CPD-30

CIVIL AVIATION AUTHORITY OF BANGLADESH

CIVIL AVIATION PROCEDURE DOCUMENT
on
Adaptation of ICAO Requirements

Issue 1.0

13 April 2017

CAAB HQ, Kurmitola, Dhaka-1229
Bangladesh

Preface

This document contains the procedures to be followed by CAA Bangladesh for the formulation and amendment of Primary Legislation, Specific Operating Regulations (CARs and ANOs), how to handle the ICAO State Letters regarding ratification of International Conventions, Proposals for introduction and amendments of Annexes to the Chicago Convention or any other matters requiring State's attention, notification of differences to SARPs and the maintenance of Compliance Checklists.

This document also provides guidance on how ANOs, Guidance Manuals & Circulars, Directives, Orders, Instructions etc will be issued & amended and how other related issues will be processed/ addressed.

The processes/instructions outlined in this document shall be practiced by all concerned.

Each inspectorate may develop its own procedure document in line with this document detailing the process and clearly stipulating guidelines for the officials to deal with the issues/matters particularly related to the inspectorate concerned, if required.

This will be a live document and with the pace of time, following emergences of new provisions, procedures and more advanced aviation needs, the document shall require to be amended and new inputs be incorporated.

Distribution and preservation of hard and soft copies of this documents shall be made in accordance with the procedure of this document mentioned hereunder.

The procedure document shall be in force with effect from the date of signing as indicated below.

Dated: 13 April 2017

Air Vice Marshal Ehsanul Gani Choudhury
GUP, ndu, psc
Chairman
Civil Aviation Authority of Bangladesh

RECORDS OF AMENDMENTS

Amendments			
No.	Date Applicable	Date Entered	Entered by

DEFINITIONS

ICAO Focal Point/State Letter Coordinator: Officer nominated by the Chairman, CAAB responsible for receipt, distribution of State Letters via the ICAO electronic distribution system including sending Bangladesh's response to ICAO.

National Continuous Monitoring Coordinator (NCMC): Person nominated and approved by the Chairman, CAAB to act as primary point of contact for all USOAP CMA processes and activities.

Responsible Officer: Person nominated by the DFSR, CAAB with the Responsibility of an Annex/ Annexes. The Responsible Officer would be responsible for initiating rules/CAR/ANOs amendment process in coordination with concerned directorates including maintenance of Annex Compliance Checklist up-to-date in accordance with the procedures outlined in this manual.

Note: In respect of Annex 13 (Aircraft Accident and Incident Investigation), the nominated Responsible Officer would be an officer from Aircraft Accident Investigation Group, Bangladesh (AAIG-BD).

SARPs: Standards and Recommended Practices to the ICAO Annexes.

EFOD: Electronic Filing of Differences

Civil Aviation Regulation Committee (CARC): A committee headed by the Chairman, CAAB and consisting of DFSR, ICAO focal point, NCMC and the concerned technical officials for review and finalization of Civil Aviation Requirements/ changes required to rules.

Coordinating Officer: Person nominated by the DFSR, CAAB responsible for conduct of CARC meetings.

Distribution of Procedure Document

This Procedure Document shall be distributed among the officials of CAAB immediately after the final approval by Chairman and the DFSR shall ensure the distribution of the initial issue of the document to all concerned. DFSR shall also ensure the dissemination of the subsequent amendments to this document to the recipients in a timely manner. DFSR shall allocate the Control Number of the document to the officials as indicated below and shall maintain record.

This document shall be considered as a controlled document and as such, this document shall not be published in the CAAB website and shall not be accessed by any un-authorized persons. The recipients of this document shall remain responsible to keep the document up to date by inserting the latest amendments in order to ensure that an up to date copy of the whole document is readily available either as hard copy or as electronic copy or both. The distribution list is as under:

SL NO	DESIGNATION
01	Master Copy (to be kept with DFSR)
02	Chairman
03	All Members
04	All Directors
05	All officials of the FSR Division
07	Any Other

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General Procedures

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.

2.0 References

2.1 Civil Aviation Authority Act, 2017, Act no 03 of 2017;

2.2 Civil Aviation Ordinance, 1960, Ordinance no XXXII OF 1960

2.3 Civil Aviation Rules as amended;

2.4 ICAO Doc 7300 (Convention on International Civil Aviation)

3.0 Statutory Provision

3.1 Civil Aviation Authority of Bangladesh (CAAB) is the Aeronautical Authority of Bangladesh. Section-32 of Civil Aviation Authority Act 2017 has empowered Chairman, CAAB to issue Air Navigation Orders (ANOs), through official Gazette in a timely manner to implement the Standards as laid down in the Annexes to the Chicago Convention & other documents related thereto, and international regulations related to civil aviation that are considered necessary for ensuring the safety of aircraft and its occupants when in ground and/or in flight.

3.2 CAAB is the 'Focal Point' to coordinate with ICAO on behalf of the State and various entities responsible for civil aviation matters in Bangladesh.

4.0 General

4.1 Universally accepted ICAO Standards and Recommended Practices (SARPs) are integral in enhancing uniformity in the provision of Civil Aviation services worldwide. ICAO SARPs cover all technical and operational aspects of international civil aviation, such as safety, personnel licensing, operation of aircraft, airworthiness of aircraft, aerodromes and ground aids, air traffic management, accident investigation and the environment.

4.2 It is imperative that Bangladesh as a Contracting State establishes a coordinated

approach towards ensuring all communication from and to ICAO is processed in an orderly manner within the provided deadlines.

4.3 This procedure Document contains the steps that shall be applied when formulating and/or amending Primary Aviation Legislation & Specific Operating Regulations and handling all State letters by the Authority. Compliance to these procedures is expected by all members of the Civil Aviation Authority of Bangladesh.

5.0 Scope

5.1 These procedures shall apply to-

(a) Formulation and/or amendment process of Primary Aviation Legislation and Specific Operating Regulations.

(b) ICAO State Letters regarding:

i) Proposals for introduction and amendment of Annexes;
ii) Adaptation of amendment of Annexes in the Air Navigation Orders (ANO).
iii) Any other matters requiring the State's attentions and/or response.

(c) Other related matters.

6.0 Responsibilities

6.1 It is the responsibility of the concerned Inspectorate and / or Division/Section heads within the FSR Division of Civil Aviation Authority of Bangladesh upon whom specific Annexes fall to coordinate with operators/service providers, if necessary, for relevant input so that a requisite and timely response is sent to ICAO. Directors and Inspectorate and / or sections responsible are as follows:

Serial Number	Annex Number	Division Responsible	Division/Inspectorate and /or sections
01	Annex-1	FSR Division	PEL
02	Annex-2	FSR Division	ANS
03	Annex-3	FSR Division	ANS
04	Annex-4	FSR Division	ANS
05	Annex-5	FSR Division	ANS
06	Annex-6	FSR Division	OPS
07	Annex-7	FSR Division	AIR
08	Annex-8	FSR Division	AIR
09	Annex-9	FSR Division	AGA
10	Annex-10	FSR Division	ANS
11	Annex-11	FSR Division	ANS
12	Annex-12	FSR Division	ANS
13	Annex-13	FSR Division	AIG
14	Annex-14	FSR Division	AGA
15	Annex-15	FSR Division	ANS
16	Annex-16	FSR Division	AIR
18	Annex-18	FSR Division	OPS
19	Annex-19	FSR Division	As assigned by DFSR

Note: Annex-17 is dealt by the Aviation Security (AVSEC) Cell/Division of CAAB. Inspectors working at different Inspectorate/Division will provide appropriate inputs in their respective field.

7.0 Legislative System in Bangladesh

7.1 Constitution is the supreme law of Bangladesh. Bangladesh's Parliament has the powers to promulgate Acts for the implementation of various provisions made in the Constitution.

7.2 The government of Bangladesh may, by an official gazette, make rule(s) to carry out the purpose of these Acts.

7.3 CAAB may, with prior approval of the Government, and by an official gazette, make regulations that are considered necessary or expedient and are not inconsistent with Civil Aviation Authority Act or any rules made there under.

7.4 The Chairman, CAAB, may issue ANOs, through official Gazette in a timely manner in accordance with the annexes to the Chicago Convention & other documents related thereto , and international regulations related to civil aviation that are considered necessary to him/her.

8.0 Formulation and amendment of Acts

The Civil Aviation Ordinance, 1960 and Civil Aviation Authority Act, 2017 constitute the primary legislative framework for the regulation of civil aviation in Bangladesh. Formulation and amendment of Act is not a regular process and takes comparatively a very long timeframe. Normally, following procedures are followed for formulation and amendment of civil aviation Acts.

8.1 Formulation of Act

8.1.1 It may become necessary to introduce a new or amend the existing Primary Aviation Legislation relating to the functions of CAAB depending on amendment of existing ICAO Conventions and introduction of new conventions by ICAO. In addition divisions and inspectorate may propose for amendment of primary aviation legislation.

8.1.2 The inspectorate heads and heads of Divisions & Circles concerned will forward their proposals to the Director FSR, the focal point of CAAB. Director FSR will form a committee consisting of relevant members assigning it the task of making a draft and submitting the same to the focal point within a stipulated time.

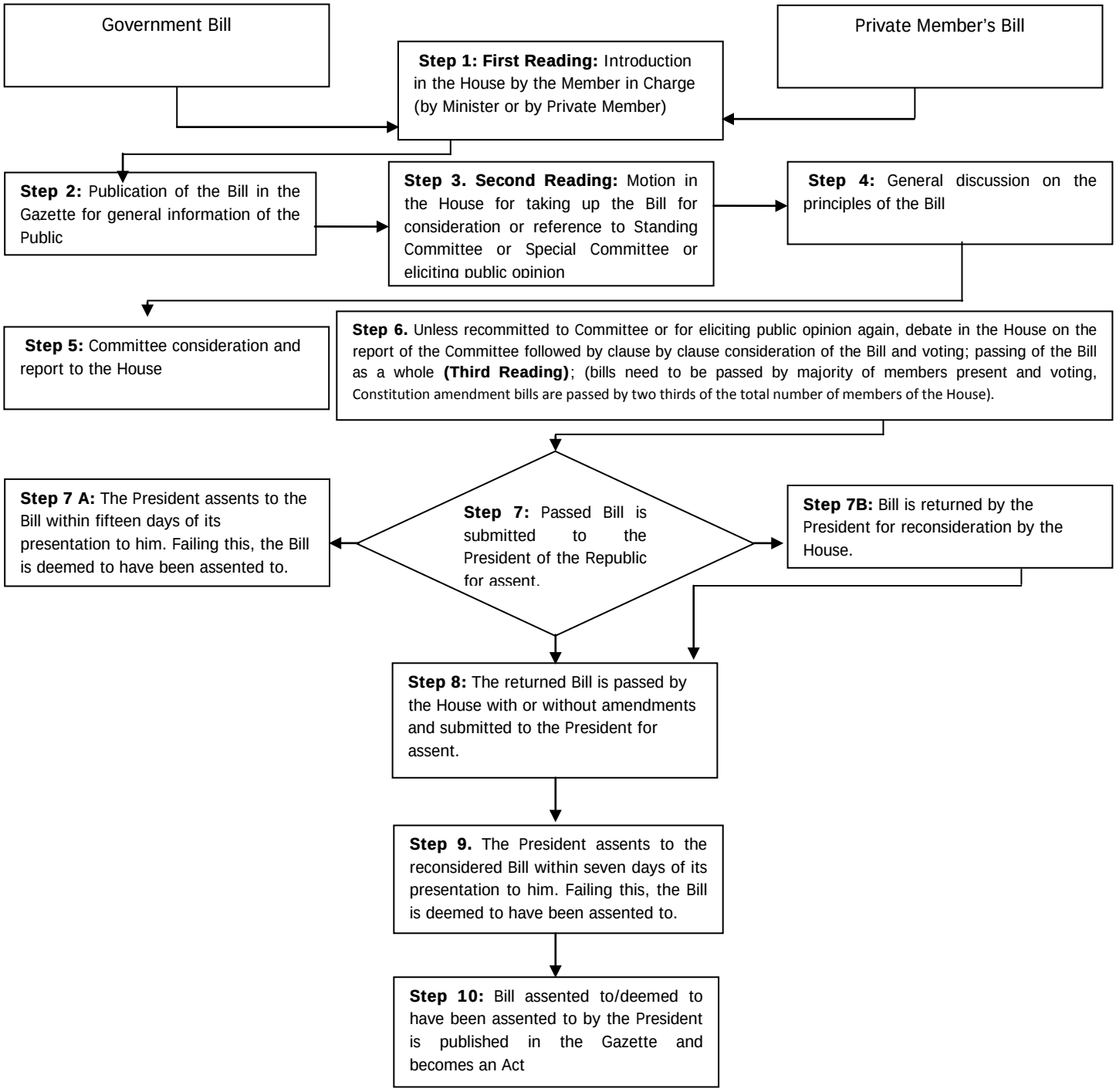
8.1.3 Focal point will get the draft vetted by legal expert of CAAB and then forward it to the Chairman for approval. The final draft will require vetting by the Board of CAAB. Thereafter the final draft will be forwarded to MoCAT for onward action.

8.1.4 MoCAT publishes the draft Act after making necessary amendment, if required, in its website giving a time of 15 (fifteen) working days for making comment by all concerned. After receiving the comments, if any, MoCAT finalizes the draft through

inter ministerial meeting(s).

8.1.5 The finalized draft, after having policy decision from the Cabinet, is forwarded to Law and Parliamentary Affairs Division for vetting. After being vetted by Law and Parliamentary Affairs Division, it is forwarded to Cabinet again for getting approval to table the bill in the Parliament. After being approved by the Cabinet, the Minister in charge of MoCAT tables the bill in the parliament. The parliamentary process of passing a bill is as follows:-

Legislative process in Bangladesh Parliament



8.2 Amendment of Act

The procedure for the amendment of Act is almost same as that of formulation of new Act.

Note: The formulation and amendment of Act requires a lengthy process of consultation in various steps and a long parliamentary process. Therefore it is not possible to specify the time-frame for the formulation and amendment of Act.

9.0 Making Rules by the Government

Primary Aviation Legislation on Civil Aviation empowers the Government (MoCAT) to make rules relating to civil aviation through official gazette as and when deemed necessary.

10.0 Formulation and Amendment of Regulations

10.1 To carry out the purpose of the Civil Aviation Authority Act 2017, CAAB may, with prior approval of the Government, and by an official gazette, make regulations that are considered necessary or expedient and are not inconsistent with this Act or any rules made there under. This Regulations, generally, deals with the administrative matters such as control of service of CAAB employees

10.2 The Inspectorate/Division heads concerned will forward their proposals to the Director (Administration) of CAAB. The Director (Administration) will form a committee consisting of relevant members assigning it the task of making a draft and submitting the same to the focal point within a stipulated time.

10.3 Focal point will get the draft vetted by legal expert of CAAB and then forward it to the Chairman for approval. The final draft will require vetting by the Board of CAAB. Thereafter the final draft will be forwarded to MoCAT for approval.

10.4 After getting necessary approval from the MoCAT, the Regulations will be published in the official gazette.

11.0 Ratification of the International Protocols

11.1 Bangladesh, a signatory to the Chicago Convention, is obliged to formulate and develop various legal instruments of international civil aviation in harmonization with the international norms and standards. It is, therefore, expected that Bangladesh ratifies/accedes to such International instruments. The procedure, in this regard will be as follows:

(a) When a request from ICAO is received to ratify or to accede a Convention or Protocol, the DFSR will examine the Convention/Protocol in detail in consultation

with all the stakeholders, experts & legal advisors and will prepare the view of CAAB as approved by the Chairman.

(b) Thereafter, CAAB will send its formal view to the MoCAT to initiate the process of ratification of / accession to the Instrument.

(c) After ratification of/accession to the Convention/Protocol, CAAB will initiate formulation and/or amendment of existing regulations of required regulations.

12.0 Management of ICAO SARPs

12.1 State obligation to the SARPs

12.1.1 Being one of the Contracting States, Bangladesh is obliged to implement SARPs to the ICAO Annexes as practicable as possible. CAAB is responsible for formulating response to the State Letters.

12.1.2 Adaptation of SARPs and filing of differences is an important task of CAAB. Implementation of SARPs of the Annexes is ensured through the incorporation of adopted SARPs into Air Navigation Order (ANO) issued by the Chairman, CAAB through official gazette. When it is impossible to implement the SARPs, difference is being filed through electronic filling of difference (EFOD) through OLF and will be published in the AIP.

12.2 Procedure for Handling ICAO State Letters Regarding Introduction /Amendment of Annexes

12.2.1 ICAO communicates to the Member States through the State Letters normally via electronic distribution system. State letters regarding amendment of Annexes to the Chicago Convention are issued by ICAO Headquarters and posted in the ICAO-NET (http://www.icao.int/icaonet).

12.2.2 Director, Flight Safety & Regulations (DFSR), CAAB, being the designated contact officer/Focal Point between ICAO and the regulatory Authority (CAAB), is issued with access code for the ICAO-NET. The State Letter Coordinator, nominated by DFSR, will access the ICAO-NET daily and check for any newly posted letters and download the same.

In circumstances where a hard copy is received through the normal courier dispatch from ICAO HQ before the online version is acted upon, then the hard copy shall be received and processed as indicated here below.

12.2.3 The State Letter Coordinator will register the downloaded State letter (or hard copy where applicable) in the Authority's registry and keep a tracking register of ICAO State Letters for the purpose of monitoring and action as necessary.

12.2.4 The State Letter Coordinator will ensure that a copy of the State Letter is distributed to relevant Inspectorate/Section of FSR within the agreed timelines to enable compilation and dispatch of the required response from the state.

12.2.5 In case of introduction of a new Annex, DFSR will call a consultative meeting to make an inspectorate/section responsible for the proposed new Annex.

12.2.6 The distribution of the state letters shall be within two working days from the date of receipt to the responsible Inspectorate/Division/Section head as listed in "Table -1" below:-

Table- 1. Distribution of ICAO State Letters

Annex	Subject	Regulatory Inspectorate	Operators/ Service Providers
1.	Personnel Licensing	PEL	All Airports of Bangladesh
2.	Rules of the Air	LEG, PEL,OPS, AIR, ANS, AGA	All Airports of Bangladesh
3.	Meteorological Service for International Navigation	ANS	Bangladesh Meteorological Department
4.	Aeronautical Charts	ANS	ATM Division All Airports of Bangladesh
5.	Units of Measurement to be used in Air and Ground Operations	ANS	CNS Division All Airports of Bangladesh
6.	Operations of Aircraft	OPS	Air Operators
	Part I — International Commercial Air Transport — Aeroplanes Part II — International General Aviation—Aeroplanes Part III — International Operations —Helicopters	OPS	
7.	Aircraft Nationality and Registration Marks	AIR	Air Operators
8.	Airworthiness of Aircraft	AIR	Air Operators
10.	Aeronautical Telecommunications	ANS	CNS Division ATM Division Aerodrome Operators
	Volume I – Radio Navigation Aids Volume II — Communication Procedures	ANS	

	including those with PANS Status Volume III — Communications Systems Volume IV — Surveillance Radar and Collision Avoidance Systems Volume V — Aeronautical Radio Frequency Spectrum Utilization		
11.	Air Traffic Services	ANS	ATM Division Aerodrome Operators
12.	Search and Rescue	ANS	ATM Division Aerodrome Operators
13.	Aircraft Accident and Incident Investigation	AIG	Aircraft Accident and Investigation Group, Bangladesh (AAIG-BD)
14.	Aerodromes Volume I – Design and Operations	AGA	---
	Volume II – Heliports	AGA	
15.	Aeronautical Information Services	ANS	ATM Division, CNS Division, Aerodrome Operators
16.	Environment Protection	OPS/AIR/AGA	Aerodrome Operators Air Operators
	Volume I - Aircraft Noise	OPS/AIR/AGA	Aerodrome Operators Air Operators
	Volume II - Aircraft Engine Emissions	OPS/AIR/AGA	Aerodrome Operators Air Operators
18.	Safe Transportation of Dangerous Goods by Air	OPS	Air Operators
19.	Safety Management	AIG, PEL, OPS, AIR, ANS, AGA	Aircraft Accident and Investigation Group, Bangladesh (AAIG-BD)

Note: Annex-17 is dealt by the Aviation Security (AVSEC) Cell/Division of CAAB.

12.2.7 The relevant Inspectorate/Division/Section will review the details of the amendments and assess whether:

a) The amendments have already been covered by or implemented through existing legislation, rules, ANOs, regulations, guidance materials published by the Authority or other administrative measures; or

b) A revision of guidance material or administrative measures required to effect the amendments; or

c) The amendments will have to be effected through an amendment to legislation/rules /ANOs /regulations.

12.2.8 Based on the assessment, concerned Inspectorate or the section heads will review the introduction/amendment proposals and consider the implementation methodology and possible impact of the proposed amendments. Where necessary, the relevant section heads will consult ANS service providers, Airport Authorities, Airline Operators or other government departments and agencies like Meteorological Department, Ministries or industry partners etc. as appropriate.

12.2.9 Review of the amendment proposals by Inspectorate/Section heads will follow a strict timelines so as to ensure a response can be given two weeks before the deadline stipulated on the state letter for a response to reach ICAO to allow consolidation of the same before dispatch to ICAO.

12.2.10 Agreements or disagreements (with justification) to the amendment proposals and comments, if any, will be provided by the relevant Inspectorate/Section heads concerned to the office of the Director Flight Safety & Regulation (DFSR).

12.2.11 The Liaison officer will consolidate the responses and seek clarifications through a consultative meeting as suggested by the DFSR when there are conflicting responses.

12.2.12 Finalized responses, after clearance of the DFSR will be communicated to ICAO by the Point of contact through appropriate channels.

12.2.13 A database (soft /hard copy) keeping track of the status of the State Letter will be kept by the Point of contact.

12.2.14 The Inspectorate/Section heads will keep an "Annex Amendment Implementation Tracking Worksheet" to track the process of implementation of the amendment through appropriate administrative and/or legislative means of the newly adopted SARP.

12.2.15 The worksheet will also be used as a tracking system for the Inspectorate/Section to record and track the implementation status/progress of these SARPs.

12.2.16 The worksheet will take the format shown in the table below:

Sample "Annex Amendment Implementation Tracking Worksheet" Table 2

Annex XX (Title of Annex) Amendment Number XX			Applicable Due Date:_____	
Details of SARP	Current Implementation Status (Implemented or Not Implemented) Cite/Quote Document effecting the implementation	Action required to Implement the SARP	Timelines	Status of Implementation

12.2.17 To ensure that all amendments remains centralized, all tracking records shall be forwarded to DFSR for custody but it is important that each Inspectorate/Section must keep its own records.

12.2.18 Completed compliance checklists detail the level of compliance with the SARPS. The checklists will be kept updated and posted on Electronic Filing of Differences (EFOD) system by the Liaison Officer in coordination with the Inspectorate/Section heads.

12.2.29 For ease of access to the status of implementation Inspectorate/Section heads will be provided with access right to the Compliance Checklists/Electronic Filing of Differences (CC/EFOD) section of the ICAO USOAP/CMA site (https://icao.int/usoap/) specifically for the Annexes they are responsible for. However addition or deletion of content must be in accordance with this document.

12.2.30 The Inspectorate/Section heads will take initiative to update the concerned ANO and all the applicable technical guidance material/ document affected by the Annex amendment so that the same is circulated to the service providers and/or operators before the applicable date.

13.0 Issuance and amendment of ANOs

13.1 The Section-32 of Civil Aviation Authority Act 2017 empowers Chairman, CAAB to issue ANOs, through official Gazette in a timely manner in accordance with the annexes to the Chicago Convention & other documents related thereto , and international regulations related to civil aviation that are considered necessary to him/her.

13.2 Division/Inspectorate/Section head will make and submit to DFSR a draft to introduce a new ANO or amend an existing ANO relating to ICAO Annex and/or Document(s) for which he/she is responsible within 15 (Fifteen) working days after submission of comment to DFSR on the ICAO state letter relating to same Annex and/or Document.

13.3 Responsible Inspectorate/Section head will also make and submit to DFSR a draft to

introduce a new ANO or amend an existing ANO relating to international regulations related to civil aviation that are considered necessary by CAAB within 15 (Fifteen) working days after the date of receipt.

13.4 The Coordinating Officer will convene a consultative meeting as suggested by the DFSR within 10 (ten) working days after the receipt of the draft, mentioned above, from the inspectorate/section.

13.5 The draft finalized by the consultative meeting will be forwarded by the DFSR to the Chairman, CAAB for approval. After the approval of the Chairman, CAAB, the new ANO(s) will be forwarded to Bangladesh Govt. (BG) Press for publication in official gazette.

13.6 After publication in official gazette the new ANO(s) will be placed in the CAAB website (www.caab.gov.bd) and made available to concerned Inspectorate/Section and Central Library.
If circumstance demands, the hard copies of the new ANO(s) will also be forwarded to concerned Operator(s) and/or Service Provider(s).

14.0 Filing of Differences

Guidelines for Identification and Filing of Differences to ICAO SARPs

14.1 Article 38 of the Convention on International Civil Aviation requires States to notify ICAO when it finds it impracticable to comply with any ICAO SARPS. The primary purpose of reporting of differences is to promote safety and efficiency in civil aviation by ensuring that those concerned are made aware of all national regulations and practices in so far as they differ from those prescribed in the ICAO Standards. It is not the purpose of filing of differences to avoid or ease the compliance of SARPs.

14.2 The situation in which compliance with an amendment is not possible because of non-conformity with national legislation, rules & regulations or cannot be achieved before its applicable date due to the time required to amend legislation/regulations/ANOs or guidance materials, Division/Inspectorate/Section heads will initiate a notification of difference with details, reasons for non-compliance or for late implementation and the anticipated schedule for compliance where applicable.

14.3 The relevant Inspectorate/Section will also periodically review previously filed differences and consider their withdrawal in light of any changes on their implementation.

14.4 In the process of review the Division/Inspectorate/Section will also consult other relevant government departments and agencies and/or the service providers/operators where necessary.

14.5 Inspectorate/Section heads will advise in writing the Point of contact of any new differences and/or withdrawal of previous differences, who in turn will forward it to the Responsible Officer.

14.6 The Responsible Officer will consolidate the responses and prepare a submission on the proposed differences to be filed for consideration by DSR.

14.7 Upon the approval of DFSR regarding the differences to be filed, the Point of contact, Coordinating Officer will take necessary step to file the differences using the EFOD system.

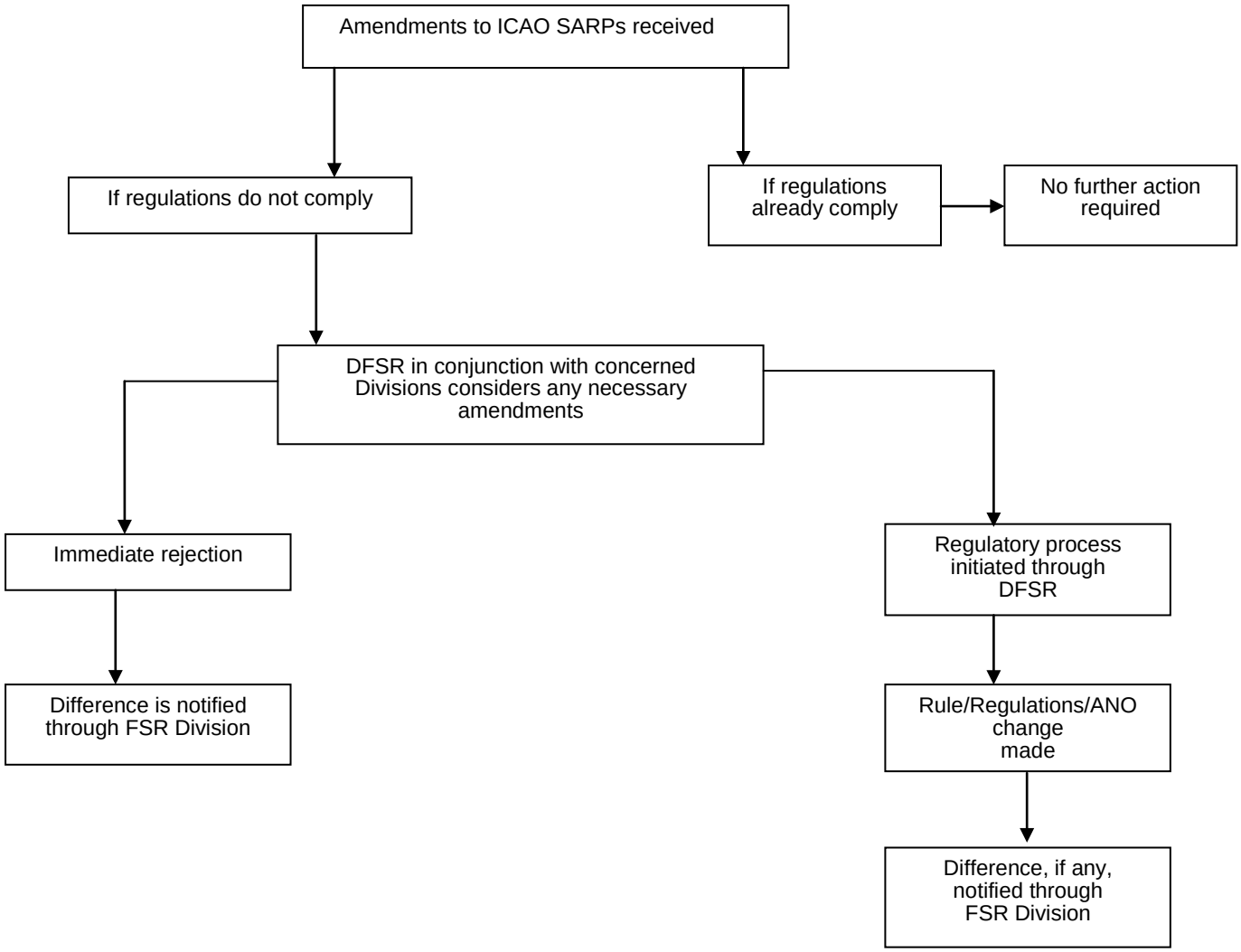


Figure: General process to be followed for the consideration and filing of ICAO differences.

15.0 Publishing the differences in AIP

15.1 Inspectorate/Section heads will advise the Point of contact of any new differences and/or withdrawal of previous differences and the Liaison Officer will consolidate the responses and prepare a submission on the proposed differences to be filed for consideration by DFSR.

15.2 Upon the approval of DFSR regarding the differences to be filed, the Point of contact will take necessary step to file the differences using the EFOD system.

15.3 Meanwhile head of Inspectorate/Section concerned shall forward above mentioned decision to AIS HQ through DFSR for necessary AIP amendment.

16.0 Availability of Primary Aviation Legislation, Rules & Regulations made there under, ANOs, Manuals, Circulars, Directives, Orders, etc.

16.1 All the Primary Aviation Legislations relating to Civil Aviation are available in the websites of Ministry of Law, Justice & Parliamentary Affairs (www.minlaw.gov.bd) ; Ministry of Civil Aviation and Tourism (www.mocat.gov.bd); BG Press (www.dpp.gov.bd/bgpress) & CAAB (www.caab.gov.bd).Hard copies are also available at BG Press & Central Library of CAAB HQ.

16.2 All copies of the applicable rules, regulations, Air Navigation Orders (ANO), directives, orders, manuals, circulars, publications etc. are made readily available to the public through CAAB website (www.caab.gov.bd) and CAAB central library.

16.3 The website shall be updated with new/amended information on the above mentioned subjects. The concerned Inspectorate/Section shall initiate the process so as to ensure that the new/amended information has been updated in the CAAB website & stored in Central Library within 10 (ten) days of the introduction/amendment of the information.

16.4 Information that needs to be communicated to any relevant/ concerned on urgent/immediate basis that especially refers to special/safety aspect shall be disseminated through hard copies to all relevant places and should be followed up with updating of the website. Hard copies of such documents and information shall be preserved in files and in separate folders. The DFSR shall ensure this for consumption of all concerned.

17.0 Tracking of CAAB Website:

17.1 Head of each Inspectorate/Audit Area will frequently visit the CAAB website to check whether the information available in the website is correct and up to date.

17.2 If any discrepancy is being observed, concerned head would take immediate action as per Art 16.0 in order to make the information of the website is correct and up to date.

18.0 Inspection and Oversight

18.1 As per Rule 13 of '84, CAAB shall conduct inspection and oversight on the operators and Service Providers.

18.2 The inspectorates of the Flight Safety & Regulations Division shall prepare yearly rosters for inspection and oversight on the operators/service providers duly approved by the DFSR, conduct implementation of the roster schedule and continue with the follow-up inspections and audits until any finding and/or discrepancy is resolved at the operators/service providers end.

18.3 The Chairman will delegate its oversight responsibilities to qualified inspectors in the certificated carriers. To this end, CAAB will keep these delegated inspectors under supervisory and technical control to discharge the delegated responsibility.

18.4 The DFSR shall ensure that the oversight responsibilities are delegated to only appropriately qualified persons with adequate training and qualification commensurate with those required for the types of oversight involved.

19.0 Inspector's Credentials

19.1 The inspectors belonging to the Flight Safety & Regulations Division shall be issued with credentials by Chairman CAAB to facilitate access to facilities, infrastructure, aircraft, documents of Operators or Service providers as appropriate for the purpose of audit &inspections in connection with certification & licensing and recommendation for enforcement as applicable.

19.2 A credential will be issued only after completing the following formalities:

a) Successful completion of required course(s)
b) Successful completion of On-the-Job training
c) Certification by the Chairman as an inspector

19.3 Inspectorate/Division/Section head concerned will initiate an approval process for issuance of credential in favour of an Inspector with all the supporting documents required as per the Inspector nomination criteria for the Inspectorate/ Section concerned.

19.4 Due to the difference in the nature of inspection the holder's authorization will vary for different inspectors of CAAB. The credentials shall contain, as a minimum, the following information:

a. Name of CAA Authority;
b. Monogram of CAAB;

c. ID / Control Number;
c. The reference to empowering legislation;
d. Sufficient legal authority delegated to carry out the assigned functions;
e. Method established to control currency of credentials by mentioning date of issue and the period of validity;
f. Inspector name and photo;
g. Inspector signature;
h. Chairman signature; and,
i. Details on holder's authorization.

Note: Additional information required by any Inspectorate shall be specified in the Procedure Document of that Inspectorate.

20.0 Personal Folder and Training records of Inspectors:

201. The DFSR shall ensure to preserve an updated personal folder and training records of each Inspector of all Inspectorates of FSR Division. Each Inspector shall also maintain a updated personal folder and Training records of his/her own.

20.21 Normally each inspector will provide the liaison officer with the updated information relating to his/her personal folder and training records, so that the folder remains current all the time. The inspectorate head will monitor the compliance by each inspector of his/her inspectorate. Inspector folder/training records master list is stipulated in Appendix-C

21.0 Coordination of ICAO/FAA/EASA/COSCAP-SA Matters

21.1 The DFSR shall be the focal point for coordination of ICAO/FAA/EASA/COSCAP-SA matters to ensure proper implementation of ICAO provisions in all areas. To this effect, the DFSR shall establish a formal mechanism for the above coordination. All the Inspectorates shall assist the DFSR in implementing the ICAO/COSCAP-SA instructions as deemed applicable by the DFSR.

22.0 Issuance of Specific Orders, Directives and Instructions

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

22.2 Concerned inspectorate and/or individual tasked by DFSR will draft Specific Orders, Directives or Instructions when necessary and submit to DFSR.

22.3 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.

22.4 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.

23.0 Development and amendment of Manuals/Circulars /Procedures

23.1 Manuals, Guidance Material, Circulars and Procedures relating to the regulatory functions will be developed and amended by the respective Inspectorate and submitted to the DFSR for approval.

23.2 Manuals, Guidance Material, Circulars and Procedures for use by the inspectors, operators and service providers as appropriate will be developed and amended by the concerned inspectorate and submitted to DFSR.

23.3 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 initiating inspectorate for publication. The DFSR may send the proposal back to the initiating inspectorate for review.

24.0 Quality of the Foreign Training Centers to Provide Approved Training

24.1 The DFSR shall ensure in their individual areas wherein the Civil Aviation Authority shall, whenever required, authorize foreign training centers to provide approved training to CAAB inspectors. While doing so, the DFSR will ensure quality of the approved training provided and the records of such training obtained shall be maintained by each trainee.

25.0 Technical Library

25.1 The DFSR shall be responsible for the management of technical library at CAAB Head Quarter. The library will be equipped with current ICAO publications as well as other necessary documents relating to civil aviation. All the publications of CAAB as well as legislative instruments of Bangladesh will be made available in the library. The documents of the library shall be kept current and hard and/or electronic inventory of them shall be maintained. In addition to this, all required updated documents will be stored in the ASRTM.

26.0 Policy for Processing and Disposing of Files

26.1 As part of day to day office activity, numerous numbers of files are being disposed of by the officers of Flight Safety & Regulations Directorate. To transfer and dispose these files in a proper, efficient and expeditious means, following procedure shall be followed by all the officers of FSR Division:

(a) The desk officer (Inspector or equivalent official) shall place the relevant file enclosing the application/document etc from the operator/service provider or any

other to the initiating desk officer preferably the same day but not later than two days of receipt of the application/document from the operator/service provider or any other.

(b) Before placing the file to the initiating desk officer (Inspector or equivalent official) shall ensure that the documents submitted by operator/service provider are relevant, accurate and complete and the file being used is appropriate. If the submitted documents are not complete, the superintendent shall inform the initiating officer about this and the initiating officer shall advise the operator/service provider to take back and return with accurate and complete documents.

(c) The initiating desk officer shall examine the papers and put his comments in light of the Civil Aviation Acts, CAR-84, ANOs. Circulars etc and forward the file to Inspectorate/Section head as applicable preferably the same day but not later than two days of receipt of the file from the superintendent/near equivalent official.

(d) The Inspectorate/Section head will provide comment and/or recommend and shall forward the file to the Director for approval. If the Inspectorate/Section heads have a difference of opinion, then he/she will put his/her comments with an explanation for the difference of opinion and that explanation should be supported by Rules, ANOs or Circulars. The Inspectorate/Section head shall forward the file to the Director preferably the same day but not later than two days of receipt of the file from the initiating desk officer.

(e) The Director shall approve/disapprove the file on merit of the case and/or based on the recommendations of the Inspectorate/Section head. If required, the Director shall forward the file to the Chairman , for approval of the Chairman.

(f) If the Director is not satisfied with the opinion of the Inspectorate/Section head, he/she may forward the file to the appropriate Consultant for opinion/comment/ recommendation. In such a case the consultant shall give explanation of Rules, ANOs, Circulars and ICAO SARPs related to this issue and will provide his /her opinion/comment/recommendation back to the DFSR.

(g) Once the file has been approved, the initiating desk officer will submit a fare letter, directly to the Director for his signature.

27.0 Granting of exemption

27.1 Granting of exemption to any operator or service provider from any regulatory requirement shall be in accordance with the Exemption Policy and procedures made there under.

27.2 Before taking decision to exempt the operator or service provider; it shall be taken into account all relevant considerations relating to the interest of safety.

27.3 Where an operator or service provider does not meet the requirement of a standard specified and where permitted by that standard, a level of safety equivalent to that established by the Standard shall be ensured prior to according exemption.

27.4 Conditions and procedures pertaining to an exemption shall be endorsed on the certificate /Approval.

27.5 An exemption is subject to the operator or service provider complying with the conditions/procedures specified by the Chairman in the certificate/approval as being necessary in the interests of safety.

28. The Regulatory Documents of Civil Aviation Authority of Bangladesh

28.1 Rules of business for approving regulatory documents of Civil Aviation Authority of Bangladesh.

Regulatory documents of Civil Aviation Authority of Bangladesh (CAAB) will be approved in the following manner:

S/N	Name of the Documents	Short Form	Initiating section/office	Approving Authority
01.	Air Navigation Order	ANO	Office of Flight Safety & Regulations	Chairman
02.	Civil Aviation Policy	CAP	Office of Flight Safety & Regulations	Chairman
	Civil Aviation Circulars	CAC	Office of Flight Safety & Regulations	Chairman/ Director, Flight Safety & Regulations
	Civil Aviation Orders	CAO	Office of Flight Safety & Regulations	Chairman/ Director, Flight Safety & Regulations
	Civil Aviation Directives	CAD	Office of Flight Safety & Regulations	Chairman/ Director, Flight Safety & Regulations
03.	Civil Aviation Procedure Documents	CPD	Concerned section/office	Chairman/ Director, Flight Safety & Regulations
04.	Inspector's Handbook	IHB	Concerned section/office	Director, Flight Safety & Regulations

28.2 Documents' Control Number:

When a draft is ready for the approval of the Chairman/DFSR, a control number will be allocated in the following manner:

S/N	Name of the Documents	Short Form	Control No.
01.	Air Navigation Order	ANO	ANO-1 to 19 as per annexes and ANO-20 to ... (For Miscellaneous starting from 20)
02.	Civil Aviation Policy	CAP	CAP
	Civil Aviation Circulars	CAC	CAC
	Civil Aviation Orders	CAO	CAO
	Civil Aviation Directives	CAD	CAD
03.	Civil Aviation Procedures Documents	CPD	CPD... as per ANOs (For Miscellaneous control no. will start from CPD-30)
04.	Inspector's Handbook	IHB	IHB- 1 to 19 as per ANOs, IHB-20 to 29 (Reserved), IHB-31...so on (For Miscellaneous)

The office of DFSR will allocate the control number. A log will be maintained for the tracking of the documents.

29.0 Inter-divisional Coordination

29.1 As per the nature of functions to be performed by FSR Division, it requires a close coordination and harmonious relationship between the FSR Divisions and other concerned Divisions of CAAB. So, DFSR will organize interaction programmes to maintain continuous communication among all concerned Divisions on regular basis.

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Appendix-A

Sl. No.	Focal Point	Inspectorate	Coordinating officer	Responsible Officer	Timelines
ACTION ON STATE LETTER					
1.	Distribution of State Letter via the electronic notification				Within 15 days of receipt of the letter
2.	--	1) Review of State Letter 2) Prepare of draft amendment to Civil Aviation Rules/Requirements/ANOs; and 3) Put up draft proposal to DFSR for approval			Within 60 days of receipt of the State letter from Focal Point
REGULATION AMENDMENT PROCESS					
3.			Call for meeting		Within 15 days of receipt of proposal for amendment to regulation/ANO
4.			Meeting for acceptance of proposed amendment to the Civil Aviation Rules/ Requirements/ANOs		
5.					Publication of draft amendment to CAR/ANOs for inviting comments for 30 days * In case of amendment to CAR (Rule), Chairman will send a draft of Rules to MOCAT For ANO, the draft will be sent to Chairman CAAB

Appendix-A

Sl. No.	Focal Point	Inspectorate	Coordinating officer	Responsible Officer	Timelines
6.		Preparation of final CAR/ANO based on comments received			Within 30 days of last date for receipt of comments
7.			Meeting of CAR/ANO for finalization of CAR/ANO		Within next 15 days
8.		Preparation of final response to Annex amendment and identification of differences, if any and submit FSR Division			Within 15 days of publication of final CAR/ANO
NOTIFICATION OF DIFFERENCES PROCESS					
9.				Put up to Chairman for approval. 1) Response to ICAO 2) Notification of differences, if any	Within 15 days
10.	1) NCMC ensures data updated in CMA. 2) Focal Point closes action on amendment as completed.	Update online CMA.		On Chairman's approval Send letter to ICAO and ATM Division of CAAB for AIP.	Within 15 days

Appendix-B

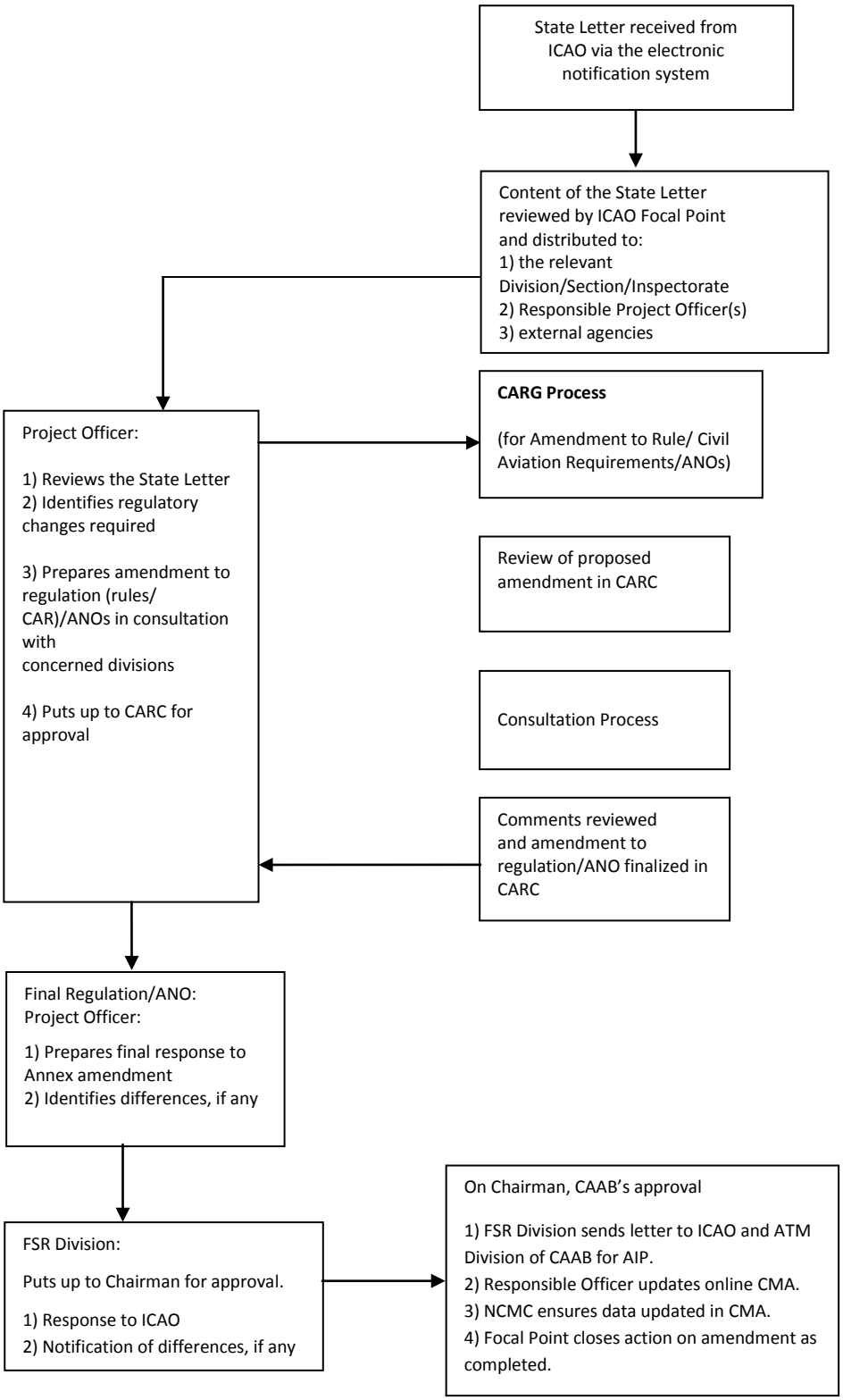

Figure- Procedures for Coordination of ICAO State Letters

Appendix-C

INSPECTOR FOLDER/TRAINING RECORDS MASTER LIST
[FSR Division]

Name & Designation: ----------

No.	Subject	Remarks
	SECTION – 1 – EMPLOYMENT DOCUMENTS	
1.	Appointment Letter	
2.	Contract	
3.	Joining Letter	
4.	Curriculum Vitae – Job Description & Any Previous Employment (Prior to CAAB)	
	SECTION 2 – CREDENTIALS	
1.	Inspectors Credentialing Certificate	
2.	CAAB Inspector Identification (Authorization Card)	
3.	Airport Entry Pass/Security Pass	
4.	Passport	
	SECTION 3 – QUALIFICATIONS	
1.	Academic Qualification	
2.	Professional Qualifications	
3.	ATC/AME/Pilot/Other Licence (if available)	
	SECTION 4 – CAAB INITIAL TRAINING	
1.		
2.		
	SECTION 5 – CAAB ON-THE-JOB TRAINING (OJT)	
2.		
	SECTION 6 – CONTINUATION AND RECURRENT TRAINING	
1.	CAAB Documentation of Continuation Training	
2.	CAAB Recurrent Inspector Training	
3.	Any Specialized Training	
	SECTION 7 – ALL OTHER INDUSTRY TRAINING	
1.		
2.		
	SECTION 8 – MISCELLANEOUS	
1.	Additional Qualifications (as applicable):	

Appendix-D

General Format of the Inspector's Credential

Front side

55mm

Civil Aviation Authority of Bangladesh

Authorization Card

Photo

Size:
22mmx20mm

[Insert Name], is an authorized [Name of area] of Civil Aviation Authority of Bangladesh. He is authorized to exercise the powers delegated to him under the Rules-[Rules No.] amended from time to time.

Date of Issue:
Valid Untill:

Signature of Holders

Signature of the Chairman

85mm

Rare side

Holder of this card is authorized to:

1. Enter any place, to which access is required for the purpose of exercising his powers under the civil Aviation Rules, 1984 and Air Navigation Orders.

2. Enter and inspect all [area name], facilities & systems of all civil aviation airports within Bangladesh for the purpose of securing compliance of CAR-84 and ANO.

3. Enter ***[insert jurisdiction of inspection]*** for the purpose of inspection.

4. Enter and inspect office, stores or maintenance facilities of any organization