



GM 14-28

CIVIL AVIATION AUTHORITY OF BANGLADESH

Guidance Manual

Issuance of Aerodrome Certificate/License



Version 2.0
28 MAY 2024

AERODROME STANDARD DIVISION



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FOREWORD

Section 3 of Civil Aviation Act 2017 (CA Act 2017) requires that for the operation of an airport or Aerodrome, it shall be Licensed or Certified as the case may be by the Chairman.

According to ANO-14 Vol-I Aerodromes used for international operations shall be certified and Aerodromes open to public use other than used for international operations shall be licensed.

Aerodrome Operator shall apply to the Chairman for a Certificate or License as the case may be, in such a manner and subject to such conditions as prescribed by the Chairman.

A License and a certificate, as the case may be, will be issued, if the Chairman is satisfied that the relevant airport or aerodrome has met the prescribed conditions.

This GM provides guidance to aerodrome operators on the procedures how and subject to what conditions an application is to be made to the Chairman for the issuance of an Aerodrome Certificate or Aerodrome License as the case may be.

It is expected that the concerned Aerodrome Operator will take this GM as a reference/guidance material in applying for an Aerodrome Certificate or Aerodrome License as appropriate and meeting the prescribed conditions.

This GM is issued under the authority of the Chairman, CAAB and will become effective on the date mentioned in the document and will supersede the Aerodrome Advisory Circular (AC (AD) No-2) issued on 20 January 2010 on the same subject.



Air Vice Marshal M Mafidur Rahman

BBP, BSP, BUP, ndu, afwc, psc

Chairman

Civil Aviation Authority of Bangladesh

1. PURPOSE:

The purpose of this Guidance Manual (GM) is to explain the need of having Aerodrome Certificate/ License to be held by an Aerodrome Operator as the case may be and to provide guidance on the process of applying for a Certificate /License as the case may be.

2. Legislative Control:

2.1 Section 3 of the Civil Aviation Act 2017 (CA Act 2017);

- (a) No airport or aerodrome shall be operated without a License and a certificate, as the case may be.
- (b) For obtaining a License and a certificate, as the case may be, for airport or aerodrome, an application shall have to be made to the Chairman in such manner and subject to such conditions as may be prescribed.

2.2 Articles 1.4.1 and 1.4.2 of ANO-14 Vol-I;

- a) Aerodromes used for international operations shall be certified in accordance with the specifications contained in this ANO as well as Specifications of other relevant ANOs.
- b) Aerodromes open to public use other than used for international operations shall be licensed through specifications of this ANO as well as Specifications of other relevant ANOs.

3. SCOPE

This GM explains the requirements on the Certification and Licensing of International Airports and Domestic Airports respectively and provides general guidance on application process and responsibilities/obligations of the applicant/ Aerodrome Operator concerning Aerodrome Certificate/ License as the case may be, issued under Civil Aviation Act 2017 and ANO-14 Vol-I.

4. APPLICABILITY

The articles of this GM shall apply as appropriate to all aerodromes (International/ Domestic) which is open to public use for conduct of Air Transport operations.

5. DEFINITIONS

The definitions in this section shall have the following meaning:

“Accident” means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) a person is fatally or seriously injured as a result of:
 - being in the aircraft, or
 - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
 - direct exposure to jet blast,

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

b) the aircraft sustains damage or structural failure which:

- adversely affects the structural strength, performance or flight characteristics of the aircraft, and
- would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or

accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear

doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor

blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

c) the aircraft is missing or is completely inaccessible.

“aerodrome” means any specified area of land or water used, either wholly or in part, for landing or arrival, take-off or departure and surface movement of aircraft, and shall also include any building, establishment and machines thereon or appertaining thereto;

“airport” means an aerodrome at which sufficient facilities have been developed considering the importance of civil aviation;

“Annexes to Chicago Convention” means the instruments issued by ICAO containing standard and recommendations applicable to civil aviation;

“Air Navigation Order” or **“ANO”** means an order issued by the Chairman under the CA Act 2017 for regulating aeronautical and non-aeronautical activities;

“Authority” means the Civil Aviation Authority established under section 3 of the Civil Aviation Authority Act, 2017 (Act No. 3 of 1017);

“Aerodrome Certificate” means a certificate issued by the Chairman under the CA Act 2017.

“Aerodrome License” means a License issued by the Chairman under the CA Act 2017.

“Aerodrome facilities and equipment” means facilities and equipment inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of the aircraft.

“Air navigation facilities” means the facilities used or designed to be used for air navigation, and any apparatus or equipment used for transmitting information regarding airport, landing area, light or weather, or for signaling, tracing radio signal, or for radio or other electro-magnetic communication, and shall also include any other structure or technique used to give direction for, or to control landing or take-off, of any flight or aircraft;

“Aerodrome Manual” means a manual included in an application for aerodrome certificate or license as appropriate and include any amendments to the manual accepted by the Chairman.

"Aerodrome Operator" means in relation to certified or licensed aerodrome, as appropriate, the aerodrome certificate or license holder;

"Aerodrome Safety Manager" means an Aerodrome Personnel deployed as officer-in-charge of Aerodrome Safety Management System.

"commercial air transport" means transportation of passengers, goods or mails, or conducting any other activities by an aircraft in consideration of hire or reward ;

"certificate" or "License" means a certificate or License issued under Civil Aviation Act 2017 by the Chairman

"Chairman" means Chairman of the Authority.

"civil aviation" means any general or commercial aviation, or operation of any civil aircraft for the purpose of any aerial work ;

"certified aerodrome" means an international aerodrome or airport whose operator has been granted an aerodrome certificate ;

"ICAO" means the International Civil Aviation Organization;

"Incident" means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

"international commercial air transport" means transportation of passengers, goods or mails by air in consideration of hire or reward between two or more countries;

"Licensed Aerodrome" means a domestic aerodrome or airport whose operator has been granted an aerodrome license;

"Marker" means an object displayed above the ground level in order to indicate an obstacle or delineate a boundary.

"Marking" means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

"Obstacle" means all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:

- a) are located on an area intended for the surface movement of aircraft; or
- b) extend above a defined surface intended to protect aircraft in flight; or
- c) stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

"Obstacle Free Zone (OFZ)" means the airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one, required for air navigation purposes.

"Obstacle Limitation Surface (OLS)" means a series of surfaces, that define the volume of airspace at and

around an aerodrome to be kept free of obstacles in order to permit the intended aero plane operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of obstacles around the aerodrome.

“prescribed” means prescribed by ANO;

“Runway strip” means a defined area including the runway and stop way, if provided, intended to:

- a) reduce the risk of damage to aircraft running off a runway; and
- b) protect aircraft flying over it during take-off or landing operations

“Safety management system (SMS)” means a systematic approach to managing safety, including the necessary organizational structures, accountability, responsibilities, policies and procedures.

“Taxiway strip” means an area including a taxiway intended to protect an aircraft operating on a taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

“Unserviceable area” means a part of the movement area that is unfit and unavailable for use by aircraft.

“Work areas” means a part of an aerodrome in which maintenance or construction works are in progress.

6. AERODROME CERTIFICATION/ LICENCING REQUIREMENTS

6.1 a) An operator of an aerodrome intending to use the aerodrome for International Air Transport operation shall be in possession of an Aerodrome Certificate issued by the Chairman.

b) An operator of an aerodrome intending to use the aerodrome for public use other than used for international operations shall be in possession of an Aerodrome License issued by the Chairman.

6.2 An operator of an aerodrome referred in 6.1 shall apply to the Chairman for issuance of an Aerodrome Certificate or License as the case may be in accordance with procedure contained in this GM.

6.3 The Chairman may grant or refuse to grant an Aerodrome Certificate/ License giving reasons for the refusal.

6.4 The Chairman may endorse such conditions, if needed, in the interest of public/national or flight safety at the time of issuance of Aerodrome Certificate/License or thereafter in addition to standards contained in ANO-14 Vol-I and this GM.

6.5 An Aerodrome Certificate/ License issued under Para 6.3 of this GM, shall be valid for a period of 02 years from the date of issue or renewal, unless suspended or cancelled earlier by the Chairman.

6.6 The Chairman may amend / vary conditions of the Aerodrome Certificate/License as and when deemed appropriate, which shall be communicated to the Aerodrome Operator.

6.8 An Aerodrome operator while applying for issuance or renewal of Aerodrome Certificate/License as the case may be, shall submit 2 (Two) copies of Aerodrome Manual along with the application.

6.9 An Aerodrome operator shall obtain no objection certificate from the following Organizations and submit a copy of each along with the Application for issuance of aerodrome certificate/ license:

– Ministry of Environment, Forests & Climate change.

- Ministry of Defense,
- Ministry of Home affairs
- City or Municipal corporation; and
- Urban land development board/authority (e.g. RAJUK)
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Note: Government Airports already operating may be exempted from this requirements.

7. AERODROME MANUAL

7.1 An aerodrome manual shall:

- be typewritten or printed and signed by the aerodrome operator;
- be in a form that is easy to revise;
- have a system for recording the currency of pages and amendments, thereto, and should include a page for logging; and
- be organized in a manner that will facilitate the preparation and review processes.

7.2 An Aerodrome Manual shall include all information as required under Guidance Manual GM-14-23 (Available in the CAAB website), and conditions endorsed / varied from time to time by the Chairman.

7.3 The aerodrome manual shall also include.-

- a) the exemption granted for the airport identifying the number given to that exemption and the date the exemption came into effect, its expiry and any conditions or procedures subject to which the exemption was granted;
- b) a statement that a particular information is not included in the aerodrome manual because it is not applicable along with the reason for its non-applicability.

7.4 Revision of information.

- a) The operator of a Certified/Licensed Aerodrome as the case may be, shall alter or amend the Aerodrome Manual, as and when any change/instruction is issued in order to maintain the accuracy of the manual.
- b) The Aerodrome Operator shall alter or amend the Manual in accordance with the written directive issued by the Chairman.

7.5 Notification of changes.

An aerodrome operator shall notify the Chairman, as soon as practicable of any alterations/ changes that the operator wishes to make to the aerodrome manual.

7.6 Review of the Aerodrome Manual

The aerodrome operator shall review the aerodrome manual as and when required but at least once in a year and maintain a record for the holder of each copy of the aerodrome manual, in whole or in part, and shall provide updates of the manual appropriately to all the holders.

7.7 Approval of Aerodrome Manual

The Chairman shall approve the aerodrome manual and any amendments thereto provided these meet the requirements of the provisions of related rules and those of ANO-14 Vol-I.

8. OBLIGATIONS OF THE AERODROME OPERATORS.

8.1 The Aerodrome Operator shall comply with the standards specified in ANO-14 Vol-I , ANO-14-4 or Civil Aviation Rules as appropriate and order & instructions issued from time to time by the Chairman and with such terms & conditions as endorsed in the Aerodrome Certificate/ License as the case may be.

8.2 An Aerodrome Operator shall remove from the surface of the aerodrome any vehicle or other obstruction that is likely to be hazardous for the operation of the aircraft.

8.3 When low flying aircraft, at or near an aerodrome, or taxing aircraft are likely to be hazardous to people or vehicular traffic, the Aerodrome Operator shall:

- a) Display hazard warning notices on any public way that is adjacent to the maneuvering area; or
- b) If the Aerodrome Operator does not control such a public way, inform the authority responsible for displaying / posting the notices on the public way that there is a hazard.

9. SAFETY MANAGEMENT SYSTEM AT CERTIFIED AERODROMES.

9.1. A certified Aerodromes shall have “Aerodrome Safety Management System (ASMS)” in operation.

9.2 Aerodrome operator of a certified aerodrome shall prepare manual on Aerodrome Safety Management System (ASMS) for the Aerodrome and submit the same to the Chairman.

9.3 Aerodrome operator of a certified aerodrome shall follow the guidance issued by the Chairman for the establishment of Aerodrome Safety Management System and preparation of ASMS manual.

9.4 Aerodrome operator shall establish a fully functioning Aerodrome Safety Management System comprising Aerodrome Safety Manager and Aerodrome Safety Inspectors.

9.5 Aerodrome Safety Manager and Aerodrome Safety Inspectors shall ensure that the Aerodrome Safety management System is operating in accordance with ASMS manual.

9.6 Aerodrome Safety Manager and Aerodrome Safety Inspectors shall be responsible for the safety inspections and surveillance of the aerodrome as described in ASMS manual.

Note: If so instructed by the Chairman, an Operator of a Licensed aerodrome shall comply with all the articles of para 9 above.

10. ACCESS TO AERODROME MOVEMENT AREA

10.1 Personnel authorized by the Chairman may, at any time, inspect and carry out tests of the aerodrome facilities, services and equipment, inspect aerodrome operator's documents and records, and verify aerodrome operator's safety management system (if applicable) before the Aerodrome Certificate/ License as the case may be, is granted or renewed and subsequently at any other time, for the purpose of ensuring safety

at the aerodrome.

10.2 An Aerodrome Operator shall on demand of personnel referred in regulation 10.1 above, allow access to any part of the aerodrome or any aerodrome facility including equipment, documents, records and operators personnel, for the purpose set out in provision 10.1.

10.3 The Aerodrome Operator shall co-operate in conducting the activities referred to in articles 10.1 and 10.2 above.

11. SPECIAL INSPECTIONS

11.1 The Chairman may inspect an aerodrome at any time, as required, to ensure aviation safety in the following events: -

- a) as soon as practicable, after an aircraft accident or incident;
- b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operations; and
- c) at any other time when there are conditions at the aerodrome that could affect aviation safety.

11.2 Aerodrome operator shall carry out special inspections periodically, as may be required by the certificate/License as the case may be or as instructed by the Chairman and shall submit reports accordingly.

12. EXEMPTIONS

12.1 The Chairman may exempt, in writing an Aerodrome Operator from complying with all or any provisions of ANO-14 Vol-I and other applicable ANO(s).

12.2 An exemption will be subject to the Aerodrome Operator's complying with the conditions and procedures specified by the Chairman and as deemed necessary in the interest of safety.

12.3 Where an aerodrome does not meet the standards specified in ANO-14 Vol-I, Chairman may determine after carrying out regulatory assessment of the safety assessment done by the Aerodrome Operator, the conditions and procedures that are necessary to ensure a level of safety equivalent to the established standards.

12.4 Any exemption granted by the Chairman shall be included in the relevant part of Aerodrome Manual and published in AIP or temporarily in any form of an Aeronautical Information package.

13. Suspension, cancelation, etc. of certificate or License:

13.1 The Chairman may suspend or cancel an aerodrome certificate or license if there are reasonable grounds for believing that:

- (a) condition to which the certificate or license was subject has been breached;
- (b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

14. Renew, Surrender & Transfer of Aerodrome Certificate or License

14.1 An aerodrome certificate or license holder seeking to renew the Aerodrome certificate or License,

shall approach in writing to MFSR, CAAB at least 60 (sixty) days before the validity of the existing Aerodrome certificate or License. Renewal of Aerodrome certificate or License will be dealt with in accordance with a specified procedure.

14.2 An aerodrome certificate or license holder must give the Chairman not less than 60 (sixty) days written notice of the date on which the certificate or license is to be surrendered so that suitable promulgation action can be taken. Surrender of Aerodrome certificate or License will be dealt with in accordance with a specified procedure.

14.3 Transfer of an Aerodrome certificate or License shall not be permissible. If an Aerodrome certificate or License holder is unwilling to operate an aerodrome or airport for which he is holding the Aerodrome certificate or license as the case may be, shall give the Chairman not less than 60 (Sixty) days written notice of the date from which the operator will cease to operate the Aerodrome or airport. Such a notice will be dealt with in accordance with a specified procedure.

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