



Bhutan Civil Aviation Requirements

FOREIGN NON-SCHEDULED FLIGHT APPROVAL

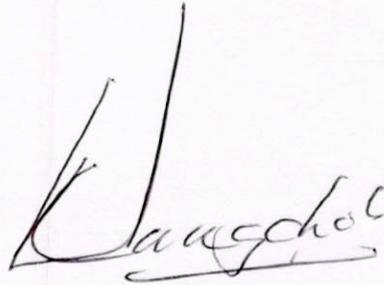
ISSUE 01 REVISION 02

(September 2023)

FOREWORD

The Bhutan Civil Aviation Authority is pleased to issue **Bhutan Civil Aviation Requirement – Foreign Non-Schedule Flight. Approval (BCAR-FNAF)** establishing Authority requirements for all the non-scheduled operators wishing to operate to and within Bhutan. These requirements have been developed in accordance with Duty and Power of Head of Authority enshrined in the Civil Aviation Act of Bhutan, which states “Head of Authority may issue Order, Directives Circulars and notice regarding any matter as per the provisions of Rules and Regulations under this act as deemed necessary” and in line with policy directive received from Ministry of Infrastructure and Transport vide MoIT/08/2023/467 dated 29th May 2023.

This BCAR- FNFA shall supersede all the requirements issued earlier. It shall come into effect from 1 September 2023.



Head of the Authority
Bhutan Civil Aviation Authority



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1. General:

- I. The Approving authority is the Head of Bhutan Civil Aviation Authority (BCAA) and prior approval shall be obtained by foreign registered aircraft for the operation of non-scheduled flight(s) /private flight(s) into and over the territory of Bhutan.
- II. Processing of approvals will be done by the BCAA in consultation with all other Sections of the BCAA upon submission of an application made as per the details given in the following paragraphs.
- III. Such an application shall be made through the BCAA approved Ground Handling Agent and should reach Flight Operations Section, BCAA in sufficient advanced time before commencement of the intended operation. No flight should leave from the point of departure in anticipation of getting required approval to fly over or land in Bhutan.
- IV. Agencies/Person who wish to charter the foreign registered aircraft to operate within Bhutan shall only be permitted in case aircrafts from the AOC holders of Bhutan are not available for the duration required by the charterer.

2. Ground Handling Agent:

- I. Bhutan Civil Aviation Authority shall approve the Ground Handling Agent for all airports in Bhutan.
- II. The approved ground handling agent shall be responsible to seek non-scheduled flight clearance approval for all foreign registered aircrafts, excluding state, VVIP and scheduled commercial operations flights intending to fly into and within Bhutan.
- III. The agents shall also be responsible for coordinating all logistical arrangements needed for the aircraft on ground, viz aircraft, crew and pax handling.
- IV. The approved ground handling agent shall ensure that these requirements are disseminated to the applicants.
- V. The agent shall also be responsible for collection of all charges at the airport related to the flight as per the established norms in the Aeronautical Information Publication (AIP) of Bhutan.
- VI. All Operators shall have an MoU with an approved ground handling agent, who will also be responsible for ensuring that all technical and procedural requirements are fulfilled before the submission of landing clearance application to BCAA for the approval.

3. Airport requirements

- I. The following requirement has to be fulfilled by the operating crew to operate into and within Bhutan due to the challenging operating environment of Bhutan:
 - A. The flight must be accompanied by a guide pilot (Guideline for Guide Pilot is provided in annexure-III) on board who has been flying in and out of Bhutan Aerodrome on a regular basis. Where a guide pilot is required, the Operator shall communicate with the approved ground handling agent for the arrangement; or
 - B. The operating crew has flown in and out of that particular Aerodrome in Bhutan (for both runways) within the preceding 90 days and is competent to operate at that Aerodrome; or
 - C. The operating crew must have undergone a simulator familiarization training of Aerodrome procedures for the particular aerodrome, at BCAA Approved Training Organization (ATO) conducted by a BCAA approved TRE (this option is available for only those fleets for which our TREs are approved for), within the preceding 30 days of the intended flight.
- II. For departure out of Bhutan, the operator may choose not to take a guide pilot onboard. However, in case of marginal weather conditions or if the operating crew are not familiar with the departure procedure, they shall take a guide pilot onboard.

4. Flight Clearance Procedure

- I. BCAA shall, in approving such flights, assign a Flight Clearance Number (FCN) which should be quoted by the operator / flight crew as and when necessary.
- II. BCAA may impose such conditions as considered desirable in respect of the carriage of passengers and cargo to/from/within Bhutan. Such conditions (if any) shall be specified in the Flight Clearance.
- III. The ground handling agent shall seek slots from the Department of Air Transport (DoAT) before submitting the flight clearance application.
- IV. The applications for the operation of a non-scheduled flight/private flight into/over/within Bhutan shall be submitted according to the format provided in annexure-I and the applications shall be directed through the approved ground handling agent to reach BCAA as per the timelines prescribed in annexure-II.
- V. Re-clearance shall be sought for any changes to the initial approval except the change of flight timing within the 48 hours of intended operating date and time. The change of flight date and timing within the 48 hours of the approved clearance shall be notified to BCAA.

- VI. Flight clearance or Re-clearance once granted remains valid for a period of two- (02) days from the date of intended operation. If the actual operation gets delayed beyond two days, re-clearance should be obtained afresh.
- VII. Re-clearance request shall quote the Flight Clearance Number when re-applying a Flight that is re-cleared, will be issued with a Re-clearance number, which shall be quoted as and when necessary.
- VIII. In order to facilitate proper and efficient flight identification process at the ATS Units, all Non-scheduled / Private operators are required to quote the Flight Clearance Number (FCN) {or the Re-Clearance Number issued} in field 18 of the Flight Plan filed.
- IX. Pilot-in-command is required to hold the Flight Clearance Number or the Re-clearance Number on board and quote the same when required by the ATC.
- X. Ground handling agents shall be responsible for collection of flight clearance fee as per the Section 12 of BANR's 2020, the same amount shall be applicable for re-clearance. The flight clearance / re-clearance fee shall be non-refundable.

5. Additional Requirements to be fulfilled by the Operator

The Operator shall ensure that the visa (if required to enter Bhutan) is obtained for the operating crew prior to operating into Bhutan.

The Operator shall ensure that all concerned agencies at the airport are informed of the intended operation in/out/within Bhutan.

The Operator shall ensure that the necessary ground/passenger handling arrangements, and fueling arrangements are in place.

The Operator shall ensure that all charges payable are settled prior to departure out of Bhutan.

Copies of the documents to be submitted along with the application

No.	Description
1	Valid C of A
2	Valid C of R
3	Valid Insurance
4	Valid AOC and Operations Specifications
5	All pages of the License of the Operating Crew
6	Valid Medical of the Operating Crew
7	Log Book of Pilot in Command
8	Details of guide pilot (if applicable)
9	General Declaration

Annexure-I: Format for Submission of Application

Application for a Non-Scheduled flight/Private flight into/over Bhutan

1	Purpose of Flight	VIP	
		Tourist	
		Cargo	
		Ambulance	
		Relief	
		Private	
		Charter	
2	Whether Overflying, Technical Landing, or landing in Bhutan.	Overflying	
		Technical Landing	
		Landing	
3	ATS Routes (s) to be flown including entry & exit point	Entry Point	
		Exit Point	
4	Arrival and departure timing at the airport including Date of Flight (UTC & dd/mm/yy)	ETA & DOF	
		ETD & DOF	
5	Airport of last departure before entering Bhutan airspace and airport of first landing after leaving Bhutan Airspace	Departure	
		Destination	
6	Destination Aerodrome after leaving Bhutan airspace & Alternate Aerodrome	Destination	
		Alternate	
7	Applicable only if flying within Bhutan	Place/Aerodrome	
		ETA & DOF	
		ETD & DOF	
Aircraft Details			
8	a. Type of Aircraft		
	b. State of Registry / Nationality	Registry	
		Nationality	
	c. Aircraft Registrations		
	d. Telephony Designator (Flight number /call sign)		
	e. Whether aircraft is capable of air dropping		
	f. Whether the maximum certified passenger seating capacity of the aircraft is more than 30 seats		
	g. Whether the maximum payload capacity is more than 3 tons		
h. Whether the aircraft is fitted with ACASII/TCASII			
Pilot – in – Command			
9	Name & Nationality	Name	
		Nationality	
On-board details			
10	a. Number of Crew		
	b. Number of Passenger(s)		
	c. General description of the goods, if any		
	d. Any arms, ammunition, explosives, radioactive material, war equipment or dangerous goods? If so, attach a copy of the BCAA permit		
	e. Any special equipment like aerial photography, remote sensing		

	cameras, night vision cameras on board? If so, attach copy of BCAA permit	
11	Number of passengers of tonnage of cargo to be uplifted from and set-down in Bhutan	

Aircraft operator

12	a. Name	
	b. Nationality	
	c. Address	
	d. Aircraft Operator Certificate / Permit Number, if any	

Charterer Details

13	Name	
	Address	

Travel/Cargo Agent in Bhutan

14	Name	
	Address	

Copies of documents required to be enclosed with this application

15	a. Certificate of Registration	
	b. Certificate of Airworthiness	
	c. Insurance	
	d. AOC and Ops Specs	
	e. All pages of the license of the operating crew	
	f. Valid medical of the operating crew	
	g. Logbook of the Pilot in command	
	h. If no guide pilot used, recent flight detail or proof of training session under taken by the flight crew for this particular aerodrome	
	i. General Declaration	

Annexure – II: Minimum Days Required for Submission of Application

Nature of Flight	Type of Operation	Minimum Notice required
Non-scheduled Commercial (Passenger)	Landing	07 days
Non-scheduled Commercial (Cargo)	Landing	07 days
Helicopters/Airships/Gliders/Balloons	Landing /Over flying	14 days
Non-scheduled Commercial (Pax/Cargo)	Technical Stop only	3 Days
Non-scheduled (Pax/Cargo)	Over flying only	3 Days
Private	Landing	7 Days
Private	Over flying / Tech Stop	3 Days
Ambulance/Search & Rescue/Relief flights	Landing / Over flying	At the earliest
Any other Non-scheduled flights	Over flying / tech. stop	3 days
Any other Non-scheduled flights	Landing	7 days

Annexure -III: Guideline for Guide Pilot

The key responsibility of the Guide Pilot is to provide necessary information and brief SOPs relating to operations in and out of the intended operating aerodrome/place.

The Guide pilot shall, in general, adhere to the following procedures but not limited to:

Arrival:

- He/she shall be well within the duty time limitation and must ensure adequate rest prior to the flight;
- He/she shall be well aware of the approach and departure procedure of intended operating aerodrome and other aerodrome if applicable;
- Provide briefing to the intended PIC and other flight crew on the approach procedures at least two hours prior to departure. The briefing shall also include the go-around procedures followed at the operating aerodrome and other aerodrome if applicable; and
- He/she must provide guidance, as appropriate, to aid the operating crew on the approach and landing. Notwithstanding the authority of the PIC, the guide pilot may require the operating crew to go-around at any time of the procedure.

Departure:

- The guide pilot shall provide detailed information on the departure procedures, including the day VFR departure route out of that Aerodrome. He/she shall also brief the flight crew on all important visual cues and landmarks along the departure flight path;
- The guide pilot shall remain available at his/her station office until the flight has departed out of Bhutan;
- In case a guide pilot is required for departure, he/she must provide appropriate guidance during the departure; and
- Provide briefing to the intended PIC and other flight crew on the day VFR departure procedures at least two hours prior to departure from that aerodrome if applicable. The briefing shall also include the engine-out procedures followed at the aerodromes.

Annexure-IV: Overflight/Landing Clearance Format

	
OVERFLIGHT / LANDING CLEARANCE	
1. Name of Applicant /Airline	
2. Name of Pilot in Command	
3. Aircraft manufacturer/Type/ Serial No.	
4. Registration/Call Sign	
5. Purpose of Flight/Number of passengers	
6. Initial duration for Permit	
7. Aircraft configuration & MTOM	
8. Route to be Flown & FIR ENTRY & EXIT with timings	
9. Sector	
10. Names of crew	
11. Guide Pilot detail	
12. DoAT Slot Ref.	
13. Statement Bhutan Civil Aviation Authority hereby grants Flight & Landing clearance to ofscheduled to operate a private flight into as per request vide letter Ref No.dated.....	
14. Remarks	
15. Flight Clearance Number	BCAA/OPS/6.01/
Head of Authority	
16. Date of Issue:	