

Civil Aviation Authority of Nepal

Procedure for Verification of Aerodrome Data and Its Publication

**Third Edition
February 2022**

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

AMMENDMENTS

Amendment Number	Date Amended	Amended Part/Section	Amended Description	Signature and Entry Date

1 VERIFICATION OF AERODROME DATA AND ITS PUBLICATION

1.1 Purpose

The aim of this procedure is to ensure accuracy and integrity of data and information obtained due to any changes in the physical condition, services, procedures and facilities of the aerodrome that may affect the safety of aircraft operations before publishing it in the official media.

1.2 Responsibilities

The **Director General** CAAN has overall responsibility for ensuring that procedures are established and resources provided to report changes to aerodrome physical characteristics, the OLS, or any other change that may affect the safety of aircraft operations.

The **Aerodrome Safety Standards Department - ASSD** is responsible for checking the accuracy and integrity of data provided by the aerodrome operators. ASSD is also responsible for documenting, reporting and advising Aeronautical Information Services (AIS) of any such permanent changes to aerodrome information.

1.3 Legislation, Standards and Technical References

Rule 30 of CAAN Airport Certificate Regulations 2004 (First Amendment 2016) requires aerodrome operators to provide up to date information on aerodrome and on hazards to air navigation. The regulation requires the aerodrome operator to notify CAAN immediately of any changes in aerodrome information or in the serviceability of aerodrome facilities. It is carried out does this through the Aeronautical Information Publications (AIP) and Notices to Airmen (NOTAM).

A reporting format used for NOTAM publication is included in Appendix 2.

1.4 Reporting Procedures

Generally, the aerodrome operator will report any changes in aerodrome conditions due to accidents, incidents, constructions work, maintenance work, deviation from standards found during daily inspections and safety related reports from other sources. For reference a flowchart for the process is provided in Appendix 1.

Any situation that may have an immediate effect on the safety of aircraft operations will be reported in the first instance to ATS unit by radio or telephone along with information to DG CAAN. Confirmation by NOTAM, if applicable, will follow as soon as possible.

The information passed on the CAAN head office is directed to ASSD by Director General for necessary action. All the aeronautical information/data will be verified for its accuracy and integrity according to the ICAO Standards stipulated in CAR15 Appendix 1, 6 and 8 of Manual of Standards Aeronautical Information Service (MOS – AIS) shall be the basis for aeronautical data attributes and quality requirements. Data quality specification, and aeronautical data and information verification and validation guidance presented in aforementioned documents shall be the basis for aeronautical data

quality. Apart from these verifications, the data thus obtained are sorted out under the following broad headings:

- 1) Geodetic Survey data
- 2) General engineering data
- 3) Meteorological data

ASSD then minutely verifies the accuracy and integrity of the data provided by the aerodrome operator. All the information in the aerodrome manual and the changes proposed by the aerodrome operator related to the geodetic survey are confirmed only after verifying its accuracy of data according to requirements and standards obtained from set procedure approved by DG CAAN. Similarly, the information related to the meteorological data is confirmed only after verifying its accuracy from the Department of Meteorology, Government of Nepal. Regarding general engineering data, e.g. width of the taxiway, are confirmed by measuring physically the dimensions of the provided data by the Aerodrome Safety Standards Department, CAAN.

ASSD after verification of the data proposed by the aerodrome operator shall initiate and coordinate the process of publication of the aeronautical information/data in the AIP, the NOTAMs or any other official publications.

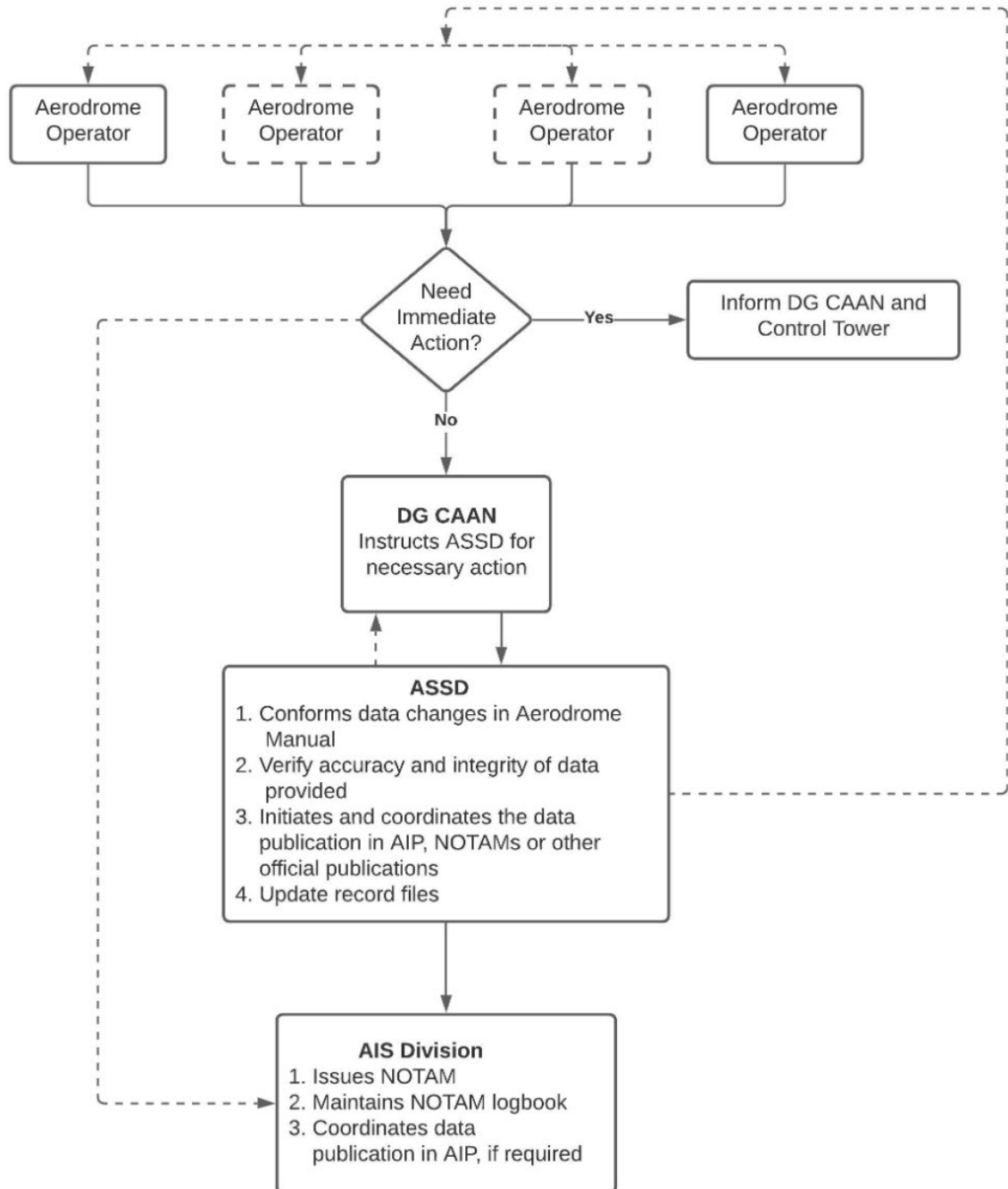


Director General

Civil Aviation Authority of Nepal

FLOWCHART

Information Flow Chart



NOTAM REQUEST FORM

TO : INTERNATIONAL NOTAM OFFICE, TIA, GAUCHAR, KATHMANDU Phone (nn) nnn nnn nnn FAX (nn) nnn nnn nnn	FROM : Phone (nn) nnn nnn nnn FAX (nn) nnn nnn nnn
REPORTING OFFICER: (NAME) TELEPHONE:..... FAX :	
NOTAM <input type="checkbox"/> NOTAMR NOTAMC (NUMBER) (NUMBER)	
LOCATION START TIME FINISH TIME PERIODS OF ACTIVITY	A) TRIBHUVANINTERNATIONALAIRPORT (AD) B)UTC C).....UTC D).....UTC
TEXT OF NOTAM E)	
<i>Please fax back a copy of the NOTAM to the originator</i>	
SIGNED: DATE/TIME:..... (REPORTING OFFICER)	