CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Foreign Carrier Surveillance Procedure Manual

Issue 04 September 2020



RECORD OF REVISION

S. No.	Revision No. & Date	Revision Details
1	Issue 01 dated 15 th July 2011	Initial Issue
2	Issue 02 dated June 2013	Issue 02 was Issued to incorporate change in procedure.
3	Issue 03 dated May 2017	Issue 03 was Issued to incorporate change in procedure.
4	Issue 04 dated September 2020	Issue 04 was Issued to incorporate change in procedure.

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The Foreign Carrier Surveillance Procedure Manual outlines CAA Nepal policies and procedures for surveillance and resolution of safety issues, associated with commercial air transport operations by an air operator from another State. The primary role in the safety oversight of any air operator is that of the State of the Operator which issued the Air Operator Certificate (AOC). However, each State has a responsibility to ensure that every aircraft flying over or maneuvering within its territory shall comply with the rules and regulations relating to the flight. Because of the wide scope of operations involved and the many variables that can be encountered, it is impossible to anticipate all situations; therefore, CAA Nepal personnel must exercise common sense and good judgment in the application of these policies and procedures.

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

Q. College Rajan Pokharel

Director General

Civil Aviation Authority of Nepal



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1. General

1.1 Civil Aviation Authority of Nepal

Pursuant to the Civil Aviation Act, the CAA Nepal is responsible for the regulation and supervision of all aeronautical matters within Nepal. States are entitled, by Article 16 to the Convention on International Civil Aviation, to search aircraft from other States on landing and departure and to inspect the certificates and other documents prescribed by the Convention and its Annexes, provided there is no unreasonable delay to the operation. Rule 6C of Civil Aviation Regulations 2058 B.S. (2002 A.D.), empowers CAA Nepal Inspectors to conduct oversight of foreign aircraft to ensure all foreign aircrafts operating within the territory of Nepal, shall be operated and maintained in accordance with ICAO standards, as well as the terms of an Air Operator Certificate (AOC) and associated Operations Specifications issued by the State of the Operator.

1.2 Application of the Manual

1.2.1 Definitions

For the purposes of this manual:

"Air operator certificate (AOC)" a certificate authorizing an operator to carry out specified commercial air transport operations.

"CAA Inspector" identifies, as applicable, a Flight Operations Inspector, a Cabin Safety Inspector, an Airworthiness Inspector and Dangerous Good Inspector or any other inspector who is duly authorized by the CAA Nepal for the purpose of conducting safety oversight of foreign operator in Nepal pursuant to Rule 6c and Rule 84 of Civil Aviation Regulation 2058 B.S. (2002 A.D.).

"Charter" is a non-scheduled operation using a chartered aircraft. In a charter of an aircraft, a portion of or the entire capacity of the aircraft is hired or purchased privately by one or more entities, which may re-sell it to the public (this occurs most frequently in nonscheduled passenger air operations which is why they are popularly known as "charter flights"). The situation in which the charterer is another air operator which has its own operating authority and charters the entire capacity of the aircraft, usually on short notice, is termed a subcharter.

"Lease"

"Damp lease" A damp lease is generally understood to be a wet lease of an aircraft where the aircraft is operated under the AOC of the lessor, with the flight crew and possibly part of

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the cabin crew being provided by the lessor. Part or all of the cabin crew is provided by the lessee.

"Dry lease" A dry lease is understood to be the lease of an aircraft where the aircraft is operated under the AOC of the lessee. It is normally a lease of an aircraft without crew, operated under the custody and the operational and commercial control of the lessee, and using the lessee's airline designator code and traffic rights.

"Wet lease" A wet lease is generally understood to be a lease of an aircraft where the aircraft is operated under the AOC of the lessor. It is normally a lease of an aircraft with crew, operated under the commercial control of the lessee and using the lessee's airline designator code and traffic rights. Some authorities define a wet lease as the lease of an aircraft with at least the flight crew, while other authorities define a wet lease as the lease of an aircraft with at least one crew member, or the lease of an aircraft with an entire aircraft crew (flight and cabin crew members)

"Operations specifications" The authorizations, conditions and limitations associated with the Air Operator Certificate and subject to the conditions in the operations manual.

1.2.2 Applicability

The procedures and policy herein shall apply to the operation of any civil aircraft for the purpose of commercial air transport operations by any air operator whose Air Operator Certificate is issued and controlled by a civil aviation authority other than the Civil Aviation Authority of Nepal. Adherence to the guidance provided herein will enable CAA Inspector to perform surveillance of foreign operator in a uniform manner.

1.2.3 Policies and Procedures

The policies and procedures herein apply to all foreign commercial air operators falling within the scope of the Civil Aviation Regulations. Because of the broad scope of foreign air operations and the many variables involved, it is impossible to provide detailed procedures for all requirements. Therefore, CAA inspectors must have a sound knowledge of their inspection responsibilities and exercise sound judgment in applying the policy and procedures laid down in this manual.

1.3 Preparation and Distribution of the Manual

This manual is an official document of Civil Aviation Authority of Nepal (CAA Nepal), available to the public upon request. It is also uploaded in FSSD website www.flightsafety.caanepal.gov.np.

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1.4 Manual Revisions

Suggestions and comments for amendment of this manual should be sent to the Director General and Director of Flight Safety Standards Department, who is responsible for revisions of this manual.

1.5 General Consideration

The Air Service Agreement should contain a safety clause addressing safety requirements that each party to an agreement would need to maintain and help to ensure that the aircraft using airspace and airports in another State are operated and maintained in accordance with ICAO Standards. Ongoing dialogue, as well as surveillance of air operations, would be required to maintain the validity of such agreement. The safety clause was first introduced by ICAO in 2001.

Note: DOC 8335, Manual of Procedures for Operations Inspections, Certification and Continued Surveillance outlines the text of a model clause in Attachment VI-A.

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2. Surveillance of Foreign Air Operators

2.1 Introduction

While the State of the operator which issued the AOC has primary responsibility for overseeing the safety of operations of its certificate holders, CAA Nepal undertakes, in accordance with Article 16 to the Chicago Convention and Rule 6c of Civil Aviation Regulation 2058 B.S. (2002 A.D.) to ensure that every foreign aircraft flying over or maneuvering within its territory shall comply with ICAO requirements.

Under Article 16 of the Convention on International Civil Aviation, State are entitled to search aircraft from other States on landing and departure and to inspect the certificates and other documents prescribed by the Convention and its Annexes, provided there is no unreasonable delay to the operation.

Pursuant to the requirements laid down in Rule 6C of Civil Aviation Regulation 2058 B.S. (2002 A.D.) foreign operators flying to Nepal is subjected to regular SAFA Inspection. In case any significant findings/major deficiencies are detected during this process, CAA Nepal Inspector shall take appropriate measures, to ensure significant findings/major deficiencies are rectified before further flight takes place.

Further, Annex 6 Part I paragraph 4.2.2.2 and Annex 6 Part III, Section II, Paragraph 2.2.2.2 also requires that States shall establish a programme with procedures for the surveillance of operations in their territory by a foreign operator and for taking appropriate action when necessary to preserve safety.

Annex 8 Part II Paragraph 3.6 allows the State to prevent a damaged foreign aircraft from resuming its flight operation on the condition that the CAA Nepal shall advise the State of Registry immediately. The State of Registry will consider the airworthiness of the aircraft and prohibit the aircraft from resuming flight until it is restored to an airworthy condition or permit the aircraft to resume its flight, if considered airworthy, or permit the aircraft to conduct a non-commercial air transport operation, under prescribed limiting conditions, to an aerodrome at which it will be restored to an airworthy condition. Foreign Air Operators who have been issued with the operating authorization/permit by CAA Nepal are subjected to SAFA Inspection by CAA Nepal Inspectors in accordance with the procedures laid down in this manual.

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2.2 Inspectors

All inspectors who conduct SAFA inspection of foreign aircraft should have significant experience in inspection and surveillance of air operators and understand the difference between ramp inspections conducted on their own operators as part of their certificate management responsibilities and SAFA inspections conducted on foreign operator's aircraft. These inspectors must be specifically trained and authorized to conduct such inspections and possess appropriate credentials identifying them as inspectors employed by CAA Nepal. The foreign operator's SAFA inspections shall be carried out in a similar manner to the ramp inspections of Nepalese operators with some important differences, as the standards applied to foreign operators are based primarily on international standards and not on national regulations.

The inspectors should have demonstrated a language proficiency in English of at least ICAO operational level (level 4) for flight operations inspectors and of sufficient fluency for other inspectorate staff to ensure adequate communications with the foreign operator staffs during the conduct of the inspection and the resulting follow-up actions.

The Inspector shall have undergone classroom training on SAFA Inspection followed by Onthe-Job training. The inspector's training file shall be annotated to indicate that the required training has been completed and attesting to the inspector's qualifications to conduct SAFA of foreign operators. The inspectors shall meet the following criteria:

- a) Has a good command of English language,
- b) Education and experience:
 - has successfully completed a relevant engineering degree or an aircraft maintenance technician qualification with additional education and at least 2 years' experience in the field of aircraft operations or maintenance, or personnel licensing; **Note:** "Relevant engineering degree" means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/ aircraft components. or
 - has or had a commercial/airline transport pilot licence and preferably carried out such duties for at least 2 years; or
 - has or had a flight engineer license and preferably carried out such duties for at least 2 years; or
 - has been a cabin crew member and preferably carried out such duties in commercial air transport for at least 2 years; or
 - has been a licensed aircraft maintenance personnel and preferably exercised the privileges of such licence for at least 2 years; or
 - has successfully completed professional training in the field of air transport of dangerous goods and preferably at least 2 years' experience in this field; or

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c) Is free of any form of conflict of interest, in particular, family, economical and commercial interests that might impair his/her independence in the performance of his/her duties.

The inspectors shall be trained and knowledgeable in the following:

- a) ICAO Convention and its Annexes 1, 6, 7, 8 and 18.
- b) Differences between ICAO standards and national regulations, which may be more detailed or restrictive.
- c) Diplomacy, including dealing with potential language difficulties and cultural differences.
- d) Sovereignty of foreign aircraft, which means that the inspector authority is limited to document, communicate and report findings, except as provided in Para 2.1
- e) Observing, recording, and reporting procedures during inspections of foreign operators.
- f) Surveillance activities which are not linked to the certification process of the operator.

2.3 Sharing of Safety Information

CAA Nepal will share relevant safety findings regarding a foreign operator with other Contracting States when requested by them.

2.4 Pre-Inspection Planning

Inspectors should prepare for an inspection by updating themselves on any recent changes to CAA Nepal Regulations with respect to operations by operators from other States.

A check should be made of the authority for the operator to operate, and to operate the particular aircraft concerned, by consideration of its nationality and registration marks. In the future, such data may be available from the international register of AOCs to be established by ICAO. The record of the foreign operator's history in Nepal should be examined, including records of past aircraft inspections and, in particular, those of the specific aircraft concerned in the inspection to be conducted, to check for any outstanding actions or recurring trends that might warrant particular attention.

SAFA inspections customarily involve the aircraft and its crew, line station operations, servicing and maintenance and the ramp and gate area condition and activity. Time constraints may apply only to the inspection of the aircraft and crew. Determination should be made of the number of inspectors and the specializations to be involved, the distribution of tasks and the time to be allocated to each task.

While the plan will include comprehensive inspections, it might not be possible to cover all the desired elements in the time available for a particular inspection without causing

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unreasonable delay to the operation. Some elements should be covered at every inspection; others can be covered over several inspections. Thus, FSSD shall have comprehensive inspection records, findings for all the inspections of aircraft of a particular foreign operator in its surveillance database, which is accessible to and updated by the concerned inspectors. From these records it will be possible to plan the content of inspections so that a complete inspection of the aircraft of any one foreign operator is undertaken over a period of two years.

Selection of a aircraft to inspect should normally be done at random, in a non-discriminatory manner. However, the CAA Inspectors shall apply principles of risk management to identify operations perceived to present a higher safety risk and, as a result, conduct additional inspection activities aimed at those operations, which can be linked to a specific:

- a) State of the Operator.
- b) aircraft type.
- c) nature of operations (scheduled, non-scheduled, cargo, air taxi, etc.).
- d) foreign air operator; or
- e) individual aircraft.

2.5 Inspections

CAA Nepal Inspectors shall conduct routine SAFA Inspection of all foreign operators at all the international airports. SAFA inspections of foreign aircraft will be conducted utilizing the SAFA Inspection checklist (Proof of Ramp Inspection) laid down in **Appendix-3** of this manual. The SAFA inspection will be chiefly concerned with the aircraft documents and manuals, flight crew licenses, the apparent condition of the aircraft, and the presence and condition of mandatory safety equipment.

The surveillance of foreign airlines shall be limited only to SAFA inspection. An Annual Plan for SAFA Inspection of foreign operators shall be drawn by CAA Nepal in its Safety Oversight Program. As CAA Nepal policy, at least one SAFA inspection will be carried out on each foreign operator, operating in Nepal, within the two-year time-period.

Frequency of SAFA Inspection of each operator will depend on the performance of that operator during previous SAFA inspection. Foreign air operators may be subjected to unplanned SAFA inspection, in addition to the one identified in Safety Oversight Program, if CAA Nepal has reason to believe that the foreign air operator has degraded level of safety. The SAFA inspection shall be carried out by a team comprising of trained inspectors from Flight Operations Division and Airworthiness Inspection Division holding appropriate credentials issued by CAA Nepal.

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While conducting SAFA Inspection, various elements of the inspection i.e. the visual inspection of the aircraft exterior, the inspection in the flight deck and the inspection of the passenger cabin and/or cargo compartments maybe divided among the respective inspectors.

Before the commencement of the SAFA inspection, the Inspectors shall identify themselves to the Pilot-In-Command or in his absence, to a member of the flight crew or to the most senior representative of the operator prior to commencing the onboard part of their SAFA inspection. When it is not possible to inform any representative of the operator or when there is no such representative present in or near the aircraft, the general principle will be not to perform the SAFA inspection. During, abnormal circumstances, if it is decided to perform a SAFA inspection, it shall be limited to a visual check of the aircraft exterior only. The inspection shall be as comprehensive as possible within the time and resources available. In case of limited amount of time, the number of inspection items shall be reduced.

The general principle shall be such that the SAFA inspection should not cause an unreasonable delay in the departure of the inspected aircraft. Possible causes for delay might be, but are not limited to, doubt regarding the correctness of the flight preparation, the airworthiness of the aircraft or any matters directly related to the safety of the aircraft and its occupants.

Additional SAFA Inspection focused on a particular Foreign Operator, may be conducted where previous inspections have indicated a high level of non-conformances to requirements. In addition, reports from air traffic services, airport staff and/or incident reports may also result in additional SAFA inspection of particular Foreign Operator.

It is to be noted that SAFA inspection of foreign Operator are by their nature on-the-spot assessments, which cannot substitute or replace safety oversight responsibilities of the State of the Operator or the State of Registry. SAFA inspections serve as pointers but they are not intended to, and they cannot, guarantee the airworthiness of a particular aircraft or the safety of the foreign operator's flight operations.

Detailed guidance on the conduct of SAFA inspection of foreign operators is described in **Appendix-1**.

2.6 Action on Findings-Resolution of Safety Issues

2.6.1 General

After a SAFA inspection of a foreign operator, inspector action resulting from findings will depend on the seriousness of the safety finding. Specific action may also be needed where the State of Registry of the aircraft is different from the State of the Operator.



CAA Nepal Inspectors will use the information contained in **Appendix-2 (Class of Action Matrix).** As a guide in determining the seriousness of a finding and the course of action to be taken. The list of Pre-Described Findings (PDF) is included in **Appendix-1**. Should a foreign air operator not resolve a major finding in a timely manner then CAA Nepal will consider revocation of the validation to operate within territory of Nepal.

2.6.2 Follow Up

If there is any finding from SAFA inspection, the foreign operator will be advised in writing, and depending on the seriousness, with a copy to the appropriate foreign CAA of the State of the Operator and/or the State of Registry, as applicable, advising of the safety deficiency or observation and requesting remedial action or comment as appropriate. The SAFA inspection report shall be in a format prescribed in **Appendix-5**. If a response is not received from the foreign operator within thirty days, then the foreign CAA should be contacted directly and requested to ensure that corrective action has been taken to rectify the situation. (See **Appendix-4** for guidance regarding notification and for sample letters that may be used by inspectorate staff.)

In accordance with Article 16 of the Chicago Convention, inspectors will normally not cause a delay to a particular flight to complete a SAFA Inspection. Where there is insufficient time to complete a particular inspection due to the late arrival of the aircraft or for some other reason, another inspection will normally be planned in a subsequent flight to complete the inspection.

Delays may be unavoidable where it has been determined that the aircraft has damage and is not airworthy. Annex 8, Part II, 3.6 allows the State to prevent a damaged foreign aircraft from resuming its flight operation on the condition that the CAA shall advise the State of Registry or State of the Operator as applicable. Annex 8 also requires that the State of Registry will consider the airworthiness of the aircraft and prohibit the aircraft from resuming flight unless it is restored to an airworthy condition or permit the aircraft to resume its flight, if considered airworthy, or permit the aircraft to conduct a non-commercial air transport operation, under prescribed limiting conditions, to an aerodrome at which it will be restored to an airworthy condition.

The checklist used for the SAFA inspection (Proof of Ramp Inspection) shall be completed and one copy of the checklist shall be handed over to the Pilot-In-Command, or in his absence, to a member of the flight crew or to the most senior representative of the operator present in or near the aircraft upon completion of the SAFA inspection. A signed acknowledgment of receipt of the proof of inspection shall be requested from the recipient and be retained by the inspector. Instructions for the completion of the Proof of Ramp

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Inspection is included in **Appendix-3**. Refusal by the recipient to sign shall be recorded in the document.

In case of disagreements concerning inspection findings, the deficiencies shall be communicated to the foreign operator regulatory authority. Serious safety deficiencies would require CAA Nepal to initiate a dialogue with the regulatory authority of the State of the Operator including the operator. Failure to take positive action to rectify the deficiencies may result in cancellation/ revocation of foreign operator authorization/permit issued by CAA Nepal.

Inspection team will forward the SAFA Inspection Report to the Chief of respective divisions through internal office memo, who in turn will forward it to Director, FSSD for taking follow up action with the regulatory authority of the air operator.

Where action is expected to be taken by the foreign operator, the regulatory authority will be requested to intimate CAA Nepal on the action taken by foreign operator. The annual plan for SAFA Inspection will be monitored as per the policy and procedure laid down in Surveillance Policy and Procedure Manual. SAFA findings should be communicated by FSSD to the regulatory authority of the foreign air operator.

Note: Where the State of Registry has entered into an 83 bis agreement with the State of the Operator then the State of Operator may substitute for the State of Registry.

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APPENDIX-1

SAFA RAMP Inspection Procedure

This appendix contains detailed inspection instructions including pre-described findings. Although this appendix is a part of Foreign Carrier Surveillance Procedure Manual, due to the voluminous nature of its content, this appendix is printed separately.



APPENDIX-2

CLASS OF ACTION MATRIX

ACTIONS TO BE TAKEN AFTER			Class of Actions						
INSPECTIONS ¹¹			Information to Captain (PIC)	Information to responsible CAA (State of the Operator and/or State of Registry) and operational management of the operator	Corrective Actions Required				
			Class 1	Class 2	Class 3				
	Category 1	Minor	Yes	No	No				
	Category 2	Significant	Yes	Yes Note: Letter to CAA and copy to operator's management.	No				
	Category	Major	Yes	Yes	Yes				
Category of Findings	3			Note: Letter to CAA and copy to operator's management. In case of aircraft damage affecting airworthiness, a direct communication with the CAA in the State of Registry should be established. Under the provisions of Annex 8, that CAA decides about conditions regarding return to flight status. Confirmation afterwards with a letter to the CAA and a copy to the operator's management.	Note: Actions consisting of operational restrictions, corrective actions before flight or at maintenance base, grounding and/or withdrawal of approval to operate in the territory of the State will depend on national regulations.				

Note: a) In exceptional cases where multiple category 2 findings have been found and the accumulation of these findings or their interaction justifies a corrective action, the class of action may be increased to a class 3 action.

b) ¹¹ No finding means no Cat. 1, 2, or 3 findings, but may include General Remarks



APPENDIX-3

SAFA CHECKLIST

Date: Ti	ime:				Place	oof of Ra	ımp In	spectio	n	200			Flight crew state of licencing:		
7.2011				State	526				AOC n	0.:		1st:			
													2nd:		
oute from: Flight no:				Route	Route to: Flight no:						Acknowledment of Receipt*				
light Type (ICAO Annex 6) C	hartered by	/ Op	erato	1:	Aircra	Aircraft Type Aircraft Configuration				n			Name:		
Part Part Part Part Part						PAX Cargo				go 🗆	Co	ombi 🗌	Designation:		
haterer's state:					Aircra	craft Model: Registration Mark:					0.000	SP14704 489 407 111	Signature:		
Flight deck	Ch	ecked	Remark		light cre		W.		Checked	Remark	С	Aircraft c		Checke	d Re
General condition						licence/ compositio		,			1		ternal condition		+
Emergency exit Equipment						og book / technical g book or equivalent					3	Doors and Flight cont			+
Documentation						ce release	it.				4	0777	res and brakes		+
4 Manuals						fication and rectifica	ation				5		age (skids/floats)	-	+
5 Checklists					reflight ins						6	Wheel wel			+
Navigation/Instrument charts									_		7		nt and pylon		
7 Minimum equipment List				В	Safety / C	abin					-		s, propellers, rotors		t
Certificate of Registration						ternal condition		1			8	(main/tail)	s, propellers, rotors		
Noise certificate (where applica	ible)			2	Cabin cre	w station and crev	w rest area				9	Obvious re	pairs		T
0 A.O.C. or equivalent				3	irst aid k	it / emergency me	edical kit	*			10	Obvious u	nrepaired damage		T
1 Mobile Radio licence				4	land fire	extinguishers		3			11	Leakage			T
2 Certificate of Airworthiness				5 1	ife jackel	ts / flotation devic	ces				_				
Flight data				6	Seat belts	and seat condition	ion	The state of the s			D	Cargo			
3 Flight Preparation				7.1	Emerg. exit, lighting & independent portable light						1	Gen. cond	ition of cargo compartment		Т
			8 :	Slides / life-rafts (as required), ELT						2	Dangerous	goods		Т	
Safety equipment			9 (Oxygen supply (cabin crew and pax.)						3	Cargo stov	wage			
15 Hand fire extinguishers 10 Sar				afety Instructions						à.		150	- 50		
6 Life jackets / flotation device		11 Su			Sufficent r	ufficent number of cabin crew members					E	General			
7 Harness 12 Acc			ccess to emergency exits				1	General							
8 Oxygen equipment 13 Sto			Stowage of passenger baggage				2	Refueling							
9 Independent Portable light				14 3	Seat capa	icity					L				上
ction Taken				Item	Cat	Remark(s)									
(3d) Immediate operating ba	n														
(3c) Aircraft grounded by ins	pecting NAA														
(3b) Corrective actions befor	75. 17.00														
(3a) Restrictions on the aircr	aft operation	ns				1									
(2) information to the authorit															
	121 100	3.01													
(1) Information to the pilot-in	command														
(0) No remarks															
spector(s) sign or number															
- Control of the Cont						-									
					_										
ray comments (if april															
rew comments (if any)															

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Instructions for the Completion of the Proof of Ramp Inspection

Date: Date of the inspection (format: DD-MM-YYYY).

Time: Local time when the inspection started (format: 17:45)

Place: Place of the inspection: use the 4-digit coding from ICAO Doc. 7910 or/and the locations full name) **Operator:** Operators identification: Use the 3-digit ICAO coding from ICAO Doc. 8585 and/or the operator's full

name)

State: State of the Operator: Use the 1- or 2-digit coding from the ICAO Doc. 7910 and/or the State's full name).

AOC number: The number as shown on the AOC.

Route from/ Route to: Airport of departure (for the inbound flight)/destination (for the outbound flight): use the

4-digit coding from ICAO Doc. 7910 or/and the locations full name).

Flight Number: Flight numbers assigned to the inbound/outbound flight.

Flight Type: The type of operation (Part I, II, III as defined by ICAO Annex 6, or national operations).

Chartered by Operator: The identification of the operator who chartered this flight.

Aircraft Type: Use the 3- or 4-digit coding from the ICAO Doc. 8643 for Type.

Aircraft Model: Use the Model number of Aircraft. Example:

Aircraft Type	Aircraft Model	Aircraft Type	Aircraft Model
(ICAO code)		(ICAO code)	
A319	Airbus 319	B738	Boeing 737-800
A19N	Airbus 319neo	B739	Boeing 737-900
A320	Airbus A320	B38M	Boeing 737 MAX8
A20N	Airbus A320neo	B39M	Boeing 737 MAX9
A321	Airbus A321	B3XM	Boeing 737 MAX10
A21N	Airbus A321neo	A225	Antonov An-225 Mriya
A332	Airbus A330-200	CRJ2	Canadair Regional Jet 200
A333	Airbus A330-300	CRJ7	Canadair Regional Jet 700
B772	Boeing 777-200/200ER	DH8D	De Havilland Canada DHC-8-400 Dash 8Q
B773	Boeing 777-300	AT45	Aerospatiale/Alenia ATR 42-500
B788	Boeing 787-8	AT75	Aerospatiale/Alenia ATR 72-500
B789	Boeing 787-9	AT76	Aerospatiale/Alenia ATR 72-600

Aircraft configuration: Configuration of the aircraft (Pax, Freight or Combi).

Charterer's State: The state of the operator who chartered this flight.

Registration marks: The registration marks of the aircraft: Pay attention to the correct position of the "dash" (-). **State of licensing:** The State which issued the flight crew licences: use the 1 or 2 digit coding from the ICAO Doc.

7910 and/or the State's full name; 2nd State of licensing: In cases where the flight crew members are licensed by different States, the second state shall be recorded here:

Where during the SAFA Ramp Inspection some findings were established, specify:

Item: Serial listing as 1, 2, 3, etc.

Cat: Category of the remark: 1, 2 or 3 if it is a finding; G if the remark only is a general remark, not a finding.

Remark(s): Pre-Described Findings (PDF) or further details are to be given here.

Action Taken: This block should indicate the actions required by/imposed by the inspector related to the findings of the Ramp inspection. Since the proof of inspection form shall be handed over to the pilot in command after each inspection, the class 1 action should always be marked.

Inspector(s) or number: The names signature or numbers of the inspectors who performed the inspection.

Crew comments: Space for crew comments, if any.

Acknowledgement of Receipt: Space for the PIC or crew member to accept the findings noted.



APPENDIX-4

WRITTEN COMMUNICATION TEMPLATES FOR CATEGORY 2 & 3 FINDINGS

Template 1

Written Communication to Aircraft Operators

Date: To, Station Manager XWZ Airline Kathmandu, Nepal

Dear Sir

The CAA Nepal conducts regular SAFA inspections of Foreign Air Operators in Nepal. These inspections are conducted under the authority of Rule 6C of Civil Aviation Regulation 2058 B.S. (2002 A.D.) which is in conformance with Article 16 of the ICAO Convention. The inspections are conducted using a detailed checklist which is based on certain aircraft operations standards as contained in pertinent ICAO Annexes.

A routine Ramp Inspection was conducted on your flight XYZ123, Aircraft registration X-XXXX, prior to its departure from [XXX] airport on [date].

Attached for your information is a copy of the report which contains minor finding(s). We would kindly request feedback on the report and that corrective action be taken by your airline within 30 days of receipt of this letter.

Yours sincerely,

Airworthiness/ Operations Inspector Civil Aviation Authority of Nepal



Template 2

Written Communication to National Aviation Authorities

Date: Mr. Director General [Foreign CAA]

Dear Sir,

The CAA Nepal conducts regular SAFA inspections of Foreign Air Operators in Nepal. These inspections are conducted under the authority of Rule 6C of Civil Aviation Regulation 2058 B.S. (2002 A.D.), which is in conformance with Article 16 of the ICAO Convention. The inspections are conducted using a detailed checklist which is based on certain aircraft operations standards as contained in pertinent ICAO Annexes.

A routine SAFA inspection was conducted on XYZ airline, aircraft registration X- XXXX, prior to its departure from [XXX] airport on [date]. Attached for your information is a copy of the report which contains serious finding(s). Due to the serious nature of the finding(s) we would kindly request [Foreign CAA] investigation of this matter and information concerning the corrective action that will be undertaken by the airline to prevent a reoccurrence of these finding(s). As an interim measure we will increase our surveillance of XYZ airline.

Your assistance with this matter is appreciated and we look forward to receiving the results of your investigation of this safety matter as soon as possible.

Yours sincerely,

Mr. XYZ
Director General/ Airworthiness/ Operations Inspector
Civil Aviation Authority of Nepal



APPENDIX-5

SAFA Report Format

Federal Democratic Republic of Nepal SAFA

Ramp Insp	ection Report							
No: CAAN-S	SAFA-20XX-001							
Source:	Place							
Date:	Local Time							
Operator:	AOC Number							
State:	Type of Operation							
Route from	Flight Number							
Route to	Charter's State							
Chartered by	Registration Marks							
Aircraft Type/Model	Flight Crew State of Licensing							
Aircraft Configuration	2 nd State of Licensing							
Fin	dings							
Code Std Ref Cat Finding	Detailed Description Status							
Class of action taken	Actions Taken							
3d) Immediate operating ban								
\square 3c) Aircraft grounded by Inspecting NAA								
\square 3b) Corrective actions before flight								
☐ 3a) Restrictions on the aircraft operations								
2) Information to the authority and operator								
1) Information to the pilot-in command								
Additiona	Information							
NONE								
Renort No: CAAN-SAFA-20XX-001								

Report No: CAAN-SAFA-20XX-001