



# **CIVIL AVIATION AUTHORITY OF BANGLADESH**

## **TRAINING PROGRAMME FOR AERODROMES & GROUND AIDS (AGA) INSPECTORS**

**For  
Flight Standard and Regulations Division**

**Version 2.0**

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

## **Directorate of Flight Safety & Regulations**

### **Civil Aviation Authority, Bangladesh**

**Head Quarters, Kurmitola, Dhaka-1229**

## **SUBJECT: TRAINING PROGRAMME FOR AERODROMES & GROUND AIDS (AGA) INSPECTORS**

### **1 Introduction**

The training objective is to provide the Aerodrome Inspectors, Officials and AGA Consultants with basic knowledge as required by Annex-14 & Doc 9774 which will enable them to perform the AGA regulatory functions as Inspector in a more systematic manner. The knowledge is acquired through a combination of formal training, on-the-job training, specialized and refresher/recurrent training.

Note,-

- (a) Aerodrome Inspectors: Personnel, authorized by the Chairman, CAA Bangladesh to inspect and carry out tests on the aerodrome facilities, services and equipment, inspect aerodrome operators documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate is granted or renewed and subsequently, at any other time, for the purpose of ensuring safety and order at the aerodrome.
- (b) Officials: Aerodrome Inspectors recruited/designated but not having Basic Inspector training.
- (c) AGA Consultant: Consultants recruited by CAAB for the purpose of preparing, amending and updating necessary regulatory documents pertaining to AGA and to perform safety oversight inspections as assigned.

### **2. GENERAL**

2.1 To establish appropriate regulatory control over the operators in the most effective and efficient manner, training of Inspectors/Officials/Consultants in various fields of advanced aviation technology has become an important tool. Initial training of Aerodrome Inspectors and Consultants who do not have training in this field is considered essential, for effective discharge of their duties and responsibilities as Aerodrome Inspectors. Equally important is the refresher/recurrent and specialized

training of Inspectors, already serving in this field, on various subjects and topics and periodic training on selected special subjects.

2.2 The details of the training requirements for the AGA Inspectors and Consultants with the intention to provide Initial, Refresher/Recurrent, OJT, Specialized training, to be provided, is described in section 4. The purpose of this training programme is in tune with the changes in technology, procedures, rules, regulations, knowledge on OLS, Aeronautical Study, Designs & Construction related Security, Aerodrome Safety & Technique of surveillance inspection etc.

2.3 All officials working in this field as Aerodrome Inspectors are required to undergo Aerodrome Inspectors Training course. After successful completion of Aerodrome Inspectors Training course they will be subjected to OJT under a qualified inspector. They will be recommended as Aerodrome Inspector subject to satisfactory performance as required in Para 4.5 below and completion of the courses mentioned under Art.4.2.2.

2.4. Thereafter, depending upon the successive training & experience, they will be categorized as specialized Aerodrome Inspector.

### **3. TRAINING ADMINISTRATION**

3.1 The training programme will be coordinated by the AGA Section of the Directorate of Flight Safety & Regulations.

3.2 DFSR shall be responsible for nominating newly recruited/untrained officials/consultants of FSR Directorate to undergo training on subjects listed in Para 4 below.

3.3 After successful completion of the course, officials shall submit the copy of course completion certificate to FSR Directorate.

### **4. TRAINING COURSES**

4.1 The training courses are divided into the following categories.

A

- Initial Training Course
- OJT
- Refresher/ Recurrent Training Course
- Specialized Training Course

B

- Field Training
- Periodic Training
- Discussions on surveillance and audit feedbacks
- Field trips.

## 4.2 Training Courses

4.2.1 Following training courses will be provided to newly recruited/untrained officials in phases :

- (i) Aerodrome Inspectors Training
- (ii) Aeronautical Study
- (iii) SMS Training
- (iv) Human Factors Training
- (v) Training on OLS
- (vi) ICAO-Annex 14 Training
- (vii) Safety Oversight Audit Training
- (viii) Risk Assessment Training
- (ix) Wildlife hazard mitigation & management system Training
- (x) Communication skills.
- (xi) Aerodrome Certification
- (xii) Airport Fire fighting facilities
- (xiii) Airport Visual lighting system
- (xiv) Structured on the job Training
- (xv) SSP
- (xvi) OJ Overseas Safety Auditing Training
- (xvii) Lead Auditor Training
- (xviii) Ground Handling
- (xix) Introduction to Airport Security.
- (xx) OJT as appropriate

4.2.2 Minimum Basic Trainings required for becoming an Aerodrome Inspector:

| Sl. No | Names of Training                      | Duration          |
|--------|--|-------------------|
| i)     | Local Regulations and Local Framework. | Min 4 (Four) Days |
| ii)    | SMS                                    | Min 4 (Four) Days |
| iii)   | Aerodrome Inspector Course             | Min 5 (Five) Days |
| iv)    | Aerodrome Certification.               | Min 5 (Five) Days |

## 4.3 REFRESHER/RECURRENT TRAINING:

All Aerodrome Inspectors shall undergo periodic refresher/recurrent training at least once in 2(Two) years and each refresher training will be for a minimum of 2 (two) days' duration. The Director Aerodromes Standard shall complement the periodical recurrent training by way of meetings/Seminars/In-house lectures/ workshops to disseminate the necessary information to all Safety Officials/Aerodrome Inspectors (AI) so as to update their skills and knowledge. The refresher/recurrent training shall include but not limited to the following:

| Sl. No. | Names of Training Courses |
|---------|---------------------------|
| i)      | Aerodrome Certification   |
| ii)     | ICAO-Annex 14             |
| iii)    | SMS                       |

|     |  |
|-----|--|
| iv) | Wildlife hazard mitigation & management system |
| v)  | Risk Assessment                                |
| vi) | Any other as required.                         |

#### 4.4 SPECIALIZED TRAINING

To cover the subjects in depth with regard to the responsibilities of Aerodrome Inspectors, all Aerodrome Inspectors shall be given specialized training on the fields/topics along with the duration mentioned below:

| Sl. No | Name of Training/Work shop/Seminar    | Duration           |
|--------|---------------------------------------|--------------------|
| i)     | Aerodrome Operation                   | Min. 5 (Five) days |
| ii)    | RFF                                   | Min. 5 (Five) days |
| iii)   | Wildlife Management                   | Min. 5 (Five) days |
| iv)    | Aeronautical Studies/Risk Assessments | Min. 5 (Five) days |
| v)     | Enforcement                           | Min. 5 (Five) days |
| vi)    | Signs, Markings and Lightings         | Min. 7(Seven) days |
| vii)   | SMS Acceptance and Oversight          | Min. 5 (Five) days |
| viii)  | SSP                                   | Min. 4 (Four )days |
| ix)    | APRAST                                | Min. 4 (Four )days |
| x)     | AOP ( Aerodrome Operation Panel)      | Min. 4 (Four )days |

#### 4.5 On-job-training (OJT)

All Aerodrome Inspectors (Trainee) after completing theoretical course shall undergo OJT under the supervision of a qualified Aerodrome Inspector. The trainee must,

- a) Participate in at least two inspections conducted by a qualified AGA Inspector as an observer; and
- b) Conduct at least two inspections under supervision of qualified AGA Inspector.

#### 4.6 Training for re-qualification

An Inspector who has been out of the programme for more than one year shall conduct at least two inspections under supervision of qualified Aerodrome Inspector before going for independent inspection.

#### 4.7 Foreign Training

The DFSR, after the need assessment, shall authorize concerned Aerodrome Inspectors for foreign trainings as required. While doing so, the DFSR will ensure quality of the approved training provided by those foreign Institutions.

### 5. Training Policy:

This Training programme has been prepared as per the requirement of CAAB Training Policy.

Implementation of this Training Programme will be the responsibility of the Directorate of Flight Safety and Regulations of CAAB,HQ.



**Chy M Ziaul Kabir**  
Wing Commander  
Director

Flight Safety and Regulations  
Civil Aviation Authority  
Headquarter, Kurmitola,  
Dhaka-1229, Bangladesh