



CPD 14-01

**CIVIL AVIATION AUTHORITY OF BANGLADESH**

Civil Aviation Procedure Document

**Aerodrome And Ground Aids (AGA)**



**Aerodrome Standard Division**



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**Civil Aviation Procedure Document (CPD)**

**On**

**Aerodrome And Ground Aids (AGA)**

**Version: 2.0**

**October 2024**

**Aerodrome Standard Division**



**Revision History**

<b>Revision/ Version</b>	<b>Date</b>	<b>Chapter / Section</b>	<b>Details</b>
1.0	25 May, 2017	All	CPD- 14 Civil Aviation Procedure Document On Aerodrome & Ground Aids (AGA)
2.0	25 Sept 2024	All	CPD 14-1 Civil Aviation Procedure Document On Aerodrome & Ground Aids (AGA)

CPD on Aerodrome And Ground Aids (AGA)

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## FOREWORD

This procedure document (CPD-14-1) has been developed mostly in line with the Civil Aviation Order, CAO-30 for Aerodromes Standard Division (ASD) detailing the process & procedures and stipulating guide lines for the officials/inspectors of the ASD to deal with the issues/matters particularly related to the ASD.


This document supports the Civil Aviation Act 2017, Civil Aviation Rules, associated Civil Aviation Policy & Circulars, Order & Instructions etc. that provide the necessary reference and comprehensive guidelines, wherever applicable, to assist the inspectors/officials of the ASD of the Flight Standard and Regulations Division in carrying out their functions in a standardized and effective manner.

This document represents the procedures established by CAA Bangladesh for the effective implementation of Operational functionalities of ASD and to conduct Regulatory control and oversight on physical characteristics/procedures/activities/ functions/ safety of all Aerodromes/ Airports. This document clearly stipulates guidelines for the inspectors/officials, especially of the ASD to follow the exact procedures to work, by providing 'easy to work' format for many functions of routine work concerning issuance, renewal, transfer, amendments, surrender, suspension & cancellation of the Aerodrome certificates or licence as the case may be and Operational control and Regulatory oversight related to ASD.

The instructions outlined in this document shall be practiced by all concerned and deviation in complying with the instructions outlined in the document shall be discouraged at all times. In cases where the Implementation Procedures of the Regulations or the contents herein are not clear, require interpretation or the issue in hand is not covered, clarification may be sought from the Director (ASD) of FSR Division.

This will be a live document and with the pace of time, following emergences of new ideas and more advanced aviation needs, the document shall be amended and new inputs as necessary shall be incorporated.

The document shall be in force with effect from the date mentioned in the document.



**Air Vice Marshal Md Monjur Kabir Bhuiyan**  
BUP, ndc, nswc, afwc, psc  
Chairman  
Civil Aviation Authority of Bangladesh

## **1. Purpose**

The objective of this procedure document is to introduce a framework within Aerodrome Standard Division (ASD) of FSR Division of Civil Aviation Authority of Bangladesh, in close co-ordination with other Divisions of FSR and concerned Divisions of CAAB. to process ICAO State letters regarding proposals for introduction and amendments of AGA related Annexes. This Procedure Document shall apply from the receipt of the letters to the processing of the required information and till release of feedback to ICAO.

This document also provides guidance on how the formulation and amendment of Primary Aviation Legislation & Specific Operating Regulations will be processed along with other related issues.

## **2. Introduction**

This Procedure Document on AGA provides a comprehensive procedures and checklists, wherever applicable, to assist the Administrative and the Technical staff as well as the Inspectors of ASD in carrying out their functions in a standardized and effective manner.

## **3. Procedures for Formulation and Amendment of Enabling Regulations (ANO) pertaining to ICAO State Letter:**

Procedures for formulation and amendment of specific regulations taking into consideration ICAO provisions, and their amendments pertaining to ICAO Annexes have been documented in Chapter 4 of Civil Aviation Order CAO-30. ASD is responsible for processing ICAO state letters regarding introduction/amendment of AGA related Annexes.

Director ASD (Focal Point) will receive the ICAO state letters for adoption of amendment of Annexes related to AGA from DFSR & IA. Focal Point will evaluate the state letter through DD (Design Standard & AGA) and/or DD (Certification) as appropriate.

If no amendment is required, ASD will notify the State Letter Coordinator (SLC) with information to DFSR & IA within 10 (Ten) days' of receiving the state letter from SLC.

If amendment is required, ASD will prepare a draft amendment and submit it to DFSR & IA within 20 (Twenty) day' of receiving the state letter from SLC.

On receiving the draft back from DFSR & IA, ASD will publish the draft within 5 (five) day' of the receipt from the DFSR & IA, in CAAB official website for 15 days for stakeholders' comments.

Arrange a meeting with the representatives of the Regulator and stakeholders to finalize the draft and forward it back to DFSR & IA within 40 (Forty) days of the receipt of the draft from the DFSR & IA.

## **4. ANO (Air Navigation Order) making/ amendment Process**

Procedures for making new and amendment of existing ANOs have been documented in Art 2.7 of Civil Aviation Order CAO-30. ASD is responsible for making draft on the AGA related ANOs.

Upon completion and verification of the proposed draft, ASD will follow the process as detailed in Art 2.7 of Civil Aviation Order CAO-30.

#### **5. Identifying and Notifying Differences:**

Guidelines for identification and Filing of Differences to ICAO SARPs are contained in Section 4.5 of Civil Aviation Order CAO-30.

In case of Difference(s), Director ASD (Focal Point) will inform NCMC to file difference(s) through EFOD with intimation to MFSR.

ASD to review periodically previously filed differences and consider their withdrawal in light of any changes on their implementation. In the process of review, also consult other relevant Government Departments and Agencies and/or the service providers/operators where necessary and keep the DFSR & IA apprised of as appropriate in writing of any new differences and/or withdrawal of previous differences.

#### **6. Development and amendment of Civil Aviation Orders (CAO), Civil Aviation Instructions (CAI), Civil Aviation Procedure Documents (CPD), Civil Aviation Policy (CAP), Directives etc related to AGA.**

Art 2.8 of CAO-30 provides for the process to be followed on the above mentioned subject. ASD will make an initial draft and will arrange a consultative meeting among the relevant stakeholders to finalise the draft. The finalized draft will then be forward to DFSR & IA for onward action to get approval of the Chairman.

After approval of the document, the focal point (DAS) will arrange to publish in the CAAB website and preserve in the technical library

#### **7. Availability of Primary Aviation Legislation, Rules & Regulations made there under, ANOs, Guidance Manuals (GM), Circulars, Directives, Orders, etc.**

Section 4.7 of Civil Aviation Order (CAO-30) outlines about the availability of the above mentioned documents and Sec. 4.9 of the same document ( CAO-30) explains the tracking process to ensure that the published documents are correct and up-to date.

#### **8. Adequacy of Human Resources in AGA Section:**

Methodology in determining staffing requirements for ASD of FSR Division has been published as separate document in June 2024; which shows the minimum no of AGA inspectors required for performing existing job tasks of Aerodrome Standard Division (AGA) and the methodology used to calculate this number.

Appendix "5" of CPD 33 shows the Organizational Structure for Directorate of Flight Safety and Regulation that includes the sanctioned posts for the Aerodrome Standard Division (AGA).

**9. Qualifications, Selection Criteria and experience for Aerodrome Inspector:**

- 9.1 Qualification requirement for fresh recruitment as Aerodrome Inspector has been given in recruitment policy of CAAB.
- 9.2 Section 12 of CAA Act-2017 authorizes CAAB, with the prior approval of the Government, if necessary for performance of its functions, to appoint special inspector having experience and knowledge suitable for carrying out the duties of aerodrome inspector.
- 9.3 Training requirement for Aerodrome Inspector has been detailed in the document called "Training Programme for Aerodrome Inspectors".

**10. Charter of duties: Functions and responsibilities of all officials of Aerodrome Standard Division (AGA):**

10.1 All the functions and responsibilities of the aerodrome regulatory authority are clearly defined and job descriptions for technical staff and key management personnel of the aerodrome regulatory authority have been detailed in Civil Aviation Procedure Document (CPD-33) on Charter of Duties, Functions And Responsibilities (Job description for each individual) for Flight Standard & Regulations Division.

**11. Aerodrome Inspector's nomination criteria and Credentials:**

**11.1 Aerodrome Inspector's nomination criteria**

Minimum Basic Trainings & OJT required for becoming an Aerodrome Inspector has been mentioned in Art 7 of AGA Training Programme.

**11.2 Issuance of credential:**

Director (ASD) will initiate an approval process for issuance of credential in favour of an Aerodrome Inspector with all the supporting documents required as per the Aerodrome Inspector nomination criteria. After the approval of the Chairman the Aerodrome Inspector will be issued with the Inspector's Credential.

The credential shall contain the following information:

- a. CAA Bangladesh;
- b. Monogram of CAAB;
- c. Control number;
- d. CA Act 2017 Section 11 & 17.
- e. Date of issue.
- f. Period of validity.
- g. Name and photo of AGA Inspector.
- h. Inspector's signature.
- i. Chairman's signature

j. Credential holder's authorization.

**12. Inspection and Oversight:**

The ASD shall prepare yearly formal surveillance programme for the continuing supervision of the operations conducted by aerodrome operators.

Surveillance inspections will be carried out at least twice at International airports and once at Domestic airports in a year.

Along with the periodic surveillance programme, a non-periodic surveillance programme will be prepared.

A high frequency surveillance program should be planned on a quarter yearly interval for various specific topics (if any) during the first 12 to 18 months after issuance or renewal of certificate or licence as the case may be, to enable the ASD to ensure that standards are maintained by offering frequent assistance and feedback to the operator at both operational and executive levels.

All periodic, non-periodic/ surprise and post certification/licencing surveillance programme shall be approved by the Chairman.

Periodic surveillance programme will be published in CAAB website for appraisal of the

Aerodrome Operators. Non-periodic/ surprise surveillance programme will be available with the ASD but will not be published in website.

**13. Training Programs and Training Records of the AGA Inspectors:**

Training programme for Aerodrome Standard Division (AGA) has been elaborated in a separate document namely "Training Programme for Aerodrome Inspectors".

Procedure for maintenance of training records of the Aerodrome Inspectors have been given in above mentioned Training Programme.

**14. Operator Training Program:**

14.1 Aerodrome Operators shall develop a training programme for their AGA related personnel as per the Sub-rules (3) & (5) of rule 260C of CAR-84. The Director (ASD) shall ensure that all Aerodrome operators' training programme are implemented accordingly.

14.2 Director, ASD of FSR Division shall also ensure that the Aerodrome operator establishes and maintains training programme, as a part of their safety documents system, which includes for initial, recurrent, refresher, OJT, familiarization, safety management and other specialized training, as applicable.

## 15. Manuals (Aerodrome Operator)

15.1 An applicant for an Aerodrome Certificate/Licence shall establish and maintain the current version of the following Manuals;

- a) Aerodrome Manual,
- b) SMS Manual (when applicable)
- c) AEP, and
- d) Aerodrome Maintenance Manual

Note: The related ANOs and Guidance Manuals (GMs) on the above mentioned documents are ANO 14 Vol-I, ANO-14-04, GM-14-23, GM-14-36 & GM-14-44.

### 15.2 Aerodrome Operators' SMS Programme:

15.2.1 As per Rule 260A (14) of CAR '84 the Director, ASD shall ensure that the Aerodrome operator of an International Aerodrome has developed a SMS implementation procedure in order to achieve the level of safety acceptable to the Chairman:

15.2.2 As per Art 2.13 of ANO-14-04, if instructed by the Chairman, the operator of a licensed domestic aerodrome shall implement a safety management system; that is acceptable to the Chairman and as a minimum:

## 16. Processing the applications for Issue/Renewal/Surrender./ Transfer/ Amendment and/or Cancellation of Aerodrome Certificate/Licence:

16.1 Civil Aviation Procedure Documents (CPD-14-03) & CPD-14-04 provide for the procedures for handling the various types request (as mentioned above) made by the aerodrome operators of International and Domestic Airports respectively. The Aerodrome Inspectors of ASD will strictly follow the procedures outlined in CPD-14-03 or CPD-14-04 as appropriate.

16.2 The Director, ASD being the Custodians of the two documents CPD-14-03 & CPD-14-04 shall be responsible for ensuring proper assessing of documents, evaluating experience and checking other procedures in order to establish that applicants have fulfilled the requirements for the issuance/renewal including transfer/ surrender and/or amendment/cancellation of Aerodrome Certificate/Licence.

16.3 The Director, ASD shall ensure the competency of Certified/Licensed Aerodrome Operator in accordance with procedures detailed in CPD-14-03 or CPD-14-04 as appropriate.

16.4 The Aerodrome Certificate or Licence as the case may be, will remain valid for 2(Two) years subject to the following:

(a) the aerodrome operator's safety management system (when applicable) is found to be adequate;

(b) timely correction of the unsafe conditions to ensure safe aircraft operations;

(c) the technical proficiency or qualifications of the aerodrome operator to perform the duties to meet the critical safety requirements in accordance with the regulations are found

adequate;

(d) the operator is always willing to take action to correct or mitigate the conditions affecting aviation safety;

(e) is capable of carrying out corrective action that has been committed;

(f) satisfies the standards required for the aerodrome facilities, operations or maintenance;

(g) is always aware of compliance to regulatory requirements;

(h) has made it convincingly clear that the operation at the aerodrome will not be detrimental to the public interest.

16.5 The Aerodrome operator shall be subjected to strong enforcement action as per Article CPD-14-03 or CPD-14-04 as appropriate should a violation is detected. The intensity of the enforcement action may even subject Suspension/cancellation or revocation of the Certificate/Licence of the incumbent by CAAB.

**17. Competence of Operational and Maintenance Personnel:**

Competency of Operational and Maintenance Personnel of a certified/licenced aerodrome are to be ensured in accordance with the procedure laid down in Guidance Manual GM-14-42.

**18. Coordination during Certification/Licencing:**

Co-ordination with OPS on the Aerodrome Certification/Licencing as the case may be and approval activities is needed as and when required. Procedures have been detailed in CPD-14-03 or CPD-14-04 as appropriate.

**19. Operations Control:**

The Director, ASD shall ensure that the Aerodrome Operator or a designated representative is in charge of the operational control of the Aerodrome operation.

**20. Signing Authority of Aerodrome Certificate/Licence:**

Signing Authority of Aerodrome Certificate or Licence as the case may be is the Chairman, CAAB

**21. Specimen of Aerodrome Certificate/Licence:**

The Director, ASD shall ensure that Certificate or Licence issued to an Aerodrome Operator conforms to the specifications provided in CPD-14-03 or CPD-14-04 as the case may be.

**22. Enforcement Procedure:**

17.1 As per Section 11 of Civil Aviation Act 2017 , the Chairman may suspend or cancel an aerodrome certificate or Licence as the case may be if there are reasonable grounds for believing that, -

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

Note: Procedures for enforcement action has been detailed in CPD-14-03 or CPD-14-04 as the case may be and Chapter-7 of CPD-14-05.

**23. Granting of Exemption:**

23.1 Aerodrome Operator seeking exemption shall apply using the template (Appendix B-2) provided in CPD-14-03 /CPD-14-04 as the case may be along with Risk assessment/Aeronautical study. In carrying out aeronautical study Aerodrome operator will follow GM-14-30 in making the Risk assessment and suggesting mitigation action to achieve acceptable level of safety. CPD-39 provides for the guidance to the Aerodrome Inspector in assessing the study made by the Aerodrome Operator. Concerned Inspectors will scrutinize the study report and assess it whether acceptable or not. If acceptable, Director (ASD) will forward it to Chairman through MFSR for approval and if not acceptable, send it back to the Aerodrome Operator concerned.

**24. Analysis and verification of the risk analysis/aeronautical study made by the Aerodrome Operators:**

24.1 In analyzing and verifying the risk analysis/aeronautical study made by the Aerodrome Operator it shall be checked, whether:-

- i) all the steps mentioned in Art. 8,10 & 11 of GM-14-30 have been followed;
- ii) hazards being properly identified;
- iii) safety risk assessment matrix applied;
- iv) mitigation measures suggested;
- v) effect of suggested mitigation measure has been considered.
- vi) suggested mitigation measure will ensure equivalent level of safety;
- vii) granting of exemption will involve non compliance of ICAO SARP;

viii) filing of difference required.

**25. Resolution of Safety Concern:**

25.0 The Director, ASD shall maintain a track record at least on the following areas for each Aerodrome operator of Bangladesh to ensure compliance with CA Act 2017, CAR '84 & associated ANOs, Circulars, Instructions etc. and management of aviation safety:

- a. Name of Aerodrome operator
- b. Type of operation
- c. Number of employees (executives and others)
- d. Status of compliance with CAR '84 ,ANO-14 VOL-I, and other related ANOs, Orders and instructions etc.
- e. Implementation of SMS (When applicable)
- f. Record of safety indicators
- g. Record of violations
- h. Record of corrective action taken by the operators
- i. Any other essential issues.

25.1 The Director, ASD shall maintain a progressive monthly monitoring system through the above data and shall monitor and record of progress, including actions taken by the Aerodrome operator in resolving identified safety issues and shall identify through tracking the past deficiencies and regulatory non-compliance by an Aerodrome operator.

25.2 The Director, ASD shall implement a documented process to take appropriate corrective actions, up to and including enforcement measures, to resolve identified deficiencies and safety issues.

25.3 The Enforcement Section of CPD-14-03 or CPD-14-04 as the case may be shall be used to provide disposal to the issue that will require enforcement or corrective actions.

**26. Appealing Procedure for Denial/Refusal of Aerodrome Certificate/licence:**

26.0 If an applicant fails to complete the stipulated requirements for the issuance/renewal of a particular Aerodrome license/ certificate, he/she shall be served with a letter of denial /refusal.

26.1 The notification of refusal to grant a certificate must be sent to the applicant within 60 days of the receipt of the formal application.

26.2 Once an applicant receives such letter of denial /refusal he/she may, if desires, submit a request for reconsideration of the matter within the period specified by the Chairman, CAAB in the letter of refusal.

26.3 The Chairman, CAAB shall, in dealing with any appeal referred to him, forward the application letter to ASD for review.

26.4 Based on the review made by the ASD, the Chairman, CAAB will affirm or vary the order or decision against which the appeal has been made.

26.5 The letter of appeal should include:

- a. Full name of the applicant, date of birth and reference number;
- b. Full details of the complaint/appeal;
- c. Any relevant authentication;
- d. Any relevant contact or address of the applicant; and,
- e. Application date.

## **27. Appealing procedure for Cancellation/ revocation of license/ Aerodrome Certificate;**

27.1 If any certificate/licence as the case may be, is cancelled or revoked by Chairman CAAB, the holder of the certificate/licence may appeal to the Chairman to review the decision only in case of unintentional noncompliance of regulatory requirement in writing as soon as possible but not later than 30 (Thirty) days.

Note: The aerodrome certificate/licence of an aerodrome will also be treated cancelled if no renewal request is received from the aerodrome operator within the certificate/licence validity date of that aerodrome.

27.2 The Chairman, CAAB shall, in dealing with any appeal referred to him, forward the application to ASD for review.

27.3 Based on the review made by the ASD, the Chairman, CAAB will affirm or vary the order or decision against which the appeal has been made.

27.4 The letter of appeal should include:

- a. Full name of the applicant, date of birth and reference number;
- b. Full details of the complaint/appeal;
- c. Any relevant authentication;
- d. Any relevant contact or address of the applicant; and,
- e. Application date.

## **28. State Safety Policy/Procedure**

28.1 The Director, ASD shall ensure that an Aerodrome operator maintains the state's acceptable level of safety (ALoS) set forth in State Safety Programme (SSP) through its SMS implementation by accommodating the following points:

- a. Safety legislative framework;
- b. Safety risk management;
- c. Safety assurance; and,
- d. Safety promotion.

**29. Height clearance criteria within & around an airport :**

29.0 Land user applies to the concerned land development authority for approval of plan for the construction of building/ Structure.

29.1 Land Development Authority has their own rule to take approval for the allowable height for any construction from CAAB.

29.2 Based on this rule Land Development Authority approaches to CAAB for height approval.

29.3 Director, ATM, of CAAB HQ processes the request and calculates the allowable height in accordance with the procedures contained in the chapter 4; namely 'Obstacle Restriction & Removal' of ANO 14 Vol-I and inform the Land Development Authority and concerned Airport accordingly after being approved by the Chairman, CAAB. Approval is also provided in CAAB website.

29.4 Any construction made or obstacle created in violation of the provisions of chapter 4 of ANO 14 Vol-I shall be demolished or removed at the expenses of the owner or as the case may be, the person responsible for creation of such obstacles.

**30. Policy for Processing and Disposing Files:**

30.1 In processing and disposing Files, Government Policy is followed.

**31. 31.0 Record Keeping of Personal Folder and Training records of Inspectors:**

31.1 Keeping of Personal Folder and Training records of Inspectors has been detailed in the document named as "Training Programme for AGA Inspectors"

**32. Archiving and Storing of Closed Files**

32.1 The Director, ASD shall ensure the closing and archiving the files and records related to aerodrome operators as applicable. The file for an individual applicant shall be closed when it will be no more required. The file shall be archived and kept in the office for at least five years following which it shall be stored for another five years before destruction. All the closed files should be kept under lock and key in the section for at least five years. After five years these files should be sent to the central store for preservation for another five years and there after they may be disposed of in consultation with the legal section of CAAB. Disputed file will be preserved till resolution of the dispute.

**33. Technical Library:**

33.0 There is a central technical library available in FSR Division of CAAB. The officer in charge of the technical library shall ensure that the library contains manuals, books, documents, bulletins and policies, administrative and aviation related documents of CAAB, ICAO, FAA, EASA etc. for use by officials of CAAB as required. All concerned CAAB officials are entitled to borrow any publication from the library for reading and reference.

33.1 Besides, the central library mentioned above, there exists a library at Aerodrome Standard Division (ASD).

33.2 The Deputy Director, AGA shall ensure the availability of a complete and up to date copies of manuals, documents, circulars, directives and any other publications as appropriate belonging to CAAB, ICAO, FAA, EASA and those of all the aerodrome operators in the technical library. The section technical library shall have a system for document control, an electronic system of maintaining inventory and there should a system to determine the currency of documents and dissemination of documents to all concerned.


33.3 All the AGA technical and administration staff and Inspectors of CAAB shall have access to the manuals/documents relevant to their areas of interest/activity including the relevant ICAO documents and other technical publications such as the Laws and Regulations, Orders and Instructions, current and up to date copies of relevant Annexes and ICAO guidance material related to AGA through the process of borrowing by either a hand-made register or an electronic system.

**34. Transport for AGA Inspectors**

34.1 The Deputy Director, Aerodrome Standard Division shall place requisition so that the Authority provides means of travel to be easily accessible to all its AGA Inspectors to perform their functions. To this effect, arrangements shall be made to provide dedicated transportation facility for the AGA inspectors to facilitate them performing their regulatory inspection functions as and when required and at all times.

**Appendix A**

**Inspectors Credential**

<b>CIVIL AVIATION AUTHORITY OF BANGLADESH</b> <b><u>INSPECTOR'S CREDENTIAL</u></b>		
	<p>Mr. X is an authorized Aviation Safety Inspector in the area of AGA of Civil Aviation Authority Of Bangladesh. He is authorized to exercise the powers delegated to him under section 11 &amp; 17 of Civil Aviation Act, 2017 and applicable Civil Aviation Rules, 1984 as amended from time to time. Aforesaid powers have been delegated as per section 40 of Civil Aviation Act, 2017.</p>	
Date of Issue :	_____	_____
Valid Until :	Signature of Holder	Signature of Chairman

1. Enter any place to which access is required for the purpose of exercising his/her powers as mentioned overleaf including, but not limited to interrogate, examine, inspect etc	<input type="checkbox"/>
2. Enter aerodromes for the purpose of inspection.	<input type="checkbox"/>
3. Inspect ramp, cargo and aircraft handling areas.	<input type="checkbox"/>
4. Impose restrictions, financial penalty as well as administrative and certification actions as per Civil Aviation Act 2017, Rule or ANO made there under or any conditions stipulated thereto.	<input type="checkbox"/>
<p>NB: No person can restrict or limit the access to and perform of the above mentioned functions. XXXXXXXXXXXXXXXXXXXXXXXXXXXX, xxxxxx</p>	