

SIERRA LEONE CIVIL AVIATION REGULATIONS



PART 9-FACILITATION

MAY 2021

PREAMBLE

WHEREAS, The Director-General shall have power to perform such acts, -including the conduct of investigations, to issue and amend orders, rules, regulations and procedures pursuant to and in accordance with the Civil Aviation Act, 2019.

WHEREAS, the Director- General shall have power to publish all reports, orders, decisions, rules, and regulations issued under Civil Aviation Act, 2019 in such form and manner as may be best adapted for public information and use;

NOW THEREBY, The Director General under its powers given by Article 17(1) and 17(2) (a) of the Civil Aviation Act, 2019 issue the following regulations which supersedes previous regulations on Facilitation.

1.SHORT TITLE

This regulation may be cited as Sierra Leone Civil Aviation Regulation “SLCAR Part 9- Facilitation”

2.EFFECTIVE DATE

This Regulation shall come into force as of the 5th day of May 2021.



Moses Tiffa Baio

Director General

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1. DEFINITIONS AND GENERAL PRINCIPLES

1A Definitions

When the following terms are used in this regulation on Facilitation, they have the following meanings, for the purposes of this Annex:

Accompanying person. An adult who is travelling with a minor. This person will not necessarily be the parent or legal guardian of the minor.

Admission. The permission granted to a person to enter a State by the public authorities of that State in accordance with its national laws.

Advance Passenger Information (API) System. An electronic communications system whereby required data elements are collected and transmitted to border control agencies prior to flight departure or arrival and made available on the primary line at the airport of entry.

Aircraft equipment. Articles, including first-aid and survival equipment and commissary supplies, but not spare parts or stores, for use on board an aircraft during flight.

Aircraft operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Aircraft operators' documents. Air waybills/consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charges orders (M.C.O.), damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents, for use by aircraft operators.

Airline. As provided in Article 96 of the Convention, any air transport enterprise offering or operating a scheduled international air service.

Authorized agent. A person who represents an aircraft operator and who is authorized by or on behalf of such operator to act on formalities connected with the entry and clearance of the operator's aircraft, crew, passengers, cargo, mail, baggage or stores and includes, where national law permits, a third party authorized to handle cargo on the aircraft.

Authorized Economic Operator. AEO is a party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards. AEOs may include manufacturers, importers, exporters, brokers, carriers, consolidators, intermediaries, ports, airports, terminal operators, integrated operators, warehouses, distributors and freight forwarders.

Automated Border Control (ABC). An automated system which authenticates the electronic machine-readable travel document or token, establishes that the passenger is the rightful holder of the document or token, queries border control records, then determines eligibility for border crossing according to pre-defined rules.

Baggage. Personal property of passengers or crew carried on an aircraft by agreement with the operator.

Border security. The enforcement, by a State, of its laws and/or regulations concerning the movement of goods and/or persons across its borders.

Cargo. Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

Civil aviation inspector. A civil aviation inspector is an individual, designated by a Contracting State, who is charged with the inspection of the safety, security or related aspects of air transport operations as directed by the appropriate authority.

Clearance of goods. The accomplishment of the customs formalities necessary to allow goods to enter home use, to be exported or to be placed under another customs procedure.

Commencement of journey. The point at which the person began his journey, without taking into account any airport at which he stopped in direct transit, either on a through-flight or a connecting flight, if he did not leave the direct transit area of the airport in question.

Commissary supplies. Items, either disposable or intended for multiple use, that are used by the aircraft operator for provision of services during flights, in particular for catering, and for the comfort of passengers.

Crew member. A person assigned by an operator to duty on an aircraft during a flight duty period.

Declarant. Any person who makes a goods declaration or in whose name such a declaration is made.

Deportation order. A written order issued by the competent authorities of a State and served upon a deportee, directing him to leave that State.

Deportee. A person who had legally been admitted to a State by its authorities or who had entered a State illegally, and who at some later time is formally ordered by the competent authorities to leave that State.

Direct transit area. A special area established in an international airport, approved by the public authorities concerned and under their direct supervision or control, where passengers can stay during transit or transfer without applying for entry to the State.

Direct transit arrangements. Special arrangements approved by the public authorities concerned by which traffic which is pausing briefly in its passage through the Contracting State may remain under their direct control.

Disembarkation. The leaving of an aircraft after a landing, except by crew or passengers continuing on the next stage of the same through-flight.

Disinfection. The procedure whereby health measures are taken to control or kill infectious agents on a human or animal body, in or on affected parts of aircraft, baggage, cargo, goods or containers, as required, by direct exposure to chemical or physical agents.

Disinsection. The procedure whereby health measures are taken to control or kill insects present in aircraft, baggage, cargo, containers, goods and mail.

Electronic Travel Systems (ETS). The automated process for the lodgement, acceptance and verification of a passenger's authorization to travel to a State, in lieu of the standard counterfoil paper visa.

Embarkation. The boarding of an aircraft for the purpose of commencing a flight, except by such crew or passengers as have embarked on a previous stage of the same through-flight.

eMRTD. An MRTD (passport, visa or card) that has a contactless integrated circuit embedded in it and the capability of being used for biometric identification of the MRTD holder in accordance with the standards specified in the relevant Part of Doc 9303 — *Machine Readable Travel Documents*.

Escort. An individual authorized by a Contracting State or an aircraft operator to accompany inadmissible persons or deportees being removed from that Contracting State.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Free zone. A part of the territory of a Contracting State where any goods introduced are generally regarded, insofar as import duties and taxes are concerned, as being outside the customs territory.

General aviation operation. An aircraft operation other than a commercial air transport operation or an aerial work operation.

Ground equipment. Articles of a specialized nature for use in the maintenance, repair and servicing of an aircraft on the ground, including testing equipment and cargo- and passenger-handling equipment.

ICAO Public Key Directory (ICAO PKD). The central database serving as the repository of Document Signer Certificates (C_{DS}) (containing Document Signer Public Keys), CSCA Master List (ML_{CSCA}), Country Signing CA Link Certificates (IC_{CSCA}) and Certificate Revocation Lists issued by Participants, together with a system for their distribution worldwide, maintained by ICAO on behalf of Participants in order to facilitate the validation of data in eMRTDs.

Immigration control. Measures adopted by States to control the entry into, transit through and departure from their territories of persons travelling by air.

Import duties and taxes. Customs duties and all other duties, taxes or charges, which are collected on or in connection with the importation of goods. Not included are any charges which are limited in amount to the approximate cost of services rendered or collected by the customs on behalf of another national authority.

Imposter. A person who impersonates the rightful holder of a genuine travel document.

Improperly documented person. A person who travels, or attempts to travel: (a) with an expired travel document or an invalid visa; (b) with a counterfeit, forged or altered travel document or visa; (c) with someone else's travel document or visa; (d) without a travel document; or (e) without a visa, if required.

Inadmissible person. A person who is or will be refused admission to a State by its authorities.

Interactive API (iAPI) system. An electronic system that transmits, during check-in, API data elements collected by the aircraft operator to public authorities who, within existing business processing times for passenger check-in, return to the operator a response message for each passenger and/or crew member.

International airport. Any airport designated by the Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

Lading. The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight.

Mail. Dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union (UPU).

Minor. A person who has not attained the age of majority as determined under the law applicable to the person.

Mishandled baggage. Baggage involuntarily, or inadvertently, separated from passengers or crew.

Narcotics control. Measures to control the illicit movement of narcotics and psychotropic substances by air.

Necessary precautions. Verifications carried out by adequately trained staff members of the aircraft operator or the company operating on behalf of the aircraft operator, at the point of embarkation, in order to ensure that every person holds a valid travel document and, where applicable, the visa or residence permit required to enter the State of transit and/or receiving State. These verifications are designed to ensure that irregularities (e.g. obvious document alteration) are detected.

Passenger amenities. Facilities provided for passengers which are not essential for passenger processing.

Passenger Data Single Window. A facility that allows parties involved in passenger transport by air to lodge standardized passenger information (i.e., API, iAPI and/or PNR) through a single data entry point to fulfil all regulatory requirements relating to the entry and/or exit of passengers that may be imposed by various agencies of the Contracting State.

Person with disabilities. Any person whose mobility is reduced due to a physical incapacity (sensory or locomotor), an intellectual deficiency, age, illness or any other cause of disability when using transport and whose situation needs special attention and the adaptation to the person's needs of the services made available to all passengers.

Pilot-in-command. The pilot responsible for the operation and safety of the aircraft during flight time.

Public authorities. The agencies or officials of a Contracting State responsible for the application and enforcement of the particular laws and regulations of that State which relate to any aspect of these Standards and Recommended Practices.

Public health emergency of international concern. An extraordinary event which is determined, as provided in the *International Health Regulations (2005)* of the World Health Organization: (i) to constitute a public health risk to other States through the international spread of disease and (ii) to potentially require a coordinated international response.

Public health risk. A likelihood of an event that may affect adversely the health of human populations, with an emphasis on one which may spread internationally or may present a serious and direct danger.

Release of goods. The action by the customs authorities to permit goods undergoing clearance to be placed at the disposal of the persons concerned.

Relief flights. Flights operated for humanitarian purposes which carry relief personnel and relief supplies such as food, clothing, shelter, medical and other items during or after an emergency and/or disaster and/or are used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven in the same State or another State willing to receive such persons.

Removal of a person. Action by the public authorities of a State, in accordance with its laws, to direct a person to leave that State.

Removal order. A written order served by a State on the operator on whose flight an inadmissible person travelled into that State, directing the operator to remove that person from its territory.

Risk assessment. An assessment by a deporting State of a deportee's suitability for escorted or unescorted removal via commercial air services. The assessment will take into account all pertinent factors, including medical, mental and physical fitness for carriage on a commercial flight, willingness or unwillingness to travel, behavioural patterns and any history of violence.

Risk management. The systematic application of management procedures and practices which provide border inspection agencies with the necessary information to address movements or consignments which represent a risk.

Security equipment. Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

Single Window. A facility that allows parties involved in trade and transport to lodge standardized information and documents with a single-entry point to fulfil all import, export, and transit-related regulatory requirements. If information is electronic then individual data elements should only be submitted once.

Spare parts. Articles, including engines and propellers, of a repair or replacement nature for incorporation in an aircraft.

State of Registry. The State on whose register the aircraft is entered.

Stores (Supplies). a) Stores (supplies) for consumption; and b) Stores (supplies) to be taken away.

Stores (Supplies) for consumption. Goods, whether or not sold, intended for consumption by the passengers and the crew on board aircraft, and goods necessary for the operation and maintenance of aircraft, including fuel and lubricants.

Stores (Supplies) to be taken away. Goods for sale to the passengers and the crew of aircraft with a view to being landed.

Temporary admission. The customs procedure under which certain goods can be brought into a customs territory conditionally relieved totally or partially from payment of import duties and taxes; such goods must be imported for a specific purpose and must be intended for re-exportation within a specified period and without having undergone any change except normal depreciation due to the use made of them.

The State. The Republic of Sierra Leone.

Through-flight. A particular operation of aircraft, identified by the operator by the use throughout of the same symbol, from point of origin via any intermediate points to point of destination.

Travel document. A passport or other official document of identity issued by a State or organization, which may be used by the rightful holder for international travel.

Unaccompanied baggage. Baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unaccompanied minor. A minor travelling alone or travelling only in the company of another minor.

Unclaimed baggage. Baggage that arrives at an airport and is not picked up or claimed by a passenger.

Unidentified baggage. Baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger.

Unlading. The removal of cargo, mail, baggage or stores from an aircraft after a landing.

Visitor. Any person who disembarks and enters the territory of a Contracting State other than that in which that person normally resides; remains there lawfully as prescribed by that Contracting State for legitimate non-immigrant purposes, such as touring, recreation, sports, health, family reasons, religious pilgrimages, or business; and does not take up any gainful occupation during his stay in the territory visited.

1B General principles

1.1 The standards in this regulation shall apply to all categories of aircraft operation except where a particular provision refers specifically to only one type of operation.

1.2 The State shall take necessary measures to ensure that:

- a) the time required for the accomplishment of border controls in respect of persons and aircraft and for the release/clearance of goods is kept to the minimum;
- b) minimum inconvenience is caused by the application of administrative and control requirements;
- c) exchange of relevant information with other Contracting States, operators and airports is fostered and promoted to the greatest extent possible; and
- d) optimal levels of security, and compliance with the law, are attained.

1.3 The State shall use risk management in the application of border control procedures for the release/clearance of goods.

1.4 The State shall develop effective information technology to increase the efficiency and effectiveness of its procedures at airports.

1.5 The provisions of this regulation shall not preclude the application of national legislation with regard to aviation security measures or other necessary controls.

1.6 The State and aircraft operators will exchange information as to the appropriate point(s) of contact(s) to whom border control and customs queries will be directed.

2. ENTRY AND DEPARTURE OF AIRCRAFT

A. General

2.1 The State shall adopt appropriate measures for the clearance of aircraft arriving from or departing to another Contracting State and shall implement them in such a manner as to prevent unnecessary delays.

2.2 In developing procedures aimed at the efficient clearance of entering or departing aircraft, The State shall take into account the application of aviation security and narcotics control measures, where appropriate.

2.3 The State will enter into Memoranda of Understanding with the airlines providing international services to that State and with the operators of its international airports, setting out guidelines for their mutual cooperation in countering the threat posed by international trafficking in

narcotics and psychotropic substances. Such Memoranda of Understanding will be patterned after the applicable models developed by the World Customs Organization for this purpose. In addition, the State will endeavour to conclude Memoranda of Understanding with other contracting States.

2.4 The State shall not prevent an aircraft from calling at any international airport for public health reasons unless such action is taken in accordance with the International Health Regulations (2005) of the World Health Organization.

2.4.1 In cases where, in exceptional circumstances, air transport service suspensions on public health grounds are under consideration, The State will first consult with the World Health Organization and the health authority of the State of occurrence of the disease before taking any decision as to the suspension of air transport services.

2.5 If, in response to a specific public health risk or a public health emergency of international concern, a Contracting State is considering introduction of health measures in addition to those recommended by WHO, it shall do so in accordance with the International Health Regulations (2005), including but not limited to Article 43, which states, in part, that when determining whether to implement the additional health measures States Parties shall base their determinations upon:

(a) scientific principles;

(b) available scientific evidence of a risk to human health, or where such evidence is insufficient, the available information including from WHO and other relevant intergovernmental organizations and international bodies; and

(c) any available specific guidance or advice from WHO.

2.5.1 When a State is impacted by a measure taken under Standard 2.4, or a suspension as described in 2.4.1, it will, where appropriate, it will consult with it. The purpose of such consultations will be to clarify the scientific information and public health rationale underlying the measure and to find a mutually acceptable solution.

B. Documents — requirements and use

2.6 The State shall not require any documents, other than those provided for in this regulation, for the entry and departure of aircraft.

2.7 The State shall not require a visa nor shall any visa or other fee be collected in connection with the use of any documentation required for the entry or departure of aircraft.

2.8 Documents for entry and departure of aircraft will be accepted if furnished in Arabic, Chinese, French, Russian or Spanish. The State requires a written translation into English.

2.9 Subject to the technological capabilities of the State, documents for the entry and departure of aircraft shall be accepted when presented:

a) in electronic form, transmitted to an information system of the public authorities;

b) in paper form, produced or transmitted electronically; or

c) in paper form, completed manually following the formats depicted in this Regulation.

2.10 When a particular document is transmitted by or on behalf of the aircraft operator and received by the public authorities in electronic form, the Contracting State shall not require the presentation of the same document in paper form.

- 2.11 A Contracting State requiring a General Declaration shall limit its information requirements to the elements indicated in IS 2.11. The information shall be accepted in either electronic or paper form.
- 2.12 When a Contracting State requires the General Declaration only for the purposes of attestation, it shall adopt measures by which that attestation requirement may be satisfied by a statement added, either manually or by use of a rubber stamp containing the required text, to one page of the Cargo Manifest. Such attestation shall be signed by the authorized agent or the pilot-in-command.
- 2.13 The State shall not normally require the presentation of a Passenger Manifest. On those occasions when a Passenger Manifest is required, the information requirements shall be limited to the elements indicated in IS 2.13. The information shall be accepted in either electronic or paper form.
- 2.14 When the State requires the presentation of the Cargo Manifest in paper form, it shall accept either:
- a) the form shown in IS 2.14, completed according to the instructions; or
 - b) the form shown in IS 2.14, partially completed, with a copy of each air waybill representing the cargo on board the aircraft.
- 2.15 The State shall not require the presentation of a written declaration of stores remaining on board the aircraft.
- 2.16 In respect of stores laden on or unladen from the aircraft, the information required in the Stores List shall not exceed:
- a) the information indicated in the heading of the format of the Cargo Manifest;
 - b) the number of units of each commodity; and
 - c) the nature of each commodity.
- 2.17 The State shall not require the presentation of a list of accompanied baggage or mishandled baggage laden on or unladen from the aircraft.
- 2.18 The State shall not require the presentation of a written declaration of the mail other than the form(s) prescribed in the Acts in force of the Universal Postal Union.
- 2.19 The State shall not require the aircraft operator to deliver to the public authorities more than three copies of any of the above-mentioned documents at the time of entry or departure of the aircraft.
- 2.20 If the aircraft is not embarking/disembarking passengers or lading/unlading cargo, stores or mail, the relevant document(s) shall not be required, provided an appropriate notation is included in the General Declaration.
- C. Correction of documents**
- 2.21 In the event that errors are found in any of the above-mentioned documents, the public authorities concerned shall accord the aircraft operator or authorized agent an opportunity to correct such errors or shall alternatively perform such corrections themselves.
- 2.22 The aircraft operator or his authorized agent shall not be subjected to penalties if he satisfies the public authorities concerned that any error which was found in such documents was inadvertent and made without fraudulent intent or gross negligence. When considered necessary to

discourage a repetition of such errors, a penalty shall be no greater than is necessary for this purpose.

D. Disinsection of aircraft

- 2.23 The State shall limit any routine requirement for the disinsection of aircraft cabins and flight decks with an aerosol while passengers and crews are on board, to same-aircraft operations originating in, or operating via, territories that they consider to pose a threat to its public health, agriculture or environment.
- 2.24 The State that require disinsection of aircraft shall periodically review their requirements and modify them, as appropriate, in the light of all available evidence relating to the transmission of insects to their respective territories via aircraft.
- 2.25 When disinsection is required the State shall authorize or accept only those methods, whether chemical or non-chemical, and/or insecticides, which are recommended by the World Health Organization and are considered efficacious by the Contracting State.
- 2.26 The State shall ensure that its procedures for disinsection are not injurious to the health of passengers and crew and cause the minimum of discomfort to them.
- 2.27 The State shall, upon request, provide to aircraft operators appropriate information, in plain language, for air crew and passengers, explaining the pertinent national regulation, the reasons for the requirement, and the safety of properly performed aircraft disinsection.
- 2.28 When disinsection has been performed in accordance with procedures recommended by the World Health Organization, the Contracting State concerned shall accept a pertinent certification on the General Declaration as provided for in IS 2.11. or, in the case of residual disinsection, the Certificate of Residual Disinsection set forth in IS 2.28.
- 2.29 When disinsection has been properly performed pursuant to 2.25 and a certificate as indicated in 2.28 is presented or made available to the public authorities in the country of arrival, the authorities shall normally accept that certificate and permit passengers and crew to disembark immediately from the aircraft.
- 2.30 The State shall ensure that any insecticide or any other substance used for disinsection does not have a deleterious effect on the structure of the aircraft or its operating equipment. Flammable chemical compounds or solutions likely to damage aircraft structure, such as by corrosion, shall not be employed.

E. Disinfection of aircraft

- 2.31 The State shall determine the conditions under which aircraft are disinfected. When aircraft disinfection is required, the following provisions shall apply:
- a) the application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;
 - b) the disinfection shall be undertaken by procedures that are in accordance with the aircraft manufacturer and any advice from WHO;
 - c) the contaminated areas shall be disinfected with compounds possessing suitable germicidal properties appropriate to the suspected infectious agent;
 - d) the disinfection shall be carried out expeditiously by cleaners wearing suitable personal protective equipment; and

e) Flammable chemical compounds, solutions or their residues likely to damage aircraft structure, or its systems, such as by corrosion, or chemicals likely to damage the health of passengers or crew, shall not be employed.

2.32 The State shall ensure that where there is contamination of surfaces or equipment of the aircraft by any bodily fluids including excreta, the contaminated areas and used equipment or tools shall be disinfected.

F. Arrangements concerning international general aviation and other non-scheduled flights

I. General

2.33 The State shall publish in its Aeronautical Information Publication (AIP) its requirements concerning advance notices and applications for prior authorization of general aviation and other non-scheduled flights.

2.34 The State requiring advance notice of the intended landing of aircraft in its territory, or applications for prior authorization has designated the SLCAA as the single authority to receive and coordinate the government's response to such notices or applications.

2.35 The State shall indicate in its AIP the mail address and, where available, the AFTN address, the telex number or cable address, fax number, electronic mail address, web page and telephone number of the agency designated as in 2.34.

2.36 Notification to the interested border inspection agencies, e.g., customs, immigration or quarantine, of intended arrivals, departures or transit operations shall be the responsibility of the SLCAA.

II. Prior authorization

2.37 The State shall not require that prior authorization or notification be applied for through diplomatic channels unless the flight is diplomatic in nature.

2.38 The State requiring aircraft operators to apply for prior authorization shall:

- a) establish procedures whereby such application will be dealt with promptly;
- b) make such permission effective for a specific length of time or number of flights wherever possible; and
- c) impose no fees, dues or charges for the issue of such permission.

2.39 In the case of aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire, the State will not require more than the following details in applications for prior authorization:

- a) name of operator;
- b) type of aircraft and registration marks;
- c) date and time of arrival at, and departure from, the airport concerned;
- d) place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;
- e) purpose of flight and number of passengers and/or nature and amount of freight; and
- f) name, address and business of charterer, if any.

2.39.1 The State will publish in its AIP the minimum amount of time required in advance of the flight for processing the applications for prior authorizations referred to in 2.39.

2.40 In the case of aircraft either in transit non-stop or stopping for non-traffic purposes, the State, for reasons of safety of flight, requires prior authorization and shall not require any other

information than that contained in a flight plan when application for prior authorization is made.

- 2.41 The State in its requirement of prior authorization for flights referred to in 2.40 shall not require applications to be filed more than three working days in advance.

III. Advance notification of arrival

- 2.42 In the case of aircraft either in transit non-stop or stopping for non -traffic purposes, the Contracting State concerned shall not require more advance notice of such operations than is required by the air traffic control services and by interested border inspection agencies.

- 2.43 The State shall accept the information contained in a flight plan as adequate advance notification of arrival, provided that such information is received at least two hours in advance of arrival and that the landing occurs at a previously designated international airport.

IV. Clearance and sojourn of aircraft

- 2.44 At international airports where there are international general aviation operations, The State will arrange for an adequate level of border inspection and clearance services for those operations. The State, in cooperation with aircraft operators and airport operators, will establish as a goal a total time period of 60 minutes in aggregate for the completion of all required departure/arrival formalities inclusive of aviation security measures for an aircraft requiring not more than normal processing, calculated from the time of the crew member's presenting the aircraft at the first processing point at the airport.

- 2.45 At international airports where international general aviation operations are infrequent, The State will authorize one governmental agency to undertake, on behalf of all border inspection agencies, clearance of aircraft and their loads.

- 2.46 An aircraft that is not engaged in scheduled international air services and which is making a flight to or through any designated international airport of the State and is admitted temporarily free of duty in accordance with Article 24 of the Convention shall be allowed to remain within the State, for a period established by the State, without security for customs duty on the aircraft being required.

3. ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE

A. General

- 3.1 In order to facilitate and expedite the clearance of persons entering or departing by air, The State shall adopt border control regulations appropriate to the air transport environment and shall apply them in such a manner as to prevent unnecessary delays.

- 3.2 In developing procedures aimed at the efficient application of border controls on passengers and crew, The State shall take into account the application of aviation security, border integrity, narcotics control and immigration control measures, where appropriate.

- 3.3 The State using integrated circuit (IC) chips and other optional machine-readable technologies for the representation of personal data, including biometric data, in its travel documents shall make provision whereby the encoded data may be revealed to the holder of the document upon request.

- 3.4 The State shall not extend the validity of their machine-readable travel documents.

B. Documents required for travel

- 3.5 The State shall ensure that no documents other than those provided for in this regulation shall be required by visitors for the entry into and departure from its territory.
- 3.6 The State shall not require visitors travelling by air, rightfully holding valid passports recognized by the receiving State and holding valid visas, where appropriate, to present any other document of identity.

C. Security of travel documents

- 3.7 The State shall regularly update security features in new versions of its travel documents, to guard against their misuse and to facilitate detection of cases where such documents have been unlawfully altered, replicated or issued.
- 3.8 The State shall establish controls to safeguard against the theft of their blank travel documents and the misappropriation of newly issued travel documents.
 - 3.8.1 The State shall establish appropriate controls over the entire travel document application, adjudication and issuance processes to ensure a high level of integrity and security.
- 3.9 The State will incorporate biometric data in its machine-readable travel documents in a contactless integrated circuit chip, as specified in ICAO Doc 9303, Machine Readable Travel Documents.
 - 3.9.1 The State will join the ICAO Public Key Directory (PKD) and upload its information to the PKD.
 - 3.9.2 The States as a participant in the ICAO PKD shall upload the public key data necessary for authentication of all electronic passports that it issues to the PKD.
 - 3.9.3 The State as implementer of checks on eMRTDs at border controls will join the ICAO Public Key Directory (PKD) and use the information available from the PKD to validate eMRTDs at border controls.
- 3.10 The State shall promptly report accurate information about stolen, lost, and revoked travel documents, it has issued, to INTERPOL for inclusion in the Stolen and Lost Travel Documents (SLTD) database.
 - 3.10.1 The State, as far as practicable, query, at entry and departure border control points, the travel documents of individuals travelling internationally against the INTERPOL Stolen and Lost Travel Documents (SLTD) database.

D. Travel documents

- 3.11 All passports issued by The State shall be machine readable in accordance with the specifications of ICAO Doc 9303, Part 4.
 - 3.11.1 For passports issued after 24 November 2005 and which are not machine readable, The State shall ensure the expiration date falls before 24 November 2015.
- 3.12 The State shall ensure that travel documents for refugees and stateless persons (“Convention Travel Documents”) are machine readable, in accordance with the specifications of ICAO Doc 9303.
- 3.13 When issuing identity documents or visas accepted for travel purposes, the State will issue these in machine readable form, as specified in ICAO Doc 9303.
- 3.14 The State will establish publicly accessible facilities for the receipt of travel document applications and/or for the issuance of travel documents.

3.15 The State shall establish transparent application procedures for the issuance, renewal or replacement of travel documents and shall make information describing its requirements available to prospective applicants upon request.

3.15.1 If any fee is charged for the issue, renewal or replacement of a travel document, the amount of such fee will not exceed the cost of the operation.

3.16 The State shall issue a separate passport to each person, regardless of age.

3.17 The State will normally provide that passports be valid for a period of at least five years, for an unlimited number of journeys and for travel to all States and territories.

E. Exit visas

3.18 The State shall not require exit visas from its own nationals wishing to tour abroad nor from visitors at the end of their stay.

3.19 The State will not require exit visas from its resident aliens wishing to tour abroad.

F. Entry/re-entry visas

3.20 The State will waive or abolish, for a maximum number of States, the requirement for an entry visa for nationals seeking entry as visitors.

3.21 The State shall not require visas for re-entry from its own nationals.

3.22 The State will not require visas for re-entry from its resident aliens who hold lawful permanent residence permits.

3.23 The State shall establish simple and transparent application procedures for the issuance of entry visas for prospective visitors and shall ensure that applications for such visas are acted upon as quickly as possible after receipt.

3.24 Visa issuance procedures will not normally require the applicant to make a personal appearance at the issuing office.

3.25 When issuing entry visas to prospective visitors, The State shall normally provide that such visas be valid for use within a period of at least six months from the date of issue regardless of the number of entries and with the understanding that the duration of each stay may be limited.

3.26 When issuing visas that are not machine readable, The State will ensure that the personal and issuance data in such documents conform to the specifications for the visual zone of the machine-readable visa, as set forth in ICAO Doc 9303, Part 7.

G. Embarkation/Disembarkation Cards

3.27 The State will not require either from visitors travelling by air, or from aircraft operators on their behalf, identification information in writing supplementary to that presented in their identity documents. Where the collection of identity information is required, The State will develop systems for the electronic capture of this information from machine readable travel documents or other sources.

3.28 When the State requires a written record of personal data from visitors arriving or departing by air shall limit its information requirements to those set forth in IS 3.28 — Embarkation/Disembarkation Card.

3.29 The State, when requiring Embarkation/Disembarkation Cards, shall accept their completion by visitors and shall not require them to be completed or checked by the aircraft operator.

3.30 When the State requires the presentation of Embarkation/Disembarkation Cards and shall provide them to airline operators or their travel agents, without charge, for distribution to departing passengers prior to embarkation or to arriving passengers during the flight.

H. International certificates of vaccination or prophylaxis

3.31 In cases where proof of vaccination or prophylaxis is required by national authorities under the International Health Regulations (2005), The State shall accept the International Certificate of Vaccination or Prophylaxis prescribed by the World Health Organization in the IHR (2005).

I. Inspection of travel documents

3.32 The State shall assist aircraft operators in the evaluation of travel documents presented by passengers, in order to deter fraud and abuse.

3.33 The State will consider making arrangements with other Contracting States to permit the positioning of liaison officers at airports in order to assist aircraft operators to establish the validity and authenticity of the travel documents of embarking persons.

3.34 Aircraft operators shall take necessary precautions at the point of embarkation to ensure that persons are in possession of the documents prescribed by the States of transit and destination for control purposes as described in this regulation.

3.34.1 The public authorities of the State shall seize fraudulent, falsified or counterfeit travel documents. The public authorities shall also seize the travel documents of a person impersonating the rightful holder of the travel document. Such documents shall be removed from circulation immediately and returned to the appropriate authorities of the State named as issuer or to the resident Diplomatic Mission of that State, except in cases where public authorities retain documents for law enforcement purposes. The appropriate authorities of the State named as issuer or the Diplomatic Mission of that State shall be notified of such retention by the public authorities that seize the travel documents in question.

3.34.2 The State shall not require aircraft operators to seize documents referred to in Standard 3.34.1.

3.34.3 The State shall not require an aircraft operator to carry a passenger from a point of departure or transit, to the intended final destination, when the travel document presented by that passenger is determined by the State to be fraudulent, falsified or counterfeit, or is held by a person other than to whom the document was legitimately issued

3.34.4 The State will consider the introduction of Automated Border Control (ABC) systems in order to facilitate and expedite the clearance of persons entering or departing by air.

3.34.5 The State when utilizing ABC systems will, pursuant to 3.9.2 and 3.10.1, use the information available from the PKD to validate eMRTDs, perform biometric matching to establish that the passenger is the rightful holder of the document, and query INTERPOL's Stolen and Lost Travel Documents (SLTD) database, as well as other border control records, to determine eligibility for border crossing.

3.34.6 The State when utilizing ABC systems will ensure that gates are adequately staffed while operational to ensure a smooth passenger flow and respond rapidly to safety and integrity concerns in the event of a system malfunction.

J. Departure procedures

3.35 The State shall not require income-tax clearance certificates from visitors.

- 3.36 The State shall not hold the aircraft operator liable in the event of the non-payment of income taxes by any passenger.
- 3.37 The State, in cooperation with aircraft operators and airport management, will establish as a goal a total time period of 60 minutes in aggregate for the completion of required departure formalities for all passengers requiring not more than normal processing, calculated from the time of the passenger's presenting himself at the first processing point at the airport (i.e. airline check-in, security control point or other required control point depending on arrangements at the individual airport).
- 3.38 The State requiring inspection by the public authorities of the travel documents of departing passengers will, in cooperation with airport management, use applicable technology and adopt a multi-channel inspection system, or other means of streaming passengers, in order to expedite such inspections.
- 3.39 The State shall not normally require the presentation, for border control inspection, of baggage of passengers departing from its territory.

K. Entry procedures and responsibilities

- 3.40 The State, with the cooperation of aircraft operators and airport operators, will establish as a goal the clearance within 45 minutes of disembarkation from the aircraft of all passengers requiring not more than the normal inspection, regardless of aircraft size and scheduled arrival time.
- 3.41 In order to expedite inspections, the State with the cooperation of airport operators, shall use applicable technology and adopt a multi-channel immigration inspection system, or other means of streaming passengers, at international airports where the volume of passenger traffic justifies such measures.
- 3.42 Except in special circumstances, the state shall not require that travel documents or other identity documents be collected from passengers or crew before they arrive at the passport control points.
- 3.43 The public authorities concerned shall expeditiously accept passengers and crew for examination as to their admissibility into the State.
- 3.44 The aircraft operator shall be responsible for the custody and care of disembarking passengers and crew members from the time they leave the aircraft until they are accepted for examination as provided in 3.43.
- 3.45 After acceptance in 3.43, the public authorities concerned will be responsible for the custody and care of passengers and crew members until they are admitted or found inadmissible.
- 3.46 The responsibility of an aircraft operator for custody and care of passengers and crew members shall terminate from the moment such persons have been admitted into that State.
- 3.47 Except in special circumstances, The State shall make arrangements whereby the identity documents of visitors need to be inspected only once at times of entry and departure.
- 3.48 The State shall not require a written declaration of baggage from passengers and crew, when no dutiable or restricted goods are being carried.
- 3.49 The State shall adopt the dual- channel system or other selective process for customs and quarantine inspection based on risk management, as appropriate to the conditions and traffic volumes at the airport concerned.

- 3.50 In cases in which the travel document of a visitor has expired prior to the end of the validity period of a visa, the State having issued the visa will continue to accept the visa until its expiration date when it is presented with the visitor's new travel document.
- 3.51 When the State issues visas for a limited number of entries it shall indicate in an appropriate, clear and non-derogatory way, every instance the visa is used, in order that its holder, any aircraft operator or the public authorities of a State may determine its validity quickly and without the use of any special means.
- 3.52 After individual presentation by passengers and crew of their travel documents, the public officials concerned shall, except in special individual cases, hand back such documents immediately after examination.
- 3.53 The State will make arrangements whereby a passenger and his baggage, arriving on an international flight making two or more stops at international airports within its territory, are not required to be cleared through border control formalities at more than one airport.

L. Transit procedures and requirements

- 3.54 Where airport facilities permit, The State shall make provision by means of direct transit areas or other arrangements, whereby crew, passengers and their baggage, arriving from another State and continuing their journey to a third State on the same flight or another flight from the same airport on the same day may remain temporarily within the airport of arrival without undergoing border control formalities to enter the State of transit.
- 3.55 The State shall keep to a minimum the number of States whose nationals are required to have direct transit visas when arriving on an international flight and continuing their journey to a third State on the same flight or another flight from the same airport on the same day.

M. Disposition of baggage separated from its owner

- 3.56 The State shall permit aircraft operators to forward mishandled baggage to the location of its owner and shall not hold aircraft operators liable for penalties, fines, import duties and taxes, on the basis that the baggage was mishandled.
- 3.57 The State shall permit the direct transfer of mishandled baggage between international flights at the same airport, without examination, except for reasons of aviation security or other necessary controls. In cases when direct transfer cannot be effected, The State shall ensure that arrangements are made for the temporary custody of such baggage under secure supervision at an appropriate location.
- 3.58 The State shall permit aircraft operators to present unidentified, unclaimed or mishandled baggage for clearance at an appropriate destination on behalf of its owners, and to deliver such baggage to its owners.
- 3.59 The State shall expedite the clearance of unidentified, unclaimed or mishandled baggage, and its return to the aircraft operator for appropriate disposition. Under the conditions laid down by the public authorities, aircraft operators may be permitted to open such baggage if necessary, to ascertain its owner.
- 3.60 The aircraft operator shall be freed from the obligation to safeguard baggage not yet cleared by the public authorities, and from liability for import duties and taxes chargeable on such baggage, when it is taken into charge by customs and is under their sole control.

N. Identification and entry of crew and other aircraft operators' personnel

- 3.61 The State shall establish measures, with the cooperation of aircraft operators and airport operators, to expedite the inspection of crew members and their baggage, as required at departure and upon arrival.
- 3.62 The State shall facilitate and expedite the process under which aircraft operators based in its territory can apply for Crew Member Certificates (CMCs) for their crew members.
- 3.63 When the State issues Crew Member Certificates, then these shall be issued only in the form of machine-readable cards in accordance with the specifications of ICAO Doc 9303, Part 5.
- 3.63.1 The State will put in place procedures which will enable any crew member issued with a Crew Member Certificate to examine and review the validity of the data held, and to provide for correction if necessary, at no cost to the crew member.
- 3.64 To the extent that aircraft operators issue crew identity cards, The State will require the production of such identity documents in the format shown in IS 3.64, i.e., in the same layout as the visual zone of the machine-readable crew member certificate and having the capability to support machine assisted identity confirmation and document security verification.
- 3.64.1 The State will ensure that a record of each crew member's certificates and other official identity document issued, suspended or withdrawn, is stored in an electronic database, secure from interference and unauthorized access. All information stored in the electronic database and crew member certificate will be restricted to details which are essential for the purpose of verifying a crew member's identity.
- 3.65 CMCs shall be issued only after a background check has been carried out by or on behalf of the relevant public authority. In addition, adequate controls such as a certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel, shall be placed on the issuance of CMCs.
- 3.66 The State shall accept CMCs, issued according to the requirements of Standard 3.63, for visa-free entrance of crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State.
- 3.66.1 The State will waive the visa requirement for crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State.
- 3.66.2 The State will waive the visa requirement for arriving crew members presenting CMCs, when arriving on another aircraft operator or another mode of transport and seeking temporary entry for the period allowed by the receiving State in order to join their assigned flight in a duty status.
- 3.67 The State shall establish measures to provide for the temporary entry without delay into its territory, of technical personnel of foreign aircraft operators operating to or through such territory who are urgently required for the purpose of converting to an airworthy condition any aircraft which is, for technical reasons, unable to continue its journey. Should the State require a guarantee of such persons' subsistence in, and/or return from its State, this shall be negotiated without delaying their admission.

O. Civil aviation inspectors

- 3.68 The State will ensure that civil aviation inspectors of another Contracting State, when engaged on inspection duties, be treated in the same manner as crew members when proceeding through departure or arrival formalities.
- 3.69 The State will provide its civil aviation inspectors with an identity document, taking IS 3.69 into consideration.
- 3.70 The State's Civil aviation inspectors will carry the identity document specified in IS 3.69, a copy of the inspector's itinerary issued by the State that employs the inspector, and a valid passport.
- 3.71 The State will extend the privileges of temporary admission, as described in 3.66 for crew members, to civil aviation inspectors of another Contracting State, provided that they carry the documents listed in 3.70 (e.g., identity document, itinerary and valid passport), and depart after a normal period of rest.

P. Emergency assistance/entry visas in cases of force majeure

- 3.72 The State will establish measures for authorizing temporary entry for a passenger or crew member who does not possess the required entry visa prior to arrival, due to diversion or delay of a flight for reasons of force majeure.
- 3.73 The State shall establish measures whereby in -transit passengers who are unexpectedly delayed due to a flight cancellation or delay may be allowed to leave the airport for the purpose of taking accommodations.
- 3.74 In emergency situations resulting from force majeure, the State, aircraft operators and airport operators will give priority assistance to those passengers with medical needs, unaccompanied minors and persons with disabilities who have already commenced their journeys.
- 3.75 The State will establish measures to permit the departure from, or the transit through, its territory of passengers holding valid air travel reservations even if their visas have expired due to flight delays resulting from force majeure.
- 3.76 The State will establish measures to facilitate the entry of personnel required to be deployed at short notice to assist passengers whose flights have been disrupted as a result of force majeure.
- 3.77 In cases of flight delays or diversions resulting from force majeure, The State will establish measures to permit the transit through its territory of passengers holding valid air travel reservations but who do not possess the required entry visas.

Q. Minors

- 3.78 The State will ensure that its relevant public authorities are trained to consider the welfare of minors both accompanied and unaccompanied.
- 3.79 The State will ensure that aircraft operators provide adequate training to their ground and cabin staff on the handling of minors.
- 3.80 The State and aircraft operators will, where practicable, exchange information as to the appropriate 24-hour point(s) of contact(s) to whom issues concerning the welfare of a minor could be addressed.
- 3.81 Where data privacy and protection restrictions permit, the State will ensure that aircraft operators raise any concerns regarding the welfare of a minor with the relevant public authorities.

- 3.82 The State will consider placing an unaccompanied minor into the care of the relevant public authority at the first available opportunity if there are significant concerns regarding the welfare of the unaccompanied minor during a journey which cannot be resolved quickly.
- 3.83 The State shall use appropriate measures to ensure that aircraft operators do not allow minors under the age of five (5) to travel without an accompanying person.
- 3.84 The State shall use appropriate measures to ensure that aircraft operators establish a programme for the handling of unaccompanied minors travelling under their supervision.
- 3.85 The State will ensure that aircraft operators transporting unaccompanied minors in an airline programme, collect the following information on the accompanying form:
- a) Surname and first name(s), number of the passport or identification document and the contact details (country of residence, home address, telephone number) of the minor, the person sending off the minor at the departure point and the person collecting the minor at the destination/arrival point;
 - b) Surname and first name(s), and the contact details (country of residence, home address, telephone number) of the parent or guardian of the minor

4. ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

A. General

- 4.1 In order to facilitate and expedite the release and clearance of goods carried by air, The State shall adopt regulations and procedures appropriate to air cargo operations and shall apply them in such a manner as to prevent unnecessary delays.
- 4.2 With respect to cargo moving by both air and surface transport under an air waybill, The State will apply the same regulations and procedures and in the same manner as they are applied to cargo moving solely by air.
- 4.3 When introducing or amending regulations and procedures for the release and clearance of goods carried by air, The State shall consult with aircraft operators and other parties concerned, with the aim of accomplishing the actions set forth in 4.1.
- 4.4 The State shall develop procedures for the pre-arrival and pre-departure lodgement of an import and export goods declaration to enable expeditious release/clearance of the goods.
- 4.5 Where the nature of a consignment could attract the attention of different public authorities, e.g., the customs, veterinary or sanitary controllers, The State shall endeavour to delegate authority for release/clearance to customs or one of the other agencies or, where that is not feasible, take all necessary steps to ensure that release/clearance is coordinated and, if possible, carried out simultaneously and with a minimum of delay.
- 4.6 The State shall not normally require the physical examination of cargo to be imported or exported and shall use risk management to determine which goods shall be examined and the extent of that examination.
- 4.7 Where practicable, in order to improve efficiency, modern screening or examination techniques shall be used to facilitate the physical examination of goods to be imported or exported.
- 4.8 In connection with international airports, the State will establish and either develop and operate themselves, or permit other parties to develop and operate, free zones and/or customs warehouses and will publish detailed regulations as to the types of operations which may or may not be performed therein.

- 4.9 In all cases where free-zone facilities and/or customs warehouses are not provided in connection with an international airport but have been provided elsewhere in the same general vicinity, the State shall make arrangements so that air transport can utilize these facilities on the same basis as other means of transport.
- 4.9.1 The State will consider the introduction of programmes for Authorized Economic Operators that enhance security, thus creating an environment for facilitative customs control measures.
- 4.9.2 The State will encourage the establishment of agreements or arrangements for the mutual recognition of its respective Authorized Economic Operator or equivalent programmes with other countries.

B. Information required by the public authorities

- 4.10 The State will provide for the electronic submission of cargo information prior to the arrival or departure of cargo.
- 4.11 The State shall limit its data requirements to only those particulars which are deemed necessary by the public authorities to release or clear imported goods or goods intended for exportation.
- 4.11.1 The State will consider, for facilitation purposes, where feasible, the use of the available advance cargo information in subsequent import, export and/or transit customs procedures for the release/clearance of the goods.
- 4.12 The State shall provide for the collection of statistical data at such times and under such arrangements so that the release of imported goods or those intended for exportation is not delayed thereby.
- 4.13 Subject to the technological capabilities of the State, documents for the importation or exportation of goods, including the Cargo Manifest and/or air waybills, shall be accepted when presented in electronic form transmitted to an information system of the public authorities.
- 4.14 The production and presentation of the Cargo Manifest and the air waybill(s) shall be the responsibility of the aircraft operator or his authorized agent. The production and presentation of the other documents required for the clearance of the goods shall be the responsibility of the declarant.
- 4.15 The State requires for additional documents for import, export or transit formalities, such as commercial invoices, declaration forms, import licences and the like but it shall not make it the obligation of the aircraft operator to ensure that these documentary requirements are met nor shall the operator be held responsible, fined or penalized for inaccuracies or omissions of facts shown on such documents unless he is the declarant himself, is acting on his behalf or has specific legal responsibilities.
- 4.16 When documents for the importation or exportation of goods are presented in paper form, the format shall be based on the UN layout key, as regards the goods declaration, and on the format of IS 2.14., as regards the Cargo Manifest.
- 4.17 To promote trade facilitation and the application of security measures, the State shall, for the purpose of standardization and harmonization of electronic data interchange, encourage all parties concerned, whether public or private, to implement compatible systems and to use the appropriate internationally accepted standards and protocols.

- 4.17.1 The State will consider the introduction of arrangements to enable all parties involved in air cargo operations to submit all the information required by public authorities, in connection with arrival, stay and departure of an aircraft and air cargo, to a single entry point (Single Window).
- 4.17.2 The State will encourage all participants in the transport, handling and clearance of air cargo to simplify relevant procedures and documents and to cooperate or participate directly in the development of electronic air cargo community systems using internationally agreed standards with a view to enhancing the exchange of information relating to such traffic and assuring interoperability between the systems of all participants.
- 4.18 Electronic information systems for the release and clearance of goods will cover their transfer between air and other modes of transport.
- 4.19 The State requires supporting documents, such as licences and certificates, for the importation or exportation of certain goods and shall publish the requirements and establish convenient procedures for requesting the issue or renewal of such documents.
- 4.20 The State will, to the greatest extent possible, remove any requirement to manually produce supporting documents and will establish procedures whereby they can be produced by electronic means.
- 4.21 The State shall not require consular formalities or consular charges or fees in connection with documents required for the release or clearance of goods.

C. Release and clearance of export and import cargo

- 4.22 The State require documents for export clearance but it shall limit the requirement to a simplified export declaration.
- 4.23 The State shall provide for export cargo to be released up to the time of departure of an aircraft.
- 4.24 The State shall allow goods to be exported, to be presented for clearance at any customs office designated for that purpose. Transfer from that office to the airport from which the goods are to be exported shall be carried out under the procedures laid down in its laws and regulations. Such procedures shall be as simple as possible.
- 4.25 The State shall not require evidence of the arrival of exported goods for import, export or transit formalities as a matter of course.
- 4.26 When any agency of the State require goods to be examined, but those goods have already been loaded on a departing aircraft, the aircraft operator or, where appropriate, the operator's authorized agent, will be permitted to provide security to the customs for the return of the goods rather than delay the departure of the aircraft.
- 4.27 When scheduling examinations, priority shall be given to the examination of live animals and perishable goods and to other goods which the public authorities accept are urgently required.
- 4.28 Consignments declared as personal effects and transported as unaccompanied baggage shall be cleared under simplified arrangements.
- 4.29 The State shall provide for the release or clearance of goods under simplified customs procedures provided that:
- a) the goods are valued at less than a maximum value below which no import duties and taxes will be collected; or
 - b) the goods attract import duties and taxes that fall below the amount that the State has established as the minimum for collection; or

- c) the goods are valued at less than specified value limits below which goods may be released or cleared immediately on the basis of a simple declaration and payment of, or the giving of security to the customs for, any applicable import duties and taxes; or
 - d) the goods are imported by an authorized person and are goods of a specified type.
- 4.30 The State will establish special procedures, which provide for the expedited release of goods on arrival or departure for authorized persons. These authorized persons will meet specified criteria, which may include an appropriate record of compliance with official requirements and a satisfactory system for managing their commercial records.
- 4.30.1 Special procedures for authorized persons may include, but not be limited to:
- a) release of the goods for import or export on the provision of the minimum information necessary to identify the goods and permit the subsequent completion of the final goods declaration;
 - b) clearance of the import or export goods at the authorized person's premises or at another place authorized by customs;
 - c) lodgement of a goods declaration for import or export, based on the entry into the records of the authorized person;
 - d) lodgement of a single goods declaration for all imports or exports in a given period where goods are imported or exported frequently by the same person.
- 4.31 Goods not afforded the simplified or special procedures referred to in provisions 4.27 to 4.30.1 will be released or cleared promptly on arrival, subject to compliance with customs and other requirements. The State will establish as a goal the release of all goods that do not need any examination, within three hours of their arrival and the submission of the correct documentation. Public authorities, and aircraft operators and importers or their authorized agents, will coordinate their respective functions to ensure that this goal is met.
- 4.32 The State will process requests for the release of part consignments when all information has been submitted and other requirements for such part consignments have been met.
- 4.33 The State shall allow goods that have been unladen from an aircraft at an international airport to be transferred to any designated customs office in the State for clearance. The customs procedures covering such transfer shall be as simple as possible.
- 4.34 When, because of error, emergency or inaccessibility upon arrival, goods are not unladen at their intended destination, The State shall not impose penalties, fines or other similar charges provided:
- a) the aircraft operator or his authorized agent notifies the customs of this fact, within any time limit laid down;
 - b) a valid reason, acceptable to the customs authorities, is given for the failure to unload the goods; and
 - c) the Cargo Manifest is duly amended.
- 4.35 When, because of error or handling problems, goods are unladen at an international airport without being listed on the Cargo Manifest, The State shall not impose penalties, fines or other similar charges provided:
- a) the aircraft operator or his authorized agent notifies the customs of this fact, within any time limit laid down;

- b) a valid reason, acceptable to the customs, is given for the non-reporting of the goods;
- c) the manifest is duly amended; and
- d) the goods are placed under the appropriate customs arrangements.

Where applicable, the Contracting State shall, subject to compliance with its requirements, facilitate the forwarding of the goods to their correct destination.

4.36 If goods are consigned to the State, but have not been released for home use and subsequently are required to be returned to the point of origin or to be redirected to another state, it shall allow the goods to be re-forwarded without requiring import, export or transit licences if no contravention of the laws and regulations in force is involved.

4.37 The State shall absolve the aircraft operator or, where appropriate, his authorized agent, from liability for import duties and taxes when the goods are placed in the custody of the public authorities or, with the latter's agreement, transferred into the possession of a third party who has furnished adequate security to the customs.

D. Spare parts, equipment, stores and other material imported or exported by aircraft operators in connection with international services

4.38 Stores and commissary supplies imported into the State for use on board aircraft in international service shall be relieved from import duties and taxes, subject to compliance with the customs regulations of the State.

4.39 The State will not require supporting documentation (such as certificates of origin or consular or specialized invoices) in connection with the importation of stores and commissary supplies.

4.40 The State will permit, on board aircraft, the sale or use of commissary supplies and stores for consumption without payment of import duties and other taxes in the case where aircraft, engaged in international flights:

- a) stop at two or more international airports within the territory of a Contracting State without intermediate landing in the territory of another State; and
- b) do not embark any domestic passengers.

4.41 Subject to compliance with its regulations and requirements, the State will allow relief from import duties and taxes in respect of ground and security equipment and their component parts, instructional material and training aids imported into its territory, by or on behalf of an aircraft operator of another Contracting State for use by the operator or his authorized agent, within the boundaries of an international airport or at an approved off-airport facility.

4.42 The State shall grant prompt release or clearance, upon completion of simplified documentary procedures by the aircraft operator or his authorized agent, of aircraft equipment and spare parts that are granted relief from import duties, taxes and other charges under Article 24 of the Chicago Convention.

4.43 The State shall grant prompt release or clearance, upon completion of simplified documentary procedures by the aircraft operator or his authorized agent, of ground and security equipment and their replacement parts, instructional material and training aids imported or exported by an aircraft operator of another Contracting State.

4.44 The State shall allow the loan, between aircraft operators of other Contracting States or their authorized agents, of aircraft equipment, spare parts and ground and security equipment and

their replacement parts, which have been imported with conditional relief from import duties and taxes.

- 4.45 The State will provide for the importation, free of import duties and taxes, of aircraft operators' documents as defined in this regulation, to be used in connection with international air services.

E. Containers and pallets

- 4.46 Subject to compliance with its regulations and requirements, The State shall grant the aircraft operators of other Contracting States temporary admission of containers and pallets — whether or not owned by the aircraft operator of the aircraft on which they arrive — provided they are to be used on an outbound international service or otherwise re-exported.

- 4.47 The State will require a temporary admission document for containers and pallets only when they consider it essential for the purposes of customs control.

- 4.48 Where proof of the re- exportation of containers and pallets is required, the State will accept the appropriate usage records of the aircraft operator or his authorized agent as evidence thereof.

- 4.49 The State shall make arrangements to allow aircraft operators, under supervision of the public authorities concerned, to unload transit cargo arriving in containers and pallets, so that they may sort and reassemble shipments for onward carriage without having to undergo clearance for home use.

- 4.50 Containers and pallets imported into the State under the provisions of 4.46 shall be allowed to leave the boundaries of the international airport for the release or clearance of imported loads, or for export lading, under simplified documentation and control arrangements.

- 4.51 Where circumstances so require, the State shall allow the storage of temporarily admitted containers and pallets at off-airport locations.

- 4.52 The State shall allow the loan between aircraft operators of containers and pallets admitted under the provisions of 4.46 without payment of import duties and taxes, provided they are to be used only on an outbound international service or otherwise re-exported.

- 4.53 The State shall allow temporarily admitted containers and pallets to be re-exported through any designated customs office.

- 4.54 The State shall allow the temporary admission of replacement parts when they are needed for the repair of containers and pallets imported under the provisions of 4.46.

F. Mail documents and procedures

- 4.55 The State shall carry out the handling, forwarding and clearance of mail and shall comply with the documentary procedures as prescribed by the Acts in force of the Universal Postal Union.

G. Radioactive material

- 4.56 The state shall facilitate the prompt release of radioactive material being imported by air, particularly material used in medical applications, provided that applicable laws and regulations governing the importation of such material are complied with.

- 4.57 The State will avoid imposing customs or other entry/exit regulations or restrictions supplementary to the provisions of ICAO Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air.

- 4.58 If the State adopts customs or other entry/exit regulations or restrictions that differ from those specified in ICAO Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods

by Air, it shall notify ICAO promptly of its variations for publication in the Technical Instructions, in accordance with 2.5 of SLCAR Part 18.

5. INADMISSIBLE PERSONS AND DEPORTEES

A. General

- 5.1 In order to minimize disruptions to the orderly operations of international civil aviation, The State shall cooperate with one another to promptly resolve any differences arising in the course of implementing the provisions of this regulation.
- 5.2 The State shall facilitate the transit of persons being removed from another State pursuant to the provisions of this regulation, and extend necessary cooperation to the aircraft operator(s) and escort(s) carrying out such removal.
- 5.2.1 During the period when an inadmissible passenger or a person to be deported is under their custody, the state Officers concerned shall preserve the dignity of such persons and take no action likely to infringe such dignity.

B. Inadmissible persons

- 5.3 The State shall without delay notify the aircraft operator, confirming this as soon as possible in writing, when a person is found inadmissible, pursuant to 3.45.
- 5.4 The State, through its public authorities, shall consult the aircraft operator on the time frame for removal of the person found inadmissible, in order to allow the aircraft operator a reasonable amount of time during which to effect the person's removal via its own services or to make alternative removal arrangements.
- 5.5 The State shall ensure that a removal order is issued to the aircraft operator in respect of a person found inadmissible. The removal order shall include information regarding the inbound (arriving) flight carrying such person and, if known, the name, age, gender and citizenship of the person in question.
- 5.6 The State when ordering the removal of an inadmissible person who has lost or destroyed his travel documents shall deliver a covering letter in the format set forth in IS 5.6 (1) in order to give information to the authorities of the State(s) of transit and/or the commencement of journey. The covering letter, the removal order and any relevant information shall be handed over to the aircraft operator or, in the case of escorted persons, the escort, who shall be responsible for delivering them to the public authorities at the State of destination.
- 5.7 The State when ordering the removal of an inadmissible person whose travel documents have been seized pursuant to 3.34.1 shall deliver a covering letter in the format set forth in IS 5.6 (2) in order to give information to the authorities of the State(s) of transit and/or the commencement of journey. The covering letter together with a photocopy of the seized travel documents and the removal order shall be handed over to the aircraft operator or, in the case of escorted persons, the escort, who shall be responsible for delivering them to the public authorities at the State of destination.
- 5.8 When the State have reason to believe that an inadmissible person might offer resistance to his removal shall inform the aircraft operator concerned as far in advance as possible of scheduled departure so that the aircraft operator can take precautions to ensure the security of the flight.

- 5.9 The aircraft operator shall be responsible for the cost of custody and care of an improperly documented person from the moment that person is found inadmissible and returned to the aircraft operator for removal from the State.
- 5.9.1 The State shall be responsible for the cost of custody and care of all other categories of inadmissible persons, including persons not admitted due to document problems beyond the expertise of the aircraft operator or for reasons other than improper documents, from the moment these persons are found inadmissible until they are returned to the aircraft operator for removal from the State.
- 5.10 When a person is found inadmissible and is returned to the aircraft operator for transport away from its territory, the aircraft operator shall not be precluded from recovering from such person any transportation costs involved in his removal.
- 5.11 The aircraft operator shall remove the inadmissible person to:
- a) the point where he commenced his journey; or
 - b) to any place where he is admissible.
- 5.11.1 The State will consult with the aircraft operator regarding the most practicable place to which the inadmissible person is to be removed where appropriate.
- 5.11.2 Where the removal of an inadmissible person relates to an unaccompanied minor, the State shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination, taking into particular consideration his best interests.
- 5.12 The State shall accept for examination a person removed from another State where he was found inadmissible, if this person commenced his journey from its territory. The State shall not return such a person to the country where he was earlier found inadmissible.
- 5.13 The State shall accept the covering letter and other papers delivered pursuant to 5.6 or 5.7 as sufficient documentation to carry out the examination of the person referred to in the letter.
- 5.14 The State shall not fine aircraft operators in the event that arriving and in-transit persons are found to be improperly documented where aircraft operators can demonstrate that they have taken necessary precautions to ensure that these persons had complied with the documentary requirements for entry into the State.
- 5.15 When aircraft operators have cooperated with the public authorities to the satisfaction of those authorities, for example pursuant to memoranda of understanding reached between the parties concerned, in measures designed to prevent the transportation of inadmissible persons, The State will mitigate the fines and penalties that might otherwise be applicable should such persons be carried to its territory.
- 5.16 The State shall not prevent the departure of an operator's aircraft pending a determination of admissibility of any of its arriving passengers.
- C. Deportees**
- 5.17 If the State is deporting a person from its territory, a deportation order shall be served. The State shall indicate to the deportee the name of the destination State.
- 5.18 The State removing deportees from its territory shall assume all obligations, responsibilities and costs associated with the removal.

- 5.18.1 The State and aircraft operators will, where practicable, exchange information as to the appropriate 24-hour point(s) of contact(s) to whom deportee inquiries should be directed.
- 5.18.2 Where the removal of a deportee relates to an unaccompanied minor, the State shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination, taking into particular consideration his best interests.
- 5.19 The State, when making arrangements with an aircraft operator for the removal of a deportee, shall make available the following information as soon as possible, but in any case, not later than 24 hours before the scheduled time of departure of the flight:
- a) a copy of the deportation order;
 - b) a risk assessment by the State and/or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight; and
 - c) the name(s) and nationality(ies) of any escorts.
- 5.19.1 The aircraft operator and/or the pilot-in-command shall have the option to refuse to transport a deportee on a specific flight when reasonable concerns relating to the safety and security of the flight in question exist.
- 5.19.2 The State, when making arrangements for the removal of a deportee, shall take into consideration the aircraft operator's policy concerning the number of such persons that may be transported on a given flight.
- 5.20 The State, in making arrangements for the removal of a deportee to a destination State, shall use direct non-stop flights whenever practicable.
- 5.21 The State, when presenting a deportee for removal, shall ensure that all official travel documentation required by any transit and/or destination State is provided to the aircraft operator.
- 5.22 The State shall admit into its territory its nationals who have been deported from another State.
- 5.23 The State shall give special consideration to the admission of a person, deported from another State, who holds evidence of valid and authorized residence within its territory.
- 5.24 The State, when determining that a deportee must be escorted and the itinerary involves a transit stop in an intermediate State, shall ensure that the escort(s) remain(s) with the deportee to his final destination, unless suitable alternative arrangements are agreed, in advance of arrival, by the authorities and the aircraft operator involved at the transit location.

D. Procurement of a replacement travel document

- 5.25 When a replacement travel document must be obtained in order to facilitate removal and acceptance of an inadmissible person at his destination, the State shall provide as much assistance as practicable in obtaining that document.
- 5.26 The State shall, when requested to provide travel documents to facilitate the return of one of its nationals, respond within a reasonable period of time and not more than 30 days after such a request was made either by issuing a travel document or by satisfying the requesting State that the person concerned is not one of its nationals.
- 5.27 The State shall not make the signing by the person concerned of an application for a travel document a prerequisite for the issuance of that document.

5.28 When the State has determined that a person for whom a travel document has been requested is one of its nationals but cannot issue a passport within 30 days of the request, the State shall issue an emergency travel document that attests to the nationality of the person concerned and that is valid for readmission.

5.29 The State shall not refuse to issue a travel document to or otherwise thwart the return of one of its nationals by rendering that person stateless.

6. INTERNATIONAL AIRPORTS —FACILITIES AND SERVICES FOR TRAFFIC

A. General

6.1 The State shall ensure that the provisions of this regulation continue to be implemented in the event an airport becomes privatized.

6.1.1 The State will, in consultation with airport operators, ensure that the design, development and maintenance of facilities at international airports provide efficient and effective flow arrangements.

6.1.2 The State shall ensure that airport and aircraft operators provide for the expeditious processing of passengers, crew, baggage, cargo and mail.

6.1.3 The State shall ensure that efficient customs, immigration, quarantine and health border clearance services, as required, are provided at international airports.

6.1.4 The State, in consultation with airport operators, shall ensure that facilities and services provided at international airports are, where possible, flexible and capable of expansion to meet traffic growth, an increase in security requirements arising from increased threat, or other changes to support border integrity measures.

6.2 The State shall require that, in the planning of new facilities or major modifications to existing facilities, including cargo facilities, at international airports, the entity or entities responsible for such planning consult with public authorities, aircraft operators and appropriate bodies representing airport users, at the earliest stages of planning, as required.

6.3 Aircraft operators will inform airport operators and relevant government agencies, in commercial confidence, of their service, schedule and fleet plans at the airport, to enable rational planning of facilities and services in relation to the traffic anticipated.

6.4 The State will ensure that where a passenger service charge, airport tax or other similar fee is levied at an international airport, direct collection from passengers is avoided wherever possible.

6.5 The State will, subject to relevant regulations and within the limitations established by the airport operator due to constraints caused by limited space or capacity, permit aircraft operators to choose how, and by whom, their ground handling operations should be carried out.

B. Airport traffic flow arrangements

I. Common provisions

6.6 The State shall ensure that airport operators provide adequate facilities to permit embarkation and disembarkation of passengers without delay.

6.7 Airport operators, aircraft operators and public authorities will exchange, in a timely manner, all relevant operational information, in order to provide for a smooth and expeditious passenger flow and efficient resource allocation.

- 6.8 The State, airport and aircraft operators, where appropriate and after consultation, will implement automated facilities for passenger and baggage processing.
- 6.9 The State will ensure that signage used at airports is based on ICAO Doc 9636, International Signs to Provide Guidance to Persons at Airports and Marine Terminals, published jointly by ICAO and the International Maritime Organization.
- 6.9.1 The State, in consultation with airport and aircraft operators, will notify travellers, via signage, leaflets, video, audio, Internet websites or other media, of the penalties for breaching regulations with regard to entry and departure and attempting to import or export any banned or restricted item.
- 6.10 The State will ensure that airport operators or terminal building operators install mechanical people-moving devices, when walking distances and the traffic volume within and across terminal buildings so warrant.
- 6.11 The State will ensure that an airport or aircraft operator, as appropriate, installs flight information systems capable of providing accurate, adequate and up-to-the-minute information on departures, arrivals, cancellations, delays, and terminal/gate allocations.
- 6.12 The State will encourage the airport operators or the service provider, as appropriate, to provide car parking facilities for long- and short-term usage by passengers, visitors, crew and staff at international airports.

II. Aircraft parking and servicing arrangements

- 6.13 The State will ensure that convenient parking and servicing facilities for aircraft are available, in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time.

III. Outbound passengers, crew and baggage

- 6.14 The State will ensure that adequate transportation is provided, by the appropriate service provider, between airport terminal buildings during the hours of airport operation.
- 6.15 The State will allow airport and aircraft operators to provide off-airport check-in facilities, so long as all necessary security measures and other control requirements are met.
- 6.16 The State will ensure that security and/or border control personnel use efficient screening and examination techniques in examinations of passengers and their baggage, in order to facilitate aircraft departure.
- 6.17 Crew-member check-in and operations facilities will be readily accessible and within close proximity of each other.
- 6.18 Airport operators and public authorities will provide efficient services for general aviation operators or their agent(s) concerning their operational and administrative requirements.
- 6.19 The State shall make arrangements for sufficient number of control channels so that clearance, if required, of outbound passengers and crew may be obtained with the least possible delay. Additional channels shall be available, if possible, to which complicated cases may be directed without delaying the main flow of passengers.

IV. Inbound passengers, crew and baggage

- 6.20 The State shall make arrangements for a sufficient number of control channels so that clearance of inbound passengers and crew may be obtained with the least possible delay. Additional

channel(s) shall be available if possible to which complicated cases may be directed without delaying the main flow of passengers.

- 6.21 The State will ensure that airport operators provide adequate space in the baggage claim area permitting easy identification and speedy reclaim by each passenger of his checked baggage.
- 6.22 The State will ensure that, where appropriate, mechanized baggage delivery systems are installed at international airports to facilitate the movement of passenger baggage.
- 6.23 The operators responsible for international airports shall ensure that passengers can obtain assistance in the carriage of baggage to enable them to transfer baggage from baggage claim areas to points as close as possible to areas where surface transportation from the airport or between airport terminals is provided.

V. Transit and transfer of passengers and crew

- 6.24 The State will whenever possible, permit passengers to remain on board the aircraft and authorize embarkation and disembarkation during refuelling, subject to the necessary safety and security measures.
- 6.25 The State will ensure that airport operators provide sufficient space for handling counters in direct transit areas, in accordance with traffic volumes. The space requirement and operating hours should be agreed between the airport and aircraft operators.

VI. Miscellaneous facilities and services in passenger terminal buildings

- 6.26 Storage facilities will be provided for baggage left by their owners at international airports for later pick-up subject to security requirements.
- 6.27 The State shall ensure that airport or aircraft operators, as appropriate, provide facilities where unclaimed, unidentified and mishandled baggage is kept securely until cleared, forwarded, claimed or disposed of in accordance with applicable laws and regulations. Authorized personnel of the aircraft operator or service provider shall have access to the baggage during the hours of airport operation.
- 6.28 The State, in cooperation with airport operators, will ensure that terminal facilities are designed, managed and organized so that the non-travelling public does not interfere with the flow of inbound and outbound passengers.
- 6.28.1 Provisions will be made to locate facilities for group/tour operators in public or uncontrolled areas in the arrival and/or departure areas in order to minimize congestion in the terminal buildings.
- 6.29 The State, in consultation with airport operators, will ensure that retail facilities, while being conveniently located, do not impede passenger flow.

VII. Cargo and mail handling and clearance facilities

- 6.30 The State will ensure that airport operators make appropriate provision for clearance of all-cargo aircraft.
- 6.31 The State, in cooperation with airport operators, will ensure that cargo terminals and their landside access roads are appropriately designed and operated to provide efficient access.
- 6.32 The State, in cooperation with airport and aircraft operators, will ensure that cargo terminals are designed to facilitate the safe, sanitary, efficient and secure processing and storage of cargo in accordance with applicable laws and regulations.

- 6.33 The State, in cooperation with airport and aircraft operators, will provide for appropriate facilities for the safe, efficient and secure processing and storage of mail consignments, at those international airports where the volume of mail so warrants and in accordance with applicable laws and regulations
- C. Facilities required for implementation of public health, emergency medical relief, and animal and plant quarantine measures**
- 6.34 The State, in cooperation with airport operators, shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.
- 6.35 The State will ensure that there are, at or near all their major international airports, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.
- 6.36 International airports will have available access to appropriate facilities for administration of public health and animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores.
- 6.37 The State will ensure that passengers and crew in transit can remain in premises free from any danger of infection and insect vectors of diseases and, when necessary, facilities will be provided for the transfer of passengers and crew to another terminal or airport nearby without exposure to any health hazard. Similar arrangements and facilities should also be made available in respect of animals.
- 6.38 The State shall ensure that handling and distribution procedures for consumable products (i.e. food, drink and water supplies) on board aircraft or in the airport are in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization, the Food and Agriculture Organization and national airport regulations.
- 6.39 The State, in cooperation with airport and aircraft operators, shall ensure that a safe, sanitary and efficient system is instituted, at international airports, for the removal and disposal of all waste, waste water and other matters dangerous to the health of persons, animals or plants, in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization, the Food and Agriculture Organization and national airport regulations.
- 6.40 The State, in cooperation with airport operators, shall ensure that international airports maintain facilities and services for first-aid attendance on site, and that appropriate arrangements are available for expeditious referral of the occasional more serious case to prearranged competent medical attention.
- D. Facilities required for clearance controls and operation of control services**
- 6.41 The State shall provide sufficient services of the public authorities concerned, without charge, during working hours established by those authorities.
- 6.42 The State will consider making arrangements with other States to station representatives of the public authorities concerned in its territory in order to pre-examine aircraft, passengers, baggage, crew, and cargo, for customs, immigration, public health and animal and plant quarantine purposes, prior to departure when such action will facilitate clearance upon arrival in those States.
- E. Unruly passengers**

- 6.43 The State shall deter and prevent unruly behaviour, promote passenger awareness of the unacceptability and possible legal consequences of unruly or disruptive behaviour in aviation facilities and on board aircraft.
- 6.44 The State shall take measures to ensure that relevant personnel are provided training to identify and manage unruly passenger situations.
- 6.45 The State will, where traffic justifies, ensure that airport operators provide suitable childcare facilities in passenger terminals, and that they are clearly indicated by signage and are easily accessible.
- 6.46 The States restricting the import or export of funds of other States will provide for the issuance to travellers of certificates showing the amounts of such funds in their possession upon entering the State and should permit such travellers, upon surrender of such certificates prior to leaving the State, to take such funds with them. Inscription on the travel document may serve the same purpose.
- 6.47 The State having restrictions on the import of its own currency will ensure that facilities are available for passengers to deposit any excess amount at the international airport of entry and, upon departure, to reclaim the deposited amount, at the same point or at any other designated point.
- 6.48 The State will ensure that an airport operator or service provider(s), as appropriate, provide(s) passengers with information on ground transportation available at the airport.
- 6.49 The State shall provide, at such times as to meet the needs of the travelling public, adequate facilities at international airports for the legal exchange of funds of other States through governmental agencies or shall authorize private agencies to do so. These facilities shall be available to arriving and departing passengers.

7. LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS

A. General

- 7.1 The State shall take steps to ensure that all possible assistance is rendered by its public authorities to an aircraft which, for reasons beyond the control of the pilot-in-command, has landed elsewhere than at one of its international airports and, to this end, shall keep control formalities and procedures, in such cases, to a minimum.
- 7.2 The pilot-in-command or the next senior crew member available shall cause the landing to be reported as soon as practicable to the public authorities concerned.

B. Short stopover

- 7.3 If it is apparent that the aircraft can resume its flight within a relatively short time of arrival, the following procedure shall apply:
- 7.3.1 Control measures shall be limited to those that ensure that the aircraft departs with the same load that was on board at the time of arrival. In case the load or part thereof cannot, for operational or other reasons, continue on that flight, the public authorities shall expedite clearance formalities and cooperate in speedy onward transportation for that load to its destination.
- 7.3.2 The public authorities shall designate, if necessary, an adequate area under their general supervision where passengers and crew can move about during their stopover.

7.3.3 The pilot-in-command shall not be required to apply to more than one government agency for take-off permission (other than for any necessary air traffic control clearance).

C. No resumption of flight

7.4 If it is apparent that the aircraft will be substantially delayed or is unable to continue its flight, the following provisions shall apply:

7.4.1 The pilot-in-command, while awaiting the instructions of the public authorities concerned or if he or his crew is unable to get in touch with them, shall be entitled to take such emergency measures as he deems necessary for the health and safety of passengers and crew and for avoiding or minimizing loss or destruction to the aircraft itself and its load.

7.4.2 Passengers and crew shall be permitted to secure suitable accommodation pending completion of the necessary formalities if such formalities cannot be promptly carried out.

7.4.3 Cargo, stores and unaccompanied baggage, if required to be removed from the aircraft for safety reasons, shall be deposited in a nearby area and remain there pending completion of the necessary formalities.

7.4.4 Mail shall be disposed of as is required pursuant to the Acts in force of the Universal Postal Union.

8. FACILITATION PROVISIONS COVERING SPECIFIC SUBJECTS

A. Bonds and exemption from requisition or seizure

8.1 The State in requiring bonds of an aircraft operator to cover his liabilities under the customs, immigration, public health, animal and plant quarantine, or similar laws of the State, will permit the use of a single comprehensive bond whenever possible.

8.2 The aircraft, ground equipment, security equipment, spare parts and technical supplies of an aircraft operator located in the State of a foreign airline/operator, will be exempt from the laws authorizing the requisition or seizure of aircraft, equipment, parts or supplies for public use, without prejudice to the right of seizure for breaches of the laws of the State.

B. Facilitation of search, rescue, accident investigation and salvage

8.3 Subject to any conditions imposed by SLCAR Part 12 — Search and Rescue and SLCAR Part 13 — Aircraft Accident and Incident Investigation, The State shall make arrangements to ensure entry without delay into its territory on a temporary basis of qualified personnel required for search, rescue, accident investigation, repair or salvage in connection with a lost or damaged aircraft.

8.3.1 In arranging for the entry without delay of the personnel referred to in 8.3, when such a document is necessary, the State shall not require any other travel document than a passport (cf. 3.5).

8.3.2 In cases where the State continues to require entrance visas for the personnel referred to in 8.3, it will, when necessary and on an exceptional basis, issue such visas on arrival or otherwise facilitate their admission when such personnel carry an order of mission from the competent authority in the State.

8.3.3 The State will ensure that its authorities are adequately informed of the provisions of this regulation and SLCAR Part 13 relating to the facilitation of aircraft accident and incident investigations. In this regard, the State will recognize the need for the investigators concerned

to be able to arrange transport to the site of the accident or incident without delay and, if necessary, help them to this end.

- 8.4 The State shall facilitate the temporary entry into its territory of all aircraft, tools, spare parts and equipment required in the search, rescue, accident investigation, repair or salvage of the damaged aircraft of another State. These items shall be temporarily admitted free from customs duties and other taxes or charges and the application of regulations of any nature restricting the importation of goods.
- 8.5 The State shall facilitate the removal from its territory of both the damaged and any assisting aircraft, together with tools, spare parts and equipment that may have been brought in for search, rescue, accident investigation, repair or salvage purposes.
- 8.6 Damaged aircraft or parts thereof, and any stores or cargo contained therein, together with any aircraft, tools, spare parts or equipment brought in for temporary use in search, rescue, accident investigation, repair or salvage, which are not removed from the State within a length of time to be specified, shall be subject to the requirements of the applicable laws of the State.
- 8.7 If, in connection with an aircraft accident investigation, it becomes necessary to send a part(s), a damaged aircraft to another State for technical examination or testing, the State shall ensure that the movement of such part, or parts, is effected without delay. The States concerned are expected to likewise facilitate the return of such part(s), to the State for the accident investigation it requires them in order to complete the investigation.

C. Relief flights following natural and man-made disasters which seriously endanger human health or the environment, and similar emergency situations where United Nations (UN) assistance is required

- 8.8 The State shall facilitate the entry into, departure from and transit through its territory, aircraft engaged in relief flights performed by or on behalf of international organizations recognized by the UN or by or on behalf of States and shall take all possible measures to ensure their safe operation. Such relief flights are those undertaken in response to natural and man-made disasters which seriously endanger human health or the environment, as well as similar emergency situations where UN assistance is required. Such flights shall commenced as quickly as possible after obtaining agreement with the recipient State.
- 8.9 The State shall ensure that personnel and articles arriving on relief flights referred to in 8.8 are cleared without delay.

D. Marine pollution and safety emergency operations

- 8.10 In cases of emergency, the State shall facilitate the entry, transit and departure of aircraft engaged in the combatting or prevention of marine pollution, or other operations necessary to ensure maritime safety, safety of the population or protection of the marine environment.
- 8.11 In cases of emergency, the State shall, to the greatest extent possible, facilitate the entry, transit and departure of persons, cargo, material and equipment required to deal with the marine pollution and safety operations described in 8.10.

E. Implementation of international health regulations and related provisions

- 8.12 The State shall comply with the pertinent provisions of the International Health Regulations (2005) of the World Health Organization.

- 8.13 The State shall take all possible measures to have vaccinators use the Model International Certificate of Vaccination or Prophylaxis, in accordance with Article 36 and Annex 6 of the International Health Regulations (2005), in order to assure uniform acceptance.
- 8.14 The State shall make arrangements to enable all aircraft operators and agencies concerned to make available to passengers, sufficiently in advance of departure, information concerning the vaccination requirements of the countries of destination, as well as the Model International Certificate of Vaccination or Prophylaxis conforming to Article 36 and Annex 6 of the International Health Regulations (2005).
- 8.15 The pilot-in-command of an aircraft shall ensure that a suspected communicable disease is reported promptly to air traffic control, in order to facilitate provision for the presence of any special medical personnel and equipment necessary for the management of public health risks on arrival.
- 8.15.1 When a public health threat has been identified, and when the public health authorities of the State require information concerning passengers' and/or crews' travel itineraries or contact information for the purposes of tracing persons who may have been exposed to a communicable disease, the State will accept the "Public Health Passenger Locator Form" reproduced in IS 8.15.1 as the sole document for this purpose.

F. Communicable disease outbreak national aviation plan

- 8.16 The State shall establish a national aviation plan in preparation for an outbreak of a communicable disease posing a public health risk or public health emergency of international concern.

G. Establishment of national facilitation programmes

- 8.17 The State shall establish a national air transport facilitation programme based on the facilitation requirements of the Convention and of Annex 9 thereto.
- 8.18 The State shall ensure that the objective of its national air transport facilitation programme shall be to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores, by removing unnecessary obstacles and delays.
- 8.18.1 In establishing a national air transport facilitation programme, the State will use the guidance material outlined in IS 8.18.1 and ICAO Doc 10042, Model National Air Transport Facilitation Programme.
- 8.19 The State shall establish a National Air Transport Facilitation Committee, and Airport Facilitation Committees as required, or similar coordinating bodies, for the purpose of coordinating facilitation activities between departments, agencies, and other organizations of the State concerned with, or responsible for, various aspects of international civil aviation as well as with airport and aircraft operators.
- 8.20 The State will endeavour to establish close coordination, adapted to circumstances, between civil aviation security and facilitation programmes. To this end, certain members of Facilitation Committees will also be members of Security Committees.
- 8.21 In establishing and operating National Air Transport and Airport Facilitation Committees, State will use the guidance material outlined in IS 8.17 and IS 8.18.1.

H. Facilitation of the transport of persons with disabilities

I. General

- 8.22 When travelling, persons with disabilities will be provided with special assistance in order to ensure that they receive services customarily available to the general public. Assistance will be provided in a manner that respects the dignity of the individual.
- 8.23 The State will cooperate with a view to taking the necessary measures to make accessible to persons with disabilities all the elements of the chain of the person's journey, from arrival at the airport of departure to leaving the airport of destination.
- 8.24 The State will take the necessary steps with aircraft, airport and ground handling operators to establish and publish minimum uniform standards of accessibility with respect to transportation services for persons with disabilities, from arrival at the airport of departure to leaving the airport of destination.
- 8.25 The State will take the necessary steps with aircraft, airport and ground handling operators and travel agencies to ensure that persons with disabilities are given the information they need, in formats that are accessible to those with cognitive or sensory disabilities, and will take the necessary steps to ensure that airlines, airports and ground handling operators are in a position to give those passengers the assistance necessary for them, depending on their needs, to help them in their travel.
- 8.26 The State will take all necessary steps to secure the cooperation of aircraft, airport and ground handling operators in order to establish and coordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.

II. Access to airports

- 8.27 The State shall take the necessary steps to ensure that airport facilities and services are adapted to the needs of persons with disabilities.
- 8.28 The State will ensure that lifting systems or any other appropriate devices are made available in order to facilitate the movement of persons with disabilities between the aircraft and the terminal on both arrival and departure as required where telescopic passageways are not used.
- 8.29 Measures will be taken to ensure that the hearing- and vision-impaired are able to obtain flight service-related information in accessible formats.
- 8.30 Designated points for the pick-up and drop-off of persons with disabilities at a terminal building will be located as close as possible to main entrances and/or exits. To facilitate movement within the airport, access routes will be free of obstacles and be accessible.
- 8.31 Where access to public services is limited, every effort will be made to provide accessible and reasonably priced ground transportation services by adapting current and planned public transit systems or by providing special transport services for people with mobility needs.
- 8.32 Adequate parking facilities will be provided for people with mobility needs and appropriate measures taken to facilitate their movement between parking areas and the terminal buildings.
- 8.33 When assistance is provided to transfer persons with disabilities from one aircraft to another, it will be provided as efficiently as possible, with due regard for connecting flights.

III. Access to air services

- 8.34 The State shall take the necessary steps to ensure that persons with disabilities have equivalent access to air services.
- 8.35 The State will introduce provisions by which aircraft coming newly into service or after major refurbishment will conform, where aircraft type, size, and configuration permit, to minimum

uniform standards of accessibility with respect to equipment on board aircraft which would include movable armrests, on-board wheelchairs, accessible washrooms and suitable lighting and signs.

- 8.36 Disability aids required by persons with disabilities will be carried free of charge in the cabin where space, weight and safety requirements permit or will be carried free of charge and designated as priority baggage.
- 8.37 Service animals accompanying persons with disabilities will be carried free of charge in the cabin, on the floor at the person's seat, subject to the application of any relevant national or aircraft operator regulations.
- 8.38 The state when restricting the transport of battery-powered devices, including mobility aids containing spillable batteries, shall notify ICAO promptly of such restrictions so that they can be included in ICAO Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air and ensure that aircraft operators make such information publicly available and in accordance with 2.5 of SLCAR Part 18.
- 8.39 In principle, persons with disabilities will be permitted to travel without the requirement for a medical clearance. Aircraft operators will only be permitted to require persons with disabilities to obtain a medical clearance in cases of a medical condition where it is not clear that they are fit to travel and could compromise their safety or well-being or that of other passengers.
- 8.40 In principle, persons with disabilities will be permitted to determine whether or not they need an assistant. If the presence of an assistant is required, The State will encourage aircraft operators to offer discounts for the carriage of that assistant. Aircraft operators will require an assistant only when it is clear that the person with a disability is not self-reliant and this could pose a risk to safety or the well-being of such person or that of other passengers.
- 8.40.1 Advance notice will strongly be encouraged where assistance or lifting is required.

I. Assistance to aircraft accident victims and their families

- 8.41 The State shall make arrangements to facilitate the entry into its territory on a temporary basis of family members of victims of an aircraft accident.
- 8.42 The State shall also make arrangements to facilitate the entry into its territory, on a temporary basis, of authorized representatives of the operator whose aircraft has met with the accident, or of the operator's alliance partner, in order to enable them to provide assistance to survivors and their family members, the family members of the deceased victims of the accident and the relevant authorities in these States.
- 8.43 In arranging for the entry of the persons referred to in 8.41, the State will not require any other travel document than a passport, or an emergency travel document issued specifically to such persons, to enable them to travel. The State will expedite the issuance of entrance visas for persons referred to in 8.41 and 8.42 above.
- 8.44 The State shall make arrangements to issue emergency travel documents, if required, to their nationals who have survived the accident.
- 8.45 The State shall extend all necessary assistance, such as arranging transport and clearing customs, in the repatriation of human remains to their countries of origin, on request by family members of the deceased or the operator whose aircraft met with the accident.

8.46 The State will establish legislation, regulations and/or policies in support of assistance to aircraft accident victims and their families.

9. PASSENGER DATA EXCHANGE SYSTEMS

A. General

9.1 The State requires the exchange of Advance Passenger Information (API)/interactive API (iAPI) and/or Passenger Name Record (PNR) data from aircraft operators and shall create a Passenger Data Single Window facility for each data category, or both data categories combined, that allows parties involved to lodge standardized information with a common data transmission entry point to fulfil all related passenger and crew data requirements for that jurisdiction.

9.1.1 The State will consider creating a Passenger Data Single Window facility for both data categories combined.

9.2 The State and aircraft operators will provide the appropriate level, on a 24/7 (continuous) basis, of operational and technical support to analyse and respond to any system outage or failure in order to return to standard operations as soon as practicable.

9.3 The State and aircraft operators will establish and implement appropriate notification and recovery procedures for both scheduled maintenance of information systems and non-scheduled system outages or failures.

9.4 The State and aircraft operators will provide the appropriate level (where practicable, a 24/7 arrangement) of contact support.

9.5 The State shall not require aircraft operators to provide non-standard data elements as part of API, iAPI and/or PNR provisions.

9.6 The State shall, when considering requiring elements that deviate from the standard, submit a request to the WCO/IATA/ICAO Contact Committee in conjunction with the WCO's Data Maintenance Request (DMR) process via a review and endorsement process for inclusion of the data element in the guidelines

B. Advance Passenger Information (API)

9.7 The State shall establish an Advance Passenger Information (API) system.

9.8 The API system of the State shall be supported by appropriate legal authority (such as, inter alia, legislation, regulation or decree) and be consistent with internationally recognized standards for API.

9.9 The State, when developing legislation for the purpose of implementing an API system will consider developing aligned regulations that meet the needs of all involved agencies, define a common set of API data elements required for that jurisdiction in accordance with message construction standards and appoint one government agency to receive API data on behalf of all other agencies.

9.10 When specifying the identifying information on passengers to be transmitted, the State shall require only data elements that are available in machine readable form in travel documents conforming to the specifications contained in ICAO Doc 9303. All information required shall conform to specifications for UN/EDIFACT PAXLST messages found in the WCO/IATA/ICAO API Guidelines.

- 9.11 The State shall not penalize, or otherwise hold an aircraft operator responsible, for inconsistencies in passenger data exchanges when the aircraft operator has collected and provided accurate advance passenger information data based on a travel document presented, which is valid for the journey and the passenger presents a second travel document which is valid for the journey on arrival.
- 9.12 The State will seek to minimize the number of times API data is transmitted for a specific flight.
- 9.13 If the State requires API data interchange, then it shall seek, to the greatest extent possible, to limit the operational and administrative burdens on aircraft operators, while enhancing passenger facilitation.
- 9.14 The State will refrain from imposing fines and penalties on aircraft operators for any errors caused by a systems failure which may have resulted in the transmission of no, or corrupted, data to the public authorities in accordance with API systems.
- 9.15 When the State requires passenger data to be transmitted electronically through an API system, it shall not also require a passenger manifest in paper form.
- 9.16 The State will consider the introduction of an interactive Advance Passenger Information (iAPI) system.
- 9.17 The State seeking to implement an iAPI system will:
- a) seek to minimize the impact on existing aircraft operator systems and technical infrastructure by consulting aircraft operators before development and implementation of an iAPI system;
 - b) work together with aircraft operators to develop iAPI systems that integrate into the aircraft operator's departure control interfaces; and
 - c) conform to the Guidelines on Advance Passenger Information (API) adopted by WCO/ICAO/IATA when requiring iAPI.
- 9.18 The State should ensure aircraft operators' API systems, including iAPI, be capable of 24/7 operation, with procedures in place to minimize disruption in the event of a system outage or failure.

C. Electronic Travel Systems (ETS)

- 9.19 The State seeking to establish an Electronic Travel System (ETS) should integrate the pre-travel verification system with an interactive Advance Passenger Information system.
- 9.20 The State in implementing an ETS will:
- (a) ensure a robust electronic lodgement platform where an online application for authority to travel can be made. A State should make clear that its platform is the preferred means for applying online in order to reduce the scope of unofficial third-party vendors that may charge an additional fee for the purpose of lodging an individual's application;
 - (b) include tools built into the application to assist individuals to avoid errors when completing the application form, including clear instructions as to the applicability of which nationalities require an ETS, and not allow application processing for non-eligible passengers (e.g. nationality and/or document type);
 - (c) institute automated and continuous vetting of relevant alert lists;

- (d) provide electronic notification to the passenger to replace paper evidence of an individual's approval for travel; and
 - (e) ensure that the information required from the passenger is easily understood in accordance with the national laws and regulations of that State.
- 9.21 The State will allow for an implementation schedule that builds awareness regarding upcoming changes and develops communication strategies in multiple languages in cooperation with other governments, the travel industry, aircraft operators and organizations in order to communicate the planned implementation of an ETS.
- 9.22 The State will include a period of informed compliance after the initial implementation deadline, where passengers are allowed entrance into the country but informed of the new requirements, e.g. handing out a tear sheet with new requirements.
- D. Passenger Name Record (PNR) Data**
- 9.23 The State shall:
- (a) develop a capability to collect, use, process and protect Passenger Name Record (PNR) data for flights to and from its territory supported by an appropriate legal and administrative framework (such as, inter alia, legislation, regulation or decree), and be consistent with all Standards contained in this regulation;
 - (b) align its PNR data requirements and its handling of such data with the guidelines contained in ICAO Doc 9944, Guidelines on Passenger Name Record (PNR) Data, and in PNRGOV message implementation guidance materials published and updated by the WCO and endorsed by ICAO and IATA; and
 - (c) adopt and implement the PNRGOV message for airline-to-government PNR data transferral to ensure global interoperability.
- 9.24 The State shall, with full respect for human rights and fundamental freedoms:
- (a) clearly identify in their legal and administrative framework the PNR data to be used in their operations;
 - (b) clearly set the purposes for which PNR data may be used by the authorities, which should be no wider than that necessary in view of the aims to be achieved, including in particular border security purposes to fight terrorism and serious crime; and
 - (c) limit the disclosure of PNR data to other authorities in the State or in other Contracting States that exercise functions related to the purpose for which PNR data are processed, including in particular border security purposes, and ensure comparable protections as those afforded by the disclosing authority.
- 9.25 The State shall:
- (a) prevent unauthorized access, disclosure and use of PNR data; their legal framework shall provide penalties for misuse, unauthorized access, and unauthorized disclosure;
 - (b) ensure the safeguards applied to their collection, use, processing and protection of PNR data apply to all individuals without unlawful differentiation;
 - (c) take measures to ensure individuals are informed about the collection, use, processing and protection of PNR data and related privacy standards employed;
 - (d) take measures to ensure that aircraft operators inform their customers about the transfer of PNR data;

- (e) provide for administrative and judicial redress mechanisms to enable individuals to seek a remedy for the unlawful processing of their PNR data by public authorities; and
 - (f) provide for appropriate mechanisms, established by their legal and administrative framework, for individuals to obtain access to their PNR data and to request, if necessary, corrections, deletions or notations.
- 9.26 Subject to necessary and proportionate restrictions, The State will notify individuals of the processing of their PNR data and inform them about the rights and means of redress afforded to them, as defined in their legal and administrative framework.
- 9.27 The State shall:
- (a) base the automated processing of PNR data on objective, precise and reliable criteria that effectively indicate the existence of a risk, without leading to unlawful differentiation; and
 - (b) not make decisions that produce significant adverse actions affecting the legal interests of individuals based solely on the automated processing of PNR data.
- 9.28 The State shall designate one (or more) competent domestic authority(ies) as defined in their legal and administrative framework with the power to conduct independent oversight of the protection of PNR data and determine whether PNR data are being collected, used, processed and protected with full respect for human rights and fundamental freedoms.
- 9.29 The State shall:
- (a) not require aircraft operators to collect PNR data that is not required as part of their normal business operating procedures or to filter the data prior to transmission; and
 - (b) not use PNR data revealing an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or data concerning their health, sexual life or sexual orientation, other than in exceptional and immediate circumstances to protect the vital interests of the data subject or of another natural person. In circumstances where such information is transferred, The State shall delete such data as soon as practicable.
- 9.30 The State shall:
- (a) retain PNR data for a set period as defined in their legal and administrative framework, which shall be that period necessary and proportionate for the purposes for which the PNR data is used;
 - (b) depersonalize retained PNR data, which enable direct identification of the data subject, after set periods, which do not exceed what is necessary as defined in their national laws and policies, except when used in connection with an identifiable on-going case, threat or risk related to the purposes identified in 9.25 b);
 - (c) only re-personalize or unmask PNR data when used in connection with an identifiable case, threat or risk for the purposes identified in 9.25 b); and
 - (d) delete or anonymize PNR data at the end of the retention period, except when used in connection with an identifiable on-going case, threat or risk purposes identified in 9.25 b).
- 9.31 The State will retain PNR data for a maximum period of five years after the transfer of PNR data, except when required in the course of an investigation, prosecution, or court proceeding.
- 9.32 The State will depersonalize PNR data within six months of and no later than two years after the transfer of PNR data.

- 9.33 The State shall:
- (a) as a rule acquire PNR data using the "push" method in order to protect the personal data that is contained in the operators' systems and that operators remain in control of their systems;
 - (b) seek, to the greatest extent possible, to limit the operational and administrative burdens on aircraft operators, while enhancing passenger facilitation;
 - (c) not impose fines and penalties on aircraft operators for any unavoidable errors caused by a systems failure which may have resulted in the transmission of no, or corrupted, PNR data; and
 - (d) minimize the number of times the same PNR data is transmitted for a specific flight.
- 9.34 The State shall:
- (a) not inhibit or prevent the transfer of PNR data by an aircraft operator or other relevant party, or sanction, impose penalties or create unreasonable obstacles on aircraft operators or other relevant parties that transfer PNR data to another Contracting State, provided that Contracting States' PNR data system is compliant with the Standards contained in this regulation; and
 - (b) equally retain the ability to introduce or maintain higher levels of protection of PNR data in accordance with their legal and administrative framework and to enter into additional arrangements with other Contracting States in particular to: promote collective security; achieve higher levels of protection of PNR data, including data retention; or establish more detailed provisions relating to the transfer of PNR data, provided those measures do not otherwise conflict with the Standards contained in this regulation.
- 9.35 The State shall demonstrate, to any requesting Contracting State, their compliance with the Standards contained in this regulation. A demonstration of compliance with the PNR Standards, upon request, shall take place as soon as possible. The State shall work through this process in good faith and in a timely manner.
- 9.35.1 The State will allow other Contracting States, compliant with the PNR Standards, to receive PNR data, at least provisionally, while engaging in consultations, as necessary.
- 9.36 Where the State has determined they must inhibit, prevent or otherwise obstruct the transfer of PNR data, or that they might penalize an aircraft operator, they shall do so with transparency and with the intent of resolving the situation which caused that determination.
- 9.37 The State establishing a PNR programme, or making significant changes to an existing programme, pursuant to these SARPs should proactively notify other Contracting States maintaining air travel between them prior to receiving data, including whether they are complying with these SARPs, to encourage or facilitate rapid consultation where appropriate.
- 9.38 While attempting to resolve PNR Data dispute, the State should not penalize aircraft operators.

GENERAL DECLARATION

GENERAL DECLARATION (Outward/Inward)		
Operator		
Marks of Nationality and Registration..... Flight No. Date		
Departure from..... Arrival at		
(Place) (Place)		
FLIGHT ROUTING (“Place” Column always to list origin, every en-route stop and destination)		
PLACE	NAMES OF CREW*	NUMBER OF PASSENGERS ON THIS STAGE**
		<i>Departure Place:</i> Embarking
		Through on same flight
		<i>Arrival Place:</i> Disembarking
		Through on same flight
<p><i>Declaration of Health</i> Name and seat number or function of persons on board with illnesses other than airsickness or the effects of accidents, who may be suffering from a communicable disease (a fever — temperature 38°C/100°F or greater — associated with one or more of the following signs or symptoms, e.g. appearing obviously unwell; persistent coughing; impaired breathing; persistent diarrhoea; persistent vomiting; skin rash; bruising or bleeding without previous injury; or confusion of recent onset, increases the likelihood that the person is suffering a communicable disease) as well as such cases of illness disembarked during a previous stop.....</p> <p>.....</p> <p>Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight, give details of most recent disinsecting</p> <p>.....</p> <p>Signed, if required, with time and date</p> <p style="text-align: right;">Crew member concerned</p>		<p>For official use only</p>
<p>I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration, are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight.</p> <p style="text-align: right;">SIGNATURE</p> <p style="text-align: right;">Authorized Agent or Pilot-in-command</p>		

297 mm (or 11 3/4 inches)

Size of document to be 210 mm x 297 mm (or 8 1/4 x 11 3/4 inches).

* To be completed when required by the State.

** Not to be completed when passenger manifests are presented and to be completed only when required by the State.

210 mm (or 8 1/4 inches)

IS 2.28. CERTIFICATE OF RESIDUAL DISINSECTION

GOVERNMENT OF.....

CERTIFICATE OF RESIDUAL DISINSECTION

Interior surfaces, including cargo space, of this aircraft were treated
(aircraft registration) with an
approved Residual disinsection product on in accordance with the World Health
..... (date) Organization recommendations (WHO
Weekly Epidemiological Record No. 7, 1985, p. 47; No. 12, 1985, p. 90; No. 45, 1985, pp.
345-346; and No. 44, 1987, pp. 335-336) and any amendments thereto.

The treatment must be renewed if cleaning or other operations remove a significant amount of
the residual disinsection product, and in any case within 8 weeks of the above date.

Expiry date:

Signed:

Designation:

Date:

IS 3.28. EMBARKATION/DISEMBARKATION CARD

INTERNATIONAL EMBARKATION/DISEMBARKATION CARD		
(Please print in block letters*)		
1.	Name.....	
	<i>Primary name</i>	<i>Secondary name(s)</i>
2. Date of birth:
	<i>Year</i>	<i>Month</i> <i>Day</i>
3. Nationality:	
4. Travel document:
	<i>Issuing State</i>	<i>Document type</i> <i>Number</i>
5. Arriving passengers: port of embarkation:	
or		
Departing passengers: port of disembarkation:	
6. (Other data, requested at the option of the State)		
a)	
b)	
c)	

* Applies to languages using the Latin alphabet.

IS 4.9.1. RECOMMENDATION OF THE CUSTOMS CO-OPERATION COUNCIL* * Now known as the World Customs Organization (WCO).

For a Simplified Customs Control, Based on the Dual-Channel System, of Passengers Arriving by Air (8 June 1971)

“THE CUSTOMS CO-OPERATION COUNCIL,

Having Regard to Recommendation No. B-3 of the Seventh Session of the Facilitation Division of the International Civil Aviation Organization, as adopted by the Council of that Organization in December 1968, relating to the establishment at international airports of dual-channel systems for speedy clearance of inbound baggage;

Having Regard to Recommendation No. 11 adopted by the Second Intermediate Session of the European Civil Aviation Conference in July 1969 on the dual-channel or red/green system;

Desiring to contribute to the efforts to improve the flow of passenger traffic at international airports;

Considering that this aim can be achieved by introducing a simplified procedure, based on the dual-channel system, for the Customs control of passengers and their baggage;

Considering that such a system can be adopted without reducing the effectiveness of the control and that it enables Customs authorities to deal efficiently with an increasing number of passengers without a corresponding increase in the number of Customs staff;

Considering that harmonization of the features of this system, as between the various countries, is essential to its smooth operation;

Recommends that Members introduce, at their major international airports, in close co-operation with the airport operators and other agencies concerned, the dual-channel system outlined below for the clearance inwards of passengers and their baggage:

- 1) The system shall allow the passengers to choose between two types of channels:
 - a) one (green channel) for passengers having with them no goods or only goods which can be admitted free of import duties and taxes and which are not subject to import prohibitions or restrictions; and
 - b) the other (red channel) for other passengers.
- 2) Each channel shall be clearly and distinctively marked so that the choice between them can easily be understood by passengers. The basic distinctive marking shall be:
 - a) for the channel referred to under 1) a), green, in the shape of a regular octagon, and the words “NOTHING TO DECLARE” (“RIEN À DÉCLARER”);
 - b) for the channel referred to under 1) b), red, in the shape of a square, and the words “GOODS TO DECLARE” (“MARCHANDISES À DÉCLARER”).

In addition, the channels will be identified by an inscription including the words “CUSTOMS” (“DOUANE”).

- 3) The texts referred to in paragraph 2) shall be in English and/or French and in any other language or languages deemed useful for the airport concerned.
- 4) Passengers must be sufficiently well informed to choose between the channels. For this purpose it is important:
 - a) that passengers be informed about the functioning of the system and about the descriptions and quantities of goods they may have with them when using the green channel. This may be done by means of posters or panels at the airport or by means of leaflets available to the

public at the airport or distributed through tourist agencies, airlines and other interested bodies;

- b) that the route to the channels be clearly signposted.
- 5) The channels shall be located beyond the baggage delivery area so that passengers have all their baggage with them when choosing their channel. Moreover, the channels shall be so arranged that the passenger flow from that area to the exits from the airport is as direct as possible.
- 6) The distance between the baggage delivery area and the entrances to the channels shall be sufficient to allow passengers to decide which channel to choose and to move into that channel without causing congestion.
- 7) In the green channel passengers shall not be subject to any Customs formalities but the Customs may make spot checks; in the red channel passengers shall accomplish the formalities required by the Customs;

Points out that the dual-channel system is not necessarily incompatible with the application of other controls, for example, exchange control, unless the relevant regulations require full control of the passengers and their baggage;

Requests Members who accept this Recommendation to notify to the Secretary General:

- a) their acceptance and the date from which they will apply the Recommendation;
- b) the names of the airports where the dual-channel system is applied.

The Secretary General will transmit this information to the Customs Administrations of Members, to the Secretary General of the International Civil Aviation Organization (ICAO) and to the Director General of the International Air Transport Association (IATA).”

IS 3.64. CREW MEMBER CERTIFICATE (CMC)

Issuing State Competent issuing authority		CREW MEMBER CERTIFICATE	
Photograph of holder of Certificate	<i>Surname/Nom</i>		<i>Given name/ Prénom</i>
	<i>Sex/ Sexe</i>	<i>Nationality/ Nationalité</i>	<i>Date of Birth/ Date de Naissance</i>
	<i>Employed by/ Employeur</i>		<i>Occupation/ Profession</i>
	<i>Doc No/N^o du Doc</i>		<i>Date of Expiry/ Date d'expiration</i>
	(Signature of holder)		

Front of CMC

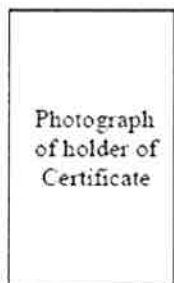
Issuing State	
The holder may, at all times, re-enter upon production of this certificate, within the period of validity.	
Issued at/Émis à	(Signature)
(Place of issue)	Issuing Authority/ Autorité d'émission
Machine Readable Zone (To be left blank when non-machine readable certificate issued)	

Note.— Detailed specifications for a machine readable crew member certificate can be found in Doc 9303, Part 5.

IS 3.69. CIVIL AVIATION INSPECTOR CERTIFICATE

Issuing State
Competent issuing authority

**CIVIL AVIATION
INSPECTOR
CERTIFICATE**



<i>Surname/Nom</i>	<i>Given name/Prénom</i>
<i>Sex/ Sexe</i>	<i>Nationality/ Nationalité</i>
<i>Date of Birth/ Date de Naissance</i>	
<i>Employed by/ Employeur</i>	<i>Occupation/ Profession</i>
	CIVIL AVIATION INSPECTOR
<i>Doc No N° du Doc</i>	<i>Date of Expiry/ Date d'expiration</i>
	(Signature of holder)

Front of Certificate

Issuing State

The holder may, at all times, re-enter upon production of this certificate, within the period of validity.

Issued at/Émis à
(Place of issue)

(Signature)
Issuing Authority/
Autorité d'émission

Machine Readable Zone
(To be left blank when non-machine readable certificate issued)

Back of Certificate

Note.— Detailed specifications for a machine readable certificate can be found in Doc 9303, Part 5.

IS 5.6. SUGGESTED FORMATS FOR DOCUMENTS RELATING TO THE RETURN OF INADMISSIBLE PERSONS

1. ATTESTING DOCUMENT RELATING TO LOST OR DESTROYED TRAVEL DOCUMENTS (SEE 5.6)

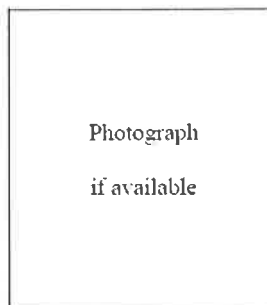
From: Immigration or other appropriate authority: (Name)
Airport: (Name)
State: (Name)
Telephone:
Telex:
Facsimile:

To: Immigration or other appropriate authority: (Name)
Airport: (Name)
State: (Name)

The person for whom this document is issued arrived on (date) at (name of) airport on flight (flight number) from (city and State).

This person, who was found to be inadmissible, has lost or destroyed his travel documents and claims to be/is understood to be (strike out whichever is not applicable and add any appropriate supporting information).

Surname:
Given name(s):
Date of birth:
Place of birth:
Nationality:
Residence:



The incoming carrier was instructed to remove the passenger from the territory of this State on flight (flight number) departing on (date) at (time) from (name of) airport.

Pursuant to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.

Date: Name of Official:
Title:
Signature:
Name of immigration or other appropriate authority:

(Warning: This is NOT an Identification Document)

2. LETTER RELATING TO FRAUDULENT, FALSIFIED OR COUNTERFEIT TRAVEL DOCUMENTS OR GENUINE DOCUMENTS PRESENTED BY IMPOSTERS (see 5.7)

From: Immigration or appropriate authority: (Name)
Airport: (Name)
State: (Name)
Telephone:
Telex:
Facsimile:

To: Immigration or appropriate authority: (Name)
Airport: (Name)
State: (Name)

Enclosed herewith is a photocopy of a fraudulent/falsified/counterfeit travel document/identity card/genuine document presented by an imposter.

Document number:

State in whose name this document was issued:

The above-mentioned document was used by a person claiming to be:

Surname:

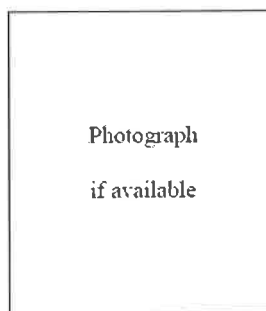
Given name(s):

Date of birth:

Place of birth:

Nationality:

Residence:



This person arrived on (date) at (name of) airport on flight (flight number) from (city and State).

The holder was refused entry to (name of State) and the incoming carrier has been instructed to remove the passenger from the territory of this State on flight (flight number) departing at (time) and (date) from (name of airport).

The above-mentioned document will be required as evidence in the holder's prosecution and has been impounded. As this document is the property of the State in whose name it was issued, it will be returned, following prosecution, to the appropriate authorities.

According to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.

Date:

Name and signature of Official:

Title:

Name of immigration or appropriate authority:

(Warning: This is NOT an Identification Document)

IS 4.16. UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS

↑ 297 mm (or 11 3/4 inches) ↓	Shipper (Exporter)	Date: Reference No. etc.												
	Consignee	Other address (e.g. buyer, if other than consignee)												
	Notify or delivery address	Statements as to countries												
	Statements as to transportation	Terms of delivery and payment												
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: none;">Marks and numbers: number and kind of package: description of goods</td> <td style="width: 10%; border-bottom: none;">Statistical No.</td> <td style="width: 15%; border-bottom: none;">Net quantity</td> <td style="width: 25%; border-bottom: none;">Value</td> </tr> <tr> <td style="border-top: none;"></td> <td style="border-top: none;"></td> <td style="border-top: none; text-align: center;">.....</td> <td style="border-top: none;"></td> </tr> <tr> <td style="border-top: none;"></td> <td style="border-top: none;"></td> <td style="border-top: none; text-align: center;">Gross weight</td> <td style="border-top: none; text-align: center;">Measurement</td> </tr> </table>			Marks and numbers: number and kind of package: description of goods	Statistical No.	Net quantity	Value						Gross weight	Measurement
Marks and numbers: number and kind of package: description of goods	Statistical No.	Net quantity	Value											
													
		Gross weight	Measurement											
Free disposal														
		Place and date of issue: signature												
←----- 210 mm (or 8 1/4 inches) -----→														

IS 8.17 MODEL AIRPORT FACILITATION (FAL) PROGRAMME

1. PURPOSE OF AN AIRPORT FAL PROGRAMME

The purpose of an airport FAL programme is to pursue the objectives of Annex 9 at the operational level, to facilitate the completion of border clearance formalities at the airport with respect to aircraft, crews, passengers and cargo.

2. SCOPE OF AN AIRPORT FAL PROGRAMME

The airport FAL programme encompasses all of the provisions of Annex 9 concerning border clearance processes at the airport, as well as the planning for and management of those processes. A representative list of tasks to be performed and the Standard(s) or Recommended Practice(s) (SARPs) applicable to each one are provided in the table below.

3. ORGANIZATION AND MANAGEMENT

3.1 The recommended vehicle to conduct the facilitation programme at the operational level is the Airport Facilitation Committee. Although such committees should be encouraged by the National FAL Committee and keep it informed of their problems and progress, they are not necessarily supervised by the national body. Their principal concern is day-to-day problem-solving and implementation of Annex 9.

3.2 It is recommended that the airport manager take charge of the committee and convene regular meetings. Membership will consist of the senior officers in charge of their respective inspection agencies at the airport, e.g., customs, immigration, health, quarantine, etc., as well as the station managers of the aircraft operators with international operations at the airport concerned. The participation of all parties is necessary to make the airport FAL programme a success.

<i>Airport FAL programme task</i>	<i>Annex 9 (15th Edition) SARPs</i>
Improve the quality and quantity of signage in the inspection facilities in order to reduce customer confusion.	Recommended Practice 6.1.1; Standards 6.1.2 to 6.1.4 and 8.17
Review regularly all parties' performance with respect to meeting the 45-minute goal for processing inbound passengers and the 60-minute goal for processing outbound passengers. Use time studies and queue analysis to determine where adjustments should be made.	Recommended Practices 3.37 and 3.40
Establish modern systems for immigration and customs inspection, using applicable technology. Collaborate in setting up automated passenger clearance systems.	Standards 3.41, 3.49, 4.7, 6.19 and 6.20
Make necessary changes in traffic flows and checkpoints in the airport to cope with rising traffic volumes.	Recommended Practice 6.1.1
Improve the quality and quantity of signage in the inspection facilities in order to reduce customer confusion.	Recommended Practice 6.9.
Review staffing of inspection stations – work shifts, overtime, etc. – and seek adjustments to meet traffic demands.	Recommended Practice 6.3
Provide input on behalf of resident aircraft	Standards 6.1.4 and 6.2

operators and inspection agencies to the design of new airports or new inspection facilities.	
Monitor and improve delivery of baggage to the customs inspection area.	Recommended Practices 6.8 and 6.21
Coordinate facilitation, narcotics control, aviation security and dangerous goods handling procedures so that the objectives of all four programmes are met.	Standard 8.19
Do not forget cargo! Coordinate the activities and requirements of the various inspection agencies in order to assure prompt clearance and delivery of air cargo shipments. Provide adequate facilities for loading/unloading and for secure storage of cargo while awaiting customs clearance.	Standard 4.27; Recommended Practices 4.30, 4.30.1, 4.31 and 6.30 to 6.33 incl.
Customer service: Review regularly all parties' performance with respect to meeting the 3-hour goal for completion of inspection formalities and make adjustments where necessary and feasible.	Recommended Practices 4.30, 4.30.1 and 4.31
Review inspection agency staffing of cargo clearance area – work shifts, overtime, etc. – and seek adjustments to meet customer needs.	Standards 6.1.3 and 6.41

IS 8.18.1 MODEL NATIONAL FAL PROGRAMME

1. PURPOSE OF A NATIONAL FAL PROGRAMME

The purpose of a National FAL Programme is to implement the Chicago Convention mandate that Contracting States provide for and facilitate the border-crossing formalities that must be accomplished with respect to aircraft engaged in international operations and their passengers, crews and cargo.

2. SCOPE OF A NATIONAL FAL PROGRAMME

The applicable articles of the Chicago Convention and the tasks involved in implementing each one are presented in the table below. Activities aimed at accomplishing these and related tasks in a State constitute the National FAL Programme.¹

3. ORGANIZATION AND MANAGEMENT

3.1 The primary responsibility for the National FAL Programme rests with the Civil Aviation Authority (CAA) and/or the Ministry of Transport. However, success of the programme requires the active participation of other ministries or agencies, such as:

Customs

Foreign Affairs

Agriculture/environment

Security and narcotics control

Tourism

Immigration

Travel document/visa issuing authorities

Public Health

Identification card issuing authorities

Quarantine

3.2 In addition, the active participation of airport operators (public or private) and resident international aircraft operators or their representative organizations is essential.

3.3 Other entities which may play an advisory role include the governmental agencies or non-governmental organizations which promote international tourism and trade.^{3.4} The recommended vehicle for carrying out the National FAL Programme is the **National FAL Committee**, which is composed of the heads of the government agencies involved and the chief executive officers of the national organizations representing the aircraft operators and airport operators. The chairman should be a top-management official in the CAA or an appropriate authority. In order to sustain a close link between the national FAL committee and the national aviation security committee, appropriate members from the national aviation security committee may also be members of the national FAL committee and vice versa.

1. A group of smaller States with similar needs and goals may decide to establish a sub-regional FAL programme in the interest of achieving economies of scale.

3.5 For the purpose of carrying out the work of the committee, the members may designate one or more middle-management persons in their respective organizations to represent them in meetings at the staff level (working groups). These officials should be given sufficient authority to speak on behalf of their respective organizations and to initiate necessary action in support of the committee's work. The chairman should designate a middle-management official in his department or agency to chair and convene the staff-level meetings.

3.6 The decision to convene meetings of the National FAL Committee or the members' designated representatives, and the frequency and venue of such meetings, are matters of the chairman's

discretion. Working arrangements for accomplishment of the various implementing tasks would depend on the nature of the task and the issue at hand.

4. ESTABLISHMENT OF A NATIONAL FAL PROGRAMME

It is advisable that the authority for a National FAL Programme and the membership of the National FAL Committee be established through legislation, regulation, or executive action from an authorized person, in order to ensure the participation of the various agencies and industry groups involved and to make provision for continuity. The Director General of Civil Aviation (DGCA) or appropriate authority should initiate the process to obtain such a mandate through the national political system.

<i>Chicago Convention mandate</i>	<i>Implementing tasks</i>
<p>Article 10 – Landing at customs airport ...every aircraft which enters the territory of a contracting State shall, if the regulations of that State so require, land at an airport designated by that State for the purpose of customs and other examination. . On departure from the territory of a contracting State, such aircraft shall depart from a similarly designated customs airport...</p>	<ul style="list-style-type: none"> • Establish customs airports and open new ones as appropriate. • Develop procedures by which operators of scheduled and non-scheduled services may request permission to land or depart from customs airports. • Arrange for border inspection services at customs airports
<p>Article 13 – Entry and clearance regulations The laws and regulations of a contracting State as to the admission to or departure from its territory of passengers, crew or cargo of aircraft, such as regulations relating to entry, clearance, immigration, passports, customs, and quarantine shall be complied with by or on behalf of such passengers, crew or cargo upon entrance into or departure from, or while within the territory of that State.</p>	<ul style="list-style-type: none"> • Support the interested border control agencies in the establishment and maintenance of effective inspection systems at airports, and in their efforts to rationalize their respective procedures. • Develop programmes for control of security problems such as document fraud, illegal migration and smuggling. • Coordinate preparations for clearing large numbers of international visitors for special events, e.g. international athletics competitions.
<p>Article 14 – Prevention of spread of disease Each contracting State agrees to take effective measures to prevent the spread by means of air navigation of cholera, typhus (epidemic), smallpox, yellow fever, plague, and such other communicable diseases as the contracting States shall from time to time decide to designate, ...</p>	<ul style="list-style-type: none"> • Establish, review and amend as necessary the national policies regarding prevention of the spread of contagious diseases by air, for example, aircraft disinsection, disinfection, public health-related quarantine programmes, and screening measures to be applied in a health emergency.
<p>Article 22 – Facilitation of formalities Each contracting State agrees to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of contracting States, and to prevent</p>	<ul style="list-style-type: none"> • Establish, review and amend as necessary the national regulations which implement the State’s customs, immigration and quarantine laws pertaining to international movements by air.

<p>unnecessary delays to aircraft, crews, passengers and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance.</p>	
<p>Article 23 – Customs and immigration procedures Each contracting State undertakes, so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time, pursuant to this Convention. ...</p>	<ul style="list-style-type: none"> • Establish and amend as appropriate, customs and immigration procedures carried out at airports, to harmonize them with the Standards and Recommended Practices set forth in Annex 9. • Support and advocate the national issuance of travel documents in accordance with ICAO specifications in Doc 9303 – <i>Machine Readable Travel Documents</i>.
<p>Article 37 – Adoption of international standards and procedure Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation ... (j) Customs and immigration procedures </p>	<ul style="list-style-type: none"> • Participate in ICAO development of Annex 9. • Review national procedures periodically in order to ensure harmonization with the provisions of Annex 9
<p>Article 38 – Departures from international standards and procedures Any State which finds it impracticable to comply in all respects with any such international standard or procedure, or to bring its own regulations or practices into full accord with any international standard or procedure after amendment of the latter, or which deems it necessary to adopt regulations or practices differing in any particular respect from those established by an international standard, shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established in the international standard. ...</p>	<ul style="list-style-type: none"> • Periodically review conformity by all relevant agencies with the provisions of Annex 9 and notify ICAO of differences between national practices and the relevant Standards.

IS 8.15.1 PUBLIC HEALTH PASSENGER LOCATOR FORM

Public Health Passenger Locator Form: To protect your health, public health officers need you to complete this form whenever they suspect a communicable disease onboard a flight. Your information will help public health officers to contact you if you were exposed to a communicable disease. It is important to fill out this form completely and accurately. Your information is intended to be held in accordance with applicable laws and used only for public health purposes. *~Thank you for helping us to protect your health.*

One form should be completed by an adult member of each family. Print in capital (UPPERCASE) letters. Leave blank boxes for spaces.

FLIGHT INFORMATION:

1. Airline name	2. Flight number	3. Seat number	4. Date of arrival (yyyy/mm/dd)
			2 0

PERSONAL INFORMATION:

5. Last (Family) Name	6. First (Given) Name	7. Middle Initial	8. Your sex
			Male <input type="checkbox"/> Female <input type="checkbox"/>

PHONE NUMBER(S) where you can be reached if needed. Include country code and city code.

9. Mobile		10. Business
11. Home		12. Other
13. Email address		

PERMANENT ADDRESS:

14. Number and street (Separate number and street with blank box)	15. Apartment number
16. City	17. State/Province
18. Country	19. ZIP/Postal code

TEMPORARY ADDRESS: If you are a visitor, write only the first place where you will be staying.

20. Hotel name (if any)	21. Number and street (Separate number and street with blank box)	22. Apartment number
23. City	24. State/Province	
25. Country	26. ZIP/Postal code	

EMERGENCY CONTACT INFORMATION of someone who can reach you during the next 30 days

27. Last (Family) Name	28. First (Given) Name	29. City
30. Country	31. Email	
32. Mobile phone	33. Other phone	

34. TRAVEL COMPANIONS – FAMILY: Only include age if younger than 18 years

	Last (Family) Name	First (Given) Name	Seat number	Age <18
(1)				
(2)				
(3)				
(4)				

35. TRAVEL COMPANIONS – NON-FAMILY: Also include name of group (if any)

	Last (Family) Name	First (Given) Name	Group (tour, team, business, other)
(1)			
(2)			