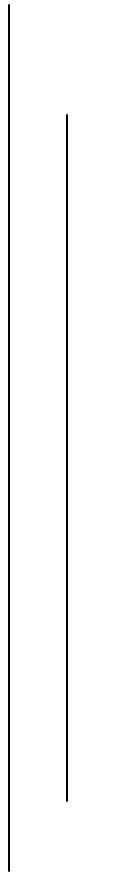




Civil Aviation Authority of Nepal
Flight Safety Standards Department



Document Control System Procedure



Civil Aviation Authority of Nepal Flight Safety Standards Department Document Control System Procedure

Introduction

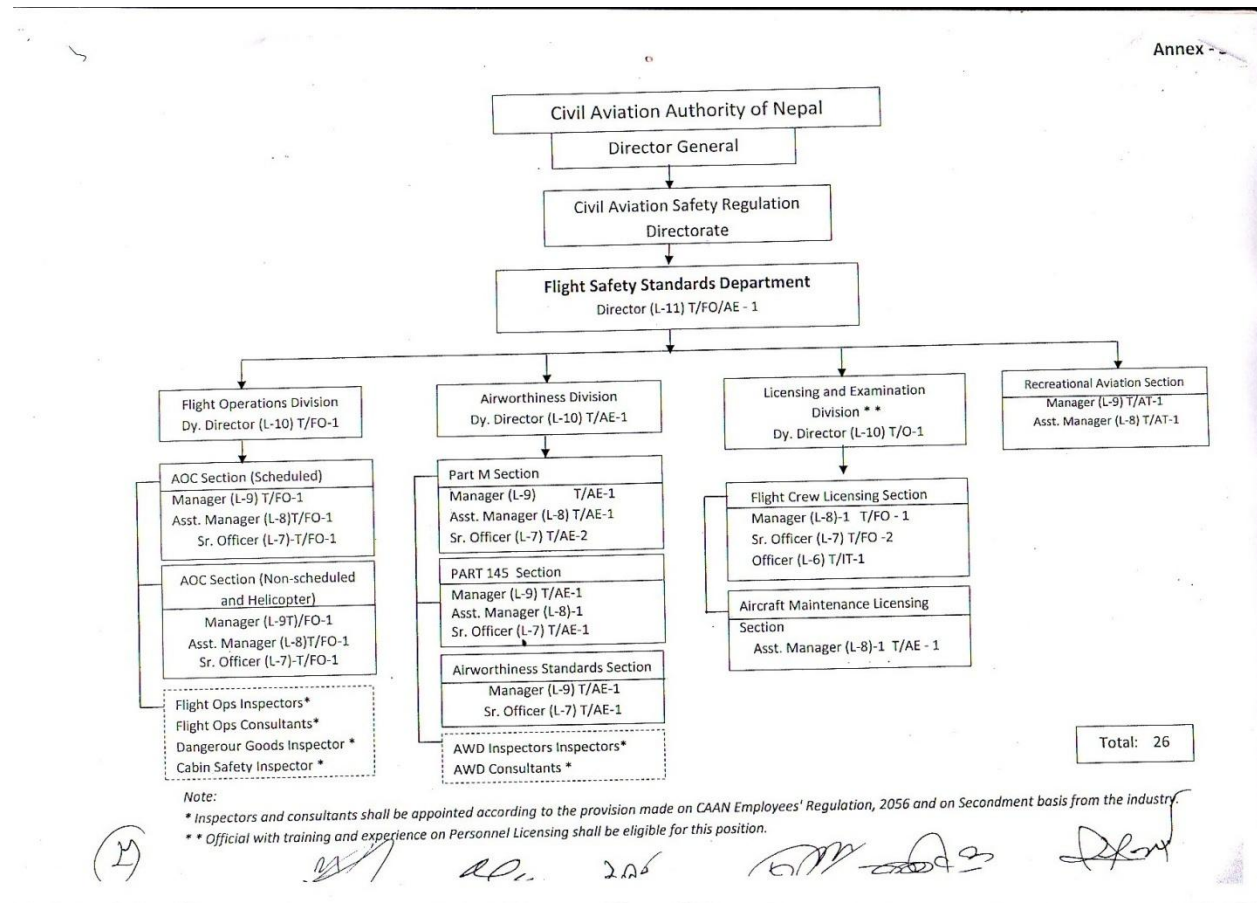
This procedure manual describes the procedure to be used for the overall control of document received, processed and dispatched from the Flight Safety Standards Department. Each individual responsible for execution of any official documents in FSSD are required to adhere to the procedures laid down in this procedure manual.

This manual describes the detail procedure for tracing the documents, received or dispatched and their current status.

Office Information

Flight Safety Standards Department falls under Civil Aviation Safety Regulation Directorate and is headed by Director. The present approved department structure depicts as follows:

Department Chart





Civil Aviation Authority of Nepal
Flight Safety Standards Department
Document Control System Procedure

Under the FSSD, there fall four individual divisions and sections namely:

- a. Flight Operations Division
- b. Airworthiness Division
- c. Licensing and Examination Division
- d. Recreational Aviation Section

Each above division/sections headed by Chief of respective divisions /section.

From the above chart, there are other sections in FSSD as well, which are administration, Accounts/Finance and Documents receive and Dispatch Section.

Documents Control Procedure

There is one receive and Dispatch section for each Flight Operation Division, Airworthiness Division, Licensing and Examination Division, Recreational Aviation Section. Beside this, there is one more receive and dispatch section under Director FSSD, which will receive and dispatch official correspondence as letter, memo etc from or To Director FSSD, Administration Section and Miscellaneous.

Incoming Document Control Procedure

Whenever any document is receive either addressed to the Director or individual, must get registered in individual receive and dispatch section. A separate register file is maintained (either soft or hard) for recording and registering of such documents. Whenever any request letter comes in, it must come in duplicate copy. One for processing inside and one for received copy for sender.

When any documents either application or any another received and registered each are given individual tracking number. The said number is allocated usually at first page and is usually identifiable as per section as: AS, LED, FOS, RCR, FSSD....etc. The same no. is registered in as per format appendix 1 (include.....darta, format). The other copy with same tracking no. is returned to applicant. After having registered in maser register, the document will move to individual to whom addressed and if required to the Director, Chief of Department/Division or section, for processing. After going through it divisional chief or departmental chief will allocate the application to the individual officer inspector for processing through again respective receive or dispatch section. Where it is again entered with information to which the application is being forwarded. Thus whenever any documents move from one officer to other officer it moves through receive and dispatch section, where each time it is recorded with date and allocated officer. In this way every document is tracked with date and allocated officer.

Internal Memo file creating and recording

Whenever any application is received, it is processed through internal memo by individual officer, Internal memo "Tippani" file is raised, with required comments from individual officer and necessary documents inside file. File is forwarded to respective receive and dispatch section for registration and



Civil Aviation Authority of Nepal
Flight Safety Standards Department
Document Control System Procedure

allocation of unique tracking no. and then only it is forwarded to whom it is addressed again through individual receive and dispatch unit. Similarly the file is moved and processed, each time it moves, it must move through receive and dispatch unit for recording of status name of officer with date. In this way each time file is moved and processed it is tracked and controlled with position of file.

Recording of internal memo in register either in hard or soft copy shall be in accordance with format as in appendix 2 (Tippani Register).

Outgoing Documents Control Procedure

Whenever any official letter is to be dispatched by individual officer, it must be dispatched through individual receive and dispatch unit. Once letter is signed it is handed over to receive and dispatch unit where it is registered and each letter shall be given unique dispatch no. termed as Ref.: No...or Chalani No.....

The recording of dispatch letter shall either be done in hard or soft copy but shall be recorded in format as shown in Appendix-3. Whenever letter is dispatched it is again dispatched in two copy, one to addressee and one shall be kept as officer copy.

Licensing Records

Each individual license (Pilot, AMT, Cabin Crew, Dispatcher, and Instructor) records are maintained by respective division and sections in separate index file. All individual license applications are processed as per the procedure laid down in above and must be processed through receive and dispatch unit. A separate file registered is maintained as shown in Appendix-4 format. Each license index file is maintained in respective record section, and is tracked through individual license no. These records are maintained in receive and dispatch unit.

Aircraft Records

Each separate individual index filing system is maintained for each registration of aircraft, that are currently registered in record section of Airworthiness Division. Each technical status of aircraft (like C of R, C of A, RML modification and other) is maintained in the same index file and is filed in chronological number. Each aircraft file is tracked through aircraft registration no. nay records related to technical status of aircraft must be maintained in the same file. Any information related to aircraft can be found in this file. Any information related to aircraft can be found in this file. Procedure mentioned in Technical Library Procedure Manual) Part 3, para 3.5 shall be used.

Operations, AMO Corresponded Record

Each operator, Aircraft Maintenance Organization Record is maintained is separate index file and is kept in Record section. Any miscellaneous correspondence documents must be filed in this separate index file. It must be kept in chronological order.



Civil Aviation Authority of Nepal
Flight Safety Standards Department
Document Control System Procedure

Closing of file procedure

Whenever any processing of file is completed and supposed to be closed, it is again handed over to respective receive and dispatch section, where it is recorded as "Closed" and is given a unique number. Separate computer base record is maintained for such file form where it can be easily tracked in future whenever required. Then after, file is securely stored to record section.

Technical Library Procedure Manual

For other type of document procedure, related to aircraft documents and other CAAN Technical Library procedure Manual shall be used.

