

NEPALESE CIVIL AIRWORTHINESS REQUIREMENTS

SECTION C

MAINTENANCE REQUIREMENTS

CHAPTER C.9

ISSUE 5
MARCH 2017

MANDATORY OCCURRENCE REPORTING

1. GENERAL

- 1.1 The objective of the Mandatory Occurrence Reporting System is to contribute to the improvement of flight safety by ensuring that relevant information on safety is reported, collected, stored, protected and disseminated.
- 1.2 The sole objective of occurrence reporting is the prevention of accidents and incidents and not to attribute blame or liability except in case of gross negligence or willful violation.
- 1.3 These requirements apply to occurrences which endanger or which, if not corrected, would endanger an aircraft, its occupants or any other person.

2. REPORTABLE OCCURRENCES

- 2.1 Without prejudice to the generality of paragraph 1.3, a list of examples of mandatory reportable occurrences is set out in CAA Nepal Guidance on Occurrence Reporting.

3. RESPONSIBILITIES

- 3.1 Every person listed below must report to the CAA Nepal, any event which constitutes an occurrence for the purposes of paragraph (1.3) and which comes to that person's attention in the exercise of that person's functions —
 - (a) the operator and the commander of the aircraft which has a
 - (i) Certificate of Airworthiness (C of A); or
 - (ii) Special Flight Permit; or
 - (iii) Permit to Fly; or
 - (iv) Special Flight Authorisation.issued by CAA Nepal.
 - (b) a person who carries on the business of maintaining or modifying an aircraft registered in Nepal, and a person who carries on the business of maintaining or modifying any equipment or part of such an aircraft;
 - (c) a person who signs a Certificate of Release to Service for an aircraft registered in Nepal, and a person who signs a certificate of Release to Service for any equipment or part of such an aircraft;
 - (d) a person who performs a function concerning the ground-handling of aircraft, including fuelling, servicing, loadsheet preparation, loading, de-icing and towing at an airport located in Nepal.

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- 3.2 Additionally:
- (a) Any person or organisation responsible in accordance with NCAR M.A.201 shall report in accordance with NCAR M.A.202.
 - (b) An aircraft maintenance organization approved in accordance with NCAR Part-145 shall report in accordance with NCAR 145.A.60.

4. REPORTING

- 4.1 Reports of occurrences must be made within such time, by such means, containing such information and in such form as prescribed in CAA Nepal Guidance on Occurrence Reporting..
- 4.2 A person must not make any report under this Chapter C.9 if the person knows or has reason to believe that the report is false in any particular.
- 4.3 Reference should also be made to CAA Nepal Guidance on Occurrence Reporting for additional guidelines for reporting and handling of information on safety occurrences.
- 4.4 All occurrences shall be reported on an Occurrence Report Form C.9.1 as shown in Appendix-1 to the address given below within such times as specified in CAA Nepal Guidance on Occurrence Reporting, except that if it is a defect which affect the immediate safety of the aircraft or its occupants, or which must be rectified before further flight of the aircraft, it must first be reported by telephone or other means within 24 hours.

Airworthiness Inspection Division,
Flight Safety Standards Department,
Civil Aviation Authority of Nepal
Tel. No.: 4111075, 4111119
Fax No.: 4111198
E-mail: airworthinesscaanepal@gmail.com ; awid@flightsafetycaan.org.np

5. HANDLING OF REPORTS

- 5.1 The CAA Nepal, in the case of a Nepalese Registered aircraft, having received an occurrence report, must notify, whenever necessary, the competent authority of the State of Manufacture of the aircraft, of the occurrence.
- 5.2 CAA Nepal shall use any information received in accordance with the terms of this article solely for the purposes set out in this Chapter.
- 5.3 CAA Nepal shall not record the names or addresses of individual persons on the databases of occurrence reports created by CAA Nepal.
- 5.4 Without prejudice to the rules of criminal law, no proceedings may be instituted in respect of unpremeditated or inadvertent infringements of the law which come to the attention of the CAA Nepal only because they have been reported under this Chapter, except in cases of gross negligence.

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- 5.5 The CAA Nepal has in place a system of voluntary reporting to collect and analyse information on observed deficiencies in aviation which are not required to be reported under the system of mandatory reporting, but which are perceived by the reporter as an actual or potential hazard.

- 5.6 Voluntary reports presented to the CAA Nepal under paragraph (5.5) shall be subjected to a process of non identification by it where the person making the report requests that his or her identity is not recorded on the databases.

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APPENDIX-1

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Mandatory Occurrence Form

(To be filled by Airline Operator and its technical personnel)

AIRCRAFT TYPE & SERIES		REGISTRATION	DATE (dd/mm/yyyy)	TIME OF EVENT		DAY <input type="checkbox"/>	NIGHT <input type="checkbox"/>	TWILIGHT <input type="checkbox"/>
OPERATOR		LOCATION/POSITION				UTC		
FLIGHT NO.	ROUTE FROM	ROUTE TO	FL <input type="checkbox"/> ALT/HT (ft) <input type="checkbox"/>	IAS (kt)	IFR <input type="checkbox"/>	TCAS RA	ETOPS	
					VFR <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
NATURE OF FLIGHT				FLIGHT PHASE				
ENVIRONMENTAL DETAILS								
WIND		CLOUD		PRECIPITATION	OTHER METEOROLOGICAL CONDITIONS			RUNWAY STATE
DIR.	SPEED (kt)	TYPE	HT (ft)		VISIBILITY	ICING	TURBULENCE	OAT (°C)
					km <input type="checkbox"/>			
					m <input type="checkbox"/>			CATEGORY
BRIEF TITLE								
DESCRIPTION OF OCCURRENCE								
Any procedures, manuals, publications (AIC, AD, SB etc.) directly relevant to occurrence and (where appropriate) compliance state of aircraft, equipment or documentation.								
GROUND STAFF REPORT								
A/C Manufacturer's S/N		ENGINE TYPE/SERIES	ETOPS APPROVED	GROUND PHASE		MAINTENANCE ORGANIZATION		
			YES <input type="checkbox"/> NO <input type="checkbox"/>	MAINTENANCE <input type="checkbox"/> GROUND HANDLING <input type="checkbox"/> UNATTENDED <input type="checkbox"/>		TEL.		
COMPONENT/PART		MANUFACTURER		PART NO.		SERIAL NO.		
REFERENCES: e.g. MANUAL				COMPONENT OVERHAUL OR REPAIR ORGANIZATION				
ORGANIZATION AND APPROVAL REFERENCE			NAME			POSITION		
SIGNATURE						DATE (dd/mm/yyyy)		
If report is voluntary (i.e. not subject to mandatory requirements) can the information be published in the interests of safety?		YES <input type="checkbox"/> NO <input type="checkbox"/>	Address and tel. no. (if reporter wishes to be contacted privately)		NOTE 1: If additional information, as below, is available, please provide. NOTE 2: If the occurrence is related to a design or manufacturing deficiency, the manufacturer should also be advised promptly. NOTE 3: Where applicable, a report of this incident should be forwarded directly to other agencies involved, e.g. Aerodrome Authority, ATC agency.			

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REPORTING ORGANIZATION REPORT (ORGANIZATION COMMENTS- ASSESSMENT/ACTION TAKEN/SUGGESTIONS TO PREVENT)								
<i>(Use additional sheet if necessary.)</i>								
UTILIZATION- AIRCRAFT				UTILIZATION- ENGINE/COMPONENT				MANUFACTURER ADVISED
	TOTAL	SINCE OVERHAUL/ REPAIR	SINCE INSPECTION		TOTAL	SINCE OVERHAUL/ REPAIR	SINCE INSPECTION	
HOURS				HOURS				
CYCLES				CYCLES				
LANDINGS				LANDINGS				
REPORTING ORGANIZATION			TEL.	REPORTER'S REF	REPORT	REPORTER'S INVESTIGATION		FDR DATA RETAINED
E-MAIL:			FAX.	NEW <input type="checkbox"/>	NIL <input type="checkbox"/>	CLOSED <input type="checkbox"/>	OPEN <input type="checkbox"/>	YES <input type="checkbox"/>
NO <input type="checkbox"/>								NO <input type="checkbox"/>
NAME			POSITION			TEL.		
E-MAIL			SIGNATURE			DATE (dd/mm/yyyy)		