



## **Pakistan Civil Aviation Authority**

### **Operational SOPs for Domestic Private Flights**

The aircraft operations shall be subject to full compliance of PCAA instructions regarding aircraft disinfection, passenger and crew protection measures. In order to ensure safety of passengers and crew (cockpit & cabin) and to minimize the risks associated with COVID-19, following measures are to be taken in case of private aircraft flight operations within Pakistan:

#### **PRE-EMBARKATION:**

1. The aircraft will be disinfected in accordance with procedures prescribed by PCAA at each station 1-2 hours before take-off time and a strong disinfectant shall be used before passenger boarding. The disinfection certificate shall be countersigned / verified by the CAA officials. The disinfectant brand name must be logged in aircraft documents. The Captain of the aircraft shall satisfy himself/herself regarding full compliance of PCAA instructions on disinfection. The Entity carrying out disinfection must be a PCAA registered Handling Agent who is well-versed in this aspect.
2. An inventory of essential PPE to deal with a health emergency during flight may be maintained in each aircraft (e.g. protective suite, gloves, surgical masks etc.)
3. The Domestic Passenger Health Declaration form (in duplicate) shall be disseminated to all potential travellers and crew members. Passenger Health Declaration Form shall be provided to passengers / crew in advance
4. Compliance of completion of Domestic Passenger Health Declaration Form by the passengers/crew shall be the Captain's responsibility.
5. The Domestic Passenger Health Declaration form is required to be filled and signed by all Passengers/ Guardians (in case of infants/ disabled) before check-in at the port of embarkation.
6. Passengers are to be scanned through thermal devices for COVID-19 before boarding.
7. Passengers may occupy seats in a staggered fashion (when practical), maintaining appropriate distance and wearing Face masks throughout the flight.
8. **Boarding of all passengers and flight crew shall be through the passenger terminal building. No protocol would be allowed beyond the briefing area in the passenger terminal building. Boarding of passengers must be done in a manner whereby it is ensured that the prescribed distance is maintained during boarding.**
9. All baggage must be sprayed with a hospital grade disinfectant.

#### **DURING FLIGHT:**

10. Passengers are to comply with the following instructions during air travel; these are in addition to any other instructions which are otherwise mandated for safe air travel, or are issued by the flight crew from time to time during the flight:

- a. All the passengers shall wear surgical mask throughout the duration of flight.
  - b. Any passenger having symptoms or feelings of Covid-19, including but not limited to shortness of breath, coughing, fever and sore throat, must immediately inform the cabin crew.
11. All cockpit and cabin crew will wear appropriate surgical masks throughout the duration of flight.
  12. Cabin crew will provide hand sanitizer to each passenger before block removal and on intervals of 20 minutes whilst inflight and also before disembarkation.
  13. The Aft Seat shall be kept vacant for the passenger and crew displaying symptoms of illness (where practical). The passengers and crew members displaying symptoms of illness will be isolated on the Aft Seat of the aircraft and will remain there till the termination of flight.
  14. After the completion of boarding, the Captain will ensure that the Cabin Crew takes a picture displaying passengers seated with masks affixed to their face. The photograph will be submitted to the concerned Health staff at the airport of disembarkation electronically by WhatsApp. The Captain of the aircraft will maintain copies of these images for record purposes.
  15. Before landing, Captain of the aircraft will confirm to the concerned Air Traffic Controller that the Domestic Passenger Health Declaration Forms have been filled by passenger and crew. The Form will be checked at the entrance to the airport passenger terminal building by the PCAA/ ASF Staff.
  16. The cabin crew shall use alcohol-based disinfection wipes to clean and disinfect their hands. After touching or disposing waste, hands shall be cleaned with hand sanitizer or soap under running water ensuring hand disinfection.
  17. Upon contracting illness by passengers/crew (having symptoms of COVID-19) the Captain must ensure that the cabin crew uses Personal Protection Equipment (PPE).
  18. Captain will ensure that the above items are on board the plane and the CAA Inspectors will verify, if required.

#### **POST-DISEMBARKATION:**

19. Disembarkation will be done in an orderly manner ensuring social distance.
20. All passenger luggage and cargo shall be disinfected with hospital grade disinfectant by the operator or its ground handling agent soon after unloading from the aircraft. The operator or its ground handling agent shall be responsible for provision of appropriate masks and gloves to the staff involved with handling the baggage and cargo.
21. All passengers and flight crew shall arrive via the passenger terminal building. No protocol would be allowed beyond the baggage collection area. Upon arrival all passengers will be guided to the arrival lounge by PCAA staff.
22. The Domestic Passenger Health Declaration form will be collected from each passenger by the Health staff in the arrival lounge.
23. Upon entering the arrival lounge, the passengers and flight crew shall be subjected to thermal scanning, and if considered necessary by the Health staff, shall be given a swab test at the government designated facility.
24. The passengers and flight crew suspected of COVID-19 infection shall be required to be moved to a quarantine location as specified by the health authorities. The quarantine facility cost shall be borne by the concerned passenger.

Such persons shall be legally bound to act as per the advice of health authorities based on the test result.

- a. Those with negative test result shall be required to self-isolate themselves as per the instructions of the health authorities.
  - b. In case of a positive result, the concerned passenger(s)/ crew member(s) shall be moved to a designated location by the authorities.
25. Data of all passengers and flight crew with their mobile numbers will be kept for record by the Health authorities, and operator/ ground handling agent for any further follow up.



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**Domestic Passenger Health Declaration Form**

I, Mr/ Ms \_\_\_\_\_

Flight No. \_\_\_\_\_ Seat No. \_\_\_\_\_ dated \_\_\_\_\_

CNIC/ NICOP/ POC No. \_\_\_\_\_ Passport No (for foreigners only). \_\_\_\_\_

Address (city of departure) \_\_\_\_\_

Address (city of arrival) \_\_\_\_\_

Mobile Phone No \_\_\_\_\_ do hereby solemnly affirm, declare and undertake that:

1. I have travelled to these cities in Pakistan / countries: (a) \_\_\_\_\_, (b) \_\_\_\_\_, (c) \_\_\_\_\_, (d) \_\_\_\_\_ during the last 14 days.

2. My health status is as follows (*Encircle the relevant one*):

Fever	YES	NO
Cough	YES	NO
Shortness of breath	YES	NO
Sore throat	YES	NO

Any other medical condition \_\_\_\_\_

3. I am willing to follow all public measures adopted at the departure and arrival airport for anti-COVID-19 / corona virus.

4. I am willing to undergo all processes applicable for COVID-19 testing (including swab test, if required) at any airport of Pakistan.

5. That I will remain in quarantine in case it is decided by the concerned Health Officer. The time period can be altered/ extended by the authorities. I am willing to pay the cost of quarantine and food, as required by the authorities\*\*.

6. I will comply with all anti-COVID-19 precautionary measures / instructions of the cabin crew during flight.

7. I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for offence under all applicable law(s) of Pakistan.

Date: \_\_\_\_\_ Signature (\_\_\_\_\_)

NOTE: It is clarified that provision of untrue declaration or undertaking or information to public authorities is an offence under Pakistan Penal Code 1860 and violation of public health safety laws and all applicable law(s).

\*\* Passengers will be responsible for all expenses of their stay if they choose to stay in a hotel/ paid facility. Government quarantine centres will be free of cost. They will not be able to switch facilities once their quarantine begins unless deemed necessary by the authorities.

While the government will try its best to accommodate passengers according to their preferences, paid facilities are limited and cannot be guaranteed. The authorities on the ground will have the final say on where passengers are quarantined.