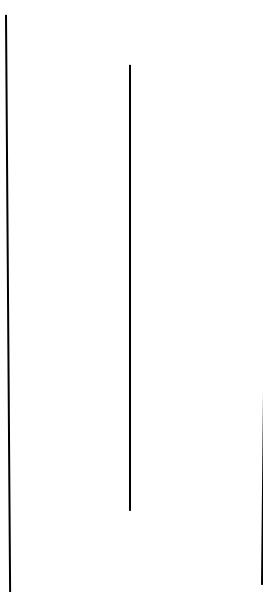


# **RECREATIONAL AIR OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**



**CIVIL AVIATION AUTHORITY OF NEPAL**  
**Flight Safety Standards Department**  
**Sinamangal, Kathmandu**  
**(Issue 01)**

(Approved by DGCA, Nepal on ...**16/06/2025**.....)

**RECREATIONAL AVIATION OPERATOR CERTIFICATE  
REQUIREMENTS (RAOCR) - 2025**

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# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **Foreword**

These Requirements for Recreational Air Operator Certificate (RAOCR) have been developed by Civil Aviation Authority of Nepal to regulate the recreation activities specifically for non-powered paragliding and hang gliding in Nepal. These requirements have been issued by Director General of Civil Aviation authority of Nepal pursuant to the rule 23 of CAAN, Recreational Aviation Regulation - 2069 B. S.

Since, such recreational aviation activities are not governed by ICAO and its annexes, these requirements have been developed taking into prevailing provisions of Recreational Aviation Regulation - 2069, International best practices and our Airspace Obligations & Experiences of those activities.

These are mandatory requirements to be followed by the applicants seeking for an approval of Recreational Aviation Operator Certificate (RAOC) as well as renewal of such certificate. Furthermore, the procedures, checklist and forms contained in these requirements act as the guidance materials for the officials of Civil Aviation Authority of Nepal. In addition, the requirements also prescribe the necessary punitive enforcement action in light of breach of CAAN regulations in the interest of safety of occupants in flight along with people and property on ground.

Civil Aviation Authority of Nepal is the competent authority on these requirements and reserves all right to interpret the intent of each requirement contained herein. Flight Safety Standards Department (FSSD), Recreational Aviation Section (RAS) is the custodian of these requirements. FSSD will be responsible for the amendments of these requirements in order to keep in pace with changing regulations and other circumstances.

These requirements and procedures will come into effect from date of approval.

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Er. Pradeep Adhikari

Director General

16 June 2025

**RECREATIONAL AVIATION OPERATOR CERTIFICATE  
REQUIREMENTS (RAOCR) - 2025**

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**RECORDS OF AMENDMENT**

Amendment no	Amendment date	Inserted by	Inserted date

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## DEFINITION

The standard definition in the context of these requirements will be referred to as below.

**Act** means Civil Aviation Authority of Nepal Act, 1996.

**Authority** means Civil Aviation Authority of Nepal.

**Authorized Agency** means the organization assigned with the functions of coordination among the recreational aviation operators and liaising with CAAN with regulatory issues and furthermore assisting CAAN in its safety oversight functions.

**Certificate** means authorization issued by CAAN for the activities associated with recreational aviation.

**Director General** means the Director General of Civil Aviation Authority of Nepal.

**Equipment** means all types of equipment used for the recreational activities like paraglider, hang glider, powered para glider etc.

**Glider** means 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.

**License** means authorization issued by the MOCTCA for the start for the recreational activities as per prevailing rules.

**Recreational Aviation** means the activities including but not limited to paragliding, powered or non-powered paragliding, hang gliding, ultralight, hot air balloon etc.

**Registration** means the process of registering or of being registered of the equipment.

**Solo Flight** means flight during which a pilot is the sole occupant of an aircraft.

**Tandem Flight** means paragliding flight, where a passenger flies with an instructor in the same wing.

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **GLOSSARY**

CAAN	Civil Aviation Authority of Nepal
FSSD	Flight Safety Standard Department
MOCTCA	Ministry of Culture, Tourism and Civil Aviation
PAN	Permanent Account number
RAOC	Recreational Air Operator Certificate
RAOCR	Recreational Air Operator Certificate Requirements
RAS	Recreational Aviation Section
VAT	Value Added Tax



# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **REFERENCES**

These requirements should be read along with following documents. In case of any inconsistency of these requirements with following legal documents, latter shall prevail;

1. Civil Aviation Act – 1959 AD
2. Civil Aviation Authority of Nepal Act - 1996 AD
3. CAAN, Civil Aviation Regulations – 2002 BS
4. CAAN, Recreational Aviation Regulation - 2069 BS

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **CHAPTER 1**

### **GENERAL REQUIREMENTS**

**1.1** This chapter prescribes the general conditions to be fulfilled by the applicants seeking a Recreational Air Operator Certificate (RAOCR) and its renewal.

**1.2** This chapter has been divided into various section in order to facilitate the applicant for clear understanding.

#### **1.3 Administrative Requirements**

**1.3.1** The applicant shall apply to CAAN for the issuance of Recreational Air Operator Certificate (RAOCR) in the form and manner specified in these requirements. The first and minimum document for the processing of RAOC is the license issued by MOCTCA.

#### **1.3.2 Financial Requirements**

The applicant shall demonstrate following financial evidence.

- a. Paid up capital as per Company registration certificate and associated provisions.
- b. Company shares details.
- c. Bank guarantee of rupees two hundred thousand from class A Commercial bank of Nepal Rastra Bank.
- d. Associated fees as required by CAAN, Recreation Aviation Regulation, 2069 BS for all required activities.

#### **1.4 Legal Requirements**

The applicant shall be liable for all legal obligation with respect to applicable law, rules and regulations of Nepal including civil aviation related laws, rules, regulations, directive, order, notice, circulars etc. The applicant shall fulfill all legal provisions of Government of Nepal as well as following legal documents:

- a. Civil Aviation Act – 1959 AD
- b. Civil Aviation Authority of Nepal Act - 1996 AD
- c. CAAN, Civil Aviation Regulations – 2002 AD
- d. CAAN, Recreational Aviation Regulation - 2069 B. S

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **CHAPTER 2 INITIAL APPROVAL FOR RAOC**

2.1 The applicant for the initial approval of RAOC shall apply to CAAN with following documents in the form and manner specified in the *Appendix-1*.

- a. Copy of license from Ministry of Culture, Tourism and Civil Aviation
- b. Copy of Company registration certificate and associated Documents
- c. Copy of Industry or commerce registration certificate
- d. Tax (VAT/PAN) registration certificate
- e. Copy of Feasibility study report
- f. Copy of nationality of promotor(s)
- g. Copy of fee payment for issuance of RAOC certificate
- h. Contract for lands used for takeoff and landing sites, if such lands are not owned by the applicant
- i. Copy of bio data of each promotor
- j. Copy of bio data, appointment letter, agreement or license of technical personnel
- k. Operation manual/Training manual
- l. Bank guarantee of two hundred thousand NPR
- m. Capital evidence as stipulated in prevailing Civil Aviation Policy, Acts and Regulations.
- n. Evidence of ownership for office or relevant contract agreement
- o. On-site inspection report as per prescribed format.
- p. Any other documents prescribed by CAAN.
- q. Test fly annual report mentioning safety regulation and the purpose of the flight.
- r. Fleet and detailed specifications of equipment to be included in RAOC.

2.2 The onsite inspection report shall be found satisfactory for any recommendation for the issuance of RAOC.

2.3 In the event that there exists any shortcoming, the applicant shall ensure that all such shortcomings are eliminated for recommendation of issuance of RAOC.

2.4 The RAOC shall have all conditions prescribed by the MOCTCA in its license along with the additional conditions from CAAN for the safe operation.

2.5 When the RAOC is issued it will be the responsibility of RAOC holder to fulfill all such conditions all times.

2.6 The sample RAOC is attached in the *Appendix-2* In these requirements.

## **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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2.7 The RAOC shall be valid for one year from date of issuance unless it is suspended, cancelled or surrendered earlier.

2.8 In the event of noncompliance of such conditions, the applicable enforcements action will be taken.

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **CHAPTER -3**

### **RENEWAL OF RAOC**

3.1 This chapter highlights the requirements for the renewal of RAOC.

3.2 The operator shall apply for the renewal of the RAOC normally 45 days before the expiry date in form and manner stipulated in the *Appendix-3* to these requirements. In case of late application for renewal late penalty will be applied.

3.3 The applicants for the renewal for RAOC shall accompany following documents.

- a. Copy of valid license from Ministry of Culture, Tourism and Civil Aviation
- b. Copy of Company registration certificate and associated provisions
- c. Copy of Industry or commerce registration certificate
- d. Copy of RAOC with equipment details
- e. Tax (VAT/PAN) registration certificate
- f. Copy of nationality of promotor(s)
- g. Contract for lands used for takeoff and landing sites, if such lands are not owned by the applicant
- h. Copy of citizenship of each promotor
- i. List of technical personnel along with license details
- j. Financial audit report
- k. Details of equipment (Authorized Fleet Unit)
- l. Applicable fees for the renewal as per Schedule 1 of Recreation Aviation Regulations, 2069 BS
- m. Any other documents prescribed by CAAN
- n. The annual service report covering customer count, performance, achievements, challenges, and strategies to improve satisfaction and service.

3.4 The authorized agency, if available, shall review the associated documents and shall recommend for the renewal after detailed verification and inspection as per format prescribed in *Appendix-4*. After fulfilling all conditions prescribed in this chapter the RAOC will be renewed by CAAN.

3.5 The late penalty charges shall be applicable as following based on the rule 19 of Recreation Aviation Regulations, 2069.

- a. 25% late penalty within 35 days of expiry of certificate

## **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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- b. 50% late penalty within 90 days of expiry of certificate
- c. 75% late penalty within 180 days of expiry of certificate

3.6 The certificate shall be cancelled beyond 180 days from date of expiry.

### **3.7 Reissue of certificate**

When the applicant fails to renew the RAOC within the stipulated date of 180 days for renewal, the RAOC will be cancelled and the applicant may apply for the reissuance for RAOC if the license issued by MOTCA is valid and all process for the initial issuance of RAOC will apply.

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

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## CHAPTER -4

### TECHNICAL REQUIREMENTS

4.1 Section (4) of CAAN, Recreational Aviation Regulations, 2069 has provision of registration, ownership and its cancellation, leasing of equipment. This section highlights provision of airworthiness criteria (fit to fly or serviceability status of equipment) and associated mandatory inspection and repair.

4.2 This chapter prescribes the technical requirements on various subjects.

#### **4.3 Registration of equipment**

4.3.1. All equipment intended for the recreational aviation activities shall be registered by CAAN after paying applicable fees stipulated in the Recreational Aviation, Regulations, 2069. No equipment shall be operated without registration. An operator intended to register its equipment shall apply to CAAN as per the format prescribed in *Appendix - 5*.

4.3.2 The registration number for the gliders shall start from **NPG0001** .....and in increasing order.

4.3.3 The record of gliders' registration shall be kept at official register of CAAN.

4.3.4 The equipment register book should contain at least following details;

- a. Manufacturing company
- b. Model
- c. Size
- d. Owner
- e. Operator (if it belongs to owner)
- f. Date of manufacture
- g. Date of registration
- h. Service life limit
- i. Additional Information

4.3.5 The registration of existing gliders shall be started after approval of this RAOCR & completed within 3 months of these requirements coming into effect.

## **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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4.3.6 The registration of existing and new equipment shall be done subject to the *ok - to -fit* recommendations of FSSD and/or technical committee of Authorized Agency of CAAN. The composition of technical committee of FSSD or Authorized Agency shall be as prescribed by CAAN.

4.3.7 Unregistered gliders shall not be allowed to fly after three months.

4.3.8 The documents needed for the registration of equipment/glider shall be as follow:

- i. Operating License and/or RAOC of operator
- ii. Company Details
- iii. Equipment details; Company, Model, Date of Manufacture, Service limit etc.
- iv. PAN/VAT registration documents
- v. Tax clearance of company of last Fiscal Year
- vi. Purchase Invoice or Custom clearance of Glider
- vii. Copy of Revenue payment for Registration
- viii. Report indicating fit-to-fly of equipment
- ix. Other pertinent documents as required by CAAN.

4.3.9 The initial/renewal of glider registration shall be subject to technical fitness report of Airworthiness Division, FSSD, CAAN and/or Authorized agency along with applicable charges.

4.3.10 The Transfer of ownership of glider, cancellation of registration and lease arrangements of glider shall be in accordance with the provisions made by CAAN.

4.3.11. An individual intended to operate solo flights of glider shall be required to get special registration from CAAN. (Ex. Like *NPGS.....001*)

4.3.12. The registration number of equipment/gliders shall be displayed in visually identified portion so that it clearly distinguished from others while in flight.

4.3.13. Other provisions related to registration of glider shall be in accordance to the decisions made by CAAN.

### **4.4 Serviceability of equipment**

4.4.1 The owner and operator are solely responsible for the safety of flight and serviceability of equipment.



## **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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4.4.2 The operator of equipment shall ensure that the equipment is serviceable at all times in its service period.

4.4.3 The operator shall maintain the log book for each glider and maintenance record shall be kept updated at all times.

4.4.4 The operator shall ensure that the equipment is within its limitation of life and damage. In case the equipment is used outside the limit and damage, the organization and person shall face punitive enforcement action as described in these requirements.

### **4.5 Periodic Inspection of Equipment**

4.5.1. The operator shall prepare & execute the periodic inspection and maintenance program based on the manufacture's instruction and guidance as approved by CAAN or Authorized Agency.

4.5.2. All such inspection and records shall be recorded in the logbook of each equipment.

4.5.3. Unauthorized repair shall not be permitted by CAAN.

### **4.6. Disposal of unserviceable equipment**

4.6.1 The operator shall apply to CAAN for deregistration of equipment with payment of applicable fee on reaching serviceable limit.

4.6.2 The equipment that crosses the life limit or are beyond the repair limit shall be disposed with deregistration such that it cannot return to service again.

4.6.3 The record of such disposal shall be maintained properly.

### **4.7 Provision for permission for import of parts of equipment, import, export, storage and sales**

4.7.1 All the provisions for the import, export, storage and sales shall be in accordance with the requirements made by CAAN.

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **CHAPTER 5**

### **PERSONNEL REQUIREMENTS**

5.1 This chapter prescribes requirements for the adequate human resources for proper management and safe operation of organization.

5.2 The minimum management and technical staff to be employed by the organization are as below.

- a. Chief Executive or Manager
- b. Pilots with proper license as per CAAN requirements
- c. Technical personnel for the equipment inspection (pilot may perform such function if manufacture has prescribed)
- d. Ground support staff

5.3 The operator shall ensure that adequate number of such personnel are available for the safe and efficient operation.

5.4 The license privilege of glider pilot shall be exercised subject of the third-party insurances and other liability coverage declared by CAAN.

5.5 The qualifications and requirements of Chief Instructor Pilot, Instructor Pilot and Assistant Instructor shall be as specified by CAAN.

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

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## CHAPTER 6

### FACILITIES

6.1 This chapter prescribes the requirement for the minimum facilities for the safe operation.

6.2 The operator shall ensure that following facilities are available for the safe, seamless and smooth operation of flights.

- a. One exclusive office for one RAOC holder company provided that the companies (maximum **up to five**) unable to conform this requirement shall be accorded to merge as a single company within 6 months.
- b. Paragliding Operation Control Center (Monitor Systems and Visible Legal Documents)
- c. Training facilities
- d. Take off site (Waiting Area that includes Seating, Equipment Staging spot, Cafe, First Aid Kit, Toilet (M/F), Clear Access Path, Information Board, Communication VHF set, Wind Sock, Vehicle Parking Area)
- e. Landing site (Relaxing after Flight, Equipment Packing spot, Café, First Aid Kit, Toilet (M/F), Clear Access Path, Information Board, Communication VHF set, Wind Sock, Vehicle Parking Area)
- f. Transportation facilities
- g. Air – Ground Communication Facilities
- h. Other facilities specified by CAAN.

6.3 The takeoff and landing site may be available in contractual basis individually or jointly in partnership with other RAOC Holder Company.

6.4 The issuance/renewal (if necessary) of RAOC shall be done subject to the Site Inspection Report as prescribed in *Appendix –6*.

6.5 The Check-list for Issuance and Renewal of RAOC shall be as per the format prescribed in *Appendix-7 & Appendix-8* respectively.

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **CHAPTER 7**

### **SURVEILLANCE**

7.1 This chapter prescribes the provision for continuous surveillance of the RAOC holder.

7.2 The operator shall be the primarily responsible for the continued compliance of CAAN requirements for the RAOC.

7.3 The operator shall demonstrate that all applicable requirements for the renewal of RAOC are fulfilled all times.

7.4 The serious negative findings having direct bearing with flight safety will lead to immediate suspension of flight and denial of renewal of RAOC.

7.5 Other observations, not having direct bearing with flight safety will be required to be properly addressed by the operator.

7.6 The surveillance of RAOC may be carried out by the authorized agency when CAAN authorizes such surveillance.

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **CHAPTER 8**

### **RESOLUTION OF SAFETY CONCERN**

8.1 This chapter highlights the resolution of safety concern on deficiencies discovered after inspection.

8.2 The surveillance activities will discover following conditions.

- a. Safety deficiency in the operation
- b. Noncompliance of conditions prescribed by MOCTCA
- c. Noncompliance of conditions prescribed by CAAN
- d. Noncompliance of conditions prescribed by the manufacturer of equipment
- e. Noncompliance of CAAN requirements for the RAOC
- f. Noncompliance of CAAN requirements for the Licensing of pilots
- g. Noncompliance of general rules and regulations

8.3 The air operator shall eliminate any safety critical deficiency immediately for continued operation while such conditions not having safety critical implications shall be completed within the timeframe agreeable to CAAN or CAAN authorized agency if the surveillance activities are delegated.

8.4 If the operator does not complete the corrective action as agreed, this will draw enforcement actions leading up to cancellation of RAOC apart from other punitive actions.

# **RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025**

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## **CHAPTER 9**

### **RESPONSIBILITIES OF ORGANIZATION AND PERSONNEL**

9.1 This chapter has provisions of responsibilities applicable for the RAOC holder and their personnel.

9.2 The RAOC holder shall:

- i. Fulfil all provisions of Operation manual, training manual and standard operating procedure (SOP).
- ii. Comply with all provisions of RAOCR.
- iii. Fulfill all conditions prescribed in the license issued by MOCTCA.
- iv. Respect all provisions of CAAN Act, 1996 AD, Civil Aviation Act, 1959 AD.
- v. Fulfil provisions of Civil Aviation Regulations, 2002 and Recreation Aviation Regulations, 2069 BS.
- vi. Fulfil all applicable rules and regulations of Government of Nepal, Province and Local Government.

9.3 The pilots should also fulfil all above provision and additional conditions as prescribed by CAAN.

9.4 Fulfil all conditions of personnel licensing for the flight crew and code of conducts for ground staffs.

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

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## CHAPTER 10

### ENFORCEMENT

10.1 This chapter prescribes the provisions for enforcement actions in accordance with the Rule 23 (Na) of Recreation Aviation Regulations, 2069.

10.2 The general principle for the enforcement action is as below:

- i. Oral counselling in case of minor unintentional errors
- ii. Remedial training in cases of lack of knowledge
- iii. Monetary penalty, suspension and revocation of license or other document in case of serious breach of safety regulation
- iv. The serious breaches of safety regulation may lead to serious legal cases as per the prevailing rules and regulations.
- v. CAAN or authorized agency (when delegated) will scrutinize each case and will take appropriate enforcement action.

10.3 The table below gives examples of some cases of punitive enforcement action. This is not the exhaustive list but some examples of representative of enforcement actions.

Offence	First time	Second time	Third time
1. Not keeping the license and/or permit during flight	NPR 15 000.00 penalty	NPR 20 000.00 penalty	NPR 25 000.00 penalty
2. Trespassing the designated airspace as per AIP	NPR 15 000.00 penalty	NPR 20 000.00 penalty	NPR 25 000.00 penalty
3. Not maintaining the personal logbook	- License will not be renewed (1 <sup>st</sup> time) - License will not be issued (2 <sup>nd</sup> time)		
4. Flight under influence of alcohol or psychoactive substance	Suspension of licenses up to 6 Months of pilot		
6. Flight without insurance covering pilot, passenger and third-party liability	NPR 25 000.00 penalty and suspension of license for six	Cancellation of license	Cancellation of RAOC

## RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

	months		
7. Misbehavior with passengers or instructors or examiners	NPR 15 000.00 penalty and suspension of license for one months	NPR 20 000.00 penalty and suspension of licenses for three months	NPR 25 000.00 penalty and suspension of license for nine months
8. Misbehavior with CAAN officers	NPR 20 000.00 penalty and suspension of license for three months	NPR 25 000.00 penalty and suspension of licenses for six months	Cancellation of license
9. Failure to comply CAAN instructions	NPR 20 000.00 penalty and suspension of license and or RAOC for three months, as applicable	NPR 25 000.00 penalty and suspension of licenses and or RAOC for six months, as applicable	Cancellation of license and or RAOC, as applicable
10. Operation beyond CAAN conditions	Rs 20, 000.00 or suspension of RAOC for three months	NPR 25,000.00 or suspension of RAOC for six months	Cancellation of RAOC certificate



**RECREATIONAL AVIATION OPERATOR CERTIFICATE  
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**APPENDIX-1  
APPLICATION FORM FOR THE ISSUANCE OF RAOC**

The  
Director  
Flight Safety Standards Department, CAAN  
Sinamangal, Kathmandu

Subject- **Request for the issuance of RAOC**

Dear Sir/madam,

I/we would like to request for the issuance of RAOC in favor of my/our company  
..... based at .....

All documents prescribed by CAAN, Recreation Aviation Regulations, 2069 and RAOCR have  
been attached herewith.

Sincerely yours

.....

(Signature)

Name of applicant:

Designation:

Contact Details:

Official seal of company:

Date:

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

## APPENDIX-2

### SAMPLE RAOC

<b>RECREATIONAL AVIATION OPERATOR CERTIFICATE</b>		
	<b>STATE OF THE OPERATOR</b> NEPAL	CIVIL AVIATION AUTHORITY OF NEPAL
	<b>ISSUING AUTHORITY</b>	
<b>RAOC # RA</b>  <hr style="width: 100%;"/> <b><u>Expiry Date</u></b>  <i>(Unless suspended, revoked or cancelled otherwise)</i>	<b>OPERATOR NAME :</b>  <b>Operator address;</b>  <b>Telephone:</b>  <b>Email:</b>	<b>OPERATIONAL POINTS OF CONTACT</b>  (Contact details, at which operational management can be contacted without undue delay, are listed)
<i>This certificate certifies that .....is authorized to perform recreational aviation operations (paragliding), as defined in the operations specifications &amp; general conditions attached herewith and in accordance with RAOCR &amp; the operations manual thereby.</i>		
<b>Date</b>  First issue:  Current Renewal:	Name and signature:  Title:  (For DGCA Nepal)	
<b>OPERATIONS SPECIFICATIONS</b>		

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

(subject to the approved conditions in the operations manual)	
<b>ISSUING AUTHORITY CONTACT DETAILS</b>	
Telephone: 977 - 1 -5718030	Fax: 977 - E-mail: rasfssd@caanepal.gov.np
<b>RAOC#:</b>	<b>Operator name ;</b>
<b>Date:</b>	
<b>Signature:</b>	
For DGCA ,Nepal	
<b>Type of equipment : (solo/tandem)</b>	
<b>Authorized Fleet &amp; Registration number/s of equipment :</b>	
<b>Existing Fleet &amp; Registration number/s of equipment:</b>	
Types of operation: recreational air sports activities (Paragliding <input checked="" type="checkbox"/> Tandem )	
Area(s) of Operation:	
Special limitations: X	

## SPECIMEN OF GENERAL CONDITIONS

Name of Holder:

Certificate Number:

### GENERAL CONDITIONS

The RECREATIONAL AVIATION OPERATOR CERTIFICATE is renewed subject to the following conditions, and shall remain valid as long as these conditions are complied with:

(Conditions shall be listed subject to areas of operations and nature of RAOC Holder)

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

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## APPENDIX -3

### APPLICATION FORM FOR THE RENEWAL OF RAOC

The  
Director  
Flight Safety Standards Department, CAAN  
Sinamangal, Kathmandu

Subject- **Request for the renewal of RAOC**

Dear Sir/madam,

I/we would like to request for the renewal of RAOC in favor of my/our company  
..... based at .....

All documents prescribed by CAAN, Recreation Aviation Regulations, 2069 and RAOCR have  
been attached herewith.

Sincerely yours

(Signature)  
Name of applicant  
Designation  
Contact Details  
Official seal of company

Date-

**RECREATIONAL AVIATION OPERATOR CERTIFICATE  
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**APPENDIX 4**

**RECOMMENDATION FOR RENEWAL OF RAOC BY AUTHORIZED AGENCY**

The  
Director  
Flight Safety Standards Department, CAAN  
Sinamangal, Kathmandu

Subject- **Recommendation for renewal of RAOC**

Dear Sir/madam,

I/we would like to recommend for the renewal of RAOC issued in favor of my/our company  
..... based at .....

All relevant inspection items have been completed as prescribed by CAAN, Recreation Aviation  
Regulations, 2069 and RAOCR.

Sincerely yours

.....  
(Signature)  
Name of official of Authorized agency  
Designation  
Official seal of Authorized agency

Date-

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

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## APPENDIX -5

### APPLICATION FORM FOR REGISTRATION OF EQUIPMENT

The  
Director  
Flight Safety Standards Department, CAAN  
Sinamangal, Kathmandu

Subject- **Request for the Initial /Renewal Registration of Equipment**

Dear Sir/madam,

I/we would like to request for the registration following equipment/s in favor of my/our company  
..... having operation base/s at .....

All documents prescribed by CAAN, Recreation Aviation Regulations, 2069 and RAOCR have  
been attached herewith.

Sincerely yours

(Signature)  
Name of applicant  
Designation  
Contact Details  
Official seal of company

Date-

**RECREATIONAL AVIATION OPERATOR CERTIFICATE  
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**APPENDIX-6**

**SITE INSPECTION REPORT FOR RAOC ISSUANCE/ RENEWAL (if required)**

**Date of Visit:**

**1. Company Details:**

a. Name of Operator:

b. Status: New: ☐ Existent: ☐

c. Main Business:

d. No. of Paraglider/Aircrafts: A) Solo - B) Tandem -

e. Instructor/pilots:

A. ....

B. ....

C. ....

D. ...

f. principal place of business:

g. Date of RAOC/RATOC obtained (if applicable):

h. NAA Membership No./Status:

**2. Details of Operation Base (New/Exiting)**

<i>Details</i>	<i>Take-off site</i>	<i>Landing Site</i>
<i>i. Name of Place</i>		
<i>ii. Province</i>		
<i>iii. Municipality/Rural</i>		

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<i>Municipality</i>		
<i>iv. Ward Number</i>		
<i>v. Elevation (AMSL)</i>		
<i>vi. Coordinates</i>		
<i>vii. Road access (distance from main Road)</i>		
<i>viii. Nearby Aerodrome (Distance &amp; Direction)</i>		
<i>ix. Name of nearest police Station &amp; Distance</i>		
<i>x. Ambulance facilities (Distance from ambulance facility)</i>	Yes: <input type="checkbox"/> No <input type="checkbox"/>  <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>xi. Ownership of Land</i>  <i>1.Name of Owner</i>  <i>2. Validity of Agreement (if Private):</i>	Public <input type="checkbox"/>  Private <input type="checkbox"/>	Public <input type="checkbox"/> Private <input type="checkbox"/>



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<i>xii. Flying Site Type</i>	XC <input type="checkbox"/>  Thermaling <input type="checkbox"/>	Advance <input type="checkbox"/>  Normal <input type="checkbox"/>

- 3.**

a.

b.

c.

d.

(if/any)

e.

agency:

f.

**4.**

a.

b.

c.

d.

**Test landing details at Operation Base**

Date of Test landing Completed:

Name of Operator:

Name of Pilot for Test landings:

Recommendation of test landing report

a. ..

b. ...

c. ...

Recommendations'                      Implementing

Implementation deadline/status:

**Findings from CAAN Observers:**

..

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**5. Recommendation for the  
License/RAOC/RATOC Issuance/Renewal:**

- A.** ..
- B.** ...
- C.** ...
- D.** ..
- E.** ..
- F.**

Name of CAAN Observer	Designation	Department	Signature

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**APPENDIX-7**

**CHECKLIST FOR THE ISSUANCE OF RAOC**

<b>Items</b>	<b>Available</b>	<b>Not available</b>	<b>Remarks</b>
1. Copy of license from Ministry of Culture, Tourism and Civil Aviation			
02.Copy of Company registration certificate and associated provisions			
3.Copy of Industry or commerce registration certificate			
4.Tax (VAT/PAN) registration certificate			
5.Copy of Feasibility study report			
6.Copy of nationality of promotor(s)			
7.Copy of fee deposit slip for issuance of RAOC certificate			
8.Contract for lands used for takeoff and landing sites, if such lands are not owned by the applicant			
9.Copy of bio data of each promotor			
10.Copy of bio data, appointment letter, agreement or license of technical personnel			
11.Operation manual			
12.Training manual (as applicable)			

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13. Bank guarantee of two hundred thousand rupees			
14. Capital evidence as stipulated in Civil Aviation Policy			
15. Evidence of ownership for office or relevant contract agreement			
16. Any other documents prescribed by CAAN			
17. On-site inspection report			
General summary of inspection of documents and on-site visit report-			
<p>Result of assessment-</p> <p style="margin-left: 40px;">a. Not recommended for the issuance of RAOC due to.....</p> <p style="margin-left: 40px;">b. Recommended for issuance of RAOC</p> <p>Reviewed by:</p> <p>Signature-</p>  <p>Name-</p>  <p>Position-</p>  <p>Date-</p>			

# RECREATIONAL AVIATION OPERATOR CERTIFICATE REQUIREMENTS (RAOCR) - 2025

## APPENDIX-8

### CHECKLIST FOR THE RENEWAL OF RAOC

Items	Available	Not available	Remarks
1. Validity of license from Ministry of Culture, Tourism and Civil Aviation			
2.Copy of Company registration certificate and associated provisions			
3.Copy of Industry or commerce registration certificate			
4.Copy of RAOC			
5.Tax (VAT/PAN) registration certificate			
6.Copy of nationality of promotor(s)			
7.Contract for lands used for takeoff and landing sites, if such lands are not owned by the applicant			
8. Copy of citizenship of each promotor			
9. List of technical personnel along with license details			
10. Financial audit report			
11.Details of equipment			
12. Applicable fees for the renewal as per Schedule 1 of Recreation Aviation Regulations 2069			

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13. Any other documents prescribed by CAAN			
14. Recommendation from authorized agency for the renewal of RAOC			
General summary of review of documents –			
<p>Result of assessment-</p> <p style="margin-left: 40px;">a. Not recommended for the renewal of RAOC due to.....</p> <p style="margin-left: 40px;">b. Recommended for renewal of RAOC</p> <p>Reviewed by:</p> <p>Signature-</p>  <p>Name-</p>  <p>Position-</p>  <p>Date-</p>			