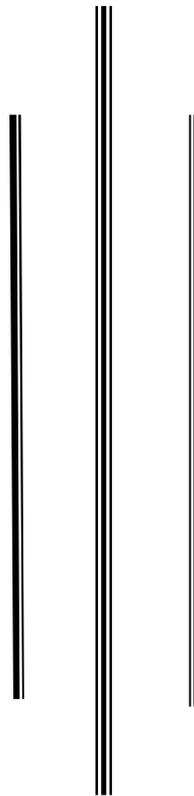


**ANS Procedure Manual  
for  
Document Development, Amendment, Distribution and Filing of  
Differences to ICAO SARPs**



**Air Navigation Services Safety Standard Department  
Civil Aviation Authority of Nepal**

**January 2016**

## FOREWORD

This Manual has been prepared pursuant to **Rule-82, Schedule-3 of Civil Aviation Regulation, 2058 (2002)** for the use and guidance to the personnel working in ANS Safety Standard Department (ANSSSD) in performing their duties concerning development and amendment of requirements, manuals, directives, procedures, etc. and filing of differences to the ICAO SARPs.

This manual brings the harmony and uniformity in the procedures of adoption of or disagreement with ICAO SARPs into the national regulations, requirements and manuals giving the elucidative guidelines to the department personnel. This manual helps to understand the sequential flow of the various work processes including the coordination procedures as well as the interactions with concerned stakeholders that are involved in and as part of the tasks related to document development, amendment and notification of differences.

ANSSSD will maintain this manual as complete, accurate and up-date as possible based on the suggestions received or incorporate any changes in the procedures that may be useful and necessary to be adopted.



Sanjiv Gautam  
Director General  
Civil Aviation Authority of Nepal

## Acronyms

|           |   |
|-----------|---|
| AED       | Aerodrome Engineering Department                      |
| AIMD      | Aeronautical Information Management Department        |
| AIP       | Aeronautical Information Publication                  |
| AIRAC     | Aeronautical Information Regulation And Control       |
| ANSP      | Air Navigation Services Provider                      |
| ANSSSD    | Air Navigation Services Safety Standard Department    |
| AOAN      | Airline Operators' Association of Nepal               |
| AOD       | Aerodrome Operations Directorate                      |
| ATMD      | Air Traffic Management Department                     |
| ASSD      | Aerodrome Safety Standard Department                  |
| CAA       | Civil Aviation Academy                                |
| CAAN      | Civil Aviation Authority of Nepal                     |
| CAR       | Civil Aviation Requirements                           |
| CASRD     | Civil Aviation Safety Regulation Department           |
| CD        | Corporate Directorate                                 |
| CNAD      | Communication and Navigation Aid Department           |
| CNSPDD    | CNS Planning and Development Department               |
| DAFD      | Domestic Airport and Facilitations Department         |
| DDG       | Deputy Director General                               |
| DG        | Director General                                      |
| DHM       | Department of Hydrology and Meteorology               |
| EMD       | Electro-Mechanical Department                         |
| FOD       | Flight Operations Department                          |
| FSSSD     | Flight Safety Standard Department                     |
| ICAO      | International Civil Aviation Organization             |
| ICAO IALD | ICAO International Affairs and Legal Department       |
| MFD       | Meteorological Forecast Division                      |
| MOTCA     | Ministry of Tourism and Civil Aviation                |
| PANS      | Provision of Air Navigation Services                  |
| RFFD      | Rescue and Fire Fighting Department                   |
| SARPs     | Standard and Recommended Practices                    |
| TIACAO    | Tribhuvan International Airport Civil Aviation Office |
| TSD       | Technical Services Department                         |

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# GENERAL

## 1.1 Introduction

The Air Navigation Services Safety Standards Department (ANSSSD) has been formed within Civil Aviation Safety Regulation Directorate (CASRD) to perform the safety oversight over the functions of Air Navigation Services Provider (ANSP). To perform this function, ANSSSD needs to promulgate the necessary documents like Requirements, Directives, Manuals, Procedures, etc. to implement the provisions of National Acts, Rules, Regulations, ICAO Annexes and Manuals under the Rule 82 of Civil Aviation Regulation, 2058 (2002).

## 1.2 Objective

The objectives of this Manual is to frame the procedures:

- a. To develop the necessary documents for ANSSSD especially the Civil Aviation Requirements, Directives, Circulars, Manuals, Procedures and amendments of such documents that are compliant to the ICAO SARPs and PANS,
- b. To distribute such documents to concerned stakeholders for appropriate guidance and compliance, and
- c. To notify and file the differences to ICAO SARPs in close co-ordination with the concerned departments within CAAN.

## 1.3 Duties and Responsibilities of ANSSSD personnel

Duties and responsibilities of ANSSSD personnel with regard to the adoption of or disagreement with the ICAO SARPs and preparation of all necessary documentations are given below:

- a. Receive or cause to receive the latest ICAO Annexes and Manuals, and evaluate and perceive the need of development of or change in the national regulations, requirements, manuals, procedures, etc.
- b. Identify differences to ICAO SARPs in the national documents.
- c. Initiate the regulatory process for the development or change of documents, including the formation of taskforce or committee.
- d. Prepare the draft of new document or amended document.
- e. Forward draft to the concerned stakeholders for their feedback or conduct an interaction or meeting with them to discuss on the draft and collect their suggestions, and finalize the draft.
- f. Submit final draft to higher authority for approval.
- g. Take approval for the adoption of or disagreement with ICAO SARPs, and reflect those things as necessary in the national documents.
- h. Publish the new regulatory requirements, directives, manuals, procedures, etc. and amendments once approved from the authority.
- i. Distribute those documents to concerned stakeholders for appropriate guidance and compliance.
- j. Publish the differences in AIP Nepal and notify such differences to ICAO through ICAO IALD.

*Note: ANSPs may submit the requests to ANSSSD for any need of change in the regulatory documents, and ANSSSD on the other hand shall evaluate any such available requests for the endorsement in the regulatory documents, if necessary.*

## **2. DEVELOPMENT OR AMENDMENT OF REGULATIONS, REQUIREMENTS, DIRECTIVES, MANUALS AND PROCEDURES**

### **2.1 Purpose**

This Chapter provides a systematic procedure or guidelines of receiving the new ICAOSARPs, amendment in SARPs or demand for change or adoption of new requirements and detailed procedure how to finalize the document for acceptance, approval and publication. It includes the relationship between all the stakeholders involved in the procedure and their duties and responsibilities.

### **2.2 Procedure for Development and Amendment of Regulatory Documents**

Whenever there is the need of development or amendment of regulations, directives, manuals or procedures, following procedures shall be applied. Flow chart of the procedure is given in Attachment 1 and associated Checklist is given in Attachment 2.

#### **2.2.1 Development or Amendment of Regulations**

- a. ANS Safety Standard Department (ANSSSD) or its concerned safety division shall evaluate the need of development or amendment of national regulations, and finally, the ANSSSD raise the necessary need to Civil Aviation Safety Regulation Directorate (CASRD).
- b. CASRD will send it to ICAO International Affairs and Legal Department (ICAO IALD) for further action as per "Procedures Manual for ICAO, Int'l Affairs and Legal Functions".

#### **2.2.2 Development or Amendment of Civil Aviation Requirements, Directives, Manuals or Procedures**

- a. ANS Safety Standard Department (ANSSSD) or its concerned safety division shall evaluate the need of development or amendment of national requirement, directive, manual or procedure.
- b. The ANSSSD will get approval to form a taskforce/committee to draft the new requirement, directive, manual or procedures or the necessary amendment.
- c. The taskforce/committee will draft the requirement, directive, manual or procedure or the amendment and submit it to ANSSSD.
- d. ANSSSD shall forward the draft to the concerned stakeholders for their feedback or an interaction or meeting shall be conducted with them to discuss on the draft and gather their suggestions, and finalize the draft.
- e. ANSSSD shall put their own view on the final draft and forward it to CASRD.
- f. CASRD will normally submit the final draft directly to DGCA for approval; but if the Final Draft is concerned with new requirement/directive or the amendment thereto, CASRD shall forward the final draft to ICAO IALD for their suggestion, and then to DGCA.
- g. Once the final draft approved from DGCA that will be applicable on the date as specified in the new or amended requirement, directive, manual or procedure.
- h. The amendments, if required, will repeal, replace or modify the existing regulations, requirements, directives, etc. to the extent indicated in the amendments.

## Timelines for activities

- a. In case the notification received of amendment proposal of SARPs and adoption of SARPs, the focal point of the department shall forward those documents to the concerned stakeholders within 3 days of receipt of such documents. The concerned stakeholders shall send the feedback on the documents within 15 days of receipt of ICAO SARPs, amendment proposals or any other ICAO documents.
- b. During this period, ANSSSD should review and evaluate those documents, and prepare the response keeping in view of the relevancy of feedback, and the formal response of agreement or disagreement should be forwarded to ICAO IALD within 30 days of receipt of notification.
- c. The document should be amended to adopt the ICAO SARPs with or without difference within 1-3 months based on the nature, complexity, necessity and importance of the task, and will be applicable by the applicable date as mentioned in the ICAO State Letter, most preferably by November of each calendar year.
- d. Amendment or preparation of other documents is initiated as and when required but should be finished within 1-3 months based on the nature, complexity, necessity and importance of the task.

### 3. DISTRIBUTION OF REGULATORY DOCUMENTS

ANS Safety Standards Department (ANSSSD) shall ensure that the regulatory documents developed by the ANSSSD, or the ICAO documents received from ICAO IALD shall be distributed to all concerned according to the list as mentioned in the Attachment 5 via email and/or official letter. Such regulatory documents will be made available in the CAAN Website: [www.caanepal.org.np](http://www.caanepal.org.np) as well.

While distributing documents according to the Attachment 5, following mechanism should be adopted:

1. Letter of notification, supplemented by hard copy documents - At least to DG, Directorates and Departments
2. Letter of notification of availability of documents through CAAN website- All concerned

*Note: ANSSSD to ensure that the relevant documents are already available in the CAAN website.*

3. Despite the above procedures, email notifications with the soft copy document attachments can also be sent to the concerned.

*Note: Each department is responsible to distribute or communicate about the regulatory or other concerned documents to its relevant line divisions, sections, units or personnel.*

## **4. IDENTIFICATION AND FILING OF DIFFERENCES TO ICAO SARPS**

### **4.1 Purpose**

This Chapter provides the procedure for identification and filing of differences to ICAO SARPs.

### **4.2 Procedure for Identification and Notification of Differences**

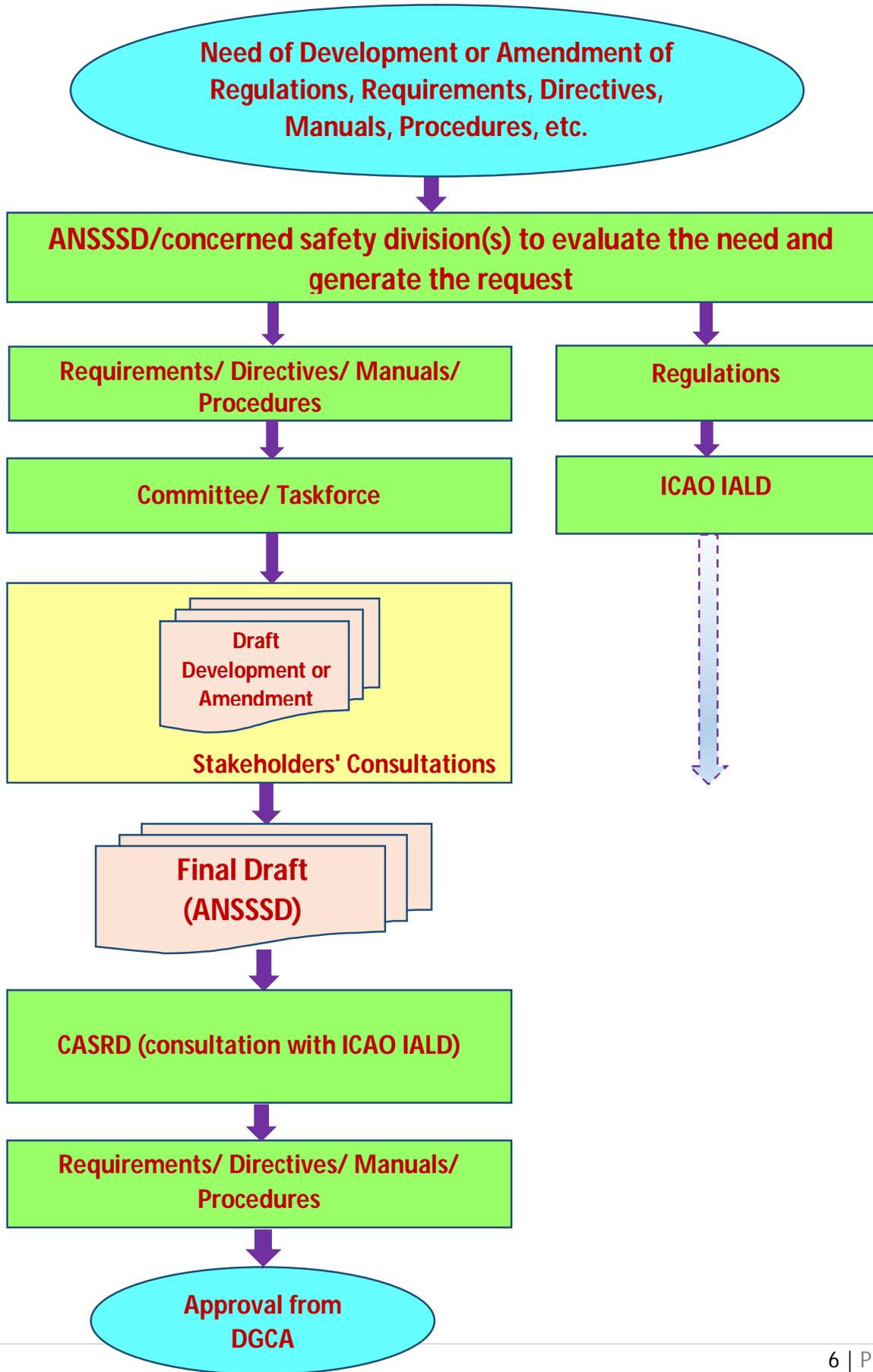
Once the development of new ICAO SARPs or amendment thereto has been received, following procedure shall be applied to adopt the SARPs or to identify the differences and file the differences. Flow chart of the procedure is given in Attachment 3 and associated Checklist is given in Attachment 4.

- a. ANSSSD or the relevant safety division evaluate the national regulations to identify the differences to ICAO SARPs, if necessary by forming a taskforce.
- b. After the evaluation, if it is found that the regulations are fully compliant to the ICAO SARPs, new or amended SARPs are adopted as proposed by ICAO.
- c. If the regulations are not compliant to the ICAO SARPs, there will be two options:
  - Adopt the new SARPs or amendment with some modifications in regulations, requirements, etc. For which, ANSSSD will initiate the established regulatory process, and amends the national regulations, requirements, etc. as required. If there is any difference in adoption, notify the difference to ICAO through ICAO IALD and publish it in the AIP Nepal through AIM Department.
  - Disagree with the new SARPs or amendment to the SARPs in formal way in writing with the approval from DGCA through CASRD. The differences then will be notified to ICAO through ICAO IALD and will be published in AIP Nepal through AIM Department.

### **4.3 Timelines for activities**

- a. In case the notification received of amendment proposal of SARPs or of adoption of SARPs, the document should be reviewed and evaluated, and the formal response of disapproval, disagreement or difference of compliance should be forwarded to ICAO IALD within 30 days of receipt of notification.
- b. Notify within 21 days to AIM Department from the date of notification from ICAO IALD to publish in AIP Nepal as per AIRAC Cycle before the applicable date of ICAO SARPs as mentioned in ICAO Annexes.

**Attachment 1. Document Development and Amendment Procedure**

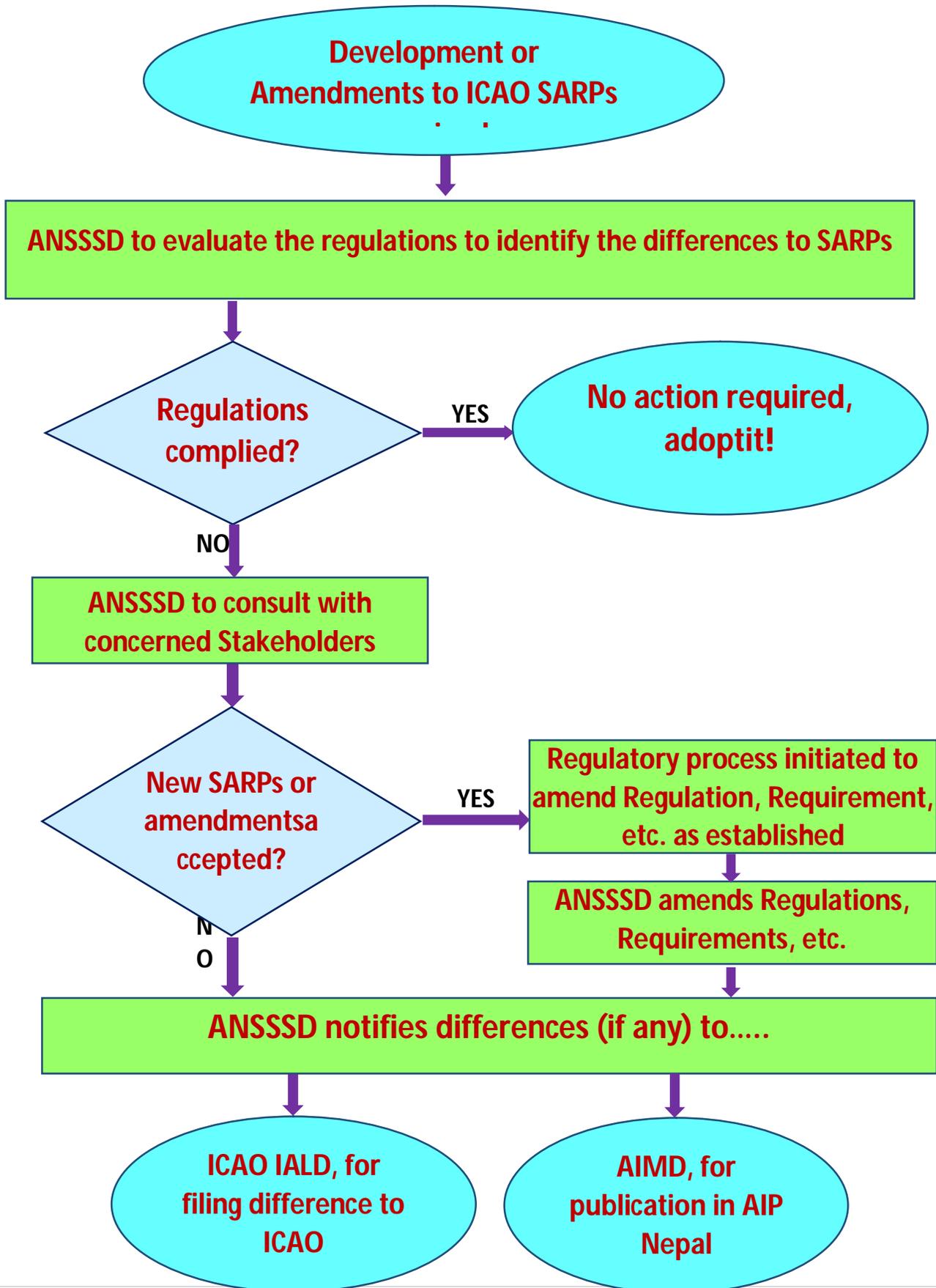


## Attachment 2. Document Development, Edition or Amendment Checklist

- 1 Need for Document Development , Edition  or Amendment  of:  
CARs  Specify.....  
Regulations  Specify.....  
Others  Specify.....
- 2 Reason for Development/Edition/Amendment  
.....
- 3 Date of Initiation for development/amendment  
.....
- 4 Approval of Draft Team for development/amendment  Date of approval.....  
Approving Authority .....
- 5 Date of completion of Initial Draft of edition or amendment  
.....
- 6 Initial Draft sent to different stakeholder for feedback:  
ATMD  Date .....  
AIMD  Date .....  
TIACAO  Date .....  
CNSPDD  Date .....  
Others  Specify with date .....
- 7 Feedback on initial draft collected from:  
ATMD  Date .....  
AIMD  Date .....  
TIACAO  Date .....  
CNSPDD  Date .....  
Others  Specify with date .....

- 8 Necessary feedback endorsed in the draft  Date of endorsement.....
- 9 Submission of revised draft to DDG, CASRD  Date of submission.....
- 10 Forwarding to ICAO IALD for comment by DDG, CASRD  Date of forwarding.....
- 11 Submitting back revised draft by ICAO IALD to DDG, CASRD:
  - With Comment  Date of submission.....
  - Without Comment  Date of submission.....
- Forwarding back the revised draft to ANSSSD by DDG, CASRD for necessary endorsement of comments:
  - Date of submission.....
- 13 Submission of Final Draft by ANSSSD to DDG, CASRD for approval:  Date of forwarding.....
- 14 Submission of Final Draft by DDG, CASRD to DG, CAAN  Date of submission.....
- 15 Approval of edition or amendment of CARs, Regulations, Directives:  Date of approval.....

Attachment 3. Procedure of Identification and Notification of Differences to ICAO SARPs



**Attachment 4. Identification of Differences to ICAO SARPs and PANS, Notification and Filing of Differences Checklist**

- 1. Notification received regarding ICAO SARPs, PANS  Date of receipt.....
- 2. Interaction within department to evaluate and identify differences to regulatory documents  Date of interaction.....
- 3. Consultation with concerned stakeholders through:
  - Forwarding notification for feedback  Date.....
  - (ATMD , AIMD , TIACAO , CNSPDD , Others  specify.....)
  - Meeting or Interaction for feedback  Date.....
  - (ATMD , AIMD , TIACAO , CNSPDD , Others  specify.....)
- 4. Feedback indorsed in Adoption or Difference Filing Process  Date of Indorsement.....
- 5. Evaluation of Regulations, Requirement, Manuals, etc. completed  Date of completion.....
  - Agreement with SARPs without any difference
  - Agreement with SARPs with some differences  Reasonof differences.....
  - Disagreement with SARPs  Reasonof disagreement.....
- 6. Formal notification to ICAO IALD about agreement or disagreement  Date of notification.....
- 7. Formal notification to AIMD of differences, if any  Date of notification.....

## Attachment 5. Distribution list of Statutory Materials related to ANSSSD

### Ownershipofthedocuments -ANSSSD

| S.N<br>o. | STATUTORY<br>MATERIAL   | DISTRIBUTION LIST   |   |
|-----------|---|---|---|
| 1         | CAR-3, Meteorological Servicefor InternationalAir Navigation (yet to develop)   | 1. Director General (DG)<br>2. Civil Aviation Safety Regulation Directorate (CASRD)<br>3. Air Navigation Services Directorate (ANSD)                          | 15. Aerodrome Safety Standard Department (ASSD)<br>16. Electro-Mechanical Department (EMD)  |
| 2         | CAR-5, Units of Measurements  | 4. Corporate Directorate (CD)<br>5. Aerodrome Operations Directorate (AOD)<br>6. Civil Aviation Academy (CAA)   | 17. Air Traffic Management Department (ATMD)<br>18. Communication and Navigation Aid Department (CNAD)  |
| 3         | CAR-10 Vol. 2, CommunicationProcedures including those with PANS status   | 7. TIA Civil Aviation Office (TIACAO)<br>8. Domestic Airport and Facilitations Department (DAFD)<br>9. Flight Operations Department (FOD), TIACAO             | 19. Technical Services Department (TSD)<br>20. CNS Planning and Development Department (CNSPDD)<br>21. AIM Department(AIMD)                                       |
| 4         | CAR-11, Air Traffic Services  | 10. Aerodrome Engineering Department (AED)<br>11. Flight Safety Standard Department (FSSD)<br>12. ICAO International Affairs and Legal Department (ICAO IALD) | 22. CAAN Library<br>23. ANSSSD Library<br>24. All domestic airports<br>25. AOAN to distribute to all Airline Operators  |
| 5         | CAR-15, Aeronautical Information Service  | 13. ANS Safety Standard Department (ANSSSD)<br>14. Rescue and Fire Fighting Department (RFFD)   | 26. Department of Hydrology and Meteorology (DHM)<br>27. Meteorological Forecasting Division (MFD), DHM   |
| 6         | Manual of Standard, Air Traffic Services  |   |   |
| 7         | CAR-2, Rules of Air   | 1. DG<br>2. CASRD<br>3. ANSD<br>4. AOD<br>5. CD<br>6. TIACAO<br>7. DAFD<br>8. FOD, TIACAO<br>9. FSSD  | 10. ICAO IALD<br>11. ANSSSD<br>12. ATMD<br>13. All domestic airports<br>14. AOAN to distribute to all Airline Operators<br>15. CAAN Library<br>16. ANSSSD Library |
| 8         | CAR-10<br>Vol. 1, Radio Navigation Aids<br>Vol. 3, Communication System<br>Vol. 4, Surveillance and Collision Avoidance<br>Vol. 5, Aeronautical Radio FrequencySpectrum Utilization | 1. DG<br>2. CASRD<br>3. ANSD<br>4. AOD<br>5. CD<br>6. TIACAO<br>7. DAFD<br>8. FOD, TIACAO   | 9. FSSD<br>10. CNSPDD<br>11. ICAO IALD<br>12. ANSSSD<br>13. ATMD<br>14. All domestic airports<br>15. CAAN Library<br>16. ANSSSD Library                           |

|    |  |  |   |
|----|--|--|---|
| 9  | CAR-12, Search and Rescue  | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. AOD</li> <li>5. CD</li> <li>6. DAFD</li> <li>7. FOD, TIACAO</li> <li>8. TIACAO</li> <li>9. FSSD</li> </ol> | <ol style="list-style-type: none"> <li>10. ICAO IALD</li> <li>11. ANSSSD</li> <li>12. ATMD</li> <li>13. All domestic airports</li> <li>14. CAAN Library</li> <li>15. ANSSSD Library</li> <li>16. Others as necessary</li> </ol> |
| 10 | CAR-4, Maps and Charts   | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. AOD</li> <li>5. CD</li> <li>6. TIACAO</li> <li>7. DAFD</li> <li>8. FOD, TIACAO</li> </ol>                  | <ol style="list-style-type: none"> <li>9. AED</li> <li>10. FSSD</li> <li>11. ICAO IALD</li> <li>12. ANSSSD</li> <li>13. ATMD</li> <li>14. CAAN Library</li> <li>15. ANSSSD Library</li> </ol>                                   |
| 11 | Manual of Standard, Instrument Flight Procedure Design   | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. AOD</li> <li>5. CD</li> <li>6. FSSD</li> </ol>   | <ol style="list-style-type: none"> <li>7. ICAO IALD</li> <li>8. ANSSSD</li> <li>9. ATMD</li> <li>10. CAAN Library</li> <li>11. ANSSSD Library</li> </ol>  |
| 12 | ATO Certification Manual-Part I, ATS   | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. CD</li> <li>5. CAA</li> <li>6. TIACAO</li> <li>7. DAFD</li> <li>8. FOD, TIACAO</li> </ol>                  | <ol style="list-style-type: none"> <li>9. FSSD</li> <li>10. ICAO IALD</li> <li>11. ANSSSD</li> <li>12. ATMD</li> <li>13. CNPDD</li> <li>14. CAAN Library</li> <li>15. ANSSSD Library</li> </ol>                                 |
| 13 | ANS Inspector Handbook   | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. CD</li> <li>5. CAA</li> <li>6. TIACAO</li> <li>7. DAFD</li> <li>8. FOD, TIACAO</li> </ol>                  | <ol style="list-style-type: none"> <li>9. FSSD</li> <li>10. ICAO IALD</li> <li>11. ANSSSD</li> <li>12. ATMD</li> <li>13. CNPDD</li> <li>14. CAAN Library</li> <li>15. ANSSSD Library</li> </ol>                                 |
| 14 | Manual of Standard, licensing and rating of ATS personnel  | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. CD</li> <li>5. CAA</li> <li>6. TIACAO</li> <li>7. DAFD</li> <li>8. FOD, TIACAO</li> </ol>                  | <ol style="list-style-type: none"> <li>9. FSSD</li> <li>10. ICAO IALD</li> <li>11. ANSSSD</li> <li>12. ATMD</li> <li>13. CNPDD</li> <li>14. CAAN Library</li> <li>15. ANSSSD Library</li> </ol>                                 |
| 15 | ANS procedure manual for Document Development, Amendment, Distribution and Filing of Differences to ICAO SARPs | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. CD</li> <li>5. TIACAO</li> <li>6. TSD</li> <li>7. FSSD</li> </ol>  | <ol style="list-style-type: none"> <li>8. ICAO IALD</li> <li>9. ANSSSD</li> <li>10. CNAD</li> <li>11. CNPDD</li> <li>12. CAAN Library</li> <li>13. ANSSSD Library</li> </ol>  |
| 16 | Personnel Licensing Requirements (PELR) for ATSEP  | <ol style="list-style-type: none"> <li>1. DG</li> <li>2. CASRD</li> <li>3. ANSD</li> <li>4. CD</li> <li>5. TIACAO</li> <li>6. TSD</li> <li>7. FSSD</li> </ol>  | <ol style="list-style-type: none"> <li>8. ICAO IALD</li> <li>9. ANSSSD</li> <li>10. CNAD</li> <li>11. CNPDD</li> <li>12. CAAN Library</li> <li>13. ANSSSD Library</li> </ol>  |

