



ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

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GUIDELINES FOR SLCAA AUTHORISATION FOR RESUMPTION OF OPERATIONS FOR AIRLINES.

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1. GENERAL.

The Sierra Leone Civil Aviation Authority Advisory Circular from the Aviation Security & Facilitation Directorate contains information about standards, practices and procedures that the Authority has found to be necessary at this time for the safe and secure operations of civil aviation.

2. PURPOSE.

This Sierra Leone Civil Aviation Authority Advisory Circular from the Air Transport Regulation Department contains information for SLCAA Authorization for resumption of operations for Airlines post COVID 19 pandemic.

3. REFERENCE.

- The Director General's directives on Post COVID-19 resumption of operations by all Stakeholders.
- SLCAR Parts 18.

4. APPLICABILITY.

This AC applies to owners and operators intending to conduct air operations, into and in Sierra Leone during the current COVID-19 crisis.

5. DISTRIBUTION.

This AC is issued as a controlled document. The AC is distributed to: (Internal Distribution) Technical Library (Master Copy); Deputy Director General (Technical), (Copy No 1) Air Transport Regulation Department Staff (Dept. Head- Copy No 2^A, other staff copies (Copy No 2b other staff-Copies Nos, 2C, etc.); (**External Distribution**) All airlines and aircraft operators. It is also published and distributed in electronic PDF format and it is available to all aviation inspectors, and to the aviation industry and the interested public, in the SLCAA website at www.slcaa.gov.sl. The master document available at the central library bears the original signatures. The Head of Air Transport Regulation Department is responsible for the distribution and control of the AC. Each person listed above will be distributed his own numbered copy of the master document. Each person printing sample pages of the controlled document shall discard these pages after use. All copy holders are responsible for the safe custody and maintenance of their numbered copy of the AC and to ensure that their working copy reflects the latest revision of the officially posted AC.

6. RECOMMENDED ACTION - GUIDELINES FOR AIRLINE OPERATORS FOR RESUMPTION OF OPERATIONS AFTER COVID-19.

This guideline comprises three steps listed below and explained further thereafter:

- Step 1 - Submission of resumption of operations letter by the airline operators to the SLCAA.
- Step 2 - Submission of post COVID-19 Standard Operating Procedures by the airline operators.
- Step 3 - Grant of airline operators' approval to resume operations.

6.1 STEP 1 - SUBMISSION OF RESUMPTION OF OPERATIONS LETTER BY THE AIRLINE OPERATORS.

The Airline Operators shall make a formal request, indicating its readiness to resume operations at the nation's airport.

The application should be addressed to:

- **The Director General,
Sierra Leone Civil Aviation Authority,
3rd Floor, National Development Bank Building,
21/23 Siaka Steven Street,
FREETOWN.**

6.2 STEP 2 - SUBMISSION OF POST COVID-19 STANDARD OPERATING PROCEDURES FOR APPROVAL AND OTHER REQUIREMENTS.

- I. Airline Operators shall submit proposed Post COVID-19 Standard Operating Procedures (SOPs) to the SLCAA Air Transport Regulations Department.
- II. The SOPs shall contain the following:
 - Plans for the fumigation and disinfection of the aircraft prior to commencement of operations.
 - Plans for the fumigation and disinfection of the airline offices prior to commencement of operations.
 - Procedures for routine cleaning and disinfection of frequently touched/exposed surfaces and security equipment used at secondary screening.

- Measures to protect airline personnel and passenger (where applicable) during operations to reduce the spread of the communicable disease (COVID-19).
 - Procedures for handling suspect cases who might have failed temperature screening and requiring further medical attention.
- III. Evidence of having Personal Protective Equipment (PPE) in sufficient number for airline security personnel before resumption of duty.
- IV. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities.
- V. Plans for the provision of hand sanitizers and disinfection products at the designated points (airline check-in and secondary screening locations) in the terminal prior to commencement of operations should be in place.
- VI. Develop procedures for the use and disposal of used PPEs.

6.3 STEP 3 - GRANT OF AIRLINE OPERATORS APPROVAL TO RESUME OPERATIONS.

Airline Operators shall be granted approval to resume operations at the nation's airport after the satisfactory review of the submitted proposals.

7. GENERAL CONDITIONS.

1. All Aerodrome Operators and aviation service providers in Sierra Leone utilizing these guidelines for the intended purpose must advise the SLCAA and should expect to demonstrate their compliance with all requirements outlined in this document.
2. Airlines shall submit a compliance matrix to the SLCAA, demonstrating all elements identified in the "Recommended Action" have been met, as applicable.
3. The air operator will consult with SLCAA to ensure that passenger compartment configuration changes (including any necessary approvals) and operational procedures are acceptable for the intended purpose of the operation.
4. Upon review, the SLCAA will issue an approval letter, if all elements identified in the "Recommended Action" have been met.

8. VALIDITY.

This AC is in effect from 1st July, 2020 and remains in effect until the earliest of the following:

- a. Until revised or cancelled;
- b. The date on which this AC is cancelled in writing by the SLCAA, where; in the opinion of the DG, it is no longer in the public interest or is likely to adversely affect aviation safety or security.

9. CONTACT OFFICE.

For more information concerning this Advisory Circular, contact the ATR Manager, at jkallon@slcaa.gov.sl.

Recommendation for Approval - Air Transport Regulations Manager

The above guidelines have been developed based on best industry practice, IATA and ICAO guidance materials, the DG's Directives and SLCAR part 18 to provide guidance to the referenced service providers to safely restart the aviation industry post COVID 19.

It is hereby recommended for approval by the Director General.

Name: Jusu Kallon

Date: 1/07/2020

Director General's Approval

These guidelines have been approved by the undersigned for use by the referenced services providers.

Name: Moses Tiffa Baio

Signature:



Date: 1/07/2020