

**CIVIL AVIATION AUTHORITY, BANGLADESH**  
**AIR NAVIGATION ORDER**

**ANO (OPS) A-6 REQUIREMENTS FOR APPROVAL OF  
FLIGHT TRAINING SCHOOL  
(RAFTS)**

*Approval Requirements of the Civil Aviation Authority, Bangladesh for the Establishment, and  
Administration of Flight training Schools in Bangladesh*

## FOREWORD

Chairman, Civil Aviation Authority, Bangladesh, hereby issues this Requirements for Approval of Flight Training School (RAFTS) in pursuance to the powers vested in him by Rule 4, 21A (29), (30) & rule 105 (3)(b) of CAR '84.

These Requirements contain the minimum standards to be maintained for the establishment and administration of a Flight Training School in Bangladesh.

Each owner and/or operator of a Flight Training School 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.

The Requirements for Approval of Flight Training School (RAFTS) will come into force on the date of approval by Chairman.



**Chairman**  
**Civil Aviation Authority, Bangladesh**

## **PREAMBLE**

Requirements for Approval of Flight Training School (RAFTS) has been developed to fulfill the requirements for the establishment of an aviation related Training Organization.

The Aviation Training Organization shall deal with the requirements to be met by flight schools and/or Clubs dedicated solely to produce professional pilots of aeroplanes and helicopters as well as to train pilots and manpower specifically for flight or working with sports or recreational aircraft including powered and un-powered gliders, microlights/ultralights, balloons, aerobatic aircraft etc.

This document has been designed by Civil Aviation Authority, Bangladesh specifically to outline the requirements for the establishment of an Aviation Training Organization for producing professional pilots of aeroplanes only.

The requirements stated in this ANO shall not supersede the CAR'84 and other regulatory documents published by CAAB.



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## **SECTION - A**

# **GENERAL**

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### **SECTION – A**

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# GENERAL

## A1. AUTHORITY

This Requirements for Approval of Flight Training School (RAFTS) is issued by the Chairman, Civil Aviation Authority, Bangladesh in pursuance of the powers vested in him under Rule 4, 21A (29), (30) & rule 105 (3)(b) of CAR '84.

## A2. SCOPE

- 2.1 The purpose of this document is to explain the procedure for the issuance, renewal and variation of approval of a Flight School, by Civil Aviation Authority, Bangladesh conducting a course of training for the PPL, CPL, Instrument, Multi-Engine, Night and Flight Instructor Ratings. It is also to indicate the minimum requirements to be met by schools conducting such a course in respect of equipment, organization, staffing, training and other matters affecting the operation of the course of training.
- 2.2 This RAFTS relates to the conduct of Ground and Flight Training required for the issuance of Personnel Licenses, Certificates and Ratings.
- 2.3 This RAFTS relates to the management and approval of pilot schools conducting training for the issuance of Personnel Licenses, Certificates and Ratings.
- 2.4 This RAFTS relates to the Modular courses conducted for the issuance of Private Pilot, Commercial Pilot, Instrument, Flight Instructor, Ground Instructor and Multi-Engine Ratings.
- 2.5 All persons desiring to become a pilot shall comply with the instructions contained in this RAFTS as well as the rules mentioned in the CAR '84 and any other instructions issued by CAA, Bangladesh.

## A3. EFFECTIVE DATE

This Requirements for Approval of Flight Training School (RAFTS) shall be effective from the date as approved by the Chairman Civil Aviation Authority, Bangladesh.

## A4. DEFINITIONS

**'Accepted/Acceptable'** means not objected to by the Authority as suitable for the purpose intended.

**'Aircraft'** means a machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**'Approved by the Authority'** means documented by the Authority as suitable for the purpose intended.



‘**Authority**’ means Civil Aviation Authority, Bangladesh.

‘**Aeroplane**’ means a power-driven heavier than air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;

‘**Aircraft Category**’ means **classification** of aircraft according to specified basic characteristics, e.g., aeroplane, helicopter, glider, free balloon.

‘**Approved Training Program**’ means a training program approved by CAAB.

‘**Approved Training**’ means training carried under a special curriculum and supervision approved by Chairman.

‘**Approved Flight Simulator**’ means a Flight Simulation Training Device approved by CAAB.

‘**Aviation Training Centre**’ means a training centre approved by CAAB; and whose training is acceptable to CAAB for the purposes of issue, renewal and revalidation of a License, Certificate, Rating or an Endorsement.

‘**CAAB**’ means Civil Aviation Authority, Bangladesh.

‘**CHAIRMAN**’ means Chairman Civil Aviation Authority, Bangladesh.

‘**CAAB Inspector**’ means a CAAB official employed for regulatory inspection, work or a person authorized by Chairman to perform a regulatory function.

‘**Centre-line Thrust Aeroplane**’ means an aeroplane that has the following characteristics:

- ) the aeroplane has two or more engines;
- ) and the failure of one or more of the engines does not produce asymmetric handling qualities in the aeroplane.

‘**Civil Aircraft**’ means any aircraft on the Civil register of a State, other than those, which that State treats as being in the service of the State, either permanently or temporarily.

‘**Commercial Air Transportation**’ means the transportation by air of passengers, cargo or mail for remuneration or hire.

‘**Co-Pilot (P-2)**’ means a licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

‘**Flight Check**’ means a test of practical knowledge and proficiency of a pilot during flight.

‘**Flight Test**’ means a check-ride carried out by an Instructor.

**'FI (Flight Instructor)'** means a pilot certificated by the Authority with an Instructor rating who can conduct training of ab-initio and other pilots, within the scope of his privileges, on aircraft of weight category of 5700 KG and below and authorized to carry a maximum of nine passengers.

**Licensing Authority'** means the Authority, established by Chairman, Civil Aviation Authority Bangladesh, responsible for licensing of personnel in accordance with CAR '84.

**Flight School** means an organization established for the purpose of providing ground and flight trainings to student pilots that is acceptable to the CAAB for the purpose of issuance, renewal and revalidation of a License, Certificate, Rating or an Endorsement.

**'Pilot-in-Command (P-1)'** means the pilot responsible for the operation and the safety of the aircraft during flight.

**'Rating'** means an authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such license.

**'Synthetic Flight Trainer'** means any one of the following three type of an approved apparatus in which flight conditions are simulated on the ground:

) **'A Flight Simulator/Flight Simulation Training device'** which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical / electronic, etc., aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

) **'A flight procedures trainer'** which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

) **'A basic instrument flight trainer'** which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions;

## **A5. PROCESS AND ADMINISTRATION FOR THE APPROVAL OF A FLIGHT TRAINING SCHOOL AUTHORIZATION / CERTIFICATE**

### **5.1 GENERAL**

5.1.1 No person may establish and operate a flight training school for the purpose of providing ground and flight trainings without Authorization by CAAB.

5.1.2 A school wishing to obtain CAAB approval shall apply to the Chairman. The application should be accompanied by the relevant Training and Procedure Manual including full descriptions of the training schemes, Standard Operating Procedures and any other relevant documents as so demanded by the Authority outlined in CAR '84 and associated ANOs.

- 5.1.3 After consideration of the application and associated documents, the school will be inspected to ensure that it meets the Authority's standards in flight training, ground training and overall facilities.
- 5.1.4 Subject to satisfactory inspection, and after filling the application for a pilot school permit on a form and in a manner prescribed by the Authority and meets the applicable requirements of Sections A, B, C, D and E of this document and also fulfilling the other necessary requirements, CAAB approval will normally be granted in the first instance for a period of one fiscal year.
- 5.1.5 The applicant for establishing a Flight Training School shall fulfill the requirements as mentioned in 5.2 of this section.

## **5.2 CERTIFICATION PROCEDURE FOR THE ESTABLISHMENT OF FLIGHT SCHOOL.**

### **5.2.1 FORMAL APPLICATION PHASE**

- 5.2.1.1 An entrepreneur shall duly fill up the application form for the establishment of a flight school and submit it to the CAAB giving details in writings of the schedule of events listing when aircraft, activities and facilities will be ready for inspection by the Authority.
- 5.2.1.2 The application forms and any further information that may be required can be obtained from the Directorate of Flight safety & Regulations of CAAB.
- 5.2.1.3 The applicant shall fulfill the following requirements and provide the necessary documents as stated below:
- i) A document certifying the applicant is Bangladeshi or documents that certify the nationality of the applicant (if the enterprise is established in a joint venture in accordance with the existing laws of Bangladesh).
  - ii) The document certifying the nationalities of the board members of the enterprise.
  - iii) The document certifying the principal place of business of the enterprise is in Bangladesh.
  - iv) A copy of Company Registration issued by the company registrar office of Bangladesh if required.
  - v) A copy of Industry Registration issued by the concerned office of the Industry Ministry of Bangladesh.
  - vi) A copy of TIN/VAT Registration as applicable.

- vii) Description of the corporate structure and financial status of the entrepreneur with names of individuals having major financial interest in the company and specified financial data like capital, assets, liabilities etc.
- viii) A Feasibility Study Report that provides a detailed analysis which proves the potentialities of the projects and extends the recommendation for the establishment of a flight school.
- ix) All manuals mentioned in A 15 are required to be submitted
- x) A description of the inventory, spare parts store facilities and logistics.
- xi) Insurance Requirements:

No entrepreneur shall operate a flight training school unless every accident or an incident related in operation of the aircraft has been insured as mentioned below:

- a) Liability insurance covering the risks of injury to or death of student pilot, instructor pilot, any other crew and any observer(s) on board, in an amount that is not less than the amount determined by Warsaw Convention for air service. In addition the insurance certificate that must show the details on Insurance companies (if more than one ), Policy number, types of amount and period of coverage and special conditions, exclusions and limitations.
  - b) Third party Liability insurance i.e. as of required for domestic air service.
- xii) Financial report requirements:

An applicant who desires to operate a flight school shall be required to submit the following financial information —

- a) the source of operating and non operating expenses;
- b) the estimated amount of operating and non operating expenses; and the estimated net profit and loss;
- c) a proposed balance sheet of the enterprise which shall contain cash flow statement, profit & loss and assets and liabilities.
- d) Cost benefits analysis of the project.

- e) Any other relevant information that ensures the sustainability of the enterprise.
- f) Any other financial information that Chairman, CAAB requires to determine that the applicant has sufficient financial resources to conduct the enterprise with the required degree of safety.

#### 5.2.1.4 Inspection and assessment:

- a) Inspection
  - i) An inspection will cover examination of all required manuals, technical data, training facilities and programs, aircraft maintenance facilities, support equipment, records, stores, key personnel, administrative and operational set up, financial viability etc.
  - ii) The cost of survey inspection will be borne by the applicant.
- b) Facility Inspection - The following facilities will be inspected.
  - 1) Operation planning and roster office for trainee pilots.
  - 2) Management and Administrative offices.
  - 3) Flight Planning and Dispatch offices.
  - 4) Training Facility.
  - 5) Aircraft Maintenance facility.
  - 6) Ground equipment (fixed & mobile).
- c) Assessment
 

A preliminary assessment will be made to ensure that the applicant has:

  - 1) A level of service that meets a need or demand and is in the public interest.
  - 2) A level of financial resource that ensures the proposed entrepreneurship is economically viable and successful.
  - 3) The organization, manpower, training program, curriculum and all other facilities and requirements mentioned in the procedure manual of the company is adequate to initiate the training program.

## 5.2.2 ISSUANCE OF AUTHORIZATION FOR THE ESTABLISHMENT OF A FLIGHT TRAINING SCHOOL:

### 5.2.2.1 Chairman CAAB: The final authority.

An authorization in the form of a certificate to operate a flight training school shall be issued by the Chairman, Civil Aviation Authority, Bangladesh in accordance with the provisions made under CAR '84 and ANO (AT) A-2, if it is satisfied that:

- a) The requirements mentioned 5.2 shall be met by the applicant.

- b) The provision made under CAR '84 and ANO (AT) A-2 of Civil Aviation Authority, Bangladesh shall be met by the applicant.
- c) The appropriate fee as per Civil Aviation Authority, Bangladesh is deposited by the applicant.

5.2.2.2 The following items are mentioned in an authorization to establish a flight school:

- a) Name of the enterprise
- b) The various types of trainings authorized to be conducted.
- c) The types of aircraft authorized for use.
- d) Airport authorizations.
- e) Airport Limitations.
- f) Any other item that Chairman, CAAB determines is necessary to cover a particular situation.

5.2.2.3 Restrictions on operations:

A flight school is not authorized to operate any type of commercial flights i.e. schedule, non-schedule, charter etc. and to extend its aircraft on lease as a lessee to other air operator(s) of Bangladesh or abroad.

## **A6 DURATION OF AUTHORIZATION / CERTIFICATE**

- 6.1 The duration of a Flight School authorization / certificate shall be for a period of one fiscal year including the last date of that fiscal year, unless:
- (a) surrendered, suspended or revoked
  - (b) the school has failed to maintain for more than 60 days, the facilities, aircraft or personnel required for any one of the school's approved training courses.
  - (c) any major change is made to the school's facilities upon which the school's authorization / certificate is based, without the prior approval of Chairman, CAAB.
  - (d) in case of change of ownership of the school:
    - (i) no application is submitted to the CAAB within the next 30 days of change of ownership
    - (ii) any major change is made to the school's facilities upon which the school's authorization / certificate is based, without the prior approval of the CAAB.
- 6.2 In case of suspension or revocation of the certificate by the Chairman, authorization holder shall return it to the Chairman.
- 6.3 Continuation of validity of the authorization / certificate shall depend on compliance of all the conditions by the permit holder under which it was issued. Non compliance with operating conditions or failure to maintain an adequate standard or failure to maintain the requirements mentioned in this requirement shall result in the revocation or suspension of the authorization.

- 6.4 Chairman, CAAB may revoke the authorization / certificate or alter any condition in operation if he considers it is necessary to do so in the interest of nation and on account of flight safety.
- 6.5 Ownership granted for the establishment of a flight school is not transferable from one party to another party.

#### **A7 VARIATION OF THE AUTHORIZATION / CERTIFICATE:**

- 7.1. If the authorization / certificate holder of a flight school wishes to apply for a variation in the authorization / certificate, the holder should apply to Chairman, CAAB giving full details on the amendment proposed, at least 60 days prior to effect the proposed amendment.
- 7.2 On receipt of an application for variation, the authorized officers assigned for inspection will normally be directed to make a special investigation and to submit a report before Chairman, CAAB to reach a decision in the matter of the fulfillment or deficiency in the requirement.
- 7.3 A change in the key management personnel, partners, promoters, major share holders and flight crew should be immediately notified to CAAB either through a letter or through amendment in the required manual.
- 7.4 Each authorization / certificate holder shall notify Chairman, CAAB in writing, at least 30 days in advance, of any change in the address of its principal business office and other related information mentioned in the authorization / certificate.

#### **A8 RENEWAL OF THE AUTHORIZATION / CERTIFICATE:**

- 8.1 Each flight school operator is required to renew its authorization / certificate every fiscal year.
- 8.2. The authorization / certificate of a flight school before expiry will be renewed for the next one fiscal year for which application with the requisite fee must be submitted at least 60 days prior to expiry of authorization / certificate, provided the school meets the requirements prescribed in Section A 8.4 for renewal of its authorization / certificate and ratings.
- 8.3 Requirement for the renewal of the authorization:
  - a) Financial Report Requirements:
    - i) A balance sheet that shows assets liabilities and net worth as of a date not more than 60 days before the date of application.
    - ii) A profit and loss statement with separation of items covering the date up to 60 days before the date of application.
    - iii) A cash flow statement covering the date up to 60 days before the date of application.

- iv) Any other financial information that Chairman, CAAB requires to enable him to determine that the applicant has sufficient financial resources to conduct his flight school with a degree of safety required.
  - b) The documents on clearing dues or modes on clearing dues.
  - c) The correct data showing clearly the annual output of the company and other related activities.
  - d) Valid document on insurance coverage showing insurance company's policy numbers, types, amounts and periods of coverage and special conditions, exclusions and limitations.
  - e) Valid document on the arrangement of equipment (aircraft).
  - f) Document of clearance of income tax.
  - g) Receipt of appropriate renewal fee as per Civil Aviation Rules.
  - h) Satisfactory Inspection Report presented by authorized officers and inspectors of CAAB.
- 8.4 A flight school may have its school authorization / certificate and ratings renewed for an additional 12 calendar months if the Authority determines the school's personnel, aircraft, facility and airport, approved training programs, training records and recent training ability and quality meet the requirements.

## **A9. DISPLAY OF THE AUTHORIZATION / CERTIFICATE**

- 9.1 A holder of a Flight School authorization / certificate must display that certificate in a place in the school that is clearly visible to the public and not obstructed.
- 9.2 The authorization / certificate must be made readily available for inspection, upon request by the CAAB or any other governmental agency.

## **A10. RESPONSIBILITIES OF A FLIGHT SCHOOL AUTHORIZATION / CERTIFICATE HOLDER**

- 10.1 A Flight School authorization / certificate holder should ensure that the training/courses it imparts to its students should be of international standards and must therefore conform to current ICAO and CAAB requirements.
- 10.2 It is the responsibility of a authorization / certificate holder to ensure that its successful students must achieve levels of skill, proficiency and knowledge appropriate to the license granted and that those students who are inadequately prepared are not allowed to present themselves for license examination and tests.
- 10.3 A Flight School authorization / certificate holder shall ensure that in order to produce graduates of the highest standards in today's complex and demanding aviation scenario, it will not compromise in the quality of equipment, technology and training methods employed.



- 10.4 It is the responsibility of the authorization / certificate holder to ensure that the training is carried out in a total training environment where all necessary educational resources can be assembled and where student training can be properly controlled and supervised while following a training syllabus approved by CAAB.
- 10.5 The Flight School authorization / certificate holder is to ensure that during the period of validity of the approval, capability of the institute is not degraded in any way. Authority may carry out random spot checks or safety audit of the organization at any time. During such audits, access shall be given to CAAB inspector(s) to all training records, authorization sheets, technical logs, lectures, study notes and briefings and to any other relevant material.
- 10.6 The authorization / certificate holder shall develop and present for approval, all training programs to the CAAB.
- 10.7 The primary responsibility for the security of the personnel, aircraft and any other physical assets of the Flight School shall lie with the authorization / certificate holder.

## **A11. FLIGHT SCHOOL RATINGS**

- 11.1 Provided that the applicant for a Flight School permit meets all the requirements of this ANO, the applicant may be authorized to conduct the following courses:
  - 11.1.1 Certification and Rating Courses:
    - a) Private Pilot Course
    - b) Commercial Pilot Course
    - c) Instrument Rating Course
    - d) Ground Instructor Course
    - e) Flight Instructor Course
    - f) Additional aircraft category or class rating course

## **A12. INSPECTIONS**

- 12.1 The authorization / certificate holder shall allow scheduled and unscheduled inspections by the Authority at any time of the year to determine its compliance with the Civil Aviation Regulation, related Annexes and Manuals.
- 12.2 The Inspector(s) shall be given full and unhindered access during inspections, to the school's personnel, facilities, equipment and records to determine that the authorization / certificate holder has been complying with the requirements as stipulated in the regulatory documents of the CAAB for the purpose of continuance of eligibility of the authorization / certificate.
- 12.3 Furthermore, Inspectors may require sampling training flights with students to assess the standard of training imparted to the students. In such instances, sampling flights will be done in a manner that is least disruptive to the student's training program.

- 12.4 To keep Chairman, CAAB informed regarding the fulfillment of the requirement, the officer or inspectors of the CAAB will visit a flight school frequently to check that the requirements laid down in this requirement is being fulfilled.
- 12.5 If the inspection procedure reveals a significant deficiency which cannot be readily dealt within discussion between the authorization holder and authorized officers, Chairman, CAAB will advise the permission holder in writing, of the nature of deficiency and the action required for rectification of that deficiency.
- 12.6 Chairman, CAAB may issue an inspection to be conducted, to confirm that the authorization / certificate holder is maintaining a satisfactory level of performance, to submit periodic financial reports by the authorization / certificate holder. Financial report submitted in such cases should be similar to the reports mentioned at the requirement for renewal of authorization / certificate.

### **A13. ORGANIZATION AND MANAGEMENT**

- 13.1 The Flight School should have a satisfactory management structure comprising of a minimum of an Accountable Manager, a Chief Ground Instructor and a Chief Flight Instructor that allows supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high professional standards. The Training and Procedure Manual shall contain besides others, in detail, the management structure, an organization chart (organogram), duties and responsibilities of the management personnel. See Appendix - G the examples of Organization structure.
- 13.2 A Flight School shall satisfy the Authority that an adequate number of qualified and competent staff is employed.
- 13.3 The school shall submit to the CAAB the names of key management personnel at the time of their induction into the company specifying their qualification and experience. Any transfers, promotions, terminations and new inductions of key management personnel should immediately be notified to CAAB.

### **A.14 QUALITY ASSURANCE SYSTEM**

The training organization shall establish a quality assurance system, acceptable to the Licensing Authority granting the approval, which ensures that training and instructional practices comply with all relevant requirements. Details on the contents of a quality assurance system for Bangladesh Flight School can be found in Appendix – H to this ANO.

### **A15 COMPANY MANUALS**

- 15.1 Training and Procedure Manual is to be prepared as per the requirements of CAR '84 and guidelines mentioned in Appendix – F.
- 15.2 Airworthiness Exposition Manual/Engineering Manual shall provide the standard safety oversight procedures in respect of maintenance/airworthiness of aircraft operated by the Flight Training School. The manual shall be prepared as per CAR '84.

## **A16 AMENDMENTS**

ANO (OPS) A-6, Requirements for Approval of Flight Training School (RAFTS) may be updated or revised as necessary and would be displayed through the webpage of the Authority. It shall be the responsibility of the authorization / certificate holder to ensure that the school is in possession of the latest amendment to this ANO, if any.

**END OF SECTION 'A'**

## **SECTION - B**

# **PERSONNEL, AIRCRAFT & FACILITIES**

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## PERSONNEL, AIRCRAFT & FACILITIES

### B1. FLIGHT SCHOOL – BASIC CONCEPT

- 1.1 A Flight School, as described in this ANO, is a training center for ground and flight training of Pilots for the issuance of certificates for aircraft of weight category below 5700 KG and authorized to carry up to nine passengers.
- 1.2 A Flight School may be authorized by the Authority to conduct Flight Instructor Course (FIC) provided it meets the prescribed requirements for conducting such a course.
- 1.3 It should be quite clear that the training aircraft used by a Flight School is normally not designed for aerobatic maneuvers and any misuse of the performance capabilities of a school's training aircraft shall be considered an illegal act.
- 1.4 The authorization / certificate holder of a Flight School is strictly prohibited to utilize a student pilot's training hours to carry out charter or other commercial operations.

### B2. FACILITIES REQUIREMENTS

- 2.1 Each holder of a Flight School authorization / certificate must maintain a principal business office with a mailing address in the name shown on its authorization / certificate.
- 2.2 The facilities and equipment at the principal business office must be adequate to maintain the files and records required to operate the business of the school.
- 2.3 The principal business office may not be shared with, or used by, another pilot school.
- 2.4 A authorization / certificate holder may not change the location of the principal business office or the operations base, unless the authorization / certificate holder has been duly authorized by Chairman, CAAB subsequent to the following conditions having been fulfilled:
  - (a) submitting an application to Chairman, CAAB in writing, prior to 30 working days before the date of change of location;
  - (b) submission of any amendment(s) needed for the authorization / certificate holder's approved training course outline;
  - (c) CAAB Inspectors having inspected and approved the new location or base for use by the authorization / certificate holder and have recommended for such relocation,
  - (d) the course of training and any needed amendment(s) having been approved for use at that base.

### B3. SCHOOL PERSONNEL

3.1 **Training Personnel:** The school will be required to satisfy the Authority that, bearing in mind its size, an adequate number of staff including Chief Flight Instructor, Flight Instructors, Chief Ground Instructor and Ground Instructors are employed to impart a high standard of training. It is particularly important that a satisfactory instructor/student ratio is maintained, preferably 1:5 and that all grades of training personnel are both qualified and currently competent both in their specialization and in training techniques.

#### 3.1.1 Chief Flight Instructor Qualifications

3.1.1.1 Overall responsibility regarding flight training shall lie with the Chief Flight Instructor who shall have the following minimum qualifications, in addition to his having a flight record free of any accident attribute to his proficiency:

- a) CPL/IR or ATPL
- b) Flight Instructor Rating
- c) Total Flight Experience: 1500 hrs.
- d) Instructional Experience: 750 hrs.
- f) Multi-Engine Rating (when applicable)

#### 3.1.1.2 Privileges of a Chief Flight Instructor:

- a) The Chief Flight Instructor is authorized to conduct internal check-rides in addition to imparting normal flight training to students and other prospective instructors/instructors.
- b) The Chief Flight Instructor is authorized to release students for their initial solo.
- c) To conduct internal examinations.
- d) To carry out periodical progress checks of a student.
- e) To authorize flights of the aircraft operated by the institute/school.
- f) To authenticate the entries in a pilot's logbook.
- g) To carry out standardization checks of the Flight Instructors in the Flight School.
- h) To sign out students for an external (CAAB) check-ride.

3.1.1.3 The Flight Instructor seeking approval for the post of Chief Flight Instructor should be free from prejudices capable of recording fair assessment of the trainee pilots.

3.1.1.4 The Flight Instructor seeking approval as CFI and meeting the experience requirements shall undergo an oral and flight test for approval conducted as considered appropriate by Chairman.

- 3.1.1.5 If a Chief Flight Instructor changes from one institute to another, he may be approved by CAAB in the same capacity without undergoing the oral and flight tests provided that the training activities of the new training institute is not higher than that of the previous institute.
- 3.1.1.6 CFI approval may be suspended or cancelled by the Authority if he is found lacking in any of the requirements or if found unfit in any manner or in case of serious safety violations.
- 3.1.1.7 The duties and responsibilities of the Chief Flight Instructor shall be determined by the Flight School.

### 3.1.2 Flight Instructor Qualifications

- 3.1.2.1 The Flight Instructor employed by a Flight Training School for flight instruction purposes shall have a flight record free of any accident attributable to his proficiency in handling any type of aircraft within the preceding two years.
- 3.1.2.2 The Flight Instructor shall possess the following valid license/ratings:
  - a) Current CPL/IR or ATPL
  - b) Flight Instructor Rating
- 3.1.2.3 Privileges of a Flight Instructor:
  - a) authorized to impart trainings for the issuance of a Private Pilot License
  - b) authorized to impart trainings for the issuance of a Commercial Pilot License
  - c) authorized to impart trainings for the issuance of an Instrument Rating
  - d) authorized to impart trainings for the issuance of a Multi-Engine Rating
  - e) authorized to impart trainings for the issuance of a Flight Instructor Certificate
  - f) to release students on solo flights upon receiving due clearance from the Chief Flight Instructor
- 3.1.2.4 Requirements to exercise the privileges as specified in 3.1.2.3
  - a) to impart trainings for CPL students - a minimum of 100 hours instructional experience is required.
  - b) to impart trainings for Flight Instructor students - a minimum of 200 hrs instructional experience is required.
  - c) a CAAB authorization for imparting trainings to Flight Instructor students is required.
  - d) The Chief Flight Instructor must make a pre-solo check-ride prior to any instructor releasing a student for an initial solo.



### 3.1.3 Chief Ground Instructor

The Chief Ground Instructor shall have a practical background in aviation and have

- (i) undergone a course of training in instructional techniques; or
- (ii) have had extensive previous experience in giving theoretical knowledge instruction.

3.1.3.1 The privileges of a Chief Ground Instructor include conduct of all theoretical knowledge instruction, standardization of all theoretical ground instruction and the supervision of all ground instructors.

### 3.1.4 Ground Instructors

Ground Instructors for pilot license and ratings examination subjects, shall have appropriate experience in aviation and shall, before appointment, give proof of their competency by giving a demonstration lecture to students observed by the Chief Ground Instructor, using material that they have prepared.

*Note: Qualification and experience requirements of ground instructors as per CAAB circular No. CAAB/52/01/73/FI/1419 dated 23-11-2009.*

3.2 **Administrative Personnel:** In addition, a pilot school will be required to employ a reasonable number of administrative personnel for the purpose of maintaining satisfactory records of students regarding their training and examinations.

## B4. GROUND TRAINING FACILITY

4.1 A Ground Training Facility should consist of a minimum of the following facilities regarding a pilot school:

- a) Classrooms that include Equipment Demonstration Room and Audio/Visual Room
- b) Management and Instructors' office rooms
- c) Technical Library
- d) Printing and Copying Room/facility
- e) Lavatory
- f) Store

4.2 All rooms used for the purpose of teaching and studying including audio/visual rooms should be located such that they are least disturbed by external noise and interference.

## **B5. FLIGHT OPERATIONS CENTRE (FOC)**

5.1 The Flight Operations Centre is a facility comprising of several services dedicated to the safe operations of flight training programs. The Flight Operations Centre of a school shall be located at or very close to an airport used for training. If a school uses Flight Training Devices or Simulators, they should also be located here. Following accommodations are all required for the establishment of an FOC:

- a) Operations Control Centre (OCC) that is fully equipped and staffed to control all flight activities.
- b) Flight Planning Room that:
  - i. is equipped with aeronautical maps and charts,
  - ii. has access to current AIS information,
  - iii. has access to current meteorological information,
  - iv. has communications with ATC and Operations Control Centre
  - v. has a large chronometer displaying UTC time
  - vi. has any other relevant material
- c) Briefing / Debriefing Room - with white-boards and cockpit posters of training aircraft, which may also be used as classrooms
- d) Flight Crew Lounge for flight crew to relax when not engaged in actual flight.
- e) Offices for Management Pilots and Instructors
- f) Administrative offices
- g) Flight Simulation Training Device (FSTD) Room
- h) Lavatory
- i) Store

## **B6. AIRCRAFTS**

- 6.1 Each aircraft belonging to the Flight School must be registered as a civil aircraft of Bangladesh.
- 6.2 The training aircraft must meet the requirements as specified in CAR '84.
- 6.3 Each aircraft used in flight training must have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations.
- 6.4 Each aircraft used in a course involving IFR en route operations and instrument approaches must be equipped and maintained for IFR operations. For training in the control and precision maneuvering of an aircraft by reference to instruments, the aircraft must be equipped (e.g. ADF, VOR, RMI, HSI, DME, ILS, GPS etc.) as provided in the approved course of training. They should also have partial panel instrument flight facility.

- 6.5 An adequate number of fleet of training aircraft appropriate to the courses of training offered shall be made available. It is the Flight Training School Authorization / Certificate holder's responsibility to ensure that the ratio between the number of students enrolled and the number of training aircraft maintained by the school in airworthy condition not be a factor for dispute as to the timely completion of a student's training.
- 6.6 The fleet for training courses leading to a CPL in single engines shall include aeroplanes that are able to demonstrate stall and spin avoidance. For multi-engine aeroplanes whip stalls, spins and 60 degree banks are not required.
- 6.7 Single-engine training aeroplanes should be equipped with an engine of at least 100 h.p. with conventional engine handling.
- 6.8 Aircraft to be used for night flight should be suitably equipped.
- 6.9 Micro-light or Ultra-light aircraft shall not be used for professional pilot training courses that are approved under this document.
- 6.10 Each aircraft must carry at least, a pre-takeoff and pre-landing checklist and a Pilot's Operating Handbook (POH) of that aircraft.
- 6.11 The school should preferably have at least two single-engined and two multi-engined aeroplanes for every 10 students.

## **B7. AIRPORTS**

- 7.1 The base airport and alternate airport at which flight training is to be conducted shall have at least the following facilities:
  - 7.1.1 at least one runway or take-off area that allows training aeroplanes to make a normal take-off and landing at the maximum take-off and maximum landing mass authorized under the following conditions:
    - a) under calm (i.e. not more than four knots) wind conditions
    - b) temperature equal to the mean high temperature for the hottest month of the year in the operating area;
    - c) with the power plant, landing gear and flaps operation as recommended by the manufacturer,
    - d) in the case of a take-off:
      - (i) with smooth transition from liftoff to the best rate of climb speed without exceptional piloting skills or techniques
      - (ii) clearing all obstacles in the takeoff flight path by at least 50 feet
  - 7.1.2 each airport must have a wind direction indicator that is visible from the end of each runway at ground level;

- 7.1.3 an air traffic control service except where, with the approval of the Authority, the training requirements may be satisfied safely by another means of air - ground communications and VOR or NDB facilities.
- 7.1.4 each airport used for night training flights must have permanent runway lights.

## **B8. FLIGHT SIMULATION TRAINING DEVICES**

- 8.1 An applicant for a flight school permit who wishes to use Flight Simulation Training Devices (FSTD) for training purposes is required to meet the following requirements:
  - a) full compliance with the requirements as laid down in the CAR '84, and
  - b) approval from the Chairman, CAAB

**END OF SECTION 'B'**

## **SECTION - C**

### **TRAININGS, EXAMINATIONS & RECORDS**

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## TRAINING, EXAMINATIONS & RECORDS

### C1. TRAINING

- 1.1 The Flight Training School authorization / certificate holder must prepare a Training Program for every type of course intended to be conducted by that school for the purpose of issuing a certificate and submit it to the Chairman, CAAB, for approval.
- 1.2 Upon receiving the Training Program and after having found it to be satisfactory and meeting the stipulated requirements, CAAB will grant an approval permitting the school to conduct its trainings as per the approved program.
- 1.3 A CAAB observer shall be present whenever a new training program is being conducted for the first time.
- 1.4 The Flight Training School authorization / certificate holder must prepare a Training and Procedure Manual and submit it to CAAB for approval.
- 1.5 The Training and Procedure Manual shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall include the following:
  - (a) the structure of the Training Department
  - (b) the details of the training programs/courses being conducted by the school.
  - (c) pre-flight briefings, description of air exercises and post-flight briefings or de-briefings.
  - (d) flight simulation training device programs, where applicable
  - (e) training forms
  - (f) check-ride forms
  - (g) examination procedure
- 1.6 Chief Flight Instructors (CFI) are required to regularly carry out flight checks of the trainee pilots to ensure that the flight training institute is imparting standardized flight training. The CFI should carry out regular flight checks on Flight Instructors to ensure that standardized flight training is being imparted to the trainee pilots.
- 1.7 An applicant for any of the courses is required to complete a full-time course of training at a school approved by the Authority to conduct such courses. However, if an applicant has previous flight training experience, he/she may be credited as per the prevailing rules and regulations upon satisfactory presentation of documentary evidence.

### C2. REQUIREMENTS FOR ENTRY TO TRAINING

- 2.1 A student accepted for training shall possess the appropriate medical certificate for the license required and shall meet the entrance requirements set by the Flight Training School as approved by the Authority.

## 2.2 Educational qualifications for entry:

A Class 12 or equivalent with Physics and mathematics is required for initial entry to the CPL course. A good command of spoken and written English is an essential requirement. Criteria on proficiency in English Language, specified by CAAB, shall be fulfilled by each student.

### **C3. TRAINING EQUIPMENT/AIDS**

Each training aid, including any audiovisual aid, projector, tape recorder, mockup and chart or aircraft component listed in the approved training course outline must be accurate and appropriate to the course for which it is used.

### **C4. TRAINING RECORDS**

4.1 A Flight Training School shall maintain and retain the following records for a period of at least 5 years:

- (a) details of ground, flight and simulated flight trainings given to individual students;
- (b) detailed and regular progress reports from instructors including assessments, flight tests and ground examinations; and
- (c) personal information, e.g. expiry dates of medical certificates, ratings etc.

4.2 The format of the student training records and Flight safety Documentation System shall be as prescribed in the CAAB regulations.

4.3 The Flight Training School shall submit training records and reports as required by the CAAB.

### **C5. TRAINING PROGRAMS (COURSES); APPLICATIONS AND AMENDMENTS**

5.1 Training programs (courses) must be submitted independently or collectively in the form of a Training and Procedure Manual to Chairman, CAAB for initial approval prior to implementation.

5.2 An application should be submitted for approval for any amendment to any existing program (course) prior to its implementation.

5.3 Such applications for new training programs or amendments to existing training programs should be made at least 30 working days prior to its implementation date.

5.4 Following the approval, the amendment must be duly indicated in the Record of Amendments page of the affected manual.

5.5 A training program may be granted an initial approval for a period of 24 calendar months. Upon successful demonstration of the implementation of the program, the school may apply for a final approval of the training program. The 24 months provisional period may be taken as the period to assess and if required, to make any amendments prior to applying for the final approval.



## C6. TRAINING PROGRAMS (COURSES): CONTENTS

- 6.1 Each training program for which approval is sought, must meet the minimum ground and flight requirements in accordance with the appropriate Appendices outlined 'A' through 'D' at the end of this document.
- 6.2 Each training program for which approval is to be granted must contain:
- (a) The title of the course
  - (b) A description of the maximum number of students in the class and the training aids to be used for that course
  - (c) A description of the synthetic flight trainers to be used for that class
  - (d) A description of the type of aircraft including any special equipment used for each phase of training
  - (e) The minimum qualifications and ratings for each instructor assigned to ground and flight training
  - (f) A training syllabus that includes the following information:
    - (i) the prerequisites for enrolling in the ground and flight portion of the course that include the pilot certificate and rating (if required), training, pilot experience and knowledge;
    - (ii) a detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;
    - (iii) a description of what the student is expected to have learned upon completion of the course;
    - (iv) the expected accomplishments and the standards for each stage of training; and
    - (v) a description of the checks and tests to be used to measure a student's accomplishment for each stage of training.
    - (vi) an estimated timeframe in hours of the required ground classes and/or flight training

## C7. TRAINING ZONES

- 7.1 In the interest of safety to those on the ground as well as to other traffic, the school shall conduct all its maneuvers and air exercises within the boundaries of the airspace demarcated and allocated by the CAAB as 'Training or Practice Zones' specifically for this purpose.
- 7.2 Such 'Training Zones' shall be demarcated by latitude and longitude and the upper and lower limits shall be expressed in 'feet above mean sea level'.

**C8. MODULAR TRAINING PROGRAMS**

Flight Training Schools within Bangladesh shall follow the 'modular' system of training method.

**C9. EXAMINATIONS AND FLIGHT TESTS**

- 9.1 The school shall conduct internal checks and examinations prior to assessing the student as 'fit' to appear for a CAAB examination.
- 9.2 Similarly, the Chief Flight Instructor or a senior Flight Instructor duly authorized by the Chief Flight Instructor shall conduct one or several assessment flight checks before recommending the student for a final CAAB check-ride.
- 9.3 CAAB ground and flight examinations will be conducted upon receiving an application from the pilot school that has the necessary information and the required fees attached.
- 9.4 CAAB ground examinations shall be conducted within the CAAB premises.

**C10. EXAMINING AUTHORITY**

Civil Aviation Authority, Bangladesh (CAAB) shall be the final Examining Authority for the issuance and renewal of licenses.

**END OF SECTION 'C'**

## **SECTION - D**

# **OPERATING RULES**

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## **D1. APPLICABILITY**

This section prescribes the requirements for Operating Rules for the Flight Training Schools of Bangladesh.

## **D2. PRIVILEGES**

The holder of a Flight Training School Authorization / Certificate may advertise and conduct approved pilot training courses in accordance with the certificate and ratings held.

## **D3. STUDENTS: STUDENT PILOT LICENSE OR CERTIFICATE**

- 3.1 Upon accepting a new student for the Private Pilot License program, the school shall submit a copy of the medical and other relevant documents to the Authority. The school will then issue a Student Pilot License or Certificate to the student. This will entitle the student to receive ground and flight training for the PPL.
- 3.2 Once the student completes his PPL training successfully, he/she will be issued with a Private Pilot License and the Student Pilot Authorization Letter will no longer be valid.

## **D4. MINIMUM AGE AND MEDICAL REQUIREMENTS**

The minimum age and medical requirements for the respective licenses shall be as per the specifications outlined in CAR '84.

## **D5. AIRCRAFT REQUIREMENTS**

- 5.1 Besides other documents to be carried on board, every training aircraft shall carry:
  - a) a pre-takeoff and pre-landing checklist; and
  - b) a Pilot's Operating Handbook (POH) and/or Aircraft Flight Manual (AFM) produced by the manufacturer.

## **D6. LIMITATIONS**

- 6.1 The holder of a Flight School Authorization / Certificate is limited to:
  - a) issue Certificates to graduates of its approved training programs (courses leading to the acquisition of a license or rating) with the exception of the Student Pilot License or Certificate; and
  - b) recommend to CAAB for the issuance of Licenses and Ratings.
- 6.2 The holder of a Flight School Authorization / Certificate is limited to issuing Certificates only to students who have:
  - a) completed the course for which the student has applied; and

- b) passed in all the stage checks and the final checks or examinations

6.3 The Authorization / Certificate holder shall not issue any form of university, college or any other academic degree to its students under this section.

## **D7. GROUND TRAINING**

7.1 A Ground Training Course may be conducted only by a person who has a Flight Instructor Rating or a Ground Instructor Rating or both with the appropriate rating.

7.2 An 'expert' on a particular topic e.g. Meteorology, may be invited to give a lecture to the students provided that:

- a) a notification is issued to CAAB containing the credentials and expertise of the lecturer; and
- b) an Instructor is present in the class.

## **D8. FLIGHT TRAINING**

8.1 A Flight Training Course may be conducted only by a licensed person who has a Flight Instructor Rating with the appropriate ratings.

8.2 For a student to be released for a first time solo flight:

- a) the Chief Flight Instructor must have carried out at least one pre-solo check-ride,
- b) the Instructor of the student must be present at the airport during the time of the solo flight.

## **D9. RECURRENCE TRAINING REQUIREMENTS FOR INSTRUCTORS**

9.1 The Flight Training School shall conduct a Ground Refresher Training program for each flight or ground instructor in every 12 calendar months.

9.2 The holder of any type of Flight Instructor Rating must undergo a Flight Instructor Recurrent training every 12 calendar months in the type of training aircraft for which the person is authorized to impart flight trainings.

## **D10. CHANGE OF CHIEF INSTRUCTORS**

10.1 The school shall notify to CAAB at least 7 working days prior to changing the Chief Ground Instructor or Chief Flight Instructor.

10.2 The school shall be permitted to operate without a Chief Flight or Chief Ground Instructor for a maximum period of 60 days, following which the authorization / certificate of the Flight School may be suspended or revoked.

## D11. ENROLLMENT

- 11.1 The Flight Training School Authorization / Certificate holder shall maintain a current record of the name list of the students enrolled and instructors employed at the school.
- 11.2 Upon enrollment, the holder of a Flight School Authorization / Certificate shall, in addition to providing a student with the required text books and study material, also provide the student with the following:
- a) an authorization / certificate of enrollment containing:
    - i) the name of the student and the course applied for; and
    - ii) the date of the enrollment
  - b) a copy of the student's training syllabus;
  - c) a copy of the safety procedures and practices that describe use of the school's facilities and the operation of the aircraft that includes:
    - i) the weather minimums required by the school for dual and solo flights;
    - ii) the procedures for starting and taxiing aircraft on the ramp;
    - iii) fire precautions and procedures;
    - iv) re-dispatch procedures after un-programmed landings, on and off airports;
    - v) aircraft discrepancies and approval for return-to-service determinations;
    - vi) securing of aircraft when not in use;
    - vii) fuel reserves necessary for local and cross-country flights;
    - viii) avoidance of other aircraft in flight and on the ground;
    - ix) minimum altitude limitations and simulated emergency landing instructions; and
    - x) a description of and instructions regarding the use of assigned practice areas (Training Zones).

## D12. COURSE COMPLETION CERTIFICATE

- 12.1 A Flight Training school shall issue upon completion of training, a Certificate to each student who completes its approved course of training.
- 12.2. The Certificate shall include:
- a. The name of the organization;
  - b. The Certificate number;
  - c. The name of the graduate to whom it was issued;
  - d. The approved curriculum title;
  - e. The date of graduation;
  - f. A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;

- g. An authentication by an official of the school; and
- h. A statement showing the cross-country flight training that the student received in the course of training, if applicable.
- i. Any other relevant detail.

### **D13. CARRIAGE OF NARCOTIC DRUGS, MARIJUANA, DEPRESSANTS, STIMULANT DRUGS OR SUBSTANCES**

Any authorization / certificate holder found to be permitting its aircraft, leased or owned, to be used for the purpose of transportation, storage or any other illegal operation of these items shall have its authorization / certificate suspended or revoked.

### **D14. SECURITY**

- 14.1 A authorization / certificate holder shall, in addition to fulfilling the security requirements of section A10.7 of this ANO, take all necessary measures to ensure that no unauthorized person(s) be allowed to enter its premises nor to have access to its official documents or equipment.
- 14.2 The authorization / certificate holder shall also take all adequate security measures to prevent the school's aircraft from being modified or utilized as a weapon of terror.

### **D15. ADVERTISING LIMITATIONS**

- 15.1 The holder of a Flight Training School Authorization / Certificate may not make any statement, or advertise any service offered by the school, that is false or designed to mislead any applicant.
- 15.2 An authorization / certificate holder must promptly remove all its signboards and other indications from those premises upon:
  - (a) change of location or after having vacated a particular location;
  - (b) having its authorization / certificate expired, surrendered, suspended or revoked.

### **D16. AVIATION GASOLINE**

It shall be the responsibility of the flight school authorization / certificate holder to provide aviation gasoline or approved MOGAS/Fuel.

### **D17. TRAINING IN MONSOON**

As the weather during the monsoon will not be favorable for flight training in this part of the hemisphere, it is strongly advised that the school provide special briefing to students on pre, mid and post monsoon weather activity and programme the flight schedule in a manner so as to exercise extreme safety measures during flight operations.

**END OF SECTION 'D'**



## **SECTION - E**

### **MAINTENANCE PERSONNEL & FACILITIES**

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## MAINTENANCE PERSONNEL & FACILITIES

### E1. APPLICABILITY

This section shall be applicable to Flight Schools operating and maintaining owned or leased training aircraft.

### E2. RESPONSIBILITY OF THE AUTHORIZATION / CERTIFICATE HOLDER

- 2.1 The Engineering Department of the flight school shall be responsible to keep the aircraft airworthy at all times.
- 2.2 The maintenance of the aircraft shall be in accordance with the approved maintenance procedure manual.

### E3. APPROVAL

The engineering department shall be approved for the purpose of maintenance of fleet aircraft.

### E4. PERSONNEL

- 4.1 The engineering department shall be headed by suitably qualified engineering personnel i.e. Chief of Engineering. The engineering department shall comprise of suitably rated licensed maintenance personnel and other assisting manpower.
- 4.2 The organization shall appoint a key post holder in Quality Assurance with designation "Quality Assurance Manager" or equivalent and shall report directly to CEO/Managing Director in matters of quality. He shall be acceptable to CAA Bangladesh and his approval by CAA Bangladesh is mandatory.
- 4.3 The Quality Assurance Manager shall conduct the internal audit of the facilities and make sure that all the discrepancies noted are rectified within the stipulated timeframe. He shall forward a copy of the report to CAA, Bangladesh. The internal audit report is subject to scrutiny by the CAAB.
- 4.4 The Engineering Executives shall meet the qualifications prescribed in the ANO (AW) B.7.

### E5. MAINTENANCE

- 5.1 The aircraft of the flight school shall be registered in Bangladesh. The registration process shall be in accordance with CAR '84 of CAAB.

- 5.2 The aircraft shall be maintained in accordance with the approved maintenance schedule. All the applicable provisions of CAR '84 and other pertinent rules and regulation shall be applicable.
- 5.3 The maintenance and operation of the aircraft are subject to periodic, announced and unannounced inspections by CAA Bangladesh.
- 5.4 The maintenance shall be carried out by the approved, suitably rated personnel. In case of a foreign national possessing ICAO Type II aircraft maintenance engineer license, he shall obtain validation or conversion of license from CAA Bangladesh.

## **E6. FACILITIES**

- 6.1 The maintenance shall be performed in the hangar. No maintenance shall be performed under open sky.
- 6.2 The approval holder shall establish all the supporting work shops for the purpose of maintenance.
- 6.3 The Engineering Department shall establish its separate Technical Library which shall be equipped with a complete set of latest publications in hard and soft formats related to the maintenance of all the types of aircraft being operated.
- 6.4 A classroom shall be maintained for the purpose of conducting recurrent/refresher trainings to the maintenance personnel.
- 6.5 The engineering department shall comply with requirements of the ANOs (AW) B.1, B.2, C1 and C2 as may be applicable and any other applicable ANOs.

## **E7. REPORTING OF DEFECTS**

All the reportable defects shall be reported to CAA Bangladesh within stipulated time in the prescribed format. The list of reportable defects and procedure of the defect reporting are amplified in CAR '84 and associated ANOs of CAAB.

## **E8. ACCIDENT/INCIDENT INVESTIGATION**

- 8.1 It shall be the responsibility of the approval holder to notify immediately any case of accident, serious incident or incidents of any of their aircraft to CAA Bangladesh.
- 8.2 The approval holder shall fully cooperate in the course of investigation of accident, serious incident and incidents and shall bear the cost involved for the investigation.

**END OF SECTION 'E'**

**APPENDIX-A**

## **Certification Course Private Pilot License (PPL) - Aeroplane**

### **1. Applicability:**

- 1.1 This appendix prescribes the minimum curriculum to be followed for a private pilot certification for the following ratings:
- a. Aeroplane, single-engine, land
  - b. Aeroplane, multi-engine, land

### **2. Eligibility for enrollment:**

- 2.1 An applicant for this course must hold a Student Authorization Letter prior to enrolling in the flight portion of this program.
- 2.2 An applicant must have completed at least Class 10 or equivalent with a good command of spoken and written English compatible to the CAAB requirement of English Language Proficiency.

### **3. Private Pilot License - Aeroplanes:**

#### **3.1 Aeronautical Knowledge Training:**

- 3.1.1 Each approved course must include at least the following ground training on the aeronautical knowledge areas listed in paragraph 3.1.2 of this section.
- 3.1.2 A minimum of 250 hours of ground instruction in the following subjects:
- i) Air law:
    - a) rules and regulations relevant to the holder of a private pilot license - aeroplane; rules of the air; appropriate air traffic services practices and procedures;
  - ii) Aircraft general knowledge:
    - a) principles of operation of aeroplane power plants, system and instruments;

- b) operating limitations of aeroplanes and power plants; relevant operational information from the flight manual or other appropriate document;
- iii) Flight performance and planning:
  - a) effects of loading and mass distribution on flight characteristics; mass and balance calculations;
  - b) use and practical application of take-off, landing and other performance data;
  - c) pre-flight and en-route flight planning appropriate to private operations under VFR; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; position reporting procedures; altimeter setting procedures; operations in areas of high-density traffic;
- iv) Human performance:
  - a) human performance relevant to the private pilot - aeroplane
- v) Meteorology:
  - a) application of elementary aeronautical meteorology; use of, and procedures for obtaining, meteorological information; altimetry;
- vi) Navigation:
  - a) practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts;
- vii) Operational procedures:
  - a) use of aeronautical documentation such as the Aeronautical Information Publication (AIP), NOTAM, aeronautical codes and abbreviations;
  - b) appropriate precautionary and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operating hazards;
- viii) Principles of flight:

principles of flight relating to aeroplanes;
- ix) Radiotelephony:

radiotelephony procedures and phraseology as applied to VFR operations; action to be taken in case of communications failure.

### 3.2 Flight Training and Experience:

- 3.2.1 The student shall have completed not less than 40 hours or 35 hours of total flight time as a pilot of aeroplanes. Credit for experience gained in an appropriate synthetic flight trainer, approved by the CAAB, shall not exceed a maximum of 5 hours.
- 3.2.2 The student shall have completed in aeroplanes not less than 10 hours of solo flight time under the supervision of an authorized flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 150 nm in the course of which full-stop landings at two different aerodromes shall be made.
- 3.2.3 The Flight Training program for the PPL - Aeroplane course should be such that the students are able to demonstrate proficiency in the following exercises in a manner acceptable to their level of experience:
- a) pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
  - b) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - c) control of the aeroplane by external visual reference;
  - d) flight at critically slow airspeeds; spin avoidance; recognition of, and recovery from, incipient and full stalls;
  - e) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
  - f) normal and cross-wind take-offs and landings;
  - g) maximum performance (short field and obstacle clearance) take-offs; short-field landings;
  - h) basic flight maneuvers and recovery from unusual attitudes by reference solely to basic flight instruments;
  - i) cross-country flight using visual reference, dead reckoning and radio navigation aids; diversion procedures;
  - j) abnormal and emergency procedures and maneuvers; and
  - k) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.
- 3.2.4 The school shall ensure that students -
- a) wishing to exercise the privileges of the Private Pilot License at night under VFR conditions shall be limited to circuit flights only after having received dual night flight conditions.
  - b) shall be IFR rated with a PPL prior to undertaking any cross country flights at night.

**APPENDIX-B**

## **Certification Course Commercial Pilot License (CPL) - Aeroplane**

**1. Applicability:**

- 1.1 This appendix prescribes the minimum curriculum to be followed for a Commercial Pilot certification for the following ratings:
- a. Aeroplane, single-engine land
  - b. Aeroplane, multi-engine land

**2. Eligibility for enrollment:**

- 2.1 An applicant for this course must hold a Private Pilot License prior to enrolling in the flight portion of this program.
- 2.2 An applicant must have completed at least Class 12 or equivalent with Physics and Mathematics and with a good command of spoken and written English compatible to the CAAB requirement of Language Proficiency in English.

**3. Commercial Pilot License - Aeroplanes****3.1 Aeronautical Knowledge Training:**

- 3.1.1 Each approved course must include at least the following ground training on the aeronautical knowledge areas listed in paragraph 3.1.2 of this section.
- 3.1.2 A minimum of 350 hours of ground instruction in the following subjects:
- i) Air law
    - a) rules and regulations relevant to the holder of a commercial pilot license - aeroplane; rules of the air; appropriate air traffic services practices and procedures;
  - ii) Aircraft general knowledge
    - a) principles of operation and functioning of aeroplane power plants, systems and instruments;
    - b) operating limitations of appropriate aeroplanes and power plants; relevant operational information from the flight manual or other appropriate document;
    - c) use and serviceability checks of equipment and systems of appropriate aeroplanes;
    - d) maintenance procedures for airframes, systems and power plants of appropriate aeroplanes;



- iii) Flight performance and planning
  - a) effects of loading and mass distribution on aeroplane handling, flight characteristics and performance; mass and balance calculations;
  - b) use and practical application of take-off, landing and other performance data;
  - c) pre-flight and en-route flight planning appropriate to operations under VFR; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;
- iv) Human performance
  - a) human performance relevant to the commercial - pilot — aeroplane;
- v) Meteorology
  - a) interpretation and application of aeronautical meteorological reports, charts and forecasts; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
  - b) aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the movement of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions; hazardous weather avoidance;
- vi) Navigation

air navigation, including the use of aeronautical charts, instruments and navigation aids; an understanding of the principles and characteristics of appropriate navigation systems; operation of airborne equipment;
- vii) Operational procedures
  - a) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
  - b) appropriate precautionary and emergency procedures;
  - c) operational procedures for carriage of freight; potential hazards associated with dangerous goods;
  - d) requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aeroplanes;

- viii) Principles of flight  
principles of flight relating to aeroplanes;
- ix) Radiotelephony  
radiotelephony procedures and phraseology as applied to RT operations; action to be taken in case of communication failure.

## 3.2 Flight Training and Experience :

### 3.2.1 Experience

3.2.1.1 The student shall have completed not less than

- a) 200 hours or 150 hours if completed during a course of approved training programme. Credit for experience gained in an appropriate synthetic flight trainer, approved by the CAAB shall not exceed a maximum of 10 hours.
- b) 100 hours as pilot-in-command or in the case of a course of approved training 70 hours as Pilot-in-command.
- c) not less than 20 hours of cross-country flight time as pilot-in-command including a cross-country flight totaling not less than 540 km (300 NM) in the course of which full-stop landings at two different aerodromes shall be made;
- d) not less than 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time;

### 3.2.2 Flight Instructions

3.2.2.1 The Flight Training program for the CPL - Aeroplane course should be such that the students are able to demonstrate proficiency in the following exercises in a manner acceptable to their level of experience:

- a) pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
- b) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- c) control of the aeroplane by external visual reference;
- d) flight at critically slow airspeeds; spin avoidance; recognition of, and recovery from, incipient and full stalls;
- e) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
- f) normal and cross-wind take-offs and landings;

- g) maximum performance (short field and obstacle clearance) take-offs; short-field landings;
- h) basic flight maneuvers and recovery from unusual attitudes by reference solely to basic flight instruments;
- i) cross-country flight using visual reference, dead reckoning and radio navigation aids; diversion procedures;
- j) abnormal and emergency procedures and maneuvers; and
- k) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.

3.2.2.2 If the privileges of the license are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landings as pilot-in-command.

**APPENDIX-C**

## **Instrument Rating**

### **1. Requirements for the issue of an Instrument Rating**

#### **1.1 Applicability:**

This appendix prescribes the minimum curriculum to be followed for an Instrument Rating for the following:

- a. Aeroplane, single-engine, land
- b. Aeroplane, multi-engine, land

#### **1.2 Eligibility for enrollment**

The applicant shall hold a private or commercial pilot license in the case of aeroplane pilots;

### **2. Instrument Rating - Aeroplane**

#### **2.1 Aeronautical Knowledge Training:**

Each approved course must include at least the following ground training on the aeronautical knowledge areas listed in paragraph 2.1.1 of this section.

2.1.1 A minimum of 40 hours of ground instruction in the following subjects:

i) Air law

rules and regulations relevant to flight under IFR; related air traffic services practices and procedures;

ii) Aircraft general knowledge

a) use, limitation and serviceability of avionics and instruments necessary for the control and navigation of aeroplanes under IFR and in instrument meteorological conditions; use and limitations of autopilot;

b) compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments;

iii) Flight performance and planning

a) pre-flight preparations and checks appropriate to flight under IFR;

iv) Human performance

human performance relevant to instrument flight in aeroplanes including Crew Resource Management;

v) Meteorology

a) application of aeronautical meteorology; interpretation and use of reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information; altimetry;

b) causes, recognition and effects of engine and airframe icing; frontal one penetration procedures; hazardous weather avoidance;

vi) Navigation

a) practical air navigation using radio navigation aids;

b) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;

vii) Operational procedures

a) interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations, and instrument procedure charts for departure, en-route, descent and approach;

b) precautionary and emergency procedures; safety practices associated with flight under IFR;

viii) Radiotelephony

radiotelephony procedures and phraseology as applied to aircraft operations under IFR; action to be taken in case of communication failure.

## 2.2 Flight Training and Experience:

### 2.2.1 Experience

The applicant shall have completed not less than:

a) 20 hours of cross-country flight time as pilot-in-command of aeroplanes.

b) 20 hours of instrument time in aeroplanes of which not more than 05 hours where a CAAB approved flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorized instructor.

## 2.2.2 Flight instruction

2.2.2.1 The instructor shall ensure that the student receives a minimum of 15 flight hours in dual instrument flight instruction.

2.2.2.2 The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the holder of an instrument rating:

- a) pre-flight procedures, including the use of the flight manual or equivalent document, and appropriate air traffic services documents in the preparation of an IFR flight plan;
- b) pre-flight inspection, use of checklists, taxiing and pre-takeoff checks;
- c) procedures and maneuvers for IFR operation under normal, abnormal and emergency conditions covering at least:
  - i) transition to instrument flight on take-off;
  - ii) standard instrument departures and precision and non-precision approaches for arrivals;
  - iii) en-route IFR procedures;
  - iv) holding procedures;
  - v) instrument approaches to specified minima;
  - vi) missed approach procedures;
  - vii) landings from instrument approaches;
- d) in-flight maneuvers and particular flight characteristics.

*Note: (1) Both ground and flight trainings for instrument rating may be integrated with CPL course.*

*Note (2) A CPL applicant shall be required to hold an Instrument Rating in aeroplanes prior to applying for a Multi-Engine Rating.*

**APPENDIX-D****Flight Instructor Rating****1. Requirements for the issue of a Flight Instructor Rating****1.1 Applicability:**

1.1.1 This appendix prescribes the minimum curriculum to be followed for a Flight Instructor Rating Course for the following:

- a. Aeroplane, single-engine land
- b. Aeroplane, multi-engine land
- c. Helicopter single-engine land
- d. Helicopter multi-engine land

**1.2 Eligibility for enrollment**

Prior to applying for this course, an applicant must pass IT examination and hold a valid CPL/IR or ATPL, with the aircraft category and class appropriate to the Flight Instructor rating for which the course applies.

**2. Aeronautical Knowledge Training:**

2.1 An approved course for the Flight Instructor Rating must include at least the following ground training:

- i) 40 hours of training if the course is for an initial issue of the certificate;
- ii) 20 hours of training if the course is for an additional Flight Instructor rating.
- iii) Ground training must include at least the following subjects:
  - 1) the fundamentals of instructing which includes:
    - a) the learning process;
    - b) elements of effective teaching;
    - c) student evaluation and testing, training philosophies;
    - d) course development;
    - e) lesson planning;
    - f) classroom training techniques;
    - g) testing techniques;
    - h) use of training aids;
    - i) analysis and correction of student errors;
    - j) human performance relevant to flight instructions;
    - k) hazards involving in simulating system failures and malfunctions in the aircraft.
  - 2) the aeronautical knowledge areas in which training is required for issuance of a PPL, CPL or ATP Licenses.

### 3. Flight Training

- 3.1 Each applicant shall, under the supervision of an approved Flight Instructor:
- a) undergo a 30 hours flight training program;
  - b) have received instruction in flight instructional techniques including demonstration, student practices, recognition and correction of common student errors as well as instrument flight instructional techniques;
  - c) have practiced instructional techniques in those flight maneuvers and procedures in which it is intended to provide flight instruction as well as instrument flight maneuvers procedures.
- 3.2 A maximum of 5 hours credit may be awarded towards the requirements of 3.1 a), if using a flight simulator for training in the particular type of aircraft in which flight instruction is to be imparted.
- 3.3 Approved courses for the flight training program for this course shall include but not be limited to:
- a) for Aeroplane, single-engine:
    - I. Fundamentals of instructing
    - II. Technical subject areas
    - III. Preflight preparation
    - IV. Preflight lesson on a maneuver to be performed in flight
    - V. Preflight procedures
    - VI. Airport operations
    - VII. Takeoffs, landings and go-arounds
    - VIII. Fundamentals of flight
    - IX. Performance maneuvers
    - X. Ground reference maneuvers
    - XI. Slow flight, stalls and spins
    - XII. Basic instrument maneuvers including holdings
    - XIII. Emergency operations
    - XIV. Post-flight procedures
    - XV. Flight by reference to instruments
    - XVI. Instrument Approach procedures including DME arcs
    - XVII. Standard Instrument Departures
    - XVIII. Navigation Systems
  - b) for Aeroplane, multi-engine:

same as 3.3 a) except that 'multi-engine operations' including 'recognition and avoidance of whip stalls, spins, full stalls and 60 degrees banks' will also be added.
  - c) for Helicopter, single-engine:
    - I. Fundamentals of instructing
    - II. Technical subject areas
    - III. Preflight preparation



- IV. Preflight lesson on a maneuver to be performed in flight
- V. Preflight procedures
- VI. Airport and heliport operations
- VII. Hovering maneuvers
- VIII. Takeoffs, landings and go-arounds
- IX. Fundamentals of flight
- X. Performance maneuvers
- XI. Emergency operations
- XII. Confined area operations
- XIII. Post-flight procedures

d) for Helicopter, multi-engine:

same as 3.3 c) except that 'multi-engine operations' will also be added.

#### **4. Stage checks and Tests**

- 4.1 Each student shall complete stage checks and a final check as per the approved program.
- 4.2 Each student for the Flight Instructor - Aeroplane course shall have the student's Instructor endorse in the student's logbook that appropriate instruction has been imparted in stall awareness, spin entry, spins and spin recovery procedures.

**APPENDIX-E**

**Ground Instructor Authorization**

1. Ref. Circular No. CAAB/52/01/73/FI/1419 Dated: 23-11-2009
2. Ref. Circular No. CAAB/52/01/73/FI/1420 Dated: 23-11-2009

**APPENDIX-F****Contents of the Training and Procedures Manual**

The Training and Procedures Manual should include the following elements as far as they are appropriate to the type of the training to be provided.

**1. GENERAL**

- 1.1 Preamble relating to use and authority of the manual.
- 1.2 Table of contents.
- 1.3 Amendment, revision and distribution of the manual.
  - a) procedures for amendment;
  - b) amendment record page;
  - c) distribution list; and
  - d) list of effective pages.
- 1.4 Glossary of significant terms and definitions.
- 1.5 Description of the structure and layout of the manual, including:
  - a) various parts, sections, their contents and use; and
  - b) the paragraph numbering system.
- 1.6 Description of the scope of training authorized under the organization's terms of approval.
- 1.7 Organization (chart of the management organization ref. Appendix-G).
- 1.8 Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to;
  - a) Accountable manager;
  - b) Head of training;
  - c) Chief flight instructor;
  - d) Chief ground instructor;
  - e) Maintenance manager;
  - f) Quality manager; and
  - g) Instructors – ground, flight and flight simulation training device.
- 1.9 Policies;
  - a) policy regarding approval of flights;
  - b) responsibilities of the pilot-in-command;
  - c) flight planning procedures – general;
  - d) policy regarding carriage of passengers;
  - e) operational control system;
  - f) policy regarding safety, including hazards, accidents and incidents reporting and safety management systems;
  - g) flight duty period and flight time limitations for flight staff and students; and
  - h) rest periods for flight staff and students,

- 1.10 Description of the facilities available, including;
  - a) the number and size of classrooms;
  - b) training aids provided; and
  - c) flight simulation training devices and training aircraft.
2. AIRCRAFT OPERATING INFORMATION
  - 2.1 Certification and operating limitations.
  - 2.2 Aircraft handling, including;
    - a) performance limitations;
    - b) use of checklists; and
    - c) aircraft maintenance procedures.
  - 2.3 Instructions for aircraft loading and securing of load.
  - 2.4 Fuelling procedures.
  - 2.5 Emergency procedures.
3. ROUTES
  - 3.1 Performance criteria, e.g.: take-off, route, landing, etc.
  - 3.2 Flight planning procedures including;
    - a) fuel and oil requirements;
    - b) minimum safe altitudes; and
    - c) navigation equipment.
  - 3.3 Weather minima for all instructional training flights during day, night, VFR and IFR operations.
  - 3.4 Weather minima for all student training flights at various stages of training.
  - 3.5 Training routes and practice areas.
4. STAFF TRAINING
  - 4.1 Persons responsible for standards and competency of instructional personnel.
  - 4.2 Details of the procedures to determine competency of instructional personnel as required by paragraph 5.3 of this Appendix.
  - 4.3 Details of the training programme for instructional personnel as required by paragraph 5.4 of this Appendix.
  - 4.4 Procedures for proficiency checks and upgrade training.
5. TRAINING PLAN
  - 5.1 Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed.
  - 5.2 Pre-entry requirements, including;
    - a) minimum age;
    - b) education requirements;
    - c) medical requirements; and
    - d) linguistic requirements.

- 
- 5.3 Credits for previous experience, which should be obtained from the Licensing Authority before the training commences.
  - 5.4 Training curricula, including the;
    - a) flight curriculum (single engine);
    - b) flight curriculum (multi-engine);
    - c) theoretical knowledge curriculum; and
    - d) flight simulation training curriculum.
  - 5.5 The general arrangements of daily and weekly programmes for flight training, ground training and flight simulation training.
  - 5.6 Training policies in terms of:
    - a) bad weather constraints;
    - b) maximum student training times – flight, theoretical knowledge and synthetic flight training, per day/week/month;
    - c) restrictions in respect of training periods for students;
    - d) duration of training flights at various stages;
    - e) maximum student flight hours in any day or night period;
    - f) maximum number of student training flights in any day or night period; and
    - g) minimum rest periods between training periods.
  - 5.7 Policy for the conduct of student evaluation, including:
    - a) procedures for flight progress checks and skill tests;
    - b) procedures for knowledge progress tests and knowledge tests;
    - c) procedures for authorization for tests;
    - d) procedures for refresher training before retest;
    - e) test reports and records;
    - f) procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;
    - g) procedures for question analysis and review and issuing replacement exams; and
    - h) knowledge test re-write procedures.
  - 5.8 Policy regarding training effectiveness, including:
    - a) individual student responsibilities;
    - b) liaison procedures between training departments;
    - c) procedures to correct unsatisfactory progress;
    - d) procedures for changing instructors;
    - e) maximum number of instructor changes per student;
    - f) internal feedback system for detecting training deficiencies;
    - g) procedures for suspending a student from training;
    - h) requirements for reporting and documentation; and
    - i) completion standards at various stages of training to ensure standardization.
-

## 6. FLIGHT TRAINING SYLLABUS

- 6.1 Detailed statement of the content specifications of all air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.
- 6.2 Flight lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors.
- 6.3 Statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that essential or emergency exercise are repeated at the proper frequency.
- 6.4 Syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted.
- 6.5 Statement of the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours and satisfactory exercise completion before undertaking significant lessons, such as night flight.
- 6.6 Requirements for instructional methods, particularly with respect to pre-flight and post-flight briefings, adherence to syllabi and training specifications, and authorization of solo flights.
- 6.7 Instruction in respect to the conduct and documentation of all progress checks.
- 6.8 Instruction, where applicable, given to all examining staff in respect to the conduct of tests.

## 7. FLIGHT SIMULATION TRAINING SYLLABUS

- 7.1 Syllabus for flight simulation training should be structured generally as in paragraph 6 of this Appendix.

## 8. THEORETICAL KNOWLEDGE SYLLABUS

- 8.1 The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 6 of this Appendix but with a training specification and objective for each subject.

## 9. TESTS AND CHECKS CONDUCTED FOR THE ISSUANCE OF A LICENCE OR A RATING

- 9.1 When a State has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with the Training and Procedures Manual, it should include;
  - a) name(s) of the personnel with testing authority and scope of the authority;
  - b) role and duties of the authorized personnel;

- c) if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and
- d) applicable requirements established by the Licensing Authority such as:
  - procedures to be followed in the conduct of checks and tests; and
  - methods for completion and retention of testing records as required by the Licensing Authority.

## 10. QUALITY ASSURANCE SYSTEM

- 10.1 Provide a brief description of the quality assurance system, as per Appendix- H, with reference to a separate quality assurance manual or include the full quality assurance system in the Training and Procedures Manual.

## 11. RECORDS

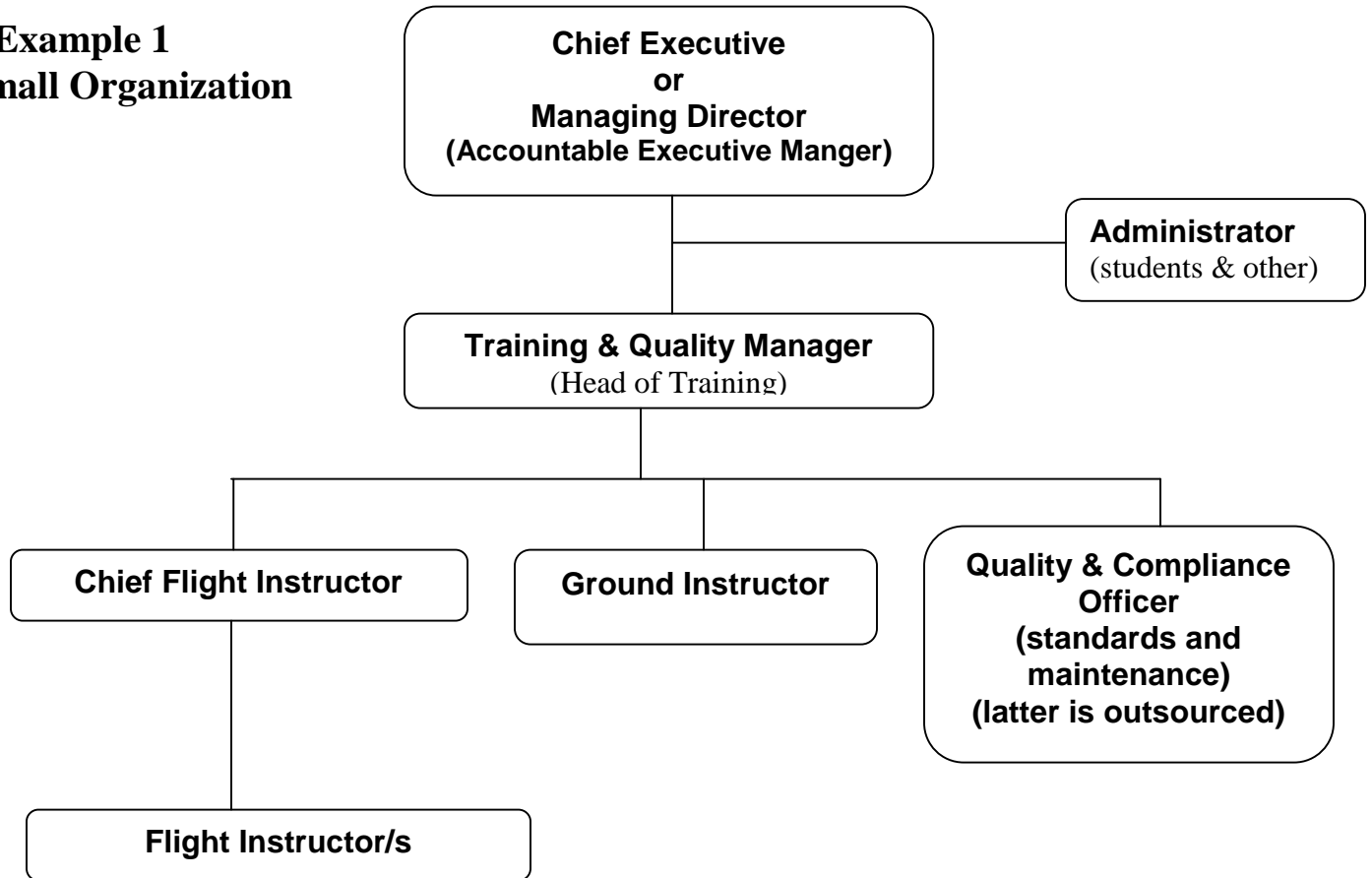
- 11.1 Policy and procedures regarding:

- a) attendance records;
- b) student training records;
- c) staff training and qualification records;
- d) person responsible for checking records and student personal logs;
- e) nature and frequency of record checks;
- f) standardization of record entries;
- g) personal log entries; and
- h) security of records and documents.

**APPENDIX-G**

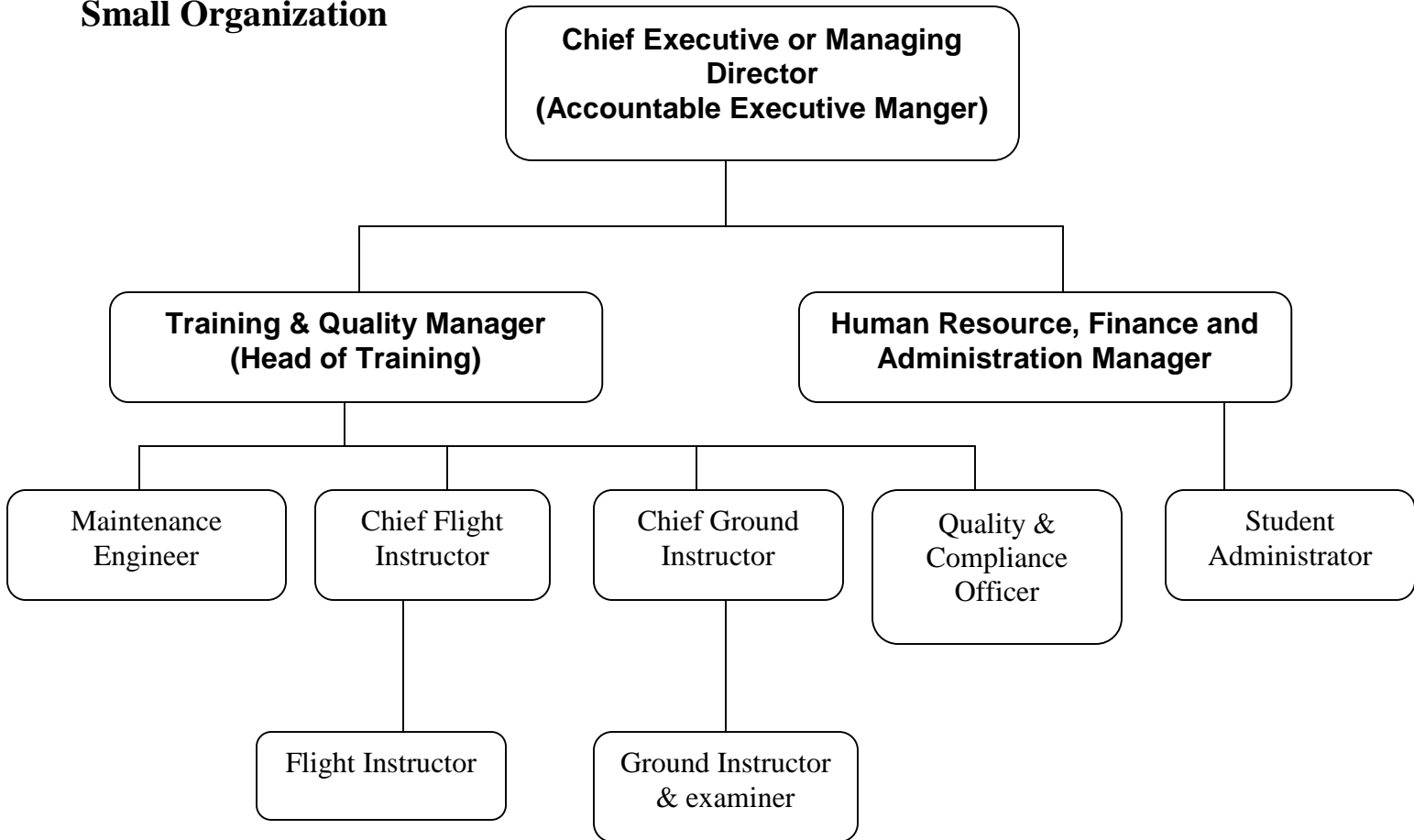
**BANGLADESH FLIGHT SCHOOL**  
**ORGANIZATION CHARTS**

**Example 1**  
**Very Small Organization**

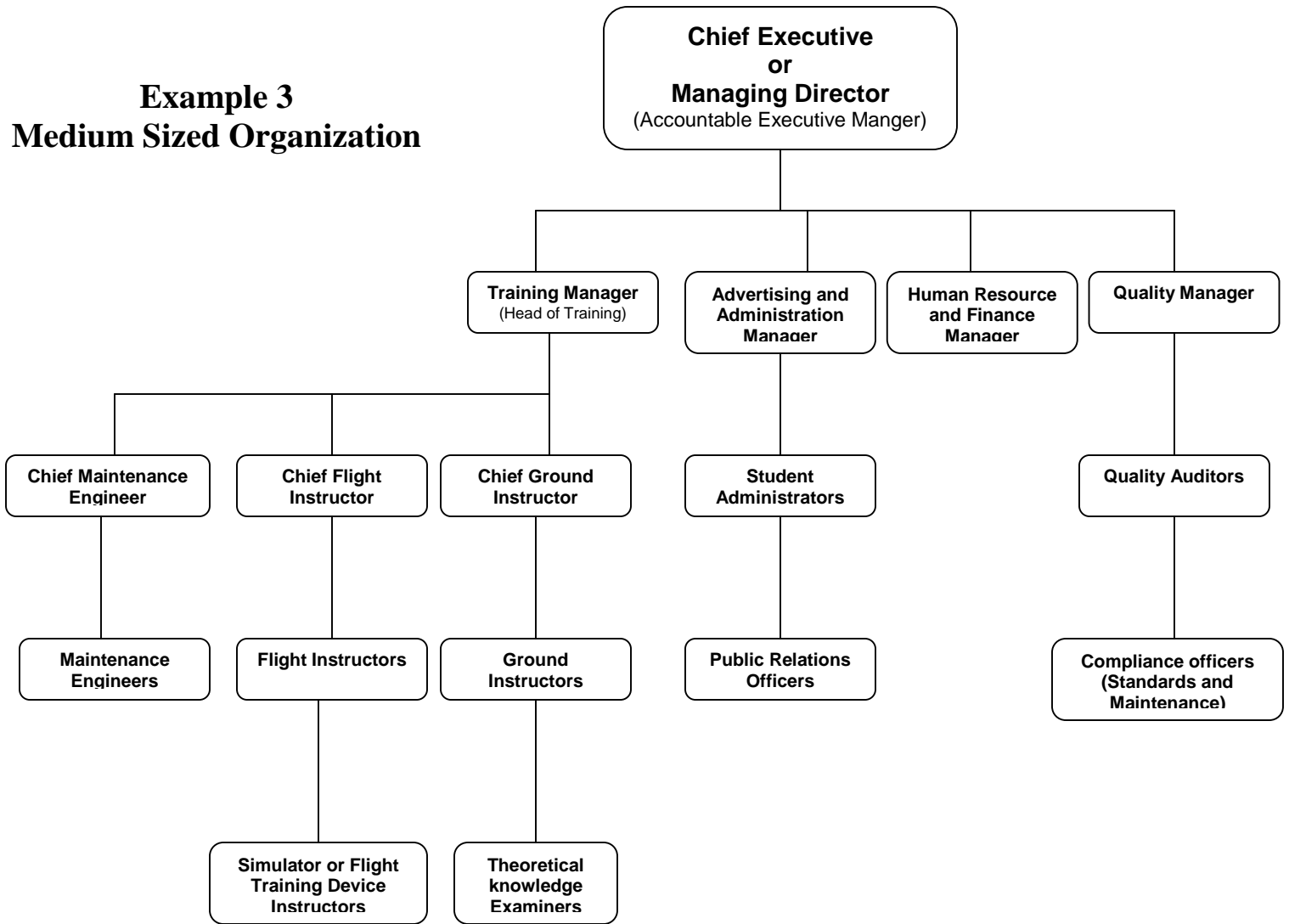




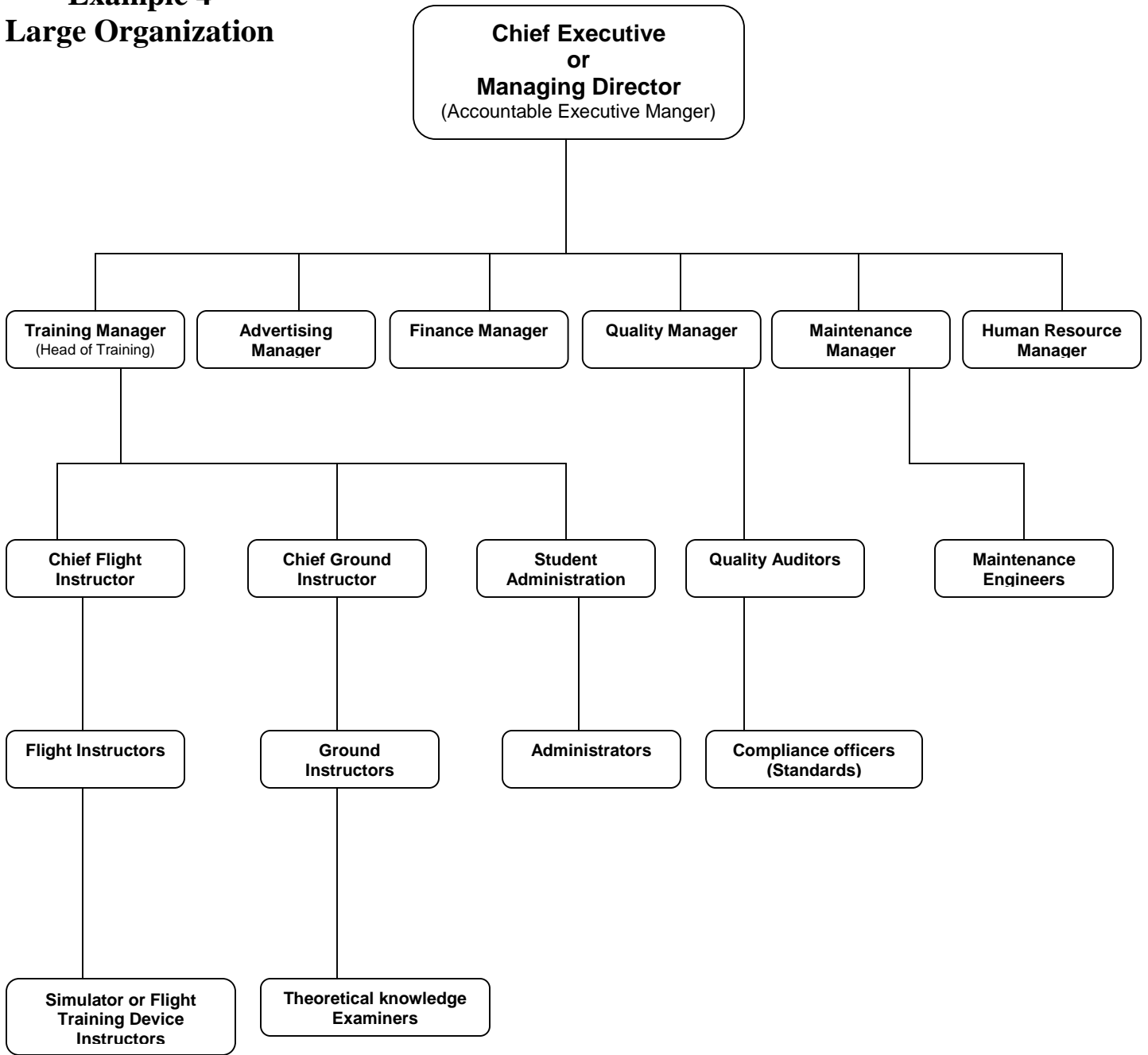
### Example 2 Small Organization



### Example 3 Medium Sized Organization



### Example 4 Large Organization



**APPENDIX-H****1. QUALITY ASSURANCE SYSTEM (Quality Policy and Strategy)**

- 1.1 The Bangladesh Flight Training School (BFTS) shall describe how the organization formulates, deploys and reviews its policy and strategy and turns it into plans and actions applicable to all levels of the organization. A formal written quality policy statement should be prepared, establishing a commitment by the head of the training organization as to the goals of the quality assurance system. The quality policy should reflect the achievement and continued compliance with relevant parts of Appendix 2 to Annex 1, together with any additional standards specified by the BFTS.
- 1.2 The accountable manager of the training organization will have the overall responsibility for the quality assurance system including the frequency, format and structure of the internal management review and analysis activities and may delegate the responsibility for the tasks defined under paragraph 2 of this Appendix to a quality manager. Depending on the size and scope of the organization and the requirements of the Licensing Authority, the accountable manager and quality manager may interact in different ways as illustrated in the organizational charts in Appendix G.

**2. QUALITY MANAGER**

- 2.1 The primary role of the quality manager is to verify, by monitoring activities in the field or training that the standards as established by the BFTS and any additional requirements of the CAAB are being carried out properly.
- 2.2 The quality manager should be responsible for ensuring that the quality assurance system is properly implemented, maintained and continuously reviewed and improved.
- 2.3 The quality manager should:
- a) have direct access to the accountable manager; and
  - b) have access to all parts of the BFTS.
- 2.4 The quality manager should be responsible for ensuring that personnel training relating to the quality assurance system is conducted.

**3. QUALITY ASSURANCE SYSTEM**

- 3.1 The quality assurance system of the BFTS should ensure compliance with requirements, conformity with standards and adequacy of the training activities conducted.

3.2 Every process that assists the BFTS to achieve its results should be identified and the activities and training activities conducted.

3.3 The BFTS should specify the basic structure of the quality assurance system applicable to all training activities conducted.

#### 4. FEEDBACK SYSTEM

4.1 The quality assurance system should include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-conformity in each particular case and the procedure to be followed if corrective action is not completed within an appropriate timescale.

#### 5. QUALITY ASSURANCE AUDIT PROGRAMME

5.1 The quality assurance audit programme should include all planned and systematic actions necessary to provide confidence that all training is conducted in accordance with all applicable requirements, standards and procedures.

#### 6. QUALITY INSPECTION

6.1 The primary purpose of a quality inspection is to observe a particular event/action/document, etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

6.2 Typical subject areas for quality inspections could be:

- a) actual flight and ground training;
- b) maintenance;
- c) technical standards; and
- d) training standards.

#### 7. MONITORING AND CORRECTIVE ACTION

7.1 The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby ensure that defined policy and training standards are continuously complied with. Monitoring and corrective action functions fall under the responsibilities of the quality manager. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The BFTS should establish and publish a quality procedure to monitor compliance with requirements and conformity with standards on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

- 7.2 Any non-conformity identified as a result of monitoring should be communicated by the quality manager to the manager responsible for taking corrective action or, if appropriate, the head of the training organization (i.e. accountable manager). Such non-conformity should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective and preventive action.
- 7.3 The quality assurance audit programme should include procedures to ensure that corrective and preventive actions are developed in response to findings. Personnel implementing these procedures should monitor such actions to verify their effectiveness and ensure that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department where the finding was identified. The head of the training organization (accountable manager) will have the ultimate responsibility for ensuring, through the quality manager(s), that corrective action has re-established conformity with the standard required by the BFTS and any additional requirements established by the CAAB or the BFTS.
- 7.4 The BFTS should identify internal and external customers and monitor their satisfaction by measurement and analysis of feedback.
8. RECORDING
- 8.1 Accurate, complete and readily accessible records documenting the result of the quality assurance audit programme should be maintained by the BFTS. Records are essential data to enable BFTS to analyze and determine the root causes of non-conformity so that areas of non-compliance can be identified and subsequently addressed.
- 8.2 Records should be retained at least for the period, mentioned in CAR' 84. The relevant records include:
- (a) audit schedules;
  - (b) quality inspection and audit reports;
  - (c) responses to findings;
  - (d) corrective and preventive action reports;
  - (e) follow-up and closure reports; and
  - (f) management review and analysis reports.
9. THE FUNCTIONING OF THE QUALITY SYSTEM IN THE BFTS
- 9.1 Time should be provided to train every individual involved in quality assurance and to brief the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.

-----END-----



CHECK LIST FOR OVERSIGHT PROGRAMME  
OF FLIGHT TRAINING SCHOOL

Date:

A1. General

Name and address of the flying training institute.	
Name of the President, (if elected Managing Committee is functioning), otherwise name of the Manager and whether he has been approved by CAAB.	
Name of the Chief Flight Instructor or Flight Instructor In-charge.	
Name of the Quality Control Manager.	
Principal base of operation.	
Satellite base of operation, if any.	
Number of serviceable aircraft available. How many of them have valid C of A?	
Number of	
i) Flying Instructor (excluding CFI)	
ii) Ground Instructor (excluding CGI)	
ii) Engineering Staff (excluding QCM)	
iii) Other staff	
iv) Honorary Flying Instructors	
Details of approval of the flying training institute.	
Whether the flying training institute has non-scheduled operator's permit? If yes, then details of the permit.	
Date of last oversight and surveillance inspection.'	

A2. Organization and Management

Aspects to be audited or questions to be answered	Status	Comments
Is the approval of flying training institute current?	Yes/No	
Has the approval been displayed prominently in the Chief Flight Instructor's room?	Yes/No	
Are the Board of Directors same, which were at the time of grant of initial approval of the Institute?	Yes/No	
If the Board of Directors have changed since the initial approval of the Institute, have the approval been obtained for new Board of Directors from CAAB? If Yes, then the details of the approval of CAAB.	Yes/No	
Whether the flying training institute is maintaining the principal business offices at the same place and address, which is shown in the approval letter of the CAAB?	Yes/No	
Is the principal business office is being shared with any other organization?	Yes/No	
Whether the flying institute is using any other airport as base for imparting the flying training? If so, whether the approval has been obtained from CAAB?	Yes/No Yes/No	
Whether approvals of CFI/FI are valid?	Yes/No	
Whether any foreign pilots are being used for imparting training? If yes, then the details of CAAB approval.	Yes/No	
Whether Flight Instructors who need pilot licenses to function have appropriate licenses/ratings and whether their medical is valid?	Yes/No	
Whether trainee pilots have valid licenses and medical assessment?	Yes/No	

A3. Documentation (Technical & Operational)

Aspects to be audited or questions to be answered	Status	Comments
Whether complete compendium along with latest check-list is available with the training institute?	Yes/No	
Whether all flying training circulars issued as on date are available with the flying training institute?	Yes/No	
Whether the flying training institute is maintaining a standing order register?	Yes/No	





Aspects to be audited or questions to be answered	Status	Comments
Whether Aircraft Manual (Aircraft Act and Rules), CARs, AICs, ANOs, Air Safety Circulars, Operations Circulars available in the flying training institute?	Yes/No	
Whether AIP with latest amendments available?	Yes/No	
Whether the flying training institute subscribes for Jeppesen Maps and Charts along with its revisions?	Yes/No	
Whether topographical charts for VFR flying are available?	Yes/No	
Whether a master folder showing various documents available in the flying training institute is being maintained?	Yes/No	
Whether an approved training manual containing flying syllabus for PPL, CPL is available?	Yes/No	
Has any contingency plan been made for aircraft accident, disabled aircraft removal, list of emergency telephones, list of doctors?	Yes/No	

A4. Training Records

Aspects to be audited or questions to be answered	Status	Comments
Whether records are being maintained to show that proper briefing/de-briefing of the trainee pilots is being conducted by CFI/PI?	Yes/No	
Whether records are being maintained to show that each student has gone through proper ground training prior to starting the flying?	Yes/No	
Whether records are being maintained to show that all the training flights have been authorized only by instructors approved for the purpose?	Yes/No	
Whether records are being maintained to show that the flying training is being conducted in accordance with the approved syllabus prescribed in the approved training manual?	Yes/No	
Whether there is a system to check that the flying timings certified by the institute tally with the aerodrome records?	Yes/No	
Whether there is a system to check that pilots enrolled by the flying training institute meet the requirements like educational qualifications, age etc. Civil Aviation Rules?	Yes/No	



Aspects to be audited or questions to be answered	Status	Comments
Whether dossier of each trainee pilot is maintained and updated including the supporting documentation?	Yes/No	

A5. Operations

Aspects to be audited or questions to be answered	Status	Comments
Whether proper briefing/debriefing procedures have been established?	Yes/No	
Whether proper Met information is available for the airports and the en-route before undertaking the training flights?	Yes/No	
Whether flight planning is discussed to ensure carriage of proper fuel on board?	Yes/No	
Whether procedures have been established to ensure that Centre of Gravity is within limits?	Yes/No	
Whether standardized check-lists are available for normal, abnormal and emergency procedures?	Yes/No	
Whether MEL procedures have been established?	Yes/No	
Whether proper maps and charts are required to be carried for the flights?	Yes/No	
Whether a check-list is available to show the documents required to be carried on board?	Yes/No	
Whether operational procedures have been established to ensure that documents required to be carried on board are available?	Yes/No	
Whether procedures have been established under which the trainee pilots can be sent on their first solo and subsequent solos?	Yes/No	
Whether procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight?	Yes/No	
Whether procedures have been established under which the trainee pilot can be sent for night flying?	Yes/No	

A6. Facilities

Aspects to be audited or questions to be answered	Status	Comments
Whether adequate space is available for pilot briefing/ debriefing?	Yes/No	
Whether adequate space is available for the students waiting for their training flights?	Yes/No	
Whether adequate arrangement and equipment is available for pilot briefing?	Yes/No	
Whether the space used for instructional purposes is properly lighted and ventilated?	Yes/No	
Whether proper audio-visual training aids are available?	Yes/No	
Whether similar arrangements are available at the satellite bases approved for carrying out flying training by the institute?	Yes/No	
Whether a proper library available, which provides ready access to trainee pilots the documentation, aviation books, literature etc.?	Yes/No	
Whether proper telephone connections with STD facilities are available?	Yes/No	
Whether proper communication arrangements with ATC authorities are available?	Yes/No	
Whether alarm bell and siren facilities at a suitable location are available with the flying training institute?	Yes/No	
Whether sufficient number of fire extinguishers available?	Yes/No	
Whether first-aid room with proper kits and validity available?	Yes/No	
Whether trained manpower is available to handle safety services?	Yes/No	
Whether proper coordination with local fire station exists?	Yes/No	
Whether 'No-Smoking' sign have been displayed at prominent places?	Yes/No	
Whether simulator is being used for conducting the training?	Yes/No	
If yes, whether simulators are functioning properly?	Yes/No	
Whether ground instructors are properly qualified?	Yes/No	

A7. Airports

Aspects to be audited or questions to be answered	Status	Comments
Whether the flying training institutes exclusively use the runway of the airport? If yes, whether proper communication arrangements exist with ATC? If yes, whether proper and adequate safety services are provided by the training institute or by ATC?	Yes/No Yes/No Yes/No	
Whether ground signal areas are properly marked and lighted?	Yes/No	
Whether smooth runway with clear runway markings available?	Yes/No	
Whether wind sock or wind direction indicator is visible from each end of the runway at ground level?	Yes/No	
Whether night training flights are carried out at the airport? If yes, then whether proper night flying facilities are available at the airport?	Yes/No Yes/No	
Whether proper traffic pattern has been established for carrying out the flying training?	Yes/No	
Whether proper drills have been established in case of aircraft emergency during flying at the airport?	Yes/No	
Whether airport perimeter fencing is available with adequate watch and ward for preventing runaway incursion during aircraft operation?	Yes/No	

A8. Flying Checks

Aspects to be audited or questions to be answered	Status	Comments
Whether procedures have established for the Flight Instructors and Assistant Flight Instructor to carry out flying checks of trainee pilots to ensure standardized flying training?	Yes/No	
Whether procedures have established for the Chief Flight Instructor to carry out flying checks of Flight Instructors, Assistant Flight Instructor and the trainee pilots to ensure standardized flying training?	Yes/No	
Whether reports on various flying checks carried out are available?	Yes/No	



A9. Airworthiness

Aspects to be audited or questions to be answered	Status	Comments
Whether the institute's approval maintenance Valid?	Yes/No	
Whether the approval certificate displayed?	Yes/No	
Whether the Quality Control Manual approved?	Yes/No	
Whether the approved Quality Control Manager is a full time regular employee of the institute?	Yes/No	
Whether there is a change in institute since approval of manual in term of aircraft type/level of inspection/manpower etc?	Yes/No	
Whether the operation of institute spread at more than one aerodromes? If yes, whether every set-up is equipped with maintenance facility to the level of maintenance for which it is certified? (If certain instruments/equipments are carried from one base to another, cross-check with stores register for actual movement of such equipments?)	Yes/No	
Whether the Organization follows a standard Maintenance program approved by CAAB?	Yes/No	
If yes, is the maintenance program approved and adhered to?	Yes/No	
Whether there was at any time any deviation to the maintenance program?	Yes/No	
If so, was the approved procedure followed?	Yes/No	
Whether the maintenance schedules are approved?	Yes/No	
Are they amended as per latest version of maintenance manual?	Yes/No	
Whether SBs and ADs are received in the institute? Check for latest arrival date and its implementation?	Yes/No	
Whether the procedure for dissemination information to working engineers exists?	Yes/No	
Whether the log-books are complete in respect of periodic inspection, replacement of part and compliance of SBs/Ads etc.?	Yes/No	
Whether the institute has adequate number of qualified engineers/ technicians proportional to the activity of the institute?	Yes/No	



Aspects to be audited or questions to be answered	Status	Comments
Whether the technicians employed are adequately trained?	Yes/No	
Whether the training records of AMEs and technicians kept with QCM?	Yes/No	
Whether the Institute maintains fuel/oil up-liftment records?	Yes/No	
Whether trend monitoring chart of turbine engines, if applicable, maintained?	Yes/No	
Whether the institute has hanger space to carry out inspection?	Yes/No	
If yes, whether the hanger space is available throughout the year?	Yes/No	
Whether the hangar is properly lighted and ventilated?	Yes/No	
Whether there is adequate ground equipment such as trestles, workbenches to carry out the work?	Yes/No	
Whether proper procedure exists for tagging of all removed articles in the hanger?	Yes/No	
Whether the Bonded stores are clean and well-arranged?	Yes/No	
Whether Quarantine store are properly tagged?	Yes/No	
Whether the tyres are kept in stores properly and a record of rotation maintained?	Yes/No	
Whether a defect register is maintained?	YES/No	
Whether the institute stocks fuel in bulk?	Yes/No	
If yes, whether license for explosives has been obtained?	Yes/No	
Whether a standard procedure for keeping fuel in barrels followed by the institute?	Yes/No	
If yes, whether proper procedures is followed for barrel fuelling?	Yes/No	
Whether a chapter in QC manual exists for barrel fuelling?	Yes/No	



Aspects to be audited or questions to be answered	Status	Comments
Whether the institute carries out battery charging?  If yes whether an approval has been obtained in respect of shop and individual?	Yes/No  Yes/No	
Whether the battery charging equipment is serviceable and calibrated?	Yes/No	
Whether there is a first-aid station in the battery shop?	Yes/No	
Whether inspections of aircraft are carried out as per standard check-list for serviceability of equipments, instruments, availability of on-board documents, updating of flight manuals etc.?  Whether for Cessna 150/152 aircraft emergency door ejection mechanism is for serviceable?	Yes/No  Yes/No	
Whether the Nav-lights, VHF & ELT, if installed are serviceable?	Yes/No	
Whether the precision tools/ instruments are calibrated periodically?	Yes/No	

**Checklist for airworthiness inspection of Flying Training Institute aircraft**

Aspects to be audited or questions to be answered	Status	Comments
Whether C of A is valid	Yes/No	
Whether the owners name plate is same as in the C of R?	Yes/No	
Check for following documents:  Certificate of Registration Certificate of Airworthiness Flight Release Certificate WT license Journey logbook Weight schedule Pilot hand book/AFM		
Check for Emergency equipment on board		



Aspects to be audited or questions to be answered	Status	Comments
Check for availability of First aid kit		
Check for “No Smoking” placard in the cockpit		
Check for Compass correction card		
Check Marking of instruments in the cockpit		
Check for Serviceability of ELT		
Check for painting of prop tips		
Inspect exterior of aircraft for any damages		
Check for any fuel/ oil leaks		
Check for placards		
Check if the Pitot static probe is covered when aircraft is on ground for more than 2 hours		
Check for creep marks on tyres		
Check for door locking		
Check whether defects are rectified promptly		
Check for serviceability of night flying instruments if certified for night flying		

A10. Financial

For flying training institutes under subsidy scheme

Aspects to be audited or questions to be answered	Status	Comments
Has a financial audit been carried out?	Yes/No	
Whether a copy of the audited balance sheet of the club available? What are the financial assets of the club?	Yes/No	
Whether institute is depositing amount towards accident reserve fund and overhaul fund?	Yes/No	

For all flying training institutes

Aspects to be audited or questions to be answered	Status	Comments
Whether the flying training institute is making payment to all its employees regularly?	Yes/No	
Whether payments are being made regularly to AAI and fuel vendors?	Yes/No	
Whether aircraft and seats are insured?	Yes/No	
Whether CFI/ PII and FIs are insured?	Yes/No	



A11. Advertisement

<b>Aspects to be audited or questions to be answered</b>	<b>Status</b>	<b>Comments</b>
Whether the flying training institute has given any advertisement, which states that the institute has been approved? If yes, whether these advertisements are in accordance with the scope of approval?	Yes/No	
Whether the flying training institute clearly differentiate in their advertisement between the courses, which are approved and those courses which are not approved or not covered under the scope of approval granted to the flying training institute?	Yes/No	
If the flying training institute is not holding a current approval of the institute, whether the institute has removed all indications and signboards etc. in this regard?	Yes/No	
Whether the training institute has given any advertisement regarding flying training without having any approval of the institute?	Yes/No	
Whether any complaint has been received from the trainees by the institute regarding their training? If yes, what action has been taken by the institute?	Yes/No  Yes/No	

**Name and Signature of the Inspectors:**

1.

2.

3.

4.







**Appendix-J**

**APPLICATION FORM FOR FLIGHT TRAINING SCHOOL**

(While providing information extra sheets may be used)

1. Name of Applicant :
2. Address :
3. Proposed place of operation :
  - 3.1. Ground Training :
  - 3.2. Flight Training :
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 /Net Investment in Bangladesh:
  - 5.2 Authorized capital :

**Note: Shall be supported by a certificate from the banker or chartered accountant :**
6. Information on management of the organization and key staff members including their names, titles, educational qualifications and practical experiences. As a minimum, the background of the following personnel's should be included:-
  - 6.1 Chief Executive :
  - 6.2 Directors or board members :
  - 6.3 Major shareholders :
  - 6.4 Office and management personnel :
7. Particulars of Aircraft
  - 7.1. Type :
  - 7.2. Model :
  - 7.3. Maximum all up weight :
  - 7.4. Seat capacity :
  - 7.5. ACN :
  - 7.6. Maximum Landing and Take-off run:
  - 7.7. Present Registration :
8. Detailed information on flight operations under the following headings:



- 8.1 Aircraft flying hours :
  - 8.2 Date of manufacture :
  - 8.3 Arrangement for maintenance and inspection of aircraft and associated equipment.
  - 8.4 State of Registry of the aircraft; if foreign registered, and/or leased, a copy of the lease agreement should be enclosed.
9. Detailed description of how the applicant intends to show compliance with each provision of the applicable Civil Aviation Rules, 1984.
10. Feasibility report and plan indicating the trend of traffic and load factor that would be economically viable commensurate with the proposed operation:
11. Proposed date of operation :
12. Detail proposal to maintain security, safety of aircraft, ground handling of aircraft at the base and out station which would include Ramp Operation, Weight & Balance control, Ground Support and Fuel Services:
13. Particulars of the non-refundable Bank draft amounting to Tk. 50,000/- (Fifty thousands) only issued in favour of Civil Aviation Authority, Bangladesh.

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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, ANO (OPS) A.6 and any other directive issued by the Civil Aviation Authority, Bangladesh from time to time.

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SIGNATURE, NAME & DESIGNATION OF APPLICANT

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



**APPENDIX-K****SCHEDULE OF EVENTS**

The following documents/ manuals are to be submitted to CAAB by the applicant as per the schedule given below:

<b>Sl. No.</b>	<b>Description of events</b>	<b>Submission/completion date</b>
1	Training & Procedures Manual	
2	Safety Management System Manual	
3	Flight Operations Manual	
4	Maintenance Schedule/Program	
5	Minimum Equipment List(If applicable)	
6	Maintenance Procedures Manual and Maintenance Control Manual	
7	Aircraft Lease Agreement and/or Purchase Documents	
8	Process for Airworthiness Certification of aircraft (if applicable)	
9	Presentation of aircraft and its documents for CAAB's Inspection for Technical Clearance and/or Registration	
10	Aircraft Maintenance Engineer Readiness	
11	Maintenance facilities for CAAB inspections	
12	Plan for emergency evacuation & demonstration	
13	Chief Ground Instructor approval	
14	Chief Flight Instructor approval	
15	Ground Instructor approval	
16	Flight Instructor approval	
17	Inspection of Ground training facilities	
18	Inspection of Flight training facilities	
19	Approval of Ground & Flight training syllabus	
20	Issue of C of A & C of R	
21	Proposed start : a) Ground class b) Flight training	
22	Any other events that may be applicable	