

Civil Aviation Procedure Document

CPD-33



JOB DESCRIPTION

Version 2.0 | 2021

Charter of
Duties and Responsibilities
for CAAB's FSR Officials



Civil Aviation Authority of Bangladesh

CAAB HQ, Kurmitola,, Dhaka-1229, Bangladesh



CIVIL AVIATION AUTHORITY OF BANGLADESH
Flight Standard & Regulations (FSR) Division

Civil Aviation Procedure Document

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April 2021

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

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DOCUMENT REVISION HISTORY

This is the CPD-33, version 2.0, dated April 2021.

updated to reflect organizational changes.

Revision Number	Description of Change	Effective Date
0	Original Document – CPD-33 Job Description–Charter of Duties, Functions and Responsibilities of FSR Division.	April 2017
1	CPD-33, Version 2.0, Job Description – Charter of Duties, Functions and Responsibilities of CAAB's FSR Officials. This version 2.0 has been completely revised to reflect organizational changes and replaces the earlier version 1.0.	April 2021

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FOREWORD

Aviation activities are growing steadily and following the trend the industry/service provider activities are becoming more complex creating new safety risks. These safety risks need to be addressed proactively through strategic regulation, infrastructure and skilled human resources. Safety inspectors are the entrusted workforce of the Regulator to carry out the regulatory activities and they should be supplemented with appropriate guidance and support. This document will support and provide the guidance much needed for the safety inspectors in the changed scenario of enhanced safety activities.

On behalf of the Chairman Civil Aviation Authority of Bangladesh (CAAB), the Flight Standard and Regulations (FSR) Division is entrusted with the responsibilities of regulating Aviation Safety issues in Bangladesh. It also has the responsibility to establish, manage and conduct effective safety and regulatory oversight to verify that the Industry and the Service Provider comply with applicable national and international requirements. This task is managed by the Member (FSR) with his team of qualified and technical human resources.

With kind support from the Government of the Peoples' Republic of Bangladesh, the shortfall that has been a deterrent in the full functioning of the regulatory system of the FSR Division, CAAB can now boast of a dynamic and resilient Organogram to fulfill the commitments of Bangladesh as a contracting State of ICAO. Provide and develop a regulatory system to be conformed to international standards.

Keeping in line with the ICAO Document 9734, Safety Oversight Manual, Part A, paragraph 3.5, this document will serve as a guidance for its technical personnel to perform their safety oversight functions effectively. Moreover, the document includes new human resources, the methodology of function, job description detailing duties and responsibilities in each position so that each position holder is fully aware of the responsibilities that the division entrusts.

I hope that, the new version of the document will help the officers, inspectors, technical and support personnel in the FSR Division understand the scope of duties and responsibilities that are bestowed upon them to carry out their duties more efficiently.

This document will be come into effect from April 2021.

(Air Vice Marshal Md Mafidur Rahman)
Chairman
Civil Aviation Authority of Bangladesh

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Chapter 1

GENERAL

1.0 INTRODUCTION

- 1.1 A job description is an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards. The jobholder agrees to undertake any other tasks that are relevant to the position with the provision of quality service to the organisation.
- 1.2 This document is primarily designed to outline a job description for further strengthening the professionalism of the aviation safety inspectors, technical and support staff of the Flight Standard and Regulations Division of CAAB. This document clearly defines the duties and responsibilities of FSR officials to discharge their duties efficiently. It is expected that the FSR's Officers/inspectors/staff will be able to understand the intricacies of the safety oversight activities consistent with their respective job position.
- 1.3 References:
 - a) Doc 9734 – ICAO Safety Oversight Manual, Part A;
 - b) Doc 8335 – Manual of Procedures for operations inspection, Certification and Continued Surveillance;
 - c) Bangladesh Govt. Order, Approval of Manpower for CAAB, No-05.00.0000.150.15.002.17-219, Date: 31 Dec 2017, by Ministry of Public Administration.

2.0 ESTABLISHMENT OF CAAB

- 2.1 Establishment of the Civil Aviation Authority of Bangladesh (CAAB). —For the purpose of management and operation of the Civil Aviation in Bangladesh, Civil Aviation Authority of Bangladesh (CAAB) was established in 1985 by the Civil Aviation Authority Ordinance, 1985 [Repealed] (Ordinance No. XXXVIII of 1985). CAAB was reconstituted under Section 3 of the new Civil Aviation Authority Act, 2017 (Act No. III of 2017), which came into force on 19 February 2017, arising from the restructuring of CAAB.
- 2.3 CAAB empowerment as a Regulator. —The Civil Aviation Authority Act, 2017 empowers CAAB to perform its functions in a manner consistent with Bangladesh obligations under the Chicago Convention, and to regulate safety and exercise regulatory oversight over civil aviation operations in Bangladesh and the operation of Bangladesh aircraft outside Bangladesh.
- 2.4 CAAB empowerment as Service Providers. —CAAB is also legislated as the civil air navigation services provider to provide services on behalf of Bangladesh for air traffic, aeronautical information, aeronautical radio navigation, aeronautical telecommunications, aerodrome operations, as well as which search and rescue which are defined such that they give effect to the Chicago Convention.

3.0 STATE SYSTEMS AND FUNCTIONS

3.1 Background

ICAO Critical Element 3 is State System and Functions. This Critical Element pertains to Oman being able to fulfil its obligations as prescribed in the Chicago Convention. Based on Civil Aviation Act 2017, Bangladesh must establish an appropriately organized, funded and empowered civil aviation system; this system is the Civil Aviation Authority of Bangladesh (CAAB).

CAAB must be able to effectively fulfil the tasks it is expected to undertake. To do this, CAAB must have an appropriate and practical organization and employ the necessary personnel, including technical personnel and support staff, to carry out the various functions of a national civil aviation authority.

3.2 State Civil Aviation System and Safety Oversight Functions. — CAAB is responsible for regulating aspects of the administration of Bangladesh airspace. CAAB is the government entity to implement and maintain an effective and sustainable State Safety Oversight system, characterized by the following activities:

- (a) the promulgation and timely amendment of national regulations and guidance to industry, as well as verifying their effective implementation by service providers in a continuous and systemic manner;
- (b) the continuous allocation of the necessary financial and human resources for CAAB to effectively carry out their responsibilities, functions and activities; and
- (c) the maintenance of harmonious relationships, including communication and consultation between the State and the civil aviation industry, while maintaining effective and clearly separate functional roles.
- (d) The promotion, control and regulate the orderly development of Civil Aviation within Bangladesh in accordance with the needs of the country and the Law.

3.3 CAAB is a body corporate. Stated functions of CAAB are:—

- (a) to manage, plan, construct, operate and repair of all civil airports and aerodromes including their surrounding airspace, subject to the provisions of other laws for the time being in force, and control of all navigable air routes in the airspace of Bangladesh;
- (b) to make and implement schemes or programme on the following matters— (i) air traffic management and air navigation services; (ii) aeronautical communication services at civil airports and aerodromes in the country; (iii) services relating to non-aeronautical and other aeronautical matters; (iv) flight inspection and safety and security related oversight; (v) search and rescue services; (vi) aircraft crash, fire, and rescue services at airports and aerodromes; (vii) security arrangement for airports and aerodromes; (viii) safety of civil aviation; (ix) management of estates at airports and aerodromes; (x) efficient management of the private owned airports and aerodromes or heliports; (xi) air service agreement;
- (c) to prepare short-, medium- and long-term development scheme, from time to time, for the approval of the Government with a view to promoting safe, effective, adequate, economical and properly coordinated civil air transport services and development of infrastructure;

- (d) to seek and obtain advice and assistance in preparation and execution of any scheme from any local authority or body of the Government;
- (e) to perform necessary works, conduct investigation, and issue orders;
- (f) to execute co-operation agreement, with the prior approval of the Government, related to civil aviation with the contracting states of the Chicago Convention;
- (g) to publish this Act and rules, regulations, ANOs, orders, instructions, circulars, etc. made thereunder in a manner that is highly convenient for the public to know and use;
- (h) to cause or cause to be made studies, surveys, experiments or technical research and bear the cost of any such studies, surveys, experiments or technical research as are made at its request by any other agency;
- (i) to undertake any works approved by the Government, incur expenditure, procure consultant or expert services and procure vehicles, plants, machinery and material, required for its use;
- (j) to perform other functions conferred on it, subject to the instructions given by the Government, from time to time;
- (k) to perform any other act as may be considered necessary for carrying out the purposes of the Civil Aviation Authority Act, 2017.

3.4 **The Chairman for the Civil Aviation Authority of Bangladesh (CAAB)**

The Chairman, CAAB is the Chief Executive of the Authority who is accountable to the Government for the performance of his duties and the exercise of his powers. H.E. is responsible for regulating, overseeing and enforcing safety, security and air transport affairs of the civil aviation sector in Bangladesh as per local and international standards and regulations.

The other Functions of the Chairman, CAAB are:

- (a) The Accountable Executive for SSP Implementation in Bangladesh;
- (b) The Chief Technical Advisor to Government concerning Aeronautical Regulatory matters.

3.5 **Responsibility and accountability of the Chairman and Members.**

- (a) The Chairman and members are responsible for the following activities:—
 - i to exercise all powers conferred under the Civil Aviation Authority Act, 2017 for efficient performance of all functions of the Authority;
 - ii to discharge all duties for efficient management and administration of the Authority; and
 - iii to exercise control over all the employees and the activities of the Authority.
- (b) The Chairman and members are accountable to the Government for the performance of their duties and the exercise of their powers.
- (c) The Chairman reports to the Government's Ministry of Civil Aviation and Tourism.

4.0 ORGANIZATION

- 4.1 **CAAB Composition.** — The CAAB is headed by a Chairman and supported by six Members and one Chief Engineer.
- 4.2 **Re-structuring CAAB.** — The nature of job of this Authority is extremely technical requiring skilled manpower for fulfillment of its objectives. The Government of People's Republic of Bangladesh has re-structured the Organizational set up of CAAB. Refer to the Ministry of Public Administration's workforce approval, Govt. Order No-05.00.0000.150.15.002.17-219, dated December 31, 2017.
- 4.3 **New Manpower for CAAB Regulator.**— The Government sanctioned 2500 new manpower for CAAB to meet skilled workforce requirements, as shown in Table 1. As stated in Table 2, the Government sanctioned a strength of 111 officers and 35 support staff for the Flight Standard and Regulations (FSR) Division, where 111 personnel currently are in position.

Table 1 – CAAB's Manpower.

Manpower Type	Number of Posts	Remarks
Existing (Old) Posts	3718	Working Manpower
Newly Sanctioned Posts (+)	2500	Recruitment is in Progress
Abolished Posts (-)	522	Deleted
Total Capacity	5696	183 Regulatory

Table 2 – FSR's Manpower.

Manpower Type	Officers/ Inspectors	Technical & Support Staff	Consultant	Sub-Total Manpower
Existing (Old) Posts	15	30	30	105
Newly Sanctioned (113-2)	111	31	-	143
Total Capacity (abolished 4)	126	61		187-4=183
Current Strength (in position)	20	53	38	111

- 4.4 **New CAAB ORG Chart (FSR).** —The re-structured Organizational Chart of CAAB's Regulatory Affairs i.e., CAAB ORG Chart for FSR Division is given in **Appendix-10**.

5.0 FUNCTION AND JOB DESCRIPTION

- 5.1 The revised Functions and detailed Job Description (duties and responsibilities) of all officers, inspectors, technical, and other support staff of the Flight Standard and Regulations (FSR) Division are defined in the **Appendices**.

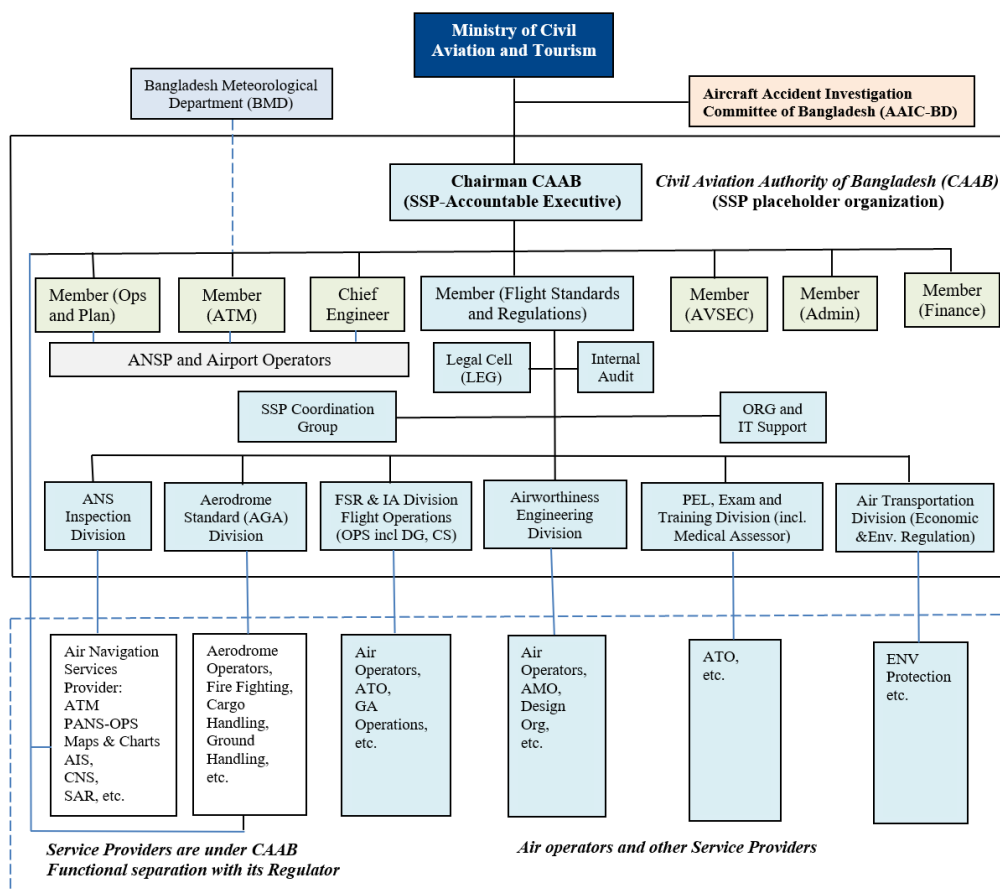
Chapter 2

CAAB’s ROLES —THE REGULATOR AND SERVICE PROVIDERS

6.0 FUNCTIONAL SEPARATION

- 6.1 The Civil Aviation Authority Act of 2017 established CAAB as a body Corporate with the authority to regulate safety and conduct regulatory oversight over civil aviation activities in Bangladesh, as well as to provide services related to air navigation and aerodromes on behalf of Bangladesh. The CAAB has not yet delegated its safety oversight duties to other entities.
- 6.2 CAAB Regulator (the FSR division) and CAAB’s own Service Providers have distinct functional roles (CNS, ATM and Engineering Divisions). Also, there is a clear separation between the Regulator and the air operators/service providers and no overlap of responsibilities. The inspectorate's staff are separate from those of the airline or service provider.
- 6.3 The functional organizational structure is represented in Figure 1 for a better understanding of the functions and reporting lines of CAAB staff, business units, and divisions.

Figure 1. CAAB Functional Organizational Structure



6.5 Separation Between Regulatory and Service Provision Functions

There is a distinct separation between regulatory and service provision functions. The CAAB and FSR’s ANSID organizational structure is contained in section 6.3.

Table 2. CAAB Functional Separation (ANS)

Regulatory Function	ANS Area	Service Provision Function
CAAB FSR – ANSID	ATM	ATMD
CAAB FSR – ANSID	AIS	ATMD
CAAB FSR – ANSID	PANS-OPS	ATMD
CAAB FSR – ANSID	CHART	ATMD
CAAB FSR – ANSID	CNS	CNSD
CAAB FSR – ANSID	MET	Bangladesh Meteorological Department (BMD)
CAAB FSR – ANSID	SAR	ATMD + Bangladesh Air Force, Bangladesh Navy and Coast Guard
CAAB FSR (Own Arrangement)	ATO (Training)	CAAB CATC

Table 3. CAAB Functional Separation (AGA)

Regulatory Function	AGA Area	Service Provision Function
CAAB FSR – ASD	Civil Engineering	CAAB Engineering Division
CAAB FSR – ASD	E/M Engineering	CAAB Engineering Division
CAAB FSR – ASD	ARFF	CAAB FD
CAAB FSR – ASD	Airport Operations	CAAB Airports
CAAB FSR (Own Arrangement)	ATO (Training)	CAAB CATC

7.0 CAAB REGULATORY ROLE

- 7.1 The CAAB is empowered by the Civil Aviation Authority Act, 2017 to carryout Regulatory Roles.
- 7.2 The Chairman is the Chief Executive and Head of CAAB, Bangladesh's only safety oversight regulatory body. CAAB's Regulatory safety oversight functions are carried out by the Member (Flight Standard & Regulations) as delegated by the Chairman CAAB.
- 7.3 Member (FSR)— is the Head of FSR division and has responsibility for civil aviation safety policy development, and coordinates Bangladesh broader engagement with ICAO, including the management of Bangladesh's obligations under the ICAO USOAP CMA.
- 7.4 The FSR division is responsible for regulating, certifying, licensing, providing continuous oversight and monitoring of safety performance of service providers (of all domains of USOAP, except AIG) through the its functional business units (PEL, OPS, AIR, ANS, AGA and AT).

- 7.5 Refer to **Chapter 3** for the Functions, Duties and Responsibilities of the various business units of civil aviation safety i.e., the FSR Division.

8.0 CAAB SERVICE PROVIDERS ROLE

- 8.1 The CAAB's own service providers operate under the Civil Aviation Authority Act, 2017.
- 8.2 Chairman — The Chief Executive and Head of CAAB's own service providers.
- 8.3 Member (ATM) — Head of Air Traffic Management (ATM) and is responsible for providing the air navigation services (ATM, CNS, IFPD, AIS, Aeronautical Charts and SAR) to the Bangladesh aviation industry. He is also responsible for coordinating the implementation and maintenance of the SMS for Air Traffic Service (ATS).
- 8.4 Member (Operations & Planning) — Head of Airport Operations and is responsible for the airport operations and planning including the provision of ARFFS at major passenger airports in Bangladesh. He is also accountable for managing the implementation and maintenance of the SMS for aerodromes, in collaboration with the Chief Engineer.
- 8.5 Chief Engineer — Head of Engineering and is responsible for Airport Engineering and Infrastructure Development at major passenger airports in Bangladesh.
- 8.6 Member (AVSEC) — Head of Aviation Security (AVSEC) and is responsible for AVSEC in Bangladesh.
- 8.7 Member (Administration) — Head of Admin and Human Resources (HR) Management in CAAB.
- 8.8 Member (Finance) — Head of Finance in CAAB.

9.0 Meteorology Service Provider in Bangladesh

- 9.1 Bangladesh Meteorology Department (BMD) is the aeronautical meteorological service provider for Bangladesh, under the administrative control of the Ministry of Defence.
- 9.2 The BMD is the designated Meteorological Authority in accordance with Annex 3 to the Chicago Convention.
- 9.3 The BMD provides MET services to civil aviation, under the LOA between BMD and CAAB.

10.0 Aircraft Accident Investigation (AIG) Entity in Bangladesh

- 10.1 Separated from CAAB, the Aircraft Accident Investigation Committee of Bangladesh (AAIC-BD) functions independently under the Ministry of Civil Aviation and Tourism.
- 10.2 The AAIC-BD is no blame safety investigation committee that operates under Section 19 of the Civil Aviation Act, 2017 and CAR Part XIII.
- 10.3 The committee is responsible for the independent investigation of accidents and serious incidents involving civil aircraft in Bangladesh, and takes part in the investigation of accidents and serious incidents involving Bangladesh-registered aircraft or operator overseas.

Chapter 3

CAAB REGULATORY BODY

FLIGHT STANDARD & REGULATIONS DIVISION (FSRD)

Functions of the FSRD.

Whereas each CAAB inspector is required to have specific expertise in the ICAO area(s) he is responsible for, all CAAB inspectors perform similar safety and regulatory oversight functions. As a regulatory authority, the stated functions of FSRD include:

- Regulate and oversee all civil aviation activities;
- Issue and publish all such rules, regulations, circulars and directives as may be necessary for implementing the provisions of the Civil Aviation Law;
- Develop and supervise commercial air transport policies and issue such rules and regulations that ensure their application;
- Develop and oversee the implementation of national aviation programs;
- Inspect and/or seize documents relating to and to prevent aircraft from flying;
- Regulate, supervise, control and grant approvals for the construction and operation of civil and helicopter aerodromes and airfields;
- Conduct investigations, take statements and gather evidence to ensure the implementation of the provisions of the Civil Aviation Law;
- Ban or restrict any activity that may impact the safety of civil aviation or air navigation;
- Participate in the investigation of aircraft accidents and incidents;
- Protect the civil aviation environment in accordance with the international standards and regulations applicable in Bangladesh, in coordination with the concerned authorities;
- Set the applicable fees for the activities provided by CAAB in coordination with the concerned authorities; and
- Any other tasks assigned to the Member (FSR) by the Chairman.

ORGANIZATIONAL CONTEXT

<p>ORG</p> <p>Total Manpower: 183 Administrative, Regulatory, Technical and Support Staff.</p> <p>SCOPE</p> <p>Strategic Units:</p> <ol style="list-style-type: none"> 1) Office of the Member (Flight Standard & Regulations) 2) Regulations, Enforcement & Legal Section 3) Air Operators Certification (AOC) Cell 4) Personnel Section <p>Executive Units:</p> <ol style="list-style-type: none"> 5) Flight Standard, Regulations & Int'l Affairs Division – 6) Incl. OPS & DG. 7) Airworthiness & Engineering Division – AIR 8) ANS Inspection Division – ANS 9) Aerodrome Standard Division – AGA 10) Air Transportation Division– AT 	<p>CAAB REGULATORY AFFAIRS ORG CHART</p> <pre> graph TD Chairman[CHAIRMAN 179] --- FSR[MEMBER FLIGHT STANDARD & REGULATIONS (FSR)] FSR --- Member[1 x Member] FSR --- Steno[1 x Stenographer/Asst. Cord. Officer] FSR --- Driver[1 x MT Driver] FSR --- Support[1 x Office Support Staff] </pre>
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CHAPTER 3

CAAB REGULATORY – CHARTER OF DUTIES

Member–Flight Standard & Regulations (FSR)

JOB DESCRIPTION

Position Title: Member (Flight Standard & Regulations)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Chairman, CAAB	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Office of the Member FSR

Overview of the Role:

As the Head of the FSR Division the MFSR is responsible for –

- a) efficient management of the overall activity and functions of the division;
- b) effective and timely implementation of the SARPs as stipulated in the Annexes to the Chicago Convention;
- c) promote and regulate the orderly development of Civil Aviation within Bangladesh in accordance with the ever-changing needs of the country;
- d) ensure availability of sufficient and suitably trained personnel with adequate resources to perform their safety oversight and safety management duties effectively;

- e) help developing the National Aviation Safety Plan (NASP) in line with the country specific needs and promote aviation safety through the State Safety Programme (SSP);
- f) promote a positive safety culture (“just culture”) among all aviation stakeholders.

Duties and Responsibilities:

In accordance with Section 40(1) of the Civil Aviation Act, 2017 (Act No. 18 of 2017) and Section 16 of the Civil Aviation Authority Act, 2017 (Act No. 3 of 2017), the Chairman Civil Aviation Authority has delegated the following tasks to the Member (FSR) for ensuring the safety of civil aviation in Bangladesh:

1. Advise in policy making towards air transport, adoption and amendment of Aviation Legislation.
2. Advise the Chairman CAAB and the Government on aeronautical regulatory and air transport matters, including bilateral air services agreements, ICAO matters, and technical matters relating to civil aviation and other related activities, as well as act as the country's regulatory office for civil aviation;
3. Issue a license/certificate/approval (for example, an Air Operator Certificate, an Aerodrome Certificate, a Ground Handling Certificate, a GSA Permit, etc.) to any government/private operator and service providers, or any person associated with such organizations, and take necessary enforcement actions in the event that any government/private operator and service providers violate any safety provision of the Civil Aviation Act 2017, Rules, and ANOs made thereunder;
4. Overall responsibility for Bangladesh's aviation safety oversight activities, such as conducting safety inspections of all government and privately owned operators, as well as related service providers, in order to improve and strengthen their safety standards;
5. The promulgation and implementation of Acts, rules, regulations, orders, technical policy, plans, and other documents relating to:
 - a) Personnel licensing (PEL) including Medical Assessment
 - b) Aircraft Operations (OPS) including DG, Cabin Safety and Ground Handling;
 - c) Airworthiness of Aircraft (AIR);
 - d) Air Navigation Services (ANS);
 - e) Aerodromes and Ground Aids (AGA);
 - f) Air Operators Certification (AOC) and Aerodrome Certificate;
 - g) All matters relating to Air Transport Regulations;
 - h) All matters relating to Aviation and Environment; and
 - i) Any other matters related to aviation safety such as State Safety Programme (SSP), National Aviation Safety Plan (NASP), etc.
6. Taking all necessary action on signing of appropriate air services agreements between Bangladesh and other countries, Slot management, and granting of Air Operator's Certificates to Bangladeshi carriers and regulation of air transport services by Bangladeshi and foreign operators, including issuance of permits of all scheduled and non-scheduled flights operating to and from Bangladesh.
7. Suggest and prepare the draft of civil aviation related Acts and rules, operating Regulations/ANOs, orders, instructions and circulars in accordance with SARPS of the Annexes to the Chicago Convention and make proposals for amendment of the existing Acts in order to give effect the applicable civil aviation related conventions and their amendments. and ensure the harmonization of operating regulations from 19 annexes except part of Annex 9, Annex 13 and Annex 17.

8. Taking all necessary action on the ICAO Universal Safety Oversight Audit Programme (USOAP) Online Framework; and notify ICAO time to time of the differences (if any) between the Standards of the Chicago Convention and national rules and regulations.
9. Take all necessary actions before any International Safety Audit by any International Organization.
10. Take actions on the ICAO State letters and so coordinate with other related divisions of CAAB and other related agencies in the matter of ICAO State letters on all the 19 annexes except Annex 13, Annex 17 and some parts of Annex 9.
11. Supervise and ensure the oversight of the implementation of the Safety Management System (SMS) by the air operators and related service providers.
12. Provide international Standard training to the officers/staff/inspectors of Flight Standard & Regulations Division, and select, nominate, process, and recommend FSR officials for participation in any civil aviation related Assembly, Conferences, Seminars, workshops, meetings, trainings, symposiums, and other events organized by any international organizations, such as ICAO, FAA, EASA, COSCAP-SA, aviation academies of different States, and to process GO directly from the FSR Division, with the Chairman CAAB's prior approval;
13. Organize and arrange when needed any aviation related Conference, Seminar, workshops, meeting, training, symposium etc. in relation to ICAO, FAA, EASA, COSCAP-SA or any other international and safety agencies;
14. Maintain coordination as well as liaison with all foreign and international organizations (such as- ICAO, FAA, EASA, IATA, etc.) relating to flight safety issues, and take all necessary action on signing of appropriate MOU, technical cooperation agreements etc. with other countries when necessary;
15. Conduct administrative investigation of all incidents, serious incidents and accident involving Bangladeshi registered aircraft (along with public/private operator as applicable);
16. Nominate focal points from FSR Division to the ICAO, FAA, EASA, COSCAP or any other international organizations;
17. Administration and management of works of all the Directors and Officers of FSR Division to exercise control over all the employees and their activities.
18. Conduct checks by the Member/Directors of FSR Division on the standard and proficiency of pilots by flying as general duty crew or active pilot in different local airlines/flying schools and maintaining the currency of CPL/ATPL, as well as checking the same with other operational personnel ;
19. Before making any additions, modifications, extensions, or development works in the Airside areas of airports, provide vetting to any sort of work related to Civil, Electrical/Mechanical (E/M), CNS, and ATM, except daily operational and maintenance such works in Airside areas of airports;
20. Issue necessary local G.O. on flight safety related inspection, investigation, training, and other activities in connection with these visits within the country, with the Chairman CAAB's prior consent;
21. Conduct internal audits to ensure quality assurance across FSR's all divisions;

22. Perform any other duties delegated to or assigned by the Chairman.

Note: Refer to **Appendices** for the roles and responsibilities of the various business units of civil aviation safety as defined under the FSR Division.

Appendices

APPENDIX 1 — REGULATIONS, ENFORCEMENT & LEGAL SECTION

ORGANIZATIONAL CONTEXT

<p>ORG</p> <p>This section has a total of 4 manpower including Regulatory Enforcement, Legal and Technical Staff.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>4 REGULATIONS, ENFORCEMENT & LEGAL SECTION</p> </div> <p>1 x Deputy Director (Regulations & Enforcement)</p> <p>1 x Asst. Director (Civil Aviation Regulations)</p> <p>1 x Asst. Director (Enforcement)</p> <p>1 x Asst. Director (Legal Affaires)</p>
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Deputy Director (Regulations & Enforcement)

JOB DESCRIPTION

Position Title: Deputy Director (Regulations & Enforcement)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Regulations, Enforcement & Legal Section

Overview of the Role:

- a) To set, monitor and ensure timely adoption and implementation of regulations, and take enforcement and legal actions for any regulatory infringement;
- b) To acquire and retain human and equipment resources demanded by the section for planned programmes.

Duties and Responsibilities:

1. To develop and amend aviation legislation, national regulations (CAR/ANOs), policy, and guidance, based on ICAO SARPS.
2. To examine changes in ICAO SARPS for incorporation into national requirements, or the filing of appropriate differences.
3. To examine current and new foreign regulations and determine the need for adoption of critical features of the foreign regulations in the national requirements.
4. To monitor whether the air operators function as Civil Aviation Rules 1984 and provide the necessary technical assistance to the air operators.
5. To recommend for enforcement actions against the operators and service providers should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements.
6. To take action as per administrative provisions of Enforcement policy and Procedures

Manual and Rules as applicable for the case of any Level 1 and important level 2 findings after safety review.

7. To perform any other duties assigned by the Authority.

Assistant Director (Civil Aviation Regulations)

JOB DESCRIPTION

Position Title: Assistant Director (Civil Aviation Regulations)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (Regulations & Enforcement)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Regulations, Enforcement & Legal Section

Overview of the Role:

Responsible for timely adoption and implementation of civil aviation regulations.

Duties and Responsibilities:

1. Framing and amendment of Regulatory requirements, CAR, ANOs, of all matters from time to time.
2. To coordinate with other directorate for amendment of CAR-84 and promulgation of ANOS, Air Navigation Requirements etc. to implement the ICAO SARPS.
3. To making draft proposal to amend CAR-84 and consult the drafts with industry.
4. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
5. Notification of the Occurrence:
6. A significant occurrence is intimated to the MOCAT, in addition if on the basis of the initial notification/preliminary investigation an occurrence falls in the category of serious incident/accident, it is intimated to AAIG-BD.
7. To advice in policy making towards adoption and amendment of CAR-84.
8. To distribute ICAO state letters, mail and coordination of ICAO matters with other directorates and agencies.
9. To maintain constant liaison and coordination with ICAO, FAA, EASA, COSCAP and such other international organizations.
10. To scrutiny of various international conventions and agreement on civil aviation and make brief for the government.
11. To perform any other duties assigned by the Authority.

Assistant Director (Enforcement)

JOB DESCRIPTION

Position Title: Assistant Director (Enforcement)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (Regulations & Enforcement)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Regulations, Enforcement & Legal Section

Overview of the Role:

Take appropriate enforcement actions for any regulatory infringement.

Duties and Responsibilities:

1. To monitor whether the air operators function as Civil Aviation Rules 1984 and provide the necessary technical assistance to the operators and service providers.
2. To recommend for enforcement actions against the operators and service providers should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements.
3. To perform any other duties assigned by the Authority.

Assistant Director (Legal Affairs)

JOB DESCRIPTION

Position Title: Assistant Director (Legal Affairs)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (Regulations & Enforcement)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Regulations, Enforcement & Legal Section

Overview of the Role:

Advise the Deputy Director and the Authority on legal issues.

Duties and Responsibilities:

1. To review the amended draft CAR-84 and give opinion.
2. To give opinion on various international agreements, convention and treaties and prepare a brief for the Chairman, CAAB.
3. To take legal action against the operators, flight crew, flight crew and license holders who

- violate the Civil Aviation Rules 1984, ANOs and other regulatory requirements.
4. To monitor the prosecuting of all court cases & legal matters and take/propose appropriate actions thereof.
 5. To propose for nominating appropriate advocate/ barrister for the court cases and get approval for their deployment.
 6. To distribute cases among the advocates/ barristers and deploy staff/ officer to assist them.
 7. To propose item wise payment rates for the advocates/ barristers related to the cases.
 8. To arrange for payment of bills related to the cases.
 9. To arrange, prepare and provide necessary papers/ information/ evidences relevant to the cases.
 10. To assist FSR staff/officer to witness in the cases in favor of CAAB.
 11. To cooperate all directorates under member (FSR) for the preparation of legal matters/papers/ cases.
 12. To propose recruitment, training, deployment, posting plan for legal staff/officer.
 13. To assist Deputy Director (Regulations & Enforcement) and carry out such other duties as may be required by the appropriate authority.

APPENDIX 2 — AIR OPERATORS' CERTIFICATION (AOC) CELL

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>The AOC Cell has a total of 8 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center; width: 20px;">8</td> <td style="text-align: center;">AOC CELL</td> </tr> <tr> <td>1 x</td> <td>Deputy Director (AOC)-OPS/AELD</td> </tr> <tr> <td>1 x</td> <td>Asst. Director (AOC-OPS/Airworthiness)</td> </tr> <tr> <td>1 x</td> <td>Asst. Director (AOC-Airworthiness)</td> </tr> <tr> <td>1 x</td> <td>Asst. Director (AOC)</td> </tr> <tr> <td>1 x</td> <td>Air Transportation Officer (Statistics)</td> </tr> <tr> <td>1 x</td> <td>Air Transportation Officer (Economics)</td> </tr> <tr> <td>1 x</td> <td>Driver</td> </tr> <tr> <td>1 x</td> <td>Office Support Staff</td> </tr> </table>	8	AOC CELL	1 x	Deputy Director (AOC)-OPS/AELD	1 x	Asst. Director (AOC-OPS/Airworthiness)	1 x	Asst. Director (AOC-Airworthiness)	1 x	Asst. Director (AOC)	1 x	Air Transportation Officer (Statistics)	1 x	Air Transportation Officer (Economics)	1 x	Driver	1 x	Office Support Staff
8	AOC CELL																		
1 x	Deputy Director (AOC)-OPS/AELD																		
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1 x	Asst. Director (AOC)																		
1 x	Air Transportation Officer (Statistics)																		
1 x	Air Transportation Officer (Economics)																		
1 x	Driver																		
1 x	Office Support Staff																		

Deputy Director (AOC-OPS/AELD)

JOB DESCRIPTION

Position Title: Deputy Director (AOC-OPS/AELD)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: AOC Cell

Overview of the Role:

- a) To set, monitor and ensure standards with regards to AOC.
- b) To maintain a register of AOC granted.
- c) To acquire and retain human and equipment resources demanded by the Member (FSR) for planned programmes.

Duties and Responsibilities:

1. Administer the overall activity and functions as head of Air Operator Certification Cell/Office.
2. Administer air operator certification activities for prospective/existing commercial or non-commercial air operators.
3. Administer the certification activities of service providers such as ground handling, etc.
4. Recommend to issue/renew/amend/validity extension of AOC/appropriate certificate in respect of applicant/air operators/ground handling service providers, etc.

5. Recommend to issue type certificate of aircraft.
6. Establish coordination, as and when required, among the directorates of Flight Operations, Airworthiness, Air Transportation, Personnel Licensing, any other directorate, operators/service providers, etc. to issue/renew AOC/appropriate certificate in respect of air operators, service providers, etc.
7. Recommend to form audit team for issue/renewal AOC or equivalent, Continuing Airworthiness Management Organization (CAMO) or equivalent, Part-145 Maintenance Organization or equivalent.
8. Monitor compliance of regulatory requirements for air operators, service providers, etc.
9. Develop, administer and implement surveillance/audit program at the facilities (owned/contracted at home & abroad) of air operators, ground handling service providers, etc. to ensure compliance of appropriate regulatory requirements of ANO (AOC) and the activities of AOC Cell.
10. Recommend for enforcement actions against air operators, ground handling service providers, etc. in case of any violation noted during surveillance/renewal audit on CAAB requirements in connection with the activities of AOC division.
11. Recommend to issue No Objection Certificate (NOC) to air operators, service providers, etc. to import/export (sent abroad) aviation products such as aircraft, engine, propeller, APU etc.
12. Develop and implement the technical and professional training program for the AOC inspectors.
13. Liaison with ICAO, IATA, EASA, FAA, and other International Aviation Organization on behalf of the authority for the activities of AOC division Air Operator Certification office.
14. To perform duties & responsibilities of an inspector based on the expertise areas.
15. Perform any other duties as assigned by the authority.

Assistant Director (AOC-OPS/Airworthiness)

JOB DESCRIPTION

Position Title: Assistant Director (AOC-OPS/Airworthiness)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (AOC-OPS/AELD)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: AOC Cell

Overview of the Role:

Duties and Responsibilities:

1. Review the AOC certification documents in Ops aspect and recommend DD (AOC).

2. Review AOC renewal audit report of POIs and recommend DD (AOC).
3. Monitor the actions of POIs up to the closing of AOC renewal audit findings.
4. Update finding database in Ops aspect on regular basis.
5. Perform findings trend analysis in Ops aspect of AOC in collaboration with Air Transport Officer (Statistics).
6. Evaluate application package of NOC for attaining AOC in coordination with AD (AOC-Airworthiness) and recommend DD (AOC).
7. Assist DD (AOC) on arranging meeting in connection with OPS SPEC issue/amend.
8. Assist DD (AOC) on conducting demonstration flight.
9. To perform duties & responsibilities of an inspector based on the expertise areas.
10. Assist DD (AOC) to carry out his/her duties & responsibilities in Ops aspect.
11. Perform any other duties as assigned by the authority.

Assistant Director (AOC -Airworthiness)

JOB DESCRIPTION

Position Title: Assistant Director (AOC-Airworthiness)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (AOC-OPS/AELD)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: AOC Cell

Overview of the Role:

Duties and Responsibilities:

1. Review the AOC certification documents in Airworthiness aspect and recommend DD (AOC).
2. Review AOC renewal audit report of Airworthiness Inspectors and recommend DD (AOC).
3. Monitor the actions of PAIs up to the closing of AOC renewal audit findings.
4. Update finding database in airworthiness aspect of AOC on regular basis.
5. Perform findings trend analysis in airworthiness aspect of AOC in collaboration with Air Transport Officer (Statistics).
6. Evaluate application package of NOC for attaining AOC in coordination with AD (AOC-OPS/AW) and recommend DD (AOC).
7. Evaluate application package of NOC to import the aircraft in collaboration with concerned PAI.
8. To perform duties & responsibilities of an inspector based on the expertise areas.
9. Assist DD (AOC) to carry out his/her duties & responsibilities in airworthiness aspect.
10. Perform any other duties as assigned by the authority.

Assistant Director (AOC)

JOB DESCRIPTION

Position Title: Assistant Director (AOC)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (AOC-OPS/AELD)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: AOC Cell

Overview of the Role:***Duties and Responsibilities:***

1. Prepare training program for all officials of AOC Cell in coordination with the concerned officials of AOC Cell, head of operations and airworthiness department and other concerned.
2. Monitor the actions of Cabin Safety Inspector, Dangerous Goods Inspector and Ground Handling Inspector up to the closing of AOC renewal audit findings and update finding database for those areas on regular basis.
3. Arrange meetings of AOC Cell.
4. Assist DD (AOC) to manage filing systems of AOC Cell.
5. Collect and maintain all the relevant documents/papers etc. from the concerned team members of certification/recertification in hard and soft format.
6. Placing demands of the need of AOC Cell.
7. Initiate all administrative activities of AOC Cell.
8. To perform duties & responsibilities of an inspector based on the expertise areas.
9. Assist DD (AOC) to carry out his/her duties & responsibilities in OPS aspect.
10. Perform any other duties as assigned by the authority.

Air Transportation Officer (Statistics)**JOB DESCRIPTION**

Position Title: Air Transportation Officer (Statistics)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (AOC-OPS/AELD)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: AOC Cell

Overview of the Role:***Duties and Responsibilities:***

1. Assist AD (AOC-Airworthiness), AD (AOC-OPS/Airworthiness) and AD (AOC) to perform findings trend analysis and recommend to DD (AOC).
2. Collect necessary data on passenger and cargo flow of inbound and outbound flight of Bangladesh and perform required trend analysis and report to DD (AOC) on regular basis.
3. Assist DD (AOC) in performing evaluation of feasibility study report of the applicant/operator.
4. Assist DD (AOC) to carry out his/her duties & responsibilities.
5. Perform any other duties as assigned by the authority.

Air Transportation Officer (Economics)

JOB DESCRIPTION

Position Title: Air Transportation Officer (Economics)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Deputy Director (AOC-OPS/AELD)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: AOC Cell

Overview of the Role:

Duties and Responsibilities:

1. Assist DD (AOC) during AOC issue/renewal process on financial activities of an AOC holder.
2. Assist DD (AOC) to carry out his/her duties & responsibilities.
3. Perform any other duties as assigned by the authority.

APPENDIX 3 — PERSONNEL SECTION

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This section has a total of 7 manpower including Administrative, Technical and Support Staff.</p>	<p style="text-align: center;">PERSONNEL SECTION</p> <p>7</p> <ul style="list-style-type: none"> 1 x Deputy Director(Personnel) 1 x Asst. Director (Database, Safety Reporting & Tech. Library) 1 x Admin Officer 1 x Librarian 1 x UD Asst. 2 x Off Asst.-Cum Computer Typist
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DEPUTY DIRECTOR (PERSONNEL)

JOB DESCRIPTION

Position Title: Deputy Director (Personnel)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Direct Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Personnel Section

Overview of the Role:

- a) To perform administrative and finance related functions and activities of the whole FSR division.
- b) To acquire and retain human and equipment resources demanded by the Member (FSR) for planned programmes.

Duties and Responsibilities:

(a) Administrative:

1. Maintain service, training and experience records of all FSR staff & officer.
2. Submit plan for recruitment of FSR officer/staff for smooth functioning of FSR in CAAB.
3. Look after the earn leave, medical leave, increments, pensions etc. of the staff/officer.
4. Submit for the administrative approval of small and medium maintenance/procurement works will be carried out under the FSR Division.
5. Propose for administrative/disciplinary action against staff/officer when necessary.
6. Prepare, issue, publish office orders concerning administrative matters.
7. Propose for recruitment of FSR officer/staff for smooth functioning of FSR in CAAB.

8. Issue of Identity Card to officers and staff.
9. Issue of ID Cards/assist to issue Airport Entry Pass to officers/staff.
10. Issue of uniforms to FSR Staff.
11. Installation/changes of telephones.
12. Allotment of Govt. accommodation.
13. Maintenance of staff cars/vehicles.
14. Security arrangements at FSR Divisions.
15. Prepare policies for liaison with other divisions of FSR and CAAB
16. Execute/ensure application of Government Policies in relation to Administration.
17. Maintain liaison with all divisions of FSR and other divisions of CAAB.
18. Creation, continuation, abolition, conversion of temporary posts etc. of all officers/staff.
19. Service matters: Maintenance of service books of the above categories of officers/staff.
20. Maintain records of Annual Confidential Reports of all officers/staff.
21. Submission of Periodical Reports and returns.
22. Parliament Questions-Answers on the FSR related subjects.
23. Circulate and implement the administrative rules, regulations and orders of Government and Chairman, CAAB.
24. All pension cases and pension related Court cases relating to retiring as well as retired employees of CAAB.
25. Matters relating to the management of the officers/staff of FSR Division including accommodation, residential quarters and transport.
26. Work relating to Motor Transport pool and establishment matters relating to staff car drivers.
27. Welfare activities for all Divisions under FSR.

(b) Financial – Budget & Planning:

28. Review and submit budget for the divisions of FSR and review thereof.
29. Submit proposal for fund release.
30. Propose distribution plan for all the Divisions under the FSR.
31. Budget estimates and revised estimates under Revenue Grant.
32. Budget estimates and revised estimates under Capital Grant.
33. Budget estimates and revised estimates under Classified Advertisements, Visual Publicity and other Miscellaneous heads.
34. Budget Estimates and Revised Estimates under Loans and Advances to Government Servants.
35. Foreign Exchange Budget.
36. Performance Budget.
37. Issue of Exchange Vouchers for Air Tickets in respect of the officers of the FSR Division who are selected for deputation/delegation and training abroad.
38. Scrutiny of T.A./D.A. Bills in respect of the local and foreign tours of the FSR Officers and acceptance of the same.
39. Perform any other duties as assign by the Authority.

Assistant Director (Database, Safety Reporting & Tech. Library)

JOB DESCRIPTION

Position Title: Assistant Director (Database, Safety Reporting & Tech. Library)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Personnel)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Personnel Section

Overview of the Role:

The Assistant Director is responsible for development and maintenance of Database, voluntary and mandatory reporting and maintain a Technical Library.

Duties and Responsibilities:

1. Ensure hardware and software support and solutions to all divisions of FSR.
2. Ensure software support and solutions all divisions of FSR.
3. Work closely with the Directorates to help them in data digitization and process automation.
4. Propose plan, program and implement IT related works such as Database Maintenance and Office Automation etc.
5. Check and ensure that the information uploaded on the website of CAAB is updated periodically
6. Propose plan, program and implement GIS based mapping, e-ALP, e-Aeronautical charts, e-TOD, e-AIP, airport survey and master planning.
7. Maintain Liaison with the internal and external divisions/organizations such as Ministry of ICT & Ministry of Civil Aviation and Tourism.
8. Keep records of the surveillance and audit programs of the operators and service providers in a database;
9. Issue periodic safety reports;
10. Generate a safety report based on the database;
11. Administer the overall activity and functions of technical library within FSR.
12. Collect, updates and distribution of all ICAO Annexes and Docs.
13. Collect, updates and distribution of other aviation related documents, safety circulars.
14. Collect demands for various technical documents, manuals and books etc from different Directorates and make arrangements to purchase them.
15. Keep records and documents of different meetings, seminars and symposium.
16. Perform any other duties assigned by the authority.

Assistant Director (Technical library) Role:

This Role has the following responsibilities:

- a) Control/monitor outgoing and incoming technical literature, manuals, handbooks, airworthiness and technical publications in the library.

- b) Ensure that all continuous airworthiness information i.e. Airworthiness Directives, Service Bulletins, Letters, Information Leaflets; and other relevant manufacturers and regulatory authorities' publications are receive and updated.
- c) Ensure that all ICAO Annexes, documents and publications are received and updated in the library system.
- d) Ensure the management, maintenance and house keeping of the technical library of the Section.
- e) Ensure the security and safety of all the documents in the technical library.
- f) Keep revisions and amendments to the pertinent manufacturers' manuals updated and filed.
- g) Maintain a register of Noise Certificates, SSR codes and airworthiness certificates.
- h) Maintain the Civil Aircraft Register and associated documents and registration records of each individual aircraft in the register.
- i) Maintain the respective technical record of individual aircraft on the civil aircraft register.
- j) Management of the Technical Library.
- k) Provide administrative and clerical support to the section.
- l) Undertake any other duties that the Chief of Section may assign from time to time

Librarian

JOB DESCRIPTION

Position Title: Librarian	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Assistant Director (Database, Safety Reporting & Tech. Library)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Personnel Section

Overview of the Role:

Management and operation of a Technical Library.

Duties and Responsibilities:

1. Collect, updates and distribution of all ICAO Annexes and Docs.
2. Collect, updates and distribution of other aviation related documents, safety circulars.
3. Collect demands for various technical documents, manuals and books etc. from different Directorates and make arrangements to purchase them.
4. Keep records and documents of different meetings, seminars and symposium.

5. Perform any other duties as assign by the authority.

Admin Officer

JOB DESCRIPTION

Position Details for Admin Officer	
Position Title:	Admin Officer
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Flight Standard & Regulations Division
Section:	Admin Unit
Reports to:	Deputy Director (Personnel)

Admin Officer

Overview of the Role:

Responsible for the general administration and support services to the staff; office administrative work or correspondence and filing according to set guidelines, processes and procedures to support the work within the department quickly and most efficiently.

Duties and Responsibilities:

- 1) To work on the general administration work of the department.
- 2) To carry out work on the correspondence and filing of the department.
- 3) To carry out work on the budget, finance, and materials/supplies of the department.
- 4) To collect statistics and related department personnel reports.
- 5) To perform other tasks as assigned.

UD Assistant (UDA)/Coordination and Follow-Up Assistant

JOB DESCRIPTION

Position Details for UDA/Coordination and Follow-Up Assistant	
Position Title:	UDA/Coordination and Follow-Up Assistant
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Flight Standard & Regulations Division
Section:	Office of the Member (FSR)
Reports to:	Member (FSR)

UD Assistant (UDA)/Coordination and Follow-Up Assistant**Overview of the Role:**

The UDA/Coordination and Follow-Up Assistant is responsible for providing administrative assistance and support for the division. The position is also responsible for processing incoming and outgoing correspondence and preparing letters and documentation as requested by the Director.

Duties and Responsibilities:

Detailed Roles and Responsibilities for UDA/Coordination and Follow-Up Assistant	
A	Documentation Processing
1	Review incoming correspondence and distribute to the appropriate concerned parties
2	Prepare outgoing correspondence as received by the Member or Inspectors or officers
3	Coordinate internal and external requests for documentation with the Member (FSR)
4	Perform record keeping tasks for office correspondence, employee personnel files and employee training records
B	Office Management
1	Manage meeting schedules including times and locations
2	Coordinate with other CAAB directorates and departments for participation in internal or external meetings
3	Receive incoming phone calls and direct them to the appropriate office staff
4	Process requests from the office staff to make outgoing email or phone calls for both internal and external persons or entities
C	Office Automation
1	Liaise between the office staff and the CAAB/FSR IT Department to resolve computer hardware, software and internet issues
2	Ensure that office equipment is maintained and functioning and report deficiencies to the appropriate CAAB division
D	Other Tasks
1	Perform other duties as assigned by the Member (FSR)

APPENDIX 4 — FLIGHT STANDARD, REGULATIONS & INTERNATIONAL AFFAIRS DIVISION

FUNCTIONS

The purpose of the Flight Standard, Regulations & International Affairs (FSR&IA) Division is to ensure that all responsibilities, duties and functions with regard to the certification, special conditions, oversight, oversight programme, findings and enforcement, verification processes the issuance of certificates, changes record keeping are within the jurisdiction of the CAAB comply with the Civil Aviation Acts, Rules and Regulations or ANO on Operators (Bangladeshi AOC Holders and foreign Operators who operate to and from Bangladesh). This is be achieved through developing policies, conducting audits and inspections, and offering support and guidance to its stakeholders.

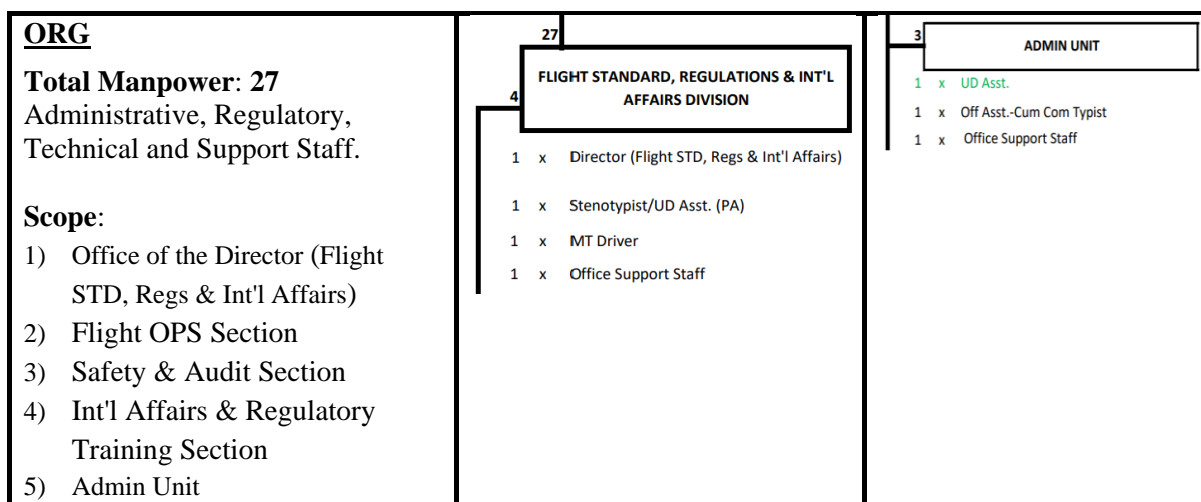
The scope of the FSR&IA Division is:

Flight Operations Section:
OPS, CS, DG, GH, SAFA

Safety & Audit Section:
Internal Audit & Quality Assurance, SSP Implementation, SMS Audit and Acceptance.

Int'l Affairs & Regulatory Training Section:
Training and International Cooperation with ICAO, FAA, EASA

ORGANIZATIONAL CONTEXT



Director (Flight Standard, Regulations & Int'l Affairs)

JOB DESCRIPTION

Position Title: Director (Flight Standard, Regulations & Int'l Affairs)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Flight Standard, Regulations & Int'l Affairs

Overview of the Role:

To be responsible for the Director role as the Head of the division whose duties and responsibilities include planning, administering, organizing, directing, supervising, evaluating and resolving problems in the work of the sections under his authority, all of which demands extremely high responsibility and work quality. Set, monitor and ensure standards with regards to Flight OPS, DG, CS, GH, operator's SMS acceptance and SSP. Acquire and retain human and equipment resources demanded by the division for planned programmes. Perform other tasks as assigned.

Duties and Responsibilities:

1. To administer the overall function and activity of the Division.
2. To study, analyze and develop domestic and international standards, laws and regulations, and make recommendations to set standards and rules including criteria, guidelines and procedures for certification of air operators, special flight operations and flight operations inspection.
3. To consider and comment on the requirements of the International Civil Aviation Organization on aviation operations.
4. To provide recommendations on the formulation of policies, regulations, procedures and safety standards for flight operations.
5. To supervise and inspect aviation operations in order to comply with the laws, rules, regulations, orders and instructions as prescribed.
6. To issue of approval of Flight Safety Manual and acceptance of Operational manual.
7. To amend the Civil Aviation Rules, ANOs from time to time to ensure compliance with ICAO Annexure on the subject, if required.
8. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
9. To check the compliance of provisions of the Civil Aviation Rules, ANOs and other regulatory requirements for operators and service providers
10. To take enforcement actions against the operators and service providers should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements.
11. Develop and manage the State Safety Program (SSP).
12. Ensure the effective implementation of safety management systems (SMS) of service providers in accordance with applicable regulations.
13. Acceptance of SMS and SPI of the operators in coordination with other Divisions.
14. Oversight of the implementation of the SMS by the operators.

15. Develop and implement effective proactive measures to establish, manage and ensure safety in civil aviation operation.
16. Prepare and implement regulations and requirements for the safe transport of dangerous goods by air in accordance with the rules and regulations in force and ensure their effective implementation.
17. Develop and implement a system of environmental protection in the field of civil aviation and ensure compliance with conventions, legal and international obligations and laws in force in the State.
18. Prepare and implement a system to evaluate requests for exemptions from certain requirements of rules and regulations without prejudice to the safety aircraft operation.
19. Conduct safety oversight of foreign aircraft.
20. Coordinate with the competent governmental authorities on the requirements related to communicable diseases.
21. Carryout the check on the standard and the proficiency of pilots as FOI/PFOI.
22. Support the investigation procedures for aircraft accidents and serious incidents where necessary.
23. Investigation of Aircraft Incident, precautionary landing, forced landing, Air Misses and other potential hazardous situation arising in air operation.
24. Accident/ Serious Incident prevention works:
 - a. To carry out the Regulatory audit of airlines/operators.
 - b. To carry out safety audit of operations department of Airlines/operators.
 - c. To carry out surveillance inspection of airlines/operators e.g., preflight medical check of crew, ramp inspection, load and trim check etc.
 - d. To issue air safety circulars, publication of annual accident summary etc.
 - e. To monitor implementation of recommendations made by various courts, committees and Investigators of Accidents.
 - f. To monitor action taken reports on Regulatory audits carried out on airlines and aviation agencies.
 - g. To maintain the occurrence data on daily basis. Analysis of the data.
 - h. To coordinate implementation of measures to prevent bird strikes to aircraft at all airports.
 - i. To coordinate with the ICAO and other aviation agencies concerning safety.
 - j. To organize safety seminars/training courses.
25. To advice in policy making towards adoption and amendment of CAR-84;
26. To ensure distribution of ICAO state letters, mail and coordination of ICAO matters with other divisions and agencies;
27. To maintain constant liaison and coordination with ICAO, FAA, EASA, COSCAP and such other international organizations;
28. To scrutiny of various international conventions and agreement on civil aviation and make brief for the government;
29. Participate in meetings, conferences and seminars related to the safety of civil aviation;
30. To perform any other duties as assigned by the Member (FSR).

FLIGHT OPERATIONS SECTION (OPS)

FUNCTIONS

The purpose of the Flight Operations (OPS) section is to ensure that all applicable air operators within the jurisdiction of the CAAB comply with CAAB Regulations. This will be achieved through developing policies, conducting audits and inspections, and offering support and guidance to its stakeholders.

The scope of the Flight Operations Section is:

- Cabin safety
- Dangerous goods and Ground Operations
- Certification and oversight of commercial air transport operators
- Safety oversight of foreign aircraft

Detailed Functions:

(a) Flight Operations International Cooperation function

- Participate in meetings and committees associated with the section's functions within the CAA organization or with other parties.
- Confer at national and international levels on matters relating to the regulations and technical matters concerning flight operations.

(b) Flight Operations Policy Development function

- Contribute to general policy development within the FSR department.
- Initiate new policies in the area of competence of the section to improve, where needed and possible, the performance of the Authority and of the aviation organizations.
- Develop and maintain the Section Manual and ensure it contains up-to-date policies, guidance material and procedures for inspectorate staff, covering each technical specialist area specific duties, responsibilities, and functions as assigned by the applicable regulations.

(c) Flight Operations Regulation function

- Monitor development of new, or amendment to, international standards and recommended practices, as well as best practices related to civil aviation, and make recommendation for their implementation in Bangladesh, and amendment of Bangladesh Regulatory framework.
- Issue advisory material to the aviation industry, impacted by the OPS regulations concerning practices and procedures, where such advice may make a significant contribution to aviation safety.
- Prepare, maintain and recommend regulatory changes and amendments to the national aviation legislation concerning all matters within the scope and function of the section.
- Contribute to a timely dissemination of Rules, Regulations, Technical Standards, Procedures and safety related information to all internal and external stakeholders.
- Contribute to the filing of differences, if any, or otherwise with ICAO, between National Practices and Annexes to the Convention and its promulgation in the AIP.

(d) Flight Operations Occurrence management function

- Ensure aerodrome operators report safety occurrences at their aerodromes;
- Participate in the centralized daily meeting with representatives of each section (Safety Action Group);
- Review the new occurrences to decided which actions should be undertaken for the follow up of

each occurrence and determine which section has the lead for the follow up;

- Participate in a Safety Management meeting with heads of section of FSR.

(e) Flight Operations Occurrence Accident Investigation function

- Review any proposed responses to section domain related safety recommendations from the Aircraft Accident Investigation Committee;
- Participate in aircraft accident investigations committees and maintain the associated records and documents.

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This section has a total of 13 manpower including Administrative, Regulatory and Technical Staff.</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">FLIGHT OPS SECTION</td> </tr> <tr> <td>1 x</td> <td>Principal Flight Ops. Inspector(PFOI)</td> </tr> <tr> <td>1 x</td> <td>Asst. Director/ Senior Inspector (CS)</td> </tr> <tr> <td>1 x</td> <td>Asst. Director/ Senior Inspector (DG & GH)</td> </tr> <tr> <td>8 x</td> <td>Flight Ops. Inspector (FOI)</td> </tr> <tr> <td>2 x</td> <td>Inspector (DG & GH)</td> </tr> </table>	13	FLIGHT OPS SECTION	1 x	Principal Flight Ops. Inspector(PFOI)	1 x	Asst. Director/ Senior Inspector (CS)	1 x	Asst. Director/ Senior Inspector (DG & GH)	8 x	Flight Ops. Inspector (FOI)	2 x	Inspector (DG & GH)
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Principal Flight Operations Inspector (PFOI)

JOB DESCRIPTION

Position Title: Principal Flight Operations Inspector (PFOI)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Director (Flight Standard, Regulations & Int'l Affairs)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Flight OPS Section

Overview of the Role:

To be responsible for Principal Flight Operations Inspector (PFOI) role whose responsibilities and high quality of the work include the field of aviation safety regulatory policies. Make proposal to superior supervisors. Plan for issuance of flight operations regulations to set, monitor and ensure standards. Assign and control the performance of subordinates. Diagnose, command, control, monitor, advice, consult, evaluation and solve the problems in the work of the division. Acquire and retain human and equipment resources demanded by the section for planned programmes. Perform other tasks as assigned.

Duties and Responsibilities:

1. To study, analyze and develop standards, rules and regulations, procedures, manual and provide comments on the regulations of the International Civil Aviation Organization for aviation operations standards.

2. To make recommendations on the formulation of policies, rules, procedures, safety standards to develop standards and legislation on aviation operations standards.
3. To serve as a data center to collect laws, rules, regulations, regulations, announcements, interpretations of laws and the necessary knowledge on flight operations standards.
4. To advise, answer questions and provide information related to flight operations standards.
5. To examine changes in ICAO OPS requirements for incorporation into national requirements, or the filing of appropriate differences.
6. To check the compliance of provisions of the Civil Aviation Rules, Air Navigations Orders and other regulatory requirements for operators.
7. To develop and implement the surveillance program for air operators.
8. To assign FOIs for different checks, inspection, monitoring of PPC etc.
9. To develop and implementation of a robust technical and professional training programme for the inspectors.
10. To develop and conduct in house training and OJT for the FOIs.
11. **Certification (AOC):** Engaged in different stages of issue and renewal processes of AOC.
12. **Manual Evaluation:** Evaluating Operations, Training, Cabin Attendant and Aircraft Operating Manuals, Minimum Equipment List (MEL), Loading and Handling and Performance Planning Manuals, Other Certification Manuals and Documents.
13. **Evacuation and Ditching:** Evaluating Emergency Evacuation and Ditching Demonstrations.
14. **Demo Flight:** Evaluating Demonstration Flights and Training flights.
15. **Oversight:** Conduct routine inspections such as the inspection of a station facility, Training Facility, apron, en-route operation and base and carry out oversight or checks considered necessary at prescribed intervals;
16. **Monitoring SMS:** Assess the effectiveness of the operator's SMS and the level of resources allocated to it;
17. **Surveillance Programme:** Conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
18. **Corrective Action Plan (CAP):** Advise the operator, in writing, of any significant deficiency, requesting a proposal for remedial action;
19. **Audit:** Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
20. **Audit/Investigation Report:** Submit reports on each inspection or investigation in the manner prescribed, and complete and process the applicable inspection forms;
21. **Enforcement:** investigate and report, as required, possible violations of the basic aviation law or related safety operating regulations and rules followed by enforcement;
22. **Continuous Monitoring approach (CMA):** Continuously review the operator's pertinent documentation (e.g. operations, training and MCMs), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use;
23. **Keep Informed CAAB:** Keep appropriate CAAB inspectorate staff informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the operator's organization in general;
24. **Approval of Examiners:** Conduct qualification, approval and supervisory activities with respect to personnel proposed as designated examiners by an operator; and
25. **Monitoring:** Monitoring oral exam, IRC, Simulator Training/Check, demo class.
26. To perform any other duties as assigned by the Authority.

Flight Operations Inspector (FOI)

JOB DESCRIPTION

Position Title: Flight Operations Inspector (FOI)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Principal Flight Operations Inspector (PFOI)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Flight OPS Section

Overview of the Role:

To be responsible for a FOI with knowledge, ability, experience and expertise in the field of study, analysis, regulation, both internal and international. Comment on the requirements of the International Civil Aviation Organization (ICAO) on flight inspections. Suggest on the setting of policy, rules, process, procedures, safety standards, flight operations, training standards, operator's qualification standards and other relevant standards, all of which demands decision-making and problem-solving skills. Promote positive safety culture in the most effective way. Perform other tasks as assigned.

Duties and Responsibilities:

The duties and responsibilities of an individual FOI will vary depending upon the technical speciality and the specific tasks which are assigned. However, FOIs are expected to accomplish some or all of the following tasks as they relate to a particular speciality:

1. **Certification (AOC):** Engaged in different stages of issue and renewal processes of AOC.
2. **Manual Evaluation:** Evaluating Operations, Training, Cabin Attendant and Aircraft Operating Manuals, Minimum Equipment List (MEL), Loading and Handling and Performance Planning Manuals, Other Certification Manuals and Documents.
3. **Evacuation and Ditching:** Evaluating Emergency Evacuation and Ditching Demonstrations.
4. **Demo Flight:** Evaluating Demonstration Flights and Training flights.
5. **Oversight:** Conduct routine inspections such as the inspection of a station facility, Training Facility, apron, en-route operation and base and carry out oversight or checks considered necessary at prescribed intervals;
6. **Monitoring SMS:** Assess the effectiveness of the operator's SMS and the level of resources allocated to it;
7. **Surveillance Programme:** Conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
8. **Corrective Action Plan (CAP):** Advise the operator, in writing, of any significant deficiency, requesting a proposal for remedial action;
9. **Audit:** Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
10. **Audit/Investigation Report:** Submit reports on each inspection or investigation in the manner prescribed, and complete and process the applicable inspection forms;
11. **Enforcement:** investigate and report, as required, possible violations of the basic aviation law or related safety operating regulations and rules followed by enforcement;

12. **Continuous Monitoring approach (CMA):** Continuously review the operator's pertinent documentation (e.g. operations, training and MCMs), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use;
13. **Keep Informed CAAB:** Keep appropriate CAAB inspectorate staff informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the operator's organization in general;
14. **Approval of Examiners:** Conduct qualification, approval and supervisory activities with respect to personnel proposed as designated examiners by an operator; and
15. **Monitoring:** Monitoring oral exam, IRC, Simulator Training/Check, demo class.
16. To perform other tasks as assigned, such as
 - (a) To study, analyze and develop standards, rules and regulations, procedures, manual and provide comments on the regulations of the International Civil Aviation Organization for aviation operations standards.
 - (b) To make recommendations on the formulation of policies, rules, procedures, safety standards to develop standards and legislation on aviation operations standards.
 - (c) To serve as a data center to collect laws, rules, regulations, regulations, announcements, interpretations of laws and the necessary knowledge on flight operations standards.
 - (d) To advise, answer questions and provide information related to flight operations standards.

Assistant Director/ Senior Inspector (DG & GH)

JOB DESCRIPTION

Position Title: Assistant Director/ Senior Inspector (DG & GH)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Principal Flight Operations Inspector (PFOI)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Flight OPS Section

Overview of the Role:

To be responsible for an experienced Assistant Director/ Senior Inspector (DG & GH) with knowledge, ability, experience and expertise in the inspection and certification of dangerous goods. Inspect and certify dangerous goods training courses. Perform other tasks as assigned.

Duties and Responsibilities:

- 1) To review audit and surveillance programme as developed by DG & GH Inspector.
- 2) To select audit team for inspection as Team leader.
- 3) To conduct facility inspections on consignor and carrier companies that handle, offer for transport or transport dangerous goods as per approved programme to align with the defined standards, as Team leader.
- 4) To review inspection report and CAPs as submitted by the air operator.

- 5) To brief the PFOI and the Director about the lack of compliance by the operator and will recommend for possible enforcement against the operator.
- 6) To approve the permission to send or carry dangerous goods or animals on board aircraft and relevant certificates.
- 7) To certify and approve dangerous goods training program of flight operator and related department to align with the defined standards.
- 8) To carry out investigation in case of any accident/incident related to dangerous goods.
- 9) To providing technical support to emergency response teams at dangerous good incidents.
- 10) To recommend for approval of Dangerous Goods/Ground Handling manual of air operators, and their training programme.
- 11) To providing advice to industry for dangerous goods/ground operations compliance on an ongoing basis.
- 12) To provide proposal for amendment of any regulatory document on the basis of amendment to ICAO TI and ANNEX 18
- 13) To prepare guidance material for air operator on the basis of ICAO published documents.
- 14) 4) To perform other tasks as assigned.

Inspector (DG & HG)

JOB DESCRIPTION

Position Title: Inspector (DG & GH)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Principal Flight Operations Inspector (PFOI)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Flight OPS Section

Overview of the Role:

To be responsible for an entry-level/junior inspector with knowledge and ability to perform the work under the supervision of the section chief in the dangerous goods and ground operations. Inspect and certify dangerous goods and ground handling operations training courses.

Duties and Responsibilities:

DG Inspector Role

- 1) To develop audit and surveillance programme.
- 2) To inspect the dangerous goods transportation operation of flight operator to align with the defined standards.
- 3) To conduct facility inspections on consignor and carrier companies that handle, offer for transport or transport dangerous goods as per approved programme to align with the defined standards.
- 4) To provide technical support to emergency response teams at dangerous good incidents.
- 5) To review Dangerous Goods manual of air operators.
- 6) To review and approve dangerous goods training program of air operator and related department to align with the defined standards.

7) To approve the permission to send or carry dangerous goods or animals on board aircraft and relevant certificates.

8) To perform other tasks as assigned.

GH Inspector Role

1. To carry out inspection/ inspection/audit/surveillance as assigned by the senior inspector.
2. To prepare and submit audit report on Ground Operations in a timely manner.
3. To implement follow-up action as required.
4. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable
5. To comply with applicable audit/ inspection procedures as stipulated in the inspectors hand book.
6. To brief the Director and Senior Inspector about the lack of compliance by the operator and will recommend for possible enforcement against the operator as per the enforcement manual
7. To prepare and utilize relevant checklists for audit purpose.
8. To recommend for approval of operators GH manuals.
9. To perform any other duties as assign by the Authority in accordance with ANO (Ops) B.5.

Assistant Director/ Senior Inspector (Cabin Safety)

JOB DESCRIPTION

Position Title: Assistant Director/ Senior Inspector (Cabin Safety)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Principal Flight Operations Inspector (PFOI)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Flight OPS Section

Overview of the Role:

To be responsible for an experienced Assistant Director/ Senior Inspector (Cabin Safety) with knowledge, ability, experience and expertise in the inspection and certification of flight operations manuals and other manuals of air carrier on cabin safety. Inspect and certify training courses. Issue certificates and supervise cabin crew' performance. Perform en-route inspection of air carrier and certify cabin emergency equipment standards according to the aircraft and operation certificate of the air carrier.

Perform other tasks as assigned.

Duties and Responsibilities:

1. Safety Oversight:

- a) To inspect and certify the flight operations manual and other manuals of the air operators on cabin safety.
- b) To inspect, certify and approve the cabin crew training program.
- c) To supervise and monitor the performance of the cabin crew, cabin crew instructors for the issuance of relevant certificates.

- d) To perform the routine En-route inspection for flight safety operations.
- e) To inspect and certify the cabin emergency equipment standards according to the aircraft operation certificate of the air carrier.
- f) To perform other tasks as assigned.

2. Technical Administration:

- a) Develop a work program to ensure periodic surveillance of operators' training centers, training instructors/ examiners/ line checkers etc, training facilities, training programs and all phases of air carrier operations.
- b) Determine through surveillance and investigation that the training facilities are properly and adequately organized and equipped, staffed with appropriately qualified instructors and conduct cabin crew training as required by appropriate Civil Aviation Regulations and CAA approved training program.
- c) Serve as the technical advisers to the Principal Operations Inspectors(POIs) on assigned areas of the company's training program.
- d) Coordinate technical instructions, policy orders and procedures through the POIs and related CAA personnel to ensure standardization of training activities.
- e) Conduct investigations of public complaints, government inquiries and aircraft incidents and accidents relating to cabin safety.
- f) Conduct enforcement investigations and prepare final reports and recommendations on disposition.
- g) Provide verbal and/ or written technical assistance to legal counsel testifying at court trials and formal hearings and give depositions.
- h) Develop recommendations for new or revised regulations, standards and procedures governing cabin safety aspects of certification and operational practices of air carriers and air operators.
- i) Attend workshops/seminars/conferences etc in the field of cabin safety.
- j) Provide cabin safety advice, support and recommendations on the handling of functional, cross-functional, high profile, sensitive and complex issues or problems emanating from within and outside the State;
- k) Develop and provide cabin safety courses and workshops to inspectors, managers and industry representatives;
- l) Represent cabin safety on national and international cabin safety advisory committees and working groups to promote safety practices, awareness, and global harmonization; and
- m) Work in partnership with operators and other stakeholders, such as safety representatives from worker organizations, on safety action programs (e.g. safety information sharing, safety action teams).
- n) Provide technical support regarding cabin safety, passenger handling and cabin crew member-related issues for assigned operators;
- o) Conduct technical and operational research of cabin safety requirements, analyze regulations from foreign regulatory authorities, and provide recommendations;
- p) Ensure that assigned operators comply with applicable regulations, policies and guidance by conducting inspections, audits, evaluations, including reports, recommendations, follow-up on corrective action plans and enforcement actions, as necessary;

3. Certification:

- a. Perform initial certification of new operators in all cabin safety related areas. Review documents and evaluate plans to ensure compliance with the Civil Aviation Regulations, CAA policy and guidance.
- b. Review and recommend approval or disapproval of manuals and revisions related to cabin safety manuals. Obtain amendments to previously approved manuals to correct conflict with regulatory requirements, eliminate unsafe practices and ensure the specificity of instruction.
- c. Evaluate cabin crew training programs to ensure that they meet CAA requirements, national and regional directives and safe operating practices. Recommend approval or disapproval of training programs including cabin simulators, training devices and other training aids used in these programs.
- d. Evaluate operations and facilities by on-site inspections and by reviewing reports of other inspectors or other personnel. Negotiate necessary changes in policies and procedures.
- e. Evaluate requests to operate under conditions not previously authorized and recommend additional conditions and limitations as appropriate.
- f. Participate in proving flight evaluations to determine compliance with Civil Aviation Regulations. Recommend changes that will be required prior to approval.
- g. Evaluate air carrier and air operator emergency evacuation, ditching and other emergency procedures and make recommendations to the POIs.
- h. Review and approve the operator’s cabin safety and emergency equipment in coordination with flight operations or airworthiness inspectors, if applicable;
- i. Review proposed modifications to aircraft interiors and location of safety & emergency equipment affecting cabin safety and make recommendations to the POIs.
- j. Review and approve the operator’s safety and emergency procedures and documentation (e.g. cabin crew operations manual) in coordination with flight operations inspectors, if applicable.

SAFETY & AUDIT SECTION

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This section has a total of 3 manpower including Administrative, Regulatory and Technical Staff.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">3 SAFETY & AUDIT SECTION</p> </div> <ul style="list-style-type: none"> 1 x Deputy Director (Safety & Audit) 1 x Asst. Director (SSP & SMS) 1 x Asst. Director (Audit & Surveillance)
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Deputy Director (Safety & Audit)

JOB DESCRIPTION

Position Title: Deputy Director (Safety & Audit)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Director (Flight Standard, Regulations & Int'l Affairs)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Safety & Audit Section

Overview of the Role:

The Deputy Director/ the section Chief is responsible to develop and administer and maintain the State Safety programme, based on an approved Gap Analysis and Associated Implementation Plan in order to achieve an acceptable level of safety performance in civil aviation. Also, responsible to set, monitor and ensure standards with regards to SMS and Internal Audit and Quality assurance, and to acquire and retain human and equipment resources demanded by the section for planned programmes.

The Internal Audit develops draft annual internal audit plans, raise the same to the Director for approval and prepare reports on audit results. This includes monitoring compliance with the laws and regulations, audit of financial instruments, review financial instructions and implementation, review personnel appointment, ensure the integrity of assets, and take inventory of store contents and other custodies.

It also reviews and assesses the performance of the corporate/business units to ensure the service quality, submitting recommendations for upgrading the overall efficiency, studying problems and inhabitants of the work within the authority and the reasons behind those problems and recommends solutions.

Duties and Responsibilities:

1. To develop and amend national rules and regulations (CAR/ANOs), policy, and guidance, based on ICAO SARPS.
2. To examine changes in ICAO SARPS for incorporation into national requirements, or the filing of appropriate differences.
3. To develop a consolidated system of Surveillance for Internal Audit and SMS Audit.
4. To prepare the Annual surveillance Program for Internal Audit and SMS Audit.
5. To notify Annual Internal Audit Plan for all Divisions and publish the same on CAAB website. The plan includes the area of activity to be inspected month wise.
6. To compile data on surveillance received from Internal Audit and SMS Audit.
7. To maintain Database of Surveillance deficiency/findings.
8. To organize a monthly monitoring meeting with all Divisions and industry/service providers to analyze the deficiencies identified through Internal Audit and SMS Audit
9. To refer all Level 1 and important level 2 findings to the review committee for taking action as per administrative provisions of Enforcement policy and Rules as applicable.
10. To facilitate SSP/ SMS implementation in Bangladesh
11. To monitor the implementation of SMS by the operators and Service Providers.
12. To monitor and implement the audit and surveillance programs of Internal and SMS Audit.
13. To Investigate of Aircraft Incident, precautionary landing, forced landing, Air Misses and other potential safety risks in air operation.
14. To issue of approval of acceptance of SMS manual.
15. To make framing and amendment of regulatory requirement of all matters from time to time.
16. To act proactively on Accident/ Serious Incident prevention work.

17. To perform any other duties assigned by the Authority.

Assistant Director (SSP & SMS)

JOB DESCRIPTION

Position Title: Assistant Director (SSP & SMS)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Safety & Audit)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Safety & Audit Section

Overview of the Role:

The Assistant Director is responsible for promoting positive safety culture, and implementation of the State Safety Programme (SSP) in order to achieve an acceptable level of safety performance in civil aviation and acceptance of Service Provider's Safety Management System (SMS). Also, the SSP liaises and interfaces with all technical departments and sections of the Authority on safety issues. These include the Aviation Personnel Licensing, Flight Operations, Airworthiness, Air Navigation services and the Aerodrome and Ground Aids inspectorate and among others. The SSP liaises also with aviation industries providing services in Bangladesh.

Duties and Responsibilities:

1. Develop State Safety policy, safety objectives and its periodic review.
2. Ensure an appropriate regulatory framework including an effective enforcement policy.
3. Ensure that sufficient resources are allocated, systems and functions are determined according to the size and complexity of state aviation activities.
4. Develop SSP high level Document and its periodic review.
5. Administer the SSP through an appropriate governance structure ensuring that all involved parties are aware of their roles and responsibilities among the aviation safety.
6. Ensure effectiveness of the State Safety Risk Management functions including the Safety Risk control Strategy, safety management system obligations, Accident and incident investigation and HIRM process.
7. Ensure that the State Safety Assurance function achieve the State safety objectives and associated Targets, including surveillance obligation and service providers alignment to the ALoSP.
8. Establish a mechanism to provide relevant safety information to concerned parties whether internally or externally of the CAAB. This will include the exchange of the appropriate safety information between States and organizations at regional and global level.
9. To develop/amend the SMS Audit Manual and Checklist;
10. To develop an SMS Audit program;
11. To conduct an SMS Audit;
12. To compile data on surveillance received from SMS Audit;
13. To maintain Database of Surveillance deficiency findings;
14. To issue of approval of acceptance of SMS manual of Industry and service providers;
15. To develop and implement SSP in Bangladesh in coordination with all related stakeholders;
16. To harmonize the SMS with SSP in line with global SPI and NASP;

17. To maintain coordination, monitoring and review of implementation of SSP in line with NASP;
18. To establish coordination, monitoring and review of implementation of SMS;
19. To perform any other duties assigned by the Authority.

Assistant Director (Audit & Surveillance)

JOB DESCRIPTION

Position Title: Assistant Director (Audit & Surveillance)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Safety & Audit)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Safety & Audit Section

Overview of the Role:

Responsible for establishing and implementing Internal Audit and Quality Assurance within the all divisions/sections of FSR. The Internal Audit and Quality Assurance assures the compliance of work regulations and processes with the fields and objectives of the authority, submitting the proper recommendations in this regard along with developing corporate performance assessment program to ensure the service quality at the regulatory and administrative units.

Duties and Responsibilities:

1. To prepare internal audit programme for all divisions of FSR to ensure quality assurance.
2. To prepare internal audit reports on routine surveillance to improve quality of works.
3. To monitor the implementation of internal audit program.
4. To ensure quality assurance among the audit areas/sections/departments internal to the FSR.
5. To perform any other duties assigned by the Authority.

INT'L AFFAIRS & REGULATORY TRAINING SECTION

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This section has a total of 4 manpower including Administrative, Regulatory and Technical Staff.</p>	<p style="text-align: center;">4</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">INT'L AFFAIRS & REGULATORY TRAINING SECTION</p> </div> <p>1 x Deputy Director (Int'l Affairs & Regulatory Training)</p> <p>1 x Asst. Director (ICAO, FAA & EASA)</p> <p>1 x Asst. Director (Int'l Affairs & ICAO State Letter Coordinator)</p> <p>1 x Asst. Director (Training)</p>
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Deputy Director (Int'l Affairs & Regulatory Training)

JOB DESCRIPTION

<p>Position Title:</p> <p>Deputy Director (Int'l Affairs & Regulatory Training)</p>	<p>Organization:</p> <p>Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To:</p> <p>Director (Flight Standard, Regulations & Int'l Affairs)</p>	<p>Division:</p> <p>Flight Standard & Regulations Division</p>
<p>Location:</p> <p>Dhaka</p>	<p>Department/Section:</p> <p>Int'l Affairs & Regulatory Training Section</p>

Overview of the Role:

The responsibility of section Chief/Deputy Director role is to ensure international standards rules, regulations, international cooperation and training. The Section's International Affairs functions prepare working papers related to local, regional and international conferences, forums, and meetings in coordination with other divisions and sections. This includes preparing conferences and meetings, preparing reports required by regional and international organizations, monitor the implementation of recommendations made by those organizations and working for international cooperation regarding ICAO, FAA, EASA and other international organizations and maintain coordination with regards these organizations for regulatory training, seminar and workshop.

Duties and Responsibilities:

1. To advice in policy making towards adoption and amendment of CAR-84.
2. To distribute ICAO state letters, mail and coordination of ICAO matters with other directorates and agencies for timely adoption of ICAO SARPs.
3. To maintain constant liaison and coordination with ICAO, FAA, EASA, COSCAP and such other international organizations.
4. To scrutiny of various international conventions and agreement on civil aviation and make brief for the government.
5. To develop and implementation of a robust training programme for the regulatory officers and aviation safety inspectors.
6. To develop and implementation of CAAB Training Policy, a robust training programme and training plan for the regulatory officers and aviation safety inspectors.
7. To liaison with different training organization home and abroad for training.

8. To perform any other duties as assigned by the Authority.

Assistant Director (ICAO, FAA & EASA)

JOB DESCRIPTION

Position Title: Assistant Director (ICAO, FAA & EASA)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Int'l Affairs & Regulatory Training)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Int'l Affairs & Regulatory Training Section

Overview of the Role:

Responsible for maintaining constant liaison and coordination with ICAO, FAA, EASA, COSCAP and such other international organizations;

Duties and Responsibilities:

- To review ICAO, COSCAP, FAA and EASA letters, programmes and training schedule and brief the director;
- To assess the training need & technical assistance required from ICAO, COSCAP, FAA, EASA and inform the director accordingly and coordinate with ICAO, COSCAP, FAA and EASA;
- To organize local training and seminar as offered by ICAO, COSCAP, FAA and EASA;
- To perform any other duties as assign by the Authority.

Assistant Director (Int'l Affairs and ICAO State Letter Coordinator)

JOB DESCRIPTION

Position Title: Assistant Director (Int'l Affairs and ICAO State Letter Coordinator)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Int'l Affairs & Regulatory Training)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Int'l Affairs & Regulatory Training Section

Overview of the Role:

The Assistant Director's role in International Affairs involves the preparation of working papers related to local, regional and international conferences, forums, and meetings in coordination with other divisions and sections. This includes preparing conferences and meetings, preparing reports required by regional and international organizations, monitor the implementation of recommendations made by

those organizations and working for international cooperation regarding ICAO, FAA, EASA and other international organizations.

The ICAO State Letter Coordinator role involves the timely discrimination of ICAO State letters, mail and coordination of ICAO matters with other divisions and agencies, and also intimate the DD/Director about the letter's received from ICAO and other international organizations and acts on the letters as assigned.

Duties and Responsibilities:

1. To look after the ICAO State letter's and brief the director.
2. To act on the State letters if any.
3. To distribute ICAO state letters, mail and coordination of ICAO matters with other divisions and agencies;
4. To file difference with ICAO if any and notify AIS section of ATM division for publication of any significant differences in AIP.
5. To perform any other duties as assign by the Authority.

Assistant Director (Training)

JOB DESCRIPTION

Position Title: Assistant Director (Training)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Int'l Affairs & Regulatory Training)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Int'l Affairs & Regulatory Training Section

Overview of the Role:

Responsible for arranging and implementing inspectors training programs for FSR.

Duties and Responsibilities:

1. To develop technical and professional training programme for the regulatory officers and inspectors in line with CAAB training policy and ICAO requirements.
2. To liaison with different training organization home and abroad for training.
3. To develop training plan for FSR staff/officer/inspectors in line with CAAB training policy, Training Program and Training Needs Analysis.
4. To plan for nomination of candidates for inspectors training abroad.
5. To propose training syllabus as per ICAO annex, orders, instructions and as per local orders and instructions.
6. To prepare training updated materials to conduct inspector training course and prepare class schedule.
7. To select and plan for deployment of instructors to conduct training courses.
8. To coordinate with other section/units for smooth and efficient training program.
9. To estimate and propose for the required no. Of instructors/equipments/ materials/ goods etc essential for the inspector training.

10. To propose for instructors from other organizations if necessary.
11. To conduct evaluation of FSR instructors to ensure required level & quality.
12. To perform any other duties as assign by the Authority.

Admin Officer

JOB DESCRIPTION

Position Details for Admin Officer	
Position Title:	Admin Officer
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Flight Standard, Regulations & Int'l Affairs Division
Section:	Admin Unit
Reports to:	Director (FSR & IA)

Overview of the Role:

Responsible for the general administration and support services to the staff; office administrative work or correspondence and filing according to set guidelines, processes and procedures to support the work within the department quickly and most efficiently.

Duties and Responsibilities:

- 6) To work on the general administration work of the department.
- 7) To carry out work on the correspondence and filing of the department.
- 8) To carry out work on the budget, finance, and materials/supplies of the department.
- 9) To collect statistics and related department personnel reports.
- 10) To perform other tasks as assigned.

UD Assistant (UDA)/Coordination and Follow-Up Assistant

JOB DESCRIPTION

Position Details for UDA/Coordination and Follow-Up Assistant	
Position Title:	UDA/Coordination and Follow-Up Assistant
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Flight Standard, Regulations & Int'l Affairs Division
Section:	Admin Unit
Reports to:	Director (FSR & IA)

UD Assistant (UDA)/Coordination and Follow-Up Assistant**Overview of the Role:**

The UDA/Coordination and Follow-Up Assistant is responsible for providing administrative assistance and support for the division. The position is also responsible for processing incoming and outgoing correspondence and preparing letters and documentation as requested by the Director.

Duties and Responsibilities:

Detailed Roles and Responsibilities for UDA/Coordination and Follow-Up Assistant	
A	Documentation Processing
1	Review incoming correspondence and distribute to the appropriate concerned parties
2	Prepare outgoing correspondence as received by the Director or Inspectors
3	Coordinate internal and external requests for documentation with the Director
4	Perform record keeping tasks for office correspondence, employee personnel files and employee training records
B	Office Management
1	Manage meeting schedules including times and locations
2	Coordinate with other CAAB directorates and departments for participation in internal or external meetings
3	Receive incoming phone calls and direct them to the appropriate office staff
4	Process requests from the office staff to make outgoing email or phone calls for both internal and external persons or entities
C	Office Automation
1	Liaise between the office staff and the CAAB/FSR IT Department to resolve computer hardware, software and internet issues
2	Ensure that office equipment is maintained and functioning and report deficiencies to the appropriate CAAB division
D	Other Tasks
1	Perform other duties as assigned by the Director.

APPENDIX 5 —

AIRWORTHINESS & ENGINEERING DIVISION

FUNCTIONS

The purpose of the Airworthiness & Engineering Division is to carry out regulatory and oversight functions in respect of aircraft registration in Bangladesh; the airworthiness and environmental certification of aircraft, and the acceptability of related products, parts and appliances, as well as aircraft components and materials; and the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks through the establishment of Standards, ensuing technical requirements and procedures and their implementation and enforcement as required by the applicable provisions under the State Law governing the civil aviation in Bangladesh. This is to be achieved through developing policies, conducting audits and inspections, and offering support and guidance to its stakeholders.

(a) Airworthiness International Cooperation function

- Participate in meetings and committees associated with the section's functions within the CAA organization or with other parties.
- Confer at national and international levels on matters relating to the regulations and technical matters concerning airworthiness.

(b) Airworthiness Policy Development function

- Contribute to general policy development within the FSR department.
- Initiate new policies in the area of competence of the section to improve, where needed and possible, the performance of the Authority and of the aviation organizations.
- Develop and maintain the Section Manual and ensure it contains up-to-date policies, guidance material and procedures for inspectorate staff, covering each technical specialist area specific duties, responsibilities, and functions as assigned by the applicable regulations.

(c) Airworthiness Regulation function

- Monitor development of new, or amendment to, international standards and recommended practices, as well as best practices related to civil aviation, and make recommendation for their implementation in Bangladesh, and amendment of Bangladesh Regulatory framework.
- Issue advisory material to the aviation industry, impacted by the Airworthiness regulations concerning practices and procedures, where such advice may make a significant contribution to aviation safety.
- Prepare, maintain and recommend regulatory changes and amendments to the national aviation legislation concerning all matters within the scope and function of the section.
- Contribute to a timely dissemination of Rules, Regulations, Technical Standards, Procedures and safety related information to all internal and external stakeholders.
- Contribute to the filing of differences, if any, or otherwise with ICAO, between National Practices and Annexes to the Convention and its promulgation in the AIP.
- Examine rule, regulations, directives, instructions and information issued by the state of Design/Manufacture, Manufacturers or other certification organization, to implement what considered appropriate to ensure the aviation safety.
- Review current international and foreign airworthiness standards related to continuing airworthiness and determine the need for adoption of critical features of those standards into

national requirements;

- Issue directives concerning maintenance, overhaul and repair of aircraft and components thereof, and procedures to be followed by the aviation industry to comply with the national air law and/or regulations related to airworthiness;
- Take appropriate action on mandatory continuing airworthiness information issued by the State of Design or by the State of Registry.

(d) Airworthiness Occurrence management function

- Ensure aerodrome operators report safety occurrences at their aerodromes;
- Participate in the centralized daily meeting with representatives of each section (Safety Action Group);
- Review the new occurrences to decided which actions should be undertaken for the follow up of each occurrence and determine which section has the lead for the follow up;
- Participate in a Safety Management meeting with heads of section of FSR.

(e) Airworthiness Accident Investigation function

- Review any proposed responses to section domain related safety recommendations from the Aircraft Accident Investigation Committee;
- Participate in aircraft accident investigations committees and maintain the associated records and documents.

ORGANIZATIONAL CONTEXT

<p>ORG</p> <p>Total Manpower: 34 Administrative, Regulatory, Technical and Support Staff.</p> <p>Scope:</p> <ol style="list-style-type: none"> 1) Office of the Director (Airworthiness and Engineering) 2) Airworthiness Standard Section 3) Airworthiness Evaluation & Surveillance Section 4) Admin Unit 	<p style="text-align: center;">34</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">AIRWORTHINESS & ENGINEERING DIVISION</p> </div> <ul style="list-style-type: none"> 1 x Director (Airworthiness and Engineering) 1 x UD Asst. 1 x MT Driver 1 x Office Support Staff 	<p style="text-align: center;">6</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">ADMIN UNIT</p> </div> <ul style="list-style-type: none"> 1 x Admin Officer 1 x UD Asst. 1 x Office Asst.-Cum Com Typist 2 x Office Asst.-Cum Computer Typist 1 x Office Support Staff
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Director (Airworthiness & Engineering)

JOB DESCRIPTION

<p>Position Title: Director (Airworthiness & Engineering)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Member (FSR)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: CAAB HQ, Dhaka</p>	<p>Department/Section: Airworthiness & Engineering</p>

Overview of the Role:

To be responsible for Director role and function by directing, advising and verifying working process of co-worker by using high proficiency, expertise experience in Airworthiness and Aircraft Engineering to decide and solve difficult problems to reach organization goals, to recommend the requirements, procedures to be in line with international standards, to regulate and surveillance, to approve and certify regulations, to investigate major defects and determine appropriate action, set, monitor and ensure standards with regards to Airworthiness, acquire and retain human and equipment resources demanded by the division for planned programmes, also work on tasks assigned.

Duties and Responsibilities:

1. To administer overall function and activity of the Directorate;
2. To develop and amend national airworthiness regulations, policy, and guidance, based on viability and effectiveness of those regulations, policy and guidance;
3. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences;
4. To check the compliance of provisions of the Civil Aviation Rules, ANOs and other regulatory requirements for operators;
5. To prepare and participate for the audit by the ICAO or other foreign authorities and ensure applicable compliance;
6. To recommend for enforcement actions against the operators and service providers should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements;
7. To administer approval and changes to the design organization, production organization, aircraft maintenance organization and continuing airworthiness management organization in compliance with the appropriate airworthiness requirements;
8. To maintain aircraft register for all the civil aircraft registered in Bangladesh;
9. To ensure issuance of Type Certificates for aircraft, engines, propellers, equipment, and materials;
10. To ensure continued and continuing airworthiness of aircraft and product;
11. To ensure inspection of aircraft and maintenance facilities for the purpose of issuance of Technical Clearance, Certificate of Airworthiness, Certificate of Registration and de-registration of aircraft etc.;
12. To ensure validation/acceptance of Type Certificates or approvals issued by another State;
13. To approve design of modifications and repairs;
14. To administer all audit and surveillance activities in relation to manufacturing, production of aeronautical products, aircraft operation, air operator certificate, aircraft maintenance organization and continuing airworthiness management organization and inspection of aircraft and documents for renewal of Certificate of Airworthiness of aircraft;
15. To ensure issuance of Export C of A and Special Flight permit;
16. To ensure investigation of mandatory occurrence reports covering all the aspects of airworthiness;
17. To ensure evaluation and implementation of the requirement of Air Operator Certificate;
18. To ensure approval of Aircraft Maintenance Schedule/Programme;
19. To ensure the approval of Special Operation;

20. To approve engineering concession/dispensation and permitted variation;
21. To evaluate exemption on airworthiness requirements and policies;
22. To ensure training and competency assessment of all airworthiness officials;
23. To ensure participation of airworthiness representative in ICAO/FAA/EASA meetings etc.
24. To ensure oversight responsibly of implementation of SMS for the airworthiness certificate holders;
25. To co-ordinate with other division for Airworthiness matters
26. Any other responsibilities assigned by the senior official(s).

AIRWORTHINESS STANDARD SECTION

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This section has a total of 11 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<p style="text-align: center;">11</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">AIRWORTHINESS STANDARD SECTION</div> <ul style="list-style-type: none"> 1 x Deputy Director (Airworthiness Standard) 3 x Asst. Director (Aerospace/Avionics) 3 x Airworthiness Inspector(Aerospace) 3 x Airworthiness Inspector(Avionics) 1 x Office Support Staff
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Deputy Director (Airworthiness Standard)

JOB DESCRIPTION

<p>Position Title: Deputy Director (Airworthiness Standard)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (Airworthiness & Engineering)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: CAAB HQ, Dhaka</p>	<p>Department/Section: Airworthiness Standard Section</p>

Overview of the Role:

To be responsible for Chief of Section/Deputy Director role and function by inspecting the maintenance operations of the air operator to comply with aircraft safety standards and aeronautical engineering, making decisions or solving difficult problems to achieve the commission, and other tasks as assigned related to standards, rules and regulations, provide comments on the International Civil Aviation Organization for Airworthiness and Aircraft Engineering, to set, monitor and ensure Airworthiness standards. Also, to acquire and retain human and equipment resources demanded by the section for planned programmes.

Duties and Responsibilities:

1. To assist in developing and amending national airworthiness regulations, policy, and guidance, based on viability and effectiveness of those regulations, policy and guidance;
2. To assist in incorporating changes in ICAO Annexes to Airworthiness Requirements for inclusion into national requirements, or the filing of appropriate differences;
3. To assist to determine the need for adoption of current and new critical features of the foreign regulations i.e EASA, SARI into the national requirements;
4. To maintain working relationships with other CAAs and industry that facilitate the certification of foreign aviation products and parts to enable their import and export;

5. To ensure the implementation of relevant National Regulations, ANOs and other regulatory requirements;
6. To process & recommend for approval of design organization and production organization in compliance with the appropriate requirements;
7. To process for issuance of Type Certificates for aircraft, engines, propellers;
8. To process & recommend for Validation/acceptance of Type Certificates or approvals issued by another State;
9. To record, review and process for all the activities related to registration/de-registration of aircraft and update the Civil Aircraft Register of Bangladesh;
10. To ensure inspection of aircraft and review relevant documents for the purpose of issuance of Technical Clearance, Restricted Certificate of Registration, Restricted Certificate of Airworthiness, Regular Certificate of Registration, Initial Certificate of Airworthiness, and Noise certificate;
11. To ensure process for inspection of aircraft and review relevant documents for the purpose of renewal Certificate of Airworthiness and/or Airworthiness review Certificate;
12. To recommend for approval of AMP including reliability programmes;
13. To ensure the process for approval of the special operation (RVSM, EDTO/ETOPS, RNP, PBN, MNPS, RNAV etc.) in coordination with other relevant division of FSR;
14. To process and recommend for issuance of initial certification of Aircraft Maintenance Organization (AMO) Certificate and Continuing Airworthiness Management (CAMO) organization including approval of associated manuals/procedures;
15. To evaluate and recommend for Approval of modifications and repairs;
16. To provide in-house training & OJT to airworthiness inspectors;
17. To provide technical advice on matters relating to airworthiness;
18. To investigate possible violations of the Civil Aviation Rules'84, Air Navigational Order or any other relevant rules/regulations in regard to airworthiness support of legal or other corrective action and process for enforcement;
19. To assist evaluation of exemption on airworthiness requirement and policies;
20. Any other responsibilities assigned by the senior official(s).

Assistant Director (Aerospace/Avionics)

JOB DESCRIPTION

Position Title: Assistant Director (Aerospace/Avionics)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Airworthiness Standard)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Airworthiness Standard Section

Overview of the Role:

To be responsible for Assistant Director role and function by working on the development of aircraft regulations, safety standards, aeronautical engineering and performing other tasks as assigned under supervision of section Chief to achieve the goals of CAAB to develop, promote and supervise in the most effective way.

Duties and Responsibilities:

1. To assist in ensuring the implementation of relevant national regulations, ANOs and other regulatory requirements;
2. To assist in processing for Approval of design organization in compliance with the appropriate design requirements;
3. To perform the inspection for Issuance of Type Certificates or design approvals for aircraft, engines, propellers, equipment, and materials;
4. To assist in processing for Validation/acceptance of Type Certificates or approvals issued by another State.
5. To assist for Record, review and process applications for registration of aircraft, registering and de-registering aircraft as appropriate, and issuing Certificates of Registration;
6. To process for the allocation of Registration Marks & Mode-S code;
7. To perform the Inspection of aircraft and review relevant documents for the purpose of issuance of Technical Clearance, issue Certificate of Airworthiness and Noise certificate.
8. To perform the Inspection of aircraft and review of relevant documents for the purpose of renewal Certificate of Airworthiness.
9. To recommend for issuance of Restricted C of R and C of A.
10. To recommend for issuance of Export C of A and Special Flight permit.
11. To assist in processing for approval of the special operation (RVSM, EDTO/ETOPS, RNP, PBN, MNPS, RNAV etc.) in coordination with Ops & AOC cell.
12. To inspect the maintenance facilities and review of relevant manuals/documents for the purpose of issuance/renewal of approval of Approved Maintenance Organization (AMO).
13. To assist in processing for approval of initial issue/ subsequent amendment of Maintenance Organization Exposition (MOE), Maintenance Procedure Manual (MPM).
14. To assist in the Evaluation of proposal for Approval of modifications and repairs;
15. To process the approval of weight & Balance Report;
16. To assist in providing in-house training & OJT to others inspectors;
17. To perform, when requested, in the investigation of aircraft accidents and ensure that recommendations of investigations are adequately addressed;
18. To collaborate with the other aviation industry, other governmental organizations, and the public in safety matters.
19. To Provide technical advice on matters relating to airworthiness as and when required;
20. To assist Prepare and distribute advisory material to the aviation industry concerning airworthiness practices and procedures to enhance flight safety;
21. To Investigate possible violations of the Civil Aviation Rules'84, Air Navigational Order or any other relevant rules/regulations in regard to airworthiness support of legal or other corrective action and ensure enforcement.
22. To assist in preparing annual surveillance programme for AOC, CAMO, AMO as per procedure;
23. To assist in preparing checklist to carry out annual surveillance programme;

24. To inspect the AOC/CAMO facilities and review of relevant manuals/documents for the purpose of Issue and renewal of Air Operator Certificates/CAMO;
25. To assist in performing the Periodically review of the airworthiness condition and records of aircraft on the registry;
26. To assist in the Investigation of significant defects discovered during inspection of Aircraft/AMO/CAMO;
27. To assist in the Evaluation and process for the approval of Minimum Equipment List (MEL), Aircraft Maintenance Schedule/Programme (AMS/AMP), Maintenance Control Manual (MCM) and Continuing Airworthiness Management Exposition (CAME);
28. To assist in the process for Approval of aircraft and component reliability programmes;
29. To perform the periodic surveillance of Approved Maintenance Organization (AMO), Continuing Airworthiness Management Organization (CAMO) & AOC holders;
30. Survey the facilities, procedures and staffing of applicants seeking approval as Continuing Airworthiness Management Organization (CAMO);
31. To Receive the manufacturer's recommendations and evaluate the international trend etc. and advice the industry;
32. To assist in ensuring the effective monitoring of the Mandatory Occurrence Reporting as per relevant regulations;
33. Monitor Airworthiness Directive (AD) from the authority of manufacturer to determine likely effects on the continuing airworthiness of aviation products and to establish procedures to avoid or correct service difficulties;
34. To Recommend for exemption from the applicable national regulations when required;
35. To assist for the Issue/amend Production Certificate/approval for a manufacturer that produces an aeronautical products or parts;
36. To assist in Survey and evaluate aircraft for issuance of an Airworthiness Certificate or in preparation for export to another State;
37. Perform regular surveillance of manufacturing activities to ensure the compliance of airworthiness requirements and associated manufacturing procedure & specifications;
38. Coordination of manufacturer's requests for deviations from specifications, and ensuring adequate manufacturer's treatment, in coordination with the ASD, for those deviations from specifications;
39. To assist in the Investigation of unsatisfactory manufacturing occurrences for necessary corrective actions;
40. To assist in the inspection prototype aircraft, test specimens and test installation as necessary to determine the conformity of each part, article and test installation
41. To Maintain continuous and effective communication with the manufacturing organization to evaluate and advice on any changes to the production system that may affect the inspection, conformity, or airworthiness of the product or part;
42. Establish relationships with foreign authorities for cooperation on production surveillance of suppliers.
43. Any other responsibilities assigned by the senior official.

Airworthiness Inspector (Aerospace)**JOB DESCRIPTION**

Position Title: Airworthiness Inspector (Aerospace)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Airworthiness Standard)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Airworthiness Standard Section

Overview of the Role:

To be responsible for Inspector role and function by working on the development of aircraft regulations, safety standards, aeronautical engineering and performing other tasks as assigned under supervision of the section Chief to achieve the goals of CAAB to develop, promote and supervise in the most effective way.

Duties and Responsibilities:

1. To assist in ensuring the implementation of relevant national regulations, ANOs and other regulatory requirements;
2. To inspect for Approval of design organization in compliance with the appropriate design requirements;
3. To perform the inspection for Issuance of Type Certificates or design approvals for aircraft, engines, propellers, equipment, and materials;
4. To carry out the processing for Validation/acceptance of Type Certificates or approvals issued by another State.
5. To perform the inspection for the Issue/amend Production Certificate/approval for a manufacturer that produces an aeronautical products or parts;
6. To perform the record, review and process applications for registration of aircraft, registering and de-registering aircraft as appropriate, and issuing Certificates of Registration;
7. To process the application for the allocation of Registration Marks & Mode-S code;
8. To Inspect the aircraft and review relevant documents for the purpose of issuance of Technical Clearance, issue of Certificate of Airworthiness and Noise certificate.
9. To inspect the aircraft and review of relevant documents for the purpose of renewal Certificate of Airworthiness.
10. To process for issuance of Restricted C of R and C of A.
11. To process for issuance of Export C of A and Special Flight permit.
12. To assist in the inspection of the maintenance facilities and review of relevant manuals/documents for the purpose of issuance/renewal of approval of Approved Maintenance Organization (AMO).
13. To review and process the approval of initial issue/ subsequent amendment of Maintenance Organization Exposition (MOE), Maintenance Procedure Manual (MPM).
14. To assist in the evaluation of proposal for approval of modifications and repairs related to aircraft airframe and propulsion system;

15. To review the approval of weight & Balance Report;
16. To assist in the investigation of aircraft accidents related to aircraft airframe and propulsion system;
17. To inspect the AOC/CAMO facilities and review of relevant manuals/documents for the purpose of Issue and renewal of Air Operator Certificates/CAMO;
18. To assist in the Investigation of significant defects discovered during inspection of Aircraft/AMO/CAMO;
19. To evaluate the approval of Minimum Equipment List (MEL), Aircraft Maintenance Schedule/Programme(AMS/AMP), Maintenance Control Manual(MCM) and Continuing Airworthiness Management Exposition(CAME);
20. To review the aircraft and component reliability report;
21. To carry out the periodic surveillance of Approved Maintenance Organization (AMO), Continuing Airworthiness Management Organization (CAMO) & AOC holders;
22. Review the Airworthiness Directive (AD) related to aircraft airframe and propulsion system from the authority of manufacturer to determine likely effects on the continuing airworthiness of aviation products and advise the operator if applicable;
23. To assist in Survey and evaluate aircraft for issuance of an Airworthiness Certificate or in preparation for export to another State;
24. Perform regular surveillance of manufacturing activities to ensure the compliance of airworthiness requirements and associated manufacturing procedure & specifications;
25. To process the exemption from the applicable national regulations when required;
26. Any other responsibilities assigned by the senior official.

Airworthiness Inspector (Avionics)

JOB DESCRIPTION

Position Title: Airworthiness Inspector (Avionics)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Airworthiness Standard)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Airworthiness Standard Section

Overview of the Role:

To be responsible for Inspector role and function by working on the development of aircraft regulations, safety standards, aeronautical engineering and performing other tasks as assigned under supervision of the section Chief to achieve the goals of CAAB to develop, promote and supervise in the most effective way.

Duties and Responsibilities:

1. To assist in ensuring the implementation of relevant national regulations, ANOs and other regulatory requirements;

2. To inspect for Approval of design organization in compliance with the appropriate design requirements;
3. To perform the inspection for Issuance of Type Certificates or design approvals for aircraft, engines, propellers, equipment, and materials;
4. To carry out the processing for Validation/acceptance of Type Certificates or approvals issued by another State.
5. To perform the inspection for the Issue/amend Production Certificate/approval for a manufacturer that produces an aeronautical products or parts;
6. To perform the record, review and process applications for registration of aircraft, registering and de-registering aircraft as appropriate, and issuing Certificates of Registration;
7. To process the application for the allocation of Registration Marks & Mode-S code;
8. To Inspect the aircraft and review relevant documents for the purpose of issuance of Technical Clearance, issue of Certificate of Airworthiness and Noise certificate.
9. To inspect the aircraft and review of relevant documents for the purpose of renewal Certificate of Airworthiness.
10. To process for issuance of Restricted C of R and C of A.
11. To process for issuance of Export C of A and Special Flight permit.
12. To assist in processing for approval of the special operation (RVSM, EDTO/ETOPS, RNP, PBN, MNPS, RNAV etc.) in coordination with Ops & AOC cell.
13. To assist in the inspection of the maintenance facilities and review of relevant manuals/documents for the purpose of issuance/renewal of approval of Approved Maintenance Organization (AMO).
14. To review and process the approval of initial issue/ subsequent amendment of Maintenance Organization Exposition (MOE), Maintenance Procedure Manual (MPM).
15. To assist in the evaluation of proposal for approval of modifications and repairs related to aircraft Avionics System;
16. To review the approval of weight & Balance Report;
17. To assist in the investigation of aircraft accidents related to aircraft avionics system;
18. To inspect the AOC/CAMO facilities and review of relevant manuals/documents for the purpose of Issue and renewal of Air Operator Certificates/CAMO;
19. To assist in the Investigation of significant defects related to aircraft avionics system discovered during inspection of Aircraft/AMO/CAMO;
20. To evaluate the approval of Minimum Equipment List (MEL), Aircraft Maintenance Schedule/Programme (AMS/AMP), Maintenance Control Manual (MCM) and Continuing Airworthiness Management Exposition (CAME);
21. To review the aircraft and component reliability report;
22. To carry out the periodic surveillance of Approved Maintenance Organization (AMO), Continuing Airworthiness Management Organization (CAMO) & AOC holders;
23. Review the Airworthiness Directive (AD) related to aircraft avionics system from the authority of manufacturer to determine likely effects on the continuing airworthiness of aviation products and advise the operator if applicable;
24. To assist in Survey and evaluate aircraft for issuance of an Airworthiness Certificate or in preparation for export to another State;
25. Perform regular surveillance of manufacturing activities to ensure the compliance of airworthiness requirements and associated manufacturing procedure & specifications;
26. To process the exemption from the applicable national regulations when required;

27. Any other responsibilities assigned by the senior official.

AIRWORTHINESS EVALUATION & SURVEILLANCE SECTION

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This section has a total of 13 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<p>13</p> <p>AIRWORTHINESS EVALUATION & SURVEILLANCE SECTION</p> <ul style="list-style-type: none"> 1 x Deputy Director (Airworthiness Evaluation & Surveillance) 1 x Asst. Director (Aerospace/Avionics) 1 x Asst. Director (Avionics) 6 x Airworthiness Inspector(Aerospace) 3 x Airworthiness Inspector(Avionics) 1 x Office Support Staff
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Deputy Director (Airworthiness Evaluation & Surveillance)

JOB DESCRIPTION

<p>Position Title: Deputy Director (Airworthiness Evaluation & Surveillance)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (Airworthiness & Engineering)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: CAAB HQ, Dhaka</p>	<p>Department/Section: Airworthiness Evaluation & Surveillance</p>

Overview of the Role:

To be responsible for section Chief/Deputy Director role and function by managing personnel and work within the Section, as well as directing, monitoring and evaluating the work of personnel within the Section with high knowledge, ability, experience and expertise, also making decisions or solve difficult problems related to Airworthiness Certificate for aircraft of the Air Operator Certificate, certify the standards of the operators, inspect the air operator in operation of maintenance to comply with the law, issue special flight permit, investigate major defects found and correct in Airworthiness and Aircraft Engineering, inspect, report and enforce law when aircraft violate the law governing airworthiness, also to perform other tasks as assigned.

- a) To set, monitor and ensure standards with regards to airworthiness evaluation & surveillance.
- b) To acquire and retain human and equipment resources demanded by the Director for planned programmes.

Duties and Responsibilities:

1. To assist in developing and amending national airworthiness regulations, policy, and guidance, based on viability and effectiveness of those regulations, policy and guidance;
2. To assist in incorporating changes in ICAO Annexes to Airworthiness Requirements for inclusion into national requirements, or the filing of appropriate differences;
3. To assist to determine the need for adoption of current and new critical features of the foreign regulations i.e EASA, SARI into the national requirements;
4. To ensure the implementation of relevant National Regulations, ANOs and other regulatory requirements;
5. To prepare annual surveillance programme for CAMO, AMO as per procedure;
6. To prepare checklist to carry out annual surveillance programme;
7. To monitor effectiveness of annual surveillance programme;
8. To recommend for renewal of Air Operator Certificates/CAMO;
9. To review periodically the airworthiness condition and records of aircraft on the registry;
10. To evaluate and process for changes to the Maintenance Organization (MOE), Maintenance Control Manual (MCM) and Continuing Airworthiness Management Exposition (CAME);
11. To audit Aircraft Maintenance Organization (AMO), Continuing Airworthiness Management (CAMO) organization for change of the organization;
12. To conduct periodic surveillance of Approved Maintenance Organization (AMO) & CAMO holders;
13. To ensure the processing for issuance of Export C of A and Special Flight permit;
14. To assist evaluation of exemption on airworthiness requirement and policies;
15. To ensure the process for of weight & Balance Report;
16. To ensure process for approval of engineering concession/dispensation and permitted variation;
17. To ensure the effective monitoring of the Mandatory Occurrence Reporting as per relevant regulations;
18. To monitor service bulletins from the manufacturer to determine likely effects on the continuing airworthiness of aviation products and to establish procedures to avoid or correct service difficulties;
19. To review airworthiness directives and service bulletins to ensure the compliance in conjunction with the Airworthiness Standard Division;
20. To maintain training record of all the airworthiness inspectors of the directorate;
21. To determine corrective action to be taken where airworthiness may be affected. Analyze defect experience to detect and correct any trends and to establish a service difficulty reporting (SDR) system;
22. To investigate possible violations of the Act, Civil Aviation Rules'84, Air Navigational Order or any other relevant rules/regulations in regard to airworthiness, make safety recommendation and initiate enforcement action as applicable;

23. To assess and recommend for exemption in consultation with Airworthiness Standard Division;
24. To prepare & maintain defect data base on the basis of defect reporting system received from the industry;
25. To maintain an up-to-date library for technical manual concerning all the registered aircraft;
26. Any other responsibilities assigned by the senior official(s).

Assistant Director (Aerospace/Avionics)

JOB DESCRIPTION

Position Title: Assistant Director (Aerospace/Avionics)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Airworthiness Evaluation & Surveillance)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Airworthiness Evaluation & Surveillance

Overview of the Role:

Duties and Responsibilities:

Refer to the Airworthiness Standard Section above.

Assistant Director (Avionics)

JOB DESCRIPTION

Position Title: Assistant Director (Avionics)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Airworthiness Evaluation & Surveillance)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Airworthiness Evaluation & Surveillance

Overview of the Role:

To be responsible for Assistant Director role and function by inspecting the maintenance operations of the air operator to comply with aircraft safety standards and aeronautical engineering, making decisions or solving difficult problems to achieve the commission, and other tasks as assigned.

Duties and Responsibilities:

1. To assist in ensuring the implementation of relevant national regulations, ANOs and other

- regulatory requirements;
2. To assist in processing for Approval of design organization in compliance with the appropriate design requirements;
 3. To perform the inspection for Issuance of Type Certificates or design approvals for aircraft, engines, propellers, equipment, and materials;
 4. To assist in processing for Validation/acceptance of Type Certificates or approvals issued by another State.
 5. To assist for the Issue/amend Production Certificate/approval for a manufacturer that produces an aeronautical products or parts;
 6. To assist for Record, review and process applications for registration of aircraft, registering and de-registering aircraft as appropriate, and issuing Certificates of Registration;
 7. To process for the allocation of Registration Marks & Mode-S code;
 8. To perform the Inspection of aircraft and review relevant documents for the purpose of issuance of Technical Clearance, issue of Certificate of Airworthiness and Noise certificate.
 9. To perform the Inspection of aircraft and review of relevant documents for the purpose of renewal Certificate of Airworthiness.
 10. To recommend for issuance of Restricted C of R and C of A.
 11. To recommend for issuance of Export C of A and Special Flight permit.
 12. To assist in processing for approval of the special operation (RVSM, EDTO/ETOPS, RNP, PBN, MNPS, RNAV etc.) in coordination with Ops & AOC cell.
 13. To inspect the maintenance facilities and review of relevant manuals/documents for the purpose of issuance/renewal of approval of Approved Maintenance Organization (AMO).
 14. To assist in processing for approval of initial issue/ subsequent amendment of Maintenance Organization Exposition (MOE), Maintenance Procedure Manual (MPM).
 15. To assist in the Evaluation of proposal for approval of modifications and repairs related to aircraft avionics system;
 16. To process the approval of weight & Balance Report;
 17. To assist in providing in-house training & OJT to others inspectors;
 18. To participate, when requested, in the investigation of aircraft accidents related to aircraft avionics system;
 19. To Investigate possible violations of the Civil Aviation Rules'84, Air Navigational Order or any other relevant rules/regulations in regard to airworthiness support of legal or other corrective action and ensure enforcement.
 20. To assist in preparing annual surveillance programme for AOC, CAMO, AMO as per procedure;
 21. To assist in preparing checklist to carry out annual surveillance programme;
 22. To inspect the AOC/CAMO facilities and review of relevant manuals/documents for the purpose of Issue and renewal of Air Operator Certificates/CAMO;
 23. To assist in performing the Periodically review of the airworthiness condition and records of aircraft on the registry;
 24. To assist in the Investigation of unsatisfactory manufacturing occurrences for necessary corrective actions;
 25. To assist in the Investigation of significant defects discovered during inspection of Aircraft/AMO/CAMO;
 26. To assist in the Evaluation and process for the approval of Minimum Equipment List (MEL), Aircraft Maintenance Schedule/Programme(AMS/AMP), Maintenance Control

- Manual(MCM) and Continuing Airworthiness Management Exposition(CAME);
27. To assist in the process for Approval of aircraft and component reliability programmes;
 28. To perform the periodic surveillance of Approved Maintenance Organization (AMO), Continuing Airworthiness Management Organization (CAMO) & AOC holders;
 29. Survey the facilities, procedures and staffing of applicants seeking approval as Continuing Airworthiness Management Organization (CAMO);
 30. To Receive the manufacturer's recommendations and evaluate the international trend etc. and advice the industry;
 31. To assist in ensuring the effective monitoring of the Mandatory Occurrence Reporting as per relevant regulations;
 32. Monitor Airworthiness Directive (AD) from the authority of manufacturer to determine likely effects on the continuing airworthiness of aviation products and advise the operator if applicable;
 33. To assist in Survey and evaluate aircraft for issuance of an Airworthiness Certificate or in preparation for export to another State;
 34. Perform regular surveillance of manufacturing activities to ensure the compliance of airworthiness requirements and associated manufacturing procedure & specifications;
 35. Coordination of manufacturer's requests for deviations from specifications, and ensuring adequate manufacturer's treatment, in coordination with the ASD, for those deviations from specifications;
 36. To assist in the inspection prototype aircraft, test specimens and test installation as necessary to determine the conformity of each part, article and test installation;
 37. To Recommend for exemption from the applicable national regulations when required;
 38. To Maintain continuous and effective communication with the manufacturing organization to evaluate and advice on any changes to the production system that may affect the inspection, conformity, or airworthiness of the product or part;
 39. Establish relationships with foreign authorities for cooperation on production surveillance of suppliers.
 40. Any other responsibilities assigned by the senior official.

Airworthiness Inspector (Aerospace)

JOB DESCRIPTION

Position Title: Airworthiness Inspector(Aerospace)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Airworthiness Evaluation & Surveillance)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Airworthiness Evaluation & Surveillance

Overview of the Role:

To be responsible for Assistant Director role and function by inspecting the maintenance operations of the air operator to comply with aircraft safety standards and aeronautical engineering, making decisions or solving difficult problems to achieve the commission, and other tasks as assigned.

Duties and Responsibilities:

Refer to the Airworthiness Standard Section above.

Airworthiness Inspector (Avionics)

JOB DESCRIPTION

Position Title: Airworthiness Inspector (Avionics)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Airworthiness Evaluation & Surveillance)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Airworthiness Evaluation & Surveillance

Overview of the Role:

To be responsible for Inspector role and function by inspecting the maintenance operations of the air operator to comply with aircraft safety standards and aeronautical engineering Under supervision, guidance and other tasks as assigned.

Duties and Responsibilities:

Refer to the Airworthiness Standard Section above.

Admin Officer

JOB DESCRIPTION

Position Details for Admin Officer	
Position Title:	Admin Officer
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Airworthiness & Engineering Division
Section:	Admin Unit
Reports to:	Director (Airworthiness & Engineering)

Admin Officer**Overview of the Role:**

Responsible for the general administration and support services to the staff; office administrative work or correspondence and filing according to set guidelines, processes and procedures to support the work within the department quickly and most efficiently.

Duties and Responsibilities:

- 11) To work on the general administration work of the department.
- 12) To carry out work on the correspondence and filing of the department.
- 13) To carry out work on the budget, finance, and materials/supplies of the department.
- 14) To collect statistics and related department personnel reports.
- 15) To perform other tasks as assigned.

UD Assistant (UDA)/Coordination and Follow-Up Assistant**JOB DESCRIPTION**

Position Details for UDA/Coordination and Follow-Up Assistant	
Position Title:	UDA/Coordination and Follow-Up Assistant
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Airworthiness & Engineering Division
Section:	Admin Unit
Reports to:	Director (Airworthiness & Engineering)

UD Assistant (UDA)/Coordination and Follow-Up Assistant**Overview of the Role:**

The UDA/Coordination and Follow-Up Assistant is responsible for providing administrative assistance and support for the division. The position is also responsible for processing incoming and outgoing correspondence and preparing letters and documentation as requested by the Director.

Duties and Responsibilities:

Detailed Roles and Responsibilities for UDA/Coordination and Follow-Up Assistant	
A	Documentation Processing
1	Review incoming correspondence and distribute to the appropriate concerned parties
2	Prepare outgoing correspondence as received by the Director or Inspectors

3	Coordinate internal and external requests for documentation with the Director
4	Perform record keeping tasks for office correspondence, employee personnel files and employee training records
B	Office Management
1	Manage meeting schedules including times and locations
2	Coordinate with other CAAB directorates and departments for participation in internal or external meetings
3	Receive incoming phone calls and direct them to the appropriate office staff
4	Process requests from the office staff to make outgoing email or phone calls for both internal and external persons or entities
C	Office Automation
1	Liaise between the office staff and the CAAB/FSR IT Department to resolve computer hardware, software and internet issues
2	Ensure that office equipment is maintained and functioning and report deficiencies to the appropriate CAAB division
D	Other Tasks
1	Perform other duties as assigned by the Director.

APPENDIX 6 —

PEL, EXAM & TRAINING DIVISION

FUNCTIONS

Personnel licensing is a State function, thus enabling it to comply with the Convention and Annex 1 requirements, and covers a number of disciplines and functional areas. The activities involved in personnel licensing are such that it usually requires the establishment of a licensing system and a specific licensing section (office). Within CAAB, licensing activities are performed by the Personnel Licensing, Training and Exam Division of the Flight Standard & Regulations Department. Essential functions of the CAAB PETD Division include:

- (a) Drafting and amendment of rules relating to the training and licensing of aviation personnel;
- (b) Assessment and approval of applications for licenses and ratings and the issue of licenses and ratings;
- (c) Application of medical fitness assessments relating to license requirements;
- (d) Application of English Language Proficiency assessments relating to license requirements;
- (e) Validation of licenses and ratings issued by other Contracting States; and
- (f) Approval, designation and supervision of individuals or organizations delegated to perform specific tasks on behalf of the personnel licensing office.

(a) Personnel Licensing International Cooperation function

- Participate in meetings and committees associated with the section's functions within the CAAB or with other parties.
- Confer at national and international levels on matters relating to the regulations and technical matters concerning Personnel Licensing.

(b) Personnel Licensing Policy Development function

- Contribute to general policy development within the FSR department.
- Initiate new policies in the area of competence of the section to improve, where needed and possible, the performance of the Authority and of the aviation organizations.
- Develop and maintain the Section Manual and ensure it contains up-to-date policies, guidance material and procedures for inspectorate staff, covering each technical specialist area specific duties, responsibilities, and functions as assigned by the applicable regulations.

(c) Personnel Licensing Regulation function

- Monitor development of new, or amendment to, international standards and recommended practices, as well as best practices related to civil aviation, and make recommendation for their implementation in Bangladesh, and amendment of Bangladesh Regulatory framework.
- Issue advisory material to the aviation industry, impacted by the PEL regulations concerning practices and procedures, where such advice may make a significant contribution to aviation safety.
- Prepare, maintain and recommend regulatory changes and amendments to the national aviation legislation concerning all matters within the scope and function of the section.
- Contribute to a timely dissemination of Rules, Regulations, Technical Standards, Procedures and safety related information to all internal and external stakeholders.
- Contribute to the filing of differences, if any, or otherwise with ICAO, between National Practices and Annexes to the Convention and its promulgation in the AIP.

(d) Personnel Licensing Enforcement function

- Investigate possible violation of the national air law or regulations in regard to aerodromes and take appropriate enforcement action, when necessary;
- Mandate actions to correct any unsafe conditions;
- Resolve any identified safety deficiencies/concerns;
- Enforce requirements for specific operations granted to an aviation operator, organization, facility or personnel;
- Make recommendations for the suspension or cancellation of licenses or approvals and advise on appeals submitted thereof;
- Enforce requirements for the use of aviation facilities;

(e) Personnel Licensing Occurrence management function

- Participate in the centralized daily meeting with representatives of each section (Safety Action Group);
- Review the new occurrences to decided which actions should be undertaken for the follow up of each occurrence and determine which section has the lead for the follow up;
- Participate in a Safety Management meeting with heads of section of FSR.

(f) Personnel Licensing Accident Investigation function

- Review any proposed responses to section domain related safety recommendations from the Aircraft Accident Investigation Committee;
- Participate in aircraft accident investigations committees and maintain the associated records and documents.

ORGANIZATIONAL CONTEXT

<p>ORG</p> <p>Total Manpower: 32 Administrative, Regulatory, Technical and Support Staff.</p> <p>Scope:</p> <ol style="list-style-type: none"> 1) Office of the Director (PEL, Exam & Training) 2) PEL Section 3) Medical Assessment Unit 4) Trg. & Exam (AELD) Section 5) Trg. & Exam (OPS) Section 6) Admin Unit 	<p>32</p> <p>4 PEL, EXAM & TRAINING DIVISION</p> <ul style="list-style-type: none"> 1 x Director (PEL, Exam & Training) 1 x UD Asst. 1 x MT Driver 1 x Office Support Staff 	<p>5</p> <p>ADMIN UNIT</p> <ul style="list-style-type: none"> 1 x UD Asst. 3 x Office Asst.-Cum Computer Typist 1 x Office Support Staff
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Director (PEL, Exam & Training)

JOB DESCRIPTION

Position Title: Director (PEL, Exam & Training)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: PEL, Exam & Training

Overview of the Role:

To be responsible for Director role and function by directing, advising and verifying working process of co-worker by using high proficiency, expertise experience in Personnel licensing, Exam and Training to decide and solve difficult problems to reach organization goals, to recommend the requirements, procedures to be in line with international standards, to regulate and surveillance, to approve and certify regulations, to investigate major issues and determine appropriate action, set, monitor and ensure standards with regards to PEL, Exam and Training; maintain a register of licensed organizations and personnel, certificates and approvals granted, acquire and retain human and equipment resources demanded by the division for planned programmes, also work on tasks assigned.

Duties and Responsibilities:

1. Administer the overall activity and function of the division as the Head of the Division.
2. Develop and maintain standards, recommended practices and procedures relating to the licensing of flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officers/flight dispatchers and other specialties. Ensure that those standards, recommended practices and procedures comply with ICAO requirements and, where appropriate, are compatible with foreign licensing practices;
3. Promulgate, in civil aviation regulations, civil aviation orders and civil airworthiness requirements, the approved licensing standards as amended from time to time and ensure that guidance material is published in CAAB website;
4. Ensure that approved standards are being complied with and sound practices and procedures are being applied through regular inspections of approved training organizations by CAAB staff;
5. Enforce civil aviation regulations, civil aviation orders and civil airworthiness requirements relating to the licensing and maintenance of competency of flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officers/flight dispatchers and other specialties and submit to the MFSR recommendations for action to suspend, cancel or amend licences or approvals when appropriate;
6. Maintain standardization and encourage coordination between regional offices and the headquarters' units by providing adequate instructions and guidance material, by conducting regular visits and meetings and by, at least annually, completing a formal headquarters' inspection of and report on regional activities;
7. Ensure that staffing, facilities and training are adequate and prepare forecasts to facilitate

- the continued proper functioning of the Personnel Licensing Office;
8. Regularly advise the Member (FSR) of the state of work and significant events and developments within the Personnel Licensing Office;
 9. Maintain liaison with the Chiefs of the Medical Office, Flight Operations, Airworthiness, etc., regarding licensing standards and facilitate the inspection functions of their staff charged with licensing duties;
 10. Ensure that the licensing activities are coordinated with other units of the CAAB.
 11. Ensure that departmental officers and other persons approved or designated to conduct flight or practical tests on behalf of the Chairman are properly appointed, trained, briefed and supplied with adequate guidance and documentation to carry out their tasks, and ensure that an efficient recording system of such approved or designated persons and of all licensing actions is maintained;
 12. Arrange for the issue and amendment of:
 - a) personnel licences and ratings;
 - b) approvals for aviation training organizations and training programmes; and
 - c) lists of approved or designated persons;
 13. Ensure that registers of such licences, ratings, approvals and lists are properly maintained and made available to the public;
 14. Maintain liaison with the International Civil Aviation Organization and, where appropriate, aviation authorities of other States on matters concerning standards applicable to licences and ratings and to examination and test standards and techniques for flight crew members, aircraft maintenance personnel, air traffic controllers, flight operations officers/flight dispatchers and other specialties;
 15. Initiate and direct study and research into licensing matters related to flight crew members, aircraft maintenance personnel, air traffic controllers, flight dispatchers and other specialties;
 16. Perform such duties as may from time to time be directed; and
 17. Discharge all delegated powers.

PEL SECTION

ORGANIZATIONAL CONTEXT

<p>ORG</p> <p>This section has a total of 6 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<table border="1" style="margin-left: 20px;"> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">PEL SECTION</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> 1 x Deputy Director (PEL) 1 x Asst. Director (ATC) 1 x Inspector (Ops.) 1 x Inspector (AELD) 1 x Inspector (ATC) 1 x Office Support Staff </td> </tr> </table>	6	PEL SECTION	<ul style="list-style-type: none"> 1 x Deputy Director (PEL) 1 x Asst. Director (ATC) 1 x Inspector (Ops.) 1 x Inspector (AELD) 1 x Inspector (ATC) 1 x Office Support Staff 	
6	PEL SECTION				
<ul style="list-style-type: none"> 1 x Deputy Director (PEL) 1 x Asst. Director (ATC) 1 x Inspector (Ops.) 1 x Inspector (AELD) 1 x Inspector (ATC) 1 x Office Support Staff 					

Deputy Director (PEL)

JOB DESCRIPTION

<p>Position Title: Deputy Director (PEL)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (PEL, Exam & Training)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: CAAB HQ, Dhaka</p>	<p>Department/Section: PEL Section</p>

Overview of the Role:

To be responsible for Chief of Section/Deputy Director role and function by managing the operations of the issue and renew flight crew and non-flight crew licenses, endorse type rating and language proficiency level on the national license, and issue foreign license certification, making decisions or solving difficult problems to achieve the commission, and other tasks as assigned related to standards, rules and regulations, provide comments on the International Civil Aviation Organization for PEL, to set, monitor and ensure standards regarding PEL.

Duties and Responsibilities:

1. To set requirements to issue license for Pilots, Aircraft Maintenance Engineers, Flight Dispatchers/Flight Operations Officer and air traffic controllers according to ANO-1 standard;
2. To adopt and implement the SARPs of ICAO Annex1 into the ANO-1 as required or the filing of appropriate differences to ICAO and include the difference in the AIP;
3. To review and study the application for a licence and related documentation and recommending actions to be taken by appropriate sections;
4. To evaluate foreign licences and certificates, and military pilot qualifications, and take appropriate action, including consultation with the State of licence issue (SOLI) as necessary;
5. To review the limitations and recent experience of flight crew members, maintenance personnel, air traffic controllers and ground operators and take the necessary action;

6. To recommend to Director (PEL, Exam & Training Division) for Issuing and renewing licences, Certificates, adding ratings and issuing temporary approvals or special authorizations;
7. To draft detailed procedures for licensing staff;
8. To produce and arrange for the publication of relevant pamphlets and information circulars for the guidance of applicants for licences and ratings;
9. To ensure the following Regulatory tasks:
 - a) drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
 - b) enforcing licensing laws and regulations; and
 - c) developing procedures, taking into account best practices and applicable quality standards.
10. To direct the examination of applicants seeking an instructor rating or authorization;
11. To organize the initial and recurrent training for CAA staff and maintaining personnel training records;
12. To maintain an up-to-date, efficient and secure record system for licensing, certification, designation, approval and authorization actions;
13. To maintain lists of CAA and designated examiners;
14. To maintain the PEL Office library;
15. To provide supplies, equipment and facilities to the PEL Office;
16. To maintain currency of all regulatory material and PEL documents in use by staff;
17. To draft and promulgate examination schedules in cooperation with the Chief Examiner(s);
18. To printing and collate examination papers and distribute them in order to meet the published scheduled times – where paper examinations are provided;
19. To handle routine correspondence in respect of requests for matters such as study guidance material, dates of examinations, application forms and examination fees;
20. To deal with the public, when necessary, on matters related to:
 - a. scheduled examinations;
 - b. requests for explanatory pamphlets and queries related to examination administration;
 - c. licence, rating, approval or examination applications; and
 - d. requests for regulatory interpretation;
21. To handle routine correspondence with respect to applications for licences or ratings, flight tests or other routine clerical matters;
22. processing all licence applications and preparing the material for review and action by technical licensing officers;
23. completing licence forms and preparing licences for official signature; and managing the PEL Office computer system; and
24. Perform such duties as may be directed from time to time.

Assistant Director (ATC)**JOB DESCRIPTION**

Position Title: Assistant Director (ATC)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (PEL)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: PEL Section

Overview of the Role:

- a) To set, monitor and ensure standards with licensing of ATCOs.
- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.

Duties and Responsibilities:

1. To draft detailed procedures for publication of relevant pamphlets and information circulars for the guidance of applicants for licences and ratings;
2. To scrutiny any file forwarded to him from Inspector (ATC) to ensure compliance of concerned ANOs and other Directives, and recommend further;
3. To recommend issuance of licenses to the ATCOs according to ANO-1;
4. To develop any concerned ANO, directives, procedures, guidance document, etc.;
5. To recommend for issuance of Certificates and Licenses for the Training Organization;
6. To liaise with CATC & ATM division for different training and ATC license related issues;
7. To perform surveillance inspection/ Audit on Civil Aviation Training center and recommend for granting approval;
8. To perform Audit/ surveillance inspection on Civil Aviation Training center for granting approval/ renewal of certificate of approval of the organization;
9. To do inspection on Simulator devices for ATC training recommend for granting required approval;
10. To evaluate ground training curricula and study material submitted by approved training organizations in support of applications for approval to conduct approved training courses;
11. To scrutiny the Civil Aviation Training center exposition, Training Procedure Manual and any associated procedures, and recommend for granting required approval;
12. To conduct examinations (CBT) and evaluate the answer of the questions;
13. To recommend for granting exemption in any concerned of ANO-1 issues;
14. To assist Deputy Director (Trg and Exam-Ops) for Preparation and maintenance of question bank of ATCO license examination; and
15. To Perform such duties as may be directed from time to time.

Inspector (ATC)**JOB DESCRIPTION**

Position Title: Inspector (ATC)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (PEL)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: PEL Section

Overview of the Role:

To be responsible for issuing and renewing ATC licenses, endorse ATC rating and language proficiency level on the national license/approval/certification, monitor an implementation of computerized record keeping system of personal profiles of license holders and licensing details among officers, consider and comment on the regulations of the ICAO standards in relation to issuance of licensing.

Duties and Responsibilities:

1. To scrutiny and assess of the Application letter (ATC license related) and make arrangement for submission in file;
2. To recommend issue/renew/amend/cancel of license of the ATC according to ANO-1;
3. To perform surveillance inspection/ Audit on ATOs;
4. To scrutinize the ATO's exposition, Training & Procedure Manual and any associated procedures;
5. To recommend issue of instructors' approval/ Chief Ground Instructor in the related category;
6. To print the ATO's license;
7. To assist Assistant Director (ATC) to develop/amend and propose any changes in the Civil Aviation Rules, ANOs from time to time to ensure compliance with ICAO Annexes in connection to licensing and training activities of ATC, if required;
8. To perform such duties as may be directed from time to time.

Inspector (OPS)**JOB DESCRIPTION**

Position Title: Inspector (OPS)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (PEL)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: PEL Section

Overview of the Role:***Duties and Responsibilities:***

1. To assist Deputy Director (PEL) to develop/amend and propose any changes in the Civil Aviation Rules, ANOs from time to time to ensure compliance with ICAO Annexes in connection to licensing and training activities of Flight crew and flight dispatcher, if required;
2. To recommend for issue, renew, cancel of licenses/authorization, flight dispatcher;
3. To recommend for issue, renew, cancel of licenses/authorization/certificate/ratings etc. of instructor, assessors, examiners, etc.;
4. To perform the following functions:
 - a. Evaluate applications for approval of a training organization;
 - b. Evaluate ground training curricula and study material submitted by approved training organizations in support of applications for approval to conduct approved training courses;
 - c. Orally examine, in their specialist subjects and audition in the classroom, ground instructors seeking authorization to instruct at approved training organizations or, if suitable for instructor qualification, approve the training and evaluation conducted by an approved training organization;
 - d. Inspect the training facilities, procedures and methods at approved training organizations;
 - e. Determine the strengths and weaknesses of programmes for ground training, practical training, on-the-job training and flight training at approved training organizations and recommend the remedial action to be taken to maintain standards and improve course design;
 - f. Evaluate the effectiveness of the quality assurance system and, if required, of the safety management system; and
 - g. Carry out such other duties as may from time to time be directed.

Inspector (AELD)

JOB DESCRIPTION

Position Title: Inspector (AELD)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (PEL)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: PEL Section

Overview of the Role:***Duties and Responsibilities:***

The Inspector (AELD) assists his senior officer while performing his duties for:

1. To draft and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
2. To granting Exemption
3. To enforcing licensing laws and regulations;
4. To develop procedures, taking into account best practices and applicable quality standards;
5. To maintain an up-to-date, efficient and secure record system for licensing, certification, designation, approval and authorization actions;
6. To maintain lists of CAA and designated examiners;
7. To maintain the library for PEL Office;
8. To providing supplies, equipment and facilities to the PEL Office;
9. To maintaining currency of all regulatory material and PEL documents in use by staff;
10. To draft and promulgate examination schedules in cooperation with the Examiner(s);
11. To print and collate examination papers and distributing them in order to meet the published scheduled times, where paper examinations are provided;
12. To handle routine correspondence in respect of requests for matters such as study guidance material, dates of examinations, application forms and examination fees;
13. To deal with the public when necessary, on matters related to:
 - a) scheduled examinations;
 - b) requests for explanatory pamphlets and queries related to examination administration;
 - c) licence, rating, approval or examination applications; and
 - d) requests for regulatory interpretation;
14. To handle routine correspondence with respect to applications for licences or ratings, or other routine clerical matters;
15. To process all licence applications and preparing the material for review and action by technical licensing officers;
16. To complete licence forms and preparing licences for official signature;
17. To manage computer system for the PEL Office;
18. To scrutinize AME log books, credential, results, syllabus and any other documents for granting Credit of AMEs/ applicant;
19. To perform any other duties assigned by the authority.

MEDICAL ASSESSMENT UNIT

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This unit has a total of 4 manpower including Medical, Regulatory and Technical Staff.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;">MEDICAL ASSESSMENT UNIT</p> </div> <p>4</p> <ul style="list-style-type: none"> 1 x Asst. Director (Medical Examiner) 1 x Medical Officer 2 x Medical Asst.
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Assistant Director (Medical Examiner)

JOB DESCRIPTION

<p>Position Title: Assistant Director (Medical Examiner)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (PEL, Exam & Training)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: Dhaka</p>	<p>Department/Section: Medical Assessment Unit</p>

Overview of the Role:

Assistant Director (Medical Examiner) is responsible for acting as the ‘Medical Assessor’ and management of the overall activity and function of the Medical Assessment Unit. The purpose of the Medical Assessor role is to undertake, perform and accomplish the action(s) and task(s) required to ensure the effective application, enforcement and implementation of established Standards and Regulations, ensuing technical / medical requirements and procedures in respect of in respect of flight crew examinations, licensing, training, regulatory and administrations of personnel and organizations involved in such tasks.

Duties and Responsibilities:

1. To evaluate and approve all the medical reports submitted to the Medical Assessment Unit by the Aviation Medical Examiners to perform medical assessment audits within five working days. After evaluation by the Assistant Director (Medical Examiner), the medical documents must be stamped;
2. To evaluate the records for the auditing purposes as well as all those reports when Standard, introducing a degree of flexibility based on a risk assessment, may need to be applied;
3. To make aeromedical decisions when a degree of flexibility is permitted, in situations where prescribed standards for a particular licence are not met;
4. To ensure the proper holding of the Civil Aviation Medical Board including appropriate specialists, when needed to be convened to assist in the process;

5. To ensure that aviation medical examiners are adequately trained, have practical knowledge and experience of the aviation environment in which the holders of licences and ratings carry out their duties, and that their competency is adequate;
6. To organize and participate in Aviation Medical Examiner orientation and training programmes including refresher training in Aviation Medicine and visits to towers and cockpit to orient and familiarize the Medical Examiners in aviation medicine and working environments;
7. To evaluate the competence of medical examiners by the process of Medical Audit;
8. To ensure safe guarding of medical confidentiality, although pertinent medical information may be presented to other officials of the CAAB when justified by operational concerns or when an accredited medical conclusion is sought;
9. To also act as an Aviation Medical Examiner in addition to his own duties and responsibilities and shall perform Class 1, Class 2 and Class 3 aviation medical examinations;
10. To supervise and control the Designated Medical Examiners of the CAAB to resolve the safety concern of the Designated Medical Examiner. The Medical Examiners shall meet with Assistant Director (Medical Examiner) once in every year for professional improvement during refresher training. For surveillance, the Assistant Director (Medical Examiner) shall make surprise check at least once in every year to the Designated Medical Examiner office to ensure the oversight of the Designated Medical Examiners for the demonstration of the use of the latest aviation medical rules/procedures, timely transmittal of reports to the CAAB;
11. To suggest policies, rules and Regulations about medical standards and procedures and guidelines to CAAB;
12. To advise the Chairman of CAAB in Aviation matters related to health and safety;
13. To adopt the ICAO SARPSs and other ICAO Docs in to the CAAB Documents and he has to implement CAAB ANOs, ACs and other CAAB Documents; and
14. To perform any other duties as assigned by the CAAB.

Medical Officer

JOB DESCRIPTION

Position Title: Medical Officer	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Assistant Director (Medical Examiner)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Medical Assessment Unit

Overview of the Role:

Provide medical services and conduct medical examination to check medical fitness of pilot, ATCO and flight crew.

Duties and Responsibilities:

1. To conduct medical examination as per the CAAB Rules and procedure Docs;

2. To arrange the medical fitness for Class 1, Class 2 and Class 3 when the applicants full fill the laid down medical requirements;
3. To refer the applicants to the Assistant Director (Medical) of the CAAB who fails to fulfill the laid down medical requirements;
4. To participate in the periodic refresher training for the Medical Examiners;
5. To advise Airline Medical Departments on medical matters;
6. Overseeing the implementation of medical policies of CAAB in the Civil Aviation Industry;
7. To conduct medical regulatory checks on scheduled airlines; and
8. To perform any other duties as assign by the Authority.

Medical Assistant

JOB DESCRIPTION

Position Title: Medical Officer	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Medical Officer/ Assistant Director (Medical Examiner)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Medical Assessment Unit

Overview of the Role:

Responsible for providing medical assistance to Medical Officer and Assistant Director (Medical Examiner).

Duties and Responsibilities:

1. To assist Assistant Director (Medical Examiner) and Medical Officer for arrangement of the medical fitness for Class 1, Class 2 and Class 3;
2. To assist in keeping records of all the license holders; and
3. To perform any other duties as assign by the Authority.

TRG & EXAM (AELD) SECTION

ORGANIZATIONAL CONTEXT

<p>ORG</p> <p>This section has a total of 7 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">TRG. & EXAM (AELD) SECTION</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> 1 x Deputy Director (Trg. & Exam-AELD) 1 x Asst. Director (AELD) 1 x Asst. Director (Trg. Org.) 2 x Inspector 1 x Inspector (AELD) 1 x Office Support Staff </td> </tr> </table>	7	TRG. & EXAM (AELD) SECTION	<ul style="list-style-type: none"> 1 x Deputy Director (Trg. & Exam-AELD) 1 x Asst. Director (AELD) 1 x Asst. Director (Trg. Org.) 2 x Inspector 1 x Inspector (AELD) 1 x Office Support Staff 	
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Deputy Director (Training & Exam- AELD)

JOB DESCRIPTION

<p>Position Title: Deputy Director (Training & Exam- AELD)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (PEL, Exam & Training)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: Dhaka</p>	<p>Department/Section: Training & Exam- AELD Section</p>

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Training & Exam related to airworthiness.
- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.

Duties and Responsibilities:

1. Designing written examinations for aircraft maintenance personnel who intend to apply for the issue or renewal of licences or to add new aircraft types, ratings or authorizations to their licence;
2. Reviewing, evaluating and marking written tests;
3. Administering oral examinations of different specialties, as required;
4. Administering practical tests as required for the different specialties and generating the necessary test reports;
5. Participating in committees or advisory groups to review and recommend improvements to examination syllabi, questions, practical tests and licensing matters;
6. Drafting detailed procedures for licensing staff;
7. Evaluating foreign licences and certificates, and taking appropriate action, including consultation with the State of licence issue (SOLI) as necessary;

8. Reviewing the limitations and recent experience of maintenance personnel and taking the necessary action;
9. Reviewing and studying the application for a licence and related documentation and recommending actions to be taken by appropriate sections;
10. Issuing and renewing licences, adding ratings and issuing temporary approvals or special authorizations;
11. Preparing/ reviewing the Examination Credit Report;
12. Studying the PEL training standards and making the necessary recommendations for improvement of domestic and foreign training programmes and oversight;
13. Developing and executing plans for the surveillance of different aviation training activities;
14. Reviewing training curricula and programmes submitted for approval and taking appropriate action;
15. Approving training organizations and training sections at operational and maintenance organizations, air traffic control units, manufacturers and other approved agencies as appropriate;
16. Scrutinizing the Manuals, Procedures, TNA etc for approval;
17. Reviewing the documents for the direct Course approval;
18. Reviewing the documents for Assessors and Instructor approval;
19. Reviewing the OJT syllabus for approval;
20. Exercising continued surveillance of approved training organizations, in cooperation with other Contracting States as necessary;
21. Exercising continued surveillance of AMEs and his privileges exercising;
22. Organizing the appropriate initial and recurrent training for CAA staff;
23. Establishing and maintaining personnel training records;
24. Drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
25. Reviewing documents for granting Exemption;
26. enforcing licensing laws and regulations;
27. developing procedures, taking into account best practices and applicable quality standards;
28. Making Liaison with ICAO, other ICAO contracting state, EASA, SARI, FAA on the AME personnel Licensing issues to facilitate meetings, regulations, new changes etc.
29. Any other duties assigned by the authority.

Assistant Director (AELD)

JOB DESCRIPTION

Position Title: Deputy Director (AELD)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Training & Exam- AELD)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- AELD Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Airworthiness.

- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.

Duties and Responsibilities:

1. Designing written examinations for aircraft maintenance personnel who intend to apply for the issue or renewal of licenses or to add new aircraft types, ratings or authorizations to their licence;
2. Reviewing, evaluating and marking written tests;
3. Administering oral examinations of different specialties, as required;
4. Administering practical tests as required for the different specialties and generating the necessary test reports;
5. Participating in committees or advisory groups to review and recommend improvements to examination syllabi, questions, practical tests and licensing matters;
6. Drafting detailed procedures for licensing staff;
7. Evaluating foreign licences and certificates, and taking appropriate action, including consultation with the State of licence issue (SOLI) as necessary;
8. Reviewing the limitations and recent experience of maintenance personnel and taking the necessary action;
9. Reviewing and studying the application for a licence and related documentation and recommending actions to be taken by appropriate sections;
10. Issuing and renewing licences, adding ratings and issuing temporary approvals or special authorizations;
11. Preparing/ reviewing the Examination Credit Report;
12. Drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
13. Reviewing documents for granting Exemption;
14. Enforcing licensing laws and regulations;
15. Developing procedures, taking into account best practices and applicable quality standards;
16. Any other duties assigned by the authority.

Assistant Director (Training Org.)**JOB DESCRIPTION**

Position Title: Assistant Director (Training Org.)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Training & Exam- AELD)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- AELD Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to ATO.
- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.

Duties and Responsibilities:

1. Studying the PEL training standards and making the necessary recommendations for improvement of domestic and foreign training programmes and oversight;
2. Developing and executing plans for the surveillance of different aviation training activities;
3. Reviewing training curricula and programmes submitted for approval and taking appropriate action;
4. Approving training organizations and training sections at operational and maintenance organizations, air traffic control units, manufacturers and other approved agencies as appropriate;
5. Scrutinizing the Manuals, Procedures, TNA etc for approval;
6. Reviewing the documents for the direct Course approval;
7. Reviewing the documents for Assessors and Instructor approval;
8. Reviewing the OJT syllabus for approval;
9. Exercising continued surveillance of approved training organizations, in cooperation with other Contracting States as necessary;
10. Exercising continued surveillance of AMEs and his privileges exercising.
11. Organizing the appropriate initial and recurrent training for CAA staff;
12. Establishing and maintaining personnel training records;
13. Drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
14. Reviewing documents for granting Exemption
15. Enforcing licensing laws and regulations;
16. Developing procedures, taking into account best practices and applicable quality standards;
17. Any other duties assigned by the authority.

Inspector/ Inspector (AELD)**JOB DESCRIPTION**

Position Title: Inspector/ Inspector (AELD)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Training & Exam- AELD)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- AELD Section

Overview of the Role:***Duties and Responsibilities:***

The Inspector/Inspector (AELD) assists his senior officer while performing his duties for:

1. Designing written examinations for aircraft maintenance personnel who intend to apply for the issue or renewal of licences or to add new aircraft types, ratings or authorizations to their licence;
2. Reviewing, evaluating and marking written tests;
3. Administering oral examinations of different specialities, as required;
4. Administering practical tests as required for the different specialities and generating the necessary test reports;
5. Participating in committees or advisory groups to review and recommend improvements to examination syllabi, questions, practical tests and licensing matters;
6. Drafting detailed procedures for licensing staff ;
7. Evaluating foreign licences and certificates, and taking appropriate action, including consultation with the State of licence issue (SOLI) as necessary;
8. Reviewing the limitations and recent experience of maintenance personnel and taking the necessary action;
9. Reviewing and studying the application for a licence and related documentation and recommending actions to be taken by appropriate sections;
10. Issuing and renewing licences, adding ratings and issuing temporary approvals or special authorizations;
11. Preparing/ reviewing the Examination Credit Report;
12. Studying the PEL training standards and making the necessary recommendations for improvement of domestic and foreign training programmes and oversight;
13. Developing and executing plans for the surveillance of different aviation training activities;
14. Reviewing training curricula and programmes submitted for approval and taking appropriate action;
15. Approving training organizations and training sections at operational and maintenance organizations, air traffic control units, manufacturers and other approved agencies as appropriate;
16. Scrutinizing the Manuals, Procedures, TNA etc for approval;
17. Reviewing the documents for the direct Course approval;

18. Reviewing the documents for Assessors and Instructor approval;
19. Reviewing the OJT syllabus for approval;
20. Exercising continued surveillance of approved training organizations, in cooperation with other Contracting States as necessary;
21. Exercising continued surveillance of AMEs and his privileges exercising;
22. Organizing the appropriate initial and recurrent training for CAA staff;
23. Establishing and maintaining personnel training records;
24. Drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
25. Reviewing documents for granting Exemption;
26. Enforcing licensing laws and regulations;
27. Developing procedures, taking into account best practices and applicable quality standards;
28. Any other duties assigned by the authority.

TRG & EXAM (OPS) SECTION**ORGANIZATIONAL CONTEXT**

<p>ORG</p> <p>This section has a total of 6 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">TRG. & EXAM (OPS.) SECTION</td> </tr> <tr> <td>1 x</td> <td>Deputy Director (Trg. & Exam-Ops)</td> </tr> <tr> <td>1 x</td> <td>Asst. Director (Ops.)</td> </tr> <tr> <td>1 x</td> <td>Asst. Director (Exam)</td> </tr> <tr> <td>2 x</td> <td>Inspector (Ops.)</td> </tr> <tr> <td>1 x</td> <td>Rater (Aviation English)</td> </tr> </table>	6	TRG. & EXAM (OPS.) SECTION	1 x	Deputy Director (Trg. & Exam-Ops)	1 x	Asst. Director (Ops.)	1 x	Asst. Director (Exam)	2 x	Inspector (Ops.)	1 x	Rater (Aviation English)
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2 x	Inspector (Ops.)												
1 x	Rater (Aviation English)												

Deputy Director (Training & Exam- OPS)**JOB DESCRIPTION**

Position Title: Deputy Director (Training & Exam- OPS)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Director (PEL, Exam & Training)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- OPS Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Training & Exam related to flight operations.
- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.

Duties and Responsibilities:

1. To study PEL training standards and making the necessary recommendations for improvement of domestic and foreign training programmes and oversight;
2. To direct, maintain and develop, as required, an organization for the examination of applicants for all categories of personnel licences and ratings provided for in the civil aviation regulations and orders;
3. To direct the preparation and review of detailed prescriptions and conditions of examination for the various categories of personnel licences and ratings provided for in the civil aviation orders consistent with the privileges granted therein;
4. To direct the preparation and review and arrange for the publication of information circulars and requirements relating to the examinations and tests leading to the issue of personnel licences and ratings, of instructor authorizations and of certificates of competency provided for in the civil aviation orders;
5. To direct the staff of examiners in the preparation of examination question papers and in the marking of candidates' examination response papers to ensure that standards consistent with

- current practices and the privileges granted by the licences or ratings in question are established and maintained;
6. To initiate and maintain, where appropriate, liaison with aviation authorities of other States in order to exchange information concerning content of examination syllabi and examining techniques and standards pertinent to the maintenance of effective licensing standards, including adhering to the Standards, Recommended Practices and guidance of the International Civil Aviation Organization;
 7. To establish and maintain a system for ensuring that oral, written and practical examining techniques are effective and compatible with the current aviation environment;
 8. To establish and maintain an efficient system for the preparation and recording of examination or test reports;
 9. To recommend for instructor approval in the related category and conduct examination in this regard;
 10. To direct the staff of examiners in assessing the extent of examination to be undertaken by applicants for the validation or conversion of foreign licences, approvals or authorizations;
 11. To direct the evaluation of applications for exemption from type rating examination from applicants who have completed an approved course of training;
 12. To maintain close liaison with examination supervisors to ensure that the supervision is adequate and correct and that a system of reporting on the conduct of examinations is maintained;
 13. To supervise and provide training for examiners to ensure their effectiveness in their allotted duties;
 14. To supervise the training and performance of designated examiners;
 15. Qualifying flight simulation training devices, conducting their recurrent evaluations and authorizing their use for defined training tasks;
 16. Approving training organizations and training sections at operational and air traffic control units, manufacturers and other approved agencies as appropriate;
 17. In respect of approved training organizations and approved training courses:
 1. To establish and maintain requirements for approval as provided for in the civil aviation orders, including requirements for the recognition of foreign-approved training organizations;
 2. To direct the evaluation of applications for approval;
 3. To establish and maintain standards of knowledge and instructing skills for authorized instructors consistent with the standard and scope of the requirements for the trainee's rating in question;
 4. To direct the examination and audition of applicants seeking an instructor rating or authorization;
 5. To direct the regular formal inspection of premises and records of approved training organizations for compliance with standard requirements and recommend such action as considered necessary in cases of non-compliance; and
 6. To maintain an inspection programme to observe first-hand and evaluate current training and practices;
 18. To exercise continued surveillance of approved training organizations in cooperation with other Contracting States as necessary;
 19. To establish and maintain a system for ensuring oral, written and practical examining technique are effective with the current aviation environment;

20. To develop policy, technical manuals, training handbooks, test standards, test items and associated materials for personnel licensing training and testing;
21. To reviewing training curricula and programmes submitted for approval and taking appropriate action;
22. To organize the appropriate initial and recurrent training for CAA staff;
23. To establish and maintain personnel training records;
24. To direct the evaluation of manufacturers' training course examinations and the examination of type rating training courses approved or required by the CAA of other States with a view to granting exemption from type rating examination to applicants for ratings who successfully complete such training course and examination;
25. To direct the evaluation of aircraft maintenance specialty training courses and testing methods that applicants for an endorsement of specialty rating should successfully complete;
26. To develop and maintain effective liaison with other organizations conducting training and/or examination of civil aviation personnel;
27. To ensure the following Regulatory tasks:
 - a) drafting and amending regulations and rules (or specific operating regulations) related to the training and licensing of aviation personnel;
 - b) enforcing licensing laws and regulations; and
 - c) developing procedures, taking into account best practices and applicable quality standards.
27. To perform such duties as may be directed from time to time.

Assistant Director (OPS)

JOB DESCRIPTION

Position Title: Assistant Director (OPS)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Training & Exam- OPS)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- OPS Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Training & Exam related to flight operations.
- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.

Duties and Responsibilities:

1. To develop detailed procedures for publication of relevant pamphlets and information circulars for the guidance of applicants for licences and ratings;
2. To develop technical manuals, training handbooks, test standards, test items and associated materials for personnel licensing training and testing;

3. To develop and implementation of a robust technical and professional training programme for the inspectors;
4. To liaise with different ATOs home and abroad for training;
5. To assess and recommend the applications for licenses and ratings for flight crew;
6. To recommend for issue/renewal of all licences, ratings and temporary approvals or special authorizations;
7. To recommend validation of foreign licenses;
8. To recommend for Conversion of foreign licenses into Bangladesh Licenses in their corresponding categories;
9. To exercising continued surveillance of approved training organizations in cooperation with other Contracting States as necessary;
10. To inspect the training facilities, procedures and methods of ATOs;
11. To determine the strengths and weaknesses of programmes for ground training, practical training, on-the-job training and flight training at approved training organizations and recommend the remedial action to be taken to maintain standards and improve course design;
12. To evaluate the effectiveness of the quality assurance system and, if required, of the safety management system;
13. To arrange flight and simulator tests followed by generating the required test reports;
14. To participate in committees or advisory groups to review and recommend improvements to examination syllabi, questions, practical tests and licensing matters;
15. To recommend for approval and renewal of ATOs;
16. To inspect and monitor that the ATOs ensures and maintains the quality of service with standard training program;
17. To recommend for approval of Chief Flight Instructor of ATOs;
18. To examination of Log Books with a view to detecting infringement; and
19. To perform such duties as may be directed from time to time.

Assistant Director (Exam)

JOB DESCRIPTION

Position Title: Assistant Director (Exam)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Training & Exam- OPS)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- OPS Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Exam related to flight operations.

- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.

Duties and Responsibilities:

1. To prepare and periodically review the syllabi of licence and rating examinations for aviation personnel in their field of specialty, defining the qualifying conditions and standards;
2. To prepare examination question papers for licence and rating knowledge examinations and mark candidates' answer papers;
3. To maintain a statistical review to determine the effectiveness of licence and rating examinations;
4. To evaluate the technical knowledge level of competency of foreign licences and ratings;
5. To assess the extent of the technical knowledge examinations and/or skill tests to be taken by applicants for the validation or conversion of foreign licences and ratings;
6. To brief and liaise with examination supervisors and supervise examinations if required;
7. To perform a combination of multiple, varying and complex assignments relating to knowledge test design and to the development, revision and quality assurance of questions;
8. To apply experience and comprehensive knowledge of testing systems to plan, analyze and evaluate test items and whole tests and their interrelationship with the programme's overall educational and testing goals;
9. To collaborate with statistical subject matter experts to review test items and whole test performance in order to ensure compliance with PEL Office procedures and alignment with organizational objectives;
10. To design solutions to multifaceted issues and prepare management reports to recommend improvements in operational efficiency. Identify, organize and make optimal use of resources to accomplish programme activities within established schedules;
11. To act as a contributing specialist for assessing previously created test items and for formulating newly-composed test items;
12. To provide guidance to aviation subject matter experts to identify learning issues, recommend solutions and implement;
13. To act as a point of contact for subject matter experts, academia and industry representatives in order to receive and determine the validity of inputs and recommendations, and implement improvements in the testing programme;
14. To act as point of contact for the Examination Section in discussions, meetings and briefings with internal and external organizations concerning testing system; performance, status and plans, as well as current and future business requirements;
15. To develop and recommend, for the Chief Examiner's consideration, approaches to migration to or acquisition of innovative testing methodologies, including possible modifications to existing systems or adoption of new testing system attributes and enhancements;
16. To administer language proficiency examinations, as required;
17. To monitor and examine the demonstration class for candidates seeking ground instructors' authorization; and
18. To perform such duties as may be directed from time to time.

Inspector (OPS)**JOB DESCRIPTION**

Position Title: Inspector (OPS)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Training & Exam- OPS)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- OPS Section

Overview of the Role:***Duties and Responsibilities:***

1. To scrutiny and assess of the application letter (exam related) and make arrangement for submission in file;
2. To identify positively each applicant for knowledge testing, ensure proper test authorization is presented and ensure proper completion of applicant check-in procedures to the exam centre;
3. Before beginning the knowledge test, to instruct each applicant on the rules of behavior during the test and the time allowed for the test;
4. To provide the applicant with appropriate knowledge test and any supplemental materials needed to take the test;
5. To exercise surveillance during test administration in the examination room;
6. After the test, to collect any supplemental materials provided to the applicant for taking the test;
7. To maintain an up-to-date, efficient and secure record system for exam result, answer scripts, etc.;
8. To assist Assistant Director (EXAM) to develop/amend any changes in the Civil Aviation Rules, ANOs from time to time to ensure compliance with ICAO Annexes in connection to licensing and examination activities, if required; and
9. To Perform such duties as may be directed from time to time.

Rater (Aviation English)**JOB DESCRIPTION**

Position Title: Rater (Aviation English)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Training & Exam- OPS)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Training & Exam- OPS Section

Overview of the Role:***Duties and Responsibilities:***

1. To conduct the Aviation English language proficiency test of flight crews/ATCOs;
2. To prepare test papers and test modules for Aviation English language proficiency test;
3. To develop and updates relevant documents and manuals;
4. To intimate the Assistant Director (Exam) & Assistant Director (ATC) about the proficiency level of the flight crews/ATCOs;
5. To administer language proficiency examinations, as required; and
6. To perform such duties as may be directed from time to time.

PERSONNEL LICENSING OFFICERS AND OTHER STAFF

Chief Examiner

Overview of the Role:

Duties and Responsibilities:

1. Direct, maintain and develop, as required, an organization for the examination of applicants for all categories of personnel licenses and ratings provided for in the civil aviation regulations and orders;
2. Direct the preparation and review of detailed prescriptions and conditions of examination for the various categories of personnel licenses and ratings provided for in the civil aviation orders consistent with the privileges granted therein;
3. Prepare, conduct and review Computer Based Examinations (CBE) for PPL/CPL/ATPL;
4. Prepare and maintain an appropriate Question Bank for the above purpose and review it from time to time and conduct oral examination on PPL/CPL/ATPL, FOOL;
5. Direct the preparation and review and arrange for the publication of information circulars and requirements relating to the examinations and tests leading to the issue of personnel licenses and ratings, of instructor authorizations and of certificates of competency provided for in the civil aviation orders;
6. Direct the staff of examiners in the preparation of examination question papers and in the marking of candidates' examination response papers to ensure that standards consistent with current practices and the privileges granted by the licenses or ratings in question are established and maintained;
7. Establish and maintain a system for ensuring that oral, written and practical examining techniques are effective and compatible with the current aviation environment;
8. Establish and maintain an efficient system for the preparation and recording of examination or test reports;
9. Direct the staff of examiners in assessing the extent of examination to be undertaken by applicants for the validation or conversion of foreign licenses, approvals or authorizations;
10. Conduct other practical skill examination for personnel licenses and ratings e.g. Aviation English Language Proficiency Test (AELPT).

DPE Supervisor

Organisational context

Overview of the Role:

Duties and Responsibilities:

1. Supervision of DPEs;
2. To recommend for enforcement actions against the DPEs should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements.

Personnel Licensing Inspector (PEL)**Overview of the Role:*****Duties and Responsibilities:***

1. Reviewing and studying the application for a license and related documentation and recommending actions to be taken by appropriate sections; and
2. Issuing and renewing licenses, adding ratings and special authorizations;
3. Promptly attend to all matters pertinent to local and foreign correspondence in the Division in regard to licensing matters;
4. Co-ordinate with relevant individuals/organizations to make required and prompt arrangements for tests/examinations to be conducted for individuals to ascertain suitability for issuance of licenses, ratings and certificates;
5. Supervise/investigate such tests/organizations whenever practicable, especially when responsibility of conducting tests/examinations has been delegated to other organization by the Chairman, CAAB;
6. Record results of tests/examinations in a methodical manner and maintain statistics;
7. Perform functions and related duties and tasks relevant to Issuance and Renewal of personnel Licenses, and Ratings;
8. Organize and perform duties relating to the following examinations and assist approved examiner as required to conduct same as per the policy of the Licensing Section;
9. PPL/CPL/ATPL/FOOL examination.

Designated Pilot Examiner**Overview of the Role:*****Duties and Responsibilities:***

DPEs are authorized to conduct the following tests –

1. PPL Flight Test;
2. CPL Flight Test;
3. Aircraft Type Rating Test;
4. PPC;
5. Instrument Rating Test – Initial Issue and Renewal;
6. Flying Instructor Rating Test – Initial Issue and Renewal;
7. To conduct oral examination;
8. To evaluate students and instructors in flight simulation training devices.

Admin Officer**JOB DESCRIPTION**

Position Details for Admin Officer	
Position Title:	Admin Officer
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	PEL, Exam & Training Division
Section:	Admin Unit
Reports to:	Director (PEL, Exam & Training)

Admin Officer**Overview of the Role:**

Responsible for the general administration and support services to the staff; office administrative work or correspondence and filing according to set guidelines, processes and procedures to support the work within the department quickly and most efficiently.

Duties and Responsibilities:

- 16) To work on the general administration work of the department.
- 17) To carry out work on the correspondence and filing of the department.
- 18) To carry out work on the budget, finance, and materials/supplies of the department.
- 19) To collect statistics and related department personnel reports.
- 20) To perform other tasks as assigned.

UD Assistant (UDA)/Coordination and Follow-Up Assistant**JOB DESCRIPTION**

Position Details for UDA/Coordination and Follow-Up Assistant	
Position Title:	UDA/Coordination and Follow-Up Assistant
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	PEL, Exam & Training Division
Section:	Admin Unit
Reports to:	Director (PEL, Exam & Training)

UD Assistant (UDA)/Coordination and Follow-Up Assistant**Overview of the Role:**

The UDA/Coordination and Follow-Up Assistant is responsible for providing administrative assistance and support for the division. The position is also responsible for processing incoming and outgoing correspondence and preparing letters and documentation as requested by the Director.

Duties and Responsibilities:

Detailed Roles and Responsibilities for UDA/Coordination and Follow-Up Assistant	
A	Documentation Processing
1	Review incoming correspondence and distribute to the appropriate concerned parties
2	Prepare outgoing correspondence as received by the Director or Inspectors
3	Coordinate internal and external requests for documentation with the Director
4	Perform record keeping tasks for office correspondence, employee personnel files and employee training records
B	Office Management
1	Manage meeting schedules including times and locations
2	Coordinate with other CAAB directorates and departments for participation in internal or external meetings
3	Receive incoming phone calls and direct them to the appropriate office staff
4	Process requests from the office staff to make outgoing email or phone calls for both internal and external persons or entities
C	Office Automation
1	Liaise between the office staff and the CAAB/FSR IT Department to resolve computer hardware, software and internet issues
2	Ensure that office equipment is maintained and functioning and report deficiencies to the appropriate CAAB division
D	Other Tasks
1	Perform other duties as assigned by the Director.

APPENDIX 7 —

ANS INSPECTION DIVISION

FUNCTIONS

With the Director (ANS Inspection) who is accountable to the Member (FSR), the ANS Inspection Division (ANSID) is responsible for providing effective support and leadership in the development and oversight on the implementation of ANS regulations. The ANSID is also responsible for performing inspections and conducting audits on the operations of ANS to ensure compliance with ICAO Standards and Recommended Practices and CAAB regulations.

The purpose of the ANSI Division is to ensure that all civil air navigation services within the jurisdiction of the CAAB comply with the Civil Aviation Acts, Rules and Regulations. This is achieved through developing policies, conducting audits and inspections, and offering support and guidance to its stakeholders. The ANSI Division is responsible for the seven ICAO areas of ANS:

- Air Traffic Services (ATS);
- PANS-OPS;
- Aeronautical Information Services (AIS);
- Charts (CHART);
- Communications, Navigation and Surveillance (CNS);
- Meteorology (MET); and
- Search and Rescue (SAR).

These seven areas are grouped into two sections within the ANSID; each section has its own Chief of Section and inspectors with specific tasks and responsibilities. The two sections are:

- ANS Inspection Section (ANSS); ○ ATS, PANS-OPS, AIS, Chart, MET and SAR;
- CNS Section (CNSS); ○ Communications, Navigation and Surveillance.

Detailed Functions:

(a) ANSI International Cooperation function

- Participate in meetings and committees associated with the section's functions within the CAA organization or with other parties.
- Confer at national and international levels on matters relating to the regulations and technical matters concerning Personnel Licensing.

(b) ANSI Policy Development function

- Contribute to general policy development within the FSR department.
- Initiate new policies in the area of competence of the section to improve, where needed and possible, the performance of the Authority and of the aviation organizations.
- Develop and maintain the Section Manual and ensure it contains up-to-date policies, guidance material and procedures for inspectorate staff, covering each technical specialist area specific duties, responsibilities, and functions as assigned by the applicable regulations.

(c) ANSI Regulation function

- Monitor development of new, or amendment to, international standards and recommended practices, as well as best practices related to civil aviation, and make recommendation for their implementation in Bangladesh, and amendment of Bangladesh Regulatory framework.

- Issue advisory material to the aviation industry, impacted by the ANS regulations concerning practices and procedures, where such advice may make a significant contribution to aviation safety.
- Prepare, maintain and recommend regulatory changes and amendments to the national aviation legislation concerning all matters within the scope and function of the section.
- Contribute to a timely dissemination of Rules, Regulations, Technical Standards, Procedures and safety related information to all internal and external stakeholders.
- Prepare Safety Directives, Circulars and/or Pamphlets as required, which will follow the regulatory process for dissemination to the concerned stakeholders.
- Contribute to the filing of differences, if any, or otherwise with ICAO, between National Practices and Annexes to the Convention and its promulgation in the AIP.

(d) ANSI Safety Oversight function

- Conduct safety inspections and audits;
- Verify on a continuous basis that the ANSPs continue to meet their various obligations;
- Follow up with inspections and audits.

(e) ANSI Enforcement function

- Investigate possible violation of the national air law or regulations in regard to ANSPs and take appropriate enforcement action, when necessary;
- Mandate actions to correct any unsafe conditions;
- Resolve any identified safety deficiencies/concerns;
- Enforce requirements for the use of aviation facilities;

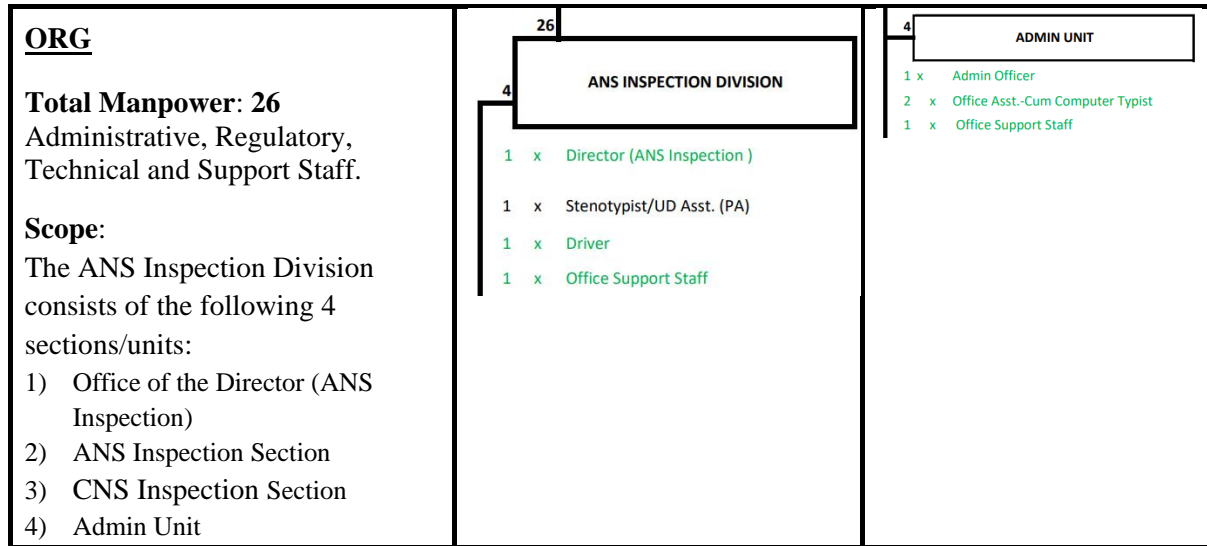
(f) ANSI Occurrence management function

- Ensure aerodrome operators report safety occurrences at their aerodromes;
- Participate in the centralized daily meeting with representatives of each section (Safety Action Group);
- Review the new occurrences to decide which actions should be undertaken for the follow up of each occurrence and determine which section has the lead for the follow up;
- Participate in a Safety Management meeting with heads of section of FSR.

(g) Aerodromes Accident Investigation function

- Review any proposed responses to section domain related safety recommendations from the Aircraft Accident Investigation Committee;
- Participate in aircraft accident investigations committees and maintain the associated records and documents.

ORGANIZATIONAL CONTEXT



APPENDIX 7

Tasks and Responsibilities of the ANS Inspection Division (ANSID)

Whereas each ANS inspector is required to have specific expertise in the ICAO area(s) s/he is responsible for, all ANS inspectors perform similar safety and regulatory oversight functions including:

- Identify key issues which may affect the safety of delivering air navigation services in Bangladesh;
- Assist in the preparation of air navigation regulations, notices, requirements and directives and ensuring compliance with relevant ICAO Annexes;
- Monitor and evaluate the continuing effectiveness and efficiency of regulations, standards and procedures with respect to current technologies, user needs, CAAB resources and aviation safety and recommend revisions;
- Review, audit, inspect and monitor the safety and regulatory oversight program plan to assess compliance with the provision of set regulations;
- Conduct scheduled and non-scheduled safety-related audits and technical inspections for the air navigation service providers (ANSPs) all over Bangladesh to ensure compliance with applicable regulations;
- Perform periodic inspections and prepare reports on the operations, readiness and quality of the facilities of the airport and the service providers to ensure compliance with ICAO Standards and Recommended Practices;
- Approve changes to the structure and classification of domestic Bangladeshi airspace;
- Develop standards to permit the safe implementation and use of emerging technologies in domestic Omani airspace;
- Collect occurrence reports from the ANSPs, review achieved safety levels, and support the implementation of corrective actions;
- Provide technical support for emergency preparedness programs and in response to accidents, incidents, emergencies and crises;
- Review and approve operational specifications, manuals and training programs so that they reflect current safety regulations and procedures;
- Review and accept Safety Management Systems (SMS) and Quality Management Systems (QMS) and ensure they are well implemented and maintained; and
- Undertake other tasks as assigned by the Director (ANS Inspection).

JOB DESCRIPTIONS FOR ALL EMPLOYEES

Director (ANS Inspection)

1. Position Details for Director (ANS Inspection)

JOB DESCRIPTION

Position Title: Director (ANS Inspection)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Division

2. Overview of Role of Director (ANS Inspection)

To manage, administer and direct the overall activity and functions of the Air Navigation Services (ANS) Inspection Division by ensuring effective implementation of all ANS Safety Oversight activities by allocating adequate resources and suitably trained inspection staff to carry out their respective inspection duties. This is required to ensure the implementation of rules, regulations, operating manuals and procedures deemed necessary for ANS safety and regulatory compliance.

3. Detailed Roles and Responsibilities for Director ANSI

A	Planning and Safety Oversight
1	Plan, implement, supervise and evaluate the ANS Safety Oversight activities by developing a detailed work plan and keeping it up to date with actual progress
2	Develop annual audit and inspection programme and follow up of non-compliances
3	Monitor, review and develop the regulations and standards for Air Navigation Services in Bangladesh
4	Monitor, review and develop technical guidance material and procedures for ANS Regulatory Compliance and Safety Oversight
5	Maintain and amend procedure handbooks to ensure usefulness and ease of implementation of procedures
6	Develop and monitor implementation program of ANS approval and annual ANS surveillance
7	Complete annual written reports for the Chairman CAAB for the implementation of surveillance and certification activities
8	Assist in the promotion of aviation growth and safety through coordination with industry and other safety divisions
9	Complete individual annual work plans for inspectorate staff
10	Supervise attendance and task completion in accordance with annual work plans
11	Manage performance of inspectorate staff in accordance with CAAB policies and procedures and complete annual written reports to the Chairman CAAB on performance of the unit

10	Provide mentorship and training of inspectorate staff to foster growth in knowledge, skills and attitudes
11	Contribute to the SSP, NASP and NANP development and their effective implementation in line with regional and global plans.
B	Regulatory Compliance
1	Set, monitor and ensure standards with regards to ANS
2	Manage and conduct routine inspector tasks for surveillance and certification (if required) in accordance with published instructions and guidance material
3	Plan, manage and implement the training and development of the ANS inspectorate staff, identifying needs, conducting training workshops and on-the-job training and maintaining up to date training records
C	Budgeting and Financial Sustainability
1	Provide input into the FSR/CAAB budget to ensure that all objectives are met
2	Manage actual activities and functions against the budget to monitor expenditure and to identify variances, in consultation with the all other units
3	Review budgetary reports to monitor budgetary deviations and identify further actions as required
4	Communicate budget reports to the Chairman CAAB
5	Identify areas of cost recovery and ensure ANS fee structure is encompassing of work completed by the CAAB
D	Customer Service Delivery
1	Manage ANS Safety Oversight functions and ensure that service delivery is in compliance with local and international standards and regulations
2	Monitor complaints, query resolution and provide guidance as required
3	Communicate service delivery success and issues at the appropriate level and in the required formats to ensure that service delivery standards are maintained
4	Conduct industry liaison sessions to improve stakeholder engagement and improve industry awareness of regulatory and safety requirements
E	People and Safety Culture
1	Tactical planning of resources requirements including human, physical, technical and financial for the division
2	Manage availability of resources applicable to projects, internal routine requirements, inspection and audit programmes
3	Monitoring performance on regular basis and as per organizational policy, providing guidance as required and applying disciplinary procedure as per organizational policy
4	Plan and organize training and development of the ANS inspectorate staff as required and monitoring the career development and talent management as defined in organizational policies and procedures
5	Review and complete annual training needs evaluations and training plans and conducting training workshops and on-the-job training in accordance with the training plan and ensure completion of training records accordingly
6	Update job knowledge by keeping current with relevant trends and practices in the industry
7	Planning and allocation of tasks and activities to the ANSI team to ensure meeting of goals and deliverables
9	Represent CAAB view at international forums wrt ANS related issues, PBN, ATFM, space-based CNS/ATM system performance, spectrum management, etc.
10	Promote positive safety culture to all levels of CAAB officials as well as all stakeholders
F	Refer to below Duties and Responsibilities

Duties and Responsibilities:

1.	To issue of Civil Aviation Requirements (CAR/ANOs) in the field of ANS i.e. ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to meet the provision of Article 28 of the Convention on International Civil Aviation.
2.	To implement Part-2, 3, 4, 5, 9, 10, 11, 12, 14, 15 and 19 of Civil Aviation Rule -84 and the SARPs of ANS-related ICAO Annexes.
3.	Revision to the CAR/ANOs in the field of ANS related to ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to meet the provision of Article 37 of the Convention on International Civil Aviation adopt and amend from time to time.
4.	To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
5.	To ensure proper implementation of CAR/ANOs, related documents, manuals and directives issued by CAAB.
6.	To prepare procedure manual for the safety oversight of the ANSP in the field of Airspace, ATM, CNS, MET, AIS, Aeronautical Charts & SAR in order to ensure safety of aircraft operations.
7.	To prepare inspectors' handbook/checklist and specify the guidelines to the Inspectors for the job to be carried out in a standardized manner.
8.	To prepare Inspection schedule for inspection in the field of ANS i.e. ATM, CNS, MET, AIS, Aeronautical Charts & SAR.
9.	To develop and conduct in house training for the inspectors.
10.	To detail assignment for the inspectors for different checks, inspection.
11.	To ensure the documentation of observations and reporting findings, as a part of record keeping system.
12.	To communicate and clarify observations and findings with audited/ inspected parties.
13.	To review the compliance check of provisions of the Civil Aviation Rules, ANOs and other regulatory requirements for operators and service providers.
14.	To recommend for enforcement actions against the operators and service providers should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements.
15.	To issue certification of CNS/ATM facilities, if required.
16.	To develop training program and training plan for inspectors.
17.	To issue ATC license, Ratings and fixing the Duty Time Limitation of Civil Air Traffic Controllers in Bangladesh in coordination with PEL division.
18.	To issue approval to approved training organization (ANS) for conducting an approved training course for student ATCOs to enable them to attain the level of competency required for obtaining a licence or rating.
19.	To oversee analytical assessments of the relationship between separation standards, emerging technological concepts and new procedures, developed by ANS service providers, for use in developing future airspace separation minima.
20.	To participate in ICAO Regional meetings on ANS matters and other matters relating to Air Space Management, including airspace design, planning and procedures.
21.	To ensure promulgation & development of ATS route structure, and realignment of existing ATS routes and airspace in consultation with ANS provider, user airlines and international bodies such as IATA, CANSO and ICAO.
22.	To ensure establishment of control zones and control areas and changes to existing ones.
23.	To ensure coordination with military authorities on air space planning issues – Flexible use of air space.
24.	To perform any other duties assigned by the Authority.

ANS INSPECTION SECTION

ORGANIZATIONAL CONTEXT

<p><u>ORG</u></p> <p>This section has a total of 13 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<p style="text-align: center;">13</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">ANS INSPECTION SECTION</div> <ul style="list-style-type: none"> 1 x Deputy Director (ANS Inspection) 1 x Asst. Director (ATM-ANS Inspection)) 1 x Asst. Director (AIS/MET/SAR) 1 x Asst. Director (ANS-PANS OPS /Maps & Chart) 2 x ANS Inspector (ATM) 2 x ANS Inspector (PANS/OPS) 1 x ANS Inspector (Maps & Chart) 1 x ANS Inspector (SAR) 1 x ANS Inspector (AIS) 1 x ANS Inspector (MET) 1 x Office Support Staff
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Deputy Director (ANS Inspection)

(ANS Section Chief for ATM, PANS-OPS, Maps & Chart, MET and SAR)

**1. Position Details for ANS Section Chief
– Deputy Director (ANS Inspection)**

JOB DESCRIPTION

Position Title: Deputy Director (ANS Inspection)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of ANS Section Chief – Deputy Director (ANS Inspection)

Responsible for supervising the ATM/PANS-OPS/AIS/Chart/MET/SAR inspectorate staff and carrying out inspections, and surveillance to ensure that the service providers for ATM, PANS-OPS, AIS, Chart, MET and SAR are complying with the established aviation regulations and standards. To ensure that the ATM/PANS-OPS/AIS/Chart/MET/SAR systems and services delivered meet the regulated requirement and provide the required support to the Bangladesh civil aviation infrastructure by assessing the ATM/PANS-OPS/AIS/Chart/MET/SAR service provider's procedures in conjunction with their operations and evaluating the level of compliance. Assessing the ATM/PANS-OPS/AIS/Chart/MET/SAR service provider's implementation process of safety standards and developing of performance metrics and ensure that all safety standards, processes and procedures adhere to national regulations and where required international standards and recommended practices.

3. Detailed Roles and Responsibilities for Deputy Director (ANS Inspection)

A	Planning and Safety Oversight
1	Develop, promulgate, coordinate and review, policies and procedures with reference to ATM/PANS-OPS/AIS/Chart/MET/SAR disciplines of Air Navigation Services to set, monitor and ensure standards with regards to ANS.
2	As per assigned area of responsibility, review and propose the adoption of relevant ICAO SARPs as regulations and technical standards and procedures, consistent with Bangladesh Civil Aviation Law in matters relating to ANS specifically with regard to ATM/PANS-OPS/AIS/Chart/MET/SAR
3	Develop and continuously review, as per assigned area of responsibility, the regulations, technical standards and procedures for ATM/PANS-OPS/AIS/Chart/MET/SAR in accordance with the applicable CAAB and ANS safety oversight policies and procedures
4	Provide supportive regulatory functions in other aviation disciplines at the request of the Director ANSI
B	Regulatory Compliance
1	Develop approval procedures and associated inspector and industry guidance material to enable the approval of ATM/PANS-OPS/AIS/Chart/MET/SAR providers in Bangladesh, or outside of Bangladesh where ANS services are provided under contract to, or by arrangement with, CAAB
2	Manage and process approval applications from ATM/PANS-OPS/AIS/Chart/MET/SAR providers, including approvals for the deployment of new ATM/PANS-OPS/AIS/Chart/MET/SAR Units, procedures or facilities
3	Manage applications for special use of airspace, equipment, allocation of frequencies, and other such ad-hoc requests received by CAAB
4	Monitor safety and regulatory compliance by the ATM/PANS-OPS/AIS/Chart/MET/SAR providers as well as the systems used by ATM/PANS-OPS/AIS/Chart/MET/SAR service providers - in accordance with applicable national legislation, Civil Aviation Regulations, and prescribed standards and procedures - by continuous oversight and regular surveillance inspections
5	Develop and maintain a surveillance plan to oversee ATM/PANS-OPS/AIS/Chart/MET/SAR activities within Bangladesh
6	Provide training on inspectorate duties to a trainee inspector as required
7	Develop and promote safety awareness, education and training material relating to ATM/PANS-OPS/AIS/Chart/MET/SAR as appropriate.
8	Provide reports on the activities as required by the Director ANSD
C	Financial Sustainability
1	Understand the scope and constraints of the functional unit budget and plan and execute activities within its scope
2	Communicate requests for changes or feedback on budget requirements as appropriate

D	Customer Service Delivery
1	Understand and interpret the service delivery standards and execute activities accordingly
2	Monitor and measure own and team's performance against service delivery requirements to ensure delivery at the right level
3	Safety promotion work within the aviation industry through presentations and relevant sharing of information with stakeholders
E	People and Culture
1	Conduct tasks and activities to ensure meeting of goals and deliverables for the role and supervise the team's tasks and activities for the same purpose
2	Identify training needs relevant to the functions of the team and implement accordingly
3	Update job knowledge by keeping current with relevant regulations and accepted practices
4	Implement performance management system within the team to ensure that performance goals are delivered on
5	Supervise and mentor other inspectors
6	May be required to give on-the-job-training instruction or provide mentorship to other staff
F	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To issue of Civil Aviation Requirements (CAR/ANOs) in the field of ATM, MET, AIS & SAR in order to meet the provision of Article 28 of the Convention on International Civil Aviation.
2. To revise the CAR/ANOs in the field of ATM, MET, AIS & SAR in order to meet the provision of Article 37 of the Convention on International Civil Aviation adopt and amend from time to time.
3. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
4. To ensure proper implementation of CAR/ANOs, related documents, manuals and directives issued by CAAB.
5. To review/amend procedure manual for the safety oversight of the ANSP in the field of Airspace, ATM, MET, AIS & SAR in order to ensure safety of aircraft operations.
6. To review/amend inspectors' handbook/checklist and specify the guidelines to the Inspectors for the job to be carried out in a standardized manner.
7. To review/amend Inspection schedule for inspection of ATM, MET, AIS & SAR facilities at all civil airports.
8. To inspect the performance of ATM/SAR/AIS/MET facilities at airports as per approved schedule:
 - a) Surveillance of services and procedures of service provider.
 - b) Approval and surveillance of service provider training program.
 - c) Inspection of the training establishments
9. To review/validate inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
10. To communicate and clarify observations and findings with audited/ inspected parties.
11. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable and follow up the corrective action plan and its progress.
12. To recommend for enforcement against the ANSP if any.
13. To develop and implement formal training program and training plan for inspectors.

14. To develop and conduct in house training for the inspectors.
15. To establish coordination for development of new airports and heliports, Flying Training Institutes etc.
16. To ensure efficient and safe operation of ATS units as per approved policies, standards and procedures.
17. To coordinate with Airports/Service Providers on operational issues.
18. To analyze the staffing needs to keep the controller workforce sufficiently staffed, based on controller workload created by air traffic, encompassing both commercial non-commercial and military activity and issuing suitable recommendations to the ANS service provider on the requirement of additional Air Traffic Controllers.
19. To recommend for approval of ATM separation standards and provisions.
20. To establish coordination with Bangladesh Meteorological Department, development of MET infrastructure and augmentation of MET services.
21. To implement and oversee the Safety Management System (SMS) of ATS.
22. To coordinate with the ATM, PANS-OPS, AIS, Map & Charts, MET and SAR inspectorates.
23. To perform any other duties as assign by the Authority.

Assistant Director (ATM-ANS Inspection)

1. Position Details for Assistant Director (ATM –ANS Inspection)

JOB DESCRIPTION

Position Title: Assistant Director (ATM-ANS Inspection)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of Assistant Director (ATM-ANS Inspection)

The Assistant Director (ATM-ANS Inspection) shall be responsible for performing safety oversight functions over the ATM service providers in Bangladesh. The purpose of this position is to ensure that the ATM service complies with the provisions of relevant Civil Aviation Regulations CAR'84, Part XI *Air Traffic Services*, ICAO Annex 11, *Air Traffic Services*, ICAO Annex 19, *Safety Management*, and other ICAO Documents including Doc 7030, *Regional Supplementary Procedures*, Doc 4444, *PANS-ATM*, Doc 9734, *Safety Oversight Manual* and Doc 9859 *Safety Management Manual (SMM)*.

3. Detailed Roles and Responsibilities for Assistant Director (ATM-ANS Inspection)

A	Inspection, Audit and Continued Oversight
1	Plan and perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of ATM service providers to ensure compliance with ICAO standards and recommended practices
2	Ensure that all approvals and audits are managed effectively in line with stipulated guidelines and procedures
3	Review operations manual or any technical documents related to certification/approval

4	Recommend the issuance of certificates, approvals and authorizations related to the ATS service providers
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to ATM/SAR service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to ATM
C	Industry Networking
1	Participate in regular external operation meetings related to ATM, facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladeshi government, related to ATM
D	Strategic and Operational Plans
1	Provide oversight for ATS/SAR service providers and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure smooth and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Update the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annex 11 and ICAO Annex 12 and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the Bangladesh civil aviation industry and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate ATS facilities quality and safety occurrence reports concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures
1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Bangladesh Civil Aviation
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the Bangladesh civil aviation industry in accordance with customer service standards
I	Safety, Quality & Environment within CAAB

1	Identify key issues which may affect the safety of delivering the air navigation services related to ATS/SAR facilities and personnel in CAAB
2	Coordinate the resolution of identified safety concerns related to ATS/SAR facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSID objectives/commitments
2	Act on the behalf of Section Chief, when requested, and in line with the Office Procedures when applicable for the purpose of representation
3	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
L	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To carry out inspection as assigned by the Authority.
2. To amend the CAAB CARs/ANOs from time to time to ensure compliance with ICAO Annexure on the subject and / or issue any other directions, if required.
3. To coordinate with the concerned AIS/SAR/MET providers to amend ATM related documents for incorporating changes in ICAO SARPs and / or amendments in CAR, ANO or any other directions.
4. To file differences with ICAO, if required.
5. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
6. To comply with applicable audit/ inspection procedures as stipulated in the ANS Inspectors' Handbook.
7. To develop and amend Inspector Handbook / Checklist necessary for inspection.
8. To formulate and implement ATM Safety Inspection Program.
9. To prepare the schedule of safety oversight inspection for ANSP at service provider HQs and RCCs.
10. To carry out safety oversight inspection and surveillance of ATM service provider and RCCs to ensure the proper compliance / implementation of CAR, ICAO Annexes'. Concerned manuals, documents, rules, regulations & directives of Chairman as per the approved program of the ANS Inspection Division.
11. To prepare inspection report and highlight the deficiency, if any for appropriate remedial action by the concerned agency.
12. To ensure flight safety, issue immediate directives to the ATM providers, if there are any issues requiring immediate and urgent action.
13. To implement follow-up action as required.
14. To participate in any in-house and abroad workshops and seminars etc. related to ATM matters.
15. To develop and implement training program and plan for inspectors.
16. To review SMS manual, ATM plan and other documents including amendments received from ATM providers and submit for approval.

17. To perform any other duties as assigned by the Authority.

Assistant Director (AIS/MET/SAR)

1. Position Details for Assistant Director (AIS/MET/SAR)

JOB DESCRIPTION

Position Title: Assistant Director (AIS/MET/SAR)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of Assistant Director (AIS/MET/SAR)

The Assistant Director (AIS/MET/SAR) shall be responsible for performing safety oversight functions over the AIS/MET/SAR service providers in Bangladesh. The purpose of this position is to ensure that the ATM/SAR service complies with the provisions of relevant Civil Aviation Regulations CAR'84/ANOs, ICAO Annex 15, *Aeronautical Information Service*, ICAO Annex 3, *Meteorological Service for International Air Navigation*, ICAO Annex 12, *Search and Rescue*, ICAO Annex 19, *Safety Management*, and other ICAO Documents including Doc 7030, *Regional Supplementary Procedures*, Doc 4444, *PANS-ATM*, Doc 9734, *Safety Oversight Manual* and Doc 9859 *Safety Management Manual (SMM)*.

3. Detailed Roles and Responsibilities for Assistant Director (AIS/MET/SAR)

A	Certification/Approval, Audit and Continued Oversight
1	Plan and perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of AIS/MET/SAR service providers to ensure compliance with ICAO standards and recommended practices
2	Ensure that all certifications, approvals and audits are managed effectively in line with stipulated guidelines and procedures
3	Review operations manual or any technical documents related to certification/approval
4	Recommend the issuance of certificates, approvals and authorizations related to the AIS/MET/SAR service providers
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to ATM/SAR service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to AIS/MET/SAR
C	Industry Networking
1	Participate in regular external operation meetings related to AIS/MET/SAR, facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders

2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladeshi government, related to AIS/MET/SAR
D	Strategic and Operational Plans
1	Provide oversight for AIS/MET/SAR service providers and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure smooth and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Update the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annex 13, Annex 15 and ICAO Annex 12 and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the Bangladesh civil aviation industry and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate AIS/MET/SAR facilities quality and safety occurrence reports concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures
1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Bangladesh Civil Aviation
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the Bangladesh civil aviation industry in accordance with customer service standards
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to AIS/MET/SAR facilities and personnel in CAAB
2	Coordinate the resolution of identified safety concerns related to AIS/MET/SAR facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSID objectives/commitments
2	Act on the behalf of Section Chief, when requested, and in line with the Office Procedures when applicable for the purpose of representation

3	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
L	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To carry out inspection as assigned by the Authority.
2. To amend the CAAB CARs/ANOs from time to time to ensure compliance with ICAO Annexure on the subject and / or issue any other directions, if required.
3. To coordinate with the concerned AIS/SAR/MET providers to amend AIS/SAR/MET related documents for incorporating changes in ICAO Standards & Recommended Practices and / or amendments in CAR, ANO or any other directions.
4. To file differences with ICAO, if required.
5. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
6. To comply with applicable audit/ inspection procedures as stipulated in the ANS Inspectors Handbook.
7. To develop and amend Inspector Handbook / Checklist necessary for inspection.
8. To formulate and implement SAR/AIS/MET Safety Inspection Program.
9. To prepare safety oversight inspection schedule to inspect ANSP at service provider HQs. And RCCs.
10. To carry out safety oversight inspection and surveillance of AIS/SAR/MET service provider and RCCs to ensure the proper compliance / implementation of CAR, ICAO Annexes'. Concerned manuals, documents, rules, regulations & directives of Chairman as per the approved program of the ANS Inspection Division.
11. To prepare inspection report and highlight the deficiency, if any for appropriate remedial action by the concerned agency.
12. To ensure flight safety, issue immediate directives to the AIS/SAR/MET providers, if there are any issues requiring immediate and urgent action.
13. To implement follow-up action as required.
14. To participate in any in-house and abroad workshops and seminars etc. related to AIS/SAR/MET matters.
15. To develop and implement training program and plan for inspectors.
16. To review AIS/SAR/MET manual, AIS/SAR/MET plan and other documents including amendments received from AIS/SAR/MET providers and submit for approval.
17. To perform any other duties as assigned by the Authority.

Assistant Director (PANS-OPS/MAPS & CHART)

1. Position Details for Assistant Director (PANS-OPS/MAPS & CHART)

JOB DESCRIPTION

Position Title: Assistant Director (PANS-OPS/Maps & Chart)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of ANS Inspector PANS-OPS

The Assistant Director (PANS-OPS/Maps & Chart) shall be responsible for performing safety oversight functions over the PANS-OPS service providers in Bangladesh. The purpose of this position is to ensure that PANS-OPS services are conducted in accordance with the provisions of Civil Aviation Regulation CAR'84, ANO *Instrument Flight Procedure Design Requirements*, CAR 84/ANO, *Aeronautical Charts*, ICAO Annex 4, *Aeronautical Charts*, ICAO Annex 19, *Safety Management* and other relevant ICAO Documents such as Doc 7030, *Regional Supplementary Procedures*, Doc 8168, *Aircraft Operations*, Doc 8126, *Aeronautical Information Services Manual*, Doc 9906, *Quality Assurance Manual for Flight Procedure Design*, Doc 9734 *Safety Oversight Manual*, and Doc 9859 *Safety Management Manual (SMM)*.

3. Detailed Roles and Responsibilities for Assistant Director (PANS-OPS/MAPS & CHART)

A	Inspection, Audit and Continued Oversight
1	Plan and perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of the PANS-OPS/ MAPS & CHART service providers to ensure compliance with ICAO standards and recommended practices
2	Ensure that all approvals and audits are managed effectively in line with stipulated guidelines and procedures
3	Review operations manual or any technical documents related to certification/approval
4	Recommend the issuance of approvals and authorizations related to PANS-OPS/ MAPS & CHART service providers
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to PANS-OPS/ MAPS & CHART service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Develop guidance material for the PANS-OPS/ MAPS & CHART service providers to assist in compliance with the relevant ICAO Standards, Recommended Practices and CAAB ANO
C	Industry Networking
1	Participate in regular external operation meetings related to PANS-OPS/ MAPS & CHART, facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to PANS-OPS/ MAPS & CHART

D	Strategic and Operational Plans
1	Provide oversight for PANS-OPS/ MAPS & CHART service providers and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure efficient and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Assist with updating the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annexes 15 (AIS) and 4 (CHART) and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the Bangladesh civil aviation industry and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate PANS-OPS/ MAPS & CHART facilities quality and safety occurrence reports concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures
1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Bangladesh civil aviation
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the Bangladesh civil aviation industry in accordance with customer service standards
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to PANS-OPS/ MAPS & CHART facilities and personnel in Bangladesh
2	Coordinate the resolution of identified safety concerns related to PANS-OPS/ MAPS & CHART facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSID objectives/commitments
2	Act on the behalf of Section Chief, when requested, and in line with the office procedures when applicable for the purpose of representation

3	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
K	Refer to the Specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To issue of Civil Aviation Requirements (CAR/ANOs) in the field of Aeronautical Charts & PANS-OPS in order to meet the provision of Article 28 of the Convention on International Civil Aviation.
2. To adopt the SARPs of ICAO Annexes into CAR-1984, ANOs, ACs as required.
3. To revise the CAR/ANOs in the field of Aeronautical Charts & -OPS in order to meet the provision of Article 37 of the Convention on International Civil Aviation adopt and amend from time to time.
4. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
5. To ensure proper implementation of CAR/ANOs, related documents, manuals and directives issued by CAAB.
6. To prepare procedure manual for the safety oversight of the ANSP in the field of Airspace, Aeronautical Charts & PANS-OPS in order to ensure safety of aircraft operations.
7. To prepare inspectors' handbook/checklist and specify the guidelines to the Inspectors for the job to be carried out in a standardized manner.
8. To prepare Inspection schedule for inspection in the field of Aeronautical Charts & PANS-OPS.
9. To detail assignment for the inspectors for different checks, inspection.
10. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
11. To communicate and clarify observations and findings with audited/ inspected parties.
12. To review the remedial/corrective action plan as proposed by the service provider, follow up the corrective action plan and its progress.
13. To recommend for enforcement against the ANSP if any.
14. To assist the approval of conventional instrument approach procedures, Standard Instrument Departures, Standard Instrument Arrival Routes at all airports in Bangladesh.
15. To liaise with airlines for carrying out of flight trials and promulgation of instrument approach procedures.
16. To review of Instrument Flight procedures.
17. To oversight of Instrument flight Procedure Designer under the ATM Division.
18. To assist the approval of PBN, GNSS/Baro-VNAV instrument approach procedures, RNAV/RNP Standard Instrument Departures, RNAV/RNP Standard Instrument Arrival Routes at all airports in Bangladesh.
19. To approve the RNP-AR instrument approach procedures.
20. To maintain the AIP Bangladesh pages in AD section relevant to instrument approach procedures/SIDs/STARs at all airport.
21. To assist in approval of updates on instrument approach procedure DA(H)/ OCA(H) and Aerodrome Operating Minima.
22. To develop and conduct in house training for the inspectors.
23. To develop and implement training program and training plan for inspectors.
24. To perform any other duties as assign by the Authority.

ANS Inspector (ATM)/ ANS Inspector (SAR)

1. Position Details for ANS Inspector (ATM/SAR)

JOB DESCRIPTION

Position Title: ANS Inspector (ATM)/ ANS Inspector (SAR)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of ANS Inspector ATS/SAR

The ATM/SAR Inspector shall be responsible for performing safety oversight functions over the ATM/SAR service providers in Bangladesh. The purpose of this position is to ensure that the ATM/SAR service complies with the provisions of relevant Civil Aviation Regulations CAR'84, Part XI *Air Traffic Services*, CAR'84 Part XII, ANOs, *Search and Rescue*, ICAO Annex 11, *Air Traffic Services*, ICAO Annex 12, *Search and Rescue*, ICAO Annex 19, *Safety Management*, and other ICAO Documents including Doc 7030, *Regional Supplementary Procedures*, Doc 4444, *PANS-ATM*, Doc 9734, *Safety Oversight Manual* and Doc 9859 *Safety Management Manual (SMM)*.

3. Detailed Roles and Responsibilities for ANS Inspector ATS/SAR

A	Certification/Approval, Audit and Continued Oversight
1	Plan and perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of ATM/SAR service providers to ensure compliance with ICAO standards and recommended practices
2	Ensure that all certifications, approvals and audits are managed effectively in line with stipulated guidelines and procedures
3	Review operations manual or any technical documents related to certification/approval
4	Recommend the issuance of certificates, approvals and authorizations related to the ATS/SAR service providers
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to ATM/SAR service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to ATM/SAR
C	Industry Networking
1	Participate in regular external operation meetings related to ATM/SAR, facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladeshi government, related to ATM/SAR

D	Strategic and Operational Plans
1	Provide oversight for ATS/SAR service providers and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure smooth and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Update the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annex 11 and ICAO Annex 12 and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the Bangladesh civil aviation industry and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate ATS/SAR facilities quality and safety occurrence reports concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures
1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Bangladesh Civil Aviation
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the Bangladesh civil aviation industry in accordance with customer service standards
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to ATS/SAR facilities and personnel in CAAB
2	Coordinate the resolution of identified safety concerns related to ATS/SAR facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSID objectives/commitments
2	Act on the behalf of Section Chief, when requested, and in line with the Office Procedures when applicable for the purpose of representation
3	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.

L	Refer to specific Duties and Responsibilities as shown below.
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Duties and Responsibilities: ANS Inspector (ATM)

1. To develop and amend Inspector Handbook/Checklist necessary for inspection.
2. To formulate and implement ATM Safety Audit Surveillance Program.
3. To prepare safety oversight inspection schedule to inspect ATM service provider.
4. To carry out safety oversight inspection and surveillance of ATM service provider as per the approved program to ensure the proper implementation of relevant ICAO Annex 11, CAR, ATC Manual, related documents, manuals and directives issued by CAAB.
5. To prepare inspection report, and highlight the deficiencies, pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
6. To report the noncompliance by the ANSP and make recommendation for enforcement against the ANSP.
7. To ensure flight safety, issue immediate directives to the service provider if there are any issues that need immediate attention.
8. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
9. To follow up the corrective action plan and its progress.
10. To communicate and clarify observations and findings with audited/ inspected parties.
11. To comply with applicable audit/ inspection procedures as stipulated in the ANS inspectors' handbook.
12. To adopt the SARPs of ICAO Annex 11, 14 and 19 into CAR-1984, ANOs, ACs as required.
13. To coordinate with concerned units to amend ATM related CAR Part, ANOs and documents to incorporate changes in ICAO SARPs and advise the Head of the section.
14. To examine changes in ICAO ATC requirements for incorporation into national requirements, or the filing of appropriate differences;
15. To publish the significance difference in the AIP Bangladesh when a difference from ICAO SARPs related to ATM.
16. To prepare documents, manuals related to ATM.
17. To participate in training, workshops, seminars and meetings related to ATM matters.
18. To develop training program and training plan for ATM inspectors and maintain & update training records.
19. To ensure that ATM service provider has developed policy and procedures for determining the capacity of ATM system, including the number of staff required to ensure the provision of an adequate ATM system.
20. To ensure service provider has developed training program and training plan including refresher training for ATS staff.
21. To ensure that training records or files for its ATM staff are maintained.
22. To ensure procedure developed by ATS service provider for continued competency of ATC in new equipment, procedures and updated communication.
23. To investigate/analyze ATM incidents and advise on aviation safety matters.
24. To assist in air safety accident investigation conducted by authorized personnel.

25. To perform any other duty assigned by the Authority.

Duties and Responsibilities: ANS Inspector (SAR)

1. To develop and amend Inspector Handbook/Checklist necessary for inspection.
2. To formulate and implement SAR Safety Audit Surveillance Program.
3. To prepare safety oversight inspection schedule to inspect SAR units & Rescue Coordination Centers (RCCs) of all international/domestic airports of Bangladesh and SAR section of ATM Division at CAAB Headquarters.
4. To carry out safety oversight inspection and surveillance of SAR service provider to ensure the proper implementation of ICAO Annex 12, CAR'84, ANO (SAR), related documents, manuals and directives issued by CAAB and report deficiencies noted for remedial action.
5. To prepare inspection report, and highlight the deficiencies, pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
6. To report the noncompliance by the ANSP and make recommendation for enforcement against the ANSP.
7. To ensure flight safety, issue immediate directives to the service provider if there are any issues that need immediate attention.
8. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
9. To follow up the corrective action plan and its progress.
10. To communicate and clarify observations and findings with audited/ inspected parties.
11. To comply with applicable audit/ inspection procedures as stipulated in the ANS inspectors' handbook.
12. To adopt the SARPs of ICAO Annex 12 and 19 into CAR, ANOs, ACs as required.
13. To coordinate with concerned units to amend SAR related CAR Part, ANOs and documents to incorporate changes in ICAO SARPs and advise the Head of the section.
14. To examine changes in ICAO SAR requirements for incorporation into national requirements, or the filing of appropriate differences;
15. To publish the significance difference in the AIP Bangladesh when a difference from ICAO SARPs related to SAR;
16. To prepare documents, manuals related to SAR;
17. To participate in training, workshops, seminars and meetings related to SAR matters;
18. To develop training program and training plan for SAR inspectors and maintain & update training records;
19. To review SAR manual and other documents including amendments received from service provider and submit for approval;
20. To participate in the investigation of SAR related accident/incident and occurrences and submit the report, as and when required;
21. To perform any other duties assigned by the Authority.

ANS Inspector (PANS-OPS)

1. Position Details for ANS Inspector (PANS-OPS)

JOB DESCRIPTION

Position Title: ANS Inspector (PANS-OPS)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of ANS Inspector PANS-OPS

The PANS-OPS Inspector shall be responsible for performing safety oversight functions over the PANS-OPS service providers in Bangladesh. The purpose of this position is to ensure that PANS-OPS services are conducted in accordance with the provisions of Civil Aviation Regulation CAR'84, ANO *Instrument Flight Procedure Design Requirements*, ICAO Annex 19, *Safety Management* and other relevant ICAO Documents such as Doc 7030, *Regional Supplementary Procedures*, Doc 8168, *Aircraft Operations*, Doc 8126, *Aeronautical Information Services Manual*, Doc 9906, *Quality Assurance Manual for Flight Procedure Design*, Doc 9734 *Safety Oversight Manual*, and Doc 9859 *Safety Management Manual (SMM)*.

3. Detailed Roles and Responsibilities for ANS Inspector PANS-OPS

A	Inspection, Audit and Continued Oversight
1	Plan and perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of the PANS-OPS service providers to ensure compliance with ICAO standards and recommended practices
2	Ensure that all approvals and audits are managed effectively in line with stipulated guidelines and procedures
3	Review operations manual or any technical documents related to certification/approval
4	Recommend the issuance of approvals and authorizations related to PANS-OPS service providers
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to PANS-OPS service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Develop guidance material for the PANS-OPS service providers to assist in compliance with the relevant ICAO Standards, Recommended Practices and CAAB ANO
C	Industry Networking
1	Participate in regular external operation meetings related to PANS-OPS, facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to PANS-OPS

D	Strategic and Operational Plans
1	Provide oversight for PANS-OPS service providers and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure efficient and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Assist with updating the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annexes 15 (AIS) and 4 (CHART) and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the Bangladesh civil aviation industry and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate PANS-OPS facilities quality and safety occurrence reports concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures
1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Bangladesh civil aviation
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the Bangladesh civil aviation industry in accordance with customer service standards
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to PANS-OPS facilities and personnel in Bangladesh
2	Coordinate the resolution of identified safety concerns related to PANS-OPS facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSD objectives/commitments
2	Act on the behalf of Section Chief, when requested, and in line with the office procedures when applicable for the purpose of representation

3	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
K	Refer to the Specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To develop and amend Inspector Handbook/Checklist necessary for inspection.
2. To formulate and implement PANS-OPS Safety Audit Surveillance Program.
3. To prepare safety oversight inspection schedule to inspect PANS-OPS service provider.
4. To carry out safety oversight inspection and surveillance of PANS-OPS service provider as per the approved program to ensure the proper implementation of relevant ICAO Annexes, CAR, PANS-OPS Manual, related documents, manuals and directives issued by CAAB.
5. To prepare inspection report, and highlight the deficiencies, if any.
6. To report the noncompliance by the ANSP and make recommendation for enforcement against the ANSP.
7. To ensure flight safety, issue immediate directives to the service provider if there are any issues that need immediate attention.
8. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
9. To follow up the corrective action plan and its progress.
10. To communicate and clarify observations and findings with audited/ inspected parties.
11. To comply with applicable audit/ inspection procedures as stipulated in the ANS inspectors' handbook.
12. To adopt the ICAO provisions and Annex 19 related to PANS-OPS into CAR-1984, ANOs, ACs as required.
13. To examine changes in ICAO PANS-OPS requirements for incorporation into national requirements, or the filing of appropriate differences;
14. To prepare documents, manuals related to Instrument Flight Procedure design and submit to the Head of Section for approval.
15. To participate in training, workshops, seminars and meetings related to PANS-OPS matters.
16. To develop training program and training plan for PANS-OPS inspectors and maintain & update training records.
17. To ensure that PANS-OPS service provider has developed policy and procedures for determining the capacity of Procedure Design system.
18. To oversight of Instrument flight Procedure Designer.
19. To ensure service provider has developed training program and training plan including refresher training for PANS-OPS staff and procedure designers.
20. To ensure that training records or files for its PANS-OPS staff are maintained.
21. To ensure procedure developed by PANS-OPS service provider for continued competency of PANS-OPS in new equipment and procedures.
22. To liaise with airlines for carrying out of flight trials and promulgation of instrument approach procedures.
23. To review of Instrument Flight procedures.

24. To assist in the approval of conventional instrument approach procedures, Standard Instrument Departures, Standard Instrument Arrival Routes at all airports in Bangladesh.
25. To assist in approval of PBN, GNSS/Baro-VNAV instrument approach procedures, RNAV/RNP Standard Instrument Departures, RNAV/RNP Standard Instrument Arrival Routes at all airports in Bangladesh.
26. To assist in approval of RNP-AR instrument approach procedures, updates on instrument approach procedure DA(H)/OCA(H) and Aerodrome Operating Minima.
27. To perform any other duty assigned by the Authority.

ANS Inspector (AIS)/ ANS Inspector (Maps & Chart)

1. Position Details for ANS Inspector AIS/MAPS & CHART

JOB DESCRIPTION

Position Title: ANS Inspector (AIS)/ ANS Inspector (Maps & Chart)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of ANS Inspector AIS/ MAPS & CHART

The AIS/MAPS & CHART Inspector shall be responsible for performing safety oversight functions over the AIS and CHART service providers in Bangladesh. The purpose of this position is to ensure that AIS and CHART services are conducted in accordance with the provisions of Civil Aviation Regulations CAR'84/ANO *Aeronautical Information Service*, and CAR 84/ANO, *Aeronautical Charts*, ICAO Annex 15, *Aeronautical Information Services*, ICAO Annex 4, *Aeronautical Charts*, ICAO Annex 19, *Safety Management* and other relevant ICAO Documents such as Doc 7030, *Regional Supplementary Procedures*, Doc 10066, *Aeronautical Information Management*, Doc 8697, *Aeronautical Chart Manual*, Doc 9734 *Safety Oversight Manual*, and Doc 9859 *Safety Management Manual (SMM)*.

3. Detailed Roles and Responsibilities for Inspector AIS/ MAPS & CHART

A	Inspection, Audit and Continued Oversight
1	Plan and perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of the AIS/CHART service providers to ensure compliance with ICAO standards and recommended practices
2	Ensure that all approvals and audits are managed effectively in line with stipulated guidelines and procedures
3	Review operations manual or any technical documents related to certification/approval
4	Recommend the issuance of certificates, approvals and authorizations related to AIS/CHART service providers
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations

6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to AIS/CHART service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Develop guidance material for the AIS/CHART service providers to assist in compliance with the relevant ICAO Standards, Recommended Practices and CAAB CARs
C	Industry Networking
1	Participate in regular external operation meetings related to AIS/CHART, facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to AIS/CHART
D	Strategic and Operational Plans
1	Provide oversight for AIS/CHART service providers and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure smooth and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Update the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annexes 15 and 4 and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the Bangladesh civil aviation industry and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate AIS/CHART facilities quality and safety occurrence reports concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures
1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Bangladesh civil aviation
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the Bangladesh civil aviation industry in accordance with customer service standards
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to AIS and CHART facilities and personnel in Bangladesh

2	Coordinate the resolution of identified safety concerns related to AIS and CHART facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSID objectives/commitments
2	Act on the behalf of Section Chief, when requested, and in line with the office procedures when applicable for the purpose of representation
3	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
L	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities: ANS Inspector (AIS)

1. To develop and amend Inspector Handbook/Checklist necessary for inspection.
2. To formulate and implement AIS Safety Audit Surveillance Program.
3. To prepare safety oversight inspection schedule to inspect AIS unit at CAAB HQ and AIS Units in all airports, International NOTAM Office and other Aerodromes concerning AIS matters.
4. To carry out safety oversight inspection and surveillance of AIS service provider to ensure the proper implementation of relevant ICAO Annexes, CARs, AIS Manual, related documents, manuals and directives issued by CAAB and report deficiencies noted for remedial action.
5. To prepare inspection report, and highlight the deficiencies, if any.
6. To report the noncompliance by the ANSP and make recommendation for enforcement against the ANSP.
7. To ensure flight safety, issue immediate directives to the service provider if there are any issues that need immediate attention.
8. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
9. To follow up the corrective action plan and its progress.
10. To communicate and clarify observations and findings with audited/ inspected parties.
11. To comply with applicable audit/ inspection procedures as stipulated in the ANS inspectors' handbook.
12. To adopt the ICAO provisions and Annex 19 related to PANS-OPS into CAR-1984, ANOs, ACs as required.
13. To coordinate with concerned units to amend ANO (AIS) A.1 and ANO (Aeronautical Charts) A.1, AIS related documents to incorporate changes in ICAO SARPs and advise the Head of the Section.
14. To prepare documents, manuals related to AIS.

15. To examine changes in ICAO Annex 15 requirements for incorporation into national requirements, or the filing of appropriate differences;
16. To participate in training, workshops, seminars and meetings related to AIS matters.
17. To develop training program and training plan for AIS inspectors and maintain & update training records.
18. To ensure that AIS service provider has developed policy and procedures for determining the capacity of AIS system, including the number of staff required to ensure the provision of an adequate AIS system.
19. To ensure service provider has developed training program and training plan including refresher training for AIS/AIM staff.
20. To ensure that training records or files for its AIM staff are maintained.
21. To ensure procedure developed by AIS service provider for continued competency of AIM in new equipment and procedures.
22. To perform any other duty assigned by the Authority.

Duties and Responsibilities: ANS Inspector (Maps & Chart)

1. To develop and amend Inspector Handbook/Checklist for use.
2. To prepare and implement Surveillance Program/ inspection schedule.
3. To carry out safety oversight inspection and surveillance at Cartography unit in CAAB HQ as per the approved program of the department and report deficiencies noted for remedial action.
4. To ensure flight safety, issue immediate directives to the service provider if there are any issues that need immediate attention.
5. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
6. To follow up the corrective action plan and its progress.
7. To report the noncompliance by the ANSP and make recommendation for enforcement against the ANSP.
8. To examine changes in ICAO Aeronautical Charts requirements for incorporation into national requirements, or the filing of appropriate differences;
9. To prepare documents, manuals related to Maps/Charts and submit to the Head for approval.
10. To adopt the SARPs of ICAO Annex 4,11,14 related to cartography into CAR, ANOs, ACs as required.
11. To initiate to amends CAR Part IV from time to time for compliance with ICAO Annexes if required.
12. To comply with applicable audit/ inspection procedures as stipulated in the ANS inspectors' handbook.
13. To develop training program and training plan for Maps and charts inspectors and maintain & update training records.
14. To participate in training, workshops, seminars and meetings related to Maps and charts matters.
15. To ensure service provider has developed training program and training plan including refresher training for Cartographic technical staff.
16. To ensure that training records or files for its Cartographic staff are maintained.
17. To perform any other duty assigned by the Authority.

ANS Inspector (MET)

1. Position Details for ANS Inspector MET

JOB DESCRIPTION

Position Title: ANS Inspector (MET)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection Section

2. Overview of Role of ANS Inspector MET

The MET Inspector shall be responsible for performing safety oversight functions over the MET service providers in Bangladesh. The purpose of this position is to ensure that the MET information complies with the provisions of relevant Civil Aviation Regulation CAR'84, *Aviation Meteorological Service Organizations*, ANO, ICAO Annex 3, *Meteorological Service for International Air Navigation*, ICAO Annex 19, *Safety Management*, and other ICAO Documents including Doc 7030, *Regional Supplementary Procedures*, Doc 8896 *Manual of Aeronautical Meteorological Practice*, Doc 9377 *Manual on Coordination between Air Traffic Services, Aeronautical Information Services and Aeronautical Meteorological Services*, Doc 9734 *Safety Oversight Manual* and Doc 9859 *Safety Management Manual (SMM)*.

3. Detailed Roles and Responsibilities for ANS Inspector MET

A	Certification/Approval, Audit and Continued Oversight
1	Plan and perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of Aviation Meteorology service providers to ensure compliance with ICAO standards and recommended practices
2	Ensure that all certifications, approvals and audits are managed effectively in line with stipulated guidelines and procedures
3	Review operations manual or any technical documents related to certification/approval
4	Recommend the issuance of certificates, approvals and authorizations related to Aviation Meteorology service provider
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to Aviation Meteorology service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to Aviation Meteorology
C	Industry Networking
1	Participate in regular external operation meetings related to Aviation Meteorology, facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to Aviation Meteorology

D	Strategic and Operational Plans
1	Provide oversight for Aviation Meteorology service provider and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure smooth and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Update the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annex 3 and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the Bangladesh civil aviation industry and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate Aviation Meteorology facilities quality and safety occurrence reports concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures
1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Bangladesh Civil Aviation
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the Bangladesh civil aviation industry in accordance with customer service standards
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to Aviation Meteorology facilities and personnel in Bangladesh
2	Coordinate the resolution of identified safety concerns related to Aviation Meteorology facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSD objectives/commitments
2	Act on the behalf of Section Chief, when requested, and in line with the Office Procedures when applicable for the purpose of representation

3	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
L	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To develop and amend Inspector Handbook/Checklist necessary for inspection.
2. To formulate and implement MET Safety Audit Surveillance Program.
3. To prepare safety oversight inspection schedule to inspect MET units and MET facilities in all airports of Bangladesh.
4. To perform periodic inspections and surveillance of the MET stations to ensure that the performance and maintenance of the MET equipment is in accordance with the stipulated regulations.
5. To carry out safety oversight inspection and surveillance of airport MET services.
6. To prepare inspection report and highlight the deficiencies, if any.
7. To report the noncompliance by the ANSP and make recommendation for enforcement against the ANSP.
8. To ensure flight safety, issue immediate directives to the service provider if there are any issues that need immediate attention.
9. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
10. To follow up the corrective action plan and its progress.
11. To examine changes in MET requirements (ICAO Annex 3) for incorporation into national requirements, or the filing of appropriate differences to ICAO.
12. To publish the significance difference in the AIP Bangladesh when a difference from ICAO SARPs related to the requirements for meteorological services.
13. To coordinate with concerned units to amend MET related CAR 84 Part III and documents to incorporate changes in ICAO SARPs and advise the Head of the Section.
14. To prepare documents, manuals related to MET.
15. To participate in training, workshops, seminars and meetings related to MET matters.
16. To develop training program and training plan for Cartographic inspectors and maintain & update training records.
17. To review MET manual and other documents including amendments received from service provider and submit for approval.
18. To participate in the investigation of MET related accident/incident and occurrences, as and when required and submit the report.
19. To perform any other duties assigned by the Authority.

CNS SECTION**ORGANIZATIONAL CONTEXT**

<p><u>ORG</u></p> <p>This section has a total of 5 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<p style="text-align: center;">5</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;">CNS SECTION</div> <ul style="list-style-type: none"> 1 x Deputy Director (CNS-ANS Inspection) 1 x Asst. Director (CNS-ANS Inspection) 2 x ANS Inspector (CNS) 1 x Office Support Staff
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**CNS Section Chief –
Deputy Director (CNS – ANS Inspection)**

1. Position Details for Deputy Director (CNS-ANS Inspection)

JOB DESCRIPTION

<p>Position Title: Deputy Director (CNS-ANS Inspection)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (ANS Inspection)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: CAAB HQ, Dhaka</p>	<p>Department/Section: ANS Inspection – CNS Section</p>

2. Overview of Role of CNS Section Chief – Deputy Director (CNS-ANS Inspection)

Responsible for supervising the CNS inspectorate staff and carrying out certification, inspections, and surveillance to ensure that the service providers for CNS are complying with the established aviation regulations and standards. To ensure that the CNS systems and services delivered meet the regulated requirement and provide the required support to the Bangladesh civil aviation infrastructure by assessing the CNS service provider's procedures in conjunction with their operations and evaluating the level of compliance. Assessing the CNS service provider's implementation process of safety standards and developing of performance metrics and ensure that all safety standards, processes and procedures adhere to national regulations and where required international standards and recommended practices.

3. Detailed Roles and Responsibilities

A	Planning and Safety Oversight
1	Develop, promulgate, coordinate, and review policies and procedures relating to the CNS disciplines of Air Navigation Services to establish, monitor, and ensure CNS standards.
2	As per assigned area of responsibility, review and propose the adoption of relevant ICAO SARPs as regulations and technical standards and procedures, consistent with Civil Aviation Acts in matters relating to ANS specifically with regard to CNS to ensure that ICAO standards are complied with

3	Develop and continuously review, as per assigned area of responsibility, the regulations, technical standards and procedures for CNS in accordance with the applicable CAAB and ANS safety oversight policies and procedures
4	Develop annual audit and inspection programmes and follow up of non-compliances
5	Analyze audit findings and other information to assess the need for review of regulatory arrangements, requirements or standards.
5	Provide supportive regulatory functions in other aviation disciplines at the request of the Director ANSI
6	Provides feedback in the form of specialist advice and input to aeronautical studies, rule amendments, aeronautical publications and advisory circulars, relating to various aviation issues both within the air navigation services providers and across the wider aviation community including ICAO.
7	Implement International and regional plans related to CNS emanating from international interaction
8	Professionally represents the CAAB's view at national and international industry forums in their area of expertise, as required, in CNS related ICAO Study Group and Task force and other meetings.
9	Interdepartmental interaction in cases of queries, accidents or compliance matters
10	Establishes and maintains productive relationships with aviation industry and service providers by delivering consistent, professional and timely advice relating aviation issues and technical queries related to oversight area
B	Regulatory Compliance
1	Develop approval procedures and associated inspector and industry guidance material for CNS providers in Bangladesh where civil CNS services are provided by CAAB's own CNS Division.
2	Lead and manage the team responsible for the re-write and post implementation reviews of ANOs on Aeronautical Telecommunications to include additional specifications and standards.
3	Manage and process approval applications from CNS providers, including approvals for the deployment of new CNS Units, procedures or facilities
4	Manage applications for special use of airspace, equipment, allocation of frequencies, and other such ad-hoc requests received by CAAB
5	Monitor safety and regulatory compliance by the CNS providers as well as the systems used by CNS service providers - in accordance with applicable National legislation, Civil Aviation Rules (CAR'84), Regulations (COM ANOs), and prescribed standards and procedures - by continuous oversight and regular surveillance inspections, and evaluating the periodic reports submitted by the service provider.
6	Develop and review safety audit procedures, in conjunction with other ANS specialists and other CAAB auditors.
7	Develop compliance plan for assessing the effective implementation of CAR'84 Part X, COM ANOs and relevant ICAO requirements
8	Assess exemption applications in terms of Risk and Compliance and recommend to Director.
9	Provide training on inspectorate duties to a trainee inspector as required
10	Develop and promote safety awareness, education and training material relating to CNS as appropriate.
11	Provide reports on the activities as required by the Director ANSI
C	Financial Sustainability
1	Tactically plan resources requirements including human, physical, technical and financial for the section
2	Understand the scope and constraints of the functional unit budget and plan and execute activities within its scope
3	Communicate requests for changes or feedback on budget requirements as appropriate

4	Applies sufficient effort and resources to ensure follow through on advice or solution implementation to its appropriate conclusion
D	Customer Service Delivery
1	Understand and interpret the service delivery standards and execute activities accordingly
2	Monitor and measure own and team's performance against service delivery requirements to ensure delivery at the right level
3	Safety promotion work within the aviation industry through presentations and relevant sharing of information with stakeholders
E	Records and Document Management
1	Supervise the maintaining of a comprehensive record of relevant certifications, reports, recommendations and general documents to ensure an accurate record and evidence base
F	People and Culture
1	Conduct tasks and activities to ensure meeting of goals and deliverables for the role and supervise the team's tasks and activities for the same purpose
2	Identify training needs relevant to the functions of the team and implement accordingly
3	Update job knowledge by keeping current with relevant regulations and accepted practices
4	Implement performance management system within the team to ensure that performance goals are delivered on
5	Supervise and mentor other inspectors
6	May be required to give on-the-job-training instruction or provide mentorship to other staff
7	Manage the delegation and availability of resources applicable to projects, internal routine requirements, inspection and audit programmes.
8	Provide specialist advice within the CAAB and externally in regard to Aeronautical Telecommunications services.
G	Other Tasks and Accountabilities
1	Manage and monitor section's response to ICAO State Letters, requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
2	Perform additional tasks as requested by management so as to achieve ANSID objectives and commitments
3	Act on the behalf of Director, when requested, and in line with the office procedures when applicable for the purpose of representation
4	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
H	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To issue of Civil Aviation Requirements (CAR/ANOs) in the field of Aeronautical Telecommunications in order to meet the provision of Article 28 of the Convention on International Civil Aviation.
2. To adopt the SARPs of ICAO Annexes into CAR-1984, ANOs, ACs as required.
3. To ensure the revision to the CAR/ANOs in the field of CNS in order to meet the provision of Article 37 of the Convention on International Civil Aviation adopts and amends from time to time.
4. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.

5. To ensure proper implementation of CAR/ANOs, related documents, manuals and directives issued by CAAB.
6. To review/amend procedure manual for the safety oversight of the ANSP in the field of CNS in order to ensure safety of aircraft operations.
7. To review inspectors' handbook/checklist and specify the guidelines to the Inspectors for the job to be carried out in a standardized manner.
8. To prepare schedule for inspection in the field of CNS.
9. To detail assignment for the inspectors for different checks, audits and inspections.
10. To review/amend Inspection schedule for inspection of CNS facilities at all Civil airports and stand-alone stations in Bangladesh.
11. To inspect the performance of CNS facilities at airports as per approved schedule:
 - a. Surveillance of services and procedures of service provider.
 - b. Approval and surveillance of service provider training program.
 - c. Inspection of the training establishments.
12. To associate with the various phases of development of emerging technologies in Bangladesh at concept, implementation, installation and commissioning stages and represent CAAB at different levels.
13. To review/validate inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
14. To communicate and clarify observations and findings with audited/ inspected parties.
15. To review the remedial/corrective action plan as proposed by the service provider and follow up its progress.
16. To recommend for enforcement against the ANSP if any.
17. To provide guide lines for monitoring training and duty record of technical and communication operation personnel.
18. To review and verify training and duty record of technical personnel on sample basis.
19. To grant renewal of commissioning /certification of CNS facilities.
20. To certify the performance of the facility at the time of commissioning.
21. To prepare documents, manuals related to CNS.
22. To participate in training, workshops, seminars and meetings related to CNS matters.
23. To review/amend training program and training plan for CNS inspectors and maintain & update training records.
24. To review/implement training program and training plan for inspectors.
25. To review and conduct in house training & OJT to CNS inspectors.
26. To perform any other duties as assign by the Authority.

Assistant Director (CNS-ANS Inspection)**1. Position Details for Assistant Director (CNS-ANS Inspection)****JOB DESCRIPTION**

Position Title: Assistant Director (CNS-ANS Inspection)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (CNS-ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection – CNS Section

2. Overview of Role of Assistant Director (CNS-ANS Inspection)

The CNS Inspector is responsible for

- Provision of regulatory functions regarding the Safety regulation of aeronautical telecommunication service providers in the areas focused on CNS.
- Plan and carry out audits/inspections in accordance with established, documented procedures, and address areas of concern relative to preestablished audit objectives.
- Perform evaluations, audits, inspections and reviewing reports on the operations of Aeronautical Telecommunication service providers to ensure compliance with ICAO standards, recommended practices and CAAB regulations.
- Provide effective support in the development, preparing the formulation, implementation policy, drafting norms, standards, procedures and technical guidance to support the implementation of CAR'84, Part X *Aeronautical Telecommunication*, COM ANOs, related Guidance Material and Manual, ICAO Annex 10, *Aeronautical Telecommunications*, ICAO Annex 19, *Safety Management*, and relevant ICAO Documents including Doc 7030, *Regional Supplementary Procedures*.

3. Detailed Roles and Responsibilities for Assistant Director (CNS-ANS Inspection)

A	Inspection, Audit and Continued Safety Oversight
1	Perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of Aeronautical Telecommunication service providers to ensure compliance with relevant ICAO standards and recommended practices
2	Ensure that all audits, inspections and spot checks are managed effectively in line with stipulated guidelines and procedures, and assists with other audits and inspections as required
	Investigates reported aviation related concerns
3	Review operations manuals or any technical documents related to approval
4	Recommend the issuance of approvals related to Aeronautical Telecommunication service provider
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
	Analyses findings to identify causal factors and latent failures, provides accurate and timely reports of findings, and identifies and follows up corrective and preventive actions.

	Provides indicators of service providers' ability to comply with current legislation and to improve operating standards and the effectiveness of existing quality systems.
6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to Aeronautical Telecommunication service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Comply with all relevant CAAB policies and procedures, handbook, etc.
3	Develop guidance material for the service providers related to Aeronautical Telecommunication facilities and personnel to assist in compliance with the relevant ICAO Standards and Recommended Practices and CAAB CAR'84 and COM ANOs
C	Industry Networking
1	Participate in regular external operation meetings related to ANS (CNS/ANS Technical Committee), facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to Aeronautical Telecommunications and any other area of expertise, as required.
3	Participate actively and positively in meetings, planning and initiatives designed to improve effectiveness/productivity.
D	Strategic and Operational Plans
1	Provide oversight for Aeronautical Telecommunication service provider and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure smooth and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Update the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annex 10 and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the civil aviation industry of Bangladesh and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate Aeronautical Telecommunication facilities quality and safety occurrence reports and any other NAV and SUR information concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures

1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Civil Aviation in Bangladesh
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the civil aviation industry in accordance with customer service standards
3	Efficiently utilizes CAAB systems and library as appropriate.
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to Aeronautical Telecommunication facilities and personnel in CAAB
2	Coordinate the resolution of identified safety concerns related to Aeronautical Telecommunication facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
4	Actively communicates information to other units/groups as appropriate to support their effectiveness
5	Participate in and support CAAB organizational initiatives to improve service, maintain reputation, enhance reputation etc.
6	Carry out work and conduct interpersonal relationships in a way that supports CAAB's commitment.
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Competency Assessment
1	Provide a lecture or as a speaker in any technical course, seminar, workshop related to CNS and its implementation as per qualification
2	Actively contribute to the training and development of junior or new team members.
3	Perform examination, inspection, surveillance and monitoring of ATSEP's competency (license and rating, if applicable) including the validation of license and rating issued by another country
L	Equipment Standard and Technical Specification Approval
1	Review and examine the CNS Service Provider proposed work plan and term related to equipment standard and technical specification includes siting criteria of the equipment and its accessories
2	Review and examine the CNS service provider equipment testing (SAT and FAT) and monitoring processes and procedures to ensure an appropriate level of integrity, continuity of service and that safety is maintained
3	Evaluate applications for CNS service provision and ensure compliance with CAAB regulatory requirements
M	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSID objectives/commitments
2	Actively supports the Section Chief and other team members to ensure team and group objectives and obligations are met.
3	Act on the behalf of Section Chief, when requested, and in line with the office procedures when applicable for the purpose of representation
4	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
N	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. To associate with the various phases of development of emerging technologies in Bangladesh at concept, implementation, installation and commissioning stages and represent CAAB at different levels.
2. To examine the performance of the facility at the time of commissioning.
3. To prepare Inspection schedule for inspection of CNS facilities at all Civil airports and stand-alone stations in Bangladesh.
4. To inspect the performance of CNS facilities at airports as per approved schedule:
 - a. Surveillance of services and procedures of service provider.
 - b. Approval and surveillance of service provider training program.
 - c. Inspection of the training establishments.
5. To prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any, and review the mitigation plan as received from service provider.
6. To review the remedial/corrective action plan proposed by the service provider and follow up its progress.
7. To provide guide lines for monitoring training and duty record of technical and communication operation personnel.
8. To inspect and verify training and duty record of technical personnel on sample basis.
9. To grant renewal of commissioning /certification of CNS facilities.
10. To certify the performance of the facility at the time of commissioning.
11. To adopt the SARPs of ICAO Annex 10 into CAR-1984, ANOs, ACs as required.
12. To coordinate with concerned units to amend CNS related CAR Part, ANOs and documents to incorporate changes in ICAO SARPs and advise the Head of the section.
13. To examine changes in ICAO Annex 10 requirements for incorporation into national requirements, or the filing of appropriate differences.
14. To publish the significance difference in the AIP Bangladesh when a difference from ICAO SARPs related to CNS.
15. To ensure CNS service provider has developed policy and procedures for determining the capacity of CNS system, including the number of staff required to ensure the provision of an adequate CNS system.
16. To develop training program and training plan for CNS inspectors and maintain & update training records.
17. To recommend for approval of ANSP's Technical Operations & Maintenance manuals.
18. To prepare and utilize relevant checklists for audit purpose.
19. To comply with applicable audit/ inspection procedures as stipulated in the ANS inspectors' handbook.
20. To verify the availability and serviceability of CNS systems and equipment in order to improve safe and efficient operations.
21. To report the noncompliance of the ANSP and recommend for possible enforcement against the ANSP.
22. To develop training program and training plan for CNS inspectors and maintain & update training records.
23. To develop and implement training program and training plan for inspectors.
24. To develop and conduct in house training for the inspectors.
25. To perform any other duties assigned by the Authority.

ANS Inspector (CNS)**1. Position Details for ANS Inspector (CNS)****JOB DESCRIPTION**

Position Title: ANS Inspector (CNS)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (CNS-ANS Inspection)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: ANS Inspection – CNS Section

2. Overview of Role of ANS Inspector (CNS)

The CNS Inspector is responsible for

- Provision of regulatory functions regarding the Safety regulation of aeronautical telecommunication service providers in the areas focused on CNS.
- Plan and carry out audits/inspections in accordance with established, documented procedures, and address areas of concern relative to preestablished audit objectives.
- Perform evaluations, audits, inspections and reviewing reports on the operations of Aeronautical Telecommunication service providers to ensure compliance with ICAO standards, recommended practices and CAAB regulations.
- Provide effective support in the development, preparing the formulation, implementation policy, drafting norms, standards, procedures and technical guidance to support the implementation of CAR'84, Part X *Aeronautical Telecommunication*, COM ANOs, related Guidance Material and Manual, ICAO Annex 10, *Aeronautical Telecommunications*, ICAO Annex 19, *Safety Management*, and relevant ICAO Documents including Doc 7030, *Regional Supplementary Procedures*.

3. Detailed Roles and Responsibilities for ANS Inspector (CNS)

A	Inspection, Audit and Continued Safety Oversight
1	Perform audit, inspection, surveillance and monitoring on the readiness, operations, maintenance readiness and quality of Aeronautical Telecommunication service providers to ensure compliance with relevant ICAO standards and recommended practices
2	Ensure that all audits, inspections and spot checks are managed effectively in line with stipulated guidelines and procedures, and assists with other audits and inspections as required
	Investigates reported aviation related concerns
3	Review operations manuals or any technical documents related to approval
4	Recommend the issuance of approvals related to Aeronautical Telecommunication service provider
5	Provide inputs into the process of developing the annual oversight (surveillance) program to ensure compliance with standards and regulations
	Analyses findings to identify causal factors and latent failures, provides accurate and timely reports of findings, and identifies and follows up corrective and preventive actions.
	Provides indicators of service providers' ability to comply with current legislation and to improve operating standards and the effectiveness of existing quality systems.

6	Ensure timely and up to date data in auditing system or audit tracking and monitoring to ensure compliance with CAAB's roles and functions
B	Regulation
1	Provide support in the preparation of regulations, notices, requirements and directives related to Aeronautical Telecommunication service provider facilities and personnel and ensuring compliance with relevant ICAO Annexes
2	Comply with all relevant CAAB policies and procedures, handbook, etc.
3	Develop guidance material for the service providers related to Aeronautical Telecommunication facilities and personnel to assist in compliance with the relevant ICAO Standards and Recommended Practices and CAAB CAR'84 and COM ANOs
C	Industry Networking
1	Participate in regular external operation meetings related to ANS (CNS/ANS Technical Committee), facilitate stakeholder collaboration and maintain an open channel of communication with stakeholders
2	Participate in regular external national, regional and international meetings, forums and panels on the behalf of the Bangladesh Government, related to Aeronautical Telecommunications and any other area of expertise, as required.
3	Participate actively and positively in meetings, planning and initiatives designed to improve effectiveness/productivity.
D	Strategic and Operational Plans
1	Provide oversight for Aeronautical Telecommunication service provider and their strategic, operational and contingency plans, processes and procedures to ensure an appropriate level of integrity, continuity of service and safety is maintained
E	External Audits Conducted on Safety Affairs
1	Support the administration of all auditing activities by external entities of Safety Affairs/Organization including ICAO to ensure smooth and productive audit
2	Develop and implement Corrective Action Plan related to USOAP CMA audit PQs
3	Update the Compliance Check list and Electronic Filing of Differences (EFOD) related to ICAO Annex 10 and other appropriate ICAO documentation
4	Respond to relevant ICAO State Letter requests for action and/or information from the Headquarters in Montreal and the APAC Region office in Bangkok
F	Document Management
1	Maintain a comprehensive record of relevant certification, reports, recommendations and general documents to ensure an accurate record and evidence base
G	Safety Policy / Safety Promotion and Culture
1	Assist in providing input into the identification of Acceptable Levels of Safety Performance (ALoSP) to ensure appropriate and achievable targets are set
2	Improve and implement safety promotion activities to disseminate and nurture a safety awareness culture in the civil aviation industry of Bangladesh and to keep industry players abreast of changes to relevant rules, regulations and other aviation safety developments
3	Provide advice and guidance to the industry sharing best practice, trends and the findings of reviews, studies and investigations to prevent future occurrences/incidents/accidents
4	Review and/or investigate Aeronautical Telecommunication facilities quality and safety occurrence reports and any other NAV and SUR information concerning safety hazards or deficiencies
H	Policies, Systems, Processes & Procedures

1	Assist management in maintaining on-going liaison with foreign and international aviation regulatory bodies on new requirements and changes to existing safety regulations to foster the safe and orderly growth of Civil Aviation in Bangladesh
2	Implement CAAB policies, systems, processes, and procedures so that all relevant procedural/legislative requirements are fulfilled while delivering high quality safety services to the civil aviation industry in accordance with customer service standards
3	Efficiently utilizes CAAB systems and library as appropriate.
I	Safety, Quality & Environment within CAAB
1	Identify key issues which may affect the safety of delivering the air navigation services related to Aeronautical Telecommunication facilities and personnel in CAAB
2	Coordinate the resolution of identified safety concerns related to Aeronautical Telecommunication facilities and personnel
3	Ensure compliance with all relevant safety, quality and environmental management procedures and controls to guarantee employee safety, legislative compliance, delivery of high quality products/service and a responsible environmental attitude as per available standards
4	Actively communicates information to other units/groups as appropriate to support their effectiveness
5	Participate in and support CAAB organizational initiatives to improve service, maintain reputation, enhance reputation etc.
6	Carry out work and conduct interpersonal relationships in a way that supports CAAB's commitment.
J	Continuous Improvement Change Management
1	Participate in continuous improvement programs within ANS as per set guidelines and project charter to enhance existing systems and processes in alignment with CAAB's objectives
K	Competency Assessment
1	Provide a lecture or as a speaker in any technical course, seminar, workshop related to CNS and its implementation as per qualification
2	Actively contribute to the training and development of junior or new team members.
3	Perform examination, inspection, surveillance and monitoring of ATSEP's competency (license and rating, if applicable) including the validation of license and rating issued by another country
L	Equipment Standard and Technical Specification Approval
1	Review and examine the CNS Service Provider proposed work plan and term related to equipment standard and technical specification includes siting criteria of the equipment and its accessories
2	Review and examine the CNS service provider equipment testing (SAT and FAT) and monitoring processes and procedures to ensure an appropriate level of integrity, continuity of service and that safety is maintained
3	Evaluate applications for CNS service provision and ensure compliance with CAAB regulatory requirements
M	Other Tasks and Accountabilities
1	Perform additional tasks as requested by management so as to achieve ANSID objectives/commitments
2	Actively supports the Section Chief and other team members to ensure team and group objectives and obligations are met.
3	Act on the behalf of Section Chief, when requested, and in line with the office procedures when applicable for the purpose of representation
4	Works on other tasks and projects as may be required from time to time to assist the achievements of CAAB vision, mission, business, group, unit and team goals.
N	Refer to specific Duties and Responsibilities as shown below.

Duties and Responsibilities:

1. Monitor safety of the CNS System, and CNS Service Provider's for compliance with aviation safety standards.
2. As either a lead auditor or a team member, plan and conduct safety audits/inspections/surveillance to ensure continued compliance with applicable ICAO standards, procedures and state regulations and prepare associated professional audit reports. Follow up any audit non-compliance or other findings as necessary.
3. Verify the availability, serviceability and timely flight calibration of CNS systems and equipment in order to improve safe and efficient operations.
4. Prepare inspection report and highlight the deficiencies pertaining to risk and safety hazards, if any.
5. Communicate and clarify observations and findings with audited/ inspected parties.
6. Review the mitigation plan as received from service provider and verify the effectiveness of corrective actions as taken and follow up the corrective action plan and its progress by tracking of the implementation within acceptable timelines of CAPs.
7. Recommending enforcement action with regard to non-compliances to provisions of ICAO standards and procedures, State legislation and regulations.
8. Ensure flight safety, issue immediate directives to the CNS service provider if there are any issues that need immediate attention.
9. Implementation of all ICAO USOAP activities.
10. Oversees regulatory development and ongoing surveillance of the CNS infrastructure and its effectiveness.
11. Develop and amend Inspector Handbook/Checklist for use.
12. Formulate and implement CNS Safety Audit Surveillance Program.
13. Develop and review safety audit procedures, in conjunction with other ANS specialists and other CAAB inspectors.
14. Develop training program and training plan for CNS inspectors and maintain & update training records.
15. Ensure service provider has developed training program and training plan including refresher training for CNS technical staff.
16. Ensure procedure developed by CNS service provider for continued competency of in new CNS equipment, procedures and updated communication.
17. Perform any other duty assigned by the Authority.

Admin Officer**JOB DESCRIPTION**

Position Details for Admin Officer	
Position Title:	Admin Officer
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	ANS Inspection Division
Section:	Admin Unit
Reports to:	Director (ANS Inspection)

Admin Officer**Overview of the Role:**

Responsible for the general administration and support services to the staff; office administrative work or correspondence and filing according to set guidelines, processes and procedures to support the work within the department quickly and most efficiently.

Duties and Responsibilities:

- 1) To work on the general administration work of the department.
- 2) To carry out work on the correspondence and filing of the department.
- 3) To carry out work on the budget, finance, and materials/supplies of the department.
- 4) To collect statistics and related department personnel reports.
- 5) To perform other tasks as assigned.

UD Assistant (UDA)/Coordination and Follow-Up Assistant**JOB DESCRIPTION**

Position Details for UDA/Coordination and Follow-Up Assistant	
Position Title:	UDA/Coordination and Follow-Up Assistant
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	ANS Inspection Division
Section:	Admin Unit
Reports to:	Director (ANS Inspection)

UD Assistant (UDA)/Coordination and Follow-Up Assistant**Overview of the Role:**

The UDA/Coordination and Follow-Up Assistant is responsible for providing administrative assistance and support for the ANSID. The position is also responsible for processing incoming and outgoing

correspondence and preparing letters and documentation as requested by the Director (ANS Inspection).

Duties and Responsibilities:

Detailed Roles and Responsibilities for UDA/Coordination and Follow-Up Assistant	
A	Documentation Processing
1	Review incoming correspondence and distribute to the appropriate concerned parties
2	Prepare outgoing correspondence as received by the Director or Inspectors
3	Coordinate internal and external requests for documentation with the Director
4	Perform record keeping tasks for office correspondence, employee personnel files and employee training records
B	Office Management
1	Manage meeting schedules including times and locations
2	Coordinate with other CAAB directorates and departments for participation in internal or external meetings
3	Receive incoming phone calls and direct them to the appropriate office staff
4	Process requests from the office staff to make outgoing email or phone calls for both internal and external persons or entities
C	Office Automation
1	Liaise between the office staff and the CAAB/FSR IT Department to resolve computer hardware, software and internet issues
2	Ensure that office equipment is maintained and functioning and report deficiencies to the appropriate CAAB division
D	Other Tasks
1	Perform other duties as assigned by the Director.

APPENDIX 8 — AERODROME STANDARD (AGA) DIVISION

FUNCTIONS

The purpose of the Aerodrome Standards Division is to ensure that all civil aerodromes within the jurisdiction of the CAAB comply with the Civil Aviation Acts, Rules and Regulations. This is achieved through developing policies, conducting audits and inspections, and offering support and guidance to its stakeholders. The scope of the Aerodrome Standard Division is civil aerodromes.

(a) Aerodromes International Cooperation function

- Participate in meetings and committees associated with the section's functions within the CAA organization or with other parties.
- Confer at national and international levels on matters relating to the regulations and technical matters concerning aerodromes.

(b) Aerodromes Policy Development function

- Contribute to general policy development within the ASD department.
- Initiate new policies in the area of competence of the section to improve, where needed and possible, the performance of the Authority and of the aviation organizations.

(c) Aerodromes Regulation function

- Monitor development of new, or amendment to, international standards and recommended practices, as well as best practices related to civil aviation, and make recommendation for their implementation in Bangladesh, and amendment of Bangladesh Regulatory framework.
- Issue advisory material to the aviation industry, impacted by the Aerodrome regulations concerning practices and procedures, where such advice may make a significant contribution to aviation safety.
- Prepare, maintain and recommend regulatory changes and amendments to the national aviation legislation concerning all matters within the scope and function of the section.
- Contribute to a timely dissemination of Rules, Regulations, Technical Standards, Procedures and safety related information to all internal and external stakeholders.
- Contribute to the filing of differences, if any, or otherwise with ICAO, between National Practices and Annexes to the Convention and its promulgation in the AIP.

(d) Aerodrome Certification function

- Review and make recommendations on application for license;
- Inspect for conformity with the applicable requirements, the personal information, or physical characteristics, equipment or installations, provided by applicant for a license;
- Make recommendation on the imposition of, and ensure publication of, restrictions and deviations;
- Maintain the register of aerodrome certificates and approvals granted by the Chairman;
- Process applications for aerodrome certificate, renewals, transfers, and make recommendations for granting the applications, prepare the aerodrome certificate and publications of information in the Aeronautical Information Publications;

(e) Aerodromes Oversight function

- Conduct safety inspections and audits;
- Verify on a continuous basis that the holders of a Aerodrome Certificates continue to meet their various obligations;
- Follow up Airport Emergency Exercises

(f) Aerodromes Enforcement function

- Investigate possible violation of the national air law or regulations in regard to aerodromes and take appropriate enforcement action, when necessary;
- Investigate possible violations of the national law or regulations in regard to aerodromes and to enforce corrective and legal actions, if required;
- Mandate actions to correct any unsafe conditions;
- Resolve any identified safety deficiencies/concerns;
- Enforce requirements for specific operations granted to an aviation operator, organization, facility or personnel;
- Make recommendations for the suspension or cancellation of licenses or approvals and advise on appeals submitted thereof;
- Enforce requirements for the use of aviation facilities; [ISSUE: please clarify]

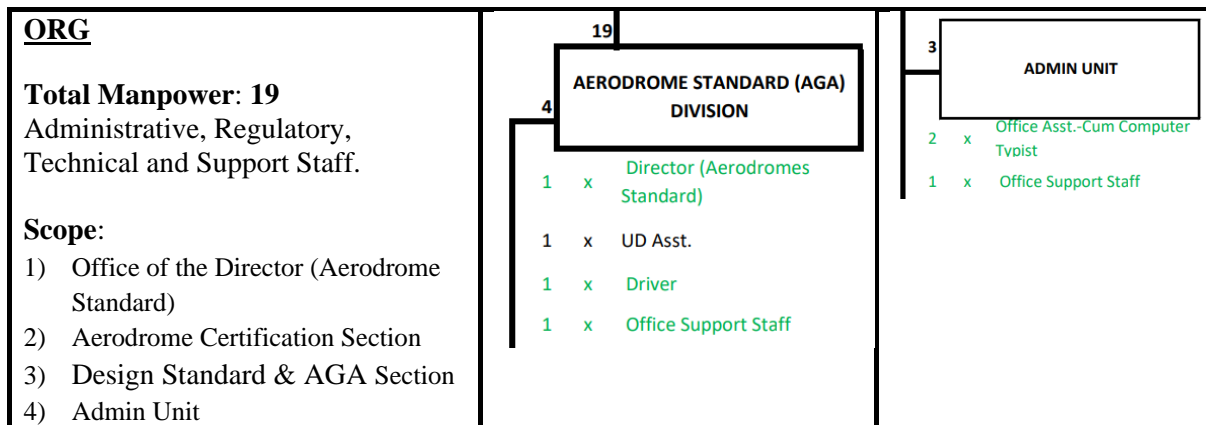
(e) Aerodromes Occurrence management function

- Ensure aerodrome operators report safety occurrences at their aerodromes;
- Participate in the centralized daily meeting with representatives of each section (Aerodrome Safety Team);
- Review the new occurrences to decided which actions should be undertaken for the follow up of each occurrence and determine which section has the lead for the follow up;
- Participate in a Safety Management meeting with heads of section of FSR.

(f) Aerodromes Accident Investigation function

- Review any proposed responses to section domain related safety recommendations from the Aircraft Accident Investigation Committee;
- Participate in aircraft accident investigations committees and maintain the associated records and documents.

ORGANIZATIONAL CONTEXT



Director (Aerodrome Standard)**JOB DESCRIPTION**

Position Title: Director (Aerodrome Standard)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Aerodrome Standard Division (ASD)

Overview of the Role:

To be responsible for Director /Head of the Division role and function by planning, managing, organizing, directing, overseeing, executing, evaluating operations of the division. The director's authority includes managing, decision making and problem-solving regarding aerodrome standards development, aerodrome licensing and certification, aerodrome safety inspection and aviation environment to ensure compliance with ICAO regulations and standards, also to set, monitor and ensure standards with regards to AGA.

Duties and Responsibilities:***General***

- 1) To study analyze and develop the standards, law, rules and regulations and provide recommendation to set up manual and guidance to establish civil aviation regulatory and safety management system.
- 2) To examine and provide advice with respect to ICAO's aerodrome standards.
- 3) To monitor and oversee ground aviation safety procedures concerning the national civil aviation standards including aerodrome certification processes and safety inspections.
- 4) To monitor, oversee and control environmental standards concerning the international civil aviation standards and relevant environmental laws.
- 5) To issue aerodrome certification, aerodrome establishment licenses and certifications relating to aerodrome safety and environment concerns.
- 6) To regulate aerodrome safety management system ensuring compliance with all ICAO safety requirements and achieving continuous improvement in safety performance.
- 7) To work in collaboration with or in support of other functions as assigned by CAAB.

Duties and Responsibilities:***Specific***

1. To administer the overall activity and functions of the Directorate.
2. To amend the Civil Aviation Rules, ANOs from time to time to ensure compliance with ICAO Annexure on the subject, if required.
3. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
4. To check the compliance of provisions of the Civil Aviation Rules, ANOs and other regulatory requirements for operators and service providers

5. To recommend for enforcement actions against the operators and service providers should any violation is noted on Civil Aviation Rules, ANOs and other regulatory requirements.
6. To verify and ensure the quality of the services provided by the Aerodrome Operator as per ICAO SARPs.
7. To develop Policy and Procedures, Manuals, ANOs, ACs and exemption procedures.
8. To check and monitor the fitness of movement area, manuevaring area, equipment, fire fighting facilities, signage, marking and lighting systems.
9. To carryout inspect and monitor the Obstruction Limitation Surface (OLS) in and around the airport.
10. To monitor safety and security system of airside area.
11. To develop and implement the surveillance programme.
12. To develop and implement the training programme.
13. To develop and conduct in house training and OJT for the inspectors.
14. To comply with applicable audit/ inspection procedures as stipulated in the inspectors handbook.
15. To prepare and utilize relevant checklists and aerodrome inspectors handbooks for audit/inspection purpose.
16. To form an aerodrome certification committee to issue, renew, cancel, suspend of aerodrome certificates to aerodrome operators as per regulations.
17. To set and monitor the aerodrome design standards for the air operators.
18. To detail assignment for the inspectors for different checks, inspection.
19. To document observations and reporting findings.
20. To communicate and clarify observations and findings with audited/ inspected parties.
21. To recommend for enforcement against the aerodrome operator if any.
22. To check and monitor the Implementation of GRF.
23. To perform any other duties assigned by the Authority.

AERODROME CERTIFICATION SECTION**ORGANIZATIONAL CONTEXT**

<p><u>ORG</u></p> <p>This section has a total of 6 manpower including Administrative, Regulatory and Technical Staff.</p>	<table border="1"> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">AERODROME CERTIFICATION SECTION</td> </tr> <tr> <td style="text-align: center;">1 x</td> <td style="text-align: center;">Deputy Director (Aerodrome Certification)</td> </tr> <tr> <td style="text-align: center;">1 x</td> <td style="text-align: center;">Asst. Director (Aerodrome Inspection)</td> </tr> <tr> <td style="text-align: center;">3 x</td> <td style="text-align: center;">Inspector (Aerodrome)</td> </tr> <tr> <td style="text-align: center;">1 x</td> <td style="text-align: center;">Office Support Staff</td> </tr> </table>	6	AERODROME CERTIFICATION SECTION	1 x	Deputy Director (Aerodrome Certification)	1 x	Asst. Director (Aerodrome Inspection)	3 x	Inspector (Aerodrome)	1 x	Office Support Staff
6	AERODROME CERTIFICATION SECTION										
1 x	Deputy Director (Aerodrome Certification)										
1 x	Asst. Director (Aerodrome Inspection)										
3 x	Inspector (Aerodrome)										
1 x	Office Support Staff										

Deputy Director (Aerodrome Certification)**JOB DESCRIPTION**

<p>Position Title: Deputy Director (Aerodrome Certification)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (Aerodromes Standard)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: CAAB HQ, Dhaka</p>	<p>Department/Section: Aerodrome Certification Section</p>

Overview of the Role:

To be responsible for Chief of the Section, the Deputy Director role and function by directing, advising and monitoring by using knowledge, ability, experience and expertise in aerodrome certifications. The head's authority includes decision making and problem-solving regarding aerodrome certification procedures in order to enhance the national aerodrome operations and standards.

Duties and Responsibilities:***General***

- 1) To regulate the issuing of aerodrome certifications, public aerodrome manager certifications, aerodrome establishment licenses, temporary takeoff and landing area licenses, construction permits and related aerodrome certifications and licenses.
- 2) To regulate and provide recommendation for developing and executing aerodrome inspection plans and other related plans of the department.
- 3) To regulate for establish information management systems regarding to aerodrome safety including aerodrome certification data, public aerodrome manager certification data, aerodrome establishment license data and aerodrome manuals.
- 4) To cooperate and support the related departments/divisions as assigned.

Specific

1. To adopt the SARPs of ICAO Annexes into CAR-1984, ANOs, ACs as required.
2. To implement Part-10, 14 and 19 of Civil Aviation Rule -84 and the SARPs of ICAO Annexes of 10, 14 and 19.

3. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
4. To verify and ensure the quality of the services provided by the Aerodrome Operator as per ICAO SARPs.
5. To develop and update Policy and Procedures, Manuals, ANOs, ACs and exemption procedures.
6. To check and monitor the fitness of movement area, manuevering area, equipment, fire-fighting facilities, signage, marking and lighting systems.
7. To carryout inspect and monitor the Obstruction Limitation Surface (OLS) in and around the airport.
8. To monitor safety and security system of airside area.
9. To develop and implement the surveillance programme.
10. To develop and implement the training programme.
11. To develop and conduct in house training and OJT for the inspectors.
12. To comply with applicable audit/ inspection procedures as stipulated in the inspector handbook.
13. To prepare and utilize relevant checklists and aerodrome inspector handbooks for audit/inspection purpose.
14. To form an aerodrome certification committee to issue, renew, cancel, suspend of aerodrome certificates to aerodrome operators as per regulations.
15. To set and monitor the aerodrome design standards for the air operators.
16. To detail assignment for the inspectors for different checks, inspection.
17. To document observations and reporting findings.
18. To communicate and clarify observations and findings with audited/ inspected parties.
19. To recommend for enforcement against the aerodrome operator if any.
20. To forward enforceable issues along with relevant documents to Deputy Director (Regulations & Enforcement) for onward action.
21. To perform any other duties as assign by the Authority.

Assistant Director (Aerodrome Inspection)

JOB DESCRIPTION

Position Title: Assistant Director (Aerodrome Inspection)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Aerodrome Certification)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Aerodrome Certification Section

Overview of the Role:

To be responsible for Assistant Director/Senior Inspector role and function by proposing plans for aerodrome standards department by using knowledge, ability, experience and expertise in aerodrome certifications. The plans include annual aerodrome inspection plans, document control systems for aerodrome certifications and other certifications and licenses in order to enhance the national aerodrome operations and standards.

Duties and Responsibilities:

General

- 1) To supervise the issuing of aerodrome certifications, public aerodrome manager certifications, aerodrome establishment licenses, temporary takeoff and landing area licenses, construction permits and related aerodrome certifications and licenses.
- 2) To supervise and provide recommendation for developing and executing aerodrome inspection plans and other related plans of the department.
- 3) To supervise for establish information management systems regarding to aerodrome safety including aerodrome certification data, public aerodrome manager certification data, aerodrome establishment license data and aerodrome manuals.
- 4) To cooperate and support the related departments/divisions as assigned.

Duties and Responsibilities:***Specific***

1. To carry out inspection as assigned by Deputy Director.
2. To implement follow-up action as required.
3. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
4. To comply with applicable audit/ inspection procedures as stipulated in the inspector hand book.
5. To prepare and utilize relevant checklists for audit purpose.
6. To verify & follow-up action of GRF.
7. **To notify AIS and other Organizations as appropriate.**
8. To perform any other duties as assign by the Authority.

Inspector (Aerodromes)**JOB DESCRIPTION**

Position Title: Inspection (Aerodromes)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Aerodrome Certification)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Aerodrome Certification Section

Overview of the Role:

To be responsible for Officer role and function by proposing plans for aerodrome standards department by using knowledge, ability under supervision and guidance of the direct supervisor. The plans include annual aerodrome inspection plans, document control systems for aerodrome certifications and other certifications and licenses in order to enhance the national aerodrome operations and standards.

Duties and Responsibilities:

General

- 1) To operate the issuing of aerodrome certifications, aerodrome establishment license and related aerodrome certifications and licenses.
- 2) To develop and execute aerodrome inspection plans and other related plans.
- 3) To oversee the aerodrome operations, provide aerodrome safety oversight through regular inspections and audits in order to granting an aerodrome certificate or an aerodrome establishment license, and also carry out periodically surveillance and monitoring of the aerodrome safety.
- 4) To perform aerodrome safety inspection in order to ensure that aerodromes are operated in accordance with national civil aviation safety regulations and standards and the aerodrome operation conditions.
- 5) To provide safety inspection after aerodrome construction and development in compliance with national civil aviation safety standards.
- 6) To report findings identified during inspections to aerodrome operators and related organization in order that the aerodrome operators can establish effective corrective actions.
- 7) To establish information management systems regarding to aerodrome safety including aerodrome certification data and aerodrome manuals.
- 8) To join training programs in order to improve knowledge and abilities in civil aviation safety and also develop internal and external training programs.
- 9) To cooperate and support the related department/division as assigned.

Specific

1. To carry out aerodrome safety inspection.
2. To implement follow-up action as required.
3. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
4. To comply with applicable audit/ inspection procedures as stipulated in the inspector hand book.
5. To prepare and utilize relevant checklists and Aerodrome Inspectors Handbooks for audit/inspection purpose.
6. To verify & follow-up action of GRF.
7. To issue, renew, cancel, suspend of Aerodrome Certificates to Aerodrome Operators as per regulations.
8. To perform any other duties as assign by Authority.

DESIGN STANDARD & AGA SECTION**ORGANIZATIONAL CONTEXT**

<p>ORG</p> <p>This section has a total of 6 manpower including Administrative, Regulatory and Technical Staff.</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">DESIGN STANDARD & AGA SECTION</td> </tr> <tr> <td style="text-align: center;">1 x</td> <td style="text-align: center;">Deputy Director (Design Standard & AGA)</td> </tr> <tr> <td style="text-align: center;">2 x</td> <td style="text-align: center;">Asst. Director (AGA)</td> </tr> <tr> <td style="text-align: center;">3 x</td> <td style="text-align: center;">Inspector (Aerodrome/AGA)</td> </tr> </table>	6	DESIGN STANDARD & AGA SECTION	1 x	Deputy Director (Design Standard & AGA)	2 x	Asst. Director (AGA)	3 x	Inspector (Aerodrome/AGA)
6	DESIGN STANDARD & AGA SECTION								
1 x	Deputy Director (Design Standard & AGA)								
2 x	Asst. Director (AGA)								
3 x	Inspector (Aerodrome/AGA)								

Deputy Director (Design Standard & AGA)**JOB DESCRIPTION**

Position Title: Deputy Director (Design Standard & AGA)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Director (Aerodromes Standard)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Design Standard & AGA Section

Overview of the Role:

To be responsible for Deputy Director/Chief of the section role and function by enhancing aerodrome safety standards by using knowledge, ability, experience and expertise in complex aerodrome operations and technical details. Also responsible for the role and function by directing, advising and monitoring the colleagues with requisite regulatory oversight knowledge, ability, experience and expertise.

The DD's authority includes regulating standards and practices for civil aviation to ensure compliance with all ICAO rules and regulations. The duties include providing decisions, solving problems regarding aerodrome safety inspection in order to provide efficient and effective safety oversight of aerodromes and also providing advice on the development of procedures, standards and regulations in compliance with standards and recommended practices of the International Civil Aviation Organization (ICAO).

Duties and Responsibilities:***General*****For Aerodrome Design Standard**

- 1) To supervise, study and analyze domestic and international standards, rules and regulations and provide guidance to establish civil aviation regulatory and safety management system.
- 2) To supervise, update and analyze civil aviation convention's appendix correction regarding ground safety standards to determine potential effect on current rules, regulations, legislations, standards and practices.

- 3) To supervise and regulate aerodrome design and construction standards including new construction plans and renovation plans for current or future needs to ensure compliance with the national civil aviation safety standards.
- 4) To provide guidance on aerodrome safety inspection regarding to apply the civil aviation standards to operation.

For Aerodrome Safety Inspection

- 1) To regulate and oversee the aerodrome operations, provide aerodrome safety oversight through regular inspections and audits in order to granting an aerodrome certificate or an aerodrome establishment license, and also carry out periodically surveillance and monitoring of the aerodrome safety.
- 2) To regulate and give consultant for aerodrome safety inspection in order to ensure that aerodromes are operated in accordance with national civil aviation safety regulations and standards and the aerodrome operation conditions.
- 3) To regulate and provide safety inspection after aerodrome construction and development in compliance with national civil aviation safety standards.
- 4) To regulate the report of findings identified during inspections to aerodrome operators and related organization in order that the aerodrome operators can establish effective corrective actions.
- 5) To join training programs in order to improve knowledge and abilities in civil aviation safety and also develop internal and external training programs.
- 6) To cooperate and support the related department/division as assigned.

Duties and Responsibilities:

Specific

1. To adopt the SARPs of ICAO Annexes into CAR-1984, ANOs, ACs as required.
2. To implement 14 and 19 of Civil Aviation Rule -84 and the SARPs of ICAO Annexes of 14 and 19.
3. To examine changes in ICAO requirements for incorporation into national requirements, or the filing of appropriate differences.
4. To verify and ensure the quality of the services provided by the Aerodrome Operator as per ICAO SARPs.
5. To develop Policy and Procedures, Manuals, ANOs, ACs and exemption procedures.
6. To check and monitor the fitness of movement area, manuevaring area, equipment, fire fighting facilities, signage, marking and lighting systems.
7. To carryout inspect and monitor the Obstruction Limitation Surface (OLS) in and around the airport.
8. To monitor safety and security system of airside area.
9. To develop and implement the surveillance programme.
10. To develop and implement the training programme.
11. To develop and conduct in house training and OJT for the inspectors.
12. To comply with applicable audit/ inspection procedures as stipulated in the inspector handbook.
13. To prepare and utilize relevant checklists and aerodrome inspector handbooks for audit/inspection purpose.
14. To set and monitor the aerodrome design standards for the air operators.
15. To detail assignment for the inspectors for different checks, inspection.
16. To document observations and reporting findings.
17. To verify & Implementation action of GRF.
18. To communicate and clarify observations and findings with audited/ inspected parties.
19. To recommend for enforcement against the aerodrome operator if any.

20. To perform any other duties assigned by the Authority.

Assistant Director (AGA)

JOB DESCRIPTION

Position Title: Assistant Director (AGA)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Design Standard & AGA)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Design Standard & AGA Section

Overview of the Role:

To be responsible for Assistant Director/Senior Inspector role and function by enhancing aerodrome safety standards by using knowledge, ability, experience and expertise in complex aerodrome operations and technical details. The AD's authority includes regulating standards and practices for civil aviation to ensure compliance with all ICAO rules and regulations.

Also, responsible for Assistant Director/Senior Inspector role and function by performing tasks, and solving complex problems regarding aerodrome safety inspection with requisite knowledge, ability, experience and expertise in safety oversight of aerodromes in order to enhance aerodrome safety standards. The duties include providing advice on the development of procedures, standards and regulations in compliance with standards and recommended practices of the International Civil Aviation Organization (ICAO) and also performing other related duties as assigned.

Duties and Responsibilities:

General

For Aerodrome Design Standard

- 1) To study and analyze domestic and international standards, rules and regulations and provide guidance to establish civil aviation regulatory and safety management system.
- 2) To update and analyze civil aviation convention's appendix correction regarding ground safety standards to determine potential effect on current rules, regulations, legislations, standards and practices.
- 3) To define aerodrome design and construction standards including new construction plans and renovation plans for current or future needs to ensure compliance with the national civil aviation safety standards.
- 4) To provide guidance on aerodrome safety inspection regarding to apply the civil aviation standards to operation.
- 5) To develop internal and external civil aviation safety training programs.
- 6) To cooperate and support the related departments/divisions as assigned.

For Aerodrome Safety Inspection

- 1) To oversee the aerodrome operations, provide aerodrome safety oversight through regular inspections and audits in order to granting an aerodrome certificate or an aerodrome establishment license, and also carry out periodically surveillance and monitoring of the aerodrome safety.

- 2) To supervise and give consultant for aerodrome safety inspection in order to ensure that aerodromes are operated in accordance with national civil aviation safety regulations and standards and the aerodrome operation conditions.
- 3) To supervise and provide safety inspection after aerodrome construction and development in compliance with national civil aviation safety standards.
- 4) To manage report of findings identified during inspections to aerodrome operators and related organization in order that the aerodrome operators can establish effective corrective actions.
- 5) To join training programs in order to improve knowledge and abilities in civil aviation safety and also develop internal and external training programs.
- 6) To cooperate and support the related department/division as assigned.

Duties and Responsibilities:

Specific

1. To carry out inspection as assigned by Deputy Director.
2. To implement follow-up action as required.
3. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
4. To comply with applicable audit/ inspection procedures as stipulated in the inspector handbook.
5. To prepare and utilize relevant checklists for audit purpose.
6. To verify & follow-up action of GRF.
7. To notify AIS and other organisations as appropriate.
8. To perform any other duties as assign by the Authority.

Inspector (Aerodromes/AGA)**JOB DESCRIPTION**

Position Title: Inspector (AGA)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Design Standard & AGA)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Design Standard & AGA Section

Overview of the Role:

To be responsible for Inspector role and function for enhancing aerodrome safety standards by using knowledge, ability under supervision and guidance of the direct supervisor. The inspector's authority includes regulating standards and practices for civil aviation to ensure compliance with all ICAO rules and regulations.

Also responsible for Inspector role and function by performing tasks, as the entry level, under the supervision of head and manager with requisite regulatory oversight knowledge and ability in order to enhance aerodrome safety standards. The duties include developing procedures, standards, regulations in compliance with standards and recommended practices of the International Civil Aviation Organization (ICAO) and also performing other related duties as assigned.

Duties and Responsibilities:***General*****For Aerodrome Design Standard**

- 1) To study and analyze domestic and international standards, rules and regulations and provide guidance to establish civil aviation regulatory and safety management system.
- 2) To update and analyze civil aviation convention's appendix correction regarding ground safety standards to determine potential effect on current rules, regulations, legislations, standards and practices.
- 3) To prepare aerodrome design and construction standards including new construction plans and renovation plans for current or future needs to ensure compliance with the national civil aviation safety standards.
- 4) To provide guidance on aerodrome safety inspection regarding to apply the civil aviation standards to operation.
- 5) To develop internal and external civil aviation safety training programs.
- 6) To cooperate and support the related departments/divisions as assigned.

For Aerodrome Safety Inspection

- 1) To oversee the aerodrome operations, provide aerodrome safety oversight through regular inspections and audits in order to granting an aerodrome certificate or an aerodrome establishment license, and also carry out periodically surveillance and monitoring of the aerodrome safety.

- 2) To perform aerodrome safety inspection in order to ensure that aerodromes are operated in accordance with national civil aviation safety regulations and standards and the aerodrome operation conditions.
- 3) To provide safety inspection after aerodrome construction and development in compliance with national civil aviation safety standards.
- 4) To report findings identified during inspections to aerodrome operators and related organization in order that the aerodrome operators can establish effective corrective actions.
- 5) To join training programs in order to improve knowledge and abilities in civil aviation safety and also develop internal and external training programs.
- 6) To cooperate and support the related department/division as assigned.

Duties and Responsibilities:

Specific

1. To carry out inspection as assigned by the Deputy Director.
2. To implement follow-up action as required.
3. To verify the effectiveness of corrective actions as taken as a result of the audit/ inspection where ever applicable.
4. To comply with applicable audit/ inspection procedures as stipulated in the Inspectors Handbook.
5. To prepare and utilize relevant checklists and Aerodrome Inspectors Handbooks for audit/inspection purpose.
6. To verify & follow-up action of GRF.
7. To issue, renew, cancel, suspend of Aerodrome Certificates to Aerodrome Operators as per regulations.
8. To perform any other duties as assign by Authority.

Admin Officer

JOB DESCRIPTION

Position Details for Admin Officer	
Position Title:	Admin Officer
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Aerodrome Standard Division
Section:	Admin Unit
Reports to:	Director (Aerodrome Standard)

Admin Unit

Overview of the Role:

Responsible for the general administration and support services to the staff; office administrative work or correspondence and filing according to set guidelines, processes and procedures to support the work within the department quickly and most efficiently.

Duties and Responsibilities:

- 21) To work on the general administration work of the department.
- 22) To carry out work on the correspondence and filing of the department.
- 23) To carry out work on the budget, finance, and materials/supplies of the department.
- 24) To collect statistics and related department personnel reports.
- 25) To perform other tasks as assigned.

UD Assistant (UDA)/Coordination and Follow-Up Assistant**JOB DESCRIPTION**

Position Details for UDA/Coordination and Follow-Up Assistant	
Position Title:	UDA/Coordination and Follow-Up Assistant
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Aerodrome Standard (AGA) Division
Section:	Admin Unit
Reports to:	Director (Aerodrome Standard)

UD Assistant (UDA)/Coordination and Follow-Up Assistant**Overview of the Role:**

The UDA/Coordination and Follow-Up Assistant is responsible for providing administrative assistance and support for the division. The position is also responsible for processing incoming and outgoing correspondence and preparing letters and documentation as requested by the Director.

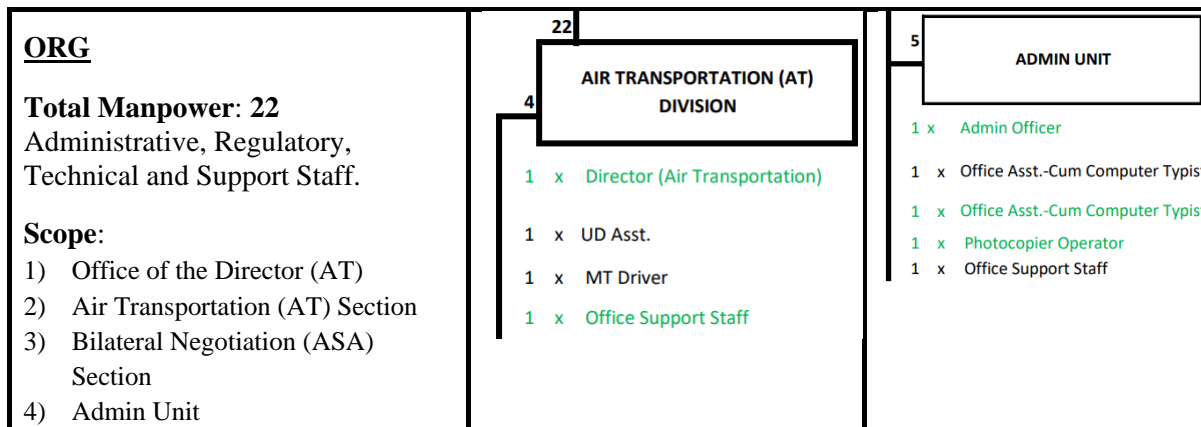
Duties and Responsibilities:

Detailed Roles and Responsibilities for UDA/Coordination and Follow-Up Assistant	
A	Documentation Processing
1	Review incoming correspondence and distribute to the appropriate concerned parties
2	Prepare outgoing correspondence as received by the Director or Inspectors
3	Coordinate internal and external requests for documentation with the Director
4	Perform record keeping tasks for office correspondence, employee personnel files and employee training records
B	Office Management
1	Manage meeting schedules including times and locations
2	Coordinate with other CAAB directorates and departments for participation in internal or external meetings
3	Receive incoming phone calls and direct them to the appropriate office staff

4	Process requests from the office staff to make outgoing email or phone calls for both internal and external persons or entities
C	Office Automation
1	Liaise between the office staff and the CAAB/FSR IT Department to resolve computer hardware, software and internet issues
2	Ensure that office equipment is maintained and functioning and report deficiencies to the appropriate CAAB division
D	Other Tasks
1	Perform other duties as assigned by the Director.

APPENDIX 9 — AIR TRANSPORTATION DIVISION

ORGANIZATIONAL CONTEXT



Director (Air Transportation)

JOB DESCRIPTION

Position Title: Director (Air Transportation)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Member (FSR)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Air Transportation Division (ATD)

Overview of the Role:

- a) To administer the overall function and activity of the Air Transportation (AT) Division.
- b) To set, monitor and ensure standards with regards to Economic Regulations of AT.
- c) To maintain a register of licensed organizations and personnel, certificates and approvals granted.
- d) To acquire and retain human and equipment resources demanded by the division for planned programmes.

Duties and Responsibilities:

1. Perform the followings regarding the Air Services Agreement (ASA) between Bangladesh and other countries:
 - Monitor the activities and progress of preparation /examination of ASA, MoU, documents related to ASA;
 - Examine the prepared/submitted ASA & other documents related to ASA and forward to the authority for approval and/or onward instruction;

- Communicate/negotiate with the other/ relevant countries in relation to ASA, MoU, frequency, traffic rights (freedoms), etc. and submit to the authority for approval and/or onward instruction;
 - Propose and arrange for Bilateral meeting/consultation in Bangladesh and abroad as appropriate;
 - Communicate/negotiate with the Airlines in relation to ASA, traffic rights (freedoms), codeshare etc. and submit before the authority for approval and/or onward instruction;
 - Provide brief on ASA;
 - Take any other appropriate measures on ASA as directed by the Authority.
2. Process / forward the approval of foreign operators permit for scheduled flights to/from Bangladesh;
 3. Arrange for the issuance of GSA permits, Operation Services Providers Licenses etc.
 4. Process the approval of scheduled flights frequency to Bangladeshi air operators on international air routes following the Frequency Allocation policy.
 5. Represent slots meeting/conferences, allocate slots to the airlines as appropriate and approve or process approval for:
 - Scheduled/non-scheduled/charter domestic and international flights of Bangladeshi air operators;
 - Scheduled/non-scheduled/charter international flights by foreign air operators;
 - Diplomatic flights;
 - Drone flights;
 - Any other flights as appropriate;
 - Amendments to approved flight schedules;
 - Ensure monitoring the operations of all scheduled, non-scheduled, and charter domestic/ international flights with respect to adherence to the approval, on-time performance, cancellations, etc.; and
 - Tariff of air operators.
 6. Ensure the collection of aircraft movement, passenger movement and cargo transportation data from Airports and Airlines on monthly basis and analyzing its growth, future projections, market demand, etc.
 7. Liaison with international organizations/bodies to collect information, opinion, instruction, guidance on ASA and air transportation-related issues. Evaluate the information for the development of AT in Bangladesh.
 8. Arrange to provide Air Transportation-related reports, statistics, information of Bangladesh, etc. to national and international organizations/agencies.
 9. Ensure proper coordination among the sections of AT Division and other Directorates of CAAB.
 10. Liaison with other appropriate government/national organizations, with appropriate capacity from the authority, for the smooth performance of AT Division.
 11. Ensure the preparation and publication of AT documents, circulars, regulations, etc. for the smooth performance of AT Division.
 12. Propose/arrange trainings for the officer/staff of AT Division and submit robust proposal/plan to the authority for the modernization and smooth performance of the AT Division.
 13. Perform any other duties as assigned by the controlling officer and the Authority.

AIR TRANSPORTATION SECTION**ORGANIZATIONAL CONTEXT**

<p><u>ORG</u></p> <p>This section has a total of 7 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<p style="text-align: center;">7</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: fit-content;"> <p style="text-align: center;">AIR TRANSPORTATION (AT) SECTION</p> </div> <p>1 x Deputy Director (Air Transportation)</p> <p>1 x Asst. Director (Air Transportation)</p> <p>4 x AT Officer</p> <p>1 x Office Support Staff</p>
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Deputy Director (Air Transportation)**JOB DESCRIPTION**

<p>Position Title: Deputy Director (Air Transportation)</p>	<p>Organization: Civil Aviation Authority of Bangladesh (CAAB)</p>
<p>Reports To: Director (Air Transportation)</p>	<p>Division: Flight Standard & Regulations Division</p>
<p>Location: CAAB HQ, Dhaka</p>	<p>Department/Section: Air Transportation Section</p>

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Economic Regulations of AT.
- b) To maintain a register of licensed organizations and personnel certificates and approvals granted.
- c) To acquire and retain human and equipment resources demanded by the division for planned programmes.

Duties and Responsibilities:

1. To administer the overall function and activities of the Air Transportation section.
2. Examine and evaluate the application for GSA permit, Operation Services Providers License, etc. and forward it for approval/cancellation/ renewal as appropriate.
3. Prepare/examine the proposal of slots allocation to airlines and submit for approval/cancellation/ renewal as appropriate for:
 - a. Scheduled/non-scheduled/charter domestic and international flights of Bangladeshi air operators;
 - b. Scheduled/non-scheduled/charter international flights by foreign air operators;
 - c. Drone flights;
 - d. Any other flights as appropriate; and
 - e. Amendments to approved flight schedules;
4. Liaison with appropriate authorities about diplomatic flights and approve/arrange approval thereof;

5. Monitor the operations of all scheduled, non-scheduled, charter domestic/ international flights, Drone flight with respect to adherence to the approval, on-time performance, cancellations etc.;
6. Review/ examine the Tariff submitted by the air operator and forward for approval/ cancellation/ review with opinion as appropriate;
7. Propose for trainings for the officer /staff of AT section;
8. Coordinate among the sections of AT Division and prepare development proposal for the smooth working of the AT Division;
9. To perform any other duties as assigned by the controlling officer and the Authority.

Assistant Director (Air Transportation)

JOB DESCRIPTION

Position Title: Assistant Director (Air Transportation)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Air Transportation)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Air Transportation Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Economic Regulations of AT.
- b) To maintain a register of licensed organizations and personnel certificates and approvals granted.
- c) To acquire and retain human and equipment resources demanded by the division for planned programmes.

Duties and Responsibilities:

1. Get approval and issue permit/clearance to –
 - a. Scheduled/non-scheduled/charter domestic and international flights of Bangladeshi air operators;
 - b. Scheduled/non-scheduled/charter international flights by foreign air operators;
 - c. Diplomatic flights;
 - d. Drone flights;
 - e. Any other flights as appropriate; and
 - f. Amendments to approved flight schedules.
2. Evaluate the application for GSA permit, Operation Services Providers License etc., and forward it for approval/ cancellation/ renewal as appropriate;
3. Coordinate/ liaison with concerned security agencies/organizations, as appropriate, to get NOC for helicopter/ schedule/ non-schedule flights;
4. Evaluate the tariff submitted by the air operator and forward for onward actions;
5. Guide subordinates for their smooth performance;
6. To perform any other duties as assigned by the controlling officer and the Authority.

Air Transportation (AT) Officer**JOB DESCRIPTION**

Position Title: Air Transportation Officer (AT)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Air Transportation)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Air Transportation Section

Overview of the Role:***Duties and Responsibilities:***

1. Process for the approval of –
 - a. Scheduled/non-scheduled/charter domestic and international flights of Bangladeshi air operators;
 - b. Scheduled/non-scheduled/charter international flights by foreign air operators;
 - c. Diplomatic flights;
 - d. Drone & Helicopter flights;
 - e. Any other flights as appropriate; and
 - f. Amendments to approved flight schedules etc.
2. Assist senior AT officials to prepare the draft Bilateral Air Services Agreement (ASA).
3. Assist senior AT officials to prepare the draft of MoU, CMU, RoD and other documents etc. related to the ASA;
4. Evaluate papers submitted by foreign air operators to get foreign scheduled flight operation permits and forward the evaluation for approval;
5. Evaluate the papers for GSA permit and OSPL initial issue and its renewal application, then process for the approval;
6. Coordinate to collect and compile Air Transportation Data (AT Data) (movement of air traffic, passenger, cargo, etc.) from the Airports, aviation agencies and all airlines (Bangladeshi & Foreign) operating in Bangladesh;
7. Prepare and submit AT Data as per the ICAO and the Government format to send it periodically to the respective agency(s) as per the requirement;
8. To coordinate with Bangladeshi air operators for collection/compilation of Air Transport reporting form and arrange to forward the same to ICAO APAC Regional office and Headquarters, Montreal in consultation with the Director (Air Transportation).
9. Analyse AT Data to prepare the growth/change in the Air Transportation and aviation activities in Bangladesh, identify the cause of the growth/change and submit to the authority for onward action (if any)
10. Guide subordinates for their smooth performance and highest quality jobs done.
11. Perform any other duties as assigned by the controlling officer and the Authority.

BILATERAL NEGOTIATION (ASA) SECTION**ORGANIZATIONAL CONTEXT**

<p><u>ORG</u></p> <p>This section has a total of 6 manpower including Administrative, Regulatory, Technical and Support Staff.</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">BILATERAL NEGOTIATION (ASA) SECTION</td> </tr> <tr> <td>1 x</td> <td>Deputy Director (Bilateral Negotiation)</td> </tr> <tr> <td>1 x</td> <td>Asst. Director (Bilateral Negotiation)</td> </tr> <tr> <td>3 x</td> <td>Air Transportation Officer</td> </tr> <tr> <td>1 x</td> <td>Office Support Staff</td> </tr> </table>	6	BILATERAL NEGOTIATION (ASA) SECTION	1 x	Deputy Director (Bilateral Negotiation)	1 x	Asst. Director (Bilateral Negotiation)	3 x	Air Transportation Officer	1 x	Office Support Staff
6	BILATERAL NEGOTIATION (ASA) SECTION										
1 x	Deputy Director (Bilateral Negotiation)										
1 x	Asst. Director (Bilateral Negotiation)										
3 x	Air Transportation Officer										
1 x	Office Support Staff										

Deputy Director (Bilateral Negotiation)**JOB DESCRIPTION**

Position Title: Deputy Director (Bilateral Negotiation)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Director (Air Transportation)	Division: Flight Standard & Regulations Division
Location: Dhaka	Department/Section: Bilateral Negotiation (ASA) Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Economic Regulations of AT.
- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.
- c) To acquire and retain human and equipment resources demanded by the division for planned programmes.

Duties and Responsibilities:

1. To administer the overall function and activity of the Bilateral Negotiation (BN) section.
2. Prepare/examine the ASA, MoU and other documents related to ASA, prepared/evaluated by Assistant Director (BN), then forward it for the approval/ opinion/ instruction of the authority;
3. Examine, review and forward the proposal for approval of commencing foreign operators scheduled flights to/from Bangladesh;
4. Coordinate with Bangladeshi air operators for the requirement of traffic rights (freedoms), codeshare, ground handling, etc. to be incorporated in the ASA and/ or documents related to ASA.
5. Following the ASA & related documents, propose for the acceptance/approval of designation, traffic rights, etc. to Bangladeshi/foreign air operators to operate on international routes.
6. Propose for communication / negotiation / meeting with the other agencies /countries regarding the initial / sign / resolution / modernization of ASA, traffic right, MoU & other documents / issues related to ASA.
7. Arrange for approval to issue import permit and NOC for non-taxable items of foreign airlines.

8. Prepare/ provide brief on ASA & ASA related matters.
9. Examine and combine the proposal for frequency allocation by the Bangladeshi air operators for scheduled flights on international routes and propose for the frequency allocation meeting following the Frequency Allocation policy. Provide brief on ASA;
10. Ensure the collection of aircraft movement, passenger and cargo transportation data from Airports and Airlines on monthly basis and analyse its growth, market demand etc;
11. Prepare or ensure the preparation Air Transportation-related reports, statistics, information of Bangladesh, etc. to be sent to national and international organizations/bodies;
12. Collect the information on civil aviation development in foreign countries for evaluation of the development of Air Transportation in Bangladesh;
13. Monitor the uses of frequencies/ traffic rights allocated by all air operators;
14. Prepare or ensure the preparation and publication of documents, circulars, regulation, ANO, etc. for the smooth performance of the BN section;
15. Propose for trainings for the officer/staff of Bilateral Negotiation section;
16. Coordinate among the sections of the Air Transportation Division and prepare development proposal for the smooth working of the Division;
17. To perform any other duties as assigned by the controlling officer and the Authority.

Assistant Director (Bilateral Negotiation)

JOB DESCRIPTION

Position Title: Assistant Director (Bilateral Negotiation)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Bilateral Negotiation)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Bilateral Negotiation (ASA) Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Economic Regulations of AT.
- b) To maintain a register of licensed organizations and personnel, certificates and approvals granted.
- c) To acquire and retain human and equipment resources demanded by the division for planned programmes.

Duties and Responsibilities:

1. Prepare and submit draft ASA, MoU, CMU and other relevant documents of ASA for approval/review;
2. Examine and evaluate ASA, MoU, CMU and other relevant documents of ASA submitted by the other countries, then submit it for further review and approval by the authority;
3. Coordinate with airlines and other government organizations for the opinion on ASA;
4. Prepare ASA brief;

5. Evaluate and forward the proposal for approval of commencing foreign operators scheduled flights to/from Bangladesh;
6. Examine foreign airlines designation, frequency allocation, code share, traffic rights related proposal and forward for approval or cancellation as appropriate;
7. Prepare or arrange to prepare Air Transportation related reports, statistics, information etc.;
8. Arrange for approval to issue import permit and NOC for non-taxable items of foreign airlines.
9. Combine the proposals for frequency allocation from Bangladeshi air operators for scheduled flights on international routes and submit it with the proposal for frequency allocation meeting;
10. Guide subordinates for their smooth performance;
11. To perform any other duties as assigned by the controlling officer and the Authority.

Air Transportation Officer

JOB DESCRIPTION

Position Title: Assistant Director (Bilateral Negotiation)	Organization: Civil Aviation Authority of Bangladesh (CAAB)
Reports To: Deputy Director (Bilateral Negotiation)	Division: Flight Standard & Regulations Division
Location: CAAB HQ, Dhaka	Department/Section: Bilateral Negotiation (ASA) Section

Overview of the Role:

- a) To set, monitor and ensure standards with regards to Economic Regulations of AT.

Duties and Responsibilities:

1. Process for the approval of-
 - a. Scheduled/non-scheduled/charter domestic and international flights of Bangladeshi air operators;
 - b. Scheduled/non-scheduled/charter international flights by foreign air operators;
 - c. Diplomatic flights;
 - d. Drone & Helicopter flights;
 - e. Any other flights as appropriate; and
 - f. Amendments to approved flight schedules etc.
2. Assist senior AT officials to prepare the draft Bilateral Air Services Agreement (ASA).
3. Assist senior AT officials to prepare the draft of MoU, CMU, RoD and other documents etc. related to the ASA;
4. Evaluate papers submitted by foreign air operators to get foreign scheduled flight operation permits and forward the evaluation for approval;
5. Evaluate the papers for GSA permit and OSPL initial issue and its renewal application, then process for the approval;
6. Coordinate to collect and compile Air Transportation Data (AT Data) (movement of air traffic, passenger, cargo, etc.) from the Airports, aviation agencies and all airlines (Bangladeshi & Foreign) operating in Bangladesh;
7. Prepare and submit AT Data as per the ICAO and the Government format to send it periodically to the respective agency(s) as per the requirement;

8. To coordinate with Bangladeshi air operators for collection/compilation of Air Transport reporting form and arrange to forward the same to ICAO APAC Regional office and Headquarters, Montreal in consultation with the Director (Air Transportation).
9. Analyse AT Data to prepare the growth/change in the Air Transportation and aviation activities in Bangladesh, identify the cause of the growth/change and submit to the authority for onward action (if any)
10. Guide subordinates for their smooth performance and highest quality jobs done.
11. Perform any other duties as assigned by the controlling officer and the Authority.

Admin Officer

JOB DESCRIPTION

Position Details for Admin Officer	
Position Title:	Admin Officer
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Air Transportation (AT) Division
Section:	Admin Unit
Reports to:	Director (AT)

Admin Officer

Overview of the Role:

Responsible for the general administration and support services to the staff; office administrative work or correspondence and filing according to set guidelines, processes and procedures to support the work within the department quickly and most efficiently.

Duties and Responsibilities:

- 1) To work on the general administration work of the department.
- 2) To carry out work on the correspondence and filing of the department.
- 3) To carry out work on the budget, finance, and materials/supplies of the department.
- 4) To collect statistics and related department personnel reports.
- 5) To perform other tasks as assigned.

UD Assistant (UDA)/Coordination and Follow-Up Assistant**JOB DESCRIPTION**

Position Details for UDA/Coordination and Follow-Up Assistant	
Position Title:	UDA/Coordination and Follow-Up Assistant
Organization:	Civil Aviation Authority of Bangladesh (CAAB)
Department:	Air Transportation Division
Section:	Admin Unit
Reports to:	Director (ANS Inspection)

UD Assistant (UDA)/Coordination and Follow-Up Assistant**Overview of the Role:**

The UDA/Coordination and Follow-Up Assistant is responsible for providing administrative assistance and support for the division. The position is also responsible for processing incoming and outgoing correspondence and preparing letters and documentation as requested by the Director (AT).

Duties and Responsibilities:

Detailed Roles and Responsibilities for UDA/Coordination and Follow-Up Assistant	
A	Documentation Processing
1	Review incoming correspondence and distribute to the appropriate concerned parties
2	Prepare outgoing correspondence as received by the Director or Inspectors/officers
3	Coordinate internal and external requests for documentation with the Director
4	Perform record keeping tasks for office correspondence, employee personnel files and employee training records
B	Office Management
1	Manage meeting schedules including times and locations
2	Coordinate with other CAAB directorates and departments for participation in internal or external meetings
3	Receive incoming phone calls and direct them to the appropriate office staff
4	Process requests from the office staff to make outgoing email or phone calls for both internal and external persons or entities
C	Office Automation
1	Liaise between the office staff and the CAAB/FSR IT Department to resolve computer hardware, software and internet issues
2	Ensure that office equipment is maintained and functioning and report deficiencies to the appropriate CAAB division
D	Other Tasks
1	Perform other duties as assigned by the Director (AT).

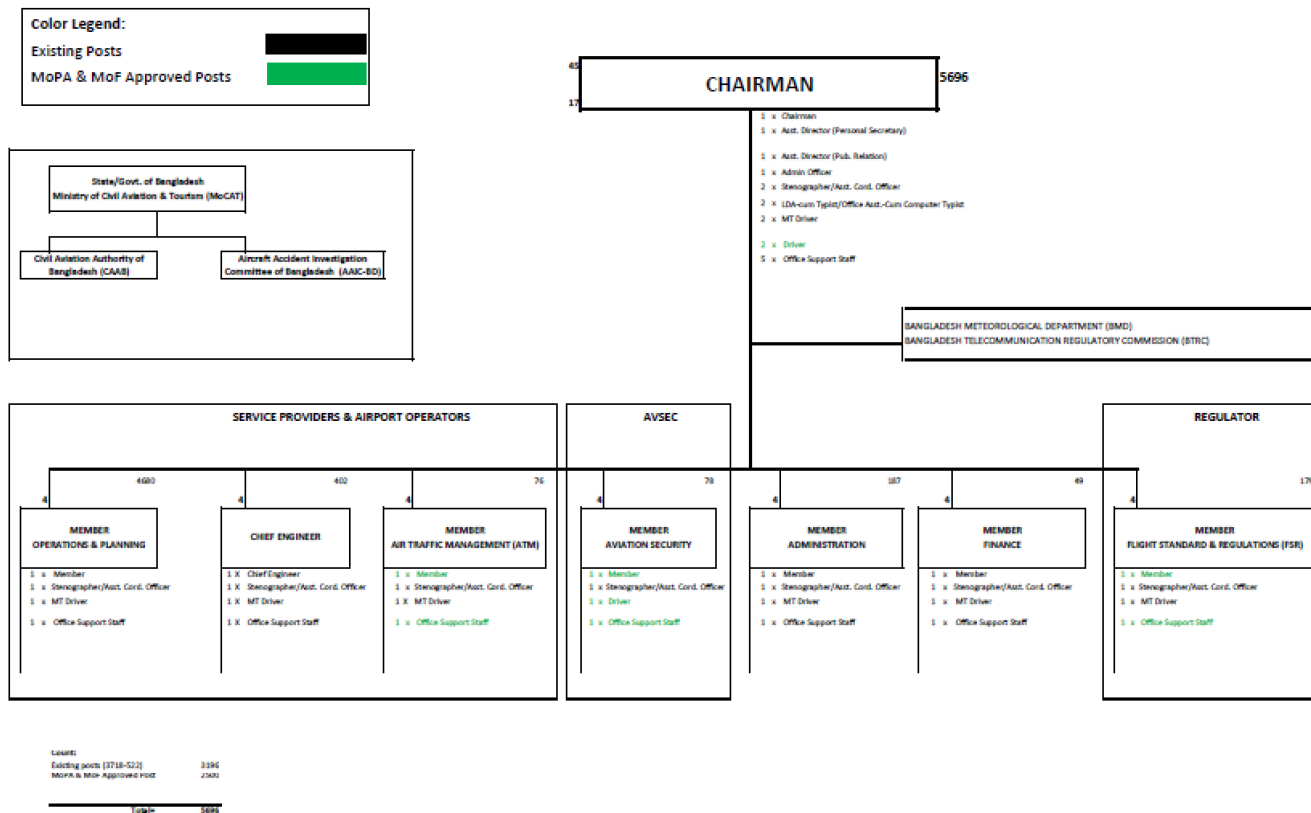
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APPENDIX 10 — CAAB ORG CHART

CAAB REGULATORY AFFAIRS ORG. CHART

CIVIL AVIATION AUTHORITY OF BANGLADESH

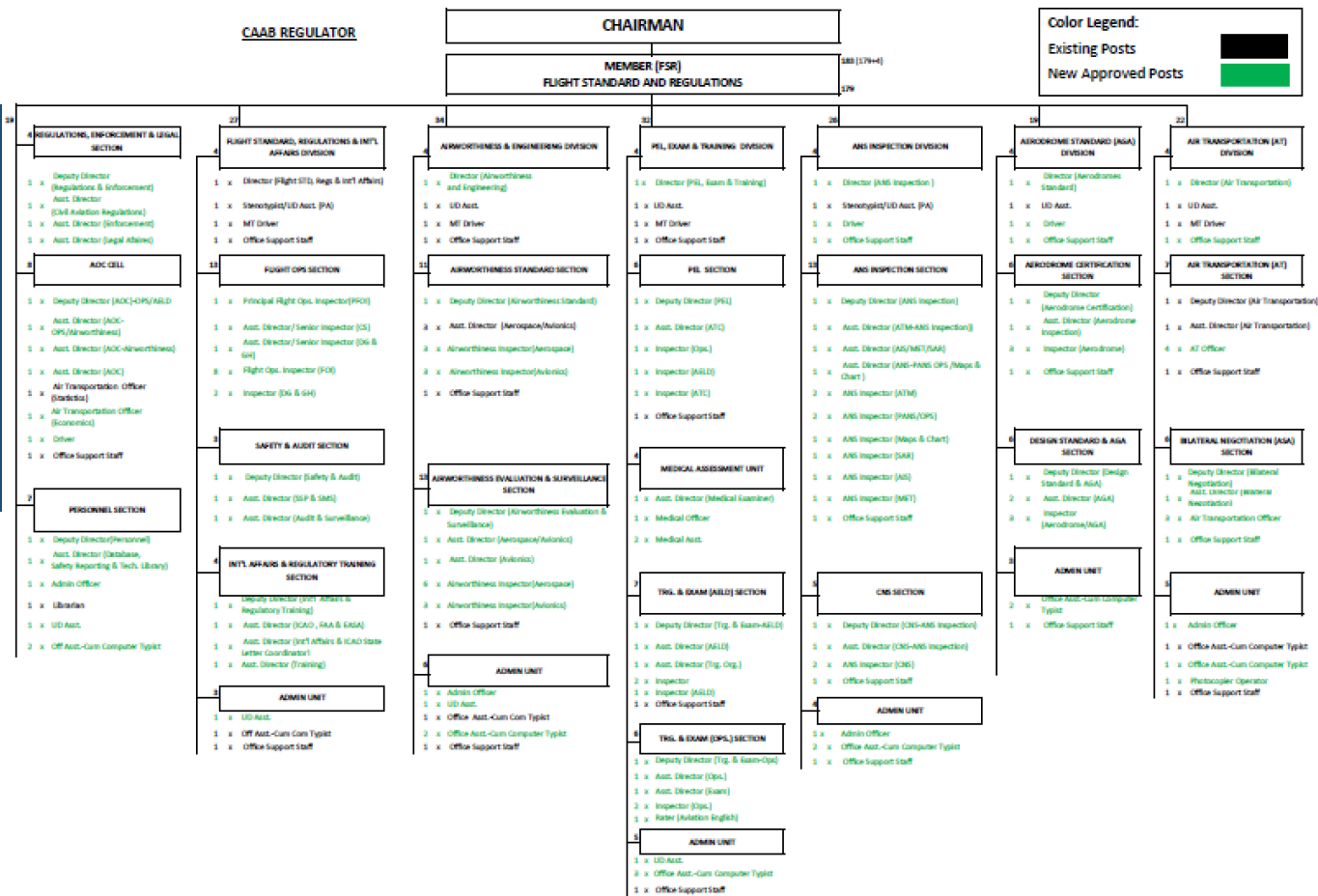
ORGANIZATIONAL CHART



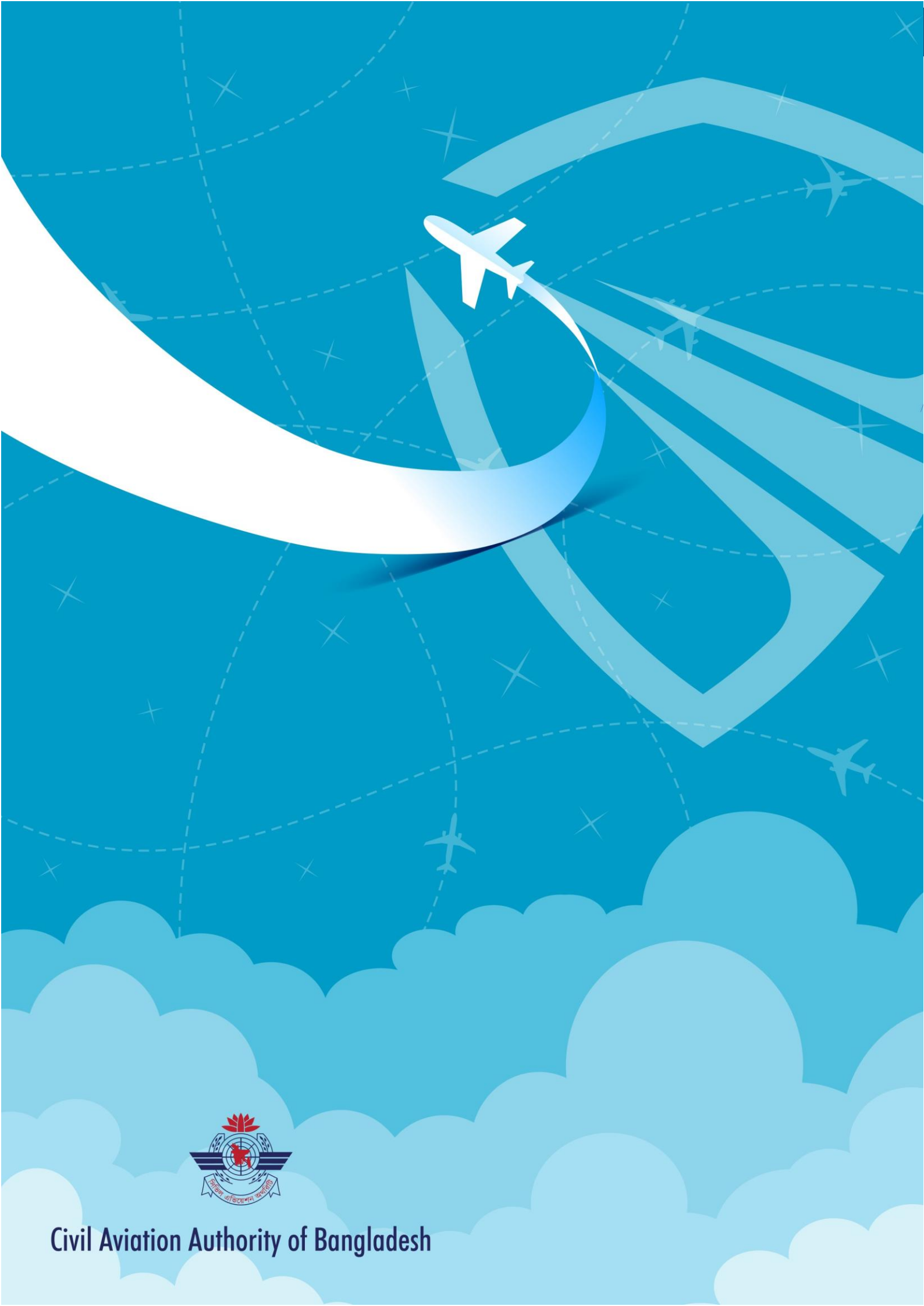
Approved by Chairman CAAB, Dated 25.05.2021

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CAAB REGULATORY AFFAIRS ORG CHART



Approved by Chairman CAAB, Dated 25.05.2021



Civil Aviation Authority of Bangladesh