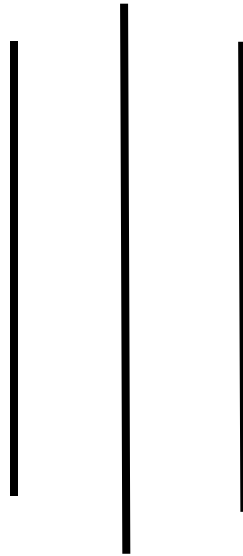




CIVIL AVIATION AUTHORITY OF NEPAL

MANUAL OF OPERATING STANDARDS



September 2021

Aviation Safety and Security Regulations Directorate

Civil Aviation Authority of Nepal

Head Office, Babar Mahal

Kathmandu, Nepal

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Glossary

A	Airplane
ALPT	Aviation Language Proficiency Test
AOC	Air Operator's Certificate
AOCI manual	Air Operator's Certificate Inspection Manual
AOCR	Air Operator's Certificate Requirements
ATO	Approved Training organization
ATPL	Airline Transport Pilot License
AWID	Airworthiness and Inspection Division
CAAN	Civil Aviation Authority of Nepal
CAME	Continuous Airworthiness Management Exposition
CAMO	Continuous Airworthiness Management Organization
CAR	Civil Aviation Rule 2002
CPL	Commercial Pilot License
DCP	Designated Check Pilot
DGHR	Dangerous Goods Handling Requirements
FE	Flight Engineer
FI	Flight Instructor
FOO	Flight Operations Officer
FOD	Flight Operations Division
FOR	Flight Operations Requirements
FSSD	Flight Safety Standards Department
H	Helicopter
IR	Instrument Rating
LED	Licensing and Examinations Division

MEL	Minimum Equipment List
NCAR	Nepalese Civil Airworthiness Requirements
NDT	Non Destructive Testing
PELR	Personnel Licensing Requirements
PPL	Private Pilot License
SFI	Synthetic Flight Instructor
SFE	Synthetic Flight Examiner
TRE	Type Rating Examiner
TRI	Type Rating Instructor
UPL	Ultra-light Pilot License

Introduction

Civil Aviation Authority of Nepal has published citizens' charter for the information of the general public regarding the nature of service one expects. This has been published in the Civil Aviation Authority of Nepal head office and relevant safety department listing the nature of services delivered including safety oversight functions. This has been published as a citizen charter in the respective office as part of policy of Government of Nepal to inform the general public about the nature of services provided by the government agencies in Nepal.

This "Manual of Operating Standards" has been prepared by Civil Aviation Authority of Nepal to amplify provisions enlisted in the citizens' charter. This manual contains the lists of regulatory services delivered by Flight Safety Standards Department taking into account the activities of flight operations, personnel licensing and aircraft airworthiness.

Civil Aviation of Authority of Nepal has witnessed in past many events where the recipients of the regulatory services from the Flight Safety Standards had no clue how quick the services was expected due to lack of well-defined timeline for each item of regulatory service. Although the Flight Safety Standards Department delivered the regulatory services at the earliest opportunity despite the lack of human resources, still any potential comment on the perceived delay of services could have been eliminated if a clearly defined timeline had been specified in the guidance document for the general public.

Civil Aviation Authority believes that such instances will not exist in Nepal owing to well-defined timelines for each of regulatory services delivered by the Flight Safety Standards Department. This manual will be some generic guidelines for the inspectors and general public as well. However, in the unforeseen situation the timeline may be varied and the applicant will be notified of the revised timeline.

It is strongly recommended that applicants follow this manual in conjunction with the relevant regulatory documents of Civil Aviation Authority of Nepal and other Government of Nepal regulations, as applicable.

The Flight Safety Standards Department will be the custodian of this manual and will be responsible for the timely amendment of the manual when such amendments arise. The latest copy of the manual will be uploaded in the website of Civil Aviation Authority of Nepal.

Foreword

This “Second Edition of Manual of Operating Standards” has been issued by Civil Aviation Authority of Nepal to facilitate the regulatory service delivered. This manual has been issued by the Director General pursuant to the Rule 82 of Civil Aviation Regulations 2002 (including second amendment 2072 BS).

This manual will be followed by all inspectors for the delivery of the regulatory services to the applicant. This manual forms the general guide for the applicant as well so that one can plan the activities in advance and expect the outcome in the well-defined time frame in order to plan available human resources for efficient delivery of service.

There might be instances where the approvals, permission, verifications or certificates are required from other national or international agencies before Civil Aviation Authority of Nepal can process for any regulatory services. In such cases, the applicant shall be responsible for obtaining such approvals, permission, verifications or certificates unless such activities are required to be obtained from the side of Civil Aviation Authority of Nepal only.

This manual shall come into force from the date of approval appearing below and the manual will be amended whenever required.

Constructive suggestions are invited to improve this manual.

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Rajan Pokhrel
Director General
Civil Aviation Authority of Nepal
07 September 2021

CHAPTER 1

General instructions for the applicants

1. Following timelines are prepared on the basis of assumption that all relevant supporting documents are submitted along with the application.
2. The timelines may alter in case of abnormal situation where the priority may focus on the emergency situation like pandemics, earthquake, floods and any other natural disasters that are beyond control of human kind.
3. All days indicated this document refer to working days.
4. Since some of the services are associated with the documents received from other government agencies, the timeline may extend in such situation when such documents cannot be received in time.
5. The applicants are required to reconfirm the relevant CAAN requirement for the service sought.
6. The relevant officer may decline the application if it is not complete in any respect as per prevailing rules and regulations.
7. The inspector will deliver the regulatory services within the timeline indicated in this manual; however during unforeseen circumstances if the timeline cannot be achieved, the applicant will be informed in writing with revised timeline with reasons for the extension in the timeline.
8. Experience shows that applicant tend to count the date from the date of application where an application has not sometimes been accompanied by the relevant mandatory documents, that ultimately affects delivery of the service.

Chapter 2

AIRWORTHINESS REGULATORY SERVICES

S. No	Service	Process Office	Time-frame	Relevant Regulation/ Requirements	Fees	Remarks
1.	Issuance of AOC	AWID, FSSD	6 Month	AOCR/AOCI Manual	As Per CAR Schedule 1	
2.	Renewal of AOC	AWID, FSSD	7 days	AOCR/AOCI Manual	As Per CAR Schedule 1	
3.	Addition of new aircraft type in AOC	AWID/FOD	3 moths	AOCR/AOCI Manual	As Per CAR Schedule 1	
4.	Type Certificate Recognition/Acceptance	AWID, FSSD	7 days	NCAR Chapter B.1	As Per CAR Schedule 1	
5.	Recognition/ Acceptance of Supplement Type Certificate	AWID, FSSD	7 days	NCAR Chapter B.1	As Per CAR Schedule 1	
6.	Issuance of Noise Certificate	AWID, FSSD	7 days	NCAR Chapter B.1	-----	
7.	Issuance of Certificate of Airworthiness	AWID, FSSD	7 days	NCAR Chapter B.2	As Per CAR Schedule 1	
8.	Renewal of Certificate of Airworthiness	AWID, FSSD	2 days	NCAR Chapter B.2	As Per CAR Schedule 1	
9.	Issuance of Temporary Certificate of Airworthiness	AWID, FSSD	7 days	NCAR Chapter B.2	---	
10.	Validation of Certificate of Airworthiness	AWID, FSSD	7 days	NCAR Chapter B.2	---	
11.	Issuance of Export Certificate of Airworthiness	AWID, FSSD	15 days	NCAR Chapter B.3	As Per CAR Schedule 1	
12.	Issuance of Permit to Fly	AWID, FSSD	7 days	NCAR Chapter B.4	-----	
13.	Issuance of Special Flight Permit	AWID, FSSD	2 days	NCAR Chapter B.4	-----	
14.	Renewal of Permit to Fly	AWID, FSSD	5 days	NCAR Chapter B.4	-----	
15.	Issuance of Registration of Aircraft	AWID, FSSD	7 days	NCAR Chapter B.5	As Per CAR Schedule 1	
16.	Issuance of Allocation Registration Number	AWID, FSSD	4 days	NCAR Chapter B.2	-----	
17.	Issuance of Duplicate Certificate of Registration	AWID, FSSD	5 days	NCAR Chapter B.5	As Per CAR Schedule 1	
18.	Application for Cancellation of Certificate of Registration	AWID, FSSD	4 days	NCAR Chapter B.5	As Per CAR Schedule 1	
19.	Transfer of Ownership	AWID, FSSD	7 days	NCAR Chapter B.5	As Per CAR Schedule 1	
20.	Approval of Maintenance Program	AWID, FSSD	1 Month	NCAR M.A.302	-----	
21.	Approval of Amendment of Maintenance Program	AWID, FSSD	10 days	NCAR M.A.302	-----	

22.	Approval of Reliability Program	AWID, FSSD	15 days	NCAR M.A.302	-----	
23.	Approval of Modification	AWID, FSSD	03 days	NCAR M.A.304	-----	
24.	Approval of Repair	AWID, FSSD	03 days	NCAR M.A.304	-----	
25.	Approval of Aircraft Lease	FOD/AWID, FSSD	1 Month	NCAR Chapter C.16	As Per CAR Schedule 1	
26.	Approval of CAT II/ CAT III Approval	FOD/AWID, FSSD	10 days	NCAR Chapter C.19	-----	
27.	Approval of RVSM	FOD/AWID, FSSD	10 days	NCAR Chapter C.20	-----	
28.	Approval of EDTO	FOD/AWID, FSSD	1 Month	-----	---	
29.	Approval of PBN	FOD/AWID, FSSD	10 days	Manual for Operational approval of PBN	---	
30.	Approval of Maintenance Organization (AMO)	AWID, FSSD	3 Months	NCAR Part-145	As Per CAR Schedule 1	
31.	Approval of MOE	AWID, FSSD	45 days	NCAR Part-145	-----	
32.	Approval of Associated Manual (Shop Procedure Manual/ Store procedure Manual/ Workshop Procedure Manual etc)	AWID, FSSD	45 days	NCAR Part-145	---	
33.	Approval of Post holders (AMO/CAMO/ ATO)	AWID, FSSD	15 days	NCAR Part 145/NCAR Part-M/ NCAR Part-147	---	
34.	Renewal of Approved Maintenance organization Approval	AWID, FSSD	7 days	NCAR Part-145	As Per CAR Schedule 1	
35.	Validation of Foreign AMO	AWID, FSSD	7 days	NCAR Chapter D.1	As Per CAR Schedule 1	
36.	Renewal of Foreign AMO Validation	AWID, FSSD	03 days	NCAR Chapter D.1	As Per CAR Schedule 1	
37.	Approval of Training Organization	AWID, FSSD	3 Month	NCAR Part-147	As Per CAR Schedule 1	
38.	Approval of Training Organization Exposition	AWID, FSSD	45 days	NCAR Part-147	---	
39.	Renewal of Approved Training Organization Approval	AWID, FSSD	7 days	NCAR Part-147	As Per CAR Schedule 1	
40.	Validation of Foreign Training Organization	AWID, FSSD	10 days	NCAR Part-147	As Per CAR Schedule 1	
41.	Renewal of foreign Training Organization Validation	AWID, FSSD	5 days	NCAR Part-147	As Per CAR Schedule 1	
42.	One time Training Approval (Foreign Training Organization)	AWID, FSSD	10 days	NCAR Chapter D.4	As Per CAR Schedule 1	
43.	Approval of CAMO	AWID, FSSD	3 Months	NCAR Part M	-----	

44.	Renewal of CAMO Approval	AWID, FSSD	7 days	NCAR Part M	-----	
45.	Approval of CAME	AWID, FSSD	30 days	NCAR Part M	-----	
46.	Acceptance of Flight Manual	FOD/AWID, FSSD	10 days	NCAR Chapter E.4	-----	
47.	Approval of Technical Log	AWID, FSSD	10 days	NCAR Part-M	-----	
48.	Approval of MEL	FOD/AWID, FSSD	15 days	NCAR Chapter E.8	-----	
49.	Issuance of Licence	AWID, FSSD	15 days	NCAR Part 66	As Per CAR Schedule 1	
50.	Renewal of licence	AWID, FSSD	3 days	NCAR Part 66	As Per CAR Schedule 1	
51.	Issuance of Letter of Authority to Foreign Licence holders	AWID, FSSD	7 days	NCAR Chapter F.5	As Per CAR Schedule 1	
52.	Renewal of Letter of Authority to Foreign Licence holders	AWID, FSSD	3 days	NCAR Chapter F.5	As Per CAR Schedule 1	
53.	Revalidation of expired license	AWID, FSSD	7 days	NCAR Section F	As Per CAR Schedule 1	
54.	Aircraft Mortgage/ Release of Mortgage of Aircraft in Bank	AWID, FSSD	7 days	-----	-----	
55.	Foreign Currency Recommendation	AWID, FSSD	3 days	-----	-----	
56.	Amendments in change of Organization Name, Address, etc in various certificates.	AWID, FSSD	15 days	NCAR Part145/ NCAR Part M	-----	
57.	Extension/ Concession	AWID, FSSD	3 days	CAR Rule 41	-----	

CHAPTER 3

FLIGHT OPERATIONS REGULATORY SERVICES

S/N	SERVICE	PROCESS OFFICE	TIME FRAME	REFERENCE REGULATION	FEES	REMARKS
1	Issuance of AOC/Operations Specifications	FSSD	Six months	(i) AOCR (ii) AOCI Manual (iii) FOR (A) (iv) FOR (H)	CAR 2002 fee schedule	The six months mentioned is average; time span may be shorter or longer depending on the scope and complexity of the aircraft and operations.
2	Renewal of AOC	FSSD	7 working days	(i) AOCI respective parts (ii) AOCR	CAR 2002 fee schedule	Applicants to inform FOD for pre-renewal audit at least 30 days prior to expiry of AOC and to submit their application at least 15 days prior to expiry of AOC.
3	Issuance of Ground Instructor Authorization	FSSD	7 working days	DGHR Only applicable for Annex 18 purposes	CAR 2002 fee schedule	
4	Renewal of Ground Instructor Authorization	FSSD	3 working days	DGHR Only applicable for Annex 18 purposes	CAR 2002 fee schedule	
5	Approval of Flight Operations Documents and Manuals	FSSD	15 working days	(i)FOR (A) (ii)FOR (H) (iii)AOCR (iv)AOCI Manual		This is subjective and may take more days depending on the number of discrepancies and the applicants' prompt and effective corrective action.
6	Amendments of Flight Operations Documents and Manuals		7 working days	(i) FOR (A) (ii) FOR (H) (iii) AOCR (iv) AOCI Manual	-----	This is subjective and may take more days depending on the number of discrepancies and the applicants' prompt and effective corrective action.

7.	Validation of foreign based FSTDs.	FSSD	7 days	AOCI Manual	CAR 2002 fee schedule	
8	Issuance of DCP privilege	FSSD	10 days	(i) DCP Manual (ii) FOR (A) (iii) FOR (H) (iv) PELR	CAR 2002 fee schedule	
9	Renewal of DCP	FSSD	3 days	DCP Manual	CAR 2002 fee schedule	
10.	Approval of Aircraft Lease	FOD/AWID, FSSD	1 Month	(i) AOCR Manual (ii) NCAR ChapC.16 (iii) AOCI Manual	As Per CAR Schedule	
11.	Approval of CAT II/ CAT III Approval	FOD/AWID, FSSD	10 days	i) AOCR Manual (ii) FOR (A) (iii) NCAR Chap C.19 (iv)AOCI Manual	-----	
12.	Approval of RVSM	FOD/AWID, FSSD	10 days	(i) FOR (A) (ii) NCAR Chap C.20 (iii)AOCI Manual	----	
13.	Approval of EDTO	FOD/AWID, FSSD	1 Month	(i) FOR (A) (ii)AOCI Manual	-----	
14.	Approval of PBN	FOD/AWID, FSSD	10 days	PBN Operational approval manual	-----	
15.	Foreign Currency Recommendation	FOD, FSSD	03 Days	-----	-----	
16	Extension/ Concession	FOD, FSSD	5 Days	CAR Rule 41	-----	
17.	Approval of Post holders	FOD, FSSD	15 Days	AOCR Manual	-----	

CHAPTER 4

PERSONNEL LICENSING

S/N	Service	Process office	Time frame	Reference regulation	Fees	Remarks
1	Issuance of initial license for PPL, CPL, ATPL, FE, FOO, UPL and other relevant licenses as per PeLR	LED, FSSD	15 working days	CAR 2002 and PELR	CAR 2002 fee schedule	The verification from the concerned States and processing time may depend on the response from concerned States.
2	Renewal of licenses	LED, FSSD	3 working days	CAR 2002 and PELR	CAR 2002 fee schedule	Refer PELR
3	Revalidation of expired license	LED, FSSD	5 working days	CAR 2002 and PELR	CAR 2002 fee schedule	Refer PELR
4	Issuance of validation certificate/ validation letter and authorization	LED, FSSD	5 working days (after verification received)	CAR 2002 and PELR part 4	CAR 2002 fee schedule	This process involves the verification of license from the concerned States and work permit and non-tourist visa from Government of Nepal.
5	Renewal of validation certificate and validation letter	LED, FSSD	3 working days		CAR 2002 fee schedule	This process requires renewal of work permit and non-tourist visa, an advanced homework with respective Government of Nepal departments should be initiated at least 45 days in advance.
6	Additional endorsements in license like IR, FI (TRI/TRE) and SFI/SFE	LED, FSSD	5 days	CAR 2002 and PELR	CAR 2002 fee schedule	Refer PELR
7	Aviation English language proficiency test	LED, FSSD	5 working days	CAR 2002 ,PELR and ALPT Procedure Manual	CAR 2002 fee schedule	The timeframe may vary with the availability of lead rater and operational rater

8	Approval of approved training organization	LED, FSSD	3 months	CAR 2002, PELR and Procedure Manual for ATO	CAR 2002 fee schedule	5 phases of ATO certification applies
9	Extension of schedule of approval of ATO	LED, FSSD	3 months	CAR 2002, PELR and Procedure Manual for ATO	CAR 2002 fee schedule	Refer PELR and ATOM-Part II
10	Renewal of ATO approval	LED, FSSD	5 working days	CAR 2002, PELR and Procedure Manual for ATO	CAR 2002 fee schedule	Refer PELR and ATOM-Part II
11	Validation of foreign ATO	LED, FSSD	10 days	CAR 2002, PELR and Procedure Manual for ATO	CAR 2002 fee schedule	Refer PELR and ATOM-Part II
12	Examination for basic examination of CPL, ATPL, FOO, FE, UPL, IP, etc	LED, FSSD	30 working days	CAR 2002 PELR and Examination SOP	CAR 2002 fee schedule	Refer PELR
13	Medical assessment	LED, FSSD	7 working days from date of completion of medical examination	CAR 2002 PELR and Medical Requirement		Depends on the availability of medical assessor and alternate assessor