



CIVIL AVIATION AUTHORITY OF BANGLADESH
HEADQUARTERS, KURMITOLA, DHAKA
Aerodrome Standard Division.

Aerodrome Manual Checklist (AGA)

Ref: CAAB ANO-14 Vol-I, & ICAO Annex 14. Doc 9981

Checklist for Acceptance/ Approval /Verification of Aerodrome Manual.

Name of Aerodrome:					Ref Code:
Date	From:				To:
Type of Inspection	CHECKLIST OF THE COMPONENTS OF AN AERODROME MANUAL				
Name of Aerodrome Inspector(s)					
Reference: Office Order(If any)					
Checklist for Acceptance/ Approval /Verification of Aerodrome Manual.					
Doc 9981	Topic	Evaluation			
	S= Satisfactory, U= Unsatisfactory, NA= Not available. [Tick (√) in the appropriate box]				
	Section of Aerodrome Manual	S	U	NA	Recommendations/Remarks
	TABLE OF CONTENTS				
i)	Preface and Foreword				
ii)	Checklist of Current Pages				
iii)	Notification of Amendment to Aerodrome Manual				
iv)	Record Of Revision				
v)	Master Contact List				



vi)	Distribution List				
vii)	Supporting Operational Documents				
viii)	Abbreviations and Symbols				
ix)	Aerodrome Certificate Copy (If available)				
x)	Aerodrome Manual Approval Letter (in case of renewal)				
PART 1: GENERAL INFORMATION					
1.1	Purpose and Scope				
1.2	Legal Requirement				
1.3	Conditions of Use				
1.4	Aeronautical Information				
1.5	Recording Aircraft Movements				
1.6	Compliance/Obligation of the Aerodrome Operator				
1.6.1	Compliance with the approved Aerodrome Manual				
1.6.2	Obligation of the Aerodrome Operator				
1.6.2.1	Compliance with standards and practices				
1.6.2.2	Competence of operational and maintenance personnel				
1.6.2.3	Aerodrome operation and maintenance				



1.6.2.4	Aerodrome operator's safety management system				
1.6.2.5	Aerodrome operator's internal safety audits and safety reporting				
1.6.2.6	Access to the aerodrome				
1.6.2.7	Notifying and reporting				
1.6.2.8	Removal of obstructions from the aerodrome surface				
1.6.2.9	Warning notices				
PART 2: AERODROME SITE DETAILS					
2.1	Aerodrome Site Details				
2.1.1	Aerodrome Plan				
2.1.2	Aerodrome Land Titles				
Part 3 – Aerodrome Dimensions & AIS Information					
3.1	General Information				
3.1.1	Name of Aerodrome & ICAO Ref. Code.				
3.1.2	Aerodrome Location (City, Town)				
3.1.3	Geographical Coordinates: latitude and longitude of the aerodrome reference point in (WGS-84)				
3.1.4	Aerodrome Elevation and Geoid Undulation				
3.1.5	Elevation of Each Threshold and Geoid Undulation				
3.1.6	Elevation of the Runway End and Significant High and Low Points along the Runway				
3.1.7	Highest Elevation of the Touchdown Zone of a Precision Approach Runway				
3.1.8	Aerodrome Reference Temperature.				
3.1.9	Details of the Aerodrome Beacon				



3.1.10	Name of Aerodrome Operator, the Address, and the Telephone Number of the Airport that may be Contacted at All Time				
3.1.11	Aerodrome reference code				
3.2	Aerodrome Dimensions and Related Information				
3.2.1	layout of the runways a) Bearing, Dimensions, slope, Types etc. of Runway b) Designation, Dimensions, PCN etc. of Strip, RESA & Stopway.				
3.2.2	Layout of taxiways and aprons a) Apron & Stands surface types b) Taxiways widths, surface types, strips & Shoulder c) Geographical Coordinates of RWY, TXY & Aircraft Stand.				
3.2.3	Layout of Clearway and stop way a) Length & ground profile of Clearways				
3.2.4	Approach and Runway Lighting				
3.2.5	Aerodrome Markings, other Lighting including apron flood lighting & Obstruction lighting and Secondary Power Supply.				
3.2.6	VOR Aerodrome Checkpoints				
3.2.7	Location and Designation of Standard Taxi Routes				
3.2.8	Geographical Coordinates of Rwy Threshold; Twy Centerline; Aircraft Stand				
3.2.9	Obstacles in App, T/Off and Circling areas ➤ Description, height and location of obstacles that infringe upon the standard protection surfaces, whether they are lighted and if they are noted in the aeronautical publications (AIP)				



3.2.10	Preflight Altimeter Check point				
3.2.11	Declared Distances ➤ Data for, the method used to calculate, declared distances and elevations at the beginning and end of each declared distance. ➤ Declared distances, TORA, TODA, ASDA, LDA				
3.2.12	Disabled Aircraft Removal Plan (Contact details of coordinator and removal capability)				
3.2.13	Rescue and Fire Fighting				
3.2.14	Isolated aircraft parking position				
3.2.15	Pavement surface type and bearing strength using ACN-PCN/ACR-PCR method as appropriate.				
3.2.16	Holding bays and road-holding positions.				
Part 4 – Aerodrome Operating Procedures					
4.1	Aerodrome Reporting a) Purpose & Responsibilities; b) Procedures for issuing NOTAM, AIP publication, c) Incident reporting and record keeping.				
4.2	Access to the Aerodrome Movement Area a) Purpose b) Role/Responsibility of person/entities; c) Security Restricted Areas; d) Preventive method and its monitoring; e) Co-ordination with the Agencies responsible for preventing Unlawful Interference in Civil Aviation at the Aerodrome				
4.3	Aerodrome Emergency Plan (Details) a) Responsibilities; b) Plan for dealing with the				



	<p>Emergencies;</p> <p>c) List of Organizations, Agencies and Persons of Authority, both on- and off-airport, and their Contact Information;</p> <p>d) Aerodrome Emergency Committee;</p> <p>e) Airport Emergency Exercises, frequency and Appointment of an On-Scene Commander</p> <p>f) Table top exercise.</p>				
4.4	<p>Rescue and Fire Fighting</p> <p>a) Declared ARFF Category and available personnel per shift;</p> <p>b) Action during reduction of Category;</p> <p>c) Aircraft Rescue and Fire Fighting Vehicles available and response time;</p> <p>d) Tools, Equipment, facilities and their Inventory;</p> <p>e) Fire Extinguishing Agent;</p> <p>f) Procedures for meeting the Rescue and Fire-Fighting Requirements</p>				
4.5	<p>Inspection of Movement Area</p> <p>a) Scheduled, Periodic Condition & Special Inspection</p> <p>b) Inspection procedure & communication;</p> <p>c) Scope of inspection & inspection checklist;</p> <p>d) Reporting and log entry;</p> <p>e) Progress monitoring.</p>				
4.6	<p>Movement Area Maintenance</p> <p>a) Maintenance of paved & unpaved areas;</p> <p>b) Maintenance of runways & taxiways;</p> <p>c) Maintenance of aerodrome drainage.</p>				
4.7	<p>Hazardous Meteorological Condition</p> <p>a) Roles and responsibilities;</p> <p>b) Description & application of the procedures during different</p>				



	meteorological phenomena; c) Co-ordination with Met svc. Provider.				
4.8	Visual Aids and Aerodrome Electrical System a) Responsibility with respect to the AGL system; b) Visual Aids and Aerodrome Inspections c) Standby Generation d) Maintenance Procedures e) Fault Reporting System and Record Keeping.				
4.9	Aerodrome Works Safety a) Responsibilities and work planning; b) Method of work plan and its distribution; c) Permit to commence work; d) Required communication; e) Monitoring of work.				
4.10	Apron Management a) Aircraft parking areas and allocation of parking bays; b) Communication; c) Initiating Engine Start and Aircraft Push-back; d) Marshalling & Follow-me procedures;				
4.11	Apron Safety a) Responsibilities; b) Protection from Jet Blasts; c) Aircraft refueling ; d) Apron sweeping & cleaning; e) Incident & accident reporting; f) Safety compliance monitoring.				
4.12	Airside Vehicle Control a) Responsibilities; b) Applicable traffic rules and compliance monitoring; c) Enforcement.				
4.13	Wildlife Hazard Management a) Responsibilities; b) Reporting wildlife hazard; c) Wildlife hazard assessment; d) Wildlife Hazard Management				



Program (WHMP).					
4.14	Obstacles Control a) Responsibilities; b) Administration of Obstacle Control. c) Reporting procedure.				
4.15	Removal of Disabled Aircraft a) Purpose and responsibilities b) Availability of disabled aircraft removal plan; c) Coordination and activation of the removal plan; d) Contact details.				
4.16	Handling of Hazardous Materials a) Objectives & responsibilities; b) Storage of Hazardous material; c) Methods to be followed for the Delivery, Storage, Dispensing and Handling of Hazardous Materials.				
4.17	Low-Visibility Operations a) Applicability & responsibilities; b) Measurement and Reporting of Runway Visual Range; c) Low Visibility Procedures; d) Its initiation & cancellation.				
4.18	Protection of Site for Navigation Aids a) Purpose & responsibilities; b) Control of Activities in the Vicinity of Radar and Nav aids Installations; c) Arrangement for Ground Maintenance in the Vicinity of these Installations; d) Signs Warning of Hazardous Microwave Radiation.				
4.19	Reporting of Runway Surface Conditions a) Objectives & responsibilities; b) Regulation reference; c) Runway Surface Condition Reporting;				



4.20	Procedures to assess the compatibility of new large Aeroplane.				
PART 5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM					
5.1	Organization Structure (Insert Aerodrome Organizational Chart here)				
5.2	Roles and Responsibility (specify roles and responsibility of each key positions in the aerodrome organizational chart)				
5.3	Airport Committees (describe all airport committees in this section. The committee(s) should be responsible for Airport safety, security, emergency, facilitation, runway safety team, wildlife or other committees as necessary)				
5.4	Aerodrome Personnel Qualifications & Procedures a) Training Programme; b) Training and Checking Procedures (The methods used to ensure that continuous assessments and proficiency checks are to take place in roles that applicable)				
5.5	Exemptions and Deviations				
5.6	Safety Management System (SMS). (May be Published as separate Checklist) • Separate checklist will be used.				
	APPENDICES				
	ABBREVIATIONS				
	ANNEX				



Signature of the Inspector(s):

Date:

28-5-24
Engr. Md. Habibur Rahman
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Approved
28/05/24
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