

SIERRA LEONE OVER FLY AND LANDING PERMIT PROCEDURES

Diplomatic Landing and Over Flight Permit Application

1. Request for landing permit from Embassies and other Diplomatic bodies shall be channeled to the Ministry of Foreign Affairs and International Cooperation 72 hours prior to the date of operations with details of the aircraft documents:
 - a) Aircraft Operators Certificate (AOC)
 - b) Valid aircraft insurance
 - c) Certificate of Registration
 - d) Certificate of Airworthiness (review)
 - e) Radio /Noise Certificate
 - f) Pilot licenses and Medical
 - g) Aircraft Maintenance Log Book
2. Copy of letter from (1) above shall be sent to the Authority with a copy sent to the Ministry of Defense
3. For block Landing Permit, the Embassy can do same (as 2 above) and the Authority will issue a monthly Landing Permit to the Embassy.
4. For Block Over Flight Permit, the Embassy will send request directly to the Authority for a yearly Block Over Flight Permit which will be issued in earnest for multiple aircrafts.
5. Once the Monthly Block Landing Permit is issued to any Embassy, the Embassy must ensure that it provides details of their emergency flight(s) schedule to the Authority 72 hours prior to the date of operation, so the Authority will clear the aircraft with the Air Traffic Controllers, or they can send their monthly flight schedule with the request.
6. Application for Diplomatic flight(s) from Embassies should have a direct link with the Embassy activities.

NON- DIPLOMATIC, NON- SCHEDULE PERMIT

1. Application for non-schedule flight, Non-Diplomatic flight(s) has to be addressed to the Director General, Sierra Leone Civil Aviation 72 hours before the date of Operation.
2. Such application if private, shall be made through a flight handling agent, or directly to the Authority for the Embassy charter flight.

3. Payment for such Landing permit shall be made into the Authority's bank account in accordance with the Maximum Takeoff Weight of the Aircraft.
 4. Application shall be accompanied with relevant aircraft documents such as:
 - i. Aircraft Operators Certificate (AOC)
 - ii. Valid insurance
 - iii. Certificate of Registration
 - iv Certificate of Airworthiness (review)
 - v Radio /Noise Certificate
 - vi Pilot licenses and Medical
 - vii. Aircraft Maintenance Log Book
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- 1 Application for Medical evacuation shall be made to the Director General at any point in time and the Authority shall expedite issuance of Landing Permit once the following are submitted less than 24 hours.
 - a. Valid passport of the patient
 - b. Valid contact number for the treating hospital and the doctor
 - c. Patient medical report
 - d. Negative PCR TEST and RDT TEST
 - e. Letter of Undertaken from the agent(s) or Embassy that requesting the evacuation
 - f. Valid insurance
 - g. Pilot medical and Licence
 - h. Airworthiness review
 - 2 Application must contain details of receiving party and telephone contact of the receiving party
 - 3 Application must contain purpose of the flight.
 - 4 Application must contain details of the goods, if a cargo, must be accompanied by Airway bill.