

Civil Aviation Authority of Nepal Training Program

December 2013

Foreword

This Training Program has been prepared pursuant to clause -35 of Civil Aviation Authority of Act, 2053 (1996) and Rule- 82 of Civil Aviation Regulation, 2058 (2002) to develop and improve training programs for enhancing the organizational culture in Civil Aviation Authority of Nepal (CAAN). It is prepared for the use and guidance of all the employees of CAAN in performing their duties.

It is emphasized that all matters pertaining to training of human resources may not be completely covered in this program. This edition includes the modifications in training program at CAAN as per the international practices as well as the ICAO guidelines.

This is a controlled document and is subject to periodic review. Administration Department will maintain this document as complete, accurate and updated as possible. Comments and recommendations for revision/amendment action to this publication should be forwarded to the director of Administration Department.

Er. Pradeep Adhikari
Director General
Civil Aviation Authority of Nepal

Civil Aviation Authority of Nepal Training Program

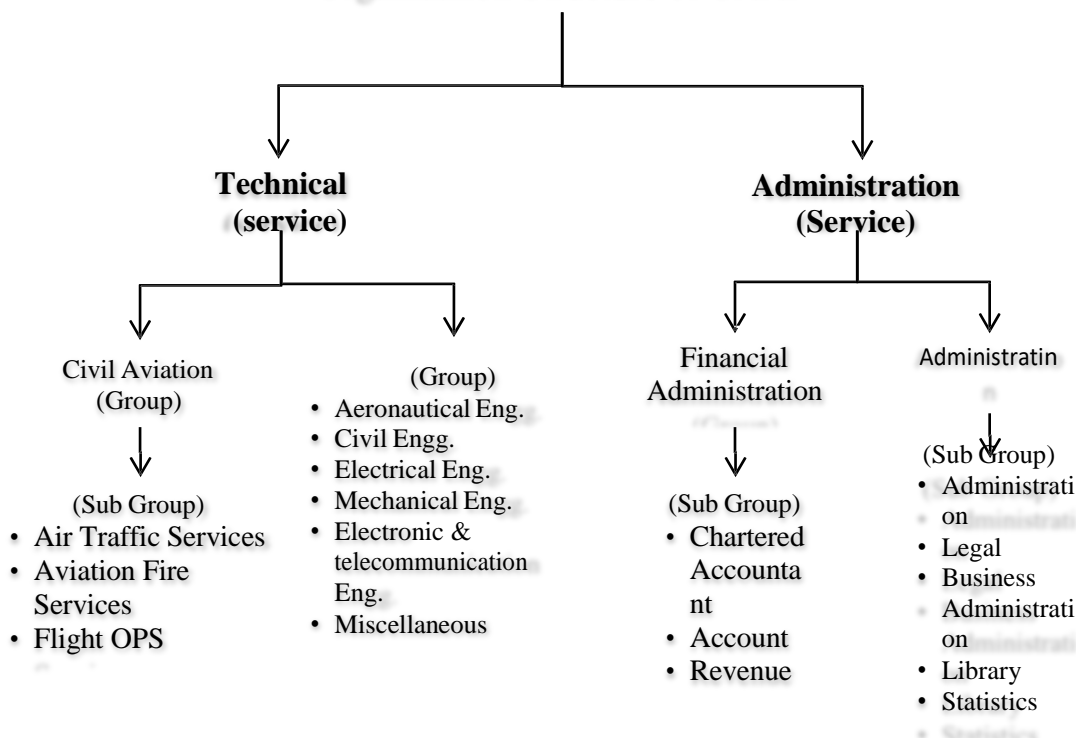
1.1 Training program of Civil Aviation Authority of Nepal (CAAN) is formulated to achieve the objectives to maintain safe, regular, standard and effective conduct of Flight Operation, Aeronautical Communication, Air Navigation and Air Transportation services in Nepal as envisaged by Civil Aviation Authority of Nepal Act 2053, and as per the provisions laid down in sub section (b) of Human Resources Development Policy 2070 of CAAN and as per the approved organization structure along with the total approved positions within the organization, to enhance the efficiency and productivity of CAAN's manpower by arranging various in house and abroad training, workshops and seminars remaining within the limit of approved annual budget and program . This policy is formulated so as to address the different posts provided under the different services, groups and sub groups within the organizational framework of CAAN.

1.2 Classification of CAAN Functional Services :

Group	Sub Group	Code	Number	Level												
				DG	12	11	10	9	8	7	6	5	4			
Administration	Administration	Administration	A/A/A	103			1	1	7	13	17	24	17	23		
		Legal	A/A/L	5				1	1	1	1	2				
		Business Administration	A/A/BA	15			1	1	2	3	3	5				
		Library	A/A/Lib	5							1	4				
		Open	A/A/Open	2				2								
	A/Open		1				1									
	Financial Administration	Chartered Accountant	A/FA/CA	5					1	1	1	2				
		Account	A/FA/Acc	51					4	7	10	13	12	5		
		Revenue	A/FA/Rev	36					2	4	6	10	8	6		
		Open	A/FA/Open	4				2	2							
Technical	Civil Aviation	ATS	T/CA/AT	301				10	25	65	85	116				
		Aviation Fire Services	T/CA/AF	220				1	3	9	9	16	27	54	101	
		Flight Operation Services.	T/CA/FO	10					1	2	3	4				
	Aeronautical Engineering	T/AE	12					1	4	3	4					
	Civil Engineering	T/CE	73					1	3	8	9	18	11	23		
	Electrical Engineering	T/EE	61						2	2	4	12	13	17	11	
	Mechanical Engineering	T/ME	68						2	2	5	9	17	24	9	
	Electrical Communication Engineering	T/ET	101							2	6	15	16	25	16	21
	IT	T/IT								1	2	2	1	5		
	Miscellaneous	T/Misc	8								2	6				
Technical	Open for All		7	1	4	1	1									
	Technical Open		10		2	1	7									
	CE; EE; ME;		1				1									

	AE/FO				1									
	ET; IT	1				1								
	CE; EE; ME;AF	1			1	1								
	EE; ME	2			1	1								
	AT; ET	4			1	3								
	ET; EE; ME	2			1	1								
	Total	1122	1	6	25	66	127	171	245	145	181	155		

Organization Structure of CAAN



1.3 Level wise Grading

For the training purpose, level wise provision of Employees working under different services, Group and sub group in Civil Aviation Authority of Nepal has been classified as follows:

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|---|---|
| a. Director General and Deputy Director General | Special class management/
Policy Formulation |
| b. Director and Deputy Director | Higher Management/Coordination |
| c. Manager and Deputy Manager | Mid level Mgmt/daily work/coordination |
| d. Senior Officer and t Officer | Management/Office work |
| e. All Assistant Level employees | Office work |

1.4 Classification of Training:

1. Job entry /Indoctrination Training:

As it will not be possible to cater the skilled manpower direct from market in the developing country like Nepal, Civil Aviation Academy which is under CAAN will select the qualified candidates among the graduates and undergraduates as appropriate through free competition and provide the necessary training course in ATC Licensing, Aerodrome Control, Aerodrome Flight Information (AFIS), Approach and Area Control Course and Basic course in Aviation Fire Services.

To whom	When	By Whom	How	How Long
<u>ATC Licensing, Aerodrome Control and AFIS Course</u> Graduate in designated faculty and successful candidates in free competition	Before job entry	Civil Aviation Academy	Graduate, One who is selected in the selection process	As specified
<u>Approach and Area Control Course</u> Aerodrome Control and AFIS Course (Employees already in service)	During appropriate time	Civil Aviation Academy	Graduate, One who is selected in the selection process	As specified
<u>Aviation Fire Services</u> Free competition from among the certificate level passed candidates	Before job entry	Civil Aviation Academy	Certificate Level, Candidate selected in the selection process	As specified

2. Induction Training:

Induction training is provided to all the freshly recruited employees . Purpose of the training is to provide a general idea about the organizational traditions and culture, relevant rules, regulation and act, air transportation, aviation security, aviation safety including safety management system.

To Whom	When	By Whom	How	How Long
To all new entrants	After the fulfillment of the vacant position	Civil Aviation Academy	In Group	Maximum 7 days or as prescribed.

3. On-the-job Training:

On-the-job training is provided to the newly entered employees after the completion of the induction training and also to those employees who have to work in a new environment including newly transferred employees as necessary.

To Whom	When	By Whom	How	How Long
Newly transferred, ANS Service Provider, ATS, Aviation Fire, Inspectorate staffs	After the completion of recruitment process or after basic course	Concerned Chief, Department Chief, Civil Aviation Academy recognized national or international organizations	After assigning specified responsibility	Not exceeding 15 days or as specified.

4. In service Training:

In service training is provided to those employees selected from various service, group and subgroup who have completed at least 3 years of service.

To Whom	When	By Whom	How	How Long
For the employees completing at least 3 years of service	After the completion of 3 years service period	Civil Aviation Academy or Administrative Staff College or any other recognized institution.	As per approved syllabus	Not exceeding 30 working days or as specified

5. Basic Inspector Training:

This training will be provided to the employees involved in the regulatory function as well as the service provision function of CAAN.

Training	To Whom	When	By Whom	How	How Long
Basic/Initial Inspector Training	Employees involved in regulatory functions	After job entry	Civil Aviation Academy, ICAO or,	By participating ICAO recognized	Not exceeding 15 days or as specified

Specialized Training	Inspectors who has completed Basic Inspector Training	At least 3 months after Basic Inspector Training	recognized national or international institutes	courses	
Refresher/Re current Training	Inspectors	In 2 years interval			

6. Inspector Certification Training:

After completion of Basic Inspectorate Training, and subsequent OJT in the regulatory functions will be provided with this training and after necessary formalities will be accorded inspector certification by the Director General

To Whom	When	By Whom	How	How Long
Regulatory staffs including Pilot, aeronautical Engg., Aerodrome Engg. ATS, Electronic Engg. And Telecommunication, aviation security	Completing at least 3 months service period in regulatory job after Basic Inspectorate Training	Civil Aviation Academy, ICAO or, recognized national or international institutes	Civil Aviation Academy, ICAO or, recognized national or international institutes	Not exceeding 15 days or as specified

7. Service provider Certification Training:

This training will be provided to the employees providing service in the airports.

To Whom	When	By Whom	How	How Long
Regulatory staffs including Pilot, Aeronautical Engg., Aerodrome Engg. ATS, Electronic Engg. and Telecommunication, Aviation Security	As specified in the CAAN Rules and manuals	Civil Aviation Academy, ICAO or, recognized national or international institutes	Civil Aviation Academy, ICAO or, recognized national or international institutes	As specified in the CAAN Rules and manuals

8. Recurrent /Refresher Training:

Recurrent Training will be provided to the certified inspectors and other designated employees as per the ICAO provisions to maintain their efficiency up to the standard.

To Whom	When	By Whom	How	How Long
Pilot, aeronautical Engg., Aerodrome Engg. ATS, Electronic Engg. And Telecommunication, Aviation Security personnel involved in Regulatory and Service provider function	As specified in the CAAN Rules and manuals	Civil Aviation Academy, ICAO or, recognized national or international institutes	As specified in the CAAN Rules and manuals	As specified in the CAAN Rules and manuals

9. Refresher Training:

This training is provided to maintain the proficiency of the employees.

To Whom	When	By Whom	How	How Long
Radar and Non-radar operations, maintenance Svcs., AIM, ATS Message Svc., Operation and maintenance of Com/Navigation , Electromechanical and Instructors.	At least 3 years after service entry	Civil Aviation Academy, ICAO or, recognized national or international institutes	As per approved syllabus	Not exceeding 15 days or as specified.

10. Electro-mechanical Equipment Installation/Maintenance Training):

Trainings for the installation and operation of equipment under CAAN and its office.

To Whom	When	By Whom	How	How Long
Personnel involved in ARFS, Electro mechanical,	On every new installation and at 3 years interval	Manufacturer or recognized institutions or Civil Aviation	By involving directly on installation and operation of	Not exceeding 15 days or as specified.

Aerodrome Lighting, Generator, Lift, Air condition		Academy,	the equipment	
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11. ATC Procedural Control Training

Controllers working at various ATS positions like Tower, Approach, ACC as a procedural controller after the completion of Basic ATS Course but do not have training on Radar Control shall be provided with this training

To Whom	When	By Whom	How	How Long
Controllers working at various ATS positions like Tower, Approach, ACC as a procedural controller	3 years after the service entry	Civil Aviation Academy, ICAO or, recognized national or international institutes	Theory and Simulation	Not exceeding 15 days or as specified

12. Terminal RADAR Control Training

For the controllers working in TIA, who have completed training on procedural control and recommended for Radar Control Training by the concerned Department.

To whom	When	By Whom	How	How Long
Procedural Controllers recommended for Radar Training under ATS service	On recommendation of the concerned department	Civil Aviation Academy, ICAO or, recognized national or international institutes	Theory and Simulation	As specified in Regulation and Manual

13. En-route RADAR Control Training

Terminal Approach Controllers working in TIA who are recommended for En route Radar Control from the concerned department will be provided with this training

To Whom	When	By Whom	How	How Long
Terminal Approach Radar Controllers recommended for En-route Radar Training	On recommendation of the concerned department	Civil Aviation Academy, ICAO or, recognized national or international	Theory and Simulation	As specified in Regulation and Manual

		institutes		
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14. Calibration Training

This training is provided for the calibration of various communication, navigation and surveillance equipment, meteorological equipment and equipment used for the maintenance of related equipment.

To Whom	When	By Whom	How	How Long
Technical personnel involved in operation and maintenance of com, nav. and surveillance equipment.	On recommendation of the concerned department	Civil Aviation Academy, ICAO or, recognized national or international institutes or training institute designated by manufacturer	Theory and Simulation	As specified in Regulation and Manual

15. Communication, Navigation, Surveillance and Security Equipment

Training:

Personnel working on communication, navigation, surveillance and security equipment in CAAN and airports under it will be provided this training.

To Whom	When	By Whom	How	How Long
Technical Personnel involved on operation and maintenance of communication, navigation, surveillance and security equipment in CAAN and airports under it	On recommendation of the concerned department	Civil Aviation Academy, ICAO or, recognized national or international institutes or training institute designated by manufacturer	Theory and simulation	As specified in Regulation and Manual

16. ATS Message Handling Service Training:

Technical Officers involved in Message Handling Service of airport operation will be provided with this training.

To Whom	When	By Whom	How	How Long
Technical Personnel involved in message Handling service	3 years after working in the concerned field or on recommendation of concerned department and Office	Civil Aviation Academy, ICAO or, recognized national or international institutes or training institute designated by manufacturer	Theory and simulation	Not exceeding 15 days or as specified

17. Aeronautical Information Management Training

This training will be provided to the Technical Officers working in AIS Service

To Whom	When	By Whom	How	How Long
ATS Officers working in AIM Service	3 years after working in the concerned field or on recommendation of concerned department and Office	Civil Aviation Academy, ICAO or, recognized national or international institutes or training institute designated by manufacturer	Theory and practice	Not exceeding 15 days or as specified.

18. Aerodrome Engineering:

This training will be provided to all technical personnel under Civil Engineering including overseers, engineer, and architecture.

To Whom	When	By Whom	How	How Long
ATS Officers All technical personnel under Civil Engineering including overseers, engineer, architecture	3 years after at After 3 years of working in the concerned field or on recommendation of concerned department and Office	Civil Aviation Academy, ICAO or, recognized national or international institutes or training institute designated by manufacturer	Theory and practice	Not exceeding 15 days or as specified.

19. Rescue and Firefighting Training:

This training will be provided to those who have joined the service after the completion of Basic Aerodrome Rescue and Fire Fighting Training.

To Whom	When	By Whom	How	How Long
Have joined the service after the completion of Basic Aerodrome Rescue and Fire Fighting Training.	After 3 years of working in the concerned field or on recommendation of concerned department and Office	Civil Aviation Academy, ICAO or, recognized national or international institutes or training institute designated by manufacturer	Theory and Practice	Not exceeding 15 days or as specified

20. AVSEC Training:

CAAN Personnel involved in Aviation Security will be provided this training.

To Whom	When	By Whom	How	How Long
Personnel involved in Aviation Security, airport chiefs and the personnel involved in maintenance of security equipment.	After 3 years of working in the concerned field or on recommendation of concerned department and Office.	Civil Aviation Academy, ICAO or, recognized national or international institutes or training institute designated by manufacturer.	Theory and Practical	Not exceeding 15 days or as specified

21. Revenue and Tax Training:

Topics including revenue, tax, financial policy, regulations, procedures of tender & E-tender adopted by CAAN and the government will be provided to the personnel involved in Accounts and Revenue under financial administration

To Whom	When	By Whom	How	How Long
Personnel working under internal audit, financial administration equipment, technical staffs directly involved in procurement, airport chief.	After 3 years of working in the concerned field or on recommendation of concerned department and Office.	Government Institutes, Civil Aviation Academy, ICAO or, Recognized national or international institutes.	Theory and Practical	Not exceeding 15 days or as specified

22. Airport Operations Training:

This training includes Airport Operation, commercialization of airport, management of stakeholder, cargo management

To Whom	When	By Whom	How	How Long
Airport managers, ATS Officers, and personnel working in administration.	After 3 years of working in the concerned field or on recommendation of concerned department and Office.	Civil Aviation Academy, ICAO or, Recognized national or international institutes.	Theory and Practical	Not exceeding 15 days or as specified

23. Administration/Management Training:

This training is for the CAAN personnel involved in airport operation and management.

To Whom	When	By Whom	How	How Long
Personnel involved in airport operation and management, Administration, legal, business administration, library etc.	After 3 years of working in the concerned field or on recommendation of concerned department and Office	Civil Aviation Academy, ICAO or, recognized national or international institutes	Theory and Practical	Not exceeding 15 days or as specified

24. Instructor Training

Instructors of Civil Aviation Academy who have not obtained training will be provided with Basic Instructor Training followed by Advance Instructor Training. In process of transfer of knowledge and skill to CAAN personnel Train the Trainers Course will also be provided as necessary.

To Whom	When	By Whom	How	How Long
<u>Basic Instructor</u> Instructors of Civil Aviation Academy who have not obtained instructor training	At least one year after joining duty in the concerned department	CAA or recognized national and international Institute	Theory and practical	Not exceeding 15 days or as specified.

<u>Advance Instructor</u> Instructor working in CAA	After completing Basic Instructor course at least two years of working as a instructor	CAA or recognized national and international Institute	Theory and practical	Not exceeding 15 days or as specified.
<u>Train the Trainers:</u> Personnel of different service, group and sub group working in CAAN and CAA	As required	CAA or recognized national and international Institute	Theory and practical	Not exceeding 15 days or as specified.

25. Internal Audit Training:

This training is for providing knowledge and information on accounts procedures, accounts regulations including revenue, tax financial policy, regulation procedures of quotations and e-tender adopted by CAAN and the government.

To Whom	When	By Whom	How	How Long
Personnel involved in Financial Administration , internal audit	After completing 3 years in the related field or on recommendation of concerned department and Office	Government Institution, CAA or any recognized institution.	Theory and Practical	Not exceeding 15 days or as specified

1.3 Catagorization of Training

1. Job entry Training:

Training	1.3 Level wise Classification
Basic ATS Course	No (before job entry)
Basic ARFFS Course	No (before job entry)

2. Induction Training:

Training	1.3 Level wise Classification
Relating with organizational traditions, relevant rules, regulation and act, air transportation, aviation security, aviation safety including safety management system.	D, E

3. On-the-job Training:

Training	1.3 Level wise Classification
Administration; Financial Administration; ATS; ARFFS; Com, Nav, Radar operation and maintenance; AVSEC; ANS; Air Route; PBN etc.	C, D, E

4. In service Training:

Training	1.3 Level wise Classification
Management and Executive Management	A, B, C, D,

5. Basic Inspector Training:

Training	1.3 Level wise Classification
<u>ANS Safety Oversight Audit/Inspection Training</u> (CNS Inspector, ATM Inspector, PANS-OPS/Maps and Charts Inspector, AIS Inspector, SAR Inspector)	B, C, D
<u>Aerodrome Safety Audit/Inspection Training</u> (ARFFS Inspector, Aerodrome Inspector, Electro-mechanical Inspector, Ramp Safety Inspector)	B, C, D
<u>Flight Operation Safety Audit/Inspection Training</u> (Airworthiness Inspector, Dangerous Goods Inspector, Flight Operations Inspector, AOCR Inspector)	B, C, D
AVSEC Inspector/Auditor	B, C, D

6. Inspector Certification Training:

Training	1.3 Level wise Classification
<u>ANS Safety Oversight Audit/Inspection Training</u>	B, C, D

(CNS Inspector, ATM Inspector, PANS-OPS/Maps and Charts Inspector, AIS Inspector, SAR Inspector)	
<u>Aerodrome Safety Audit/Inspection Training</u> (ARFFS Inspector, Aerodrome Inspector, Electro-mechanical Inspector, Ramp Safety Inspector)	B, C, D
<u>Flight Operation Safety Audit/Inspection Training</u> (Airworthiness Inspector, Dangerous Goods Inspector, Flight Operations Inspector, AOCR Inspector)	B, C, D
AVSEC Inspector/Auditor	B, C, D

7. Service Provider Certification Training:

Training	1.3 Level wise Classification
<u>ANS Safety Training</u> (CNS, ATM, PANS-OPS/Maps and Charts, AIS, SAR)	B, C, D
<u>Aerodrome Safety Training</u> (ARFFS, Aerodrome, Electro-mechanical, Ramp Safety)	B, C, D
<u>Flight Operation Safety Training</u> (Airworthiness, Dangerous Goods, Flight Operations, AOCR)	B, C, D
AVSEC, Air Field Lighting,	B, C, D
Instructors	B, C, D

8. Recurrent Training:

Training	1.3 Level wise Classification
<u>ANS Safety Oversight Audit/Inspection/Service Provider Training</u> (CNS, ATM, PANS-OPS/Maps and Charts, AIS, SAR Inspector and Service Provider)	B, C, D
<u>Aerodrome Safety Audit/Inspection/Service Provider Training</u> (ARFFS, Aerodrome, Electro-mechanical, Ramp Safety Inspector and Service Provider)	B, C, D
<u>Flight Operation Safety Audit/Inspection/Service Provider Training</u> (Airworthiness, Dangerous Goods, Flight Operations, AOCR Inspector and Service Provider)	B, C, D
AVSEC Inspector and Service Provider	B, C, D

9. Refresher Training:

Training	1.3 Level wise Classification
<u>ANS Safety Oversight Audit/Inspection/Service Provider Training</u> (CNS, ATM, PANS-OPS/Maps and Charts, AIS, SAR Inspector and Service Provider)	B, C, D
<u>Aerodrome Safety Audit/Inspection/Service Provider Training</u>	B, C, D

(ARFFS, Aerodrome, Electro-mechanical, Ramp Safety Inspector and Service Provider)	
<u>Flight Operation Safety Audit/Inspection/Service Provider Training</u> (Airworthiness, Dangerous Goods, Flight Operations, AOCR Inspector and Service Provider)	B, C, D
AVSEC Inspector and Service Provider	B, C, D

10. Electro-mechanical Equipment Installation/Maintenance Training:

Training	1.3 Level wise Classification
Airfield Lighting installation and maintenance	C, D, E
Electrical Power System, General Lighting and Building Wiring, Electrical Automation and Control	C, D, E
Heavy Equipment, Diesel Generator and ATS Operation and Maintenance, Runway Sweeping Machine Training,	C, D, E
Baggage Handling, Elevator, Escalator, Air Conditioning System	C, D, E
Fire Vehicle Maintenance, Fire Vehicle Pneumatic , Hydraulic, Transmission, Pump Maintenance	C, D, E
ICAO ANNEX-14 Training, Aerodrome Certification Training, Quality Management System Training, PCN Evaluation Training, Runway Friction Testing Training	B, C, D

11. ATC Procedural Control Training):

Training	1.3 Level wise Classification
Aerodrome, Approach and Area Control Operations	C, D

12. Terminal RADAR Control TrainingM

Training	1.3 Level wise Classification
Radar Approach Control Operations	B, C, D

13. Enroute RADAR Control Training:

Training	1.3 Level wise Classification
Radar Area Control Operations	B, C

14. Calibration Training:

Training	1.3 Level wise Classification
Radar, VOR/DME, NDB, Localizer, PAPI, Air Field Lighting System Photometric Calibration, Met Equipment, Maintenance Tools, Weighing Machine etc.	B, C, D

15. Communication, Navigation, Surveillance and Security Equipment etc. Training)

Training	1.3 Level wise Classification
<u>Communication</u> VCCS, AMHS, Microwave Link, AMHS Refresher, V-Sat, GNSS, Satellite Communication, Digital Voice Recording Course, Data Communication, HF/VHF Maintenance Course	B, C, D
<u>Navigation</u> DVOR /DME, ADS-B, GBAS and ILS/GBAS	B, C, D
<u>Surveillance</u> Radar and RDPS System, Test & Measurement (Equipment), MLAT & ADS-B, Fiber Optic, Radar/Surveillance – Mono Pulse, Secondary Surveillance Radar, Multi Sensor Surveillance, Data Processing System etc.	B, C, D
Security, Meteorology Equipment, CUTE, BIDS, FIDS	B, C, D

16. ATS Message Handling Service Training:

Training	1.3 Level wise Classification
Automatic Message Handling Operations	B, C, D

7. Aeronautical Information Management Training:

Training	1.3 Level wise classification
Basic AIS	C, D
Advance AIS	B, C, D
E-cartography	C, D
GIS	C, D

18. Aerodrome Engineering:

Training	1.3 Level wise Classification
Pavement, Maintenance & Design	B, C, D
Terminal Management	B, C, D
Procurement Management	B, C, D
Obstacle Limitation Training	B, C, D
Construction Supervision Training	B, C, D
Airport Planning	B, C, D
Annex 14	B, C, D
Airport Familiarization	B, C, D
Airport Management (Planning, Strategy, Policy)	B, C, D

19. Rescue and Firefighting Training:

Training	1.3 Level wise Classification
Emergency Vehicle Driving Training.	D, E

Pressure Fed Fuel Fire Training.	D, E
Breathing Apparatus	D, E
First Aid Training	D, E
Fire Prevention	B, C, D, E
Bulk Fuel Fire Installation Mgmt. Course	B, C, D
Crisis Management	B, C, D
Command & Control	B, C, D
Fire Vehicle/Emergency Vehicle Operation	C, D, E
Watch Room Procedure	C, D, E
Dangerous Goods Handling Training Course	C, D, E

20. AVSEC Training:

Training	1.3 Level wise Classification
AVSEC Management Training	B, C
AVSEC Quality Control	B, C
AVSEC Instructor Certification	B, C
AVSEC Inspectors Course	B, C, D
Crisis Management Training	B, C, D, E
AVSEC Basic Training	B, C, D
Screeners Certification Course	B, C
AVSEC Recurrent Training	B, C, D
AVSEC Refresher Training	B, C, D
AVSEC Supervisor Training	C, D
Cargo Security Course	B, C, D
Certification Course for Inspector/Instructor/Auditors	B, C
Aviation Security Equipment Operation and Maintenance Training	B, C, D, E

21. Revenue and Tax Training:

Training	1.3 Level wise classification
General accounting/finance Training	D, E
Refresher Training	B, C, D, E
Aeronautical/Non-Aeronautical Revenue generation & Billing System	C, D, E
Advanced Accounting System	C, D
Automation and Software Training	C, D, E
Financial Management Training	B, C, D
Tax, Public Procurement Regulation, Bidding, E-bidding etc. related Training	B, C, D

22. Airport Operations Training:

Training	1.3 Level wise Classification
Airport Management	B, C, D
Terminal Management	B, C, D
Customer Service	B, C, D
Public Relations	B, C, D
Crisis Management	B, C, D
Emergency Handling	B, C, D

23. Administration/Management Training:

Training	1.3 Level wise Classification
Recruitment (Recruitment Training)	B, C, D
Procurement related training	B, C, D
Store Management (Assets Management)	C, D
Library/Law/Statistics etc	C, D
Monitoring & Evaluation	C, D
Aviation Insurance related	B, C
Airport Statistics	B, C
Airport Economics	C, D
Airport Revenue and Charges training	B, C
Procedure of regulation Making	B, C
Air Service Agreement/Air Transport related training	B, C
SSP Training	B, C
USOAP Audit related Course (Regulatory Person)	B, C
Corporate law related training	B, C
Air Transport Economics	B, C
Aviation Commercial Management	B, C, D
Assets management and Insurance	B, C
Aeronautical/Non-aeronautical Charges	B, C, D
Data Management System (DMS)	C, D
Aviation Statistics	C, D
General Administration Training	D, E

24. Instructor Training:

Training	1.3 Level wise Classification
ATS	B, C
AVSEC	B, C
Communication, Navigation, Surveillance	B, C
Aerodrome Engineering	B, C
ARFFS	B, C
Train-the-Trainer	B, C, D, E

25. Internal Audit Training:

Training	1.3 Level wise Classification
Aeronautical Revenue generation & Billing System	C, D, E
Advanced Accounting System	C, D, E
Internal Auditing Tech. & System	C, D, E
Management Training (Finance, Corporate, HRD, Revenue Regulation, Public Procurement Regulation etc.	C, D, E

Conclusion:

This training program is prepared with an objective to properly manage and streamline the trainings provided to the employees of various discipline, group and sub group to achieve the organizational goal of Civil Aviation Authority of Nepal. It is prepared in coordination with different Directorate, Academy, Department, Divisions and Offices taking into consideration the current organizational structure, Regulations on terms of services and facilities of employees, past training records. As the Training Program is prepared for the first time based on available policy, regulations, documents, and statistics after the establishment of CAAN, there may be rooms for its further improvements in future. It is also believed that this document will provide basic guideline in preparing annual training calendar in future.