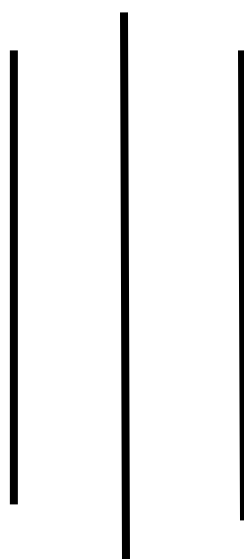




CIVIL AVIATION AUTHORITY OF NEPAL

MANUAL OF OPERATING STANDARDS



September 2021

Aviation Safety and Security Regulations Directorate
Civil Aviation Authority of Nepal
Head Office, Babar Mahal
Kathmandu, Nepal

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Glossary

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|-------------|--|
| A | Airplane |
| ALPT | Aviation Language Proficiency Test |
| AOC | Air Operator's Certificate |
| AOCI manual | Air Operator's Certificate Inspection Manual |
| AOCR | Air Operator's Certificate Requirements |
| ATO | Approved Training organization |
| ATPL | Airline Transport Pilot License |
| AWID | Airworthiness and Inspection Division |
| CAAN | Civil Aviation Authority of Nepal |
| CAME | Continuous Airworthiness Management Exposition |
| CAMO | Continuous Airworthiness Management Organization |
| CAR | Civil Aviation Rule 2002 |
| CPL | Commercial Pilot License |
| DCP | Designated Check Pilot |
| DGHR | Dangerous Goods Handling Requirements |
| FE | Flight Engineer |
| FI | Flight Instructor |
| FOO | Flight Operations Officer |
| FOD | Flight Operations Division |
| FOR | Flight Operations Requirements |
| FSSD | Flight Safety Standards Department |
| H | Helicopter |
| IR | Instrument Rating |
| LED | Licensing and Examinations Division |
| MEL | Minimum Equipment List |
| NCAR | Nepalese Civil Airworthiness Requirements |

| | |
|------|----------------------------------|
| NDT | Non Destructive Testing |
| PELR | Personnel Licensing Requirements |
| PPL | Private Pilot License |
| SFI | Synthetic Flight Instructor |
| SFE | Synthetic Flight Examiner |
| TRE | Type Rating Examiner |
| TRI | Type Rating Instructor |
| UPL | Ultra-light Pilot License |

Introduction

Civil Aviation Authority of Nepal has published citizens' charter for the information of the general public regarding the nature of service one expects. This has been published in the Civil Aviation Authority of Nepal head office and relevant safety department listing the nature of services delivered including safety oversight functions. This has been published as a citizen charter in the respective office as part of policy of Government of Nepal to inform the general public about the nature of services provided by the government agencies in Nepal.

This "Manual of Operating Standards" has been prepared by Civil Aviation Authority of Nepal to amplify provisions enlisted in the citizens' charter. This manual contains the lists of regulatory services delivered by Flight Safety Standards Department taking into account the activities of flight operations, personnel licensing and aircraft airworthiness.

Civil Aviation of Authority of Nepal has witnessed in past many events where the recipients of the regulatory services from the Flight Safety Standards had no clue how quick the services was expected due to lack of well-defined timeline for each item of regulatory service. Although the Flight Safety Standards Department delivered the regulatory services at the earliest opportunity despite the lack of human resources, still any potential comment on the perceived delay of services could have been eliminated if a clearly defined timeline had been specified in the guidance document for the general public.

Civil Aviation Authority believes that such instances will not exist in Nepal owing to well-defined timelines for each of regulatory services delivered by the Flight Safety Standards Department. This manual will be some generic guidelines for the inspectors and general public as well. However, in the unforeseen situation the timeline may be varied and the applicant will be notified of the revised timeline.

It is strongly recommended that applicants follow this manual in conjunction with the relevant regulatory documents of Civil Aviation Authority of Nepal and other Government of Nepal regulations, as applicable.

The Flight Safety Standards Department will be the custodian of this manual and will be responsible for the timely amendment of the manual when such amendments arise. The latest copy of the manual will be uploaded in the website of Civil Aviation Authority of Nepal.

Foreword

This “second edition of Manual of Operating Standards” has been issued by Civil Aviation Authority of Nepal to facilitate the regulatory service delivered. This manual has been issued by the Director General pursuant to the Rule 82 of Civil Aviation Regulations 2002 (including second amendment 2072 BS).

This manual will be followed by all inspectors for the delivery of the regulatory services to the applicant. This manual forms the general guide for the applicant as well so that one can plan the activities in advance and expect the outcome in the well-defined time frame in order to plan available human resources for efficient delivery of service.

There might be instances where the approvals, permission, verifications or certificates are required from other national or international agencies before Civil Aviation Authority of Nepal can process for any regulatory services. In such cases, the applicant shall be responsible for obtaining such approvals, permission, verifications or certificates unless such activities are required to be obtained from the side of Civil Aviation Authority of Nepal only.

This manual shall come into force from the date of approval appearing below and the manual will be amended whenever required.

Constructive suggestions are invited to improve this manual.

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Rajan Pokhrel
Director General
Civil Aviation Authority of Nepal
07 September 2021

CHAPTER 1

General instructions for the applicants

1. Following timelines are prepared on the basis of assumption that all relevant supporting documents are submitted along with the application.
2. The timelines may alter in case of abnormal situation where the priority may focus on the emergency situation like pandemics, earthquake, floods and any other natural disasters that are beyond control of human kind.
3. All days indicated this document refer to working days.
4. Since some of the services are associated with the documents received from other government agencies, the timeline may extend in such situation when such documents cannot be received in time.
5. The applicants are required to reconfirm the relevant CAAN requirement for the service sought.
6. The relevant officer may decline the application if it is not complete in any respect as per prevailing rules and regulations.
7. The inspector will deliver the regulatory services within the timeline indicated in this manual; however during unforeseen circumstances if the timeline cannot be achieved, the applicant will be informed in writing with revised timeline with reasons for the extension in the timeline.
8. Experience shows that applicant tend to count the date from the date of application where an application has not sometimes been accompanied by the relevant mandatory documents, that ultimately affects delivery of the service.

Chapter 2

AIRWORTHINESS REGULATORY SERVICES

| S. No | Service | Process Office | Time-frame | Relevant Regulation/ Requirements | Fees | Remarks |
|-------|---|----------------|------------|-----------------------------------|-----------------------|---------|
| 1. | Issuance of AOC | AWID, FSSD | 6 Month | AOCR/AOCI Manual | As Per CAR Schedule 1 | |
| 2. | Renewal of AOC | AWID, FSSD | 7 days | AOCR/AOCI Manual | As Per CAR Schedule 1 | |
| 3. | Addition of new aircraft type in AOC | AWID/FOD | 3 moths | AOCR/AOCI Manual | As Per CAR Schedule 1 | |
| 4. | Type Certificate Recognition/Acceptance | AWID, FSSD | 7 days | NCAR Chapter B.1 | As Per CAR Schedule 1 | |
| 5. | Recognition/ Acceptance of Supplement Type Certificate | AWID, FSSD | 7 days | NCAR Chapter B.1 | As Per CAR Schedule 1 | |
| 6. | Issuance of Noise Certificate | AWID, FSSD | 7 days | NCAR Chapter B.1 | ----- | |
| 7. | Issuance of Certificate of Airworthiness | AWID, FSSD | 7 days | NCAR Chapter B.2 | As Per CAR Schedule 1 | |
| 8. | Renewal of Certificate of Airworthiness | AWID, FSSD | 2 days | NCAR Chapter B.2 | As Per CAR Schedule 1 | |
| 9. | Issuance of Temporary Certificate of Airworthiness | AWID, FSSD | 7 days | NCAR Chapter B.2 | ----- | |
| 10. | Validation of Certificate of Airworthiness | AWID, FSSD | 7 days | NCAR Chapter B.2 | ----- | |
| 11. | Issuance of Export Certificate of Airworthiness | AWID, FSSD | 15 days | NCAR Chapter B.3 | As Per CAR Schedule 1 | |
| 12. | Issuance of Permit to Fly | AWID, FSSD | 7 days | NCAR Chapter B.4 | ----- | |
| 13. | Issuance of Special Flight Permit | AWID, FSSD | 2 days | NCAR Chapter B.4 | ----- | |
| 14. | Renewal of Permit to Fly | AWID, FSSD | 5 days | NCAR Chapter B.4 | ----- | |
| 15. | Issuance of Registration of Aircraft | AWID, FSSD | 7 days | NCAR Chapter B.5 | As Per CAR Schedule 1 | |
| 16. | Issuance of Allocation Registration Number | AWID, FSSD | 4 days | NCAR Chapter B.2 | ----- | |
| 17. | Issuance of Duplicate Certificate of Registration | AWID, FSSD | 5 days | NCAR Chapter B.5 | As Per CAR Schedule 1 | |
| 18. | Application for Cancellation of Certificate of Registration | AWID, FSSD | 4 days | NCAR Chapter B.5 | As Per CAR Schedule 1 | |
| 19. | Transfer of Ownership | AWID, FSSD | 7 days | NCAR Chapter B.5 | As Per CAR Schedule 1 | |
| 20. | Approval of Maintenance Program | AWID, FSSD | 1 Month | NCAR M.A.302 | ----- | |
| 21. | Approval of Amendment of Maintenance Program | AWID, FSSD | 10 days | NCAR M.A.302 | ----- | |
| 22. | Approval of Reliability Program | AWID, FSSD | 15 days | NCAR M.A.302 | ----- | |
| 23. | Approval of Modification | AWID, FSSD | 03 days | NCAR M.A.304 | ----- | |
| 24. | Approval of Repair | AWID, FSSD | 03 days | NCAR M.A.304 | ----- | |

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|-----|--|----------------|----------|--|-----------------------|--|
| 25. | Approval of Aircraft Lease | FOD/AWID, FSSD | 1 Month | NCAR Chapter C.16 | As Per CAR Schedule 1 | |
| 26. | Approval of CAT II/ CAT III Approval | FOD/AWID, FSSD | 10 days | NCAR Chapter C.19 | ----- | |
| 27. | Approval of RVSM | FOD/AWID, FSSD | 10 days | NCAR Chapter C.20 | ----- | |
| 28. | Approval of EDTO | FOD/AWID, FSSD | 1 Month | ----- | --- | |
| 29. | Approval of PBN | FOD/AWID, FSSD | 10 days | Manual for Operational approval of PBN | --- | |
| 30. | Approval of Maintenance Organization (AMO) | AWID, FSSD | 3 Months | NCAR Part-145 | As Per CAR Schedule 1 | |
| 31. | Approval of MOE | AWID, FSSD | 45 days | NCAR Part-145 | ----- | |
| 32. | Approval of Associated Manual (Shop Procedure Manual/ Store procedure Manual/ Workshop Procedure Manual etc) | AWID, FSSD | 45 days | NCAR Part-145 | --- | |
| 33. | Approval of Post holders (AMO/CAMO/ ATO) | AWID, FSSD | 15 days | NCAR Part 145/NCAR Part-M/ NCAR Part-147 | --- | |
| 34. | Renewal of Approved Maintenance organization Approval | AWID, FSSD | 7 days | NCAR Part-145 | As Per CAR Schedule 1 | |
| 35. | Validation of Foreign AMO | AWID, FSSD | 7 days | NCAR Chapter D.1 | As Per CAR Schedule 1 | |
| 36. | Renewal of Foreign AMO Validation | AWID, FSSD | 03 days | NCAR Chapter D.1 | As Per CAR Schedule 1 | |
| 37. | Approval of Training Organization | AWID, FSSD | 3 Month | NCAR Part-147 | As Per CAR Schedule 1 | |
| 38. | Approval of Training Organization Exposition | AWID, FSSD | 45 days | NCAR Part-147 | --- | |
| 39. | Renewal of Approved Training Organization Approval | AWID, FSSD | 7 days | NCAR Part-147 | As Per CAR Schedule 1 | |
| 40. | Validation of Foreign Training Organization | AWID, FSSD | 10 days | NCAR Part-147 | As Per CAR Schedule 1 | |
| 41. | Renewal of foreign Training Organization Validation | AWID, FSSD | 5 days | NCAR Part-147 | As Per CAR Schedule 1 | |
| 42. | One time Training Approval (Foreign Training Organization) | AWID, FSSD | 10 days | NCAR Chapter D.4 | As Per CAR Schedule 1 | |
| 43. | Approval of CAMO | AWID, FSSD | 3 Months | NCAR Part M | ----- | |
| 44. | Renewal of CAMO Approval | AWID, FSSD | 7 days | NCAR Part M | ----- | |
| 45. | Approval of CAME | AWID, FSSD | 30 days | NCAR Part M | ----- | |
| 46. | Acceptance of Flight Manual | FOD/AWID, FSSD | 10 days | NCAR Chapter E.4 | ----- | |
| 47. | Approval of Technical Log | AWID, FSSD | 10 days | NCAR Part-M | ----- | |
| 48. | Approval of MEL | FOD/AWID, FSSD | 15 days | NCAR Chapter E.8 | ----- | |
| 49. | Issuance of Licence | AWID, FSSD | 15 days | NCAR Part 66 | As Per CAR Schedule 1 | |

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|-----|--|------------|---------|---------------------------|-----------------------|--|
| 50. | Renewal of licence | AWID, FSSD | 3 days | NCAR Part 66 | As Per CAR Schedule 1 | |
| 51. | Issuance of Letter of Authority to Foreign Licence holders | AWID, FSSD | 7 days | NCAR Chapter F.5 | As Per CAR Schedule 1 | |
| 52. | Renewal of Letter of Authority to Foreign Licence holders | AWID, FSSD | 3 days | NCAR Chapter F.5 | As Per CAR Schedule 1 | |
| 53. | Revalidation of expired license | AWID, FSSD | 7 days | NCAR Section F | As Per CAR Schedule 1 | |
| 54. | Aircraft Mortgage/ Release of Mortgage of Aircraft in Bank | AWID, FSSD | 7 days | ----- | ----- | |
| 55. | Foreign Currency Recommendation | AWID, FSSD | 3 days | ----- | ----- | |
| 56. | Amendments in change of Organization Name, Address, etc in various certificates. | AWID, FSSD | 15 days | NCAR Part145/ NCAR Part M | ----- | |
| 57. | Extension/ Concession | AWID, FSSD | 3 days | CAR Rule 41 | ----- | |

CHAPTER 3

FLIGHT OPERATIONS REGULATORY SERVICES

| S/N | SERVICE | PROCESS OFFICE | TIME FRAME | REFERENCE REGULATION | FEES | REMARKS |
|-----|---|----------------|-----------------|---|-----------------------|---|
| 1 | Issuance of AOC/Operations Specifications | FSSD | Six months | (i) AOCR (ii) AOCI Manual (iii) FOR (A) (iv) FOR (H) | CAR 2002 fee schedule | The six months mentioned is average; time span may be shorter or longer depending on the scope and complexity of the aircraft and operations. |
| 2 | Renewal of AOC | FSSD | 7 working days | (i) AOCI respective parts (ii) AOCR | CAR 2002 fee schedule | Applicants to inform FOS for pre-renewal audit at least 30 days prior to expiry of AOC and to submit their application at least 15 days prior to expiry of AOC. |
| 3 | Issuance of Ground Instructor Authorization | FSSD | 7 working days | DGHR Only applicable for Annex 18 purposes | CAR 2002 fee schedule | |
| 4 | Renewal of Ground Instructor Authorization | FSSD | 3 working days | DGHR Only applicable for Annex 18 purposes | CAR 2002 fee schedule | |
| 5 | Approval of Flight Operations Documents and Manuals | FSSD | 15 working days | (i)FOR (A) (ii)FOR (H) (iii)AOCR (iv)AOCI Manual | | This is subjective and may take more days depending on the number of discrepancies and the applicants' prompt and effective corrective action. |
| 6 | Amendments of Flight Operations Documents and Manuals | | 7 working days | (i) FOR (A) (ii) FOR (H) (iii) AOCR (iv) AOCI Manual | ----- | This is subjective and may take more days depending on the number of discrepancies and the applicants' prompt and effective corrective action. |
| 7. | Validation of foreign based FSTDs. | FSSD | 7 days | AOCI Manual | CAR 2002 fee schedule | |

| | | | | | | |
|-----|--------------------------------------|----------------|---------|---|-----------------------|--|
| 8 | Issuance of DCP privilege | FSSD | 10 days | (i) DCP Manual (ii) FOR (A) (iii) FOR (H) (iv) PELR | CAR 2002 fee schedule | |
| 9 | Renewal of DCP | FSSD | 3 days | DCP Manual | CAR 2002 fee schedule | |
| 10. | Approval of Aircraft Lease | FOD/AWID, FSSD | 1 Month | (i) AOCR Manual (ii) NCAR ChapC.16 (iii) AOCI Manual | As Per CAR Schedule | |
| 11. | Approval of CAT II/ CAT III Approval | FOD/AWID, FSSD | 10 days | i) AOCR Manual (ii) FOR (A) (iii) NCAR Chap C.19 (iv)AOCI Manual | ----- | |
| 12. | Approval of RVSM | FOD/AWID, FSSD | 10 days | (i) FOR (A) (ii) NCAR Chap C.20 (iii)AOCI Manual | ---- | |
| 13. | Approval of EDTO | FOD/AWID, FSSD | 1 Month | (i) FOR (A) (ii)AOCI Manual | ----- | |
| 14. | Approval of PBN | FOD/AWID, FSSD | 10 days | PBN Operational approval manual | ----- | |
| 15. | Foreign Currency Recommendation | FOD, FSSD | 03 Days | ----- | ----- | |
| 16 | Extension/ Concession | FOD, FSSD | 5 Days | CAR Rule 41 | ----- | |
| 17. | Approval of Post holders | FOD, FSSD | 15 Days | AOCR Manual | ----- | |

CHAPTER 4

PERSONNEL LICENSING

| S/N | Service | Process office | Time frame | Reference regulation | Fees | Remarks |
|-----|--|----------------|---|--|-----------------------|--|
| 1 | Issuance of initial license for PPL, CPL, ATPL, FE, FOO, UPL and other relevant licenses as per PeLR | LED, FSSD | 15 working days | CAR 2002 and PELR | CAR 2002 fee schedule | The verification from the concerned States and processing time may depend on the response from concerned States. |
| 2 | Renewal of licenses | LED, FSSD | 3 working days | CAR 2002 and PELR | CAR 2002 fee schedule | |
| 3 | Revalidation of expired license | LED, FSSD | 5 working days | CAR 2002 and PELR | CAR 2002 fee schedule | |
| 4 | Issuance of validation certificate/ validation letter and authorization | LED, FSSD | 5 working days (after verification received) | CAR 2002 and PELR part 4 | CAR 2002 fee schedule | This process involves the verification of license from the concerned States and work permit and non-tourist visa from Government of Nepal. |
| 5 | Renewal of validation certificate and validation letter | LED, FSSD | 3 working days | | CAR 2002 fee schedule | This process requires renewal of work permit and non-tourist visa, an advanced homework with respective Government of Nepal departments should be initiated at least 45 days in advance. |
| 6 | Additional endorsements in license like IR, FI (TRI/TRE) and SFI/SFE | LED, FSSD | 5 days | CAR 2002 and PELR | CAR 2002 fee schedule | |
| 7 | Aviation English language proficiency test | LED, FSSD | 5 working days | CAR 2002 ,PELR and ALPT Procedure Manual | CAR 2002 fee schedule | The timeframe may vary with the availability of lead rater and operational rater |
| 8 | Approval of approved training organization | LED, FSSD | 3 months | CAR 2002, PELR and Procedure | CAR 2002 fee schedule | 5 phases of ATO certification applies |

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|----|---|-----------|---|---|-----------------------|--|
| | | | | Manual for ATO | | |
| 9 | Extension of schedule of approval of ATO | LED, FSSD | 3 months | CAR 2002, PELR and Procedure Manual for ATO | CAR 2002 fee schedule | |
| 10 | Renewal of ATO approval | LED, FSSD | 5 working days | CAR 2002, PELR and Procedure Manual for ATO | CAR 2002 fee schedule | |
| 11 | Validation of foreign ATO | LED, FSSD | 10 days | CAR 2002, PELR and Procedure Manual for ATO | CAR 2002 fee schedule | |
| 12 | Examination for basic examination of CPL, ATPL, FOO, FE, UPL, IP, etc | LED, FSSD | 30 working days | CAR 2002 PELR and Examination SOP | CAR 2002 fee schedule | |
| 13 | Medical assessment | LED, FSSD | 7 working days from date of completion of medical examination | CAR 2002 PELR and Medical Requirement | | Depends on the availability of medical assessor and alternate assessor |