# ENR 1. GENERAL RULES AND PROCEDURES

## ENR 1.1 GENERAL RULES

### 1. Introduction

1.1. The air traffic rules and procedures applicable to air traffic in Nepalese territory conform to Annex 2 and Annex 11 to the convention on International Civil Aviation and Civil Aviation Requirement (CAR) 2 and Civil Aviation Requirement (CAR) 11 of Civil Aviation Authority of Nepal to those portions of the Procedures for Air Navigation Services - Air Traffic Management (Doc. 4444) applicable to aircraft and of the Regional Supplementary Procedures applicable to the Asia Pacific Region except for the differences listed in GEN 1.7

1.2. All aircraft operating within Kathmandu FIR shall abide by Civil Aviation Laws/Regulations (Civil Aviation Act, Civil Aviation Authority Act, Civil Aviation Regulations and Civil Aviation Requirements) of Nepal and the general flight rules governing the air traffic management in Nepal.

1.3. All aircraft shall be subject to approval in accordance with the relevant provision of Nepal for entry into or exit from Kathmandu FIR.

1.4. The Civil Aviation Authority of Nepal has the right to take necessary action against any aircraft if it flies into or out of the territorial airspace of Nepal without authorization and order it to land at a designated aerodrome.

### 2. General Flight Rules

2.1. The operation of an aircraft either in flight or on the movement area of an aerodrome shall be in compliance with the general rules and, in addition, when in flight, either with;

a) the visual flight rules, or

b) The instrument flight rules

Aircraft operating in controlled airspace shall comply with any instruction, clearance or advice issued by ATC, or shall immediately advise ATC if unable to comply.

2.2. ***Flight shall be categorized IFR or VFR for the purpose of***

a) Indicating flight notification requirement;
b) Specifying separation responsibilities in controlled airspace; and
c) Indicating traffic information requirement within controlled airspace and outside controlled airspace.

2.3. ***Special VFR flight***

A Special VFR flight is a VFR flight cleared by air traffic controller to operate within a control zone in meteorological conditions below VMC. Following conditions are applied to operate Special VFR flights,

a) By day when VMC does not exist, at the request of the pilot,
b) When traffic condition permits.

c) Ground visibility is not less than:

i) 1000m for rotor wing aircraft;
ii) 2500m for fixed wing aircraft in Kathmandu, Pokhara, Bharatpur and Simara airports;
iii) 2000m for fixed wing aircraft in Biratnagar, Janakpur, Nepalgunj, Bhairahawa, Dhangadi, Chandragadi and Rajbiraj airport.

d) Pilot shall not enter into cloud while operating SPECIAL VFR flight.

2.3.1. SPECIAL VFR flight shall not be authorized if there is any doubt to the ATC that an aircraft may not be able to fly clear of clouds and insight of ground or water.

2.3.2. Separation shall be provided between SPECIAL VFR flights and between all IFR flights and SVFR flight.

2.3.3. Except category A and Rotor wings aircraft SPECIAL VFR operation will not be permitted in those control zones of Nepal where IFP (Instrument Flight Procedure) are established.

2.4. ***Sector Visibility***

a) Because of the prescribed ground visibility of 5 km, most of the VFR flights are likely to be delayed or cancelled due fog in winter season. To minimize this situation the concept of sector visibility has been introduced.
b) The term SECTOR VISIBILITY is understood by a controller on duty, to be the slant visibility within the limits of the airspace above the ground encompassing the climb-out/approach path of an aircraft.
c) Aircraft shall be cleared for take off or to land if the duty controller feels that the climb out/approach path along the relevant sector is clear although the prevailing visibility is less than 5 km.
d) Determination of sector visibility will be based primarily on remark section of METAR if available or personnel observation of the duty controller.

2.5. When any meteorological condition at a controlled aerodrome is observed to be less than the minima prescribed for the particular operation, an IFR flight shall not be cleared for take-off or to descend below the lowest holding altitude prescribed or shall not be cleared to land even after final approach has been commenced.

## 3. Assessment of Priorities of Flight

3.1. ATC will regulate operations, provided the safety is in no way jeopardized by applying priorities in the following order;

a) an aircraft in emergency, including being subjected to unlawful interference shall be given priority in all circumstances.
b) an aircraft which has suffered radio communications failure shall be granted priority for landing.
c) an aircraft which has declared a Mercy flight.
d) an aircraft which is participating in search and rescue operation.
e) an aircraft classified as a VVIP flight.
f) a landing aircraft will have priority over a departing aircraft if the latter cannot take off with prescribed separation standards.
g) an aircraft landing or taking off will be given priority over taxiing aircraft;

h) an aircraft able to use the landing area or desired airspace, at first in the normal course of its operation will be given priority except significant economic benefit would result for other aircraft by deferring this priority;

3.2. ***Training flight will be given the same priority as other flight except that;***

a) flight operation in the normal traffic pattern will be given priority over flights desiring to operate in conflicting patterns for training purposes;
b) when a training instrument approach is approved, priority will be given to that aircraft from the time it commences its final approach.

3.3. Notwithstanding Para 3.1 (h) during periods when all requirements for operation in a control zone or control area cannot be accommodated, priority will be given in the following order;

a) regular public transport, military and charter aircraft;
b) aircraft engaged in aerial work;
c) private fixed wing aircraft;
d) private rotor wing aircraft.

## 4. Position Reporting

a) On routes defined by designated significant points, position reports shall be made when over, or as soon as possible after passing each designated compulsory reporting point.
b) On routes not defined by designated significant points, position reports shall be made 30 minutes apart over some prominent geographical location or radio aid.
c) Position reports nominating "ABEAM" a location must also include direction and distance abeam the locations. eg.10 miles south abeam Lamidanda

4.1. ***Contents of position reports***

The position report shall contain the following elements of information:

a) Aircraft identification;
b) Position;
c) Time;
d) Flight Level or Altitude;
e) Next position and time over; and
f) Ensuing significant point.

*Note.– For VFR flights distance, flight level or altitude and the direction of flight concerned shall be included in position reports.*

## 5. Flight Operation within Control Areas.

5.1. ***General***

a) All aircraft flying within Kathmandu FIR are required to operate along the approved routes and at the designated airports.

b) All aircraft shall establish contact with the relevant ATS unit on assigned radio frequencies.
c) Area of responsibility for the control of flights on control areas and airways and the units providing this service are shown in subsection ENR (2.1)

5.2. ***Communications and Navigation Requirements***

5.2.1. *Navigation Equipment*

5.2.1.1. Except when navigation for flights under the visual flight rules is accomplished by visual reference to landmarks, an aeroplane shall be provided with navigation equipment which will enable it to proceed:

a) in accordance with its operational flight plan;
b) in accordance with prescribed RNAV/RNP (PBN) types; or Technical Standard Order (TSO) C129a, C145 / C146 approved Global Navigation Satellite System (GNSS) Equipment or an Inertial Reference System (IRS or INS);
c) in accordance with the requirements of air traffic services (e.g VOR/DME, NDB);

*Note.– Information on PBN and guidance concerning the associated procedures is contained in the Performance Based Navigation (PBN) manual. (Doc 9613).*

5.2.1.2. For flights in defined portions of airspace where, based on Regional Air Navigation Agreement, minimum navigation performance specifications (MNPS) are prescribed, an aeroplane shall be provided with navigation equipment which:

a) continuously provides indications to the flight crew of adherence to or departure from track to the required degree of accuracy at any point along that track; and,
b) has been authorized by the Director General of CAAN for MNPS operations concerned.

*Note.– The prescribed minimum navigation performance specifications and the procedures governing their application are published in the Regional Supplementary Procedures (Doc 7030).*

5.2.1.3. For flights in defined portions of airspace where, based on Regional Air Navigation Agreement, a reduced vertical separation minimum (RVSM) of 300 m (1000ft) is applied between FL 290 and FL 410 inclusive an aeroplane shall be provided with equipment which is capable of,

a) indicating to the flight crew the flight level being flown;
b) automatically maintaining a selected flight level;
c) providing an alert to the flight crew when a deviation occurs from the selected flight level. The threshold for the alert shall not exceed ±90m (300ft); an
d) automatically reporting pressure-altitude; and
e) shall be authorized by the State of the Operator for operation in the airspace concerned.

5.2.1.3.1 For flights under Instrument Flight Rules, at least the following equipment shall be required;

a) One VOR receiver for each pilot station; or
one VOR receiver and one Horizontal Situation Indicator (HSI)
b) One DME receiver
c) One Radio Magnetic Indicator (RMI) for each pilot station which enable flight crew to select either VOR or NDB frequency
d) One Mode C transponder

5.2.1.4. The aeroplane shall be sufficiently provided with navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment will enable the aeroplane to navigate in accordance with 5.2.1.1 and where applicable 5.2.1.2 and 5.2.1.3

5.2.1.5. On flights in which it is intended to land in instrument meteorological conditions,an aeroplane shall be provided with radio equipment capable of receiving signals providing guidance to a point from which a visual landing can be effected. This equipment shall be capable of providing such guidance at each aerodrome at which it is intended to land in instrument meteorological conditions and at any designated alternate aerodromes.

5.2.2. *Aeroplane Communication Equipment*

5.2.2.1. An aeroplane shall be provided with radio communication equipment capable of :

a) conducting two-way communication for ATS purposes;
b) receiving meteorological information at any time during flight; and
c) conducting two-way communication at any time during flight with at least one aeronautical station and with such other aeronautical stations and on such frequencies as may be prescribed by the appropriate authority.

*Note.– The above requirements are considered fulfilled if the ability to conduct the communications specified therein is established during radio propagation conditions which are normal for the route*

d) Communicating on the aeronautical emergency frequency 121.5 MHz.

5.2.2.2. For Flight in defined portions of airspace or on routes where an RCP type has been prescribed, an aeroplane shall in addition to the requirements specified in 5.2.2.1:

a) be provided with communication equipment which will enable it to operate in accordance with the prescribed RNP type(s), and
b) be authorized by the state of the operator for operation in such airspace.

5.2.2.3. The pilot in command shall maintain a continuous listening watch on the appropriate air ground frequency.

6. **Separation**

6.1. Separation standards is based on,

a) Standard vertical & horizontal separation minima as prescribed in MOS-ATS Nepal (Manual of Standards Air Traffic Services Nepal)
b) Estimated and actual time over reporting points and
c) Reports of visual sighting of the prominent geographical location.

6.2. To preserve standard vertical separation from uncontrolled traffic all aircraft operating in the controlled airspaces,

a) shall be flown 1000 ft above the lower limits. Similarly an encroachment on the horizontal limits of those airspace should be avoided.
b) shall arrange descend rates on approach and climb rates on departure to operate as (a) above.

6.3. Wake turbulence separation minima for take off and landing:-

The relevant wake turbulence separation minima contained in MOS-ATS Nepal (Manual of Standards Air Traffic Services Nepal) is applied.

7. **Air Traffic Control Clearance**

7.1. An air traffic control clearance is an authorization for an aircraft to proceed under conditions specified by ATC within controlled airspaces. If for any reason an air traffic control clearance is not acceptable to the pilot in command, he/she may request an alternative clearance.

a) The pilot in command, in other than an emergency, shall obtain an air traffic control clearance prior to operate in a controlled airspace. In an emergency, a pilot in command may act without a clearance and immediately advise ATC.
b) The clearance and its amendments during the progress of the flight will apply only to the first point at which the flight leaves controlled airspaces or if completely in controlled airspace, to the first landing place, another clearance must be obtained for any subsequent parts of the flight in controlled airspace.
c) An air traffic control clearance does not relieve the pilot in command from complying with any statutory requirements nor from the responsibility for the ultimate safety of aircraft.

7.2. An air traffic control clearance will contain the following items:

a) Aircraft Identification;
b) Clearance limit and route instruction;
c) Level assignment;
d) Departure instruction when necessary;
e) Approach instruction when necessary;
f) Clearance expiry time when necessary; and
g) Any special instructions and information.

7.2.1. Read-back of clearances and safety-related information

7.2.1.1. The flight crew shall read back to the air traffic controller safety-related parts of ATC clearances and instructions which are transmitted by voice. The following items shall always be read back:

a) ATC route clearances;
b) Clearances and instructions to enter, land on, take off from, hold short of, cross and backtrack on any runway; and
c) Runway-in-use, altimeter settings, SSR codes, level instructions, heading and speed instructions and, whether issued by the controller or contained in ATIS broadcasts, transition levels.
d) Other clearances or instructions, including conditional clearances, shall be read back or acknowledged in a manner to clearly indicate that they have been understood and will be complied with.

7.3. Amended Clearance

This requirement recognizes the need for a check in certain items of a clearance when a route or flight level is changed. Attention will be drawn to the change by prefixing the amended item with the word "AMENDED" e.g.; "Amended route, amended level" etc. If the clearance contains any item which differs from the flight plan and the item is not prefixed "AMENDED" the pilot shall request a verification of that item.

7.4. An air traffic control clearance may be issued direct to an aircraft by an ACC or through the aerodrome control Tower or an air/ground HF/RTF communications unit.

7.5. Phrases used in air traffic control clearances will have the following meanings:

a) "Clearance expires at _ _ _ _ (time)". If the aircraft is not airborne by the time stated, a fresh clearance shall be obtained.
b) "Depart not before _ _ _ (time)". An aircraft will not be cleared for departure until the time specified.
c) "Unable to approve _ _ _ _ (flight planned level)". When ATC is unable to approve the flight planned level an alternative level will be offered whenever possible, to avoid or reduce delay.

7.6. The Pilot in command having acknowledged an air traffic control clearance shall not deviate from the provisions of the clearance unless an amended clearance has been obtained.

7.7. A flight shall normally be cleared to the aerodrome of first intended landing and the point of leaving controlled airspace or in the case of flight where prior co-ordination with an adjacent unit cannot be established, the FIR boundary.

7.8. An aircraft which has been cleared to an intermediate point enroute to await further ATC clearance will whenever possible, be issued the required ATC clearance at least 5 minutes before the aircraft arrives at the clearance limit, unless the pilot is instructed to hold over the intermediate holding point until a specified time.

7.9. In the event of an aircraft arriving at the clearance limit without having received the further clearance, the pilot in command shall immediately request for further clearance and hold in accordance with the standard holding pattern, maintaining the last assigned cruising level until further clearance is received. Where no direct co-ordination facilities between the

adjacent area control centers exist, pilots on such routes must endeavor, when airborne, to contact the area control centre of the next FIR which the aircraft is entering and obtain clearance to enter its control area before reaching the transfer of control point of the two ACCs.

7.10. When a flight operates successively in a control area and subsequently along the uncontrolled route or area, the clearance issued for the flight or any revisions thereto will only apply to those portions of the flight conducted within controlled airspaces.

8. **Route and Level Assignment**

a) The Pilot-in-command shall fly in accordance with the route specified by ATC. Deviation from the specified route may be permitted by ATC, if traffic conditions permit
b) Throughout Kathmandu FIR, semi-circular cruising levels prescribed in table 1, of ENR 1 .7-4 Para 5.1 shall be used at and above FL 150. The quadrantal cruising levels prescribed in Table 2 shall be used at and below 13500 ft. A layer between FL 150 and 13500 ft shall be kept vacant to allow for buffer airspace. Cruising levels below the minimum specified in sub-section ENR 3.1 shall not be assigned.

9. **Change of Level**s

a) When a pilot-in-command encounters any condition which prevents him/her from complying with the requirement of cruising level prescribed in table1 and 2 of ENR 1.7-4 Para 5.1 shall notify the concerned ATS unit the non-standard level/altitude of flying and any subsequent changes to be made along with present position.
b) As soon as flight is resumed at normal level/altitude, Pilot-in-command shall inform the concerned ATS unit accordingly and climb or descend to a standard level.
c) An IFR flight at non standard level/altitude shall either give way to other aircraft complying with semi-circular/quadrantal level or shall comply itself at a standard level/altitude prescribed until the other aircraft is passed and clear.
d) Pilot-in-command, on receipt of advice that they are subject to a "Step Climb" shall adopt the following procedure;

   i. The lower level aircraft shall report approaching each assigned level in sequence.
   ii. The higher level aircraft on hearing the lower aircraft report approaching each assigned level shall report its last vacated level.

*Note.– In case of step descent the procedures will be reversed*

e) An aircraft cleared to make VISUAL APPROACH shall not be assigned any further level, since it has been cleared for unrestricted descent.
f) An aircraft shall be assigned, the level previously occupied by another aircraft after the later reported at another level separated by the required minimum. However the level previously occupied by another aircraft may be assigned after the later reported vacating it, provided the rate of climb/descent of both aircraft is the same.
g) In controlled airspace, a pilot-in-command shall commence a change of level as soon as possible but not later than 1 minute after receiving instruction form ATC, unless that instruction specifies a later time or place.
h) Outside controlled airspace, the pilot-in-command shall report his intension prior to making any change of level. The notification of intention to change level should be

made sufficiently in advance to enable the concerned unit to re-assess the traffic situation and advice of any confliction. In the event of non contact with the concerned unit, the pilot-in-command should broadcast his intention to change level.

## 10. Aircraft Joining or Crossing Airways (Controlled Airspace)

10.1. All aircraft shall obtain an air traffic control clearance before operating in controlled airspace or joining or crossing airways. Such clearance should be requested at least 5 minutes for domestic flight and 10 minutes for international before reaching the proposed point of entry to controlled airspace.

10.2. An aircraft in flight requesting or intending to enter controlled airspace or to join/cross an airway shall include the following information as appropriate:

a) Aircraft Identification;
b) Aircraft Type;
c) Position;
d) Level and Flight Conditions;
e) Estimated time at point of joining;
f) Desired Level;
g) Route and point of first intended landing;
h) The word "Request joining/entering clearance";

10.3. The selected crossing or joining point should, where possible, be associated with a radio facility to assist accurate navigation.

## 11. Traffic Information

The traffic information will comprise of the following factors as required.

a) Aircraft identification;
b) Aircraft type;
c) The route and ETA of aircraft at next position;
d) The last position report received from the aircraft;
e) Intention of the pilot-in-command;
f) The aircraft take off direction, initial departure track and intended cruising altitude or flight level.
g) The direction of intended landing

Traffic information will be provided by appropriate ATS unit as follows:

a) To a pilot-in-command having responsibility for separation to enable him to determine visually the position of another aircraft and take action to avoid collision.
b) When, through emergency or other cause, aircraft are operating with less then the prescribed separation minima.
c) When aircraft will be leaving controlled airspace and entering uncontrolled airspace and it is known that other aircraft is operating in proximity to the boundary and the intended path of the aircraft.
d) When requested by the pilot-in-command of an aircraft

*Note.– As traffic information may be based on data of doubtful accuracy and completeness and as it may be subject to communication delay, this does not relieve the pilot-in-command of an aircraft of his responsibilities of avoiding collision hazards.*

12. **Essential Traffic Information**

12.1. Essential traffic is that controlled traffic to which the provision of separation by ATCis applicable, but which, in relation to a particular controlled flight is not, or will not be, separated from other controlled traffic by the appropriate separation minimum.

*Note.— Pursuant to Section 5.2, but subject to certain exceptions stated therein, ATC is required to provide separation between IFR flights in airspace Classes A to E, and between IFR and VFR flights in Classes B and C. ATC is not required to provide separation between VFR flights, except within airspace Class B. Therefore, IFR or VFR flights may constitute essential traffic to IFR traffic, and IFR flights may constitute essential traffic to VFR traffic. However, a VFR flight would not constitute essential traffic to other VFR flights except within Class B airspace.*

12.2. Essential traffic information shall be given to controlled flights concerned whenever they constitute essential traffic to each other.

*Note.— This information will inevitably relate to controlled flights cleared subject to maintaining own separation and remaining in visual meteorological conditions and also whenever the intended separation minimum has been infringed.*

12.3. Information to be provided Essential traffic information shall include:

a) direction of flight of aircraft concerned;
b) type and wake turbulence category (if relevant) of aircraft concerned;
c) cruising level of aircraft concerned; and
1) estimated time over the reporting point nearest to where the level will be crossed; or 5-50 Air Traffic Management (PANS-ATM) 10/11//16
2) relative bearing of the aircraft concerned in terms of the 12-hour clock as well as distance from the conflicting traffic; or
3) actual or estimated position of the aircraft concerned.

*Note 1. — Nothing in Section 5.10 is intended to prevent ATC from imparting to aircraft under its control any other information at its disposal with a view to enhancing air safety in accordance with the objectives of ATS as defined in Chapter 2 of CAR 11.*

*Note 2.— Wake turbulence category will only be essential traffic information if the aircraft concerned is of a heavier wake turbulence category than the aircraft to which the traffic information is directed.*

13. **Aerodrome/Approach Control Service**

13.1. Aerodrome/Approach control service shall be provided by aerodrome control tower except TIA where approach control service is provided by Kathmandu Approach/Kathmandu Radar. The above units issue required ATC clearances, instructions and information to aircraft to ensure safe, orderly and expedition flow of air traffic.

13.2. When making the first contact with Approach/Aerodrome Control Tower, the pilot shall report position, level and flight conditions.

13.3. CTR dimensions and controlling authorities are specified in section ENR 2.

13.4. ***General procedures***

13.4.1. Holding, Instrument Approach, Arrival and Departure Procedures are specified in subsection ENR 1.5

13.4.2. Radio communication shall be established with the Approach/Aerodrome Control Unit.

a) Prior to any movement of the aircraft into the maneuvering area.
b) When intending to operate in a CTR and TMA

13.4.3. A pilot-in-command under IFR or VFR intending to enter, cross or operate within a CTR or ATZ shall request a clearance from the Aerodrome Control in the appropriate radio frequency. PIC shall:

a) Pass the aircraft's position, level, track and the estimated time of crossing the zone boundary.
b) Maintain a continuous listening watch on that frequency while the aircraft is within the zone.
c) Navigate in accordance with the flight plan and ATC clearance.
d) Carry out any instructions received from Aerodrome/Approach Control.

13.4.4. All flights within a CTR, in IMC or at night shall be conducted in accordance with IFR or special authorization by ATC. However, during day in order to expedite traffic, ATC may clear an aircraft for a visual approach if weather conditions permit.

13.5. ***Instructions to Departing Aircraft***

13.5.1. ATC may specify any or all of the following items when issuing clearance to departing aircraft:

a) Turn after take-off;
b) Track to make good before turning on desired route;
c) Initial level to maintain;
d) Time, point and/or rate at which level change shall be made.

13.5.2. ATC may instruct a departing aircraft to leave a reporting point at a specified time or to be at specified level, at a specified point or time. The pilot-in-command shall notify ATC if these instructions cannot be complied with.

13.6. ***Instructions to Arriving Aircraft***

13.6.1. ATC clearance or control instructions for approach to an aerodrome or holding point will be issued to an arriving aircraft on initial contact with the appropriate ATC unit.

13.6.2. The clearance will specify the clearance limit, route and level to be flown. An expected approach time will be included, if it is anticipated that the arriving aircraft will be required to hold.

13.7. ***Weather Information***

13.7.1. Weather information will be passed to inbound aircraft on request. However, pilots should tune on Frequency 127.0 MHZ for ATIS broadcast.

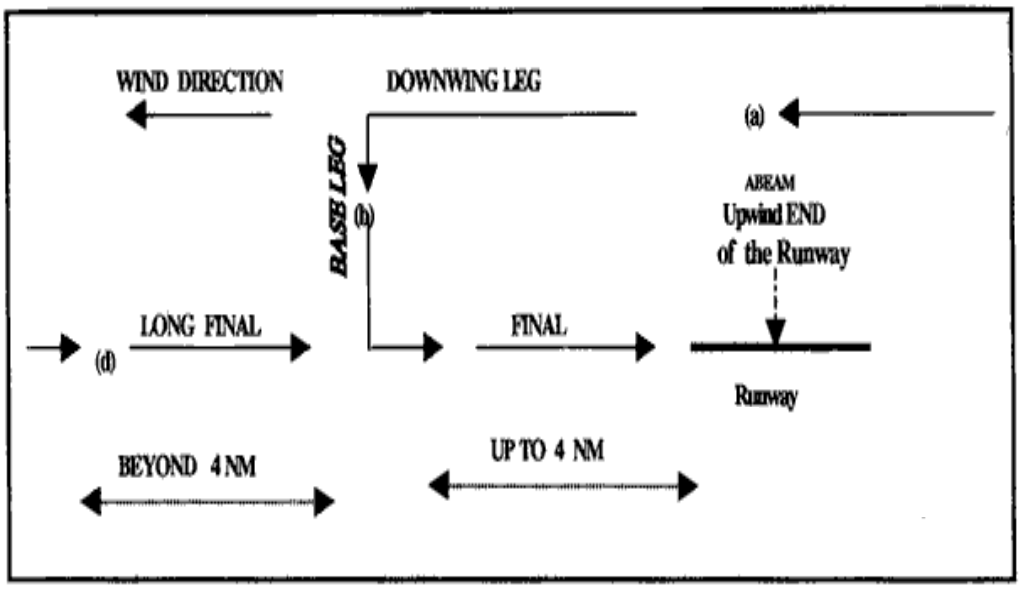
13.7.2. The term CAVOK will be used in place of visibility, weather and cloud when the following conditions apply simultaneously:

a) Visibility 10 km or more;
b) No weather of significance to aviation as mentioned in Annex-3, 4.4.2.3 & 4.4.2.5
c) No precipitations or thunderstorms;
d) No cloud of operational significance

13.7.3. Deterioration and improvement weather reports and significant weather information, e.g. severe turbulence, thunderstorms, icing conditions etc. will be passed to all aircraft concerned.

## 14. Visual Circuit Reporting Procedure

14.1. The pilot -in-command shall report position in accordance with the following diagram




a) Downwind

Aircraft shall report "Downwind" abeam the upwind end of the runway.

b) Base Leg

Aircraft shall report "base Leg on completion of the turn on to base leg.

c) Final

Aircraft shall report "Final" after completion of the turn on to final approach, but not more than 4 NM from the approach end of the runway.

d) Long Final

Aircraft flying a straight-in approach shall report "Long Final" 8 NM from the approach end of the runway, and "Final" when at 4 NM.

*NOTE.– At grass aerodrome, the area to be used for landing is regarded as the runway for the purpose of reporting position in the circuit.*

15. **Use of Runway**

15.1. Aerodrome Controller will nominate the runway direction according to prevailing wind condition.

15.2. Notwithstanding the runway direction nominated by ATC, the pilot-in-command shall ensure that there is sufficient length of runway and that the crosswind or downwind component is within the operational limits of each particular operation. If the nominated runway direction is not suitable for these reasons or for any other safety reason, he may request for an alternative runway direction. ATC will grant the use of an alternative runway direction but the flight may be subject to some delay because of other traffic.

15.3. The decision to undertake a take-off or landing rests solely with the pilot-in-command.

15.4. Unless prior permission has been obtained from ATC, the pilot-in-command shall not hold on the runway in use.

15.5. Only one aircraft will be cleared to land on the runway in use at any one time.

15.6. In VMC, an aircraft may be cleared to continue approach to a runway occupied by a preceding aircraft but clearance to land will not be given until the runway is vacated.

16. **Closure of Aerodromes**

16.1. Aerodromes may be closed to particular aircraft or to all aircraft for landing, take-off or all operations, when:

a) Weather or aerodrome surface conditions are unsuitable;
b) Facilities essential to safe operation are not available;
c) In the opinion of ATC the aerodrome is unsafe for operation; or
d) At such other times and in conditions specified by NOTAM.

*Note.– In an emergency, an aircraft will be permitted to land regardless of the weather condition of the aerodrome and aerodrome facilities, but the pilot will be advised of these conditions.*

17. **Air traffic advisory service**

Air traffic advisory service is not provided to aircraft operating within the VNSM.

18. **Flight Information Service**

18.1. Flight information service is provided to all flights operating within Kathmandu FIR (VNSM).

18.2. ***Information normally made available are:***

a) Meteorological Conditions;
b) Aerodromes and air routes;
c) Communication facilities;
d) ATC facilities;
e) Navigation aids;
f) Controlled & restricted airspaces;
g) Hazards to air navigation;
h) Regulation concerning entry, transit and departure for international flights.

18.3. Flight Information Service within controlled airspace shall be provided by ACC/ Approach control Unit/ Aerodrome control tower within their jurisdiction.

18.4. All aircraft operating outside controlled airspace shall maintain the listening watch on the appropriate frequency used by the unit providing flight information service and pass the position report.

## 19. Provision of Aerodrome Flight Information Service (AFIS)

19.1. The unit established for providing aerodrome flight information service is called INFORMATION in radio telephony. Essential information shall be provided at such aerodromes and pilots are required to decide themselves the actions to be taken and maintain their own separation.

19.2. ***Essential information includes:***

a) Traffic information;
b) Current weather information;
c) Essential Aerodrome Information;
d) Any other pertinent information useful for the safe conduct of flight.

19.3. At aerodromes where aerodrome flight information service is provided, known information required for take-off and landing purposes such as wind velocity, cloud base, visibility, known hazards, state of landing or take-off area, correct time etc. will be passed to the pilot-in-command.

Aerodromes, providing AFIS will also be responsible for providing Alerting Service.

19.4. ***Pre-flight and In-flight Information***

A pilot-in-command shall obtain a pre-flight briefing before departing from any aerodrome at which AFIS is provided. PIC shall request essential information in flight if unable to obtain a pre-flight briefing.

19.5. ***Departure***

Pilot shall report when ready to taxi. The AFIS unit concerned shall provide known information and traffic information. Pilots shall nominate the RWY in use and after departure, report flight level or altitude climbing to, estimates and destination. Upon receiving these information, the pilot will be advised to change over to appropriate frequency.

19.6. ***Arrival***

Pilot shall report departure point, position, altitude and ETA on first contact. AFIS unit shall provide traffic information, weather condition and significant field condition. Pilot shall report his positions such as circuit area, overhead, aerodrome in sight etc. and choose landing direction and report his intentions.

19.7. ***AFIS personnel on duty may declare runway closure in the following cases,***

a) runway condition is not suitable for the aircraft operation due to rain, mud, snow, and or slush or
b) when the ground visibility is less than 5000 m for the fixed wing aircraft and 1500 m for rotorcraft.
c) when tail wind exceeds 10 kts at STOL aerodromes.

## 20. Flight Operations at Unattended Aerodromes

20.1. ***An aircraft approaching an unattended aerodrome for the purpose of landing;***

a) Should join the traffic circuit for the landing direction in use in the up-wind, cross-wind or down-wind leg.
b) May execute a right turn to enter the left down wind leg or
c) Where terrain dictates that a right circuit must be used, may execute a left turn to enter the down-wind leg.

20.2. Left hand circuits shall be made except at those aerodromes where, because of terrain, a right hand circuit or a straight in landing is compulsory.

20.3. When an aircraft is holding over an aerodrome where weather conditions are less than the prescribed landing minima, Kathmandu Radio will nominate a scheduled reporting time. This will normally be not exceeding *15* minutes of interval.

20.4. Before departing from an unattended aerodrome or helipad within Kathmandu FIR, all aircraft shall report on appropriate HF frequency for taxi, specifying its destination and the Runway to be used. After departure, pilot shall report departure time, out-bound track, intended cruising altitude or flight level and next landing point or intention.

20.5. When arriving at an unattended aerodrome within Kathmandu FIR, all aircraft are required to report its arrival specifying at least the place and time of arrival to Kathmandu Radio, when:

a) Commencing descent; and

b) Joining Circuit area.

*Note.– In the event of no contact with the appropriate ATS unit, pilots should broadcast the required information, not excluding both the arrival and the departure information.*

20.6. The pilot-in-command of an aircraft is fully responsible in case the diversion to any other aerodrome is to be made, based on the information provided by the concerned ATS

unit. But while making the decision to divert, the amount of fuel requirement should be taken care of.

20.7. An aircraft shall hold in flight as required by the traffic situation and weather conditions for the purpose of establishing separation or absorbing delays. Holding will be accomplished in accordance with approved procedure, if such procedure is available. In case of no approved procedure, holding will be made in a manner specified by ATC.

## 21. Mercy and/or Rescue Flights

21.1. When an urgent medical, relief or evacuation flight, undertaken to save persons from grave or imminent danger, seems likely to involve irregular operation, it shall be declared as a Mercy and/or a Rescue Flight.

21.2. A flight shall not be declared a mercy flight when it can comply with the applicable rules and regulation. However, special considerations or priority will be granted by ATC if necessary.

21.3. The pilot-in-command is solely responsible for the final decision as to whether to declare a mercy flight or continue as a normal flight. In assessing the justification of the risks involved in a mercy flight, he shall consider carefully those of the following factors as may apply:

*Note.– The terms Mercy and Rescue are used synonymously and should not be confused with search and rescue operations.*

a) the availability of alternative transport or alternative medical aid;
b) the weather conditions enroute and at the landing place(s). If they are adverse, he shall consider other routes and terminals where equal medical facilities are available;
c) the distance from which it should be possible to see the landing place (s).
d) the air distance and type of terrain involved;
e) the navigation facilities including land-marks etc-,
f) the availability of suitable alternate aerodrome;
g) the asymmetric performance of his aircraft plus his experience;
h) the effect on the person requiring assistance (as advised by a competent authority) if the flight is delayed until improved operation conditions exist;

    i) whether the flight is to be made to the nearest or most suitable hospital;
    ii) the competence of the authority requesting the mercy flight. (For example, in the case of an urgent medical flight, a doctor would be the competent authority).

21.4. When a pilot-in-command decides that a mercy flight can be successfully carried out, he shall;

a) give flight notification identifying the type of operation as "MERCY FLIGHT". This notification shall include the reason for the mercy flight and reference to any regulation which will not be complied with;
b) specify reporting points or times when contact can be made;

c) specify any special procedures intended or special assistance required of ground organizations;
d) limit the operating crew and other persons carried in the aircraft to the minimum;

21.5. If it is known before departure that a flight will be a mercy flight during a portion of a flight only, this shall be stated in the flight notification. Similarly, if a normal flight, for some reason, develops into a mercy flight, the pilot-in-command shall take action in accordance with the instructions of the section.

21.6. When informed that a mercy flight is about to commence or develop, the ATS unit concerned will take the following related actions;

a) make available any special facilities required for the operation;
b) maintain a special communications and navigation and watch on the progress of the flight;
c) assist the pilot-in-command with advice and information;
d) keep the pilot-in-command informed of any action taken;

21.7. The pilot-in-command shall submit a written report to the Director General, CAAN on any Mercy Flight undertaken, summarizing the aspects of irregular operations caused by it and the factors that led him to make the flight. This report shall include the name and address of the authority requesting the Mercy Flight and in medical cases, the name of the patients.

## 22. VVIP flights

22.1. In order to facilitate the movement of VVIP aircraft into and out of Kathmandu FIR and to conform to the times shown in the Ceremonial Reception Schedule, the Air Traffic Service Units concerned are authorized to provide special priority for all VVIP flights over all other normal traffic within their areas of responsibility.

22.2. A VVIP flight over Nepal is a flight carrying on-board the under mentioned.

- The President
- The Vice President
- The Prime Minister

22.3. Flights within Nepal of other reigning sovereigns, head of the states and the prime minister of foreign countries designated by the government to be VVIP may also be afforded "VVIP Flight" status.

22.4. A schedule and if any changes thereof a VVIP flight shall be notified to GM, FOD (TIA)/ Chief of Concerned Civil Aviation Office (other airports) by the concerned authority in due time.

22.5. An aircraft if registered, in Nepal and engaged in a formal VVIP flight is required to carry-out a test flight prior to operate such flight.

22.6. The GM, FOD (TIA) / Chief of Concerned Civil Aviation Office (other airports) will inform all concerned relating to VVIP flight some or all of the following details;

a) Period and area of restrictions imposed on other flights;

b) Call sign and type of aircraft;
c) Point of Departure/destination;
d) EOBT and ETA;
e) Embarkation/disembarkation Site;
f) Ceremonial details; and
g) Any other pertinent information.

22.7. Message received from the VVIP on-board will be kept highly confidential and reported to the General Manager/ Airport Manager.

22.8. Nepal Oil Corporation shall prepare three samples of properly sealed fuel supplied to VVIP FLIGHT and deposit to the following, within two hours of refueling:

a) Tribhuvan International Airport Civil Aviation Office / Concerned Civil Aviation office
b) Director General of Army aviation mid air base, if refueled at Kathmandu.

*Note.– Airport Fire .Service remain on "Local Stand By" position and Airport Security Service shall remain on "Alert" when a VVIP FLIGHT is in progress.*

22.9. The following procedures shall be enforced at all Aerodromes/Airports in Nepal when a VVIP Flight is notified.

22.9.1. A NOTAM based on the schedule of the VVIP flight movement shall be issued in advance.

22.9.2. No aircraft except in emergency be allowed to land or depart from the aerodrome or operate in the aerodrome traffic circuit for the period specified in the NOTAM.

*Note.– The General Manager TIA/ concerned Civil Aviation Office may adjust the timing to ensure that there is no disturbances during ceremonial period at the airport. .*

22.9.3. Controlled Airspace

Standard separation shall be provided in controlled airspaces. Vertical separation minimum shall be 1000 ft at all levels.

22.9.4. Outside Controlled Airspace

No other aircraft shall be cleared to operate in the block of uncontrolled airspaces 1000 ft below and above the cruising level and 10 NM on either side of the intended route of the VVIP flight.

*Note.– However, the restrictions of Para 22.9.3 and 22.9.4 above will not be applicable when it is known that horizontal separation based on the current flight plans exist between the VVIP flight and other aircraft.*

## 23. Lights Signals

### 23.1. Visual Communications at Controlled Aerodromes

The following tables set out the details of visual and ground signals for the control of aerodrome traffic. The pilot-in-command of an aircraft operating on or in the vicinity of an aerodrome shall observe and comply with the ground and light signals.

### 23.2. LIGHT SIGNALS TO AIRCRAFT

| LIGHT | | FROM AERODROME CONTROL TO: | |
|---|---|---|---|
| | | AIRCRAFT IN FLIGHT | AIRCRAFT ON GROUND |
| Directed towards aircraft concerned | Steady Green | CLEARED TO LAND | CLEARED FOR TAKE – OFF |
| | Steady Red | GIVE WAY TO OTHER AIRCRAFT AND CONTINUE CIRCLING | STOP |
| | Series of Green Flashes | RETURN FOR LANDING | CLEARED TO TAXI |
| | Series of Red Flashes | AERODROME UNSAFE DO NOT LAND | TAXI CLEAR OF LANDING AREA |
| | Series of White Flashes | LAND AT THIS AERODROME AND PROCEED TO APRON | RETURN TO STARTING POINT ON THE AERODROME |

♦Clearance to land and to taxi will be given in due course.

### 23.3. GROUND SIGNALS TO AIRCRAFT

| GROUND SIGNAL | POSITION DISPLAYED | MEANING |
|---|---|---|
| White cross | (i) Adjacent to windsock<br>(ii) On maneuvering area | i) Aerodrome completely unserviceable<br>ii) An area marked by a cross or crosses with the limits delineated by markers, is unfit for use by aircraft. |

### 23.4. LIGHT SIGNALS TO VEHICLES LIGHT

| SIGNAL | MEANING |
|---|---|
| Green flashes | Cleared to cross, proceed, go |
| Steady red | Stop immediately |
| Red flashes | Move off the landing area or taxiway and watch out for aircraft |
| White flashes | Return to starting point and report to the control tower |