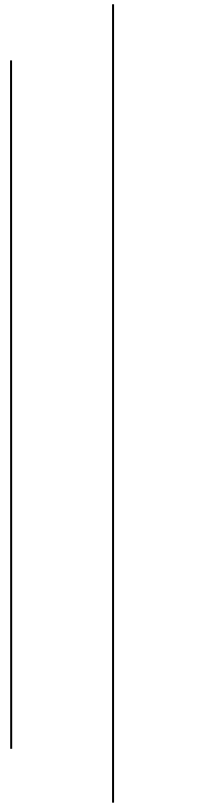




**Procedure Manual
for
Flight Permission**



**Civil Aviation Authority of Nepal
Head Office, Babarmahal
Kathmandu, Nepal
August 2015**

Contents

Chapter -1	Introduction	1
1.1 Statutory Provision -----		1
1.2 Objective -----		1
Chapter -2	Schedule Flights	2-3
2.2 General -----		2
2.2 Domestic Flights -----		2
2.3 International Flights -----		2
2.4 SLOT Clearance -----		3
2.5 Schedule Approval -----		3
2.6 Monitoring of Schedule -----		3
Chapter -3	Non-Scheduled and Charter Flights	4-6
3.1. General -----		4
3.2 Non-Scheduled Flights -----		4
3.3 Chartered Flights -----		5
3.4 Rejection of Application -----		6
3.5 Diplomatic Flights -----		6
Chapter - 4	Rescue and Relief Flights	7
4.1 General -----		7
Chapter- 5	Other Flights	8-10
5.1 General -----		8
Appendix - A		11-12
Part A- Application form for Domestic Schedule -----		11
Part B - Domestic Schedule Application Form -----		12

Appendix B	13-14
Part A- List of required documents for operation in Nepal by Foreign Carriers/Operators	-13
Part B- Flight Schedule Permission Request form "International".	14
 Appendix - C	
Requirement for applying Charter Flight Permission.	15
 Appendix - D	
Application form for permission for foreign aircraft engaged in Chartered/ Diplomatic/Non-Scheduled/Rescue & Relief/Ambulance/Private/ Special Purpose Flight .	16-17
 Appendix - E	
Application form for Permission for Domestic Aircraft engaged in Chartered /Rescue & Relief/Ambulance/ Test Landing/ Private/ Special Purpose Flight.	18
 Appendix - F	
List of Required Documents for Domestic Chartered/Rescue & Relief /Ambulance/ Test Landing/ Private/Special Purpose Flight.	19
 Appendix - G	
Application form for Drone / Paragliding.	20
 Appendix - H	
List of required documents for Drone Operation Permission.	21
 Appendix - I	
List of required documents for Aviation Sports Permission.	22
 Appendix - J	
Flight Operations Directives No.7 for Unmanned Aerial Vehicle (UAV)	23-25

Foreword

Persuant to Rule 82 of Civil Aviation Regulation 2058, this Procedure Manual for Flight Permission has been prepared for use and guidance of Flight Schedule & Permission Section of Civil Aviation Safety Regulation Directorate in performance of its day to day duties. The Procedure Manual contains the guidance for issuance/renewal of flight schedule and permission under the rule 56 (c) of Civil Aviation Regulation 2058. The procedure manual also contains the guidance and the procedure for issuance of other type of flight permission including Non-scheduled, Chartered, Diplomatic, Rescue and Relief, Private, Aviation Sports and Drones.

This Procedure Manual for Flight Permission is issued and will be maintained under the authority of Director General of Civil Aviation Authority of Nepal.

.....

(Sanjiv Gautam)

Director General

Civil Aviation Safety Regulation Directorate

Chapter-1

INTRODUCTION

1.1 Statutory Provision

Civil Aviation Authority of Nepal is responsible for flight permission and prescribing the condition of flight in Nepalese airspace Section 15 of Civil Aviation Authority of Nepal Act, 2053 has made provisions of regarding flight promission. Accordingly, the rule 56 of the Civil Aviation Regulation, 2058 has made detailed provision on flight permission. This manual has been prepared in accordance to Rule 82 of Civil Aviation Regulation, 2058 (2002) to fulfill the provisions of granting flight permission as per Rule 56 of the Regulation.

1.2 Objective

The objective of this manual is to shape up a framework within which Air Transportation Division will carry out various tasks and responsibilities related to the smooth operation of Air Transportation by granting flight permissions to various types of flights and specifying the conditions for the operation of such flights.

Chapter-2

SCHEDULED FLIGHTS

2.1 General

Flights within the territory of Nepal shall be carried out in accordance with the permission granted by the Director General of CAAN and in accordance with Rule 56 of Civil Aviation Regulations 2058. In order to operate scheduled flights, the domestic and international operators must obtain the approval for flight schedules prior to the commencement of their operations. In a year, two flight schedules namely Summer Schedule and Winter Schedule need to be submitted for approval. The Summer Schedule begins from the 28th March and the Winter Schedule begins from the 28th October.

2.2 Domestic Flights

2.2.1 An operator intending to commence scheduled flights must possess valid AOC. Such an operator or his authorized representative shall submit an application to the CAAN for domestic scheduled flight permission in the format prescribed by the CAAN. (Format of the application form has been attached in this manual in APPENDIX A). The application must be submitted at least 15 working days before the applicable date.

2.2.2 The proposed schedules filed by the operators are examined in respect of the rotation of aircraft, route, capacity of destination airport,

2.2.3 Any application submitted with incomplete information shall be summarily rejected.

2.2.4 For the amendment of the submitted domestic schedule or any revision of the scheduled flight, request for amendment or revision in written shall be submitted by the operator or his authorized representative at least seven working days prior to the applicable date.

2.3 International Flights

2.3.1 The State of the operator intending to commence scheduled flight operations in Nepal must be a party to the International Air Services Agreement, either bilateral or multilateral, with Nepal. The operator must possess valid AOC and also be eligible to operate scheduled flights under the provisions of the ASA. Such an operator or his authorized representative shall submit an application to the CAAN for international scheduled flight permission in the format prescribed by the CAAN. (format of the application form has been attached in this manual in APPENDIX B (Part B)). The application must be submitted at least 60 working days before the

applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX B (Part A) .

Flights to be carried out for non-traffic purposes such as over-flights or technical halts may submit the application three working days before the applicable date.

2.3.2 The proposed schedules filed by the operators are examined in respect of the rotation of aircraft.

2.3.3 For the amendment of the submitted international flight schedule or any revision of the scheduled flight, request for amendment or revision in written shall be submitted by the operator or his authorized representative at least seven working days prior to the applicable date.

2.3.4 Any application submitted with incomplete information shall be summarily rejected.

2.4 Slot Clearance

The schedules thus received from operators are discussed in a Slot Coordination Meeting convened by the Flight Operations Department, TIACAO. The slots are finalized for all operators in the Slot Coordination meeting.

2.5 Schedule Approval

After incorporating the changes agreed to in the Coordination Meeting, the flight schedules for all operators are approved.

2.6 Monitoring of Schedule

Flight schedules, both domestic and international, are monitored on monthly basis by ensuring:

- a) On-Time Performance (OTP)
- b) Schedule adherence in respect of flight cancellations
- c) route

In addition, international schedules are also monitored with respect to the utilization of traffic rights.

Chapter-3

NON-SCHEDULED AND CHARTERED FLIGHTS

3.1 General

In order to operate non-scheduled flights, the domestic and international operator must obtain the approval for flight permission prior to the commencement of their operations.

3.2 Non-Scheduled Flights

3.2.1 Over-flights

The Operator (or his authorized representative) of the State with which Nepal has bilateral or multilateral Air Service Agreements shall submit an application for non-scheduled over-flight permission in the format prescribed by the CAAN. (format of the application form has been attached in this manual in APPENDIX D. The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX C with the exemption of Doc. No. 6.

In all other cases, request for over-flight must be sought and obtained through diplomatic channel.

3.2.1.1 Operators shall schedule their arrivals and departures within the operation hour of the destination aerodrome, beyond which prior coordination is required.

3.2.1.2 The Director General of CAAN shall, in approving such flights, assign a **Flight Permission Number (FPN)** which should be quoted by the operator / flight crew as and when necessary.

3.2.2 Non-traffic or technical landings

The operator (or his authorized representative) of the State with which Nepal has bilateral or multilateral Air Service Agreements shall submit an application for non-traffic or technical landing flight permission in the format prescribed by the CAAN. (format of the application form has been attached in this manual in APPENDIX D. The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX C .

In all other cases, request for non-traffic or technical landings must be sought and obtained through diplomatic channel.

3.2.2.2 Operators shall schedule their arrivals and departures within the operation hour of the destination aerodrome, beyond which prior coordination is required.

3.2.2.3 The Director General of CAAN shall, in approving such flights, assign a **Flight Permission Number (FPN)** which should be quoted by the operator / flight crew as and when necessary.

3.3 Chartered Flights

3.3.1 Domestic flights

An operator intending to commence chartered flights must possess valid AOC. Such an operator or his authorized representative shall submit an application for domestic chartered flight permission in the format prescribed by the CAAN. (format of the application form has been attached in this manual in APPENDIX E). The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX F .

3.3.1.1 The Director General of CAAN shall, in approving such flights, assign a **Flight Permission Number (FPN)** which should be quoted by the operator / flight crew as and when necessary.

3.3.2 International Flights

An operator intending to commence chartered flights must possess valid AOC. Such an operator or his authorized representative shall submit an application for domestic chartered flight permission in the format prescribed by the CAAN. (format of the application form has been attached in this manual in APPENDIX D). The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX C .

3.3.2.1 The Director General of CAAN shall, in approving such flights, assign a **Flight Permission Number (FPN)** which should be quoted by the operator / flight crew as and when necessary.

3.4 Rejection of Application

Any application for the flights as mentioned in 3.2 and 3.3 submitted with incomplete information shall be summarily rejected.

3.5 Diplomatic Flights

An Organization/State/Mission/Foreign Agency intending to commence diplomatic flight shall submit an application for diplomatic flight permission in the format prescribed by the CAAN along with the endorsement letter from the Ministry of Foreign Affairs. (Format of the application form has been attached in this manual in APPENDIX D. The application shall be submitted at least 7 days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX C.

However, depending upon the urgency of the case, some exemption can be made regarding required documents and calendar time limits regarding application date.

3.5.1 The Director General of CAAN shall, in approving such flights, assign a **Flight Permission Number (FPN)** which should be quoted by the operator / flight crew as and when necessary.

Chapter-4

RESCUE AND RELIEF FLIGHTS

4.1 Operators engaging in rescue and relief flights including ambulance flights, search and rescue and other humanitarian flights shall submit an application for rescue and relief flight permission in the format prescribed by the CAAN. However, due to urgency and humanitarian aspect associated with such rescue and relief flights, the permission shall be issued after the submission of the application as soon as possible. Moreover, acute urgencies may render it impossible to submit written application before operating such flights. In such condition, verbal request together with the flight details for rescue and relief flight permission shall be accepted. The application shall be submitted along with the documents enlisted in APPENDIX C for International Flight and APPENDIX F for Domestic Flight as soon as practicable. (Format of the application form has been attached in this manual in APPENDIX D for International flight and APPENDIX E for Domestic Flight)

4.1.2 In case of ambulance flights, the name and address of the patient and the doctor/s shall also be submitted along with the documents as mentioned in the Appendix.

4.1.3 Depending upon the situation, any designated official of CAAN may grant permission for such type of flight verbally. The report of such permission shall be submitted to the concerned unit of CAAN as soon as possible.

4.1.4 The Director General of CAAN shall, in approving such flights, assign a **Flight Permission Number (FPN)** which should be quoted by the operator / flight crew as and when necessary.

Chapter-5

OTHER FLIGHTS

5.1 General

Besides scheduled, non-scheduled, chartered and rescue flights, flights with various other purposes need to operate. Flights for agricultural, meteorological, survey, calibration purposes need permission from the Civil Aviation Authority of Nepal prior to their operation.

5.1.1 Private Flights

Any person or entity intending to operate a private flight within the airspace of Nepal shall submit an application for domestic scheduled flight permission in the format prescribed by the CAAN. (Format of the application form has been attached in this manual in APPENDIX D for International Flights and APPENDIX E for Domestic Flights). The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX C for International Flights and APPENDIX F for Domestic Flights.

5.1.2 Drones

Any person or entity intending to operate drones shall submit an application along with valid reasons for operation. The application shall be in the format as attached in Appendix G. The operation of Drones within the territory of Nepal shall be in accordance with the Flight Operations Directives No. 7 (May 2015) issued by the Civil Aviation Authority of Nepal. (Attached as Appendix J)

The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX H. Moreover, clearance from the concerned department related to the purpose of the drone operation needs to be submitted along with the documents enlisted in Appendix H.

5.1.3 Aviation Sports

5.1.3.1 Aviation Sports activity within the territory of Nepal shall be carried out in accordance with Aviation Sports regulation 2069 and rule 56 Sub-rule-3(f) of civil aviation regulation. In order to operate regular Tandem, Solo flights of paragliding, hang gliding or micro light and sail plane, the operator must possess a valid Aviation Sports Operator Certificate (ASOC). Such an operator or its authorized representative shall submit an application to the aviation regulation committee formed in accordance to the Rule 3 of the Aviation Sports regulation 2069 as attached in Appendix G for the permit to flight. The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application to the aviation regulation committee are enlisted in APPENDIX I.

After receiving the above mentioned documents the sports regulation committee may take advice and suggestion from the concerned units in case of necessity. If such type of flight is of national international records or competition the same process must be followed.

But for operating ancient buildings, reserved and restricted area, prior permission from concerned authority must be obtained . Permission to fly over these areas may be refused with justification.

5.1.4 Test Landing

Any person or entity intending to carry out test landing in any aerodrome of Nepal shall submit an application to the CAAN in the format prescribed in Appendix E.

The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX F. The permission for test landing shall be granted specifying certain conditions as necessary.

The test landing thus permitted shall be conducted under the supervision of the Test Landing Team nominated by the Civil Aviation Safety Regulation Directorate, CAAN. Upon completion of test landing, Test Landing Report including necessary recommendation shall be prepared and submitted to the Directorate by the Test Landing Team. After scrutinizing the Report, CAAN may specify further condition for normal flight in that aerodrome for that particular type or other types of aircraft.

5.1.5 Flights with Special purpose

Any person or entity intending to operate flights for special purposes such as aerial survey, calibration, photography, film shooting, agriculture and research shall submit an application to the CAAN in the format prescribed in APPENDIX D for International Flight and APPENDIX E for Domestic Flights.

The application must be submitted at least 7 working days before the applicable date. The list of documents that have to be submitted along with the application are enlisted in APPENDIX C for International Flights and APPENDIX F for Domestic Flights . Moreover, clearance from the concerned department related to the purpose of the drone operation needs to be submitted along with the documents enlisted in Appendix.

5.1.6 Flights in Restricted Area

To operate rescue, relief, chartered or any other types of flight in restricted area declared by Government of Nepal, the operator or his authorized representative shall submit security clearance letter from any unit of Ministry of Home Affairs in addition to documents enlisted in Appendix F.

Remaining process to get permission for any flight in restricted area will be in accordance to Rules relating to Flight Regulation in Sensitive and Restricted Area, 2070.

Appendix - A

Application form for Domestic Schedule

Part A

Applicant : _____

Name: _____

Address: _____

Telephone no: _____

AFTN: _____

Accountable Manager's Name : _____

Telephone No: _____

Type of Aircraft for Schedule : _____

No. of Aircrafts that posses by airlines

1. Type : _____ No: _____

2. Type : _____ No: _____

Contact person in emergency: _____

Telephone No: _____

Operation Base of Airlines : _____

Application submitted by:

Signature:

Name:

Date:

Part B

Civil Aviation Authority of Nepal
Civil Aviation Safety Regulation Directorate
Domestic Flight Schedule Application Form

Operator:

**Effective
Date:**

S · N	Flight No.	A/C Type	Sector	Fare (US\$)			Fare (NRS)			Time (Local)		Days of Operation							No. of Flts / We ek
				Fare	FSC	Total	Fare	FSC	Total	ETD	ETA	Sun	Mon	Tue	Wed	Thu	Fri	Sat	

Note:

A: Arrival

D: Departure

Application submitted by:

Signature:

Name:

Date:

Appendix - B

Part A

List of Required Documents For Operation in Nepal by Foreign Carriers/Operators

1. Letter forwarded by the Ministry responsible for Civil Aviation in concerned country, *Designating* the Airlines as the Designated Airline of that Country (with confirmation of Operating Authorization), to the Ministry of Culture, Tourism and Civil Aviation of Nepal (as per the provision made under Air Service Agreement (ASA) and Memorandum of Understanding (MOU) between Nepal and the concerned country), through the Ministry of Foreign Affairs of Nepal i.e, *Diplomatic Channel*.
2. A copy of Legal Document that reflects the Substantial Ownership and Effective Control.
3. Security Manual
4. Operations Manual
5. Standard Operating Procedures (SOPs).
6. A copy of Air Operator Certificate
7. A copy of Certificate of Registration of each Aircraft involved in Operation
8. A copy of Certificate of Airworthiness of each Aircraft involved in Operation
9. A copy of Certificate of Insurance Covering Third Party Liability of amount not less than US \$ 60 Million.
10. A copy of Simulator Certificate of PIC for Kathmandu Airport, of SID/SIA Procedures, Maps etc.
11. A copy of English Language Proficiency Certificate of PIC if, non- native English Speaker.
12. Proposed Route Schedule, Frequency, Capacity, Traffic Rights and Tariffs approved by the Responsible Authority of the Concerned Country.
13. SLOT approval letter from International Airport.
14. Removal of disabled aircraft plan accupied by international airport.
15. A copy of Ground Handling Arrangement and/or Agreement Letter.
16. Name and Address of the Local Agent/Representative and Authorization letter.

Part B

**Civil Aviation Authority of Nepal
Civil Aviation Safety Regulation Directorate
Flight Schedule Permission Request Form "International"**

Operator: _____
Effective Date: _____

Type of Schedule **Summer** **Winter**
Type of Service **Pax** **Cargo**

S · N	Flight No	Aircraft		Sector	Fare US \$		Time (Local)		Day of Operation							No.of Flight / Week	Seat Offered		Re ma rks
		Type	Seat		Economy	Business	ETD	ETA	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Economy	Business	

Note:
A : Arrival
D: Departure

Application submitted by:

Signature:

Name:

Date:

APPENDEIX - C

Subject: Requirement for Applying International Chartered, Non-Scheduled/Diplomatic/ Rescue & Relief/ Ambulance/Special Purpose/ Private Flight Permission

The procedure for getting permission to charter flight to over-fly & land at Kathmandu, is to write an application letter from the operator to the Director General of Civil Aviation Authority of Nepal (CAAN) requesting over-flying and landing permission, in well before the proposed date of operation (at least 7 days before), through local agent located at Kathmandu. The application letter shall enclose following documents.

- 1. A copy of Air Operator Certificate (AOC)**
- 2. A copy of Certificate of Registration of Aircraft (C of R)**
- 3. A copy of Certificate of Airworthiness of Aircraft (C of A)**
- 4. A copy of Aircraft Flight Manual (AFM) that shows the Maximum take-off weight of Aircraft (MTOW).**
- 5. A copy of Certificate of Insurance of Aircraft covering Third Party Liability of not less than US\$ 60 million (\$60,000,000).**
- 6. A copy of Simulator Certificate of PIC for Kathmandu SID/SIA & Maps (as mentioned in the AIP Nepal).**
- 7. A copy of English Language Proficiency Certificate of PIC if, non-native English Speaker.**
- 8. A Charter Flight Permission Request Form, with all required information Filled Out.**
- 9. An authorization letter to local agent by the operator.**
- 10. A bank voucher of permission fee of \$56.50, in equivalent Nepalese Currency (converted according to the Nepal Rastra Bank's selling rate of the date) deposited in Rastriya Banijya Bank, Bishal Bazar (New Road), and Kathmandu, in the name of Civil Aviation Authority of Nepal, the Current Account No. 64917.**

The detailed information and Charter Flight Permission Request Form (which can be downloaded) also are available in CAAN's Website: www.caanepal.org.np

Please feel free to contact us if there are more queries.

Appendix - D

CIVIL AVIATION AUTHORITY OF NEPAL BABAR MAHAL, KATHMANDU

Application form for permission for foreign aircraft engaged in Chartered/ Diplomatic/Non-Scheduled/Rescue & Relief/Ambulance/Private/Special Purpose Flight

1. Applicant : Name _____
Permanent Address _____
Telephone _____ Fax: _____
AFTN: _____

2. Local Representative : Name _____
Permanent Address _____
Telephone _____ Fax: _____
(Authorization / Contract letter is attached herewith)

3. Aircraft : Owner _____
Operator _____
Type & Registration Mark _____
Maximum Take Off Weight _____
Nationality _____
(Air Operator Certificate & Certificate of Registration are attached
herewith)

4. Pilot In Command : Name _____
Nationality _____
License No. _____ Country _____

(Crew List, Simulator Certificate of PIC for VNKT of SID/SIA Maps & English Language Proficiency Certificate of PIC if non-native English Speaker are attached herewith)

5. Ground Handler : Name _____
Permanent Address _____

Telephone _____ Fax: _____

(Authorization / Contract letter is attached herewith)

6. Charter Party : Name _____

Address _____

Telephone _____ Fax: _____

7. Purpose of Charter : _____

8. Passenger(s) No. : IN _____ OUT _____

(Passenger list & Insurance Certificate Coverage along with Third party liability are attached herewith)

9. Flight Details

<u>Date of Ops.</u>	<u>Flight No.</u>	<u>Sector</u>	<u>ETD/ETA (UTC)</u>	<u>Remarks</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



Application submitted by:

Signature:

Name:

Date:

Appendix - E

**CIVIL AVIATION AUTHORITY OF NEPAL
BABAR MAHAL, KATHMANDU**

Application form for Permission for Domestic Aircraft engaged in Chartered/Rescue & Relief/Ambulance/ Test Landing/ Private/Special Purpose Flight

1. Applicant : Name _____
Permanent Address _____
Telephone _____ Fax: _____

2. Charter Party : Name _____
Permanent Address _____
Telephone _____ Fax: _____

(Authorization / Contract letter is attached herewith)

A) Aircraft Type :

B) Aircraft registration :/Call sign:

C) Sector:

D) Date of the flight:

E) EOBT:

F) PIC:

G) Purpose of Flight:

H) Cargo & Passenger Detail:

I) Duration Of flight:

Application submitted by:

Signature: _____

Name: _____

Date: _____

Appendix - F

List of Required Documents for Domestic Chartered/Rescue & Relief /Ambulance/ Test Landing/ Private/Special Purpose Flight

1. A copy of Air Operation Certificate
2. A copy of Certificates of Airworthiness of Aircraft .
3. A copy of Operation Specification of Aircraft.
4. A copy of Certificate of Registration of Aircraft.
5. A copy of Certificate of Third Party Insurance .
6. A copy of Air Traffic Pilot Lisense of PIC.
7. A copy of English Language Proficiency Certificate of PIC
8. Contract paper or other paper that reveal the Identification of Flight Navigator
(If On board)
9. Passenger name list & cargo detail.

Appendix - G

Civil Aviation Authority of Nepal

Babarmahal, Kathmandu

Application for Drone / Paragliding

1. Applicant : Name : _____
 Telephone : _____
 Email : _____

2. Operations Manager (person in charge of flight operations during applied flights)
 Name : _____
 Telephone : _____
 Email : _____

3. Aircraft Details Manufacture : _____
 Model : _____
 Weight : _____

4. Purpose : _____

5. Flight Details:

Date (s)	Time (s)	Location		Coordinates	Duration	Altitude	Proposed Height
		Take Off Side	Landing Side				

Application Submitted By:

Signature : _____

Name : _____

Date: _____

Appendix - H

List of required documents for Drone Operation Permission

- 1) Request Letter.
- 2) A copy of Operation Specifications of Drone.
- 3) A copy of Map of Operation Area .
- 4) Copy that shows latlong box of opeation area .
- 5) No Objection / Recommendation Letter of concerned owner / unit if operation area is over private / public place or property.
- 6) Letter from the concerned authority for security clearence and or other clearence .

Appendix - I

List of required documents for Aviation Sports Permission

- 1) Copy of Pilot License.
- 2) Copy of Certificate of Insurance of Aircraft.
- 3) Copy of Authorization Letter for Foreign Pilot.
- 4) Copy of Passport of foreign Pilot with valid visa or Copy of Citizenship for Nepalese Pilot.
- 5) Recommendation letter from Aviation Sports Operation Certificate (ASOC) holder if applicant is individual.

Appendix - J

Flight Operations Directives No.7 for Unmanned Aerial Vehicle (UAV)

This Flight Operations Directives No.7 has been issued in accordance to the power conferred by Rule 82 of CAAN, Civil Aviation Regulation, 2058. The purpose of this Directive is to regulate and systematize the operations of UAVs within the territory of Nepal.

1. General

The term UAV is an abbreviation of Unmanned Aerial Vehicle, meaning aerial vehicles which operate without a human pilot. For the purpose of clarity, UAVs are categorized as “small” and “large”. This Directive is issued for the regulation of small UAVs that weigh less than 20 kgs. This note provides an introduction to the use of Unmanned Aerial Vehicles (UAVs), more commonly known as “drones”. These are remotely piloted aircraft that range from simple, handoperated systems to high altitude, long endurance systems similar in operation to small aircraft.

2. Small Unmanned Aircraft

For aircraft of 20 kg or less, these are referred to as a 'small unmanned aircraft', for which the requirements are as follows:.

2.1 A person shall not cause or permit any article or animal (whether or not attached to a parachute) to be dropped from a small aircraft so as to endanger persons or property.

2.2 The person in charge of a small unmanned aircraft may only fly the aircraft if reasonably satisfied that the flight can safely be made.

2.3 The person in charge of a small unmanned aircraft must maintain direct, unaided visual contact with the aircraft sufficient to monitor its flight path in relation to other aircraft, persons, vehicles, vessels and structures for the purpose of avoiding collisions.

2.4 The person in charge of a small unmanned aerial vehicle which has a mass of more than 7 kg excluding its fuel but including any articles installed in or attached to the aircraft at the commencement of its flight, must not fly such an aircraft: a) In the airspace provided with Air Traffic Control Service, including within Aerodrome Traffic Zone, unless the permission of appropriate Air Traffic Control Unit has been obtained. b) at a height of more than 200 feet above the surface unless it is flying in airspace described in subparagraph (a) above and in accordance with the requirements for that airspace.

2.5 The person in charge of a small unmanned aircraft must not fly such an aircraft for the purposes of aerial work except in accordance with a permission granted by the CAAN.

3. Small Unmanned Surveillance Aircraft

3.1 The person in charge of a small unmanned surveillance aircraft must NOT fly the aircraft in any of the circumstances described in paragraph (3.2) except in accordance with a permission issued by the CAAN.

3.2 The circumstances referred to in paragraph (3.1) are: a) over or within 150 metres of any congested area; b) over or within 150 metres of an organised open-air assembly of more than 1,000 persons; c) within 50 metres of any vessel, vehicle or structure which is not under the control of the person in charge of the aircraft; or d) subject to paragraphs (3.3) and (3.4), within 50 metres of any person.

3.3 Subject to paragraph (3.4), during take-off or landing, a small unmanned surveillance aircraft must not be flown within 30 metres of any person.

3.4 Paragraphs (3.2 d) and (3.3) do not apply to the person in charge of the small unmanned surveillance aircraft or a person under the control of the person in charge of the aircraft.

3.5 Security clearance shall be required for all unmanned surveillance aircraft activity from the concerned authority prior to applying for permission from CAAN. Note: In this Directive 'a small unmanned surveillance aircraft' means a small unmanned aircraft which is equipped to undertake any form of surveillance or data acquisition while 'surveillance' shall mean either observation, close watch, scrutiny, examination, inspection or investigation.

4. Small Unmanned Aircraft Operations

4.1 The aircraft must be kept within the visual line of sight (normally taken to be within 500 m horizontally and 400 ft vertically) of its remote pilot (i.e. the „person in charge“ of it). Operations beyond these distances must be approved by the CAAN (the basic premise being for the operator to prove that he/she can do this safely).

4.2 The operation must not endanger anyone or anything.

4.3 The 'remote pilot' has the responsibility for satisfying him/herself that the flight can be conducted safely.

4.4 Unmanned aircraft shall be permitted to be operated in day VMC conditions only.

4.5 CAAN permission is required for all flights that are being conducted for aerial work subject to the approval of concerned Authority having jurisdiction over such aerial work.

4.6 If the operations are to be conducted in a Restricted or Prohibited area, prior approval from the concerned Authority is required before applying for CAAN permission.

4.7 Airport areas including take-off and approach paths shall be free of all UAV activity at all times regardless of altitude.

4.8 Remotely controlled aerial toys (drone) weighing less than 2 kgs. do not require permission from CAAN while operating within the premises of private property of the operator below 200 ft AGL.

4.9 While operating remotely controlled aerial toys as outlined in 4.8, any kind of filming or surveillance activities infringing the personal privacy shall be strictly prohibited. 5 Punishment Anybody violating the provisions made on this Directives shall be liable of punishment in accordance to the Section 25 (c) of Civil Aviation Authority of Nepal Act, 2053.