



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

CIVIL AVIATION AUTHORITY OF NEPAL

AIRWORTHINESS INSPECTOR HANDBOOK
Part I

ISSUE 6

March 2017



Foreword

The Airworthiness Inspectors Handbook Part-I (Issue 6, March 2017) has been developed taking into consideration all necessary procedures and checklists required for discharging the duties and responsibilities of Airworthiness Inspector. This edition of handbook is formulated on the basis of NCAR provisions and other requirements related with airworthiness of aircraft.

Airworthiness Inspectors shall follow the procedures and checklist contained in the handbook making the jobs performed by them uniform and efficient. This handbook contains various procedures and checklists.

This issue of Airworthiness Inspector Handbook Part-I comes into force with effect from March 2017.

Sanjiv Gautam

Director General

Civil Aviation Authority of Nepal



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

Table of Content

Chapter	Topic	Page
	Foreword	I
	Table of Content	II
	Record of Revision	III
Chapter 1	Procedure for Amendment of Airworthiness Inspector Handbook	1
Chapter 2	Procedure for Issuance of Type Acceptance Certificate	2
Chapter 3	Procedure for Issuance of Certificate of Registration of an Aircraft	3
Chapter 4	Procedure for Deregistration of an Aircraft	4
Chapter 5	Procedure for change in Ownership/Operatorship of an Aircraft	5
Chapter 6	Procedure for Issuance of Certificates of Airworthiness	6
Chapter 7	Procedure for Renewal of Certificates of Airworthiness	7
Chapter 8	Procedure for Validation of Certificates of Airworthiness	8
Chapter 9	Procedure for Issuance of Export Certificates of Airworthiness	11
Chapter 10	Procedure for Issuance of Noise Certificate	12
Chapter 11	Procedure for Issuance of Special Flight Permit	14
Chapter 12	Procedure for Issuance of Permit to Fly	15
Chapter 13	Procedure for Issuance of Special Flight Authorization	16
Chapter 14	Procedure for Renewal of Special Flight Authorization	17
Chapter 15	Evaluation of Reliability Data	18
Chapter 16	Procedure for Reporting Unapproved Parts to Type Certificate Holders and Regulatory Authority	19
Chapter 17	Procedure for Transmission of Fault, Defect to State of Design	20
Chapter 18	Procedure for developing Mandatory Airworthiness Action on Foreign Product	21
Chapter 19	Procedure for Issuance of Letter of Authority to Foreign AMT Licence Holder	22
Chapter 20	Procedure for Renewal of Letter of Authority to Foreign AMT Licence Holder	23
Chapter 21	Modifications & Repairs	24
Chapter 22	Conduct Spot Inspection of Operator's Aircraft Undergoing Maintenance	29



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Record of Revision

Number	Page affected	Date Entered	Entered by	Number	Page affected	Date Entered	Entered by



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

Chapter 1
Procedure for Amendment of Airworthiness Inspector Handbook

Introduction

This Airworthiness Inspector handbook will be reviewed annually in the month of December by the Airworthiness Inspection Division to ensure that its content remain accurate as per the requirements. The approval procedure for proposed changes which will be identified during review will be as per process described below.

Procedure

Any Person/Inspector who recognizes a need for change may initiate amendments. The proposed change will be dealt in accordance with following Procedure.

1. Identify a change that would improve the efficiency and effectiveness of the procedure.
2. Schedule an internal meeting within Airworthiness Inspection division. The meeting will be chaired by Chief of Airworthiness and all the inspectors.
3. Review the proposed change with applicable Rules, Regulations and Annex for compliance.
4. After verifying the compliance, draft the proposed change including comments and suggestions from all the inspectors. The discussions in the meeting will be minuted.
5. Forward proposed amendment to Chief of Flight Safety Standards Department for review and Comment.
6. If found Satisfactory, Chief FSSD will forward Proposed draft to DDG for review and Comment. If not, return to Airworthiness Inspection Division with Comment for necessary action.
7. If found Satisfactory, DDG will forward Proposed Draft to DG for review and Comment. If not, return to Chief FSSD and subsequent to Airworthiness Inspection Division with Comment for necessary action.
8. If found Satisfactory, DG takes final decision and endorses the proposed draft. If not, returns the Proposed draft to DDG, FSSD and Airworthiness Inspection Division with Comment for necessary action.
9. The approved document will be distributed to all the inspectors through librarian along with internal circular for implementing new procedure.
10. A receipt of the approved document is ensured by signing the document by all the inspectors, record of which is kept with librarian.
10. It is the responsibility of the Individual Inspectors to update their Airworthiness Inspector handbook with the new document received through librarian.

Method to keep currency of Airworthiness Inspector handbook

This Airworthiness Inspector handbook will be reviewed annually in the month of December by the Airworthiness Inspection Division to ensure that its content remain accurate as per the requirements. The approval procedure for proposed changes which will be identified during review will be as per process described above.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 2

Procedure for Issuance of Type Acceptance Certificates

PURPOSE

Perform a review of an application for issuance of Type Acceptance Certificate to ensure all requirements are met before granting Type Acceptance Certificate.

CIRCUMSTANCES OF USE:

When an operator submits an application for Issuance of Type Acceptance Certificate.

REFERENCE CRITERIA:

NCAR Chapter B.1

Civil Aviation Regulation Rule 12

Type Certificate issued by State of Design Authority.

COORDINATION:

None

TOOLS

Checklist #2 "Checklist for Issuance of Type Acceptance Certificate"

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the Application for Issuance of Type Acceptance Certificate (including all the necessary supporting documents as per NCAR Chapter B.1 Para 4) has been made in prescribed format (NCAR Chapter B.1, Form B.1.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the foreign Type Certificate meets the requirement as laid down in NCAR Chapter B.1 Para 2.
- Ensure that the Checklist #2 "Checklist for Issuance of Type Acceptance Certificate" has been completed.
- If any of the above requirements and items in Checklist #2 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an internal memo for issuance of Type Acceptance Certificate.
- After approval from Director General, Issue Type Acceptance Certificate as per format prescribed in NCAR Chapter B.1 Form B.1.2 (Appendix-2).
- File application package including a copy of the Type Acceptance Certificate issued to applicant.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 3

Procedure for Issuance of Certificate of Registration of an Aircraft

PURPOSE

Perform a review of an application for issuance of Certificate of Registration of an Aircraft to ensure that all the requirements are met before granting Certificate of Registration.

CIRCUMSTANCES OF USE:

When an operator submits an application for Issuance of Certificate of Registration of an aircraft.

REFERENCE CRITERIA:

Civil Aviation Regulation
NCAR Chapter B.5
National Civil Aviation Policy

COORDINATION:

None

TOOLS

Checklist # 5 “Checklist for Issuance of Certificate of Registration”
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for issuance of Certificate of Registration (including all the necessary supporting documents as per NCAR Chapter B.5 Para 7) has been made in prescribed format (NCAR Chapter B.5, Form B.5.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.5 Para 7.2 (a).
- Ensure the Aircraft is not registered with another state.
- Ensure that the Checklist #5 “Checklist for Issuance of Certificate of Registration” has been completed.
- If any of the above requirements and items in Checklist # 5 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an internal memo for issuance of Certificate of Registration.
- After approval from Director General, Issue Certificate of Registration as per format prescribed in NCAR Chapter B.5 Form B.5.3 (Appendix-3).
- Complete the Civil Aircraft Register prescribed in NCAR Chapter B.5 Form B.5.2 (Appendix-2) with all the details. (This job may be assigned to the office assistant under supervision).
- If the aircraft is first of its type in Nepal inform the State of Design in writing (via email or letter) to provide CAA Nepal with the Mandatory Continuing Airworthiness Information (MCAI).
- File application package including a copy of the Certificate of Registration issued to applicant.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 4

Procedure for Deregistration of an Aircraft

PURPOSE

Perform a review of an application for Deregistration of an Aircraft to ensure that all the requirements are met before Deregistering an Aircraft.

CIRCUMSTANCES OF USE:

When an operator submits an application for Deregistration of an Aircraft.

REFERENCE CRITERIA:

Civil Aviation Regulation Rule 13
NCAR Chapter B.5

COORDINATION:

None

TOOLS

Checklist # 6 “Checklist for Deregistration of an Aircraft”
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for Deregistration (including all the necessary supporting documents as per NCAR Chapter B.5 Para 14.3) has been made. An incomplete application (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.5 Para 14.2.
- Ensure that the Checklist #6 “Checklist for Deregistration of an Aircraft” has been completed.
- If any of the above requirements and items in Checklist # 6 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an internal memo for Deregistration of an Aircraft.
- After approval from Director General, Issue Certificate of Cancellation to an aircraft as per format prescribed in NCAR Chapter B.5 Form B.5.5 (Appendix-5).
- Complete the Civil Aircraft Register prescribed in NCAR Chapter B.5 Form B.5.2 (Appendix-2) with information on deregistration of an Aircraft. (This job may be assigned to the office assistant under supervision).
- File application package including a copy of Certificate of Cancellation issued to an applicant.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 5

Procedure for change in Ownership/Operatorship of an Aircraft

PURPOSE

Perform a review of an application for change in Ownership/Operatorship of an Aircraft to ensure that all the requirements are met before change in Ownership of an Aircraft.

CIRCUMSTANCES OF USE:

When an operator submits an application for change in Ownership/Operatorship of an Aircraft.

REFERENCE CRITERIA:

Civil Aviation Regulation Rule 10
NCAR Chapter B.5

COORDINATION:

None

TOOLS

Checklist # 7 "Checklist for change in Ownership/Operatorship of an Aircraft"
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for Change in Ownership/Operatorship of an Aircraft (including all the necessary supporting documents as per NCAR Chapter B.5 Para 12.10) has been made. An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.5 Para 12.10.
- Ensure that the Checklist #7 "Checklist for change in Ownership/Operatorship of an Aircraft" has been completed.
- If any of the above requirements and items in Checklist #7 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an internal memo for change in Ownership/Operators of an Aircraft.
- After approval from Director General, inform applicant in writing change in Ownership/Operatorship of an aircraft along with revised Certificate of Registration as per format prescribed in NCAR Chapter B.5 Form B.5.3 (Appendix-3)
- Complete the Civil Aircraft Register prescribed in NCAR Chapter B.5 Form B.5.2 (Appendix-2) with information change in Ownership/Operatorship of an Aircraft. (This job may be assigned to the office assistant under supervision).
- File application package including a copy of approval letter for Change in Ownership/Operatorship of an Aircraft issued to an applicant along with revised Certificate of Registration.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 6

Procedure for Issuance of Certificates of Airworthiness

PURPOSE

Perform a review of an application for Issuance of Certificate of Airworthiness to an Aircraft to ensure that all the requirements are met before Issuance of Certificate of Airworthiness.

CIRCUMSTANCES OF USE:

When an operator submits an application for Issuance of Certificate of Airworthiness to an Aircraft.

REFERENCE CRITERIA:

Civil Aviation Regulation Rule 16
NCAR Chapter B.2

COORDINATION:

None

TOOLS

Checklist #3 “Checklist for Issuance of Certificate of Airworthiness & Radio Mobile Licence”
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for Issuance of Certificate of Airworthiness to an Aircraft (including all the necessary supporting documents as per NCAR Chapter B.2 Para 5.3 or Para 5.4 depending on new or old aircraft) has been made in prescribed format (NCAR Chapter B.2, Form B.2.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 3.1.
- Ensure that the Checklist # 3 “Checklist for Issuance of Certificate of Airworthiness & Radio Mobile Licence” has been completed.
- If any of the above requirements and items in Checklist #3 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an internal memo for Issuance of Certificate of Airworthiness.
- After approval from Director General, Issue Certificate of Airworthiness as per format prescribed in NCAR Chapter B.2 Form B.2.3 (Appendix-3).
- File application package including a copy of Certificate of Airworthiness issued to an applicant.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 7

Procedure for Renewal of Certificates of Airworthiness

PURPOSE

Perform a review of an application for Renewal of Certificate of Airworthiness to an Aircraft to ensure that all the requirements are met before Renewal of Certificate of Airworthiness.

CIRCUMSTANCES OF USE:

When an operator submits an application for Renewal of Certificate of Airworthiness to an Aircraft.

REFERENCE CRITERIA:

Civil Aviation Regulation Rule 19
NCAR Chapter B.2

COORDINATION:

None

TOOLS

Checklist # 15 "Checklist for Renewal of Certificate of Airworthiness & Radio Mobile Licence"
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for Renewal of Certificate of Airworthiness to an Aircraft (including all the necessary supporting documents as per NCAR Chapter B.2 Para 13.3) has been made in prescribed format (NCAR Chapter B.2, Form B.2.2; Appendix-2). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 13.1.
- Ensure that the Checklist # 15 "Checklist for Renewal of Certificate of Airworthiness & Radio Mobile Licence" has been completed.
- If any of the above requirements and items in Checklist # 15 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, renew Certificate of Airworthiness as per format prescribed in NCAR Chapter B.2 Form B.2.3 (Appendix-3).
- File application package including a copy of renewed Certificate of Airworthiness issued to an applicant.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 8

Procedure for Validation of Certificates of Airworthiness

GENERAL

NCAR Chapter B.2 requires that when a State of Registry renders valid a Certificate of Airworthiness issued by another Contracting State it shall provide a Letter of Authorization to be carried with the original Certificate of Airworthiness.

The Director General shall have the power to validate Certificate of Airworthiness issued by another contracting state on application made by the owner or operator of such aircraft. The demonstration and substantiation of the grounds for the validation of a foreign C of A., on a temporary basis must be presented by the applicant to the satisfaction of the Director General.

When CAA Nepal renders valid a Certificate of Airworthiness issued by another Contracting State it is, by its action, certifying that it is satisfied that the certificate was issued in compliance in all respects with the convention and the provisions of the applicable Annexes and NCAR Chapter B.2.

Furthermore, as the new State of Registry CAA Nepal, is henceforth responsible for ensuring the continuing airworthiness and safe operation of the aircraft.

PURPOSE

Perform a review of an application for validating Certificate of Airworthiness issued by contracting state to an aircraft to ensure that all the requirements are met before issuance of Letter of Authorization to render valid Certificate of Airworthiness issued by contracting state.

CIRCUMSTANCES OF USE:

When an operator submits an application for validating Certificate of Airworthiness issued by contracting state to an aircraft.

REFERENCE CRITERIA:

Civil Aviation Regulation Rule 47
NCAR Chapter B.2

COORDINATION:

None

TOOLS

Checklist #16 "Checklist for Issuance of Letter of Authorization"
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for validation of Certificate of Airworthiness to an aircraft (including all the necessary supporting documents as per NCAR Chapter B.2 Para 5.3 or Para 5.4 depending on new or old aircraft) has been made in prescribed format (NCAR Chapter B.2, Form B.2.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.2 Para 3.1.
- Ensure that the aircraft is appropriately registered in Nepal.
- Ensure the Certificate of Airworthiness Issued by contracting state is included along with the application Form.



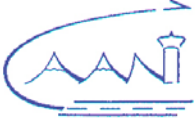
CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

- Ensure the Certificate of Airworthiness issued by contracting state is valid.
- Ensure that the Checklist # 16 “Checklist for Issuance of Letter of Authorization” has been completed.
- If any of the above requirements and items in Checklist # 16 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an internal memo for validating Certificate of Airworthiness issued by a contracting state.
- After approval from Director General, Issue Letter of Authorization (refer appendix to this chapter).
- The Letter of Authorization shall be issued for a short period only in a temporary basis.
- The Letter of Authorization shall not extend beyond the period of validity of the original Certificate of Airworthiness.
- Ensure that the applicant is notified that the Letter of Authorization shall be carried on board along with the original Certificate of Airworthiness issued by the previous State of Registry.
- File application package including a copy of Letter of Authorization issued to an applicant.



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

Appendix to Chapter 8

 CIVIL AVIATION AUTHORITY OF NEPAL Letter of Authorization			
This is to confirm that the Certificate of Airworthiness Issued by (State)for following aircraft has been validated by Civil Aviation Authority of Nepal.			
Nationality and Registration Marks	Manufacture	Model	Aircraft Serial Number
Note 1: This Letter of Authorization shall be carried onboard along with the original Certificate of Airworthiness issued by the previous State of Registry. Note 2: This Letter of Authorization should be for a short period only and should not extend beyond the period of validity of the original certificate.			
_____			_____
Date of Issue			Expiry Date

For Director General			



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 9

Procedure for Issuance of Export Certificates of Airworthiness

PURPOSE

Perform a review of an application for issuance of Export Certificate of Airworthiness to ensure that all the requirements are met before issuance of Export Certificate of Airworthiness.

CIRCUMSTANCES OF USE:

When an operator submits an application for issuance of Export Certificate of Airworthiness to an aircraft.

REFERENCE CRITERIA:

Civil Aviation Regulation Rule 21
NCAR Chapter B.3

COORDINATION:

None

TOOLS

Checklist # 4 “Checklist for Issuance of Export Certificate of Airworthiness”
Note pad
Stickers

TASK TO PERFORM:

- Ensure that the application for Export Certificate of Airworthiness to an aircraft (including all the necessary supporting documents as per NCAR Chapter B.3 Para 2) has been made in prescribed format (NCAR Chapter B.2, Form B.3.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.3 Para 2.2.
- Ensure that the Checklist # 4 “Checklist for Issuance of Export Certificate of Airworthiness” has been completed.
- If any of the above requirements and items in Checklist # 4 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure any “additional requirements or special conditions” prescribed by Responsible Authority of importing state and notified to the Director General in writing are complied with as per NCAR Chapter B.3 Para 3.2.
- After satisfactory evaluation, initiate an internal memo for issuance of Export Certificate of Airworthiness.
- After approval from Director General, Issue Export Certificate of Airworthiness as per format prescribed in NCAR Chapter B.3 Form B.3.2 (Appendix-2).
- File application package including a copy of Letter of Authorization issued to an applicant.



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

Chapter 10

Procedure for Issuance of Noise Certificate

BACKGROUND

NCAR Chapter B.1 Para 7 requires the aircraft in international flight to obtain noise certificate from CAA Nepal.

PURPOSE

Perform a review of an application for issuance of Noise Certificate to ensure that all the requirements are met before issuance of Noise Certificate.

CIRCUMSTANCES OF USE:

When an operator submits an application for issuance of Noise Certificate to an aircraft.

REFERENCE CRITERIA:

NCAR Chapter B.1

COORDINATION:

None

TOOLS

Checklist # 17 "Checklist for Issuance of Noise Certificate"

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the Application for Noise Certification (including all the necessary supporting documents as per NCAR Chapter B.1 Para 7.3) has been made in prescribed format (NCAR Chapter B.1, Form B.1.3; Appendix-3). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Check if the application is made by authorized personnel.
- Ensure the aircraft is appropriately registered in Nepal.
- Ensure the application includes following supporting documents, which may include one of the following:
 - a. A noise certificate issued by the State of Design/Manufacturer; or
 - b. A noise certificate issued by the original equipment manufacturer (OEM); or
 - c. A statement made in the aircraft flight manual or equivalent that the aircraft conforms to the applicable noise standard and the associated noise data in the aircraft flight manual; or
 - d. A statement made in the type certificate that the aircraft conforms to the applicable noise standards and the associated noise data in the type certificate data sheet for noise.

Note: Ensure the aircraft is complied with relevant noise standards that are at least equal to the applicable standards specified in Annex 16, Volume I, Part-II.

- After satisfactory evaluation, complete the draft Noise Certificate format prescribed in NCAR Chapter B.1 Form B.1.4 (Appendix-4) as per guidance Attachment G (Annex 16, Volume I, Part II) and following links:
 - a. ICAO Noise Database (<http://noisedb.stac.aviation-civile.gouv.fr/>)



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

- b. <http://www.easa.eu.int/certification/type-certificates/noise.php>
- Ensure the limits in Item 13, 14 and 15 (NCAR Chapter B.1; Form B.1.4; Appendix-4) are not exceeded.
 - If yes, ensure that the trade-offs rules are complied with as per respective chapter of Annex 16 indicated in Item 11 (Form B.1.4; Appendix-4).
 - If any of the requirements laid down in NCAR Chapter B.1 and Checklist # 17 “ Checklist for Issuance of Noise Certificate” is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
 - Initiate an internal memo for issuance of Noise Certificate along with draft Noise Certificate.
 - After approval from Director General, Issue Noise Certificate in a Format prescribed in NCAR Chapter B.1 Form B.1.4 (Appendix-4).
 - File application package including a copy of the Noise Certificate issued to applicant.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 11

Procedure for Issuance of Special Flight Permit

PURPOSE:

Perform a review of an application for issuance Special Flight Permit to ensure that all the requirements are met before issuance of Special Flight Permit.

CIRCUMSTANCES OF USE:

When an operator submits an application for issuance of Special Flight Permit to an aircraft.

REFERENCE CRITERIA:

NCAR Chapter B.4

COORDINATION:

None

TOOLS

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the application for Special Flight Permit meets the condition prescribed in NCAR Chapter B.4 Para 1.2.
- Ensure that the application for Special Flight Permit (including all the necessary supporting documents laid down in NCAR Chapter B.4 Para 2.2) has been made in prescribed format (NCAR Chapter B.4, Form B.4.1; Appendix-1). An incomplete application form (including necessary supporting documents) should be rejected.
- Check that the application is made by authorized personnel.
- If any of the requirements laid down in NCAR Chapter B.4 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure if any additional Specific Limitation is required for completion of intended flight.
- Coordinate with FOD for any additional Operational Restriction needed for the conduct of a safe flight.
- After satisfactory evaluation, initiate an Internal Memo for Issuance of Special Flight Permit.
- After approval from Director General, Issue a Special Flight Permit in a Format prescribed in NCAR Chapter B.4 (Form B.4.2; Appendix-2) along with Flight Permit Condition prescribed in NCAR Chapter B.4 (Form B.4.4; Appendix-4).
- File application package including a copy of the Special Flight Permit and Flight Permit Condition.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 12

Procedure for Issuance of Permit to Fly

PURPOSE

Perform a review of an application for issuance of Permit to Fly to ensure that all the requirements are met before issuance of Permit to Fly.

CIRCUMSTANCES OF USE:

When an operator submits an application for issuance of Permit to Fly to an aircraft.

REFERENCE CRITERIA:

NCAR Chapter B.4

COORDINATION:

None

TOOLS

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the application for Permit to Fly meets the condition prescribed in NCAR Chapter B.4 Para 1.3.
- Ensure that the application for Permit to Fly (including all the necessary supporting documents laid down in NCAR Chapter B.4 Para 2.2) has been made in prescribed format (NCAR Chapter B.4, Form B.4.1; Appendix-1). An incomplete application form (including necessary supporting documents) should be rejected.
- Check that the application is made by authorized personnel.
- If any of the requirements laid down in NCAR Chapter B.4 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- Ensure if any additional Specific Limitation is required for completion of intended flight.
- After satisfactory evaluation, initiate an Internal Memo for Issuance of Permit to Fly.
- After approval from Director General, Issue a Permit to Fly in a format prescribed in NCAR Chapter B.4 (Form B.4.3; Appendix-3) along with Flight Permit Condition prescribed in NCAR Chapter B.4 (Form B.4.4; Appendix-4).
- File application package including a copy of the Permit to Fly and Flight Permit Condition.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 13

Procedure for Issuance of Special Flight Authorization

PURPOSE

Perform a review of an application for Issuance of Special Flight Authorization to an Aircraft to ensure that all the requirements are met before Issuance of Special Flight Authorization.

CIRCUMSTANCES OF USE:

When an operator submits an application for Issuance of Special Flight Authorization.

REFERENCE CRITERIA:

NCAR Chapter B.7

COORDINATION:

None

TOOLS

Checklist #18 "Checklist for Issuance of Special Flight Authorization"

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the application for Issuance of Special Flight Authorization to an Aircraft (including all the necessary supporting documents as per NCAR Chapter B.7 Para 5.2 has been made in prescribed format (NCAR Chapter B.7, Form B.7.1; Appendix-1). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.7 Para 3.1.
- Ensure that the Checklist #18 "Checklist for Issuance of Special Flight Authorization" has been completed.
- If any of the above requirements and items in Checklist #18 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an internal memo for Issuance of Special Flight Authorization.
- After approval from Director General, Issue Special Flight Authorization as per format prescribed in NCAR Chapter B.7 Form B.7.2 (Appendix-2).
- File application package including a copy of Special Flight Authorization issued to an applicant.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 14

Procedure for Renewal of Special Flight Authorization

PURPOSE

Perform a review of an application for renewal of Special Flight Authorization to an Aircraft to ensure that all the requirements are met before renewal of Special Flight Authorization.

CIRCUMSTANCES OF USE:

When an operator submits an application for renewal of Special Flight Authorization.

REFERENCE CRITERIA:

NCAR Chapter B.7

COORDINATION:

None

TOOLS

Checklist #19 "Checklist for renewal of Special Flight Authorization"

Note pad

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TASK TO PERFORM:

- Ensure that the application for renewal of Special Flight Authorization to an Aircraft (including all the necessary supporting documents as per NCAR Chapter B.7 Para 8 has been made in prescribed format (NCAR Chapter B.7, Form B.7.3; Appendix-3). An incomplete application form (including all the necessary supporting documents) should be rejected.
- Ensure that the application has been filled by an authorized person as per NCAR Chapter B.7 Para 3.1.
- Ensure that the Checklist #19 "Checklist for renewal of Special Flight Authorization" has been completed.
- If any of the above requirements and items in Checklist #19 is not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, renew renewal of Special Flight Authorization as per format prescribed in NCAR Chapter B.7 Form B.7.2 (Appendix-2).
- File application package including a copy of renewed Special Flight Authorization issued to an applicant.



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

Chapter 15
Evaluation of Reliability Data

PURPOSE

When the draft three monthly Reliability Report obtained from the Continuing Airworthiness Management Organization will be discussed during the Quarterly Reliability Review Meeting to evaluate for the significant degradation in safety, keeping an eye in the aviation safety.

CIRCUMSTANCES OF USE

When an operator submits a draft three monthly Reliability Report to CAA Nepal and invites CAA Nepal for Quarterly Reliability Review Meeting.

REFERENCE CRITERIA

NCAR Part M.A.302

COORDINATION

None

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TASK TO PERFORM

- 3.1** Airworthiness Inspector will attend the quarterly Reliability Review Meeting organized by the operator after receiving draft three monthly Reliability report and invitation to attend the Quarterly Reliability Review Meeting.
- 3.2** During a meeting, the Reliability report will be evaluated ATA chapter wise. The significant failures, defects in a particular ATA chapter will be discussed with the operator.
- 3.2** The Alert Value in each ATA chapter will be discussed in detail. If the Alert Value crosses the Upper Control Limit (UCL), reason for it will be discussed to identify the root cause.
- 3.3** if the Alert Value has crossed Upper Control Limit (UCL) without any significant reason or it is one off situation, this ATA chapter will be monitored closely during next 3 month to ensure no significant deviation has occurred.
 - if the Alert Value has crossed Upper Control Limit (UCL) due to a degraded level of safety or after the second period of 3 month without the proper identification of a significant reason then, CAA Nepal in the interest of flight safety will impose special operational restrictions like lowering the inspection interval or making the inspection more frequent or replacement of the parts or the special flight procedure or the maintenance procedure will be imposed as a immediate resource.
 - An investigation will be initiated by CAA Nepal and operator taking Manufacturer of the aircraft, State of Design in close loop. The outcome of the investigation will be implemented and the special condition imposed may be relaxed if the trend in the future is in the better side.
- 3.4** The Quarterly Reliability Review Meeting will be minuted. The meeting minute will include the discussion held, the decision made during a meeting. The meeting minute will be signed by all the attendees. One copy of meeting minute will be filed in Reliability Record file of organization held in Airworthiness Inspection Division, FSSD.
- 3.5** The operator will forward final Reliability Report including the decision made during Quarterly Reliability Review Meeting.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 16

Procedure for Reporting Unapproved Parts to Type Certificate Holders and Regulatory Authority

BACKGROUND

The use of unapproved parts in aircraft makes the aircraft unairworthy and leads to automatic suspension of Certificate of Airworthiness. It is the responsibility of air operator, aircraft maintenance technician that no unapproved parts are installed in aircraft. In addition, it is the responsibility of CAA Nepal too that no unapproved parts are installed in any aircraft. The incident of installation of unapproved parts should be reported to aircraft type certificate holder and regulatory authority.

PURPOSE

To report unapproved parts to Type Certificate Holders.

CIRCUMSTANCES OF USE:

When an CAA Nepal confirms use of unapproved parts to CAA Nepal.

REFERENCE CRITERIA:

CAA Nepal AAC 04/2009

COORDINATION:

None

TASK TO PERFORM:

- Verify the incident of installation of unapproved parts installed in aircraft by inspection.
- Suspend the flight and take appropriate action against air operator, aircraft maintenance technician involved and other related personnel as per Enforcement Manual.
- Seize the unapproved part, Take photograph of unapproved part and relevant document, Collect release note or any other documents if any.
- Prepare a brief report relating all events of occurrence.
- Report aircraft Type Certificate holder organization with above report, detailed data, picture, as email attachment.
- Report the State of Design in the same way as above.
- Wait for the response from Type Certificate holder and State of Design.
- While reporting in progress the aircraft may be released after restoring it to airworthiness condition.
- Take further steps, as deemed necessary, after getting reply from TC holders, State of Design.
- Complete enforcement action against the AOC holder and AMT concerned



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 17

Procedure for Transmission of Fault, Defect to State of Design

PURPOSE

The mandatory defect reporting is one of the major components of continuing airworthiness. CAA Nepal has made all operators responsible to report such defects to the organization holding type certificate. However, it is the responsibility of CAA Nepal to transmit major defects to the State of Design for enabling state of design to issue continuing airworthiness information.

CIRCUMSTANCES OF USE:

When the operator submits Mandatory Occurrence Report to CAA Nepal.

REFERENCE CRITERIA:

NCAR Part M

COORDINATION:

None

TOOLS

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TASK TO PERFORM:

- Collect information from operators and maintenance organization through Mandatory Occurrence Reporting System.
- Prepare the list of defect
- Segregate defects to be reported to each concern State of Design.
- Keep record of sent reports in hard as well as soft copy.
- Take necessary action if any in the event that State of Design so requires.
- Transmit the information from State of Design to all concerned.



Chapter 18

Procedure for developing Mandatory Airworthiness Action on Foreign Product

PURPOSE

In normal circumstances the state of design issues mandatory airworthiness action for product of its design. However CAA Nepal also, in the interest of safety, issues such directives, particularly following an accident or incident and repetitive failure of any component.

REFERENCE CRITERIA:

None

COORDINATION:

None

TOOLS

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TASK TO PERFORM:

- Collect the data relating to the component involved in accident or incident and premature failure.
- Analyze the data from frequent failure of components.
- Check the periodic maintenance requirements of the components discussed above.
- Hold discussion with operators and maintenance organizations for possibility of lowering the maintenance interval.
- If agreed on lowering the maintenance interval, inform state of the design with a copy of local (emergency) Airworthiness Directive (A.D.).
- After coordination with the State of Design review the A.D. and inform the concerned operators and maintenance organizations.
- Put the A.D. in the FSSD website for public access.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 19

Procedure for Issuance of Letter of Authority to Foreign AMT Licence Holder

BACKGROUND

This Chapter defines the procedure adopted by CAA Nepal to issue Letter of Authority to Foreign AMT Licence holder issued by ICAO Contracting States as per requirements laid down in NCAR Chapter F.5.

PURPOSE

Perform a review of an application for issuance of Letter of Authority to Foreign AMT Licence holder to ensure that all the requirements are met before issuance of Letter of Authority.

CIRCUMSTANCES OF USE:

When an operator submits an application for issuance Letter of Authority.

REFERENCE CRITERIA:

NCAR Chapter F.5

COORDINATION:

None

TOOLS

Checklist # 21 "Checklist for Issuance of Letter of Authority to Foreign AMT Licence Holder"

Note pad

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TASK TO PERFORM:

- Ensure that the application for Letter of Authority (including all the necessary supporting documents) has been made. An incomplete application form (including necessary supporting documents) should be rejected.
- Check that the application is made by authorized personnel.
- Verify the Authenticity, Scope, validity of licence and Limitations with the foreign licence issuing competent authority of the contracting state by suitable means (Email, Fax) to ensure that all the requirements are met as per ICAO Annex 1.
- After receiving positive conformation on the licence from the competent authority of contracting state, CAA Nepal shall verify if the requirement laid down in NCAR Chapter F.5 are met.
- Ensure that the personnel has obtained work permit from labor department, if applicable.
- If any of the requirements laid down in NCAR Chapter F.5 and Checklist # 21 "Checklist for Issuance of Letter of Authority to Foreign AMT Licence Holder" are not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an Internal Memo for Issuance of Letter of Authority to Foreign AMT Licence Holder.
- After approval from Director General, Issue a Letter of Authority in a format prescribed in NCAR Chapter F.5.
- File application package including a Letter of Authority.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Chapter 20

Procedure for Renewal of Letter of Authority to Foreign AMT Licence Holder

BACKGROUND

This Chapter defines the procedure adopted by CAA Nepal to Renew Letter of Authority to Foreign AMT Licence holder issued by ICAO Contracting States as per requirements laid down in NCAR Chapter F.5.

PURPOSE

Perform a review of an application for renewal of Letter of Authority to Foreign AMT Licence holder to ensure that all the requirements are met before issuance of Letter of Authority.

CIRCUMSTANCES OF USE:

When an operator submits an application for renewal of Letter of Authority.

REFERENCE CRITERIA:

NCAR Chapter F.5

COORDINATION:

None

TOOLS

Checklist # 22 “Checklist for Renewal of Letter of Authority to Foreign AMT Licence Holder”

Note pad

Stickers

TASK TO PERFORM:

- Ensure that the application for renewal of Letter of Authority (including all the necessary supporting documents) has been made. An incomplete application form (including necessary supporting documents) should be rejected.
- Check that the application is made by authorized personnel.
- Ensure that the personnel have successfully completed NCAR Exam.
- Ensure that the personnel has obtained work permit from labor department, if applicable.
- If any of the requirements laid down in NCAR Chapter F.5 and Checklist # 22 “Checklist for Renewal of Letter of Authority to Foreign AMT Licence Holder” are not met, inform the applicant in writing to fulfill all the requirements for further processing of application.
- After satisfactory evaluation, initiate an Internal Memo for renewal of Letter of Authority to Foreign AMT Licence Holder.
- After approval from Director General, Renew the Letter of Authority in a format prescribed in NCAR Chapter F.5.
- File application package including a Letter of Authority.



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

Chapter 21

Modifications & Repairs

1 INTRODUCTION

1.1 Annex 6, Part 1, Para 8.6 states:

"All modifications and repairs shall be shown to comply with airworthiness requirements acceptable to the State of Registry. Procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained".

1.2 The objective of this chapter is to assist CAA Nepal to provide guidance to aircraft operators, organizations responsible for the type design and modification and repair organizations by setting out acceptable means for showing that modifications and repairs to aircraft comply with appropriate airworthiness requirements. Guidance is also provided concerning acceptable procedures for retention of substantiating data supporting compliance with the airworthiness requirements.

1.3 The information in this chapter is intended to apply to all types and masses of aircraft for which a type certificate (or equivalent document) has been issued and includes all components of the aircraft such as engines, propellers and equipments.

2 BASIC CONSIDERATIONS

2.1 A modification or repair to an aircraft should be accomplished in accordance with design data approved by, or on behalf of, or accepted by CAA Nepal such that the modification or repair design conforms to applicable standards of airworthiness.

2.2 Terminology

Throughout this chapter "alteration" and "modification" are intended to be synonymous. Guidance is presented in the Appendix to this chapter to assist in determining whether a particular modification or repair is major or minor.

1. Modification

A modification to an aeronautical product means a change to the type design which is not a repair.

a) **Major-** A major modification means a type design change not listed in the aircraft, aircraft engine or propeller specifications:

- 1) that might appreciably affect the mass and balance limits, structural strength, performance, powerplant operation, flight characteristics or other qualities affecting airworthiness or environmental characteristics; or
- 2) that will be embodied in the product according to non-standard practices.

b) **Minor-** A minor modification means a modification other than a major modification.

Note- Some states use the term "alteration" instead of modification. Throughout this chapter alteration and modification are intended to be synonymous.

2. Repair

A repair to an aeronautical product means a design change intended to restore it to an airworthy condition after it has been damaged or subjected to wear.

a) **Major-** A major repair means a design change which is intended to restore an aeronautical product to an airworthy condition:

- 1) where the damage being repaired might appreciably affect the structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness or environmental characteristics; or



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

2) that will be embodied in the product using nonstandard practices.

- b) **Minor**- A minor repair means a repair other than a major repair. Guidance is presented in the Appendix to this Chapter to assist in determining whether a particular modification or repair is major or minor.

3. Approved data

Data that can be used to substantiate major repairs/major modifications, derived from (but not limited to) the following:

- * Type Certificate Data Sheets
- * Supplemental Type Certificate (STC) data, provided that it specifically applies to the item being repaired/altered
- * Airworthiness Directives (AD)
- * Airframe, engine, and propeller manufacturer's "State of design-approved" maintenance manuals or instructions.
- * Component manufacturer's manuals or instruction, unless specifically not approved by the Director General or resulting in an alteration to the airframe, engine, and/or propeller
- * Major Repair or Modification/Alteration form, when the specified data has been previously approved
- * Structure Repair Manuals (SRM), only as a source of approved data for a major repair, when it is a State of Design-approved document. Data that is contained in the SRM which is not approved, can be used on a case-by-case basis if prior CAA approval is granted for that repair.
- * Repair data, issued by a CAA delegated engineering authority holder,
- * Foreign bulletins, for use on locally certificated foreign aircraft, when approved by the foreign authority
- * Service bulletins and letters or similar documents which are specifically approved by the Director (under a TSO, or other type-certificated basis)
- * Foreign bulletins as applied to use on a locally certificated product made by a foreign manufacturer who is located within a country with whom a bilateral agreement is in place and by letter of specific authorization issued by the foreign civil air authority
- * Other data approved by the Director General
- * FAA Advisory Circular 43.13-1, Acceptable Methods, Techniques, and Practices - Aircraft Inspection and Repair, as amended

NOTE: AC 43.13-1, as amended, may be used as approved data, only if the following three prerequisites are met:

- a) The user has determined that it is appropriate to the product being repaired/altered
- b) The user has determined that it is directly applicable to the repair/alteration being made
- c) The user has determined that it is not contrary to manufacturer's data.

2.3 Approval Procedure

- a) Check that the application is signed by authorized personnel (QA Chief, Engineering Director or equivalent post holders).
- b) Ensure that all the requirements laid down in NCAR chapter C.5 have been met.
- c) Ensure that all the supporting documents (Copy of approved data as mentioned above, Modification/ Repair plan, Modification/ Repair Scheme, Supporting Drawings) are attached in



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

form and manner acceptable to CAA Nepal.

- d) Verifying all the documents, by filling up Checklist for Approval of Modification and Repair.
- e) If found satisfactory, forward the internal office memo to superior officer. If not, contact the Operator for additional information/ Documents.
- f) Once approved by Director General, issue a letter stating that the proposed Modification/ Repair has been approved.



Appendix

Criteria for the Classification of Major and Minor Modifications and Repairs

1. GENERAL

The following criteria outline the decisions needed in assessing a modification or repair as major or minor. For each issue, it must be determined whether or not the proposed change will have other than a negligible effect. The questions require "yes" or "no" responses. An affirmative answer to any individual question indicates that the modification or repair should be classified as major. The examples and tests listed are for illustration only and not intended to be all-encompassing.

2. CRITERIA

2.1 General

Is the change being accomplished as an alternative means of compliance with an airworthiness directive or equivalent.

2.2 Mass and balance

- a) Does the change involve a revision in the approved mass limitations or centre of gravity range limits?
- b) Does the change require the installation of ballast or other methods to maintain the centre of gravity within the approved limits?

2.3 Performance and flight characteristics

Does the change involve alterations to the configuration of the aircraft which may:

- a) increase drag;
- b) alter the thrust or power;
- c) affect stability or controllability;
- d) induce flutter or vibration; or
- e) alter the stalling characteristics to an extent which necessitates analysis or test?

2.4 Structural strength

- a) Does the change involve a principal component of the aircraft structure such as a frame, stringer, rib, spar or stressed skin?
- b) Does the change involve a structural element which is addressed as part of a damage tolerance or fatigue/failsafe evaluation?
- c) Is a pressure vessel penetration or change involved?
- d) Does the change involve the installation of an item of mass necessitating structural re-evaluation?
- e) Does the change involve the installation or alteration of a containment or restraint system intended for the stowage of items of significant mass?
- f) Does the change involve repairs or modifications to the load-bearing structure of seats, harnesses or their means of attachment or any other occupant restraint equipment?
- g) Does the change involve the substitution of materials?

2.5 Powerplant operation

Does the change significantly affect the powerplant or propeller or their accessories?



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

2.6 Other qualities affecting airworthiness

- a) Does the change involve equipment for which there is no performance standard which has been approved or accepted by the airworthiness authority?
- b) Does the change affect the probability of failure conditions which could impair or preclude continued safe flight or landing?
- c) Does the change affect the pilot's visibility or impair the pilot's capability to control the aircraft?
- d) Does the change involve alterations to the interior arrangement or cabin materials?
- e) Does the change involve Systems for cabin pressurization or the provision of breathing oxygen?
- f) Does the change involve flight controls or an autopilot?
- g) Does the change involve critical or essential components of the electrical system such as generators, alternators, inverters, batteries, distribution busses, or bus protection and control devices?
- h) Does the change affect instruments, indicators or their subsystems which provide navigation information?
- i) Does the change affect instruments, indicators or their subsystems which provide essential or critical information concerning the aircraft status?
- j) Does the change affect a regulated placard?
- k) Does the change affect any approved information contained in the flight manual or equivalent document?

2.7 Other qualities affecting environmental characteristics

Does the change alter the aircraft noise or emission characteristics?

2.8 Non-standard practices

Does the change involve practices or techniques which are novel or unproven in the proposed application?



Chapter 22

Conduct Spot Inspection of Operator's Aircraft Undergoing Maintenance

1 BACKGROUND AND OBJECTIVES

This chapter provides guidance for observing and analyzing in-progress maintenance operations for compliance with specific methods, techniques, and practices in the operator's inspection and maintenance program.

2 GENERAL

Work package - Job task control units developed by the operator for performing maintenance/inspections. A typical work package may include the following:

- * Component change sheets
- * Inspection work cards
- * Non-routine work cards
- * Appropriate sections of the maintenance procedures manual
- * Engineering Orders (EOs)

Inspection Personnel- It is important that Airworthiness Inspectors are familiar with the type of aircraft to be inspected before performing the inspection. This can be accomplished through on the job training.

Coordination- Airworthiness Inspectors possess various degrees and types of expertise and experience. An AWI who needs additional information or guidance should coordinate with personnel experienced in that particular speciality.

3 INITIATION AND PLANNING

- a. Initiation: Spot inspections can be scheduled as part of the work program, but may be initiated whenever a problem is noted, including deficiencies noted during other types of inspections.
- b. Planning
 - (1) Spot inspections derived from the planned work program
 - (a) The number of spot inspections in the work program depends on the type and number of operator aircraft. After determining the type of aircraft to be inspected, confirm the aircraft availability and scheduled maintenance functions with operator personnel.
 - (b) If the maintenance to be observed is known, review the operator's maintenance procedures manual to become more familiar with the maintenance task. Review the following:
 - * Duplicate Inspection Items, if applicable
 - * Forms used to document maintenance task
 - * Latest manual revision and date
 - * Special tools and equipment used to perform the maintenance task
 - * Any other manual requirements relating to the maintenance task
 - (c) For field office in which the maintenance procedures manuals are not in the office, review the applicable sections of the operator's maintenance manual at the facility prior to performing this task.
 - (d) Examining previous inspection findings provides the AWI with background information regarding problem areas found during other spot inspections. This information can give



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

an indication of how effective past corrective actions were in resolving previously identified problem areas.

- (e) The NAA provides information such as Airworthiness Directives (ADs), Service Difficulty Report Summaries, Maintenance Bulletins. This information should be reviewed, when available, so as to become familiar with current service difficulty information. While performing the spot inspection, ensure that these conditions do not exist on the aircraft.
- (2) Spot inspections not derived from the planned work program. There are many situations while performing other surveillance activities that afford the opportunity to perform spot inspections. For example, if a discrepancy is found during a ramp inspection that requires maintenance, a spot inspection of that maintenance function could be performed.

4 MAINTENANCE RECORDS

During performance of the spot inspection, special attention should be paid to the following areas, as applicable:

- * AD's current status, including the method of compliance
- * Overhaul records, including documentation containing the overhaul details and replacement time
- * Major repair/alteration classifications and the use of approved data
- * Replacement time of life-limited parts

5 PERFORMING THE SPOT INSPECTION

a. Selecting a Maintenance Task

- (1) Discuss with the maintenance supervisor what maintenance is currently being performed to determine what portions of that current maintenance/inspection should be observed.
- (2) Special emphasis should be placed on observing maintenance tasks that involve duplicate inspections. Problem areas to look at include:
 - * Persons performing inspections outside of authorizations or limitations
 - * Duplicate inspection items not being properly identified or accomplished

b. Performance Standards

- (1) Each operator has a maintenance/inspection program for its individual maintenance operations. For maintenance to be performed on the operator's aircraft, there must be corresponding provisions and procedures in the operator's maintenance manual.
- (2) Each operator should have special procedures in the manual that ensures persons outside of the organization perform maintenance in accordance with the operator's maintenance manual.

- c. Discrepancies Noted during Surveillance: When deviations from accepted procedures are noted, it must be brought to the attention of maintenance management that corrective action must be taken immediately. Discrepancies noted during the inspection may require follow up at a later time.

6 STRUCTURAL SPOT INSPECTIONS

- a. Structural spot inspections of transport category aircraft undergoing "C," "D," or similar "heavy inspections" must be carried out on a regular basis. This increased surveillance is due to the "ageing" fleets of many operators and reflects concern over structural fatigue and corrosion.



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

- b. During the observance of a "heavy inspection," AWI's must pick an inspection area where maintenance has been started and where there could be possible fatigue or corrosion problems (especially an area that is not usually open to inspection, such as under the galley or lavatories).
 - (1) If inspecting an area where maintenance is in progress, the following should be evaluated:
 - (a) While performing their job functions, are personnel accomplishing their job task per the work package?
 - (b) Does the ageing aircraft/corrosion control program provide the necessary guidance to evaluate and respond in a timely manner to structural fatigue and corrosion?
 - (2) If inspecting an area where maintenance has already been accomplished, the following should be evaluated:
 - (a) Are there any structural fatigue or corrosion problems evident?
 - (b) If there are, were they identified by the person(s) responsible for that area?
 - (c) If they were identified, was corrective action initiated and completed?
 - (3) Is there an AD applicable to this problem? If there is an AD, what is the status of that AD?

NOTE: *While inspecting these areas that are not normally accessible, look for evidence of structural major repairs. If a major repair was accomplished, review the approved data for that repair.*

7 PROCEDURES

- a. Initiate Spot Inspection, as applicable
- b. Select appropriate aircraft for inspection. Determine the following from the operator's maintenance schedules:
 - * Aircraft availability
 - * Aircraft type
 - * Type of maintenance being performed
- c. Prepare for the inspection. Review the following:
 - (1) Maintenance manual procedures for maintenance being performed (if available)
 - (2) Operations specifications time limitations, when applicable to the maintenance task
 - (3) Previous inspection findings
 - (4) Applicable maintenance alert bulletins
 - (5) Service Difficulty Report Summary
 - (6) Any new regulation and/or AD requirements affecting the aircraft to be inspected
- d. Perform the Spot Inspection
 - (1) Identify yourself to the maintenance supervisor and discuss the nature of your inspection.
 - (2) Discuss with the maintenance supervisor/person in charge the status of the selected maintenance task.
 - (3) Select a particular maintenance task within the work package. If possible, include a maintenance task that requires a duplicate inspection.



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

- (a) Ensure that current maintenance procedures are available to the person(s) performing the work by accomplishing the following:
 - * Asking maintenance personnel for the maintenance procedures used to accomplish the work
 - * Recording the date of the maintenance procedures being used to perform the maintenance task for future comparison with the maintenance manual master copy
 - (b) Ensure that the maintenance is performed according to established procedures by comparing actual performance to the operator's approved maintenance/inspection manual procedures.
 - (c) Ensure that proper tools are being used by accomplishing the following:-
 - * Observing that special tools referenced in the maintenance manual are being used
 - * Checking calibration due dates on precision tools, measuring devices, and testing equipment requiring calibration
 - (d) Ensure that the operator has the facilities to properly perform the maintenance task.
 - (e) Ensure that systems being maintained are not exposed to environmental conditions that could contaminate or damage components.
 - (f) Ensure that maintenance recording is accomplished according to the operator's recordkeeping system.
 - (g) Note any maintenance task deficiencies and include any copies of the documents that revealed the deficiencies.
 - (h) For those maintenance tasks involving duplicate inspection, determine that the persons observed performing these functions are appropriately certificated, authorized, and qualified.
- c. Analyze the findings: Evaluate inspection findings to determine if discrepancies exist. Discuss the results with the operator.

8 TASK OUTCOMES

Completion of this task can result in requesting manual revisions and the issuing of audit findings.

Document Task- File all supporting paperwork in the operator's office file.



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I**

Checklist

Table of Content

Checklist No.	Topic
Checklist # 1	Checklist for Approval/Permission to Import Aircraft in Nepal
Checklist # 2	Checklist for Issuance of Type Acceptance Certificate (TAC)
Checklist # 3	Checklist for Issuance of Certificate of Airworthiness and Radio Mobile Licence
Checklist # 4	Checklist for Issuance of Export Certificate of Airworthiness
Checklist # 5	Checklist for Issuance of Certificate of Registration
Checklist # 6	Checklist for Deregistration of an Aircraft
Checklist # 7	Checklist for change in ownership/Operatorship of an Aircraft
Checklist # 8	Checklist for Approval/ Revision of Maintenance Program
Checklist # 9	Checklist for Approval of Maintenance Organization Exposition
Checklist # 10	Checklist for Approval of Maintenance Organization
Checklist # 11	Checklist for Reviewing Application Package for Issuance/Renewal of Foreign AMO Approval
Checklist # 12	Checklist for Issuance of Supplier Approval
Checklist # 13	Checklist for Renewal of Supplier Approval
Checklist # 14	Checklist for Approval of Maintenance Training Organization
Checklist # 15	Checklist for Renewal of Certificate of Airworthiness and Radio Mobile Licence
Checklist # 16	Checklist for Issuance of Letter of Authorization
Checklist # 17	Checklist for Issuance of Noise Certificate
Checklist # 18	Checklist for Issuance of Special Flight Authorization
Checklist # 19	Checklist for Renewal of Special Flight Authorization
Checklist # 20	Checklist for Approval of NCAR Part M Subpart F organization
Checklist # 21	Checklist for Issuance of Letter of Authority to Foreign AMT Licence Holder
Checklist # 22	Checklist for Renewal of Letter of Authority to foreign AMT Licence Holder
Checklist # 23	Reserved
Checklist # 24	Reserved
Checklist # 25	Reserved
Checklist # 26	Reserved
Checklist # 27	Reserved
Checklist # 28	Reserved
Checklist # 29	Reserved
Checklist # 30	Reserved
Checklist # 31	Checklist for Approval of Modification and Repair
Checklist # 32	Checklist for approval of Continuing Airworthiness Management Organization (NCAR Part M)
Checklist # 33	Checklist for Approval of Continuing Airworthiness Management Exposition (CAME)
Checklist # 34	Compliance Checklist for NCAR Part-145 Approval
Checklist # 35	Compliance Checklist for NCAR Part-M Subpart G Organization
Checklist # 36	Compliance Checklist for NCAR Part-M Subpart F Organization
Checklist # 37	Checklist for Reviewing Application Package for NCAR Part-145 Approval-Domestic AMO
Checklist # 38	Checklist for Reviewing Application Package for NCAR Part M Subpart G Organization
Checklist # 39	Checklist for Reviewing Application Package for NCAR Part M Subpart F Organization
Checklist # 40	Checklist for Approval of Maintenance Training Organization Exposition
Checklist # 41	Compliance Checklist for NCAR Part-147 Approval



CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTOR HANDBOOK PART-I

Checklist # 42	Checklist for Reviewing Application Package for NCAR Part-147 Approval Renewal-Domestic ATO
Checklist # 43	Checklist for Reviewing Application Package for NCAR Part-147 Approval Renewal-Foreign ATO
Checklist # 44	Checklist for Approval of Maintenance Organization Manual (MOM) for NCAR Part M Subpart F organization.
Checklist # 45	Competency Assessment of Nominated Post Holders