




**CIVIL AVIATION AUTHORITY, BANGLADESH**

**REQUIREMENTS FOR ISSUE AND RENEWAL OF  
AIR OPERATOR CERTIFICATE  
(AOC)**

**AIR TRANSPORT REQUIREMENTS**

**AIR NAVIGATION ORDERS**

**ANO (AT) A-2  
ISSUE - 05**

	<b>Civil Aviation Authority, Bangladesh</b>
	<b>ANO (AT) A-2, Requirements on Air Operator Certification</b>

## FOREWORD

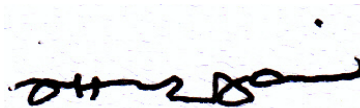
Chairman Civil Aviation Authority, Bangladesh, hereby issues these Requirements for Issue and Renewal of Air Operator Certificate (AOC), in pursuance to the powers vested in him by Rule 4.

The responsibility on Government of Bangladesh is implicit in its acceptance of the International Standards and Recommended Practices for the safety of air navigation to which Article 37 of the Convention on International Civil Aviation refers. In order to discharge this responsibility, Civil Aviation Authority, Bangladesh (hereinafter called ‘CAAB’ or ‘Authority’) has promulgated the following operational regulations and procedures consistent with the Annexes to the Convention. This document, published in the form of Air Navigation Order - ANO (AT) A-2, Issue-04, as referred in the “AOC Pamphlet for Operators” hereinafter called ‘Order’, explains the procedures and various requirements to be followed for issue of an **Air Operator Certificate**, hereinafter called ‘**AOC**’, which an applicant has to fulfill. This ANO (AT) A-2, issue -05 will supersede the previously issued ANO (AT) A-2, issue-01, 02, 03 and 04.


The Rule 288 of the Civil Aviation Rules, 1984 mandates that no air transport service shall be established or shall operate within Bangladesh except under the Authority, and in accordance with an AOC issued by the Chairman. The Air Operator Certificate (AOC) issued by the Chairman to the competent and eligible person, authorizes the holder to conduct operation in accordance with the conditions and limitations mentioned in the Operations Specifications of the AOC.

The requirements for issue of AOC to engage in various Classes of Operations as stated in Rule 105 of CAR '84 and the requirements for their renewal are stated in this Order. These Requirements contain the minimum standards to be maintained for the establishment, administration, operation and continuation of commercial air transportation.

Each owner and/or operator shall ensure that they have in their possession, sufficient copies of this document and shall ensure that these Requirements are provided to all personnel concerned whilst on duty.



**Air Vice Marshall Mahmud Hussain**  
**Chairman**

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## AMENDMENT & REVISION

This ANO is subjected to amend as and when required and desired by the Chairman, Civil Aviation Authority, Bangladesh. Upon receipt of the approval from Chairman, the amendments will be treated as the revision of the manual. Revision will be reflected with a proper revision number, updated LEP, and notification of changes to all concerned personnel. It is the responsibility of the Director, Flight Safety & Regulations to ensure that all the related personnel are in receipt of the revision at all times.

Revision pages will be annotated to show the Revision Number, date of issue and/or the date of effective pages; the amendment list number, and the portion of text, which has been revised. Each amendment will be accompanied by a revised list of effective pages, with their dates of issue, and by a certificate of receipt/ incorporation. An amendment list record will be maintained in the front of the manual.

## RECORD OF REVISIONS


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## 1. CERTIFICATION PROCESS

The certification process requires the CAAB to ascertain through a systematic process whether or not a prospective applicant has both the required aptitude and resources to comply with the applicable legislative requirements and to fulfill the applicant's actual and potential obligations for operation of safe, secure, efficient and regular public air transport services as proposed. CAAB performs this task in fulfilling one of its primary obligations to the members of the public in regard to the entry certification of prospective applicants for air services operations in order to ensure provision of safe and dependable air services. This process involves five distinct phases as detailed below:

**1.1 Pre-application Phase:** During this phase, the applicant conducts initial studies, prepares plans, makes inquiries from the CAA in regard to the opportunities available under the existing air services agreements and seeks advice as to the validity of different proposals. The prospective applicant at this stage is required to submit a letter of intent to the CAAB outlining the proposals and the CAAB will then invite the applicant for a pre-application meeting. Based on the initial information provided to the CAAB, by the applicant, an estimate of costs for the certification will be computed according to the CAAB's Schedule of fees as published in Chapter-7.

**1.2 Formal application Phase:** During this phase, the applicant is expected to submit the complete application (Appendix-A & C) to CAAB together with the cost of certification established during the previous phase and relevant documents to support the intended operation. CAAB will then make a formal assessment of the completeness of the applicant's proposal and invite the applicant for a Formal Application meeting where the details relating to the certification process would be formally discussed.

**1.3 Document evaluation Phase:** During this phase, CAAB will undertake a detailed study of the applicant's manuals and other documents, which accompanied the formal application. The documentation must be complete, accurate and current to satisfy the CAAB's requirements before the inspection phase can commence. There will be series of discussions between the CAAB and the applicant at this stage in regard to establishing the validity/acceptability of the applicant's proposals. It should be understood that the documents shall reflect precisely the mode and manner in which the applicant intends conducting the proposed operations and once approved, they shall form a part of the understanding between CAAB and the operator in regard to future functioning of the operator.

**1.4 Inspection prior to certification:** During this phase, the applicant needs to demonstrate to CAAB that the applicant is in a position to conduct the proposed operations in accordance with the procedures detailed in the documents/manuals reviewed during the previous phase utilizing the personnel/facilities/equipment identified in the formal application. Qualifications and experience of the nominees for Designated Post holders will be evaluated and interviewed. Aircraft, maintenance facilities and arrangements will be inspected. Training facilities, programmes and training personnel will be evaluated.

1.4.1 Company's organizational structure, channels of communication, delegation of powers, financial strength and sources of funding will be subjected to detailed scrutiny to ensure that the company has sufficient resources, effective arrangement and control to satisfy its obligations.



Facilities for flight operations, ground handling, facilities and services for passenger, baggage and cargo handling including dangerous goods and security arrangements would be evaluated. Flight, cabin and technical crew, operations and maintenance staff, flight operations officers, designated check pilot/ flight engineers and load controllers will also be assessed. If CAAB is satisfied with the above arrangements, proving flight(s) will be conducted to one or more destinations of intended operations, as determined by the CAAB. This phase may reveal the need for some operational changes, which in turn may require the applicant to make amendments to the documents originally submitted. All elements must be satisfactorily completed before proceeding to the certification phase.

**1.5 Certification:** When all the previous phases have been satisfactorily completed, the CAA will take the necessary administrative action to approve formally the nominees for Designated Post holders, the aircraft, facilities and procedures specified in the Operations Manual, Maintenance Control Manual, Training & Checking organization and formally issue the Air Operator Certificate and the associated Operations Specifications. It should be noted that although the CAAB inspectors may indicate to the applicant regarding acceptability of the applicant's arrangements in respect of personnel, equipment, facilities, services, procedures or process in relation to the proposed operations as and when evaluations on such matters are completed, the final decision of CAAB in regard to each such arrangement would be conveyed to the operator formally during the certification process only.

**1.5.1** To give effect the requirements and to implement the above phases and procedures stated in this ANO, Chairman, CAAB will designate a Project Manager (PM-AOC) of the Flight Safety Directorate to initiate and complete the entire procedure for issue and renewal of Air Operator Certificate (AOC). In the process of issue of AOC, AOC Cell, Airworthiness & Engineering Licensing Division and Flight Inspection Division will maintain close cooperation, exchange information and monitor the progress in a coordinated manner. Details of the coordination procedures mentioning individual job and the division responsible for performing the task in the process of issue & renewal of AOC are listed in Appendix-G.

**1.5.2** After receiving the application from a prospective applicant, the PM AOC will establish contacts through a meeting between CAAB team and the applicant to brief about the procedures and requirements stated in this ANO. The CAAB team will be comprised of Director, Flight Safety & Regulations, Project Manager, Deputy Director (Airworthiness & Engineering Licensing), Deputy Director (Flight Inspection), and any other relevant officials as may be determined on case by case. Entire process will be followed as per "Certification Flow Chart" which has been detailed in the Appendix- F.

**1.5.3** CAAB will designate a team of Inspectors comprising areas of AOC Cell, Operations and airworthiness to carry out the inspections and assessments for the AOC certification. The size of the team will vary according to the size and complexity of the task(s) involved. The CAAB Inspectors will be using the relevant checklists to evaluate the applicant's arrangements for the proposed operations during the Documentation Evaluation Phase and Inspection prior to Certification Phase. These checklists numbering total 38 (CCL 01 to 38) are in Appendix – M which shall be used as tools by the inspectors for assessment to the level of CAAB satisfaction for issue of AOC. CAAB inspectors responsible for the AOC certification from each section shall ensure that the applicant fulfills the requirements to the level of acceptance for each event without compromising safety. The inspectors shall also ensure that the applicable checklists are properly



filled and signed as the Certification Process is progressed in a coordinated manner during the entire certification process. These signed copies shall be documented as exhibits in AOC certification file for the respective applicant. The Filing system for issue of AOC to each of the airlines will be maintained as per procedure stated in Appendix-P.

## 2. DEFINITIONS

For the purpose of this Order, in addition to the definitions as mentioned under the Rule 2, 105 and 183 of the Civil Aviation Rules, 1984, the under mentioned definitions shall also apply:

- (a) **"Aircraft operating manual"** means a manual, acceptable to the Chairman, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems and other material relevant to the aircraft operations.
- (b) **"Aircraft operations"** means any class of operations by the aircraft as classified under the rule 105 of the CAR's, 1984.
- (c) **"Air Operator Certificate (AOC)"** means a Certificate issued by the Chairman authorizing an operator to engage in specified aircraft operations.
- (d) **"Charter carrier"** means a non-schedule air carrier that operates only charter flight.
- (e) **"Holder"** means a person or a body corporate that is likely to be or has been issued with an AOC by CAAB
- (f) **"Maintenance control"** in respect to an aircraft, means, the exercise of Authority to ensure timely accomplishment of all maintenance as per the approved maintenance schedules/maintenance program and procedures.
- (g) **"Main operation base"** means the place where the operator's company headquarters, training establishments and majority of company personnel are located.
- (h) **"Non-schedule air carrier"** means an Operator whose primary activity is non-schedule operations.
- (i) **"Operational control"** means the exercise of Authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.
- (j) **"Operational flight plan"** means the Operator's plan for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes concerned.



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- (k) **"Operations manual"** means a manual of the Operator approved under the Rule 124 of the Civil Aviation Rules 1984, for the use and guidance of the operational personnel of the Operator in the execution of their duties.
- (l) **"Operations specifications"** means the conditions imposed by the Chairman on the AOC and includes any authorization, limitations and procedures that form part of the licence.
- (m) **"Operator"** means a person, organization, entity or enterprise engaged in or offering to engage in an aircraft operation.
- (n) **"Schedule air carrier"** means an Operator who has undertaken to operate an air transport service between the same two or more places and operate according to a published time table or flights so regular or frequent that they constitute a recognizably systematic series, each flight being open to use by members of the public, though such an operator may also operate non-scheduled flights.
- (o) **"Schedule of events"** means a list of item, activities, aircraft, and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready for inspection by the officials of the Flight Safety & Regulations Division of CAAB.

### 3. GENERAL

#### 3.1 Requirements for AOC

- 3.1.1 No person shall establish or shall operate an air transport service except under the Authority of, and in accordance with, an Air Operator Certificate issued under this Order as stated in paragraph 1.2
- 3.1.2 Each person having **operational responsibility** for an air transport service or an aircraft operation shall hold, and comply with, an Air Operator Certificate issued under the Rule 288 of the CAR '84 and this Order.
- 3.1.3 Application for the category of an Air Operator Certificate, as mentioned under the paragraph 3.2 of this Order proposing operations shall apply to Chairman in the prescribed Form.
- 3.1.4 For the purpose of the paragraph 3.1.2 a person has responsibility for operational control of an air transport service or aircraft operations if the person has any one of the following functions as the part of his responsibilities.
  - (a) Assigning crew members for the operation and determining whether the operation may be operated safely;
  - (b) Employing, contracting, or otherwise engaging crew members for the operation;



- (c) Making a decision to vary the operation, other than a decision by the pilot-in-command taken on the grounds regarding safety.

### **3.2 Categories of AOC**

Based on the type and class of operations, Air Operator Certificate is categorized as mentioned below and shall include:

**Category A:** Schedule and/or non-schedule passenger & cargo, both in international and domestic sectors.

**Category B:** Schedule and/or non-schedule passenger & cargo in domestic sectors.

**Category C:** Schedule and/or non-schedule passenger & cargo both in domestic and international sectors by Helicopter.

**Category D:** Schedule and/or non-schedule cargo both in international and domestic sectors.

Note: Requirements for issue of AOC mentioned in this ANO shall be applicable for all categories. Type and class of operation shall not be exchanged from one category to another. Only in case of international schedule passenger operation, the domestic schedule passenger operator having AOC under Category-B shall be entitled to attain Category-A subject to fulfillment of minimum one year of satisfactory domestic operations and subsequently successfully meeting the requirements of CAAB evaluations including Designation Criteria for international operations. However, non-scheduled and chartered operators, under Category-A, may conduct international operations from the date of issue of AOC.

### **3.3 Sequence of Events**

#### **3.3.1 Sequence of events for Pre-application Phase for issue of NOC:**

The sequence of events starting from the submission of application for issue of No-objection for establishment of Air Transport Services shall be as follows:

- (a) operator will require to establish contact with CAAB to understand procedure and gather information relevant to AOC;
- (b) Visit the webpage of CAAB to gather additional information; Thorough study should be made of the 'Information document for applicants and holders of AOC on air operator certification (AOC) and its retention;
- (c) prepare financial data/evidence indicating financial solvency as per government policy;
- (d) prepare a feasibility report and submit plan indicating the trend of traffic and load factor that would be economically viable commensurate with the proposed operation;
- (e) establish place(s) of business with adequate installation and equipment;
- (f) collect the application and other related documents/forms;



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- (g) submit the application (Appendix-A) along with associated documents;

Note-1: An applicant shall submit application for issue of No-objection for establishment of Air Transport Services along with the requisite fees, as mentioned in section 7, to the Chairman in a prescribed Form (**Appendix-A**) indicating the category of AOC (as described in paragraph 3.2). The application shall be submitted at least 9 (nine) months before the planned commencement date of operation, taking into consideration the time required among others, the followings:

1. preparation and submission of manuals;
2. completion of acceptance and/or approval process;
3. inspection of all relevant facilities by Airworthiness and Operations Inspectors and other relevant CAAB Inspectors.
4. review and approval of lease/purchase agreement;
5. acceptance and grant of permission procedures;
6. training establishment and training of personnel involved; and
7. inspection of the aircraft by Airworthiness and Operations;

After examining the application/documents, if it is found that the applicant

- (h) has adequate financial resources (Paid up Capital) in conformation with the Gazette notification as applicable for domestic and/or international schedule air transport operation for which the applicant shall submit certified copy of the Article of Association issued from the Registrar, Joint Stock Companies & Firms, Government of Bangladesh along with the copy from the banker or chartered accountant to confirm the paid up capital of the company, dedicated for use by the airline as determined by Chairman, for the specific categories of operation with types and number of aircraft to be undertaken;
- (i) has appropriate management structure for carrying out the required documentation, setting the organization and procurement of equipment as applicable for the type of operation;
- (j) has the confirmation that for issue of AOC under Category A, B and C (for schedule operation), the fleet shall consist of minimum 2 (two) aircraft/helicopter of maximum certified takeoff mass of more than 5,700 kg. This specification may, however, be reduced to one aircraft/helicopter for non-schedule operation and the aircraft/helicopter of maximum certified takeoff mass may be of 5,700 kg or less.

the Chairman may issue No-objection certificate to the applicant allowing to proceed further for establishing the required facilities, organization and procurement of equipment





and related assets. Such No-objection shall remain valid for a period of one years and its validity will be extended for another one year period only if there is sufficient evidence of progress and satisfactory preparation towards obtaining AOC, after which the applicant will be considered as disqualified for attaining AOC.

### 3.3.1.2 Sequence of events for Formal Application Phase, issue of Air Operator Certificate (AOC):

On receipt of No-objection an applicant must fulfill the following requirements towards achieving a sound status as assessed by CAAB for issue of AOC:

- (a) Set up the main base and operations base as applicable. Such bases will be subjected to inspection by Inspectors of CAAB consistent with the type of operations sought;
- (b) Recruit adequately Key Management Officials commensurate with the type of operation (administrative, operational, maintenance, financial etc). The competence of these officials will be subjected to verification by CAAB;
- (c) Prepare company manuals (policy, operations, airworthiness etc) for CAAB review followed by acceptance/approval. The review of the documents is likely to be repeated for several times;
- (d) Obtain information on aircraft as well as aircraft purchase/lease documents for onward submission to CAAB. The purchase/lease documents at this stage could be provisional one;
- (e) submit all required technical documents and manuals to CAAB as outlined in Para 3.3.3;
- (f) initiate training of flight crew, cabin crew and other personnel as applicable;
- (g) prepare the company for inspection/evaluation by CAAB of local establishment;
- (h) arrange for inspection of aircraft by CAAB (operations and airworthiness) at aircraft location;
- (i) prepare for the formalities to be observed for the aircraft to be flown/brought to Bangladesh;
- (j) prepare for aircraft inspection, emergency equipment procedure, evacuation and ditching demonstration;
- (k) prepare for proving flights;
- (l) prepare for any other assignment as required by the Authority; and
- (m) submit application with relevant documents for issue of AOC.

Note-2: The applicant must submit a Schedule of Events (**Appendix-B**) to CAAB for demonstrating that he has the capability and competency to comply with all the requirements for issue of AOC within the validity period of the No-objection certificate.

The criteria for a formal application for issue of an AOC shall depend upon the applicant having been assessed by the Authority to have attained satisfactory standard as regards to the sequence of events observed and the requirements mentioned in Para 3.3.2 duly complied with. At this stage applicant shall submit application along with the requisite fees, as mentioned in section 7, to the Chairman in a prescribed Form (**Appendix-C**) indicating the category of AOC (as described in paragraph 3.2) for issue of AOC.



For issue of AOC of the previously possessed valid ATOL holders, AOC process will start from Formal Application Phase as mentioned in para-3.3.1.2. For all other applicants the process will start from Pre-application Phase.

### **3.3.3 Submission of Documents**

3.3.3.1 The applicant shall submit to the Project Manager one set of following manuals/documents for review and corrections as applicable. After reviewing/correcting, applicants will submit two final copies of the manuals for CAAB approval.

(a) **Airworthiness Requirement**

1. Maintenance Procedure Manual (MPM) and Maintenance Control Manual (MCM);
2. Minimum Equipment list-MEL (For aircraft to be registered in Bangladesh);
3. Master Minimum Equipment List-MMEL (For aircraft to be registered in Bangladesh);
4. Maintenance Schedule (For aircraft to be registered in Bangladesh);
5. Flight Manual (For aircraft to be registered in Bangladesh);
6. Maintenance Manual (For aircraft to be registered in Bangladesh);
7. Wiring Diagram (For aircraft to be registered in Bangladesh);
8. Illustrated Parts Catalogue (For aircraft to be registered in Bangladesh);
9. Such other manuals/documents/particulars relating to each aircraft as may be required as per the ANO (Airworthiness Requirements) A.1, B.1, B.2, C.1 and C.2 issued by the Chairman;

(b) **Operations Requirement**

1. Company Operations Manual;
2. Operator's Security Program Manual;
3. Cabin Safety Manual (For passenger carrying aircraft);
4. Operator's Safety Management System Manual (SMSM);
5. Dangerous Goods Manual;
6. Flight Dispatches Manual;
7. Ground Handling Manual; and
8. Such other manuals/particulars relating to each applicant as may be required by Flight Operations/Safety Division of CAAB.

3.3.3.2 The Flight Safety Documents System will comprise of the documents outlined in para-3.3.3.1 and these documents shall be prepared in accordance and sequence with the CAAB rules, ANO's, Circulars, and Directives as applicable.

### **3.4 Criteria for issue of AOC**





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3.4.1 An applicant is entitled to Air Operator Certificate for commercial air transport activities if the Chairman is satisfied that, in accordance with the Rule-112 & 288 of the CAR '84:

- (a) each applicant has demonstrated and meets the applicable requirements of the section-4 of this Order; and
- (b) the granting of the AOC is not contrary to the interests of aviation safety.

### 3.5 Privileges of AOC holder

An Air Operator Certificate authorizes the holder to perform operations and associated training covered under Part VI, Operation of Aircraft, of the Civil Aviation Rules, 1984 including the followings:

- (a) air transport services/operations listed in the holder's Air Operator Certificate;
- (b) ground or flight training appropriate to the aircraft operated or intended to be operated;
- (c) test or check flights to determine the competence of flight crew; and
- (d) tests or checks to determine the competence of other persons providing the operations or carrying out the operations listed in the holder's Operations Manual, Maintenance Procedures Manual and where applicable Maintenance Control Manual.

### 3.6 Operations specifications

3.6.1 **Operations specifications:** The holder of an Air Operator Certificate shall comply with the Operations Specifications and General Regulations issued as part of the AOC. The Operations specifications and General Regulations shall satisfy the conditions outlined in rule 112 of the CAR'84.

3.6.2 **Acquisition of New Type of Aircraft:** In case of acquisition of new type of aircraft or additional aircraft of the current type(s), the holder of AOC shall apply for inscription of the acquired aircraft on the Operations Specifications, and must ensure that any operation with the aircraft shall be effective only after appropriate endorsement has been made in the Operations Specification of the AOC issued to the applicant as an Operator.

Procedure for Inclusion of any aircraft (New Type/Existing Type) in the Operations Specification will similar to the original certification process specific to satisfactory inspection of the aircraft, assessment of maintenance capability, technical-personnel and establishments/facilities commensurate with the type of aircraft, approval/revision of documents/manuals, completion of CAAB inspectors training and/or other applicable requirements. The procedure and requirements mentioned in the Appendix-Q, will be assessed by CAAB inspectors using the appropriate checklist attached with the procedure.



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3.6.3 **Operation of Leased Aircraft:** The holder of AOC shall ensure that operations with leased aircraft, which is not in the Civil Aircraft Registry of Bangladesh, shall be effective only after appropriate endorsements has been made in the Operations Specification of the AOC issued to the applicant following compliance of all applicable regulations.

3.6.4 Operators shall require to carry a certified true copy of the AOC and its Operations Specification in its registered aircraft while operating.

### 3.7 **Validity, cancellation, suspension and revocation of AOC**

3.7.1 An Air Operator Certificate shall be valid for a period of 12 months from the date of issue.

3.7.2 An Air Operator Certificate may be renewed for a period of 12 months, subject to continuing satisfactory compliance of the requirements of CAAB.

3.7.3 An Air Operator Certificate shall remain in force during the validity period until it is suspended or revoked or cancelled by the Chairman in accordance with the Rule-10 of the CAR '84.

3.7.4 After issuance of show cause, the Chairman may for reasons recorded in writing, cancel, suspend or revoke any Certificate issued under the Civil Aviation Rules, 1984.

3.7.5 Any Certificate that is suspended or revoked or cancelled must be surrendered forthwith to the Chairman.

3.7.6 The Certificate that expires shall forthwith be deposited by the holder to the Chairman.

### 3.8 **Notification of Termination of Operations**

Each holder of an Air Operator Certificate that terminates air transport operations shall notify the Chairman immediately of the termination in writing enclosing the AOC documents.

### 3.9 **Renewal of AOC, Audit & Surveillance:**

3.9.1 The holder of the Air Operator Certificate shall deposit prescribed fee as mentioned in section 7 and submit an application for renewal of the Air Operator Certificate together with statement and documents as mentioned in Appendix –N.

3.9.2 The application required by paragraph 3.9.1 shall be submitted to the Chairman at least 60 (sixty) days prior to the expiry date of the Certificate, along with a statement in the application regarding the current capability and competency of the Operator. The capability and competency shall be assessed by conducting a thorough Audit by CAAB in the areas of AOC Management, Finance, Operations and Airworthiness as per the consolidated checklists outlined in the 'CAAB Audit and Surveillance Policy Document'. CAAB will renew the AOC on the basis of the satisfactory Audit Report. In case of short-



comings, CAAB will inform the AOC holder well before the date of expiry of the AOC to take appropriate corrective actions up to the level of satisfaction of CAAB. Renewal of AOC will be denied in case the AOC holder fails to come up with adequate corrective actions to the best satisfaction of CAAB.

- 3.9.3 CAAB will conduct surveillance on the operations of AOC holders as per the consolidated checklists outlined in the 'CAAB Audit and Surveillance Policy Document'. In case of short-comings found in the surveillance, CAAB will inform the AOC holder following the surveillance. The AOC holders shall take the necessary corrective actions in order to ensure continuous compliance of the regulatory requirements. Lack of timely corrective action or non-conformance with the regularly requirement will result in enforcement action wherever applicable.

#### 4. REQUIREMENTS FOR ISSUE OF AOC

##### 4.1 Management Personnel Competency Requirements

- 4.1.1 Each applicant for the grant of an Air Operator Certificate for Commercial operation shall employ on full time basis:

- (a) A senior person identified as the **Chief Executive** or equivalent who shall:
    - (1) have the authority within the organization to ensure that all activities undertaken by the organization can be financed and carried out in accordance with the requirements of this Order; and
    - (2) be responsible for ensuring that the organization complies with the requirements of this Order.
  - (b) Senior persons:
    - (1) responsible for ensuring that the organization complies with its manuals;
    - (2) responsible for the functions referred to in the paragraph 4.1.2(a); and
    - (3) ultimately responsible to the Chief Executive;
  - (c) sufficient personnel to plan, perform, supervise, inspect, and certify the operations listed in each applicant's exposition.
- 4.1.2 The senior persons required by the paragraph 4.1.1 shall:
- (a) unless otherwise acceptable to the Chairman as a consequence of the size and expected scope of the organization, at least each of the under mentioned senior persons shall be responsible for **no more than one** of the following functions:



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- (1) **Director Flight Operations**, or equivalent: for air transport operations, including the flight operations and the supporting ground operations (flight dispatch/operation control);
  - (2) **Chief of Training**, or equivalent: for flight crew, cabin crew, flight operations officer/flight dispatcher training and competency assessment
  - (3) **Chief of Flight Safety**, or equivalent: for conducting flight safety program, accident prevention program and occurrence investigations in accordance with the Rule 152 and 208 of the CAR 1984;
  - (4) **Chief of Security**, or equivalent: for Operator's security program as required under the Rule-284 of the CARs 1984 and in accordance with this Order; and
  - (5) **Engineering Executives**: In accordance with the ANO (AW) B.7 titled Approval of Engineering Executives.
- (b) hold the minimum qualifications and experience as mentioned in the relevant Rules of CAR 1984 and ANOs of Airworthiness and Flight Operations.
- 4.1.3 Notwithstanding the paragraph 4.1.2(a) (3), and if applicable to the structure and size of the organization, the senior person's (Chief of Training or equivalent) responsibilities for flight crew, cabin crew, flight operations officer/flight dispatcher training and competency assessment may be assumed by the senior person (Director Flight Operations or equivalent) responsible for air transport operations mentioned under the paragraph 4.1.2(a)(1).
- 4.1.4 Any function referred to in the paragraph 4.1.2(a) may be delegated to other personnel provided the senior person(s) responsible for the function retains responsibility for the function and the delegation is intimated to CAAB.
- 4.1.5 An Operator having 1 (one) aircraft and engaged exclusively in carriage of cargo, even though he may have entered into contract with an approved organization(s) for providing flight crew, cabin crew (optional), support for flight operations related functions and support for engineering and maintenance services for the aircraft, shall have at least the under mentioned senior persons holding the minimum qualifications and experience as mentioned in the relevant Rules of CAR 1984 and ANOs of Airworthiness No. ANO (AW) B.7 and Flight Operations ANO (Ops) B.2.
- (1) **Director flight operations** or equivalent; and
  - (2) **Engineering Executives**: In accordance with the ANO (AW) B.7 titled Approval of Engineering Executives.

## 4.2 Personnel Competency Requirements



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4.2.1 Each applicant shall establish procedures:

- (a) to initially assess as to maintain the competency of personnel authorized to plan, perform, supervise, inspect, or certify the air transport operations listed in each applicant's manuals and exposition; and
- (b) to ensure that the personnel are provided with written evidence of the scope of their authorization.

4.2.2 Each applicant may enter into contract with an organization that is approved or issued with AOC under the Rule-126, 190 and 288 of the CAR 1984 as is applicable to the organization and appropriately authorized under that AOC to perform the functions of checking to assess, or training, maintenance, the competency of each applicant's personnel in accordance with the paragraph 4.2.1(a).

4.2.3 Each applicant that contracts an organization under the paragraph 4.2.2 shall include in its manual(s) details of:

- (a) the functions to be transferred to the organization;
- (b) the scope of the checking or training to be carried out by the organization; and
- (c) the authority of the organization in respect of the checking or training functions to be carried out.

4.2.4 Each applicant may, as an alternative to the paragraph 4.2.2, utilize an external checking or training program acceptable to the Chairman that is carried out by an appropriately qualified holder of a flight examiner rating.

#### 4.3 Resource Requirements (Facilities and Document)

4.3.1 Each applicant shall provide resources (**Appendix - D**) acceptable to the Chairman:

- (a) that enable the satisfactory provision of the operations listed in each applicant's manual(s); and
- (b) that shall, where appropriate, include:
  - (1) general office accommodation including office equipment, data and documentations;
  - (2) training aids, manuals and documents as may be applicable in particular case to perform the operations listed in each applicant's manual(s); and
  - (3) maintenance facilities in accordance with the ANO (AW) B.1, B.2, C.1 and C.2 as may applicable in particular case to perform the functions listed in each applicant's manual(s).

4.3.2 Each applicant shall ensure the environment it provides:



- (a) is appropriate for the tasks to be performed; and
- (b) where appropriate, offers protection from weather elements.

#### **4.4 Operations Manual**

Each applicant is required to submit an Operation Manual as per the Rule 124 of the CAR 1984 and the ANO (Flight Operations Requirements) B.1. The manual will be subjected to scrutiny and either the whole manual or any part thereof, as determined by Chairman, shall have to be approved.

#### **4.5 Aircraft Design Standards and Certification**

The aircraft must be certified in accordance with the ANO (Airworthiness) A.1 "Design Standards and Issue of Certificate of Type of Approval".

#### **4.6 Training and Checking Organization (Flight Crew and Cabin Crew)**

Each applicant, if applicable, must provide training and checking organization as in the Rule-126 of the Civil Aviation Rules, 1984. The training and checking organization shall provide the required facilities (**Appendix -E**) of this Order and must be acceptable to the Chairman. Inspections may be conducted by the CAAB inspectors and satisfactory standard must be attained. The inspection shall be conducted in a manner that is acceptable to the Chairman.

#### **4.7 Station(s) Facilities**

Each applicant must make sufficient arrangement to handle his aircraft at all destination to which the Operator intends to operate. To this effect an aircraft handling manual has to be developed which should include training requirements, subcontracting policies (if any), handling processes, procedures and practices for all ground handling operations. Inspections may be conducted by the CAAB inspectors and satisfactory standard must be attained. The inspection shall be conducted in a manner that is acceptable to the chairman.

#### **4.8 Emergency Evacuation Demonstration**

Each applicant must demonstrate that it can meet the relevant prescribed requirement, an emergency evacuation for each aircraft type, model and aeroplane seating configuration, location and operation of emergency equipments and exits, and crew training and procedures to permit a successful evacuation of passengers in an emergency situation. Inspections may be conducted by the CAAB inspectors and satisfactory standard must be attained. The Demonstration shall be conducted in a manner that is acceptable to the Chairman.

#### **4.9 Ditching Demonstration**

Each applicant must demonstrate that it can meet the relevant prescribed requirement, competency in removing and launching life-rafts or slide-rafts and in the use of emergency and survival equipment contained in those rafts for each aircraft type, model and configuration that will be operated on extended flights over water. Inspections may be



conducted by the CAAB inspectors and satisfactory standard must be attained. The Demonstration shall be conducted in a manner that is acceptable to the Chairman.

#### **4.10 Proving Flight or Tests**

Each applicant is required to perform proving flights or tests that it can meet the relevant prescribed requirement. The proving flight or test shall be conducted in a manner that is acceptable to the Chairman.

#### **4.11 Maintenance Responsibilities**

4.11.1 Each applicant shall establish procedures to ensure the continued airworthiness of its aircraft, including airframes, engines, propellers, rotors, appliances, emergency equipment, and parts.

4.11.2 Each applicant that contracts with another person to perform its maintenance shall include in its Maintenance Control Manual (MCM) / Maintenance Procedures Manual (MPM) details of:

- (a) the functions to be transferred to another person;
- (b) the scope of the maintenance to be carried out by the other person; and
- (c) the Authority of the other person in respect of the functions and maintenance to be carried out.

4.11.3 For the requirements of contract maintenance, the ANO (Airworthiness requirements) B.2 shall be referred for compliance.

#### **4.12 Maintenance Organization Requirements**

The applicant is required to comply with the requirements of the ANO (Airworthiness requirements) B.1, B.2, C.1 and C.2 and shall have his own maintenance and repair facilities required to carry out maintenance of aircraft at least up to the Certification of Check at which issue of Maintenance Release required i.e. at “A” Check or equivalent Check as may be required by the CAAB.

#### **4.13 Maintenance Program**

Each applicant shall submit for approval of the Chairman, a maintenance program as per the ANO (Airworthiness requirements) B.15.

#### **4.14 Maintenance Procedures Manual**

Each applicant shall submit Maintenance Procedures Manual to CAAB as per ANO (Airworthiness) B.1 and B.2 for approval.





#### **4.15 Maintenance Records**

Each applicant shall maintain accurate records of each aircraft, engine, propeller, and component as outlined in the ANO (Airworthiness requirements) B.4, even in case of contact maintenance by other approved aircraft maintenance organization.

#### **4.16 Maintenance Training Program**

Each applicant shall ensure that maintenance personnel are properly trained and approved training courses are imparted to the maintenance personnel in accordance with the ANO (Airworthiness requirements) D.1 and where applicable the ANO (AW) C.3.

#### **4.17 Documentation**

4.17.1 Each applicant shall establish procedures to control, amend, and distribute its operational, safety, and maintenance data.

4.17.2 Each applicant shall establish a procedure for the control of documentation required by any applicable Part of the CAR 1984 and the ANOs issued there under.

4.17.3 The procedures required by the paragraphs 4.17.1 and 4.17.2 shall ensure that:

- (a) all documentation is reviewed and authorized by appropriate personnel before submitting to the CAAB for approval;
- (b) current issues of all relevant documents are available to personnel at all locations where they need access to such documentation, in either hard copy, electronic, or other form acceptable to the Chairman;
- (c) all obsolete documentation is promptly removed from all points of issue or use;
- (d) changes (amendment or revision) to documentation are reviewed by appropriate personnel before submitting to the CAAB for approval (where applicable) and subsequent issue/circulation by the Operator; and
- (e) the current version of each item of documentation can be identified to preclude the use of superseded material.

#### **4.18 Records of Personnel**

Each applicant shall establish procedures to ensure that:

- (a) an accurate record is maintained of:
  - (1) each employee who, in the performance of his or her duties, is required to hold a licence or rating;





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- (2) each employee who is exercising any delegation of the Chairman's functions or powers; and
  - (3) each employee who is exercising any authorization granted by the AOC holder;
- (b) the record includes details of:
  - (1) the relevant experience, qualifications, and training of each employee listed under the paragraph 4.18. (a);
  - (2) the scope, validity, and currency of any licence or rating referred to in the paragraph 4.18(a) (1);
  - (3) the delegations referred to in the paragraph 4.18(a) (2); and
  - (4) the authorizations referred to in the paragraph 4.18(a) (3);
- (c) the record is retained for one year from the date that the employee:
  - (1) ceases to perform duties requiring a licence or rating; or
  - (2) exercises any delegation or authorization.

#### 4.19 Records of Resources

Each applicant shall:

- (a) establish procedures to ensure details are accurately recorded of testing, checking, and calibration of any safety-critical resources used in carrying out the operations specified on the certificate; and
- (b) retain the record of details required by the paragraph 4.19(a) for two years from the date the details are recorded.

#### 4.20 Flight Authorization and Control

Each applicant shall establish procedures to ensure that the initiation, continuation, and termination of a flight or series of flights is authorized by the person (Director flight operations) required by the paragraph 4.1.2(a) (1) of this Order.

#### 4.21 Operator's Security Program Manual

Each applicant shall establish an Operator's security program detailed in a manual that shall meet the requirements of the Rule-282 of the CAR 1984 and the relevant Air Navigation Order. The manual will be subjected to scrutiny by CAAB and requires approval.



#### 4.22 Establishment of Operations Procedures

Each applicant shall establish operations procedures necessary to enable any requirement of this Order or any other applicable rules of the CAR 1984 to be complied with.

- 4.23 **Qualification for Schedule International Operator:** An operator willing to operate international schedule flights must fulfill the Designation Criteria (**Appendix-H**) after successful completion of its one year domestic operations.

### 5. AGE OF AIRCRAFT/HELICOPTER

Age of the aeroplane shall be as per the ANO (AW) B.21 titled Import and Maintenance of Aging Aircraft.

### 6. OPERATING REQUIREMENTS

#### 6.1 Continued compliance

Each holder of Air Operator Certificate shall:

- (a) continue to meet the standards and comply with the requirements of either Section-4 or Section 5 of this Order, as appropriate;
- (b) comply with all procedures and programs detailed in the CAAB approved manuals; and
- (c) hold at least one current copy of its Air Operator Certificate including the Operation Specifications and the CAAB approved manuals required under the paragraph 3.3.3 in print copies or at least one print copy and additional required copies in electronic file with reader/printer facilities, or other form acceptable to the Chairman, at each location specified in its exposition.

#### 6.2 Compliance with the Requirements of Operation, Airworthiness and other Manuals

Each holder of Air Operator Certificate shall comply with the requirements of the manuals required under this Order.

#### 6.3 Flight Crew Qualifications

- 6.3.1 No holder of Air Operator Certificate shall detail any person to act as a flight crew member, and no person may serve as a flight crew member, on an air transport operations, unless the person holds the licence and rating in accordance with the applicable rules of the



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Part-I (Personnel Licensing) of the Civil Aviation Rules, 1984 and the ANOs (Flight Operations) issued there under, that include the privileges.

6.3.2 Each person authorized to perform an air transport operations outside Bangladesh shall have in his or her possession the licence required by the paragraph 6.3.1 of this Order.

#### 6.4 Business or Trading Name

6.4.1 Each holder of an Air Operator Certificate shall conduct its air operations using and displaying the trading or business name that appears on the holder's AOC.

6.4.2 No person shall perform a public air transport operation unless the trading or business name of the holder conducting the operation is displayed in such a manner that it is clearly identifiable, visible, and legible to any intending passenger before they board the aircraft.

6.4.3 The holder shall clearly identify, when it advertises any air transport operations conducted by it, the business or trading name that appears on the AOC.

#### 6.5 Changes to Holder's Organization

6.5.1 Each holder of an AOC shall:

- (a) ensure that manuals required under the paragraph 3.3.3 of this order are amended so as to remain a current description of its organization;
- (b) ensure that any amendments made to the CAAB approved manuals meet the applicable requirements of this or any other Order and comply with the amendment procedures contained in its exposition;
- (c) forward to the CAAB for retention a copy of each approved amendment to the applicable manuals as soon as practicable after the amendment is incorporated into the respective manual; and
- (d) make such amendments to all the manual as the Chairman considers necessary in the interests of aviation safety.

6.5.2 Where the holder proposes to make a change or amendment to any of the following, prior application by the AOC holder and, approval by the Chairman is required:

- (a) the Chief Executive;
- (b) the listed senior persons;
- (c) the locations (principle place of operation and the main maintenance base) from which the AOC holder conducts air operations;
- (d) the scope of the holder's AOC;

- (e) all the manuals and documents approved by the Chairman;
- (f) any contractor carrying out the holder's maintenance or training;
- (g) the flight and duty time limitations scheme.

## 6.6 Insurance Coverage

Each holder of an AOC engaged in air transportation shall maintain valid insurance to cover its liability towards passengers and their baggage, crew, cargo, hull loss and third party liability in compliance with the requirements of the Carriage of Air Act, 1934 as amended by Act IX of 1966 or any other applicable law.

## 7. FEES

- (a) Fees for NOC, AOC & Renewal of AOC are given below:

<u>Category of AOC</u>	<u>Fee for NOC</u>	<u>Fee for AOC</u>	<u>Fee for Renewal of AOC</u>
01. Category - A	Tk. 50,000.00	Tk. 5, 00,000.00	Tk. 2, 50,000.00
02. Category - B	Tk. 50,000.00	Tk. 1, 00,000.00	Tk. 50,000.00
03. Category - C	Tk. 50,000.00	Tk. 1, 00,000.00	Tk. 50,000.00
04. Category - D	Tk. 50,000.00	Tk. 3, 00,000.00	Tk. 1, 50,000.00

- (b) Renewal Fee for No-objection Certificate is Tk. 50,000.00.

- (c) The following amount of Security Money in the form of Bank Guarantee shall require to be deposited to CAAB by the Operator (existing and new) before commencing its commercial operations:

### (i) Category of AOC      **For each aircraft MTOW <50,000kgs**

01. Category - A	Tk. 1,00,00,000.00
02. Category - B	Tk. 50,00,000.00
03. Category - C	Tk. 20,00,000.00
04. Category - D	Tk. 25,00,000.00

### (ii) Category of AOC      **For each aircraft MTOW between 50,000Kgs – 1,00,000Kgs**

01. Category - A	Tk. 2,00,00,000.00
02. Category - B	Tk. 1,00,00,000.00
03. Category - C	Tk. 50,00,000.00
04. Category - D	Tk. 50,00,000.00

### (iii) Category of AOC      **For each aircraft MTOW more than 1,00,000Kgs**

01. Category - A	Tk. 4,00,00,000.00
02. Category - B	Tk. 2,00,00,000.00



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03. Category - D Tk. 2,00,00,000.00

Operator shall have to pay to CAAB all aeronautical and non-aeronautical bills on regular basis. After the due date of payment, charges will be deducted from the Security Money to settle the outstanding bills. Operator shall require depositing full amount of Security Money once the initial deposited Security amount being adjusted, Failure of which shall lead to suspend the operation without any prior notice.

## 8. ENFORCEMENT

For the enforcement of the provisions of the AOC this ANO and other provisions of CAR '84, actions will be taken in accordance with the Enforcement Manual of CAAB.

This order is issued in pursuance of the Rules 4, 105, 106, 107, 109, 110, 111, 112, 123, 124, 125, 126, 131, 190, 191, 207, 209, 210, 284, 288, 294, 295, 296, 297, 301, 303 and 333 of the Civil Aviation Rules 1984. Inspectors of CAAB shall use the relevant CAAB approved Handbook/Manuals for all categories of inspections, surveillance, examinations etc.



**APPENDIX – A**

**APPLICATION FORM FOR INITIAL ISSUE OF NO-OBJECTION  
FOR ATTAINING AOC**

**(While providing information extra sheets may be used)**

1. Name of Applicant :
2. Address :
3. Proposed place of business :
4. Proprietorship :
  - 4.1. Firm's name  
(Attach copy of the Articles of Association) :
  - 4.2. Name, address and percentage  
of share for each partner :
5. Financial Data :
  - 5.1. Paid up capital :
  - 5.2. Authorized capital :

**Note: Shall be supported by a certificate from the banker or chartered accountant:**
6. Organizational Structure: Details of the organization commensurate with the type of operation applied for, information on management of the organization and key staff members including their names, titles, educational qualifications and practical experiences. The background of the following personnel's should be included:-
  - i) Chief Executive :
  - ii) Directors or board members :
  - iii) Major shareholders :
  - iv) Office and management personnel :
7. Particulars of Aircraft/Helicopter
  - 7.1. Type :
  - 7.2. Model :
  - 7.3. Maximum all up weight :
  - 7.4. Seat capacity :
  - 7.5. Normal cargo capacity :
  - 7.6. If solely used as cargo aircraft, indicate maximum cargo capacity:
  - 7.7. ACN :
  - 7.8. Maximum Landing and Take-off run:
  - 7.9. Present Registration :



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- 7.10 Total Aircraft/Helicopter Time (hours) :
- 7.11 Date of manufacture :
- 7.12 Total Aircraft/Helicopter Landings:
- 7.13 Arrangement for maintenance and inspection of aircraft and associated equipment.
8. Type of operation
- 8.1 Category : ☐ A ☐ B ☐ C ☐ D
- 8.2 Proposed route/place of operation :
- 8.3 Nature of service : passenger/cargo/mail
- 8.4 Type of operation : scheduled/non-scheduled
9. State of Registry of the aircraft; if foreign registered, and/or leased, a copy of the lease agreement should be enclosed.
10. Detailed description of how the applicant intends to show compliance with each provision of the applicable Civil Aviation Rules, 1984.
11. Feasibility report and plan indicating the trend of traffic and load factor that would be economically viable commensurate with the proposed operation:
12. Proposed date of operation :
13. Detail proposal to maintain security, safety of aircraft, ground handling of passengers & aircraft at the base and out station which would include Ramp Operation, Passenger Services, Baggage Services, Cabin Services, Weight & Balance control, Ground Support and Fuel Services, arrangement for training of crew and ground personnel:
14. Particulars of the non-refundable Bank draft amounting to Tk. 50,000/- (Fifty thousands) only issued in favour of Civil Aviation Authority, Bangladesh.


SIGNATURE, NAME & DESIGNATION OF APPLICANT

### DECLARATION

I, hereby declare that the proposed operation, if permitted, will be conducted in accordance with ICAO standards, Civil Aviation Rules, 1984, Air Navigation Orders and any other directive issued by the Civil Aviation Authority, Bangladesh from time to time.

SIGNATURE, NAME & DESIGNATION OF APPLICANT

Note: 1) CAAB reserves the right to reject or cancel any application & AOC without assigning any reason.  
2) Mailing Address: The Chairman, Civil Aviation Authority, Bangladesh  
Headquarters, Kurmitola, Dhaka-1229.

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## APPENDIX-B

Following events shall be completed chronologically and completion status should be submitted to CAAB on periodical basis:

### SCHEDULE OF EVENTS -1

Sl. No.	Description of events	Applicability			Submission /Completion date
		Passenger Services	Cargo Services	Helicopter Services	
1	Submission of Formal Application.				
2	Inspection of Base as per Checklist. Follow up inspection will necessitate until all short-comings are overcome.				
3	Documents/Manuals submission (as per Schedule of Events-2). Repeated review may be required until acceptable for approval.				
4	Aircraft/Helicopter Lease Agreement and/or Purchase Documents. (Provisional documents duly signed by the both parties will be acceptable).				
5	Training of CAAB Inspectors (Airworthiness and Flight Operations).				
6	Inspection of Operations facilities as per Checklist				
7	Inspection of training facilities as per Checklist				
8	Process for Airworthiness Certification of aircraft (if applicable).				
9	Process for Registration Certification of aircraft (if applicable).				
10	Inspection of maintenance facilities as per Checklist				
11	Approval and readiness of Flight Crews.				
12	Approval and readiness of Aircraft Maintenance Engineers.				
13	Following satisfactory completion of event 1-12, Airworthiness and operations Inspection of aircraft for Technical Clearance and/or Registration				
14	Issue of C of A (if applicable)				
15	Issue of C of R (if applicable)				
16	Final Inspection until full compliance of all Checklists.				
17	Inspection of all Station facilities (Operations & Airworthiness).				
18	Emergency evacuation and Ditching demonstration (Operations & Airworthiness).				




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19	Proving flights (Operations & Airworthiness).				
20	Submission of Operations Specification.				
21	Issuance of AOC				
22	Any other events that may be applicable.				

**SCHEDULE OF EVENTS -2**

Sl. No.	Description of Documents	Applicability			Submission /Completion date
		Passenger Services	Cargo Services	Helicopter Services	
1	Operations Manual				
2	Security Manual				
3	Safety Management System Manual				
4	Cabin Safety Manual (For passenger carrying aircraft)				
5	Dangerous Goods Manual				
6	Ground Handling Manual				
7	Flight Dispatch Manual				
8	Maintenance Procedures Manual and Maintenance Control Manual				
9	Minimum Equipment List (For aircraft to be registered in Bangladesh)				
10	Master Minimum Equipment List-MMEL (For aircraft to be registered in Bangladesh)				
11	Maintenance Schedule (For aircraft to be registered in Bangladesh)				
12	Flight Manual (For aircraft to be registered in Bangladesh)				
13	Maintenance Manual (For aircraft to be registered in Bangladesh)				
14	Wiring Diagram (For aircraft to be registered in Bangladesh)				
15	Illustrated Parts Catalogue (For aircraft to be registered in Bangladesh)				
16	Maintenance Planning Document (MPD) - For aircraft to be registered in Bangladesh				
17	Maintenance Review Board (MRB) - For aircraft to be registered in Bangladesh				
18	Any other Documents/Manuals that may be applicable				

Note: The documents/Manuals mentioned in Serial Number 1-7 shall constitute the Flight Safety Document System of the Operator.

	<b>Requirements on Air Operator Certification</b>		
	<b>Application for issue of AOC</b>	<b>Appendix C</b>	<b>Page:1</b>

## APPENDIX-C

### **APPLICATION FORM FOR AIR OPERATOR CERTIFICATE (AOC)** (While providing information extra sheets may be used)

1. Name of Applicant :
2. Name of Chief Executive and/or Managing Director :
3. Address, Telephone, Fax & Email :
4. NOC issue date :
5. Category of AOC applied for :
6. Particulars of aircraft (complete the form AOC-1 (a) & (b)) :
7. Particulars regarding maintenance facilities (Complete the form AOC-1-2) :
8. Particulars regarding personnel (Complete the form AOC-1-3 (a) & (b)) :
9. Particulars on proposed routes and frequencies (Complete the form AOC-1-4) :
10. Approval status of the followings documents:  
(Evidence on approval documents must be submitted)
  - (i) Maintenance Procedures Manual      Approved ☐      Not-approved ☐
  - (ii) Minimum Equipment list-MEL (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (iii) Master Minimum Equipment List-MMEL (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (iv) Maintenance Schedule (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (v) Flight Manual (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (vi) Maintenance Manual (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (vii) Wiring Diagram (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (viii) Illustrated Parts Catalogue (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (ix) Maintenance Planning Document (MPD) (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (x) Maintenance Review Board (MRB) (For aircraft to be registered in Bangladesh)  
Approved ☐      Not-approved ☐
  - (xi) Company Operations Manual      Approved ☐      Not-approved ☐

- |        |   |                                   |                                       |
|--------|---|-----------------------------------|---------------------------------------|
| (xii)  | Operator's Security Program Manual  | Approved <input type="checkbox"/> | Not-approved <input type="checkbox"/> |
| (xiii) | Cabin Safety Manual (For passenger carrying aircraft)   | Approved <input type="checkbox"/> | Not-approved <input type="checkbox"/> |
| (xiv)  | Operator's Safety Management System Manual (SMSM)   | Approved <input type="checkbox"/> | Not-approved <input type="checkbox"/> |
| (xv)   | Operator's Ground Handling Manual   | Approved <input type="checkbox"/> | Not-approved <input type="checkbox"/> |
| (xvi)  | Dangerous Goods Manual (if applicable)  | Approved <input type="checkbox"/> | Not-approved <input type="checkbox"/> |
| 11.    | Signed Lease/purchase Agreement   | :                                 |                                       |
| 12.    | Insurance Cover-note  | :                                 |                                       |
| 13.    | Import Permit (Not applicable for Wet leased aircraft):   |                                   |                                       |
| 14.    | AOC Issuance Fee  | :                                 |                                       |
|        | (Particulars of the non-refundable Bank draft in favour of Chairman Civil Aviation Authority, Bangladesh) |                                   |                                       |
| 15.    | Such other manuals/particulars relating to each applicant as may be required by CAAB.                     |                                   |                                       |

SIGNATURE, NAME &amp; DESIGNATION OF APPLICANT

## DECLARATION

I, hereby declare that the proposed operation, if permitted, will be conducted in accordance with ICAO standards, Civil Aviation Rules, 1984, Air Navigation Orders and any other directive issued by the Civil Aviation Authority, Bangladesh from time to time.

SIGNATURE, NAME &amp; DESIGNATION OF APPLICANT

- Note: 1) CAAB reserves the right to reject or cancel any application & AOC without assigning any reason.
- 2) Mailing Address : The Chairman,  
Civil Aviation Authority, Bangladesh  
Headquarters, Kurmitola, Dhaka-1229.  
Bangladesh



## **APPENDIX – D**

### **FACILITIES AND DOCUMENTATION - AIR OPERATOR CERTIFICATE**

#### **1. FACILITIES**

1.1 Each operator must provide and maintain at least the following facilities:

- (a) an operating headquarters through which CAAB may communicate with the person or persons responsible for any aspect of the operations conducted under the terms of the AOC;
- (b) buildings at each place where operating crew are based of adequate size and suitable for the conduct of the operator's operations;
- (c) facilities for operational planning and the storage and display of essential records, with office service to ensure that operational instructions and information of an essential nature are produced and circulated without delay;
- (d) at each airport service by the operator, a set of calibrated weighing scales suitable for determining passenger and cargo weight;
- (e) training facilities and aids as.

#### **2. DOCUMENTATION**

2.1 Each operator must provide and maintain:

- (a) at the main operating base where the operator maintains flight crew rostering staff - an operations library of maps, charts, flight guides and other documents required for carriage in flight or for reference or planning purposes;
- (b) a reference library of operational documents which is readily available to all operating crew and staff and which includes;
  - (1) Operations Manuals;
  - (2) Training and Checking manuals;
  - (3) Ground Handling Manual
  - (4) Dangerous Goods manuals;
  - (5) Flight Manual and Minimum Equipment List;



## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

- (6) Flight crew operating manual (where applicable);
  - (7) Operator's Security Programme Manual;
  - (8) NOTAMS and AIPs as appropriate;
  - (9) Maintenance Control Manual;
  - (10) A copy of the Civil Aviation Rules, 1984; and
  - (11) Air navigation orders, both flight operations and airworthiness requirements, and other ANOs issued by the Chairman and required for reference by the personnel of the operator.
- 2.2 The documentation referred to in paragraph 2.1 is the minimum requirements. The documents must be kept in an orderly fashion and must be regularly updated and the responsibility for its maintenance must be clearly defined.
- 2.3 Each operator must distribute updated operational material to flight crews and other operating staff as appropriate, and must maintain records of that distribution.
- 2.4 Each operator must maintain:
- (a) up-to-date records showing the recent experience status of each flight crew member and the currency of medical licences, ratings and endorsements held by each such member;
  - (b) up-to-date records showing the flight time and duty time achieved by each flight crew member as required under the rule 124(2)(c) and rule 125 of the CARs, 1984 and the ANO(OPS) C.9 and E.6;
  - (c) records showing each flight crew member's recent experience for the purposes of crew duty and route and aerodrome qualifications;
  - (d) current flight crew rosters;
  - (e) load sheets and passenger and cargo manifests as required by the rule 120(1) of the CARs, 1984;
  - (f) fuel records as required by rule 130 and 142 of the CARs, 1984 and the ANO (OPS) B.3;
  - (g) training and checking records of operating crew as required by the rule 126 and 127 of the CARs, 1984 and in accordance with the designed check pilot manual (chapter 4.7) issued by the Chairman.



## **APPENDIX - E**

### **TRAINING AND CHECKING ORGANIZATION - AIR OPERATOR CERTIFICATE**

#### **1. GENERAL**

A training and checking organization provided by an operator must be wholly responsible to the operator for the standard of training/checking of flight operations personnel acceptable to CAAB.

#### **2. MANAGEMENT**

2.1 Each operator must appoint a person to be the training and checking manger (however called) who has the overall responsibility for the effective management of the training and checking organization. The appointment of the person is subject to the prior approval of the Chairman CAAB and the appointment is not to be varied without CAAB's prior consent.

2.2 The person appointed under the paragraph 2.1 must possess extensive experience, as a Check captain is required to maintain, for the duration of his appointment:

- (a) unless otherwise approved in writing by CAAB - an airline transport pilot license (aeroplane) and a command endorsement for a major aeroplane type in current Operations with the operator;
- (b) a current command instrument rating; and
- (c) a current check captain approval on a major aeroplane type in current Operations with operator.

2.3 Each operator must appoint sufficient additional personnel having experience and qualifications acceptable to the CAAB to supervise the competency of operating crew members on each aeroplane type in current Operations with the operator and to ensure maintenance of operating standards. The number of persons so provided is subject to the approval of the CAAB.

2.4 All persons appointed to a position with the training and checking organization must be in the full-time employment of the operator.

2.5 Paragraph 2.4 will be satisfied in respect to a person provided under contract or lease from another organization, if, for the duration of the contract or lease:

- (a) the operator assigns the hours to be worked by that person;
- (b) the operator assigns the duties to be carried out by that person;



## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

- (c) the person is responsible to the operator for the manner in which his or her assigned duties are carried out; and
- (d) the contracting or leasing organization does not require the person to carry out duties other than those assigned by the operator, except that the person may compile and complete such reports relating to the conduct of the contract or lease as the contracting or leasing organization may reasonable require.

### 3. GROUND FACILITIES, EQUIPMENT AND TRAINING AIDS

- 3.1 Each operator must provide adequate office accommodation for the training and checking manger and his staff must supply such administrative service support as may be necessary.
- 3.2 Each operator must provide an enclosed room or rooms suitable for the conduct of such briefings, interviews or special instruction as may be associated with the conduct of flight crew license renewal tests or proficiency demonstration;
- 3.3 An operator proposing to conduct pilot engineering ground training must submit, for approval of CAAB, a detailed statement of the ground facilities proposed, including:
  - (a) the number, size and location of classrooms;
  - (b) the number of students to be accommodated by each classroom and the facilities provided for each student;
  - (c) the number and types of training aids provided;
  - (d) the provision for lighting and darkening the classrooms;
  - (e) the provisions for heating and/or cooling the classrooms where climatic conditions require it;
  - (f) the training notes or manuals to be issued to each student;
  - (g) the examinations used to assess student performance; and
  - (h) the facilities for the production of such notes, manuals, charts, slides or other consumable aids as may be proposed.



#### **4. TRAINING AND CHECKING MANUAL**

4.1 Each operator must provide a training and checking manual for the use and guidance of persons appointed within the training and checking organization must furnish copies of the manual to:

- (a) CAAB: and
- (b) all operating crew members assigned to checking or training duties.

4.2 The training and checking manual must include the following material:

- (a) the structure of the training and checking organization and the assignment of duties and responsibilities to the appointments within the organization.
- (b) course outline, detailed syllabus, completion standards and specimen record forms for each flight or simulator training programme currently in use;
- (c) minimum qualifications and experience for check captains;
- (d) flight time limitations and recent experience for pilots engaged in flight checking or training duties;
- (e) training checklists (if applicable) and the occasions on which their use is authorized;
- (f) command responsibility during training and checking flights, including license renewal proficiency checks;
- (g) minimum numbers of crew and minimum crew qualifications for specified types to training;
- (h) general restrictions, specifications or safety precautions for flight training (e.g. fuel load, ballast, minimum weather conditions; and
- (i) prescribed methods of conducting various training sequences including:
  - (1) technique and standard to be achieved;
  - (2) common faults; and
  - (3) method of simulating emergencies and/or malfunctions.

4.3 The material referred to in paragraph 4.2 is subject to the approval of CAAB and is not to be varied without CAAB's prior approval, although the operator may include additional material for information and guidance without CAAB's approval.






## **5. TRAINING METHODS AND RECORDS**

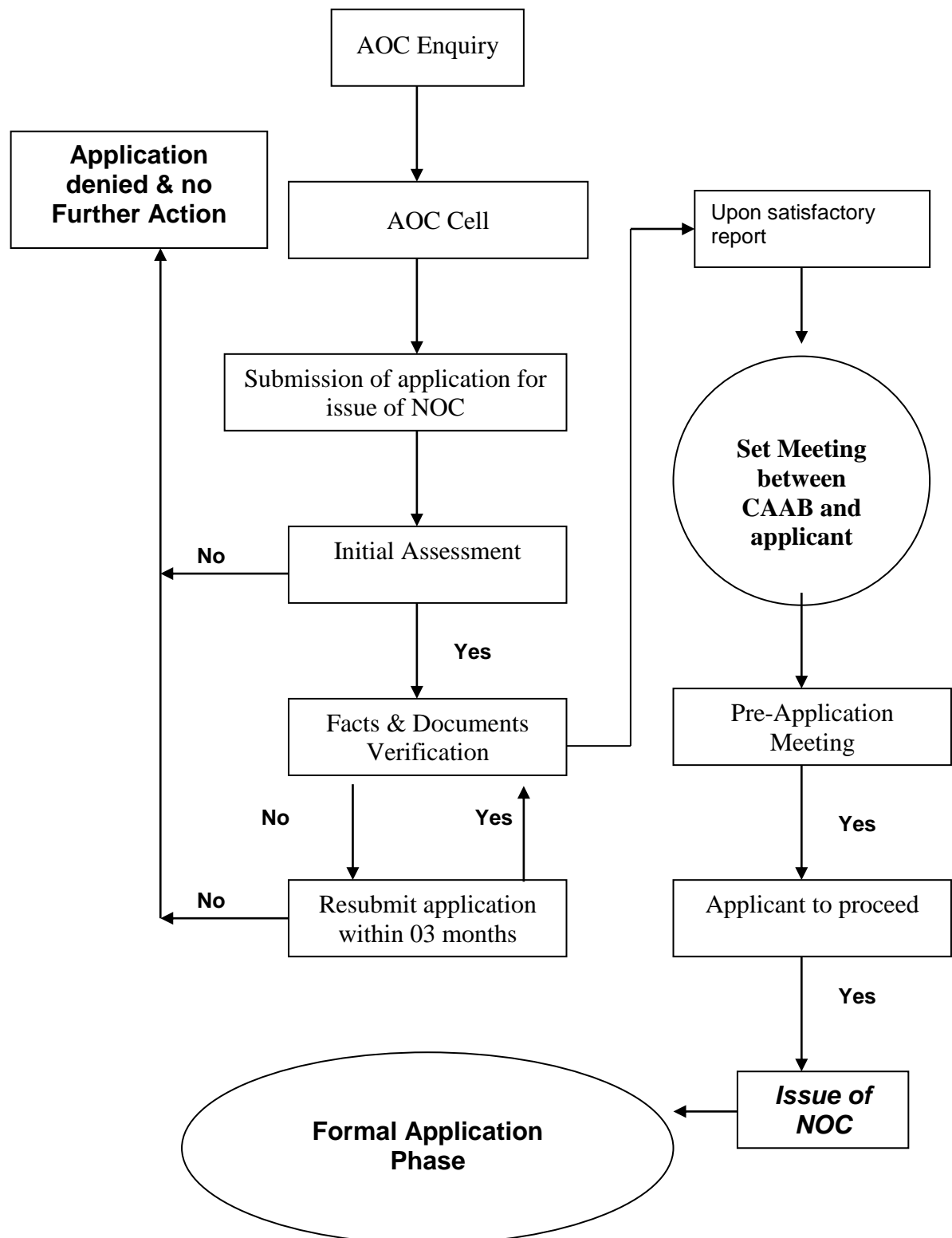
5.1 Each operator must maintain a training file in respect of each flight crew member, recording at least:


- (a) each ground training course completed or attempted, including the results for each phase or subject and the final assessment of the standard achieved;
- (b) each endorsement training course completed or attempted, including the results of each phase of training, the number of times each exercise was undertaken and the results of each test or checks;
- (c) each flight or simulator proficiency check completed or attempted, including the number of times each exercise was undertaken and the results of each checks; and
- (d) each period of training, other than training referred to in paragraph (a), (b) and (c), undertaken in an aircraft or simulator, including the exercises completed or attempted, and an assessment of the standard achieved.

	Manual on Air Operator Certification	Page 1 of 2
	Certification Flow Chart	Appendix F

## APPENDIX – F CERTIFICATION FLOW CHART

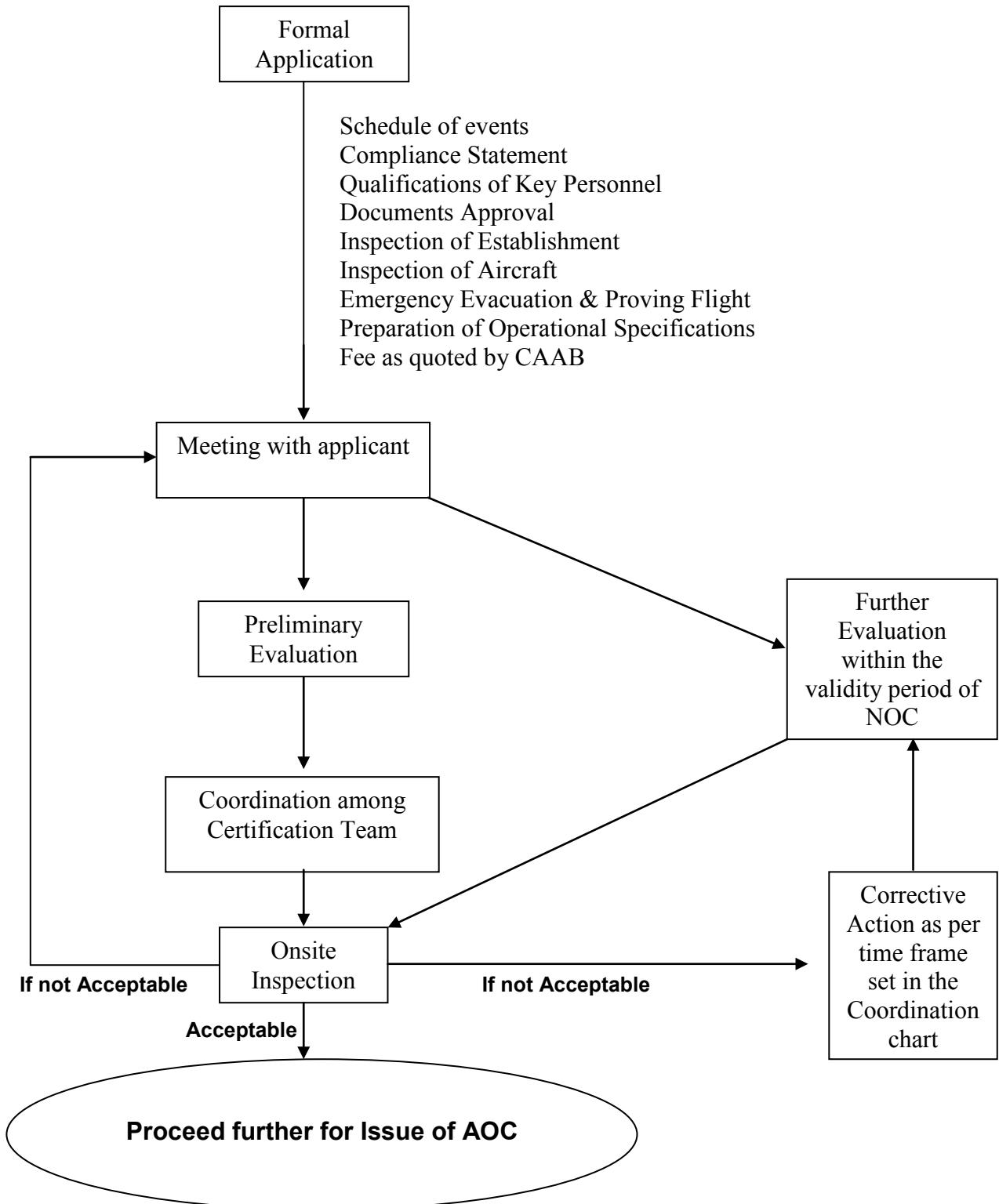
### NOC ISSUANCE PHASE



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## APPENDIX – F CERTIFICATION FLOW CHART

### AOC CERTIFICATION PHASE





## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

#### APPENDIX-G

#### Coordination Chart

Steps	Description	Action Office	In the event of satisfactory	If not satisfied
01	Examine the application for issue of NOC in the Pre-application phase	PM/AOC	Assess in coordination with AELD and FI and initiate for meeting with the applicant	
02	Meeting with applicant	PM/AOC	Coordinate with Director (FSR), PM AOC, DD (AELD), DD (FI) and the applicant and any other relevant persons.	
03	Verification of Legal/Financial Information's	PM/AOC	Through Joint Stock Companies & Firms.	Advise to make available financial arrangement for the specific type of operation within 6 months, otherwise process will be suspended and application will be denied.
04	Examine the feasibility report: Check with the available Air Route and financial viability	PM/AOC	In coordination with D/FS&R, PM AOC, DD (AELD) & DD (FI).	Advise to submit any other alternative Plan within 3 months, failure of which may lead to refuse application within 6 months.
05	Recommendation for issue of NOC	PM/AOC	Initiate for the approval of Chairman through File Noting.	
06	Issue of NOC	PM/AOC	DFSR will sign the NOC	
07	Examine application for Renewal of NOC as per para-3.3.1 of ANO (AT) A2.	PM/AOC AELD, FI	Recommend for extension of validity of NOC subject to payment of required fees.	Renewal may be denied if there is no evidence of satisfactory progress during the last one year.
08	Assessment of Formal Application for AOC	PM/AOC AELD, FI	Assess in coordination with AELD, FI and initiate for meeting with the applicant	Advise for review the formal application within 3 months.
09	Acceptance/Suitability of Management Personnel Competence as per section 4 & 5 of ANO (AT) A2	AELD & FI	Recommend for acceptance	Advise for review and submit within 30 days.
10	Examine the legal aspects of the Lease/purchase Agreement	PM/AOC	Recommend for acceptance	Advise to review the agreement and submit within 30 days.
11	Examine the technical aspects of the Lease Agreement	AELD	Recommend for acceptance	
12	Acceptance of the Lease/purchase Agreement	PM/AOC	Advise AELD for Technical evaluation of aircraft	
13	Examination Technical documents & Airworthiness Manuals as per para 3.3.3.1 (a) of ANO (AT) A2	AELD	Recommend for Inspection of aircraft and approval of manuals	Advise to review/submit appropriate documents/manuals within 30 days.
14	Examine Operational documents and Operations Manuals as per para-3.3.3.1(b) of ANO (AT) A2	FI	Recommend for Inspection of aircraft and approval of manuals	Advise to review/submit appropriate documents/manuals within 30 days.
15	Inspection of facilities as per para-4.7 of ANO (AT) A2	Inspector of GH	Prepare the satisfactory report	Advise to ensure establishment adequate facilities within 15 days.
16	Training & Checking Organization	PM/AOC FI & AELD	Recommend for Aircraft Inspection	Advise to ensure establishment adequate training & checking facilities within 15 days.
17	Inspection of Aircraft	Inspectors of AELD, FI	Conduct physical inspection & submit report.	Advise for immediate corrective action within 30



## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

		&PM AOC		days. Unsatisfactory report may lead to denial on acceptance of the aircraft.
18	Technical Clearance	AELD	On the basis of satisfactory inspection reports made by Operations and Engineering division.	In case of Unsatisfactory inspection report, TC may be denied. Submit fresh application for TC within 2 months within the validity period of NOC.
20	Demonstration of Emergency Evacuation, Ditching & Proving/Test Flights	FI, AELD	Prepare the satisfactory report	Advise for being capable of demonstrating as required.
21	Final AOC Inspection			
23	Final Examine the application for AOC as per Appendix-C of ANO (AT) A2	PM /AOC	Advise to submit fees for issue of AOC	Advise to review the Events as per schedule, Failure of which shall lead to deny AOC.
24	Submission of AOC Fee	PM/AOC	Deposit to CAAB's Finance Division	
25	Examine and Preparation of Operations Specification	PM/AOC	In coordination with DD/FS, DD/AELD and Operators	
26	Issuance of AOC	DFS&R	Recommend for issuance of AOC to Chairman	
27	Assess the application for renewal of AOC	PM/AOC, AELD, FI	Recommend for renewal of AOC	Recommend not to renew.
28	Enforcement	PM/AOC, AELD, FI	Recommend for enforcement action.	

**The file for the entire process will be generated and completed from AOC Cell of Flight Safety Directorate. For each case of certification and is required for induction of new type of aircraft of an existing AOC holders, a committee comprising of PM AOC, Ops and AW shall be formed.**

**Note:** DFS&R will act as Project Director, PM: Project Manager, DD/AELD: Deputy Director, Airworthiness & Engineering Licensing Division, DD/FI: Deputy Director, Flight Inspection.



## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

#### APPENDIX-G Coordination Chart to be filled up by respective Inspectors.

**Name of Airlines:**

Steps	Description of events	Areas			Remarks in case of UNSAT
		AOC	Ops	AW	
01	Coordination Meeting to examine the application for issue of NOC in the Pre-application phase	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
02	Meeting with applicant	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
03	Verification of Legal/Financial Information's	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	N/A	N/A	
04	Examine the feasibility report: Check with the available Air Route and financial viability	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
05	Recommendation for issue of NOC	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
06	Issue of NOC	Recommended for issue of NOC  Signature	N/A	N/A	NOC Issued by Project Director  Signature
07	Examine application for Renewal of NOC as per para-3.3.1 of ANO (AT) A2.	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
08	Assessment of Formal Application for AOC	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
09	Acceptance/Suitability of Management Personnel Competence as per section 4 & 5 of ANO (AT) A2	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
10	Examine the legal aspects of the Lease/purchase Agreement	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	N/A	N/A	
11	Examine the technical aspects of the Lease Agreement	N/A	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	
12	Acceptance of the Lease/purchase Agreement	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT  Signature	N/A	N/A	



## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

13	Examination Technical documents & Airworthiness Manuals as per para 3.3.3.1 (a) of ANO (AT) A2	N/A	N/A	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	
14	Examine Operational documents and Operations Manuals as per para-3.3.3.1(b) of ANO (AT) A2	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	N/A	
15	Inspection of facilities as per para-4.7 of ANO (AT) A2	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	N/A	N/A	
16	Training & Checking Organization	N/A	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	
17	Inspection of Aircraft	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	
18	Type acceptance (if applicable) & Technical Clearance of aircraft	N/A	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	
20	Demonstration of Emergency Evacuation, Ditching & Proving/Test Flights	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	
21	Final AOC Inspection as per Checklist	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	
23	Examine the application for AOC as per Appendix-C of ANO (AT) A2	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	N/A	N/A	
24	Submission of AOC Fee	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	N/A	N/A	
25	Examine and Preparation of Operations Specification	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	
26	Issuance of AOC	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT Signature	Recommended to Chairman for issue of AOC  Signature Project Director

The file for the entire process will be generated and completed from AOC Cell of Flight Safety Directorate. For each case of certification and is required for induction of new type of aircraft of an existing AOC holders, a committee comprising of PM AOC, Ops and AW shall be formed by the Project Director-AOC.

**Note:** PD: DFS&R will act as Project Director-AOC, PM: Project Manager, DD/AELD: Deputy Director, Airworthiness & Engineering Licensing Division, DD/FI: Deputy Director, Flight Inspection.



**APPENDIX – H-1**

**CRITERIA FOR DESIGNATION OF AIRLINES ON INTERNATIONAL SCHEDULED PUBLIC TRANSPORT**

1. Applicant must be a Bangladeshi Air Operator Certificate (AOC) holder and must complete at least 1 (one) year satisfactory operation in domestic sector.
2. Substantial ownership of the airline must lie with the Bangladeshi nationals.
3. Airline must have three letters (ICAO) designator code.
4. Applicant must have IATA two-letter/digit designator code.
5. Applicant must have IATA standard ticket stock, IATA standard airway bill and other revenue documents.
6. Applicant must have membership of IATA clearing house.
7. Applicant must have membership of IATA Multilateral Interline Traffic Agreement (MITA).
8. Applicant must have an on-line Computer Reservation System (CRS) for global access and must demonstrate capability of selling international tickets.
9. Applicant must have fully on-line Departure Control System (DCS) at all international airports within Bangladesh from where the applicant intends to operate. For station outside Bangladesh the applicant must have fully on-line DCS either belonging to them or through a contractual arrangement acceptable to CAAB.
10. The base of the airline must be in Bangladesh.
11. The aircraft to be operated must be registered in Bangladesh.
12. The airline must have an approved Aircraft Maintenance Organization (AMO) with the capability of performing various maintenance checks in the base as required by CAAB.
13. Applicant must be capable to show compliance with Civil Aviation Rules-1984 (CAR' 84) and other relevant Air Navigation Orders (ANOs).
14. ICAO mandatory requirements must be complied with.
15. Technical audit report made by CAAB and ICAO/COSCAP-SA of the airline must be satisfactory.





## **Civil Aviation Authority, Bangladesh**

### **ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION**

16. The airline must have required infra structure and ground service equipment to handle its own aircraft and passengers at international level or must have contractual agreement with the licensed ground handling agent approved by CAAB.
17. Any other requirements as may be determined by the Chairman, CAAB from time to time in the interest of safe operation of flights.
18. Such designation as described above shall be subject to the provision of the relevant Air Services Agreement (ASA).




**APPENDIX – H-2**

**CRITERIA FOR DESIGNATION OF CARGO AIRLINES ON INTERNATIONAL SCHEDULED CARGO TRANSPORT**

1. Applicant must be a valid Bangladeshi Air Operator Certificate (AOC) holder. The AOC must be issued with privileges for Cargo operations.
2. The base of the applicant airline must be in Bangladesh.
3. The aircraft to be operated must be registered in Bangladesh. In case of operation with wet leased aircraft the tenure of operation should not be more than 12 months.
4. Applicant airline must have three letters (ICAO) designator code.
5. Applicant airlines must have IATA two-letter/digit designator code.
6. Applicant airline must have IATA standard airway bill and other revenue documents.
7. The airline must have an approved Aircraft Maintenance Organization (AMO) with the capability of performing various maintenance checks in the base as required by CAAB.
8. ICAO mandatory requirements must be complied with.
9. Applicant airline must make sufficient arrangement to handle its aircraft or must have contractual agreement with the licensed ground handling agent at all destinations where the airlines intend to operate. To this effect an aircraft handling manual has to be developed which should include training requirements, subcontracting policies (if any), handling processes, procedures and practices for all ground handling operations.
10. CAAB inspectors shall conduct physical inspection to all local and international stations where the applicant airline intends to operate.
11. Prior to endorse for international operation, CAAB shall carried out technical audit of the airline and the report must be satisfactory.
12. Applicant must be capable to show compliance with Civil Aviation Rules-1984 (CAR' 84) and other relevant Air Navigation Orders (ANOs).
13. Any other requirements as may be determined by the Chairman, CAAB from time to time in the interest of safe operation of flights.
14. Designation as scheduled Cargo Airlines shall be subject to the provision of the relevant bilateral Air Services Agreement (ASA).

	<b>Civil Aviation Authority, Bangladesh</b>
	<b>ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION</b>

## APPENDIX – J

<b>AIR OPERATOR CERTIFICATE</b>		
	<b>BANGLADESH</b>	<b>CIVIL AVIATION HEADQUARTERS</b> Kurmitola, Dhaka-1229, Bangladesh Tel: 880 2 891 4810-9 Fax: 880 2 891 3322 Email: dfsr@caab.gov.bd
	<b>CIVIL AVIATION AUTHORITY</b>	
<b>AOC Number</b> Expiry date	<b>OPERATOR NAME</b> Db a (Doing business as) trading name: Operator address: Telephone: Fax: E-mail:	<b>OPERATIONAL POINTS OF CONTACT</b> Contact details, at which operational management can be contacted without undue delay.
This certificate certifies that ----- <b>Name of Airlines</b> ----- is authorized to perform .....Type(s) of Operations....., as defined in the attached operations specifications, in accordance with the operations manual and Rule 112 & 288 of Civil Aviation Rules 1984 and related Air Navigation Orders (ANOs) issued thereof.		
Date of issue:	Name and signature Title	




## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

#### APPENDIX – K

#### OPERATIONS SPECIFICATIONS (subject to the approved conditions in the operations manual)

		<b>CIVIL AVIATION AUTHORITY, BANGLADESH</b> Headquarters, Kurmitola, Dhaka-1229, Bangladesh Telephone: 880 2 8901406 Fax: 880 2 8901418 E-mail: dfsr@caab.gov.bd		
<b>AOC Number...</b> <b>Operator Name</b> Date: _____ Signature: _____ Dba trading name: _____				
Aircraft Model		Registration Mark		
Types/Classes of operation:				
Area(s) of operation:				
Special limitations:				
<b>SPECIFIC APPROVAL</b>	<b>YES</b>	<b>NO</b>	<b>DESCRIPTION</b>	<b>REMARKS</b>
Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low visibility operations				
Approach and landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT: _____ RVR: _____ m DH: _____ ft	
Take-off	<input type="checkbox"/>	<input type="checkbox"/>	RVR: _____ m	
Operational credit(s)	<input type="checkbox"/>	<input type="checkbox"/>		
RVSM <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
EDTO <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Threshold time: _____ minutes Maximum diversion time: _____ minutes	
AR navigation specifications for PBN operations	<input type="checkbox"/>	<input type="checkbox"/>		
Continuing airworthiness	<input type="checkbox"/>	<input type="checkbox"/>		
EFB	<input type="checkbox"/>	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<input type="checkbox"/>	As per Annexure-A (General Regulations)	



## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATIO

#### APPENDIX - K

##### Notes.—

1. Telephone and fax contact details of the authority, including the country code. Email to be provided if available.
2. Insert the associated AOC number.
3. Insert the operator's registered name and the operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").
4. Issuance date of the operations specifications (dd-mm-yyyy) and signature of the authority representative.
5. Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>.
6. Other type of transportation to be specified (e.g. emergency medical service).
7. List the geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
8. List the applicable special limitations (e.g. VFR only, day only).
9. List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
10. Insert the applicable precision approach category (CAT II, IIIA, IIIB or IIIC). Insert the minimum RVR in metres and decision height in feet. One line is used per listed approach category.
11. Insert the approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted.
12. List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operational credit(s) granted.
13. "Not applicable (N/A)" box may be checked only if the aircraft maximum ceiling is below FL 290.
14. If extended diversion time operations (EDTO) approval does not apply based on the provisions in Chapter 4, 4.7, select "N/A". Otherwise a threshold time and maximum diversion time must be specified.
15. The threshold time and maximum diversion time may also be listed in distance (NM), as well as the engine type.
16. Performance-based navigation (PBN): one line is used for each PBN AR navigation specification approval (e.g. RNP AR APCH), with appropriate limitations listed in the "Description" column.
17. Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).
18. List the EFB functions with any applicable limitations.
19. Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, MNPS, approved navigation performance).

Issue: XXXX, Date:



**APPENDIX-L**

**GENERAL REGULATIONS**

**AOC holders name .....**

**AOC Number....**

01. The Operator shall submit flight schedule for operation of air transport services on specified routes well in advance for approval of the Chairman.
02. Pursuant to the provisions of Rule 289 of CAR, 1984 the Operator shall submit for prior approval of the Chairman, all proposals for fare/tariff to be charged for the carriage of passengers and freight on each route to be operated by it. Such fare/tariff shall not be published without prior approval of the Chairman. Levy of fares/tariffs, rates & charges shall be in accordance with Rule 290 of CAR, 1984.
03. No alteration in the route(s), the flight schedule and fare/tariff shall be made without approval of the Chairman, and any proposal for their change shall be submitted to the Chairman well in advance for approval.
04. The Operator shall conduct its operations so as not to involve breach of any obligations imposed upon the Government of Bangladesh under any international agreement.
05. Grant of the AOC or any modification of its Operations Specification shall not be construed as in any way absolving any person from the obligation of complying with the Civil Aviation Ordinance, 1960 and its any amendment thereof, or with the rules made there under or with any other statutory provisions governing aviation.
06. The Operator shall at all times, effect adequate insurance as required by the "Carriage by Air Act, 1934" and its any amendment thereof or with the rules made there under, including 'Third Party' risks to cover claims related to damage to personnel or property resulting from the crash or operation of its aircraft.
07. The officials of the Civil Aviation Authority, as may be authorized by the Chairman, shall have the right of access, in normal course of discharge of their duties, to the Operator's aircraft, maintenance facility, workshop, stores and offices, aircraft records and other relevant documents required for operation of aircraft.
08. The Operator shall submit monthly return of statistics on movement of traffic, passengers, cargo and mail in the prescribed form to the Chairman within 10th day of the following month.



## **Civil Aviation Authority, Bangladesh**

### **ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION**

09. The Operator shall conduct its business in accordance with the Companies Act, 1994 and shall comply with the instructions, which may be issued to the Company either by the Government direct or through the Chairman.
10. The financial accounts of the Company (Operator) shall be properly maintained and duly audited every year by Chartered Accountant and a copy in duplicate of the Annual Accounts and Auditor's Report shall be submitted to the Chairman.
11. No purchase of aircraft or engine by the Operator and no sale thereof shall be affected without prior approval of the Chairman.
12. No appointment to any high executive post requiring technical or flying experiences shall be made without prior approval of the Chairman.
13. The operator shall be liable for any expenses incurred by the Authority or Government in connection with air/sea Search & Rescue operations resulting from improper or negligent operation of the aircraft.
14. Charges/Expenses for the attributable damages to be made good by the Operator.
15. The Operator shall pay all aeronautical and non-aeronautical charges according to the rates prescribed by the Chairman.
16. The Operator shall not, as of right, be entitled to the extension/renewal of the period of the AOC granted if, for any reason, the Company wholly or partially ceases to operate their services or Chairman thinks that the continuation of operation of flights is not possible remaining within the framework of the policy made by the Government for the class of operation or non-compliance of Civil Aviation Rules, 1984 and related Air Navigation Orders issued there under; and any of the conditions of this AOC.
17. Nothing in the Operations Specifications and this General Regulations shall be construed as conferring upon the holder of this AOC, on its expiry any right to the issue of a new AOC for the operation of service or to the continuance of any other benefits arising from the provisions of this AOC or any privileges granted there under.
18. Subject to the provisions of Rule 297 of Civil Aviation Rules, 1984, Chairman may revoke or suspend for such period as he thinks fit, this AOC, if he is satisfied that any of the conditions thereof has not been complied with or that the failure to comply is due to any willful act or omission on the part of the holder of this AOC, or has been so frequent, or is due to such negligence on his part that the AOC should in the public interest be revoked, or as the case may be, suspended.



## Civil Aviation Authority, Bangladesh

### ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION

19. Operation of aircraft procured on wet leased shall be complied with the provision of Article 83bis of Chicago Convention and any other provision of the Civil Aviation Rules, 1984 and Air Navigation Orders made there under.
20. All aircraft mentioned above, while flying, shall carry all the documents mentioned in Rule 120 of CAR'84 and a certified copy of the Air Operator Certificate and copy of the Memorandum of Understanding regarding the responsibility of flight safety oversight of the aircraft while operating with the wet leased aircraft under Article 83bis of the Convention.
21. The aircraft and its component parts, accessories and appliances shall be maintained in an airworthy conditions in accordance with the maximum time limits set forth in the approved Aircraft Maintenance Schedule (AMS) including Component Operating and Storage Limit (COSL) for the accomplishment of the overhaul, periodic inspections, and routine checks of the aircraft and its component parts, accessories and appliances as per the requirement of CAA-Bangladesh.
22. The operator is authorized to carry out schedule maintenance as specified by CAAB.
23. Control of aircraft mass and balance including periodic aircraft weighing, determination of mass of passengers/crew/baggage, loading schedules and loading instruction are set forth in Operators Weight and Balance Manual and Flight Operations Manual and shall be complied with.
24. For leasing out of any aircraft mentioned in the Operations Specification, Operator shall apply to Chairman, CAAB and decision will be taken on case by case
25. Operation shall be liable to be discontinued/suspended for any one of the following reasons:
  - (a) Failure to comply operational & airworthiness requirements.
  - (b) Absence of required number of airworthy aircraft/helicopter registered in Bangladesh in the name of the Operator.
  - (c) Disregard of safety and operating procedures by the Operator.
  - (d) Non-compliance of Civil Aviation Rules, 1984 and related Air Navigation Orders.
  - (e) Failing to make payment of the bills raised by CAAB within the period specified.






## **Civil Aviation Authority, Bangladesh**

### **ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION**

26. AOC shall be liable to be cancelled or suspended for any one of the following reasons:
- (a) Failure to register the required number of aircraft/helicopter within one year period from the date of suspension of operation.
  - (b) Disregard of safety and operating procedures by the Operator.
  - (c) Non-compliance of Civil Aviation Rules, 1984 and related Air Navigation Orders.
  - (d) Running into heavy debt or being unable to meet the day-to-day liabilities by the Operator.
  - (e) Failing to make payment of the bills raised by CAAB within the period specified.
  - (f) Breach of any of the conditions mentioned above.

	<b>Requirements on Air Operator Certification</b>	
	<b>Certification Check Lists (CCL) - M</b>	<b>Appendix M</b>

## APPENDIX – M

### Certification Check Lists (CCL)

In the process of certification a total of 38 Certification Checklist (CCL) required to be consulted which will require to be completed prior to certification of applicant for AOC. Certification Checklists are to be completed as mentioned below:

<b>To be completed by</b>	<b>CCL Numbers</b>
Team Leader (Airworthiness Inspectors)	12A, 20, 21, 22, 23, 24, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36
Team Leader (Operation Inspectors)	2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 37 & 38
Airworthiness and Operation Inspector(s)	7, 12, 19, 25, 27, 37 & 38
Project manager	1, 37 & 38


Final report will be completed by the Project Manager at the completion of the Certification Process.

The inspector concerned will determine the standards (assessment criteria) against which an item in the checklist should be assessed commensurate with the type of operation. Items will require to be checked against the requirements in (a) the ANO or any Directive issued by Civil Aviation Authority, Bangladesh and in the absence of such, (b) the Chicago Convention or any Annex thereto.

The guidance in these Checklists may change from time of to comply with requirements published by ICAO and as stipulated by the CAAB.


The Checklist is provided only for the guidance of the Civil Aviation Inspectors. However, if an applicant is desirous of knowing the result of an assessment in respect of a particular area, the inspector concerned may issue a copy to the applicant.

	Civil Aviation Authority, Bangladesh	
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	Requirements on Air Operator Certification		
	Application for Renewal of AOC	Appendix N	Page:1

**APPLICATION FOR RENEWAL OF  
AN AIR OPERATOR CERTIFICATE AND ASSOCIATE CHECKLISTS**


1. Name of Operator: -
2. Postal Address: -
3. Telephone(s):-                      Facsimile:-                      E-mail:-
4. Name of Chief Executive Officer:-
5. Designation:-
6. Telephone(s):-                      Facsimile:-                      E-mail:-
7. AOC Number:-
8. Date of initial issue:-
9. Date of Expiry:-
10. Type of Operations:-
11. Date of commencement of operations:-
12. Particulars of aircraft used for the Operations (Please complete the form AOCR-1-1)
13. Particulars regarding maintenance facilities (Pl. Complete the form AOCR-1-2)
14. Particulars regarding personnel (Please complete the form AOCR-1-3)
15. Particulars regarding Manuals (Please complete the form AOCR-1-4)
16. Particulars regarding services operated (Please complete the form AOCR-1-5)
17. Particulars regarding performance (Please complete the form AOCR-1-6)
18. Financial Status of the airline (Please complete the form AOCR-1-7 and attach a Duly completed <b>certified</b> copy of Annual Report/Final Accounts/Balance Sheet and Loss & Profit Account)
19. Any other information;-
Date:-    Signature of Chief Executive of the Airline & Seal

	<b>Requirements on Air Operator Certification</b>		
	<b>Application for Renewal of AOC</b>	<b>Appendix N</b>	<b>Page:2</b>

Particulars about Aircraft

Form AOCR 1-1 (a)

Type	Year of Manufacture	Registration Number	Serial Number	Basic Weight of aircraft (kg)	Date & Method of acquisition	Number of hours flown to date	Type of Engines	C.of.A valid till	Crew Requirement				Capacity		
									Pilots	Flight Engineers	Cabin Crew	Navigator	Others	Passengers	Cargo

	<b>Requirements on Air Operator Certification</b>		
	<b>Application for Renewal of AOC</b>	<b>Appendix N</b>	<b>Page:3</b>

Particulars of engines/propellers


Form AOCR -1-1 (b)

### 1.Engines

Type	Model	Serial Number	Hours/Cycles

### 2.Propeller

Type	Model	Serial Number	Hours/Cycles

	<b>Requirements on Air Operator Certification</b>			
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Particulars about maintenance facilities

Form AOCR-1-2


Description	Location	Extent (Sq.metres)	Date & Method of acquisition	Facilities available	Any other details
Hangars					
Workshops					
Engine Test Cells					
Shop Equipment					
Instrument overhaul and test shop					
Spare parts storage					
Refueling facilities					
Sub bases					

**Requirements on Air Operator Certification****Application for Renewal of AOC****Appendix N****Page:5**

Particulars about personnel

Form AOCR-1-3 (a)

<b>Post</b>	<b>Name</b>	<b>Qualifications</b>	<b>Nationality</b>	<b>Main responsibilities</b>
Director/Manager Flight Operations				
Chief Pilot (s)				
Training Manager				
Flight Safety Manager				
Ground Service Manager				
Head of Engineering				
Quality Control Manager				
Head of cabin Attendants				

	<b>Requirements on Air Operator Certification</b>		
	<b>Application for Renewal of AOC</b>	<b>Appendix N</b>	<b>Page:6</b>


Particulars about personnel

Form AOCR-1-3 (b)

Description	Number of Persons		Nature of Employment	
	Bangladeshi	Foreigners	Full time	Part time
1.Captains				
2.First Officers				
3.Second Officers				
4.Flight Engineers				
5.Navigators				
6.Cadet Pilots				
7.Aircraft Maintenance Engineers				
8.Aircraft Technicians				
9.Flight Operations Officers				
10.Cabin Attendants				
11.Loaders				
12.Station Managers				
13.Country Managers				
14.Senior Managers				
15.Managers				
16.Executives				
17.Consultants				
18.Radio Operators				
19.Approved Instructors – Flight crew (Pilots, Cabin crew, Flight Engineers)				
20.Maintenance Release Engineers				
21.Officers of Clerical & Allied grades				
22.Minor Employees				
23.Others				

(Please enclosed a list of names of all employees coming under categories 1-14)



	<b>Requirements on Air Operator Certification</b>		
	<b>Application for Renewal of AOC</b>	<b>Appendix N</b>	<b>Page:7</b>


Particulars about Manuals/documents relating to aircraft/engines or its operations/maintenance

Form AOCR-1-4

<b>Name of Manual</b>	<b>Date of initial issue</b>	<b>Date of last revision</b>	<b>Language in which the documents are Written</b>	<b>Whether a copy has been given to DGCA (if so please specify the date)</b>
1.Certificate of Type Approval				
2.Drawing of the design				
3.Flight Manual				
4.Wiring Manual				
5.Maintenance Manual				
6.Overhaul Manual				
7.Repair Manual				
8.Operating Manual				
9.Mandatory Service Bulletins/Ads				
10.Flight Test Report				
11.Type Record or Stress Analysis summary				
12.Schedule of materials used in each important part of the primary structure				
13.List of equipment carried in the aircraft				
14.Minimum Equipment List				
15.Operations Manual				
16.Training Manuals				
17.Dangerous Goods Manual				
18.Security Manual				
19. SMS Manual				
20.Air Navigation Order				
21.ASN				
22.Maintenance Schedule				
23.Illustrated parts catalogue (IPC)				






	<b>Requirements on Air Operator Certification</b>		
	<b>Application for Renewal of AOC</b>	<b>Appendix N</b>	<b>Page - 11</b>

Financial Data

Form AOCR-1-1

**PART 1 – PROFIT AND LOSS STATEMENT**


DESCRIPTION		AMOUNTS	
		SUB ACCOUNTS	MAIN A/C'S & RESULTS
REVENUES	1.Scheduled services (total)...		
	1.1 Passenger...		
	1.2 Excess baggage...		
	1.3 Freight, express and diplomatic bags...		
	1.4 Mail.....		
	2.Non-Scheduled flights (total).....		
	2.1 Passenger & excess baggage.....		
	2.2 Freight (including express and diplomatic bags) and mail...		
	3.Incidental revenues (total).....		
	3.1 Air transportation activities (gross) .....		
	3.2 Other incidental revenues (net)....		
	4.TOTAL OPERATING REVENUES.....		
EXPENSES	5.Flight operations (total).....		
	5.1 Flight crew salaries and expenses.....		
	5.2 Aircraft fuel and oil.....		
	5.3 Flight equipment Insurance and uninsured loss.....		
	5.4 Rental of flight equipment.....		
	5.5 Flight crew training (when not amortized).....		
	5.6 Other flight expenses .....		
	6.Maintenance and Overhaul.....		
	7.Depreciation and Amortization (total).....		
	7.1 Normal depreciation of flight equipment.....		
	7.2 Normal depreciation of ground property and equipment....		
	7.3 Extra depreciation (in excess of cost).....		
	7.4 Amortization of development and pre-operating costs.....		
	7.5 Flight crew training (when amortized).....		
	8.User charges and station expenses (total).....		
	8.1Landing and associated airport charges.....		
	8.2 Route facility charges.....		
	8.3 Station expenses.....		
	9.Passenger Services...		
	10. Ticketing, sales and promotion.....		
	11. General and administration.....		
	12. Other operating expenses.....		
	13. TOTAL OPERATING EXPENSES.....		

	<b>Requirements on Air Operator Certification</b>		
	<b>Application for Renewal of AOC</b>	<b>Appendix N</b>	<b>Page - 11</b>

Financial Data

Form AOCR-1-1

	14. OPERATING RESULTS.....		
NON-OPERATING	15. Retirement of property and equipment.....		
	16. Interest.....		
	17. Payments from public funds not allocated elsewhere (total)..... 17.1 Direct subsidies..... 17.2 Other payments.....		
	18. Affiliated companies...		
	19. Other non-operating items.....		
	20. NON-OPERATING ITEMS (balance).....		
PROFIT/LOSS	21. PROFIT OR LOSS (-) BEFORE INCOME TAXES...		
	22. Income taxes.....		
	23. PROFIT OR LOSS (-) AFTER INCOME TAXES...		
Remarks, Part 1 (include description of any unavoidable deviations from reporting instructions)			


	<b>Requirements on Air Operator Certification</b>		
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Financial Data

Form AOCR-1-1

**PART 2 – BALANCE SHEET**

ASSETS		AMOUNTS	
		SUB ACCOUNTS	MAIN ACCOUNT & TOTAL
1. Current assets..... 2. Equipment purchase funds..... 3. Other special funds..... 4. Flight equipment before depreciation..... 4.1 Less: Reserve for depreciation..... 4.2 Flight equipment after depreciation (item 4 minus item 4.1) 5. Ground property and equipment before depreciation..... 5.1 Less: Reserve for depreciation..... 5.2 Ground property and equipment after depreciation (item 5 minus item 5.1) 6. Land..... 7. Investments in affiliated companies..... 8. Deferred charges (total) 8.1 Development and pre-operating costs..... 8.2 Other deferred..... 9. Intangible assets..... 10. Other assets..... 11. TOTAL ASSETS (equal to item 24 below)			
<p style="text-align: center;"><b>LIABILITIES</b></p> 12. Current liabilities (Other than reported in item 13). .... 13. Unearned transportation revenues..... 14. Deferred credits..... 15. Operating reserves..... 16. Self-insurance reserves..... 17. Other reserves (specify)..... 18. Advance from affiliated companies..... 19. Other liabilities..... 20. Long-term debt..... 21. Capital stock..... 22. Capital surplus..... 23. Net balance of unappropriated retained earnings (identical to item 6 of part 3 below, "Statement of Retained Earnings")..... 24. TOTAL LIABILITIES (equal to item 11 above.).....			


	<b>Requirements on Air Operator Certification</b>		
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Financial Data

Form AOCR-1-1

**PART 3 – STATEMENT OF RETAINED EARNINGS**

DESCRIPTION	SUB-ACCOUNTS	MAIN ACCOUNTS AND RESULTS
1. Net balance of unappropriated retained earnings for previous years, as shown in item 6 of last Year's Statement of Retained Earnings..... 2. Adjustments to previous years retained earnings (total)..... 2.1 Transfer to reserves..... 2.2 Amount paid as bonus, dividends, etc..... 2.3 Other (Specify)..... 2.4 Other (Specify)..... 3. Profit or loss (-) after income taxes for this year (as shown in item 23 of part 1, Profit and loss statement)..... 4. Appropriations (total –specify items below) ..... 4.1 (.....) ..... 4.2 (.....) ..... 4.3 (.....) ..... 5. Dividends..... 6. Net balance or unappropriated retained earnings for the current and previous years (same as item 23 of part 2 above).....		
Remarks, Part 2 and 3 (include description of any unavoidable deviations from reporting instructions)		

	<b>Requirements on Air Operator Certification</b>		
	<b>AOC Filing System</b>	<b>Appendix P</b>	<b>Page:1</b>


CAAB has established the following system to monitor and retain the file for each Air Operator to be issued with Air Operator Certificate:

File for every prospectus/existing operator will be numbered under the series 30.31.0000.....under AOC Cell and every file issued with a unique number.

Each Air Operator will be issued with a unique Certificate Number known as AOC # \*XX\* starting from 01.

S1	Events	File Reference	Action Office	Remarks
01	Pre-application Phase			
	Opening a File	30.31.0000.....	PM/AOC	
02	Application for Issue of NOC	-Do-	PM/AOC	
03	Schedule of Events	-Do-	PM/AOC	
04	Submission of Manuals	-Do-	PM/AOC	Manuals will be distributed to all concern inspectors / official for scrutinize and approval.
05	Securitization of Manuals - Operations	30.31. 0000.....	DD/FS	FS Division will maintain file for each operator for its departmental activities
06	Securitization of Manuals - Airworthiness	30.31. 0000.....	DD/AELD	AELD Division will maintain file for each operator
07	Aircraft Inspection and Issue of Technical Clearance	30.31. 0000.....	DD/AELD	AELD Division will maintain file for each operator
08	Establishment & Facilities Inspections Records	30.31. 0000.....	PM/AOC	
09	Approval Documents	30.31.0000.....	PM/AOC	
10	AOC Issuance Records and Documentation	30.31.0000.....	PM/AOC	
11	AOC	30.31.0000.....	PM/AOC	



	<b>Civil Aviation Authority, Bangladesh</b>
	<b>ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION</b>

## **APPENDIX-Q**

### **PROCEDURE FOR ACQUISITION OF NEW/EXISTING AIRCRAFT TO AOC HOLDER'S FLEET**

#### **GENERAL:**

The addition of a new aircraft type to a certificated operator's fleet requires many of the same inspections, reviews, demonstrations, authorizations, and approvals by the CAAB as were required for the original issuance of an AOC. The operator may not commence revenue operations with the new aircraft type until all of the following provisions are accomplished:


#### **1. TYPE APPROVAL OF THE AIRCRAFT**

At least 5 months prior to the proposed introduction of the new aircraft type to revenue operations, the operator must submit the documents related to type approval of the aircraft as per ANO(AW) A.1 (if applicable)

#### **2. DOCUMENT REVIEW:**

At least 6 months prior to the proposed introduction of the new aircraft type to revenue operations, the operator must submit the following documents or their equivalents for review and approval as required:

- A revised or updated Operations Manual (OM) which incorporates general information, guidance, and instructions pertaining to the new aircraft type, and reflects the current operating environment of the airline.
- An Aircraft Operating Manual (AOM/AFM) for the new aircraft type either developed specifically by the airline or adopted directly from the manufacturer, which contains information on aircraft systems, limitations, performance, and normal and abnormal operating procedures for the airplane.
- A Minimum Equipment List (MEL) for the new aircraft type which reflects the Master Minimum Equipment List approved by the state of manufacture, and is tailored to the specific airplane model and operating environment of the airline. This document requires signature approval by the CAAB.
- A Configuration Deviation List for the new aircraft type which contains information regarding flight with missing aircraft components.
- All normal, abnormal, and emergency checklists for the new aircraft type, including abbreviated checklists for use in the cockpit. These checklists must be approved by CAAB.
- Passenger briefing cards in English and Bengali.

	<b>Civil Aviation Authority, Bangladesh</b>
	<b>ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION</b>

- A revised Flight Attendant Manual or other suitable reference for flight attendants concerning the configuration of the new aircraft type, location and operation of installed cabin equipment, and duties and responsibilities during normal and abnormal operations.
- Weight and balance information and procedures.
- Airport Analysis charts or equivalent reference material for use by aircrew for determining maximum gross takeoff and landing weights for specific airports and runways; taking into account obstacle clearance, runway length and slope, aircraft configuration, and current meteorological conditions.
- Written training programs for cockpit and cabin crew members and flight dispatchers/flight operations officers.

### **3. DEMONSTRATION:**


The following demonstrations must be successfully completed by the operator for the new aircraft type:

- Emergency evacuation and ditching drills should be conducted to demonstrate the ability of the cabin crew to safely evacuate passengers and utilize aircraft emergency equipment.
- Prior to the first revenue flight, proving flights should be conducted which demonstrate the ability of the airline to safely operate the new aircraft type on a day to day basis. The airline should submit a proposed proving flight plan which contains the number of flights, dates, crew composition, and destinations.

### **4. INSPECTIONS:**

In addition to the manual inspections and approvals outlined above, CAAB must conduct the following inspections to ensure that the operator is fully prepared to operate the new aircraft type:

- Inspections of each transit or line station must be conducted to ensure that ground personnel are adequately trained to support the new aircraft type and that support equipment and facilities are adequate for the operation. Transit stations may be inspected during proving flights or as separate events prior to the first revenue flight.
- The Dispatch/Operational Control center should be inspected to ensure adequacy of flight planning, briefing, and record-keeping associated with the new aircraft type.

	<b>Civil Aviation Authority, Bangladesh</b>
	<b>ANO (AT) A-2, REQUIREMENTS ON AIR OPERATOR CERTIFICATION</b>

## **5. REVISED OPERATIONS SPECIFICATIONS:**

Applicable parts of the Operations Specifications must be amended as required to reflect the addition of the new aircraft type. Issuance of the revised Operations Specifications to the operator represents formal approval for the operator to commence revenue operations with the new aircraft type.

## **6. OTHERS:**

All crewmembers must receive the full range of technical training before operations commence. All crewmembers should receive training on duties during emergencies and on operation of emergency equipment installed on the aircraft. Flight attendants should receive hands-on training in door operation and deployment of escape slides, if applicable. Training records for all crew members should be verified.

The maintenance programme for the new aircraft type must be submitted to and approved by the Airworthiness Division.

**Reference: Appendix-Q of ANO (AT) A-2**

**CHECKLIST FOR THE INDUCTION OF NEW TYPE OF AIRCRAFT  
Inclusion of EC130B4, MSN. 7413 in the AOC of R & R Aviation**

S/N	SUBJECT	Action Office	SAT/ UN-SAT	Reference & Summary of Report
1.	<b>APPLICATION PHASE</b>			
	Operator will submit the application for inclusion of new aircraft addressing the Chairman, with an attention to Director Flight Safety & Regulations.			
	a. Coordination meeting between CAAB and Operations required.	AOC Ops & AW		
	b. Review organization, staffing and administration of the operator to the effect of proposed inclusion of aircraft.	AOC, Ops & AW		
	c. Review Support Services required for the new aircraft and CAAB facilities available to cater the need.			
2.	<b>TYPE APPROVAL OF THE AIRCRAFT</b>			
	a. At least 5 months prior to the proposed introduction of the new aircraft type to revenue operations, the operator must submit the documents related to type approval of the aircraft as per ANO(AW) A.1 (if applicable)	AOC, OPS, AW		
	b. Type approval has been accepted by CAAB	AW		
	c. Has the operator made an arrangement for getting up to date technical documents from the manufacturer?	AW & Ops		
3.	<b>DOCUMENT REVIEW</b>			
	At least 4 months prior to the proposed introduction of the new aircraft type to revenue operations, the operator must submit the following documents or their equivalents for review and approval as required:			
	a. A revised or updated Operations Manual (OM) which incorporates general information, guidance, and instructions pertaining to the new aircraft type, and reflects the current operating environment of the airline.	Ops		
	b. An Aircraft Operating Manual (AOM/AFM) for the new aircraft type either developed specifically by the airline or adopted directly from the manufacturer, which contains information on aircraft systems, limitations, performance, and normal and abnormal operating procedures for the airplane.	Ops  AW		
	c. Maintenance Control Manual which sets forth the following procedures & requirements:	AW		



	<ul style="list-style-type: none"> <li>- Organizational structure &amp; staffing</li> <li>- Maintenance controller for the proposed aircraft</li> <li>- Adequacy of quality &amp; type rated personnel</li> <li>- Assurance that the aircraft is in compliance with maintenance program</li> <li>- AD &amp; modification procedures are adequate</li> <li>- Procedure for maintenance release of the aircraft</li> <li>- Parts control &amp; stores procedures</li> <li>- Adequacy of Maintenance facilities</li> <li>- Special Fueling policy (if applicable)</li> <li>- Arrangement for transit certification at outstation;</li> <li>- Capability of the organization/AMO approval is in place</li> </ul>			
	d. A Minimum Equipment List (MEL) for the new aircraft type which reflects the Master Minimum Equipment List approved by the state of manufacture, and is tailored to the specific airplane model and operating environment of the airline. This document requires signature approval by the CAAB.(AW)	Ops  AW		
	e. A Configuration Deviation List for the new aircraft type which contains information regarding flight with missing aircraft components. (AW)	Ops  AW		
	f. All normal, abnormal, and emergency checklists for the new aircraft type , including abbreviated checklists for use in the cockpit.	Ops		
	g. Passenger briefing cards in English and other appropriate languages.	Ops		
	h. A revised Flight Attendant Manual or other suitable reference for flight attendants concerning the configuration of the new aircraft type, location and operation of installed cabin equipment, and duties and responsibilities during normal and abnormal operations.	Ops		
	i. Weight and balance information and procedures.	Ops  AW		
	j. Airport Analysis charts or equivalent reference material for use by aircrew for determining maximum gross take off and landing weights for specific airports and runways; taking into account obstacle clearance, runway length and slope, aircraft configuration, and current meteorological conditions.	Ops		
	k. Written training programs for cockpit and cabin crew members and flight dispatchers/flight	Ops		



	operations officers.			
3.	<b>DEMONSTRATIONS.</b>			
	The following demonstrations must be successfully completed by the operator for the new aircraft type:	AOC		
	a. Emergency evacuation and ditching drills should be conducted to demonstrate the ability of the cabin crew to safely evacuate passengers and utilise aircraft emergency equipment.	Ops		
	b. Prior to the first revenue flight, proving flights should be conducted which demonstrate the ability of the airline to safely operate the new aircraft type on a day to day basis. The airline should submit a proposed proving flight plan which contains the number of flights, dates, crew composition, and destinations.	Ops		
4.	<b>INSPECTIONS.</b> [Checklist CCL#13 & 30 to be followed]	AOC		
	In addition to the manual inspections and approvals outlined in paragraph 1 above, the CAAB must conduct the following inspections to ensure that the operator is fully prepared to operate the new aircraft type:	Ops		
	a. Inspections of each transit or line station must be conducted to ensure that ground personnel are adequately trained to support the new aircraft type and that support equipment and facilities are adequate for the operation. Transit stations may be inspected during proving flights or as separate events prior to the first revenue flight.	Ops AW		
	b. The Dispatch/Operational Control center should be inspected to ensure adequacy of flight planning, briefing, and record-keeping associated with the new aircraft type.	Ops		
4	<b>TRAINING.</b>			
A.	<b>Operations</b>	Ops		
	a. All crewmembers must receive the full range of technical training before operations commence.			
	b. All crew members should receive training on duties during emergencies and on operation of emergency equipment installed on the aircraft.			
	c. Flight attendants should receive hands-on training in door operation and deployment of escape slides, if applicable.			
	d. Training records for all crew members should be verified.			
	e. Dangerous Goods Manuals and Training verified.			
	f. Security Manuals and Training verified.			
	g. Flight Dispatcher's manual and Training Verified			
B.	<b>Simulator Training</b>	Ops		




	a. Simulator is to be validated by CAAB prior to training. Simulator specifications and existing approvals are to be submitted to CAAB prior to evaluation visit.			
	b. Technical specifications and drawings showing differences between simulator and the actual aircraft to be submitted to CAAB.			
	c. Simulator training curriculum to be reviewed by CAAB.			
	d. Approval Certificate to be issued by CAAB.			
C.	<b>Maintenance</b>	AW		
	Arrangement of Type training for the Maintenance personnel including instructors etc.			
	Training for maintenance personnel required for special operation.			
	Are the Airworthiness inspectors of CAAB trained on the type of aircraft?			
D	<b>GROUND TRG INSTRUCTORS, TRAINING CAPTAINS AND APPROVED EXAMINERS</b>	Ops		
	a. List of names to be submitted.			
	b. Resumes to be submitted			
	c. Verification by local authority on the appointment, experience and qualifications.			
	d. Security vetting approval.			
	d. Head to submit to CAAB at least 2 sets of technical questions and answers.			
	e. AE to be validated by CAAB, if required			
5.	<b>MAINTENANCE PROGRAMME</b>	AW		
	The maintenance program for the new aircraft type must be submitted to and approved by the Airworthiness Division. Does the maintenance program ensure the followings: - PDI/Daily check sheets are compatible with the type of aircraft; - Reliability program is defined for the aircraft including the system related to special operations (RVSM, ETOPS etc.)			
6.	<b>TYPE ENDORSEMENT FLIGHT TEST.</b>	Ops		
	a. Additional airborne exercises to be conducted, after simulator training, need to be identified.			
	b. Draft Type Endorsement Flight Test Form to be submitted to CAAB for approval.			
7.	<b>LICENCE VALIDATION FOR FOREIGN CREW.</b>			
	a. Validation for ferry flight.	Ops		
	b. Validation for ops flights (C of T and IRT)	Ops		
	c. Security vetting of aircrews not covered under para 4 D.	Ops		
	d. Validation of foreign AMEs (if applicable)	AW		
8.	<b>CONTRACTUAL ARRANGEMENTS</b>			
	<b>Maintenance (CCL-33)</b>	AW		




	Are contractual arrangements in place for engineering support and maintenance and duly approved/accepted by CAAB?			
	<b>Ground Handling (CCL-33)</b>	GHI		
	Has the operator entered into a ground handling agreement and duly approved by CAAB?			
9.	<b>Registration of the Aircraft</b>	AW		
	Certificate of Registration is issued?			
	Certificate of Airworthiness is issued?			
	Radio Station License applicable to the aircraft			
	Noise Certificate issued/validated			
	Insurance certificate(s) covering <ul style="list-style-type: none"> <li>- third party legal liability</li> <li>- Hull insurance</li> <li>- Crew/pax</li> </ul>			
10.	Special Authorization (CCL-37)	AOC, Ops/AW		
	RVSM			
	Cat II/III			
	MNPS			
	ETOPS			
	RNP-1			
	Low visibility operations Approach and Landing Take-off (All weather operation)			
	Carriage of Dangerous Goods	DGI		
11	<b>Exemption (If any)</b>			
12.	<b>REVISED OPERATIONS SPECIFICATIONS.</b> Applicable parts of the Operations Specifications must be amended as required to reflect the addition of the new aircraft type. Issuance of the revised Operations Specifications to the operator represents formal approval for the operator to commence revenue operations with the new aircraft type.	AOC, Ops& AW		



	Requirements on Air Operator Certification	

**TIME LINE FOR COMPLETION OF MAJOR EVENTS FOR INDUCTION OF  
NEW TYPE OF AIRCRAFT OF AN AOC HOLDER**

S/N	EVENTS	STARTING PERIOD	ENDING PERIOD	ACTION OFFICE
1.	Application for induction of new type of Aircraft.	D-180		AOC cell
	<i>Meeting with Operator</i>		<i>D-150</i>	
2.	Application for Type Approval/acceptance	D-150		AW
	<i>Type Approval</i>		<i>D-120</i>	
3.	Training for AMEs & Airworthiness Inspectors	D-150		AW
	<i>Completion training of AW Inspectors</i>		<i>D-90</i>	
4.	Submission of Operation Manual	D-150		Ops
	<i>Approval of OM</i>		<i>D-120</i>	
5.	Training for pilots, FOIs & Cabin crews, Simulator facilities/Training	D-120		Ops
	<i>Completion of training of FOIs</i>		<i>D-60</i>	
6.	Submission of Manuals: MEL, MCM, AMS Training Manual, DG manual Security Manual	D-90		AW+Ops
	<i>Approval of Manuals</i>		<i>D-30</i>	
7.	Inspection of operators facilities for the preparation of accommodating the new aircraft	D-50		AW+Ops
	<i>Approval of AMO/contract maintenance</i>		<i>D-40</i>	
8.	Application for Technical Inspection of Aircraft	D-40		AW+Ops
	<i>Issuance of Technical Clearance; Certificate of Registration Certificate of Airworthiness</i>		<i>D-20</i>	
9.	Inspection of operator's outstation facilities	D-30		AW+Ops
	<i>Approval for Transit Certification &amp; Ground Handling</i>		<i>D-5</i>	
10.	Application for Special Authorization	D-30		AW+Ops
	<i>Amendment of Operations Specifications</i>		<i>D-15</i>	
11.				

	<b>Requirements on Air Operator Certification</b>			
	Demonstration for emergency evacuation & ditching	D-20	D-15	AW+Ops
12	Proving Flight(s)	D-2		AOC cell

1. **D** is the estimated first day of commercial operation with new type of aircraft.
2. Starting and ending periods are approximate values to facilitate coordination between CAAB & Operator