



SIERRA LEONE CIVIL AVIATION AUTHORITY

Ref: SLCAA/15/50

1st July, 2020.

The General Manager,
Sierra Leone Airport Authority,
Freetown International Airport,
Lungi.

Dear Sir,

**SLCAA GUIDELINES FOR AERODROME OPERATORS ON RESUMPTION OF
OPEARTIONS (ISSUED AS A SUPPLEMENTARY TO THE ADVISORY CIRCULAR
ON AERODROME EMERGENCY PLAN (AEP) (SLCAA-AC-AGA-006-02).**

In anticipation of Government's easing of the current COVID-19 restriction and possible full resumption of flight operations at the airport sooner than later, it is important for the Sierra Leone Civil Aviation Authority to start the process of getting the industry ready for an organized, safe, secure and efficient restart of flight operations when the nation's airspace is re-opened for business.

In addition to several AOLs (All Operators Letters) issued by the SLCAA containing protocols covering several functions and sectors of the industry during the Covid-19 airport operations lockdown, it has become imperative that all Stakeholders in the Aviation Industry are provided relevant guidelines and protocols that shall be implemented to ensure organized, safe, secure and efficient normalization of the industry operations prior to resumption of operations, post Covid-19 lockdown.

Therefore, the Authority has issued guidelines contained in the attached guidance material dated 1st July 2020 which is issued as a Supplementary to Advisory Circular on AEP (SLCAA-AC-AGA-006-02) intended to assist and guide aerodrome / airport operators to develop and implement their respective restart plans Post Covid-19 lockdown resumption of operations.

Action Required:

All aerodrome / airport operators are required to review and demonstrate or submit evidence of compliance with the provisions of the attached guidance material dated 1st July, 2020.

All aerodrome / airport operators will be required to notify the Authority of their intention to resume operations and will make themselves and facilities available to the Authority for a Post Covid-19 lockdown restart plan assessment.

Upon satisfactory Post Covid-19 lockdown restart plan assessment by the SLCAA, the aerodrome / airport operators will be granted approval to resume full operations by the Director General SLCAA.

Yours Faithfully,



Moses Tiffa BAIO
Director General.

Cc: The Minister of Transport and Aviation.
The Deputy Minister of Transport and Aviation.
The Permanent Secretary, Ministry of Transport and Aviation.
The General Manager, Sierra Leone Airports Authority.
The General Manager, Sky Handling Partners.
The NACOVERC Coordinator.
The Chairman Board of Directors, Sierra Leone Civil Aviation Authority.
The Chairman Board of Directors, Sierra Leone Airport Authority.



ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

Doc No: SLCAA-AC-AGA-038-02

Issue No: 01

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GUIDELINES FOR SLCAA AUTHORISATION FOR RESUMPTION OF OPERATIONS FOR THE AIRPORT.

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1. GENERAL.

The Sierra Leone Civil Aviation Authority Advisory Circular from the Aerodrome and Ground Aids 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 Aerodrome and Ground Aids Department contains information for SLCAA Authorization for resumption of operations for the Airport post COVID 19 pandemic.

3. REFERENCE.

- The Director General's directives on Post COVID-19 resumption of operations by all Stakeholders.
- SLCAR Parts 14.

4. APPLICABILITY.

This AC applies to the Airport Operator during the COVID-19 pandemic.

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) Aerodrome Department Staff (Dept. Head- Copy No 2^A, other staff copies (Copy No 2b other staff-Copies Nos, 2C, etc.); (**External Distribution**) the Aerodrome 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 Aerodrome 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 THE AIRPORT OPERATOR 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 airport operator to the SLCAA.
- Step 2 - Submission of post COVID-19 Standard Operating Procedures by the airport operator.
- Step 3 - Grant of airport operators' approval to resume operations.

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

The Airport Operator 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.**

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

- I. Airport Operators shall submit proposed Post COVID-19 Standard Operating Procedures (SOPs) to the SLCAA Aerodrome and Ground Aids Department.
- II. The SOPs shall contain the following:
 - Plans for the fumigation and disinfection of the airport terminal, other facilities and its environment prior to commencement of operations.
 - Procedures for routine cleaning and disinfection of frequently touched / exposed surfaces and security equipment including trays.
 - Measures to protect screeners / security personnel and passenger / staff (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 screeners / 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 Ministry of Health and Sanitation (MoHS).
- V. Plans for the provision of hand sanitizers and disinfection products at the designated points in the airport / terminal prior to commencement of operations should be in place.
- VI. Set up de-gowning area for security personnel to divest and dispose Personal Protective Equipment
- VII. Develop procedures for the use and disposal of used PPEs.

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

The Airport Operator shall be granted approval to resume operations 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. The Airport Operator 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.

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 Aerodrome and Ground Aids Manager, at lomason@slcaa.gov.sl.

Recommendation for Approval – Aerodromes and Ground Aids Inspector	
<p>The above guidelines have been developed based on best industry practice, IATA and ICAO guidance materials, the DG's Directives and SLCAR part 14 to provide guidance to the referenced service providers to safely restart the aviation industry post COVID 19.</p> <p>It is hereby recommended for approval by the Director General.</p>	
Name:	Lyat O. Mason
Date:	1/07/2020

Director General's Approval	
<p>These guidelines have been approved by the undersigned for use by the referenced services providers.</p>	
Name:	Moses Tiffa Baio
Signature:	
Date:	01/07/2020