



Pakistan Civil Aviation Authority

Operational SOPs for International Private Flights

These Operational SOPs are applicable to private aircrafts for their international flights to Pakistan. 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 aircrafts flight operations to Pakistan:

PRE-EMBARKATION:

1. The arrival date and time of the private international aircraft shall be decided by the PCAA with the primary consideration to schedule the arrival close to arrival of a regular flight so that all necessary personnel including Health and other authorities are present at the airport at that time.
2. The aircraft will be disinfected in accordance with the procedures prescribed by PCAA at each station before passenger boarding. The disinfection standard shall be mandatory prior to embarkation from a foreign airport for flight to Pakistan. The disinfection certificate from the operator/ GHA shall be verified by the staff of concerned authority at the airport of departure. The disinfection is to be logged in aircraft documents. The Captain of the aircraft shall satisfy himself regarding full compliance of PCAA instructions on disinfection.
3. An inventory of essential PPE, comprising protection suits, gloves, surgical masks, goggles, and N-95 masks, etc. shall be maintained in each aircraft.
4. The International Passenger Health Declaration form will be disseminated to all potential travellers to Pakistan before boarding the flight.
5. Completion of International Passenger Health Declaration Form by passengers/ guardians (in case of infants/ disabled) shall be the operator's responsibility. The Form will be filled and signed prior to boarding the flight.
6. The operator through its station manager (or the GHA where applicable), shall be responsible for providing the passenger manifest to the destination airport in Pakistan, before take-off of the flight.
7. Passengers are to be scanned through thermal devices for COVID-19 before boarding. Either a thermal scanner or a calibrated non-contact thermal device shall be used for the purpose. Any passenger or crew member with raised body temperature shall be examined by a Health professional at the airport of embarkation.
8. Passengers shall be seated in a staggered fashion with the objective to maintain social distance, where practical.

DURING FLIGHT:

9. Passengers are to comply with the following instructions during air travel to Pakistan. These are in addition to any other instructions which are otherwise mandated for safe air travel, or as issued by the Cabin Crew from time to time during the flight :-
 - a. All passengers are required to wear surgical masks throughout the duration of flight.
 - b. Passengers are not allowed to congregate in the aircraft during the course of air travel.
 - c. Any passenger having symptoms or feelings of COVID-19, including but not limited to shortness of breath, coughing, high fever and sore throat, must immediately inform the cabin crew.
10. All cockpit and cabin crew will wear appropriate Personal Protection Equipment (PPE) dress and surgical masks throughout the duration of flight without compromising on safety.
11. Cabin crew will provide hand sanitizer every hour during the flight to each passenger except during the food/ beverage service.
12. One or two Aft seats (where practical) shall be kept vacant for the passengers and crew displaying symptoms of illness.
13. The passengers and crew members displaying symptoms of illness will be isolated towards aft of the aircraft and kept there till the termination of flight. Such persons will remain at this seat in the aircraft till such time the health crew is called in by the cabin crew for medical evacuation.
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. Cabin Crew will spray disinfectant in the lavatory after every 60 minutes of flight.
16. 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 all passengers and crew. The Form will be checked at the entrance to the airport passenger terminal building by the PCAA/ ASF Staff.
17. The cabin crew shall use alcohol-based disinfection wipes to clean and disinfect their hands. After touching or disposing wastes, hands should be cleaned with hand sanitizer or soap.
18. Upon contacting ill passengers (having symptoms of COVID-19), cabin attendants must ensure use of N95 masks, gloves and protective goggles in addition to their Personal Protection Equipment (PPE) suits.

POST-DISEMBARKATION:

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

20. Seat Map will be provided by the operator/ GHA along with copy of the passenger manifest to the PCAA and Health staff, and the receipt will be obtained from the receiving party along with name and designation.
21. All passenger luggage and cargo shall be disinfected by the operator or its GHA soon after unloading from the aircraft. The operator or its GHA shall be responsible for provision of appropriate masks and gloves to the staff involved with handling the checked baggage and cargo.
22. Passengers shall not be allowed to pick up their luggage from the baggage carousel themselves. Instead, the respective operator/ GHA staff shall pick up the luggage from the belt and place it in such a way that each piece is at a safe distance from the other. The passengers shall wait behind tensa barriers placed in such a way that social distance is maintained. Passengers shall pick up their luggage while maintaining social distance. The operator/ GHA staff deputed for handling luggage shall wear protective masks and gloves.
23. **All passengers and flight crew shall arrive via the passenger terminal building. Upon arrival all passengers will be guided to the arrival lounge by PCAA staff.**
24. The International Passenger Health Declaration form will be collected from each passenger by Health staff in the arrival lounge.
25. Upon arrival in the arrival lounge, the passengers and flight crew shall be subjected to thermal scanning.
26. Upon arrival in Pakistan, all passengers and crew will be subjected to a minimum of 48-hour state-monitored quarantine period. The quarantine can be extended based on the result of the passenger's COVID-19 test, which will be conducted after 48 hours. Those who test negative will be advised compulsory self-isolation to complete a 14-day period.
27. The transportation to the quarantine location shall be arranged by the concerned authorities. No meet and greet shall be allowed at the airport.
28. 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. Passengers 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.
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30. Data of all passengers and flight crew with their mobile numbers will be kept for record and further follow up.