



**Aerodrome
Advisory Circular**

AC(AD) No-09

**Process to Survey and Verify the accuracy and integrity of an Aerodrome
Data and Publication there of.**

22 June 2011

Civil Aviation Authority, Bangladesh

AC No.09

Process to Survey and Verify the accuracy and integrity of an Aerodrome Data and Publication there of.

1. Purpose

As per the Appendix 5 of ANO(AD)A.1 and Annexe 14 each Aerodrome Operator in Bangladesh will form a survey committee to verify the accuracy and integrity of Aerodrome Data. The survey committee shall assess and verify the Aeronautical Data in as per Table A5-1 of the MAS. The purpose this Advisory Circular (AC) is provide a guideline to conduct the survey of related Aeronautical Data in accordance with the requirements of the MAS.

2. Application

This AC shall provide general guidance on requirement, application, process and responsibilities of the Aerodrome Operator to conduct the survey of related Aeronautical Data in accordance with the requirements of the MAS, and at the same time the Action Flowchart in the CAAB Headquarter level.

3. Action

3.1 Aerodrome operator

Action on the part of the Aerodrome Operator shall be as follows:-

- a) Aerodrome operator shall form a committee to do the survey as and when required.
- b) On getting the survey report, Aerodrome Operator shall send the report with supporting documents to Director (ATS & Aerodrome), CAAB HQ.
- c) Copy of the report and supporting documents shall also be preserved in his office.

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3.2 CAAB Headquarter

Chairman, Civil Aviation Authority, Bangladesh is pleased to issue this Advisory Circular in pursuance of Rule 4 of CAR '84,&ANO (AD)A.1

Action on the part of the CAAB Headquarters shall be as follows:-

Action Steps	Action office	Actions
1	Director (ATS/Aero)	a) Verify accuracy of the information of the report received from Aerodrome Operator by using all available sources of documents; b) Forward to Director (FS&R) for verification.
2	Director (FS&R)	a) Verify the data by using available sources of documents; b) If necessary, conduct a physical inspection of the impacted site through the Aerodrome Inspector(s) for resolution; c) Forward with comments to Director (ATS/Aero) for onward necessary action.
3	Director (ATS/Aero)	Forward the report, with appropriate recommendation, to Chairman, CAAB for approval.
4	Chairman, CAAB	May kindly approve, as appropriate, and send back to Director (ATS/Aero) for onward necessary action.
5	Director (ATS/Aero)	Send the report to AIS section for publication either in the AIP, or other official publications, or taking NOTAM action.
6	AIS section	Either publish in the AIP, or other official publications, or take NOTAM action, as approved.

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