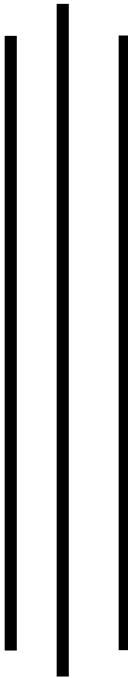


# **Rescue & Fire Fighting Personnel**

## **Certification Procedure, 2018**



**Civil Aviation Authority of Nepal**  
**Rescue and Fire Fighting Department**  
**Babarmahal, Kathmandu**

## **Foreword**

The purpose of rescue and fire-fighting service is to save lives and property in the event of an aircraft accident or incident occurring at or in the immediate vicinity of an aerodrome. The most important factors bearing on effective rescue and fire fighting in a survivable aircraft accident are: the training received, the effectiveness of the equipment and the speed with which personnel and equipment designated for rescue and firefighting purposes can be put into use.

Civil Aviation Requirements for Aerodrome (CAR 14 Part 1) has made provision of rescue and firefighting services in aerodromes of Nepal. Airport Rescue and Fire Fighting Service Manual, 2019 has outlined the guidance to airport operators in executing their duties regarding effective response to emergency situations as stipulated in airport emergency plan of the respective airports.

In accordance with Rule 32(A) of Civil Aviation Authority of Nepal, Civil Aviation Regulation, 2058 (with amendment), CAAN has promulgated this' Rescue and Fire Fighting Personnel Certification Procedure, 2018' to introduce the certification of Rescue and Fire Fighting Personnel and thus establish standard and effective rescue and firefighting services in aerodromes of Nepal.

Date: ...../...../2019

Civil Aviation Authority of Nepal

...../...../2076

# Amendment Record

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## **Definitions**

***Aircraft:*** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

***Aircraft accident:*** An occurrence during the operation of an aircraft in which any person involved suffers death or serious injury or in which the aircraft receives substantial damage.

***Aircraft incident:*** An occurrence, other than an accident, associated with the operation of an aircraft, which affects or could affect continued safe operation if not corrected. An incident does not result in serious injury to persons or substantial damage to aircraft.

***Airport emergency plan:*** Procedures for coordinating the response of airport services with other agencies in the surrounding community which could assist in responding to an emergency occurring on, or in the vicinity of, the airport.

***Airport emergency exercise:*** A test of the emergency plan and review of the results in order to improve the effectiveness of the plan.

***Approved training:*** Training conducted under special curricula and supervision approved by CAAN

***Medical Assessment:*** The evidence issued by a Contracting State that the license/certificate holder meets specific requirements of medical fitness.

***Medical assessor:*** A physician, appointed by the Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions.

***Medical examiner:*** A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Authority to conduct medical examinations of fitness of applicants for certificate for which medical requirements are prescribed.

***Area of Competency:*** An authorization entered on or associated with a certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such certificate.

## **Abbreviation**

<b>A/C:</b>	<i>Aircraft</i>
<b>AGL:</b>	<i>Above Ground Level</i>
<b>ALT:</b>	<i>Altitude</i>
<b>APRT:</b>	<i>Airport</i>
<b>APU:</b>	<i>Auxiliary Power Unit</i>
<b>C:</b>	<i>Centigrade</i>
<b>CAAN:</b>	<b>Civil Aviation Authority of Nepal</b>
<b>DME:</b>	<b>Designated Medical Examiner</b>
<b>EMS:</b>	<b>Emergency Medical Services</b>
<b>F:</b>	<i>Fahrenheit</i>
<b>FIR:</b>	<b>Flight Information Region</b>
<b>GMT:</b>	<b>Greenwich Mean Time</b>
<b>GPS:</b>	<b>Global Positioning System</b>
<b>GRP:</b>	<b>Geographical Reference Points</b>
<b>HF:</b>	<b>High Frequency</b>
<b>ICAO:</b>	<b>International Civil Aviation Organization</b>
<b>IFR:</b>	<b>Instrument Flight Rules</b>
<b>ILS:</b>	<b>Instrument Landing System</b>
<b>KT (kts):</b>	<b>Knots</b>
<b>MS:</b>	<b>Medical Service</b>
<b>MSL:</b>	<b>Mean Sea Level</b>
<b>NM:</b>	<b>Nautical Mile</b>
<b>NOTAM:</b>	<b>Notice for Airman</b>
<b>RFFD:</b>	<b>Rescue and Fire Fighting Department</b>
<b>RFF:</b>	<b>Rescue and Fire Fighting</b>
<b>RVR:</b>	<b>Runway Visual Range</b>
<b>STO:</b>	<b>Senior Training Officers</b>
<b>TO:</b>	<b>Training Officer</b>
<b>TURB:</b>	<b>Turbulence</b>
<b>UHF:</b>	<b>Ultra-high Frequency</b>
<b>VHF:</b>	<b>Very-high Frequency</b>

# **Certification Procedure for Rescue and Fire Fighting Personnel, 2018**

## **Part-1 General**

### **1. Preliminary**

This procedure contains the standards, requirement and procedures pertaining to the certification and competency area requirements for Rescue and Fire Fighting (RFF) Personnel.

The purpose of this procedure is to standardize knowledge, skill and service to be performed by RFF personnel and ensure quality RFF services for the safe operation of airports.

### **2. Short Titled and Commencement:**

- a) This Procedure may be called "Certification Procedure for RFF Personnel, 2075" or "CPRFFP, 2075(2018)" in short.
- b) This Procedure shall applicable for all RFFP under the active airport operations.
- c) This procedure shall come into effect immediately with the date of approved by DGCAAN, Nepal.

### **3. Meaning and Definition:**

Unless otherwise by the subject or content, in this Procedure:

- a) "Authority means the Civil Aviation Authority of Nepal.

- b) "Approved by the authority" means approved by the Director General, CAAN or his/her delegated representative.
- c) "Approved training" means a training program established by an operator and approved by the authority.
- d) "Aviation Training Organization" is a training organization approved by Authority that training is acceptable for the purposes of issue, renewal and validation of certificate.
- e) "DG, CAAN" Means the Director General of CAAN.
- f) Prescribed or as prescribed" means in the procedures framed under this procedure.

#### **4. Objective**

The objective of this procedure is to build uniform and standard knowledge, skill and practices for RFF personnel and enhance quality RFF services for the safe operation of airports.

### **Part 2**

#### **Issuance of Certificate and Competency Area**

#### **5. Requirements for the issuance of certificate**

RFF Personnel Certificate shall be issued in accordance with the provisions outlined in this procedure. The applicant for RFF Personnel Certificate shall meet following requirements:

- a. ***Age:*** The applicant shall be not less than 18 years of age.
- b. ***Knowledge:*** The applicant shall have demonstrated a level of knowledge of rescue and fire fighting in at least the following subjects:
  - Principle knowledge about the rescue and fire fighting *theory*
  - Principle knowledge about the rescue and fire fighting *procedure*

- Basic knowledge of rescue and fire fighting *equipment*
- Knowledge of rescue and fire fighting *tactics and techniques*
- Knowledge of communication, radiotelephony and phraseology use of the normal and abnormal situations.

***c. Training and Experience***

Applicant shall have completed an approved training course such as Basic Aerodrome Rescue & Fire Fighting / Basic Aerodrome Rescue & Fire Fighting Asst. Level Training Course from CATC/CAA and at least 3 months work experience in the rescue and firefighting services.

***d. Qualifications***

Applicants shall have at least SLC/SEE passed or at least 15 years work experience in the ARFF Services.

***e. Medical fitness***

The applicant shall be medically fit to attain the RFF Personnel Certificate Procedure. RFF Personnel shall be required to undergo medical examination and assessment as per *Appendix-1* and be certified Medical fit before S/he exercises the privileges of his/her certificate. A report of the medical examination shall be sent to the Certification authority.

**6. RFF Personnel Certificate Examinations:**

- 6.1 RFF Personnel shall submit their application to the RFFD to attend the certificate examination.
- 6.2 CAAN shall assign areas of competency in RFF Personnel Certificate as follows:
  - a) Rescue Operation
  - b) Fire Fighting
  - c) Fire Vehicle Driving/Operation
  - d) Watch Tower Operation

6.3 RFF Personnel shall go through the examination of competency area within the six months after enter the Rescue & Fire Fighting Service.

*Note: Examination or test for Area of Competency shall be conducted on different categories as per **appendix-3**. RFF personnel shall have Driving license for Area of Competency in Fire Vehicle Driving/Operation.*

6.4 Certificate examination shall be in accordance with the **Appendix-2, Appendix-3 and Appendix-4**.

6.5 The RFF Personnel Certificate shall be granted by Director General after the successful completion of the examination and process as outlined in this Procedure.

## **7. Validation of RFF Personnel Certificate:**

RFF Personnel certificate will remain valid as per **clause 14 (requirement of validation of competency area)**

## **8. Renewal of RFF Personnel Certificate:**

8.1 RFF Personnel shall apply to the RFFD in written for the renewal of the certificate within 30 days before the expiry of his/her certificate.

8.2 RFF Personnel Certificate shall be renewed by the Certification authority after the fulfillment of the necessary requirement as outlined in this procedure.

8.3 RFF Personnel shall be required to undergo physical fitness test and assessment as per **Appendix-3 and practical** examination for competency area shall be conducted in accordance with the standard check list **appendix-4**. A report of the test shall be sent to the certification authority.

## **Part-3**

### **Certificate Validation and Renewal Procedure**

#### **9. Professional competency:**

- 9.1. Professional competency of each certified RFF Personnel shall be observed, checked, and confirmed by the training officer/senior training officers as prescribed standard ***check list***.
- 9.2. Check list should be remained as performance record in RFFD.
- 9.3. In the context of Training Officers, Senior Training Officers' professional competency will be checked by Senior Training Officer and in the absence of STO, one training officer will check the another training officer.
- 9.4. The professional competency of one Senior Training Officer shall be checked by another senior Training Officer or Competent Officer designated by Chief of RFFD.
- 9.5. The standard test report of the rated RFF Personnel shall be submitted by Senior Training Officer/Training Officer of RFF Personnel Certification Unit.

#### **10. Termination of Area of Competency:**

Validity of Competency Area shall be terminated if the certified RFF Personnel:

- a) is continuously out of operational duty for more than 3 months (90 days) or
- b) is not fulfill the requirement as per clause 3 for three months and performance found unsatisfactory as per clause 4 or

c) is not attending (month, three month, six month working duration) field' maintained as per schedule at least once in a three month period, if RFFP is working in general (other than operation duty)

*Note: It will be responsible of Training Officer/senior Training Officer of concerning area of competency to inform the termination of competency area to the RFFD in time.*

## **11. Requirements for Validity of Competency Area:**

- 11.1. Certificate of RFF personnel having age of below 35 will remain valid for the period 24 months from the date of issuance of certificate.
- 11.2. Certificate of RFF personnel having age in between 35 to 45 will remain valid for the period of 18 months from the day of issuance of certificate.
- 11.3. Certificate of RFF personnel having age above 45 will remain valid for the period 12 months from the date of issuance of certificate.
- 11.4. Each certified RFF Personnel must attend the operational duty of RFF Service at least 14 days in three months to make current his certificate.
- 11.5. Each certified RFF Personnel must attend each theory and practical exercise such as Rescue, Fire Fighting, Fire Vehicle Driving/Operation, Watch Tower Operations and Fire Fighting, Personal Protective Equipment, Fire Equipment, Driving/Operation, and Watch Tower Communication as assigned the schedule program at least 14 days in the three month.
- 11.6. Each certified RFF Personnel shall maintain his duty time (incoming and outgoing) in the operation log register while attending the duty as assigned in schedule program.

## **12. Renewal Process :**

- 12.1. In case of validity termination of RFF Personnel Certificate, certificate holder shall inform the RFFD and apply for renewal of Certificate.
- 12.2. RFF Certificate holder shall successfully complete the training program specified by RFFD. Training Officer/senior Training Officer shall submit report to RFFD. Senior Training Officers shall conduct the examination as approved by authority.
- 12.3. Senior Training Officer shall recommend the RFFD for the issuance renewal of the RFF Personnel certificate and associated competency area to whom successfully completed the program and passed the examination.
- 12.4. If competency area terminated for the first three month from the day of termination shall go through the re-test or re- examination process in accordance with ***Appendix-3 and Appendix-4***.
- 12.5. The Validity of competency area shall be renewed before expiry of 30 days as per competency area renewal program.
- 12.6. In the case of unsuccessful in RFF personnel certificate and competency area examination, RFF Personnel shall go through re-test or re-examination as prescribed in this procedure.

### **13. Duties and responsibilities of STOs and TOs:**

- 13.1. STOs and TOs are the rated certificate holders. The STOs and TOs shall be assigned the specific responsibilities to perform their task effective and efficient.
- 13.2. STOs and TOs shall conduct examination for the RFF Personnel certificate and competency area assigned by RFFD.
- 13.3. Syllabus/Courses and requirements shall be designed or amendment by the RFFD as required.

- 13.4. STOs and TOs shall observe the RFF Personnel certificate and competency area examination and work as instructor.
- 13.5. TOs shall report to the STOs for the test or evaluation purpose. STOs shall report to the RFFD after being confirm in terms of the test, evaluation and standardization.
- 13.6. TOs shall report to the RFFD in the case of absence of STOs.
- 13.7. STOs and TOs shall work as guide for all RFF Personnel to the required level of safety and precaution in the system and equipment.
- 13.8. STOs and TOs shall recommend for the renewal of RFF Personnel certificate after successful completion of the required program and process by the personnel.
- 13.9. STOs and TOs shall submit report of validity, working hours and maintained record of the RFF Personnel to the RFFD.
- 13.10. STOs and TOs shall involve in major work, program and system or major issues to recommend the RFFD.
- 13.11. STOs and TOs shall suggest as required to the RFFD.
- 13.12. STOs and TOs shall responsible toward RFFD to perform their works.
- 13.13. RFFD shall terminate to the STOs and TOs recommended by authority in the case of could not perform their task.
- 13.14. Director General, CAAN may suspend or revoke the RFFP Personnel Certificate of Competency area if found serious mistake and negligence while performing duty by the persons.
- 13.15 Certificate holder shall submit their certificate upon demand by RFFD.
- 13.16 This RFF Personnel certificate and competency area Procedure shall be effective from the date of approved by Director General of Civil Aviation Authority of Nepal.

## **14 Amendment**

Any suggestions in this procedure are highly appreciated and it will be incorporated in the document for amendments and will be affected only after approval from the Authority.

## **15 Repeal and Saving**

This procedure may repeal by authority with rigid proof documents, if they will not be satisfied about the RFF Personnel certificate and competency area process.

## **16 Nullify**

If any of the content in the procedure contradicts with General Law of Nepal, CAAN Act or Regulations or Requirement or Directives or Standard, that will automatically nullify to the extent of contraction.

## **17 Specification for RFF Personnel Certificate**

- 19.1. RFF Personnel certificate issued by authority in accordance with the relevant provisions of this Procedure.
- 19.2. CAAN having issued a RFF Personnel certificate shall ensure to easily determine the privileges and validity of competency area.
- 19.3. The following details shall appear on the RFF Personnel Certificate:
  - A) Name of Organization:
  - B) Title of certificate:
  - C) Serial number of the certificate:
  - D) Date of birth;

- E) Address of holder: if desired
- F) Nationality of holder;
- G) Signature of holder;
- H) Signature of officer issuing the certificate and the date of issue;
- I) Seal or stamp of authority issuing the certificate;
- J) Competency area category
- K) Any other details desired by the CAAN issuing the certificate.

19.4. The design of RFF Personnel Competency Area certificate as per *Appendix-5*

## **Appendix-1**

### **Medical Assessment**

- 1.1. The details of the medical assessment are contained and medical requirement it should by CAAN. The RFFD shall also referred to the medical requirements for any details which are not mentioned in this procedure. For any differences in this procedure and the medical requirements the standards of the medical shall prevail.
- 1.2. An applicant for a student RFF Personnel certificate shall under go and initial medical examination for the issue of a Class 3 medical assessment.
- 1.3. The applicant for medical assessment shall provide the Designated Medical Examiner (DME) with a personally certified statement of the applicant statement form. Applicants for RFF Personnel certificate and student RFF Personnel certificate for which medical fitness is prescribed shall state whether they have previously undergone such an examination and if so the date place and result of the last examination. They shall indicate to the DME whether a medical assessment has previously been refused revoked or suspended and if so the reason for such refusal, revocation or suspension.
- 1.4. The applicant shall be made aware of the necessity for giving a statement that is as complete and accurate as the applicant's knowledge permits. Any false declaration to the DME made by an applicant for a certificate shall be reported to RFF Department.
- 1.5. Holders of RFF Personnel certificate shall have their Class-3 Medical Assessment renewed at intervals not exceeding.
- 1.6. The holder of RFF Personnel certificate and student RFF Personnel certificate shall not exercise the privilege of that certificate unless that person:
- 1.7. A holder of RFF Personnel certificate and student RFF Personnel certificate shall be required to undergo medical examination and assessment and be certified Medically fit before S/he exercises the privileges of his/her certificate.

## **Appendix-2**

### **Syllabus of Certificate Examination**

#### **Course Contents**

**Full Marks =100**

**Pass Marks = 70**

#### **1. Fire Theory :**

- 1.1. Policy and procedure of Organization
- 1.2. Knots and lines
- 1.3. Fire hose
- 1.4. Ladder
- 1.5. Rescue
- 1.6. Full PPE
- 1.7. Watch tower communication
- 1.8. Firefighting operation tactics
- 1.9. Standard Operating Procedure
- 1.10. Chemistry of Fire
- 1.11. Firefighting manual
- 1.12. Airport Emergency Planning
- 1.13. Fire Fighting Agents
- 1.14. Portable Fire Extinguishers
- 1.15. Fire Prevention

## **Appendix-3**

### **Physical Fitness Test Form**

#### **Standard Area: Physical Fitness Test**

**Candidate:** .....

**Date:** .....

**Designation** .....

Standard: ARFF	TASK: A person shall physical fit for rescue and firefighting service			
Performance Outcome: A person shall demonstrate the ability to perform the jobs.				

S.N	Task Descriptions	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Candidate shall perform a race of 2 km within 12 minute				
2.	Candidate shall perform 15 bent-knees, sit up within 90 sec.				
3.	Candidate shall perform 8 times push-up continuously				
4.	Candidate shall carry load bearing of 50 kg nonstop across the 100 feet distance				
5.	Candidate shall perform the beam walk with hose carry across the 20 feet distance				
6	Candidate shall perform the Different Physical Training (PT) as per examiner				

STO/TO/Comments.....

.....

Signature:

Name:

Designation:

Date:

**Appendix-4**  
**Standard Check List**  
**Competency Areas**

**A. Evaluation Sheet for Rescue Operation & Fire Fighting**

**4.1. Standard Area: Personal Protective Equipment**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: A person shall done by Protective Clothing and Respiratory Equipment within two minutes.			
Performance Outcome: A person shall demonstrate the ability to use PPE within time frame.				
S.N	Task Descriptions	First Test		Retest
		Pass	Fail	Pass
1.	Sequences of donning methods			
2.	Donning of Protective Clothing			
3.	Donning of face piece			
4.	Donning of backpack assemble			
5.	Storage of PPE			
6.	Recognize of BA cylinder			
7.	Recognize of regulators			
8.	Recognize warning whistle			
9.	Recognize pressure gauge			
10.	Refilling of BA			

a)

STO/TO/Comments.....

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.....

Signature:

Name:

Designation:

Date:

**A) Evaluation Sheet for Rescue Operation**

**4.2. Standard Area: Rescue Techniques**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Rescue operations from the aircraft and building facilities.			
Performance Outcome: A person shall perform the job regarding the rescue operations from the aircraft accident and building fires.				
S.N	Task Descriptions	First Test		Retest
		Pass	Fail	Pass
1.	Fireman lift and carry			
2.	Dragging method 20 mtrs. with B.A.			
3.	Fore and aft method			
4.	Assist to walk			
5.	Two hand seat			
6.	Four hand seat			
7.	Stretcher carry			
8.	Rescue from the ladder			
9	Extremities carry			
10	Cradle in arms			

STO/TO/Comments.....  
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Signature:

Name:

Designation:

Date:

**A) Evaluation Sheet for Rescue Operation**

**4.3. Standard Area: Aircraft entry Techniques**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Gaining access into aircraft fires			
Performance Outcome: A person shall accomplish rescue operations through various entry point through the appropriate technique.				
S.N	Task Descriptions	First Test		Retest
		Pass	Fail	Pass
1.	Open the normal door			
2.	Open an emergency exit technique			
3.	Forcible entry techniques			
4.	Use power saw			
5	Use of other cutting tools			

STO/TO/Comments.....

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Signature:

Name:

Designation:

Date:

**A) Evaluation Sheet for Rescue Operation**

**4.4. Standard Area: Fire Fighting Technique (Knots and Lines)**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Make a various type of knots to be used on RFF service.			
Performance Outcome: A person shall make a knots as per specified instructions.				
S.N	Task Descriptions	First Test		Retest
		Pass	Fail	Pass
1.	Over hand knot			
2.	Bowline on the bite			
3.	Timber hitch			
4.	Clove hitch			
5.	Cats paw			
6.	Barrel hitch			
7	Fireman chair knot			
8	Slippery hitch			
9	Sheep shank			
10	Half hitch			
11	Figure of eight			
12	Reef knot			
13	Bowline			
14	Round turn two half hitch			
15	Timber hitches			
16	Fisherman's bends			
17	Single sheet bend			
18	Double sheet bands			
19	Black wall hitches			
20	Midshipman's hitches			
21	Running bowlines			
22	Combination knots			

STO/TO/Comments.....

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.....

**Signature:**

**Name:**

**Designation:**

**Date:**

**B) Evaluation Sheet for Fire Fighting**

**4.1. Standard Area: Fire Fighting Technique (Engine fire)**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Fighting to the engine fire as standard procedure				
Performance Outcome: The candidate shall perform the following jobs under the engine fire.					
S.N	Task Descriptions	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Hose laying				
2.	Branches fitting				
3.	Holding Branch pipe				
4.	Approaching procedure				
5.	Extinguishing method				
6.	Team coordination				

STO/TO/Comments.....

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Signature:

Name:

Designation:

Date:

**B) Evaluation Sheet for Fire Fighting**

**4.2. Standard Area: Fire Fighting Technique (under carriage problem)**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Cope with undercarriage problem as standard procedure			
Performance Outcome: The candidate shall perform the following job under the under-carriage problem				
S.N	Task Descriptions	First Test		Retest
		Pass	Fail	Pass
1.	Hose laying technique			
2.	Branch or nozzle fitting technique			
3.	Holding Branch pipe			
4.	Approaching procedure			
5.	Application of extinguishing agents			
6.	Ability to coordination with team			

STO/TO/Comments.....

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Signature:

Name:

Designation:

Date:

**B) Evaluation Sheet for Fire Fighting**

**4.3. Standard Area: Fire Fighting Technique (Coverage of Fuselage)**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Coverage of the aircraft fuselage as standard procedure.				
Performance Outcome: The candidate shall perform the job effectively and timely manner.					
S.N	Task Descriptions	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Hose laying technique				
2.	Branches fitting technique				
3.	Branch pipe holding technique				
4.	Approaching procedure				
5.	Extinguishing method				
6.	Team coordination				

STO/TO/Comments.....

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.....  
.....

Signature:

Name:

Designation:

Date:

**B) Evaluation Sheet for Rescue Operation and Fire Fighting**

**4.4. Standard Area: Fire Fighting Technique (Ladder Drills)**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Operations of various type of ladders effectively and timely manner.				
Performance Outcome: Candidate shall able to demonstrate proficiency with various type of ladder.					
S.N	Task Descriptions	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Slip the ladder				
2.	Pitch the ladder on appropriate place				
3.	Persons shall mounts through the ladder at the appropriate time and technique				
4.	Lowering the ladder				
5.	Extend the ladder				
6.	Persons dismount through the ladder at the appropriate time and technique				

STO/TO/Comments.....

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

Signature:

Name:

Designation:

Date:

**C) Evaluation Sheet for Fire Vehicle Driving/Operation**

**4.1. Standard Area: Fire Vehicle Driving/Operation**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: Vehicle Driving/operations			
Performance Outcome: A person shall perform the job regarding with vehicles driving/operations				
S.N	Task Descriptions	First Test		Retest
		Pass	Fail	Pass
<b>1.</b>	<b>Vehicle Driving/Operation during the emergencies:</b>			
	Turnouts			
	Acceleration-0-80 km/hr within 35 sec			
	Braking-stop vehicle from 64 to 0 km/hr less than 40 mtr.			
	Braking-stop vehicle from 32 to 0 km/hr less than 12 mtr.			
	Parking Brake 64 to 0 km/hr less than 52 mtr.			
	Positioning/Response Time			
	Attack			
	Target to the point from Roof/Bumper Turret			
<b>2.</b>	Check visually in internal and external			
	<b>3</b> <b>Visual Check around the Vehicles:</b>			
	Check tyre pressure			
	Check Radiator			
	Check engine oil			
	Check transmission oil			
	Check fuel tank			
	Check battery			
	Check heating system			
	Check external air supply system			
	Check foam/water tank			
<b>4</b>	<b>Sequences of starting vehicle driving/operation system</b>			
	Battery "On"			
	Ignition switch "On"			
	Select Gear			
	Start vehicle			
	Fill air up to working pressure			

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	Release hand brake			
	Apply foot brake stop to be vehicle			
	Release brake paddle and run vehicle			
<b>5.</b>	<b>Positioning vehicle</b>			
	Positioning/Attack			
	Target meet from the turret			
	Extinguishment and overall			
<b>6.</b>	<b>Sequences of Pump Operation System "On"</b>			
	Master switch and Control switch "On"			
	Main water valve "On"			
	PTO "On"			
	Select Water/Foam			
	Select outlet Valve			
	Increase pressure			
<b>7.</b>	<b>Sequences of Pump Operation System "Off"</b>			
	Decrease throttle			
	Foam valve "off"			
	Close outlet valve			
	Close PTO			
	Close main water valve			
	Stop pump			
	Master switch "Off"			

STO/TO/Comments.....

.....

.....

.....

Signature:

Name:

Designation:

Date:

**D) Evaluation Sheet for Watch tower Operation**

**4.1. Standard Area: Watch Tower Operation**

**Candidate's Name:**

**Date:**

**Designation:**

Standard: ARFF	TASK: A person shall handle the Watch tower			
Performance Outcome: A person shall perform the watch tower communication system such as equipment and facilities				
S.N	Task Descriptions	First Test		Retest
		Pass	Fail	Pass
1.	Communication skill			
2.	Handling of equipment			
3.	Ability to two way communication			
4.	Use of terminology			
5.	Maintaining log book			
6.	Receive message and relay			
7	Ability to understand phraseology			
8	Ability to understand language			
9	Map reading (Grid map) capability			
10	General know how about the control room			

STO/TO/Comments.....  
.....  
.....  
.....  
.....

**Signature:**

Name:

Designation:

Date:

***Note: Candidate shall be secured 80 percent pass mark on 100 full mark in all competency areas as specified in each standard check lists.***

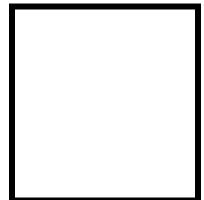
**Appendix-5**  
**(Design of RFF Personnel Certificate)**

**Civil Aviation Authority of Nepal**

**Babarmahal, Kathmandu**

**SN:**

**RFF Personnel Certificate**



This is to certify that Mr/Ms ..... has successfully completed the theory and practical examination on the following competency area for Rescue & Fire Fighting Personnel Certificate.

**Competency Area:**

**Name of Personnel:**

**Designation:**

**Office:**

**Issued Date:**

**Valid Date:**

**Date of Birth:**

**Work Experience:**

**Academic Qualification:**

**Signature of Holder:**

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

## RFF Personnel Certificate Issuing/Renewal

**Signature of Holder:**