

## CIVIL AVIATION AUTHORITY OF NEPAL

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### **16.6 The Aviation Language Proficiency Test**

- 16.6.1 Authorized Training Institutions/Organizations/Operators etc shall develop curriculum and lesson plans for the Aviation Language Proficiency that shall be approved by the Authority.
- 16.6.2 Civil Aviation Authority of Nepal shall have authorized examiners who will administer the Aviation Language Proficiency Test (ALPT).

### **16.7 The Test Format**

- 16.7.1 The test will comprise proficiency assessment in speaking and listening designed to measure language proficiency in an aviation context where the Examiner will present several different scenarios and ask the candidate to respond as if he or she were part of the scenario (“role-play”). The test will consist about 15- 20 responses and will take about 20 minutes to complete.
- 16.7.2 The ALPT shall include assessment on:
- a. Listening comprehension
  - b. Speaking ability
  - c. Responses to different scenarios.

### **16.8 Re-evaluation and Validity Check**

- 16.8.1 Those requiring re-evaluation for having demonstrated language proficiency below level 6, must make their own arrangements to take the ALPT in order to be assessed for their language proficiency and to submit to the Authority the results of their re-evaluation/retest in order to have their endorsed with the new language proficiency level.
- 16.8.2 Persons who have not been endorsed with a language proficiency rating may opt to undergo either screening for the proficiency status or directly submit to undertake a formal test known as the ALPT (Aviation Language Proficiency Test). The fees incurred for language screening or testing will be in accordance with the approved Aviation English Proficiency Testing Procedures on the basis of which assessment/test is conducted and will be borne by the person or his/her organization seeking such assessment. However, in respect of CAAN employee test-takers, the fee is exempted.
- 16.8.3 Procedures to check the validity of the language proficiency level prior to the renewal of a licence include verification of both language proficiency validity as well as licence renewal identified in the checklist given in Attachments 15 through 20.

## CIVIL AVIATION AUTHORITY OF NEPAL

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### 17. PROCEDURE FOR ISSUING CIVIL PILOT LICENCE AND/OR RATING BASED ON MILITARY QUALIFICATIONS

This procedure is developed in order to guide the Personnel Licensing Officers in determining if an applicant is eligible for a pilot licence and/or rating based on military qualification.

#### 1. GUIDANCE AND PROCEDURES

#### 2. General Information

- 2.1 A former Military pilot may be issued a pilot licence on the basis of military qualification if the applicant meets the requirements 2.34 of Part 2 of PELR 2010.
- 2.2 Aircraft category, class, type, instructor or instrument rating for which the former military pilot is qualified, may be added to a new or existing pilot licence.
- 2.3 The holder of the former military qualification may apply for a CAAN Licence depending on the qualifications held.

#### 3. Application Requirements

3.1 Advise the applicant to bring the following documents attached to the application on applying for the licence:

- a) A commercial pilot license from a contracting State;
- b) Letter of release from the military;
- c) Military Pilot Licence with appropriate category, class and type rating;
- d) Military flight records showing total hours on the personal Log Book;
- e) Military identification;
- f) The valid medical certificate;
- g) Pass a knowledge test on the appropriate category of aircraft at the commercial pilot license level;
- h) A letter of employment from an air operator;
- i) Pass the ground and flight training on the type of aircraft for which the rating is sought;
- j) Pass the proficiency check on the type of aircraft for which the rating is sought; and
- k) The prescribed fees.

#### 3.2 Documentation of Evidences

Collect the documents and records listed above for review.

#### 3.3 Review Application

- 3.3.1 Check the documents received along with the application and related checklist; and
- 3.3.2 Ensure that the military flight records are certified by the concerned military office.

#### 3.4 Verify applicant's identity

- 3.4.1 Verify the documents of identification to establish the applicant's identity. Compare the identification with the personal information provided on the application. If the applicant's identity can be verified, proceed with the task;

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**3.4.2** If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.

**3.4.3** If the applicant's identity appears to be different from the information supplied on the application, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the Chief of Flight Standards and Licensing Division for further action.

### **3.5 Establish eligibility for Issue of the Licence.**

**3.5.1** Determine if the applicant meets the specific eligibility requirement 2.34 of PELR 2010 for the relevant licences.

#### **3.5.2 The following list explains on the basic requirements.**

- a) **Age:** Ensure that the applicant is at least 18 years for a CPL;
- b) **Knowledge:** Request and evaluate the knowledge test report to confirm that the knowledge test is passed;
- c) **Qualification:** An applicant must produce an evidence of passing Intermediate in Science or equivalent in which the subjects of Physics and Mathematics are covered
- d) **Experience:** Check the record of flight time to determine if the applicant has the minimum experience required for the licence and rating sought. Use an acceptable logbook or other reliable record that conforms to requirement given in Part 7 of PELR 2010;
- e) **Language proficiency:** Check whether the pilot has been checked on English language proficiency under requirement given in Part 5 of PELR 2010s;
- f) **Medical fitness:** Ensure that the relevant medical certificate is current;
- g) in addition an applicant for a CPL should:
  - (i) Have commercial pilot license from a contracting State;
  - (ii) Pass a knowledge test on the appropriate category of aircraft at the commercial pilot license level;
  - (iii) Hold Military Pilot Licence with appropriate category, class and type rating;
  - (iv) Present documentation (e.g. military personal log book, military Licence, letter of release from the military etc.)
  - (v) Pass the ground and flight training on the type of aircraft for which the rating is sought;
  - (vi) Pass the proficiency check on the type of aircraft for which the rating is sought; and
- h) The military flight records are required as evidence of the applicant's experience for the purpose of crediting a maximum of 50% (fifty percent) of military flight hours as given in requirement 2.34 of PELR 2010.
- i) **Instrument Rating Eligibility**  
An instrument rating may be issued on the basis of pilot Licence, issued by contracting States, which contains an Instrument Rating applicable to the category and class.

## CIVIL AVIATION AUTHORITY OF NEPAL

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### **3.6 Discrepancies or Ineligibility**

**3.6.1** If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the licence and/or rating cannot be issued and explain how the applicant may correct the discrepancies.

**3.6.2** If the applicant is not eligible for the licence and/or rating sought, inform the applicant of the reasons for ineligibility and explain how the applicant may obtain the licence and/or rating.

### **3.7 Issue of the Licence and /or Rating**

**3.7.1** When the applicant has satisfactorily met all requirements for the licence and/or rating sought, and the prescribed checklist has been completed, the licence and/or rating will be issued.

- a) Ensure the applicable fees is paid;
- b) Prepare the licence;
- c) Make copy of licence for the licensing file;
- d) Provide applicant with the completed licence; and
- e) File all documents on licensing file.

## **4. Results**

Completion of this task results in the issuance of a pilot licence and/or rating.

## **18. PROCEDURE FOR THE APPOINTMENT/DESIGNATION AND AUTHORIZATION OF A CIVIL AVIATION MEDICAL EXAMINER (CAME)**

### **1. GENERAL**

This procedure is issued to provide guidelines for the appointment/designation and authorization of the Civil Aviation Medical Examiner (CAME) including terminating of the authorization. The Authority is responsible for oversight and management of the CAMEs and establishes policies, plans, procedures, standards and regulations governing the CAMEs.

### **2. REFERENCE**

- 2.1** Civil Aviation (First Amendment) Regulation, 2070 (2013)
- 2.2** Medical Requirements 2009, CAAN
- 2.3** Personnel Licensing Requirement (PELR) 2010, CAAN

### **3. GUIDANCE AND PROCEDURES**

#### **3.1 General Information**

**3.1.1** Medical Practitioners fulfilling the required criteria are contracted and designated as CAME and they are not employees of the Civil Aviation Authority. They have got certain responsibilities directly related with the Civil Aviation Authority of Nepal. They have the responsibility that only those applicants who are physically and mentally able to perform safely may exercise the privileges of licences and certificates.

## CIVIL AVIATION AUTHORITY OF NEPAL

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**3.1.2** To properly discharge the duties associated with these responsibilities, CAMEs shall maintain familiarity with general medical knowledge applicable to aviation. They also shall have detailed knowledge and understanding of the civil aviation rules, regulations, policies, and procedures related to the medical certification. CAMEs must also possess acceptable equipment and adequate facilities necessary to carry out the prescribed examinations.

### **3.2 Designation of a CAME**

The Authority will designate CAME under Rule 35 of the Civil Aviation (First Amendment) Regulation, 2070 (2013) only professionally qualified and appropriately licensed medical practitioners. Only those medical practitioners who fulfill the requirement 1.21 of medical requirements, CAAN shall be designated and be retained as CAMEs.

### **3.3 Application Requirements**

Copies of following documents attached to the application letter mentioned on the public notice (issued by FSSD, CAAN) on the Nepalese national daily:

- a) A properly signed application letter;
- b) Nepalese citizenship certificate;
- c) Medical graduate or MBBS certificate;
- d) Post-graduate MD or equivalent in Medicine or its clinical branch Certificate (Neurology, Cardiology, Pulmonology, Gastroenterology, Nephrology, Endocrinology, or like);
- e) Evidence of experience of at least two years practice in that specialty;
- f) Registration in Nepal Medical Council;
- g) Basic training in Aviation Medicine of 60 hours or equivalent;
- h) Address of medical examination (clinic or Hospital) which should be in Kathmandu valley; and
- i) Any other relevant information.

### **3.4 Review the Documents submitted**

Collect and evaluate the documents for accuracy and authenticity.

### **3.5 Establish Eligibility for the designation of CAME**

Determine if the applicant meets the specific eligibility and experience for the designation as a CAME as specified under rule 35 of Civil Aviation (First Amendment) Regulation, 2070 (2013) and Medical Requirements 2009, CAAN.

**3.6 Conditions of designation** – To be designated as a CAME, the applicant must comply with the following conditions:

**3.6.1 Credentials:** The CAME must notify the Authority at any time there is a change in status of the licence to practice medicine;

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- 3.6.2 Professionalism:** Be informed of the principles of aviation medicine; be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of all persons requiring aviation medical certification as specified in the Medical Requirements CAAN; and abide by the policies, rules, and regulations of the CAAN.
- 3.6.3 Examinations:** The CAME shall personally conduct all medical examinations at an established office/hospitals address. Paramedical personnel (e.g. nurses, medical technicians, assistant doctors, etc.) may perform limited parts of the examinations (e.g. measurement of visual acuity, hearing, phorias, blood pressure, electrocardiography, etc.) under the supervision of the CAME. Other laboratory tests audiometry, X-Rays, Tread Mill Test(TMT), and other specialized tests will be done in approved labs and hospital.
- 3.6.4** The CAME shall study the Application and Statement Form and enquire further information as appropriate, conduct the full physical examination, study other reports, fill in the Medical Examination Form, sign with comments, restrictions and limitations and send the whole Form to Civil Aviation Medical assessor(CAMA), FSSD. In all cases, the CAME shall assume responsibility for the accuracy and completeness of the full report of the examination.
- 3.6.5** The CAMA can ask CAME to verify findings in case of doubt or confirmation during the assessment on the examination findings
- 3.6.6** CAAN retains the right to reconsider any action of CAME on the advice of CAMA in accordance with Medical Requirements, CAAN.

### **3.7 Discrepancies and Ineligibility**

If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

### **3.8 Medical Examination Fees**

The medical examination fees charged by CAMEs will be standardized and decided by the CAAN.

### **3.9 CAME's Contact**

The CAME will be listed with the office location and telephone number. The CAME is required to promptly advise the Authority in writing, any change in medical examination place i.e. clinic/hospital. In that case Inspection Team needs to inspect it and approve it.

**3.10 Conduct of the Examination**

The CAME will comply with the policies, orders and regulations of the Authority. The CAMEs attention is drawn to requirement 1.3 of Part 1 of Medical Requirements, CAAN in which it is indicated that an applicant, who shall not furnish the medical examiner with accurate and complete medical information or history requested by the medical examiner may result in the application being denied as well as suspending, modifying or revoking all the applicant's medical certificates.

**3.11 Duration of Designation**

Designations of CAMEs are effective for the period of time indicated on the appointment/designation letter, usually for two years, unless terminated earlier by the CAAN or CAME's resignation.

**3.12 Authority of the CAMEs**

A CAME is authorized to:

- (i) examine an applicant in accordance with policies and procedures and medical standards given in Medical Requirements, CAAN;
- (ii) submit the signed medical evaluation report to CAMA, CAAN; and
- (iii) report to CAMA, FSSD, CAAN any individual cases where, in his judgment, an applicant for a licence or certificate fails to meet any requirement, which could jeopardize flight safety.

**3.13 CAME Seminars**

**3.13.1** The purpose of CAME participating Seminars is to develop aero medical knowledge and clinically proficient CAMEs committed to aviation safety. They are also designed to provide standardization in the application of the CAAN medical certification policies, procedures and regulations.

**3.13.2** After initial designation, and as a requirement, a CAME shall attend a refresher training in aviation medicine and is also encouraged to attend seminars.

**3.13.2** CAAN shall organize at least one half-day refresher course in aviation medicine once in two years and all Civil Aviation Medical Examiners must attend the course.

**3.14 Facilities and Equipment**

The applicant shall have adequate facilities for performing the required examinations and possess or agrees to obtain such equipment prior to conducting any Aviation Medical examinations.

They will be as per Clinic Inspection Check List as given in Medical Requirements, CAAN.

**3.15 Issue of the Letter of Appointment/Designation**

**3.15.1** When applicant has satisfactorily met all requirements for the appointment/designation, the document will be forwarded for approval.

**3.15.2** After approval from DG, CAAN, the letter of appointment/designation will be issued;

**3.15.3** Prepare the appointment/designation letter;

**3.15.4** Make a copy of the appointment/designation letter for the licensing file;

**3.15.5** File all documents on the Authorized examiners licensing file; and

**3.15.6** Provide applicant with the appointment/designation letter.

**4. Results**

Completion of this task results in the issuance of appointment/designation letter to CAME.



## CIVIL AVIATION AUTHORITY OF NEPAL

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### **19. Procedure for surveillance, supervision and control of Civil Aviation Medical Examiner**

- 19.1** Civil Aviation Medical Assessors (CAMA) shall be responsible for the supervision and control of the Civil Aviation Medical Examiner. Planning for onsite surveillance plan for supervision shall be developed by Civil Aviation Medical Assessor.
- 19.2** The Team headed by the Chief of Flight Standards and Licensing Division(FSLD) along with the CAMA and Licensing Officer shall be carried out onsite visit of clinic/hospital at least once in a year.
- 19.3** It is a responsibility of CAMA to assess each Medical Examination Form submitted by CAME.
- 19.4** In case of any doubt in medical examination carried out by CAME, the CAMA shall have full authority to query with concern CAME. The CAMA shall inform to Chief of Flight Safety Standards Department (FSSD) in case of any abnormality regarding medical assessment. In such case the medical assessment will be withheld until CAMA assured that applicant is medically fit.
- 19.5** CAMA will evaluate the service of CAME and if found unsatisfactory he can recommend to DG, CAAN to take necessary action.



**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR THE ISSUANCE OF LICENSE - AEROPLANE**

**FORM FOR THE ISSUE OF CPL AEROPLANE**

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
License No. .... issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :
Instrument Rating :	Flying Experience :
Total Flight Time (200 Hrs) :	Pilot-in-Command (100 Hrs):
Instrument Time (10 Hrs.) : (Not more than 5 Hrs simulator)	Cross Country (20 Hrs): 300 NM not less than two full stop landing
Night Flight (5 Hrs) :	Night PIC Take-Off Landing (5 Hrs):
Basic CPL Examination :	AIP Examination :
Medical Assessment (Class I):	Type Rating :
Technical Exam Completed on :	Flight Training on the Type (Hrs) :
Performance Exam Completed on :	INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer :
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

**Note: Figures in brackets show minimum requirements**

Prepared By:  
(CAAN Licensing Official)

Checked By:  
(Chief)  
Flight Standards and  
Licensing Division

Recommended By :  
(Chief)  
Flight Safety Standards  
Department

Approved By :  
(Director General)  
Civil Aviation Authority  
of Nepal

PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

Amendment No. 3

Date :29 December,2013



**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR REQUIREMENT FOR CPL ISSUANCE (HELICOPTER)**

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
License No. .... issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :
Total Hours (150 Hrs) : a) PIC (35 Hrs) b) Cross Country (10 Hrs) c) 10 Hrs Instrument may count 5 Hrs Simulator d) Night 5 Hrs (if the privilege of the license are to be exercise at night, 5 hours of night)	Basic CPL(H) Exam :
Medical Assessment (Class I):	AIP Examination :
Type Rating :	
Technical Exam Completed on :	Flight Training on the Type (Hrs) :
Performance Exam Completed on :	INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer/DCP :
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

Prepared By:  
(CAAN Licensing Official)

Checked By:  
(Chief, Flight Standards  
and Licensing Division)

Recommended By:  
(Chief, Flight Safety  
Standards Department)

Approved By :  
(Director General)  
Civil Aviation Authority of  
Nepal



**Civil Aviation Authority of Nepal  
Flight Safety Standards Department  
Flight Standards and Licensing Division**

**FORM FOR ATPL ISSUANCE (AEROPLANE)**

Name :	Date of Birth :
Organization :	Age (21) :
Sex :	Marital Status :
Nationality :	
Holds :- (Current CPL with multi engine)	License No.
Issued by ICAO Contracting State :	
Total Flight Time (1500 Hrs):	PIC Flight Time (100 Hrs) :
Two Pilot Flight Time (500 Hrs) :	
Under Supervision Flight Time (150 Hrs) : a) Cross Country (200 Hrs) b) Night (100 Hrs) (20 night take-off & landings) c) Instrument Time (75 Hrs) (Not more than 30 Hrs may be Instrument Ground Time)	
ATPL Examination :	
Medical Assessment (Class 1):	
Aviation Language Proficiency Level & Validity:	
CAAN Fee :	

*Note: Figures in brackets show minimum requirements*

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(CAAN Licensing Official)

Checked By:  
(Chief, Flight Standards  
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Recommended By:  
(Chief, Flight Safety  
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Approved By :  
(Director General)  
Civil Aviation Authority of  
Nepal

PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

Amendment No. 3  
Date :29 December,2013



**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR ATPL (HELICOPTER) ISSUANCE**

Name :	Date of Birth :
Sex :	Age (21) :
Approved training :-	Holds :-
License No. .... issued by ICAO Contracting State or Name of flying school:	Class & Category Rating :
Organization :	Nationality :
Marital Status :	License (CPL) :
Medical Date :	Multi Pilots (400 Hrs) :
Total Hours (1000 Hrs) : a) PIC (100 Hrs.) : b) Night (50 Hrs.) : c) Under Supervision (150 Hrs.): d) Cross Country (200 Hrs.) :	
ATPL exam from Contracting State :	Nepalese Flight Operation Requirement Examination :
Type Rating:	
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

Prepared By:  
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Checked By:  
(Chief, Flight Standards  
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Recommended By:  
(Chief, Flight Safety  
Standards Department)

Approved By :  
(Director General)  
Civil Aviation Authority  
of Nepal

PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

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**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR RENEWAL OF FLIGHT CREW LICENSE**

Name of Applicant :	Date of Birth :
Tick Appropriate Category :	
<input type="checkbox"/> PPL License holder	<input type="checkbox"/> Basic CPL/ATPL License holder
<input type="checkbox"/> CPL/ATPL License holder engaged with an Air Operator	<input type="checkbox"/> CPL/ATPL License holder not currently engaged with an Air Operator

No.	Document	Current/ Latest	Last/ Previous	Verification (for CAAN purposes)
1.	Application letter			
2.	Application form			
3.	CAAN Fee			
4.	Medical Report			
5.	PPC			
6.	Recurrent Ground Refresher Training			
7.	Recurrent Flight Training			
8.	Simulator training			
9.	Route Check			
10.	CRM Training			
11.	Dangerous Goods Training			
12.	Emergency Evacuation Training			
13.	CA39 Form (Log Book)			
14.	Aviation Language Proficiency Level & Validity			
15.	Night Proficiency (if applicable)			
16.	Instructor Hours			

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 Prepared By:  
 (CAAN Licensing Official)



**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR RENEWAL OF EXPIRED LICENSE (Within 3 Months)**

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-

No.	Document	Current/ Latest	Last/ Previous	Verification (for CAAN purposes)
1.	Application letter			
2.	Application form			
3.	CAAN Fee			
4.	Medical Report			
5.	PPC			
6.	Recurrent Ground Refresher Training			
7.	Recurrent Flight Training			
8.	Simulator training			
9.	Route Check			
10.	CRM Training			
11.	Dangerous Goods Training			
12.	Emergency Evacuation Training			
13.	CA39 Form (Log Book)			
14.	Aviation Language Proficiency Level & Validity			
15.	Night Proficiency (if applicable)			
16.	Instructor Hours			

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Recommended By:  
(Chief, Flight Standards and  
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Approved By :  
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PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

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Date :29 December,2013



**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR RENEWAL OF EXPIRED LICENSE (3 to 12 Months)**

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Approved Ground Refresher Class :	INSTRUCTORS : CAAN Observer:
Flight Test on Type of Aircraft :	INSTRUCTORS : CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

Prepared By:  
CAAN Licensing Official)

Recommended By:  
(Chief, Flight Standards and  
Licensing Division)

Approved By :  
(Chief, Flight Safety Standards  
Department)

PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

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**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR RENEWAL OF EXPIRED LICENSE (12 to 24 Months)**

Name :	Date of Birth:
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
Approved Ground Refresher Class :	INSTRUCTOR :
Flight Training :	
Flight Test Completed on :	INSTRUCTORS :
	CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

Prepared By:  
CAAN Licensing Official)

Recommended By:  
(Chief, Flight Standards and  
Licensing Division)

Approved By :  
(Chief, Flight Safety Standards  
Department)

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**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR RENEWAL OF EXPIRED LICENSE (24 to 60 Months)**

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Medical Assessment (Class I):	Type Rating :
<b>Initial Training on Type :</b> a) Approved Ground Course	<b>INSTRUCTORS :</b> CAAN Observer:
b) Civil Aviation Examination (Type)  Technical :  Performance :	
Flight Training with specified hours: (5 Hrs of PIC) (8 Hrs of SIC) Ref. FOR 10.5.2.3	<b>INSTRUCTORS :</b> CAAN Observer:
Check Ride Completed on :	<b>INSTRUCTORS :</b> CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

Prepared By:  
CAAN Licensing Official)

Recommended By:  
(Chief, Flight Standards and  
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Approved By :  
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Department)

PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

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**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR RENEWAL OF EXPIRED LICENSE (More than 5 Years)**

Name :	Date of Birth :
Sex :	Age :
Nationality :	Marital Status :
License Number :	Holds :-
Class & Category Rating :	
Current Medical Assessment (Class I):	Type Rating :
<b>Sufficient Refresher Training covering the contents of the course syllabus approved for :</b> CAAN's ATPL Examination or CPL Examination Ref. FOR Appendix 8/9	Date :  Date :
AIP (FOR, NCAR and CAR) :	
<b>New Type Rating Conversion</b> a) Approved Ground Course :  b) CAAN Examination on type : Technical : Performance :	INSTRUCTORS : CAAN Observer:  Date :  Date :
<b>Flight Training</b> with specified hours: 1) a) PIC 10 Hrs for turbo-propeller powered b) SIC 8 Hrs for turbo-propeller powered 2) a) PIC 20 Hrs for jet engine b) SIC 10 Hrs for jet engine	INSTRUCTORS :
Check Ride Completed on :	INSTRUCTORS : CAAN Observer /DCP:
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

Prepared By:  
CAAN Licensing Official)

Recommended By:  
(Chief, Flight Standards and  
Licensing Division)

Approved By :  
(Chief, Flight Safety Standards  
Department)

PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

Amendment No. 3  
Date :29 December,2013



**Civil Aviation Authority of Nepal**  
**Flight Safety Standards Department**  
**Flight Standards and Licensing Division**

**FORM FOR THE ISSUANCE OF ULTRA LIGHT PILOT LICENSE**

Name :	Date of Birth :
Sex :	Age (18) :
Nationality :	Marital Status :
Approved training :-	Holds :-
License No. .... issued by State or association, if applicable:	Class & Category Rating :
Flying Experience :	Total Flight Time (25 Hrs) :
Pilot-in-Command (15 Hrs):	Cross Country (5 Hrs):
UPL Examination :	Civil Aviation Air Regulations (CAAR) Examination :
Medical Assessment (Class II):	
Check Ride Completed on :	INSTRUCTORS : CAAN Observer :
Aviation Language Proficiency Level & Validity	
CAAN Fee :	

**Note: Figures in brackets show minimum requirements**

Prepared By:  
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Recommended By:  
(Chief, Flight Safety  
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Approved By :  
(Director General)  
Civil Aviation Authority  
of Nepal

PROCEDURES FOR PERSONNEL LICENSING REQUIREMENTS

Amendment No. 3  
Date :29 December,2013



**Civil Aviation Authority of Nepal  
Flight Safety Standards Department  
Flight Standards and Licensing Division**

**FORM FOR THE ISSUE OF LICENCE ON THE BASE OF MILITARY QUALIFICATION**

Name :	Date of Birth :	
Sex :	Age (18) :	
Nationality :	Marital Status :	
Academic Qualification:	Holds :-	
License No. .... issued by ICAO Contracting State.....:	Class & Category Rating :	
Letter of release from the military;	Military Pilot Licence with appropriate category, class and type rating:	
Military flight records are certified by the concerned military office:		
Military flight records (personal Log Book):	A letter of employment from an air operator:	
Ground Class:	<b>Military Experience :</b>	
Instrument Rating :		
Total Flight Time (200 Hrs) :	Pilot-in-Command (100 Hrs):	
Instrument Time (10 Hrs.) : (Not more than 5 Hrs simulator)	Cross Country (20 Hrs): 300 NM not less than two full stop landing)	
Night Flight (5 Hrs) :	Night PIC Take-Off Landing (5 Hrs):	
Basic CPL Examination :	AIP Examination :	
Medical Assessment (Class I):	Type Rating :	
Technical Exam Completed on :	Flight Training on the Type (Hrs) :	
Performance Exam Completed on :	INSTRUCTORS :	
Check Ride Completed on :	INSTRUCTORS : CAAN Observer :	
Aviation Language Proficiency Level and Validity:		
CAAN Fee :		

Prepared By:  
(CAAN Licensing Official)

Checked By:  
(Chief, Flight Standards  
and Licensing Division)

Recommended By:  
(Chief, Flight Safety  
Standards Department)

Approved By :  
(Director General)  
Civil Aviation Authority  
of Nepal

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**FORM FOR THE APPOINTMENT/DESIGNATION OF CIVIL AVIATION MEDICAL  
EXAMINER (CAME)**

Name :	Date of Birth :
Sex :	Nationality :

**REQUIREMENTS**

SNO.	PARTICULAR	REMARKS
1	A properly signed application letter;	
2	Nepalese citizenship certificate;	
3	Medical graduate or MBBS certificate;	
4	Post-graduate MD or equivalent in Medicine or its clinical branch Certificate (Neurology, Cardiology, Pulmonology, Gastroenterology, Nephrology, Endocrinology, or like);	
5	Evidence of experience of at least two years practice in that specialty;	
6	Registration in Nepal Medical Council;	
7	Basic training in Aviation Medicine of 60 hours or equivalent	
8	Demonstration of Competency in Aviation Medicine	
9	Inspection of location of Medical Examination (Hospital/ Clinic) in Kathmandu	
10	Refresher Training in Aviation Medicine	
11	Address of Clinic/ Hospital including telephone number (which should be in Kathmandu valley); and	
12	Any other relevant information.	

Prepared By:  
(CAAN Licensing Official)

Checked By:  
(Chief, Flight Standards  
and Licensing Division)

Recommended By:  
(Chief, Flight Safety  
Standards Department)

Approved By :  
(Director General)  
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