CIVIL AVIATION AUTHORITY OFNEPAL

ANS Policy and Procedure Manual

First Edition

December 2016

FOREWORD

This Manual has been prepared pursuant to **Clause-35 of Civil Aviation Authority of Nepal Act, 2053 (1996) and Rule-82of Civil Aviation Regulation, 2058 (2002)** for the use and guidance of ANS Inspectors in performing their duties.

It is emphasized that all matters pertaining to an inspector's duties and responsibilities may notbecompletely covered in this manual. Inspectors are expected to use theirgood judgment in matters where specific guidance has not been given.

This edition includes the modifications in Audit/Inspection procedures and ANS Inspection Checklists as per the international practices as well as the ICAO guidelines.

This is a controlled document and is subject to periodic review. Air Navigation Services Safety Standards Department will maintain this document as complete, accurate and up-dated as possible. Commentsand recommendations for revision/amendment action to this publication should be forwarded to the Director of ANS Safety Standards Department.

This manual supersedes theANS Inspector Handbook and all its previous editions.

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Sanjiv Gautam
Director General
Civil Aviation Authority of Nepal

RECORD OF AMENDMENTS AND CORRIGENDA

Amendments			
No.	Date of Issue	Date Entered	Entered By
1	March, 2018	-	ANSSSD
2.	Sep, 2018	-	ANSSSD

Corrigenda			
No.	Date of Issue	Date Entered	Entered By

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Appendices to Part 3

**PART 1.
ANS POLICY**

Chapter 1
GENERAL

1.1 Definitions

Air navigation services. A generic term meaning variously, the Air Traffic Services, the Communication, Navigation and Surveillance (CNS) Services, the MeteorologicalServicesfor Air Navigation, the Search and Rescue (SAR) Services and the Aeronautical InformationServices.

Air navigation service provider(ANSP). An Air Navigation Service Provider (ANSP) is an organization that provides the air navigation services for managing the aircraft in flight or on the manoeuvering area of an aerodrome vested in it and which is the legitimate holder of that responsibility.

Air traffic. All aircraft in flight or operating on the manoeuvring area of an aerodrome.

Air traffic management (ATM). The dynamic, integrated management of air traffic and airspace including air traffic services, airspace management and air traffic flow management — safely, economically and efficiently — through the provision of facilities and seamless services in collaboration with all parties and involving airborne and ground-based functions.

Air traffic service (ATS). A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

Audit. Asystematic and objective review of state's aviation framework to verify compliance with the provision of the Chicago Convention or national regulation, conformance with or adherence to Standards and Recommended Practices (SARPs), Procedures and good aviation practices including the effective implementation of the critical elements of a safety oversight system.

Audit Finding. The determination with respect to the compliance with the provision of the Chicago Convention or national regulation, conformance with or adherence to Standards and Recommended Practices (SARPs), Procedures and good aviation practices including the effective implementation of the critical elements of a safety oversight system.

Audit Report. A report that outlines the audit process and provides a summary of the audit findings.

Closing Meeting. A meeting of the audit/inspection team and representative of the audited service provider at the end of the audit, the purpose of which is to provide the service provider authorities with preliminary information or audit findings and proposed recommendations to enable the service provider to start working on its corrective action plan.

Corrective Action Plan.A action plan submitted to regulatory body by an audited service provider detailing the purposed action the service provider to resolve identified deficiencies on the basis of recommendations made by an audit team.

Human Factors principles. Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance

Inspection. The basic activity of an audit which involves examination of the specific characteristics of the safety oversight programme of the contracting state.Inspection.

Inspector. A person trained and authorized to undertake inspections.

Lack of Efective Implementation(**LEI.)**. A measure of the state's safety oversight capacbility, calculated for each critical element for each audit area.The overall lack of effective implentation (LEI) published in the USOAP audit reports is the average of the eight LEIs for each critical element**.**

Non-adherence. A deficiency in characteristic documentation or procedure with respect to a Recommended Practices, procedure, guideline or good aviation safety practice.

Non-compliance. A deficiency in characteristic documentation or procedure with respect to provisions of the Chicago convention or a national regulation.

Observation. An area in which, in the view of the safety Oversight Inspection team, could improve efficiency and/or generate e improved safety outcome,and which the Safety Oversight Inspector could note and address.

Opening Meeting. A meeting of the audit/inspection team and representative of the service provider to be audited before the commencement of the audit, the purpose of which is to provide the Authorities with information on the audit process and the scope of the audit.

Operation Manual. A manual containing procedures, instructions and guidance for use by the operational personnel in the execution of their duties.

Operator. A person, organization or enterprise engaged in or offering to engage in the operation of an aircraft, aerodrome or associated aviation activities.

Oversight. The active control of the aviation industry and service providers by the competent regulatory authorities toensure that the State's international obligations and national requirements are met through the establishment of a system based on the eight critical elements.

Regulation. The giving of authoritative direction to bring about and maintain a desired degree of order.

Requirement. An essential attribute or characteristic of a system. It is a condition or capability that

must be met or passed by a system to satisfy a contract, standard,specification, or other formally imposed document or need
.
Safety: Safety is the state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management. Safety may also be defined: as a condition in which the risk of harm or damage is limited to an acceptable level.

Safety management system (SMS). A systematic approach to managing safety, including the necessary organizationalstructures, accountabilities, policies and procedures.

Safety Oversight: A function by means of which the Authority ensures effective implementation of the National Aviation Legislation, Rules, safety-related Standards and Recommended Practices (SARPs) and associated procedures prescribed in the Air Navigation Orders/Manuals/Directives including amendments thereto; to meet the obligations as contained in the Annexes to the Convention on international Civil Aviation and related ICAO documents. Safety oversight also ensures that the national aviation industry provides a safety level equal to, or better than, that defined by the SARPs.

Safety Oversight Audit/Inspection Process: A prescribed three-phase process that consists of the pre-audit/inspection, audit/inspection and post-audit/inspection activities.

Safety Oversight Audit/Inspection activities: Audit/Inspection-related activities commencing with the opening meeting of the Inspection/Audit Team with authorities of the service provider and concluding with the closing meeting, including the provision of the draft findings and recommendations.

Significant Safety Concern (SSC). Occurs when the audited State allows the holder of an authorization or approval toexercise the privileges attached to it, although the minimum requirements established by the State and by theStandards set forth in the Annexes to the Chicago Convention are not met, resulting in an immediate safety risk tointernational civil aviation.

Abbreviations

The following abbreviations and acronyms will be found throughout this manualand in functional area control manuals, including checklists and other guidancematerials:

AIS	Aeronautical Information Service
ANSP	Air Navigation Services Provider
ANSSD	Air Navigation Service Safety Standard Department
ATC	Air Traffic Control
ATM	Air Traffic Management
ATO	Approved Training Organization
ATS	Air Traffic Services
ATSEP	Air Traffic Safety Electronics Personnel
CAA	Civil Aviation Academy
CAAN	Civil Aviation Authority of Nepal
CASRD	Civil Aviation Safety Regulation Directorate
CAP	Corrective Action Plan
CARs	Civil Aviation Requirement
CAR	Civil Aviation Regulation
CNS	Communication, Navigation and Surveillance
DG	Director General
DGCA	Director General Civil Aviation
GIS	Geographical Information System
ICAO	International Civil Aviation Organization
MET	Aviation Meterology
NOTAM	Notice to Airmen
OJT	On the Job Training
PANS-	Procedure of Air Navigation System – Operations
QMS	Quality Management System
SARPs	Standard and Recommended Practices
SAR	Search and Rescue
SMS	Safety Management System
SSC	Significant Safety Concern

1.2   Objectives of the Manual

(a)   To provide guidance to ANS Inspectors and other regulatory staffsinadministering the licensing, certification, inspection and audit activities.

(b)   To promote standardization and uniformity in application of programme, procedures and practices.

(c)   To encourage and promote the establishment of reasonable programmes for enhancing and improving safety to benefit the aviation community.

1.3   Applicability

The categories of Air Navigation Service Providers Inspected/audited under the provisions of this manual are; Air Traffic Services, Meteorological Services for air navigation, Aeronautical Information Services, Search and Rescue, Communication, Navigation and Surveillance Systems and Flight procedure design.

1.4   Authority for publication and amendment of the manual

1.4.1   ANS policy and Procedure Manual is developed, published and distributed pursuant to Civil Aviation Regulations, 2002.

1.4.2   The Authority is responsible for the issuance and control of amendments to this manual. All copies of the manual are numbered and issued in accordance with the distribution list. Individual holders are responsible for insertion of all amendments. Minor changes (e.g. telephone number, typographical errors) can be accommodated by hand amendment with prior notification to the Authority. All such changes will be incorporated accordingly.

1.4.3   All users of this manual are encouraged to submit recommendations for proposed revisions, additions or omissions to the Authority for consideration and inclusion in the amendments as appropriate.

Chapter 2

General Policy

2.1 INTRODUCTION

The Civil Aviation Authority of Nepal(CAAN)is the regulatory body in the field of Civil Aviation primarily dealing with safety and regulatory issues. It is responsible for regulation of air transport services to/from/within Nepal and for enforcement of civil aviation regulations, requirements and the aviation safety standards. Besides that CAAN is also acting as an AirNavigation Service Provider (ANSP) and Aerodrome Operator. To make afunctional separation between service provider and regulator and to carry out safety oversighteffectively,CAAN has established a separate Directorate, Civil Aviation Safety Regulation Directorate (CASRD).

The ANS Safety Standards Department (ANSSSD) has been formed within Civil Aviation Safety Regulation Directorate to perform the safety oversight function of ANSP specially in the field ofATS PANS- OPS/ Maps & Charts, AIS, SARandCNS. Accordingly, ATM, PANS-OPS, AIS,SARand CNS Inspectors are appointed within ANS Safety Standards Department who will carry out their duties as per the guidelines laid down in this manual. The Inspectors shall oversee all aspects of ANS concerningservices,procedures, method and functions of ANS service provider and theirapplicability in accordancewith relevant CARs,ICAO Annexes,Manuals, CAAN rules, regulation, directives and related documents.

2.2 STATUTORY AUTHORITY

2.2.1   ANS inspectors are appointed and authorized under Rule 84 of Civil Aviation Regulation 2058 (2002) by the Director General to maintain continuous safety oversight and conduct audit and inspections of the Air Navigation Services.

2.2.2   Inspector prescribed pursuant to 2.2.1 has authority to enter into airport or structure or area relating to the air navigation services or facility for inspection, enquiry to the concerned person and entity, written or oral statement, scrutiny or seizure of documents, collection of evidences etc.

2.2.3   During the inspection, pursuant to 2.2.2 if it is deemed that the operation of equipment, service or facility is unsafe in view of flight safety, the inspector may stop such operation of equipment, service or facility or immediately forbid or prevent the person or operator involved in such operation from exercising the privilege obtained by means of license, certificate or any other document.

2.3 Structure of CAAN as a state aviation regulator

2.3.1 CAAN has the following safetydepartments uner safety directorate.

2.3.1.1 Civil Aviation Safety Regulation Directorate

    a. Flight Safety Standard Department

    b. ANS Safety Standard Department

    c. Aerodrome Safety Standard Department

2.3.2 Organization structure

2.3.2.1 Organization structure of ANSSSD including its higher authorities is shown below:

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                          ┌─────────────────┐
                          │   CAAN Board    │
                          └────────┬────────┘
                                   ▼
                       ┌───────────────────────┐
                       │ Director General (DG) │
                       └───────────┬───────────┘
                                   ▼
                          ┌─────────────────┐
                          │   CASRD (DDG)   │
                          └────────┬────────┘
                                   ▼
                          ┌─────────────────┐
                          │     ANSSSD      │
                          │    Director     │
                          └────────┬────────┘
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| ATM Standard Div. Dy. Director | ANS L/R Div. Dy. Director | CNS Standard Div. Dy. Director | SAR Technical Research & Safety Data Div. Dv. Director |

| **Dy Director. T/CA/AT (L-10)-1** **Manager, T/CA/AT(ATM Inspector)(L-9)-1** **Manager, T/CA/AT(AIS Inspector) (L-9)-1** **Manager, T/CA/AT(PANS OPS Inspector)(L-9)-1** | **Dy Director. T/CA/AT;T/ET (L-10)-1** **Manager, T/CA/AT (L-9) -4** **Manager, T/ET (L-9) -2** | **Dy Director. T/ET (L-10)-1** **Manager, T/ET (NAV AIDS) (L-9)-1Manager, T/ET (COM-SURV) (L-9)-1** | |

Dy Director. T/CA/AT;T/ET (L-10)-1
Manager, T/CA/AT (L-8) -1

2.4　　　Resources

2.4.1　　　Staff Requirement:

The Authorityshall make available a sufficient number of suitable Inspectors, with sound knowledge in related field, experienced, qualified and having the capabilities to accomplish the wide range of safety oversight activities.　Adequate number of Inspectors will be assigned to conduct safety oversight task relating to each field based on its volume and activities.

2.4.2　　　Finance and Equipment:

The Authority shall make available necessary finance and equipment resources to meet the state safety oversight obligations.

CHAPTER 3

TRAINING POLICY, PLAN AND PROGRAMME

3.1 Training Policy

3.1.1 The Training policy is aimed at enhancing the qualifications and competencies of the inspectors and all the regulatory staffs of the department especially with regard to the delivery of safety oversight audit, inspection or surveillance functions.

3.1.2 All inspectors will be trained on basic inspection or audit techniques in the relevant field before conducting an audit as a basic qualification. However, after completing basic or initial training, the inspectors will be given On-the Job Training before assigning the audit task.

3.1.3 All the inspectors will be provided with periodic recurrent or refresher training, and will be provided specialized training as and when required.

3.2 Training Plan

3.2.1 ANSSSD will develop annual or bi-yearly training plan for its inspectors and submit it for approval and implementation.

3.2.2 The plan should be developed with all details like person participating in the training, type of the training, contents of the training, period of the training, priority of the training, etc.

3.2.3 Sample training plan is mentioned in the Appendix F.

3.3 Training Programme

3.3.1 ANSSSD will develop a formal training programmeto be provided to its inspectors and submit it for approval and implementation.

3.3.2 The programme should be developed with all details like programme detailing what type of training, subject of the training and its contents, period of the training, priority of the training, etc.

3.3.3 The type of programme should include Basic or Initial Training, On-the Job Training, Recurrent or Refresher Training and Specialize Training.

3.3.4 The detailed ANSSSD Training Programme for its inspectors are mentioned in the Appendix G.

3.3.5 The OJT Completion Record for the OJT Inspectors are mentioned in Appendix H.

3.4 TRAINING /OJTREQUIREMENTS FOR INSPECTORS

3.4.1 Initial and Specialized training shall be arranged for all inspectors to perform safety oversight function efficiently.

3.4.2 All ANS inspectors shall be required to satisfactorily complete the safety oversight audit training.

3.4.3 All ANS trainee inspectors shall undergo OJT under supervision of an ANS inspector in accordance with Appendix H.As a part of OJT, trainee must:

    a. Participate in at least one inspection conducted by a ANS inspector as an observer, and

    b. Conduct at least one inspection under supervision a ANS inspector.

3.4.4   Since the responsibility of inspectors is mainly implementing the civil aviation requirement and various rules and orders, their knowledge on the subject must be current, as such a periodic recurrent of the same is considered imperative. Thus, the recurrent training shall be programmed and the inspector will be trained at least once in two year.

3.5   Training Record

3.5.1   Training record of all inspectors shall be retained in ANS Safety Standard Department. It is the responsibility of individual inspector to make the record up to date and complete.

3.5.2   Training record of the inspectors should be maintained in Training Record File and in electronic format in excel sheet as mentioned in Appendix I.

3.5.3   OJT records shall be maintained as mentioned in Appendix H.

Chapter 4

DUTY, RESPONSIBILITITY AND QUALIFICATION

4.1   Air Navigation Service Safety Standard Department

4.1.1   Air Navigation Services Safety Standards Department has been established within the Civil Aviation Safety Regulations Directorate to perform safety oversight of ATS, CNS, PANS-OPS/ MAPS & CHARTS, AIS and SAR areas.

The duties and responsibilities of the department are as follows:

1. Formulate, implement and amend Standards/ Requirements/ Manualsrelated to Air Navigation Services as required.

2. Carry out required safety regulation and inspection activities for the Safety Oversight Audit of Air Navigation Services provided by CAAN.

3. Carry out ANS safety awareness programme and ANS safety related seminars/workshops.

4. Approve the status of ANS system and the changes thereof for ensuring the safe and lawful operation of ANS system.

5. Effective implementation of voluntary and mandatory information reporting system of the safety related occurrences in ANS.

6. Cause to implement ATS SMS effectively and make arrangement for the acceptance of that SMS.

7. To investigate the safety related incidents and occurrences in ANS Domain.

8. Make necessary arrangements for incorporating international rules and provisions related to ANS in CAAN legal framework in a timely manner.

9. Issue Safety Directives to the concerned agencies and officials for the resolution of Significant Safety Concerns (SSC) related to ANS.

10. Approve the Operations Manual of Air Navigation Service Provider and any amendment thereof.

11. Approve the Maintenance Manual and Programme of the equipment related to CNS.

12. Carry out the regulatory functions related to Personnel Licensing, Rating and Training of the persons engaged in ANS.

13. Make necessary arrangements for filing of Differences to ICAO if amendments to ICAO SARPs concerning ANS cannot be exactly compliant.

14. Make necessary recommendations for taking action to those responsible for violating existing law related to ANS.

15. Recommend to issue ATS-Approved Training Organization certification manual.

16. Issue ATS-ATO instructor certificates.

17. Carry out necessary regulation and inspection for the safety oversight of services and facilities provided by ATO.

18. Submit the Training and Procedure Manual of ATS-Approved Training Organization for approval.

19. Advise on matters related to ANS.

20. Submit Annual ANS Safety Oversight Report.

21. Perform USOAP CMA activities including OLF (online framework update function.)

4.2   Director ANS Safety Standard Department

4.2.1   Duties and responsibilities
1   Carry out/cause to carry out duties assigned to the Department effectively.

2   Carry out/cause to carry out necessary reforms as a consequence of regular monitoring and evaluation of implementation aspect of duties assigned to the Department.

3   Advise the Director General on matters within the scope of responsibility of the Department.

4   Carry out and cause to carry outANS safety awareness programme and ANS safety related seminars/workshops.

5   Submit Periodic as well as Annual Progress Report.

6   Make necessary arrangements for proper utilization and protection of the physical facilities and office equipment required by the Department and ensure their availability.

7   Evaluate and cause to evaluate the performance of the subordinates and in accordance to the delegated power and submit it to the concerned authority.

8   Approve the leave request and deputation of the subordinates and cause to keep the record thereof.

9   Carry out the duties in such a way to set example by yourself among the subordinates in accordance to the rules of code of conduct contained in the Employee Rules.

10 Disseminate, in a timely manner, only that information and notice not classified by law as confidential to the concerned official and agency.

11 Implement/cause to implement the approved annual programme of the Department in an economic, efficient and effective way.

12 Implement/cause to implement the ICAO SARPs, Documents, Guidance Materials, as well as Resolutions adopted by International Convention, Meetings and Seminarsas per the need and ground reality of the State.

13 Make arrangements for the study, training, workshop and seminar to the employees engaged invarious responsibilities under the Department necessary formaintaining their skills and abilities.

14 Implement/cause to implement the safety recommendations concerned with ANS pointed out in aircraft incident/accident investigation reports.

15 Issue an immediate direction for improvement in case something that are hazardous to safety is found out during inspection of activities related to ANS, and may even issue direction to suspend such activities for ensuring flight safety.

16 Keep/ cause to keep the records related to the Department up-to-date.

17 Formulate and implement ANS Safety Oversight (including ATS, SMS oversight) and Surveillance Plan Programme.

18 Identify and demand manpower, needed for an effective discharge of various Departmental responsibilities.

19 Represent CAAN, as required, on domestic and foreign workshops and seminars related to regulation of ANS.

20 Accept the Air Traffic Service Safety Management System (SMS) Manual on the basis of Air Traffic Service SMS Acceptance Manual and carry out Safety Oversight of Air Traffic Service Safety Management System (SMS).

21 Inspect, when needed license, rating and other documents of employees working in ANS areas and if found against the regulation and if serious restrict holder of license from discharging dut and submit report recommending for necessary action.

22 Recommend necessary arrangement for improvement of CAP submitted by concerned agency concerning finding raised during inspection/audit that has not been implemented.

23 Recommend departmental action over the official/employee who obstruct or does not provide necessary cooperation during the performance of assigned duties of ANS Safety Standards Department.

24 Recommend qualified subordinate official as inspectors for ANS Safety Oversight Audit/Inspection.

25 Recommend subordinate employees for reward and punishment according to regulation.

26 Execute other works assigned by Deputy Director General of Civil Aviation Safety Regulation Directorate.

27 Ensure USOAP CMA activities including OLF (Online Framework Update Function) are performed.

28. Issue ATS-ATO instructor certificates.

4.3 ATM Standard Division

4.3 .1 Duties and Responsibilities

1. Formulate implementand amend standards/requirements/manuals related to ATS/PANS-OPS/Maps and Charts/AIS as required.

2. Carry out required safety audit/inspection activities of ATS, PANS-OPS/MAPS and Chart, AIS service provided by relevant service provider.

3. Submit recommendation on status of ATM system and changes thereof to Department Chief for ensuring the safe and lawful observation of ATM System.

4. Ensure effective implementation of voluntary and mandatory information reporting system of safety related occurance in ATS.

5. Carry out ANS safety awareness programme and ATM related seminars/workshops.

6. Cause to implement ATS SMS effectively in ANSP.

7. Collect and submit hazard occurences related to ATS,PANS-OPS, Maps and Charts,AISto Department Chief.

8. Investigate the safety related incidents and occurences inATM domain.

9. Issue safety directions to the concerned agency and officials for the resolution ofsafety concerns.

10. Make necessary arrangement for incorporating relevant Annexes, documents, manuals, requirements in CAAN legal framework in a timely manner.

11. Initiate operation manual of ANSP any amemdment thereof.

12. Carryout regulatory function related to Licensing, Rating and training of the personnel engaged in ATS.

13. Make necessary arrangement for filing differences toICAO.

14. Make necessary recommendation to department chief for taking aciton to those responsible for violating existing laws.

15.   Advice Department Chief on related matters.

16.   Prepare and Submit Annaul ATM Safety Oversight and surveillance plan/programme schedule to

department chief.

17.   Prepare and submit training programme related to ATM to Department Chief for approval.

18.   To identify and demand of manpower needed for the dischange of various divisional responsiblities of ATM.

19.   Recommend to Department Chief as required for the representation in domestic and foreign workshop and seminar related to ATM

4.3.2 Deputy Director of ATM Standard Division.

4.3.2.1 Duty and Responsibilities

1. Carryout/cause to carry out duties assigned to the division effectively.

2. Monitor and evaluate implementation accept of duties assigned to division and carry out/   cause to carry out reforms as necessary.

3. Advise to department chief on matters within the scope of responsibilies of division.

4. Submit Annual Audit/Inspection schedule including ATS SMS for the safety oversight   related   to ANS service provider to the department chief for the approval.

5. Carry out and cause to carry out ANS safety awareness programme and ATM related seminars/workshops.

6. Act as a inspector if qualified for the safety oversight Audit/Inspection.

7. Prepare and submit periodic as well as annual progress report to the department chief.

8. Carry out duties in such a way to set example by yourself among the subordinates in   accordance to the rules of code of conduct contained in the employee rule.

9. Make necessary arangement for proper utilization and protection of physical facilities and   office equipment required by the division and ensure the availability.

10. Implement and cause to implement the approved annaulprogramme of the division in an economy, efficient and effective way.

11. Implement and cause to implement ICAO SARPs, Documents guidance materials as well as regulation adopted by international convention, meeting and seminar as per the need and ground relatively of the state.

12. Make suitable arrangement for the study, training, workshop, seminar to the employee engaged in various responsibilities of the division necessary for maintaining their skills and ability.

13. Implement safety recommendation concern with the ATM pointed out in accident investigate report.

14. Keep/cause to keep the records related to the division up to date.

15. Identify and demand of manpower as necessary for an effective discharge of various divisional responsibilities.

16. Represent CAAN as required on domestic and foreign workshop and seminar related to regulation of ANS.

17. Inspect when needed license and rating and other documents of employee working in ATS operations and if found against the regulation and if serious restrict holder of license from discharging duties and submit report to Department Chief recommending for necessary action.

18. Recommend to department chief regarding necessary arrangement for improvementof Corrective Action Plan (CAP) submitted by concerned agency concerning finding raised during ATM inspection/audit which has not been implemented.

19. Recommend to department chief for action over the official/employee who obstruct or doesn't provide necessary co-operation during the performance of assigned duties of division.

20. Recommend to department chief for reward and punishment to subordinates according to regulation.

21. Execute other works assigned by Director of Air Navigation Services Safety Standards Department.

4.4   SAR/ Technical Research and Safety Data Division

4.4.1   Duties and Responsibilities

1. Formulate, implementand amend standards/requirements/manuals related to SAR as required.

2. Carry out required safety regulation and inspection activities for safety oversight audit of SAR service provided by ANSP.

3. Submit recommendation regarding SAR System and changes thereof to Department Chief for ensuring safe and lawful operation of SAR system.

4. Carry out ANS safety awareness programme and SAR related seminars/workshops.

5. Collect, Analyze and implement ANS related occurrences by establishing voluntary and mandatory reporting system.

6. Make necessary arrangement for incorporating Annexes, Documents, Manuals, Requirements related to SAR in CAAN legal framework in a timely manner.

7. Make necessary arrangement for filing differences to ICAO.

8. Make necessary recommendation to department chief for taking action to those responsible for violating existing rules and regulation related to SAR.

9. Advice department chief on matters related to SAR.

10. Prepare and submit annual SAR Safety Oversight Audit and surveillance plan/programme schedule to department chief.

11. Prepare and submit training programme related to SAR to department chief for approval

12. Identify and demand of manpower needed for discharge of various divisional responsibilities of SAR technical research and safety data Division.

13. Recommend to department chief as required for representation in domestic and foreign workshop and seminar related in SAR .

4.4.2 Deputy Director, SAR/ Technical Research and Safety Data Division

4.4.2.1 Duties and Responsibility

1. Carry out/cause to carry out duties assigned to the division effectively.

2. Monitor and evaluate implementation aspects of duties assigned to division and carry out/cause to carry out reforms as necessary.

3. Advice to department chief on matters within the scope of responsibilities of the division.

4. Carry out and cause to carry out ANS safety awareness programme and SAR safety related seminars/workshops.

5. Submit annual audit/inspection schedule for the safety oversight related to SAR service provider to the department chief for the approval.

6. Act as a SAR inspector if qualified for the safety oversight audit/inspection.

7. Prepare and submit periodic as well as annual progress report to the department chief.

8. Carry out duties in such a way to set example by yourself among the subordinates in accordance to the rule of code of conduct in the employee rule.

9. Make necessary arrangement for proper utilization and protection of physical facilities and office equipment required by the division as ensure their availability.

10. Implement and cause to implement the approval annual programme of the division in the economy, efficient and effective way.

11. Implement and cause to implement the ICAO SARPs documents, guidance materials as well as resolution adopted by international convention meeting and seminars as per ground reality.

12. Make suitable arrangements for the study, training, workshop, seminar to the employee engaged in various responsibilities under the division necessary for maintaining their skill and ability.

13. Keep and cause to keep the records related to the division up to date.

14. Identify and demand of manpower needed for an effective discharge of various divisional responsibilities.

15. Represent CAAN as required domestic and foreign workshop and seminars related to regulation of the SAR.

16. Recommend to department chief regarding necessary arrangement for improvement of Corrective Action Plan (CAP) submitted by concerned agency concerning finding raised during SAR inspection/audit which has not been implemented.

16. Recommend departmental action over the offiicial/employees who obstruct or does not provide necessary cooperation during the performance of assigned duties.

17. Recommend subordinate employees for reward and punishment according to regulation.

18. Execute other works assigned by Director of Air Navigation Services Safety Standards Department.

4.5   CNS Standard Division

4.5.1   Duties and Responsibilities

1. Formulate, implement and amend Standard/Requirements/manuals/ related to CNS as required.

2. Carry out required safety regulation and inspection activities for safety oversight audit of CNS services provided by CAAN.

3. Submit status of CNS service provider and changes thereof to Department Chief for ensuring safe and lawful operation of CNS system.

4. Establish and implement voluntary and mandatory reporting system for effective reporting of safety related occurrence in CNS.

5. Carry out ANS safety awareness programme and CNS related seminars/workshops.

6. Cause to implement SMS in CNS services.

7. Arrange to collect occurance/ outages related to CNS and submit to department Chief.

8. Investigate safety related occurance/outages related to CNS.

9. Make arrangement for incorporating annexes, documents, manuals, requirements related to CNS in CAAN legal framework in timely manner.

10. Issue safety directives to concern agencies and officials for regulation of significant safety concerns related to CNS.

11. Submit amendment of maintenance manual and program of CNS service provider to department chief for approval.

12. Carryout regulatory functions related to personnel licensing, rating and training of the persons engaged in CNS.

13. Make necessary arrangements for filing of differences to ICAO if ICAO SARPs concerning CNS cannot be exactly complaint.

14. Make necessary recommendation to department chief for action to those responsible for violating existing law related to CNS.

15. Arrange on site monitoring and necessary surveillance of CNS equipment to ensure the standardization of its installation and operation.

16. Review technical specification of CNS equipment to be installed by CAAN and submit it to department chief for approval.

17. Provide advice and suggestion to department chief regarding CNS related matter.

18. Prepare and submit Annual CNS Safety Oversight Survelliance Plan/Program Schedule to department chief.

19. Prepare and submit CNS related training program to department chief.

20. Identify and demand necessary manpower for effective discharge of various divisional responsibilities.

21. Recommend to department chief as required for representation in domestic and foreign workshop and seminar related to CNS .

4.5.2   Deputy Director of CNS Standards Division

4.5.2.1Duties and Responsibilities

1. Carry out/cause to carry out duties assigned to the division effectively.

2. Monitor and evaluate implementation aspects of duties assigned to division and carry out/cause   to carry out reforms as necessary.

3. Advice to department chief on matters within the scope of responsibilities of the division.

4. Submit annual audit/inspection schedule of the safety oversight related to CNS service provider to the department chief for the approval.

5. Carry out ANS and cause to carry out safety awareness programme and CNS related seminars/workshops

6. Act as a CNS inspector if qualified for the safety oversight audit/inspection.

7. Arrange on site monitoring and necessary surveillance of CNS equipment to ensure the standardization of its installation and operation.

8. Review technical specification of CNS equipment to be installed by CAAN and submit it to department chief for approval.

9. Review and submit maintenance programme and manual and changes thereof related to CNS equipment installed ,or going to install at different airport to department chief for approval.

10. Prepare and submit periodic as well as annual progress report to the department chief.

11. Carry out duties in such a way to set example by yourself among the subordinates in   accordance to the rule of code of conduct in the employee rule.

12. Make necessary arrangement for proper utilization and protection of physical facilitiesand office equipment required by the division as ensure their availability.

13. Implement and cause to implement the approval annual programme of the division in the economy, efficient and effective way.

14. Implement and cause to implement the ICAO SARPs documents, guidance materials as   well as resolution adopted by international convention meeting and seminars as per ground reality.

15. Make suitable arrangements for the study, training, workshop, seminar to theemployeeengaged in various responsibilities under the division necessary for maintaining their skill and ability.

16. In the time of inspection if any unsafe activities related to CNS is identified, provide   immediate order and direction for improvement and may stop such activities if necessary.

17. Keep and cause to keep the records related to the division up to date.

18. Identify and demand of manpower needed for an effective discharge of various   divisional responsibilities.

19. Represent CAAN as required domestic and foreign workshop and seminars related to regulation of the CNS.

20. Submit Annual Audit/Inspection schedule including ATS SMS for the safety oversight   related   to ANS service provider to the department chief for the approval.

21. Forbid or prevent for discharging duties to license/rating holder if found violating the rules   during monitoring ANSP and submit recommendation for necessary action.

22. Discuss violation of prevailing regulations regarding ANS related occurrences/ accident and   submit recommendation to department chief for necessary action.

23. Recommend departmental action over the official/employee who obstruct or does not provide necessary cooperation during the performance of assigned duties.

24. Recommend subordinate employees for reward and punishment according to regulation.

25. Execute other works assigned by Director of Air Navigation Services Safety Standards Department.

4.6 ANS Licensing and Rating Division

4.6.1 Duties and Responsibilities

1. Carry out ANS Licensing and Rating related functions.

2. Formulate and implement and amend standard/requirements/manuals related to ANS Licensing and Rating.

3. Recommend Department Chief to issue Approval certificate for ATS ATO.

4. Carry out necessary regulation and inspection for the safety oversight of services and facilities provided by ATO.

5. Carry out ATC/ATSEP licensing/rating related seminars/workshops.

6. Submit recommendation regarding ANS licensing Rating system and changes thereof to Department chief to ensuring safe and lawful operation of ANS Licensing and Rating system and submit to department chief regarding amendment to changes of system.

7. Collect and submit occurrences related to ANS to department chief.

8. Make necessary arrangement for incorporating annexes, documents, manuals, requirements related to ANS Licensing and Rating in CAAN legal framework in a timely manner.

9. Issue safety direction to the concerned agency and officials for resolution of significant safety concern (SSC) related to ANS Licensing and Rating.

10. Carryout regulatory function related to Licensing, Rating and training of the personnel engaged in ANS.

11. Submit TPM of ATS ATO for approval to department chief.

12. Make necessary arrangement for filing of difference to ICAO.

13. Make necessary recommendation to department chief for taking action to those responsible for violating existing law related to ANS Licensing and Rating.

14. Advice department chief on matters related to ANS Licensing and Rating.

15. Prepare and submit annual ATO Safety Oversight Surveillance Plan/Programme schedule to department chief.

16. Prepare and submit ANS Licensing and Rating related training program to department chief.

17. Identify and demand necessary manpower for effective discharge of various divisional responsibility.

18. Recommend to department chief as required for representaion in domestic and foreign workshop and seminar related to ANS Licensing and Rating.

4.6.2 Chief ANS Licensing and Rating Division

4.6.2.1 Duties and Responsibilities

1. Carry out duties assigned to the division effectively

2. Monitor and evaluate implementation accept of duties assigned to division and carry out / cause to carry out reforms as necessary.

3. Advice to department chief on matters within the scope of responsibilities of the division.

4. Prepare and submit periodic as well as annual progress report to the department chief.

5. Carry out and cause to carry out ATC/ATSEP licensing/rating related seminars/workshops.

6. Make necessary arrangement for proper utilization and protection of physical facilities and office equipment required by the division as ensure their availability.

7. Implement and cause to implement the ICAO SARPs documents, guidance materials as well as resolution adopted by international convention meeting and seminars as per ground reality.

8. Make suitable arrangements for the study, training, workshop, seminar to the employee engaged in various responsibilities under the division necessary for maintaining their skill and ability.

9. During monitoring of the activities of ATS personnel if found violation of terms and conditions related to licensing and rating, the division chief may forbid from exercising the privilege of License/Rating and may recommend for necessary action to department chief.

10. Discuss violation of prevailing regulations regarding ANS related occurrences/ accident and submit recommendation to department chief for necessary action.

11. Keep and cause to keep records related to the division up to date.

12. Identify and demand of manpower needed for an effective discharge of divisional responsibilities.

13. Represent CAAN as required on domestic and foreign workshop and seminar related to regulation of ANS.

14. Carry out duties in such a way to set example by yourself among the subordinates in accordance to the rule of code of conduct in the employee rule.

15. Recommend to department chief for action over the official or employee who obstruct or doesn't provide necessary co-operation during the performance of assigned duties of division.

16. Recommend for reward and punishment to subordinates according to regulation.

17. Execute other works assigned by Director of Air Navigation Services Safety Standards Department.

4.7 ATS Inspector

4.7.1 Duties and responsibilities

1. Formulate and implement ATS Safety Audit and Surveillance Programme in order to cooperate Divisional Chief.

2. Conduct onsite monitoring and necessary surveillance to ensure the standards of the ATS service provider at the airport.

3. Conduct monitoring and surveillance programme including the oversight of SMS on behalf of the Department in accordance with the approved programme and submit report to the Department chief through Divisional chief.

4. To ensure flight safety, issue immediate directives to the service provider if there are any issue that need immediate attention.

5. Conduct ANS safety awareness programmes and ATS related seminars/workshops.

6. Review the ATS operational manual and other document of the airport and their amendment and submit the department chief through the divisional chief for approval.

7. Inspect when needed license and rating and other documents of employee working in ATS area and if found against the regulation and if serious restrict holder of license from discharging duties and submit report to Department Chief recommending for necessary action through divisional chief.

8. Coordinate with concerned units to amend ATS related documents to incorporate changes in ICAO SARPs and advice the Head of the Department Chief through divisional chief.

9. Participate in any in house and abroad workshops and seminars related to ATS matters.

10. Arrange to collect information of ATS related occurrence and submit the departmental chief through divisional chief.

11. As and when required, participate in the investigation of ATS related incident and occurrences and submit the report.

12. Participate actively in performing duties under departmental/divisional chief.

13. Develop and amend ANS Policy and Procedure Manual necessary for inspection.

14. Develop training programme for inspector.

15. Other duties as assigned/delegated by the Department Chief/Division Chief for the execution of the departmental works.

4.7.2 Authorities

1. ATM Inspector has the authority to enter into necessary places for inspection, enquire related person and agencies, take explanation in written and verbal, collect evidences/proof etc.

2. During the inspection if it is deemed that the equipment or service is unsafe in view of safety, the Inspector may stop or forbid such operation of the equipment or privilege obtained by means of licence/certificate.

3. In the time of inspection if any unsafe activities related to ATM is identified, provide immediate order and direction for improvement and may stop such activities if necessary.

4.7.3 Necessary qualification

1. Hold or have held an ATC license/certificate with aerodrome, approach and area control rating and 10 years' experience in Air Traffic Control.

2. No Licensing related action from CAAN during last 3 years.

3. The inspector shall have successfully completed safety oversight audit/inspection course from an approved institution.

4. Possess adequate knowledge of aviation rules and regulations and experience in ATS procedures/practices, personnel licensing/training.

5. Possession the quality like analytical capabilities, interpersonal skill, flexibility etc.

6. Possess training in SMS and USOAP.

4.8   CNS Inspector

4.8.1   Duties and responsibilities

1. Formulate and implement CNS safety Audit and Surveillance Programme in order to cooperate Divisional Chief.

2. Conduct onsite monitoring and necessary surveillance to ensure the standards of Installation/operation of the CNS equipment .

3. Conduct monitoring and surveillance programme including the oversight of CNS on behalf of the Department in accordance with the approved programme and submit report to the Department chief through Divisional chief.

4. Conduct ANS safety awareness programmes and CNS related seminars/workshops.

5. To ensure flight safety issue immediate directives to the service provider if there are any issue that need immediate attention.

6. Inspect when needed license and rating and other documents of employee working in CNS areas and if found against the regulation and if serious restrict holder of license from discharging duties and submit report to Department Chief recommending for necessary action.

7. Review technical specification of CNS equipment to be installed by CAAN and   submit it   to department chief through divisional chief for approval.

8. Review and submit maintenance programme and manual and changes thereof related to CNS equipment installed or going to install at different airport to department chief through divisional chief for approval.

9. Coordinate with concerned units to amend Aeronautical telecommunication related   documents to incorporate changes in ICAO SARPs and advice the Head of the Department through divisional chief.

10. Participate in any in house and abroad workshops and seminars related to CNS matters.

11. Arrange to collect information of CNS related occurrence and submit the departmental chief through divisional chief.

12. As and when required, participate in the investigation of CNS related incident and occurrences and submit the report

13. Participate actively in performing duties under departmental/divisional chief.
14. Develop and amend ANS Policy and Procedure Manual necessary for inspection.

15. Develop training programme for inspector.

16. Other duties as assigned/delegated by the Department Chief/Division Chief for the execution of the departmental works.

4.8.2 Authorities

1. CNS Inspector has the authority to enter into necessary places for inspection, enquire related person and agencies, take explanation in written and verbal, collect evidences/proof etc.

2. During the inspection if it is deemed that the equipment or service is unsafe in view of safety, the Inspector may stop or forbid such operation of the equipmentor privilege obtained by means of licence/certificate.

3. In the time of inspection if any unsafe activities related to CNS Licensing and Rating   is identified, provide immediate order and direction for improvement and may stop   such activities if necessary.

4.8.3 Necessary qualification

1. Hold or have held an ATSEP license/certificate related to CNS equipment and have minimum of 10 years of technical work experience in aeronautical telecommunication field.

2. Possess basic/advance training either in navigation or surveillance course.

3. The inspector shall have successfully completed safety oversight audit/inspection course from an approved institution.

4. No Licensing related action from CAAN during last 3 years.

5. Possession the quality like analytical capabilities, interpersonal skill, flexibility etc.

4.9   PANS/OPS Inspector

   4.9.1 Duties and responsibilities

1. Formulate and implement PANS/OPS safety Audit and Surveillance Programme in order to cooperate Divisional Chief.

2. Conduct monitoring and necessary surveillance to ensure the standards and implementation of the PANS/OPS service .

3. Conduct monitoring and surveillance programme on behalf of the Department in accordance with the approved programme and submit report to the Department chief through Divisional chief.

4. Conduct ANS safety awareness programmes and PANS-OPS related seminars/workshops.

5. To ensure flight safety , issue immediate directives to the service provider if there are any issue that need immediate attention.

6. Review the Instrument flight Procedure related operational manual and other documentwith their amendment submitted by the ANSP and submit to the department chief through the divisional chief for approval.

7. Coordinate with concerned units to amend IFP Design related ICAO PANS/OPS and advice the Department chief through divisional chief.

8. Participate in any in house and abroad workshops and seminars related to PANS/OPS matters.

9. Arrange to collect information of PANS/OPS related occurrence and submit the departmental chief through divisional chief.

10. As and when required, participate in the investigation of ATS related incident and occurrences and submit the report.

11. Participate actively in performing duties under departmental/divisional chief.

12. Develop and amend ANS policy and procedure manual necessary for inspection.

13. Develop training programme for inspector.

14. Other duties as assigned/delegated by the Department chief/division chief for the execution of the departmental works.

Note:PANS-OPS inspector can be assigned with following additional responsibilities of Cartography/Maps and Charts if his qualification meets to perform this function.

1. Formulate and implement Maps & Chart safety Audit and Surveillance Programme.

2. Conduct monitoring and necessary surveillance to ensure the standards and implementation of the Cartographic service.

3. Review the Maps & Charts related documentations including the amendment submitted by the ANSP and submit to the department chief for approval.

4. Coordinate with concerned units to amend Maps & Charts when necessary and advice it to the Department chief.

5. Arrange to collect information of Maps & Charts related occurrences and submit it to the departmental chief.

4.9.2 Authorities

1. PANS/OPS Inspector has the authority to enter into necessary places for inspection, enquire related person and agencies, take explanation in written and verbal, collect evidences/proof etc.

2. In the time of inspection if any unsafe activities related to PANS/OPS/Maps and Chartis identified, provide immediate order and direction for improvement and may stop such activities if necessary.

4.9.3 Necessary qualification

1. 10 year experience in ATS operation.

2. Possess basic /advance training including PANS/OPS and Maps and Charts.

3. The inspector shall have successfully completed safety oversight audit/inspection course from an approved institution.

4. Possession the quality like analytical capabilities, interpersonal skill, flexibility etc.

5. Possess adequate knowledge of flight procedure designing.

   Note:*PANS-OPS inspector with additional responsibility of Cartography/Maps and Charts shall have the training on GIS and basic cartographic design and/or Map/Charts Projection.*

4.10   AIS Inspector

4.10.1   Duties and responsibilities

1. Formulate,implement and amend AIS safety Audit and Surveillance Programme in order to cooperate Divisional Chief.

2. Conduct onsite monitoring and necessary surveillance to ensure the standards of the AIS service provider.

3. Conduct monitoring and surveillance programme on behalf of the Department in accordance with the approved programme and submit report to the Department chief through Divisional chief.

4. Conduct ANS safety awareness programmes and AIS related seminars/workshops.

5. Review the AIS operational manual and other document with their amendment and submit the   department   chief   through   the   divisional   chief   for   approval.

6. Participate in any in house and abroad workshops, meetings and seminars related to AIS matters.

7. Coordinate with concerned units to amend AIS related documents to incorporate changes in ICAO SARPs and advice the Head of the Department through divisional chief.

8. Arrange to collect information of AIS related occurrence and submit the departmental chief through divisional chief.

9. As and when required, participate in the investigation of ANS related incident and occurrences and submit the report

10. Participate actively in performing duties under departmental/divisional chief.

11. Develop and amend ANS policy and procedure manual necessary for inspection.

12. Develop training programme for inspector.

13. Other authorities as assigned delegated by the Department chief for the execution of the departmental works.

14. To ensure flight safety , issue immediate directives to the service provider if there are any issue that need immediate attention.

4.10.2   Authorities

1.   AIS Inspector has the authority to enter into necessary places for inspection, enquire related person and agencies, take explanation in written and verbal,   collect evidences/proof etc.

2.   During the inspection if it is deemed that the equipment or service is unsafe in   view of safety, the Inspector may stop or forbid such operation of the   equipment   .

3.   In the time of inspection if any unsafe activities related to AIS is identified, provide immediate order and direction for improvement and may stop such activities if necessary.

4.10.3 Necessary qualification

1. 10 years' experience in ATS/AISoperation.

2. Training in basic and advanced /AIS .

3. The inspector should have successfully completed safety oversight audit/inspection course from an approved institution.

4. Knowledge of QMS in AIS.

5. Possession the quality like analytical capabilities, interpersonal skill, flexibility etc.

4.11   SAR Inspector

4.11.1   Duties and responsibilities

1. Formulate ,implementand amend SAR safety Audit and Surveillance Programme in order to co-operate Divisional Chief.

2. Conduct onsite monitoring and necessary surveillance to ensure the standards of the SAR services.

3. Conduct monitoring and surveillance programme on behalf of the Department in accordance with the approved programme and submit report to the Department chief through Divisional chief.

4. To ensure flight safety , issue immediate directives to the service provider if there are any issue that need immediate attention.

5. Conduct ANS safety awareness programmes and SAR related seminars/workshops.

6. Review the SAR operational manual and other document with their amendment and submit the department chief through the divisional chief for approval.

7. Participate in any in house and abroad workshops and seminars related to SAR matters.

8. Coordinate with concerned units to amend SAR related documents to incorporate changes in ICAO SARPs and advice the Head of the Department through divisional chief.

9. Arrange to collect information of ANS related occurrence and submit the departmental chief through divisional chief.

10. As and when required, participate in the investigation of ANS related accident/incident and occurrences and submit the report.

11. Participate actively in performing duties under departmental/divisional chief.

12. Develop and amend ANs policy and procedure manual for inspection.

13. Develop training programme for SAR inspector.

14. Other authorities as assigned delegated by the Department chief for the execution of the departmental works.

4.11.2 Authorities

1. SARInspector has the authority to enter into necessary places for inspection, enquire related person and agencies, take explanation in written and verbal, collect evidences/proof etc.

2. During the inspection if it is deemed that the equipment or service is unsafe in view of safety, the Inspector may stop or forbid such operation of the equipment.

3. In the time of inspection if any unsafe activities related to SAR is identified, provide immediate order and direction for improvement and may stop such activities if necessary.

4.11.3   Necessary qualification

1. At least 10 years' experience in ATS Operation.

2.   Have got SAR related training.

3.   The Inspector shall have successfully completed safety oversight audit/inspection course from an approved institution.

4.   Possession the quality like analytical capabilities, interpersonal skill, flexibility etc.

4.12   INSPECTOR CREDENTIALS

4.12.1   CAAN InspectorIdentification (Inspector Credential), that identifies the Inspector as an "Authorized Person" shall be issued by Director General of CAAN for the purpose to perform the duties and exercise the powers

4.12.2   An Inspector must display his credential on an outer garment to bepermitted entry into airport secured areas, and while working in these areas.

4.12.3   The validity of the credential will be two years of issuance of such credential.

4.12.4   If the credential is lost, stolen, or damaged, the Inspector should report the occurrence to the Director of ANS Safety Standard Department immediately.

4.12.5   The privilege of credential shall be exercised only during the tenure in   ANSSS department.

4.12.6   The format of credential of is mentioned in Appendix K.

PART 2.

LICENSING, CERTIFICATION, AUTHORIZATION OR ACCEPTANCE PROCEDURE

CHAPTER 1

CERTIFICATION AND APPROVAL OF ANSP

1.1 **General**

1.1.1   This chapter is supposedto provide the certification procedures forthe regulatory personnel of ANSSSD under which ANSPs are certified as per their compliance to ICAO SARPs, National regulations and requirements during the establishment of the ANSP organization and delivery of air navigation services by them.However, as there is no provision of certification of ANSP, regulatory procedure for certifying the ANSP has not been developed so far.

1.1.2   Different units of CAAN rendering the Air Navigation Services are required to deliver their services as per the Civil Aviation Requirements and other applicable national regulations even if they are not certified.

1.2 **Certification procedure**

1.2.1   Procedure for certifying the ANSP will be developed when required

CHAPTER 2

CERTIFICATION AND APPROVAL OF ATS- ATO

2.1 General

2.1.1 Organization currently engaged in the delivery of Basic ATS courses and other aviation related courses in Nepal is Civil Aviation Academy (CAA) which is under the umbrella of Civil Aviation Authority of Nepal (CAAN).

2.1.2 CAAN has certified CAA as Approved Training Organization (ATO) for Air Traffic Services related courses. CAA is the only ATS-ATOin Nepal.

2.2 Objective

The objective of Certification of ATS-ATO is to ensure that the ATO is qualified and competent in the management and delivery of ATS-ATO courses efficiently and effectively in accordance with the requirements set out in the ATO Certification manual and any other relevant requirements issued by the Authority.

2.3 Scope

During the certification procedure, following disciplines of ATS-ATO are assessed and evaluated.

    a. Organization Structure and ATO Staffing
    b. Instructor Qualification
    c. Training and Procedure Manual (TPM)
    d. Quality Assurance (QA)
    e. Facilities and Equipment

2.4 Certification Procedure

2.4.1 ANSSSD is responsible for certifying the ATS-ATO and instructors involving in ATS-ATO.

2.4.2 Detail certification procedure is to be followed as mentioned in ATO Certification Manual Part 1- ATS.

CHAPTER 3

LICENSING,CERTIFICATION AND RATING OF ANS PERSONNEL

3.1 General

    3.1.1   Organization currently engaged in the delivery of Air NavigationServices in Nepal is CAAN itself.

    3.1.2   Air Traffic Controllers (ATCs), Air Traffic Safety Electronic Personnel (ATSEP) and other relevant personnel on behalf of CAAN are providing such services.

    3.1.3   As per Rule 31 of Civil Aviation Regulation 2058 (2002), no person shall provide or cause to provide air traffic control and acceptance/certification, installation, repair and maintenance of communication and navigation aids without obtaining the license,certificate and rating So,as per the regulation, each ATC/ATSEP must acquire license, certificate and rating before providing such services.

    3.1.4 ANSSSD is responsible for licensing, certification and rating the ATCs and ATSEPs. ANS Licensing and Rating Division under ANSSSD will perform all the licensing, certification and rating related activities on behalf of ANSSSD.

3.2 Objective

The objective of licensing is to ensure that the ANS personnel fulfill all the requirements set out by national regulations and requirements so as to enhance the safety of civil aviation as envisioned in those documents.

3.3 Scope

Scope of activities include the licensing, certification and rating of the following personnel:

a.   ATCO
b.   ATSEP
c.   Student ATCO

3.4 Licensing Procedure

    3.4.1   Detail procedure for Licensing certification and rating of ATCO and Student ATCO is to be followed as mentioned in Manual of Standards for Licensing/Rating of ATC Personnel, 2015.

    3.4.2   Detail procedure for Licensing, rating of ATSEP is to be followed as mentioned in PELR for Air Traffic Safety Electronic Personnel, 2015.

PART 3.

INSPECTION, AUDIT OR SURVEILLANCE PROCEDURE

CHAPTER 1

SAFETY OVERSIGHT AUDIT/INSPECTION OF ANSP

1.1 General

1.1.1 Organization currently engaged in the delivery of Air Navigation Services (ATS, CNS, AIS, PANS OPS, SAR) is CAAN itself.

1.1.2 ATC, CNS, AIS, SAR and Flight Procedure Design personnel on behalf of CAAN are providing such services in Nepal.

1.1.3 UnderRule 84 of Civil Aviation Regulation 2058 (2002), by the authority of Director General, ANS Inspectors maintain continuous safety oversight and conduct audits/inspections over the Air Navigation Services rendered by ANSP.

1.1.4 This chapter includes the safety oversight procedure over the activities of ANSP personnel as well.

1.2 Objective

1.2.1 The objectives of the safety oversight inspection are as follows:

    a. Ascertain compliance with the Civil Aviation Requirement(CARs), ICAOStandards and Recommended Practices andANSP's Operation Manual and SMS procedures,

    b. Ensure adherence with prescribed standards and procedures inthe provision of air traffic services,

    c. Determine the effectiveness of safety planning in CNS/ATMoperations, and, highlight significant findings (whereappropriate),

    d. To identify areas for improvement in ANS system.

1.3 SCOPE

1.3.1 In accordance with ICAO and ANSSS provisions in terms of ANSsafety oversight, the scope of safety oversight inspections may include ATS operations, Aeronautical Information Service (AIS), PANS-OPS/ Maps and Charts, Search and Rescue Operations (SAR), CNS and any other aspects of the ANS systems and services including the personnel.

1.3.2 The scope of the Safety Oversight Inspection will mainly cover thefour broad components;

    b. Personnel, Licensing & Training

    c. Equipment / Materials / Environment

    d. Procedures

    e. Documentation

1.4 AUDITING/INSPECTION PRINCIPLES

The following internationally accepted auditing principles shall be followed

1.4.1   Transparency and disclosure

1.4.1.1 Audit/ inspection conducted under the auditing process shall be fully transparent and   openfor examination by the concerned.

1.4.1.2 There shall be full disclosure of final audit/inspection reports.

1.4.1.3 The reports shall provide sufficient information for service provider to understand theNon-compliance, non adherence, observations and/or deficiencies.

1.4.2   Timeliness

1.4.2.1 Results of the audit/inspection will be provided and submitted on a timely basis in accordance with a predetermined schedule for the preparation and submission of audit/inspection reports.

1.4.2.2 Service provider shall submit their comments, action plan and all documentation required for the audit/inspection process within the prescribed time.

1.4.3   All-inclusiveness

1.4.3.1 The scope of the safety oversight audit/inspection program includes the relevant aviation legislation, civil aviation rules, operating regulation, prescribed standards and procedures, directives and circulars and all safety related provisions. This also includes the guidance material and related procedure and practices prescribed by the ICAO in documents

1.4.4   Systematic with consistency and objectivity

1.4.4.1 Safety oversight audit/inspection should be conducted in a systematic, consistent and objective manner.

1.4.4.2 Standardization and uniformity in the scope, depth and quality of audit/inspection should be assured through an initial and refresher training of all inspectors.

1.4.5   Fairness

1.4.5.1 Audit/inspection is to be conducted in a manner such that service providers are given every opportunity to monitor, comment on and respond to the audit/inspection process and to do so with in the established time frame.

1.4.6 Quality

1.4.6.1 Safety oversight audit/inspection will be conducted by appropriately trained and qualified inspectors and in accordance with widely recognized auditing principles and practices.

1.5 ANNUAL ON-SITE AUDIT/INSPECTION PLAN

1.5.1 Audit/Inspection shall be conducted at least ones in a year at international airport (TIACAO) and at other domestic airports at least once in every two year.During the audit period, related departments/divisions of CAAN shall also be audited/inspected.

1.5.2 The inspection plan shall be published annually and shall be made available to all service providers

1.6 AUDIT/INSPECTION PROGRAM

1.6.1 Developing Audit/Inspection programme is the part of Pre-audit/inspection phase.

1.6.2 Audit/inspection team leader shall develop a specific safety oversight audit/inspection program which include but not limited to the following information and forwarded to the service provider.

1.6.3 Schedule dates for opening and closing meeting.

1.6.4 Dates of the on-site safety oversight audit/inspection.

1.6.5 Identification of the key personnel of the service provider.

1.6.6 Scope of the on-site safety oversight audit/inspection to be conducted and areas to be covered.

1.6.7 Identification of documents necessary to conduct the safety oversight audit/inspection.

1.6.8 Travel and administration plans as well as the travel schedule of team members.

1.6.9 Team members' assignment and responsibilities

1.7 AUDIT/INSPECTION CHECKLIST

1.7.1 On-site safety oversight audit/inspection will be conducted on the basis of checklists given in Appendices A-E ofthis manual. Audit/inspection using a standardized checklist ensure transparency, quality and reliability in the conduct of audit/inspection as well as fairness their implementation.

1.7.2 Checklist given in this manual provide a comprehensive checklist covering all area of the safety oversight program subject to audit/inspection. In some cases, the checklist may be limited as a result of the size and complexity of their respective aviation activities.Nevertheless, depending on on-site situations, the team leader may increase or decrease the checklist to be used.

1.7.3 In exceptional cases, an observation may be made that may not have been addressed by the checklist, in these cases the inspector making the observation will inform the team leader and advise the service provider of the reason for it. Observation derived under such conditions shall be record

on audit/inspection finding and recommendation.

1.8 AUDIT/INSPECTION TEAM

1.8.1 An audit/inspection team normally consists of a minimum of three team members but this number may be changedas and when required depending upon the scope, size, function and complexity of the task.

1.8.2 Audit/inspection team will consist of a Team Leader and specialist inspectors for the disciplines included in the scope of the audit/inspection. The Team Leader may also serve as one of the specialist inspector.

1.8.3 Prior to the commencement of an audit/inspection, the service provider to be audited/inspected will be advised of the team's composition

1.9 AUDIT/INSPECTION TEAM LEADER

1.9.1 ANSSS Department shall appoint an audit/inspection Team Leader for each audit/inspection.

1.9.2 ANSSS Department shall take into consideration qualification, experience and leadership quality when appointing an audit/inspection Team Leader.

1.9.3 The Team Leader has the following responsibility for audit/inspection process:
   a. preparing the specific safety oversight audit/inspection program according to plan

   b. coordination with service provider in matters related to conduct of audit/inspection

   c. holding an audit/inspection preparation briefing for team members prior to the conduct of audit/inspection

   d. conducting opening and closing meeting with concerned officials of service provider

   e. provide leadership and guidance to the team members at all times during on-site audit/inspection

   f. submission of the audit/inspection report to Director General through Director (ANSSSD) and Deputy Director General (Civil Aviation Safety Regulation Directorate)

   g. dissemination of final audit/inspection report to the service provider.
   Note:In case of safety oversight audit of TIA, Civil Aviation Safety Regulation Director or his/her designated representative shall be team leader.

1.10   AUDIT/INSPECTION TEAM MEMBERS

1.10.1 Audit/inspection team members are responsible to the team leader. The team member shall be selected from the inspectors deployed in ANSSSD.

1.10.2 In addition to the specific task assigned by the authority and the team leader, the audit/inspection team member's responsibilities shall include:

  a   analyzing the operating manuals, local procedures/practices, documents and records provided by the service provider submission as directed by the authority and/or team leader

  b   communicating and clarifying audit/inspection requirements to personnel being interviewed

  c   planning and carrying out assigned responsibilities effectively and efficiently

  d   documenting all findings and observations

  e   preparing list of findings and recommendations of an audit/inspection in a timely manner

  f   assessing the effectiveness of the corrective action plan submitted by the audited/inspected service provider

  g   submitting all audit/inspection related documents to ANSSSD through team leader

      cooperating with and assisting the team leader at all times during the preparation, conduct and completion of the audit/inspection process.

1.11   ON-SITE AUDIT/INSPECTION ACTIVITIES

1.11.1 The on-site audit/inspection will be systematic and objective and all audit/inspection findings will be recorded on prescribed standardized form/checklist with reference made to the relevant Rules, Regulations, Standards, Recommended Practices and/or guidance materials for which the finding was made.

1.11.2 Evidence shall be collected through interview, reviewing relevant materials and observing activities and conditions in the aviation system. Finding shall be recorded with a clear indication of how and why they were made, Absence of evidence will normally be reflected as finding. Each finding should have a corresponding recommendation requiring the service provider to propose an action for the resolution of safety concern addressed by the finding.

1.11.3 After the on-site audit/inspection activities are completed, the audit/inspection team will review all findings and recommendations to ensure that they reflect objectivity and address at least on of the eight critical elements. The audit/inspection team will ensure that the findings and recommendations are documented in a clear concise manner and are supported by evidences. Audit/inspection findings may also be discussed during the daily team briefing session.

1.11.4   Visits to different units, organization and facilities of service providers may be undertaken to verify their capacities to oversee and supervise safety related activities.

1.11.5   By checking records, not only those of service provider's authorities but also of the actual operations and by looking into how their personnel conducts its business in aspects related to safety, the audit/inspection team will be able to assess whether the service providers are capable of undertaking their safety responsibilities effectively. The inspectors should neither take nor purpose any action which could interfere with the functions of service provider.

1.11.6   No information related to the audit/inspection of the service provider will be provided to the media.

1.12   AUDIT/INSPECTION TEAM MEMBERS' BRIEFING

1.12.1   This activity is also the part of Pre-audit/inspection phase

1.12.2   The audit/inspectionteam members' briefing shall be conducted one day prior to the opening meeting to be held on-site with all team members.

1.12.3   The objective of the audit/inspection team members' briefing are:
   a.   to give the team members an overview and understanding of the audit/inspection mission that lies ahead
   b.   to assign responsibilities to each team member before, during and if necessary after the audit/inspection
   c.   to be prepared for the opening and closing meeting with the officials of the service provider
   d.   use of safety oversight compliance checklist prescribe in this manual and preparation and use of the additional checklist if required

1.12.4   In addition to the initial briefing daily team members' briefing session to be scheduled by the team leader as required which provides for the:
   a.   early identification of findings and recommendations
   b.   update of compliance checklists
   c.   identification of difficulties encountered in daily activities
   d.   announcement of changes in the work program (if any)
   e   fostering of team coordination and support

1.13 OPENING MEETING

1.13.1   Opening meeting is the part of On-site audit/inspection phase.

1.13.2   Opening meeting will be convened by team leader and may also be addressed by the service provider's officials on the first day of the on-site audit/inspection. The purpose of the meeting is to brief the officials of service provider on audit/inspection process, its scope, introduction of members

of the audit/inspection team and the official of service provider and finalize the tentative work program earlier forwarded to the service provider.

1.13.3 The service provider assist the safety oversight audit/inspection team by providing:

    a. working space, preferably an office dedicated to the team during audit/inspection period

    b. access to a photocopier, telephone and internet

    c. access to facilities (passes to areas to be visited)

    d. access to relevant personnel for interviews

1.14 CLOSING MEETING

1.14.1 It is the last activity conducted during the On-site audit/inspection phase.

1.14.2 At the end of the audit/inspection, the team leader will convene a closing meeting with the officials of service provider, as appropriate to brief them on audit/inspection team's findings and recommendations.

1.14.3 The meeting should ensure that the officials of service provider clearly understand the situation as audited/inspected and are able to start work on a corrective action plan, should it be deemed necessary.

1.14.4 The meeting should emphasize the significant safety issues and concisely present the team's finding and opinions regarding the effectiveness of the eservice provider's operating system.

1.14.5 Officials of the service provider should be invited to make comments and express any disagreement with the findings presented. The team leader shall report the disagreement, including the reason provided by the service provider

1.15 **AUDIT/INSPECTION FINDINGS AND RECOMMANDATIONS**

1.15.1 All audit/inspection findings and recommendations will be related to one or more of the Rules, Regulations, Requirements, Standards, Procedures and good safety practices.

1.15.2 The audit/inspection findings and recommendations form when initially completed, shall contains:

    a) Reference to relevant Rules, Regulations, Requirements, Standards and Procedures

    b) Question

    c) Answer

    d) Findings

    e) Level of compliance, satisfactory or unsatisfactory

    f) Corrective action required to be taken by the service provider to remove deficiency

g)   Proposed and/or agreed timeline as appropriate

1.16 AUDIT/INSPECTION REPORT

1.16.1 Inspection report including all findings and recommendations, if any, shall be submitted to the DGCA through the Civil Aviation Safety Regulation Directorate within one month of conduct of audit/inspection.

1.16.2 Upon the approval of the report by the DGCA, ANSSSD shall issue letters to all ANSPs asking Corrective Action Plans (CAPs) addressing the findings.

1.16.3 ANSSSD will check the CAPs submitted by the ANSPs whether all the findings are properly addressed or not. If findings are not addressed properly, ANSSSD shall again write to the ANSPs to submit another CAP.

1.16.4 CAP will only be accepted if it is realistic and time frame based.

1.16.5 Finding will be closed if the CAP is fully addressed,the evidence is to be sent to ANSSSD.

1.16.6 ANSSSD shall inform to ANSP about the closing of finding if satisfied with the evidence presented by ANSP.

1.17 CORRECTIVE ACTION PLAN (CAP)

1.17.1 Based on the inspection findings and recommendations, the auditedparty (ANSP) shall establish a corrective action plan (CAP) which defines immediate short-term remedial actions, if applicable, and/or long-term corrective actions planned.

1.17.2 CAP, except for significant safety concern that require immediate action bythe audited/inspected party, should normally be forwarded to ANSSSDwithin one month upon receipt of the audit/inspection report,CAP regarding the SSC shall be forwarded within 15 days.

1.17.3 Further, the audited/inspected party should nominate reasonable actiondue date(s) by which corrective action(s) is/are to be completed.Reason(s) should be given when the above action due date cannot beprojected.

1.18 **SAFETY OVERSIGHT AUDIT/INSPECTION PROCESS**
 1.18.1   PRE-AUDIT/INSPECTION PHASE

1.8.1.1 Notify to the service provider through letter advising audit/inspection schedule, three month prior to audit/inspection.

1.8.1.2 Team shall be composed with team leader one month prior to audit inspection.

1.8.1.3 Review and analysis of documentation that are relevant to the service provider. Use prescribe checklist, this activity shall be commenced one month prior to the audit/inspection.

1.8.1.4 Review the service provider s" files and records to include previous inspection/audits including CAPs, incident reports,

1.8.1.5 Identify areas that require further review during On- Sight- audit/inspection.

1.8.1.6 Specific checklist shall be selected at least 15 days prior to the commencement of audit/inspection.

1.8.1.7 Notify to the service provider through the composition of audit/inspection team and complete work program shall be dispatched at least 15 days prior to audit/inspection schedule.

1.18.2 ON-SITE AUDIT/ INSPECTION PHASE

18.2.1 Opening meeting with the concern officials of service provider.

18.2.2 Conduct on-site audit/inspection in line with agreed work program.

18.2.3 Daily team briefing and debriefing within the audit team.

18.2.4 Development and compilation of audit/inspection findings and recommendations.

18.2.5 Closing meeting with the officials of service provider.

1.18.3 POST AUDIT/INSPECTION PHASE

1.18.3.1 ANSSS Department shall dispatch safety oversight audit/inspection report within 30 days of Audit/inspection.

1.18.3.2 Service provider shall submit corrective action plan and within 30 days upon receipt of safety oversight audit/inspection report.

1.19 RANDOM INSPECTION

1.19.1 Random inspection will be carried out in different airports as and when required.

CHAPTER 2

AUDIT/INSPECTION OF ATS-ATO

1.1 General

CAA under CAAN is engaged in the delivery of Basic ATS courses and other aviation related courses which is the only certified ATS-ATO in Nepal.

1.2 Objective

The objective of Audit/Inspection is to ensure that the ATO is maintaining its qualification and competencies in the management and delivery of ATS-ATO courses efficiently and effectively complying the regulatory requirements set out in the ATO Certification Manual and other relevant requirements issued by the Authority.

1.3 Scope

Thescope of audit/inspection includes the following areas of ATS-ATO.

    a. Organization Structure and ATO Staffing
    b. Instructor Qualification
    c. Training and Procedure Manual (TPM)
    d. Quality Assurance (QA)
    e. Facilities and Equipment

1.4 Audit/Inspection Procedure

1.4.1   ANSSSD is responsible for doing surveillance over the performance of ATS-ATO. ANS Licensing and Rating Division under ANSSSD will perform all the oversight activities on behalf of ANSSSD.

1.4.2   Detail oversight procedure is to be followed as mentioned in ATO Certification Manual Part 1- ATS.

APPENDICES

ATS Inspection Checklist

General Information

Person undertaking inspection	
Organization being inspected	
Date of inspection	

Information Sources	
Documents Reviewed	
Individuals Interviewed	
Units Visited	

Personnel, Licensing & Training

S.N.	Reference	Inspection Checklists/Questioners	Evaluation	Remarks/ Comments
1	*MATS NEPAL Para 14.2.1.(b)*	Has the organizational structure been developed? If yes, Is the organizational structure adequately possess manpower to effectively accomplish functions and responsibilities of ATM? If yes, what is the process applied in determining staff requiring?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2.	CAAN employee's facility, service and condition regulation 2056	Has the ANSP developed Job description for ATS personnel?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*MATS NEPAL Para 14.2.1.(d)*	Is number of current ATS staff adequate to effectively accomplish ATS functions and responsibilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4.	*Civil Aviation Regulation Rule 31*	Are all ATS positions manned with properly rated controller?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5.	*Civil Aviation Regulation Rule 31*	Is there a system established to ensure proficiency of licensed ATCOs?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6.	*Civil Aviation Regulation Rule 31*	Is there a provision for competency check of ATCO's job?	Satisfactory Not Satisfactory Applicable Not Inspected	
7	*MATS NEPAL Chapter 13*	Is there a regular training program for ATCOs including refresher training ,training in new equipment/ procedures?	Satisfactory Not Satisfactory Not Applicable Inspected	
8	*MATS NEPAL Chapter 13*	Is there a training program for ATCOs on handling of aircraft emergencies and operational under conditions with failed and degraded facilities and systems?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9	*Air Traffic Service Planning Manual*	Has the service provider developed policies and procedures for recruitment and retention of qualified and experienced ATS staffs?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
	part iv section 1,C2			
9	*MATS NEPAL Chapter 16*	Has the ANSP maintain the training records of its ATS personnel?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
10	*MATS NEPAL Chapter 16*	Are the controllers trained on the equipment relevant to the control position?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
11	*MATS Nepal Chapter2*	Are there qualified personnel with service provider to do SRM and safety review? If yes show the training certificate.	Satisfactory Not Satisfactory Not Applicable Not Inspected	

B. Equipment / Materials / Environment

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1	*Air Traffic Service Planning Manual Section 2 chapter 1*	How is the physical environment of the ATM operational unit? 1.1 Noise 1.2 Temperature / Humidity 1.3 Ventilation 1.4 Lighting 1.5 Tidiness 1.6 Display of ATS information	Satisfactory Not Satisfactory Not Applicable Not Inspected	tower is congested.
2	*Air Traffic Service Planning Manual Section 2 chapter 1*	*Are the ATC equipment user-friendly and properly installed?*	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*Air Traffic Service Planning Manual Section 2 Para 2.3*	Are there adequate R & R facilities for ATCOs on shift duties? 5.1 Rest area 5.2 Canteen 5.3 Sporting facilities 5.4 Washroom 5.5 Others	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*Air Traffic Service Planning Manual Section 2*	Besides equipment used for ATS purposes, what kind of other administrative support and equipment is available for ATCOs? 6.1 Photocopiers 6.2 Computer 6.3 Laptop/notebook	Satisfactory Not Satisfactory Not Applicable Not Inspected	

	Para 2.3	6.4 Facsimile 6.5 Printing facilities 6.6 Internet/intranet		
5	*MATS NEPAL Para 16.7*	What ATM operational equipment are used in the operational unit? *Tick applicable only* 10.1 Radar 10.2 Radio (VHF) 10.3 Radio (HF) 10.4 Stand-by Radio 10.5 Portable/Hand held Radio 10.6 Walkie talkie 10.7 Headset 10.8 Handset 10.9 ATIS 10.10 VHF Communication Recorder 10.11 AMHS 10.12 Binoculars 10.15 RVR 10.16 Anemometer 10.17 Others	Satisfactory Not Satisfactory Not Applicable Not Insp ected	
	MATS NEPAL Para 16.7.2.1	Is there a system of timely and appropriate detention/warning of system failure and degradation of equipment provided for ATCOs? Is there a provision of adequate back up facilities and/or procedures in the event of a system failure or degradation? Is the monitoring mechanism of Nav-Aid system available in the ATS operation unit? If not, what is the alternate means of warning ATCOs about the failure of the Nav-Aid system?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*MATS NEPAL Para 16.7*	Has the all ATC units functioning primary, secondary, emergency and backup communication facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*MATS NEPAL Para 16.7.2.1*	Are the communication equipment, navigational equipment and surveillance equipment serviceable?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8	*MATS NEPAL Para 16.7.2.1*	Are actions taken by ATC to notify the ATSEP regarding unserviceability?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

| 9 | *MATS NEPAL Para 16.7.2.1* | Are actions taken promptly properly by ATSEP regarding unserviceability | Satisfactory
Not Satisfactory
Not Applicable
Not Inspected | |
| 10 | *MATS NEPAL Para 16.7* | Are ATM equipment and facilities adequate to achieve the responsibilities and functions of the ATS operational unit? | Satisfactory
Not Satisfactory
Not Applicable
Not Inspected | |

C Procedures, Operational conditions and Supervision

1	*MATS NEPAL Para 14.2.1.(v)*	Is there a periodic review of procedure manual for adequacy, currency and updated as necessary?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*MATS NEPAL Para 14.11*	Is there a written procedure for hand-over and take-over of watches?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR 11Para 2.3*	Has the ANSP developed and promulgated contingency plan for implementation in the event of disrupt or potential disruption of ATS or related supporting services?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 11Para 2.16, 2.17, 2.20, 2.21*	Has the ATS service provider developed and promulgated LOA between adjacent ATS units, Meteorological authority, Air operators, military, Aeronautical information service and other related units?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR-11, 7.1*	Are the ATS units supplied with metetological authority accordance to Annex- 3, Appendix 9,1	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*MATS NEPAL Para 14.2.1.(y)*	Are the record of bird hit to aircraft recorded properly and retained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8	*MATS NEPAL Para 14.2.1.(i)*	Has the ANSP established and implemented a system to ensure the recording and retention of ATS data?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9	*MATS NEPAL Para 3.1*	Has the ATS service provider determined the ATS capacity to ensure traffic volumes and associated controller workloads do not exceed defined safe levels? If not, are there any procedures in place for regulating traffic volumes whenever necessary?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
10	*MATS NEPAL Para 16.12.3*	Are there proper arrangements for supervision of ATC's job? If, yes, is there regular briefing, interaction with the supervisor? If not, what are the measures applied to ensure proper vigilance of ATCO's job?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

11	*MATS NEPAL Para 16.3.1*	Is there a system, established procedure to report and record the aircraft accidents and incidents which are reporting through ATS Channels?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
12	*MATS NEPAL Para 16.7*	Has the ATS provider established the procedure for the reporting of aircraft proximity incidents and their investigation to promote safety of aircraft?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
13	*MATS NEPAL Para 16.5*	Does the ATS provider establish the procedures for notification of suspected communicable diseases or other Public Health Risk, on board an aircraft?		
14	*MATS Nepal Chapter 2*	Is there an ATS-SMS programe? If yes , how it is done effectively?		
15	*MATS Nepal Chapter 2*	Is ATS Provider doing hazard identification and SRM effectively? If yes what are the procedures they are adopted?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
16	*MATS Nepal Chapter 2 2.6.1*	Is the service provider doing safety assessment with respect to significant airspace reorganization, for significant changes in the provision of ATS procedures and for the introduction of new equipment , system or facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
17	*MATS Nepal Chapter 2*	Is the service provider regularly doing safety review of its operational system and procedure? If yes, how they are doing?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
18	*MATS NEPAL Para 14.2.1.(f)*	What are the shift hours and declared hours of operations?		
19.	*MATS NEPAL Chapter5*	Does the ANSP ensure that separation minima are applied in accordance with MATS Nepal ?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
20.	*MATS Nepal Chapter5*	Does the ANSP ensure that a process has been established and implemented to verify that a/c are approved for operation in RVSM airspace, and if yes, has they developed the procedure to forward information to the Regional Monitoring Agency (RMA) on a regular basis?		

21.	*MATS Nepal Chapter5*	Does the ANSP ensure that monitoring mechanism for RVSM are established and implemented for collection of large height deviation and coordination failure and subsequent reporting to the RMA?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
22	*MATS Nepal Chapter5*	Does the ANSP ensure that CAR-11 ensure requirements for read-back of safety related and other relevant information of air traffic control clearance and instructions are met?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
23.	*MATS Nepal Chapter15*	Has the ANSP established and implemented procedure to provide service to a/c in the event of emergency ?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
24	*MATS Nepal Chapter15*	Has the ANSP established and implemented procedure to assist and to safeguard strayed or unidentified a/c?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
25	*MATS Nepal Chapter15*	Has the ANSP established and developed procedure for air ground radio communication failure?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
26	*MATS Nepal Chapter15*	Has the ANSP established and implemented ATC contingency procedure for ; a. Radio comm..contingencies? b. Emergency separation?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

D. Documentation

1	*MATS NEPAL Para 16.6.1.3*	Is there a technical library?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*MATS NEPAL Para 16.6.1.3*	Are the updated documents and other technical documents readily available to the ATCOs? 2.1 ICAO Annexes & Doc 2.1 CARs 2.2 AIP Nepal 2.3 MATS Nepal 2.4 ATSOM 2.5 Others (specify)	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*MATS NEPAL Para 16.6.4*	If yes, are the logbooks properly filled and updated as necessary?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*MATS NEPAL Para 16.9*	Are the updated charts/maps relevant to the ATC centre?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

PANS-OPS Inspection Checklist

General information

Person undertaking inspection	
Organization being audited	
Date of inspection	
Information Sources	
Documents Reviewed	
Individuals Interviewed	
Units Visited	

S. N.	Reference	Inspection Checklist/Questionnaire	Evaluation	Remarks/ Comments
1	*MOS IFPD, 4.1.2*	Does the service provider ensure that construction of visual and instrument flight procedures is in accordance with MOS IFPD/ PANS-OPS, Doc. 8168vol-2? If not, what is the alternate means of compliance to ensure at least the same standards as MOS IFPD/ PANS-OPS, Doc. 8168vol-2?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*MOS IFPD, 4.1.1*	Does the service provider have sufficient number of qualified staff to carry out work in the fiel/d of PANS-OPS?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*MOS IFPD, 4.1.1, 4.3*	Does the service provider have proper facilities for designing instrument flight procedures (e.g. designing room, computers, charts, etc.)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*MOS IFPD, 5.7*	Does the service provider maintain training records or files for PANS-OPS technical staff? If not, which entity is responsible to maintaining such records? What is the status of such records, complete, incomplete etc?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*MOS IFPD, 5.8*	Is there any regular training program for the PANS-OPS technical staff? If not, what is the means of ensuring that the technical remain updated with latest amendments or versions of the aforesaid documents?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*MOS IFPD, 14.5.5/ 15.9.1/ 17.2.4.5*	Has the service provider published obstacle clearance altitude/height (OCA/H)? If yes, have they published the data in the appropriate format? If not, what is the alternate means of ensuring the compliance of the relevant provisions of MOS IFPD/ PANS-OPS, Doc. 8168vol-2?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*MOS IFPD, Ch. 20/ Doc 9363 Chapter 6*	Has the service provider established and published operating minima for the concerned aerodrome for instrument approaches at that aerodrome? If yes, have they published the data in the appropriate format? If not, what is the alternate means of ensuring the compliance of the relevant provisions of MOS IFPD/Doc 9365?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

8	*MOS IFPD, 22.3.1*	Does the service provider ensure that flight validation of instrument flight procedures, including obstacle checks, are carried out? If not, what is the alternate means of ensuring the compliance of the relevant provisions of MOS IFPD/ PANS-OPS, Doc. 8168vol-2?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9	*MOS IFPD 22.1/ Doc 9906, Vol. 1, Chapter 7, 7.16, 7.17*	Does the service provider conduct the periodic review of the IFPs and ensure that significant changes to the obstacles, aerodrome, aeronautical and navaid data are assessed for their impact on the IFPs? If yes, what actions they have performed for the review, maintenance and revalidation of the procedure?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
10	*MOS IFPD 22.2/ PANS OPS 4.5.2*	Does the service provider retain all procedure design documentation so as to allow any data anomalies or errors found during the production, maintenance or operational use of the procedure to be corrected? If yes, have they published and maintained the data in the appropriate format? If not, what is the alternate means of ensuring the compliance of the relevant provisions of MOS IFPD/ PANS-OPS, Doc. 8168vol-2?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
11	*MOS IFPD 4.3 c)*	Whether following updated documents relevant to the unit are available? -MOS IFPD -Quality Assurance Manual for Flight Procedure Design, Doc 9906 -Doc 8168 Vol. 2 -PBN Manual, Doc 9613 -Relevant ICAO Annexes and CARs -AIP Nepal (AMDT/SUPP), relevant NOTAMs, etc. -JD of the procedure designers	Satisfactory Not Satisfactory Not Applicable Not Inspected	

Maps and Charts Inspection Checklist

General information

Person undertaking inspection	
Organization being audited	
Date of inspection	
Information Sources	
Documents Reviewed	
Individuals Interviewed	
Units Visited	

S.N.	Reference	Inspection Checklist/Questionnaire	Evaluation	Remarks/ Comments
1	*CAR-4, Req. 1.2.1*	Does the service provider ensure that construction of aeronautical Maps and Charts are in accordance with CAR 4- Aeronautical Charts and ICAO Annex 4? If not, what is the alternate means of compliance to ensure at least the same standards?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAR-4, Req. 2.19.1*	Does the service provider have sufficient number of staff to carry out work in the field of Maps and Charts?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR-4, Req. 2.19.2*	Does the service provider have proper facilities for construction of Maps and Charts? (e.g. Map Construction Room, charting tools, computers, Software, charts, etc.)	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR-4, Req. 2.20*	Does the service provider maintain training records or files for cartographic (maps and charts) staffs? If not, which entity is responsible to maintaining such records? What is the status of such records- complete, incomplete, etc.?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR-4, Req. 2.20*	Is there any regular training program for the cartographic (maps and charts) staffs? If not, what is the means of ensuring that such staffs remained updated with latest amendments or versions of the aforesaid documents?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR-4, Req. 1.3.3, 2.1.1/2.1.3*	Do the published charts provide information relevant to the function of the chart and facilitate their optimum use? If yes, are the presentation of information comprehensive, accurate, up to date, unambiguous and readable under all normal operating conditions?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR-4, Req. 2.1.5*	Do the information published in the chart is in a form that enables the users (eg. pilots) to acquire such information in a reasonable time consistent with workload and operating conditions?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8	*CAR-4, Req. 2.4.1*	Are the symbols used in the charts conform to those shown in CAR 4, Appendix 2 – ICAO Chart Symbols and ICAO Annex 4, Appendix 2, except that there is no appropriate ICAO symbol to represent the aeronautical feature? If not, does it ensure that the symbols used do not cause confusion with any existing ICAO chart symbols or impair the legibility of the chart?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

| 9 | *CAR-4, Req. 2.17.1* | Does the service provider retain all the maps and charts construction documentation so as to allow any information or data anomalies or errors found during the production, maintenance or operational use of the procedure to be corrected?
 If yes, have they published and maintained the information or data in the appropriate format?
 If not, what is the alternate means of ensuring the compliance of the relevant provisions of CAR 4 and ICAO Annex 4? | Satisfactory
 Not Satisfactory
 Not Applicable
 Not Inspected | |
| 10 | *CAR-4,Req. 2.3.4* | Are the name and address of the map/chart producing agency shown in the Map/Chart? | Satisfactory
 Not Satisfactory
 Not Applicable
 Not Inspected | |

AIS Inspection Checklist
(AIM Department Head Office)

General Information

Person undertaking inspection	
Organization being Inspected	
Date of inspection	
Information Sources	
Documents Reviewed	
Units Visited	

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1	*CAR 15 Para 3.7.2*	Is minimum number of staff available in the AIM Department?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAAN employee facility, service and condition Regulation 2056, Rule 2.6*	Does the AIS Personnel have their job descriptions working in AIM Department?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR 15 Para 3.7.2*	Has AIM Department developed training program for their technical staff?	Satisfactory Not Satisfactory Not Applicable Not Inspected	.
4	*CAR 15 Para 3.6.1*	Are AIS Technical personnel trained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR 15 Para 3.7.2*	Does the AIM Department maintain training records for AIS technical staff?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR 15 Para 3.7.2*	Has AIM Department developed the working procedures for their technical staff?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	CAR 15 Para 3.2.2	Has AIM Department published Aeronautical Information as an integrated aeronautical information package?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8	*Doc 8126 Para 3.5.1*	Has AIM Department introduced an organized quality system in AIS?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9	Doc 8126 Para 3.5.8	Has AIP Nepal published according to new format	Satisfactory Not Satisfactory Not Applicable Not Inspected	

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10.	*CAR 15 Para 3.2*	Has AIM Department established a mechanism to ensure that aeronautical data quality requirements related to publication resolution and data integrity are in accordance with the provision of CAR 15?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
11	CAR 15 Para 6.1.2	Does AIP Amendments published under AIRAC system?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
12	*CAR 1 Para 4.6.1*	Does NIL notification issued when AIP amendment not published on AIRAC date? Show the evidence.	Satisfactory Not Satisfactory Not Applicable Not Inspected	
13.	*CAR 15 3.7.2*	Do you have any mechanism to ensure competencies and associated knowledge, skills abilities with the personnel who are working in the AIM Department to perform those function?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
14.		Has the AIS provider established procedures for AIP Amendment?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
15.		Does AIS provider carry out regular AIP Amendment and AIP Amendment and AIP supplements with AIRAC dates? If yes, show evidence.	Satisfactory Not Satisfactory Not Applicable Not Inspected	
16.		Do you have any mechanism to elimination of deficiencies identified during audit and inspection? (CAP)	Satisfactory Not Satisfactory Not Applicable Not Inspected	
17.		Do you have MOS-AIS doc. in AIM?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

AIS Inspection Checklist
(AIM Department International NOTAM Office)

General Information

Person undertaking inspection	
Organization being Inspected	
Date of inspection	
Information Sources	
Documents Reviewed	
Individuals Interviewed	
Units Visited	

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1	*CAR 15 Para 3.7.2*	Is minimum number of staff available in the International NOTAM Office (NOF)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAAN employee facility, service and condition Regulation 2056, Rule 2.6*	Does the International NOTAM office (NOF) have developed job descriptions for their AIStechnical staff?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR 15 Para 8.2.1*	Has NOF established self briefing facilities of an automated pre- flight information system	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 15 Para 3.7.2*	Has NOF developed training program for their technical staff?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	CAR 15 Para 5.2.8.	Is Notam deal with only one subject and one condition of the subject?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	Doc 8126 Para 3.5.8	Has NOF maintained a record of NOTAM and PIB	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR 15 Para 3.7.1*	Has NOF introduced a properly organized quality system to implement quality management?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8	*CAR 15 Para 3.6.1*	Does NOF introduced automation in their system?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9	*CAR 15 Para 8.3*	Do NOF division has arrangement for post flight information.	Satisfactory Not Satisfactory Not Applicable Not Inspected	
10	*CAR 15 Para 8.3.1*	Are NOF established system to ensure receive at aerodrome/heliports information conceringNepalese territory and operation of	Satisfactory Not Satisfactory Not Applicable	

		air navigation facilities noted by aircrew?	Not Inspected	
11	*CAR 15* *Para 8.2.2*	Does the NOF established self briefing of an automated PIB system ?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
12	*Doc 8126* *Para 3.3.1*	Does the equipment available in NOF is sufficient, in good condition and fulfilling the requirement of NOF?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
13.	*CAR 15* *3.7.2*	Do you have any mechanism to ensure competencies and associated knowledge, skills abilities with the personnel who are working in the AIM Department to perform those function?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
14		Has there any coordination between the raw data provider and AIS provider?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
15.		Do you have MOS-AIS doc in AIM?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

CNS Inspection Checklist CNS Facilities

General Information

Person undertaking inspection	
Organization being inspected	
Date of inspection	
Information Sources	
Documents Reviewed	
Individuals Interviewed	
Units Visited	

A. Documentation

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1	*CAAN employee facility, service and condition Regulation 2056 para 2.1*	Does the organization structure available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAAN employee facility, service and condition Regulation 2056, Rule 2.6*	Does the job description made available to CNS technical person (ATSEP)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*Civil Aviation Regulation 2058 Rule 75*	Does the list of equipments and systems maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12.7*	Does the list of tools and test equipment maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR 10 Vol 1 Para 2.7*	Does calibration record of Navigation and surveillance facilities is available at the site?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR 10 Vol 1 Para 2.12.7*	Does the test equipments used for maintenance work of CNS facilities are Calibrated and calibration record are available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR 10 Vol 1 Para 2.12.6*	Does maintenance manual of the equipments/systems in operation are properly maintained and updated?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*CAR 10 Vol 1 Para 2.12.3*	Does maintenance schedule of the equipment/system available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9.	*CAR 10 Vol 1 Para 2.12.5.2*	Does maintenance record of CNS equipments and or system available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
10.	*CAR 10 Vol 1 Para 2.12.3*	Does CNS equipments/system status check sheet available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

B. Environment

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1	*CAR 10 Vol 1 Para 2.12*	Does the duty room assigned and made available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAR 10 Vol 1 Para 2.12*	Does the CNS equipments are install inseparate radio control room?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR 10 Vol 1 Para 2.12*	Does the workshop facilities available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12*	Are the lighting and air-condition facilities in radio control room and workshop appropriate?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR 10 Vol 1 Para 2.12*	Are the tools and test equipment adequate to perform the job?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR 10 Vol 1 Para 2.12*	Does the facility of storage and access to spare parts satisfactory?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR 10 Vol 1 Para 2.12*	Does the storage and access to maintenance and serviceability records available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*CAR 10 Vol 1 Para 2.12.6*	Does the facility to keep the relevant document and Annexes adequate?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9.	*CAR 10 Vol 1 Para 2.12*	Does the storage and access to removable archival media available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

C. Manning

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1		Does the CNS Technical manpower available as per the organization structure? If No, how the CNS facilities are maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAR 10 Vol 1 Para 2.12.4.2*	Does the technical manpower trained to perform the duty?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR 10 Vol 1 Para 2.12.4.1*	Does the technical manpower have ATSEP License with rating?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12.4.3*	Does the technical manpower has got refresher training?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

D. Procedure

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1.	*ICAO DOC 9734 Para 1.2*	Is there any lay - down procedures of dutyhandover and takeover?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2.	*ICAO DOC 9734 Para 1.2*	Is there any procedure for logging equipment abnormality?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*ICAO DOC 9734 Para 1.2*	Is there any procedure of coordination withATS operation about the logging of equipment abnormality?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4.	*ICAO DOC 9734 Para 1.2*	Does the technical manpower has got refresher training?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

5.	*ICAO DOC 9734 Para 1.2*	Is there any procedure developed to coordinate and supervise the contractor's work related to CNS facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6.	*ICAO DOC 9734 Para 1.2*	Is there any procedure for calibration of CNS equipment / facility and test equipmentswhich are used for maintenance of CNSfacilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7.	*ICAO DOC 9734 Para 1.2*	Is there any contingency procedure developedfor the smooth operation of safety criticalCNS facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*ICAO DOC 9734 Para 1.2*	Are there documented procedures for preventive maintenance?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

E. Supervision

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1.	*ICAO DOC 9734 Para 2.4*	Is there any supervision process established? Who does the supervision of day to day operation /maintenance work?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2.	*ICAO DOC 9734 Para 2.3.6*	Is there any reporting procedure available atthe time of breakdown of facility?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*CAR 10 Vol 1 Para 2.12.4.1*	Does the specialist support / made availableto the operational duty team for correctivemaintenance during breakdown of equipment / system?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

F. Equipment/System

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1.	*CAR 10 Vol 1 Para 2.12.7*	Does the CNS Technical manpower available as per the organization structure? If No, how the CNS facilities are maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2.	*Civil Aviation Regulation 2056, Rule 75*	Does the technical manpower trained to perform the duty?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*Civil Aviation Regulation 2056, Rule 75*	Does the technical manpower have ATSEP License with rating?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4.	*ICAO DOC 7192 Para 10.1*	Does the technical manpower has got refresher training?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5.	*ICAO DOC 7192 Para 10.1*	Does the arrangement made for the protection of radio facility (site) for electrical and or other interference / obstacle?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

CNS Inspection Checklist (For CNS P& D Department/TIAMP)

General Information

Person undertaking inspection	
Organization being inspected	
Date of inspection	
Information Sources	
Documents Reviewed	- ICAO Annex 10 , CAR 10 Civil Aviation Regulation 2058 ICAO Documents, CNS/ATS equipment related Annexes, Manuals/Procedures/directory authorized by CAAN
Individuals Interviewed	
Units Visited	

A. Documentation

S. N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1	*CAAN employee facility, service and condition Regulation 2056 para 2.1*	Does the organization structure available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAAN employee facility, service and condition Regulation 2056, Rule 2.6*	Does the job description made available to CNS technical person (ATSEP)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*Civil Aviation Regulation 2058 Rule 75*	Does the list of equipments and systems installed/maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12.7*	Does the list of tools and test equipment supplied to maintenance division/unit responsible for maintenance of installed CNS equipment?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR 10 Vol 1 Para 2.7*	Does calibration record of Navigation and surveillance facilities is available at the Office/site?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR 10 Vol 1 Para 2.12.7*	Is Department aware of the test equipments used formaintenance work of CNS facilities (especially installed by this department) areCalibrated and calibration record are available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR 10 Vol 1 Para 2.12.6* *Doc 4444 Para 2.5.2*	Does maintenance manual of the equipment/system (by OEM) in operation handed over to Maintenance division/Unit are properly maintained and updated?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*CAR 10 Vol 1 Para 2.12.3*	Does maintenance/Upgradation/new installation schedule of theequipment/system available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9.	*CAR 10 Vol 1 Para 2.12.5.2*	Does maintenance record of CNS equipments and or system available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
10.	*CAR 10 Vol 1 Para 2.12.3*	Does CNS equipments/system status check sheet prepare and approve before handing over to Maintenance division/Unit and available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

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B. Environment

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1		Does the duty room assigned and made available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAR 10 Vol 1 Para 2.12*	Does the CNS equipments are install in separate radio control room?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3		Does the workshop facilities available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12*	Are the lighting and air-condition facilities in radio control room and workshop appropriate mentioned during installation time (in installation preparation)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR 10 Vol 1 Para 2.12*	Are the tools and test equipment adequate to perform the job?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR 10 Vol 1 Para 2.12*	Does the facility of storage and access to spare parts satisfactory take account in CNS equipment installation?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR 10 Vol 1 Para 2.12*	Does Department check the storage and access to maintenance & serviceability records available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*CAR 10 Vol 1 Para 2.12.6*	Does the facility to keep the relevantdocument and Annexes adequate?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9.	*CAR 10 Vol 1 Para 2.12*	Does Department ensure the storage and access to removable archival media available facility in CNS system as per age & technology?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

C. Manning

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1		Does the CNS Technical manpower available as per the organization structure? If No, how the CNS facilities are maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAR 10 Vol 1 Para 2.12.4.2*	Does the technical manpower trained to perform the duty?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR 10 Vol 1 Para 2.12.4.1*	Does the technical manpower have ATSEP License with rating?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12.4.3*	Does the technical manpower has got refresher training?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

D. Procedure

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1.	*ICAO DOC 9734 Para 1.2*	Is there any lay - down procedures of dutyhandover and takeover?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2.	*ICAO DOC 9734 Para 1.2*	Is there any procedure for logging equipment abnormality?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*ICAO DOC 9734 Para 1.2*	Is there any procedure of coordination withATS operation about the logging of equipment abnormality?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4.	*ICAO DOC 9734 Para 1.2*	Does the technical manpower has got refresher training?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

5.	*ICAO DOC 9734 Para 1.2*	Is there any procedure developed tocoordinate and supervise the contractor's work related to CNS facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6.	*Civil Aviation Regulation 2058 Rule 31*	Is there any procedure for installation of CNS/ATS system/equipment by Licensed, Rated and certified ATSEPs or authorized experts from OEM (Original Equipment Manufacturer)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7.	*ICAO DOC 9734 Para 1.2* *ICAO DOC 8071 Chapter 1*	Is there any procedure for calibration of CNS equipment / facility and test equipmentswhich are used for maintenance of CNSfacilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*ICAO DOC 9734 Para 1.2*	Is there any contingency procedure developedfor the smooth operation of safety criticalCNS facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9.	*ICAO DOC 9734 Para 1.2*	Are there documented procedures forpreventive maintenance of all installed CNS/ATS equipment?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

E. Supervision

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1.	*ICAO DOC 9734 Para 2.4*	Is there any supervision process established? Who does the supervision of day to day operation /maintenance/ installation work?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**Site In-charge Supervisor**
2.	*ICAO DOC 9734 Para 2.3.6*	Is there any reporting procedure available atthe time of breakdown of facility? Is there any procedure for completion of CNS/ATS equipment related installation?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**SAT document Manufacturer Manual Approved checksheet AIP amendment(if applicable) SOP Notification to ANSSSD/ related**
3.	*CAR 10 Vol 1 Para 2.12.4.1*	Does Department ensure specialist support / made availableto the operational duty team for correctivemaintenance during breakdown of equipment/ System?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

F. Equipment/System

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1.	*CAAN employee facility, service and condition Regulation 2056 para 2.1&2.6*	Does the CNS Technical manpower available as per the organization structure? If No, how the CNS facilities are maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2.	*Civil Aviation Regulation 2056, Rule 75*	Is there adequate spare parts made available while handing over new installed CNS/ATS system/ equipment in operation to maintenance division/unit?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*Civil Aviation Regulation 2056, Rule 75*	Is there any policy developed for the retention of spare parts for the safety critical equipment/system?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4.	*Annex 14*	Does the arrangement made for the safeguard of radio installations?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5.	*Annex 10 Vol. I Annex 14 Vol.1 Para 8.1*	Does the arrangement made for the protection of radio facility (site) for electrical and or other interference / obstacle?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

CNS Inspection Checklist (For Comm. &NavAid Department)

General Information

Person undertaking inspection	
Organization being inspected	
Date of inspection	
Information Sources	
Documents Reviewed	- ICAO Annex 10 , CAR 10 Civil Aviation Regulation 2058 ICAO Documents, CNS/ATS equipment related Annexes, Manuals/Procedures authorized by CAAN
Individuals Interviewed	
Units Visited	

A. Documentation

S. N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1	*CAAN employee facility, service and condition Regulation 2056 para 2.1*	Does the organization structure available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAAN employee facility, service and condition Regulation 2056, Rule 2.6*	Does the job description made available to CNS technical person (ATSEP)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*Civil Aviation Regulation 2058 Rule 75*	Does the list of equipments and systems installed/maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**List of maintained system/equipment**
4	*CAR 10 Vol 1 Para 2.12.7*	Does the list of tools and test equipment maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**List of tolls &test equipment used for maintenance**
5	*CAR 10 Vol 1 Para 2.7*	Does calibration record of Navigation and surveillance facilities is available at the site?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR 10 Vol 1 Para 2.12.7*	Does the test equipments used formaintenance work of CNS facilities areCalibrated and calibration record are available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR 10 Vol 1 Para 2.12.6* *Doc 4444 Para 2.5.2*	Does maintenance manual of the equipment/system (by OEM) in operation handed over to Maintenance division/Unit are properly maintained and updated?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*CAR 10 Vol 1 Para 2.12.3*	Does maintenance/Up gradation/new installation schedule of theequipment/system available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**Maintenance schedule** **Up gradation/new installation schedule**
9.	*CAR 10 Vol 1 Para 2.12.5.2*	Does maintenance record of CNS equipment and system available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
10.	*CAR 10 Vol 1 Para 2.12.3*	Does CNS equipment/system status check sheet prepare and approve before handing over to Maintenance division/Unit and available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**Checksheet**

B. Environment

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1		Does the duty room assigned and made available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAR 10 Vol 1 Para 2.12*	Does the CNS equipment are install in separate radio control room at domestic airport station?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3		Does the workshop facilities available at this department?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12*	Are the lighting and air-condition facilities in radio control room of different station and workshop at this department appropriate?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5	*CAR 10 Vol 1 Para 2.12*	Are the tools and test equipment adequate to perform the job?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
6	*CAR 10 Vol 1 Para 2.12*	Does the facility of storage and access to spare parts satisfactory?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7	*CAR 10 Vol 1 Para 2.12*	Does the storage and access to maintenance and serviceability records available?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*CAR 10 Vol 1 Para 2.12.6*	Does the facility to keep the relevantdocument and Annexes adequate?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
9.	*CAR 10 Vol 1 Para 2.12*	Does Department ensure the storage and access to removable archival media available facility in CNS system as per age & technology?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

C. Manning

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1	*CAR 10 Vol 1 Para 2.12.7*	Does the CNS Technical manpower available as per the organization structure? If No, how the CNS facilities are installed/maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2	*CAR 10 Vol 1 Para 2.12.4.2*	Does the technical manpower (ATSEP) trained to perform the duty (Installation, Maintenance, Specification preparation)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3	*CAR 10 Vol 1 Para 2.12.4.1*	Does the technical manpower have ATSEP License with rating for installation/Calibration/Maintenance?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4	*CAR 10 Vol 1 Para 2.12.4.3*	Does the technical manpower has haverefresher training for Maintenance, Manual & Standard operating procedure preparation CNS related?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

D. Procedure

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1.	*ICAO DOC 9734 Para 1.2*	Is there any lay - down procedures of dutyhandover and takeover? Are there any lay-down procedures of re-assessing the completed installation job/project?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
2.	*ICAO DOC 9734 Para 1.2*	Is there any procedure of analyzing the logging equipment abnormality of CNS system/Equipment maintained by this department?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*ICAO DOC 9734 Para 1.2*	Is there any procedure of coordination withATS operation about the logging of equipment abnormality of CNS system/Equipment?	Satisfactory Not Satisfactory Not Applicable Not Inspected	MOU with other domestic airports
4.	*ICAO DOC 9734 Para 1.2*	Does the technical manpower have gotrefresher training to make arrangement to make competence to analyze CNS equipment abnormality and prepare the solution?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

5.	*ICAO DOC 9734 Para 1.2*	Is there any procedure developed tocoordinate and supervise the contractor's work related to CNS facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**Site In-charge MOU with domestic airport**
6.	*Civil Aviation Regulation 2058 Rule 31*	Is there any procedure for installation of CNS/ATS system/equipment by Licensed, Rated and certified ATSEPs or authorized experts from OEM (Original Equipment Manufacturer)?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
7.	*ICAO DOC 9734 Para 1.2* *ICAO DOC 8071 Chapter 1*	Is there any procedure for calibration of CNS equipment / facility and test equipmentswhich are used for maintenance of CNSfacilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
8.	*ICAO DOC 9734 Para 1.2*	Is there any contingency procedure developedfor the smooth operation of safety criticalCNS facilities?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**MOU with domestic airport**
9.	*ICAO DOC 9734 Para 1.2*	Are there documented procedures forpreventive maintenance of all installed CNS/ATS equipment?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

E. Supervision

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1.	*ICAO DOC 9734 Para 2.4*	Is there any supervision process established? Who does the supervision of day to day operation /maintenance/ installation work?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**Site In-charge Supervisor MOU with domestic airport**
2.	*ICAO DOC 9734 Para 2.3.6*	Is there any reporting procedure available atthe time of breakdown of facility? Is there any procedure for completion of CNS/ATS equipment related installation?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**SAT document Manufacturer Manual Approved checksheet AIP amendment(if applicable) SOP Notification to ANSSSD/ related MOU with domestic airport**
3.	*CAR 10 Vol 1 Para 2.12.4.1*	Does Department ensure specialist support / made availableto the operational duty team for correctivemaintenance during breakdown of equipment/ System?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**MOU with domestic airport**

F. Equipment/System

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/Comments
1.	*CAAN employee facility, service and condition Regulation 2056 para 2.1&2.6*	Does the CNS Technical manpower available as per the organization structure? If No, how the CNS facilities are maintained?	Satisfactory Not Satisfactory Not Applicable Not Inspected	**As per equipment/system**
2.	*Civil Aviation Regulation 2056, Rule 75*	Is there adequate spare parts made available while handing over new installed CNS/ATS system/ equipment in operation to maintenance division/unit?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
3.	*Civil Aviation Regulation 2056, Rule 75*	Is there any policy developed for the retention of spare parts for the safety critical equipment/system?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
4.	*Annex 14*	Does the arrangement made for the safeguard of radio installations?	Satisfactory Not Satisfactory Not Applicable Not Inspected	
5.	*Annex 10 Vol. I Annex 14 Vol.1 Para 8.1*	Does the arrangement made for the protection of radio facility (site) for electrical and or other interference / obstacle?	Satisfactory Not Satisfactory Not Applicable Not Inspected	

Inspection Checklist for SAR Division, CAAN Head Office

General Information

Person undertaking inspection	
Organization being inspected	
Date of inspection	
Information Sources	
Documents Reviewed	
Individuals Interviewed	
Units Visited	

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1	Annex 12 3.1.2	Does the state coordinate its SAR organization with thoseof neighboring states?	Satisfactory Not satisfactory Not applicable Not inspected	
2	Annex 12 3.1.7	Does the state authorize its RCCs to provide, when requested assistance to other RCCs, including assistance in the form of aircraft, persons or equipments?	Satisfactory Not satisfactory Not applicable Not inspected	
3	Annex 12 3.2.5	Has the state designated a SAR point of contact for the receipt of COSOAS-SARSAT distress data?	Satisfactory Not satisfactory Not applicable Not inspected	
4		Is national SAR Plan updated?	Satisfactory Not satisfactory Not applicable Not inspected	
5		Is SAR manual updated?	Satisfactory Not satisfactory Not applicable Not inspected	
6	CAR 12 4.4	Does appropriate SAR exercises are conducted? Does appropriate SAR Exercises (tabletop) are conducted?	Satisfactory Not satisfactory Not applicable Not inspected	
7	CAR 12 4.4	Do records of SAR exercises maintained and deficiencies identified are attended?	Satisfactory Not satisfactory Not applicable Not inspected	
8.		Do job descriptions written for the staff detailed for ATS/SAR division?	Satisfactory Not satisfactory Not applicable Not inspected	
9.	CAR 12 4.4	Does the training programme have been established for the staff detailed for ATS/SAR division?	Satisfactory Not satisfactory Not applicable Not inspected	

Inspection Checklist for SAR TIA RCC

General Information

Person undertaking inspection	
Organization being inspected	
Date of inspection	
Information Sources	
Documents Reviewed	
Individuals Interviewed	
Units Visited	

RCC TIA

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
1.	CAR 12 2.1.1	Are arrangement made for staffing The RCC 24 hours a day?	Satisfactory√ Not satisfactory Not applicable Not inspected	
2.	CAR 12 2.3.2	Are the duty officers of RCC proficient in English Language and radio telephony communications?	Satisfactory Not satisfactory Not applicable Not inspected	
3.	CAR 12 2.3.2	Are the duty officers of RCC trained for the conducto of SAR operation?	Satisfactory Not satisfactory Not applicable Not inspected	
4.	Annex 12 3.2.5	Are there any means available to receive COSPAS-SARSAT Distress data?	Satisfactory Not satisfactory Not applicable Not inspected	
5.	Annex 12 2.2.1 note 2	Has ANSP delinated the airspace within whch it is responsible for the provision of SAR service?	Satisfactory Not satisfactory Not applicable Not inspected	
6.	CAR 12 2.4.1	Has the RCC been provided with rapid and reliable means of communications with Associated ATS units? a) SAR units b) Designated met office Alerting post c) COSPAS-SARSAT MCC	Satisfactory Not satisfactory Not applicable Not inspected	
7.	CAR 12 2.5.1	Has the RCC been provided with information regarding elements of public and private services suitably located and equipped to assist in SAR operations?	Satisfactory Not satisfactory Not applicable Not inspected	

S.N.	Reference	Inspection Checklist/Questioner	Evaluation	Remarks/ Comments
8.	CAR 12 4.1.2 c	Has the RCC been provided with information of locations where suppliers of droppable emergency and survival equipment been stored?	Satisfactory Not satisfactory Not applicable Not inspected	
9.	CAR 12 4.1.1	Is the list along with up to date address and telephone numbers of all rescue units, ATS Units, alerting posts and other agencies involved in the SAR operations available in RCC?	Satisfactory Not satisfactory Not applicable Not inspected	
10.	CAR 12 4.1.2 a	Are th frequencies, location, call sign and hours of watch of all radio stations likely to be used in SAR operations available in RCC?	Satisfactory Not satisfactory Not applicable Not inspected	
11.	CAR 12 4.1.2 d	Has the RCC been provided with information of objects which might be mistaken as un located or un reported wreckage if viewed from air?	Satisfactory Not satisfactory Not applicable Not inspected	
12.	CAR 12 4.2.1	Has th RCC prepared detailed plan of operation for the conduct SAR within its region?	Satisfactory Not satisfactory Not applicable Not inspected	
13.	CAR 12 4.2.5	Has the SAR plan of operation been integrated with airport emergency plan to provide for rescue services in the vicinity of an aerodrome?	Satisfactory Not satisfactory Not applicable Not inspected	
14.		Are the aeronautical, topographical charts of concerned SAR region available in RCC?	Satisfactory Not satisfactory Not applicable Not inspected	

APPENDIX F

Civil Aviation Authority of Nepal

ANS Inspector Training Plan

S.No.	Position	Area	Basic/Initial/OJT/ Recurrent & Specialized Training	Period	Year		Remarks

Training Programme for CNS regulatory staff (Inspector)working

under ANS Safety Standard Department

S.No.	Initial	On the Job Training	Recurrent	Specialized
1.	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. a) Bring awareness about utilizing the different tools and techniques of safety audit b) Enhance the knowledge on role and responsibilities of safety audit. c) Develop confidence in Planing and developing safety audit/Inspection activities. d) Enhance the knowledge of ICAO standards and recommended practices (SARPs) and other national civil aviation regulations relating to ANS. e) Enhance the capacity to Identify deficiencies in the CNS and implement corrective action plans.	OJT training detail as given below will enhance the confidence of Inspectors in appling the theoritical concepts and procedures of auditing/inspection while conductiing the auditing/inspection independently. 1. Meeting with Head ofANS Department and its divisional heads. 2. Office/work familiarization: a. Civil Aviation Safety Regulation Directorate b. ANS Safety Standards Department c. CNS Department d. Administrative process e. Ongoing activities of department/DivisionSafety Oversight.	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. -Once every 2 years.	1.Aviation Quality Managemnet System. Able to understand the four main components of quality management and Develop an effective quality management system. 2. MSDPS (Multi-source Surveillance Data Processing system) Able to know about existing features, function, services and applications of NEC MSDPS to ensure safety Air Traffic services. Also ensure compatible features to provide new services interfacing like ADS-B and capability of running AIDC system as per new ongoing ICAO/APAC guideline.

| | | 3.Familiarization/study of JD | | 3. ATC Automation System

   Able to know about features, function, services and applications of ATC automation systems like Avibit based e-strip & Infomax service, AIDC, ADS-B to ensure safety Air Traffic services and make capable of auditing these types of ATS services for safe Air Traffic Management.

4. ICAO SSP:
 Better know about the Safety Management Fundamentals, ICAO Annex 19 SARPs, State Safety Program processes and SSP processes |
| | | 4.review of the following documents:
a. ICAO Annex 10,11
b. ICAO doc 9734,
c. AIP Nepal
d. ANS Inspector
    Handbook Checlist
e. Relevant circulars
f. CARs. | | |

		5. Familiarization of ANS audit process 6. Participation in inspector audit process includint report writing. 7. Performing the audit task as an observer. 8. Performing the real audit task in supervision of qualified inspector		

Training Programme for ATS regulatory staff (Inspector)working under ANS Safety Standard Department

S. No.	Initial	On the Job Training	Recurrent	Specialized
1	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. a) Bring awareness about utilizing the different tools and techniques of safety audit b) Enhance the knowledge on role and responsibilities of safety audit. c) Develop confidence in Planing and developing safety audit/Inspection activities. d) Enhance the knowledge of ICAO standards and recommended practices (SARPs) and other national civil aviation regulations relating to ANS. e) Enhance the capacity to Identify deficiencies in the ATS and implement corrective action plans.	OJT training detail as given below will enhance the confidence of Inspectors in appling the theoritical concepts and procedures of auditing/inspection while conductiing the auditing/inspection independently. 1. Meeting with Head ofANS Department and its divisional heads. 2. Office/work familiarization: a. Civil Aviation Safety Regulation Directorate b. ANS Safety Standards Department c. ATM Department d. Administrative process e. Ongoing activities of department/DivisionSafety Oversight. 3.Familiarization/study of JD. 4.Review of the following doc: a. ICAO Annex 2,11,	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. -Once every 2 years.	1.ATM Safety investigation and analysis course. a) enhance the capacity to Understand best practices in systemic safety investigation and analysis techniques in ATM b) able to findout key issues in safety investigation and able to analysis in an ATM environment c) will develop the capability to Apply witness interviewing skills and techniques. 2.Aviation Quality Managemnet System. Able to understand the four main components of quality management and Develop an effective quality management system

		CAR 2,11 b. ICAO doc 9734, 4444 c. AIP Nepal d. ANS Inspector Handbook Checlist e. Relevant circulars f. MATS. g. CARs		
		5. Familiarization of ANS audit process 6. Participation in inspector audit process includint report writing. 7. Performing the audit task as an observer. 8. Performing the real audit task in supervision of qualified inspector		
				3.Training on SSP. a) enhance the quality to understand the safety management principles and concepts b) able to understand Annex 19 SARPs relating to State safety management responsibilities c) will be competent in SSP implementation and its pertinent processes

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				d)Enhance the capacity to conversant with Safety Management Manual Doc 9859 guidance materials relating to SSP.
				4.Safety oversight managers course. a) Able to role and responsibilities of a safety oversight manager b) Will Develop the capacitiy to Implement the ICAO Standards and Recommended Practices (SARPs) and will able to know other national civil aviation regulations relating to safety oversight c) Able to upgrate CAAN'S safety oversight system

				5. Integrated safety management
				a) Enhance the knowledge about the safety management principles and concepts.
				b) Enhance the knowledge about the fundamentals about SMS and SSP as mentioned in safety management manuals, Doc. 9859 and ICAO Annex 19.
				c) Bring awareness the Annex19 SARPs relating to state safety management as well as the safety oversight responsibilities.
				d)Develop competencies in implementing SSP and facilating in the implementation of SMS

Training Programme for SAR regulatory staff (Inspector)working under ANS Safety Standard Department.

S. No.	Initial	On the Job Training	Recurrent	Specialized
1	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. a) Bring awareness about utilizing the different tools and techniques of safety audit b) Enhance the knowledge on role and responsibilities of safety audit. c) Develop confidence in Planing and developing safety audit/Inspection activities. d)Enhance the knowledge of ICAO standards and recommended practices (SARPs) and other national civil aviation regulations relating to ANS. e) Enhance the capacity to Identify deficiencies in the SAR and implement corrective action plans.	OJT training detail as given below will enhance the confidence of Inspectors in appling the theoritical concepts and procedures of auditing/inspection while conductiing the auditing/inspection independently. 1. Meeting with Head ofANS Department and its divisional heads. 2. Office/work familiarization: a. Civil Aviation Safety Regulation Directorate b. ANS Safety Standards Department c. SAR/ATM Department d. Administrative process e. Ongoing activities of department/DivisionSafety Oversight. 3.Familiarization/study of JD. 4. Review of the following doc:	Safety Audit procedure and/or technique.orSafety Oversight Inspection training. -Once every 2 years.	1.Aeronautical search and rescue operation a) Enhance the knowledge of general SAR procedures b) Able to Development aeronautical SAR procedures manual 2.Training on SSP. a) Enhance the quality to understand the safety management principles and concepts b) able to Understand Annex 19 SARPs relating to State safety management responsibilities

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		a.ICAO Annex 12,CAR 12 b.ICAO Doc 9734,9731 c.AIP Nepal d.ANS inspector handbook checklist e.Relevent circulars f.MATS.		
		5. Familiarization of ANS audit process 6. Participation in inspector audit process includint report writing. 7. Performing the audit task as an observer. 8. Performing the real audit task in supervision of qualified inspector		c) will be competent in SSP implementation and its pertinent processes d)Enhance the capacity to conversant with Safety Management Manual Doc 9859 guidance materials relating to SSP. 3. Integrated safety management a) Enhance the knowledge about the safety management principles and concepts. b) Enhance the knowledge about the fundamentals about SMS and SSP as mentioned in safety management manuals, Doc. 9859 and ICAO Annex 19.

			c)Bring awareness the Annex 19 SARPs relating to state safety management as well as the safety oversight responsibilities. d.)Develop competencies in implementing SSP and facilating in the implementation of SMS

Training Programme for AIS regulatory staff (Inspector)working under ANS Safety Standard Department

S. No.	Initial	On the Job Training	Recurrent	Specialized
1	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. a) Bring awareness about utilizing the different tools and techniques of safety audit b) Enhance the knowledge on role and responsibilities of safety audit. c) Develop confidence in Planing and developing safety audit/Inspection activities. d)Enhance the knowledge of ICAO standards and recommended practices (SARPs) and other national civil aviation regulations relating to ANS.	OJT training detail as given below will enhance the confidence of Inspectors in appling the theoritical concepts and procedures of auditing/inspection while conductiing the auditing/inspection independently. 1. Meeting with Head ofANS Department and its divisional heads. 2. Office/work familiarization: a. Civil Aviation Safety Regulation Directorate b. ANS Safety Standards Department c. AIM Department/NOF d. Administrative process e. Ongoing activities of department/DivisionSafety Oversight. 3.Familiarization/study of JD. 4.Review of the following doc: a. ICAO Annex15, CAR 15 b. ICAO doc 9734, 8126 c. AIP Nepal	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. -Once every 2 years	1.Training on AIM a)Understand the objectives and practices when moving from product-centric to data-centric aeronautical information provision b)Understand the safety implications of quality of data, correct data storage and efficient AIS distribution in the AIM environment 2.Aviation Quality Managemnet System. Able to understand the four main components of quality management and Develop an effective quality management system .

	e) Enhance the capacity to Identify deficiencies in the AIS and implement corrective action plans.	d. ANS Inspector Handbook/ Checlist e. Relevant circulars f. MATS .		
		5. Familiarization of ANS audit process 6. Participation in inspector audit process includint report writing. 7. Performing the audit task as an observer. 8. Performing the real audit task in supervision of qualified inspector		

				3.Training on SSP. a) Enhance the quality to understand the safety management principles and concepts b) able to Understand Annex 19 SARPs relating to State safety management responsibilities c) will be competent in SSP implementation and its pertinent processes d)Enhance the capacity to conversant with Safety Management Manual Doc 9859 guidance materials relating to SSP.
				4.Safety oversight managers course. a) Able to understand role and responsibilities of a safety oversight manager . b) Will be able to Develop the capacitiy to Implement the ICAO Standards and Recommended Practices (SARPs) and will able to know other national civil aviation regulations relating to safety oversight c) Able to upgrate CAAN'S safety oversight system

				5. Integrated safety management
				a) Enhance the knowledge about the safety management principles and concepts.
				b) Enhance the knowledge about the fundamentals about SMS and SSP as mentioned in safety management manuals, Doc. 9859 and ICAO Annex 19.
				c) Bring awareness the Annex 19 SARPs relating to state safety management as well as the safety oversight responsibilities.
				d) Develop competencies in implementing SSP and facilating in the implementation of SMS

Training Programme for PANS-OPS/Maps & Chart regulatory staff (Inspector)

Working under ANS Safety Standard Department

S. No.	Initial	On the Job Training	Recurrent	Specialized
1	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. a) Bring awareness about utilizing the different tools and techniques of safety audit b) Enhance the knowledge on role and responsibilities of safety audit. c) Develop confidence in Planing and developing safety audit/Inspection activities. d)Enhance the knowledge of ICAO standards and recommended practices (SARPs) and other national civil aviation regulations relating to ANS.	OJT training detail as given below will enhance the confidence of Inspectors in applying the theoretical concepts and procedures of auditing/inspection while conducting the auditing/inspection independently. 1. Meeting with Head ofANS Department and its divisional heads. 2. Office/work familiarization: a. Civil Aviation Safety Regulation Directorate b. ANS Safety Standards Department c. ATM Standards Division d. Administrative process e. Ongoing activities of department/DivisionSafety Oversight. 3.Familiarization/study of JD. 4.Review of the following doc: a. PANS-OPS doc. 8168 Vol I and II, Doc 9365, b. ICAO doc 9734, 4444 c. AIP Nepal	Safety Audit procedure and/or technique. Or Safety Oversight Inspection training. -Once every 2 years	1PBN Airspace Design a) Broaden the knowledge about the technologies and evolving concepts. b)impart the knowledge of PBN airspace design criteria and its application. c) Enhance the audit/inspection confidence and ability in PBN airspace design and publication areas. 2.RNPAR procedure design. a) Broaden the knowledge about the technologies and evolving concepts. b)impart the knowledge of RNPAR procedure design criteria and its application. c) Enhance the audit/inspection confidence and ability in RNAV RNP procedure design and publication areas.

	e) Enhance the capacity to Identify deficiencies in the PANS-OPS/Maps and Chart system and implement corrective action plans.	d. ANS Inspector Handbook/ Checlist e. Relevant circulars f. MATS g. ICAO Doc. 9368 h. MOS-IFPD i. CAR-4		
		5. Familiarization of ANS audit process 6. Participation in inspector audit process includint report writing. 7. Performing the audit task as an observer. 8. Performing the real audit task in supervision of qualified inspector		3. Aviation Quality Managemnet System. a) Able to understand the four main components of quality management and Develop an effective quality management system . 4. Integrated safety management a) Enhance the knowledge about the safety management principles and concepts. b. Enhance the knowledge about the fundamentals about SMS and SSP as mentioned in safety management manuals, Doc. 9859 and ICAO Annex 19. c. Bring awareness the Annex 19 SARPs relating to state safety management as well as the safety oversight responsibilities.

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			d. Develop competencies in implementing SSP and facilating in the implementation of SMS.

CIVIL AVIATION AUTHORITY OF NEPAL
ANS SAFETY STANDARDS DEPARTMENT

ON THE JOB TRAINING (OJT) RECORD OF ATS INSPECTOR

Name:	
Post:	
OJT supervisor:	
Date Training Started:	
Date Training Finished:	
Date of OJT Started:	
Date of OJT Finished:	

ON THE JOB TRAINING SCHEDULE

Ref	Items	Date Completed	Remarks
1.	Meeting with head of ANSSS Department and its division heads		
2.	Office/work familiarization: a) Civil Aviation Safety Regulation Directorate b) ANS Safety Standards Department c) ANS Licensing and Rating Division d) Administrative process c) Ongoing activities of department/division		
3.	Familiarization/study of JD		
4.	Review of the Docs: a) ICAO Annex 2, 11 and CAR 2,11 b) ICAO Doc 9734, 4444 and MATS Nepal c) AIP Nepal d) ANS Policy and Procedure Manual e) Relevant Circulars f) MATS g) Manual of Standards Licensing and Rating of ATC Personnel		
5.	Familiarization of ANS Audit Process		
6.	Performing the Audit task as a Observer		
7.	Performing the Real Audit task in supervision of qualified Inspector		

Signature of OJT :
Signature of OJT Supervisor

CIVIL AVIATION AUTHORITY OF NEPAL
ANS SAFETY STANDARDS DEPARTMENT

ON THE JOB TRAINING (OJT) RECORD OF PANS-OPS/MAPS & CHART INSPECTOR

Name:	
Post:	
OJT supervisor:	
Date Training Started:	
Date Training Finished:	
Date of OJT Started:	
Date of OJT Finished:	

ON THE JOB TRAINING SCHEDULE

Ref	Items	Date Completed	Remarks
1.	Meeting with head of ANSSS Department and its division heads		
2.	Office/work familiarization: a) Civil Aviation Safety Regulation Directorate b) ANS Safety Standards Department c) Administrative process d) Ongoing activities of department/division		
3.	Familiarization/study of JD		
4.	Review of the following doc: a. MOS-IFPD b. ICAO Doc 8168, Vol I/II, Doc. 9368, Doc 9734, Doc 9365, Doc 4444 c. CAR-11, CAR 4, CAR 5, ICAO d. ICAO Annex11, Annex 4, Annex 5 e. AIP Nepal f. Relevant circulars g. MATS Nepal		
5.	Familiarization of ANS Audit Process		
6.	Performing the Audit task as an Observer		
7.	Performing the Real Audit task in supervision of qualified Inspector		

Signature of OJT:

Signature of OJT Supervisor:

ANS POLICY AND PROCEDURE MANUAL

CIVIL AVIATION AUTHORITY OF NEPAL
ANS SAFETY STANDARDS DEPARTMENT

ON THE JOB TRAINING (OJT) RECORD OF CNS INSPECTOR

Name:	
Post:	
OJT supervisor:	
Date Training Started:	
Date Training Finished:	
Date of OJT Started:	
Date of OJT Finished:	

ON THE JOB TRAINING SCHEDULE

Ref	Items	Date Completed	Remarks
1.	Meeting with head of ANSSS Department and its division heads		
2.	Office/work familiarization: a) Civil Aviation Safety Regulation Directorate b) ANS Safety Standards Department c) ANS Licensing and Rating Division d) Administrative process c) Ongoing activities of department/division		
3.	Familiarization/study of JD		
4.	review of the following documents: a. ICAO Annex 10,11 b. ICAO doc 9734, c. AIP Nepal d. ANS Policy and Procedure Manual e. Relevant circulars f. CAR 10, 11, Doc. 4444,MATS NEPAL		
5.	Familiarization of ANS Audit Process		
6.	Performing the Audit task as a Observer		
7.	Performing the Real Audit task in supervision of qualified Inspector		

Signature of OJT :
Signature of OJT Supervisor:

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CIVIL AVIATION AUTHORITY OF NEPAL
ANS SAFETY STANDARDS DEPARTMENT

ON THE JOB TRAINING (OJT) RECORD OF SAR INSPECTOR

Name:	
Post:	
OJT supervisor:	
Date Training Started:	
Date Training Finished:	
Date of OJT Started:	
Date of OJT Finished:	

ON THE JOB TRAINING SCHEDULE

Ref	Items	Date Completed	Remarks
1.	Meeting with head of ANSSS Department and its division heads		
2.	Office/work familiarization: a) Civil Aviation Safety Regulation Directorate b) ANS Safety Standards Department c) Administrative process d) Ongoing activities of department/division		
3.	Familiarization/study of JD		
4.	Review of the following doc: a.ICAO Annex 12, CAR 12 b.ICAO Doc 9734,9731 c.AIP Nepal d. Relevent circulars e.ANS Policy and Procedure Manual		
5.	Familiarization of ANS Audit Process		
6.	Performing the Audit task as a Observer		
7.	Performing the Real Audit task in supervision of qualified Inspector		

Signature of OJT :
Signature of OJT Supervisor

CIVIL AVIATION AUTHORITY OF NEPAL
ANS SAFETY STANDARDS DEPARTMENT

ON THE JOB TRAINING (OJT) RECORD OF AIS INSPECTOR

Name:	
Post:	
OJT supervisor:	
Date Training Started:	
Date Training Finished:	
Date of OJT Started:	
Date of OJT Finished:	

ON THE JOB TRAINING SCHEDULE

Ref	Items	Date Completed	Remarks
1.	Meeting with head of ANSSS Department and its division heads		
2.	Office/work familiarization: a) Civil Aviation Safety Regulation Directorate b) ANS Safety Standards Department c) Administrative process d) Ongoing activities of department/division		
3.	Familiarization/study of JD		
4.	3.Review of the following doc: a. ICAO Annex15, CAR 15 b. ICAO doc 9734, 8126 c. AIP Nepal d. ANS Policy and Procdure Manual e. Relevant circulars		
5.	Familiarization of ANS Audit Process		
6.	Performing the Audit task as a Observer		
7.	Performing the Real Audit task in supervision of qualified Inspector		

Signature of OJT :
Signature of OJT Supervisor

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APPENDIX I

Sample of ANS Inspectorate Staffs Training Record
.

Name
Designation
Inspector
Department
Address
Email
Phone

Qualification	Trainings/Seminars/Workshops				Experience		
	In-country		Abroad		Position	Date from	Date to
	Training Course	Date	Training Course	Date			

ANSSSD || **APPENDIX J-1**

Airport ATS Facilities

Random Inspection Checklist

Office: **Date:**

Unit (s) inspected: **Time:**

*Tick (**v**) in the applicable box.*

(**S**: *Satisfactory,* **P**: *Partially Satisfactory,* **U**: *Unsatisfactory,* **N/C**: *Not Checked,* **N/A**: *Not Applicable*)

1. Check duty roster

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

2. Check adequacy of manpower(as per duty roster, as per MATS Nepal or Organization Chart)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

3. Check logbook, maintenance record (Std. 16.6.4, MATS Nepal and Rule 75, CAAN Civil Aviation Regulation 2058)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

4. Check license of working Personnel (Rule 31, CAAN Civil Aviation Regulation 2058)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

5. Check use of psychoactive substances (Req. 2.5, CAR 2 and Std. 3.2.8.2, MOSLicensing and Rating of ATC Personnel)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

6. Check workplace environment (Std. 16.7, MATS Nepal and Para 1.3.2, ANS Policy and Procedure Manual)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

7. Check equipment status (CAR 10 Vol 1 Para 2.12.3)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

8. Check live performance of personnel(as required by the relevant CARs)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

9. Checked availability of current regulations, documents, SOPs, etc.(as required by MATS Nepal, other relevant requirements)

	S	P	U	N/C	N/A
TWR					
APP					
ACC					

Comments:

10. Overall comments (if any):

Random Inspection done by:

_____

_____

ANSSSD	**APPENDIX J-2**
Airport SAR Facilities	
Random Inspection Checklist	

Office: **Date:**

Unit (s) inspected: **Time:**

Tick (V) in the applicable box.

(**S**: *Satisfactory,* **P**: *Partially Satisfactory,* **U**: *Unsatisfactory,* **N/C**: *Not Checked,* **N/A**: *Not Applicable*)

1.Check duty roster

	S	P	U	N/C	N/A	**Comments:**

2.Check adequacy of manpower

	S	P	U	N/C	N/A	**Comments:**

3.Check logbook, maintenance record

	S	P	U	N/C	N/A

Comments:

4.Check use of psychoactive substances

	S	P	U	N/C	N/A

Comments:

5.Check workplace environment

	S	P	U	N/C	N/A

Comments:

6.Check equipment status

	S	P	U	N/C	N/A

Comments:

7.Checked availability of current regulations, documents, SOPs, etc

	S	P	U	N/C	N/A

Comments:

8.Overall comments (if any):

Random Inspection done by:

_____

_____

ANSSSD	**APPENDIX- J3**
Airport CNS Facilities	
Random Inspection Checklist	

Office: **Date:**

Unit (s) inspected: **Time:**

*Tick (**√**) in the applicable box.*

(**S**: *Satisfactory*, **P**: *Partially Satisfactory*, **U**: *Unsatisfactory*, **N/C**: *Not Checked*, **N/A**: *Not Applicable*)

1.Check duty roster

	S	P	U	N/C	N/A

Comments:

2.Check adequacy of manpower(as per duty roster or Organization Chart)

                                    Comments:

	S	P	U	N/C	N/A

3.Check logbook, maintenance record (Rule 75, CAAN Civil Aviation Regulation 2058)

                                    Comments:

	S	P	U	N/C	N/A

4.Check license of working Personnel (Rule 31, CAAN Civil Aviation Regulation 2058)

	S	P	U	N/C	N/A

                                    Comments:

5.Check use of psychoactive substances (Req. 2.5, CAR 2)

	S	P	U	N/C	N/A

                                    Comments:

6.Check workplace environment (Para 1.3.2, ANS Policy and Procedure Manual)

	S	P	U	N/C	N/A

Comments:

7.Check equipment status (CAR 10 Vol 1 Para 2.12.3)

Comments:

	S	P	U	N/C	N/A

8.Check live performance of personnel(as required by the relevant CARs)

	S	P	U	N/C	N/A

Comments:

9.Checked availability of current regulations, documents, SOPs, etc.(as required by relevant requirements)

Comments:

	S	P	U	N/C	N/A

10.Overall comments (if any):

Random Inspection done by:

ANSSSD | **APPENDIX-J4**
AFIS Random Inspection Checklist(ATS)

Office: **Date:**
Unit inspected: **Time:**

Tick (V) the applicable box.
(**S***: Satisfactory,* **P***: Partially Satisfactory,* **U***: Unsatisfactory,* **N/C***: Not Checked,* **N/A***: Not Applicable*)

11. Check duty roster (Std. 9.7.3.4, MOS AFIS)

S	P	U	N/C	N/A

   Comments:

12. Check adequacy of manpower(as per duty roster, or Organization Chart)

S	P	U	N/C	N/A

   Comments:

13. Check logbook, maintenance record, etc. (Std. 9.3.4, MOS AFIS and Rule 75, CAAN Civil Aviation Regulation 2058)

S	P	U	N/C	N/A

   Comments:

14. Check AFIS room disciplines such as unauthorized access to AFIS room are controlled and cleanliness of the room is maintained(Std. 9.7.3.1, 9.7.3.2, MOS AFIS)

S	P	U	N/C	N/A

   Comments:

15. Check use of psychoactive substances (Req. 2.5, CAR 2)

S	P	U	N/C	N/A

Comments:

16. Check recording of flight progress(Std. 7.1.2, 7.1.3, MOS AFIS)

| S | P | U | N/C | N/A |

Comments:

17. Check equipment status (CAR 10 Vol 1 Para 2.12.3)

| S | P | U | N/C | N/A |

Comments:

18. Check live performance of personnel(as required by the relevant CARs)

| S | P | U | N/C | N/A |

Comments:

19. Checked availability of current regulations, documents, SOPs, etc.(as required by Std. 9.3.1, MOS AFIS, other relevant requirements)

| S | P | U | N/C | N/A |

Comments:

20. Other comments (if any):

Random Inspection done by:

....

....

ANSSSD **APPENDIX J5**

International NOTAM Office
Random Inspection Checklist

Office: **Date:**

Unit (s) inspected: **Time:**

Tick (V) in the applicable box.

(**S**: Satisfactory, **P**: Partially Satisfactory, **U**: Unsatisfactory, **N/C**: Not Checked, **N/A**: Not Applicable)

21. Check duty roster

| | S | P | U | N/C | N/A |

Comments:

22. Check adequacy of manpower

| | S | P | U | N/C | N/A |

Comments:

23. Check filing record of NOTAM, PIB and others

| | S | P | U | N/C | N/A |

Comments:

24. Check workplace environment

| | S | P | U | N/C | N/A |

Comments:

25. Check process of manually verification/validation of NOTAM, PIB and other

	S	P	U	N/C	N/A

Comments:

26. Checked availability of current regulations, documents, SOPs, etc

	S	P	U	N/C	N/A

Comments:

27. Overall comments (if any):

Random Inspection done by:

ANSSSD
AIM Department, Head Office
Random Inspection Checklist

Office: **Date:**

Unit (s) inspected: **Time:**

*Tick (**V**) in the applicable box.*

(**S**: *Satisfactory,* **P**: *Partially Satisfactory,* **U**: *Unsatisfactory,* **N/C**: *Not Checked,* **N/A**: *Not Applicable*)

1.Check Job Description of staffs.

	S	P	U	N/C	N/A

Comments:

2.Check adequacy of manpower

	S	P	U	N/C	N/A

Comments:

3.Check filing record system of AIC, AIP, AIP Supplements etc.

	S	P	U	N/C	N/A

Comments:

4.Check workplace environment

	S	P	U	N/C	N/A

Comments:

5.Check process of manually verification/validation of aeronautical information

	S	P	U	N/C	N/A

Comments:

6.Checked availability of current regulations, documents, SOPs, etc
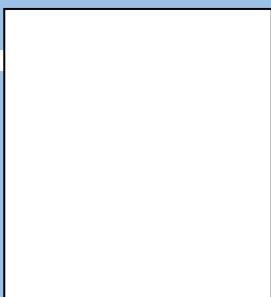
	S	P	U	N/C	N/A

Comments:

7.Overall comments (if any):

Random Inspection done by:

Format of Inpector Pass

CIVIL AVIATION AUTHORITY OF NEPAL

……………………………………………………**INSPECTOR**

NAME   :
POST   :
DEPT   :
CARD NO   :

Signature of Holder   **Director General**

The holder is authorized to have unrestricted and unlimited access to aviation facilities, services, equipment, records and documentation for the purpose of testing inspection, verification, investigation, enforcement and regulatory function as authorized by Civil Aviation Regulation 2002 (second amendment 2013).

If found, please handover to
CIVIL AVIATION AUTHORITY OF NEPAL
Air Navigation Services Safety Standards Department
Babarmahal, Kathmandu
Tel: 4267784