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CIVIL AVIATION AUTHORITY OF NEPAL

Head Office: Civil Aviation Authority of Nepal, Kathmandu, Nepal

Ref. No: FOD/073/074
Cha No: 974

Flight Safety Standards Department
(Tel: 4111075, 4111042 and 4111119, Fax: 977-1-4111198)
Circular No. 1

Date:

23rd January 2017

To,
Operations Department

Buddha Air Pvt. Ltd., TIA, Gauchar
Goma Air Pvt. Ltd., Dhumbarahi
Himalaya Airlines Pvt. Ltd., Gairidhara
Nepal Airlines Corporation, Kantipath
Surya Airlines Pvt. Ltd., New Baneshwor
Shree Airlines Pvt. Ltd., Tripureswor
Simrik Airlines Pvt. Ltd., Minbhawan
Sita Air Pvt. Ltd., Sinamangal
Tara Air Pvt. Ltd., Tilganga
Yeti Airlines Pvt. Ltd., Tilganga

Sub: Cabin Crew Training Surveillance Program

This has reference to our discussion held on 11th January 2017 at this office regarding implementation of cabin crew training and cabin crew Instructors / Examiners qualification surveillance program. Please find herewith the attached inspection schedule which has been prepared as per your training plan submitted to us. The exact date of the inspection will be notified later.


Capt. Deepak Kr. Lama
Manager
Flight Operations Division

C.C.


Deputy Director General DDG (2)
CAAN, Head Office, Babarmahal

Director, Flight Safety Standard Department
FSSD, CAAN, Sinamangal

Dy. Director, LED, FSSD, CAAN, Sinamangal

Manager, FOD, FSSD, Sinamangal

o/c

	CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT OPERATIONS DIVISION CABIN CREW INSTRUCTOR / EXAMINER SURVEILLANCE PROGRAM	VOL 2
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As required by Cabin Crew Training manual 2015, cabin crew instructors / Examiners are required to be updated regularly. Hence, the following surveillance program has been prepared in order to monitor that the cabin crew instructors/examiners have maintained their qualification and proficiency at a required level. This is part of Annual Surveillance Program of Flight Operations Division and shall cover both of the cabin crew and cabin crew instructor trainings of an operator. This inspection shall be based upon the requirements as outlined by Cabin Crew Training Manual 2015 and shall be carried out as per the reference checklists of Flight Operation Inspector Manual. Any additional areas or recommended practices, if not covered shall be included accordingly.

The following safety inspectors will carry out the inspection based upon their availability. The areas of inspection (not limited to) are also specified. Operators are required to make necessary arrangements along with the concerned responsible post holders, who are to be made available at the time of inspection. The date of the inspection will be notified to the respective operators in advance.

S/N	(Name of the Inspectors)	S/N	(Areas of Inspection)
1.	Mr. DK Lama	1.	(I) Class Room Training
2.	Mr. BM Amatya	2.	(II) Training (Drills)
3.	Mr. DR Niraula	3.	(III) On Duty Checks
4.	Mr. GM Lama	4.	(IV) Records Keeping
5.	Ms. S Karli		
6.	Mr. N Bajracharya		
7.	Mr. B Giri		
8.	Mr. RK Neupane		
9.	Ms SR Shrestha		

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FLIGHT OPERATIONS DIVISION
CABIN CREW INSTRUCTOR / EXAMINER SURVEILLANCE PROGRAM

VOL 2

Surveillance Program:

Reference	Areas	Frequency	Applicable procedure and checklist
(I)	Class Room Training		
1.	Delivery	1/year	
	(a). Training facilities	1/year	
	(b). Instructor Qualifications	1/year	
	(c). Instructor Ability and Skills	1/year	
	(d). Instructor Currency	1/year	
(II)	Training (Drills)		
1.	Fire Fighting Drill	1/year	
2.	Emergency Evacuation Drill	1/year	
3.	Ditching/Wet Drill	1/year	
4.	Aircraft Familiarizations	1/year	
5.	Hands on Training on each type of Emergency Equipments onboard	1/year	
6.	Aviation Medicine & First Aid	1/year	
(III)	On Duty Checks (Instructor Instructional Performance Check)		
1.	<u>Pre Flight:</u> (a). Briefing Delivery (b). Check & Quality (c). Presentation Skill	1/year	
2.	<u>On Ground/ On Board:</u> (a). Cabin Preparation (b). Emergency Equipments Check in Cabin (c). Galleys/Lavatories Check (d). Monitoring Crew	1/year	

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 CABIN CREW INSTRUCTOR / EXAMINER SURVEILLANCE PROGRAM

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	(e). Handover/Takeover of UM, WCHR, WCHS, WCBW, WCBD, STCR, BLND, Deportee etc. (f). PAX Embarkation (g). GD Check (h). Passenger Safety Briefing (i). Use of Personnel Electronic Devices (j). PIC Reporting	1/year	
3.	<u>Cruise:</u> (a). Monitor the crew performance (b). Monitor PAX Well being (c). Turbulence Procedures (d). Frequency check of cabin and cockpit	1/year	
4.	<u>Descend:</u> (a). Cabin Preparation (b). Galleys/Lavatories Check (c). PIC Reporting	1/year	
5.	<u>Post Flight:</u> (a). PAX Disembarkation (b). Cabin/Lavatory/Galley Check (c). PIC Reporting (d). Handover GD (e). Handover/Takeover of UM, WCHR, WCHS, WCBW, WCBD, STCR, BLND, Deportee etc. (f). Delivery of Debriefing	1/year	
(IV)	Records Keeping		
1.	Manuals	1/year	
2.	Documentations of Cabin Crew(Instructor/Examiner)	1/year	
3.	Cabin Crew Training File (Instructor/Examiner)	1/year	

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Civil Aviation Authority of Nepal
Flight Operations Division
Cabin Crew Instructor/Examiner Surveillance Plan

Inspection plan:

AIR OPERATOR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Remark
Buddha Air	(i) 1 (ii) 2	(iv) 1-3		(iii) 1-5									
Goma Air			(i) 1		(iv) 1-3								
Himalaya Airlines	(ii) 6	(iv) 1-3		(iii) 1-5			(i) 1						
Nepal Airlines		(iv) 1-3	(iii) 1-5		(ii)	(i) 1							
Saurya Airlines			(iv) 1-3		(iii)				(i) 1		(ii) 6		
Shree Airlines				(iv) 1-3		(i) 1		(ii)		(iii)			
Simrik Airlines				(i) 1 DO-229		(iii)	(ii)		(i) 1 B-1900			(iv) 1-3	
Sita Airlines			(i) 1			(ii)					(iv) 1-3	(iii)	
Tara Air		(iii)				(i) 1	(ii)			(iv) 1-3			
Yeti Airlines						(i) 1 (ii)	(iv) 1-3				(iii)		