



ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

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POST COVID-19 SLCAA GUIDELINES FOR AIR NAVIGATION SERVICES PROVIDERS; RECOVERY OF AIR NAVIGATION SERVICES



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PURPOSE.

This Advisory Circular is issued to provide information and guidance on health, safety and environmental measures required of the ANSPs now that the government is set to suspend the lockdown on full aviation operations hitherto in place as a result of COVID-19 pandemic.

REFERENCE.

It is intended that the following reference materials be used in conjunction with this document:

- Annex 11
- Annex 10
- Annex 15
- Annex 3
- Manual of Standards for the provision of Aeronautical Meteorological Services and relevant safety directives issued by the Authority
- SLCAA/DG/00125/20 "COVID-19 Outbreak: Industry communication from the Sierra Leone Civil Aviation Authority (SLCAA)"

APPLICABILITY.

This AC applies to all Air Navigation Services Providers during the current COVID-19 crisis.

DISTRIBUTION.

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1.0. GENERAL INFORMATION.

Following the declaration of COVID-19 as pandemic by the World Health Organization (WHO) on 11th March, 2020, Governments placed restrictions on movement, closure of borders, and ban on international travels except essential and emergency flights in line with the guidelines and other associated Air Operators Letters (AOL) issued by the Authority. The Plans for Resumption of activities are on the way hence, the Authority has envisages a follow-up announcement on full resumption of flight operations at the airports in due course. It is, therefore, required for Air Navigation Service Providers to ensure the implementation of these guidelines in order to ensure safe, efficient, secure and orderly flight operations post COVID-19 pandemic.

CONTINGENCY PLAN.

The contingency plan put in place by ANSPs during the lockdown shall be gradually unwind until the industry's normalization process is completed or achieved.

2.0. GUIDELINES FOR HEALTH, SAFETY AND ENVIRONMENT.

2.1. BASIC PROTECTIVE MEASURES

- ANSPs shall ensure the provision of basic protective measures to safeguard the health of their personnel from Covid-19 in the process of returning the industry to normalcy.
- The measures shall include the dissemination of genuine information about Covid-19 as obtained from the Ministry of Health and Sanitation (MoHS) and the World Health Organization (WHO) to personnel.
- ANSPs shall ensure the practice of personal hygiene, maintaining social distancing and avoiding large gatherings and crowds in the offices and airport environment.
- Adopt and implement relevant procedures for health monitoring of staff (temperature readings etc.) in line with the guidelines by Ministry of Health and Sanitation (MoHS) and World Health Organization (WHO).
- ANSPs shall provide and enforce the use of alcohol gels, disposable cleaning towels, wipes, hand sanitizers etc. by all personnel and clients/visitors.

2.2. PROTECTION OF PERSONNEL.

- ANSPs shall ensure the implementation of basic risk management procedures including reactive measures to support ANS personnel in case of suspected infection.
- Implement measures to ensure psychological wellbeing of staff through regular COVID-19 communication with clear guidance and strong social support networks.
- Develop and implement procedures for the protection of personnel that are bound to work as a team and those that will provide direct services to aviation community and will have contacts with such in the course of discharging their duties.

2.3. PROTECTION OF WORKPLACES AND FACILITIES.

- ANSPs shall ensure the cleaning and disinfection of all ANS facilities including door handles, handrails, surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) including procedures for communication equipment (headsets or microphones) as well as equipment and consoles.
- ANSP shall ensure that ATC communication gadgets including microphones/headsets are in sufficient number to avoid shared usage by air traffic controllers.
- Review existing measures which limit access of non-staff to ANS facilities and other operational areas.

3.0. ANSP OPERATIONS FOR EFFICIENT FLIGHT OPERATIONS.

3.1. NOTAM

Ensure the timely promulgation of NOTAMs on resumption of flights, continuity of air navigation services and other relevant activities leading to the recovery of the industry post COVID-19.

3.2. STAFF ROSTER.

- Implement efficient rostering and shifts scheduling through the introduction of sterilized teams such as “permanent work teams or closed groups” to minimize staff turnover and reduce exposure.

- Re-deploy personnel in sufficient number to locations that will face upsurge of flights in post COVID-19 recovery operations.
- Ensure the provision and dissemination of accurate and timely weather information for efficient flight planning and safe navigation of aircraft.
- Review and update existing programme for training, OJT, proficiency checks and competency evaluations to support the seamless provision of safe and efficient air navigation services.

4.0. EXTENSION OF VALIDITY PERIOD FOR LICENSES AND RATINGS FOR AIR TRAFFIC CONTROLLERS.

- 4.1.** The exemption of a 3 medical Certificate issued to air traffic controllers expires at the end of the 90 days period (31st March to 30th June, 2020). However, towards the end of the 90 days period, if the SLCAA is satisfied that the reasons for granting this exemption still apply, the validity period of the ATC license may be further extended for a period as determined by the Director General.

Class 3 medical certificates holders who have limitations or are under additional medical surveillance by the authorized Aviation Medical Examiner (AMME) or SLCAA should continue to comply with the specified requirement imposed. Failure to do so may invalidate their medical certificate and/or the applicability of the exemption of them

- 4.2.** When traffic under normal operational conditions is not possible to complete the training requirement for the issuance of license or rating, the ATC training department may organize traffic simulation provided that:

- The ATC trainee was previously conversant with traffic density and complexities of the ATCU prior to reduction of traffic due to COVID-19; and
- Traffic simulation does not account for more than 50% for licensed ATCO and 20% for ab-initio trainee.
- All ATC designated examiner certificate holders are granted extension to a period of up to 30th June 2020.

- 4.3.** The Authority shall conduct proficiency evaluation on air traffic controllers to ensure that the required level of competencies is maintain to provide safe and efficient air traffic control services post COVID 19 pandemic.

5.0. ANSP FACILITIES AND EQUIPMENT.

5.1. CALIBRATION OF EQUIPMENT.

- Take appropriate steps to ensure optimal use of CNS facilities including the timely calibration of all landing and navigational aids and issue of NOTAM on the status of CNS facilities.
- The ANSP shall take appropriate steps to ensure the currency of ATSEP licenses.

5.2. COMPLETION OF NEW INSTALLATIONS.

- Ensure the completion of on-going critical ATM/CNS enhancement projects to cope with increased air traffic in the aftermath of the COVID-19 pandemic.
- Ensure the installation of critical automatic weather observing systems critical for safe air navigation at all the international airports.

6.0. SAFETY OVERSIGHT REQUIREMENTS.

6.1. DOCUMENTATION.

The implementation / compliance strategies for the listed guidelines shall be documented and forwarded to the SLCAA in line with Annex 10, Annex 3, Annex 15 and SLCAR Part 19.

6.2. SUBMISSION AND APPROVAL BY THE DG, SLCAA.

ANSPs are required to submit the documented implementation strategies to the Authority not later than one week after the suspension of travel ban by the Government of Sierra Leone and before the resumption of flight operations.

**Recommendation for Approval – Air Navigation Services Inspector**

The above guidelines have been developed based on industry practice, WHO guidance materials, the DG's directives and SLCAR's Part 19 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: Abdul S. Kanu

Date 01/07/2020

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

01/07/2020