Darta Number in Nepali term).
- d) The Service Provider's letters are forwarded to respective Airworthiness Inspector through Airworthiness Chief.
- e) The Airworthiness Inspector creates an official file for each letter and process the letter as per



Airworthiness Inspector Handbook or other applicable procedure manual.

- f) After the completion of process, an official reply letter is sent to the Service Provider. Entry is made in an outgoing register of records section. Each reply letter issued to the Service Provider will have a unique identification number (Chalani Number in Nepali term).
- g) The official file (with each Service Provider request letter, all the supporting documents, airworthiness checklist and reply letter from Airworthiness Inspection division) is then forwarded to technical library for closing purpose.
- h) The record section receives the file and makes an entry of the file in its incoming register and computer.
- i) The file is then filed at respective location of Technical Publication Area of library.
- j) All the documents in this area will be controlled as per the procedures laid down in this manual.

3.6 Control of Personnel File of Certifying Staff

Personnel file of certifying staff mentioned in Para 2.2 (j) of this manual are kept in Technical Records Area. The Personnel file of certifying staff are controlled as per procedure laid down in Document Control System Procedure Manual. Brief process is described below.

- a) The certifying staffs forwards its requests through an official letter to Airworthiness Inspection Division.
- b) The certifying staff's request letter is controlled by records section of Airworthiness Inspection Division through an incoming register.
- c) Each certifying staff letter is given a unique identification number (Darta Number in Nepali term).
- d) The certifying staff letters are forwarded to respective Airworthiness Inspector through Airworthiness Chief.
- e) The Airworthiness Inspector creates an official file for each letter and process the letter as per Airworthiness Inspector Handbook or other applicable procedure manual.
- f) After the completion of process, an official reply letter is sent to the certifying staff. Entry is made in the outgoing register of records section. Each reply letter issued to the certifying staff will have a unique identification number (Chalani Number in Nepali term)
- g) The official file (with certifying staff request letter, all the supporting documents, airworthiness checklist and reply letter) then forwarded to technical library for filing purpose.
- h) The technical library receives the file and makes an entry in its incoming register and computer.
- i) The file is then kept at steel cabinet where all the certifying staff records are stored.
- j) The steel cabinet is used to protect the personnel's file of certifying staff from theft, fire and unforeseen natural calamities.
- k) The steel cabinet is located in the Technical Publication Area.
- l) All the documents in this area will be controlled as per the procedures laid down in this manual.



Appendix – 1

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT
(Incoming Register)
Receipt Records

S/N	Technical and Regulatory Publication Name	Aircraft Type/Model	Issue/Rev. No.	Issue/Rev. date	Received date	Received By	Remarks



Appendix – 2

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

(Outgoing Register) Issue Record

S.N.	Manual Annex/Doc. No.	Manual/Annex/ Doc. Name	Issued to	Issue date	Signature	Return date	Signature	Remarks



Appendix – 3

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Technical and Regulatory Publication

S.N.	Manual Annex/Doc. Type	Organisation	Manual/Annex/Doc. Name	Manual Number	Manual Location	Issued No.	Issue date	Amend ment No.	Amendme nt Date	Locat ion	Remar ks



Appendix – 4

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Record of Circulation

S.No.	Document Name and Number	Part	Edition No	Edition Date

The above documents are received by:

Received By				
S.No.	Name	Position	Division	Signature and Date

Documents installed in respective computer tables by:

Librarian

Airworthiness Inspection Division

**Appendix – 5****CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT****Inspection of Technical Library**

S/N	Area	SAT	UNSAT	Remarks
1	Flooring/furnishing			
2	Lighting			
3	Temperature, Heating/Cooling			
4	Humidity			
5	Water Seepage/Leaks/Dampness			
6	Dust Protection			
7	Condition of furniture			
8	Doc/Material Requisition Procedure			
9	Receiving Checks			
10	Stamping			
11	Labeling			
13	Stacking			
14	Circulation of documents			
15	Document updating			
16	Miscellaneous a) Location of Documents against records b) Outgoing Register for timely return of documents c) Computer data for its currency d) Completeness of Airworthiness Inspector and Assistant Airworthiness Inspector Personal/Training File e) Backup of Record			

Assigned Inspector name and signature:**Airworthiness Inspection Division****Date:**



Appendix – 6

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Record of State of Design Website Checked (add State of Design name here)

Effective year

S.N.	Biweekly Number	Applicability Status	Applicable AD No.	Issue Date	Description	Type of Aircraft affected	Downloaded Date	Downloaded By

Verified By:

Name:

Designation:

Date:



Appendix – 7

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT
List of Applicable AD's

Effective year

S.No.	AD No.	Issued Date	Subject	Verified By	Remark



Appendix – 8

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Record of Manufacturer Website Checked

S.N.	Checked Date	Website Checked	A/C & Engine Type	Access To Technical Publications (Yes/No)	Remarks (If Any)	Checked By



Appendix – 9

Civil Aviation Authority of Nepal
Flight Safety Standard Department
Airworthiness Inspection Division

Aircraft Manufacturer Online Access

S. No.	Aircraft Manufacturer	A/C and Engine Type	Website of A/C Manufacture	Email Address of A/C Manufacturer	Username	Password	Verification
1			-	-			
2			-	-			
3			-	-			
4			-	-			
5			-	-			
6			-	-			
7			-	-			
8			-	-			
9			-	-			
10			-	-			
			-	-			

Note: DO NOT CHANGE THE PASSWORD. ALL INSPECTORS ARE ADVISED TO CONSULT TECHNICAL LIBRARY ADMIN IF PASSWORD CHANGE IS PROMPTED ON THE WEBSITE WHILE ACCESSING THE TECHNICAL DOCUMENTS.



Appendix – 10

CIVIL AVIATION AUTHORITY OF NEPAL

FLIGHT SAFETY STANDARDS DEPARTMENT

Airworthiness Inspector and Assistant Airworthiness Inspector Personal/ Training Files Record

S/N	Name of the Inspector	File no	Location	Remarks



Appendix – 11

CIVIL AVIATION AUTHORITY OF NEPAL

FLIGHT SAFETY STANDARDS DEPARTMENT

Annual Review of Airworthiness Inspector Personal/ Training Files

S/N	Name of the Inspector	File No	Checked by	Remarks

Verified by,

Librarian

Technical Library, FSSD

CAA Nepal

Date: