



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

**Checklist for Renewal of Special Flight 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				
ENGINE						
Manufacturer:		Model:		OH Date		
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"/>			
Main Landing Gear #1						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
Main Landing Gear #2						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
Nose Landing Gear						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						
Propeller						
Manufacturer:		Total Hours		Total Cycles		OH Date
Manuf. Date		Since New	Since O/H	Since New	Since O/H	
Part Number						
Serial Number						



## CIVIL AVIATION AUTHORITY OF NEPAL AIRWORTHINESS INSPECTION DIVISION

Main Gear Box								
Manufacturer:		Total Hours		Total Cycles		OH Date		
Manuf. Date		Since New	Since O/H	Since New	Since O/H			
Part Number								
Serial Number								
SN					Yes	No	N/A	Remark
1.	Ensure that the applicant has made application in Form B.7.3 as contained in Appendix-3 of NCAR Chapter B.7 with following information:							
a.	The aircraft records are made available to the Airworthiness Inspector and satisfactory conclusion of a review of the records							
b.	The aircraft continues to conform to original type design in sub paragraph 1.4 of NCAR Chapter B.7, on whose basis the initial Special Flight Authorisation was issued; and							
c.	The aircraft is being maintained in accordance with the manufacturer's recommendations							
d.	The aircraft has not been involved in accident or incident that affects the airworthiness of the aircraft							
e.	No modification or repair has been applied that has not been recommended by the manufacturer or approved by CAA Nepal							
f.	a statement of hours flown by the aircraft both in total and since any previous flight permit or equivalent document was issued							
g.	the information on aircraft maintenance history and records. Evidence that an annual inspection of the condition of the aircraft has been carried out in the preceding 12 months							
h.	Modification and repair history of the aircraft that may in any manner affect the airworthiness of the aircraft							
i.	Evidence of recent weighing within 5 years, in form of weight and balance report							
j.	List of flight, navigation and communication equipments fitted on the aircraft							
k.	Copy of a voucher against payment of the appropriate fee prescribed by Recreational Aviation Regulation and its amendments for issue of Special Flight Authorisation							
l.	The applicants request for the renewal of Radio Mobile Licence with a list of radio communication, navigation and radar equipments installed, including make, model and their operating frequencies							
m.	the aircraft meets technical requirements of para 4 of NCAR Chapter B.7							
n.	The data in the form of drawings, parts catalogues, operating manuals and any other manuals sufficient to define the aircraft is provided by the applicant for retention by the CAA Nepal							
o.	Any safety directives issued by the state of manufacture and CAA Nepal have been complied							
p.	Confirmation that the aircraft has not been modified in any way, which may affect airworthiness							
q.	Being satisfied that the aircraft shall be maintained in accordance with the designer or manufacturer maintenance requirements							
r.	Satisfactory inspection by an authorized person of radio installation against the drawing in subparagraph 5.2(j) for workmanship to ensure it complies to drawing. A test shall be carried out and a report furnished to CAA Nepal for approval on the radio station survey form.							
s.	An aircraft posses valid insurance copy							
t.	Satisfactory completion of an airworthiness check flight							
u.	Satisfactory completion of Document Review ( <b>Attachment-1</b> ) and Physical Inspection ( <b>Attachment-2</b> )							



## CIVIL AVIATION AUTHORITY OF NEPAL AIRWORTHINESS INSPECTION DIVISION

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 in accordance with 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"/>





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

Attachment-2

Physical Survey Checklist				
<b>1. General</b>				
Aircraft Registration		Aircraft Serial No.		Operator
Date of Inspection		Surveyor		
<b>2. Physical Inspection</b>				
2.1	Markings and Placards	Compliance		Notes
		Yes	No	
2.1.1	Registration Marks & Identification Plate	<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	Refueling Point – Fuel specification and Max Capacity	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.5	Oil Specification and capacity to be endorsed adjacent to oil filler caps	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.6	ELT locations	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.7	Use of N2 for Inflation of Tyre and Oleo	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.8	Hazard area of Engine intake, Radio altimeter antenna, (Not to be painted)	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.9	Magnum (deployable parachute) if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.2</b>	<b>Documents on Board</b>			
2.2.1	Current C of A	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.2	Does the aircraft have an up to date weight and balance record on board?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.3	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; RML, Insurance - Maintenance Statement - Certificate of Release to Service	<input type="checkbox"/>	<input type="checkbox"/>	Flight Manual Rev No.



## CIVIL AVIATION AUTHORITY OF NEPAL AIRWORTHINESS INSPECTION DIVISION

<b>2.3</b>	<b>Aircraft Condition</b>			
<b>2.3.1</b>	<b>Fuselage and hull group</b>			
a.	Fabric and Skin – for deterioration, distortion, other evidence of failure, and defective or insecure attachment of fittings.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Systems and components – for proper installation, apparent defects, and satisfactory operation.	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Nationality and Registration Marks, Fireproof name plate, Exit labels etc.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.2</b>	<b>Cabin and cockpit group</b>			
a.	Generally – for cleanliness and loose equipment that should be secured.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Seats and safety belts – for condition, security and correct configuration	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Windows and windshields – for deterioration and breakage.	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Instruments – for condition, mounting, marking, and (where practicable) for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	
e.	Flight and engine controls – for proper installation and operation.	<input type="checkbox"/>	<input type="checkbox"/>	
f.	Compass cards – locations and date	<input type="checkbox"/>	<input type="checkbox"/>	
g.	All systems – for proper installation, general condition, apparent defects, and security of attachment.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.3</b>	<b>Engine and Nacelle group</b>			
a.	Engine section – for visual evidence of excessive oil, fuel, or hydraulic leaks, and sources of such leaks.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Studs and nuts – for proper torquing and obvious defects.	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Engine mount – for cracks, looseness of mounting, and looseness of engine to mount.	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Flexible vibration dampeners – for condition and deterioration.	<input type="checkbox"/>	<input type="checkbox"/>	
e.	Engine controls – for defects, proper travel, and proper safetying.	<input type="checkbox"/>	<input type="checkbox"/>	
f.	Lines, hoses, and clamps – for leaks, condition, and looseness.	<input type="checkbox"/>	<input type="checkbox"/>	
g.	Exhaust stacks – for cracks, defects, and proper attachment.	<input type="checkbox"/>	<input type="checkbox"/>	
h.	Accessories – for apparent defects in security of mounting.	<input type="checkbox"/>	<input type="checkbox"/>	



## CIVIL AVIATION AUTHORITY OF NEPAL

### AIRWORTHINESS INSPECTION DIVISION

i.	All systems – for proper installation, general condition defects, and secure attachment.	<input type="checkbox"/>	<input type="checkbox"/>	
j.	Cowling – for cracks and defects.	<input type="checkbox"/>	<input type="checkbox"/>	
k.	Ground run up and functional check – check all power plant controls and systems for correct response, all instruments for proper operation and indication.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.4</b>	<b>Landing gear group</b>			
a.	All units – for condition and security of attachment.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Linkage, trusses, and members – for undue or excessive wear, fatigue, and distortion.	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Retracting and locking mechanism – for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Hydraulic lines – for leakage.	<input type="checkbox"/>	<input type="checkbox"/>	
e.	Electrical system – for chafing and proper operation of switches	<input type="checkbox"/>	<input type="checkbox"/>	
f.	Wheels – for cracks, defects, and condition of bearings	<input type="checkbox"/>	<input type="checkbox"/>	
g.	Tires – for wear and cuts.	<input type="checkbox"/>	<input type="checkbox"/>	
h.	Brakes – for proper adjustment	<input type="checkbox"/>	<input type="checkbox"/>	
i.	Floats and skis – for security of attachment and obvious defects	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.5</b>	<b>Wing and center section</b>			
a.	All components – for condition and security.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Fabric and skin – for deterioration, distortion, other evidence of failure, and security of attachment.	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Control cables – for proper tension, fraying, wear and proper routing through fairleads and pulleys.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.6</b>	<b>Empennage group</b>			
a.	Fixed surfaces – for damage or obvious defects, loose fasteners, and security of attachment.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Movable control surfaces – for damage or obvious defects, loose fasteners, loose fabric, or skin distortion.	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Fabric or skin – for abrasion, tears, cuts or defects, distortion, and deterioration.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.7</b>	<b>Propeller group</b>			



## CIVIL AVIATION AUTHORITY OF NEPAL

### AIRWORTHINESS INSPECTION DIVISION

a.	Propeller assembly – for cracks, nicks, bends, and oil leakage.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Bolts – for proper torquing and safetying.	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Anti-icing devices – for proper operation and obvious defects.	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Control mechanisms – for proper operation, secure mounting, and travel.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.8</b>	<b>Communication and Navigation group</b>			
a.	Radio and electronic equipment – for proper installation and secure mounting.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Antennas – for condition, secure mounting, and proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.3.9</b>	<b>Miscellaneous</b>			
a.	Emergency and first aid equipment – for general condition and proper stowage.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Parachutes, life rafts, flares, and so forth – inspect in accordance with the manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Autopilot system – for general condition, security of attachment, and proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.4</b>	<b>Aircraft Equipment</b>			
2.4.1	ELT	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.2	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.3	Survival Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.4	Safety Belt, Shoulder Harness	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.5	First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.6	Magnetic Compass	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.7	Accurate time piece	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.8	Airspeed Indicator	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.9	Altimeter	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.10	Attitude Indicator	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.11	Turn and Slip Indicator	<input type="checkbox"/>	<input type="checkbox"/>	



