



འབྲུག་གི་བའི་མཁའ་འགྲུལ་དབང་འཛིན། དཔལ་ལྷན་འབྲུག་གཞུང་།

Bhutan Civil Aviation Authority  
Royal Government Of Bhutan  
Paro : Bhutan



Categories of Services	Services	No. of Staff
1. Services that require physical presence	<ol style="list-style-type: none"> <li>1. Onsite (field) Safety/Security Inspection of Air operators, Aerodrome Operators, Ground handling service providers, Aviation fuel service providers, Air Navigation Service Providers, Aviation Personnel, Aviation Security services.</li> <li>2. Response to Public health emergencies (including COVID-19) by Head of Agency and Civil Aviation Public health focal (inspections, coordination)</li> </ol> <p><b>Notes:</b> <i>These services are critical and will be required to be provided if there are incidents and occurrences during operations. Otherwise, physical presence is not required.</i></p>	3
2. Services that can be provided through Remote Working	<ol style="list-style-type: none"> <li>1. Development and Amendment of Act/Regulations – including incorporation of ICAO amendments</li> <li>2. Development and amendment of relevant Guidance materials</li> <li>3. Offsite safety/security audit/inspection: verification, validation of Manuals, procedures and reports – this includes verification for renewal of certificates, licenses and aviation documents and issue of aviation documents.</li> <li>4. Answering to ICAO Universal Safety/Security Oversight Audit Programme (USOAP/USAP) Protocol Questions</li> <li>5. Technical inputs to the government on matters related to Civil aviation; especially resolution of ongoing Significant Safety Concern issued by ICAO</li> </ol>	23



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	<ol style="list-style-type: none"> <li>6. Technical inputs for Air Service Agreements</li> <li>7. Coordination with International and Regional civil aviation institutions/groups.</li> <li>8. Coordination with aviation stakeholders within the state.</li> <li>9. Financial services</li> <li>10. Issue of Drone permits</li> <li>11. ICT services</li> <li>12. Management of Technical Library</li> <li>13. Issue of flight clearance (including chartered, Foreign Search and Rescue aircraft, and emergency relief flights)</li> </ol>	
<p><b>3. Services that are not so critical and be suspended for time being</b></p>	<ol style="list-style-type: none"> <li>1. Scheduled Safety/Security Audit of Air operators, Aerodrome Operators, Ground handling service providers, Aviation fuel service providers, Air Navigation Service Providers, Aviation Personnel, Aviation Security services.</li> <li>2. Safety/Security related Meetings, Workshops and Seminars that are organized by BCAA for the aviation stakeholders</li> <li>3. Administrative support for undertaking core functions</li> <li>4. Issue of Obstacle Clearances (OLS) for constructions within the vicinity of aerodromes</li> <li>5. Monitoring of the New BCAA office Construction site</li> </ol>	<p><b>30</b></p>



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	<ol style="list-style-type: none"><li>6. Conduct of Examination for issue of Aviation Documents to new applicants</li><li>7. BCAA board meetings</li><li>8. Representation at International and Regional Civil Aviation forums/seminars/workshops.</li></ol>	
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Notes:

1. BCAA has only 30 staff
2. For each category of services, a staff is counted irrespective of if they are already counted in another category of services (ie. a staff counted in service type 1, is also counted in service type 2 – if they are involved)