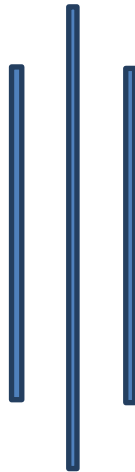




Organization Manual



First Edition

January, 2025

Issued by

Aviation Safety and Security Regulation Directorate

Civil Aviation Authority of Nepal



Organization Manual, Aviation Safety and Security Regulation Directorate

Approved for publication by the Director General, Civil Aviation Authority of Nepal, under Article 82 of the Civil Aviation Rules, 2058 BS.

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Or,

Aviation Safety and Security Regulation Directorate

Civil Aviation Authority of Nepal

Sinamangal, Kathmandu.

Foreword

The Aviation Safety and Security Regulation Directorate (ASSRD) is the regulatory body governing the safety and security aspects of civil aviation in Nepal. This document provides the organization of ASSRD including the duties and responsibilities of the directorate chief (Deputy Director General) and functions of the departments, divisions and sections under the ASSRD. This document has been intended to provide the aviation regulatory framework and functionalities in Nepal in a consolidated format to all the aviation stakeholders. For the details of functions, responsibilities and authorities of departments, divisions and sections; related documents of departments or divisions need to be referred.



Er. Pradeep Adhikari
Director General



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Record of Amendments

This manual shall be updated as and when necessary. It shall be the responsibility of the owner of the manual to ensure that it is continuously updated and the entries to be recorded.

Amendment No.	Date	Entered By

Abbreviations and Acronyms

CAAN -	Civil Aviation Authority of Nepal
ASSRD-	Aviation Safety and Security Regulation Directorate
ASSD-	Aerodrome Safety Standards Department
FSSD-	Flight Safety Standards Department
ATD-	Air Transport Department
SMD-	Safety Management Division
ICAO-	International Civil Aviation Organization
BoD-	Board of Directors
MoCTCA-	Ministry of Culture, Tourism and Civil Aviation
DG-	Director General
DDG-	Deputy Director General
SMS-	Safety Management System
SSP-	State Safety Programme
USOAP-	Universal Safety Oversight Audit Programme
MET-	Meteorology
AIS-	Aeronautical Information Service
CNS-	Communication, Navigation and Surveillance
PANS-	OPS-Procedures for Air Navigation Services – Aircraft Operations
ATS-	Air Traffic Services
ANSSSD-	Air Navigation Services Safety Standards Department
ATM-	Air Traffic Management
SSC-	Significant Safety Concern
ATO-	Approved Training Organization
OLF-	Online Framework
CMA-	Continuous Monitoring Approach
CARs-	Civil Aviation Requirements
FOI-	Flight Operations Inspector
CAP-	Corrective Action Plan
SAAQ-	State Aviation Activity Questionnaire

EFOD-	Electronic Filing of Difference
PEL-	Personnel Licensing
OPS-	Operations
AIR-	Airworthiness
DGCA-	Director General of Civil Aviation
CC-	Compliance Checklist
SARPs-	Standards and Recommended Practices
GoN-	Government of Nepal
VIPs-	Very Important Persons
RPAS-	Remotely Piloted Aircraft System
ASA-	Air Service Agreement
SOPs-	Standard Operating Procedures
NCASP-	National Civil Aviation Security Programme
AvSEC-	Aviation Security
NASP-	National Aviation Safety Plan
HLSCC-	High Level Safety Coordination Committee
SSPIT-	State Safety Programme Implementation Team
SSAG-	State Safety Action Group
NAST-	National Aviation Safety Team
ALoSP-	Acceptable Level of Safety Performance
RASG-	Regional Aviation Safety Group
APRAST-	Asia Pacific Regional Aviation Safety Team
AOC-	Air Operator Certificate
AMO-	Aircraft Maintenance Organization
RAOC-	Recreational Air Operator Certificate
C of A-	Certificate of Airworthiness
RML-	Radio Mobile License
C of R-	Certificate of Registration

Chapter- 0

General

Purpose of the Manual

This manual has been intended to provide the aviation regulatory framework and functionalities in Nepal in a consolidated format to all the aviation stakeholders.

Applicability

The provisions contained in this manual are applicable to the aviation regulatory system and its functions in Nepal.

For completeness, the functions, roles and responsibilities documented in this manual should be reflected in related manuals of the respective regulatory departments and divisions.

The manual should be read in conjunction with the other related manuals of departments under ASSRD.

Authority for publication and amendment of the manual

This manual is developed, published and distributed in pursuant to Civil Aviation Regulations, 2002.

The ASSRD is responsible for the issuance and control of amendments to this manual. All copies of the manual are numbered and issued in accordance with the distribution list. Individual holders are responsible for insertion of all amendments. Minor changes (e.g. telephone number, typographical errors) can be accommodated by hand amendment with prior notification to the ASSRD. All such changes will be incorporated accordingly.

All users of this manual are encouraged to submit recommendations for proposed revisions, additions or omissions to the ASSRD for consideration and inclusion in the amendments as appropriate.

This manual shall be reviewed and revised periodically.

Focal point for the manual.

Safety Management Division
Aviation Safety and Security Regulatory Directorate
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Head Office, Sinamangal, Kathmandu
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Chapter-1

Establishment of Civil Aviation Authority of Nepal (CAAN)

According to the Section 5 of Civil Aviation Act, 2053 (1996), This civil Aviation authority of Nepal has been established in order to make the operation of national and international flights, air communication, air navigation and air transportation services safe, regular, standard and efficient.

1.1 Functions, Duties and Powers of the Authority:

The functions, duties and powers of the Authority shall be as follows:

- a. To grant, as prescribed, permission and issue certificates or to suspend or cancel the same of the institution operating air service operated under the prevailing law.
- b. To grant, as prescribed, permission and certificates or to suspend or to cancel the same of flying school in accordance with the prevailing law.
- c. To grant permission, as prescribed, to institutes entitled to undertake overhauling including manufacture, repairs and inspection of aircraft and spare parts of aircraft in accordance with the prevalent law and to grant, as prescribed, license, efficiency rating and certificates to technicians engaged in such institutes, to renew, to cancel, to suspend or to return and to prescribe requisite qualifications and to conduct examinations for granting such license, efficiency rating and certificates.
- d. To grant, as prescribed, license, efficiency rating and certifications, as prescribed, to operate air service and to renew, to cancel or to return, the same and to prescribe necessary qualifications and to conduct examinations for granting such license, efficiency rating and certificates.
- e. To recognise the license, efficiency rating and certificates pertaining to subjects relating to the operation of air service awarded by a member nation of International Civil Aviation Organization or association or institute duly authorized by such nations, and to the institutes authorised to overhauling including repairs and test of aircraft for overhauling including repairs and test of Nepali aircraft.
- f. To register aircraft, as prescribed, and to engrave markings.
- g. To grant, as prescribed, certificate of air worthiness to the aircraft, to renew and cancel it.
- h. To prescribe conditions for the flight of aircraft, carrying passengers, mail and baggage and for the use of aircraft for other works relating to industrial business.
- i. To inspect aircraft, hangar, flight of aircraft and the arrangements relating to operation of air service and the place for overhauling including repairs and examination of aircraft.

- j. To specify, save the area and place prohibited by Government of Nepal in accordance with the prevalent law, the conditions for the entry of aircraft into Nepal, for the flight over Nepal, air routes and the place for the landing of aircraft.
- k. To provide for fire prevention and life-saving services at aerodrome and within the aerodrome area, and to coordinate the search and rescue operations.
- l. To conduct and cause to conduct ground handling services at the aerodrome.
- m. To undertake visual and instrumental flights, and to prescribe the requirements of aeronautical charts, to prepare and bring in practice such maps, and to exchange information pertaining to weather.
- n. To own and use aircraft in order to conduct technical test of air transportation service and subjects related therewith.
- o. To provide air traffic service, flight information service, alerting service, air traffic advisory service, air traffic control service, air navigation service and facilities, area control service, approach control service and aerodrome control service.
- p. To prescribe the units of measurement to be used in connection with air communication, and to prescribe the signal used for the sake of communication by aircraft or in aircraft and the instrument to be used for giving such a signal.
- q. To control the sound of aircraft and to restrict pollution in air and the environment to be caused by the operation of aircraft.
- r. To prevent and control and to prescribe the limits for carrying dangerous goods and commodities by aircraft.
- s. To grant permission for air flights and to prescribe the functions, duties and the flight and leisure time for pilots.
- t. To offer advice to Government of Nepal with regard to fixing passenger fare and freight for carrying goods to be charged in the operation of air transportation service.
- u. To use or allow to be used aerodrome, aerodrome area and facilities available there in a specified way yielding maximum economic profit and utility.
- v. To enforce and cause to be enforced, as per necessity the standards and recommendations (appendixes and documents) adopted by the International Civil Aviation Convention and ratified by Government of Nepal, and framed under that convention and decided by the International Civil Aviation Organization (I.C.A.O.)
- w. To get insured, as per necessity, the properties owned by the Authority including buildings, aircraft, machines, equipment etc.
- x. To discharge and cause to be discharged such other functions as prescribed by Government of Nepal.

1.2 Board of Directors (BoD)

According to the Section 13 of Civil Aviation Act, 2053 (1996), a Board of Directors (BoD) comprising of a chairperson and the members as mentioned below shall be constituted for the operation, supervision and management of all the functions of the Civil Aviation Authority of Nepal (CAAN).

1.2.1 Composition of the BoD

- | | |
|---|------------------|
| 1. Minister or Minister of State of Tourism and Civil Aviation or a person specified by the Government of Nepal | Chairperson |
| 2. A representative, Ministry of Tourism and Civil Aviation | Member |
| 3. A representative, Ministry of Finance | Member |
| 4. One person nominated by Government of Nepal from among persons belonging to the private sector or association or institution and having special knowledge and experience of the tourism industry | Member |
| 5. One person nominated by Government of Nepal from among the persons having special qualifications relating to Civil Aviation | Member |
| 6. Director General, CAAN | Member Secretary |

1.3 Director General

According to the Section 19 of Civil Aviation Act, 2053 (1996), Government of Nepal shall appoint normally any employee working in the service of Government of Nepal or that of the Authority as the Director General in order to carry out the functions of the Authority as the Executive Chief.

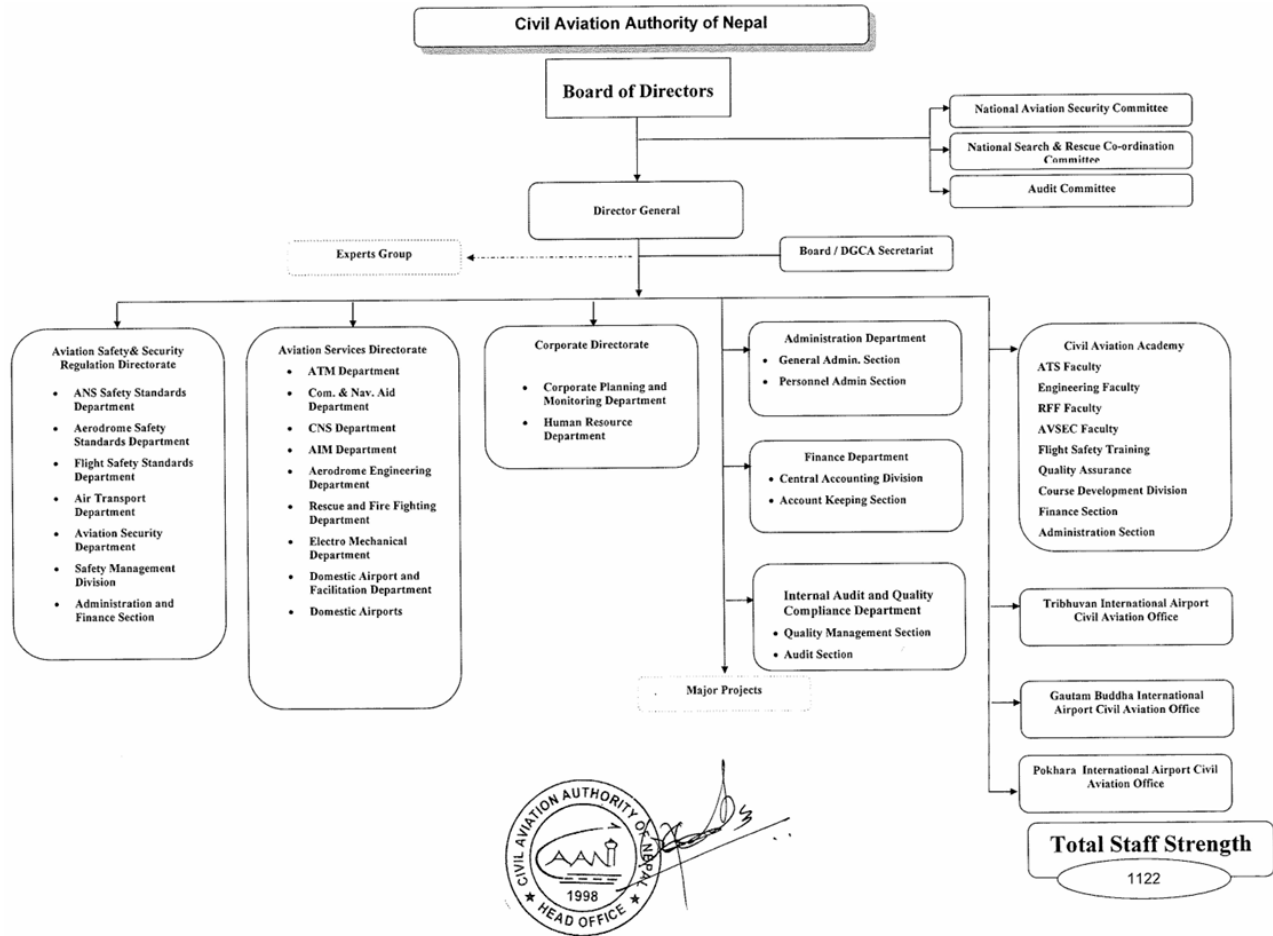
1.3.1 Functions, Duties and Powers of the Director General:

The functions, duties and powers of the Director General shall be as follows:

1. To carry out general administration and conduct is management of the Authority.
2. To provide and cause to provide for the supervision and control of the fund of the Authority and management and maintenance of the property.
3. To prepare and submit to the Board the annual program and plan of the Authority.
4. To prepare the details of the annual income and expenditure and the supplementary income and expenditure of Authority.
5. To implement the budget, plan and program approved by the Board.
6. To provide for the internal and final audit of the Authority.
7. To act as a liaison officer between the Authority and the Government of Nepal and other bodies.

8. To prepare and submit to the Board for approval a draft of the rules relating to terms and conditions of the service of the employees of the Authority.
9. To prepare and submit to the board for approval a draft of the Rules relating to the financial administration of the Authority.
10. Liaison and coordinate and cause to do so among the offices under the Authority.
11. To discharge functions in accordance with the powers delegated and the instructions issued by the Authority.

1.4 Organization Structure of CAAN



1.5 Aviation Safety and Security Regulation Directorate (ASSRD)

Aviation Safety and Security Regulation Directorate hereafter denoted as ASSRD is the aviation regulatory body of Civil Aviation Authority of Nepal. This directorate is responsible for regulation of all aviation activities in Nepal. This directorate is headed by Deputy Director General (DDG). Therefore, the Deputy Director General of this directorate is responsible for implementing aviation related Acts, Regulations, and Requirements as the Chief of the regulatory directorate.

The Directorate is the sole regulator of aviation activities in Nepal so it has the prerogative of imposing regulatory provisions related to maintaining aviation safety and security in the forms of requirements, manuals, directives, circulars, guidelines etc. allowing or restricting certain actions by the other remaining directorates of CAAN together with all other service providers in aviation sector.

As the Chief of ASSRD, the DDG is also responsible for the safety oversight of operators, airport operators, air navigation service providers and other service provider organizations related to civil aviation. For this purpose, the DDG, ASSRD shall have full authority with regards to the human and financial resources needed for carrying out the functions of safety oversight in Nepal. Moreover, the DDG shall be responsible for the tasks related to ICAO, air service agreements, aviation laws, international relations and other tasks as necessary.

1.5.1 Main functions, duties and responsibilities of Deputy Director General (DDG), ASSRD

- a. To issue Air Operator Certificate to the company that has been authorized to operate air transport services pursuant to the prevailing law after completing the process as per the Air Operators Certificate Requirements issued by the authority.
- b. To issue Aerodrome Certificate to the aerodrome after completing the process pursuant to the Aerodrome Certification Regulation and Requirements issued by the authority.
- c. To issue license/certificate to aircraft repair and maintenance organizations, aviation training organizations and other organizations related to aviation activities pursuant to the requirements issued by the authority.
- d. Based on the reports of safety audit and inspection of Airline Operators, Aerodrome Operators, Aviation Training Organizations, Aircraft Repair and Maintenance Organizations, Air Navigation Service Providers and other organizations involved in aviation activities, to renew, suspend or cancel or limit/restrict their certificates.

- e. To issue license, rating and certificates, as necessary, to the personnel working in the field of civil aviation in pursuant to the prevailing law.
- f. To prepare, timely modify and implement, as the regulatory authority, the State Safety Program (SSP) in pursuant to Annex 19 and guidance issued by ICAO.
- g. To ensure that the Airline Operators, Aerodrome Operators, Air Navigation Service Providers, Aircraft Maintenance Organizations, Aviation Training Organizations, etc. implement Safety Management System as necessary, pursuant to the existing law and to carry out oversight activities with regards to the service provider's SMS.
- h. To ensure that the service providers implement Mandatory Reporting System and Voluntary Reporting System as a source of their safety database.
- i. To carry out safety investigations related to accidents, serious incidents and incidents and ensure implementation of safety recommendations generated by such investigations, and thus, take enforcement action against any event or non-compliance confirmed as gross negligence, willful violation and misconduct pursuant to the prevailing law within the limits of the authority of the Directorate.
- j. To ensure that activities related to the flight safety audit conducted by ICAO under the Universal Safety Oversight Program (USOAP) are carried out as needed.
- k. To implement the provisions of existing air service agreements and memorandum of understanding between Nepal and other countries for the operation of international air services.
- l. To conduct or ensure the conduct of timely revision of Act, Rules, Requirements and other legal provisions related with Civil Aviation.
- m. To approve domestic and international flight schedules as per the justification pursuant to the rules.
- n. To provide flight permission and landing permission for international passenger charter flights, commercial flights, private flights, diplomatic flights, adventure flights, medical flights and emergency flights.
- o. To work on air service contracts and agreements by coordinating with the Ministry of Culture, Tourism and Civil Aviation as delegated by the Director General.

- p. To accept/approve documents, as prescribed by prevailing law, of the service providers
- q. To provide necessary advice to the Director General in the area of the Directorate's expertise.
- r. To ensure smooth communication regarding useful information (except for confidential information) to employees of the same level and subordinates as needed.
- s. To identify the needs of the directorate and prepare annual programs and implement approved programs through economical and effective manner.
- t. Pursuant to Rule 26 of Chapter 2 of the Nepal Civil Aviation Authority, Regulations on the Employee's Terms and Conditions of Services Regulation, 1999, to prepare and implement job descriptions of subordinate departments, divisions, branches and offices and evaluate the performance of subordinate employees in accordance with the delegated authority and keep them up-to-date.
- u. To ensure smooth functioning of all activities related to human and financial resources within the Directorate.
- v. To act as the Focal Point for coordination/communication with ICAO and maintain good international coordination and cooperation as required.
- w. To perform other delegated tasks.

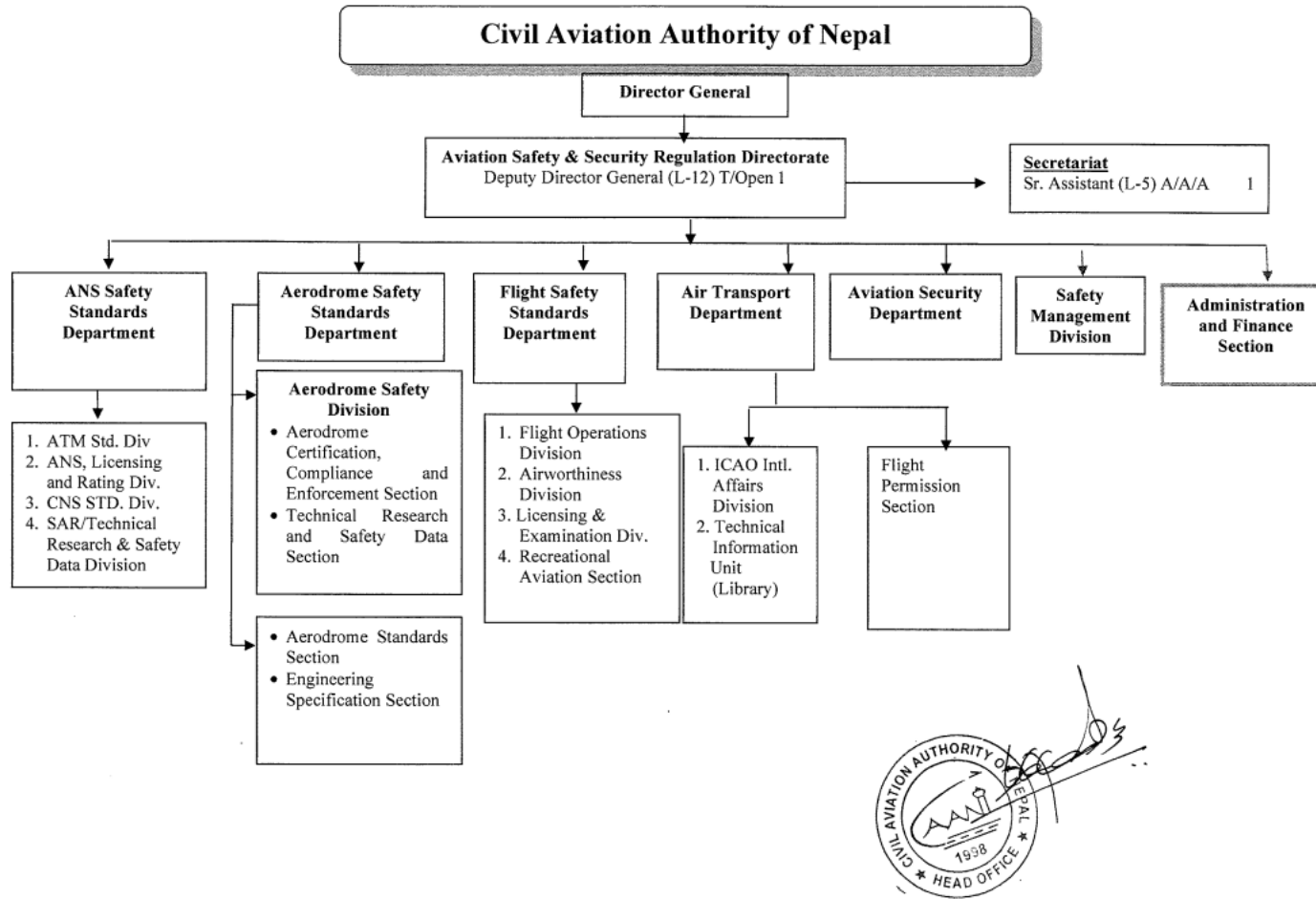
1.5.2 Departments, Divisions and sections under ASSRD

Under ASSRD there is one secretariate office of DDG, five departments, one division and one section.

Following Departments, Division and section are under the ASSRD to perform regulatory and related administrative and financial functions.

1. ANS Safety Standards Department
2. Aerodrome Safety Standards Department
3. Flight Safety Standards Department
4. Air Transport Department
5. Aviation Security Department
6. Safety Management Division
7. Administration and Finance section

1.5.3 Organization Structure of ASSRD



ASSR Directorate



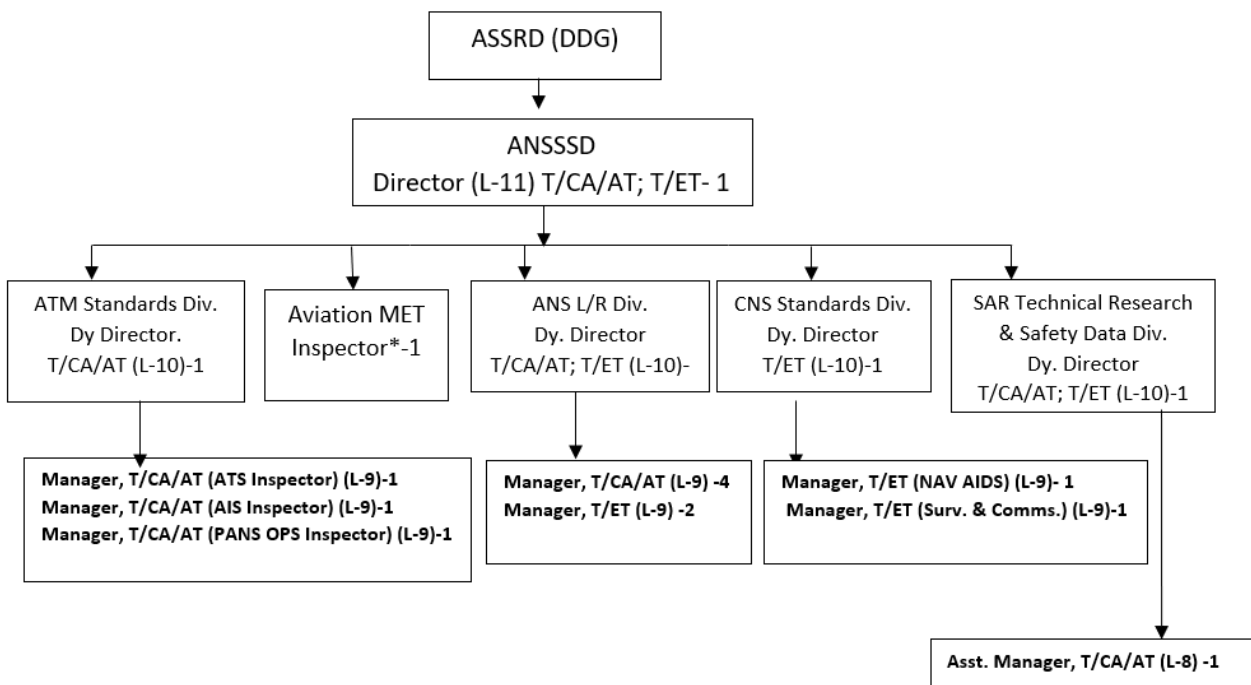


Chapter-2

Air Navigation Services Safety Standards Department (ANSSSD)

Air Navigation Services Safety Standards Department has been established within the Aviation Safety and Security Regulations Directorate to perform safety oversight of ATS, CNS, PANS-OPS/ MAPS & CHARTS, AIS, MET and SAR areas. MET Surveillance function is provided by personnel designated by Director General of CAAN. The organization structure of ANSSSD is as follows:

Organization Structure of ANSSSD



*CAA Nepal will designate Aviation MET Inspector from ANSP on secondment basis or will outsource qualified personnel from market.

2.1 Functions of the ANSSSD

The primary functions of the department are as follows:

1. Formulate, implement and amend Standards/ Requirements/ Manuals related to Air Navigation Services as required.
2. Carry out required safety regulation and inspection activities for the Safety Oversight Audit of Air Navigation Services provided by CAAN.
3. Carry out ANS safety awareness programme and ANS safety related seminars/workshops.
4. Approve the status of CNS/ATM system and the changes thereof for ensuring the safe and lawful operation of ANS system.
5. Effective implementation of voluntary and mandatory information reporting system of the safety related occurrences in ANS. (Ref Safety Reporting Procedure Directive)
6. Cause to implement ATS SMS effectively and make arrangement for the acceptance of that SMS.
7. To investigate the safety related incidents and occurrences in ANS Domain.
8. Make necessary arrangements for incorporating international rules and provisions related to ANS in CAAN legal framework in a timely manner.
9. Issue Safety Directives to the concerned agencies and officials for the resolution of Significant Safety Concerns (SSC) related to ANS.
10. Approve the Operations Manual of Air Navigation Service Provider and any amendment thereof.
11. Approve the Maintenance Manual and Programme of the equipment related to CNS.
12. Carry out the regulatory functions related to Personnel Licensing, Rating and Training of the persons engaged in ANS. (Ref Manual of Standards for Licensing/Rating of Air Traffic Control Personnel)
13. Make necessary arrangements for filing of Differences to ICAO if amendments to ICAO SARPs concerning ANS cannot be exactly compliant. (Ref ANS Procedure Manual for Document Development, Amendment, Distribution and Filing of



Differences to ICAO SARPs)

14. Make necessary recommendations for taking action to those responsible for violating existing law related to ANS.
15. Recommend to issue ATS-Approved Training Organization certification manual.
16. Issue ATS-ATO instructor certificates.
17. Carry out necessary regulation and inspection for the safety oversight of services and facilities provided by ATO.
18. Approve the Training and Procedure Manual of ATS-Approved Training Organization.
19. Advise on matters related to ANS.
20. Submit Annual ANS Safety Oversight Report.
21. Perform USOAP CMA activities including OLF (online framework update function.)
22. Enforcement of ANS related requirements including MET.
23. Receive report from ANSSSD personnel appointed as focal points of different entities.
24. Investigate the occurrences in accordance with CAA Nepal procedures.

Other provisions relating to the ANSSSD are contained in the ANS Regulatory Policy and Procedure Manual and other documents.

Chapter-3

Aerodrome Safety Standards Department (ASSD)

Aerodrome safety and Standard department (ASSD) is one of the departments under Aviation Safety and Security Regulation Directorate (ASSRD) of Civil Aviation Authority of Nepal (CAAN) which is established to perform:

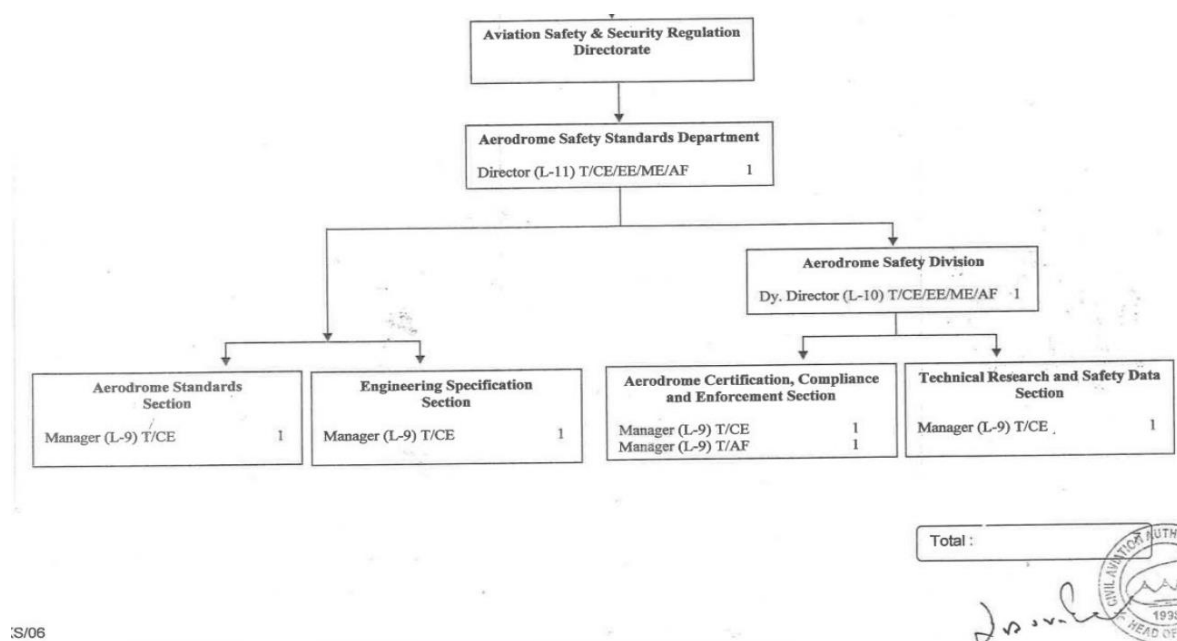
1. Certification function of the aerodromes of flight operation in accordance with national/international adopted rules and regulation by CAAN.
2. Notifications function to Aeronautical Information Services (AIS) and other Organizations about the certified status of an aerodrome.
3. Safety oversight function in aerodrome & ground area especially in the field of Civil, electromechanical and Fire services.

The Civil, Electromechanical and Fire Inspectors perform their duties based on Airport Certification Regulation (ACR) 2004, CAR-14 Part 1 & CAR-19 to issue, renew and revoke aerodrome Certificate of International & Domestic airport as well as permission of rooftop helipad of Nepal. ASSD regularly conducts Surveillance & Audit inspection program carrying over all airport of Nepal to maintain the issued aerodrome certificate, verify and test facilities, equipment and processes of aerodrome as per their aerodrome manual.

It comprises of following division and sections

1. Aerodrome Safety Division
 - a. Aerodrome Certification, compliance and enforcement section
 - b. Technical research and Safety data section
2. Aerodrome Standard Section
3. Engineering specification Section

Organization structure of ASSD



:S/06

3. 1 Functions of Aerodrome Safety and Standards Department (ASSD)

3.1.1 Aerodrome Certification

The primary functions of ASSD are:

1. receiving, recording, reviewing and processing, in cooperation with the ANS Inspectors, Flight Operations Inspector (FOI) of the CAAN or an external expert as required, the expressions of interest received from an intending applicant for an aerodrome certificate;
2. receiving, recording, reviewing and processing, in cooperation with the FOI of CAAN, the formal application for an aerodrome certificate, including the initial inspection covering the review of the aerodrome manual, on-site verification, inspection and testing of aerodrome particulars, facilities and equipment, including aeronautical studies and applications for exemptions,
3. grant or refusal of an aerodrome certificate;
4. receiving, recording, reviewing and processing applications for the transfer of an aerodrome certificate;
5. granting or refusing the transfer of an aerodrome certificate;
6. receiving, recording, reviewing and processing applications for the surrender of an aerodrome certificate;
7. cancelling or suspending an aerodrome certificate;



8. grant of an interim aerodrome certificate; and
9. reviewing the factors requiring the amendment of an aerodrome certificate and issuing the required amendments.
10. Notifications to Aeronautical Information Services and other Organizations
 - I. notifying aeronautical information services (AIS) of the certified status of an aerodrome and providing the particulars of the aerodrome described in the aerodrome manual for promulgation by the AIS;
 - II. reviewing any amendments to aerodrome manuals and notifying AIS of the changes to be made in the AIS publications;
 - III. coordinating with AIS in the review of any notification received from an aerodrome operator for promulgation by AIS, such as notification of:
 - a. inaccuracies in AIS publications;
 - b. changes in aerodrome facilities, equipment and level of services planned in advance;
 - c. obstacles, obstructions and hazards;
 - d. closure of any part of the maneuvering area;
 - e. immediate reduction in the level of service at the aerodrome and any other conditions that could affect the safety at or near the aerodrome and warrant precautions to be taken; and
 - IV. coordinating with other agencies and service providers such as aeronautical information service, air traffic services, designated meteorological authorities, and security

11. Other Safety Functions

These tasks and responsibilities include:

- I. a first-hand evaluation of full-scale airport emergency exercises to identify problems and deficiencies;
 - II. the provision of guidance at the design and construction stages of aerodrome projects, particularly complex projects or where there is significant work that may impact compliance with the regulations;
 - III. final inspection of completed aerodrome projects involving complex or significant work to identify problems or deficiencies that need to be corrected in order to comply with the requirements of the regulations; and
 - IV. the organization of, and participation in, aerodrome safety seminars and other training programmes to promote a safety culture.
1. Investigate the occurrences in accordance with CAA Nepal procedures.



Other provisions relating to the ASSD are contained in the ASSD Inspector Handbook, and other related documents.

Chapter-4

Flight Safety Standards Department (FSSD)

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

- a) Flight operation division
- b) Licensing and Examination division
- c) Airworthiness Inspection division
- d) Recreational Aviation Section
- e) Administration Section
- f) Safety Data Unit

Organization Structure of FSSD

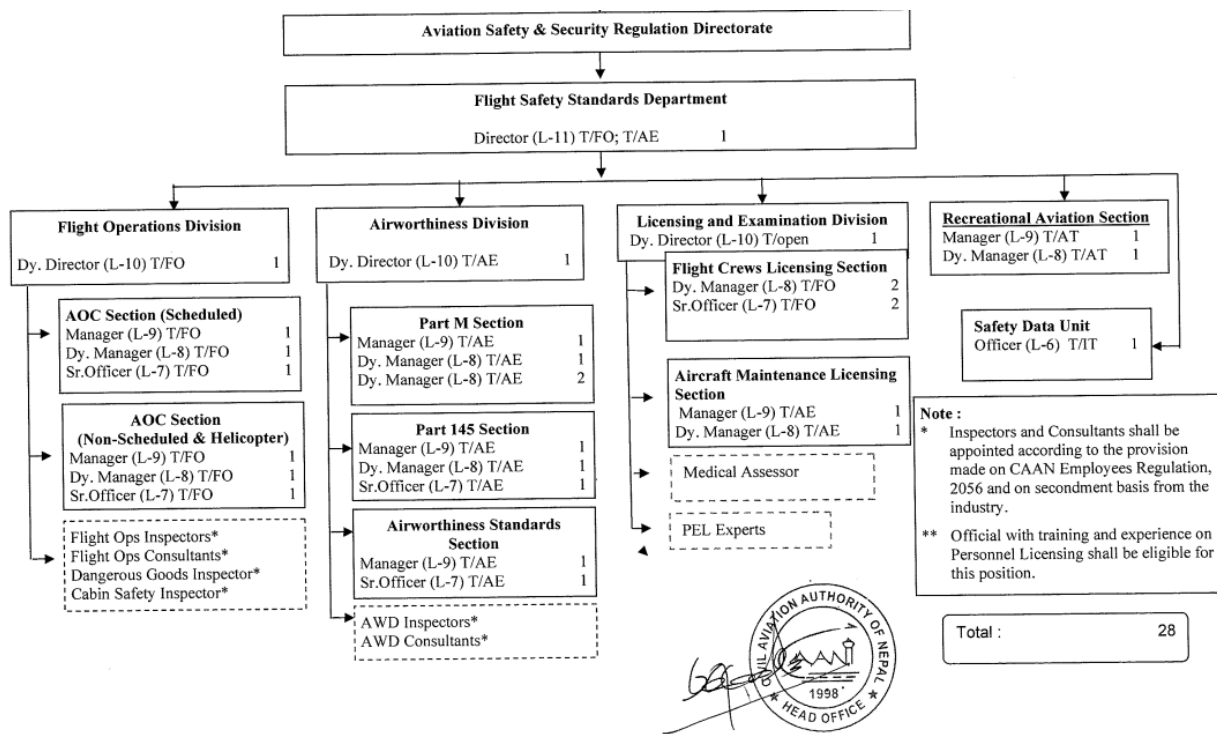


Fig. 4: Organization Structure of FSSD

4.1 The primary functions of the FSSD are as below:

- a. Issuing AOC, CAMO, AMO, ATO approval, personnel license (except air traffic controllers license), certificates, authorizations, permits in line with Nepalese regulations to fulfill Nepal's obligation to follow the SARPs contained in Annex 1, 6, 7, 8, 16, 18 and 19 to the Chicago Convention.
- b. Developing and implementing the safety oversight program to ensure that the approval, certificate, license or rating holders continue to meet the CAA Nepal standard when such approvals, certificates, licenses or ratings were issued.
- c. Managing the resolution of safety concern from safety oversight plan in terms of timely closure of audit finding.
- d. Completing SAAQ, CC, EFOD, Self-Assessment, CAP management and all activities of ICAO USOAP CMA In terms of ICAO USOAP CMA protocols. FSSD is responsible for the audit areas of PEL, OPS and AIR;
- e. Managing and proposing amendments and adoptions of various applicable annexes to the Chicago Convention and reply accordingly. Develop or amend applicable Nepalese regulations to align with latest ICAO SARPs and propose to DGCA for approval.
- f. Determining the required financial and human resources in annual basis and getting an approval based on administrative process of CAA Nepal.
- g. Proposing and implementing the training program for the inspectorate staff in FSSD in its respective domains and keeps required records.
- h. Developing the required guidance materials for FSSD inspectorate staff and are implementing after an approval from DGCA Nepal.
- i. providing certification and conducting surveillance of recreational aviation in Nepal which is not under any ICAO Annexes and are governed by local regulations.
- j. undertaking all other activities of safety oversight functions of Nepal as required by a Contracting States in relation to OPS, AIR and PEL domains.
- k. Validating or accepting foreign approvals, licenses or certificates and making necessary surveillance.
- l. Conducting Ramp check of foreign aircraft.
- m. Investigating the occurrences in accordance with CAA Nepal procedures.
- n. Carrying out other activities as assigned by DGCA Nepal or DDG ASSRD CAA Nepal.

Other provisions relating to the FSSD are contained in the Procedure Manual for Flight Safety Standards Department.

Chapter- 5:

Air Transport Department (ATD)

All flights into, from or over the territory of Nepal and landings in Nepalese territory shall be carried out in accordance with the national regulations. Matters related to the permission of such flights are dealt with by the Air Transport Department.

Air Transport Department is under Aviation Safety and Security Regulation Directorate (ASSRD), regulatory body of CAAN. This department is responsible for regulation of air transport services to/ from/ within Nepal. It approves and issues permissions to domestic and international scheduled, non – scheduled, chartered, emergency and relief, special purpose and other flights which are entitled to take permission before operating in Nepal in coordination with concerned regulatory departments. It carries out functions related to International Affairs and the technical information and also acts as a 'focal point' on ICAO matters making close coordination with the Deputy Director General (DDG) of ASSRD. It formulates recommendations regarding ratification/accession of the International Instruments of civil aviation. This Department is also responsible managing Technical Library at CAAN Head Office.

The department is comprised of:

- ICAO International Affairs Division
- Flight Permission Section
- Technical Information Unit (Library)

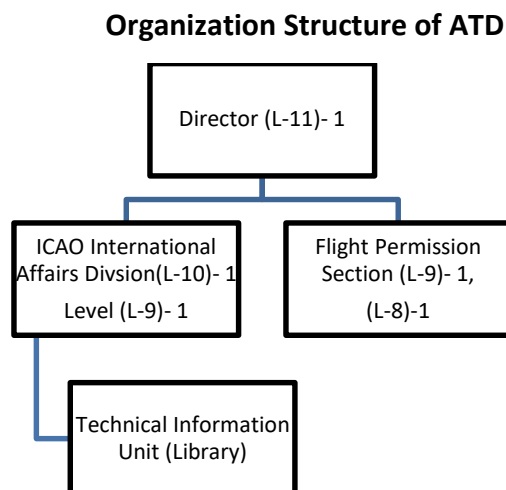


Fig: 5: Organization Structure of ATD

5.1 Functions of Air Transport Department

The major functional areas of the Air Transport Department are:

- a. Recommend to the GoN on policies related to Air Transport in Nepal.
- b. Recommend to the GoN on matters related to Air Fare and monitor its implementation.
- c. Approve domestic flight schedules (winter/summer) along with monitoring of flight movements.
- d. Approve international flight schedules (winter/summer) along with monitoring of flight movements.
- e. Issue flight permission to all domestic non-scheduled, chartered, diplomatic, experimental, rescue, survey and other emergency flights.
- f. Issue flight permission to all international non-scheduled, chartered, diplomatic, experimental, rescue, survey and other emergency flights.
- g. Issue restricted area permission in Coordination with concerned ministry.
- h. Issue flight permission to foreign registered aircraft including VIPs/tourist chartered flights which are overflying/landing/technical landing to/across Nepal.
- i. Provide recommendation regarding issuance and renewal of visas for the foreign employees of International Airline operators.
- j. Collect and analyze aviation operating statistics, including but not limited to passenger and freight traffic from scheduled operators both domestic and international airlines, on scheduled operation and airports.
- k. Monitor the performance of each airlines with respect to the adherence to approved schedule, slot utilization, reasons for deviation from procedure, approvals, if any, adherence to approved operating base, submission of application and other necessary documents on time, timely sharing of data and information, attendance in meetings, scheduled-chartered ratio, handling of passenger related grievances, compliance of requirements, circulars, arrears, etc.
- l. Collect and compile data on passenger and freight traffic from airport operators both domestic and international.
- m. Monitor the performance of each airport with respect to utilization of slot, effective communication with stakeholders, timely sharing of data and information, etc.
- n. Carry out, in coordination with other concerned departments/divisions/units/entities, study of the business plan of Airline Operators during initial purchase or addition of fleet.
- o. Formulate recommendations, in coordination with other concerned departments/divisions/units/entities, regarding the initial flights of foreign operators from a particular airport after station visits and detailed study.
- p. Formulate recommendations, in coordination with other concerned departments/divisions/units/entities, regarding the plan and location of spots for



- recreational activities such as paraglides, RPAs, drones etc. after spot visits and detailed study. To issue permits to such organizations for carrying out their operation as required.
- q. Formulate recommendations, in coordination with other concerned departments/divisions/units/entities, regarding the initial flights from a particular domestic airport after test flights, station visits and detailed study.
 - r. Act as a 'focal point' on ICAO matters making close coordination with the Director General and the Deputy Director General (DDG) of ASSRD.
 - s. Perform tasks relating to the management ICAO State letter on behalf of CAAN.
 - t. Make inter/intra-departmental coordination to respond to ICAO on the matters of SARPs amendment/adoption.
 - u. Initiate action regarding the formulation of new legal instruments and amendment of existing one as required.
 - v. Formulate recommendations regarding ratification/accession of the International Instruments of civil aviation.
 - w. Co-ordinate with other international agencies on behalf of CAAN as deemed necessary.
 - x. Participate in SSP implementation function and regulatory audits to be conducted by CAAN as required.
 - y. Initiate necessary actions regarding the new Air Services Agreements and amendment of existing ASAs on behalf of State Aeronautical Authority.
 - z. Advise other Directorates, Departments and units on legal matters with particular reference to aviation law and International legal Instruments.
 - aa. Manage Technical Library at CAAN Head Office.
 - bb. Carry out functions related to ICAO, and International Affairs and the technical information unit, as mentioned in the "Procedures Manual for ICAO, International Affairs Functions."

Other provisions relating to the ATD are contained in the Standards Operating Procedure of the department.



Chapter- 6

Aviation Security Department

The safety, regularity and efficiency of civil aviation and its facilities is measure to ensure the protection and safeguarding of passengers, flight crew, ground staff, the general public and civil aviation facilities against acts of unlawful interference perpetrated on the ground and in-flight.

The International Civil Aviation Organisation (ICAO), an agency of the United Nations, seeks to promote appropriate levels of aviation security throughout the global community. Through the medium of Annex 17 “Security” of the Convention on International Civil Aviation (Chicago Convention, 1944), ICAO promulgates Standards and Recommended Practices (SARPs) in respect of civil aviation security which, following the use of civil aircraft as a weapon of destruction have been enhanced in a number of areas.

Being a signatory to the Chicago Convention, Nepal is obliged to implement the Standards and Recommended Practices adopted by ICAO and signed Tokyo Convention 1963 (Convention on the offences and certain other acts committed on board aircraft), Hauge convention 1970 (Convention for suppression of unlawful seizure of aircraft), Montreal Convention 1971 (Convention for the suppression of unlawful Acts against the safety of civil aviation).Aviation Security Department is responsible to ensure the aviation security in Nepal.

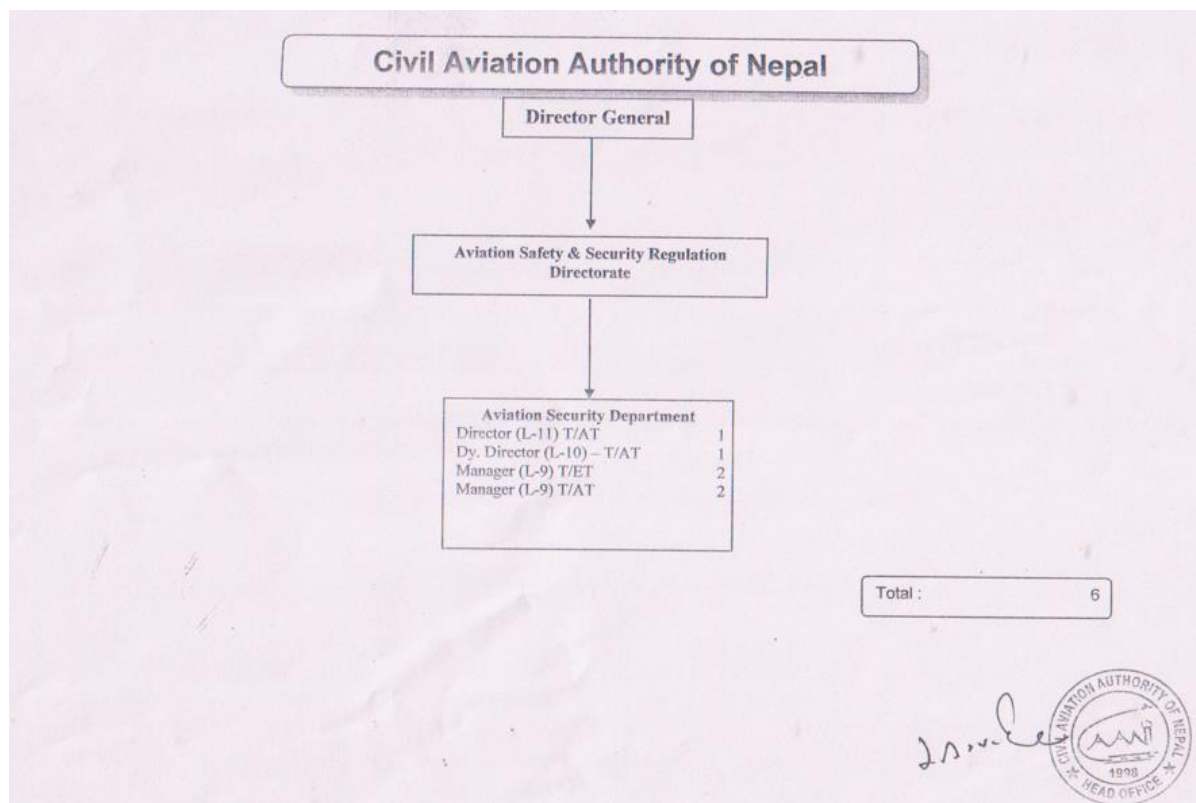


Figure 6: Organization Structure of AvSEC Department

6.1 Functions of Aviation Security Department

1. Review the National Civil Aviation Security Program as well as Airport Emergency plan and SOP's for the Aviation Security of Nepal.
2. Ensure the coordination of international requirements of AVSEC with the concern security entities.
3. To ensure the compliance of NCASP from the Aviation Security Quality Control Activities.
4. Ensure all the requirements and standards are met by accepting the Operator's Security Program.
5. Conduct Audit, Test, Survey, Investigation of AVSEC entities.
6. Provide necessary guidelines to the entities about the AVSEC.
7. Coordination and communication with various stake holders/ organization for AVSEC matter.

Chapter- 7

Safety Management Division

Safety Management Division, under the Aviation Safety and Security Regulations Directorate, is the focal point of effective implementation of SSP in Nepal.

7.1 Functions of SMD:

The primary functions of SMD are as follows:

1. Coordinating, executing, monitoring and reviewing the implementation of SSP in Nepal.
2. Coordinating among different regulatory departments within CAAN and with MoCTCA (for Aircraft Accident and Incident Investigation matters) and other units as required for effective implementation of SSP and National Aviation Safety Plan (NASP).
3. Maintaining and analyzing State safety data and information and monitoring the implementation of safety measures as necessary.
4. Developing central recording system, analyzing data for defining State SPI, SPT and determining ALoSP.
5. Causing to conduct the High Level Safety Coordination Committee (HLSCC), SSP Implementation Team (SSPIT) and State Safety Action Group (SSAG) Meetings and working as the secretariat of the HLSCC and SSPIT Committees.
6. Developing and updating documents on Safety Management provisions as per ICAO SARPs.
7. Overseeing the development, implementation and operational performance of the service provider's SMS as required,
8. Organizing various promotional activities including regular cum awareness programmes on safety management by itself and/or in collaboration with concerned departments as well as the stakeholders.
9. Co-working with RASG/APRAST and coordinating with all concerned to execute APRAST decisions in related departments.
10. Keeping track of implementation of recommendations produced by accident investigation committees of Government of Nepal and CAAN.
11. Participate or coordinate for NAST-Aeroplane and NAST-Helicopter, NAST- ANS and NAST- Aerodrome meetings.
12. Publishing annual safety report.
13. Carrying out other functions as deemed necessary for implementation of SSP in Nepal.

Other provisions relating to the SMD are contained in the Procedure Manual for Safety Management Functions and in other related documents.



Chapter- 8

Administration and Finance Section

8.1 Administration

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

8.1.1 Functions of Administrative unit

Major functions are listed as below.

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

8.2 Finance

The financial unit is responsible for managing the expenditure of ASSRD in each Nepali fiscal year starting approximately from 16 July each year.

8.2.1 Functions of Finance unit

Major functions as below:

- a. Draft annual budget for FSSD in coordination with all departments and division and propose DDG- ASSRD before start of each financial year.
- b. Attend the meeting in Corporate Department for the justification of required budget for ASSRD in each financial year based on the need of ASSRD.
- c. Use the allocated budget within the financial regulation of Government of Nepal and CAA Nepal.
- d. Keep the financial details updated.
- e. Arrange for the internal financial audit and Government of Nepal Auditor General audit.



- f. Close all deficiencies arisen from internal financial audit and Government of Nepal Auditor General audit.
- g. Follow instructions from DDG- ASSRD and terms of reference assigned for the position.

8.3 Revenue Unit

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

The example of fees collected are listed as below.

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