

**FSSD Procedure for the Formulation and Distribution of  
Statutory Materials**

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**Flight Safety Standards Department**

Civil Aviation Authority of Nepal

December 2013

# FSSD Procedure for the Formulation and Distribution of Statutory Materials

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## PART A

### Formulation and amendment of Statutory Materials

Promulgation and amendment of Statutory Materials (Regulations, Requirements, Manuals, Directives, Handbook) related to civil aviation is a regular process to ensure compliance with the Standards and Recommended Practices (SARPs) promulgated by ICAO or any other reason such as industry demand or to give effect to a particular government policy. Flight Safety Standards Department (FSSD) is responsible for the formulation, amendment and distribution of Statutory Materials (SM) related to airworthiness and type certification, flight operations, Air Operator Certification, Transport of Dangerous Goods and personnel licensing services. These SM includes Civil Aviation Regulations (CAR), Requirements, Manuals, Directives and Handbooks.

The procedures laid out in this document outline the process and procedure for the promulgation, amendment and distribution of the Statutory Materials as mentioned.

1. **Civil Aviation Regulations (CARs):** - The procedure to formulate new civil aviation regulations or amendments of the existing one will be as follows:
  - i. FSSD will initiate the development of new regulations or amendments to existing ones.
  - ii. A person may be nominated or a draft team will be formed within the FSSD to draft the required document.
  - iii. The person or the draft team will prepare the draft document within the period of 1-3 months based on the nature and complexity of the task.
  - iv. Feedback and suggestions from concerned stake-holders may be collected on the subject matter, if required.
  - v. If necessary, comments from the stakeholders may be incorporated in the final draft.
  - vi. The FSSD then submits the draft requirements to the Civil Aviation Safety and Regulation Directorate for its comments.
  - vii. The Civil Aviation Safety and Regulation Directorate will either forward the draft to the Director General for his concurrence or send it back with comments to the FSSD.
  - viii. FSSD will incorporate the comments from the Civil Aviation Safety and Regulation Directorate, if any, and prepare the final draft.
  - ix. FSSD will submit the final draft to the Director General through Civil Aviation Safety and Regulation Directorate for initial CAAN approval.
  - x. The Director General will then forward the draft regulations to the ICAO, International Affairs and Legal Department or any other concerned Departments for comments.
  - xi. The ICAO, International Affairs and Legal Department will study the draft and if it deems satisfactory, will forward it back to the Director General for further approval.
  - xii. The Director General will then present the draft regulations or the amendment to the CAAN board for CAAN approval.
  - xiii. Upon approval from the CAAN Board, the draft will be forwarded to the Ministry of Culture, Tourism and Civil Aviation for final approval.

The flow chart for the development/amendment of Regulations is presented in Appendix-1.

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## **2. Requirements/Manuals/Procedures/Handbooks**

FSSD shall also prepare and amend as required, related Requirements, Manuals, Handbook, Directives and procedures relating to regulatory functions and shall submit to the Director General through the Civil Aviation Safety and Regulation Directorate for approval. The Director General may seek comments from any concerned Department before approving it.

FSSD will initiate the development of new Requirements, Manuals, Handbook, Directives and procedures or amendments to existing ones as follows:

- i. A person may be nominated or a draft team will be formed within the FSSD to draft the required document.
- ii. The person or the draft team will prepare the draft document within the period of 1-3 months based on the nature and complexity of the task.
- iii. Feedback and suggestions from concerned stake-holders may be collected on the subject matter, if required.
- iv. If necessary, comments from the stakeholders may be incorporated in the final draft.
- v. The individual Division shall finalize the draft and forward it to the Chief of FSSD.
- vi. The Chief of FSSD may send the draft to other concerned Divisions for necessary feedback.
- vii. The FSSD then submits the draft requirements to the Civil Aviation Safety and Regulation Directorate for approval.
- viii. The Civil Aviation Safety and Regulation Directorate will either forward the draft to the Director General for his concurrence or send it back with comments to the FSSD.
- ix. FSSD will incorporate the comments from the Civil Aviation Safety and Regulation Directorate, if any, and prepare the final draft.
- x. FSSD will submit the final draft to the Director General through Civil Aviation Safety and Regulation Directorate for initial CAAN approval.
- xi. The Director General may forward the draft requirements, manuals, directives or its amendments to any other concerned unit or Department for comments.
- xii. The concerned unit or Department will study the draft and if it deems satisfactory, will forward it back to the Director General for further approval.
- xiii. The Director General may approve the requirement/amendment himself or may present the draft regulations or the amendment to the CAAN Board for CAAN Board approval.

The flow chart for the development/amendment of Regulations is presented in Appendix-2.

# **FSSD Procedure for the Formulation and Distribution of Statutory Materials**

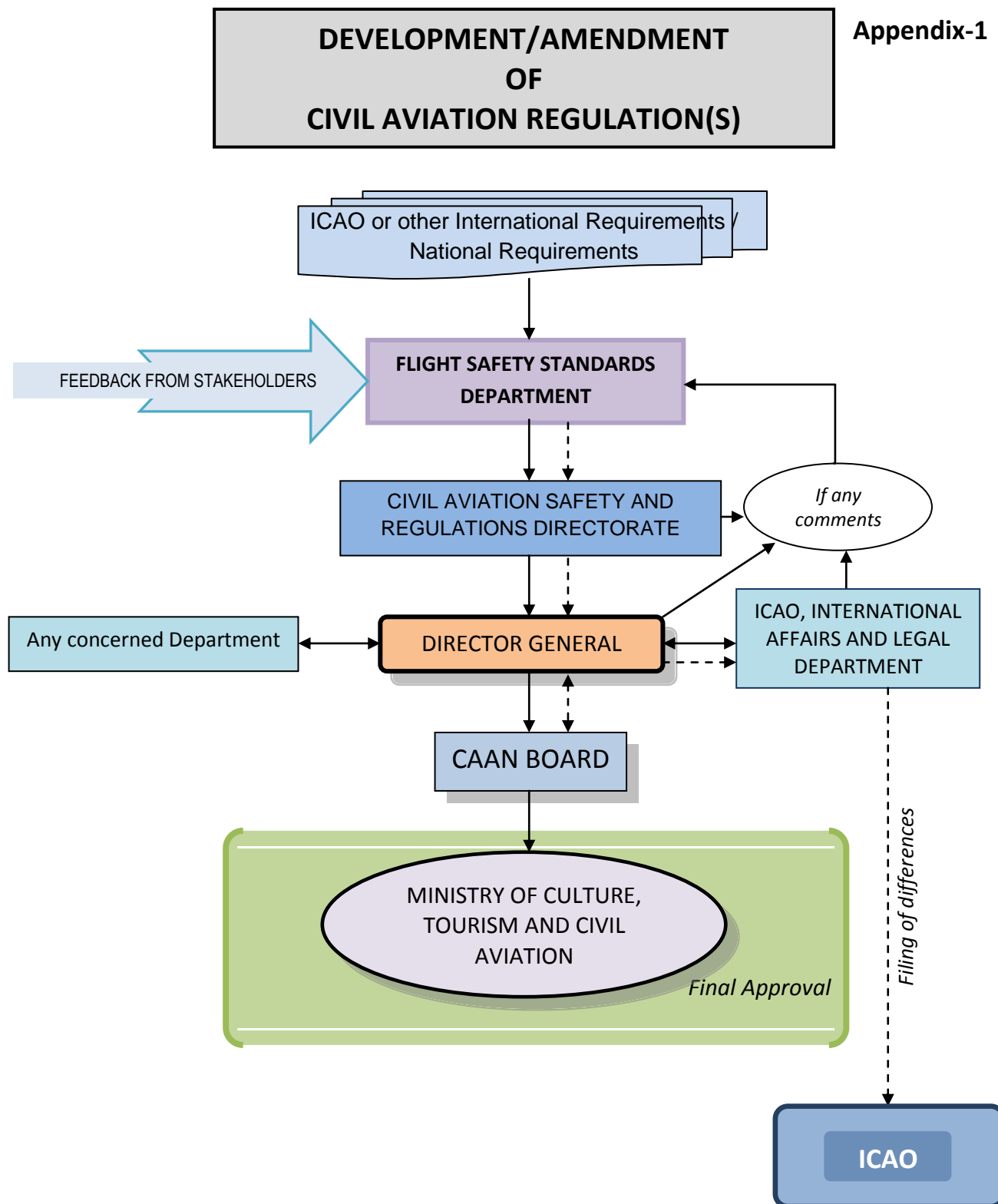
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## **Part B. Distribution of Statutory Material**

Flight Safety Standards Department shall ensure that the statutory materials developed by the FSSD and approved or accepted by the DG, CAAN shall be distributed to all concerned according to the chart in Appendix-3.

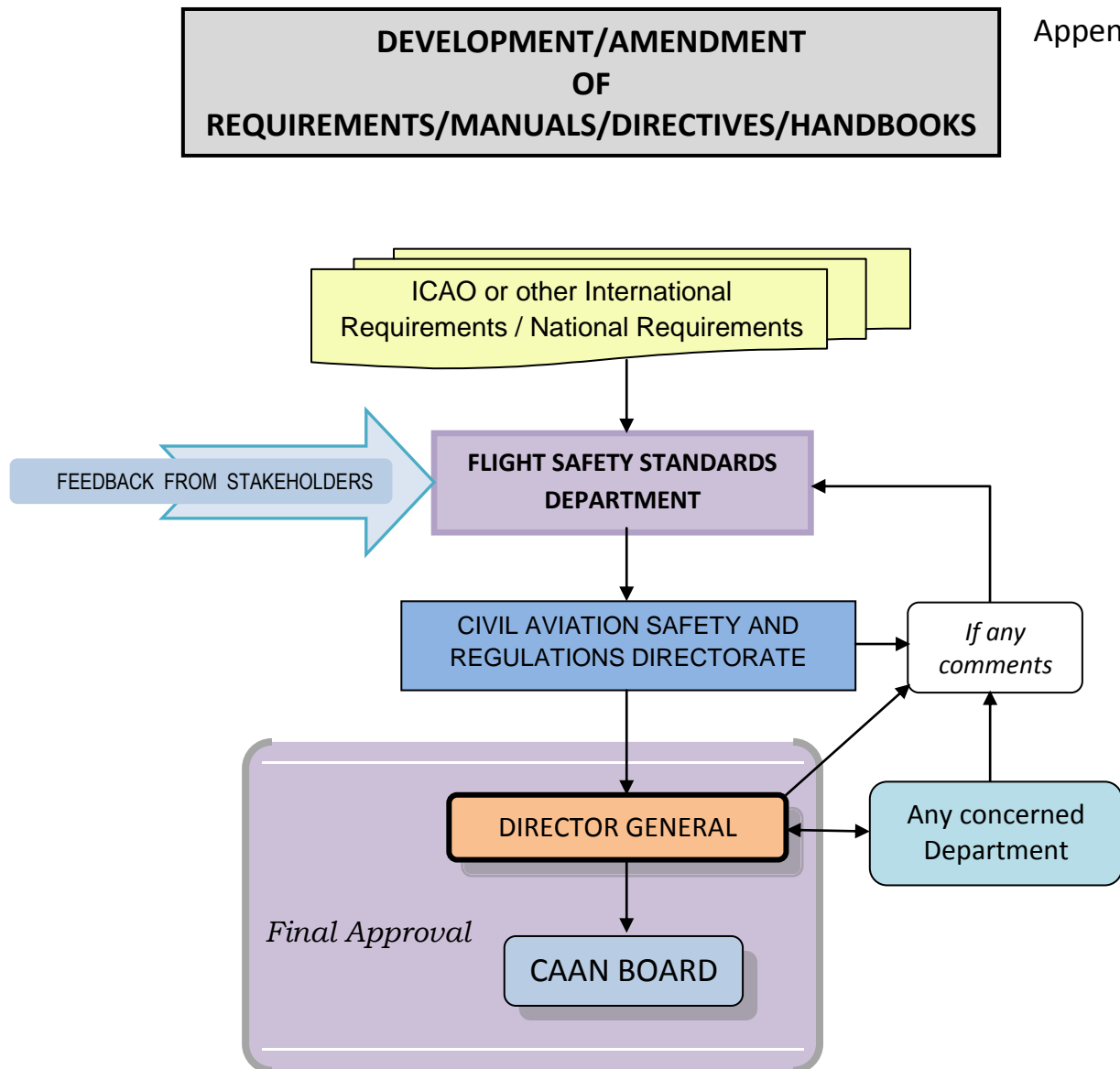
# FSSD Procedure for the Formulation and Distribution of Statutory Materials

Appendix-1



# FSSD Procedure for the Formulation and Distribution of Statutory Materials

Appendix -2



# FSSD Procedure for the Formulation and Distribution of Statutory Materials

Appendix - 3

## Distribution of Statutory Materials related to Flight Safety Standards

### Ownership of the documents - FSSD

S.N.	STATUTORY MATERIAL	DISTRIBUTION LIST		
1	FLIGHT OPERATIONS REQUIREMENTS – Aeroplane	1. MOCTCA 2. Director General 3. Deputy Director General (1) 4. CA Safety and Regulation Directorate	12. AWID, FSSD 13. FSLD, FSSD 14. CAAN Library 15. FSSD Library 16. DG Section, FSSD 17. AOC Section	23. Bharatpur Airport 24. Bhairahwa Airport 25. Pokhara Airport 26. Nepalgunj Airport
2	FLIGHT OPERATIONS REQUIREMENTS – Helicopters	5. Chief, CAA 6. GM, TIA 7. Chief, FSSD	18. ICAO, Intl Affairs and Legal Dept. 19. Biratnagar Airport	27. Dhangadhi Airport
3	DANGEROUS GOODS HANDLING REQUIREMENTS	8. Chief, ATM 9. CNS Dept. 10. ANS Dept. 11. DASS	20. Chandragadhi Airport 21. Janakpur Airport 22. Simara Airport	28. Surkhet AFIS 29. Lukla AFIS 30. Jomsom AFIS 31. Simikot AFIS
4	PERSONNEL LICENSING REQUIREMENTS	1. Director General 2. Deputy Director General (1)	4. Chief, FSSD 5. ATC Licensing 6. CAAN Library	10. AWID, FSSD
5	AOCR	3. CA Safety and Regulation Directorate	7. FSSD Library 8. Flight Ops Section 9. AOC Section	
6	DCP MANUAL	1. Director General 2. CA Safety and Regulation Directorate		
7	FOI MANUAL	3. Chief, FSSD 4. CAAN Library		
8	Nepalese Flying School Requirements	5. FSSD Library 6. FSLD, FSSD		
9	AEP MANUAL	1. Director General 2. CA Safety and Regulation Directorate 3. GM, TIA 4. Chief, FSSD		
10	PBN APPROVAL HANDBOOK	5. CAAN Library 6. FSSD Library 7. FSLD, FSSD 8. AWID, FSSD		

# FSSD Procedure for the Formulation and Distribution of Statutory Materials

11	Nepalese Civil Aircraft Requirements (NCAR, NCAR Part-M, NCAR Part-145, NCAR Part-66, NCAR Part-147	<ol style="list-style-type: none"> <li>1. MOCTCA</li> <li>2. Director General</li> <li>3. Deputy Director General (1)</li> <li>4. CA Safety and Regulation Directorate</li> <li>5. Chief, CAA</li> <li>6. Chief, FSSD</li> <li>7. AWID, FSSD</li> <li>8. FSLD, FSSD</li> <li>9. CAAN Library</li> <li>10. FSSD Library</li> <li>11. AOC Section</li> <li>12. ICAO, Intl Affairs and Legal Dept.</li> </ol>
12	AIRWORTHINESS INSPECTOR HANDBOOK	<ol style="list-style-type: none"> <li>1. Director General</li> <li>2. CA Safety and Regulation Directorate</li> <li>3. Chief, FSSD</li> <li>4. CAAN Library</li> <li>5. FSSD Library</li> <li>6. FSLD, FSSD</li> </ol>
13	AUDIT POLICY PROCEDURE MANUAL	<ol style="list-style-type: none"> <li>1. Director General</li> <li>2. CA Safety and Regulation Directorate</li> <li>3. Chief, FSSD</li> <li>4. CAAN Library</li> <li>5. FSSD Library</li> <li>6. FSLD, FSSD</li> </ol>
14	INSPECTION, SURVEILLANCE POLICY, PROCEDURE MANUAL	<ol style="list-style-type: none"> <li>1. Director General</li> <li>2. CA Safety and Regulation Directorate</li> <li>3. Chief, FSSD</li> <li>4. CAAN Library</li> <li>5. FSSD Library</li> <li>6. FSLD, FSSD</li> </ol>
15	FOREIGN CARRIER SURVEILLANCE PROCEDURE MANUAL	<ol style="list-style-type: none"> <li>1. Director General</li> <li>2. CA Safety and Regulation Directorate</li> <li>3. Chief, FSSD</li> <li>4. CAAN Library</li> <li>5. FSSD Library</li> <li>6. FSLD, FSSD</li> </ol>
16	FOREIGN AIR CARRIER VALIDATION PROCEDURE MANUAL	<ol style="list-style-type: none"> <li>1. Director General</li> <li>2. CA Safety and Regulation Directorate</li> <li>3. Chief, FSSD</li> <li>4. CAAN Library</li> <li>5. FSSD Library</li> <li>6. FSLD, FSSD</li> </ol>
17	AIRCRAFT INCIDENT INVESTIGATION PROCEDURE MANUAL	<ol style="list-style-type: none"> <li>1. Director General</li> <li>2. CA Safety and Regulation Directorate</li> <li>3. Chief, FSSD</li> <li>4. CAAN Library</li> <li>5. FSSD Library</li> <li>6. FSLD, FSSD</li> </ol>



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18	AIRCRAFT ACCIDENT INVESTIGATION PROCEDURE MANUAL	<ol style="list-style-type: none"><li>1. Director General</li><li>2. CA Safety and Regulation Directorate</li><li>3. Chief, FSSD</li><li>4. CAAN Library</li><li>5. FSSD Library</li><li>6. FSLD, FSSD</li></ol>
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*MOCTA – Ministry of Culture, Tourism and Civil Aviation,*

*AWID – Airworthiness Inspection Division,*

*CAA – Civil Aviation Academy,*

*FOD – Flight Operation Department, TIA*

*FSSD – Flight Safety Standards Department*

*FSLD – Flight Standards and Licensing Division*