
TABLE OF CONTENTS

Abbreviations and symbols.....	02
FOREWORD	
CHAPTER 1. General	03
1.1 Definitions.....	03
1.2 Applicability.....	03
1.3 Common reference systems	03
1.3.1 Horizontal reference system	03
1.3.2 Vertical reference system	04
1.3.3 Temporal reference system	04
CHAPTER 2. Approval for establishment	05
CHAPTER 3. License for Operations	06
CHAPTER 4. Heliport Manual	07
CHAPTER 5. Obligations of the heliport/elevated heliport Operator	08
CHAPTER 6. Instruction & Orders and Exemptions	10
CHAPTER 7. Additional requirements for elevated heliport	11
7.1 Memorandum of Understanding (MOU):	11
7.2 Communication and Coordination	11
7.3 Weather and status briefing	11
7.4 Noise abatement	11
7.5 Other operational requirements:	11
CHAPTER 8. Operation of heliport and elevated Heliport,-	13
CHAPTER 9. Crew Qualification for elevated heliport operation	14
CHAPTER 10. Standard Operating Procedures (SOP) for an elevated Heliport,-	15
CHAPTER 11. Availability of Services at an elevated heliport	16
CHAPTER 12. Use of airspace and ATS requirements	17
CHAPTER 13. Rescue and Fire Fighting (RFF) Requirements	18
CHAPTER 14. Security requirements	19
CHAPTER 15. Safety and Security Inspection	20
CHAPTER 16. Suspension or cancellation or revocation of Licence	21
APPENDIX-A: Application Form For Establishment Of Heliport/Elevated Heliport	22
APPENDIX-B: Application for issue or renew of a Heliport & Elevated Heliport Licence.	28
APPENDIX-C: Application For Seeking Exemption	31
APPENDIX-D: Safety Assessment Form	33

ABBREVIATIONS AND SYMBOLS (*used in ANO 14-03*)**Abbreviations**

AIP	Aeronautical Information Publication
APAPI	Abbreviated precision approach path indicator
ASPSL	Arrays of segmented point source lighting
cd	Candela
cm	Centimetre
DIFFS	Deck integrated firefighting system
FAS	Fixed application system
FATO	Final approach and take-off area
FFAS	Fixed foam application system
FMS	Fixed monitor system
ft	Foot
GNSS	Global navigation satellite system
HAPI	Helicopter approach path indicator
HFM	Helicopter flight manual
HRP	Helicopter Reference Point.
Hz	Hertz
kg	Kilogram
km/h	Kilometre per hour
kt	Knot
L	Litre
lb	Pounds
LDAH	Landing distance available
L/min	Litre per minute
LOA	Limited obstacle area
LOS	Limited obstacle sector
LP	Luminescent panel
m	Metre
MAPt	Missed approach point
MTOM	Maximum take-off mass
NVIS	Night vision imaging systems
OFS	Obstacle-free sector
OLS	Obstacle limitation surface
PAPI	Precision approach path indicator
PFAS	Portable foam application system
PinS	Point-in-space
RFF	Rescue and firefighting
RFFS	Rescue and firefighting service
R/T	Radiotelephony or radio communications
RTOD	Rejected take-off distance
RTODAH	Rejected take-off distance available
s	Second
t	Tonne (1 000 kg)
TDPC	Touchdown/positioning circle
TDPM	Touchdown/positioning marking
TLOF	Touchdown and lift-off area
TODAH	Take-off distance available
UCW	Undercarriage width
VASI	Visual approach slope indicator
VSS	Visual segment surface

Symbols

°	Degree
=	Equals
%	Percentage
±	Plus or minus

CHAPTER 1. GENERAL

1.1 Short Title and Commencement

This Air Navigation Order (ANO) may be called the ANO on Approval for and Licensing of Heliport & Elevated Heliport, issued in accordance with the Rules for establishment and operation of Heliport and Elevated Heliports (SRO No 175- Law/2023 Dated 31 May 2023) and referred herein as the “ANO 14 -03” Issue-1. This ANO shall be effective immediately upon published in this Official Gazette.

Introductory Note.— ANO 14-03, contains provisions & specifications that prescribe the physical characteristics and obstacle limitation surfaces to be provided for at heliports (Ground/ Elevated), and certain facilities and technical services normally provided at a heliport(Ground/ Elevated). It is not intended that these specifications limit or regulate the operation of an aircraft.

When designing a heliport, the critical design helicopter, having the largest set of dimensions and the greatest maximum take-off mass (MTOM) the heliport is intended to serve, would need to be considered.

It is to be noted that provisions for helicopter flight operations are contained in ANO- 6, Part III.

1.1 Definitions

ANO-14, Volume I & ANO-14, Volume II, contain definitions for the terms which are used in both volumes. Those definitions are not reproduced in this ANO 14-03, with the exception of the following two, which are included for ease of reference:

Elevated Heliport. A heliport located on a raised structure on land with a TLOF surface 2.5m or higher above the ground in the immediate vicinity.

Heliport Manual. A manual included in an application for Licensing of Heliport & elevated heliport,

Heliport Licence – Licence issued by the Chairman of Civil Aviation Authority, Bangladesh under Provision 5 of Rules for establishment and operation of Heliport and Elevated Heliports (SRO No 175- Law/2023 Dated 31 May 2023 .

1.2 Applicability

This ANO describes the provisions used by the CAAB to regulate the establishment and operation of Heliport and Elevated Heliport.

1.3 Common reference systems

1.3.1 Horizontal reference system

World Geodetic System — 1984 (WGS-84) shall be used as the horizontal (geodetic) reference system. Reported aeronautical geographical coordinates (indicating latitude and longitude) shall be expressed in terms of the WGS-84 geodetic reference datum.

Note.— Comprehensive guidance material concerning WGS-84 is contained in the World Geodetic System — 1984 (WGS-84) Manual (Doc 9674).

1.3.2 Vertical reference system

Mean sea level (MSL) datum, which gives the relationship of gravity-related height (elevation) to a surface known as the geoid, shall be used as the vertical reference system.

Note 1.— The geoid globally most closely approximates MSL. It is defined as the equipotential surface in the gravity field of the Earth which coincides with the undisturbed MSL extended continuously through the continents.

Note 2.— Gravity-related heights (elevations) are also referred to as orthometric heights while distances of points above the ellipsoid are referred to as ellipsoidal heights.

1.3.3 Temporal reference system

1.3.3.1 The Gregorian calendar and Coordinated Universal Time (UTC) shall be used as the temporal reference system.

1.3.3.2 When a different temporal reference system is used, this shall be indicated in GEN 2.1.2 of the Aeronautical Information Publication (AIP), Bangladesh.

Chapter 2. Approval for establishment

2.1 For obtaining approval from the Government for establishment of Heliport or Elevated Heliport as the case may be, any person subject to fulfillment of the requirements mentioned in the Rules for establishment and management of Heliport and Elevated Heliport (SRO No 175-Law/2023 Date 31 May 2023), shall apply to the Chairman in a prescribed form.

2.2 Chairman, after initial scrutiny of the submitted application and physical visit of the proposed site by a committee composed of concerned officials, shall forward the application to the Government along with recommendations within 90 (Ninety) working days of the receipt of the application.

2.3 The applicant will be notified in writing of the decision of the Government within 30 (Thirty) working days of its receipt by the Chairman.

2.4 If, approval for establishment of Heliport or Elevated Heliport is received from the Government, within 120 (One hundred and twenty) working days of notifying the applicant of the decision, Chairman shall allow the applicant for the construction of the Heliport or Elevated Heliport as the case may be and installation of necessary safety & security related equipment as required by the concerned ANOs.

2.5 Chairman or representatives authorized by him will visit the site of construction on a regular basis to look into whether the Heliport or Elevated heliport is being constructed by obeying all the conditions and in accordance with the approved design & diagram.

Chapter 3. License for Operations

3.1 The operator of a heliport or an elevated heliport as the case may be, shall be in possession of a licence called Heliport Licence.

3.2 The applicant on completion of the construction of the heliport or elevated heliport as the case may be, shall apply in a prescribed form to the Chairman for a license to operate the heliport or elevated heliport as the case may be.

3.3 The applicant will be granted a licence within a maximum period of 60 (sixty) working days from the day of receipt of the application to operate the heliport or the elevated heliport as the case may be, or will be rejected after giving the applicant a reasonable opportunity of hearing and stating specific reasons in writing.

3.4 A committee, composed of concerned officials will assess the application and carry out the total licencing process for a heliport or an elevated heliport.

3.5 An operating licence for a heliport or an elevated heliport will be issued by the Chairman after being satisfied that,-

(a) the heliport/elevated heliport facilities, services and equipment are in accordance with the provisions as specified in ANO 14 Vol II , this ANO and applicable provisions of ANO 14 Vol I;

(b) the heliport/elevated heliport operating procedures make satisfactory provision for the safety of helicopter;

(c) a heliport manual, as specified in Chapter 4, has been prepared that contains all relevant information for the heliport or elevated heliport concerned and submitted; and

(d) the applicant will be able to operate and maintain the heliport or elevated heliport properly.

3.6 The Chairman -

(a) may grant a heliport licence subject to any conditions necessary in the interests of safety;

(b) shall give written notice to the applicant of the reasons for any conditions applied to the licence;

(c) shall set out a condition in an endorsement on the licence or otherwise notified in writing to the licence holder.

3.7 Validity of the license will be 2 (two) years or until it is suspended or cancelled or revoked, whichever is earlier and it may be renewed subject to meeting the conditions & requirements as specified.

3.8 Heliport /elevated Heliport operator shall deposit a caution money and pay a licence issue or renewal fee, as specified time to time, in favor of CAAB in the way mentioned in Section 13; sub-section (2) of Rules for establishment and operation of Heliport and Elevated Heliports .

Chapter 4. Heliport Manual

4.1 The operator of a licenced heliport/elevated heliport shall have a manual, to be known as the Heliport Manual, for the heliport or elevated heliport as the case may be.

4.2 The heliport Manual shall -

- (a) be typewritten or printed and signed by the heliport/elevated heliport 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.

4.3 The heliport/elevated heliport operator shall provide the Chairman with a complete and current 2(two) copies of the heliport manual, and must keep at least one complete and current copy of the heliport manual at the heliport/elevated heliport in printed form. Other copies of the manual may be held in electronic form.

4.4 The operator of a licensed heliport/elevated heliport shall include the particulars in a heliport manual as specified by Chairman.

4.5 If the Chairman exempts the heliport/elevated heliport operator from complying with any requirement set out in related ANOs, the heliport 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.

4.6 If a particular information is included in the heliport manual because it is not applicable to the heliport/elevated heliport concerned, the heliport/elevated heliport operator must state in the manual -

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

4.7 The operator of a licensed heliport/elevated heliport must alter or amend the heliport Manual whenever necessary, in order to maintain the accuracy of the manual; as per Art. 4.10.

4.8 To maintain the accuracy of the heliport manual, the Chairman may issue written directives to the heliport/elevated heliport operator to alter or amend the manual in accordance with the direction.

4.9 A heliport/elevated heliport operator must notify the Chairman, as soon as practicable of any alterations that the operator wishes to make to the heliport manual.

4.10 The Chairman shall accept/approve the heliport manual and any amendments thereto, provided these meet the requirements of other provisions.

4.11 The operator of a licensed heliport/elevated heliport shall maintain a record for the holder of each copy of the heliport manual, in whole or in part, and shall provide updates of the manual appropriately to all the holders.

Chapter 5. Obligations of the Heliport/Elevated Heliport Operator

5.1 The heliport/elevated heliport operator shall comply with the requirements specified in Rules for establishment and operation of Heliport and Elevated Heliports, ANO 14 Vol I & Vol II and this ANO and with any conditions endorsed in the License.

5.2 The operator of licensed heliport/elevated heliport shall ensure that the operations and maintenance of the heliport/elevated heliport are carried out with a reasonable degree of care and diligence.

5.3 The heliport/elevated heliport operator shall employ adequate numbers of qualified and skilled personnel for performing all critical activities in the heliport/elevated heliport operation and maintenance processes.

5.4 Competency for personnel referred to in sub-para 5.3 will be verified by the Chairman.

5.5 The heliport/elevated heliport operator shall implement a training programme as approved by the Chairman, to upgrade the competency of the personnel referred to in sub-para 5.3.

5.6 Subject to any directives that the Chairman may issue, the heliport/elevated heliport operator shall operate and maintain the heliport/elevated heliport in accordance with the procedures set out in the heliport manual.

5.7 To ensure the safety of helicopter, the Chairman may give written directives to a heliport/elevated heliport operator to alter the procedures set out in the heliport manual.

5.8 The heliport operator as appropriate shall oblige all the users of the heliport including organization which perform activities independently at the heliport in relation to helicopter handling, to comply with requirements laid down by the heliport operator with regard to safety and order at the heliport, and shall monitor such compliance.

5.9 The heliport operator shall oblige all the users of the heliport including all organizations referred to in sub-para 5.8 to co-operate in the programme to promote safety, and the safe use of the heliport by immediately informing it of the accidents, incidents, defects and faults which have bearing on safety.

5.10 A heliport/elevated heliport operator shall, allow access to the personnel, authorized by the Chairman or nominated by the Government as referred in Art. 15.1, to any part of the heliport/elevated heliport facility, including equipment, records, documents and operator's personnel for the purpose referred to in Art. 15.1.

5.11 The license holder shall extend full co-operation to the Inspectors or authorized representatives engaged in regular or random inspection and ensure their un-interrupted access to all places and/or facilities of the heliport or elevated heliport as the case may be.

5.12 A heliport/elevated heliport operator shall adhere to the requirements of notifying and reporting within the specified time limits, to the Chairman, air traffic control and pilots, as required by the provisions of this ANO and ANO 14 Vol II

5.13 A heliport/elevated heliport 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 Chairman on receipt, thereof and immediately after such reviews, notify Chairman of any inaccurate information contained, therein, that pertains to the heliport/elevated heliport.

5.14 A heliport/elevated heliport operator shall notify the Chairman in writing at least 60 days before any change to a heliport/elevated heliport facility or equipment or the level of service at the heliport/ elevated heliport 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 sub Art. 5.13

5.15 Subject to the requirements of the sub Art. 5.16 a heliport/elevated heliport 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 heliport/elevated heliport;
- (b) the existence of any obstruction or hazardous condition affecting aviation safety at or near the heliport/elevated heliport;
- (c) reduction in the level of service at the heliport/elevated heliport set out in AIS publications referred to in Art. 5.13;
- (d) closure of any part of the movement area of the heliport/elevated heliport; and
- (e) any other condition that could affect aviation safety at the heliport/elevated heliport and against which precautions are warranted.

5.16 When it is not feasible for a heliport/elevated heliport operator to cause notice of a circumstance referred to in sub-Art. 5.15 to be received at the air traffic control or a flight operations unit in these sub-sections, the heliport/elevated heliport operator shall give immediate notice directly to the pilot who may be affected by that circumstance.

5.17 A heliport/elevated heliport operator shall inspect or arrange for inspection of a heliport/elevated heliport, as the circumstances require, to ensure aviation safety:-

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

5.18 A heliport/elevated heliport operator shall remove, or arrange for the removal of other obstructions from the surface of the heliport/elevated heliport or any vehicle (if applicable) that is likely to be hazardous.

5.19 Where low flying helicopter, at or near a heliport, or taxing helicopters are likely to be hazardous to people or vehicular traffic, the heliport operator shall -

- (a) post the warning notices of the hazard on any public way that is adjacent to the manoeuvring 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 heliport operator.

5.20 International operation:

- (a) Prior approval will be required from Government for international operation.
- (b) The heliport operator engaged in international operation shall establish a safety management system of the heliport 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.

5.21 The operator of a licenced heliport, engaged in international operation, shall implement a safety management system, acceptable to the Chairman and as a minimum:

- (a) identifies safety hazard;
- (b) ensures that remedial action necessary to maintain an acceptable level of safety is implemented;
- (c) provides for continuous monitoring and regular assessment of the safety level achieved; and
- (d) aims to make continuous improvement to the overall level of safety.

Chapter 6. Instruction & Order and Exemption

6.1 Subject to the provisions of this ANO, the Chairman may from time to time issue instructions and orders for ensuring safe, secured, regular and efficient operation and management of all heliports/elevated heliports.

6.2 The Chairman may exempt, in writing, a heliport/ an elevated heliport operator from compliance with specified provision(s) of ANOs concerned.

6.3 The heliport/elevated heliport operator shall apply to the Chairman in the prescribed form requesting exemption along with a safety assessment and mitigation action;

6.4 Before the Chairman decides to exempt the heliport/elevated heliport operator, all relevant considerations relating to the interest of safety will be taken into account.

6.5 An exemption is subject to the heliport/elevated heliport operator complying with the conditions/ procedures, specified by the Chairman in the license as being necessary in the interests of safety & security.

Chapter 7. Additional requirements for Elevated Heliport

7.1 Memorandum of Understanding (MOU):

Subject to approval of Chairman, **Elevated Heliport** operator shall have a MOU with helicopter Operator(s) to operate to/from the **Elevated Heliport**. The MOU will clearly indicate the roles, responsibilities and liabilities of both the parties involved, including co-ordination procedure.

7.2 Communication and Coordination

(a) The helicopter operator shall develop a coordination procedure to communicate with the elevated heliport operator for the exchange of information such as flight movement data, weather, operational status of elevated heliport and any other useful information.

(b) A VHF radio should be used by the elevated heliport operator to provide arriving helicopter with weather, elevated heliport conditions and traffic information (if applicable) but should not be used to control the air traffic. The elevated heliport operator shall approach to BTRC through CAAB for VHF frequency allocation.

(c) The elevated Heliport operator shall appoint the contact person responsible for coordinating with the helicopter operators. S/he should coordinate helicopter operator for the following matters:

- i) status of elevated heliport, its operability;
- ii) weather conditions at the elevated heliport;
- iii) medical evacuation issues

7.3 Weather and status briefing

The flight crew shall take weather and status briefing of the elevated heliport before conducting a flight on such elevated heliport. For this, helicopter operator shall have established a mechanism for the exchange of such information with the elevated heliport operator. If feasible or possible, they may request appropriate ATS unit for visual observation towards the elevated heliport.

7.4 Noise abatement

(a) Helicopter Operators shall consider the effect of noise when planning and conducting operations, particularly repetitive operation at the elevated heliport.

(b) The take-off and landing phases of flight generate the greatest noise, so operation shall be planned to minimize the effect of such noise during these phases of flight wherever possible.

7.5 Other operational requirements:

(a) The helicopter shall be able to maneuver into wind and land safely following a power unit failure.

(b) Flight crew shall have final authority for safe landing and take-off.

(c) If no communications with the appropriate ATS unit exists, pilot shall follow the RCF procedure as detailed in approved ATS procedure.

(d) When operating in the vicinity of an airport, the pilot should avoid the flow path of fixed wing aircraft and ensure that landing path is clear.

(e) Before departing from **elevated heliport**, pilot shall call ATS unit concerned and give departure intentions before take-off.

- (f) Pilots shall follow the instruction or advice from the concerned ATS unit.
- (g) Pilots shall be cautious of obstacles especially the transmission wire and the pylons while flying low and during landing and take-off.
- (h) During off-loading of patient, the crews will maintain constant vigilance when rotor is running.

Chapter 8. Operation of Heliport and Elevated Heliport

8.1 Normal operating procedures at heliport and elevated Heliport should include consideration of the following:

- (a) Daily inspection procedure of the heliport/elevated heliport by developing the checklist that include the status of the heliport/elevated heliport markings and supporting equipment and facilities.
- (b) General Weather observation at the heliport/elevated heliport, and notification procedure to the helicopter operator.
- (c) Procedures for notifying and responding to an arriving helicopter which should include the communications between heliport/elevated heliport Operator and helicopter, including radio operating procedures and phraseology.
- (d) Procedures for heliport/elevated heliport ground access control including inspection and securing heliport/elevated heliport before helicopter arrives.
- (e) Procedures during start-up of the helicopter and inspection of heliport/elevated heliport after departure,
- (f) Records of heliport/elevated heliport use including purpose, frequency and duration,
- (g) No person shall approach to helicopter until and unless helicopter engines are shut down unless otherwise permitted or directed by the flight crew. No person shall approach to helicopter from its rear.
- (h) Loading and unloading procedures, including safety of personnel and equipment within heliport/elevated heliport boundary,
- (i) If the operation at the heliport/elevated heliport is unsafe because of weather, operational status or any other reason, heliport/elevated heliport operator shall immediately inform the flight crew or helicopter operator, as appropriate.
- (j) No unauthorized person shall be allowed at the heliport/elevated heliport during landing, take-off and engine run situation.

8.2 Emergency operation

Emergency operation should include,-

- (a) emergency handling procedure in case of helicopter accident/incident; or any other emergency arising at the heliport & elevated heliport.
- (b) emergency Response Flow chart.

8.3 Medical Evacuation (Elevated Heliport)

Medical evacuation should include,-

- a) the line of command during the medical evacuation.
- b) a medical evacuation plan flow chart.

Chapter 9. Crew Qualification for Elevated Heliport operation

Crew qualification for helicopter operation at elevated heliport shall meet the following criteria:

- (a) Must have trained by IPs on landing techniques on elevated heliports.
- (b) Shall have completed Initial Training before a pilot may conduct elevated heliport operations that includes a minimum of four landings and four take off at an elevated heliport.
- (c) Shall have completed Recency training. A pilot should not operate to an elevated heliport unless they have carried out a minimum of two landings and two take –offs at the elevated heliport within the preceding 12 months. If the training conducted concurrently with the PPC to an elevated heliport, this may be considered as meeting this requirement, when the training has not been achieved, the pilot should establish recency by performing a landing and take-off at an elevated heliport with a Type Rating Instructor/Type Rating Examiner (TRI/TRE). When the pilot is qualified on more than one type it should be accepted that recency gained on one type will meet recency requirement on all types.
- (d) Must have company as well as CAA authorization for execution of helicopter operations to and from elevated heliport.

Chapter 10. Standard Operating Procedures (SOP) for an Elevated Heliport

Elevated Heliport operator shall develop a Standard Operating Procedure (SOP) for the elevated heliport and submit it to Chairman for approval. Such SOP shall at least include the following items:

- a) Type of use of the elevated heliport;
- b) Process of normal and emergency operation;
- c) Information regarding rescue and firefighting;
- d) Diagram of the elevated heliport;
- e) Instruction to face emergency situation;
- f) Name and mobile number of the responsible person for the purpose of communicating with the control room during emergency;
- g) Information on obstructions around the elevated heliport;
- h) Boundary delineation of elevated heliport and lightings around;
- i) Arrangement to communicate with the nearest control tower & appropriate authority for the purpose ensuring safe landing & take-off and handling of emergency situation.
- j) Any other conditions as may be imposed time to time by the Chairman.

Chapter 11. Availability of Services at an Elevated Heliport

11.1 The elevated heliport will be used for the shifting of a patient from one place to another by helicopter for receiving advanced treatment and for corporate purposes of the owner(s) of the elevated heliport and helicopters concerned.

11.2 The elevated heliport shall be operated only during the period from sunrise to sunset in Visual Meteorological Conditions (VMC).

Chapter 12. Use of Airspace and ATS requirements

12.1 Jurisdiction of airspace for a heliport or an elevated heliport and its classification shall be specified by the ATM Division of CAAB.

12.2 Pilots of the helicopters shall,-

- a) follow the current ATS instruction(s);
- b) comply with the conditions as mentioned in the permission accorded by the Chairman;
- c) comply with the rules applicable to the airspace in which they are flying; and
- d) follow the ATS & Co-ordination procedures as specified by the ATM Division of CAAB.

12.3 ATM Division of CAAB shall specify the Obstacle Limitation Surface (OLS) around a heliport and an elevated heliport.

12.4 Heliport and elevated heliport operator shall respectively monitor the growth of structures around the heliport and elevated heliport and notify Chairman of any aparant violation.

Chapter 13. Rescue and Fire Fighting (RFF) Requirements

13.1 Level of ARFF protection for helicopters

Level of protection provided at the heliport/elevated heliport for helicopter operation shall be as specified in section 6.2 of ANO 14 Vol II.

13.2 Fire protection for Infrastructure:

The fire-extinguishing system of the heliport or elevated heliport infrastructure shall be approved by the Directorate of Fire Service and Civil Defense.

13.3 ARFF personnel shall be trained through a course as approved by the Chairman.

Chapter 14. Security requirements

14.1 Installation and operation of all types of equipment relating to security management of Heliport or Elevated Heliport shall be as specified by the AVSEC Division of CAAB.

14.2 Procedures of security check of the passengers & persons associated with the operation of Heliport or Elevated Heliport for entering the operational area of the Heliport or Elevated Heliport shall be as specified by the AVSEC Division of CAAB.

Chapter 15. Safety and Security Inspection

15.1 The Chairman or any Inspector authorized by him and any official nominated by the Government will inspect the management, operation, safety and security aspects of a heliport or an elevated heliport at least once in a year. Inspectors may inspect and carry out tests on the heliport/elevated heliport facilities, services and equipment and operators' documents.

15.2 In addition to inspection mentioned under sub Art. 15.1, sudden/random inspection may be carried out at a heliport or an elevated heliport.

15.3 The license holder is obligated to resolve the post inspection findings and/or recommendations made by the Inspector or inspection team within the time limit as specified in the inspection report.

Chapter 16. Suspension or cancellation or revocation of Licence

Chairman may suspend or cancel or revoke a licence in the following circumstances in accordance with the section 11 of the CA Act 2017, if the,-

- a) licence holder fails to operate the heliport/elevated heliport in compliance with the provisions of the CA Act 2017, Heliport-Elevated Heliport Rules and the ANOs (as applicable) made thereunder.;
- b) licence holder breaches any condition of the licence;
- c) heliport/elevated heliport facilities, operations or maintenance are not of the standard required in the interests of the safety of air navigation;
- d) licence holder requires service(s) from CAAB as mentioned in Rule 11 Sub-rule (2) of Heliport-Elevated Heliport Rules (এস, আর, ও, নং ১৭৫-আইন/২০২৩) for more than 6 (six) months;
- e) licence holder fails to resolve the findings within the time line as accorded by the Chairman;
- (f) licence holder fails to pay any applicable fees and dues (as mentioned under Rule 11 Sub-Rule (3) of Heliport-Elevated Heliport Rules (এস, আর, ও, নং ১৭৫-আইন/২০২৩) to CAAB in time.

APPENDIX-A



CIVIL AVIATION AUTHORITY BANGLADESH
 KURMITOLA, DHAKA-1229
WWW.CAAB.GOV.BD



APPLICATION FORM FOR ESTABLISHMENT OF HELIPORT/ELEVATED HELIPORT

REF (FILLED BY CAAB):		DATE :	
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1.DETAILSOF APPLICANT

a. FULL NAME OF APPLICANT
 (IF IT IS ORGANISATION
 MENTION IT'S
 REGISTRATION/CERTIFICATE
 OF INCORPORATION NO)

b. ADDRESS OF APPLICANT

c. NATIONALITY

d. PHONE

e. E-MAIL

f. E-TIN/BIN

g. NID NO

2.DETAILS OF HELIPORT/ELEVATED
HELIPORT SITE

a. PROPOSED NAME OF
 HELIPORT/ELEVATED
 HELIPORT

b. ADDRESS WHERE SITUATED

c. PHONE

E-MAIL

d. NEAREST AIRPORT

e. LATITUDE/LONGITUDE OF HELIPORT REFERENCE POINT

N:

E:

f. ELEVATION OF HELIPORT REFERENCE POINT(AMSL)

g. TOTAL LAND/SURFACE AREA AVAILABLE

3. OWNERSHIP OF THE LAND

a. ARE YOU THE OWNER OF THE LAND?

Yes No

b. IF NO PLEASE MENTION NATURE OF ARRANGEMENTS (ATTACH COPY OF RELEVANT DOCUMENTS)

c. DURATION OF LAND ARRANGEMENTS

From

To

d. MENTION DETAILS THROUGH TOPOGRAPHICAL MAP AS PER RULE 3, SUB-RULE 1(E) OF HELIPORT/ELEVATED HELIPORT RULES 2023

4. ATTACHMENT REQUIRED

- | | | |
|--|------------------------------|-----------------------------|
| a. NOC FROM MINISTRY OF DEFENCE | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. NOC FROM PUBLIC SECURITY DIVISION, MINISTRY OF HOME AFFAIRS | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. NOC FROM SECURITY SERVICES DIVISION, MINISTRY OF HOME AFFAIRS | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. NOC FROM MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. NOC FROM CONCERNED LOCAL GOVERNMENT INSTITUTION(CITY CORPORATION/MUNICIPAL CORPORATION/UNION PARISHAD) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. NOC FROM DGFI | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. NOC FROM NSI | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. NOC FROM LAND OWNER (AS APPLICABLE) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. NOC AS PER THE PROVISIONS OF KPI POLICY | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. DESIGN APPROVAL & LOAD BEARING CAPACITY CERTIFICATE FROM BUET | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. NO LOAN DEFALTER CERTIFICATION FROM BANGLADESH BANK | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| l. DETAILED DESCRIPTION OF FINANCING (FORMAT ATTACHED) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

5. HELIPORT/ELEVATED HELIPORT ACTIVITIES

- a. PUBLIC USE PRIVATE USE
 CORPORATE USE MEDICAL USE
- b. PROPOSED TIME OF OPERATION (HELIPORT ONLY) Day time All time

6. METEOROLOGICAL INFORMATION

- a. HELIPORT/ELEVATED HELIPORT REFERENCE TEMPERATURE HIGHEST LOWEST

b. RAINFALL DATA
(MINIMUM STANDARD DURATION)

c. WIND SPEED/DIRECTION DATA
(MINIMUM STANDARD DURATION)

d. WIND ROSE DIAGRAM

7. MENTION DETAIL ARRANGEMENTS

a. ACCESSIBILITY TO SITE

b. WATER SUPPLY

ADEQUATE INADEQUATE MEDIUM

c. ELECTRICITY

Normal Backup

d. MEDICAL FACILITIES

e. FIRE CONTROL POLICY

8. MENTION DETAILS WHO ARE DESIGNING THE WORK

a. NAME OF COMPANY
(ATTACH QUALIFICATION &
QUALITY ASSURANCE SYSTEM
RELATED DETAILS)

b. NAME & DETAILS OF ENGINEERS & CONSULTANTS ENGAGED IN PROJECT
(MENTION IEB MEMBERSHIP NO & NID)

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c. SUBMIT PROJECT REPORT (BASIC DESIGN & MASTER PLAN)

DETAILS

PARTIAL

9. DECLARATION

I DO HEREBY DECLARE THAT IF PERMITTED FOR ESTABLISHMENT, THE HELIPORT/ELEVATED HELIPORT WILL BE ALLOWED TO BE USED FOR GOVT. DEPT. OR AUTHORITY FOR PUBLIC INTEREST & EMERGENCY REQUIREMENT.

I HEREBY CERTIFY THAT THE ABOVE-MENTIONED INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE		
(POSITION HELD WITH OFFICIAL SEAL)		
DATE		
(DD/MM/YY)		
FULL NAME		

INSTRUCTIONS:

- a. Construction work should be done according to maintaining ICAO-FAA standard construction procedure.
- b. All photocopies of NID, IEB membership card & other related cards should be submitted.
- c. The applicant shall have to submit original money receipt of Approval Form purchased.
- d. Power of Attorney authorizing the signatory of the Applicant shall have to submit.
- e. In case of JV, Applicant shall submit Joint Venture Agreement on Bangladeshi Non-judicial Stamp of Tk. 300/= (Taka Three hundred) only in English language. The responsibility of each partner and their ratio of participation to be clearly stated.
- f. Incomplete application or application with false information will be rejected firmly.

REMARKS OF SELECTION COMMITTEE :

- a. Date of Appointment for Verification of all Original Certificates : / /
- b. Date of Site Inspection: / /

(Inspection shall be arranged by the applicant)

RECOMMENDATIONS OF CAAB:

(CHECKED BY)

(APPROVED BY)

APPENDIX-B



CIVIL AVIATION AUTHORITY BANGLADESH
KURMITOLA, DHAKA-1229
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Application for Issue or Renew of a Heliport & Elevated Heliport Licence.

1. Particulars of the Applicant

Full Name:

.....
.....

Address:

.....
.....

Designation:

Phone:

Fax:

Email:

2. Particulars of Heliport /Elevated Heliport Site

Heliport/Elevated Heliport Name:

.....

Heliport/Elevated Heliport Operator Name:-----

Licence No: (If Applicable)

.....

Description of the Property:

.....
.....

Geographical Coordinates of the HRP:

Bearing and Distance from Nearest Town or Populous Area:

.....
.....
.....

3. Is the Applicant the Owner of the Heliport/Elevated Heliport Site?

Yes No

If No, provide:

- a) Details of rights held in relation to the site and
- b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as a Heliport/Elevated Heliport.

4. Indicate the Largest Type of Helicopter Expected to Use the Heliport/Elevated Heliport

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.....

5. Is the Heliport/Elevated Heliport to be used for Public Air Transport Operations?

Yes No

If No, provide detail information:

On behalf of the Heliport/Elevated Heliport Operator stated above, I hereby apply for a Licence to operate the Heliport/Elevated Heliport

Signed:

My authority to act on behalf of the Heliport/Elevated Heliport Operator is:

.....
.....
.....

Name of person making the declaration:

.....

Date://.....

Information:

1. Two copies of the Heliport Manual (including AEP & SMS (if applicable), prepared in accordance with this ANO and commensurate with the helicopter activities expected at the Heliport/Elevated Heliport, are required as part of the application.
2. The application should be submitted to the Chairman of Civil Aviation Authority, Bangladesh.
3. Documentary evidence in support of all matters in this application may be requested.

APPENDIX – C

FORM-CAAB EXMPT

APPLICATION FOR SEEKING EXEMPTION

(In duplicate)

1. DETAILS OF APPLICANT

1.1 Name of Applicant/ Organization and Address

1.2 License Number (If Applicable)

2. DETAILS OF EXEMPTION SOUGHT

2.1 Relevant provisions of Act/Rule/ANO for which exemption is sought.

2.2 Reasons why the exemption is needed. (The reasons provided should be detailed and self-explanatory)

2.3 Nature of exemption (Temporary/ Permanent)

2.4 Period for which exemption is required.

2.5 If the exemption will affect a particular kind of operation, the details thereof

2.6 For temporary exemption, the action plan for rectification and review of non-compliance, including the mitigation measures adopted for ensuring the safety during the exemption period.

2.7 For permanent exemption, the mitigation measures adopted to ensure safety of Helicopter operation. Complete safety assessment report shall be enclosed.

2.8 What factors were considered in the determination of Public Interest? Identify criteria:

- a)
- b)
- c)
- d)

Are conditions related to Public Interest required?
If required additional page(s) may be included.

2.9 What factors were considered to ensure equivalent level of Safety? Identify criteria and formulate as conditions of the exemption:

- a)
- b)
- c)
- d)

If required additional page(s) may be included.

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld. I also undertake the responsibility for annually reviewing the conditions or mitigation measures.

SIGNATURE OF APPLICANT

DATE.....

NAME..... (in capital letters)

POSITION HELD.....(With official seal)

Note:

- i It is an offence to make any false representation with the intent to deceive, for the purpose of procuring exemption.
- ii Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.

Appendix-D



Safety Assessment Form

Name of the Heliport / Elevated Heliport:

Title: Safety Assessment for:

1. Description :
2. Description of Hazard:
3. Location of Hazard:
4. Reference documents:
 - a) ANO 14 Vol I & Vol II and ANO 14 -03
 - b) ICAO DOC 9859
 - c) Heliport Manual
 - d) SMS Manual (If Applicable)

5. Safety Risk Probability Category:

Likelihood	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely to occur, but possible (has occurred rarely)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that the event will occur	1

6. Safety Risk Severity Category:

Severity	Meaning	Value
Catastrophic	— Equipment destroyed — Multiple deaths	A
Hazardous	— A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely — Serious injury — Major equipment damage	B
Major	— A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency — Serious incident — Injury to persons	C
Minor	— Nuisance — Operating limitations — Use of emergency procedures — Minor incident	D
Negligible	— Little consequences	E

7. Safety Risk Assessment Matrix:

Risk probability	Risk severity				
	Catastrophic A	Hazardous B	Major C	Minor D	Negligible E
Frequent 5	5A	5B	5C	5D	5E
Occasional 4	4A	4B	4C	4D	4E
Remote 3	3A	3B	3C	3D	3E
Improbable 2	2A	2B	2C	2D	2E
Extremely Improbable 1	1A	1B	1C	1D	1E

8. Safety Risk Tolerability Matrix:

Risk index range	Description	Recommended action
5A, 5B, 5C 4A, 4B 3A	High risk	Cease or cut back operation promptly if necessary. Perform priority risk mitigation to ensure that additional or enhanced preventive controls are put in place to bring down the risk index to the moderate or low range.
1A, 2A, 2B, 3B 3C, 4C, 4D 5D, 5E	Moderate risk	Perform or review risk mitigation as necessary. Departmental approval of risk assessment.
1B, 1C, 2C, 2D 3D, 3E, 4E	Low risk	Risk mitigation or review is optional.
1D, 1E, 2E	Negligible Risk	Acceptable as is. No risk mitigation required.

9. SAFETY ASSESSMENT:**9.1 Type/Name of Hazard:****Location of Hazard:****Reason of Hazard:****Hazard Consequence History:****9.2. Supplementary Hazard:****9.3. Un-safe event:****9.4. Ultimate consequence:**

- i)
- ii)
- iii)

9.5.1 Preventive Measure:

Escalation Factor:

Escalation Control:

9.5.2. Safety Risk Probability Category:

a.

b.

9.5.3. Safety Risk Severity Category:

a. Meaning: -

-

-

-

b. Value:

9.5.4 Safety Risk Assessment Matrix =

9.5.5. Safety Risk Tolerability Criteria:

9.6. Preventive Control (PC): a) Existing,-

i.

ii.

b) To be applied,-

Assessor Name:

Approved by:

Designation:

Official Seal: