

CIVIL AVIATION AUTHORITY OF BANGLADESH
HEADQUARTERS, KURMITOLA, DHAKA-1229
www.caab.gov.bd



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Dated: 13 April 2020

CIVIL AVIATION DIRECTIVE (CAD-OPS) 02/2020

SUB: Directives for Carriage of Cargo in Passenger Compartments During COVID-19 Outbreak by Bangladeshi AOC Holders (Except Helicopter Operators)

1. In response to the unprecedented circumstances caused by 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 AOC holders. Inpursuant 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 (except Helicopter Operators) to ensure an acceptable level of safety is maintained at all times for the transport of cargo in the passenger cabin during COVID-19 outbreak. 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 in Passenger Compartment:**
Any operator intends to carry out such operation shall have to apply to CAAB in order to grant permit of such operation. 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 in the cabin;
- 3.2.6 Loading & Unloading the Aircraft;
- 3.2.7 Loading and Restraint of Cargo and/or Mail in the Cabin;
- 3.2.8 Cabin Operations;
- 3.2.9 Post-flight inspection of all seats/floor area for damage or disinfection;
- 3.2.10 Training on securing and lashing of cargo on the seats and under the seats for technicians/loaders;
- 3.2.11 Familiarization of Loader/Cabin crew and/ or Medical supervisor (if carried) during cargo operation for exigencies such as required for cargo fire or any other emergency;
- 3.2.12 Cleaning and use of solvent (as per SRM), in case of spillage of any liquid (either on seat or floor);

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** only;
- 4.2 Carriage of any type of Dangerous Goods is **NOT** allowed;
- 4.3 Any guideline provided by the manufacturer in this regard shall be complied by the operator;
- 4.4 Any approved operator (as per this Directive) is allowed to operate passenger and cargo (in the passenger cabin) together or only cargo in passenger cabin. All cargo should be subject to appropriate security procedures.

Loading, Weight & Balance and Stowage

- 4.5 Appropriate checks shall be made before takeoff, before landing and whenever requested by the captain to ensure that cargo is properly stowed and secure;
- 4.6 Items shall not be stowed in the lavatories or against bulkheads that are incapable of restraining articles against movement forward, sideways and upwards;

- 4.7 Any cargo stowed must be restrained. Cargo placed within enclosed stowage areas must not interfere with the closing and latching of the compartment;
- 4.8 Extra cargo weight and position in the cabin and in the cargo hold shall be reflected in the mass and balance documentation;
- 4.9 The cargo placed in the enclosed stowage area shall not be of such size that they prevent latches doors from being closed securely;
- 4.10 The cargo load shall not extend above the maximum height of the passenger seat in the fully upright position;
- 4.11 Exact cargo weight and position in the cabin and in the cargo hold shall be reflected in mass and balance documentation (load sheet);
- 4.12 Ensure compliance with all load manifest requirements. Load manifests must be accurate and should be consistent with the manufacturer's guidance;
- 4.13 The mass of the cargo shall not exceed the structural loading limits of the floor or seats, as published in the aircraft documentation (e.g. Limitation chapter of the Weight and Balance Manual);
- 4.14 The cargo stowage location shall be such that; in the event of an emergency evacuation, it will not hinder aisle access and egress;
- 4.15 The cargo shall not be placed where it can impede access to emergency equipment;
- 4.16 The cabin depressurization relief vents shall be unobstructed;
- 4.17 The number/type of restraint devices and their attachment points should be capable of restraining the cargo;
- 4.18 All aisles, and access to emergency equipment shall always remain free of obstructions;
- 4.19 All seats shall be covered with appropriate protective material. The seat backs should be in upright position and seatbelts should be positioned behind the seat cushions before covering the seats;
- 4.20 The Air Conditioning system shall be set taking into account the nature of the cargo transported in the cabin and the number and distribution of cabin occupants;
- 4.21 The operator shall load the aircraft considering the different levels of available fire protection of the loading areas.
- 4.22 There must be a clear separation of areas occupied by passengers and those fitted with cargo in case of carrying passenger and cargo together in the passenger compartment. At least one empty seat row between passengers and cargo must be established.

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4.23 Wet cargo and cargo with odor shall not be carried in passenger cabin.

Crew

4.24 There must be one or more crew members (even during All Cargo operation) to survey and access all areas of the cabin during all phases of flight;

4.25 Extra crew/crews shall sit on seats which are not located near the cargo;

4.26 The responsibilities of cabin crew and any other personnel in the cabin shall be clearly defined. A person shall be nominated as the "In Charge", who will be responsible for communicating and coordinating during any emergency;

4.27 All cabin personnel shall be familiarized with the correct methods and means of restraint;

4.28 Cabin personnel shall perform checks to validate that loading has been carried out correctly and raise any concerns with the pilot in command;

4.29 The PIC to check the cabin physically before acceptance of final load sheet.

Fire hazard and Emergency Handling

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

4.31 Ensure the flight crew is familiar with Quick Reference Handbook procedures to address cabin smoke or fire to reduce the possibility of smoke entering the flight deck in the event of a cabin fire;

4.32 Make sure operational emergency equipment is available. Such equipment should be appropriate for increased risk due to a cargo fire (e.g., protective breathing equipment, other personal protective equipment, water extinguishers);

4.33 The Air Conditioning system shall be set taking into account the nature of the cargo transported in the cabin and the number and distribution of cabin occupants.

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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