



# SIERRA LEONE CIVIL AVIATION AUTHORITY

SLCAA/DG/00125/20

14<sup>th</sup> April, 2020.

To: SEE BELOW.

Dear Sir / Madam,

## PROTOCOL FOR OPERATION AND HANDLING OF CARGO AND OTHER ESSENTIAL FLIGHTS.

The Sierra Leone Civil Aviation Authority hereby publishes the following set of protocols which shall be strictly adhered to by all operators.

Further to the earlier letter on protocols for operation and handling of cargo and essential flights, please find below the reviewed set of protocols which should be strictly adhered to by all operators.

1. All flight crew shall wear face mask (N95) and hand gloves during walk around.
2. Contact between flight crew and ground staff is prohibited, while it is mandatory to maintain a minimum physical distance of 2 metres during walk around.
3. There shall be no servicing of aircraft (catering, water, trash etc.) except refueling, which must be accomplished with flight crew on board.
4. Operators are encouraged to use electronic facilities for flight planning and forwarding of flight plans, clearances and other relevant documents to flight crew.
5. All requests for diplomatic flights shall be routed through the Ministry of Foreign Affairs and International cooperation.

6. All requests for medical evacuation flights shall include verifiable, stamped and signed medical report and an approved clearance certificate from the Ministry of Health.
7. All requests for Cargo flights shall include a Packing List indicating cargo contents.
8. Flight Crew shall remain on board during handling of cargo (off-loading and loading).
9. All ground staff shall exercise caution and wear appropriate Personal Protective Equipment (PPE) while handling aircraft.
10. All safety measures and health precaution tips published by the Ministry of Health and Sanitation, must be fully adhered to.



**Moses Tiffa BAIO**  
**Director General.**



**Addressees:**

**The Country Manager, ASKY Airlines.**  
**The Country Manager, Africa World Airlines.**  
**The Country Manager Air France.**  
**The Country Manager, Air Peace.**  
**The Country Manager S. N Brussels.**  
**The Country Manager, TransAir.**  
**The Country Manager, Kenya Airways.**  
**The Country Manager, Air Cote D'ivoire.**  
**The Country Manager, Royal Air Maroc.**

**Cc:** The Minister of Transport and Aviation.  
The Deputy Minister of Transport and Aviation.  
The Permanent Secretary, Ministry of Transport and Aviation.  
The Minister of Foreign Affairs and International Cooperation.

The Minister of Health and Sanitation.  
Office of National Security, Coordinator.  
The General Manager, Sierra Leone Airports Authority.  
The General Manager, Sky Handling Partners.  
The CONVID-19 Coordinator.  
The Chairperson, Board of Airline Representatives.  
The Chairman Board of Directors, Sierra Leone Civil Aviation Authority.  
The Chairman Board of Directors, Sierra Leone Airport Authority.