



Civil Aviation Authority of Bangladesh
Flight Standard & Regulations Division
Headquarters, Kurmitola, Dhaka
www.caab.gov.bd



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CIRCULAR

Subject: Time line of submission for approval/renewal/certification/issuance.

1. In order to facilitate timely approval, all airports and air operators are instructed to follow the submission time line mentioned below for any approval/renewal/certification etc.

S/N	Name of issues	Submission time line prior to expiry/ target date (days)
Airworthiness & Engineering Division		
1	Type Acceptance	90
2	Issue of Certificate of Airworthiness (Large Aircraft)	60
3	Renewal of Certificate of Airworthiness (Large Aircraft)	45
4	Export C of A	30
5	Issue of Certificate of Registration	60
6	Issue of restricted/limited C of R & C of A	60
7	De-registration	45
8	Approval of Modification/repair (Major, STC etc.)	20
9	Approval of Modification/repair (minor)	10
10	NOC for spare parts/BIDA permit	15
11	Approval for Aircraft Technical Log page	15
12	Approval of permitted variations	30
13	Allocation of provisional Registration marks	7
14	Allocation of Mode S code	7
15	Application for extension of time for audit finding closure	10
16	Application for audit closure	10
17	Exemption (up to ANO)	20
18	Exemption on Rules	40
19	Approval of post holder	30
20	Nomination for domestic outstation inspection	15
21	Nomination for Foreign Inspection	30
22	Part-145 Maintenance Organizations : Initial	120
23	Part-145 Maintenance Organizations (Local): Renewal/change	60
24	Change of manual (AMP/MEL/CAME/MOE/MOM etc.)	30
25	Part-145 Maintenance Organizations (Foreign): Renewal/change	60
26	CAMO Approval (Initial)	120
27	CAMO renewal/change	60

S/N	Name of issues	Submission time line prior to expiry/ target date (days)
Air Transportation Division		
1	Issuance of GSA permit	90
2	Renewal of GSA permit	60
3	Issuance of OSPL	60
4	Renewal of OSPL	60
5	Approval for carriage of DG (SKD Airlines)	5
6	Renewal for carriage of DG (Non-SKD Airlines)	15
7	Approval for carriage of DG (Non-SKD Airlines)	3
8	Approval of Tariff	10
9	Approval of schedule landing flight (Summer/Winter schedule of Domestic & International)	45
10	Approval of schedule over flight (Summer/Winter schedule)	30
11	Approval of Helicopter flight	1
12	Drone Registration	7
13	Drone Registration renewal/transfer	7
14	Approval of Drone flying	45
15	Approval of Foreign Airlines Operation Permit (Evaluation + Base station visit)	90
16	Approval of Non-schedule landing flight (Foreign operators' Passenger/cargo)	4
17	Approval of Non-schedule over flight (Foreign operators' passenger/cargo)	4
18	Diplomatic flight (NOC & Approval)	4
19	Modification of non-schedule flights: Call sign, Date, Time, Route etc.	4
20	Issuance of flight permits/clearances (after approval)	2
21	Approval of freq. to Bangladeshi operators on different routes	4
22	Approval of freq. to Bangladeshi operators (after MoCAT approval)	3
23	Exemption/NOC/approval for DG carriage by BD carrier	5
24	Exemption/NOC/approval for DG carriage by foreign carrier	7
25	Approval of International Medical evacuation flight	1
26	Approval of helicopter night stay (other than base station)	1
PEL, Exam & Training Division		
1	Issuance of PPL,CPL,ATPL,FOOL & ATC license	45
2	Renewal of PPL,CPL,ATPL,FOOL & ATC license as a Non-Expiry Type	30
3	Issuance of Duplicate License	30
4	Issue of IR	45
5	Issue of FIR	45
6	Renewal of IR&FIR	25

S/N	Name of issues	Submission time line prior to expiry/ target date (days)
7	Issue of Company Instructor(Base, Route & Simulator)	45
8	Renewal of Company Instructor(Base, Route & Simulator)	15
9	Endorsement of Aircraft in Pilot License	15
10	Issue of Validation for Foreign Crews	75
11	Extension of Validation for Foreign Crews	60
12	Issuance of Conversion of Foreign License (Only for Bangladeshi Nationals)	75
13	Issue of ATPL Ground Course Certificate	15
14	Approval of Candidates list to appear at the examination (knowledge test)	25
15	Approval of Examination Result	15
16	AELPT result approval	15
17	Oral result approval	15
18	Approval of ground subjects exam as per ANO(OPS)A-4	25
19	Issue of SFI/SFE authorization for Bangladeshi Pilots	35
20	Renewal of SFI/SFE authorization for Bangladeshi Pilots	25
21	Issue of ATO approval(COA)	250
22	Renewal of ATO approval(COA)	75
23	Issuance of Ground Subject Instructor Authorization	35
24	Renewal of Ground Subject Instructor Authorization	25
25	Issuance of DCP/DPE Authorization	35
26	Renewal of DCP/DPE Authorization	35
27	Approval of Cabin Safety Instructor Authorization	35
28	Renewal of Cabin Safety Instructor Authorization	25
29	Issuance of Simulator Training Center& FSTD (on abroad)	100
30	Renewal of Simulator Training Center& FSTD (on abroad)	65
31	Approval of Aircraft Training in lieu of Simulator Training	35
32	Validation of Foreign Instructor/ Examiner for Flight and Simulator Training	50
33	Temporary/One Time Validation for foreign crews for special/Ferry Flight	45
34	Nomination of PEL Inspector/FOIs /DFOIs and Check Pilot for monitoring of IRC in Domestic and International route.	25
35	Nomination of PEL Inspector/FOIs /DFOIs and Check Pilot for conducting Flight Check for PPL/CPL issue.	25
36	Nomination of PEL Inspector/FOIs for monitoring of PPC	25
37	Nomination of PEL Inspector/FOIs for inspection of Simulator Training Organization and FSTD	25
38	Scheduling of Flight Crew examination	15
39	Approval of Training Program of Pilot and Cabin Crew	45
40	Approval of surveillance program for ATO	15
41	Approval of exemption on ANO/Circular/Policy	35
42	Issue of No Objection Certificate (NOC) of foreign crew to obtain e-visa, work permit etc	45
43	Approval of Operation Related Manuals	130



S/N	Name of issues	Submission time line prior to expiry/ target date (days)
44	Revision of Operation Related Manuals	45
45	Approval of ATO related Manuals	130
46	Revision of ATO Related Manuals	45
47	Approval of Cabin Safety Manuals	65
48	Revision of Cabin Safety Manuals	45
49	Medical Correspondence	25
50	Approval of Director Flight Operation(DFO)	30
51	Ground Class Approval	45
Flight Operation Section (Cabin Safety)		
1	Cabin crew training center	30
2	Approval of cabin crew instructor	30
3	Renewal of cabin crew instructor	20
4	Approval of cabin crew manager	20
5	Approval of in charge cabin safety	20
AOC Cell		
1	AOC renewal	60
Aerodrome Standard Division		
1	Aerodrome Certification	75

2. This circular will supersede all previous circulars/orders on the concerned subject with immediate effect.


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Distribution (For onward action)

1. All Air Operators.....
2. All Airport Managers.....
3. *All officers of FSR Div*

Copy for kind info:

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