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Dated: 26 April 2020

**CIVIL AVIATION DIRECTIVE (CAD-OPS) 04/2020**

**SUB: Directives for Carriage of Cargo in the Passenger Compartment by Bangladeshi Helicopter Operators During COVID-19 Situation**

1. In response to the unprecedented circumstances caused by Pandemic COVID19, subsequent stagnancy in the aviation world for it and to maintain unhindered supply-chain of medical equipment and different essential goods/commodities for the various communities, Civil Aviation Authority of Bangladesh (CAAB) has decided to allow Carriage of Cargo in the Passenger Compartment of Bangladeshi helicopter operators. In pursuant of "ANO Ops B.8" this directive shall provide various essential protocol for such operation.

2. The objective of this Directive is to provide necessary instructions for Bangladeshi AOC holders (Only Helicopter Operators) to ensure an acceptable level of safety is maintained at all times for transportation of cargo in baggage compartment including passenger cabin during COVID-19. The following paragraphs will describe the process of approval step by step and other related safety measures for such operation.

3. **Application and Approval for Carriage of Cargo:** Any operator intends to carry out such operation shall have to apply to CAAB in order to grant permit of such flights. The application shall be addressed to Chairman CAAB and shall have attention to Member (FSR). Upon receiving the application and all necessary documents, FSR Division shall examine the same and if found satisfactory then shall process the application for the purpose of approval of Chairman. Same Operator shall submit their own "Risk Assessment" and the "Procedure Manual/Document" along with the application.

3.1 **Risk Assessment:** The Operator shall submit their viable Safety risk assessment to identify hazards, evaluate mitigate risks related to operating cargo flights using cabin configurations which have been approved for transporting only passengers.

3.2 **Procedure Manual/Document:** The applicant operator shall provide related Procedure Manual/ Document. The manual shall contain the following issues/procedure (but not limited to list provided) for:

- 3.2.1 Cargo Preparation;
- 3.2.2 Weight & Balance System;
- 3.2.3 Loading Instruction Report (LIR);

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- 3.2.4 Load Control;
- 3.2.5 Managing emergencies with cargo;
- 3.2.6 Loading & Unloading the Aircraft;
- 3.2.7 Loading and Restraint of Cargo and/or Mail in the Cabin;
- 3.2.8 Post-flight inspection of all seats/floor area for damage or disinfection;
- 3.2.9 Training on securing and lashing of cargo on the seats and under the seats for technicians/loaders;
- 3.2.10 Cleaning and use of solvent (as per Manufacturer's and/or WHO recommended), in case of spillage of any liquid (either on seat or floor);
- 3.2.11 Familiarization of Loader/Technicians/ or Medical Assistant during cargo operation for exigencies such as required for cargo fire or any other emergency;

4. In addition to the requirements provided in "ANO Ops B.8", the operator needs to comply the following conditions:

**General**

- 4.1 Carriage of Cargo in Passenger Cabin is allowed with passenger seat installed condition. However, **balance of CG as per RFM (Rotorcraft Flight Manual)** shall be taken into consideration while carrying cargo on seats and such operations have to be supported by OM.
- 4.2 Carriage of any type of Dangerous Goods is **NOT** allowed;
- 4.3 Any guideline provided by the manufacturer (if any) in this regard shall be complied by the operator;
- 4.4 Security check of the cargo shall be done as per the existing security procedures (as required by the national regulations).
- 4.5 Such cargo operations shall be limited to airports and helipads in controlled designated areas like district Stadium, cantonment area or Police Line.

**Loading, Weight & Balance and Stowage**

- 4.6 The cargo load shall not extend above the maximum height of the passenger seat;
- 4.7 Exact cargo weight and position in the cabin and in the cargo-hold shall be reflected in the mass and balance documentation (load sheet);
- 4.8 Ensure compliance with all load manifest requirements. Load manifests must be accurate and should be consistent with the manufacturer's guidance;



4.9 The mass of the cargo shall not exceed the structural loading limits of the floor as published in the aircraft documentation (e.g. Limitation chapter of the Weight and Balance Manual);

4.10 The cargo stowage location shall be such that, in the event of an emergency evacuation, it will not hinder aisle access and egress;

4.11 The number/type of restraint devices and their attachment points should be capable of restraining the cargo;

4.12 All seats shall be covered with appropriate fire protective material;

4.13 The maximum weight of the cargo placed on single seat, adjacent seats must specially be defined and limited to the manufacturer's recommendation.

4.14 Any material used in the cabin for restraining of cargo etc. should be fire protective.

#### **Crew**

4.15 The PIC shall check the cabin physically before acceptance of final load sheet.

4.16 The PIC shall cross check with concern agencies to ensure helipads are well secured and supported by the local law enforcing agencies during operations.

4.17 There must be at least one extra person as Loader/Technicians/ or Medical Assistant who shall be responsible for loading/unloading, managing and monitoring of cargo on ground or during all phases of flight;

4.18 The responsibilities of extra person in the helicopter shall be clearly defined.

#### **Fire hazard and Emergency Handling**

4.19 Any fire that might occur must be discovered and extinguished immediately utilizing emergency equipment;

5. This Directive shall come in to force with immediate effect and shall be valid till 30 Jun 2020 and the operation under this directive shall also be valid till 30 June 2020. CAAB reserves full rights to extend, suspend, revoke or withdraw this authorization at any time without any prejudice.

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Chairman  
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