



CPD 14-04

CIVIL AVIATION AUTHORITY OF BANGLADESH

Civil Aviation Procedure Document

Aerodrome Licencing Procedures



Version 1.0
September 2024

Aerodrome Standard Division

CPD-14-04



Civil Aviation Authority of Bangladesh

Civil Aviation Procedural Document (CPD) on Aerodrome Licencing Procedures

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Table of Contents

Record of Amendments ii

List of Effective Pages iii

FOREWORDvi

1. Administration and Control of Procedure 1

1.1 General 1

1.2 Filing Instructions2

1.3 Generation of Amendments2

1.4 Gender Reference.....2

2. Introduction3

2.1 Purpose.....3

2.2 Responsibilities of Aerodrome Standard Division (ASD).....3

2.3 Regulations on Aerodrome Certification5

3. Aerodrome Licencing 13

3.1 Introduction 13

3.2 Scope of Aerodrome Licencing 13

3.3 Aerodrome Licencing Process 14

3.3.2 Phase One – Pre-application 14

3.3.3 Phase Two – Formal Application.....17

3.3.4 Phase Three – Document Evaluation19

3.3.5 Phase Four – Demonstration and Audit21

3.3.6 Phase Five – Licencing24

3.4 Validity of an Aerodrome Licence.....26

3.5 Continued Oversight26

3.6 Amendment of an Aerodrome Licence26

3.7 Renewal of an Aerodrome Licence.....28

3.8 Surrender of an Aerodrome Licence31

3.9 Transfer of an Aerodrome Licence	34
3.10 Suspension/Revocation/cancellation of Aerodrome Licence	34
3.11 Forms	35
4. Aerodrome Manual	35
4.1 Purpose.....	35
4.2 Format of an Aerodrome Manual.....	35
4.3 Issue, Distribution and Amendment of an Aerodrome Manual	36
5. Aerodrome Audit and Inspection	38
5.1 Introduction	38
5.2 Inspection/Audit Types	38
5.3 Aerodrome Inspection/Audit Activities	39
5.4 Findings of Non-Compliance.....	40
5.5 Corrective Action Plan.....	42
5.6 Dispute or Disagreement.....	43
6. Safety Risk Assessment	44
Appendix A – Other Related Regulations	45
Appendix B - Forms.....	46
Appendix C – Sample Letters.....	57

FOREWORD

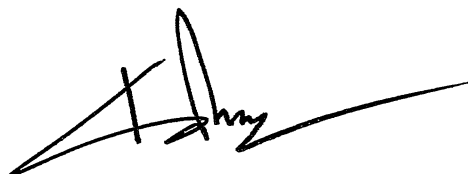
As per Section 3 of Civil Aviation Act 2017, no airport or aerodrome shall be operated without a licence and a certificate, as the case may be and as per Art 1.4.2 of ANO-14 VOL-I, aerodromes open to public use other than used for international operations shall be licensed through specifications of this ANO as well as Specifications of other relevant ANOs

For obtaining a licence for a domestic airport or aerodrome, an application shall have to be made by the aerodrome operator to the Chairman in such manner and subject to such conditions as prescribed. Upon receipt of an application if the Chairman is satisfied that the relevant airport or aerodrome has met the prescribed conditions, he shall issue a licence.

There will be circumstances while aerodrome operators may, request for amendment/replacement of and wish to surrender aerodrome licence etc. To deal with such approaches, this procedure document (CPD-14-04) has been developed.

This CPD-14-04 provides guidance to the Aerodrome Inspectors of Aerodrome Standard Division (ASD) to deal with all aspects/approaches related to issue, renew, amend, replacement, suspension, revoke or cancellation etc. of aerodrome licence.

This CPD is issued and amended under the authority of the Chairman, CAAB and will become effective from the date as mentioned above.



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

1. Administration and Control of Procedure

1.1 General

1.1.1 This issue of the CPD on Aerodrome Licencing Procedure (ALP) is the 1st Version, issued under the authority of the Chairman of Civil Aviation Authority of Bangladesh

1.1.2 The valid pages of ALP are listed in the List of Effective Pages (LoEP) distributed with every revision

1.1.3 Whenever there is a significant change of responsibility, guidelines, policy or procedures, a new manual issuance is required. Minor amendments (if any) shall be issued in the form of a revision with affective pages being reviewed not later than the effective date.

1.1.4 Actual changes to the text will be in “*red italics*” and such changes will also be identified by a vertical line that appears in the outer margin of the page affected.

1.1.5 *Minor Changes*

- A. Few chapters are affected requiring revision change.
- B. The changes are made and communicated by way of revising the manual to a higher revision number.

1.1.6 *Major Changes*

- A. Extensive revisions necessitating a complete re-issuance when involving significant changes in responsibility, guidelines, policy or procedures including substantial format change.
- B. The next higher issue number will be allocated while the revision number will be reset to zero.

1.2 Filing Instructions

1.2.1 Consult the LOEP.

1.2.2 When updating hard copies and inserting changes, users should exercise caution not to throw away pages from the Aerodrome Licencing Procedure (ALP) that have not been replaced. Using the LOEP can help determine the correct content of the ALP.

1.3 Generation of Amendments

1.3.1 The power to issue and amend this Procedure Document rests with the Chairman, CAAB.

1.3.2 Requests for any change in contents of this guidance material may be directed to Director (AS).

1.3.3 The need to amend this CPD may be generated by a number of causes, including but not be limited to the following:

- A. promotion of safety;
- B. promotion of operational process;
- C. response to amendments to Director (ASD) or legislative requirements;
- D. response to ICAO Standards, Recommended Practices, Procedures and/or Guidance Materials; or
- E. accommodation of new initiatives or technologies; or
- F. Any other reasons if applicable.

1.4 Gender Reference

For the sake of clarity and editorial efficiency, the male gender is used throughout this guidance material to apply (as applicable) to both male and female employees. No discrimination is intended or implied.

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2. Introduction

2.1 Purpose

2.1.1 This CPD on Aerodrome Licencing Procedure (CPD-14-4), issued by the Chairman, CAAB, sets out the procedures for an applicant/aerodrome operator of a domestic aerodrome to obtain or retain an Aerodrome Licence, in compliance with the CA Act 2017/ANO-14 VOL-I/ANO-14-04 concerning aerodromes open for Domestic Operation.

These procedures are based on the Standards stipulated in Chapter 2 of ANO-14-04 (entitled “Licencing of Domestic Aerodrome/Airports”) and ANO-14 Volume I (entitled “Aerodromes – Aerodrome Design and Operations”) as customized from ICAO Annex 14 Vol-1 In this regard, the CPD-14-4 provides the relevant information on aerodrome licencing as follows:

- A. Responsibilities of Aerodrome Standard Division (ASD)
- B. Regulations on aerodrome licencing;
- C. Processes and requirements of aerodrome licencing;
- D. Aerodrome Manual; and
- E. Aerodrome audit and inspection.

2.2 Responsibilities of Aerodrome Standard Division (ASD)

2.2.1 In respect of Aerodrome licencing, the ASD is a regulatory Division within Civil Aviation Authority of Bangladesh responsible for:

- A. establishing and enforcing Regulations and mandatory Standards in respect of the safety of aerodromes;
- B. certifying that aerodromes subject to the regulations will achieve an acceptable level of safety when operated and maintained in accordance with an approved Aerodrome Manual;
- C. assuring the continued safety of operations at certified aerodromes through guidance, audit and inspection; and
- D. Any other responsibilities as and when assigned by the Chairman, CAAB.

2.2.2 The organizational structure of ASD is shown in Figure 2.1

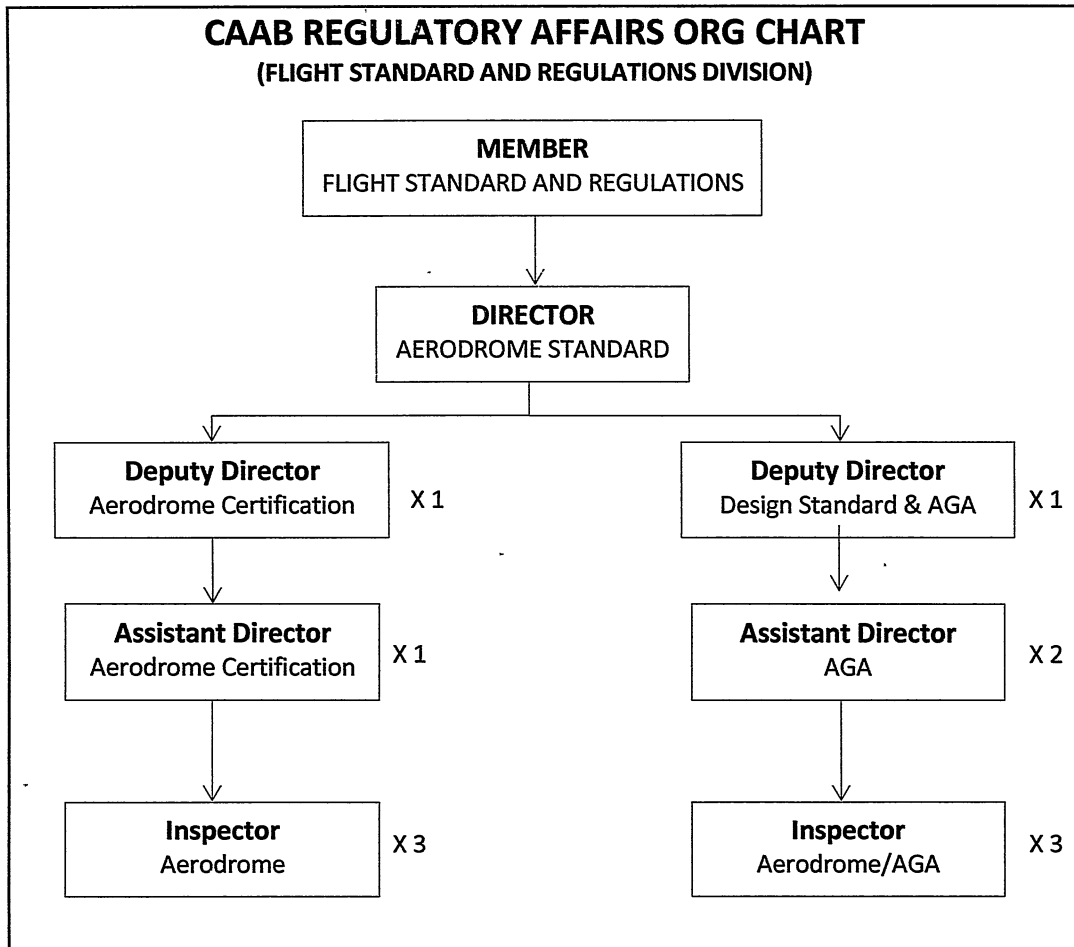


Figure 2.1: Organizational Structure of Aerodrome Standard Division

2.2.3 Notwithstanding the above responsibilities of ASD, the responsibility for the safety of aerodrome operations rests with the licenced aerodrome. If so required by the Chairman, a licenced aerodrome with a Safety Management System (SMS) in place is required to maintain its own safety audit and inspection program. Inspectors from Aerodrome Standard Division will audit that program as it deems appropriate.

2.3 Regulations on Aerodrome Certification

All relevant aspects of aerodrome licencing are based on the following Section of CA Act 2017 and Regulations of ANO-14 Vol-I:

2.3.1 Requirements to hold an Aerodrome Licences

[CA Act 2017:

Section 3(1)- No airport or aerodrome shall be operated without a licence and a certificate, as the case may be.]

[ANO-14 Vol- I:

Art 1.4.2 Aerodromes open to public use other than used for international operations shall be licensed through specifications of this ANO as well as Specifications of other relevant ANOs]

2.3.2 Issuance of Aerodrome Licence

Issuance of Aerodrome Licence shall be in compliance with the following provisions of ANO-14-04:

[2.1 The operator of a domestic Aerodrome or Airport as the case may be, shall be in possession of a license called Aerodrome License.

2.2 An applicant may apply to the Chairman for an aerodrome license for authorising the applicant to operate a domestic aerodrome or airport at the place specified in the application. Such application shall be in an approved form (**Appendix B-1**) and include 2 (two) copies of the aerodrome manual.

2.3 Chairman may approve an application submitted under Art.2.2 and grant an aerodrome license to the applicant. Chairman may establish a committee to assess the application and recommendation for licencing of aerodromes being satisfied that.

(a) the aerodrome facilities, services and equipment are in accordance with the Standards as specified in ANO-14 Vol-I;

(b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;

(c) an aerodrome manual, as specified in Chapter-3, has been prepared that contains all relevant information for the applicant's domestic aerodrome or airport and submitted as per Chapter-3 of this ANO; and

(d) the applicant will be able to operate and maintain the aerodrome or airport properly.

2.4 The Chairman may refuse to grant an aerodrome license giving the applicant a written notice of the refusal, and the reasons for it.]

2.3.3 Amendment of Aerodrome Licence

Amending an aerodrome Licence shall be in compliance with the following provisions of ANO-14-04:

Aerodrome Licencing Procedures

[2.3 Chairman may approve an application submitted under Art.2.2 and grant an aerodrome license to the applicant. Chairman may establish a committee to assess the application and recommendation for licencing of aerodromes being satisfied that.

- (a) the aerodrome facilities, services and equipment are in accordance with the Standards as specified in ANO-14 Vol-I;
- (b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft;
- (c) an aerodrome manual, as specified in Chapter-3, has been prepared that contains all relevant information for the applicant's domestic aerodrome or airport and submitted as per Chapter-3 of ANO-14-04; and
- (d) the applicant will be able to operate and maintain the aerodrome or airport properly.

3.5 If the Chairman exempts the aerodrome operator from complying with any requirement set out in Chapter 5, the aerodrome manual must show the identifying number given to that exemption by the Chairman and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.]

[3.6 If a particular information is included in the aerodrome manual because it is not applicable to the aerodrome the aerodrome operator must state in the manual -

- (a) that the particular is not applicable;]

[2.11 The Chairman may, after being satisfied that the requirement of Arts. 2.3, 3.5 and 3.6 (a) of ANO-14-04 as mentioned above are fulfilled, amend the aerodrome license where-

- (a) there is a change in the management of the aerodrome operator;
- (b) there is a change in the use or operation of the aerodrome;
- (c) there is a change in the boundaries of the aerodrome; and
- (d) the holder of the aerodrome license requests the amendment.”]

2.3.4 Renewal of Aerodrome Licence

Renewal of an aerodrome licence shall be in compliance with the following provision of ANO-14-04:

[6.1 An aerodrome license holder seeking to renew the Aerodrome License, shall approach in writing to MFSR, CAAB at least 120 days before the validity of the existing Aerodrome License.]

2.3.5 Surrender of Aerodrome Licence

Surrendering of Aerodrome Licence shall be in compliance with the following provision of ANO-14-04:

[Art 6.2.1 Approach for surrender of Aerodrome License will be dealt with in accordance with a specified procedure.]

2.3.6 Transfer of Aerodrome Licence

In the event of a change of an Aerodrome Operator, the transfer of an Aerodrome Licence shall be in compliance with the following provision of ANO-14-04:

[Art 6.3: Transfer of an Aerodrome License shall not be permissible. If an Aerodrome License holder is unwilling to operate an aerodrome or airport for which he is holding the Aerodrome license, shall give the Chairman not less than 120 days written notice of the date from which the operator will cease to operate the Aerodrome or airport. Such a notice will be dealt with in accordance with a specified procedure.]

2.3.7 Maintenance and Control of Aerodrome Manual

Maintenance and Control of Aerodrome Manual shall be in compliance with the following provisions of ANO-14-04:

[Art 3.1 The operator of a licensed aerodrome must have a manual, to be known as the Aerodrome Manual, for the aerodrome.

3.2 The Aerodrome Manual shall -

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

3.3 The aerodrome operator must provide the Chairman with a complete and current copy of the aerodrome manual, and must keep at least one complete and current copy of the aerodrome manual at the aerodrome in printed form. Other copies of the manual may be held in electronic form. However printed copies shall be distributed to them mentioned in distribution list in the Aerodrome Manual.

3.4 The operator of a licensed aerodrome must include the particulars in an aerodrome manual as specified by Chairman.

3.5 If the Chairman exempts the aerodrome operator from complying with any requirement set out in Chapter 5, the aerodrome manual must show the identifying number given to that exemption by the Chairman and the date the exemption came into effect and any conditions or procedures subject to which the exemption was granted.

3.6 If a particular information is included in the aerodrome manual because it is not applicable to the aerodrome the aerodrome operator must state in the manual -

- (a) that the particular is not applicable; and
- (b) the reason for non-applicability.

3.7 The operator of a licensed aerodrome must alter or amend the Aerodrome Manual whenever necessary, in order to maintain the accuracy of the manual;

3.8 The operator of a licensed aerodrome shall review the aerodrome manual periodically at least once in a year.

3.9 To maintain the accuracy of the Aerodrome Manual the Chairman may issue written directives to the aerodrome operator to alter or amend the manual in accordance with the direction.

3.10 An aerodrome operator must notify the Chairman, as soon as practicable of any alterations that the operator wishes to make to the Aerodrome Manual.

3.11 The Chairman shall approve the aerodrome manual and any amendments thereto provided these meet the requirements of the other provisions of this ANO.

3.12 The operator of a licensed aerodrome shall maintain a record for the holder of each copy of the aerodrome manual, in whole or in part, and shall provide updates of the manual appropriately to all the holders.]

2.3.8 Compliance and Enforcement

Suspension, cancelation, etc. of licence shall be in compliance with the following:

[CA Act 2017; Section-11:

(1) Subject to other provisions of this section, if any licensee, or the certificate or permit holder violates any provision of this Act, rules or ANO or any condition of such licence, certificate, registration certificate or permit, the Chairman may—

(a) suspend, revoke or cancel the relevant licence, certificate, registration certificate or permit, or impose restrictions, in such manner as may be prescribed, on the licensee, or on the certificate or permit holder; and

(b) impose fine which may extend to 50 (fifty) lac taka or lodge a case under section 24 of this Act.

(2) Without showing cause and giving the licensee or the certificate or permit holder an opportunity of being heard, no licence, certificate or permit shall be suspended, revoked or canceled, or no restriction on the licensee or the certificate or permit holder be imposed under sub-section (1):

Provided that if the Chairman is satisfied that the violation of condition of a licence, certificate or permit is of such nature that it is likely to cause death to a person on board or ground, then he may, without showing cause, suspend, revoke or cancel the relevant licence, certificate or permit, or impose restrictions on the licensee or the certificate or permit holder.]'

[ANO-14-04:

Art 2.8 The Chairman may suspend or cancel an aerodrome license if there are reasonable grounds for believing that:

(a) condition to which the license was subject has been breached;

(b) the aerodrome facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation.

2.9 Before suspending or cancelling an aerodrome license, the Chairman shall give to the holder a notice that sets out the facts and circumstances that appear to justify the suspension or cancellation and invites the holder to show cause, in writing and within a reasonable period, why the license should not be suspended or cancelled.

2.10 The Chairman shall take into account any reasons the holder provides within the time allowed prior to making a decision about suspension or cancellation. Notice of suspension or cancellation has effect on the day it is served on the aerodrome license holder.

2.3.6.2 Member (Flight Standard and Regulations) shall enforce the Aerodrome's compliance to the provisions of C A Act 2017, Civil Aviation Rules and related ANOs, which may result in the suspension of operations, in whole or in part, or revocation of aerodrome licence, by the power vested in the Chairman, CAAB by section 11 of CA Act 2017]

[CA Act 2017 Sec 40. Delegation of powers,-

- (1) The Chairman may, if necessary, delegate in writing any of his powers to any member, officer, inspector or unit of the Authority. (2) The Chairman may, if necessary, delegate any of his powers to any person having experience in relevant field:

Provided that such powers shall not be delegated to a person for any work in which he has interest.]

2.3.8.1 Chairman, by making use of the authority vested through Sec 40 of CA Act 2017, has delegated the power of compliance & enforcement as vested via Sec 11 of CA Act 2017 to Member (Flight Standard and Regulations).

2.3.9 Other related regulations:

[CA Act 2017:

Section-14: Issuance of ANO, order, etc. to promote safety and security of civil aviation.

- (1) The Chairman may, in accordance with the annexes to the Chicago Convention and applicable international norms and practices, issue and amend any ANO, order and instruction to promote safety and security of civil aviation.]

[Section 17. Inspection, etc.

(1) The Chairman or any Inspector authorized by him may make inspection on the following matters and examine relevant records and instruments, and at the time of such inspection and examination, may interrogate any person concerned therewith, namely :

(b) as to whether the facilities provided by any operator of service provider and installations and activities thereof are being operated in accordance with the provisions of this Act, rules, ANO and applicable Annexes to the Chicago Convention;

(2) No person shall restrict, or limit the access anywhere, to perform the functions at the time of inspection and examination of records and instruments under sub-section (1).]

[ANO-14-04:

4.1 The aerodrome operator shall comply with the standards specified in ANO-14 Vol-I and with any conditions endorsed in the license pursuant to sub-article 2.5 and provisions of Chapter 5 of this ANO.

4.2 The operator of licensed aerodrome shall ensure that the operations and maintenance of the aerodrome are carried out with a reasonable degree of care and diligence.

4.3 The aerodrome operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the aerodrome operation and maintenance processes.

4.4 Where the Chairman has prescribed competency certification requirement for personnel referred to in Art 4.3, the aerodrome operator shall employ only those persons possessing such certificates.

4.5 The aerodrome operator shall implement a programme to upgrade the competency of the personnel referred to in Art. 4.3.

4.6 Subject to any directives that the Chairman may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.

4.7 To ensure the safety of aircraft, the Chairman may give written directives to an aerodrome operator to alter the procedures set out in the aerodrome manual.

4.8 Subject to Art 2.13 the aerodrome operator shall establish a safety management system of the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in demonstrably controlled way and are improved where necessary.

4.9 The aerodrome operator shall oblige all the users of the aerodrome including organization which perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with requirements laid down by the aerodrome operator with regard to safety and order at the aerodrome, and shall monitor such compliance.

4. 10 The aerodrome operator shall oblige all the users of the aerodrome including all organizations referred to in Art. 4.9 to co-operate in the programme to promote safety, and the safe use of the aerodrome by immediately informing it of the accidents, incidents, defects and faults which have bearing on safety.

4.11 The aerodrome operator shall arrange for an audit and inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange an external audit and inspection programme for evaluation of other users including all organizations working at the aerodrome referred to in Art 4.9.

4.12 The audits referred to in Art 4.11 shall endeavor to carried out every 12 months.

4.13 The aerodrome operator shall ensure that the audit reports including the report on the aerodrome facilities, services and equipment are prepared by suitably qualified safety experts.

4.14 The aerodrome operator shall retain a copy of the reports referred to in Art.4.13 for a period of at least three years.

4.15 The reports referred to in Art. 4.13 shall be prepared and signed by the persons who carried out the audit and inspection.

4.16 An aerodrome operator shall notify /report as quickly as possible, to the Chairman, Air Traffic Control (if applicable), MFSR and pilots, of any occurrence, incident and accident occurring within its jurisdiction.

4.17 An aerodrome operator shall review the issue of Aeronautical Information Publication (AIP), AIP Supplements, AIP Amendments, Notice to Airmen (NOTAMS) Pre-flight Information Bulletins and Aeronautical Information Circulars issued by the AIS section on receipt, thereof and immediately after such reviews, notify Chairman of any inaccurate information contained, therein, that pertains to the aerodrome.

4.18 An aerodrome operator shall notify the Chairman in writing at least 60 days before any change to an aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and that is likely to effect the accuracy of the information contained in any Aeronautical Information Service (AIS) publication referred to in Art. 4.17.

4.19 Subject to the requirements of the Art. 4.16 an aerodrome operator shall cause to be received at air traffic control and the flight operations units, immediate notice giving details of any of the following circumstances of which the operator has the information of,-

- (a) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
- (b) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
- (c) reduction in the level of service at the aerodrome set out in AIS publications referred to in Art. 4.17;
- (d) closure of any part of the movement area of the aerodrome; and
- (e) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.

4.20 When it is not feasible for an aerodrome operator to cause notice of a circumstance referred to in Art. 4.19 to be received at the air traffic control or a flight operations unit, the operator shall give immediate notice directly to the pilot who may be affected by that circumstance.

4.21 An aerodrome operator shall inspect or arrange for inspection of an aerodrome, as the circumstances require, to ensure aviation safety-

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



4.22 An aerodrome operator shall remove, or arrange for the removal of other obstructions from the surface of the aerodrome or any vehicle that is likely to be hazardous.

4.23 Where low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall -

(a) post the warning notices of the hazard on any public way that is adjacent to the maneuvering area;

(b) inform the authority responsible for posting the warning notices on the public way that there is a hazard, if such a public way is not controlled by the aerodrome operator.

2.3.10 Changes to Regulations and their Effects on Existing Aerodromes

2.3.10.1 Regulations are subject to changes from time to time. In general, licenced aerodrome shall endeavour to comply with new standards and/or recommended practices by the applicable date. In case a licenced aerodrome has difficulty in compliance with the new standards and/or recommended practices, upon application from aerodrome, ASD will assess the case and determine whether a time-limited exemption / exception may be granted, depending on the critical nature of the requirement and other aerodrome operational considerations, and subsequent to a safety risk assessment acceptable to ASD.

2.3.10.2 In the event of a change in the Aerodrome Regulations, in the interim, and unless otherwise directed by ASD, aerodrome's existing facility that does not meet the new requirements specified in the Regulations must continue to comply with the standards that were applicable to it under the conditions of the issuance of its Aerodrome licence. In this case, a gap analysis and timescales for compliance or an aeronautical study / safety risk assessment must be submitted to ASD.

2.3.11 Conflict with Other Regulations and National Standards

2.3.11.1 Compliance with the requirements specified in the regulations and order and instructions relevant to aerodromes does not absolve an aerodrome operator from obligations in respect of requirements prescribed by other government or statutory authorities. Where another statutory requirement conflicts with the provisions of such regulations, the matter must be referred to ASD for resolution.

3. Aerodrome Licencing

3.1 Introduction

3.1.1 This chapter describes the processes and requirements for the **Licencing** of an aerodrome, wishing to provide domestic services of public use.

3.1.2 The **Licencing** process is designed to ensure that an applicant/aerodrome operator understands the requirements and is capable of meeting them. When satisfactorily completed, the licencing process would ensure that the applicant/aerodrome operator is able to comply with the applicable requirements of ANO 14 Volume 1.

3.1.3 Under no circumstances will an aerodrome be licenced until the Chairman is assured that the applicant/aerodrome operator is capable of fulfilling responsibilities and complying with regulations in an appropriate and continuing manner. The aerodrome licencing process only addresses the aviation safety aspect of the aerodrome. It is the responsibility of the applicant/aerodrome operator to ensure that the use of the site as an aerodrome is in compliance with other requirements of Government and local statutory such as land-use or environment regulations. The Aerodrome Licence does not absolve the applicant/aerodrome operator from observing such requirements.

3.1.4 In addition, the processes and requirements for amendment, renewal, transfer, suspension and revocation of the Aerodrome Licence are also provided.

3.2 Scope of Aerodrome Licencing

3.2.1 The scope of aerodrome **Licencing** covers all relevant specifications established through the regulatory framework applicable to the aerodrome, which includes at least the following subjects:

- A. compliance of the aerodrome infrastructure with the ANO 14 Volume 1 for the operations the aerodrome is intended to serve;
- B. the operational procedures and their day-to-day operations, when applicable, concerning:
 - 1) aerodrome data and reporting;
 - 2) access to the movement area;
 - 3) aerodrome emergency plan;
 - 4) rescue and fire fighting;
 - 5) inspection of the movement area;
 - 6) maintenance of the movement area;
 - 7) snow and ice control, and other hazardous meteorological conditions;
 - 8) visual aids and aerodrome electrical systems;
 - 9) safety during aerodrome works;
 - 10) apron management;
 - 11) apron safety;
 - 12) vehicles on the movement area;
 - 13) wildlife hazard management;
 - 14) obstacles;
 - 15) removal of a disabled aeroplane;
 - 16) low visibility operations;
 - 17) handling of dangerous goods; and
 - 18) protection of sites for radar and navigational aids;
 - 19) compliance of the Safety Management System with applicable regulations

- when instructed by the Chairman;
C. the aerodrome manual as detailed in the Chapter 3 of ANO-14-04.

3.3 Aerodrome Licencing Process

3.3.1 General

3.3.1.1 The aerodrome licencing process provides for interaction between the applicant/aerodrome operator and ASD, from initial inquiry to final approval or denial. This licencing process consists of:

- A. Pre-application Phase;
- B. Formal Application Phase;
- C. Document Evaluation Phase;
- D. Demonstration Audit and Inspection Phase; and
- E. Licencing Phase.

3.3.1.2 The aerodrome licencing process must be used with good judgement. Some phases may be combined depending on the size and complexity of the aerodrome operation.

3.3.2 Phase One – Pre-application

3.3.2.1 This Pre-application phase commences when an applicant/aerodrome operator makes initial inquiries to apply for an Aerodrome Licence. During this stage, the first meeting between the applicant/aerodrome operator and ASD takes place, creating the first information exchange on service and guidance regarding the regulations, procedures, responsibilities, aerodrome operations that the applicant/aerodrome operator intends to provide and documentation/data to be submitted.

3.3.2.2 The pre-application phase may not be omitted, but it may be shortened if the applicant/aerodrome operator is familiar with the requirements of the Aerodrome Regulations.

3.3.2.3 In case of an already functioning aerodrome that needs to be licenced, the applicant/aerodrome operator would still need to contact ASD with his intention to commence the process, identifying the level of operation of the aerodrome and brief ASD on his capabilities and intentions.

3.3.2.4 Initial Inquiry - An initial request for information regarding licencing could be verbally coordinated in the first instance, but must be followed up in writing, and provided to ASD at the time the applicant/aerodrome operator starts its planning and preparation.

3.3.2.5 ASD will send a letter to acknowledge the receipt of the initial inquiry, together with a point of contact information and pre-application meeting details (e.g. meeting date, time, venue, agenda) to the applicant/aerodrome operator within 7(Seven) working days after receiving the inquiry letter or, if satisfied, ask aerodrome operator to submit an application within 20 working days (to be shown in flow chart)along with required documents.

3.3.2.6 Pre-application Meeting (If arranged) - The applicant/aerodrome operator should advise the key management personnel to attend the pre-application meeting, and should prepare to discuss specific aspects of the applicant/aerodrome operator's proposed operation in general terms.

3.3.2.7 At the pre-application meeting, the applicant/aerodrome operator and any of his key personnel attending the meeting should be briefed in as much detail as necessary to ensure that

they understand the applicable aerodrome regulations, licencing requirements and process.

3.3.2.8 The applicant/aerodrome operator should receive the pre-application meeting minutes accompanied by aerodrome licencing package within 10 (Ten) working days after the meeting.

3.3.2.9 The applicant/aerodrome operator shall complete the aerodrome licencing package and submit the package to ASD within 15(Fifteen) working days upon receipt of the package.

3.3.2.10 The applicant/aerodrome operator and his personnel must be made aware of their responsibilities during the licencing process. It is to their benefits to submit required items as soon as they become available and to notify ASD immediately of any problems or changes in the proposed operation.

3.3.2.11 The process of Pre-application phase is illustrated in Figure 3.1



Aerodrome Licencing Procedures

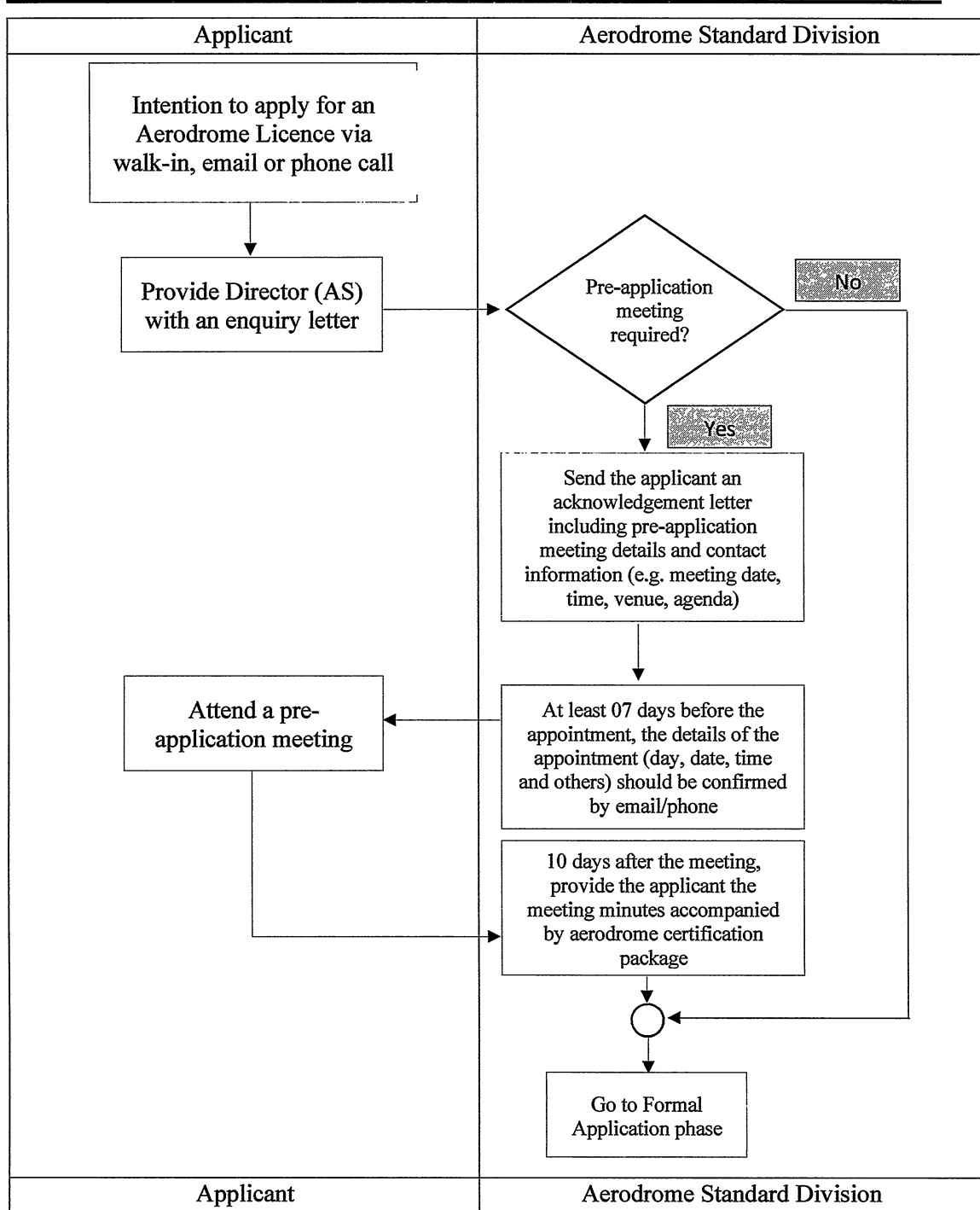


Figure 3.1: The process of Pre-application phase

3.3.3 Phase Two – Formal Application

3.3.3.1 For the Formal Application phase, the applicant/aerodrome operator shall submit the completed licencing package, which includes an application for Aerodrome Licence and the following documents [2 (Two) Copies as a minimum]:

- a) Up to date Aerodrome Manual
- b) Aerodrome Maintenance Manual
- c) Safety Management System (SMS) Manual (if instructed by the Chairman)
- d) Aerodrome Emergency Plan
- e) Application for Exemptions (if any)
- f) Any other documents on demand by ASD

3.3.3.2 There are some additional documents needed to be submitted along with the above-mentioned documents (**applicable for first time licencing**):

- i. Approval from [City] development Authority+
- ii. Approval from Ministry of Environment, Forest and Climate Change+
- iii. Airport Masterplan including detailed drawing of water and power supply lines.
- iv. As-built drawing of Aeronautical Ground Lights (AGLs)
- v. Approvals from other State authorities as required by other local statutory requirements.

Note: Documents mentioned in article 3.3.3.2(i) and 3.3.3.2(ii) are not mandatory for running domestic airports.

3.3.3.3 The application shall be submitted in sufficient time to allow for detailed consideration and inspection of the aerodrome before the intended or desired date of grant of the Aerodrome Licence. For a new application for a licence, this should normally be submitted 120 working days in advance of the planned start of operations.

3.3.3.4 Upon receipt of the completed application package, the initial review will be conducted to verify that at least those items required for formal application have been submitted. The initial review also permits a determination of whether the submitted material represents a feasible proposal and is of sufficient quality to proceed with the licencing process.

3.3.3.5 The applicant/aerodrome operator will receive a letter informing the outcome of the initial review within 15 days.

3.3.3.6 The process of Formal Application phase is illustrated in Figure 3.2

Aerodrome Licencing Procedures

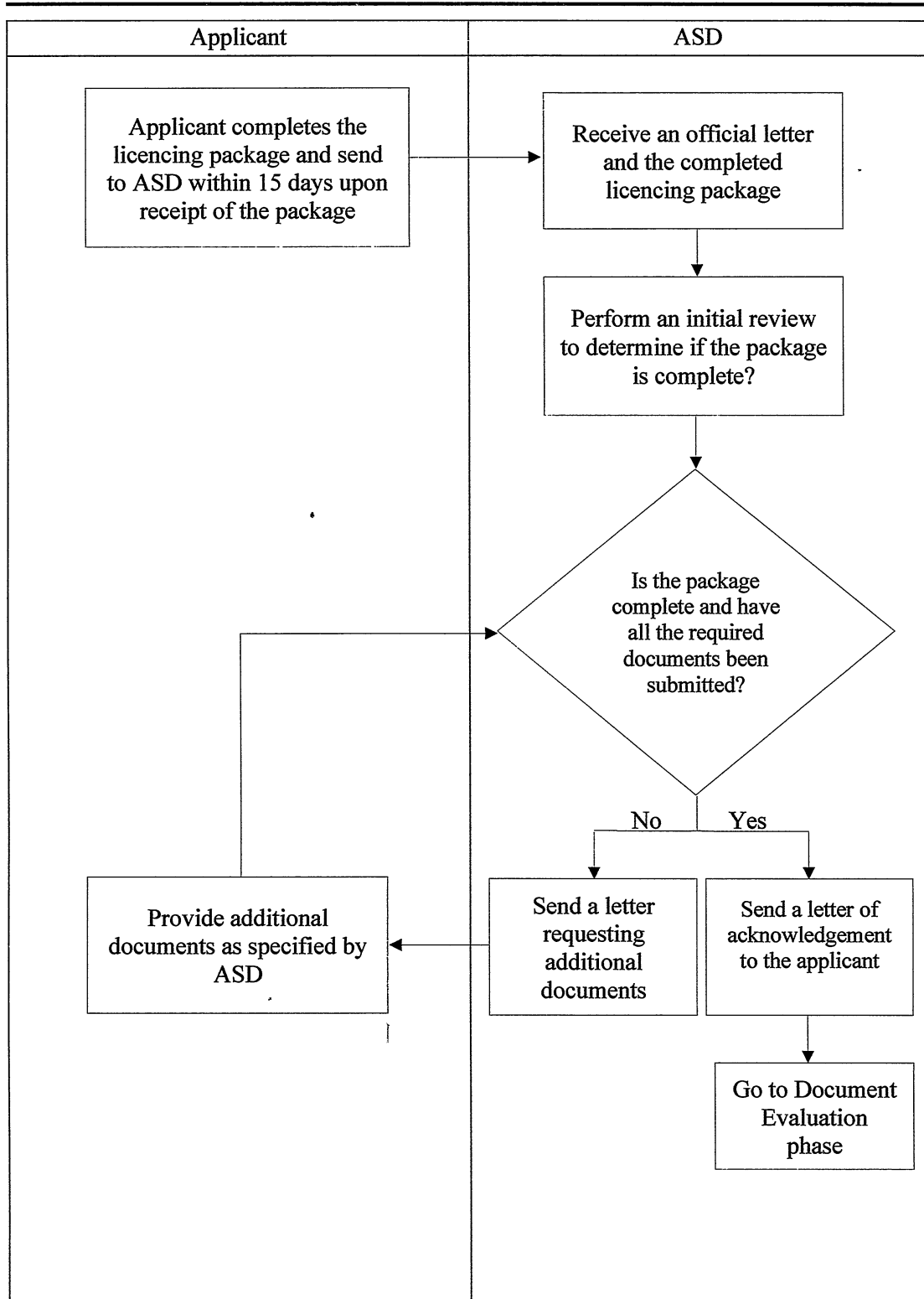


Figure 3.2: The process of Formal Application phase



3.3.4 Phase Three – Document Evaluation

3.3.4.1 The purpose of the Document Evaluation Phase is to assess all required documents to ensure full compliance with the Aerodrome Regulations applicable to the scale of the proposed aerodrome operations.

3.3.4.2 On receipt of the completed licencing package, ASD will carry out a detailed examination of the Aerodrome Manuals and other documents submitted to ensure the completeness of coverage and compliance with the relevant regulations, including the data and information to be published by the Aeronautical Information Services (AIS).

3.3.4.3 The submitted documents by the applicant/aerodrome operator will be retained by ASD during the currency of the Aerodrome Licence.

3.3.4.4 The assessment of the Aerodrome Manual and survey report will be conducted for assessing:

- A. the completeness and compliance of its contents, including procedures, description of infrastructure, staffing, equipment, etc. with the regulations; and
- B. the quality, accuracy, and completeness of the aerodrome and obstacle survey.

3.3.4.5 The applicant/aerodrome operator will be informed when the Aerodrome Manual and/or associated manuals (i.e. the SMS Manual and AEP) is approved. In case of the manual(s) is not approved, the areas that need amendment to comply with the Aerodrome Regulations and the rectification period will be advised. If the applicant cannot rectify the deviations/deficiencies within the period of time specified by ASD, the Director (AS) may reject the application.

3.3.4.6 Once the Aerodrome Manual and/or associated manuals is approved by Director, ASD, the applicant/aerodrome operator shall make copies of the manual and distribute them to its stakeholders and other relevant parties in such a manner that all aerodrome operating staff have access to all parts of the manual relevant to each staff member's duties.

3.3.4.7 The applicant/aerodrome operator shall inform ASD of any changes to the approved Aerodrome Manual and/or associated manuals between the time of application for a licence and the end of the on-site verification.

3.3.4.8 Upon satisfactory completion of the Document Evaluation Phase, ASD will coordinate the progression to the Demonstration, Audit and Inspection Phase.

The process of Document Evaluation phase is illustrated in Figure 3.3

Aerodrome Licencing Procedures

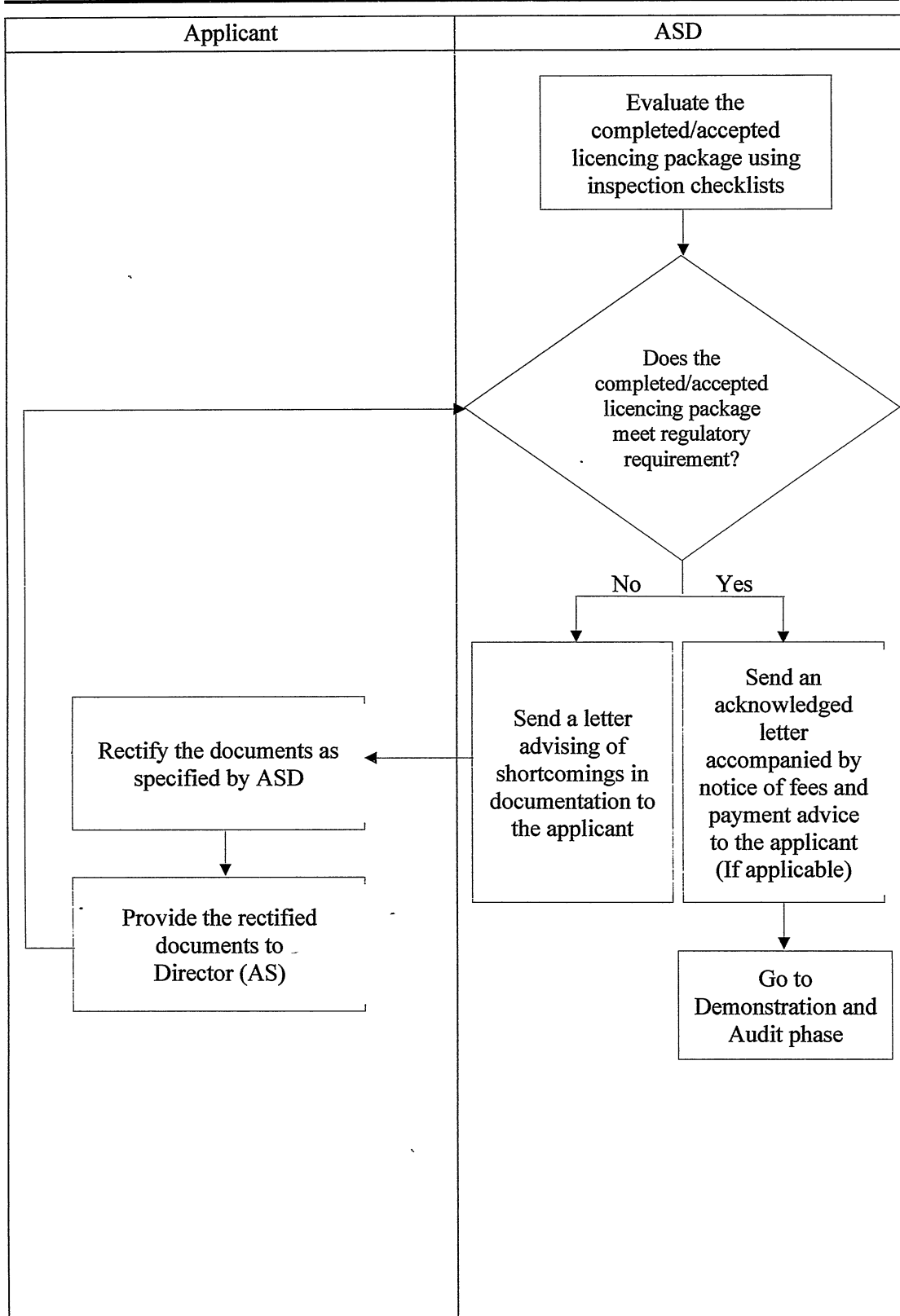


Figure 3.3: The process of Document Evaluation phase

3.3.5 Phase Four – Demonstration and Audit

3.3.5.1 In this Demonstration and Audit phase, the emphasis is on compliance with regulations and safe operating practices. Audit team, as formed by the Aerodrome Standard Division (ASD) case by case, will ensure that the aerodrome facilities, operational procedures, Safety Management System (SMS) (if applicable), Aerodrome Emergency Plan (AEP), and programs for training and directing personnel in the performance of their duties are effective.

3.3.5.2 Prior to commencing the audit and inspection, it is important that the Aerodrome manual & associated manual(s) and any additional material as demanded by ASD be provided and approved and the payment of different fees (if applicable) is made.

Note: Fees are payable by an applicant (if applicable) for an aerodrome licence or the holder of an aerodrome licence for the following services:

- A. Assessment of an application for an aerodrome licence and subsequent grant of the licence if the application is successful;
- B. Application for renewal of an aerodrome licence and subsequent renewal of the licence if the application is successful; and
- C. Any type of online or offline or any other services as specified by ASD.

3.3.5.3 The scope of audit and inspection covers the subjects included in the manual(s) in order to confirm that the aerodrome operations are carried out effectively in accordance with the applicable regulation and procedures described in the manual(s).

3.3.5.4 Due to the wide scope of the licencing, the aerodrome inspectors may use the sampling method for verifying particular subjects and select items for more detailed inspection and verification. The areas of technical inspection may include physical characteristics, visual aids, rescue and fire fighting, operations and SMS (if applicable).

3.3.5.5 The audit and inspection of the SMS (if applicable) is normally included at this stage of the initial licencing. Depending on the implementation status of the SMS at the aerodrome, a specific verification of the SMS can be conducted separately because the aerodrome operator's SMS may not yet be fully operational. Its effectiveness will be assessed during continued oversight and will constitute an important factor in deciding the continued oversight activities that will be carried out.

3.3.5.6 Similarly, the verification of the AEP may be either staged through modules to a full emergency exercise.

3.3.5.7 The audit and inspection of the SMS (if applicable) focuses explicitly on the components required for granting the certificate and, when applicable, covers all other requirements for the SMS. SMS requirements also apply to the aerodrome operator's subcontractors in the domains within the scope of licencing.

3.3.5.8 If the aerodrome operator is not directly responsible for some of the activities within the scope of licencing, the on-site verification ensures that there is appropriate coordination between the aerodrome operator and the other stakeholders.



Aerodrome Licencing Procedures

3.3.5.9 Audit and inspection protocols - ASD will coordinate with the applicant/aerodrome operator to agree with a program for the on-site demonstration, audit and verification activities, including, but not limited to:

- A. venue, time and attendance of an opening meeting;
- B. allocation of aerodrome inspectors to the audit and verification tasks to a planned timetable;
- C. facilitation of transport, accommodation and subsistence requirements, as applicable;
- D. execution of the on-site audit;
- E. closing meeting; and
- F. compilation of the draft report.

3.3.5.10 The applicant/aerodrome operator shall ensure that access is granted to Aerodrome Inspectors and all the members of the inspection team for the purpose of ensuring safety at an aerodrome, to:

- A. inspect and carry out tests on the aerodrome facilities, equipment or services;
- B. inspect the aerodrome operator's documents and records; or
- C. if applicable, verify the aerodrome's safety management system.

The aerodrome operator shall also co-operate in facilitating the above activities.

3.3.5.11 The applicant/aerodrome operator should note that the failure to provide evidence is considered a non-compliance and may result in a finding.

3.3.5.12 During the audit/inspection closing meeting, a preliminary list of findings (if any) is given to the applicant/aerodrome operator.

3.3.5.13 An audit report is also sent to the applicant/aerodrome operator within 15 working days after the closing meeting.

3.3.5.14 In case of finding(s) (Level-2), the applicant/aerodrome operator is required to develop a Corrective Action Plan (CAP) proposing ways to eliminate or mitigate the findings, with deadlines for each subsequent action.

3.3.5.15 Aerodrome Standard Division may impose immediate appropriate measures on the applicant/aerodrome operator, if necessary, until actions have been taken to remove or mitigate the findings, including aeronautical study (if applicable), in order to ensure an acceptable level of safety.

3.3.5.16 The process of Demonstration and Audit phase is illustrated in Figure 3.4

Aerodrome Licencing Procedures

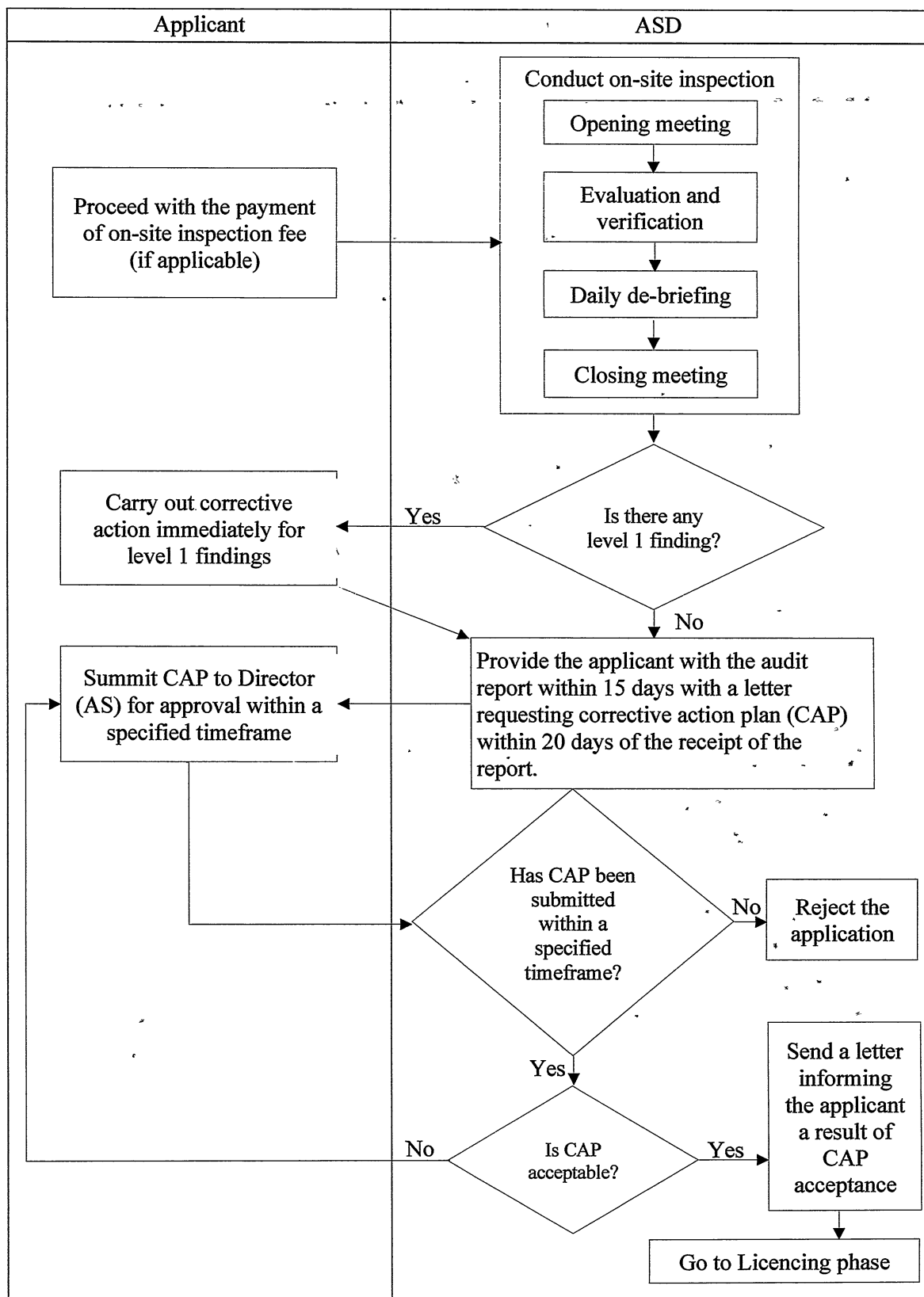


Figure 3.4: The process of Demonstration and Audit phase

3.3.6 Phase Five – Licencing

3.3.6.1 The Licencing Phase covers the final assessment of the previous phases, resulting in the issuance of a licence and promulgation of the data, information and licencing status of the aerodrome.

3.3.6.2 When there is no finding or once the corrective action plans are accepted and mitigation measures are agreed upon, Chairman, CAAB will grant the aerodrome licence to the applicant/aerodrome operator.

3.3.6.3 Director (AS) will notify the applicant/aerodrome operator in writing within 10 (Ten) days of the granting of the Aerodrome Licence while advising the applicant to pay the licencing fee (if applicable).

3.3.6.4 If the Chairman, CAAB refuses to grant an aerodrome licence to the applicant, ASD will, within 10 (Ten) days of the refusal, give the applicant a written notice of the refusal, stating the reasons for the refusal.

3.3.6.5 Chairman, CAAB will state the granting condition(s)/limitation(s) (if any) and the validity duration of the licence.

3.3.6.6 An appendix may be attached to the licence describing the essential conditions prevailing at the aerodrome, which may include:

- A. type of use;
- B. aerodrome reference code elements – element one (aeroplane reference field length) and element two (wing span);
- C. critical aeroplane type(s);
- D. operational conditions for the accommodation of critical aeroplanes for which the facility is provided;
- E. Rescue and Fire Fighting (RFF) category;
- F. operational restrictions at the aerodrome; and
- G. any other conditions (if necessary)

3.3.6.7 Aerodrome operators shall ensure that the Conditions and Limitations, if any, are brought to the attention of their managerial and operating staff, and strictly complied with. A copy of the Aerodrome Licence, Conditions and Limitations, if any, shall be included in the aerodrome operator's Aerodrome Manual that is distributed to its stakeholders and other relevant parties.

3.3.6.8 An aerodrome licence is granted on the condition that the aerodrome operator will, at all times, be in compliance with the applicable regulations and mandatory requirements.

3.3.6.9 ASD will coordinate with the AIS provider to promulgate the aerodrome data and information, and the licencing status of the aerodrome in the Aeronautical Information Publications (AIP).

3.3.6.10 The process of Licencing phase is illustrated in Figure 3.5

Aerodrome Licencing Procedures

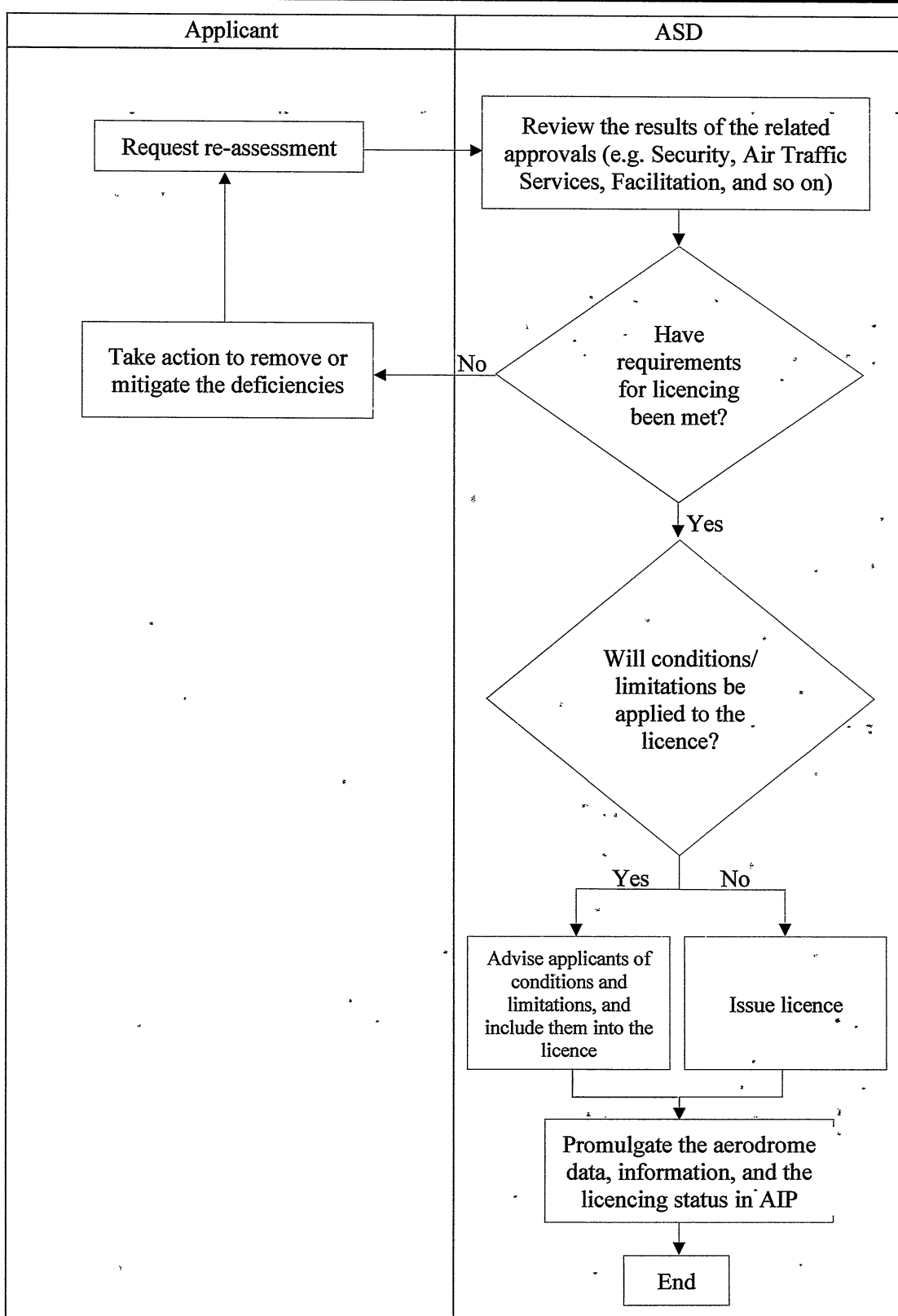


Figure 3.5: The process of Certification phase

3.3.7 Promulgation of a Licenced Aerodrome in the AIP and NOTAM

3.3.7.1 Upon granting of an Aerodrome Licence, aerodrome operator shall ensure that all the aerodrome data is permanently included in the AIP, including the effective dates for which the aerodrome is licenced and for which it will commence operations.

3.3.7.2 Where safety concerns are observed on the aerodrome, special conditions or operational restrictions may be attached to the licence and published in the AIP or by NOTAM until the planned corrective action(s) is completed. In this case, validity of licence could be shortened, taking the content and duration of the corrective action plan into account.

3.4 Validity of an Aerodrome Licence

3.4.1.1 The validity of the licence is limited in time and not exceeding 2 (two) years.

3.4.1.2 An aerodrome licence shall remain in force for a period as stated in the licence, unless it is earlier suspended, revoked or cancelled.

3.4.1.3 During the period of validity of the licence, ASD monitors the timely implementation of the corrective action plans within the continued oversight plan.

3.4.1.4 The validity is published for each aerodrome in the "AD 1.5 STATUS OF LICENCING OF AERODROMES" section of the AIP.

3.5 Continued Oversight

Upon granting the licence to the aerodrome operator, ASD will continue its safety oversight in order to ensure that the compliance to the given conditions and requirements is maintained.

3.6 Amendment of an Aerodrome Licence

3.5.1 An aerodrome licence may be amended in response to a request by an aerodrome operator or as a consequence of enforcement action by Chairman, CAAB for a number of reasons:

- A. a change of aerodrome name;
- B. a change of aerodrome reference code;
- C. a change of aerodrome boundaries;
- D. a change of type of runway or pavement strength of runway;
- E. a change of aerodrome operations;
- F. to add, remove or amend a deviation;
- G. to add, remove or amend a condition, limitation or special procedure; and
- H. any other valid reasons if raised.

3.6.2 The process for the amendment of an aerodrome certificate is illustrated in Figure 3.6

Aerodrome Licencing Procedures

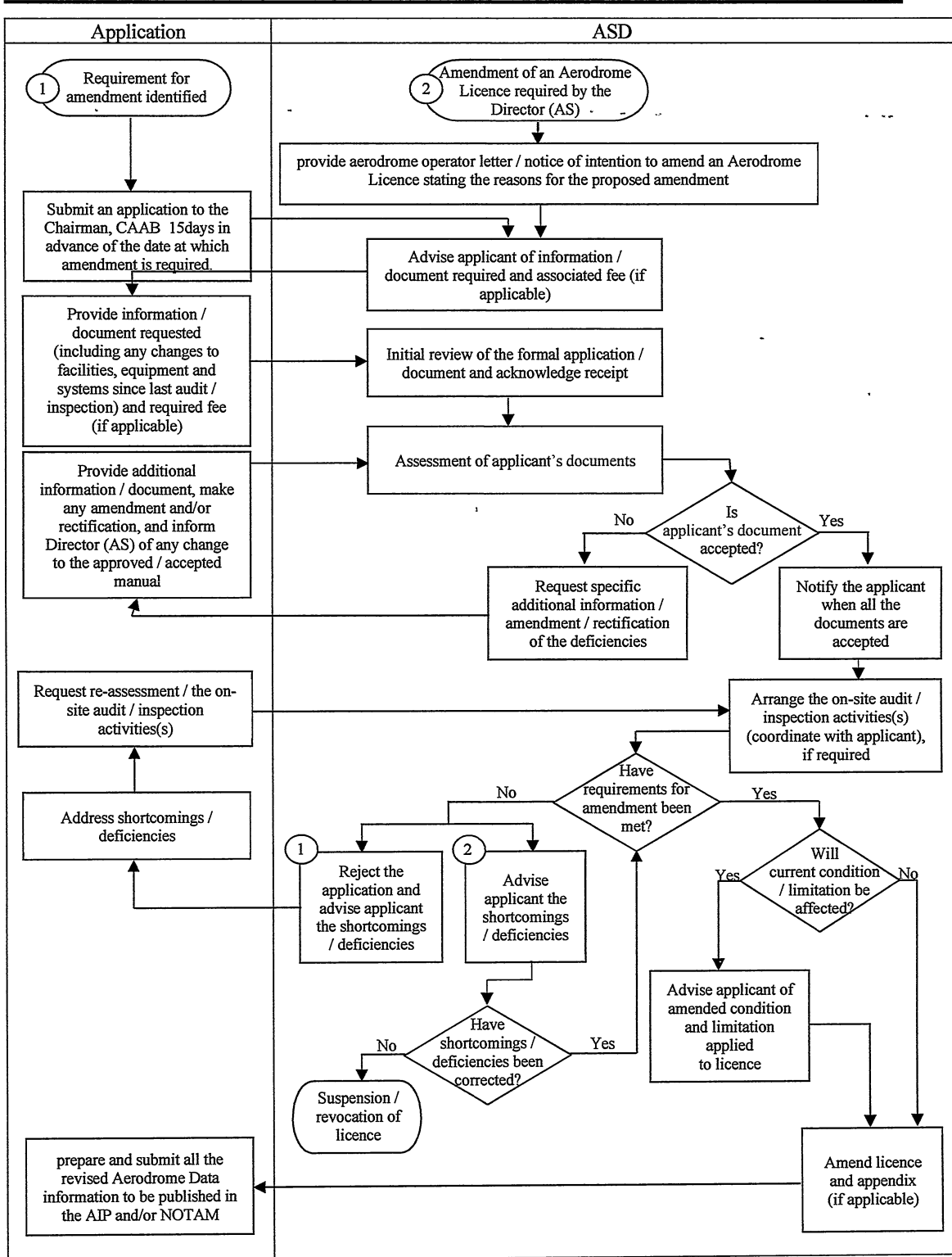


Figure 3.6: The process for the amendment of an aerodrome licence

3.7 Renewal of an Aerodrome Licence

3.7.1 The applicant/aerodrome operator shall request renewal of the aerodrome licence at least **120** days before it is due to expire.

3.7.2 If the aerodrome has not been audited or inspected within 3 months of an application for renewal being raised, ASD will arrange for an audit to be undertaken as part of the renewal process.

3.7.3 Prior to renewal ASD will review outstanding audit/inspection result, corrective actions and, where applicable, conditions and limitations. If it appears during renewal audit that the applicant/aerodrome operator maintains the qualifications and capability to operate the aerodrome, which is open to public use, the Chairman, CAAB will extend a period of validity of the certificate.

3.7.4 The process for the renewal of an aerodrome certificate is illustrated in Figure 3.7

Aerodrome Licencing Procedures

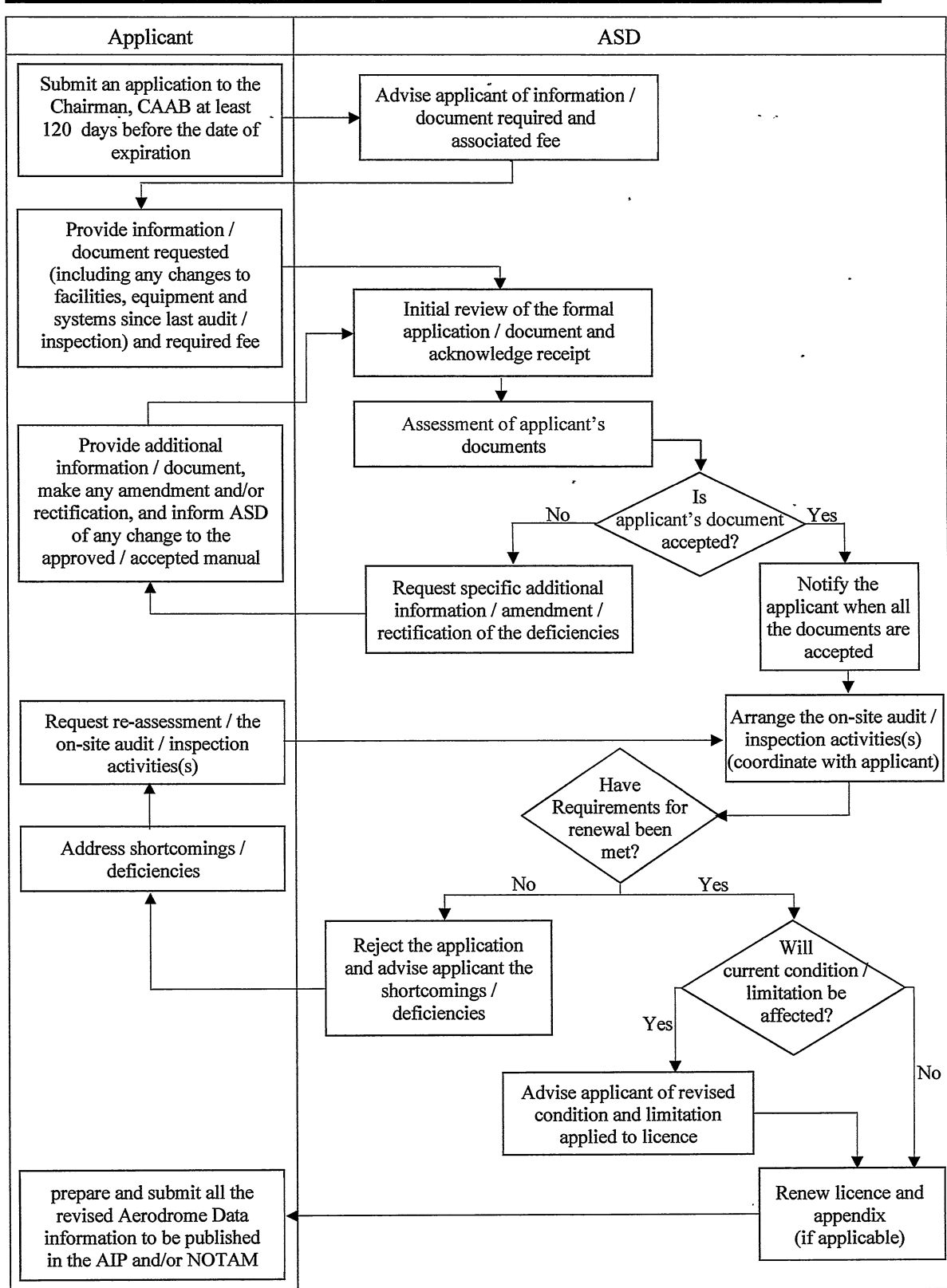
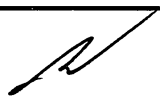


Figure 3.7: The process for the renewal of an aerodrome licence

Aerodrome Licencing Procedures



3.8 Surrender of an Aerodrome Licence

3.7.1 General

3.7.1.1 An aerodrome operator may voluntarily choose to surrender an Aerodrome Licence.

3.7.1.2 An aerodrome operator shall give Chairman CAAB a written notice through an application in a specified form (**Appendix B-5**) at least 120 days prior to the proposed day of cancellation within the validity of the licence.

3.7.1.3 Upon receipt of the notification, the initial assessment will be conducted to verify that at least those items required for notification have been submitted.

3.7.2 Assessment of surrender request:

3.7.2.1 Surrender Request shall be assessed to ensure that-

- a) the aerodrome operator has clearly stated the request for the cancellation of licence.
- b) specified when cancellation should become effective.
- c) Aerodrome Licences are consistently surrendered using a common legal format.
- d) the safety of aviation is not compromised at an aerodrome, the licence of which has been surrendered.

3.7.2.2 If the assessment reveals that the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the licence, the application shall be returned to the aerodrome operator within 15 days, advising to supply the necessary missing details in writing.

3.7.3 Processing of Surrender request:

3.7.3.1 Processing of surrender request include but not limited to the following,-

- a. Check that the aerodrome operator has given at least 120 days' notice.
- b. Are there regular public transport (RPT) operations at the aerodrome?
- c. Are there any changes to the details of the reporting officer?
- d. Determine whether the aerodrome is to continue to operate as an un-licenced aerodrome.
- e. If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example:
 - Will the windsock and boundary markers be removed?
 - Will un-serviceability markers be displayed for a period?

3.7.3.2 If the request is properly made and the surrender request will be forwarded to the Chairman for approval.

3.7.3.3 If the Chairman has approved the application, prepare a letter to the aerodrome operator:

- a) Notifying the cancellation of the licence.
- b) Directing aerodrome operator to return the original licence document to the Chairman to enable cancellation of the licence.
- c. Advising aerodrome operator to carry out any actions necessary in the interests of aviation safety.

3.7.3.4 Forward the letter to Chairman CAAB for signature through MFSR and place a copy in the appropriate aerodrome file.

3.7.3.5 Send the letter of notification to the aerodrome operator before the nominated surrender date (Pl. see the sample letter of cancellation by surrender C.3 of an Aerodrome Licence).

3.7.3.6 When the original licence has been received:

- a) Mark it as cancelled by completing the following actions using ink:
 - i) Draw a line through the licence.
 - ii) Write "Cancelled" and the date of the cancellation on the licence.
 - iii) Sign the licence.
- b) Place the original cancelled licence on the appropriate aerodrome file.
- c) Update the Aerodrome Licence Register.

3.7.4 Procedures for Notifying the Aviation Industries

- a) Notify NOTAM Office (NOF) to issue a NOTAM canceling the licenced status of the aerodrome.
- b) Notify the Aeronautical Information Service (AIS), CAAB to issue an amendment of AIP.
- c) Amend the Aerodrome Licewnce Register.
- d) Amend aerodrome file and surveillance records

3.7.5 The process for the surrender of an aerodrome certificate is illustrated in Figure 3-8

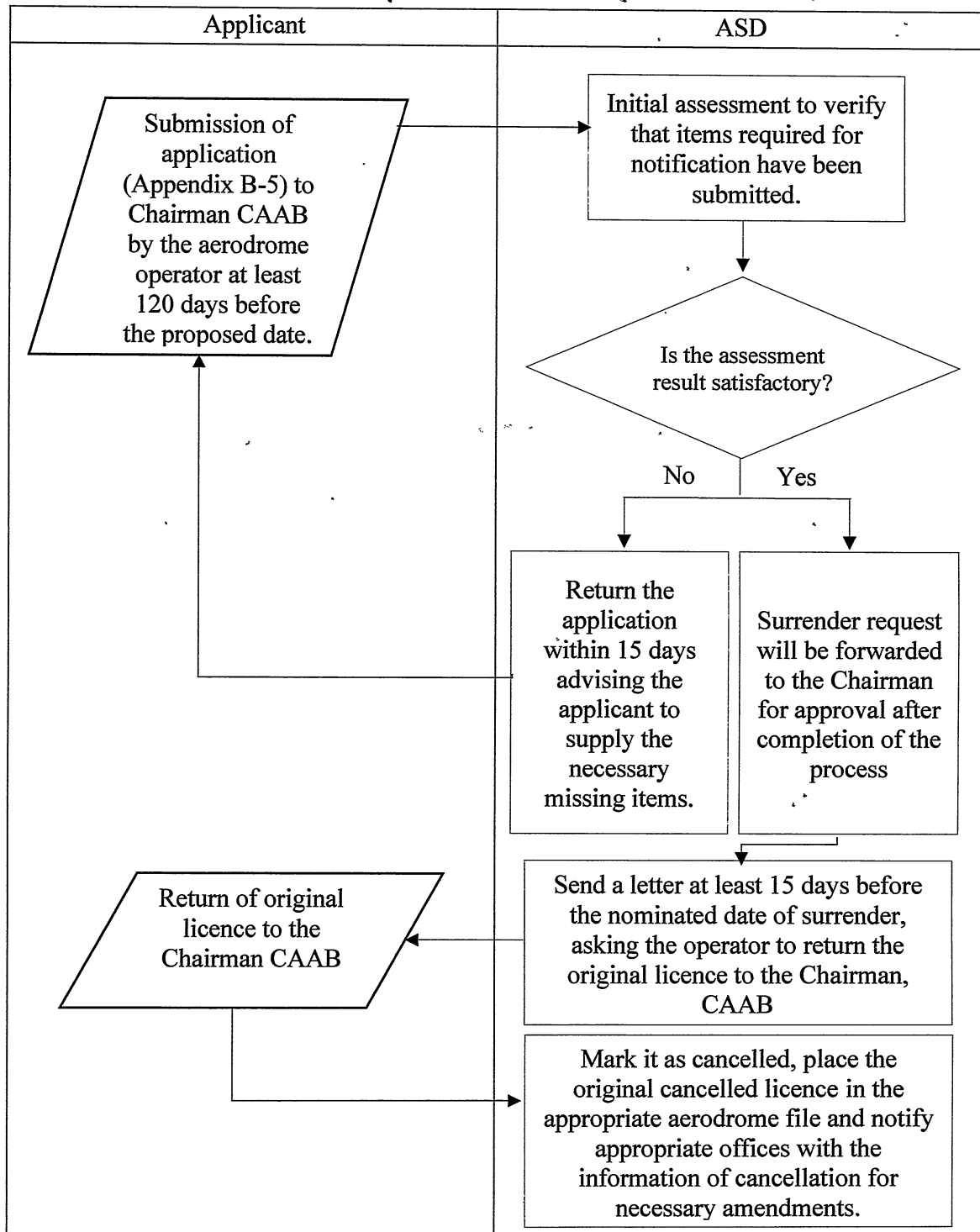


Figure 3-8: Process for Surrender of an aerodrome licence

3.9 Transfer of an Aerodrome Licence

3.9.1 Transfer of an Aerodrome Licence shall not be permissible. If an Aerodrome Licence holder is unwilling to operate an aerodrome or airport for which he is holding the Aerodrome Licence, shall give the Chairman not less than 120 days written notice of the date from which the operator will cease to operate the Aerodrome or airport. Applicant/ Aerodrome Licence holder will continue to run the aerodrome/airport till such period of granting the application by the chairman. The Chairman will grant the Applicant at least 15 days before the date the Aerodrome Licence holder will cease to operate the Aerodrome or airport. The Aerodrome Licence holder shall deposit the aerodrome licence to Chairman as soon as possible but no later than the date from which he expressed his unwillingness to operate the Aerodrome or airport in his application.

3.10 Suspension/Revocation/cancellation of Aerodrome Licence

3.10.1 A suspension or revocation of an aerodrome licence shall take effect from the date specified in the notice of suspension or revocation.

3.10.2 **Suspension** – it is a temporary enforcement action and it can be reinstated.

3.10.3 Chairman, CAAB will suspend an aerodrome licence in the following cases:

- A. The holder of an aerodrome licence is unable to perform the duties as stated in ANO 14 Volume 1 & other applicable ANOs and CA Act 2017 and the Chairman has ordered rectification of the operation but the operation cannot be rectified to attain safety within the period of time pursuant to the order, the Chairman shall determine a period of suspension as may be appropriate. Each period of the suspension shall not exceed 6 months;
- B. Condition to which the licence was subjected has been breached;
- C. The holder of an aerodrome licence fails to resolve the findings within the period of 21 (Twenty one) days as granted by ASD in addition to the target date of completion of CAP as provided by the Aerodrome Operator.
- D. Any other relevant cases as ordered or instructed by the Chairman.

Note: ASD will give 14 (Fourteen) days' warning notice before suspension of the Aerodrome Licence.

3.10.4 **Revocation or cancellation** – This enforcement action is a potentially permanent removal of privileges to operate the domestic aerodrome for public use.

3.10.5 The Chairman has the power to revoke an aerodrome licence in the following cases:

- A. There is a major change concerning the physical characteristics of an aerodrome or areas near the aerodrome, which is so different from the time of issuance of the Aerodrome Licence that it causes unsafe condition for the use of such aerodrome;
- B. There are orders of suspension of an aerodrome licence 02 times or more within a period of 02 years;

C. Any other relevant cases as ordered or instructed by the Chairman

3.10.6 An aerodrome licence that has been revoked or cancelled must be returned to the Chairman, CAAB within 15 days from the date of acknowledgement of the order of revocation or cancellation of the licence.

3.11 Forms

All forms relevant to an Aerodrome Licencing process are provided in Appendix B.

4. Aerodrome Manual

4.1 Purpose

4.1.1 As part of the licencing process, an aerodrome manual which will include all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organization and management including a safety management system, must be submitted by an applicant/aerodrome operator for approval prior to granting an Aerodrome Licence.

4.1.1 Information provided in the Aerodrome Manual will enable the ASD to assess the suitability of the aerodrome for the aircraft operations proposed and to judge the applicant's/aerodrome operator's fitness to hold an Aerodrome Licence. It is also the basic reference guide for conducting site audits and inspections for granting an Aerodrome Licence, and for subsequent safety oversight surveillance of the aerodrome to be carried out by the ASD at regular intervals.

4.1.2 The purpose of the Aerodrome Manual is also to provide all such information and instructions as may be necessary to enable the aerodrome operating staff to effectively perform their duties in ensuring that the aerodrome is safe for use by aircraft. To achieve this aim, the Aerodrome Manual shall contain instructions for operating procedures from the aerodrome operator to his operational staff, including contractors and agents working for the aerodrome operator, as well as details of organization structure such as key operational personnel and their areas of responsibility.

4.2 Format of an Aerodrome Manual

4.2.1 An Aerodrome Manual shall comprise of a document covering all matters that need to be addressed, as well as relevant supporting documents and manuals for aerodrome operations that are referred to in the Aerodrome Manual. Guidance Manual GM-14-23 provides for the particulars to be included in an Aerodrome Manual.

4.2.2 The Aerodrome Manual may be supplemented by other documents and manuals, airport circulars, notices and instructions issued by the aerodrome operator on airport operational matters from time to time. The contents of these supplementary materials shall be incorporated into the main Aerodrome Manual if they are permanent in nature.

4.2.3 The Aerodrome Manual is a 'living document' and subject to frequent amendment. As such it shall be contained in a binder designed to facilitate easy amendment. The page and paragraph numbering system shall also be designed to allow for easy addition and deletion of information. Information regarding each amendment record, the amendment history and a list of effective pages shall be included in each copy of the Aerodrome Manual.

4.2.4 As a working and reference document for aerodrome operational staff, the Aerodrome Manual must be user-friendly. The information and instructions contained therein must be clear, concise and unambiguous. The Aerodrome operator shall ensure that the Aerodrome Manual prepared for its aerodrome addresses the required contents clearly and comprehensively. The ASD reserves the right to reject an Aerodrome Manual and/or to request amendment to the Aerodrome Manual if it, or any part of it, is found to be unacceptable, incomplete or inadequate.

4.3 Issue, Distribution and Amendment of an Aerodrome Manual

4.3.1 The Aerodrome Manual is an important safety document and must be issued under the authority of the aerodrome operator and signed by the senior executive of the organization. Any amendments to the Aerodrome Manual shall be approved by the aerodrome operator, or his delegate.

4.3.2 Copies of relevant sections of the Aerodrome Manual shall be made available to each supervisory member of the aerodrome operating staff including those employed by the operator's contractors or agents, where relevant, so that each member of the aerodrome operating staff:

- A. is aware of the contents of every part of the Aerodrome Manual relevant to his duties; and
- B. is aware of the requirement to undertake duties in conformity with the relevant provisions of the Aerodrome Manual.

4.3.3 For this manual, aerodrome operating staff shall mean all persons, whether or not employed directly by the aerodrome operator, who in the course of their duties are:

- A. concerned with ensuring that the aerodrome is safe for use by aircraft; or
- B. required to have access to the aerodrome maneuvering area or apron.

4.3.4 In addition, sufficient copies of the Aerodrome Manual should be placed at the aerodrome operator's library and at the workplace of other relevant operating staff concerned.

4.3.5 Apart from submission of the Aerodrome Manual to ASD and internal distribution of copies to relevant operating staff, copies of the Aerodrome Manual (or relevant parts of it) should also be made available to other external parties who have a part to play in aerodrome safety procedures. In particular, the airport emergency section of the Aerodrome Manual should also be extended to all external parties (e.g. Civil Defense, State Police, external Fire Departments or health agencies) involved in the aerodrome emergency plan.

4.3.6 The Aerodrome Manual shall be a controlled document. An aerodrome operator shall appoint a document controller to be responsible for updating and distributing its Aerodrome Manual. Each copy of the Aerodrome Manual shall be numbered, and a list of their holders maintained by the document controller. Amendments shall be recorded on the amendment page in each copy.

4.3.7 Each holder of the Aerodrome Manual shall be responsible for ensuring that his copy is kept up to date. For copies intended for common use, a person shall be designated to look after amendment of those copies.

4.3.8 Manuscript amendments by hand to the Aerodrome Manual are not acceptable. Changes or additions shall be made by an additional or replacement page suitably dated. If the amendment affects the action of external parties, an acknowledgement slip shall be requested from each external party concerned when amendments are circulated to confirm that each party

concerned has received and taken notice of the amendment.

4.3.9 The aerodrome operator shall make prompt amendments to the Aerodrome Manual when there are updates to any part of the contents of the Aerodrome Manual or, when required by the Chairman upon review of the Aerodrome Manual or any proposed updates or amendments. Such amendments required by the Chairman shall be binding on the aerodrome operator.

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5. Aerodrome Audit and Inspection

5.1 Introduction

Note - The detailed information regarding aerodrome audit and inspection contains in Aerodrome Inspector Handbook, CPD-14-05 Chapter 5.

5.1.1 Audit and Inspection are the main tools available to the ASD to ensure aerodromes meet regulations and maintain a safe operating environment and are operated and managed competently. ASD may initiate an audit/inspection at any time in response to adverse safety trends, accidents/incidents and during or after a significant change in aerodrome infrastructure, operation, system, or organisation.

5.1.2 Audit - An in-depth review of the activities of an organization to verify conformance to regulations and standards.

5.1.3 Inspection - The basic activity involving examination of a specific characteristic of an aerodrome operator.

5.2 Inspection/Audit Types

The type of inspection/audit is determined by the circumstances under which the Inspection/audit is convened. There are 3 types of aerodrome operator inspections/audits:

- A. Initial Licencing/ Renewal Inspection/Audit,
- B. Surveillance Inspection/Audit, and
- C. Special-purpose Inspection/Audit.

5.2.1 Initial Licencing/ Renewal Inspection/Audit

5.2.1.2 The initial licencing inspection/audit consists of checking compliance of documents and information provided by aerodrome operators followed by on-site verification, including physical characteristics, facilities, equipment, staffing and operating procedures for issuing an Aerodrome Licence.

5.2.1.3 All aspects of the aerodrome operations, including the management structure, adequacy and competency of operations and maintenance staff, arrangements and provisions for their training, aerodrome site, facilities, equipment, related services and operating procedures, etc. will be assessed in relation to the scale, scope and circumstances of the applicant's proposed operations.

5.2.1.4 ASD may carry out an inspection/audit or testing of any aspect of the aerodrome or require substantiation of any information provided by applicant. However, it should be clearly understood that the ASD sample checking process does not absolve the applicant from the responsibility to provide accurate data and information.

5.2.1.5 Special assessment may be necessary if there are aerodrome facilities that are not in full compliance with the applicable standards and requirements. This may involve more time and resources and may result in the application being refused or restrictions being imposed on aircraft operations.

5.2.1.6 A flight operations assessment may be required by Aerodrome Standard Division to ensure that the operation of the aerodrome at the location specified in the application will not

endanger the safety of aircraft operations.

5.2.2 Surveillance Inspection/Audit

5.2.2.2 Once an aerodrome operator has been issued an aerodrome licence, a surveillance inspection/audit will be conducted to ensure that the licence holder meet their obligations under the terms of the licence as set out in conditions, limitations and licencing requirements. This will normally take place within 04 months following initial licencing inspection/audit.

5.2.2.3 The inspection/audit interval will be determined by the ASD, depending upon the complexity and compliance and safety record of the aerodrome – also known as risk-based oversight.

5.2.2.4 Periodic Cycle. Every aerodrome holding an aerodrome licencing will be inspected or audited on a periodic cycle of 04 months. This periodic cycle can be extended to 12 months maximum for those aerodromes with a strong internal audit program, a sound conformance record and a good safety record. Promptness with which previous non-conformances were corrected should also be a factor in the timing of the next audit.

5.2.3 Special-purpose Inspection/Audit

5.2.3.1 A special-purpose inspection/audit is one conducted to respond to special circumstances other than those requiring an initial licencing or surveillance inspection/audit. A special-purpose inspection/audit may be convened with little or no notice and focus on specific areas of concern arising from safety issues.

5.2.3.2 A “no-notice” audit may preclude certain team-member activities and responsibilities that would be normally associated with other types of audits. Alternatively, a special purpose audit may be necessitated by a significant change in operation or planned development of the aerodrome, or after removal of wreckage to ensure safe aerodrome operations.

5.3 Aerodrome Inspection/Audit Activities

The following activities may be performed during inspection and audit of aerodrome.

5.3.1 Off-site Verification Activities

5.3.1.2 Off-site verification refers to the process of reviewing the document and information that are provided by the applicant/aerodrome operator. Off-site verification can be conducted during both Document Evaluation Phase and Demonstration, Audit and Inspection Phase. It provides ASD with information about both current and impending issues within an aerodrome that may not have been otherwise detected until the next on-site verification. The off-site verification allows ASD to evaluate the effectiveness of implemented corrective action(s) of the identified finding of non-compliance without an on-site verification activity.

5.3.1.3 Document Evaluation Phase. The Aerodrome Manual and any other required documents provided by an applicant/aerodrome operator will be assessed to ensure the intention to full comply with the ANO 14 Volume 1 and compliance with the other applicable ANOs as applicable to the scale of the proposed aerodrome operation. Any non-compliance, deficiency or deviation from the provision of above mentioned ANOs should be discussed with the applicant/aerodrome operator and the rectification within the specify period is required in order to proceed to the next certification phase.

5.3.1.4 **Demonstration, Audit and Inspection Phase.** During an off-site verification activity, a subject matter expert assesses Corrective Action Plans (CAPs) and/or corrective actions implemented by an applicant/aerodrome operator to address certain findings without an on-site visit to the aerodrome by validating submitted supporting evidence. This type of activity is limited to eligible findings of non-compliance that do not require on-site verification, i.e. mainly those related to the establishment of policies, procedures and records.

5.3.2 On-site Verification Activities

5.3.2.2 The term “on-site” means that the inspection takes place wherever the subject of the inspection happens to be located. The scope of inspection and audit of aerodrome operations and SMS (if applicable) sometimes extends to all users/stakeholders of aerodrome, including fixed-base operators, ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling.

5.3.2.3 **Demonstration, Audit and Inspection Phase.** An on-site verification of initial certification is an on-site activity during which a certification team of subject matter experts determines an applicant’s/aerodrome operator’s capability for the scale of the proposed aerodrome operation with regard to safety at the aerodrome by verifying that the aerodrome operations are carried out effectively in accordance with ANO 14 Volume 1 and procedures described in the approved Aerodrome Manual.

5.3.2.4 An on-site verification in this phase, also includes the on-site activity during which a licencing team of subject matter experts collects and assesses evidences provided by the applicant/aerodrome operator demonstrating that the applicant/aerodrome operator has implemented corrective actions or mitigating measures as agreed in the Corrective Action Plans (CAPs).

5.3.2.5 If the applicant/aerodrome operator is not directly responsible for some of the activities within the scope of certification, the on-site verification ensures that there is appropriate coordination between the applicant/aerodrome operator and the other users/stakeholders.

5.4 Findings of Non-Compliance

5.4.1 An inspection/audit finding is a non-compliance with a particular regulation and/or standard. It is generated in an off-site or on-site verification activity as a result of a lack of compliance with the standards of ANO 14 Volume 1 and/or a lack of application of CAAB guidance manual or good aviation safety practices. The lack of compliance is expressed in terms of one or more deficiencies.

5.4.2 For all finding of non-compliance identified by the Aerodrome Inspector, details regarding the non-compliance such as root cause analysis and corrective/ preventative actions, will be recorded and communicated via Non-Compliance Form presented in [Appendix B.8].

5.4.3 The terminology used for the assessment of compliance follows the same terminology used by ICAO for its continuous monitoring approach.

Compliance	Definition of Compliance
	Compliant: the aerodrome's standard exceeds standards of ANO 14 Volume 1
<i>Complies</i>	Complies with the standards of ANO 14 Volume 1.
<i>Shortfall</i>	Complies with standards of ANO 14 Volume 1 but does not comply with the aerodrome manual.
<i>Different</i>	The aerodrome's standard is different in character from standards of ANO 14 Volume 1, and compliance/non-compliance cannot be determined.
	Not compliant: the audit found the aerodrome's standard on this issue to be non-compliant with standards of ANO 14 Volume 1.
<i>N/A</i>	Not applicable.

5.4.4 Any audit item or combinations of items assessed as Shortfall, Different or Less will then be considered by the Aerodrome Inspector for an Aerodrome Safety audit finding(s), which in turn shall be classified as follows:

Level	Description
1	Any non-compliance is detected with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or licence which lower standard or has the potential to result in loss of life, serious injury or damage to facilities. <i>Note: the immediate corrective action might be either a withdrawal or reduction of facilities, or correction of the shortcoming.</i>
2	Any non-compliance is detected with the regulations, requirements, standards, aerodrome procedures and manuals, the terms of an approval or certificate which could lower standard or has the potential to cause significant safety problems.
Observation	A comment intended to identify possible improvement or trends toward non-compliances. Probable non-compliance with upcoming standards

5.4.5 In case of level 1 finding(s), the **Aerodrome Inspector shall take immediate and appropriate action** to prohibit or limit activities, and if appropriate, it shall proceed to revoke the Aerodrome Licence or specific approval, or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the aerodrome operator.

5.4.6 The aerodrome operator is required to submit a Corrective Action Plans (CAPs) addressing all other audit findings together with the determined root cause and planned implementation date to ASD for approval within 20 days from the date of receipt of the audit report. Normally, this deadline will not be extended without full justification and ASD approval.



5.5 Corrective Action Plan

5.5.1 The Corrective Action Plan (CAP) is a written confirmation by the aerodrome operator detailing the measures they intend to take, to address all of the findings of non-compliance. The plan must incorporate actions that will mitigate or remove the deficiency in the short-term and prevent a future re-occurrence.

5.5.2 Every Corrective Action Plan (CAP) generated as a result of inspection/audit finding(s) must contain, as a minimum:

- A. determined root cause(s);
- B. the recommendations in need of improvement (from the agreed audit report);
- C. the planned corrective action(s);
- D. the person(s) responsible for implementing and finalizing the corrective action(s); and
- E. time frame for completion.

5.5.3 Where the aerodrome operator fails to submit an acceptable corrective action plan, or to perform the corrective action(s) within the time period accepted or extended by ASD, the enforcement action, including possible sanctions against an aerodrome operator may be applied.

5.5.4 Corrective action(s) can be classified into four categories, based on a period of time for completion of the corrective action(s), as follows:

- A. Corrected Immediately; A corrective action must be carried out immediately for level 1 finding to stop the unsafe activities. The finding should be written into the report and corrective action plan must be filed.
- B. Corrected within 30 days; normally the majority of findings should fall into this category. The accepted CAPs must indicate corrective actions put in place within 10 days. The applicable inspector or other assigned person will ensure follow-up.
- C. Corrected between 30 days and 04 months; in cases where it is anticipated that the corrective actions will take more than 30 days after CAP acceptance, or request for extension of CAPs progress will be communicated using the "Non-Compliance Extension Form" provided in [Appendix B.9]. The principal inspector or other assigned person will follow-up the aerodrome operator progresses and update the findings status.
- D. Longer than 04 months; in cases where it is not possible or reasonable to apply the corrective action within 04 months of acceptance of the CAPs, a risk assessment should be completed by the aerodrome operator. The Aerodrome Inspector will evaluate this risk assessment for acceptance or otherwise. The risk remains with the aerodrome operator and its accountable manager. If the risk assessment confirms that the proposed period of time is justified, an exemption should be issued. The corrective actions would therefore be completed.

5.6 Dispute or Disagreement

5.6.1 In cases where the aerodrome operator being audited/inspected does not agree with any of the finding of non-compliance, it should direct a formal written notice of disagreement to the Director (AS) along with the CAP. The Director (AS) may review this and determine subsequent action in accordance with the regulatory requirements and the best interests of aviation safety.

5.6.2 In cases where the aerodrome operator does not agree with the audit report, it should direct a formal written notice of disagreement to the Director (AS) within 10 days after receiving of the audit report, detailing the reasons for the disagreement. The Director (AS) may review this and determine subsequent action in accordance with the regulatory requirements and the best interests of aviation safety. In such case of disputed findings, counting of 20 (twenty) days for CAPs submission will start from the day of receiving final decision from ASD. If the aerodrome operator does not provide any comments or does not acknowledge receipt of the draft report within the specified timeframe, the audit report shall automatically become effective.

5.6.3 Disputes encountered throughout the inspection/audit process that cannot be resolved by the assigned Aerodrome Inspector and team leader shall be reported to The Director (AS). If The Director (AS) cannot resolve the dispute, the matter shall be referred to the Chairman of Civil Aviation Authority of Bangladesh for resolution.

.....



6. Safety Risk Assessment

Please refer to Guidance Manual GM-14-25: Procedure for Evaluation of Impact on Safety of the Existing Operation whenever there is Proposal for a Change in the Physical characteristics, Facilities or Equipment at an Aerodrome Version 2.0 issued on 28 May 2024, Chapter 3.

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Appendix A – Other Related Regulations

1. Air Traffic Services; ANO-11
 2. Meteorological Service for International Air Navigation; ANO-3
 3. Facilitation; ANO-9
 4. Aeronautical Information Service; ANO-15
 5. Environmental Protection; ANO-16
 6. Security; ANO-17
 7. Safety Management; ANO-19
 - [CA Act/ Civil Aviation Rules (CAR)
-



Appendix B - Forms

B.1 Application/Renewal of Aerodrome Licence

APPLICATION / RENEWAL OF AERODROME LICENCE

<input type="checkbox"/> Application			<input type="checkbox"/> Renewal		
1. Particulars of the Applicant					
Full Name:					
Address:					
Designation:					
Phone:		Fax:		Email:	
2. Particulars of the Aerodrome Site					
Aerodrome Name:					
Real Property Description:					
Geographical Coordinates of the Aerodrome Reference Point:					
Latitude: _____ Longitude: _____					
(in degrees, minutes and tenths of minutes and in WGS-84 format)					
3. Is the Applicant Owner of the Aerodrome Site?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
If No, please provide:					
1. Details of rights held in relation to the site; and					
2. Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.					
4. Details of Aerodrome					
Intended commencement date of aerodrome operations:					
Operating hours:					
Largest type of aircraft expected to operate at aerodrome:					
Intended aerodrome reference code:					
Intended type of runway:					
<input type="checkbox"/> Non-instrument		<input type="checkbox"/> Non-precision			
<input type="checkbox"/> Precision CAT I		<input type="checkbox"/> Precision CAT II		<input type="checkbox"/> Precision CAT III	
Aerodrome traffic density:					
Intended rescue and fire-fighting category:					

Aerodrome Licencing Procedures

5. Is the aerodrome to be used for regular public transport operations?	
<input type="checkbox"/> Yes <input type="checkbox"/> NO	
6. Details to be shown on the Aerodrome Licence	
Aerodrome Name:	
Aerodrome Operator:	
Address:	
On behalf of the Aerodrome Operator shown above, I hereby apply for a licence to operate the aerodrome. My authority to act on behalf of the applicant is:	
Signed:	Date:
Name of person making the declaration:	
NOTE: 1. 2(Two) copies of the Aerodrome Manual, prepared in accordance with the Art 2.2 of ANO-14-04 and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application. 2. The application should be submitted to the Chairman of Civil Aviation Authority, Bangladesh with attention to Director (AS). 3. Documentary evidence in support of all matters in this application may be requested.	



Aerodrome Licencing Procedures

B.2 Request for Grant of Exemption

REQUEST FOR GRANT OF EXEMPTION(S)

Aerodrome Name:	Date:
Aerodrome Address:	
Geographical Coordinates of the Aerodrome Reference Point:	
Latitude: _____ Longitude: _____	
(in degrees, minutes and tenths of minutes and in WGS-84 format)	
Reference clause(s) in ANO 14 Volume 1:	
Reason(s) for exemption:	
Date for complying with the stated ANO 14 Volume 1 clause(s), if applicable:	
Comments:	
A copy of appropriate risk assessment and/or aeronautical studies attached <input type="checkbox"/> Yes <input type="checkbox"/> NO	
DECLARATION	
1. I give my consent for the Aerodrome Standard Division (ASD) to obtain and verify from or with any source, as ASD deem appropriate for the assessment of my request.	
2. I declare that the particulars given by me in this application and the attached sheets are true to the best of my knowledge and understanding, and I have not willfully suppressed any material fact. I accept that if any of the information given by me in this application is any way false or incorrect. I shall be disqualified from exemption process.	
Name of Applicant / Signature:	Designation:
Contact Number / Fax:	E-mail:
For official use only:	
Verified by:	
Name of Aerodrome Inspector / Signature:	Date:
Designation:	Contact Number / Fax / E-mail:
Comments:	
Supported by:	
Name of Supporting Officer / Signature:	Date:
Designation:	Contact Number / Fax / E-mail:
Comments:	



B.3 Application for Replacement of Aerodrome Licence

Application for Replacement of Aerodrome Licence

1. Information		
1.1 Applicant		
Name of Airport:	Date of Certification:	Licence No:
Address:		Telephone:
1.2 Authorized Representative of the Applicant		
Name:	Age:	Nationality:
Position:		
ID number:	Address:	
Telephone:		E-mail:
2. Information in replacement of Aerodrome Licence		
Replacement of Aerodrome Licence No.:	Duration: From _____ to _____	
Date:	Date of missing/dispose/damaged aerodrome licence:	
Reason for replacement of Aerodrome Licence: <input type="checkbox"/> Missing <input type="checkbox"/> Dispose <input type="checkbox"/> Damaged Reason		
Evidences: <input type="checkbox"/> <input type="checkbox"/>		
3. Declaration		
I certify that all information I have provided in this form including the evidence and supporting documents is true and correct. <div style="border: 1px solid black; width: fit-content; padding: 5px; margin-left: auto; margin-right: auto;"> <i>Company's seal (if any)</i> </div> <div style="text-align: right; margin-top: 10px;">Name.....</div>		
For Official Use Only		
Application Verified by		
Name:	Position:	Date:
Remarks:		
Approval by Chairman, CAAB		

B.6 Sample of Aerodrome Licence



AERODROME LICENCE

By virtue of Section 3 of Civil Aviation Act 2017, Art 2.5 of ANO-14-04 and ANO 14 Volume 1 Art 1.4.2, the Chairman of CAAB issues this licence to
[Aerodrome Operator]

For the operation of the following aerodrome.

[Name of Aerodrome] [Ref. Code]

[Latitude, Longitude]

[ARFF Cat.] [Critical Aeroplane]

This licence is used for Domestic public use. The holder of this licence shall operate the aerodrome listed above in accordance with the conditions and limitations/deviation attached to this licence and shall also comply with the Aerodrome Manual approved by the Director, Aerodrome Standard Division.

This licence is effective from [DATE MONTH YEAR] to [DATE MONTH YEAR] until surrendered, suspended, cancelled or revoked.

The Chairman may suspend, cancel or revoke this licence if it appears that the holder of the licence violates or fails to comply with Art 2.8 of ANO-14-04, the Aerodrome Manual, the conditions or limitations on operations specified by the Chairman or any other grounds as set out in ANO-14-04.

The holder of this Aerodrome Licence shall not transfer the rights under the licence to other persons.

Date: [DATE MONTH YEAR]

Chairman
Civil Aviation Authority of Bangladesh

B.7 Sample of Conditions and Limitations of the Aerodrome Licence

**CONDITIONS AND LIMITATIONS OF
AERODROME LICENCE [Licence No.]**

By virtue of ANO-14-04 Art 2.5 and ANO 14 Volume 1, the Chairman, CAAB issues the conditions and limitations specified below,

1. Type of operation
2. Aerodrome reference code
3. Type of runway
4. Type of approaches
5. General Conditions
 - 5.1 The Aerodrome Operator shall ensure that all the aerodrome facilities, equipment, services and procedures are operated and/or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to the Director (AS), the applicable standards and recommended practices set out in the [name of aerodrome] Manual of Implementing Aerodromes Standards and any condition specified in this Aerodrome Licence.
 - 5.2 The Aerodrome Operator shall ensure that the copy of the Aerodrome Manual submitted to and kept by Director (AS) are always complete and current.
 - 5.3 [list of any other conditions]
6. Special Conditions
 - 6.1 [list of any other conditions]

Chairman
Civil Aviation Authority of Bangladesh



B.8 Non-Compliance Form

Non-Compliance Form			
Name of Airport/Organization:		Date of Non-Compliance finding:	
Representative:		Type of Audit / Oversight Activity:	
NON-COMPLIANCE			
Level of Non-compliance	1 / 2 / Observation	Deadline for Correction Implementation	
Is Corrective Action requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Deadline for Corrective Action Implementation if requested	
Reference:			
Non-Compliance Statement (<i>Description of the Non-Compliance</i>)			
Auditor / [ASD] Authorized staff	NCF Opening		NCF Closing
	Name: Signature: Date:		Name: Signature: Date:
NCF acceptance by Representative	Name: Signature: Date:	Position:	
NON-COMPLIANCE MANAGEMENT			
Correction (Action to eliminate a detected non-compliance):			




Aerodrome Licencing Procedures

Submitted by:	Name:	Signature:	Date:
Acceptance <input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	Signature:	Date:
Remark:			
Root Cause & Corrective Action Plan			
Corrective Action Implementation and evidences			
Submitted by:	Name:	Signature:	Date:
Acceptance <input type="checkbox"/> Yes <input type="checkbox"/> No	Name:	Signature:	Date:
Remark:			



B.9 Non-Compliance Extension Request Form

Non-compliance extension request Form			
General Information			
NCF No.			
Name of aerodrome			
Date			
Description of non-compliance extension request (This section for aerodrome operator)			
Description			
Root cause			
Proposed corrective action			
Reason(s) for extension (Attach evidence to support the request)			
Original deadline			
Estimated date of completion			
Submitted by:	Name:	Signature:	
	Position:	Date:	
Acceptance of non-compliance extension request (This section for ASD)			
Acceptance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, state reason(s):
	Name:		Signature:
	Date:		



Appendix C – Sample Letters

C.1 Granting/Renewal of an Aerodrome Licence

(File reference no. _____)

Date: dd/mm/yyyy

Subject: Granting of an Aerodrome Licence

Dear applicant,

This has reference to your letter dated _____ and your application requesting the licencing of your aerodrome _____ located at _____

The aerodrome licencing process has been completed and your application has been approved. The Aerodrome Licence is hereby granted and enclosed with this letter.

Under the requirements of Aerodrome Standard Division (ASD) on its aerodrome surveillance program, your aerodrome will be subject to surveillance and routine inspection by ASD. The licencing of your aerodrome enables appropriate aeronautical data to be published in the Aeronautical Information Publication (AIP).

Other operational matters in relation to your aerodrome will be undertaken by the assigned aerodrome inspector(s) particularly on the aspect of safety related oversight functions.

Inquiries regarding the licence and other aerodrome related matters are welcome. Please contact [telephone number] or coordinate with your assigned aerodrome inspector(s).

(Addressee):

Name of Director (AS)
Director (Aerodrome Standard)
Aerodrome Standard Division
FSR, CAAB, Kurmitola, Dhaka-1229
Phone: +88 (2) XXXXXXXXX
Email: das@caab.gov.bd



C.2 Refusal to Grant/Renew an Aerodrome Licence

(File reference no. _____)

Date: dd/mm/yyyy

Subject: Refusal to grant an Aerodrome Licence

Dear applicant,

This refers to your letter dated _____ and your application requesting the licencing of your aerodrome _____ located at _____

The application has been assessed in accordance with ANO-14-04 governing Aerodromes and refused for the following reasons:

(Delete whichever items in the following paragraphs do not apply)

a) Following an inspection conducted on the aerodrome's facilities and equipment, it was determined of not meeting the standards specified for licenced aerodromes;

b) The assessment of the aerodrome operating procedures revealed that they did not meet the provisions regarding safety of aircraft;

c) The Aerodrome Manual submitted does not contain the particular standards set out in the ANO 14 Volume 1;

d) The foregoing facts and other factors listed below manifested that the aerodrome will not be properly operated and maintained unless full compliance of all the requirements are met as required by civil aviation regulations for aerodromes

(Give the details of each determination)

You were advised of the above-mentioned deficiencies reference our letter dated _____ and your response gave some reservations on compliance with the aerodrome standards.

Inquiries regarding this matter are welcome. Please contact [telephone number] or E-mail address.

(Addressee):

Name of Director (AS)
Director (Aerodrome Standard)
Aerodrome Standard Division
FSR, CAAB, Kurmitola, Dhaka-1229
Phone: +88 (2) XXXXXXXXX
Email: das@caab.gov.bd



C.3 Cancellation by Surrender

{file reference}

Date:

{Licence holder's name}
{Address}

Dear *{Sir/ Madam}*

SURRENDER OF THE LICENCE TO OPERATE *{Name of aerodrome}*

This has reference to your letter *{number}* dated *{dd/mm/yy}* requesting cancellation of your Aerodrome Licence for *{name of aerodrome}*. Your Aerodrome Licence bearing the number *{xxxx}* *{has been/will be}* cancelled on *{dd/mm/yy}*. We have arranged for a NOTAM to be issued advising cancellation of the licence.

{Insert the relevant paragraph below.}

As there *{are/are no}* regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority.

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised to take the following steps.

Remove the windsock and boundary markers. Advise any known local operators.
Display appropriate un-serviceability markers.

If you have any queries regarding the cancellation of the licence or the legislative rules for the continuing use of your aerodrome, please contact this office.

Yours
faithfully,

{Signature}
e}

{Name}
Chairman
Civil Aviation Authority of Bangladesh



C.4 Amendment of an Aerodrome Licence

{File reference}

Date:

*{Name of aerodrome
operator}
{Aerodrome name}
{Address}*

Dear
{Sir/Madam},

AMENDMENT OF AN AERODROME LICENCE TO OPERATE *{Name of aerodrome}*

This has reference to your request for the Civil Aviation Authority, Bangladesh to amend the Aerodrome Licence number *{XXnm}* for *{aerodrome name}* aerodrome.

The CAAB has decided to consent to amend the Aerodrome Licence.

Please find enclosed an amended Aerodrome Licence. The previous Aerodrome Licence document, establishes the legal basis on which you are licenced as the operator of *{aerodrome name}* aerodrome and, additionally, provides evidence of the chain of title for this Aerodrome Licence.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the amended licence are actioned by NOTAM and/or amendment issue, as appropriate.

Yours
faithfully,

{Signature}
{Name}
}
Chairman
Civil Aviation Authority of Bangladesh



C.5 Non-consent to Amend an Aerodrome Licence

{File reference}

Date:

{Licence holder's name}
{Aerodrome name}
{Address}

Dear {Sir/Madam}

This has reference to your request for the Civil Aviation Authority, Bangladesh to consent an amendment of Aerodrome Licence number {XXnnn} for {aerodrome name} aerodrome.

The CAAB has decided not to consent to the proposed amendment of the Aerodrome Licence. The CAAB decision is made because:

{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal section before the letter is issued.}

Examples of reasons may be that the amendment of the licence will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the current *appeal process* you or any person whose interests are affected by this decision may apply to (*as required*) for a review of the CAAB decision within 35 days from the date of this letter.

You are reminded that you retain all the obligations of aerodrome operator under the current licence. If you are unable or not prepared to continue to meet these obligations, please advise the concerned official of CAAB of your intentions.

Yours
faithfully,

{Signature}

{Name}

Chairman
Civil Aviation Authority of
Bangladesh



Aerodrome Licencing Procedures

C.6 Warning Notice

{file reference}

Date

{Licence holder's name}

{Address}

Dear *{Sir/ Madam}*

WARNING NOTICE FOR THE SUSPENSION OF AN AERODROME LICENCE

{name of aerodrome}

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority will suspend your Aerodrome Licence effective from *{dd/mm/yy}*.
(Note: The date should be 35 days from the date of issue of this letter)

If you have any queries regarding above, please contact this Authority.

Yours faithfully,

{Signature}

{Name}
Chairman
Civil Aviation Authority of Bangladesh



C.7 Suspension of an Aerodrome Licence

{file reference}

Date

{Licence holder's name}{Address}

Dear *{Sir/ Madam}*

SUSPENSION OF AN AERODROME LICENCE *{name of aerodrome}*

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the above letter within the period stated, this Authority has decided to suspend your Aerodrome Licence effective from *{dd/mm/yy}* for the period (specified by the Chairman CAAB.)

If you fail to rectify the findings within this period, your licence will be cancelled by this Authority.

If you have any queries regarding above, please contact this Authority.

Yours
faithfully,

{Signature}

{Name}
Chairman
Civil Aviation Authority of Bangladesh



C.8 Cancellation of an Aerodrome Licence

{file reference}

Date

{Licence holder's name}{Address}

Dear *{Sir/ Madam}*

CANCELLATION OF AN AERODROME LICENCE {name of aerodrome}

This has reference to our letter *{Number}* dated *{dd/mm/yy}*.

As you have failed to rectify the findings mentioned in the letter *{Number}* dated *{dd/mm/yy}* within the period stated in the letters reference *{Numbers and dates}* this Authority has decided to cancel your Aerodrome Licence effective from *{dd/mm/yy}*. We have arranged for a NOTAM to be issued in this regard.

{Insert the relevant paragraph below}

As there *{are/are no}* regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority.

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised to take the following steps.

Remove the windsock and boundary markers. Advise any known local operators.
Display appropriate unserviceability markers.

If you have any queries regarding the cancellation of licence or the legislative rules for the continuing use of your aerodrome, please contact this office.

Yours
faithfully,

{Signature}

{Name}
Chairman
Civil Aviation Authority of Bangladesh



APPENDIX – D CHECKLISTS

D.1 Aerodrome Licence Issue/Renewal Checklist

DD/AD/AI as assigned by the Director (AS), must complete this checklist to ensure that each step of the aerodrome licence procedure is completed during issue/renewal of the Aerodrome Licence.

Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

Sign and date this form and file it on the aerodrome file when the process is completed.



Aerodrome Licencing Procedures

Phase One – Pre-application	Y	<u>Remarks</u>
1. Intention to apply for an Aerodrome Certificate via walk-in, email or phone call	<input type="checkbox"/>	
2. Aerodrome file raised (Put file number:)	<input type="checkbox"/>	
3. Provide Director (AS) with an enquiry letter	<input type="checkbox"/>	
4. Pre-application meeting (if applicable)	<input type="checkbox"/>	
 Phase Two – Formal Application		
1. Receive an official letter and the completed certification package	<input type="checkbox"/>	
2. Letter of acknowledgement to the applicant	<input type="checkbox"/>	
 Phase Three – Document Evaluation		
1. Evaluate the completed/accepted certification package using inspection checklists.	<input type="checkbox"/>	
2. Report of document evaluation sent to the operator	<input type="checkbox"/>	
 Phase Four – Demonstration and Audit		
1. Receipt of fee (if applicable)	<input type="checkbox"/>	
2. On-site inspection	<input type="checkbox"/>	
a. Opening meeting		
b. Evaluation and verification		
c. Daily de-briefing		
d. Closing meeting		
3. Audit report submission within 15 days	<input type="checkbox"/>	
4. Corrective Action Plan (CAP) received within 20 days of the receipt of the report.	<input type="checkbox"/>	
a. CAP accepted	<input type="checkbox"/>	
b. CAP rejected	<input type="checkbox"/>	
5. CAP acceptance/ rejection letter sent to applicant	<input type="checkbox"/>	
 Phase Five – Certification		
1. Decision made on issuance/renewal/refusal of certificate	<input type="checkbox"/>	
2. Applicant informed of issuance/renewal/refusal with reasons for refusal	<input type="checkbox"/>	
3. Applicant advised of general conditions and special conditions (if any)	<input type="checkbox"/>	
4. Preparation of the Certificate	<input type="checkbox"/>	
5. Inclusion of conditions and limitations into the certificate	<input type="checkbox"/>	
6. Certificate issued	<input type="checkbox"/>	
7. *Amendment/Incorporation of Special conditions in the Aerodrome Manual	<input type="checkbox"/>	
8. *Manual endorsed and returned to the aerodrome Operator	<input type="checkbox"/>	
9. *Internal CAAB notification completed	<input type="checkbox"/>	
10. *Notified AIS	<input type="checkbox"/>	
11. *AIP updated	<input type="checkbox"/>	

Signature:

Date:/...../.....

Name:

.....
*To be checked after the licensing



D.2 Aerodrome Licence Surrender Checklist

1. The aerodrome operator must provide CAAB with written notification of the request to surrender the Aerodrome Licence. The Aerodrome Licencing Committee (ALC), CAAB who assesses the request may be required to investigate the application further to establish the relevant information.

Cancellation date specified by the aerodrome operator.

Authority verified — that is, the notification is from the licence holder and signed.

Are air transport operations being conducted at the aerodrome?

Is the aerodrome to be closed?

Is it necessary for CAAB to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

2. The written notification is accepted by CAAB and the licence is cancelled

Confirm that the details specified in section 1 of this checklist have been addressed.

Endorse the original licence document or a copy attached in the aerodrome file as **Cancelled**.

Sign the endorsed original licence document or a copy.

Place endorsed original licence document or copy in the appropriate aerodrome file.

3. Advise the details of the cancellation to

Aerodrome Operator in writing the date of cancellation.

AIS for issuing NOTAM and any changes to the details of the reporting officer.

AIS for amendment to publications.

Amendment of the Aerodrome Licence register

4. Surveillance Update

Aerodrome Profile Sheet update

Surveillance Plan amendment



D.3 Aerodrome Licence Amendment Checklist

- 1. The aerodrome operator must provide CAAB with written notification of the request to amend the Aerodrome Licence. The ALC, CAAB who assesses the request may be required to investigate the application further to establish the relevant information.**

Amendment date specified by the aerodrome operator.

Authority verified — that is, the notification is from the licence holder and signed.

Are air transport operations being conducted at the aerodrome?

Is the aerodrome to be closed?

Is it necessary for CAAB to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?

- 2. The written notification is not accepted by CAAB and the CAAB's consent to amend the licence is not granted**

Confirm that the details specified in section 1 of this checklist have been addressed.

Reasons for not granting consent to amend the Aerodrome Licence are enclosed.

CAAB confirmation not to amend the Aerodrome Licence issued.

- 3. The written notification is accepted by CAAB and the CAAB's consent to amend the licence is granted**

Confirm that the details specified in section 1 of this checklist have been addressed.

CAAB confirmation to amend the Aerodrome Licence issued.

Endorse the original licence document or a copy attached in the aerodrome file as **Amended**.

Sign the amended licence document.

Place the copy of the amended licence document in the appropriate aerodrome file.

- 4. Advise the following details of the amendment of Aerodrome Licence**

Aerodrome Operator in writing the date of amendment of Aerodrome Licence.

AIS for issuing NOTAM and any changes to the details of the reporting officer.

AIS for amendment to publications.

Amendment of the Aerodrome Licence register.

- 5. Surveillance Update**

Aerodrome Profile Sheet update

Surveillance Plan amendment

D.4 Aerodrome Licence Suspension or Cancellation Checklist

1. Before issuing a Letter of Warning Notice to the Aerodrome Operator

Ensure that the Aerodrome Operator is given 21 days period to rectify all deficiencies identified during inspection of the aerodrome by ALC.

Confirm that the Aerodrome Operator has not rectified the deficiencies within 35 days.

Issue a Letter of Warning Notice.

Place a copy of the letter in the appropriate aerodrome file.

2. Before issuing a Letter of Suspension of the Licence to the Aerodrome Operator

Ensure that the Aerodrome Operator has been issued a Letter of 14 days Warning Notice

Confirm that the Aerodrome Operator has not rectified the deficiencies within 14 days of the issue of the Letter of Warning Notice.

Issue a Letter of Suspension of the Licence

Place a copy of the letter in the appropriate aerodrome file.

3. Before issuing a Letter of Cancellation of the Licence to the Aerodrome Operator

Ensure that the Aerodrome Operator has been issued a Letter of Suspension of the Licence for a period specified by Chairman CAAB.

Confirm that the Aerodrome Operator has not rectified the deficiencies within the period of the suspension of the Licence (period specified by Chairman CAAB) to the satisfaction of the Chairman CAAB.

Action shall be taken to cancel the Licence

4. If CAAB makes a decision to cancel the Licence

Prepare and forward the Letter of Cancellation of the Licence for Chairman CAAB's signature through DFSR.

Ensure that the Aerodrome Operator has been issued a Letter of Cancellation of the Licence.

Place a copy of the letter in the appropriate aerodrome file.

Confirm that the aerodrome operator has been instructed to return the original licence document to the CAAB to enable cancellation of the Licence

Confirm that the aerodrome operator has been advised to carry out any actions necessary in the interests of aviation safety.

AIS through DFSR for issuing NOTAM of the cancellation of the Licence and any changes to the details of the reporting officer.

AIS through D (AS) for amendment to publications.

Amendment of the aerodrome licence register.

5. When the Aerodrome Licence has been cancelled and the Licence returned to CAAB

Endorse the original licence document or a copy attached in the aerodrome file as **Cancelled**.

Sign the endorsed original licence document or a copy.

Place endorsed original licence document or copy in the appropriate aerodrome file.

6. Surveillance Update

Profile Sheet updated

Surveillance Plan amended