

**Civil Aviation Authority of Nepal**

# Manual of Aerodrome Registration Procedures

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**Record of Amendments**

<b>Revision/ Version Number</b>	<b>Chapter Changed</b>	<b>Pages Replaced</b>	<b>Signature</b>	<b>Date</b>

## Revision History

Revision/ Version	Date	Chapter/ Section	Details

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## Foreword

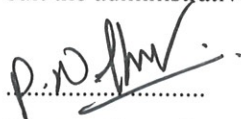
Nepal as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards & Recommended Practices contained in the nineteen Annexes 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), the Domestic Airports with passenger carrying capacity not exceeding thirty seats and are in public use, are required to be registered in the Civil Aviation Authority of Nepal.

The Director General of Civil Aviation Authority of Nepal shall issue an Aerodrome Registration Certificate only after confirming the fulfillment of the requirement under the Regulation. The regulatory rules and existing aerodrome physical facilities, services, equipment, installation, its staff and procedures shall be assessed by CAAN against the requirement under the Regulation. The regulatory rules to be satisfied by the Aerodrome Operators for the registration 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 airport registration certificates. The manual further describes the procedure which should be followed by an aerodrome operator for the application of an Airport Registration Certificate. It is designed to ensure that the required standards are applied when an Airport Registration Certificate is issued.

It is expected that the applicant of an Airport Registration 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

## 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.

## 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

# **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 of aerodrome registration certificate in Nepal. It is designed to ensure that the required standards are applied when an airport registration certificate is issued and cancelled. The process and procedure contained in this Manual provide information and guidance to prospective aerodrome operators seeking aerodrome registration or registered aerodrome to comply with the requirements 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.

### **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). Aerodrome Safety Standards Department (ASSD) will take steps to 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 ASSD, Aerodrome 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

- A. The rule 4 of the ACR 2004, has the following provisions:  
Airport Certificate must be obtained.
- (1) Airport operators of the domestic Aerodrome/ airport where aircraft with passenger carrying capacity of more than thirty seats are operated for public purpose, must obtain the Airport Certificate.
  - (2) The Airport Certificate must be obtained to operate international public air transportation service at any Aerodrome/ airport of Nepal.
  - (3) Except for as mentioned in rule (1) and (2), in order to operate other domestic airport, an application for registration should be submitted as prescribed by the Authority.
- B. Clause 1.4.2 of CAR-14 Part 1 (Aerodrome Design and Operations), The operator of an aerodrome having more than thirty seat capacity aircraft in operation intended for public use shall be in possession of an aerodrome certificate and an aerodrome having thirty or less seat capacity aircraft in operation intended for public use shall be registered in CAAN.

As per the above provision, the airports where the aircraft with passenger carrying capacity is less than thirty are operated needs to be registered in the Civil Aviation Authority of Nepal (CAAN)

## **Chapter 2: Aerodrome registration process**

### **2.1 Responsibility of the Aerodrome Operator**

It is the responsibility of the aerodrome operator to apply for the registration of the aerodrome in CAAN. The aerodrome operators need to apply for the registration to Civil Aviation Authority CAAN as per the application form given in Appendix I.

The registered aerodrome operator shall report hazard/occurrences as per AC/AD-06 and shall conduct internal safety inspections.

### **2.2 Aerodrome data**

The aerodrome operators shall submit the application form along with the published aerodrome data/ information of their aerodrome given in Appendix II.

### **2.3 Responsibility of ASSD**

The application of the aerodrome registration once received from DG CAAN, ASSD shall access the application form and verifies the aerodrome data. After verification of the application, ASSD shall forward the application for the registration to the DG CAAN.

Once the application is approved, ASSD notifies the concerned aerodrome operator as per the sample letter given in Appendix 3 and awards the registration certificate as per the Appendix IV.

ASSD shall conduct Aerodrome safety inspections every twice years as per AC/AD-15 for continued operation of the aerodromes.

### **2.4 Validity of Aerodrome Registration Certificate**

The validity of registration certificate shall be generally for period five years unless it is cancelled. The certificate will also be cancelled if the aerodrome is not in operation declared by CAAN.

Appendix I

AIRPORT REGISTRATION 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**

.....  
.....

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

Yes  No

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

Signed: .....

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

.....  
.....  
.....

Name of person making the declaration:

.....

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

**Information:**

1. The application should be submitted to the Director General of Civil Aviation Authority of Nepal.
2. Documentary evidence in support of all matters in this application may be requested.

## Appendix II

### Data Required for Airport Registration

S.N.	Description of Physical Characteristics and Available Facilities			
1	Airport Name:			
2	Name & Address of Aerodrome Operator:			
3	ICAO Location Indicator:			
4	Type of Largest Aircraft in Operation:			
5	Type of Operation:	Controlled	AFIS	Unmanned
6	Date of First Operation:			
7	Address:			
8	Zone:			
9	District:			
10	Metropolitan City:			
11	Sub- Metropolitan City:			
12	Municipality:			
13	Village Development Committee:			
14	Ward No.:			
15	Total Land Area (m <sup>2</sup> ):			
16	Airport Reference Point:			
17	Coordinates:			
18	Orientation:			
19	Altitude:			
20	Airport Layout Map:			
21	Airport Reference Temperature:			
22	Runway Surface:			
23	Runway Length:			
24	Runway Width:			
25	Runway Strip Dimension:			
26	PCN of Runway:			
27	Taxiway Surface:			
28	Taxiway Width:			
29	PCN of Taxiway:			
30	Apron Surface:			
31	Apron Dimension:			
32	PCN of Apron:			
33	OLS:			
34	Service Roads:			
35	Electrical System:			
36	Visual Aids:			
37	Markings:			
38	Signs:			
39	Lights:			
40	Markers:			
41	Indicators (Wind Direction etc):			
42	RFF Services:			
43	Equipment:			
44	Extinguishing Agent Type & Quantity Available:			
45	No. of Firefighter Available:			

46	Wildlife Hazard Management:	
47	Equipment in Use:	
48	Refueling Facilities:	
49	Airport Security:	
50	Cargo Handling:	
51	Removal of Disabled Aircraft Plan:	
52	Airport Emergency Plan:	
53	Met Service:	
54	De-icing Facilities:	
55	Other Relevant Information:	

Signature on behalf of Civil Aviation Office:

Date:

## Appendix III

### Grant of an Airport Registration Certificate

*{File reference}*

Date:

*{Applicant's name}*

*{Aerodrome name}*

*{Aerodrome address}*

Dear *{Sir/Madam}*,

#### **ISSUE OF CERTIFICATE OF AERODROME REGISTRATION (*Name of aerodrome*)**

This has reference to your letter *{number}* dated *{dd/mm/yy}* and your application for registration of aerodrome *{name of aerodrome}*. Your application has been approved and the Aerodrome Registration 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

**Appendix IV**  
**Sample Aerodrome Registration Certificate**



## ***Aerodrome Registration 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 4 of Civil Aviation Authority of Nepal (CAAN) Airport Certificate Regulation 2061 (2004) (First amendment 2016) under the Authority of CAAN Act 2053 (1996), 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 cancelled.*

Date: **Day/Month/Year**

**Director General**  
Civil Aviation Authority of Nepal