NCAA

NIGERIAN CIVIL AVIATION AUTHORITY

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

OFFICE OF THE DIRECTOR-GENERAL

ALL OPERATORS LETTER (DG 013/20)

Ref: NCAA/DG/AIR/11/16/116

Date: 5th May 2020

To: ALL AOC HOLDERS AND OTHER AVIATION SERVICE PROVIDERS

From: NIGERIAN CIVIL AVIATION AUTHORITY

ATTN: ACCOUNTABLE MANAGER

Subject **ADVISORY CIRCULAR NCAA-AC-FSG-001/20 : POST COVID-19 LOCKDOWN RESTART PLAN GUIDELINES**

1. The Federal Government on Monday 27th April 2020 announced the gradual phasing and controlled easing of the country's lockdown especially in Ogun, Lagos and Abuja 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.

Action Required:

1. All AOC holders are required to review, demonstrate and or submit evidence of compliance with the provisions of Advisory Circular NCAA-AC-FSG-001(download from www.ncaa.gov.ng or request for it by email to info@ncaa.gov.ng) and its associated appendices before resumption of flight operations. (Note: Advisory Circular has provided immediate, short, medium and long-term plans guidelines- *Only the immediate term plans are required for the resumption of operations*)

2. All AOC holders 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 AOC holders will be granted approval to resume operations by the Director General.

Please be guided accordingly,

Captain Musa S. Nuhu
Director General

NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)

Advisory Circular

NCAA-AC-FSG-001

Subject :

POST COVID-19 LOCKDOWN AIRLINE INDUSTRY RESTART PLAN

Issue No: 01 Issue

Date: 1st May 2020

Rev. Number : Rev.0

APPLICABILITY : ALL AOC HOLDERS

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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0. PURPOSE/APPLICABILITY

This Advisory Circular is issued to provide information and guidance on health, safety and environmental measures required of all Air Operators Certificate (AOC) holders to restart flight operations post COVID-19 lockdown hitherto in place as a result of the COVID-19 pandemic.

IMPORTANT NOTE!The use of the term 'Airline:' in this document is intended to only lay emphasis on **Scheduled Aircraft Operators** but should be understood to mean all Air Operators Certificate (AOC) holders including **Unscheduled Aircraft Operators** involved in commercial operations.**Private Aircraft Operators** are expected to continue to abide by all applicable flight operation and airworthiness regulatory requirements of Nig.CARs but may use the someprovisions of this document.

1. General Information and considerations

- 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.

- 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.

- 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 infection.

2. References

- Nig.CARs Parts 2,5,6,8,9,17,18,19,20
- All Operators Letters AOLDG008/20, AOL078
- ICAO Annex 1, Annex 6 , ICAO CCFD (COVID-19 Contingency filing of differences)
- NCAA Advisory Circulars NCAA-AC-AVSEC-001-Appendix C, Public Health Corridor (NCAA-AC-AMS-001(Appendix B).
- COVID-19 AOLs issued by NCAA and IATA Airline Restart Guides.
- Advisory Circular NCAA-AC-AMS- 001- Appendix B and NCAA-AC-AMS-002/003
- Advisory Circular NCAA-AC-AVSEC-001-Appendix C
- WHO Operational Considerations for managing COVID-19 cases or outbreak in Aviation
- NCDC COVID 19 Advisory on the use of mask

3. Industry Sectors

Aviation industry sectors that affect flight operations and may pose risks to the industry restart include:Airlines, Airport Operators, ANSP ,Ground Handlers, RPAS,Other licensed service providers. As mentioned above, guidance through Advisory Circulars have been issued by the NCAA to some of

these critical players like the ANSP and Airport Operators to facilitate the restart in a safe and efficient manner.

4. Functional Areas

a. Airworthiness
b. Personnel Licensing
c. Crew Currency/Proficiency
d. Medicals
e. AVSEC -
f. SMS/SSP
g. COVID-19 Health Protocols
h. RPAS
i. Consumer Protection
j. Any other function

5. 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 operation. The Authority will grant approval to applicants upon satisfactory assessment of Airlines for compliance with all relevant COVID-19 guidelines and applicable Nig, CARs 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.

6. 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.eto address issues like aircraft disinfection, aircraft de-preservation, flight crew recurrency /proficiency etc) and from the perspective of putting measures in place to protect passengers from COVI-19 infection (compliance with COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT -Appendix B)

7. COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT

One of the requirements the airlines will be required to comply with as one of the immediate restart actions is the COVID-19 Public Health Corridor Concept Protocol (Appendix B). It covers a diverse range of topics to protect against COVID -19 infection 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.

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

The Authority has developed an assessment checklist based on the requirements listed in this restart plan to evaluate the Airline's readiness to restart flight operation. Upon satisfying the requirements of this guidelines and verification using this checklist here referenced as Appendix 1,

the airline will be recommended and approved by the Director Generalto restart operation through a letter signed by the Authority.

9. NCAA Restart Plans Guidelines

The guidance is broken into immediate actions, short, medium and long-term plans by the NCAA to assure operational licenses and aircraft airworthiness certifications are readily available for the airlines to resume operations as quickly and seamlessly as possible when the pandemic is over.

The Immediate, short, medium and long-term plans are 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 two separate sets of guidance issued by the NCAA.

This plan is limited to ONLY actions required to be taken by Airlines to obtain the NCAA approvals to restart operations.

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This guidance is being issued for :

a. Immediate Plans (Q2 2020) –TABLE A

(**Note**- Required for restart-Airlines implored to respond to this first!)

Immediate plans will fall within Q2 2020 and will comprise actions listed in Table A that can be executed quickly including the development of this restart plan, certification of aircraft post COVID-19 period as well as compliance with aircraft disinfection guidelines. (See Table A below)

b. Short-term Plans (Q3 2020)- TABLE B

Short-term plans will fall within Q3 2020 and will comprise actions listed in Table B under short term plans. They are next in line after the immediate actions.(contained in Table B below)

c. Medium Term Plans (Q4 2020 to Q4 2021)-TABLE C

Medium-term plans will fall within Q4 2020-Q4 2021 and will comprise actions listed in Table C under medium term plans and would require longer periods to implement than the immediate and short-term plans. They also include measures and plans to transit to normal operation.

d. Long-term Plans (Q1 2022) –TABLE D -Return to Business as usual

Long term plans will start from Q1 2022. They are basically closer to normal operations after full recovery from the pandemic which may include major changes in our mode of operations as well as automation of many of our processes stemming from the COVID-19 experiences.

TABLE A - IMMEDIATE PLANS (Q2 2020)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
0	**ALL (AIR/OPS/PEL)**	0.1	Apply and obtain NCAA approval to resume operation post COVID-19 lockdown after satisfactory assessment of operator by NCAA based on the under-listed requirements.
		0.2	Submit Airline restart plan taking into consideration NCAA guidelines
1	**AIRWORTHINESS**	1.1	Submit evidence of compliance with AOL 078 for each aircraft relating to aircraft maintenance requirements during lockdown period
		1.2	Submit evidence of compliance with AOL DG012/20 for each aircraft in operators fleet intended to return to service as regards aircraft disinfection.
		1.3	Submit evidence of certifying staff recency
		1.4	Submit evidence of HSE specific training with emphasis on COVID-19
		1.5	Evidence of provision of PPEs for maintenance personnel
		1.6	Evidence of COVID -19 SOPs
		1.7	Arrangement for aircraft spares
2	**FLIGHT OPERATIONS (CREW CURRENCY/PROFICIENCY)**	2.1	**Flight Crew** : Submit evidences of • LPC /OPC (LPC reviewed syllabus –Alternative means of compliance with simulator exercises) • Medicals • Instrument Check • Check Airman status • Refresher courses • HSE specific training with emphasis on COVID-19 • Evidence of COVID -19 SOPs
		2.2	**Cabin Crew :** Submit evidences of : • Medicals • Drills • Recency • Refresher courses • HSE specific training with emphasis on COVID-19 • Evidence of COVID -19 SOPs
		2.3	**Dispatchers/Ground Operations Officers** : Submit evidences of : • Licenses • Recency • Refresher courses • HSE specific training with emphasis on COVID-19
		2.4	Provide evidences of COVID-19 SOPs to cover: • Compliance with requirements stipulated in Advisory Circular NCAA-AC-AMS-001 on Public Health Corridor(Appendix B); • DGR signage at check-in counters to limit carriage of hand sanitizers; • Transportation of human remains andCOVID-19 infected persons;
3	**PERSONNEL LICENSING /MEDICALS**	3.1	**Flight Crew** : For flight crew whose simulator are due for renewal and are unable to access training facility are to submit evidences of : • LPC /OPC (LPC reviewed syllabus –Alternative means of compliance with simulator exercises) • Current Medical Certificate
		3.2	**Aircraft Maintenance Engineers(AME) :** AMEs requiring AMEL renewal will be required to submit evidence of attending Human Factors Training or recent aircraft maintenance experience

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
		3.3	**Cabin Crew** : Submit evidences of : • Medicals • Drills • Recency
		3.4	**Dispatchers/Ground Operations Officers** : Submit evidences of : • Recurrency • Refresher courses as applicable
4	**COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT**	4.1	Submit evidence of plan and processes put in place to comply with Advisory Circular NCAA-AC-AMS-001 (Appendix B) onCOVID-19 Public Health Corridor Concept
5	**SMS/SSP**	5.1	Submit report of safety risk assessment carried out and safety measures put in place by airline to assure the travelling public, airline employees and NCAA of operator's preparedness to operate safely under COVID-19 threat.
6	**CONSUMER PROTECTION**	6.1	**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 • Ticket utilisation • Ticket redemption • Ticket refund
		6.2	**PROVISION OF CARE IN EVENT OF A DELAYED FLIGHT** • Airlines to ensure that in the event of a delayed fight, passengers are provided CARE- meals, SMS, Emails for delays beyond **3 hours**
		6.3	**REIMBURSEMENT OF TICKET IN EVENT OF A DELAYED FLIGHT/CANCELATION** • Airlines to ensure the REIMBURSEENT of **domestic** flight tickets purchased post COVID-19 lockdown within **7 (seven) days and rescheduled flights are to be at no cost to the passengers** • REIMBURSEMENT of **International** flight tickets purchased post COVID-19lockdown within **30 (thirty) days**
		6.4	**ASSISTANCE TO PASSENGERS IN THE EVENT OF FLIGHT CANCELLATION (CARE, REIMBURSEMENT, RE ROUTING)** • Airline to submit to the Authority, notice of flight cancellation including reason(s)/cause of cancellation and evidence of Notice to **passengers. Temporary EXEMPTION of Nig. CARs 2015 Part 19.7.1**
		6.5	**FLIGHT/ROUTE COMMENCEMENT INFORMATION (FOR PASSENGER INFORMATION)** Airline shall provide Daily/weekly updates on • General Flight commencements • Route/destination commencement

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
			• Airline shall advise passengers to be at the airport in good time so as to have ample time to undergo all security and Pandemic/health protocols before the flight
		6.6	**LIAISING WITH AIRLINES' COMMERCIAL/ CUSTOMER AFFAIRS TEAMS** • Airline shall provide status of consumer issues, findings and updates on outstanding complaints
		6.7	**SAFE MEANS OF TICKET PURCAHSE AND CHECK-IN** • Airline to advise its passengers to choose the option of online ticket purchase and online check-in. • Airline to also ensure that its online platforms for ticket purchase and flight check-in are functioning optimally • Airline shall ensure strict COVID-19/Pandemic protocols for all walk-in passengers
		6.8	**STRICT COMPLIANCE WITH COVID-19/PANDEMIC PROTOCOLS** • Show evidences of compliance with Advisory Circular NCAA-AC-AMS-001 (Appendix B) onCOVID-19 Public Health Corridor Concept
		6.9	**PHYSICAL DISTANCING** • Show evidences of compliance with Advisory Circular NCAA-AC-AMS-001 (Appendix B) onCOVID-19 Public Health Corridor Concept
		6.10	**PASSENGERS Personal Protection** • Show evidences of compliance with Advisory Circular NCAA-AC-AMS-001 (Appendix B) onCOVID-19 Public Health Corridor Concept
		6.11	**IN-FLIGHT MEAL** • Show evidences of compliance with Advisory Circular NCAA-AC-AMS-001 (Appendix B) onCOVID-19 Public Health Corridor Concept
7	**AVSEC**	7.1	Submission of resumption letter by the airports, airlines and cargo operators to NCAA
		7.2	Evidence of COVID -19 SOPs to be in compliance with Advisory Circulars NCAA-AC-AMS-001 (Appendix B) and NCAA-AC-AMS-002 onCOVID-19 Public Health Corridor Concept
		7.3	Evidence that Agreement with AVSEC Service Provider contains COVID-19 SOPs
8	**GROUND HANDLING ARRANGEMENT**	8.1	Submit evidence of ground handling arrangements.
		8.2	Ensure ground handling arrangement is in compliance withAdvisory CircularNCAA-AC-AMS-003 on COVID-19 Public Health Corridor Concepts for ground handlers.
9	**AIR TRANSPORT REGULATIONS**	9.1	Submit evidence of valid Licence/Permit
		9.2	Submit an estimate of the financial loss incurred during the Covid-19 lockdown period
		9.3	Submit an estimate of the financial obligations (i.e. indebtedness) to service providers e.g. FAAN, Leasing Company, Inflight Caterer, Aviation Fuel Suppliers, Ground Handlers etc
		9.4	Submit evidence to meet airline's immediate financial obligations for at least 3 months from the available cash Post Covid-19 Lockdown

TABLE A - IMMEDIATE PLANS (Q2 2020)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
		9.5	Provide evidence of up to date staff salary payment or any outstanding amount together with number of months outstanding.
		9.6	Submit evidence of a valid insurance cover with evidence of premium paid.

NCAA POST COVID-19 AIRLINE INDUSTRY RESTART PLAN			
TABLE B SHORT TERM (Q3 2020)			
S/N	**FUNCTIONAL AREA**	**ACTION NUMBER**	**ACTION REQUIRED REMARKS**
1	AIRWORTHINESS	1.1	**Certification of Aircraft Post COVID-19 for return to service** • Airlines returning to service in Short term in Q3 will comply with the requirements listed in the Immediate Plan Q2 above.
		1.2	**AOC(Airworthiness Aspects)-Initial** • Phases 1 to 3 online submission • Phase 4 and 5 subject to COVID-19 situation
		1.3	**AOC(Airworthiness aspects)-Renewal** • Phases 1 to 3 online submission • Phase 4 -Modular audit checklist-desktop review of outstanding audit findings • Request extension or complete modular audit subject to COVID-19 status
		1.4	**AOC(Airworthiness Aspects)-Variation** • Phases 1 to 3 online submission • Phases 4 and 5 subject to COVID-19 status
		1.5	**AMO-Initial** • Phases 1 to 3 online submission • Phases 4 and 5 subject to COVID-19status
		1.6	**AMO-Renewal** • Phases 1 to 3 online submission • Phase 4-Modular audit checklist-desktop review of outstanding audit findings • Request for extension or complete modular audit subject toCOVID-19 status
		1.7	**AMO- Variation** • Phases 1 to 3 online submission • Carry out phases 4 and 5 subject to COVID-19 status
		1.8	**AMO-Initial (Foreign)** • Phases 1 to 3 online submission • Phases 4 and 5 subject to COVID-19status
		1.9	**AMO-Renewal (Foreign)** • Phases 1 to 3 online submission • Phase 4-Modular audit checklist-desktop review of outstanding audit findings • Request for extension or complete modular audit subject to COVID-19 status
		1.10	**AMO- Variation(Foreign)** • Phases 1 to 3 online submission • Phases 4 and 5 subject to COVID-19 status
		1.11	**CAMO Initial** • Phases 1 to 3 online submission • Phases 4 and 5 subject to COVID-19status
		1.12	**Aircraft Type Certificate Acceptance** • Submission of all required Documents online • Video conferencing of Type Acceptance meeting • Physical inspection of facilities will be done on a later date when COVID-19 status is green
		1.13	**Certificate of Aircraft Registration Issue and Related Matters** • Submission of application and documents online

		1.14	**Noise Certificate Issue** • Submission of application and documents online
		1.15	**Certificate of Airworthiness renewal / Export C of A / Special Flight Permit** • Application and required documentssubmission online and C of A renewed if no show stoppers • Physical inspection of aircraft will be done on a later date when COVID-19 status is green
		1.16	**Certificate of Airworthiness Issue** • Application and required documentssubmission online but C of A will not be issued until aircraft is inspected • Physical inspection of aircraft will be done on a later date when COVID-19 status is green. **Note** **See item 1.18 for initial importation of aircraft into Nigeria**
		1.17	**Aircraft Modification / Repair Approval** • Application and technical data submission online.
		1.18	**Pre-arrival Inspections** • Application and required technical documents submission will be done online including compliance with AOL067. • Post arrival or pre-arrival Inspection subject to COVID-19 Status
		1.19	**Maintenance clearance Certificate (MCC)** • Application and required documents submission online and MCC renewed if no showstoppers • Physical inspection of aircraft will be done on a later date when COVID-19 status is green **NB**- No new MCCs will be processed
		1.20	**Flight Clearances** • Online processing with DATR and applicant
		1.21	**Amendment of Manuals** • Online submission and processing
		1.22	**MEL (Post Certification Evaluation / Approval)** • Online Processing in liaison with DOT
		1.23	**Post Holder Interviews (Post Certification)** • Apply online for interview of new post-holders (Maintenance) • Interview candidate online
		1.24	**Mandatory Occurrence Reports** • Online submission and Processing
2	**FLIGHT OPERATIONS**	2.1	**Qualification of Crew for return to flying.** • Airlines returning to service in Short term in Q3 2020will comply with the requirements listed in the Immediate PlanQ2 2020 above.
		2.2	**Flight Crew OPC Revalidation and Instructor/Check airman Authorisation Renewal** • Submission of revised yearly Training programme for all Crew and Instructors/Check Airman. • Aircraft LPC to be approved for Crew Licence Revalidation.

		2.3	**AOC (Operations aspects)-Initial** • Phases 1 to 3 online submission • Phases 4 to 5 suspended subject to COVID-19 Status
		2.4	**AOC (Operations aspects)-Renewal** • Phases 1 to 3 online submission • Request for extension or complete Base Inspection subject to COVID-19 Status
		2.5	**AOC (Operations Aspects)-Variation & Inclusion** • Phases 1 to 3 online submission • Phases 4 and 5 subject to COVID-19 Status
		2.6	**Simulator & Training Facility Inspections** • Submission of all required Documents online • Request for extension or complete Base Inspection subject to COVID-19 Status
		2.7	**Pre/Post-arrival Inspections (Operations)** • Application and paperwork review will be done online. **NB:**Post arrival or pre-arrival Inspection subject to COVID-19 Status
		2.8	**Flight Operations Clearance Certificate (FOCC)** • Application and technical documents submission online and FOCC extended if no query. • Physical inspection of aircraft will be done at a later date when COVID-19 status is green **NB:**No new FOCC will be processed.
		2.9	**MEL (Post Certification Evaluation / Approval)** • Online submission and Processing in liaison with DAWS
		2.10	**Post Holder Interviews (Post Certification)** • Apply online for interview of new post-holders (Operations) • Interview candidate online or physical interviews subject to COVID-19 Status
		2.11	**Amendment of Manuals** • Online submission and processing
		2.12	**Mandatory Occurrence Reports** • Online submission and processing
3	**PERSONNEL LICENSING /MEDICALS**	3.1	• All operators whose licensed Personnel(Flight Crew and Non-Flight crew) may not be able to comply with the Nig.CARs requirements for renewal are to submit satisfactory evidence of compliance with the following: • Application for personnel licence to be submitted online. **Flight Crew:** • Evidence of Authority approval for LPC/OPC or any Alternate Means of Compliance • Current medical certificate. • Certified true copies of logbooks and other necessary evidence of having exercised the privileges of the licences within the period the period of lockdown (if applicable) • Completed LPC/OPC • Instrument Check (IRR) .

			Cabin Crew: • Current medical certificate. • Recency/Recurrent/Refresher • Current Emergency Drills **Dispatcher/ Operations Officer:** • Recurrent training • Competency check **Aircraft Maintenance Engineers** • Evidence of Recency of experience • Evidence of attending a HSE course
		3.2	**Licensing Examinations** • Application for licence examination to be submitted online. • Applicants will be subjected to follow best practices as recommended by WHO, FMoH, ICAO, NCDC, etc during the conduct of knowledge, skill tests and oversight of trainings
4	**AIR TRANSPORT REGULATIONS**	4.1	**Licences/Permits (GRANT) *ATL, AOP, PAAS, PNCF, ATOL*** • Operators to submit applications and all required Documents in line with **relevant Part 18** of the Nig.CARs, 2015 by email **NB.** Application and Documents evaluation will be carried out online.
		4.2	**Licences/Permits (RENEWAL) *ATL, AOP, PAAS, PNCF, ATOL*** • All **Licences and Permits** that have expired since January 2020 (but where renewal processing had commenced pre-Covid-19 lockdown) or those expiring in the next 4 weeks to be granted extensions to September, 2020. • Operators to submit applications and all required Documents in line with **relevant Part 18** of the Nig.CARs, 2015 by email **NB.** Application and Documents evaluation will be carried out online.
		4.3	**Variation of Permit for Non-Commercial Flight (PNCF)** • Operators to submit applications for Variation and all required Documents in line with **IS:18.2.4(A) and IS:18.2.4(B)** of the Nig.CARs, 2015 by email **NB.** Application and Documents evaluation will be carried out online.
		4.4	**Flight Clearance** • Online processing with DAWS and applicant
5	**CONSUMER PROTECTION**	5.1	**UNUTILISED TICKETS** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.2	**PROVISION OF CARE IN EVENT OF A DELAYED FLIGHT**

			• SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.3	**REIMBURSEMENT OF TICKET IN EVENT OF A DELAYED FLIGHT/CANCELATION** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.4	**ASSISTANCE TO PASSENGERS IN THE EVENT OF FLIGHT CANCELLATION (CARE, REIMBURSEMENT, RE ROUTING)** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.5	**FLIGHT/ROUTE COMMENCEMENT INFORMATION (FOR PASSENGER INFORMATION)** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.6	**LIAISING WITH AIRLINES' COMMERCIAL/ CUSTOMER AFFAIRS TEAMS** • Bi-monthly online meetings to Review status of consumer issues, findings and updates on outstanding complaints
		5.7	**SAFE MEANS OF TICKET PURCAHSE AND CHECK-IN** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.8	**STRICT COMPLIANCE WITH COVID-19/PANDEMIC PROTOCOLS** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.9	**PHYSICAL DISTANCING** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.10	**PASSENGERS Personal Protection** • SAME AS IMMEDIATE TERM PLAN Q2 2020
		5.11	**IN-FLIGHT MEAL** • SAME AS IMMEDIATE TERM PLAN Q2 2020
6	**SAFETY MANAGEMENT SYSTEM**	6.1	Submission of SMS Gap AnalysisNCAA Form SP-SMS 001 (See NCAA All Service Providers Letter ASPL-003)

NCAA POST COVID-19 AIRLINE INDUSTRY RESTART PLAN			
TABLE C- MEDIUM TERM (Q4 2020-Q4 2021)			
S/N	**FUNCTIONAL AREA**	**ACTION NUMBER**	**ACTION REQUIRED REMARKS**
1	**AIRWORTHINESS**	1.1	**Certification of Aircraft Post COVID-19 for return to service** • SAME AS SHORT TERM PLAN
		1.2	**AOC(Airworthiness Aspects)-Initial** • Phases 1 to 3 online submission or normal operations • Phases 4 and 5 subject to COVID-19 status
		1.3	**AOC(Airworthiness aspects)-Renewal** • Phases 1 to 3 online submission or normal operation • Phase 4 -Modular audit checklist-desktop review of outstanding audit findings • Request for extension or complete modular audit subject to COVID-19 status
		1.4	**AOC(Airworthiness Aspects)-Variation** • Phases 1 to 3 online submission or normal operation • Phases 4 and 5 subject to COVID-19 status
		1.5	**AMO-Initial** • Phases 1 to 3 online submission or normal operation • Phases 4 and 5 subject to COVID-19 status
		1.6	**AMO-Renewal** • Phases 1 to 3 online submission or normal operation • Phase 4-Modular audit checklist-desktop review of outstanding audit findings • Request for extension or complete modular audit subject to COVID-19 status
		1.7	**AMO- Variation** • Phases 1 to 3 online submission or normal operation • Phases 4 and 5 subject to COVID-19 status
		1.8	**AMO-Initial (Foreign)** • Phases 1 to 3 online submission or normal operation • Phases 4 and 5 subject to COVID-19status
		1.9	**AMO-Renewal (Foreign)** • Phases 1 to 3 online submission or normal operation • Phase 4-Modular audit checklist-desktop review of outstanding audit findings • Request for extension or complete modular audit subject to COVID-19 status
		1.10	**AMO- Variation(Foreign)** • Phases 1 to 3 online submission or normal operation • Phases 4 and 5 subject to COVID-19 status

TABLE C- MEDIUM TERM (Q4 2020-Q4 2021)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
		1.11	**CAMO Initial** • Phases 1 to 3 online submission or normal operation • Phases 4 and 5 subject to COVID-19status
		1.12	**Aircraft Type Certificate Acceptance** • SAME AS SHORT TERM PLAN
		1.13	**Certificate of Aircraft Registration Issue and Related Matters** • SAME AS SHORT TERM PLAN
		1.14	**Noise Certificate Issue** • SAME AS SHORT TERM PLAN
		1.15	**Certificate of Airworthiness renewal / Export C of A / Special Flight Permit** • SAME AS SHORT TERM PLAN
		1.16	**Certificate of Airworthiness Issue** SAME AS SHORT TERM PLAN
		1.17	**Aircraft Modification / Repair Approval** • SAME AS SHORT TERM PLAN
		1.18	**Pre-arrival Inspections** • SAME AS SHORT TERM PLAN
		1.19	**Maintenance clearance Certificate (MCC)** • SAME AS SHORT TERM PLAN
		1.20	**Flight Clearances** • SAME AS SHORT TERM PLAN
		1.21	**Amendment of Manuals** • Online Processing or Normal Operations-subject to COVID-19 status
		1.22	**MEL(Post Certification Evaluation / Approval)** • SAME AS SHORT TERM PLAN
		1.23	**Post Holder Interviews(Post Certification)** • SAME AS SHORT TERM PLAN
		1.24	**Mandatory Occurrence Reports** • Online Processing or Normal Operations-subject to COVID-19 status
2	**FLIGHT OPERATIONS**	2.1	**Qualification of Crew for return to flying** • SAME AS SHORT TERM PLAN
		2.2	**Flight Crew OPC Revalidation and Instructor/Check airman Authorisation Renewal** • SAME AS SHORT TERM PLAN
		2.3	**AOC (Operations aspects)-Initial** • Phases 1 to 3 online submission or normal operation • Phases 4 to 5 suspended subject to COVID-19 Status
		2.4	**AOC (Operations aspects)-Renewal** • Phases 1 to 3 online submission or / normal operation • Request for extension or complete Base

			Inspection subject to COVID-19status
		2.5	**AOC (Operations Aspects)-Variation & Inclusion** • Phases 1 to 3 online submission or normal operation • Phases 4 and 5 subject to COVID-19 Status
		2.6	**SIMULATOR & TRAINING FACILITY INSPECTIONS** • Submission of all required Documents by emails • Request for extension or physical inspection subject to COVID-19 Status
		2.7	**Pre/Post-arrival Inspections (Operations)** • SAME AS SHORT TERM PLAN
		2.8	**Flight Operations Clearance Certificate (FOCC)** • SAME AS SHORT TERM PLAN
		2.9	**MEL (Post Certification Evaluation / Approval)** • SAME AS SHORT TERM PLAN
		2.10	**Post Holder Interviews (Post Certification)** • SAME AS SHORT TERM PLAN
		2.11	**Amendment of Manuals** • SAME AS SHORT TERM PLAN
		2.12	**Mandatory Occurrence Reports** • Online Processing or Normal Operations-subject to COVID19 status
3	**PERSONNEL LICENSING /MEDICALS**	3.1	**Validity of Personnel licences** • All Operators to submit an **Authority approved training plan** for its licensed personnel (Flight Crew and Non flight crew) for purpose of restarting operations to the Director, Licensing as a result of the impact of the COVID -19 pandemic in view of the expected difficulties that might be experienced in securing simulator/training slots. • All Operators applying to use Alternate Means of Compliance (AMC) to comply with the requirements of **Nig.CARs 2.3.1.6; 8.4.1.10** and other exemptions are to submit applications that will comply with the provisions of the**Nig.CARs1.4.3.2** to enable the Authority conduct risk assessment before approvals can be granted.
		3.2	**Medical Certificates** • Resume normal operations.
		3.3	**Licensing Examinations** • Resume normal operations.

TABLE C- MEDIUM TERM (Q4 2020-Q4 2021)

S/N	FUNCTIONAL AREA	ACTION NUMBER	ACTION REQUIRED REMARKS
4	**AIR TRANSPORT REGULATIONS**	4.1	**Licences/Permits (GRANT) *ATL, AOP, PAAS, PNCF, ATOL*** • Operators to submit applications and all required Documents in line with **relevant Part 18** of the Nig.CARs, 2015 by email **NB**. Application and Documents evaluation will be carried out online.
		4.2	**Licences/Permits (RENEWAL) *ATL, AOP, PAAS, PNCF, ATOL*** • Operators to submit applications and all required Documents in line with **relevant Part 18** of the Nig.CARs, 2015 by email • Request for extension if delay of renewal is occasioned by third party response to the Authority **NB**. Application and Documents evaluation will be carried out online.
		4.3	**Variation of Permit for Non-Commercial Flight (PNCF)** • Operators to submit applications for Variation and all required Documents in line with **IS:18.2.4(A) and IS:18.2.4(B)** of the Nig.CARs, 2015 by email **NB.** Application and Documents evaluation will be carried out online.
		4.4	**Flight Clearance** • SAME AS SHORT TERM PLAN
5	**CONSUMER PROTECTION**	5.1	**UNUTILISED TICKETS** • SAME AS SHORT TERM PLAN
		5.2	**PROVISION OF CARE IN EVENT OF A DELAYED FLIGHT** • Airlines are expected to comply with NIG. CARs 2015 Part 19.6 andPart19.9.1 ***(exemptions are only for ticket refund extensions which fall into Q3-2020)**
		5.3	**REIMBURSEMENT OF TICKET IN EVENT OF A DELAYED FLIGHT/CANCELATION** • SAME AS SHORT TERM PLAN
		5.4	**ASSISTANCE TO PASSENGERS IN THE EVENT OF FLIGHT CANCELLATION (CARE, REIMBURSEMENT, RE ROUTING)** • SAME AS SHORT TERM PLAN

		5.5	**FLIGHT/ROUTE COMMENCEMENT INFORMATION (FOR PASSENGER INFORMATION)** • SAME AS SHORT TERM PLAN
		5.6	**LIAISING WITH AIRLINES' COMMERCIAL/ CUSTOMER AFFAIRS TEAMS** • Monthly online meetings to review status of consumer issues, findings and updates on outstanding complaints
		5.7	**SAFE MEANS OF TICKET PURCHASE AND CHECK-IN** • SAME AS SHORT TERM PLAN
		5.8	**STRICT COMPLIANCE WITH COVID-19/PANDEMIC PROTOCOLS** • SAME AS SHORT TERM PLAN
		5.9	**PHYSICAL DISTANCING** • SAME AS SHORT TERM PLAN
		5.10	**PASSENGERS Personal Protection** • SAME AS SHORT TERM PLAN
		5.11	**IN-FLIGHT MEAL** • SAME AS SHORT TERM PLAN
6	**SAFETY MANAGEMENT SYSTEM (SMS)**	6.2	• Submission ofSMSImplementation Planbased on NCAA All Service Providers Letter ASPL-002 requiring full compliance on or before the 31st of December, 2020.

NCAA POST COVID-19 AIRLINE INDUSTRY RESTART PLAN			
TABLE D - LONG TERM (Q1- 2022)			
S/N	**FUNCTIONAL AREA**	**ACTION NUMBER**	**ACTION REQUIRED REMARKS**
1	**AIRWORTHINESS**	1.1	• NORMAL OPERATIONS / COMPLETE AUTOMATION OF NCAA SAFETY OVERSIGHT SERVICES
2	**FLIGHT OPERATIONS**	2.1	• NORMAL OPERATIONS / COMPLETE AUTOMATION OF NCAA SAFETY OVERSIGHT SERVICES
3	**PERSONNEL LICENSING / MEDICALS**	3.1	• NORMAL OPERATIONS / COMPLETE AUTOMATION OF NCAA SAFETY OVERSIGHT SERVICES
4	**AIR TRANSPORT REGULATIONS**	4.1	• NORMAL OPERATIONS / COMPLETE AUTOMATION OF NCAA ECONOMIC OVERSIGHT SERVICES
5	**CONSUMER PROTECTION**	5.1	• NORMAL OPERATIONS / COMPLETE AUTOMATION OF NCAA CONSUMER PROTECTION OVERSIGHT SERVICES
6	**SAFETY MANAGEMENT SYSTEM**	6.1	• NORMAL OPERATIONS / COMPLETE AUTOMATION OF NCAA SAFETY OVERSIGHT SERVICES

***NOTES**

1. Phases 1 to 5 of All Certification Processes mean:
   Phase 1- Pre-Application phase
   Phase 2- Formal Application phase
   Phase 3- Document evaluation Phase
   Phase 4- Demonstration Phase
   Phase 5- Certification Phase
2. Online Submission means application/documents (PDF format) will be submitted by email to NCAA official email: info@ncaa.gov.ng or any other email as applicable.
3. Normal Operations means application/documents (PDF format)may be submitted in either soft copies through theNCAA official email: info@ncaa.gov.ng or any other email as applicable or hard copies submitted at NCAA designated offices.
4. All manuals in PDF format must not be password protectedto enable comments/highlighting by NCAA during review.
5. Payment of fees and charges for services will still apply based on the guidelines already provided

References:

- COVID-19 AOLs issued by NCAAand IATA Airline Restart Guides.
- Advisory Circular NCAA-AC-AMS- 001- Appendix B and NCAA-AC-AMS-002/003
- Advisory Circular NCAA-AC-AVSEC-001-Appendix C
- WHO Operational Considerations for managing COVID-19 cases or outbreak in Aviation

APPROVAL PAGE

10. ADVISORY CIRCULAR APPROVAL

Advisory Circular preparation	
The above guidelines have been developed based on best industry practice , WHO, IATA and ICAO guidance materials, the DG's directives and Nig.CAR Parts 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	Secretary , FSG COVID-19 Industry Restart Committee and Members from FSG Directorates /DATR/AVSEC/DCP
Name :	Engr. Yusuf Eyitayo
Date	01.05.2020

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	Chairman, FSG COVID-19 Industry Restart Committee
Name :	Engr. Godwin Balang
Date	01.05.2020

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 MAY 2020

APPENDICES

APPENDICES	Title	How to get it
APPENDIX A	Post COVID-19 airline restart protocol- Assessment Checklist & Report	If these attachments are not received by email along with this Advisory Circular then please go to NCAA website www.ncaa.gov.ng under documents or publications to download or request for it through email to info@ncaa.gov.ng
APPENDIX B	Advisor y Circular No. NCAA-AC-AMS-001 :COVID-19 Public Health Corridor Concept	
APPENDIX C	Advisor y Circular No. NCAA-AC-AVSEC-001- Guidelines for NCAA Authorisation for Resumption of Operations for Airports, Airlines, Cargo Operators and Aviation Security (AVSEC) Service Providers:	

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
CAMO	-	Continued Airworthiness Management Organisation
COVID-19	-	Coronavirus Disease
DGR	-	Dangerous Goods Regulations
FAAN	-	Federal Airports Authority of Nigeria
FMoH	-	Federal Ministry of Health
FSG	-	Flight Standards Group
HSE	-	Health Safety Environment
IATA	-	International Air Transport Association
ICAO	-	International Civil Aviation Organisation
LPC	-	Licence Proficiency Check
MEL	-	Minimum Equipment List
NCDC	-	Nigeria Centre for Disease Control
Nig. CARs	-	Nigeria Civil Aviation Regulations
OPC	-	Operator Proficiency Check
PAAS	-	Permit for Aerial Aviation Services
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

DRAFT

APPENDIX A

	POST COVID-19 AIRLINE RESTART PROTOCOL	***Local Office***	
	ASSESSMENT CHECKLIST & REPORT	***AOC Number***	
Name of Airline		***Date***	

ASSESSMENT TEAM **FUNCTIONAL AREAS**

AIR		1 ALL (AIR/OPS/PEL)									9 COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT											
OPS		↓	2 AIRWORTHINESS								↓	10 ECONOMIC REGULATION										
PEL		↓	↓	3 FLIGHT OPERATIONS							↓	↓	11									
G/OPS		↓	↓	↓	4 PERSONNEL LICENSING						↓	↓	↓	12								
AVSEC		↓	↓	↓	↓	5 GROUND HANDLING					↓	↓	↓	↓	13							
DATR		↓	↓	↓	↓	↓	6 CONSUMER PROTECTION				↓	↓	↓	↓	↓	14.						
CPD		↓	↓	↓	↓	↓	↓	7 AVIATION SECURITY			↓	↓	↓	↓	↓	↓	15.					
Assessment Number		↓	↓	↓	↓	↓	↓	↓	8 SMS/SSP		↓	↓	↓	↓	↓	↓	↓	16.				
↓	FUNCTIONAL AREAS	↓	↓	↓	↓	↓	↓	↓	↓	↓17	↓18	↓	↓	↓	↓	↓	↓	↓	↓	Assessor initials	Assessment Date	Closure Date
1.	ALL (AIR/OPS/PEL)																					
2.	AIRWORTHINESS																					
3.	FLIGHT OPERATIONS																					
4.	PERSONNEL LICENSING																					
5.	GROUND HANDLING																					
6.	CONSUMER PROTECTION																					
7.	AVIATION SECURITY																					
8.	SMS/SSP																					
9.	COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT																					
10.	ECONOMIC REGULATION																					

POST COVID-19 AIRLINE RESTART PROTOCOL

ASSESSMENT CHECKLIST & REPORT

Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.

1 ALL (AIR/OPS/PEL) **Reference : AOL DG012/20, Nig.CAR Parts 2,5,6,8,9,17,18.19**

Application to obtain NCAA approval to resume operation post COVID -19 lockdown		Designated Manager for The Airline Restart Plan							
Submit Airline restart plan									
						DOT Inspector		**Signature**	

POST COVID-19 AIRLINE RESTART PROTOCOL

ASSESSMENT CHECKLIST & REPORT

Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

2 AIRWORTHINESS		**Reference : AOL 078, AOL DG012/20,Nig.CAR Parts 5,6,8,9**							
Evidence of compliance with AOL 078 for each aircraft relating to aircraft maintenance requirements during lockdown period		Evidence of compliance with AOL DG012/20 for each aircraft disinfection		Evidence of certifying staff recency		Evidence of HSE specific training with emphasis on COVID 19		Evidence of provision of PPEs for maintenance personnel	
Submit Airline restart plan									
Evidence of COVID -19 SOPs (Maintenance Related)		Aircraft Maintenance Programme current with source documents		Assures Correction of Deferred Defects/MEL		Assures Accomplishment of Mandatory Continued Airworthiness Instruction (MCAI)		Ensures C OF A is Valid for Aircraft Fleet	
Aircraft Monthly Status Report		Maintenance Management		Quality System					
		Arrangement for aircraft spares							
		Due heavy maintenance				**DAWS Inspector**		**Signature**	

POST COVID-19 AIRLINE RESTART PROTOCOL

ASSESSMENT CHECKLIST & REPORT

Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

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- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

3 FLIGHT OPERATIONS		**REFERENCE : AOL DG012/20,Nig.CAR Part 2,8,9**							
Flight Crew : evidence		**Cabin Crew : evidence**		**Flight Dispatchers evidence**		**Flight Operations Management**			
LPC/OPC (training plan in lieu of Simulator)		Medicals		Licenses		Evidence of provision of PPEs for flight crew and ground staff			
Medicals		Drills		Recency		Evidence of revised First Aid Training for Flight Crew wrt COVID-19			
Instrument Check		Recency		Refresher course		Evidence of Revised Passenger and Cargo Handling Procedure			
Check Airman status		Refresher courses				Evidence of serviceability of aircraft and emergency equipment			
Refresher courses						Current Management Post Holders			
HSE specific training with emphasis on COVID 19		HSE specific training with emphasis on COVID 19		HSE specific training with emphasis on COVID 19		Evidence of COVID -19 SOPs (Flight Operations Related)			
List of designated training and checking personnel						Submit online approval pages of Manuals to be carried on board aircraft			
Check airman current and qualified									
Check airman meet the minimum requirements									
						DOT Inspector		**Signature**	

POST COVID-19 AIRLINE RESTART PROTOCOL

ASSESSMENT CHECKLIST & REPORT

Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

4 PERSONNEL LICENSING		**Reference: AOLDG008/20,Nig.CAR Part 2**							
Flight Crew. For flight crew whose simulator are due for renewal and are unable to access training facility are to submit evidence of :		**AME. AMEs requiring AME renewal will be required to submit evidence of**		**Cabin Crew : Submit evidence of :**		**Flight Dispatchers: Submit evidence of :**		**ATC. Submit evidence of**	
LPC/OPC (training plan in lieu of Simulator)		An online Human Factors Training		Medicals		Regency (ops Control/Flight following)		Medical	
Current medical Certificate		Recent aircraft maintenance experience		Drills		Recurrent/Refresher course		Proficiency	
Last Simulator				Recency					
Last actual Flight									
Check Airman/Instructor Status									
						DOL Inspector		**Signature**	

POST COVID-19 AIRLINE RESTART PROTOCOL						
ASSESSMENT CHECKLIST & REPORT						
Name of Airline					***AOC Number***	
Guidance Reference					***Assessment date***	
Location & Participants						

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

5. GROUND HANDLING ARRANGEMENT		**Reference : AOL DG012/20**						
Ground Handling Arrangement with WHOCOVID-19 guidelines								
Evidence of COVID -19 SOPs (Ground Operations Related)						**DOT Inspector**	**Signature**	

POST COVID-19 AIRLINE RESTART PROTOCOL					
ASSESSMENT CHECKLIST & REPORT					
Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

6. CONSUMER PROTECTION		**Reference : AOL DG012/20,Nig.CAR 19**					
Evidence of Airline information on Safe Meansof TicketPurchaseand Check-in		Evidence of Airline information on				Evidence of a schedule showing list of unutilized tickets indicating its plan/agreement with the holder of such tickets for	
Passengers to choose the option of online ticket purchase and online check-in		General Flight commencements		Evidence of arrangement to provide passengers with hand sanitizers/ disinfectant wipes		• Ticket utilisation • Ticket redemption • Ticket refund	
Online platforms for ticket purchase and flight check-in are functioning optimally		Notification to passengers to be at the airport in good time so as to have ample time to undergo all security and Pandemic/health protocols before the flight		Evidence of provision of PPEs for Airline Ticketing, Customer Service and Checking personnel			
		Route/destination commencement					
		To passengers to wear face masks at all stages of the trip					
		Passengers and ground handlers maintaining physical distance to board a maximum of 10 passengers at a time					
COVID-19/Pandemic protocols for all walk-in passengers				Evidence of COVID -19 SOPs (Customer Service Related)		**CPD Officer Signature**	

POST COVID-19 AIRLINE RESTART PROTOCOL					
ASSESSMENT CHECKLIST & REPORT					
Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

7. AVIATION SECURITY		**Reference : NCAA-AC-AVSEC001/20,Nig.CAR Part 17**						
Evidence of COVID -19 SOPs (AVSEC Related)		Set up de-gowning areafor security personnel to divest and dispose PPEs		Evidence of HSE specific training with emphasis on COVID 19			Evidence of provision of PPEs for screeners/security personnel	
Develop procedures for the use and disposal of used PPEs								
Outsourced services compliance with COVID 19 SOPs								
						AVSEC Officer **Signature**		

POST COVID-19 AIRLINE RESTART PROTOCOL						
ASSESSMENT CHECKLIST & REPORT						
Name of Airline					***AOC Number***	
Guidance Reference					***Assessment date***	
Location & Participants						

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

8 .SMS/SSP				**Reference: ASPL 002, ASPL 003**					
Safety Risk Assessment		Safety Measures		Management of Change Process					
						SSP Inspector		**Signature**	

POST COVID-19 AIRLINE RESTART PROTOCOL					
ASSESSMENT CHECKLIST & REPORT					
Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

9. COVID-19 PUBLIC HEALTH CORRIDOR CONCEPT		**References : NCAA-AC-AMS-001,Nig.CAR 18**					
Plan and process put in place to comply with COVID-19 Public Health Corridor Concept :							
Entry and exit screening of crew members at airports							
Pre-flight							
In-flight							
Post-flight							
Layover / transits / night stops							
Suspected covid-19 case on board an aircraft							
Airport check-in, boarding of passengers, in-flight and disembarkation restrictions							
Arrangements for aircraft disinfection				**AMS Inspector** **Signature**			
COVID-19 training to flight crew							

POST COVID-19 AIRLINE RESTART PROTOCOL					
ASSESSMENT CHECKLIST & REPORT					
Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Complete the right part of each box with one of three indicators :

- A cross (X) which means in compliance with COVID 19 guidelines
- A number which relates to a comment which is recorded in findings/recommendation part of this checklist
- N/A which means the requirement is Not applicable to the airline.
- N/C- Not checked

10. ECONOMIC REGULATIONS		**Reference : Nig.CAR Part 18**					
FINANCIAL HEALTH						***ATL /AOP Number***	
Evidence of airline's valid Economic Authorisation (i.e. Licence/Permit)		Submit estimated financial loss incurred during the Covid-19 lockdown period		Submit estimated financial obligations to service providers & others e.g. FAAN, Leasing Company, Inflight Caterer, Aviation Fuel Suppliers, Ground Handlers etc			
Evidence to meet the airline's immediate financial obligations for at least 3 months from the available cash Post Covid-19 Lockdown.		Evidence of up to date staff salary payment and if not, how many months outstanding?		Evidence of adequate insurance cover and premium fully paid or premium payment plan agreed with Insurance Broker or Firm.			
						ATR Officer	**Signature**

POST COVID-19 AIRLINE RESTART PROTOCOL					
LIST OF FINDINGS/NON-COMPLIANCES					
Name of Airline				***AOC Number***	
Guidance Reference				***Assessment date***	
Location & Participants					

Note : Each finding or recommendation must be identified by a number cross-related to the same number in checklist protocol item. The first column of the array must contain that number. The second column must contain the associated submitted document

Finding number	Functional Area	COVID 19 document reference	Findings / Recommendations	Target Closure Date	NCAA Follow up / Closure Date

Recommendation on Post COVID-19 Airline Restart Plan

☐ Airlines Restart Plan was found to comply with requirements of NCAA COVID-19 Guidelines inter alia

☐ Airlines Restart Plan was found to comply with requirements of NCAA COVID-19 Guidelines inter alia except for deficiencies listed above. Airline must forward a letter to the NCAA addressing corrective action to deficiencies before an Airline Restart approval is issued.

The undersigned hereby recommends acceptance of the Airline Post COVID-19 Restart Plan.

Name of NCAA Lead Inspector: _____

Signature of NCAA Lead Inspector: _____

Directorate _____ **Date:** _____

The undersigned hereby accepts and recommends for the DG 's approval of the airline post COVID-19 Restart Plan.

Name of NCAA Director: _____

Signature of NCAA Director accepting Plan: _____

Directorate _____ **Date:** _____

The NCAA Post COVID-19 Airline Restart Protocol Checklist shall be submitted to the Director General along with a letter accepting the Restart Plan and granting approval to commence flight operations that will be endorsed by the Director General.

Director General's approval	
Having fulfilled all the COVID 19 requirements to restart operations the referenced airline in this COVID 19 restart protocol ASSESSMENT CHECKLIST & REPORT, is hereby authorized to return to service and requirement to be compliance with all COVID-19 protocols issued by the Authority and other relevant authorities	
Name :	Capt. Musa Nuhu
Signature	
Date	

APPENDIX B

Nigerian Civil Aviation Authority

Advisory Circular

NCAA-AC-AMS-001

Subject:
GUIDANCE ON FACILITATING FLIGHT OPERATIONS AND PROTECTING CREW AND PASSENGERS DURING THE COVID-19 PANDEMIC – PUBLIC HEALTH CORRIDOR CONCEPT (PHCC)

Date: 01/05/2020

NOTE : This is a controlled publication. The latest revision of this publication is on NCAA website : www.ncaa.gov.ng

APPLICABILITY : ALL AOC HOLDERS

GUIDANCE ON FACILITATING FLIGHT OPERATIONS AND PROTECTING CREW AND PASSENGERS DURING THE COVID-19 PANDEMIC – PUBLIC HEALTH CORRIDOR CONCEPT (PHCC)

AIRLINES

GUIDANCE ON FACILITATING FLIGHT OPERATIONS AND PROTECTING CREW AND PASSENGERS DURING THE COVID-19 PANDEMIC – PUBLIC HEALTH CORRIDOR CONCEPT (PHCC)

Table of Contents

SECTION	TITLE
1.	PURPOSE
2.	RELATED REGULATIONS.
3.	RELATED READIND MATERIALS
4.	BACKGROUND.
5.	KEY CONSIDERATIONS
	GUIDANCE TO FLIGHT CREW -
6.	AT ALL TIMES
7.	ENTRY AND EXIT SCREENING OF CREW MEMBERS AT AIRPORTS
8.	PRE-FLIGHT
9.	IN-FLIGHT
10.	POST-FLIGHT
11.	LAYOVER / TRANSITS / NIGHT STOPS
12.	SUSPECTED COVID-19 CASE ON BOARD AN AIRCRAFT
13.	AIRPORT CHECK-IN, BOARDING OF PASSENGERS, IN-FLIGHT AND DISEMBARKATION RESTRICTIONS
14.	Airport Operators COVID 19 Health Guidelines (Reference only)
15.	Ground Handling COVID -19 Health Guidelines (Reference only)
APPENDIX A	CREW COVID-19 STATUS CARD

Nigerian Civil Aviation Authority

Advisory Circular

NCAA-AC-AMS-001

Subject:
GUIDANCE ON FACILITATING FLIGHTS OPERATIONS AND PROTECTING CREW AND PASSENGERS DURING THE COVID-19 PANDEMIC – PUBLIC HEALTH CORRIDOR CONCEPT (PHCC)
Date: 01/05/2020

1. PURPOSE.

a. This Advisory Circular (AC) provides guidance to Airlines to operate safely post COVID-19 lockdown. It aims to address the following concerns:

- When sending crew on international flight operations, how do we prevent them from:
  - Transmitting the virus amongst themselves?
  - Contracting COVID-19 when they are staying abroad during a layover, and
  - Importing the virus when they return?
- When allowing foreign crew to enter Nigeria, how do we:
  - Prevent foreign crew from transmitting the virus to the local community and creating new clusters of transmission, and vice-versa?
  - Manage foreign crew when they exhibit symptoms of COVID-19 on arrival or develop symptoms during layover?
- When allowing crew members operate domestic flights, how do we prevent them from:
  - Transmitting the virus amongst themselves?
  - Contracting COVID-19 when they are staying overnight during a layover or night stop, and
  - Importing the virus when they return?
- When passengers will travel on domestic or international flights, how do we prevent them from:
  - Transmitting the virus amongst themselves?
  - Contracting COVID-19 when they are staying overnight during a layover or night stop, and
  - Importing or exporting the virus when they return?

2. RELATED REGULATIONS

a. Nigeria Civil Aviation Regulations (Nig. CARs) Parts 7 (Instruments and equipment) subpart 7.9.1.1 (b), IS 7.9.1.11 (b) (Universal Precaution kits),
b. Nigeria Civil Aviation Regulations (Nig. CARs) Parts 8B (operations) IS 5.1.29 (passenger health and safety),
c. Nigeria Civil Aviation Regulations (Nig. CARs) Parts 18 (Air transport Economics):
   i. Part 18.8.9.3 (Approval for entry and departure of aircraft),
   ii. Part 18.8.17 (Airport Health Regulations)
   iii. Part 18.8.18 (Disinsection of Aircraft)
   iv. Part 18.8.19 (Disinfection of Aircraft)
   v. Part 18.8.21 (Facilities required for implementation of Public Health Emergency medical relief and Animal plant quarantine measures
d. Part 18.8.22 (Implementation of International Health Regulations (IHR) and related provisions).
e. Part 15 (Dangerous goods) subpart 4 (Exemption)

3. RELATED READING MATERIALS

a. ICAO CAPSCA guidance on Crew protection and facilitation
b. IATA guidance for cabin operations during and post pandemic, Edition 1 – 22nd April 2020
c. Procedures for Air Navigation Services - Air Traffic Management (PANS-ATM, Doc 4444
d. NCAA All operators Letter (DG 012/20) “National Interim guidance on Aircraft/Aviation facilities cleaning and disinfection in relation to the COVID-19 pandemic”
e. WHO guidance “Operational considerations for managing COVID-19 cases or outbreak in aviation”.
f. WHO Advice on the use of masks in the context of COVID-19
g. NCAA All Operators Letter (DG 010/20) “COVID-19 guidance on management of crew members in relation to the SARS-CoV-2 pandemic”
h. ICAO Annex 9 Appendix 2

4. BACKGROUND.

The Coronavirus (COVID-19), declared a global pandemic by the World Health Organization (WHO) on 11 March 2020, has caused massive negative impacts on the world economy and has adversely impacted on the lives of millions of people. Since the first reported case, the virus has left some businesses around the world counting losses, and many more completely destroyed, families bereaved, and most governments' resources stretched to the limit. The adverse impact of COVID-19 has plunged the world in a maelstrom of grief and growing hardship, while it notably affects global civil aviation resulting in losses and a potential collapse of the industry. According to the ICAO estimates, in February 2020, international passenger capacity decreased by 8%, mainly related to traffic to and from States that experienced an early outbreak. In March 2020, international passenger capacity decreased further by 22%, with significant reduction not only in States experiencing an early outbreak, but also on a global scale. Air traffic reduction is no longer limited to initial outbreak countries. Sequel to the Coronavirus pandemic, Government had placed restrictions on movement, ban on both international and domestic travels as well as cancellation of flights which led to significant decrease in aircraft movement and passenger traffic.

5. KEY CONSIDERATIONS

a. The COVID-19 pandemic has reached all parts of the world and it has to be assumed that all countries are affected.
b. Globally, the strategy is to limit the spread in order to flatten the epidemic curve so as to enable States to enhance their capacity and resources to manage the pandemic.
c. Current evidence still supports the fact that the mainstay of SARS-CoV-2 (COVID-19) spread is by respiratory droplets of infected persons during close contact.
d. Virus shedding in respiratory droplets is mainly in the first two weeks of onset of symptoms; and the highest shedding is in the first week.
e. A large proportion of infected persons present with very mild symptoms.
f. There are reports of transmission by asymptomatic or pre-symptomatic persons infected with COVID-19, although it is not considered to be a key driver of transmission.
g. Hand hygiene and avoiding mouth, eyes and nose contact with contaminated hands remain among the key prevention methods.
h. While the use of face masks alone is insufficient to provide an adequate level of protection to the wearer, and there is currently no evidence supported by WHO that wearing a mask (whether medical or other types) by healthy persons including universal community masking, can prevent them from infection with COVID-19, its usage can potentially reduce the release of the virus through coughing and sneezing; therefore the appropriate use of face masks taking into account the environment and risk exposure, could reduce the risk of exposure from infected persons.
i. Physical distancing of at least one metre, ideally two metres, is necessary to avoid inadvertent community transmission of COVID-19.

j. Unless specified as flight crew or cabin crew, the term "crew" refers to all operational crew required on board for the air operator to support the flight. This may include ground engineers or technicians who may be required to provide engineering support for the flight.

k. Air operators are reminded to equip their aircraft with Universal Precaution Kits to be used by the cabin crew when a suspected case is identified on board, in accordance with ICAO Annex 6 (Operation of Aircraft).

l. Air operators should review current fatigue management policies to ensure that these reflect any new constraints, such as reduced opportunities for crew rest or meals at destination airports or on positioning flights, or changes to procedures such as reduced duration for layovers. Appropriate crewing and scheduling should be adopted to ensure that crews are not unduly fatigued during the operating pattern that they embark on.

m. With reduced network capacity, crew (especially for cargo operations) may be positioned on another airline.

GUIDANCE TO FLIGHT CREW

The Crew COVID-19 Status Card in Appendix A can be used to collect information and apply the following guidance:

6. **AT ALL TIMES**:

a. Air operators are to carry out disinfection on of the aircraft on a weekly basis and as determined by a risk assessment by the Nigerian Civil Aviation Authority (NCAA) in coordination with the Port health services, using materials known to be effective against COVID-19 and safe for use in the aircraft, in accordance with Nig. CARs. 18.8.19, NCAA All operators Letter (DG 012/20) **"National Interim guidance on Aircraft/Aviation facilities cleaning and disinfection in relation to the COVID-19 pandemic"** and WHO guidance **"Operational considerations for managing COVID-19 cases or outbreak in aviation".**https://apps.who.int/iris/bitstream/handle/10665/331488/WHO-2019-nCoV-Aviation-2020.1-eng.pdf)

i. Cockpit disinfection during crew changes is highly recommended. Air operators are required to provide crew with the necessary disinfection materials and personal protective equipment (PPE).

ii. Operators are to carry out some form of aircraft disinfection after every flight except for transit flights where passengers may be on board.

b. Crew identified as having had close contact with a suspected COVID-19 case must self-isolate pending the result of testing of the suspected case. During this period, such crew must be relieved from the flight duty roster.

c. Crew identified as having had close contact with a positive COVID-19 case must be relieved from the flight duty roster for 14 days from the date of exposure and follow the instructions of the Nigerian Centre for Disease Control (NCDC).

d. Crew displaying any symptoms suggestive of respiratory tract infection, even if mild, has a fever, a new persistent cough, difficulty breathing, or feeling unwell in any way, must be relieved from flight duties, self-isolate and seek medical advice as soon as practicable.

e. Crew are to observe physical distancing practices, including both when on and off duty, and minimise contact with the public in accordance with local health requirements

a. when off-duty.

f. Given the current situation and as far as Flight Time Limitation (FTL) permits, air operators should operate turnaround flights and avoid long layovers and transits for their crew as far as reasonably practical. For turnarounds, crew are advised to stay within the aircraft (except for aircraft walk-around checks). Consideration should be given for unforeseen delays (e.g. due to unplanned testing procedures).

g. Access on-board the aircraft by authorised personnel such as ground/technical personnel must only be allowed with physical distancing measures adopted and the wearing of PPE (Face mask and gloves).

h. Oxygen masks must be disinfected using available means, after each use. In-flight rest shall have bedding for each crew member for their individual use. The bedding must be packaged and stored individually.

i. The operator's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant's package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.

j. If the formal application meeting is successful, the operator is provided with a letter acknowledging receipt and acceptance of the package. The CAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

7. ENTRY AND EXIT SCREENING OF CREW MEMBERS AT AIRPORTS

i. Aircraft operators and crew are encouraged to collaborate with Port Health Services when conducting entry or exit screening at airports, with the aim of early detection of symptomatic crew for further evaluation and treatment and to prevent importation and exportation of the disease.

ii. Screening performed by PHS will include observing crew for symptoms and signs of COVID-19, mandatory temperature screening, conducting a focused interview with such identified crew members, or directing symptomatic crew for further medical assessment, which could include specific testing for COVID-19.

iii. If crew members are positive for COVID-19 based on the medical evaluation, isolation and treatment will be required. Alternatively, the air operator may medically repatriate such crew member by appropriate modes.

8. PRE-FLIGHT

a. Air operators are to remind crew that symptoms of COVID-19, including fever, renders them unfit for duty. On reporting for duty, crew members are required to complete the **Crew COVID-19 Status Card**, in addition to the routine clock-in fitness declaration.

b. Air operators are to implement disinfection procedure of the cockpit controls and surfaces before the flight if there are crew changes, using material that is effective against COVID-19 and safe for aviation use.

c. Crew must, as far as practicable, avoid contact with the public and ground/technical personnel as well as observe good hand hygiene and physical distancing measures when conducting pre-flight checks and briefings.

d. Any positioning crew should be the last to embark the aircraft.

e. Aircraft operators are to provide suitable face masks for flight crew, which must be donned when physical distancing cannot be achieved, when travelling to and from the aircraft and during layovers. In the interest of flight safety flight crew may remove their face mask when they are in the cockpit and doors are closed.

f. Aircraft operators should inform flight crew of the caveats of mask management, based on the NCDC and WHO Advice on the use of masks in the context of COVID-19.(https://www.who.int/publications-detail/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak).

9. IN-FLIGHT

a. Crew members, including any positioning crew, must observe good hand hygiene, physical distancing measures and minimise all non-essential interaction and contact with fellow crew members, as far as practicable, during duty or at mealtimes.

b. Where cabin crew members are on board, they are to be assigned to, and remain at their designated sections of the aircraft, observe physical distancing measures and minimise all non-essential interaction, including with passengers if any, during the course of their duty, as far as practicable, except when required to respond to an in-flight emergency.

c. Any positioning crew members are to be assigned seats in designated sections of the aircraft, segregated from any passengers, if present, for the duration of the flight to achieve the recommended physical distancing.

d. In the event that a crew member experiences fever or any symptoms suggestive of COVID-19while on board the aircraft, the crew member should follow the procedures outlined in the NCAA All Operators Letter (DG 010/20) "COVID-19 guidance on management of crew members in relation to the

SARS-CoV-2 pandemic" and WHO Operational considerations for managing COVID-19 cases or outbreak in aviation (https://apps.who.int/iris/bitstream/handle/10665/331488/WHO-2019-nCoV-Aviation-2020.1-eng.pdf),donning a face mask and isolate him/herself from fellow crew members, provided that it doesn't affect aviation safety. The crew should report to the Port Health Services upon arrival for further assessment.

10. POST-FLIGHT

a. While completing all post-flight formalities and pre-flight formalities for turnaround flights, crew, including any positioning crew, must observe physical distancing measures, good hand hygiene and minimise all non-essential interaction and contact with fellow crew members, any ground/technical personnel, and/or passengers and their belongings, if present, as far as practicable.

b. Any positioning crew should be the first to disembark the aircraft.

c. Airport Operators are to provide dedicated channels at airports to facilitate crew, including any positioning crew, in clearing customs and immigration in order to minimise contact with other travellers.

11. LAYOVER / TRANSITS / NIGHT STOPS

In the event that the crew is required to layover, transit or night stop at outstation, the air operator is to coordinate with the Port health Services at airports and implement the following:

a. Commute arrangements (between airport and hotel, if required): The air operator should arrange for the commute between the aircraft and the crew's individual hotel rooms ensuring hygiene measures are applied and the recommended physical distancing adopted, including within the vehicle.

b. At all times, crew must comply with NCDC regulations and policies
   i. One crew member to one room, which is sanitised prior to occupancy.
   ii. Crew, taking account of the above, and insofar as is practicable, should:

(i) Avoid contact with the public and fellow crew members and remain in the hotel room except to seek medical attention, or for essential activities including exercise, while respecting physical distancing requirements.
(ii) Not use the common facilities in the hotel, including the pool or gymnasium.
(iii) Dine in-room or seated alone in a restaurant within the hotel, only if room service is not available.
(iv) Regularly monitor for symptoms including fever; and,
(v) Observe good hand hygiene, respiratory hygiene and physical distancing measures when required to leave the hotel room only for the reasons specified in (i), (iii) or emergency situations.

iii. Crew members experiencing symptoms suggestive of COVID-19 during layover, transit or night stop should:
(i) Report it to the aircraft operator and Public Health Authority of the State.
(ii) Be assessed and monitored in accordance with the procedure implemented by the State (e.g. a medical doctor at the hotel room of such crew, or an isolation room within the hotel, or alternative location).
(iii) If a crew member has been evaluated by a medical doctor and COVID-19 is not suspected, the air operator may arrange for the crew member to repatriate to base; and
(iv) If a crew member is suspected or confirmed as a COVID-19 case by the State, such crew member should be medically repatriated by appropriate modes or admitted into a treatment facility.

12. SUSPECTED COVID-19 CASE ON BOARD AN AIRCRAFT

Activate the on-board procedures for cabin crew to manage ill passenger(s).

f. Universal precaution kits (UPK) should be carried on aircraft that are required to operate with at least one cabin crew member in line with Nig. CARs Part 7.9.1.1 (b).
They include:
• Dry powder that can convert small liquid spills into a sterile granulated gel
• Germicidal disinfectant/wipes for surface cleaning
• Face/eye mask (separate – goggles and medical mask or combined – face shield) • Gloves (disposable)
• Protective apron • Full-length long-sleeved gown (if available)
• Biohazard disposable waste bag (if available).

If a passenger develops symptoms of acute respiratory infection or shows signs or symptoms compatible with a communicable disease, including COVID-19, as documented in the Aircraft General Declaration (Nig. CARs Part 18, IHR Annex 8, ICAO Annex 9, Appendix 1), efforts should be made to minimize contact of passengers and cabin crew with the ill person.

Crews should follow the International Air Transport Association (IATA) procedures.

• Separate the ill person from the other passengers by minimum of 1 meter (usually about two seats left empty in all directions, depending on the cabin design) from the seat occupied by the suspected case. Where possible this should be done by moving other passengers away.

• Ask the ill person to wear a medical mask and practice respiratory hygiene when coughing or sneezing. If the medical mask cannot be tolerated by the ill person, provide tissues to cover mouth; discard tissue immediately into a biohazard disposal waste bag carried in the Universal Precaution kit.

If no biohazard disposal waste bag is available, place it into an intact plastic bag, seal it, and consider it "biohazard" waste; wash hands with soap and water or alcohol-based hand rub.

• Designate one crew member to serve the ill person, preferably a crew member trained in infection prevention and control measures and not necessarily the crew member that has already been attending to this passenger.

• If possible, designate one toilet for use only by the ill person.

• When attending to an ill passenger who displays fever, persistent cough, or difficulty breathing, always use personal protective equipment (PPE) (provided in the Universal Precaution Kit), including mask, eye protection, gloves, and a gown.

• Wear disposable gloves when tending to an ill passenger or touching body fluids or potentially contaminated objects and surfaces. Remove gloves carefully to avoid contaminating yourself, dispose of them and other disposable items that had contact with ill person in a biohazard bag and wash hands with soap and water or alcohol-based hand rub.

• Crew should make sure not to touch other service utensils or cutlery 'after tending to an ill passenger.

• Crew members should be provided with instructions for communicating with an ill person suspected of COVID-19 (see Annex A). It is also important for crew members to be aware that it is ok to touch or comfort a suspected or a confirmed COVID-19 case on the condition that they are wearing appropriate PPE.

a. Reporting of suspect case on board by Pilot in Command (PIC)

i. Reporting in accordance with Nig. CARs 18.8.22.4 and the International Health Regulations (2005), pilots shall make known to air traffic control as early as possible before arrival at the airport of destination any cases of illness indicative of a disease of an infectious nature or evidence of a public health risk on board as soon as such illnesses or public health risks are made known to the pilot in command.

ii. Crew should follow the procedures in accordance with ICAO Annex 9 and Procedures for Air Navigation Services - Air Traffic Management (PANS-ATM, Doc 4444) when reporting a suspected case on board.

iii. Implementing public health measures Aircraft operators/airlines shall comply with the health measures recommended by WHO and national authorities and inform passengers of the health measures implemented by ground personnel and crews on board.

(i) Aircraft General Declaration (GenDec)

Aircraft operators/airlines may be required to provide to the Port health services the Health part of the Aircraft General Declaration, as per Nig. CARs Part 18 and Annex 9 of the International Health Regulations, upon arrival to conduct preliminary risk assessment.

(ii) Passenger Locator Form (PLF)

Aircraft operators/airlines shall provide to the Port health services the Passenger Manifest (ICAO Annex 9 Appendix 2) and/or the Passenger Locator Form (PLF) in line with Nig. CARs 18.8.22.5, preferably the IATA model7 (see Annex 2) (ICAO Annex 9 Appendix 13), if a passenger or crew member has developed signs/symptoms of acute respiratory illness (as defined above) onboard. The PLF must be completed for the ill person and all potential contacts on board. Information collected should be submitted by the crew members to the Port health services.

Until the Public Health Emergency of International Concern (PHEIC) in relation to COVID-19 is terminated, an adequate number of PLFs should be available onboard passenger aircraft. Depending on local risk assessment, Port health services may ask all passengers and crew to complete a PLF. The completed PLFs must be Operational considerations for managing COVID-19 cases/ outbreak in aviation.

13. SUMMARY OF REQUIREMENTS FOR CREW MEMBERS AND PASSENGERS: Airport check-in, boarding, in-flight and disembarkation requirements

a. Airlines are to encourage passengers to check-in online and drop off their check-in bags if any to avoid congestion at the check-in counters.

b. Airlines are to place a bottle of water in the seat pocket of seats to be occupied by passengers before boarding the flight.

c. A floor mounted automatic sanitizer dispenser is to be placed at the door of the aircraft. Crew members are to ensure that all passengers rub their hands with the alcohol-based sanitizer before boarding the aircraft.

d. Flight crew and passengers may choose to carry their own alcohol-based sanitizer and use it to rub their hands as frequent as possible. Alcohol-based hand sanitizers to be carried by crew or passengers in their hand-luggage should not exceed 100mls in line with Aviation security provisions.

e. Airlines who wish to add alcohol-based sanitizer to the items carried in the galley or installed in the lavatories are to seek the authorization of the NCAA in line with Nig. CARs Part 15.4. It is recommended that the request for authorization address the following:

• the classification and UN number of the hand sanitizer. For example, UN 1987, Alcohols, n.o.s. (ethyl alcohol mixture), UN 1170, Ethanol solution. However, the safety data sheet from the manufacturer of the hand sanitizer should be checked for the classification;

• the quantity of hand sanitizer in each container and the number of containers to be carried on the aircraft;

• what steps will be taken to ensure that the hand sanitizer is kept away from sources of heat or ignition;

• provision of information to crew members on the carriage of the hand sanitizer. For example, that crew members will be advised on the procedures through a bulletin or other appropriate method. Hand sanitizers containing alcohol must not be installed or carried adjacent to any source of heat, such as ovens, water heaters, Inflight Entertainment systems etc.

f. Social distancing of at least 2 meters shall be ensured by Cabin crew members, ground handling, airline personnel during boarding and sitting of passengers.

g. Airline or ground handling staff shall conduct secondary temperature screening for all passengers using a hand-held infrared temperature scanner. Passengers with a temperature of 38° Centigrade or higher will not be allowed to board the aircraft. He/she will be referred to the Port Health Services for further medical assessment.

h. Aircraft will be disinfected daily and when there is a suspected case of communicable disease on board an aircraft. The NCAA shall countersign/verify that the disinfection has been carried out in accordance with item 6 above. The disinfection is to be logged in aircraft documents. The PIC shall ensure full compliance with NCAA instructions on disinfection. Similar disinfection standard shall also be mandatory prior to embarkation of a flight originating from outside Nigeria.

i. An inventory of essential PPE, comprising Protection suits, gloves, surgical masks, goggles, and N-95 face masks etc shall always be maintained in all aircraft.

j. For international and regional departures/arrivals to and from Nigeria, Health declaration forms/Passenger self-reporting forms will be disseminated to all passengers prior to boarding. The forms will be filled and signed by all passengers before they can board the flight. The forms will be collected by the Port Health Service upon arrival at destination airport.

k. Flight deck crew members are to wear N95 face mask and gloves while handling paperwork with dispatchers and ground staff. Face mask can be removed for flight safety consideration when the cockpit door is closed. Flight deck crew members are to practice hand hygiene (washing of hand with soap and water and rub their hands with alcohol-based sanitizer) after flight and on removing PPE.

l. Airline cabin crew are to wear long sleeves tops, N95 facemask, gloves, disposable aprons and googles while performing their duties. Hand gloves are to be worn for the duration of the flight by cabin crew members and should be removed and disposed of carefully in a bio-hazard bag to avoid cross contamination. Cabin crew members are to practice hand hygiene (wash of hand with soap and water and rub hands with alcohol-based sanitizer) after flights and on removing PPE including gloves.

m. Cabin crew members are to provide acceptable face mask (minimum of a surgical face mask) to all passengers, are not wearing any, at the aircraft door while embarking.

n. Crew members are to ensure that passengers wear their face mask for the duration of the flight (i.e. upon boarding the flight until they disembark at destination).

o. Crew members and passengers are to restrain from constantly touching their face to reposition face masks. Face masks should be replaced at regular intervals.

p. Cabin crew are to be seated in such a way as to enhance social distancing during flights.

q. Cabin crew shall remain within in their assigned areas during flight, except where there is an in-flight emergency.

r. Airlines are to sanitize safety demonstration equipment before each use.

s. Airlines are to review their safety demonstrations to ensure that cabin crew are not required to place demonstration equipment such as oxygen masks and life vest mouth pieces to their mouths and nose.

t. When demonstrating the use of oxygen masks, passengers should be reminded that protective face masks should be removed before putting on oxygen masks in the event of cabin depressurization.

u. Passenger announcements are to be modified to include additional safety measures put in place by the airline as enumerated in this document.

v. Cabin crew members are to maintain social distancing while welcoming passengers into the aircraft and avoid any close contact with any passenger before, during and after the flight.

w. Cabin Crew members are to ensure social distancing (seat blocking) while sitting the passengers as follows:

   i. Where there are Three seats in a row, the middle seat is to be left unoccupied

ii. Where there are Two seats in a row, only one passenger is to be sited on the window seat
iii. Crew members are to ensure that there is a vacant seat (blocked seat) between passengers for the entire duration of the flight.
iv. No passenger will be allowed to change his/her seat during the flight.

x. There shall be no serving of food or drinks during the flight. For flights lasting 2 hours or more, pre-packed snacks or meals can be served.

y. No passenger except babies will be allowed to eat while on board the aircraft, except as in 'u' above.

z. Cabin crew are to inform passengers who use the lavatories during flights to ensure they keep their facemask on and practice hand hygiene (washing hands with soap under running water for at least 20 seconds) thereafter.

aa. To maintain physical distancing, at least one lavatory should be blocked and dedicated for crew use in order to ensure it remains available for handwashing, as well as limiting the possibility of contamination from infected persons.

bb. Physical distancing techniques needs to be applied to passengers waiting to use lavatories.

cc. Cabin crew will spray disinfectant in Lavatories every 30 minutes for domestic flights and 60 minutes for regional and international flights, or after every 10 uses.

dd. Cabin crew are to inform passengers to practice safe cough etiquette (Coughing into flexed elbow or covering mouth and nostril with a disposable tissue when coughing). Used tissue is to be disposed into a bio-hazard bag and passenger wash his/her hands with soap and water or rubs hand with alcohol-based sanitizer thereafter.

ee. Cabin crew are to ensure they perform their normal duties of safety and care for sick passengers.

ff. Airline cleaning staff are to use disinfectants and alcohol swipes to clean commonly touched areas of the aircraft (toilet door handles, locks of overhead storage compartments, seat handles, seat pockets, seat belt buttons, trays, air vents, call buttons, emergency cards, toilet flushing handle, water tap handle etc) in between flights except for transit flights. The Airline cleaning personnel are to wear appropriate Personal protective equipment (Rubber gloves, boots, aprons, face shield and or Face masks) when carrying out the cleaning after which they are to practice effective hand hygiene (washing of hands with soap and water) after safely removing hand gloves.

gg. All garbage collected from the aircraft shall be handled with utmost care by cleaning staff. All garbage shall be collected in a bio-hazard bag and immediately taken to be incinerated.

hh. Recycling of waste is not recommended.

ii. Airlines are to train their staff (Crew members, airline staff, cleaning personnel etc) in Infection, Prevention and Control (IPC) procedures and the handling of passengers with possible cases of communicable diseases. This training can be provided jointly by Port Health Services and the NCAA.

jj. During disembarkation, cabin crew are to limit the number of passengers standing to retrieve personal belongings and to manage the number of passengers disembarking simultaneously, in order to ensure physical distancing while on steps/air bridges.

kk. Disembarkation will be done row wise in an orderly manner from front to back ensuring social distance.

ll. Passengers and crew will undergo temperature screening by PHS or airport medical personnel before entering arrival hall.

mm. Passengers are to maintain social distance from other passengers while waiting to pick up luggage(s) from the baggage carousel.

FOR REGIONAL AND INTERNATIONAL ARRIVALS

nn. All passenger luggage and cargo shall be disinfected by the airline using the services of Port Health Services after unloading from the aircraft. The ground handling company will provide appropriate PPE (face mask and gloves) to the staff involved with handling the checked baggage and cargo. Any visibly soiled bag will be isolated and handled accordingly using biosafety procedures.

oo. Passengers shall not be allowed to pick up their luggage from the baggage carousel themselves. Instead, ground handling personnel shall pick up the luggage from the belt and place it in such a way that each piece is a safe distance from the other. Passengers shall wait behind tensa barriers placed in such a way that social distance is maintained. Groups of passengers, not more than 10 each, shall be allowed to pick up their luggage at one time.

pp. All passenger and flight crew, including chattered aircrafts, shall arrive via the passenger terminal building. Upon arrival all passengers will be guided to the arrival lounge by airport personnel for health screening.

qq. No meet and greet at the airport.

rr. The passenger Health Declaration Form/Passenger self-reporting form will be collected from each passenger by the Port Health Services (PHS).

ss. Upon arrival in the arrival lounge the passengers and flight crew shall be subjected to thermal scanning.

tt. Passengers and flight crew will submit their travel passports to the Nigerian Immigration Service (NIS). Passports will be retrieved by passengers and flight crew

from the NIS after completing the 14 days mandatory quarantine or successful treatment for COVID-19

uu. All passengers and flight crew will undergo a mandatory 14 days quarantine in line with the protocols of the Nigerian Center for Disease control (NCDC). The quarantine will be undertaken in an accommodation pre-assessed and approved by the NCDC. The NCDC will carry out surveillance and testing of passengers during the quarantine period.

vv. Transportation to the quarantined facility will be arranged by concerned agencies.

ww. Passengers will be responsible for all expenses of their stay in the hotel/paid facility for the duration of their quarantine. Government may choose to provide quarantine facility for passengers at no cost to the passengers, if available.

16. **Airport Operators COVID 19 Health Guidelines** - please refer to Advisory Circular NCAA-AC-AMS002 on NCAA website ncaa.gov.ng.

17. **Ground handling Companies COVID 19 Health Guidelines**- please refer to Advisory Circular NCAA-AC-AMS003 on NCAA website ncaa.gov.ng.

Recommendation for approval Head of Aeromedical	
The above guidelines have been developed based on best industry practice, WHO guidance materials, the DG's directives and Nig.CARs Part 18 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:	Dr. Winifred Haggai
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 MAY 2020

APPENDIX A. Crew COVID-19 Status Card

CREW COVID-19 STATUS CARD

Information required for State health officials to be confident that crew members have taken reasonable precautions to ensure they are COVID-19 virus free.

DURING THE PAST 14 DAYS, HAVE YOU HAD ANY OF THE FOLLOWING? Answer Yes or No

1. Contact* with a person with probable or confirmed COVID-19?

WHO definition of contact

1. **Face-to-face contact within 1 meter and for more than 15 minutes;**
2. **Direct physical contact with a probable or confirmed case;**
3. **Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment; or**
4. **Other situations as indicated by local risk assessments.**

Yes ☐ No ☐

2. Any of the following symptoms?

Fever
Coughing
Breathing difficulties

Yes ☐ No ☐

3. An elevated temperature reading?

Yes☐No ☐

4. A positive COVID-19 test?

Yes ☐ No ☐

Please attach result report if available

5. Comments

6. Crew member Identification

Name:
Nationality and Passport No:
Signature:

APPENDIX C

NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)

Advisory Circular

NCAA-AC-AVSEC001

Subject:

GUIDELINES FOR NCAA AUTHORISATION FOR RESUMPTION OF OPERATIONS FOR AIRPORTS, AIRLINES, CARGO OPERATORS AND AVIATION SECURITY (AVSEC) SERVICE PROVIDERS

Date: 01/05/2020

Rev. Number: Rev.0

NOTE: This is a controlled and restricted publication. The latest revision of this publication is with the Head of the AVSEC department of the NCAA

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1.0 GENERAL

Nigeria Civil Aviation Authority Advisory Circulars from the Aviation Security Department contain information about standards, practices and procedures that the Authority has found to be necessary at this time for safe and secure operations of civil aviation

2.0 PURPOSE

This Nigeria Civil Aviation Authority Advisory Circular from the Aviation Security Department contains information for NCAA Authorization for resumption of operations for Airports, Airlines, Cargo Operators and Aviation Security Service Providers post COVID 19 pandemic.

3.0 REFERENCE

The Directors General directives on Post COVID-19 resumptions of operations by all stake holders, Nig.CAR Parts 8, 9, 17

4.0 PART ONE- GUIDELINES FOR AIRPORT OPERATORS FOR RESUMPTION OF OPERATIONS AFTER COVID-19

This guideline comprises three steps listed below and explained further thereafter:

- Step 1- submission of resumption letter by the airport operators to NCAA
- Step 2-submission of post COVID-19 standard operating procedures by the airport operators
- Step 3 grant of airport operators approval to resume operations

4(a) *STEP I – SUBMISSION OF RESUMPTION LETTER BY THE AIRPORT OPERATORS*

The Airport Operators shall make a formal request, indicating its readiness to resume operations at airport.The application should be addressed to:

The Director General
Nigerian Civil Aviation Authority
Murtala Muhammed Airport,
Aviation House,Ikeja.
Attention: *Department of Aviation security*

4(b) *STEP 2SUBMISSION OF POST COVID-19 STANDARD OPERATING PROCEDURES FOR APPROVAL AND OTHER REQUIREMENTS*

i. Airport Operators shall submit proposed Post COVID-19 Standard Operating Procedures (SOP) to the NCAA AVSEC department.

ii. The SOP shall contain the following:

- *Plans for the fumigation and disinfection of the airport/terminal prior to commencement of operations*
- *Procedures for routine cleaning and disinfection of frequently touched/exposed surfaces and security equipment including trays*
- *Measures to protect screeners/security personneland passenger/staff (where applicable) during operations to reduce the spread of the communicable disease (COVID-19)*
- *Procedures for handling suspect cases who might have failed temperature screening and requiring further medical attention*

iii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for screeners/security personnel before resumption of duty

iv. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities

v. Plans for the provision of hand sanitizers and disinfection products at the designated points in the airport/terminal prior to commencement of operations

vi. Set up de-gowning areafor security personnel to divest and dispose Personal Protective Equipment

vii. Develop procedures for the use and disposal of used PPEs

4 (c) *STEP 3 GRANT OF AIRPORT OPERATORS APPROVAL TO RESUME OPERATIONS*

Airport Operators shall be granted approval to resume operations at the nation's airport after the satisfactory review of the submitted proposals.

5.0 PART TWO - GUIDELINES FOR AIRLINE OPERATORS FOR RESUMPTION OF OPERATIONS AFTER COVID-19

This guideline comprises three steps listed below and explained further thereafter:

- Step 1- submission of resumption letter by the airline operators to NCAA
- Step 2-submission of post COVID-19 standard operating procedures by the airline operators
- Step 3 grant of airline operators approval to resume operations

5(a) *STEP I – SUBMISSION OF RESUMPTION LETTER BY THE AIRLINE OPERATORS*

The Airline Operators shall make a formal request, indicating its readiness to resume operations at the nation's airport.

The application should be addressed to:

The Director General
Nigerian Civil Aviation Authority
Murtala Muhammed Airport,
Aviation House, Ikeja.
Attention: *Department of Aviation security*

5(b) *STEP 2 SUBMISSION OF POST COVID-19 STANDARD OPERATING PROCEDURES FOR APPROVAL AND OTHER REQUIREMENTS*

i. Airline Operators shall submit proposed Post COVID-19 Standard Operating Procedures (SOP) to the NCAA AVSEC department.
ii. The SOP shall contain the following:
    - *Plans for the fumigation and disinfection of the aircraft prior to commencement of operations*
    - *Plans for the fumigation and disinfection of the airline offices prior to commencement of operations*
    - *Procedures for routine cleaning and disinfection of frequently touched/exposed surfaces and security equipment used at secondary screening*
    - *Measures to protect airline personnel and passenger (where applicable) during operations to reduce the spread of the communicable disease (COVID-19)*

- *Procedures for handling suspect cases who might have failed temperature screening and requiring further medical attention*

iii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for airline security personnel before resumption of duty

iv. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities

v. Plans for the provision of hand sanitizers and disinfection products at the designated points (airline check-in and secondary screening locations) in the terminal prior to commencement of operations

vi. Develop procedures for the use and disposal of used PPEs

5(c) *STEP 3 GRANT OF AIRLINE OPERATORS APPROVAL TO RESUME OPERATIONS*

Airline Operators shall be granted approval to resume operations at the nation's airport after the satisfactory review of the submitted proposals.

6.0 PART TWO - GUIDELINES FOR CARGO OPERATORS FOR RESUMPTION OF OPERATIONS AFTER COVID-19

This guideline comprises three steps listed below and explained further thereafter:

- Step 1- submission of resumption letter by the cargo operators to NCAA
- Step 2-submission of post COVID-19 standard operating procedures by the cargo operators
- Step 3 grant of cargo operators approval to resume operations

6(a) *STEP I – SUBMISSION OF RESUMPTION LETTER BY THE CARGO OPERATORS*

The Cargo Operators shall make a formal request, indicating its readiness to resume operations at the nation's airport.

The application should be addressed to:

The Director General
Nigerian Civil Aviation Authority
Murtala Muhammed Airport,
Aviation House, Ikeja.
Attention: *Department of Aviation security*

6(b) *STEP 2 SUBMISSION OF POST COVID-19 STANDARD OPERATING PROCEDURES FOR APPROVAL AND OTHER REQUIREMENTS*

i. Cargo Operators shall submit proposed Post COVID-19 Standard Operating Procedures (SOP) to the NCAA AVSEC department.
ii. The SOP shall contain the following:
    - *Plans for the fumigation and disinfection of the cargo terminal/shed prior to commencement of operations*
    - *Procedures for routine cleaning and disinfection of frequently touched/exposed surfaces at the terminal*
    - *Measures to protect cargo personnel and agent (where applicable) during operations to reduce the spread of the communicable disease (COVID-19)*
    - *Procedures for handling suspect cases who might have failed temperature screening and requiring further medical attention*

iii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for cargo security personnel before resumption of duty

iv. Evidence that staff involved in cargo security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities

v. Plans for the provision of hand sanitizers and disinfection products at the designated points in the cargo terminal prior to commencement of operations

vi. Develop procedures for the use and disposal of used PPEs

6(c) *STEP 3 GRANT OF CARGO OPERATORS APPROVAL TO RESUME OPERATIONS*

Cargo Operators shall be granted approval to resume operations at the nation's airport after the satisfactory review of the submitted proposals.

7.0 PART FOUR- GUIDELINES FOR AVIATION SECURITY (AVSEC) SERVICE PROVIDER FOR RESUMPTION OF OPERATIONS AFTER COVID-19

This guideline comprises three steps listed below and explained further thereafter:

- Step 1- submission of resumption letter by the aviation security (AVSEC) service provider to NCAA
- Step 2-submission of post COVID-19 standard operating procedures by the aviation security (AVSEC) service provider
- Step 3 grant of aviation security (AVSEC) service provider approval to resume operations

7(a) *STEP I SUBMISSION OF RESUMPTION LETTER BY THE AVSEC SERVICE PROVIDER*

I. The Service Provider shall make a formal request, indicating its readiness to resume operations at airport as Aviation Security (AVSEC) Service Provider.The application should be addressed to:

The Director General
Nigerian Civil Aviation Authority
Murtala Muhammed Airport,
Aviation House,
Ikeja.
Attention : *Department of Aviation security*

7(b) *STEP 2SUBMISSION OF POST COVID-19 STANDARD OPERATING PROCEDURES FOR APPROVAL*

i. AVSEC Service Provider shall submit proposed Post COVID-19 Standard Operating Procedures (SOP) to the NCAA AVSEC department.

The SOP shall contain the following:

- *Proposed measures to protect screeners/security personneland passenger/staff (where applicable)to curtail the spread of COVID-19*
- *security response plan to address operations during outbreaks of infectious diseases*
- *procedures for the use and disposal of used PPEs*

ii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for screeners/security personnel before resumption of *duty*

iii. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities

7(c) *STEP 3 GRANT OF AVIATION SECURITY (AVSEC) SERVICE PROVIDER APPROVAL TO RESUME OPERATIONS*

AVSEC Service Provider shall be granted approval to resume operations at the nation's airport after a satisfactory review of the submitted proposal.

Recommendation for approval Head of AVSEC	
The above guidelines have been developed based on best industry practice,IATA and ICAO guidance materials, the DG's directives and Nig.CAR part 17 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:	Mr. Akoja Okplefu
Date	01/05/2020

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 MAY 2020