NCAA

NIGERIAN CIVIL AVIATION AUTHORITY

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

Ref: NCAA/DG/GC/8/16/301

5th May 2020

ANSP

SUBJECT : ADVISORY CIRCULAR NCAA-AC-ANS-001 : POST COVID-19 LOCKDOWN ANSP RESTART PLAN GUIDELINES

1. The Federal Government on Monday 27th April 2020 announced the gradual phasing and controlled easing of the country's lockdown from the 4th May 2020. Following this announcement, it is important for the 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 reopened for business.

2. To this end, in addition to several All Operators Letters (AOLs) issued by NCAA containing protocols covering several functions and sectors of the industry during the Covid-19 lockdown, it has become imperative that ALL stakeholders in the Aviation Industry are provided relevant guidelines and protocols that shall be implemented to ensure an organized, safe, secure and efficient normalization of the industry operations for the post COVID-19 lockdown.

3. Therefore, the Authority is issuing an Advisory Circular with reference number NCAA-AC-FSG-001 with appendixes A, B and C providing guidelines and protocols to assist and guide all AOC Holders develop and implement their respective restart plans Post Covid-19 lockdown.

4. Therefore, the Authority has issued guidelines contained Advisory Circular reference number NCAA-AC-ANS-001 dated 1stMay 2020 intended to assist and guide Air Navigation Service Providers to develop and implement their respective restart plans Post Covid-19 lockdown.

Action Required:

1. All ANSPs are required to review and demonstrate or submit evidence of compliance with the provisions of Advisory Circular NCAA-AC-ANS-001(copy is attached and can also be downloaded from www.ncaa.gov.ng or request for it by email through info.ncaa.gov.ng).
2. All ANSPs will be required to notify the Authority of their intention to resume operations and will make themselves available to the Authority for a Post Covid-19 restart plan assessment.
3. Upon satisfactory Post Covid-19 restart plan assessment by the Authority the ANSP will be granted approval to resume full operations by the Director General.

Please be guided accordingly,

Captain Musa S. Nuhu
Director General/CEO

NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)

Advisory Circular

NCAA-AC-ANS 001

Subject :

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

Issue No: 01 Issue

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NOTE : This is a controlled and restricted publication. The latest revision of this publication is on the NCAA website www.ncaa.gov.ng under documents or publications

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1.0 PURPOSE

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

2.0 REFERENCES

2.1 Parts 14.1.47.3 (c); 14.6.7.1 (f)

3.0 GENERAL INFORMATION

3.1 Covid-19 and Federal Government Directives

3.1.1 Following the declaration of COVID-19 as pandemic by the World Health Organisation(WHO) on 11th March, 2020, the Federal Governments placed restrictions on movement, closure of borders, and ban on international travels including the cancellation of domestic flight operations except essential and emergency flights in line with the guidelines and other associated Air Operators Letters (AOL) issued by the Authority.

3.1. 2 The Federal Government had announced that Government activities should resume from 4th May, 2020, hence, the Authority envisages a follow-up announcement on full resumption of flight operations at the airports in due course.

3.1.3 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.

3.2 Contingency Plan

3.2.1 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.

4.0 GUIDELINES FOR HEALTH, SAFETY AND ENVIRONMENT

4.1 Basic Protective Measures

4.1.1 ANSPs shall ensure the provision of basic protective measures to safeguard the health of their personnel form Covid-19 in the process of returning the industry to normalcy.

4.1.2 The measures shall include the dissemination of genuine information about Covid-19 as obtained from the National Centre for Disease Control (NCDC), Presidential Task Force on COVID-19, World Health Organisation (WHO) or other relevant Public Health Authorities to their personnel.

4.1.3 ANSPs shall ensure the practice of personal hygiene, maintaining social distancing and avoiding large gatherings and crowds in the offices and airport environment.

4.1.4 Adopt and implement relevant procedures for health monitoring of staff (temperature readings etc) in line with the guidelines by NCDC, PTF, WHO and relevant Public Health Authorities.

4.1.5 ANSPs shall provide and enforce the use of alcohol gels, disposable cleaning towels, wipes, hand sanitisers etc by all personnel and clients/visitors.

4.2 Protection of Personnel

4.2.1 ANSPs shall ensure the implementation of basic risk management procedures including reactive measures to support ANS personnel in case of suspected infection.

4.2.2 Implement measures to ensure psychological wellbeing of staff through regular COVID-19 communication with clear guidance and strong social support networks.

4.2.3 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.

4.3 Protection of Workplaces and Facilities

4.3.1 ANSPs shall ensure the cleaning and disinfection of all ANS facilities including door handles, handrails, surfaces (eg desks and tables) and objects (eg telephones, keyboards) including procedures for communication equipment (headsets or microphones) as well as equipment and consoles.

4.3.2 ANSP shall ensure that ATC communication gadgets including microphones/headsets are in sufficient number to avoid shared usage by air traffic controllers.

4.3.3 Review existing measures which limit access of non-staffer to ANS facilities and other operational areas.

5.0 ANSP OPERATIONS FOR EFFICIENT FLIGHT OPERATIONS

5.1 NOTAM

5.1.1 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.

5.2 Staff Roster

5.2.1 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.

5.2.2 Re-deploy personnel in sufficient number to locations that will face upsurge of flights in post COVID-19 recovery operations.

5.2.3 Ensure the provision and dissemination of accurate and timely weather information for efficient flight planning and safe navigation of aircraft.

5.2.4 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.

6.0 EXTENSION OF VALIDITY PERIOD FOR LICENSES AND RATINGS FOR AIR TRAFFIC CONTROLLERS

6.1 The exemption of a Class 3 medical Certificate issued to air traffic controllers expires at the end of the 90 days period (1st April to 30th June, 2020). However, towards the end of the 90 days period, the Authority if 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.

6.2 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:

6.2.1 The ATC trainee was previously conversant with traffic density and complexities of the ATCU prior to reduction of traffic due to COVID-19; and

6.2.2 Traffic simulation does not account for more than 50% for licensed ATCO and 20% for ab-initio trainee.

6.3 All ATC designated examiner certificate holders are granted extension to a period of up to 30th June 2020.

6.4 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.

7.0 ANSP FACILITIES AND EQUIPMENT

7.1 Calibration of Equipment

7.1.1 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.

7.1.2 The ANSP shall take appropriate steps to ensure the currency of ATSEP licenses.

7.2 Completion of new installations

7.2.1 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.

7.2.2 Ensure the installation of critical automatic weather observing systems critical for safe air navigation at all the international airports.

8 SAFETY OVERSIGHT REQUIREMENTS

8.1 Documentation

8.1.1 The implementation/compliance strategies for the listed guidelines shall be documented and forwarded to the Authority in line with Nig. CARs; 14.1.16.1 (b)(xi); 14.4.6.1 (viii); 14.6.7.1 (b)(xv); and 14.7.4(b)(x)

8.2 Submission and Approval by the DG, NCAA

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 Federal Government and before the resumption of flight operations.

9.0 ADVISORY CIRCULAR APPROVAL

Advisory Circular preparation	
The above guidelines have been developed based on ICAO guidance materials, the DG's directives and Nig.CAR Part 14 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.	
Prepared by	
Title	General Manager(ANS)
Name :	Ahmad Abba
Date	04/05/2020

Advisory Circular recommendation for approval	
The above guidelines have been reviewed , found satisfactory hereby recommended for the DG's approvals	
Recommended for approval by	
Title	Director, Aerodrome and Airspace Standards
Name :	Mr. Mohammed Odunowo
Date	04/05/2020

Director General's approval	
These guidelines have been approved by the undersigned for use by the referenced service providers	
Name :	Capt. Musa Nuhu
Signature	
Date	**05 th May,2020**