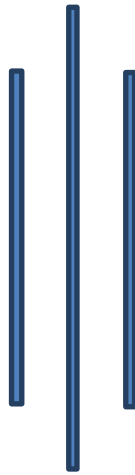


# **Organization Procedure Manual**



**First Edition**

**February, 2025**

**Issued by**

**Aviation Safety and Security Regulation Directorate**

**Civil Aviation Authority of Nepal**



# **Organization Procedure Manual,**

## **Aviation Safety and Security Regulation Directorate**

### **Civil Aviation Authority of Nepal**

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Or,

Aviation Safety and Security Regulation Directorate

Civil Aviation Authority of Nepal

Sinamangal, Kathmandu.



## FOREWORD

The Aviation Safety and Security Regulation Directorate (ASSRD) is the regulatory body governing the safety and security aspects of civil aviation in Nepal. The regulatory processes and procedures being followed by the regulatory domains under ASSRD have been laid down in the respective domain's documents and there are some of the processes and procedures which are common in nature. This document has been intended to provide regulatory processes and procedures which are common in nature in a single document. This document has also been intended to prescribe the common regulatory processes and procedures ensuring the standardization. For the comprehensive understanding of all the regulatory processes and procedures of all regulatory domains, the respective domain's Procedure Manuals or Inspector Handbooks should also be consulted along with this manual.

*Er. Pradeep Adhikari*  
Director General





## DETAILS OF EDITIONS AND AMENDMENTS

<b>S.No.</b>	<b>Edition</b>	<b>Amendment</b>	<b>Description of edition or amendment</b>
01.	01	00	Introductory edition of the document

## ABBREVIATIONS and ACRONYMS

CAAN -	Civil Aviation Authority of Nepal
ASSRD-	Aviation Safety and Security Regulation Directorate
ASSD-	Aerodrome Safety Standards Department
FSSD-	Flight Safety Standards Department
ATD-	Air Transport Department
SMD-	Safety Management Division
ICAO-	International Civil Aviation Organization
BoD-	Board of Directors
MoCTCA-	Ministry of Culture, Tourism and Civil Aviation
DG-	Director General
DDG-	Deputy Director General
SMS-	Safety Management System
SSP-	State Safety Programme
USOAP-	Universal Safety Oversight Audit Programme
MET-	Meteorology
AIS-	Aeronautical Information Service
CNS-	Communication, Navigation and Surveillance
PANS-	OPS-Procedures for Air Navigation Services – Aircraft Operations
ATS-	Air Traffic Services
ANSSSD-	Air Navigation Services Safety Standards Department
ATM-	Air Traffic Management
SSC-	Significant Safety Concern
ATO-	Approved Training Organization
OLF-	Online Framework
CMA-	Continuous Monitoring Approach
CARs-	Civil Aviation Requirements
FOI-	Flight Operations Inspector
CAP-	Corrective Action Plan
SAAQ-	State Aviation Activity Questionnaire



EFOD-	Electronic Filing of Difference
PEL-	Personnel Licensing
OPS-	Operations
AIR-	Airworthiness
DGCA-	Director General of Civil Aviation
CC-	Compliance Checklist
SARPs-	Standards and Recommended Practices
GoN-	Government of Nepal
VIPs-	Very Important Persons
RPAS-	Remotely Piloted Aircraft System
ASA-	Air Service Agreement
SOPs-	Standard Operating Procedures
NCASP-	National Civil Aviation Security Programme
AvSEC-	Aviation Security
NASP-	National Aviation Safety Plan
HLSCC-	High Level Safety Coordination Committee
SSPIT-	State Safety Programme Implementation Team
SSAG-	State Safety Action Group
NAST-	National Aviation Safety Team
ALoSP-	Acceptable Level of Safety Performance
RASG-	Regional Aviation Safety Group
APRAST-	Asia Pacific Regional Aviation Safety Team
AOC-	Air Operator Certificate
AMO-	Aircraft Maintenance Organization
RAOC-	Recreational Air Operator Certificate
C of A-	Certificate of Airworthiness

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## Chapter- 1

### Surveillance Policy and Procedure

Aviation Safety and Security Regulation Directorate (ASSRD) is the regulatory body in the field of civil aviation in Nepal. It is responsible for regulation of air transport services to/from and within Nepal by formulation of civil air regulations; monitoring if the Aerodrome Operators, ANS providers, Air Operators, domestic CAMO; domestic AMO, domestic ATO license holders; designated/delegated organization/person or examiners; foreign operators, foreign AMO; foreign CAMO; foreign ATO; herein referred to as Service Provider, are continuingly in compliance with its regulations and (or) international standards set forward by ICAO. Furthermore, if there are any deficiencies/concerns, it will take appropriate actions up to and including enforcement measures so as, to resolve identified deficiencies and safety issues in a timely manner.

#### 1.1 Surveillance Policy

The purpose of surveillance is to determine whether compliance with regulations and standards is being maintained, in relation to the approved provisions in the Service Provider's Manual or exposition (documentations) required to be submitted (for acceptance/approval by CAA Nepal) under the service provider acceptance/approval process, and maintained during the validity of the authorization/approval/certification. The rules place emphasis on this exposition and the safety management and quality assurance systems that show how the Service Provider will stay in compliance and desired level of safety performance is achieved.

In this connection, it is vital to keep in mind the difference between compliance and enforcement. Compliance consists of all regulations and safety standards being met. When compliance exists, there is no need for enforcement. Enforcement is the action necessary when compliance is not present. Enforcement requires legal or administrative actions.

During the surveillance, the focus is on checking what is being done, against the Service Provider's documented provisions. The procedures set out in the Service Provider's manuals will be a combination of those required to maintain compliance with regulatory (minimum) standards, and those arising from company (additional) standards activities. A deviation from procedures required to maintain compliance with the minimum standards is a finding of non-compliance, and a finding of nonconformance in other cases, and the corrective action will be determined accordingly.

CAA Nepal has been established as a safety regulator with legal competence for rulemaking and relevant aviation safety regulations in Nepal. CAA Nepal is the principal regulatory body for implementing and enforcing civil aviation regulations and is also responsible for regulation of

aviation activities of its service providers. CAA Nepal discharges State Safety Oversight obligations on behalf of Nepal.

CAA Nepal has established a system for both the authorization/approval/certification and the continued surveillance of the Service Provider to ensure that the required standard of operations set forward in its regulations/requirements are maintained at all times. Furthermore, CAA Nepal has established a program with procedures for the surveillance of operations in its territory by a foreign operator and for taking appropriate action when necessary to assure safety.

For this reason, CAA Nepal will have an ongoing surveillance plan (Safety Oversight Program) to confirm that Service Provider continue to meet the relevant requirements for initial authorization/approval/certification and that each Service Provider are functioning satisfactorily.

CAA Nepal will implement documented surveillance processes through its Safety Oversight Program, by defining and planning inspections, audits and monitoring activities on a continuous basis, to proactively assure that aviation licences, certificate, authorization and approval holders continue to meet the established requirements. This includes the surveillance of person or organization designated/delegated by the authority to perform tasks on CAA Nepal behalf.

To discharge its State Safety Oversight obligations, CAA Nepal ensures that its inspectors are provided with appropriate facilities; comprehensive and up-to-date technical guidance materials and procedures containing the policies, procedures and standards; safety-critical information; tools and equipment; and transportation means; as applicable; to enable them to perform their safety oversight functions effectively and in accordance with established procedures in a standardized manner for authorization/approval/certification and continued surveillance of Service Provider.

Continuing safety oversight of Service Provider by CAA Nepal is inherent in the system of certification. It is an essential part of the responsibility of CAA Nepal to ensure that the required standard of operation is maintained to provide a safe and reliable commercial air transport service to the public. Authority for this continuing process is contained in Rule 84 of Civil Aviation Regulation and its amendments.

CAA Nepal Inspectors have the authority and the responsibility for exercising continuing safety oversight of Service Provider to ensure that accepted safety practices and proper procedures for the promotion of safety in operation are maintained. To achieve this objective, CAA Nepal Inspectors are responsible for continuously monitoring operations conducted by each Service Provider. Such surveillance could result in the revision of operation specification; approval

certificates and ratings or in the temporary suspension of a Service Provider approval/certificates. In an extreme case it could result in revocation of Service Provider approval/certificates.

## **1.2 Safety Oversight Program**

The safety oversight program shall be developed based on the complexity of the aviation system in Nepal. While determining the complexity the due consideration shall be given to the size, nature, and operational complexity of the service providers. The safety oversight program shall include periodic and unannounced surveillance visits to the Service Provider. The safety oversight program shall cover compliance and the desired level of performance to approved or accepted procedures to obtain an accurate depiction of the day-to-day operations complying with the requirements. In addition to periodic surveillance, the Inspectors shall focus on follow-up surveillance visits on areas where deficiencies were noted on previous audits. The Inspectors shall ensure that all surveillance performed are properly documented and referenced and retained for future audits. Analysis of previous audit reports is recommended and may indicate a pattern of weakness the Service Provider may be experiencing.

The inspectors shall promptly advise the Service Provider in writing should discrepancies exist regarding compliance and desired level of performance with the requirements. The inspectors shall include in their written report a time-period for the Service Provider to take corrective action. follow-up visit shall take place to verify correction of the discrepancies and compliance with the requirements. Should the Service Provider not address the discrepancies in the time-period allotted by the Inspectors or be unable to correct the discrepancy, appropriate resolution actions may be taken in such cases.

As indicated previously, the oversight function should be accomplished on a continuing basis, planned, and performed at specified times or intervals, or conducted in conjunction with the renewal of Service Provider approval/certificates. Regardless of the method used, all significant aspects of the operator's procedures and practices should be evaluated and appropriate inspections, commensurate with the scale of the Service Provider activities, conducted at least once every 12 months.

The safety oversight program of Service Provider should:

- a) Establish that the Service Provider has conducted, and is likely to continue to conduct, operations in accordance with good operating practices, Service Provider's approval/certificate scope, operations and expositions and the relevant operating regulations and rules.
- b) Ensure that all changes in the applicable operating regulations and rules, or any amendments to Service Provider's approval/certificate scope, or otherwise any improvements in operating

procedures, are put into practice and reflected in appropriate amendments to the operations manual or the relevant exposition.

c) Keep the CAA Nepal informed of the competency, current operating practices, and records of compliance.

d) Afford the Inspectors the opportunity to recommend CAA Nepal regulatory or policy changes if the safety oversight inspections indicate such action would result in improvements in operating safety standards in general; and

e) Establish whether the exercise of the privileges of Service Provider Approval/Certificate by a Service Provider should be continued, made the subject of further operating limitations, or be suspended or revoked.

Throughout all phases of the surveillance program, the standards of the capability and competence should equal or exceed that required at the time of original certification of the Service Provider. CAA Nepal Inspector conducting surveillance and related inspections should carry out such activities in a thorough manner and require the Service Provider to convincingly demonstrate that operations are being conducted in accordance with the Service Provider's approval/certificate scope the Service Provider manuals and appropriate Civil Aviation Regulations.

The primary responsibility of CAA Nepal is Safety Oversight, and to meet this obligation, respective safety oversight departments/division shall prepare a safety oversight program covering all type of functions/domains/responsibilities assigned to perform.

### **1.3 Type of Audits**

CAA shall carry out different type of audits to ensure the continuous compliance of requirements and desired level of safety performance is being achieved as envisioned by the national requirements. The type of audit shall be:

- a. Scheduled/planned Audit
- b. Follow up Audit
- c. Safety Assessment of Foreign Aircraft (SAFA)
- d. Spot Check
- e. Night Surveillance
- f. Ramp Inspection (Planned and unplanned)
- g. Surveillance of Foreign Approved Maintenance Organizations (AMOs); Foreign Approved Training Organisations (ATOs) and Flight Simulator Training Device (FSTD)
- h. Special Inspection or Audit.

- i. Any other type of audit as defined in the respective departmental/divisional documents.

## **1.4 Development of an annual surveillance plan**

Each oversight department/division shall develop the annual surveillance plan get final approval from DDG2 using the departmental/divisional hierarchical ladder. Such approved plan shall be published in CAAN's official website and communicate with service providers if required.

Such surveillance plan shall be developed and published in CAAN official website before commencing the surveillance year.

## **1.5 Surveillance Procedure**

### **1.5.1 General**

The most effective method of performing safety oversight functions and enhancing safety within the aviation community is to prepare a structured Safety Oversight Program which should be implemented vigorously.

The implementation of a Safety Oversight Program is concerned with satisfying the CAA Nepal objectives of regulatory presence, investigation, detection of contraventions, compliance, promotion, and education. When a comprehensive and effective Safety Oversight Program is in place, a higher degree of compliance and flight safety can be expected.

Generally, the surveillance shall be carried out overtly by the Inspector introducing them to the operator/organization and giving the purpose of surveillance. This helps to promote voluntary compliance of the requirements. Surveillance is carried out wherever and whenever aviation activity are most likely, including weekends and night.

To the extent possible, it should cover a cross-section of all operations taking place in the respective field. It must be ensured that each surveillance team –

- a. is composed of Inspectors whose specialty is pertinent to the type of the surveillance activity; and
- b. is fully qualified, duly authorized and properly briefed for the operation.

Surveillance may be either routine or special purpose. Routine surveillance, which includes surveys, audits, base inspections, service provider approval/certificates renewal inspections, and ramp checks etc is conducted during the normal course of the Inspectors duties of monitoring day-to-day aviation activity. When contraventions of regulations are detected, Inspectors are responsible for completing the detection process for submission to the concerned chief of the division. These contraventions, collected and analyzed at the senior

level, may reveal problems, trends, or threats to aviation safety. Routine audits directed at specific areas, events and activities in support of Safety Oversight Program.

Auditors shall use the defined checklists which is documented in the respective department/division's relevant document. Service provide shall be well aware about the checklist the auditor is being used for the audit purpose.

The primary objective of auditors shall be to watch for any regulatory contraventions and wherever possible, prevent a contravention by dealing with the cause beforehand. Usually, a friendly approach emphasizing the safety element can bring about voluntary compliance with the regulations.

Any findings/discrepancies observed during the audit will be communicated to the organization with reference to requirements, level of findings and due date for the findings. The findings/discrepancies observed will be fed into the Audit Finding Tracking Software for resolution, tracking and dissemination of safety related issues. A Quarterly Review of Surveillance Activity will be held, wherein progress, shortfalls against Quarterly targets, problems faced etc.; will be analyzed by CAA Nepal along with analysis of identified deficiencies categorized into Level 1, 2 and 3 (observation).

## **1.5.2 Conduction of a Planned Audit**

### **1.5.2.1. Planning of Audit**

CAA shall notify the operator about the planned audit date being congruent with published surveillance plan with audit checklist and audit agenda (the format of audit agenda has been included in appendix 1 of this manual), at the minimum, before one week of the audit date by the formal communication channel. If the operator is not ready for the audit in the communicated date, planned audit date could be changed to another agreed date to both parties. Service provide can request to change the audit date for single time only. The changed and mutually agreed audit date cannot be requested for another change. If service provider request second time for change of audit date, such request shall be disrespected.

Before going for audit, CAA inspectors shall collect the required documents and other information from service providers and review to ensure the required documents and other information are readily available during the audit. Also, inspectors shall have an audit planning meeting and set a common audit course of actions.

### **1.5.2.2 Conduction of Audit**

Before starting the audit at the operator's premises, an entry meeting shall be held in the presence of Accountable Executives and other key safety personnel. In the meeting, the purpose, scope and the way of conduction of audit, at the minimum, shall be communicated to the auditee. The format of entry meeting has been attached in the Appendix 2 of this manual. CAAN shall keep the records of the meeting minutes as per the prescribed period of time.

After the entry meeting, CAA Inspectors shall conduct the audit as per the surveillance procedures. Inspectors shall primarily consult with the respective counterparts to deal with the audit questions. Inspectors shall take evidences of document as necessary, conduct interview with other staff in the organization, verify the compliance and performance against the requirements and take note of them.

When inspectors consider that all the questions have been verified, relevant evidences collected, interviews conducted then plan for the exit meeting. The date and time of Exit meeting shall be fixed in agreement with the auditee. The exit meeting could be held on the date of audit or on any other days after the conduction of audit but not later than 7 days of conduction of audit. Normally, exit meeting shall be held on the premises of the auditee where significant time of audit was elapsed. In the exit meeting, accountable Manager and other key safety personnel shall be present including all audit counterparts and other relevant personnel. In the meeting all possible findings shall be communicated to the auditee by the respective inspectors and the auditee shall have agreement over the possible findings. After the exit meeting, no new evidences, or any time of documents that might affect the status of audit questions shall be considered. The format of exit meeting minute shall be as per the appendix 3 of this manual. CAA shall keep the record of meeting minute for the period of time as required by State law.

### **1.5.2.3 Audit Report**

CAAN shall prepare the draft report of the audit within the seven (7) working days after the exit meeting and communicate with the auditee for comments. Auditee shall provide comment over the draft report, if any, within 3 working days of received of draft report. If the comments received from auditee are valid than inspector, in consultant with other relevant inspectors, shall address them in the final report. CAAN shall provide the final report of the audit within the next 10 working days after receiving the comment from auditee. Final audit report shall be communicated via regular official mail or/and official email.

#### **1.5.2.3.1 Audit Findings:**



Inspectors shall record finding if there is any non-compliance with requirements or service provider's own documentations including internal arrangement processes and procedures in the CAA findings notices.

If the CAA is conducting the Safety Management System (SMS) audit of service providers which is primarily focused on safety performance maturity level check (performance-based audit), shall determine the maturity level on the basis of PSOE (Present, Suitable, Operating, Effective) approach. During the SMS audit, if any marker (question) is found not achieving at least operating level of safety performance shall be recorded as finding in CAA finding notices.

#### **1.5.2.3.2 Categorization of Findings**

1. **Level 1 finding:** is any significant non-compliance with the requirements or service provider's own arrangement processes and procedures or desired level of safety not achieved as envisioned by requirements which significantly lowers the safety standard and causes serious hazards to flight safety/security.

Example of Level 1 findings:

- a. Failure to gain access to the organisation during normal operating hours of the organisation in accordance with requirements after two written requests.
- b. Any of the nominated post holders' positions is vacant at the time of audit, such vacancy has not been notified by organization to CAA and there is no clear and reasonable plan to fulfill the position soon;
- c. If the calibration control of equipment had previously broken down on a particular type product line such that most "calibrated" equipment was suspect from that time

**1.5.2.3.3 Level 2 finding:** is any non-compliance with the requirements or service provider's own arrangement processes and procedures or desired level of safety not achieved as envisioned by requirements which could lower the safety standard and possibly hazard the flight safety/security.

**1.5.2.3.4 Observation:** The potential to develop a non-compliance or not to achieve the desired level of safety performance if no action is taken or there is an opportunity for a safety/security improvement to attain the higher level of performance.

#### **1.5.2.4 Closing a finding:**

It is important to fully close a finding with evidence by the agreed closure date. Failing to do this may lead to escalated enforcement action.

The steps to closing a finding before the agreed closure date are:

- i. Understand the findings, so you can judge what needs to be done and how much time is needed to complete these steps. The findings will be explained when found,

- at the exit meeting, in any interim regulatory finding report and the audit report. If the finding is not understood at any of these stages, or after this, CAAN must be asked to explain.
- ii. Contain what was found to make it safe and complete actions to correct what was found.
  - iii. Find the root cause of the finding (by applying a standard RCA tool). Also ask, why did CAAN find this before you?
  - iv. Create and complete actions (short term and long term) to correct the root cause to stop it happening again;
  - v. Check the actions have been done and ask does this work to prevent this happening again?
  - vi. Before the agreed closure date, explain to CAAN with evidence what you did to close the finding fully (steps 2 to 5).

CAAN shall review the response to either advise whether it is closed or request further action or evidence. Any response to a finding must note the finding reference number and be clear to explain what was done and how this relates to any evidence provided. Anything less than this is considered as a poor response to close the finding.

### **1.5.2.5 Resolution of Findings:**

#### **1.5.2.5.1 Level I finding:**

As soon as level 1 finding is detected, an immediate action shall be taken by CAA Nepal to revoke, limit or suspend in whole or in part the organization approval, depending upon the extent of the level I finding, until successful corrective action has been taken by the organisation.

If the organization produces a complete action plan which is sufficient to close the finding and some of the actions have already been taken and if the CAAN considers the taken actions has alleviate the severity of finding, then the level of finding could be reduced to level 2 and accordingly resolution actions applied.

#### **1.5.2.5.2 Level 2 finding:**

The corrective action period granted by CAA Nepal must be appropriate to the nature of the finding but in any case, initially must not be more than 90 days. In certain circumstances and subject to the nature of the finding CAA Nepal may extend the deadline subject to a satisfactory corrective action plan that is agreed to CAA Nepal.

Organization shall address all the level 2 findings through the appropriate corrective actions. If the organization fails to address the level 2 findings within 90 days and there is no corrective

action - deadline - extension agreement with CAA Nepal, the unaddressed level 2 findings shall be elevated to level 1 findings and level 1 finding resolution actions apply.

### **1.5.2.5.3 Observation**

Once an observation is presented at the out brief, it is closed. Any action to address the observation after the out brief does not need to be reported to CAAN, but it can be. Future audits may check any previous observations. This will be to make sure a non-compliance has not arisen or to see how the safety management system is working.

### **1.5.2.6 Submission of Corrective Action Plan (CAP)**

Service providers shall submit the Corrective Action Plan (CAP) for each finding in the format specified (the CAP format is included in Appendix 4) with in-depth Root Cause Analysis (RCA) using a standard RCA tool. The CAP should be submitted within 30 working days of exit meeting of audit. Service provider shall work on the CAP to close the finding when the submitted CAP is accepted by CAA inspector. Service provider shall provide short term and long term corrective actions to address the findings. Service providers should close all the findings within 90 working days from the date of CAP accepted by the CAA. If the service provider is not able to address the findings within 90 working days, extension should be requested to CAA. If CAA thinks the request is valid, extension could be granted.

Other provisions regarding the safety surveillance plan and procedures are contained in respective safety oversight domains' Surveillance Plan and Procedure Manual or Inspectors' Handbook.

## Chapter- 2:

### Issuance of Credentials

#### 2.1 General

CAA Nepal issues appropriate credentials to its Inspectors and Assistant Inspector (as required) identifying them as Inspector or Assistant Inspectors employed by CAA Nepal, with the right to “unrestricted and unlimited access to airport facilities, ANS facilities, aircraft and its equipment etc., flight check, aviation facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory functions in accordance with **Rule 84** of Civil Aviation Regulations 2058 B.S. (2002 A.D.) and its amendment”.

CAA Inspector and Assistant Inspector will ensure that they possess appropriate and valid credentials while conducting surveillance or safety oversight functions.

This chapter will detail Inspector and Assistant Inspector—the types of Inspector credentials, its eligibility requirements, application procedure and currency and control of such credential.

CAA Nepal will issue credential to authorize appropriately qualified technical personnel in in respective departments/ divisions to perform the specified tasks. CAA Nepal has a process to nominate and authorize appropriately qualified technical personnel as Inspectors or Assistant Inspector. The process of authorizing aforementioned personnel should consider the following:

- a) qualifications of personnel;
- b) training provided (including specialized/advanced training); and
- c) completion of OJT

Any Inspectors not meeting qualification and training requirements laid down in the respective manual shall not be used as an Inspector until qualification and training requirements (including OJT) laid down in this manual is met.

The newly recruited officials not meeting qualification and training requirements (including OJT) or any Inspector failing to maintain currency of qualification and training requirements (including OJT) shall not exercise the inspector credential authority and shall initiate the process to obtain the credential as laid down in the respective manual.

## 2.2 type of CAA Inspectors

There shall be the following types of CAA Inspectors in ASSRD for the purpose of State safety oversight in Nepal.

1. Flight Operation Inspector (OPS Inspector)
2. Airworthiness Inspector (AWD Inspector)
3. Cabin Safety Inspector
4. Dangerous Good Inspector (DG Inspector)
5. Safety Management Inspector (SM Inspector)
6. Air Traffic Services Inspector (ATS Inspector)
7. PANS/OPS Inspector
8. Search and Rescue Inspector (SAR Inspector)
9. Meteorology Inspector (MET Inspector)
10. Aeronautical Information Services Inspector (AIS Inspector)
11. CNS Inspector
12. Aerodrome Inspector
13. Aviation Security Inspector (AvSEC Inspector)

## 2.3 Types of Credentials

Inspector and Assistant Inspectors are issued with two types of credentials:

a) CAA Nepal <Name of Inspector> credential which states,

“The holder is authorized to have unrestricted and unlimited access to Aerodrome and ANS facilities, aircraft, aircraft equipment, engine etc., flight check, aviation facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory functions in accordance with Rule 84 of Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments.”

or;

CAA Nepal Assistant <Name of Inspector> credential which states,

“The holder is authorized to have unrestricted and unlimited access to Aerodrome and ANS facilities, aircraft, aircraft equipment, engine etc. flight check, aviation facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory functions under supervision of Airworthiness

Inspector in accordance with Rule 84 of Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments.”

and;

b) “Airport Restricted Area Pass”

This authorization is to provide a CAA Inspector and Assistant Inspectors free and uninterrupted access to the restricted areas at the airports located in Nepal while performing their official duties. The access to different areas will be indicated on the “Airport Restricted Area Pass” itself.

The “Airport Restricted Area Pass” is issued to all Inspector and Assistant Inspectors.

## 2.4 Eligibility Requirements

CAA Official, who meet the qualification and experience requirements (including OJT) as laid down in respective manuals; shall works in the regulatory department/division and is involved in inspections, surveillance and audit of Service Provider independently should be issued a CAA **Inspector** credentials.

The provision for issuance of Assistant Inspector credentials shall be as per the provision laid down in the relevant department/division manuals.

## 2.5 Use of Credentials

CAA Nepal Inspector and “Assistant Inspector” credentials contain the general authorization for the Airworthiness Inspector and Assistant Airworthiness Inspectors to conduct their duties and responsibilities as per this manual and exercise the power under **Rule 84** of the Civil Aviation Regulation 2058 B.S. (2002 A.D.) and its amendments after satisfying the training and qualification requirements specified in this manual whereas “Airport Restricted Area Pass” will give them access to restricted areas of the airport in Nepal. However, Airworthiness Inspectors and Assistant Airworthiness Inspector must use these credentials cautiously and never misuse it. While utilizing the CAA Nepal credentials, Inspectors and Assistant inspectors should consider the following:

- a) An Inspector and Assistant inspectors must display this credential on an outer garment to be permitted entry into Airport Restricted Areas, and while working in these areas.
- b) Physical Barriers: Although these two credentials are authorizations for Airworthiness Inspector and Assistant Airworthiness Inspector, inspectors to be in secured areas, Airworthiness Inspector and Assistant Airworthiness Inspector must seek extra assistance to gain access of physical barriers such as locked doors and gates. Airworthiness Inspectors and Assistant Airworthiness inspectors should ask, at the time of entry, if the operator has any specific security program, practices and procedures that need to be followed.

- c) Passenger Screening Points: Inspector and Assistant inspectors approaching passenger screening points may not bypass that screening; however, if the Airworthiness Inspector and Assistant Airworthiness Inspector is unable to afford the delay that may be involved in passenger screening, then proper and necessary arrangements should be made with the airport security or operator personnel to enter the secured areas at other entry points.
- d) Lost or Stolen Credentials- If either one or both of these credentials are lost, stolen, or damaged, the inspector should report the occurrence immediately to the Chief of related department/division and to the concerned Airport Security.

## **2.6 Procedure for Issuance of CAA Nepal Inspector Credentials**

This section contains procedure for issuance of CAA Nepal **Inspector** credentials.

- a) New official shall raise an internal office memo with all the supporting documents after fulfilling all the qualifications, training, evidence of competency assessment and OJT requirements laid down in respective departmental/divisional manuals;
- b) The Chief of department/division—shall verifies the supporting document and if found satisfactory forwards it to the concerned Director then DDG ASSRD or direct to DDG2, ASSRD as required with inspector authorization recommendation. If not satisfactory, he/she shall write an internal office memo to the applicant concerned with the comments;
- c) If the DDG, ASSRD is satisfied with the internal office memo and supporting document forwarded by the Director or Dy. Director, he/she shall forward the file to Director General, CAA Nepal with the recommendation;
- d) With the recommendation DDG (ASSRD), the Director General approves the internal office memo and sends the internal office memo to DDG, ASSRD and then to the concerned department/division for granting the inspector credential authorization.
- e) After the credential card is prepared and signed by the Director General, an internal office memo along with CAAN Inspector credentials is sent to the Administration Section, of the concerned department/division for distribution of credential and recordkeeping of the Internal Office Memo.
- f) A copy of credentials of each Inspector shall be kept in the personnel/ training files of Inspector which is maintained by the librarian/inspector himself in a secure location in the Technical Library.

## **2.7 Method Established to Control Currency of Inspector Credential**

The CAA Nepal Inspector and Assistant Inspector credentials are issued with a validity period of 2 Years. It is the responsibility of the inspectors to maintain the currency of their credentials while carrying out their inspectorial function. The Inspector and Assistant Inspectors shall

initiate an official memo a month before the expiry of their credential. The procedure for renewal of credential will be similar to the procedure of initial issuance of the credential.

The Inspector and Assistant Inspector credential has to be withdrawn when an Inspectors ceases to perform their duties, such as being assigned to another post, resigns, retires or doesn't meet the qualification requirements of the Inspector etc.

When the Inspector resigns or retires, the Chief of department or division shall initiate an internal office memo to withdraw CAA Nepal Inspector credential.

When the Inspector does not meet the qualification or criteria to maintain the currency of credential chief of Department/Division shall initiate the internal office memo to withdraw the credential of that inspector. He may be considered to be re issued with Inspector credentials if he again meets the qualification requirements for for the inspector.

Other provisions regarding the CAA Nepal Inspector Credentials shall be as per the provisions laid down in the respective departmental or divisional manuals.

The format of CAA Inspector Credential has been included in the Appendix 5



## Chapter- 3

### Human Resource Calculation Procedure

Qualified and trained personnel in commensurate with quantum of activities have to be appointed to perform the approval tasks in a systematic and competent manner. The adequacy of personnel is assessed and quantified based on reasonable justification considering the quantum of existing activities and future activities in terms of man-hours. The number of Safety Inspector required will be determined by the complexity, level of activity and the growth of aviation industry in the country. A periodic review will take place every year to determine whether or not there needs to be change in the number of Inspector strength.

Each regulatory department and division shall prepare “Calculation of Inspectors Manhour” annually in the month of January to determine whether or not there needs to be change in the number of Inspector.

Each regulatory department and division shall prepare the “Calculation of departmental and divisional Staff Manhour” which is the forecast of department and division Staff Manhour required for the current year. This forecast is based on the review of “Calculation of regulatory department and division Staff Manhour” of previous year, which is also prepared annually in the month of January to facilitate preparation of “Calculation of regulatory department and division Staff Manhour” for the present year.

The manpower review will take into consideration the situation of increased activities as per past experience; level of civil aviation activity; number and complexity of aircraft, size of Nepalese aviation industry; number of certificates issued and to be issued; the number and size of potential NCAR Part-145 Approved Maintenance Organizations; NCAR Part-M Subpart G Continuing Airworthiness Management Organization; NCAR Part-147 Approved Training Organization and NCAR Part-M Subpart F Approved Maintenance Organization; and total number of NCAR Part-66 Aircraft Maintenance Licence issued.

The “Calculation of regulatory department and division Staff Manhour” and review of “Calculation of regulatory department and division Staff Manhour” will be carried out by an Inspector assigned by Chief of Department or Division.

After the preparation of draft “Calculation of regulatory Department and Division Staff Manhour”, it is presented to the chief of Department or Division and then chief shall present the draft in the departmental or divisional meeting. The inputs from departmental or divisional Inspectors shall be discussed and if found appropriate, such inputs are included in final version

of “Calculation of regulatory Department and Division Staff Manhour”. The final version of “Calculation of regulatory Department and Division Staff Manhour” will be forwarded to Deputy Director General, ASSRD through an internal office memo who will then forward it to the Director General, CAA Nepal for necessary review and approval.

Director General will consult, hold discussion on Manhour plan with Dy. Director General, officials from Human Resource Department, Administration Department and other department as deemed necessary before approving it. Based on this document, Human Resource Department determines whether there is need for additional Inspectors or not, for next year and process recruitment of Inspector accordingly in close coordination with Administration Department as per “CAAN Employee’s Facility, Service and Condition Regulations, 2056 B.S.”

Each Regulatory Department and Division will review of “Calculation of regulatory Department and Division Staff Manhour” annually during the month of January. Such review will enable Chief of Department or Division to have record of Man-Hour planned vs. Man-Hour required for respective Inspector to accomplish the assigned functions, duties and responsibilities.

This record of Man-Hour planned vs. Man-Hour required will enable Regulatory Department and Division to prepare “Calculation of regulatory Department and Division Staff Man-Hour” for each year.

The following procedure shall be used by all regulatory department and division to calculate man-hour in department and division

1. The **“Time required for each task (Hrs.)”** is actual time required for the inspector to complete the task after all the required applications and supporting documents has been submitted by an operator to an Inspector. It includes all the administrative as well as technical function carried out by the Inspectors. The **“Time required for each task (Hrs.)”** is calculated from the previous experience of the Inspectors and exaggerated from actual figures by 10% to give the safe margin for the calculation of Man-Hours required.
2. The **“Average no. of task performed in a year”** are extracted from the average of past 5 years and exaggerated from actual figures by 10% to give the safe margin for the calculation of Man hours required. The “Average no. of task performed in a year” is a forecasted value. CAA Nepal will review “Average no. of task performed in a year” at the end of the year to have actual data which will determine the actual man-hour required by

the department/division in the year vs. its workload and exaggerated from actual figures by 10% to give the safe margin for the calculation of Man hours required for the year.

A sample format for calculation of manhour has been presented below. Same format shall be used by all departments/divisions to calculate the required number of man hours to perform the tasks allocated.

The following Table A and B are the Sample formats to calculate the manhours requirement and actual number of man hours available in the departments/divisions

*(one example has also been presented to give a clear way of calculation)*

**A. Calculation of total required manhours for a department/division to perform the annual activities**

S. No	List of Activities/Services to be done in a year	Relevant Regulation / Requirements	Time required for each Task (Hrs.)	Average No. of task performed in year	Total Man Hour required to perform each task in year	Remark
1	Issuance of AOC	AOCR/AOCI Manual	200	2	400	
	Forecasted Man-Hour requirement to <department/division name> for the year <year> "Total (A)"				<total hours>	

**B. Calculation of Available man hour in a department/division for a year**

Total days in a year	
Total number of public holidays	
Total number of working days (subtracting public holidays)	
Total annual leave days	



Total working days (subtracting annual leave days)	
Total number of contingency leave days	
(a) Total actual working days in a year (subtracting contingency leave days)	
Actual work hours per day	
(b) Actual work hours per day * number of available inspectors	
Total number of available manhours for the year <year name> = a* b	

Considering the value of Table A and Table B, we can conclude whether the available number of inspectors in the department/division is sufficient to perform the allocated responsibilities.

All regulatory departments and divisions shall calculate the total man hours requirement to perform the allocated tasks and actual number of man hours available in the departments/divisions at the beginning of each year and maintain the record. It is the responsibility of departments/divisions to maintain the agreement between the total man hour requirements and available manhours.



## Chapter-4 Training Plan and Programme

Each regulatory department/division shall include the list of training required for inspectors to maintain their competency. Department/division shall prepare their own training plan and programme for each year and maintain the record. It is the responsibility of chief of department/division to make sure that all inspectors have received the required training as per annual plans.

Following is a sample format to develop the inspectors' training plan and programme for a year. All regulatory departments/divisions shall follow the same format to develop the plan and programme.

<b>CIVIL AVIATION AUTHORITY OF NEPAL</b> <b>&lt;Name of Department/Division&gt;</b> <b>Training Plan for &lt;domain&gt; Inspector</b>  <b>For Year: &lt;name of year&gt;</b>												
--	--	--	--	--	--	--	--	--	--	--	--	--

Course Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A. BASIC COURSE/Contents:												
Course: <Name of Course>												



<p><b>Contents:</b>  <b>&lt;Minimum contents to be covered in the course&gt;</b></p>					<p>&lt;Name of Inspectors requiring the course&gt;          &lt;Name of Training Institute to provide the Course&gt;</p>							
<p><b>B. Advanced Course/Contents</b></p>												
<p><b>&lt;Name of Course&gt;</b></p>												
<p><b>&lt;minimum contents to be covered in the course&gt;</b></p>			<p>&lt;Name of Inspectors requiring the course&gt;          &lt;Training institute to provide the Course&gt;</p>									

## Chapter- 5:

# Organization Document Management System

### 5.1 Type of documents

#### Acts

Civil Aviation Act 1959

Civil Aviation Authority Act, 1996

S.No	State Requirements	ICAO Annex	Custodians
01.	Personal Licensing Requirements (PeLR)	Annex 1	FSSD, ANSSSD
02	Medical Requirements	Annex-1	FSSD
03	Personal Licensing Requirements for Safety Electronics Personnel (PeLR for ATSEP)	Annex-1	ANSSSD
04.	Civil Aviation Requirements for Rulesw of the Air (CAR-2)	Annex 2	ANSSSD
05.	Civil Aviation Requirement for Meteorological Services for International Air Navigation (CAR-3)	Annex 3	ANSSSD
06.	Civil Aviation Requirements for Aeronautical Charts (CAR04)	Annex- 4	ANSSSD
07.	Civil Aviation Requirements for Units of Measurements to be used in Air and Ground Operations (CAR-5)	Annex-5	ANSSSD
08.	Flight Operations Requirements (FOR) (Aeroplane)	Annex-6	FSSD
09.	Flight Operations Requirements (FOR) (Helicopters)	Annex-6	FSSD
10	Flight Operations Requirements (FOR) (General Aviation)	Annex-6	FSSD
11	Air Operating Certificate Requirements (AOCR)	Annex-6	FSSD
12.	Nepalese Civil Airworthiness Requirements (NCAR)	Annex-8	FSSD
13.	Civil Aviation Requirements for Facilitation	Annex-9	AvSEC. Dept.



	(CAR-9)		
14.	Civil Aviation Requirements for Aeronautical Communication (CAR-10)	Annex-10	ANSSSD
15.	Civil Aviation Requirements for Air Traffic Services (CAR-11)	Annex-11	ANSSSD
16.	Search and Rescue Regulation	Annex-12	ANSSSD
17.	Civil Aviation Requirements for Search and Rescue (CAR-12)		
18.	Civil Aviation (Investigation of Accident and Incident) Regulation, 2014	Annex-13	MoCTCA
19.	Airport Certification Regulations	Annex-14	ASSD
20.	Aerodrome Design and Operations (CAR-14)	Annex-14	ASSD
21.	Requirements for Operations of Hospital Helipad	Annex-14	ASSD
22.	Civil Aviation Requirements for Aeronautical Services (CAR-15)	Annex-15	ANSSSD
23.	CAAN CARBON OFFSETTING AND REDUCTION SCHEME FOR INTERNATIONAL AVIATION (CORSA) REQUIREMENTS	Annex-16	FSSD
24.	CIVIL AVIATION SECURITY RULES, 2016	Annex-17	AvSec Dept.
25.	Dangerous Goods Handling Requirements	Annex-18	FSSD
26.	Civil Aviation Requirements for Safety Management (CAR-19)	Annex-19	SMD

### Other Regulations

Civil Aviation Regulation, 2002

CAAN Recreational Aviation Regulation 2069

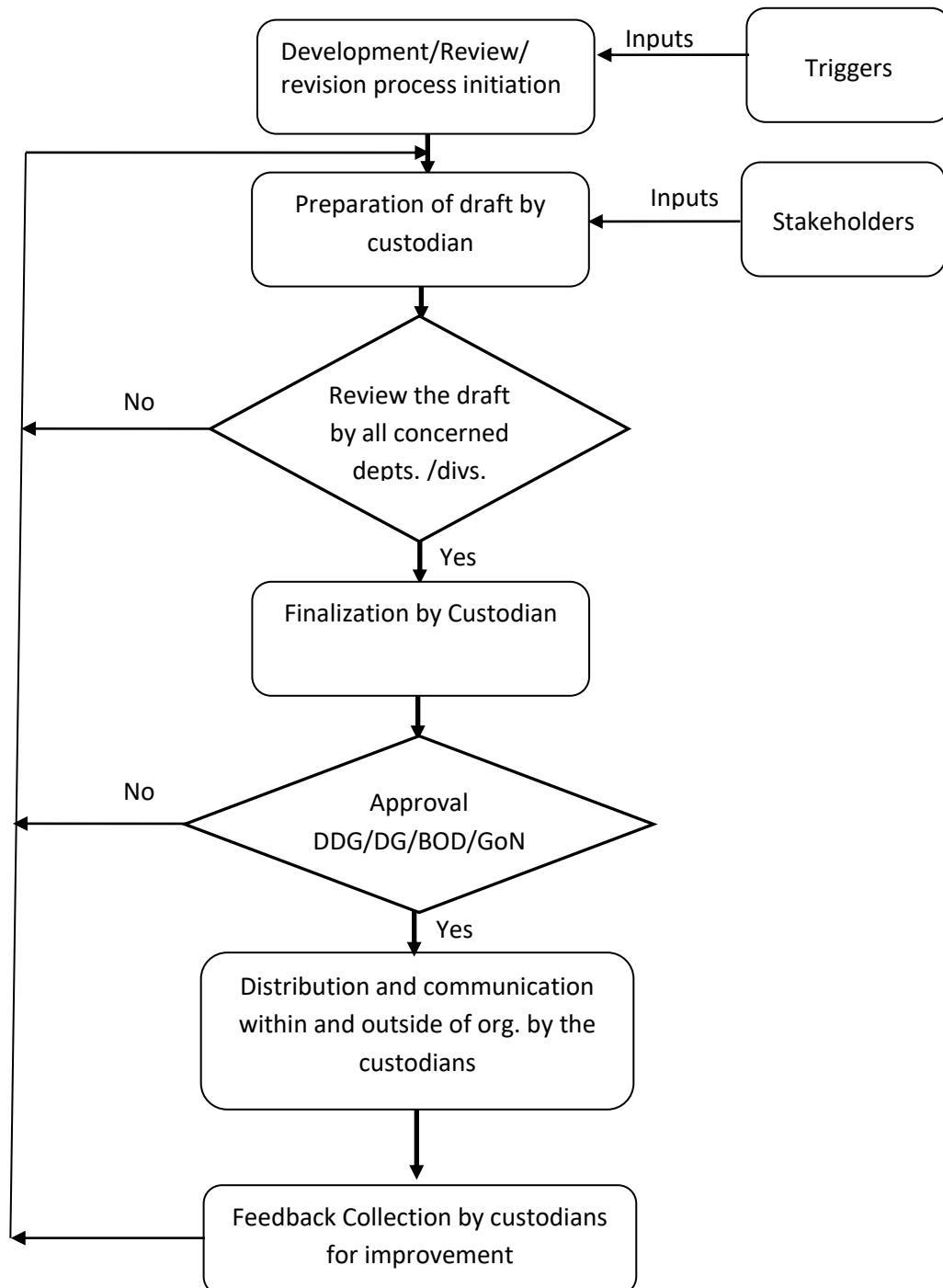
CAAN Airport Services Charge Regulation, 2022

CAAN Employees' Regulation 2056

Other documents like manuals, directives, circulars, guidance materials etc shall be developed by related departments or divisions as and when required.



## 5.2 Process of development/revision of documents in ASSRD





## **5.3 Format of the documents**

**The documents shall have the following things in the order at a minimum.**

1. Cover Page
2. Publication page
3. Foreword
4. Table of Contents
5. Record of Amendments
6. Details of Editions and Amendments
7. Abbreviations and Acronyms
8. Chapters
9. Appendices

The formats of the different pages have been included in the Appendix 6

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# Appendix 1

## Audit Agenda

### AUDIT AGENDA

ANNUAL SCHEDULED AUDIT- SMS		
<b>Audit Team:</b>	Start Audit	
	End Audit	

#### Day 1:

#	Time	Agenda Item	Present
1.			
2.			

#### Day 2:

#	Day / Time	Agenda Item	Present
1.			
2.			

#### Day 3:

#	Day / Time	Agenda Item	Present
1.			
2.			

#### Notes:

- It is requested that they provide the audit team with access to the Internet as well as the possibility of printing and photocopying.
- Both the reflected time windows and the points to be treated each day are estimates and, as such, are susceptible to be modified by audit needs or to facilitate the availability of the auditees.
- Attendees at each item on the agenda will be adapted to the needs of the audit of the requirements indicated.



## Appendix 2

### Audit Entry meeting

Meeting Minute - Civil Aviation Authority of Nepal

#### Audit – Entry Meeting

---

Name of Operator:

Venue:

Date:

Start Time:

End Time:

---

#### Attendees

##### A. CAAN

- 1.
- 2.
- 3.

##### B. Operators

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

#### Discussed and agreed on

Audit process     Audit scope     Audit purpose



## Appendix 3

### Audit Exit Meeting

Meeting Minute - Civil Aviation Authority of Nepal

#### Audit – Exit Meeting

---

Name of Operator:

Venue:

Date:

Start Time:

End Time:

---

#### CAAN

- 1.
- 2.
- 3.
- 4.
- 5.

#### Operator

- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

**Discussed and agreed on:**

All the possible findings



# Appendix- 4 Audit Findings CAP Format

## CORRECTIVE ACTION PLAN (CAP) FORM

<b>Company Name:</b>		
<b>Base Location:</b>	<b>Date(dd-mm-yy):</b>	
<b>Area/System of Interest</b>	<b>Associated Finding Number:</b>	<b>File:</b>
<b>Factual Review of the Findings</b> Identify what happened, how widespread it is, where it occurred within your operations, and what type of problem it is  <p style="text-align: center;">See 5.1(1)</p>		
<b>Root Cause Analysis (RCA)</b> State the root cause identified and the method used for RCA  <p style="text-align: center;">See 5.1(2)</p>		

<b>Proposed Corrective Action</b>	
<b>1. Short Term Corrective Action</b>	
See 5.1(3)	
<b>2. Long Term Corrective Actions(Including an assessment of any induced hazards or risks associated to the implementation of the corrective action(s))</b>	
See 5.1(4)	
<b>Timeline for implementation of all Corrective Actions</b>	
See 5.1(5)	
<b>Managerial Approval/Name/Signature:</b>	<b>Date (dd-mm-yy):</b>
<b>CAA Acceptance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Signature</b> .....



## Guidance on root cause analysis and corrective action process to address CAA Nepal findings.

### 5.1 Completing the Corrective Action Form

1. The purpose of the 'Factual Review of the Finding' section of the CAP Form is not to repeat the finding, but to define the scope of the problem in the organization's system. CAA Nepal expects the organization to:
  - a. Identify the policy/policies, process (es), procedure(s), and practice(s) involved (that allowed the non-compliance to occur). Processes and procedures are usually established through documentation; however, also consider undocumented practices, attitudes and tolerances that may have developed. Any or all of these factors may be involved.
  - b. Define the problem (see sub-section 6.1 of this document); and
  - c. State how widespread/far-reaching the non-compliance is in the organization's system. This means the level to which the non-compliance affects that system:
    - i. Is it isolated to one area/organizational level?; or
    - ii. Does it spread or reach into other areas/organizational levels?

**Note:** *In explaining how widespread the problem is, don't use an output of a risk management system (e.g. a risk rating), or repeat CAA Nepal's classification of the finding severity (e.g. Minor, Moderate, Major).*

2. The purpose of the 'Root Cause Analysis' section of the CAP Form is to clearly show the process the organization used and the factors it considered, to determine what caused the finding to occur. CAA Nepal expects the organization to:
  - a. Name the process used for the root cause analysis;
  - b. Provide the root cause analysis (you may summarize the root cause analysis on the corrective action form, as long as the full root cause analysis is attached); and
  - c. Identify the root cause(s) and all contributing causes.

**Note:** *CAA Nepal does not prescribe or recommend any specific method to conduct root cause analysis on findings. Organizations should use root cause analysis methods suitable for the size and complexity of their organization. CAA Nepal expects organizations that have a Safety Management System to use the root cause analysis process defined in their SMS documentation.*

- d. CAA Nepal does not require organizations to prepare the final product of root cause analysis with computer software (e.g. flowcharting programs). CAA Nepal will accept simpler methods (e.g. a handwritten diagram on a sheet of paper, or a digital photo of a diagram drawn on a whiteboard or brainstormed using peel and stick notes on a flipchart) as long as the information is legible and clearly shows the logical flow of the analysis.
3. The purpose of the 'Short-Term Corrective Actions' section of the CAP Form is to provide short-term solutions to address non-compliance quickly. CAA Nepal expects the organization to:
    - a. Review their internal processes associated with each finding to determine if other examples of non-compliance exist; and
    - b. Describe the short-term actions to address all examples of non-compliance, prioritized according to safety risk.

**Note:** *If you have implemented some or all short-term corrective actions before submitting the CAP, document these actions as completed in this section of the form.*
  4. The purpose of the 'Long-Term Corrective Actions' section of the CAP Form is to provide long-term solutions to correct problems in the system/process that led to the finding, thus preventing recurrence. CAA Nepal expects the organization to:
    - a. Describe the long-term action(s) to correct the identified root cause(s), all contributing causes, and the system/process associated with the finding (see sub-section 6.3 of this document);
    - b. Identify the name and position of the person(s) in the organization responsible for implementing the corrective action(s); and

**Note:** *The person(s) assigned this responsibility must have the necessary authority and access to resources to effectively complete the identified action(s).*

    - c. Explain how any potential hazards or risks from implementing the corrective action(s) are assessed, and mitigated or eliminated.
  5. The purpose of the 'Timelines for Implementation of all Corrective Actions' section of the CAP Form is to identify the shortest reasonable timeframe to implement each corrective action. CAA Nepal expects the organization to:
    - a. Identify timelines (day/month/year) to implement each corrective action, and the date the corrective actions will be complete (normally within 90 days of CAP acceptance, unless CAA Nepal specifies a different timeframe); and



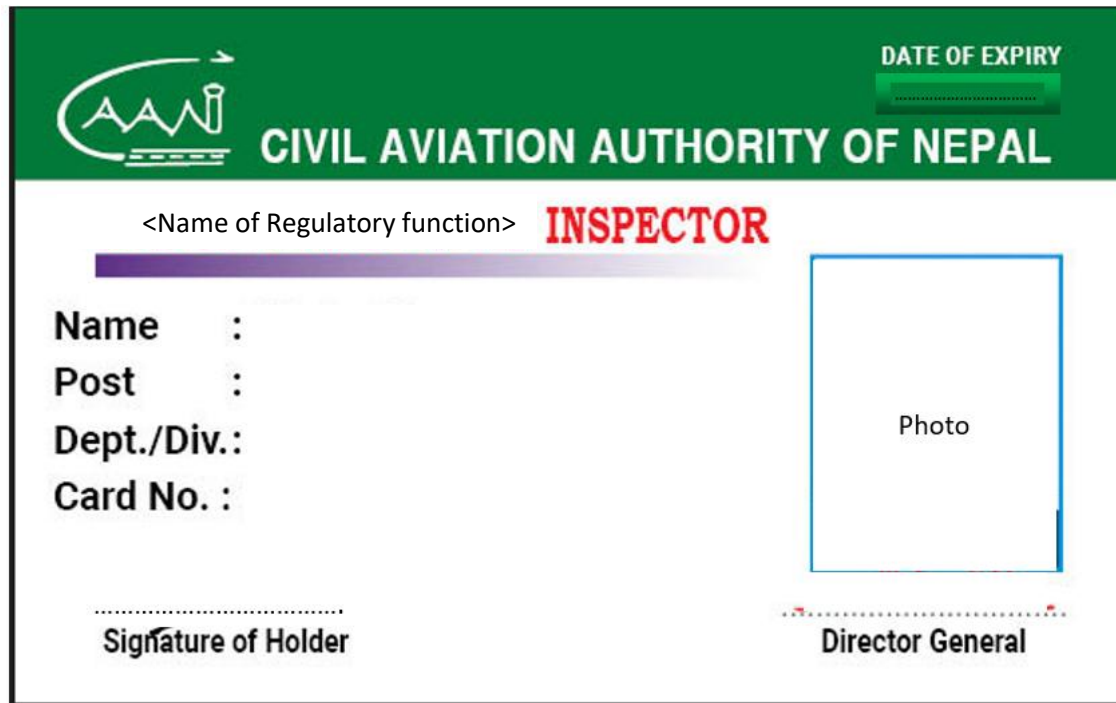


- b. State target dates for follow-up actions to determine effectiveness of the corrective actions, within a reasonable interval from their implementation (including who in the organization is responsible to conduct follow-up).
6. The purpose of the 'Managerial Approval' section of the CAP Form is to identify the person in the organization's management structure who has the authority to commit the necessary resources to fulfill the CAP. This may be the Accountable Manager (AM), or it may be another manager when the AM has delegated responsibility for the system/process(es) subject to corrective action. CAA Nepal expects the organization to:
  - a. Identify that individual by name; and
  - b. Have them approve the CAP; and date their signature.

## Appendix 5

### CAA Inspectors Credential Format

Front View



The front view of the CAA Inspector Credential Format is a rectangular card with a green header. The header contains the CAA logo on the left, the text "CIVIL AVIATION AUTHORITY OF NEPAL" in the center, and a "DATE OF EXPIRY" field on the right. Below the header, the card is divided into two main sections. The left section contains the text "<Name of Regulatory function> INSPECTOR" in red, followed by a purple horizontal bar. Below this bar are four fields: "Name :", "Post :", "Dept./Div.:", and "Card No. :". The right section contains a blue-bordered box labeled "Photo". At the bottom of the card, there are two signature lines: "Signature of Holder" on the left and "Director General" on the right, both preceded by dotted lines.

Back

View

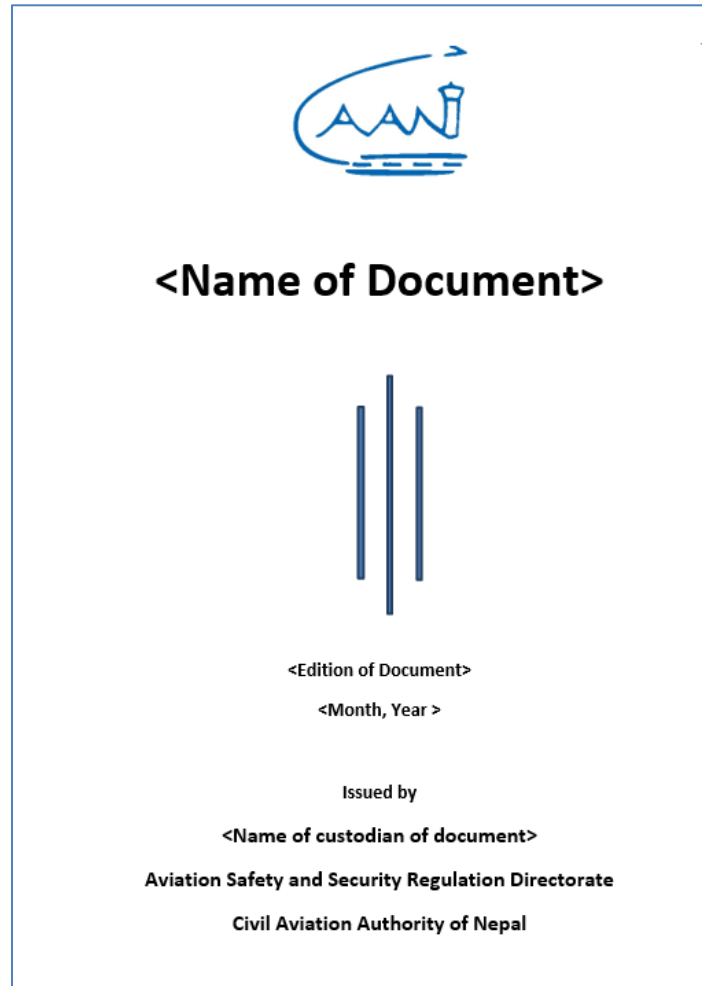


The back view of the CAA Inspector Credential Format is a rectangular card with a white background and a black border. It contains a paragraph of text: "The holder is authorized to have unrestricted and unlimited access to aircraft facilities, services, equipment, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory function as authorized by Civil Aviation Regulation 2002, Rule 84 (second amendment 2013).". Below this paragraph, there is a centered block of text: "If found, please handover to CIVIL AVIATION AUTHORITY OF NEPAL Aviation Safety and Security Regulation Directorate Babarmahal, Kathmandu Tel.: 01-4261602/4267748".

## Appendix – 6

### Format of different pages of documents

Cover Page





## Format of publication page

**<Name of Document>**,

**<Name of Custodian>**

**Aviation Safety and Security Regulation Directorate**

**Civil Aviation Authority of Nepal**

Approved for publication by the Director General, Civil Aviation Authority of Nepal, under Article 82 of the Civil Aviation Rules, 2058 BS.

<All the editions of the document with date of publication>

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Or,

<the custodian>



Format of Foreword page

<b>Foreword</b>	
<Text>	
<Signature of DGCA>	
<Name of DGCA> Director General	

Format of Table of Contents Page

<b>Table of Contents</b>	
<b>Contents</b>	
Foreword .....	1
Table of Contents .....	1
Record of Amendments.....	2
Abbreviations and Acronyms.....	3
Chapter- 0.....	5






## Format of Abbreviation and Acronyms page

### Abbreviations and Acronyms

CAAN -	Civil Aviation Authority of Nepal
ASSRD-	Aviation Safety and Security Regulation Directorate
ASSD-	Aerodrome Safety Standards Department
FSSD-	Flight Safety Standards Department
ATD-	Air Transport Department
SMD-	Safety Management Division
ICAO-	International Civil Aviation Organization
BoD-	Board of Directors
MoCTCA-	Ministry of Culture, Tourism and Civil Aviation
DG-	Director General
DDG-	Deputy Director General
SMS-	Safety Management System
SSP-	State Safety Programme
USOAP-	Universal Safety Oversight Audit Programme
MET-	Meteorology
AIS-	Aeronautical Information Service
CNS-	Communication, Navigation and Surveillance
PANS-	OPS-Procedures for Air Navigation Services – Aircraft Operations
ATS-	Air Traffic Services
ANSSSD-	Air Navigation Services Safety Standards Department
ATM-	Air Traffic Management
SSC-	Significant Safety Concern
ATO-	Approved Training Organization
OLF-	Online Framework
CMA-	Continuous Monitoring Approach
CARs-	Civil Aviation Requirements
FOI-	Flight Operations Inspector
CAP-	Corrective Action Plan
SAAQ-	State Aviation Activity Questionnaire



### Format of Header

	<Name of Document>
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### Format of Footer

<Edition No. with month and year of publication>	<Page No.>
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