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Civil Aviation Authority of Bangladesh

Personnel Licensing Handbook

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**CAAB HQ, Kurmitola, Dhaka-1229
Bangladesh**

Foreword

As a signatory to the 1948 Chicago Convention on International Civil Aviation Organization (ICAO) is obliged to comply with the Standards and Recommended Practices (SARPs) contained in the nineteen Annexes to the Convention. Implementation of the SARPs by Contracting States ensures uniformity in the conduct of international civil aviation business. It further provides suitable grounds to Contracting States to understand appreciate and honor each other's standards and requirements, which also enables harmonization of systems.

Annex 1, which specifies the SARPs on Personnel Licensing has been implemented in Bangladesh in terms of the Civil Aviation Rules. The necessary Regulations are provided in the Air Navigation Orders (ANO) as amended from time to time. The associated requirements and procedures necessary for the purpose of implementing the International Civil Aviation Organization (ICAO) Annexes and Air Navigation Orders (ANOs) are published by the Chairman of Civil Aviation Authority of Bangladesh as implementing requirements and procedures of Personnel Licensing and also by the issue of Advisory Circulars for those requirements introduced a new.

The above legal framework provides the necessary authority and basis to conduct civil aviation regulatory functions and industry affairs. The Personnel Licensing system, which is one of the regulatory functions too functions under the above legal framework.

The purpose of the Personnel Licensing Handbook is to provide necessary administrative guidelines based on the legal provisions, to personnel involved in issuance, renewal and revalidation of Bangladeshi Personnel Licenses and certificates. It further addresses important routine licensing matters.


In cases where the Implementation Procedures of the Regulations or the contents herein are not clear, require interpretation or the case in hand is not covered, please seek clarification from the immediate Supervisor. For this purpose, the Head of Personnel Licensing Section of Civil Aviation Authority of Bangladesh is considered as the supervisor at the highest level.

Therefore, this Handbook is considered to be the official document of procedures those shall be adopted necessarily by the personnel licensing staff which clearly guides to queries such as Why, When, Where and What license would be issued or renewed, revoked or cancelled or withdrawn completely.

Nothing in this publication is intended to conflict with Air Navigation Orders which are current at the time off first publication of this Handbook or other regulation which, in case of doubt, must be regarded as overriding.

This is a living document providing freedom for change, in the form of amendments corresponding with the introduction of new regulations by Civil Aviation Authority.

Right to change any part of this Handbook or portion of a procedure is reserved.



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Amendments

Record of Amendments

[illegible]

GLOSSARY

Abbreviations and Acronyms

AFIS	Aerodrome flight information service
AIC	Aeronautical information circular
AIP	Aeronautical information publication
AOC	Air operator certificate
ATC	Air traffic control
ATO	Approved training organization
ATPL	Airline transport pilot licence
ATS	Air traffic services
CAA	Civil Aviation Authority
CCQ	Cross-crew qualification
CMO	Chief medical officer
COSCAP	Cooperative development of operational safety and continuing airworthiness programme
CPL	Commercial pilot licence
CPL/IR	Commercial pilot licence with instrument rating
CRM	Crew resource management
EASA	European Aviation Safety Agency
EFOD	Electronic filing of differences
FAA	Federal Aviation Administration
FCL	Flight crew licensing
FE	Flight engineer
FSB	Flight Standardization Board
FSTD	Flight simulation training device
HF	High frequency
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ISD	Instructional systems design
JAR	Joint Aviation Requirements
LOFT	Line oriented flight training
MCTOM	Maximum certificated take-off mass
MFF	Mixed-fleet flying
MPL	Multi-crew pilot licence
NCMC	National continuous monitoring coordinator
OEB	Operations Evaluation Board
PEL	Personnel licensing
PIC	Pilot-in-command
PIC/US	Pilot-in-command under supervision
PPL	Private pilot licence
PPL/IR	Private pilot licence with instrument rating
QA	Quality assurance

QC	Quality control
RAeS	Royal Aeronautical Society
RSOO	Regional safety oversight organization
RTF	Radiotelephony
SARPs	Standards and Recommended Practices
SMS	Safety management system
SOLI	State of licence issue
SOPs	Standard operating procedures
TCDS	Type certificate data sheets
TEM	Threat and error management
USOAP	Universal Safety Oversight Audit Programme

EXPLANATION OF TERMS

When the following terms are used in this manual, they have the following meanings:

Ab initio. Literally “from the beginning”. Refers to trainees with no prior knowledge of, or exposure to, the subject or activity being taught.

Accredited medical conclusion. The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

Approved training. Training conducted under special curricula and supervision approved by a Contracting State.

Note 1.— Annex 1 requires that approved training of flight crew members and air traffic controllers for the purpose of obtaining a licence or rating is conducted within an approved training organization. Annex 1 also requires that competency-based approved training for aircraft maintenance personnel is conducted within an approved training organization.

Note 2.— Although not falling under the criteria of training specifically for the issue of a licence or a rating, flight crew members undergoing approved training for the maintenance of competency or for gaining an operational qualification that does not fall under the training criteria outlined in Annex 6 — Operation of Aircraft, Part I — International Commercial Air Transport — Aeroplanes, Chapter 9, 9.3, or Part III — International Operations — Helicopters, Section II, Chapter 7, 7.3, should receive such training from an approved training organization.

Approved training organization (ATO). An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training.

Aeroplane. 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. Any 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.

Aircraft avionics. A term designating any electronic device — including its electrical part — for use in an aircraft, including radio, automatic flight control and instrument systems.

Aircraft — category. Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

Aircraft certificated for single-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

Aircraft required to be operated with a co-pilot. A type of aircraft that is required to be operated with a co-pilot, as specified in the flight manual or by the air operator certificate.

Aircraft — type of. All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

Airmanship. The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

Airship. A power-driven lighter-than-air aircraft.

Approved maintenance organization. An organization approved by a Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 — Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

Note.— Nothing in this definition is intended to preclude that the organization and its supervision be approved by more than one State.

ATS surveillance service. A term used to indicate a service provided directly by means of an ATS surveillance system.

ATS surveillance system. A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Note.— A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopoles SSR.

Balloon. A non-power-driven lighter-than-air aircraft.

Certify as airworthy (to). To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

Commercial air transport operation. An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

Competency. A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

Competency element. An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

Competency unit. A discrete function consisting of a number of competency elements.

Co-pilot. 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.

Credit. Recognition of alternative means or prior qualifications.

Cross-country. A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

Cross-crew qualification. A type rating qualification using a type rating transition course, for which a pilot receives training credit for the technical similarities and common operational and handling procedures of another aircraft type for which he or she is qualified.

Note.— The training credit allows an approved reduction in the type rating course, compared with the type rating course used to qualify those pilots who do not receive such a credit.

Director. The senior official who is the head of a State's aviation administration and Licensing Authority.

Dual instruction time. Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

Error. An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

Error management. The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Flight plan. Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Flight procedures trainer. See Flight simulation training device.

Flight simulation training device. Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

A flight simulator, 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.

Flight time — aeroplanes. The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Note.— Flight time as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.

Flight time — helicopters. The total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

Glider. A non-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.

Glider flight time. The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

Helicopter. A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

Human performance. Human capabilities and limitations which have an impact on the

safety and efficiency of aeronautical operations.

Instrument flight time. Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

Instrument ground time. Time during which a pilot is practising, on the ground, simulated instrument flight in a flight simulation training device approved by the Licensing Authority.

Instrument time. Instrument flight time or instrument ground time

Licensing Authority. The Authority designated by a Contracting State as responsible for the licensing of personnel.

Licensing Authority. The Authority designated by a Contracting State as responsible for the licensing of personnel.

Note. — Licensing Authority is deemed to have been given the following responsibilities by the Contracting State:

- a) Assessment of an applicant's qualifications to hold a licence or rating;
- b) Issue and endorsement of licences and ratings;
- c) Designation and authorization of approved persons;
- d) Approval of training courses;
- e) Approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and
- f) Validation of licences issued by other Contracting States.

Likely. In the context of the medical provisions in Chapter 6, **likely** means with a probability of occurring that is unacceptable to the medical assessor.

Maintenance. The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

Medical Assessment. The evidence issued by a Contracting State that the licence holder meets specific requirements of medical fitness.

Medical assessor. A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Note 1.— Medical assessors evaluate medical reports submitted to the Licensing Authority by medical examiners.

Note 2.— Medical assessors are expected to maintain the currency of their professional knowledge.

Medical examiner. A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Authority to conduct medical examinations of fitness of applicants for licences or ratings for which medical requirements are prescribed.

Mixed-fleet flying (MFF) operations. Operations in which the operator assigns qualified pilots to operate as flight crew members on more than one aircraft type or variant, in accordance with procedures and conditions acceptable to the State of the Operator.

Night. The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.

Note.— Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.

PEL Office. The office within the Civil Aviation Authority responsible for personnel licensing functions and processes.

Pilot (to). To manipulate the flight controls of an aircraft during flight time.

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.

Pilot-in-command under supervision (PIC/US). Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority

. **Performance criteria.** Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved

Powered-lift. A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low-speed flight, which depends principally on engine-driven lift devices or engine thrust for the lift during these flight regimes and on non-rotating aerofoil(s) for lift during horizontal flight.

Problematic use of substances. The use of one or more psychoactive substances by aviation personnel in a way that:

- a) Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- b) Causes or worsens an occupational, social, mental or physical problem or disorder.

Psychoactive substances. Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psych stimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Quality. The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

Quality system. Documented organizational procedures and policies; internal audit of those policies and procedures; management review and recommendation for quality improvement.

Quality assurance (QA). All the planned and systematic actions necessary to provide adequate confidence that all activities satisfy given standards and requirements, including the ones specified by the approved training organization in relevant manuals.

Quality audit. A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Quality control (QC). A system for verifying and maintaining a desired level of quality in a product, service or process through the effective implementation of documented inspection and testing procedures.

Quality management. A management approach focused on the means to achieve product or service quality objectives through the use of its four key components: quality planning; quality control; quality assurance; and quality improvement.

Rated air traffic controller. An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

Rating. An authorization entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

Rendering (a licence) valid. The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.

Sign a maintenance release (to). To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Annex 6.

Significant. In the context of the medical provisions in Chapter 6, **significant** means to a degree or of a nature that is likely to jeopardize flight safety.

Solo flight time. Flight time during which a student pilot is the sole occupant of an aircraft.

State safety programme (SSP). An integrated set of regulations and activities aimed at improving safety.

State of licence issue (SOLI). The State that issues a licence according to Annex 1.

Threat. Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.

Threat management. The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

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Chapter 1

Handbook Administration

1.1 Primary user Handbook for Personnel Licensing

- A. This Handbook is a primary user Hand book regarding—
 - 1) Licensing of aviation personnel;
 - 2) Evaluations of training and flight simulation training devices;
 - 3) Demonstration of knowledge and skill; and
 - 4) Certification of approved training organizations.
- B. The guidance in this Handbook has precedence over any other Personnel licensing (PEL) documentation for the evaluation and licensing of Bangladesh aviation personnel and training organizations.
- C. These policies shall be followed by the Flight Safety Standards personnel in the performance of their assigned personnel licensing job duties and responsibilities.

1.2 Availability of this Handbook

- A. The latest version of this Handbook will be available to Personnel Licensing Inspectorate staff and other technical personnel in hard copy and Intranet links.
- B. A printed copy will also be maintained in the Technical Library / Personnel licensing Section (PEL).

1.3 Compliance with this Handbook

- A. Each assigned user must comply with policies and procedures provided in this Handbook.
- B. Should the user identify any policy or procedure that might not be consistent with CAR 84 requirements, that information should immediately be communicated to their assigned supervisor/Personnel.

1.4 Maintenance and ownership of Handbook

- A. The Personnel Licensing Handbook must be maintained in current status by the assigned user in accordance with the policies and procedures specified in this Chapter.
- B. This Handbook is considered the property of CAAB PEL section, and must be relinquished to the Head of PEL Section in the event of the user's retirement, termination, transfer or contract termination.
- C. The content of this Handbook is managed and updated by the Head of PEL

Section and is the express property the government.

1.5 Inserting revisions to this Handbook

A. Types of Revision

The method of inserting the revision will be dependent on the type of revision. There are three primary methods of revising the text of this Handbook—

1) Time-Critical

Time-critical information will be issued as Bulletins and will be placed in the front of the Handbooks under a tab labeled “Bulletins.”

These Bulletins will not effect the Handbook page numbering .

These bulletins will be canceled when the information has been incorporated into a formal revision to the Handbook or is no longer pertinent.

2) Formal Handbook Revision

A page and text revision package (formal revision) will be issued with a revision number, highlights of the revision and include page insertion and replacement information.

The issue page with the highlights of the revision and page insertion and replacement will be discarded after insertion of the revisions.

3) Green-Sheet Revision

“Green Sheet” revisions may be issued by management as necessary to make simple changes to policy and procedure pending the development of a formal revision to the Handbook.

These revisions will be issued on green paper as an extension of the last Handbook revision (e.g. 9) and be identified by an alphabetical tag (e.g. 9A)

B. Distribution & Insertion of Revisions

- 1) Revisions will be forwarded to all persons and organizations on the distribution list maintained by the Head of PEL section.
- 2) Regardless of personal schedules, the user of this Handbook is required to confirm receipt and update to the Head of Admin.
- 3) This confirmation will indicate that the user has reviewed and inserted of those materials in his Handbook on or before the revision’s effective date.

1.6 Identifying Revisions

A. Summary Page

- 1) Each revision contains a summary page that reflects important information concerning the revision.
- 2) An 'action' page number and summary column contain pertinent information to follow when inserting revision pages.

B. Change Bars

- 1) Black vertical change bars in the outside margin are used to highlight the location of new or revised text on a newly published page. Deletion of text will be noted in the revision summary.
- 2) Change bars are used to highlight a change in the revision information at the bottom of the page.
- 3) Change bars will also be used to highlight the revision information when a change elsewhere in the chapter has shifted the page text, but no text revision was made on the page.
- 5) With the next revision of a page, previous change bars are deleted.

1.7 Recording Revision Insertion

To indicate review and insertion of a revision, the user must record the revision's effective date and their initials after the appropriate revision number on the Record of Revisions page located in the front of the Handbook.

1.8 Disposal of Pages

- 1) The Handbook holder must destroy and discard out-of-date pages and the new revision summary pages/revisions checklist.
- 2) Verify that all out-of-date pages are irretrievably destroyed by shredding, cutting, tearing or some other form of destruction, such that the information cannot be successfully pieced together

1.9 Proposing Revisions to this Handbook

A. Suggestions for Revision are Welcome

The success of the Flight Safety Standards policy and procedure implementation depends on employees and other users bringing professional insights.

B. Suggesting Revision Content

Any user of this Handbook may propose changes to the Handbook text. These proposals should be addressed to the Director by.

C. Revision Responsibilities

- 1). The employee accomplishing any duties that are covered by the policy and procedure of this Handbook must accomplish them in accordance these policies and procedures.
- 2) The Director/Deputy Director is responsible for the content of the text of this Handbook and has the authority to revise the content as necessary to ensure proper guidance to the PEL section for their duties.
- 3) The Director/Deputy Director may delegate the authority to develop the content of a revision to another PELD employee, but does not delegate the approval authority.

1.10 Editing Conventions

The following editing conventions apply to the use of certain specific terminology within of the Handbooks:

- 1) **Gender** – In this Handbook, the male or female gender may be used in a generic sense to designate both sexes.
- 2) **Will, Shall and Must** – The words “will,” “shall,” and “must” are used in an imperative sense to state the requirement to accomplish the act prescribed. Compliance is mandatory.
- 3) **May** – The word “may” is used in a permissive sense to state authority or permission to do an act. Compliance is not mandatory.
- 4) **Includes** – The word “includes” means “includes, but is not limited to...”
- 5) **Refer to** – Where further discussion or reference is suggested, the notation “Refer to....”directs the reader to material located in another paragraph, chapter or Handbook. In these cases, the referenced location should be specific as to Handbook, chapter and paragraph.
- 6) **Part or Parts** – Where used in this Handbook in association with the acronym CAR or followed by a number or series of numbers, will be a reference to one or more of the Parts of the Bangladesh Aviation Rules which contain specific regulatory requirements.

1.11 Intentionally Blank

- 1) “This page intentionally left blank” will be printed on any page that contains no text or graphics. This will usually be the even page at the end of a chapter.
- 2) “The remainder of the page intentionally left blank” will be printed on any page that has more than ten lines of blank space at the bottom of the page.
- 3) The only exception to paragraph B is when “End of (Chapter/Section/Appendix)” is printed immediately following the text.

Chapter 2

Personnel Licensing

This book provides initial policy guidance for the implementation of a personnel licensing system in support of Bangladesh Civil Aviation Rules 1984 (CAR'84).

2.1 General Processes of Personnel Licensing

There are two processes that are associated with most of licenses issued by the Flight Safety & Regulation Division (FSRD)

- 1) Medical evaluation; and
- 2) Knowledge/skill testing.

2.1.1 Four Phases of Medical Certification

The issue of a medical certificate occurs in four general phases—

- 1) Application to medical examiner
- 2) Medical evaluation by medical examiner
- 3) FSRD review of medical evaluation
- 4) Issue or denial of medical certificate

2.1.2 Five Phases of Personnel Licensing

The issue of a license is generally grouped into five distinct phases that are—

- 1) Application to the FSRD
- 2) FSRD evaluation of application
- 3) Administration of knowledge examination
- 4) Administration of practical (skill) test
- 5) Issue of License granted by Chairman, CAAB.

2.1.3 Maintaining the validity and currency to exercise the privileges of a License

The continued validity of a license is maintained by—

- 1) Satisfactory completion of the medical evaluation (if required to exercise the privileges-given to the specific licence), and
- 2) Accomplishing, recording and preservation of the record to meet the currency and Proficiency requirements of ANO (OPS)A-2 and ANO(OPS)A-5, applicable to the licence.
- 3) Payment of the required fees for renewal.

2.2 Concept of Licenses, Certificates & Ratings

2.2.1 Licenses or Certificates

- A. The use of these terms is actually synonymous, in that they may be used interchangeably by different.
- B. The intent is that a specific document is issued to authorize the performance of certain tasks related to aviation safety based on that person demonstrating a minimum standard of—
 - 1) Knowledge and
 - 2) Skill and,
 - 3) Prior experience (with some certificates).
- C. These documents are called either a “license” or “certificate” depending on the State. ICAO Annex 1 uses the term “license.”
- D. Both terms may be used in Bangladesh to describe the document, but the preferred title is “license.”

2.2.2 Ratings

- A. The term “rating” is used to describe those authorizations that are inscribed on the document that authorizes the holder to exercise certain “privileges.”
- B. Experts from the ICAO Contracting States, in the development of Annex 1, considered the general and specific aviation tasks and determined those that require specialized experience and demonstration of knowledge and skill. They further determined the levels where additional knowledge and skill demonstration would be necessary to ensure a minimum level of safety in aviation. These levels are called “ratings.”
- C. “Rating” is a term that is used throughout Annex 1 to describe grouping of knowledge and skill requiring demonstration. Those “ratings” are further broken down into levels and expressed in the personnel licensing system with the terms—
 - License
 - Category
 - Class
 - Type
 - Instrument
 - Special Endorsements

2.2.3 License

- A. When the specific rating issued requires original document, that document is called a “license.”
- B. Assuming there are no further restricting levels of “ratings,” the license holder would be authorize to exercise the privileges accorded to that license so long as that person met the currency requirements of the applicable Part.
- C. The requirements for further levels of “ratings” in addition to the “license” is to further restrict the aviation tasks that may be performed by limiting the “privileges” of the license to those specific ratings.
- D. The flight crew shall exercise the privileges of the license as per ANO(OPS)A-5, Para 22.1.

2.2.4 Category

- A. The first level of broad restriction of privileges to a licence is a “category.” Most of the licenses issued will contain at least one category.
- B. Assuming there are no further restricting levels of “ratings,” the license holder would be authorize to “exercise” the “privileges” of the license so long as that person met the currency requirements of the applicable regulation.

2.2.5 Class

- A. The second level of broad restriction to a license issued to a pilot is a “class.” (No other licence is restricted by class.) This term is used to restrict the license holder privileges to certain general groupings of aircraft within a category of aircraft.
- B. An obvious example of where there would be noticeable differences is in the “single engine land” aeroplane and the single engine sea aeroplane. The holder of license to fly a single engine land aeroplane will not have had to demonstrate the techniques and skill necessary to land on water. That would require a separate demonstration to a representative of the Authority.
- C. To exercise the privileges of an aircraft class rating on their license, the holder would only have to meet the currency requirements specified in the aviation regulations for the privileges that they are exercising.

2.2.6 Type

- A. The “type” rating is the most restrictive. In this case, there are restrictions that require a demonstration of knowledge and skill before a license holder can operate or work on a specific “type” of aircraft, component or parachute.
- B. Those type ratings with the appropriate type rating designator are listed in an ICAO Document which is provided in the FSRD technical library.

2.2.7 Instruments

The “instruments” rating is a specialized pilot rating that authorizes the pilot to exercise the privilege of operating an aircraft under instrument flight rules.

2.3 Concept of “Privileges”

“Exercising the privileges” is a key concept of personnel licensing. A license is not required before a person actually does an aviation activity that requires a prior licensing based on demonstration of knowledge and skill.

- 1) The same is true of a person who holds a license, but does not have the recent experience required for that license to be valid.
- 2) Or the person who holds a license that is invalid because their medical certificate has not been renewed within the period prescribed by regulation.

2.3.1 Pilot Privilege Levels

- A. **Airline Transport Pilot Privileges.** Piloting an aircraft in commercial air transport operations as the assigned pilot in command is a privilege” that, in most cases, requires a person to have an airline transport pilot certificate with a type rating for that aircraft before “exercising” that privilege.
 - But, if this licence holder was just going perform one of the following aviation activities, he *would not be exercising* airline transport pilot privileges, he would be only be exercising the privileges required for that task (either commercial or private pilot privileges).
- B. **Commercial Pilot Privileges.** Piloting an aircraft in general aviation, aerial work or commercial air transport for remuneration, valuable consideration or hire is a “privilege” that requires a person to have at least a commercial pilot license before “exercising” that privilege.
 - But, if this licence holder was just going to one of the following aviation tasks, he *would not be exercising* commercial pilot privileges, he would only be exercising private pilot privileges.

- C. **Private Pilot Privileges.** Piloting a civil aircraft for personal reasons (without having to be supervised by a flight instructor) is a “privilege” that requires a person to have a private pilot license with appropriate class ratings before “exercising” that privilege.
- D. **Student Pilot Privileges** Piloting a civil aircraft under the supervision of a flight instructor is a “privilege” that requires a person to obtain a student license before “exercising” that privilege.

2.3.2 Expiring Privileges

- A. The right to *exercise the privileges* of a license may expire for a variety of reasons.
- B. The license holder must be aware of the requirements applicable to his licence for—
 - Recency of, or additional experience;
 - Recurrent additional training;
 - Proficiency or competency checks; and/or
 - An assigned expiration date.

2.3.3 Lack of Currency Invalidates the “Exercise” of Privileges

- A. In order to have the right to “exercise” a privilege, the licence holder must have the recent experience required to be “current” for the aviation activity. When the validity period expires without the license holder meeting the recent experience (currency) requirements for a specific aviation activity, the right to exercise the privilege also expires.
- B. In many cases, just the performance of the required recent experience events will reinstate the right to exercise the privilege.
- C. Currency requirements for a particular licence or rating are found in the ANO(OPS)A-2 appropriate to the licence.
- D. Pilot who has failed to make 3 takeoffs and landings in the last 90 days loses the privileges of the license and that is checked with the pilots flying logbook.

2.3.4 Lack of Medical Qualification Invalidates the “Exercise of Privileges”

- A. Some licenses require the a medical certificate issued by the FSRD. This certificate is issued based on medical evaluation.
- B. If a medical evaluation was not done within the maximum period allotted, the right of the license holder to exercise the privileges associated with that license expire.
- C. A license holder that is denied the renewal of a medical certificate following a medical evaluation loses the privileges of the license. In both cases, reinstatement of the privileges will occur when a new medical certificate is issued by the FSRD.

2.4 Concept of Individual Responsibility

- A. It is the individual license holder’s responsibility to—
 - 1) Maintain recent or additional experience;
 - 2) Complete re-occurring proficiency and/or competency checks within required times, and
 - 3) Satisfactorily complete medical evaluations within the required times;
 - 4) Complete the required renewal actions before the license expires; or
 - 5) Stop the exercise of the privileges when the failure to accomplish 1, 2, 3 or 4 cause the right to those privileges to expire.
- B. The phrase “...no person may...” is used consistently throughout the Civil Aviation Safety Regulations. It is very apparent that the individual license holder is the person responsible for being in conformance with the regulations appropriate to their aviation activity.
- C. The concept of individual responsibility is an underlying principle of the regulation. The FSRD does have a responsibility to notify the aviation public of changes to those requirements. This should be accomplished through seminars and accident prevention meetings where possible.

2.5 Concept of “Limitations” of Privileges

- A. There are provisions within the Bangladesh personnel licensing system for “limitations” with aspect to the exercise of privileges in order to issue a license that might not otherwise be issued.

- B. This concept allows the FSRD to issue a license valid only when in compliance with limitations that would not impact the safety of others.
- C. These limitations further restrict the license holder's privileges, such as to an area of operations, or for certain operational environments, or certain aircraft or components, etc.

2.5.1 International Operations Limitations Based on Incomplete Experience

- A. The FSRD may issue a license that does not meet an ICAO Standard for licensing of personnel for international flights, for example, a limitation prohibiting night flights until such time as the license holder completes the ICAO flight instruction standards for night operations.
- B. Other licensing situations contain in Part 1 illustrate the concept of incomplete experience, for example incomplete cross-country requirements because of operating location.

2.5.2 Limitations Based on Method of Demonstration

- A. The method used for the demonstration of skill could be a factor requiring that a limitation be placed on the license.
 - 1) For example, both Annex 1 and the Bangladesh aviation regulations require that a type rating skill flight test include a demonstration of instrument proficiency.
 - 2) If there is a reason that instrument proficiency cannot be demonstrated, a limitation to instrument flight in that aircraft type will be included in the license.
- E. Some operating requirements require two pilots, but in the aircraft type certification have a stipulation allowing for single pilot operations, if demonstrated.

2.5.3 Medical-Related Limitations

Some individuals may not pass the medical evaluation standards, but have sufficient capability or adaptation to function at an acceptable level in the aviation environment associated with their job functions.

2.6 Endorsements

- A. There is also a provision in the Bangladesh licensing system for special endorsements (authorizations or type ratings) according to Part 1 based on further demonstrations of knowledge and skill by the license holder.

2.7 Importance of A “Logbook” to the Process

2.7.1 Initial Qualification

- A. Records of experience are vital to establishing an individual’s experience meets the minimum experience to take the practical examination. This is especially true for a pilot’s logbook.
- B. Without these initial qualifying records that are acceptable to the reviewing inspector, the individual must not be allowed to take the practical test for a license.

2.7.2 Recurring Qualification

- A. Records of continuing qualification are required for several aviation licenses in order to continue to be qualified for the privileges.
- B. Without these records, the individual is assumed not to be qualified and may be subject to enforcement action.

2.8 Concept of “Validation” and “Conversion”

2.8.1 General

- A. “Validation” and “conversion” are based on an international assumption, for the purposes of Pilot licensing, that if another ICAO Contracting State issued a license to an individual, that person—
 - 1) Had completed the Annex 1 minimum qualifying experience for that license,
 - 2) Satisfactorily completed a knowledge examination over the subjects specified by Annex 1 for that licence and rating; and
 - 3) Satisfactorily demonstrated the abilities to perform to the Standards of Annex 1 for the license issued.
- B. The FSRD may also conduct any tests or demonstrations to ensure that local or specific knowledge or experience for necessary for operations.

2.8.2 Validation

- A. Normally validation will be reserved for situations involving non-citizens.
- B. In these situations, the non-citizen will be issued the minimum licence/rating necessary to the specific aviation tasks to be performed.
- C. The Bangladesh license will contain the pertinent information regarding the license used for the validation and an expiration date.
- D. Should any situation involving questionable competency arise, the Bangladesh validated license will be revoked and the State issuing the original license/rating will be notified.

2.8.3 Conversion

- A. Normally, all Bangladeshi citizens presenting foreign licences as evidence of completing qualification for specific licenses and ratings will have their licences “converted.”
- B. In the act of conversion of that license, the FSRD will issue the new Bangladesh licence and/or rating without any reference to the other State’s licence. The applicant may retain the foreign licence, but it will not be valid for operations of aircraft registered in Bangladesh.
- C. The holder of the new Bangladesh licence and/or rating will now be subject to the continuing fitness requirements of the CARs.

2.9 Concept of “Demonstration”

- A. “Demonstration” is a key prerequisite to the issuance of license in aviation. Unless the applicant has “demonstrated” his knowledge and skill to the minimum standards, he will not be issued the license requested.

2.10 Knowledge test Concepts

For most licenses issued under CAR Part 1, a knowledge examination is required to demonstrate that the applicant has a satisfactory command of the aeronautical knowledge standards of ICAO.

2.11 “Skill” test Concepts

For most licenses issued under CAR Part 1, a practical test is required to demonstrate that the applicant has a satisfactory ability and aeronautical skill to meet Annex 1 Standards.

2.11.1 Skill test Standards

Skill test standards will be issued for those practical tests that can be administered by the FSRD.

2.11.2 Minimum Skill Standards

The STS will further address the minimum skill standards that must be met during the practical test.

2.12 Use of Aircraft

The STS for aircraft will outline those standards which must be accomplished in the aircraft and those that may be accomplished in a simulator.

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Chapter 3

Reserved

Chapter 4

Knowledge & Skill Test

This chapter provides policy and procedure for the testing of Flight Crew knowledge and skill for the issuance of a Personnel License and continued proficiency and competency.

In addition to the written examination, for the Knowledge Examination of the ATPL and CPL candidates, a Computer Based Exam (CBE) has been developed. The details of this CBE process are available for all aspiring candidates through the CAAB website under the heading ‘CBE Candidates Guidance Manual’, Issue 1.0, Dec2016.

4.1 Testing of Knowledge & Skill

4.1.1 Background

- A. Bangladesh has now promulgated personnel licensing regulations that are in compliance with the latest ICAO Standards of Annex 1.
 - A key component of the licensing system is an on-going effort to put in place a formal knowledge and skill testing program.
 - The Knowledge test subjects in details are published in the syllabus which is available in the CAAB website & PEL section
- B. CAAB has a Question Bank (QB) for CPL and ATPL/FOOL for theoretical knowledge test. The examination is computer based (CBE) and is conducted at CAAB. Questions are taken from all Nine (09) knowledge test subjects as per CAR’84. CAAB Question Bank has been adopted from EASA question bank modified and customized to suit local requirements. The question bank is revised once in every two years. PPL theoretical knowledge test is conducted in the written format.

4.1.2 DEFINITIONS & ACRONYMS

The following definitions are used in this chapter—

- 1) Written Knowledge Examination: A multiple-choice examination, conducted by an authorized person, that is required for certain licences and/or ratings to ensure that an applicant has been tested over all Part 1 of CAR’84 knowledge requirements for that licence.
- 2) Skill Test: The skill test is conducted by an authorized person, in which the applicant is required to demonstrate a minimum skill level during the conduct of tasks specified by Part 1 of CAR’84 for the specific licence or rating sought.

- 3) Oral Test: An oral test is conducted by the examiner prior to the skill test. During the oral test the applicant is asked a standard group of questions and/or required to complete sample documents that are pertinent to the knowledge required for the licence and/or rating.
- 4) Re-examination: The re-testing (either knowledge or skill) of the holder of a licence issued by CAAB for continued competency in the knowledge and skills applicable to that licence.
- 5) CBE: Computer Based Examination

4.2 Conducting written Knowledge examinations [Tests]

4.2.1 Process for taking a Knowledge test

4.2.1.1 First Step

- A. The usual first step in the process of taking a knowledge test is for them to contact the CAAB office.
- B. The CAAB Personnel Licensing Section will provide applicants with information relating to knowledge test prerequisites, required authorizations and endorsements, and where applicants can appear to take written or computerized knowledge tests and the appropriate fees involved.

4.2.1.2 Second Step

- A. The second step in the process of taking a knowledge test is for the applicant to receive an endorsement from an authorized instructor or Aviation Training Organization that the applicant has completed the required training and is ready to take the knowledge test.
- B. Acceptable forms of endorsement are—
 - 1) A certificate of graduation or a statement of accomplishment certifying the satisfactory completion of the ground school portion of a course for the certificate or rating sought as per the CAAB Pilots' Technical Examination Syllabus for PPL, CPL, ATPL, IR & FIR (Aeroplanes & Helicopters). The certificate or statement shall be issued by the concerned Approved Training Organization.

4.2.1.3 Third Step

- A. The third step in the process of taking knowledge tests is for the applicant to receive written authorization from CAAB.
- B. The exams that require a prior authorization are—
 - Airline Transport Pilot

- Commercial Pilot
- Private Pilot
- Flight Dispatcher
- ATCO License

4.2.1.4 Fourth Step (CBE- Candidates Guidance Manual & Office Circular)

Ref: i) Candidates Guidance Manual, Issue 1.0, Dec 2016

ii) Office Circular-Computer Based Examination, CAAB/52/06/73/FI (VOL-49), Dated: 19-12-2016.

- A. The fourth step in taking a knowledge test is to have the applicant proceed to the CAAB-MFSR computer knowledge test center or a designated written test examination center.
- A list of contact information for written test examiners will be made available upon request of the applicant.
 - The CAAB website also has this information available.
- B. An applicant for a knowledge test must provide proper identification.
- Testing center personnel will not begin the test until the test applicant's identification is verified.
- C. Upon completion of the knowledge test, each applicant will be given the results of the scoring of their knowledge examination.

4.2.1.5 Review any incorrect answers

- A. The test examiner will be able to provide the applicant with the results and the knowledge areas that were answered incorrectly.
- The applicant should be advised to use the recommended study aids to review the areas that they answered incorrectly.
 - During the oral portion of the skill test, the examiner is required to evaluate the noted areas of deficiency.
- B. The Personnel Licensing Section will provide a duplicate of the test results to an applicant if they submit an official request and make a fee payment to CAAB.

4.2.1.6 Validity of Test Reports

The knowledge test result shall remain valid if the candidate maintains the flying currency or expires after 05 years.

- **4.2.2 Briefing the Test Rules & Instructions**

The applicant must be briefed on the following points before the beginning of the test—

- Answer each question in accordance with the latest regulations and guidance publications
- Read each question carefully before looking at the possible answers. Test applicants should clearly understand the problem before attempting to solve it.
- After formulating an answer, determine which choice corresponds with that answer. The answer chosen should completely resolve the problem.
- From the answers given, it may appear that there is more than one possible answer; however, there is only one answer that is correct and complete. The other answers are either incomplete, erroneous, or represent common misconceptions.
- If a certain question is difficult, it is best to mark it for review and proceed to the next question. After answering the less difficult questions, return to those marked for review and answer them.
- The review marking procedure will be explained to test applicants prior to starting the test. Although the computer should alert test applicants to unanswered questions, test applicants should make sure every question has an answer recorded. This procedure will enable test applicants to use the available time to maximum advantage.
- When solving a calculation problem, the answer closest to the applicant's solution should be selected. The problem has been checked with various types of calculators; therefore, if the problem has been solved correctly, the applicant's answer will be closer to the correct answer than any of the other choices.

4.2.3 Use of Test Aids and Materials

- A. Knowledge test applicants may use aids, reference materials, and test materials within the CAAB Question Bank guidelines (student prints).

4.2.3.1 Aviation-Oriented Calculators

- A. All models of aviation-oriented calculators maybe used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide).

- B. Simple programmable memories, which allow addition to, subtraction from, or retrieval of one number from the memory, are permissible. Also, simple functions, such as square root and percent keys are permissible.
- C. CAAB personnel may provide a calculator to applicants and/or deny use of the applicant's personal calculator based on the following limitations—
 - 1) Prior to, and upon completion of the test, while in the presence of the test examiner, applicants must actuate the ON/OFF switch and perform any other function that ensures erasure of any data stored in memory circuits, including removal of batteries.
 - 2) The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The test examiner may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.
 - 3) Printouts of data must be surrendered at the completion of the test if the calculator incorporates this design feature.
 - 4) The use of magnetic cards, magnetic tapes, modules, computer chips, or any other device upon which pre-written programs or information related to the test can be stored and retrieved is prohibited.

4.2.3.2 Other References & Aids

- A. Applicants may use any reference materials provided with the test.
- B. In addition, applicants may use scales, straightedges, protractors, plotters, navigation computers, log sheets, holding pattern entry aids, and electronic or mechanical calculators that are directly related to the test.
- C. Manufacturers permanently inscribed instructions on the front and back of such aids, e.g., formulas, conversions, regulations, signals, weather data, holding pattern diagrams, frequencies, weight and balance formulas, and air traffic control procedures are permissible.
- D. Applicants are not permitted to use any booklet or manual containing instructions related to use of test aids.
- E. Dictionaries are not permitted in the testing area.
- F. Mobile phone is not permitted in the Examination hall/room.

4.2.4 Cheating or other unauthorized conduct

- A. Knowledge testing must be carried out in accordance with the strictest security procedures to avoid test compromise.
- B. The Test Examiner will terminate a test at any time that he/she suspects that a cheating incident has occurred.
- C. If the investigation determines that cheating or unauthorized conduct has occurred, then any Airman licence, certificate, or rating that the applicant holds may be revoked, and the applicant will be prohibited for 1 year from applying for or taking any test for a licence, certificate or rating.
- D. The test examiner makes the final determination relating to test materials and personal possessions applicants may take into the testing area.

4.2.5 Retesting Procedures

- A. Applicants who receive a grade lower than 75 percent and who wish to retest must present the following to the written test examiner when appearing for the purpose of retesting:
 - A test score sheet.
 - A written endorsement from an authorized instructor certifying that additional instruction has been given, and the instructor finds the applicant competent to pass the test.
 - A written authorization from CAAB to retake the test.
- B. Applicants possessing a Test Report with a score of 75 percent or higher who decide to retake the test in anticipation of a better score, may retake the test after 30 days from the date their last test was taken.
 - 1) The CAAB does not allow applicants to retake a passed test before the 30-day period has lapsed.
 - 2) Prior to retesting, applicants will be required to surrender any test score documentation provided by the CAAB to the applicant.

4.3 Written Tests Construction

4.3.1 Training and testing publications & general information:

The current training and testing publications can be obtained in electronic format from CAAB at the website at <<http://www.caab.gov.bd>>.

4.3.2 Knowledge test Guide

CAAB Pilots' Technical Examination Syllabus for PPL, CPL, ATPL, IR & FIR (Aeroplanes & Helicopters) and Question Bank which is available in the CAAB website.

4.3.3 Knowledge Test Items

- A. Questions are set from the CAAB Question Bank which is available in the CAAB website.
- B. The questions are representative of questions for knowledge tests and corresponding subject matter knowledge codes.
- C. These will help become familiar with similar questions on the knowledge tests.

The knowledge test is not designed to intimidate any prospective candidate;

- D. It is designed to measure the level of knowledge competency required to receive a licence in Bangladesh.

4.3.4 Descriptions of the Tests

- A. All test questions are the objective, multiple-choice type. Each question can be correctly answered by the selection of a single response.
- B. Each test question is independent of other questions; therefore, a correct response to one does not depend upon, or influence, the correct response to another.
- C. The minimum passing score is 75 percent for CPL, ATPL & FOOL. For PPL the minimum passing score is 70%.
- D. Applicants will be given a maximum time period to complete each test. The maximum time will depend on the length and complexity of the test. The average time for 100 question 02 hrs and 01 hr for 50 questions.

4.3.5 Testing Supplements

- A. The testing supplements contain the graphics, legends, and maps that are needed to successfully respond to certain knowledge test items.
- B. These supplements will be provided by the test examiner at the beginning of the airman knowledge test.

4.3.6 Other testing information

- A. Other testing information provides specific test information, such as test name, test code (three digit test identifiers), number of questions, and the time (hours)

allotted for each knowledge test. The test identifiers will assist candidate in selecting the proper test for the licence/rating being sought.

4.4 Skill Test Standards

4.4.1 Use of the Skill Test Standards

- A. At present Training and Procedure Manual (TPM) which is approved by CAAB outline the knowledge and skill performance that will be required for a license. The tasks apply to the applicant who seeks the license.
- B. All tasks are required with certain exceptions, some described by notes. However, when a particular element is not appropriate to the aircraft or its equipment, that element, at the discretion of the authorized person conducting the exam, may be omitted.

4.4.2 Conduct of the Test

- A. Authorized persons must develop a plan of action that includes the order and combination of tasks to be demonstrated by the applicant in a manner that results in an efficient and valid test.
- B. Although tasks with similar objectives may be combined to conserve time, the objectives of all tasks must be demonstrated and evaluated at some time during the skill test. It is of utmost importance that, in line with TPM the examiner accurately evaluate the applicant's ability to perform competently.

4.5 Flight test Guidelines

The flight test shall be assessed as per the contents of the approved assessment forms.

4.5.1 Examiner responsibility

- A. The examiner who conducts the skill test is responsible for determining that the applicant meets the standards outlined in the objective of each task within the areas of operation defined in the TPM.
- B. The examiner shall meet this responsibility by determining that the applicant's knowledge and skill meet the objective in all required tasks.

4.5.1.1 Equipment Examination

- A. The equipment examination must be closely coordinated and related to the flight portion of the skill test.
- B. The equipment examination should be administered prior (it may be the same day) to the flight portion of the skill test.

- C. The examiner may accept written evidence of the equipment exam if the exam is approved.
- D. The examiner shall use whatever means deemed suitable to determine that the applicant's equipment knowledge meets the standard.

4.5.1.2 Oral Questioning

- A. The areas of operation in the Skill Test contain tasks which include both “knowledge “and “skill” elements.
- B. The examiner shall ask the applicant to perform the skill elements. Knowledge elements not evident in the demonstrated skills may be tested by questioning, at anytime, during the flight event.
- C. Questioning in flight should be used judiciously so that safety is not jeopardized. Questions maybe deferred until after the flight portion of the test is completed.

4.5.1.3 Assisting the Applicant in Flight

- A. For aircraft requiring only one pilot, the examiner may not assist the applicant in the management of the aircraft, radio communications, tuning and identifying navigational equipment, and using navigation charts.
- B. If the examiner is qualified and current in the specific make and model aircraft that is certified for two or more crewmembers, he or she may occupy a duty position.
- C. If the examiner occupies a duty position on an aircraft that requires two or more crewmembers, the examiner must fulfill the duties of that position.
- D. Additionally, when occupying a required duty position, the examiner shall perform crew resource management functions as briefed and requested by the applicant.

4.5.2 Crew Resource Management (CRM)

4.5.2.1 General

- A. CRM “refers to the effective use of all available resources; human resources, hardware, and information.” Human resources include all other groups routinely working with the cockpit crew (or pilot) who are involved in decisions that are required to operate a flight safely.
- B. These groups include, but are not limited to: dispatchers, cabin crewmembers, maintenance personnel, and air traffic controllers.

- C. CRM is not a single task. CRM is a set of competencies which must be evident in all tasks in the practical test standard as applied to the single pilot or the multi crew operation.
 - Safety of flight shall be the prime consideration at all times during the flight test.
 - The examiner, applicant, and crew shall be constantly alert for other traffic.

4.5.2.2 Applying CRM during the Flight Test

- A. Examiners are required to exercise proper CRM competencies in conducting tests, as well as expecting the same from applicants.
- B. Pass/Fail judgments based solely on CRM issues must be carefully chosen since they may be entirely subjective. Those Pass/Fail judgments which are not subjective apply to CRM-related procedures in approved operations manuals that must be accomplished, such as briefings to other crewmembers.
- C. In such cases, the operator (or the aircraft manufacturer) specifies what should be briefed and when the briefings should occur. The examiner may judge objectively whether the briefing requirement was or was not met.
- D. In those cases where the operator (or aircraft manufacturer) has not specified a briefing, the examiner shall require the applicant to brief appropriate items.
- E. The applicant is required to provide an appropriate and airworthy aircraft for the skill test. Its operating limitations must not prohibit the tasks required on the flight test.
- F. Flight instruments are those required for controlling the aircraft without outside references. The aircraft must have radio equipment for communications with air traffic control and the performance of instrument approach procedures.
- G. If the aircraft/flight training device/flight simulator has a GPS properly installed, the applicant must demonstrate GPS approach proficiency.
- H. The flight test must be performed in actual or simulated instrument conditions, unless the flight test cannot be accomplished under instrument flight rules because the aircraft's type certificate makes the aircraft incapable of operating under instrument flight rules.

4.5.3.1 Flight Test in Aircraft

- A. Each in flight maneuver or procedure must be performed by the applicant in an aircraft.
- B. When accomplished in an aircraft, certain TASK elements may be accomplished through "simulated" actions in the interest of safety and practicality.

4.5.3.2 Flight Test in FSTD

- A. When accomplished in an FSTD or flight simulator, these same actions would not be “simulated.”
- For example, when in an aircraft, a simulated engine fire may be addressed by retarding the throttle to idle, simulating the shutdown of the engine, simulating the discharge of the fire suppression agent, and simulating the disconnection of associated electrics, hydraulics, pneumatics, etc.
- B. However, when the same emergency condition is addressed in an FSTD or a flight simulator, all TASK elements must be accomplished as would be expected under actual circumstances.
- C. Similarly, safety of flight precautions taken in the aircraft for the accomplishment of a specific maneuver or procedure (such as limiting altitude in an approach to stall, setting maximum airspeed for a rejected takeoff) need not be taken when an FSTD or a flight simulator is used.

The applicable Skill Test Standard should be consulted to identify the maneuvers or procedures that may be accomplished in an FSTD or flight simulator.

- D. It is important to understand that whether accomplished in an FSTD, a flight simulator, or the aircraft, all task and task elements for each maneuver or procedure will have the same performance criteria applied for determination of overall satisfactory performance.

4.5.4 Applicant's use of Checklists

- A. Throughout a flight test, the applicant is evaluated on the use of an appropriate checklist.
- B. Proper use is dependent on the specific task being evaluated. The situation may be such that the use of the checklist, while accomplishing elements of an objective, would be either unsafe or impractical, especially in a single-pilot operation.
- In this case, a review of the checklist after the elements have been accomplished would be appropriate.
 - Use of a checklist should also consider visual scanning and division of attention at all times.

4.5.5 Use of distractions during Skill Tests

- A. Numerous studies indicate that many accidents have occurred when the pilot has been distracted during critical phases of flight.
- B. To evaluate the pilot's ability to utilize proper control technique while dividing attention both inside and outside the cockpit, the authorized person/examiner may cause a realistic distraction during the flight portion of the skill test to evaluate the applicant's ability to divide attention while maintaining safe flight.

4.5.6 Unsatisfactory Performance

4.5.6.1 Exceeding Tolerances

- A. Consistently exceeding tolerances stated in the task objective, or failure to take prompt, corrective action when tolerances are exceeded, is indicative of unsatisfactory performance.
- B. The tolerances represent the performance expected in good flying conditions. Any action or lack thereof, by the applicant which requires corrective intervention by the examiner to maintain safe flight shall be disqualifying.
- C. If the applicant fails the skill test because of a special emphasis area, the Notice of Disapproval shall indicate the associated tasks, e.g. Area of Operation, Approach to Stalls, failure to clear the area.
- D. If, in the judgment of the examiner, the applicant's performance of any TASK is unsatisfactory, the associated AREA OF OPERATION is failed and therefore the skill test is failed.

4.5.6.2 Task Attempted & Failed

- A. The examining person shall not repeat TASKS that have been attempted and failed. The examiner or applicant may discontinue the test at any time after the failure of a TASK, which makes the applicant ineligible for the licence or rating sought.
- B. The skill test will be continued only with the consent of the applicant. In such cases, it is usually better for the examiner to continue with the skill test to complete the other TASKS.
- C. If the examiner determines that the entire skill test must be repeated, the skill test should not be continued but should be terminated immediately.
- D. If the skill test is either continued or discontinued, the applicant is entitled to credit for those AREAS OF OPERATION satisfactorily performed, if the remainder of the skill test is completed within 60 days of when the skill test was discontinued.

- E. However, during the retest and at the discretion of the examiner, any area of operation may be reevaluated including those previously passed.
- F. Whether the remaining parts of the skill test are continued or not after a failure, a notice of disapproval must be issued.

4.5.6.3 Repeating a Task

- A. When the examiner determines that a task is incomplete, or the outcome uncertain, the examiner may require the applicant to repeat that task, or portions of that task.
 - This provision has been made in the interest of fairness and does not mean that instruction or practice is permitted during the certification process.
- B. When practical, the remaining tasks of the skill test phase should be completed before repeating the questionable task.
 - If the second attempt to perform a questionable task is not clearly satisfactory, the examiner shall consider it unsatisfactory.

4.5.7 Recording unsatisfactory Performance

- A. Skill Test Standards for flight tests will use the terms “Area of Operation” and “Task” to denote areas in which competency must be demonstrated.
- B. When a disapproval notice is issued, the examiner must record the applicant's unsatisfactory performance in terms of the “Area of Operation” appropriate to the flight test conducted.

4.6 Conduct of Proficiency Checks

- A. The issue of crew proficiency is critical to aviation safety. It is important that all parties be seen as taking proper and timely action to ensure that a satisfactory level of crew proficiency is maintained at all times.
- B. This issue will be treated by the Inspectorate as a matter of highest priority and focus.

4.6.1 Standard Proficiency check Form

- A. The CAAB has developed a standard proficiency check form for use by the Examiner.
- B. The Examiner will use only this form when accomplishing proficiency checks.
- C. A copy of the completed form will be forwarded to the CAAB within 10 business days after the Accomplishment of the proficiency checks.

4.6.2 Oral Examinations

Oral examinations during proficiency check should be conducted in an area configured for the purpose of the oral examination.

4.6.2.1 Aircraft Type-Specific Questions

- A. This period will include an aircraft-specific examination of—
 - 1) All emergency (and abnormal) memory items;
 - 2) Aircraft operating limitations;
 - 3) A sampling of the aircraft systems (using abnormal indications as the start point); and
 - 4) A review of all challenge-response checklists to ensure proper responses.
- B. This will not be a training period. The pilot must provide satisfactory answers without correction or discussion.

4.6.2.2 Regulations & Company Policies

- A. The pilot will also be conversant with the contents of the -
 - 1) Operational regulations,
 - 2) Operations specifications and
 - 3) Flight Operations Manual.
- B. The pilot may consult a personal copy of these documents during the oral.
- C. Some discussion is permitted during this portion of the oral.
 - This portion of the oral may be scheduled separate from the aircraft-specific period.

Note. For detailed Format/Checklist of Oral Exam, refer to the sample at the end of this chapter.

4.7 Prior Simulator Training Period(s)

- A. The airline should schedule at least one simulator training period prior to the proficiency check of each pilot.
- B. Usually a pilot needs a “warm-up” session of at least one simulator training period prior to the proficiency check to practice all maneuvers to be checked and get a good mind-set for the PPC.

- C. A good standard for completion of the training period should be conducted on a training-to proficiency basis and all proficiency check requirements reviewed.
- D. The pilot should have demonstrated proficiency on any maneuver, event or procedure reviewed during the training session(s).

4.8 Simulator checking

- A. The simulator proficiency check should be conducted on a “real-time” basis with the check airman administering a preplanned scenario that he has previously coordinated with the Inspectorate.
- B. The events should be orchestrated in a logical and measured manner.
- C. The flight crew should be allowed to conduct themselves as they would in the aircraft.
 - The check airman will simulate the proper ATC phraseology and serve as the company ops and cabin attendants where necessary to the scenario.
 - The flight crew should communicate with themselves, ATC, company, and cabin attendants as they would in a real flight situation.
- D. The PPC, if possible, should be monitored by a CAAB Inspector.

4.8.1 Termination of a Proficiency Check

- A. Very limited re-check of questionable performance is allowed during a proficiency check.
 - In such case the event must have been “on-the-margin” of the performance parameters, not noticeably out of parameters.
 - The check airman may insert the re-check event at a logical point during the scenario without comment.
- B. The check must be terminated in order to provide training.
- C. Any termination prior to completion of all required events will necessitate that at least those events, plus those identified as “less-than-minimum,” must be included in the subsequent proficiency check.
- D. It is generally best to sample all required events before terminating the proficiency check unless there is a “safety-of-flight-excursion” (for example, a crash, exceeding limitations, dramatic excursion out of performance parameters).

4.8.2 Standardization issues

- A. Standardization should be treated as an issue that needs priority attention.
- B. Flight crews are expected to conduct themselves in a company-standardized manner during the proficiency check.
 - The check pilot is expected to make an evaluation of this and provide this information to the Director of Safety.
- C. The pilots will be expected to use the appropriate checklist philosophy and responses, standard call-outs, briefings and profiles, and correctly apply any other standard operating procedures during the proficiency check.
- D. While poor standardization will not normally be the basis for termination of the proficiency check, such performance should be addressed immediately upon return to line operations.
- E. Any crew member observed during the proficiency check to be poorly standardized will be required to fly the first post-proficiency check line operations with a route check airman.
 - 1) The check airman will fly with the crew member until that person is observed to conduct the flight in compliance with company standard procedures with no non-standard actions.
 - 2) At that point, the route check airman will sign off a satisfactory line check and it should be monitored by CAAB inspector if PPC was not monitored.

4.9 Checking Procedure

4.9.1 Standard Route Check Form

- A. The CAAB has developed a standard route check form for use by company check Pilot.
- B. Check Pilot will use only this form when accomplishing route checks.
- C. A copy of the completed form will be forwarded to the CAAB within 10 business days after the accomplishment of the route check.

4.9.2 Current Company Operational Procedures

- A. The current company policies and procedures that are to be used must be published and disseminated to the persons to whom they are applicable.
- B. If the published policy or procedure is not the method that airline management would like to be used, then they should take action to --

- 1) Supersede the old policy/procedure with new published guidance or Termination of a proficiency check at any point in the oral, simulator or flight portion automatically disqualifies the crew member for line operations until satisfactory completion of that portion of the proficiency check.
- 2) Revert to the current published policies and procedures.

4.9.3 Route Check Pilot

- A. These check Pilots conduct route standardization checks using the methods provided by the Inspectorate.
- B. Their primary goal will be to identify the out-dated, non-standard, and non-published policies and procedures that are being used in flight operations.
- C. They will have two secondary goals—
 - To carry the message that management is very interested in standardized operations.
 - To evaluate of each pilot's conformance (line check) to the "standard" company policies and procedures.
- D. The pilots will be expected to use the appropriate checklist philosophy and responses, standard call-outs, briefings and profiles, and correctly apply any other standard operating procedures during the route check.

4.9.4 Standard operating Procedures & Profiles

- A. The company's check airmen team should routinely provide a written analysis of its findings to company management.
- B. These findings should also be provided to the Inspectorate through debrief meetings to discuss the results of the standardization checks and decide on the areas that must be corrected with the next revision to the Aircraft Operating Manuals.
 - Careful attention should be given to identification of procedures (especially those involving unwritten procedures in use) that require immediate interim publishing.
- C. The end result of this effort should be the revision or confirmation of an AOM for each type aircraft that reflects that actual procedures to be used by the flight crews.

4.9.5 Reserved

4.9.6 Preparation of Papers

4.9.6.1 The Authority holds a number of versions of the question papers for most of the examination subjects for which it conducts examinations. The variations between the papers come about from:

- I. Presentation of questions in a different order from one paper to another;
- II. A range of different questions, although some questions may appear in more than one paper;
- III. A range of different answers options for the same question, but always with the correct answer presented in the same way; and
- IV. Rearrangement of order in which the answer options are presented.

4.9.7 Reserved

4.9.8 Review of Examination Papers

4.9.8.1 It is good practice to regularly review examination question papers so that they remain effective. With this in mind, the EO should arrange for all papers to be reviewed over a period of approximately 3-4 years. As the task will require some resources, it would be desirable for the review work to be staggered so that the workload can be spread out. The EO is to produce a roster of all papers and their approximate review dates.

4.9.8.2 Additionally, when there is any change in legislation or standards documents, the control sheet(s) for that change process are also required to have a section that calls for a review of Air Law exams as part of the legislation or standards change process. This is to ensure that no exam has a question that related to law that has been superseded or revoked.

4.9.9 Re-Marking Examinations

4.9.9.1 Candidates who dispute their results may request a re-mark of the examination.

4.9.9.2 The request must be made in writing to the head of Personnel Licensing section of the relevant discipline or other authorized officers. A different person from the one who carried out the initial marking shall carry out the re-mark.

4.9.9.3 The relevant officer re-marks the examination and notifies the candidate of the results of the re-mark in writing.

4.9.9.4 All correspondence associated with the re-mark is to be filed in the candidate's personal file.

4.9.10 Security of Examination Papers

- 4.9.10.1** The master copies of all examination papers are stored in a lockable cabinet in the Examination Office.

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Chapter 5

Student Pilot Authorization

5.1 Objective

The objective of this task is to determine an applicant's eligibility for a Student Pilot Authorization under Rule 22 of CAR 84. After fulfill all the requirements the concerned ATO issue Student Pilot Authorizations to qualified applicants.

5.2 General requirements for issue of Student Pilot Authorization:

- (a) **Age:** The applicant for a student pilot authorization shall be not less than 16 years of age.
- (b) **Medical fitness:** The applicant shall hold medical fitness on the basis of compliance with the requirements as laid down in rules 51 and 53.
- (c) **Validity of the Licence:**
 - (i) The period of validity of the licence shall commence from the date of issue or renewal of the Licence.
 - (ii) The licence shall be valid for a period not exceeding 12 months from the date of passing the medical examination and it shall lapse on the holder obtaining a pilot licence of a higher order for the same category of aircraft.
- (d) **Knowledge:** The applicant for a student pilot licence shall receive and log ground training from an authorized instructor on the following subjects:
 - (i) Student Pilot licence will entitle the applicant to receive ground and flight training for PPL.
 - (ii) Airspace rules and procedures for the aerodrome where the student will perform solo flight; and
 - (iii) Flight characteristics and operation limitations for the make and model of aircraft to be flown.
- (e) **Aircraft rating:** the licence shall indicate the class and type of aeroplane, helicopter, power-lift and airship the holder is entitled to fly.
- (f) **Pre-solo flight instruction:** Prior to conducting a solo flight, a student pilot shall have:
 - (i) Received and logged flight training for the man oeuvres and procedures applicable to the aircraft category including flight training in those man oeuvres and procedures at night, if the solo flight is to be conducted at night.

- (ii) Demonstrated satisfactory proficiency and safety, as judged by an authorized instructor, on the man oeuvres and procedures for the appropriate category, and class if applicable, of aircraft.

(g) Solo flight requirements: A student pilot shall not fly solo:

- (i) Unless holding at least a Class 2 Medical Certificate;
- (ii) Unless attended minimum of 100 hours ground training;
- (iii) Unless passed type technical examination;
- (iv) Unless passed a pre-solo check conducted by CFI;
- (v) Unless under the supervision of, or with the authority of, a licenced flight Instructor; and
- (vi) In international flight unless there is a special or general arrangement between Bangladesh and the intended State of flight.

5.3 Student Pilot maneuvers and Procedures for Pre-Solo Flight Training—Aeroplane Category

- (a)** A student pilot who is receiving training for solo flight in an aeroplane shall receive and log flight training for the following man oeuvres and procedures:
- (i) Proper flight preparation procedures, including preflight planning and preparation, power plant operation and aircraft systems.
 - (ii) Taxiing, or surface operations, including run-ups.
 - (iii) Takeoffs and landings, including normal and crosswind.
 - (iv) Straight and level flight and turns in both directions.
 - (v) Climbs and climbing turns.
 - (vi) Aerodrome traffic patterns including entry and departure procedures. (7) Collision avoidance, wind shear avoidance and wake turbulence avoidance.
 - (vii) Descents, with and without turns, using high and low drag configurations.
 - (viii) Flight at various airspeeds from cruise to slow flight.
 - (ix) Stall entries from various flight attitudes and power combinations with recovery initiated at the first indication of a stall and recovery from a full stall.
 - (x) Emergency procedures and equipment malfunctions.
 - (xi) Ground reference man oeuvres.
 - (xii) Approaches to a landing area with simulated engine malfunctions.
 - (xiii) Slips to a landing (SE only).
 - (xiv) Go-around.

5.4 Student Pilot Maneuvers and Procedures for Pre-Solo Flight Training—Helicopter Category

- (a)** A student pilot who is receiving training for solo flight in a helicopter shall receive and log flight training for the following man oeuvres and procedures:

- (i) Proper flight preparation procedures, including preflight planning and preparation, power plant operation and aircraft systems.
- (ii) Taxiing, or surface operations, including run-ups.
- (iii) Takeoffs and landings, including normal and crosswind.
- (iv) Straight and level flight and turns in both directions.
- (v) Climbs and climbing turns.
- (vi) Aerodrome traffic patterns including entry and departure procedures.
- (vii) Collision avoidance, wind shear avoidance and wake turbulence avoidance.
- (viii) Descents, with and without turns, using high and low drag configurations.
- (ix) Flight at various airspeeds.
- (x) Emergency procedures and equipment malfunctions.
- (xi) Ground reference manoeuvres.
- (xii) Approaches to the landing area.
- (xiii) Hovering and hovering turns.
- (xiv) Go-around.
- (xv) Simulated emergency procedures, including auto rotational descents with a power recovery and power recovery to hover.
- (xvi) Rapid decelerations.
- (xvii) Simulated one-engine-inoperative approaches and landings for multi-engine helicopters.

5.5 Privileges: Subject to the validity of endorsements and ratings in the licence, the holders of a licence is entitled to fly within the territory of Bangladesh only as Pilot-in-command of any aeroplane, helicopter, power-lift and airship entered in the aircraft rating of his licence:

Provided that the holder of a Student-Pilot's Licence:

- (a) Shall fly at all times under the authority and supervision of a flight instructor or an approved examiner;
- (b) Shall fly under visual flight rules only;
- (c) Shall not carry passenger, animals and cargo or fly for hire, reward or remuneration of any kind;
- (d) Shall not undertake cross-country flights unless he has a minimum of 10 hours of solo flight time; and
- (e) Shall not fly solo unless he meets the medical requirements under rules 51 and 53.
- (f) Shall not fly solo in an aircraft on an international flight unless by special or general arrangement between the Contracting States concerned.

5.6 Application Form for Issue

The specimen Form 22(I) of ANO (OPS) A5as in Appendix A-1 for issue of Student Pilot Licence (SPL) Aeroplanes & Helicopters may be used by ATO. An applicant shall fulfill requirements of rule 22, CAR 84 and ANO (OPS) A-5 section 7. The authorization for issue of SPL by Flight Training School is stipulated in section D-3, ANO (OPS) A-6.

5.7 Requirements for renewal

Medical Fitness: Minimum Class-II required

5.8 Application Form for Renewal

The specimen Form 22(R) for renewal of SPL for Aeroplanes, Helicopters, Gliders and Balloons to be used by Applicants as shown in Appendix A-2.

5.9 Format of SPL:

Name of the Student:	Trainee's ID Number:
Date of Birth:	Name of the School:
Blood Group:	Address of the School:
Address:	Date of Admission:
Contact Telephone	Signature of the issuing officer:
Signature of the Student:	Date of issue:
Colour : Violet	Validity :

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Chapter 6

Issuance process of Flight Crew Licences

6.1 What is Flight Crew Licence?

- (a) A flight crew licence indicates that the holder is qualified to engage in a particular kind of aviation operation in a certain type of aircraft.
- (b) A private pilot licence enables the holder to engage in private operations as defined in Rule 23 of CAR '84.
- (c) A commercial or air transport licence enables the holder to engage in commercial operations. Commercial operations include charter and regular public transport and aerial work.

6.2 Who can apply for a Flight Crew Licence?

- (a) Bangladesh citizens.

6.3 New Flight Crew Licence Application

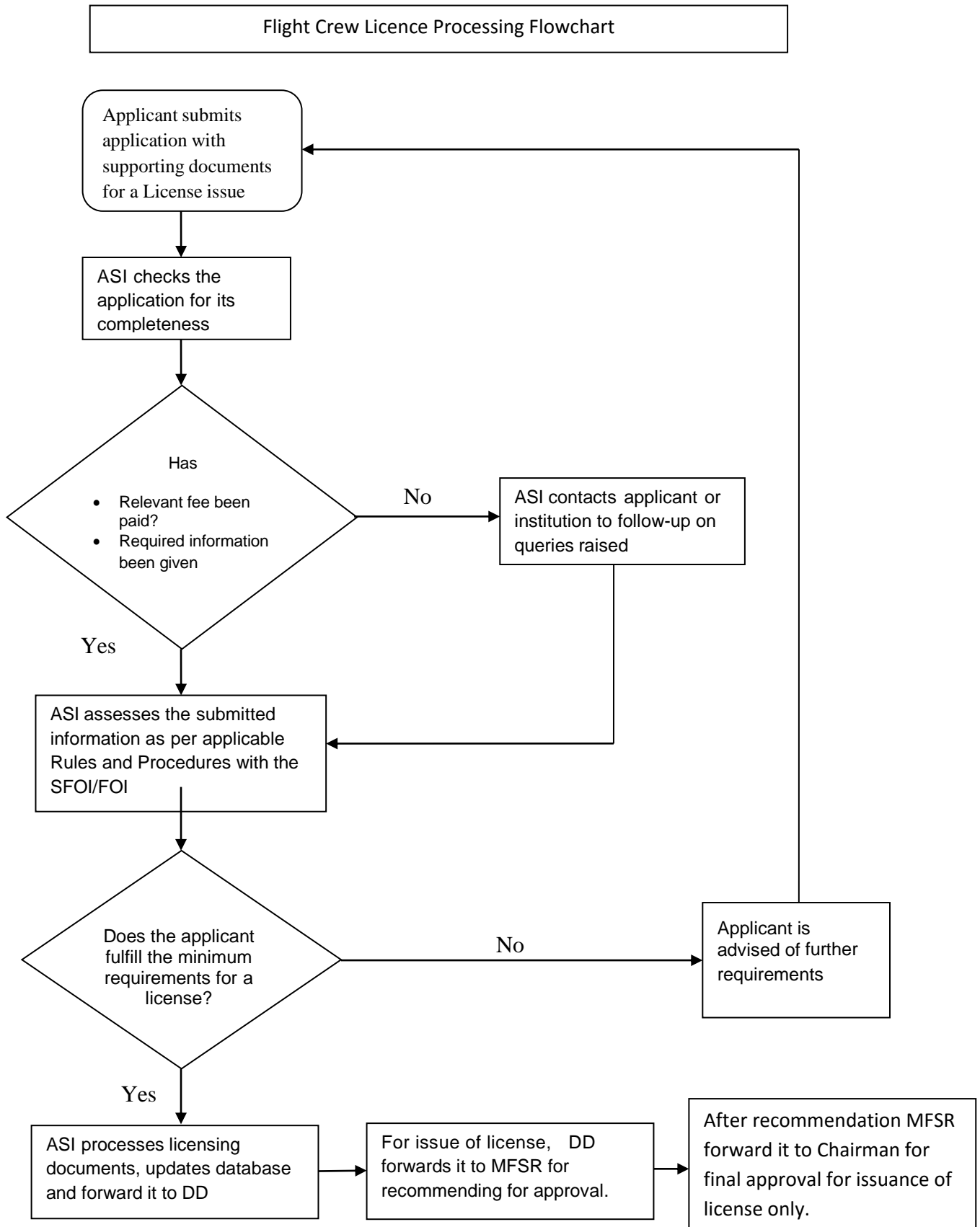
- (a) Applicants for a flight crew licence undertake relevant training, pass the required examinations and a flight test, if required, before applying for a flight crew licence. Please refer to IHB-01 for the Bangladesh Flight Crew Examination Procedures.
- (b) Application for a Flight Crew Licence is made by completing that appropriate CAAB application form (IHB-01, Ch-26).

6.4 Processing New Flight Crew Licence Application

- (a) On receipt of a Flight Crew Licence application, the Aviation Safety Inspector (PEL) shall:
 - i) Check that all relevant documents have been submitted, and that it includes all the necessary information.
 - ii) Check that the applicant has paid the necessary fees applicable for the licence type. Record the receipt number on the application form.
 - iii) Check the remainder of the documentation is complete and accurate. Check for any errors or omissions. If such is found, contact the relevant employer or the applicant and request a correctly completed form.
 - iv) Ensure that the applicant is qualified for a licence (Refer to ANO (OPS) A-5).
 - v) Enter the details of the licence in individual personal file, allocating the applicant with an identification number. in accordance with the category of the license.

- vi) Print out licence pages and check for any printing errors.
- vii) Make photocopies of the licence after the endorsements.
- Viii) File all documents in the respective files for records.

6.5 Flowchart:



Chapter 7

Reserved

Chapter 8

Reserved

Chapter-9

Instrument Rating

9.1 Objectives:

This chapter provides orientation and general completion guidance for the issuance and renewal of instrument rating.

9.2 Applicable Rules

The regulations that are specifically addressed to qualifications for flight in instrument flight rules are—Rule 32 of CAR'84.

9.3 General Requirements

- (a) **Age.** The applicant for an IR shall be not less than 17 year of age.
- (b) **Medical fitness.** The applicant for an IR shall hold either a Class 1 or 2 medical certificates issued under this Part as appropriate to the level of licence held. The applicant for an IR holding a PPL shall have established his/her hearing acuity on the basis of compliance with the hearing requirements for the issue of a Class 1 Medical Certificate.
- (c) **Knowledge.** The applicant for an IR shall receive and log ground training from an authorized instructor on the following subjects:
 - (1) **Air law:**
 - (i) Rules and regulations relevant to flight under IFR; related air traffic services, practices and procedures.
 - (2) **Aircraft general knowledge:** for the aircraft category being sought:
 - (i) Use, limitation and serviceability of avionics, electronic devices and instruments necessary for the control and navigation of aeroplanes under IFR and in instrument meteorological conditions (IMC); use and limitations of autopilot.
 - (ii) Compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments.
 - (3) **Flight performance and planning:** for the aircraft category being sought:
 - (i) Pre-flight preparations and checks appropriate to flight under IFR.
 - (ii) Operational flight planning; preparation and filing of air traffic services flight plans under IFR; altimeter setting procedures.

(4) Human performance and limitations: For the aircraft category being sought:

- (i) Human performance relevant to instrument flight in aircraft.
- (ii) Principles of threat and error management.

(5) Meteorology:

- (i) Application of aeronautical meteorology; interpretation and use of reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information; altimetry.
- (ii) Causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance.
- (iii) In the case of helicopter and powered-lift, effects of rotor icing.

(6) Navigation: For the aircraft category being sought

- (i) Practical air navigation using radio navigation aids.
- (ii) Use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids.

(7) Operational procedures: For the aircraft category being sought:

- (i) Application of threat and error management to operational principles.
- (ii) 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.
- (iii) Precautionary and emergency procedures; safety practices associated with flight under IFR; obstacle clearance criteria.

(8) Radiotelephony:

- (i) Communication procedures and phraseology as applied to aircraft operations under IFR; action to be taken in case of communication failure.

(d) Knowledge testing. An applicant for an IR shall:

- (1) Have received an endorsement for the knowledge test from an authorized instructor who:
 - (i) Conducted the training on the knowledge subjects.
 - (ii) Certifies that the applicant is prepared for the required knowledge test.
- (2) Pass the required knowledge test on the knowledge subjects listed in item (c) above.

(e) Experience and flight instruction. An applicant for an IR shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in this Chapter.

- (f) **Privileges.** Subject to compliance with the requirements specified in this Chapter, the privileges of the holder of an IR shall be to pilot an aircraft of the appropriate category under IFR. Before exercising the privileges on multi-engine aircraft, the holder of the rating shall have complied with the multi-engine requirements.
- (g) **Validity.** Subject to compliance with the requirements specified in this Part, the validity period of an IR is 12 months, from the following month of the skill test.
- (h) **Renewal:**
 - (1) For the renewal of a single-engine instrument rating the applicant shall within the preceding 12 calendar months, complete a proficiency check.
 - (2) For the renewal of a multi-engine instrument rating the applicant shall within the preceding 12 calendar months, complete a proficiency check.
 - (3) If a pilot takes the proficiency check required in this section in the calendar month before or the calendar month after the month in which it is due, the pilot is considered to have taken it in the month in which it was due for the purpose of computing when the next proficiency check is due.
- (i) **Re-issue.** If the instrument rating has expired, the applicant shall:
 - (1) Have received refresher training from an authorized instructor with an endorsement that the person is prepared for the required skill test; and
 - (2) Pass a required skill test.

9.4 Experience, Flight Instruction, Skill Test and Proficiency Check for the IR

- (a) **Experience.**
 - (1) The applicant for an IR shall hold a pilot licence with an aircraft category, and class rating if applicable, for the instrument rating sought.
 - (2) The applicant shall have completed not less than:
 - (i) 50 hours of cross-country flight time as PIC of aircraft in categories acceptable to the CAAB, of which not less than 10 hours shall be in the aircraft category being sought; and
 - (ii) 40 hours of instrument time in aircraft of which not more than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorized instructor.
- (b) **Flight instruction.**
 - (1) The applicant for an IR shall have not less than 10 hours of the instrument flight time required in (a) (2) (ii) of this sub-part, while receiving and logging dual instruction in aircraft from an authorized flight instructor.

- (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:
 - (i) 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.
 - (ii) Pre-flight inspection, use of checklists, taxiing and pre-take-off checks.
 - (iii) Procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:
 - (A) Transition to instrument flight on take-off;
 - (B) Standard instrument departures and arrivals;
 - (C) En-route IFR procedures and navigation;
 - (D) Holding procedures;
 - (E) Instrument approaches to specified minima;
 - (F) Missed approach procedures; and
 - (G) Landings from instrument approaches;
 - (iv) In-flight manoeuvres and particular flight characteristics.
 - (3) If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such an aircraft from an authorized flight instructor. The instructor shall ensure that the applicant has operational experience in the operation of the aircraft solely by reference to instruments with one engine inoperative or simulated inoperative.
- (c) **Skill.** The applicant for an IR shall:
- (1) Have received an endorsement from an authorized instructor who certifies that the applicant is prepared for the required skill test.
 - (2) Have demonstrated, by passing a skill test, the ability to perform the areas of operation with a degree of competency appropriate to the privileges granted to the holder of an IR, and to:
 - (i) Recognize and manage threats and errors;
 - (ii) Operate the aircraft within its limitations;
 - (iii) Complete all manoeuvres with smoothness and accuracy;
 - (iv) Exercise good judgment and airmanship;
 - (v) Apply aeronautical knowledge;
 - (vi) Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or maneuver is assured;
 - (vii) Understand and apply crew coordination and incapacitation procedures; and

(viii) Communicate effectively with the other flight crewmembers.

- (3) Have demonstrated by passing a skill test, the ability to operate multi-engine aircraft solely by reference to instruments with one engine inoperative, or simulated inoperative, if the privileges of the instrument rating are to be exercised on such aircraft.

(d) Skill Tests. The skill test and proficiency check for the instrument rating shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft:

Note: When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraph is only for multi-engine. When nothing is indicated, the item or paragraph is for both single-engine and multi-engine.

- (1) **Preflight preparation including** the applicant's knowledge and performance of the following tasks -
- (i) Weather information.
 - (ii) Cross-country flight planning.
- (2) **Preflight procedures including** the applicant's knowledge and performance of the following tasks -
- (i) Aircraft systems related to IFR operations.
 - (ii) Aircraft flight instruments and navigation equipment.
 - (iii) Instrument cockpit check.
- (3) **Air traffic control clearances and procedures** including the applicant's knowledge and performance of the following tasks—
- (i) Air traffic control clearances.
 - (ii) Compliance with departure, en route and arrival procedures and clearances.
 - (iii) Holding procedures.
- (4) **Flight by reference to instruments** including the applicant's knowledge and performance of the following tasks—
- (i) Straight-and-level flight.
 - (ii) Change of airspeed.
 - (iii) Constant airspeed climbs and descents.
 - (iv) Rate climbs and descents.
 - (v) Timed turns to magnetic compass headings.
 - (vi) Partial panel flying;

- (vii) Steep turns.
- (viii) Recovery from unusual flight attitudes.
- (5) **Navigation systems including** the applicant's knowledge and performance of the following tasks -
 - (i) Intercepting and tracking navigational systems and DME Arcs.
 - (ii) Instrument approach procedures; including the applicant's knowledge and performance of the following tasks -
 - (iii) Non-precision instrument approach;
 - (iv) Precision ILS instrument approach;
 - (v) GPS approaches, if aircraft is so equipped;
 - (vi) Missed approach;
 - (vii) Circling approach;
 - (viii) Landing from a straight-in or circling approach.
- (6) **Emergency operations** including the applicant's knowledge and performance of the following tasks—
 - (i) Loss of communications.
 - (ii) One engine inoperative during straight-and-level flight and turns (ME).
 - (iii) One engine inoperative – instrument approach (ME).
 - (iv) Loss of gyro attitude and/or heading indicators.
- (7) **Post-flight procedures** including the applicant's knowledge and performance of the following tasks—
 - (i) Checking instruments and equipment.

NB: Subject to completion of knowledge test and Flying Hours, CAAB may issue/endorse IR to PPL. For ATPL, IR is the integrated part. Therefore, IR renewal is not applicable for ATPL holder.

9.5 Renewal of Instrument Rating

The applicant shall submit the following documents --

- I) A completed application – C.A Form-32(R)
- II) Valid Medical Certificate
- III) Current Flying Logbook
- IV) Refresher Course Certificate (if applicable)
- V) PPC Report including IR Check/Skill Test Report (if applicable)

9.6 Validity of Instrument Rating

The validity of Instrument rating is 12 calendar months both for Issue/Renewal (licence remains valid subject to age limit, medical certificate and any other restrictions).

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Chapter 10

Flight Instructor Rating

10.1 Objectives

The objective of this chapter is to determine if the applicant meets the requirements for:

- (1) The original issue, renewal or re-issue of a Flight Instructor licence, to add a Category, class, type rating, or instrument rating,
- (2) The issue, renewal or re-issue of an instructor licence for instrument rating ratings; and
- (3) The original issue, renewal or re-issue of an instructor authorization for flight simulation training device.

10.2 Applicable Rules

The rules that are specifically addressed to Flight Instructor Rating qualifications and privileges are— Rule-34 of CAR'84 and ANO(OPS) A5, section-18.

10.3 Flight Instructor Rating Requirements, Skill Test and Proficiency Check

- (a) **Age.** The applicant for a flight instructor rating shall be of the appropriate age for the underlying rating to be held.
- (b) **Medical fitness.** The applicant for a flight instructor rating shall have a Class 1 medical certificate.
- (c) **Knowledge.**
 - (1) Receive and log training from an authorized instructor and pass a flight instructor knowledge test on:
 - (i) The aeronautical knowledge areas for a private and commercial pilot licence as applicable to the aircraft category for which flight instructor privileges are sought; and
 - (ii) The aeronautical knowledge areas for the instrument rating applicable to the category for which instrument flight instructor privileges are sought.
 - (2) Meet the requirements for fundamentals of knowledge instruction as listed in the CAAB approved IT manual.
- (d) **Experience.**

The applicant shall hold a licence with the aircraft category, and if applicable, class and/or type rating, that is appropriate to the flight instructor rating sought as follows:

- (1) For an instructor licence in the aeroplane category – hold either a CPL or ATPL aeroplane category with instrument rating and appropriate class and/ or type ratings;
- (2) For an instructor licence in the helicopter category – hold either

a CPL or ATPL helicopter category and any applicable class or type rating;

- (3) For an instructor instrument rating – hold an IR in the appropriate category of aircraft.

(e) **Flight instruction.** Receive flight instruction from an authorized instructor in the areas of:

- (1) Flight instructional techniques including demonstration, student practices, recognition and correction of common student errors; and
- (2) Have practiced instructional techniques in those flight manoeuvres and procedures in which it is intended to provide flight instruction.
- (3) Before receiving flight instruction, an applicant shall demonstrate his/her suitability by a presentation in a simulated or actual class environment to the satisfaction of CAAB.
- (4) Minimum flight instruction shall be done as per the training program of the ATO.

(f) **Skill.**

- (1) Receive a logbook endorsement from an authorized instructor to indicate that the applicant is proficient on the areas of operation listed in the Skills Test, appropriate to the flight instructor rating sought and certified as such;
- (2) Pass the required skill test conducted by an inspector or a designated examiner that is appropriate to the flight instructor rating sought, in an --
 - (i) Aircraft that is representative of the category of aircraft, and if applicable class and/or type, for the aircraft rating sought; or
 - (ii) Approved flight simulation training device (FSTD) that is representative of the category, and if applicable, class and/or type of aircraft for the rating sought, and used in accordance with an approved course at an ATO certified under this Chapter and ANO (OPS) A-7(A).

(g) **Skill Test-Aeroplane Category.** The skill test and proficiency check for the flight instructor rating - aeroplane shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category and class of aircraft:

Note 1: When (SE) is indicated the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraphs is only for multi-engine. When nothing is indicated, the item or paragraph is for both single-engine and multi-engine.

Note 2: When (S) is indicated, the item is only for seaplanes, when (L) is indicated, the item is only for landplanes. When nothing is indicated, the item is for both land and seaplanes.

- (1) **Fundamentals of instruction** including the applicant's knowledge and performance of the following tasks --

- (i) The learning process
 - (ii) The teaching process.
 - (iii) Teaching methods.
 - (iv) Evaluation.
 - (v) Flight instructor characteristics and responsibilities.
 - (vi) Human factors.
 - (vii) Planning instructional activity.
- (2) **Technical subject areas** including the applicant's knowledge and performance of the following tasks—
- (i) Aero-medical factors.
 - (ii) Visual Scanning and collision avoidance.
 - (iii) Principles of flight.
 - (iv) Aeroplane weight and balance.
 - (vi) Navigation and flight planning.
 - (vi) Night operations.
 - (vii) High altitude operations (if applicable).
 - (viii) Regulations and publications.
 - (ix) Use of minimum equipment list (if applicable).
 - (x) National airspace system.
 - (xi) Navigation aids and radar services.
 - (xii) Logbook entries and licence endorsements.
 - (xiii) Water and seaplane characteristics (S)
 - (xiv) Seaplane bases, rules and aids to marine navigation (S).
- (3) **Preflight preparation** including the applicant's knowledge and performance of the following tasks --
- (i) Licences and documents.
 - (ii) Weather information.
 - (iii) Operation of systems.
 - (iv) Performance and limitations. -
 - (v) Airworthiness requirements.
- (4) **Preflight lesson on a manoeuvre** to be performed in flight; including the applicant's knowledge and performance of the following task—
- (i) Maneuver lesson(s)
- (5) **Preflight procedures** including the applicant's knowledge and performance of the following tasks—
- (i) Preflight inspection.

- (ii) Cockpit management.
 - (iii) Engine starting.
 - (iv) Taxiing (L).
 - (v) Taxiing (S).
 - (vi) Sailing (S).
 - (vii) Before takeoff check
- (6) **Aerodrome and seaplane base operations** including the applicant's knowledge and performance of the following tasks—
- (i) Radio communications and ATC light signals.
 - (ii) Traffic patterns.
 - (iii) Aerodrome and runway markings and lighting.
- (7) **Takeoff, landing and go-around** including the applicant's knowledge and performance of the following tasks --
- (i) Normal and crosswind takeoff and climb.
 - (ii) Short field (L), Confined area (S), takeoff and maximum performance climb.
 - (iii) Soft field takeoff and climb (SE).
 - (iv) Glossy water takeoff and climb (S).
 - (v) Rough water takeoff and climb (S).
 - (vi) Normal and crosswind approach and landing.
 - (vii) Slip to a landing (SE).
 - (viii) Go-around/rejected landing.
 - (ix) Short field (L), Confined area (S), approach and landing.
 - (x) Soft field approach and landing (SEL).
 - (xi) Power-off 180 degrees accuracy approach and landing (SEL).
 - (xii) Glassy water approach and landing (S).
 - (xiii) Rough water approach and landing (S).
 - (xiv) Touch and Go (L).
- (8) **Fundamentals of flight** including the applicant's knowledge and performance of the following tasks—
- (i) Straight-and-level flight.
 - (ii) Level turns.
 - (iii) Straight climbs and climbing turns.
 - (iv) Straight descents and descending turns.

- (9) **Performance manoeuvres** including the applicant's knowledge and performance of the following tasks—
 - (i) Steep turns.
 - (ii) Steep spirals (SE).
 - (iii) Chandelles (SE).
 - (iv) Lazy eights (SE).
- (10) **Ground reference manoeuvres** including the applicant's knowledge and performance of the following tasks—
 - (i) Rectangular course.
 - (ii) S-turns across a road.
 - (iii) Turns around a point
 - (iv) Eights on pylons (SE).
- (11) **Slow flight, stalls and spins** including the applicant's knowledge and performance of the following tasks—
 - (i) Maneuvering during slow flight.
 - (ii) Power-on stalls (proficiency).
 - (iii) Power-off stalls (proficiency).
 - (iv) Crossed-control stalls (demonstration) (SE).
 - (v) Elevator- trim stalls (demonstration) (SE).
 - (vi) Secondary stalls (demonstration) (SE).
 - (vii) Spins (SEL) (if applicable).
- (12) **Basic instrument manoeuvres** including the applicant's knowledge and performance of the following tasks—
 - (i) Straight-and-level flight.
 - (ii) Constant airspeed climbs.
 - (iii) Constant airspeed descents.
 - (iv) Turns to headings.
 - (v) Partial panel flight.
 - (vi) Recovery from unusual flight attitudes.
- (13) **Emergency operations (SE)** including the applicant's knowledge and performance of the following tasks—
 - (i) Emergency approach and landing (simulated).
 - (ii) Systems and equipment malfunctions.
 - (iii) Emergency equipment and survival gear.

(14) Emergency operations (ME) including the applicant's knowledge and performance of the following tasks—

- (i) Systems and equipment malfunctions.
- (ii) Engine failure during takeoff before V₁.
- (iii) Engine failure after lift-off.
- (iv) Approach and landing with an inoperative engine.
- (v) Emergency descent.
- (vi) Emergency equipment and survival gear.

(15) Multi-engine operations (ME) including the applicant's knowledge and performance of the following tasks—

- (i) Operation of systems.
- (ii) Performance and limitations.
- (iii) Flight principles – engine inoperative.
- (iv) Maneuvering with one engine inoperative.
- (v) V_{mc} demonstration.
- (vi) Demonstrating the effects of various airspeeds and configurations during engine inoperative performance.

(16) Post-flight procedures including the applicant's knowledge and performance of the following tasks—

- (i) Post-flight procedures.
- (ii) Docking and mooring (S).
- (iii) Beaching (S).
- (iv) Ramping (S)

(h) Skill Test-Flight Instructor for Instrument Ratings (A & H). The skill test and proficiency for the flight instructor for instrument ratings – aeroplane and helicopter shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category, and if applicable class, of aircraft:

Note 1: When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraph is only for multi-engine. When nothing is indicated, the item and paragraph are for both single-engine and multi-engine.

Note 2: When (A) is indicated, the item or paragraph is only for Aeroplane. When (H) is indicated, the item or paragraph is only for Helicopter. When nothing is indicated, the item and the paragraph are for all categories.

(1) Fundamentals of instructions including the applicant's knowledge and performance of the following tasks—

- (i) The learning process.
 - (ii) Human behavior and effective communication.
 - (iii) The teaching process.
 - (iv) Teaching methods.
 - (v) Critique and evaluation.
 - (vi) Flight instructor characteristics and responsibilities.
 - (vii) Planning instructional activity.
- (2) **Technical subject areas** including the applicant's knowledge and performance of the following tasks—
- (i) Aircraft flight instruments and navigation equipment.
 - (ii) Aero-medical factors.
 - (iii) Regulations and publications related to IFR operations.
 - (iv) Logbook entries related to instrument instruction.
- (3) **Preflight preparation** including the applicant's knowledge and performance of the following tasks—
- (i) Weather information.
 - (ii) Cross-country flight planning.
 - (iii) Instrument cockpit check.
- (4) **Preflight lesson on a maneuver to be performed in flight** including the applicant's knowledge and performance of the following task --
- (i) Maneuver lesson(s).
- (5) **Air traffic control clearances and procedures** including the applicant's knowledge and performance of the following tasks --
- (i) Air traffic control clearances.
 - (ii) Compliance with departure, en-route and arrival procedures and clearances.
- (6) **Flight by reference to instruments** including the applicant's knowledge and performance of the following tasks --
- (i) Straight-and-level flight.
 - (ii) Turns.
 - (iii) Change of airspeed in straight-and-level and turning flight.
 - (iv) Constant airspeed climbs and descents.
 - (v) Constant rate climbs and descents.
 - (vi) Partial panel flight.
 - (vii) Timed turns to magnetic compass headings.
 - (viii) Steep turns.

(ix) Recovery from unusual flight altitudes.

(7) **Navigation systems** including the applicant's knowledge and performance of the following tasks—

- (i) Intercepting and tracking navigational systems and DME Arcs.
- (ii) Holding procedures.

(8) **Instrument approach procedures** including the applicant's knowledge and performance of the following tasks—

- (i) Non-precision instrument approach.
- (ii) Precision instrument approach.
- (iii) Missed approach.
- (iv) Circling approach (A).
- (v) Landing from a straight-in approach.

(9) **Emergency operations** including the applicant's knowledge and performance of the following tasks—

- (i) Loss of communications.
- (ii) Loss of gyro attitude and heading indicators.
- (iii) Engine failure during straight-and-level flight and turns.
- (iv) Instrument approach – one engine inoperative.

(10) **Post-flight procedures** including the applicant's knowledge and performance of the following task—

- (i) Checking instruments and equipment.

10.4 Validity. Subject to compliance with the requirements specified in this Chapter, the validity period of instructor rating is 12 months.

10.5 Renewal. A flight instructor rating that has not expired may be renewed for an additional 12 calendar months if the holder—

(1) Passes a skill test for—

- (i) Renewal of the flight instructor licence; or
- (ii) An additional flight instructor rating; or
- (iii) Recurrent training

(2) Presents to an inspector—

- (i) A record of training students that shows during the preceding 24 calendar months the flight instructor has endorsed at least five students for a skill test for a licence or rating, and at least 80 percent of those students passed that test on the first attempt;
- (ii) A graduation certificate showing that the pilot has successfully completed an approved flight instructor refresher course consisting

of ground training or flight training, or both, within the 90 days preceding the expiration month of his or her flight instructor rating.

- (3) If a flight instructor accomplishes the renewal requirements within the 90 days preceding the expiration month of his or her flight instructor licence—
 - (i) The CAAB shall consider that the flight instructor accomplished the renewal requirement in the month due; and
 - (ii) The CAAB shall renew the current flight instructor rating for an additional 24 calendar months from its expiration date.

10.6 Flight Instructors Categories (Aeroplanes & Helicopters)

10.6.1 Categories, Requirements, Privileges & Limitations of Flight Instructors

Sl No.	Categories	Experiences			Privileges	Remarks
		Minimum Hours/Qualification	Minimum Instructional Hours	Minimum Instructional Hours on the Aircraft Class & Category		
01	A	500	200	25	Privileges to Train all Types of Flight Training of ATOs.	Subject to Satisfactory Evaluation Flight by Inspector/Examiner
02	B	300	100	25	Privileges to train GF, VFR NAV, Instrument, Ab-initio Students and Night Flights (**)	Subject to Satisfactory Evaluation Flight by Inspector/Examiner
03	C	Flight Instructor Rating	Nil	Nil	Privileges to train post solo students for GF, VFR NAV and Instrument Flights (*).	Subject to satisfactory presentation of NAV and Instrument Flight to CAAB.

(*)

1. Minimum total 250 hours and minimum instructional 50 hours; and
2. Satisfactory Evaluation Flight by Inspector/Examiner.

(**)

1. Minimum total 350 hours and minimum instructional 150 hours; and
2. Satisfactory Evaluation Flight by Inspector/Examiner.

10.6.2 Check Pilot (ATOs):

To have the privileges to conduct check flights of the ATO, the applicant shall have:

- (1) Minimum total 1000 hours, minimum instructional 500 hours and minimum instructional hours on 'category and class aircraft' 50 hours; and
- (2) Subject to Satisfactory Evaluation Flight by Inspector/Examiner.

Note: ATOs shall determine requirements of Flight Instructors and Check Pilots on the basis of the above minimum requirements

10.7 Renewal of Flight Instructor Rating:

The applicant shall submit the following documents --

- I) A completed application – C.A Form-34(R)
- II) Ground Refresher Certificate (if applicable)
- III) Yearly Flight Training/Check conducting documents
- IV) Current Flying Logbook
- V) Flight Test Report

10.8 Validity of FIR

The validity of Flight Instructor Rating is — 01(one) year both for Issue/Renewal

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Chapter 11

Procedure for Issuance of Pilot licence & ratings based on Military Qualification

11.1 Objective

The objective of this chapter is to determine if an applicant is eligible for a civil pilot licence and/or rating based on military competence/experience. Completion of this task results in the issuance or denial of a pilot licence and/or rating.

11.2 General

A pilot licence may be issued on the basis of military competence/experience to an applicant who meets the requirements stipulated in ANO (OPS) A-4, Issue-5, and 2017 on Personnel Licensing Requirements for Aeroplane & Helicopter categories.

11.3 Recognition of Military Flying Experience

Following pilot licences & categories of licences shall be considered under this provision.

- (i) Private Pilot Licence (PPL)- Aeroplane/Helicopter
- (ii) Commercial Pilot Licence (CPL) - Aeroplane / Helicopter
- (iii) Airline Transport Pilot Licence (ATPL) - Aeroplane / Helicopter

11.4 Requirements for issuance of civil pilot licenses

- a) **Age:** As applicable for each category of licence.
- b) **Knowledge:** Shall have been successful in all the subjects as appropriate as per ANO (OPS) A-4.
- c) **Experience:** The experience requirement, which should be satisfied, is as per the Standards in ANO (OPS) A-4
- d) **Skill Test:** An applicant shall have been successful in the skill test conducted by a CAAB examiner on an aircraft of civil registry.
- e) **Type of aircraft for the skill test for the endorsement on the civil licence:**

Aircraft used in the skill test shall be the aircraft type on which the rating is sought on the civil pilot licence.

The aircraft type shall either be a registered or a similar type available in the

Civil Aircraft Register at the time of issuance of the licence.

If there is a need by the applicant to enter more than one aircraft in the licence, the applicant is required to undergo skill tests in each additional type and category of aircraft.

The military logbook or acceptable flight records are required as evidence of the applicant's pilot-in-command (PIC) experience. An applicant's flight time as a co-pilot or other flight crewmember is not acceptable to establish qualifications as PIC.

f) Medical Certification:

An applicant shall have been successful in the appropriate medical examination for the issuance of applicable Class of medical assessment, conducted by a Civil Aviation Medical Examiner (CAME) at CAAB.

11.5 Applicability

All applicants considered under the provisions of CAR 84 & ANO (OPS) A 5 shall follow the normal administrative procedure of CAAB applicable for the issuance of a pilot licence including the payment of the applicable fees.

11.6 Administrative Procedures

a) Application for the Issue of a Pilot Licence and/or Rating:

An applicant for recognition of military qualifications and experience must complete and forward to the Licensing Authority a completed application form, available from the Licensing Authority, stating:

- i) Applicant's name and contact details;
- ii) Current assignment;
- iii) Civil licence and rating(s) sought;
- iv) Military aviation qualifications and courses passed;
- v) Aircraft flown;
- vi) Date of last flight;
- vii) Applicant's aircraft command status;
- viii) Instrument or instructor ratings held;
- ix) Hours flown as pilot-in-command;
- x) Hours flown as co-pilot;

- xi) Hours of dual instruction received; and
- xii) Hours pertinent to national requirements (e.g. cross-country navigation or sling load hours).
- b) In addition to the application form, the applicant must include his or her logbook/certified military flying hours (or other acceptable military record), acceptable evidence of qualifying as a military pilot, and the prescribed fee.
- c) The PEL staff member assessing the applicant's qualifications and experience should confirm that all information has been supplied. If not, the process should be halted and the missing information sought from the applicant.
- d) The applicant's logbook / certified military flying hours should be assessed to confirm that the applicant has sufficient experience for the licence or rating(s) sought. When the logbook assessment has been completed, photocopies of relevant pages should be taken for file records.
- e) If there is inadequate information about any qualifications, clarification should be obtained from the applicant or verification sought from the military authority.
- f) Once the assessment has been completed, the PEL staff member should draft a letter for the applicant advising him or her which qualifications have been recognized and what is required for licence issue (theory examinations, skill test, language proficiency assessment, medical assessment and CAA administrative requirements). If the applicant's experience or qualifications do not qualify for the licence sought, the applicant must be advised of the reasons and the actions that are required to rectify the shortfall. The applicant should be advised if he or she qualifies for credits for, or towards, a lower licence.
- g) Skill and knowledge requirements for radiotelephony procedures and phraseology are an integral part of all aeroplane, helicopter and powered-lift pilot licences, and a flight radiotelephone operator rating will be granted as a matter of course with each flight crew licence issued to military personnel.

11.7 Issue of the Licence/and or Rating

When applicant has satisfactorily met all requirements for the licence and/or rating sought, and the application form has been completed, the licence and/or rating will be issued and the concerned PEL Licensing Officer should --

- (1) Prepare a new licence for applicant.
- (2) Complete all blocks including a licence number.
- (3) When a rating needs to be added, enter additional rating on a new licence.
- (4) Provide applicant with completed licence.

- (5) Collect fee for the licence.

11.8 Additional Requirements: Advise the applicant of the following requirements:

- (1) Currency requirements must be met (CAR 84, Part 1 & ANO (OPS) A3
- (2) An appropriate medical certificate must be obtained before the privileges of the licence can be exercised.

11.9 Task Outcomes

Completion of this task results in the issuance or denial of a pilot licence and/or rating.

11.10 Future Activities

- (a) Applicant may return for added category, class or type rating.
- (b) Applicant may return for an upgraded licence

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Chapter-12

Validation of Foreign License:

12.1 Objectives:

The objective of this chapter is to determine if the applicant meets the requirements for the issue of a validation certificate based on a foreign licence.

12.2 Applicable Rules: Rule 21(3), (4), (5) & (6) of CAR 84 and ANO (OPS) A15.

12.3 General Provisions

Authority shall consider application for validation from candidates qualified from an ICAO contracting state (to be verified from ICAO web-site) with a valid and current licence. The applicant is required to appear for Air Law examination.

12.4 Purposes to render valid a Foreign Flight Crew Licence & Ratings:

12.4.1 A foreign Flight Crew licence shall be render valid Bangladeshi Licence for any of the purposes listed below:

- a) For Commercial and non-Commercial Air Transportations
- b) For conduct of flying training and checking
- c) To receive flying training to undergo flight test
- d) To ferry an aircraft for registration in Bangladesh from a foreign country

12.4.2 Limitation

Rendering a foreign flight crew licence for an applicant other than a Bangladeshi nationality for the purpose of employment shall be on condition, that no Bangladeshi citizen with suitable qualification is available for the employment.

12.5 Validity Period

The following shall determine the date of expiry of the Validation Certificate:

- a) For expire type the validity shall not be beyond the validity of the licence held.
- b) In case of non-expiry type licence, the maximum period of validity shall not be beyond the validity or for a period of maximum 02 years whichever is less subject to licensee's fulfilling PPC, medical and currency requirements.

12.6 Procedures for the issue of a validation certificate with PPL/IR, CPL, CPL/IR or ATPL privileges based on a foreign licence according to CAR 84

- (a) The applicant for a validation certificate needs to provide first all information about his/her foreign licence in order that the CAA will be able to verify with

the foreign CAA, the authenticity of the licence presented. The CAA sends Authentication form to the foreign CAA, requesting to return the form, when verified.

- (b) As soon as the Authentication form has been received from the foreign CAA and the foreign licence has been verified by the foreign CAA, advise the applicant to bring the following documents to the appointment:
 - (1) A properly completed Application Form
 - (2) The current foreign licence;
 - (3) A relevant and current medical certificate;
 - (4) A knowledge test report for Air Law.
 - (5) Personal logbooks or other records substantiating the flight experience shown on the Application Form;
 - (6) An acceptable form of government issued photo identification.
 - (7) E-visa and Work permit from BIDA
- (c) A knowledge test on Air Law is required for the validation of a PPL/IR, CPL, CPL/IR and ATPL.
- (d) Determine if the applicant meets the specific eligibility, knowledge, competency and experience requirements for the validation certificate according to CAR 84, Rule 21 (3), (4), (5) & (6). The following list expands on the basic requirements.
 - (1) Ensure that the foreign licence is valid and current.
 - (2) Ensure that the medical certificate is relevant to the validation privileges that will be issued and that the medical certificate is current.
 - (3) Theoretical Knowledge: Request and examine the knowledge test report as acceptable evidence of having passed the knowledge test.
 - (4) Check the record of flight time to determine if the applicant has the experience required for the validation certificate sought. Use an acceptable logbook or other reliable record that conforms to CAR 84 requirements.
- (e) Issue of the Validation Certificate: After verifying that all CAR 84 requirements are met, the PEL office staff issues Validation Certificate with PPL/IR, CPL, CPL/IR or ATPL privileges, as relevant.

12.7 Documentation

The applicant shall submit the following documents—

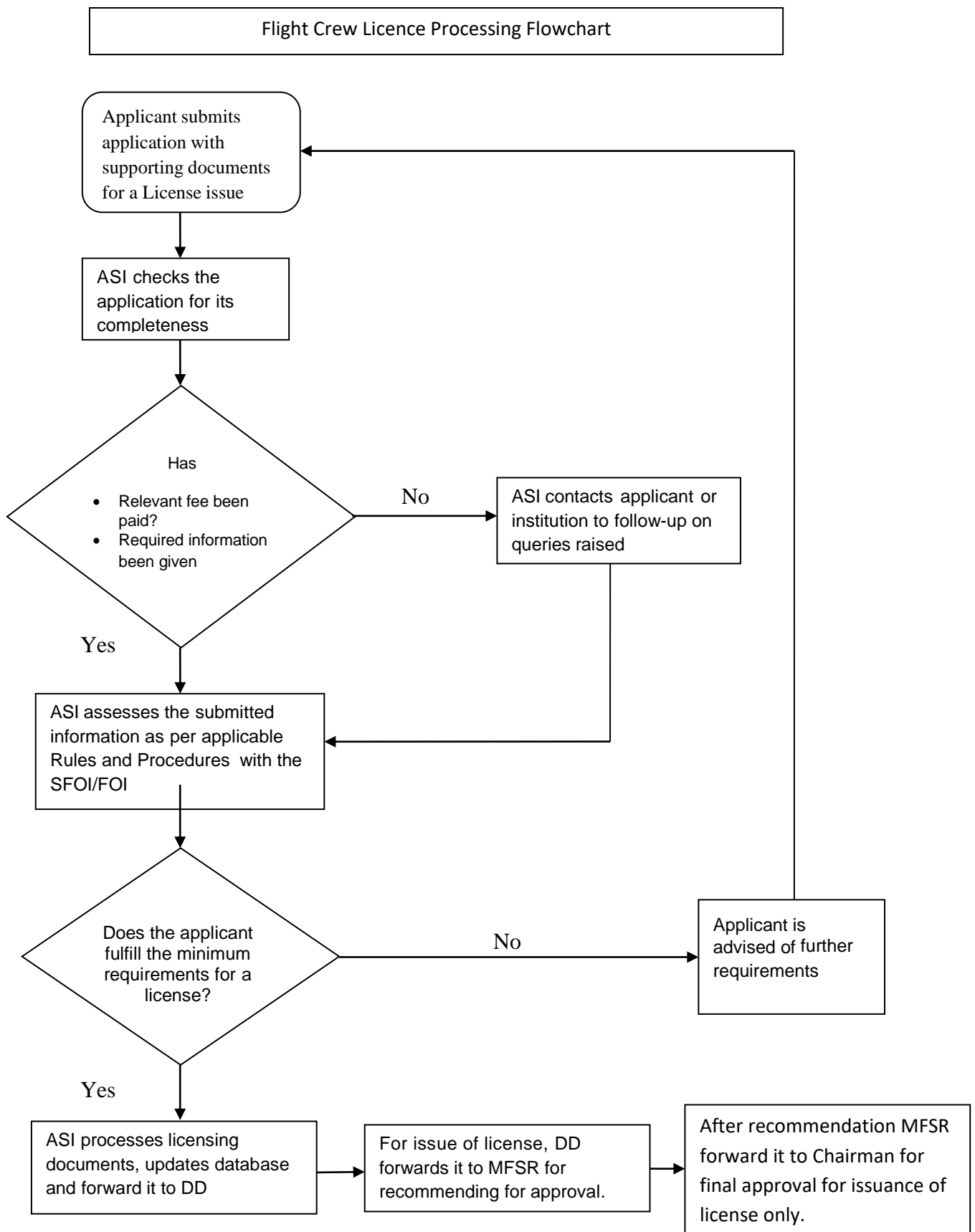
- i) A completed application
- ii) Two copies of a passport size photo with a white background;
- iii) Bio-data
- iv) Photocopy of Passport
- v) Photocopy of valid License

- vi) Photocopy of Instructor/Examiner Authorization (if applicable)
- vii) Photocopy of Medical Certificate
- viii) Photocopy of latest PPC (on Type)
- ix) Photocopy of Logbook (Last Four page)
- x) Result of Air Law
- xi) Appointment Letter
- xii) E-visa/Work Permit
- xiii) License Authentication Letter (by CAAB internal)
- xiv) Fees (As per CAAB Circular)

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12.8 Flowchart:



Chapter-13

Pilot Licences & Ratings issued on the basis of Foreign Licenses (Conversions):

13.1 Objectives

The requirements and procedures to convert a Flight Crew Licence and Ratings in to a Bangladeshi Flight Crew Licence and Ratings.

13.2 Applicable Rules: CAR 84 Rule 21(2) & ANO (OPS) A15, section-4

13.3 General Provisions

For conversion of foreign licenece from other ICAO Contracting States ref. to CAAB Office Order 04/2018, dated: 27-08-2018.

13.3.1 Applicability

This chapter explains the procedure to convert the following category of Flight Crew Licences and Ratings.

- (i) Licences
 - a) Private Pilot - aeroplane, airship, helicopter
 - b) Commercial Pilot - aeroplane, airship, helicopter
 - c) Airline Transport - aeroplane, helicopter
- (ii) Ratings
 - a) Aircraft type rating
 - b) Instrument rating
 - c) Flight Instructor rating

13.3.2 Purposes to render convert a Flight Crew Licence & Ratings

- i. A foreign Flight Crew licence shall be rendered converted into a Bangladeshi Licence for any of the purposes listed below:
 - a) For private flying.
 - b) For Commercial and non-Commercial Air Transportations.
 - c) For conduct of flying training and checking.
 - d) To receive flying training to undergo flight test.
 - e) To ferry an aircraft for registration in Bangladesh from a foreign country.
 - f) For any other purpose, if in the opinion of the chairman, CAAB that the validation or conversion is in the interest of public and not likely to jeopardize aviation safety.
- ii. Limitation: This Conversion Procedures is applicable only for Bangladeshi nationality.

13.4 Procedure

Chairman, CAAB shall convert a foreign Flight Crew Licence into a Bangladeshi Flight Crew Licence for the following Air Transport Operations.

- a) Private Operations.
- b) Charter Operations.
- c) Aerial Work Operations.
- d) Regular Public Transport Operations.

13.4.1 An applicant seeking conversion of a foreign Flight Crew Licence shall be required to satisfy the related requirements specified in ANO (OPS) A15, Section-4.

13.4.2 Ratings shall be issued to an applicant for conversion on Bangladeshi registered aircraft of type/types available for training/flight test in Bangladesh.

13.5 Requirements and Procedures to convert a foreign Flight Crew Licence

13.5.1 Application

An applicant seeking conversion on a foreign Flight Crew Licence shall submit the duly filled and signed application

13.5.2 Supportive Documents

The original and a copy of each of the following documents shall be submitted together with the application

- a) Foreign licence which is currently valid for the privileges sought under the laws of the state issued the licence.
- b) Valid Medical Certificate.
- c) Duly certified log book.

After receiving the above documents CAAB shall authenticate the license from issuing authority.

13.5.3 Proficiency in the English Language and Evaluation for English Language Proficiency

The applicant shall pass the English Language Proficiency test.

13.5.4 Medical Examination

The applicant shall pass the appropriate class of medical examination as required by Rule 51 of CAR 84 conducted by an approved medical examiner of CAAB.

13.5.5 Knowledge Test

An applicant seeking conversion for private operations or Commercial Air Transport Operations shall pass the theoretical examination on “Air Law and composite examination on technical subjects (Flight Performance & Planning, Human Performance, Navigation & Meteorology). Syllabus & procedure for the examination is available at the CAAB website and PEL section of this Authority.

13.5.6 Additional Training

An applicant seeking conversion for private operations/commercial operations shall undergo pre-flight test training as required by Chairman, CAAB.

13.5.7 Skill Test

An applicant seeking conversion for private operations or non-Commercial Air Transport Operations shall pass a Flight Test conducted by a Flight Test Examiner appointed by CAAB.

13.5.8 Commercial Air Transport Operations ----Training on Joining, offered by the Operator’s Own Training & Checking Organization and the theoretical/Practical Tests conducted by CAAB.

13.5.8.1 Training by the Operator’s Own Training & Checking Organization

The Operator(airline/ ATO) shall have established and implemented a training and checking organization approved by CAAB and incorporated into the Company Training Manual in order to train and check it’s crew members including those crew who are employed to operate with Conversion Licences. This Programme is intended to ensure the operating competency of crewmembers. Such training and checking, which should be conducted by CAAB approved Instructors would basically be as follows.

- a) Company Indoctrination Programme.
- b) Ground School Technical Training Programme.
- c) Simulator Training Programme conducted at an appropriate Simulator approved by the Chairman, CAAB and/or Flying Training Programme conducted in the actual aircraft, whichever is applicable.
- d) Zero Flight Training conducted at a Level D Simulator approved by the Chairman, if applicable.
- e) Simulator Base Training, if applicable.
- f) Base Training in the aircraft, if applicable.
- g) Ground School tests.

At the completion of the training and checking programme, copies of all pertinent records of the entire programme and results of the theory/practical tests certified by the Training Department of the operator shall be submitted to the Chairman for further licensing action. The original records of entire training programme and results of the theory/practical tests shall be maintained in the training file of the individual crewmember.

13.5.8.2 Theoretical/Practical Tests conducted by CAAB

CAAB shall conduct the following tests in respect of training offered to a new recruit by an Operator through his own Training and Checking Organization.

- (i) An examination on Air Law and composite examination on technical subjects (Flight Performance & Planning, Human Performance, Navigation & Meteorology).
- (ii) A test in Radiotelephony Communication Procedures in the English language conducted as per the requirements specified in AELPT Manual.
- (iii) Simulator evaluation at the end of the Simulator Training phase or the Practical Flying Test at the end of the training phase in the actual aircraft, whichever is applicable, conducted by a Designated Check Pilot or Flying Test Examiner or Flight Operations Inspector appointed by the Chairman.
- (iv) Any other theoretical or flying test deemed necessary by the Chairman, when evaluated the level of the standard used in country of origin of licence.

13.6 Certificate from the ATO

Bangladeshi nationals who had their flying training in a foreign country & seeking conversion shall submit a certificate from the foreign training organization concerned to prove the successful completion of a training course. The applicant shall also submit the course details together with the course completion certificate.

13.7 Documentation

The applicant shall submit the following documents —

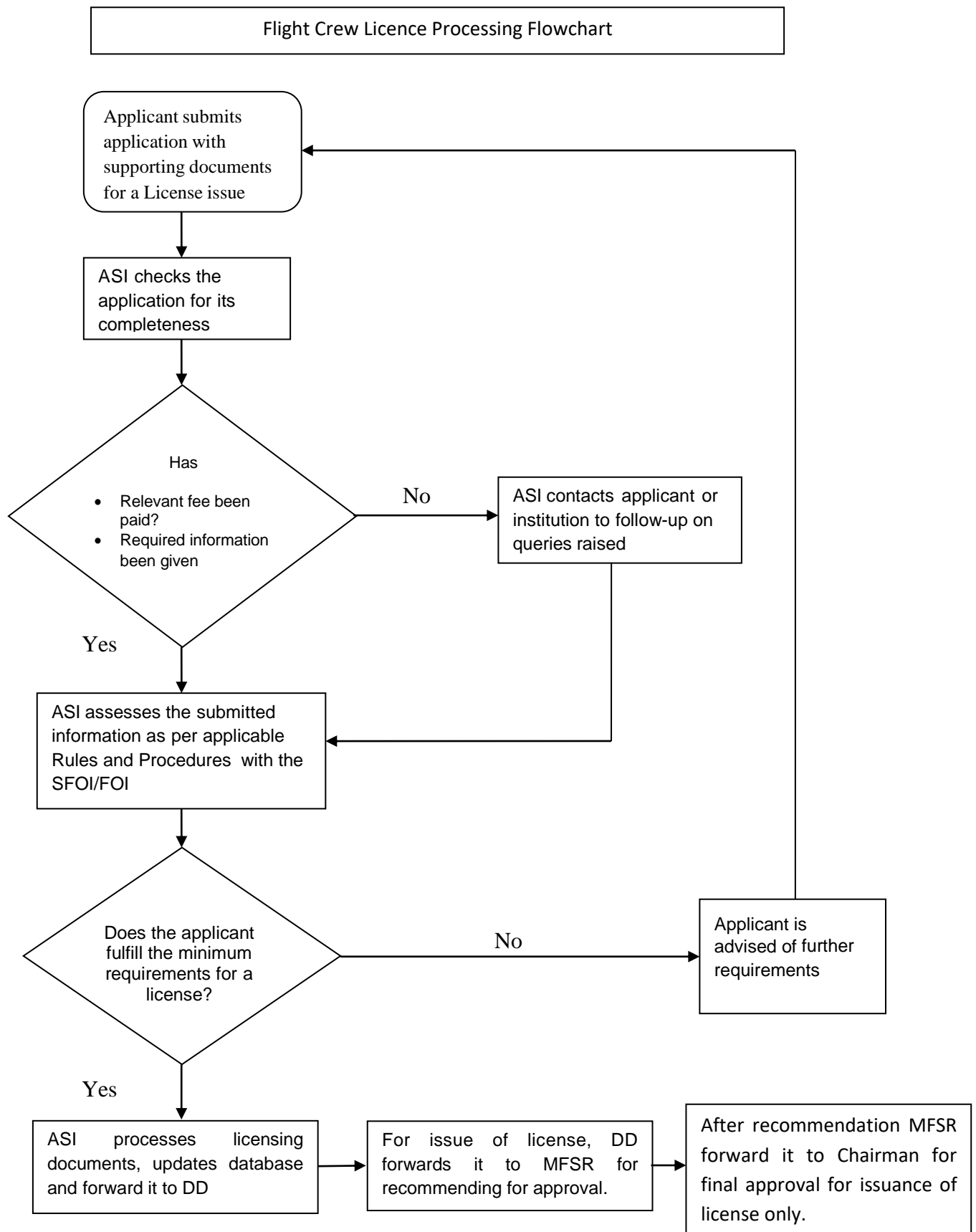
- i) A completed application.
- ii) Two copies of a passport size photo with a white background.
- iii) Bio-data.
- iv) Photocopy of Passport.
- v) Photocopy of valid License.
- vi) Photocopy of Instructor/Examiner Authorization (if applicable).

- vii) Photocopy of Medical Certificate.
- viii) Photocopy of latest PPC (on Type).
- ix) Photocopy of Logbook (Last Four page).
- x) Result of knowledge test.
- xi) Appointment Letter.
- xii) E-visa/Work Permit.
- xiii) License Authentication Letter (by CAAB internal).
- xiv) Fees (As per CAAB Circular).

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13.8 Flowchart:



Chapter 14

Validation of Foreign AME License

14.1 General

14.1.1 The Rule 43 of the CARs, 1984, has the provision of validating the licenses issued by the competent authority of other contracting State which is in conformity with at least the minimum conditions required under Annex 1.

14.1.2 This procedure prescribes the requirements regarding issue of Certificate of Validation to the personnel holding foreign AME licenses issued by a contracting State of ICAO and who have been employed by an Aircraft Maintenance Organization of Bangladesh and are required to exercise privileges of their type rated AME license for certification of maintenance tasks to be performed on aircraft registered in Bangladesh.

14.2 Definitions

14.2.1 For the purpose of this procedure, the definitions as mentioned under the Rules 2, 183 and 234 of the Civil Aviation Rules, 1984 shall apply.

14.3 General Procedures

14.3.1 The license shall be valid with current ratings on the type of aircraft registered in Bangladesh.

14.3.2 The AME shall be proficient to communicate in English language and should be capable of understanding all required manuals Aircraft Maintenance Manual (AMM), Minimum Equipment List (MEL) and Work Cards of the Operator.

14.3.3 The validation of foreign AME license shall stand cancelled if the holder of foreign AME license discontinues his employment with the Bangladeshi operator who sponsored his validation. The certificate of validation shall stand automatically cancelled in case of joining another Bangladeshi Operator without proper release certificate or No Objection Certificate (NOC) from the operator who sponsored for the current Certificate of Validation. In such cases no fresh Certificate of Validation shall be issued in respect of the AME until a lapse of 6 (six) months from the date of cancellation.

14.3.4 The validation of the foreign license shall also be subject to the requirements/conditions stipulated by the contracting State who has issued the license.

- 14.3.5** The validation of the foreign license shall be subject to the provisions of Rule 10 of the CARs, 1984 and can be suspended or cancelled under the said rule, as in the case of Bangladeshi licenses.

14.4 Issue Of Certificate Of Validation

14.4.1 Submission of Documents by the operator/AMO:

The Bangladeshi AMO has to submit an application form along with the following documents:

- (a) Copy of the valid AME license in English text showing scope of the certification privileges.
- (b) Photocopy of the applicant's passport.
- (c) Examination Certificate in Module 10 of ANO (AW) Part-66.
- (d) Medical Fitness Certificate in accordance with the rule 51(2) of the CAR'84 in respect of the license holder.
- (e) Copy of the permission of BOI (Board of Investment).
- (f) Photocopy of the contract/appointment letter issued by the AMO in Bangladesh.
- (g) Logbook or equivalent document showing that during the last 24 (twenty four) months from the date of application, the applicant has been engaged for periods totaling at least (6) six months on work affording experience on the category and type of aircraft for which the Certificate of Validation is sought.

- 14.4.2** The original documents i.e. license, medical fitness certificate, log books for assessing the practical (as applicable) etc. would be examined by CAAB.

14.4.3 Conformity check of license as per ICAO Annex-1:

- (a) CAAB will check the conformity of the license as per following specifications:
- I) Name of State (in bold type).
 - II) Title of license (in vary bold type).
 - III) Serial number of the license, in Arabic numerals, given by the authority issuing the license.
 - IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman).
 - V) Date of birth.
 - VI) Address of holder if desired by the State.
 - VII) Nationality of holder.
 - VIII) Signature of holder.
 - IX) Authority and, where necessary, conditions under which the license is issued.
 - X) Certification concerning validity and authorization for holder to exercise privileges appropriate to license.
 - XI) Signature of officer issuing the license and the date of such issue.
 - XII) Seal or stamp of authority issuing the license.

XIII) Ratings, e.g. category, class, type of aircraft, airframe, engine, avionics etc.

XIV) Any other details desired by the state issuing the license.

XV) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, and other information required in pursuance to Article 39 of the Chicago Convention.

- (b) When licenses are issued in a language other than English, the license shall include an English translation of at least items I),II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, authorizations issued in accordance with Annex 1, 1.2.2.1 shall include an English translation of the name of the State issuing the authorization, the limit of validity of the authorization and any restriction or limitation that may be established.

14.4.4 Authentication of License

CAAB will make an authentication of the License as per attached form and contact the license issuing authority for authentication of license before granting Certificate of Validation.

14.4.5 Issuance of Certificate of validation

After successful completion of abovementioned (4.1 to 4.4) step, CAAB will issue the Certificate of Validation in favor of the applicant foreign AME. During issuance of Certificate of Validation, issuing officer will ensure the validity of the Certificate of Validation will not go beyond the period of validity of the original license. The Certificate of validation ceases to be valid if the license upon which it was issued is revoked or suspended.

14.5 Privileges Of Certificate Of Validation

Privileges of the validation will be in accordance with privileges of the License issued by the contracting state and such other conditions that may be imposed by the Chairman. Certification of Validation issued by CAAB shall not authorize AMEs to perform maintenance unless approved AMO issues Company Authorization based on the company manual.

14.6 Entry Into Effect

The requirements will be effective immediate from the date of issuance of this in the Airworthiness Procedure Manual.

AWS-53

ISSUE-1

APPLICATION FOR VALIDATION OF FOREIGN AWE LICENCE1. APPLICANT

AMO Approval
Reference

Contact Person

Telephone

Email

2. FOREIGN LICENCE DETAILS

Name:

Nationality

Licence #

Expiry Date

Licence Issuing Authority

Type Ratings Held

3. PRIVILEGES REQUESTED

Base/Line/Cat A

1. SUMMARY OF EXPERIENCE

PERIOD

COMPANY

AIRCRAFT TYPE

DESCRIPTION OF WORK

2. CHECKLIST			
1	Licence Copy		<input type="checkbox"/>
2	Passport Copy		<input type="checkbox"/>
3	Examination Certificate in Module 10 of Part-66		<input type="checkbox"/>
4	Medical Fitness Certificate		<input type="checkbox"/>
5	Permission from the Board of Investment		<input type="checkbox"/>
6	Appointment Letter issued by Bangladeshi AMO		<input type="checkbox"/>
7	Experience Record		<input type="checkbox"/>
8	Training Plan and full reason for requesting validation		<input type="checkbox"/>
3. DECLARATION			
I declare that the foregoing particulars and answers are true in every respect.			
Nominator		Signature	
Date			
4. CHARGES			
Fee of Taka:..... In words: Bank details:..... Receipt No: Date:			

AWS-52

ISSUE-1

AUTHENTICATION OF LICENSE

In accordance with the provision of ICAO Annex-1 for the purpose of Validation, the particulars of the applicant's license should be verified from the issuing state. For this purpose the following details are required by Civil Aviation Authority, Bangladesh:

Issuing Authority Details	
State of Issue	
Issuing Authority	
Name of the Authorized Person	
Title of the Authorized Person	

We hereby certify the authenticity of the following license. We also confirm that there are no outstanding actions on the mentioned license and this license:

License Details			
Name of the license holder			
License type and number			
Date of issue of the license		License Expiry date	
Nationality of the holder			
Certification concerning validity and authorization for holder to exercise privileges appropriate to license			
Ratings, e.g. category, class, type of aircraft, airframe etc.			
Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, and other information required in pursuance to Article 39 of the Chicago Convention;			
Any other details desired by the State issuing the license			

Signature of the authorized person		Date	
Telephone number			
Fax No.		Stamp	
E-mal No.			

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Chapter-15

Aircraft Maintenance Licensing

15.1 Introduction

The objective of this PROCEDURE is to establish the general principles to be followed by CAAB:

- a) For initial issue of an aircraft maintenance license in accordance with ANO (AW) PART-66.
- b) To renew aircraft maintenance license in accordance with PART-66.
- c) To extend an existing ANO (AW) PART-66 license to include additional basic category or additional type ratings.
- d) To convert a ANO(AW) PART D license to ANO(AW) PART-66 license.
- e) To remove limitations from a ANO (AW) PART-66 license.
- f) To issue duplicate license for lost/stolen/damaged licenses.
- g) To issue license for name/address/nationality change.
- h) Revocation, suspension or limitation of the aircraft maintenance license.
- i) Upon application to do ANO (AW) PART-66 examination.
- j) Upon application to become a CAAB authorized logbook assessor.

For all cases from paragraphs (a) to (g), CAAB Form 19 should be used by the applicant, which is available at CAAB website.

For paragraph (i), CAAB Form 19E should be used by the applicant, which is available at CAAB website.

For paragraph (j), CAAB Form 19A should be used by the applicant, which is available at CAAB website.

When an application is made using the above three forms it shall be accompanied by an attested copy of National ID card (Bangladeshi only) or passport. Originals should be brought with the applicant for verification if the copies are not attested. Originals shall be handed over to the applicant immediately after verification.

In all cases except initial issue and duplicate license issue for lost and stolen licenses the applicant shall submit his/her current original aircraft maintenance license.

This PROCEDURE should be read in conjunction with ANO (AW) Part-66 Guidance Document and ANO (AW) PART-66.

This PROCEDURE has been accepted by the Chairman, CAAB.

15.2 Abbreviations/Terminology

AI	Airworthiness Inspector
ICAO	International Civil Aviation Organisation
CAAB	Civil Aviation Authority, Bangladesh
CAR'84	Civil Aviation Requirement's 1984
GD	ANO (AW) Part-66 Guidance Document
LWTR	License Without Type Rating
CAAB website	www.caab.gov.bd

15.3 References

PART-145 Approved Maintenance Organizations

PART-M Continuing Airworthiness

ANO (AW) PART-66 Maintenance Personnel Licensing

PART-147 Approved Maintenance Training Organizations

ICAO Annex 1 – Chapter 4.2

ANO(AW) Chapter-A.10 – Fees/Charges for Airworthiness Services

ANO (AW) Part-66 Guidance Document

15.4 Resources

- a) The number of staff must be appropriate to carry out the requirements as detailed in this procedure.
- b) AI involved in ANO (AW) PART-66 must have:
 - i. Practical experience and expertise in the application of aviation safety standards.
 - ii. Comprehensive knowledge of:
 - Relevant parts of CAR'84, ANOs.
 - ANO (AW) PART-66, ANO (AW) Part-66 Guidance Document, and CAAB Form 19, CAAB Form 26.
 - Airworthiness Procedure Manual.
 - The rights and obligations of an AI.
 - iii. Received training on ANO (AW) PART-66 where relevant, including its intended meaning and standard.
 - iv. Three years relevant work experience to work as an AI independently. This may include experience gained during training to obtain the qualification under (v).
 - v. Knowledge of maintenance standards.
- c) In addition to technical competency, AI's should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
- d) AI's should undergo continuation training that ensures the AI's remain competent to perform their allocated tasks.

15.5 Application For Initial Issue of ANO (AW) Part-66 License

15.5.1 Initiation Process

- (a) Interested applicants seeking Aircraft Maintenance Engineer's License (AME) shall submit their application via the form CAAB Form 19. Along with the application, the applicant shall pay the respective fees specified in ANO(AW) Chapter-A.10 in the designated account of Civil Aviation Authority, Bangladesh.

Note: For foreigners, the application can only be accepted if employed by a Bangladeshi AMO, maintaining Bangladeshi Registered aircraft.

- (b) Along with the fully completed application form, the applicant should supply the following documents to proceed with the application (Ref: Guidance Document for CAAB Form 19).

- The log book/other acceptable document (AMC-66.20(b)) showing details of practical experience. The log book is available on our website.
- Details of Type training and their certificates (PART-147 Format as specified in PART-147 Appendix III), on the type of aircraft requested to be endorsed.
- Details of any PART-147 training or other technical training completed with the transcript (PART-147 format). Refer ANO (AW) Part-66 Guidance Document Chapter 11.
- Air Law (ANO (AW) Part-66 Module 10 or Part Module 10– Aviation Legislation) pass.
- Copy of attested National ID or Passport (foreigners only). If copy is not attested verify by comparing with the original.

The Summary of supporting documents required with the application.

Application	Passport for foreigners and National ID for Bangladeshis	ANO (AW) Existing Part-D/PART-66 Licence(s)/Foreign license	Copy of Exam Module Results	Certified Copies of Course Completion Certificates (Part-147)	Change of Name/Nationality deed	Certified copies of worksheets or logbook	Air Law (Module 10/Part/Module-Air Leg)
Initial Issue	✓		✓	✓		✓	✓
Part- D to ANO (AW) PART-66 Conversion		✓	✓	✓			
Inclusion of another Category	✓	✓	✓	✓		✓	
Type Rating	✓	✓		✓		✓	
Removal of Limitation (Type)	✓	✓		✓		✓	
Removal of Limitation (Basic)	✓	✓	✓			✓	
Change of Name/Nationality	✓	✓			✓		
Duplicate License Request	✓						
Renewal of License	✓	✓					

- c) Failure to provide the above documents will invalidate their application.
- d) The respective Airworthiness Inspector should inform the applicant about incomplete application and its justification via a letter.

15.5.2 Actions Required

- a) Upon receipt of the application form, fee and the respective documents, the airworthiness inspector should evaluate the form for completeness. If the application was found to be incomplete, return the application. Or if it is a minor incompleteness ask the applicant to make the application complete before a given date if not return the full application.
- b) Complete the tracking form in Appendix II as the following steps are carried out. For log book assessor applications use the tracking form in Appendix IV.
- c) Knowledge requirement: The AI shall verify an applicant's examination status and/or confirm the validity of any credits to ensure that all required modules of ANO (AW) PART-66 Chapter 3, Appendix 1 have been met. A candidate must complete all required written and/or oral examinations within 10 years of their first pass. Passes falling outside that time limit will lapse. The papers can be attempted in any order (Ref: ANO (AW) PART-66 Appendix II, 1.11 & 1.12). ANO (AW) PART D Airworthiness Legislation does not have an expiry date and hence recognized as a protected right.
- d) Check whether the applicant meets the requirements of the category applied for as given below:

ANO (AW) PART-66.30 & AMC 66.30 or following sections of ANO (AW) Part-66 Guidance Document

- a) For category A see Chapter 3
- b) For category B1 see Chapter 4
- c) For category B3 see Chapter 5
- d) For category B2 see Chapter 6
- e) For category C see Chapter 7

Training	A, B1.2, B1.4 & B3	B2, B1.1 & B1.3
No Training	3 Years	5 Years
Skilled Worker	2 Years	3 Years
(ANO(AW) PART-147	1 Year	2 Years

C category	
Large Aircraft	3 years experience exercising B1.1, B1.3 or B2 privileges on large aircraft or as ANO(AW) PART -145 B1.1, B1.3 or B2 support staff, or a combination of both.
	5 years experience exercising B1.2 or B1.4 privileges on large aircraft or as ANO(AW) PART -145 B1.2 or B1.4 support staff, or a combination of both.
Non-Large Aircraft	3 years experience exercising B1 or B2 privileges on non-large aircraft or as ANO(AW) PART -145 B1 or B2 support staff, or a combination of both.
Academic Route	3 years of maintenance experience including 6 months of observation of base maintenance

Note: A list of tasks required for the issuance of basic license is given in the AME's log book section.

- e) **Non-Civil Experience:** Applicants claiming credit against the ANO (AW) PART-66.30(a) total experience requirement by virtue of ANO (AW) PART-66.30(d) non-civil aircraft maintenance experience may only be granted such credit where the CAAB has recognized such non-civil aircraft maintenance experience. The CAAB in recognizing non-civil aircraft maintenance experience will have specified who within the non-civil environment may make a statement that the applicant has met relevant maintenance experience. The applicant should include a detailed statement of such maintenance experience signed by the non-civil maintenance authority in accordance with the conditions specified in the CAAB's letter of recognition.
- f) **Additional experience:** For category A the additional experience of civil aircraft maintenance should be a minimum of 6 months. For category B1 or B2 the additional experience of civil aircraft maintenance should be a minimum of 12 months. (Ref: ANO (AW) PART-66.30(e) and AMC 66.30(e).
- g) **Recent Experience:** For all applicants, at least one year of the required experience must be recent maintenance experience on aircraft of the category/subcategory for which the initial aircraft maintenance license is sought. For subsequent category/subcategory additions to an existing aircraft maintenance license, the additional recent maintenance experience required may be less than one year, but must be at least three months. The required experience must be dependent upon the difference between the license category/subcategory held and applied for. Such additional experience must be typical of the new license category/subcategory sought. (Ref: ANO (AW) PART-66.30).
- h) To be considered as recent experience; at least 50% of the required 12 month experience should be gained within the 12 month period prior to the date of application for the PART- 66 aircraft maintenance license. The remainder of the experience should have been gained within the 7 year period prior to application. It must be noted that the rest of the basic experience required by 66.A.30 must be obtained within the 10 years prior to the application as required by 66.A.30(f).
- i) The AI should check that the experience record satisfies above paragraphs in terms of content and the countersigning signature.
- j) **For inclusion of type ratings** see ANO (AW) PART-66.45 & ANO (AW) Part-66 Guidance Document Chapter 9. Aircraft type practical experience list of tasks are given in ANO (AW) PART-66 appendix II of AMC and also in AME log book.

- k) **Manufacturer Sub-Group Ratings** may be granted after complying with the type rating requirement of two aircraft types representative of the group from the same manufacturer. (Ref: ANO (AW) PART-66.45, AMC-66.45, GM-66.45 & ANO (AW) Part-66 Guidance Document Chapter 9)
- l) Full Group Ratings may be granted after complying with the type rating requirement of three aircraft representative of the group from different manufacturers. (Ref: ANO (AW) PART-66.45, AMC-66.45, GM-66.45 & ANO (AW) Part-66 Guidance Document Chapter 9). No full group rating may be granted to B1 multiple turbine engine aeroplanes, where only manufacturer group rating applies.

Appendix VI summarizes the type training requirement for each category.

- m) Where the maintenance organization approved under PART-145 conducts the practical training, it must confirm to the CAAB that the trainee has been assessed and has successfully completed the practical elements of type training course to satisfy the requirements of ANO (AW) PART-66.45. The CAAB is required to agree how the practical elements are assessed, for example under a procedure as agreed by the CAAB or on a case by case basis.
- n) The CAAB present policy does not intend to authorize any ANO (AW) PART-145 approved maintenance organization to carryout licensing activity on behalf of CAAB.
- o) For foreign license holders see ANO (AW) Chapter D.6.

15.5.3 Issuance of License

- a) Once the application is approved after checking compliance with the regulatory requirements in accordance with the 2.2 of this PROCEDURE, the applicant may be issued with a ANO (AW) PART-66 License for a period of five years.
- b) Update the applicants file with the personal and license details of the applicant and endorse inspector stamp on the relevant portion of the file. AME license number, for initial issuance, will be numerical number available in the AELD file register unless in the case of a license converted from ANO (AW) PART D license, in which case the original number shall be used.
- c) The License format is available to each AI. The license format shall not be altered without approval of the Chairman, CAAB. Aircraft type endorsement shall be used according to the standard codes contained in Appendix I of Chapter 4 of ANO (AW) Part.

- d) Prior to issuing AME License, the AI should make sure that the applicant signs of the license book. The license holder should sign the license in ink. A copy of this signed license shall be filed in the applicant's folder.
- e) Any document regarding the License of the applicant, for example, **Signed** license copies, application form, NID/PP copy, CV, Logbook copy, certificates/transcripts, employer letters...etc should be filed in the applicant's file. Any documents received pertaining to the applicant after the AME License issued shall be filed in the applicant's file.

15.6 Converting Part-D License to ANO (AW) Part-66 License

An ANO (AW) PART D license will be converted to a ANO (AW) PART-66 license with or without limitations reflecting the scope of the ANO (AW) PART D license held. This is known as conversion of Protected Rights. There are two instances where there will be a conversion. They are:

- Renewal of a ANO (AW) PART D license after the effective date of ANO (AW) PART-66.
- Applicant request to convert a ANO (AW) PART D license to a ANO (AW) PART-66 license even though the existing license is not close to expiry date.

In all cases of conversion the original license number will be retained and used as the license number for the new ANO (AW) PART-66 license issued. This is for license history tracking purpose.

See ANO (AW) Part-66 Guidance Document Chapter 2, Appendix A for conversion tables with limitations.

Refer to the table in Para 2.1 (b) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b)2 to 2.3 (e) before issue of a converted license.

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

15.6.1 Qualifications giving protected rights

See ANO (AW) Part-66 Guidance Document Chapter 2.1

15.6.2 Conversion of ANO (AW) PART D LWTR to PART-66 basic license

See ANO (AW) Part-66 Guidance Document Chapter 2.2

15.6.3 Conversion of ANO (AW) PART D type ratings to PART-66 license

See ANO (AW) Part-66 Guidance Document Chapter 2.3

15.6.4 Protected rights to category C

Note: Category C will not have limitations.

See ANO (AW) Part-66 Guidance Document Chapter 2.4

15.6.5 Limitations on a converted license

See ANO (AW) Part-66 Guidance Document Chapter 2.5

15.7 Removal of Limitations

Limitations maybe removed from a basic license or a license with type ratings. Limitations maybe removed during conversion to a PART-66 license or after conversion to a ANO (AW) PART-66 license.

Refer to the table in Para 2.1 (b) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations.

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

15.7.1 Removing limitations from a basic license

See ANO (AW) Part-66 Guidance Document Chapter 2.6

15.7.2 Converting to a non-restricted (without limitations) basic category license

See ANO (AW) Part-66 Guidance Document Chapter 2.7

15.7.3 Removing limitations from a type rating

See ANO (AW) Part-66 Guidance Document Chapter 2.8

15.8 Extension of License privileges to include another category

ANO (AW) PART-66 often requires different levels of knowledge for the different category and sub-category licenses. In order to extend a license to include another category or sub-category, additional training and/or examinations may be required.

Refer to the table in Para 2.1 (b) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

15.8.1 Examination requirements

See ANO (AW) Part-66 Guidance Document Chapter 8

15.8.2 Experience requirements

See ANO (AW) Part-66 Guidance Document Chapter 8

15.9 Renewal of Licenses

Refer to the table in Para 2.1 (c) to check the completeness of the application. Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations

For all cases, complete the checklist (tracking form) in Appendix III.

15.9.1 Renewal of ANO (AW) PART D license

An application for renewal of ANO (AW) PART D license shall be taken as a conversion to ANO (AW) PART-66 license. See section 3 of this PROCEDURE for conversion.

If the application was made after the expiry of ANO (AW) PART D license refer Appendix B to Chapter 10 of ANO (AW) Part-66 Guidance Document.

15.9.2 Renewal of ANO (AW) PART-66 license

- a) The holder of an aircraft maintenance license shall complete the relevant parts of CAAB Form 19 and submit it with the holder's copy of the license to the CAAB not more than 60 days before the expiry, unless the Approved Maintenance Organization has a procedure in its exposition whereby such organization may submit the necessary documentation on behalf of the aircraft maintenance license holder (Refer ANO (AW) Part-66 Guidance Document Chapter 1).
- b) The AI shall compare the holder's aircraft maintenance license with the applicants file at the CAAB and verify any pending revocation, suspension or variation action pursuant to Chapter 7 of this PROCEDURE. If the documents are identical and no action is pending pursuant to Chapter 7 of this PROCEDURE, the holder's copy shall be renewed for five years and the file endorsed accordingly.
- c) If the application for renewal of ANO (AW) PART-66 was made after the expiry the same renewal procedure applies since the license alone does not grant the certification privileges and it is the responsibility of the maintenance organization to check if the applicant has recent experience before issuing certification privileges.
- d) If the applicant's file is different from the aircraft maintenance license held by the license holder:
 - The AI shall investigate the reasons for such differences and may choose not to renew the aircraft maintenance license.
 - The AI shall inform both the license holder and any known PART-145 or PART-M approved maintenance organization affected of such fact and shall, if necessary, take action under paragraph Chapter 7 of this PROCEDURE to revoke, suspend or amend the license in question.

- e) The AI will not be carrying out any investigation to ensure that the license holder is in current maintenance practice as this is a matter for the maintenance organization approved under PART-145 in ensuring validity of the PART-145 certification authorization. For the purpose of ensuring the continued validity of the certification privileges the AI may, when periodically reviewing the organizations in accordance with PART-145 PROCEDURE, or during on the spot checks, request the license holder for documentary evidence of compliance with ANO (AW) PART-66.20(b) when exercising certification privileges.

15.10 Revocation, Suspension or Limitation of The Aircraft Maintenance License

The CAAB shall suspend, limit or revoke the aircraft maintenance license where it has identified a safety issue or if it has clear evidence that the person has carried out or been involved in one or more of the following activities:

1. Obtaining the aircraft maintenance license and/or the certification privileges by falsification of submitted documentary evidence.
2. Failing to carry out requested maintenance combined with failure to report such fact to the organization or person who requested the maintenance.
3. Failing to carry out required maintenance resulting from own inspection combined with failure to report such fact to the organization or person for whom the maintenance was intended to be carried out.
4. Negligent maintenance.
5. Falsification of the maintenance record.
6. Issuing a certificate of release to service knowing that the maintenance specified on the certificate of release to service has not been carried out or without verifying that such maintenance has been carried out.
7. Carrying out maintenance or issuing a certificate of release to service when adversely affected by alcohol or drugs.
8. Issuing certificate of release to service while not in compliance with ANO (AW) PART-66.
9. Update the applicants file at CAAB, endorse inspector stamp on the relevant portion of the file after an action is taken.

15.11 Issuing Duplicate License for Lost/Stolen/Damaged Licenses

Refer to the table in Para 2.1 (c) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paragraphs 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations for all cases, complete the checklist (tracking form) specified in 2.2 (b).

- a) The application form should be accompanied with a letter stating whether the renewal is due to a lost, stolen or damaged license and it should explain the incident. In case of lost or stolen licenses, a police report should be submitted depending on the circumstances. The damaged license should be submitted if the renewal is to replace a damaged license.
- b) The inspector should review the application and history of the applicant to check for similar incidents (lost, stolen or damaged) and the expiry of the said license.
- c) If the application was made before the expiry date of the previous license issued then it may be renewed with same expiry date.

See ANO (AW) Part-66 Guidance Document Chapter 1.14

15.12 Issuing License for Name/Address/Nationality change

15.12.1 Change of address

See ANO (AW) Part-66 Guidance Document Chapter 1

15.12.2 Change of name

See ANO (AW) Part-66 Guidance Document Chapter 1.

15.12.3 Change of nationality

See ANO (AW) Part-66 Guidance Document Chapter 1.

Refer to the table in Para 2.1 (c) to check the completeness of the application.

Payment should be made as per 2.1 (a).

Repeat steps in paras 2.3 (b) to 2.3 (e) before issue of a license after removal of limitations.

For all cases, complete the checklist (tracking form) specified in 2.2 (b).

15.13 Caab Authorized Logbook Assessor Application

There are two type of logbook assessor.

15.13.1 ANO (AW) PART-145 & ANO (AW) PART-147 logbook assessor

The Assessor will be nominated by the ANO (AW) PART-145 or ANO (AW) PART-147 organization by virtue of holding a supervisory or management position within the approved organization. In this case the CAAB would expect the nominated person or persons to be included in that organization's exposition. This will allow the person or persons of that organization to act as an Assessor for that organization for the duration of that organization's ANO (AW) PART-145 or ANO (AW) PART-147 approval or whilst they remain in the employ of that organization.

15.13.2 CAAB Authorized Assessor

The Assessor will be a senior licensed aircraft maintenance engineer whose licence coverage encompasses that for which the application is being made or the Assessor will be a person with acceptable experience who holds or who has held a senior position in an approved aircraft maintenance organization. In this case an application will need to be made to the CAAB on CAAB Form 19A, which can be downloaded from CAAB web site. A letter of approval will be issued to the CAAB Authorized Assessor and will be valid for two years. After this period the Assessor must re-apply.

A file should be made on the applicants name and all his details should be kept up-to-date on his file. This includes the application, supporting documents and all correspondences.

Complete the checklist given in Appendix IV.

See ANO (AW) Part-66 Guidance Document Section 1.11

15.14 Record-Keeping

- a) The CAAB shall establish a system of record-keeping that allows adequate traceability of the process to issue, revalidate, amend, suspend or revoke each aircraft maintenance license.
- b) The records for the oversight of the ANO (AW) PART-66 shall include:
 - 1. The application for an aircraft maintenance license or change to that license, including all supporting documentation;
 - 2. A copy of the aircraft maintenance license including any changes;
 - 3. Copies of all relevant correspondence;
 - 4. Details of any exemption and enforcement actions;
 - 5. Any report from other competent authorities relating to the aircraft maintenance licence holder;
 - 6. Records of examinations conducted by the CAAB;
 - 7. Aircraft maintenance license conversion reports;

8. Examination credit reports.
 9. The application for a CAAB authorized logbook assessor, including all supporting documentation;
 10. The application for AME written examination, including all supporting documentation;
- c) All the above records shall be kept in the applicant's file at CAAB. Whenever a license is issued, renewed, varied or converted, relevant portion of the individual AME file shall be updated signed by respective AI. All the file shall be secure and password protected.
- d) Records referred to in paragraph (b), 1. to 5. shall be kept at least **five years** after the end of the licence validity.
- e) Records referred to in paragraph (b), 6. shall be kept at least **five years**.
- f) Records referred to in paragraph (b), 7. and 8. shall be kept for an **unlimited period**.
- g) Records flagged for destruction must be shredded or burned. They must not be thrown out in the general rubbish.
- h) All documents and information received and held by CAAB related to the licensing, AME written examination and CAAB authorized assessor application which originates from the License Holder/Applicant or a third party are subject to protection from disclosure in accordance with CAR and these internal working procedures. Access to the files must be restricted to AELD personnel.

15.15 Exemptions

All exemptions granted in accordance shall be recorded and retained by the CAAB. This record shall be recorded in the Exemption register and filled in the relevant file (personal file & exemption file).

APPENDIX I - AIRCRAFT TYPE RATINGS FOR ANO (AW) PART-66 AML

Refer to the list in Appendix 1 of Chapter 4 of ANO (AW) Part-66.

APPENDIX II - ANO (AW) PART-66 License Application Tracking form

Name of Applicant:			Applicant's Organization		
Address of Applicant:			Nationality		Date
Basic: Yes/No		Category: _____	Type Rating:	_____	
1	Is CAAB Form 19 completed and correct?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2	Have the fees been paid as per ANO (AW) CHAPTER A.10?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3a	Does the applicant hold a valid license ? An attested copy submitted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3b	Does the AMEL expire for a period less than 24 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3c	Does the AMEL expire for a period more than 24 months but less than 48 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3d	Does the AMEL expire for a period more than 48 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4	Category of License_____, Type Rating_____?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5	Copy of passport/National ID card submitted and verified (if not attested)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6	If the applicant is a foreigner, is he/she employed by an AMO? Was the application made by the AMO on behalf of the applicant? (GD:1.7)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7	Is there <u>NO</u> pending revocation, suspension or variation action pursuant to chapter 7 of this PROCEDURE?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Knowledge Requirements					
8	Has the applicant met the knowledge requirements given in 2.2 of PROCEDURE?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
9	Has the applicant submitted the Modules or Part Modules completion certificates (ANO(AW) PART-147 format) ? Verified (if required)? Refer GD 11.12.1		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
10	If examination credits claimed, has applicant submitted the		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

	Degree/Master's course completion certificate and transcript?	
11	Qualification assessed before giving examination credit (accredited certificate)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12	Has the applicant submitted type training certificates (theoretical element)? Are they attested or verified? Refer GD 11.12.1 Or Has the applicant pass in the type examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13	Has the applicant submitted type training certificates (Practical element)? Are they attested or verified? Refer GD 11.12.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14	Has the applicant met the OJT requirements for the issue of type? Refer to OJT compliance report (Type Rating) as mentioned in section 3 of AME Logbook	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Experience		
15	Has the applicant submitted the logbook to check for experience requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16	Has the applicant met the practical experience requirements as given in 2.2 of PROCEDURE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17	Are the maintenance experience are broad based? Refer to section 3 of AME Logbook Summary of Experience (Basic category)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18	Has the experience been completed within last 10 years from the date of application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19	Has the recency of experience been met? 50% of the 12 month experience are completed 1 year from the date of application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20	Remaining 50% of the 12m experience are completed within the last 7 years	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
21	Has the applicant met the experience requirements for the issue of type? Circle the % of task completed as per Appendix II of AMC 50%, 30%,20%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
22	Has the applicant met the demonstration of practical experience for the issue of type on _____?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23	Item 14 to 22 has been verified by another inspector.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24	No exemptions given. If, yes, follow exemption issuing PROCEDURE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25	Has the applicant passed Module 10 – Aviation Legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

26	Has the applicant met the Group Rating Qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
27	Is the application successful? License prepared? Category: Type: Limitation: Withdraw of Limitation: Manufacturer Group Rating: Sub Group Rating : Full Group Rating:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
28	Is the license verified by another inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
29	Has a file been opened in applicant's name. If not a new file is opened?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
30	Copies of all licensing docs including the license copy kept the applicant's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
31	AME file updated and inspector stamped endorsed on the file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
32	Has the License been signed in ink by the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
33	Has a copy of signed license been filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
34	Has the applicant signed in the "License"? License issued to the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
35	All the documents filed in the applicant's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Reviewing Inspector:		Sign
Verified by:		Sign

APPENDIX III – License Renewal Application Tracking form

Name of Applicant:		Applicant's Organization			
Address of Applicant:		Nationality		Date	
1	CAAB Form 19 completed and correct	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
2	Fees paid with application as per ANO(AW) A.10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
3	Original current AME licenses submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
4	Attested copy of passport/National ID card submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
5	If not attested, passport/National ID card originals submitted for verification by CAAB, then after verification the originals returned immediately	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
6	The submitted license compared with the applicants file at the CAAB check whether both are identical and to verify any pending suspension or variation action pursuant to Chapter 7 of	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

	this Procedure	
7	When checked as in paragraph 6 of this checklist, there is no pending revocation, suspension or variation action pursuant to chapter 7 of this PROCEDURE?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8	When checked as in paragraph 6 of this checklist, is the applicant's file at CAAB same as the AML held (submitted) by the license holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9	When checked as in paragraph 6 of this checklist, if the applicant's file is different from the aircraft maintenance license held by the license holder, then 6.2.3 of this PROCEDURE followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10	No exemptions given? If, yes, follow exemption issuing PROCEDURE	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11	If the application failed, applicant informed regarding reason for application failure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12	Copies of all licensing docs including the license copy kept the applicant's file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13	Update and AME file	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14	Applicant/recipient signed on " LICENSE " book	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15	License handed over to the applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16	License signed in ink by the applicant at the time of issue and file a copy of signed license.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17	Filed all the documents in the applicants personal file	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18	Hole punched on the old license	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19	All the pages on old license stamped "CANCELLED"	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Reviewing Inspector:		Sign
Verified by:		Sign

APPENDIX IV - CAAB Authorized Logbook Assessor Application Tracking form

Name of Applicant:			Applicant's Organization		
Address of Applicant:			Nationality		Date
1	CAAB Form 19A completed and correct		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2	Attested copy of passport/National ID card submitted		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3	If not attested, passport/National ID card originals submitted for verification by CAAB, then after verification the originals returned immediately		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4	Attested copy of the foreign AME licenses, if held from other regulatory authorities, submitted		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5	Copy of the foreign AME licenses, if submitted, verified		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6	Copy of the CAAB AME licenses held submitted		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7	Sufficient work experience and responsibilities held		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
8	If successful, letter of CAAB authorization as logbook assessor handed over/sent to the applicant or his organization		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
9	File all the documents (if a new applicant, a file should be opened)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Reviewing Inspector:				Sign	
Verified by:				Sign	

APPENDIX V – Change of address/Name/Nationality Tracking form

Name of Applicant:			Applicant's Organization		
Address of Applicant:			Nationality		Date
1	CAAB Form 19 submitted and all required information included? For change of address a letter/fax should be submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2	New Permanent address/Name/Nationality included?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3	Documents to support the change submitted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4	Verify the supporting documents submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5	Attested copy of passport/National ID card submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
6	If not attested, passport/National ID card originals submitted for verification by CAAB, then after verification the originals returned immediately		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7	Original AME License submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
8	The submitted license compared with the applicants file at the CAAB to check whether both are identical and to verify any pending revocation, suspension or variation action.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
9	If the application failed, applicant informed regarding reason for application failure		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
10	If the application is acceptable, amend the license as required.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
11	AME License File updated.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
12	License signed by the applicant and file a signed copy.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
13	Applicant/recipient signed on "Aircraft Maintenance Engineer License" book and License handed over to the applicant.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
14	File all the documents in the applicant's personal file.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
15	Hole punched on the old license		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
16	All the pages on old license stamped "CANCELLED"		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Reviewing Inspector:				Sign	
Verified by:				Sign	

APPENDIX VI: Aircraft rating requirements

Aircraft Groups	B1/B3 licence	B2 licence	C licence
<p><u>Group1</u></p> <ul style="list-style-type: none"> • Complex motor powered aircraft. • Multiple engine helicopters. • Aeroplanes certified above FL290. • Aircraft equipped with fly- by-wire. • Other aircraft defined by CAAB 	<p>(For B1)</p> <p>Individual TYPE RATING</p> <p>Type training: - Theory + examination - Practical + assessment PLUS OJT (for first aircraft in licence subcategory)</p>	<p>Individual TYPE RATING</p> <p>Type training: - Theory + examination - Practical + assessment PLUS OJT (for first aircraft in licence subcategory)</p>	<p>Individual TYPE RATING</p> <p>Type training:- Theory + Examination</p>
<p><u>Group 2</u></p> <p><u>Subgroups:</u></p> <p>2a: single turboprop aeroplanes (*)</p>	<p>(For B1.1, B1.3, B1.4)</p> <p>Individual TYPE RATING (type training + OJT) or (type examination + practical experience)</p>	<p>Individual TYPE RATING (type training + OJT) or (type examination + practical experience)</p>	<p>Individual TYPE RATING type training or type examination</p>

<p><u>2b:</u> single turbine-engine helicopters (*)</p> <p><u>2c:</u> single piston-engine helicopters (*)</p> <p>(*) Except those classified in Group 1.</p>	<p>FULL SUBGROUP RATING (type training + OJT) or (type examination + practical experience) on at least 3 aircraft representative of that subgroup</p>	<p>FULL SUBGROUP RATING based on demonstration of practical experience</p>	<p>FULL SUBGROUP RATING type training or type examination on at least 3 aircraft representative of that subgroup</p>
	<p>Manufacturer SUBGROUP RATING (type training + OJT) or (type examination + practical experience) on at least 2 aircraft representative of that manufacturer subgroup</p>	<p>Manufacturer SUBGROUP RATING based on demonstration of practical experience</p>	<p>Manufacturer SUBGROUP RATING type training or type examination on at least 2 aircraft representative of that manufacturer subgroup</p>

<p><u>Group3</u></p> <p>Piston engine aeroplanes (except those classified in Group1)</p>	<p align="center">(For B1.2)</p> <p>Individual TYPE RATING (type training + OJT) or (type examination + practical experience)</p> <p>Full GROUP 3 RATING based on demonstration of practical experience</p> <p>Limitations:</p> <ul style="list-style-type: none"> • Pressurized aeroplanes • Metal aeroplanes • Composite aeroplanes • Wooden aeroplanes • Metal tubing & fabric aeroplanes 	<p>Individual TYPE RATING (type training + OJT) or (type examination + practical experience)</p> <p>Full GROUP 3 RATING based on demonstration of appropriate experience</p>	<p>Individual TYPE RATING type training or type examination</p> <p>Full GROUP 3 RATING based on demonstration of practical experience</p>
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<p>Piston engine non-pressurized Aeroplanes of 2000 kg MTOM and below</p>	<p>(For B3)</p> <p>FULL RATING</p> <p>"Piston engine non-pressurized aeroplanes of 2000 kg MTOM & below"</p> <p>based on demonstration of practical experience</p> <p>Limitations:</p> <ul style="list-style-type: none"> • Metal aeroplanes • Composite aeroplanes • Wooden aeroplanes • Metal tubing & fabric aeroplanes 	<p>Not applicable</p>	<p>Not applicable</p>
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Chapter 16

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Chapter 17

Air Traffic Controller Licences and Ratings

17.1 Objectives: The objective of this chapter is to prescribe the requirements for the issue, renewal and re-issue of an air traffic controller licence and ratings.

17.2 Applicable Rules: Rule 21(14), 40 & 41 of CAR 84 and ANO (AT) A1

17.3 Air Traffic Controller Licence

Before issuing an Air Traffic Controller Licence, Chairman CAAB shall require the applicant to meet the following requirements including at least one of the ratings set out in rule 41 of CAR 84:

17.3.1 General requirements for the issue of Air Traffic Controller Licence.

- (a) **Age:** The applicant shall be not less than 21 years of age on the date of application
- (b) **Medical fitness:** The applicant shall hold Class 3 Medical Assessment CAR 84 Rules 51 and 54 shall be applicable
- (c) **Language proficiency:** The applicant has demonstrated proficiency in the language used for radiotelephony communications and, if different, in the English language to at least ICAO Operational Level (Level 4) in an approved oral language test.

17.3.2 Experience

The applicant shall have completed an approved Training Course and shall have rating in at least one of the ATC units.

17.3.3 Knowledge areas

The applicant shall have demonstrated a level of knowledge appropriate to the holder of an air traffic controller licence, in at least the following subjects:

- (1) **Air law**
 - a) Rules and regulations relevant to the air traffic controller :
- (2) **Air Traffic control equipment**
 - b) Principles, use and limitations of equipment Air traffic control equipment used in air traffic control ;
- (3) **General knowledge**
 - c) Principles of flight; principles of operation and functioning of aircraft, power plants and systems; aircraft performances relevant to air traffic control operations;

(4) Human performance

- d) Human performance including principles of threat and error management.

(5) Meteorology

- e) Aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;

(6) Navigation

- f) Principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and Operational procedures
- g) Air traffic control, communication, radiotelephony and phraseology procedures (routine, non-routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.

17.4 Validity of ATC licence:

The validity of ATC licence shall be 24 months from the date of issue subject to medical fitness and having current rating in at least one ATC unit.

17.5 Air Traffic Controller ratings

17.5.1 Categories of Air Traffic Controller Ratings-

Air traffic controller ratings shall comprise the following categories

- (a) Aerodrome control rating;
- (b) Approach control procedural rating;
- (d) Approach precision radar control rating;
- (e) Area control procedural rating; and

17.5.2 General requirements for air traffic controllers' ratings:

- A. Licence:** The applicant holds, or qualifies for the issuance of, a current air traffic controller licence, including a current endorsement for the language used for radiotelephony communications and, if different, for the English language.
- B. Knowledge:** The applicant has passed examinations, conducted by an ATO or a certified air traffic service organization, in the following subjects for:

- a) Aerodrome control rating:
 - 1) Aerodrome layout; physical
 - 2) Applicable rules, procedures and characteristics and visual aids;
 - 3) Airspace structure;
 - 4) Source of information;
 - 5) Air navigation facilities;
 - 6) Air traffic control equipment and its use;
 - 7) Terrain and prominent landmarks;
 - 8) Characteristics of air traffic;
 - 9) Weather phenomena; and
 - 10) Emergency and search and rescue plans.
- b) Approach and area control procedural ratings:
 - 1) Airspace structure;
 - 2) Applicable rules, procedures and source of information;
 - 3) Air navigation facilities;
 - 4) Air traffic control equipment and its use;
 - 5) Terrain and prominent landmarks;
 - 6) Characteristics of air traffic and traffic flow;
 - 7) Weather phenomena; and
 - 8) Emergency and search and rescue plans.
- c) Approach and area control surveillance ratings or an approach precision radar control rating:

The applicant has demonstrated a level of knowledge of the subjects specified in b) appropriate to the privileges granted to the holder of the rating sought and has passed examinations, conducted by an ATO or a certified air traffic service organization, in the following additional subjects:

- 1) Principles, use and limitations of radar, other surveillance systems and associated equipment, as applicable; and
- 2) procedures for the provision of approach and area ATS surveillance services, and approach precision radar control services, as appropriate, including procedures to ensure appropriate terrain clearance.

17.5.3 Experience:

17.5.3.1

- a) The applicant has satisfactorily completed an approved training course conducted by an ATO or a certified air traffic service organization;
- b) The applicant has satisfactorily provided under the supervision of an appropriately rated air traffic controller:
 - 1) For an aerodrome control rating: an aerodrome control service for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought; or
 - 2) For an approach control procedural, approach control surveillance, area control procedural or area control surveillance rating: the control service for which the rating is sought for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought; or
 - 3) For an approach precision radar control rating: not less than 200 precision approaches of which not more than 100 shall have been carried out on an approved radar simulator. Not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which the rating is sought;
- c) If the privileges of the approach control surveillance rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated approach radar controller; and
- d) The experience specified in ii) shall have been completed within the 6-month period immediately preceding application.

17.5.4 Skill: The applicant has demonstrated, at a level appropriate to the privileges being granted, the skill, judgment and performance required to provide a safe, orderly and expeditious control service.

17.5.5 Privileges: The holder of a current air traffic controller rating may:

- a) For an aerodrome control rating: provide and/or supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;
- b) For an approach control procedural rating: provide and/or supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service;
- c) For an approach control surveillance rating: provide and/or supervise the provision of approach control service with the use of applicable ATS surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service. Provided the rating holder has the experience specified in b) iii) above, the privileges include the provision of surveillance radar approaches;
- d) For an approach precision radar control rating: provide and/or supervise the provision of precision approach radar service at the aerodrome for which the licence holder is rated;
- e) For an area control procedural rating: provide and/or supervise the provision of area control service within the control area or portion thereof for which the licence holder is rated; and
- f) For an area control surveillance rating: provide and/or supervise the provision of area control service with the use of an ATS surveillance system within the control area or portion thereof, for which the licence holder is rated.

17.5.6 The holder of an air traffic controller licence and rating(s) may not provide instruction in an operational environment unless the holder holds a current air traffic service instructor rating.

17.5.7 Validity of ratings:

A rating shall become invalid when an Air Traffic Controller has ceased to exercise the privileges of the rating for a period exceeding 180 days and the rating shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

17.6 Initial issue of ATC licence

17.6.1 Procedures of issuing Initial ATC licence:

The following procedures shall be followed for issuing initial ATC licence:

- 1) After an ATCO is checked for 'SOLO' in an ATC unit and the Solo-check Board declares him/her fit for doing solo duty in that unit, SATO/ APM shall send the "Solo-check report" to Chairman, CAAB, attention Director (ATS & Aerodromes), for approval of "Rating".
- 2) Director (ATS & Aerodromes) shall forward the file to Chairman, CAAB, with his recommendation.
- 3) After the file is approved by Chairman, Director (ATS & Aerodromes) shall inform SATO/ APM in writing.
- 4) SATO/ APM shall inform the ATCO(s) to submit the application(s) within one month of getting the rating, with all relevant documents (Ref. 4.1.2 of this Manual).
- 5) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for issuance of ATC licence in favor of the ATCO(s).
- 6) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 7) On receipt of the application Director (FSR) shall process the issuance of the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the Directorate shall arrange the assessments.

17.6.2 Documents to be submitted for Initial ATC licence:

The following items shall be submitted for issuing initial ATC licence:

- 1) Duly filled Application form;
- 2) Certificate of completion of the appropriate and approved training course;
- 3) Rating Certificate(s);
- 4) Medical Assessment Certificate (if available);
- 5) Valid AELPT Certificate (if available);
- 6) Two stamp size colored photographs;
- 7) Receipt of payment of Fees and Charges.

17.7 Refusal of Application for ATC licence:

If the application for ATC licence is refused, the applicant shall be informed in writing outlining the reason(s) for such refusal.

17.8 Renewal of ATC licence:

17.8.1 Procedures of Renewal of ATC licence:

The following procedures shall be followed for irenewal of ATC licence:

- 1) ATCO(s) shall submit applications for renewal of an ATC licence at least 30 days before the date of expiry of the licence.
- 2) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for renewal of ATC licence in favor of the ATCO(s).
- 3) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 4) On receipt of the application Director (FSR) shall process the renewal of the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the Directorate shall arrange the assessments.

17.8.2 Conditions for renewal of ATC licence:

The following conditions shall be applicable for renewal of ATC licence:

- 1) The applicant shall hold at least one valid rating; and
- 2) He/she shall meet the medical fitness requirements as mentioned in 17.3.1(b)

17.8.3 Documents to be submitted for renewal of ATC licence:

The following documents shall be submitted for renewal of ATC licence:

- 1) Duly filled Application form;
- 2) Rating Certificate(s);
- 3) Medical Assessment Certificate (if available);
- 4) Valid AELPT Certificate (if available);
- 5) ATC licence;
- 6) Receipt of payment of Fees and Charges.

17.8.4 Refusal of Application for renewal of ATC licence:

If the application for renewal of ATC licence is refused, the applicant shall be informed in writing outlining the reason(s) for such refusal.

17.9 Endorsement of additional rating(s) in the ATC licence:

17.9.1 Procedures of endorsement of additional rating(s) in the ATC licence:

The following procedures shall be followed for endorsement in the ATC licence:

- 1) ATCO(s) shall submit applications for endorsement in an ATC licence within one month of getting the additional rating in an ATC unit.
- 2) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for endorsement in the ATC licence.
- 3) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 4) On receipt of the application Director (FSR) shall process the endorsement in the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the Directorate shall arrange the assessments.

17.9.2 Documents to be submitted for endorsement of additional rating(s) in the ATC licence:

For the endorsement of additional rating(s) in the ATC licence the following documents shall be submitted:

- 1) Duly filled Application form [APPENDIX –17A];
- 2) Additional Rating Certificate(s);
- 3) ATC licence;
- 4) Receipt of payment of Fees and Charges.

17.9.3 Refusal of Application for renewal of ATC licence:

If the application for endorsement of additional rating(s) in the ATC licence is refused, the applicant shall be informed in writing outlining the reason(s) for such refusal.

17.10 Replacement of ATC licence:

17.10.1 Reasons for replacement of ATC licence:

Replacement of ATC licence shall be made in the following cases:

- 1) Loss of the licence;
- 2) Damage of the licence;
- 3) Change of personal details;

17.10.2 Documents to be submitted for replacement of ATC licence:

For the replacement of ATC licence the following documents shall be submitted:

- 1) Duly filled Application form [APPENDIX –17A];
- 2) The damaged/ defaced ATC licence;
- 3) Two stamp size colored photographs;
- 4) Receipt of payment of Fees and Charges;

17.10.3 Procedures for replacement of ATC licence:

The following procedures shall be followed for replacement ATC licence:

- 1) ATC(s) shall submit applications for replacement of an ATC licence within one week of the occurrence of the reason(s) for replacement. In case of loss/theft of the licence, a copy of GD made in the concerned PS shall be attached with the application.
- 2) SATO/ APM shall forward the application to Chairman, CAAB, attention Director (ATS & Aerodromes), for replacement of the ATC licence.
- 3) Director (ATS & Aerodrome) after initial scrutiny shall forward the application to the Director (FSR) for further processing.
- 4) On receipt of the application Director (FSR) shall process the replacement in the licence. If the applicant does not have valid Medical Assessment Certificate and/ or AELPT Certificate, then appropriate sections of the

17.11 Fees and other charges relating to ATC licence:

The fee for the issue, renewal and replacing of ATC licences shall be Tk. 100/=Taka

17.11.1 The fees for initial issue, renewal, replacement, endorsement of ATC licenses shall be as follows:

- i) Initial issue: Tk.1000/= (One thousand);
- ii) Renewal: Tk.500/= (Five hundred);
- iii) Replacement: Tk.500/= (Five hundred);
- iv) Endorsement: Tk.300/= (Three hundred);

Note: Fees are exempted for CAAB Personnel.

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Chapter-18

Flight Operations Officer License (FOOL)

18.1 Objectives

The objective of this task is to determine if the applicant meets the requirements for the issue, renewal or re-issue of a Flight Operations Officer License (FOOL) as per rule 42 of CAR 84.

18.2 General:

- (a) An applicant shall, before being issued with a flight operations officer licence, meet such requirements in respect of age, knowledge, experience, skill, medical fitness and language proficiency as are specified for that licence.
- (b) An applicant shall for renewal or re-issue of a licence meet the requirements as are specified for that licence.
- (c) An applicant shall demonstrate the ability to read, write, speak, and understand the language of Bangladesh and English if required by the CAAB.

18.3 Requirements for the issue of Flight Operations Officer Licence

For the issuance of a flight operations officer licence, the applicant shall meet the following general requirements:

18.3.1 Age. The applicant for a flight operations officer licence shall be not less than 21 years of age.

18.3.2 Knowledge. The applicant for a flight operations officer licence shall receive and log training from an authorized instructor on following subjects appropriate to the privileges of the flight operations officer:

(1) Air Law:

- (i) Rules and regulations relevant to the holder of a flight operations officer licence; and
- (ii) Appropriate air traffic services practices and procedures.

(2) Aircraft general knowledge:

- (i) Principles of operation of aeroplane power plants, systems and instruments;
- (ii) Operating limitations of aeroplanes and power plants; and
- (iii) Minimum equipment list.

(3) Flight performance calculation, planning procedures and loading:

- i) Effects of loading and mass distribution on aircraft performance and flight characteristics; mass and balance calculations;
- (ii) Operational flight planning; fuel consumption and endurance calculations; alternate airport selection procedures; en-route cruise control; extended range operation;
- (iii) Preparation and filing of air traffic services flight plans; and
- (iv) Basic principles of computer-assisted planning systems.

(4) Human performance:

- (i) Human performance relevant to dispatch duties, including principles of threat and error management.

(5) Meteorology:

- (i) Aeronautical meteorology; the moment 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
- (ii) Interpretation and application of aeronautical meteorological reports, charts and forecasts, codes and abbreviations; use of, and procedures for obtaining, meteorological information.

(6) Navigation:

- (i) Principles of air navigation with particular reference to instrument flight.

(7) Operational procedures:

- (i) Use of aeronautical documentation;
- (ii) Operational procedures for the carriage of freight and dangerous goods;
- (iii) Procedures relating to aircraft accidents and incidents; emergency flight procedures;
- (iv) Procedures relating to unlawful interference and sabotage of aircraft;

(8) Principles of flight:

- (i) Principles of flight relating to the appropriate category of aircraft.

(9) Radio communication:

- (i) Procedures for communicating with aircraft and relevant ground stations.

18.3.3 The applicant for the Fight Operations Officer license shall:

- (1) Have received an endorsement for the knowledge test from an authorized instructor who:
 - (i) Conducted the training on the knowledge areas; and
 - (ii) Certifies that the person is prepared for the required knowledge test.
- (2) Pass the required knowledge test.

18.3.4 Experience.

- (1) The applicant for a flight operations officer licence shall have gained the following experience:
 - (i) A total of 2 years' service in any one or in any combination of the capacities specified in (A) to (C) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
 - (A) A flight crewmember in air transportation; or
 - (B) A meteorologist in an organization dispatching aircraft in air transportation; or
 - (C) An air traffic controller; or a technical supervisor of flight operations officers or air transportation flight operations systems.
 - (ii) At least one year as an assistant in the dispatching of air transport, or
 - (iii) Have satisfactorily completed a course of approved training, or.
- (2) The applicant shall have served under the supervision of a flight operations officer for at least 90 working days within the 6 months immediately preceding the application.

18.3.5 Skill. The applicant has demonstrated the ability to:

- (1) Make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports; provide an operationally valid briefing on weather conditions prevailing in the general vicinity of a specific air route and on forecast weather trends pertinent to air transportation with particular reference to destination and alternates;

- (2) Determine the optimum flight path for a given segment and create accurate manual and/or computer-generated flight plans; and
- (3) Provide operating supervision and other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight operations officer licence.
- (4) Recognize and manage threats and errors.

18.3.6 Privileges. Subject to compliance with the requirements specified in this Part, the privileges of the holder of a flight operations officer licence shall be to serve in that capacity with responsibility for each area for which the applicant meets the requirements of CAR 84.

18.3.7 Validity: The status of the license shall be Non-expiry.

18.4 Skill Test for the Flight Operations Officer Licence:

The applicant shall have demonstrated the ability, by passing a skill test. The skill test for the flight operations officer licence shall test the applicant's knowledge and performance in at least the following areas of operation:

- (1) Flight planning/dispatch release, including the applicants' knowledge and performance of the following tasks—
 - (i) Regulatory requirements.
 - (ii) Meteorology.
 - (iii) Weather observations, analysis, and forecasts.
 - (iv) Weather related hazards.
 - (v) Aircraft systems, performance, and limitations.
 - (vi) Navigation and aircraft navigation systems.
 - (vii) Practical dispatch applications.
 - (viii) Manuals, handbooks and other written guidance.
- (2) Preflight, takeoff, and departure, including the applicants' knowledge and performance of the following tasks—
 - (i) Air traffic control procedures.
 - (ii) Aerodrome, crew, and company procedures.
- (3) In-flight procedures, including the applicants' knowledge and performance of the following tasks—

- (i) Routing, re-routing, and flight plan filing.
 - (ii) En route communication procedures and requirements.
- (4) Arrival, approach, and landing procedures, including the applicants' knowledge and performance of the following tasks—
 - (i) Air traffic control and air navigation procedures.
- (5) Post flight procedures, including the applicants' knowledge and performance of the following tasks—
 - (i) Communication procedures and requirements.
 - (ii) Trip records.
- (6) Abnormal and emergency procedures, including the applicants' knowledge and performance of the following tasks—
 - (i) Abnormal and emergency procedures.

18.5 Application Form for Issue

The specimen of C.A. Form 42(I) for issue of Flight Operations Officer Licence to be used by applicants for personnel licensing is as shown in Appendix A-29 of ANO (OPS) A5.

18.6 Currency Requirements

Requirements for currency of flight operations officer licence are given below:

(a) Experience:

Not less than 14 days actual duties of a flight operations officer during the last 6 months of which at least 7 days actual duty of a flight operations officer or 7 days duty under supervision of a qualified flight operations officer must be done within 90 days from the date of application.

(b) Annual Requirement for Recurrent Training & Testing:

- (i) A two-day refresher training under CAAB approved Institute, Instructor(s) and the training programme shall be required. The training syllabus shall include the contents for the approved operational manual in addition to the specific duties of flight operations officer/flight dispatcher.
- (ii) At least one Annual Qualification Flight of demonstration on the flight deck over routes for which the holder will have supervision covering at least 2 landing stations. The demonstration should include the knowledge about the following:
 - 1. Radio and navigation equipment used in the aeroplane.
 - 2. Seasonal meteorological condition and the sources of meteorological information.

3. Effects of meteorological conditions on radio reception on the aeroplanes.
4. The peculiarities and limitations of navigation system used.
5. The aeroplane loading instruction.
6. Knowledge and skill related to human performance related to operations and dispatch duties.

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Chapter 19

Aviation English Language Proficiency Test

Refer to Manual of Aviation English Language Proficiency Test.

Chapter 20

Ground Instructor Authorization

20.1 Objective

This chapter provides the produces for the issue and renewal of Ground Instructor Authorization.

20.2 General Requirements: For Issuance of Ground Instructor Authorization.

As per Rule 126 (2) of CAR '84, the requirements for approval of Ground Instructors on Technical Subjects for Flight Crew Members & Personnel other than Flight Crew Members specific to the type of licenses shall be based on the following criteria:-

- (a) Candidate from Civil or Military background, having been an existing Ground Instructor and has accumulated minimum 2 (two) years of experience in teaching ATPL subjects may continue teaching subjects on ATPL/FOOL/CPL/PPL and a person having 2 (two) years' experience in teaching CPL subjects may continue teaching CPL and PPL subjects.
- (b) To conduct ground classes on Technical Subjects for Flight Crew members & Personnel other than Flight Crew members for a new candidate either from Civil or Military background, the following requirements should be fulfilled:
 - (i) Successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Government approved Centre;
 - (ii) Successfully completed ATPL / FOOL Course (CAAB approved Training Institution/Center) in order to teach ATPL/FOOL/CPL/PPL subjects OR CPL Course in order to teach CPL/PPL subjects;
 - (iii) Successfully delivered lectures of one hour under the supervision of a CAAB approved instructor of equivalent level in presence of CAAB Personnel.

20.3 Ground Instructors for the specific subjects:

Note: In all cases an applicant should successfully complete the IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Government approved Centre.

20.3.1 Air Law:

- (a) Teaching experience of ground subject on Air Law of 2 (two) years for ATPL or 4 (four) years for CPL. OR
- (b) 5 (five) years' experience as Air Traffic Controller and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved Air Law instructor. OR

- (c) Has passed in Air Law of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved Air Law instructor.

20.3.2 Meteorology:

- (a) Teaching experience of ground subject on Meteorology of 2 (two) years for ATPL or 4 (four) years for CPL. OR
- (b) Has 5(five) years experience as meteorological officer in Met Briefing section and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved Meteorology instructor. OR
- (c) Has passed in Meteorology of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved Meteorology instructor.

20.3.3 Human Performance and limitations:

- (a) Teaching experience of ground subject on Human Performance and limitations of 2 (two) years for ATPL or 4(four) years for CPL. OR
- (b) Has passed in Human Performance and Limitations of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Human Performance and Limitations instructor.

20.3.4 Navigation:

- (a) Teaching experience of ground subject on Navigation of 2(two) years for ATPL or 4(four) years for CPL. OR,
- (b) Has passed in Navigation of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Navigation instructor.

20.3.5 Flight Performance and Planning:

- (a) Teaching experience of ground subject on Flight Performance and Planning of 2(two) years for ATPL or 4(four) years for CPL. OR,
- (b) Has 4 (four) years' experience as Flight Dispatcher with FOO license having experience for Departures on International routes and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved Flight performance & Planning instructor, OR

- (c) Has passed in Flight Performance and Planning of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Flight Performance and Planning instructor.

20.3.6 Operational Procedures:

- (a) Teaching experience of ground subject on Operational Procedures of 2(two) years for ATPL or 4(four) years for CPL. OR,
- (b) 5 (five) years' experience as Air Traffic Controller and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved Operational Procedures instructor. OR
- (c) Has passed in Operational Procedures of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Operational Procedures instructor.

20.3.7 Principles of Flight:

- (a) Teaching experience of ground subject on Principle of Flight of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009; OR,
- (b) Has passed in Principle of Flight of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Principle of Flight instructor.

20.3.8 Radio Telephony:

- (c) Teaching experience of ground subject on Radio Telephony of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009; OR,
- (b) Has passed in Radio Telephony of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Radio Telephony instructor; OR,
- (c) 5 (five) years experience as Air Traffic Controller and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent Radio Telephony instructor.

20.3.9 Aircraft General Knowledge for Airplane, Helicopter and Powered-lift:

- (a) Teaching experience of ground subject on Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- (b) Has passed in Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift of the equivalent standard or higher and has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent

Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift instructor.

Notes:

- (i) A person qualified to conduct classes on subjects of ATPL/FOOL will also be able to conduct the same of PPL and CPL.
- (ii) Evaluation and supervision of new instructor when required, will be done by a supervising CAAB approved equivalent instructor on an evaluation form/format prescribed by CAAB (sample evaluation form: Appendix – ‘A’). The form shall be signed by the supervising instructor and should be countersigned by the Chief of Training or Head of Training Centre of an operator or Training Organization.
- (iii) ‘Higher’ means that the course contents is more expanded than ATPL.
- (iv) The terminology ‘Equivalent’ has been used in relevance to the subjects for ATPL/FOOL/CPL/PPL TYPE TECHNICAL/SEEP/ DGR/CRM/ SECURITY ETC **OR** CPL/PPL ETC as the case may be.

20.4 Ground Instructors for the Type Technical subject based on the following outline:

The requirements for approval of Ground Instructors for Type Technical Subjects shall be based on the following criteria:- A person may conduct ground classes for Type Technical Subjects in a CAAB approved Training Centre provided:-

- (a) He has been an existing Ground Instructor for on-Type Technical Subjects and has accumulated minimum 2(two) years of experience in teaching on-Type Technical Subjects **OR**,
- (b) For a new applicant, the following requirements should be fulfilled:
 - (i) Has successfully completed IT (Instructional Techniques) or TOT (Training Trainers) from a CAAB approved Training Organization or Government approved Centre.
 - (ii) He/she has successfully completed and passed CAAB approved pilot’s Type Technical Course conducted by an approved instructor in an approved organization.
 - (iii) In case of a non-flight crew/grounded flight crew, he/she shall attend on type simulator conversion course as an observer.
 - (iv) In case of flight crew, he/she shall successfully complete on type simulator conversion course from the designated seat.

- (v) Exemption will not be admissible as regards to (b) i in any case and as regards to (b) iii and iv if the on-type Flight Simulation Training Device (FSTD) is in existence anywhere in the world. However, in case of non-existence of the on type FSTD, minimum 6 sectors of jump seat observation of line flying may be done by the prospective instructor instead of simulator observation/conversion.
- (vi) Has satisfactorily conducted a minimum of two hours of classes under supervision of an Type Technical Instructor approved by CAAB. The conduct of class may consist of lecture delivery or management of CBT (Computer Based Training) of Pilots Type Courses, as appropriate and approved by CAAB. In case of CBT, the instructor should be able to properly manage the CBT (start, run, use menu, exit, etc). He/she should also be able to pause and explain the relevant topic of the CBT. Class under supervision will not be required in case of induction of new aircraft, if the ground course is conducted at a training centre owned by or recommended by the aircraft manufacturer.
- (vii) Has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved ATPL/Type Technical instructor, if FSTD is not available.

20.5 Ground Instructors for SEEP (Safety Equipment and Emergency Procedures) Course:

The requirements for approval of Ground Instructors for SEEP Course shall be based on the following criteria:-A person may conduct ground classes for SEEP Course in a CAAB approved Training Centre provided:-

- (a) He has been an existing on-type SEEP Instructor and has accumulated minimum 2(two) years of experience in teaching on-type SEEP Subjects OR,
- (b) For a new applicant the following requirements should be fulfilled:
 - (i) Only on-type Technical Instructor as in B and who has successfully completed and passed a CAAB approved on-type SEEP course for flight and cabin crew including all associated drills and practices.
 - (ii) Has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent instructor.

20.6 Ground Instructors for Aviation Security/DGR/CRM Course:

The requirements for approval of Ground Instructors for Aviation Security/DGR/CRM Course shall be based on the following criteria:-A person may conduct ground classes for Aviation Security/DGR/CRM Course in a CAAB approved Training Centre provided:-

- (a) He has been an existing Aviation Security/DGR/CRM Instructor and has accumulated minimum 2(two) years of experience in teaching Aviation Security/DGR/CRM Subjects OR,
- (b) For a new applicant the following requirements should be fulfilled:
 - (i) Has successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Government approved Centre
 - (ii) Has successfully completed and passed CAAB approved Aviation Security/DGR/CRM course.
 - (iii) Has satisfactorily delivered lectures of 1 hour under supervision of a CAAB approved equivalent instructor.

20.7 Application Procedure for Ground Instructor Authorization:

An applicant seeking CAAB approval for Ground Instructor of Flight crew shall submit application to Director Flight Safety and Regulations mentioning Name, Designation, Subject(s)/Area(s) of teaching, employment status (full-time/part-time employee/guest lecturer). The application shall be signed and dated by the applicant and in case the applicant is a full-time/part-time employee/guest lecturer of a CAAB approved Operator or Training Organization, it shall be forwarded with a letter from the Chief of Training or Head of Training Organization. The application must be accompanied by Instructor Evaluation forms duly completed and signed together with other documentary evidence(s) as may be necessary to meet the requirements. The application may contain request for approval of new subject(s) or area(s) along with renewal of existing subjects as required. In case of renewal, the existing approval shall be submitted along with application together with documentary evidence as may be necessary.

20.8 Validity and Renewal Requirements Ground Instructors:

(Sample of Instructor's authorization certificate: Appendix – 'B')

- (a) The period of validity of approval for Ground Instructors shall be of 5 (five) years.
- (b) CAAB will renew the instructor approval provided:-
 - (i) The instructor will apply for renewal of approval within 60 days prior to the date of expiry.
 - (ii) Has satisfactorily delivered minimum 04 lectures per year on each or as many subjects for which the renewal is sought. In case of any shortfall due to unforeseen circumstances, CAAB will scrutinize on case to case basis as to the disposal of the case for renewal.

Note 1: If an instructor has CAAB approval to conduct ATPL course or equivalent subject(s), he/she will be able to conduct courses like ETOPS, RVSM etc, provided he /she has successfully completed and passed CAAB approved

course(s) on the respective area(s). However, prior to conducting such course(s), he/she should satisfactorily deliver 2 lectures of 1 hour each under supervision of a CAAB approved instructor on such areas.

Note 2: A Ground instructor holding a valid approval to impart lesson on any or more subjects will also be able to conduct refresher courses on those subject(s).

- (c) If the Ground Instructor's approval remains lapsed for not more than 2 (two) years, he/she will be required to satisfactorily deliver 2 demonstrative lectures of 1 hour each in the relevant area(s) under supervision of a CAAB approved Instructor for Flight Crew. In case the lapsed period is in excess of two years, the applicant will have to complete the full requirement for Instructor approval.
- (d) If FSTD is available renewal of instructors' approval on type will require two (02) sessions SIM observation once in three years.

20.9 Ground Examiners on Technical Subjects for Flight Crew and FOO:

A person who has obtained instructor's authorization on one or more subject(s) and has been renewed the same at least 2 (two) times will become eligible for becoming CAAB Approved Examiner on that subject(s). Prior to approval, an applicant shall be interviewed by CAAB FOI.

(Sample of Approved Examiner's Certificate: Appendix – C).

Appendix 'A'

Civil Aviation Authority, Bangladesh
Evaluation Form

Name of the Instructor - _____

Type of Evaluation - Initial/Renewal

Subject/Area - _____
(Describe – ATPL, Type, SEEP, etc, as applicable)

Date of Evaluation - _____

Sl. No.	Items	Scale									
		1	2	3	4	5	6	7	8	9	10
1	Compliance and relevance with requirements, syllabus, topic, etc										
2	Subject Knowledge and Resourcefulness										
3	Organization of Thought										
4	Analytical Ability										
5	Self Confidence										
6	Language Clarity										
7	Postures and Gestures										
8	Art of Speaking and Communication Skills										
9	Use of Conventional Audio Visual Aids										
10	Use and management of CBT (Computer Based Training) or Power Point Presentations										

Evaluation on items 9 and 10 are conditional and may not always be applicable.

Pass Marks is 70% on the average and 50% on individual items.

Marks obtained ____ out of ____, i.e. ____ %. The candidate has passed/failed (✓).

(Signature, Name, Designation
and Approval No. of Evaluator)

(Signature & Seal of witness)

The evaluator or supervising instructor must be a CAAB approved instructor in the relevant subject(s)/area. He/she shall evaluate on behalf of CAAB and sign the form. The Chief of Training or Head of Training Centre of a CAAB approved Operator or Training Organization shall countersign.

Appendix – ‘B’

INSTRUCTORS AUTHORIZATION CERTIFICATE

Ref: CAAB

Date:

Mr./Mrs./Ms Staff Number is hereby approved as an Instructor for conducting courses on the subject(s)with the period of validity mentioned underneath. The holder is authorized to conduct the under-mentioned courses in accordance with the CAAB approved Training & Procedure Manual (TPM):-

Sl. No.	Name of Course	Validity	Remarks/Restrictions
01.			
02.			
03.			
04.			

Appendix – ‘C’

EXAMINER’S CERTIFICATE

Ref: CAAB

Date:

Mr./Mrs./Ms , Staff Number is hereby approved as an Examiner for conducting courses and taking examinations on the subject(s)with the period of validity mentioned underneath:-

Sl. No.	Subject	Validity	Remarks/Restrictions
01.	PPL, CPL, ATPL / FOOL		
02.Pilots Type Technical Course		
03.		
04.		

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Chapter 21

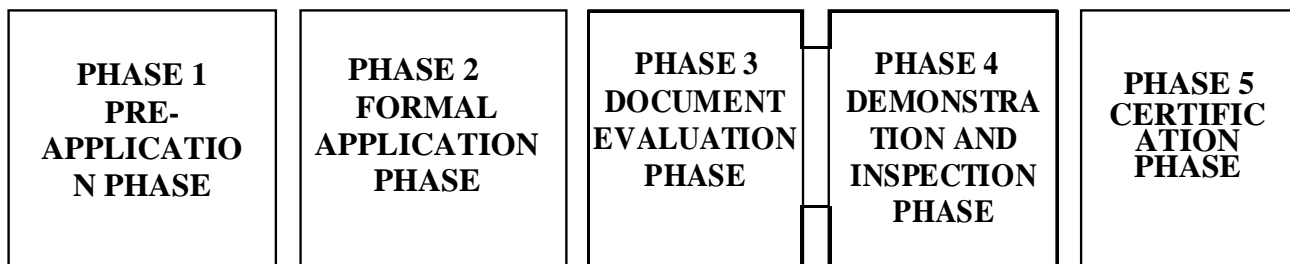
Certification and Administration of Approved Training Organizations

21.1 Objective

- (a) This Chapter describes the process of applying for and obtaining an Approved Training Organization (ATO) Certificate to conduct Ground and Flight Training according to ANO (OPS) A.6. This Chapter provides basic information applicable to the certification process.
- (b) ANO (OPS) A.6 will be briefed in as much detail as necessary regarding the preparation of facilities, personnel, manuals and other required documents during meetings with CAAB.

21.2 Background

- (a) To conduct an ATO, the prospective ATO holders must be a citizen of Bangladesh. The CAAB recognizes the responsibility of an ATO to provide ground and flight training with the highest degree of safety and standard. The certification process is designed to ensure that prospective ATO holders understand and are capable of fulfilling these duties. When satisfactorily completed, the certification process should ensure that the ATO is able to comply with the Bangladesh Aviation Law, CAAB regulations (ANOs), and the international standards pertaining to the operation of an ATO as published in relevant Annexes to the convention on international civil aviation.
- (b) There are five phases in the ATO certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. The five phases are:
 - (1) Pre-application
 - (2) Formal Application
 - (3) Document Evaluation
 - (4) Demonstration and Inspection
 - (5) Certification



- (c) In some cases, the guidance and suggested sequence of events in this Chapter may not be entirely appropriate. In such situations, the CAAB and the prospective ATOs should proceed in a manner that considers existing conditions and circumstances. The prospective ATOs, however, should not expect to be certificated until the CAAB is assured that the Bangladesh aviation law and its Civil Aviation Regulations (ANOs) will be complied within an appropriate and continuing manner.

21.3 Pre-Application Phase.

- (a) As far in advance as possible of an anticipated start of operations, a prospective ATO should make an initial application to inform CAAB of its intent to apply for an ATO certificate. The prospective operator will be invited to meet briefly with CAAB. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective ATO intends to proceed with certification, CAAB Form No ATO-01 Prospective Operators Pre-assessment Statement (POPS) will be furnished. The POPS should be completed, signed by the prospective operator, and returned to the CAAB Office.
- (b) CAAB personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective operator with the reasons for its return. If the information is complete and acceptable, a pre-application meeting with the prospective operator and the selected CAAB certification team members will be held.
- (c) The CAAB will form a two member certification team consisting Air and Ops inspectors, one of them shall be appointed and act as the leader (PM). The team leader (PM) will be the official CAAB spokesperson throughout the certification process.
- (d) The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is required that the prospective ATO's key management attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an ATO.
- (e) It is important to establish good working relationships and clear understandings between the CAAB and the prospective ATO's representatives. The CAAB recognizes that a wide range of capabilities and expertise exists among prospective ATOs. This background experience will be considered by the CAAB and adjusted to during these initial meetings.
- (f) To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:
 - (1) The certification job aid that will be used by CAA inspector(s) during the certification process.
 - (2) A schedule of events that must be completed and submitted with the formal

- application.
- (3) An example set of Training Specifications (Trg Specs).
 - (4) Other publications or documents the PM believes will be useful to the operator.
- (g) **POPS.** An application for an ATO shall be made in a form and manner acceptable to the Authority; and, containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made by a letter requesting certification as an ATO. The Accountable manager must sign the letter and should include a statement that the letter serves as formal application for an ATO Certificate. It should also contain a copy of the POPS (amended if required).
- (h) **ATO Certification Job Aid and Schedule of Events.** The schedule of events is a key document that lists items, activities, programs, and aircraft and/or facility acquisitions that must be accomplished or made ready for the CAAB's inspection before certification. It should include dates when the crewmembers will start ATO's indoctrination procedures. In addition, the schedule of events should include dates when maintenance personnel and maintenance facilities will be ready for the CAAB's inspection; when each of the required manuals will be available for evaluation; when aircraft will be ready for inspection; when terminal facilities will be ready for inspection; when flight trainings are planned to be performed, and the date of the proposed assessment of the key position holders approval should take place. These estimated dates must be logical in terms of sequence. Reasonable times for the CAAB to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the PM should be notified as soon as practical.
- (i) **ATO Manuals.** These manuals, which may be issued in separate parts for specific users, contain information about the ATO's general policies, duties and responsibilities of personnel, operational control policy, training curricula and procedures. These are commonly referred to as the Training and Procedure Manual, the Maintenance Control Manual and the SMS Manual. ANOs require these manuals to include instructions and information necessary to permit flight, ground, and personnel to perform their duties and responsibilities with a high degree of safety and standard.
- (j) **Management Structure and Qualification:**
- (1) ANO of this Part establishes basic management positions and the GM establishes minimum qualifications for ATO's proposing to conduct ground and flight training operations. It may be possible to obtain a deviation from these required basic management positions and qualifications, depending on the complexity and size of the ATO as

provided in ANO (OPS) A.6. Individuals assigned to the required management positions are expected to have a thorough knowledge of the ATO's manuals, operating provisions, the ANOs and the planned operations relevant to the position. The resumes shall contain the qualifications, licenses (including license numbers), ratings, and aviation experience for each of the following positions, or their equivalent:

- (i) Accountable Manager;
- (ii) Head of Training;
- (ii) Chief Flying Instructor;
- (iv) Chief Ground Instructor;
- (v) Maintenance Manager.
- (vi) Quality Manager;
- (vii) Safety Manager.

(k) **Documents of Purchase, Leases, Contracts, and/or Letters of Intent.**

These attachments should provide evidence that the operator is in the process of actively procuring aircraft, facilities, and services appropriate to the type of trainings proposed. If formal contracts are not completed, letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. Examples of the types of equipment, facilities, and services that should be addressed in these documents are as follows:

- (1) Aircraft;
- (2) Station facilities and services;
- (3) Weather gathering facilities and services;
- (4) Communications facilities and services;
- (5) Maintenance facilities and services;
- (6) Maintenance contractual arrangements;
- (7) Aeronautical charts and related publications;
- (8) Aerodrome analysis and obstruction data;
- (9) Contract training and training facilities.

- (l) **Initial Statement of Compliance Attachment.** This attachment should be a complete listing all ANOs applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to manuals or other documents. The brief descriptions or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and acceptable to the Authority.

21.4 Formal Application Phase.

- (a) It is recommended that the formal application be submitted at least 180 days before training operations are expected to begin, although the application should be submitted to the CAA Authority as far in advance of the proposed start-up date as possible.
- (b) The CAA will review the application to determine that it contains the required information and required attachments. If there are omissions or

errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.

- (c) The prospective ATO's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant's package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.
- (d) If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The CAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

21.5 Document evaluation phase.

- (a) After the formal application has been accepted, inspector(s) will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the CAAB. The CAAB will endeavor to complete these evaluations in accordance with the operator's schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted, as required by ANOs. Approvals may be indicated by letter as appropriate, or by approval of Training Specifications (Trg Specs). Acceptance of information that does not require formal approval will be indicated by letter of the lack of CAAB's objection to the information.
- (b) The complexity of the information which must be addressed in the operator's manuals and other documents depends on the complexity of the planned training. The following list provides examples of information that must be provided by the operator and evaluated by the CAA during this phase:
 - (1) Management personnel resume, outlining proposed management qualifications and civil aviation compliance histories.
 - (2) Training and Procedure Manual (may be in one or more parts).
 - (3) Maintenance Control Manual (may be in one or more parts), including the Approved Maintenance Organizations (AMO) and Maintenance Procedures Manual (MPM).
 - (4) Mass and balance procedures/program.
 - (5) Approved Aircraft Flight Manual or Pilot Operating Handbook.

- (6) Minimum Equipment List (MEL) (if applicable)
 - (7) Configuration Deviation List (CDL) (if applicable)
 - (8) Cockpit checklist.
 - (9) Noise and emission plan (if applicable).
 - (10) Dispatch/flight following/flight locating procedures.
 - (11) Fully completed Statement of Compliance.
- (c) The fully completed Statement of Compliance is the final evolution of the Initial Statement of Compliance that was submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manuals, programs, and/or procedures.

21.6 Demonstration and Inspection Phase.

- (a) ANOs require an ATO to demonstrate its ability to comply with regulations and safe operating practices before beginning actual training operations. These demonstrations include actual performance of activities and/or operations while being observed by CAA inspector(s). This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the CAA evaluates the effectiveness of the policies, procedures, methods and instructions as described in the ATO's manuals and other documents. Emphasis is placed on the ATO's management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.
- (b) The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase.
- (1) Conduct of training programs (classroom, simulators, aircraft, and flight and ground personnel training).
 - (2) Crewmember and Flight Operations Officer testing and certification.
 - (3) Station facilities (equipment, procedures, personnel, fuelling/De-fuelling, de-icing, technical data).
 - (4) Recordkeeping procedures (documentation of training, flight and duty times, flight papers).
 - (5) Flight control (Flight Supervision and Monitoring system or Flight Following system).
 - (6) Maintenance and inspection programs (procedures, record keeping).
 - (7) Aircraft (conformity inspection, aircraft maintenance records, etc.).
 - (8) MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
 - (9) Mass and balance program (procedures, accuracy, and document control).
 - (10) Demonstration Flights. Includes full-scale simulation of training operations to demonstrate the ability to operate independently, safely, and in compliance with all applicable ANOs.

Note: An applicant for an approved training organization (ATO) certificate may concurrently seek CAA approval of its maintenance organization (AMO). The applicant needs to co-ordinate the progress of both certification projects. Both certification projects must be in the Demonstration and Inspection Phase at the same time. The applicant therefore will also be expected to demonstrate use of its Approved Maintenance Organization to ensure that procedures in the Maintenance Control Manual (MCM) and Maintenance Procedures Manual (MPM) are in agreement.

21.7 Certification Phase.

- (a) After the document compliance and the demonstration and inspection phases have been completed satisfactorily, the CAA will prepare an Air Operator Certificate and approve the Training Specifications. The Trg Specs contain authorizations, limitations, and provisions specific to an ATO's operation. The ATO must acknowledge receipt of these documents.
- (b) The certificate holder is responsible for continued compliance with ANOs and the authorizations, limitations, and provisions of its certificate and Trg Specs. As a certificate holder's operation changes, the Trg Specs will be amended accordingly. The process for amending Trg Specs is similar to the certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The CAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the ANOs and safe operating practices.

21.8 Renewal of Certificate:

For renewal procedure refer to ANO (OPS) A-5, Section 8.

21.9 Inspection:

When in the course of ATO's inspection, deficiencies are observed, prompt corrective action shall be initiated by the organization to correct the deficiencies within a specified time. Before the Team can make a final recommendation as a conclusion of the inspection, the ATO's proposals for corrective actions must be received, reviewed and accepted.

21.10 ATO's Corrective Action Proposals:

Depending on the nature of the inspection findings the ATO's corrective action Should involve:

- (i) **Immediate Corrective Action:** This is action taken immediately upon identification of the audit finding to remove the immediate threat to aviation safety;

(ii) Short-Term Corrective Action. This is short-term action to correct a non-conformance that does not pose an immediate threat to aviation safety, which ensures that conformance is established quickly until long-term action is completed to prevent recurrence of the problem. Short-term corrective action will normally take place within 30 (thirty) days; and

(iii) Long-Term Corrective Action. This is longer-term action and has two components. The first will involve identifying the cause of the problem and indicating the measures the company will take to prevent a recurrence. These measures should focus on a system change. The second component will include a timetable for company implementation of the long-term corrective action. Long-term corrective action will normally take place within six months. The inspector will present the final recommendations to the Director Flight Safety and Regulations for Approval. Subject to approval by the Director Flight Safety and Regulations the final result of the inspection can then be forwarded to the company.

21.11 FINDINGS

The findings may be classified as Level 1 (Major) and Level 2 (Minor).

A level 1 finding is any significant non-compliance with applicable requirements which lowers the safety standard and hazards seriously the flight safety.

A level 2 finding is any non-compliance with the applicable requirements which could lower the safety standard and possibly hazard the flight safety.

In case serious deficiencies (Critical) are noticed, the PEL Inspector may initiate disciplinary action against the organization. After compliance of corrective action, the organization shall be submitted the completed FI.

21.12 Enforcement Action:

If the operator fails or is unable to meet or maintain the required regulations, enforcement action shall be taken as per the procedure mentioned in CPD-31, Chapter 6.

APPENDIX-A

ATO CERTIFICATION JOB AIDS AND SCHEDULE OF EVENTS

GENERAL 01. Official Name of Proposed ATO: 02. Pre-Certification PC No. 03. Certification Team: (a) _____ Ops (b) _____ Air (c) _____ Team Leader	04. Addresses: (a) Principal Place of Business (b) Operations Base – (c) Satellite Base –						
1. PRE-APPLICATION PHASE	Submission Date	Completion Date	Assessment	Re Assessment	Initials Ops Air		Remarks
(1) Initial Application from the Prospective ATO							
(2) Initial Meeting with the Prospective Applicant							
(3) Prospective Operator obtains ANOs and relevant Documents							
(4) Applicant is provided with the POPS form							
(5) Applicant submits POPS. CAAB reviews POPS for its completeness and acceptance							
(6) Pre-Application meeting with the Applicant							
2. FORMAL APPLICATION							
(1) Applicant submits Formal Application with required Attachments							
(2) CAAB Team Performs cursory Review of Formal Submissions: (a) Full and Official name							

(Legal); (b) Mailing Address;							
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(c) Principal Place of Business; (d) Maintenance Base; (3) Key Management Personnel and Qualifications: (a) Accountable Manager; (b) Head of Training; (c) Chief Flight Instructor; (d) Chief Ground Instructor; (e) Maintenance Manager; (f) Quality Manager							
(4) Formal Application Attachments: (a) Schedule of events; (b) Initial compliance statement.							
(5) Company Manuals: (a) Training Manual; (b) Procedure Manual; (c) Safety Management Manual; (d) Maintenance Control Manual; (e) Aircraft Maintenance Program							
(6) Documents of purchase/ contract(s)/lease(s)/letters of intent							
(7) Formal Application Meeting: (a) Discuss each Submission; (b) Resolve Discrepancies; (c) Review Impact if Schedule of Events are not met; (d) Review Certification Process							
(8) Issue Letter Accepting/Rejecting Application							

3. DOCUMENT EVALUATION PHASE							
(1) ATO Manuals:							

(a) Training Part of TPM:							
(b) Procedure Part of TPM:							
(c) Safety Management Manual;							
(d) Maintenance Control Manual;							
(e) Aircraft Maintenance Program;							
(f) Quality Control Manual.							
(2) Evaluate Training Programs:							
(a) PPL:							
(i) Gnd Trg Curriculum;							
(ii) Flt Trg Curriculum;							
(iii) Validation Trg Curriculum;							
(iv) Conversion Trg Curriculum;							
(v) Recurrent Trg Curriculum;							
(b) CPL:							
(i) Gnd Trg Curriculum;							
(ii) Flt Trg Curriculum;							
(iii) Validation Trg Curriculum;							
(iv) Conversion Trg Curriculum;							
(v) Recurrent Trg Curriculum.							
(c) IR:							
(i) Gnd Trg Curriculum;							
(ii) Flt Trg Curriculum;							
(iii) Renewal Trg Curriculum;							

(3) Evaluate Key Position Holders Qualifications: (a) Accountable Manager; (b) Quality Manager (QA & QS); (c) Head of Training; (d) Chief Flight Instructor (CFI); (e) Chief Ground Instructor (CGI); (f) Engineering Manager; (g) Safety Manager (SMS).							
(4) Aircraft Operating Information Manual: (a) POH; (b) Normal Checklist: (c) Abnormal/Emergency Checklist: (d) SOP							
(5) Other Manuals/Documents: (a) Refueling Procedure Manual (b) Load & Balance Manual (c) Emergency Response Plan							
4. DEMONSTRATION & INSPECTION PHASE							
(1) Gnd Trg Facilities: (a) Location (b) Class Rooms (c) Library (d) Instructors' Preparation Room (e) Students' Resting Area (f) Trg Aids (g) Office Aids (h) Admin Accommodations (i) Toilets (Gents & Ladies)							
(2) Flt Trg Facilities (Ops Base): (a) Location (b) Class Rooms (c) Library (d) Briefing Room(s)							

(e) Ops Room							
(f) Students' Resting Area							
(g) Trg Aids							
(h) Office Aids							
(i) Toilets (Gents & Ladies)							
3) Maintenance Facility:							
(a) Aircraft Housing Facility							
(b) Spare Storing Facility							
(c) Battery Shop							
(d) Tire Shop							
(e) Instrument Shop							
(f) Library							
(g) Office Accommodation							
(h) Office Aids							
(i) Toilet(s)							
5. CERTIFICATION PHASE							
(1) Finalize Approval of ATO							
(2) Present ATO Certificate							
(3) Present Training Specifications							
Team Leader Signature and Seal							

(Sample of Initial Application for obtaining ATO Certificate):



CIVIL AVIATION AUTHORITY BANGLADESH

PROSPECTIVE OPERATOR'S PRE-ASSESSMENT STATEMENT (POPS)
(INITIAL APPLICATION FOR OBTAINING ATO CERTIFICATE)
 (Extra sheets may be used)

1. Name of the Applicant :
2. Address of the Applicant :
3. Principle Place of Business :
4. Operations Base :
5. Satellite Base :
6. Company Detail :
 - 6.1 Name & Address :
(Attach Certified Copy of Article of Association)
 - 6.2 Share Holders :
(Names, Addresses & % of Shares of the Directors)
7. Financial Data:
 - 7.1 Paid-up Capital :
 - 7.2 Authorized Capital :
(Supported by Certificate from Bank Or Chartered Accountant)
8. Organizational Structure (Name, Qualification, Experience):
 - 8.1 Accountable Manager :
 - 8.2 Head of Training :
 - 8.3 Chief Flying Instructor :

- 8.4 Chief Ground Instructor :
- 8.5 Engineering Manager :
- 8.6 Quality Manager :
- 9. Particulars of Aircraft:
 - 9.1 Total Number of Proposed Aircraft :
 - 9.2 Type of Aircraft :
 - 9.3 Model of Aircraft :
 - 9.5 MSN :
 - 9.6 All Up Weight :
 - 9.7 Year of Manufacture :
 - 9.8 Engine Hours/Hours Left :
 - 9.9 Aircraft Hours :
 - 9.10 Present Registration :
- 10. Maintenance Arrangement:
 - 10.1 Aircraft :
 - 10.2 Aircraft Equipment :
- 11. Aircraft Housing Arrangement :
- 12. Ground Class Facilities :
- 13. List of Flight & Ground Instructors :
- 14. Particulars of Non-Refundable Deposit :
(Tk 50,000.00)
- 15. Proposed Date of Operations :

DECLARATION

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

SIGNATURE, NAME & DESIGNATION OF APPLICANT

Note: (1) CAAB reserves the right to reject or cancel any application without assigning any reason.

APPENDIX-C

(SAMPLE OF FORMAL APPLICATION LETTER)

(Name and Address of Applicant)

[Date]

Civil Aviation Authority Attn: (Name),
Manager (Appropriate Address)

Dear (Name):

This letter serves as formal application for a Civil Aviation Authority (CAA) air operator certificate. (Name of Applicant), initially intends to certificate and operate as a [scheduled or non-scheduled passenger, freight, or mixed passenger and freight] commercial air transport operation under Parts 8 and 9 of the Model Civil Aviation Regulations (MCARs). We intend to use (Number and Type) aeroplane(s) between (location) and (location). We have enclosed a copy of [(our report of) or (our filing with) (identify the STATE agency)] for a Financial Economic and Legal Matters assessment.

Our company will have its principal base of operations and corporate offices located at (appropriate address). Our maintenance base (if company intends to conduct maintenance under its AOC) will be located at (appropriate address) (if the company intends to apply under separate cover for an approved maintenance organization, so state here). A copy of our contract with (name of maintenance organization) is enclosed. Our management personnel are as follows:

- i. Accountable Manager : A
- ii. Head of Training : B
- iii. Chief Flying Instructor : C
- iv. Chief Ground Instructor : D
- v. Maintenance Manager : E
- vi. Quality Manager : F
- vii. Safety Manager : G

Also enclosed is the revised Schedule-of-Events and Initial Statement of Compliance which was agreed to at our-last meeting with your representatives.

Sincerely,

Accountable Manager
Enclosures:

APPENDIX-D

(Sample ATO Certificate)

CIVIL AVIATION AUTHORITY BANGLADESH



**Approved Training Organization (ATO)
Certificate of Approval (COA)
No. 01**

This certificate is issued to: **BANGLADESH FLYING ACADEMY & GENERAL
AVIATION LTD.**

Whose principal place of business is located at: Hazrat Shahjalal International Airport,
Kurmitola, Dkaka-1229, Bangladesh.

Upon finding that the organization complies in all respects with the regulations of Bangladesh Civil Aviation Authority relating to the establishment and continuation of an approved training organization is empowered to operate as an approved training organization in accordance with the training specifications issued herewith, and may conduct the following courses:

- a) Private Pilot License Course;
- b) Commercial Pilot License Course;
- c) Instrument Rating Course;
- d) Flight Instructor Rating Course.

This certificate unless cancelled, suspended or revoked shall continue in effect from date of issue.

Date of Issue:

Chairman

APPENDIX-E

(Sample Form)

	CIVIL AVIATION AUTHORITY OF BANGLADESH	TRAINING SPECIFICATION
-----------------------------------------------------------------------------------	-----------------------------------------------	-------------------------------

A. GENERAL

These Training Specifications issued to **(Name of ATO)** whose detail information are given below:

- (01) Name of Approved Training **(Name of ATO);**
- (02) Approval No: **CERTIFICATE OF APPROVAL (COA) # 0X;**
- (03) Principal Place of Business located at: **(Address)**
- (04) Operational Base: (i) **Same as above; and**
- (05) Satellite Base: (ii) **(Address)**
- (06) Operational point of contact: **(Accountable Manager)**
Tel :
Email :
- (07) Aircraft Details (i) **(Aircraft Type)**
(Make, Model, MSN, Yr of (ii) **(Aircraft Model and details)**
Registration and Hours):

B. COMPLIANCE WITH RULES AND REGULATIONS

The ATO shall observe with all the Rules and Regulations applicable for ATOs. In addition, it shall comply with the following terms and conditions:

- (01) The Approved training Organization shall use the name which appears on the certificate to conduct the operation of the ATO;
- (02) The ATO shall conduct operations in accordance with the specific authorizations, limitations, procedures and appropriate rules and regulations;
- (03) Grant of the COA or any modification of its Training Specification shall not be construed in any way absolving any person from the obligation of complying with the Civil Aviation Rule or with the rules and regulations made there under or with any other statutory provisions governing operations of an ATO;
- (04) The officials of the Civil Aviation Authority, authorized by the Chairman, shall have the right of access, in normal course of discharge of their duties, to the ATO's aircraft, classes, maintenance facilities, workshops, stores and offices, aircraft records and other relevant documents as applicable;
- (05) The Flight Training School shall not, as a right, be entitled to the extension/renewal of the period of this Certificate granted if, for any reason,

the ATO wholly or partially ceases to operate their services during the period of validity of its certificate or Chairman thinks that the continuation of operation of training flights is not possible remaining within the framework of the policy made by the CAAB for the class of operation or non-compliance of Civil Aviation Rules and related Air Navigation Orders issued there under; and any of the conditions of this COA;

- (06) Nothing in these Training Specifications shall be construed as conferring upon the holder of this COA, on its expiry any right to the issue of a new COA for the operation of services or to the continuance of any other benefits arising from the provisions of this COA or any privileges granted there under;
- (07) Subject to the provisions of Rule 297 of Civil Aviation Rules, 1984, Chairman may revoke or suspend for such period as he thinks fit, this COA, if he is satisfied that any of the conditions of the COA has not been complied with or that the failure to comply is due to any willful act or omission on the part of the holder of this COA, or has been so frequent, or is due to such negligence on his part that the COA should in the public interest be revoked, or as the case may be, suspended.
- (08) These training specifications are effective for the period shown in the certificate and shall remain in effect as long as the ATO continues to meet the requirements specified certification unless sooner suspended, revoked, amended or surrendered;

C. MAN-POWER

- (01) ATO shall ensure that it has at all times appropriate man-power required for safe and efficient operations of its flight training;
- (02) ATO shall ensure that key position holders are appropriately qualified and approved by CAAB;
- (03) ATO shall ensure that all its aircraft, instructors, students and examiners / inspectors are properly and adequately insured;

D. OPERATIONS AND TRAINING-GENERAL

The ATO shall conduct the operations of the Training Organization according to the training specifications given below:

- (01) The ATO is authorized to conduct training, testing and checking in the aircraft owned or leased (Provided accepted by the Authority);
- (02) The ATO is authorized to conduct pilot training, testing and checking as per the procedure let down in the approved Training and Procedure Manual for the issue of pilot licences by CAAB;
- (03) The Approved training Organization is authorized to conduct flight training activities from the approved operations and satellite bases only, or from any

other base duly approved by the authority;

E. GROUND TRAINING

- (01) Ground Training shall be conducted as per the guidance provided by ANO-PART 3 and other CAAB regulations and shall follow approved syllabus given in the TPM;
- (02) ATO shall ensure that the minimum hours prescribed for each course is completed and the candidates qualify in the in-house examination before forwarding names for CAAB examination;
- (03) Ground Training shall be conducted only by CAAB approved instructors;

F. FLIGHT TRAINING

- (01) Flight Training shall be conducted by appropriately qualified, experienced and approved instructors;
- (02) All flight trainings shall be approved appropriately and conducted according to the approved syllabus let down in the TPM;
- (03) ATO must ensure that all solo flights are duly authorized by the CFI and conducted under approved meteorological condition;
- (04) Solo flights and solo x-country flights including PIC flights are conducted as per the let-down procedures of TPM;
- (05) ATO must ensure that flight instructors are subjected to regular refresher courses and periodical evaluation flights.

G. QUALITY ASSURANCE

- (01) ATO shall adopt and adhere to the requirement of appropriate Quality Assurance and Safety Management System;
- (02) ATO shall ensure that all aircraft are maintained in air-worthy status according to the Aircraft Maintenance Schedule (AMO) / Aircraft Maintenance Program (AMP) approved by CAAB;
- (03) The ATO shall submit the following monthly report in the prescribed form to the CAAB within 10th day of the following month:
 - (i) Statistics of students training activities;
 - (ii) Engineering & maintenance report; and
 - (iii) Details of Instructors (Ground & Flight) activities.

H. FINANCE

- (01) The financial accounts of the Company (Operator) shall be properly maintained and duly audited each year by Chartered Accountant and a copy

in duplicate of the Annual Accounts and Auditor's Report shall be submitted to the CAAB by 31 December.

- (02) The ATO shall be liable for payment of all charges/expenses to the affected organization(s) / person(s) for all attributable damages due to accident / incident.
- (03) The ATO shall pay all aeronautical and non-aeronautical charges (where applicable) according to the rates prescribed by the Chairman within specified time.
- (04) All expenses incurred by CAAB inspectors / officials for the purpose of inspections /examinations shall be borne by the ATO;
- (05) The ATO shall be liable for any expenses incurred by the Authority or Government in connection with Air / Sea Search & Rescue operations resulting from improper or negligent operation of the aircraft;

I. ENFORCEMENT

- (1) The Certificate that expires shall forthwith be deposited by the holder to the Chairman.
- (2) ATO shall be liable to be cancelled or operation suspended or subjected to financial enforcement for any of the following reasons:
 - (i) Failure to comply with operational & airworthiness requirements;
 - (ii) Absence of required number of airworthy aircraft registered in Bangladesh in the name of the Approved Training Organization;
 - (iii) Disregard of safety and operating procedures by the ATO;
 - (iv) Non-compliance of Civil Aviation Rules and related Air Navigation Orders;
 - (v) Failure to make payments of the charges raised by CAAB within the period specified;
 - (vi) Running into heavy debt or being unable to meet the day-to-day liabilities by the ATO.

Member

Flight Standard & Regulations

CAAB, Kurmitola,

Dhaka-1229,Bangladesh

Tel: 880 2 890 14 06

Fax: 880 2 890 14 18

Email: mfsr@caab.gov.bd

APPENDIX-F

SURVEILLANCE PROGRAM AND AUDIT CHECKLIST-ATO APPLICABILITY

Civil Aviation Authority (CAA) with respect to the surveillance requirements embodied in the Civil Aviation Authority Act 2017. The procedure is designed to provide the foundation for the day-to-day operation of the CAA's safety monitoring function. The audit check list is applicable for initial issue as well as for renewal for a certificate of approval (COA) for ATOs. Certain items may not be applicable for a certain types of approved training organization (ATO) and or types of audit. In such cases, those may be omitted.

SURVEILLANCE PROGRAM

Philosophy that should be considered in the planning of a surveillance program should include the following:

- The surveillance plan should be comprehensive, systematic with all encompassing methodology
- Before planning and scheduling the program, the DFSR division must co ordinate with other CAA departments for arranging transport and finances. Co ordination must also be done with personnel licencing, Airworthiness, and legal department of CAAB if their personnel needs to be included in the program.
- It should be in standardized structure, planned based on risk and well documented.
- Ensures that it is uniformly formatted across all areas and verify that surveillance program records to confirm that all relevant aspects from other departments are reviewed.
- DFSR department shall prepare and duly approve yearly roster for inspection and oversight on the ATOs. All inspectors will adhere to the roster schedule and continue with the follow-up inspection and audit until any finding and/or discrepancy is resolved at the operator's end.
- The DFSR shall ensure that authority for surveillance and oversight responsibilities is delegated only to qualified inspectors with adequate training and qualifications.
- The appropriate frequency of inspections is based on proven safety indicators or results of previous inspections

INSTRUCTION TO USE AUDIT CHECKLIST

This check list is divided into different distinct divisions. Each division is having a heading and if applicable sub-headings. Divisions are divided in columns. Column headings are SL NO, ITEMS, RESPONSE and REMARKS.

SL NO column begins with new serial numbers for every division or sub-headings. Sub-headings are prefixed by small letters in the SL NO column. ITEMS column is the description of the area to be audited. This column may have sub-headings as mentioned above for easy identification of the topics to be audited. RESPONSE column is normally filled up by the ATOs. However, this may also be done by the CAAB inspectors in collaboration with the ATO management. Some response may be given by manual or document references. REMARKS column may contain some significant information, which may be filled up by either the CAAB inspectors or the ATO management. Remarks column shall be concluded by assigning S/U/NA and signed by the relevant CAAB

inspector. 'S' being 'satisfactory' and no further action required. 'U' denotes 'un- satisfactory' and actions required to rectify the short falls before a COA can be issued or renewed. 'NA' denotes 'not applicable'.

Note: if required, separate sheet may be used.

Date of Audit Inspection:

- a. Principle Place of Business:
- b. Operations Base:

GENERAL INFORMATION OF THE ATO

SL.NO	ITEMS	RESPONSE	REMARKS
01	Name and address of the ATO		
02	Company registration number		
03	Name of Chairman of the Board/President of the executive committee.		
04	Names of the Board Members		
05	Whether there were any changes of Board Members since previous Audit?		
06	If any, has it been approved by CAAB?		
07	Number and Validity of the COA		
08	Date of previous Audit		
09	Dates of previous surveillances and findings, if any		
10	Does the ATO have any other operator's certificate?		
11	Whether the ATO has advertised without having a valid COA?		
12	Whether the ATO has advertised beyond the scope of its approval?		
13	Whether the ATO has carried out internal Quality audit?		
14	Whether the ATO has developed a feedback system from the customers?		
15	Whether the ATO successfully mitigates customer's queries and complaints?		
16	Whether the ATO has displayed the approval certificate (COA) in a prominent place in the principal place of business, operation base and satellite base, as applicable		

2. MANAGEMENT AND ORGANIZATION

SL.NO	ITEMS	RESPONSE	REMARKS
a	<i>Key Post Holders:</i>		
01	Name of the Managing Director/Accountable Manager		
02	Name of the Head of Training		
03	Name of the Chief Flight Instructor		
04	Name of the Chief Ground Instructor		
05	Name of the Quality and Compliance Officer		
06	Name of the Flight Safety Officer		
07	Are the Key Post holders adequately qualified?		
08	Are the required Key Post holders approved by CAAB?		
b	<i>ATO Staff Information:</i>		
01	Number of Flight Instructors		
02	Number of Ground Instructors		
03	Whether of part-time Instructors are engaged for ground training?		
04	Number of Engineering staff		
05	Are there adequate number of operations and administrative staff available at principal and Ops base?		
06	Are there any Foreign Instructors engaged by the ATO?		
07	If yes, are they properly cleared and certified by the Government and CAAB?		
08	Are the Instructors and Engineering staffs adequately qualified?		
09	Are the Instructors and Engineering staffs approved by CAAB?		
10	Are the students properly licenced/certified/medically assessed		
11	Are there any Foreign Students being trained by the ATO?		
12	If yes, are they properly cleared and certified by the Government and CAAB?		
c	<i>Aircraft Information:</i>		
01	Aircraft Type/Registration/MSN/Year of manufacture/Hours		

02	Whether the aircraft are owned by the ATO?		
03	If not whether there is a contract between the owner and the ATO approved/accepted by CAAB?		
d	<i>Establishment:</i>		
01	Principal place of Business and address		
02	Operational Base and Address		
03	Satellite Base and Address		
04	Is the ATO maintaining principal place of business and operational base at the same place and location mentioned in the COA?		
05	Does the ATO use any other place, base or facilities in addition to those mentioned above?		
06	If yes, are those approved by CAAB?		
07	Are the ATO facilities being used or shared by others?		
08	If yes, has proper approval been obtained from CAAB?		
e	<i>Class and briefing room facilities:</i>		
01	Whether the number of class rooms sufficient for the courses offered by the ATO?		
02	Whether the space of the class rooms is sufficient?		
03	Whether the seating arrangement of the class rooms is adequate?		
04	Whether the class rooms are well ventilated with proper temperature controls, sufficiently noise proof and properly lighted?		
05	Whether proper audio-visual training aids are available in the class rooms?		
06	Whether other equipment required for training is available?		
07	Whether a proper library containing manuals, documents, aviation related books and journals available and readily accessible to the students and instructors?		
08	Does the ATO have suitable briefing and De-briefing room?		
09	Whether the facilities mentioned above from item no. 01 to 07 also available in the operations and satellite bases (as applicable)?		

3. DOCUMENTS EQUIPMENTS AND MANUALS

SL.NO	ITEMS	RESPONSE	REMARKS
a	<i>Documents and Equipment:</i>		
01	Whether the latest CAR, relevant ANOs available with the ATO?		
02	Whether the AIP with the latest revision available with the ATO?		
03	Whether all circulars, instructions, notices issued by CAAB, relevant to ATO, available?		
04	Are the circulars, instructions, notices issued by CAAB relevant to students, available to them?		
05	Whether the ATO issued any circular to the students since the last renewal of COA and disseminated those to the students?		
06	Does the ATO have any information disseminating policy in place?		
07	How does ATO obtain navigational data (if applicable), maps and charts?		
08	Whether maps and charts available for x-country flights?		
09	Whether navigational equipment available for the students?		
b	<i>Manuals:</i>		
01	Whether an approved TPM is available with revisions?		
02	Does the TPM contain syllabus for all the courses approved?		
03	Whether POH of all types of aircraft operated by the ATO with latest revision available?		
04	Whether a master folder maintained having a list of all documents and revision in the ATO?		
05	Whether the ATO has approved manuals for all approved courses it offers?		

4. TRAINING RECORDS

SL.NO	ITEMS	RESPONSE	REMARKS
a	<i>Students:</i>		
01	Does the ATO has a student en-rollment policy and maintains the en-rollment record?		
02	Is there a policy to check that the students meet the educational qualification, age and medical standards set by CAAB?		
03	Whether a record is maintained to show that all trainings are being conducted in accordance with the approved syllabus prescribed in the training manual?		
04	Whether a record is maintained to show that each student has gone through an organized training course, as appropriate?		
05	Whether a record is maintained to show the ground and flight training hours completed for each student for each phase of training?		
06	Whether a record is maintained to show that the ATO conducted exams/tests for each student?		
07	Whether a record is maintained to show that the ATO recommends a student for CAAB exam/test only after passing in house exams/tests?		
08	Whether a complete and updated dossier is maintained for each student?		
b	<i>Instructors:</i>		
01	Whether the ATO maintains records for instructor's initial and refresher training?		
02	Whether the ATO maintains records for instructor's category?		
03	Does the ATO maintain a dossier for each instructor with up-to-date records?		
c	<i>Flight training:</i>		
01	Whether a record is maintained to show that pre-flight briefing and post flight de-briefing is conducted for each flight?		
02	Whether a record is maintained to show that all training flights have been authorized by CFI or in his absence as per approved TPM?		
03	Whether the ATO maintains a record of authorization for student's solo flights?		
04	Does the ATO maintain a record for solo, x-country, instrument and night flights?		
05	Whether a record is maintained for all check flights?		

5. OPERATIONS

SL.NO	ITEMS	RESPONSE	REMARKS
a	<i>Ops procedure:</i>		
01	Whether procedures have been in place to ensure adequate fuel and oil is carried on board?		
02	Whether a procedure is set to obtain Met, Notam and CG before a training flight?		
03	Whether up-to-date checklist available for normal, abnormal and emergency procedure?		
04	Whether MEL and CDL procedures have been established?		
05	Whether a checklist is available to show the manuals, equipment and documents to be on board the flight?		
06	Whether procedures have been established to ensure that the manuals, equipment and documents required to be on board are available?		
07	Whether proper communication system established including communication with the ATC?		
b	<i>Flight Procedure:</i>		
01	Whether proper briefing and de-briefing procedures have been established?		
02	Whether procedures have been established to release a student pilot for the first solo and subsequent solo flights?		
03	Whether procedures have been established to release a student pilot for the first X-country flight?		
04	Whether procedures have been established to release a student pilot for instrument and night solo flights?		
05	Whether procedures have been established to carry out flight checks for the student pilots?		
06	Whether procedures have been established to carry out flight checks for the flight instructors?		
07	Whether check flight reports are available?		
c	<i>Airports of Operations:</i>		
01	Does the ATO use any remote airport for training purposes?		

02	If yes, whether (a) Security is available? (b) Safety and fire service is available? (c) ATC service available? (d) Wind socks and Met service available? (e) Runway surface is smooth with RWY marking available? (f) Night flying facilities available?		
03	Whether traffic pattern has been established for circuit and landing practices?		
04	Whether flying zone has been established for the ATO?		
05	Whether communication procedure has been established with ATC?		
d	<i>FSTD:</i>		
01	Whether FSTD is being used for training?		
02	If yes, (a) Make, model and number of FSTD? (b) CAAB approval number and validity? (c) Approval category? (d) Whether training syllabus for different aircraft and different phase of training is available and approved? (e) Whether FSTD instructors are approved? (f) Whether FSTD functioning properly? (g) Whether hours are credited as per regulations?		
e	<i>Emergency response plan:</i>		
01	Whether the emergency services available at suitable locations of the ATO: (a) At the principal place of business? (b) At the operation base? (c) At the satellite base? The following emergency services: (a) Alarm bell or siren? (b) Fire extinguishers of appropriate specifications and in sufficient numbers? (c) First aid kits with validity? (d) No-smoking sign displayed?		
02	Whether manpower has been developed to handle emergency situations and equipments?		
03	Whether procedures have been developed to co-ordinate with the local fire stations?		
04	Whether an emergency procedures have been developed to handle: (a) Aircraft accident and incident? (b) Removal of disabled aircraft? (c) Any other emergency?		
05	Whether an emergency response plan has been developed and the procedure is displayed in suitable locations?		

COMMENTS:

SATISFACTORY		NAME	DATE	SIGNATURE	SEAL OF POI
UNSATISFACTORY					

6. AIR WORTHINESS

SL.NO	ITEMS	RESPONSE	REMARKS
a	<i>Man power:</i>		
01	Whether the ATO has adequate number of qualified Engineers and Technicians?		
02	Whether the Engineers and Technicians are subjected to refresher courses?		
03	Whether the Quality Control Manager is approved by CAAB and a regular employee of the ATO?		
04	Whether the training records are maintained?		
b	<i>Manuals:</i>		
01	Whether the ATO has an approved and valid AMO?		
02	Whether the AMO approval certificate is displayed?		
03	Whether there is any change of aircraft type, Manpower since the approval of AMO?		
04	Whether a Maintenance Schedule and Maintenance Program are followed?		
05	Whether the above are CAAB approved?		
06	Are those amended as per the Maintenance Manual?		
07	Whether SBs and Ads are received by the ATO and are complied?		
08	Whether the log books are complete in respect of periodic inspections and replacement of parts?		
c	<i>Documents:</i>		
01	Whether the owner's name plates are same as in the C of R?		
02	Whether the following documents are available and valid? (a) C of R (b) C of A (c) Radio licence (d) Insurance (e) W and B certificate (f) Journey log book (g) Flight release certificate (h) POH/AFM		

SL.NO	ITEMS	RESPONSE	REMARKS
d	<i>Aircraft Inspection:</i>		
01	Whether all emergency equipment on board: (a) First aid kit? (b) Shoulder harness? (c) Fire extinguishers? (d) Torches?		
02	Whether 'no-smoking' sign is placarded in the cockpit?		
03	Whether the following items are available and serviceable: (a) Basic flight and engine instruments and markings? (b) Cockpit and instrument lights? (c) Navigation lights? (d) Taxi and landing lights? (e) Compass card?		
04	Whether propeller tips are painted?		
05	Whether there is any exterior damage, fuel-oil leak, damaged tire observed?		
06	Whether door operation is normal?		
e	<i>Maintenance:</i>		
01	Whether the ATO maintains its aircraft or contracted out?		
02	If contracted out, whether there is an agreement and approved by CAAB?		
03	Whether the operation is spread at more than one aerodrome?		
04	If yes, (a) Whether every set-up is equipped with maintenance facility for the type of operation certified? (b) Whether store maintains proper account of spare transfer?		
05	Whether engine condition trend monitoring (ECTM) is maintained for turbine engines?		
06	Whether the ATO maintains a record of fuel and oil?		
07	Whether the ATO stocks fuel in barrel?		

SL.NO	ITEMS	RESPONSE	REMARKS
08	If yes, (a) Whether licence has been obtained for explosive? (b) Whether a standard procedure is followed for keeping fuel in barrel? (c) Whether proper procedure is followed for barrel fuelling? (d) Whether a chapter in QC manual exists for barrel fuelling?		
09	Whether a defect register is maintained?		
10	Whether defect is rectified promptly?		
f	Hangar and shop Facilities:		
01	Whether the ATO has its own hangar space for housing the aircraft?		
02	If yes, whether hangar space is: (a) Available on permanent basis? (b) Properly ventilated and lighted? (c) Having fire protection facilities? (d) Sufficient for housing all its aircraft? (e) Sufficient to carry out scheduled maintenance work?		
03	If not, whether the ATO has hangar arrangement with others to comply with all the requirements mentioned above?		
04	If yes, is there an agreement approved by CAAB?		
05	Whether quarantine stores are properly tagged?		
06	Whether bonded stores are well arranged and neat and clean?		
07	Whether tires are stored properly and a record of rotation is maintained?		
08	Whether adequate quantity of equipment such as steps, trestles, work-benches available to carry out work properly?		
09	Whether the ATO has a battery shop?		
11	Whether precision instruments for maintenance are serviceable and periodically calibrated?		

COMMENT:

SATISFACTORY		NAME	DATE	SIGNATURE	SEAL OF POI
UNSATISFACTORY					

7. FINANCIAL

01	Whether financial audit have been carried out?		
02	Whether all the aircraft and the seats are insured?		
03	Whether instructors and students are insured?		
04	Whether the ATO is making payment to all its employees regularly?		
05	Whether payment is made regularly to fuel suppliers?		
06	Whether the ATO is making regular payment to all other vendors, suppliers and land lords?		

COMMENT:

SATISFACTORY		NAME	DATE	SIGNATURE	SEAL OF POI
UNSATISFACTORY					

Chapter-22

Designated Pilot Examiners/Check Pilot

22.1 Objective

- (a) The Objective of this Chapter is to describe requirements and eligibility of a private individual to act as representatives of the Chairman CAAB, in Examining, Inspecting and testing persons and aircraft for the purpose of issuing pilot licences, Ratings, Authorizations and Certificates. The scope of testing authority and associated activities of the DPEs are limited to those which pertain to ATOs. The requirements for each type of designated examiner are contained in this Chapter.
- (b) The CAAB may issue Designated Pilot Examiner (DPE)/Check Pilot authorization to act as the representatives of the Chairman in examining, inspecting, oral and flight testing for the purpose of issuing pilot licences, ratings, authorizations and certificates. ATOs will need to apply to CAAB for detailing DPE for any type of licensing flight test.
- (c) The CAAB will issue each designated examiner a certificate of designated authority and a designee identification card specifying the kinds of designation for which the individual is qualified and the duration of the designation

22.2 General Requirements:

- (a) **Age.** An applicant for a designated pilot examiner shall be at least 25 years of age.
- (b) **Medical.** An applicant for a designated pilot examiner shall have a Class 1 medical certificate.
- (c) **General eligibility.** An applicant for a designated pilot examiner shall:
 - (1) Hold minimum CPL with valid class/type rating, medical, FIR and IR;
 - (2) Hold flight instructor ratings on the category of aircraft for which examining authority is sought;
 - (3) Have minimum total 1000 hours, minimum instructional 500 hours and minimum instructional hours on 'category and class aircraft' 50 hours;
 - (4) Have a reputation for integrity and dependability in the industry and the community;
 - (5) Have no record of any accidents and incidents attributed to him in last 05 years;
 - (6) Have no record of violations; and
 - (7) Have pilot and instructor license/ratings that have never been revoked for falsification or forgery.

- (d) Knowledge.** Shall have knowledge of the following areas
- i. Human performance
 - ii. Current regulations and licensing procedure.
- (e) Training.** DPE candidates will attend initial training/seminars arranged by CAAB as applicable. Recurrent trainings will also be arranged by CAAB at a reasonable interval or whenever deem necessary. Training modules may cover the followings:
- i. Personnel licensing regulations of CAAB;
 - ii. Training and Procedures Manual of ATO;
 - iii. Conduct of oral of Skill Test technics;
 - iv. Skill test tolerances and repetitions;
 - v. Performance evaluation;
 - vi. Re-test requirements;
 - vii. DPE procedures.
- (f) Skill Test.** The applicant for a designated pilot examiner shall pass a skill test conducted by DFOI/FOI or any authorized examiner of CAAB who holds/held a license with appropriate category.
- (g) Currency and Proficiency Requirements of DPE.** After designation, a DPE shall maintain his yearly proficiency, currency and validity by following the procedure mentioned below:
- i. shall hold valid CPL with aircraft type rating;
 - ii. shall hold valid Flight Instructor Rating on applicable aircraft types;
 - iii. shall hold Class-I Medical certificate;
 - iv. shall conduct minimum 03 flight checks in each year;
 - v. CAA Inspector shall monitor each approved DPE at least once in every 12 months. The monitoring shall be done while the DPE is conducting an approved checking activity.
 - vi. For 02-seat aircraft, the inspector shall review the DPEs activities and competency in every 12 months.
- (h) Privileges.** Subject to compliance with the requirements specified in this Part, the privileges of the examiner's designation are to conduct skill tests and proficiency checks for a license and rating(s) as listed on the designated pilot examiner's certificate of designation and identification card.
- (i) Validity.** Subject to compliance with the requirements specified in this Part, the validity period of an examiner's designation is 5 years.

(j) Renewal.

- i) shall hold valid CPL with aircraft class/type rating
- ii) shall hold valid Flight Instructor Rating on applicable aircraft types;
- iii) shall hold Class-I Medical certificate;
- iv) shall conduct minimum 03 flight checks in each year
- v) Shall undergo recurrent training on Training and Procedure Manual (TPM) of ATOs, current regulations, licensing procedure, checking activities, student evaluation and grading in every 05 years.

(j) Additional designations. When the CAAB deems it necessary for a designated pilot examiner to receive additional designations, the designated pilot examiner:

- (8) Shall meet all the requirements in this Part for the designation;
- (9) Need not take an additional knowledge test provided the designation is within the same aircraft category.

22.3 Reserved

22.4 Experience Requirements of Private Pilot Examiner.

a) Experience: PPE— Aero plane Category. The applicant shall have at least:

- (1) A CPL(A), appropriate class rating(s) and in IR(A);
- (2) A valid flight instructor license with an aero plane category and appropriate class rating(s).
- (3) 1000 hours as PIC which includes at least:
 - i. 500 hours in aero planes, of which 50 hours were accrued within the past year;
 - ii. 100 hours in the class of aero plane for which the designation is sought; and
 - iii. 50 hours in aero planes at night.
- (4) 500 hours as a flight instructor in aero plane which includes at least 50 hours of flight instruction given in the class of aero plane appropriate to the designation sought.

b) Experience: PPE—Helicopter Category. The applicant shall have at least:

- 1. A CPL (H), appropriate class rating(s).
- 2. A valid flight instructor license with a helicopter category and appropriate class rating(s).
- 3. 1,000 hours as PIC which includes at least:

- i. 500 hours in helicopters, of which 100 hours were accrued within the past year; and
 - ii. 250 hours in helicopters as appropriate for the designation sought.
- (2) 200 hours as a flight instructor in helicopters, as appropriate for the designation sought.

22.5 Experience Requirements for Commercial and Instrument Rating Pilot Examiner.

- a) Experience: CIRE—Aeroplane Category. The examiner applicant shall have at least:
 - 1. A commercial pilot licence with an aeroplane category rating, appropriate class rating(s) and an Instrument –Aeroplane rating.
 - 2. A valid flight instructor certificate with an aeroplane category rating, the appropriate class rating(s) and an Instrument-Aeroplane rating.
 - 3. 1000 hours as PIC which includes at least:
 - i. 500 hours in aero planes, of which 50 hours were accrued within the past year;
 - ii. 100 hours in the class of aero plane for which the designation is sought; and
 - iii. 50 hours in aero planes at night.
 - iv. 500 hours as a flight instructor in aero plane which includes at least 50 hours of flight instruction given in the class of aero plane appropriate to the designation sought.
 - v. 100 hours of instrument flight time in actual or simulated conditions; and
 - vi. For authority to conduct skill tests in large or turbine-powered aeroplanes—
 - A. 300 hours in large or turbine-powered aeroplanes, of which 50 hours are in the type of aeroplane for which designation is sought, and
 - B. 25 hours for each additional type of large aeroplane for which designation is sought;
 - 4. 500 hours as a flight instructor in aeroplanes which include at least:
 - i. 100 hours of flight instruction given in the class of aeroplane applicable to the designation sought; and
 - ii. 250 hours of instrument flight instruction, of which 200 hours were given in aeroplanes.
- b. Experience: CIRE—Helicopter Category. The examiner applicant shall have at least:

1. A commercial pilot licence with a helicopter category rating, appropriate class rating(s) and an Instrument –Helicopter rating.
2. A valid flight instructor certificate with a helicopter category rating, the appropriate class rating(s) and an Instrument-Helicopter rating.
3. 2,000 hours as PIC, which includes at least:
 - i. 500 hours in helicopters, of which 100 hours were accrued within the past year.
 - ii. 100 hours of instrument flight time in actual or simulated conditions.
 - iii. For authority to conduct skill tests in large or turbine-powered aeroplanes—
 - a. 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought; and
 - b. 25 hours for each additional type of large helicopter for which designation is sought.
- 4) 250 hours as a flight instructor in helicopters, which include at least—
 - i. 100 hours of flight instruction given in the helicopters; and
 - ii. 50 hours of instrument flight instruction in helicopters.

22.6 Experience Requirements for Commercial Pilot Examiners.

Experience: CE—Helicopter Category. The examiner applicant shall have at least:

1. A commercial pilot licence with a helicopter category rating.
2. A valid flight instructor certificate with a helicopter category rating.
3. 2,000 hours as PIC, which includes at least:
 - i. 500 hours in helicopters, of which 100 hours were accrued within the past year;
 - ii. For authority to conduct skill tests in large helicopters—
 - iii. 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought; and
 - iv. 25 hours for each additional type of large helicopter for which designation is sought.
4. 250 hours as a flight instructor in helicopters, which include at least:
 - i. 50 hours of instrument flight instruction in helicopters.

22.7 Experience Requirements for Flight Instructor Examiner.

The examiner applicant shall have at least:

- i. The requirements for a commercial examiner or a commercial instrument rating examiner designation, as appropriate for the category and class of aircraft pertinent to the FIE designation sought; and.

- ii. Have held a Commercial Examiner or Commercial and Instrument Rating Examiner designation for at least a year prior to designation as a FIE.

22.8 DESIGNATED EXAMINERS

- (a) The CAAB may designate private individuals to act as representatives of the Chairman in examining, inspecting, and testing persons and aircraft for the purpose of issuing airmen and aircraft licences, ratings and certificates.
- (b) The specific requirements for each type of designated examiner are contained in the appropriate licensing section of this Part related to the licensing requirements of the persons to be examined.
- (c) The CAAB will issue each designated examiner a certificate of designated authority and a designee identification card specifying the kinds of designation for which the individual is qualified and the duration of the designation.
- (d) DPEs involved in conducting flight test and other practical skill examinations for flight crew licenses and ratings will be oversighted in every 12 months by CAAB Inspector. An annual surveillance/monitoring schedule in respect of the DPEs to be followed and recorded accordingly by the PEL section.

22.9 REVOCATION, SUSPENSION OR WITHDRAWAL OF AUTHORISATION

- 22.9.1** The flight tests and or flight surveillance checks shall be carried out to the standards set out in this chapter and the operator's training manual. Failure to comply shall result in the suspension of the Designated Flight Examiner's authorization and possible permanent revocation.
- 22.9.2** The CAAB may review the Flight Examiner's authorization if he has been subject to any technical or disciplinary enquiry during his authorization approval.
- 22.9.3** The Flight Examiner's authorization shall also be returned to the CAAB and voided due to any of the following:
 - b. The Flight Examiner is no longer required by the organization to exercise his privileges.
 - (b) The Flight Examiner is relinquishing his role.
 - (c) The Flight Examiner ceases to be employed with the organisation.

CHAPTER-22

INSTRUCTOR / EXAMINER / DPE MONITORING REPORT (INITIAL/RENEWAL)



CIVIL AVIATION AUTHORITY OF BANGLADESH
CAAB HQ, KURMITOLA, DHAKA

File No.		Company :		Base :	
Flt. No	Sector(s)	Flight Date	Flight time	Aircraft Type	Registration
SIM Location		Type of Aircraft		Date of SIM	Duration
Operator Instructor/ : EXAMINER or DPE				Licence Type & No :	
Candidate (Pilot) :				Licence Type & No :	
Candidate (Pilot) :				Licence Type & No :	
Candidate (I/E) :				Licence Type & No :	
Inspector : (CAAB)					

Marking Grade: S = Satisfactory; SB=Satisfactory with Briefing; U=Unsatisfactory; N/O = Not Observed (Comments required for each SB and U assessment)

01	Pre-Flight Briefing	a. Content Adequacy	
		b. Clarity	
		c. Rapport with Candidate	
02	Scope of Flight Check	a. Use of Questions	
		b. Required Items Covered	
		c. Relative to Briefing	
03	Conduct of Flight Check	a. Handling of Simulator/Aircraft	
		b. Standard Procedures	
		c. Technique applied	
04	Post-Flight Briefing	a. Content Adequacy	
		b. Relative to Flight Check	
		c. Coverage – Errors/weaknesses	
05	Flight Check Report	a. Coverage – Errors/weaknesses	
		b. Content – General	
		c. Assessment Standard	

INSPECTION RESULT : SATISFACTORY ☐

UNSATISFACTORY ☐

COMMENTS/REMARKS:

INITIAL OF FOI
Date:

Chapter 23

Medical Provisions for Licensing

Refer to Civil Aviation Procedure Document on Aircrew Medical (CPD 1-10).

Chapter 24





Skill Testing for Licensing

Reserved

Chapter 25

Specifications for Personnel Licence

25.1 License Front Side:

<p>GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH</p> <p>CIVIL AVIATION AUTHORITY OF BANGLADESH</p>  <p>FLIGHT CREW LICENCE</p> <p>Issued in accordance with the provisions of Civil Aviation Rules (CAR Part-I) of Bangladesh</p> <p>This licence comply with ICAO standards except for the LAPL privileges</p> <p>CAAB Form C.A - 001- Issue 1- 07/2017</p>		<table border="1"> <tr> <td>I</td> <td>State of issue</td> <td>People's Republic of Bangladesh</td> </tr> <tr> <td>III</td> <td>Licence number</td> <td>BD/FCL/-----/----</td> </tr> <tr> <td>IV</td> <td>Name of the holder</td> <td>-----</td> </tr> <tr> <td>IVa</td> <td>Date of birth</td> <td>00.00.0000</td> </tr> <tr> <td>IVb</td> <td>Place of birth</td> <td>-----</td> </tr> <tr> <td>V</td> <td>Address of holder street, town, area, zip code</td> <td>-----</td> </tr> <tr> <td>VI</td> <td>Nationality</td> <td>Bangladeshi</td> </tr> <tr> <td>VII</td> <td>Signature of the holder</td> <td> (40x20-50 mm Photograph Area)</td> </tr> <tr> <td>VIII</td> <td>Issuing authority</td> <td>CAA of Bangladesh</td> </tr> <tr> <td>X</td> <td>Date and Signature of the issuing Officer</td> <td rowspan="2">-----</td> </tr> <tr> <td>XI</td> <td>Seal or stamp of issuing competent authority</td> </tr> </table>	I	State of issue	People's Republic of Bangladesh	III	Licence number	BD/FCL/-----/----	IV	Name of the holder	-----	IVa	Date of birth	00.00.0000	IVb	Place of birth	-----	V	Address of holder street, town, area, zip code	-----	VI	Nationality	Bangladeshi	VII	Signature of the holder	 (40x20-50 mm Photograph Area)	VIII	Issuing authority	CAA of Bangladesh	X	Date and Signature of the issuing Officer	-----	XI	Seal or stamp of issuing competent authority	<table border="1"> <tr> <td>II</td> <td>Title of licence, date of initial issue and country code</td> <td>-----, 00.00.0000 BD</td> </tr> <tr> <td rowspan="2">IX</td> <td>Validity date: 00.00.0000</td> <td rowspan="2">The privilege of this licence shall be exercised only if the holder has a valid medical certificate for the required privilege</td> </tr> <tr> <td></td> </tr> <tr> <td>XII</td> <td colspan="2">Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board of aircraft.</td> </tr> <tr> <td rowspan="2">XIII</td> <td>Remarks:</td> <td rowspan="2">ICAO English Level: --- Valid up to: 00.00.0000</td> </tr> <tr> <td></td> </tr> </table>	II	Title of licence, date of initial issue and country code	-----, 00.00.0000 BD	IX	Validity date: 00.00.0000	The privilege of this licence shall be exercised only if the holder has a valid medical certificate for the required privilege		XII	Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board of aircraft.		XIII	Remarks:	ICAO English Level: --- Valid up to: 00.00.0000		<table border="1"> <tr> <th colspan="3">XIV Ratings, certificates and privileges. Ratings to be revalidated</th> </tr> <tr> <th>Class, type, IR</th> <th>Date</th> <th>Remarks/restrictions</th> </tr> <tr> <td>SEP(A)JL</td> <td>00.00.0000</td> <td></td> </tr> <tr> <td>IR</td> <td>00.00.0000</td> <td></td> </tr> <tr> <td>T-28</td> <td>00.00.0000</td> <td></td> </tr> <tr> <td>B-737</td> <td>00.00.0000</td> <td></td> </tr> <tr> <td>B-777</td> <td>00.00.0000</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th>Instructors</th> <th>Date</th> <th>Privileges</th> </tr> <tr> <td>TRI</td> <td>00.00.0000</td> <td>--</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th>Examiners</th> <th>Date</th> <th>Privileges</th> </tr> <tr> <td>TRE</td> <td>00.00.0000</td> <td>--</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	XIV Ratings, certificates and privileges. Ratings to be revalidated			Class, type, IR	Date	Remarks/restrictions	SEP(A)JL	00.00.0000		IR	00.00.0000		T-28	00.00.0000		B-737	00.00.0000		B-777	00.00.0000								Instructors	Date	Privileges	TRI	00.00.0000	--				Examiners	Date	Privileges	TRE	00.00.0000	--			
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25.2 License Rear Side:

XIV(a) - Rating, certificates, endorsement	Date of rating test	Date of IR test	Valid until PPC		Valid until IR	Valid until F/FIE/TRI/ TRE/SFI/SFE	Examiner signature & certificate No	CAAB Stamp & Signature	Abbreviations used in this licence	
			Actual date	Extended date						
B-737NG/IR	--	--	--	--	--	--			LAPL	Light Aircraft Pilot Licence
TRI/TRE	--	--	--	--	--	--			PPL	Private Pilot Licence
									MPL	Multi Crew Pilot Licence
									CPL	Commercial Pilot Licence
									ATPL	Airline Transport Pilot Licence
									(A)	Aeroplane
									(H)	Helicopter
									L/S	Land/Sea
									SEP	Single-Engine Piston
									MEP	Multi-Engine Piston
									IR	Instrument Rating
									PIC	Pilot-in-Command
									CP	Co-Pilot
									FI	Flight Instructor
									CRI	Class Rating Instructor
									TRI	Type Rating Instructor
									FIE	Flight Instructor Examiner
									CRI	Class Rating Examiner
									TRE	Type Rating Examiner
									SFI	Synthetic Flight Instructor
									SFE	Synthetic Flight Examiner
									TR	Type Rating

Chapter 26

Sample Form/Check List



CIVIL AVIATION AUTHORITY OF BANGLADESH

Oral Test Assessment Form for Issue of PPL, CPL, IR & FIR

A. Personals Details:

Name of Applicant:	License Type & Number:
Organization:	Type of Aircraft:
Date of Test:	Attempt Number:
Signature of Applicant:	

B. Knowledge of Company Manuals and Procedures

<input type="checkbox"/> TPM	[Pass/Fail]	<input type="checkbox"/> Other Manuals	[Pass/Fail]
------------------------------	-------------	----------------------------------------	-------------

C. Knowledge of Civil Aviation Requirements and Procedures

<input type="checkbox"/> ICAO	[Pass/Fail]	<input type="checkbox"/> CAAB Rules & Regulations	[Pass/Fail]
-------------------------------	-------------	---------------------------------------------------	-------------

D. Knowledge of Aircraft Systems & Performance

<input type="checkbox"/> Hydraulic	[Pass/Fail]	<input type="checkbox"/> Electrical	[Pass/Fail]
<input type="checkbox"/> Pneumatic	[Pass/Fail]	<input type="checkbox"/> Engines	[Pass/Fail]
<input type="checkbox"/> Flight Instruments	[Pass/Fail]	<input type="checkbox"/> Flight Controls	[Pass/Fail]
<input type="checkbox"/> Landing Gears & Brakes	[Pass/Fail]	<input type="checkbox"/> Autopilot & Flight Director	[Pass/Fail]
<input type="checkbox"/> EFIS & FMS	[Pass/Fail]	<input type="checkbox"/> Navigation System	[Pass/Fail]
<input type="checkbox"/> Fuel	[Pass/Fail]	<input type="checkbox"/> Propellers (if applicable)	[Pass/Fail]
<input type="checkbox"/> Air condition & Pressurization	[Pass/Fail]	<input type="checkbox"/> Ice & Rain Protection	[Pass/Fail]
<input type="checkbox"/> Knowledge of and Ability to Compute Performance Data			[Pass/Fail]
<input type="checkbox"/> Knowledge of Calculating Weight and Balance			[Pass/Fail]
<input type="checkbox"/> Normal, Abnormal and Emergency Checklist			[Pass/Fail]
<input type="checkbox"/> Detail Knowledge of Operator's SOP			[Pass/Fail]
<input type="checkbox"/> Fire Protection			[Pass/Fail]
<input type="checkbox"/> Taxi, Take off & Departure			[Pass/Fail]
<input type="checkbox"/> Climb, Cruise & Descent			[Pass/Fail]
<input type="checkbox"/> Approach & Landing			[Pass/Fail]
<input type="checkbox"/> Any Other			[Pass/Fail]

E. Assessment: Passed/Failed

Comment:

Name & Signature of Examiner

Name & Signature of CAAB Inspector

APPENDIX A-2

**[C.A. Form-22(I)]
SPECIMEN APPLICATION FORM FOR ISSUE OF SPL (ALL)**

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application: _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Name of Organization/Operator: _____

APPLICANT'S SIGNATURE

PART-B (For use by ATO)

The statement given in Part-A has been verified and found correct. Photocopies of necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

APPENDIX A-3

**[C.A. Form-22(R)]
SPECIMEN APPLICATION FORM FOR RENEWAL OF SPL (ALL)**

PART-A (Applicant's part)

1. Name of Aircrew : _____
2. Category of licence & No: _____
3. Type(s) of aircraft : _____
4. Holder's Capacity : _____
5. Date of Medical Examination : _____ Medical status: _____
6. Total Flying Experience : _____
7. Flying Experience (i) Day : _____
(ii) Night : _____

APPLICANT'S SIGNATURE

PART-B (For use by ATO)

The statement given in Part-A has been verified and found correct. Photocopies of the flying logbook and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

APPENDIX A-4

**[C.A. Form-23(I)]
APPLICATION FORM FOR ISSUE OF PRIVATE PILOT LICENCE
(AEROPLANE)**

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of PPL. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology			Type Technical		

11. Flying Experience: _____ 12. Type(s) of Aircraft flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate on Flight Instruction and Skill from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise / Medical stated in rule 23(1)(c) & 23(1)(d) of CAR'84 and attained the required skill. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official use by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-5

Civil Aviation Authority of Bangladesh

Flight Safety & Regulations Division

Headquarters, Kurmitola, Dhaka

Check list for issuance of PPL and Endorsement on aircraft in group-1:

Name of Crew:
File reference no:

License Number:
Validity of License:

No.	Documents	Page No.	Remarks
01.	Medical Certificate		
02.	Educational Certificate		
03.	Result of PPL		
04.	Type Technical Result		
05.	X-city Certificate		
06.	X-city Check Report		
07.	Flight Test for PPL		
08.	AELP Test Result Level		
09.	Passport/National ID/ Birth Certificate		
10.	Bio-data		
11.	CA Form 23(I)		
12.	Fees		
13.	Flying Record (photocopy of logbook)		

Total flying hours :

P1 Local :

P1 X-city :

Rests of the hours are P/UT.

Checked By:

APPENDIX A-6

[C.A. Form-24(I)]

**APPLICATION FORM FOR ISSUE OF COMMERCIAL PILOT LICENCE
(AEROPLANE)**

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application: _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of CPL. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology			Type Technical		

11. Flying Experience: _____ 12. Type(s) of Aircraft flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate on Flight Instruction and Skill from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise / Medical stated in rule 24(1)(c) & 24(1)(d) of CAR'84 and attained the required skill. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed herewith.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official use by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-7

Civil Aviation Authority of Bangladesh

Flight Safety & Regulations Division

Headquarters, Kurmitola, Dhaka

Check list for issuance of CPL/IR and Endorsement on SEP :

Name of Crew :

License Number :

File reference no :

Valid up to :

S/N	Documents	Page No	Remarks
1.	Bio-data		
2.	Passport/ National ID /Birth Certificate		
3.	Educational Certificate		
4.	Medical Certificate		
5.	Ground Course Certificate		
6.	Result of CPL/IR		
7.	Flight Test Report for IR		
8.	Flight Test Report for CPL		
9.	Type Technical Result		
10.	X-city Certificate		
11.	X-city Check Report		
12.	Oral test report		
13.	AELP Test Result		
14.	Flight Test for PPL		
15.	Flying Record (photocopy of logbook)		
16.	CA Form 23(I)		
17.	Fee		
18.	License		

Total flying hours :

P1 Local :

P1 X-city :

(Rest of the hours are P/UT)

Checked By:

APPENDIX A-8

[C.A. Form-26(I)]
APPLICATION FORM FOR ISSUE OF AIRLINE TRANSPORT PILOT
LICENCE (AEROPLANE)

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of ATPL _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology			Type Technical		

11. Flying Experience: _____ 12. Type(s) of Aircraft flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise/Medical stated in rule 26(1)(c) & 26(1)(d) of CAR'84 and attained the required skill. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed herewith.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official use by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-9

CIVIL AVIATION AUTHORITY, BANGLADESH
HEADQUARTERS, KURMITOLA, DHAKA

Check list for issuance of ATPL and Endorsement on specific type aircraft in Group-I :

Name of Crew:

License No:

File Reference:

Validity of License:

No	Documents	Page No.	Remarks
01	Medical Certificate (Class-I)		
02	Result of ATPL		
03	Ground Course & Type Technical		
04	Conversion simulator report (with ZFTT)		
05	Base Training/Check Report		
06	Route Training report/Route Check		
07	Route Check Report		
08	IRC Report by FOI		
09	SEEP Certificate		
10	CRM Certificate		
11	Last Flying Record (photocopy of logbook)		
14	CA Form-26(I)		
15	Fees		

Total Flying Hours :

- (i) PIC hours :
- (ii) Total Night hours :

Checked by :

APPENDIX A-10

[C.A. Form-23A(I)]
APPLICATION FORM FOR ISSUE OF PRIVATE PILOT LICENCE
(HELICOPTER)

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of PPL. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology			Type Technical		

11. Gliding Experience: _____ 12. Type(s) of Free Balloon flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise/Medical stated in rule 23(1)(d) & 24(a) of CAR'84 and attained the required skill. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official used by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-11

Civil Aviation Authority of Bangladesh

Flight Safety & Regulations Division
Headquarters, Kurmitola, Dhaka

Check list for issuance of PPL(H) and Endorsement on Helicopter in group-1:

Name of Crew:

File reference no:

No.	Documents	Page No.	Remarks
01.	Medical Certificate		
02.	Educational Certificate		
03.	Exemption Letter from CAAB (if applicable)		
04.	Experience Certificate from military		
05.	Flying Record (photocopy of logbook)		
06.	Result of Ground Subjects		
07.	Result of Type Technical		
08.	Flight Test for PPL (H)		
09.	AELP Test Result Level		
10.	Passport/National ID/ Birth Certificate		
11.	Bio-data		
12.	CA Form 23(I)		
13.	Fees		

Checked By:

APPENDIX A-12

[C.A. Form-24A(I)]
APPLICATION FORM FOR ISSUE OF COMMERCIAL PILOT LICENCE
(HELICOPTER)

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of CPL. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology			Type Technical		

11. Flying Experience: _____ 12. Type(s) of Helicopter flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise/Medical stated in rule 24(1)(d) & 24(4) of CAR'84 and attained the required skill. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary paper(s) are enclosed herewith.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official use by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-13

Civil Aviation Authority of Bangladesh
Flight Safety & Regulations Division
Headquarters, Kurmitola, Dhaka

Check list for issuance of CPL(H)/ IR and Endorsement on helicopter in group-1:

Name of Crew:
File reference no:

License Number:
Validity of License:

No.	Documents	Page No.	Remarks
01.	Medical Certificate		
02.	Educational Certificate		
03.	Exemption Letter from CAAB (if applicable)		
04.	Experience Certificate from military (if applicable)		
05.	Flying Record (photocopy of logbook)		
06.	Result of Ground Subjects		
07.	Result of Type Technical		
08.	Flight Test for CPL (H)		
09.	AELP Test Result Level		
10.	Passport/National ID/ Birth Certificate		
11.	Bio-data		
12.	CA Form 24(I), 34(I)		
13.	Fees		

Checked By:

APPENDIX A-14

**[C.A. Form-26A(I)]
APPLICATION FORM FOR ISSUE OF ATPL (HELICOPTER)**

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of ATPL: _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology			Type Technical		

11. Flying Experience: _____ 12. Type(s) of Helicopter flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercises/Medical and attained in rule 26(1)(d) & 26(4) of CAR' 84 and attained the required skill. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official use by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-15

**[C.A. Form-32(I)]
APPLICATION FORM FOR ISSUE OF INSTRUMENT RATING
(AEROPLANES)**

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of IR. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology					

11. Flying Experience: _____ 12. Type(s) of Aircraft flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise/Medical stated in rule 32(1) & 32(2) of CAR'84 and attained the required skill. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official use by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-16

**[C.A. Form-32(R)]
APPLICATION FORM FOR RENEWAL OF INSTRUMENT RATING
(AEROPLANE)**

PART-A (Applicant's part)

1. Name of Aircrew : _____
2. Category of licence & No: _____
3. Type(s) of Aircraft : _____
4. Holder's Capacity : _____
5. Date of Medical Examination : _____ Medical status: _____
6. Total Flying Experience : _____
7. Flying Experience During Last 90 days : (i) Day : _____
(Number of landings, engaged in (ii) Night : _____
Commercial operations) (iii) Instrument hours: _____
8. Date of Refresher Course for Instrument Rating done : _____
9. Date of type technical done : _____
10. Date of simulator done : _____
11. Date of instrument flight test done : _____

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. Photocopy of the flying logbook and other necessary paper(s) are enclosed herewith.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official used by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-17

Civil Aviation Authority of Bangladesh
Flight Safety & Regulations Division
Headquarters, Kurmitola, Dhaka

Check list for Renewal of IR:

Name of the Applicant : License Number :
File Reference : Valid up to :

S/N	Requirements	Page No.	Remarks
01.	Medical Certificate		
02.	IR Check		
03.	Form CA -32(R)		
04.	Last flying record (Photo copy of logbook)		
05.	Fee		

Checked By:

APPENDIX A-18

[C.A. Form-32A(I)]
APPLICATION FORM FOR ISSUE OF INSTRUMENT RATING
(HELICOPTER)

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of IR. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology					

11. Flying Experience: _____ 12. Type(s) of Helicopter flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise/Medical stated in rule 32 (1) & 32(2) of CAR'84. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official used by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-19

[C.A. Form-32A(R)]

**APPLICATION FORM FOR RENEWAL OF INSTRUMENT RATING
(HELICOPTER)**

PART-A (Applicant's part)

1. Name of Aircrew : _____
2. Category of licence & No: _____
3. Type(s) of Helicopter : _____
4. Holder's Capacity : _____
5. Date of Medical Examination : _____ Medical status: _____
6. Total Flying Experience : _____
7. Flying Experience During Last 90 days : (i) Day : _____
(ii) Night : _____
(iii) Instrument hours: _____
8. Date of Refresher Course for Instrument Rating done : _____
9. Date of type technical done : _____
10. Date of simulator done : _____
11. Date of instrument flight test done : _____

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. Photocopy of the flying logbook and other necessary documents are enclosed herewith.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official used by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-20

Civil Aviation Authority of Bangladesh
Flight Safety & Regulations Division
Headquarters, Kurmitola, Dhaka

Check list for Renewal of IR (H):

Name of the Applicant : License Number :
File Reference : Valid up to :

S/N	Requirements	Page No.	Remarks
01.	Medical Certificate		
02.	IR Check		
03.	Form CA -32(R)		
04.	Last flying record (Photo copy of logbook)		
05.	Fee		

Checked By:

APPENDIX A-21

[C.A. Form-34(I)]

APPLICATION FORM FOR ISSUE OF FLIGHT INSTRUCTOR'S RATING (ALL)

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of FIR. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Human Performance & Limitations			Radio Telephony		
Meteorology			Type Technical		

11. Flying Experience: _____ 12. Type(s) of Aircraft flown : _____

	Day		Night		Instrument		Remarks
	Dual	Solo	Dual	Solo	Day	Night	
General							
Cross Country							
Total hours							
Grand Total=							

12. Total PATTERN Flying:

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. The applicant has undergone the Exercise/Medical stated in rule 34(1) & 34(2) of CAR'84. Photocopies of the flying logbook & result(s) of the flight test(s) and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official used by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-22

Civil Aviation Authority of Bangladesh
Flight Safety & Regulations Division
Headquarters, Kurmitola, Dhaka

Check list for Issuance of FIR (A):

Name of the Applicant : License Number :

File Reference : Valid up to :

S/N	Requirements	Page No.	Remarks
01.	Medical Certificate		
02.	Permission Letter from CAAB		
03.	Result of IT Exam		
04.	IT Ground Course Certificate		
05.	Last flying record (Photo copy of logbook)		
06.	Flight Test Report		
07.	Form CA -34(I)		
08.	Demo Class Record		
09.	Fee		

Checked By:

APPENDIX A-23

Civil Aviation Authority of Bangladesh
Flight Safety & Regulations Division
Headquarters, Kurmitola, Dhaka

Check list for Issuance of FIR (H):

Name of the Applicant : License Number :

File Reference : Valid up to :

S/N	Requirements	Page No.	Remarks
01.	Medical Certificate		
02.	Permission Letter from CAAB		
03.	Result of IT Exam		
04.	QFI certificate from BAF		
05.	Flight Test Report for IR		
06.	Flight Test Report for FIR		
07.	Last flying record (Photo copy of logbook)		
08.	Form CA -34(I)		
09.	Demo Class Record (if applicable)		
10.	Fee		

Checked By:

APPENDIX A-24

[C.A. Form-34(R)]

APPLICATION FORM FOR RENEWAL OF FLIGHT INSTRUCTOR'S RATING (ALL)

PART-A (Applicant's part)

1. Name of Aircrew : _____
2. Category of licence & No: _____
3. Type(s) of aeroplane/ helicopter : _____
4. Holder's Capacity : _____
5. Date of Medical Examination : _____ Medical status: _____
6. Total Flying Experience : _____
7. Flying Experience During Last 90 days : (i) Day : _____
(ii) Night : _____
(iii) Instructional : _____
8. Date of type technical refresher done : _____
9. Number of training / check flights conducted in last 12 months: _____
10. Date of PPC/Simulator : _____
11. Date of instrument flight test : _____
12. Date of FIR Flight Test : _____
13. Date of CRM done : _____
14. Date of SEEP done : _____

APPLICANT'S SIGNATURE

PART-B (Certificate from the ATO/Organization)

The statement given in Part-A has been verified and found correct. Photocopies of the flying logbook and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official used by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-25

Civil Aviation Authority, Bangladesh
Headquarters, Kurmitola, Dhaka

FIR Renewal Check List:

Name of the Applicant:

License Number:

File reference :

Valid up to:

S/N	Requirements	Page No.	Remarks
01.	Flight Check (FIR)		
02.	Form CA-34(R)		
03.	Last flying record (Photo copy of logbook)		

Checked By:

APPENDIX A-26

**[C.A. Form-42(I)]
APPLICATION FORM FOR ISSUE OF FLIGHT OPERATIONS
OFFICER LICENCE**

PART-A (Applicant's part)

1. Name : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ Date of Application : _____
5. Present Address : _____
6. Permanent Address : _____
7. Academic Qualification: _____ 8. Medical Status: _____
9. Examination Results of ATPL/FOOL. _____ 10. Name of Organization/Operator: _____

Subject	Exam Date	Marks Obtained (%)	Subject	Exam Date	Marks Obtained (%)
Air Law			Navigation		
Aircraft General Knowledge			Operational Proc.		
Flight Performance & Planning			Principles of Flight		
Radio Telephony			Human Performance		

APPLICANT'S SIGNATURE

PART-B (Certificate from the Organization/Operator)

The statement given in Part-A has been verified and found correct. The applicant has undergone the exercise stated in rule 42 of CAR'84 and attained the required skill. Photocopies of the result(s) and other necessary documents are enclosed.

PREPARED & CHECKED

AUTHORISED SIGNATURE

PART-C (Official use by CAAB)

INITIATED

CHECKED

APPROVED

APPENDIX A-27

Civil Aviation Authority of Bangladesh
Flight Safety & Regulations Division
Headquarters, Kurmitola, Dhaka

Check list for Issuance of FOO License

Name of the Applicant : License Number :

File reference : Valid up to :

S/N	Requirements	Page No.	Remarks
01.	FOOL Exam Result		
02.	Job Experience Certificate		
03.	Educational Certificate		
04.	National ID		
05.	Bio-Data		
06.	CA Form-42 (I)		
07.	Fees		

Checked By:

APPENDIX A-28 (1)

**APPLICATION FOR GRANT OF VALIDATION TO A LICENCE
ISSUED BY A COUNTRY OTHER THAN BANGLADESH**

Note-Complete and return this form to CAAB and enclose with it :

Licence required to be validated and Personal flying logbook(s), entered, totaled to date, and duly attested.

(I) APPLICATION

I hereby apply for the grant of validation to my _____

_____ Licence No. _____

dated _____ issued by the _____

and I certify that the particular given by me in the Form are true to the best of my knowledge and belief.

Dated _____ Signature _____

(II) PERSONAL PARTICULARS OF APPLICANT:

Name in full _____

(Block capitals, Surname first)

Nationality _____

Date of birth _____

Place of birth _____

Previous address _____

Present address _____

Telephone No. (If any) _____

Employed by _____

If you are not a Bangladesh National, give the following information:

Passport No.

Place of issue :

Date of issue :

Valid upto :

(iii) This licence comply with ICAO Annex-1 : Yes

☐

/

No

☐

(iv) Particulars of licence flying experience etc.

Date of medical examination :

Licence valid from to

Type of flying machines for which this licences is valid :

Class :

Group I : (IN-COMMAND)

Group II : (CO-PILOT)

Date of issue of Instrument Rating :

Date of last of Instrument Flight Check :

Flight / Assistant Instructor's Rating :

Flying experience upto-date as Pilot / Flight Navigator / Flight Engineer / Flight Radio Operator :

		Day		Night	
		Local	Cross Country	Local	Cross Country
Single Engine Solo					
Multi Engine	Pilot-in-command				
	Co-Pilot				
Total hours as Pilot					

Last date when flew :

Type of flying machines flown up to date :

Particulates of any other licences held :

Signature of Applicant:

APPENDIX A-28 (2)

**LICENCE AUTHENTICATION FORM FOR ISSUE OF VALIDATION
AND CONVERSION**

In accordance with the provision of ICAO Annex-I for the purpose of Validation/Conversion, the particulars of the applicant's licence should be verified from the issuing state. For this purpose the following details are required by Civil Aviation Authority, Bangladesh:

Issuing Authority Details	
State of Issue	
Issuing Authority	
Name of the Authorized Person	
Title of the Authorized Person	

We hereby certify the authenticity of the following licence. We also confirm that there are no outstanding actions on the mentioned licence and this licence:

Licence Details			
Name of the licence holder			
Licence type and number			
Date of issue of the licence		Lic Expiry	
Type rating endorsed as PIC(P1)	1.		
	2.		
	3.		
Type rating endorsed as Co-pilot(P2)	1.		
	2.		
	3.		

Date of the last Proficiency Check	
Date of the Instrument Rating Check	
Instructor Rating endorsement date	

Signature of the authorized person		Date	
Telephone No		Stamp	
Fax No			
E-mail			

For any comments space below may be used:

APPENDIX A-29

DOCUMENTS REQUIRED SUBMITTED AS PER ANO (OPS) A-15 FOR VALIDATION OF LICENCE OF EXPATRIATE OPERATING CREW

Name of Flight Crew : _____
 Name of Employer : _____
 Name of Contracting State: _____
 Nationality : _____

SL	Requirement	Documents: Yes/No	Valid upto	Page
01	Application form C.A-433			
02	Curriculum Vitae			
03	Two copies of recently taken Photograph			
04	Photocopy of the valid passport, in case of foreign national			
05	Photocopy of the valid flight crew licence			
06	This licence comply with ICAO Annex-1			
07	Extract from the last four pages of personal flying logbook			
08	Photocopy of the recent medical fitness certificate issued by the appropriate authority of the concerned contracting state			
09	Photocopy of the latest on type of Simulator/PPC report			
10	Photocopy of the Base Check of Route Check Report			
11	Photocopy of the appointment letter issued by the employer in Bangladesh in accordance with the prevailing regulations of Govt. of Bangladesh			
12	Result of Air Law Examination			
13	Result of Composite (Flt Performance & Planning, Human Perform, Nav & Met)			
14	Licence Authentication Letter			
15	English Language Proficiency Level			
16	Oral Test			
17	E-visa/Work Permit/ BOI Receipt			
18	Fees for Validation Issuance/Extension			
19	Security clearance from Ministry of Home Affairs			

Initiated by: _____ Date: _____

APPENDIX A-30

Check list for Conversion of Foreign Licence into Bangladeshi Licence

Name of Applicant :

Name of Operator :

File Reference :

No	Documents	Page No.	Remarks
01	CA Form		
02	Medical Certificate		
03	Copy of Foreign Licence		
04	This licence comply with ICAO Annex-1		
05	Educational Certificate		
06	Authentication Report from licence issuing authority		
07	Result of Air Law		
08	Result of Composite		
09	Result of Type Technical		
10	Flight Test Report for IR		
11	Flight Test Report for CPL		
12	AELP Level		
13	National ID/Passport		
14	Security Clearance (If Applicable)		
15	Bio-data		
16	Flying Record (photocopy of logbook)		
17	Fees		

Checked by (CAAB Official) :