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# **CIVIL AVIATION AUTHORITY OF NEPAL**

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## **PERSONNEL LICENSING REQUIREMENTS**

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**FOURTH EDITION 2019**

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# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

Adoption of the Standards of the Annexes to the Chicago Convention of ICAO under Rule 81 and approved for publication by the Director General, Civil Aviation Authority of Nepal under Rule 82 of the Civil Aviation Rules, 2058 BS. (2002 CE).

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This manual is available at:

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## REGULATORY REFERENCES

These Personnel Licensing Requirements are to be read in conjunction with other related regulatory documents such as:

- 1.1. Civil Aviation Regulations 2002.
- 1.2. Flight Operations Requirements (FOR) Aeroplane, General Aviation and Helicopters
- 1.3. Nepalese Civil Aviation Airworthiness Requirements (NCAR)
- 1.4. Aeronautical Information Publications Nepal (AIP)
- 1.5. Personnel Licensing Manual (PLM)
- 1.6. Dangerous Goods Handling Requirements (DGHR)
- 1.7. Medical Requirements
- 1.8. Aviation Enforcement Procedure Manual
- 1.9. CAAN DCP manual
- 1.10. ATO Manual
- 1.11. NFSR (Nepalese Flying School Requirements)



## FOREWORD

This fourth edition of the Personnel Licensing Requirements, known hereafter as the PELR, is hereby issued by the Director General of Civil Aviation Authority Nepal in pursuant to Rule 82 of the Civil Aviation Regulations 2058 Bikram Samvat (2002 AD).

These Requirements complement and amplify the CARs 2058 under the authority of Civil Aviation Authority Act 2053 B.S. (1996 AD) and is applicable to the licensing of personnel involved in the operational conduction of flights of aircraft under the Nepalese Civil Aviation registration.

This fourth edition includes material from the previous editions while being updated to include the latest edition and amendments of ICAO Annex 1.

It shall be the obligation of the air operator to adhere to and maintain the standards of this PELR involving the certification and licensing of their personnel.

The PELR has been prepared to maintain compliance with ICAO Annex 1 as far as practicable and will be amended as and when necessary.

This fourth edition of the PELR shall be applicable from the 01<sup>st</sup> of October 2019.

**Rajan Pokhrel**  
Director General  
Civil Aviation Authority of Nepal  
17 September 2019

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# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

## RECORD OF REVISIONS

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CIVIL AVIATION AUTHORITY OF NEPAL

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## DEFINITIONS

When the following terms are used in this Personnel Licensing Requirements, they have the following meanings:

**Accepted/acceptable** Something not objected to by the authority and as suitable for the purpose intended.

**Accredited Medical Conclusion** The conclusion reached by one or more medical experts acceptable to the CAAN for the purposes of the case concerned, in consultation with Flight Operations or other experts as necessary.

**Adapted competency model.** A group of competencies with their associated description and performance criteria adapted from an ICAO competency framework that an organization uses to develop competency-based training and assessment for a given role.

**Aeronautical experience** Experience gained during flight time as a member of an operating crew of an aircraft and experience gained during simulated flight as a member of the operating crew of an approved synthetic flight trainer.

**Aerial work** A flight operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation, patrol, search and rescue, and aerial advertisement etc.

**Aerodrome:** A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Aerodrome Control Service:** Air Traffic Control Service for aerodrome traffic.

**Aerodrome Control Tower:** A unit established to provide Air Traffic Control Service to aerodrome traffic.

**Aerodrome Traffic:** All traffic on the maneuvering area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.

**Aeronautical Information Publication (AIP):** A publication issued by or with the authority of a state and containing aeronautical information of a lasting character essential to air navigation.

**Aeroplane** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Aircraft.** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**Aircraft avionics.** A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.



**Aircraft— category.** Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

**Aircraft certificated for single-pilot operation.** A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

**Aircraft required to be operated with a co-pilot.** A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.

**Air Traffic:** See Aerodrome Traffic

**Air Traffic Control Clearance:** Authorization for an aircraft to proceed under conditions specified by an Air Traffic Control Unit.

**Air Traffic Control Service:** A service provided for the purpose of:

- preventing collisions:
  - between airborne aircraft, and
  - on the maneuvering area between aircraft and obstructions; and
- Expediting and maintaining an orderly flow of air traffic.

**Air Traffic Control Unit:** A generic term meaning variously, Area Control Centre, Approach Control Unit or aerodrome control tower.

**Air Traffic Service:** 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).

**Aircraft — type of.** All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

**Aircraft – similar type of.** All aircraft of the same basic design including modifications thereto which result in a change in handling or flight characteristics.

**Airmanship.** The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

**Airship.** A power-driven lighter-than-air aircraft.

**Air Operator Certificate (AOC)** A certificate authorizing an operator to carry out specified commercial air transport operations.

**Alerting Service:** A service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.



**Alternate Aerodrome:** An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing. Alternate aerodromes include the following:

- **Take-Off Alternate.** An alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.
- **En-Route Alternate.** An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition while en-route.
- **Destination Alternate.** An alternate aerodrome to which an aircraft may proceed should it become either impossible or inadvisable to land at the aerodrome of intended landing.

**Altitude:** The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.

**AME logbook** A verifiable record of the maintenance and engineering activities of a person.

**Approach Control Service:** Air traffic control service for arriving or departing controlled flights.

**Approach Control Unit:** A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

**Appropriate ATS Authority:** The relevant authority designated by the state responsible for providing air traffic services in the airspace concerned.

**Appropriate airworthiness requirements.** The comprehensive and detailed airworthiness codes established, adopted or accepted by a Contracting State for the class of aircraft, engine or propeller under consideration.

**Approved maintenance organization.** + An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 – Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note - nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

+ *applicable until 04 November 2020.*

**Approved training.** Training conducted under special curricula and supervision approved by a Contracting State.

**Approved training organization** An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

**Approved by the authority** Approved by the DG, CAAN or a delegated representative.

**Approved person** A person approved in writing by the DG, CAAN or a delegated representative as a designated examiner / instructor.



**Approved training program** A training program established by an operator and approved by the competent authority.

**Apron:** A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, loading or unloading, fuelling, parking or maintenance.

**Area Control Centre:** A unit established to provide Air Traffic Control Service to controlled flights in control areas under its jurisdiction.

**Area Control Service:** Air Traffic Control Service for controlled flights in control areas.

**ATS Route:** A specified route designed for channeling the flow of traffic as necessary for the provision of Air Traffic Services.

**Automatic Terminal Information Service (ATIS):** The automatic provision of current, routine information to arriving and departing aircraft throughout 24 hours or a specified portion thereof:

- Data Link-Automatic Terminal Information Service (D-ATIS). The provision of ATIS via data link.
- Voice-Automatic Terminal Information Service (Voice-ATIS). The provision of ATIS by means of continuous and repetitive voice broadcasts.

**ATS surveillance service.** A term used to indicate a service provided directly by means of an ATS surveillance system

**ATS surveillance system.** A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

*Note* – a comparable ground based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.

**Authorised person.** Authorised person means a person authorized by the operator in writing to communicate on personnel licensing matters with the licensing office.

**Authority** The Director General of the Civil Aviation Authority of Nepal.

**Base Turn:** A turn executed by the aircraft during the Initial Approach between the end of the outbound track and the beginning of the intermediate or Final Approach track. The tracks are not reciprocal.

**Basic Rating-**The first endorsements of any of the ATC ratings of any ATS unit/airport on the license of an ATCO.

**Balloon.** A non-power-driven lighter-than-air aircraft.

*Note* - For the purposes of this regulation, this definition applies to free balloons.

**CAAN** The Civil Aviation Authority of Nepal.



**CAAN Inspector** A licensing officer/inspector or an operations inspector in accordance with the prescribed qualification.

**Cabin crew** A crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft; but who shall not act as a flight crew member.

**Cabin Crew Certificate (CCC)** An authorization issued by the air operator to a cabin crew to exercise the privileges of a cabin crew as per the provisions made in CAAN Cabin Crew Training Manual-2015.

**Civil Aviation Medical Assessor (CAMA):** A physician appointed by the CAAN to assess the medical reports submitted by the civil aviation medical examiners.

*Note 1.— Medical assessors evaluate medical reports submitted to the CAAN by medical examiners.*

*Note 2.— Medical assessors are expected to maintain the currency of their professional knowledge.*

**Civil Aviation Medical Examiner (CAME):** A physician designated by the CAAN to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

**Category (basic)** A particular area of aircraft/equipment identified for maintenance purposes.

**Certify as airworthy (to)** To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

**Certificate of Airworthiness (C of A):** A certificate issued to an aircraft by the airworthiness inspection division subject to meeting the prescribed airworthiness requirements.

**Check pilot** A designated check pilot,

**Contracting State** A state that is a member state of the ICAO.

**Co-pilot.** A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

**Command and control (C2) link.** The data link between the remotely piloted aircraft and the remote pilot station for the purposes of managing the flight.

**Commercial air transport operation.** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

**Company authorized person** A person nominated by the company to communicate with CAA on licensing matters on behalf of the company.

**Competency.** A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.



**Competency element.** An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

**Competency unit.** A discrete function consisting of a number of competency elements.

**Competent authority** The Director General, CAAN or a person authorized by the DG.

**Contracting State.** A state that is a member state of the ICAO.

**Control Area:** A controlled airspace extending upwards from a specified limit above the earth.

**Controlled Aerodrome:** An aerodrome at which Air Traffic Control Service is provided to aerodrome traffic.

**Controlled Airspace:** An airspace of defined dimensions within which Air Traffic Control Service is provided in accordance with the airspace classification.

**Controlled Flight:** Any flight, which is subject to an Air Traffic Control Clearance.

**Control Zone:** A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

**Credit.** Recognition of alternative means or prior qualifications.

**Cross-country.** A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

**Cruising Level:** A level maintained during a significant portion of a flight.

**Dangerous Goods** Articles or substances which are capable of posing a hazard to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to the Technical Instructions.

**Designated Check ATCO (DCATCO)** A CAA ATCO duly designated by the CAAN for the assessment of ATCOs for the purpose of issue, renewal and revalidation of ATC license or ratings.

**Designated Check Pilot (DCP)** An approved person who may conduct tests and checks on behalf of the CAAN. Their privileges may include those of a training pilot.

**Designated Examiner** A person authorized to conduct a skill test on behalf of the CAAN where typically a CAAN Licensing Officer/Inspector is required. Unlike the DCP, Designated Examiner is not a permanent position.

**Detect and avoid.** The capability to see, sense or detect conflicting traffic or other hazards and take the appropriate action.

**Distress Phase.** A situation wherein there is reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger or require immediate assistance.



**Dry, wet and damp lease.** For regulatory purposes, the two basic types of aircraft leases are *dry* leases, where the aircraft is leased without crew, and *wet* leases, where the aircraft is leased with crew. Wet leases with partial crew are sometimes referred to as *damp* leases.

**Downstream Clearance:** A clearance issued to an aircraft by an Air Traffic Control Unit that is not the current controlling authority of that aircraft.

**Dual controls** An arrangement of ground, flight and engine controls such that either pilot can operate the aircraft in a normal or conventional manner during ground and flight operations. Notwithstanding the foregoing, nose wheel steering is excepted where an aircraft is designed to have nose wheel steering operated only from the left seat.

**Dual instruction time.** +++ Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

+++ *applicable until 02 November 2022.*

**Dual flight instruction time (P-3)** Flight time during which a pilot is receiving flight instruction from a properly authorized or rated flight instructor pilot on board a dual control aircraft.

**Dual instrument flight instruction time (P-3)** Flight time during which a pilot is piloting an aircraft solely by reference to instruments under instruction from a properly authorized or rated flight instructor pilot.

**EDTO critical fuel.** The fuel quantity necessary to fly to an en-route alternate aerodrome considering, at the most critical point on the route, the most limiting system failure.

**Error.** An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

Note - See Chapter 1 of Annex 19 – Safety Management for a definition of operational personnel.

**Error management.** The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors, and mitigate the probability of further errors or undesired states.

**ETOPS** Extended twin engine operation.

**Experimental aircraft** An uncertified flying machine.

**Examination** A written and/or oral test of theoretical knowledge.

**Final Approach:** That part of an Instrument Approach Procedure which commences at the specified Final Approach Fix or point, or where such a fix or point is not specified,

- at the end of the last procedure turn, base turn or inbound turn of a racetrack procedure, if specified; or
- at the point of interception of the last track specified in the approach procedure; and ends at a point in the vicinity of an aerodrome from which:
  - a landing can be made; or
  - A Missed Approach Procedure is initiated.



**Flight Check** A test of theoretical and practical knowledge and skill.

**Flight crew member.** A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

**Flight Dispatcher** A FOO/FD or flight operations officer.

**Flight Information Centre:** A unit established to provide flight information service and alerting service.

**Flight Information Region:** An airspace of defined dimensions within which Flight Information Service and Alerting Service are provided.

**Flight Information Service:** A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

**Flight Instructor (FI)** A flight instructor who can conduct pilot training, within the scope of his privileges.

**Flight Level:** A surface of constant atmospheric pressure which is related to a specific pressure datum, 1013.2 hectopascals (hpa), and is separated from other such surfaces by specific pressure intervals.

**Flight Plan:** Specified information provided to Air Traffic Services Units, relative to an intended flight or portion of a flight of an aircraft.

**Flight procedures trainer.** See Flight simulation training device.

**Flight simulator.** See Flight simulation training device.

**Flight simulation training device (FSTD).** +++ Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

*A flight simulator*, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

*A flight procedures trainer*, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

*A basic instrument flight trainer*, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

+++ applicable until 02 November 2022.

**Flight time — aeroplanes.** The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

*Note. — flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.*



**Flight time — helicopters.** The total time from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

**Flight time — remotely piloted aircraft systems.** The total time from the moment a command and control (C2) link is established between the remote pilot station (RPS) and the remotely piloted aircraft (RPA) for the purpose of taking off or from the moment the remote pilot receives control following a handover until the moment the remote pilot completes a handover or the C2 link between the RPS and the RPA is terminated at the end of the flight.

**Glider.** A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Glider flight time.** The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

**Handover.** The act of passing piloting control from one remote pilot station to another.

**Height:** The vertical distance of a level, a point or an object considered as a point, measured from a specified datum.

**Helicopter.** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

**Human performance.** Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

**Incident:** An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

**Instrument** A device using an internal mechanism to show visually or aurally the attitude, altitude, or operation of an aircraft or aircraft part. It includes electronic devices for automatically controlling an aircraft in flight.

**Instrument flight time.**+++ Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

+++ *applicable until 02 November 2022.*

**Instrument ground time.** Time during which a pilot is practicing, on the ground, simulated instrument flight in a synthetic flight trainer approved by the CAAN.

**Instrument Meteorological Conditions (IMC):** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for Visual Meteorological Conditions.

**Instrument time.** Instrument flight time or instrument ground time.



**Lessor and Lessee.** *Lessor* means the party from which the aircraft is leased; the term *lessee* means the party to which the aircraft is leased. For example, if Air Carrier A leases an aircraft to Air Carrier B, Air Carrier A is the *lessor* and Air Carrier B is the *lessee*.

**Level:** A generic term relating to the vertical position of an aircraft in flight and meaning variously, height, altitude or flight level.

**Licensing authority.** The authority is Director General of the Civil Aviation Authority of Nepal, responsible for the licensing of personnel.

**Licensing and Examination Division** The office of the CAAN which implements the personnel licensing policy and PELR and functions under the Flight Safety Standards Department, handling all matters dealing with personnel licensing.

**Lighter-than-air aircraft** An aircraft supported chiefly by its buoyancy in the air.

**Likely.** In the context of the medical provisions, "likely" means with a probability of occurring that is unacceptable to the medical assessor.

**Maintenance.** The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

**Maintenance experience** A detailed record of all maintenance performed by a TTC/LWTR holder, as reflected in his/her AME logbook and duly verifiable by the CAAN. It is the responsibility of the owner of the logbook to maintain and keep it updated.

**Maneuvering Area:** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Medical Assessment** The evidence issued by CAAN that the holder meets specific requirements of medical fitness.

**Medical assessor.** A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

*Note 1.— Medical assessors evaluate medical reports submitted to the Licensing Authority by medical examiners.*

*Note 2.— Medical assessors are expected to maintain the currency of their professional knowledge.*

**Medical examiner.** A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the DG, CAAN to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.



**Microlight:** An aircraft having a MTOM not exceeding 454 kg /1000 lbs which is not usually used for public transport purposes, has no more than two seats, has a Vs not exceeding 35 KCAS and has a maximum take-off mass of no more than:

- 300 kg for a landplane, single seater; or
- 330 kg for an amphibian or floatplane, single seater; or
- 495 kg for an amphibian or floatplane, two-seater, provided that a microlight capable of operating as both a floatplane and a landplane falls below both MTOM limits, as appropriate.
- 450 kg for a landplane, two-seater.

**Microlight Competency Certificate (MCC):** A certificate issued by the licensing authority for piloting an uncertified flying machine below 600 kg maximum takeoff mass. An uncertified flying machine above 600 kg shall be piloted by the holder of a PPL or higher license.

**Microlight Organization (MO):** An organization, approved by the licensing authority that conducts and monitors the activities of the microlights, including their registration and the certification of their operating crew.

**MNPS** Minimum Navigation Performance Specifications.

**Movement Area:** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s).

**Night.** The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.

*Note: Civil twilight ends in the evening when the center of the sun's disc is 6 degrees below the horizon and begins in the morning when the center of the sun's disc is 6 degrees below the horizon.*

**NOTAM:** A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

**OJT** a system of on the job training conducted by an approved person in an approved organization.

**Operational control** The authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

**Operational Flight Plan (OFP)** Specified information provided to a pilot-in-command relative to an intended flight or series of flights or portion of a flight from one destination to another destination.

**Performance criteria.** Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

**“PELR”** Personnel Licensing Requirements.

**Pilot (to).** To manipulate the flight controls of an aircraft during flight time.



**Pilot-In-Command.** The pilot designated by the owner or operator as being in command and charged with the safe conduct of a flight.

**Pilot-In-Command under supervision.** Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the DG, CAAN.

**Powered-lift.** A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low speed flight that depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on non-rotating aerofoil(s) for lift during horizontal flight.

**Problematic Use of Substances.** The use of one or more psychoactive substances by aviation personnel in a way that:

- a) constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- b) causes or worsens an occupational, social, mental or physical problem or disorder.

**Psychoactive Substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

**Quality System.** Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

**Rated Air Traffic Controller** An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

**Radiotelephony:** A form of radio communication primarily intended for the exchange of information in the form of speech.

**Rating** An authorization entered on or associated with a license or certificate and forming part thereof, stating conditions, privileges or limitations pertaining to such license or certificate.

**Recognized Flight Time** means flight time that is:

- in the case of flight time in an aeroplane – flown by the holder of an aeroplane pilot license or a student pilot license as pilot-in-command or in dual flying; and
- in the case of flight time in a helicopter – flown by the holder of a helicopter pilot license or a student pilot license as pilot-in-command or in dual flying; and
- in the case of flight time in a powered-lift – flown by the holder of a powered-lift pilot license or a student pilot license as pilot-in-command or in dual flying; and
- in the case of flight time in an airship – flown by the holder of an airship pilot license or a student pilot license as pilot-in-command or in dual flying; and
- in the case of flight time in a glider, power assisted glider or self-launching glider-flown by the holder of a glider pilot license or a student pilot license as pilot-in-command or in dual flying; and



- in the case of flight time in a recreational vehicle – as specifically approved by the authority, and
- in the case of balloon time – flown by the holder of a balloon pilot license or a student pilot license as pilot-in-command or in dual flying.

**Registered Aircraft:** An aircraft registered in a Contracting State.

**Remote co-pilot.** A licensed remote pilot serving in any piloting capacity other than as remote pilot-in-command but excluding a remote pilot who is in the remote pilot station for the sole purpose of receiving flight instruction.

**Remote flight crew member.** A licensed flight crew member charged with duties essential to the operation of a remotely piloted aircraft system during a flight duty period.

**Remote pilot.** A person charged by the operator with duties essential to the operation of a remotely piloted aircraft and who manipulates the flight controls, as appropriate, during flight time.

**Remote pilot-in-command.** The remote pilot designated by the operator as being in command and charged with the safe conduct of a flight.

**Remote pilot station (RPS).** The component of the remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft.

**Remotely piloted aircraft (RPA).** An unmanned aircraft which is piloted from a remote pilot station.

**Remotely piloted aircraft system (RPAS).** A remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design.

**Repair** The restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear.

**Reporting Point:** A specified geographical location in relation to which the position of an aircraft can be reported.

**Rendering (a license) valid.** The action taken by a contracting state, as an alternative to issuing its own license, in accepting a license issued by any other contracting state as the equivalent of its own license.

**Rotorcraft.** A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.

**Runway:** A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.



**Runway Visual Range (RVR):** The range over which the pilot of an aircraft on the center line of a runway can see the runway surface markings or the lights delineating the runway or identifying its center line.

**RVSM** means reduced vertical separation minima.

**Safety Management System** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

**SIGMET Information:** Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of aircraft operations.

**Significant Point:** A specified geographical location used in defining an ATS route or the flight path of an aircraft and for other navigation and ATS purposes.

**Sign a Maintenance Release (to)+** To certify that maintenance work has been completed satisfactorily in accordance with the applicable standards of airworthiness, by issuing the Maintenance Release referred to in ICAO Annex 6.

+ applicable until 4<sup>th</sup> November 2020

**Significant.** In the context of the medical provisions in this PELR and CAAN Medical Requirements, significant means to a degree or of a nature that is likely to jeopardize flight safety.

**Solo flight time.** Flight time during which a student pilot is the sole occupant of an aircraft.

**Solo flight time — remotely piloted aircraft systems.** Flight time during which a student remote pilot is controlling the remotely piloted aircraft system, acting solo.

**Special VFR flight:** A VFR flight cleared by Air Traffic Control to operate within a control zone in meteorological conditions less than VMC.

**State of Registry** The *State* on whose register the aircraft is entered.

**State of the Operator** The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence or the State which is the hub of its corporate activity.

**State Safety Program (SSP)** - An integrated set of regulations and activities aimed at improving safety.

**Synthetic Flight Trainer** – See Flight Simulation Training Device, above.

**Temporary Permit** A specific authorization issued by the licensing office to an applicant who has lost his ATCL or the license has expired; and the applicant wishes to meet the revalidation requirement to revalidate the license/rating.

**Terminal Control Area:** A control area normally established at the confluence of ATS routes in the vicinity of one or more major aerodromes.



**Tethered Flight** A flight in a captive balloon of at least 5 minutes.

**Tethered Flight Time** The time elapsed between the moment a balloon tethered to the surface becomes airborne until the envelope is deflated after landing.

**Threat.** Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety. *Refer to ICAO Annex 19.*

**Threat Management.** The process of detecting and responding to the threats with countermeasures that reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired states.

**Track:** The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (True, Magnetic or Grid).

**Trainee Technician Card (TTC)** A card issued by the licensing authority authorizing the holder to work under supervision and acquire on the job training/experience in maintenance related work dealing with aircraft and/or its equipment.

**Transfer Agreement** A bilateral agreement between the state of the operator and the state of registry of the aircraft/state of issue of the license; where some, all or none of functions have been transferred from the state of registry of the aircraft/state of issue of the license to the state of the operator.

**Uncertainty Phase:** A situation wherein uncertainty exists as to the safety of an aircraft and its occupants.

**VFR:** Visual Flight Rules.

**VFR Flight:** A flight conducted in accordance with the Visual Flight Rules.

**Visual Meteorological Conditions (VMC):** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.



## ABBREVIATIONS

AFIS	Aerodrome Flight Information Service
AMOC	Alternate Means Of Compliance
CCTM	Cabin Crew Training Manual
C2	Command and control
FSTD	Flight Simulation Training Device
HIV	Human Immunodeficiency Virus
IFR	Instrument Flight Rules
LED	Licensing and Examination Division
MOS	Manual of Standards for Licensing/Rating of ATC Personnel
PELR	Personnel Licensing Requirements
PLM	Personnel Licensing Manual
RPA	Remotely Piloted Aircraft
RPAS	Remotely Piloted Aircraft System
RPS	Remote Pilot Station
SOP	Standard Operating Procedure
TEM	Threat and Error Management
VMC	Visual Meteorological Conditions



# **PERSONNEL LICENSING REQUIREMENTS**

4<sup>TH</sup> Edition  
17 September 2019

## **PART – 1**

### **PERSONNEL LICENSING AND MEDICAL PROCEDURES - GENERAL**

Rev. 00

CIVIL AVIATION AUTHORITY OF NEPAL

Part I

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## 1.0 RESPONSIBILITIES OF THE LICENSING AND EXAMINATION DIVISION OF CAAN:

In the provisions of this PELR, the LED is deemed to have been given the following responsibilities of the CAAN:

- 1 approval of Aviation Training Organizations.
- 2 assessment of an applicant's qualifications to hold a license, certificate or rating;
- 3 issue and endorsement of licenses, certificates and ratings;
- 4 designation and authorization of approved persons;
- 5 approval of training courses;
- 6 approval of training and procedure manuals;
- 7 approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a license or rating;
- 8 validation of licenses issued by other contracting States; and
- 9 any other licensing activities as deemed necessary to discharge the obligation of standard and recommended practices of Annex 1 to the Chicago Convention.

## 1.1 ADMINISTRATION OF PELR

- 1.1.1 The PELR will be amended to keep the information updated in line with the latest standards and recommended practices (SARPs) of Annex 1 to the Chicago Convention. The applicable procedure will be followed as outlined in the procedure manual of ICAO, International Affairs and Legal Department for the management of regulatory documents. The Chief of Licensing and Examination Division (LED) of Flight Safety Standards Department (FSSD) will be the custodian of the PELR.

## 1.2 ATTACHMENTS

Refer to the relevant attachments

## 1.3 STATE LEGISLATION

- 1.3.1 The State regulatory function of 'Personnel Licensing' in aviation has been backed by the State legislation at the highest level i.e. Civil Aviation Authority Act, 2053 BS and Civil Aviation Regulations 2058 BS. (2002 CE).

## 1.4 LICENSING AUTHORITY

- 1.4.1 The Director General of Civil Aviation Authority of Nepal shall issue and renew licenses and ratings subject to such conditions as he thinks fit in the interest of flight safety, authorizing the holder to act as a member of a flight crew of an aircraft registered in Nepal, when he is satisfied that the applicant for a license or a rating is a fit person to hold the license or rating and is qualified by reason of his knowledge, experience, competence, skill and physical and mental fitness to act in the capacity authorized by the license or rating. The term CAAN has been used extensively for Director General.
- 1.4.2 An applicant for a license or rating shall furnish such evidence and undergo such examinations and tests as the Director General may require of him/her.



- 1.4.3 A license granted by the Director General shall entitle the holder to exercise specified privileges, subject to such conditions and limitations as the Director General may specify.

## 1.5 RULE MAKING PROCEDURE AND ITS AMENDMENTS

The Licensing and Examination Division shall follow the applicable procedures for formulation and amendment as stipulated in the Procedure Manual of ICAO, International Affairs and Legal Department.

## 1.6 PRIVILEGES OF THE HOLDER OF A LICENCE

The holder of the license shall not exercise the privileges of the license other than those granted by that license. Medical assessment certificate shall be carried separately but the license or certificate should contain a statement that the privileges of the license or certificate may be exercised subject to a valid medical assessment.

## 1.7 AUTHORITY TO ACT AS A FLIGHT CREW MEMBER

A person shall not act as a flight crew member of an aircraft unless a valid licence is held showing compliance with the specifications of this Annex and appropriate to the duties to be performed by that person. The licence shall have been issued by the State of Registry of that aircraft or by any other Contracting State and rendered valid by the State of Registry of that aircraft.

*Note 1 - From 3 November 2022 onwards, a person shall not act as a flight crew member of an aircraft or as a remote flight crew member of a RPAS unless a valid licence is held showing compliance with the specifications of this Annex and appropriate to the duties to be performed by that person.*

*Note 2 - From 3 November 2022 onwards, the flight crew member licence shall have been issued by the State of Registry of that aircraft or by any other Contracting State and rendered valid by the State of Registry of that aircraft.*

*Note 3 - From 3 November 2022 onwards, the remote pilot licence shall have been issued by the Licensing Authority of the State of the Operator of the RPAS or by any other Contracting State and rendered valid by the Licensing Authority of the State of the Operator of the RPAS.*

*Note 4 - From 3 November 2022 onwards, remote pilots shall carry their appropriate licence while engaged in international air operations.*

*Note 5 - Article 29 of the Convention on International Civil Aviation requires that the flight crew members carry their appropriate licences on board every aircraft engaged in international air navigation.*

## 1.8 AUTHORITY TO ACT AS AN AIR TRAFFIC CONTROLLER

Refer to **Manual of Air Traffic Services (MATS)**.

**1.9 AUTHORITY TO ACT AS FOO/FD AND FLIGHT ENGINEER**

- 1.9.1 A person shall not dispatch an aircraft as a Flight Operations Officer/Flight Dispatcher unless he/she holds a valid license or certificate showing compliance with the prescribed specifications and appropriate to the duties to be performed by that person.
- 1.9.2 A person shall not act as flight engineer unless he or she holds a valid flight engineer license.

**1.10 AUTHORITY TO ACT AS CABIN CREW**

- 1.10.1 A person shall not act as a Cabin Crew member, unless a valid certificate is held showing compliance with the prescribed specifications and appropriate to the duties to be performed by that person.

Refer to *Cabin Crew Training Manual (CCTM)*.

**1.11 POSSESSION AND PRODUCTION OF LICENSES / CERTIFICATES**

- 1.11.1 The operating crew of an aircraft, Flight Operation Officers/flight dispatcher, Aircraft Maintenance Engineers and holders of any sort of Authorizations are required to be in possession of the license, or certificate or authorization, License Deposit Certificate, or authorisation while exercising the privileges of that license, certificate, or authorization on duty except where the license is with the CAAN for a licensing action.
- 1.11.2 When the license or certificate is with the CAAN for a licensing action, a License Deposit Certificate or Authorization Letter issued by CAAN may be carried. This procedure may be followed only in domestic operations. On international flights, only original valid document license or certificate shall be carried.
- 1.11.3 A valid Medical Certificate and Crew Competency Card appropriate to the license or certificate shall be carried along with the license or certificate.
- 1.11.4 A license or certificate holder shall produce his license or certificate when asked by an authorized CAAN official (licensing officer/inspector) while exercising the privileges of license or certificate.
- 1.11.5 A license or certificate holder may initiate the licensing action within 90 days prior to the expiry of license or certificate. The new validity period shall begin from the original date of expiry of the license or certificate. This 90-days window has been given to facilitate the operators to arrange for the required checks, considering factors such as the availability and booking of simulators check persons, etc. The holder of license or certificate shall apply for the renewal at least 90 days before the expiry date of the license or certificate.
- 1.11.6 Note- the certificate means the certificate of validation issued in accordance with PELR.



## 1.12 PERSONNEL LICENSING PROCESS - GENERAL

1.12.1 An application for a license, certificate, or rating must include evidence that the applicant:

- (a) has met the applicable medical standard,
- (b) meets the applicable age requirement,
- (c) holds the required academic qualification as applicable,
- (d) has, within the prescribed period of time, demonstrated the required level of English language proficiency as applicable,
- (e) successfully completed any applicable ground training requirement,
- (f) successfully completed any applicable flight training requirement,
- (g) satisfied any applicable experience requirement, including any on-the-job training that may be required,
- (h) successfully completed any applicable examinations within the prescribed period of time,
- (i) successfully satisfied any applicable skill requirement within the prescribed period of time, and
- (j) paid the prescribed fee.

1.12.2 Relevant requirement shall be referred to. An applicant serving with the military shall also provide a No Objection Certificate or letter.

## 1.13 APPROVED TRAINING AND APPROVED TRAINING ORGANIZATION

### 1.13.1 Requirement for Approval of Training Organizations

1.13.1.1 Subject to 1.13.1.2, approved training for flight crewmembers and air traffic controllers shall be conducted within an approved training organization.

1.13.1.2 Training provided following the initial issuance of a license or rating (such as training for flight crew members employed by operators authorized to conduct commercial air transport operations or training for air traffic controllers) that is provided for the maintenance of competence or to give an operational qualification need not be conducted within an approved training organization.

1.13.1.3 Competency-based approved training for aircraft maintenance personnel shall be conducted within an approved training organization.

*Note 1 - From 3 November 2022 onwards, competency-based approved training for aircraft and RPAS maintenance personnel shall be conducted within an approved training organization.*

*Note 2 - From 3 November 2022 onwards, competency-based approved training for remote flight crew shall be conducted within an approved training organization.*



## 1.13.2 Approval of Training Organizations

- 1.13.2.1 An applicant for approval of a training organization shall demonstrate compliance with the requirements of CAAN ATO Procedures Manual and to the relevant provisions contained in CAAN CAR 19.
- 1.13.2.2 The approval certificate issued to a training organization shall contain at least the following information:
- a) the name and address of the training organization,
  - b) the date the certificate was issued,
  - c) the period of validity,
  - d) the terms of approval (training programmes approved for), and
  - e) any limitations or restrictions that may apply.

## 1.13.3 Training and Procedures Manual

- 1.13.3.1 A training organisation shall establish a Training and Procedures Manual and use that manual to guide and direct its personnel in the conduct of their duties.
- 1.13.3.2 The Training and Procedures Manual shall be published using a medium and format chosen by the operator, providing the manual can be made available to and read by members of the operator's personnel and by representatives of the Civil Aviation Authority of Nepal.
- 1.13.3.3 The training organization shall provide training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:
- a) a general description of the scope of training authorized under the organization's terms of approval;
  - b) the content of the training programmes offered including the courseware and equipment to be used;
  - c) a description of the organization's quality assurance system;
  - d) a description of the organization's facilities;
  - e) the name, duties and qualification of the person designated as responsible for compliance with the requirements of the approval;
  - f) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training;
  - g) a description of the procedures used to establish and maintain the competence of instructional personnel as required;
  - h) a description of the method used for the completion and retention of the training records required;
  - i) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and



- j) when authorized, an approved training organization to conduct the testing required for the issuance of a licence or rating, a description of the selection, role and duties of the authorized personnel, as well as the applicable requirements established by the CAAN.

1.13.3.4 For each training programme offered, the Training and Procedures Manual shall include a curriculum that outlines:

- (i) the general subject areas covered in the ground and flight (or simulator) training components, if any
- (ii) the method(s) used to evaluate trainee progress, and
- (iii) the standards against which trainee progress will be measured.

1.13.3.5 For each training programme offered, the Training and Procedures Manual shall include a syllabus that outlines:

- (i) details of each subjects to be covered in the ground training component of the programme, if any,
- (ii) details of the activities to be completed during the flight or simulator training component of the programme, if any,
- (iii) the sequence in which the subjects and activities are to be completed, and
- (iv) equipment, software and other materials to be used to support instruction.

1.13.3.6 The training organization shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.

1.13.3.7 Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

## 1.13.4 Training Programmes

CAAN may approve a training programme for a private pilot licence, commercial pilot licence, an instrument rating or an aircraft maintenance licence that allows an alternative means of compliance with the experience requirements established by PELR and NCAR66, provided that the approved training organization demonstrates to the satisfaction of the CAAN that the training provides a level of competency at least equivalent to that provided by the minimum experience requirements for personnel not receiving such approved training.

## 1.13.5 Quality Assurance System

1.13.5.1 The training organization shall establish a quality assurance system, acceptable to the CAAN, which ensures that training and instructional practices comply with all relevant requirements.



- (a) The Quality Manager shall report directly to the Head of Training, with formal mechanisms in place to ensure that the Accountable Executive is aware of all issues impacting the quality of training services.
- (b) The Quality Manager shall be responsible for verifying the extent to which all regulatory requirements as well as the standards established by the organisation are being satisfied.

1.13.5.2 The Quality Manager shall ensure that the quality system itself and work undertaken in support of the quality system is properly documented, implemented, maintained, and continuously reviewed so that steps to improve the policy, procedures and practices are implemented periodically.

1.13.5.3 The Quality Manager shall establish a quality assurance plan that includes at least the following activities:

- (a) monitoring training procedures and practices,
- (b) monitoring the assessment and testing procedures and practices,
- (c) monitoring personnel qualifications and training,
- (d) monitoring training devices and equipment for certification, calibration, and functionality,
- (e) conducting internal and external audits,
- (f) developing, implementing, monitoring, and reporting on corrective and preventative actions,
- (g) identifying trends through the use of appropriate statistical analysis, and
- (h) responding appropriately to identified trends.

1.13.5.4 (a) The Quality Manager shall create a risk profile inventory of hazards and threats that are likely to impede the organisation's ability to conform to the required standard of performance.

(b) The Quality Manager shall create a plan to mitigate the risks identified in the risk profile inventory.

1.13.5.5 The Quality Manager shall establish a coherence matrix that lists all of the regulatory requirements that apply to the organisation's operation and identifies at least:

- (a) the processes the organisation has in place to ensure continuous compliance with each requirement, and
- (b) the managerial position responsible for effective implementation of each process.



1.13.5.6 The Quality Manager shall establish and publish a schedule for internal quality audits of the organization.

- (a) The Quality Manager shall ensure that those assigned to conduct quality audits are appropriately trained to perform that task.
- (b) Auditors of a particular activity should not have day-to-day involvement with the activity being audited.

1.13.5.7 The Quality Manager shall ensure that quality assurance training is provided to all staff of the training organisation. That training is to include:

- (a) the concept of quality assurance, including how it differs from quality control,
- (b) the organisations objectives as set out in the Quality Assurance section of its Training and Procedures Manual,
- (c) inspection and audit techniques, and
- (d) the organization's reporting procedures and requirements.

## 1.13.6 Facilities and Training Equipment

1.13.6.1 The training organisation shall have or have access to the information, equipment, training devices, and material necessary for the conduct of the courses for which it is approved.

1.13.6.2 Flight simulation training devices used by the organisation as part of its training programme(s) shall be currently certificated by an ICAO member State and be acceptable to CAAN either by approval or validation or acceptance.

1.13.6.3 Where the flight simulation training device is certificated by a foreign member state, the operator must provide the Civil Aviation Authority of Nepal with:

- (a) a copy of the current approval certificate for the device issued by the foreign state, and
- (b) copy of the most recent inspection report from the foreign state that certificated the device.

## 1.13.7 Personnel

1.13.7.1 The training organisation shall assign to a member of its staff the responsibility of ensuring that training activities are conducted in compliance with the requirements of an Approved Training Organization.



1.13.7.2 The training organisation shall employ personnel to plan, perform, and supervise the training activities it is authorized to conduct.

1.13.7.3 The training organisation shall provide its instructional personnel with initial and recurring training related to their assigned tasks and responsibilities.

## 1.13.8 Records

1.13.8.1 The Quality Manager shall establish, maintain and retain records pertaining to the Quality Assurance System for a period of at least 05 years. As a minimum, the following records will be retained:

- a. audit schedules,
- b. inspection and audit reports,\
- c. responses to findings,
- d. corrective action reports,
- e. follow-up and closure reports, and
- f. management evaluation reports.

1.13.8.2 The training organisation shall establish, maintain and retain student records to show how each trainee has satisfied all requirements of the training programme(s). This record shall be maintained for at least two years following the completion of the training programme.

1.13.8.3 The training organisation shall establish, maintain and retain records to show the qualifications and training of instructional and examining staff. This record shall be maintained for at least two years after the employee ceases to perform the function for the training organisation.

## 1.13.9 Oversight and Surveillance

1.13.9.1 Routine surveillance of training organisations will consist of at least an annual surveillance/inspections carried out by the Civil Aviation Authority of Nepal. These surveillances/inspections may involve a single inspection covering all aspects of the organization's operation or specific-purpose inspections of individual elements of the operation or the activities may be spread over the year to cover all areas; however, in case of increased risk factor, the surveillance activities may be increased.

1.13.9.2 The Civil Aviation Authority of Nepal may conduct other surveillance activities as required.

## 1.14 RESERVED

**1.15 RESERVED****1.16 ADMINISTRATIVE REQUIREMENTS****1.16.1 Proof of Date of Birth/Nationality**

When making an application for grant of a license or a certificate, an applicant shall produce such evidence of date of birth and nationality (citizenship) as required by the CAAN.

**1.16.2 Change of Name**

1.16.2.1 Name of the applicant shall be taken from the citizenship or educational certificate.

1.16.2.2 In order to change the name on a license, under mentioned procedure shall be applicable:

- a) an amended certificate of secondary school or an equivalent educational certificate; or
- b) new citizenship card issued by the State, passport and any other evidence required by the CAAN.

**1.16.3 Loss of License/certificate**

Where a holder has misplaced a license/certificate, he/she is required to meet the following requirements for the issue of a duplicate license, submit an application to the Licensing and Examination Division with the following documents:

- (a) Copy of police report.
- (b) Copy of newspaper cutting mentioning the loss of license that if the original license is found, it shall be returned to the Authority.
- (c) Fee voucher equivalent to the renewal of relevant license.
- (d) In case of loss of certificate, an attestation letter from the air operator shall be submitted in lieu of i) and ii) above.

**1.16.4 Issue of duplicate License and certificate**

- (a) In case the license/certificate is mutilated and unusable, and the applicant wishes to get a new issued, the applicant shall submit an application along with the necessary fee voucher.
- (b) an annotation will be stamped on the first page on the duplicate license/certificate issued, as under: "**DUPLICATE**"
- (c) A person found guilty of having intentionally mutilating, altering or misplacing a license is guilty of an offence under the civil aviation regulations; and is liable for a disciplinary action under the regulations.
- (d) Fee voucher equivalent to the renewal of relevant license.

**1.17 THE 60-65 YEARS RULE**

- 1.17.1 Pilots holding Nepalese licences shall not act as pilot of an aircraft engaged in commercial air transport operations if the licence holders have attained their 60th birthday or, in the case of operations with more than one pilot, their 65th birthday.
- 1.17.2 Holder of pilot license having attained their 65<sup>th</sup> Birthday shall not be permitted to exercise the privilege of license in commercial air transport operations.
- 1.17.3 Prescribed medical and licensing restrictions shall apply.

**1.18 CIRCUMSTANCES IN WHICH A MEDICAL EXAMINATION MAY BE DEFERRED**

- 1.18.1 The prescribed re-examination of a license/certificate holder operating in an area distant from designated medical examination facilities may be deferred at the discretion of the CAAN, provided that such deferment shall only be made as an exception and shall not exceed:
- (a) a single period of six months in the case of a flight crew member of an aircraft engaged in non-commercial operations;
  - (b) two consecutive periods each of three months in the case of a flight crew member of an aircraft engaged in commercial operations provided that in each case a favorable medical report is obtained after examination by a designated medical examiner of the area concerned or in cases where such a designated medical examiner is not available, by a physician legally qualified to practice medicine in that area. A report of the medical examination shall be sent to the CAAN.
  - (c) In the case of a private pilot, a single period not exceeding 24 months where the medical examination is carried out by an examiner designated in which the applicant is temporarily located. A report of the medical examination shall be sent to the CAAN.

*Note 1 – From 03 November 2022 onwards, two consecutive periods each of three months in the case of a remote flight crew member.*

**1.19 MEDICAL FITNESS AND MEDICAL PROVISIONS**

- 1.19.1 Except as provided in 1.18, flight crew members or air traffic controllers shall not exercise the privileges of their licence unless they hold a current Medical Assessment appropriate to the licence.

*Note 2 - From 03 November 2022 onwards, except as provided in 1.18, flight crew members, remote flight crew members or air traffic controllers shall not exercise the privileges of their licence unless they hold a current Medical Assessment appropriate to the licence.*

- 1.19.2 Except as provided in the relevant provisions in PELR, a Medical Assessment issued shall be valid from the date of the final medical assessment as endorsed by the CA Medical Assessor for a period not greater than:



- 1.19.2.1 in the case of the holder of a Private Pilot License, on the last day of the sixtieth month (the holder whose age is 40 years or more-24 months or the holder whose age is 50 years or more-12 months) after the month in which the assessment was issued;
- 1.19.2.2 in the case of the holder of a Commercial Pilot License, on the last day of the twelfth month (the holder whose age is 40 years or more in single crew commercial air transport operations – 6 months) after the month in which the assessment was issued;
- 1.19.2.3 in the case of the holder of an Airline Transport Pilot License, on the last day of the twelfth month (the holder whose age is 40 years or more in single-crew-6 months or the holder whose age is 60 years or more in multi-crew-6 months) after the month in which the assessment was issued;
- 1.19.2.4 in the case of the holder of a Flight Engineer License, on the last day of the twelfth month after the month in which the assessment was issued.
- 1.19.2.5 in the case of the holder of a Balloon Pilot License, on the last day of the sixtieth month after the month in which the assessment was issued.
- 1.19.2.6 in the case of the holder of a Glider Pilot License, on the last day of the sixtieth month after the month in which the assessment was issued.
- 1.19.2.7 in the case of the holder of an Ultralight Pilot License, on the last day of the twenty four month after the month in which the assessment was issued.
- 1.19.2.8 in the case of the holder of ATC License, on the last day of the forty-eight month after the month in which the assessment was issued for a holder whose age is 40 years or more 24, the holder whose age is 50 years or more 12 months.
- Note 1 - From 03 November 2022 onwards, in the case of the holder of a remote pilot license-aeroplane, airship, glider, rotorcraft, powered-lift or free balloon, on the last day of the forty-eight month after the month in which the assessment was issued.*
- 1.19.2.09 The period of validity of a Medical Assessment may be reduced when clinically indicated.
- 1.19.2.10 When the holders of airline transport pilot licences — aeroplane, helicopter and powered-lift, and commercial pilot licences — aeroplane, airship, helicopter and powered-lift, who are engaged in single-crew commercial air transport operations carrying passengers, have passed their 40th birthday, the period of validity specified in this PELR shall be reduced to six months.
- 1.19.2.11 When the holders of airline transport pilot licences — aeroplane, helicopter and powered-lift, and commercial pilot licences — aeroplane, airship, helicopter and powered-lift, who are engaged in commercial air transport operations carrying passengers, have passed their 60th birthday, the period of validity specified in this PELR shall be reduced to six months.



## PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

1.19.2.12 When the holders of private pilot licences — aeroplane, airship, helicopter and powered-lift, free balloon pilot licences, glider pilot licences and air traffic controller licences have passed their 40th birthday, the period of validity specified in this PELR shall be reduced to 24 months.

1.19.3 The period of validity of a Medical Assessment may be extended, at the discretion of the Civil Aviation Authority of Nepal, up to 45 days.

*Note 2 — It is advisable to let the calendar day on which the Medical Assessment expires remain constant year after year by allowing the expiry date of the current Medical Assessment to be the beginning of the new validity period under the proviso that the medical examination takes place during the period of validity of the current Medical Assessment but no more than 45 days before it expires*

1.19.4 Except as provided in 1.18.1, flight crew members or air traffic controllers shall not exercise the privileges of their licence unless they hold a current Medical Assessment appropriate to the licence.

1.19.5 Medical examiners, qualified and licensed in the practice of medicine, to conduct medical examinations of fitness of applicants for the issue or renewal of the licences or ratings specified in these requirements and of the appropriate licences specified in Chapter shall be designated by Civil Aviation Authority of Nepal.

1.19.6 Medical examiners shall have received training in aviation medicine and shall receive refresher training at regular intervals. Before designation, medical examiners shall demonstrate adequate competency in aviation medicine. Medical examiners shall have practical knowledge and experience of the conditions in which the holders of licences and ratings carry out their duties.

1.19.7 The competency of a medical examiner should be evaluated periodically by the medical assessor.

1.19.8 Applicants for licences or ratings for which medical fitness is prescribed shall sign and furnish to the medical examiner a declaration stating whether they have previously undergone such an examination and, if so, the date, place and result of the last examination. They shall indicate to the examiner whether a Medical Assessment has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension.

1.19.9 Any false declaration to a medical examiner made by an applicant for a licence or rating shall be reported to the Civil Aviation Authority of Nepal for necessary enforcement action. The medical examiner shall be responsible for such reporting.

1.19.10 having completed the medical examination of the applicant in accordance with Medical Requirement of CAAN, the medical examiner shall coordinate the results of the examination and submit a signed report, or equivalent, to the Civil Aviation Authority of Nepal, in accordance with its requirements detailing the results of the examination and evaluating the findings with regard to medical fitness.



- 1.19.11 If the medical report is submitted to the Civil Aviation Authority of Nepal in electronic format, adequate identification of the examiner shall be established.
- 1.19.12 If the medical examination is carried out by two or more medical examiners, Civil Aviation Authority of Nepal shall appoint one of these to be responsible for coordinating the results of the examination, evaluating the findings with regard to medical fitness, and signing the report.
- 1.19.13 Civil Aviation Authority of Nepal shall use the services of medical assessors to evaluate reports submitted to the CAAN by medical examiners.
- 1.19.14 The medical examiner shall be required to submit sufficient information to the Civil Aviation Authority of Nepal to enable to undertake Medical Assessment audits.

*Note.— The purpose of such auditing is to ensure that medical examiners meet applicable standards for good medical practice and aeromedical risk assessment. Guidance on aeromedical risk assessment is contained in the Manual of Civil Aviation Medicine (Doc 8984).*

- 1.19.15 If the medical Standards for a particular licence are not met, the appropriate Medical Assessment shall not be issued or renewed unless the following conditions are fulfilled:
- a) accredited medical conclusion indicates that in special circumstances the applicant's failure to meet any requirement, whether numerical or otherwise, is such that exercise of the privileges of the licence applied for is not likely to jeopardize flight safety;
  - b) relevant ability, skill and experience of the applicant and operational conditions have been given due consideration; and
  - c) the licence is endorsed with any special limitation or limitations when the safe performance of the licence holder's duties is dependent on compliance with such limitation or limitations.
- 1.19.16 Medical confidentiality shall be respected at all times.
- 1.19.17 All medical reports and records shall be securely held with accessibility restricted to authorized personnel.
- 1.19.18 When justified by operational considerations, the medical assessor shall determine to what extent pertinent medical information is presented to relevant officials of the Civil Aviation Authority of Nepal.

## 1.20 DECREASE IN MEDICAL FITNESS

Holders of licences provided for in this requirement shall not exercise the privileges of their licences and related ratings at any time when they are aware of any decrease in their medical fitness which might render them unable to safely and properly exercise these privileges.

**1.21 MEDICAL UNFITNESS**

1.21.1 An applicant for a licence shall, when applicable, hold a Medical Assessment issued in accordance with the provisions of provisions of PELR and Medical Requirements.

**1.21.2 Temporary Unfitness**

- a) A person holding a license issued under these requirements which includes a medical assessment, who suffers any personal injury or illness affecting his capacity to function as member of a flight crew throughout a period of 20 days or more; (or is a woman who becomes pregnant) shall inform the Director General as soon as possible. On the occurrence of such an injury, illness or pregnancy, the medical assessment shall be deemed to be suspended and shall not again become current until the holder has undergone such medical examination.
- b) A person holding a license issued under these requirements which includes a current medical assessment, shall not exercise the privileges of his license if he is aware that his capacity to efficiently perform his duties is likely to be impaired by a decrease in his medical fitness other than one described in sub paragraph (a) above.

**1.21.3 Permanent Unfitness**

- a) A license holder who is found unfit to perform his flight duty permanently on medical ground shall be declared permanently unfit by Director General on the recommendation of Civil Aviation Medical Assessor (CAMA). Such person shall be relieved from flight duty on permanent basis.
- b) However, if due to new medical invention, such persons recover from his/her unfitness, Director General may consider the person to act as a flight crew on the recommendation of CAMA.

**1.22 REQUIREMENTS OF MEDICAL ASSESSMENTS**

1.22.1 The medical assessment process of licence holders shall as a minimum include:

- a) routine analysis of in-flight incapacitation events and medical findings during medical assessments to identify areas of increased medical risk; and
- b) continuous re-evaluation of the medical assessment process to concentrate on identified areas of increased medical risk.

1.22.2 Detailed medical provisions including appropriate aviation-related health promotion for license holders subject to a Medical Assessment to reduce future medical risks to flight safety have been mentioned in Medical Requirements.

**1.23 ACADEMIC QUALIFICATION**

For the initial issuance of license, the applicant must have relevant academic qualification as stipulated in the relevant part in this PELR.

**1.24 USE OF PSYCHOACTIVE SUBSTANCES**

- 1.24.1 Holders of licences provided for in this requirement shall not exercise the privileges of their licences and related ratings while under the influence of any psychoactive substance which might render them unable to safely and properly exercise these privileges.
- 1.24.2 Holders of licenses/certificates provided for in this PELR shall not engage in any problematic use of substances.
- 1.24.3 License/certificate holders who engage in any kind of problematic use of substances shall be identified, as far as practicable, and shall be removed from their safety-critical functions. Return to the safety-critical functions may be considered after successful treatment or, in cases where no treatment is necessary, after cessation of the problematic use of substances and upon determination that the person's continued performance of the function is unlikely to jeopardize safety.

**1.25 MAINTENANCE OF COMPETENCY OF LICENSE/CERTIFICATE**

- 1.25.1 No person shall exercise the privileges granted by license or related ratings unless the holder maintains competency of license and rating issued by CAAN and meets the prescribed requirements for recent experience.
- 1.25.2 The validity of the license or certificate issued by CAAN has been managed in such a way that other contracting states are enabled to be satisfied as to the validity of the license or certificate.
- 1.25.2.1 The maintenance of competency of flight crew members, engaged in commercial air transport operations, may be satisfactorily established by demonstration of skill during proficiency flight checks completed in accordance with Annex 6.

*Note 1.— From 3 November 2022 onwards, the maintenance of competency of flight crew or remote flight crew members, engaged in commercial air transport operations, may be satisfactorily established by demonstration of skill during proficiency flight checks completed in accordance with Annex 6.*

- 1.25.2.2 Maintenance of competency may be satisfactorily recorded in the operator's records, or in the flight crew member's personal log book or licence.

*Note 2.— From 3 November 2022 onwards, maintenance of competency may be satisfactorily recorded in the operator's records, or in the flight crew or the remote flight crew member's personal log book or licence.*

- 1.25.2.3 Flight crew members may, to the extent deemed feasible by the State of Registry, demonstrate their continuing competency in FSTDs approved by that State.



Note 3.— *From 3 November 2022 onwards, flight crew and remote flight crew members may, to the extent deemed feasible by the State of Registry, or Licensing Authority of the State of the Operator, respectively, demonstrate their continuing competency in FSTDs approved by that State.*

## 1.26 ENGLISH LANGUAGE PROFICIENCY

1.26.1 Aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements stipulated in these requirements.

*Note 4 - From 3 November 2022 onwards, aeroplane, airship, helicopter and powered-lift pilots; aeroplane, airship, glider, rotorcraft, powered-lift or free balloon remote pilots; air traffic controllers; and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements stipulated in these requirements.*

1.26.2 Flight engineers, and glider and free balloon pilots shall have the ability to speak and understand the language used for radiotelephony communications.

1.26.3 Flight navigators required to use the radiotelephone aboard an aircraft shall demonstrate the ability to speak and understand the language used for radiotelephony communications.

1.26.4 The language proficiency of aeroplane, helicopter, powered-lift, airship, free balloon, gliders, ultralight pilots and air traffic controllers and aeronautical station operators who demonstrate proficiency below the expert level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

*Note 1 - From 3 November 2022 onwards, the language proficiency of aeroplane, airship, helicopter and powered-lift pilots; aeroplane, airship, glider, rotorcraft, powered-lift or free balloon remote pilots; air traffic controllers; and aeronautical station operators who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.*

1.26.5 The language proficiency of aeroplane, airship, helicopter and powered-lift pilots, flight navigators required to use the radiotelephone aboard an aircraft, air traffic controllers and aeronautical station operators who demonstrate proficiency below the Expert Level (Level 6) should be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:

- a) those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every three years; and
- b) those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.



*Note 2 — Formal evaluation is not required for applicants who demonstrate expert language proficiency, e.g. native and very proficient non-native speakers with a dialect or accent intelligible to the international aeronautical community.*

*Note 3 - From 3 November 2022 onwards, the language proficiency of aeroplane, airship, helicopter and powered-lift pilots; aeroplane, airship, gliders, rotorcraft, powered-lift or free balloon remote pilots; flight navigators required to use the radiotelephone aboard an aircraft; air traffic controllers; and aeronautical station operators who demonstrate proficiency below the Expert Level (Level 6) should be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level, as follows:*

- a) those demonstrating language proficiency at the Operational Level (Level 4) should be evaluated at least once every three years; and*
- b) those demonstrating language proficiency at the Extended Level (Level 5) should be evaluated at least once every six years.*

*Note 4 — Formal evaluation is not required for applicants who demonstrate expert language proficiency, e.g. native and very proficient non-native speakers with a dialect or accent intelligible to the international aeronautical community.*

1.26.6 The procedure for the English language proficiency testing shall be as prescribed in the procedures of CAAN on English language proficiency testing.

## **1.27 TYPES AND CATEGORIES OF AIRCRAFT**

1.27.1 A license or certificate shall be valid only for the type(s) and categories of aircraft, for which the holder of the license has produced satisfactory evidence of his/her ability to fly.

1.27.2 Type within a particular category of aircraft may only be endorsed on a license or certificate of that category.

1.27.3 Each type of aircraft shall be endorsed in Group I (P-1) or Group II (P-2) of a pilot license.

1.27.4 Where CAAN considers appropriate, a group of aircraft of similar characteristic may be endorsed on the pilot license.

## **1.28 RATING ENDORSEMENTS – GENERAL**

For the initial endorsement of a Rating, revalidation of expired Ratings and the re-issuance of License and/or Ratings, a CAAN observer pilot should be present during the briefing session and on-board during in-flight phases of the check ride if conducted by an Instructor Pilot; however, an observer from CAAN is not required if the check ride is being conducted by a Designated Check Pilot.

An instructor pilot or DCP shall not conduct the check-ride to the pilot to whom he has administered the flight training or as approved by Director General on case to case basis.

**1.28.1 AEROPLANE TYPE RATING - PILOT**

An aeroplane type rating will be included in a pilot license when it is first issued and will authorize the holder to act as pilot-in-command or co-pilot of the aeroplane type, on which the holder successfully demonstrates his competence in accordance with the requirement of qualifying the issue of a license.

Ratings for other aeroplane types may be included subsequently if the license holder submits a current license issued by a Contracting State in the same class of an aeroplane, and satisfy the requirements of PELR.

**1.28.2 AIRCRAFT TYPE RATING –FLIGHT ENGINEER**

An aircraft type rating will be included in a Flight Engineer License, if he/she has:

- a) successfully completed an approved particular aircraft type course
- b) passed a written examination of his technical knowledge of the aircraft type conducted by CAAN.
- c) a practical flight check in that type of aircraft for which rating is sought.

**1.28.3 HELICOPTER TYPE RATING - PILOT**

A helicopter type rating will be included in a pilot license when it is first issued and will authorize the holder to act as Pilot-in-Command or co-pilot of the helicopter type, on which the holder successfully demonstrates his/her competence in accordance with the requirement of qualifying the issue of a license.

Ratings for other helicopter types may be included subsequently if the license holder submits a current license issued by a Contracting State applicable to the category and class of an helicopter, and,

- a) upon successful completion of the ground class and flight check as per the CAAN approved type course satisfies for the endorsement of Type Rating; or
- b) successfully completes an examination of his/her technical and performance knowledge of the particular helicopter type and undergoes a flight training and test satisfactorily for the endorsement of type Rating.

**1.29 LIMITATIONS ON SIMULTANEOUS FLYING OF MULTIPLE AIRCRAFT**

1.29.1 Unless otherwise approved by the CAAN, pilots or a flight engineer engaged in regular public transport operations and charter operations shall be assigned to pilot on one aeroplane type for having maximum take-off weight of more than 5700 kg.

1.29.2 License endorsements for a series or variants of a particular type shall be as prescribed in Appendix 3 of this PELR.

1.29.3 The Air Operator shall ensure that CAAN is notified in due time prior to the flight crew commencing the appropriate differences trainings within a particular type and operating different series or variants of that aircraft type as stipulated in 1.29.2 and the report to be submitted to CAAN.



## 1.30 EXAMINATIONS AND TESTS

- 1.30.1 All written examinations (knowledge test), flight/skill test or oral tests for demonstration of knowledge and/or skill shall be conducted at such times and places and in a manner determined by the CAAN.
- 1.30.2 The CAAN may direct an applicant for any additional examinations and tests (written or oral), in addition to the examination and tests prescribed in the relevant parts; if the CAAN is not satisfied with the conduct/environment of the examination or test.
- 1.30.3 An applicant shall abide by all the rules and instructions issued by the CAAN from time to time.
- 1.30.4 An applicant shall not make either orally or in writing a statement that is false or misleading, during an application, for an examination, test or grant of license, certificate and rating. Any false declaration will be dealt with applicable provision of Aviation Enforcement Policy and Procedure Manual.
- 1.30.5 A person, who contravenes or fails to comply with any provision of the rules or instructions therein or displays an unsatisfactory conduct in the examination centre, including infringement of examination instructions; is guilty of an offence.
- 1.30.6 Such person shall be liable for disqualification from examination papers including papers already cleared. The CAAN may also restrict him from examination/test for a specified period. For a similar second offence, he/she may be disqualified permanently for any license and certificate examinations or tests.
- 1.30.7 Detailed provision on the conduct of the examination and code of conduct of examination may be found in the examination procedure manual.

## 1.31 ISSUE OF LICENSE ON BASIS OF FOREIGN LICENSE

- 1.31.1 License issued by a non-contracting State shall not be recognized.
- 1.31.2 CAAN may issue a local license on the basis of the foreign license/certificate issued by a contracting State provided applicant passes relevant licenses (PPL, CPL, ATPL, FE and FOO etc.) examination (knowledge and skill tests), air regulations examination and other test as may be applicable.
- 1.31.3 The license/certificate issued shall not carry privileges beyond the privileges granted on the original license/certificate. The license or certificate issued may carry restrictions/limitations as deemed appropriate by the CAAN.
- 1.31.4 License issued by a contracting State shall be examined properly for the compliance of ICAO Annex 1. In case the original license is not in full compliance with ICAO Annex 1, additional requirement mentioned in PELR will be required to be fulfilled for the conversion to Nepalese license.



## 1.32 FUNCTIONS OF STATE OF REGISTRY

- 1.32.1 The Convention on International Civil Aviation allocates to the State of Registry all safety oversight functions. Where the State of Registry is unable to fulfill its responsibilities when aircraft are leased, chartered or interchanged by an operator of another State, it may delegate to the State of the Operator, subject to acceptance by the latter State, those functions of the State of Registry that can be more adequately discharged by the State of Operator.
- 1.32.2 In such instance, a 'transfer agreement' shall be reached between the 'State of Registry' and the 'State of Operator', under Article 83 bis of the Convention, clearly demarcating the safety oversight functions in areas of personnel licensing, operations and airworthiness which are to be implemented by the State of Registry and by the State of Operator.

## 1.33 VALIDATION OF FOREIGN LICENSES

- 1.33.1 A foreign license holder who wishes to exercise the privilege of foreign license to operate the Nepalese registered aircraft shall obtain the certificate of validation. The detailed requirements are laid in part 4 of PELR.

## 1.34 METHOD OF RENDERING A FOREIGN LICENSE / CERTIFICATE VALID

- 1.34.1 A foreign license or certificate issued by another Contracting State may be rendered valid by issuing an appropriate authorization. The authorization shall specify the privileges of the license or certificate that are to be accepted as its equivalent. The validity of the authorization shall not extend beyond the period of validity of the license. The authorization ceases to be valid if the license upon which it was issued is revoked or suspended.
- 1.34.2 When a certificate of validation under 1.34.1 is issued for use in commercial air transport operations, the validity of the other Contracting State's licence shall be confirmed before issuing the certificate of validation.
- 1.34.3 The authorization shall be given subject to the requirements prescribed in the regulations as detailed in part 4 of PELR.

## 1.35 APPLICATIONS FOR LICENSING ACTIONS

- 1.35.1 **Issue:** an applicant for the initial issue of a license, certificate or rating shall submit a duly completed application form to the Licensing and Examination Division of Flight Safety Standards Department. The application shall be accompanied with the required evidence that the applicant has met all application requirements.
- 1.35.2 **Renewal:** before at least 15 days of the date of expiry of a validity period, an applicant shall submit a duly completed form to the Licensing and Examination Division of Flight Safety Standards Department. The application form shall be accompanied with required evidence that the applicant has met all the renewal requirements.



- 1.35.3 **Revalidation:** where the validity of a license or certificate has not been renewed by the date of expiry, the validity shall stand lapsed. To restore the validity of the lapsed license or certificate, holder shall meet the prescribed revalidation requirements; and submit an application to Licensing and Examination Division of Flight Safety Standards Department along with evidence that all revalidation requirements have been met.
- 1.35.4 Application for renewal of licenses should reach at Licensing and Exam Division at least 15 days before the expiry of license.
- 1.35.5 The applicant shall give a reasonable time (i.e. at least 7 days not including the day of receipt of application) to the Licensing and Examination Division of Flight Safety Standards Department for processing of the case.
- 1.35.6 In case of initial type training the applicant shall obtain prior approval/permission from CAAN for the flight training.

### **1.36 VARIATION, SUSPENSION AND CANCELLATION**

- 1.36.1 Any person who makes a false or misleading statement in his/her logbook or any other documents submitted to the CAAN is guilty of an offence. The person is liable to be penalized under enforcement regulations “Aviation Enforcement Policy and Procedure Manual”.
- 1.36.2 Any license and associated ratings issued by the DG, CAAN for personnel engaged directly or indirectly in flight operations activities shall have his/her license revoked or suspended if it is found that the person was engaged in illegal activities.

### **1.37 APPEAL**

- 1.37.1 An applicant may only appeal against the conduct of examinations and not against the technical content; therefore it is important that the guidelines contained within this procedure are adhered to.
- 1.37.2 An applicant may appeal against the procedure of issuance of license and its renewal. The Director General may conduct investigation of licensing process if deemed necessary.

### **1.38 VALIDITY OF LICENSES**

License granted under these requirements shall have the following periods of validity.

- a) Provided that the Medical Certificate remains valid and other associated requirements have been complied with, the following licenses shall be valid for a period of five years:
1. Private Pilot License
  2. Commercial Pilot License
  3. Airline Transport Pilot License
  4. Flight Engineer License
  5. Balloon Pilot License
  6. A Glider Pilot License



## 7. Flight Operations Officers License

- b) Provided that the Medical Certificate remains valid and other associated requirements have been complied with, the following licenses shall be valid for a period of one year:

### 1. Microlight/Ultralight Pilot License

## 1.39 SPECIFICATION OF LICENSES

Refer to Part 14.

## 1.40 MINIMUM TRAINING REQUIREMENTS

All the prescribed training requirements in these regulations are the minimum requirements. The operator may prescribe additional training, if required, depending on the performance and flying background of the pilot to ensure that the pilot acquires the required proficiency to discharge his/her privileges.



**PART 2**

**LICENSES AND RATINGS –  
PILOTS AND FLIGHT ENGINEERS**

**PART 2****LICENSES AND RATINGS – PILOTS AND FLIGHT ENGINEERS****TABLE OF CONTENTS**

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## **PERSONNEL LICENSING REQUIREMENTS**

4<sup>TH</sup> Edition  
17 September 2019

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## 2.1 REQUIREMENT TO HOLD A PILOT LICENSE

2.1.1 A person shall not act either as Pilot-In-Command or as co-pilot of an aircraft in any of the following categories unless that person is the holder of a license or certificate issued in accordance with the prescribed provisions in the regulations:

- a) Aeroplane
- b) Helicopter
- c) Powered-lift.
- d) Airship of a volume of more than 4600 cubic metres
- e) Glider
- f) Free Balloon
- g) Ultralight Aircraft
- h) Remote Pilot Aircraft (RPA) - applicable as of 03 November 2022

2.1.2 The category of aircraft shall be included in the title of the licence itself, or endorsed as a category rating on the licence.

2.1.3 When the holder of a pilot licence seeks a licence for an additional category of aircraft, the CAAN shall either:

- a) issue the licence holder with an additional pilot licence for that category of aircraft; or
- b) endorse the original licence with the new category rating, subject to the conditions of category ratings.

2.1.4 An applicant shall, before being issued with any pilot license or rating, meet such requirements in respect of age, knowledge, experience, flight instruction, skill and medical fitness, as are specified for that license or rating.

2.1.4.1 An applicant for any pilot license or rating shall demonstrate, in a manner prescribed by the CAAN, such requirements for knowledge and skill as are specified for that license or rating.

## 2.2 TRANSITIONAL MEASURES RELATED TO THE POWERED-LIFT CATEGORY

2.2.1 The CAAN will endorse a type rating for aircraft of the powered-lift category on an aeroplane or helicopter pilot licence. The endorsement of the rating on the licence shall indicate that the aircraft is part of the powered-lift category. The training for the type rating in the powered-lift category shall be completed during a course of approved training, shall take into account the previous experience of the applicant in an aeroplane or a helicopter as appropriate and incorporate all relevant aspects of operating an aircraft of the powered-lift category.



## 2.3 CATEGORY RATINGS

2.3.1 Category ratings shall be for categories of aircraft listed in 2.1.1.

2.3.2 The category of aircraft shall be included in the title of the license itself, or endorsed as a category rating on the license.

2.3.3 When the holder of a pilot license seeks a license for an additional category of aircraft, an additional pilot license for that category of aircraft may be issued or it may be endorsed in the original license of new category;

2.3.4 Category ratings shall not be endorsed on a license when the category is included in the title of the license itself.

2.3.5 Any additional category rating endorsed on a pilot license shall indicate the level of licensing privileges at which the category rating is granted.

2.3.6 The holder of a pilot license seeking additional category ratings shall meet the prescribed requirements appropriate to the privileges for which the category rating is sought.

## 2.4 CLASS AND TYPE RATINGS

2.4.1 Class ratings shall be established for aeroplanes certificated for single-pilot operation and shall comprise:

- a) single-engine, land;
- b) single-engine, sea;
- c) multi-engine, land;
- d) multi-engine, sea.

2.4.2 RESERVED

2.4.3 Type ratings shall be established for:

- a) each type of aircraft certificated for operation with a minimum crew of at least two pilots;
- b) each type of helicopter certificated for single-pilot operation except where a class rating has been established; and
- c) any type of aircraft whenever deemed necessary by the Director General.

*Note 1.— Where a common type rating is established, it will be only for aircraft with similar characteristics in terms of operating procedures, systems and handling.*

*Note 2.— Requirements for class and type ratings for gliders and free balloons have not been determined.*

2.4.4 When an applicant demonstrates skill and knowledge for the initial issue of a pilot license, the category and the ratings appropriate to the class or type of aircraft used in the demonstration shall be entered on the license.

**2.4.5 Circumstances in which class and type ratings are required-**

The holder of Nepalese licence shall not be permitted to act either as pilot-in-command or as co-pilot of an aeroplane, an airship, a helicopter or a powered-lift unless the holder has received authorization as follows:

- a) the appropriate class rating specified in para 2.4.1; or
- b) a type rating when required in accordance with the provisions of para 2.4.3.

2.4.6 When a type rating is issued limiting the privileges to act as co-pilot, or limiting the privileges to act as pilot-in-command only during the cruise phase of the flight, such limitation shall be endorsed on the rating.

2.4.7 For the purpose of training, testing, or specific special purpose non-revenue, non-passenger carrying flights, special authorization may be provided in writing to the licence holder by the CAAN in place of issuing the class or type rating in accordance with the provision of 2.4.5. This authorization shall be limited in validity to the time needed to complete the specific flight.

2.4.8 A flight crew license shall be valid for the type(s) of aircraft on which the holder has demonstrated his/her technical knowledge and ability to fly.

2.4.9 The type(s) of aircraft for which a license is valid shall be specified by an endorsement on the license.

2.4.10 A pilot or flight engineer license shall not be issued unless the applicant has qualified for the endorsement of at least one aircraft type on the license.

2.4.11 Nepalese license shall be issued with particular type rating only for those aircraft which are in the Nepalese civil aircraft register.

2.4.12 A pilot desiring an endorsement of a type of aircraft in which provision is not made for fully functioning dual controls, shall make application to the CAAN for approval to undertake the endorsement training.

**2.5 REQUIREMENTS FOR ISSUE OF CLASS / TYPE RATING**

2.5.1 The applicant for a class rating shall have demonstrated a degree of skill appropriate to the license in an aircraft of the class for which the rating is sought.



2.5.2 For the type rating for pilots operating aircraft certified with minimum two pilots, the applicant shall have gained under the supervision of a pilot endorsed on the type of aircraft for which a rating is sought, experience in that type of aircraft and/or flight simulation training device in the following:

- a) normal flight procedures and maneuvers during all phases of flight;
- b) abnormal and emergency procedures and maneuvers in the event of failures and malfunctions of equipment, such as power plant, systems and airframe;
- c) where applicable, instrument procedures, including instrument approach, missed approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure;
- d) for the issue of an aeroplane category type rating, upset prevention and recovery training;
- e) procedures for crew incapacitation and multi-crew coordination including allocation of pilot tasks;
- f) crew cooperation and use of checklists;
- g) demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the duties of a Pilot-in-Command or a co-pilot as applicable;
- h) and demonstrated, at the Airline Transport Pilot License level, an extent of knowledge as per para 7.20 of this PELR.

2.5.3 For the type rating as required by 2.4.3 b) and c), the applicant shall have demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the licensing requirements and piloting functions of the applicant.

2.5.4 Applicants holding a CPL or ATPL who apply for a type rating for an aircraft type that is certificated for operation with a minimum crew of at least two pilots shall:

2.5.4.1 Satisfy the Aeronautical Knowledge requirement specified in PELR part 7, and

2.5.4.2 Successfully complete the examination referred to in PELR part 7.

2.5.4.3 Successfully complete a difference oral examination for extension of series endorsement.



## 2.6 STUDENT PILOTS

- 2.6.1 A student pilot shall meet requirements prescribed by the Civil Aviation Authority of Nepal. Such student pilots shall not pose a hazard to air navigation by strictly following the instruction issued by the local airport.
- 2.6.2 A student pilot shall not fly solo unless under the supervision of, or with the authority of, an authorized flight instructor.
  - 2.6.2.1 A student pilot shall not fly solo in an aircraft on an international flight unless permission is granted for the same by CAAN.
- 2.6.3 Medical fitness- Unless a student pilot holds a current Class 2 Medical Assessment, he/she shall not be permitted to fly solo.

## 2.7 FLIGHT SIMULATION TRAINING DEVICES

- 2.7.1 The use of a FSTD for acquiring the experience or performing any manoeuvre required during the demonstration of skill for the issue of a licence or rating shall have been approved by a Contracting State and validated by CAAN, which shall ensure that the FSTD used is appropriate to the task. (Refer FOR for FSTD approvals.)
- 2.7.2 When the Flight Simulation Training Device is approved by a member State other than Nepal:
  - 2.7.2.1 The applicant for the rating or the training organisation providing the training shall provide CAAN with a copy of the most recent approval document for the device.
  - 2.7.2.2 The applicant shall submit a copy of the report of the most recent approval inspection (evaluation) that the member State carried out on the device.
  - 2.7.2.3 Such foreign FSTD approval process will be as per the applicable CAAN procedures.
  - 2.7.2.4 A record of the approval of the flight simulation training devices shall be maintained at FSSD CAAN.
  - 2.7.2.5 The applicant shall use only those Flight Simulation Training Devices (FSTD) that meet the qualifications as listed under ICAO DOC 9625 Manual of Criteria for the Qualification of Flight Simulation Training Devices volume I – Aeroplanes or volume II – Helicopters, as applicable.
  - 2.7.2.6 The applicant applying for permission to send their flight crew for initial, recurrent, revalidation, recency, cross-qualification, transition, differences or upgrade trainings to ATOs located abroad where trainings on FSTDs are involved shall submit FSTD approval certificates issued by the States where the FSTDs are located as well as approval certificates from other organizations as applicable.



## 2.8 REQUIREMENTS FOR AN INSTRUMENT RATING

- 2.8.1 Circumstances in which an instrument rating is required- A pilot license holder shall not act either as Pilot-in-Command or as co-pilot of an aircraft under Instrument Flight Rules (IFR) unless such holder has received proper authorization comprising an instrument rating appropriate to the aircraft category.

*Note: The Instrument Rating is included in the Airline Transport Pilot License — aircraft multi-crew pilot license and commercial pilot license – airship category; and the provisions do not preclude the issue of a license having the Instrument Rating as an integral part thereof.*

- 2.8.2 Circumstances in which authorization to conduct instruction is required- No person having pilot licence, be permitted to carry out flight instruction required for the issue of a pilot licence or rating, unless such holder has received proper authorization from CAAN. Proper authorization shall comprise:

- a) a flight instructor rating on the holder's licence; or
- b) the authority to act as an agent of an approved organization authorized by the Civil Aviation Authority of Nepal to carry out flight instruction; or
- c) a specific authorization granted by the Contracting State which issued the licence.

- 2.8.3 CAAN shall not permit a person to carry out instruction on a flight simulation training device (FSTD) required for the issue of a pilot licence or rating unless such person holds or has held an appropriate licence/authorization or has appropriate flight training and flight experience and has received proper authorization from such Contracting State.

### 2.8.4 Crediting of flight time

- 2.8.4.1 A student pilot or the holder of a pilot licence shall be entitled to be credited in full with all solo, dual instruction and pilot-in-command flight time towards the total flight time required for the initial issue of a pilot licence or the issue of a higher grade of pilot licence.

- 2.8.4.2 The holder of a pilot licence, when acting as co-pilot at a pilot station of an aircraft certificated for operation by a single pilot but required by CAAN to be operated with a co-pilot, shall be entitled to be credited with not more than 50 per cent of the co-pilot flight time towards the total flight time required for a higher grade of pilot licence. The CAAN may authorize that flight time be credited in full towards the total flight time required if the aircraft is equipped to be operated by a co-pilot and the aircraft is operated in a multi-crew operation.

- 2.8.4.3 The holder of a pilot licence, when acting as co-pilot at a pilot station of an aircraft certificated to be operated with a co-pilot, shall be entitled to be credited in full with this flight time towards the total flight time required for a higher grade of pilot licence.

- 2.8.4.4 The holder of a pilot licence, when acting as pilot-in-command under supervision, shall be entitled to be credited in full with this flight time towards the total flight time required for a higher grade of pilot licence.

**2.9 SINGLE ENGINE CLASS RATING**

The general requirements for the issuance of “single engine class ratings” are as below:

- a) Completed an approved ground course.
- b) Passed type Technical Examination (knowledge test).
- c) Completed required number of training hours as per approved training program
- d) Completed additional training if recommended by the instructor.
- e) Flight check with CAAN inspector or Designated Check Pilot or Designated Examiner (skill test).

**2.10 MULTI-ENGINE CLASS RATING**

The general requirements for the issuance of multi-engine class ratings are as below:

- a) Completed an approved ground course.
- b) Passed type Technical Examination (knowledge test)
- c) Completed the required training hours including night and instruments (if applicable).
- d) Completed additional training if recommended by the instructor.
- e) Flight check (skill test) by CAAN inspector or Designated Check Pilot/Type Rating Examiner (TRE).

**2.11 SKILL TEST/CHECK (AIRCRAFT / SIMULATOR) - GENERAL****2.11.1 General**

- a) A Skill Test/check shall be conducted on a non-revenue flight or in an appropriate simulator.
- b) A DCP or TRE shall conduct the skill test/check. In cases where the operator does not have a DCP/TRE the check may be conducted by an Instructor Pilot which must be monitored by a CAAN Inspector.
- c) For skill tests/checks conducted in an ATO conducting courses for basic pilot licenses, the skill tests/checks shall be conducted by a CAAN Inspector or a Designated Examiner.
- d) CAAN Inspector conducting the Skill Test shall hold or have held appropriate category of license and shall have the required experience.
- e) Route checks of the commercial operators may be conducted on revenue flights.



## **2.12 SKILL TEST/CHECK – OCCASIONS**

A Skill Test/Check shall be conducted for following licensing actions:

- a) Issue, renewal and re-validation of a license or certificate.
- b) Instrument rating.
- c) Instructor rating.
- d) Type rating.
- e) Whenever considered necessary by the CAAN to assess the performance of a license holder.
- f) A skill test may be conducted within 90 days prior to the expiry date of license or rating. In such cases, the renewed period shall begin from the date of expiry of the license or rating.
- g) A skill test shall be conducted by DCP/TRE or Instructor pilot in presence of CAAN inspector.

## **2.13 UPGRADING**

Where the holder has a P-2 endorsement of an aircraft type and intends to upgrade to P-1 endorsement, he/she shall complete all given requirements for a P-1 endorsement except the type Technical Examination if he/she has currency as a co-pilot: (Refer Appendix 1)

- a) Meet the requirement of Operator's Operations Manual-Part A
- b) i) Undertake at least 150 hours of supervised flying with an instructor pilot. This is in excess of any flight hours credited for the requirements of issue of an ATPL as defined in section 7.21.1.  
ii) Assessments of a pilot's aviation skills and knowledge during this period shall be made after every 50 hours of supervised flying to enable targeted training for the remainder of the supervision period. A committee, as specified in section 7.27.1 d), shall review all assessment reports, including a final report made at the end of the supervised flying, before deciding to recommend upgrading to P1, or further targeted training.
- c) Upgrading ground course and approved flight training.
- d) Successfully complete flight a check by CAAN Inspector or Designated Check Pilot or Type Rating Examiner
- e) Passes oral examination
- f) Upgrade to P1 status shall not be made until the pilot has accumulated at least 24 months of flying experience.

## **2.14 CONVERSION TRAINING – MULTI-ENGINE HELICOPTER**

### **A. General**

An applicant for conversion of multi-engine helicopter type endorsement on his license shall have received theoretical instruction and flight training from an instructor or DCP.

**B. Theoretical Training**

- i. Not less than 25 hours theoretical instruction, including.
- ii. Syllabus items for helicopter type technical examination.
- iii. Loading (type related).
- iv. Weight and performance (type related).
- v. Effect of engine failure on performance and system operation.

**C. Flying Training**

As per approved company training manual including:

- a) Normal and emergency operation of the helicopter and its systems in various load conditions.
- b) normal and maximum performance single engine take-off in various conditions and various type of approach (normal, steep and shallow);
- c) Pinnacle and confined area operation.
- d) Effect of one engine failure in visual conditions and simulated instrument flight conditions.
- e) Auto rotation flight (if applicable).
- f) Running landings and take-off (if applicable).

**2.15 AIRCRAFT TYPE TECHNICAL EXAMINATION**

- 2.15.1 The validity of the Technical Examinations conducted by CAAN shall be valid for a period of up to 24 months;
- 2.15.2 However, after passing the Examinations, if an applicant has not received Type Training on the particular type of aircraft within the next 12 months, the person shall undergo a complete ground course and pass an Examination conducted by the Operator;
- 2.15.3 Furthermore, if the applicant has not received Type Training on the particular aircraft within 24 months of having passed the CAAN examinations, the person shall undertake the complete ground course and pass the CAAN examinations again.
- 2.15.4 In the case of ground trainings and examinations conducted abroad for induction of a new type, such programs shall normally be monitored by a CAAN Inspector assigned for the purpose or person authorized by CAAN however, if this is not possible due unforeseen circumstances, CAAN reserves the right to conduct its own examinations for the particular type of aircraft prior to type endorsement.
- 2.15.5 In cases where CAAN has authorized an ATO located abroad to conduct trainings and examinations including skill tests and in cases where the examinations or skill tests is not possible to be monitored by a CAAN inspector, those checks and examinations may be accepted by CAAN with prior approval.



2.15.6 In cases where a course has been conducted in an ATO in Nepal, such training and examination programs shall be monitored by a CAAN Inspector assigned for the purpose; however, if this is not possible due to unforeseen circumstances, CAAN reserves the right to conduct its own examinations for the particular type of aircraft prior to type endorsement.

2.15.7 In case of applicant failing in written type examination he/she may not apply for re-examination until 30 days after the date he/she failed in exam unless he/she gets the recommendation from the instructor for re-examination citing that the candidate has undergone the remedial training and is ready for the re-examination.

## **2.16 RESERVED**

## **2.17 LICENSE RENEWAL**

2.17.1 The renewal application shall reach at FSSD at least 15 days before the expiry of the license with necessary fee and other relevant supporting document as required in the relevant part of the license.

2.17.2 FSSD will issue a note to the holder against the deposit of the license which will act equivalent to the license until the holder is in receipt of his renewed license.

2.17.3 The renewal requirements for different types of license are detailed in the relevant part of PELR.

2.17.4 No renewal action will be taken for the licenses when all relevant requirements are not completed and day will be counted from the date relevant documents are completed. Manual of Service may be referred for details.

## **2.18 RECENT EXPERIENCE**

The holder of a license issued under these requirements shall not exercise the privileges of his license by acting as a pilot, a flight engineer and flight operations officer unless he/she has satisfied the requirements for recent experience as specified.

### **2.18.1 Recent Experience for Private Pilot**

The holder of Private Pilot License shall not exercise the privilege of the holder's license unless that person, within the immediate preceding 6 months, has flown not less than 5 hours of flight time as a private pilot in an aircraft of the same type.

### **2.18.2 Recent Experience for Flight Instructor**

The holder of Flight Instructor Rating shall not exercise the privileges of his rating to act as a flight instructor:

- a) Unless he/she, within the past 24 calendar months, has logged at least 10 hours of instruction time as a Flight Instructor, or
- b) Unless he/she, successfully undergoes a refresher ground course and a special pilot proficiency check designed and approved for flight instructors as per approved training syllabus.



## 2.18.3 Recent Experience for Pilot-in-Command and Co-pilot

2.18.3.1 An operator shall not assign a pilot-in-command or a co-pilot to operate at the flight controls of a type or variant of a type of aircraft during takeoff and landing unless that pilot has operated the flight controls during at least three take-offs and landings within the preceding 90 days on the same type of aircraft or in a flight simulator approved for the purpose.

2.18.3.2 When a pilot-in-command or a co-pilot is flying several variants of the same type of aircraft or different types of aeroplanes with similar characteristics in terms of operating procedures, systems and handling, the CAAN shall decide under which conditions the requirements of 2.18.3.1 for each variant or each type of aircraft can be combined.

## 2.18.4 Recent Experience for Flight Engineer

- a) A flight engineer shall not be assigned to duty as flight engineer of an aircraft engaged in commercial air transportation unless:
  - (i) he has in the preceding 90 days served as the flight engineer of the same type of Aircraft; and
  - (ii) he has in the preceding six months, demonstrated his ability to carry out the functions of a flight engineer during a check of his proficiency in the same type of aircraft; this requirement may be deemed to be satisfied if he has within the preceding twelve months carried out two such checks, provided that the interval between the checks is not less than four months.
- b) The above requirements may be satisfied during a proficiency check or during a course of training carried out in a flight simulator approved for the purpose by the Director General.

## 2.18.5 Recent experience for flight operations officer

- a) Evidence that he/she has within the immediate preceding 12 months made at least one way flight on the flight deck of an aircraft over an area in which he/she is authorized to exercise his duties.

## 2.19 EXPIRY OF EXAMINATION AND LICENSE/RATINGS

### 2.19.1 Expiry of Examination

- a) An applicant who fails in a written test may not apply for re-testing until 30 days after the date he failed the test. However, in the case of his failure, may request for re-testing before the 30 days have expired upon presenting written statement from an instructor certifying that he/she has given remedial instruction as appropriate to the applicant and finds him/her competent to pass the test.



- b) An applicant will be eligible for flight check within 12 months of his passing the ground test(s).
- c) After elapse of 12 months or more but not more than 24 months of passing written test, the applicant is required to undergo a refresher ground course with flight training to be eligible for the flight check.
- d) After elapse of 24 months of written test the candidate is required for a written test applicable to the initial ground course and flight training to be eligible for flight check(s).

## 2.19.2 Expiry of License/Rating(s)

- (a) Where a license has not been renewed by the date of expiry, the validity of the license stands lapsed.
- (b) A holder of the expired license shall not exercise the privileges of his/her license/rating until he/she has either received his/her renewed license/rating or has got special approval from the CAAN.
- (c) In case where the license or rating has expired, the applicant shall obtain prior approval/permission from CAAN for receiving training for the revalidation of the type or training on a new type.

### 2.19.2.1 Revalidation of expired Ratings

- 1. A rating shall be considered expired if the applicant does not fulfill all the necessary requirements that are required to keep currency on the particular rating.
- 2. Once a Rating has expired, the flight crew shall be immediately put off from active flight duty until the person fulfills all the necessary requirements.
- 3. The requirements that shall be required to maintain currency on Type are:
  - a. Recurrent Trainings (ground and flight)
  - b. Proficiency Check
  - c. Route check on type (if applicable)
  - d. Emergency Evacuation
  - e. Other necessary trainings (as applicable) that are required on an annual or biennial basis eg. CRM, Human Factors, CFIT, Safety Management System, Monsoon Briefing, ALAR, Upset Prevention Recovery Training, ACAS, Dangerous Goods etc.
  - f. Medical validity
  - g. English language proficiency
- 4. To restore the validity of an expired Rating, the holder shall meet the requirements subject to the expiry period from the date of expiry as follows:
  - a. If the duration is less than 24 months, the applicant shall fulfill the requirements in 2.19.2.1, 3 as applicable.



- b. If the duration is more than 24 months, the applicant shall successfully complete all the requirements necessary for initial training on type, which includes the approved ground course, civil aviation Technical examination, flight training with specified hours, skill test (check ride) and as stated in 2.19.2.1, 3 as applicable.

## 2.19.2.2 Revalidation of expired License

1. To restore the validity of an expired License with currency maintained, the applicant shall fulfill the requirements of PELR as per the applicable category of License.
2. To restore the validity of an expired License with expired or invalid currency, the applicant shall fulfill the requirements mentioned below:
  - a. Where the license has expired for the period upto three months, the applicant shall fulfill all the requirements necessary for the renewal of the Ratings.
  - b. Where the license has expired for the period between three and twenty-four months, the applicant shall fulfill the requirements of 2.19.2.1, 3.
  - c. Where the license has expired for the period between twenty-four months and sixty months, the applicant shall complete the requirements mentioned in 2.19.2.1, 4b.
  - d. Where the license has expired for more than sixty months, the applicant shall successfully complete all the requirements necessary for initial issue which includes:
    - i) a current medical examination
    - ii) a certificate from a flying instructor certifying that the student has carried out sufficient refresher training covering the contents of the course syllabus approved for CAAN's ATPL or CPL and other relevant licenses examination as relevant and pass theoretical examination of CAAN.
    - iii) he/she shall successfully complete the examination on Aeronautical Information Publication (air law), Flight Operation Requirements, NCAR, PELR and other applicable Civil Aviation Rules and regulations.
    - iv) while undergoing a new type conversion, he/she shall successfully complete the approved ground course and CAAN examination on type and fulfill the requirements of 2.19.2.1, 3.
    - v) The initial, recurrent and other ground and flight trainings shall be conducted in accordance with FOR (A) and (H) as well as Part D of the company Operations Manual.



2.19.3 In the case Flight Engineer and Flight Operations Officer (Flight Dispatcher), refer to Parts 8 and 11 respectively.

## **2.20 FLYING WITH FOREIGN AOC HOLDER**

2.20.1 (a) A local license holder employed by a foreign AOC holder/operator, acceptable to the CAAN; and undergoing regular recurrent trainings, proficiency checks, may get his local license renewed based on the Instrument Rating check conducted abroad, subject to his providing to the LED, FSSD, CAAN all the required documentary evidence for license renewal as mentioned in the PELR appropriate to the type of license held.

(b) When any FSTD is used by the foreign AOC holder for training and checking of Nepalese flight crew, the AOC holder shall make available to CAAN the latest copy of the FSTD approval and the last evaluation date conducted by the local authority on that device as well as the latest ATO certificate.

(c) When it is deemed necessary by the CAAN that an inspection of the ATO or FSTD or the monitoring of such trainings and checks is required, the cost of any such visit shall be borne by the applicant/AOC holder as applicable.

2.20.2 The applicants shall submit the following documents for considerations of the case:

- a) Application Letter from the employer for the renewal/revalidation;
- b) Copy of last page of logbook duly authenticated by foreign CAA (State of Operator)/operator;
- c) Valid Nepalese license; in case of invalid license, the applicant shall first complete the revalidation process;
- d) Photocopy of valid foreign license/certificate;
- e) Copy of medical certificate of ICAO standard of appropriate class;
- f) Flight Simulator Check report; and
- g) Other required documents as relevant.

## **2.21 LIMITATIONS AND EXEMPTIONS**

2.21.1 A single-engine aeroplane shall operate at night only on a training mission within aerodrome area.

2.21.2 Night flying on multi-engine aeroplane (below 5700 kg) may be conducted subject to a valid instrument rating and night currency.

2.21.3 Night flying on multi-engine helicopters may be conducted subject to a valid instrument rating and night currency.

## **2.22 ELIGIBILITY FOR TYPE RATING ENDORSEMENT**

2.22.1 To qualify for an aircraft type endorsement, an applicant shall have completed an approved ground training course with an aviation training organization and from Instructor authorized by CAAN.

2.22.2 Passed the aircraft type Technical Examination.



2.22.3 Completed approved flying training and/or simulator training.

2.22.4 Passed a flight check with CAAN inspector or Designated Check Pilot (DCP) or Designated Examiner (DE).

2.22.5 Refer to Appendix 2 ZFTT for requirements on approval of Zero Flight Time Training.

*Note: In case of aircraft type training conducted at CAAN validated ATO and training not monitored by CAAN inspectors or DCP, an oral examination will be required.*

2.23 RESERVED

## **2.24 OPERATORS TO PROVIDE FLIGHT INSTRUCTORS AND GROUND INSTRUCTORS**

The holder of an Air Operator Certificate issued by the Director General who is engaged in commercial operations shall ensure that sufficient number of Flight Instructors and instructors for ground courses who are qualified in accordance with CAAN requirements.

## **2.25 TYPE RATING –FLIGHT ENGINEER**

2.25.1 An aircraft type rating will be included in a Flight Engineer License, if he/she has:

- a) successfully completed an approved particular aircraft type course
- b) passed a written examination of his technical knowledge of the aircraft type conducted by CAAN.
- c) a practical flight check in that type of aircraft for which rating is sought.

### **2.25.2 FLIGHT ENGINEER (F/E) INSTRUCTOR RATING**

- a) A Flight Instructor Rating included in a Flight Engineer License will entitle the holder to give flight instruction in the type or types of Aircraft for which he holds a current rating.
- b) A Flight Engineer Instructor Rating will be issued to an applicant who produces a current F/E license including Instructor Rating issued by a Contracting State or who shall have:
  - i) completed not less than 1000 hours of flight time as a Flight Engineer on the type of Aircraft involved;
  - ii) have satisfactorily completed an approved training course of flight instruction and ground training techniques and
  - iii) has satisfactorily completed a flight check showing his ability to act as an instructor with an Instructor (F/E) or Flight Engineer, designated by Director General.
- c) A Flight Instructor Rating in an F/E license will have the same period of validity as the license and will be revalidated upon renewal of the license.

2.26 RESERVED

**2.27 RECORDING AND CREDITING OF FLIGHT TIME**

- 2.27.1 A license/certificate holder shall maintain a logbook, which may be subject to random checks by the CAAN.
- 2.27.3 All aircrew flight time shall be logged in the logbook.
- 2.27.3 Flight time during which a pilot is under dual instruction shall be entered in his logbook as 'dual' and the pilot giving instruction shall sign the entry. Dual flight time shall be logged if the aircraft was scheduled for flight training.
- 2.27.4 A pilot may log as co-pilot the total flight time while co-pilot of an aircraft:
- a) for which his license is endorsed; and
  - b) which is certificated for multi-pilot operations by the manufacturer or CAAN.
- 2.27.5 An instructor may log as Pilot-in-Command the total flight time during which he/she was acting as an instructor. The log entries shall show that the flight time was as an instructor.
- 2.27.6 A DCP, who is conducting a check while on the controls, shall log the time as P1. This time shall not be indicated as 'instructional hours'.

**2.28 LOGGING OF INSTRUMENT TIME**

- 2.28.1 A pilot may log the instrument flight time only:
- a) While he/she is manually manipulating the controls, with reference to instrument under either actual or simulated instrument flying conditions. The entire period may be logged as instrument flying time.
  - b) While monitoring or providing input to the auto-pilot/auto stabilization equipment when it is engaged.

**2.29 LOGGING OF FLIGHT ENGINEER TIME**

- 2.29.1 the holder of a flight engineer license may log the total flight time;
- a) While operating as a flight engineer or supervising a flight engineer.
  - b) Flying as flight engineer under supervision.
- 2.29.2 The holder of a flight engineer license may log as simulator time for the time he/she operates as flight engineer of an approved aircraft simulator.
- 2.29.3 To log the time specified in above paragraphs, a flight engineer license shall be endorsed with the particular type of aircraft.

**2.30 GROUND INSTRUCTOR**

Refer to FOR (A) chapter 15 and FOR (H) chapter 13.

**2.31 LOG BOOK CERTIFICATION AND ENDORSEMENTS**

- 2.31.1 a Pilot log book shall be duly certified by:
- a) The concerned instructor for each instructional flight (dual), or



- b) The concerned IP for a co-pilot flying as P-1 u/s (PICUS), or
- c) The concern authorized person from the operation department of the operator.

## 2.32 REQUIREMENT FOR MILITARY FLIGHT CREW

2.32.1 A military flight crew applying for a CAAN license shall be entitled to a maximum of fifty percent of his military flight hours when seeking the crediting of his military flight hours for pursuing a higher grade of his commercial license.

2.32.2 A military flight crew applying for a CAAN license must meet the following requirements:

- a) hold a commercial pilot license or airline transport pilot license from a Contracting State.
- b) produce a letter of release from the military aviation.
- c) pass a knowledge test on the appropriate category of aircraft at the commercial or airline transport pilot license level.
- d) a letter of employment from an air operator.
- e) a copy of the total hours on the logbook.
- f) a copy of the military pilot license or certificate indicating the last held category, class and type rating.
- g) pass the ground and flight training on the type of aircraft for which the rating is sought.
- h) pass the proficiency check on the type of aircraft for which the rating is sought.
- i) the necessary fee voucher

2.32.3 For other military aviation personnel like flight engineer, flight navigator etc. same applicable requirements shall be applicable for the other military professionals, i.e. all requirements prescribed for the respective licenses or certificates in these requirements shall be applicable.

2.32.4 Accreditation of military experience shall be awarded by a panel comprising the subject matter expert. The panel shall prepare a report with objective evaluation of the candidate and submit the report to the Director General for acceptance. This will allow awarding the credit in the knowledge and experience of the flight crew.

2.32.5 Such license may be restricted to be valid only for specified Nepalese air operators for specific time with other limitations as may be prescribed by the Director General.



**PART 3**

**ENGLISH LANGUAGE PROFICIENCY ORGANIZATION**

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## **PART 3**

### **ENGLISH LANGUAGE PROFICIENCY ORGANIZATION**

#### **3.1 Approval**

The organization willing to obtain the approval of the CAAN for the English Language training organization of shall demonstrate following. The approval will be indicated by issuance of an approval certificate.

#### **3.2 Contents of the Approval Certificate.**

The approval certificate issued to a training organization shall contain at least the following information:

- a) the name and address of the training organization,
- b) the date the certificate was issued,
- c) the period of validity,
- d) the training programmes approved, and
- e) any limitations or restrictions that may apply.

#### **3.3 Training and Procedures Manual**

3.3.1 A training organisation shall establish a Training and Procedures Manual and use that manual to guide and direct its personnel in the conduct of their duties.

3.3.2 The Training and Procedures Manual shall be published using a medium and format chosen by the operator, providing the manual can be made available to and read by members of the operator's personnel and by representatives of the Civil Aviation Authority of Nepal.

3.3.3 The Training and Procedures Manual shall contain at least the following information:

- a) a list of the types of training the organization is approved to deliver;
- b) a description of the training programme(s);
- c) the name, duties and qualification of the person assigned the responsibility of ensuring that training activities are conducted in compliance with this requirement
- d) the duties and qualification of the personnel assigned responsibility for
  - planning training,
  - supervising training, and
  - conducting training;



- e) a clear identification of the position with responsibility to oversee, operate and maintain the system for recording student progress and for recording the qualifications and training of instructional and examining staff;
- a) a description of the:
  - organization's quality assurance system;
  - organization's facilities and training equipment;
  - procedures used to establish and maintain the competence of instructional personnel;
  - training to be provided to the operator's personnel in order for them to comply with the operator's procedures and requirements;
  - method used for the completion and retention of the training records for both trainees and staff

## 3.4 Quality Assurance System

3.4.1 The training organisation shall assign a person to the role of Quality Manager.

3.4.2 The Quality Manager shall report directly to the Head of Training, with formal mechanisms in place to ensure that the Accountable Executive is aware of all issues impacting the quality of training services

3.4.3 The Quality Manager shall be responsible for verifying the extent to which all regulatory requirements as well as the standards established by the organisation are being satisfied.

3.4.4 The Quality Manager shall ensure that the quality system itself and work undertaken in support of the quality system is properly documented, implemented, maintained, and continuously reviewed so that steps to improve the policy, procedures and practices are implemented periodically.

3.4.5 The Quality Manager shall establish a quality assurance plan that includes at least the following activities:

- a) monitoring training procedures and practices,
- b) monitoring the assessment and testing procedures and practices,
- c) monitoring personnel qualifications and training,
- d) monitoring training devices and equipment for certification, calibration, and functionality,
- e) conducting internal and external audits,
- f) developing, implementing, monitoring, and reporting on corrective and preventative actions,
- g) identifying trends through the use of appropriate statistical analysis, and
- h) responding appropriately to identified trends.



- 3.4.6 The Quality Manager shall create a risk profile inventory of hazards and threats that are likely to impede the organization's ability to conform to the required standard of performance.
- 3.4.7 The Quality Manager shall create a plan to mitigate the risks identified in the risk profile inventory.
- 3.4.8 The Quality Manager shall establish a coherence matrix that lists all of the regulatory requirements that apply to the organization's operation and identifies at least:
- a) the processes the organisation has in place to ensure continuous compliance with each requirement, and
  - b) the managerial position responsible for effective implementation of each process.
- 3.4.9 The Quality Manager shall establish and publish a schedule for internal quality audits of the organization.
- 3.4.10 The Quality Manager shall ensure that those assigned to conduct quality audits are appropriately trained to perform that task.
- 3.4.11 Auditors of a particular activity should not have day-to-day involvement with the activity being audited.
- 3.4.12 The Quality Manager shall ensure that quality assurance training is provided to all staff of the training organisation. That training is to include:
- a) the concept of quality assurance, including how it differs from quality control,
  - b) the organisations objectives as set out in the Quality Assurance section of its Training and Procedures Manual,
  - c) inspection and audit techniques, and
  - d) the organization's reporting procedures and requirements.

## 3.5 Facilities and Training Equipment

- 3.5.1 The training organisation shall have or have access to the information, equipment, training devices, and material necessary for the conduct of the courses for which it is approved.
- 3.5.2 Training devices used by the organisation as part of its training programme(s) shall be commensurate to the activities undertaken.

## 3.6 Personnel

- 3.6.1 The training organisation shall assign to a member of its staff the responsibility of ensuring that training activities are conducted in compliance with the requirements of Training Organization.
- 3.6.2 The training organisation shall employ personnel to plan, perform, and supervise the training activities it is authorized to conduct.



3.6.3 The training organisation shall provide its instructional personnel with initial and recurring training related to their assigned tasks and responsibilities.

### 3.7 Records

3.7.1 The Quality Manager shall establish, maintain and retain records pertaining to the Quality Assurance System for a period of at least 05 years. As a minimum, the following records will be retained:

- a. audit schedules,
- b. inspection and audit reports,
- c. responses to findings,
- d. corrective action reports,
- e. follow-up and closure reports, and
- f. management evaluation reports.

3.7.2 The training organisation shall establish, maintain and retain student records to show how each trainee has satisfied all requirements of the training programme(s).

3.7.3 This record shall be maintained for at least two years following the completion of the training programme.

3.7.4 The training organisation shall establish, maintain and retain records to show the qualifications and training of instructional and examining staff.

3.7.5 This record shall be maintained for at least two years after the employee ceases to perform the function for the training organisation.

### 3.8 Oversight and Surveillance

3.8.1 Routine surveillance of training organisations will consist of at least annual inspections carried out by the Civil Aviation Authority of Nepal. These inspections may involve a single inspection covering all aspects of the organization's operation or specific-purpose inspections of individual elements of the operation.



**PART – 4**

**VALIDATION OF FOREIGN LICENSES**

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VALIDATION OF FOREIGN LICENSES****TABLE OF CONTENTS**

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# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

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**4.1 PURPOSE OF VALIDATION**

The purpose of a validation is to permit a foreign license/certificate holder, to exercise the privileges of his/ her license/certificate for a specific purpose and for a limited duration on a Nepalese registered aircraft in Nepal or abroad.

**4.2 TYPES OF VALIDATION**

4.2.1 Two types of validation documents shall be issued by the CAAN as under:

- a) Validation Certificate
- b) Validation Letter.

**4.3 VALIDATION CERTIFICATE**

4.3.1 A Validation Certificate is issued to a foreign license holder authorizing him/her to exercise the privileges of license in operation of a Nepalese registered aircraft.

4.3.2 The license holder shall carry the Validation Certificate, along with his valid foreign license, while exercising the privileges of Validation Certificate.

**4.4 VALIDATION LETTER**

4.4.1 A Validation Letter is issued to a foreign license holder authorizing that person to exercise the privileges of license in operation of a foreign registered aircraft, under operational control of a Nepalese operator/owner.

4.4.2 The license holder shall carry the Validation Letter, along with his valid foreign license, while exercising the privileges of the Validation Letter.

**4.5 REQUIREMENT TO HOLD A VALIDATION CERTIFICATE**

4.5.1 No pilot holding a foreign license shall operate a Nepalese registered aircraft without his/her foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Certificate'.

4.5.2 No Flight Engineer holding a foreign license shall operate a Nepalese registered aircraft without his/her foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Certificate'.

4.5.3 No cabin crew holding a foreign license/certificate shall operate a Nepalese registered aircraft without her/his foreign license/certificate having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Certificate'.



4.5.4 No maintenance engineer holding a foreign license shall carry out any maintenance work on a Nepalese registered aircraft without his foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Certificate'.

4.5.5 No flight operation officer holding a foreign license shall dispatch a Nepalese registered aircraft, from a Nepalese approved dispatch centre, without his foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Certificate'.

## 4.6 REQUIREMENT TO HOLD A VALIDATION LETTER

4.6.1 No pilot holding a foreign license shall operate a foreign registered aircraft on a dry lease, wet lease, damp lease, sub-lease, charter, sub-charter or interchange aircraft under the operational control of a Nepalese operator/owner without his foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Letter'.

4.6.2 No flight engineer holding a foreign license shall operate a foreign registered aircraft on a dry lease, wet lease, damp lease, sub-lease, charter, sub-charter or interchange aircraft under the operational control of a Nepalese operator/owner without his foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Letter'.

4.6.3 No cabin crew holding a foreign license shall operate a foreign registered aircraft on a dry lease, wet lease, damp lease, sub-lease, charter, sub-charter or interchange aircraft under the operational control of a Nepalese operator/owner without his foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Letter'.

4.6.4 No maintenance engineer holding a foreign license shall carry out maintenance work on a foreign registered aircraft on a dry lease, wet lease, damp lease, sub-lease, charter, sub-charter or interchange aircraft under the operational control of a Nepalese operator/owner without his foreign license having been rendered valid in accordance with the prescribed method; and the foreign license holder having been issued with a 'Validation Letter'.

## 4.7 VALIDATION CERTIFICATE - CIRCUMSTANCES FOR ISSUE

4.7.1 A Validation Certificate will be issued to a foreign license holder under, subject to meeting the prescribed requirements, under following circumstances:

- a) Operation of an aircraft based in Nepal or abroad with Nepalese registration.
- b) For any other purpose, not specified above, as deemed appropriate by the Civil Aviation Authority of Nepal.



## 4.8 VALIDATION CERTIFICATE – CONDITIONS AND SCOPE

- 4.8.1 A Validation Certificate shall be issued in specific circumstances, for a specific purpose and for a specific duration.
- 4.8.2 The privileges granted by the Validation Certificate shall not exceed the original license.
- 4.8.3 The period of validity of the Validation Certificate shall not exceed the period of validity of the original license.
- 4.8.4 Validation Certificate may be issued with restrictions/limitations, as applicable.
- 4.8.5 The Validation Certificate shall contain the authorization details including name, foreign license type and number, issuing State, medical status, type of aircraft to be operated, period of validity and any other restriction/limitation as deemed necessary by the Director General.

## 4.9 VALIDATION CERTIFICATE – ISSUE PROCESS

- 4.9.1 Issue of a Validation Certificate shall be subject to the following process:
  - a) A request by the operator/owner to the CAAN justifying the need for such a validation.
  - b) Submission by the operator of the individual's original valid foreign license with appropriate type rating, Instrument Rating and Instructor Rating as applicable. (clear photocopy of the license documents - if the individual is not physically present in the country as yet)
  - c) Submission by the operator of the individual's valid medical assessment with appropriate class from the State issuing the license.
  - d) Submission by the operator of the work permit issued by the State for the employment in Nepal by Nepalese operator.
  - e) Submission by the operator the evidence of required security clearance (or clearance letter from Ministry of Home Affairs) in accordance with the government regulations as applicable.
  - f) Verification by the licensing office of the license details from the issuing State including medical and English Language proficiency.
  - g) Passing of the CAAN oral examination for air regulations.
  - h) Payment of applicable fee.



Note - The certificate of validation is to demonstrate the competency of the holder based on his/her original license. This does not relieve the operator and holder of certificate of validation from being responsible to fulfil all applicable Nepalese rules and regulation including labour rules and immigration rules before exercising the privileges of the certificates.

#### **4.10 VALIDATION CERTIFICATE/ LETTER – VALIDATION EXAMINATION**

4.10.1 The Validation Examination shall comprise two parts as under:

- a) A written examination on the Civil Aviation Air Regulations in rules and regulation from training organization and an oral test in Nepalese Aviation Rules and Regulations by Flight Safety Standards Department.
- b) English language proficiency test for those candidates having difficulties in English during the oral test in (a) for those other than native English speaker.

4.10.2 With prior approval of the Director General, Validation Examination may be conducted, by CAAN licensing officers, outside the country at no expense to CAAN.

#### **4.11 VALIDATION CERTIFICATE - VALIDITY PERIOD**

Validation Certificate shall be normally issued for a period of 6 calendar months or as per the validity of the holder's foreign license or medical certificate or works permit whichever is earliest.

#### **4.12 VALIDATION CERTIFICATE – EXTENSION OF VALIDITY PERIOD**

4.12.1 Period of validity of the Validation Certificate may be extended by the CAAN subject to a valid request by the operator/owner justifying the need for extension.

4.12.2 Validation certificate shall be renewed subject to applicant meeting renewal requirements of the licenses.

4.12.3 Licensing fee payment as per the fee schedule as per CAR 2058.

#### **4.13 VALIDATION LETTER - CIRCUMSTANCES FOR ISSUE**

4.13.1 A Validation Letter may be issued to a foreign license holder operating a foreign registered aircraft under dry lease, wet lease, damp lease, sub-lease, charter, sub-charter or interchange aircraft under the operational control of a Nepalese operator/owner.

4.13.2 'Validation Letter' shall be issued to the License/Certificate holder subject to meeting the requirements agreed with the state of registry under the 'Transfer Agreement' signed under ICAO Article 83 bis.

**4.14 VALIDATION LETTER – ISSUE PROCESS**

4.14.1 Issue of a Validation Certificate shall be subject to the following process:

- a) A request by the operator/owner to the licensing office.
- b) Submission by the operator of the individual's original valid foreign license with appropriate type rating, instrument rating and instructor rating as applicable. (clear photocopy of the license documents if the individual is not physically present in the country as yet)
- c) Submission by the operator of the individual's valid medical assessment with appropriate class.
- d) Submission by the operator the work permit issued by the state.
- e) Verification by the LED, FSSD of the license details from the issuing State.
- f) Examination of English language (as applicable) and Nepalese Air Regulations.
- g) Payment of licensing fee.

**4.15 VALIDATION LETTER – VALIDITY PERIOD**

4.15.1 Validation Letter shall be issued for a period 6 calendar months or as per the validity of the holder's foreign license or medical certificate whichever is earliest.

**4.16 VALIDATION LETTER – EXTENSION OF VALIDITY PERIOD**

4.16.1 Period of validity of the Validation Letter may be extended by the CAAN subject to a request by the operator/owner and payment of the licensing fee.

4.16.2 Validation letter will be renewed subject to applicants fulfilling the renewal requirement of the licenses.

**4.17 FEE SCHEDULE**

As per CAAN fee schedule as per CAR 2058.

**4.18 FOREIGN LICENSED FLIGHT CREW WORKING IN NEPAL**

4.18.1 An applicant who holds a licence including a type rating issued by a Contracting State and wishes to convert to a CAAN license shall complete the following requirements, keeping in view CAAN's recognition of licenses issued by Contracting States:

- a) For a period of six months, the applicant shall fly with a Validation Certificate issued by the Director General on the particular type with the particular operator; thereafter,
- b) For a period longer than six months,
  - i) if the applicant wishes to convert to a CAAN license for which the applicant must complete:



1. CAAN Basic CPL, ATPL, Flight Dispatcher or Flight Engineer examination in part or full as applicable; CAAN shall conduct a gap analysis of the subjects that will require an examination;
  2. pass the type (Technical/Performance) examination;
  3. pass the Civil Aviation Air Regulation course;
  4. pass the CAAN Class 1 medical examination;
  5. in the case of a non-native English speaker, pass an English language test;
  6. If an applicant has flying experience of 1000 hours or more on type, the requirement mentioned above in *part b i (2)* will be exempted.
  7. submit the applicable fees, and
  8. Fulfill any other requirements as determined appropriate by the DG, CAAN.
  9. Fulfill Eligibility requirements as determined in applicable license type.
- ii) The applicant must successfully undertake:
1. A company indoctrination training program;
  2. A technical and performance refresher ground class and exam from the operator, the report of which to be submitted to CAAN;
  3. At least one hour of familiarization flight training in the operator's aircraft; however, this requirement shall not be mandatory when the applicant has previously flown in Nepal under an Authorization Letter for at least fifty hours;
  4. One Proficiency Check in the appropriate piloting capacity conducted by the Designated Check Pilot or Instructor Pilot (in the presence of a CAAN observer) to the latter's satisfaction.
- iv) Upon completion of the requirements mentioned in 4.18.1 b (i) and (ii), the applicant's current type rating on his/her Contracting State's license shall be endorsed on the CAAN license in the piloting capacity of the applicant's original license.

#### **4.19 Authorization letter– ISSUE PROCESS**

- 4.19.1 An authorization letter will be issued to the foreign license holder if he/she is not an employee of Nepalese operator and comes from the manufacturer or ATO or specialized centre for special and short term assignment for activities like ferry flight, check/test flight, proficiency check flights and other non-commercial activities for less than one week or specific activities.
- 4.19.2 Issue of an authorization letter shall be subject to the following process:
- a) A request by the operator/owner to the CAAN justifying the need for such authorization.



- b) Submission by the operator of the individual's original valid foreign license with appropriate Type Rating, Instrument Rating and Instructor Rating as applicable. (clear photocopy of the license documents - if the individual is not physically present in the country as yet).
- c) Submission by the operator of the individual's valid medical assessment with appropriate class from the State issuing the license.
- d) Verification by the licensing office of the license details from the issuing State including medical and English Language proficiency.
- e) Passing of the CAAN oral examination for air regulations except for the ferry flight into Nepal. The candidate shall obtain in-house briefing in Nepalese air law and may appear in CAAN oral test for the same.
- f) Payment of applicable fee.

Note- The certificates of validation and authorization letters demonstrate the competency of the holders based on his/her original license. This does not relieve the operator and holder of certificate of validation from being responsible to fulfil all applicable Nepalese rules and regulation before exercising the privileges of the certificates.

#### **4.20 APPROVAL OF PERSONNEL CERTIFICATE/AUTHORIZATION LETTER**

4.20.1 The format for the Approval Certificates issued to the persons should contain the following information:

- (a) name of the person
- (b) address and location of the organization where currently employed.
- (c) type and number of license or certificate held by the person
- (d) privileges of approval certificate/Authorization Letter
- (e) reference of relevant CAAN regulations
- (f) quote approval by other contracting State, if applicable
- (g) limitations of certificate
- (h) conditions attached, if any
- (i) validity period of approval certificate.
- (j) issuing authority

##### **4.20.2 Renewal**

- (a) The certificate may be renewed subject to a satisfactory surveillance/inspection report by the CAAN.
- (b) In the case of foreign nationals, a copy of the renewed license or certificate issued by the CAA of the State of issuance and a copy of the current Work Permit issued by the Department of Labor.
- (c) Either the certificate may contain space for renewal entries or a fresh certificate can be issued every time.

**Attachment 4-1****VALIDATION CERTIFICATE****CIVIL AVIATION AUTHORITY OF NEPAL**

VALIDATION CERTIFICATE No.

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The \_\_\_\_ (PPL/CPL/ATPL) \_\_\_\_ License No. \_\_\_\_ issued on \_\_\_\_ (date of issuance by State of Issuance) \_\_\_\_ by \_\_\_\_ (State of Issuance) \_\_\_\_ in favor of \_\_\_\_ (name of pilot) \_\_\_\_ is hereby rendered valid for the purpose of operations with \_\_\_\_ (name of Nepalese Operator) \_\_\_\_ in the capacity and subject to the conditions and the limitations specified below. The holder shall abide by the rules, regulations and limitations contained in Personnel Licensing Requirements, Flight Operations Requirements and CAR 2058.

- a) This certificate is valid subject to medical fitness and a valid License until \_\_\_\_ (date of validity) \_\_\_\_ . Subject to the limitations prescribed in (c) below, the holder is authorized to exercise the privileges of his/her original license for \_\_\_\_ type of aircraft registered in Nepal as \_\_\_\_ for \_\_\_\_ purpose.
- b) This certificate is to be carried with the original license, Work Permit and Security Clearance as applicable.
- c) Limitations:

**PHOTO**\_\_\_\_\_  
Signature of HolderLicensing and Examination Division  
Civil Aviation Authority of Nepal

Dated : \_\_\_\_\_



## PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

### RENEWAL

FROM	TO	REMARKS

**Attachment 4-2****SPECIMEN VALIDATION LETTER**

CAAN Ref.:

Dated:

Dear Sir,

**SUBJECT: VALIDATION LETTER NO.: .....**

1. Ref: \_\_\_\_\_
2. The Foreign License of the under mentioned crew of \_\_\_\_\_ are rendered valid. The competency is to ensure that the renewal requirements are kept in accordance with the requirements of the State of Registry:

S.No	Name	Authorization	License #	Aircraft
1.	Mr. ....	Captain	ATPL-.....	B-757

3. The crew is advised to carry a copy of this letter, along with the original license while operating flights.
4. This certificate is valid until \_\_\_\_\_
5. The holder of this certificate is authorized to operate only \_\_\_\_\_ Registered aircraft.

**PHOTO**

Yours Faithfully,

Licensing and Examination Division  
Civil Aviation Authority of Nepal**Signature of Holder**

c.c.:

***Flight Operations Division***



## Attachment 4-3



### CIVIL AVIATION AUTHORITY OF NEPAL

AUTHORIZATION No.

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The \_\_\_\_\_(*PPL/CPL/ATPL*) License No. \_\_\_\_\_ issued on \_\_\_\_\_(*issuance date of State of Issuance*) by \_\_\_\_\_(*name of Issuing State*) in favor of \_\_\_\_\_(*name of pilot*) is hereby rendered valid for the purpose of operations with \_\_\_\_\_(*name of Nepalese Operator*) in the capacity and subject to the conditions and the limitations specified below. The holder shall abide by the rules, regulations and limitations contained in Personnel Licensing Requirements, Flight Operations Requirements and CAR 2058.

This authorization is valid subject to medical fitness and a valid License until \_\_\_\_\_(*date of validity*). Subject to the limitations prescribed in (c) below, the holder is authorized to exercise the privileges of his/her original license for \_\_\_\_\_ type of aircraft registered in Nepal as \_\_\_\_\_ for \_\_\_\_\_ purpose.

.....  
For Director General  
Licensing and Examination Division  
Civil Aviation Authority of Nepal

Dated : \_\_\_\_\_



**PART – 5**

**PROFICIENCY IN ENGLISH LANGUAGE**

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**5.1 Introduction**

- 5.1.1 Radiotelephony provides the means by which pilots and ground personnel communicate with each other. Used properly, the information and instructions transmitted are of vital importance in conduct of safe and expeditious operation of aircraft. On the other hand, the use of non-standard procedures and phraseology can cause misunderstanding. Incidents and accidents have occurred in which a contributing factor has been the misunderstanding caused by the use of poor phraseology. However it does not mean that the personnel involved are exempted from using non-standard phraseologies. Where standard phraseologies are not sufficient for safe communications, the use of plain English is always desired. Therefore, the importance of using correct and precise standard phraseology as well as plain English cannot be overestimated.
- 5.1.2 This regulation provides the working details for the determination of the English Proficiency Level in the ATC communications radio phraseology.

**5.2 English Proficiency Requirements**

Refer to para 1.26

**5.3 Approval Process of the Testing Organization and Authority to Conduct the Test**

- 5.3.1 Approval process of the testing organizations vis-à-vis authorized testers / raters outside of CAAN is not applicable until further provisions in this regard are made by the authority. The responsibility for assessment and testing service until such provisions shall rest with the CAAN. Para 5.10 makes such provisions regarding the approval of such training organizations.
- 5.3.2 CAAN has designated a panel of authorized personnel comprising authorized language rater and operational rater as part of examiners to conduct the test. Procedures for conducting the test are given in the PLM developed by the CAAN.

**5.4 English Proficiency Holistic Descriptors**

- 5.4.1 The applicant shall demonstrate compliance with the description, as given below, in the ATC radiotelephony and in plain language.
- 5.4.2 The proficient speakers shall:
- Communicate effectively in voice-only (telephone/radio telephone) and in face to face situations.
  - Communicate on common, concrete and work related topics with accuracy and clarity.
  - Use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings in a general or work related context. (for example to check, confirm or clarify information)
  - Handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
  - Use a dialect or accent, which is intelligible to the aeronautical community.

**5.5 English Proficiency Levels**

- 5.5.1 The under mentioned English language proficiency rating levels shall be endorsed on the licence/certificate:
- a) Level 1 – Pre-Elementary.
  - b) Level 2 – Elementary.
  - c) Level 3 – Pre-Operational.
  - d) Level 4 – Operational.
  - e) Level 5 – Extended.
  - f) Level 6 – Expert.
- 5.5.2 For English language proficiency rating scale, refer to Attachment A.

**5.6 English Proficiency Evaluation**

- 5.6.1 English language proficiency of operational level (Level 4) as a pre-requisite for the issue of any Licence.
- 5.6.2 Operational Level (Level 4) shall be evaluated by the CAAN at least once every three years.
- 5.6.3 Extended Level (Level 5) shall be evaluated by the CAAN at least once every six years.
- 5.6.4 Expert Level (Level 6) is not required for formal evaluation.
- 5.6.5 Formal evaluation by the CAAN in English language proficiency may be exempted for applicants who demonstrate Expert language proficiency, e.g. English speaking or very proficient non-native English speakers with a dialect or accent intelligible to the international aeronautical community.
- 5.6.6 Re-evaluation is required for persons who demonstrate language proficiency below the Expert Level (Level 6).

**5.7 Validity Check**

Taking into account that the language proficiency level may or may not remain valid prior to the renewal of a licence, the validity check of English Language Proficiency shall be carried out in accordance with the established checklist provided for licence renewal.

**5.8 English Proficiency Endorsement**

- 5.8.1 English language proficiency shall be endorsed on the Licence or Certificate at para XIII titled 'Remarks' in accordance with the English Language prescribed proficiency level in Annex 1.

**5.9 Conversion of Foreign Pilot License**

- 5.9.1 A holder of a foreign professional or private license shall have been certified to at least Level 4 language proficiency, by the foreign authority issuing his/her licence, in order to convert his licence to a Nepali equivalent. The language proficiency level endorsed on his/her foreign licence will be endorsed on his/her Nepali licence.
- 5.9.2 A holder of a foreign professional or private licence, whose language proficiency is not certified by the CAAN issuing his/her licence, shall be assessed for his language proficiency in accordance with paragraph 5.5 in order to convert his licence to a Nepali equivalent.



5.9.3 Notwithstanding the above, the CAAN may, at its discretion request a foreign licence holder, who wishes to convert to an equivalent Nepalese licence, to undergo re-assessment for language proficiency.

## **5.10 English Language Training Organization**

5.10.1 The approval of the English Language Training center shall be granted after the applicant has fully demonstrated the requirements set forth in this section.

5.10.2 The applicant shall have the adequate organization with adequate staffs, facilities, trainers, testers, record keeping systems, training and testing aids, monitoring system, reporting system, in place in order to demonstrate that they are capable of conduct the activities sought in the scope of approval.

5.10.3 The applicant shall develop Training and Procedure Manual (TPM) that shall include the elements mentioned in 5.10.3 and other associated procedures. The TPM shall describe all necessary procedures associated with the activities of organization.

5.10.4 The validity of the approval shall be for one year from date of approval unless it is surrendered, suspended or revoked.

5.10.5 The approval shall be renewed for one year after demonstrating that the organization complies with all requirements prescribed for the approval.

5.10.6 The approval shall follow all applicable rules and regulations of Civil Aviation Authority of Nepal. Any willful violation shall lead to enforcement action.

5.10.7 The procedures for the approval have been spelled out in PLM.

**ATTACHMENT A of Chapter 5**  
**ICAO LANGUAGE PROFICIENCY RATING SCALE**

**1.1 Expert, extended and operational levels**

**1.2**

<b>LEVEL</b>	<b><i>PRONUNCIATION</i></b> <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	<b><i>STRUCTURE</i></b> <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task</i>	<b><i>VOCABULARY</i></b>	<b><i>FLUENCY</i></b>
Expert 6	Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.	Both basic and complex grammatical structures and sentence patterns are consistently well controlled.	Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.	Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.
Extended 5	Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.	Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.	Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work-related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.	Able to speak at length with relative ease on familiar topics but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.
Operational 4	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.	Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.	Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.	Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.



# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

Levels 1, 2 and 3 are on subsequent page.				

## 1.2 Pre-operational, elementary and pre-elementary levels

<b>LEVEL</b>	<b>PRONUNCIATION</b> <i>Assumes a dialect and/or accent intelligible to the aeronautical community.</i>	<b>STRUCTURE</b> <i>Relevant grammatical structures and sentence patterns are determined by language functions appropriate to the task</i>	<b>VOCABULARY</b>	<b>FLUENCY</b>	<b>COMPREHENSION</b>	<b>INTERACTIONS</b>
Pre-operational 3	Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.	Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.	Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.	Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.	Comprehension is often accurate on common, concrete, and work related topics when the accent or variety used is sufficiently intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.	Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.



## PERSONNEL LICENSING REQUIREMENTS

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Elementary 2	Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.	Shows only limited control of a few simple memorized grammatical structures and sentence patterns.	Limited vocabulary range consisting only of isolated words and memorized phrases.	Can produce very short, isolated, memorized utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.	Comprehension is limited to isolated, memorized phrases when they are carefully and slowly articulated.	Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.
Pre-elementary 1	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.	Performs at a level below the Elementary level.

*Note.— The Operational Level (Level 4) is the minimum required proficiency level for radiotelephony communication.*

*Levels 1 through 3 describe Pre-elementary, Elementary, and Pre-operational levels of language proficiency, respectively, all of which describe a level of proficiency below the ICAO language proficiency requirement.*

*Levels 5 and 6 describe Extended and Expert levels, at levels of proficiency more advanced than the minimum required Standard.*

*As a whole, the scale will serve as benchmarks for training and testing, and in assisting candidates to attain the ICAO Operational Level (Level 4).*



**PART – 6**

**BASIC LICENSES – AIRCREW**

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- D. PRIVATE PILOT LICENSE – AIRSHIP**
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## PERSONNEL LICENSING REQUIREMENTS

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## 6.1 PRIVATE PILOT LICENSE – AEROPLANE, HELICOPTER

### 6.2 PPL - ELIGIBILITY

#### 6.2.1 SPL

6.2.1.1 Applicant shall hold a valid student pilot license.

#### 6.2.2 Age

6.2.2.1 Applicant shall not be less than 17 years of age.

#### 6.2.3 Medical

6.2.3.1 Applicant shall hold Class II medical.

### 6.3 PPL –APPROVED TRAINING ORGANIZATION (ATO)

6.3.1 The flying organization conducting training for the issue of a private pilot license shall hold a valid approval from CAAN as an approved training organization (ATO).

6.3.2 ATO shall have the detailed course of each category of aircraft, as applicable, approved from the CAAN.

6.3.3 ATO shall begin each course after informing CAAN.

### 6.4 PPL – LICENSING REQUIREMENT

- a) Completion of ground theoretical course.
- b) Completion of flying experience.
- c) Passing of CAAN Technical Examinations.
- d) Passing of CAAN Oral Test.
- e) Passing of CAAN Skill Test.

### 6.5 PPL – KNOWLEDGE- AEROPLANE, AIRSHIP, HELICOPTER, POWERED-LIFTS

6.5.1 The Applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Private Pilot License and appropriate to the category of aircraft intended to be included in the license, in at least the following subjects:

#### 6.5.2 Air Law

6.5.2.1 Rules and regulations relevant to the holder of a Private Pilot License; rules of the air; altimeter setting procedures; appropriate Air Traffic Services practices and procedures;

#### 6.5.3 Aircraft General Knowledge for Aeroplanes, Airships, Helicopters and Powered-Lifts:

- a) principles of operation and functioning of engines, systems and instruments;
- b) operating limitations of the relevant category of aircraft and engines; ~~relevant operational information from the flight manual or other appropriate document;~~
- c) relevant operational information from the flight manual or other appropriate document;
- d) for helicopter and powered-lift, transmission (power-trains) where applicable;
- e) for airship, physical properties and practical application of gases;



## 6.5.4 Flight Performance, Planning and Loading

- a) effects of loading and mass distribution on flight characteristics; mass and balance calculations;
- b) use and practical application of take-off, landing and other performance data;
- c) pre-flight and en-route flight planning appropriate to private operations under VFR; preparation and filing of air traffic services flight plans; appropriate Air Traffic Services procedures; position reporting procedures; altimeter setting procedures; operations in areas of high-density traffic;

## 6.5.5 Human Performance

6.5.5.1 human performance including principles of Threat and Error Management;

## 6.5.6 Meteorology

6.5.6.1 application of elementary aeronautical meteorology; use of, and procedures for obtaining, meteorological information; altimetry; hazardous weather conditions;

## 6.5.7 Navigation

6.5.7.1 practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts;

## 6.5.8 Operational Procedures

- a) application of threat and error management principles to operational performance;
- b) altimeter setting procedures;
- c) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- d) appropriate precautionary and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operating hazards;
- e) in the case of the helicopter, and if applicable, powered-lifts, settling with power; ground resonance; retreating blade stall; dynamic roll-over and other operation hazards; safety procedures, associated with flight in VMC;

## 6.5.9 Principles of Flight

~~6.5.9.1~~ Principles of flight;

## 6.5.10 Radiotelephony

~~6.5.10~~ Communication procedures and phraseology as applied to VFR operations; action to be taken in case of communication failure.

## 6.6 PPL – EXPERIENCE - AEROPLANE

6.6.1 The Applicant shall have completed not less than 40 hours or 35 hours if completed during a course of approved training, of flight time as a pilot of aeroplanes appropriate to the class rating. it will be determined whether experience as a pilot under instruction in a flight simulation training device, is acceptable as part of the total flight time of 40 hours or 35 hours, as the case may be. Credit for such experience shall be limited to a maximum of 5 hours.



6.6.2 When the Applicant has flight time as a pilot of aircraft in other categories, it will be determined whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.

6.6.3 The Applicant shall have completed in aeroplanes not less than 10 hours of solo flight time appropriate to the class rating sought under the supervision of an authorized flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totalling not less than 270 km (150 nm) in the course of which full-stop landings at two different aerodromes shall be made.

6.6.4 Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures;

6.6.5 Normal and crosswind take-offs and landings.

## **6.7 PPL – FLIGHT INSTRUCTION - AEROPLANE**

6.7.1 The Applicant shall have received dual instruction in aeroplanes appropriate to the class rating sought from an authorized flight instructor. The instructor shall ensure that the Applicant has operational experience in at least the following areas to the level of performance required for the private pilot:

- a) recognize and manage threats and errors;
- b) pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
- c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the aeroplane by external visual reference;
- e) flight at critically slow airspeeds; recognition of, and recovery from, incipient and full stalls;
- f) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
- g) normal and cross-wind take-offs and landings;
- h) maximum performance (short field and obstacle clearance) take-offs; short-field landings;
- i) flight by reference solely to instruments, including the completion of a level 180° turn;
- j) cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids;
- k) emergency operations, including simulated aeroplane equipment malfunctions;
- l) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
- m) Communication procedures and phraseology.

*Note: The instrument experience specified in 6.7.1 and the night flying dual instruction in 6.18.2 do not entitle the holder of private license to pilot aeroplanes under IFR.*



## 6.8 PPL – EXPERIENCE - HELICOPTER

- 6.8.1 The Applicant shall have completed not less than 40 hours of flight time or 35 hours if completed during a course of approved training, as a pilot of helicopters. It will be determined whether experience as a pilot under instruction in a flight simulation training device, is acceptable as part of the total flight time of 40 hours. Credit for such experience shall be limited to a maximum of 5 hours.
- 6.8.2 When the Applicant has flight time as a pilot of aircraft in other categories, it will be determined whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.
- 6.8.3 The Applicant shall have completed in helicopters not less than 10 hours of solo flight time under the supervision of an authorized flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totalling not less than 180 km (100 nm) in the course of which landings at two different points shall be made.

## 6.9 PPL – FLIGHT INSTRUCTION - HELICOPTER

- 6.9.1 The Applicant shall have received not less than 20 hours of dual instruction time in helicopters from an authorized flight instructor. The instructor shall ensure that the Applicant has operational experience in at least the following areas to the level of performance required for the private pilot:
- a) recognize and manage threats and errors;
  - b) pre-flight operations, including mass and balance determination, helicopter inspection and servicing;
  - c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - d) control of the helicopter by external visual reference;
  - e) recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
  - f) ground manoeuvring and run-ups; hovering; take-offs and landings — normal, out of wind and sloping ground;
  - g) take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
  - h) cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids, including a flight of at least one hour;
  - i) emergency operations, including simulated helicopter equipment malfunctions; autorotative approach;
  - j) operations to, from and transmitting controlled aerodromes, compliance with air traffic services procedures; and
  - k) Communications procedures and phraseology.

## 6.10 PPL – EXPERIENCE - POWERED-LIFT

- 6.10.1 The Applicant shall have completed not less than 40 hours of flight time as pilot of a powered-lift. It will be determined whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 40 hours.



6.10.2 When the Applicant has flight time as a pilot of aircraft in other categories, it will be determined whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.

6.10.3 The Applicant should have completed in a powered-lift not less than 10 hours of solo flight time under the supervision of an authorized flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totalling not less than 270 km (150 nm) in the course of which full stop landings at two different aerodromes shall be made.

## 6.11 PPL – FLIGHT INSTRUCTION - POWERED-LIFT

6.11.1 The Applicant should have received not less than 20 hours of dual instruction time in a powered-lift from an authorized flight instructor. the instructor shall ensure that the Applicant has operational experience in at least the following areas to the level of performance required for the private pilot:

- a) recognize and manage threats and errors;
- b) pre-flight operations, including mass and balance determination, powered-lift inspection and servicing;
- c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the powered-lift by external visual reference;
- e) ground manoeuvring and run-ups; hover and rolling take-offs and climb-out; hover and rolling approach and landings — normal, out of wind and slopping ground;
- f) take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
- g) flight by reference solely to instruments, including the completion of a level 180° turn;
- h) recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
- i) cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids, including a flight of at least one hour;
- j) emergency operations, including simulated powered-lift equipment malfunctions; power of reconversion to autorotation and autorotative approach, where applicable; transmission and interconnect driveshaft failure, where applicable;
- k) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
- l) Communication procedures and phraseology.

*Note.— The instrument experience specified in 6.11.1 g) and the night flying dual instruction specified in 6.18.2 do not entitle the holder of a private pilot licence to pilot powered-lifts under IFR.*



## 6.12 PPL – EXPERIENCE - AIRSHIP

6.12.1 The Applicant shall have completed not less than 25 hours of flight time as a pilot of airships, including at least:

- a) 3 hours of cross-country flight training in an airship with a cross-country flight totalling not less than 45 km (25 nm);
- b) 5 take-offs and 5 landings to a full stop at an aerodrome with each landing involving a flight in the traffic pattern at an aerodrome;
- c) 3 hours of instrument time; and
- d) 5 hours as pilot assuming the duties of the pilot-in-command under the supervision of the pilot-in-command.

## 6.13 PPL – FLIGHT INSTRUCTION - AIRSHIP

6.13.1 The Applicant shall have received dual instruction in airships from an authorized flight instructor. The instructor shall ensure that the Applicant has received instruction in at least the following areas:

- a) recognize and manage threats and errors;
- b) pre-flight operations, including mass and balance determination, airships inspection and servicing;
- c) ground reference manoeuvres;
- d) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- e) techniques and procedures for the take-off, including appropriate limitations, emergency procedures and signals used;
- f) control of the airships by external visual reference;
- g) take-offs and landings and go-around;
- h) maximum performance (obstacle clearance) take-offs;
- i) flight by reference solely to instruments, including the completion of a level 180° turn;
- j) navigation, cross-country flying using visual reference, dead reckoning and radio navigation aids;
- k) emergency operations (recognition of leaks), including simulated airship equipment malfunctions; and
- l) Communication procedures and phraseology.

## 6.14 PPL - CAAN EXAMINATION AND TESTS

6.14.1 Eligibility

- a) Applicant shall be eligible to appear in the CAAN written examinations after having flown at least 50% of the required experience.

**6.15 PPL- CAA TECHNICAL EXAMINATION**

<b>exam</b>	<b>questions</b>	<b>Duration</b>	<b>pass marks</b>	<b>validity</b>
PPL – General + Cat. aeroplane	100	3 hours	70%	2 years
PPL- General + Cat. helicopter	100	3 hours	70%	2 years
PPL- General + Cat. powered-lift	100	3 hours	70%	2 years
PPL- General + Cat. Airship	100	3 hours	70%	2 years
Type Technical and Performance	100	3 hours	70%	2 years

**6.16 PPL – SKILL**

6.16.1 The applicant shall have demonstrated the ability to perform as pilot-in-command of an aircraft within the appropriate category, the procedures and manoeuvres, with a degree of competency appropriate to the privileges granted to the holder of a private pilot license and to:

- a) recognize and manage threats and errors;
- b) operate the aircraft within its limitations;
- c) maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured.
- d) complete all manoeuvres with smoothness and accuracy;
- e) exercise good judgement and airmanship;
- f) apply aeronautical knowledge

**6.17 PPL - ERROR MARGINS**

<b>Height</b>	
normal flight	± 150 feet
with simulated engine failure (for multi-engine aircraft)	± 200 feet
<b>heading/tracking of radio aid</b>	
normal flight	± 10 <sup>0</sup>
with simulated engine failure (for multi-engine aircraft)	± 15 <sup>0</sup>
<b>Speed</b>	
take-off & approach	+15/-5 knots
normal flight	± 10 knots
with simulated engine failure (for multi-engine aircraft)	± 15 knots

**6.18 PPL - PRIVILEGES OF LICENSE**

- 6.18.1 The privileges of the holder of a private pilot license shall be to act, but not for remuneration, as pilot-in-command or co-pilot of aircraft within the appropriate aircraft category engaged in non-revenue flights.
- 6.18.2 Before exercising the privileges at night, the license holder shall have received dual instruction in aircraft within the appropriate category of aircraft in night flying including take-off, landing and navigation.
- 6.18.3 Before exercising the privileges at night, the license holder shall hold a night rating.
- 6.18.4 Before carrying passenger, the license holder shall have a passenger rating.

**6.19 PPL - VALIDITY**

- 6.19.1 A PPL shall be valid for 60 months.

**6.20 PPL - CURRENCY**

- 6.20.1 The holder of a PPL shall remain current subject to 3 take-off and 3 landings in preceding 90 days.
- 6.20.2 The night currency shall remain current subject to 3 take-off and 3 landings by night in preceding 90 days.
- 6.20.3 Currency on types of aircraft with similar performance and handling characteristics is acceptable provided an endorsement is also held for that type of aircraft.

**6.21 PPL - RENEWAL**

- 6.21.1 PPL shall be renewed subject to a skill test after every 24 months or maintaining a higher license.



## 6.22 PPL - REVALIDATION

6.22.1 from the date of expiry of PPL to 24 months

- a) 01 hour of training
- b) Skill test from approved instructor

6.22.2 after 24 months of expiry of PPL:

- a) Pass PPL- Gen and PPL-Cat.
- b) 03 hours of training.
- c) Type Technical examination.
- d) Skill Test from an approved instructor

## 6.23 PPL - NIGHT RATING

6.23.1 Private Pilot License may be endorsed with a Night Rating subject to a total experience of 50:00hrs provided the Applicant has:

- a) 25:00 hrs as PIC.
- b) 05: hrs as Night with:
  - i) 03:00 hrs as DUAL with minimum 5 take-off and landings.
  - c) 05:00 hrs instrument training.
- d) Flight check with CFI/DCP with log book endorsement.

## 6.24 PPL - LIMITATIONS

- 6.24.1 The holder of a PPL may act as pilot-in-command of an aircraft carrying passengers, but not for remuneration, provided he/she has a passenger rating endorsed on license.
- 6.24.2 The instrument experience and the night flying dual during the instruction phase for the issue of license do not entitle the holder of a Private Pilot License to pilot aeroplane, helicopters, powered-lift and airship under IFR.
- 6.24.3 The holder of a PPL not endorsed with an Instrument Rating shall not pilot an aircraft under instrument meteorological conditions (IMC).
- 6.24.4 The holder of a PPL shall not act as pilot-in-command of an aircraft by night unless he has a night rating on his license.
- 6.24.5 The holder of a PPL not endorsed with an instrument rating but having a night rating may fly at night only in visual meteorological conditions (VMC).
- 6.24.6 The holder of a PPL shall not act as pilot-in-command of an aircraft engaged in spinning practice unless he/she has been certified in the log book by a duly qualified flight instructor as being competent to recover from fully developed spins.



- 6.24.7 The holder of a PPL shall not act as pilot-in-command of an aircraft engaged in aerobatic flight unless he/she has been certified in the log book by a qualified flight instructor or an approved person as being competent in the maneuvers to be performed.
- 6.24.8 The holder of a PPL shall not act as pilot-in-command of an aircraft engaged in formation flight unless he/she has been certified in log book as competent by a qualified flight instructor or an approved person as being competent to carry out formation flight.
- 6.24.9 When the holders of private pilot licenses-aeroplane, airship, helicopter and powered-lift, free balloon pilot licenses, glider pilot licenses have passed their 50<sup>th</sup> birthday, the period of validity specified in 6.19 should be further reduced to 12 months.

## 6.25 PPL - LOGBOOK

A holder of a Private Pilot License shall maintain a logbook in accordance with the CAAN prescribed regulations.

## 6.26 PPL - FEE SCHEDULE

As per the CAAN fee schedule of CAR 2058.

## 6.27 PPL - DOCUMENTATION

- 6.27.1 For Issue of PPL
- a) Application.
  - b) Medical assessment.
  - c) 2 color photographs
  - d) PPL examination result.
  - e) Photocopy of first and last page of logbook.
  - f) PPL course completion certificate.
  - g) Cross-country certificate if applicable
  - h) Skill test report.
  - i) Fee voucher.

## 6.28 FOR RENEWAL OF PPL

- a) Application form.
- b) Private pilot license.
- c) Skill test report.
- d) Medical assessment.
- e) Copy of Flight Log Book
- f) Fee voucher

**6.29 FOR REVALIDATION OF PPL**

- a) Application.
- b) Private pilot license.
- c) Training record, as applicable
- d) Skill test report.
- e) Medical assessment.
- f) Fee voucher

**6.30 GLIDER PILOT LICENSE (GPL)****6.30.1 GPL - ELIGIBILITY****a. Age**

Applicant shall not be less than 16 years of age.

**b. Medical**

Applicant shall hold at least Class 2 medical certificate.

**c. Educational Qualification**

An applicant must complete Class 12 equivalent.

**6.30.2 GPL - AIRWORTHINESS**

Each person operating a glider shall ensure that the glider has been issued with a Certificate of Airworthiness (C of A) by the CAAN.

**6.30.3 GPL - FLYING TRAINING ORGANIZATION**

An approved glider flying organization may be authorized to conduct training for Glider Pilot License provided it meets the CAAN prescribed requirements of Aviation Training Organization (ATO).

**6.30.4 GPL - AERONAUTICAL KNOWLEDGE**

6.30.4.1 The Applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Glider Pilot License in at least the following subjects:

**a) Air law**

rules and regulations relevant to the holder of a glider pilot license; rules of the air; appropriate air traffic services practices and procedures;

**b) Aircraft general knowledge**

- i) principles of operation of glider systems and instruments;
- ii) operating limitations of gliders; relevant operational information from the flight manual or other appropriate document;

**c) Flight performance and planning**

- i) effects of loading and mass distribution on flight characteristics; mass and balance considerations;
- ii) use and practical application of launching, landing and other performance data;



- iii) pre-flight and en-route flight planning appropriate to operations under VFR; appropriate air traffic services procedures; altimeter setting procedures; operations in areas of high-density traffic;

**d) Human performance**

- i) human performance relevant to the glider pilot including principles of threat and error management;

**e) meteorology**

- i) application of elementary aeronautical meteorology; use of, and procedures for obtaining, meteorological information; altimetry;

**f) Navigation**

- i) practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts;

**g) Operational procedures**

- i) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- ii) different launch methods and associated procedures;
- iii) appropriate precautionary and emergency procedures, including action to be taken to avoid hazardous weather and wake turbulence and other operating hazards;

**h) Principles of flight**

- i) Principles of flight relating to gliders.

6.30.4.2 The applicant should have demonstrated a level of knowledge appropriate to the privileges to be granted to the holder of a glider pilot license, in communication procedures and phraseology as appropriate to VFR operations and on action to be taken in case of communication failure.

**6.30.5 GPL - AERONAUTICAL EXPERIENCE**

6.30.5.1 The applicant shall have completed not less than 6 hours of flight as a pilot of glider, including not less than 2 hours solo flight time; and not less than 20 launches and 20 landings.

6.30.5.2 When the Applicant has flight time as a pilot of aeroplanes, the CAAN will determine whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.

6.30.5.3 The applicant shall have gained, under appropriate supervision, operational experience in gliders in at least the following areas:

- a) pre-flight operations, including glider assembly and inspection;
- b) techniques and procedures for the launching method used, including appropriate airspeed limitations, emergency procedures and signals used;



- c) traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the glider by external visual reference;
- e) flight throughout the flight envelope;
- f) recognition of, and recovery from, incipient and full stalls and spiral dives;
- g) normal and crosswind launches, approaches and landings;
- h) cross-country flying using visual reference and dead reckoning;
- i) emergency procedures.

## 6.30.6 GPL – FLIGHT INSTRUCTION

- a) pre-flight operations, including glider assembly and inspection;
- b) techniques and procedures for the launching method used, including appropriate airspeed limitations, emergency procedures and signals used;
- c) traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the glider by external visual reference;
- e) flight throughout the flight envelope;
- f) recognition of, and recovery from, incipient and full stalls and spiral dives;
- g) normal and cross-wind launches, approaches and landings;
- h) cross-country flying using visual reference and dead-reckoning;
- i) Emergency procedures; and
- j) in the case of power-assisted gliders
  - i) engine handling
  - ii) fuel system;
  - iii) Engine failure.

## 6.30.7 GPL - EXAMINATIONS AND TESTS

The examination shall consist of 100 questions, 3 hours duration, 70% pass mark, validity 5 years.

## 6.30.8 GPL – SKILL TEST

- a) a person shall not take the GPL skill test unless he/she has passed the GPL theory examinations;
- b) The Applicant shall demonstrate the ability to perform as pilot-in-command of a glider, the procedures and manoeuvres with a degree of competency appropriate to the privileges granted to the holder of a glider pilot license, and to:
  - i) recognize and manage threats and errors;
  - ii) operate the glider within its limitations;



- iii) complete all manoeuvres with smoothness and accuracy;
- iv) exercise good judgement and airmanship;
- v) apply aeronautical knowledge; and
- vi) Maintain control of the glider at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

**6.30.9 GPL – PRIVILEGES-** Privileges of the holder of the licence and the conditions to be observed in exercising such privileges:

**6.30.9.1** Subject to compliance with the requirements specified in this PELR, the privileges of the holder of a glider pilot licence shall be to act as pilot-in-command of any glider provided the licence holder has operational experience in the launching method used.

## **6.30.10 GPL - OPERATING LIMITATIONS**

- a) The holder of a GPL shall not act as pilot-in-command of a glider carrying passengers unless he has completed not less than 20 hours of flight time as a pilot-in-command of gliders; recommendation by the approved person with a log book endorsement; and holds a passenger rating on GPL.
- b) The holder of a GPL shall only pilot gliders by day in visual meteorological conditions.

## **6.30.11 GPL – ORGANIZATION**

A person shall not operate a glider unless the person is a bona fide member of an approved glider organization in accordance with the prescribed procedures of the organization; and has been allotted a membership number.

## **6.30.12 GPL - VALIDITY**

The glider pilot license shall be valid for 60 months.

## **6.30.13 GPL - CURRENCY**

- a) Holder of a GPL shall have currency if he/she has within the preceding 90 days carried out at least 3 launches and 3 landings as PIC or PIC under supervision.
- b) Currency on a type of a glider with similar performance and handling characteristics is acceptable provided an endorsement is also held for that type of glider.

## **6.30.14 GPL - RENEWAL**

An applicant for the renewal of a Glider Pilot License must produce the license to be renewed with a flight crew renewal application Form duly filled and following documents:

- a) Current Class II medical assessment
- b) A Pilot Proficiency Check
- c) copy of Pilot log book
- d) Applicable fee as per CAR 2058 BS.

**6.30.15 GPL - REVALIDATION**

6.30.15.1 From the date of expiry of GPL upto 24 months:

- a) Pass GPL examination.
- b) Minimum of 1 training launch.
- c) Type technical examination.
- d) Skill test.

6.30.15.2 After 24 months of expiry of GPL:

- a) Pass GPL- Gen and GPL -Cat.
- b) Min of 3 training launches.
- c) Type technical examination.
- d) Skill test.

**6.30.16 GPL - GLIDER INSTRUCTOR (GI)**

6.30.16.1 A Glider Instructor rating shall be endorsed on the GPL provided the applicant:

- a) Holds a valid GPL.
- b) Has 250 hours flight time and a minimum of two years of experience as a pilot of gliders, which shall include at least 40 hours as pilot-in-command and not less than 75 launches and 75 landings.
- c) Has successfully completed the ground class and has passed the Flight Instructor examination.
- d) 'Satisfactory' check by a CAAN Inspector/Designated Examiner.
- e) Privileges of Glider Instructor
  - i. Impart flight instruction for issue of GPL.
  - ii. conduct assessment of students prior to releasing for solo flights.
  - iii. Train for type endorsement on gliders.
  - iv. May carry passengers.
- f) Currency

Privileges of a Glider Instructor Rating may be exercised provided the pilot has, within the preceding 6 months, at least 3 glider flight instructional hours or 6 launches and 6 landings; or a flight check.

g) Limitations

The holder of a Glider Instructor Rating may give instruction only. In dual control glider types including self-launching motor gliders (SLMG) if he/she has the type rating. If he/she has flown at least 5 hours on type as pilot-in-command including not less than 6 launches and 6 landings.

**6.30.17 GPL - EXEMPTIONS**

- a) An Applicant holding PPL or a higher license in other categories shall undergo a minimum training of 4 hours including 20 launches and 20 landings including 2 solo launches and 2 solo landings.
- b) An holder of a Flight Instructor rating may be endorsed with a Glider Instructor Rating on his GPL provided he/she has 10 hours of glider experience as pilot-in-command including 30 solo launches and 30 solo landings, as a glider pilot.

**6.30.18 GPL - LOGBOOK**

Holder of a GPL shall maintain a glider pilot logbook as approved by the CAAN.

**6.30.19 GPL - FEE SCHEDULE**

As per CAAN fee schedule as per CAR 2058.

**6.30.20 GPL – DOCUMENTATION****6.30.20.1 For Issue of GPL**

- a) Application.
- b) Medical assessment.
- c) 02 colour photographs
- d) GPL examination result.
- e) Type technical TT-1.
- f) Photocopy of first and last page of logbook.
- g) GPL course completion certificate by FTO.
- h) Skill test authorization by CAAN.
- i) Skill test report.
- j) Fee voucher.

**6.30.20.2 For Renewal of GPL**

- a) Application.
- b) Glider pilot license.
- c) Skill test report.
- d) Medical certificate.
- e) Fee voucher.

**6.30.20.3 For Revalidation of GPL**

- a) Application.
- b) Glider pilot license.
- c) Type technical examination.
- d) Exam report – oral/GPL-r/GPL-gen, GPL-cat as applicable.
- e) Skill test report.
- f) Medical assessment.
- g) Fee voucher.

**6.30.20.4 For Glider Instructor Rating**

- a) Application.
- b) Glider Pilot License.
- c) FI -1 exam result.
- d) Skill test authorization by CAAN.
- e) Skill test report.
- f) First & last page of logbook.
- g) Fee voucher.

**6.31 FREE BALLOON PILOT LICENSE (BPL)**

The provisions of the free balloon pilot license apply to free balloons using hot air or gas.

**6.31.1 BPL - ELIGIBILITY****a) Age**

Applicant shall not be less than 16 years of age.

**b) Medical**

Applicant shall hold a Class 2 medical certificate.

**c) Academic Qualification**

An applicant must complete Class 12 equivalent.

**6.31.2 BPL - AIRWORTHINESS**

Each person operating a balloon shall ensure that the balloon has been issued with a Certificate of Airworthiness (C of A) by the CAAN.

**6.31.3 BPL – APPROVED TRAINING ORGANIZATION**

An approved balloon flying organization may be authorized to conduct training for balloon pilot license provided it meets the CAAN prescribed requirements of a Approved Training Organization (ATO).

**6.31.4 BPL - AERONAUTICAL KNOWLEDGE**

6.31.4.1 The Applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Free Balloon Pilot License, in at least the following subjects:

**a) Air law**

Rules and regulations relevant to the holder of a Free Balloon Pilot License; rules of the air; appropriate air traffic services practices and procedures;



## **b) Aircraft general knowledge**

- i. principles of operation of free balloon systems and instruments;
- ii. operating limitations of free balloons; relevant operational information from the flight manual or other appropriate document;
- iii. physical properties and practical application of gases used in free balloons;

## **c) Flight performance, planning and loading:**

- i. effects of loading on flight characteristics; mass calculations;
- ii. use and practical application of launching, landing and other performance data, including the effect of temperature;
- iii. pre-flight and en-route flight planning appropriate to operations under VFR; appropriate air traffic services procedures; altimeter setting procedures; operations in areas of high-density traffic;

## **d) Human performance**

Human performance relevant to the free balloon pilot including principles of threat and error management;

## **e) Meteorology**

Application of elementary aeronautical meteorology; use of, and procedures for obtaining, meteorological information; altimetry;

## **f) Navigation**

practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts;

## **g) Operational procedures**

- i. use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- ii. appropriate precautionary and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operating hazards;

## **h) Principles of flight**

Principles of flight relating to free balloons.

## **i) Radiotelephony**

Communication procedures and phraseology as appropriate to VFR operations and on action to be taken in case of communication failure.

**6.31.5 BPL – AERONAUTICAL EXPERIENCE**

- 6.31.5.1 The Applicant shall have completed not less than 16 hours of flight time as a pilot of free balloons including at least eight launches and ascents of which one must be solo.
- 6.31.5.2 The Applicant shall have received flight instruction from a qualified instructor in at least the following areas:
- pre-flight operations, including balloon assembly, rigging, inflation, mooring and inspection;
  - techniques and procedures for the launching and ascent, including appropriate limitations, emergency procedures and signals used;
  - collision avoidance precautions;
  - control of a free balloon by external visual reference;
  - recognition of, and recovery from, rapid descents;
  - cross-country flying using visual reference and dead reckoning; approaches and landings, including ground handling;
  - emergency procedures.
- 6.31.5.3 If the privileges of the license are to be exercised at night, the Applicant shall have gained, under appropriate supervision, operational experience in free balloons in night flying.
- 6.31.5.4 If passengers are to be carried for remuneration or hire, the license holder should have completed not less than 35 hours of flight time including 20 hours as a pilot of free balloon.

**6.31.6.1 BPL – EXAMINATION AND TESTS**

Exam	Questions	Duration	Pass marks	Validity
BPL – General	100	3 hours	70%	5 years

**6.31.7 BPL – SKILL TEST**

The Applicant shall have demonstrated the ability to perform as pilot-in-command of a free balloon, the procedures and manoeuvres with a degree of competency appropriate to the privileges granted to the holder of a free balloon pilot license, and to:

- recognize and manage threats and errors;
- operate the free balloon within its limitations;
- complete all manoeuvres with smoothness and accuracy;
- exercise good judgement and airmanship;
- apply aeronautical knowledge; and
- Maintain control of the free balloon at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt.



## 6.31.8.1 BPL - CLASSES OF FREE BALLOONS: description of balloon

- a) Class 1 Hot air balloons with a volume that is not more 100,000 cubic feet.
- b) Class 2 Hot air balloons with a volume that is more than 100,000 cubic feet but not more than 200,000 cubic feet.
- c) Class 3 Hot air balloons with a volume that is more than 200,000 cubic feet.
- d) Class 4 Special shape balloons.
- e) Class 5 Gas balloons.
- f) Class 6 blimps/airship (hot air/gases)  
(airship above 4600 cu meters shall require a PPL or CPL on airship category)

## 6.31.8.2 BPL – PRIVILEGES- Privileges of the holder of the licence and the conditions to be observed in exercising such privileges

6.31.9.1 Subject to compliance with the requirements specified in PELR, the privileges of the holder of a free balloon pilot licence shall be to act as pilot-in-command of any free balloon provided that the licence holder has operational experience in hot air or gas balloons as appropriate.

6.31.9.2 Before exercising the privileges at night, the licence holder shall have complied with the requirements specified in PELR.

- a) For exercising the privileges of the variants within the same class of balloon, the person shall have a log book endorsement, made by the approved person, subject to meeting the prescribed requirements of the balloon organization.
- b) The holder of a Balloon Pilot License may carry out aerial work and charter operation subject to approval and limitations imposed by the CAAN.

## 6.31.10 BPL – ORGANIZATION

A person shall not operate a balloon unless the person is a bona fide member of an approved balloon organization in accordance with the prescribed procedures of the organization; and has been allotted a membership number.

## 6.31.11 BPL - VALIDITY

The Balloon Pilot License shall remain valid for 60 months.

## 6.31.12 BPL - CURRENCY

Within the preceding 6 months carried out at least one free flight which includes at least;

- a) one inflation of the balloon envelope; 30 minutes of free flight time; including three ascents and landings; and one deflation of the balloon envelope.
- b) Or skill test by an approved person.

**6.31.13 BPL - RENEWAL**

An applicant for the renewal of a Free Balloon Pilot License must produce the license to be renewed with a Flight Crew Renewal Application Form duly filled and following documents:

- a) Current Class II medical assessment
- b) A Pilot Proficiency Check
- c) copy of Pilot log book
- d) Applicable fee

**6.31.14 BPL - REVALIDATION**

6.31.14.1 From the date of expiry of BPL upto 24 months:

- a) Pass BPL examination.
- b) Minimum of 3 training launches and ascents.
- c) Skill test.

6.31.14.2 After 24 months of expiry of BPL:

- a) Pass BPL- Gen
- b) Min of 8 training launches and ascents.
- c) Skill test.

**6.31.15 BPL - BALLOON INSTRUCTOR (BI)**

A Balloon Instructor Pilot Rating may be endorsed on a BPL provided the Applicant meets the following requirements:

- a) holds a valid BPL;
- b) have at least 250 hours and minimum of two years aeronautical experience as pilot of balloons of which at least:
  - i) Has successfully completed the ground class and has passed the Flight Instructor examination.
  - ii) 75 hours as pilot-in-command of balloons in free flight;
  - iii) 5 hours of tethered flights; and
  - iv) 'Satisfactory' check by a CAAN Inspector/ Designated Examiner.
- v) CAAN Fee as per Fee Schedule of CAR 2058 BS.

**6.31.16 BPL – LOGBOOK**

Holder of a Balloon Pilot License shall maintain a logbook as approved by the CAAN.

**6.31.17 BPL - FEE SCHEDULE**

As per CAAN fee schedule as per CAR 2058.



## 6.31.18 BPL - DOCUMENTATION

### a) For Issue of BPL:

- i) Application.
- ii) Medical assessment.
- iii) 02 colour photographs
- iv) BPL examination result.
- v) Photographs of first and last page of logbook
- vi) BPL course completion certificate by ATO.
- vii) Skill test report
- viii) Fee voucher.

### b) For Renewal of BPL:

- i) Application.
- ii) Balloon pilot license.
- iii) Photocopy of first and last page of logbook.
- iv) Skill test report.
- v) Medical assessment.
- vi) Fee voucher.

**6.32 ULTRA LIGHT PILOT LICENSE (UPL)****6.32.1 UPL - ELIGIBILITY****a) Age**

Applicants must be not less than 18 years of age.

**b) Medical**

An applicant must hold a current Class 2 medical certificate.

**c) Academic Qualification**

An applicant must complete Class 12 equivalent.

**6.32.2 UPL - AIRWORTHINESS**

Each person operating an Ultra Light shall ensure that the Ultra Light has been issued with a Certificate of Airworthiness (C of A) by the CAAN.

**6.32.3 UPL – FLYING TRAINING ORGANIZATION**

An approved Ultra-Light flying organization may be authorized to conduct training for Ultra-Light pilot license provided it meets the CAAN prescribed requirements of an Approved Training Organization (ATO).

**6.32.4 UPL - AERONAUTICAL KNOWLEDGE**

The Applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an Ultra-Light Pilot License, in at least the following subjects:

**a) Air law**

Rules and regulations relevant to the holder of an Ultra-Light Pilot License; rules of the air; appropriate air traffic services practices and procedures;

**b) Aircraft general knowledge**

- i. principles of operation of an Ultra-Light systems and instruments;
- ii. operating limitations of an Ultra-Light; relevant operational information from the flight manual or other appropriate document;

**c) Flight performance and planning**

- i. effects of loading on flight characteristics; mass calculations;
- ii. use and practical application of take-off, landing and other performance data,;
- iii. pre-flight and en-route flight planning appropriate to operations under VFR; appropriate air traffic services procedures; altimeter setting procedures; operations in areas of high-density traffic;



## **d) Human performance**

Human performance relevant to an Ultra-Light pilot including principles of threat and error management;

## **e) Meteorology**

Application of elementary aeronautical meteorology; use of, and procedures for obtaining, meteorological information; altimetry;

## **f) Navigation**

practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts;

## **g) Operational procedures**

- i. use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- ii. appropriate precautionary and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operating hazards;

## **h) Principles of flight**

- i. Principles of flight relating to an Ultra-Light.
- ii. The applicant should have demonstrated a level of knowledge appropriate to the privileges to be granted to the holder of an Ultra-Light pilot license, in communication procedures and phraseology as appropriate to VFR operations and on action to be taken in case of communication failure.

## **i) Radiotelephony**

The applicant should have demonstrated a level of knowledge appropriate to the privileges to be granted to the holder of an ultralight pilot license, in communication procedures and phraseology as appropriate to VFR operations and on action to be taken in case of communication failure.

### **6.32.5 UPL – AERONAUTICAL EXPERIENCE**

#### **6.32.5.1 Technical Knowledge, Experience and Practical Flying**

Applicant must have successfully completed appropriate tests of their knowledge and skill in the appropriate category (weight-shift or three-axis). In addition, applicant must have completed not less than 25 hours flight time including:

- a) not less than 15 hours of Solo flight as a pilot of an Ultra-Light;
- b) not less than 5 hours of cross country flight time as the solo occupant of an Ultra-Light.



6.32.5.2 For the conversion of his license into Nepalese license, he is required to successfully complete a written examination as specified by the Director General of his knowledge of the contents of Nepalese aviation rules and regulations including relevant portion of Aeronautical Information Publication, Flight Operations Requirements and Nepalese Civil Airworthiness Requirements.

6.32.5.3 An applicant who is the holder of, or has held a pilot licence-aeroplane within the preceding 5 years shall have the experience requirements reduced to a minimum of 5 hours of flight time in ultra-light aeroplanes, including a minimum of 2 hours dual instruction flight time and a minimum of 2 hours solo flight time. The flight time shall include a minimum of 20 takeoffs, full circuits and landings, including a minimum of 10 as sole occupant.

### **6.32.6 UPL – EXAMINATION AND TESTS**

<u>Exam</u>	<u>Questions</u>	<u>Duration</u>	<u>Pass marks</u>	<u>Validity</u>
UPL – General	50	2 hours	70%	5 Years

### **6.32.7 UPL – FLIGHT INSTRUCTION (TRAINING)**

- a) pre-flight operations;
- b) techniques and procedures for the landing method used, including appropriate airspeed limitations, emergency procedures and signals used;
- c) traffic pattern operations, collision avoidance precautions and procedures;
- d) flight throughout the flight envelope;
- e) recognition of, and recovery from, incipient and full stalls and spiral dives;
- f) normal and cross-wind takeoff, approaches and landings;
- g) cross-country flying using visual reference and dead-reckoning, Radio Navigation aids and Diversion Procedures;
- h) Emergency procedures; and
- i) Communication Procedures and Phraseology.

### **6.32.8 UPL – SKILL TEST**

- a) a person shall not take the UPL skill test unless he/she has passed the UPL theory examinations;
- b) The Applicant shall demonstrate the ability to perform as pilot-in-command of an Ultra-Light, the procedures and manoeuvres with a degree of competency appropriate to the privileges granted to the holder of an Ultra Light pilot license, and to:
  - i) recognize and manage threats and errors;
  - ii) operate the Ultra Light within its limitations;
  - iii) complete all manoeuvres with smoothness and accuracy;
  - iv) exercise good judgement and airmanship;
  - v) apply aeronautical knowledge; and
  - vi) Maintain control of an Ultra Light at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

**6.32.9 UPL – PRIVILEGES**

- a) The holder of an Ultra Light pilot license may pilot any type of Ultra Light for which his license is endorsed.
- b) For exercising the privileges of the variants within the same category (weight-shift or 3 axis) of Ultra Light, the person shall have a log book endorsement, made by the approved person, subject to meeting the prescribed requirements of the Ultra Light organization.

**6.32.10 UPL - VALIDITY**

The Ultra Light Pilot License shall remain valid for 12 months.

**6.32.11 UPL - CURRENCY**

- a) Holder of a UPL shall have currency if he/she within the preceding 90 days carried out at least 3 takeoffs and 3 landings as PIC or PIC under supervision.
- b) Currency on a type of an Ultra Light with similar performance and handling characteristics is acceptable provided an endorsement is also held for that type of an Ultra Light.

**6.32.12 UPL - RENEWAL**

An applicant for the renewal of a Ultra-light Pilot License must produce the license to be renewed with a Flight Crew Renewal Application Form duly filled and following documents:

- a) Current Class II medical assessment
- b) A Pilot Proficiency Check
- c) Copy of Pilot log book
- d) Applicable fee
- e) Ground refresher training certificate

**6.32.13 UPL - REVALIDATION**

Refer to 2.19.

**6.32.14 UPL – ULTRA-LIGHT FLIGHT INSTRUCTOR (FI)**

An Ultra-Light Instructor Pilot Rating may be endorsed on a UPL provided the Applicant meets the following requirements:

- a) holds a valid UPL;
- b) Has 250 hours flight time and a minimum of two years of experience as a pilot of ultralight;
- c) Has successfully completed a minimum of three hours ground class on each subject; methods of teaching and student psychology; Threats and Errors management; case study of incidents and accidents of ultralight aircraft;
- d) has passed the Flight Instructor examination;
- e) Pass FI oral test;
- f) at least three hours of flight instructions training and followed by a 'Satisfactory' skill test by a CAAN Inspector/ Designated Examiner.

**6.32.15 UPL – LOGBOOK**

Holder of an Ultra Light Pilot License shall maintain a logbook as approved by the CAAN.

**6.32.16 UPL - FEE SCHEDULE**

As per CAAN fee schedule as per CAR 2058.

**6.32.17 UPL – DOCUMENTATION****6.32.17.1 For Issue of UPL**

- a. Application.
- b. Medical assessment.
- c. 02 colour photographs
- d. UPL examination result.
- e. Certified copies of foreign licenses, if applicable
- f. Certified copies of first and last page of logbook
- g. Flying hours breakdown.
- h. UPL course completion certificate by FTO.
- i. Skill test report.
- j. Fee voucher.

**6.32.17.2 For Renewal of UPL**

- a. Application.
- b. Ultra Light pilot license.
- c. Photocopy of first and last page of logbook.
- d. Skill test report.
- e. Ground class report.
- f. Medical assessment.
- g. Fee voucher.

**6.32.17.3 For Revalidation of UPL**

- a. Application.
- b. Ultra Light pilot license.
- c. Revalidation examination result, if applicable
- d. Ground Class report.
- e. Skill test report.
- f. Medical assessment.
- g. Fee voucher.

**6.32.17.4 For UPL Instructor Rating**

1. Application
2. Ultra Light Pilot License
3. Ground Class report.
4. FI exam result
5. Skill Test Authorization by CAAN
6. Skill test report
7. First and Last page of Log Book
8. Fee voucher



- 6.32.18 An applicant who is a holder of at least a Private Pilot License-Aeroplane and having an experience of a minimum of 10 hours in Ultralight/Microlight aircraft with instructor may be authorized to fly Ultralight/Microlight aircraft for recreational activities, provided the CAAN is satisfied.
- 6.32.19 The maximum age limit to fly Ultralight/Microlight aircraft for recreational aviation activities is 65 years provided he/she meets Class 2 medical assessment.

## H. LICENCES AND RATINGS FOR REMOTE PILOTS

*Applicable as of 3 November 2022.*

### 6.33 General rules concerning remote pilot licenses and ratings

#### 6.33.1 General licensing specifications

6.33.1.1 A person shall not act either as remote pilot-in-command or as remote co-pilot of an RPA in any of the following RPA categories unless that person is the holder of a remote pilot licence issued in accordance with the provisions of this chapter:

- aeroplane
- airship
- glider
- rotorcraft
- powered-lift
- free balloon.

6.33.1.2 The category of RPA shall be endorsed as a category rating on the remote pilot licence.

6.33.1.3 An applicant shall, before being issued with any remote pilot licence or rating, meet such requirements in respect of age, experience, flight instruction, competencies and medical fitness, as are specified for that remote pilot licence or rating.

6.33.1.4 An applicant for any remote pilot licence or rating shall demonstrate, in a manner acceptable to CAAN the competency for knowledge and skill as are specified for that remote pilot licence or rating.

#### 6.33.2 Category ratings

6.33.2.1 When established, category ratings shall be for categories of RPA listed in 6.33.1.1.

6.33.2.2 The holder of a remote pilot licence seeking additional category ratings to be added to the existing licence shall meet the requirements of this PELR regarding RPAS appropriate to the privileges for which the category rating is sought.



## 6.33.3 Class and type ratings

6.33.3.1 A class rating shall be established for RPA and associated RPS certificated for single remote pilot operations which have comparable handling, performance and characteristics unless a type rating is considered necessary by the CAAN.

6.33.3.2 A type rating shall be established for RPA and associated RPS certificated for operation with a minimum crew of at least two remote pilots or when considered necessary by the CAAN.

*Note.— Where a common type rating is established, it will be only for RPA with similar characteristics in terms of operating procedures, systems and handling.*

6.33.3.3 When an applicant demonstrates competencies for the initial issue of a remote pilot licence, the category and the ratings appropriate to the class or type of RPA and associated RPS used in the demonstration shall be entered on that remote pilot licence.

6.33.3.4 RESERVED

## 6.33.4 Circumstances in which class and type ratings are required

6.33.4.1 A Contracting State having issued a remote pilot licence shall not permit the holder of such remote pilot licence to act either as remote pilot-in-command or as remote co-pilot of an RPA and associated RPS unless the holder has received authorization as follows:

- a) the appropriate class rating specified in 6.33.3.1; or
- b) a type rating when required in accordance with 6.33.3.2.

6.33.4.1.1 When a type rating is issued limiting the privileges to act as remote co-pilot, or limiting the privileges to act as remote pilot only during the cruise phase of the flight, such limitation shall be endorsed on the rating.

6.33.4.1.2 When a class rating is issued limiting the privileges to act as remote pilot only during the cruise phase of the flight, such limitation shall be endorsed on the rating.

6.33.4.2 For the purpose of training, testing, or specific special purpose non-revenue flights, special authorization may be provided in writing to the remote pilot licence holder by the Licensing Authority in place of issuing the class or type rating in accordance with 6.33.4.1. This authorization shall be limited in validity to the time needed to complete the specific flight.

## 6.33.5 Requirements for the issue of class and type ratings

### 6.33.5.1 Class rating

The applicant shall have demonstrated the competencies required for the safe operations of an RPA of the class for which the rating is sought.



## 6.33.5.2 Type rating as required by 6.33.3.2

The applicant shall have:

- a) gained, under appropriate supervision, experience in the applicable type of RPA and associated RPS and/or FSTD in the following:
- normal flight procedures and manoeuvres during all phases of flight;
  - abnormal and emergency procedures and manoeuvres in the event of failures and malfunctions of equipment, such as engine, C2 link, systems and airframe;
  - instrument procedures, including instrument approach, missed approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure; and
  - for the issue of an aeroplane category type rating, upset prevention and recovery training.
  - procedures for crew incapacitation and crew coordination including allocation of remote pilot tasks; crew cooperation and use of checklists;

*Note.— See 6.33.7.1 on the qualifications required for remote pilots giving RPAS training.*

- b) demonstrated the competencies required for the safe operation of the applicable type of RPA and associated RPS and demonstrated C2 link management skills, relevant to the duties of a remote pilot-in-command or a remote co-pilot as applicable.

## 6.33.6 Use of a FSTD for acquisition of experience and demonstration of competencies

The use of a FSTD for acquiring the experience or performing any manoeuvre required during the demonstration of competencies for the issue of a remote pilot licence or rating shall be approved by the CAAN which shall ensure that the FSTD used is appropriate to the task.

## 6.33.7 Circumstances in which authorization to conduct remote pilot licence training is required

6.33.7.1 CAAN having issued a remote pilot licence, shall not permit the holder thereof to carry out remote pilot licence training required for the issue of a remote pilot licence or rating, unless such holder has received proper authorization from CAAN. Proper authorization shall comprise:

- a) an RPAS instructor rating on the holder's remote pilot licence; or
- b) the authority to act as an agent of an Approved Training Organization authorized by the CAAN to carry out remote pilot licence training; or
- c) a specific authorization granted by the CAAN which issued the remote pilot licence.



6.33.7.2 CAAN shall not permit a person to carry out remote pilot licence training on a FSTD required for the issue of a remote pilot licence or rating unless such person holds or has held an appropriate remote pilot licence or has appropriate RPAS training and flight experience and has received proper authorization from such CAAN.

## **6.33.8 Crediting of RPAS flight time**

6.33.8.1 A student remote pilot shall be entitled to be credited in full with all solo and dual instruction RPAS flight time towards the total flight time required for the initial issue of a remote pilot licence.

6.33.8.2 The holder of a remote pilot licence shall be entitled to be credited in full with all dual instruction RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade.

6.33.8.3 The holder of a remote pilot licence shall be entitled to be credited in full with all solo or dual instruction RPAS flight time, in a new category of RPA or for obtaining a new rating, towards the total RPAS flight time required for that rating.

6.33.8.4 The holder of a remote pilot licence, when acting as remote co-pilot of an RPA certificated for operation by a single remote pilot but required by a CAAN to be operated with a remote co-pilot, shall be entitled to be credited with not more than 50 per cent of the remote co-pilot RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade. CAAN may authorize that RPAS flight time be credited in full towards the total RPAS flight time required if the RPAS is equipped to be operated by a remote co-pilot and is operated in a multi-crew operation.

6.33.8.5 The holder of a remote pilot licence, when acting as remote co-pilot of an RPA certificated to be operated with a remote co-pilot, shall be entitled to be credited in full with this RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade.

6.33.8.6 The holder of a remote pilot licence, when acting as remote pilot-in-command under supervision, shall be entitled to be credited in full with this RPAS flight time towards the total RPAS flight time required for a remote pilot-in-command upgrade.

6.33.8.7 RESERVED

*Note.— The total RPAS flight time required is derived from the approved competency-based training programme.*

## **6.33.9 Limitation of privileges of remote pilots who attain their 60th birthday and curtailment of privileges of remote pilots who attain their 65th birthday**

CAAN having issued remote pilot licences, shall not permit the holders thereof to act as pilot of an RPAS engaged in international commercial air transport operations if the licence holders have attained their 60th birthday or, in the case of operations with more than one pilot, their 65th birthday.



## 6.33.10 Student remote pilot

6.33.10.1 A student remote pilot shall meet requirements prescribed by the CAAN. In prescribing such requirements, CAAN shall ensure that the privileges granted would not permit student remote pilots to constitute a hazard to air navigation.

6.33.10.2 A student remote pilot shall not fly an RPA solo unless under the supervision of, or with the authority of, an authorized RPAS instructor.

6.33.10.2.1 A student remote pilot shall not fly an RPA solo on international RPAS operations unless by special or general arrangement between the Contracting States concerned.

## 6.33.11 Medical fitness

CAAN shall not permit a student remote pilot to fly an RPA solo unless he/she holds a current Class 3 or a current Class 1 Medical Assessment.

*Note.— A Class 1 medical assessment may be essential for a particular individual based on their work environment and responsibilities in the context of a specific RPAS application.*

## 6.33.12 Remote pilot licence

### 6.33.12.1 General requirements for the issue of the remote pilot licence

#### 6.33.12.1.1 Age and Educational Qualification

The applicant shall not be less than 18 years of age and have completed Class 12 or equivalent.

#### 6.33.12.1.2 Knowledge

The applicant shall demonstrate a level of knowledge appropriate to the privileges granted to the holder of a remote pilot licence and appropriate to the category of RPA and associated RPS intended to be included in the remote pilot licence, in at least the following subjects:

##### *Air law*

- a) rules and regulations relevant to the holder of a remote pilot licence; rules of the air; appropriate air traffic services practices and procedures;
- b) rules and regulations relevant to flight under IFR; related air traffic services practices and procedures;

##### *General RPAS knowledge*

- c) principles of operation and the functioning of engines, systems and instruments;
- d) operating limitations of the relevant category of RPA and engines; relevant operational information from the flight manual or other appropriate document;



- e) use and serviceability checks of equipment and systems of appropriate RPA;
- f) maintenance procedures for airframes, systems and engines of appropriate RPA;
- g) for rotorcraft and powered-lifts, transmission (power trains) where applicable;
- h) use, limitation and serviceability of avionics, electronic devices and instruments necessary for the control and navigation of an RPA under IFR and in instrument meteorological conditions;
- i) flight instruments; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments;
- j) for airships, physical properties and practical application of gases;
- k) RPS general knowledge:
  - 1) principles of operation and function of systems and instruments;
  - 2) use and serviceability checks of equipment and systems of appropriate RPS;
  - 3) procedures in the event of malfunctions;
- l) C2 link general knowledge:
  - 1) different types of C2 links and their operating characteristics and limitations;
  - 2) use and serviceability checks of C2 link systems;
  - 3) procedures in the event of C2 link malfunction;
- m) detect and avoid capabilities for RPAS;

## *Flight performance, planning and loading*

- n) effects of loading and mass distribution on RPA handling, flight characteristics and performance; mass and balance calculations;
- o) use and practical application of take-off, landing and other performance data;
- p) pre-flight and en-route flight planning appropriate to RPAS operations under IFR; preparation and submission of air traffic services flight plans under IFR; appropriate air traffic services procedures; altimeter setting procedures;
- q) in the case of airships, rotorcraft and powered-lifts, effects of external loading on handling;

## *Human performance*

- r) human performance relevant to RPAS and instrument flight, including principles of TEM;



## *Meteorology*

- s) interpretation and application of aeronautical meteorological reports, charts and forecasts; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
- t) aeronautical meteorology; climatology of relevant areas with respect to the elements having an effect on aviation; the movement of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- u) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;
- v) in the case of rotorcraft and powered-lifts, effects of rotor icing;
- w) in the case of high altitude operations, practical high altitude meteorology, including interpretation and use of weathers reports, charts and forecasts; jetstreams;

## *Navigation*

- x) air navigation, including the use of aeronautical charts, instruments and navigation aids; an understanding of the principles and characteristics of appropriate navigation systems; operation of RPAS equipment;
- y) use, limitation and serviceability of avionics and instruments necessary for control and navigation;
- z) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;
- aa) principles and characteristics of self-contained and external-referenced navigation systems; operation of RPAS equipment;

## *Operational procedures*

- bb) application of TEM to operational performance;
- cc) interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations and instrument procedure charts for departure, en-route, descent and approach;
- dd) altimeter setting procedures;
- ee) appropriate precautionary and emergency procedures; safety practices associated with flight under IFR; obstacle clearance criteria;
- ff) operational procedures for carriage of freight; potential hazards associated with dangerous goods and their management;



gg) requirements and practices for safety briefings to remote flight crew members

hh) in the case of rotorcraft, and if applicable, powered-lifts, settling with power; ground resonance; retreating blade stall; dynamic rollover and other operating hazards; safety procedures, associated with flight in VMC;

ii) operational procedures for handovers and coordination;

jj) operational procedures for normal and abnormal C2 link operations;

## *Principles of flight*

kk) principles of flight; and

## *Radiotelephony*

ll) communication procedures and phraseology; action to be taken in case of communication failure.

### **6.33.12.1.3 Skill**

6.33.12.1.3.1 The applicant shall have demonstrated all the competencies of the adapted competency model approved by the CAAN at the level required, to act as remote pilot in command of an RPAS operation within the appropriate category of RPA and associated RPS.

6.33.12.1.3.2 If the privileges of the remote pilot are to be exercised on a multi-engined RPA, the applicant shall have demonstrated the ability to operate under IFR with degraded propulsion capabilities.

### **6.33.12.1.4 Medical fitness**

The applicant shall hold a current Class 3 Medical Assessment or a current Class 1 Medical Assessment.

*Note.— A Class 1 Medical Assessment may be essential for a particular individual based on their work environment and responsibilities in the context of a specific RPAS application.*

### **6.33.12.2 Privileges of the holder of the remote pilot licence and the conditions to be observed in exercising such privileges**

6.33.12.2.1 Subject to compliance with the requirements specified in 1.38, 1.20, 1.24, 1.26 and 6.33, the privileges of the holder of a remote pilot licence shall be:

- a) to act as remote pilot-in-command of an RPA and associated RPS, certificated for remote single-pilot operation;
- b) to act as remote co-pilot of an RPA and associated RPS, required to be operated with a remote co-pilot;



c) to act as a remote pilot-in-command of an RPA and the associated RPS, required to be operated with a remote co-pilot; and

d) to act either as remote pilot-in-command or as remote co-pilot of an RPAS under IFR.

6.33.12.2.2 Before exercising the privileges at night, the remote pilot licence holder shall have received dual instruction in an RPA and associated RPS in night flying, including take-off, landing and navigation.

*Note.— Certain privileges of the remote pilot licence are curtailed by 6.33.9 for remote pilot licence holders when they attain their 60th and 65th birthdays.*

### 6.33.12.3 Specific requirements for the issue of remote pilot licence

#### 6.33.12.3.1 Experience

The applicant shall have gained experience during training in operating the RPA and associated RPS to successfully demonstrate the competencies required in 6.33.12.1.3.

#### 6.33.12.3.2 Remote pilot licence training

6.33.12.3.2.1 In order to meet the requirements of the remote pilot licence, the applicant shall have completed an approved training course. The training shall be competency-based and, if applicable, conducted in a multi-crew operational environment.

6.33.12.3.2.2 During the training, the applicant shall have acquired the competencies and underpinning skills required for performing as a remote pilot of an RPA certificated for operation under IFR.

6.33.12.3.2.3 The applicant shall have received dual remote pilot licence training in an RPA and associated RPS, sought from an authorized RPAS instructor. The RPAS instructor shall ensure that the applicant has operational experience in all phases of flight and the entire operating envelope of an RPAS, including abnormal and emergency conditions, upset prevention and recovery training for the categories concerned, as well as IFR operations.

6.33.12.3.3.2.4 If the privileges of the remote pilot are to be exercised on a multi-engined RPA, the applicant shall have received dual instrument remote pilot licence training in a multi-engined RPA within the appropriate category from an authorized RPAS instructor. The RPAS instructor shall ensure that the applicant has operational experience in the operation of the RPA within the appropriate category with engines inoperative or simulated inoperative.

### 6.33.13 RPAS instructor rating

#### 6.33.13.1 Requirements for the issue of the rating



## 6.33.13.1.1 Knowledge

- (i) The applicant shall demonstrate the ability to effectively assess trainees against the adapted competency model used in the approved training programme.
- (ii) The applicant shall successfully complete the training and meet the qualifications of an approved training organization appropriate to the delivery of competency-based training programmes.
- (iii) The RPAS instructor training programme shall focus on the development of competence in the following specific areas:
  - a) the adapted competency model of the remote pilot training programme according to the defined grading system used by the RPAS operator or approved training organization;
  - b) in accordance with the assessment and grading system of the RPAS operator or approved training organization, making assessments by observing behaviours; gathering objective evidence regarding the observable behaviours of the adapted competency model used;
  - c) recognizing and highlighting performance that meets competency standards;
  - d) determining root causes for deviations below the expected standards of performance; and
  - e) identifying situations that could result in unacceptable reductions in safety margins.
- (iv) The applicant shall have met the competency requirements for the issue of a remote pilot licence as appropriate to the category of RPA and associated RPS.
- (v) In addition, the applicant shall have demonstrated a level of competency appropriate to the privileges granted to the holder of an RPAS instructor rating, in at least the following areas:
  - a) techniques of applied instruction;
  - b) assessment of student performance in those subjects in which ground instruction is given;
  - c) the learning process;
  - d) elements of effective teaching;
  - e) competency-based training principles, including student assessments;
  - f) evaluation of the training programme effectiveness;
  - g) lesson planning;
  - h) classroom instructional techniques;
  - i) use of training aids, including FSTDs as appropriate;



- j) analysis and correction of student errors;
- k) human performance relevant to RPAS, instrument flight and remote pilot licence training, including principles of TEM; and
- l) hazards involved in simulating system failures and malfunctions in the aircraft.

## **6.33.13.1.2 Skill**

- (i) The applicant shall have successfully performed a formal competency assessment, prior to conducting instruction and assessment within a competency-based training programme.
- (ii) The competency assessment shall be conducted during a practical training session in the category of RPA and associated RPS for which RPAS instructor privileges are sought, including pre-flight, post-flight and ground instruction as appropriate.
- (iii) The competency assessment shall be conducted by a person authorized by the Licensing Authority.

## **6.33.13.1.3 Experience**

- (i) The applicant shall have met the requirements for the issue of a remote pilot licence, shall maintain competencies and meet the recent experience requirements for the licence.
- (ii) The applicant shall have sufficient training and experience to attain the required level of proficiency in all of the required tasks, manoeuvres, operations and principles, and methods of instruction relevant to 6.33.12.3.2.

## **6.33.13.1.4 Remote pilot licence training.**

The applicant shall, under the supervision of an RPAS instructor authorized by the CAAN for that purpose:

- a) have received training in RPAS instructional techniques including demonstration, student practices, recognition and correction of common student errors; and
- b) have practiced instructional techniques in those flight manoeuvres and procedures in which it is intended to provide remote pilot licence training.

## **6.33.14 Privileges of the holder of the rating and the conditions to be observed in exercising such privileges**

6.33.14.1 Subject to compliance with the requirements specified in 1.38 and 6.33, the privileges of the holder of an RPAS instructor rating shall be:

- a) to supervise solo flights by student remote pilots; and



b) to carry out remote pilot licence training for the issue of a remote pilot licence and an RPAS instructor rating provided that the RPAS instructor:

- 1) holds at least the remote pilot licence and rating for which instruction is being given, in the appropriate RPA category and associated RPS;
- 2) holds the remote pilot licence and rating necessary to act as the remote pilot-in-command of the RPA category and associated RPS on which the instruction is given; and
- 3) has the RPAS instructor privileges granted endorsed on the remote pilot licence.

6.33.14.2 The applicant, in order to carry out remote pilot licence training in a multi crew operational environment, shall have also met all the instructor qualification requirements.



**PART - 7**

**ADVANCED LICENSES – AIR CREW**



**PART - 7**

**ADVANCED LICENSES – AIR CREW**

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## COMMERCIAL PILOT LICENSE

**7.1** General requirements for the issue of the licence appropriate to the aeroplane, airship, helicopter and powered-lift categories

**7.2 CPL - ELIGIBILITY**

**a) PPL**

Applicant shall have a valid Private Pilot License.

**b) Age**

Applicant shall not be less than 18 years of age.

**c) Medical**

Applicant shall hold a valid Class 1 medical assessment.

**d) Education**

From January 2001 for the initial endorsement, the pilot must have an academic qualification of Intermediate in Science or equivalent in which the subjects of physics and mathematics are covered.

**e) No Objection Certificate (NOC)**

Serving personnel from armed forces and government departments shall provide NOC from their parent organization.

**7.3 CPL – ENGLISH LANGUAGE PROFICIENCY**

An applicant shall demonstrate speaking, reading and understanding English language as defined in ICAO operational minimum Level 4 of language proficiency rating scale.

**7.4 CPL -AERONAUTICAL KNOWLEDGE**

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Commercial Pilot License—and appropriate to the category of aircraft intended to be included in the license, in at least the following subjects:

**a) Air Law**

Rules and regulations relevant to the holder of a Commercial Pilot License; rules of the air; appropriate air traffic services practices and procedures;

**b) Aircraft General Knowledge for Aeroplane, Airships, Helicopters and Power-lifts:**

- i) Principles of operation and functioning of engines, systems and instruments;
- ii) operating limitations of the relevant category of aircraft and engines; relevant operational information from the flight manual or other appropriate document;
- iii) use and serviceability checks of equipment and systems of appropriate aircraft;
- iv) maintenance procedures for airframes, systems and engines of appropriate aircraft;
- v) for helicopter and powered-lift, transmission (power-trains) where applicable;
- vi) for airship, physical properties and practical application of gases;



**c) Flight Performance, Planning and Loading**

- i) effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
- ii) use and practical application of take-off, landing and other performance data;
- iii) pre-flight and en-route flight planning appropriate to commercial operations under VFR; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;
- iv) in the case of airships, helicopters and power-lifts, effects of external loading;

**d) Human Performance**

human performance including principles of threat and error management;

**e) Meteorology**

- i) interpretation and application of aeronautical meteorological reports, charts and forecasts; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
- ii) aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the movement of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- iii) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;

**f) Navigation**

- (i) air navigation, including the use of aeronautical charts, instruments and navigation aids; an understanding of the principles and characteristics of appropriate navigation systems; operation of airborne equipment.
- (ii) in the case of airships:
  - a) use, limitation and serviceability of avionics and instruments necessary for control and navigation;
  - b) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight, identification of radio navigation aids;
  - c) principles and characteristics of self-contained and external referenced navigation systems, operation of airborne equipment;

**g) Operational Procedures**

- i) application of threat and error management principles to operational performance;
- ii) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- iii) altimeter setting procedures;
- iv) appropriate precautionary and emergency procedures;
- v) operational procedures for carriage of freight; potential hazards associated with dangerous goods;



- vi) requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft;
- vii) in the case of the helicopter, and if applicable, powered-lift, settling with power; ground resonance; retreating blade stall; dynamic roll-over and other operation hazards; safety procedures, associated with flight in VMC;

## **h) Principles of Flight**

Principles of flight;

## **i) Radiotelephony**

Communication procedures and phraseology as applied to VFR operations; action to be taken in case of communication failure.

## **7.5 CPL - SKILL**

- 7.5.1 The applicant shall have demonstrated the ability to perform as pilot-in-command within the appropriate category of aircraft the procedures and maneuvers with a degree of competency appropriate to the privileges granted to the holder of a commercial pilot license, and to:
- a) recognize and manage threats and errors;
  - b) operate the aircraft within its limitations;
  - c) complete all manoeuvres with smoothness and accuracy;
  - d) exercise good judgement and airmanship;
  - e) apply aeronautical knowledge; and
  - f) Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured.
- 7.5.2 For a skill level test in a multi-crew cockpit, the other crew complement shall be qualified on the aircraft.
- 7.5.3 The Commercial Pilot License skill test shall be conducted with the minimum flight crew complement specified in the Aircraft Flight Manual and any additional crew required under an approved training and checking program of the operator.
- 7.5.4 If the Commercial Pilot License skill test is conducted for issue or renewal of Instrument Rating, on single-pilot operation aircraft, the flight inspector or DCP conducting the test shall not, during the test, perform any duty essential to the operation of the aircraft.
- 7.5.5 If the Commercial Pilot License skill test is conducted in an aircraft certificated for multi-pilot operation; and the flight inspector or DCP conducting the test occupies a control seat, he shall during the test, perform all duties of a pilot not flying (pilot monitoring).

## **7.6 CPL – AEROPLANE - EXPERIENCE**

- 7.6.1 Technical Knowledge, Experience and Practical Flying- Applicants must have completed a course of approved training in a Contracting State and must hold a Commercial Pilot License endorsed with an instrument rating, issued by that State.



In addition, applicants must have completed not less than **200** hours flight time as a pilot of aeroplanes, including:

- a) not less than **100** hours as pilot-in-command;
- b) not less than 20 hours of cross country flight time as pilot-in-command and sole manipulator of the controls, including one flight of not less than 300 nautical miles in the course of which not less than two full stop landings at different places are made;
- c) not less than 10 hours of flight solely by reference to instruments, of which not more than 5 hours may be completed in an instrument ground time; and
- d) if the privileges of the license are to be exercised at night, not less than 5 hours flying by night, including not less than 5 take offs and 5 landings by night as pilot-in-command.

The CAAN shall determine whether experience as a pilot under instruction in a FSTD is acceptable as part of the total flight time of 200 hours. Credit for such experience shall be limited to a maximum of 10 hours.

- 7.6.2 An applicant, to act as a pilot in multi-engine aeroplane for operation of carrying passenger shall also hold a CPL from a Contracting State with the category and classification of multi- engine land in addition with the requirement mentioned in 7.6.1.
- 7.6.3 The holder of commercial pilot license-helicopter, who applies for an airplane category must have to fulfill all the requirement of 7.6.1 and 7.6.2 of commercial pilot license-airplane of this chapter. Except in this case, not more than 50 hours of flying in helicopter may be granted while crediting towards the total time of 200 hours requirement.
- 7.6.4 For conversion to Nepalese license, an applicant shall successfully complete a written examination on Basic CPL.
- 7.6.5 Applicants are required to successfully complete an examination as specified by the Director General of his knowledge of the contents of Nepalese Civil Aviation Rules and regulations including the relevant portions of Aeronautical Information Publication, Flight Operations Requirements, Personnel Licensing Requirements and Nepalese Civil Aviation Airworthiness Requirements.
- 7.6.6 When the applicant has flight time as a pilot of aircraft in other categories, it will be determined whether such experience is acceptable and, if so, the extent to which the flight time requirements of 7.6.1 can be reduced accordingly.

## 7.7 CPL – AEROPLANE - FLIGHT INSTRUCTION

- 7.7.1 The applicant shall have received dual instruction in aeroplanes appropriate to the class and/or type rating sought from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:
  - a) recognize and manage threats and errors;



- b) pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
- c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the aeroplane by external visual reference;
- e) flight at critically slow airspeeds; spin avoidance; recognition of, and recovery from, incipient and full stalls;
- f) flight with asymmetrical power for multi-engine class or type ratings;
- g) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
- h) normal and cross-wind take-offs and landings;
- i) maximum performance (short field and obstacle clearance) take-offs; short-field landings;
- j) basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
- k) cross-country flying using visual reference, dead reckoning and radio navigation aids; diversion procedures;
- l) abnormal and emergency procedures and manoeuvres including simulated aeroplane equipment malfunctions;
- m) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
- n) Communication procedures and phraseology.

7.7.2 The instrument experience specified in 7.6.1 c) and the night flying experience in 7.6.1.d) and the dual instruction specified in 7.12.2 do not entitle the holder of a commercial pilot license to pilot aeroplanes under IFR.

## 7.8 CPL – HELICOPTER - EXPERIENCE

7.8.1 The applicant shall have completed not less than **150** hours of flight time as a pilot of helicopters. It will be determined whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 150 hours, as the case may be. Credit for such experience shall be limited to a maximum of 10 hours.

7.8.2 The applicant shall have completed in helicopters not less than:

- a) 35 hours as pilot-in-command;
- b) 10 hours of cross-country flight time as pilot-in-command including a cross-country flight in the course of which landings at two different points shall be made;
- c) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time; and
- d) If the privileges of the license are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landing patterns as pilot-in-command.

7.8.3 The holder of commercial pilot license-aeroplane, who applies for an helicopter category must fulfil all the requirements of 7.8.1 and 7.8.2 of commercial pilot license-helicopters. Except in this case, not more than 50 hours of flying in aeroplanes may be granted while crediting towards the total time of 150 hours requirement.



7.8.4 When the applicant has flight time as a pilot of aircraft in other categories, CAAN shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 7.8.1 can be reduced accordingly.

## **7.9 CPL – HELICOPTER - FLIGHT INSTRUCTION**

7.9.1 The applicant shall have received dual instruction in helicopters from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:

- a) recognize and manage threats and errors;
- b) pre-flight operations, including mass and balance determination, helicopter inspection and servicing;
- c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- d) control of the helicopter by external visual reference;
- e) recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
- f) ground manoeuvring and run-ups; hovering; take-offs and landings — normal, out of wind and sloping ground; steep approaches;
- g) take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops; hovering out of ground effect; operations with external load, if applicable; flight at high altitude;
- h) basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
- i) cross-country flying using visual reference, dead reckoning and radio navigation aids;
- j) diversion procedures;
- k) abnormal and emergency procedures, including simulated helicopter equipment malfunctions, autorotative approach and landing;
- l) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
- m) Communication procedures and phraseology.

7.9.2 Instrument and night flying under 7.8.2 c) and d) during the training do not entitle the holder of a commercial pilot license to pilot helicopters under IFR.

## **7.10 SPECIFIC REQUIREMENTS FOR THE ISSUE OF THE AIRSHIP CATEGORY RATING**

### **7.10.1 Experience**

7.10.1.1 The applicant shall have completed not less than 200 hours of flight time as a pilot.

7.10.1.1.1 The applicant shall have completed not less than:

- a) 50 hours as a pilot of airships;
- b) 30 hours in airships as pilot-in-command or pilot-in-command under supervision, to include not less than:
  - 10 hours of cross-country flight time; and
  - 10 hours of night flight;



- c) 40 hours of instrument time, of which 20 hours shall be in flight and 10 hours in flight in airships; and
- d) 20 hours of flight training in airships in the areas of operation.

### 7.10.2 Flight instruction

7.10.2.1 The applicant shall have received dual instruction in airships from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:

- a) recognize and manage threats and errors;
- b) pre-flight operations, including mass and balance determination, airship inspection and servicing;
- c) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- d) techniques and procedures for the take-off, including appropriate limitations, emergency procedures and signals used;
- e) control of the airship by external visual reference;
- f) recognition of leaks;
- g) normal take-offs and landings;
- h) maximum performance (short field and obstacle clearance) take-offs; short- field landings;
- i) flight under IFR;
- j) cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids;
- k) emergency operations, including simulated airship equipment malfunctions;
- l) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
- m) communication procedures and phraseology.

## 7.11 CPL - EXAMINATIONS AND TESTS

### 7.11.1 Eligibility

Applicant is eligible to appear in the CAAN written examination of Commercial Pilot License provided a Student Pilot Authorization has already been issued on the basis of meeting the CPL flying requirements based on previous experience; or the applicant already holds a valid private pilot license or produce CPL license from contracting States.

### 7.11.2 CPL - EXAMINATIONS

exam	questions	duration	pass marks	validity
CPL – General + Cat. Aeroplane	300 3 papers	3 hours per paper	70%	5 years

**7.11.3 CPL Examination**

(For the conversion of foreign license (valid CPL) issued from Contracting State)

<b>Exam</b>	<b>Questions</b>	<b>Duration</b>	<b>pass marks</b>	<b>validity</b>
CPL – General + Cat. Aeroplane/ Helicopter	100	3 hours	70%	5 years

**7.11.4 CPL Examination**

(For the conversion of foreign license (valid CPL-Airship) issued from Contracting State)

<b>Exam</b>	<b>Questions</b>	<b>Duration</b>	<b>pass marks</b>	<b>validity</b>
CPL – General + Cat. Airship	100	3 hours	70%	5 years

**7.12 CPL - PRIVILEGES OF LICENSE**

7.12.1 Subject to compliance with the prescribed requirements, the privileges of the holder of a Commercial Pilot License shall be:

- to exercise all the privileges of the holder of a Private Pilot License — in an aircraft within the appropriate aircraft category;
- to act as Pilot-in-Command in an aircraft within the appropriate aircraft category engaged in operations other than commercial air transportation;
- to act as Pilot-in-Command in commercial air transportation in an aircraft within the appropriate aircraft category certificated for single-pilot operation;
- to act as co-pilot in an aircraft within the appropriate aircraft category required to be operated with a co-pilot; and
- for the airship category, to pilot an airship under IFR.

7.12.2 Before exercising the privileges at night, the licence holder shall have received dual instruction in aircraft within the appropriate category of aircraft in night flying, including take-off, landing and navigation.

7.12.3 A Commercial Pilot License holder employed in commercial air transport operation shall meet the additional requirements as prescribed in the operations manual by the AOC holder.



## 7.13 CPL – LIMITATIONS OF LICENSE

- a) The holder of a CPL not endorsed with an Instrument Rating shall not act as pilot-in-command of an aircraft in other than Visual Meteorological Conditions.
- b) Before exercising the privileges at night, the license holder shall have received dual instruction in aircraft within the appropriate category in night flying, including take-off, landing and navigation.
- c) The holder of a CPL shall not act as Pilot-in-Command of an aircraft engaged in formation flight unless he is certified in his log book as competent by a duly qualified flight instructor or other person duly approved by the CAAN for this purpose.
- d) The holder of CPL shall not act as Pilot-in-Command of an aircraft engaged in spinning practice unless the aircraft is certified for spinning and he has been certified in his log book by a duly qualified flight instructor as being competent to recover from fully developed spins.
- e) The holder of CPL shall not act as Pilot-In-Command of an aircraft engaged in aerobatics flight unless the aircraft is certified for aerobatics; and he has been certified in his log book by an approved flight instructor or a person duly approved by the CAAN as competent in the maneuvers to be performed.
- f) A CPL holder may exercise the privileges of the license up-to 65<sup>th</sup> birthday provided the person has fulfills the necessary CAAN requirements and provisions of PELR.
- g) After attaining the 65<sup>th</sup> birthday, a CPL holder may exercise the privileges of his or her Private Pilot License provided the person has passed a flight check with a flight inspector or an approved person within the previous 6 months.
- h) Prior to operating as pilot of an aircraft engaged in regular public transport operations, the holder of a CPL shall meet the minimum experience appropriate to the type of aircraft.

## 7.14 CPL - MAINTENANCE OF LICENSE

### 7.14.1 CPL - Validity

A Commercial Pilot License shall be valid for a maximum of 60 months or less as the case may be.

### 7.14.2 CPL – Currency

A license shall remain current subject to 3 take offs and 3 landings in the last 90 days.

- a) A type rating shall remain current subject to 3 take offs and 3 landings in the last 90 days.
- b) The night currency shall remain valid subject to 3 takeoffs and landings at night within the last 90 days; or if the pilot has logged more than 15 hours within the last 90 days, at least 3 takeoffs and landings at night within the last 6 months.
- c) Currency may be regained by flying with an instructor deputed by the approved person.



- d) Currency on a type of aircraft with similar performance and handling characteristics, as defined by the CAAN regulations, is acceptable provided an endorsement is also held for that type of aircraft.

#### 7.14.3 CPL – renewal/revalidation

CPL shall be renewed subject to refer to Part 2 para 2.19.

#### 7.15.1 CPL - LOGBOOK

A holder of a Commercial Pilot License shall maintain a logbook in accordance with the CAAN prescribed regulations.

#### 7.15.2 CPL - FEE SCHEDULE

As per CAAN licensing fee schedule as per CAR 2058.

#### 7.16 CPL - DOCUMENTATION

##### 7.16.1 For Issue of CPL

- a) Application.
- b) Medical assessment.
- c) NOC from department, if applicable.
- d) Photocopies of foreign licenses, if applicable.
- e) 02 colour photographs
- f) Type technical result, as applicable.
- g) CPL examination result.
- h) Certified copy of first and last 3 pages of logbook.
- i) Flying hour's breakdown.
- j) CPL course completion certificate.
- k) Copy of skill test authorization by CAAN.
- m) Skill test report.
- n) Fee Voucher
- o) English language proficiency
- p) Air law oral examination result
- q) ATPL theoretical knowledge if required for type rating on multi-crew operations

##### 7.16.2 For Renewal or Revalidation of CPL

- a) Application.
- b) Revalidation examination result, if applicable.
- c) Class 1 medical assessment.
- d) Skill test report.
- e) Certified copy of license, if applicable.
- f) Fee voucher.
- g) PPC and Recurrent Training.
- h) Route Check.
- i) CRM Training.
- j) Dangerous Goods Training.



- k) Recurrent ground training certificate
- l) Emergency Evacuation Training
- m) English language proficiency
- n) ATPL theoretical knowledge, if applicable

Additional provision of PELR part 2 para 2.19 shall be referred to, as applicable.

## 7.17 MULTI-CREW PILOT LICENCE APPROPRIATE TO THE AEROPLANE CATEGORY

### 7.17.1 General requirements for the issue of the licence

#### 7.17.1.1 Age

The applicant shall be not less than 18 years of age.

#### 7.17.2 Knowledge

The applicant shall have met the PELR requirements for the airline transport pilot licence appropriate to the aeroplane category in an approved training course.

#### 7.17.3 Skill

7.17.3.1 The applicant shall have demonstrated the skills required for fulfilling all the competency units specified as pilot flying and pilot not flying, to the level required to perform as a co-pilot of turbine-powered aeroplanes certificated for operation with a minimum crew of at least two pilots under VFR and IFR, and to:

- a) recognize and manage threats and errors;
- b) smoothly and accurately, manually control the aeroplane within its limitations at all times, such that the successful outcome of a procedure or manoeuvre is assured;
- c) operate the aeroplane in the mode of automation appropriate to the phase of flight and to maintain awareness of the active mode of automation;
- d) perform, in an accurate manner, normal, abnormal and emergency procedures in all phases of flight; and
- e) communicate effectively with other flight crew members and demonstrate the ability to effectively perform procedures for crew incapacitation, crew coordination, including allocation of pilot tasks, crew cooperation, adherence to standard operating procedures (SOPs) and use of checklists.

7.17.3.2 Progress in acquiring the skills specified in 7.9b.1.3 shall be continuously assessed.

**7.17.4 Medical fitness**

The applicant shall hold a current Class 1 medical assessment.

**7.17.5 Privileges of the holder of the multi-crew pilot licence:**

7.17.5.1 the conditions to be observed in exercising such privileges subject to compliance with the requirements specified in this PELR, the privileges of the holder of a multi-crew pilot licence shall be:

- a) to exercise all the privileges of the holder of a private pilot licence in the aeroplane category provided the requirements have been met;
- b) to exercise the privileges of the instrument rating in a multi-crew operation; and
- c) to act as co-pilot of an aeroplane required to be operated with a co-pilot.

7.17.5.2 Before exercising the privileges of the instrument rating in a single-pilot operation in aeroplanes, the licence holder shall have demonstrated an ability to act as pilot-in-command in a single-pilot operation exercised by reference solely to instruments and shall have met the skill requirement specified appropriate to the aeroplane category.

7.17.5.3 Before exercising the privileges of a commercial pilot licence in a single-pilot operation in aeroplanes, the licence holder shall have:

- a) completed in aeroplanes 70 hours, either as pilot-in-command, or made up of not less than 10 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;
- b) completed 20 hours of cross-country flight time as pilot-in-command, or made up of not less than 10 hours as pilot-in-command and 10 hours as pilot-in-command under supervision, including a cross-country flight totaling not less than 540 km (300 NM) in the course of which full-stop landings at two different aerodromes shall be made; and
- c) met the requirements for the commercial pilot licence specified in this PELR appropriate to the aeroplane category.

*Note 1.— When CAAN grants single-pilot operation privileges to the holder of a multi-crew pilot licence, it can document the privileges through an endorsement of the multi-crew pilot licence or through the issuance of a commercial pilot licence in the aeroplane category.*

*Note 2.— Certain privileges of the licence are curtailed by PELR 1.17 for licence holders when they attain their 65th birthday.*

**7.17.6 Experience**

7.17.6.1 The applicant shall have completed in an approved training course not less than 240 hours as pilot flying and pilot not flying of actual and simulated flight.



7.17.6.2 Flight experience in actual flight shall include at least the experience requirements specified in this PELR, upset prevention and recovery training, night flying and flight by reference solely to instruments.

7.17.6.3 In addition to meeting the provisions of this PELR, the applicant shall have gained, in a turbine-powered aeroplane certificated for operation with a minimum crew of at least two pilots, or in a flight simulation training device approved for that purpose by the Civil Aviation Authority of Nepal.

#### **7.17.7 *Flight instruction***

7.17.7.1 The applicant shall have completed a course of approved training covering the experience requirements specified in 7.9b.3.

7.17.7.2 The applicant shall have received dual flight instruction in all the competency units, to the level required for the issue of the multi-crew pilot licence, to include the competency units required to pilot under instrument flight rules.

#### **7.17.8 MPL examination**

<b>Exam</b>	<b>Questions</b>	<b>Duration</b>	<b>Pass marks</b>	<b>Validity</b>
MPL – General + Cat. Aeroplane	50	2 hours	70%	5 years
MPL- General+ Cat helicopter	50	2 hours	70%	5 years

#### **7.17.9 DOCUMENTATION FOR ISSUANCE OF MPL**

- a) Application from employer;
- b) Medical assessment;
- c) NOC from department, if applicable;
- d) Photocopies of foreign licenses, if applicable;
- e) 02 colour photographs;
- f) Type technical result, as applicable;
- g) MPL examination result;
- h) Certified copy of first and last 3 pages of logbook;
- i) Flying hour's breakdown;
- j) MPL course completion certificate;
- k) Copy of skill test authorization by CAAN;
- m) Skill test report;
- n) Fee Voucher;
- o) English language proficiency;
- p) Air law oral examination result;
- q) ATPL theoretical knowledge.

**7.17.10 RENEWAL/REVALIDATION OF MPL**

- a) Application.
- b) Revalidation examination result, if applicable.
- c) Class 1 medical assessment.
- d) Skill test report.
- e) Certified copy of license, if applicable.
- f) Fee voucher.
- g) PPC and Recurrent Training.
- h) Route Check.
- i) CRM Training.
- j) Dangerous Goods Training.
- k) Recurrent ground training certificate
- l) Emergency Evacuation Training
- m) English language proficiency
- n) ATPL theoretical knowledge, if applicable

Additional provision of PELR part 2 para 2.19 shall be referred to, as applicable.

**7.17.11 MPL - MAINTENANCE OF LICENSE****7.17.11.1 MPL – Validity**

A Multi Crew Pilot License shall be valid for a maximum of 60 months or less as the case may be.

**7.17.11.2 MPL – Currency**

A license shall remain current subject to 3 take offs and 3 landings in the last 90 days.

- a) A type rating shall remain current subject to 3 take offs and 3 landings in the last 90 days.
- b) The night currency shall remain valid subject to 3 night take offs and 3 night landings in the last 90 days.
- c) Currency may be regained by flying with an instructor deputed by the approved person.
- d) Currency on a type of aircraft with similar performance and handling characteristics, as defined by the CAAN regulations, is acceptable provided an endorsement is also held for that type of aircraft.

**7.17.11.3 MPL – renewal/revalidation**

MPL shall be renewed subject to refer to Part 2 para 2.19.

**7.17.12 LOGBOOK**

A holder of a Multi-Crew Pilot License shall maintain a logbook in accordance with the CAAN prescribed regulations.

**7.17.13 FEE SCHEDULE**

As per CAAN licensing fee schedule as per CAR 2058.

**7.18 AIRLINE TRANSPORT PILOT LICENSE (ATPL)  
(AEROPLANE, HELICOPTER and POWERLIFT CATEGORIES)****7.19 ATPL - ELIGIBILITY****7.19.1 License/Certificate:**

- a) For ATPL-aeroplane, hold CPL with IR or ATPL (A) including IR issued by a contracting State;
- b) For ATPL-helicopter, hold CPL or ATPL (H) issued by a contracting State

**7.19.2 Age**

Applicant shall not be less than 21 years of age.

**7.19.3 Medical**

Applicant shall hold a class 1 medical assessment.

**7.19.4 No Objection Certificate (NOC)**

Serving personnel from armed forces and government departments shall provide NOC from their parent organization.

**7.19.5 ATPL - English Language Proficiency**

*Refer part 5*

**7.20 ATPL – AERONAUTICAL KNOWLEDGE**

7.20.1 The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an Airline Transport Pilot License and appropriate to the category of aircraft intended to be included in the license, in at least the following subjects. In addition, the applicant for an Airline Transport Pilot License applicable to the aeroplane or powered-lift category, shall have met the knowledge requirements for the Instrument Rating of this PELR.

**7.20.2 Air Law**

- a) rules and regulations relevant to the holder of an Airline Transport Pilot License;
- b) rules of the air; appropriate air traffic services practices and procedures;
- c) Aircraft general knowledge for Aeroplanes, Helicopters and Powered Lifts;
- a) general characteristics and limitations of electrical, hydraulic, pressurization and other aircraft systems; flight control systems, including autopilot and stability augmentation;
- b) principles of operation, handling procedures and operating limitations of aircraft power plants; effects of atmospheric conditions on engine performance; relevant operational information from the flight manual or other appropriate document;
- c) operating procedures and limitations of the relevant category of aircraft;
- d) effects of atmospheric conditions on aircraft performance in accordance to the relevant operational information from the flight manual; use and serviceability checks of equipment and systems of appropriate aircraft;



- e) flight instruments; compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments and electronic display units;
- f) maintenance procedures for airframes, systems and engines of appropriate aircraft;
- g) for helicopters and powered-lifts, transmission (power-trains) where applicable;

## 7.20.3 Flight Performance, Planning and Loading

- a) effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
- b) use and practical application of take-off, landing and other performance data, including procedures for cruise control;
- c) pre-flight and en-route operational flight planning; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;
- d) in the case of helicopters and powered-lifts, effects of external loading on handling;

## 7.20.4 Human Performance

Human performance including principles of threat and error management;

## 7.20.5 Meteorology

- a) interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
- b) aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- c) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;
- d) in the case of aeroplanes and powered-lifts, practical high altitude meteorology, including interpretation and use of weather reports, charts and forecasts; jet streams;

## 7.20.6 Navigation

- a) air navigation, including the use of aeronautical charts, radio navigation aids and area navigation systems; specific navigation requirements for long-range flights;
- b) use, limitation and serviceability of avionics and instruments necessary for the control and navigation of aircraft;
- c) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;
- d) principles and characteristics of self-contained and external-referenced navigation systems; operation of airborne equipment;



## 7.20.7 Operational Procedures:

- a) application of threat and error management to operational performance;
- b) interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- c) precautionary and emergency procedures; safety practices;
- d) operational procedures for carriage of freight and dangerous goods;
- e) requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft;
- f) in the case of the helicopter, and if applicable, powered-lift, settling with power; ground resonance; retreating blade stall; dynamic roll-over and other operating hazards; safety procedures, associated with flight in VMC;

## 7.20.8 Principles of Flight

Principles of flight;

## 7.20.9 Radiotelephony

Communication procedures and phraseology; action to be taken in case of communication failure.

## 7.20.10 ATPL – SKILL TEST - AEROPLANE, HELICOPTER

The applicant shall have demonstrated the ability to perform, as pilot-in-command of an aircraft within the appropriate category required to be operated with a co-pilot, the following procedures and manoeuvres:

- (a) pre-flight procedures, including the preparation of the operational flight plan and filing of the air traffic services flight plan;
- (b) normal flight procedures and manoeuvres during all phases of flight;
- (c) abnormal and emergency procedures and manoeuvres related to failures and malfunctions of equipment, such as engine, systems and airframe;
- (d) procedures for crew incapacitation and crew coordination, including allocation of pilot tasks, crew cooperation and use of checklists; and
- (e) In the case of the aeroplane procedures and manoeuvres for instrument flight, including simulated engine failure.

7.20.10.1 In the case of an aeroplane, the applicant shall have demonstrated the ability to perform the procedures and manoeuvres described as pilot-in-command of a multi-engine aeroplane.



7.20.10.2 The applicant shall have demonstrated the ability to perform the procedures and manoeuvres described in 7.20.10 with a degree of competency appropriate to the privileges granted to the holder of an airline transport pilot license, and to:

- a) Recognize and manage threats and errors;
- b) smoothly and accurately manually control the aircraft within its limitations at all times, such that the successful outcome of a procedure or manoeuvre is assured;
- c) Operate the aircraft in the mode of automation appropriate to the phase of flight and to maintain awareness of the active mode of automation;
- d) perform, in an accurate manner, normal, abnormal and emergency procedures in all phases of flight;
- e) Exercise good judgment and airmanship, to include structured decision making and the maintenance of situational awareness; and
- f) communicate effectively with other flight crew members and demonstrate the ability to effectively perform procedures for crew incapacitation, crew coordination, including allocation of pilot tasks, crew cooperation, adherence to standard operating procedures (SOPs) and use of checklists.

7.20.10.3 For a skill test in a multi-crew cockpit, the other crew complement shall be qualified on the aircraft.

7.20.10.4 ATPL initial issue skill test shall be conducted in P-1 position.

7.20.10.5 Applicant shall undergo a skill test by the CAAN inspector/designated check pilot on appropriate aircraft.

7.20.10.6 An applicant who fails to pass a flight check may apply for a retest only when he has carried out the further study or training determined by the person who conducted the test.

7.20.10.7 The Airline Transport Pilot License test shall be conducted with the minimum flight crew complement specified in the Aircraft Flight Manual and any additional crew required under an approved training and checking program of the operator.

7.20.10.8 If the Airline Transport Pilot License test is conducted in an aircraft certificated for multi-pilot operation; and the flight inspector or DCP conducting the test occupies a pilot seat, he shall during the test, perform all duties of a pilot not flying.



## 7.21 ATPL – AEROPLANE - EXPERIENCE (SPECIFIC REQUIREMENTS FOR THE ISSUE OF THE AEROPLANE CATEGORY RATING)

7.21.1 The applicant shall have completed not less than 1500 hours of flight time as a pilot of aeroplanes. It will be determined whether experience as a pilot under instruction in a Flight Simulation Training Device is acceptable as part of the total flight time of 1500 hours. Credit for such experience shall be limited to a maximum of 100 hours, of which not more than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.

7.21.2 The applicant shall have completed in aeroplanes not less than:

- a) 500 hours as Pilot-In-Command under supervision or 250 hours, either as pilot-in-command, or made up by not less than 70 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;
- b) 200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;
- c) 75 hours of instrument time, of which not more than 30 hours may be instrument ground time; and
- d) 100 hours of night flight as pilot-in-command or as co-pilot.

An applicant determining flight time as required by para (d) who has made at least 20 night take-offs and landings to a full stop may substitute one additional night take-off and landing to a full stop for each hour of night flight time required by para (d) of this section. However, not more than 25 hours of night flight time may be credited in this manner.

7.21.3 When the applicant has flight time as a pilot of aircraft in other categories, it will be determined whether such experience is acceptable and, if so, the extent to which the flight time requirements can be reduced accordingly.

7.21.4 From the point at which a CPL holder begins flying commercially in Nepal, they must be regularly assessed in all areas of their aviation skills and knowledge.

- (a) These assessments shall be completed by a senior instructor pilot, with as much input as possible from every instructor who has trained the applicant in the previous 300 hours.
- (b) The assessment reports shall be retained in the pilot's training file and be made available to the instructors as they design training programmes relevant to the needs of the pilot.
- (c) Before a pilot is recommended for upgrade training to P1 status, their assessment reports must be reviewed by a committee comprising Head of Operations, Head of Training and a senior instructor on type.
- (d) The Evaluation Committee will determine if the pilot is to progress to the P1 upgrade training or if they should receive further specific training to address any areas of concern mentioned in the assessment reports.
- (e) After successfully completing ATPL examination the copilot shall undergo 150 hours of Flight Under Supervision with an Instructor Pilot. The copilot will be assessed at 50 hour intervals. Refer to Appendix 1.



- (f) upon the completion of the above 150 hours of Flight Under Supervision and three months from passing the ATPL examination, the Evaluation Committee of the air operator mentioned in 7.27.1 (d) will assess the candidate for PIC upgrade training suitability.
- (g) The Evaluation Committee can either recommend the candidate for the PIC upgrade training or recommend a further 50 hours of Flight Under Supervision or till such time the Evaluation Committee is satisfied that the candidate is qualified for the PIC upgrade training.

## **7.22 ATPL – AEROPLANE - FLIGHT INSTRUCTION**

The applicant shall have received the dual flight instruction required for the issue of the Commercial Pilot License and for the issue of the Instrument Rating or for the issue of the Multi-Crew Pilot License.

## **7.23 ATPL - AEROPLANE - LIMITATIONS**

- a) The holder of an ATPL shall not act as Pilot-in-Command of a multi-engine aeroplane engaged in commercial operations unless they have completed the supervised flying for P1 upgrade as set out in Part 2, para 2.13b).
- b) The holder of an ATPL shall not act as Pilot-In-Command of an aeroplane engaged in formation flight unless he is certified on log book as competent by a duly qualified flight instructor or other person duly approved by the CAAN for this purpose.
- c) The holder of ATPL shall not act as Pilot-In-Command of an aeroplane engaged in spinning practice unless the aircraft is certified for spinning and he has been certified on his log book by a duly qualified flight instructor as being competent to recover from fully developed spins.
- d) The holder of ATPL shall not act as Pilot-In-Command of an aeroplane engaged in aerobatics flight unless the aircraft is certified for aerobatics and he has been certified on his log book by an approved flight instructor or a person duly approved by the CAAN for this purpose as competent in the maneuvers to be performed.
- e) An ATPL-(A) holder may exercise the privileges of the license up-to 65<sup>th</sup> birthday provided the person has fulfill the necessary requirement and provisions of PELR 1.17 are fulfilled.
- f) Prior to operating as pilot of an aeroplane engaged in commercial operations, the holder of an ATPL shall meet the minimum experience requirement appropriate to the type of aeroplane.



## **7.24 ATPL – HELICOPTER – EXPERIENCE (SPECIFIC REQUIREMENTS FOR THE ISSUE OF THE HELICOPTER CATEGORY RATING)**

7.24.1 The applicant shall have completed not less than 1000 hours of flight time as a pilot of helicopters. It will be determined whether experience as a pilot under instruction in a Flight Simulation Training Device is acceptable as part of the total flight time of 1000 hours. Credit for such experience shall be limited to a maximum of 100 hours, of which not more than 25 hours shall have been acquired in a flight procedure trainer or a basic instrument flight trainer.

7.24.2 The applicant shall have completed in helicopters not less than:

- a) 250 hours, either as pilot-in-command, or made up by not less than 70 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;
- b) 200 hours of cross-country flight time, of which not less than 100 hours shall be as pilot-in-command or as pilot-in-command under supervision;
- c) 30 hours of instrument time, of which not more than 10 hours may be instrument ground time; and
- d) 50 hours of night flight as pilot-in-command or as co-pilot.

7.24.3 When the applicant has flight time as a pilot of aircraft in other categories, it will be determined whether such experience is acceptable and, if so, the extent to which the flight time requirements of can be reduced accordingly.

7.24.4 Airline Transport Pilot License (H) Restricted to VFR and day operation only, will be issued to an applicant who does not fulfill the experience mentioned in clause 7.24.1.

## **7.25 ATPL – HELICOPTER - FLIGHT INSTRUCTION**

- a) The applicant shall have received the flight instruction required for the issue of the commercial pilot license.
- b) The instrument time and the night flying time of 7.24.2 do not entitle the holder of the airline transport pilot license — helicopter to pilot helicopters under IFR.

## **7.26 ATPL – HELICOPTER - LIMITATIONS**

- a) The holder of an ATPL not endorsed with an Instrument Rating shall not act as pilot-in-command of a helicopter in other than visual meteorological conditions.
- b) The holder of an ATPL shall not act as pilot-in-command of a helicopter engaged in formation flight unless he is certified as competent by duly qualified flight instructor or other person duly approved by the authority for this purpose.
- c) An ATPL holder may exercise the privileges of the license up-to 65<sup>th</sup> birthday provided the person has fulfilled the necessary requirements and provisions of PELR 1.17.
- d) After attaining the 65<sup>th</sup> birthday, an ATPL holder may exercise the privileges of his or her Private Pilot License provided the person has passed a flight check with a flight inspector or an approved person within the previous 6 months.



- e) Prior to operating as pilot of an helicopter engaged in regular public transport operations, the holder of an ATPL shall meet the minimum experience appropriate to the type of aircraft.
- f) A helicopter specified for one pilot operation by the manufacturer may be operated by one pilot. Where the operator wishes to operate the same helicopter with two pilots (VIP/terrain), the CAAN may permit such operation provided the operator has formulated the required SOPs and operation details; and they are approved by the CAAN.

## **7.27 ATPL - EXAMINATIONS AND TESTS**

### **7.27.1 Eligibility**

- (a) Applicant is eligible to appear in the written examination of the airline transport pilot license provided the student pilot license (SPL) or private pilot license (PPL) or multi-crew pilot license (MPL) or commercial pilot license (CPL) has already been issued and is valid; and the applicant has completed 100% of the required flying experience for the issue of the airline transport pilot license or has passed ATPL theoretical knowledge from CAAN approved/validated approved training organization.
- (b) required to complete 1500 flight hours by crediting one hundred percent of co-pilot flight time and must complete twenty-four months from obtaining CPL.
- (c) assessment of co-pilot performance to be made at every 300 hour intervals, i.e. 300 hours, 600 hours, 900 hours, 1200 hours and 1500 hours. Refer to Appendix 1.
- (d) after the copilot achieves 1500 flight hours, an air operator's internal Evaluation Committee comprising of the Chief of Flight Operations, Chief of Training and an on-type Instructor Pilot will assess the candidate for ATPL examination readiness. The Evaluation Committee may recommend the copilot for ATPL examination or may recommend a further 50 hours or 100 hours or 150 hours or more as required, of flying prior to being evaluated again for suitability for ATPL examination. Such evaluation reports when completed must be submitted to CAAN.

### **7.27.2 ATPL – Examinations**

<b>Exam</b>	<b>Questions</b>	<b>Duration</b>	<b>Pass marks</b>	<b>Validity</b>
ATPL – General + Cat. Aeroplane	50	2 hours	70%	5 years
ATPL- General+ Cat helicopter	50	2 hours	70%	5 years

**7.28 ATPL - PRIVILEGES**

7.28.1 Subject to compliance with the prescribed requirements, the privileges of the holder of an Airline Transport Pilot License shall be:

- a) To exercise all the privileges of the holder of a Private and Commercial Pilot License of an aircraft within the appropriate aircraft category and, in the case of a license for the aeroplane and powered-lift categories, of the Instrument Rating; and
- b) act as Pilot-in-Command in commercial air transportation in an aircraft of the appropriate category and certificated for operation with more than one pilot. This privilege shall only be exercised in multi-engine aircraft after the required supervised flying specified in section 2.13b).

7.28.2 When the holder of an Airline Transport Pilot License in the aeroplane category has only previously held a MPL, the privileges of the license shall be limited to multi-crew operations. Any limitation of privileges shall be endorsed on the license.

7.28.3 An ATPL holder employed in commercial air transport operation shall meet the additional requirements as prescribed in the Operations Manual by the operator.

**7.29 ATPL - MAINTENANCE OF LICENSE****7.29.1 ATPL - Validity**

The license shall remain valid for a maximum of 60 months or less as the case may be.

**7.29.2 ATPL – currency**

- a) A license shall remain current subject to 3 take offs and 3 landings in the last 90 days.
- b) The night currency shall remain valid subject to 3 takeoffs and landings at night within the last 90 days; or if the pilot has logged more than 15 hours within the last 90 days, at least 3 takeoffs and landings at night within the last 6 months.
- c) Currency may be regained by flying with an instructor deputed by the approved person.
- d) Currency on a type of aircraft with similar performance and handling characteristics, as defined by the CAAN regulations, is acceptable provided an endorsement is also held for that type of aircraft.

**7.29.3 ATPL –Renewal/Revalidation**

7.29.3.1 An applicant for the renewal of a Airline Transport Pilot License must produce the license to be renewed with a license renewal form duly filled and following documents:

- a) current Class I medical assessment
- b) Pilot Proficiency Check report
- c) a route check as applicable.
- d) recurrent ground training as appropriate
- e) pilot log book

Additional provision of PELR Part 2, para 2.19 shall be referred to, as applicable.

**7.30 ATPL - LOGBOOK**

A holder of an Airline Transport Pilot License shall maintain a logbook in accordance with the CAAN prescribed regulations.

**7.31 ATPL - FEE SCHEDULE**

As per the CAAN fee schedule as per CAR 2058.

**7.32 ATPL - DOCUMENTATION****7.32.1 For Issue of ATPL**

- a) Application.
- b) Medical assessment.
- c) NOC (for military/Govt. departments).
- d) 02 colour photographs
- e) Certified copy of foreign licenses/Certificate if applicable.
- f) CAAN ATPL examination result.
- g) P1 upgrade course completion certificate
- h) Certified copy of first and last three pages of logbook.
- i) Copy of skill test authorization by CAAN.
- j) Skill test report.
- k) CRM and DG training certificate
- l) Fee voucher
- m) English language proficiency
- n) Air law examination result, if applicable

**7.32.2 For Renewal or Revalidation of ATPL**

- a) Application.
- b) Medical assessment.
- c) Skill test report.
- d) Revalidation examination results/ training details, as applicable.
- e) PPC and Recurrent Training
- f) Route Check
- g) CRM Training
- h) Dangerous Goods Training
- i) Recurrent ground training certificate
- i) Emergency Evacuation Training
- j) Fee voucher.
- k) Certified copy of license and logbook, if applicable
- m) English language proficiency, if applicable
- n) Air law examination result, if applicable

Additional provision of PELR Part 2, para 2.19 shall be referred, as applicable.



## 7.33 INSTRUMENT RATING

(Requirements for the issue of the rating for aeroplane, airship, helicopter and powered-lift categories)

### 7.33.1 IR - ELIGIBILITY

Applicant shall hold a valid PPL or a CPL.

### 7.33.2 MEDICAL

Applicant shall hold class 1 medical assessment. Applicant who holds a PPL shall have established their hearing acuity on the basis of compliance with the hearing requirements for the issuance of a Class I medical assessment.

### 7.33.3 IR - GRADES OF INSTRUMENT RATING

The grades of Instrument Rating are:

- a) Multi – Engine Aeroplane;
- b) Multi – Engine Helicopter;
- c) Airship;
- d) Powered Lift

### 7.33.4 IR – AERONAUTICAL KNOWLEDGE

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an Instrument Rating, in at least the following subjects:

#### a) Air Law

Rules and regulations relevant to flight under IFR; related air traffic services practices and procedures;

#### b) Aircraft General Knowledge for the Aircraft Category being sought

- i) use, limitation and serviceability of avionics, electronic devices and instruments necessary for the control and navigation of aircraft under IFR and in instrument meteorological conditions, use and limitations of autopilot;
- ii) compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments;

#### c) Flight Performance and Planning for the aircraft category being sought

- i) pre-flight preparations and checks appropriate to flight under IFR;
- ii) operational flight planning; preparation and filing of air traffic services flight plans under IFR; altimeter setting procedures;

**d) Human performance for the aircraft category being sought**

Human performance relevant to instrument flight in aircraft including principles of threat and error management;

**e) Meteorology for the aircraft category being sought**

- i) application of aeronautical meteorology; interpretation and use of reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information; altimetry;
- ii) causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;
- iii) in the case of helicopter and powered-lift, effects of rotor icing;

**f) Navigation for the aircraft category being sought**

- i) practical air navigation using radio navigation aids;
- ii) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;

**g) Operational procedures for the aircraft category being sought**

- i) application of threat and error management to operational procedures;
- ii) interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations, and instrument procedure charts for departure, en-route, descent and approach;
- iii) precautionary and emergency procedures; safety practices associated with flight under IFR; obstacle clearance criteria;

**7.33.5 Radiotelephony**

Communication procedures and phraseology as applied to aircraft operations under IFR; action to be taken in case of communication failure.

**7.34 IR - SKILL TEST**

- a) The applicant shall have demonstrated in an aircraft of the category for which the Instrument Rating is being sought the ability to perform the procedures and manoeuvres described in 7.36 with a degree of competency appropriate to the privileges granted to the holder of an Instrument Rating, and to:
  - i) recognize and manage threats and errors;
  - ii) operate the aircraft for the category being sought within its limitations;
  - iii) complete all manoeuvres with smoothness and accuracy;



- iv) exercise good judgement and airmanship;
- v) apply aeronautical knowledge;
- vi) maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured;
- b) The applicant shall have demonstrated the ability to operate multi-engine aircraft within the appropriate category solely by reference to instruments with one engine inoperative, or simulated inoperative, if the privileges of the Instrument Rating are to be exercised on such aircraft.
- c) For a skill level test in a multi-crew cockpit, the other crew complement shall be qualified on the aircraft.
- d) Applicant shall qualify skill test by authorized examiner in presence of CAAN observer(FOI) or DCP.
- e) An applicant who fails to pass a flight check may apply for a retest only when he has carried out the further study or training determined by the person who conducted the test.
- f) Unless otherwise approved by the CAAN, the same examiner shall conduct the re-test.
- g) An applicant for initial issue and renewal of an Instrument Rating shall provide a suitable dual control aircraft and/or Flight Simulation Training Device as applicable for the purpose of demonstrating of his/her skill. See 2.7 of this PELR for the use of FSTDs.
- h) The Instrument Rating test shall be conducted with the minimum flight crew complement specified in the Aircraft Flight Manual and any additional crew required under an approved training and checking program of the operator.
- i) If the Instrument Rating test is conducted for issue or renewal of Instrument Rating, on single pilot operation aircraft, the Flight Operations Inspector or DCP conducting the test shall not, during the test, perform any duty essential to the operation of the aircraft.
- j) If the Instrument Rating test is conducted in an aircraft certificated for multi-pilot operation; and the Flight Operations Inspector or DCP conducting the test occupies a control seat, he shall during the test, perform all duties of a pilot not flying.
- k) More than 02 consecutive tests of the same applicant shall not be taken by the same examiner.

### **7.35 IR - AERONAUTICAL EXPERIENCE**

7.35.1 The applicant shall hold a pilot licence for the aircraft category being sought.

7.35.2 The applicant shall have completed not less than:

- (i) 50 hours of cross-country flight time as pilot-in-command of aircraft in categories acceptable to the CAAN, of which not less than 10 hours shall be in the aircraft category being sought; and
- (ii) 40 hours of instrument time in aircraft of which not more than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorized instructor.



## 7.36 IR - FLIGHT INSTRUCTION

7.36.1 The applicant shall have gained not less than 10 hours of the instrument flight time required in 7.35.2 ii) while receiving dual instrument flight instruction in the aircraft category being sought from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the holder of an Instrument Rating:

- i) Pre-flight procedures, including the use of the flight manual or equivalent document, and appropriate air traffic services documents in the preparation of an IFR flight plan.
- ii) Pre-flight inspection, use of checklists, taxiing and pre-takeoff checks.
- iii) Procedures and maneuvers for IFR operation under normal, abnormal and emergency conditions covering at least:
  - Transition to instrument flight on take-off.
  - Standard instrument departures and arrivals.
  - En-route IFR procedures.
  - Holding procedures.
  - Instrument approaches (Precision/Non-precision) to specified minima
  - Missed approach procedures.
  - Landings from instrument approaches.
- iv) in-flight manoeuvres and particular flight characteristics.

7.36.2 If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in a multi-engine aircraft within the appropriate category from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in the operation of the aircraft within the appropriate category by reference solely to instruments with one engine inoperative or simulated inoperative.

## 7.37 IR - PRIVILEGES

7.37.1 Subject to compliance with the requirements specified in 1.19, 1.20 and 2.1, the privileges of the holder of an instrument rating with a specific aircraft category shall be to pilot that category of aircraft under IFR.

7.37.2 Before exercising the privileges on multi-engine aircraft, the holder of the rating shall have complied with the requirements of 7.34.

## 7.38 IR - LIMITATIONS OF RATING

If a holder of an Instrument Rating attempts the Instrument Rating renewal flight check and fails to satisfy the test requirements; he shall not exercise the privileges of Instrument Rating.

**7.39 IR - ENDORSEMENT**

7.39.1 An Instrument Rating will be included in a pilot license, if the holder:

- a) produces a pilot license, issued by a Contracting State, which contains an Instrument Rating applicable to the category and class;
- b) passes a practical instrument competency check (during initial endorsement, competency check of precision approach in approved instrument procedure trainer conducted within a year may satisfy the requirement);
- c) such instrument competency check may be conducted in part or all of the check in instrument (flight) procedure trainer equipped for instrument flying or an Aeroplane simulator which is/are approved by the Director General.

7.39.2 A current Airline Transport Pilot License will entitle the holder to act as pilot-in-command or co-pilot in an Aeroplane for which he holds an Aeroplane rating, when flying in compliance with Instrument Flight Rules.

**7.40 IR - VALIDITY**

An Instrument Rating shall remain valid for 6 months from the date of endorsement on the license provided the license is valid on which the rating is endorsed.

**7.41 IR - CURRENCY**

An Instrument Rating shall remain current subject to currency of license; and IR period of validity.

**7.42 IR - FEE SCHEDULE**

As per the CAAN fee schedule as per CAR 2058.

**7.43 IR - DOCUMENTATION****7.43.1 For issue of IR**

- a) Application.
- b) Instrument Proficiency Check report.
- c) Fee voucher

**7.43.2 For renewal or revalidation of IR**

- a) Application.
- b) Skill test report/ Instrument proficiency check report
- c) Fee voucher
- d) Additional provision of PELR Part 2, para 2.19 shall be referred, as applicable.

**7.44 FLIGHT INSTRUCTOR RATING****(Aeroplanes, Airships, Helicopters and Powered Lifts)****7.44.1 Requirements for the issue of the Rating**

A pilot license holder shall not carry out flight instruction required for the issue of a Private Pilot License, Commercial Pilot License and Airline Transport Pilot License issued by CAAN in the categories of aeroplane, helicopter, powered-lift and airship, as appropriate, unless such holder has received proper authorization from the CAAN.

**7.44.2 Proper authorization shall comprise:**

- a) a flight instructor rating on the holder's license; or
- b) a specific authorization granted by CAAN.

**7.44.3 The applicant, in order to carry out instruction for the multi-crew pilot licence, shall have also met all the instructor qualification requirements.****7.45 FLIGHT INSTRUCTOR – QUALIFICATIONS and KNOWLEDGE****7.45.1 The applicant shall have met the following qualifications:**

- i) have completed not less than 1000 hours of flight time as a pilot-in-command on the category and class of aircraft involved and not less than 100 hours as pilot in command on type of aircraft; and
- ii) knowledge requirements for the issue of a commercial pilot licence as appropriate to the category of aircraft included in the licence. In addition, the applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight instructor rating, in at least the following areas and have satisfactorily completed an approved training course of flight instruction and ground training techniques, which includes:
  - a) techniques of applied instruction;
  - b) assessment of student performance in those subjects in which ground instruction is given;
  - c) the learning process;
  - d) elements of effective teaching;
  - e) student evaluation and testing, training philosophies;
  - f) training programme development;
  - g) lesson planning;
  - h) classroom instructional techniques;
  - i) use of training aids; including Flight Simulation Training Devices as appropriate
  - j) analysis and correction of student errors;
  - k) Human Performance relevant to flight instruction including principles of Threat and Error Management (TEM)
  - l) hazards involved in simulating system failures and malfunctions in the aircraft.
- ii) shall have completed the knowledge examination on subject as specified in (i) above. The examination will have 50 multiple choice questions with 70% pass marks. The validity of examination will be for two years;



- iii) has satisfactorily completed an oral examination;
- iv) has undergone by not less than 3 hours of flight training applicable for the flight instructor; and
- v) has satisfactorily completed flight check showing his ability to fly as an instructor with an instructor pilot in presence of CAAN observer (FOI) designated by Director General or DCP or a pilot designated by Director General.
- vi) In case of subsequent type of FI endorsement (iii) shall not apply.

7.45.2 A Flight Instructor Rating included in a pilot license will have the same period of validity as the license and will be revalidated upon renewal of the license.

7.45.3 In the case of an applicant who has a Flight Instructor Rating in a multi-engine class of aeroplane and wishes to apply for a rating in a single engine aeroplane, the requirement of 1000 hours as PIC in category and class as mentioned in clause 7.45.1(i) of this paragraph maybe reduced to 500 hours as PIC in single engine aeroplane, depending on the competency of the applicant.

7.45.4 In the case of an applicant who has a Flight Instructor Rating in a multi-engine class of helicopter and wishes to apply for a rating in a single engine helicopter the requirement of 1000 hours as PIC in mentioned in clause 7.45.1 (i) of this paragraph shall be reduced to 500 hours for single engine helicopters.

## 7.46 PRIVILEGES OF FLIGHT INSTRUCTOR (FI)

Subject to compliance with the requirements specified in 1.38 and 2.1, the privileges of the holder of a flight instructor rating shall be:

- a) to supervise solo flights by student pilots; and
- b) to carry out flight instruction for the issue of a private pilot licence, a commercial pilot licence, an instrument rating, and a flight instructor rating provided that the flight instructor:
  - 1) holds at least the licence and rating for which instruction is being given, in the appropriate aircraft category;
  - 2) holds the licence and rating necessary to act as the pilot-in-command of the aircraft on which the instruction is given; and
  - 3) has the flight instructor privileges granted entered on the licence.
- c) The applicant, in order to carry out instruction for the multi-crew pilot licence, shall have also met all the instructor qualification requirements.
- d) Training of Pilots for aircraft type, Instrument Rating and Instructor Rating;
- e) Pilot Proficiency check for issuance of licenses and Ratings where DCP is not available and in the presence of CAAN inspector;
- f) Pilot Proficiency Checks for renewal of licenses and Ratings where DCP is not available
- g) Conducting Line/STOL Clearances;
- h) Route/Line checks where DCP Type B is not available.

**7.47 SKILL**

The applicant shall have demonstrated, in the category and class of aircraft for which flight instructor privileges are sought, the ability to instruct in those areas in which flight instruction is to be given, including pre-flight, post-flight and ground instruction as appropriate.

**7.48 EXPERIENCE**

The applicant shall have met the experience requirements for the issue of a commercial pilot licence as specified in this PELR for each aircraft category, as appropriate.

**7.49 FLIGHT INSTRUCTION**

The applicant shall, under the supervision of a flight instructor accepted by the Civil Aviation Authority of Nepal for that purpose:

- a) have received instruction in flight instructional techniques including demonstration, student practices, recognition and correction of common student errors; and
- b) have practised instructional techniques in those flight manoeuvres and procedures in which it is intended to provide flight instruction.

**7.50 RESERVED****7.51 REQUIREMENT FOR SYNTHETIC FLIGHT INSTRUCTOR (SFI) AUTHORIZATION**

- a) Hold or have held a CPL or ATPL pilot license, as the case may be;
- b) ICAO level 4 or higher English language proficiency;
- c) Holds Flight Instructor rating;
- d) Total Flying Experience - 3,500 hours;
- e) Total Command Experience - 1,500 hours;
- f) The pilots recommended for authorization as Instructors shall undergo the stipulated ground training and satisfactory checks on an approved simulator/aircraft type. The pilots who fail in the check should not be recommended for the respective approval for a period of three months;
- (g) The pilot trained as Flight Instructors shall be checked for proficiency annually. The pilots who fail in the proficiency check should not be recommended for the respective approval for a period of three months;
- h) Have completed within a period of 12 months, a proficiency check on a flight simulator of the applicable type;
- i) Have completed within a period of 12 months, at least 3 route sectors as an observer on the flight deck of the applicable type as agreed by the CAAN, or have completed within a period of 12 months, at least 2 LOFT based simulator sessions conducted by qualified flight crew as an observer on the flight deck of the applicable type as agreed by CAAN;



- j) Should not have tested alcohol positive during a pre/post flight medical check in the previous 3 years;
- k) Should not have been held blameworthy for an aircraft accident in the previous 3 years or an aircraft incident in the previous 1 year;
- l) Should have undergone a medical assessment by a doctor qualified in Aviation Medicine on suitability for simulator instructional duties that will address;
  - i. Physical ability
  - ii. Visual and color perception
  - iii. Hearing

*Note: In addition to entry requirements, the medical assessment above shall be conducted annually for SFIs above the age of 70 years.*

## 7.52 Synthetic Flight Instructor (SFI) Renewal /Revalidation Requirements

- (a) Proficiency check report. The pilots who fail in the proficiency check should not be recommended for the respective renewal for a period of three months;
- (b) Shall have conducted at least 2 initial/recurrent trainings annually;
- (c) One of the skill tests or proficiency checks given by the examiner within the validity period of the authorization shall have been observed by type rated CAAN FOI or DCP;
- (d) Records of training conducted in last 24 months with minimum 10 initial or recurrent trainings;
- (e) Copy of the licence and medical certificate;
- (f) Applicable Fee voucher

*Note: Applicant who is absent from simulator flight duties for a period of more than one year shall undergo all the initial authorization requirements.*

## 7.53 Synthetic Flight Instructor Privilege

Following will be the privileges of synthetic flight instructor (SFI).

- (a) Training of PIC/co-pilots for type rating;
- (b) Training for issuance/renewal of instrument rating;
- (c) Recurrent training.

## 7.54 REQUIREMENT FOR SYNTHETIC FLIGHT EXAMINER (SFE) AUTHORIZATION

- (a) Hold valid Synthetic flight instructor rating authorization;
- (b) For Type Rating Issue only; hold valid type rating on the applicable aeroplane type for the conduct of Skill Tests for the issue of type ratings for multi-pilot aeroplanes;
- (c) Has completed not less than 1500 Hrs of flight time as a pilot on type;



- (d) Should have conducted at least 50 Hrs instruction as SFI on applicable type simulator;
- (e) Complete operator internal formal training as per Operator's Operations Manual;
- (f) Completed standardization check by type rated CAAN FOI;
- (g) Pass CAAN Examiner Assessment.

**7.55 Synthetic Flight Examiner Renewal/ Revalidation Requirements**

- a) Shall have conducted at least 2 skill tests or proficiency checks annually;
- b) One of the skill tests or proficiency checks given by the examiner within the past two years shall have been observed by type rated CAAN FOI or DCP;
- c) Record of trainings/checks conducted within the last 24 months with minimum of 10 PPC;
- d) Copy of the licence and medical certificate;
- e) Applicable Fee voucher

*Note: Applicant who is absent from simulator flight duties for a period of more than one year shall undergo all the initial authorization requirements*

**7.56 Synthetic Flight Examiner Privilege**

Following will be the privileges of synthetic flight examiner (SFE).

- (a) Skill tests for the issue of type ratings provided that the SFE holds a valid type rating on the applicable aircraft type;
- (b) Conduct assessment, competence for the issue, revalidation and renewal of type and instrument ratings; and
- (c) Conduct assessment, competence for the issue, revalidation and renewal of SFI.

**7.57 Synthetic Flight Instructor and Synthetic Flight Examiner validity period**

Unless revoked or suspended, Synthetic Flight Instructor and Synthetic Flight Examiner authorization shall be normally issued for a period of 5 years or the validity of the holder's license or medical certificate or work permit (if applicable) whichever is earlier until the pilot continue to meet the applicable requirements and remain in the employment of the operator who has obtained the authorization.

**7.58 REVALIDATION OF FLIGHT INSTRUCTOR LICENSE and RATINGS**

- 7.58.1 Where the Flight Instructor License or Rating has expired for more than five years or where the candidate has failed to exercise the privileges of a Flight Instructor for more than five years, that person shall complete all the requirements that are required for the initial issue of a Flight Instructor rating.

**7.59 SPECIFIC REQUIREMENTS FOR THE ISSUE OF THE POWERED-LIFT CATEGORY RATING – (RESERVED)**



## PART 8

### LICENSE FOR FLIGHT CREW MEMBERS OTHER THAN LICENCES FOR PILOTS

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## 8.1 FLIGHT NAVIGATOR LICENSE AND FLIGHT ENGINEER LICENSE

### 8.1 General rules concerning Flight Navigator and Flight Engineer licences:

8.1.1 An applicant shall, before being issued with a Flight Navigator Licence or a Flight Engineer Licence, meet such requirements in respect of age, knowledge, experience, skill and medical fitness as are specified for those licences.

8.1.1.1 An applicant for a Flight Navigator Licence or a Flight Engineer Licence shall demonstrate such requirements for knowledge and skill as are specified for those licences, in a manner determined by the CAAN.

### 8.2 Flight navigator licence:

#### 8.2.1 Requirements for the issue of the licence

##### 8.2.1.1 Age

The applicant shall be not less than 18 years of age.

##### 8.2.1.2 Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight navigator licence, in at least the following subjects:

##### *Air law*

a) rules and regulations relevant to the holder of a flight navigator licence; appropriate air traffic services practices and procedures;

##### *Flight performance, planning and loading*

b) effects of loading and mass distribution on aircraft performance;  
c) use of take-off, landing and other performance data including procedures for cruise control;  
d) pre-flight and en-route operational flight planning; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;

##### *Human performance*

e) human performance relevant to the flight navigator including principles of threat and error management;

##### *Meteorology*

f) interpretation and practical application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;



- g) aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;

## *Navigation*

- h) dead-reckoning, pressure-pattern and celestial navigation procedures; the use of aeronautical charts, radio navigation aids and area navigation systems; specific navigation requirements for long-range flights;
- i) use, limitation and serviceability of avionics and instruments necessary for the navigation of the aircraft;
- j) use, accuracy and reliability of navigation systems used in departure, en-route and approach phases of flight; identification of radio navigation aids;
- k) principles, characteristics and use of self-contained and external-referenced navigation systems; operation of airborne equipment;
- l) the celestial sphere including the movement of heavenly bodies and their selection and identification for the purpose of observation and reduction of sights; calibration of sextants; the completion of navigation documentation;
- m) definitions, units and formulae used in air navigation;

## *Operational procedures*

- n) interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes, abbreviations, and instrument procedure charts for departure, en-route, descent and approach;

## *Principles of flight*

- o) principles of flight;

## *Radiotelephony*

- p) communication procedures and phraseology.

### *8.2.1.3 Experience*

- 8.2.1.3.1 The applicant shall have completed in the performance of the duties of a flight navigator, not less than 200 hours of flight time acceptable to the CAAN, in aircraft engaged in cross-country flights, including not less than 30 hours by night.

- 8.2.1.3.1.1 When the applicant has flight time as a pilot, the CAAN shall determine whether such experience is acceptable and, if so, the extent to which the flight time requirements of 8.2.1.3.1 can be reduced accordingly.



8.2.1.3.2 The applicant shall produce evidence of having satisfactorily determined the aircraft's position in flight, and used that information to navigate the aircraft, as follows:

- a) by night — not less than 25 times by celestial observations; and
- b) by day — not less than 25 times by celestial observations in conjunction with self-contained or external-referenced navigation systems.

#### 8.2.1.4 *Skill*

The applicant shall have demonstrated the ability to perform as flight navigator of an aircraft with a degree of competency appropriate to the privileges granted to the holder of a flight navigator licence, and to:

- a) recognize and manage threats and errors;
- b) exercise good judgment and airmanship;
- c) apply aeronautical knowledge;
- d) perform all duties as part of an integrated crew; and
- e) communicate effectively with the other flight crew members.

#### 8.2.1.5 *Medical fitness*

The applicant shall hold a current Class 2 Medical Assessment.

#### 8.2.2 Privileges of the holder of the licence and the conditions to be observed in exercising such privileges

Subject to compliance with the requirements specified in these requirements, the privileges of the holder of a flight navigator licence shall be to act as flight navigator of any aircraft. If the privileges include radiotelephony communication, the licence holder shall comply with the requirements specified in these requirements.

## 8.3 FLIGHT ENGINEER LICENSE

### 8.3.1 Requirements for the issue of the licence:

#### a) **Age**

Not less than 18 years.

#### b) **Medical fitness**

The applicant shall hold a current Class 2 Medical Assessment.



## c) Educational Qualification

Applicants must have passed Class 12 in science stream or its equivalent acceptable to Director General.

## d) Technical Knowledge, Experience and Practical Flying Tests

Applicant must have:

- i) Aircraft Maintenance Technician (AMT) License, in the Categories 'A' & 'C' on type of for which the Flight Engineer is required, issued or validated by CAAN; or

A Commercial Pilot License in aircraft having completed not less than 1000 hours of flight;  
or

Degree in Aeronautical Engineering; or

A Flight Engineer License issued by an ICAO contracting State; or

An equivalent military qualification, accredited by a panel comprising subject matter experts established in accordance with Part 2, paragraph 2.32 of PELR.

- ii) successfully completed an approved Flight Engineers Ground Course or hold current Flight Engineer's License issued by a Contracting State.

- iii) passed Basic Flight Engineers Examination conducted by CAAN.

- iv) completed, under the supervision of an Instructor Flight Engineer or other equivalent experience accredited by the panel mentioned in Part 2 paragraph 2.32 of PELR, not less than 100 hrs of flight time in the performance of the duties of Flight Engineer.

The maximum of 50 hrs on approved flight simulator is acceptable as part of the total flight time of 100 hrs.

Operational experience in the performance of the duties of a Flight Engineer, under the supervision of an Instructor Flight Engineer, in at least the following areas:

normal procedure

- pre-flight inspections
- fueling procedures, fuel management
- inspection of maintenance documents
- normal flight deck procedures during all phases of flight
- crew co-ordination and procedures in case of crew incapacitation
- defect reporting

abnormal and alternate (standby) procedures

- recognition of abnormal functioning of aircraft systems
- use of abnormal and alternate (standby) procedures

emergency procedures

- recognition of emergency conditions
- use of appropriate emergency procedures



## 8.3.2 FEL – SKILL

8.3.2.1 The applicant shall have demonstrated the ability to perform as flight engineer of an aircraft, the duties and procedures with a degree of competency appropriate to the privileges granted to the holder of a Flight Engineer License, and to:

- a) recognize and manage threats and errors;
- b) use aircraft systems within the aircraft's capabilities and limitations;
- c) exercise good judgement and airmanship;
- d) apply aeronautical knowledge;
- e) perform all the duties as part of an integrated crew with the successful outcome assured; and
- f) Communicate effectively with the other flight crew members.

8.3.2.2 The use of a Flight Simulation Training Device for performing any of the procedures required during the demonstration of skill described in 8.3.2.1 shall be approved by the it will be determined, which shall ensure that the Flight Simulation Training Device is appropriate to the task.

## 8.3.3 FEL - KNOWLEDGE

An applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Flight Engineer License, in at least the following subjects:

### 8.3.3.1 Air law

Rules and regulations relevant to the holder of a flight engineer license; rules and regulations governing the operation of civil aircraft pertinent to the duties of a flight engineer;

### 8.3.3.2 Aircraft General Knowledge

- a) basic principles of power plants, gas turbines and/or piston engines; characteristics of fuels, fuel systems including fuel control; lubricants and lubrication systems; afterburners and injection systems, function and operation of engine ignition and starter systems;
- b) principles of operation, handling procedures and operating limitations of aircraft power plants; effects of atmospheric conditions on engine performance;
- c) airframes, flight controls, structures, wheel assemblies, brakes and anti-skid units, corrosion and fatigue life; identification of structural damage and defects;
- d) ice and rain protection systems;
- e) pressurization and air-conditioning systems, oxygen systems;
- f) hydraulic and pneumatic systems;
- g) basic electrical theory, electric systems (AC and DC), aircraft wiring systems, bonding and screening;
- h) principles of operation of instruments, compasses, autopilots, radio communication equipment, radio and radar navigation aids, flight management systems, displays and avionics;
- i) limitations of appropriate aircraft;
- j) fire protection, detection, suppression and extinguishing systems;
- k) use and serviceability checks of equipment and systems of appropriate aircraft;



## 8.3.3.3 Flight Performance, Planning and Loading

- a) effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
- b) use and practical application of performance data including procedures for cruise control;

## 8.3.3.4 Human Performance

Human performance relevant to the flight engineer including principles of threat and error management;

## 8.3.3.5 Operation Procedure

- a) principles of maintenance, procedures for the maintenance of airworthiness, defect reporting, pre-flight inspections, precautionary procedures for fueling and use of external power; installed equipment and cabin systems;
- b) normal, abnormal and emergency procedures;
- c) operational procedures for carriage of freight and dangerous goods;

## 8.3.3.6 Radio Telephony

Communication procedures and phraseology.

8.3.3.7 The applicant should have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight engineer license in at least the following subjects:

- a) fundamentals of navigation; principles and operation of self-contained systems; and
- b) operational aspects of meteorology.

## 8.3.4 FEL – EXPERIENCE

- a) The applicant shall have completed, under the supervision of a person accepted by the CAAN for that purpose, not less than 100 hours of flight time in the performance of the duties of a flight engineer. It will be determined whether experience as a flight engineer in a flight simulator, which it has approved, is acceptable as part of the total flight time of 100 hours. Credit for such experience shall be limited to a maximum of 50 hours.
- b) When the applicant has flight time as a pilot, it will be determined whether such experience is acceptable and, if so, the extent to which the flight time requirements of 8.3.4(a) can be reduced accordingly.
- c) The applicant shall have operational experience in the performance of the duties of a flight engineer, under the supervision of a flight engineer accepted by the CAAN for that purpose, in at least the following areas:
  - i) Normal procedures
  - ii) pre-flight inspections
  - iii) fuelling procedures, fuel management
  - iv) inspection of maintenance documents
  - v) normal flight deck procedures during all phases of flight
  - vi) crew coordination and procedures in case of crew incapacitation



- vii) defect reporting
- viii) abnormal and alternate (standby) procedures
- ix) recognition of abnormal functioning of aircraft systems
- x) use of abnormal and alternate (standby) procedures
- xi) Emergency procedures
- xii) recognition of emergency conditions
- xiii) use of appropriate emergency procedures

### **8.3.5 FEL - EXAMINATIONS AND TESTS**

- a) All written examinations and flight checks shall be conducted at such times and places and in such a manner as determined by the authority.
- b) An applicant who fails to pass a flight check may apply for a retest only when he has carried out the further study or training determined by the person who conducted the test.
- c) An applicant shall provide a suitable simulator/aircraft for the purpose of undergoing the flight check. The type of simulator/aircraft is subject to approval by the authority.

### **8.3.6 FEL – EXAMINATIONS**

<b>Exam</b>	<b>Questions</b>	<b>Duration</b>	<b>Pass marks</b>	<b>Validity</b>
Type Technical and Performance	100	3 hours	70%	5 Years

### **8.3.7 LICENSING PROCESS**

- a) Flight Engineering License issued from Contracting States.
- b) Ground course.
- c) CAAN technical examination.
- d) CAAN proficiency test.

### **8.3.8 FEL - RECENT EXPERIENCE**

- a) The holder of a flight engineer license shall not perform the duties of flight engineer without supervision unless he/she meets the recent experience requirements prescribed by the operator and has passed a check conducted by an approved person within 6 months immediately preceding the date on which a flight commences; or
- b) The holder of a flight engineer license shall not act as a flight engineer other than under supervision of any type of an aircraft endorsed on his license, on which he has not performed the duties of flight engineer in the preceding 90 days where the applicant does not fulfill this requirement. He shall meet the prescribed requirements of 2.18.4.

**8.3.9 FEL - VALIDITY**

The license shall remain valid for five years subject to the provisions of this regulation.

**8.3.10 FEL - Privileges of the holder of the licence and the conditions to be observed in exercising such privileges:**

8.3.10.1 Subject to compliance with the requirements specified in these requirements, the privileges of the holder of a flight engineer licence shall be to act as flight engineer of any type of aircraft on which the holder has demonstrated a level of knowledge and skill, as determined by the CAAN on the basis of those requirements specified in 8.3.2 and 8.3.3 which are applicable to the safe operation of that type of aircraft.

8.3.10.2 The types of aircraft on which the holder of a flight engineer licence is authorized to exercise the privileges of that licence, shall be either entered on the licence or recorded elsewhere in a manner acceptable to the CAAN.

8.3.10.3 In order to maintain currency or validity of a Flight Engineer License, the candidate must complete the following on type:

- a) perform the duties of a Flight Engineer for at least five take-offs and five landings within the last year;
- b) perform the duties of a Flight Engineer in at least two sectors within the last one year;
- c) have undergone a ground recurrent training program within the last one year;
- d) have undertaken a recurrent flight training program in the simulator at least once a year;
- e) maintain medical validity

**8.3.11 FEL - Renewal and Revalidation Requirements:****8.3.11.1 Renewal requirements:**

Following are the minimum requirements and documents:

- a) Application;
- b) documents and records as per 8.3.10.3;
- c) CAAN Fee

**8.3.11.2 Revalidation Requirements:**

- a) For revalidation of expired license within a period of three months, the candidate shall submit all the documents complying with 8.3.11.1.
- b) For revalidation of expired license within a period greater than three months but not exceeding sixty months:
  - i) FEL revalidation application;
  - ii) 2 hours of training in simulators or in aircraft;
  - iii) 5 hours of under supervision flight from senior Flight Engineer for expiry more than 24 months;



- iv) Approved ground refresher course
- iv) Meeting the renewal requirements including oral tests.

**d) After 60 months of expiry:**

Applicant shall complete all requirements for the initial issuance of Flight Engineer license including but not limited to:

- i) Full FEL written examinations;
- ii) 5 hours of simulator;
- iii) 10 hours of under supervision;
- iv) CAAN skill test.

*For additional details refer 2.19.2*

### **8.3.12 FLIGHT INSTRUCTOR RATING -FLIGHT ENGINEER (F/E)**

- a) A Flight Instructor Rating included in a Flight Engineer License will entitle the holder to give flight instruction in the type or types of aircraft for which he holds a current rating.
- b) A Flight Engineer Instructor Rating will be issued to an applicant who produces a current F/E license including Instructor Rating issued by a Contracting State or who shall have:
  - i) completed not less than 1000 hours of flight time as a Flight Engineer on the type of aircraft involved;
  - ii) have satisfactorily completed an approved training course of flight instruction and ground training techniques and
  - iii) has satisfactorily completed a flight check showing his ability to act as an instructor with an Instructor (F/E) or Flight Engineer, designated by Director General.
  - iv) Flight Instructor Rating in a F/E license will have the same period of validity as the license and will be revalidated upon renewal of the license.

### **8.3.13 FEL – DOCUMENTATION**

#### **8.3.13.1 For issuance:**

- a) Application.
- b) Medical assessment.
- c) Ground course certificate.
- d) Simulator training record if applicable.
- e) CAAN technical examination results.
- f) 2 photographs
- g) CAAN skill test report.

#### **8.3.13.2 For RENEWAL/REVALIDATION**

Following are the minimum requirements

- a) Application.
- b) Medical assessment.



- c) Oral test report, if applicable.
- d) Written examination result, if applicable.
- e) Simulator training record if applicable.
- f) Under supervision record, if applicable.
- g) CAAN skill test report.
- h) Additional provision of PELR part 2 para 2.19.2 shall be referred, as applicable.

## 8.3.14 FEL – FEE SCHEDULE

As per CAAN fee schedule as per CAR 2058.

## 8.4 FLIGHT RADIO TELEPHONE OPERATOR

*Note 1.— Where the knowledge and skill of an applicant have been established as satisfactory in respect of the certification requirements for the radiotelephone operator's restricted certificate specified in the general radio regulations annexed to the International Telecommunication Convention and the applicant has met the requirements that are pertinent to the operation of the radiotelephone on board an aircraft, a Contracting State may endorse a licence already held by the applicant (as provided for in Part 14, 14.1.2, XIII) or issue a separate licence as appropriate*

*Note 2. — Skill and knowledge requirements on radiotelephony procedures and phraseology have been developed as an integral part of all aeroplane, airship, helicopter and powered-lift pilot licences.*



**PART – 9**

**LICENCES AND RATINGS FOR PERSONNEL  
OTHER THAN FLIGHT CREW MEMBERS**

**AIRCRAFT MAINTENANCE LICENSE**

- 1. REFER NCAR SECTION F AND NCAR PART 66**



## **9.1 General rules concerning licences and ratings for personnel other than flight crew members**

- 9.1.1 An applicant shall, before being issued with any licence or rating for personnel other than flight crew members, meet such requirements in respect of age, knowledge, experience and where appropriate, medical fitness and skill, as are specified for that licence or rating.
- 9.1.2 An applicant, for any licence or rating for personnel other than flight crew members, shall demonstrate, in a manner determined by the CAAN, such requirements in respect of knowledge and skill as are specified for that licence or rating.

## **9.2 Aircraft maintenance (technician/engineer/mechanic)**

*Refer NCAR section F and NCAR part 66*



**PART – 10**

**AIR TRAFFIC CONTROLLER LICENSE**



## PART – 10

### AIR TRAFFIC CONTROLLER LICENSE

Refer Manual of Standards for Licensing/Rating of Air Traffic Control Personnel for details

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## **10.1 STUDENT AIR TRAFFIC CONTROLLER**

10.1.1 Contracting States shall take the appropriate measures to ensure that student air traffic controllers do not constitute a hazard to air navigation.

### **10.1.2 Medical fitness**

A Contracting State shall not permit a student air traffic controller to receive instruction in an operational environment unless that student air traffic controller holds a current Class 3 Medical Assessment.

## **10.2 AIR TRAFFIC CONTROLLER LICENCE**

### **10.2.1 Requirements for the issue of the licence**

Before issuing an air traffic controller licence, CAAN shall require the applicant to meet the requirements of 10.1.1 and the requirements of at least one of the ratings set out in 10.3. Unlicensed State employees may operate as air traffic controllers on condition that they meet the same requirements.

### **10.2.2 Age**

The applicant shall be not less than 21 years of age.

### **10.2.3 Knowledge**

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an air traffic controller licence, in at least the following subjects:

#### *Air law*

- a) rules and regulations relevant to the air traffic controller;

#### *Air traffic control equipment*

- b) principles, use and limitations of equipment used in air traffic control;

#### *General knowledge*

- c) principles of flight; principles of operation and functioning of aircraft, engines and systems; aircraft performance relevant to air traffic control operations;

*Note 1 - From 3 November 2022 onwards, principles of flight; principles of operation and functioning of aircraft and RPAS, engines and systems; aircraft performance relevant to air traffic control operations;*



d) human performance including principles of TEM;

## *Meteorology*

e) aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

## *Navigation*

f) principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and

## *Operational procedures*

h) air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

### **10.2.4 Experience**

The applicant shall have completed an approved training course and not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller. The experience requirements specified for air traffic controller ratings in 10.3, may be credited as part of the experience specified in this paragraph.

### **10.2.5 Medical fitness**

The applicant shall hold a current Class 3 Medical Assessment.

## **10.3 Air traffic controller ratings**

### **10.3.1 Categories of air traffic controller ratings**

Air traffic controller ratings shall comprise the following categories:

- a) aerodrome control rating;
- b) approach control procedural rating;
- c) approach control surveillance rating;
- d) area control procedural rating; and
- e) area control surveillance rating.

*Note.— The World Meteorological Organization has specified requirements for personnel making meteorological observations which apply to air traffic controllers providing such a service.*



## 10.3.2 Requirements for air traffic controller ratings

### 10.3.2.1 Knowledge

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility:

#### a) *aerodrome control rating:*

- 1) aerodrome layout; physical characteristics and visual aids;
- 2) airspace structure;
- 3) applicable rules, procedures and source of information;
- 4) air navigation facilities;
- 5) air traffic control equipment and its use;
- 6) terrain and prominent landmarks;
- 7) characteristics of air traffic;
- 8) weather phenomena; and
- 9) emergency and search and rescue plans;

#### b) *approach control procedural and area control procedural ratings:*

- 1) airspace structure;
- 2) applicable rules, procedures and source of information;
- 3) air navigation facilities;
- 4) air traffic control equipment and its use;
- 5) terrain and prominent landmarks;
- 6) characteristics of air traffic and traffic flow;
- 7) weather phenomena; and
- 8) emergency and search and rescue plans; and

#### c) *approach control surveillance and area control surveillance ratings:*

The applicant shall meet the requirements specified in b) in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following additional subjects:

- 1) principles, use and limitations of applicable ATS surveillance systems and associated equipment; and
- 2) procedures for the provision of ATS surveillance service, as appropriate, including procedures to ensure appropriate terrain clearance.



## 10.3.2.2 Experience

10.3.2.2.1 The applicant shall have:

- a) satisfactorily completed an approved training course;
- b) provided, satisfactorily, under the supervision of an appropriately rated air traffic controller:
  - 1) *aerodrome control rating*: an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought;
  - 2) *approach control procedural, approach control surveillance, area control procedural or area control surveillance rating*: the control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought; and
- c) if the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated controller.

10.3.2.2.2 The experience specified in 10.3.2.2.1 b) shall have been completed within the 6-month period immediately preceding application.

10.3.2.2.3 When the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, the Licensing Authority shall determine whether the experience requirement of 10.3.2.2 can be reduced, and if so, to what extent.

## 10.3.2.3 Skill

The applicant shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgement and performance required to provide a safe, orderly and expeditious control service, including the recognition and management of threats and errors.

## 10.3.2.4 Concurrent issuance of two air traffic controller ratings

When two air traffic controller ratings are sought concurrently, the Licensing Authority shall determine the applicable requirements on the basis of the requirements for each rating. These requirements shall not be less than those of the more demanding rating.

## 10.3.3 Privileges of the holder of the air traffic controller rating(s) and the conditions to be observed in exercising such privileges

10.3.3.1 Subject to compliance with the requirements specified in 1.38, 1.20, 1.24 and 1.26, the privileges of the holder of an air traffic controller licence endorsed with one or more of the undermentioned ratings shall be:

- a) *aerodrome control rating*: to provide or to supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;



- b) *approach control procedural rating*: to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c) *approach control surveillance rating*: to provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- 1) subject to compliance with the provisions of 10.3.2.2.1 c), the privileges shall include the provision of surveillance radar approaches;
- d) *area control procedural rating*: to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the licence holder is rated; and
- e) *area control surveillance rating*: to provide and/or supervise the provision of area control service with the use of an ATS surveillance system, within the control area or portion thereof, for which the licence holder is rated.

10.3.3.2 Before exercising the privileges indicated in 10.3.3.1, the licence holder shall be familiar with all pertinent and current information.

10.3.3.3 A Contracting State having issued an air traffic controller licence shall not permit the holder thereof to carry out instruction in an operational environment unless such holder has received proper authorization from such Contracting State.

#### 10.3.3.4 *Validity of ratings*

A rating shall become invalid when an air traffic controller has ceased to exercise the privileges of the rating for a period of 180 days. A rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.



**PART- 11**

**FLIGHT OPERATION OFFICER/FLIGHT DISPATCHER LICENSE (FOO/FD)**

**PART- 11****FLIGHT OPERATION OFFICER/FLIGHT DISPATCHER LICENSE (FOO/FD)****TABLE OF CONTENTS**

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**11.1 FLIGHT OPERATION OFFICER LICENSE  
(FOO/FD LICENSE)****11.2 FOO/FD LICENSE - ELIGIBILITY****a) Age**

Applicant shall not be less than 21 years of age.

**b) Education**

Applicant shall hold an educational qualification of at least higher secondary school certificate or equivalent.

**c) Medical**

Applicant shall be physically and mentally fit duly certified by a Physician.

**d) No Objection Certificate (NOC)**

Serving personnel from armed forces and government departments shall provide an NOC from the concerned organization.

**11.3 FOO LICENSE - ENGLISH LANGUAGE PROFICIENCY**

Applicant shall be capable of speaking, reading, writing and understanding English language.

**11.4 FOO LICENSE – KNOWLEDGE**

The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Flight Operations Officer License in at least the following subjects:

**a) Air Law:**

- i) Rules and Regulations relevant to the holder of a Flight Operations Officer/Dispatcher License;
- ii) Appropriate air traffic services practices and procedures;
- iii) Contents of Air Operator Certificate and Operations Specifications.

**b) Aircraft General Knowledge:**

- i) Principles of operation of aeroplane and helicopter engines, systems and instruments;
- ii) Operating limitations of aeroplanes, helicopters and engines;
- i) Minimum equipment list.

**c) Flight Performance Calculation, Planning Procedures and Loading:**

- i) Effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculation;
- ii) Operational flight planning; fuel consumption and endurance calculations, alternate airport selection procedures, en-route cruise control and extended range operation;
- iii) Preparation and filing of air traffic services flight plans;



- iv) Basic principles of computer-assisted planning systems;
- v) Consultation of aircraft Manual if required;
- vi) Consultation of Contents of Operations Specifications.

**d) Human Performance**

Human performance relevant to dispatch duties including principles of threat and error management.

**e) Meteorology**

- i) Aeronautical meteorology; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- ii) Interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining meteorological information.

**f) Navigation**

Principles of air navigation with particular reference to instrument flight.

**g) Operational procedures**

- i) Use of aeronautical documentation;
- ii) Operational procedures for the carriage of freight and dangerous goods;
- iii) Procedures relating to aircraft accidents; and incidents; emergency flight procedure;
- iv) Procedures relating to unlawful interference and sabotage of aircraft;

**h) Principles of flight**

Principles of flight relating to appropriate category of aircraft; and

**i) Radio communication**

Procedures for communicating with aircraft and relevant ground stations.

**j) Safe transportation of Dangerous Goods by air and emergency procedures;**

**k) ATC and airport operations**

## 11.5 EXPERIENCE

11.5.1 The applicant shall have gained the following experience:

- a) a total of two years of service in any one or in any combination of the capacities specified in 1) to 3) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:

1) a flight crew member in air transportation; or

2) a meteorologist in an organization dispatching aircraft in air transportation; or



3) an air traffic controller; or a technical supervisor of flight operations officers or air transportation flight operations systems;

or

b) at least one year as an assistant in the dispatching of air transport;

or

c) have satisfactorily completed a course of approved training.

11.5.2 The applicant shall have served under the supervision of a flight operations officer for at least 90 working days within the six months immediately preceding the application.

11.5.3 An applicant for license shall successfully complete written examination as specified by Director General on the subject matter covering the approved syllabus for Aircraft Flight Dispatcher/Flight Operations Officer.

11.5.4 Applicants will also be required to successfully complete a written or oral examination as specified by the Director General of their knowledge of the contents of the Nepalese Aeronautical Information Publication, Flight Operations Requirements and relevant Nepalese Civil Airworthiness Requirements etc.

## 11.6 RESERVED

## 11.7 FOO LICENSE - SKILL

11.7.1 The applicant shall have demonstrated the ability to:

- a) make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general neighborhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates;
- b) determine the optimum flight path for a given segment, and create accurate manual and/or computer generated flight plans;
- c) provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight operations officer licence; and
- d) recognize and manage threats and errors.

**11.8 FOO LICENSE – EXAMINATIONS**

exam	questions	duration	pass marks	validity
FOO/FD	100	3 hours	70%	5 years

**11.9 FOO LICENSE - ON JOB TRAINING (OJT)**

- a) After passing of the written examinations, applicant for issue of FOO/FD license shall complete on job training (OJT) under supervision of a licensed flight operations officer for at least 90 days within 06 months immediately preceding the date of application.
- b) A prior authorization is required from the CAAN to commence the OJT; and the details of the OJT shall be recorded on the form acceptable to CAAN.

**11.10 Privileges of the holder of the licence and the conditions to be observed in exercising such privileges**

- 11.10.1 Subject to compliance with the requirements specified in these requirements pertaining to the validity of license, the privileges of the holder of a Flight Operations Officer licence shall be to serve in that capacity with responsibility for each area for which the applicant meets the requirements specified in FOR/AOCR.
- 11.10.2 Furnish the pilot-in-command while in flight, by appropriate means, with information that may be necessary for the safe conduct of flight; this may include the radio telephony privileges also.
- 11.10.3 In the event of an emergency, initiate such procedures as may be outlined in the operations manual of AOC holder.

**11.11 FOO LICENSE – LIMITATIONS**

- a) A flight operations officer shall not:
  - i) Dispatch an aircraft of a type for which he has not received performance training.
  - ii) Shall not be assigned to any duty if he has been absent from such duty for 12 consecutive months unless he has received re-current training by the operator;
- b) A flight operations officer shall not dispatch an MNPS flight unless he / she has successfully completed an approved MNPS course with a ATO; and has dispatched a minimum of 01 MNPS flight under supervision; and
- c) A flight operations officer shall not dispatch an ETOPS flight unless he / she has successfully completed an approved EDTO course with an ATO; and has dispatched a minimum of 01 EDTO flight under supervision.



## 11.12 FOO LICENSE - VALIDITY

The FOO/FD license shall be valid for sixty months.

## 11.13 FOO LICENSE – ISSUE PROCESS

The applicant shall meet:

- a) The eligibility criteria;
- b) Undergo an approved FOO/FD ground theoretical course;
- c) Pass the CAAN FOO/FD theoretical examinations;
- d) Undergo a minimum 90 days of on-job-training;
- e) ground performance class for each type of aircraft of the AOC holder;
- f) Pass the skill test including one flight deck familiarization report in each aircraft type intended to be dispatched;
- g) Fee Voucher as per CAR, 2058.

## 11.14 FOO LICENSE – RENEWAL/REVALIDATION REQUIREMENTS

- a) An applicant for renewal of a Flight Operations Officer License must produce the license, along with a certificate from his employer to the effect that he is successfully working as a Flight Operations Officer or Aircraft Flight Dispatcher.
- b) Evidence that he has within the immediate preceding 12 months made at least one-way flight on the flight deck of an aircraft over an area in which he is authorized to exercise his duties. The flight will be in each aircraft type he/she is intended to dispatch.
- c) Evidence of annual refresher/recurrent training including on-type performance class.
- d) Fee Voucher as per CAR, 2058.
- e) For the revalidation of expired FOO license the provision of Part 2 para 2.19 shall be referred to, as applicable



**PART – 12**

**CABIN CREW CERTIFICATE**

**Refer to CAAN Cabin Crew Training Manual 2015**



**PART 13**

**AERONAUTICAL STATION OPERATOR LICENCE**



**PART 13**

**AERONAUTICAL STATION OPERATOR LICENCE**

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**PART 13 AERONAUTICAL STATION OPERATOR LICENCE**

*Note. — This licence is not intended for personnel providing Aerodrome Flight Information Service (AFIS). Guidance on the qualifications to be met by these personnel can be found in ICAO Circular 211, Aerodrome Flight Information Service (AFIS).*

**13.1 Requirements for the issue of the licence**

13.1.1 Before issuing an aeronautical station operator licence, CAAN shall require the applicant to meet the requirements of 13.1. Unlicensed individuals may operate as aeronautical station operators on the condition that the CAAN ensures that they meet the same requirements.

**13.1.2 Age**

The applicant shall be not less than 18 years of age.

**13.1.3 Knowledge**

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an aeronautical station operator, in at least the following subjects:

*General knowledge*

a) air traffic services provided within Nepal;

*Operational procedures*

b) radiotelephony procedures; phraseology; telecommunication network;

*Rules and regulations*

c) rules and regulations applicable to the aeronautical station operator; and

*Telecommunication equipment*

d) principles, use and limitations of telecommunication equipment in an aeronautical station.

**13.1.4 Experience**

The applicant shall have:

- a) satisfactorily completed an approved training course within the 12-month period immediately preceding application, and have served satisfactorily under a qualified aeronautical station operator for not less than two months; or
- b) satisfactorily served under a qualified aeronautical station operator for not less than six months during the 12-month period immediately preceding application.



## 13.1.5 Skill

The applicant shall demonstrate, or have demonstrated, competency in:

- a) operating the telecommunication equipment in use; and
- b) transmitting and receiving radiotelephony messages with efficiency and accuracy.

## 13.2 Privileges of the aeronautical station operator and the conditions to be observed in exercising such privileges

13.2.1 Subject to compliance with the requirements specified in regarding the validity of license and language proficiency prescribed in 1.38 and 1.26, the privileges of the holder of an aeronautical station operator licence shall be to act as an operator in an aeronautical station. Before exercising the privileges of the licence, the holder shall be familiar with all pertinent and current information regarding the types of equipment and operating procedures used at that aeronautical station.

## 13.3 Aeronautical meteorological personnel

*Note. — The requirements for training and qualifications for all aeronautical meteorological personnel are the responsibility of the World Meteorological Organization (WMO) in accordance with the Working Arrangements between the International Civil Aviation Organization and the World Meteorological Organization (Doc 7475). The requirements can be found in WMO Document 258 — Guidelines for the education and training of personnel in meteorology and operational hydrology — Volume I: Meteorology.*



**PART 14**

**SPECIFICATIONS FOR PERSONNEL LICENCES**

**PART 14 SPECIFICATIONS FOR PERSONNEL LICENCES**

**14.1 Personnel licences issued by CAAN in accordance with the relevant provisions of this requirement shall conform to the following specifications:**

**14.1.1 Details**

14.1.1.1 CAAN having issued a licence shall ensure that other States are able to easily determine the licence privileges and validity of ratings.

*Note. — Operator records or a flight crew member's personal log book, in which maintenance of competency and recent experience may be satisfactorily recorded, are not normally carried on international flights.*

**14.1.2 The following details shall appear on the licence:**

- I) Name of State (in bold type);
- II) Title of licence (in very bold type);
- III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence;
- IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman);
- IVa) Date of birth;
- V) Address of holder if desired by the State;
- VI) Nationality of holder;
- VII) Signature of holder;
- VIII) Authority and, where necessary, conditions under which the licence is issued;
- IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence;
- X) Signature of officer issuing the licence and the date of such issue;
- XI) Seal or stamp of authority issuing the licence;
- XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;
- XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; and
- XIV) Any other details desired by CAAN.



## 14.1.3 Material

First quality paper or other suitable material, including plastic cards, shall be used and the items mentioned in 14.1.2 shown clearly thereon.

## 14.1.4 Language

All CAAN licenses issued under these requirements will be issued in English language.

When licences are issued in a language other than English, the licence shall include an English translation of at least items I), II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, authorizations issued in accordance with 1.34 shall include an English translation of the name of the State issuing the authorization, the limit of validity of the authorization and any restriction or limitation that may be established.

## 14.1.5 Arrangement of items

Item headings on the licence shall be uniformly numbered in roman numerals as indicated in 14.1.1, so that on any licence the number will, under any arrangement, refer to the same item heading.



**PART 15**

**MEDICAL PROVISIONS FOR LICENSING**

*Refer to CAAN MEDICAL REQUIREMENTS*



## ATTACHMENTS AND APPENDICES

ATTACHMENT 1	PROCEDURE FOR THE ISSUANCE OF LICENSE ON THE BASIS OF LICENSES ISSUED IN ICAO CONTRACTING STATES INTO NEPALESE PILOT LICENSE.
ATTACHMENT 2.1	PROCEDURE FOR CONTACTING THE STATE OF ISSUANCE
ATTACHMENT 2.2	FORM FOR THE VERIFICATION OF FOREIGN LICENSE
ATTACHMENT 3	ADDITIONAL EXAM REQUIRED FOR VALIDATION OF FOREIGN LICENSE ISSUED BY THE CONTRACTING STATE
ATTACHMENT 4	FLIGHT CREW COMPETENCY CARD
ATTACHMENT 5	RESERVED
ATTACHMENT 6	FLIGHT CREW LICENSE APPLICATION FORM
ATTACHMENT 7.1	FLIGHT CREW LICENSE RENEWAL APPLICATION FORM
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APPENDIX 3	LIST OF AIRCRAFT TYPES FOR LICENSE ENDORSEMENT



## ATTACHMENT 1

### 1.1 Procedure for the issuance of license on the basis of licenses issued in ICAO contracting States into Nepalese pilot license

- 1.1.1 The CAAN may issue a local license on the basis of the foreign license/certificate issued by contracting State.
- 1.1.2 License issued by contracting State shall be examined and evaluated properly for the compliance of Annex 1.

### 1.2 Procedure to evaluate the license issued by ICAO contracting States

CAAN will evaluate the status of compliance of original license with ICAO Annex 1 provision for the issuance of a Nepalese license on the basis of foreign license issued by ICAO contracting States by adopting the following procedures.

#### 1.2.1 Procedure for CPL/ATPL

Submission of documents to CAAN:

(a) Applicants must submit license along with application:

1. **Valid** foreign Professional Pilot's License along with verification letter from issuing State. The CAAN may verify the authenticity of license through verification.
2. Foreign Medical Assessment from State of issue
3. **Authenticated** Log book of a period of at least preceding 5 years, which must include information regarding dates, aircraft type (single/Multi) and registration, crew status (PIC, Co-pilot etc.), total time, Sectors, Departure-arrival times, day & Nights, X-country flights, X-country tests with no. of landings, Skill tests (Day /night / IR with no. of landings) instrument time (actual, simulated in aircraft), simulator flying (separately logged).

*All the entries must be verified by the appropriate authority in the State of Issue of foreign license. Tests must be signed by the examiners as well.*

4. Valid Certificates of Skill tests for Single as well as Multi engine as appropriate.
5. For CPL Aeroplane flying experience shall be as mentioned in PELR 7.6 and for Helicopter as mentioned in 7.8.
6. For ATPL Aeroplane flying experience shall be as mentioned in PELR 7.21 and for Helicopter as mentioned in 7.24.
7. For the issuance of CPL, submit documents as per relevant parts of Part 7, 7.16.



- (b) Prior to submitting an application, the candidate should complete the following requirements:

## **For CPL**

1. General Flying Test report by day, night and Instrument Rating test (if IR desired) in a flying training institute approved by the regulatory authority of the ICAO contracting State.
2. Pass results of Civil Aviation Air Regulation (AIP) and Basic CPL Examination as specified by the Director General.
3. Nepalese Class-I Medical assessment.
4. Educational qualifications as per Part 7, 7.2 d).
5. Applicant must complete all requirements for CPL as mentioned in the company Operations Manual.
6. Fees as per Civil Aviation Regulation 2002.

## **For ATPL**

1. Pass results of Civil Aviation Air Regulation and ATPL Examination as specified by the Director General.
2. Nepalese Class-I Medical assessment.
3. Applicants must have successfully completed appropriate tests of their technical knowledge and the practical flying skill with a degree of competency appropriate to the privileges granted for Airline Transport Pilot License.
4. Applicant must complete all requirements for ATPL as mentioned in the company operations manual.
5. Fees as per Civil Aviation Regulation 2002.



## ATTACHMENT 2.1

### 2.1 Procedure for contacting the State of Issuance

2.1.1 The following procedure shall be adopted to contact the State of issuance for the necessary verification of original licenses to ensure that the license issued by the contracting State was in compliance with the provision of ICAO Annex 1.

2.1.2 Verification shall be done by furnishing all the details as mentioned below:

Verify the Authenticity of Foreign License, Rating and Medical certification as follows:

Name :

Nationality :

Date of Birth :

Sex :

License No. :

License Level :

Date of Issue of License :

License Validity :

Type Rating with validity :

Instructor rating with type of aircraft:

Details of last IR and PPC :

English Language for radio-telephony communication:

Is the certificate/license under suspension or revocation?

Expiration date of certificate/license:

Country of medical certification :

Validity of Medical :

Accidents/incidents in last 5 years:

Remarks, if any :

Declaration by the State of issue that the License/Certificate issued is in compliance with Annex 1:

FSSD, CAAN shall request to the Contracting State that issued the license for verification as to whether the licence is suspended or revoked through Email, fax or via any other means available.

**ATTACHMENT 2.2**



**CIVIL AVIATION AUTHORITY OF NEPAL  
FLIGHT SAFETY STANDARDS DEPARTMENT**

**FORM FOR THE VERIFICATION OF FOREIGN LICENSE**

<b>Name :</b>	<b>Date of Birth:</b>
<b>Nationality :</b>	<b>Marital Status/Gender:</b>
<b>License No.</b>	<b>License Level:</b> (CPL/ATPL)
<b>Type Rating:</b>	<b>Validity of License:</b>
<b>Instructor Rating:</b>	<b>Language Proficiency:</b>
<b>Medical Validity:</b>	<b>Medical Assessment Class:</b>
<b>Country of Medical Certification:</b>	
<b>Date of Issue of License:</b>	<b>Country of Issue:</b>
<b>This license/certificate was not under suspension or revocation.</b>	

\_\_\_\_\_  
Signature of Applicant



## ATTACHMENT 3

### **3.1 Additional exam required for validation of foreign license issued by the contracting State**

- 3.1.1 Air Regulation Examination (AIP)
- 3.1.2 English Language Proficiency Test, as applicable
- 3.1.3 Oral Interview



# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

## ATTACHMENT 4

### Front Side of the Card

<b>FLIGHT CREW COMPETENCY CARD</b>									
<div style="border: 1px solid black; padding: 2px; width: 50px; margin: 0 auto;">           Company Logo         </div>		<b>This record shall be available for review when engaged in Flight Operations</b>							
<b>Name :</b>									
<b>Designation:</b>					<b>License No.:</b>				
<b>Employer :</b>									
Date Valid To		Aircraft Type	PPC	ILS CAT II	ILS CAT III	Emergency Evacuation	CRM	Dangerous Goods	Company Chief Pilot / Operation Manager
Y	M								

### Rear Side of the Card

Date Valid To		Aircraft Type	PPC	ILS CAT II	ILS CAT III	Emergency Evacuation	CRM	Dangerous Goods	Company Chief Pilot / Operation Manager
Y	M								



# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

## ATTACHMENT 5

RESERVED

**ATTACHMENT 6**



**CIVIL AVIATION AUTHORITY OF NEPAL**

**FLIGHT CREW LICENSE APPLICATION FORM**

FLIGHT SAFETY STANDARDS DEPARTMENT  
 SINAMANGAL, KATHMANDU.

**SUBJECT : LICENSE ISSUANCE**

1. FULL NAME : .....
2. LICENSE NUMBER : .....
3. PERMANENT ADDRESS :.....
4. MAILING ADDRESS : .....
5. TELEPHONE NUMBER : .....
6. IDENTIFICATION MARK : .....
7. DATE OF BIRTH : .....
8. DATE OF LAST MEDICAL : .....
9. ISSUE

(A) LICENCE	-	ATPL / MPL/CPL / FE
(B) RATING	-	NIGHT
(C) RATING	-	INSTRUCTOR
(D) RATING	-	INSTRUMENT
(E) .....	-	TYPE RATING
(AIRCRAFT TYPE)		



# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
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## 10. (A) TIME RELATED TO LICENSE / ENDORSEMENT FOR .....

	TOTAL TIME	AIRCRAFT		CROSS COUNTRY	NIGHT		INSTRUMENT		INSTRUCTOR FLIGHT TRAINING
		SINGLE ENGINE TYPE	MULTI ENGINE TYPE		TIME	TAKE- OFF LANDING	FLIGHT	SIMULATOR	
DUAL									
PILOT- IN- COMM AND									
CO- PILOT									

## 10. (B) TOTAL TIME TO DATE

	TOTAL TIME	AIRCRAFT		CROSS COUNTRY	NIGHT		INSTRUMENT		INSTRUCTOR FLIGHT TRAINING
		SINGLE ENGINE TYPE	MULTI ENGINE TYPE		TIME	TAKE-OFF LANDING	FLIGHT	SIMULATOR	
DUAL									
PILOT- IN- COMM AND									
CO- PILOT									

10. I CERTIFY THAT TRAINING AND EXPERIENCE SET FORTH ABOVE IS TRUE. I REQUEST THAT MY LICENSE / ENDORSEMENT BE ISSUED AS MENTIONED IN 9.

DATE : .....

SIGNATURE OF THE APPLICANT :

NOTE :

1. FOR LICENCE TO BE ENDORSED FOR ADDITIONAL PRIVILEGES, MEDICAL CERTIFICATE MUST BE VALID.
2. THE APPLICATION MUST BE ACCOMPANIED BY THE FEE, EXAMINATION RESULTS, FLIGHT CHECK REPORT, LOG BOOKS, LETTER OF RECOMMENDATION ETC. AS APPLICABLE.
3. ANY CHANGES ON ABOVE INFORMATION MUST INFORM CIVIL AVIATION AUTHORITY OF NEPAL IMMEDIATELY.

**ATTACHMENT 7.1**



**CIVIL AVIATION AUTHORITY OF NEPAL**  
**FLIGHT CREW LICENSE RENEWAL APPLICATION FORM**  
 FLIGHT SAFETY STANDARDS DEPARTMENT  
SINAMANGAL, KATHMANDU.

**SUBJECT: RENEWAL OF LICENSE/RATING.**

1. FULL NAME: .....
2. LICENSE NUMBER.....
3. RECENT ADDRESS.....
4. TELEPHONE NUMBER OF THE APPLICANT :.....
5. LICENSE/RATING RENEWAL REQUESTED FOR :
  - A) TYPE RATING: .....  
(TYPE(S) OF THE AIRCRAFT TO BE RENEWED)
  - B) INSTRUMENT RATING: .....
  - C) INSTRUCTOR RATING: .....
6. LAST MEDICAL DATE:.....
7. CURRENT MEDICAL DATE:.....
8. LAST PPC DATE: .....  
(TYPE(S) OF AIRCRAFT)
9. CURRENT PPC DATE: .....  
(TYPE(S) OF AIRCRAFT)
11. ALL DOCUMENTS AS MENTIONED ON THE OVERLEAF OF THE FLYING HOUR DETAIL FORM, ARE ATTACHED.

**DATE:**

.....  
 SIGNATURE OF THE APPLICANT:



# PERSONNEL LICENSING REQUIREMENTS

4<sup>TH</sup> Edition  
17 September 2019

## CIVIL AVIATION AUTHORITY OF NEPAL

TOTAL FLYING HOURS FOR ISSUANCE OR RENEWAL OF PILOT'S ATPL/CPL/INSTRUCTOR/INSTRUMENT RATING FOR THE PRECEEDING SIX/TWELVE

MONTHS FROM ..... TO .....

### ATTACHMENT 7.2

NAME OF LICENSE HOLDER : .....

PILOT LICENCE NUMBER : ..... VALID UNTIL : .....

		SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT					TOTAL	INSTRUMENT FLYING		LINK OR SIMULATOR	REMARKS
		DAY		NIGHT		DAY			NIGHT			SIMULATED	ACTUAL		
		Dual	Solo	Dual	Solo		2 <sup>ND</sup> PILOT	1 <sup>ST</sup> PILOT		2 <sup>ND</sup> PILOT					
PREVIOUS TOTAL HOURS BROUGHT FORWARD															
MONTH	TYPE OF A/C														
GRAND TOTAL															

EXAMINED THE LOG BOOK AND CERTIFIED CORRECT :

Signature of Licence Holder : .....Date : .....

SIGNATURE : ..... DATE : .....

Rev. 00

CIVIL AVIATION AUTHORITY OF NEPAL

ATT 7-2



# **PERSONNEL LICENSING REQUIREMENTS**

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	<b>PERSONNEL LICENSING REQUIREMENTS</b>	4 <sup>TH</sup> Edition 17 September 2019
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## ATTACHMENT 8



### CIVIL AVIATION AUTHORITY OF NEPAL

FLIGHT SAFETY STANDARDS DEPARTMENT  
SINAMANGAL, KATHMANDU.

DATE : .....

### LICENSE DEPOSIT CERTIFICATE

Mr./Mrs./Ms. ...., THE HOLDER OF ATPL/  
CPL/MPL/FE/FOO LICENSE NO. .... ISSUED BY THE CIVIL AVIATION  
AUTHORITY OF NEPAL HAS DEPOSITED HIS/HER SAID LICENSE FOR RENEWAL /  
ENDORSEMENT ON ..... THIS CERTIFICATE WILL BE VALID TILL  
.....

\_\_\_\_\_  
(SIGNATURE)  
LICENSING OFFICER



## ATTACHMENT 9



CIVIL AVIATION AUTHORITY OF NEPAL  
FLIGHT SAFETY STANDARDS DEPARTMENT  
SINAMANGAL, KATHMANDU.

## SYLLABUS FOR CPL EXAMINATION

### I. AIRCRAFT AND ENGINES

#### 1. AIRFRAME AND SYSTEMS

- 1.1 Types and construction of airframes.
- 1.2 Aerofoils.
- 1.3 Control surfaces, types and uses.
- 1.4 Flight controls, types and uses.
- 1.5 Principle of operation and construction of piston and turbine engines.
- 1.6 Basic Lubrication, hydraulic electrical and fuel system of general aircraft.
- 1.7 Operational procedures and limitations of power plants.
- 1.8 Principle of operation of movable aerofoils.

#### 2. AERODYNAMICS

##### I) AEROPLANE

- 2.1 Newton's Laws of motion and their application in aircraft flying.
- 2.2 Bernoulli's principle and application.
- 2.3 Lift-causes, factors affecting lift.
- 2.4 Drag-causes, factors affecting drag.
- 2.5 Thrust-causes, factors affecting thrust.
- 2.6 Weight-factors affecting the gravity (load factors).
- 2.7 Components of lift, drag, thrust and weight (gravity).
- 2.8 Circular motion- theory, practical usefulness in aircraft flying.
- 2.9 Equilibrium, stability, instability of forces acting on aircraft.
- 2.10 Factors affecting stability, stalls, turns, climb, descent, load factors.
- 2.11 Various conditions of flight and the forces acting on it.

#### 3. AIRCRAFT PERFORMANCE

- 3.1 Aircraft performance, definition and practical use.
- 3.2 Factors affecting aircraft performance.
- 3.3 Use of various performance charts.
- 3.4 Weight and balance- computation and practical uses.
- 3.5 Factors affecting C of G.
- 3.6 Computation of landing distance, take-off distance, climb and descent using performance charts.
- 3.7 Limitation of aircraft operation.



## 4. FLIGHT PLANNING

- 4.1 Preparation of a flight plan.
- 4.2 Computation of fuel plan.
- 4.3 Computation of headings, ground-speeds, time enroute (EET), true airspeed, wind velocities.
- 4.4 Selection of routes (IFR/VFR).
- 4.5 Necessity of obtaining weather briefing.
- 4.6 Alternate course.
- 4.7 Chart plotting.
- 4.8 Checking of AIP, NOTAMS.
- 4.9 Radio planning practice.
- 4.10 Interpretation of aerodrome chart.

## 5. AIRCRAFT INSTRUMENTS

- 5.1 Basic flight instruments, principle of operation and practical uses.
- 5.2 Basic navigation instruments for VFR flights, principle of operation and practical uses.
- 5.3 Basic engine instruments, principle of operation and practical uses.
- 5.4 Pictorial interpretation of the cockpit instruments.
- 5.5 Gyroscopic and pressure instruments.

## II. AIR NAVIGATION

### 1. BASIC NAVIGATION

- 1.1 The earth.
- 1.2 Great circles, small circles, rhomb lines.
- 1.3 Latitudes, longitudes, and its uses in air navigation.
- 1.4 Directions
  - compass, true and magnetic, definitions, their interrelationship and uses.
- 1.5 Magnetic compass
  - Principle of operation and limitations.

### 2. CHARTS

- 2.1 General properties of various types of projections.
- 2.2 Representation of meridians, parallels great circles and rhumb line.
- 2.3 Use of aeronautical charts.

### 3. DEAD RECKONING

- 3.1 Fundamentals of dead-reckoning.
- 3.2 Practical application of track, heading, wind, speeds (airspeed, groundspeed).
- 3.3 Computation of EET, ETA, groundspeeds, airspeeds.
- 3.4 Computation of drift, wind correction angle.
- 3.5 Determining DR, position fix.



## 4. NAVIGATIONAL COMPUTER

- 4.1 Practical application of navigational computer.
- 4.2 Computation of various speeds, time en-route (EET, ETA), distances, headings, wind, fuel consumption etc.
- 4.3 Triangle of velocities, its practical use in air navigation.

## 5. IN-FLIGHT NAVIGATION

- 5.1 Navigation during climb and descent regime of flight.
- 5.2 Navigation in cruise flying.
- 5.3 Use of fixes to revise navigation data e.g. speed, track, wind, EET and ETA and others etc.
- 5.4 Computation of speed, distance, time, fuel etc. associated with climb descent and cruise phase of flight.

## III. METEOROLOGY

### 1. THE ATMOSPHERE AND PHYSICAL PROCESS

- 1.1 Composition, extent and vertical division.
- 1.2 Pressure, density and temperature.
- 1.3 Variation of pressure, density and temperature and their effects on the weather.
- 1.4 Adiabatic processes, dry air, evaporation, condensation, latent heat, saturated and unsaturated air, inversions and their influences on the weather.
- 1.5 Stability, instability of air and weather associated to it.
- 1.6 Lapse rate, vertical distribution of temperature and density.

### 2. HUMIDITY AND PRECIPITATION

- 2.1 Humidity in atmosphere and its effect on density.
- 2.2 Humidity variation and weather associated with it.
- 2.3 Condensation, precipitation, sublimation and freezing in atmosphere.
- 2.4 Precipitation, its characteristics and development.

### 3. CLOUDS

- 3.1 Types and classification of clouds.
- 3.2 Principle of formation of clouds and its modifications.
- 3.3 Flying characteristics in different types of clouds.
- 3.4 Cooling by advection, radiation and adiabatic expansion.
- 3.5 Characteristics of all clouds.
- 3.6 Hazards to flying by various clouds.



## 4. MOTION OF ATMOSPHERE

- 4.1 Relationship between isobars and wind.
- 4.2 Fundamental cause of wind, pressure gradient, coriolis force, geotropic and cyclostrophic winds.
- 4.3 Convergence and divergence effects.
- 4.4 Local winds (Font, anabatic, catabatic winds, land and sea breezes and others).
- 4.5 Variation of wind with height.
- 4.6 Thermal component of wind.
- 4.7 Origin of jet streams and standing waves.
- 4.8 Mountain waves.
- 4.9 Wind shear.

## 5. SURFACE WEATHER

- 5.1 Formation of fog, mist, haze.
- 5.2 Effect on weather by haze, fog and mist.
- 5.3 Effect on visibility due to fog, mist, haze, blowing sand, snow or dust etc.
- 5.4 Types of fog and source of their origin.

## 6. AIR MASSES

- 6.1 Description, factors affecting the properties of an air mass.
- 6.2 Classification of air masses, modification due to various factors and their area of origin.
- 6.3 Fronts.
- 6.4 Warm, cold, occluded, Stationary fronts, associated clouds and weather.
- 6.5 Frontal depressions, non-frontal depressions and associated weather.
- 6.6 Electricity in atmosphere.
- 6.7 Movement of fronts.
- 6.8 Turbulence, thunderstorm, squall lines.

## 7. WEATHER OBSERVATION

- 7.1 Weather charts.
- 7.2 Ground observation.
- 7.3 Pilot observation.
- 7.4 Significant of weather charts.
- 7.5 Weather forecast.

## IV. HUMAN PERFORMANCE AND LIMITATION

### 1. ALTITUDE FLYING

- 1.1 Respiration and blood circulation.
- 1.2 Hypoxia, definition, causes, symptoms and remedy.
- 1.3 Time of useful consciousness.
- 1.4 Definition, causes of hyperventilation.
- 1.5 Symptoms and remedy of hyperventilation.
- 1.6 Blood pressure.



- 1.7 The gas Laws.
- 1.8 Rapid decompression, effects and counter measures.
- 1.9 Entrapped gases.

## 2. HUMAN INFORMATION PROCESSING

- 2.1 Central and peripheral nervous system.
- 2.2 Mechanism of perception, constancies, selective perception.
- 2.3 Reflexes and biological control systems.
- 2.4 Functional anatomy of eye.
- 2.5 Physiology of visual system.
- 2.6 Night vision.
- 2.7 Functional anatomy of ear.
- 2.8 Hearing loss (perceptive, conductive).
- 2.9 Detection of rotary and linear acceleration.
- 2.10 Motion sickness.

## 3. INTEGRATION OF SENSORY INPUTS

- 3.1 Basic concepts and definition.
- 3.2 Categories of disorientation.
- 3.3 Vertigo, coriolis effect, pressure vertigo, flicker vertigo.
- 3.4 Visual illusions.
- 3.5 Prevention and handling of disorientation.
- 3.6 Effects of stress and time of day.

## 4. HUMAN BEHAVIOR

- 4.1 General personality and characteristics.
- 4.2 Individual differences in personality.
- 4.3 Attitude development.
- 4.4 Behavior and skills.
- 4.5 Learning, motivation and performance.
- 4.6 Types of human error, prevention and counter measures.
- 4.7 Crew coordination.
- 4.8 Optimizing of crew performance in flight.
- 4.9 Effects of different communication styles.
- 4.10 Pilot judgement concepts.
- 4.11 Identification of hazardous attitudes.
- 4.12 Cockpit stress management and safety awareness.

## 5. FLYING AND HEALTH

- 5.1 Causes and symptoms of incapacitation.
- 5.2 Side effects of drug and medication.
- 5.3 Procedures for dealing with incapacitation.
- 5.4 Various toxic materials, alcohol, smoking.
- 5.5 Effects of disturbances and treatment.



- 5.6 Causes, types, symptoms, prevention and treatment of fatigue.
- 5.7 Effects of anxiety and defense mechanism.
- 5.8 Common minor ailments.
- 5.9 Tropical climates.

## V. OPERATIONAL PROCEDURES AND RULES OF THE AIR

### 1. GENERAL

- 1.1 Definitions as per ICAO Annex 6.
- 1.2 Flight operations.
  - 1.2.1 Aerodrome operating minima.
  - 1.2.2 Minimum flight altitudes.
  - 1.2.3 Requirement for alternate aerodrome.
  - 1.2.4 Oxygen requirements.
- 1.3 Duties and responsibility of Pilot-In-Command and First Officers.
- 1.4 Equipment required for aircraft on all flights.
- 1.5 Fuel and oil requirements.
- 1.6 Fitness of flight crew members.

### 2. CARRIAGE OF FREIGHTS AND DANGEROUS GOODS

- 2.1 Definitions as per ICAO Annex-18.
- 2.2 Carriage of freight in passenger cabin with passengers on board.
- 2.3 Proper loading and stowing of freight.
- 2.4 Weight and balance reports.
- 2.5 Classification of dangerous goods.
- 2.6 Packing, labeling and markings of freight and dangerous goods.
- 2.7 Procedures to be followed for transportation of dangerous goods.
- 2.8 Identification of dangerous and non dangerous goods.
- 2.9 Responsibility of Pilot-In-Command.

### 3. FLIGHT SAFETY

- 3.1 Safety briefing to passengers
- 3.2 Safety procedures to be followed during embarkation and disembarkation of passengers.
- 3.3 Handling of passengers during emergency situations.
- 3.4 Hazards to flight safety due to cabin pressurization failure.
- 3.5 Flight crew at their duty station.
- 3.6 Use of seatbelts, harnesses and their significances.
- 3.7 Wake turbulence hazard to flight safety.
- 3.8 Unauthorized operations
- 3.9 Notification to ATS authority of any incident and or accident.



## 4. NATIONAL RULES AND REGULATIONS FOR CPL HOLDERS

- 4.1 Flight Operations Requirements – Aeroplane or Helicopter
- 4.2 Personnel Licensing Requirements (PELR) and medical requirements for CPL
- 4.3 Necessity to hold Nepalese CPL.
- 4.4 Requirements to issue CPL.
- 4.5 Privileges for CPL holder pilots.
- 4.6 Limitations for CPL holders.
- 4.7 Responsibility.
- 4.8 Logging of flight time.
- 4.9 Maintaining the currency of License.
- 4.10 Renewal process.

## 5. AIR LAW/RULES OF THE AIR

- 5.1 Definitions as per ICAO Annex 2 and 11.
- 5.2 Classification and types of aircraft.
- 5.3 Right of way.
- 5.4 Lights to be displayed by aircraft.
- 5.5 Requirements to submit flight plan.
- 5.6 Altimeter setting procedures.
- 5.7 Instrument flight rules.
- 5.8 Visual flight rules.
- 5.9 Air Traffic Control clearances and any changes to it.
- 5.10 Unlawful interferences.
- 5.11 Communication failure procedures.
- 5.12 Visual, light signals to aircraft.

## VI. INSTRUMENT FLYING PROCEDURES

### 1. BASIC INSTRUMENT ENVIRONMENT

- 1.1 Fundamentals of instrument flying.
- 1.2 Pitch instrument.
- 1.3 Yaw instrument.
- 1.4 Roll instrument.
- 1.5 Power instrument.
- 1.6 Primary and supporting instruments.
- 1.7 Cross checking of instruments.
- 1.8 Gyroscopic, and pitot-static instruments.
- 1.9 Causes and prevention of disorientation.

### 2. ATTITUDE FLYING

- 2.1 Flying with reference to instruments.
- 2.2 Recognition of deviation from required flying attitudes.
- 2.3 Establishing co-ordinated turns, climbs and descents at various speeds, and power settings.



- 2.4 Definitions of standard rate of turn, V-speed and others associated with instrument flying.
- 2.5 Relation between speed, power and attitude of aircraft.
- 2.6 Maintaining constant attitude.
- 2.7 Change of attitude.
- 2.8 Pictorial interpretations.

### 3. NAVIGATION

- 3.1 Orientation to radio navigational aids.
- 3.2 Bearings.
- 3.3 Interception, tracking of bearings.
- 3.4 Way points.
- 3.5 Minimum IFR altitudes.
- 3.6 Alternate course of action.
- 3.7 RADAR and non-RADAR environment.
- 3.8 Pictorial Interpretation.

### 4. IFR CHARTS

- 4.1 Basic concept of charts.
- 4.2 Aerodrome charts.
- 4.3 Departure charts.
- 4.4 Enroute navigation charts.
- 4.5 Approach charts.
- 4.6 Identification of initial, intermediate and final approach fixes.
- 4.7 Deriving informations from charts.
- 4.8 Determination of MRA, MOCA, MSA, MEA from the charts

### 5. STANDARD INSTRUMENT DEPARTURES/ARRIVALS

- 5.1 Use of radio navigational aids.
- 5.2 Operating minima.
- 5.3 Clearance limits.
- 5.4 Runway lights and markings.
- 5.5 Taxiway lights and markings.
- 5.6 Threshold lights and markings.
- 5.7 Touch down zone light and markings.
- 5.8 Approach lights.
- 5.9 Aerodrome beacon.
- 5.10 RVR
- 5.11 Computation of speeds versus heights.
- 5.12 Decision heights, minimum descent altitudes.
- 5.13 Approach fixes.
- 5.14 Holding patterns and entry procedures and speeds to be maintained while holding.
- 5.15 Procedures to be followed to make SIA and SIDs.



## 6. EMERGENCY PROCEDURES

- 6.1 Emergency reference data.
- 6.2 Emergency communication procedures.
- 6.3 Deviations from flight plan.
- 6.4 Lost procedures.
- 6.5 Choice of alternate.
- 6.6 Communication failure procedures.
- 6.7 Partial panel flights.
- 6.8 Power plant failures.
- 6.9 Vision adaptation.
- 6.10 Unusual attitudes.

## VII. RADIO AIDS TO NAVIGATION

### 1. FUNDAMENTAL

- 1.1 Basic radio theory.
- 1.2 Waves and wave transmission.
- 1.3 Radio waves.
- 1.4 Characteristics of radio wave propagation.
- 1.5 Frequency, frequency bands.
- 1.6 Current.
- 1.7 Reception, transmission of radio waves/signals and disturbances to it.
- 1.8 Types of radio aids to navigation.

### 2. VOR

- 2.1 Principle of operation.
- 2.2 Bearings (Radial).
- 2.3 To, From indication and uses.
- 2.4 Position of aircraft in relation to radial.
- 2.5 Components of VOR receiver, functions and uses.
- 2.6 Accuracy.
- 2.7 Limitations.
- 2.8 Errors.
- 2.9 Pictorial interpretation.
- 2.10 Tests.

### 3. DME

- 3.1 Principle of operation.
- 3.2 DME arcs and indication.
- 3.3 DME distances.
- 3.5 Difference between DME distance and actual distance.
- 3.6 Components of DME receiver.
- 3.7 Pictorial interpretation.
- 3.8 Frequency band.



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- 3.9 Accuracy.
- 3.10 Limitations.
- 3.11 Errors.
- 3.12 Test of DME receiver.

### 4. NDB

- 4.1 Principle of operation.
- 4.2 Bearings, QDM, QDR
- 4.3 Position of aircraft in relation to bearing.
- 4.4 Components of ADF receiver.
- 4.5 Differences between ADF & VOR.
- 4.6 Fixed card and rotatable card type indicators.
- 4.7 Pictorial interpretation.
- 4.8 Limitations.
- 4.9 Errors.
- 4.10 Accuracy.
- 4.11 Frequency band.

### 5. ILS

- 5.1 Ground facilities involved.
- 5.2 ILS identification.
- 5.3 ILS and VOR differences.
- 5.4 Sources of azimuth information's and utilization.
- 5.5 Sources of range information's and utilization.
- 5.6 Sources of height information and utilization.
- 5.7 Runway environment indicating systems.
- 5.8 Back course and front course approaches.
- 5.9 Approaches with one or more ILS components unserviceable.
- 5.10 Limitations.
- 5.11 Errors.
- 5.12 Accuracy.
- 5.13 Frequency bands.
- 5.14 Pictorial interpretation.

### 6. RADAR

- 6.1 Concept of RADAR.
- 6.2 Principle of operation of RADAR.
- 6.3 Types of RADAR.
- 6.4 Uses of RADAR in navigation.
- 6.5 Uses of RADAR in approaches.
- 6.6 Frequency band.
- 6.7 Limitations.
- 6.8 Accuracy.



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### 7. INS, GPS

- 8.1 Fundamental principle of operation
- 8.2 Uses in air navigation.
- 8.3 Uses in approaches.
- 8.4 Sources of information.

## ATTACHMENT 10



### CIVIL AVIATION AUTHORITY OF NEPAL FLIGHT SAFETY STANDARDS DEPARTMENT SINAMANGAL, KATHMANDU.

#### SYLLABUS FOR ATPL EXAMINATION

The examination requirement for Airline Transport Pilot License is that an applicant has to be the holder of an Airline Transport Pilot License with Multi-engine Rating issued by a contracting State, and has a certificate of successful completion of an ALTP ground course from a school approved by DGCA, Nepal or candidate should have completed the ATPL theoretical knowledge from CAAN approved/validated approved training organization (ATO).

The minimum pass mark is 70% and the duration of the examination is 2:00 hours.

There will be no minus system for the wrong answer selected by the examinee.

All questions will be of multiple choices.

A candidate who fails the examination may not be re-examined until one month has elapsed since he was examined and a recommendation be submitted that he has undergone remedial instructions as required.

A candidate detected using dishonest method during the examination will be declared unsuccessful for that particular examination.

### Airline Transport Pilot License

The applicant will be examined on the following subjects:

- A) Aerodynamics.
- B) Aircraft general knowledge.
- C) Meteorology.
- D) Navigation.
- E) Operational procedures.
- F) Flight performance and planning.
- G) Human factors.
- H) Nepalese Civil Aviation Regulation, Civil Aviation Act, Airworthiness Requirements, Flight Operation Requirements (FOR) and Personnel Licensing Requirements (PELR).

#### A) AERODYNAMICS

##### I) Aeroplane:

1. Use and effects of flaps in various stages of flight.
2. Types and control surfaces associated with aircraft stability.
3. Different forces acting on airplane, and its equilibrium.
4. Functions and procedures of operation of primary and secondary control surfaces.



5. Load factors.
6. Effects of position of center of gravity.
7. Stall, causes and procedures of recovery.
8. VMC and relevant factors.

## **B) AIRCRAFT GENERAL KNOWLEDGE.**

1. General description of appropriate aircraft.
2. Characteristics and limitations of electrical, hydraulic, flight controls, pneumatic and fuel system of appropriate aircraft.
3. Principles of operation, handling procedures and operating limitations of power plants (power plant includes engine, propeller, oil system).
4. Operating procedures and limitations of appropriate airplane.
5. Compasses, gyroscopic instruments, pitot-static instruments, their functions, errors and operational limitations.
6. Practices and procedures in the event of malfunction of various flight instruments.

## **C) METEOROLOGY.**

1. Causes, recognition and effects of icing on aircraft.
2. Causes, identification of frontal zone, and expected weather at the front.
3. Identification and avoidance of hazardous weather.
4. Different types of clouds, their formation and effect on aircraft flying.
5. Procedures to be followed when encountered embedded thunderstorm.

## **D) NAVIGATION.**

1. Identification, reliability and accuracy of radio navigation aids.
2. Determining the entry procedures in holding pattern.
3. Use, interpretation of the charts (SID, approach, enroute).
4. Determining the position, time to the station using the available radio navigation aid(s).
5. Use of different radio navigation aids.

## **E) OPERATIONAL PROCEDURES.**

1. Interpretation and use of aeronautical publication (AIPs, NOTAMs etc).
2. Precautionary and emergency procedures, safety practices associated with IFR flights.
3. Operational procedures for carriage of freight and dangerous goods.
4. Precautionary and safety measures to be taken during embarkation and disembarkation from aircraft.
5. Requirement and practices for safety briefing to the passengers.

## **F) FLIGHT PERFORMANCE AND PLANNING.**

1. Calculation of mass (weight) and balance.
2. Preparation and filing of ATS flight plan.



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3. Air Traffic Services procedures to be followed in controlled and uncontrolled airspaces/aerodromes.
4. Altimeter setting procedures.
5. Communication failure procedure, for VFR and IFR flights.

### G) HUMAN FACTORS.

1. Causes, identification and rectification of spatial disorientation.
2. Use of supplemental oxygen on high altitude flights.
3. Causes, identification and corrective measures for hypoxia, hyperventilation.
4. Disorientation caused due to runway configuration (upslope and downslope runways, narrower and wider runways) and corrective steps.
5. Effects of change of atmospheric pressure on human body.
6. Vision in night flying.
7. Effects of alcohol, smoking etc.

### H) Nepalese Civil Aviation Regulation, Civil Aviation Act, Airworthiness Requirements, Flight Operation Requirements (FOR) and Personnel Licensing Requirements (PELR).

1. Civil Aviation Act, 2015.  
As published by HMG/Nepal.
1. Civil Aviation Authority of Nepal Act 2053
3. Nepalese Civil Airworthiness Requirements (NCAR).  
As published by CAAN.
4. Flight Operation Requirements (FOR).  
As published by CAAN.
5. Personnel Licensing Requirements (PELR)  
As published by CAAN.

## ATTACHMENT 11



CIVIL AVIATION AUTHORITY OF NEPAL  
FLIGHT SAFETY STANDARDS DEPARTMENT  
SINAMANGAL, KATHMANDU

### SYLLABUS FOR FLIGHT OPERATIONS OFFICER EXAMINATION

#### 1. Air Law

- 1.1 rules and regulations relevant to the holder of a *flight* operations officer license, appropriate air traffic services practices and procedures;
- 1.2 principles of operation of aeroplane power plants, systems and instruments;
- 1.3 operating limitations of aeroplanes and powerplants;
- 1.4 minimum equipment list;

#### 2. Flight Performance Calculation and Planning Procedures

- 2.1 effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
- 2.2 operational flight planning; fuel consumption and endurance calculations. alternate airport selection procedures; en-route cruise control; extended range operation;
- 2.3 preparation and filing of air traffic services flight plans;
- 2.4 basic principles of computer-assisted planning systems.

#### 3. Meteorology

- 3.1 aeronautical meteorology; the movement of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
- 3.2 interpretation and application of aeronautical meteorological reports, charts and forecasts, codes and abbreviations; use of, and procedures for obtaining, meteorological information;

#### 4. Navigation

- 4.1 principles of air navigation with particular reference to instrument flight.

#### 5. Operational Procedures

- 1.1 use of aeronautical documentation;
- 1.2 operational procedures for the carriage of freight and dangerous goods;
- 1.3 procedures relating to aircraft accidents and incidents; emergency flight procedures;
- 1.4 procedures relating to unlawful interference and sabotage of aircraft;



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### **6. Principles of Flight**

6.1 principles of flight relating to the appropriate category of aircraft; and

### **7. Radio Communication**

7.1 procedures for communicating with aircraft and relevant ground stations.

### **8. Skill**

The applicant shall have demonstrated the ability to

- 8.1 make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general neighborhood of a specific air route; forecast weather trends pertinent to air transportation with particular reference to destination and alternates;
- 8.2 determine the optimum flight path for a given segment, and create accurate manual and/or computer generated flight plans; and
- 8.3 provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a Flight Operations Officer license.

### **9. Safe transportation of Dangerous Goods by air and emergency procedures;**

### **10. ATC and airport operations**



## ATTACHMENT 12



CIVIL AVIATION AUTHORITY OF NEPAL  
FLIGHT SAFETY STANDARDS DEPARTMENT  
SINAMANGAL, KATHMANDU

### **SYLLABUS FOR BASIC FLIGHT ENGINEER LICENSE EXAMINATION**

#### **1) Aerodynamic & Design**

- 1.1. Pressure, density and temperature of atmosphere
- 1.2. Aerofoils, lift and drag
- 1.3. Longitudinal, direction and lateral stability
- 1.4. Function of ailerons, elevator, rudder, flaps and spoilers
- 1.5. Weight & balance, center of gravity and loading
- 1.6. Various condition of flight and forces acting on it

#### **2) Aircraft Structure and Landing gear**

- 2.1. Types of fuselage condition
- 2.2. Loads and stresses on wings and fuselage
- 2.3. Flying control systems
- 2.4. Types of landing gears and brake mechanism

#### **3) Aircraft Systems**

- 3.1. Basic lubrication of aircraft
- 3.2. Hydraulic System: Principles, functions, functional test, leak testing and visual inspection
- 3.3. Pneumatic System: Principles, compressor & regulators, function, visual inspection
- 3.4. Ice Protection System: Ice detection and removal methods
- 3.5. Fire Protection Systems: fire detection and extinguishing in aircraft

#### **4) Engines**

- 4.1. Types of engines
- 4.2. Gas Turbine Engines: compressor, turbine
- 4.3. Engine oil System
- 4.4. Fuel System

#### **5) Aircraft Performance**

- 5.1. Factors affecting aircraft performance
- 5.2. Use of Various performance chart
- 5.3. Limitations of aircraft operations



## **6) Aircraft Instruments**

- 6.1. Basic flight instruments, principle of operation and practical uses
- 6.2. Basic navigation instruments, principle of operation and practical uses
- 6.3. Basic engine instruments, principle of operation and practical uses
- 6.4. Autopilot check

## **7) Aircraft Electrical System**

- 7.1. Aircraft batteries: Testing of lead-acid batteries and Nickel-cadmium batteries
- 7.2. D.C. Power Supply: Aircraft generators and power testing
- 7.3. A.C. Power Supply: Aircraft alternators and power testing

## **8) Operational Procedures**

- 8.1. Minimum flight altitudes
- 8.2. Requirement for alternate aerodrome
- 8.3. Oxygen requirements
- 8.4. Duties and responsibility of flight engineer
- 8.5. Fitness of flight crew members

## **9) Emergency procedures**

- 9.1. Reporting of incidents and accidents
- 9.2. Engine failure
- 9.3. Failure in electrical systems
- 9.4. Instrument failure

## ATTACHMENT 13



CIVIL AVIATION AUTHORITY OF NEPAL  
FLIGHT SAFETY STANDARDS DEPARTMENT  
SINAMANGAL, KATHMANDU

### SYLLABUS FOR ORAL EXAMINATION OF INSTRUCTOR PILOT

1. Civil Aviation Act, 2015 BS  
Civil Aviation Authority of Nepal Act 2053 BS
2. Civil Aviation Regulations 2058 BS (2002 AD)
3. Nepalese Civil Airworthiness Regulations (NCAR2009)
  - Chapters E1, E4, E6, C9
4. Flight Operations Requirements (FOR)
  - Chapter 1,2,4,6 and 10 (Helicopter)
  - Chapter 3,4,9,1,5 (Aeroplane)
5. Personnel Licensing Requirements (PELR)
6. AOCR
7. DGHR
8. AIP Nepal
9. ICAO annexes and documents
10. Relevant operators manual (OM)

	<b>PERSONNEL LICENSING REQUIREMENTS</b>	4 <sup>TH</sup> Edition 17 September 2019
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## ATTACHMENT 14

### **Synthetic Flight Instructor (SFI) Authorization Application Form**

Applicant Name:

Address:

Mobile/ Tel. No.:

Date and place of birth:

Nationality:

Application:

License type and no.:

English language proficiency level (minimum level 4):

Minimum flight hours in multi pilot:

Ground Training/check flight and relevant type training from ATO, name, date and hours:

Instructor course completed date and ATO:

Three route sector completed as an observer on flight deck on applicable type (within 12 months):

Proficiency check on flight simulator (within 12 months):

At least two LOFT based simulator by qualified instructor (within 12 months):

Should not have tested alcohol positive during pre/post flight medical check (within 10 yrs):

Should not have been held blameworthy for an aircraft accident or incident in previous 5 yrs:

Should have undergone a medical assessment by AME:

- Physical ability
- Visual and color perception
- Hearing

**I hereby declare that the information given in this form is true and correct.**

Applicant Signature:

Office stamp:

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**ATTACHMENT 15**

**ORAL EXAMINATION SYLLABUS FOR AIR RULES AND REGULATION (AIP)**

1. CAR 2002
2. AIP Nepal
3. Applicable ICAO Annexes and documents
4. Applicable CAAN requirements (AOCR, FOR, PELR, NCAR, DGHR etc.) and documents
5. PBN requirements and guidelines
6. SMS/SSP
7. Relevant operators manual (OM)

## ATTACHMENT 16

### SYLLABUS FOR FLIGHT OPERATIONS OFFICER ORAL EXAMINATION

- i. Civil Aviation Act, 2015 BS
- ii. Civil Aviation Authority of Nepal Act 2053 BS
- iii. Civil Aviation Regulations 2058 BS (2002 AD)
- iv. Nepalese Civil Airworthiness Regulations (NCAR2009)
  - v. Chapters E1, E4, E6, C9
- vi. Flight Operations Requirements (FOR)
- vii. Chapter 1,2,4,6 and 10 (Helicopter)
- viii. Chapter 3,4,9,1,5 (Aeroplane)
- ix. Personnel Licensing Requirements (PELR)
  - x. AOCR
  - xi. DGHR
  - xii. AIP Nepal
- xiii. ICAO annexes and documents
- xiv. Relevant operators manual (OM)



# PERSONNEL LICENSING REQUIREMENTS

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## Appendix 1 PERFORMANCE BASED ASSESSMENT (to be included as part of an air operator's Operations Manual Part D – Training)

Section AA	Name of candidate: _____ Name of Assessor: _____									
	PHASE OF FLIGHT									
ASSESSMENT MATRIX	Preflight	Taxi/Pre take-off	Takeoff/Departure	Climb	Cruise	Descent	Approach	Land/Taxi	Simulated abnormal situation handling	Post-Flight
KNOWLEDGE										
FLIGHT PLANNING										
APPLICATION OF KNOWLEDGE										
MANUAL AIRCRAFT CONTROL										
FLIGHT MANAGEMENT AND AUTOMATION										
COMMUNICATIONS										
LEADERSHIP AND TEAMWORK										
WORKLOAD MANAGEMENT										
PROBLEM SOLVING AND DECISION MAKING										
SITUATIONAL AWARENESS										
THREAT AND ERROR MANAGEMENT										



## PERSONNEL LICENSING REQUIREMENTS

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Section BB		OBSERVATIONS AND RECOMMENDATIONS	
1	OBSERVATIONS FROM ASSESSOR:		
2	AREAS OF DEVELOPMENT:		
3	RECOMMENDATIONS FROM ASSESSOR:		
4	Signature of Assessor and date:		Signature of candidate:

Section CC	Guidelines for scoring in Section AA
RATINGS	DESCRIPTION
1 - Proficient	Performance consistently exceeds performance standards and expectations in all areas. Pilot is recognized as making outstanding performance.
2 – Normal Progression	Performance consistently and fully meets performance standards and expectations. Pilot is recognized as a skilled performer.
3 – Additional Training Required	Performance meets same but not all performance standards and expectations. Some improvement required to meet minimum performance standards and expectations in all areas.
4 - Unsatisfactory	Performance consistently fails to meet performance standards and expectations. Performance improvement plan required.

**APPENDIX 2****ZERO FLIGHT TIME TRAINING (ZFTT)****Approval for Zero Flight Time Training****1. Applicability.**

This chapter is applicable to all Approved Training Organizations (ATO) and Air Operator Certificate (AOC) holders seeking approval for their ZFTT course for the endorsement of an aircraft type rating by the Civil Aviation Authority of Nepal (CAAN).

**2. Terminology**

All references to Type Rating Instructor (TRI) shall be understood to include Instructor Pilot (IP) and a Type Rating Examiner (TRE) shall also include a Designated Check Pilot (DCP), under current Nepalese definitions.

**3. Introduction.**

Pursuant to paragraph 2.22 of PELR, any course of type training or instruction must be approved by the CAAN. This directive contains information about the design, content and standards of a ZFTT course acceptable to CAAN.

ZFTT refers to the training given on an aircraft type rating course that is carried out entirely in a simulator. This method of training is not available for every pilot; the entry requirements are contained in paragraph 4.2 (IV) below, and it is the training organization's responsibility to ensure that only qualified pilots commence undergoing the training.

**4. NECESSARY ELEMENTS FOR ZFTT,**

4.1 There are three essential and interacting elements to consider for the successful implementation of ZFTT. These are the:

- (a) Fidelity of the FSTD,
- (b) Competency of the instructors and examiners conducting the ZFTT,
- (c) Entry requirements of the trainees for the course.

4.2 In order to be eligible to conduct ZFTT, the Approved Training Organization (ATO) concerned will need to comply with the following requirements:

**(I) Organizational Requirements:**

- (a) The ATO must have a specific arrangement with the AOC holder approved by the CAAN. It must include the obligation of the AOC holder to complete the initial line flying for all ZFTT trainees.
- (b) The AOC holder and ATO must have held their respective approvals for the specific aircraft type for at least one year. This is to ensure that the organizations have sufficient operating and training experience in the aircraft type before they can apply for ZFTT approval. Should the AOC holder not have held approvals with the particular aircraft type for one year, any trainee using ZFTT to gain a type rating will be required to undertake base flying as specified under section (V) (b) below.
- (c) The FFS must be qualified to Type VII based on ICAO Document 9625, 3rd Edition. FFS qualified to Level D under the earlier system should be upgraded to Type VII before 2020 if intended to be used for ZFTT. During the transition phase, FFS Level D or better may be used for ZFTT if approved.
- (d) The type rating will be restricted to that particular AOC holder until line flying under supervision has been accomplished.

**(II) Training Programme Requirements**

- (a) An AOC holder wishing to use ZFTT must have included the program in their Operations Manual-Part D and gained CAAN approval.
- (b) The ZFTT programme must not be less than the Original Equipment Manufacturer's recommended ZFTT programme for the aircraft type. CAAN may require additional sessions or training exercises to be included as necessary to meet ICAO requirements and training standards approved by CAAN.
- (c) A specific simulator session must be conducted in place of actual aircraft training. This training-to-proficiency session must be conducted by a TRI/IP to include a minimum of 6 satisfactory take-offs and landings in varying wind, turbulence and visual conditions. The instructor must sit at one of the pilot's seat to get direct feedback of the trainee's handling performance so as to facilitate tutoring and coaching.
- (d) The first sector of the initial line flying must be conducted within 21 days of the specific simulator exam session.

**(III) Instructor and Examiner Requirements**

- (a) The TRI/IP or TRE/DCP conducting ZFTT must have held the appointment for at least a year.
- (b) The specific simulator session must be conducted by a TRI of the applicable aircraft type. The instructor must assess the trainee to be competent and to recommend them for the Aircraft Rating Test.

- (c) All the items in the Aircraft Rating Test must be conducted by a TRE/DCP of the applicable aircraft type in an approved FFS.

#### **(IV) Trainee Requirements**

The ATO must ensure the trainees meet the following prerequisites before embarking on the ZFTT course:

- (a) The pilot must have at least 500 hours flying experience in multi-crew turbine powered aircraft of at least 10 tonnes MTOW, or with greater than 19 passenger seats.

This experience must have been obtained within the previous 5 years. Should the trainee not have this level of experience, they will automatically be required to undertake the base training described in (V) (b) below, on completion of their ZFTT.

- (b) The ATO must conduct a competency check to ensure the pilot is a suitable candidate for ZFTT.

#### **(V) Base check Requirements**

Pilots who are granted a type rating based on ZFTT shall be considered under two categories:

- (a) Those who already hold a type rating for an aircraft of a similar weight and performance class
- (b) Those who are applying for a type rating on an aircraft of a greater weight or performance class, or who do not have the minimum experience required under section (IV) (a) above.

Those pilots in category (a) shall have their type rating approved by CAAN and be given any base training required by their company training manager before commencing supervised operating experience flying.

Those pilots in category (b) shall be required to undertake base flying training with an approved TRI/IP on type before their type rating is approved by CAAN. Such training must commence within 21 days of their successful flight simulator exam during their ZFTT course and shall include at least 5 take-offs and landings to a full stop, and any other training scenarios deemed necessary by CAAN considering the previous experience of the applicant. Such training shall be undertaken on the aircraft type and be not less than one hour in duration, at an airport suitable for the aircraft type. Upon successful completion of the base training, an examination report form shall be lodged with CAAN for consideration of approval of the type rating.

All supervised base flying must be done with a CAAN approved TRI/IP.

### APPENDIX 3

#### LIST OF AIRCRAFT TYPES FOR LICENSE ENDORSEMENT

Personnel Licensing Requirements Appendix:				
S. No.	Type Certificate Holder	Aircraft model / Name	Type Rating / License Endorsement	Remarks
1	Airbus	A318 series A319 series A320 series A321 series	A320	
		A330 series A350 series	A330/350	
2	Airbus Helicopters	AS 350 (B, D, B1, B2, BA, BB) – Ecureuil	AS 350 / EC130	SE Turbine Helicopter
		AS 350 B3) – Ecureuil		
		AS 350 B3 Arriel 2B1) – Ecureuil AS 350 B3e) – Ecureuil		
		EC 130 B4 – Ecureuil EC 130 T2 – Ecureuil		
3	ATR	ATR 42 (not PEC equipped)- -42-200 / -300 / -320	ATR42/72	
		ATR 42 (PEC Equipped)- -42-400 / -500		
		ATR 72 (not PEC equipped)- -72-101 / -102 / -201 / -202 / - 211 / -212 ATR 72 (PEC equipped) -72-101 / -102 / -201 / -202 (with mod 4371) - 72 -211 / -212 (with mod 3973 or 4371)		
		ATR 42 (glass cockpit or 42-600) - ATR - 42-500 (with mod 5948 ATR 72 (glass cockpit or 72-600) -72-212A (with mod 5948)		
4	Beechcraft (Textron Aviation Inc.)	1900 1900C 1900D	BE - 1900	



# PERSONNEL LICENSING REQUIREMENTS

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## Personnel Licensing Requirements

### Appendix:

S. No.	Type Certificate Holder	Aircraft model / Name	Type Rating / License Endorsement	Remarks
5	Bell Helicopters	Bell 206 A Bell 206 B Bell 206 B 2 Bell 206 B 3	Bell 206	SE Turbine Helicopter
		Bell 206 L Bell 206 L-1 Bell 206 L-3 Bell 206 L-4		
		Bell 407	Bell 407	
		Bell 407GX		
		Bell 407GX <sub>i</sub>		
		Bell 505	Bell 505	
6	Boeing	757-200 Series 757-200PF Series 757-200CB Series 757-300 Series	B-757, B-767	
		767-200 Series 767-300 Series 767-300F Series 767-400ER Series 767-2C Series		
7	Bombardier	CL-600-2B19 CL 65 Regional Jet Series CRJ -100 -200 -440 -Challenger 850	CL-65	
		CL-600-2C10 -700 -701 -702 -Challenger 870 CL-600-2D15 -705 CL-600-2D24 -900 -Challenger 890		
		CL-600-2E25 -1000		
		DHC-8-100 Series DHC-8-200 Series DHC-8-300 Series DHC-8-400 Series	DHC-8	

### Personnel Licensing Requirements

#### Appendix:

S. No.	Type Certificate Holder	Aircraft model / Name	Type Rating / License Endorsement	Remarks
8	Cessna	206 207 208	Cessna SET	
9	Dornier Luftfahrt GmbH (RUAG Aerospace Services GmbH)	Dornier 228: 228-100 228-200 228-101 228-201 228-202 228-212 Dornier 228: 228-212 NG	DO-228	
10	British Aerospace Corporation	Jetstream 4100	Jetstream 41 (BA-4100)	
11	Harbin Hafei Aviation Industry Co., Ltd.	Y12E	Y12E	
12	Leteckee (Aircraft Industries, a.s.)	L-420, L 410 UVP-E20 L 410 UVP-E20 CARGO L410 NG	Let-L-410 (L-420)	
13	Ministry of Aviation Industry of Russia	MIL Mi-8 MIL Mi 17 MIL Mi 171 MIL Mi 172	Mi-8	ME Turbine- Helicopter
14	Robinson	R 44 R 44 Raven R 44 Raven II R 66	R-44 R-66	SE Piston Helicopter SE Turbine Helicopter
15	Viking Air limited	DHC-6 (Twin Otter) Series 400 DHC-6 (Twin Otter) Series 300 DHC-6 (Twin Otter) Series 200 DHC-6 (Twin Otter) Series 100	DHC-6	
16	XI'AN Aviation Inc.	MA-60 series	MA-60	