
CIVIL AVIATION AUTHORITY OF NEPAL



PERSONNEL LICENSING MANUAL

THIRD EDITION 2021

	PERSONNEL LICENSING MANUAL	3 rd Edition
		16-03-2021

Adoption of the Standards of the Annexes to the Chicago Convention of ICAO under Rule 81 and approved for publication by the Director General, Civil Aviation Authority of Nepal under Rule 82 of the Civil Aviation Rules, 2058 BS. (2002 CE).

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This manual is available at:

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REGULATORY REFERENCES

These Personnel Licensing Manual are to be read in conjunction with other related regulatory documents such as:

- 1.1. Civil Aviation Regulations 2002.
- 1.2. Flight Operations Requirements (FOR) Aeroplane, General Aviation and Helicopters
- 1.3. Nepalese Civil Aviation Airworthiness Requirements (NCAR)
- 1.4. Aeronautical Information Publications Nepal (AIP)
- 1.5. Personnel Licensing Requirements (PeLR)
- 1.6. Dangerous Goods Handling Requirements (DGHR)
- 1.7. Medical Requirements
- 1.8. Aviation Enforcement Procedure Manual
- 1.9. CAAN DCP manual
- 1.10 ATO Manual
- 1.11 NFSR (Nepalese Flying School Requirements)

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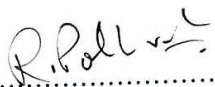
FOREWORD

This third edition of Personnel Licensing Manual, known hereafter as the PLM, is hereby issued in order to align the Nepalese Regulation in line with the latest Standards and Recommended Practices of Annex 1 to the Chicago Convention. These Requirements have been approved pursuant to Rule 82 of Civil Aviation Regulation 2058 (2002) under the authority of Civil Aviation Authority of Nepal Act, 2053 B.S. (1996 A.D.) conferred to the Director General, Civil Aviation Authority of Nepal to issue requirements, directives and manuals to implement the Standards and Recommended practices contained in the Annexes to the Convention.

This third edition is hereby approved by the Director General of Civil Aviation Authority of Nepal and is issued with immediate effect after having been extensively revised and reviewed as per ICAO Annex-1, Standards and Recommended Practices.

This edition supersedes all previous editions of the Personnel Licensing Manual issued by Civil Aviation Authority of Nepal.

This third edition of the PLM shall be applicable from 01st April, 2021.



 Rajan Pokhrel
 Director General
 Civil Aviation Authority of Nepal
 Date: 16th March 2021



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DEFINITIONS

When the following terms are used in this Personnel Licensing Manual, they have the following meanings:

Accepted/Acceptable Something not objected to by the authority and as suitable for the purpose intended.

Accredited Medical Conclusion The conclusion reached by one or more medical experts acceptable to the CAAN for the purposes of the case concerned, in consultation with Flight Operations or other experts as necessary.

Adapted competency model. A group of competencies with their associated description and performance criteria adapted from an ICAO competency framework that an organization uses to develop competency-based training and assessment for a given role.

Aeronautical experience Experience gained during flight time as a member of an operating crew of an aircraft and experience gained during simulated flight as a member of the operating crew of an approved synthetic flight trainer.

Aerial work A flight operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation, patrol, search and rescue, and aerial advertisement etc.

Aerodrome: A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aerodrome Control Service: Air Traffic Control Service for aerodrome traffic.

Aerodrome Control Tower: A unit established to provide Air Traffic Control Service to aerodrome traffic.

Aerodrome Traffic: All traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.

Aeronautical Information Publication (AIP): A publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation.

Aeroplane A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

Aircraft. Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.



Aircraft avionics. A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.

Aircraft— category. Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

Aircraft certificated for single-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

Aircraft required to be operated with a co-pilot. A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.

Air Traffic: See Aerodrome Traffic

Air Traffic Control Clearance: Authorization for an aircraft to proceed under conditions specified by an Air Traffic Control Unit.

Air Traffic Control Service: A service provided for the purpose of:
preventing collisions:

- between airborne aircraft, and
- on the manoeuvring area between aircraft and obstructions; and
- expediting and maintaining an orderly flow of air traffic.

Air Traffic Control Unit: A generic term meaning variously, Area Control Centre, Approach Control Unit or aerodrome control tower.

Air Traffic Service: A generic term meaning variously, flight information service, alerting service, Air Traffic Advisory Service, Air Traffic Control Service (Area Control Service, Approach Control Service or Aerodrome Control Service).

Aircraft — type of. All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

Aircraft – similar type of. All aircraft of the same basic design including modifications thereto which result in a change in handling or flight characteristics.

Airmanship. The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

Airship. A power-driven lighter-than-air aircraft.

Air Operator Certificate (AOC) A certificate authorizing an operator to carry out specified commercial air transport operations.



Alerting Service: A service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.

Alternate Aerodrome: An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing. Alternate aerodromes include the following:

- **Take-Off Alternate.** An alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.
- **En-Route Alternate.** An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition while en-route.
- **Destination Alternate.** An alternate aerodrome to which an aircraft may proceed should it become either impossible or inadvisable to land at the aerodrome of intended landing.

Altitude: The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.

AME logbook A verifiable record of the maintenance and engineering activities of a person.

Approach Control Service: Air traffic control service for arriving or departing controlled flights.

Approach Control Unit: A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

Appropriate ATS Authority: The relevant authority designated by the state responsible for providing air traffic services in the airspace concerned.

Appropriate airworthiness requirements. The comprehensive and detailed airworthiness codes established, adopted or accepted by a Contracting State for the class of aircraft, engine or propeller under consideration.

Approved maintenance organization. + An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 – Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that state.

Note - nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.
(+applicable until 04 November 2020)

Approved maintenance organization++ An organization approved by a Contracting State, in accordance with the requirements of Annex 8, Part II, Chapter 6 –Maintenance



Organization Approval, to perform maintenance of aircraft, engine, propeller or parts thereof and operating under supervision approved by that state.

Note - nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

(++applicable until 05 November 2020)

Approved training. Training conducted under special curricula and supervision approved by a Contracting State.

Approved training organization An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

Approved by the authority Approved by the DG, CAAN or a delegated representative.

Approved person A person approved in writing by the DG, CAAN or a delegated representative as a designated examiner / instructor.

Approved Training Program A training program established by an operator and approved by the competent authority.

Apron: A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, loading or unloading, fuelling, parking or maintenance.

Area Control Centre: A unit established to provide Air Traffic Control Service to controlled flights in control areas under its jurisdiction.

Area Control Service: Air Traffic Control Service for controlled flights in control areas.

ATS Route: A specified route designed for channelling the flow of traffic as necessary for the provision of Air Traffic Services.

Automatic Terminal Information Service (ATIS): The automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof:

- Data Link-Automatic Terminal Information Service (D-ATIS). The provision of ATIS via data link.
- Voice-Automatic Terminal Information Service (Voice-ATIS). The provision of ATIS by means of continuous and repetitive voice broadcasts.

ATS surveillance service. A term used to indicate a service provided directly by means of an ATS surveillance system



ATS surveillance system. A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Note – a comparable ground based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.

Authorised person. Authorised person means a person authorized by the operator in writing to communicate on personnel licensing matters with the licensing office.

Authority The Director General of the Civil Aviation Authority of Nepal.

Base Turn: A turn executed by the aircraft during the Initial Approach between the end of the outbound track and the beginning of the intermediate or Final Approach track. The tracks are not reciprocal.

Basic Rating-The first endorsements of any of the ATC ratings of any ATS unit/airport on the license of an ATCO.

Balloon. A non-power-driven lighter-than-air aircraft.

Note - For the purposes of this regulation, this definition applies to free balloons.

CAAN The Civil Aviation Authority of Nepal.

CAAN Inspector A licensing officer/inspector or an operations inspector in accordance with the prescribed qualification.

Cabin crew A crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft; but who shall not act as a flight crew member.

Cabin Crew Certificate (CCC) An authorization issued by the air operator to a cabin crew to exercise the privileges of a cabin crew as per the provisions made in CAAN Cabin Crew Training Manual-2015.

Civil Aviation Medical Assessor (CAMA): A physician appointed by the CAAN to assess the medical reports submitted by the civil aviation medical examiners.

Note 1.— Medical assessors evaluate medical reports submitted to the CAAN by medical examiners.

Note 2.— Medical assessors are expected to maintain the currency of their professional knowledge.



Civil Aviation Medical Examiner (CAME): A physician designated by the CAAN to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

Category (basic) A particular area of aircraft/equipment identified for maintenance purposes.

Certify as airworthy (to) To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

Certificate of Airworthiness (C of A): A certificate issued to an aircraft by the airworthiness inspection division subject to meeting the prescribed airworthiness requirements.

Check pilot A designated check pilot,

Contracting State A state that is a member state of the ICAO.

Co-pilot. A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

Command and control (C2) link. The data link between the remotely piloted aircraft and the remote pilot station for the purposes of managing the flight.

Commercial air transport operation. An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

Company authorized person A person nominated by the company to communicate with CAA on licensing matters on behalf of the company.

Competency. A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

Competency element. An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

Competency unit. A discrete function consisting of a number of competency elements.

Competent authority The Director General, CAAN or a person authorized by the DG.

Contracting State. A state that is a member state of the ICAO.

Control Area: A controlled airspace extending upwards from a specified limit above the earth.



Controlled Aerodrome: An aerodrome at which Air Traffic Control Service is provided to aerodrome traffic.

Controlled Airspace: An airspace of defined dimensions within which Air Traffic Control Service is provided in accordance with the airspace classification.

Controlled Flight: Any flight, which is subject to an Air Traffic Control Clearance.

Control Zone: A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

Credit. Recognition of alternative means or prior qualifications.

Cross-country. A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

Cruising Level: A level maintained during a significant portion of a flight.

Dangerous Goods Articles or substances which are capable of posing a hazard to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to the Technical Instructions.

Designated Check ATCO (DCATCO) A CAA ATCO duly designated by the CAAN for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC license or ratings.

Designated Check Pilot (DCP) An approved person who may conduct tests and checks on behalf of the CAAN. Their privileges may include those of a training pilot.

Designated Examiner A person authorized to conduct a skill test on behalf of the CAAN where typically a CAAN Licensing Officer/Inspector is required. Unlike the DCP, Designated Examiner is not a permanent position.

Detect and avoid. The capability to see, sense or detect conflicting traffic or other hazards and take the appropriate action.

Distress Phase. A situation wherein there is reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger or require immediate assistance.

Dry, wet and damp lease. For regulatory purposes, the two basic types of aircraft leases are *dry* leases, where the aircraft is leased without crew, and *wet* leases, where the aircraft is leased with crew. Wet leases with partial crew are sometimes referred to as *damp* leases.

Downstream Clearance: A clearance issued to an aircraft by an Air Traffic Control Unit that is not the current controlling authority of that aircraft.



Dual controls An arrangement of ground, flight and engine controls such that either pilot can operate the aircraft in a normal or conventional manner during ground and flight operations. Notwithstanding the foregoing, nose wheel steering is excepted where an aircraft is designed to have nose wheel steering operated only from the left seat.

Dual instruction time. +++ Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

+++ *applicable until 02 November 2022.*

Dual flight instruction time (P-3) Flight time during which a pilot is receiving flight instruction from a properly authorized or rated flight instructor pilot on board a dual control aircraft.

Dual instrument flight instruction time (P-3) Flight time during which a pilot is piloting an aircraft solely by reference to instruments under instruction from a properly authorized or rated flight instructor pilot.

EDTO critical fuel. The fuel quantity necessary to fly to an en-route alternate aerodrome considering, at the most critical point on the route, the most limiting system failure.

Error. An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

Note - See Chapter 1 of Annex 19 – Safety Management for a definition of operational personnel.

Error management. The process of detecting and responding to errors with counter measures that reduce or eliminate the consequences of errors, and mitigate the probability of further errors or undesired states.

ETOPS Extended twin engine operation.

Experimental aircraft An uncertified flying machine.

Examination A written and/or oral test of theoretical knowledge.

Final Approach: That part of an Instrument Approach Procedure which commences at the specified Final Approach Fix or point, or where such a fix or point is not specified,

- at the end of the last procedure turn, base turn or inbound turn of a racetrack procedure, if specified; or
- at the point of interception of the last track specified in the approach procedure; and ends at a point in the vicinity of an aerodrome from which:
 - a landing can be made; or



- A Missed Approach Procedure is initiated.

Flight Check A test of theoretical and practical knowledge and skill.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Flight Dispatcher A FOO/FD or flight operations officer.

Flight Information Centre: A unit established to provide flight information service and alerting service.

Flight Information Region: An airspace of defined dimensions within which Flight Information Service and Alerting Service are provided.

Flight Information Service: A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Flight Instructor (FI) A flight instructor who can conduct pilot training, within the scope of his privileges.

Flight Level: A surface of constant atmospheric pressure which is related to a specific pressure datum, 1013.2 hectopascals (hpa), and is separated from other such surfaces by specific pressure intervals.

Flight Plan: Specified information provided to Air Traffic Services Units, relative to an intended flight or portion of a flight of an aircraft.

Flight procedures trainer. *See* Flight simulation training device.

Flight simulator. *See* Flight simulation training device.

Flight simulation training device (FSTD). +++ Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

A flight procedures trainer, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;



A basic instrument flight trainer, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

+++ applicable until 02 November 2022.

Flight time — aeroplanes. The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Note. — flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.

Flight time — helicopters. The total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

Flight time — remotely piloted aircraft systems. The total time from the moment a command and control (C2) link is established between the remote pilot station (RPS) and the remotely piloted aircraft (RPA) for the purpose of taking off or from the moment the remote pilot receives control following a handover until the moment the remote pilot completes a handover or the C2 link between the RPS and the RPA is terminated at the end of the flight

Glider. A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

Glider flight time. The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

Handover. The act of passing piloting control from one remote pilot station to another.

Height: The vertical distance of a level, a point or an object considered as a point, measured from a specified datum.

Helicopter. A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

Human performance. Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

Incident: An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.



Instrument A device using an internal mechanism to show visually or aurally the attitude, altitude, or operation of an aircraft or aircraft part. It includes electronic devices for automatically controlling an aircraft in flight.

Instrument flight time.+++ Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

+++ *applicable until 02 November 2022.*

Instrument ground time. Time during which a pilot is practicing, on the ground, simulated instrument flight in a synthetic flight trainer approved by the CAAN.

Instrument Meteorological Conditions (IMC): Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for Visual Meteorological Conditions.

Instrument time. Instrument flight time or instrument ground time.

Lessor and Lessee. *Lessor* means the party from which the aircraft is leased; the term *lessee* means the party to which the aircraft is leased. For example, if Air Carrier A leases an aircraft to Air Carrier B, Air Carrier A is the *lessor* and Air Carrier B is the *lessee*.

Level: A generic term relating to the vertical position of an aircraft in flight and meaning variously, height, altitude or flight level.

Licensing authority. The authority is Director General of the Civil Aviation Authority of Nepal, responsible for the licensing of personnel.

Licensing and Examination Division The office of the CAAN which implements the personnel licensing policy and PELR and functions under the Flight Safety Standards Department, handling all matters dealing with personnel licensing.

Lighter-than-air aircraft An aircraft supported chiefly by its buoyancy in the air.

Likely. In the context of the medical provisions, "likely" means with a probability of occurring that is unacceptable to the medical assessor.

Maintenance. The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

Maintenance experience A detailed record of all maintenance performed by a TTC/LWTR holder, as reflected in his/her AME logbook and duly verifiable by the CAAN. It is the responsibility of the owner of the logbook to maintain and keep it updated.

Manoeuvring Area: That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.



Medical Assessment The evidence issued by CAAN that the holder meets specific requirements of medical fitness.

Medical assessor. A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Note 1.— Medical assessors evaluate medical reports submitted to the Licensing Authority by medical examiners.

Note 2.— Medical assessors are expected to maintain the currency of their professional knowledge.

Medical examiner. A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the DG, CAAN to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

Micro light: An aircraft having a MTOM not exceeding 454 kg /1000 lbs which is not usually used for public transport purposes, has no more than two seats, has a Vs not exceeding 35 KCAS and has a maximum take-off mass of no more than:

300 kg for a landplane, single seater; or

330 kg for an amphibian or floatplane, single seater; or

495 kg for an amphibian or floatplane, two-seater, provided that a microlight capable of operating as both a floatplane and a landplane falls below both MTOM limits, as appropriate.

450 kg for a landplane, two-seater.

Micro light Competency Certificate (MCC): A certificate issued by the licensing authority for piloting an uncertified flying machine below 600 kg maximum takeoff mass. An uncertified flying machine above 600 kg shall be piloted by the holder of a PPL or higher license.

Micro light Organization (MO): An organization, approved by the licensing authority that conducts and monitors the activities of the micro lights, including their registration and the certification of their operating crew.

MNPS Minimum Navigation Performance Specifications.

Movement Area: That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

Night. The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.



Note: Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.

NOTAM: A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

OJT a system of on the job training conducted by an approved person in an approved organization.

Operational control The authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Operational Flight Plan (OFP) Specified information provided to a pilot-in-command relative to an intended flight or series of flights or portion of a flight from one destination to another destination.

Performance criteria. Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

“PELR” Personnel Licensing Requirements.

Pilot (to). To manipulate the flight controls of an aircraft during flight time.

Pilot-In-Command. The pilot designated by the owner or operator as being in command and charged with the safe conduct of a flight.

Pilot-In-Command under supervision. Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the DG, CAAN.

Powered-lift. A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low speed flight that depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on non-rotating aerofoil(s) for lift during horizontal flight.

Problematic Use of Substances. The use of one or more psychoactive substances by aviation personnel in a way that constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or causes or worsens an occupational, social, mental or physical problem or disorder.



Psychoactive Substances. Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psycho-stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Quality System. Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

Rated Air Traffic Controller An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

Radiotelephony: A form of radio communication primarily intended for the exchange of information in the form of speech.

Rating An authorization entered on or associated with a license or certificate and forming part thereof, stating conditions, privileges or limitations pertaining to such license or certificate.

Recognized Flight Time means flight time that is:

in the case of flight time in an aeroplane – flown by the holder of an aeroplane pilot license or a student pilot license as pilot-in-command or in dual flying; and

in the case of flight time in a helicopter – flown by the holder of a helicopter pilot license or a student pilot license as pilot-in-command or in dual flying; and

in the case of flight time in a powered-lift – flown by the holder of a powered-lift pilot license or a student pilot license as pilot-in-command or in dual flying; and

in the case of flight time in an airship – flown by the holder of an airship pilot license or a student pilot license as pilot-in-command or in dual flying; and

in the case of flight time in a glider, power assisted glider or self-launching glider-flown by the holder of a glider pilot license or a student pilot license as pilot-in-command or in dual flying; and

in the case of flight time in a recreational vehicle – as specifically approved by the authority, and

in the case of balloon time – flown by the holder of a balloon pilot license or a student pilot license as pilot-in-command or in dual flying.

Registered Aircraft: An aircraft registered in a Contracting State.

Remote co-pilot. A licensed remote pilot serving in any piloting capacity other than as remote pilot-in-command but excluding a remote pilot who is in the remote pilot station for the sole purpose of receiving flight instruction.

Remote flight crew member. A licensed flight crew member charged with duties essential to the operation of a remotely piloted aircraft system during a flight duty period.



Remote pilot. A person charged by the operator with duties essential to the operation of a remotely piloted aircraft and who manipulates the flight controls, as appropriate, during flight time.

Remote pilot-in-command. The remote pilot designated by the operator as being in command and charged with the safe conduct of a flight.

Remote pilot station (RPS). The component of the remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft.

Remotely piloted aircraft (RPA). An unmanned aircraft which is piloted from a remote pilot station.

Remotely piloted aircraft system (RPAS). A remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design.

Repair The restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear.

Reporting Point: A specified geographical location in relation to which the position of an aircraft can be reported.

Rendering (a license) valid. The action taken by a contracting state, as an alternative to issuing its own license, in accepting a license issued by any other contracting state as the equivalent of its own license.

Rotorcraft. A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.

Runway: A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway Visual Range (RVR): The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.

RVSM means reduced vertical separation minima.

Safety Management System A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.



SIGMET Information: Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of aircraft operations.

Significant Point: A specified geographical location used in defining an ATS route or the flight path of an aircraft and for other navigation and ATS purposes.

Sign a Maintenance Release (to)+ To certify that maintenance work has been completed satisfactorily in accordance with the applicable standards of airworthiness, by issuing the Maintenance Release referred to in ICAO Annex 6.

+ *applicable until 4th November 2020*

Significant. In the context of the medical provisions in this PELR and CAAN Medical Requirements, significant means to a degree or of a nature that is likely to jeopardize flight safety.

Solo flight time. Flight time during which a student pilot is the sole occupant of an aircraft.

Solo flight time — remotely piloted aircraft systems. Flight time during which a student remote pilot is controlling the remotely piloted aircraft system, acting solo.

Special VFR flight: A VFR flight cleared by Air Traffic Control to operate within a control zone in meteorological conditions less than VMC.

State of Registry The *State* on whose register the aircraft is entered.

State of the Operator The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence or the State which is the hub of its corporate activity.

State Safety Program (SSP) - An integrated set of regulations and activities aimed at improving safety.

Synthetic Flight Trainer – See Flight Simulation Training Device, above.

Temporary Permit A specific authorization issued by the licensing office to an applicant who has lost his ATCL or the license has expired; and the applicant wishes to meet the revalidation requirement to revalidate the license/rating.

Terminal Control Area: A control area normally established at the confluence of ATS routes in the vicinity of one or more major aerodromes.

Tethered Flight A flight in a captive balloon of at least 5 minutes.

Tethered Flight Time The time elapsed between the moments a balloon tethered to the surface becomes airborne until the envelope is deflated after landing.



Threat. Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety. *Refer to ICAO Annex 19.*

Threat Management. The process of detecting and responding to the threats with countermeasures that reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired states.

Track: The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (True, Magnetic or Grid).

Trainee Technician Card (TTC) A card issued by the licensing authority authorizing the holder to work under supervision and acquire on the job training/experience in maintenance related work dealing with aircraft and/or its equipment.

Transfer Agreement A bilateral agreement between the state of the operator and the state of registry of the aircraft/state of issue of the license; where some, all or none of functions have been transferred from the state of registry of the aircraft/state of issue of the license to the state of the operator.

Uncertainty Phase: A situation wherein uncertainty exists as to the safety of an aircraft and its occupants.

VFR: Visual Flight Rules.

VFR Flight: A flight conducted in accordance with the Visual Flight Rules.

Visual Meteorological Conditions (VMC): Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.



PERSONNEL LICENSING REQUIREMENTS

3rd Edition
16-03-2021

ABBREVIATIONS

AFIS	Aerodrome Flight Information Service
AMOC	Alternate Means of Compliance
CC	Compliance Checklist
CCTM	Cabin Crew Training Manual
C2	Command and control
EFOD	Electronic Filing of Differences
FSTD	Flight Simulation Training Device
HIV	Human Immunodeficiency Virus
IFR	Instrument Flight Rules
LED	Licensing and Examination Division
MOS	Manual of Standards for Licensing/Rating of ATC Personnel
PELR	Personnel Licensing Requirements
PLM	Personnel Licensing Manual
RPA	Remotely Piloted Aircraft
RPAS	Remotely Piloted Aircraft System
RPS	Remote Pilot Station
SOP	Standard Operating Procedure
TEM	Threat and Error Management
VMC	Visual Meteorological Conditions
USOAP CMA	Universal Safety Oversight Audit Programme Continuous Monitoring Approach



PERSONNEL LICENSING MANUAL

3rd Edition
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PART 0

DOCUMENT CONTROL

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**0.1 General**

Changes to this Manual may be required as a result of the changes in ICAO SARPS, government policy, Quality Assurance activities or periodic review. To maintain the credibility and relevancy of the manual, it is required to be reviewed and revised to reflect changing circumstances.

This Manual is issued under the authority of the Licensing and Examinations Division, CAAN and is distributed according to the Distribution List. This manual is to be used only after it is approved by the Director General, Civil Aviation Authority of Nepal.

0.2. Person Responsible for Amendment and Revision

Licensing and Examinations Division, CAAN is responsible for the issue, amendment and revision of this manual in co-ordination with all related departments, divisions and units and with approval from the Director General CAAN. The Licensing and Examinations Division shall maintain a list of the issued manuals with current edition, name of the holder, amendment information including current amendment and distribution list of the holders.

0.3. Amendment Procedure

This manual is controlled by Licensing and Examinations Division, CAAN who is responsible for amending and distributing it to all holders as per the distribution list. Each copy of a manual should bear a serial number and a list of holders. The manual shall be reviewed every year for necessary amendment. Proposed amendments to the manual should be submitted to Chief, FSSD for approval before forwarding to DG, CAAN. Approval from DG, CAAN for the amendment will be given in written form. On receipt of the approved amendment from CAAN, the Chief of Licensing and Examinations Division is responsible for ensuring the distribution of revisions to all holders mentioned in the Distribution List. Holders are responsible for incorporating such revisions. Every amendment or revision is identified by an amendment number entered at the bottom left hand side of each page. Minor amendments as described in 0.5.1 below shall be notified to DG CAAN but do not require approval from DG, CAAN.

0.4. Amendment and Revision incorporation process

After each Manual Revision and Amendment, the Licensing and Examinations Division of CAAN shall prepare a Manual Amendment Checklist. The Manual Holder shall remove pages and add pages according to the Manual Amendment Checklist. The manual holder is then required to advise Licensing and Examinations Division that the amendments or revision have been incorporated and that any changes have been implemented from the date of the approval.

0.5. CAAN Approvals of Amendments

The Licensing and Examinations Division, CAAN is the final authority for any amendments in respect to this manual, and for submitting such amendments to the DG CAAN.

The contents of all amendments and revisions must be acceptable to, or, where applicable, approved by the CAAN. The following procedures shall apply.

0.5.1. Minor Amendments to the Manual

The following are considered as minor changes and may be implemented without approval from the CAAN:

Text changes which do not influence the approved procedures.

Layout changes which do not influence the approved procedures.

Licensing and Examinations Division shall supply DG CAAN with intended amendments in advance of the effective date.

0.5.2. Major Amendments to the Manual

All changes other than those in Para 0.5.1 above, are considered major amendments and require prior approval from DG CAAN.

In addition, procedures, regulations and forms that are specific to the procedures always require a CAAN approval.

Licensing and Examinations Division shall obtain prior approval of the DG CAAN before publication of amendment. Exceptionally, if the amendment has an implication on safety, it may be published and applied immediately, provided the required approval from DG CAAN has already been formally requested.

0.6. Issue and amendment date

The issue and amendment date shall be the date of CAAN approval letter, and the effective date shall be as indicated in the manual and amendments. The holder of this manual shall be responsible for incorporating any necessary amendment.

0.7. Manual Distribution

Master Copy of this manual shall be maintained in Technical Library, FSSD. Copies of this manual are distributed as per the distribution list below:

SN	Holder	Hard Copy	Soft Copy
1	Office of the Director General	√	
2	Office of Deputy Director General	√	
3	Chief, Flight Safety Standards Department	√	
4	Dy. Director, Flight Operations Division	√	
5	Manager, Licensing and Examination Division	√	
6.	All LED Personnel		√
7.	All CAAN Medical Assessors		√
8.	Technical Library, FSSD (Master Copy)	√	
9.	FSSD Website		√



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For quick distribution electronic copies may be sent through e-mail. All holders of the Manual are responsible to notify any discrepancy, error or difficulty in interpretation to CAAN licensing Section without delay.

0.8. Responsibility of the Manual Holder

Each holder of the Manual is responsible for keeping their copy of the Manual up to date, for entering the amendments and revisions correctly and for making sure that only the current version is in use. On completion of every revision, each Manual holder must sign and date the change in the Record of Revision. A copy of the signed Record of Revision shall be forwarded to the Training Manager to aid in document control. For holders of electronic copies, an email acknowledging receipt and understanding shall be sent to the Training Manager.

The Manual holder must study any amendment immediately upon receipt and insert the revision in the Manual in accordance with the effective date of the Letter of Revision or at first opportunity. All holders of the Manual are responsible to notify any discrepancy, error or difficulty in interpretation to CAAN licensing Section without delay.

0.9. List of Effective Pages

The List of Effective Pages (LEP) contained in front of the manual lists all pages with their issue dates. After a revision the manual must comply with the current LEP.



PART 1 GENERAL

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**1.1. SCOPE**

- 1.1.1. These procedures provide information for those staff of the Civil Aviation Authority of Nepal staff who carry out functions associated with licensing activities and those who have delegation to issue or renew licences or permits. That information will enable such staff to issue each class and category of licence or the Flying Training Permit (FTP).
- 1.1.2. Civil Aviation Act, 2053 BS and Civil Aviation Regulations 2058 BS have empowered the Civil Aviation Authority of Nepal (the Authority) to issue various Nepalese licences or the Flight Training Permission (FTP) and associated ratings, subject to the Authority being satisfied that an applicant is a fit and proper person to hold the licence, FTP or rating concerned, and is appropriately qualified to act in the capacity to which the licence, FTP or rating relates.
- 1.1.3. The Authority may issue licences, permits and ratings subject to such conditions as established by rules, regulations and requirements of CAA Nepal.
- 1.1.4. The main content of this publication:
 - Outlines the generic procedures for issuing and renewing licences
 - Details the specific requirements for each category of licence
 - the procedures for replacing and suspending a licence
- 1.1.5. Annex 1 Personnel Licensing of the Chicago Convention establishes International Standards and Recommended Practices (SARPs) for States for the licensing of the following personnel:
 - 1.1.5.1 Flight Crew
 - a) Private pilot – aeroplane;
 - b) Commercial pilot – aeroplane;
 - c) Multi Crew Pilot Licences;
 - d) Airline transport pilot – aeroplane;
 - e) Private pilot – helicopter;
 - f) Commercial pilot – helicopter;
 - g) Airline transport pilot – helicopter;
 - h) Glider pilot;
 - i) Free balloon pilot;
 - j) Flight engineer.
 - 1.1.5.2 Other personnel
 - a) Flight operations officer
 - b) Radio Telephone Operator
 - c) Aeronautical Station Operator

CAAN may not, necessarily, use all these options or use them in the same general form.

In addition, the CAAN issues and renews the following documents:

- a) Flying Training Permit;
- b) Commercial Pilot Licence (Balloons);
- c) Commercial Pilot Licence (Glanders);
- d) Ultra-light Pilot Licence

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1.1.6 The Annex also makes provision for ratings of various types, which may further limit or specify the privileges of the holder. These are dealt with in more detail in the relevant chapters.

1.1.7 Annex 1 establishes SARPS regarding age, knowledge, experience, skills and other matters for the issue of the various licences provided for. The State's regulatory authority, Civil Aviation Authority of Nepal, as the Licensing Authority, is responsible for ensuring that these standards are met. In doing so, the Authority conducts examinations in a number of subjects, appropriate to the relevant licence and/or rating.

1.2 FUNCTIONS OF LICENSING AUTHORITY

Civil Aviation Authority of Nepal is empowered by Civil Aviation Authority of Nepal Act 2053 as Licensing Authority in Nepal for issue related to the personnel licensing.

The general functions of CAAN as licensing authority are listed below:

1.2.1 Regulatory Functions

The functions of licensing authority shall include:

- a) assessment of an applicant's qualifications to hold a Licence, Certificate or Rating;
- b) issuance and endorsement of Licences, Certificates and Ratings;
- c) designation and authorization of approved persons;
- d) approval of Aviation Training Organisations/Courses;
- e) approval of the use of Synthetic Flight Trainers and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and
- f) validation of licences and ATO Certificate issued by other contracting states.
- g) recommend to DG for designation of Medical Examiners and Medical Assessor;
- h) surveillance of Medical Examiners and Medical Assessor;
- i) concluding 'Transfer Agreements' with other States, where applicable.
- j) framing the personnel licensing regulations, procedures and instructions.
- k) surveillance of operators and training organization to ensure compliance with regulations.

1.2.2 Staffing

CAAN Licensing and Examination Division will have the following human resources. The staff calculation will be decided by the scientific calculation of the work load versus number of human resources required.

- a) The Licensing and Examination Division will have at least four licensing officers as justified by the man hour calculation.
- b) The training programme for each staff member will be developed in order to progress from induction to fully qualified inspector, and include the maintenance of competency.
- c) The qualification for the Licensing inspector will be as following:
 - i) A pilot who holds or has held a CPL as minimum qualification with two years of experience with safety oversight inspector training.
 - ii) An airworthiness engineer as minimum qualification with two years of experience in licensing with safety oversight inspector training.

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- iii) An Air Traffic Controller with minimum two years of experience in licensing with safety oversight inspector training.
- iv) A Medical Assessor who is a registered medical practitioner and qualified as required by medical requirements of CAAN.
- d) Infrastructure shall be supplied, such as the provision of adequate furnished office accommodation, IT & data automation facilities, secure record rooms with filing cabinets, examination hall and sufficient clerical support (i.e. photocopiers computers/ laptops/ notebook, fax, printing facilities, telephones/ cellular telephones, internet/ intranet)
- e) Initial (indoctrination), advanced or specialized and refresher training shall be provided to licensing staff on a regular basis, including in-country and outside country participation in relevant courses, seminars and workshops. This shall include the Civil Aviation Medical Assessors, Designated Medical Examiners, English language Lead Rater and Operational Rater as well.
- f) Human resource calculation:
The required human resources will be calculated based on the total functions of the LED of FSSD that will consider the time required to accomplish the task. Such scientific method of calculations of the staff will consider the total work hours required versus total work hours available. The calculation of the total hours available with all available staff, deducting all national holidays, contingencies and conservative calculation, will be carried out to ensure that the available human resources are adequate.

1.2.3. Training:

1.2.3.1. General Training Policy

The Licensing and Examination Division of Flight Safety Standards Department will prepare the training programme for the PEL staff, specifying the initial training, recurrent training and specialized training courses as applicable. The training will cover the scope of activities of PEL unit like the initial issuance of licence and ratings, renewal of licence and ratings, validation and conversion of foreign licence and ratings, certification of approved training organisations and flight simulators. Additional training will include Safety Management System, State Safety Programme, Quality Management System, Aviation Enforcement Policy and Programme and Auditing Techniques. The training programme will spell out the duration of training in terms of weeks or days or hours as applicable. The venue will be mentioned as far as possible.

CAA Nepal shall determine the training needs for their PEL Inspector and Assistant PEL Inspectors performing safety oversight functions and also provide for their technical training on an initial and recurrent basis. Additionally, periodic practical and specialized technical trainings including supervisory courses will enable the PEL Inspector and Assistant PEL Inspector to perform their duties effectively. Training should not be limited to strictly professional elements.

The CAA Nepal shall have PEL Inspector Induction training program for induction of new PEL Inspector/Assistant PEL Inspector. The following are the minimum elements that should be imparted when newly inducted.

- a. CAA Nepal rules, regulations and requirements
- b. Regulatory functions of CAA Nepal

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- c. Duties and responsibilities of safety oversight inspectors
- d. Human factors in aviation
- e. Appropriate PEL standards, practices and policies;
- f. Working procedures

CAA Nepal shall have a structured programme to train the PEL Inspector and Assistant PEL Inspectors on current CAA Nepal requirements, policies and procedures as they are being implemented. To keep personnel abreast of new industry developments, a training programme shall be developed that provides at regular intervals (initial and recurrent) technical training to gain first-hand knowledge of new developments, including management principles.

As a general policy, it is not desirable for CAA Nepal personnel to obtain technical qualifications from those entities under their direct regulatory jurisdiction.

Technical training of PEL Inspector and Assistant PEL Inspectors may be accomplished from several sources. These can be carried out in-house within CAA Nepal; contracted to an organization in Nepal or abroad; from aircraft manufactures; from operators of Nepal (in exceptional cases).

1.2.3.2. Training Courses for PEL Inspector

PEL Inspector and Assistant PEL Inspector shall undergo following five types of trainings at different phases during their assignment as (Assistant) PEL inspector to meet the qualification requirements laid down in this manual.

- Basic PEL Inspector Course- I
- Basic PEL Inspector Course- II
- Advanced PEL Inspector Course
- PEL Inspector On-the-job Training
- Refresher Training

1.2.3.2.1. Basic Course I

The PEL Inspector and Assistant PEL Inspector will be provided with **Basic Course I** trainings listed below after entry into service within 6 months. Below is the content of Basic Course I:

1. CAA Act, Rules and AOCR, FOR, PELR, PLM
2. Personnel Licensing Record Keeping Systems
3. Ramp Inspection of Domestic Aircraft
4. AOCI Manual
5. Auditing techniques and auditing procedure
6. Safety Management System
7. Quality System
8. Enforcement Procedure
9. Human Factors Principles including CRM

1.2.3.2.2. Basic Course II

The PEL Inspector and Assistant PEL Inspectors will be provided with **Basic Course II** within one year of completion of Basic Course I. Below is the content of Basic Course II:

1. Initial Certification- Approved Training Organization Approval and Renewal Procedures
2. Safety Assessment of Foreign Aircraft (SAFA)

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3. Personnel Licensing System Training

1.2.3.2.3. Advanced Course

The PEL Inspector and Assistant PEL Inspectors will be provided with Advanced Course on areas outlined below on basis of the assignments given to the inspectors. Advanced Course shall largely depend on the schedule of the training provided by the third party training service provider. As such, the timing of the course may not be in the hands of PEL unit at all times. Whenever possible, the training shall be scheduled for trainees who have undergone the Basic Course I and Basic Course II modules:

1. Other specialized training organized by SARI/EASA/ICAO/ COSCAP-SA
2. ICAO Government Safety Inspectors PEL (GSI-PEL)
3. Risk Based Oversight and Surveillance
4. Aircraft Accident Investigation Techniques

1.2.3.2.4. On-the-Job Training

To further ensure a structured training environment CAA Nepal shall consider an On-the Job (OJT) training program to its PEL Inspector and Assistant PEL Inspectors. This will ensure new PEL Inspectors (Assistant PEL Inspectors) are mentored by experienced PEL Inspectors in all tasks the PEL inspector is required to perform on behalf of the CAA Nepal prior to performing the tasks individually on their own.

The OJT training should be comprehensive and shall cover the CAA Nepal regulations, requirements, policies, procedures and current practices. In order to facilitate access of the Assistant PEL Inspectors in Service Provider's facility to carry out OJT tasks in the presence of OJT Instructor, the Assistant PEL Inspectors are issued with CAA Nepal **"Assistant PEL Inspector"** credential.

The OJT should allow the new PEL Inspectors (Assistant PEL Inspectors) to observe the experienced PEL Inspector (OJT Instructor) actually performing the task. Once this has been done the new PEL Inspector (Assistant PEL Inspectors) should perform the task being observed and supervised by an experienced PEL Inspector.

Following this, the new PEL Inspectors (Assistant PEL Inspectors) is debriefed by the experienced PEL Inspector of any findings, shortcomings, or lapses. The new PEL Inspector (Assistant PEL Inspector) then performs the task and is evaluated by an experienced PEL Inspector. The new inspector (Assistant PEL Inspectors) should be evaluated on successfully performing the task in accordance with CAA Nepal requirements and procedures.

The OJT record will be maintained as per format laid down in **Appendix-B "On-the-Job Training Record"**. This **"On-the-Job Training Record"** will have all the required/applicable functions as laid down in Para 1.2.3.2.4 of this manual and frequency of OJT for each individual tasks.

The frequency of individual task will depend on the complexity and severity of the task. The frequency of individual task should be at least be one observation and one evaluation each, that needs to be carried out by new PEL Inspectors (Assistant PEL Inspectors) under the supervision of qualified PEL Inspector before being considered as completion of OJT of each individual tasks.

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Observation:

The experienced PEL Inspector actually performs the task which is observed by new PEL Inspector (Assistant PEL Inspector). Once completed, the new PEL Inspectors (Assistant PEL Inspectors) should perform the same task being observed and supervised by an experienced PEL Inspector. Following this the new PEL Inspector (Assistant PEL Inspectors) are debriefed by the experienced PEL Inspector of any findings, shortcomings, or lapses.

Evaluation:

After satisfactory completion of observation, the new PEL Inspector (Assistant PEL Inspector) then will perform the task under the supervision of experienced PEL Inspector, which is evaluated by experienced PEL Inspector for satisfactory completion of task as per the CAA Nepal requirements and procedures.

Experienced PEL Inspector (OJT Instructor):

A PEL Inspector is considered as an experienced PEL Inspector (to be used as an OJT instructor) if he/she meets the qualification, experience, and knowledge requirements laid down in this manual and has been appointed as an PEL Inspector for at least 2 years period.

The PEL Inspector OJT training records should be updated in PEL Inspector and Assistant PEL Inspector Personal/Training file upon successful completion of each OJT task.

After completion of each OJT task, the Assistant PEL Inspectors shall be considered competent in carrying out such individual task independently. However, other PEL Inspectors and Chief of PEL Inspection Division will closely monitor the task performed by Assistant PEL inspector independently.

***Note:** Credit will be given to the task laid down in **Appendix-B**, which Assistant PEL Inspectors has performed previously, during their service in CAA Nepal, before this manual is approved.*

1.2.3.2.5. Inspector Refresher Training

Refresher training is an aspect of recurrent training taken by a person already qualified or previously assessed as competent in a field with the intention of updating skills and/or knowledge to a changed standard or providing the opportunity to ensure that no important skills or knowledge have been lost due to lack of usage.

PEL Inspector shall be scheduled for a minimum of one refresher training course every 2 years.

The refresher training course shall cover the training on requirements, procedures, and checklists published by CAA Nepal. It will also cover the changes in requirements and procedures that has occurred during last 2 years period. The refresher training can be carried out in-house within CAA Nepal; contracted to an organization within Nepal or abroad; from aircraft manufactures or from air operators of Nepal (in exceptional cases).

If the changes in requirements and procedures are minor (changes for efficiency and productivity), it is not feasible to conduct refresher training for every changes. Hence for such reason, the refresher course will cover all these minor changes in requirements and procedures every two years.



Since PEL Division is a small division with required number of staffs to carry out its functions, duties and responsibilities as laid down in this manual and as per complexity of aviation industry in Nepal, any changes to requirements and procedures are discussed among all the inspectors during PEL meeting before forwarding these changes to Director General, CAA Nepal for approval. Therefore, minor changes in requirements and procedures will not affect their day to day functions as they are already aware of these changes without being provided with an immediate refresher training.

If the changes in requirements and procedures are substantial, the training will be conducted immediately to all the PEL Inspector and Assistant PEL Inspectors after approval of new requirements and procedures from Director General, CAA Nepal, even though changes to these requirements and procedures are already discussed among all the inspectors during PEL meetings before forwarding these changes to Director General, CAA Nepal for approval as these substantial changes may affect their day to day function.

To summarize, the refresher training of the PEL Inspector shall at least constitute of the following topics:

1. Personnel Licensing Requirements and any updates/ amendment thereof
2. Personnel Licensing Manual and any updates/ amendment thereof
3. Other applicable CAAN Rules and regulations and any updates/ amendment thereof

1.2.3.3. Training Plan for PEL Division

Training plan is the forecast of the Annual Training Needs of PEL Division for the upcoming year.

Licensing and Examinations Division will prepare **“Training Plan for PEL Inspector and Assistant PEL Inspectors”** for the upcoming year starting from January as per format laid down in **Appendix- D**, annually in the month of January itself. Training Plan shall be approved by the Chief of Flight Safety within the month of January and comes into effect as soon as approval is received.

The plan for current year is prepared based on an **“Yearly review of training provided to the PEL Inspector and Assistant PEL Inspectors”** for previous year, which is also prepared annually in the month of January to facilitate preparation of **“Training Plan for PEL Inspector and Assistant PEL Inspectors”** for the present year.

The **“Training Plan for PEL Inspector and Assistant PEL Inspectors”** and **“Yearly review of training provided to PEL Inspector and Assistant PEL Inspectors”** will be carried out by a Licensing Inspector assigned by Chief of Licensing and Examinations Division.

After the preparation of draft **“Training Plan for PEL Inspector and Assistant PEL Inspector”**, it is presented to all the PEL Inspector and Assistant PEL Inspector during the PEL meeting. Inputs from PEL Inspector and Assistant PEL Inspector during the meeting will be discussed and if found appropriate, such inputs are incorporated in Final version of **“Training Plan for PEL Inspector and Assistant PEL Inspectors”**.

The final version of **“Training Plan for PEL Inspector and Assistant PEL Inspectors”** will be forwarded to Training Manager of the FSSD through internal memo.



The Training Manager will forward the final version of “**Training Plan for PEL Inspector and Assistant PEL Inspectors**” to Director of FSSD through an internal office memo after verifying the proposed training plan. Director of FSSD will then forward the “**Training Plan for PEL Inspector and Assistant PEL Inspectors**” to Dy. Director General, ASSRD who will then forward it to Director General, CAAN for necessary review and approval.

Director General will hold discussion on “**Training Plan for PEL Inspector and Assistant PEL Inspector**” with Dy. Director General (ASSRD), Human Resource Department, administration department and other departments as deemed necessary before approving it.

Based on this document, Human Resource Department will identify the training that is required for individual PEL Inspector and Assistant PEL Inspectors in that year and identify the sources which can deliver these training to individual PEL Inspector and Assistant PEL Inspectors as per “**Training Plan for PEL Inspector and Assistant PEL Inspectors**” approved by Director General, CAA Nepal. The training will thereafter be planned accordingly.

The approved “**Training Plan for PEL Inspector and Assistant PEL Inspectors**” for each year shall be included in PEL Inspector Personal/Training File.

Chief of Personnel Licensing and Examinations Division will monitor the progress of “**Training Plan for PEL Inspector and Assistant PEL Inspector**” regularly in a quarterly basis to ensure that all the training as required by “**Training Plan for PEL Inspector and Assistant PEL Inspectors**” is being conducted in a timely manner in order to ensure that the competency of PEL Inspector and Assistant PEL Inspectors are being maintained. If there is any deviation on training plan same shall be highlighted to Director of FSSD during FSSD Monthly meeting.

Licensing and Examinations Division will prepare “**Yearly review of training provided to PEL Inspector and Assistant PEL Inspector**” for the previous year annually during the month of January every year. Such review will enable Chief to have record of trainings planned vs. record of training actually conducted to each PEL Inspectors/Assistant PEL Inspectors.

This record of planned vs. actual training conducted will enable the Chief to prepare the “**Training Plan for PEL Inspector and Assistant PEL Inspector**” for next year. The “**Yearly review of training provided to PEL Inspector and Assistant PEL Inspector**” shall also be included in individual PEL Inspector and Assistant PEL Inspectors Personal/Training File for record purpose.

1.2.3.4.Training Calendar

The “**Training Plan for PEL Inspector and Assistant PEL Inspector**” shall be published in form of a training calendar depicting who is scheduled for what training and in what period of the year.

This shall provide easy access to planned training activities which can be tracked and reviewed.

Training calendar shall be in the format as prescribed in **APPENDIX- D**

**1.2.4. Management of Personnel and Training Records****1.2.4.1. Contents of Personnel Folder**

To ensure systematic and comprehensive training of PEL Inspector and Assistant Inspector, it is necessary to maintain Personal/ Training Files of each PEL Inspector and Assistant Inspector. The PEL Inspector and Assistant Inspector Personal/Training File records must be updated at regular intervals.

Record of all 'On-the-Job Training' undergone by PEL Inspector and Assistant Inspector must be maintained in the respective inspector's Personal/Training File. The Personal/Training files should include the following details:

- a) Copy of Job Description
- b) Copy of Inspector credentials
- c) Copy of Latest CV
- d) Copy of applicable License (if any)
- e) Copy of Training Certificates including On-the-Job Training Records
- f) Copy of Academic Certificates
- g) Copy of "Airport Restricted Area Pass"
- h) Copy of Office Identity card
- i) Copy of Citizenship card
- j) Copy of Appointment Letter
- k) Copy of Passport
- l) Training plan for PEL Inspector/ Assistant Inspector
- m) Yearly review of training provided to PEL Inspector/ Assistant Inspector

1.2.4.2. Responsibility to maintain Folder

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

The training unit will verify the records of individual inspector Personal/Training file annually in the month of January for its completeness and currency as per Appendix -C of this manual. The training unit will handover Inspector and Assistant PEL Inspector the Personal/Training files to respective Inspectors in the last week of December to verify the completeness of their file. If any document is found missing, it is the responsibility of the respective inspectors to include those documents in the file for its completeness during review.

1.2.4.3. Record Retention Policy

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

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1.2.5. CREDENTIALS

1.2.5.1.Types of Credentials

Depending on the assignment of the PEL division and the training program imparted to the personnel, CAAN shall issue two types of credentials as detailed in the following sections. The credentials are issued in accordance with Rule 84 of Civil Aviation Regulations 2002 and its amendment

1.2.5.1.1. PEL Inspector/ PEL Assistant Inspector

Licensing officer who meets the eligibility criteria of the PEL inspector as laid down in the PLM Clause 1.2.2 c and has completed at least the Basic Course I and II, OJT and any one Advanced Training Module is issued the credential of PEL Inspector.

This credential identifies the bearer is an authorized person for the purpose of the Civil Aviation Regulations and authorized to perform the duties and exercise the powers under said regulations

Licensing officer who has joined PEL Division, completed at least the Basic Course I module of the PEL Inspector Training Program and does not meet other applicable criteria of the PEL Inspector as laid down in PLM Clause 1.2.2.c is issued the credential of PEL Assistant Inspector.

This credential identifies the bearer is an authorized person for the purpose of the Civil Aviation Regulations and authorized to perform the duties and exercise the powers under said regulations under the supervision of PEL Inspector.

1.2.5.1.2. Functionary Identification from Airport Security

This credential provides unrestricted access to different areas of any airport and aircraft as indicated on the credential itself while the bearer is performing surveillance, inspections and audits.

1.2.5.2.Use of Credentials

CAA Nepal “PEL Inspector” and “Assistant PEL Inspector” credentials contain the general authorization for the PEL Inspector and Assistant PEL Inspectors to conduct their duties and responsibilities as per this manual and exercise the power under Rule 84 of the Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments after satisfying the training and qualification requirements specified in this manual whereas “Airport Restricted Area Pass” will give them access to restricted areas of the airport in Nepal. However, PEL Inspectors and Assistant PEL Inspector must use these credentials cautiously and never misuse it. While utilizing the CAA Nepal credentials, PEL Inspectors and Assistant PEL Inspectors should consider the following:

- a) An PEL Inspector and Assistant PEL Inspectors must display this credential on an outer garment to be permitted entry into Airport Restricted Areas, and while working in these areas.
- b) Physical Barriers: Although these two credentials are authorizations for PEL Inspector and Assistant PEL Inspector, inspectors to be in secured areas, PEL Inspector and Assistant PEL Inspector must seek extra assistance to gain access of physical barriers such as locked doors and gates. PEL Inspectors and Assistant PEL Inspectors should ask, at the

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time of entry, if the operator has any specific security program, practices and procedures that need to be followed.

- c) Passenger Screening Points: PEL Inspector and Assistant PEL Inspectors approaching passenger screening points may not bypass that screening; however, if the PEL Inspector and Assistant PEL Inspector is unable to afford the delay that may be involved in passenger screening, then proper and necessary arrangements should be made with the airport security or operator personnel to enter the secured areas at other entry points.
- d) Lost or Stolen Credentials- If either one or both of these credentials are lost, stolen, or damaged, the inspector should report the occurrence immediately to the Chief of Licensing and Examination Division; Director of FSSD and to the Airport Security.

1.2.5.3.Application Procedure

PEL Inspector or Assistant PEL Inspector shall apply for CAA Nepal “PEL Inspector” or “Assistant PEL Inspector” credentials by completing “Procedure for Issuance of CAA Nepal PEL Inspectors and Assistant PEL Inspector Credentials” laid down in Para 1.2.5.4 of this chapter and “Airport Restricted Area Pass” by completing the “Procedure for Issuance of Airport Restricted Area Pass” as laid down in Para 1.2.5.5.

1.2.5.4.Procedure for Issuance of CAA Nepal " PEL/ Assistant PEL Inspector" Credentials

This section contains procedure for issuance of CAA Nepal “PEL Inspector”credentials.

Individual new PEL Inspector will raise an internal office memo with all the supporting documents after fulfilling all the qualifications, training and OJT requirements laid down in Para 1.2.3.2.4 of this manual to Chief of Licencing and Examination Division

The Chief of Licensing and Examination Division then verifies the supporting document and if found satisfactory forwards it to the Director, FSSD with his recommendation. If found not satisfactory, he forwards an internal office memo to the concerned new PEL Inspector with his comments.

- a) The Director, FSSD verifies the supporting document forwarded by Chief of LED. If found satisfactory he forwards it to DDG, ASSRD with his recommendation. If not, he forwards the file to the Chief of LED and subsequently to concerned new PEL Inspector with his comments.
- b) If the DDG, ASSRD is satisfied with the internal office memo and supporting document forwarded by the Director of FSSD, he forwards the file to Director General, CAA Nepal with his recommendation, if not, he forwards the internal office memo to the Director of FSSD and subsequently to the PEL Inspector with his comment.
- c) With the recommendation of Chief of Licensing and Examination Division, Director of FSSD and DDG (ASSRD), the Director General approves the internal office memo and sends the internal office memo to the Administration Section, FSSD for preparation of CAA Nepal “PEL Inspector” credentials.
- d) After the credential card is prepared and signed by the Director General, an internal office memo along with CAAN “PEL Inspector” credentials is sent to the Administration Section, FSSD for distribution of credential and recordkeeping of the Internal Office Memo.

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- e) Director of FSSD in consultation with Chief of LED will prepare the Job Description for an PEL Inspector.
- f) The PEL Inspector signs the record of receipt of “PEL Inspector” credential after receiving CAA Nepal “PEL Inspector” credential and Job Description. The record of receipt of “PEL Inspector” credential will be maintained by Administration Section, FSSD for record keeping purpose.
- g) It is the responsibility of the “PEL Inspector” to provide photocopy of CAA Nepal “PEL Inspector” credential to the librarian to include the copy of credential in respective PEL Inspector and Assistant PEL Inspector personal/training file.
- h) A copy of credentials of each “PEL Inspector” will be kept in personnel/ training files of individual PEL Inspector which is maintained by the librarian in a secure location in the Technical Library.

Note: Similar process will be followed for issuance of “Assistant PEL Inspector” credentials.

Note: Similar process will be followed for renewal of “PEL Inspector” and “Assistant PEL Inspectors” credentials.

1.2.5.5.Procedure for Issuance of “Airport Restricted Area Pass”

- a) When a new PEL officer is recruited by CAA Nepal, the PEL officer applies to Administration Section, FSSD for necessary recommendation, coordination and completion of administrative process. After completing administrative process as required by Tribhuvan International Airport Civil Aviation Office, Kathmandu, Nepal along with supporting documents i.e. TIA Airport Pass Application Form; Police Report etc.
- b) After completing all the administrative processes as required by Tribhuvan International Airport Civil Aviation Office, Kathmandu, Nepal along with supporting documents i.e. TIA Airport Restricted Area Pass Application Form; Police Report etc. the e Administrative Section, FSSD will initiate an Internal Office Memo to the Director, Flight Safety Standards Department (FSSD).
- c) The Director of FSSD verifies the supporting document forwarded by Administration Section and if found satisfactory forwards it to DDG, ASSRD with his recommendation. If found not satisfactory, he forwards the internal office memo to the Administration Section and concerned PEL officer with his comments.
- d) If the DDG, ASSRD is satisfied with the internal office memo and supporting document forwarded by the Director of FSSD, he forwards the file to Airport Security Department with his recommendation. If found not satisfactory he forwards the internal office memo to the Director of FSSD and subsequently to the PEL officer with his comment.
- e) If the Airport Security Department is satisfied with the internal office memo and supporting document forwarded by the Director of FSSD, he forwards the internal office memo to the General Manager, TIA with his recommendation. If found not satisfactory, he forwards the internal office memo to the Director of FSSD and subsequently to the PEL officer with his comment.

With the recommendation of Administration Section (FSSD), the Director of FSSD, DDG, Airport Security Department and GM of TIA approves the internal office memo and sends the internal office memo to Airport Administration Department for preparation of “Airport Restricted Area Pass”.

- f) After the “Airport Restricted Area Pass” is prepared and signed by the GM, TIA the “Airport Restricted Area Pass” is collected by Administration Section, FSSD for

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distribution of “Airport Restricted Area Pass” to the concerned PEL officer and the Internal Office Memo is filed in Administration Section, TIA.

- g) The PEL Inspector signs the record of receipt of CAA Nepal “Airport Restricted Area Pass” after receiving it the record of receipt will be maintained by Administration Section, FSSD for record keeping purpose.
- h) It is the responsibility of the newly inducted PEL Officer, PEL Inspector and Assistant PEL Inspector to provide photocopy of “Airport Restricted Area Pass” to the librarian to include the copy of credential in respective PEL Inspector and Assistant PEL Inspectors personnel/training file.
- i) A copy of “Airport Restricted Area Pass” of individual PEL Inspector and Assistant PEL Inspectors will be kept in personnel/ training files of individual PEL Inspector and Assistant PEL Inspectors. which is maintained by librarian in a secure location in the Technical Library.

***Note:** Similar process will be followed for re-issue of “Airport Restricted Area Pass” credentials.*

1.2.5.6.Method Established to Control Currency of PEL Inspector Credential (CAAN “PEL Inspector” Credentials and “Airport Restricted Area Pass”)

The “PEL Inspector” and “Assistant PEL Inspector” credentials is issued with a validity period of 2 Years. It is the responsibility of the inspectors to maintain the currency of their credentials while carrying out their inspectorial function. The PEL Inspector and Assistant PEL Inspectors should initiate an official memo a month before the expiry of their credential. The procedure for renewal of credential will be similar to the procedure of issuance of the credential.

The “PEL Inspector” and “Assistant PEL Inspector” credential has to be withdrawn when an PEL Inspector or Assistant PEL Inspectors ceases to perform their duties as an PEL Inspector or Assistant PEL Inspector, such as being assigned to another post, resigns, retires or doesn’t meet the qualification requirements of the PEL Inspector etc.

When the PEL Inspector or Assistant PEL Inspector resigns or retires, the Chief of Licensing and Examination Division will initiate an internal office memo to the Administration Section, FSSD to withdraw CAA Nepal “PEL Inspector” or “Assistant PEL Inspector” credential and “Airport Restricted Area Pass” prior to the Administration Section, FSSD issuing the concerned inspectors an official clearance letter.

When the PEL Inspector or Assistant PEL Inspector is being assigned to another post, the Chief of Licensing and Examination Division will initiate an Internal Office Memo to the Administration Section, FSSD to withdraw CAA Nepal “PEL Inspector” or “Assistant PEL Inspector” Credential of that inspector prior to issuing him an official clearance letter to work in another post. However, the “Airport Restricted Area Pass” issued to the PEL Inspector or Assistant PEL Inspector may not be withdrawn depending on his new duties and responsibilities within CAA Nepal in his new post.

When the PEL Inspector does not meet the qualification requirements of the PEL Inspector, the Chief of Licensing and Examination Division will initiate the internal office memo to Administration Section, FSSD to withdraw CAA Nepal “PEL Inspector” credential of that inspector. He may be considered to be issued with “Assistant PEL Inspector” credentials if he meets the qualification requirements for same. However, the “Airport Restricted Area Pass”

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issued to the PEL Inspector may not be withdrawn depending on his new duties and responsibilities.

1.3. FUNCTIONS OF LICENSING AND EXAMINATIONS DIVISION

The Licensing and Examination Division, functioning under the Flight Safety Standards Department, shall perform the following functions:

1.3.1. Regulations

- a) Ascertain the need to develop, revise or update requirements in light of SARPs revision, advancement of technology or the industry practices;
- b) Conduct the functions required for issuance and renewal of licences involved in Flight Operation like Pilots, Flight Engineer, Flight Operations Officer. Manage the conduct of examination for issuance of licence.
- c) Prepare licensing requirements and get approval from CAAN for setting standards of personnel licensing and implement them.
- d) Co-ordinate with Aviation Medical Board for medical assessment of flight crews and evaluation in order to keep them medically fit for flight.
- e) Co-ordinate and take necessary action for validation of rating and licences issued from contracting states/organisations.
- f) developing and executing plans for the surveillance of different aviation training activities.
- g) reviewing training curricula and programmes submitted for approval and taking appropriate action.
- h) approving training organizations and training sections at operational and maintenance organizations, air traffic control units, manufacturers and other approved agencies as appropriate.
- i) qualifying flight simulation training devices, conducting their recurrent evaluations and authorizing their use for defined training tasks.
- j) exercising continued surveillance of approved training organizations, in cooperation with other Contracting States as necessary.
- k) Any other licensing activities as deemed necessary to discharge the obligation of standard and recommended practices of Annex 1 to the Chicago Convention. `

A list of the functions of LED is provided in APPENDIX - A of this manual for easy access.

1.3.2. Procedure for Amendment

- 1.3.2.1. Refer to the procedures of ICAO International Affairs Division for amending the PELR in line with amendments to Annex 1 or local requirements or adopted foreign regulations.as the case may be. However, detailed guidance to follow the above procedure has been given below.
- 1.3.2.2. Evaluate Annex amendments and check their relevance to Nepalese application. Any conflict between the PELR and the ICAO Annex 1 shall be resolved with guidance from the Procedure manual of ICAO International Affairs Division. Amendments to PELR will then be published to bring them into agreement.

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- 1.3.2.3. If it is determined that the existing provisions in PELR are not in line with ICAO SARPs and should remain so, identify them and make a list of differences in three categories; more restrictive, less restrictive, or not applicable.
- 1.3.2.4. Forward the differences to AIM Department CAAN Head Office to have them published them in AIP.
- 1.3.2.5. For the adoption of foreign regulation into Nepalese regulation the Department will provide necessary guidance. The following additional procedures will be used. The parent foreign regulation will be scrutinized to check about the differences filed in terms of relevant regulation pertaining to the adoption. For example in case of flight simulators standards adopted from FAA or EASA, they will be checked for compliance with the SARPs of Annex 1.
 - a) When subsequent amendments are received in Annex 1, the internal meeting of LED will be conducted to make sure that the items in the amendment in Annex 1 have bearing on the standards of flight simulator certification.
 - b) If yes, the amendment in the parent regulation will be checked to see if there has been any amendment.
 - c) If the parent regulation has been amended, the PELR will be amended in the same manner. The associated difference of the parent regulation will also be followed by Nepal and the same will be filed with ICAO as a difference. Alternatively, the foreign regulations may be replaced with the amended Annex 1 wording if it is considered appropriate to Nepalese requirements.
 - d) If there will be no effect in the adopted Nepalese regulation owing to no change in foreign regulation, the meeting minutes will be retained for future reference.
 - e) The CC/EFOD on the USOAP CMA of the parent State (whose regulation has been adopted) will be regularly referred to at least once every year.

1.4 DELEGATION OF FUNCTIONS

- 1.4.1 The licensing authority may delegate some of the functions to a subordinate officer/s in writing and by name.
- 1.4.2 The Licensing and Examination Division shall maintain a record of all such authorizations by the licensing authority.

1.5 SIGNING AUTHORIZATION

- 1.5.1 The Chief of Licensing and Examinations Division shall authorize by name person/s who shall sign any licences and certificates.
- 1.5.2 The Licensing and Examination Division shall maintain a record of all such authorisations by the licensing authority.

1.6 SECURITY CLEARANCE

1.6.1 For Nepalese nationals

- a) An applicant for initial issue of a flight crew licence is required to possess a security clearance from the local police for initial licence issue from Nepalese approved training organisation;

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- b) The security clearance pro-forma, available from the licensing office and approved training organisations, is to be filled in quadruplicate; and submitted with the application to the licensing office for the clearance.
- c) A student pilot licence (SPL) may be issued on the production of security clearance from the above-mentioned agency.

1.6.2 For foreign nationals

- a) A foreign national intending to do flying training and/or obtain a licence shall adopt the following procedures for security clearance for the initial issuance of licence from local Nepalese approved training organisation:
- b) Apply through the embassy of Nepal, in their home county, to the Ministry of Foreign Affairs (MOFA) along with full particulars, supported by documents and photographs. They shall name the institution where they intend to do flying training. They must obtain a Police security clearance from their home country and supply it with their application.
- c) If the applicant is already residing in Nepal, they shall apply for the security clearance through their own country's embassy. Their Police clearance should then be forwarded to the Ministry of Foreign Affairs along with full particulars, documents and photographs as per the procedures outlined above.
- d) A foreign national who intends to change his training organisation is required to obtain prior clearance from the Civil Aviation Authority.

1.7 MEDICAL

- 1.7.1 To educate and advise the Designated Medical Examiners and Civil Aviation Medical Assessors on the privileges, functions and working environments of different licences and certificates.
- 1.7.2 To arrange for the Field Tests for experienced licence or certificate holders who do not meet the prescribed medical fitness requirements but the deficiency is to a degree where a successful Field Test could make them eligible to be upgraded to the required Class under the 'flexibility clause'.
- 1.7.3 To advise the Designated Medical Examiners and Civil Aviation Medical Assessors of the limitations or restrictions that could be imposed on applicants whose medical fitness has been upgraded under the 'flexibility clause'.
- 1.7.4 To issue a Medical Advisory Letter to the applicants whose medical fitness has been upgraded under the 'flexibility clause'.
- 1.7.5 Medical Assessment Audits:

CAAN shall carry out audits on the facilities and functioning of designated medical examiners at periodic intervals. Such audit shall include

- i. Desktop/ Documents audit of the medical examinations
Desktop/ Documents audit shall be conducted by CAMA by means of verification of completeness and consistency of medical reports submitted by DME for final assessment. Any deviation from the guidelines to fill the medical reports shall be noted as finding. The DME shall be intimated of the finding raised and shall be required to submit corrective action by filling the Corrective Action Form of Appendix- E. Failure to comply with the instructions may result in the rejection of application in total and may lead to withdrawal of any medical assessment issued.

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- ii. Clinic/Hospital inspections
Clinic/ Hospital inspections shall be carried out as mentioned in the Attachment-C of Medical Requirements of CAAN.

1.8. ICAO and other CAAs

- a) To provide a response to ICAO on its proposed introduction of news SARPs, or revision of previous SARPs as per the guidance of the Procedure Manual of ICAO, ICAO and International Affairs Division.
- b) To seek assistance and guidance, liaise and coordinate with or assist other CAAs in matters related to Personnel Licensing.

1.9. ENFORCEMENT ACTION

- 1.9.1 To initiate enforcement action as per the Enforcement Manual or as deemed necessary according to the level of enforcement required;
- 1.9.2 To follow up on the enforcement action;
- 1.9.3 To maintain up-to-date records of all enforcement actions.

1.10 APPROVALS

- 1.10.1 To issue Approval Certificates for training courses, training documents and training devices;
- 1.10.2 To issue Approval Certificates to the instructors and check persons in all categories of basic training for the issuance of licences and certificates;
- 1.10.3 To issue Approval Certificates to Aviation Training Organisations, comprising both Flying Training Organisations and Ground Training Organisations, conducting basic training for the issuance of licences and certificates.

1.11 INSPECTIONS

- 1.11.1 To conduct inspections and audit visits of Approved Training Organisations;
- 1.11.2 To follow up on any remedial actions recommended to the Approved Training Organisations;
- 1.11.3 To maintain up-to-date records of all inspections and correspondence with Approved Training Organisations in independent files.

1.12 APPLICATION FOR THE ISSUE OR RENEWAL OF A LICENCE OR PERMIT

Applicants for the issue or renewal of a licence or permit shall carry out the application procedure using the appropriate form as nominated in the relevant chapter.

1.13 REPLACEMENT OF LICENCES OR PERMIT

- 1.13.1. The holder of a licence or permit may request a replacement licence or permit if they have lost or damaged their licence or permit.
- 1.13.2. The request for a replacement licence or permit must be made in writing.
- 1.13.3. If a licence or certificate is lost, the licence or certificate holder should report it immediately to the nearest Police Station. A police report/statement should be presented to CAAN together with a written request for a replacement licence or permit.
- 1.13.4. A damaged licence or permit should be presented to CAAN with a written request for a replacement licence or certificate. A fee is charged for the replacement of a lost or damaged licence or permit.

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**1.14. SUSPENSION OR REVOCATION OF LICENCES**

As per Enforcement Manual and other related requirements, the Licensing Authority is empowered to impose conditions on, suspend or revoke any licence granted by the Authority. Refer to the Regulations for specific details of these powers.

1.15. EXAMINATIONS

1.15.1. General– The Personnel Licensing Procedure for Examination (Personnel Licensing Requirements) establishes Standards and Recommended Practices for knowledge for various licences and ratings. In order to ascertain whether a licence applicant has the required knowledge, the Authority conducts a number of examinations.

1.15.2. These examinations are multi-choice examinations established and conducted by the Authority, or are conducted by short question and answer.

a. The examinations are conducted for Flight Crew licences and for Flight Operations Officer or Flight Dispatcher, as appropriate syllabus described in PeLR.

b. For Aircraft Maintenance personnel:

Note: Refer NCAR and NCAR 66 or any other applicable.

1.15.3. Examinations and Tests

1.15.4. To develop examination papers in basic licences, ratings and certificates.

1.15.5. To conduct CAAN oral/practical tests for issuance of basic licences/ ratings if required.

1.15.6. To enforce Skill Tests for initial issue, renewal, revalidation of licences and certificates except for licence holders employed with commercial operators operating under Annex 6;

1.15.7. To conduct English language proficiency tests.

1.15.8. Examinations are conducted, as required for PPL, CPL, ATPL, for Aircraft Type Ratings and for the Instrument Rating and, for Instructor Rating as well as UPL and FOO.

1.15.9. Examinations shall be conducted as per CAAN approved Examination Standard Operating Procedure (SOP).

1.16. QUALIFICATION OF EXAMINER AND SUBJECT MATTER EXPERT

1.16.1. He/she has held the minimum one step above aviation professional qualification in aviation for the questions like PPL, CPL or higher qualification will be eligible.

1.16.2. Should have 10 years of work experience in respective professional field.

1.16.3. Should have experience in formulation and examining of questions.

1.16.4. Any other attributes as deemed necessary by the examination panel.

1.16.5. Detailed qualification of subject matter expert is in Examination Standard Operating Procedure (SOP).

1.17. CONDUCT OF EXAMINATIONS**1.17.1. Preparation**

1.17.2. The invigilator shall be at the exam centre with 15 minutes before an exam begins in order to address adequately the necessary administrative preliminaries.

1.17.3. An Invigilator unable to attend an exam due to unforeseen circumstances shall inform the affected candidates directly as soon as possible.

1.17.4. The Invigilator shall **NOT** employ/utilize a non-approved person as a substitute.



1.17.5. The invigilator must not engage in other activities likely to reduce the standard of the primary task of supervision or distract candidates.

1.17.6. The invigilator shall ensure there are enough supervisors, if required, to effectively assist in the proper conduct of an exam. The minimum number of supervisors shall be such that there is **ALWAYS** one Invigilator present at all times during the exam. Candidates must **NOT** be left unsupervised during an examination or in the examination room.

1.17.7. The Examination Room

The Invigilator is responsible for ensuring that the examination room is properly equipped and prepared for the exam sitting, with particular emphasis on:

- a) observance of relevant building, health and sanitation regulations;
- b) safety for the occupants;
- c) emergency considerations;
- d) control of access;
- e) cleanliness;
- f) no unnecessary material lying around, particularly those that may lend unfair assistance to the candidates. This includes charts, diagrams or textual information on boards and walls;
- g) a wall clock or other time indicator so candidates can be aware of the time available to them;
- h) correct level of lighting;
- i) correct level of ventilation and heating;
- j) an environment free from unacceptable noise level, distraction and non-exam activity (place sign stating **Do Not Disturb – Examination in Progress** on all doors during the exam session);
- k) telephones set to *call diversion enabled* or minimum ringer volume;
- l) comfortable seating for candidates;
- m) clean toilet facilities nearby;
- n) a table for the supervisor;
- o) a table for each candidate with permitted exam material.
- p) allocation of candidates to seating that will minimize disturbance if some have a shorter examination than others;
- q) general security aspects.

1.17.8. Identification of Candidates

1.17.8.1. The possibility of impersonation cannot be over-emphasized. A candidate must be able to provide admission card given by Licensing and Examination Division. You must also be satisfied that the candidate is identified as the person in the photograph.

1.17.8.2. Identification must be carried out before the exam starts. If a candidate is unable to produce the admission card, that candidate **MUST NOT** be permitted to undertake that exam sitting.

1.17.9. Preliminaries

Prior to the exam sitting, carry out the administrative ‘preliminaries’ by recording the following details in the Invigilator Log Book:

- a) Aviation Reference Number (ARN) and name of candidate;
- b) Date and time of sitting;
- c) Exam type (e.g. FCAAN);
- d) Instruct the candidate to sign in the log sheet;

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- e) Instruct the candidate to place all other personal belongings at the front of the room or in a secure location where these may not be accessed during the exam sitting;
- f) Ensure that each candidate is correctly seated at the assigned table which has the correct exam supporting documents, where required, for the relevant exam type. This is important when different exam types are being sat at the same time;
- g) Check that each candidate has only the permitted material for the exam. Permitted documents should be examined for hidden unauthorized material or notation; this may be carried out before and during the sitting but ensure that, in the case of the latter, the candidate is not unduly distracted nor interrupted. Check permitted documents e.g. AIP, CAO, for falsified pages;
- h) Instruct the candidate to actuate the ON/OFF switch of any electronic calculator and perform any other function that enables erasure of any data stored in memory circuits.
- i) Advise the candidate(s) that they may read the “*Instructions to Candidates*” – and only that material - in the examination folder. Allow them time to do this and answer any questions arising.
- j) When all is ready, draw the candidates’ attention to the time,
- k) Advise the finishing time(s) and give a clear instruction to start the examination.

1.17.10. During the Exam

- 1.17.10.1. Allow no one, other than another Invigilator on duty (if detailed), approved CAAN Licensing Officer or Staff, and a candidate returning from the toilet to enter the exam room.
- 1.17.10.2. Allow only one candidate to visit toilet at one time.
Note: Candidates have been known to hide unauthorized material in toilets, and view these on visits during the exam period – check the toilet for any such material.
- 1.17.10.3. Ask candidates to leave contents of pockets in your care or ask candidates to reveal pocket contents before exam.
- 1.17.10.4. As Invigilator, you must monitor and control the candidates continuously during the exam. You must:
 - a) ensure a candidate remains seated at their assigned place, unless visiting the toilet;
 - b) ensure candidates **DO NOT** talk among themselves or carry out a discussion (on any matter) while in or nearby the exam room;
 - c) not permit any candidate to carry out disruptive activities (e.g. whistling, humming loudly, singing, grumbling, voicing aloud an exam question, tapping on the table). If these activities continue after an appropriate warning, instruct the candidate to leave the exam room and record the event in the Invigilator Log Book;
 - d) ensure a candidate does **NOT** use a headset, portable music players, mobile telephone (particularly for SMS or text messaging), pager, or any communication/electronic device (other than the provided and/or permitted electronic calculator);
 - e) not permit candidates to borrow or share required reference books or any materials (pencils, rulers, erasers, etc) from other candidates;
 - f) if necessary, explain that it is NOT your responsibility to provide or source material for the candidate that should have been self-supplied;
 - g) ensure that there is be NO communication whatsoever between/among candidates during the exam session;
 - h) Periodically walk around the room to check that candidates meeting all requirements for fairness and security and are not cheating.

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NOTE: DO NOT HESITATE TO EXERCISE YOUR AUTHORITY TO EXPEL A CANDIDATE FROM THE EXAM ROOM FOR MISBEHAVIOUR SHOULD THE SITUATION WARRANT SUCH ACTION. YOU, AS INVIGILATOR, CONTROL THE EXAM SITTING.

1.17.11. Leaving the Examination Room

During an exam session, other than in an emergency requiring the evacuation of the room, a candidate may only leave the exam room for three reasons:

- a) When the exam has been completed – standard procedures apply.
- b) When visiting the toilet. If this is requested:
 - i. only one candidate at a time shall be allowed to the toilet. As far as is practical, supervise/escort the candidate and do **not** permit any exam material to be taken out of the exam room;
 - ii. advise the candidate that the allocated time for the exam will continue to run.
- c) When deciding to prematurely end the sitting.

1.17.12. Candidate Unwell

If a candidate is unwell the Invigilator should ask whether the candidate wishes to continue the examination. If the sick candidate cannot continue the examination, a note should be made of the time and the circumstances. Extra time should obviously be allowed to the ‘Messenger’.

1.17.13. Improper Conduct

- a) If it becomes evident that a candidate is, or has been cheating, the fact that it has been observed should be brought to the attention of the candidate. Unless the Invigilator considers an irregularity to be so serious that it warrants an immediate ending to the examination, the candidate should be told that the matter will be reported and then allowed to continue if he wishes to do so. A warning should be given that this matter will be considered when the paper is marked.
- b) It is left to the discretion of the Invigilator as to what action to take, particularly bearing in mind the possibility of appeals, which may arise from disturbing other candidates. The decision to terminate any examination for cheating by the candidate is at the discretion of the Director of FSSD. If possible, a line should be marked across the paper at the time of the infringement and signed by the Invigilator.

1.17.14. Cheating

1.17.14.1. During an examination, candidates may attempt to acquire information to help them answer questions. Such attempts may include:

- a) Openly viewing another candidate’s script;
- b) Talking or whispering;
- c) Signalling to each other;
- d) Notes on piece of paper or in pencil cases;
- e) Information deliberately displayed on walls and ceilings;
- f) Notes written on various parts of the body;
- g) Notes slipped from one candidate to another;
- h) Notes left in toilets;
- i) Covertly recording oral examinations for passing to other candidates;

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- j) Bags containing notes or books left open near the desk;
 - k) Removal of notes of questions from the exam room to pass to other candidates.
- 1.17.14.2. Action to be taken by the Flight Safety Standard Department on Cases of Suspected Cheating:
- a) Provide all details pertaining to the candidate and previous examination record;
 - b) Provide all details pertaining to the examination under question;
 - c) Provide a copy of the conducting officers report;
 - d) Provide details of any internal Authority investigation;
 - e) Make recommendations to the Director, Flight Safety Standards Department as to the action the Authority could take.

1.17.15. Penalties

Penalties resulting from improper conduct or cheating will be determined by Director of Flight Safety Standard Department.

1.17.16. On Completion of Exam

At the end of the exam, when the allowable time has expired or after the candidate has submitted the exam and before permitting the candidate to leave their exam station, ensure that:

- a) Multi-choice Answer Sheets and Short Answers signed and dated;
Note: The signature is the primary proof of identity; the date is important in case of appeals.
- b) all supplied exam documents (including scribble pads) are retrieved and fully accounted for;
- c) details of any matters that made the examination different from normal in any way are noted in pencil on the candidate's paper (e.g. Candidate arrived 15 minutes late and allowed allocated time)
- d) when an electronic calculator has been permitted and used, instruct the candidate to actuate the ON/OFF switch of the electronic calculator, and perform any other function that enables erasure of any data stored in memory circuits

1.18. EXAMINATION DATES AND BOOKINGS

- 1.18.1. Examination dates are conducted on demand basis.
- 1.18.2. Applicants wishing to sit an examination must complete the necessary application form and submit it to the Licensing and Examination Division (LED) for processing.
- 1.18.3. The Licensing Officer may choose to negotiate and agree on a date over the telephone if he/she wishes to do so however, confirmation of the agreed exam date by the CAAN will be communicated to the applicant through telephonic conversation.
- 1.18.4. Request for Cancellation & Postponement of Exam Dates by Candidate
 - 1.18.4.1.1. Request for postponement or cancellation of exam dates must be made to the Licensing Officer in writing. No verbal postponement or cancellation of examination dates will be acceptable.
 - 1.18.4.1.2. Application fees are non-refundable if an applicant cancels or postpones the date.

**1.19. ROTATION OF EXAMINATION PAPERS**

The Authority holds a number of versions of the question papers for most of the examination subjects for which it conducts examinations. The variations between the papers come about from:

- presentation of questions in a different order from one paper to another;
- a range of different questions, although some questions may appear in more than one paper;
- a range of different answers options for the same question, but always with the correct answer presented in the same way; and
- re-arrangement of order in which the answer options are presented.

1.20. REVIEW OF EXAMINATION PAPERS

As per Examination SOP

1.21. RE-MARKING EXAMINATIONS

- 1.21.1. Candidates who dispute their results may request a re-mark of the examination.
- 1.21.2. The request must be made in writing to the Deputy Director, LED of the relevant discipline or their authorized officers. A different person from the one who carried out the initial marking shall carry out the re-mark.
- 1.21.3. The relevant officer re-marks the examination and notifies the candidate of the results of the re-mark in writing.
- 1.21.4. All correspondence associated with the re-mark is filed in the candidate's personnel file.

1.22. SECURITY OF EXAMINATION PAPERS

- 1.22.1 The masters of all examination papers are stored in a lockable cabinet in the Licensing Office. The Licensing Officer has primary access to this cabinet, but a back-up key is available with Director, Flight Safety Standards Department. Exams are now computer-based and monitored by CCTV Camera and rarely will a paper exam be required.
- 1.22.2 Copies of any used examination papers are to be archived for at least 5 years.

1.23. APPEALS

- 1.23.1. When the applicant for license/ rating endorsement, medical assessment, Aviation English Language assessment or any other functions of Licensing and Examination Division of CAAN is not satisfied with the procedure of LED or the decision made by the LED on the applications, the applicant may appeal against such decision.
- 1.23.2. Such appeal shall be filed by filling the form in APPENDIX- F and submit the form along with a cover letter to the Office of Director General of CAAN.
- 1.23.3. Upon receipt of the appeal, the Director General of CAAN will:
 - i. Investigate the circumstances of the appeal
 - ii. advise the applicant that appeal is received and the investigation on the appeal has been initiated
 - iii. liaise with relevant officers regarding the applicant
 - iv. arrange an appeal hearing date and venue
 - v. deliver a verdict on the appeal after detailed assessment
- 1.23.4. In cases where a candidate of an examination is not satisfied the conduction of examination or the results of the examination, candidate may appeal to the Chief of Flight Safety following the



same procedure detailed above. However, appeal may only be made against the conduct of examinations and not against the technical content; therefore, it is important that the guidelines contained within this procedure and adhered to. It will then be possible for the Licensing Authority to address any possible appeal in the most effective manner. The Chief of Flight Safety shall determine whether the examination was properly conducted and deliver a verdict on the appeal.

- 1.23.5. The offenders subjected to enforcement action by the Director General of CAAN shall submit their appeal by filling the form along with a cover letter to the Board of Directors of CAAN.



PART 2

FLIGHT CREW LICENCING AND ASSOCIATED PROCEDURES

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**2.1. FLIGHT CREW LICENCE**

- 2.1.1.** A flight crew licence indicates that the holder is qualified to engage in a particular kind of aviation operation in a certain type of aircraft.
- 2.1.2.** A private pilot licence enables the holder to engage in private operations as defined in PELR.
- 2.1.3.** A commercial or air transport licence enables the holder to engage in commercial operations. Commercial operations include charter, regular public transport (RPT) and aerial work.

2.2. POSSIBLE CANDIDATE

- 2.2.1.** Applicants for flight crew licences can be divided into two broad groups:
- a) Nepalese citizens
 - b) Overseas pilots wishing to fly Nepalese registered aircraft in Nepal
- 2.2.2.** Applicants for Nepalese flight crew licences must:
- a) Be qualified to hold the licence
 - b) Be fit and proper persons
 - c) Pay the application fee for the licence (where one is set)

2.3. NEW FLIGHT CREW LICENCE APPLICATION

- 2.3.1.** Applicants for a flight crew licence undertake relevant training, pass the required examinations and a flight test, if required, before applying for a flight crew licence. Please refer PELR & Personnel Licensing Manual.
- 2.3.2.** Application for a Flight Crew Licence is made by completing that appropriate CAAN application form
- 2.3.3.** For all licence categories the Flight Test Report (Certificate of Test; C of T) is included in the application form certified by an authorized designated examiner or a CAAN Flight Operations Inspector/Designated Check Pilot.

2.4. POSSESSING FLIGHT CREW LICENCE APPLICATION

On receipt of a Flight Crew Licence application, the Licensing Officer shall:

- a) Check that all relevant documents have been submitted, and that it includes all the necessary information.
- b) Check that the applicant has paid the necessary fees applicable for the licence type. Record the receipt number on the application form.
- c) Check the remainder of the documentation is complete and accurate.
- d) Check for any errors or omissions. If such is found, contact the relevant employer or the applicant and request a correctly completed form.
- e) Ensure that the applicant is qualified for a licence (Refer to Standard Document - Flight Crew Licensing).
- f) Enter the details of the licence on the Licensing Database, allocating the applicant with an identification number in accordance with the category of the licence as follows:
 - Private Pilot Licence (PPL)
 - Commercial Pilot Licence (CPL)
 - Airline Transport Pilot Licence (ATPL)
 - Flight Engineer Licence (FEL)
 - Multi Crew Licence (MCL)
 - Flight Operations officer (FOO)
 - Flight Instructor (FI)
 - Ultra-light Pilot Licence (UPL)

Note: A licence upgrade will only require a change in the prefix.



- g) Print out licence pages and check for any printing errors.
- h) Forward the application to the Authorised Officers for endorsement.
- i) Make copies of the licence after the endorsements.
- j) Enter fees and receipt
- k) File all documents in the respective files for records.

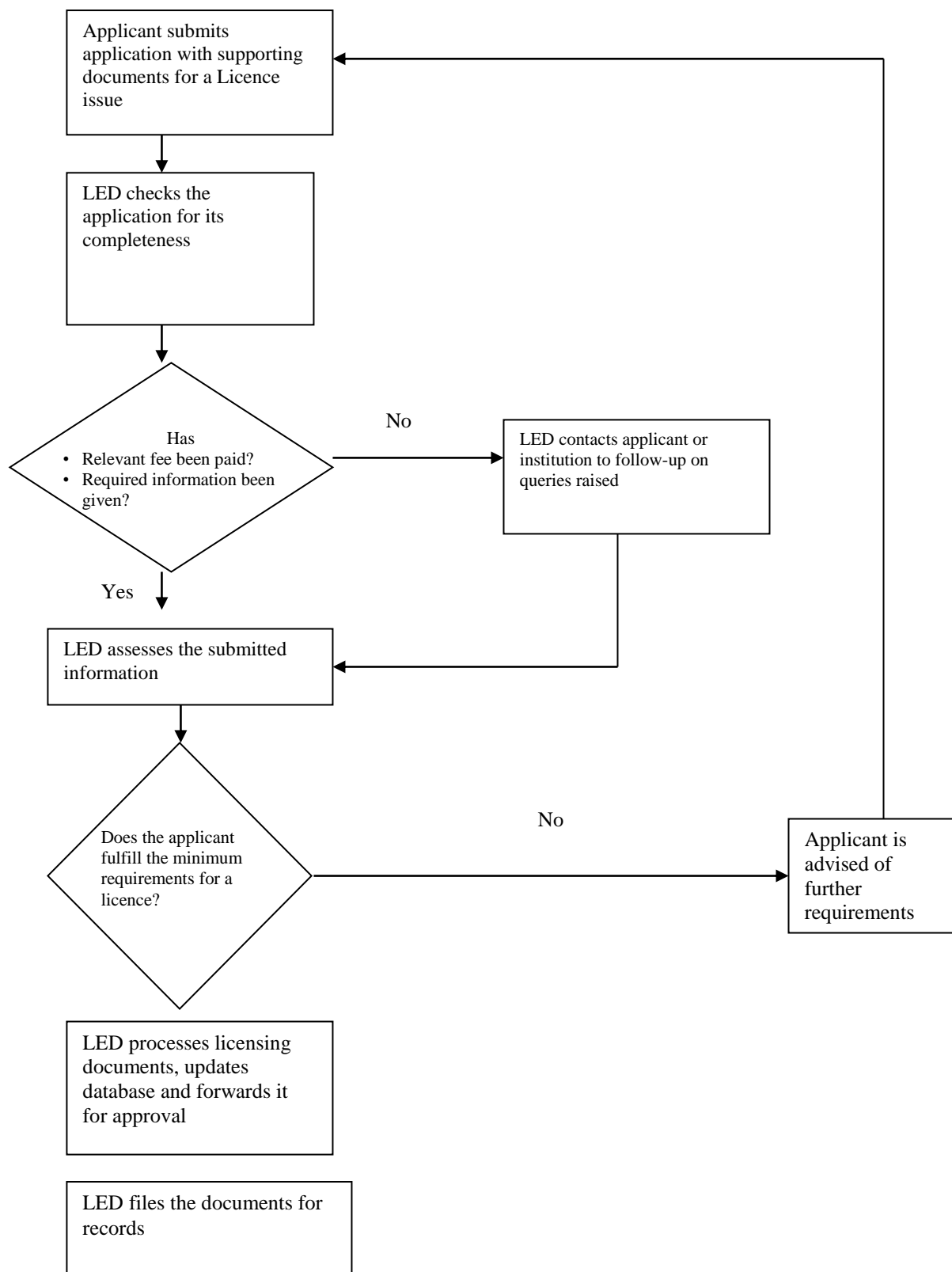
2.5. LICENCES AND CERTIFICATES ISSUE

- 2.5.1.** To implement the PEL requirements while issuing, renewing or re-validating all categories of licences and certificates.
- 2.5.2.** To assess cases for additional requirements for applicants holding foreign licences or certificate, foreign experience or military experience who wish to obtain a local licence or certificate
- 2.5.3.** To issue Validation Certificates, Validation Letters, verification certificates and general certificates, as applicable.
- 2.5.4.** Of the Authority's Aviation Safety Staff, only Licensing Officers hold the appropriate delegation to process/issue Flight Crew Licences
The licensing officer ensures completeness of application, the associated paperwork, payment of applicable fees and the file record management. The officer will ensure the confidentiality of file.

***Note:** Please also refer to the "Flight Crew Licence Processing" flowchart on the following page.*



Flight Crew Licensing



**2.5.5. Quality Management**

- 2.5.5.1. To allocate duties and responsibilities for each licensing officer and the supporting staff;
- 2.5.5.2. To maintain a central registry for handling and security of files, blank forms and blank licences and certificates booklets
- 2.5.5.3. To develop efficient office filing procedure for safe-keeping and a recorded, controlled movement of each file;
- 2.5.5.4. To develop and implement office procedures for speedy and efficient receipt and dispatch of mail from the applicants/operators;
- 2.5.5.5. To take minimum time for completion of the licensing action in the office;
- 2.5.5.6. To provide guidance and advice to the new applicants desiring to acquire a licence or certificate;
- 2.5.5.7. To carry out all other tasks related to personnel licensing.

2.5.6. Public Liaison

- 2.5.6.1. To maintain a regular co-ordination with other related CAA departments such as Flight Operations, Airworthiness, Air Traffic Services, Aeronautical Information Services, Human Resources, Finance etc.;
- 2.5.6.2. To maintain a regular co-ordination with related government departments
- 2.5.6.3. To maintain a regular co-ordination with Approved Training Organisations, commercial and non-commercial operators and civil associations or organisations in the aviation field;

2.5.7. Security of Files

All licensing, medical and examination files and records shall be kept in a full-proof secure system which has access restricted to Licensing Officers and Chief of LED.

2.5.8. Storage of Files

- 2.5.8.1. Personnel files and records of all active flight crews are kept in a secured cabinet.
- 2.5.8.2. Files of flight crew members who have died or retired with age are separated from secured cabinet and stored for 5 years.
- 2.5.8.3. Files of flight crew members declared unfit on medical grounds or any other reason are stored for 10 years.

2.6. RENEWAL OF LICENCES

- 2.6.1. Application for a renewal of a Flight Crew Licence is made by completing the appropriate CAAN Form. The applicant must have a valid medical assessment. The application should be accompanied by a payment of the appropriate fee.
- 2.6.2. Minimum experience for renewal of a licence is specified in Standard Document -Flight Crew Licensing and as requirements mentioned in PeLR.

2.7. PROCESSING RENEWAL OF LICENCES

On receipt of an application for a renewal of a Flight Crew Licence, the Licensing Officer shall check all relevant requirements as mentioned in PeLR:

- a) check that the application form is complete and accurate
- b) check for any errors or omissions. If such is found, contact the relevant employer or the applicant and request a correctly completed form;
- c) check that the applicant has paid the necessary fees applicable for the licence type. Record the receipt number on the application form;
- d) check that the testing examiner's approval is valid and current;



- e) enter new validity dates on licence;
- f) make copies of the valid licence after the endorsements;
- g) update the Licensing database and enter fees and receipt numbers;
- h) file all documents in the respective files for records.

2.8. VALIDATION/AUTHORISATION OF LICENCE: NON- NEPALESE PROFESSIONAL LICENCE HOLDERS

- 2.8.1.** Holders of professional pilot licences issued by other ICAO Contracting States wishing to fly Nepalese registered aircraft without being in possession of an appropriate Nepalese licence may apply for a validation of their foreign licence for a period not more than 6 months. The validity and privilege of validation/authorization will not exceed those contained in original licences and ratings and it will be ensured from the licences/ratings issuing foreign authority that the licences or ratings is not suspended or revoked.
- 2.8.2.** Application for a validation of Licence is made by completing the appropriate CAAN Form for authorization.

2.9. VALIDATION PROCESS

On receipt of an application for a validation of a Flight Crew Licence, the Licensing Officer shall check all relevant requirements as mentioned in PeLR:

- a) Check that the application form is complete and accurate.
- b) Check and verify for evidence of particulars entered on the application form such as licence copies, logbooks, medical certificates, etc.
- c) Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.
- d) Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation/ Authorisation will not be issued by the LED/FSSD. This will normally require:
 - i. Sending to the issuing Authority the applicant's approval for their details to be verified to CAAN; and
 - ii. Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.
- e) Check that the applicant holds a type rating for the aircraft type-rating requested in the application.
- f) Enter applicant's details on the Licence Validation database and print out validation certificate or authorisation.
- g) Forward the application with the Validation Certificate/ Authorisation to the Director General for approval.
- h) Make photocopies and file all the documents in the respective files for records.

2.10. FOREIGN LICENCE CONVERSION

- 2.10.1.** Holders of a professional pilot licence issued by another ICAO Contracting State wishing to obtain a Nepalese licence must have a continuing requirement to hold a Nepalese Licence and must meet all aeronautical experience required for the type of Licence and rating sought. This process is known as Conversion and applicants are required to pass the appropriate requirements prescribed by PELR.
- 2.10.2.** Application for a foreign conversion is made by completing the appropriate CAAN Form.

**2.11. CONVERSION PROCESS**

On receipt of an application for a Foreign Licence Conversion, the Licensing Office from LED shall:

- a) Check that the applicant has been issued with a Validation Certificate with appropriate aircraft type to be used in the conversion flight test.
- b) Check that the applicant has passed the Nepal Air Law exam and the Civil Aviation Medical Board (CAMB) by an approved Medical Examiner.
- c) Check that applicant has given approval for verification of details from the issuing (regulatory) Authority.
- d) Check with the issuing (regulatory) Authority that the applicant's licence details are correct. Without this verification a Certificate of Validation will not be issued by the CAAN. This will normally require:
 - i. Sending to the issuing Authority the applicant's approval for their details to be verified to CAAN: and
 - ii. Receiving from the issuing (regulatory) Authority confirmation of the details provided by the applicant.
- e) Check that the applicant has passed the Conversion Flight Test and been signed off by an Authorized Examiner.
- f) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
- g) Record the new licence details and number in the database in accordance with the appropriate sequence and licence category.
- h) Make copies and file all the documents in the respective files for records.

2.12. ENDORSEMENTS

2.12.1. The term endorsement usually applies to an aircraft type entered in the pilot's licence to indicate that the holder has acquired the hands-on skills, experience and knowledge to engage in aviation operations in the specified aircraft type.

2.12.2. An aircraft endorsement is defined as a type of aircraft – for example:

- DO-228
- LET 410

2.13. RATINGS

2.13.1. A rating permits a flight crew to operate the aircraft for which he/she is endorsed in particular operational tasks:

- Aircraft type rating fly as pilot or co-pilot (on an aircraft that requires a co-pilot, the co-pilot will be issued with P2 rating limiting his/her duties to that of a co-pilot only) only of aircraft of the type(s) specified.
- Instrument rating permits flight under instrument flight rules.
- Flight Instructor Rating permits conducting flight training.

2.13.2. How is a Rating Defined?

See PELR Part 2.

2.14. ISSUING RATINGS

2.14.1. Flight Crew Licensing specifies the flight tests and other requirements flight crew must meet in order to be issued with a P1 or P2 rating or to have a rating renewed.



2.14.2. All initial ratings flight tests are to be conducted by the Instructor Pilots with observation by CAAN Flight Operations Inspectors/Designated Check Pilot (DCP).

2.15. RATINGS LICENSING PROCESS

2.15.1. Type Rating Examination –

2.15.1.1. Aircraft type rating examination papers are securely stored in the examination cabinet under the supervision of the Director of Flight Safety Standard Department. Aircraft type rating training and examination will be conducted by CAAN Approved ATO under CAA Nepal Surveillance system.

2.15.1.2. Refer to Personnel Licensing Requirement on Flight Crew Examination.

2.15.2. Aircraft Type Rating

2.15.2.1. Application for an aircraft type rating is made by completing the appropriate CAAN Form.

2.15.2.2. On receipt of an application for an aircraft type rating, the Licensing Officer shall:

- a) Check that the application form is complete and accurate.
- b) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.
- c) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
- d) Check and verify type rating exam result from ATO.
- e) Check if the Certificate of Test (C of T) is approved by the CAAN FOI/DCP, only then is the aircraft type rating applied for entered in the licence. The licence is -stamped and forwarded with the necessary documents to the LED for endorsement.
- f) Make copies of the licence after the endorsement(s).
- g) File all documents in the respective files for records.

2.15.3. Instrument Rating

2.15.3.1. Application for instrument rating is made by completing the appropriate CAAN Form.

2.15.3.2. On receipt of an application for instrument rating, the Licensing Officer shall:

- a) Check that the application form is complete and accurate.
- b) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.
- c) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
- d) Check the applicant has met the requirements for Instrument Flight Hours in their Logbook, has evidence of a pass in the Instrument Rating theory exam and that the Certificate of Test (C of T) has been approved by the CAAN testing officer.
- e) The licence is stamped and forwarded with the necessary documents to the LED for endorsement.
- f) Make copies of the licence after the endorsements.
- g) File all documents in the respective files for records.

2.15.4. Flight Instructor Rating

2.15.4.1. Application for flight instructor rating is made by completing the appropriate CAAN Form.

2.15.4.2. On receipt of an application for flight instructor rating, the Licensing Officer shall:

- a) Check that the application form is complete and accurate.



- b) Check for any errors or omissions, if such is found, contact the relevant employer or the applicant and request a correctly completed form.
- c) Check that the applicant has paid the appropriate fee and record the receipt number on the application form.
- d) Check that the applicant meets the qualifying requirements as per PELR, Flight Crew Licensing.
- e) Check that the Certificate of Test (C of T) has been approved by the CAAN Flight Operations Inspector.
- f) The licence is stamped and forwarded with the necessary documents to the LED for endorsement.
- g) Make copies of the licence after the endorsements.
- h) File all documents in the respective files for records.

2.16. ENGLISH LANGUAGE PROFICIENCY

[English for Aviation Language - Training, Assessment, Test and Certification]

2.16.1. Introduction- The extract of the Personnel Licensing Manual has been summarized as below:

- 2.16.1.1. The introduction of aviation language proficiency by Civil Aviation Authority of Nepal is meant to ensure that flight crews and air traffic control personnel are proficient in conducting and comprehending radiotelephony communications in English language used for aviation communications between aircraft and ground stations. Civil Aviation Authority of Nepal requires the Air Navigation Service Providers and Flight Crew Personnel operating in the domestic and international civil aviation must acquire and maintain a proficiency in English in an aviation context equivalent to Level 4 (“Operational”) or higher on the Language Proficiency Rating Scales mentioned in Para 16.1.2.
- 2.16.1.2. The proficiency must be demonstrated by performance in certified test of English language for aviation purposes recognized as valid, appropriate and effective by CAAN. The Operators, Training Organisations and Air Navigation Service Providers shall provide effective and reliable language training and assessment services for aviation language training and assessment programmes to meet the language requirements of CAAN.
- 2.16.1.3. Civil Aviation Authority of Nepal requires a demonstration of language competence for the initial issue or revalidation of a licence. CAAN shall conduct the Aviation Language Proficiency Test (ALPT) which will comprise of Listening comprehension, Speaking ability and Responses to different scenarios.

2.16.2. Proficiency Level

- 2.16.2.1. The level of proficiency relating to Aviation English Language Proficiency Requirements is tabulated in table 2.1 of this chapter
- 2.16.2.2. Pre-operational, elementary and pre-elementary levels are tabulated in Table 2.2 of this chapter.

2.16.3. Requirement for Language Test:

The proficiency must be demonstrated by performance in certified test of English Language for aviation purposes recognized as valid, appropriate and effective by CAAN. The Operators, Training Organisations and Air Navigation Service Providers shall provide effective and reliable language training and assessment services for aviation language training and assessment



programmes to meet the language requirements. Therefore, Training Organisations and Air Navigation Service Providers shall develop a comprehensive “English for Aviation Language” training programme within the organisation and “English for Aviation Language Test” programme to satisfy CAAN requirement.

Table 2.1: Aviation English Language Proficiency Level

LEVEL	<i>PRONUNCIATION</i> Assumes a dialect and/or accent intelligible to the aeronautical community	<i>STRUCTURE</i> Relevant grammatical Structure, and sentence patterns are determined by language functions appropriate to the task	VOCABULARY	FLUENCY	COMPREHENSION	INTERACTIONS
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasise a point. Uses appropriate discourse markers and connectors spontaneously.	Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties	Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues and responds to them appropriately.
Extended 5	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic,	Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.	Comprehension is accurate on common, concrete, and work-related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.	Responses are immediate, appropriate, and informative. Manages the speaker! listener relationship effectively
Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled.. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous Interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.	Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.	Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.



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Table 2.2: Pre-operational, elementary and pre-elementary levels

LEVEL	<i>PRONUNCIATION</i> <i>Assumes a dialect and/or accent intelligible to the aeronautical community</i>	<i>STRUCTURE</i> <i>Relevant grammatical Structure, and sentence patterns are determined by language functions appropriate to the task</i>	<i>VOCABULARY</i>	<i>FLUENCY</i>	<i>COMPREHENSION</i>	<i>INTERACTIONS</i>
<i>Levels 4,5 and 6 are on preceding page</i>						
Pre-operational 3	Pronunciation, stress rhythm and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning	Vocabulary range and accuracy are often sufficient to communicate on common, concrete or work-related topics but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking	Produces stretches of language but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.
Elementary 2	Pronunciation, stress rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorised grammatical structures and sentence patterns	Limited vocabulary range consisting only of isolated words and memorized phrases	Can produce very short, isolated, memorised utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorised phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level	Performs at a level below the Elementary level	Performs at a level below the Elementary level	Performs at a level below the Elementary level	Performs at a level below the Elementary level

Note - The Operational Level (Level 4) is the minimum required proficiency level for radiotelephony communication. Levels 1 through 3 describe Pre-Elementary, Elementary and Pre-operational levels of language proficiency respectively all of which describe a level of proficiency below the ICAO language proficiency requirement. Levels 5 and 6 describe Extended and Expert levels, at levels of proficiency more advanced than the minimum required Standard. As a whole, the scale will serve as benchmarks for training and testing, and in assisting candidates to attain the ICAO Operational Level (Level 4).

**2.16.4. Licensing Requirements**

- 2.16.4.1. A confirmation of language proficiency shall be one of the requirements for licence issue, similar to the confirmation required for age, qualification, medical fitness etc.
- 2.16.4.2. A confirmation of language proficiency shall apply to all new applicants for air traffic controller licences and to all new applicants for flight crew licences at any level (private, commercial, airline transport) and for all categories for which a licence is issued (aeroplane, helicopter and glider etc).
- 2.16.4.3. To prove proficiency in English Language the applicant shall have the minimum qualification of having passed 10+2 under national curriculum and/or equivalent examination with English as a compulsory subject. This qualification shall fulfil attainment of Proficiency Level-4 as per Para 16.2.1.

2.16.5. Assessing Language Proficiency

- 2.16.5.1. In addition to the requirements mentioned in para 16.4, CAAN will use an assessment process to determine the language proficiency of existing licence holders as well as for new applicants.
- 2.16.5.2. The Aviation Language Proficiency Test shall rate “Expert”, “Extended”, “Operational” and “Below Operational” that will correspond to Level 6, 5, 4 and, 3-1 respectively as mentioned in Para 16.2.
- 2.16.5.3. Those assessed as “Below Operational” shall not qualify for issue of flight crew or air traffic controller licence.
- 2.16.5.4. Those assessed as “Operational” shall be tested every 3 years, those assessed as “Extended” shall be tested every 6 years for renewal of licence.
- 2.16.5.5. Those assessed as “Expert” shall require no further testing.

2.16.6. The Aviation Language Proficiency Test

- 2.16.6.1. Authorized Training Institutions/Organisations/Operators etc. shall develop curriculum and lesson plans for the Aviation Language Proficiency that shall be approved by the Authority.
- 2.16.6.2. Civil Aviation Authority of Nepal shall have authorized examiners who will administer the Aviation Language Proficiency Test (ALPT).

2.16.7. The Test Format

- 2.16.7.1. The test will comprise an exercise in speaking and listening designed to measure language proficiency in an aviation context where the Examiner will present several different scenarios and ask the candidate to respond as if he or she were part of the scenario (“role-play”). The test will consist about 15-20 responses and will take about 20 minutes to complete.
- 2.16.7.2. The ALPT shall include assessment on:
 - a) Listening comprehension
 - b) Speaking ability
 - c) Responses to different scenarios.

2.16.8. Re-evaluation and Validity Check

- 2.16.8.1. Those requiring re-evaluation as having demonstrated language proficiency below level 6, must make their own arrangements to take the ALPT in order to be assessed for their language



proficiency and to submit to the Authority the results of their re-evaluation/retest in order to have their licence endorsed with the new language proficiency level.

- 2.16.8.2. Persons who have not been endorsed with a language proficiency rating may opt to undergo either screening for their proficiency status or directly submit to undertake a formal test known as the ALPT (Aviation Language Proficiency Test). The fees incurred for language screening or testing will be in accordance with the approved Aviation English Proficiency Testing Procedures and will be borne by the person or their organisation seeking such assessment. However, in respect of tests taken by CAAN employees, the fee is exempted.
- 2.16.8.3. Procedures to check the validity of the language proficiency level prior to the renewal of a licence include verification of both language proficiency validity as well as licence renewal identified in the checklist given in Attachments 15.

2.17. PROCEDURE FOR ISSUING CIVIL PILOT LICENCE AND/OR RATING BASED ON MILITARY QUALIFICATIONS

This procedure is developed in order to guide the Personnel Licensing Officers in determining if an applicant is eligible for a pilot licence and/or rating based on military qualification.

2.17.1. GUIDANCE AND PROCEDURES

2.17.2. General Information

- 2.17.2.1. A former Military pilot may be issued a pilot licence on the basis of military qualification if the applicant meets the requirements in PeLR.
- 2.17.2.2. Aircraft category, class, type, instructor or instrument rating for which the former military pilot is qualified, may be added to a new or existing pilot licence.
- 2.17.2.3. The holder of the former military qualification may apply for a CAAN Licence depending on the qualifications held.

2.17.3. Application Requirements

- 2.17.3.1. Advise the applicant to bring the following documents attached to the application on applying for the licence:
- a) A commercial pilot licence from a contracting State;
 - b) Letter of release from the military;
 - c) Military Pilot Licence with appropriate category, class and type rating
 - d) Military flight records showing total hours in their personal Log Book
 - e) Military identification;
 - f) A valid medical certificate;
 - g) Pass a knowledge test on the appropriate category of aircraft at the commercial pilot licence level;
 - h) A letter of employment from an air operator;
 - i) Pass the ground and flight training on the type of aircraft for which the rating is sought;
 - j) Pass the proficiency check on the type of aircraft for which the rating is sought; and
 - k) The prescribed fees.

2.17.3.2. Documentation of Evidences

Collect the documents and records listed above for review.

**2.17.3.3. Review Application**

- 2.17.3.3.1. Check the documents received along with the application and related checklist; and
- 2.17.3.3.2. Ensure that the military flight records are certified by the concerned military office.

2.17.3.4. Verify applicant's identity

- 2.17.3.4.1. Verify the documents of identification to establish the applicant's identity. Compare the identification with the personal information provided on the application. If the applicant's identity can be verified, proceed with the task;
- 2.17.3.4.2. If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.
- 2.17.3.4.3. If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the Deputy Director of Licensing and Examination Division for further action.

2.17.3.5. Establish eligibility for Issue of the Licence.

- 2.17.3.5.1. Determine if the applicant meets the specific eligibility requirements of PeLR for the relevant licences.

2.17.3.5.2. The following list explains on the basic requirements.

- a) **Age:** Ensure that the applicant is at least 18 years for a CPL;
- b) **Knowledge:** Request and evaluate the knowledge test report to confirm that the knowledge test is passed;
- c) **Qualification:** An applicant must produce an evidence of passing Intermediate in Science or equivalent in which the subjects of Physics and Mathematics are covered
- d) **Experience:** Check the record of flight time to determine if the applicant has the minimum experience required for the licence and rating sought. Use an acceptable logbook or other reliable record that conforms to requirement in PELR;
- e) **Language proficiency:** Check whether the pilot has been checked on English language proficiency under requirement given in Part 5 of PELR;
- f) **Medical fitness:** Ensure that the relevant medical certificate is current;
- g) The military flight records are required as evidence of the applicant's experience for the purpose of crediting a maximum of 50% (fifty percent) of military flight hours as given in requirement of PELR. Section 2.34.4 of PELR allows the DG to consider allowing a higher percentage of the military flight hours, depending on the training and experience of the applicant.
- h) **Instrument Rating Eligibility**
An instrument rating may be issued on the basis of a Pilot Licence with an Instrument Rating applicable to the category and class, issued by a contracting State.

2.17.3.6. Discrepancies or Ineligibility

- 2.17.3.6.1. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the licence and/or ratings cannot be issued and explain how the applicant may correct the discrepancies.
- 2.17.3.6.2. If the applicant is not eligible for the licence and/or ratings sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence and/or ratings.

**2.17.3.7. Issue of the Licence and /or Ratings**

When the applicant has satisfactorily met all requirements for the licence and/or ratings sought, and the prescribed checklist has been completed, the licence and/or ratings will be issued.

- a) Ensure the applicable fee is paid;
- b) Prepare the licence;
- c) Make copy of licence for the licensing file;
- d) Provide applicant with the completed licence; and
- e) File all documents on licensing file.

2.17.4. Results

Completion of this task results in the issuance of a pilot licence and/or ratings.

2.18. PROCEDURE FOR THE DESIGNATION AND AUTHORIZATION OF CIVIL AVIATION MEDICAL ASSESSOR (CAMA) AND DESIGNATED MEDICAL EXAMINER (DME)/ SPECIALIST MEDICAL EXAMINER (SME)**2.18.1. GENERAL**

This procedure is issued to provide guidelines for the appointment/designation and authorization of a Civil Aviation Medical Assessor and Designated Medical Examiner (DME). It also includes procedures for terminating the authorization. The Authority is responsible for oversight and management of the CAMAs and DMEs and establishes policies, plans, procedures, standards and regulations governing the CAMAs and DMEs.

2.18.2. REFERENCE

- a) Civil Aviation Regulation, 2002
- b) Medical Requirements, CAAN
- c) Personnel Licensing Requirement (PELR), CAAN

2.18.3. GUIDANCE AND PROCEDURES**2.18.3.1. General Information**

Medical Practitioners fulfilling the required criteria are contracted and designated as CAMA/DME and they are not employees of the Civil Aviation Authority. They have got certain responsibilities directly related with the Civil Aviation Authority of Nepal. They have the responsibility that only those applicants who are physically and mentally able to perform safely may exercise the privileges of licences and certificates. Additionally, the CAMA/DME will abide by all applicable rules and rules of regulations of CAAN and respect the authority of Director General of Civil Aviation Authority of Nepal.

- 2.18.3.2. To properly discharge the duties associated with these responsibilities, CAMA/DMEs shall maintain familiarity with general medical knowledge applicable to aviation. They also shall have detailed knowledge and understanding of the civil aviation rules, regulations, policies, and procedures related to the medical certification. CAMA/DMEs must also possess acceptable equipment and adequate facilities necessary to carry out the prescribed examinations.

**2.18.4. Designation of a CAMA/DME**

The CAAN will designate as CAMA/DME under Rule 35 of the Civil Aviation Regulation, only professionally qualified and appropriately licenced medical practitioners. Only those medical practitioners who fulfil the Medical Requirements of CAAN may be designated and retained as CAMA/DMEs.

(Note: For Specialist Medical Examiner (SME); please refer to CAAN Medical Requirements)

2.18.5. Application Requirements

Copies of the following documents must be attached as mentioned in the CAAN Medical Requirements to the application letter mentioned in the public notice (issued by FSSD, CAAN) in the Nepalese national daily:

- a) A properly signed application letter;
- b) Nepalese citizenship certificate;
- c) Medical graduate or MBBS certificate;
- d) Post-graduate MD or equivalent in Medicine or its clinical branch Certificate (Neurology, Cardiology, Pulmonology, Gastroenterology, Nephrology, Endocrinology, or like);
- e) Evidence of experience of at least two years practice in that specialty;
- f) Registration in Nepal Medical Council;
- g) Basic training in Aviation Medicine of 60 hours or equivalent for DME and 120 hours or equivalent for CAMA;
- h) Address of medical examination (clinic or Hospital) which should be in Kathmandu valley; and
- i) Any other relevant information as sought by CAAN.

2.18.6. Review the Documents submitted

Collect and evaluate the documents for accuracy and authenticity.

2.18.7. Establish Eligibility for the designation of CAMA/DME

Determine if the applicant meets the specific eligibility and experience for the designation as a CAMA/DME as specified under Rule 35 of Civil Aviation Regulations and Medical Requirements CAAN.

2.18.8. Conditions of designation – To be designated as a CAMA/DME, the applicant must comply with the following conditions:

- 2.18.8.1. **Notification:** The CAMA/DME must notify the CAAN at any time there is a change in status of their licence to practice medicine;
- 2.18.8.2. **Professionalism:** Be informed of the principles of aviation medicine; be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of all persons requiring aviation medical certification as specified in the Medical Requirements of CAAN; and abide by the policies, rules, and regulations of the CAAN.
- 2.18.8.3. **Examinations:** The CAMA/DME should personally conduct all medical examinations at an established office/hospital's address. Paramedical personnel (e.g. nurses, medical technicians, assistant doctors, etc.) may perform limited parts of the examinations (e.g. measurement of visual acuity, hearing, phobias, blood pressure, electrocardiography, etc.) under the supervision of the CAMA/ DME. Other laboratory tests audiometry, X-Rays, Tread Mill Test (TMT), and other specialized tests will be done in approved labs and hospital.
- 2.18.8.4. The CAMA/DME shall study the Application and Statement Form and elicit further information as appropriate, conduct the full physical examination, study other reports, fill in



the Medical Examination Form, sign with comments, restrictions and limitations and send the whole Form to Civil Aviation Medical Assessor (CAMA), FSSD. In all cases, the DME shall assume responsibility for the accuracy and completeness of the full report of the examination.

2.18.8.5. The CAMA can ask DME to verify findings in case of doubt or confirmation during the assessment on the examination findings

2.18.8.6. CAAN retains the right to reconsider any action of a DME on the advice of DMA in accordance with Medical Requirements, CAAN.

2.18.9. Discrepancies and Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

2.18.10. Medical Examination Fees

The medical examination fees charged by DMEs will be standardized and decided by the CAAN.

2.18.11. DME's Contact

The DME will be listed with the office location and telephone number. This list will be promulgated to all Operators monthly. The DME is required to promptly advise the Authority in writing, any change in medical examination place i.e. clinic / hospital. In that case Inspection Team needs to inspect it and approve it.

2.18.12. Conduct of the Examination

The DME will comply with the policies, orders and regulations of the Authority. The DMEs attention is drawn to requirement of Part 1 of Medical Requirements, CAAN in which it is indicated that an applicant, who does not furnish the medical examiner with accurate and complete medical information or history requested by the medical examiner, may have their application denied, as well as suspending, modifying or revoking all the applicant's medical certificates.

2.18.13. Duration of Designation

Designations of DMEs are effective for the period indicated on the appointment/designation letter, usually for two years, unless terminated earlier by the CAAN or DME's resignation.

2.18.14. Authority of the DMEs

A DME is authorized to:

- a) examine an applicant in accordance with policies and procedures and medical standards given in Medical Requirements, CAAN;
- b) submit the signed medical evaluation report to CAMA, CAAN; and
- c) report to CAMA, FSSD, CAAN any individual cases where, in their judgment, an applicant for a licence or certificate fails to meet any requirement, which could jeopardize flight safety.

2.18.15. DME Seminars

2.18.15.1. The purpose of a DME participating in Seminars is to develop aero medical knowledge and clinically proficient DMEs committed to aviation safety. They are also designed to provide standardization in the application of the CAAN medical requirements.

2.18.15.2. After initial designation, and as a requirement, a DME should attend refresher training in aviation medicine and is also encouraged to attend seminars.



2.18.15.3. The duration of the refresher training will be at least one half-day in aviation medicine once in three years and all Civil Aviation Medical Examiners must attend the course. The course will be conducted by CAAN with the help of CAMA.

2.18.16. Facilities and Equipment

The applicant should have adequate facilities for performing the required examinations and possess or agree to obtain such equipment prior to conducting any Aviation Medical examinations. Their premises will be checked against the Clinic Inspection Check List as given in Attachment of Medical Requirements, CAAN.

2.18.17. Issue of the Letter of Appointment

- 2.18.17.1. When an applicant has satisfactorily met all requirements for the appointment/designation, the document will be forwarded for approval.
- 2.18.17.2. After approval from DG, CAAN, the letter of designation will be issued;
- 2.18.17.3. Prepare the designation letter;
- 2.18.17.4. Make a copy of the designation letter for the licensing file;
- 2.18.17.5. File all documents on the Authorized examiners licensing file; and
- 2.18.17.6. Provide applicant with the appointment/designation letter.

2.18.18. Results

Completion of this task results in the issuance of appointment/designation letter to DME.

2.19. POLICY AND PROCEDURE FOR SURVEILLANCE, SUPERVISION AND CONTROL OF DESIGNATED CIVIL AVIATION MEDICAL EXAMINER (DME) AND SPECIALIST MEDICAL EXAMINER (SME)

- 2.19.1. The licensing authority and Civil Aviation Medical Assessors (CAMA) shall be responsible for the supervision and control of the Designated Medical Examiner (DME) and Specialist Medical Examiner (SME). An onsite surveillance plan for supervision shall be developed by the Civil Aviation Medical Assessor. The plan will be approved by the Director of FSSD.
- 2.19.2. The Assessment Team, headed by the Chief of Licensing and Examination Division, along with the CAMA and Licensing Officer shall carry out an onsite visit of each clinic/hospital at least once in a year.
- 2.19.3. It is a responsibility of CAMA to assess each Medical Examination Form submitted by DME/SME.
- 2.19.4. In case of any doubt regarding a medical examination carried out by a DME/SME, the CAMA has full authority to query the concerned DME/ SME. The CAMA shall inform the Director of Flight Safety Standards Department (FSSD) in case of any abnormality regarding medical assessments. In such cases the medical assessment will be withheld until CAMA is assured that the applicant is medically fit.
- 2.19.5. CAMA will evaluate the service of a DME/SME and, if found unsatisfactory can recommend to DG, CAAN to take necessary action.
- 2.19.6. CAMA will maintain the records of the annual surveillance.



2.19.7. When it is discovered during the surveillance that a DME/SME has violated the relevant requirements of CAAN and Nepal Medical Council, necessary enforcement action will be taken as stipulated in this manual.

2.19.8. Similarly, when it is reported that a DME/SME has violated the relevant requirements of CAAN and Nepal Medical Council, necessary enforcement action will be taken as stipulated in this manual.

2.19.9. ENFORCEMENT ACTION ON DME/SME

If it is discovered that during the annual surveillance or by any other means the DME/SME is not performing the way they are supposed to perform as stipulated in CAAN document (Medical Requirements and CAAN Personnel Licensing Requirements) and applicable rules and regulations of Nepal including those of Nepal Medical Council, adequate enforcement actions will be taken.

2.19.9.1. Examples of enforcement conditions

Examples of occasions warranting enforcement actions against a DME/SME may include but are not limited to the following, however common sense will be applied, and any risk associated will be considered when determining the nature of enforcement action against a DME.

- a) Not reporting cases when an applicant for personnel licensing furnished false information to obtain a medical examination report.
- b) Behaving with the applicant in a way that is not acceptable in the medical community in Nepal
- c) All such actions prohibited by Nepal Medical Council
- d) Lack of competency

2.19.9.2. Examples of enforcement actions

These are the general enforcement actions that may be taken against a DME/SME, depending on the severity of the offence and the risk involved.

- a) Remedial Training
- b) Issuance of a caution letter
- c) Issuance of a warning letter
- d) Degrading of authorization (classes of medical examination may be limited)
- e) Suspension of authorization up to maximum period of six months
- f) Revocation of DME/SME authorization

A panel will be convened to investigate any serious cases. The two-member panel will be constituted as below:

- a) Civil Aviation Medical Assessor- Coordinator
- b) Licensing officer- member

2.19.9.3. Record keeping

The record of the enforcement actions taken will be kept in the personal file of the DME/SME.

**2.20. PROCEDURE AND GUIDELINES FOR THE APPROVAL OF FLIGHT
SIMULATORS**

Refer to Flight Operations Requirement (FOR) of CAAN.

**2.21. PROCEDURE FOR THE APPROVAL OF ENGLISH LANGUAGE PROFICIENCY
ORGANISATION**

This chapter prescribes the procedures for the approval of English Language Proficiency Organisation. Following procedures will be followed for the approval of English Language Proficiency Organisation. All activities will be undertaken by the designated licensing officer.

1. When an inquiry about the approval of an English Language Training Organisation is received a licensing officer will be assigned the task of arranging a meeting with the applicant.
2. A meeting with the applicant will be planned along with the Director of Flight Safety Standards Department and senior executive of applicant. The licensing officer will describe in detail the requirements, processes and procedures related to operating a language proficiency training organisation.
3. After the initial meeting, an applicant may apply for approval.
4. The application will be reviewed by the licensing officer for completeness in all relevant details.
5. The applicable fee will be checked as required by CAR 2002 fee schedule.
6. The Training and Procedure Manual submitted by the organisation will be reviewed by the licensing officer as part of the approval process. Any deficiencies noted will be referred to the applicant for correction. Once the manual is found satisfactory, the licensing officer will forward the manual for approval to the Director General through the Deputy Director of Licensing and Examination Division.
7. A letter will be issued indicating the approval of manual.
8. After the TPM is found to be satisfactory physical inspection will be planned.
9. An inspection date will be fixed and a letter will be issued by the licensing officer.
10. The licensing team will assess the applicant in all relevant areas using the checklist given in this section.
11. When the applicable requirements are found satisfactory in the checklist the file will be forwarded by the licensing officer to the Deputy Director of Licensing and Examination Division for the approval from Director General.
12. Once the file is approved by the Director General, the licensing officer issues the approval with a validity of a year.
13. A sample of the approval certificate is shown in this section.
14. When renewing the approval, the procedure is the same except some items in the checklist may not be applicable.
15. The renewal will be carried out by the licensing officer if the check items are found to be satisfactory.



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3rd Edition

16-03-2021

APPLICATION FORM FOR THE ENGLISH LANGUAGE PROFICIENCY ORGANISATION APPROVAL AND RENEWAL

Name of organisation-

Location of organisation, including satellite bases or facilities-

Mailing address-

Contact telephone, fax and email-

Name of Accountable Manager/CEO-

Name of Training Chief-

Training and Procedure Manual-

Fee voucher-

I hereby declare that all particulars stated above are true in all respects to the best of my knowledge.

.....
(Signature)

Name-

Designation-

Contact telephone-

Date-

Place-



PERSONNEL LICENSING MANUAL

3rd Edition

16-03-2021

Checklist for the approval and renewal of English Language Proficiency Organisation

S/N	Check items	Unavailable	Satisfactory	Unsatisfactory
1	Application- verify the application is complete in all respects			
1.1	Name of organisation			
1.2	Mailing Address of organisation			
1.3	Scope of works requested			
1.4	Accountable Manager			
1.5	Training Chief			
1.6	Contact details including telephone, fax and email			
1.7	Signature of applicant			
1.8	Applicable fee voucher as per CAR 2002			
2	Training and procedure manual (TPM)			
2.1	Structure of TPM			
2.2	Table of contents			
2.3	Glossary			
2.4	Records of amendment			
2.5	Distribution list			
2.6	List of effective pages			
2.7	Description of facilities			
2.8	Description of staffing			
2.9	Description of training offered			
2.10	Description of testing			
2.11	Description of record keeping			



PERSONNEL LICENSING MANUAL

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16-03-2021

2.12	Description of instructor training and authorisation			
2.13	Description of continuous monitoring			
2.14	Description of reporting to CAAN about occurrences			
3	Physical facilities			
3.1	Enough classroom			
3.2	Environment controlled space			
3.3	Restroom			
3.4	Cafeteria			
4	Library			
4.1	Study materials			
4.2	Reference materials			
4.3	Reading place			
5	Training aids			
5.1	Multimedia projector			
5.2	Laptop/desktop computers			
5.3	Video media/clips			
5.4	Audio media/clips			
5.5	Recording devices			
5.6	Maps/charts			
6	Staffing			
6.1	CEO/accountable Manger			
6.2	Training staff			



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6.3	Support staff			
7	Instructor			
7.1	Qualification			
7.2	Training, initial and recurrent			
7.3	Personal records			
8	Examiner			
8.1	Qualification			
8.2	Training, initial and recurrent			
8.3	Personal records			
9	Records keeping			
9.1	Student records			
9.2	Examination records			
9.3	Result records			
9.4	Protection of records against fire, water, dust, insects, sunlight			
9.5	Security of records against tampering and theft			
10	Continuous monitoring			
10.1	Annual surveillance plan			
10.2	Resolution of annual surveillance outcomes			
11	Reporting to CAAN			
11.1	Reporting of deficiencies to CAAN that could affect the approval and continuous compliance of CAAN requirements			



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Signature of the licensing officer (s)-

Date-

Place-

Result:

Recommended for the issuance of approval/ not recommended for the issuance of approval

or

Recommended for the renewal of approval/ not recommended for the renewal of approval



Sample certificate of approval of English Language training organisation



CIVIL AVIATION AUTHORITY OF NEPAL

FLIGHT SAFETY STANDARDS DEPARTMENT

Certificate of English Language Training Organisation

This is to certify that with its office located athas been approved as an approved English Language Training Organisation in accordance with the Personnel Licensing Requirements subject to the continued compliance of the requirements prescribed for the approval.

This certificate will remain valid for a year unless surrendered, suspended or revoked.

.....
For, Director General

Date of issuance-

Validity-

**2.22 Procedure To Answer Queries on Personnel License from Other Contracting States**

Queries on the details of License and ratings issued by Civil Aviation Authority of Nepal may be received at times from Licensing Authorities of other states. Such queries from Licensing Authorities of other states shall be addressed in a timely manner.

The licensing officer addressing the queries should check the personnel folder of Licence on which query is made and compile the most recent details from the folder. Reply to queries will address the items requested by the Licensing Authorities of other states. If a query is received with out the details of particulars, the format of requesting Verification of Foreign License/Ratings by CAAN with other issuing authority as per attachment 2.1.2 of PeLR shall be used to send verification of the license/ ratings.

**ATTACHMENTS**

ATTACHMENT 1	FORM FOR RECOMMENDATION OF CPL TRAINING
ATTACHMENT 2	FORM FOR THE ISSUANCE OF CPL-AEROPLANE
ATTACHMENT 3	FORM FOR THE ISSUANCE OF CPL-HELICOPTER
ATTACHMENT 4	CHECKLIST OF ATPL TRAINING
ATTACHMENT 5	FORM FOR ATPL ISSUANCE- AEROPLANE
ATTACHMENT 6	FORM FOR ATPL ISSUANCE- HELICOPTER
ATTACHMENT 7	FORM FOR ISSUANCE OF PILOT-IN-COMMAND (P ₁)
ATTACHMENT 8	FORM FOR TYPE ENDORSEMENT
ATTACHMENT 9	FORM FOR INSTRUCTOR PILOT
ATTACHMENT 10	FORM FOR INSTRUMENT ENDORSEMENT
ATTACHMENT 11	FORM FOR RECOMMENDATION FOR FLIGHT ENGINEER TRAINING
ATTACHMENT 12	FORM FOR ISSUANCE OF FLIGHT ENGINEER LICENCE ISSUANCE
ATTACHMENT 13	FORM FOR ISSUANCE OF FOO LICENCE
ATTACHMENT 14	FORM FOR THE ISSUE OF VALIDATION/AUTHORIZATION
ATTACHMENT 15	FORM FOR RENEWAL OF FLIGHT CREW LICENCE/MEDICAL
ATTACHMENT 16	FORM FOR RENEWAL OF EXPIRED LICENCE (WITHIN 3 Months)
ATTACHMENT 17	FORM FOR RENEWAL OF EXPIRED LICENSE (WITHIN 3 to 12 Months)
ATTACHMENT 18	FORM FOR RENEWAL OF EXPIRED LICENCE (WITHIN 12 to 24 Months)
ATTACHMENT 19	FORM FOR RENEWAL OF EXPIRED LICENCE (WITHIN 24 to 60 Months)
ATTACHMENT 20	FORM FOR RENEWAL OF EXPIRED LICENCE (More than 5 years)
ATTACHMENT 21	FORM FOR GROUND INSTRUCTOR AUTHORIZATION
ATTACHMENT 22	FORM FOR ISSUANCE OF ULTRA LIGHT PILOT LICENCE
ATTACHMENT 23	FORM FOR ISSUE OF LICENCE ON THE BASE OF MILITARY QUALIFICATION
ATTACHMENT 24	FORM FOR DESIGNATION OF CAMA/ DME
ATTACHMENT 25	FORM FOR APPLICATION FOR WRITTEN EXAMINATION OF FLIGHT OPERATIONS OFFICER LICENCE
ATTACHMENT 26	FORM FOR APPLICATION FOR WRITTEN EXAMINATION OF COMMERCIAL PILOT LICENCE (AEROPLANE)



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ATTACHMENT 27	FORM FOR APPLICATION FOR WRITTEN EXAMINATION OF COMMERCIAL PILOT LICENCE (HELICOPTER)
ATTACHMENT 28	FORM FOR APPLICATION FOR WRITTEN EXAMINATION OF AIRLINE TRANSPORT PILOT LICENCE (AEROPLANE)
ATTACHMENT 29	FORM FOR APPLICATION FOR WRITTEN EXAMINATION OF AIRLINE TRANSPORT PILOT LICENCE (HELICOPTER)
ATTACHMENT 30	FORM FOR APPLICATION FOR WRITTEN EXAMINATION OF PRIVATE PILOT LICENCE (AEROPLANE)
ATTACHMENT 31	FORM FOR APPLICATION OF RATING EXAMINATION
ATTACHMENT 32	FORM FOR APPLICATION FOR WRITTEN EXAMINATION OF FLIGHT ENGINEER LICENCE
ATTACHMENT 33	FORM FOR APPLICATION FOR TYPE RATING EXAMINATION OF FLIGHT ENGINEER
ATTACHMENT 34	DOCUMENTS FOR TYPE RATING EXAMINATION
ATTACHMENT 35	FORM FOR FRAMP INSPECTION
ATTACHMENT 36	FORM FOR TYPE ORAL EXAMINATION



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR RECOMMENDATION FOR CPL TRAINING

Name:	Date of Birth :
Sex :	Marital Status :
Nationality:	

REQUIREMENTS TABLE

No.	Document	Attached (see note 1. below)	Verification (for CAAN purposes)
1.	Application letter		
2.	Notarised copy of SLC Certificate (for age determination)		
3.	Notarised copy of I.Sc. or Equivalent (Physics and Maths) Certificate		
4.	Notarised copy of Citizenship/Passport Certificate		
5.	Name of aviation training organization (ATO) and Address		
6.	Copy of Permission/ Approval of the ATO by Contracting State (Air Agency Certificate)		
7.	I-20 or Acceptance letter		
9.	Detailed Training Syllabus		
10	Initial Medical Assessment (Class I/II/III as applicable)		
10.	Application Fee (CAAN Fee)		

Note 1. ☐ The column shall be filled in by the applicant.

Prepared By:
(Applicant)

Checked by:
(CAAN Licensing Official)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division
FORM FOR THE ISSUANCE OF CPL - AEROPLANE**

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
Licence No. issued by ICAO Contracting State	Class & Category Rating :
CAAN validated ATO name, location	Validity date of CAAN validation
ATP theory knowledge and crew coordination in multi crew operations	Valid period of English language proficiency certificateand level
Instrument Rating :	Flying Experience :
Total Flight Time (200 Hrs) :	Pilot-in-Command (100 Hrs):
Instrument Time (10 Hrs.) : (Not more than 5 Hrs simulator)	Cross Country (20 Hrs): 300 NM not less than two full stop landing)
Night Flight (5 Hrs) :	Night PIC Take-Off Landing (5):
Basic CPL Examination :	AIP (Nepalese regulations) Examination :
Medical Assessment (Class I):	Type Rating :
Type technical Exam Completed on :	Flight Training on the Type (Hrs) :
Type performance Exam Completed on :	INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer :
ZFTT/ Base Training Report:	Licence verification copy:
Notarised Copy of citizenship copy/ S.L.C and +2 Certificates:	Logbook certified copy:
Assessment Report:	Confirmation that the foreign licence is not suspended or revoked
CAAN Fee :	

Note: Figures in show minimum requirements.

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By :
(Chief, LED)

Recommended By :
Director, FSSD

Approved By :
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR REQUIREMENT FOR CPL ISSUANCE (HELICOPTER)

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
Licence No. issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :
Total Hours (150 Hrs) : a) PIC (35 Hrs) b) Cross Country (10 Hrs) c) 10 Hrs Instrument may count 5 Hrs Simulator d) Night 5 Hrs (if the privilege of the licence are to be exercise at night, 5 hours of night)	Basic CPL(H) Exam :
Medical Assessment (Class I):	AIP Examination :
Type Rating :	
Technical Exam Completed on :	Flight Training on the Type (Hrs) :
Performance Exam Completed on :	INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer/DCP :
Notarised Copy of citizenship copy/ S.L.C and +2 Certificates:	Assessment Report:
Logbook Certified Copy:	Licence Verification Copy:
ZFTT/ Base Training Report (if applicable):	Confirmation that the foreign licence is not suspended or revoked:
Aviation Language Proficiency Level & Validity:	CAAN Fee:

Prepared By:
(Operator's
Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

CHECK LIST FOR ATPL TRAINING

Name :	Date of Birth :
Institute (Approved Training Organization) Name:	
Total Flying Hours (1500 Hrs):	Multi Pilot Operation (500 Hrs) experience:
PIC (100 Hrs):	Cross Country (200 Hrs cross country or 100 Hrs PIC):
Instrument (75 Hours Instrument Time of which 30 hours may be instrument ground time):	100 Hours Night Flight (25 hours night flight time may be credited according to PELR):
Copy of Logbook/ CA-39:	

Prepared By:
(Applicant)

Checked By:
(Licensing Officer)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR ATPL ISSUANCE (AEROPLANE)

Name :	Date of Birth :
Organization :	Age (21) :
Sex :	Marital Status :
Nationality :	Type Rating:
Holds :- (Current CPL with multi engine)	Licence No.
Issued by ICAO Contracting State :	
Total Flight Time (1500 Hrs):	PIC Flight Time (100 Hrs) :
Two Pilot Flight Time (500 Hrs :	
Under Supervision Flight Time (150 Hrs) : a) Cross Country (200 Hrs) b) Night (100 Hrs) (20 night take-off & landings) c) Instrument Time (75 Hrs) (Not more than 30 Hrs may be Instrument Ground Time)	
ATPL Examination :	
Medical Assessment (Class 1):	
Aviation Language Proficiency Level & Validity:	
CRM and DG Training Certificate:	
Logbook Certified Copy/ CA-39:	
Copy of valid licence:	
CAAN Fee:	

Note: Figures in brackets show minimum requirements

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR ATPL (HELICOPTER) ISSUANCE

Name :	Date of Birth :
Sex :	Age (21) :
Approved training :-	Holds :-
Licence No. issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :
Organization :	Nationality :
Marital Status :	Licence (CPL) :
Medical Assessment (Class-I)	Multi Pilots (400 Hrs) :
Total Hours (1000 Hrs) : a) PIC (100 Hrs.) : b) Night (50 Hrs.) : c) Under Supervision (150 Hrs.): d) Cross Country (200 Hrs.) :	
ATPL exam from Contracting State :	
Type Rating:	CRM and DG Training Certificate:
Aviation Language Proficiency Level & Validity	Logbook Certified Copy/ CA-39:
Copy of valid licence:	CAAN Fee :

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 7

FORM FOR ISSUANCE OF PILOT-IN-COMMAND (P1)

Application :	Date of Birth :
Name :	Organization :
Type of Licence :	Type of Aircraft :
<u>Training Report</u> i) <u>Upgrade Flight</u> ii) <u>Upgrade Ground Training</u>	<u>Group I Aircraft</u> i) Reciprocating : 10 Hrs ii) Turbo Prop : 5 Hrs <u>Group II Aircraft</u> : 20 Hrs : minimum 25 Hrs
Instructor for Training :	Instructor for Check :
Medical Examination:	FOR & Regulations Exam (ATPL):
Check Ride Report (1:30 Hrs): Satisfactory/Unsatisfactory	
CAAN Observer / DCP:	Copy of valid licence:
Logbook certified copy/ CA-39:	CAAN Fee:

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 8

FORM FOR TYPE ENDORSEMENT

Name :	Date of Birth :
Organization :	Type :
Ground Class :	Instructor : CAAN Observer :
Licence No:	Medical Assessment(Class I):
Technical Exam	Pass / Fail
Performance Exam	Pass / Fail
Flight Training on Type	Instructor :
ZFTT/ Base Training (if applicable):	Logbook certified copy/ CA-39:
Check Ride:	Instructor : CAAN Observer / DCP
Differential Course certificate (if applicable):	
Release letter from previous company (if applicable):	
Copy of valid Licence:	
CAAN Fee :	

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR INSTRUCTOR PILOT

Name :	Date of Birth:
Age :	Organization :
Total PIC Hours On Type PIC (100 Hrs):	Approved Training Course:
Licence No:	Medical Assessment (Class I):
Completion of oral Exam:	FLIGHT TRAINING (3 Hrs):
Aviation Language Proficiency Level & Validity:	Instructor Course Completion Certificate:
<u>Instructor:</u> Flight Check :	CAAN Observer/DCP :
Flight Assessment Report:	Training Authorization by CAAN:
Flying Records (whether accident/ incident free or not)	Logbook Certified Copy/ CA-39:
Copy of Valid Licence:	CAAN Fee:

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR INSTRUMENT ENDORSEMENT

Name :	Date of Birth :
Age :	Nationality:
Organization :	
Type of Licence Number :	
Simulator Class (Practical instrument competency check):	
Instructor :	CAAN Observer /DCP:
Copy of Valid Licence:	Logbook Certified Copy:
CAAN Fee :	

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR RECOMMENDATION FOR FLIGHT ENGINEER TRAINING

Name:	Date of Birth :
Sex :	Marital Status :
Nationality:	

REQUIREMENTS TABLE

No.	Document	Attached (see note 1. below)	Verification (for CAAN purposes)
1.	Application letter		
2.	SLC Certificate (for age determination)		
3.	I.Sc. or Equivalent Certificate		
4.	Citizenship/Passport Certificate		
5.	Name of aviation training organization (ATO) and Address		
6.	Copy of Permission/ Approval of the ATO by Contracting State (Air Agency Certificate)		
7.	I-20 or Acceptance letter		
9.	Detailed Training Syllabus		
10.	Application Fee (CAAN Fee)		
11.	Medical Certificate		

Note 1. ☐ The column shall be filled in by the applicant.

Prepared By:
(Applicant)

Checked by:
(CAAN Licensing Official)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR ISSUANCE OF FLIGHT ENGINEER LICENCE ISSUANCE

Name :	Date of Birth:
Age :	Medical Assessment:
Licence No. : Or Certificate of Training :	
Education Qualification (I.Sc. or Equivalent) :	
A) AMT Licence holder Categories 'A' & 'C' or CPL in airplane/rotorcraft having completed not less than 1000 hours of flight or Degree in Aeronautical Engineering. Approved by CAAN.	
B) Successfully completed an approved Flight Engineers Ground Course or hold Current F/E Licence issued by a contracting state.	
C) Basic F/E Examination Pass.	
D) Approved aircraft type ground course. Instructor : CAAN Observer :	
E) Type Experience Not less than 100 hours of flight time supervision of an Instructor Flight Engineer which may not more than 50 hours in a flight simulator.	
F) Type exam pass conducted by CAAN.	
G) A practical flight test. Instructor : CAAN Observer /DCP :	
H) CAAN Fee:	
I) Medical Certificate:	

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR ISSUANCE OF FOO LICENCE

Name :	Date of Birth :
Age (21) :	Nationality :
Academic Qualification (10+2 or Certificate Level notarized copy) :	Approved Training Organization:
FOO Dispatcher Licence or Pilot Licence with 15 days OJT on Flight Dispatching or completed ATC Course with 2 year's experience and 30 days OJT on Flight Dispatching or FE with 45 days OJT on Flight Dispatching :	
Training :	Air law Exam :
FOO Exam :	Citizenship/ Passport copy (notarized):
Performance Class Certificate (on type):	Route Familiarization Report:
CAAN Fee :	Medical Certificate:

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR THE ISSUE OF VALIDATION/AUTHORIZATION

Name :	Date of Birth :
Age (18) :	Sex :
Marital Status :	Nationality :
Type of Licence :-	Validity :-
Licence No. issued by ICAO Contracting State	
Licence Verification:	
Class & Category Rating :	Validity of Licence :
Medical Assessment (ClassI):	Work Permit (if applicable):
PPC Report:	Company Agreement (if applicable):
CAALOP Course(if applicable):	Flight Assessment (if applicable):
Copy of Certified Logbook:	Copy of valid licence:
CAAN Fee:	

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 15

FORM FOR RENEWAL OF FLIGHT CREW LICENCE/ MEDICAL

Name of Applicant :	Date of Birth :
Tick Appropriate Category :	
<input type="checkbox"/> PPL Licence holder	<input type="checkbox"/> Basic CPL/ATPL Licence holder
<input type="checkbox"/> CPL/ATPL Licence holder engaged with an Air Operator	<input type="checkbox"/> CPL/ATPL Licence holder not currently engaged with an Air Operator

No.	Document	Current/ Latest	Last/ Previous	Verification (for CAAN purposes)
1.	Application letter			
2.	Application form			
3.	CAAN Fee			
4.	Medical Report			
5.	PPC			
6.	Recurrent Ground Refresher Training			
7.	Recurrent Flight Training			
8.	Simulator training			
9.	Route Check			
10.	CRM Training			
11.	Dangerous Goods Training			
12.	Emergency Evacuation Training			
13.	Personal Log Book			
14.	Aviation Language Proficiency Level & Validity			
15.	Night Proficiency (if applicable)			
16.	Instructor Hours			

Prepared By:
(Applicant)

Checked by:
(CAAN Licensing Official)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR RENEWAL OF EXPIRED LICENCE (Within 3 Months)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
Licence Number :	Holds :-

No.	Document	Current/ Latest	Last/ Previous	Verification (for CAAN purposes)
1.	Application letter			
2.	Application form			
3.	CAAN Fee			
4.	Medical Report			
5.	PPC			
6.	Recurrent Ground Refresher Training			
7.	Recurrent Flight Training			
8.	Simulator training			
9.	Route Check			
10.	CRM Training			
11.	Dangerous Goods Training			
12.	Emergency Evacuation Training			
13.	Monthly summary sheet of Logbook			
14.	Aviation Language Proficiency Level & Validity			
15.	Night Proficiency (if applicable)			
16.	Instructor Hours			

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Approved By :
(Director, FSSD)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR RENEWAL OF EXPIRED LICENCE (3 to 12 Months)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
Licence Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Approved Ground Refresher Class :	INSTRUCTORS : CAAN Observer:
Flight Test on Type of Aircraft :	INSTRUCTORS : CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	Logbook certified copy/ CA-39:
Copy of Licence:	CAAN Fee :

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Approved By :
(Director, FSSD)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR RENEWAL OF EXPIRED LICENCE (12 to 24 Months)

Name :	Date of Birth:
Sex :	Age :
Nationality :	Marital Status :
Licence Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Approved Ground Refresher Class : Flight Training :	INSTRUCTOR :
Flight Test Completed on :	INSTRUCTORS : CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	Logbook certified copy/ CA-39:
Copy of Licence:	CAAN Fee :

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Approved By :
(Director, FSSD)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 19

FORM FOR RENEWAL OF EXPIRED LICENCE (24 to 60 Months)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
Licence Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Initial Training on Type : a) Approved Ground Course	INSTRUCTORS : CAAN Observer:
b) Civil Aviation Examination (Type) Technical : Performance :	
Flight Training with specified hours: (5 Hrs of PIC) (8 Hrs of SIC) or as recommended by FOR	INSTRUCTORS : CAAN Observer:
Check Ride Completed on :	INSTRUCTORS : CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	Logbook certified copy/ CA-39:
Copy of Licence:	CAAN Fee :

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Approved By :
(Director, FSSD)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR RENEWAL OF EXPIRED LICENCE (More than 5 Years)

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
Licence Number :	Holds :-
Class & Category Rating :	
Current Medical Assessment (Class I):	Type Rating :
Sufficient Refresher Training covering the contents of the course syllabus approved for : CAAN's ATPL Examination or CPL Examination (Ref. PeLR, FOR and applicable regulations)	Date : Date :
AIP (FOR, NCAR and CAR) :	Logbook certified copy/ CA-39:
New Type Rating Conversion a) Approved Ground Course : b) CAAN Examination on type : Technical : Performance :	INSTRUCTORS : CAAN Observer: Date : Date :
Flight Training with specified hours as per PeLR, FOR and applicable regulations:	INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	Copy of Licence:
CAAN Fee :	

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Approved By :
(Director, FSSD)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR GROUND INSTRUCTOR AUTHORIZATION

Name :	Date of Birth:
Organization :	Subject:
Class conducted From To	Aircraft Type :
Experience as per regulation:	CAAN Observer :
CAAN Fee:	

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR THE ISSUANCE OF ULTRA LIGHT PILOT LICENCE

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
Licence No. issued by State or association, if applicable:	Class & Category Rating :
Flying Experience :	Total Flight Time (25 Hrs) :
Pilot-in-Command (15 Hrs):	Cross Country (5 Hrs):
UPL Examination :	Civil Aviation Air Regulations (CAAR) Examination :
Medical Assessment (Class II):	Logbook certified copy:
Check Ride Completed on :	INSTRUCTORS : CAAN Observer :
Aviation Language Proficiency Level & Validity	Notarised copy of SLC, +2 and citizenship/passport copy:
CAAN Fee :	

Note: Figures in brackets show minimum requirements

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR THE ISSUE OF LICENCE ON THE BASE OF MILITARY QUALIFICATION

Name :	Date of Birth :	
Sex :	Age (18) :	
Nationality :	Marital Status :	
Academic Qualification:	Holds :-	
Licence No. issued by ICAO Contracting State.....:	Class & Category Rating :	
Letter of release from the military;	Military Pilot Licence with appropriate category, class and type rating:	
Military flight records are certified by the concerned military office:		
Military flight records (personal Log Book):	A letter of employment from an air operator:	
Ground Class:		
Instrument Rating :	Military Experience :	
	Total Flying Hours:	Credited Flying Hour(50% of Military Experience):
Total Flight Time (200 Hrs) :	Pilot-in-Command (100 Hrs):	
Instrument Time (10 Hrs.) : (Not more than 5 Hrs simulator)	Cross Country (20 Hrs): 300 NM not less than two full stop landing	
Night Flight (5 Hrs) :	Night PIC Take-Off Landing (5):	
Basic CPL Examination :	AIP Examination :	
Medical Assessment (Class I):	Type Rating :	
Technical Exam Completed on :	Flight Training on the Type (Hrs) :	
Performance Exam Completed on :	INSTRUCTORS :	
Check Ride Completed on :	INSTRUCTORS : CAAN Observer :	
Aviation Language Proficiency Level and Validity:		
ZFTT/ Base Training (if applicable):		
CAAN Fee :		

Prepared By:
(Operator's Representative)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

**FORM FOR THE DESIGNATION OF CIVIL AVIATION MEDICAL ASSESSOR (CAMA)/
DESIGNATED MEDICAL EXAMINER (DME)**

Name :	Date of Birth :
Sex :	Nationality :

REQUIREMENTS

S/N.	PARTICULAR	REMARKS
1	A properly signed application letter;	
2	Nepalese citizenship certificate;	
3	Medical graduate or MBBS certificate and Nepal Medical Council Registration ;	
4	Post-graduate MD or equivalent in Medicine or its clinical branch Certificate (Neurology, Cardiology, Pulmonology, Gastroenterology, Nephrology, Endocrinology, or like);	
5	Evidence of experience of at least two years practice in that specialty;	
6	Registration in Nepal Medical Council;	
7	Basic training in Aviation Medicine of 60 hours or equivalent for DME and 120 hours or equivalent for CAMA	
8	Demonstration of Competency in Aviation Medicine by competency based training in aviation medicine	
9	Experience of Flight Deck and Air Traffic Control working environment	
10	Inspection of location of Medical Examination (Hospital/ Clinic) in Kathmandu	
11	Refresher Training in Aviation Medicine (once within every 3 years)	
12	Address of Clinic/ Hospital including telephone number (which should be in Kathmandu valley); and	
13	Any other relevant information	

Prepared By:
(Applicant)

Checked By:
(Licensing Officer)

Verified By:
(Chief, LED)

Recommended By:
(Director, FSSD)

Approved By:
(Director General)



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 25

**FLIGHT OPERATIONS OFFICER LICENCE
APPLICATION FOR WRITTEN EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname:..... First Name:..... Age(21):.....

Holds:..... Licence No:..... Valid Until:.....

Issued by:.....

Have you attempted this examination before?.....

I intend to qualify for Flight Operations Officer Licence Examination.

Academic Qualification:.....

Exam Fees:.....

(Note: All attached documents should be notarized prior to submission.)

Knowledge: Evidence of having completed a course of approved training in a contracting state

Working Days under supervision (within 6 months).....

Organisation Recommendation:

Photo

Applicant's Signature

Contact No:.....

Date:

Note: Figure in brackets show minimum requirements.

**FLIGHT OPERATION OFFICER LICENCE
EXAM'S ENTRY FORM**

Mr. / Mrs. is permitted to sit in the examination held on.....

Licensing Officer



Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division

Attachment 26

FORM FOR CPL APPLICATION CHECKLIST (AEROPLANE)

- | | | | |
|-----|---|-----|----|
| 1. | Name: | | |
| 2. | CAAN Recommendation | Yes | No |
| 3. | CPL Licence No: Country : | Yes | No |
| 4. | PCL,+2, A/O Level With Physics & Math | Yes | No |
| 5. | If Foreign Certificate (State Recognition) | Yes | No |
| 6. | Medical Validity, Till: | Yes | No |
| 7. | Instrument Ratings | Yes | No |
| 8. | Logbook Summary Sheet | Yes | No |
| 9. | Minimum Training Hours | Yes | No |
| 10. | SLC, +2 (Mark sheet & Character), Citizenship Copy | Yes | No |
| 11. | In case of Foreign Citizen (<i>Local Operator Recommendation</i>) | Yes | No |
| 12. | Notarised Documents | Yes | No |
| 13. | ATPL Level theoretical knowledge | Yes | No |
| 14. | If other any / Fee..... | Yes | No |

Declaration

I hereby declare that the above particulars are true and correct to the best of my knowledge and beliefs

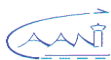
Signature of Applicant

Checked by:

LED

FOD

ADM



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

ROLL NO: CPL- /A

Photo

**COMMERCIAL PILOT LICENCE – AEROPLANE
APPLICATION FOR WRITTEN EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : **First Name :** **Age(18) :**

Holds : **Licence No. :** **Valid Until :**

Issued By :

Have you attempted this examination before ?`.....

I intend to qualify for a commercial pilot licence :

Contact Address (Tel.):

Experience :

Total Time (200) : **Pilot-In-Command (100) :** ..

Instrument Time (10) : **Dual Flight (5) :** **Ground :**

Night Flight (05) : **Dual :** **Ground :**

Night P-I-C Take-Offs and Landings (5) :

Cross Country (20) :

Medically (Class I) Fit With Effect From : /.... /....

ATPL Level theoretical Knowledge From: (ATO Name)

Fees :

Knowledge : Evidence of having completed a course of approved training in a contracting state

Applicant's Signature _____

Date :

Note: 1) Figures in brackets show minimum requirements. 2) Please fill up this form clearly by black ink.



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 26

ADMISSION CARD FOR CPL EXAM

Month and year

Photo

Roll No.: CPL- /A

Applicant's Full Name:

Present Address:

Organization:

Exam Title: Basic/Type

Aeroplane/Helicopter:

General Guidance:

Subject:

Signature

.....
Licensing Officer

General Instructions For Examinees:

1. Except the admit card, General pen, pencil, & eraser, no other article including paper, bags, lethal & digital equipment, purse shall be allowed in the testing room/area.
2. Discipline shall be maintained at all times and the examinees shall sit at the allocated place.
3. Smoking is strictly prohibited inside testing room/area.
4. Except calculator, compass, use of Cell phone/Mobile Phone, camera and other device is prohibited during testing. All such devices shall be deposited with the examination-in-charge before the entering the testing area.
5. Impersonation by any candidate shall result in summary enforcement action against the impersonator as per prevailing rules and regulations.
6. Entry in to testing/exam shall be allowed within 30 minutes of commencement of the exam. There after no entry shall be permitted. No candidate shall leave the exam/test before completing 1 (one) hour.
7. The remaining time for the testing/exam will be continuously displayed on (count down) the testing computer monitor. If the candidate does not submit the test (click SUBMIT) before the end of allowed time, the test shall be automatically submitted on completion of the allowed time and the testing session will be over.
8. Candidates are prohibited from tampering with the testing computer and its connections except the computer mouse for entering the answers. Any violation of this instruction will result in immediate cancellation of his/her exam and a restriction shall be imposed on re-testing for a period of 1 (one) year before participating in any further licensing examinations conducted by CAAN.
9. In case of occurrence of any technical problem, the candidate shall promptly inform examination-in-charge
10. Any violation of above instruction shall result in summary expulsion from the examination/testing and further actions shall also be taken as per prevailing rules/regulation/directives. And the record of such action against candidate shall be maintained for future.



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 26

LICENCE VERIFICATION DATA FORM

Dear Sir/Madam,

Please find herewith the validity of status of licence

Last Name :

First Name :

DOB :

Licence No. :

Licence Level :

Aircraft Rating :

Validity of Licence :

Medical Endorsement :

Country of Medical Certification:

Validity of Medical :

Date of Issue of Licence :

Basic CPL (Aero plane) :

Total Flying Hours :..... (including Instrument flying Hrs.

(Actual Hrs. + Simulated Hrs.),

PIC Hrs)

"This licence is not under suspension or revocation"

Signature of Applicant:



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 27

FORM FOR CPL APPLICATION CHECKLIST (HELICOPTER)

- | | | | |
|-----|---|-----|----|
| 1. | Name: | | |
| 2. | CAAN Recommendation | Yes | No |
| 3. | CPL Licence No: Country : | Yes | No |
| 4. | PCL,+2, A/O Level With Physics & Math | Yes | No |
| 5. | If Foreign Certificate (State Recognition) | Yes | No |
| 6. | Medical Validity, Till: | Yes | No |
| 7. | Instrument Ratings | Yes | No |
| 8. | Logbook Summary Sheet | Yes | No |
| 9. | Minimum Training Hours | Yes | No |
| 10. | SLC, +2 (Mark sheet & Character), Citizenship Copy | Yes | No |
| 11. | In case of Foreign Citizen (<i>Local Operator Recommendation</i>) | Yes | No |
| 12. | Notarised Documents | Yes | No |
| 13. | ATPL Level theoretical knowledge | Yes | No |
| 14. | If other any / Fee..... | Yes | No |

Declaration

I hereby declare that the above particulars are true and correct to the best of my knowledge and beliefs

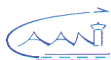
Signature of Applicant

Checked by:

LED

FOD

ADM



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

ROLL NO: CPL- /H

Photo

**COMMERCIAL PILOT LICENCE – HELICOPTER
APPLICATION FOR WRITTEN EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : **First Name :** **Age(18) :**

Holds : **Licence No. :** **Valid Until :**

Issued By :

Have you attempted this examination before ?`.....

I intend to qualify for a commercial pilot licence :

Contact Address (Tel.):

Experience :

Total Time (150) : **Pilot-In-Command (35) :** ..

Instrument Time (10) : **Dual Flight (5) :** **Ground :**

Night Flight (05) : **Dual :** **Ground :**

Night P-I-C Take-Offs and Landings (5) :

Cross Country (10) :

Medically (Class I) Fit With Effect From : /.... /....

ATPL Level theoretical Knowledge From: (ATO Name)

Fees :

Knowledge : Evidence of having completed a course of approved training in a contracting state

Applicant's Signature _____

Date :

Note: 1) Figures in brackets show minimum requirements. 2) Please fill up this form clearly by black ink.



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Attachment 27

ADMISSION CARD FOR CPL EXAM

Month and year

Photo

Roll No.: CPL- /H

Applicant's Full Name:

Present Address:

Organization:

Signature

Exam Title: Basic/Type

Aeroplane/Helicopter:

General Guidance:

Subject:

.....
Licensing Officer

General Instructions For Examinees:

1. Except the admit card, General pen, pencil, & eraser, no other article including paper, bags, lethal & digital equipment, purse shall be allowed in the testing room/area.
2. Discipline shall be maintained at all times and the examinees shall sit at the allocated place.
3. Smoking is strictly prohibited inside testing room/area.
4. Except calculator, compass, use of Cell phone/Mobile Phone, camera and other device is prohibited during testing. All such devices shall be deposited with the examination-in-charge before the entering the testing area.
5. Impersonation by any candidate shall result in summary enforcement action against the impersonator as per prevailing rules and regulations.
6. Entry in to testing/exam shall be allowed within 30 minutes of commencement of the exam. There after no entry shall be permitted. No candidate shall leave the exam/test before completing 1 (one) hour.
7. The remaining time for the testing/exam will be continuously displayed on (count down) the testing computer monitor. If the candidate does not submit the test (click SUBMIT) before the end of allowed time, the test shall be automatically submitted on completion of the allowed time and the testing session will be over.
8. Candidates are prohibited from tampering with the testing computer and its connections except the computer mouse for entering the answers. Any violation of this instruction will result in immediate cancellation of his/her exam and a restriction shall be imposed on re-testing for a period of 1 (one) year before participating in any further licensing examinations conducted by CAAN.
9. In case of occurrence of any technical problem, the candidate shall promptly inform examination-in-charge
10. Any violation of above instruction shall result in summary expulsion from the examination/testing and further actions shall also be taken as per prevailing rules/regulation/directives. And the record of such action against candidate shall be maintained for future.



LICENCE VERIFICATION DATA FORM

Dear Sir/Madam,

Please find herewith the validity of status of licence

Last Name :

First Name :

DOB :

Licence No. :

Licence Level :

Aircraft Rating :

Validity of Licence :

Medical Endorsement :

Country of Medical Certification:

Validity of Medical :

Date of Issue of Licence :

Basic CPL (Aero plane) :

Total Flying Hours :..... (including Instrument flying Hrs.

(Actual Hrs. + Simulated Hrs.),

PIC Hrs)

"This licence is not under suspension or revocation"

Signature of Applicant:



Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division

AIRLINE TRANSPORT PILOT LICENCE - AEROPLANE
APPLICATION FOR WRITTEN EXAMINATION

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : First Name : Age(21) :
Holds : Licence No. : Valid Until :
Issued By :
ICAO Contracting State
Have you attempted this examination before ?

Experience :

Total Flight Time (1500) : No. of Landing :
Night Flight (100) :
Pilot-In-Command (250) : ..
a) Under Supervision b) Cross Country (100)
Co-Pilot (Cross Country) (200)
or, P.I.C. (Cross Country) (100)
Instrument Time (75)
Medically (Class I) Fit With Effect From : /.... /....

Fees :

Knowledge : Evidence of having completed a course of approved training in a contracting state

Organisation Recommendation :-

Name :

Signature :

Stamp :

Applicant's Signature

Date:

Telephone to Contact :

Note : Figures in brackets show minimum requirements.



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

**AIRLINE TRANSPORT PILOT LICENCE - HELICOPTER
APPLICATION FOR WRITTEN EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : First Name : Age(21) :
 Holds : Licence No. : Valid Until :
 Issued By :
 ICAO Contracting State
 Have you attempted this examination before ?

Experience :

Total Flight Time (1000) : No. of Landing :
 Night Flight (50) :
 Pilot-In-Command (250) : ..
 a) Under Supervision b) Cross Country (100)
 Co-Pilot (Cross Country) (200)
 or, P.I.C. (Cross Country) (100)
 Instrument Time (30)
 Medically (Class I) Fit With Effect From : / /

Fees :

Knowledge : Evidence of having completed a course of approved training in a contracting state

Organisation Recommendation :-

Name :

Signature :

Stamp :

Applicant's Signature

Date :

Telephone to Contact :

Note : Figures in brackets show minimum requirements.



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

**PRIVATE PILOT LICENCE - AEROPLANE
APPLICATION FOR WRITTEN EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : First Name : Age(17) :

Citizenship :

Have you attempted this examination before ?

I intend to qualify for a Private Pilot Licence :



Experience :

Total Time (40) :

Solo Flight Time (10) : ..

Solo Cross Country (5 Hrs. not less than 150 NM Fullstop Landing)) :

Medically (Class I) Fit With Effect From : / /

Fees :

Knowledge : Evidence of having completed a course of approved training

Applicant's Signature

Date :

Telephone to Contact :

Note : Figures in brackets show minimum requirements.

**PRIVATE PILOT LICENCE - AEROPLANE
EXAM'S ENTRY FORM**

Photo

Mr. / Mrs. is permitted to sit
in the examination held on

.....
Licensing Officer



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

APPLICATION FOR TYPE RATING EXAMINATION

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : First Name : Age (18) :
 Holds : Licence No. : Valid Until :
 Issued By :

Have you attempted this examination before ?

I intend to qualify for rating examination as below :

- a) Type of aircraft
- b) Technical/Performance
- c) Instructor Rating
- d) Oral/Written Exam

Medically (Class I) Fit With Effect From : / /....

Experience

i. Basic CPL Exam : Pass / Fail (Date :.....)

Exam Fees :

Knowledge : Evidence of having completed a course of approved training.

Organisation Recommendation :-

Name :

Signature :

Stamp :

Applicant's Signature

Date :

Telephone to Contact :

Note : Figures in brackets show minimum requirements.



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

**FLIGHT ENGINEER LICENCE
APPLICATION FOR WRITTEN EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : First Name : Age :
 Holds : Licence No. : Valid Until :
 Issued By : Education Qualification:
 Have you attempted this examination before ?
 I intend to qualify for a Flight Engineer Licence :

Have you successfully completed an approved Flight Engineers Ground Course or hold Current F/E Licence issued by a contracting state?

Fees :

Knowledge : Evidence of having completed a course of approved training in a contracting state

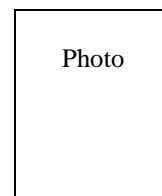


 Applicant's Signature
 Telephone to Contact :

Date :

Note : Figures in brackets show minimum requirements.

**FLIGHT ENGINEER LICENCE
EXAM'S ENTRY FORM**



Mr. / Mrs. is permitted to sit
 in the examination held on

.....
 Licensing Officer



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

**FLIGHT ENGINEER TYPE EXAM
APPLICATION FOR RATING EXAMINATION**

To be accompanied by evidence of having met the requirement with respect to age, full name, citizenship, medical fitness, knowledge, experience, skill and fees.

Surname : First Name : Age (18) :
Holds : Licence No. : Valid Until :
Issued By :

Have you attempted this examination before ?

I intend to qualify for rating examination as below :

- e) Type of aircraft
- f) Technical/Performance
- g) Instructor Rating
- h) Oral/Written Exam

Medically (Class I) Fit With Effect From : / /....

Experience

- i. Basic Flight Engineer Exam : Pass / Fail

Date :

Exam Fees :

Knowledge : Evidence of having completed a course of approved training.

Organisation Recommendation :-

Name :

Signature :

Stamp :

Applicant's Signature

Date :

Telephone to Contact :

Note : Figures in brackets show minimum requirements.

DOCUMENTS FOR TYPE TRAINING PERMISSION

NAME OF THE CANDIDATE:		AIRLINES NAME:		
TYPE OF TRAINING: INSTRUCTOR () P1/ UPGRADE () P2 / INITIAL ()				
S.N.	DOCUMENTS REQUIRED	YES	NO	N/A
1.	Application Letter			
2.	Copy of verified Licence and Medical			
3.	Copy of verified logbook			
4.	Assessment Report			
5.	Copy of ATO Certificate			
6.	ATPL/CPL Examination Result			
7.	Schedule of Training/ Events			
8.	FSTD Approval			
9.	Record of Supervision Hours Flown (if applicable)			
ADDITIONAL DOCUMENTS FOR P2 PERMISSION				
10.	Letter of Appointment			
11.	CAALOP Certificate			

Prepared By:
Applicant/ Operations Officer

Checked By:
Licensing/ Flight Operations Officer



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

FORM FOR RAMP INSPECTION

Captain (Capt):	First Officer (F/O):
Cabin Crew (CC):	Aircraft Type:
Airlines Name:	Aircraft Registration No:
Aerodrome:	

S. N.	DOCUMENT	CAPT.	F/O	A/H	FOO/FD	REMARKS
1.	License Validity					
2.	Medical Validity					
3.	PPC					
4.	Recurrent Ground Refresher Training					
5.	Simulator Training					
6.	Route Check					
7.	CRM Training					
8.	DG Training					
9.	Emergency Evacuation Training					
10.	Aviation Language Proficiency Level and Validity					

(Signature)

Name of Operator's Representative:

Date:

(Signature)

Name of CAAN Inspector:

Date:



**Civil Aviation Authority of Nepal
Flight Safety Standards Department
Licensing and Examination Division**

Type Oral Examination FLIGHT CREW

Name of Candidate : _____ Organization : _____

Licence No. (If Applicable): _____ Nationality : _____

Type of Aircraft :

Signature : _____

Date : _____

Found : Satisfactory / Unsatisfactory

Oral Examination :

<u>S.N</u>	<u>Name of Examiners</u>	<u>Designation</u>	<u>Signature</u>
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	PERSONNEL LICENSING MANUAL	3 rd Edition
		10-03-2022

APPENDIX



PERSONNEL LICENSING MANUAL

3rd Edition

10-03-2022

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APPENDIX- A

Functions of Licensing and Examination Division

SN	Personnel Licensing Functions	Relevant Regulations
1	Issuance of Initial CPL/ATPL/ BPL and UPL Licenses	PELR/ PLM
2	Renewal of Initial CPL/ATPL /BPL and UPL Licenses	
3	Issuance of Validation Certificates	
4	Renewal/ Extension of Validation Certificate	
5	Issuance of Flight Operations Officer License	
6	Renewal of Flight Operations Officers License	
7	Type- Rating Endorsement	
8	Issuance of Authorization Letter	
9	Issuance/ Extension of Flight Engineer's License	
10	Issuance of Recommendation Letter	
11	Validation of Approved Training Organizations	ATO Procedure Manual
12	Renewal of Approved Training Organizations	
13	Conducting Exams Related to Type (Technical/Performance) / CPL/ ATPL/ FOO Examinations	PELR/ PLM
14	Issuance/ Renewal of Medical Certificate	CAAN Medical Requirements
15	Aviation Language Proficiency Test	Aviation Language Proficiency Directives
16	Endorsement of English Language Proficiency Test	Aviation Language Proficiency Test Directives
17	Verification of Nepalese and Foreign License/ ATO	PELR/ PLM
18	Endorsement of Instructor Pilot	
19	Rule Making and Procedure Amendment	All Personnel Licensing related documents
20	Extension/ Concession	CAR Rule 41
21	Inspection and Surveillance (Ramp Check and Spot check in Base and Line stations inside and Kathmandu)	PeLR/ PLM
22	ATO Audit and inspection	ATO Procedure Manual/ AOCI Manual
23	Foreign ATO Validation (Audit and Inspection)	ATO Procedure Manual
23	Enforcement Action	Aviation Enforcement Procedure and Policy Manual
24	Participating in Flight Operations Activities	FOR

25	Draft and Publish Circulars	PELR/PLM
26	Revalidation of expired License/ Rating	
27	Investigation Task/ Conflict Management	
28	Meeting/ Interaction with Operator's representatives	
29	Internal Meeting and Consultation	
30	Record Keeping	
31	Miscellaneous	

**APPENDIX- B****SUMMARY OF ON-THE-JOB TRAININGS**

Name:

Position:.....

SN	TRAININGS	Date	OJT INSPECTOR	REMARKS
1	Issuance/ Renewal of Initial CPL/ATPL/ BPL and UPL Licenses and Revalidation of Expired License/ Ratings			
2	Issuance/ Renewal/ Extensions of Validation Certificates and Authorization letters			
3	Issuance/ Renewal of Flight Operations Officer License			
4	Type- Rating Endorsement			
5	Issuance/ Extension of Flight Engineer's License			
6	Issuance/ Validation/ Renewal of Approved Training Organizations			
7	Issuance/ Renewal of Medical Certificate			
8	Aviation Language Proficiency Test Conduction and Endorsement			
9	Verification of Nepalese and Foreign License/ ATO			
10	Endorsement of Instructor Pilot			
11	Extension/ Concession			
12	Inspection and Surveillance (Ramp Check and Spot check in Base and Line stations)			
13	ATO Audit and inspection			

Verified By:

Chief,
Licensing and Examination Division

**APPENDIX- C****CHECKLIST FOR VERIFICATION OF
PERSONNEL FOLDER****Name:****Position:**.....

SN	ITEM	Checked
1	Copy of Appointment Letter	
2	Copy of Job Description	
3	Copy of Latest CV	
4	Copy of Office Identity card	
5	Copy of Inspector credentials	
6	Copy of “Airport Restricted Area Pass”	
7	Copy of Citizenship card	
8	Copy of Passport	
9	Copy of applicable License (if any)	
10	Copy of Academic Certificates	
11	Copy of Training Certificates including On-the-Job Training Records	
12	Training plan for PEL Inspector/ Assistant Inspector	
13	Yearly review of training provided to PEL Inspector/ Assistant Inspector	



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APPENDIX- D



CIVIL AVIATION AUTHORITY OF NEPAL

FLIGHT SAFETY STANDARD DEPARTMENT

LICENSING AND EXAMINATION DIVISION

Training Calendar for Personnel Licensing Inspector and Assistant Inspector

Year: XXXX

N o	Course	Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Remarks
	BASIC COURSE –I Content														
1.	CAA Act, Rules and AOCR FOR PELR														

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2.	Personnel Licensing Record Keeping Systems													
3.	Ramp Inspection of Domestic Aircraft													
4.	AOCI Manual													
5.	Auditing techniques and auditing procedure													
6.	Safety Management System													
7.	Quality System													
8.	Enforcement Procedure													
9.	Human principles Factors including CRM													



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	BASIC COURSE-II content													
1	Initial Certification- Approved Training Organization Approval and Renewal Procedures													
2.	Safety Assessment of Foreign Aircraft (SAFA)													
3.	Personnel Licensing System Training													
	ADVANCED COURSE content													
1.	ICAO Government Safety Inspectors PEL (GSI-PEL)													
2.	Risk Based Oversight and Surveillance													
3.	Aircraft Accident Investigation Techniques													



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4.	Other specialized training organized by SARI/EASA/ICAO/COSCAP-SA													
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Note: The initials of the inspectors shall be used in the calendar for easy reference

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APPENDIX- E

RESERVED

**APPENDIX- F****FORM FOR APPEAL AGAINST DECISION OF
LICENSING AND EXAMINATION DIVISION**

Date:

Details of Decision of CAAN against which the appeal is being made

1. Reference Number of Decision:

2. Date of Issuance:

3. Subject:

4. Short Description of Decision:

Applicant's Version of Events**Reasons for Appeal**

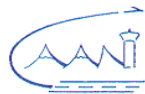
Signature:

Name:

ID Details:

Contact Number:

Email:

**APPENDIX- G**

**CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT
LICENSING AND EXAMINATION DIVISION**

Medical examination audit Checklist

Name of applicant-

Class of medical examination-

Name of medical examiner-

Validity of designated medical examiner-

Date of completion of examination-

Date of receipt of report by CAAN-

Check item	Satisfactory or unsatisfactory	Remarks
Was the medical report properly sealed for its confidentiality?		
Is the standard CAAN medical examination form used?		
Check for completeness of medical forms?		
Check for signature for examiner (s)?		
Is the form submitted in timely manner?		
Are all parameters within tolerance or limitation on each check items?		
Are reference checks as per CAAN medical standards?		
Overall Remarks		
Signature of Civil Aviation Medical Assessor		
Date-		