



**CIVIL AVIATION AUTHORITY, BANGLADESH**

No. CAAB/ 1703/ AT/ 7724

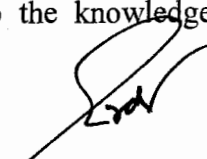
Dated: 20 Sep 2016

**AIR TRANSPORTS CIRCULAR NO. 2/2016**

**Subject: Helicopter Operations**

All helicopter operators, crew, concerned personnel must implement the following immediately:

1. The operators must take CAAB clearance/landing permissions for the exact route, landing area as per the existing procedures. No deviation from the CAAB approved route / landing place is permitted.
2. Flight plan submitted to ATC must be as per CAAB approval. No change in the route / landing place is acceptable without prior approval of CAAB. The Captain is responsible for flying the approved route as per flight plan. The landing place must be specifically mentioned in the flight plan.
3. The passenger manifest must be as per approved passenger list submitted to CAAB for every leg of the flight. No passenger should be onboard other than the approved list.
4. Passengers must be briefed about safety in and around the helicopter before engine start. The briefing must include the standard 'Passenger Safety Briefing Card', and demonstration on procedure to Fasten / Unfasten Safety Belts, door Latch / Unlatch and evacuation procedure in case of emergency.
5. For single pilot operation all co-pilot controls must be removed. No passenger should be allowed in the cockpit with dual controls. The passenger(s) in the front seat must be briefed not to touch / interfere with the controls / switches.
6. Pilot should not leave the controls with engine(s) running to usher, embark / disembark or brief the passengers. In case of dual pilot operation one pilot must have the controls.
7. All passengers should be advised to put on headset during the flight for communication with the pilot. This is very essential for any emergency requirements.
8. The type of helicopter employed for the flight must be as per permission granted by CAAB and the approved flight plan. No switching over to another type without CAAB approval.
9. All concerned personnel must implement this circular with immediate effect. The contents must be incorporated in the OM, SOP and brought to the knowledge of all concerned personnel.

  
**Air Vice Marshal Ehsanul Gani Choudhury**  
GUP, ndc, psc

Chairman  
Civil Aviation Authority, Bangladesh