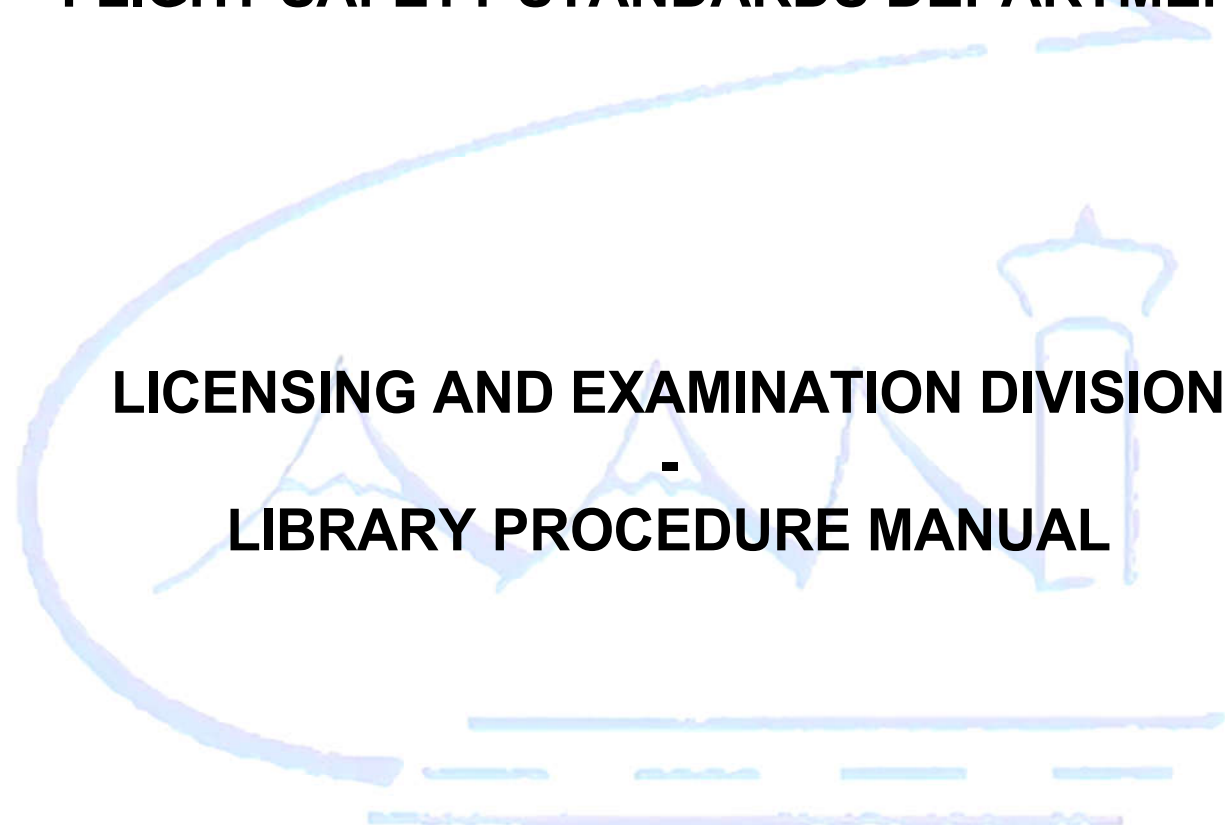


**CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT**



**LICENSING AND EXAMINATION DIVISION
-
LIBRARY PROCEDURE MANUAL**

**Issue 01
March 2022**



RECORD OF REVISION

S. No.	Revision No. & Date	Revision Details



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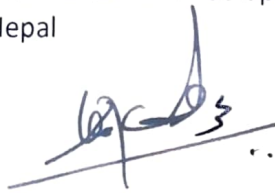
PREFACE

The Licensing and Examination Division- Library Procedure manual has been developed for proper control of the documents and manual in the LED Library under Licensing and Examination Division. This manual contains the procedure to be followed by the librarian to update all the applicable documents and manuals and also to keep records of any documents and manuals issued to the PEL Inspectors.

The manual is designed to establish a control mechanism for the requirements, manuals and other applicable documents pertaining to PEL function.

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

The manual shall be applicable upon approval from Director General, Civil Aviation Authority of Nepal



Er. Pradeep Adhikari
Director General
Civil Aviation Authority of Nepal



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Abbreviation

A/C:	Aircraft
AFM:	Aircraft Flight Manual
ATO:	Aircraft Training Organization
CAA:	Civil Aviation Authority
CAR:	Civil Aviation Regulation 2058 B.S. (2002 A.D.)
CAA Nepal:	Civil Aviation Authority of Nepal
CD:	Compact Disk
DVD:	Digital Video Disk
FSSD:	Flight Safety Standards Department
GoN:	Government of Nepal
ICAO:	International Civil Aviation Organization
LED:	Licencing and Examination Division
PEL:	Personnel Licencing
PELR:	Personnel Licencing Requirements
PLM:	Personnel Licencing Manual



1. ORGANISATION, PERSONNEL AND FACILITIES

1.1 General

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

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

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

Licensing and Examination Division is responsible for the Personnel Licensing in accordance with Annex I for Flight Crew, Flight Operations Officers and Aircraft Maintenance Personnel in Nepal. In order to meet this obligation, the technical staff in Licensing and Examination Division should have access to latest technical and regulatory publication through acceptable means to carry out their duties in an acceptable manner. To provide such latest technical and regulatory publication to its technical staff, Licensing and Examination Division has established a technical publication library.

The LED Library has a properly established, organized and administered process to access technical and regulatory publication, so that it allows the PEL Inspectors to be updated with the regulatory rules, regulations, requirements, manuals, procedures and processes.

LED Library is able to access all technical and regulatory publications issued by ICAO.

It is important that all the technical and regulatory publication in the LED Library be promptly amended and kept up to date. This assists the PEL Inspector in determining whether requirements have been met by the applicants to the latest applicable regulation.

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

The LED Library contains the documents related with the latest publication of Government of Nepal (GoN) publications; CAA Nepal publications; ICAO Publications; GoN or CAA Nepal notices, circulars, directives, orders etc.; and other aviation related reference materials.

1.2 Facilities

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

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

The library is equipped with the following logistics:

- a) Wooden and metal bookshelves and cabinets.
- b) Tables and chairs



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

The LED Library is locked and secured. The access to LED Library is restricted and only “Authorized Person” can have access to the LED Library in the presence of the librarian. The access to library is limited to librarian and PEL Inspectors only.

The LED Library has following three areas:

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

The manuals of PEL are maintained in the Technical Publication area. Obsolete documents are stored in Archive Area.

The representative from Service Provider will have limited access to library. They are only allowed in the Technical Publication Area but should be accompanied by the Librarian or PEL Inspectors.

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

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

Technical Records Area

Reserved

Technical Publication Area

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

Archive Area

The Archive Area of the LED Library stores obsolete documents.

1.3 Duties and Responsibilities of the Librarian

The major duties and responsibilities of the Librarian constitute the following:

- a) The Librarian reports to the Chief of LED Inspection Division and assigned PEL Inspectors or



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- Assistant PEL Inspector who oversees the overall conduct of Library.
- b) Maintain record and update the ICAO publications like Annexes, ICAO Doc, Documents, Manuals, Circulars, State letters and Notifications when received from the PEL Inspectors.
 - c) Maintain Technical and Regulatory Publications issued by CAA Nepal.
 - d) Maintain Publication issued by Government of Nepal.
 - e) Maintain records of the documents and manuals of library issued to the PEL Inspectors other staff of FSSD.
 - f) Maintain records of personnel files of certifying staff (Aircraft Maintenance Licence holders)
 - g) Ensure the security of the technical and regulatory publications by prohibiting unauthorized entry.
 - h) Maintain and update the PEL Inspector and Assistant PEL Inspector Personal/Training files.
 - i) Update the computers/laptops of the PEL Inspectors and other staff of FSSD with the latest copies of the technical and regulatory publications including ICAO annexes and documents, CAA Nepal regulatory publications and guidance materials.
 - j) Circulate the latest technical and regulatory publications to all divisions of FSSD.
 - k) Maintain record of GoN /CAA Nepal Circulars/ Meeting Minutes.



2. ADMINISTRATIVE PROCEDURE

2.1 Planning the Acquisition of Logistics; Technical and Regulatory Publications

The Logistics; Technical and Regulatory Publications in the LED Library will be planned in such a way that all the necessary Logistics; Technical and Regulatory publications required by PEL Inspectors for the performing the licensing functions are up to date at all times.

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

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

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

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

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

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

2.2 Source of Technical and Regulatory Publications

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

2.2.1 Government of Nepal (GON) Publications:

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

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

These GoN publications will be also made available in CAA Nepal and FSSD website for public. PEL Inspectors and other staff of FSSD can access publications through CAA Nepal and FSSD website.



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

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

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

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

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

2.2.2 CAA Nepal Publication

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

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

These publications will also be made available in CAA Nepal and FSSD website for public. PEL Inspectors and other staff of FSSD can access publications through CAA Nepal and FSSD website.

A notice will be published for public in FSSD website for any change in Technical and regulatory publication. The record of all the CAA Nepal Publication available in LED Library will be kept up to date.

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

The CAA Nepal Publications includes the following:

- Civil Aviation Regulation
- Recreational Aviation Regulation
- CAAN Employees Regulation
- Personnel Licensing Requirements
- National Flying School Requirements
- Medical Requirements
- Aeronautical Information Publications of Nepal
- Medical Handbook
- LED Library Procedure Manual
- Designated Check Pilot Manual
- PEL Inspector Manual
- PEL Inspector Handbook (Part I, Part II, Checklist, Applications)
- Foreign Carrier Surveillance Procedure Manual
- FSSD Procedure for the Formulation and Distribution of Statutory Materials



- FSSD Procedure Manual
- Examination SOP
- Surveillance Policy and Procedure Manual
- Approved Training Organization Procedures Manual
- Aviation Enforcement Policy and Procedure Manual
- Procedure for issuance of exemption
- Procedure Manual for ICAO, Int'l Affairs & Legal Functions
- Procedure for Personal licencing Requirements
- Procedure Manual for Approved Training Organization
- Cabin Crew Training Manual
- CAAN Employees Aacharsahita (code of conduct)
- Manual of Service (MOS)
- Document Control System Procedure Manual

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

Manuals of other divisions/ departments shall also be referred to by the PEL Inspectors whenever the need of reference and use of such manual is deemed necessary.

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

2.2.3 ICAO Publications

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

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

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

The ICAO Publications are kept in the Technical Publication Area.

The ICAO Publications includes the following:

- Chicago Convention (ICAO Doc 7300)
- ICAO Abbreviation List
- ICAO State letters
- ICAO Circulars
- ICAO Journals
- Annex 1
- Annex 2
- Annex 3
- Annex 4
- Annex 5
- Annex 6 Part I
- ICAO Doc 8984 P3
- ICAO Doc 9148
- ICAO Doc 9284
- ICAO Doc 9365
- ICAO Doc 9375
- ICAO Doc 9379
- ICAO Doc 9501
- ICAO Doc 9574
- ICAO Doc 9613
- ICAO Doc 9625 Vol I
- ICAO Doc 9625 Vol II



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- Annex 6 Part II
- Annex 6 Part III
- Annex 7
- Annex 8
- Annex 9
- Annex 10 Vol I
- Annex 10 Vol II
- Annex 10 Vol III
- Annex 10 Vol IV
- Annex 10 Vol V
- Annex 11
- Annex 12
- Annex 13
- Annex 14 Vol I
- Annex 14 Vol II
- Annex 15
- Annex 16 Vol I
- Annex 16 Vol II
- Annex 16 Vol III
- Annex 16 Vol IV
- Annex 17
- Annex 18
- Annex 19
- ICAO Doc 4444
- ICAO Doc 7030
- ICAO Doc 7364
- ICAO Doc 8126
- ICAO Doc 8168 Vol1
- ICAO Doc 8168 Vol 2
- ICAO Doc 8168 Vol 3
- ICAO Doc 8335
- ICAO Doc 8984 P1
- ICAO Doc 8984 P2
- ICAO Doc 9640
- ICAO Doc 9683
- ICAO Doc 9734 Part A
- ICAO Doc 9734 Part B
- ICAO Doc 9735
- ICAO Doc 9756 Part 1
- ICAO Doc 9756 Part 2
- ICAO Doc 9756 Part 3
- ICAO Doc 9756 Part 4
- ICAO Doc 9760
- ICAO Doc 9824
- ICAO Doc 9835
- ICAO Doc 9841
- ICAO Doc 9859
- ICAO Doc 9868
- ICAO Doc 9869
- ICAO Doc 9905
- ICAO Doc 9966
- ICAO Doc 9976
- ICAO Doc 9981
- ICAO Doc 9997
- ICAO Doc 10000
- ICAO Doc 10002
- ICAO Doc 10020
- ICAO Doc 10054
- ICAO Doc 10055
- ICAO Doc 10059
- ICAO Doc 10066
- ICAO Doc 10070
- ICAO Doc 10085
- CIR 295
- CIR 347

This list will be updated to include latest ICAO Publication during annual review to maintain currency of this manual. PEL Inspectors shall refer to relevant Annexes and DOCs on need basis.

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



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

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

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

A separate file will be maintained for the internal meeting minutes of PEL Inspectors and meeting minutes of PEL Inspectors with operators and other agencies. Furthermore, meeting minutes related to particular subject matter will be filed in its respective file as well. These documents are maintained at the office of the Chief of LED in a Cabinet dedicated for records.

2.2.5 PEL Inspector and Assistant PEL Inspectors Personal/ Training File

As per Personnel Licensing Manual

2.3 Preservation of Materials

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

2.3.1 Access Control

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

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

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

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

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

2.3.2 Temperature Control

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

2.3.3 Humidity Control

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

2.3.4 Fire Protection

The library will be equipped with a serviceable Fire Extinguisher. The fire extinguisher will be



periodically checked to keep it serviceable. No flammable materials like petroleum product will be kept in the library. The LED Library does not house any flammable goods. No such goods are permitted to be stored in the LED Library.

2.4 Borrowing and Lending Procedure

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

The general lending policy is that no material will be issued if there is no other copy available in the library. However, the documents will be accessible to PEL Inspectors when required following the above procedure.

2.5 Developing and Administering the Library Computer Systems

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

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

The library will be equipped with a computer so that all record can be updated efficiently. The computer will be capable to read CDs/DVDs if such CD/DVDs are provided to LED Library as an electronic form of documents. The computer will be password protected to safeguard the Technical and Regulatory Publications from unauthorized entry.

2.6 Controlled and Uncontrolled Copy System

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

2.6.1 Controlled Copy System

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

2.6.2 Uncontrolled Copy System

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

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



2.7 Hard Copy and Electronic Form Updating Procedure

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

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

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

Technical and Regulatory publication are made available to the PEL Inspectors by LED Library by providing hard copy and updating the computers/laptops of the PEL Inspectors by installing the latest revision of the Technical and Regulatory Publication, information through FSSD website as soon as there is any change to these documents so that latest documents can be accessed by PEL Inspectors.

When the librarian installs the updated Technical and Regulatory publication in the computer/laptop of the PEL Inspector, the Record of Circulation must be signed by the concerned PEL Inspector after receipt of Technical and Regulatory publication. The format of Record of Circulation is as shown in **Appendix-4**. It is the responsibility of the PEL Inspector to delete the old obsolete documents from their Computer/Laptop. These old and obsolete documents may be referred from the library at later date in case of requirement for future reference.

Refer to Para 3.1 of this manual for detail procedure.

2.8 Book Processing

2.8.1 Selection

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

2.8.2 Ordering

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

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

2.8.3 Receiving and Checking

The Technical and Regulatory publication received from the stores section or other sources will be



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

2.8.4 Classification and Cataloguing

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

- a) Controlled and Uncontrolled
- b) Hard copy or Electronic form
- c) Type and origin of the publications (Government of Nepal (GoN) publications; CAA Nepal publications; ICAO Publications; GoN or CAA Nepal notices, circulars, directives, orders etc.; other aviation related reference materials,)
- d) PEL Inspectors and Assistant PEL Inspectors Inspector Personal/Training files.

2.8.5 Stamping and Labeling

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

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

2.8.6 Preparation for Circulation

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

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

2.8.7 Final Inspection

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

2.8.8 Shelves Maintenance

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

2.8.9 Periodic Inspection

The assigned PEL Inspector or Assistant PEL Inspector will carry out the monthly inspection of the library so that the conditions of technical and regulatory publications in the library are at satisfactory



level. The monthly inspection will include the inspection on general housekeeping, record keeping, stamping, circulation record, segregation etc. The format for inspection of LED Library is given in **Appendix-5**.

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

2.9 Document Backup Procedure

The Electronic form of the documents listed in **Para 2.2** of this manual, all the technical publications and completed forms used in Appendix of this manuals shall be backed up in external hard drive in order to protect documents from theft, fire and unforeseen natural calamities.

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

The backup will be done in such a way that there will be last 4 backup every time in the external drive. After 5th backup, the 1st backup in the external hard drive will be deleted.



3. DOCUMENT CONTROL PROCEDURE

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

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

- a) Receive the latest amendments of Technical and Regulatory publication from Government of Nepal (GoN) publications; CAA Nepal publications; ICAO Publications; other records and other aviation related reference materials.
- b) Entry shall be made in the incoming register (**as shown in Appendix-1**) by completing all the required information.
- c) The Technical and Regulatory Publication will be categorized, stamped and labelled with unique identification number (for Hard copy) only. The LED Library Technical and Regulatory publication Manual Record Status will be updated.
- d) If the Technical and Regulatory Publication is new to library, they are required to be put in proper rack in the library as allocated. If the Technical and Regulatory Publication are received in electronic copy update the electronic records and upload document in website.
- e) If the library receives a new issue of Technical and Regulatory Publication, insert the latest issue and remove the previous issue that is superseded by the latest issue and archive the previous issue in Archive Area for the period as indicated by Government of Nepal as per "Governmental Documents Disposal Rules, 1971 A.D." and destroyed in accordance with procedure laid down in same rule..
- f) If the revision/amendment affect parts of the Technical and Regulatory Publication existing in library, insert the new revision and remove the affected part of the revision and destroy them as per "Governmental Documents Disposal Rules, 1971 A.D."
- g) In case of electronic form of the Technical and Regulatory Publication, replace the entire CD/DVD or the electronic records once the new Issue/revision are received.
- h) After updating library records, the Technical and Regulatory Publication shall be distributed to the PEL Inspectors either in Hard copy or electronic form. The procedure to distribute the Technical and Regulatory publication to PEL Inspectors is laid down in Para 2.8.6 of this manual.
- i) Keep records of Technical and Regulatory Publication issued to the PEL Inspectors as per para 2.8.4 of this manual.
- j) Expiry of subscription shall be notified to the Chief of LED for renewal.
- k) In case of Technical and Regulatory Publication coming in both hard copy and Electronic form, the Electronic form will be preferred.

3.2 Control of Personnel Folder of LED Staffs

As per procedure laid down in Personnel Licensing Manual 1.2.4



3.3 Control of Personnel License Folder

As per procedure laid down in Personnel Licensing Manual 2.5.



Appendix - 1

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

(Incoming Register) Receipt Records

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



CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

(Outgoing Register)
Issue Record

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



Appendix - 3

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Technical and Regulatory Publication

S.N.	Manual Annex/Doc. Type	Organisation	Manual/Annex/Doc. Name	Manual Number	Manual Location	Issued No.	Issue date	Amendment No.	Amendment Date	Location	Remarks



Appendix – 4

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

Record of Circulation

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

The above documents are received by:

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

Documents installed in respective computer tables by:

Librarian

Licensing and Examination Division



Appendix - 5

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Inspection of LED Library

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

Assigned Inspector name and signature:

Licensing and Examination Division

Date:



Appendix – 6

CIVIL AVIATION AUTHORITY OF NEPAL

FLIGHT SAFETY STANDARDS DEPARTMENT

Annual Review of PEL Inspector Personal/ Training Files

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

Verified by,

Librarian

LED Library, FSSD

CAA Nepal

Date: