



ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

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POST COVID-19 LOCKDOWN AIRLINE INDUSTRY RESTART PLAN

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1. GENERAL.

This Advisory Circular (AC) provides guidance on health, safety and environmental measures required for all Aircraft Operator and Aviation Service Providers (ASP) to restart flight operations post COVID-19 lockdown hitherto in place as a result of the COVID-19 pandemic.

DISTRIBUTION.

This AC is issued as a controlled document. The latest revision of this publication is available to inspectors and all members of the public on SLCAA website: <http://www.slcaa.gov.sl>.

INTERNAL DISTRIBUTION.

Technical Library (Master).

The master document which is available at the Sierra Leone Civil Aviation Authority Library bears the original signatures. The Manager of the Air Transport Regulations Department is responsible for the distribution and control of the AC.

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ACRONYMS

AOC	-	Air Operator Certificate
AMEL	-	Aircraft Maintenance Engineer Licence
AMO	-	Approved Maintenance Organisation
ANSP	-	Air Navigational Service Provider
AOL	-	All Operators Letter
AOP	-	Airline Operating Permit
ATL	-	Air Transport Licence
ATOL	-	Air Travel Organisers Licence
COVID-19	-	Coronavirus Disease
DGR	-	Dangerous Goods Regulations
SLAA	-	Sierra Leone Airports Authority
MoHS	-	Ministry of Health and Sanitation
HSE	-	Health Safety Environment
IATA	-	International Air Transport Association
ICAO	-	International Civil Aviation Organisation
MEL	-	Minimum Equipment List
SLCDC	-	Sierra Leone Centre for Disease Control
SLCARs	-	Sierra Leone Civil Aviation Regulations
OPC	-	Operator Proficiency Check
PNCF	-	Permit for Non-Commercial Flight
RPAS	-	Remotely Piloted Aircraft Systems
SMS	-	Safety Management System
SOPs	-	Standard Operating Procedures
SSP	-	State Safety Programme
WHO	-	World Health Organisation

2. PURPOSE.

This Advisory Circular is issued to provide information and guidance on health, safety and environmental measures required of all Aircraft Operator and Aviation Service Providers (ASP) to restart flight operations post COVID-19 lockdown hitherto in place as a result of the COVID-19 pandemic.

3. GENERAL INFORMATION AND CONSIDERATIONS.

Following the declaration of COVID-19 as pandemic by the World Health Organisation (WHO) on 19th March, 2020, the Governments placed restrictions on movement, closure of borders, and ban on international travels including the cancellation of flight operations except essential and emergency flights in line with the guidelines issued by the Authority.

In anticipation of government easing the current COVID-19 restriction and possible full resumption of flight operations at the airports sooner or later, it is therefore imperative for Airlines to ensure the implementation of the guidelines contained in this document in order to ensure safe, efficient, secure and orderly flight operations post COVID-19 pandemic to provide the flying public with the confidence that the airlines and aircraft are safe and free from COVID-19.

4. REFERENCE DOCUMENTS

- i. SLCARs Parts 2,3,8,9,14,17,18 and 20
- ii. SLCAA Guidelines for Ground Handlers Advisory Circular – SLCAA-AC-OPS002-2020
- iii. SLCAA Public Health Corridor Concept Protocol Advisory Circular – SLCAA-AC-OPS003-2020
- iv. ICAO Annex 1, Annex 6, ICAO CCFD (COVID-19 Contingency filing of differences)
- v. WHO Operational Considerations for managing COVID-19 cases or outbreak in Aviation NCDC COVID 19 Advisory on the use of mask

5. INDUSTRY SECTORS.

Aviation industry sectors that affect flight operations and may pose risks to the industry restart include: Airlines, Airport Operator, ANSP, Ground Handlers, RPAS, and Other licensed service providers. As mentioned above, guidance through Advisory Circulars have been issued by the SLCAA to some of these critical players like the ANSP and Airport Operators to facilitate the restart in a safe and efficient manner.

6. FUNCTIONAL AREAS

- Personnel Licensing
- Crew Currency/Proficiency
- Medicals
- AVSEC – Aviation Security
- SMS/SSP
- COVID-19 Health Protocols
- RPAS
- Consumer Protection
- Flight Operations
- Airworthiness
- Any other function

7. REQUEST AND APPROVAL TO RESTART FLIGHT OPERATIONS

All airlines will be required by this restart guideline; to apply and obtain an approval from the Authority to resume operations. The Authority will grant approval to applicants upon satisfactory assessment of Airlines for compliance with all relevant COVID-19 guidelines and applicable SLCARs following the prolonged lockdown period. The Airlines will be required to show evidence of compliance with actions listed under the immediate action plans required by the Authority. No airline will be given start up clearance without meeting the restart requirements.

8. AIRLINE RESTART PLAN.

One of the items that will be required as one of the immediate actions requested by the Authority is the Airline's restart plan to provide assurance of safe operations both from the technical perspective of flight operations (i.e. to address issues like aircraft disinfection, aircraft de-preservation, flight crew currency /proficiency etc.) and from the perspective of putting measures in place to protect passengers from COVID-19 infection (compliance with COVID-19 Public Health Corridor Concept Protocol).

9. COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT.

The airlines are required to comply with the provisions of the checklist; **COVID-19 Public Health Corridor Concept Protocol (Appendix B)**. It covers a diverse range of topics to protect against COVID -19 infections from passenger boarding, passenger and flight protection in flight to disembarkation. In case of a COVID-19 threat on board, a process to manage the situation is also required.

10. POST COVID-19 LOCKDOWN RESTART PROTOCOL -ASSESSMENT CHECKLIST.

The Authority has developed an assessment checklist based on the requirements listed as an attachment to this restart plan to evaluate the Airline's readiness to restart flight operation. Upon satisfying the requirements of the guidelines and verification using the **Appendix-A; Post COVID-19 Airline Restart Protocol-Assessment Checklist & Report**, the airline will be recommended for approval, and approved by the Director General to restart operations through a letter signed by the Authority.

11. SLCAA RESTART PLANS GUIDELINES

The plan is organized to address key functional areas listed above which are critical and dependent on the airlines and the Authority. Though ANSP and Airport Operations are critical to flight operations, the actions related to those areas are addressed by guidance issued by the SLCAA.

The guidance contains immediate actions plans by the SLCAA to assure operational licenses and certifications are readily available for the airlines to

resume operations as quickly and seamlessly as possible when the pandemic is over.

This plan is limited to **ONLY** actions required to be taken by Airlines to obtain the SLCAA approvals to restart operations. This guidance is being issued as a checklist for the requirements to restart Airlines operations and the plan comprises of actions listed in Table B below that can be executed quickly including the development of this restart plan.

12. APPENDIX B - ASSESSMENT CHECKLIST

SIERRA LEONE CIVIL AVIATION AUTHORITY (SLCAA)						
Table A - Immediate Plans / Checklist						
#.	Functional Area	Action No	Action Required/Remarks	YES	NO	N/A
1.	ALL (AIR/OPS/PEL)	1.0	Submit Airline restart plan taking into consideration SLCAA guidelines.			
2.	AIRWORTHINESS	2.0	Submit evidence of compliance with AOL SLCAA/DG/ 0125/20 for each aircraft relating to aircraft maintenance requirements during lockdown period.			
		2.1	Submit evidence of compliance with AOL SLCAA/DG/ 0125/20 for each aircraft in operators fleet intended to return to service as regards aircraft Disinfection.			
		2.2	Submit evidence of certifying staff recency			
		2.3	Submit evidence of HSE specific training with emphasis on COVID-19			
		2.4	Evidence of provision of PPEs for maintenance personnel			
		2.5	Evidence of COVID -19 SOPs			
		2.6	Arrangement for aircraft spares			
3.	FLIGHT OPERATIONS (CREW CURRENCY/ PROFICIENCY)	3.0	Flight & Cabin Crew - Submit evidences of (If Applicable): <ul style="list-style-type: none"> Medicals 			
			<ul style="list-style-type: none"> Evidence of COVID -19 SOPs. 			
4.	PERSONNEL LICENSING/ MEDICALS	4.0	Flight Crew: For flight crew whose simulator are due for renewal and are unable to access training facility are to submit evidences of : <ul style="list-style-type: none"> LPC /OPC (LPC reviewed syllabus –Alternative means of compliance with simulator exercises) 			

			<ul style="list-style-type: none"> Current Medical Certificate 			
		4.1	Aircraft Maintenance Engineers(AME): AMEs requiring AMEL renewal will be required to submit evidence of attending Human Factors Training or recent aircraft maintenance experience			
		4.2	Cabin Crew: Submit evidences of : <ul style="list-style-type: none"> Medicals 			
			<ul style="list-style-type: none"> Drills 			
			<ul style="list-style-type: none"> Recency 			
		4.3	Dispatchers/Ground Operations Officers: Submit evidences of : <ul style="list-style-type: none"> Recurrence Refresher courses as applicable 			
5.	COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT	5.0	Submit evidence of plan and processes put in place to comply with Post Covid-19 Lockdown Airline Industry Restart Advisory Circular SLCAA-AC-SECFAL001-2020 on COVID-19 Public Health Corridor Concept.			
6.	SMS/SSP	6.0	Submit report of safety risk assessment carried out and safety measures put in place by airline to assure the travelling public, airline employees and SLCAA of operator's preparedness to operate safely under COVID-19 threat.			
7.	CONSUMER PROTECTION	7.0	UNUTILISED TICKETS Airline to submit by email, a schedule showing list of unutilised tickets indicating its plan/agreement with the holder of such tickets for <ul style="list-style-type: none"> Ticket utilisation 			
			<ul style="list-style-type: none"> Ticket redemption 			
			<ul style="list-style-type: none"> Ticket refund 			

		7.1	Provision Of Care In Event Of A Delayed Flight:			
			<ul style="list-style-type: none"> Airlines to ensure that in the event of a delayed flight, 			
			<ul style="list-style-type: none"> Passengers are provided CARE. 			
		7.2	Reimbursement Of Ticket In Event Of A Delayed Flight Or Cancellation: <ul style="list-style-type: none"> Reimbursement of International flight tickets purchased. 			
8.	AVSEC	6.0	Submission of resumption letter by the airports, airlines and cargo operators to SLCAA.			
		6.1	Evidence that Agreement with SECFAL Service Provider contains COVID-19 SOPs.			
9.	GROUND HANDLING ARRANGEMENT	7.0	Submit evidence of ground handling arrangements.			
		7.1	Ensure ground handling arrangement is in compliance with Advisory Circular SLCAA-AC-OPS002-2020 on COVID-19 Public Health Corridor Concepts for ground handlers.			
10.	AIR TRANSPORT REGULATIONS	8.0	Submit evidence of valid Licence/Permit.			
		8.1	Provide evidence of up to date staff salary payment or any outstanding amount together with number of months outstanding.			

DIRECTOR GENERAL'S APPROVAL

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:	01/07/2020