



**CIVIL AVIATION AUTHORITY, BANGLADESH**



**Air Navigation Order (ANO)  
Search and Rescue (SAR)**

**ANO (SAR) A-1**

**PUBLISHED BY  
CIVIL AVIATION AUTHORITY, BANGLADESH**



## **Introduction**

This ANO is issued by the Chairman of the Civil Aviation Authority, Bangladesh (CAAB) in pursuance of the power vested on him under Civil Aviation Authority, Bangladesh Rule 4 (Ref: CAR-84).

The purpose of this Air Navigation Order (ANO) is to provide specifications/requirements for the establishment and operation of Search and Rescue (SAR) services and allied matters in the territory of The People's Republic of Bangladesh and over the high seas where provision of SAR services is the responsibility of Bangladesh in accordance with the regional air navigation agreements.

## **Scope**

The Standards and Recommended Practices contained in this ANO in line with requirements of Annex 12 to ICAO Convention shall be applicable to all authorities, service providers and agencies responsible for the provision of SAR services to aircraft.



## FOREWORD

The Search and Rescue (SAR) function is a State's responsibility with respect to obligations that Bangladesh has accepted under Article-25 of the Convention of International Civil Aviation. This ANO has been enacted by Civil Aviation Authority, Bangladesh under Rule 4 (Ref: CAR-84) to give effect to the Standard and Recommended Practices to be met by the provider or coordinator of SAR services within Bangladesh Search and Rescue Region (SRR) to meet SAR obligations of Contracting States to the Convention on International Civil Aviation. The Standard and Recommended Practices in this ANO are based on those stipulated in Annex-12 to the Convention and other relevant ICAO documents and with such modifications as may be determined by CAAB to be applicable in Bangladesh.

I wish to thank all involved in developing this ANO (SAR) A-1, which was long felt need of SAR Inspectors, Officers and Staff of Flight Safety and Regulations Division of CAAB.

This Document is issued and amended under the authority of the Chairman of Civil Aviation Authority, Bangladesh. Amendments to this ANO are the Responsibility of the Director of Flight Safety and Regulations. Readers should forward advice of errors, inconsistencies or suggestions for improvement to this ANO to the addressee stipulated below.

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This order shall have immediate effect.

Date: 17 Nov 2015

Air Vice Marshal M Sanaul Huq GUP, ndc, psc  
Chairman  
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## AMENDMENT RECORDS

Amendments to this SAR ANO in Bangladesh are issued by Chairman, Civil Aviation Authority, Bangladesh.

The amendments listed below have been incorporated into this copy of the Search and Rescue Air Navigation Order.

Amendment No.	Version No.	Subject	Source	Sections affected	Entered by(date)	Approved by(date)	Effective date
1.							
2.							
3.							
4.							
5.							
6.							
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9.							
10.							
11.							
12.							

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## Abbreviations:

AAR.....	Aerodrome and Air Navigation Services Regulation
AIP.....	Aeronautical Information Publication
AIS.....	Aeronautical Information Services
ATC.....	Air Traffic Control
ATS.....	Air Traffic Services
COSPAS.....	Cosmicheskaya sistema poiska avariynich sudop (Space System for Search of Vessels in Distress)
FIR.....	Flight Information Region
IMO.....	International Maritime Organisation
IAMSAR.....	International Aeronautical and Maritime Search and Rescue
ICAO.....	International Civil Aviation Organisation
MRCC.....	Maritime Rescue Co-ordination Centre
MOS.....	Manual of Standards
OSC.....	On-scene co-ordinator
RCC.....	Rescue Coordination Centre
RSC.....	Rescue Sub Centre
RU.....	Rescue Unit
SAR.....	Search and Rescue
SARSAT.....	Search and Rescue Satellite-Aided Tracking
SC.....	SAR Co-ordinator
SRR.....	Search and Rescue Region
SITREP.....	Situation Report
SMC.....	SAR Mission Co-ordinator
SPOC.....	Search and Rescue point of contact
SRU.....	Search and Rescue Unit



# Chapter-1

## 1. Definitions:

### **Alerting post**

Any facility intended to serve as an intermediary between a person reporting an emergency and a rescue coordination centre or rescue subcentre.

### **Alert phase**

A situation wherein apprehension exists as to the safety of an aircraft and its occupants.

### **Crew Member**

A person assigned by an operator to duty on an aircraft during flight time.

### **Cospas-Sarsat System**

A satellite system designed to detect distress beacons transmitting on frequencies 121.5 MHz and 406 MHz.

### **Distress Phase**

A situation wherein there is a reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger and require immediate assistance.

### **Ditching**

The forced landing of an aircraft on water.

### **Emergency Locator Transmitter (ELT)**

Aeronautical radio distress beacon for alerting and transmitting homing signals.

### **Emergency Phase**

A generic term meaning, as the case may be, uncertainty phase, alert phase or distress phase.

### **False Alert**

Distress Alert received from any source, including communications equipment intended for alerting, when no distress situation actually exists, and a notification of distress should not have resulted.

### **Global Maritime Distress and Safety System (GMDSS)**

A global communication systems, both satellite-based and terrestrial, to provide distress alerting and promulgation of maritime safety information for mariners.



### **Global Positioning System (GPS)**

A specific satellite-based system used in conjunction with mobile equipment to determine the precise position of the mobile equipment.

### **Joint Rescue Coordination Centre (JRCC)**

A rescue coordination centre responsible for both aeronautical and maritime search and rescue operations.

### **Local User Terminal (LUT)**

An earth receiving station that receives beacon signals relayed by Cospas-Sarsat satellites processes them to determine the location of the beacons and forwards the signals.

### **Mission Control Centre (MCC)**

Part of the Cospas-Sarsat system that accepts alert messages from the local user terminal(s) and other mission control centres to distribute to the appropriate rescue co-ordination centres or other search and rescue points of contact.

### **May Day.**

Spoken International distress signal, repeated three times.

### **Operator**

A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

### **On-Scene Coordinator (OSC)**

A person temporarily designated to coordinate Search and Rescue operation within a specified area.

### **Pan Pan**

The International radio telephony urgency signal, when repeated three times, includes uncertainty or alert, followed by urgency.

### **Pilot-in-Command**

The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

### **Rescue**

An operation to retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety.

### **Rescue Coordination Centre(RCC)**

A unit responsible for promoting efficient organization of Search and Rescue services and for coordinating the conduct of Search and Rescue operations within a search and rescue region.



### **Rescue Sub Centre (RSC)**

A unit subordinate to a rescue coordination centre, established to complement the latter according to particular provisions of the responsible authorities.

### **Rescue action plan.**

A plan for rescue operations normally prepared Search mission coordinator (SMC) for implementation by the On-Scene Coordinator (OSC) and facilities on-Scene.1-2

### **Rescue Unit**

A unit composed of trained personnel and provided with equipment suitable for the expeditious conduct of Search and Rescue.

### **Search**

An operation normally coordinated by a rescue coordination centre or rescue sub centre using available personnel and facilities to locate persons in distress.

### **Search and Rescue Aircraft**

An aircraft provided with specialized equipment suitable for the efficient conduct of Search and Rescue missions.

### **Search and Rescue Co-ordinator (SC)**

One or more persons or agencies within an administration with overall responsibility for establishing and providing SAR services and ensuring that planning for those services is properly co-ordinated.

### **Search and Rescue facility**

Any mobile resource, including designated search and rescue units, used to conduct search and rescue operations.

### **Search and Rescue Organisation**

The provider of search and rescue services within the search and rescue region.

### **Search and Rescue service**

The performance of distress monitoring, communication, coordination and search and rescue functions, initial medical assistance or medical evacuation, through the use of public and private resources, including cooperating aircraft, vessels and other craft and installations.

### **Search and Rescue Region (SRR)**

An area of defined dimensions, associated with a rescue coordination centre, within which search and rescue services are provided.



### **Search and Rescue Unit**

A mobile resource composed of trained personnel and provided with equipment suitable for the expeditious conduct of search and rescue operations.1-3

### **Search and Rescue Mission Coordinator (SMC)**

An official temporarily assigned to coordinate response to an actual or apparent distress situation.

### **Search action plan**

Message normally developed by the SMC, for passing instructions to SAR facilities and agencies participating in a SAR mission.

### **Search and Rescue area**

An area in which the coordination of Search and Rescue is integrated by a single rescue coordination centre.

### **SAR Aircraft**

An aircraft provided with specialized equipment suitable for the efficient conduct of SAR mission

### **State of Registry**

The State on whose register the aircraft is entered.

### **Uncertainty phase.**

A situation wherein uncertainty exists as to the safety of an aircraft and its occupants.

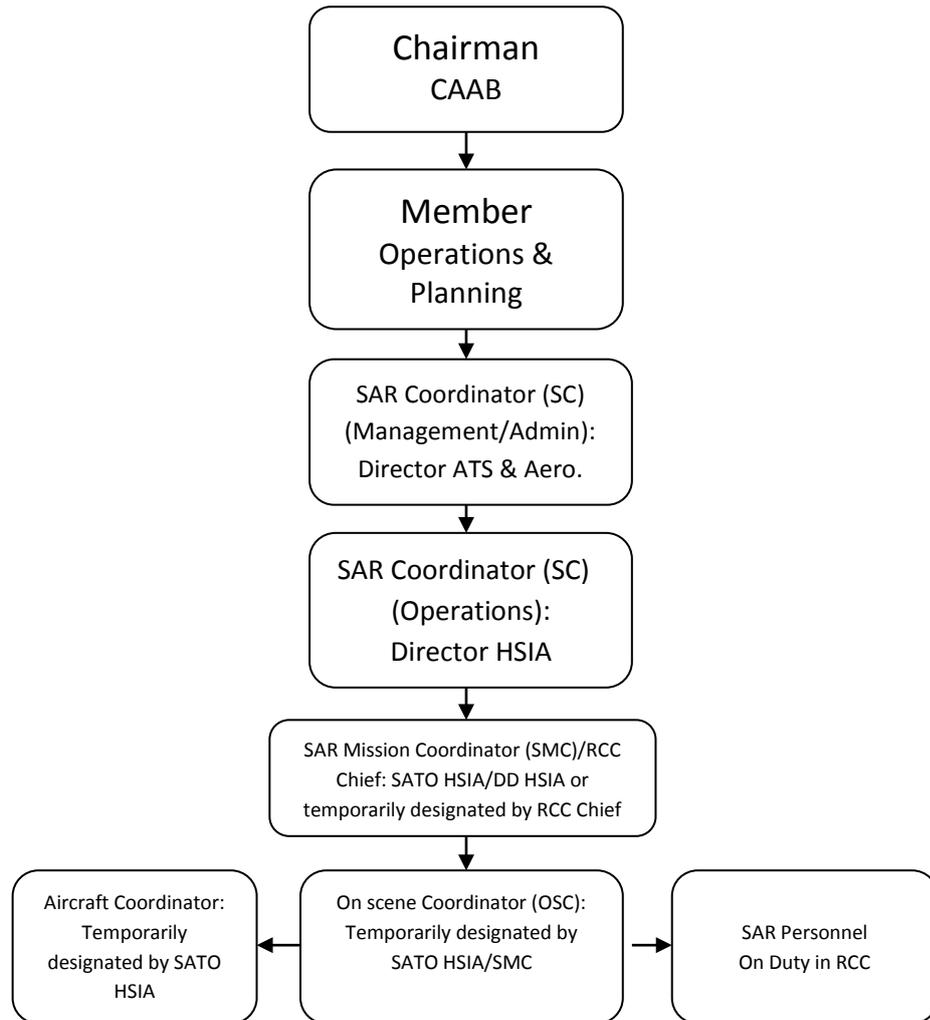


## Chapter-2

### 2. Organisation

#### 2.1 Search and Rescue (SAR) Coordinating Organisation of Bangladesh

The following chart shows the positions of the SAR Coordinating Organisation in Bangladesh.



#### 2.2 SAR Services:

2.2.1 The Authority shall, individually or in cooperation with other States, arrange for the establishment, maintenance and prompt provision of SAR services within Bangladesh SRR to ensure that assistance is rendered to aircraft passengers and persons in distress. Such services shall be provided on a 24-hour basis.

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2.2.2 The SAR Procedures shall be prepared taking into consideration available resources within the country of various organisation for example, Defense Forces, Marine Authority, Fire Brigade, Hospitals, Police and other Organisations as may be applicable. The relevant Organisations shall render appropriate assistance and services as per the detailed role & procedures agreed upon and required for SAR Organisation.

2.2.3 The Authority shall also establish and provide SAR services in those portions of the high seas where Air Traffic Services are being provided on the basis of regional air navigation agreement.

2.2.4 Basic elements of SAR services shall include a legal framework, a responsible authority, organized available resources, communication facilities and a workforce skilled in coordination and operational functions

2.2.5 SAR services shall establish processes to improve service provision, including the aspects of planning, domestic and international cooperative arrangements and training.

2.2.6 In providing assistance to aircraft in distress and to survivors of aircraft accidents, the SAR organisation shall do so regardless of the nationality or status of such persons or the circumstances in which such persons are found.

2.2.7 The SAR organisation having accepted responsibility to provide SAR services and shall use SAR units and other available facilities to assist any aircraft or its occupants that are or appear to be in a state of emergency.

2.2.8 Where separate aeronautical and maritime rescue coordination centres serve the same area, the SAR organisation shall ensure the closest practicable coordination between the centres.

2.2.9 The SAR organisation should facilitate consistency and cooperation between their aeronautical and maritime Search and Rescue services.

2.2.10 Joint rescue coordination centres should be established to coordinate aeronautical and maritime SAR operations, where practical.

2.2.11 The SAR organisation may, in order to ensure uniform application of Standard and Recommended Practices contained in this ANO, prescribe and issue complimentary procedures, specifications and requirements, through Directives or in the form of Standards Manuals, Organisation and procedures for Search and Rescue as deemed Appropriate.

2.2.12 SAR Organisations/Providers/Aerodrome Operators where applicable, shall ensure compliance with such procedures and directives.

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2.2.13 Aircraft Operators should ensure that the flight crew are familiar with the SAR procedures being employed by the SAR Services.

### **2.3 Search and Rescue Region (SRR):**

2.3.1 SRR shall be established and delineated to ensure the provision of adequate communication infrastructure, efficient distress alert routing and proper operational coordination to effectively support SAR services.

2.3.2 The SRR shall coincident with the boundaries of Dhaka Flight Information Region (Dhaka FIR) covering the whole territory of Bangladesh and adjacent waters.

### **2.4 Rescue Coordination Centre (RCC):**

- i. The SAR organisation shall establish an RCC within the SRR.
- ii. RCC and as appropriate, Rescue Sub Centre (RSC) shall be arranged to be staffed 24hours a day by trained personnel proficient in the use of the English language for radiotelephony communications.
- iii. The RCC is located in the Operation Building, Ground Floor, Room No. 101,

A fully capable RCC's capability is described as below:

Required	Desired
24-hour availability	Wall chart depicting SRR, SRSs, and neighboring SRRs,
Trained persons	SAR resources
Persons with a working knowledge of the English Language	Computer resources
Charts which apply to the SRR (aeronautical, nautical, topographical and hydrographical)	Databases
Means of plotting	
Ability to receive distress alerts ,e.g., from MCCs	

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<p>Immediate communication with :</p> <ul style="list-style-type: none"><li>associated ATS units</li><li>associated Rescue Units</li><li>associated Rescue Sub Centres</li></ul> <p>Rapid and reliable communications with:</p> <ul style="list-style-type: none"><li>Parent agencies of SRUs</li><li>adjacent RCCs</li><li>designated meteorological offices,</li><li>alerting posts</li></ul> <p>Plans of operation</p> <p>Ability to Coordinate provision of medical advice</p> <p>Ability to Coordinate provision of medical assistance or evacuation</p>	
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## 2-5 Rescue Units (RUs):

All manned Civil Airports are established as rescue units. The name locations are given below:

- a). Hazrat Shahjalal International Airport, Dhaka
- b). Shah Amanat International Airport, Chittagong.
- c). Osmani International Airport, Sylhet.
- d). Cox's Bazar Airport. Cox's Bazar
- e). Jessore Airport Jessore
- f). Saidpur Airport, Nilphamary
- g). Shah Makhdum Airport, Rajshahi
- h). Barishal Airport, Barishal



## 2.6 Alerting Posts:

The following authorities, agencies, aerodromes and their associated units are designated alerting posts in Bangladesh:

- a) All Civil Airports and Aerodrome in Bangladesh.
- b) All Army Units in Bangladesh (Message may be routed through Army Headquarters).
- c) All Air Force Units in Bangladesh (Message may be routed through Air Headquarters).
- d) All Naval & Coast Guard Units in Bangladesh (Message may be routed through Naval Headquarters)
- e) All Police-stations in Bangladesh (Message may be routed through police Headquarters).
- f) All BGB Units/Out Posts in Bangladesh (Message may be routed through BGB Headquarters)
- g) All Railway Stations in Bangladesh.
- h) All Post Offices in Bangladesh.
- i) All Forest department Units located in different forest ranges in Bangladesh.
- j) All BIWTA and BIWTC Offices in Bangladesh.
- k) Mercantile Marine and Port Authorities.
- l) All other establishments and offices having communication and broadcasting facilities.
- m) All RAB Units including RAB HQ in Bangladesh.
- n) Meteorological Department.
- o) Telephone and telegraph department
- p) Health Department
- q) Fire Services and Civil Defense Headquarters, Dhaka (all fire stations in Bangladesh may act as alerting post. Rescue messages should be routed through Fire Services and Civil Defense Headquarters).



2.6.1 The SAR organisation shall designate as SAR units elements of public or private services suitably located and equipped for SAR operations.

2.6.2 In areas where public telecommunication facilities would not permit persons observing an aircraft in emergency to notify the RCC concerned directly and promptly, suitable units of public or private services should be designated as Rescue Units and Alerting Posts.

## **2.7 SAR Communications:**

The RCC shall have means of rapid and reliable two-way communication with:

- a) associated air traffic services units;
- b) associated rescue units;
- c) associated SAR units
- d) associated alerting post;
- e) the headquarters of SAR units in the region;
- f) maritime rescue coordination centers in the region if appropriate;
- g) a designated meteorological office or meteorological watch office; and
- h) the Cospas- Sarsat Mission Control Centre servicing the SRR.

2.7.1 Each RU shall have means of rapid and reliable two-way communication with:

- a) RCC
- a) Other Rescue Units
- b) Meteorological office
- c) Alerting posts

2.7.2 As parts of the SAR plan of operation, the SAR organisation shall designate elements of public or private services that do not qualify as SAR units but are nevertheless able to participate in SAR operations.

## **2.8 SAR Equipment:**

2.8.1 Rescue Units and SAR units shall be provided with equipment for locating promptly, and for providing adequate assistance at, the scene of an accident.

2.8.2 Each Rescue unit and SAR unit should have means of rapid and reliable two-way Communication with other SAR facilities engaged in the same operation.

2.8.3 Each SAR aircraft shall be equipped to be able to communicate on the aeronautical distress and on-scene frequencies and on such other frequencies as may be prescribed.



2.8.4 Each SAR aircraft shall be equipped with a device for homing on distress frequencies (406 MHz, 121.5 MHz).

Note 1: Emergency locator transmitter (ELT) carriage requirements are available in Annex 6, Parts I, II, and III and relevant Air Navigation Orders.

Note 2: Specification for ELTs is available in Annex 10, Volume III and relevant Air Navigation Orders.

2.8.5 Each SAR aircraft, when used for SAR over maritime areas, shall be equipped to be able to communicate with vessels on 2182 KHz (Survival craft radio), 156.8 MHz (Channel 16) is the International VHF maritime voice distress, safety and calling frequency and 156.3 MHz and 156.525 MHz (Channel 16 and 70 respectively) or 123.1 MHz may be used for communication on scene as applicable.

2.8.6 Each SAR aircraft, when used for SAR over maritime areas shall carry a copy of the *International Code of Signals* to enable it to overcome language difficulties that may be experienced in communicating with ships.

2.8.7 Unless it is known that there is no need to provide supplies to survivors by air, at least one of the aircraft participating in a SAR operation should carry droppable survival equipment.

2.8.8 The SAR organization should locate, at appropriate aerodromes, survival equipment suitably packed for dropping by aircraft. (The basic pack items are Ration, Signaling equipments, Medical items, Covering items, Fire and lighting items, Sundries etc.)

2.8.9 The SAR organisation shall:

- a) keep the SAR operations manual or Organisation and procedure for SAR of aircraft in distress in a readily accessible form;
- b) amend the SAR operations manual or Organisation and procedure for SAR of aircraft in distress whenever necessary to keep its content up to date.

→ 2.8.10 The authority may, in order to ensure safety oversight functions issue Search and Rescue Inspectors Handbook as appropriate.

2.8.11 Dhaka RCC and, as appropriate, each RSC of Bangladesh, shall develop its job descriptions for each of their technical staff.

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## Chapter-3

### 3. Cooperation

#### 3.1 Cooperation between States:

3.1.1 Civil Aviation Authority of Bangladesh (CAAB) shall arrange coordination of its SAR efforts in Dhaka RCC with those of Kolkata & Yangon RCC.

3.1.2 Dhaka RCC when necessary shall coordinate their SAR operations with those of Kolkata and Yangon RCC.

3.1.3 Subject to the SAR agreements that had been concluded between Civil Aviation Authority of Bangladesh and the SAR authorities or agencies of neighboring States, the SAR organization shall permit immediate entry into its territory of SAR units of other States for the purpose of searching for the site of aircraft accidents and rescuing survivors of such accidents or provided the approval of entry is obtained from the higher authority.

3.1.4 SAR units entering the territory of neighboring States for SAR purposes shall transmit a request with prior approval from higher authority, giving full details of the projected mission and the need for it, to the rescue coordination centre of the neighboring State concerned or to such other authority as had been designated by the State.

3.1.5 Agreements with neighboring states should be made to strengthen SAR cooperation and coordination, setting forth the conditions for entry of each other's SAR units into their respective territories. These agreements should also provide for expediting entry of such units with the least possible formalities.

3.1.6 Requests for the entry of aircraft, equipment and personnel from other States to engage in search for aircraft in distress or to rescue survivors of aircraft accidents should be transmitted to the RCC. The RCC shall:

- a) immediately acknowledge the receipt of such a request,
- b) forward the request, to the concerned authorities, and
- c) as soon as possible, indicate the conditions, if any, under which the projected mission may be undertaken.

3.1.7 Instructions as to the control which will be exercised on entry of such aircraft and/or personnel shall be given by the RCC in accordance with the standing plan for the conduct of SAR in the area.

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- 3.1.8 The SAR organization with the prior approval from higher authority shall:
- a) when request from other RCC, provide assistance including assistance in the form of aircraft, vessels, persons or equipment, as may be needed;
  - b) grant any necessary permission for the entry of such aircraft, vessels, persons or equipment into its territory; and
  - c) make the necessary arrangements with the appropriate customs, immigration or other authorities with a view to expediting such entry.

3.1.9 The SAR organization shall make arrangement for joint training exercises involving its SAR units, those of neighboring States and operators, if possible, to promote SAR efficiency.

3.1.10 The SAR organization should make arrangements for periodic liaison visits by personnel of its RCC to the centres of neighboring States.

### **3.2 Cooperation with other services:**

3.2.1 The SAR organization shall arrange for all aircraft, vessels and local services and facilities which do not form part of the SAR organization to cooperate fully with the latter in SAR and to extend any possible assistance to the survivors of aircraft accidents.

3.2.2 To provide for the most effective and efficient SAR services, the SAR organization should maintain the closest practicable coordination between the relevant aeronautical and maritime authorities.

3.2.3 The SAR organization shall ensure that their SAR services cooperate with those responsible for investigating accidents and with those responsible for the care of those who suffered from the accident. To facilitate accident investigation, rescue units should, when practicable, be accompanied by persons qualified in the conduct of aircraft accident investigations.

3.2.4 Any authority, organisation or element of the SAR organisation having reason to believe that an aircraft is in an emergency shall give immediately all available information to the rescue coordination centre.

### **3.3 SAR Point of Contact (SPOC):**

3.3.1 The SAR organization shall designate a SAR point of contact for the receipt of COSPAS-SARSAT distress data.

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3.3.2 National regulations shall be available or SAR organisation shall arrange for carriage of ELTs and arrangements for registration of the 406 MHz beacon and rapid access to the beacon registration database.

### **3.4 Dissemination of Information:**

3.4.1 The SAR organization shall publish and disseminate all information necessary for the entry of SAR units of other States into Bangladesh territory or, alternatively, include this information in SAR service arrangements.

3.4.2 When such information could benefit the provision of SAR services, the SAR organization should make available, through the RCC or other agencies, information regarding their SAR plans of operation.

3.4.3 The SAR organization should, to the extent desirable and practicable, disseminate information to the general public and emergency response authorities regarding actions to be taken when there is reason to believe that an aircraft's emergency situation may become cause for public concern or require a general emergency response.

3.4.4 Information necessary for SAR services shall be published in AIP Bangladesh.



## Chapter-4

### 4. Preparatory Measures

#### 4.1 Preparatory Information:

4.1.1 The RCC shall have readily available at all times up-to-date information concerning the following in respect of its SRR:

- a) SAR units, RU and alerting posts;
- b) Air Traffic Services units;
- c) means of communication that may be used in SAR operations;
- d) addresses and telephone numbers of all operators, or their designated representatives, engaged in operations in the region; and
- e) any other public and private resources including medical and transportation facilities that are likely to be useful in SAR.

4.1.2 In addition, the RCC should have readily available all other information related to SAR, including information regarding:

- a) the locations, call signs, hours of watch, and frequencies of all radio stations likely to be employed in support of SAR operations;
- b) the locations and hours of watch of services keeping radio watch, and the frequencies guarded;
- c) locations where supplies of droppable emergency and survival equipment are stored; and
- d) objects which it is known might be mistaken for un located or unreported wreckage, particularly if viewed from the air.

4.1.3 The RCC whose SRR includes maritime areas should have ready access to information regarding the position, course and speed of ships within such areas that may be able to provide assistance to aircraft in distress and information on how to contact them.

Note: This information may either be kept in the RCC or be readily accessible.

4.1.4 The SAR organisation, should, make arrangements for communication/coordination with maritime authorities to facilitate SAR operation at sea.



## 4.2 SAR Plans of Operation:

4.2.1 The RCC shall prepare and submit most current detailed plans of operation for the conduct of SAR operations within its SRR. SAR plans of operation shall serve to demonstrate how the SAR organisation will comply with the requirements.

4.2.2 SAR plans of operation should be developed jointly with representatives of the operators and other public or private services/agencies that may assist in providing SAR services or benefit from them, taking into account that the number of survivors could be large.

4.2.3 The plans of operation shall specify arrangements for the servicing and refueling, to the extent possible, of aircraft, vessels and vehicles employed in SAR operations, including those made available by other States.

4.2.4 The SAR plans of operation shall contain details regarding actions to be taken by those persons engaged in search and rescue, including:

- a) the manner in which SAR operations are to be conducted in the SRR;
- b) the use of available communication systems and facilities;
- c) the actions to be taken jointly with other rescue coordination centres ,as appropriate;
- d) the methods of alerting en-route aircraft and ships at sea;
- e) the duties and prerogatives of persons assigned to SAR;
- f) the possible redeployment of equipment that may be necessitated by meteorological or other conditions;
- g) the methods for obtaining essential information relevant to SAR operations, such as weather reports and forecasts, appropriate NOTAM, etc.;
- h) the methods for obtaining, from other RCC, such assistance, including aircraft, vessels, persons or equipment, as may be needed;
- i) the methods for assisting distressed aircraft being compelled to ditch to rendezvous with surface craft;
- j) the methods for assisting SAR or other aircraft to proceed to aircraft in distress; and
- k) cooperative actions to be taken in conjunction with air traffic services units and other authorities concerned to assist aircraft known or believed to be subject to unlawful interference.

4.2.5 SAR plans of operation should be integrated with Airport Emergency Plans (AEP) to provide for Rescue Services in the vicinity of aerodromes including coastal aerodromes, areas of water.



4.2.6 As parts of the SAR plan of operation, the SAR organization shall designate elements of public or private services that do not qualify as SAR units but are nevertheless able to participate in SAR operations.

### **4.3 Equipage of RCC**

4.3.1 RCC should be equipped with the following:

- a) Legal Documents such as ICAO Annex 10, 11, 12, & 13.
- b) Organization and procedure for SAR of aircraft in distress,
- c) SAR Manual,
- d) ANO on SAR
- e) Sunrise/ Sunset Tables
- f) AIP Bangladesh;
- g) Maps and Charts (Aeronautical, Topographical, and Hydrographical) of different scales;
- h) Computer Facilities so as to retrieve and display of information previously stored;
- i) Log books pertaining to RCC;
- j) RCC & RUs location charts;
- k) Rapid and Reliable SAR Communications systems with various units/agencies;
- l) Distress frequencies ; ( 121.5MHZ)
- m) Plotting Equipments;
- n) HF/RT
- o) VHF/Walkie Talkie, Official Cell Phone
- p) Satellite communication system for reception of COSPAS-SARSAT Distress Alert (406 MHZ) and data base from ELT.

### **4.4 Necessary Information & Preparedness**

4.4.1 Each SAR units, shall:

- a) having knowledge of all parts of the plans of operation that are necessary for the effective conduct of its duties; and
- b) keep the rescue coordination centre informed of its preparedness.

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## **4.5 SAR Facilities & Logistics**

4.5.1 The SAR organisation shall:

- a) maintain in readiness the required number of SAR facilities;  
and:
- b) maintain adequate supplies of rations, medical stores, signaling devices and other survival and rescue equipment.

## **4.6 SAR Training Policy, Programme and Plans:**

Director ATS & Aerodromes shall develop detailed Training Policy, Programme and Annual Periodic Training Plans for Dhaka RCC, as appropriate RSC personnel, to maintain a basic level of competency that includes Initial, Recurrent/Refresher, Specialized training, and knowledge about updates in ICAO provisions.

4.6.1 The following training should be included as Initial Training:

- a) Basic SAR Course;
- b) SAR Administrators Course;
- c) SAR Management Course;
- d) SAR Mission Coordinator Course;
- e) Regulatory Audit Procedure Course;
- f) SAR Safety Oversight Course;
- g) SAR Inspector Course;

4.6.2 All SAR officers shall undergo Refresher/Recurrent, Specialized training on the above mentioned fields/topics. All SAR Inspectors shall undergo OJT under the supervision of senior qualified SAR Inspectors.

4.6.3 Training in aeronautical SAR shall consist of theoretical and practical knowledge of Aeronautical SAR operations. The following subject areas should be included to demonstrate a level of knowledge appropriate to conduct aeronautical SAR operations in the RCC:

- a) General SAR procedures:
  - i. ICAO Annex 12 and International provisions
  - ii SAR organization
  - iii. SAR resources
  - iv. SAR communications

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- v. SAR operating procedures
  - vi. RCCs and rescue sub-centres, as appropriate
  - vii. Meteorological information for SAR
  - viii. Conduct of SAR patterns
  - ix. Rescue of survivors
- b) Aeronautical SAR procedures:
- i. Aeronautical SAR organization
  - ii. Aeronautical RCC administration
  - iii. Basic navigation
  - iv. Search areas (sea and land)
  - v. Search techniques (sea and land)
  - vi. Plotting exercises

#### **4.7 Foreign Training**

The Chief of SAR Service shall, after the assessment, authorize trainings in the foreign institutions, if so required. While doing so, the Chief of SAR Services will ensure the quality of the training provided.

#### **4.8 SAR Training and Exercises**

SAR services, to achieve and maintain maximum efficiency in SAR shall provide regular training of their SAR personnel and arrange appropriate SAR Exercise.

#### **4.9 Maintaining Training Records and Files**

4.9.1 The Directorate of ATS shall maintain training records and files for RCC and each of RSC Officers and staff systematically.

4.9.2 Dhaka Rescue Coordination Centre should keep a record of operational efficiency of the Search and Rescue organisation in its region.

4.9.3 Dhaka Rescue Coordination Centre should prepare appraisals of actual Search and Rescue operations in its region. These appraisals should comprise any pertinent remarks on the procedures used and on the emergency and survival equipment, and any suggestions for improvement of those procedures and equipment. those appraisals which are likely to be of interest to other States should be submitted to ICAO for information as appropriate.

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improvement of those procedures and equipment. those appraisals which are likely to be of interest to other States should be submitted to ICAO for information as appropriate.

#### **4.10 Wreckage**

4.10.1 SAR services should ensure that wreckage resulting from aircraft accidents within its territory or, in the case of accidents on the high seas or in areas of undetermined Sovereignty, within the SRR for which it is responsible, is removed, obliterated or charted following completion of the accident investigation, if its presence might constitute a hazard or confuse subsequent SAR operations.

4.10.2 Expenditures incurred in SAR Operation including the cost incurred in removing the wreckage of the aircraft may be charged to the Owner(s) and Operators of the aircraft.



## Chapter-5

### 5. Operating Procedures

#### 5.1 Air Traffic Services Units

All Air Traffic Services (ATS) units will function as alerting post in the SAR system. They shall be responsible for the declaration of SAR phases to classify the severity of emergency and alert Dhaka RCC. It is likely that the ACC will receive a COSPAS-SARSAT distress alert from MCC of neighbouring countries on AFTN or by any means. These alerts shall immediately be communicated to the RCC. ATS units are responsible for providing in-flight emergency response (IFER) services.

ATS units, subject to their primary duties are required to provide communications between the search aircraft and the responsible SAR Authority. This normally involves the relay of requests, instructions and information between the responsible RCC and the aircraft. The appropriate ATS authority is responsible for the declaration of Restricted or Danger Areas during SAR operations when appropriate. Distress alert may be received by the RCC through other sources, e.g.:

- a) direct communication from the public or the distress craft; or
- b) another RCC or SAR authority.

#### 5.2 Information Concerning Emergencies

5.2.1 Any authority or any element of the SAR organization having reason to believe that an aircraft is in an emergency shall give immediately all available information to the RCC.

5.2.2 RCC shall, immediately upon receipt of information concerning aircraft in emergency, evaluate such information and assess the extent of the operation required.

5.2.3 When information concerning aircraft in emergency is received from other sources than air traffic services units, the RCC shall determine to which emergency phase the situation corresponds and shall apply the procedures applicable to that phase.

#### 5.3 Procedures for RCC during Emergency Phases

##### 5.3.1 Uncertainty phase:

Upon the occurrence of an uncertainty phase, the RCC shall cooperate to the utmost with Air



Traffic services units and other appropriate agencies and services in order that incoming reports may be speedily evaluated.

### 5.3.2 Alert phase:

Upon the occurrence of an alert phase the Rescue Coordination Centre shall immediately alert Search and Rescue units and initiate any necessary action.

### 5.3.3 Distress phase:

Upon the occurrence of a distress phase, the Rescue Coordination Centre shall:

- a) immediately initiate action by Search and Rescue units in accordance with the appropriate plan of operation;
- b) ascertain the position of the aircraft, estimate the degree of uncertainty of this position, and, on the basis of this information and the circumstances, determine the extent of the area to be searched;
- c) notify the operator, where possible, and keep the operator informed of developments;
- d) notify other Rescue Coordination Centres, the help of which seems likely to be required, or which may be concerned in the operation;
- e) notify the associated Air Traffic Services unit, when the information on the emergency has been received from another source;
- f) request at an early stage such aircraft, vessels, coastal stations and other services not specifically included in the appropriate plan of operation and able to assist to:
  - 1) maintain a listening watch for transmissions from the aircraft in distress, survival radio equipment or an ELT;

*Note,- The frequencies contained in the specifications for ELTs given in Annex 10, Volume III, are 121.5MHz and 406 MHz.*

- 2) assist the distress as far as practicable; and
- 3) inform the Rescue Coordination Centre of any developments;
- g) from the information available, draw up a detailed plan of action for the conduct of the Search and/or Rescue operation required and communicate such plan for the



guidance of the authorities immediately directing the conduct of such an operation;

- h) amend as necessary, in the light of evolving circumstances, the detailed plan of action;
- i) Notify the appropriate accident investigation authorities; and
- j) notify the State of Registry of the aircraft.

The order in which these actions are described shall be followed unless circumstances dictate otherwise.

#### **5.4 Initiation of SAR action in respect of an aircraft whose position is unknown**

5.4.1 In the event that an emergency phase is declared in respect of an aircraft whose position is unknown and may be in one of two or more Search and Rescue regions, the following shall apply:

- a) When a Rescue Coordination Centre is notified of the existence of an emergency phase and is unaware of other centres taking appropriate action, it shall assume responsibility for initiating suitable action in accordance with 5.3 and confer with neighbouring Rescue Coordination Centres with the Objective of designating one Rescue Coordination Centre to assume responsibility forthwith.
- b) Unless otherwise decided by common agreement of the rescue coordination centres concerned, the rescue coordination centre to coordinate Search and Rescue action shall be centre position for:
  - i. the region in which the aircraft last reported its position; or
  - ii. the region to which the aircraft was proceeding when its last reported position was on the line separating two Search and Rescue regions; or
  - iii. the region to which the aircraft was destined when it was not equipped with suitable two- way radio communication or not under obligation to maintain radio communication; or
  - iv. the region in which the distress site is located as identified by the Cospas-Sarsat system.
- c) After declaration of the distress phase, the Rescue Coordination Centre with overall coordination responsibility shall inform all Rescue Coordination Centres that may become involved in the operation of all the circumstances of the emergency and

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subsequent developments. Likewise, all Rescue Coordination Centres becoming aware of any information pertaining to the emergency shall inform the Rescue Coordination Centre that has overall responsibility.

- 5.4.2 passing of information to aircraft in respect of which an emergency phase has been declared:
- i. Whenever applicable, the RCC responsible for SAR action shall forward to the air traffic services unit serving the flight information region in which the aircraft is operating, information of the SAR action initiated, in order that such information can be passed to the aircraft.

## **5.5 Procedures where responsibility for operations extends to two or more Contracting States**

5.5.1 When the conduct of operations over entire Search and Rescue region is the responsibility of more than one Contracting State, each involved State shall take action in accordance with the relevant plan of operations when so requested by the Rescue Coordination Centre of the region.

## **5.6 Procedures for Authorities in the Field**

- 5.6.1 The authority immediately directs to conduct of operations or any part thereof shall:
- a) give instructions to the units under their direction and inform the RCC of such instructions; and
  - b) keep the RCC informed of developments.

## **5.7 Procedures for RCC - termination and Suspension of Operations**

5.7.1 SAR operations shall continue, when practicable, until all survivors are delivered to a place of safety or until all reasonable hope of rescuing survivors has passed.

5.7.2 The responsible RCC shall normally be responsible for determining when to discontinue SAR operations.

*Note.- Contracting States may require input from other appropriate State authorities in the decision- making process leading to termination of SAR operations.*

5.7.3 When a SAR operation has been successful or when a RCC considers, or is informed, that an emergency no longer exists, the emergency phase shall be cancelled, the SAR operation shall be terminated and any authority, facility or service that has been activated or notified shall be promptly informed.



5.7.4 If a SAR operation becomes impracticable and the RCC concludes that there might still be survivors, the centre shall temporarily suspend on-scene activities pending further developments and shall promptly inform any authority, facility or service which has been activated or notified. Relevant information subsequently received shall be evaluated and SAR operations resumed when justified and practicable.

## 5.8 Procedures at the Scene of an Accident

5.8.1 When multiple facilities are engaged in SAR operations on-scene, the RCC shall designate one or more units on-scene to coordinate all actions to help ensure the safety and effectiveness of air and surface operations, taking into account facility capabilities and operational requirements.

5.8.2 When a pilot-in-command observes that either another aircraft or a surface craft is in distress, the pilot shall, if possible and unless considered unreasonable or unnecessary:

- a) keep the craft in distress in sight until compelled to leave the scene or advised by the RCC that it is no longer necessary;
- b) determine the position of the craft in distress;
- c) as appropriate, report to the RCC or air traffic services unit as much of the following information as possible:
  - i. type of craft in distress, its identification and condition;
  - ii. its position, expressed in geographical or grid coordinates or in distance and true bearing from a distinctive landmark or from a radio navigation aid;
  - iii. time of observation expressed in hours and minutes Coordinated Universal Time (UTC);
  - iv. number of persons observed;
  - v. whether persons have been seen to abandon the craft in distress;
  - vi. on-scene weather conditions;
  - vii. apparent physical condition of survivors;
  - viii. apparent best ground access route to the distress site; and
- d) act as instructed by the RCC or the air traffic services unit.

5.8.3 If the first aircraft to reach the scene of an accident is not a SAR aircraft, it shall take charge of on-scene activities of all other aircraft subsequently arriving until the first SAR aircraft reaches the scene of the accident. If, in the meantime, such aircraft is unable to establish communication with the appropriate RCC or air traffic services unit, it shall, by



mutual agreement, hand over to an aircraft capable of establishing and maintaining such communications until the arrival of the first SAR aircraft.

5.8.4 When it is necessary for an aircraft to convey information to survivors or surface rescue units, and two-way communication is not available, it shall, if practicable, drop communication equipment that would enable direct contact to be established, or convey the information by dropping a hard copy message.

5.8.5 When a ground signal has been displayed, the aircraft shall indicate whether the signal has been understood or not by the means described in this manual or, if this is not practicable, by making the appropriate visual signal.

5.8.6 When it is necessary for an aircraft to direct a surface craft to the place where an aircraft or surface craft is in distress, the aircraft shall do so by transmitting precise instructions by any means at its disposal. If no radio communication can be established, the aircraft shall make the appropriate visual signal.

## **5.9 Procedures for a Pilot-in-Command (P-in-C) Intercepting a Distress Transmission**

5.9.1 Whenever a distress transmission is intercepted by a pilot-in command of an aircraft, the pilot shall, if feasible:

- a) acknowledge the distress transmission;
- b) record the position of the aircraft in distress if given;
- c) take a bearing on the transmission;
- d) inform the appropriate RCC or air traffic services unit of the distress transmission, giving all available information; and
- e) at the pilot's discretion, while awaiting instructions, proceed to the position given in the transmission.

## **5.10 SAR Signals**

4.10.1 The air-to-surface and surface-to-air visual signals in Appendix 1 shall, when used, have the meaning indicated therein. They shall be used only for the purpose indicated and no other signals likely to be confused with them shall be used.

4.10.2 Upon observing any of the signals in Appendix 1, aircraft shall take such action as may be required by the interpretation of the signal given in Appendix 1.



## **5.11 Maintenance of Records of Operational Efficiencies**

5.11.1 The RCC should keep a record of the operational efficiency of the SAR organisation in its region.

5.11.2 RCC should prepare appraisals of actual SAR operations in its region. These appraisals should comprise any pertinent remarks on the procedures used and on the emergency and survival equipment, and any suggestions for improvement of those procedures and equipment. Those appraisals which are likely to be of interest to other States should be submitted to the authority for information and dissemination as appropriate.



## Chapter-6

### 6. Job descriptions of SAR/RCC Officers and Staff

#### 6.1 SAR Coordination

The SAR system has three general levels of coordination:

General Levels	General Functions
SAR Co-ordination	Management/Operation
SAR Mission Coordination	Mission Planning
On-Scene Coordination	Operational Oversight

#### 6.2 Designation of SAR Services

- SAR Coordinator (SC)/Chief of SAR Service (Management/Admin):  
(Director ATS & Aerodromes).
- SAR Coordinator(Operation): Director HSIA
- SAR Mission Coordinator (SMC)/Chief of RCC: SATO (HSIA)/DD HSIA  
or temporarily designated by Chief of RCC from ATS
- On-scene Coordinator (OSC): Temporarily designated by SATO (HSIA)  
from ATS

#### 6.3 Duties and Responsibilities of SAR Coordinator (SC) (Management/Operation)

SAR Coordinator (SC) is the top level SAR manager under the Chairman & Member of Operations of CAAB:

He is overall responsible for;

- establishing, staffing, equipping and managing the SAR system
- establishing RCCs
- providing or arranging for SAR facilities
- coordinating SAR training
- developing SAR policies.
- SAR Coordinator is responsible for ensuring that the SAR personnel engaged in all SAR units are properly trained and maintained a high level of competence as regards their functions in the SAR organisation. The chief of these facilities and services are in turn responsible for the training of their own personnel in the specialized techniques and procedures assigned to them while each individual must assume the responsibility of being able to perform competently the role assigned to them.



## 6.4 Qualifications of SMC

The SMC must be from Air Traffic Services with at least 10 years experience in Air Traffic Control and have completed appropriate SAR training and must keep proficiency as per the organizational procedure. The SMC must be capable of performing all SAR functions required by the SAR Authority. At least two persons must be available with the SAR organisation to perform SMC functions alternatively. To fulfill the foregoing requirements, the SMC must have a good knowledge of the communications available, the geographical features of the region, and the capabilities and limitations of SAR assets. The SMC must use initiative and be inquisitive in the search for information, cross-checking the sources in doubtful cases.

## 6.5 Duties and Responsibilities of SMC

- a) arrange briefing and debriefing for SAR personnel;
- b) maintain RCC equipment, including primary lines of communication, in good operational order;
- c) Take measures to ensure that RCC receives timely notification from providers;
- d) Ensure that information of serviceability, readiness and other particular facilities is suitably recorded in RCC;
- e) Ensure that all operations are entered in a log and that they are reviewed and appraised;
- f) Submit a report to the SAR Coordinator upon the termination of a SAR incident. Each SAR operation is carried out under the guidance of SMC. This function exists only for the duration of a specific SAR incident and is normally performed by the SMC. The SMC may have assisting staff;
- g) gather information about distress situations;
- h) develop accurate and workable SAR action plans;
- i) dispatch and co-ordinate the resources to carry out SAR missions;
- j) obtain and evaluate all data on the emergency;
- k) develop the search action plan and rescue action plan as appropriate;
- l) ascertain the type of emergency equipment carried by the missing or distress Aircraft;
- m) plot the areas to search and decide methods and facilities to be used;
- n) coordinate the operation with adjacent RCCs when appropriate;
- o) evaluate all reports and modify search action plan as necessary;
- p) arrange for delivery of supplies to sustain survivors;
- q) issue progress report;
- r) determine when to suspend or terminate the search;
- s) notify accident investigation authorities;
- t) prepare a final report;6-2



The SMC guides a SAR operation until a rescue has been effected or it becomes apparent that further efforts would be no avail. The SMC should be well trained in all SAR process, be thoroughly familiar with the applicable SAR plans.

## 6.6 Qualifications of OSC

To assume the duties as OSC, the incumbent shall have a minimum of 5 years experience as an Air Traffic Control Officer in ATC Units and shall satisfactorily have passed an established basic SAR course or SMC Course or SAR Administrator course. The basic SAR course for RCC personnel shall include those mentioned in the document of ICAO Manual IAMSAR Volume-I, which is guidance material for the establishment of SAR organisation and management. At least two persons must be available with the SAR organisation to perform OSC Functions alternatively.

## 6.7 Duties and Responsibilities of OSC

- a) When two or more SAR facilities are working together on the same mission, one person on-scene may be needed to co-ordinate the activities of all participating facilities.
- b) The SMC designates an OSC, who may be the person in charge of a Search and Rescue unit.
- c) The person in charge of the first facility to arrive at the scene will normally assume the OSC function until the SMC arranges for that person to be relieved.

## 6.8 Duties & Responsibilities Aircraft Coordinator (ACO) (Temporarily designated by RCC Chief from ATS):

The Function of AOC should be seen as a cooperating, supporting and advisory service on scene for supporting OSC and responsible to the SMC. The AOC on-scene must be coordinated closely with the OSC, and if no OSC, as the case may be, the AOC would remain in overall charge of operation. Duties of the AOC can be carried out from a fixed-wing aircraft, helicopter, ship or an appropriate land unit. Flight safety of aircraft is a primary concern of the ACO. ACO maintain safe separation of aircraft.

## 6.9 Duties & Responsibilities of RCC /RU staff (Temporarily designated by SMC for RCC from ATS & APM and other ATS staff of each Airport shall be responsible for RU functions):

The RCC staff/APM shall:

Perform duties in the event of SAR operations as per direction of SMC. In addition they have responsibility for maintaining the RCC/RU in a continuous state of preparedness, and shall:



- a) Initiate documentation/Maintain Log Book;
- b) Prepare material, maps, etc. for plotting;
- c) Check up on SAR resources; and
- d) Obtain information on;
  - i. Origin of alert;
  - ii. Type of incident;
  - iii. Possibility to contact alerting person;
  - iv. Position and/or route, flight plan, last reported position and radio frequency used;
  - v. Time of incident;
  - vi. Aircraft (Reg, Type and other particulars);
  - vii. Persons on board;
  - ix. Type of cargo;
  - x. Assistance requested if any;
  - xi. Intentions of the pilot;
  - xii. Communications;
  - xiii. Verify weather (previous, present, prognosis);
  - xiv. Rescue equipment required;
  - xv. Clothing required for land parties; and verifies information received;

6.9.1 The RCC/RU staff shall consist of personnel who are experienced in ATC and/or trained in SAR operations. At least two persons must be available with SAR organisation to perform their designated duties.

6.9.2 When a period of heavy activity is anticipated or during major SAR incidents, the regular staff may be supplemented as required.

6.9.3 Agencies and authorities that may be involved in providing SAR services to an RCC in the event of an incident are to be alerted as early as practicable so that staffing can be managed.

6.9.4 The number of personnel required to staff an RCC will vary with local requirements, such as traffic density, seasonal conditions etc.



## APPENDIX -I

### 1. SAR Signals

#### 1.1 Signals with surface craft

1.1.1 The following manoeuvres performed in sequence by an aircraft mean that the aircraft wishes to direct a surface craft towards an aircraft or a surface craft in distress:

- a) circling the surface craft at least once;
- b) crossing the projected course of the surface craft close ahead at low altitude and:
  - i. rocking the wings;
  - ii. opening and closing the throttle;
  - iii. changing the propeller pitch.
- (c) heading in the direction in which the surface craft is to be directed. Repetition of such manoeuvres has the same meaning.

1.1.2 The following manoeuvres by an aircraft means that the assistance of the surface craft to which the signal is directed is no longer required:

- a) crossing the wake of the surface craft close astern at a low altitude and:
  - i. rocking the wings; or
  - ii. opening and closing the throttle; or
  - iii. changing the propeller pitch.
- b) The following replies may be made by surface craft to the signal in 1.1.1:  
for acknowledging receipt of signals:
  - i. *the hoisting of the "code pennant" (vertical red and white stripes) close up (meaning understood);*
  - ii. *the flashing of a succession of "T's" by signal lamp in the Morse code;*
  - iii. *the changing of heading to follow the aircraft.*
- c) for indicating inability to comply:
  - i. *the hoisting of the international flag "N" (a blue and white checkered square);*
  - ii. *the flashing of a succession of "N's" in the Morse code.*

#### 1.2 Ground-to-Air Visual Signal Codes

1.2.1 Ground-air visual signal code for use by survivors.

- a) Require assistance **V**

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- b) Require medical assistance **X**
- c) No or Negative **N**
- d) Yes or Affirmative **Y**
- e) Proceeding in this direction 

1.2.2 Ground-air visual signal code for use by rescue units No Message Code Symbol

- a) Operation completed **L L L**
- b) We have found all personnel **L L**
- c) We have found only some personnel **L**
- d) We are not able to continue, returning to base **X X**
- e) Have divided into two groups. Each proceeding in direction indicated 
- f) Information received that aircraft is in this direction **→ →**
- g) Nothing found. Will continue to search **N N**
- h) We are not able to continue returning to base **XX**

1.2.3 Symbols shall be at least 2.5 meters (8 feet) long and shall be made as conspicuous as possible.

*Note 1.—symbols may be formed by any means such as: strips of fabric, parachute material, pieces of wood, stones or such like material; marking the surface by tramping, or staining with oil.*

*Note2.—Attention to the above signals may be attracted by other means such as radio, flares, smokes and reflected light.*

### 1.3. Air-to-Ground Signal codes

1.3.1 The following signals by aircraft mean that the ground signals have been understood:

- a) during the hours of daylight:
  - i. by rocking the aircraft's wings;
- b) during the hours of darkness:
  - i. flashing on and off twice the aircraft's landing lights or, if not so equipped, by switching on and off twice its navigation lights.

1.3.2 Lack of the above signal indicates that the ground signal is not understood.

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## APPENDIX-II

### 1. Initial Report Form

Date/ Time:

#### 1.1 Emergency Phase: INCERFA/ALERFA/DETRESFA

1.2. Agency or person calling.....

Occupation.....

Address, Homes.....Phone/Mobile No.....

Address, Business.....Phone/Mobile No.....

.....

1.3 Nature and location of emergency.....

.....

1.4. Observation time and location.....

Departure Point.....Time.....

Expected route.....Cruising Speed.....

Intended destination.....ETA.....

Fuel endurance.....

Fuel endurance remaining at last known position.....

Alternates or possible alternates.....

1.5. Communication : Call RTF.....RTG.....SELCALL.....

Last Communication receive at..... (Time) by.....

(Station) on..... (Freq).....

1.6. Last Position report..... (Place, time) How determined.....

1.7. Aircraft: Type.....Registration.....

Colour and distinctive markings.....

Owner or operating agency.....

Emergency equipment carried.....

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1.8. Local action taken.....

1.9. If survival stores are to be dropped type and quantity likely to  
required.....  
.....

1.10. Persons involved in incident:

Name of pilot.....

Crew.....

Passengers.....  
.....  
.....

Number of uninjured.....injured.....Casualties.....

1.11. Weather conditions in distress area, including sea condition if applicable, as reported  
by informant  
.....  
.....  
.....  
.....

1.12. Action taken by person receiving report.....  
.....

Signature.....

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*END*