



ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

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GUIDELINES FOR SLCAA AUTHORISATION FOR RESUMPTION OF OPERATIONS FOR CARGO OPERATORS.

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1. GENERAL.

The Sierra Leone Civil Aviation Authority Advisory Circular from the Flight Operations Department 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 Flight Operations Department, contains information for SLCAA Authorization for resumption of operations by Cargo Operators post COVID 19 pandemic.

3. REFERENCE.

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

4. APPLICABILITY.

This AC applies to Cargo Operators during the COVID-19 pandemic.

5. DISTRIBUTION.

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6.0 GENERAL CONSIDERATIONS.

It is of the utmost importance that operators are familiar with cargo transport, before even considering such an operation.

Typically, operators shall:

- a. Perform a detailed safety risk assessment to identify hazards, evaluate and mitigate correlated risks. Some examples of possible risks include, but are not limited to, the following:
 - i. Operator general knowledge of cargo transport; If applicable, procedures to address the acceptance, handling and loading of Cargo Aircraft Only (CAO) dangerous goods.
 - ii. EDTO operations;
 - iii. Operational approval for cargo only flight, as applicable;
 - iv. The potential for misdeclared / undeclared or hidden dangerous goods within cargo;
 - v. Cargo leakage / spillage;
 - vi. Unsecured / incorrectly loaded cargo;
 - vii. Incorrect loading and unloading sequence;
 - viii. Operational weight and balance limits exceedance;
 - ix. Qualification of ground staff to prepare and load cargo in accordance with applicable regulations and instructions;
 - x. Occupational Health and Safety (OHS) risks associated with the new procedures.
- b. Use load master or other appropriately trained personnel to coordinate all loading/unloading operations.
- c. Before the carriage of Cargo Aircraft Only (CAO) dangerous goods:
 - i. Review the approval issued by the Civil Aviation Authority of the State of the operator to validate that there are no restrictions or limitations that prevent the carriage of CAO dangerous goods;

- ii. Verify the classification of the underfloor cargo compartments for the aircraft type. CAO dangerous goods are only permitted in underfloor cargo compartments that are classified as Class C, see definitions of cargo compartment classification in Appendix A.

6.1 CARRIAGE OF CARGO AIRCRAFT ONLY DANGEROUS GOODS.

When an aircraft is only used for the carriage of cargo and/or mail and the only personnel on board are crew members, an operator's employee in an official capacity, an authorised representative of an appropriate national authority or a person accompanying a consignment or other cargo, then the aircraft may be considered to be a "cargo aircraft".

Then, provided that there are no specific restrictions in the approval to carry dangerous goods as cargo issued by Civil Aviation Authority of the State of the Operator, the aircraft may be used to carry Cargo Aircraft Only (CAO) dangerous goods.

Prior to deciding to carry CAO dangerous goods the operator should conduct a safety risk assessment (SRA) to identify any new risks that may apply to this type of operation and then what mitigations must be applied to bring the risks to a level acceptable for all concerned

6.2 SECURITY.

All cargo should be subject to required security procedures (as required by SLCAA Regulations Part 17) including appropriate cargo screening measures, as required by ICAO Annex 17 – Security and its guidance (Doc 8973).

6.3 SLOTS MANAGEMENT.

Airlines shall plan to operate in accordance with the allocated slot. If the airline's planned operation changes, the slot may need to be updated to ensure there is no intention to operate in a manner other than the allocated slot.

Airlines intending to operate a new cargo service where a slot is not already allocated must send a Slot Clearance Request (SCR) to the coordinator. The coordinator will assess the airport capacity available and confirm the closest time available. The coordinator will provide offers where more than one option exists, one of which the airline must accept in response.

6.4 HANDLING CARGO FROM AFFECTED COUNTRIES.

The rationalized use and distribution of PPE when handling cargo from and to countries affected by the COVID-19 outbreak includes the following recommendations:

- a Requiring masks to be worn while handling cargo is recommended, however local regulations apply
- b Operational gloves are required for protection against mechanical hazards, such as when manipulating rough surfaces
- c Don't handle packages visibly dirty from blood or body fluids.
- d Importantly, the use of surgical gloves or any other type of gloves does not replace the need for appropriate hand hygiene, which should be performed frequently, as described above.
- e When disinfecting aircraft holds, supplies or ULDs refer to your local regulation on which PPE you may require.

7.0 RECOMMENDED ACTION - GUIDELINES FOR CARGO OPERATORS FOR RESUMPTION OF OPERATIONS AFTER COVID-19.

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

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

7.1 STEP 1 - SUBMISSION OF RESUMPTION OF OPERATIONS LETTER BY THE CARGO OPERATORS.

The Cargo Operators shall make a formal request, indicating its readiness to resume operations at the 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.**

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

- I. Cargo Operators shall submit proposed Post COVID-19 Standard Operating Procedures (SOPs) to the SLCAA.
- II. The SOPs shall contain the following:
 - Plans for the fumigation and disinfection of the cargo terminal / shed prior to commencement of operations.
 - Procedures for routine cleaning and disinfection of frequently touched / exposed surfaces at the cargo terminal / Shed.
 - Measures to protect cargo personnel and agent (where applicable) during operations to reduce the spread of the communicable disease (COVID-19).
 - Procedures for handling suspected cases who might have failed temperature screening and requiring further medical attention.
- III. Evidence of having Personal Protective Equipment (PPE) in sufficient number for cargo security personnel before resumption of duty.
- IV. Evidence that staff involved in cargo 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 in the cargo terminal prior to commencement of operations.
- VI. Develop procedures for the use and disposal of used PPEs.

7.3 STEP 3 - GRANT OF CARGO OPERATORS' APPROVAL TO RESUME OPERATIONS.

The Cargo Operator shall be granted approval to resume operations after the satisfactory review of the submitted proposals.

8. GENERAL CONDITIONS.

1. Airport, Cargo Operators, Airlines, Air 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. Cargo Operators shall submit a compliance matrix to the SLCAA, demonstrating all elements identified in the "Recommended Action" have been met, as applicable.
3. Upon review, the SLCAA will issue an approval letter, if all elements identified in the "Recommended Action" have been met.

9. 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 DG, SLCAA, were in the opinion of the DG, it is no longer in the public interest or is likely to adversely affect aviation safety or security.

CONTACT OFFICE.

For more information concerning this Advisory Circular, contact the Head of Flight Operations Department, at vcozier@slcaa.gov.sl.

DIRECTOR GENERAL APPROVAL**Recommendation for Approval - Flight Operations Inspector**

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

It is hereby recommended for approval by the Director General.

Name:	Captain Victor Cozier
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:	07/07/2020