



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.

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|---|---|------------|---|----|-------------------------|
| 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 |
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| iii) | Notification of Amendment to Aerodrome Manual | | | | |
| iv) | Record of Revision | | | | |
| v) | Master Contact List | | | | |



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| 1.6.2.4 | Aerodrome operator's safety management system | | | | |
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PART 2: AERODROME SITE DETAILS

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| 2.1.1 | Aerodrome Plan | | | | |
| 2.1.2 | Aerodrome Land Titles | | | | |

Part 3 – Aerodrome Dimensions & AIS Information

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|-------|---|--|--|--|--|
| 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 | | | | |
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| 3.1.8 | Aerodrome Reference Temperature. | | | | |
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|--|--|--|--|--|--|
| 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 | | | | |



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|------|---|--|--|--|--|
| | 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 | | | | |



4.20 Procedures to assess the compatibility of new large Aeroplane.

PART 5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

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|-----|---|--|--|--|--|
| 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 | | | | |

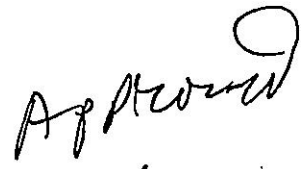

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Signature of the Inspector(s):

Date:


Engr. Md. Habibur Rahman
Superintending Engineer



28/05/24
Shah Kausar Ahmed Choudhery
Air Commodore
M (FSP) (FAR)