

CPD-14



CIVIL AVIATION AUTHORITY OF BANGLADESH

**CIVIL AVIATION PROCEDURE DOCUMENT
ON
AERODROME AND GROUND AIDS (AGA)**

**For
Flight Standard & Regulations Division**

Version: 1.0

25 May 2017

CAAB HQ, Kurmitola, Dhaka-1229

Bangladesh

Foreword

This document has been developed in line with the Civil Aviation Procedure Document, CPD-30 for Aerodromes Standard Division (AGA) detailing the process & procedures and stipulating guide lines for the officials/inspectors of the Aerodromes Standard Division to deal with the issues/matters particularly related to the AGA Division.

In support of the Civil Aviation Authority Act 2017, Civil Aviation Rules- 1984, associated Civil Aviation Procedure Manuals & Circulars, Directives and Instructions that provide the necessary reference and comprehensive guidelines, wherever applicable, to assist the officials of the Aerodromes Standard Division (AGA) of the Flight Standard and Regulations Division in carrying out their functions in a standardized and effective manner.

This document represents the procedures established by CAA Bangladesh for the effective implementation of Operational functionalities of Aerodrome Standard Division and to conduct Regulatory control and oversight on physical characteristics/procedures/activities/ functions/ safety of all Aerodromes/ Airports.

This document clearly stipulates guidelines for the officials, especially the AGA operational staff of CAAB to follow the exact procedures to work, by providing 'easy to work' format for many functions of routine work concerning issuance, renewal, transfer, amendments, surrender, suspension & cancellation of all the Aerodrome certificates and Operational control and Regulatory oversight related to AGA by CAAB.


In cases where the Implementation Procedures of the Regulations or the contents herein are not clear, require interpretation or the issue in hand is not covered, clarification may be sought from the Director Flight Safety & Regulations of CAAB.

This will be a live document and with the pace of time, following emergences of new ideas and more advanced aviation needs, the document shall be amended and new inputs as necessary shall be incorporated.

The instructions outlined in the document shall be practiced by all concerned and deviation in complying with the instructions outlined in the document shall be discouraged at all times. The document shall be in force with effect from the date of signing as indicated below.

Several hard copies of this manual shall be made and distributed to all concerned for ready reference. Electronic copies shall be preserved without any changes to all computers of officiating staff of the Aerodrome Standard Division of FSR or other relevant officials for instant reference.

I wish to thank all involved in developing this document, which was a long felt need of CAAB.



Chy M Ziaul Kabir
Wing Commander
Director
Flight Safety & Regulations
Civil Aviation Authority of Bangladesh

Record of Amendments

Amendment Number	Date	Pages Affected	Date Entered	Initial

TABLE OF CONTENTS

HDG-NO	SUBJECT	PAGE
1.0	Purpose	
2.0	Procedures for Formulation and Amendment of Enabling Regulations	
3.0	Identifying and Notifying Differences:	
4.0	Development and amendment of Manuals/ Guidance material/Circulars/Procedures pertaining to AGA	
5.0	Issuance of Specific Orders, Directives and Instructions	
6.0	Availability of Primary Aviation Legislation, Rules & Regulations made there under, ANOs, Manuals/guidance material, Circulars,	
7.0	Adequacy of Human Resources in AGA Section	
8.0	Qualifications, Selection Criteria and experience for Aerodrome Inspector	
9.0	Charter of duties: Functions and responsibilities of all officials of Aerodrome Standard Division (AGA):	
10.0	Aerodrome Inspector's nomination criteria and Credentials	
11.0	Inspection and Oversight	
12.0	Training Programs and Training Records of the AGA Inspectors	
13.0	Operator Training Program	
14.0	Manuals (Aerodrome Operator)	
15.0	Aerodrome Operator SMS Programme	
16.0	Processing the applications for Issue/Renewal/Surrender / Transfer/ Amendment and /or Cancellation of Aerodrome Certificate	
17.0	Competence of Operational and Maintenance Personnel	
18.0	Coordination during Certification	
19.0	Operations Control	
20.0	Signing Authority of Aerodrome Certificate	
21.0	Specimen of Aerodrome Certificate	
22.0	Enforcement Procedure	
23.0	Granting of Exemption	
24.0	Analysis and verification of the risk analysis/aeronautical study made by the Aerodrome Operators	
25.0	Resolution of Safety Concern	
26.0	Appealing Procedure for Denial/Refusal of Aerodrome Certificate	
27.0	Appealing procedure for Cancellation/ revocation of license/ Aerodrome	
28.0	State Safety Policy/Procedure	
29.0	Height clearance criteria within around an airport	
30.0	Policy for Processing and Disposing Files	
31.0	Record Keeping of Personal Folder and Training records of Inspectors	
32.0	Archiving and Storing of Closed Files	
33.0	Technical Library	
34.0	Transport for AGA Inspectors	

1.0 Purpose

The objective of this procedure document is to introduce a framework within FSR Division of Civil Aviation Authority of Bangladesh, in close co-ordination with other concerned Divisions of CAAB, to process ICAO State letters regarding proposals for introduction and amendments of Annexes. This guidance shall apply from the receipt of the letters to the processing of the required information and till release of feedback to ICAO.

This document also provides guidance on how the formulation and amendment of Primary Aviation Legislation & Specific Operating Regulations will be processed along with other related issues.

Introduction

This Procedure section on AGA provides a comprehensive procedures and checklists, wherever applicable, to assist the Administrative and the Technical staff as well as the Inspectors of CAAB associated with the Directorate of Flight Safety & Regulations in carrying out their functions in a standardized and effective manner. To this end, this procedure manual outlines the following:

2.0 Procedures for Formulation and Amendment of Enabling Regulations:

Procedures for formulation and amendment of specific regulations taking into consideration ICAO provisions, and their amendments pertaining to Annex 14 have been documented in Sections 12 & 13 of Civil Aviation Procedure Document CPD-30.

3.0 Identifying and Notifying Differences:

Guidelines for identification and Filing of Differences to ICAO SARPs are contained in Section 14.0 of Civil Aviation Procedure document, CPD-30.

4.0 Development and amendment of Manuals/ Guidance material/Circulars/Procedures pertaining to AGA:

4.1 AGA Inspectorate will develop Manuals, Guidance Material, Circulars and Procedures and their amendments relating to AGA and submit to the DFSR for approval.

4.2 Upon receipt of the above mentioned proposal the liaison officer will arrange a consultative meeting as suggested by the DFSR. Based on the opinions of the consultative meeting, DFSR will approve the proposal with or without correction and send it to AGA inspectorate for publication. The DFSR may send the proposal back to AGA inspectorate for review.

5.0 Issuance of Specific Orders, Directives and Instructions:

Basic guideline for issuance of Specific Orders, Directives and Instructions by the Chairman has been given in Section 22 of CPD-30.

In order to ensure safety and security of civil aviation in accordance with the Annex 14 to the Chicago Convention & applicable international practices, the Chairman may issue Specific Orders, Directives and Instructions.

Head of AGA inspectorate will draft Specific Orders, Directives or Instructions pertaining to AGA Inspectorate when necessary and submit to DFSR.

Upon receipt of the above mentioned draft the liaison officer will arrange a consultative meeting as suggested by the DFSR. Based on the opinions of the consultative meeting, DFSR will finalize the draft and forward it to the Chairman for approval.

After approval of the final draft by the Chairman, DFSR will arrange to publish it, place in the website and preserve in the technical library.

6.0 Availability of Primary Aviation Legislation, Rules & Regulations made there under, ANOs, Manuals/guidance material, Circulars, Directives, Orders, etc.

Section 16 of Civil Aviation Procedure Document, CPD-30 outlines the Availability of Primary Aviation Legislation, Rules & Regulations made there under, ANOs, Manuals/guidance material, Circulars, Directives, Orders, etc. and Sec.17 of the same document explains the process to ensure the published documents are correct and up-to date.

7.0 Adequacy of Human Resources in AGA Section:

Appendix “D” of Civil Aviation Procedure Document on Methodology in determining staffing needs in FSR Division; CPD-32 shows the minimum no of AGA inspectors required for Aerodrome Standard Division (AGA) and the methodology used to calculate this number.

Appendix “I” of CPD-32 shows the Organisational Structure for Directorate of Flight Safety and Regulation that includes the sanctioned posts for the Aerodrome Standard Division (AGA).

8.0 Qualifications, Selection Criteria and experience for Aerodrome Inspector:

8.1 Aerodrome inspectors may be engineers (civil or electrical)/ ATCO with adequate experience in aerodrome planning/ operation / management/ maintenance as appropriate and should possess a sound knowledge of the national legislation, standards and practices, and ICAO Annex 14, all relevant manuals published by ICAO. Flight training, airport management experience and knowledge of modern safety management systems are desirable qualifications.

8.2 Qualification requirement for fresh recruitment as Aerodrome Inspector has been given in recruitment policy of CAAB.

8.3 Section 12 of CAA Act-2017 authorizes CAAB, with the prior approval of the Government, if necessary for performance of its functions, to appoint special inspector having experience and knowledge suitable for carrying out the duties of aerodrome inspector.

8.4 Training requirement for Aerodrome Inspector has been detailed in “Training Programme for Aerodrome Inspectors”.

9.0 Charter of duties: Functions and responsibilities of all officials of Aerodrome Standard Division (AGA):

All the functions and responsibilities of the aerodrome regulatory authority are clearly defined and job descriptions for technical staff and key management personnel of the aerodrome regulatory authority have been developed in Civil Aviation Procedure Document (CPD-33) on Charter of Duties, Functions And Responsibilities (Job description for each individual) for Flight Standard & Regulations Division.

10.0 Aerodrome Inspector's nomination criteria and Credentials:

10.1 Aerodrome Inspector's nomination criteria

Minimum Basic Trainings required for becoming an Aerodrome Inspector has been mentioned in Art 4.2.2 of AGA Training Programme.

All Aerodrome Inspectors (Trainee) after completing theoretical course shall undergo OJT under the supervision of a qualified Aerodrome Inspector. The trainee must,

- a) Participate in at least two inspections conducted by a qualified AGA Inspector as an observer; and
- b) Conduct at least two inspections under supervision of qualified AGA Inspector.

10.2 Issuance of credential:

The basic guideline for issuing credential to an Inspector has been given in Section 19 of CPD-30.

Head of AGA Inspectorate will initiate an approval process for issuance of credential in favour of an Aerodrome Inspector with all the supporting documents required as per the Aerodrome Inspector nomination criteria. After the approval of the Chairman the Aerodrome Inspector will be issued with the Inspector's Credential.

The credential shall contain the following information:

- a. CAA Bangladesh;
- b. Monogram of CAAB;
- c. Control number;
- d. Rules 13,225,226(5), 260C(16) and 328 of CAR-84.
- e. Date of issue.
- f. Period of validity.
- g. Name and photo of AGA Inspector.
- h. Inspector's signature.
- i. Chairman's signature
- j. Credential holder's authorization.

11.0 Inspection and Oversight:

Basic guideline for Inspection and audit has been given in Section 18 of CPD-30.

The A G A inspectorate shall prepare yearly formal surveillance programme for the continuing supervision of the operations conducted by aerodrome operators.

Surveillance inspections will be carried out at least twice at International airports and once at Domestic airports in a year.

Along with the periodic surveillance programme, a non-periodic surveillance programme will be prepared.

Both periodic and non-periodic/ surprise surveillance programme shall be approved by DFSR.

Periodic surveillance programme will be published in CAAB website for appraisal of the Aerodrome Operators. Non-periodic/ surprise surveillance programme will be available with the AGA inspectorate but will not be published in website.

12.0 Training Programs and Training Records of the AGA Inspectors:

Training programme for Aerodrome Standard Division (AGA) has been elaborated in a separate document namely “ Training Programme for Aerodrome Inspectors”.

Procedure for maintenance of training records of the Aerodrome Inspectors have been given in Section-20 of Civil Aviation Procedure Document (CPD-30) on Adaptation of ICAO requirements

13.0 Operator Training Program:

13.1 Aerodrome Operators shall develop a training programme for their AGA related personnel as per the Sub-rules (3) & (5) of rule 260C of CAR-84. The DFSR on behalf of CAAB shall verify that all Aerodrome operators training programmes are implemented accordingly.

13.2 The DFSR shall also ensure that the Aerodrome operator establishes and maintains training programme, as a part of their safety documents system, which includes for initial, recurrent, refresher, OJT, familiarization, safety management and other specialized training, as applicable.

14.0 Manuals (Aerodrome Operator)

14.1 An applicant for an Aerodrome Certificate shall establish and maintain the current version of the following Manuals;

- a) Aerodrome Manual,

- b) SMS Manual,
- c) AEP, and
- d) Aerodrome Maintenance Manual

Note: Rule 260B of CAR-84 necessitates the Aerodrome Operator to maintain the above mentioned Manuals. The related guidance materials for these manuals are ANO (AD) A-1, ANO(AD) A-3, ANO(AD) A-5 and AC(AD) A-14.

15.0 Aerodrome Operator SMS Programme:

15.1 As per Rule 260A (14) of CAR '84 the DFSR shall ensure that the Aerodrome operator has developed a SMS implementation procedure in order to achieve the level of safety acceptable to the regulatory authority.

16.0 Processing the applications for Issue/Renewal/Surrender / Transfer/ Amendment and /or Cancellation of Aerodrome Certificate:

16.1 Manual on Aerodrome Certification Procedure (CPM-14-01) outlines the policies and procedures for handling the various types request made by the aerodrome operator. The Aerodrome Inspectors of CAAB will strictly follow the procedures outlined in CPM-14-01 and the applicants are required to comply with the CAAB requirements.

16.2 The DFSR with assistance provided to him by the Aerodrome Inspectors/AGA Consultants shall be responsible for assessing documents, evaluating experience and checking other procedures as per CPM-14-01 in order to establish that applicants have fulfilled the requirements for the issuance/renewal including transfer/ surrender and/or amendment/cancellation of Aerodrome Certificate.

16.3 The DFSR shall ensure the competency of Certified Aerodrome Operator in accordance with procedures detailed in CPM-14-01.

16.4 The Aerodrome Certificate will remain valid for 2(Two) years subject to the following:

- (a) the aerodrome operator's safety management system is found to be adequate;
- (b) timely correction of the unsafe conditions to ensure safe aircraft operations;
- (c) the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found adequate;
- (d) the operator is always willing to take action to correct or mitigate the conditions affecting aviation safety;

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- (e) is capable of carrying out corrective action that has been committed;
 - (f) satisfies the standards required for the aerodrome facilities, operations or maintenance;
 - (g) is always aware of compliance to regulatory requirements;
 - (h) has made it convincingly clear that the operation at the aerodrome will not be detrimental to the public interest.

16.5 The Aerodrome operator shall be subjected to strong enforcement action as per Chapter 6 of MACP should a violation is detected. The intensity of the enforcement action may even subject Suspension/cancellation or revocation of the Certificate of the incumbent by CAAB.

17.0 Competence of Operational and Maintenance Personnel:

Competency of Operational and Maintenance Personnel of a certified aerodrome are to be ensured in accordance with the procedure laid down in ANO (AD) A-6.

18.0 Coordination during Certification:

Co-ordination with OPS on the Aerodrome Certification and approval activities is needed as and when required. Procedures have been detailed in CPM-14-01.

19.0 Operations Control:

The DFSR shall ensure that the Aerodrome Operator or a designated representative is in charge of the operational control of the Aerodrome operator.

20.0 Signing Authority of Aerodrome Certificate:

Signing Authority of Aerodrome Certificate is the Chairman, CAAB

21.0 Specimen of Aerodrome Certificate:

The DFSR shall ensure that Bangladesh will conform to the specifications provided for in Doc 9774 Appendix-4 while issuing Aerodrome Certificate to Aerodrome Operators.

A specimen of Aerodrome Certificate & application form for the aerodrome certificate have been given in CPM-14-01 under Chapter 9.

22.0 Enforcement Procedure:

22.1 As per Rules-260A (9) & 333 of CAR-84 The Chairman may suspend or cancel an aerodrome certificate if there are reasonable grounds for believing that, -

- (a) condition to which the certificate was subject has been breached;
- (b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

Note: Procedures for enforcement action has been detailed in Chapter-6 of CPM-14-01 & Chapter-5 of IHB-14.

23.0 Granting of Exemption:

23.1 Basic guideline for Exemption Procedure has been given in Section 27.0 of Civil Aviation Procedure Document (CPD-30).

23.2 Granting of Exemption to Aerodrome Operator has been detailed in Art 2.3.4 of CPM-14-01.

23.3 Operator is to carry out an aeronautical study using the Risk assessment criteria outlined in Art6 of ANO(AD)A.5 prior to seeking exemption and forward it to DFSR for approval. Concerned Inspectors will scrutinize the study report and if satisfied will forward it to Chairman through DFSR for approval. If not satisfactory, study report is to be sent back to operator with comments.

24.0 Analysis and verification of the risk analysis/aeronautical study made by the Aerodrome Operators:

24.1 In analyzing and verifying the risk analysis/aeronautical study made by the Aerodrome Operator it shall be checked that whether:-

- i) all the steps mentioned in Appendix – 2 of CPM-14-04 have been followed;
- ii) hazards being properly identified;
- iii) safety risk assessment matrix applied;
- iv) mitigation measures suggested;
- v) effect of suggested mitigation measure has been considered.
- vi) suggested mitigation measure will ensure equivalent level of safety;
- vii) granting of exemption will involve non compliance of ICAO SARP;
- viii) filing of difference required.

25.0 Resolution of Safety Concern:

25.1 The Director Flight Safety & Regulations shall maintain a track record at least on the following areas for each Aerodrome operator of Bangladesh to ensure compliance with ICAO SARPs, CAR '84 & associated ANOs, Circulars, Instructions etc. and management of aviation safety:

- a. Name of Aerodrome operator
- b. Type of operation
- c. Number of employees (executives and others)
- d. Status of compliance with ICAO SARPs, CAR '84 & associated ANOs, Circulars and instructions etc.
- e. Implementation of SMS
- f. Record of safety indicators
- g. Record of violations
- h. Record of corrective action taken by the operators
- i. Any other

25.2 The DFSR shall maintain a progressive monthly monitoring system through the above data and shall monitor and record of progress, including actions taken by the Aerodrome operator in resolving identified safety issues and shall identify through tracking the past deficiencies and regulatory non-compliance by an Aerodrome operator.

25.3 The DFSR shall implement a documented process to take appropriate corrective actions, up to and including enforcement measures, to resolve identified deficiencies and safety

issues.

25.4 The Enforcement Section of CPM-14-01 shall be used to provide disposal to the issue that will require enforcement or corrective actions.

26.0 Appealing Procedure for Denial/Refusal of Aerodrome Certificate:

26.1 If an applicant fails to complete the stipulated requirements for the issuance/renewal of a particular license/ Aerodrome certificate, he/she shall be served with a letter of denial /refusal.

26.2 The notification of refusal to grant a certificate must be sent to the applicant within 60 days of the receipt of the formal application.

26.3 Once an applicant receives such letter of denial /refusal he/she may, if desired, submit a request for reconsideration of the matter within the period specified by the Chairman, CAAB in the letter of refusal.

26.4 The Chairman, CAAB shall, in dealing with any appeal referred to him, forward the application letter to Aerodrome Certification Committee for review.

26.5 Based on the review made by the Aerodrome Certification Committee, the Chairman, CAAB will affirm or vary the order or decision against which the appeal has been made.

26.6 The letter of appeal should include:

- a. Full name of the applicant, date of birth and reference number;
- b. Full details of the complaint/appeal;
- c. Any relevant authentication;
- d. Any relevant contact or address of the applicant; and,
- e. Application date.

27.0 Appealing procedure for Cancellation/ revocation of license/ Aerodrome Certificate;

27.1 If any certificate is cancelled or revoked by Chairman CAAB, the holder of the certificate may appeal to the Chairman to review the decision only in case of unintentional noncompliance of regulatory requirement in writing as soon as possible but not later than 45 days.

Note: The aerodrome certificate of an aerodrome will also be treated cancelled if no renewal request is received from the aerodrome operator within the certificate validity date of that aerodrome.

27.2 The Chairman, CAAB shall, in dealing with any appeal referred to him, forward the application letter to Aerodrome Certification Committee for review.

27.3 Based on the review made by the Aerodrome Certification Committee, the Chairman, CAAB will affirm or vary the order or decision against which the appeal has been made.

27.4 The letter of appeal should include:

- a. Full name of the applicant, date of birth and reference number;
- b. Full details of the complaint/appeal;
- c. Any relevant authentication;
- d. Any relevant contact or address of the applicant; and,
- e. Application date.

28.0 State Safety Policy/Procedure

28.1 The Director Flight Safety & Regulations shall ensure that an Aerodrome operator maintains the state's acceptable level of safety (ALoS) set forth in State Safety Programme (SSP) through its SMS implementation by accommodating the following points:

- a. Safety legislative framework;
- b. Safety risk management;
- c. Safety assurance; and,
- d. Safety promotion.

29.0 Height clearance criteria within around an airport :

29.1 Art 4.6.1 of ANO(AD)A.1 states that approval for the allowable height must be obtained from CAAB for the obstacles / Structure within a radius of 15000m centered the Aerodrome Reference Point (ARP) and obstacles/structure beyond 15000m which extend to a height of more than 150m.

29.2 Land user applies to the concerned land development authority for approval of plan for the construction of obstacles / Structure.

29.3 Land Development Authority has their own rule to take approval for the allowable height for any construction from CAAB.

29.4 Based on this rule Land Development Authority approaches to CAAB for height approval.

29.5 ATIS/Aero Division of CAAB HQ processes the request and calculates the allowable height in accordance with the procedures contained in the chapter 4; namely 'Obstacle Restriction & Removal' of ANO(AD)A.1 and inform the Land Development Authority accordingly after being approved by the Chairman, CAAB.

29.6 Any construction made or obstacle created in violation of the provisions of chapter 4 ; Art 4.6.2 of ANO(AD)A.1 shall be demolished or removed at the expenses of the owner or as the case may be , the person responsible for creation of such obstacles.

30.0 Policy for Processing and Disposing Files:

30.1 Policy for Processing and Disposing Files has been explained in Section 26.0 of CPD-30.

31.0 Record Keeping of Personal Folder and Training records of Inspectors:

31.1 The DFSR shall ensure to keep a personal file for each Aerodrome Inspector and maintain all of their training records, details of which has been given in Section 20 of CPD-30.

32.0 Archiving and Storing of Closed Files

32.1 The DFSR shall ensure the closing and archiving the files and records related to aerodrome operators as applicable. The file for an individual applicant shall be closed when it will be no more required. The file shall be archived and kept in the office for at least five years following which it shall be stored for another five years before destruction. All the closed files should be kept under lock and key in the section for at least five years. After five years these files should be sent to the central store for preservation for another five years and thereafter they may be disposed of in consultation with the legal officer of CAAB.

33.0 Technical Library:

33.1 There is a technical library available in CAAB. The officer in charge of the technical library shall ensure that the library contains manuals, books, documents, bulletins and policies, administrative and aviation related documents of CAAB, ICAO, FAA, EASA etc. for use by officials of CAAB as required. All concerned CAAB officials are entitled to borrow any publication from the library for reading and reference.

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- 33.2 Besides, the central library mentioned above, the DFSR shall ensure that the AGA Section have a technical library of its own.
- 33.3 The MS (ACC) shall maintain, in the section technical library, a complete and up to date copies of manuals, documents, circulars, directives and any other publications as appropriate belonging to CAAB, ICAO, FAA, EASA and those of all the aerodrome operators. The section technical library shall have a system for document control, an electronic system of maintaining inventory and there should a system to determine the currency of documents and dissemination of documents to all concerned.
- 33.4 All the AGA technical and administration staff and Consultant/Inspectors of CAAB shall have access to the manuals/documents relevant to their areas of interest/activity including the relevant ICAO documents and other technical publications such as the Laws and Regulations, Orders and Instructions, current and up to date copies of relevant Annexes and ICAO guidance material related to AGA through the process of borrowing by either a hand-made register or an electronic system.

34.0 Transport for AGA Inspectors

34.1 The DFSR shall place requisition so that the Authority provides means of travel to be easily accessible to all its AGA Inspectors to perform their functions. To this effect, arrangements shall be made to provide dedicated transportation facility for the AGA inspectors to facilitate them performing their regulatory inspection functions as and when required and at all times.

