

Civil Aviation Authority of Bangladesh
Headquarter, Kurmitola, Dhaka- 1229
Web: www.caab.gov.bd

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CIVIL AVIATION DIRECTIVE (CAD-PEL) 01/2018

Subject: Directives on validation of Question Bank prepared by CAAB ANO(AW) Part 147 training Organization

1. Introduction:

This directive describes the requirements of the validation of question bank prepared by the CAAB ANO(AW) Part 147 organization and CAAB surveillance on the examination conducted by CAAB ANO(AW) Part 147 organization.

As per the CAAB ANO(AW) Part 147, the maintenance training organisation may carry out the examinations as permitted by and in accordance with the maintenance training organisation exposition on behalf of the Civil aviation Authority of Bangladesh, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organization. This is considered as the delegation of examination to the Training Organization by Civil aviation Authority of Bangladesh.

2. Question Bank Validation procedure:

- A. **Question preparation standard to be followed:** The qualified personnel (Instructor/ Examiner) of the training organization shall prepare question in respect of the applicable modules and Aircraft type as per the scope of approval in accordance with “Methodology for setting up questions for examination (AME)”, as well as, the standard mentioned in ANO(AW) Part 66. Basic examinations shall follow the standard specified in Appendix I and II to ANO(AW) Part 66 and Type examinations must follow the standard specified in Appendix III to ANO(AW) Part 66.
- B. **Checking of compliance of Questions with Question’s bank methodology and ANO(AW) Part 66:** CAAB PEL Inspector shall check the compliance of questions on the sample basis during Initial certification process, Renewal process as well as during surveillance with Question’s bank methodology and ANO(AW) Part 66. The training organization shall inform Civil Aviation Authority of Bangladesh in advance before updating his question Bank. Without CAAB checking of compliance of questions with question’s setting up methodology and ANO(AW) Part 66 no batch of questions shall be entered in the question Bank.
- C. **Validation of Question bank by CAAB:** Upon satisfactory checking of the questions with applicable standards and methodology, CAAB shall validate the Question Bank which is prepared by the Training organization.
- D. **Preservation and Security of the Validated Questions at Training Organization:** The training organization shall preserve the hard copies of questions under lock and

key and free from environmental disaster. The examination Manager is the custodian for this. If the question bank is saved in the computer, no internet connection is allowed in this computer.

3. Surveillance by Civil Aviation Authority of Bangladesh:

CAAB PEL Inspector shall perform surveillance on the question bank in accordance with surveillance program.

4. Role of Civil Aviation Authority of Bangladesh during the Conduction of Examination by the training Organization on behalf of the Authority:

The training organization shall inform CAAB in 15(fifteen) days advance the schedule of examination. Without informing the schedule to CAAB, no examination shall be conducted.

If the training organization conducts examination by CBT which automatically selects the questions from questions bank and this process was verified during the demonstration phase of certification process/ renewal process/ surveillance of the training organization is not required to be invigilated by the CAAB PEL inspector. Never the less, at least once in a year, CAAB PEL inspector shall invigilate the examination conduction process physically to be ensured that the organization is complying the examination conduction procedure mentioned in CAAB ANO(AW) Part 66, Part 147 and MTOE of the organization.

If the training organization conducts examination by manual selection of the questions from questions bank, then CAAB PEL inspector shall invigilate the examination conduction process physically as per the surveillance program to be ensured that the organization is complying the examination conduction procedure mentioned in CAAB ANO(AW) Part 66, Part 147 and MTOE of the organization.

5. Additional Standard to conduct examination by the training Organization:

More than 20% repetition of MCQ questions for the next three consecutive examination is prohibited.

6. Effective Date:

This Directive shall come into force from 22 February 2018 and shall be treated as supplementary requirements to CAAB ANO (AW) Part-66 & Part-147.



Air Vice Marshal M Naim Hassan, BBP, OSP, afwc, psc
Chairman
Civil Aviation Authority of Bangladesh