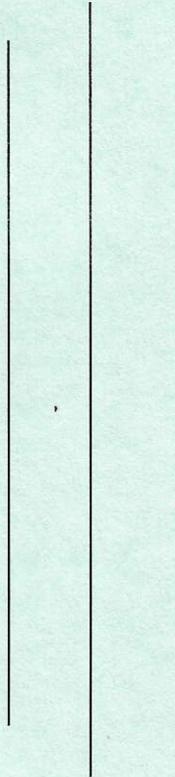
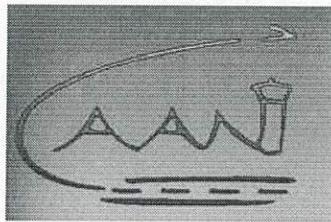


**Standard Operating Procedure (SOP)**  
**for**  
**Flight Permission-2026**

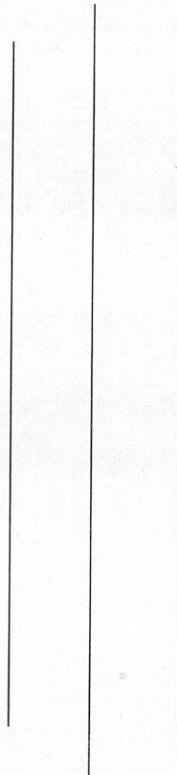


**AIR TRANSPORT DEPARTMENT**  
**AVIATION SAFETY AND SECURITY REGULATION DIRECTORATE**  
**CIVIL AVIATION AUTHORITY OF NEPAL**

**JANUARY, 2026**

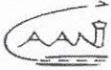


**Standard Operating Procedure (SOP)**  
**for**  
**Flight Permission-2026**



**AIR TRANSPORT DEPARTMENT**  
**AVIATION SAFETY AND SECURITY REGULATION DIRECTORATE**  
**CIVIL AVIATION AUTHORITY OF NEPAL**

**JANUARY, 2026**



# Standard Operating Procedure (SOP)

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# Standard Operating Procedure (SOP)

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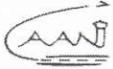
## Foreword

Pursuant to Rule 82 of Civil Aviation Regulation, 2058, this Standard Operating Procedure for Flight Permission has been prepared for the use and guidance of Air Transport Department while performing the day-to-day duties related to issuance of flight permits. The SOP contains the administering procedures for the approval/revision/suspension/cancellation/rejection of Scheduled /Non-scheduled/Chartered/Special purpose flights of national/international air operators/agencies entrusted for the privilege of commercial/non-commercial/recreational flight operations by fulfilling the requirements of Civil Aviation Regulations, 2002 and subsequent regulatory procedures.

This Standard Operating Procedure for Flight Permission is issued and will be maintained under the authority of the **Director, General**, Civil Aviation Authority of Nepal.

Deo Chandra Lal Karn  
Act. Director General

January 2026



# Standard Operating Procedure (SOP)

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## DEFINITIONS

**Aerial Operation** – An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisements.

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

**Aeroplane** – A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under the given conditions of flight.

**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.

**Air Operator Certificate (AOC)** – A certificate authorizing an operator to carry out specified commercial air transport operations.

**Air Transport Operation** – The movement of passengers and cargo by aircraft such as airplanes and helicopters, including commercial, military, non-commercial and general aviation operations.

**Certificate of Airworthiness (C of A)** – A formal document of airworthiness certificate issued by the Regulatory authority of any country to certify that an aircraft is airworthy.

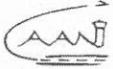
**Civil Aviation Operation** – The aircraft operation for commercial and general aviation operation (private flights) excluding the field of Military operation.

**Commercial Air Transport Operation** – An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

**Dangerous Goods** – Articles or substance which are capable of posing a risk to health, safety, property or the environment and which are shown in the lists of dangerous good in the Technical Instructions or which are classified according to those Instructions.

**Demonstration flight** – A flight performed:

- (1) With the purpose of demonstrating an aircraft's handling, performance of demonstrating,
- (2) With the purpose of demonstrating an aircraft's flying characteristics or the operational procedures to the competent authority, for verification of compliance with the operational requirements of any aerodrome,



# Standard Operating Procedure (SOP)

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- (3) At the request of the operator to verify compliance of the aircraft with the contractual specifications of the lessee/lessor or buyer at the end of lease or upon transfer of ownership
- (4) For the purpose of route proving flight; operational evaluation flight.
- (5) For carrying officials or media representatives as non-paying passengers in the interest of the operator's own business i.e., public relation flight.

**Diplomatic Flight** – Any flight needs a diplomatic approval through diplomatic channels is called a diplomatic flight such as: state flight intended to transport a VIP, military flight transporting troops or military cargo etc.

**Ferry Flight** – A ferry flight could be performed for the following purposes:

- (a) The aircraft is moved to and from a maintenance base. The aircraft may be operated under the **permit-to-fly** condition.
- (b) The aircraft moved from one location to another, e.g., from the manufacture, refurbishment location, previous owner, lessor/lessee, long-term storage to the operator's base.

**Flight Permit Number (FPN)** – A unique alphanumeric number issued by CAAN for a flight/number of flights with the privilege of land/take-off and overfly across Nepali airspace.

**General Aviation Operation** – An aircraft operation other than a commercial air transport operation or an aerial work operation operated by owner of an aircraft.

**Ground Handling** – Services necessary for an aircraft's arrival at, and departure from, and airport, other than air traffic services.

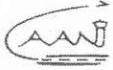
**Humanitarian flight** – A flight with the purpose of carrying relief personnel and/or life-saving supplies (basic necessities) during or after an emergency or a natural disaster, or to evacuate persons from an endangered area (Evacuation, Repatriation flights etc.,)

**International Airport** – An aerodrome intended to be used for the arrival /departure and surface movement of aircraft and, including immigration, customs and public health services.

**Instrument meteorological conditions (IMC)** – Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for visual meteorological conditions (VMC).

**Large Aeroplane** – An Aeroplane of a maximum certificated take-off mass of over 5700 kg.

**Maintenance Check Flight /Functional Check Flight (MCF/FCF)** – A flight of an aircraft with an airworthiness certificate or permit to fly which is carried out for the purpose of checking



# Standard Operating Procedure (SOP)

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the functioning of one or more systems and parts after maintenance as per aircraft maintenance manual (AMM), if the functioning cannot be established during the ground check.

**Non-commercial Air Transport Operations** – The operations which are not covered by the definition of commercial operations or by that of specialized operation on a irregular basis, are identified as non- commercial operations. Such operations are performed with aircraft having a certificate of airworthiness or a permit to fly and being already listed on an AOC or on a declaration. They are grouped by the purpose of the flight such as Demonstration flight, Test flights, Proving flight, Relief flight, Maintenance Check Flight (MCF), Ferry flights, Training flights, Humanitarian flights, Positioning flights, and Private flights.

**Non-scheduled Air Services** – Flights operating without a regular or published schedule for the carriage of passenger or cargo, not according to a schedule or plan. Non-Scheduled air service comprises of commercial and non-commercial flights such as; extra (additional) flight, chartered flight, air taxi flight, private flight, VIP flight, UN flight, State flight (police, customs, agriculture, military flight etc.).

**Operator** – The person, organization or enterprise engaged in or offering to engage in an aircraft operation.

**Permit-to-Fly** – It is a permit generally issued by the competent authority of state of registry when a certificate of airworthiness is temporary invalid, or when a certificate of airworthiness cannot be granted, but the aircraft is nevertheless capable of performing a safe flight.

**Positioning Flight** – Flights changing the location of the aircraft including:

- a. The aircraft and its aircrew are positioned to an aerodrome from which a further commercial air transport (CAT) operation will be performed,
- b. The aircraft is moved from its current location to a secure location for various reasons (e.g., to remove it from a hazardous area).

**Relief Flight** - Relief flights mean flights operated for humanitarian purposes which carry relief personnel and supplies and, for the purpose of carrying load of in-flight aircraft in need of repair or maintenance.

**Scheduled Air Services** – Flights for traveling passengers and/or mail, freight according to a published time table in a specific time and days of the week between two specified aerodromes.

**Sling Flight** – A flight including the sling (external suspension by cargo hook) load operation of rotor-wing (helicopter).

**Small Aeroplane** – An Aeroplane of a maximum certificated take-off mass of 5700 kg or less.



# Standard Operating Procedure (SOP)

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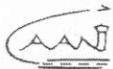
**Special Purpose Flight** – The flight which is operated for the accomplishment of special purposes of regulatory authority, airline & aerodrome operator, government entity and other international government and/or non-governmental agencies exclusive of schedule module.

**Test Flight** - A flight operated for the purpose of observation of performance characteristics of aerodrome, airspace, aircraft and parts thereof.

**Training flight** – A flight performed for instructional purpose for the operator's own flight crew's training and checking i.e., a flight performed by the operator with the purpose of training, checking and/or familiarizing flight crew member with the operator's procedures linked to the aircraft being operated. Such as Pilot Proficiency Check (PPC) and other check flights.

**Visual Meteorological Conditions (VMC)** – Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

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# Standard Operating Procedure (SOP)

## Chapter-1

### INTRODUCTION

#### 1.1 Statutory Provision

Civil Aviation Authority of Nepal is responsible for issuance of flight permission and prescribing the condition of flight across the Nepali airspace. Section (5) of Civil Aviation Authority of Nepal Act, 2053 has made provisions regarding flight permission. Accordingly, Rule 56 of Civil Aviation Regulation, 2058 has made provision with regards to flight permission. This Standard Operating Procedure (SOP) has been prepared in accordance to Rule 82 of Civil Aviation Regulation, 2058 (2002) to fulfill the provisions of granting flight permission as per Rule 56 of the Regulation.

#### 1.2 Objective

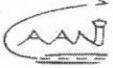
The objective of this SOP is to lay down a framework within which Air Transport Department will carry out various tasks and responsibilities related to facilitate the operation of different types of flights in Nepal by issuing flight permits and specifying, when necessary, the conditions for the operation of such flights.

#### 1.3 Responsibility

The responsibility of proceedings related to flight permission regarding all types of flights that operate from/within the territory of Nepal shall be that of Air Transport Department. Such responsibility, based on type of operation and need arising out of practicability, may be delegated in part to Aerodrome Operators. In case of delegation of such responsibility, the procedures to be followed while issuing flight permission shall be as laid down in this SOP.

Air Transport Department shall be responsible only for facilitating the flight operations in Nepal solely through the official proceedings related to flight permits, which is the authorization letter for carrying out a particular flight. In this regard, the responsibility of ensuring the safety, security and facilitation aspect of each flight in Nepal shall remain with the concerned Departments that are assigned with the function of oversight, monitoring and ensuring of these aspects of flight operations. The Departments/Divisions/Offices/Units responsible for the discharge of functions as mentioned in the ICAO Annexes shall be in accordance to the Appendix 2 of Procedures Manual for ICAO, International Affairs Functions "Entities Responsible for ICAO Annexes." The Appendix has also been attached in this SOP under the same heading.

The Departments/Divisions/Offices/Units responsible for ensuring safety, security and facilitation associated with all flight operations shall, without delay, notify Air Transport



## Standard Operating Procedure (SOP)

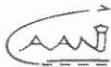
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Department regarding any condition that warrants a restriction/limitation, suspension or prohibition of any type of or a particular flight permit as well as any issue impeding the safety/security of any flight or a portion of it.

Similarly, before issuing a permit, Air Transport Department shall be responsible for ensuring that the respective permission charges pursuant to Civil Aviation Regulations, 2058 are paid.

Ensuring payment of service charges and resolution of any arrear for any other service provided shall be the responsibility of the Aerodrome Operator (pursuant to Rule 32 of Airport Service Charge Regulation, 2078) and the concerned Department. The concerned Department and Aerodrome Operator shall, without delay, notify Air Transport Department regarding any condition that warrants a restriction/limitation, suspension or prohibition of any type of or a particular flight permit.

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# Standard Operating Procedure (SOP)

## Chapter-2

### SCHEDULED FLIGHTS

#### 2.1 General

Flights within the territory of Nepal shall be carried out in accordance with the permission granted by the Director General of CAAN and in accordance with Rule 56 of Civil Aviation Regulations, 2058. In order to operate scheduled flights, the domestic and international operators must obtain the approval for flight schedule prior to the commencement of their operations.

#### 2.2 Domestic Flights

**2.2.1** Generally, flight schedule of domestic flights in a year shall be accepted and approved by CAAN in each trimester, based on Gregorian calendar. However, on special and exceptional circumstance, the period of each flight schedule shall be subject to final approval by CAAN.

**2.2.2** An operator intending to commence scheduled flights must possess valid AOC. Such an operator or his authorized representative (GSA) shall submit an application to the CAAN for domestic scheduled flight permission in the format prescribed by the CAAN. (Format of the application form has been attached in this manual in APPENDIX A. The application must be submitted at least 10 (ten) working days before the applicable date.

**2.2.3** The proposed schedules filed by the operators are examined considering the factors such as rotation of aircraft, operating base, slot and any condition/ restriction/suspension/limitation as notified by the concerned custodian departments/division with regards to safety, security, facilitation and finance.

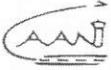
**2.2.4** Any application submitted with incomplete information shall be summarily rejected. Such rejection shall be notified to concerned operator via most appropriate channel.

**2.2.5** For the amendment of the submitted domestic flight schedule or any revision of the scheduled flight, request for amendment or revision in written shall be submitted by the operator or his authorized representative at least 7(Seven) working days prior to the applicable date.

#### 2.3 International Flights

**2.3.1** Generally, the flight schedule of international flights shall be accepted and approved by CAAN twice a year based on IATA Summer and Winter schedule of Gregorian calendar. Summer schedule begins on the last Sunday of March and ends on last Saturday of October. Similarly, Winter schedule begins of the last Sunday of October and ends in the last Saturday of March of following year. However, during special and exceptional circumstances, the dates and

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# Standard Operating Procedure (SOP)

period of each international flight schedule shall be subject to approval by Director General, CAAN.

2.3. The State of the operator intending to commence scheduled flight operations in Nepal must be a signatory to the International Air Services Agreement, either bilateral or multilateral, with Nepal. The operator must possess valid AOC and also be eligible to operate scheduled flights under the provisions of the ASA. Such an operator or its authorized representative i.e. General Sales Agent (GSA), shall submit an application for international scheduled flight permission in the format prescribed by the CAAN. The application must be submitted at least 60 working days before the applicable date. The format of application and list of documents that have to be submitted along with the application are enlisted in APPENDIX B.

2.3.3 However, flights to be carried out for non-traffic purpose such as over-flying or technical landings or Relief flights may submit the application 3 (three) working days before the applicable date of flight or later, as necessitated by situation.

2.3.4 The proposed schedule filed by the operator is thoroughly examined considering the factors such as existing provision of ASA/MoU, Letter of Designation by country of origin and Letter of Authorization/Operating Authorization by Aeronautical Authority of Nepal (country of destination), specified frequencies and traffic rights, flight routes, allocated slot by concerned international aerodrome and other prevailing national and international acts/regulations/protocols.

2.3.5 For the amendment of the submitted international flight schedule or any revision thereof, request for amendment or revision shall be submitted by the operator or its authorized representative (GSA) at least 7 (seven) working days prior to the applicable date of flight.

## 2.4 Schedule Approval

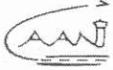
Proposed schedules received from Air Operators shall be forwarded to the concerned Aerodrome Operator for slot purposes. After receiving the slots from concerned aerodrome operators, schedules are prepared and issued following the approval of the Director General, CAAN.

## 2.5 Monitoring of Schedule

Flight schedules, both domestic and international, are monitored on monthly basis by ensuring:

- a) On-Time Performance (OTP)
- b) Schedule adherence in respect of flight cancellations
- c) Route and Operating base

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## Standard Operating Procedure (SOP)

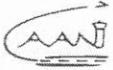
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- d) Timely notification along with justification in case of deviation from approved schedule

In addition, international schedules are also monitored with respect to the utilization of traffic rights, with statistics support from Aerodrome Operators.

**Note:** *The registration & authorization of General Sales Agent (GSA) shall be processed in accordance with "Procedure Regarding Permission and Regulation of General Sales Agent, 2020" and its subsequent amendment.*

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# Standard Operating Procedure (SOP)

## Chapter-3

### NON-SCHEDULED AND CHARTERED FLIGHTS

#### 3.1 Non-Scheduled (Additional) Flights

In order to operate non-scheduled flights, the domestic and international operator must obtain the flight permission prior to the commencement of their operations.

##### 3.1.1 Domestic Non-Scheduled Flights

The domestic fixed wing operator having valid AOC and maintaining scheduled flight operation in any domestic sector, shall apply for non-scheduled flight permission for the same sector in the format as prescribed by CAAN and subject to the condition of operation to be carried out remaining within the range of Approved Airfare for that sector. The application must be submitted at least 3 (three) working days before the applicable date of flight. The application form and list of documents that have to be submitted along with the application are enlisted in APPENDIX C.

##### 3.1.2 International Non-scheduled Flights

The Operator or its authorized representative (GSA) or the State of Operator with which Nepal has bilateral or multilateral Air Services Agreements, shall submit an application for non-scheduled flight permission in the format as prescribed by CAAN. The application must be submitted at least 5 (five) working days before the applicable date of flight. The application form and list of documents that have to be submitted along with the application are enlisted in APPENDIX D

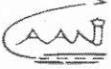
**3.1.3** The Air Transport Department shall, on behalf of Director General of CAAN, assign a Flight Permit Number (FPN) to the non-scheduled/additional flight/flights that are issued with flight-permission. The permit number thus assigned shall be quoted by the operator/flight crew member as and when necessitated by circumstances.

**3.1.4** Operators, as far as possible, shall plan their flights in such a way that arrivals and departures take place within the operation hour of the destination aerodrome, beyond which prior coordination is required.

**3.1.5** Any application submitted with incomplete information shall be summarily rejected. Such rejection shall be notified to concerned operator via most expeditious channel.

#### 3.2 Chartered Flights

##### 3.2.1 Domestic Chartered Flights



## Standard Operating Procedure (SOP)

**3.2.1.1** The domestic fixed-wing operator having valid AOC, shall apply for chartered flight permission in any domestic sector, which is not included in their approved Flight schedule in the format as prescribed by CAAN. The application must be submitted at least 3 (Three) working days before the applicable date of flight. However, the above timeline is not applicable with regards to rescue and medical chartered flights. The form and list of documents that have to be submitted along with the application are enlisted in APPENDIX C.

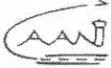
**3.2.1.2** The domestic rotor-wing (Helicopter) Operator having valid AOC, shall apply for the chartered [Passenger or Cargo (Cabin)] flight within the Nepali territory including all necessary information in the format prescribed by CAAN. Generally, permission for such flights shall be granted on case-by-case basis but, if situation warrants for regular-basis approval with respect to load availability on same sector, permission shall be granted for maximum Fifteen (15) days or 50 shuttles at a time. Unless otherwise decided by DG, CAAN, the Air transport Department (ATD) shall grant the permission for general chartered (passenger or cabin cargo) flight of rotor-wing operators (Helicopter). The authority can also be delegated to the concerned Aerodrome Operator, as & when required. As per their AOC privilege regarding chartered flight operation, rotor wing operators do not need to pay the permit fee of general chartered (passenger or cargo) flights. The form and list of documents that need to be submitted along with the application for general chartered flight by helicopters are enlisted in APPENDIX E. The Air Transport Department shall assign a Flight Permit Number in the format: CAAN/ATD/FP-CHT/RES/SPF..... (number starting from 001 as per first month of Gregorian calendar year)/ Calendar Year) for chartered flights (passenger or cargo, rescue, special purpose flight) of helicopters that are not subject to any permit charge.

**3.2.1.3** The Airfare and other provisions of domestic chartered flights shall be as per the CAAN Internal Airfare Directive, 2073.

### **3.2.2 International chartered flights**

An Operator or its General Sales/Cargo Sales Agent (GSA or CSA) or Flight Clearing Agent (FCA), with which Nepal has not signed any Bilateral/ Multilateral Air Service Agreement or not operating regular flights to Nepal despite the agreement, must possess valid AOC and/or Ownership Certificate or C of R and/or permission for operation of GSA or FCA by DG, CAAN to conduct any chartered flight to Nepal. Such an operator or its GSA/CSA/FCA or its authorized representatives shall submit an application for international chartered flight permission in the format prescribed by CAAN. The application must be submitted at least 5(five) working days before the applicable date. However, the above timeline is not applicable with regards to rescue and medical chartered flights. The application form and list of documents that have to be submitted along with the application are enlisted in APPENDIX D.

**3.2.3** The Air Transport Department shall, on behalf of Director General of CAAN, assign a Flight Permit Number (FPN) while issuing flight permission for chartered (Domestic fixed wing



# Standard Operating Procedure (SOP)

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and international) flights. The permit number, thus issued, shall be quoted by the operator/flight crew member as and when necessitated by circumstances.

**3.2.4** Operators, as far as possible, shall plan their flights in such a way that arrivals and departures take place within the operation hour of the destination aerodrome, beyond which prior coordination is required.

**3.2.5** Any application submitted with incomplete information shall be summarily rejected. Such rejection shall be notified to concerned operator via most expeditious channel.

**3.2.6** The authority of granting permission to chartered flights rests with the Air Transport Department. However, this authority can be delegated, fully or in part, to the concerned Civil Aviation Office (CAO) or Aerodrome Operator, as and when required. In case of such delegation of authority, the procedures as laid down in this SOP must be followed.

**3.2.7** Other terms and conditions associated with chartered flights shall be as prescribed by Government of Nepal and CAAN.

**Note:** *The registration & authorization of Flight Clearing Agency (FCA) shall be processed in accordance with "Procedure Regarding Permission and Regulation of Flight Clearing Agency, 2025" and its subsequent amendment.*

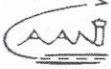
## **3.3 Diplomatic Flights**

**3.3.1** An Organization/State/Mission/Foreign Agency/Flight Clearing Agent for the purpose of conducting diplomatic flight in Nepal, shall submit an application for diplomatic flight permission in the format prescribed by CAAN along with endorsement letter from the Ministry of Foreign Affairs (MOFA) and Ministry of Culture, Tourism and Civil Aviation (MOCTCA). The application shall be submitted at least 7 (seven) working days before the applicable date. The application form and list of documents that need to be submitted are enlisted in APPENDIX F.

**3.3.2** However, if situation so warrants, some exemption can be made regarding required documents and time limit related to application date.

**3.3.3** The Director General shall, while approving diplomatic flights, assign a Flight Permit Number (FPN) which shall be quoted by the operator/flight crew member as and when necessitated by circumstances.

**3.4** The Flight permit charges to be levied for the Non-scheduled flight, Chartered flight (except general chartered flights of rotor wing), Diplomatic flight and other flights shall be as per the provisions of CAAN, Civil Aviation Rules, 2058(2002).



# Standard Operating Procedure (SOP)

## Chapter-4

### EMERGENCY AND RELIEF FLIGHTS

4.1.1 Operators engaging in rescue and emergency flights including ambulance flights, medical flights, human remains (corpses) transport flights, relief flights, search and rescue and other humanitarian flights, shall submit an application for flight permission in the format prescribed by CAAN. However, due to urgency and humanitarian aspect associated with such emergency and relief flights, permission shall be issued after the submission of the application at the earliest possible time. Moreover, in case of acute urgencies rendering it impossible to submit written application before operating such flights, verbal request together with the flight details for emergency (rescue, medical, ambulance etc.) and relief flight permission shall be accepted and permitted accordingly. The application form and list of documents that need to be submitted are same as those needed for chartered flights together with supporting medical documents from concerned Agencies, Health Institutions and Local Levels, if needed.

4.1.2 The application form and list of documents to be submitted for emergency and relief flights are enlisted in APPENDIX G.

4.1.3 Depending upon the situation, such permissions can be granted verbally and later formalized in accordance to established rules. The report of such permission shall be submitted

4.1.4 In case of ambulance flights, the name and address of the patient and the doctor/s shall also be submitted along with the documents as mentioned in the Appendix G.

4.1.5 The Director General of CAAN shall, while approving such flights, assign a **Flight Permit Number (FPN)** which needs to be quoted by the operator / flight crew as and when necessary.

4.1.6 In case of Special Emergency declared by the Government of Nepal during situations, including but not limited to, epidemics, pandemics, earthquakes and other natural disasters, the conditions as laid down by the Government of Nepal shall prevail.



# Standard Operating Procedure (SOP)

## Chapter-5

### OTHER FLIGHTS & PROVISIONS

#### 5.1 General

Besides scheduled, non-scheduled, chartered and emergency flights, flights with various other purposes such as flight related to agriculture, meteorology, survey, calibration, recreation, sky dive, sky jump and other special purpose flights, also need permission from Air Transport Department for operating within the airspace of Nepal.

The technical, safety, security and facilitation aspects of such flights shall be the responsibility of concerned Departments/Divisions/Offices/Units by provisioning and ensuring the compliance of requirements as laid down in respective Civil Aviation Requirements and Manuals thereof.

#### 5.1.1 Private Flights

Any person or entity intending to operate a private flight within the airspace of Nepal shall submit an application form and list of documents as per the format prescribed by CAAN for domestic and international flights. The application must be submitted at least 5(five) working days before the applicable date. The list of documents that need to be submitted along with the application are enlisted in APPENDIX C for Domestic and APPENDIX D for International Private Flights.

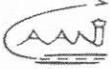
#### 5.1.2 Drones

The registration, operating permission, actions and punishment regarding the drone operation shall be as per the Specified Regulation/Procedure of Government of Nepal (Procedures regarding Drone Operations, G of N) and/or established provisions of CAAN. (CAAN Unmanned Aircraft Systems, Requirement). The application form and list of documents that have to be submitted for the flights related to drones are enlisted in APPENDIX H.

#### 5.1.3 Recreational Aviation

**5.1.3.1** Aviation Sports activities within the territory of Nepal shall be carried out in accordance with Recreational Aviation Regulations, 2069 and Rule 56 of Civil Aviation Regulations, 2058. In order to operate Test, Tandem, Solo flights of Paragliding, Hang-gliding or Microlight, Hot air balloon (tethered or free) and Sail plane, the operator must possess a valid Recreational Aviation Operator Certificate (RAOC).

**5.1.3.2** Before operation of Test or other flights, such an operator or its authorized representative shall submit an application to the Air Transport Department. This department shall make consultations, as & when needed, with Flight Safety Standard Department (FSSD) and other



## Standard Operating Procedure (SOP)

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concerned departments of CAAN before issuing permission to such flights. The application must be submitted at least 5(Five) working days before the applicable date of operation.

**5.1.3.3** The application form and list of documents that have to be submitted for the flights related to Recreational Activities are enlisted in APPENDIX I.

**5.1.3.4** But for operating over/ at ancient buildings, reserved and restricted area, prior permission from concerned authority must be obtained. Permission to fly over these areas may be refused with justification.

**5.1.3.5** Other conditions regarding the permission of Recreational and/or Adventurous Flights shall be specified by Aviation Safety and Security Regulation Directorate, CAAN, for ensuring the safety and security of such operations.

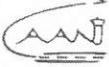
### **5.1.4 Test Landing**

**5.1.4.1** Any airlines/aerodrome operator/agency or their authorized representative in order to carry out test landing or proving flight or demonstration flight in any aerodrome of Nepal, shall submit an application to the Air Transport Department at least 7 (seven) working days before the applicable date. The application format and list of documents that need to be submitted along with the application are enlisted in in the format prescribed in APPENDIX J. The permission for test landing shall be granted by DGCA, Nepal specifying certain conditions, as & when necessary.

**5.1.4.2** The test landing thus permitted shall be conducted under the supervision of the Test Landing Team nominated by the Aviation Safety and Security Regulation Directorate, CAAN. The team shall comprise of Officials from:

1. Air Transport Department
2. Flight Safety Standards Department
3. Aerodrome Safety Standard Department
4. Other departments and entities as per official need

Upon completion of test landing, Test Landing Report including necessary findings & recommendations shall be prepared and submitted to the ASSR Directorate by the Team in the prescribed format. After scrutinizing the Report, ASSRD, based on the feedback/report/recommendation/observation from concerned Departments/Offices/Divisions/Units responsible for implementation, oversight and enforcement of Civil Aviation Requirements and Manuals, may specify, further conditions for regular commercial flight in that aerodrome for that particular type or other types of aircraft and implement it. It will be the responsibility of



# Standard Operating Procedure (SOP)

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airlines/aerodrome operator and concerned stakeholders to comply with the recommendations of the Test Landing Report before the operation of scheduled commercial flights.

**5.1.5** The Director General of CAAN, while issuing the flight permission for Private, Drones, Recreational & Test Flights, shall issue a FPN through Air Transport Department.

## **5.1.6 Special Purpose Flight (SPF)**

**5.1.6.1** Special Purpose Flights may be carried out for accomplishment of particular purposes. Such as Sling (external load operation) flights, Flower-showering flights and non-routine flights such as experimental flights, agricultural, meteorological, Aerial Photography, Lidar Survey, Mapping, research surveys flights and other Non-commercial Air Transport Operations.

**5.1.6.2** Any person or entity intending to operate flights for special purposes with national or foreign airline operators shall submit an application to CAAN along with the list of documents as prescribed in APPENDIX K. Such application must be submitted at least 5 (five) working days before the applicable date.

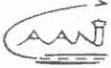
**5.1.6.3** In such special purpose flights, the specific purpose must be mentioned along with necessary documents for justification of the necessity of operation. Further, permission from concerned entity or ministry or authority, based on the purpose of flight, must be submitted along with the application. The permission for special purpose Flights shall be accorded by DG, CAAN through a specified Flight Permit Number (FPN).

**5.1.6.4** A report of completion of special purpose flights shall be submitted to CAAN not later than 3 (three) days after completion of their operation.

**5.1.6.5** All safety, security and facilitation related requirements shall be the responsibility of concerned Departments/Offices/Divisions/Units responsible for implementation, oversight and enforcement of Civil Aviation Requirements and Manuals related to their respective areas of function. Any restriction/limitation/suspension as mentioned in 1.3 of this SOP, shall be notified to Air Transport Department without any delay by such concerned Departments/Offices/Divisions/Units and no notification from these shall be considered as full compliance of all safety, security and facilitation related requirements.

## **5.1.7 Flights in Restricted Area**

**5.1.7.1** To operate rescue, relief, chartered or any other types of flight in restricted area declared by Government of Nepal, the operator or its authorized representative shall submit security clearance/consent letter from any unit of Ministry of Home Affairs in addition to documents enlisted in Appendix L.



# Standard Operating Procedure (SOP)

**5.1.7.2** Remaining process with regards to permission for any flight in restricted area and the associated permit charge shall be in accordance to Rules relating to Flight Regulation in Sensitive and Restricted Area, 2070 and any other condition as specified by CAAN.

**5.1.7.3** A report of operation of flights in the restricted area shall be submitted to CAAN not later than 3 (three) days after completion of operation.

**5.1.7.4** The Director General of CAAN, through Air Transport Department, shall specify a FPN for the flights in Restricted Area, as declared by Government of Nepal.

## **5.2 Format of Flight Permit Number (FPN) & Validity Period of FPN**

**5.2.1** The standard format of Flight Permit Number (FPN) for any flights, other than scheduled one and general chartered flights of helicopter, shall be issued in form: CAAN/FPN/.....Numeric Value with start from 001 (Starting from January)/Gregorian Year. E.g., Flight Permit Number for first flight of first day of January of 2026–CAAN/FPN/001/2026.

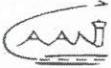
**5.2.2** Unless amended as per prescribed procedure and flights requiring NOTAM issuance, the Flight Permit Number (FPN), issued for a flight or number of flights, shall remain valid for 72 hours from the Standard Time of Departure (STD) or Standard Time of Arrival (STA) whichever is later, provided that notification of extension is made by operator or FCA or GSA well in advance.

## **5.3 Slot Clearance**

The flight schedules/requests received by CAAN from operators shall be forwarded to concerned airports for the slot timing, if applicable. However, the slots of diplomatic and emergency/ambulance/rescue/relief flights shall be determined by the Air Transport Department subject to the degree of urgency and special requirements of the flight. The slot for each flight shall be determined based on the decision of the slot management committee of the particular airport in case of International Airports and any significant feedback of the particular airport in case of domestic airports. The structure and composition of slot management committee shall be as per procedures approved by DG, CAAN.

## **5.4 Flight Identification Number/Flight Number**

Each flight, accorded as per established procedure of CAAN, shall have unique identification number/flight number/flight identification number as per ICAO Annex 10 volume -II. Generally, the scheduled flights shall have flight number of 3 digits and non-scheduled flights shall have the flight number of 4 digits following the telephony designators of concerned aircraft operating agencies as constituents of radiotelephony call sign of aircraft.



# Standard Operating Procedure (SOP)

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## **5.5 Responsibility regarding the Insurance Liability of Commercial and Non-commercial Flights**

Each Airline operator or Recreational Air Operator or Service Providing Agency shall have the first and foremost responsibility for ensuring the liability of Aircraft, Passengers, Cargo and Person on Board in connection with commercial and non-commercial flight operation as per the prevailing laws of Nepal and International Conventions relating to Air Carriers' Liability ratified by Government of Nepal. Moreover, Pilot -in-Command of any type of flight, as per its purpose and conditions of permission, shall ensure the coverage of Insurance liability of all persons (crew members, ticketed and non-ticketed) boarded on that flight before its operation.

## **5.6 Special Conditions and Restrictions relating to Flight Operation**

Notwithstanding anything written in this SOP, CAAN shall have ultimate authority to prescribe special conditions for any flight, taking into consideration its nature, airspace configuration and aerodrome operational status. Compliance of the conditions laid down by ATD, CAAN while issuing the flight permission shall be the ultimate responsibility of Operator. Failure of compliance of special conditions specified on Flight Permit shall lead to regulatory action against the Operator as per prevailing laws and regulations of CAAN.

..... (The end) .....

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## *Entities Responsible for ICAO Annexes*

### A. Departments and Division responsible within CAA

S/N	Departments/Division	Annexes
1	Flight Safety Standards Department	Annex 1- Personnel Licensing Annex 6- Operation of Aircraft Annex 7- Aircraft National and Registration Marks Annex 8- Airworthiness of Aircraft Annex 16- Environmental Protection Annex 18- The Safe Transport of Dangerous Goods by Air Annex 19- Safety Management Annex 9- Facilitation
2	Air Navigation Services Standards Department	Annex 2- Rules of the Air Annex 3- Meteorological Services for International Air Navigation Annex 4- Aeronautical Charts Annex 5- Units of Measurement to be used in Air and Ground Operations Annex 10- Aeronautical Telecommunications Annex 11- Air Traffic Services Annex 12- Search and Rescue Annex 15- Aeronautical Information Services Annex 19- Safety Management
3.	Aerodrome Safety Standards Department	Annex 14- Aerodromes Annex 19- Safety Management
4.	Aviation Security Department	Annex 9- Facilitation Annex 17- Aviation Security
5.	Safety Management Division	Annex 19- Safety Management

### B. Organizations outside CAA

S/N	Organizations	Annexes
1	Ministry of Culture, Tourism and Civil Aviation	Annexes 13- Aircraft Accident and Incident Investigation

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**APPENDICIES**

**Appendix-A (PART-I)**

**Application form for Domestic Schedule**

1. Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

2. Accountable Manager's Name: \_\_\_\_\_

Telephone/Mobil No: \_\_\_\_\_

3. Type of Fleets for Schedule: \_\_\_\_\_

4. No. of Aircrafts that possess by airlines

1. Type: \_\_\_\_\_ No: \_\_\_\_\_

2. Type: \_\_\_\_\_ No: \_\_\_\_\_

5. Focal person in emergency: \_\_\_\_\_

Telephone No: \_\_\_\_\_

6. Operation Base of Airlines: \_\_\_\_\_

**Application submitted by:**

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Official Seal:





**Appendix-B (PART-I)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**List of Required Documents  
For Schedule Operation in Nepal by Foreign Carriers/Operators**

As per the provisions of Bilateral Air Service Agreement (BASA) and Memorandum of Understanding (MOU) between Nepal and the concerned country, the following documents are needed for the operation of regular Flight Schedule by any Foreign Carrier in international airport of Nepal:

1. *Letter of Designation* by the Ministry responsible for Civil Aviation in concerned country to the Foreign Carrier
2. *Letter of Operating Authorization* by the Ministry of Culture, Tourism and Civil Aviation of Nepal
3. A copy of Legal Document that reflects the Substantial Ownership and Effective Control of operator
4. Security Manual
5. Operations Manual (All Parts)
6. Standard Operating Procedures (SOPs).
7. Copy of Air Operator Certificate
8. Certificate of Registration of each Aircraft involved in Operation
9. Certificate of Airworthiness of each Aircraft involved in Operation
10. Certificate of Insurance of Operator/Aircraft Covering Third Party Liability and Hull All & Spares War & Allied Perils Risks
11. Simulator Certificate of PIC for TIA & PIA issued within last six months regarding the Type of Approach, SID/SIA Procedures, Maps etc. **or** Record of Journey log book of last six months showing the landing of PIC in TIA and PIA
12. Certificate of Insurance regarding the Airlines liability to passengers ensuring at least Coverage in accordance with the Montreal Convention, 1999(MC99)
13. English Language Proficiency Certificate of PIC if, non- native English Speaker.
14. Proposed Route Schedule, Frequency, Capacity, Traffic Rights and Tariffs approved by the Responsible Authority of the Concerned Country.
15. SLOT approval letter from International Airport.
16. Removal of disabled aircraft plan occupied by international airport.
17. Ground Handling Arrangement and/or Agreement Letter.
18. Name and Address of the GSA/CSA Representative and Authorization letter.



**Appendix-B (PART-II)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department  
International Schedule Application form**

Name of Operator: \_\_\_\_\_ Type of Services: Pax/Cargo

Period of Applicability \_\_\_\_\_ Type of Schedule: Summer/Winter

S.N.	Flight No.	Aircraft		Sector	Fare (\$)		Time (Local)		Day of Operation						No. of Flts./ Week	
		Type	Seat		Economy	Business	ETD	ETA	SUN	MON	TUE	WED	THU	FRI		SAT

A/C MTOW:

*Handwritten signatures and initials:*  
A signature on the left, a circled 'X' in the middle, and the initials 'S/p' on the right.

**Appendix-C**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department  
Domestic (Fixed wing) Non-scheduled / Additional / Private / Chartered  
Flight**

**1. Applicant/Owner**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone/Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

**2. Charter Party:**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone /Email Address \_\_\_\_\_

Document of Chartered Flight: Contract Letter / Letter of Understanding/Request Letter  
(need to attached)

**3. Flight Details**

A) Flight Number / Call Sign:

B) Aircraft registration /Aircraft Type:

C) Sector:

D) Date of the flight:

E) EOBT:

F) PIC & Crew Member (List):

G) Purpose of Flight:

H) Cargo & Passenger Details:

(In Case of DG Cargo, DG carrier permission by CAAN)

I) Duration of flight:

**Application submitted by:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Official Stamp

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**Appendix-D (Part-I)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Requirements for Applying International Non-scheduled/Additional / Private/  
Chartered Flight Permission at Kathmandu/Bhairahawa/Pokhara**

An application letter from the operator to the Director of Air Transport Department, CAAN at least 7* working days before the intended date.			
1.	A copy of Air Operator Certificate (AOC)/Certificate of Ownership	<input type="checkbox"/>	
2.	A copy of Certificate of Registration of Aircraft (C of R)	<input type="checkbox"/>	
3.	A copy of Certificate of Airworthiness of Aircraft (C of A) OR Review Certificate	<input type="checkbox"/>	
4.	A copy of Aircraft Certificate that shows the Maximum take-off weight of Aircraft (MTOW)	<input type="checkbox"/>	
5.	A Copy of Certificate of Insurance of Aircraft covering Third Party Liability and Hull All & Spares War & Allied Perils Risks	Validity	
		Policy No.	
		Coverage Amount	
		Insurance Company	
6.	A copy of Simulator Certificate of PIC for TIA & PIA for Type of Approach, SID/SIA & Maps (as mentioned in the AIP Nepal) issued within last six months or Record of Journey log book of Airlines showing the landing of PIC within last six months	Type of Aircraft	
		Validity of SIM	
		Airport	
		Training or last landing Date	
7.	A copy of English language Proficiency Certificate of PIC if, non- native English Speaker.	Native Language	
		Nationality	
		Language Level	
		Date of Training	
8.	A Charter Flight Permission Request Form, with all required information Filled out. (Appendix D(II))	<input type="checkbox"/>	
9.	Any pertinent documents required by ATD Officials	<input type="checkbox"/>	



**Appendix-D (Part-II)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application form for permission for International Non-scheduled/Additional  
/Private/ chartered Flight**

1.	<b>Applicant/Owner:</b>	Name:				
		Permanent Address:				
		Telephone:		Fax:		
		AFTN:		Email:		
2.	<b>Local Representative (FCA/GSA/CSA):</b>	Name:				
		Permanent Address:				
		Telephone:		Fax:		
		(Authorization/Contract letter is attached herewith)				<input type="checkbox"/>
3.	<b>Aircraft:</b>	Owner:				
		Operator:				
		Type:	Registration:	Nationality:		
		Maximum Take-off Weight (MTOW) KGS:				
4.	<b>Pilot-In-Command:</b>	Name:				
		Nationality				
		License No.	Country:			
		Crew list attached:				<input type="checkbox"/>
5.	<b>Ground Handler</b>	Name:				
		Permanent Address:				
		Telephone:				
		Authorization/Contract letter is attached herewith				<input type="checkbox"/>
6.	<b>Charter Party:</b>	Name:				
		Permanent Address:				
		Telephone				
		Authorization/Contract letter is attached herewith				<input type="checkbox"/>
7.	<b>Purpose of Charter:</b>	Passenger:				<input type="checkbox"/>
		In		Out		
		Cargo: (Attached cargo detail volume/weight) /DG cargo shall be declared before flight with air cargo manifest				<input type="checkbox"/>
		In		OUT		
		Medical: (Specify)				
		Private (Specify)				
8.	<b>Passenger-On-Board:</b>	Specify:				
		Attached list of passengers				<input type="checkbox"/>
9.	<b>Flight Details:</b>	Date of Operation:				
		Flight No.:				
		Sector:				
		ETD/ETA:				
		If any (Specify):				
<b>Application Submitted By:</b>						
Name:						
Date:						
Signature:				Official Seal:		

**APPENDIX – E**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application form for permission of Domestic (Rotor wing) Cargo (Cabin)/Passenger  
Chartered Flights (Flights without-permit Fee)**

**A. Letter of Application requesting the Director of Air Transport Department:**

**B. Flight details:**

- a. Name of Operator:
- b. Nature of Flight: Passenger/Cargo (Cabin)
- c. Type of Flight: Chartered /Rescue/Relief / Training / MCF/Positioning/ Test/SPF
- d. Aircraft Registration:
- e. Type of Aircraft:
- f. Sector of Flight:
- g. Duration of Flight:
- h. Date of Flight:
- i. Crew including PIC:
- j. Cargo details (with air cargo manifest /list attached):
- k. Passenger details (including Name, Nationality, Passport/ID No./Sector of flight) in tabular form:

S/N	Name of Passenger	Nationality	Passport/Citizenship/Id.No.	Flying Sector	Remarks

**Application submitted by:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Official Stamp

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*Handwritten initials*

**Appendix – F (I)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application from for permission for Diplomatic Flight**

An application letter from the operator to the Director of Air Transport Department, CAAN at least 10 working days before the intended date.			
1.	A copy of Air Operator Certificate (AOC)	<input type="checkbox"/>	
2.	A copy of Certificate of Registration of Aircraft (C of R)	<input type="checkbox"/>	
3.	A copy of Certificate of Airworthiness of Aircraft (C of A) OR Review Certificate	<input type="checkbox"/>	
4.	A copy of Aircraft Certificate showing the Maximum take-off weight of Aircraft (MTOW)	<input type="checkbox"/>	
5.	A Copy of Certificate of Insurance of Aircraft covering Third Party Liability and Hull All & Spares War & Allied Perils Risks	Validity	
		Policy No.	
		Coverage Amount	
		Insurance Company	
6.	A copy of Simulator Certificate of PIC for TIA & PIA for Type of Approach, SID/SIA & Maps (as mentioned in the AIP Nepal) issued within last six months or Record of Journey log book of Airlines showing the landing of PIC within last six months	Type of Aircraft	
		Validity of SIM	
		Airport	
		Training or last landing Date	
7.	A copy of English language Proficiency Certificate of PIC if, non- native English Speaker.	Native Language	
		Nationality	
		Language Level	
		Date of Training	
8.	A Diplomatic Flight Permission Request Form, with all required information Filled out. (Appendix F(II))	<input type="checkbox"/>	
9.	An authorization letter to FCA/GSA/CSA by the operator.	<input type="checkbox"/>	
10.	Any pertinent documents required by ATD Officials		

*Handwritten signature*

*Handwritten signature*

**Appendix-F(II)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application from for permission for Diplomatic Flight**

1.	<b>Applicant:</b>	Name:				
		Permanent Address:				
		Telephone:		Fax:		
		Email Address:		Cell No:		
2.	<b>Local Representative (FCA/GSA/CSA/Others: Diplomatic Mission ):</b>	Name:				
		Permanent Address:				
		Telephone:		Email/Fax:		
		(Authorization/Contract letter is attached herewith)				<input type="checkbox"/>
3.	<b>Aircraft:</b>	Owner:				
		Operator:				
		Type:	Registration:	Nationality:		
		Maximum Take-off Weight (MTOW) KGS:				
4.	<b>Pilot-In-Command:</b>	Name:				
		Nationality				
		License No.	Country:			
		Crew list attached:				<input type="checkbox"/>
5.	<b>Ground Handler</b>	Name:				
		Permanent Address:				
		Telephone:				
		Authorization/Contract letter is attached herewith, when deemed necessary				<input type="checkbox"/>
6.	<b>Charter Party:</b>	Name:				
		Permanent Address:				
		Telephone				
		Authorization/Contract letter is attached herewith				<input type="checkbox"/>
7.	<b>Purpose of Charter:</b>	Passenger:				<input type="checkbox"/>
		In		Out		
		Cargo: (Attached cargo detail volume/weight) (DG cargo shall be declared as per Air Cargo Manifest)				<input type="checkbox"/>
		In		OUT		
		Medical: (Specify)				
		Private (Specify)				
8.	<b>Passenger-On-Board:</b>	Specify:				
		Attached list of passengers				<input type="checkbox"/>
9.	<b>Flight Details:</b>	Date of Operation:				
		Flight No.:				
		Sector:				
		ETD/ETA:				
		If any (Specify):				
<b>Application Submitted By:</b>						
Name:						
Designation:						
Date:						
Signature:			Seal:			





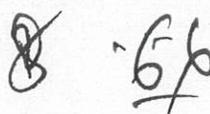
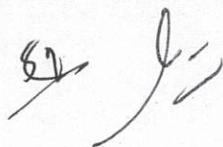
## Appendix-G (Part-I)

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Requirements for Applying International Emergency and Relief [including Ambulance, Rescue, Medical Charter, Human remains (corpses) Transport Flights, Search and Rescue and other Technical & Humanitarian Relief (Evacuation & Repatriation)] Flights**

An application letter from the operator to the Director of Air Transport Department, CAAN generally 5 days before the intended date.		<input type="checkbox"/>	
1.	A copy of Air Operator Certificate (AOC)	<input type="checkbox"/>	
2.	A copy of Certificate of Registration of Aircraft (C of R)	<input type="checkbox"/>	
3.	A copy of Certificate of Airworthiness of Aircraft (C of A)	<input type="checkbox"/>	
4.	A copy of Aircraft Certificate showing the Maximum take-off weight of Aircraft (MTOW)	<input type="checkbox"/>	
5.	A Copy of Certificate of Insurance of Aircraft covering Third Party Liability and Hull All & Spares War & Allied Perils Risks	Validity	
		Policy No.	
		Coverage Amount	
		Insurance Company	
6.	A copy of Simulator Certificate of PIC for TIA & PIA of Type of Approach, SID/SIA & Maps (as mentioned in the AIP Nepal) issued within last six months or Record of Journey log book of Airlines showing the landing of PIC within last six months	Type of Aircraft	
		Validity	
		Airport	
		Training or last Operation Date	
7.	A copy of English language Proficiency Certificate of PIC if, non-native English Speaker.	Native Language	
		Nationality	
		Language Level	
		Date of Training	
8.	A Charter Flight Permission Request Form, with all required information Filled out. (Appendix G(II))	<input type="checkbox"/>	
9.	An authorization letter to FCA/GSA/CSA/Others by the operator.	<input type="checkbox"/>	
10.	A Bank voucher of permission fee of \$56.50 (Equivalent NPR of the date)	<input type="checkbox"/>	
11	Rastriya Banijya Bank, in the name of Civil Aviation Authority of Nepal, Current Account No. 10900006491700		
*	NMB Bank Limited, in the name of Civil Aviation Authority of Nepal, Current Account No. 1090100064917001		

\*

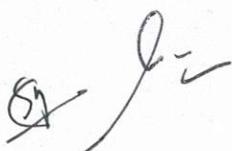


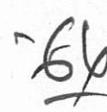
## Appendix-G (Part-II)

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application form for International Emergency and Relief [ Ambulance & Rescue, Medical Charter, Human remains (corpses) Transport Flights, Search and Rescue and other Technical & Humanitarian Relief (Evacuation & Repatriation)] Flights**

<b>1.</b>	<b>Applicant:</b>	Name:				
		Permanent Address:				
		Telephone:		Fax:		
		Email Address:		Cell No.:		
<b>2.</b>	<b>Local Representative:</b>	Name:				
		Permanent Address:				
		Telephone:		Fax:		
<b>3.</b>	<b>Aircraft:</b>	Owner:				
		Operator:				
		Type:	Registration:		Nationality:	
		Maximum Take-off Weight (MTOW) KGS:				
<b>4.</b>	<b>Pilot-In-Command:</b>	Name:				
		Nationality:				
		License No.:		Country:		
		Crew list attached:			<input type="checkbox"/>	
<b>5.</b>	<b>Ground Handler</b>	Name:				
		Permanent Address:				
		Telephone:				
		Authorization/Contract letter is attached herewith			<input type="checkbox"/>	
<b>6.</b>	<b>Charter Party:</b>	Name:				
		Permanent Address:				
		Telephone:				
		Authorization/Contract letter is attached herewith			<input type="checkbox"/>	
<b>7.</b>	<b>Purpose of Charter:</b>	Passenger:			<input type="checkbox"/>	
		In		Out		
		Cargo: (Attached cargo detail volume/weight) (DG cargo shall be declared as per Air Cargo Manifest)				<input type="checkbox"/>
		In		OUT		
		Medical: (Specify)				
		Private (Specify)				
<b>8.</b>	<b>Passenger-On-Board:</b>	Specify:				
		Attached list of passengers			<input type="checkbox"/>	
<b>9.</b>	<b>Flight Details:</b>	Date of Operation:				
		Flight No.:				
		Sector:				
		ETD/ETA:				
		If any (Specify):				
<b>Application Submitted By:</b>						
Name:						
Date:						
Signature:			Seal:			





Appendix – G (III)

Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department

Application form for Domestic (Fixed wing) Emergency (Ambulance & Rescue), Technical & Humanitarian Relief, Human Remains(corpses) Transport Flights and SAR flights

1. Applicant:

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone/Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

2. Charter Party:

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone /Email Address \_\_\_\_\_

Document of Chartered Flight: Contract Letter / Letter of Understanding/Request Letter:  
(need to be attached)

3. Flight Details

A) Flight Number / Call Sign:

B) Aircraft registration /Aircraft Type:

C) Sector:

D) Date of the flight:

E) EOBT:

F) PIC & Crew Member (List):

G) Purpose of Flight:

H) Cargo & Passenger Details:

(In Case of DG cargo, DG carrier permission by CAAN)

I) Duration of flight:

Application submitted by:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Official Stamp

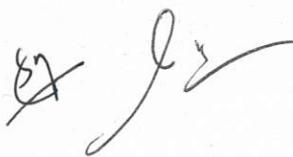
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**Appendix-H (Part-I)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**List of required documents for RPAS(Drone)/UAS/UAM Operation  
Permission**

1. Request Letter.
2. A Letter of Registration of Drone at CAAN
3. A copy of Operation Specifications of Drone.
4. A copy of Map of Operation Area.
5. Copy that shows latitude/longitude box of operation area.
6. No Objection/Recommendation Letter of concerned owner/unit if operation area is over private / public place or property.
7. Letter from the concerned authority or local level for security clearance and or other clearance.
8. A letter showing the purpose of Drone operation



**Appendix-H (Part-II)**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application form for RPAS(Drone)/UAS/UAM**

**1. Applicant:** Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**2. Operations Manager (person- in - charge of flight operations during applied flights)**  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**3. Aircraft Details:** Manufacture: \_\_\_\_\_  
Model: \_\_\_\_\_  
MTOW: \_\_\_\_\_

**4. Purpose of Flight:** \_\_\_\_\_

**5. Flight Details:**

Date (s)	Time (s)	Duration	Proposed Height (AGL) or Altitude (AMSL)	Location					
				Take Off Side			Landing Side		
				Name of Place	Coordinates	Elevation	Name of Place	Coordinates	Elevation

**Application Submitted by:**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

*Handwritten signatures and initials at the bottom of the page.*

**Appendix-I**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application for Recreational Aviation (Paragliding/Sky Diving/Free Hot air  
Balloon/Ultralight/Microlight/Heliskiing) Operations**

1. Applicant: Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Operations Manager (person-in-charge of flight operations during applied flights)  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Aircraft Details: Manufacture: \_\_\_\_\_  
Model: \_\_\_\_\_  
Weight: \_\_\_\_\_

4. Purpose of Flight: \_\_\_\_\_

5. Flight Details:

Date (s)	Time (s)	Duration	Proposed Height (AGL)/ Altitude (AMSL)	Location					
				Take Off Side			Landing Side		
				Name of Place	Coordinates	Elevation	Name of Place	Coordinates	Elevation

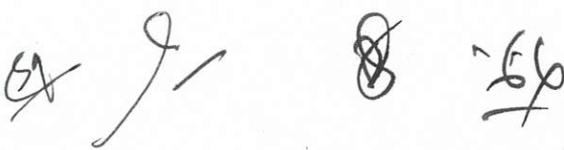
Application Submitted by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Official seal



**Appendix-J**

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application for Test Landing at Aerodrome/Proving Flight/Demonstration flight**

**1. Applicant:**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone/Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

- 2. Purpose of Flight:** Test landing/Proving Flight (Route)/Demonstration flight (Aircraft Operational Performance Check) – List of Documents necessitating the flight  
(Need to be attached)

**3. Flight Details**

A) Flight Number / Call Sign:

B) Aircraft registration /Aircraft Type:

C) Sector:

D) Date of the flight:

E) EOBT:

F) PIC & Crew Member (List):

G) CAAN Observers onboard:

(Along with their checklist)

H) Purpose of Flight:

I) Duration of flight:

**Application submitted by:**

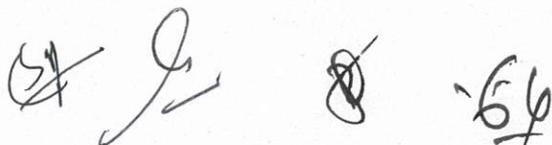
Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Official Stamp \_\_\_\_\_



**Appendix-K**  
**Civil Aviation Authority of Nepal**  
**Aviation Safety & Security Regulation Directorate**  
**Air Transport Department**

**Application for Special Purpose Flight (SPF) [Sling (Heli) Flower-showering (Heli), Positioning, Ferry, Maintenance Check Flight, Training, Calibration, Surveying, Experimental Flights etc.]**

**1. Applicant:**

Name: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_  
 Telephone/Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_

**2. Purpose of Flight:** Sling/Flower-showering/Positioning/Ferry/Maintenance Check Flight/Training/Calibration/Surveying /Experimental Flights etc.]- (Need to be submitted the documents necessitating the flight)

**4. Flight Details**

- A) Flight Number / Call Sign:
- B) Aircraft registration /Aircraft Type:
- C) Sector:
- D) Date of the flight:
- E) STD/STA:
- F) PIC & Crew Member (List):
- G) Cargo & Passenger Details:
- H) Duration of flight:
- I) Proposed Height of Sling/Flower showering:

**5. Special information for surveying /experimental / calibration flights**

Date (s)	Time (s)	Duration	Proposed Height (AGL) or Altitude (AMSL)	Location					
				Take Off Side			Landing Side		
				Name of Place	Coordinates	Elevation	Name of Place	Coordinates	Elevation

**Application submitted by:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

*(Handwritten signatures and initials)*

Appendix-L

**Civil Aviation Authority of Nepal  
Aviation Safety & Security Regulation Directorate  
Air Transport Department**

**Application form of Rotor wing Operators for Restricted Area [Cargo (cabin or sling), flower-showering, passenger etc.] Chartered Flight**

**1. Applicant/Operator:**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

**2. Charter Party:**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone Fax: \_\_\_\_\_

(Authorization / Contract letter is attached herewith)

**3. Flight Details**

A) Aircraft Type:

B) Aircraft registration :/Call sign:

C) Sector of flight in Restricted Area:

D) Date of the flight:

E) EOBT:

F) PIC:

G) Purpose of Chartered Flight:

H) Cargo & Passenger Detail: Cargo manifest & Pax details

S/N	Name of Passenger	Nationality	Passport/Citizenship/Id.No.	Flying Sector	Remarks

