

MANUAL OF AERODROME CERTIFICATION PROCEDURES CAAN

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Revision History

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FOREWORD

Nepal as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards & Recommended Practices contained in the eighteen Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

As per the standards of the Annex 14 to the Convention, Aerodromes used for International Civil Aviation are required to be certified by the State. In addition as per the Civil Aviation Authority of Nepal (CAAN), Airport Certificate Regulation – 2061 (2004) airport certificate must be obtained:

- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.
- (2) The Airport Certificate must be obtained to operate international public air transportation service at any airport of Nepal.

Issue of an Airport Certificate by the Director General of Civil Aviation Authority of Nepal to an aerodrome operator seeking such certificate is a requirement as per CAAN Airport Certificate Regulation, 2061 (2004), if the aerodrome operator satisfies the Rules specified in that Regulation. Hence, certification of an aerodrome is a vital role in the regulatory system.

In order to issue an Airport Certificate the CAAN has to conduct an in-depth investigation to assess whether the aerodrome is maintained in accordance with the required standards and the competency of the aerodrome operator to maintain the aerodrome, staff, equipments, procedures and equipments as per the regulatory Rules.

The regulatory Rules to be satisfied by the Aerodrome Operators for the certification of an aerodrome are specified in the CAAN Airport Certificate Regulation, 2061 (2004). This manual mainly describes the Rules and procedures used by the CAAN to process applications for the issue, transfer, surrender and amendment of airport certificates. The manual further describes the procedure which should be followed by an aerodrome operator for the application of an Airport Certificate. It is designed to ensure that the required standards are applied when an Airport Certificate is issued, transferred, suspended or cancelled and surrendered.

It is expected that the applicant of an Airport Certificate will be benefited by this manual as it explains the administrative procedure involved so that process would be independent and transparent. This Authority may, without any prior notice, change the content of this manual as appropriate, to suit the administrative rules followed by dissemination of such changes to the holders of the manual.

(Keshab Raj Khanal)


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Director General

Civil Aviation Authority of Nepal

Babar Mahal, Kathmandu, Nepal

18 November, 2008

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DEFINITIONS

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

Airport/Aerodrome certificate - certificate issued by the Director General of Civil Aviation Authority of Nepal under Section B of these Rules for operation of an aerodrome.

Aerodrome facilities and equipment - facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

Aerodrome Manual - a manual included in an application for aerodrome certificate pursuant to these Rules and includes any amendments to the manual accepted by the CAAN.

Aerodrome operator - in relation to certificated aerodrome, the Aerodrome Certificate holder.

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

Certified aerodrome - an aerodrome whose operator has been granted an aerodrome certificate.


Manoeuvring area - that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Movement area - that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

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.

ABBREVIATIONS

ACC	-	Airport Certification Committee
ACR	-	Airport Certificate Regulation
AIP	-	Aeronautical Information Publication
AIS	-	Aeronautical Information Services
CAAN	-	Civil Aviation Authority of Nepal
DDG, ATP&DD	-	Deputy Director General, Air Transportation Planning and Development Directorate
FOI	-	Flight Operations Inspector
ICAO	-	International Civil Aviation Organization
MASN	-	Manual of Aerodrome Standards Nepal
MS ACC	-	Member Secretary, ACC
N/A	-	Not Applicable

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CHAPTER – 1 INTRODUCTION

1.1 About this Manual

1.1.1 Introduction

This manual describes the Rules and procedures used by the CAAN to process applications for the issue or surrender of aerodrome certificates in Nepal. It is designed to ensure that the required standards are applied when an airport certificate is issued, transferred, suspended or cancelled and surrendered.

This manual:

- Defines the Rules that govern airport certification
- Clearly sets out:
 - The responsibilities of CAAN staff
 - Standards and procedures CAAN staff must follow when processing applications for the issue, transfer, suspension or cancellation and surrender of airport certificates
 - Rules for compliance and enforcement.

Adherence to the standards and procedures will ensure that:

- Airport certificates are issued, transferred, suspended or cancelled and surrendered in an effective, efficient and consistent manner
- Airport certificates are issued in a common legal format
- Effective and consistent compliance and enforcement action is taken.

1.2 Legislative Controls

Rules with regard to the certification of airports are specified in the CAAN Airport Certificate Regulation (ACR), 2061 (2004).

1.2.1 Certificate Issue

Controls

- Rule 4 Defines when an airport certificate must be obtained.
- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.
 - (2) The Airport Certificate must be obtained to operate international public air transportation service at any airport of the Kingdom of Nepal.
 - (3) An application may be submitted for the airport certificate to operate domestic airport also except as referred to in sub-rule (2).

- Rule 5 Permits to make an application to the DG CAAN for an airport certificate to operate a specific aerodrome.
- Requires the application to be in a prescribed format and be accompanied by an aerodrome manual
- Rule 6 Defines the rules for granting an airport certificate and details CAAN criteria for the issue of certificates.
- Rule 7 Authorizes DG CAAN to refuse to grant an airport certificate.
- Rule 8 Authorizes DG CAAN to endorse condition on an aerodrome certificate.
- Rule 9 Specifies the validity period of an aerodrome certificate.
- Rule 20 Defines the information to be included in the Aerodrome Manual.
- Rule 24 Requires aerodrome operators to comply with standards, any imposed conditions and to ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

1.2.2 Certificate Surrender

Controls

- Rule 10 Authorizes DG CAAN to cancel an airport certificate at the request of an aerodrome operator.

1.2.3 Certificate Transfer

Controls

- Rule 11 Permits an airport certificate to be transferred, provided that CAAN consents in writing.

1.2.4 Certificate Amendment


Controls

- Rule 13 Permits an airport certificate to be amended, provided that CAAN consents in writing.

1.2.5 Compliance and Enforcement

Controls

- Rule 16 Empowers DG CAAN to suspend or cancel an aerodrome certificate if a condition of the certificate has been breached or the aerodrome facilities, operations or maintenance are not of the standard required for safety of air navigation.

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CHAPTER – 2. ISSUING CERTIFICATE

2.1 Certificate issuing process


2.1.1 Key Elements of the Certificate Issuing Process

Purpose To ensure that airport certificates are correctly and consistently issued using a common legal format by describing the:

- Process for issuing airport certificates
- Legislation governing their issue
- Staff responsibilities
- Forms and letters used.

Controls

- Rule 4** Defines when an airport certificate must be obtained.
- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.
 - (2) The Airport Certificate must be obtained to operate international public air transportation service at any airport of Nepal.
 - (3) An application may be submitted for the airport certificate to operate domestic airport also except as referred to in sub-rule (2).
- Rule 5** Permits to make an application to the DG CAAN for an aerodrome certificate to operate a specific aerodrome.
- Requires the application to be in a prescribed format and be accompanied by an aerodrome manual
- Rule 6** Defines the rules for granting an airport certificate and details CAAN criteria for the issue of certificates.
- Rule 7** Authorizes DG CAAN to refuse to grant an airport certificate.
- Rule 9** Specifies the validity period of an airport certificate.
- Rule 20** Defines the information to be included in the Aerodrome Manual.
- Rule 24** Requires aerodrome operators to comply with standards, any imposed conditions and to ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

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Staff and Responsibilities

Staff	Delegation	Responsibilities
DDG, ATP & DD (Coordinator Airport Certification Committee)	Letter issued by DG CAAN	Formation of the Airport Certification Committee (ACC)
ACC		Recommends to issue the Airport Certificate
Flight Operations Inspector		Undertakes the necessary operational assessment

Forms and sample letters required

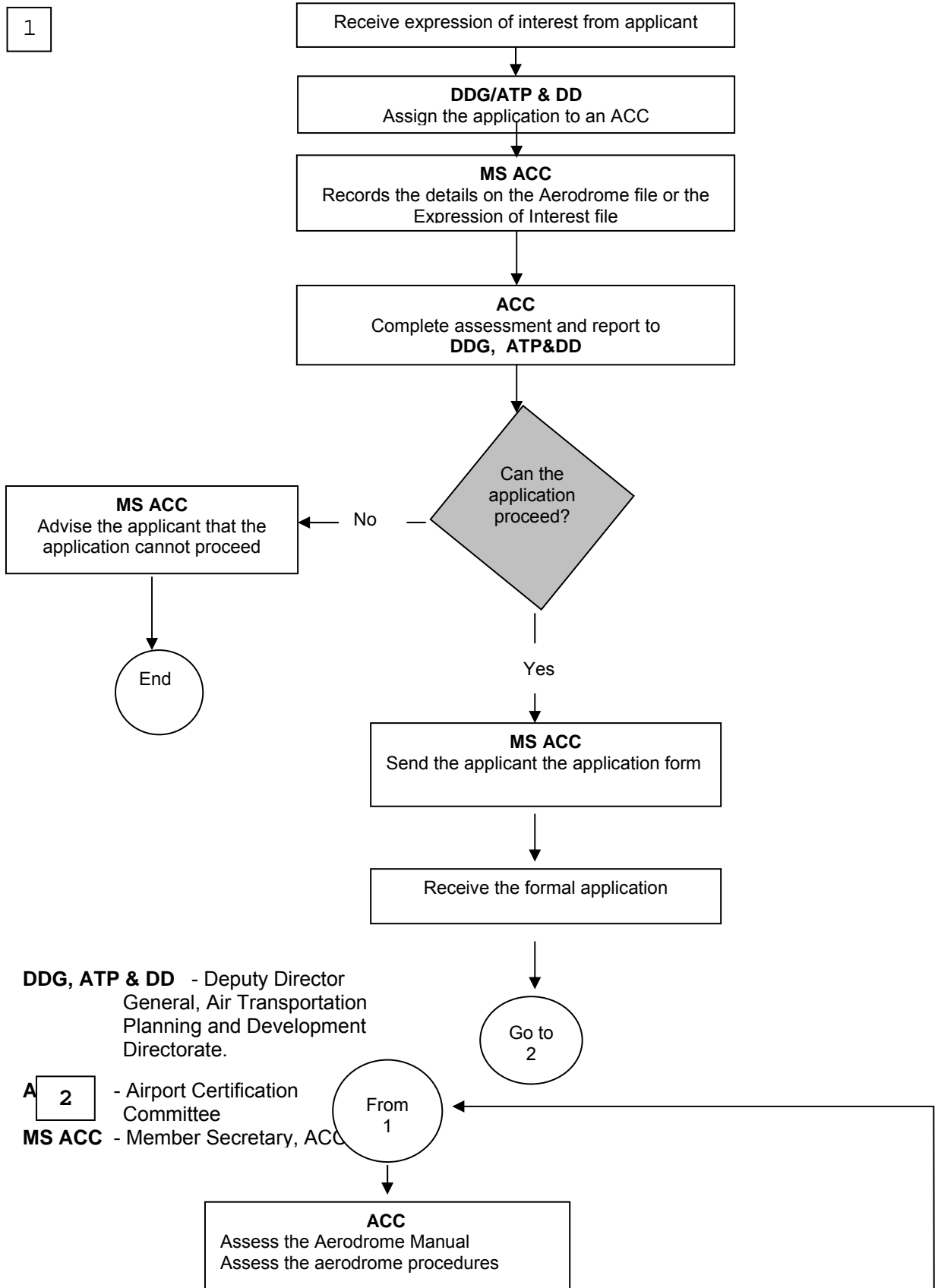
Forms

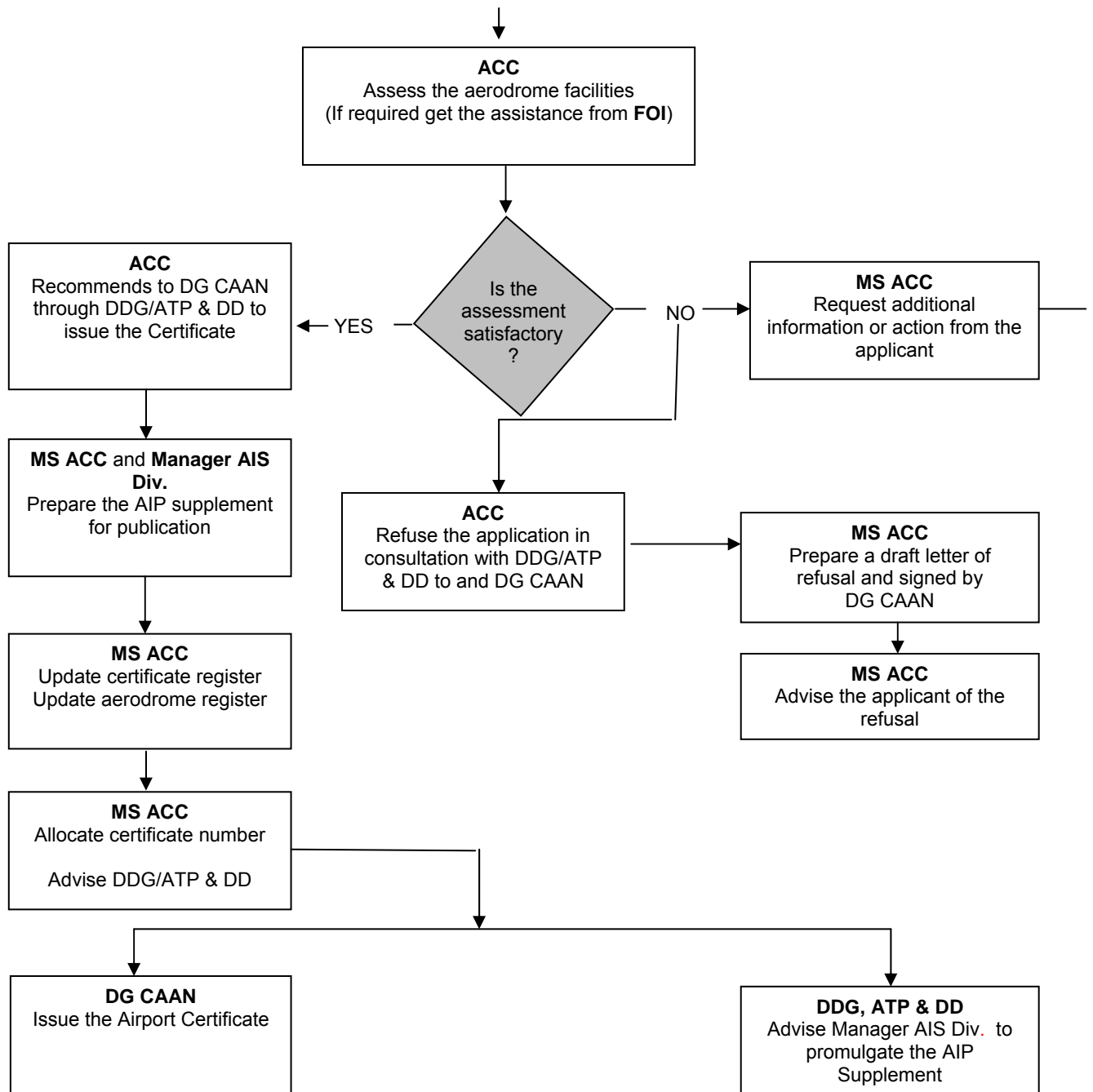
Airport Certificate Register (Maintained by MS ACC)
Application for Airport Certificate
Certificate Issue Checklist
PAPI Flight Check Record
Airport Lighting Flight Check Record
Aerodrome Manual
Airport Certification and Surveillance Checklist

Sample Letters

Grant of certificate
Refusal to grant certificate

2.1.2 Certificate Issuing Process Flowchart





2.2 Dealing with Expressions of Interest

2.2.1 Key Elements of the Process to deal with Expressions of Interest

Purpose To ensure that all expressions of interest from aerodrome operators are registered.

To form an Airport Certification Committee to assess the application.

To give applicants basic information about the airport certification process.

Controls

Rule 4 Defines when an airport certificate must be obtained.

- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.
- (2) The Airport Certificate must be obtained to operate international public air transportation service at any airport of Nepal.
- (3) An application may be submitted for the airport certificate to operate domestic airport also except as referred to in sub-rule (2).

Rule 7 Authorizes DG CAAN to refuse to grant an airport certificate.

Rule 8 Authorizes DG CAAN to endorse conditions on an airport certificate.

Rule 9 Specifies the validity period of an airport certificate.

Staff and Responsibilities

Staff	Delegation	Responsibilities
DDG ATP & DD (Coordinator Airport Certification Committee)	Letter issued by DG CAAN	Formation of the Airport Certification Committee (ACC)
ACC		Respond to the expression of interest

Forms and Letters Involved


Forms	Application for an Airport Certificate
Sample Letters	N/A
Timeframe	Expression of interest should be responded within 30 days of their receipt

2.2.2 Guidelines for Dealing with Expressions of Interest

When Is a Certificate Required?

An airport certificate must be obtained.

- (1) The operator of the airport that may be used for public purpose as per the national need must obtain the Airport Certificate.

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- (2) The Airport Certificate must be obtained to operate international public air transportation service at any airport of Nepal.
- (3) An application may be submitted for the airport certificate to operate domestic airport also except as referred to in sub-rule (2) of Rule 4, ACR 2004.

Who May Make the Application?

Any aerodrome operator may apply for an airport certificate.

Who May Act as the Member of the Airport Certification Committee (Member ACC)?

Officials from Civil, Electrical, Mechanical Fire, ATS, Flight Operation Departments with required experience and qualifications. The DDG/ATP & DD may decide it and assign himself or herself as the Coordinator of ACC.

Who May Act as the Member Secretary of the Airport Certification Committee (MS ACC)?

Senior Official from Civil Engineering Department with the required experience and qualifications.

Advice to Applicants

The **MS ACC** must advise the applicant that the aerodrome operator must submit a formal application using the standard application form for an Airport Certificate, with three copies of the Aerodrome Manual.

Note: The relevant reference for the standards is MASN Volume I.

Standards: The applicant should also be advised to obtain and refer the MASN Volume I and the CAAN ACR 2061 (2004) to ensure that certification standards are understood and can be met.

2.2.3 Procedures for Dealing with Expressions of Interest


DG CAAN	ACC
Assign tasks to ACC to deal with the expression of interest.	<ol style="list-style-type: none"> 1. Record the expression of interest details in the relevant file. 2. If the application cannot proceed, advise the applicant. 3. If the application can proceed, advise the person inquiring, as necessary to obtain copies of CAAN ACR 2061(2004) and MASN Volume I. 4. Send the applicant an Application form along with the details of fee for an Airport Certificate.

2.3 Assessing a Formal Application

2.3.1 Key Elements of the Process of Assessing a Formal Application

Purpose Assess the documentation that is supplied by the applicant to ensure that the application meets the Rule 5 of CAAN ACR 2061 (2004).

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Controls

- Rule 5 Permits to make an application to the DG CAAN for an airport certificate to operate a specific aerodrome
- Requires the application to be in a prescribed format and be accompanied by an aerodrome manual
- Rule 6 Defines the rules for granting an airport certificate and details CAAN criteria for the issue of certificates.
- Rule 20 Defines the information to be included in the Aerodrome Manual.

Staff	Delegation	Responsibilities
ACC	Letter issued by DG CAAN	Makes the initial assessment of the application
Forms		Certificate Issue Checklist Airport Certification and Surveillance Checklist
Sample Letters	N/A	
Timeframe		The initial assessment should be completed within 30 days of the receipt of the formal application.

2.3.2 Guidelines for Assessing a Formal Application

Airport Certificate Issue Checklist


As you process the application, tick activities successfully completed off the Airport Certificate Issue Checklist.

Aerodrome Manual

Applicants must supply one copy of the Aerodrome Manual with their application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the ACC.

The Aerodrome Manual must comply with mandatory Rules regarding its contents and completeness.

The ACC must be satisfied that the airport operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.

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2.3.3 Procedures for Assessing a Formal Application

Airport Certification Committee (ACC)

Note: As you process the application, complete the relevant parts of the Airport Certificate Issue Checklist to record activity satisfactorily completed to date.

When you receive the completed Application form for an Airport Certificate:

1. Make an initial assessment of the application:
 - a) Check that you have received a copy of the applicant's Aerodrome Manual.
 - b) Check the receipt of the payment made to CAAN.
2. Using the Airport Certification and Surveillance checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the CAAN ACR 2061(2004) and Standards (MASN, Volume I).
3. Determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the Regulations and Standards.

2.4 Assessing the Aerodrome Facilities

2.4.1 Key Elements of the Process of Assessing Aerodrome Facilities


Purpose Complete the assessment of the application by inspecting the facilities at the applicant's aerodrome to ensure that they comply with the mandatory standards (MASN Volume I).

Controls

Rule 6, (2) (c) Requires that the facilities must be in accordance with specified standards before a certificate may be issued

Rule 24 Requires the operator to comply with published standards (MASN Volume I).

	Staff	Delegation	Responsibilities
ACC		Letter issued by DG CAAN	Assesses the aerodrome facilities during a visit to the aerodrome
Forms		Airport Certificate Issue Checklist PAPI Check Record Airport Lighting System Check Record Airport Certification and Surveillance Checklist	
Sample Letters		N/A	
Timeframe		Site visit to the aerodrome should be made within 30 days of the receipt of the formal application.	

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2.4.2 Guidelines for Assessing the Aerodrome Facilities

To complete the assessment, the ACC must visit the aerodrome.

The ACC should assess aerodrome facilities including lighting, visual aids and observation from the air during day and night.

The facilities must comply with the published standards.

2.4.3 Procedures for Assessing the Aerodrome Facilities

Airport Certification Committee (ACC)

1. Obtain copies of the Airport Certification and Surveillance Checklists.
2. Visit the aerodrome, inspect the facilities to ensure that they comply with the published standards (MASN Volume I):
 - a. Assess each item listed on the checklists.
 - b. As you make the inspection, record the results of the inspection on the appropriate checklists. Note comments, if required.
4. Complete the assessment of the Aerodrome Manual. (See Section 2.3.3 assessing the applicant's Aerodrome Manual.)
5. At the end of the inspection, complete the relevant parts of the Certificate Issue Checklist to record activity satisfactorily completed to date.

2.5 Issuing or refusing an Airport Certificate

2.5.1 Key Elements in Issuing or Refusing an Airport Certificate

Purpose: To advise the applicant of the results of the assessment.


To complete the administrative action required when an application is approved.

Controls:

Rules 6 & 7 Specifies the requirements for notifying the decision to issue, or refusal to issue, a certificate

Rule 8 Allows DG CAAN to endorse conditions, in the interest of safety, on an aerodrome certificate at issue.

Staff	Delegation	Responsibilities
ACC	Letter issued by DG CAAN	Maintains the Airport Certificate Register. Advises the applicant of the results of the assessment. Recommends the issuance of the airport certificate, if appropriate.

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Forms Airport Certificate Register
Airport Certificate - Sample Certificate
Refusal to grant of certificate - Sample Letter

Timeframe The administrative action to issue the certificate should be completed within 60 days of the receipt of the formal application.

The Aerodrome Certificate will be issued to the Successful Applicant within 14 days of a decision being made.

The administrative action to refuse the certificate should be completed within 45 days of the receipt of the formal application.

The notification of the decision to refuse a certificate must be sent to the applicant within 60 days of the receipt of the formal application.

2.5.2 Guidelines for Issuing or Refusing an Aerodrome Certificate

Issue of the Certificate Number

The newly certified aerodrome is allocated the next available number on the Airport Certificate Register.

Types of Notification

The applicant must be advised of the result of the assessment of the application for an airport certificate. The advice may comprise:

- Notification that the application is successful.
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The certificate may be granted if subsequent assessment shows that the applicant has corrected all deficiencies.)
- Notification that the application has been unsuccessful.

Notes: For a successful application, conditions may be endorsed on an airport certificate in accordance with the CAAN ACR 2061(2004). If conditions are being considered, the ACC should consult the DDG, ATP&DD.

Certificates will be granted for five years.


Refusal to Issue an Airport Certificate

The decision to refuse an application may be a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate.

The notification of refusal to grant a certificate must be sent to the applicant within 60 days of the receipt of the formal application.

Applicants who have been advised to take steps to correct any deficiencies before an airport certificate can be issued are responsible for advising the CAAN when the deficiencies have been rectified (Report of corrective action taken).

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2.5.3 Procedures for Issuing or Refusing an Airport Certificate

ACC

1. Advise the DDG, ATP&DD of the outcome of the assessment.
2. Collate all associated paperwork on the Aerodrome File on the completion of all previous steps.
3. Notify the applicant of the outcome of the assessment. The advice may be that:
 - The applicant needs to take steps to rectify specified deficiencies prior to approval of the formal application.
 - The application for a certificate is approved.
 - The application is refused.
4. If the airport operator needs to rectify specific deficiencies before the application can be considered further:
 - a. Advise the applicant of the steps needs to be taken — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards.
5. When the application has been approved, update the Airport Certificate Register.
6. Allocate the certificate number. This is the next sequential number on the Airport Certificate Register.
7. Prepare, sign by DG CAAN and dispatch the certificate along with the covering letter and the operator's copy of the Aerodrome Manual.
8. If grounds exist for refusing the application:
9. Prepare a "refusal to grant certificate" letter stating reasons, and advising the applicant to appeal the decision.

Note: The notification of refusal to grant must be sent to the applicant within 60 days of the receipt of the formal application.


Information relating to a newly certificated aerodrome may be included in an AIP and be advised by NOTAM. The aerodrome should be incorporated into a surveillance program.

2.5.4 Procedures for Advising CAAN and the Industry of a Newly Certified Aerodrome

MS ACC

1. Notifies the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM through DDG, ATP&DD.
2. Notifies NOTAM Office and nominated reporting officers of the airport operator.
3. Place a copy of the Airport Certificate in the Aerodrome File.
4. Complete an Aerodrome Profile Sheet and place a copy in the Aerodrome File.
5. Incorporate the aerodrome into the surveillance programme in accordance with local procedures.

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DDG, ATP&DD

1. Arranges for surveillance planning.

2.6 Advising AIP and Industry of a newly Certified Aerodrome

2.6.1 Key Elements of the Process of Advising CAAN and the Industry of a Newly Certificated Aerodrome

Purpose	To ensure that all other relevant branches of CAAN, and the aviation industry are notified of the aerodrome's certificated status and details.		
Controls			
Rule 20	Requires an aerodrome operator to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP.		
Staff MS ACC	Delegation —	Responsibilities Places copies of the Airport Certificate in the aerodrome file. Inform the relevant branches of CAAN, and the aviation industry (if required) about the aerodrome's certificated status.	
Forms	Aerodromes Profile Sheet for the publication in AIP		
Timeframe	CAAN internally and the aviation industry (if required) externally must be notified of the newly certificated aerodrome at the same time as the certificate is issued		

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Airport Certificate

Certificate Number:

This certificate authorizes

{Certificate Holder's Name}

to operate

{Aerodrome Name}

{Latitude and longitude of ARP}

This certificate is issued under the provisions of Rule 6 of Civil Aviation Authority of Nepal (CAAN) Airport Certificate Regulation 2061 (2004) under the Authority of CAAN Act 2053 (1996). The operation and use of the aerodrome is subject to the Rule 4 of CAAN Airport Certificate Regulation 2061 (2004), and any relevant directions issued by the Director General of Civil Aviation Authority of Nepal, including any conditions endorsed on the reverse of this document. This certificate is valid for five years until surrendered, suspended or cancelled.

Signed:

Dated:

CHAPTER – 3. SURRENDER OF AN AERODROME CERTIFICATE

3.1 Overview of the Surrender Process

3.1.1 Key Elements of the Surrender Process

Purpose: To ensure that airport certificates are surrendered correctly and consistently using a common legal format by describing the:

- o Process for surrendering airport certificates
- o Legislation governing their surrender
- o Staff responsibilities
- o Forms used.

To ensure that when a certificate is surrendered, all actions required to maintain the ongoing safety of aviation operations are taken into account.

Controls

Rule 6 Establishes that an aerodrome operator is the airport certificate holder in the case of a certified aerodrome.

Rule 10 Rules for the cancellation of an airport certificate at the request of an aerodrome operator.

Staff

Members of ACC

Delegation

Letter issued by DG CAAN

Responsibilities

Recommend to DG CAAN through DDG, ATP&DD to cancel the airport certificate. Adjusts on-going surveillance accordingly.

Forms

Checklist for Cancellation by Surrender

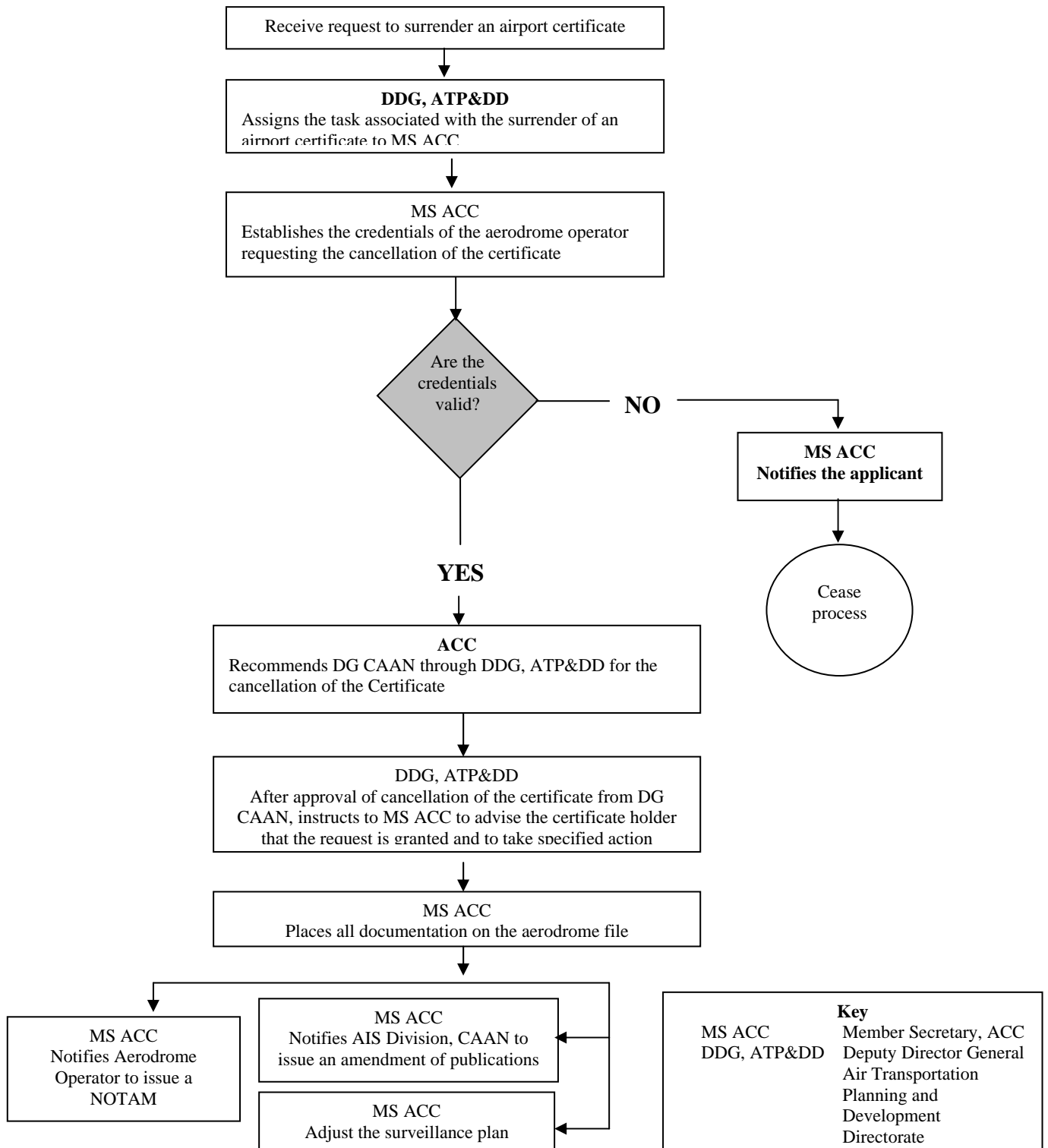
Sample Letters

Letter of cancellation by surrender

Timeframe

The airport certificate should be cancelled on the date specified by the aerodrome operator.

3.1.2 Surrender Process Flowchart



3.2 Receiving Notification of Surrender of the Airport Certificate from the Aerodrome Operator

3.2.1 Key elements of the Process of Receiving Notification from the Aerodrome Operator

Purpose: Provide the procedures for processing the receipt of a request for surrender of an airport certificate.

Controls:

Rule 6 Establishes that the aerodrome operator is the certificate holder

Rule 10 Rules for the cancellation of an airport certificate at the request of the holder

Staff	Delegation	Responsibilities
DDG, ATP&DD	Letter issued by DG CAAN	Assigns the task associated with the surrender of an airport certificate to MS ACC
MS ACC		Confirms the credentials of the person making the request to cancel. Confirms the surrender date of effect.
Forms	Checklist for Cancellation by Surrender	
Sample Letters	None	
Timeframe	Certificate surrender action is to be completed at least 45 days before the date specified by the operator to cancel the Certificate.	

3.2.2 Guidelines for Receiving Notification from the Aerodrome Operator

An aerodrome operator may voluntarily choose to surrender an airport certificate.


An aerodrome operator must give DG CAAN at least 60 days written notice of the cancellation date.

DG CAAN must cancel the certificate, provided the request is made by the aerodrome operator.

If the aerodrome operator contacts DG CAAN for advice on the cancellation process prior to sending the formal notification, information should be provided as to the operational consequences that may result, if surrender is made and the airport certificate is subsequently cancelled as a result.

The surrender or cancellation of an airport certificate may affect:

- Certain regular public transport (RPT) operations into the aerodrome
- Continuing general aviation safety
- CAAN aerodrome surveillance activity.

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3.2.3 Procedures for Receiving Notification from the Aerodrome Operator

DDG, ATP&DD

1. Assigns the task to MS ACC to deal with the request to surrender the airport certificate.

MS ACC

1. Establish the credentials of the aerodrome operator requesting the cancellation as the certificate holder.
2. On the notification of the intention to surrender the airport certificate, check that the aerodrome operator has:
 - a. Clearly stated the request for the cancellation of certificate.
 - b. Specified when cancellation should become effective.
If no date is specified, the certificate cancellation date is the date 60 days from the date of notification.
3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the certificate, contact the operator and advise them to supply the necessary details in writing.
4. Determine whether the aerodrome is to continue to operate as an un-certificated aerodrome.

3.3 Assessing a Surrender Request

3.3.1 Key Elements of the Process of Assessing the Request to Surrender a Certificate

Purpose: To ensure that a request for surrender of the airport certificate by the aerodrome operator is properly made.

To ensure that airport certificates are consistently surrendered using a common legal format

To ensure that the safety of aviation is not compromised at an aerodrome the certificate of which has been surrendered.

Controls:

Rule 10 Rules for the cancellation of an airport certificate at the request of an aerodrome operator.

Staff	Delegation	Responsibilities
MS ACC		Determines that the request is from the airport certificate holder.
Forms	Airport Certificate Surrender Checklist	
Sample Letters	Letter of cancellation by surrender	
Timeframe	The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator	


3.3.2 Guidelines for Assessing the Request to Surrender a Certificate

DG CAAN must cancel an airport certificate when it is properly requested.

3.3.3 Procedures for Assessing the Request to Surrender a Certificate

MS ACC

1. Using the Airport Certificate Surrender Checklist:
 - a. Check that the aerodrome operator has given at least 60 days notice.
 - b. Check that the operator has provided sufficient information:
 - Are there regular public transport (RPT) operations at the aerodrome?
 - Are there any changes to the details of the reporting officer?
 - If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example:
 - Will the windsock and boundary markers be removed?

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- Will un-serviceability markers be displayed for a period?
2. If the request is properly made, prepare a letter to the aerodrome operator:
 - a. Notifying the cancellation of the certificate
 - b. Directing aerodrome operator to return the original certificate document to the DG CAAN to enable cancellation of the certificate.
 - c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
 3. Prepare and forward the letter for DG CAAN signature through DDG, ATP&DD and place a copy in the appropriate aerodrome file.
 4. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample letter of cancellation by surrender of an airport certificate.
 5. When you have the original certificate:
 - a. Mark it as cancelled by completing the following actions using ink:
 - Draw a line through the certificate.
 - Write Cancelled and the date of the cancellation on the certificate.
 - Sign the certificate.
 - b. Place the original cancelled certificate on the appropriate aerodrome file or a copy of the cancelled certificate.
 6. Update the Airport Certificate Register.

3.4 Advising about Surrendered Airport Certificates


3.4.1 Key Elements of the Process of Notifying DG CAAN

Purpose: To ensure that the safety of aviation is not compromised at the uncertified aerodrome.

To advise members of the aviation industry, to take appropriate action, if they wish to use the aerodrome.

Staff	Delegation	Responsibilities
MS ACC		Notifies relevant CAAN sections and the aviation industry that an aerodrome is no longer certified.
Forms	None	
Sample Letters	None	
Timeframe	CAAN internal sections and the aviation industry must be notified of the surrender of the airport certificate at least seven days prior	

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to the cancellation of the certificate.

3.4.2 Procedures for Notifying CAAN/Aviation Industries

MS ACC

1. Notify NOTAM Office (NOF) of aerodrome operator:
 - To issue a NOTAM canceling the certified status of the aerodrome.
2. Notify the Aeronautical Information Service (AIS), CAAN to issue an amendment of AIP.
3. Amend the Airport Certificate Register.
4. Amend aerodrome file and surveillance records.

CHAPTER – 4. TRANSFERRING AN AIRPORT CERTIFICATE

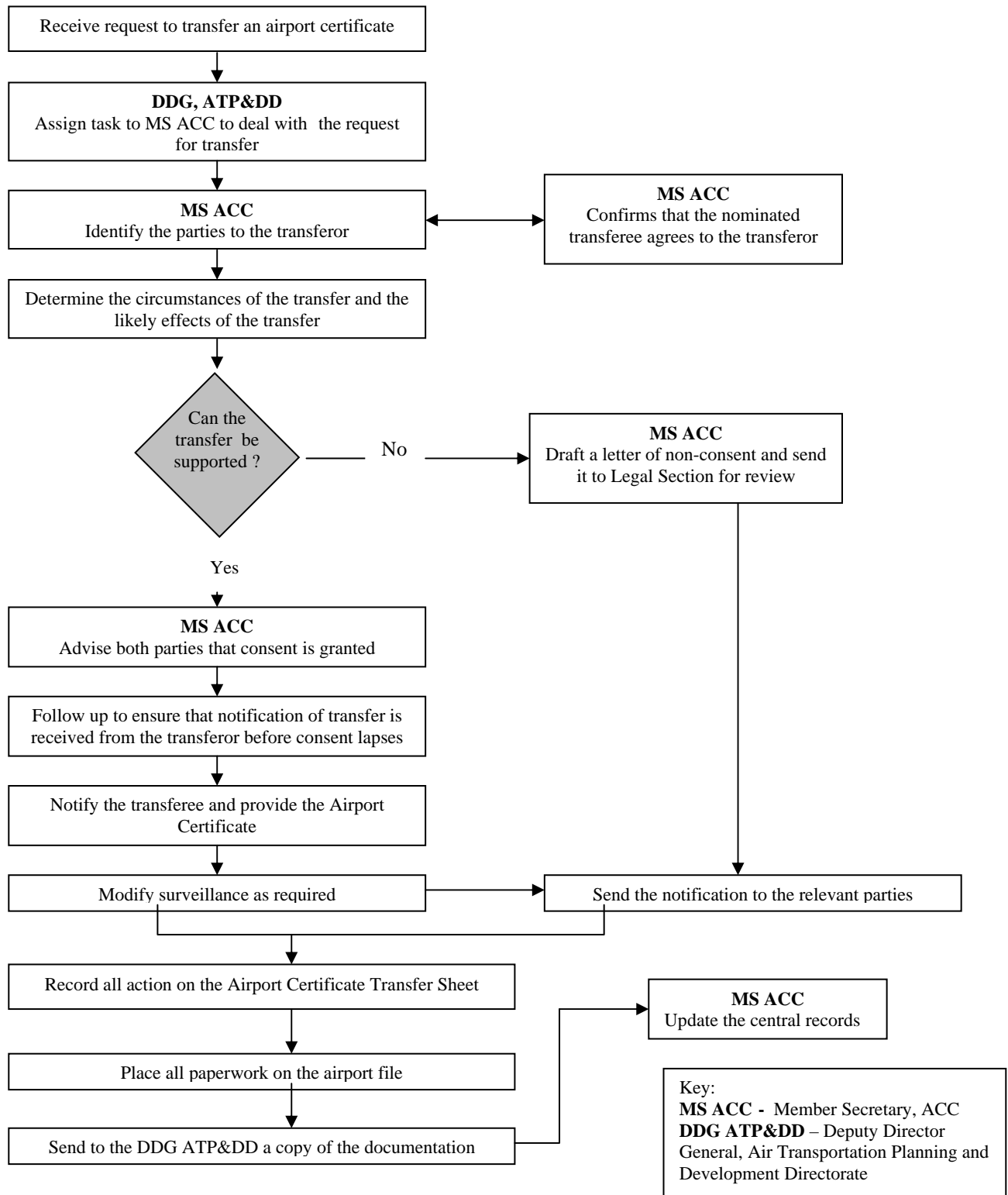
4.1 Overview of the Transfer Process


4.1.1 Key Elements of the Transfer Process

Purpose	To ensure that airport certificates are transferred correctly and consistently issued using a common legal format nationally by describing the:	
	<ul style="list-style-type: none"> • Consent to transfer airport certificates • Legislation governing their transfer • Staff responsibilities • Forms and letters used. 	
Controls		
Rule 11	Permits an airport certificate to be transferred, provided CAAN consents in writing. Requires CAAN to state in writing the reasons for not giving consent.	
Staff	Delegation	Responsibilities
DDG, ATP&DD	Letter issued by DG CAAN	Assigns the task to MS ACC to deal with the request to transfer the airport certificate.
MS ACC	As per Rule 11	Initiate the process for transfer of the airport certificate.
Forms	Airport Certificate Transfer Checklist Airport Certificate Transfer Notification Airport Certificate Transfer Certificate	
Sample Letters	Letter of consent to transfer of airport certificate Letter confirming the transfer of an airport certificate Letter of non-consent to transfer of an airport certificate	
Timeframe	N/A — see the timeframe for the individual tasks.	



4.1.2 Transfer Process Flowchart



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4.2 Processing Transfers

4.2.1 Guidelines for Processing Certificate Transfers

How Requests for a Transfer of Airport Certificate May Be Made

The aerodrome operator (transferor/transferee) must make requests in writing for CAAN's consent to transfer an airport certificate prior to 60 days of expiry of the airport certificate.

Reasons for a Transfer of an Airport Certificate

An aerodrome operator may request CAAN's consent to transfer of the certificate when, for example:

- Changes to local government arrangements result in a transfer of responsibilities between municipal authorities
- The establishment of a specific Aerodrome Board with members drawn from various community sources to own and operate an aerodrome.
- An aerodrome operator wants to transfer operational responsibility to another party.
- An aerodrome facility is leased — for example, the lease of CAAN aerodromes to alternative operators.

Criteria for a Transfer of an Airport Certificate


Consent to a transfer may be given **only** if CAAN is satisfied that the person to whom the certificate will be transferred is able to properly operate and maintain the aerodrome.

Requests for consent to transfer of an airport certificate must be tested to determine whether:

- The change should be handled as a genuine transfer; or
- A situation exists which requires the certificate to be surrendered and a new certificate issued to a different entity.

A transfer is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:

- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered
- Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

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Criteria for Non-consent

Consent to transfer **must** be refused if CAAN is not satisfied that the person to whom the certificate is proposed to be transferred is able to properly operate and maintain the aerodrome.

Generally, CAAN's policy is that consent to transfer should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- If the certificate document is conditionally endorsed or the transfer would require conditions to be endorsed on the certificate document
- Reduction of runway, taxiway or apron facilities
- If the MS ACC believes:
 - Significant revision to the Aerodrome Manual will be necessary as a result of the transfer
 - The proposed staffing arrangements are not adequate or appropriate.

Note: If consent is not granted, the MS ACC should take steps to confirm that the current aerodrome operator can meet the obligations of the certificate. It is possible that a transfer of the certificate should be followed up by the CAAN's surveillance.

Reviewable Decision

A refusal to consent to a transfer may be reviewable.

CAAN's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.


4.2.2 Procedures for Processing Certificate Transfers

DDG ATP&DD

1. Assign a task to MS ACC to deal with the request for a transfer of airport certificate.
2. After completion of the transfer and the MS ACC has provided copies of the documentation relating to the transfer, update the Airport Certificate Register.

MS ACC

1. Use the Airport Certificate Transfer Checklist to monitor and record all actions to process the certificate transfer.

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Number : nnn

Aerodrome Certificate Certificate of Transfer

This certifies that the Civil Aviation Authority of Nepal, in accordance with the provisions of regulation 11 of the CAAN Airport Certification Regulations 2061 (2004) has consented to the transfer of the

{Transferee's Name}


to operate

{Aerodrome Name}

The operation and use of the aerodrome is subject to the Civil Aviation Authority Act 1996, the CAAN Airport Certification Regulations 2061 (2004), and any relevant directions issued by the Civil Aviation Authority of Nepal, including any conditions endorsed. This certificate remains in force until surrendered, suspended or cancelled and transferred.

Dated

Signed

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CHAPTER – 5. AMENDMENT TO THE AIRPORT CERTIFICATE

5.1 Overview of the Amendment Process

5.1.1 Key Elements of the Amendment Process

Purpose To ensure that airport certificates are amended correctly and consistently issued using a common legal format by describing the:

- Consent to amend the airport certificate
- Legislation governing the amendment of certificate
- Staff responsibilities
- Forms and letters used.

Controls

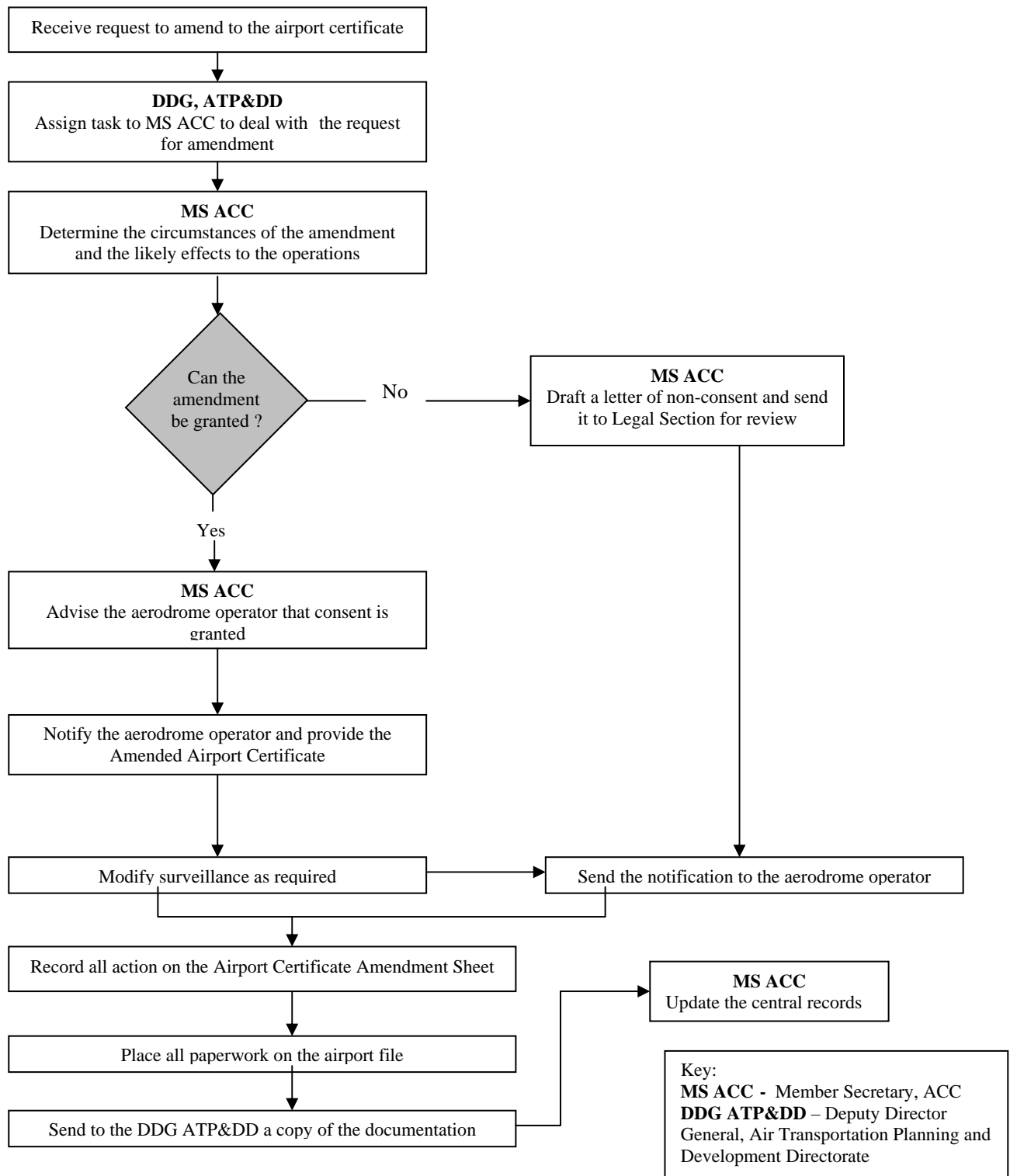
Rule 13 Permits an airport certificate to be amended by CAAN, if the following circumstances occur:


- Change in the ownership or management of the aerodrome;
- Change in the use or operation of the aerodrome;
- Change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

Staff	Delegation	Responsibilities
DDG, ATP&DD	Letter issued by DG CAAN	Assigns the task to MS ACC to deal with the request to amend the airport certificate.
MS ACC	As per Rule 13	Initiate the process for amendment to the airport certificate.
Forms		Airport Certificate Amendment Checklist Airport Certificate Amendment Notification Amended Airport Certificate
Sample Letters		Letter of consent to amend the airport certificate Letter of non-consent to amend the airport certificate
Timeframe		N/A — see the timeframe for the individual tasks.



5.1.2 Amendment Process Flowchart



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5.2 Processing Amendments

5.2.1 Guidelines for Processing Airport Certificate Amendments

How Requests for an Amendment to Airport Certificate May Be Made

The aerodrome operator must make requests for consent to amend an airport certificate. CAAN's policy should be that requests for amendment of the airport certificate must be made in writing.

Reasons for an Amendment of an Airport Certificate

An aerodrome operator may request CAAN's consent to amend the certificate when:

- There is a change in the ownership or management of the aerodrome;
- There is a change in the use or operation of the aerodrome;
- There is a change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

Criteria for an Amendment of an Airport Certificate

Consent to an amendment may be given **only** if CAAN is satisfied with the reasons submitted by the aerodrome operator.

An amendment is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:


- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered
- Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

Criteria for Non-consent

Consent to amendment **must** be refused if CAAN is not satisfied with the reasons submitted by the aerodrome operator.

Generally, CAAN's policy is that consent to amendment should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- If the certificate document is conditionally endorsed or the amendment would require conditions to be endorsed on the certificate document
- Reduction of runway, taxiway or apron facilities
- If the MS ACC believes that:

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- a significant revision to the Aerodrome Manual will be necessary as a result of the amendment.
- the proposed staffing arrangements are not adequate or appropriate.

Note: If consent is not granted, the MS ACC should take steps to confirm that the aerodrome operator can meet the obligations of the certificate. It is possible that an amendment of the certificate should be followed up by the CAAN's surveillance.

Reviewable Decision

A refusal to consent to an amendment may be reviewable.

CAAN's Legal Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.


5.2.2 Procedures for Processing Amendment to the Certificate

DDG ATP&DD

1. Assign a task to MS ACC to deal with the request for an amendment to the airport certificate.
2. After completion of the amendment and the MS ACC has provided copies of the documentation relating to the amendment, update the Airport Certificate Register.

MS ACC

1. Use the Airport Certificate Amendment Checklist to monitor and record all actions to process the certificate transfer.

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CHAPTER – 6. COMPLIANCE AND ENFORCEMENT

6.1 Canceling or Suspending an Airport Certificate

6.1.1 Key Elements of the Process of Canceling or Suspending an Airport Certificate

Purpose: To ensure that airport certificates are consistently suspended or cancelled using a common legal format

To ensure that the safety of aviation is not compromised at an aerodrome where the certificate has been suspended or cancelled.

Controls:


Rule 16 Empowers the DG CAAN to suspend or cancel an airport certificate if DG CAAN is satisfied that certain grounds exist.

Cause for Action

In regard to airport certificates, action may be instituted if DG CAAN is satisfied that the certificate holder:

- Has breached a condition to which the Certificate was subjected; or
- Fails to satisfy the standards required for the aerodrome facilities, operations or maintenance;


Staff	Delegation	Responsibilities
DDG ATP&DD	Letter issued by DG CAAN	Assign tasks to deal with compliance and enforcement action to MS ACC.
ACC		Conduct aerodrome surveillance audit and inspections. Take necessary steps of enforcement action.
Forms	Aerodrome Inspection Report Airport Certificate Suspension or Cancellation Checklist	
Sample Letters	Letter of Warning Notice Letter of Suspension of the Certificate Letter of Cancellation of the Certificate	
Timeframe	<p>The DG CAAN shall give a period of 21 days for rectifying the deficiencies identified by the ACC during inspection.</p> <p>The DG CAAN shall give warning letter to the Certificate Holder before suspension of the Certificate providing another 14 days to rectify those deficiencies.</p> <p>If the Certificate Holder fails to rectify those deficiencies within 35 days (21+14 days) given by the DG CAAN, action will be taken to suspend the Certificate for the period specified by the DG CAAN.</p> <p>If the Certificate Holder fails to rectify those deficiencies within the suspension period then the Certificate will be cancelled upon the decision of DG CAAN effective from the date decided by DG CAAN.</p>	

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6.1.2 Procedures for the Suspension or Cancellation of a Certificate

ACC

1. Using the Airport Certificate Suspension or Cancellation Checklist
 - a. Check that MS ACC has given to the Aerodrome Operator a period of 21 days to rectify all deficiencies identified during inspection before issuing warning letter to suspend the certificate.
 - b. Check that MS ACC has given 14 days warning notice before suspension of the Certificate.
 - c. Check the following information:
 - Whether the Aerodrome Operator rectified all deficiencies identified by the ACC within 14 days of the issue of the warning notice.
 - If the deficiencies are not rectified within 14 days of the issue of the warning letter then issue the letter of suspension of the certificate.
 - If the deficiencies are not rectified within the period of suspension of the certificate then action should be taken to cancel the certificate.
2. If CAAN makes a decision to suspend or cancel the certificate, prepare a letter of notification to the aerodrome operator:
 - a. Notifying the suspension or cancellation of the certificate
 - b. In case of cancellation of the certificate, instructing the aerodrome operator to return the original certificate document to the CAAN to enable cancellation of the certificate.
 - c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.
3. Prepare and forward the letter for DG CAAN's signature through DDG ATP&DD. Place a copy of the letter in the appropriate aerodrome file.
4. Send the letter of notification to the aerodrome operator before the date of cancellation of the Certificate. — see the sample letter of cancellation by CAAN.
5. When you have the original certificate document:
 - a. Mark it as cancelled by completing the following actions using ink:
 - Draw a line through the document.
 - Write Cancelled and the date of the cancellation on the document.
 - Sign the document.
 - b. Place the original certificate document on the appropriate aerodrome file.
6. Update the Airport Certificate Register.

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6.2 Advising about Cancellation of Airport Certificates

6.2.1 Key Elements of the Process of Notifying CAAN

Purpose: To ensure that the safety of aviation is not compromised at the uncertified aerodrome.


To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

Staff	Delegation	Responsibilities
MS ACC	Letter issued by the DG CAAN	Notifies relevant CAAN sections and the aviation industry that an aerodrome is no longer certified.
Forms	None	
Sample Letters	None	
Timeframe	CAAN internal sections and the aviation industry must be notified of the cancellation of the airport certificate at least seven days prior to the cancellation of the certificate.	

4.2.2 Procedures for Notifying CAAN/ Aviation Industries

MS ACC

1. Notify AIS:
 - To issue a NOTAM canceling the certified status of the aerodrome
2. Notify the AIS through DDG ATP&DD to issue an amendment of AIP.
3. Amend the Airport Certificate Register.
4. Amend aerodrome file and surveillance record.

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CHAPTER – 7. SAMPLE LETTERS

7.1 Grant of an Airport Certificate

{File reference}

Date:

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear {Sir/Madam},

ISSUE OF CERTIFICATE TO OPERATE (Name of aerodrome)

This has reference to your letter {number} dated {dd/mm/yy} and your application for a certificate to operate {name of aerodrome}. Your application has been approved and the Airport Certificate is ready for collection.

Your aerodrome will {now/continue to} be subject to regular routine surveillance/inspection by this Authority under the Rule 29 of CAAN Airport Certification Regulations 2061 (2004).


If you have any queries regarding this certificate or any other aerodrome-related matters please contact this Authority.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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7.2 Refusal to Grant an Airport Certificate

{File reference}

Date:

{Applicant's name}
 {Aerodrome name}
 {Aerodrome address}

Dear {Sir/Madam},

REFUSAL OF APPLICATION FOR AIRPORT CERTIFICATE

This has reference to your letter {number} dated {dd/mm/yy} and your application for a certificate to operate {name of aerodrome}. Your application has been assessed in accordance with the Rule 6 (2) and refused in accordance with the Rule 7 of CAAN Airport Certification Regulations 2061 (2004) due to the following reason(s):

{Delete whichever is not applicable}

- a. Following an inspection of the aerodrome facilities and equipment, this office has found that they do not meet the required standards specified for a certified aerodrome.
- b. Following an assessment of the aerodrome's operating procedures this office has found that they do not make satisfactory provision for the safety of aircraft.
- c. Following an assessment of the Aerodrome Manual we have found that it does not contain the particulars set out in Rule 20 of CAAN Airport Certification Regulations 2061 (2004).
- d. Due to above fact(s) and the other factors listed below, I wish to regrettably inform you that this office is not satisfied with your ability to operate and maintain the aerodrome as required by Rule 6 of CAAN Airport Certification Regulations 2061 (2004).

{Give details of each deficiency}


You were advised of the above deficiencies on {dd/mm/yy} and your response has led us to the conclusion that you are unable to comply with the Rule 6 of CAAN Airport Certification Regulations 2061 (2004) for the issuance of an airport certificate. Therefore, your application has been refused.

If you have any queries relating to this matter please contact the undersigned.

Yours faithfully,

{Signature}

{Name}
 Director General of Civil Aviation Authority of Nepal

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7.3 Cancellation by Surrender

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear {Sir/ Madam}

SURRENDER OF THE CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your letter {number} dated {dd/mm/yy} requesting cancellation of your airport certificate for {name of aerodrome}. Your Aerodrome Certificate bearing the number {xxxx} {has been/will be} cancelled on {dd/mm/yy}. We have arranged for a NOTAM to be issued advising cancellation of the certificate.

{Insert the relevant paragraph below.}

As there {are/are no} regular public transport operations at your aerodrome after the date of cancellation, it {will/will not} be subject to continued regular surveillance from this Authority.

As the aerodrome {is to be/has been} closed to all aircraft operations, you are advised to take the following steps.

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate un-serviceability markers.


If you have any queries regarding the cancellation of the certificate or the legislative Rules for the continuing use of your aerodrome, please contact this office.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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7.4 Consent to Transfer an Airport Certificate

{File reference}

Date:

{Aerodrome Operator}

{Aerodrome name}

{Address}

Dear {Sir/Madam},

TRANSFER OF AN CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your letter {number} dated {dd/mm/yy} requesting transfer of your airport certificate for {name of aerodrome} from {transferor} to {transferee}.

Civil Aviation Authority of Nepal consents to this transfer, provided the transfer is executed on or prior to {date/time} or before the expiry of the airport certificate.

Three transfer notification forms are enclosed with this letter. Please complete all three with original signatures and then ensure:

- a. One copy of the signed transfer notification is retained for your records;
- b. Another copy of the signed transfer notification is retained by the transferee; and
- c. The remaining signed transfer notification is returned to this office.

Additionally, would you please ensure the original airport certificate document is passed to the transferee.


Your cooperation in formalising the transfer of this airport certificate in the above manner is appreciated, as, at a future time, it may be important for CAAN to be able to provide evidence of the chain of title.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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7.5 Transfer Confirmation of an Airport Certificate

{File reference}

Date:

{New aerodrome operator}

{Aerodrome name}

{Address}

Dear {Sir/Madam},

TRANSFER CONFIRMATION OF AN AIRPORT CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to the transfer of {aerodrome name} aerodrome from {transferor} to yourself which took effect from {date}.

Please find enclosed a Transferred Airport Certificate. The Transferred Airport Certificate is provided, should you wish to display publicly that you are now the operator of {aerodrome name} aerodrome.

The original airport certificate document, with the letter of consent previously copied to you, establishes the legal basis on which you are certified as the operator of {aerodrome name} aerodrome and, additionally, provides evidence of the chain of title for this airport certificate.


Please ensure any requirements relating to published information or aerodrome manual data variations associated with the transferred certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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7.6 Non-consent to Transfer of Airport Certificate

{File reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Address}

Dear {Name}

This has reference to your request for the Civil Aviation Authority of Nepal to consent the transfer of airport certificate number {XXnnn} for {aerodrome name} aerodrome from you to {name of the proposed new certificate holder}.

The CAAN has decided not to consent to the proposed transfer of the airport certificate. The CAAN decision is made because

{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.}

Examples of reasons may be that the transfer will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the current *appeal process* you or any person whose interests are affected by this decision may apply to (*as required*) for a review of the CAAN decision within 35 days from the date of this letter.


You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of CAAN of your intentions.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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7.7 Amendment of an Airport Certificate

{File reference}

Date:

{New aerodrome operator}

{Aerodrome name}

{Address}

Dear {Sir/Madam},

AMENDMENT OF AN AIRPORT CERTIFICATE TO OPERATE {Name of aerodrome}

This has reference to your request for the Civil Aviation Authority of Nepal to amend the airport certificate number {XXnnn} for {aerodrome name} aerodrome.

The CAAN has decided to consent to amend the airport certificate.

Please find enclosed an amended Airport Certificate. The previous airport certificate document, establishes the legal basis on which you are certified as the operator of {aerodrome name} aerodrome and, additionally, provides evidence of the chain of title for this airport certificate.


Please ensure any requirements relating to published information or aerodrome manual data variations associated with the amended certificate are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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7.8 Non-consent to Amend an Airport Certificate

{File reference}

Date:

{Certificate holder's name}

{Aerodrome name}

{Address}

Dear {Name}

This has reference to your request for the Civil Aviation Authority of Nepal to consent an amendment of airport certificate number {XXnnn} for {aerodrome name} aerodrome.

The CAAN has decided not to consent to the proposed amendment of the airport certificate. The CAAN decision is made because:

{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.}

Examples of reasons may be that the amendment of the certificate will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the current *appeal process* you or any person whose interests are affected by this decision may apply to *(as required)* for a review of the CAAN decision within 35 days from the date of this letter.


You are reminded that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of CAAN of your intentions.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation Authority of Nepal

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7.9 Warning Notification

{file reference}

Date:

{Certificate holder's name}
{Address}

Dear {Sir/ Madam}

WARNING NOTICE FOR THE SUSPENSION OF AN AIRPORT CERTIFICATE {name of aerodrome}

This has reference to our letter {Number} dated {dd/mm/yy}.


As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority will suspend your Airport Certificate effective from {dd/mm/yy}.
(Note: The date should be 35 days from the date of issue of this letter)

If you have any queries regarding above, please contact this Authority.

Yours faithfully,

{Signature}

{Name}
Director General of Civil Aviation Authority of Nepal

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7.10 Suspension of an Aerodrome Certificate

{file reference}

Date:

{Certificate holder's name}

{Address}

Dear {Sir/ Madam}

SUSPENSION OF AN AIRPORT CERTIFICATE {name of aerodrome}

This has reference to our letter {Number} dated {dd/mm/yy}.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority has decided to suspend your Aerodrome Certificate effective from {dd/mm/yy} for the period specified by the DG CAAN.

If you fail to rectify the findings within this period, your certificate will be cancelled by this Authority.


If you have any queries regarding above, please contact this Authority.

Yours faithfully,

{Signature}

{Name}

Director General of Civil Aviation

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7.11 Cancellation of an Airport Certificate

{file reference}

Date:

{Certificate holder's name}
{Address}

Dear {Sir/ Madam}

CANCELLATION OF AN AIRPORT CERTIFICATE {name of aerodrome}

This has reference to our letter {Number} dated {dd/mm/yy}.

As you have failed to rectify the findings mentioned in the letter {Number} dated {dd/mm/yy} within the period stated in the letters reference {Numbers and dates} this Authority has decided to cancel your Airport Certificate effective from {dd/mm/yy}. We have arranged for a NOTAM to be issued in this regard.

{Insert the relevant paragraph below}

As there {are/are no} regular public transport operations at your aerodrome after the date of cancellation, it {will/will not} be subject to continued regular surveillance from this Authority.

As the aerodrome {is to be/has been} closed to all aircraft operations, you are advised to take the following steps.

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate unserviceability markers.

If you have any queries regarding the cancellation of certificate or the legislative Rules for the continuing use of your aerodrome, please contact this office.

Yours faithfully,

{Signature}

{Name}
Director General of Civil Aviation Authority of Nepal

CHAPTER – 8. CHECKLIST

8.1 Airport Certificate Issue Checklist

The **MS ACC** must complete this checklist to ensure that each step of the aerodrome certificate procedure is completed during issue of the airport certificate.


Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

Sign and date this form and file it on the aerodrome file when the process is completed.

- | | √ | <u>Date</u> |
|---|--------------------------|-------------|
| 1. Aerodrome file raised (Put file number: _____) | <input type="checkbox"/> | |
| 2. Application checked for completeness | <input type="checkbox"/> | |
| 3. Copy of Aerodrome Manual provided by the applicant | <input type="checkbox"/> | |
| 4. Operational safety considerations discussed with FOI (if required) | <input type="checkbox"/> | |
| 5. Applicant advised of any operational restrictions | <input type="checkbox"/> | |
| 6. Applicant advised of applicable fee for certification | <input type="checkbox"/> | |
| 7. Manual assessed | <input type="checkbox"/> | |
| 8. Applicant assessed as able to operate the aerodrome | <input type="checkbox"/> | |
| 9. Facilities assessed as acceptable by CAAN | <input type="checkbox"/> | |
| 10. Applicant advised of any deficiencies if any | <input type="checkbox"/> | |
| 11. Action taken report on significant deficiencies received and acceptable to CAAN | <input type="checkbox"/> | |
| 12. CAAN decision made to grant or refuse the Certificate | <input type="checkbox"/> | |
| 13. Applicant advised of refusal to grant certificate with reasons for refusal | <input type="checkbox"/> | |
| 14. Applicant advised of grant and conditions if any | <input type="checkbox"/> | |
| 15. Receipt of applicable fee | <input type="checkbox"/> | |
| 16. Certificate issued | <input type="checkbox"/> | |
| 17. Manual endorsed and returned to the aerodrome Operator | <input type="checkbox"/> | |
| 18. Internal CAAN notification completed | <input type="checkbox"/> | |
| 19. Notified AIS | <input type="checkbox"/> | |

Signature:Date:/...../.....

Name:(MS ACC)

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8.2 Airport Certificate Surrender Checklist

1. The aerodrome operator must provide CAAN with written notification of the request to surrender the airport certificate. The ACC, CAAN who assesses the request may be required to investigate the application further to establish the relevant information.

- Cancellation date specified by the aerodrome operator.
- Authority verified — that is, the notification is from the certificate holder and signed.
- Are air transport operations being conducted at the aerodrome?
- Is the aerodrome to be closed?
- Is it necessary for CAAN to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

2. The written notification is accepted by CAAN and the certificate is cancelled

- Confirm that the details specified in section 1 of this checklist have been addressed.
- Endorse the original certificate document or a copy attached in the aerodrome file as **Cancelled**.
- Sign the endorsed original certificate document or a copy.
- Place endorsed original certificate document or copy in the appropriate aerodrome file.

3. Advise the following details of the cancellation

- Aerodrome Operator in writing the date of cancellation.
- AIS for issuing NOTAM and any changes to the details of the reporting officer.
- AIS for amendment to publications.
- DDG, ATP&DD, an amendment of the airport certificate register

4. Surveillance Update

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....
ACC, CAAN

..... / /
Date

8.3 Airport Certificate Transfer Checklist

1. The aerodrome operator must provide CAAN with written notification of the request to transfer the airport certificate. The ACC, CAAN who assesses the request may be required to investigate the application further to establish the relevant information.

- Transfer date (at least 60 days prior to expiry of the airport certificate) specified by the aerodrome operator.
- Authority verified — that is, the notification is from the certificate holder or from the transferee and signed.
- Are air transport operations being conducted at the aerodrome?
- Is the aerodrome to be closed?
- Is it necessary for CAAN to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

2. The written notification is accepted by CAAN and the CAAN's consent to transfer the certificate is not granted

- Confirm that the details specified in section 1 of this checklist have been addressed.
- Reasons for not granting consent to transfer the airport certificate are enclosed.
- CAAN confirmation not to transfer the airport certificate to transferor/transferee issued.

3. The written notification is accepted by CAAN and the CAAN's consent to transfer the certificate is granted

- Confirm that the details specified in section 1 of this checklist have been addressed.
- CAAN consent to transfer the airport certificate issued to transferor/transferee.
- CAAN confirmation to transfer the airport certificate to transferee issued.
- Endorse the original certificate document or a copy attached in the aerodrome file as **Transferred**.
- Sign the original transferred certificate document or a copy.
- Place the original transferred certificate document or copy in the appropriate aerodrome file.

4. Advise the following details of the transfer of airport certificate

- Aerodrome Operator in writing the date of transfer of airport certificate.
- AIS for issuing NOTAM and any changes to the details of the reporting officer.
- AIS for amendment to publications.
- MS ACC, an amendment of the airport certificate register.

4. Surveillance Update

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....
ACC, CAAN

..... / /
Date

8.4 Airport Certificate Amendment Checklist

1. The aerodrome operator must provide CAAN with written notification of the request to amend the airport certificate. The ACC, CAAN who assesses the request may be required to investigate the application further to establish the relevant information.

- Amendment date specified by the aerodrome operator.
- Authority verified — that is, the notification is from the certificate holder and signed.
- Are air transport operations being conducted at the aerodrome?
- Is the aerodrome to be closed?
- Is it necessary for CAAN to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

2. The written notification is accepted by CAAN and the CAAN's consent to amend the certificate is not granted

- Confirm that the details specified in section 1 of this checklist have been addressed.
- Reasons for not granting consent to amend the airport certificate are enclosed.
- CAAN confirmation not to amend the airport certificate issued.

3. The written notification is accepted by CAAN and the CAAN's consent to amend the certificate is granted

- Confirm that the details specified in section 1 of this checklist have been addressed.
- CAAN confirmation to amend the airport certificate issued.
- Endorse the original certificate document or a copy attached in the aerodrome file as **Amended**.
- Sign the amended certificate document.
- Place the copy of the amended certificate document in the appropriate aerodrome file.

4. Advise the following details of the amendment of airport certificate


- Aerodrome Operator in writing the date of amendment of airport certificate.
- AIS for issuing NOTAM and any changes to the details of the reporting officer.
- AIS for amendment to publications.
- MS ACC, an amendment of the airport certificate register.

5. Surveillance Update

- Aerodrome Profile Sheet update
- Surveillance Plan amendment

.....
ACC, CAAN

Date / /

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8.5 Airport Certificate Suspension or Cancellation Checklist

1. Before issuing a Letter of Warning Notice to the Aerodrome Operator

- Ensure that the Aerodrome Operator is given 21 days period to rectify all deficiencies identified during inspection of the aerodrome by ACC.
- Confirm that the Aerodrome Operator has not rectified the deficiencies within 35 days.
- Issue a Letter of Warning Notice.
- Place a copy of the letter in the appropriate aerodrome file.

2. Before issuing a Letter of Suspension of the Certificate to the Aerodrome Operator

- Ensure that the Aerodrome Operator has been issued a Letter of 14 days Warning Notice
- Confirm that the Aerodrome Operator has not rectified the deficiencies within 14 days of the issue of the Letter of Warning Notice.
- Issue a Letter of Suspension of the Certificate.
- Place a copy of the letter in the appropriate aerodrome file.


3. Before issuing a Letter of Cancellation of the Certificate to the Aerodrome Operator

- Ensure that the Aerodrome Operator has been issued a Letter of Suspension of the Certificate for a period specified by DG CAAN.
- Confirm that the Aerodrome Operator has not rectified the deficiencies within the period of the suspension of the Certificate (period specified by DG CAAN) to the satisfaction of the DG CAAN.
- Action shall be taken to cancel the Certificate

4. If CAAN makes a decision to cancel the Certificate

- Prepare and forward the Letter of Cancellation of the Certificate for DG CAAN signature through DDG, ATP&DD.
- Ensure that the Aerodrome Operator has been issued a Letter of Cancellation of the Certificate.
- Place a copy of the letter in the appropriate aerodrome file.
- Confirm that the aerodrome operator has been instructed to return the original certificate document to the CAAN to enable cancellation of the Certificate
- Confirm that the aerodrome operator has been advised to carry out any actions necessary in the interests of aviation safety.
- Advise AIS through DDG, ATP&DD for issuing NOTAM of the cancellation of the Certificate and any changes to the details of the reporting officer.
- Advise AIS through DDG, ATP&DD for amendment to publications.
- Advise DDG, ATP&DD an amendment of the aerodrome certificate register.

5. When the Airport Certificate has been cancelled and the Certificate returned to CAAN

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- Endorse the original certificate document or a copy attached in the aerodrome file as **Cancelled**.
- Sign the endorsed original certificate document or a copy.
- Place endorsed original certificate document or copy in the appropriate aerodrome file.

6. Surveillance Update

- Aerodrome Profile Sheet updated
- Surveillance Plan amended

.....
ACC, CAAN

..... / /
Date

CHAPTER – 9. AIRPORT CERTIFICATE APPLICATION FORM

Application for an Airport Certificate

1. Particulars of the Applicant

Full Name:

.....

Address:

.....

Designation:

.....

Phone:

Fax:

Email:.....

2. Particulars of Aerodrome Site

Aerodrome Name:

.....

Description of the Property:

.....

Geographical Coordinates of the ARP:

.....

Bearing and Distance from Nearest Town or Populous Area:

.....

3. Is the Applicant the Owner of the Aerodrome Site?

Yes No

If No, provide:

- a) Details of rights held in relation to the site
and
- b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

.....

5. Is the Aerodrome to be used for Public Air Transport Operations?

Yes No

6. Details to be Shown on the Airport Certificate

Aerodrome Name:

.....

Aerodrome Operator:

.....

On behalf of the Aerodrome Operator stated above, I hereby apply for a certificate to operate the aerodrome.

Signed:


My authority to act on behalf of the Aerodrome Operator is:

.....

Name of person making the declaration:

.....

Date:/...../.....

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Information:

1. A copy of the Aerodrome Manual, prepared in accordance with the CAAN Airport Certificate Regulations 2061 (2004) and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.
2. The application should be submitted to the Director General of Civil Aviation Authority of Nepal.
3. Documentary evidence in support of all matters in this application may be requested.