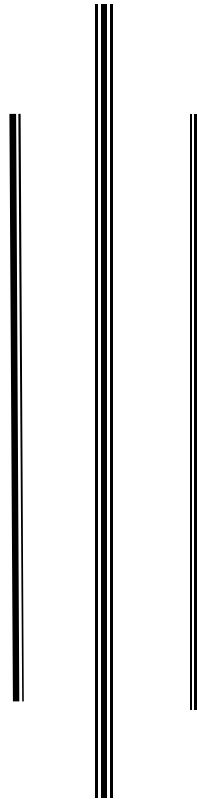


**ANS Procedure Manual for
Document Development, Amendment, Distribution and Filing of
Differences to ICAO SARPs**



**Air Navigation Services Safety Standards Department
Civil Aviation Authority of Nepal**

January 2016

Acronyms

AIMD	Aeronautical Information Management Department
AIP	Aeronautical Information Publication
AIRAC	Aeronautical Information Regulation and Control
ANSP	Air Navigation Services Provider
ANSSSD	Air Navigation Services Safety Standards Department
ASD	Aerodrome Operations Directorate
ATMD	Air Traffic Management Department
ASSD	Aerodrome Safety Standards Department
CAA	Civil Aviation Academy
CAAN	Civil Aviation Authority of Nepal
CAR	Civil Aviation Requirements
ASSRD	Aviation Safety and Security Regulation Directorate
CNAD	Com and Nav. Aid Department
CNSD	Communication Navigation Surveillance Department
DAFD	Domestic Airport Facilitations Department
DDG	Deputy Director General
DGCA	Director General of Civil Aviation
DHM	Department of Hydrology and Meteorology
FSSD	Flight Safety Standard Department
ICAO	International Civil Aviation Organization
ICAO IAD	ICAO International Affairs Division
MFD	Meteorological Forecast Division
MoCTCA	Ministry of Culture Tourism and Civil Aviation
PANS	Provision of Air Navigation Services
SARPs	Standard and Recommended Practices
TIACAO	Tribhuvan International Airport Civil Aviation Office

AMENDMENTS

RECORD OF AMENDMENTS AND CORRIGENDA

Amendments			
No.	Date of Issue	Date Entered	Entered By
1	Sep 2021		ANSSSD

Corrigenda			
No.	Date of Issue	Date Entered	Entered By

FOREWORD

This ANS procedure Manual for Document Development, Amendment, Distribution and Filing of Differences to ICAO SARPs, First Edition 2016 has been issued by the Director General, Civil Aviation Authority of Nepal pursuant to Rule 82 of Civil Aviation Regulation, 2058 B.S. (2002 A.D.) for implementation of Rule 40b of the same regulation, This Manual has been prepared for the use and guidance to the personnel working in ANS Safety Standards Department (ANSSSD) in performing their duties concerning development and amendment of requirements, manuals, directives, procedures, etc. and filing of differences to the ICAO SARPs.

This manual brings the harmony and uniformity in the procedures of adoption of or disagreement with ICAO SARPs into the national regulations, requirements and manuals giving the elucidative guidelines to the department personnel. This manual helps to understand the sequential flow of the various work processes including the coordination procedures as well as the interactions with concerned stakeholders that are involved in and as part of the tasks related to document development, amendment and notification of differences.

This is a controlled document and subject to periodic review. ANSSSD will maintain this manual as complete, accurate and up-date as possible. Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of ANSSSD.

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

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CHAPTER 1 GENERAL

1.1. Introduction

The Air Navigation Services Safety Standards Department (ANSSSD) has been formed within Aviation Safety & Security Regulation Directorate (ASSRD) to perform the safety oversight over the functions of Air Navigation Services Provider (ANSP). To perform this function, ANSSSD needs to promulgate the necessary documents like Requirements, Directives, Manuals, Procedures, etc. to implement the provisions of National Acts, Rules, Regulations, ICAO Annexes and Manuals under the Rule 82 of Civil Aviation Regulation, 2058 (2002).

1.2. Objective

The objectives of this Manual are to frame the following procedures:

- a. To develop the necessary documents for ANSSSD especially the Civil Aviation Requirements Directives, Circulars, Manuals, Procedures and amendments of such documents that are compliant to the ICAO SARPs and PANS,
- b. To distribute such documents to concerned stakeholders for appropriate guidance and compliance, and
- c. To notify and file the differences to ICAO SARPs in close co-ordination with the concerned departments within CAAN.

1.3. Duties and Responsibilities of ANSSSD personnel

Duties and responsibilities of ANSSSD personnel with regard to the adoption of or disagreement with the ICAO SARPs and preparation of all necessary documentations are given below:

- a. Receive or cause to receive the latest ICAO Annexes and Manuals, and evaluate and perceive the need of development of or change in the national regulations, requirements, manuals, procedures, etc.
- b. Identify differences to ICAO SARPs in the national documents.
- c. Initiate the regulatory process for the development or amendment of documents, including the formation of taskforce or committee.
- d. Prepare the draft of new document or amended document.
- e. Forward draft to the concerned stakeholders for their feedback or conduct an interaction or meeting with them to discuss on the draft and collect their suggestions, and finalize the draft.
- f. Submit final draft to higher authority for approval.
- g. Take approval for the adoption of or disagreement with ICAO SARPs, and reflect those things as necessary in the national documents.
- h. Publish the new regulatory requirements, directives, manuals, procedures, etc. and amendments once approved from the authority.

- i. Distribute those documents to concerned stakeholders for appropriate guidance and compliance.
- j. Publish the differences in AIP Nepal and notify such differences to ICAO through ICAO IAD.

Note: ANSPs may submit the requests to ANSSSD for any need of change in the regulatory documents, and ANSSSD on the other hand shall evaluate any such available requests for the endorsement in the regulatory documents, if necessary.

CHAPTER 2 IDENTIFICATION AND FILING OF DIFFERENCES TO ICAO SARPs

2.1 Purpose

This Chapter provides the procedure for identification and filing of differences to ICAO SARPs.

2.2 Procedure for Identification and Notification of Differences

Once the development of new ICAO SARPs or amendment thereto has been received, following procedure shall be applied to adopt the SARPs or to identify the differences and file the differences. Flow chart of the procedure is given in Attachment 1 and associated Checklist is given in Attachment 2.

- a. ANSSSD or the relevant safety division evaluates the national regulations to identify the differences to ICAO SARPs, if necessary by forming a taskforce.
- b. After the evaluation, if it is found that the regulations are fully compliant to the ICAO SARPs, new or amended SARPs are adopted as proposed by ICAO.
- c. If the regulations are not compliant to the ICAO SARPs, there will be two options:
 - Adopt the new SARPs or amendment with some modifications in regulations, requirements, etc. For which, ANSSSD will initiate the established regulatory process, and amends the national regulations, requirements, etc. as required. If there is any difference in adoption, notify the difference to ICAO through ICAO IAD and publish it in the AIP Nepal through AIM Department.
 - Disagree with the new SARPs or amendment to the SARPs in formal way in writing with the approval from DGCA through ASSRD. The differences then will be notified to ICAO through ICAO IAD and will be published in AIP Nepal through AIM Department.

2.3 Timelines for activities

- a. In case the notification received of amendment/proposal of SARPs or of adoption of SARPs, the document shall be reviewed and evaluated, and the formal response of disapproval, disagreement or difference of compliance shall be forwarded to ICAO IAD **within 30 days** of receipt of notification.
- b. Notify AIM Department **within 21 days** of the formal response to ICAO IAD to publish in AIP Nepal as per AIRAC Cycle before the applicable date of ICAO SARPs as mentioned in ICAO Annexes.

CHAPTER 3 DEVELOPMENT OR AMENDMENT OF REGULATIONS, REQUIREMENTS, DIRECTIVES, MANUALS AND PROCEDURES

3.1 Purpose

This Chapter provides a systematic procedure or guidelines of receiving the new ICAO SARPs, amendment in SARPs or demand for change or adoption of new requirements and detailed procedure how to finalize the document for acceptance, approval and publication. It includes the relationship between all the stakeholders involved in the procedure and their duties and responsibilities.

3.2 Procedure for Development and Amendment of Regulatory Documents

Whenever there is the need of development or amendment of regulations, directives, manuals or procedures, following procedures shall be applied. Flow chart of the procedure is given in Attachment 3 and associated Checklist is given in Attachment 4.

3.3 Development or Amendment of Regulations

- a. ANSSSD or its concerned safety division shall evaluate the need of development or amendment of national regulations, and finally, the ANSSSD raise the necessary need to Aviation Safety & Security Regulation Directorate (ASSRD).
- b. ASSRD shall send it to ICAO International Affairs Division (ICAO IAD) for further action as per "Procedures Manual for ICAO, Int'l Affairs and Functions" Second edition 2021.

3.4 Development or Amendment of Civil Aviation Requirements, Directives, Manuals or Procedures

- a. ANSSSD or its concerned safety division shall evaluate the need of development or amendment of national requirement, directive, manual or procedure.
- b. The ANSSSD shall get approval to form a taskforce/committee to draft the new requirement, directive, manual or procedures or the necessary amendment.
- c. The taskforce/committee shall draft the requirement, directive, manual or procedure or the amendment and submit it to ANSSSD.
- d. ANSSSD shall forward the draft to the concerned stakeholders for their feedback or an interaction or meeting shall be conducted with them to discuss on the draft and gather their suggestions, and finalize the draft.
- e. ANSSSD shall put their own view on the final draft and forward it to ASSRD.
- f. ASSRD will normally submit the final draft directly to DGCA for approval.

- g. Once the final draft approved from DGCA that will be applicable on the date as specified in the new or amended requirement, directive, manual or procedure.
- h. The amendments, if required, will repeal, replace or modify the existing regulations, requirements, directives, etc. to the extent indicated in the amendments.

Timelines for activities

- I. For the development of regulatory documents (Requirements, Manuals, Guidance materials etc)**
 - a. The document shall be developed to adopt the ICAO SARPs with or without difference. The focal point of the department shall forward the draft document to the concerned stakeholders. The concerned stakeholders shall send the feedback on the draft document within **15 days**
 - b. ANSSSD shall review and evaluate those feedbacks and incorporate the relevant feedback to finalize the final draft document.
- II. For the amendment of regulatory documents (Requirements, Manuals, Guidance materials etc)**
 - a. The document shall be amended to adopt the ICAO SARPs with or without difference within **3 months** based on the nature, complexity, necessity and importance of the task, and will be applicable by the applicable date as mentioned in the ICAO State Letter, most preferably by November of each calendar year.
 - b. Amendment or preparation of other documents is initiated as and when required but shall be finished within **3 months** based on the nature, complexity, necessity and importance of the task.

CHAPTER 4 DISTRIBUTION OF REGULATORY DOCUMENTS

ANSSSD shall ensure that the regulatory documents developed or amended by the department, or the ICAO documents received from ICAO IAD shall be distributed to all concerned according to the list as mentioned in the Attachment 5 via email and/or official letter. Such regulatory documents shall be made available in the CAAN Website: www.caanepal.gov.np as well.

While distributing documents according to the Attachment 5, following mechanism shall be adopted:

1. Letter of notification, supplemented by hard copy documents - At least to DG, Directorates
2. Letter of notification of availability of documents through CAAN website- All concerned

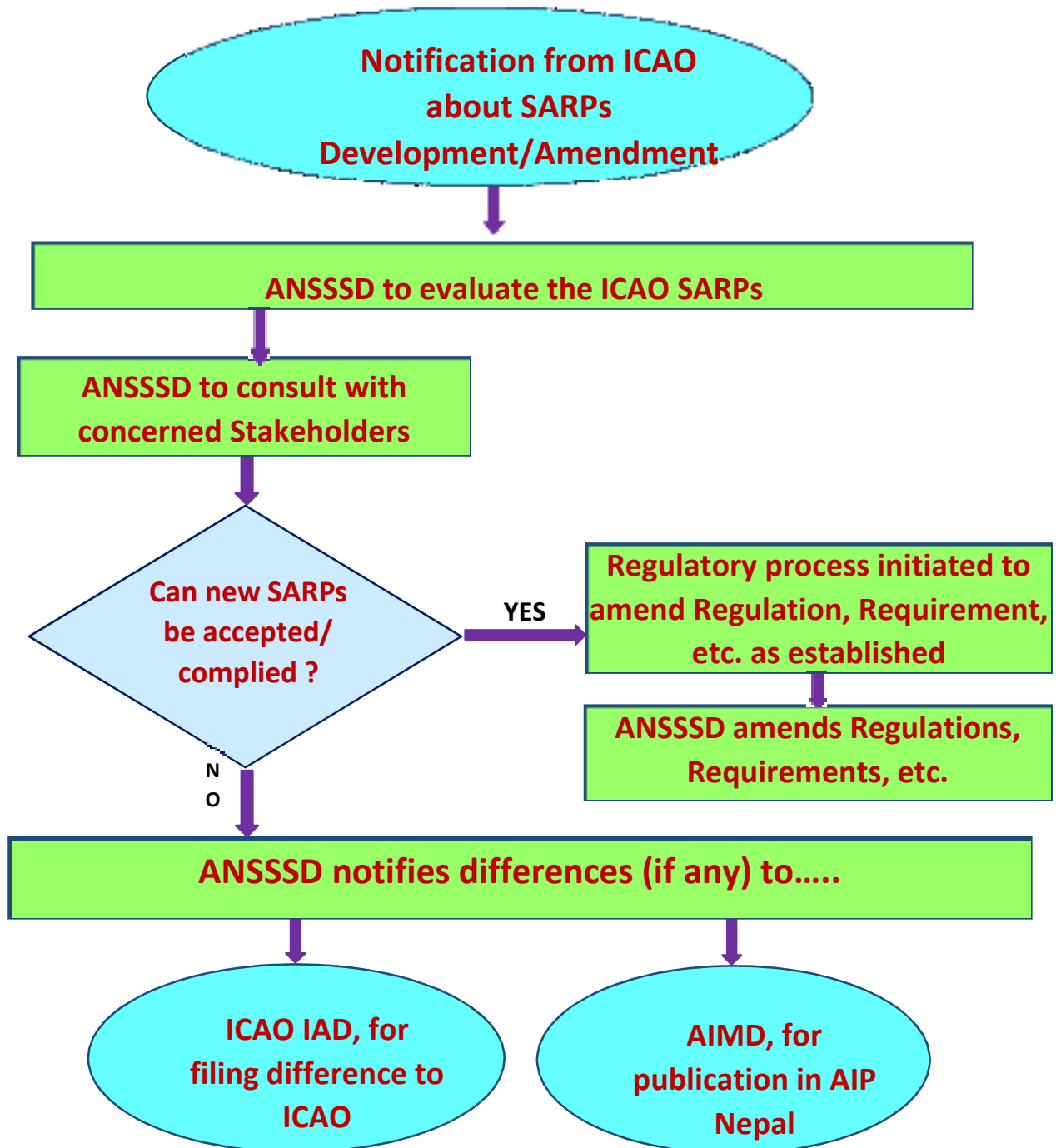
Note: ANSSSD to ensure that the relevant documents are already available in the CAAN website.

3. Despite the above procedures, email notifications with the soft copy document attachments can also be sent to the concerned.

Note: Each department is responsible to distribute or communicate about the regulatory or other concerned documents to its relevant line divisions, sections, units or personnel.

4. In addition to above mentioned clause in 1. and 2., ANSSSD shall organize interaction/familiarization/training/awareness programme whenever necessary for effective dissemination of regulatory information or the ICAO documents.

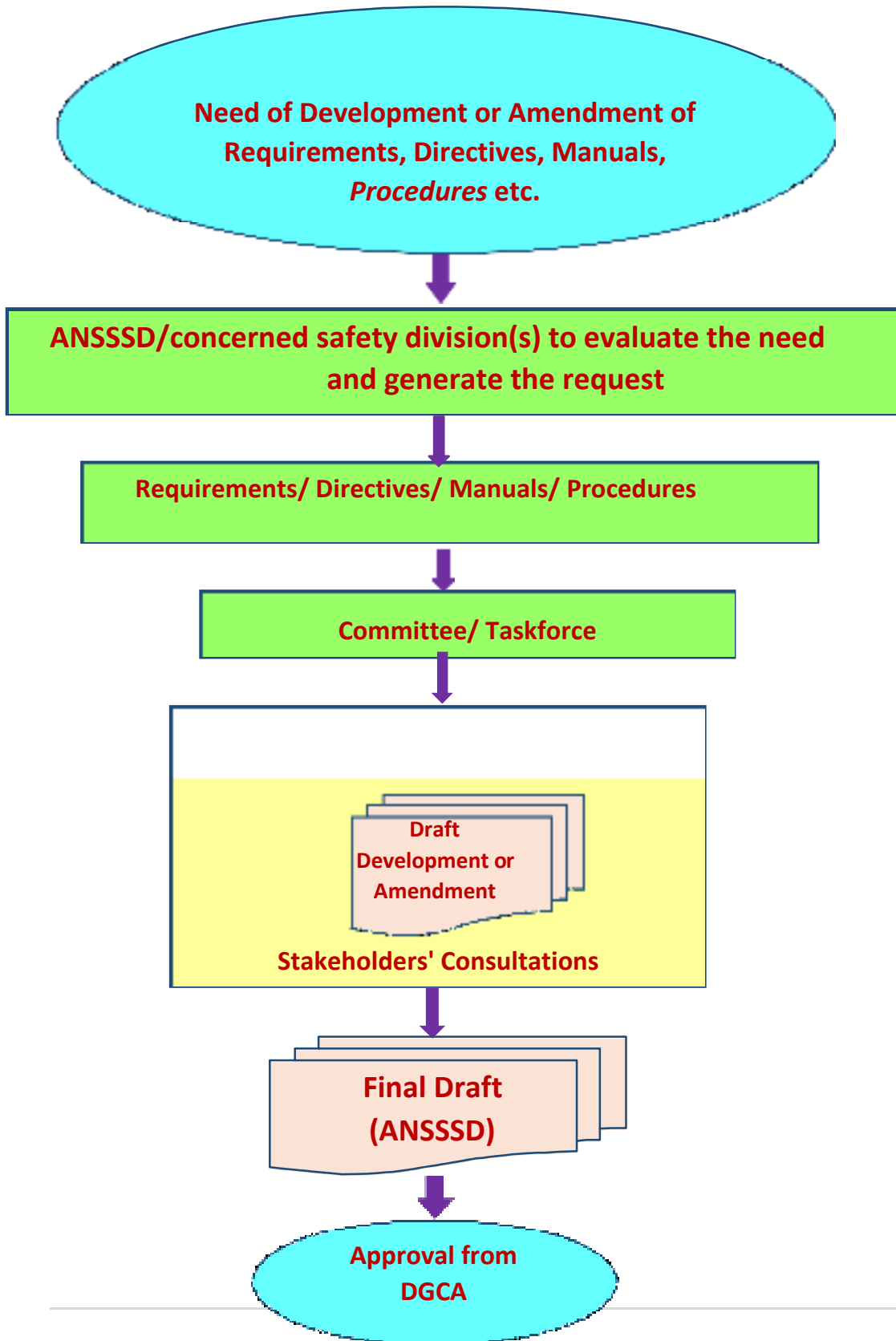
Attachment1. Procedure of Identification and Notification of Differences to ICAO SARPs



Attachment 2. Identification of Differences to ICAO SARPs and PANS, Notification and Filing of Differences Checklist

1. State letter Reference
2. Title
3. Notification received regarding ICAO SARPs, PANS Date of receipt.....
4. Interaction within department to evaluate and identify differences to regulatory documents
 Date of interaction.....
5. Consultation with concerned stakeholders through:
Forwarding notification for feedback Date.....
(ATMD , AIMD , TIACAO , CNSD , CNAD , Others specify.....)
Meeting or Interaction for feedback Date.....
(ATMD , AIMD , TIACAO , CNSD , CNAD , Others specify.....)
6. Feedback indorsed in Adoption or Difference Filing Process Date of Indorsement.....
7. Evaluation of Regulations, Requirement, Manuals, etc. completed Date of completion.....
Agreement with SARPs without any difference
Agreement with SARPs with some differences Reason of differences.....
Disagreement with SARPs Reason of disagreement.....
8. Formal notification to ICAO IAD about agreement or disagreement Date of notification.....
9. Formal notification to AIMD of differences, if any Date of notification.....

Attachment 3. Document Development and Amendment Procedure



Attachment 4. Document Development, Edition or Amendment Checklist

1. Need for Document Development Edition or Amendment of:
- CARs Specify.....
- Regulations Specify.....
- Others Specify.....
2. Reason for Development/Edition/Amendment
3. Date of Initiation for development/amendment
4. Approval of Draft Team for development/amendment Date of approval.....
- Approving Authority
5. Date of completion of Initial Draft of edition or amendment.....
6. Initial Draft sent to different stakeholder for feedback:
- ATMD Date.....
- AIMD Date
- TIACAO Date
- CNSD Date.....
- CNAD Date.....
- Others Specify with date.....
7. Feedback on initial draft collected from:
- ATMD Date.....
- AIMD Date
- TIACAO Date
- CNSD Date.....
- CNAD Date.....
- Others Specify with date.....

- 8. Necessary feedback endorsed in the draft Date of endorsement.....
- 9. Submission of Final Draft by ANSSSD to DDG, ASSRD for approval: Date of forwarding.....
- 10. Submission of Final Draft by DDG, ASSRD to DG, CAAN Date of submission.....
- 11. Approval of edition or amendment of CARs, Regulations, Directives: Date of approval.....
- 12. Notification to MIS to upload developed/amended documents in CAAN website Date.....
- 13. Notification of developed/amended CARs, Regulations, Directives to concerned Date.....

**Attachment 5. Distribution list of Statutory Materials related to ANSSSD
Ownership of the documents- ANSSSD**

S.No	STATUTORY MATERIAL	DISTRIBUTION LIST																	
		DG	ASSRD	ASD	CAA	TIACAO	FSSD	ASSD	ATMD	CNAD	CNSD	AIMD	DAFD	ICAO IAD	LIBRARY	ALL DOMESTIC AIRPORTS	DHM	MFD , DHM	Others
1.	CAR-2																		
2.	CAR-3																		
3.	CAR-4																		
4.	CAR-5																		
5.	CAR-10 (VOL. I-V)																		
6.	CAR-11																		
7.	CAR-12																		
8.	CAR-15																		
9.	MATS NEPAL																		
10.	MOS-IFPD																		
11.	MOS-L/R of ATS Personnel																		
12.	Personnel Licensing Requirements (PELR) for ATSEP																		
13.	ANS Procedure Manual for Document Development, Amendment,																		

S.No	STATUTORY MATERIAL	DISTRIBUTION LIST																		
	Distribution and Filing of Differences to ICAO SARPs																			
14.	Approved Training Organization Certification Manual																			
15.	ANS Regulatory Policy and Procedure Manual																			
16.	Air Navigation Services Procedure Manual for Document Development, Amendment, Distribution & Filing of differences to ICAO SARPs																			
17.	Manual of Standards Aerodrome Flight Information																			

S.No	STATUTORY MATERIAL	DISTRIBUTION LIST																		
	Service (AFIS)																			
18.	Manual of Standards Aeronautical Information Service (MOS-AIS)																			
19.	Ac02ceptance Manual for ATS Safety Management System																			
20.	Guidance Manual for Conducting Safety Risk Management Activities in ATM																			
21.	Procedure Manual for Reporting and Investigating the ANS Safety Information and Occurrences																			

22.	Procedure Manual for Acceptance and/or Approval of Instrument Flight Procedure Design Documents																	
23.	Requirements for Fatigue Risk Management in Air Traffic Services																	