



**CIVIL AVIATION AUTHORITY OF NEPAL  
AIRWORTHINESS INSPECTION DIVISION**

**Checklist for Issuance of Letter of Authorization**

Name of Owner:-

Name of Operator:-

Registration Mark:-

General Specifications						
<b>AIRCRAFT</b>			Aircraft MSN			
Total FH			Date of Manufacture			
Total FC			Category		Pax/Cargo/Combi	
Status Date			Paint			
Aircraft Type			Previous Accident/ Incident			
<b>ENGINE #1 LH</b>						
Manufacturer:				Model:		
Manuf. Date	Serial Number	Total Hours		Total Cycles		OH Date
		TSN	TSO	CSN	CSO	
Part Number						
OH MRO	MRO, AMO	SB Compliance	AD Compliance	Any Deferred defects if yes, mention them		
Utilization of tolerance?	Is TBO exceeded?					
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>ENGINE #2 RH</b>						
Manufacturer:				Model:		
Manuf. Date	Serial Number	Total Hours		Total Cycles		OH Date
		TSN	TSO	CSN	CSO	
Part Number						
OH MRO	MRO, AMO	SB Compliance	AD Compliance	Any Deferred defects if yes, mention them		
Utilization of tolerance?	Is TBO exceeded?					
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>APU</b>						
Manufacturer :			Total Hours		Total Cycles	
Manuf. Date			Since New	Since O/H	Since New	Since O/H
Part Number						
Serial Number						
<b>Main Landing Gear #1 LH</b>						
Manufacturer:			Total Hours		Total Cycles	
Manuf. Date			Since New	Since O/H	Since New	Since O/H
Part Number						
Serial Number						
<b>Main Landing Gear #2 RH</b>						



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Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
<b>Nose Landing Gear</b>						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
<b>Propeller 1</b>						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
<b>Propeller 2</b>						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
<b>Main Gear Box</b>						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
S/N		Yes	No	N/A	Remark	
1.	Ensure that the aircraft has been issued with a Nepalese Type Acceptance Certificate in accordance with NCAR Chapter B.1?					
2.	Ensure that the aircraft has been Registered in Nepal in accordance with NCAR Chapter B.5?					
3.	Ensure that the applicant has made application in Form B.2.1 as contained in Appendix-1 of NCAR Chapter B.2 with following information:					
a.	An Export Certificate of Airworthiness issued by the previous State of Registry not more than 30 days before the date of export or a confirmation by the previous State of Registry that a Certificate of Airworthiness issued by that State was in force immediately prior to the export.					
b.	The continuing airworthiness of the aircraft has been continuously managed during the previous 12 months by approved Continuing Airworthiness Management Organization.					
c.	The aircraft has been maintained for the previous 12 months by maintenance organizations approved in accordance with Section A, Subpart F of NCAR Part-M, or NCAR Part- 145, or equivalent.					



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d.	The aircraft is suitable for existing operating conditions in Nepal and will receive required continuing airworthiness support from the Design Approval Holder				
e.	Satisfactory completion of an airworthiness check flight, if required, in accordance with NCAR Chapter C.8 and submission of the particulars and results of the check flight				
f.	Any deficiencies found during document review and Physical Survey of the aircraft and post airworthiness check flight of the aircraft are rectified.				
g.	Satisfactory completion of document review ( <b>Attachment 1</b> ) and physical survey ( <b>Attachment 2</b> ) of the aircraft by CAA Nepal.				
h.	The aircraft is equipped with all the applicable operational derived equipment and Instruments, as per requirements laid down in current relevant Flight Operations Requirements.				
i.	The applicants request for the issuance of Mobile Radio Licence with a list of radio communication, navigation and radar equipments installed, including make, model and their operating frequencies.				
j.	Is there a certification from the chief of QA that all the documents held to support the continued airworthiness of aircraft and the flight manual are current and upto date and confirmation that the C of A is currently in force with applicable NCAR and that all other requirements of the NCAR applicable to airworthiness of the aircraft are met?				
k.	Copy of a voucher against payment of the appropriate fee prescribed by Civil Aviation Regulations and its amendments.				



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Attachment-1

DOCUMENT REVIEW REPORT	
ORGANISATION NAME	NCAR Part-M APPROVAL REFERENCE
<b>1. NCAR M.A.710</b>	
1.1 Flight Manual/Pilots Handbook Issue and Revision	
Is this the correct document for the current aircraft configuration?	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.2 Maintenance Programme Approval Reference	
All scheduled maintenance required by the referenced programme has been carried out	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.3 All known defects have been corrected or deferred in accordance with an approved procedure:	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.4 All applicable Airworthiness Directives have been incorporated	YES <input type="checkbox"/> NO <input type="checkbox"/>
Quote documents assessed:	
Aircraft State of Design ADs	YES <input type="checkbox"/> NO <input type="checkbox"/>
Engine State of Design ADs	YES <input type="checkbox"/> NO <input type="checkbox"/>
Propeller State of Design ADs	YES <input type="checkbox"/> NO <input type="checkbox"/>
Equipment State of Design ADs	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.5 Confirm all modifications and repairs have been approved in accordance with NCAR	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.6 All installed life limited components have been recorded and have not exceeded their approved service life	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.7 All maintenance accomplished within this C of A renewal period has been released to service iaw NCAR M.A.801	YES <input type="checkbox"/> NO <input type="checkbox"/> Initial Inspection <input type="checkbox"/>
1.8 All applicable Service Bulletin have been incorporated	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.9 The Mass and Balance Statement is correct for the current aircraft configuration	YES <input type="checkbox"/> NO <input type="checkbox"/>
Provide reference/issue/date of statement	
Date aircraft was weighed	
1.10 The aircraft, in its current configuration, complies with the TAC issued by CAA Nepal	YES <input type="checkbox"/> NO <input type="checkbox"/>
Reference/revision/date of latest approved TAC data sheet	
1.11 Ensure Aircraft Continuing Airworthiness Record System are updated as per M.A.305	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.12 Ensure that the Maintenance Data are updated.	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.13 Aircraft Documents Reviewed	
Registration	YES <input type="checkbox"/> NO <input type="checkbox"/>



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Certificate of Airworthiness	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Technical/Journey Log (as applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Airframe Logbook(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Engine Logbook(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Propeller Logbook(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<i>Note: An unsatisfactory answer to any of the questions 1.1 to 1.13 will mean a recommendation may not be made. Details of any NO answers should be listed in Section 3 with details of the corrective actions taken.</i>		
<b>2. PHYSICAL SURVEY OF AIRCRAFT</b>		
2.1 Survey Report Reference No (Copy of survey report to be attached to this report)		
2.2 Date and location where survey was undertaken		
2.3 All known defects and problems found during the survey have been appropriately addressed	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<i>Note: Answering NO will mean a recommendation may not be made until the identified problems and defects have been appropriately addressed.</i>		
<b>3. DEFECTS AS REPORTED IN SECTION 1</b>		
All defects must be rectified before a recommendation can be made		
Ref	Defect	Rectification / Actions
<b>4. RECOMMENDATION FOR THE ISSUE OF CERTIFICATE OF AIRWORTHINESS</b>		
4.1 This is to certify that all of the above records have been reviewed for the period plus a physical survey of the aircraft undertaken and the aircraft [9N- ] was found to be fully in compliance with all of the applicable requirements of NCAR Part-M. On this basis it is recommended that Certificate of Airworthiness be issued in accordance with NCAR Chapter B.2.		
<b>Note:</b> If the result of the full airworthiness review is unsatisfactory or inconclusive then this form, along with all necessary supporting data should be sent to Airworthiness Inspection Division, FSSD, CAA Nepal in order to satisfy the requirements of NCAR Chapter B.2.		
Signed		
Name		
Approval Stamp		
Date		



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Attachment-2

Physical Survey Checklist				
1. General				
Aircraft Registration		Aircraft Serial No.		Operator
Date of Inspection		Surveyor		
2. Physical Inspection				
2.1	Markings and Placards	Compliance		Notes
		Yes	No	
2.1.1	Registration Marks	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.2	'Exit' labels on main door and on escape hatches	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.3	Opening Instructions on main door and escape hatches	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.4	Pressure Refueling Point – Fuel specification, Max Refuel & Defuel Pressures to be endorsed	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.5	Wing Refueling Point – Fuel specification and Max Capacity	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.6	Oil Specification and capacity to be endorsed adjacent to oil filler caps	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.7	Toilets, no smoking	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.8	Weight limitation placards for overhead bins/cargo compartments;	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.9	ELT locations	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.10	Life rafts, life jackets and oxygen	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.11	Use of N2 for Inflation of Tyre and Oleo	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.12	Hazard area of Engine intake, Radio altimeter antenna, (Not to be painted)	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.13	Drain Mast (Hot)	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Documents on Board			
2.2.1	Current ARC	<input type="checkbox"/>	<input type="checkbox"/>	



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2.2.2	Does the aircraft conform to the applicable type certificate or type approval?		<input type="checkbox"/>	<input type="checkbox"/>	
2.2.3	Does the aircraft have an up to date weight and balance record on board?		<input type="checkbox"/>	<input type="checkbox"/>	
2.2.4	Are required manuals/documents on board, : -Flight Manual and supplements -Journey Log Book / or equivalent approved document -approved MEL -C of R ; C of A; Noise Certificate; Radio Certificate, Insurance		<input type="checkbox"/>	<input type="checkbox"/>	Flight Manual Rev No.
<b>2.3</b>	<b>Emergency Equipments</b>				
2.3.1	Fire bottles (Cockpit extinguishers)		<input type="checkbox"/>	<input type="checkbox"/>	Next Insp Due
	Fire bottles (Cabin extinguishers)		<input type="checkbox"/>	<input type="checkbox"/>	Next Insp Due
2.3.2	Oxygen equipment, P. B. E		<input type="checkbox"/>	<input type="checkbox"/>	Next Insp Due (O2): Next Insp Due (PBE):
2.3.3	First aid kit(s)		<input type="checkbox"/>	<input type="checkbox"/>	Next Insp Due :
2.3.4	Fire axe		<input type="checkbox"/>	<input type="checkbox"/>	
2.3.5	Fire/smoke detector toilets		<input type="checkbox"/>	<input type="checkbox"/>	
2.3.6	Life rafts/Life jackets		<input type="checkbox"/>	<input type="checkbox"/>	
	Zone 1	Zone 2	Zone 3		Zone 4
2.3.7	Flashlights		<input type="checkbox"/>	<input type="checkbox"/>	
2.3.8	Emergency lights, and escape path lighting for emergency exits		<input type="checkbox"/>	<input type="checkbox"/>	
2.3.9	Position of safety leaflets and displayed notice		<input type="checkbox"/>	<input type="checkbox"/>	
2.3.10	Portable battery powered megaphone (passenger seating configuration of more than 60)		<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.4</b>	<b>Aircraft Equipment Serviceability</b>				
2.4.1	Flight data recorder		<input type="checkbox"/>	<input type="checkbox"/>	
2.4.2	Cockpit voice recorder		<input type="checkbox"/>	<input type="checkbox"/>	
2.4.3	Altitude alerting system		<input type="checkbox"/>	<input type="checkbox"/>	
2.4.4	Emergency locator transmitter/Battery life of ELT		<input type="checkbox"/>	<input type="checkbox"/>	Batt Exp:



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				S/N:
				Hex Code:
2.4.5	Ground proximity warning system	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.6	Standby horizon indicator	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.7	Radar transponder	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.8	Magnetic Compass	<input type="checkbox"/>	<input type="checkbox"/>	Next Insp. Due :
2.4.9	an accurate timepiece showing the time in hours, minutes, and seconds	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.10	a sensitive pressure altimeter calibrated in feet with a sub-scale setting, calibrated in hectopascals/millibars, adjustable for any barometric pressure likely to be set during flight;	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.11	an airspeed indicator calibrated in knots	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.12	a turn and slip indicator, or a turn coordinator incorporating a slip indicator	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.13	a vertical speed indicator	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.14	a stabilized direction indicator	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.15	a means of indicating in the flight crew compartment the outside air temperature calibrated in degrees Celsius.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.5</b>	<b>Aircraft Condition</b>			
2.5.1	Fuselage external, compartments, doors, exits, panels, fairings, antennas, beacons, navigation/position lights, landing lights, placards and pitot/static ports.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.2	Engines (piston,) cowlings, fairings, baffles, doors, access panels, firewall, intake exhaust, accessories, wiring, controls, mounts, structure, boots, placards, drains, leaks and propellers.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.3	Engines (turbines,) cowlings, pylons, fairings, bleed air ducts, firewall, mounts, structure, thrust reversers, bypass ducts, nacelles, gag seals, insulation, heat shields, nozzles, intake guide vanes, compressor blades, exhaust turbine blades and placards.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.4	Wings, access panels, doors, de-icer boots, structure, skins, attachments, struts, fabric, lights, fasteners, leaks, fuel caps, placards, flap carriage, static wicks and fairings.	<input type="checkbox"/>	<input type="checkbox"/>	





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2.5.5	Fuselage internal, passenger compartment, seats, tracks, safety belts, safety equipment, windows, doors, seals, exits, placards, floors, upholstery and PA system.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.6	Cockpit, instruments, range marks, placards, windshield, seats, rails, belts, safety equipment, oxygen, lights, floors, circuit breakers, fuses, radios, headset with boom microphone and structures.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.7	Control mechanisms, ailerons, elevators, rudder stabilizers, trim tabs, actuators, cables, stops, control rods, balance weights, flaps, static wicks and indicators.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.8	Cargo compartments: inspect for fire/smoke integrity; compartment liners, ceiling, side walls, unapproved repairs; and damaged tie downs, lights, seals, locks, security of bulkheads, panels, placards and fasteners	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.9	Galley equipment: inspect hot plates, hot carts, coffee makers, ovens, electrical plugs, insulation of wiring, worn, chafing, arcing present, contact points, security attachments and placards for condition.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Findings</b>				
Signature:		Date:		