Civil Aviation Authority of Nepal

Aerodrome Safety Standards Department

Document Control System and Technical Library Management Procedure

April 2022

## Part 1: Document Control System Procedure

Introduction

This document describes the procedure to be used for the overall control of document received, processed and dispatched from the Aerodrome Safety Standards Department (ASSD). Each individual responsible for execution of any official documents in ASSD are required to adhere to the procedures laid down in this document.

This manual describes the detail procedure for tracing the documents, received or dispatched and their current status.

Office Information

Aerodrome Safety Standards Department falls under Civil Aviation Safety and Security Regulation Directorate and is headed by Director. The present approved department structure depicts as follows:

Department Chart
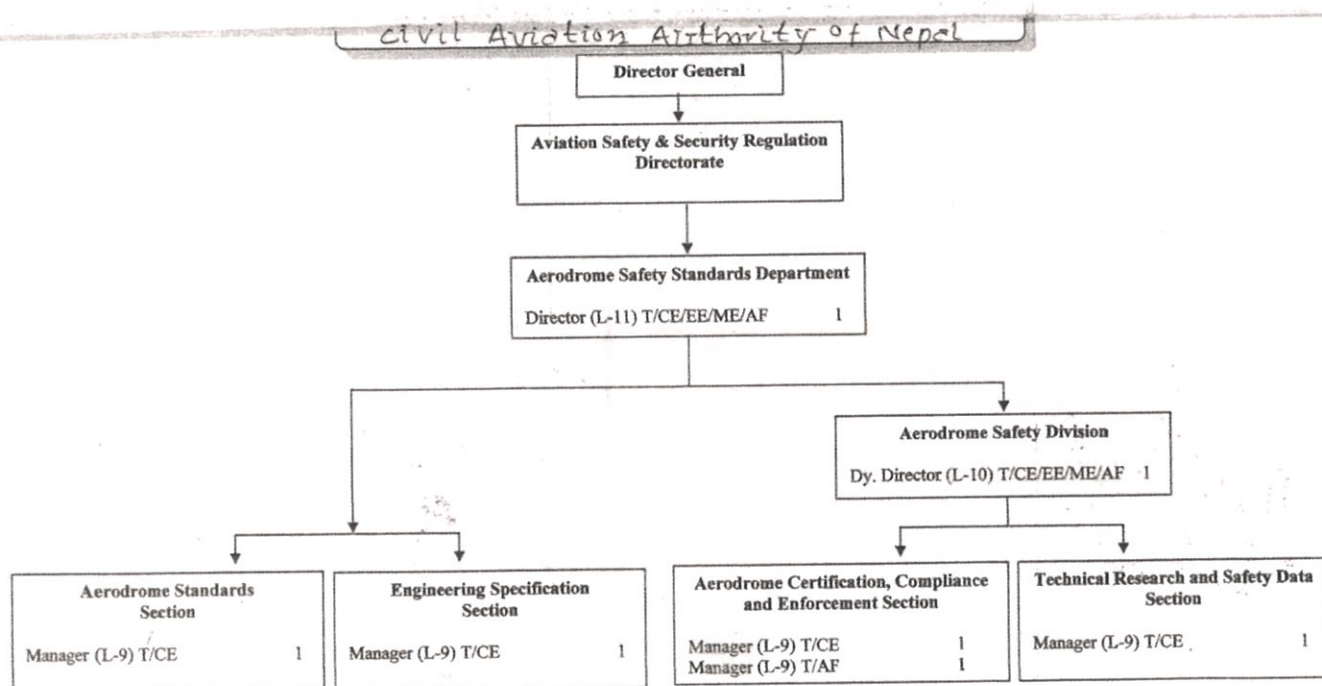
Under the ASSD, there fall one division and four sections, namely:

a. Aerodrome Safety Division
b. Aerodrome Standards Section
c. Engineering Specification Section
d. Aerodrome Certification, Compliance and Enforcement Section
e. Technical Research and Safety Data Section

Documents Control Procedure

Director ASSD will receive and dispatch official correspondences as letter, memo etc. to or from concerned departments, divisions and sections under CAAN or other organizations.

Incoming Document Control Procedure

Whenever any document is received either addressed to the Director or individual, shall get registered in individual receive and dispatch section. A separate register file is maintained (either hard or soft) for recording and registering of such documents. Whenever any request letter comes in, it shall come in duplicate copy. One for processing inside and one for received copy for sender.

When any documents (either application or any another) is received and registered, each is given individual tracking number. The said number is allocated usually at first page and is usually identifiable as per section as: ASSD….. The same no. is registered in as per format appendix 1 (include…..Registration Number, format). The other copy with same tracking no. is returned to applicant. After having registered in master register, the document will move to individual to whom it is addressed and if required to the Director/ Chief, Division head or section, for processing, who will assign the application to the individual inspector/officer for further processing where it is again entered with information to which the application is being forwarded. Thus whenever any documents move from one officer to other officer it moves through receive and dispatch section, where each time it is recorded with date and assigned officer. In this way every document is tracked with date and allocated officer.

Internal Memo file creating and recording

Whenever any application is received, it is processed through internal memo by individual officer, Internal memo (Tippani) file is raised, with required comments from individual officer and necessary documents inside file. File is forwarded to respective receive and dispatch section for registration and allocation of unique tracking number and then only it is forwarded to whom it is addressed again through individual receive and dispatch section. Similarly, the file is moved and processed, each time it moves, it shall move through receive and dispatch section for recording of designation, name of officer and date. In this way, whenever any file is moved and processed, it is tracked and controlled with progress status of file.

Recording of internal memo in register either in hard or soft copy shall be in accordance with format as laid in appendix 2 : Internal Memo (Tippani).

Outgoing Documents Control Procedure

Whenever any official letter is to be dispatched by individual officer, it shall be dispatched through individual receive and dispatch section. Once letter is signed it is handed over to receive and dispatch unit where it is registered and each letter shall be given unique dispatch no. termed as Ref.: No...or Dispatch Number

The recording of dispatch letter shall either be done in hard or soft copy but shall be recorded in format as shown in Appendix-3. Whenever letter is dispatched it is again dispatched in two copies, one to addressee and one shall be kept as office copy.

Aerodrome Inspector Credential Records

The Aerodrome Inspector credential is provided to the qualified technical staff of ASSD under the Rule 29(1) of CAAN Airport Certificate Regulation 2061 (2004), First Amendment 2016. Each individual credential of Aerodrome Inspector records is maintained in separate index file. A separate file registered is maintained as shown in Appendix-4 format. Each credential is tracked through individual credential number. These records are maintained in receive and dispatch section.

Aerodrome certification and registration Records

Each separate individual index filing system is maintained for Certified Airports which are certified under the Rule 6 of Airport Certificate Regulation 2004, (First Amendment 2016). Registration of aerodromes are done under the Rule 4(3) Airport Certificate Regulation 2004 (First Amendment 2016), are registered and recorded in their individual files. Procedure mentioned in Technical Library Procedure Manual) Part 3, para 3.5 shall be used.

Closing procedure of file

Whenever any processing of a file is completed and supposed to be closed, it is again handed over to the respective receive and dispatch section, where it is recorded as "Closed" and is given a unique number. A separate digital database is maintained for such files from where it can be easily tracked for future reference. Thereafter, the file is securely stored to record section.

Part 2: Technical Library Management Procedure

General

The technical library is located at Aerodrome Safety Standards Department, CAA Nepal, Sinamangal, Kathmandu, Nepal.

The technical library will be under the control of the Chief of Technical Search and Data Section under Aerodrome Safety Division. Chief of Aerodrome Safety Division will assigned document controller who oversees the overall conduct of the technical library.

The technical library contains the documents related with the latest publication of CAA Nepal publications; ICAO Publications; Aerodrome operator's manuals and procedures approved or accepted by CAA Nepal; CAA Nepal notices, Requirements, Manuals, procedures, circulars, directives, orders etc.

Facilities

The technical library is located at Aerodrome Safety Standards Department, CAA Nepal, Sinamangal, Kathmandu, Nepal.

It occupies approximately 150 square feet of space. It is well lit and ventilated. The library is well furnished and equipped with necessary office equipment to facilitate the smooth functioning of day-to-day activities. The technical library houses up to date technical and regulatory publications in hard copy or electronic form as applicable.

The library is equipped with the following logistics:

a) Tables and chairs
b) Computer with DVD reader and internet access
c) Printer
d) Scanner
e) Telephone
f) External Drive for backup of technical library documents

g) The library is provided with portable Fire Extinguisher for fire protection.

The technical library is locked and secured. The access to technical library is restricted and only "Authorized Person" can have access to the technical library. The access to library is limited to document controller and Aerodrome Inspectors only.

Duties and Responsibilities of the Document Controller

The major duties and responsibilities of the Document Controller constitute the following:

h) The Document Controller reports to the Chief of Technical Search and Data Section under Aerodrome Safety Division.

i) Maintain record and update the ICAO publications of Annexes, ICAO Doc, Documents, Manuals, Circulars, State letters and Notifications when received from ICAO International Affairs Division.

j) Maintain record of manuals related with Aerodrome Operator.

k) Maintain upto date record of Service Provider files/documents/manuals/ records/approval files approved or accepted by CAA Nepal when received from the Aerodrome Inspectors.

l) Maintain Technical and Regulatory Publications issued by CAA Nepal.

m) Maintain records of the documents and manuals of library issued to the Inspectors or staff of ASSD.

n) Maintain records of personnel files of Aerodrome Inspectors.

o) Ensure the security of the technical and regulatory publications by prohibiting unauthorized entry.

p) Update CAA Nepal regulatory publications and guidance materials in website via IT Section of Head Office with electronic copy of documents along with official letters.

q) Circulate the latest technical and regulatory publications to all divisions/department of CAAN and Service Providers.

r) Maintain record of CAA Nepal Circulars/ Meeting Minutes.

Administrative Procedure

The technical library will work in close coordination with the Director of ASSD, Chief of Aerodrome Safety Division, Administration Section, Aerodrome Inspectors, Technical Staffs and Stores Section of the ASSD for the procurement of required logistics, Technical and Regulatory publications so that the library can function in a smooth and effective manner.

The document controller will prepare the list of Technical and Regulatory publications required for the library inclose coordination with Chief of Technical Research and Data Section and Aerodrome Inspectors. The list will be forwarded to the Director of ASSD for approval of the procurement. The administration and store section procures the required technical and regulatory publications as per the

list and provide it to technical library after completion of necessary administrative process.

Technical and Regulatory publications are kept in Technical Library. The Technical and Regulatory publications are either in paper or electronic form.

Source of Technical and Regulatory Publications

1. CAA Nepal Publication

The publications from the CAA Nepal will be received from the Stores Section of ASSD or CAA Nepal website. The ASSD store section receives these publications from the central store of CAA Nepal, Head office located in Babarmahal, Kathmandu, Nepal.

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

These publications will also be made available in CAA Nepal ASSD website for public. The document controller will look after the concurrency of the technical library documents with website. Technical library will upload these documents in flash drive for Aerodrome Inspectors. Alternately, the Inspectors and other staff of ASSD can access publications through CAA Nepal ASSD website.

After updating flash drive, notification shall be sent to the inspectors and other staff for any such changes in flash drive. A notice will be published for public in ASSD website for any change in Technical and regulatory publication. The records of all CAA Nepal Publications available in technical library will be kept up to date.

The CAA Nepal Publications are kept in the Technical Library as per Book Cabinets.

2. ICAO Publications

The ICAO publications will form the major bulk of the documents in technical library. The ICAO publications will be obtained from the ICAO, International Affairs division of CAA Nepal. The ICAO Publications are either kept in Hard Copy or electronic form. The revision of these documents is obtained from similar source as described above.

These publications will also be made available to Aerodrome Inspectors and other staff of ASSD through flash drive and through circulation of documents in electronic form by technical library. After updating flash drive, notification shall be sent to the inspectors and other staff for any such changes in flash drive.

The ICAO Publications are kept in the Book Cabinets as Hard Copy.

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3. Service Providers Manual, Procedures and Reports

The Service Provider manuals and Procedures which are approved or accepted by CAA Nepal will also be kept updated in the technical library. The electronic form of the manuals and procedures along with approval letter will be submitted by Service Provider to CAA Nepal after its acceptance or approval.

The manuals and procedures are received from Director of ASSD after necessary approval/acceptance for maintaining record in the technical library. These Service Providers Manuals and Procedures approved or accepted by CAA Nepal will be kept in Hard copy and or electronic form.

Hard copy being the master file as it contains the required checklist and internal memo of CAA Nepal for its acceptance or approval will be kept as approval number assigned to Service Provider as per their aerodrome certificate.

Electronic form of the manuals and procedures being the backup are kept in Hard disk and flash drive.

After updating flash drive, notification shall be sent to inspectors and other staff for any such changes in flash drive. A notice will be published for public in ASSD website for any change in Technical and regulatory publication

The revision of Service Provider Manuals and Procedures are obtained from the similar source as described above.

The Audit Reports of Airports along Aerodrome Certifications and Registrations of each aerodrome is kept in Technical Library as assigned Book Cabinets.

4. Book Cabinets

The CAA Nepal, ICAO and respective Service Providers files are arranged in respective Book Cabinets as per Appendix-5.

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Appendix -1

Civil Aviation Authority of Nepal
Aerodrome Safety Standards Department

.........year......Letter Regulatory Record

S. No.	Registered Date	Ref. No.	Letter Date	Organization Name	Subject	Assigned Inspector
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Civil Aviation Authority of Nepal

Aerodrome Safety Standards Department

......year....... Internal Memo (Tippani)

S. No.	Registration Date	Ref. No.	Tippani Date	Organization Name	Subject	Assigned officer
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Appendix -3

Civil Aviation Authority of Nepal
Aerodrome Safety Standards Department
…year… Dispatch Letter

Dispatch. No.	Date	Issuing Officer	Letter Date	Subject	Airport Name	Name of Receiver	Remarks
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23.							
24.							

Appendix -4

Civil Aviation Authority of Nepal
Aerodrome Safety Standards Department
……..year…….Records Book

S. No.	Date	Description	Issue/Renew	Subject	Organization Name	Validity	Signature	Remarks
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Appendix-5

BOOK CABINET No. 1

Section A

1. TIA Audit/ Certification /Files/TIA exemptions /SRA/spirals
2. Recent Aerodrome Manual & its Annex Documents
3. TIA AEP
4. CAR-14 Compliance Checklist With Respect To TIA, Third Edt. 2020
5. Maintenance Manual of TIA (Electrical/Mechanical), Second Edt. 2022
6. Wildlife Hazard Control Procedure, 2018
7. TIA CAO Wildlife Hazard Control Manual, 2018
8. Rescue and Fire Fighting Division, Standard Operating Procedure 2008 First Revised Edt. 2016
9. TIA CAO Airside Driving Handbook, Second Edt. 2018
10. TIA CAO, TIA COVID-19 Crisis Management Procedure 2020 (Supplement to TIA Airport Emergency Plan 2019)
11. Maintenance Manual of TIA (Civil) Second Edition. 2022

Section B

1. GBIA Audit/Certification files/AM Nepalgunj Audit/ Certification Files/ AM & Annex Documents
2. Biratnagar Audit/ Certification Files/Aerodrome Manual & Annex Documents/Spirals
3. Nepalgunj Audit/ Certification Files/Aerodrome Manual & Annex Documents/Spirals

Section C

CAAN Act, Regulation & Requirements

1. Nepal Civil Aviation Authority Act, 2053 (1993).
2. ACR 2004, first amendment - 2016- Eng/Nep. CAR-14 Fourth Edition 2021.
3. Nepal Nagarik Uddyan Pradhikaran Purbadhas Samrachana ko Nirman, Bikash Tatha Sanchalan Sambandhi Niyamwali, 2066

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4. Nepal Nagarik Uddyan Pradhikaran Jamin ko Satahama Helipad Nirman Tatha Sanchal Sambandhi Karyabidhi - 2075
5. Requirements for the operations of Hospital Helipad, 2016
6. Gair Sainik Hawai Udaan Aain 2015
7. Civil Aviation Requirements for Safety Management CAR – 19, Section Edition - 2019
8. Nepal Nagarik Uddyan Pradhikaran Karmachari Haruko Sewa Shart ra Subidhaa Sambandhi Niyamawali - 2056 19th Amendment
9. Nepal Nagarik Uddyan Pradhikaran Pramukh Lekha Niti - 2074
10. Nepal Nagarik Uddyan Pradhikaran Karmachari haruko Aachar Samhita, 2075
11. Safety Occurrence Reporting Procedure, May, 2016

CAAN DOCS, Manuals & SOPs

1. Regulatory Employees Training Policy Program
2. Documents to verify accuracy and integrity of data provided by Aerodrome Operator Third Edition 2022
3. CAAN ASSD Document Control System Procedure 2022
4. Training Program for Aerodrome Inspectors, 2022
5. Manual of Aerodrome Registration Procedure First Edt. 2022
6. Procedure for Verification of Aerodrome Data and its Publication Third Edt. 2022
7. Procedure for Continuing Surveillance Inspection at Aerodrome Second Edt. 2022
8. Manual of Surface Movement Guidance & Control System (SM GCS) Second Edt. - 2022
9. Standard Operating Procedure for Coordination with All parties to ensure integrated Civil Aviation Security Measures into Design & Construction of Airport, 2018
10. Manual of Aerodrome Certification Procedures Third Edt. 2022
11. Airport Rescue and Fire Fighting Services Manual, Second Ed. 2022
12. SOP for Fire Prevention and Protection on Ramp Area, Second Edt. 2022

Section D

1. Advisory Circular Approval Files
2. Manual of Aerodrome Procedure Approval File
3. Aerodrome Inspector Handbook Approval File

4. CAR-14 Approval File
5. CAAN Manual Procedure & SOPs Approval Files
6. Annex 14 Adoption Files
7. Safety Risk Assessment and Exemption Files of Biratnagar & Nepalgunj
8. MOU letter between Flight Safety Standards Department (FSSD) and Air Navigation Service Standard Department (ANSSD)
9. Master Plan of VNKT, VNVT, VNNJ
   a. Phased Infrastructure Development of TIA, Master Plan 2010-2028
   b. Preparation of Airport Masterplan of Nepalgunj Airport, Final Report 2018
   c. Masterplan of Biratnagar Airport, Final Report 2019-2040

BOOK CABINET No. 2

Section A

1. Annexes -1 - 19
2. Aerodrome Design Manual - Part 1-6
3. Airport Service Manual - Part 1-9
4. PANS Aerodrome Third Edt. 2020 - Doc 9981
5. PANS Aircraft Operation Vol. I Doc 8168 Sixth Edt. 2018
6. PANS Aircraft Operation Vol. II Doc 8168 Sixth Edt. 2014
7. PANS Air Traffic Management Sixteenths Edt. 2016
8. Air Traffic Services Planning Manual Doc 9426 First Edt. 1984
9. Aeronautical Information Services Manual Doc 8126 Sixth Edt. 2003
10. Manual on Certification of Aerodrome Doc 9774, First Edt. 2001
11. Manual on Regional Accident & Incident Investigation Organization Doc. 9946 First Edt. 2011
12. Guidance on the Balanced Approach to Aircraft Noise Management Section Edt. 2008
13. Word Geodetic System - 1984 Manual Doc 9674
14. Universal Safety Oversight Audit Programme Continuous Monitoring Manual Doc 9735
15. Human Factors Guidance for Safety Audit Manual First Edt 2002 Doc 9806
16. Manual on Laser Emitters and Flight Safety 1st Edt 2003 Doc 9815
17. Safety Management Manual Fourth Edt 2018 Doc 9859
18. Safety Oversight Manual Part A - The Establishment and Management of a State Safety Oversight System Third Edt. 2017 Doc 9734
     - Part A
     - Part B
19. Aeroplane Performance Manual First Edt. 2020 Doc 10064
20. Airworthiness Manual Third Edt. 2014 Doc 9760
21. Stolport Manual Section Edt. 1991 Doc 9150

22. Manual of Surface Movement Guidance and Control Systems (SMGCS) First Edt. 1986 Doc 9476
23. Heliport Manual Fourth Edition 2020 Doc 9261
24. Manual of Aircraft Ground De-icing and Anti-icing Operations Third Edt. 2018 Doc 9640
25. Manual of All Weather Operations Fourth Edition 2017
26. Manual on Simultaneous Operations on Parallel or Near Parallel Instrument Runway (SOIR) Second Edt. 2020

Section B & C
USOAP Audit Protocol Questions and Evidences for AGA

BOOK CABINET No. 3

Section A
1. AIM Docs (Bird Strike Report, AIP Supplement, NOTAM)
2. Hazard Report Docs
3. RODA and Runway friction Doc
4. Runway Friction Test Doc
5. Runway Excursion/Incursion Doc
6. Friction Test Docs
7. National Aviation Safety Team Docs (NAST)
8. Bird Strike Report Doc
9. Wildlife Hazard Doc
10. Occurrence Doc

Section B
1. Inspection Report of Airports
   - Chandragadhi Airport
   - Dhanghadhi Airport
   - Simara Airport
   - Janakpur Airport
   - Pokhara Airport
   - Surkhet Airport

- Rara Airport
- Dolpa Airport
- Jomson Airport
- Nepalgunj Airport
- Gautam Buddha Airport
- Phalpu Airport
- Lukla Airport
- Ramechaap Airport
- Jumla Airport
- Bharatpur Airport
- Tumlintar Airport

Airport Registration Letter & Registration Certificates of:

- Rumjatar Aiprort
- Salley Aiprort
- Bajhang Aiprort
- Jomson Aiprort
- Ramechhap Aiprort
- Rara Aiprort
- Bhojpur Aiprort
- Jumla Aiprort
- Taplegunj Aiprort
- Manmaya Rai Aiprort
- Thamkharka Aiprort
- Bajura Aiprort
- Dolpa Aiprort
- Dang Airport
- Simikot Aiprort

2. Domestic AEP

3. Falpu Airport
4. Lukla Airport
5. Ramechhap Airport\

Section C

1. Helipad Requirement and Directive
2. Chandragiri Rooftop Helipad
3. Bayodha Hospital Rooftop Helipad
4. Grandi Hospital Helipad
5. Mendacity Hospital Rooftop Helipad
6. Hams Hospital Rooftop Helipad
7. Other Hospital Helipad (Birgunj, Karuna, Purbanachal, Hotel Hotspring)

Section D

1. CAAN Documents
2. MHCP
3. AIH
4. CAR-14
5. History
6. Manual of Aerodrome Certification Procedures CAAN
7. Procedure for Continuing Surveillance Inspection at Aerodrome
8. Procedure for Verification of Aerodrome data and Its Publication
9. Exemption Procedure for Non-Compliances at Aerodromes

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BOOK CABINET No. 4

Section A

1. CV of ASSD Officials
2. Inspectors training requirement docs
3. Duties and Responsibilities of A.I. and D.C
4. Aerodrome Manual controller
5. Training HRD
6. ASSD Activities and Training Records
7. Personal Training Files:
   - Er. Mr. Babu Ram Paudel
   - Er. Mr. Sunil Kumar Kushwaha
   - Ar. Mr. Ujjwal Kumar Shrestha
   - Ms. Suneeta Shiwakoti Bharadwaj
   - Er. Ram Bali Mahato
8. SSP Training Course
9. Certificate Record
10. Audit/Surveillance Inspection Programme
11. ASSD Inspection Audit Plan AD Certificate Register SLA
12. Credential OJT Files ASSD
13. GRF File

Section B

1. CAAN Runway Safety Programme Step. - 2010 & April - 2011
2. Airport Obstacles Limitation Surface Niwantran Niyamaawali 2076
3. Essential Doc
4. USOAP Audit Related 2010
5. ICVM 13
6. ICVM PQS
7. USOAP Audit: USOAP Report - 9

8. Folder:
   a. TIA Airport Security Programme First Edt. 2008
   b. GAAN Air Traffic Control Manual Third Ed. July 2000
   c. Search and Rescue Manual First Edt. 1992
9. ICAO Questionnaire
10. SSP
11. ICAO Legal Letters and Docs
12. Prospection Surveillance TIACAO 2021
13. ICVM File
14. USOAP Self-Agreement Checklist AGA Findings

Section C

1. AGA 8.270 - Aerodrome Certification - Aerodrome Operating Procedure
2. Report Aerodrome Manual
3. Aerodrome Certification Training Course - 2012
4. USOAP Self - Assessment Check List
5. ICAO file
6. ICAO USOAP Audit file
7. CMA file
8. ICVM files
9. ICVM (4) CC SAAQ Team
10. AIP Nepal 2020
11. Manual of Standards Air Traffic Services Nepal (MATS Nepal)
12. MASN
13. AIP Related Docs
14. AIP
15. AIP 2018

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16. AIP 2021

Section D & E
Miscellaneous files

BOOK CABINET No. 5

Section A B & C
1. Aerodrome Manual of TIA and its Annex Docs
2. TIA Audit Reports
3. TIA Miscellaneous Evidences

Section D & E
Old documents of CAAN & TIA