



TECHNICAL LIBRARY PROCEDURE MANUAL

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

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TECHNICAL LIBRARY PROCEDURE MANUAL

TABLE OF CONTENT

	Foreword	3
	Background	4
	Abbreviation	5
Part 1	Organization, Personnel and Facilities	
	1.1 Organization Structure	6
	1.2 Library Facilities	6
	1.3 Duties and Responsibilities of the Librarian	7
Part 2	Administrative Procedure	
	2.1 Planning the acquisition of materials	9
	2.2 Classification of materials	9
	2.3 Preservation of materials	16
	2.3.1 Access control	17
	2.3.2 Temperature control	17
	2.3.3 Humidity control	17
	2.3.4 Dust control	17
	2.3.5 Fire precaution	17
	2.4 Borrowing and lending procedure	17
	2.5 Developing and administering the library computer systems	18
	2.6 Controlled and uncontrolled systems	18
	2.6.1 Controlled copy systems	18
	2.6.2 Uncontrolled copy systems	18
	2.7 Hard and Electronic copy systems	18
	2.8 Book processing	19
	2.8.1 Selection	19
	2.8.2 Ordering	19
	2.8.3 Receiving	19
	2.8.4 Checking	19
	2.8.5 Stamping	20
	2.8.6 Classification and Cataloguing	20
	2.8.7 Labeling	20
	2.8.8 Preparation for Circulation	20
	2.8.9 Final Inspection	20
	2.8.10 Stacks Maintenance	20
	2.8.11 Periodic Inspection	20
	2.9 Document Backup Procedure	21
Part 3	Library Procedure	
	3.1 General Document Updating Procedure	22
	3.2 Airworthiness Directives	22
	3.2.1 AD Receiving Procedure	23
	3.3 Service Bulletins	23
	3.3.1 Service Bulletins Updating Procedure	23
	3.4 Manufacturer/ TC Holders Documents Updating Procedures	24
	3.5 Control of Aircraft Documents and Records	24

TECHNICAL LIBRARY PROCEDURE MANUAL

Part 4

Appendix

- Appendix-1 MCM/CAME RECORDS
- Appendix-2 Maintenance Schedule/CMP Records
- Appendix-3 Operators Customized MEL
- Appendix-4 MOE Records
- Appendix-5 Foreign AMO's MOE/RSM
- Appendix-6 CD Record
- Appendix-7 Record of Document Published from CAAN
- Appendix-8 Record of Document Published from CAAN in Soft Copy
- Appendix-9 Record of ICAO Annex
- Appendix-10 Record of ICAO Annex in Soft Copy
- Appendix-11 ICAO Documents Record
- Appendix-12 Airworthiness Inspector Personal/ Training Files Record
- Appendix-13 Issue Record
- Appendix-14 Receipt Records
- Appendix-15 Record of Manufacturer's Website Checked
- Appendix-16 Records of ADs Biweekly Status Check
- Appendix-17 ADs Records of Airframe & Engine
- Appendix-18 Periodic Inspection Checklist
- Appendix-19 Annual Review of Airworthiness Inspector Personal/ Training Files
- Appendix-20 Record of updated technical material in Inspector Computer
- Appendix-21 Training Plan for Airworthiness Inspector

TECHNICAL LIBRARY PROCEDURE MANUAL

FOREWORD

The library procedure manual has been developed for proper control of the documents and manuals in the technical library under Airworthiness Inspection Division. This manual contains the procedures to be followed by the librarian to update all the applicable documents and manuals and also to keep the records of any documents and manuals issued to the Airworthiness Inspectors.

This procedure manual constitutes the general guidelines for discharging the duties of a technical librarian. The guidelines contained in this manual form the procedures for the technical librarian.



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TECHNICAL LIBRARY PROCEDURE MANUAL

BACKGROUND

The Airworthiness Inspection Division has in place a properly established, organized and administered process to access technical information, so that it allows the Airworthiness Inspector to keep up to date with technical and regulatory issues relating to design, maintenance and operation of Aircraft, engines, and propellers. Arrangement has been made with State of Design or State of Manufacturer to provide an adequate access to the documents related to the aircraft on CAA Nepal Aircraft Register. Arrangement has also been made with each AOC holder/AMO/CAMO/ATO to provide an adequate access to documents related to the aircraft/organization the AOC holder/AMO/CAMO/ATO is authorized to operate or manage or train. The arrangement has also been made so that the Technical Library is able to reference all documents issued by ICAO relating to the operation and airworthiness of aircraft. It is important that all the documents in the technical library be promptly amended and kept up to date. This assists the Airworthiness Inspector in determining whether or not mandatory modifications, inspections and repair approved by the State of Design are appropriately carried out.

The technical library in the Airworthiness Inspection Division contains the documents related with the latest publication of continuing airworthiness information of the aircraft; Government of Nepal publications; CAA Nepal publications; ICAO Publications; AOC holder/AMO/CAMO/ATO files/documents/manuals approved/accepted by CAA Nepal, Aircraft Manufactures/TC holder documents; Continuing Airworthiness Information, GoN/ CAA Nepal Circular/Meeting Minutes file, Inspectors Personal/Training File, Aircraft Documents and Records, Personal Licencing Files of Maintenance personnel and other aviation related reference materials. The library is located at the Ground Floor of the Flight Safety Standards Department, CAA Nepal, Sinamangal, Kathmandu, Nepal. It is manned by a properly trained librarian.

This manual has been approved and will come into force with immediate effect. This Manual will be reviewed periodically to maintain currency of the manual.

TECHNICAL LIBRARY PROCEDURE MANUAL

ABBREVIATION

A/C:	Aircraft
AD:	Airworthiness Directive
AFM:	Aircraft Flight Manual
ATO:	Aircraft Training Organization
AMM:	Aircraft Maintenance Manual
CAA:	Civil Aviation Authority
CAA Nepal:	Civil Aviation Authority of Nepal
CAME:	Continuing Airworthiness Management Exposition
CD:	Compact Disk
DVD:	Digital Video Disk
EPM:	Engineering Procedure Manual
EMM:	Engine Maintenance Manual
FSSD:	Flight Safety Standards Department
GoN:	Government of Nepal
ICAO:	International Civil Aviation Organization
MEL:	Minimum Equipment List
MMEL:	Master Minimum Equipment List
MPD:	Maintenance Planning Document
MPM:	Maintenance procedure Manual
MOE:	Maintenance Organization Exposition
MRBD:	Maintenance Review Board Document
QAM:	Quality Assurance Manual
QCM:	Quality Control Manual
RSM:	Repair Station Manual
SB:	Service Bulletin
SL:	Service Letter
SIL:	Service Information Letter

TECHNICAL LIBRARY PROCEDURE MANUAL

PART 1

ORGANIZATION, PERSONNEL AND FACILITIES

1.1 ORGANIZATION STRUCTURE

Flight Safety Standards Department is responsible for the safety oversight of aviation in Nepal. The safety oversight functions are discharged through three divisions namely Airworthiness Inspection Division, Flight Operations Division and Flight Standards Licensing Division.

Airworthiness Inspection Division is responsible for the continuing airworthiness of aircraft in Nepal. It is managed by the Chief of Airworthiness Inspection Division. The safety oversight functions are discharged by the Airworthiness Inspectors.

The Airworthiness Inspectors are equipped with the latest publication of continuing airworthiness information of the aircraft; Government of Nepal publications; CAA Nepal publications; ICAO Publications; AOC holder/AMO/CAMO/ATO files/documents/ Manuals approved/accepted by CAA Nepal, Aircraft Manufactures/TC holder documents; Continuing Airworthiness Information, GoN/CAA Nepal Circular/Meeting Minutes file, Inspector Personal/Training File, Aircraft Documents and Records, Personal Licencing Files of maintenance personnel and other aviation related reference materials. The Airworthiness Inspectors should be well conversant with the existing rules and regulations.

The technical library will be under the control of the Director, FSSD. The technical librarian reports to the Director, FSSD and the designated Airworthiness Inspectors in the Airworthiness Inspection Division.

1.2 LIBRARY FACILITIES

The technical library is located in the ground floor of Flight Safety Standards Department, Sinamangal. It occupies approximately 1500 square feet of space. It is well lit and ventilated. The library is well furnished and equipped with necessary office equipment to facilitate the smooth functioning and day to day activities. The library houses documents and manuals in hard copy or electronic copy.

The library is equipped with the following logistics:

1. Wooden bookshelves
2. Metal bookshelves and metal cabinets
3. Tables
4. Chairs
5. Computer with DVD reader
6. Printer
7. Scanner
8. Telephone
9. CD/DVD Boxes
10. Index register
11. Document Control Register
12. Heater
13. Fan
14. External Drive for Backup of library documents

TECHNICAL LIBRARY PROCEDURE MANUAL

15. Electronic Typewriter

16. Internet Access

The library is locked and secured. The Access key to library is with librarian and Director, FSSD.

The Library has following three areas:

- a. Documents and Records Area
- b. Technical Publication Area
- c. Archive Area

The Access to library is restricted and only "Authorized Person" is allowed to have access to library in the presence of Librarian. The Airworthiness Inspector have access to all area of the library to refer to documents and manuals and records to complete their day to day function. The Airworthiness Inspector can either study library documents and manuals in library itself in a study table located in library or the Airworthiness Inspector can take manuals and documents from library to their working table to carry out their day to day function, an entry in outgoing register of library has to be made and signed and return back to library after completion of their job.

The representative from AOC holder/AMO/CAMO/ATO will have limited access to library in Technical Publication Area.

The library is provided with Hand Fire Extinguisher for fire protection.

The Library has Archive area to store obsolete documents.

1.3 DUTIES AND RESPONSIBILITIES OF THE LIBRARIAN

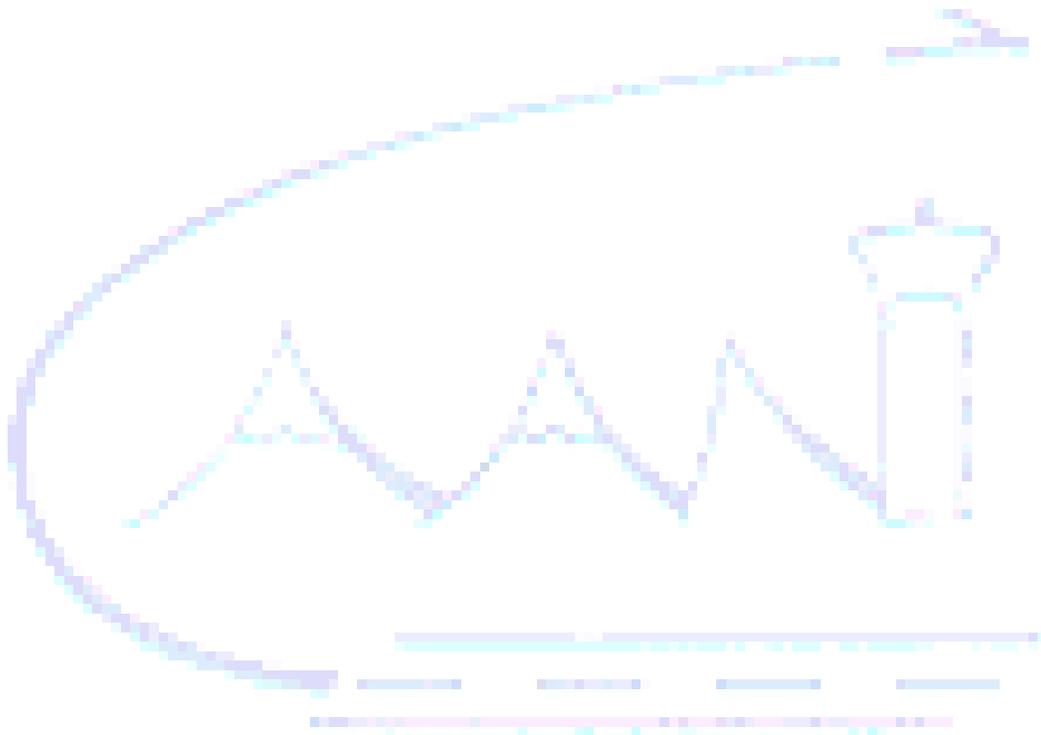
The major responsibilities of the technical librarian constitute the following:

1. Maintain record and update the ICAO publications like Annexes, Documents, Manuals, Circulars, State letters and Notifications as received from the Chief of FSSD and Airworthiness Inspectors.
2. Maintain record of manuals related with the continuing airworthiness of aircraft from State of Design and Manufacture/TC holder as received from the Inspectors of the FSSD
3. Maintain record of AOC holders/AMO/CAMO/ATO files/documents/manuals approved/accepted by CAA Nepal as received from the Airworthiness Inspectors or other officials of the Airworthiness.
4. Maintain the record of the CAME/MOE/RSM/QCM/QAM of foreign approved organizations and update them.
5. Publications issued by CAA Nepal.
6. Publication issued by Government of Nepal.
7. Maintain records of the documents and manuals issued to the inspectors and other officials of the FSSD.
8. Maintain records of Personal Licencing Files of Maintenance Personnel.
9. Ensure the security of the documents by controlled entry in the library by prohibiting unauthorized entry.
10. Maintain and update the Inspector Personal/Training files of the Airworthiness Inspectors.
11. Update the personal computers/laptops of the Inspectors with the latest copies of the manuals and documents received from State of Manufacturer or Design in respect of the continuing airworthiness of aircraft and ICAO annexes and

TECHNICAL LIBRARY PROCEDURE MANUAL

documents.

12. Maintain record of GoN /CAA Nepal Circulars/ Meeting Minutes.
13. The technical librarian reports to the Director, FSSD and the designated Inspectors in the Airworthiness Inspection Division.
14. Monitor and download AD, SB issued by State of Manufacturer or State of Design for inspectors review.



TECHNICAL LIBRARY PROCEDURE MANUAL

PART 2

ADMINISTRATIVE PROCEDURE

2.1 PLANNING THE ACQUISITION OF LOGISTICS AND TECHNICAL MATERIALS

The Logistics and Technical Materials in the technical library will be planned in such a way that the all necessary Logistics and Technical Materials required for the continuing airworthiness and operation of aircraft, rules and regulations related with the civil aviation and Inspector Personal/Training file are updated at all times.

The technical library will work in close tandem with the Director FSSD, Chief of Airworthiness, Administration Section, Airworthiness Inspectors and Stores section of the Flight Safety Standards Department for the procurement of the required Technical Materials. The logistics of the library will be procured in close tandem with Chief of Division, Administration Section and Stores section of the Flight Safety Standards Department so that the library functions in a smooth and effective way.

The librarian will prepare the list of the Technical Materials required for the library in close coordination with Chief of Airworthiness, Airworthiness Inspectors and will be recommended to Director FSSD for the procurement. The librarian is responsible to prepare the list of logistics required for the library.

Technical Publication Area houses the Technical Materials in the Library. The Technical Materials can be placed in library in paper or electronic form. Technical Materials can be considered to be available if provided by the internet. Manufacturers generally ensure that documents are made available on the internet are up to date.

2.2 CLASSIFICATION OF TECHNICAL MATERIALS

The Technical Materials will be procured from various sources. The major sources of the materials are listed as below:

a) Government of Nepal publications:

The publications of the Government of Nepal will be procured from the Stores Section of the Flight Safety Standards Department. The register or record will be maintained for the publications obtained from the Stores Section. The revision of these documents will be obtained from the Stores Section. The Government of Nepal Publications is either kept in hardcopy or Electronic copy. These publications are also available in Government of Nepal Website and CAA Nepal Website. These documents are located in Technical Publication Area of the Library. These publications will include the following documents:

- Civil Aviation Act
- Civil Aviation Authority Act
- Aircraft Accident Investigation Regulations
- National Civil Aviation Policy
- Governmental Documents Disposal Rules, 1971 A.D. etc.

This list will be updated to include latest Government of Nepal Publication during annual review to maintain currency of this Technical Library Procedure Manual.

b) CAA Nepal Publications:

TECHNICAL LIBRARY PROCEDURE MANUAL

The publications from the CAA Nepal will be procured from the Stores Section of Flight Safety Standards Department which in turn receives these publications from the central store of CAA Nepal head office which is located in Babarmahal, Kathmandu, Nepal. Some of the publications are however available with the Stores Section of the Flight Safety Standards Department. The revision of these documents will be obtained from the Stores Section. The CAA Nepal Publications are either kept in Hard Copy or electronic copy. These publications are also available in CAA Nepal Website. These documents are located in Technical Publication Area of the Library. These publications will include the following:

- Civil Aviation Regulation.
- Air Operator Certification Requirements.
- Flight Operation Requirements
- Nepalese Civil Airworthiness Requirements (NCAR Part-M; NCAR Part-145, NCAR Part-66; NCAR Part-147)
- Personnel Licensing Requirements
- Dangerous Goods Handling Requirements
- National Flying School Requirements
- SMS Requirements
- Aeronautical Information Publications Nepal
- CAR 2
- CAR 4
- CAR 5
- CAR 10
- CAR 11
- CAR 14
- CAR 15
- National Aviation Security Program
- Medical Manual
- Technical Library Procedure Manual
- DCP Manual
- Dangerous Goods Inspector Manual
- Airworthiness Inspector Manual
- Airworthiness Inspector Handbook (Part I, Part II, Checklist, Applications)
- Aircraft Accident Investigation Procedure Manual
- Aircraft Incident Investigation Procedure Manual
- Audit Policy and Procedure Manual
- AOC Revalidation Procedure
- Foreign Carrier Surveillance Procedure Manual
- Foreign Air Carrier Validation/Surveillance Procedure Manual
- FSSD Procedure for the Formulation and Distribution of Statutory Materials
- Inspection, Surveillance Policy and Procedure Manual
- Approved Training Organization Procedures Manual
- Aviation Enforcement Procedure Manual

TECHNICAL LIBRARY PROCEDURE MANUAL

- MMEL/MEL Policy and Procedures Manual
- Procedure for Detention and Release of Aircraft
- Manual of Aircraft Leasing
- Procedure Manual for ICAO, Int'l Affairs & Legal Functions
- Air Operator Certification Inspector Manual
- AOC Guidance Material

This list will be updated to include latest CAA Nepal Publication during annual review to maintain currency of this Technical Library Procedure Manual.

c) ICAO Publications:

The ICAO publications will form the major bulk of the technical library. The ICAO publications will be obtained from the ICAO, International Affairs and Legal department Following are the publications of the ICAO that will be kept in the technical library for the reference of the Airworthiness Inspectors. These documents are located in Technical Publication Area of the Library These ICAO Publications are either kept in Hard copy or Electronic copy.

- Chicago Convention
- ICAO Abbreviation List
- ICAO State letters
- ICAO Circulars
- ICAO Journals
- Annex 1
- Annex 2
- Annex 3
- Annex 4
- Annex 5
- Annex 6 Part I
- Annex 6 Part II
- Annex 6 Part III
- Annex 7
- Annex 8
- Annex 9
- Annex 10 Vol I
- Annex 10 Vol II
- Annex 10 Vol III
- Annex 10 Vol IV
- Annex 11
- Annex 12
- Annex 13
- Annex 14
- Annex 15
- Annex 16 Vol I

TECHNICAL LIBRARY PROCEDURE MANUAL

- Annex 16 Vol II
- Annex 17
- Annex 18
- Annex 19
- ICAO Doc 7364
- ICAO Doc 8168 Vol1
- ICAO Doc 8168 Vol 2
- ICAO Doc 8335
- ICAO Doc 8984 P1
- ICAO Doc 8984 P2
- ICAO Doc 8984 P3
- ICAO Doc 9284
- ICAO Doc 9574
- ICAO Doc 9640
- ICAO Doc 9734
- ICAO Doc 9735
- ICAO Doc 9756 P1
- ICAO Doc 9756 P3
- ICAO Doc 9760
- ICAO Doc 9835
- ICAO Doc 9841
- ICAO Doc 9868
- ICAO Doc 9859
- ICAO DOC 9375
- ICAO DOC 9613
- ICAO Doc 9905
- ICAO DOC 9997
- ICAO DOC 9997
- ICAO Doc 10002
- ICAO DOC 10070

This list will be updated to include latest ICAO Publication during annual review to maintain currency of this Technical Library Procedure Manual.

d) AOC holder/ AMO/CAMO/ATO files/documents/ Manuals Approved/Accepted by CAA Nepal

The files/documents/manuals of the AOC holder/ AMO/CAMO/ ATO will also be kept updated in the technical library. The approved/accepted manuals will be obtained from the Airworthiness division for maintaining record in the technical library. These AOC holder/AMO/CAMO/ATO files/documents/manuals approved/accepted by CAA Nepal will be kept in Hard copy with serialized file no. These files/documents/manuals are located in Technical Publication Area of the Library. Following manuals of the airline operators will be kept in the technical library:

TECHNICAL LIBRARY PROCEDURE MANUAL

- MOE
- CAMMOE
- CAME
- MTOE
- MOM
- Customized Maintenance Schedule or Maintenance Program
- Customized MEL
- Aircraft Battery Shop Procedure Manual
- Aircraft Wheel and Brake Shop Procedure Manual
- Aircraft NDT Shop Procedure Manual
- CVR/FDR Shop Procedure Manual
- Stores Procedure Manual
- RSM
- QCM/QAM/QM or equivalent documents
- SMS manuals
- Mass and Balance Control manual
- Ground Support Equipment Procedure Manual
- Ground Handling Manual

This list will be updated to include latest AOC holder/ AMO/CAMO/ATO files/documents/manuals approved/accepted by CAA Nepal during annual review to maintain currency of this Technical Library Procedure Manual.

e) **Manufacturer/TC holders Documents**

The documents from the manufacturers of aircraft and engine will be obtained from the respective manufacturer's website. The access to these manuals is provided by the manufacturers and the operators respectively. These Manufacturers/TC holder documents are either kept in Hard copy or Electronic copy. These publications are also available in Manufacturer/ TC holder website. The Manufacturer/TC holder of the aircraft will be responsible for providing such password to CAA Nepal to access the website. The User Name and Password list will be provided to all the Airworthiness Inspector by Librarian. Whenever there is change in the User name or Password, the Librarian will provide these changes to all Airworthiness Inspector either by email or by providing latest list. These documents are located in Technical Publication Area of the Library.

The documents are listed as below:

- List of Applicable Publications (LOAP)
- Master Minimum Equipment List (MMEL)
- Maintenance Planning Document (MPD)
- Aircraft Maintenance Manual (AMM)
- Engine Maintenance Manual (EMM)
- Wiring Diagram Manual (WDM)
- Illustrated Parts Catalogue (IPC)
- Aircraft Flight Manual (AFM) or Pilot Operating Handbook (POH)/FCOM
- Mass and Balance manual

TECHNICAL LIBRARY PROCEDURE MANUAL

- Structural Repair Manual (SRM)
- Fault Isolation Manual
- Service Bulletin Record
- Vendor Manual
- Configuration Deviation List (CDL)
- Supplementary Structural Inspection Document (SSID)
- Corrosion Control Document (CCD)
- other publications of aircraft and components
- Maintenance Review Board (MRB) report

This list will be updated to include latest Manufacturer/TC holders documents approved by CAA Nepal during annual review to maintain currency of this Technical Library Procedure Manual.

f) **Continuing Airworthiness Information- AD/SB/MOD**

The Airworthiness Directive is received from the State of Design or State of Manufacturer. The information can be obtained either in hard copy or Electronic copy or both. The website of the concerned State of Design and State of Manufacturer will be checked biweekly for any updates. The Applicable AD in Nepalese Aircraft Register is forwarded by Librarian to Airworthiness Inspector for review and evaluation. These documents are located in Technical Publication Area of the Library.

g) **GoN/CAA Nepal circulars/ Meeting Minutes**

The notices, circulars, directives, orders issued by the Ministry of Culture, Tourism and Civil Aviation will be maintained by the librarian in a separate folder. A separate file will be maintained for the internal meeting minutes of Airworthiness Inspectors and meeting minutes of Airworthiness Inspectors with operators and other agencies. Furthermore meeting minutes related to particular subject matter will be filed in such subject matter file as well. These documents are located in Technical Publication Area of the Library.

h) **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 FSSD Inspector it is necessary to maintain an Airworthiness Inspector Personal / Training File for each Inspector in Airworthiness Inspection Division. The Training File records must be updated at regular interval.

Record of all 'On Job Training' imparted to Airworthiness Inspector must be maintained in the Training File. These documents are located in 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 "Inspector" Credential)
- c) Copy of Latest CV
- d) Copy of AMT License if held,

TECHNICAL LIBRARY PROCEDURE MANUAL

- 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" of this manual. If there is any document missing in 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 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.

i) Documents and Records Area

The Aircraft documents/records/files are kept in Documents and Records Area.

The FSSD has effective control of record keeping system to keep track of airworthiness correspondence from the public, industry and certificate holders. The record keeping system has a controlled correspondence system that allows for prompt identification, filing and retrieval of correspondence as the need arises. All written correspondence received by the Airworthiness Inspection Division should receive a written response. All written correspondence requiring a response should be replied within a reasonable time frame.

All records kept by Airworthiness Inspection Division should be cataloged, controlled and secured as required by the "Governmental Documents Disposal Rules, 1971 A.D." according to procedure laid down by CAA Nepal.

The following are the examples of the Documents and Records controlled by the FSSD in Aircraft Documents and Records Area except those documents mentioned in Para 2.2 (d) of this manual due to administrative constrain due to spacing.

- National Civil Aircraft Register
- Files of each Aircraft registered in Nepal. These files should contain records detailing application and supporting documents for the certificates of

TECHNICAL LIBRARY PROCEDURE MANUAL

registration and airworthiness, copies of certificate issued, together with any other information relevant to the continuing airworthiness of the aircraft.

- Air Operator Certification Records, including aircraft maintenance program, minimum equipment list and CAME.
- AMO certification records, including Maintenance Organization Exposition and Associated Manuals.
- Aircraft Maintenance Training Organization Certification records, including approved curriculum and Maintenance Training Organization Exposition.
- Aircraft Maintenance Licensing Records
- Foreign Maintenance Organization Certification records, including Maintenance Organization exposition and Associated Manuals.
- Major Modification and Major Repair approval records.
- Surveillance records
- Records of Type Certificates (TCs) Supplemental TCs
- Records of Aircraft incident and occurrence investigations.
- Records of Reliability Meeting minutes.
- Records of Mandatory Continuing Airworthiness Information and SBs mandated by ADs
- Records of all approved alternate means of compliance issued against Mandatory Continuing Airworthiness Information.
- Records of Mandatory Occurrence Report.
- Records of Aircraft Incident and Occurrence Investigation.
- Records of faults, malfunctions and defects that may cause adverse effect on the continuing airworthiness of aircraft.
- Records of Authorizations
- Airworthiness Inspector Personal/Training File

2.3 PRESERVATION OF MATERIALS

The materials in the library will be preserved in all possible ways. Following ways will be adopted for the preservation of the materials.

2.3.1 ACCESS CONTROL

The access to library is restricted and only “Authorized Person” is allowed to have access to library. The access control sticker will be displayed in the entrance door. The library is locked and secured. The access key to library is with librarian and Director, FSSD.

The Airworthiness Inspectors have access to all area of the library to refer to Technical Material and Records to complete their day to day function. The Airworthiness inspector can either study library documents and manuals in library itself in a study table located in library or the inspector can take manuals and documents from library to their working table to carry out their day to day function, an entry in outgoing register of library has to be made and signed and return back to library after completion of their job.

The representative from AOC holder/AMO/CAMO/ATO will have limited access to library Technical Publication Area.

TECHNICAL LIBRARY PROCEDURE MANUAL

2.3.2 TEMPERATURE CONTROL

The temperature of the library will be maintained such that the materials will not decompose or degrade. The library will be kept warm by the use of the heater in winter and kept cool by the fan in the summer season.

2.3.3 HUMIDITY CONTROL

The humidity of the library will be managed such that the percentage humidity remains in the optimum level for the better preservation of the documents. Proper ventilation is provided.

2.3.4 DUST CONTROL

The dust will be limited in the library by proper glass and wooden enclosures. The library will be cleaned with the vacuum cleaner periodically so that the dust particles are arrested before they make way to the documents. Closed glass racks, cabinets are used for maximum dust control purposes.

2.3.5 FIRE PRECAUTION

The library will be equipped with a serviceable Fire Extinguisher. The fire extinguisher will be periodically checked to keep it serviceable. No flammable materials like petroleum product will be kept in the library. The library does not house any flammable goods. No such goods are permitted to be stored in the library.

2.4 BORROWING AND LENDING PROCEDURE

The library will not borrow any Technical Materials from other person or agency unless it is absolutely necessary. The lending of the materials will be limited to the Airworthiness Inspectors and other Airworthiness officials. The format of Outgoing Register will be as given in the Appendix-13. The lending period will be limited to a maximum of three weeks. The librarian has to make entry of the documents that Airworthiness Inspectors and other Airworthiness Officials has lend from library in Outgoing Register and the respective Airworthiness Inspector or Airworthiness official borrowing the documents will sign against the document he has borrowed, when taking manuals away from the library. The Outgoing Register has to be updated with the return date of Technical Material when the Airworthiness Inspector returns the document by the librarian.

The general lending policy is that no material will be issued if there is no copy available in the library. However, AOC holder/AMO/CAMO/ATO documents/Manuals approved/accepted by CAA Nepal will be accessible to Airworthiness Inspectors when required following procedure mentioned above.

2.5 DEVELOPING AND ADMINISTERING THE LIBRARY COMPUTER SYSTEMS

The tagging, tracking and location of the material will be performed by the entry in the computer with the simple excel program that will enable the librarian to manage the library with efficiency and accuracy.

The computer records will be an added advantage for fast tracking of the materials as well as it will save time, space and efforts than performing the job manually.

The library will be equipped with a computer so that all record can be updated efficiently. The computer will be capable to read CDs/DVDs of the publications of the manufacturers /TC Holder. The AOC holder/AMO/CAMO/ATO or Manufacturer/TC Holder has to provide any additional software for the installation

TECHNICAL LIBRARY PROCEDURE MANUAL

in the computer so that the data in the CD/DVD can be read.

2.6 CONTROLLED AND UNCONTROLLED COPY SYSTEM

The materials in the library will be broadly categorized into the controlled and uncontrolled copy. The categorization will help to update some group of the materials and leave the next type of the materials.

2.6.1 CONTROLLED COPY SYSTEM

In this group, the Technical Materials and Documents in library will be controlled with each copy with unique copy number so that it can be distinctly tracked. The section in the controlled copy will be tagged with "CONTROLLED COPY". The Technical Materials and Documents in the controlled copy will be updated mandatorily at all times as per the revision in the original publications. The documents loaned from the controlled section will be recorded in a register.

2.6.2 UNCONTROLLED COPY SYSTEM

The Technical Materials and Documents other than the CONTROLLED COPY will be organized in the uncontrolled section. These Technical Materials and Documents will not be numbered. They are normally not updated to the latest status. This section constitutes the hard copy manuals for which Electronic copy are maintained and manuals related with the non-functional organizations.

2.7 HARD AND ELECTRONIC COPY UPDATING PROCEDURE

The controlled copy of Technical Materials in Library will be updated when revision to these Technical materials comes. The Record of Revision/Record of Amendments shall be updated by librarian whenever new revision/amendments to these technical materials come to library. The manual status record shall be updated by librarian to indicate correct manual revision number. The replaced copy of the Manuals shall be kept in Achieve Area for the period as indicated by Government of Nepal as per "Governmental Documents Disposal Rules, 1971 A.D." and destroyed in accordance with same regulations.

If there is new issue to the Technical Materials, The new issue of the Technical Materials is kept in library by the librarian. The manual status record shall be updated by librarian to indicate correct manual revision number. The old issue of the Technical Materials shall be kept in Achieve for the period as indicated by Government of Nepal as per "Governmental Documents Disposal Rules, 1971 A.D." and destroyed in accordance with same regulations. The policy of the library updating is that the Technical Materials will be made available to the Airworthiness Inspector in Electronic Copy as far as practicable. The computers/laptops of the Airworthiness Inspectors will be updated by installing the latest revision of the Technical Materials.

The librarian will install the updated Technical Materials in the computer of the Airworthiness Inspector and will get the circulation record format signed by the concerned Airworthiness Inspector. The Circulation record format for the evidence of receipt of updated Technical Materials in the computer of the Airworthiness Inspector is as shown in Appendix-20. It is the responsibility of the Airworthiness Inspector to delete the old obsolete documents from their Computer/Laptop. These old and obsolete documents may be kept in separate folder for future reference on past Technical Materials with adequate precaution so as not to use them while carrying out their day to day work.

TECHNICAL LIBRARY PROCEDURE MANUAL

2.8 BOOK PROCESSING

2.8.1 SELECTION

The Technical Materials to be kept in the library will be selected and decided by the Director FSSD in Consultation with Chief Airworthiness and airworthiness officials. Any additional requirements of Technical Materials and documents will be decided by Chief of Airworthiness on a case to case basis.

2.8.2 ORDERING

In case there is a need of any particular Technical Materials in the library, the librarian will initiate a request for the requisition of the same and will forward the request to the Director FSSD who will in turn send it to the Stores Section for necessary procurement.

2.8.3 RECEIVING

The items and documents received from the stores section or other sources will be documented and recorded by the librarian. The record of the received documents will be as shown in format given in Appendix-14. The librarian will inspect the received items whether they are the ones ordered, have latest revision status, in proper physical conditions and in the exact numbers of copies ordered.

2.8.4 CHECKING

The librarian will initiate the putting order for the documents to be procured from the international sources like the ICAO docs which are not available in ICAO's website. The invoice will be requested for the fund transfer. The exact amount for the purchase will be prepared in the terms of US dollars. The equivalent amount in the local currency will be wire transferred with the help of Accounts Section in the Flight Safety Standards Department. While receiving the items ordered, the list of the original order placement will be tallied so that the exact numbers of materials have arrived as per the purchase order.

2.8.5 STAMPING

The hard copy of the materials will be stamped when they are received. The stamp shows the office seal and brief details of the item, date received and inventory control. The librarian will be responsible for stamping the documents.

2.8.6 CLASSIFICATION AND CATALOGUING

The classification of the materials will be carried out broadly in the following categories:

- a) Controlled and Uncontrolled
- b) Hard and Electronic Copy
- c) Type origin of the publications like- Government of Nepal publications; CAA Nepal publications; ICAO Publications; Operators/AMO/CAMO/ATO documents approved by CAA Nepal, Aircraft Manufactures/TC holder documents; Continuing Airworthiness Information, GoN/ CAA Nepal Circular/Meeting Minutes and other aviation related reference materials
- d) FSSD Inspector Personal / training files.

2.8.7 LABELING

TECHNICAL LIBRARY PROCEDURE MANUAL

The labeling will be done so that the item carries a unique identification mark so that it can be tracked easily. Labeling will contain the brief details of the item marked like the item, code, revision status etc.

2.8.8 PREPARATION FOR CIRCULATION

The librarian will install the updated Technical Materials in the computer of the Airworthiness Inspector and will get the circulation record format signed by the concerned Airworthiness Inspector. The Circulation record format for the evidence of receipt of updated Technical Materials in the computer of the Airworthiness Inspector is as shown in Appendix-20. It is the responsibility of the Airworthiness Inspector to delete the old obsolete documents from their Computer/Laptop. These old and obsolete documents may be kept in separate folder for future reference on past Technical Materials with adequate precaution so as not to use them while carrying out their day to day work.

2.8.9 FINAL INSPECTION

Final inspection will be carried out by the librarian to ensure that all documents are segregated, categorized, stamped, labeled and recorded as well as circulated to the concerned Airworthiness Inspectors. The circulation record is updated by librarian in library records.

2.8.10 Shelves MAINTENANCE

The documents that are segregated, categorized, stamped, labeled and recorded are maintained in Shelves. The shelves are also allotted a unique position identification number so that the documents can be easily located and tracked.

2.8.11 PERIODIC INSPECTION

The librarian will prepare the monthly inspection schedule of the library and other logistics so that the conditions of the library are at satisfactory level. The monthly inspection will include the general housekeeping, record keeping, stamping, circulation record, segregation etc. The sample of the inspection format is given Appendix-18.

In case the situations are not satisfactory then the corrective action will be taken. For the appropriate corrective action, if additional logistics are required, the librarian will request the Chief of FSSD for the same. The inventory list will be updated if new items are introduced. In case the items are removed from the library the list will be amended accordingly.

2.9 Document Backup Procedure

The Electronic copy of the documents listed in Para 2.2 of this Manual, all the technical records, scanned copy of Aircraft Register, Forms used in Appendix of this manuals shall be backed up in external hard drive provided to the Librarian in order to protect documents from theft, flood and fire. The backup shall be done weekly. The external hard drive containing the backup of the records shall be stored in FSSD Chief Room in Steel Cupboard. The backup will be done in such a way that there will be last 4 backup every time in the external drive. After 5th backup, the 1st backup in the external hard drive will be deleted. In addition to it, backup of all the documents will also be kept in third party cloud storage on a weekly basis.

TECHNICAL LIBRARY PROCEDURE MANUAL

PART 3 LIBRARY PROCEDURE

3.1 GENERAL DOCUMENT CONTROL PROCEDURE TO MAINTAIN CURRENCY OF MANUALS IN LIBRARY

Following procedures will be followed for the controlling the Technical Materials of technical Library as listed out in Part 2 of this Manual to maintain currency:

1. Receive the latest amendments Technical Materials from Government of Nepal publications; CAA Nepal publications; ICAO Publications; Operators/AMO/CAMO/ATO documents approved by CAA Nepal, Aircraft Manufactures/TC holder documents; Continuing Airworthiness Information, GoN/ CAA Nepal Circular/Meeting Minutes and other aviation related reference materials and make entry into the register reflecting its publication date, effective date, revision number, issue number with entry date and signature.
2. Tag each document with rational code so that they can be correlated with the actual ones.
3. Keep these documents in proper rack in the library as allocated.
4. Remove the previous amendments that are superseded by the latest issue and achieve them. The replaced copy of the Manuals shall be kept in Achieve Area for the period as indicated by Government of Nepal as per "Governmental Documents Disposal Rules, 1971 A.D." and destroyed in accordance with same regulations. The amendment instruction/status page is updated.
5. If the revision /amendment affect parts of the documents, remove those affected parts and in case of total revision replace the whole document and update record of Revision and Manual Status Record. The amendment instruction/ status page is updated.
6. In case of Electronic copy of the related manuals and documents, replace the entire CD/DVD once the new revision comes up. However the process for receiving the new revision will remain same as stated in 1-3 above.
7. Keep records of documents issued to the Airworthiness Inspectors.
8. Expiry of subscription shall be notified to the Chief of FSSD for renewal.
9. Airworthiness Directives shall be downloaded from the website of State of Design or State of Manufacturer of aircraft once in 15 days. The operator's manual shall be kept in the library within a week of their approval from CAAN.
10. In case of those manuals coming in both hard copy and Electronic copy, the Electronic copy will be preferred.

3.2 AIRWORTHINESS DIRECTIVES

Airworthiness Directives are continued airworthiness information issued by the State of Design or State of manufacturer of the aircraft and or components. The Airworthiness Directives are mandatory information to be complied by the operator of the concerned fleet of aircraft.

Airworthiness Directives nowadays are available in the website of the concerned State of Design or State of Manufacturer. The ADs can be assessed by anyone free of charge.

The State of Design or State of manufacturer of the new aircraft will be notified after entering the new type of aircraft in the Nepalese Civil Aircraft Register for continuous supply of Continuing Airworthiness Information. This will be done by the librarian in close coordination with Airworthiness Inspector via a official letter or an Email.

TECHNICAL LIBRARY PROCEDURE MANUAL

3.2.1 AD RECEIVING PROCEDURE

The Airworthiness Directives will be received from the State of Design or State of Manufacturer in Electronic copy. The relevant website will be visited and checked once in 15 days to access the list of Airworthiness Directives.

1. The website of the State of Design or State of manufacturer of the aircraft and components in Nepal will be surfed every 15 days.
2. If the AD issued by State of Design or State of Manufacturer is applicable to the Aircraft registered in Nepal, the AD will be printed and evaluated by Airworthiness Inspector. If not, it will be indicated as N/A.
3. The initial list of the Applicable ADs will be updated if there is any change.
4. The updated list will be handed over to the Chief of Airworthiness Inspection Division and Airworthiness Inspectors.
5. The hard copies obtained from State of Design or State of manufacturer will also be recorded for the necessary reference.
6. Since the internet access is more efficient the electronic copy will be preferred to hard copy.
7. The index of the AD will be stored in a CD for the reference.
8. The summary of the latest AD will be compiled and distributed among the AWID officials for their reference. The list of applicable AD for Aircraft registered in Nepal are updated by librarian and distributed to Airworthiness Inspector.

3.3 SERVICE BULLETINS

Service bulletins are continued airworthiness information issued by the Type Certificate Holder or commonly the manufacturer of the aircraft.

The State of Design and State of Manufacturer of the new aircraft will be notified after entering the new type of aircraft in the Nepalese Civil Aircraft Register. This will be done by the librarian in close coordination with Airworthiness Inspector via a official letter or the Email.

The Manufacturer is responsible for providing the subscription of the Service Bulletins to CAA Nepal. The Manufacturer is also responsible for keeping the subscription for the Service Bulletins updated at all times. In case of web based access to the Service Bulletins, The Manufacturer/TC holder of the aircraft will be responsible for providing such password to CAA Nepal to access the website. The User Name and Password list will be provided to all the Airworthiness Inspector by Librarian. Whenever there is change in the User name or Password, the Librarian will provide these changes to all Airworthiness Inspector either by email or by providing latest list of User Name and Password in Hardcopy or Softcopy.

3.3.1 SERVICE BULLETINS UPDATING PROCEDURE

The general procedure for updating the service bulletins are listed as below:

1. The SBs subscription from the Manufacturer for their type of aircraft will be recorded in the library.
2. The Manufacturer will be asked to provide the renewed copy of the SBs subscription through AWID officials.
3. Those Manufacturers having failed to provide such renewed copy will be reminded through AWID officials.
4. If the SBs are obtained in the electronic copy, the record will be kept of the latest status of the SBs in the particular type of aircraft.

TECHNICAL LIBRARY PROCEDURE MANUAL

5. The summary records will be made available to the AWID officials for their reference.
6. The hard copy SB index will also be maintained. However the electronic copy will be preferred.

3.4 MANUFACTURER/ TC HOLDERS DOCUMENTS UPDATING PROCEDURES

The Manufacturer/TC holder of the aircraft will be responsible for providing such password to CAA Nepal to access the website. The User Name and Password list will be provided to all the Airworthiness Inspector by Librarian. Whenever there is change in the User name or Password, the Librarian will provide these changes to all Airworthiness Inspector either by email or by providing latest list of User Name and Password either in Hardcopy or Softcopy.

Manufacturer/ TC holders Documents listed in Part 2 of this Manual will be updated by following procedure.

1. The subscription currency will be updated from the Manufacturer through AWID officials before expiry of the subscription.
2. The CD/DVD of electronic copy of the related manuals will be updated as soon as they are received from Manufacturer/TC Holders.
3. The hard copies of such manuals will also be updated if hardcopy is the only document FSSD has retained, more preference will be given to electronic copy which will be updated as soon as they are received from Manufacturer/TC Holders.
4. The summary status containing the revision status and date will be prepared and will be circulated among the AWID officials.
5. The Manual replaced due to change in Issue will be kept in achieve.

3.5 CONTROL OF AIRCRAFT DOCUMENTS AND RECORDS

All the Aircraft Documents and Records mentioned in Para 2.2 (i) of this manual are kept in Aircraft Documents and Records Area except documents mentioned in Para 2.2 (d) due to administrative constrain due to spacing.

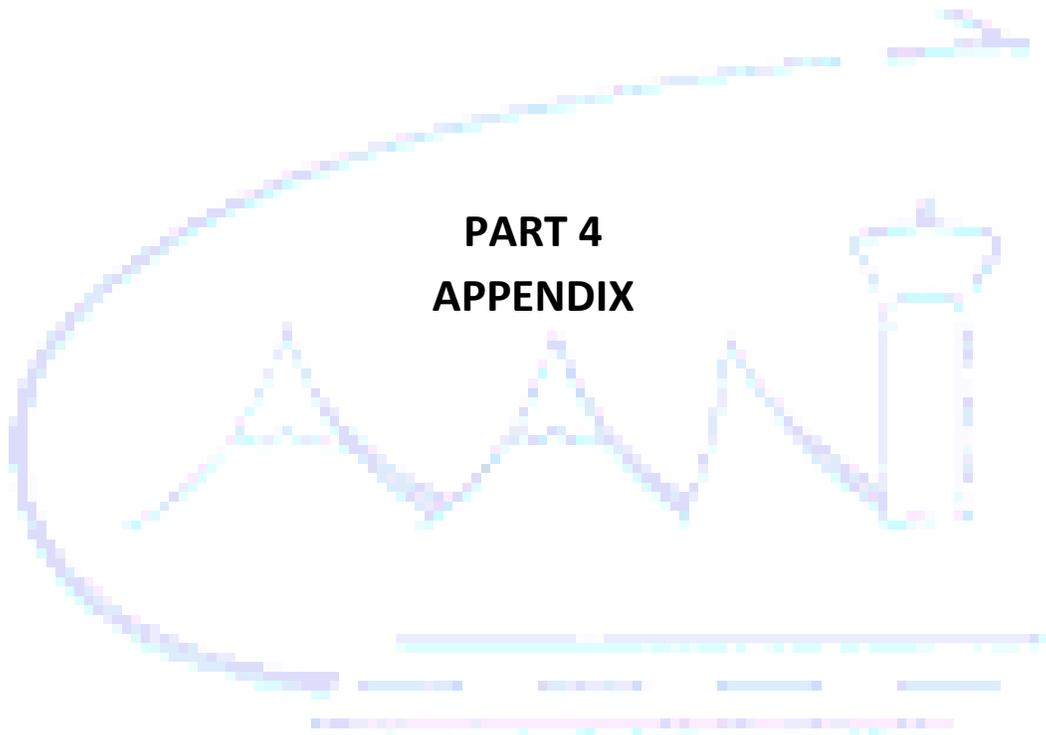
The record of incoming and outgoing correspondence is tracked by incoming and controlled outgoing register. The Internal office memo, documents mentioned in Para 2.2. (i) of this manual are tracked by unique no. given to these files by controlled register and computer.

The record of these file in controlled register and computer is with Librarian and records section of Airworthiness Inspection Division.

All the documents in this area will be controlled as per this library procedure manual.

The backup policy in this manual will be used to keep back up of these documents and records.

TECHNICAL LIBRARY PROCEDURE MANUAL



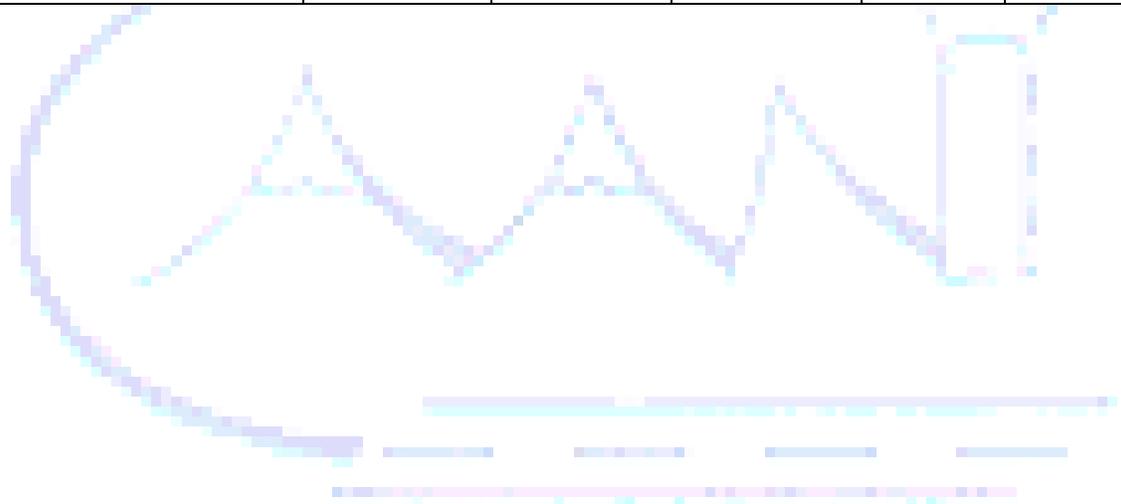
TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix 2

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Maintenance Schedule/CMP Records

S.No.	Name of Operator	A/C Type	Issue/Rev. No.	Issue/ Rev. Date	Location		REMARK
					Rack No.	File No.	



TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix 3

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Operators Customized MEL

S.No.	Name of Operator	A/C Type	Issue/Rev. No.	Issue/ Rev. Date	Location		REMARK
					Rack No.	File No.	

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix 4

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

MOE Records

S.No.	Name of Operator	A/C Type	Issue/Rev. No.	Issue/ Rev. Date	Location		REMARK
					Rack No.	File No.	

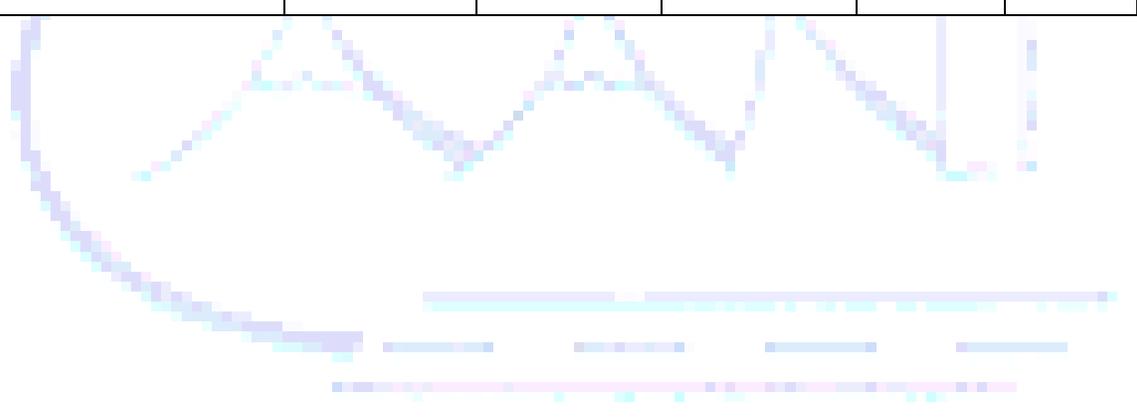
TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix 5

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Foreign AMO's MOE/RSM

S.No.	Name of Operator	A/C Type	Issue/Rev. No.	Issue/ Rev. Date	Location		REMARK
					Rack No.	File No.	



TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix 7

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Record of Document Published from CAAN

S.No.	Subject	Part	Ed./Issue/Amend.	Ed./Issue/Amend. Date	Location		Remarks
					Rack No.	File No.	

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix 8

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Record of Document Published from CAAN in Soft Copy

S.N.	Subject	Part	Issue/Amend	Issue/Amend. Date	Location (in CD Box)	Remarks

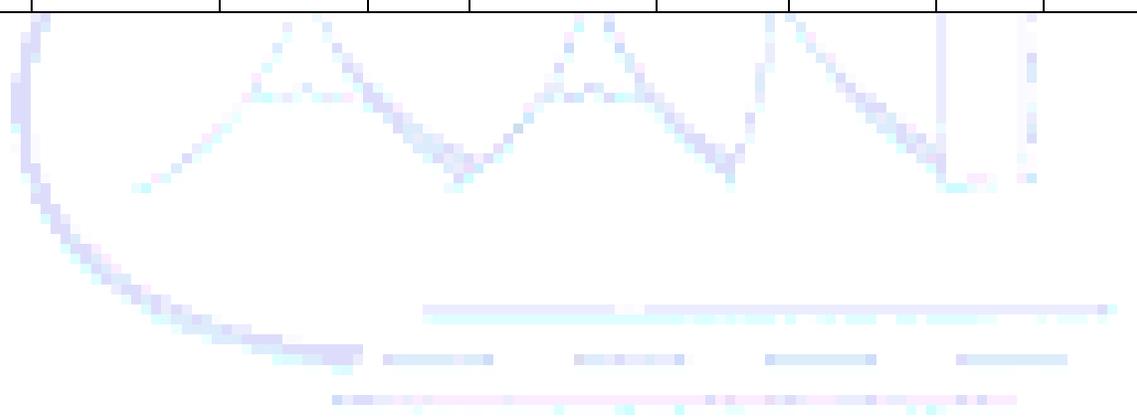
TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix 11

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

ICAO Documents Record

S.No.	Subject	Doc. No.	Part	Edition/Rev. No	Date	Location		Remarks
						Rack	File	



TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-12

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Airworthiness Inspector Personal/ Training Files Record

S/N	Name of the Inspector	File no	Location	Remarks

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-13

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Issue Record

S.N.	Manual Doc/Annex es	Annex/Doc. No.	Issued to	Signature	Issue date	Return date	Remarks

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-14

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Receipt Records

S/N	A/C Type/Model	Manual	Issue/Rev. No.	Issue/Rev. date	Received date	Received By	Remarks

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-15

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

Record of Manufacturer's Website Checked

S.N	Check Date	Manual Checked	A/C & Engine Type	Rev. No./Issue No.	Rev. Date	Signature

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-16

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Records of ADs Biweekly Status Check

Effective year

S.N.	Biweekly Number	Applicability Status	Applicable AD No.	Issue Date	Description	Approval Holder / Type Designation	Downloaded Date	Downloaded By	Evaluated Date	Evaluated By

Applicability

YES	NO
-----	----

If not applicable put "N/A"

Checked By:

Name:

Designation:

Date:

Verified By:

Name:

Designation:

Date:

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-17

CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

ADs Records of Airframe & Engine

Effective year

2016

S.No.	AD No.	Issued Date	Subject	Verified By	Remark

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-18

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Periodic Inspection Checklist

S/N	Area	SAT	UNSAT	Remarks
1	Flooring/furnishing			
2	Lighting			
3	Temperature Heating/Cooling			
4	Humidity			
5	Water Sipping/Leaking/Dampness			
6	Dust Protection			
7	Condition of furniture			
8	Doc/Material Requisition Procedure			
9	Receiving Checks			
10	Stamping			

TECHNICAL LIBRARY PROCEDURE MANUAL

11	Labeling			
13	Stacking			
14	Document circulating			
15	Document updating			
16	<p>Miscellaneous</p> <p>a) Location of Documents against records</p> <p>b) Outgoing Register for timely return of documents</p> <p>c) Computer data for its currency</p> <p>d) Completeness of Airworthiness Inspector Personal/Training File</p> <p>e) Backup Record</p>			

Librarian

Technical Library, FSSD CAAN

Date:

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-19

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Annual Review of Airworthiness Inspector Personal/ Training Files

S/N	Name of the Inspector	File No	Checked by	Remarks

Librarian

Technical Library, FSSD CAAN

Date:

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-20

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Record of updated technical material in Inspector Computer

S.No.	Doc. No.	Part	Eddition No	Edd. Date

The above documents are received by:

Received By				
S.No.	Name	Position	Division	Signature and Date

Documents installed in respective computer tables by:

Librarian

Airworthiness Inspection Division

TECHNICAL LIBRARY PROCEDURE MANUAL

Appendix-21

CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT

Training Plan for Airworthiness Inspector

Course	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BASIC COURSE I content;												
Airworthiness Inspector Induction Course covering:												
Civil Aviation Act, Rules and NCAR,												
Introduction to Continuing Airworthiness												
Maintenance Record Keeping Systems												
Ramp Inspection of an Domestic Aircraft												
Approval of MOE/MTOE/ CAME												
Airworthiness Inspector Manual												
Airworthiness Inspector Handbook												
General Auditing Procedures												
Facilities and Equipment Inspection												
Quality System												
Enforcement Procedures												
Human Factors – Maintenance												
Safety Management System												
BASIC COURSE II content												
Aircraft Type Certification Categories												
Type Acceptance Certificates												
Type Certificates for Imported Aircraft												
Certificates of Airworthiness												
Registration of Aircraft												
Issuance of Permits to Fly												
Initial Certification of Air Operators – AOC /AMO/CAMO/ATO Issuance Procedure												

