



**CIVIL AVIATION AUTHORITY OF BANGLADESH
AIR NAVIGATION ORDERS**

AIR TRANSPORT REQUIREMENTS

ANO (AT) A.4	APPROVAL OF AVIATION TRAINING ORGANIZATIONS RELATED TO TRAINING OF PERSONS FOR OPERATION OF AIRPORTS AND AERODROMES
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1. GENERAL

- 1.1 The Rule 190 of the Civil Aviation Rules, 1984 states the requirements that any person or organisation intending to be engaged to impart training for persons in aviation sector may apply to the Chairman for a Certificate Approval in respect to the above mentioned activity and the Chairman on being satisfied that the person or organisation can satisfactorily accomplish the activity, may issue a Certificate of Approval.

2. DEFINITIONS

- 2.1 For the purpose of this Order, the definitions as mentioned under the Rule 2, 183 and 234 of the Civil Aviation Rules, 1984 shall apply. Where a particular definition is not given under the rules, the under mentioned definitions shall apply:
- (a) **“Air Traffic Management”** means the aggregation of the airborne functions and ground-based functions (air traffic services, airspace management and air traffic flow management) required to ensure the safe and efficient movement of aircraft during all phases of operations.

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- (b) **“Approved training”** means the training conducted within an approved training organization under special curricula approved by the Chairman or approved by a contracting State and accepted by the Chairman.
 - (c) **“Approved training organization”** means an organization approved/accepted by the Chairman to impart specified training to personnel for aviation sector and holding valid Certificate of Approval.
 - (d) **“Attitude”** means behaviours that are acceptable or not in a given context. Attitudes are component part of the required trainees’ performance and are taught to reflect the values and beliefs that students should hold to behave in an acceptable way.
 - (e) **“Basic Training”** means fundamental knowledge and skills appropriate to the discipline to be pursued in the environment of that specific discipline.
 - (f) **“Certification”** means the process of determining competence, qualification, or quality on which an aviation document is based.
 - (g) **“Competency”** means the combination of knowledge, skills and attitude to perform a task to the required standards in accordance with the requirements of the Chairman.
 - (h) **“Intermediate Objectives”** means what a trainee is expected to accomplish in terms of skills, knowledge and attitude, at specified points in a training course. For example, be able to use a piece of test equipment, or solder a joint. Sometimes also referred to as enabling objectives, as they lead up to, or enable, a specific terminal objective.
 - (i) **“Job Performance Objectives”** means the desired level of job performance in terms of tasks to be performed and standards to be achieved.
 - (j) **“Knowledge”** means a person's range of information, familiarity gained by experience or repetition, understanding. Knowledge is understood as storage of information in the student's mind that can be retrieved when necessary, and understanding of concepts and performances. Knowledge is component part of the expected trainees’ performance that is described in the intermediate objective.
 - (k) **“Media”** means projector, multi-media and hands-on projects.
 - (l) **“Qualification Training”** means the job category related knowledge, attitude and skills appropriate to the discipline to be pursued in the relevant environment.
 - (m) **“Rated ATSEP”** means an Air Traffic Safety Equipment Personnel (ATSEP) holding the qualification appropriate to the privileges to be exercised.

Note: The ICAO recognized terminology for personnel involved in maintenance and installation of Communication, Navigation and Surveillance/Air Traffic Management system (CNS/ATM) is Air Traffic Safety Electronic Personnel (ATSEP).

- (n) **“Service”** means a function and/or data critical to the system/user, provided directly or indirectly, either individually, or as part of an overall function or output.

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- (o) **“Skill”** means practical or intellectual ability, ease in doing something, dexterity.

Note: Skills are classified as either intellectual or physical. Intellectual skills are those related to the use of intellect, like the abilities of classifying, rule-using, discriminating, problem-solving or cognitive strategy (the most complex of all). Physical skills are those that enable a person to make coordinated movements, perform manual tasks, and carry out physical activities. The skills are component part of the expected trainees’ performance that is described in the intermediate objective.

- (o) **“System”** means one or more types of electronic equipment and ancillary devices functioning to provide a service.

- (p) **“Terminal Objectives”** means what a trainee is expected to accomplish upon completion of training. For example, “when the trainee completes training, he will be able to troubleshoot and repair a piece of XYZ equipment in 20 minutes, using standard tools and test equipment.” (Objectives are best stated in terms of accomplishments)

3. OBJECTIVES OF TRAINING

3.1 The training courses for the persons to be engaged in control, operation, maintenance of civil aviation activities at aerodromes in various fields i.e. (i) Air traffic management, (ii) Ground Communication, Navigation, Surveillance and data processing (engineering and operation), (iii) Fire and rescue, (iv) Security services etc., shall be designed to give the students the following essentials to enable the participants to attain the required standard and pass the licence examinations (as may be applicable in each case) conducted by the CAAB or the examinations of the training organisation and the employer:

- (a) Knowledge of Civil Aviation Rules, 1984, Air Navigations Orders, Service/Operating Manuals and Guidance materials as may be applicable for the specialist field;
- (b) Proficiency in English language (as may be applicable for each posts), Development of theoretical knowledge on the Basic subjects and specialist fields, practical skill and correct working routines in respect of the applicable equipment, materials and accessories;
- (c) Knowledge of workshop practices and skill in the use of simple hand tools, machine tools and simple test equipment (as may be applicable for the specialist field);
- (d) General familiarization with the aircraft types and associated equipment as operated by the Bangladeshi and Foreign Operators in Bangladesh.

4. PERFORMANCE EVALUATION (TESTING)

4.1 Performance evaluation (testing) is an integral part of the training process. Testing has many advantages for the trainee as a means of learning. It also provides incentive and motivation, and it confirms learning. The advantages for the instructors are the confirmation that the objectives have been met and whether instruction methods need to be improved.

- 4.2 Performance evaluation should always be prepared with the sole purpose of measuring whether or not the trainee has achieved the training objective. Trainees must always be informed how they are going to be evaluated, so they can orient their efforts. The information must include the conditions that will exist during the test, the performance that is expected from the trainees, the standards of accomplishment that have to be met, and the consequences of an inadequate performance. It is recommended that errors on knowledge exams and skill tests be reviewed with trainees to reflect corrections to 100 per cent. Trainees must be informed of the result of their evaluation, and instructors must offer correction for improper responses.
- 4.3 Time and resource constraints may limit the amount of testing that can be given to each objective. However, the criticality of the subject and the performance difficulties which can be encountered should give some indication as to when, how and what performance evaluation should be required. Generally speaking, performance measurement is undertaken to evaluate whether or not the trainees have understood and assimilated the material taught, at the desired level. However, all of the followings i.e. (i) Skills, (ii) Knowledge and (iii) Attitude should be tested:
- (a) Skills are best tested by performance tests (the trainee performs the task described in the objective, under real or simulated conditions).
 - (b) Knowledge is best tested by oral or written tests.
 - (c) Attitudes are the feelings and opinions concerning the job, and other people, as well as personal conduct/responsibility. They are best tested by observations of performance, or by means of questionnaires. The Terminal Objectives are subject to the systems or equipment used on the course being delivered in the Type Rating Phase. These objectives should be determined and administered by the Local Training Administration or responsible authority.

5. APPLICATION FOR GRANT OF CERTIFICATE OF APPROVAL

- 5.1 The applicant shall submit an application on the form CA-182C (refer appendix -1) along with 2 (two) copies of the Training Procedure Manual (TPM) requesting approval of the Chairman, CAAB. On receipt of the application, the concerned official(s) of the CAAB will inspect the institute. Broad guidelines regarding contents of the TPM are shown in the appendix -2 of this order. The TPM shall contain a page for recording of amendments and the following sections:

Sections	Titles
1.	Introduction
2.	Table of contents.
3.	Structure of the organization.
4.	Personnel and responsibilities.
5.	Accommodation and facilities.
6.	Training policy.
7.	Instructors' qualifications and approvals.
8.	Examination and operating procedures
9.	Syllabi/Syllabus of all courses

- 5.2 In addition to the TPM, the applicant shall submit the followings to the Chairman prior to initial inspection of the Institute by the CAAB officials:

(a)	2 (two) copies of the syllabus for each training course;
(b)	examples of typical examination papers relating to each training course or each section of training course for which approval is sought; and
(c)	1 (one) copy each of relevant student course notes and handouts

6. REQUIREMENTS FOR INITIAL ISSUE OF APPROVAL

- 6.1 The organization shall comply with the following requirements before approval is granted. Approval will be granted for full course of any specific course(s). Part approval or semester wise approval or provisional approval for any course(s) shall not be granted.

6.2 Head of the training institute

- 6.2.1 The institute shall have a suitably qualified and experienced person as Head of the Training organisation, who may be known as Director or Principal or Rector or by any other suitable title. The person nominated shall have wide experience in civil aviation activity in any one of under mentioned technical field:

- (a) Air traffic control; or
- (b) Communication engineering/Communication operations; or
- (c) Airworthiness and Engineering Licensing.

6.3 Chief Instructor(s)

- 6.3.1 The Head of the institute shall nominate appropriately qualified and experienced persons as Chief Instructor(s) of various branches/faculties such as;

- (a) Air traffic control;
- (b) Communications and Navigation engineering;
- (c) Communications operations;
- (d) Administrative and Security; and
- (e) Any other branches/faculty as may be needed.

- 6.3.3 The Chief Instructor(s) shall be assisted by the Deputy Chief Instructor(s) and adequate number of qualified and experienced Instructors for imparting both theoretical and practical training to the students. The Chairman CAAB may also require approval of other persons who are engaged in imparting workshop training and On Job Training (OJT).

6.3.4 Qualification of Chief Instructor(s)

6.3.5 The Chief Instructor shall have at least the following qualifications and experience:

- (a) Academic qualification as required for the “Class I entry post(s)”;
- (b) Minimum 10 (ten) years of service in officer level post(s) relating to the specific branch/faculty;
- (c) Have successfully completed course in Instructional technique;
- (d) Minimum 5 (five) years as an approved instructor.

6.4 Deputy Chief Instructors

6.4.1 The Head of the institute shall nominate appropriately qualified and experienced persons as Deputy Chief Instructor(s) of various branches/faculties such as;

- (a) Air traffic control;
- (b) Communications engineering;
- (c) Communications operations;
- (d) Administrative and Security.

6.4.2 Qualification of Deputy Chief Instructor(s)

6.4.3 The Deputy Chief Instructor shall have at least the following qualifications and experience:

- (a) Academic qualification as required for the “Class I entry post(s)”;
- (b) Minimum 7 (seven) years of service in officer level post(s) relating to the specific branch/faculty;
- (c) Have successfully completed course in Instructional technique;
- (d) Minimum 3 (three) years as an approved instructor.

6.5 Qualification of Instructor(s)

6.5.1 The Instructors should be duly qualified and experienced having successfully completed applicable course(s) in the specialist field(s)/branch. The organization should have balanced staff or persons suitably qualified in all subjects listed in the syllabus. The instructors should have an aptitude for teaching and should be patient, enthusiastic and be able to keep discipline. The instructors shall have at least the following qualifications and experience:

- (a) Academic qualification as required for the “Class I entry post(s)”;
- (b) Have successfully completed appropriate course(s) applicable for specialist branch.
- (c) Minimum 5 (five) years of service in officer level post(s) relating to the specific branch/faculty;

(d) Have successfully completed course in Instructional technique;

6.6 Requirement of minimum numbers of instructors

6.6.1 The ratio of 1 (one) classroom instructor to each 15 (fifteen) students shall not be exceeded. In general, a training school requires at least 2 (two) instructors for each range of subjects to ensure continuity of program in the event one instructor being absent. When circumstances permit the Program can be made more interesting by having additional guest lecturers. In case of practical training ratio of 1 (one) O.J.T. instructor to each 10 (ten) shall not be exceeded. However minimum number of Instructors for each branches/faculty should be as follows:

Chief Instructor	1 (one) for each faculty
Deputy Chief Instructor	1 (one) for each faculty
Instructors	2 (two) for each discipline
Aviation Meteorology Instructor	1 (one) for ATS & Communication operation Discipline
English language instructor	2 (two) for all Discipline
Workshop Instructors (practical)	3 (three) For Civil, E/M & Communication Engineering Discipline

6.7 Facilities and equipment requirements

6.7.1 **Class room space:** Opinions differ on the amount of classroom space required for each trainee. The range of “ideal” space for each adult in a classroom varies from a low of 1.4 m² to a high of 6.7 m². The reason for the wide range in “ideal” figures is that classroom designers either envision different classroom environments or account for certain spaces within the classroom, such as aisles and front setback, differently. The accommodation provided for classrooms, workshops and/or demonstration areas and administrative offices shall be acceptable to the CAAB. Maximum number of students in a class shall not exceed 15(fifteen). The sizes of classrooms are affected by:

- (a) Number of trainees in a class;
- (b) Trainee workstation size;
- (c) Class configuration;
- (d) Size of aisles; and
- (e) Use of media (in particular, projected media and hands-on projects).

6.7.2 **The Learning Environment:** The key to a good learning environment is the elimination of discomfort and other undesirable characteristics. If any of these factors are unsatisfactory, the result can be distraction from the task at hand, and fatigue can result from the effort required of the trainee to adapt to a poor environment. One of the most widely recognized factors listed is the comfort of workstations, which includes chair comfort. Ten primary factors have been identified:

- (a) The climate must be comfortable;

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- (b) Lighting must be of adequate level for work or viewing;
 - (c) Distracting sounds must be kept to a minimum;
 - (d) Work areas must be aesthetically pleasing;
 - (e) Workstations must be comfortable;
 - (f) Work space must be adequate;
 - (g) Work area must be reasonably clean;
 - (h) Training equipment must be adequate;
 - (i) Visual media must be visible; and
 - (j) Audio media must be at a suitable level.

- 6.7.3 **Number of class rooms:** The number of classrooms and workshops and/or demonstration areas shall be satisfactory when considered in relation to the intended maximum number of students. Lighting, environmental control and noise insulation shall be to acceptable standards. Suitable arrangements shall be made for cleaning and maintenance. Classroom furniture, wallboards and equipment shall be to an acceptable standard.
- 6.7.4 **Synthetic Training equipment:** Synthetic training rooms should be equipped as possible in the same way as the control units at which the trainees will later be working operationally.
- 6.7.5 **Teaching aids:** Appropriate teaching, demonstration and projection facilities shall be available and shall be maintained to a satisfactory standard. Storage facilities shall be provided for equipment not in use.
- 6.7.6 **Equipment and tools for laboratory and workshop:** Laboratory and workshops for electrical/electronic practical work shall be provided with basic equipment and hand tools appropriate to the training being given. Instructional equipment sufficient to support the practical training specified in the approved course syllabus shall be provided. Such equipment shall be representative of the technology in current use and appropriate to the courses for which training is being given. A list of laboratory equipment and workshop tools shall be included in the Training Procedures Manual.
- 6.7.8 **Simulator for ATC personnel:** For training of Air Traffic Controllers and air traffic personnel, a suitable Simulator shall be provided.
- 6.7.9 **English Language lab:** A language laboratory as training aid for imparting training in correct speaking, pronunciations and understanding of the English language.
- 6.7.10 **Library:** A library shall be provided for the use of staff and students. Sufficient technical material to support the training given shall be provided. This should include relevant:
- (a) CAAB and ICAO publications;
 - (b) Typical Operating and Maintenance manuals of various communications and navigations equipment;
 - (c) Relevant publications of FAA and JAA

(d) Other publications and documents as may be required.

Note: A nominated person shall be responsible for keeping the material up to date and for ensuring that the facility is maintained to a satisfactory standard.

6.8 Classroom (Theory) Training

6.8.1 **Entry standard:** An acceptable course entry standard, which shall include competence in written and spoken English, shall be specified.

6.8.2 **Syllabus:** The Institute shall submit 2 (two) copies of the detailed course syllabuses to the CAAB for approval. Syllabuses shall be compatible with the relevant course and standard of ICAO (if any).

6.8.3 **Lesson plans:** Detailed lesson plans shall be produced showing all practical and theoretical training periods, their durations and the subjects covered.

6.8.4 **Course notes and training materials:** Lecture notes, diagrams and other training material supplied shall be prepared in accordance with an agreed procedure and shall be accurate at the time they are given to the students. Where no provision is made for subsequent amendment, written warning must be given to this effect. Care should be taken to ensure that such material is clear and legible.

6.8.5 **Attendance records:** Daily attendance records shall be maintained and held available for inspection by the CAAB.

6.8.6 **Monitoring of student's progress:** The process of monitoring students' progress shall be defined and the required standards shall be specified by the training organization. Such monitoring shall include periodic reviews and the identification of any action required to correct any shortfall in a student's performance. A record of all reviews shall be kept.

6.9 On the job practical training

6.9.1 The purpose of OJT is to give the trainee the practical skills required to apply the knowledge gained in the environment and theoretical courses. These skills will enable the trainee to operate and maintain the equipment. The trainee will perform basic operations, troubleshooting exercises, replacement and testing of faulty modules and alignment and calibration (if needed). The trainee will also apply the procedures particular to the measurement, testing, and re-starting of the system/equipment in order to certify that it meets the standards.

6.10 Examinations

6.10.1 **Examination and assessment:** The training organization shall establish an examination and assessment system to check the progress of each student and to demonstrate that the student has achieved a satisfactory level of knowledge and skill. This system shall be managed and monitored in accordance with procedures agreed with the CAAB. An assessment shall be held at the conclusion of each semester or phase of training

6.10.2 **Final assessment:** A final assessment, representative of all subjects undertaken, will be carried out. As a minimum this will be written examination, of multiple choice questions and essay type papers, but may be supplemented by an oral examination. The examinations shall be set at a level equivalent to the examinations conducted by

the CAAB. This final assessment shall determine whether the student has achieved a satisfactory understanding of the subjects within the approved syllabus as may be applicable.

- 6.10.3 **Preparation of examination papers:** Nominated individuals within the organization shall prepare examination papers. Examination papers may be prepared from a question databank for each examination sitting or a sufficient stock of papers may be held. Examination papers shall cover the complete syllabus or section of the syllabus concerned. When officially required, examples of examination papers shall be submitted to the CAAB for assessment. Each paper shall be identified with a reference number, issue or revision number and serial number. Records of papers shall be maintained. A nominated examiner or supervisory staff other than the instructor of the subject shall decide the papers used in any particular examination. Completed examination papers shall be made available to the CAAB on request.
- 6.10.4 **Development, review and analysis of questions:** and a system for the management of the development, review and amendment of questions shall be established and records maintained. A regular programme of analysis of examination questions shall be arranged under the direct supervision of a senior instructor. The questions shall be reviewed against students' answers and to ensure that they reflect adequately new systems and advances in technology. Records of such reviews shall be kept.
- 6.10.5 **Examination data bank:** Examination databanks shall be kept secure and protected from unauthorized access by adequate computer security means. Examination papers and databank printouts shall be kept in locked cabinets under the control of supervisory staff.
- 6.11 **Responsibilities and Records.**
- 6.11.1 Official notices, technical circulars and literature and other requirements shall be circulated by the training organization to the instructional staff, as soon as practicable after receipt. All superseded publications shall be withdrawn by the organization.
- 6.11.2 The respective Chief Instructor shall ensure that the following records are maintained:
- (a) The names and addresses of all students attending CAAB approved training course;
 - (b) Progress records in respect of all students attending CAAB approved training course;
 - (c) The commencement and conclusion dates of all training courses, and copies of each approved syllabus; and
 - (d) Examination results for all training courses given;
- 6.11.3 Examination question papers and student response sheets shall be retained for a period of not less than 5 (five) years following completion of the training course.
- 6.11.4 Prior written notification shall be made to the Chairman in respect of any changes in the organization, personnel or location of facilities that may affect the original basis of approval.
- 6.11.5 At least 2 (two) weeks prior notice shall be provided to the Chairman when new training

courses or revisions to existing approved training courses are submitted for approval.

6.11.6 CAAB officials shall, at any reasonable time, be given access to the training organization or to any CAAB approved training course or portion thereof for the purpose of monitoring standard of training and of the facility and upon request, shall be given access to any documents relating to students or the training of students.

7. REQUIREMENTS FOR CONTINUANCE OF APPROVAL

7.1 An approval granted under this order shall be valid for 1 (one) year but may be renewed on application by the holder of Certificate of Approval, subject to the following conditions: -

- (a) Facilities, training and examinations shall be maintained at standards not lower than those originally approved;
- (b) Any changes in the position of the Chief Instructor is notified in writing to a have been accepted by the Chairman;
- (c) The TPM required under this order is reviewed periodically by the organization and any necessary amendments promulgated; and
- (d) Payment of the appropriate fees.

8. APPROVAL OF COURSE INSTRUCTOR

8.1 The Chairman may grant approval to an Instructor when satisfied of the Instructor's qualification and competency to conduct specified courses. To qualify as a Course Instructor, the head of the institute shall submit an application to the Chairman enclosing the following documents:

- (a) Attested copy of the CAAB approved/accepted appropriate full Basic course completion (if applicable) by the concerned candidate;
- (b) Attested copy of the Instructional Technique course completion from a training institute acceptable to the CAAB;
- (c) Proof of conducting minimum 100 (one hundred) instructional hours of course in related subjects under an approved Instructor; and
- (d) Have successfully conducted minimum of 4 (four) hours classroom lesson demonstration on pre-selected topics to the Board constituted by the Chairman.

9. VALIDITY OF INSTRUCTOR APPROVAL CERTIFICATE

9.1 An Instructor approval certificate shall remain valid unless cancelled, suspended or revoked by the CAAB. The Head of the institute shall ensure through the respective Chief Instructor that the holder conducts at least 1 (one) Basic course (part or full) or 2 (two) Refresher course in every 2 (two) periods.

9.2 The concerned Chief Instructor shall maintain records of class/course conducted by each Instructor for the last 5 (five) years.

9.3 The Chairman may, for reasons recorded in writing cancel or suspend any Instructor Approval Certificate if he is satisfied that there is sufficient grounds for doing so and

may also suspend any such certificate temporarily during the investigation period.

- 9.4 The Chairman may direct the holder of an Instructor Approval Certificate to surrender the same to him for cancellation, suspension, endorsement or variation and the holder shall submit the same forthwith. Any person failing to comply with the directive shall be deemed to have acted in contravention of the ANO and the CAR 1984.
- 9.5 Notwithstanding anything contained in this ANO, the Chairman may, at anytime, direct the holder of an instructor Approval Certificate to undergo an examination in respect of the rating(s) endorsed on the certificate.

10. **COURSE SYLLABUS/SYLLABI**

10.1 **Course syllabus for air traffic control personnel**

10.1.1 The training institute shall prepare detailed syllabus both for Basic (initial) and re-current training in line with the guidelines detailed in the following current ICAO manuals/documents:

- (a) Doc 4444 titled Air traffic management;
- (b) Annex 2 titled Rules of the air;
- (c) Doc 9683 titled Human factors training manual;
- (d) Part F-1 of the Doc. 7192 AN/857 titled Meteorology for air traffic controllers and pilots;
- (e) Doc. 9379 titled Implementation of ICAO language proficiency requirements; and
- (f) Any other ICAO Annexes and documents as may be applicable.

10.2 **Course syllabus for ground Communication, Navigation and Security Electronic Equipment personnel (i.e. installation and maintenance personnel)**

10.2.1 The training institute shall prepare detailed both for Basic (initial) and re-current training syllabus in line with the guidelines detailed in the following current ICAO manuals/documents:

- (a) Part E-2 of the ICAO document 7192-AN/857; and
- (b) Any other ICAO Annexes and documents as may be applicable.

10.3 **Course syllabus for aeronautical communications personnel (Com. Ops.)**

10.3.1 The training institute shall prepare detailed both for Basic (initial) and re-current training syllabus in line with the guidelines detailed in the following current ICAO manuals/documents:

- (a) Annex 10, Vol. II titled Communication procedures including those with PANS status;
- (b) Annex 15 titled Aeronautical information services;

- (b) Doc. 7910 titled Location indicators; and
- (c) Doc. 8400 titled ICAO abbreviations and codes;
- (e) Doc. 8585 titled Designators for aircraft operating agencies, aeronautical authorities and services;
- (f) Part E-3 of ICAO document 7192-AN/857 titled Aeronautical information services personnel;
- (g) Any other ICAO Annexes and documents as may be applicable.

10.4 **Course syllabus for aeronautical information services/ aeronautical maps and charts (AIS/MAP) personnel**

10.4.1 The training institute shall prepare detailed both for Basic (initial) and re-current training syllabus in line with the guidelines detailed in the following current ICAO manuals/documents:

- (a) Part E-3 of ICAO document 7192-AN/857 titled Aeronautical information services personnel;
- (b) Cir. 211 titled Aerodrome flight information services; and
- (c) Any other ICAO Annexes and documents as may be applicable.

10.5 **Course syllabus for aerodrome fire services personnel**

10.5.1 The training institute shall prepare detailed both for Basic (initial) and re-current training syllabus in line with the guidelines detailed in the following current ICAO manuals/documents:

- (a) Airport Services Manual. (Doc 9137), Part 1 — Rescue and Fire Fighting;
- (b) Annex 12 titled Search and Rescue; and
- (c) Any other ICAO Annexes and documents as may be applicable.

10.6 **Course syllabus for aviation security personnel**

10.6.1 The training institute shall prepare security training programme (STP) syllabus both for Basic and re-current training syllabus in line with the guidelines detailed in the following current ICAO manuals/documents:


- (a) Annex 16 titled Security;
- (b) Doc. 9808 titled Human factors in civil aviation security operations; and
- (c) Any other ICAO Annexes and documents as may be applicable.

Note: Such courses can be ordered from ICAO under the Order No. STP-123, email address isd@icao.net.

10.7 Course syllabus/syllabi for other courses

10.7.1 The training institute shall prepare syllabus both for Basic and re-current training for other courses (i.e. Aviation Meteorology, Administrative, Finance, Accounting etc.) as may be required by the aviation services provider.

This order is issued in pursuance of the Rules 4, 123 and 190 of the Civil Aviation Rules, 1984 and shall be effective from 1st October 2011.



Air Cdre Mahmud Hussain, ndu, pse
Chairman
Civil Aviation Authority, Bangladesh

CA-182 C

**CIVIL AVIATION AUTHORITY OF BANGLADESH FLIGHT
SAFETY AND REGULATION DIVISION**

Application for Issue/Renewal of Certificate of Approval of Training Institute

Sl. No.	Description of the item	Information provided by the applicant
1.	Name and address of the institute	
2.	Application for: Issue/ Renewal/ Amendment to the existing ratings. (Delete the non-applicable item)	
3.	Brief Details of the nature of training for which approval is sought.	
4.	Name and qualifications of Chief Instructors, Deputy Chief Instructors and Instructors. (To be mentioned on additional pages or in the TPM)	
5.	List of Synthetic trainers, Training aids, Laboratory equipment, Special tools, Test equipment etc. available. (To be mentioned on additional pages or in the TPM)	
6.	Number of employees and break down of all categories of staffs. (To be mentioned on additional pages or in the TPM)	

7.	Current approval issued by the CAAB. (If any)	
8.	Date of expiry of current approval. (If any)	
9.	Whether TPM of the institute is attached. (If yes, number of copies)	
10.	Revision number and date of issue of the current TPM	
11.	Any other points that the applicant may state in brief	
12.	Date of readiness of the Institute for inspection by the CAAB	
13.	Details of the fee deposited	(a) Purpose: (b) Amount: (c) Account no.: (d) Receipt no.: (e) Bank branch: (f) Date:
Date:		
<hr/> Signature of the authorised person Name; Designation:		

Note: Extra page(s) may be attached as appendix to furnish additional information, if any.

TRAINING PROCEDURES MANUAL- GUIDELINES

GENERAL

These guidelines are minimum requirements and are intended to cover a range of sizes of training institutes and number of courses offered by the institute. The wording for each TPM will require appropriate interpretation depending on the type and size of operation.

SECTION - 1 INTRODUCTIONS: This section shall include statements relating to:

- 1.1 Preface and foreword by the chief executive officer of the organization;
- 1.2 Copy of the Certificate of Approvals granted by the CAAB.
- 1.3 Location and layout of the institute

SECTION - 2 TABLE OF CONTENTS: A concise breakdown of the contents of each section shall be provided, including the title of each sub-section, appendices and their contents and any specimens of forms included for guidance shall also be identified:

- 2.1 Title of each section and sub-sections hereunder.
- 2.2 List of effective pages.
- 2.3 Revision transmittals.
- 2.4 Record of revisions.
- 2.5 Record of temporary revisions (on yellow pages).
- 2.6 Distribution list

SECTION - 3 STRUCTURE OF THE ORGANIZATION: A brief description shall be given of the organizational structure, including a management organization chart depicting the lines of responsibility.

- 3.1 Organogram.
- 3.2 Head of the training institute.
- 3.3 Chief Instructor(s).
- 3.4 Deputy Chief Instructor(s).
- 3.5 Instructor(s).
- 3.6 List of all staffs other than the above.

SECTION - 4 PERSONNEL AND RESPONSIBILITIES: Category wise the total number of instructors and supporting staff and duties and responsibilities of the key/supervisory personnel shall be provided. Terms of reference for management and senior and supervisory personnel shall be included:

- 4.1 Category wise the total number of instructors and supporting staff.

4.2 Terms of reference for management and senior and supervisory personnel

SECTION - 5 ACCOMODATION AND FACILITIES: The following information shall be given:

5.1 **Classrooms:**

- (a) A plan showing lay out of the training institutes and premises:
- (b) The dimension of classrooms.
- (c) Details of lighting, environmental control noise insulation and furniture provided in the classrooms are to be mentioned.

5.2 **Training equipment and aids:** Information on the available audio-visual aids, mock-up, test benches, synthetic trainers, simulators etc. shall be given.

5.3 **Workshop Equipment:** The complete requirements shall depend on the type of courses offered by the Institute.

5.4 **Language laboratory:** Information on the available facility.

5.5 **Library:** list of professional text and reference books shall be given.

SECTION - 6 TRAINING POLICY: The following, shall be mentioned:

6.1 The acceptable course entry standard for the students including competency in written and spoken English.

6.2 Objective of theoretical training.

6.3 Objective of On Job Training

SECTION - 7 INSTRUCTORS QUALIFICATION AND APPROVALS: The following information shall be provided in a standard format:

- (a) Instructor's name, staff number (if any);
- (b) Academic qualification;
- (c) Instructor approval certificate number (if any); and
- (d) Name of the courses)/subject(s)/topics the instructor is authorized to impart lessons.

SECTION-8 EXAMINATION AND OPERATING PROCEDURES: In respect of examination the training procedures manual shall provide details regarding:

8.1 The examination and assessment system to check the progress of each student and officials responsible for managing, monitoring and final assessment

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- 8.2 The manner in which the trainees failing in a few subjects should be additionally coached and subsequent examination procedures.
- 8.3 Procedures for preparing question databank, examination paper and safe custody of question databank examination paper and students' response paper and
- 8.4 Composition of progress test and examination i.e. multiple choice question and essay type questions papers and their ratio.
- 8.5 The training procedures manual shall contain a specimen cope of a certificate, which shall be awarded to trainees who successfully complete a course of training. The certificate shall make provision or at least following:
- (a) Name of the training organization issuing the certificate:
 - (b) Title of the course:
 - (c) The CAAB's approval number of the course:
 - (d) Commencement and conclusion date of the course:
 - (e) Name of the trainee and personal identification if any) of the trainee
 - (f) Statement regarding successful completion of the course:
 - (g) Marks secured.
- 8.6 Responsibilities and Records.
- (a) Responsibility of preparing lesson plans of theoretical and practical training course notes and reviewing course syllabus in accordance with applicable ICAO documents and manual.
 - (b) The availability to students of course notes and hand outs, text/reference books and library facilities.
 - (c) The process of monitoring students' progress and action to be taken to correct shortfall in a students' performance if any.
 - (d) The process of keeping and maintaining attendance records.

SECTION - 9 SYLLABI/SYLLABUS OF ALL COURSES: The following information shall be provided:

- 9.1 The Basic courses which are conducted by the training institute shall be mentioned quoting title of the course and CAAB's approval reference number.
- 9.2 The Refresher courses which are conducted by the training institute shall be mentioned quoting title of the course and CAAB's approval reference number.
- 9.3 Details of practical training that will be imparted to the candidates along with approximate period to be spent for each portion of the practical training.

COMPLIANCE CHECK LIST - TPM

Note:

Column no. 3 and 4 to be filled in by the Head of the Training Organisation/ Senior most Chief Instructor and shall be forwarded along with forwarding letter and draft copy of the TPM.

(1) SL. No.	(2) Description	(3) Related section and page no. of the TPM	(4) Signature
1. INTRODUCTIONS			
1.1	Preface and forward by the Head of the Training Institute		
1.2	Copy of the Certificate of Approvals granted by the CAAB.		
1.3	Location and layout of the institute		
2. TABLE OF CONTENTS			
2.1	Title of each section and sub-sections hereunder.		
2.2	List of effective pages.		
2.3	Revision transmittals.		
2.4	Record of revisions.		
2.5	Record of temporary revisions (on yellow pages).		
2.6	Distribution list		
3. Structure of the organization.			
3.1	Organogram		
3.2	Head of the training institute		
3.3	Chief Instructor(s)		

3.4	Deputy Chief Instructor(s)		
3.5	Instructor(s)		
3.6	List of all employees		
4. PERSONNEL AND RESPONSIBILITIES.			
4.1	Category wise the total number of instructors and supporting staff.		
4.2	Terms of reference for management and senior and supervisory personnel		
5. ACCOMMODATION AND FACILITIES.			
5.1	<p>Classrooms:</p> <p>(a) A plan showing lay out of the training institutes and premises:</p> <p>(b) The dimension of classrooms.</p> <p>(c) Details of lighting, environmental control noise insulation and furniture provided in the classrooms are to be mentioned.</p>		
5.2	<p>Training equipment and aids:</p> <p>Information on the available:</p> <p>(a) Audio-visual aids</p> <p>(b) Mock-up</p> <p>(c) Test benches</p> <p>(d) Synthetic trainers</p> <p>(d) Simulators etc.</p>		
5.3	<p>Workshop Equipment:</p> <p>The complete requirements shall depend on the type of courses offered by the Institute.</p>		
5.4	<p>Language laboratory:</p> <p>Information on the available facility.</p>		

5.5	Library: List of professional text and reference books shall be given.		
6. TRAINING POLICY			
6.1	The acceptable course entry standard for the students including competency in written and spoken English.		
6.2	Objective of theoretical training		
6.3	Objective of On Job Training		
7. INSTRUCTORS' QUALIFICATIONS AND APPROVALS. (Brief bio-data of all Instructors in a standard format)			
7.1	Instructor's name, staff number (if any);		
7.2	Academic qualification		
7.3	Instructor approval certificate number (if any)		
7.4	Name of the courses/subjects/topics the instructor is authorised to impart lessons.		
8. EXAMINATION AND OPERATING PROCEDURES			
8.1	The examination and assessment system to check the progress of each student and officials responsible for managing, monitoring and final assessment.		
8.2	The manner in which the trainees failing in a few subjects should be additionally coached and subsequent examination procedures.		
8.3	Procedures for preparing question databank, examination paper and safe custody of question databank examination paper and students' response paper.		
8.4	Composition of progress test and examination i.e. multiple choice question and essay type questions papers and their ratio.		

<p>8.5</p>	<p>The training procedures manual shall contain a specimen cope of a certificate, which shall be awarded to trainees who successfully complete a course of training. The certificate shall make provision or at least following:</p> <ul style="list-style-type: none"> (a) Name of the training organization issuing the certificate; (b) Title of the course; (c) The CAAB's approval number of the course; (d) Commencement and conclusion date of the course; (e) Name of the trainee and personal identification if any) of the trainee; (f) Statement regarding successful completion of the course; (g) Marks secured. (h) Responsibilities and Records. 		
<p>8.6</p>	<ul style="list-style-type: none"> (a) Responsibility of preparing lesson plans of theoretical and practical training course notes and reviewing course syllabus in accordance with applicable ICAO documents and manual. (b) The availability to students of course notes and hand outs, text/reference books and library facilities. (c) The process of monitoring students' progress and action to be taken to correct shortfall in a students' performance if any. (d) The process of keeping and maintaining attendance records. 		

9. SYLLABUS/SYLLABI			
9.1	List of Syllabus of Basic courses		
9.2	List of Refresher courses syllabus		
9.3	List of On Job Training syllabus		

Signature
Name
Designation
Head of Training Institute

Checked by CAAB:

Signature
Name
Designation