

NEPALESE CIVIL AIRWORTHINESS REQUIREMENTS

SECTION D

APPROVAL PROCEDURES

CHAPTER D.3

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STORAGE AND SUPPLY ORGANIZATIONS

1. GENERAL

An organization may be approved to certify that the Nepalese Civil Airworthiness Requirements have been complied with in respect of the procurement, storage and re-issue of aircraft parts and materials obtained under cover of acceptable documents from approved sources, subject to compliance with the procedures set out in this Chapter. The approval, when granted, will apply to the whole organization headed by the Chief Executive.

2. APPLICATION FOR APPROVAL

2.1 Application shall be made to the Director General through the Airworthiness Division, Aviation Safety Directorate, Civil Aviation Authority of Nepal.

2.2 The application shall be accompanied by:

- a) Form completed with resumes of nominated persons together with documentary evidence of their qualifications and experience.
- b) Two copies of the proposed exposition of the organization.

3. REQUIREMENTS FOR THE GRANT OF APPROVAL

3.1 Approval Procedure

In order to enable an assessment of the suitability of the organization for approval to be made, the applicant shall comply with the requirements of this Chapter.

The grant of a Certificate of Approval will only be made when the Director General is satisfied that the applicant meets the requirements for approval and the management of the organization will be conducted competently and in accordance with the Nepalese Civil Airworthiness Requirements.

3.2 Personnel Requirements

3.2.1 The applicant shall nominate the following persons:

- a) A senior person who is directly responsible to the Chief Executive for the co-ordination of all work necessary to ensure compliance with the Nepalese Civil Airworthiness Requirements and associated procedures. This person shall be authorized to liaise directly with Airworthiness Division, Aviation Safety Directorate, Civil Aviation Authority of Nepal on all matters affecting Airworthiness.
- b) Signatories to Authorized Release Certificates Airworthiness Approval Tags.

3.2.2 The applicant shall satisfy the Director General that the persons nominated in accordance with paragraph 3.2.1 are capable and responsible persons who are conversant with the Nepalese Civil Airworthiness Requirements and associated procedures and have adequate qualifications and experience for the duties concerned.

3.2.3 The organization shall be such as to ensure that in all matters affecting Airworthiness, full and efficient co-ordination exists within the organization.

3.3 Exposition

The applicant shall provide, for Civil Aviation Authority of Nepal approval, an exposition of the organization which includes the following information:

- a) A statement signed by the Chief Executive confirming that the provision and procedures specified in the exposition will be complied with at all times.
- b) The intended scope of activities.
- c) A description of the premises and facilities to be used for activities under Civil Aviation Authority of Nepal approval.
- d) The duties and responsibilities of nominated personnel. Authority to liaise directly with the Airworthiness Division, Aviation Safety Directorate, Civil Aviation Authority of Nepal on Airworthiness matters shall be defined.
- e) An organization chart showing the associated chains of responsibility.
- f) A list of the persons nominated in accordance with paragraph 3.2.1.
- g) The procedures adopted for controlling matters affecting Airworthiness, in particular, procedures for the receipt, storage and re-issue of parts and materials and for ensuring traceability of stocks from source to customer.
- h) A list showing sources from which aircraft parts and materials are supplied.
- i) A statement that all aircraft parts and materials must come from approved sources and be accompanied by acceptable documents.
- j) Any further matters which the Airworthiness Division of the Civil Aviation Authority of Nepal prescribes arising from initial assessment and subsequent surveillances.

3.4 Accommodation and Facilities

- 3.4.1 The organization shall have suitable accommodation of sufficient size and with adequate lighting and facilities for the activities to be undertaken. The premises shall be clean and tidy and have proper segregation of designated areas. Environmental conditions shall be controlled as appropriate to the parts and materials to be stored.
- 3.4.2 A quarantine store shall be provided for parts and materials awaiting confirmation of approval.
- 3.4.3 A bonded store shall be provided for storage of approved parts and material and there shall be a system which identifies the parts and materials with the relevant incoming documentation.
- 3.4.4 Adequate provisions shall be made for the segregation of aircraft parts and materials from other goods and protection of such parts and materials against deterioration, contamination and damage.

3.5 Systems and Procedures

- 3.5.1 Procedures shall be established to the satisfaction of Civil Aviation Authority of Nepal for controlling matters affecting airworthiness, in particular, procedures for the procurement, receipt, storage and re-issue of parts and materials obtained from approved sources.
- 3.5.2 The organization shall establish a system of stores control which shall be adequate for the type and quantity of spares held. As a minimum, the system shall specify procedures to ensure that:
 - a) incoming items are those required and that they confirm with the appropriate incoming documentation (see paragraph 3.5.6 (iii)).
 - b) items held in storage do not deteriorate as a result of that storage.
 - c) the stores records accurately represent the items held in storage and are properly maintained, and
 - d) items are issued on a first in, first-out basis.
- 3.5.3 A system of technical records shall be maintained and shall be such that proper correlation of all activities is established with relevant incoming, stores and outgoing documents to ensure traceability.
- 3.5.4 Inspection stamps of a type and design approved by Civil Aviation Authority of Nepal shall be issued to approved persons for their individual use and a record of the stamps issued shall be maintained.

3.5.5 The system shall provide for the issue of an Authorized Release Certificate, Airworthiness Approval Tag, to the consignee for all approved parts and materials. A copy of the certificate must be retained by the consignor.

3.5.6 The organization shall have satisfactory procedures to be observed in issuing Authorized Release Certificates, Airworthiness Approval Tags.

Note: An Authorized Release Certificate, Airworthiness Approval Tag may not be issued unless.

- i) the items comply with the descriptions and specifications stated on the certificate*
- ii) the items are serviceable.*
- iii) the aircraft part or material has been procured under cover of a document specified or approved for the purpose by the Director General.*
- iv) in the event that any modification, inspection, or other work or change has been made to the items, that such work has been certified by an appropriately licensed/approved person or organization, details of the work and certification are endorsed on the Authorized Release Certificate Airworthiness Approval Tag and the consignor has received certification that the items do comply with the appropriate documents or data required for the work. A copy of this certification should accompany the item to the consignee.*
- v) where items with a specified life are concerned the period or cycles of operation to the date of last removal of the items from an aircraft are to be stated on the certificate such periods can be substantiated from documentation issued by an appropriately licenced/approved person or organization.*
- vi) where raw aircraft materials are concerned, their heat treated condition be stated together with any heat treatment requirements recommended by the manufacturer.*

3.5.7 The organization shall establish a system of defect reporting and investigation.

3.5.8 The organization shall have a system to ensure that staff are properly acquainted with the relevant requirements and procedures related to their work.

3.5.9 The organization shall comply with any further requirements that the Airworthiness Division, Civil Aviation Authority of Nepal may prescribe as a result of initial assessment or subsequent surveillances.

4. REQUIREMENTS FOR THE MAINTENANCE OF APPROVAL

- 4.1 The organization holding a valid Certificate of Approval shall be maintained at the standard necessary to undertake the work for which it is approved and all activities carried out under the approval granted shall be conducted to the satisfaction of the Airworthiness Division, Civil Aviation Authority of Nepal.
- 4.2 The organization shall be responsible to the Director General for compliance with Nepalese Civil Airworthiness Requirements, associated procedures, and other requirements as may be prescribed by the Airworthiness Division, Civil Aviation Authority of Nepal from time to time.
- 4.3 The organization shall consult the Airworthiness Division, Civil Aviation Authority of Nepal if any difficulty arises in the interpretation of the Nepalese Civil Airworthiness Requirements or associated procedures.
- 4.4 The exposition required by paragraph 3.3 shall be reviewed periodically by the organization and any necessary amendments submitted in duplicate to the Director General through the Airworthiness Division, Aviation Safety Directorate, Civil Aviation Authority of Nepal for approval.
- 4.5 The organization shall report to the Airworthiness Division, Aviation Safety Directorate, Civil Aviation Authority of Nepal in writing as soon as possible of any accident or incident occurring in the approved facility.
- 4.6 The organization shall notify the Director General through the Airworthiness Division, Aviation Safety Directorate, Civil Aviation Authority of Nepal in writing for acceptance of any intended change of the followings:
 - a) Name of the organization specified in the Certificate of Approval.
 - b) Address of the organization specified in the Certificate of Approval.
 - c) The Chief Executive or persons nominated in accordance with paragraph 3.2.1.
 - d) The approved facilities.
- 4.7 The organization shall permit access to its premises by an authorized person from Airworthiness Division for the purpose of:
 - a) Assessing whether the organization continues to comply with the conditions of its approval and whether the activities to which the approval relates are carried out to a satisfactory standard.
 - b) Assessing whether the policies and procedures stated in the exposition are being observed.
 - c) Investigation of materials, components or equipment which due to unseviceability, manufacturing discrepancies, inadequate quality control in manufacture, overhaul or processing, contamination or inadequate storage have been to be unsuitable for aircraft use.

- d) Investigation of accidents/incidents occurring in or connected with the approved facility.

Where deficiencies or discrepancies have been disclosed to an organization subject to a surveillance inspection, the organization shall take corrective active the advise the Airworthiness Division, Civil Aviation Authority of Nepal of the action taken.

Note:

1. *The Director General may withdraw, suspend or vary the certificate of Approval of the organization if he is satisfied that the condition required for approval are not being maintained.*
2. *A Certificate of Approval may be varied or withdrawn at the request of an organization.*
3. *The organization shall surrender the Certificate of Approval to the Airworthiness Division, Civil Aviation Authority of Nepal if it permanently ceases to engage in the activities for which the approval was granted.*

Civil Aviation Authority of Nepal.