


**Civil Aviation Authority of Nepal**

# Manual of Aerodrome Certification Procedures


Third Edition – January 2022

**Issued under the authority of the Director General of Civil Aviation Authority of Nepal**

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### Record of Amendments


Revision/ Version Number	Chapter Changed	Pages Replaced	Signature	Date

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## Revision History

Revision/ Version	Date	Chapter/ Section	Details
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2.0	April 2018	All	Manual of Aerodrome Certification Procedures
3.0	January 2022	All	Manual of Aerodrome Certification Procedures


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## FOREWORD

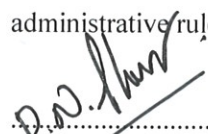
Nepal as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards & Recommended Practices contained in the nineteen Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

As per the standards of the CAR 14 Part 1 Aerodrome Design and Operations & Airport Certificate Regulation (ACR) 2004 (First amendment 2016), Aerodromes used for International Civil Aviation are required to be certified by the CAAN.

The Director General of Civil Aviation Authority of Nepal shall issue an Aerodrome Certificate only after confirming the fulfillment of the requirement under the Regulation. The regulatory rules and existing aerodrome physical facilities, its staff, equipment, and procedures shall be assessed in-depth by CAAN against the requirement under the Regulation. The regulatory rules to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in the Regulation.

CAAN may, without any prior notice, change the content of this manual as appropriate, to suit the administrative rules followed by dissemination of such changes to the holders of the manual. This manual mainly describes the Rules and procedures used by CAAN to process applications for the issue, transfer, surrender and amendment of airport certificates. The manual further describes the procedure which should be followed by an aerodrome operator for the application of an Airport Certificate. It is designed to ensure that the required standards are applied when an Airport Certificate is issued, transferred, suspended or cancelled and surrendered.

It is expected that the applicant of an Airport Certificate will be benefited by this manual as it explains the administrative procedure involved so that process would be independent and transparent. CAAN may, without any prior notice, change the content of this manual as appropriate, to suit the administrative rules followed by dissemination of such changes to the holders of the manual.




Director General

Civil Aviation Authority of Nepal

Babar Mahal, Kathmandu, Nepal

January 2022

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## DEFINITIONS

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

***Airport/Aerodrome certificate*** - certificate issued by the Director General of Civil Aviation Authority of Nepal under Section B of these Rules for operation of an aerodrome.

***Aerodrome facilities and equipment*** - facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

***Aerodrome Manual*** - a manual included in an application for aerodrome certificate pursuant to these Rules and includes any amendments to the manual accepted by the CAAN.

***Aerodrome operator*** - in relation to certificated aerodrome, the Aerodrome Certificate holder.

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

***Certified aerodrome*** - an aerodrome whose operator has been granted an aerodrome certificate.


***Manoeuvring area*** - that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

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

***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.


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## ABBREVIATIONS

ACR	-	Airport Certificate Regulation
AIP	-	Aeronautical Information Publication
AIS	-	Aeronautical Information Services
CAAN	-	Civil Aviation Authority of Nepal
ASSD	-	Aerodrome Safety Standard Department
DDG	-	Deputy Director General
DG	-	Director General
FOI	-	Flight Operations Inspector
ICAO	-	International Civil Aviation Organization
CAR-14 PART I-		Civil Aviation Requirements-14 Part I
N/A	-	Not Applicable

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## CHAPTER – 1 INTRODUCTION

### 1.1 About this Manual

#### 1.1.1. Introduction

This manual describes the Rules and procedures used by the CAAN to process applications for the issue or surrender of aerodrome certificates in Nepal. It is designed to ensure that the required standards are applied when an airport certificate is issued, transferred, suspended or cancelled and surrendered.

The process and procedure contained in this Manual provide information and guidance to prospective aerodrome operators seeking aerodrome certificate or certificate holders to maintain the aerodromes in fit conditions for continued applicability of certificates so issued. This Manual also provides procedural guidance to CAAN Aerodrome Inspector in discharging their tasks and responsibilities in a timely and standardized manner.

This manual:

- Defines the Rules that govern airport certification
- Clearly sets out:
  - The responsibilities of CAAN staff
  - Standards and procedures CAAN staff must follow when processing applications for the issue, transfer, suspension or cancellation and surrender of airport certificates
  - Rules for compliance and enforcement.

Adherence to the standards and procedures will ensure that:

- Airport certificates are issued, transferred, suspended or cancelled and surrendered in an effective, efficient and consistent manner
- Airport certificates are issued in a common legal format
- Effective and consistent compliance and enforcement action is taken.


#### 1.1.2. Identification and Classification Of Contents

The format of this Manual will permit incorporation of amendments in the form of additions or deletions or substitution. Contents are segregated by chapters, subject headings, reference serial number, page numbers, revision numbers and date of issue.

#### 1.1.3. Amendment Procedure For The Manual

Amendments to the Manual will be incorporated on the authority of the Civil Aviation Authority of Nepal (CAAN). Department of Standards and Safety (ASSD) will take steps to

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introduce necessary amendments to the existing provisions in the Manual or incorporate new provisions following the decisions of the CAA.

Proposal for amendment to an existing provision in the Manual can originate from a ASSD, Operator, CAAN directorates/departments, etc. at any time. Such amendments will be incorporated into the Manual, if approved by the CAAN, after due deliberations on such proposal(s).

The ASSD will circulate the amended page(s) of the Manual amongst the concerned stake holders immediately following a formal adoption of an amendment or addition. Summary of all revisions will be recorded in the History of Revisions provided at the beginning of the Manual, for tracking purposes.

## 1.2 Legislative Controls

Rules with regard to the certification of airports are specified in the CAAN Airport Certificate Regulation (ACR), 2004 (First amendment 2016).

### 1.2.1 Certificate Issue

#### Controls


Rule 4 Defines when an airport certificate must be obtained.

- 1) An operator of an aerodrome intended for international operations shall be in possession of an aerodrome certificate.
- 2) An operator of an aerodrome intended for domestic operation for public use in accordance with the national requirements, an Aerodrome Certificate shall be obtained if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats as of 31<sup>st</sup> December 2012.
- 3) An operator of an aerodrome for which an Aerodrome Certificate is not required may, nevertheless, apply for an aerodrome certificate. However, such aerodromes shall be registered with the CAAN.

Rule 5 Permits to make an application to the DG CAAN for an airport certificate to operate a specific aerodrome.

Requires the application to be in a prescribed format and be accompanied by an aerodrome manual

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Rule 6 Defines the rules for granting an airport certificate and details CAAN criteria for the issue of certificates.

Rule 7 Authorizes DG CAAN to refuse to grant an airport certificate.

Rule 8 Authorizes DG CAAN to endorse condition on an aerodrome certificate.

Rule 9 Specifies the validity period of an aerodrome certificate.

Rule 20 Defines the information to be included in the Aerodrome Manual.

Rule 24 Requires aerodrome operators to comply with standards, any imposed conditions and to ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

### **1.2.2 Certificate Surrender**

#### **Controls**

Rule 10 Authorizes DG CAAN to cancel an airport certificate at the request of an aerodrome operator.

### **1.2.3 Certificate Transfer**

#### **Controls**

Rule 11 Permits an airport certificate to be transferred, provided that CAAN consents in writing.

### **1.2.4 Certificate Amendment**

#### **Controls**


Rule 13 Permits an airport certificate to be amended, provided that CAAN consents in writing.

### **1.2.5 Compliance and Enforcement**

#### **Controls**

Rule 16 Empowers DG CAAN to suspend or cancel an aerodrome certificate if a condition of the certificate has been breached or the aerodrome facilities, operations or maintenance are not of the standard required for safety of air navigation.

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## CHAPTER – 2. ISSUING CERTIFICATE

### 2.1 Certificate issuing process

#### 2.1.1 Key Elements of the Certificate Issuing Process


**Purpose** To ensure that airport certificates are correctly and consistently issued using a common legal format by describing the:

- Process for issuing airport certificates
- Legislation governing their issue
- Staff responsibilities
- Forms and letters used.

#### **Controls**

- Rule 4** Defines when an airport certificate must be obtained.
- 1) An operator of an aerodrome intended for international operations shall be in possession of an aerodrome certificate.
  - 2) An operator of an aerodrome intended for domestic operation for public use in accordance with the national requirements, an Aerodrome Certificate shall be obtained if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats as of 31<sup>st</sup> December 2012.
  - 3) An operator of an aerodrome for which an Aerodrome Certificate is not required may, nevertheless, apply for an aerodrome certificate. However, such aerodromes shall be registered with the CAAN.
- Rule 5** Permits to make an application to the DG CAAN for an aerodrome certificate to operate a specific aerodrome.  
Requires the application to be in a prescribed format and be accompanied by an aerodrome manual
- Rule 6** Defines the rules for granting an airport certificate and details CAAN criteria for the issue of certificates including Safety Management System (SMS).
- Rule 7** Authorizes DG CAAN to refuse to grant an airport certificate.
- Rule 9** Specifies the validity period of an airport certificate.
- Rule 20** Defines the information to be included in the Aerodrome Manual.

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Rule 24 Requires aerodrome operators to comply with standards, any imposed conditions and to ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

Rule 35: Defines the requirement for Grant of Exemption from these rules.

### Staff and Responsibilities

Staff	Delegation	Responsibilities
ASSD		Recommends to issue the Airport Certificate
Flight Operations Inspector		Undertakes the necessary operational assessment
ANS Inspector		Undertakes the necessary operational assessment

### Forms and sample letters required

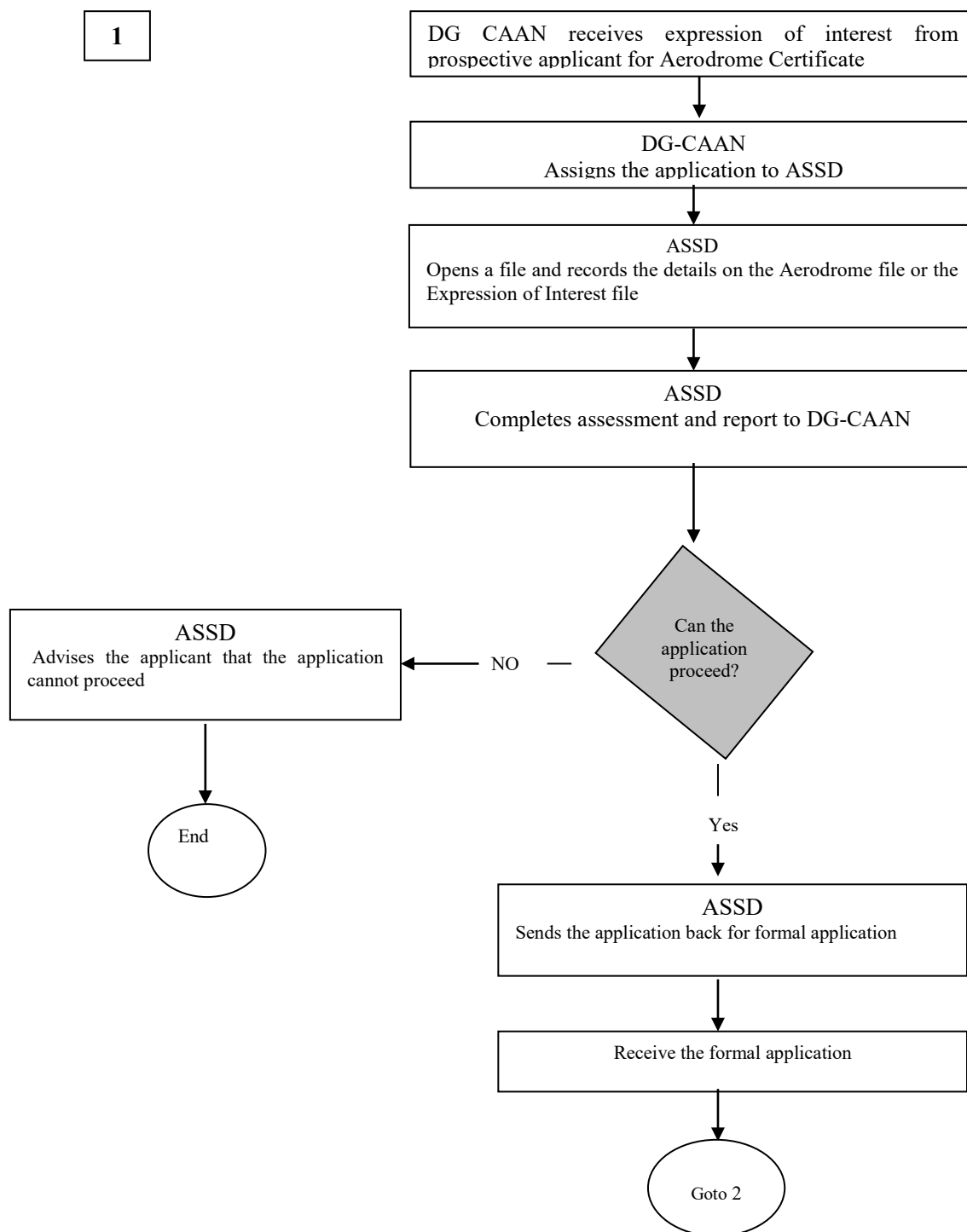
#### Forms

Airport Certificate Register (Maintained by ASSD)  
Application for Airport Certificate  
Certificate Issue Checklist  
Airport Lighting Flight Check Record  
Aerodrome Manual  
CAR Compliance Checklist  
Airport Certification and Surveillance Checklist

#### Sample Letters

Approval of Aerodrome Manual  
Grant of certificate  
Refusal to grant certificate

## 2.1.2 Certificate Issuing Process Flowchart



2

Puts the aerodrome in surveillance plan

From 1

**ASSD**

Assess the Aerodrome Manual/ SMS (approve/ accept)  
Assess the aerodrome procedures

**ASSD**

Assess the aerodrome facilities, equipment and services. (If required get the assistance from FOI and ANS Inspectors)

**ASSD**

Recommends to DG CAAN to issue the Certificate

YES

Is the assessment satisfactory?

**ASSD**

Requests additional information or action from the applicant

**ASSD**

**Manager AIS**  
Prepare the AIP supplement for publication

**ASSD**

Refuses the application in consultation with DG -CAAN

**ASSD**

Prepares a draft letter of refusal and to be signed by DG-CAAN

**ASSD**

Updates certificate register  
Updates aerodrome register.

**ASSD**

Advises the applicant of the refusal

**ASSD**


Allocates certificate number

**DG**

Instructs AIS to promulgate the AIP Supplement

Issue Certificate



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## 2.2 Dealing with Expressions of Interest

- Director General receives an expression of interest letter and forwards to ASSD for processing;
- ASSD forms an Audit Team appropriate to the size, scope and complexity of the operations anticipated;
- The Audit Team Leader opens a file;
- The Audit Team carries out initial site assessment to ensure that the operation of an aerodrome at the location specified in the application will not endanger the safety of aircraft operations. Assistance from flight operations or other relevant authority may be required;
- The Audit Team leader forwards the assessment result to ASSD;
- If the assessment result is negative, the DG, through ASSD advises the applicant accordingly by invoking;
- If the assessment is successful, ASSD informs the applicant for further certification processing.


### 2.2.1 Key Elements of the Process to deal with Expressions of Interest

**Purpose** To ensure that all expressions of interest from aerodrome operators are registered.  
To assess the application by Aerodrome Safety Standard Department.  
To give applicants basic information about the airport certification process.

#### Controls

- Rule 4** Defines when an airport certificate must be obtained.
- 1) An operator of an aerodrome intended for international operations shall be in possession of an aerodrome certificate.
  - 2) An operator of an aerodrome intended for domestic operation for public use in accordance with the national requirements, an Aerodrome Certificate shall be obtained if the maximum passenger seating capacity of the aircraft employed in the operation exceeds 30 seats as of 31<sup>st</sup> December 2012.
  - 3) An operator of an aerodrome for which an Aerodrome Certificate is not required may, nevertheless, apply for an aerodrome certificate. However, such aerodromes shall be registered with the CAAN.
- Rule 7** Authorizes DG CAAN to refuse to grant an airport certificate.
- Rule 8** Authorizes DG CAAN to endorse conditions on an airport certificate.

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Rule 9 Specifies the validity period of an airport certificate.

### Staff and Responsibilities

Staff	Delegation	Responsibilities
ASSD		Respond to the expression of interest

### Forms and Letters Involved

Forms	Application for an Airport Certificate
Sample Letters	N/A (letter of informing that application can not proceed.)
Timeframe	Expression of interest should be responded within 30 days of their receipt

## 2.2.2 Guidelines for Dealing with Expressions of Interest

### *When Is a Certificate Required?*

An airport certificate must be obtained.

- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.
- (2) The Airport Certificate must be obtained to operate international public air transportation service at any airport of Nepal.
- (3) An application may also be submitted for the airport certificate to operate domestic airport except as referred to in sub-rule (2) of Rule 4, ACR 2004.

### *Who May Make the Application?*

Any aerodrome operator may apply for an airport certificate.


### *Who May Act as the Member of the ASSD for Aerodrome Certification?*

Officials from Civil, Electrical, Mechanical Fire, disciplines with required experience and qualifications. (if required, members from other domains may be included such as FOI, ANS etc.)

### *Who May Act as the Member Secretary of the ASSD for Aerodrome Certification?*

Any Senior Official from Civil, Electrical, Mechanical, Fire discipline with the required experience and qualifications.

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### ***Advice to Applicants***

The **ASSD** must advise the applicant that the aerodrome operator must submit a formal application using the standard application form (**given in Attachment XXX**) for an Airport Certificate, with three copies of the Aerodrome Manual.

**Note:** The relevant reference for the standards is CAR-14 PART I

**Standards:** The applicant should also be advised to obtain and refer the CAR-14 PART I Volume I and the CAAN ACR 2061 (2004 amended 2016) to ensure that certification standards are understood and can be met.


### **2.2.3 Procedures for Dealing with Expressions of Interest**

DG CAAN	ASSD
Assign tasks to ASSD to deal with the expression of interest.	<ol style="list-style-type: none"> <li>1. Record the expression of interest details in the relevant file.</li> <li>2. If the application cannot proceed, advise the applicant.</li> <li>3. If the application can proceed, advise the person inquiring, as necessary to obtain copies of CAAN ACR 2061(2004 amended 2016) and CAR-14 PART I</li> <li>4. Send the applicant an application package (Application, requirement of Aerodrome Manual and CAR Compliance Checklist) along with the details of fee for an Airport Certificate.</li> </ol>

### **2.3 Assessing a Formal Application (Off-site)**

- Upon payment of required certification fee, the Audit Team leader issues the standard application form (See Appendix A, Aerodrome Manual and CAR Compliance Checklist);
- The completed application form, aerodrome manual and CAR Compliance Checklist are then received from the applicant for processing;
- The Audit Team assesses the aerodrome manual using AM Checklist given in Appendix **xxx** and ensure that the manual complies with the requirement of the regulation and the management system indicates that the applicant will be able to operate and maintain the aerodrome properly before moving to the next phase. All verifications that can be completed or initiated in the office should be carried out.

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### 2.3.1 Key Elements of the Process of Assessing a Formal Application

**Purpose** Assess the documentation that is supplied by the applicant to ensure that the application meets the Rule 5 of CAAN ACR 2061 (2004 amended 2016).

#### Controls

**Rule 5** Permits to make an application to the DG CAAN for an airport certificate to operate a specific aerodrome

Requires the application to be in a prescribed format and be accompanied by an aerodrome manual

**Rule 6** Defines the rules for granting an airport certificate and details CAAN criteria for the issue of certificates.

**Rule 20** Defines the information to be included in the Aerodrome Manual.

#### Staff

#### *Delegation*

#### *Responsibilities*

#### ASSD

Letter issued by DG CAAN Makes the initial assessment of the application

#### Forms

Certificate Issue Checklist  
Airport Certification and Surveillance Checklist

#### Sample Letters

N/A

#### Timeframe

The initial assessment should be completed within 30 days of the receipt of the formal application.


### 2.3.2 Guidelines for Assessing a Formal Application

#### Airport Certificate Issue Checklist

During the process of the application, tick those activities successfully completed off the Airport Certificate Issue Checklist.

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Applicants must supply one copy of the Aerodrome Manual with their application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the ASSD.

The Aerodrome Manual must comply with mandatory Rules regarding its contents and completeness.

The ASSD must be satisfied that the airport operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.


### 2.3.3 Procedures for Assessing a Formal Application

#### *Aerodrome Safety Standard Department - ASSD*

**Note:** During the process of the application, complete the relevant parts of the Airport Certificate Issue Checklist to record activity satisfactorily completed to date.

When the completed Application form for an Airport Certificate is received:


1. Make an initial assessment of the application:
  - a) Check that you have received a copy of the applicant's Aerodrome Manual.
  - b) Check the receipt of the payment made to CAAN.
2. Using the Airport Certification and Surveillance checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the CAAN ACR 2004 and Standards (CAR-14 PART I, Part 1).
3. Determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the Regulations and Standards.
4. If aerodrome manual meets all the requirements, the approval of the aerodrome manual may be communicated to the Aerodrome operator. If corrections or amendments are proposed in the AM to make it acceptable by ASSD, same may also be communicated to the operator. The sample approval letter is given in Appendix xxx.

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## 2.4 Assessing the Aerodrome Facilities (On-Site)

- A. The Audit Team undertakes a site visit for the purpose of assessing the aerodrome facilities, services and equipment, as given in Aerodrome manual, to verify and ensure that they comply with the specified standards and practices. The assessment shall be carried out using the self-assessment information provided by The Aerodrome Inspector in CAR Compliance Checklist (CAR-14-I) and will include the following areas:
- (a) Verification of aerodrome data to be reported to the aeronautical information service.
  - (b) The checking of aerodrome facilities and equipment, which should include:
    - Dimensions and surface conditions of runway(s), runway shoulders, runway strip(s), runway end safety areas, stopway(s) and clearways, taxiway(s), taxiway shoulder(s), taxiway strips, aprons, runway turn pads;
    - The presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
    - The following aeronautical ground lights, including their flight check records: Runway and taxiway lighting, Approach lights, PAPI/APAPI or T-VASIS/AT-VASIS, Apron floodlighting, Obstacle lighting, Pilot-activated lighting, if applicable and Visual docking guidance systems, Standby power;
    - Other facilities such as wind direction indicators, Illumination of the wind direction indicator(s), aerodrome markings and markers, signs in the movement areas, tie-down points for aircraft, ground earthing points, rescue and fire-fighting equipment and installations, aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement, runway sweepers, disabled aircraft removal equipment, wildlife management procedures and equipment, two-way radios installed in vehicles for use by the aerodrome operator in the movement area, the presence of lights that may endanger the safety of aircraft; and Fuelling facilities.
- B. After the field verification, the audit team shall document and communicate deficiencies identified during the audit to the applicant in writing as per format provided in Aerodrome Inspector Handbooks and also request a corrective plan of action from the applicant. The audit team shall monitor and ensure satisfactory implementation of the corrective plan of action.
- C. Where the applicant can not comply with the requirement and would require significant duration for compliance, he may be advised to carry out safety assessment/ Aeronautical study, as the case may be, and request for exemption. The guidance for conduct of

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Aeronautical study/ safety assessment is given in AC/AD 013 and GM for application for Exemption is given in document on Exemption procedure for non-compliances at Aerodromes 2010.

#### 2.4.1 Key Elements of the Process of Assessing Aerodrome Facilities

**Purpose** Complete the assessment of the application by inspecting the facilities at the applicant's aerodrome to ensure that they comply with the mandatory standards (CAR-14 PART 1 ) and SMS Manual.

#### Controls

Rule 6, (2) (c) Requires that the facilities must be in accordance with specified standards before a certificate may be issued

Rule 24 Requires the operator to comply with published standards (CAR-14 PART 1).

#### 2.5 Staff

#### Delegation

#### Responsibilities

	Letter issued	
ASSD	by DG CAAN	Assesses the aerodrome facilities during a visit to the aerodrome

#### Forms

Airport Certificate Issue Checklist  
PAPI Check Record  
Airport Lighting System Check Record  
Airport Certification and Surveillance Checklist


#### Sample Letters

N/A

#### Timeframe

Site visit to the aerodrome should be made within 30 days of the receipt of the formal application.

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## 2.4.2 Guidelines for Assessing the Aerodrome Facilities

To complete the assessment, the ASSD must visit the aerodrome.

The ASSD should assess aerodrome facilities including lighting, visual aids and observation from the air during day and night.

The facilities must comply with the published standards.

## 2.4.3 Procedures for Assessing the Aerodrome Facilities

### *Aerodrome Safety Standard Departments - ASSD*

1. Obtain copies of the Airport Certification and Surveillance Checklists.
2. Visit the aerodrome; inspect the facilities to ensure that they comply with the published standards (CAR-14 PART I Volume I):
  - a. Assess each item listed on the checklists.
  - b. As you make the inspection, record the results of the inspection on the appropriate checklists. Note comments, if required.
4. Complete the assessment of the Aerodrome Manual. (See Section 2.3.3 assessing the applicant's Aerodrome Manual.)
5. At the end of the inspection, complete the relevant parts of the Certificate Issue Checklist to record activity satisfactorily completed to date.

## 2.4.4 Process for Exemption

Aerodrome Operator requests for exemption when, subsequent to self-assessment using CAR Compliance Checklist, identifies deviation or non-compliance from the requirements of CAR-14-I. ASSD may also advise the applicant to apply for exemption where required.

The guidance material for aerodrome operators for seeking exemption is provided in document on Procedure for Non-Compliances at Aerodromes 2010. Director of ASSD maintains a record of all exemptions issued by the CAAN.


### **Application:**

The application for seeking exemption should contain the following:

- a) reasons to support why the proposed exemption should be granted.
- b) Category of the exemption sought
- c) provide any information /documentation to support the reason that the exemption is not likely to affect aviation safety.
- d) Safety assessment / aeronautical study report conducted along with mitigation steps

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- e) propose conditions that would mitigate any risk that could be created by virtue of the exemption to ensure that aviation safety will not be affected.

A copy of the Exemption Request Form must also be completed by the applicant. The sample copy of the form is available at Appendix 1 of the above-mentioned guidance material.

### **Processing of Application for Exemptions**

Upon receipt, the Director ASSD shall get the application reviewed and ensure that all necessary information has been provided. The ASSD may request further information / documentation, if required. The application is then assigned to an inspector for comprehensive technical review and evaluation.

The assigned inspector should conduct a technical assessment of the application and evaluate the arguments & evidence put forward by the aerodrome operator in accordance with the aviation safety.

The assigned inspector shall determine whether mitigation measures can provide equivalent level of safety based on outcome of safety assessment/ aeronautical study. In any exemption granted, maintaining at least an equivalent level of safety is of primary concern. The analysis should focus on the applicant's justification that safety would not be adversely affected.

The inspector shall document the findings of the assessment and provide the justification to grant or deny the exemption and forward the assessment to Director ASSD for review. The Director ASSD shall review the recommendation and forward for DG's approval

### **Grant or Refusal of Exemption**

The approval of DG is notified to the aerodrome operator if it is concluded that the applicant's arguments support for a grant of exemption. The conditions, restrictions and procedures under which the exemption is granted shall also be mentioned in the letter along with its periodic review.

The refusal to grant an exemption may also be notified, in writing, to the applicant along with reasons thereof. It will be based on consideration that the exemption would adversely affect safety, or, if applied, would not provide a level of desired safety.

The approval should specify the duration of the exemption and any conditions or limitations of the exemption. The exemption, its duration along with conditions and limitations should be published in AIP/ NOTAM and included in Aerodrome Manual.

### **Review of the Granted Exemption**

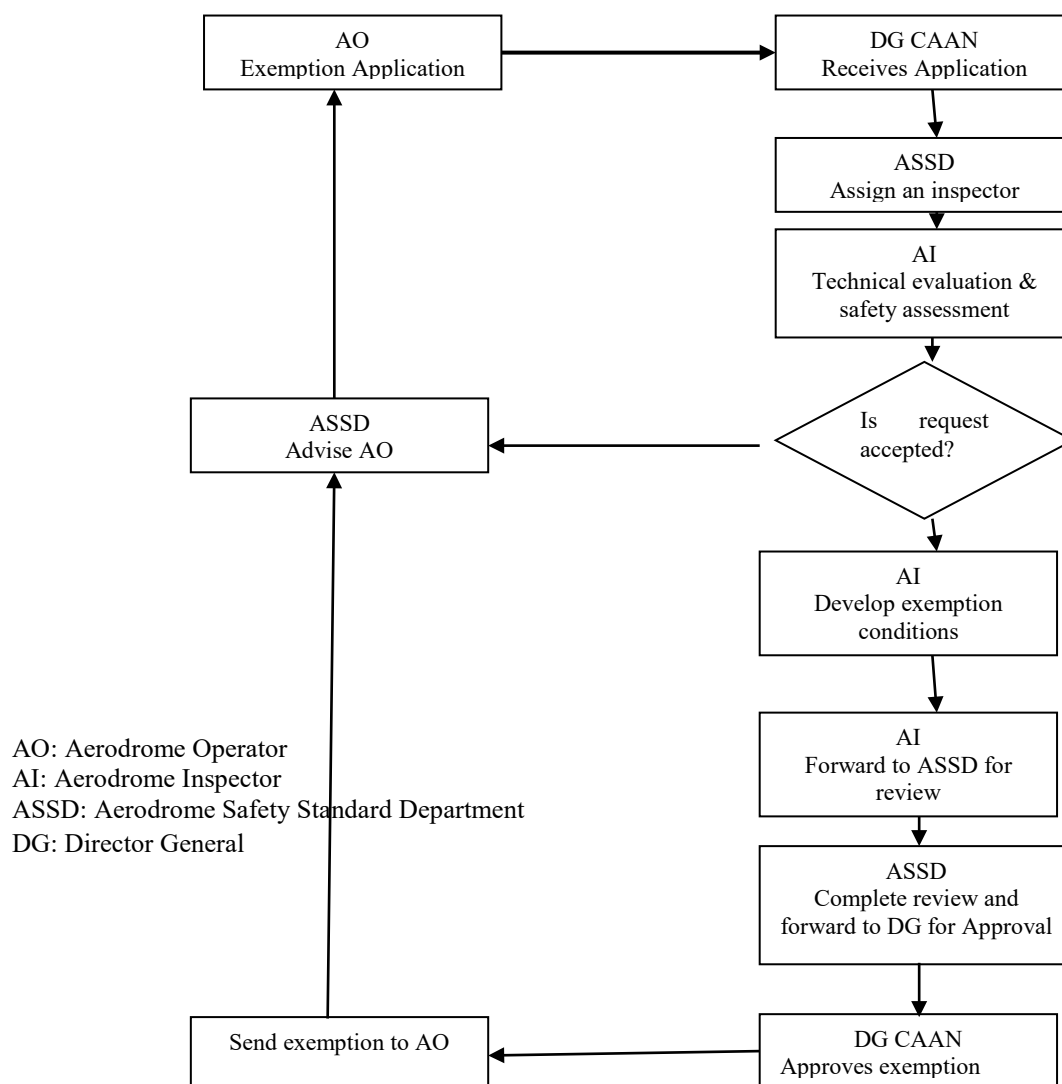
The exemption once granted should be reviewed at the time of renewal of aerodrome license. It may also be reviewed when the applicant has requested for the extension of its validity clearly indicating

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the reason for such request along with the validity of the safety levels ensured earlier or modified subsequently.


The applicant shall notify DGCA after the need for exemption is no longer required and inspector should review the application for such termination request with respect to safety of operations.

### Exemption Process Flowchart



## 2.5 Issuing or refusing an Airport Certificate

- If after being advised of the additional steps that must be taken to rectify the deficiencies in the corrective plan of action, the applicant is still not able to satisfy the requirements of the regulations, the Authority may refuse to grant a certificate

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- If the corrective plan of action is satisfactorily implemented by the applicant, the Audit Team will forward its report and recommendation of the DG through ASSD for the issuance of an aerodrome certificate.
- After DG's approval, ASSD will prepare the aerodrome certificate, assign a certificate number and endorse the conditions and exemptions for the type of use of the aerodrome on the certificate.
- The ASSD updates the aerodrome certificate register and issues the aerodrome certificate after signature by DG.
- Notify AIS about the certification status of the aerodrome.

### 2.5.1 Key Elements in Issuing or Refusing an Airport Certificate

**Purpose:** To advise the applicant of the results of the assessment.  
To complete the administrative action required when an application is approved.

**Controls:**

Rules 6 & 7 Specifies the requirements for notifying the decision to issue, or refusal to issue, a certificate

Rule 8 Allows DG CAAN to endorse conditions, in the interest of safety, on an aerodrome certificate at issue.

**Staff**

**Delegation**

**Responsibilities**

ASSD

Letter issued by DG CAAN

Maintains the Airport Certificate Register.  
Advises the applicant of the results of the assessment.  
Recommends the issuance of the airport certificate, if appropriate.


**Forms**

Airport Certificate Register  
Airport Certificate - Sample Certificate  
Refusal to grant of certificate - Sample Letter

**Timeframe**

The administrative action to issue the certificate should be completed within 60 days of the receipt of the formal application.  
The Aerodrome Certificate will be issued to the Successful Applicant within 14 days of a decision being made.  
The administrative action to refuse the certificate should be completed within 45 days of the receipt of the formal application.

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The notification of the decision to refuse a certificate must be sent to the applicant within 60 days of the receipt of the formal application.

## 2.5.2 Guidelines for Issuing or Refusing an Aerodrome Certificate

### *Issue of the Certificate Number*

The newly certified aerodrome is allocated the next available number on the Airport Certificate Register.

### *Types of Notification*

The applicant must be advised of the result of the assessment of the application for an airport certificate. The advice may comprise:

- Notification that the application is successful.
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The certificate may be granted if subsequent assessment shows that the applicant has corrected all deficiencies.)
- Notification that the application has been unsuccessful.

**Notes:** For a successful application, conditions may be endorsed on an airport certificate in accordance with the CAAN ACR 2061(2004 amended 2016). If conditions are being considered, the ASSD should consult with DG. Certificates may be granted for a period not exceeding five years.


### *Refusal to Issue an Airport Certificate*

The decision to refuse an application may be a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate.

The notification of refusal to grant a certificate must be sent to the applicant within 60 days of the receipt of the formal application.

Applicants who have been advised to take steps to correct any deficiencies before an airport certificate can be issued are responsible for advising the CAAN when the deficiencies have been rectified (Report of corrective action taken).

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### 2.5.3 Procedures for Issuing or Refusing an Airport Certificate


ASSD

1. Advise the DG of the outcome of the assessment.
2. Collate all associated paperwork on the Aerodrome File on the completion of all previous steps.
3. Notify the applicant of the outcome of the assessment. The advice may be that:
  - The applicant needs to take steps to rectify specified deficiencies prior to approval of the formal application.
  - The application for a certificate is approved.
  - The application is refused.
4. If the airport operator needs to rectify specific deficiencies before the application can be considered further:
  - a. Advise the applicant of the steps needs to be taken — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards.
  - b. Conduct safety assessment/ aeronautical studies in respect of non-compliances, seek approval and ensure mitigations.
5. When the application has been approved, update the Airport Certificate Register.
6. Allocate the certificate number. This is the next sequential number on the Airport Certificate Register.
7. Prepare, sign by DG CAAN and dispatch the certificate along with the covering letter and the operator's copy of the Aerodrome Manual.
8. If grounds exist for refusing the application:
9. Prepare a “refusal to grant certificate” letter stating reasons, and advising the applicant to appeal the decision.

**Note:** The notification of refusal to grant must be sent to the applicant within 60 days of the receipt of the formal application.

Information relating to a newly certificated aerodrome may be included in an AIP and be advised by NOTAM. The aerodrome should be incorporated into a surveillance program.

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#### 2.5.4 Procedures for Advising CAAN and the Industry of a Newly Certified Aerodrome ASSD

1. Notifies the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM
2. Notifies NOTAM Office and nominated reporting officers of the airport operator.
3. Place a copy of the Airport Certificate in the Aerodrome File.
4. Complete an Aerodrome Profile Sheet and place a copy in the Aerodrome File.
5. Incorporate the aerodrome into the surveillance programme in accordance with local procedures.
6. Arranges for surveillance planning.

#### 2.6 Advising AIP and Industry of Certified Aerodrome

- ASSD informs the AIS to publish all required information on the aerodrome in the AIP
- ASSD places the aerodrome on the schedule for continuing surveillance activity

##### 2.6.1 Key Elements of the Process of Advising CAAN and the Industry of a Newly Certificated Aerodrome


**Purpose** To ensure that all other relevant branches of CAAN, and the aviation industry are notified of the aerodrome's new certificated status and details.

**Controls**

Rule 30 Requires an aerodrome operator to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP.

Staff	Delegation	Responsibilities
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ASSD		Places copies of the Airport Certificate in the aerodrome file.
------	--	---

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Inform the relevant branches of CAAN and the aviation industry (if required) about the aerodrome's certificated status. Coordinate publication of the status in AIP.

**Forms**

Aerodromes Profile Sheet for the publication in AIP

**Timeframe**

CAAN internally and the aviation industry (if required) externally must be notified of the newly certificated aerodrome at the same time as the certificate is issued.

## 2.6.2 Key Elements of the Process of Advising CAAN and the Industry of Certificated Aerodrome

**Purpose**

To ensure that all other relevant branches of CAAN, and the aviation industry are notified of the aerodrome's certificated status and details.

**Controls**

**Rule 30**

Requires an aerodrome operator to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP.

**Staff**

ASSD  
file.

**Delegation**

**Responsibilities**

Places copies of the Airport Certificate in the aerodrome

Inform the relevant branches of CAAN and the aviation industry (if required) about the aerodrome's certificated status. Coordinate publication of the status in AIP.


**Forms**

Aerodromes Profile Sheet for the publication in AIP

**Timeframe**

CAAN internally and the aviation industry (if required) externally must be notified of the status of the certificated aerodrome

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The copy of blank aerodrome certificate is given below



## ***Aerodrome Certificate***

***Certificate Number:*** **NNN**

This certificate authorizes

***{Certificate Holder's Name}***

to operate

***{Aerodrome Name}***

***{Latitude:***

***Longitude: of ARP}***

*This certificate is issued under the provisions of Rule 6 of Civil Aviation Authority of Nepal (CAAN) Airport Certificate Regulation 2061 (2004) (First amendment 2016) under the Authority of CAAN Act 2053 (1996). The operation and use of the aerodrome is subject to the Rule 4 of CAAN Airport Certificate Regulation 2061 (2004) (First amendment 2016), and any relevant directions issued including any conditions endorsed by the Director General of Civil Aviation Authority of Nepal.*


*This certificate is valid for ... years until surrendered, suspended or cancelled.*

Date: **Day/Month/Year**

**Director General**  
Civil Aviation Authority of Nepal

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## VALIDITY OF THE AERODROME CERTIFICATE

**XXX International Airport, Name of City**


FROM	TO	SIGNATURE

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## GENERAL CONDITIONS

1. The Aerodrome Certificate holder shall ensure that aerodrome facilities, equipment, services and procedures are operated and / or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to the DG, CAAN. The applicable standards set out in the Civil Aviation Requirements for Aerodromes (CAR - 14, PART - I) and conditions of the certificate are specified hereunder.
2. The Aerodrome Certificate holder shall ensure that the copies of the Aerodrome Manual approved by the DG, CAAN are always kept complete and current. The Aerodrome Certificate holder shall ensure that each member of the aerodrome operating staff is aware of the contents of the every part of the aerodrome manual, relevant to his duties and undertakes his duties in conformity with the relevant provisions of these manuals.
3. The Aerodrome Certificate holder shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of its aerodrome, and that a programme to upgrade the competency for the personnel is in place.
4. The Aerodrome Certificate holder shall notify the agency responsible for Aeronautical Information Services and the air traffic control unit immediately of any obstacles, obstructions or hazards, change in level of service at the aerodrome as set out in any publication by the aeronautical information services or variation from the Standards; closure of the movement area of the aerodrome; significant change in aerodrome facility or the physical layout of the aerodrome; and any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
5. The Aerodrome Certificate holder shall notify the DG-CAAN and agency responsible for Aeronautical Information Services of any change to any aerodrome facility or equipment or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the change.
6. The Aerodrome Certificate holder shall be responsible to ensure that all security and anti-hijacking arrangements stipulated from time to time by the Concerned Authority for the aerodrome are complied with.
7. When so demanded by an officer duly authorized under the CAAN Airport Certificate Regulations 2004, this certificate and any other relevant documents shall be produced for inspection.

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8. Aerodrome Certificate holder shall maintain record of all aircraft landing at and taking-off from the aerodrome.
9. The Aerodrome Certificate holder shall have legally tenable agreement with CNS and ATM service provider(s) to ensure continuity and reliability of CNS and ATM to ensure the safety of aircraft in the airspace associated with aerodrome, and that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.
10. The aerodrome shall at all reasonable times be open to use by any aircraft in the service of the Government of Nepal.
11. The Aerodrome Certificate holder shall ensure that during the validity of the certificate the capability of the services/facilities, etc. is not degraded below the notified level.
12. The Aerodrome Certificate holder is to submit the application for renewal along with relevant enclosures at least 3 months before expiry of certificate to the DG, CAAN. The certificate may be renewed if the DG, CAAN is satisfied that all requirements have been fulfilled.
13. Other requirements of the Government of Nepal and the Civil Aviation Authority of Nepal as applicable shall be complied with.
14. The aerodrome is certified for use in IFR (all weather) conditions.
15. The Critical aircraft for the aerodrome is \_\_\_\_\_ and Aerodrome Reference Code is \_\_\_\_\_
16. The RFF Category of the Aerodrome is \_\_ - \_\_\_\_\_
17. The Operational Restriction at the aerodrome are \_\_\_\_\_
18. The authorized deviation/ exemption is listed below;

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## SPECIAL CONDITIONS

1. *Describe the special condition.*
2. *Describe the special condition.*

## CHAPTER – 3. SURRENDER OF AN AERODROME CERTIFICATE

### 3.1 Overview of the Surrender Process

#### 3.1.1 Key Elements of the Surrender Process

**Purpose:** To ensure that airport certificates are surrendered correctly and consistently using a common legal format by describing the:

- o Process for surrendering airport certificates
- o Legislation governing their surrender
- o Staff responsibilities
- o Forms used.

To ensure that when a certificate is surrendered, all actions required to maintain the ongoing safety of aviation operations are taken into account.

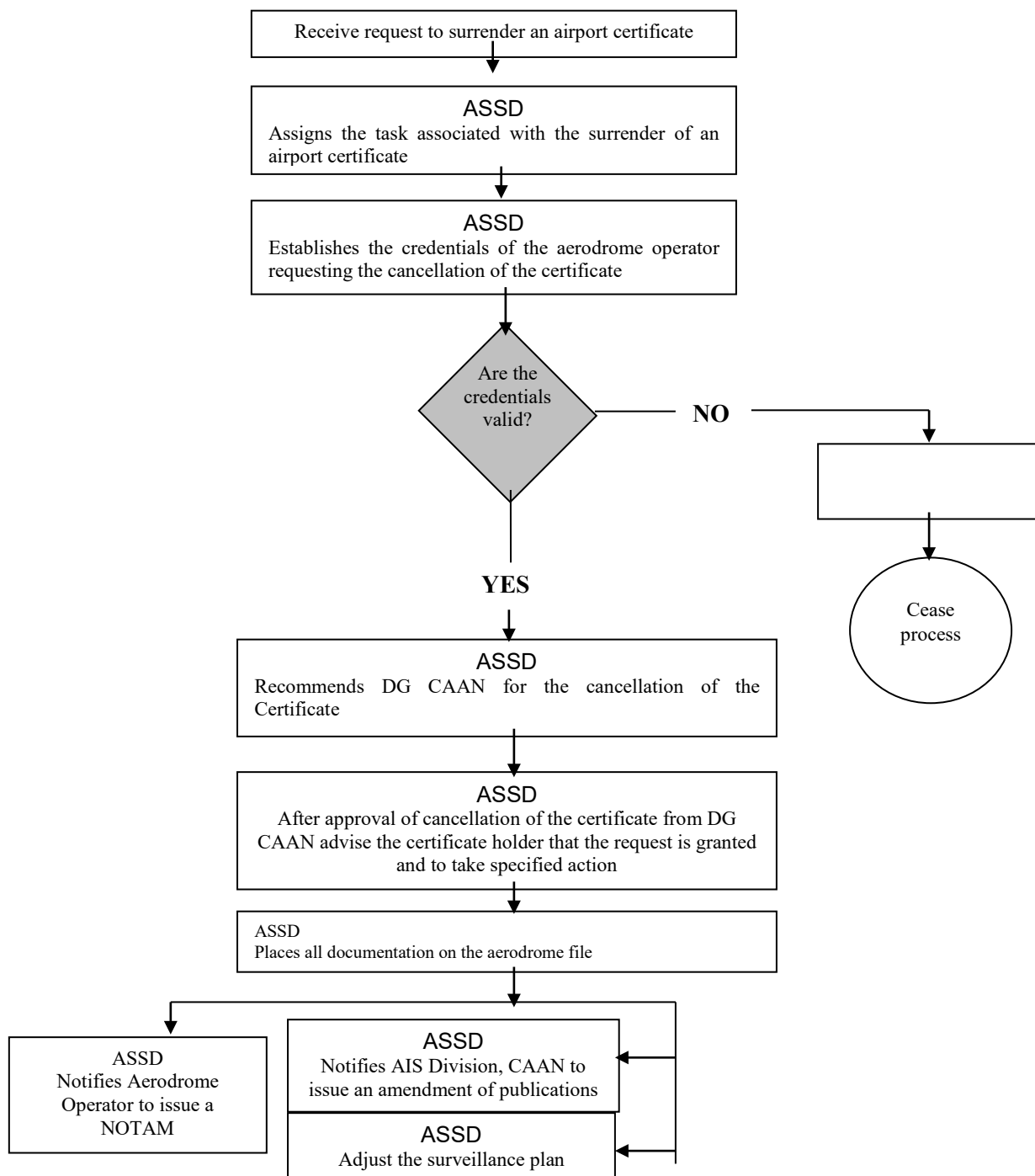
#### Controls


**Rule 6** Establishes that an aerodrome operator is the airport certificate holder in the case of a certified aerodrome.

**Rule 10** Rules for the cancellation of an airport certificate at the request of an aerodrome operator.

Staff	Delegation	Responsibilities
<i>Members of ASSD</i>	Letter issued by DG CAAN	Recommend to DG CAAN through DDG, Civil Aviation Safety Regulation Directorate to cancel the airport certificate. Adjusts on-going surveillance accordingly.
<b>Forms</b>	Checklist for Cancellation by Surrender	
<b>Sample Letters</b>	Letter of cancellation by surrender	
<b>Timeframe</b>	The airport certificate should be cancelled on the date specified by the aerodrome operator.	

### 3.1.2 Surrender Process Flowchart



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### 3.2 Receiving Notification of Surrender of the Airport Certificate from the Aerodrome Operator

#### 3.2.1 Key elements of the Process of Receiving Notification from the Aerodrome Operator

**Purpose:** Provide the procedures for processing the receipt of a request for surrender of an airport certificate.

**Controls:**

Rule 6 Establishes that the aerodrome operator is the certificate holder

Rule 10 Rules for the cancellation of an airport certificate at the request of the holder

**Staff**

**Delegation**

**Responsibilities**

Letter issued by DG CAAN Assigns the task associated with the surrender of an airport certificate to ASSD

ASSD

Confirms the credentials of the person making the request to cancel.

Confirms the surrender date of effect.

**Forms**

Checklist for Cancellation by Surrender


**Sample Letters**

None

**Timeframe**

Certificate surrender action is to be completed at least 45 days before the date specified by the operator to cancel the Certificate.

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### 3.2.2 Guidelines for Receiving Notification from the Aerodrome Operator

An aerodrome operator may voluntarily choose to surrender an airport certificate.

An aerodrome operator must give DG CAAN at least 60 days written notice of the cancellation date.

DG CAAN must cancel the certificate, provided the request is made by the aerodrome operator.

If the aerodrome operator contacts DG CAAN for advice on the cancellation process prior to sending the formal notification, information should be provided as to the operational consequences that may result, if surrender is made and the airport certificate is subsequently cancelled as a result.

The surrender or cancellation of an airport certificate may affect:

- Certain regular public transport (RPT) operations into the aerodrome
- Continuing general aviation safety
- CAAN aerodrome surveillance activity.

### 3.2.3 Procedures for Receiving Notification from the Aerodrome Operator


ASSD

1. Establish the credentials of the aerodrome operator requesting the cancellation as the certificate holder.
2. On the notification of the intention to surrender the airport certificate, check that the aerodrome operator has:
  - a. Clearly stated the request for the cancellation of certificate.
  - b. Specified when cancellation should become effective.
 

If no date is specified, the certificate cancellation date is the date 60 days from the date of notification.
3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
4. Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

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### 3.3 Assessing a Surrender Request

#### 3.3.1 Key Elements of the Process of Assessing the Request to Surrender a Certificate

**Purpose:**

- To ensure that a request for surrender of the airport certificate by the aerodrome operator is properly made.
- To ensure that airport certificates are consistently surrendered using a common legal format
- To ensure that the safety of aviation is not compromised at an aerodrome the certificate of which has been surrendered.

**Controls:**

Rule 10 Rules for the cancellation of an airport certificate at the request of an aerodrome operator.

Staff	Delegation	Responsibilities
ASSD		Determines that the request is from the airport certificate holder.
Forms	Airport Certificate Surrender Checklist	
Sample Letters	Letter of cancellation by surrender	
Timeframe	The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator	

#### 3.3.2 Guidelines for Assessing the Request to Surrender a Certificate


DG CAAN must cancel an airport certificate when it is properly requested.

#### 3.3.3 Procedures for Assessing the Request to Surrender a Certificate

ASSD

1. Using the Airport Certificate Surrender Checklist:
  - a. Check that the aerodrome operator has given at least 60 days notice.
  - b. Check that the operator has provided sufficient information:

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- Are there regular public transport (RPT) operations at the aerodrome?
  - Are there any changes to the details of the reporting officer?
  - If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example:
    - Will the windsock and boundary markers be removed?
    - Will un-serviceability markers be displayed for a period?
2. If the request is properly made, prepare a letter to the aerodrome operator:
    - a. Notifying the cancellation of the certificate
    - b. Directing aerodrome operator to return the original certificate document to the DG CAAN to enable cancellation of the certificate.
    - c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
  3. Prepare and forward the letter for DG CAAN signature and place a copy in the appropriate aerodrome file.
  4. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample letter of cancellation by surrender of an airport certificate.
  5. When you have the original certificate:
    - a. Mark it as cancelled by completing the following actions using ink:
      - Draw a line through the certificate.
      - Write Cancelled and the date of the cancellation on the certificate.
      - Sign the certificate.
    - b. Place the original cancelled certificate on the appropriate aerodrome file or a copy of the cancelled certificate.
  6. Update the Airport Certificate Register.


### 3.4 Advising about Surrendered Airport Certificates

#### 3.4.1 Key Elements of the Process of Notifying DG CAAN

**Purpose:** To ensure that the safety of aviation is not compromised at the uncertified aerodrome.

To advise members of the aviation industry, to take appropriate action, if they wish to use the aerodrome.

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<b>Staff</b>	<b>Delegation</b>	<b>Responsibilities</b>
ASSD		Notifies relevant CAAN sections and the aviation industry that an aerodrome is no longer certified.
<b>Forms</b>	None	
<b>Sample Letters</b>	None	
<b>Timeframe</b>	CAAN internal sections and the aviation industry must be notified of the surrender of the airport certificate at least seven days prior to the cancellation of the certificate.	

### **3.4.2 Procedures for Notifying CAAN/Aviation Industries**

ASSD

1. Notify NOTAM Office (NOF) of aerodrome operator:
  - To issue a NOTAM canceling the certified status of the aerodrome.
2. Notify the Aeronautical Information Service (AIS), CAAN to issue an amendment of AIP.
3. Amend the Airport Certificate Register.
4. Amend aerodrome file and surveillance records.

## CHAPTER – 4. TRANSFERRING AN AIRPORT CERTIFICATE

### 4.1 Overview of the Transfer Process

#### 4.1.1 Key Elements of the Transfer Process

**Purpose** To ensure that airport certificates are transferred correctly and consistently issued using a common legal format nationally by describing the:

- Consent to transfer airport certificates
- Legislation governing their transfer
- Staff responsibilities
- Forms and letters used.

#### **Controls**

**Rule 11** Permits an airport certificate to be transferred, provided CAAN consents in writing.  
Requires CAAN to state in writing the reasons for not giving consent.

#### **Staff**

##### **Delegation Responsibilities**

Letter issued by DG CAAN Assigns the task ASSD to deal with the request to transfer the airport certificate.

#### **ASSD**

As per Rule 11 Initiate the process for transfer of the airport certificate.

#### **Forms**

Airport Certificate Transfer Checklist  
Airport Certificate Transfer Notification  
Airport Certificate Transfer Certificate

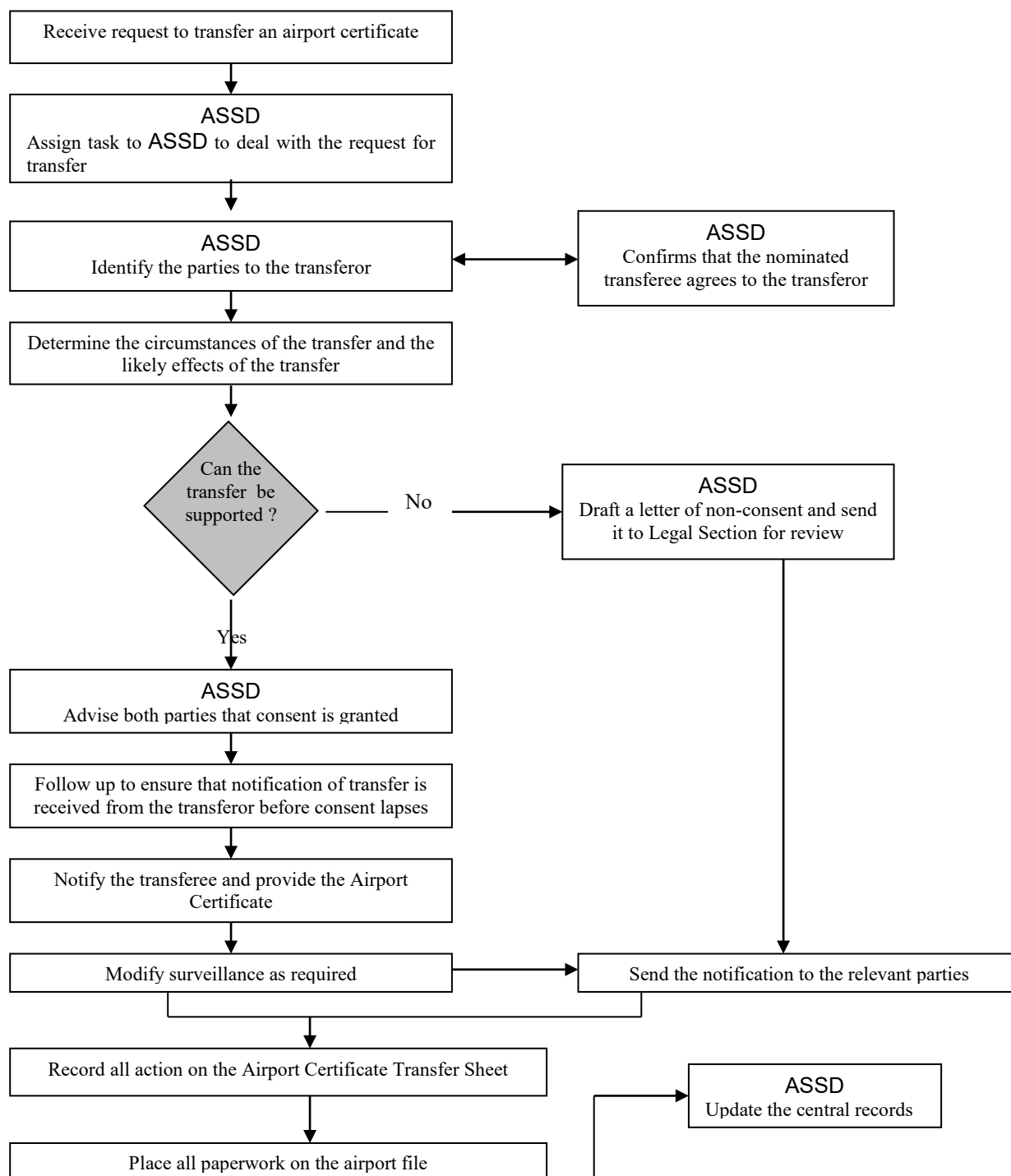
#### **Sample Letters**


Letter of consent to transfer of airport certificate  
Letter confirming the transfer of an airport certificate  
Letter of non-consent to transfer of an airport certificate

#### **Timeframe**

N/A — see the timeframe for the individual tasks.

#### 4.1.2 Transfer Process Flowchart



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## 4.2 Processing Transfers

### 4.2.1 Guidelines for Processing Certificate Transfers

#### *How Requests for a Transfer of Airport Certificate May Be Made*

The aerodrome operator (transferor/transferee) must make requests in writing for CAAN's consent to transfer an airport certificate prior to 60 days of expiry of the airport certificate.

#### *Reasons for a Transfer of an Airport Certificate*

An aerodrome operator may request CAAN's consent to transfer of the certificate when, for example:

- Changes to local government arrangements result in a transfer of responsibilities between municipal authorities
- The establishment of a specific Aerodrome Board with members drawn from various community sources to own and operate an aerodrome.
- An aerodrome operator wants to transfer operational responsibility to another party.
- An aerodrome facility is leased — for example, the lease of CAAN aerodromes to alternative operators.

#### *Criteria for a Transfer of an Airport Certificate*

Consent to a transfer may be given **only** if CAAN is satisfied that the person to whom the certificate will be transferred is able to properly operate and maintain the aerodrome.


Requests for consent to transfer of an airport certificate must be tested to determine whether:

- The change should be handled as a genuine transfer; or
- A situation exists which requires the certificate to be surrendered and a new certificate issued to a different entity.

A transfer is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:

- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered

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- Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

### ***Criteria for Non-consent***

Consent to transfer **must** be refused if CAAN is not satisfied that the person to whom the certificate is proposed to be transferred is able to properly operate and maintain the aerodrome.

Generally, CAAN's policy is that consent to transfer should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- If the certificate document is conditionally endorsed or the transfer would require conditions to be endorsed on the certificate document
- Reduction of runway, taxiway or apron facilities

If the ASSD believes:

- Significant revision to the Aerodrome Manual will be necessary as a result of the transfer
- The proposed staffing arrangements are not adequate or appropriate.

**Note:** If consent is not granted, the ASSD should take steps to confirm that the current aerodrome operator can meet the obligations of the certificate. It is possible that a transfer of the certificate should be followed up by the CAAN's surveillance.


### ***Reviewable Decision***

A refusal to consent to a transfer may be reviewable.

CAAN's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

## **4.2.2 Procedures for Processing Certificate Transfers**

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ASSD

1. Use the Airport Certificate Transfer Checklist to monitor and record all actions to process the certificate transfer.

<p>Number :   nnn</p> <p><b>Aerodrome Certificate</b></p> <p>Certificate of Transfer</p> <p>This certifies that the Civil Aviation Authority of Nepal, in accordance with the provisions of regulation 11 of the CAAN Airport Certification Regulations 2061 (2004 amended 2016) has consented to the transfer of the</p> <p style="text-align: center;"><i>{Transferee's Name}</i></p> <p style="text-align: center;">to operate</p> <p style="text-align: center;"><i>{Aerodrome Name}</i></p> <p>The operation and use of the aerodrome is subject to the Civil Aviation Authority Act 1996, the CAAN Airport Certification Regulations 2061 (2004 amended 2016), and any relevant directions issued by the Civil Aviation Authority of Nepal, including any conditions endorsed. This certificate remains in force until surrendered, suspended or cancelled and transferred.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>Dated</span> <span>Signed</span> </div>
--



## CHAPTER – 5. AMENDMENT TO THE AIRPORT CERTIFICATE

### 5.1 Overview of the Amendment Process

#### 5.1.1 Key Elements of the Amendment Process

**Purpose** To ensure that airport certificates are amended correctly and consistently issued using a common legal format by describing the:

- Consent to amend the airport certificate
- Legislation governing the amendment of certificate
- Staff responsibilities
- Forms and letters used.

#### Controls

**Rule 13** Permits an airport certificate to be amended by CAAN, if the following circumstances occur:

- Change in the ownership or management of the aerodrome;
- Change in the use or operation of the aerodrome;
- Change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

#### Staff

##### Delegation

##### Responsibilities

Letter issued by DG CAAN Assigns the task to ASSD to deal with the request to amend the airport certificate.

#### ASSD

As per Rule 13 Initiate the process for amendment to the airport certificate.

#### Forms

Airport Certificate Amendment Checklist  
 Airport Certificate Amendment Notification  
 Amended Airport Certificate

#### Sample Letters

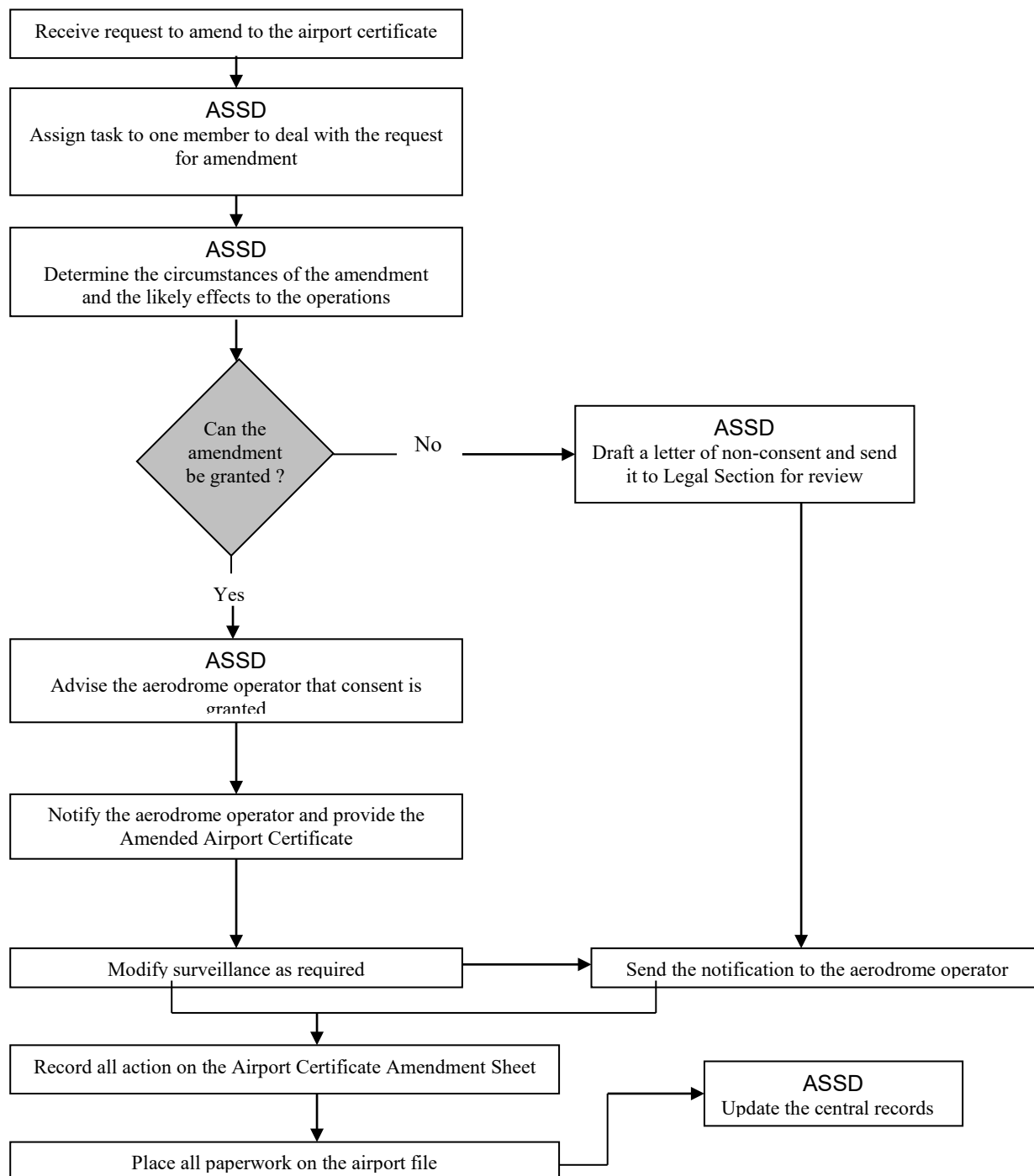
Letter of consent to amend the airport certificate  
 Letter of non-consent to amend the airport certificate


#### Timeframe

N/A — see the timeframe for the individual tasks.

### 5.1.2 Amendment Process Flowchart

5.2



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## 5.2 Processing Amendments

### 5.2.1 Guidelines for Processing Airport Certificate Amendments

#### *How Requests for an Amendment to Airport Certificate May Be Made*

The aerodrome operator must make requests for consent to amend an airport certificate. CAAN's policy should be that requests for amendment of the airport certificate must be made in writing.

#### *Reasons for an Amendment of an Airport Certificate*

An aerodrome operator may request CAAN's consent to amend the certificate when:

- There is a change in the ownership or management of the aerodrome;
- There is a change in the use or operation of the aerodrome;
- There is a change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

#### *Criteria for an Amendment of an Airport Certificate*

Consent to an amendment may be given **only** if CAAN is satisfied with the reasons submitted by the aerodrome operator.

An amendment is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:


- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered
- Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

#### *Criteria for Non-consent*

Consent to amendment **must** be refused if CAAN is not satisfied with the reasons submitted by the aerodrome operator.

Generally, CAAN's policy is that consent to amendment should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- If the certificate document is conditionally endorsed or the amendment would require conditions to be endorsed on the certificate document
- Reduction of runway, taxiway or apron facilities

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If the ASSD believes that:

- ☐ a significant revision to the Aerodrome Manual will be necessary as a result of the amendment.
- ☐ the proposed staffing arrangements are not adequate or appropriate.

**Note:** If consent is not granted, the ASSD should take steps to confirm that the aerodrome operator can meet the obligations of the certificate. It is possible that an amendment of the certificate should be followed up by the CAAN's surveillance.

### ***Reviewable Decision***


A refusal to consent to an amendment may be reviewable.

CAAN's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

## **5.2.2 Procedures for Processing Amendment to the Certificate**

ASSD

1. DG assign ASSD to deal with the request for an amendment to the aerodrome certificate.
2. After completion of the amendment update the Airport Certificate Register
3. Use the Airport Certificate Amendment Checklist to monitor and record all actions to process the certificate transfer.

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## CHAPTER – 6. COMPLIANCE AND ENFORCEMENT

### 6.1 Canceling or Suspending an Airport Certificate

#### 6.1.1 Key Elements of the Process of Canceling or Suspending an Airport Certificate

**Purpose:** To ensure that airport certificates are consistently suspended or cancelled using a common legal format

To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been suspended or cancelled.

**Controls:**

Rule 16 Empowers the DG CAAN to suspend or cancel an airport certificate if DG CAAN is satisfied that certain grounds exist.

Rule 28 Aerodrome Certificate Holder will be subject to safety audit once in every 12 months.

Rule 31 Special inspection will be carried out on as and when required basis, specifically:

- 1 After an accident or incident as defined in ICAO Annex 13
- 2 During construction, installation and maintenance of safety concerned facilities and equipment.
- 3 Any time, when it is believed that it will jeopardize the safety of the aerodrome

#### Cause for Action

In regard to airport certificates, action may be instituted if DG CAAN is satisfied that the certificate holder:

- Has breached a condition to which the Certificate was subjected; or
- Fails to satisfy the standards required for the aerodrome facilities, operations or maintenance;


**Staff**

**Delegation**

**Responsibilities**

Letter issued by DG CAAN Assign tasks to deal with compliance and enforcement action to ASSD.

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ASSD Conduct aerodrome surveillance audit and inspections.  
Take necessary steps of enforcement action.

**Forms** Aerodrome Inspection Report  
Airport Certificate Suspension or Cancellation Checklist

**Sample Letters** Letter of Warning Notice  
Letter of Suspension of the Certificate  
Letter of Cancellation of the Certificate

**Timeframe** The DG CAAN shall give a period of 21 days for rectifying the deficiencies identified by the ASSD during inspection.

The DG CAAN shall give warning letter to the Certificate Holder before suspension of the Certificate providing another 14 days to rectify those deficiencies.


If the Certificate Holder fails to rectify those deficiencies within 35 days (21+14 days) given by the DG CAAN, action will be taken to suspend the Certificate for the period specified by the DG CAAN.

If the Certificate Holder fails to rectify those deficiencies within the suspension period, then the Certificate will be cancelled upon the decision of DG CAAN effective from the date decided by DG CAAN.

### 6.1.2 Procedures for the Suspension or Cancellation of a Certificate


ASSD  
1. Using the Airport Certificate Suspension or Cancellation Checklist

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- ☐ Check that ASSD has given to the Aerodrome Operator a period of 21 days to rectify all deficiencies identified during inspection before issuing warning letter to suspend the certificate.
  - ☐ Check that ASSD has given 14 days warning notice before suspension of the Certificate.
  - ☐ Check the following information:
    - Whether the Aerodrome Operator rectified all deficiencies identified by the ACC within 14 days of the issue of the warning notice.
    - If the deficiencies are not rectified within 14 days of the issue of the warning letter then issue the letter of suspension of the certificate.
    - If the deficiencies are not rectified within the period of suspension of the certificate then action should be taken to cancel the certificate.
2. If CAAN makes a decision to suspend or cancel the certificate, prepare a letter of notification to the aerodrome operator:
    - a. Notifying the suspension or cancellation of the certificate
    - b. In case of cancellation of the certificate, instructing the aerodrome operator to return the original certificate document to the CAAN to enable cancellation of the certificate.
    - c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
  3. Prepare and forward the letter for DG CAAN's signature. Place a copy of the letter in the appropriate aerodrome file.
  4. Send the letter of notification to the aerodrome operator before the date of cancellation of the Certificate. — see the sample letter of cancellation by CAAN.
  5. When you have the original certificate document:
    - a. Mark it as cancelled by completing the following actions using ink:

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- Draw a line through the document.
- Write Cancelled and the date of the cancellation on the document.
- Sign the document.

b. Place the original certificate document on the appropriate aerodrome file.

6. Update the Airport Certificate Register.

## 6.2 Advising about Cancellation of Airport Certificates


### 6.2.1 Key Elements of the Process of Notifying CAAN

**Purpose:** To ensure that the safety of aviation is not compromised at the uncertified aerodrome.  
To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

<i>Staff</i>	<i>Delegation</i>	<i>Responsibilities</i>
ASSD	Letter issued by the DG CAAN	Notifies relevant CAAN sections and the aviation industry that an aerodrome is no longer certified.
<b>Forms</b>	None	
<b>Sample Letters</b>	None	
<b>Timeframe</b>	CAAN internal sections and the aviation industry must be notified of the cancellation of the airport certificate at least seven days prior to the cancellation of the certificate.	

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## 6.2.2 Procedures for Notifying CAAN/ Aviation Industries

ASSD

1. Notify AIS:
  - To issue a NOTAM canceling the certified status of the aerodrome
2. Notify the AIS to issue an amendment of AIP.
3. Amend the Airport Certificate Register.
4. Amend aerodrome file and surveillance record.

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## CHAPTER – 7. SAMPLE LETTERS

### 7.1 Grant of an Airport Certificate

*{File reference}*

Date:

*{Applicant's name}*

*{Aerodrome name}*

*{Aerodrome address}*

Dear *{Sir/Madam}*,

#### **ISSUE OF CERTIFICATE TO OPERATE (*Name of aerodrome*)**

This has reference to your letter *{number}* dated *{dd/mm/yy}* and your application for a certificate to operate *{name of aerodrome}*. Your application has been approved and the Airport Certificate is ready for collection.

Your aerodrome will *{now/continue to}* be subject to regular routine surveillance/inspection by this Authority under the Rule 29 of CAAN Airport Certification Regulations 2061 (2004 amended 2016).


If you have any queries regarding this certificate or any other aerodrome-related matters please contact this Authority.

Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

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## 7.2 Refusal to Grant an Airport Certificate

*{File reference}*

Date:

**Grant Certificate**

*{Applicant's name}*

*{Aerodrome name}*

*{Aerodrome address}*

Dear *{Sir/Madam}*,

### **REFUSAL OF APPLICATION FOR AIRPORT CERTIFICATE**

This has reference to your letter *{number}* dated *{dd/mm/yy}* and your application for a certificate to operate *{name of aerodrome}*. Your application has been assessed in accordance with the Rule 6 (2) and refused in accordance with the Rule 7 of CAAN Airport Certification Regulations 2061 (2004 amended 2016) due to the following reason(s):

*{Delete whichever is not applicable}*

- Following an inspection of the aerodrome facilities and equipment, this office has found that they do not meet the required standards specified for a certified aerodrome.
- Following an assessment of the aerodrome's operating procedures this office has found that they do not make satisfactory provision for the safety of aircraft.
- Following an assessment of the Aerodrome Manual we have found that it does not contain the particulars set out in Rule 20 of CAAN Airport Certification Regulations 2061 (2004 amended 2016).
- Due to above fact(s) and the other factors listed below, I wish to regrettably inform you that this office is not satisfied with your ability to operate and maintain the aerodrome as required by Rule 6 of CAAN Airport Certification Regulations 2061 (2004 amended 2016).

*{Give details of each deficiency}*

You were advised of the above deficiencies on *{dd/mm/yy}* and your response has led us to the conclusion that you are unable to comply with the Rule 6 of CAAN Airport Certification Regulations 2061 (2004 amended 2016) for the issuance of an airport certificate. Therefore, your application has been refused.

#### **Procedures**

If you have any queries relating to this matter please contact the undersigned.


Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

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### 7.3 Cancellation by Surrender

*{file reference}*

*Date:*

*{Certificate holder's name}*

*{Address}*

Dear *{Sir/ Madam}*

#### **SURRENDER OF THE CERTIFICATE TO OPERATE {Name of aerodrome}**

This has reference to your letter *{number}* dated *{dd/mm/yy}* requesting cancellation of your airport certificate for *{name of aerodrome}*. Your Aerodrome Certificate bearing the number *{xxxx}* *{has been/will be}* cancelled on *{dd/mm/yy}*. We have arranged for a NOTAM to be issued advising cancellation of the certificate.

*{Insert the relevant paragraph below.}*

As there *{are/are no}* regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority.

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised to take the following steps.

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate un-serviceability markers.


If you have any queries regarding the cancellation of the certificate or the legislative Rules for the continuing use of your aerodrome, please contact this office.

Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

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## 7.4 Consent to Transfer an Airport Certificate

### Letter of Consent to Transfer of Aerodrome Certificate

{File reference}

Date:

{Aerodrome Operator}

{Aerodrome name}

{Address}

Dear {Sir/Madam},

### **TRANSFER OF AN CERTIFICATE TO OPERATE {Name of aerodrome}**

This has reference to your letter {number} dated {dd/mm/yy} requesting transfer of your airport certificate for {name of aerodrome} from {transferor} to {transferee}.

Civil Aviation Authority of Nepal consents to this transfer, provided the transfer is executed on or prior to {date/time} or before the expiry of the airport certificate.

Three transfer notification forms are enclosed with this letter. Please complete all three with original signatures and then ensure:

- One copy of the signed transfer notification is retained for your records;
- Another copy of the signed transfer notification is retained by the transferee; and
- The remaining signed transfer notification is returned to this office.

Additionally, would you please ensure the original airport certificate document is passed to the transferee.


Your cooperation in formalising the transfer of this airport certificate in the above manner is appreciated, as, at a future time, it may be important for CAAN to be able to provide evidence of the chain of title.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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## 7.5 Transfer Confirmation of an Airport Certificate

*{File reference}*

*Date:*

*{New aerodrome operator}*

*{Aerodrome name}*

*{Address}*

Dear *{Sir/Madam}*,

### **TRANSFER CONFIRMATION OF AN AIRPORT CERTIFICATE TO OPERATE *{Name of aerodrome}***

This has reference to the transfer of *{aerodrome name}* aerodrome from *{transferor}* to yourself which took effect from *{date}*.

Please find enclosed a Transferred Airport Certificate. The Transferred Airport Certificate is provided, should you wish to display publicly that you are now the operator of *{aerodrome name}* aerodrome.

The original airport certificate document, with the letter of consent previously copied to you, establishes the legal basis on which you are certified as the operator of *{aerodrome name}* aerodrome and, additionally, provides evidence of the chain of title for this airport certificate.


Please ensure any requirements relating to published information or aerodrome manual data variations associated with the transferred certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

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## 7.6 Non-consent to Transfer of Airport Certificate

*{File reference}*

*Date:*

*{Certificate holder's name}*

*{Aerodrome name}*

*{Address}*

Dear *{Name}*

This has reference to your request for the Civil Aviation Authority of Nepal to consent the transfer of airport certificate number *{XXnnn}* for *{aerodrome name}* aerodrome from you to *{name of the proposed new certificate holder}*.

The CAAN has decided not to consent to the proposed transfer of the airport certificate. The CAAN decision is made because

*{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.}*

*Examples of reasons may be that the transfer will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}*

You are hereby advised that, subject to the current *appeal process* you or any person whose interests are affected by this decision may apply to *(as required)* for a review of the CAAN decision within 35 days from the date of this letter.


You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of CAAN of your intentions.

Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

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## 7.7 Amendment of an Airport Certificate

*{File reference}*

*Date:*

*{New aerodrome operator}*

*{Aerodrome name}*

*{Address}*

Dear *{Sir/Madam}*,

### **AMENDMENT OF AN AIRPORT CERTIFICATE TO OPERATE *{Name of aerodrome}***

This has reference to your request for the Civil Aviation Authority of Nepal to amend the airport certificate number *{XXnnn}* for *{aerodrome name}* aerodrome.

The CAAN has decided to consent to amend the airport certificate.

Please find enclosed an amended Airport Certificate. The previous airport certificate document, establishes the legal basis on which you are certified as the operator of *{aerodrome name}* aerodrome and, additionally, provides evidence of the chain of title for this airport certificate.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the amended certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,


*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

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## 7.8 Non-consent to Amend an Airport Certificate

### Letter of Non-consent to Transfer of an Aerodrome Certificate

{File reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Address}

Dear {Name}

This has reference to your request for the Civil Aviation Authority of Nepal to consent an amendment of airport certificate number {XXnnn} for {aerodrome name} aerodrome.

The CAAN has decided not to consent to the proposed amendment of the airport certificate. The CAAN decision is made because:

*{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.}*

*Examples of reasons may be that the amendment of the certificate will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}*

You are hereby advised that, subject to the current *appeal process* you or any person whose interests are affected by this decision may apply to *(as required)* for a review of the CAAN decision within 35 days from the date of this letter.


You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of CAAN of your intentions.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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## 7.9 Warning Notification

*{file reference}*

*Date:*

*{Certificate holder's name}*

*{Address}*

Dear *{Sir/ Madam}*

### **WARNING NOTICE FOR THE SUSPENSION OF AN AIRPORT CERTIFICATE *{name of aerodrome}***

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority will suspend your Airport Certificate effective from *{dd/mm/yy}*.  
(Note: The date should be 35 days from the date of issue of this letter)


If you have any queries regarding above, please contact this Authority.

Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

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## 7.10 Suspension of an Aerodrome Certificate

*{file reference}*

*Date:*

*{Certificate holder's name}*

*{Address}*

Dear *{Sir/ Madam}*

### **SUSPENSION OF AN AIRPORT CERTIFICATE *{name of aerodrome}***

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority has decided to suspend your Aerodrome Certificate effective from *{dd/mm/yy}* for the period specified by the DG CAAN.

If you fail to rectify the findings within this period, your certificate will be cancelled by this Authority.


If you have any queries regarding above, please contact this Authority.

Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation

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## 7.11 Cancellation of an Airport Certificate

*{file reference}*

*Date:*

*{Certificate holder's name}*

*{Address}*

Dear *{Sir/ Madam}*

### **CANCELLATION OF AN AIRPORT CERTIFICATE *{name of aerodrome}***

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the letter *{Number}* dated *{dd/mm/yy}* within the period stated in the letters reference *{Numbers and dates}* this Authority has decided to cancel your Airport Certificate effective from *{dd/mm/yy}*. We have arranged for a NOTAM to be issued in this regard.

*{Insert the relevant paragraph below}*

As there *{are/are no}* regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority.

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised to take the following steps.

Remove the windsock and boundary markers.

Advise any known local operators

Display appropriate unserviceability markers.

If you have any queries regarding the cancellation of certificate or the legislative Rules for the continuing use of your aerodrome, please contact this office.

Yours faithfully,

*{Signature}*

*{Name}*

Director General of Civil Aviation Authority of Nepal

## CHAPTER – 8. CHECKLIST

### 8.1 Airport Certificate Issue Checklist

The ASSD must complete this checklist to ensure that each step of the aerodrome certificate procedure is completed during issue of the airport certificate.


Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

Sign and date this form and file it on the aerodrome file when the process is completed.

	√	<u>Date</u>
1. Aerodrome file raised (Put file number: _____)	<input type="checkbox"/>	
2. Application checked for completeness	<input type="checkbox"/>	
3. Copy of Aerodrome Manual provided by the applicant	<input type="checkbox"/>	
4. Operational safety considerations discussed with FOI (if required)	<input type="checkbox"/>	
5. Applicant advised of any operational restrictions	<input type="checkbox"/>	
6. Applicant advised of applicable fee for certification	<input type="checkbox"/>	
7. Manual assessed	<input type="checkbox"/>	
8. Applicant assessed as able to operate the aerodrome	<input type="checkbox"/>	
9. Facilities assessed as acceptable by CAAN	<input type="checkbox"/>	
10. Applicant advised of any deficiencies if any	<input type="checkbox"/>	
11. Action taken report on significant deficiencies received and acceptable to CAAN	<input type="checkbox"/>	
12. CAAN decision made to grant or refuse the Certificate	<input type="checkbox"/>	
13. Applicant advised of refusal to grant certificate with reasons for refusal	<input type="checkbox"/>	
14. Applicant advised of grant and conditions if any	<input type="checkbox"/>	
15. Receipt of applicable fee	<input type="checkbox"/>	
16. Certificate issued	<input type="checkbox"/>	
17. Manual endorsed and returned to the aerodrome Operator	<input type="checkbox"/>	
18. Internal CAAN notification completed	<input type="checkbox"/>	
19. Notified AIS	<input type="checkbox"/>	

Signature: .....Date: ...../...../.....

Name: .....( ASSD)

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## 8.2 Airport Certificate Surrender Checklist

### 1. The aerodrome operator must provide CAAN with written notification of the request to surrender the airport certificate. The ACC, CAAN who assesses the request may be required to investigate the application further to establish the relevant information.

- ☐ Cancellation date specified by the aerodrome operator.
- ☐ Authority verified — that is, the notification is from the certificate holder and signed.
- ☐ Are air transport operations being conducted at the aerodrome?
- ☐ Is the aerodrome to be closed?
- ☐ Is it necessary for CAAN to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

### 2. The written notification is accepted by CAAN and the certificate is cancelled

- ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
- ☐ Endorse the original certificate document or a copy attached in the aerodrome file as **Cancelled**.
- ☐ Sign the endorsed original certificate document or a copy.
- ☐ Place endorsed original certificate document or copy in the appropriate aerodrome file.

### 3. Advise the following details of the cancellation

- ☐ Aerodrome Operator in writing the date of cancellation.
- ☐ AIS for issuing NOTAM and any changes to the details of the reporting officer.
- ☐ AIS for amendment to publications.
- ☐ DG, an amendment of the airport certificate register


### 4. Surveillance Update

- ☐ Aerodrome Profile Sheet update
- ☐ Surveillance Plan amendment

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ASSD, CAAN

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### 8.3 Airport Certificate Transfer Checklist

**1. The aerodrome operator must provide CAAN with written notification of the request to transfer the airport certificate. The ASSD, CAAN who assesses the request may be required to investigate the application further to establish the relevant information.**

- ☐ Transfer date (at least 60 days prior to expiry of the airport certificate) specified by the aerodrome operator.
- ☐ Authority verified — that is, the notification is from the certificate holder or from the transferee and signed.
- ☐ Are air transport operations being conducted at the aerodrome?
- ☐ Is the aerodrome to be closed?
- ☐ Is it necessary for CAAN to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

**2. The written notification is accepted by CAAN and the CAAN's consent to transfer the certificate is not granted**

- ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
- ☐ Reasons for not granting consent to transfer the airport certificate are enclosed.
- ☐ CAAN confirmation not to transfer the airport certificate to transferor/transferee issued.

**3. The written notification is accepted by CAAN and the CAAN's consent to transfer the certificate is granted**

- ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
- ☐ CAAN consent to transfer the airport certificate issued to transferor/transferee.
- ☐ CAAN confirmation to transfer the airport certificate to transferee issued.
- ☐ Endorse the original certificate document or a copy attached in the aerodrome file as **Transferred.**
- ☐ Sign the original transferred certificate document or a copy.
- ☐ Place the original transferred certificate document or copy in the appropriate aerodrome file.

**4. Advise the following details of the transfer of airport certificate**

- ☐ Aerodrome Operator in writing the date of transfer of airport certificate.
- ☐ AIS for issuing NOTAM and any changes to the details of the reporting officer.
- ☐ AIS for amendment to publications.
- ☐ ASSD, an amendment of the airport certificate register.


**4. Surveillance Update**

- ☐ Aerodrome Profile Sheet update
- ☐ Surveillance Plan amendment

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## 8.4 Airport Certificate Amendment Checklist

**1. The aerodrome operator must provide CAAN with written notification of the request to amend the airport certificate. The ASSD, CAAN who assesses the request may be required to investigate the application further to establish the relevant information.**

- ☐ Amendment date specified by the aerodrome operator.
- ☐ Authority verified — that is, the notification is from the certificate holder and signed.
- ☐ Are air transport operations being conducted at the aerodrome?
- ☐ Is the aerodrome to be closed?
- ☐ Is it necessary for CAAN to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

**2. The written notification is accepted by CAAN and the CAAN's consent to amend the certificate is not granted**

- ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
- ☐ Reasons for not granting consent to amend the airport certificate are enclosed.
- ☐ CAAN confirmation not to amend the airport certificate issued.

**3. The written notification is accepted by CAAN and the CAAN's consent to amend the certificate is granted**

- ☐ Confirm that the details specified in section 1 of this checklist have been addressed.
- ☐ CAAN confirmation to amend the airport certificate issued.
- ☐ Endorse the original certificate document or a copy attached in the aerodrome file as **Amended**.
- ☐ Sign the amended certificate document.
- ☐ Place the copy of the amended certificate document in the appropriate aerodrome file.

**4. Advise the following details of the amendment of airport certificate**

- ☐ Aerodrome Operator in writing the date of amendment of airport certificate.
- ☐ AIS for issuing NOTAM and any changes to the details of the reporting officer.
- ☐ AIS for amendment to publications.
- ☐ DG, an amendment of the airport certificate register.


**5. Surveillance Update**

- ☐ Aerodrome Profile Sheet update
- ☐ Surveillance Plan amendment

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ASSD, CAAN Date



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## 8.5 Airport Certificate Suspension or Cancellation Checklist

### 1. Before issuing a Letter of Warning Notice to the Aerodrome Operator

- ☐ Ensure that the Aerodrome Operator is given 21 days period to rectify all deficiencies identified during inspection of the aerodrome by ASSD.
- ☐ Confirm that the Aerodrome Operator has not rectified the deficiencies within 35 days.
- ☐ Issue a Letter of Warning Notice.
- ☐ Place a copy of the letter in the appropriate aerodrome file.

### 2. Before issuing a Letter of Suspension of the Certificate to the Aerodrome Operator

- ☐ Ensure that the Aerodrome Operator has been issued a Letter of 14 days Warning Notice
- ☐ Confirm that the Aerodrome Operator has not rectified the deficiencies within 14 days of the issue of the Letter of Warning Notice.
- ☐ Issue a Letter of Suspension of the Certificate.
- ☐ Place a copy of the letter in the appropriate aerodrome file.

### 3. Before issuing a Letter of Cancellation of the Certificate to the Aerodrome Operator

- ☐ Ensure that the Aerodrome Operator has been issued a Letter of Suspension of the Certificate for a period specified by DG CAAN.
- ☐ Confirm that the Aerodrome Operator has not rectified the deficiencies within the period of the suspension of the Certificate (period specified by DG CAAN) to the satisfaction of the DG CAAN.
- ☐ Action shall be taken to cancel the Certificate


### 4. If CAAN makes a decision to cancel the Certificate

- ☐ Prepare and forward the Letter of Cancellation of the Certificate for DG CAAN signature.
- ☐ Ensure that the Aerodrome Operator has been issued a Letter of Cancellation of the Certificate.
- ☐ Place a copy of the letter in the appropriate aerodrome file.
- ☐ Confirm that the aerodrome operator has been instructed to return the original certificate document to the CAAN to enable cancellation of the Certificate
- ☐ Confirm that the aerodrome operator has been advised to carry out any actions necessary in the interests of aviation safety.
- ☐ Advise AIS for issuing NOTAM of the cancellation of the Certificate and any changes to the details of the reporting officer.
- ☐ Advise AIS for amendment to publications.
- ☐ Advise DG an amendment of the aerodrome certificate register.

### 5. When the Airport Certificate has been cancelled and the Certificate returned to CAAN

- ☐ Endorse the original certificate document or a copy attached in the aerodrome file as **Cancelled**.
- ☐ Sign the endorsed original certificate document or a copy.
- ☐ Place endorsed original certificate document or copy in the appropriate aerodrome file.

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## 6. Surveillance Update

- ☐ Aerodrome Profile Sheet updated
- ☐ Surveillance Plan amended

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## CHAPTER – 9.      AIRPORT CERTIFICATE APPLICATION FORM

### Application for an Airport Certificate

#### 1. Particulars of the Applicant

Full Name: .....

Address: .....

Designation: .....

Phone: .....

Fax: .....

Email: .....

#### 2. Particulars of Aerodrome Site

Aerodrome Name: .....

Description of the Property: .....

Geographical Coordinates of the ARP: .....

Bearing and Distance from Nearest Town or Populous Area: .....

#### 3. Is the Applicant the Owner of the Aerodrome Site?

☐ Yes ☐ No


If No, provide:

- a) Details of rights held in relation to the site and
- b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

#### 4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

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## 5. Is the Aerodrome to be used for Public Air Transport Operations?

☐ Yes ☐ No

## 6. Details to be Shown on the Airport Certificate

Aerodrome Name:

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Aerodrome Operator:

.....

On behalf of the Aerodrome Operator stated above, I hereby apply for a certificate to operate the aerodrome.

Signed: .....

My authority to act on behalf of the Aerodrome Operator is:

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.....

Name of person making the declaration:

.....

Date: ...../ ...../.....

### Information:

1. A copy of the Aerodrome Manual, prepared in accordance with the CAAN Airport Certificate Regulations 2061 (2004 amended 2016) and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
2. The application should be submitted to the Director General of Civil Aviation Authority of Nepal.
3. Documentary evidence in support of all matters in this application may be requested.