



NIGERIAN CIVIL AVIATION AUTHORITY

P.M.B. 21029, 21038, IKEJA-LAGOS.

OFFICE OF THE DIRECTOR-GENERAL

ALL OPERATORS LETTER (DG 007/20)

Ref: NCAA/DG/AIR/11/16/110
Date: 28 March 2020
To: ALL NIGERIAN OPERATORS AND FOREIGN OPERATORS FLYING INTO NIGERIA
From: NIGERIAN CIVIL AVIATION AUTHORITY
ATTN: ACCOUNTABLE MANAGER /COUNTRY MANAGER
Subject : **THE PROTOCOL FOR THE OPERATION AND HANDLING OF CARGO AND OTHER ESSENTIAL FLIGHTS.**

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

1. Approved foreign operators shall ensure the provision of reinforced flight crew (2 sets) for immediate return in accordance with relevant protocols.
2. Nigerian operators on any approved flight to any destination with over 1,000 confirmed cases of COVID-19 shall ensure the provision of reinforced flight crew (2 sets) for immediate return in accordance with relevant protocols.
3. All flight crew shall wear face mask (N95) and hand gloves during walk around. 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.
4. There shall be no servicing of aircraft (catering, water, trash etc.) except refueling; and this must be accomplished with flight crew on board.
5. Operators are encouraged to use electronic facilities for flight planning and forwarding of flight plans, clearances and other relevant documents to flight crew.
6. Henceforth all requests for diplomatic flights shall be routed through Ministry of Foreign Affairs.
7. All requests for medical evacuation flights shall include verifiable, stamped and signed medical report from a Teaching Hospital.
8. All requests for Cargo flights shall include a Packing List indicating cargo contents.

9. Flight Crew shall remain on board during handling of cargo (off-loading and loading).
10. All ground staff shall exercise caution and wear appropriate Personal Protective Equipment (PPE) while handling aircraft.
11. Please be guided accordingly.



Captain Musa S. Nuhu
Director General/CEO