



**AIRWORTHINESS INSPECTOR MANUAL**  
**AIRWORTHINESS INSPECTOR'S QUALIFICATIONS,**  
**TRAINING AND DUTIES**

**CIVIL AVIATION AUTHORITY OF NEPAL**

**2017 EDITION**



## PREFACE

The Airworthiness Inspectors Manual has been prepared for the use and guidance of Airworthiness Inspectors in the performance of their duties.

It is emphasized that all matters pertaining to an Airworthiness Inspector's duties and responsibilities cannot be covered in this manual. They are expected to use good judgment in matters where specific guidance has not been given. Changes in aviation technology, legislation, requirements and CAA Nepal policy will necessitate changes to Manuals.

Comments and recommendations for amendment to this manual should be forwarded to Airworthiness Inspection Division which will evaluate the comments and recommendations received as per "Procedure for Amendment of Airworthiness Inspector Manual" detailed in this manual.

Sanjiv Gautam

Director General

Civil Aviation Authority of Nepal



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### Chapter 1

## Procedure for Amendment of Airworthiness Inspector Manual

### 1.1 Introduction

This Airworthiness Inspector Manual will be reviewed annually by the Airworthiness Inspection Division to ensure that its content remain accurate. Changes in aviation technology, legislation, requirements and CAA Nepal policy will necessitate changes to Manuals.

The approval procedure for proposed draft amendment which is identified during this review will be as per process described below. If there is no need to change the Airworthiness Inspector Manual, same will be minuted.

### 1.2 Procedure

During a review, any Person or Inspector who recognizes a need for change may initiate amendments procedure. 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 Airworthiness Inspectors will attend the meeting.
3. Review the proposed change with applicable Rules, Regulations, ICAO SARPs, DOC 9760 and DOC 9734 for compliance.
4. After verifying the compliance, draft the proposed amendment including comments and suggestions from all the Inspectors. The discussions in the meeting will be minuted.
5. Forward the proposed draft amendment to the Chief of Flight Safety Standards Department for review and comment through an Internal Office Memo.
6. If found satisfactory, the Chief of FSSD will forward the proposed draft amendment to DDG for review and comment. If not, he will return the Internal Office memo to Airworthiness Inspection Division with comment for necessary action.
7. If found satisfactory, the DDG will forward the proposed draft amendment to DG for review and comment. If not, he will return the Internal Office Memo to the Chief of FSSD and subsequent to Airworthiness Inspection Division with comment for necessary action.
8. If found satisfactory, the DG takes final decision and endorses the proposed draft amendment. If not, he will return the proposed draft amendment 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 changes.
10. A receipt of the approved document is ensured by signing the document by all the inspectors, record of which is kept with the librarian.



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11. It is the responsibility of the Individual Inspectors to update their Airworthiness Inspector Manual with the new document received through the librarian.
12. If the proposed draft amendment is returned to the Airworthiness Inspection Division with comments, the Airworthiness Inspection Division will hold a meeting to include the comment and propose draft amendment and re-initiate the Internal Office memo for approval.



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**CHAPTER 2**

**AIRWORTHINESS INSPECTION DIVISION**

**2.1 Introduction**

The Airworthiness Inspection Division has been formed to perform the CAA Nepal task of maintaining regular safety oversight of all of the airworthiness aspects of aviation in Nepal, which includes air operators, approved maintenance organizations; Continuing Airworthiness Management Organization; Maintenance Training Organization ; oversight of any other person or organization involved in the design/ production/ modification/ repair/ maintenance of aircraft; training aspects of personnel engaged in these areas.

Effective safety oversight will help to ensure high standards are maintained and will fulfill states obligations under the Convention on International Civil Aviation. The Airworthiness Inspection Division is also responsible to carry out audit of the Maintenance Organization and Continuing Airworthiness Organization and the Licensing /Approval of maintenance staff as a part of its regular functions. The personnel working in Airworthiness Inspection Division are responsible for carrying out all of the safety oversight responsibilities assigned by the Convention on International Civil Aviation and its Annexes except for those elements that pertain to determining whether or not there is a need for a service and for determining the financial viability of an operator or a potential operator.

The Airworthiness Inspection Division is responsible for the following function, in coordination with other departments of CAA Nepal if required, but not limited to:

S/N	Airworthiness Functions	Relevant Regulation/ Requirements
1	Issuance of AOC	CAR/AOCR/NCAR/NCAR Part-145/NCAR Part-M/NCAR Part-66/NCAR Part-147
2	Renewal of AOC (only Administrative function is considered here as individual function for AOC renewal is taken care individually)	
3	Type Certificate Recognition/ Acceptance of Type Certificate	
4	Recognition/ Acceptance of Supplement Type Certificate	
5	Issuance of Noise Certificate	
6	Issuance of Certificate of Airworthiness (Includes Records Review; Physical Survey of Aircraft and Administrative Procedures)	
7	Renewal of Certificate of Airworthiness (Includes Records Review; Physical Survey of Aircraft and Administrative Procedures)	
8	Issuance of Temporary Certificate of Airworthiness	
9	Validation of Certificate of Airworthiness	





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10	Issuance of Export Certificate of Airworthiness
11	Issuance of Permit to Fly
12	Issuance of Special Flight Permit
13	Renewal of Permit to Fly
14	Issuance of Registration of Aircraft
15	Issuance of Allocation Registration Number
16	Issuance of Duplicate Certificate of Registration
17	Application for Cancellation of Certificate of Registration
18	Transfer of Ownership
19	Approval of Maintenance Program
20	Approval of Amendment of Maintenance Program
21	Approval of Reliability Program
22	Approval of Amendment of Reliability Program
23	Approval of Modification
24	Approval of Repair
25	Approval of Aircraft Lease Agreement
26	Approval of CAT II/ CAT III Approval
27	Approval of RVSM
28	Approval of EDTO
29	Approval of PBN
30	Approval of Maintenance Organization (Includes approval of MOE and associated manuals, Initial Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit ;administrative Function; Line and Base Station Audit)
31	Approval of Maintenance Organization Exposition (MOE)
32	Approval of amendment of Maintenance Organization Exposition (MOE)



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33	Approval of Associated Manual (Shop Procedure Manual/ Store Procedure Manual/ Workshop Procedure Manual etc)
34	Approval of Post holders (AMO/CAMO/ ATO)
35	Renewal of Approved Maintenance Organization Approval (Audit and report preparation, Completion of Form 6, Acceptance of CAP; administrative Function, Line and Base station Audit)
36	Validation of Foreign AMO
37	Renewal of Foreign AMO Validation
38	Approval of Training Organization (Includes approval of MTOE, Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit and administrative function)
39	Approval of Maintenance Training Organization Exposition (MTOE)
40	Approval of Amendment of Maintenance Training Organization Exposition (MTOE)
41	Renewal of Approved Training Organization Approval (Audit and report preparation, Completion of Form 6, Acceptance of CAP, Follow-up Audit and administrative Function)
42	Validation of Foreign Training Organization
43	Renewal of foreign Training Organization Validation
44	Issuance of Authorization to NDT Personnel
45	One time Training Approval (Foreign Training Organization)
46	Approval of Continuing Airworthiness Management Organization (CAMO) (Includes approval of CAME and associated manuals, audit and report preparation, completion of Form 6, acceptance of CAP, Follow-up Audit and administrative function)
47	Renewal of Continuing Airworthiness Management Organization (CAMO) approval
48	Approval of Continuing Airworthiness Management Exposition (CAME)
49	Approval of amendment of Continuing Airworthiness Management Exposition (CAME)
50	Approval of Continuing Airworthiness Management & Maintenance Organization Exposition (CAMMOE)



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51	Approval of amendment Continuing Airworthiness Management & Maintenance Organization Exposition (CAMMOE)
52	Acceptance of Flight Manual
53	Acceptance to Revision of Flight Manual
54	Approval of Aircraft Technical Log
55	Approval of amendment of Aircraft Technical Log
56	Approval of MEL
57	Approval of revision of MEL
58	Issuance of Aircraft Maintenance Technician Licence
59	Renewal of Aircraft Maintenance Technician licence
60	Issuance of Letter of Authority to Foreign Licence holders
61	Renewal of Letter of Authority to Foreign Licence holders
62	Revalidation of expired Aircraft Maintenance Technician license
66	Amendments in change of Organization Name, Address, etc in various certificates.
67	Extension/ Concession
68	Type Written, Oral and Practical Exam
69	Rule Making and Procedure Amendment
70	ICAO CMA OLF updates
71	Inspector Training
72	Inspection and Surveillance (Ramp check; Spot check; en-route check in Base and Line stations inside and outside Kathmandu)
73	Enforcement Action
74	Miscellaneous

In order to accomplish these above tasks, qualified Airworthiness Inspector shall be appointed to the Airworthiness Inspection Division, CAA Nepal against established posts, and will carry out their duties as per the policies laid down by the Director General.



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### 2.2 Statutory Authority

The Airworthiness Inspection Division is organized as a component part of the Civil Aviation Authority of Nepal. Normally, in the Airworthiness Division there are Airworthiness Inspection (AID) and Airworthiness Engineering (AED) Sub-divisions to assist in carrying-out the functions and responsibilities of ICAO Annex. However, as CAA Nepal doesn't currently have Airworthiness Engineering capability, Airworthiness Inspection Division of CAA Nepal will carry out day to day function on Airworthiness Inspection (AID) only. The Airworthiness Inspection Division is authorized by the Director General of Civil Aviation Authority of Nepal to carry out all required functions as laid down in Para 2.1 and Chapter 3 as per Civil Aviation Requirements and its amendments.

The activities of the Airworthiness Inspector will be mostly governed by the following while exercising the duties and functions:-

- a) Civil Aviation Regulations
- b) Nepalese Civil Airworthiness Requirements
- c) Air Operator Certification Requirements
- d) Airworthiness Inspector Manual
- e) Airworthiness Inspector Handbook
- f) Air Operator Certificate Inspector Manual
- g) Airworthiness Circulars/Instructions/Notices to Operators/ Advisory Circulars
- h) Other relevant Requirements, directives and instructions, Manuals, Procedures that may be issued from time to time by the Director General, Civil Aviation Authority of Nepal which is applicable to Airworthiness Inspection Division.

### 2.3 Staffing Requirements

#### 2.3.1 General

To effectively fulfill its responsibilities, the Airworthiness Inspection Division, CAA Nepal shall be properly organized and staffed with experienced, qualified, competent personnel and sufficient number of suitable Airworthiness Inspectors capable of accomplishing required wide range of technical duties involved in safety oversight as per Para 2.1 and Chapter 3 of this manual for the success of the Safety Oversight programme of the Civil Aviation Authority of Nepal. Furthermore, Airworthiness Inspector shall also enjoy conditions of service and remuneration consistent with their education, technical knowledge and experience and comparable to the operator's staff whose activities they will audit, inspect and supervise.

The CAA Nepal shall ensure they attract and retain technically competent personnel with the credibility and competence to interact with industry in an efficient and effective manner. Considering the specialized and sensitive nature of Airworthiness Inspectors mission, it is virtually important that the qualifications, previous experience and personal characteristics of each person employed, whether directly or on contract, to perform licensing, certification,



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inspection and surveillance duties shall be verified and carefully evaluated before the selections is made as per “CAAN Employee’s Facility, Service and Condition Regulations, 2056 B.S.”

The Airworthiness Inspector performing certification and surveillance function should be at least as qualified as the personnel to be inspected or supervised. Although the Airworthiness Inspector should be qualified, it is not expected that in all cases any one Airworthiness Inspector within Airworthiness Inspection Division would possess the same experience as all the personnel being audited. However, the Airworthiness Inspection Division, as a team, should have personnel who are knowledgeable, qualified and experienced in the appropriate areas as the organization being inspected.

In addition to the importance of technical competency in performing certification, inspection and surveillance function, it is critical that Airworthiness Inspectors (AWI) must not only possess the knowledge, experience and qualifications to carry out their duties in a professionally sound manner, but also possess the personality to win the respect and confidence of the air operators. This would require a reasonable level of tactfulness, understanding, firmness, be impartial in carrying out their tasks, high degree of integrity, have a good understanding of human nature, good communication skills and an exemplary personal conduct both in the office and at the air operator's premises.

### 2.3.2 Authorized Strength of Airworthiness Inspector

The number of Airworthiness Inspector required will be determined by the complexity, level of activity and the growth of aviation Industry in the country. A periodic review will take place every year to determine whether or not there needs to be change in the number of Airworthiness Inspector strength.

Airworthiness Inspection Division will prepare “**Calculation of Airworthiness Inspection Division Staff Man-Hour**” every fiscal year in the month of July to determine whether or not there needs to be change in the number of Inspector which will be forwarded to Director General for review in co-ordination with Human Resource Department. Based on this document, Human Resource Department determines the need of additional Airworthiness Inspector or not for next fiscal year and process accordingly.



## CHAPTER 3

### AIRWORTHINESS INSPECTOR (AWI) QUALIFICATION, DUTIES AND RESPONSIBILITIES, ADMINISTRATION AND CONDUCT

#### 3.1 General Responsibilities

This chapter addresses many, but not all, of the qualification, duties and responsibilities; standards of conduct of Airworthiness Inspector (AWI). AWI of the CAA Nepal plays a key role in ensuring that the aviation system continues to be safe in Nepal. This responsibility for safety in air travel covers almost every facet of aviation, including the certification of aircraft and engineers/airmen; the operation and maintenance of aircraft.

#### 3.2 Qualifications of Airworthiness Inspector

The satisfactory or unsatisfactory execution of the various Airworthiness functions depends to a large extent on the qualifications, experience, competence and dedication of individual Inspector. In addition to the vital importance of technical competency in performing airworthiness inspections and the surveillance of certificated operators and approved maintenance organizations, it is likewise critical that Inspector possess a high degree of integrity, be impartial in carrying out their tasks, be tactful, have a good understanding of human nature and possess the ability to get along well with people. Considering the specialized and sensitive nature of the inspection, the qualifications, experience and personal characteristics of each person employed to perform inspection duties shall be verified and carefully evaluated before selections are made as per “CAAN Employee’s Facility, Service and Condition Regulations, 2056 B.S.”

Individuals seeking positions as Airworthiness Inspector should have following qualifications:

- a) Completion of Basic Inspector Course I and II as laid down in Chapter 4 of this Manual.
- b) Completion of Advanced Course (depending on the job function of Airworthiness Inspectors) as laid down in Chapter 4 of this manual.
- c) A thorough knowledge of Civil Aviation Act, Civil Aviation Rules, Nepalese Civil Airworthiness Requirements and advisory material published by the CAAN.
- d) Completion of type training course on the type of aircraft, engine and systems as per the technical specialty of individual. This Type Training course should be at least at a level equivalent to NCAR Part-66 Appendix III Level 1 General Familiarizations.

**Note:** There may be an occasion where there is no Inspector qualified on a particular type of aircraft and there is a need for one to accomplish a task that normally requires type training. In such a case, an Inspector with type training on an aircraft with similar technology could accomplish the required task after being directed by Chief of Airworthiness.

- e) Practical experience and expertise in the application of aviation safety standards and safe operating practices;



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- f) comprehensive knowledge, background and appropriate experience of:
  - i. relevant parts of implementing rules, certification specifications and guidance material;
  - ii. CAA Nepal's procedures;
  - iii. the rights and obligations of Inspectors;
  - iv. quality systems;
  - vi. operational procedures when affecting the continuing airworthiness management of the aircraft or the maintenance.
- g) training on auditing techniques.
- h) five years relevant work experience to be allowed to work as an Inspector independently. This may include experience gained during training to obtain the qualification below (i).
- i) a relevant engineering degree 'relevant engineering degree' means an engineering degree from aeronautical or equivalent to it.
- j) knowledge of maintenance standards.
- k) Fuel Tank Safety (FTS) training as described in NCAR Part-M.
- l) have the relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness management including:
  - i. aircraft maintenance programme development, approval and control, including applicable reliability programmes;
  - ii. evaluation and approval of modifications and repairs;
  - iii. maintenance release;
  - iv. applicability of MCAI and operational directives with a continuing airworthiness impact;
  - v. correction or deferment of defects;
  - vi. coordination of scheduled maintenance, the application of MCAI, the replacement of life-limited parts and the inspection of components;
  - vii. management of continuing airworthiness records;
  - viii. airworthiness requirements of relevant parts of operations specifications
- m) have experience in the actual performance of maintenance, repair and modification of aircraft, engines and aircraft systems or components in one or a combination of the following:



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- i. AMO;
  - ii. approved air operator maintenance facility;
  - iii. approved maintenance training organization;
- n) be able to make airworthiness determinations and issue initial Certificates of Airworthiness including Export Certificates of Airworthiness;
  - o) have good writing skills in order to communicate clearly in writing any shortcomings detected during certification or surveillance ensuring that timely corrective action is taken; and
  - p) have good interpersonal skills to conduct meetings and audits in a fair and professional manner.
  - q) be able to make national airworthiness compliance determinations with regard to the auditing of air operators, AMOs and approved aircraft maintenance training organizations;
  - r) holds an aircraft maintenance license

Ideally, an Airworthiness Inspector should be as qualified as the personnel to be inspected or supervised. This is usually accomplished by the Airworthiness Inspectors having previous engineering or aircraft maintenance experience. There may be occasions where there is a shortage of such qualified Airworthiness Inspectors as described in Para 3.2 above. As an alternative and on a case-by-case basis, Airworthiness Inspectors may be deemed qualified by the successful completion of a course of relevant academic aeronautical study at a recognized Approved Training Organization or University.

To perform their duties adequately it is important that these new Airworthiness Inspectors undergo a comprehensive technical on-the-job training programme that provides the new Airworthiness Inspector with the necessary expertise, experience and skills necessary to perform the tasks required of an Airworthiness Inspector. The new Airworthiness Inspector should be teamed with an experienced Airworthiness Inspector who will ensure the on-the-job training is performed and documented. Airworthiness Inspectors holding academic credentials with no previous aircraft maintenance experience should only be appointed in extraordinary circumstances.

The CAA Nepal shall have a process to nominate and authorize appropriately qualified technical personnel as Airworthiness Inspectors. The process of authorizing an inspector should consider the following:

- a) qualifications of personnel;
- b) training provided; and
- c) OJT completed

Any Airworthiness Officer not meeting qualification and training requirements laid down in this manual will not be used as an Airworthiness Inspector. The newly recruited Airworthiness Officer not meeting qualification and training requirements or any Airworthiness Inspector





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failing to maintain currency of qualification and training requirements shall be appointed as Assistant Airworthiness Inspector and shall assist Airworthiness Inspector in his day to day function until qualifications and training requirements laid down in this manual are met.

### 3.3 Duties and Responsibilities of Airworthiness Inspector

The specific duties and responsibilities of individual Airworthiness Inspector will vary somewhat depending on their technical specialty; (i.e. airframes, power plants, avionics etc.)

The Airworthiness Inspector normally carries out the function that is highlighted in Para 2.1 of this manual. In addition to it following are duties and responsibilities of Airworthiness Inspectors.

- Preparation and recommendation of regulatory changes and amendments to the national air law (Rules, Requirements and advisory material) from time to time concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Inspection Division.
- Review current and new international and foreign airworthiness standards related to continuing airworthiness and determination of the need for adoption of critical features of those standards into national requirements.
- Monitoring the implementation and ensure compliance of the relevant airworthiness requirements and directives issued by the CAAN;
- Preparation and distribution to the aviation industry of advisory material concerning airworthiness practices and procedures where such advice does not warrant mandatory action but may still make a significant contribution to aviation safety;
- Conferring at national and international levels on matters relating to the requirements of airworthiness;
- Adherence to and responding promptly where necessary to all orders/notices/circulars issued by the Director General;
- Maintain the national civil aircraft register and make the information from the register available, when needed.
- Identification and resolution of regulatory problems associated with continuing airworthiness. Establishing general and technical policies and procedures on which future airworthiness requirements can be based. Formulation of changes in airworthiness policies and requirements which have a severe economic impact on the aviation industry;
- Review aircraft and component manufacturer's SBs and ADs issued by foreign airworthiness authorities to determine their applicability to aircraft registered in Nepal, and take action where airworthiness may be affected. Provide guidance on the implementation of Mandatory Continuing Airworthiness Information (MCAI) ;
- Monitor the implementation of the ADs and/or related SBs issued by the manufacturer to ensure air operators compliance to the Continuing Airworthiness of aeronautical products with an established procedure to avoid or correct service difficulties.



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- Recommendation and, where necessary, issue technical guidance concerning the maintenance, overhaul and repair standards to be met by aircraft and aircraft components and equipment in close coordination with manufacturer, and procedures to be followed by the aviation industry to comply with the Civil Aviation Act, Civil Aviation Rules and Nepalese Civil Airworthiness Requirements.
- Maintaining a constant dialogue with operators and officials in the aviation industry on professional matters in order to keep up to date with latest developments.
- Carry out periodic and unannounced surveillance of maintenance related facilities including line stations that perform maintenance of its air operator's aircraft, making appropriate directions and recommendations and approving amendments to the air operator's AOC authorization and CAMO approval and to the CAME as appropriate.
- Conduct periodic and unannounced surveillance of maintenance related facilities of AMO's on the ramp and in the hangars, workshops, and repair facilities. This includes contracted work that the AMO may outsource.
- Conduct periodic and unannounced surveillance of its air operator's aircraft undergoing maintenance on the ramp and in the hangar and ensure work is being performed in accordance with CAME, aircraft maintenance programme, Maintenance Organization Exposition, current technical data and by authorized maintenance personnel.
- Conduct on-going surveillance of its Air Operator's aircraft reliability programmes and take action should results indicate degraded level of safety.
- Conduct periodic and unannounced surveillance of its air operator's aircraft during operations to ensure aircraft are airworthy.
- Conduct periodic and unannounced surveillance of foreign air operators' aircraft operations with regards to airworthiness matters.
- Conduct periodic and unannounced surveillance on personnel certificated and/or authorized to issue maintenance release; and
- Prepare detailed reports on inspections and auditing activities;
- Carry out follow-up audit as required.
- Issue/renew approval to Maintenance Organization, Continuing Airworthiness Management Organization and Maintenance Training Organization.
- Inspection of aviation fueling equipment and procedures;
- Evaluate and accept air operator's mass and balance programmes.
- Evaluate and approve aircraft maintenance programmes, including condition monitoring programmes, reliability programmes, structural integrity programmes as applicable.
- Periodically review the airworthiness records of the aircraft on the CAA Nepal register to assess the adequacy of their maintenance and status of aircraft and the competence and diligence of the person and organizations that performs the maintenance.



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- Take appropriate action on Mandatory Continuing Airworthiness Information (MCAI) issued by State of Design.
- Prepare and distribute to the public, documents containing all issued Mandatory Continuing Airworthiness Information (MCAI)
- Reporting breaches of Airworthiness requirements, regulations and directives by Air operators/owners/Type Certificate holders, Continuing Airworthiness Management Organization, Approved Maintenance Organization and Maintenance Training Organization to Chief of Airworthiness Inspection Division.
- Investigation of possible violations of the national air law or requirements in regard to airworthiness and initiation of corrective, enforcement, legal action where necessary.
- Analyze and investigate, in co-ordination with Manufacturer of Aircraft, significant defects discovered in aircraft and determine corrective action to be taken where airworthiness may be affected and correct any trends. Establishment of Service Difficulty Reporting (SDR) System and ensuring its implementation.
- Ensure a system is in place through which the air operator/AMO/CAMO/ATO will report malfunctions, failures, defects, and other occurrences that might cause adverse effect on continuing airworthiness.
- Mandate actions to correct any unsafe conditions and disseminate the information to all air operators.
- Review air operators airworthiness main base and line stations maintenance provisions including training provisions, organizations and quality assurance procedures of applicants for issuance and renewal of an AOC in co-ordination with members of the Flight Operations Division and other areas of the CAAN on technical matters relating to aviation techniques, flight operations; shipment of dangerous goods and legal department giving advice and recommendations as appropriate as may be required with regards to application.
- Review the facilities and procedures of the applicants for issuance and renewal of certificates of approval to conduct maintenance of aircraft, including qualifications of persons issuing a maintenance release.
- Using initiative to pursue any matter that needs to be attended to by CAAN in the interest of air safety and for efficiency of the system;
- Ensuring that confidentiality is always maintained;
- Assessment of the qualifications of persons for designation as approved/authorized persons to perform certain airworthiness functions. Issuance of the recommendations as appropriate and monitoring of the activities of these persons from time to time;
- Recording, reviewing and processing applications from aircraft maintenance personnel for issue, renewal, validation and extension of licenses approvals and ratings.
- Organization and conduct of examinations of applicants for aircraft maintenance licenses as above, marking of papers, assessment of results, the maintenance of



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examination security, keeping of past and current license records and issue, renewal or validation as appropriate of each license, approval, extension or rating.

- Preparation and review of examination papers for aircraft maintenance personnel to keep pace with developments in aircraft technology.
- Maintain currency of Airworthiness Inspector Personal/training files.
- Maintain currency of the Technical Materials mentioned in Technical Library Procedure Manual.
- Completion of any other official duties assigned by the Chief of Airworthiness Inspection Division, Chief of FSSD, Dy. Director General and Director General of CAA Nepal.

### 3.4 Additional Function of Airworthiness Inspector

An additional role of Airworthiness Inspector is to assist in the investigation of aircraft accidents in cooperation with the Accident Investigation Committee primarily responsible for investigating accidents.

AWI may also speak to student groups about career opportunities in the field of aviation, and may conduct seminars and briefings on pertinent aviation topics for licensed aircraft maintenance technician and airline officials. Inspector may also, from time to time, be called upon to testify in administrative hearings and trials.

### 3.5 Investigations

Three areas that AWI are responsible for investigating are accidents, incidents, and enforcements.

- a. Accidents- The Airworthiness Inspector may assist the Investigation Committee to conduct on-site accident investigations.
- b. Incidents- Airworthiness Inspector is responsible for the investigation of incidents.
- c. Enforcement- Airworthiness Inspector is required to investigate, analyze, and report enforcement findings. In situations that involve alleged non-compliance with the NCAR, Airworthiness Inspector is required to make recommendations concerning enforcement action as per Aviation Enforcement Procedure Manual.

### 3.6 Admission to the flight deck

Airworthiness Inspector in their normal course of duty has no right of access to the flight deck during a flight and therefore an AWI shall only enter the flight deck after obtaining the approval of the Pilot-in-Command. The flight deck of an aircraft is a close society in which each member is proficient in his/her duties and aware of his/her responsibilities, position and rank. The introduction of an Airworthiness Inspector into this type of environment may create a distraction and possibly add tension. The AWI authority can be seen as a threat to the individual flight crew member. While maintaining the status of his/her own position, the AWI must recognize and support the Pilot-in-Command's authority unless he/she is obviously about to violate a regulation. Even in these conditions, the AWI should at first appear to be acting in an



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advisory capacity and only resort to the powers vested in him/her by Rule 84 of Civil Aviation Regulation 2058 and its amendments as a last resort.

If permitted under company rules an AWI on duty may travel on the flight deck for familiarization purposes. Under normal circumstances he shall make every effort to reserve the use of any observer seat through the operator's flight dispatch or other designated office at least 24 hours prior to scheduled departure time.

While on the flight deck, the AWI must avoid distracting the crew. If an AWI has reason to believe that an aircraft is in an unsafe condition, he/she may recommend to the Director General giving valid reason to detain the aircraft pursuant to Civil Aviation Act Article 6 and Civil Aviation Regulation Rule 84 by directing Air Traffic Services (ATS), where available, to deny take-off clearance and detain the aircraft as per "Procedure for Detention and Release of Aircraft, 2013"



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**CHAPTER 4**

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## **TECHNICAL TRAINING OF AIRWORTHINESS INSPECTOR**

### **4.1 General**

The CAA Nepal shall determine the minimum qualifications for Airworthiness Inspector for performing safety oversight functions and also provide for their technical training on an initial and recurrent basis. Additionally, periodic practical and specialized technical training including supervisory courses will enable the Airworthiness Inspectors to perform their duties effectively. Training should not be limited to strictly professional elements.

The CAA Nepal shall have Airworthiness Inspector Induction training for induction of new Airworthiness Inspector that includes training in:

- a) organizational responsibilities
- b) appropriate airworthiness standards, practices and policies;
- c) working procedures
- d) certification and surveillance procedures; and
- e) the role of a regulator.

The CAA Nepal shall have a structured programme to educate the Airworthiness Inspector on new CAA Nepal requirements, policies and procedures as they are being implemented. To keep personnel abreast of new industry developments a training programme shall be developed that provides at regular intervals (initial and recurrent) technical training to gain first-hand knowledge of new developments, including management principles. As a general policy, it is not desirable for CAA Nepal personnel to obtain technical qualifications from those entities under their direct regulatory jurisdiction.

Technical training of Airworthiness Inspector may be accomplished from several sources. These can be carried out in-house within CAA Nepal; contracted to an organization in Nepal or abroad; from aircraft manufactures; from operators of Nepal (in exceptional cases).

### **4.2 Training Requirement for Airworthiness Inspector**

Airworthiness Inspectors shall undergo following training to meet the qualification requirements laid down in this manual.

#### **a) BASIC COURSE I content;**

The Airworthiness Inspector will be provided with **Basic Course I** trainings listed below after entry into service within 6 month.

- Airworthiness Inspector Induction Course covering:
  - Civil Aviation Act, Rules and NCAR (NCAR, NCAR 145, NCAR Part-M, NCAR Part-147 and NCAR Part 66)



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- Maintenance Record Keeping Systems
- Ramp Inspection of Domestic Aircraft
- Airworthiness Inspector Manual
- Airworthiness Inspector Handbook
- AOCI Manual
- Technical Library Procedure Manual
- General Auditing Procedures
- Quality System
- Enforcement Procedures
- Human Factors – Maintenance
- Safety Management System

### b) BASIC COURSE II content;

Subsequently, the Airworthiness Inspector will be provided with **Basic Course II** within one year after completion of **Basic Course I**.

- Aircraft Type Acceptance Certificates Issuance
- Certificates of Airworthiness Issuance
- Registration of Aircraft Issuance
- Special Flight Permit/ Permit to Fly Issuance
- Export Certificate of Airworthiness Issuance
- Approval of MOE/MTOE/ CAME
- Initial Certification-issuance of Air Operator Certificate; Approved Maintenance Organization; Continuing Airworthiness Management Organization; Approved Training Organization Approval and Renewal Procedures.
- Ramp Inspection of Foreign Aircraft
- Aircraft Leasing (Airworthiness matters)
- Reliability Monitoring
- Weight and Balance Control Procedures
- MMEL/MEL



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- MSG I, II & III Maintenance Programmes
- Modification/Repair Procedures

### c) **ADVANCED COURSE FOR INSPECTOR**

Advanced Course for Inspector is a specialized training which shall be imparted to Airworthiness Inspector depending on their assigned duties and responsibilities. The Advanced Course will be completed within one year after the completion of **Basic Course II**:

- ETOPS operations
- RVSM
- CAT II/III Operations
- RNP
- NDT
- Structural Inspection Programs
- Avionics
- Accident Investigation Course
- Aircraft Type training course

### **4.3 Inspector Refresher Training**

Airworthiness Inspector shall be scheduled for a minimum of one refresher training course every 2 years. The refresher training course will cover the changes in requirements, procedures that has occurred during last 2 years.

If the changes in requirements and procedures are minor the refresher course will cover all the changes in requirements and procedures during 2 yearly refresher training.

If the changes in requirements and procedures are major, the training will be conducted immediately after introduction of new requirements and procedures.

This training can be carried out in-house within CAA Nepal; contracted to an organization within Nepal or abroad; from aircraft manufactures; from operators of Nepal (in exceptional cases).

### **4.4 Training Plan for Airworthiness Inspectors**

The Chief of Airworthiness Inspection Division will review the Airworthiness Inspector training needs individually and update the “Training Plan for Airworthiness Inspector” as per format laid down in Technical Library Procedure Manual Appendix 21 annually. The training plan will be forwarded to the Chief of Flight Safety Standards Department and subsequently to Director General for approval.





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The approved “Training Plan for Airworthiness Inspector” shall be included in Airworthiness Inspector Personal/Training File. The Chief of Airworthiness shall also forward copy of approved “Training Plan for Airworthiness Inspector” to Human Resource Department, CAA Nepal. The Human Resource Department shall schedule training for individual Airworthiness Inspector as per the “Training Plan for Airworthiness Inspector”.

Chief of Airworthiness will review the trainings provided to each inspectors annually. Such review will enable Chief of Airworthiness to have record of training planned to each inspector vs. record of actual training conducted. Such review document “Yearly review of training provided to Airworthiness Inspector” is kept in each Airworthiness Inspector File.

### 4.5 On-the-job training

To further ensure a structured training environment CAA Nepal shall consider an on-the-job (OJT) training programme that ensures new Airworthiness Inspectors are mentored by experienced Airworthiness Inspectors in all tasks the Airworthiness Inspector is required to perform on behalf of the CAA Nepal prior to performing the tasks unaccompanied.

The OJT training should be comprehensive and covers the CAA Nepal regulations, requirements policies, procedures and current practices.

The OJT should allow for the new Airworthiness Inspector to observe the experienced Airworthiness Inspector actually perform the task. Once this has been done the new Airworthiness Inspector should perform the task being observed and coached by an experienced Airworthiness Inspector. Following this the new Airworthiness Inspector is debriefed by the experienced Airworthiness Inspector of any findings or missing points. The new Airworthiness Inspector then performs the task and is evaluated by an experienced Airworthiness Inspector. The new inspector should be evaluated on successfully performing the task in accordance with CAA Nepal requirements.

The Airworthiness Inspector training records should be updated upon successful completion of each OJT task. The OJT record will be maintained as per format laid down in **Appendix-1 “On-Job Training Record”**.

### 4.6 Airworthiness Inspector Personal / Training file

The Airworthiness Inspector Personal/Training file is kept in Aircraft Documents and Records area.

To ensure systematic and comprehensive training of Airworthiness Inspector it is necessary to maintain an Airworthiness Inspector Personal / Training File for each Airworthiness Inspector. The Airworthiness Inspector Personal/Training File records must be updated at regular interval.

Record of all 'On-the-Job Training' imparted to an Airworthiness Inspector must be maintained in the Training File. These documents are located in Aircraft Documents and Records Area of the Library.

The Airworthiness Inspector Personal / Training files should include following details:-

- a) Copy of Job Description
- b) Copy of Airworthiness Inspector Credentials (CAAN “Airworthiness Inspector” Credential)



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- c) Copy of Latest CV
- d) Copy of AMT License if held,
- e) Copy of Training Certificates including On Job Training Records
- f) Training Plan for individual Airworthiness Inspector
- g) Copy of Academic Certificates
- h) Copy of “Airport Restricted Area Pass”
- i) Copy of Office ID card
- j) Copy of Citizenship card
- k) Copy of Appointment Letter
- l) Copy of Passport
- m) Training plan for Airworthiness Inspector
- n) Yearly review of training provided to Airworthiness Inspector

It is the responsibility of the Individual Airworthiness Inspector to provide their personal details and training certificates to the librarian, who is responsible to maintain the Airworthiness Inspector Personal/ Training file. If there is any change in the above listed documents or after completion of any new trainings or refresher course, it is the responsibility of the Airworthiness Inspector to include new details in their Airworthiness Inspector Personal/Training file.

The Librarian will verify the records of individual Airworthiness Inspector Personal/Training file annually for its completeness. The librarian will handover Airworthiness Inspector Personal/Training file to individual inspector annually to verify the completeness of their file as per Appendix 19 “Annual Review of Airworthiness Inspector Personal/Training File” as per Technical Library Procedure Manual. If there is any document missing in the Airworthiness Inspector Personal/training file, it is the responsibility of the inspector to include those documents in the file for its completeness. After verification of the Airworthiness Inspector Personal/Training File by an inspector, he/she will sign “Annual Review of Airworthiness Inspector Personal/Training File” to ascertain its completeness. The librarian will recheck the form and sign the “Annual Review of Airworthiness Inspector Personal/Training File” in the Technical Library Procedure Manual to ensure the file is complete.

The Airworthiness Inspector Personal/Training File will be retained for 2 years after he/she is being assigned to another post, resigns, retires or doesn't meet the qualification requirements of the Airworthiness Inspector.



**CIVIL AVIATION AUTHORITY OF NEPAL**  
**CHAPTER 5**

**AIRWORTHINESS INSPECTOR (AWI) CREDENTIALS**

**5.1 General**

All Airworthiness Inspector will ensure maintenance of competency and to conduct surveillance or safety oversight function, as applicable must possess appropriate credentials identifying them as Airworthiness Inspector employed by CAA Nepal, with the right to unrestricted and unlimited access to aircraft, aircraft equipments, engines etc, flight check, aviation facilities, services, equipments, records and documentation for the purpose of testing, inspection, verification, investigation, enforcement and regulatory functions in accordance with Rule 84 of Civil Aviation Regulations 2002 and its amendment.

This section contains information for Airworthiness Inspector concerning the types of "Airworthiness Inspector" credentials and the Airworthiness Inspector eligibility requirements and application procedures for those credentials, currency and control of Credential. This section also contains direction and guidance to be used by Airworthiness Inspector when employing "Airworthiness Inspector" credentials during the performance of official duties.

The CAA will issue Credential to authorize appropriately qualified technical personnel as Airworthiness Inspectors. The process of authorizing an Airworthiness Inspector and issuance of credential should consider the following:

- a) qualifications of personnel;
- b) training provided; and
- c) OJT completed.

**5.2 Types of Credentials**

Airworthiness Inspector is issued with two types of credentials:

- a) CAAN "Airworthiness Inspector" Credential that identifies the Airworthiness Inspector as an "Authorized Person" for the purpose of Rule 84 of the Civil Aviation Regulation 2058 and its amendments and authorized to perform their official duties and exercise the powers under Rule 84; and
- b) "Airport Restricted Area Pass" which provides for access to different areas of any Nepalese airport, as indicated on the "Airport Restricted Area Pass". The "Airport Restricted Area Pass" is issued to all Airworthiness Inspector and Airworthiness technical staff i.e. newly recruited Airworthiness staff who will work under the supervision of qualified "Airworthiness Inspector" until all the qualification requirements laid down in this manual is met to become "Airworthiness Inspector" and work independently.

**5.3 Eligibility Requirements**

Airworthiness Inspector assigned to various positions of CAA Nepal involving air transportation inspections and audit independently should be issued with credentials after meeting the qualification requirements laid down in Para 3.2 . To be eligible for the "Airport Restricted Area



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Pass”, the Airworthiness Inspector should have a job function that requires the conduct of inspections and audit.

### 5.4 Application Procedure

Airworthiness Inspector shall apply for CAAN “Airworthiness Inspector” credentials by completing “Procedure for Issuance of CAAN Airworthiness Inspectors Credentials” laid down in Para 5.6 of this chapter and “Airport Restricted Area Pass” by completing the “Procedure for Issuance of Airport Restricted Area Pass” as laid down in Para 5.7.

### 5.5 Use of Credentials

Although the credentials contain the general authorization for the Airworthiness Inspector to conduct CAAN official duties, specified official duties may only be performed after the Airworthiness Inspector has been authorized by an appropriate supervisor and has satisfied the training and qualification requirements specified in this Manual. The work function for the two credentials is as follows:

- a) CAAN "Airworthiness Inspector" Credential- The CAAN "Airworthiness Inspector" credential identifies an individual as an "Authorized Person" for the purpose of Rule 84 of the Civil Aviation Regulations 2058 B.S. and its amendments and authorizes that individual to perform the official duties and exercise the powers under Rule 84. These official duties include the duties and responsibilities highlighted in this manual and other additional duties assigned by Director General.
- b) “Airport Restricted Area Pass”- The “Airport Restricted Area Pass” contains authorization for an "Airworthiness Inspector" to be given free and uninterrupted access to restricted areas at airports located in Nepal while the "Airworthiness Inspector" is performing official duties to the extent stated on their CAAN “Airworthiness Inspector” Credential. These official duties include those types of inspections, duties and responsibilities in this manual and other additional duties assigned by the Director General.

An "Airworthiness Inspector" must display this credential on an outer garment to be permitted entry into Airport Restricted Areas, and while working in these areas. While employing the “Airport Restricted Area Pass”, "Airworthiness Inspectors" should consider the following procedures:

- a) Physical Barriers: Although these two credentials is an authorization for "Airworthiness Inspector" to be in secured areas, for physical barriers such as locked doors and gates, an "Airworthiness Inspector" may need to seek local assistance to gain access. "Airworthiness Inspectors" should ask at the time of entry if the operator has any specific security program practices and procedures that need to be followed.
- b) Passenger Screening Points: "Airworthiness Inspector" approaching passenger screening points may not bypass that screening; however, if the "Airworthiness Inspector" is unable to afford the delay that may be involved in passenger screening, then arrangements should be made with the airport security or operator personnel to enter the secured areas at other entry points.
- c) Lost or Stolen Credentials- If either one or both of these credentials are lost, stolen, or damaged, the Inspector should report the occurrence immediately to the Chief of



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Airworthiness Inspection Division; Chief of Flight Safety Standards Department and to Airport Security.

### 5.6 Procedure for Issuance of CAAN “Airworthiness Inspector” Credentials

This section contains procedure for issuance of CAAN “Airworthiness Inspector” Credential.

- a) Individual Airworthiness Inspector will raise an internal office memo with all the supporting documents after fulfilling all the qualifications, training and OJT requirements laid down in Para 3.2 and Chapter 4 of this manual to Chief of Airworthiness.
- b) The Chief of Airworthiness Inspection Division verifies the supporting document forwarded by Airworthiness Inspector and if found satisfactory forwards it to the Chief of FSSD with his recommendation. If not, he forwards a file to the concerned Airworthiness Inspector with his comments.
- c) The Chief of FSSD verifies the supporting document forwarded by Airworthiness Inspector and if found satisfactory forwards it to DDG with his recommendation. If not he forwards the file to the Chief of Airworthiness and concerned Airworthiness Inspector with his comments.
- d) If the DDG is satisfied with the file and supporting document forwarded by the Chief of FSSD, he forwards the file to DG with his recommendation, if not forwards the file to the Chief of FSSD and subsequently to the Airworthiness Inspector with his comment.
- e) With the recommendation of Chief of Airworthiness Inspection Division, Chief of FSSD and DDG, the DG approves the file and sends the file to Administration Section, FSSD for preparation of CAAN “Airworthiness Inspector” Credentials.
- f) After the credential card is prepared and signed by the DG, an internal office memo along with CAAN “Airworthiness Inspector” Credentials is sent to Administration Section, FSSD for distribution of Credential and recordkeeping of the Internal Office Memo.
- g) The Airworthiness Inspector signs the record of receipt after receiving CAAN “Airworthiness Inspector” Credential. The record of receipt after receiving Credential is maintained by Administration Section, FSSD.
- h) It is the responsibility of the “Airworthiness Inspector” to provide photocopy of CAAN “Airworthiness Inspector” Credential to the Librarian.
- i) A copy of Credentials of each “Airworthiness Inspector” will be kept in personal/ training files of individual “Airworthiness Inspector” which is maintained by Librarian in Library in a secure location.

### 5.7 Procedure for Issuance of “Airport Restricted Area Pass”

- a) When the new Airworthiness Staff is recruited by CAA Nepal, the Airworthiness Staff applies to Administration Section, FSSD after completing administrative process as required by Tribhuvan International Airport Civil Aviation Office, Kathmandu, Nepal along with supporting documents i.e. TIA Airport Pass Application Form; Police Report etc.
- b) The Administrative Section, FSSD will initiate an Internal Office Memo to Chief of Flight



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Safety Standards Department (FSSD).

- c) The Chief of FSSD verifies the supporting document forwarded by Administration Section and if found satisfactory forwards it to DDG with his recommendation. If not he forwards the file to Administration Department and concerned Airworthiness Inspector with his comments.
- d) If the DDG is satisfied with the file and supporting document forwarded by the Chief of FSSD, he forwards the file to Airport Security Department with his recommendation, if not forwards the file to the Chief of FSSD and subsequently to the Airworthiness Inspector with his comment.
- e) If the Airport Security Department is satisfied with the file and supporting document forwarded by the Chief of FSSD, he forwards the file to the GM, TIA with his recommendation, if not forwards the file to the Chief of FSSD and subsequently to the Airworthiness Inspector with his comment.
- f) With the recommendation of Administration Section, FSSD, the Chief of FSSD, DDG, and GM, TIA approves the file and sends the file to Airport Administration Department for preparation of “Airport Restricted Area Pass”.
- g) After the credential card is prepared and signed by the GM, TIA the “Airport Restricted Area Pass” is collected by Administration Section, FSSD for distribution of “Airport Restricted Area Pass” to concerned Airworthiness Staff and the Internal Office Memo is filed in Administration Section, TIA.
- h) The Airworthiness Inspector signs the record of receipt after receiving CAAN “Airport Restricted Area Pass” the record of receipt after receiving “Airport Restricted Area Pass” is maintained by Administration Section, FSSD.
- i) It is the responsibility of the Airworthiness Inspector to provide photocopy of “Airport Restricted Area Pass” to Librarian.
- j) A copy of Credentials of individual “Airworthiness Inspector” will be kept in personal/training files of individual “Airworthiness Inspector” which is maintained by Librarian in Library in a secure location.

### **5.8 Method Established to Control Currency of Airworthiness Inspector Credential (CAAN “Airworthiness Inspector” Credentials and “Airport Restricted Area Pass”)**

The “Airworthiness Inspector” Credentials is issued with the validity of 2 Years. It is the responsibility of the inspectors to keep their credentials current while carrying out their inspectorial function. The inspector should initiate an office memo 1 month before the expiry of their credential. The procedure for renewal of credential will be similar to the procedure laid down in Para 5.6 and 5.7 of this manual.

The Airworthiness Inspector Credential has to be withdrawn when an Airworthiness Inspector stops performing the Airworthiness Inspector duties, such as being assigned to another post, resigns, retires or doesn’t meet the qualification requirements of the Airworthiness Inspector etc.

When the Airworthiness Inspector resigns or retires, the Chief of Airworthiness Inspection



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Division will initiate an internal office memo to the Administration Section, FSSD to withdraw CAAN “Airworthiness Inspector” Credential and “Airport Restricted Area Pass” before issuing him official clearance letter to leave the job by Administration Section, FSSD.

When the Airworthiness Inspector is being assigned to another post, the Chief of Airworthiness Inspection Division will initiate the Internal Office Memo to the Administration Section, FSSD to withdraw CAAN “Airworthiness Inspector” Credential of that inspector before issuing him an official clearance letter to work in another post. However, the “Airport Restricted Area Pass” issued to the Airworthiness Inspector may not be withdrawn depending on his new duties and responsibilities.

When the Airworthiness Inspector doesn’t meet the qualification requirements of the Airworthiness Inspector, the Chief of Airworthiness Inspection Division will initiate the internal office memo to Administration Section, FSSD to withdraw CAAN “Airworthiness Inspector” Credential of that inspector before issuing him official clearance. However, the “Airport Restricted Area Pass” issued to the Airworthiness Inspector may not be withdrawn depending on his duties and responsibilities.



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### Chapter 6

## PERSONAL ETHICS AND CONDUCT

### 6.1 Purpose

This section contains direction and guidance for Airworthiness Inspector (AWI) pertaining to principles of ethics and conduct as they affect the performance of duties.

Although some AWIs scenarios are listed in this section, all circumstances that an Airworthiness Inspector may encounter cannot possibly be covered. As AWIs are always in the public eye, they are expected to exercise good judgment and professional behavior at all times while on and off duty.

#### a) Unique Responsibilities of Airworthiness Inspector;

AWIs are exposed to a number of circumstances that are critical to their positions and which are not pertinent to other CAA Nepal job functions. The Airworthiness Inspector has the critical position of frequently interpreting and evaluating the quality of training programs, operations and maintenance manuals, pilot and mechanic performance, and overall safety activities. It is imperative that all Airworthiness Inspector be sensitive to the responsibilities and demands of their positions and be objective and impartial while performing their duties. The Airworthiness Inspector must also be sensitive to actual as well as perceived appearances of any conflict that could disrupt the effectiveness or credibility of the Airworthiness Inspection Division mission.

#### b) Civil Aviation Authority Requirements;

The Airworthiness Inspectors are required to comply fully with the letter and spirit of the standards of conduct as set forth by this section; and with those set forth in "CAAN Employee's Facility, Service and Condition Regulations, 2056 B.S.". The Authority's policy on employee conduct is designed to encourage employees to maintain a level of professionalism that will promote the efficiency of the CAA Nepal and conform to accepted principles of conduct.

### 6.2 On-The-Job Ethics and Conduct

The conduct of an AWI has a direct bearing on the proper and effective accomplishment of official job functions and responsibilities. The Airworthiness Inspectors are required to approach their duties in a professional manner and to maintain that attitude throughout their activities. Through their conduct, the Airworthiness Inspector working in direct contact with operators, and with the public, bear great responsibility in the determination of public perception of the CAA Nepal.

#### a) Rules of Conduct. All Airworthiness Inspector must observe the following rules of conduct:

- Report for work on time and in a condition that will permit performance of assigned duties.
- Render full and industrious service in the performance of their duties.
- Maintain a professional appearance, as appropriate, during duty hours.
- Respond promptly to directions and instructions received from their supervisor.





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- Exercise courtesy and tact in dealing with co-workers, supervisors, and members of the public.
- Obtain approval of all absences from duty.
- Conserve and protect CAA Nepal property, equipment, and materials (Airworthiness Inspector may not use or permit other to use CAA Nepal equipment, property, or personnel for other than official business.)
- When duties concern the expenditure of public funds, have knowledge of and observe all applicable legal requirements and restrictions.
- Safeguard classified information and unclassified information that should not be given general circulation. (Airworthiness Inspector shall not disclose or discuss any classified information or "official use only" information unless specifically authorized to do so).
- Observe the various laws, rules, regulations, and other authoritative instructions, including all rules, signs, and instructions relating to personal safety.
- Uphold with integrity the public trust involved in the position to which assigned.
- Report known or suspected violations of law, regulations, or policy through appropriate channels.
- Not engage in private activities for personal gain or any other unauthorized purpose while on government property.
- Give any supervisor or official conducting an official investigation or inquiry all information and testimony about all matters inquired of, arising under the law, rules, and regulations administered by the CAA Nepal.
- Not use illicit drugs or abuse alcohol or other substances.
- Not participate in telephone eavesdropping (Advance notice must be given whenever any other person is placed on the line for any purpose whatsoever). An advance verbal warning must be given when an automatic recording device or a speaker telephone is used. The use of recording devices, portable or otherwise, on telephones shall be limited to areas involving air safety.)
- Not make irresponsible, false, or defamatory statements that attack, without foundation, the integrity of other individuals or organizations (Airworthiness Inspector are accountable for the statements they make and the views they express.)

AWI must always keep in mind, no matter how tiring the circumstances, that they are visible representative of the regulatory agency. In their direct contact with a dynamic highly organized and high profile industry it is crucial that the inspector project a strong professional image.

### 6.3 Outside Employment, Financial Interests and Gifts

- a) Business Interests: AWIs and their immediate families should seek clarification and guidance before engaging in any airline or other business activity for which the CAA Nepal has



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oversight responsibility. If an Airworthiness Inspector holds any interest that may give the appearance of impropriety, he should immediately consult his superior and the legal department for a determination.

- b) Conflict of Interest: AWIs may hold employment or own business that do not present a conflict of interest with their official job functions. AWI who wishes to participate in outside aviation activities (such as flight instruction, commercial flying, or any other aviation related activity) should seek clarification and approval from the Director General.
- c) Public Speaking: AWIs may not receive payment for speaking on issues that deal with their official job functions. Teaching or instructing at colleges, universities, or vocational schools may be acceptable, but should be coordinated and approved by the Director General.
- d) Fund Raising: AWIs may not participate in fund raising or soliciting donations from any business or activity for which their office is assigned oversight responsibility. Exceptions to this requirement may exist for donation of prizes/ gifts for speakers in aviation safety seminars arranged under the aviation safety program. They should, however, seek official approval.
- e) Gifts: Avoiding conflict of interest, gifts should be accepted only when the AWIs know that the gift will not give the appearance of a conflict of interest.

**Note:** AWI shall exercise the utmost discretion when giving or receiving gifts.

### 6.4 Dress

AWI should be aware that their personal appearance affects their professional image; therefore, they should adhere to the guidelines below:

- a) On visits to air operator facilities, AWI should dress semi-formally (tie for men, dress or slacks for women or any other national dress).
- b) During training AWI dress should be compatible with the air operator's practice but should lean towards formality.
- c) During in-flight inspection, the sight of a non-uniformed person moving in and out of the flight deck can be disturbing to hijack conscious passengers. For this reason, AWI should maintain a low profile, dress conservatively, restrict movements between cabin and flight decks and wear the Airport Security Pass.
- d) When conducting AWI duties at an airport, the Airport Security Pass must be worn at all times on the ramp and air-side of the terminal.

