



GM 14-31

CIVIL AVIATION AUTHORITY OF BANGLADESH

Guidance Manual

**Process to Survey and Verify the Accuracy and Integrity
of an Aerodrome Data and Publication Thereof.**



Version 2.0
27 June 2024

AERODROME STANDARD DIVISION



GM 14-31

CIVIL AVIATION AUTHORITY OF BANGLADESH

Guidance Manual on Process to Survey and Verify the Accuracy and Integrity of an Aerodrome Data and Publication Thereof.

Version-2.0

27 June 2024

Aerodrome Standard Division

RECORD OF REVISIONS

Revision Number	Pages affected	Date Entered	Entered by

REVISION HISTORY

Revision / Version	Date	Chapter / Section	Details
1.0	22 June 2011	All	AC(AD) No-09 Process to Survey and Verify the accuracy and integrity of an Aerodrome Data and Publication thereof.
2.0	20 June 2024	All	GM-14-31 Guideline for Process to Survey and Verify the accuracy and integrity of an Aerodrome Data and Publication thereof.

Table of Contents

RECORD OF REVISIONS	2
REVISION HISTORY	3
FOREWORD.....	5
1. General.....	6
1.1 Aim and Purpose	6
1.2 Responsibilities	6
2. Action	6
2.1 Reporting Procedures	6
2.2 Assessment and Verification.....	7

FOREWORD

Sec 14(1) and 47 of Civil Aviation Act 2017 empower Chairman, CAAB to issue and amend ANO in accordance with the annexes to the Chicago Convention.


Chairman has promulgated ANO-14 Vol-I by customizing the SARPs of Annex-14 V-1 and each aerodrome operator is obligated to comply with the requirements of ANO-14 Vol-I.

As per the ANO-14 Vol-I, 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 the standard of ANO-14 Vol-I.

This GM provides guidance to aerodrome operators on the requirement, application, process and responsibilities of the Aerodrome Operator to conduct the survey of related Aeronautical Data in accordance with the requirements of the ANO-14 Vol-I, and at the same time to follow the Action Flowchart provided in the GM.

It is expected that the Aerodrome Operator will take this GM as a reference/guidance material to conduct the survey of related Aeronautical Data to meet the requirements of ANO-14 Vol-I.

This GM is issued under the authority of the Director (AS), CAAB and will become effective on the date mentioned in the document and will supersede the Aerodrome Advisory Circular (AC (AD) No-9) issued on 22 June 2011 on the same subject.



Engr. Md. Habibur Rahman
(Superintending Engineer)
Director (Aerodrome Standard)
Aerodrome Standard Division
Civil Aviation Authority of Bangladesh

1. General

1.1 Aim and Purpose

The aim of this procedure is to ensure accuracy and integrity of data and information obtained due to any changes in the physical condition, services, procedures and facilities of the aerodrome that may affect the safety of aircraft operations before publishing it in the official media.

The purpose this Guidance Manual is to provides a guideline to conduct the survey of related Aeronautical Data in accordance with the requirements of the ANO-14, Vol-1.

1.2 Responsibilities

The Chairman, CAAB has overall responsibility for ensuring that, the procedures are established and resources provided to report changes to aerodrome physical characteristics, the OLS, or any other change that may affect the safety of aircraft operations.

The **Aerodrome Standards Division (ASD)** is responsible for checking the accuracy and integrity of data provided by the aerodrome operators. ASD is also responsible for documenting, reporting and advising Aeronautical Information Services (AIS) of any such permanent changes to aerodrome information.

2. Action

2.1 Reporting Procedures

Generally, the aerodrome operator will report any changes in aerodrome conditions due to accidents, incidents, constructions & maintenance work, deviation from standards found during daily inspections and safety related reports from other sources.

Any situation that may have an immediate effect on the safety of aircraft operations will be reported in the first instance to ATS unit by radio or telephone along with information to Chairman of CAAB. Confirmation by NOTAM, if applicable, will follow as soon as possible. The information passed on to the CAAB head office is to be directed to ASD, FS&R, CAAB by ATM Division, CAAB for necessary action. In general, all the aeronautical information/data will be verified for its accuracy and integrity according to the ICAO Standards stipulated in ANO-14, Vol 1 which forms the basis for aeronautical data attributes and quality requirements. Data quality specification, and aeronautical data and information verification and validation guidance presented in aforementioned documents shall be the basis for aeronautical data quality. Apart from these verifications of the data thus obtained are sorted out under the following ~~board~~ broad headings:

- 1) Geodetic Survey.
- 2) General Engineering Data.
- 3) Metrological Data.

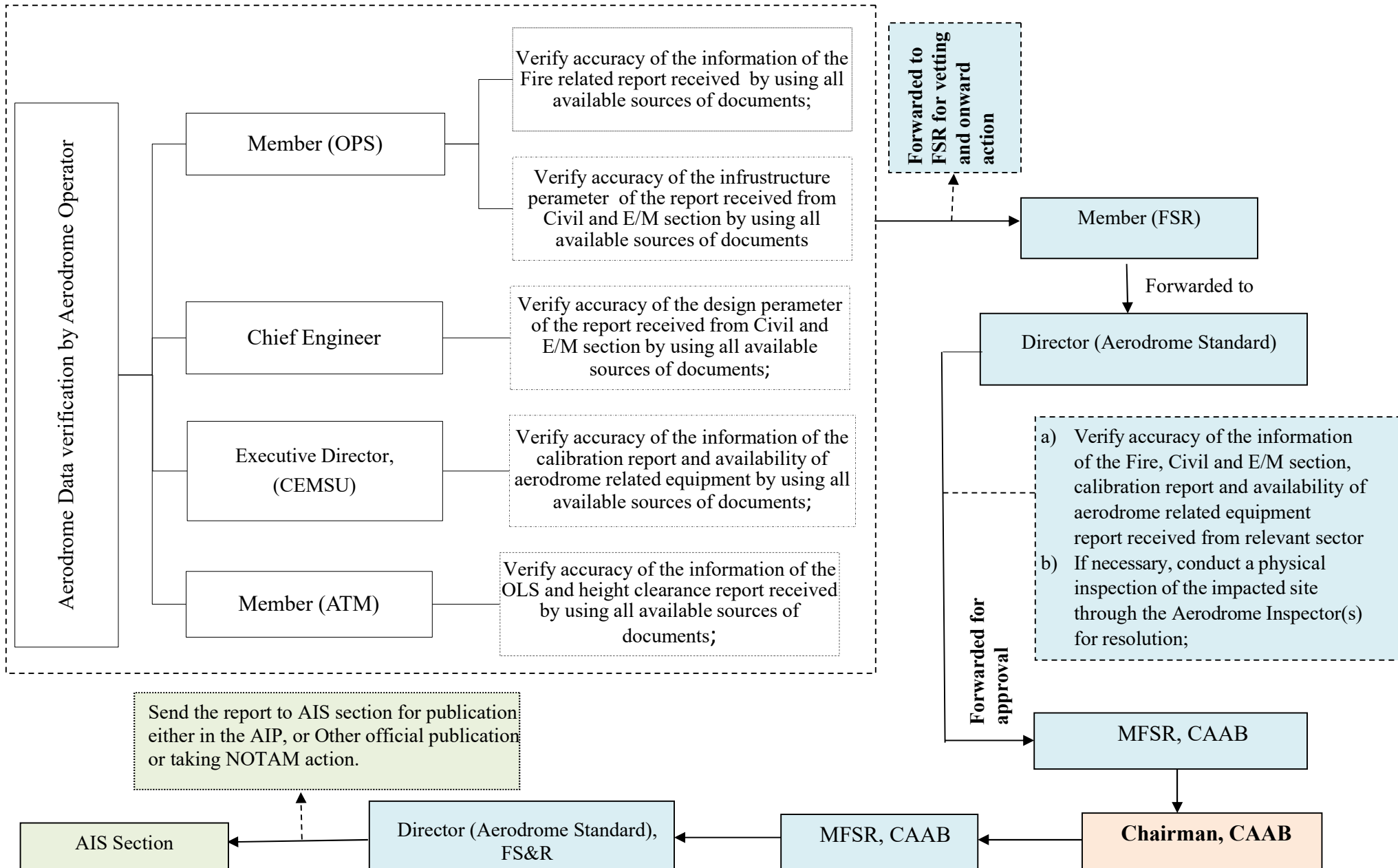
ASD then minutely verifies the accuracy and integrity of the data provided by the aerodrome operator. All the information in the aerodrome manual and the changes proposed by the aerodrome operator related to the geodetic survey are confirmed only after verifying its accuracy of data according to requirements and Standards obtained from set procedures approved by Chairman of CAAB.

ASD, after verification of the data proposed by the aerodrome operator shall initiate and coordinate the process of publication of the aeronautical information/data in the AIP, the NOTAMs or any other official publications as appropriate.

2.2 Assessment and Verification

Each Aerodrome Operator in Bangladesh will form a survey committee for initial assessment of the accuracy and integrity of Aerodrome Data as per the standard of ANO-14 Vol-I. The survey committee then forward the Aeronautical Data through Management of the aerodrome operator in accordance with the flow chart below:

Flow Chart



APPENDIX-A NOTAM REQUEST FORM

TO : INTERNATIONAL NOTAM OFFICE, CAAB, KURMITOLA, DHAKA-1229 Phone (nn) nnn nnn nnn FAX (nn) nnn nnn nnn	FROM: Phone (nn) nnn nnn nnn FAX (nn) nnn nnn nnn
REPORTING OFFICER: (NAME) TELEPHONE: FAX:	
NOTAMR (NUMBER)	NOTAMC (NUMBER)
LOCATION A) AIRPORT (AD) START TIME B).....UTC FINISH TIME C)UTC PERIODS OF ACTIVITY.....D) UTC	
TEXT OF NOTAM E)	
<i>Please send/ fax back a copy of the NOTAM to the originator</i>	
SIGNED: DATE/TIME: (REPORTING OFFICER)	