

**Kingdom of Saudi Arabia
General Authority of Civil Aviation**

GACA REGULATION

Section 9 Facilitation

Edition 2.0

FOREWORD

The following Regulations governing facilitation to be used in all aspects of civil aviation air and ground operations are based on the Civil Aviation Act that has been approved by the Council of Ministers Resolution No. 185 dated 17/07/1426H and issued by the Royal Decree No. M/44 dated 18/07/1426H. (23/08/2005G), and are in accordance with ICAO Annex 9 facilitation to be used in all aspects of air and ground operations up to and including amendment 20 dated 15 July 2007 and its related documents.

The promulgation of this regulation is based on the authority granted in Article 179 of the Civil Aviation Act, and is issued under the authority of the President, General Authority of Civil Aviation, as a duly delegated representative of the GACA Board of Directors, in accordance with Order No.T-41, dated 30/12/1429H (28/12/2008G).

The General Authority of Civil Aviation is responsible for the preparation and distribution of all regulations in sufficient quantities so that all service providers and aircraft operators based in the Kingdom of Saudi Arabia are able to obtain an authentic copy prior to the effective date of the Regulation.

APPROVED:

Original Signed by

Fahad Bin Abdullah Al-Saud

President, General Authority of Civil Aviation
Kingdom of Saudi Arabia

Effective Date: 15 November 2012

CONTENT RULES

1) Organization Structure:

This GACAR Section contains specifications for the facilitation aspects of civil aviation air and ground operations. This standardized system of units of measurement is based on the International System of Units (SI) and certain non-SI units considered necessary to meet the specialized requirements of international civil aviation. It is the responsibilities of all GACA concerned department to apply the specifications in this GACAR Section to all aspects of civil aviation air and ground operations.

2) Rules of Construction

- a) To avoid any misunderstanding within this regulation, certain words are to be interpreted as having specific meanings when they are used, unless the context requires otherwise:
 - (1) words importing the singular include the plural;
 - (2) words importing the plural include the singular; and
 - (3) words importing the masculine gender include the feminine.
- b) In this regulation, the following protocol is used:
 - (1) the words "**shall**" and "**must**" indicate that compliance is compulsory;
 - (2) The word "**should**" indicates a recommendation. It does not means that compliance is optional but rather that, where insurmountable difficulties exist, the GACA- S&ER may accept an alternative means of compliance, provided that an acceptable safety assurance from the Air Navigation Services shows that the safety requirements will not be reduced below that intended by the requirement.
 - (3) The word "**Can**" or "**May**" is used in a permissive sense to state authority or permission to do the act prescribed, and the words "no person may * * *" or "a person may not * * *" mean that no person is required, authorized, or permitted to do the act prescribed;
 - (4) The word "**will**" is used to express the future; and
 - (5) The word "**includes**" means "**includes but is not limited to**".

AMENDMENT PROCEDURE

The existing General Authority of Civil Aviation Regulations (GACAR) will be periodically reviewed to reflect the latest updates of International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs); it will be also amended to reflect the latest aviation safety provisions issued by GACA and other regional and international Civil Aviation organizations. A complete revised edition incorporating all amendments will be published every three years from the original effective date of this regulation. The amendment procedure shall be as follows;

1. When the General Authority of Civil Aviation (GACA) receives an amendment to any of the current ICAO Annexes that can affect the provisions of this regulation, it will be forwarded by the Vice President of International Organization Affairs to the Vice President, Safety and Economic Regulation (S&ER) who in turn will provide a copy of this amendment to the concerned department for study and comments taking into account the ICAO deadline for the reply.
2. When any GACA department or stakeholder proposes an amendment to this regulation, it will send a letter with the proposed amendment including a clear justification and argument for such amendment. Following the receipt of an amendment proposal, the S&ER will analyze this proposal and forward its comments and any proposed decision action to the S&ER Vice President.
3. An accepted amendment proposal will be prepared as draft amendment to the GACAR-Section 9 and forwarded to the originator of the amendment proposal and concerned GACA OF KSA department (s) for further review and comment within a specified timeline.
4. All accepted amendments will be drafted in the form of Notices of Proposed Amendments (NPA) and forwarded to all concerned parties including stakeholders for comment within a two-month reply period. The NPA shall indicate the proposed Amendment's effective date.
5. Following the receipt of NPA replies, the S&ER will analyze the comments received and produce a new draft in consultation with the concerned GACA department. The final draft will be submitted to President of the General Authority of Civil Aviation for formal approval prior to publication.
6. The Amendment's effective date will take into account the comments of all the concerned parties and stakeholders.
7. Any differences between the GACAR Section 9 new amendment and ICAO Annexes Standards and Recommended Practices will be forwarded to ICAO as a Difference and published as it is in the Aeronautical Information Publication (AIP).
8. All concerned parties and stakeholders will be provided a copy of the new amendment and will be requested to update their copy of the GACAR Section 9 accordingly.
9. It is the responsibility of all concerned parties to keep their copy of GACAR-Section 9 and other GACA regulation publication up to date.

SUPPLEMENTARY REGULATIONS

From time to time it will be necessary to issue regulations which supplement or augment the GACA Regulations. The following procedures will apply:

1. Supplementary regulations will be issued in the form of a GACA Regulation Circular (RC).
2. The GACA Regulation Circular will be approved by the President.
3. The process for preparation and publishing of the GACA Regulation Circular will be addressed in the GACA Quality System Manual.

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CHAPTER 1 - DEFINITIONS AND GENERAL PRINCIPLES

A. Definitions

When the following terms are used in the GACAR section 9 Facilitation, they have the following meanings:

Advance Passenger Information (API) System. A unilateral system whereby required data elements are collected and transmitted to border control agencies prior to flight arrival, and made available on the primary line at the port of entry.

Admission. The permission granted to a person to enter a State by the public authorities of that State in accordance with its national laws.

Affected area. A geographical location specifically for which health measures have been recommended by the World Health Organization under the International Health Regulations (2005).

Note.— A list of affected areas notified by health administrations is published in the World Health Organization's Weekly Epidemiological Record.

Aircraft equipment. Articles, including first-aid and survival equipment and commissary supplies, but not spare parts or stores, for use on board an aircraft during flight.

Aircraft operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Aircraft operators' documents

Air waybills/consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charges orders (M.C.O.), damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents, for use by aircraft operators.

Airline. As provided in Article 96 of the Convention, any air transport enterprise offering or operating a scheduled international air service.

Authorized agent. A person who represents an aircraft operator and who is authorized by or on behalf of such operator to act on formalities connected with the entry and clearance of the operator's aircraft, crew, passengers, cargo, mail, baggage or stores and includes, where national law permits, a third party authorized to handle cargo on the aircraft.

Baggage. Personal property of passengers or crew carried on an aircraft by agreement with the operator.

Border integrity. The enforcement, by a State, of its laws and/or regulations concerning the movement of goods and/or persons across its borders.

Cargo. Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

Civil aviation safety inspector. For the purposes of Annex 9, an civil aviation safety inspector is an individual, designated by a Contracting State, who is charged with the inspection of the safety, security or related aspects of air transport operations as directed by the appropriate authority.

Note.— Examples of civil aviation inspectors include airworthiness or flight operations, and any other safety related aspects of air transport operations or security-related aspects.

Clearance of goods. The accomplishment of the customs formalities necessary to allow goods to enter home use, to be exported or to be placed under another customs procedure.

Commencement of journey. The point at which the person began his journey, without taking into account any airport at which he stopped in direct transit, either on a through flight or a connecting flight, if he did not leave the direct transit area of the airport in question.

Commissary supplies. Items, either disposable or intended for multiple use, that are used by the aircraft operator for provision of services during flights, in particular for catering, and for the comfort of passengers.

Crew member. A person assigned by an operator to duty on an aircraft during a flight duty period.

Declarant. Any person who makes a goods declaration or in whose name such a declaration is made.

Deportation order. A written order, issued by the competent authorities of a State and served upon a deportee, directing him to leave that State.

Deportee. A person who had legally been admitted to a State by its authorities or who had entered a State illegally, and who at some later time is formally ordered by the competent authorities to leave that State.

Direct transit area. A special area established in an international airport, approved by the public authorities concerned and under their direct supervision or control, where passengers can stay during transit or transfer without applying for entry to the State.

Direct transit arrangements. Special arrangements approved by the public authorities concerned by which traffic which is pausing briefly in its passage through the GACA of KSA may remain under their direct control

Disinfection. The procedure whereby health measures are taken to control or kill infectious agents in or on affected parts of aircraft or containers, as required, by direct exposure to chemical or physical agents.

Disembarkation. The leaving of an aircraft after a landing, except by crew or passengers continuing on the next stage of the same through-flight.

Disinsection. The procedure whereby health measures are taken to control or kill the insect vectors of human diseases present in aircraft, baggage, cargo, containers, goods and mail

Embarkation. The boarding of an aircraft for the purpose of commencing a flight, except by such crew or passengers as have embarked on a previous stage of the same through flight.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

Free zone. A part of the territory of a GACA of KSA where any goods introduced are generally regarded, insofar as import duties and taxes are concerned, as being outside the customs territory.

General aviation operation. An aircraft operation other than a commercial air transport operation or an aerial work operation.

Ground equipment. Articles of a specialized nature for use in the maintenance, repair and servicing of an aircraft on the ground, including testing equipment and cargo- and passenger-handling equipment.

Immigration control. Measures adopted by GACA of KSA to control the entry into, transit through and departure from their territories of persons travelling by air.

Import duties and taxes. Customs duties and all other duties, taxes or charges, which are collected on or in connection with the importation of goods. Not included are any charges which are limited in amount to the approximate cost of services rendered or collected by the customs on behalf of another national authority.

Improperly documented person. A person who travels, or attempts to travel: (a) with an expired travel document or an invalid visa; (b) with a counterfeit, forged or altered travel document or visa; (c) with someone else's travel document or visa; (d) without a travel document; or (e) without a visa, if required.

Inadmissible person. A person who is or will be refused admission to a State by its authorities.

Infected area. (for human health purposes) Defined as geographical areas where human and/or animal vector-borne diseases are actively transmitted, as reported by local or national public health authorities or by the World Health Organization.

Note.— A list of infected areas notified by health administrations is published in the World Health Organization's Weekly Epidemiological Record.

International airport. Any airport designated by the GACA of KSA in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

Interactive API (iAPI). This type of system – also known as —Board/No Board| —Red Light/Green Light System| and —Authority to Carry| – is a system whereby required data elements are collected and transmitted by aircraft operators to border control agencies at the time of check-in. A response message for each passenger and/or crewmember (e.g. —OK to Board| or —Not OK to Board|) is, within existing business processing time, transmitted back to the aircraft operator.

Lading. The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight.

Mail. Dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union (UPU).

Mishandled baggage. Baggage involuntarily, or inadvertently, separated from passengers or crew.

Narcotics control. Measures to control the illicit movement of narcotics and psychotropic substances by air.

Person with disabilities. Any person whose mobility is reduced due to a physical incapacity (sensory or locomotor), an intellectual deficiency, age, illness or any other cause of disability when using transport and whose situation needs special attention and the adaptation to the person's needs of the services made available to all passengers.

Pilot-in-command. The pilot responsible for the operation and safety of the aircraft during flight time.

Public authorities. The agencies or officials of a GACA of KSA responsible for the application and enforcement of the particular laws and regulations of that State which relate to any aspect of these Standards and Recommended Practices.

Public health emergency of international concern. An extraordinary event which is determined, as provided in the *International Health Regulations (2005)* of the World Health Organization: (i) to constitute a public health risk to other GACA of KSA through the international spread of disease and (ii) to potentially require a coordinated international response.

Public health risk. A likelihood of an event that may affect adversely the health of human populations, with an emphasis on one which may spread internationally or may present a serious and direct danger.

Release of goods. The action by the customs authorities to permit goods undergoing clearance to be placed at the disposal of the persons concerned.

Relief flights. Flights operated for humanitarian purposes which carry relief personnel and relief supplies such as food, clothing, shelter, medical and other items during or after an emergency and/or disaster and/or are used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven in the same State or another State willing to receive such persons.

Removal of a person. Action by the public authorities of a State, in accordance with its laws, to direct a person to leave that State.

Removal order. A written order served by a State on the operator on whose flight an inadmissible person travelled into that State, directing the operator to remove that person from its territory.

Risk assessment. An assessment by a deporting State of a deportee's suitability for escorted or unescorted removal via commercial air services. The assessment should take into account all pertinent factors, including medical, mental and physical fitness for carriage on a commercial flight, willingness or unwillingness to travel, behavioral patterns and any history of violence.

Risk management. The systematic application of management procedures and practices which provide border inspection agencies with the necessary information to address movements or consignments which represent a risk.

Security equipment. Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

Spare parts. Articles, including engines and propellers, of a repair or replacement nature for incorporation in an aircraft.

Significant interference. The refusal of entry or departure of international travellers, aircraft, baggage, cargo, containers, goods, and the like, or their delay, for more than 24 hours.

State of Registry. The State on whose register the aircraft is entered.

Stores (Supplies). a) Stores (supplies) for consumption; and b) Stores (supplies) to be taken away.

Stores (Supplies) for consumption. Goods, whether or not sold, intended for consumption by the passengers and the crew on board aircraft, and goods necessary for the operation and maintenance of aircraft, including fuel and lubricants.

Stores (Supplies) to be taken away. Goods for sale to the passengers and the crew of aircraft with a view to being Landed .

Temporary admission. The customs procedure under which certain goods can be brought into a customs territory conditionally relieved totally or partially from payment of import duties and taxes; such goods must be imported for a specific purpose and must be intended for re-exportation within a specified period and without having undergone any change except normal depreciation due to the use made of them.

Through-flight. A particular operation of aircraft, identified by the operator by the use throughout of the same symbol, from point of origin via any intermediate points to point of destination.

Travel document. A passport or other official document of identity issued by a State or organization, which may be used by the rightful holder for international travel. Unaccompanied baggage. Baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unclaimed baggage. Baggage that arrives at an airport and is not picked up or claimed by a passenger.

Unidentified baggage. Baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger.

Unlading. The removal of cargo, mail, baggage or stores from an aircraft after a landing.

Visitor. Any person who disembarks and enters the territory of a state other than that in which that person normally resides; remains there lawfully as prescribed by state for legitimate non-immigrant purposes, such as touring, recreation, sports, health, family reasons, religious pilgrimages, or business; and does not take up any gainful occupation during his stay in the territory visited

B. Abbreviations

AIP	Aeronautical Information Publication
GACA	General Authority of Civil Aviation
GACAR	GACA Regulation
ICAO	International Civil Aviation Organization
KSA	Kingdom of Saudi Arabia
S&ER	Safety and Economic Regulation
SARPs	Standards and Recommended Practices

CHAPTER 2 - ENTRY AND DEPARTURE OF AIRCRAFT

A. General

2.1 GACA of KSA shall adopt appropriate measures for the clearance of aircraft arriving from or departing to another GACA of KSA and shall implement them in such a manner as to prevent unnecessary delays.

2.2 In developing procedures aimed at the efficient clearance of entering or departing aircraft, GACA of KSA shall take into account the application of aviation security and narcotics control measures, where appropriate.

2.3 The appropriate public authorities of KSA should enter into Memoranda of Understanding with the airlines providing international services in the Kingdom of Saudi Arabia and with the operators of its international airports, setting out guidelines for their mutual cooperation in countering the threat posed by international trafficking in narcotics and psychotropic substances. Such Memoranda of Understanding should be patterned after the applicable models developed by the World Customs Organization for this purpose. In addition, GACA of KSA is encouraged to conclude Memoranda of Understanding amongst themselves.

2.4 Contracting States should shall not interrupt air transport services for health reasons, unless such action is taken in accordance with the International Health Regulations (2005) of the World Health Organization.

2.4.1 In cases where, in exceptional circumstances, air transport service suspensions are under consideration, Contracting States should first consult with the the health authorities of the State of occurrence of the disease before taking any decision as to the suspension of such services

2.5 If, in response to a specific public health risk or a public health emergency of international concern, a Contracting State implements health measures that are additional to those recommended under the International Health Regulations (2005) of the World Health Organization, such additional measures shall be based on scientific principles, available scientific evidence of risk to human health, and any available specific guidance from WHO. Such measures shall not be more restrictive of international traffic and not more invasive or intrusive to persons than reasonably available alternatives that would achieve the appropriate level of health protection.

2.5.1 If a Contracting State implements the additional health measures, referred to in Standard 2.5, that significantly interfere with international air transport services, then such State shall provide the World Health Organization and ICAO the public health rationale and relevant scientific information for it.

2.5.2. Any State impacted by a measure taken under Standard 2.5 should request the State implementing such a measure to consult with it. The purpose of such consultations would be to clarify the scientific information and public health rationale underlying the measure and to find a mutually acceptable solution.

B. Documents - requirements and use

2.6 The appropriate public authorities shall not require any documents, other than those provided for in this Chapter, for the entry and departure of aircraft.

2.7 The appropriate public authorities shall not require a visa nor shall any visa or other fee be collected in connection with the use of any documentation required for the entry or departure of aircraft.

2.8. Documents for entry and departure of aircraft should be accepted if furnished in Arabic, English, French, Russian or Spanish. Any state may require an oral or written translation into its own language.

2.9 Subject to the technological capabilities of the Contracting State, documents for the entry and departure of aircraft shall be accepted when presented:

- a) in electronic form, transmitted to an information system of the public authorities;
- b) in paper form, produced or transmitted electronically; or
- c) in paper form, completed manually following the formats depicted in this Annex.

2.10 When a particular document is transmitted by or on behalf of the aircraft operator and received by the public authorities in electronic form, the appropriate public authorities shall not require the presentation of the same document in paper form.

2.11 The appropriate public authorities requiring a General Declaration shall limit its information requirements to the elements indicated in Appendix 1. The information shall be accepted in either electronic or paper form.

2.12 When The appropriate public authorities requires the General Declaration only for the purposes of attestation, it shall adopt measures by which that attestation requirement may be satisfied by a statement added, either manually or by use of a rubber stamp containing the required text, to one page of the Cargo Manifest. Such attestation shall be signed by the authorized agent or the pilot-in-command.

2.13 The appropriate public authorities shall not normally require the presentation of a Passenger Manifest. On those occasions when a Passenger Manifest is required, the information requirements shall be limited to the elements indicated in Appendix 2. The information shall be accepted in either electronic or paper form.

2.14 When the appropriate public authorities requires the presentation of the Cargo Manifest in paper form, it shall accept either:

- a) the form shown in Appendix 3, completed according to the instructions; or
- b) the form shown in Appendix 3, partially completed, with a copy of each air waybill representing the cargo on board the aircraft.

2.15 The appropriate public authorities shall not require the presentation of a written declaration of stores remaining on board the aircraft.

2.16 In respect of stores laden on or unladen from the aircraft, the information required in the Stores List shall not exceed:

- a) the information indicated in the heading of the format of the Cargo Manifest;
- b) the number of units of each commodity; and
- c) the nature of each commodity.

2.17 The appropriate public authorities shall not require the presentation of a list of accompanied baggage or mishandled baggage laden on or unladen from the aircraft.

2.18 The appropriate public authorities shall not require the presentation of a written declaration of the mail other than the form(s) prescribed in the Acts in force of the Universal Postal Union.

2.19 The appropriate public authorities not require the aircraft operator to deliver to the public authorities more than three copies of any of the above-mentioned documents at the time of entry or departure of the aircraft.

2.20 If the aircraft is not embarking/disembarking passengers or lading/unlading cargo, stores or mail, the relevant document(s) shall not be required, provided an appropriate notation is included in the General Declaration.

C. Correction of documents

2.21 In the event that errors are found in any of the above-mentioned documents, the public authorities concerned shall accord the aircraft operator or authorized agent an opportunity to correct such errors or shall alternatively perform such corrections themselves.

2.22 The aircraft operator or his authorized agent shall not be subjected to penalties if he satisfies the public authorities concerned that any error which was found in such documents was inadvertent and made without fraudulent intent or gross negligence. When considered necessary to discourage a repetition of such errors, a penalty shall be no greater than is necessary for this purpose.

D. Disinsection of aircraft

2.23 The appropriate public authorities shall limit any routine requirement for the disinsection of aircraft cabins and flight decks with an aerosol while passengers and crews are on board, to same-aircraft operations originating in, or operating via, territories that they consider to pose a threat to their public health, agriculture or environment.

2.24 The appropriate public authorities that require disinsection of aircraft shall periodically review their requirements and modify them, as appropriate, in the light of all available evidence relating to the transmission of insects to their respective territories via aircraft.

2.25 When disinsection is required the appropriate public authorities shall authorize or accept only those methods, whether chemical or non-chemical, and/or insecticides, which are recommended by the World Health Organization and are considered efficacious by the Contracting State.

Note.— This provision does not preclude the trial and testing of other methods for ultimate approval by the World Health Organization.

2.26 The appropriate public authorities shall ensure that their procedures for disinsection are not injurious to the health of passengers and crew and cause the minimum of discomfort to them.

2.27 The appropriate public authorities shall, upon request, provide to aircraft operators appropriate information, in plain language, for air crew and passengers, explaining the pertinent national regulation, the reasons for the requirement, and the safety of properly performed aircraft disinsection.

2.28 When disinsection has been performed in accordance with procedures recommended by the World Health Organization, the appropriate public authorities concerned shall accept a pertinent certification on the General Declaration as provided for in Appendix 1 or, in the case of residual disinsection, the Certificate of Residual Disinsection set forth in Appendix 4.

2.29 When disinsection has been properly performed pursuant to 2.24 and a certificate as indicated in 2.27 is presented or made available to the public authorities in the country of arrival, the authorities shall normally accept that certificate and permit passengers and crew to disembark immediately from the aircraft.

2.30 The appropriate public authorities shall ensure that any insecticide or any other substance used for disinsection does not have a deleterious effect on the structure of the aircraft or its operating equipment. Flammable chemical compounds or solutions likely to damage aircraft structure, such as by corrosion, shall not be employed.

E. Disinfection of aircraft

2.31 The appropriate public authorities shall define the types of animals and products of animal origin which, when carried by air, require that the aircraft be disinfected and shall exempt aircraft from disinfection when such animals or animal products are carried in approved containers accompanied by formal certificates from health authorities. When aircraft disinfection is required, the following provisions shall apply:

- a) the application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;
- b) the disinfection shall be carried out expeditiously; and
- c) flammable chemical compounds or solutions likely to damage aircraft structure, such as by corrosion, or chemicals likely to damage the health of passengers, shall not be employed.

Note.— When aircraft disinfection is required for animal health reasons, only those methods and disinfectants recommended by the International Office of Epizootics should be used.

F. Arrangements concerning international general aviation and other non-scheduled flights

I. General

2.32 The appropriate public authorities shall publish in their respective Aeronautical Information Publications (AIPs) their requirements concerning advance notices and applications for prior authorization of general aviation and other non-scheduled flights.

2.33 The appropriate public authorities requiring advance notice of the intended landing of aircraft in their territory, or applications for prior authorization, shall designate a single agency to receive and coordinate the government's response to such notices or applications.

2.34 The appropriate public authorities shall indicate in their respective AIPs the mail address and, where available, the AFTN address, the telex number or cable address, fax number, electronic mail address, web page and telephone number of the agency designated as in 2.32.

2.35 In KSA notification to the interested border inspection agencies, e.g. customs, immigration or quarantine, of intended arrivals, departures or transit operations shall be the responsibility of the agency designated as in 2.32.

II. Prior authorization

2.36 The appropriate public authorities shall not require that prior authorization or notification be applied for through diplomatic channels unless the flight is diplomatic in nature.

2.37 The appropriate public authorities that require aircraft operators to apply for prior authorization shall:

- a) establish procedures whereby such application will be dealt with promptly;
- b) make such permission effective for a specific length of time or number of flights wherever possible; and
- c) impose no fees, dues or charges for the issue of such permission.

2.38 In the case of aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire, The appropriate public authorities should not require more than the following details in applications for prior authorization:

- a) name of operator;
- b) type of aircraft and registration marks;
- c) date and time of arrival at, and departure from, the airport concerned;
- d) place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;
- f) purpose of flight and number of passengers and/or nature and amount of freight; and
- g) name, address and business of charterer, if any.

2.39.1 GACA of KSA should publish in their respective AIPs the minimum amount of time required in advance of the flight for processing the applications for prior authorizations referred to in 2.38.

2.39 In the case of aircraft either in transit non-stop or stopping for non-traffic purposes, GACA of KSA that, for reasons of safety of flight, requires prior authorization shall not require any other information than that contained in a flight plan when application for prior authorization is made.

Note.1— Specifications for flight plans are set forth in Section 2 — Rules of the Air.

Note 2- Requests for approval should be directed to the following addresses:

*General Authority of Civil Aviation
Safety and Economic Regulations – Department of Agreements and Authorization
P.O.Box 887
Jeddah 21165 Kingdom of Saudi Arabia*

Note 3- Applications must still be in accordance with the requirements designated in the Kingdom's Aeronautical Publication except that they must now include either an AFS or TELEX address for GACA reply and maybe forwarded to GACA, Safety and Economic Regulations - Department of Agreements and Authorization either by :

- MAIL - P.O.Box 887 , Jeddah 21165 .Saudi Arabia*
- a) AFS - OEJDYAYX
 - b) TELEX 601093 CIVAIR SJ (English only)
 - c) TELEFAX (966-2-640-1477
966-2-640-3876)

2.40 GACA of KSA that require prior authorization for flights referred to in 2.38 shall not require applications to be filed more than three working days in advance.

III. Advance notification of arrival

2.41 In the case of aircraft either in transit non-stop or stopping for non-traffic purposes, the GACA of KSA concerned shall not require more advance notice of such operations than is required by the air traffic control services and by interested border inspection agencies.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures

2.42 GACA of KSA shall accept the information contained in a flight plan as adequate advance notification of arrival, provided that such information is received at least two hours in advance of arrival and that the landing occurs at a previously designated international airport.

IV. Clearance and sojourn of aircraft

2.43 At international airports where there are international general aviation operations GACA of KSA should arrange for an adequate level of border inspection and clearance services for those operations.

GACA of KSA in cooperation with aircraft operators and airport operators, should establish as a goal a total time period of 60 minutes in aggregate for the completion of all required departure/arrival formalities inclusive of aviation security measures for an aircraft requiring not more than normal processing, calculated from the time of the crew member's presenting the aircraft at the first processing point at the airport.

Note.— "Required departure/arrival formalities" to be completed during the 60 minutes should include aviation security measures and, where applicable, the collection of airport charges and other levies, and border control measures.

2.44 At international airports where international general aviation operations are infrequent, GACA of KSA authorize one governmental agency to undertake, on behalf of all border inspection agencies, clearance of aircraft and their loads.

2.45 An aircraft that is not engaged in scheduled international air services and which is making a flight to or through any designated international airport of KSA and is admitted temporarily free of duty in accordance with Article 24 of the Convention shall be allowed to remain within that KSA, for a period to be established by that State, without security for customs duty on the aircraft being required.

V Disinfection of aircraft

2.46 Contracting States shall define the types of animals and products of animal origin which, when carried by air, require that the aircraft be disinfected and shall exempt aircraft from disinfection when such animals or animal products are carried in approved containers accompanied by formal certificates from health authorities. When aircraft disinfection is required, the following provisions shall apply:

- a) the application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;
- b) the disinfection shall be preceded by cleaning of the contaminated area;
- c) the disinfection shall be carried out expeditiously; and
- d) flammable chemical compounds or solutions likely to damage aircraft structure, such as by corrosion, or chemicals likely to damage the health of passengers or crew, shall not be employed.

Note.— When aircraft disinfection is required for animal health reasons, only those methods and disinfectants recommended by the International Office of Epizootics should be used.

2.47 Contracting States shall ensure that where there is contamination of surfaces or equipment of the aircraft by bodily fluids, the contaminated areas shall be disinfected.

CHAPTER 3 - ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE**A. General**

3.1 In order to facilitate and expedite the clearance of persons entering or departing by air, the appropriate public authorities shall adopt border control regulations appropriate to the air transport environment and shall apply them in such a manner as to prevent unnecessary delays.

3.2 In developing procedures aimed at the efficient application of border controls on passengers and crew, the appropriate public authorities shall take into account the application of aviation security, border integrity, narcotics control and immigration control measures, where appropriate.

3.3 The public authorities that use Integrated Circuit (IC) chips or other optional machine readable technologies for the representation of personal data, including biometric data, in their travel documents shall make provision whereby the encoded data may be revealed to the holder of the document upon request.

3.4 The public authorities shall not extend the validity of their machine readable travel documents.

Note 1.— Specifications for machine readable travel documents (Doc 9303, Series) do not permit alteration of the expiration date and other data in the machine readable zone.

Note 2. — The appropriate public authorities whose national legislation or regulations currently allow for the extension of the period of validity should undertake to amend the appropriate text in a reasonable period.

B. Documents required for travel

3.5 No documents other than those provided for in this Chapter shall be required by the appropriate public authorities for the entry into and departure from their territories of visitors.

3.6 The appropriate public authorities shall not require visitors travelling by air, rightfully holding valid passports recognized by the receiving State and holding valid visas, where appropriate, to present any other document of identity.

Note.— It is not the intent of the above provision to discourage the appropriate public authorities from accepting other official documents of identity for travel purposes, such as national identity cards, seafarers' identity documents, alien resident cards and provisional alternative travel identity documents.

C. Security of travel documents

3.7 GACA of KSA shall regularly update security features in new versions of their travel documents, to guard against their misuse and to facilitate detection of cases where such documents have been unlawfully altered, replicated or issued.

3.8 The appropriate public authorities shall establish controls on the creation and issuance of travel documents in order to safeguard against the theft of their stocks and the misappropriation of newly issued travel documents.

3.9 The appropriate public authorities should incorporate biometric data in their machine readable passports, visas and other official travel documents, using one or more optional data storage technologies to supplement the machine readable zone, as specified in Doc 9303, Machine Readable Travel Documents. The required data stored on the integrated circuit chip is the same as that printed on the data page, that is, the data contained in the machine-readable zone plus the digitized photographic image. Fingerprint image(s) and/or iris image(s) are optional biometrics for GACA of KSA wishing to supplement the facial image with another biometric in the passport. GACA of KSA incorporating biometric data in their Machine Readable Passports are to store the data in a contactless integrated circuit chip complying with ISO/IEC 14443 and programmed according to the Logical Data Structure as specified by ICAO.

D. Travel documents

3.10 The appropriate public authorities began issuing only Machine Readable Passports in accordance with the specifications of Doc 9303, Part 1.

Note.—This provision does not intend to preclude the issuance of non-machine readable passports or temporary travel documents of limited validity in cases of emergency.

3.10.1 For. passports issued after 24 November 2005 and which are not machine readable, The appropriate public authorities shall ensure the expiration date falls before 24 November

3.11 When issuing identity documents or visas accepted for travel purposes, The appropriate public authorities should issue these in machine readable form, as specified in Doc 9303 (series), Machine Readable Travel Documents.

3.12 When issuing passports that are not machine readable, The appropriate public authorities shall ensure that the personal identification and document issuance data and the format of the data page conform to the specifications for the “visual zone” set forth in Doc 9303, Part 1, Machine Readable Passports. The “machine readable zone” area shall be filled with words such as “this passport is not machine readable” or other data to preclude fraudulent insertion of machine readable characters.

3.13 The appropriate public authorities should establish publicly accessible facilities for the receipt of passport applications and/or for the issuance of passports.

3.14 The appropriate public authorities shall establish transparent application procedures for the issuance, renewal or replacement of passports and shall make information describing their requirements available to prospective applicants upon request.

3.14.1 If any fee is charged for the issue or renewal of a passport, the amount of such fee should not exceed the cost of the operation.

3.15 The appropriate public authorities shall issue a separate passport to each person, regardless of age.

3.16 When issuing passports for tourism or business travel, The appropriate public authorities should normally provide that such passports be valid for a period of at least five years, for an unlimited number of journeys and for travel to all GACA of KSA and territories.

Note 1. — In consideration of the limited durability of documents and the changing appearance of the passport holder over time, a validity period of not more than ten years is recommended.

Note 2.— Emergency, diplomatic, official and other special purpose passports could have a shorter validity period.

E. Exit visas

3.17 The appropriate public authorities shall not require exit visas from their own nationals wishing to tour abroad nor from visitors at the end of their stay.

3.18 The appropriate public authorities should not require exit visas from their resident aliens wishing to tour abroad.

F. Entry/re-entry visas

3.19 The appropriate public authorities should waive or abolish, for a maximum number of states, the requirement for an entry visa for nationals seeking entry as visitors.

3.20 The appropriate public authorities shall not require visas for re-entry from their own nationals.

3.21 The appropriate public authorities should not require visas for re-entry from their resident aliens who hold lawful permanent residence permits.

3.22 The appropriate public authorities shall establish simple and transparent application procedures for the issuance of entry visas for prospective visitors and shall ensure that applications for such visas are acted upon as quickly as possible after receipt.

3.23 Visa issuance procedures should not normally require the applicant to make a personal appearance at the issuing office.

3.24 When issuing entry visas to prospective visitors, The appropriate public authorities shall normally provide that such visas be valid for use within a period of at least six months from the date of issue regardless of the number of entries and with the understanding that the duration of each stay may be limited.

3.25 When issuing visas that are not machine readable The appropriate public authorities should ensure that the personal and issuance data in such documents conform to the specifications for the visual zone of the machine readable visa, as set forth in Doc 9303, Part 2 — Machine Readable Visas.

G. Embarkation/Disembarkation Cards

3.26 The appropriate public authorities should not require either from visitors travelling by air, or from aircraft operators on their behalf, identification information in writing supplementary to that presented in their identity documents. Where the collection of identity information is required, GACA of KSA should develop systems for the electronic capture of this information from machine readable travel documents or other sources.

3.27 The appropriate public authorities that requires a written record of personal data from visitors arriving or departing by air shall limit its information requirements to those set forth in Appendix 5 — Embarkation/Disembarkation Card.

3.28 The appropriate public authorities, when requiring Embarkation/Disembarkation Cards, shall accept their completion by visitors and shall not require them to be completed or checked by the aircraft operator.

3.29 The appropriate public authorities require the presentation of Embarkation/Disembarkation Cards shall provide them to airline operators or their travel agents, without charge, for distribution to departing passengers prior to embarkation or to arriving passengers during the flight.

H. Certificates of vaccination or other Prophylaxis

3.30 In cases where evidence of protection against a an infectious disease is required, The appropriate public authorities shall accept the International Certificate of Vaccination or or other Prophylaxis form prescribed by the World Health Organization in the International Health Regulations (2005).

I. Inspection of travel documents

3.31 The appropriate public authorities shall assist aircraft operators in the evaluation of travel documents presented by passengers, in order to deter fraud and abuse.

3.32 The appropriate public authorities should consider making arrangements with other GACA of KSA to permit the positioning of liaison officers at airports in order to assist aircraft operators to establish the validity and authenticity of the travel documents of embarking persons.

3.33 Aircraft operators shall take necessary precautions at the point of embarkation to ensure that passengers are in possession of the documents prescribed by the appropriate public authorities of transit and destination for control purposes as described in this chapter.

J. Departure procedures

3.34 The appropriate public authorities shall not require income-tax clearance certificates from visitors.

3.35 The appropriate public authorities shall not hold the aircraft operator liable in the event of the non-payment of income taxes by any passenger.

3.36 The appropriate public authorities, in cooperation with aircraft operators and airport management, should establish as a goal a total time period of 60 minutes in aggregate for the completion of required departure formalities for all passengers requiring not more than normal processing, calculated from the time of the passenger's presenting himself at the first processing point at the airport (i.e. airline check-in, security control point or other required control point depending on arrangements at the individual airport).

Note.— “Required departure formalities” to be completed during the recommended 60 minutes would include airline check-in, aviation security measures and, where applicable, the collection of airport charges and other levies, and outbound border control measures, e.g. passport, quarantine or customs controls.

3.37 KSA require inspection by the public authorities of the travel documents of departing passengers should, in cooperation with airport management, use applicable technology and adopt a multi-channel inspection system, or other means of streaming passengers, in order to expedite such inspections.

3.38 The appropriate public authorities shall not normally require the presentation, for border control inspection, of baggage of passengers departing from their territory.

K. Entry procedures and responsibilities

3.39 GACA of KSA, with the cooperation of aircraft operators and airport operators, should establish as a goal the clearance within 45 minutes of disembarkation from the aircraft of all passengers requiring not more than the normal inspection, regardless of aircraft size and scheduled arrival time.

3.40 In order to expedite inspections, GACA of KSA, with the cooperation of airport operators, shall use applicable technology and adopt a multi-channel immigration inspection system, or other means of streaming passengers, at international airports where the volume of passenger traffic justifies such measures.

3.41 Except in special circumstances, GACA of KSA shall not require that travel documents or other identity documents be collected from passengers or crew before they arrive at the passport control points.

3.42 The public authorities concerned shall expeditiously accept passengers and crew for examination as to their admissibility into the State.

Note.—A passenger or crew member is “accepted for examination” when he makes his first appearance at the arrivals control point after disembarkation, to seek entry into the country concerned, at which time the control officer makes a determination whether he should be admitted or not. This does not include the sighting of travel documents, which may be carried out immediately upon disembarkation.

3.43 The aircraft operator shall be responsible for the custody and care of disembarking passengers and crew members from the time they leave the aircraft until they are accepted for examination as provided in 3.42.

3.44 After such acceptance, the public authorities concerned should be responsible for the custody and care of passengers and crew members until they are admitted or found inadmissible.

3.45 The responsibility of an aircraft operator for custody and care of passengers and crew members shall terminate from the moment such persons have been admitted into that State.

3.46 The public authorities of KSA shall seize fraudulent, falsified or counterfeit travel documents. The public authorities shall also seize the travel documents of a person impersonating the rightful holder of the travel document. Such documents shall be removed from circulation immediately and returned to the appropriate authorities of the State named as issuer or to the resident Diplomatic Mission of that State.

3.47 Each Contracting State that introduces an Advance Passenger Information (API) system under its national legislation shall adhere to international recognized standards for the transmission of Advance Passenger Information.

Note.1 — API involves the capture of a passenger's biographic data and flight details by the aircraft operator prior to departure. This information is electronically transmitted to the border control agencies in the destination or departure country. Thus, details of arriving passengers are received in advance of the arrival of the flight.

Note.2 — The UN/EDIFACT PAXLST message is a standard electronic message developed specifically, as a subset of UN/EDIFACT, to handle passenger manifest (electronic) transmissions. UN/EDIFACT stands for “United Nations rules for Electronic Data Interchange For Administration, Commerce and Transport.” The rules comprise a set of internationally agreed standards, directories and guidelines for the electronic interchange of structured data, and in particular that related to trade in goods and services between independent, computerized information systems. The WCO, IATA and ICAO have jointly agreed on the maximum set of API data that should be incorporated in the PAXLST message to be used for the transmission of such data by the carriers to the border control agencies in the destination or departure country. It is to be expected that the UN/EDIFACT standard may be replaced by or supplemented by modern message techniques, such as xml or web-based applications.

Note 3.—Under its current format structure the UN/EDIFACT PAXLST message will not accommodate general aviation usage.

3.47.1 When specifying the identifying information on passengers to be transmitted The appropriate public authorities shall require only data elements that are available in machine readable form in travel documents conforming to the specifications contained in Doc 9303 (series), *Machine Readable Travel Documents*. All information required shall conform to specifications for UN/EDIFACT PAXLST messages.

3.47.2 The appropriate public authorities should refrain from imposing fines and penalties on aircraft operators for any errors caused by a systems failure which may have resulted in the transmission of no, or corrupted, data to the public authorities in accordance with API systems.

3.47.3 The appropriate public authorities requiring that passenger data be transmitted electronically through an Advance Passenger Information system shall not also require a passenger manifest in paper form.

3.48 The appropriate public authorities requiring Passenger Name Record (PNR) access should conform their data requirements and their handling of such data to guidelines developed by ICAO.

3.49 Except in special circumstances, The appropriate public authorities shall make arrangements whereby the identity documents of visitors need to be inspected only once at times of entry and departure.

3.50 The appropriate public authorities shall not require a written declaration of baggage from passengers and crew, when no dutiable or restricted goods are being carried.

3.51 The appropriate public authorities shall adopt the dual-channel system or other selective process for customs and quarantine inspection based on risk management, as appropriate to the conditions and traffic volumes at the airport concerned.

Note.— See Appendix 6, Recommendation of the Customs Co-operation Council (now the World Customs Organization) for a simplified customs control based on the dual-channel system.

3.53 In cases in which the passport of a visitor has expired prior to the end of the validity period of a visa, the State that has issued the visa should continue to accept the visa until its expiration date when it is presented with the visitor's new passport.

3.54 The appropriate public authorities that issue visas for a limited number of entries shall indicate in an appropriate, clear and non-derogatory way, every instance the visa is used, in order that its holder, any aircraft operator or the public authorities of a State may determine its validity quickly and without the use of any special means.

3.55 After individual presentation by passengers and crew of their passports or other official travel documents, the public officials concerned shall, except in special individual cases, hand back such documents immediately after examination.

3.56 Medical examination of persons travelling by air should normally be limited to those doing so within the incubation period of the disease concerned, as stated in the International Health Regulations (2005), from or to an affected area.

3.57 The appropriate public authorities should make arrangements whereby a passenger and his baggage, arriving on an international flight making two or more stops at international airports within the territory of the same State, are not required to be cleared through border control formalities at more than one airport of the State concerned.

L. Transit procedures and requirements

3.58 Where airport facilities permit, The appropriate public authorities shall make provision by means of direct transit areas or other arrangements, whereby crew, passengers and their baggage, arriving from another State and continuing their journey to a third State on the same flight or another flight from the same airport on the same day may remain temporarily within the airport of arrival without undergoing border control formalities to enter the State of transit.

3.59 The appropriate public authorities shall keep to a minimum the number of States whose nationals are required to have direct transit visas when arriving on an international flight and continuing their journey to a third State on the same flight or another flight from the same airport on the same day.

3.60 The appropriate public authorities shall establish measures whereby in-transit passengers who are unexpectedly delayed overnight due to a flight cancellation or delay may be allowed to leave the airport for the purpose of taking accommodations.

M. Disposition of baggage separated from its owner

3.61 The appropriate public authorities shall permit aircraft operators to forward mishandled baggage to the location of its owner and shall not hold aircraft operators liable for penalties, fines, import duties and taxes, on the basis that the baggage was mishandled.

3.62 The appropriate public authorities shall permit the direct transfer of mishandled baggage between international flights at the same airport, without examination, except for reasons of aviation security or other necessary controls. In cases when direct transfer cannot be effected, The appropriate public authorities shall ensure that arrangements are made for the temporary custody of such baggage under secure supervision at an appropriate location.

3.63 The appropriate public authorities shall permit aircraft operators to present unidentified, unclaimed or mishandled baggage for clearance at an appropriate destination on behalf of its owners, and to deliver such baggage to its owners.

3.64 The appropriate public authorities shall expedite the clearance of unidentified, unclaimed or mishandled baggage, and its return to the aircraft operator for appropriate disposition. Under the conditions laid down by the public authorities, aircraft operators may be permitted to open such baggage if necessary to ascertain its owner.

3.65 The aircraft operator shall be freed from the obligation to safeguard baggage not yet cleared by the public authorities, and from liability for import duties and taxes chargeable on such baggage, when it is taken into charge by customs and is under their sole control.

N. Identification and entry of crew and other aircraft operators' personnel

3.66 The appropriate public authorities shall establish measures, with the cooperation of aircraft operators and airport operators, to expedite the inspection of crew members and their baggage, as required at departure and upon arrival.

3.67 The appropriate public authorities shall facilitate and expedite the process under which aircraft operators based in their territories can apply for Crew Member Certificates (CMCs) for their crew members.

Note.— The CMC was developed as a card for use for identification purposes by crew members, leaving the crew licenses to serve their primary purpose of attesting to the professional qualifications of the flight crew members.

3.77 In exceptional circumstances, when a visitor, for reasons of force majeure, does not possess the required entry visa prior to arrival, the appropriate public authorities should authorize temporary entry.

3.68 The appropriate public authorities should issue the certificates referred to in 3.67, in the form of machine readable cards in accordance with the specifications in Doc 9303, Part 3 — Size 1 and Size 2 Machine Readable Official Travel Documents.

3.68.1 The appropriate public authorities should put in place procedures which will enable any crew member issued with a Crew Member Certificate to examine and review the validity of the data held, and to provide for correction if necessary, at no cost to the crew member.

3.69 To the extent that aircraft operators issue crew identity cards, GACA of KSA should require the production of such identity documents in the format shown in Appendix 7, i.e. in the same layout as the visual zone of the machine readable crew member certificate and having the capability to support machine assisted identity confirmation and document security verification.

3.69.1 The appropriate public authorities should ensure that a record of each crew member's certificates and other official identity document issued, suspended or withdrawn, is stored in an electronic database, secure from interference and unauthorized access. All information stored in the electronic database and crew member certificate should be restricted to details which are essential for the purpose of verifying a crew member's identity.

3.70 Adequate controls shall be placed on the issuance of CMCs and other official crew identity documents to prevent fraud, for example, a background check and certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel.

3.71 The appropriate public authorities shall waive the visa requirement for arriving crew members presenting CMCs, when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State in order to join their next assigned flight in a duty status.

3.71.1 The appropriate public authorities should waive the visa requirement for arriving crew members presenting CMCs, when arriving on another aircraft operator or another mode of transport and seeking temporary entry for the period allowed by the receiving State in order to join their assigned flight in a duty status.

3.72 The appropriate public authorities shall establish measures to provide for the temporary entry without delay into their territories, of technical personnel of foreign aircraft operators operating to or through such territories who are urgently required for the purpose of converting to an airworthy condition any aircraft which is, for technical reasons, unable to continue its journey. Should a State require a guarantee of such persons' subsistence in, and/or return from, such State, this shall be negotiated without delaying their admission.

O. Civil aviation inspectors

3.73 GACA of KSA should provide the civil aviation inspectors of another Contracting State, when engaged on inspections duties, be treated in the same manner as crew members when proceeding through departure or arrival formalities.

3.74 GACA of KSA should provide the civil aviation inspectors with an identity document in the format set forth in Appendix 8.

3.75 the civil aviation inspectors should carry the identity document specified in 3.74, a copy of the inspector's itinerary issued by the State that employs the inspector, and a valid passport.

3.76 GACA of KSA should extend the privileges of temporary admission, as described in 3.72 for crew members, to flight operations and cabin safety inspectors of another Contracting State, provided that they carry the documents listed in 3.75 (e.g. identity document, itinerary and valid passport, and depart after a normal period of rest.

P. Emergency assistance/entry visas in cases of force majeure

3.77.— In exceptional circumstances, when If a visitor passenger or crew member, for reasons of force majeure, does not possess the required entry visa prior to arrival, due to diversion or delay of a flight for reasons of force majeure, Contracting States should authorize temporary entry.

3.78 GACA of KSA shall establish measures whereby in-transit passengers who are unexpectedly delayed due to a flight cancellation or delay may be allowed to leave the airport for the purpose of taking accommodations.

3.79. In emergency situations resulting from force majeure, Contracting States, aircraft operators and airport operators should give priority assistance to those passengers with medical needs, unaccompanied minors and persons with disabilities who have already commenced their journeys.

3.80. Contracting States should permit the departure from, or the transit through, their territories of passengers holding valid air travel reservations even if their visas have expired due to flight delays resulting from force majeure.

3.81. Contracting States should facilitate the entry of personnel required to be deployed at short notice to assist passengers whose flights have been disrupted as a result of force majeure.

3.82. In cases of flight delays or diversions resulting from force majeure, Contracting States should permit the transit through their territories of passengers holding valid air travel reservations but who do not possess the required entry visas.

CHAPTER 4 - ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES**A. General**

GACA of KSA shall develop procedures for the pre- arrival and pre-departure lodgement of an import and export goods declaration data so as to enable expeditious release/clearance of the goods.

4.1 In order to facilitate and expedite the release and clearance of goods carried by air, The appropriate public authorities shall adopt regulations and procedures appropriate to air cargo operations and shall apply them in such a manner as to prevent unnecessary delays.

4.2 With respect to cargo moving by both air and surface transport under an air waybill, The appropriate public authorities should apply the same regulations and procedures and in the same manner as they are applied to cargo moving solely by air.

4.3 When introducing or amending regulations and procedures for the release and clearance of goods carried by air, The appropriate public authorities shall consult with aircraft operators and other parties concerned, with the aim of accomplishing the actions set forth in 4.1.

4.4 Where the nature of a consignment could attract the attention of different public authorities, e.g. the customs, veterinary or sanitary controllers, The appropriate public authorities shall endeavour to delegate authority for release/clearance to customs or one of the other agencies or, where that is not feasible, take all necessary steps to ensure that release/clearance is coordinated and, if possible, carried out simultaneously and with a minimum of delay.

4.5 The appropriate public authorities shall not normally require the physical examination of cargo to be imported or exported and shall use risk management to determine which goods shall be examined and the extent of that examination.

4.6 Where practicable, in order to improve efficiency, modern screening or examination techniques shall be used to facilitate the physical examination of goods to be imported or exported.

4.7 In connection with international airports, the appropriate public authorities should establish and either develop and operate themselves, or permit other parties to develop and operate, free zones and/or customs warehouses and should publish detailed regulations as to the types of operations which may or may not be performed therein.

4.8 In all cases where free-zone facilities and/or customs warehouses are not provided in connection with an international airport but have been provided elsewhere in the same general vicinity, GACA of KSA shall make arrangements so that air transport can utilize these facilities on the same basis as other means of transport.

B. Information required by the public authorities

4.8bis *GACA should provide for the electronic submission of cargo information prior to the arrival or departure of cargo.*

4.9 The appropriate public authorities shall limit their data requirements to only those particulars which are deemed necessary by the public authorities to release or clear imported goods or goods intended for exportation.

4.10 The appropriate public authorities shall provide for the collection of statistical data at such times and under such arrangements so that the release of imported goods or those intended for exportation is not delayed thereby.

4.11 Subject to the technological capabilities of the KSA, documents for the importation or exportation of goods, including the Cargo Manifest and/or air waybills, shall be accepted when presented in electronic form transmitted to an information system of the public authorities.

4.12 The production and presentation of the Cargo Manifest and the air waybill(s) shall be the responsibility of the aircraft operator or his authorized agent. The production and presentation of the other documents required for the clearance of the goods shall be the responsibility of the declarant.

4.13 KSA has requirements for additional documents for import, export or transit formalities, such as commercial invoices, declaration forms, import licenses and the like, it shall not make it the obligation of the aircraft operator to ensure that these documentary requirements are met nor shall the operator be held

responsible, fined or penalized for inaccuracies or omissions of facts shown on such documents unless he is the declarant himself or is acting on his behalf or has specific legal responsibilities.

4.14 When documents for the importation or exportation of goods are presented in paper form, the format shall be based on the UN layout key, as regards the goods declaration, and on the format of Appendix 3, as regards the Cargo Manifest.

4.15 To promote trade facilitation and the application of security measures, electronic data, GACA of KSA shall, for the purpose of standardization and harmonization of electronic data interchange, and shall encourage all parties concerned, whether public or private, to implement compatible systems and to use the appropriate internationally accepted standards and protocols.

4.16 Electronic information systems for the release and clearance of goods should cover their transfer between air and other modes of transport.

4.17 GACA of KSA require supporting documents, such as licenses and certificates, for the importation or exportation of certain goods shall publish their requirements and establish convenient procedures for requesting the issue or renewal of such documents.

4.18 GACA of KSA should, to the greatest extent possible, remove any requirement to manually produce supporting documents and should establish procedures whereby they can be produced by electronic means.

4.19 The appropriate public authorities shall not require consular formalities or consular charges or fees in connection with documents required for the release or clearance of goods.

C. Release and clearance of export cargo

4.20 The appropriate public authorities require documents for export clearance shall normally limit their requirement to a simplified export declaration.

4.21 The appropriate public authorities shall provide for export cargo to be released up to the time of departure of an aircraft.

4.22 The appropriate public authorities shall allow goods to be exported, to be presented for clearance at any customs office designated for that purpose. Transfer from that office to the airport from which the goods are to be exported shall be carried out under the procedures laid down in the laws and regulations of the public authorities concerned. Such procedures shall be as simple as possible.

4.23 The appropriate public authorities shall require evidence of the arrival of exported goods as a matter of course.

4.24 When the public authorities of KSA require goods to be examined, but those goods have already been loaded on a departing aircraft, the aircraft operator or, where appropriate, the operator's authorized agent, should normally be permitted to provide security to the customs for the return of the goods rather than delay the departure of the aircraft.

D. Release and clearance of import cargo

4.25 When scheduling examinations, priority shall be given to the examination of live animals and perishable goods and to other goods which the public authorities accept are urgently required.

4.26 Consignments declared as personal effects and transported as unaccompanied baggage shall be cleared under simplified arrangements.

4.27 The appropriate public authorities shall provide for the release or clearance of goods under simplified customs procedures provided that:

- a) the goods are valued at less than a maximum value below which no import duties and taxes will be collected; or
- b) the goods attract import duties and taxes that fall below the amount that the State has established as the minimum for collection; or
- c) the goods are valued at less than specified value limits below which goods may be released or cleared immediately on the basis of a simple declaration and payment of, or the giving of security to the customs for, any applicable import duties and taxes; or

d) the goods are imported by an authorized person and are goods of a specified type.

4.28 For authorized importers who meet specified criteria, including an appropriate record of compliance with official requirements and a satisfactory system for managing their commercial records, the appropriate public authorities should establish special procedures, based on the advance supply of information, which provide for the immediate release of goods on arrival.

4.29 Goods not afforded the simplified or special procedures referred to in provisions 4.25 to 4.28 should be released or cleared promptly on arrival, subject to compliance with customs and other requirements. The appropriate public authorities should establish as a goal the release of all goods that do not need any examination, within three hours of their arrival and the submission of the correct documentation. Public authorities, and aircraft operators and importers or their authorized agents, should coordinate their respective functions to ensure that this goal is met.

4.30 The appropriate public authorities should process requests for the release of part consignments when all information has been submitted and other requirements for such part consignments have been met.

4.31 The appropriate public authorities shall allow goods that have been unladen from an aircraft at an international airport to be transferred to any designated customs office in the State concerned for clearance. The customs procedures covering such transfer shall be as simple as possible.

4.32 When, because of error, emergency or inaccessibility upon arrival, goods are not unladen at their intended destination, the appropriate public authorities shall not impose penalties, fines or other similar charges provided:

- a) the aircraft operator or his authorized agent notifies the customs of this fact, within any time limit laid down;
- b) a valid reason, acceptable to the customs authorities, is given for the failure to unload the goods; and
- c) the Cargo Manifest is duly amended.

4.33 When, because of error or handling problems, goods are unladen at an international airport without being listed on the Cargo Manifest, the appropriate public authorities shall not impose penalties, fines or other similar charges provided:

- a) the aircraft operator or his authorized agent notifies the customs of this fact, within any time limit laid down;
- b) a valid reason, acceptable to the customs, is given for the non-reporting of the goods;
- c) the manifest is duly amended; and
- d) the goods are placed under the appropriate customs arrangements. Where applicable, the GACA of KSA shall, subject to compliance with its requirements, facilitate the forwarding of the goods to their correct destination.

4.34 If goods are consigned to a destination in KSA, but have not been released for home use and subsequently are required to be returned to the point of origin or to be redirected to another destination, the appropriate public authorities shall allow the goods to be re-forwarded without requiring import, export or transit licenses if no contravention of the laws and regulations in force is involved.

4.35 The appropriate public authorities shall absolve the aircraft operator or, where appropriate, his authorized agent, from liability for import duties and taxes when the goods are placed in the custody of the public authorities or, with the latter's agreement, transferred into the possession of a third party who has furnished adequate security to the customs.

E. Spare parts, equipment, stores and other material imported or exported by aircraft operators in connection with international services

4.36 Stores and commissary supplies imported into the territory of a KSA for use on board aircraft in international service shall be relieved from import duties and taxes, subject to compliance with the customs regulations of the KSA.

4.37. The appropriate public authorities should not require supporting documentation (such as certificates of origin or consular or specialized invoices) in connection with the importation of stores and commissary supplies.

4.38 The appropriate public authorities should permit, on board aircraft, the sale or use of commissary supplies and stores for consumption without payment of import duties and other taxes in the case where aircraft, engaged in international flights:

- a) stop at two or more international airports within the territory of a GACA of KSA without intermediate landing in the territory of another State; and
- b) do not embark any domestic passengers.

4.39 Subject to compliance with its regulations and requirements, the appropriate public authorities should allow relief from import duties and taxes in respect of ground and security equipment and their component parts, instructional material and training aids imported into its territory, by or on behalf of an aircraft operator of another state for use by the operator or his authorized agent, within the boundaries of an international airport or at an approved off-airport facility.

4.40 The appropriate public authorities shall grant prompt release or clearance, upon completion of simplified documentary procedures by the aircraft operator or his authorized agent, of aircraft equipment and spare parts that are granted relief from import duties, taxes and other charges under Article 24 of the Chicago Convention.

4.41 The appropriate public authorities shall grant prompt release or clearance, upon completion of simplified documentary procedures by the aircraft operator or his authorized agent, of ground and security equipment and their replacement parts, instructional material and training aids imported or exported by an aircraft operator of another Contracting State.

4.42 The appropriate public authorities shall allow the loan, between aircraft operators of other state or their authorized agents, of aircraft equipment, spare parts and ground and security equipment and their replacement parts, which have been imported with conditional relief from import duties and taxes.

4.43 The appropriate public authorities should provide for the importation, free of import duties and taxes, of aircraft operators' documents as defined in Chapter 1 of this Annex, to be used in connection with international air services.

F. Containers and pallets

4.44 Subject to compliance with their regulations and requirements, the appropriate public authorities shall grant the aircraft operators of other state temporary admission of containers and pallets — whether or not owned by the aircraft operator of the aircraft on which they arrive — provided they are to be used on an outbound international service or otherwise re-exported.

4.45 The appropriate public authorities should require a temporary admission document for containers and pallets only when they consider it essential for the purposes of customs control.

4.46 Where proof of the re-exportation of containers and pallets is required, the appropriate public authorities should accept the appropriate usage records of the aircraft operator or his authorized agent as evidence thereof.

4.47 GACA of KSA shall make arrangements to allow aircraft operators, under supervision of the public authorities concerned, to unload transit cargo arriving in containers and pallets, so that they may sort and reassemble shipments for onward carriage without having to undergo clearance for home use.

4.48 Containers and pallets imported into KSA under the provisions of 4.44 shall be allowed to leave the boundaries of the international airport for the release or clearance of imported loads, or for export lading, under simplified documentation and control arrangements.

4.49 Where circumstances so require, the appropriate public authorities shall allow the storage of temporarily admitted containers and pallets at off-airport locations.

4.50 The appropriate public authorities shall allow the loan between aircraft operators of containers and pallets admitted under the provisions of 4.44 without payment of import duties and taxes, provided they are to be used only on an outbound international service or otherwise re-exported.

4.51 The appropriate public authorities shall allow temporarily admitted containers and pallets to be re-exported through any designated customs office.

4.52 The appropriate public authorities shall allow the temporary admission of replacement parts when they are needed for the repair of containers and pallets imported under the provisions of 4.44.

G. Mail documents and procedures

4.53 The appropriate public authorities shall carry out the handling, forwarding and clearance of mail and shall comply with the documentary procedures as prescribed by the Acts in force of the Universal Postal Union.



CHAPTER 5 - INADMISSIBLE PERSONS AND DEPORTEES

A. General

5.1 In order to minimize disruptions to the orderly operations of international civil aviation, the appropriate public authorities shall cooperate with one another to promptly resolve any differences arising in the course of implementing the provisions of this Chapter.

5.2 The appropriate public authorities shall facilitate the transit of persons being removed from another State pursuant to the provisions of this Chapter, and extend necessary cooperation to the aircraft operator(s) and escort(s) carrying out such removal.

5.2.1 During the period when an inadmissible passenger or a person to be deported is under their custody, the KSA Officers concerned shall preserve the dignity of such persons and take no action likely to infringe such dignity.

Note.— These persons should be treated in accordance with the relevant international provisions, including the UN International Covenant on Civil and Political Rights.

B. Inadmissible persons

5.3 The appropriate public authorities shall without delay notify the aircraft operator, confirming this as soon as possible in writing, when a person is found inadmissible, pursuant to 3.44.

Note.— Written notification can be either in paper form or in electronic form, such as e-mail.

5.4 KSA ,through its public authorities should consult the aircraft operator on the time-frame for removal of the person found inadmissible, in order to allow the aircraft operator a reasonable amount of time during which to effect the person's removal via its own services or to make alternative removal arrangements.

Note.— Nothing in this provision is to be construed so as to allow the return of a person seeking asylum in the territory of a Contracting State, to a country where his life or freedom would be threatened on account of his race, religion, nationality, membership in a particular social group or political opinion.

5.5 The appropriate public authorities shall ensure that a removal order is issued to the aircraft operator in respect of a person found inadmissible. The removal order shall include, if known, the name, age, gender and citizenship of the person in question.

5.6 The appropriate public authorities ordering the removal of an inadmissible person who has lost or destroyed his travel documents shall deliver a covering letter in the format set forth in Appendix 9 (1) in order to give information to the authorities of the State(s) of transit and/or the commencement of journey.

The covering letter, the removal order and any relevant information shall be handed over to the aircraft operator or, in the case of escorted persons, the escort, who shall be responsible for delivering them to the public authorities at the State of destination.

5.7 The appropriate public authorities ordering the removal of an inadmissible person whose travel documents have been seized pursuant to 3.46 shall deliver a covering letter in the format set forth in Appendix 9 (2) in order to give information to the authorities of the State(s) of transit and/or the commencement of journey. The covering letter together with a photocopy of the seized travel documents and the removal order shall be handed over to the aircraft operator or, in the case of escorted persons, the escort, who shall be responsible for delivering them to the public authorities at the State of destination.

5.8 The appropriate public authorities that have reason to believe that an inadmissible person might offer resistance to his removal shall inform the aircraft operator concerned as far in advance as possible of scheduled departure so that the aircraft operator can take precautions to ensure the security of the flight.

5.9 The aircraft operator shall be responsible for the cost of custody and care of an improperly documented person from the moment that person is found inadmissible and returned to the aircraft operator for removal from the State.

5.9.1 The appropriate public authorities shall be responsible for the cost of custody and care of all other categories of inadmissible persons, including persons not admitted due to document problems beyond the expertise of the aircraft operator or for reasons other than improper documents, from the moment these persons

are found inadmissible until they are returned to the aircraft operator for removal from the State.

5.10 When a person is found inadmissible and is returned to the aircraft operator for transport away from the territory of the State, the aircraft operator shall not be precluded from recovering from such person any transportation costs involved in his removal.

5.11 The aircraft operator shall remove the inadmissible person to:

- a) the point where he commenced his journey; or
- b) to any place where he is admissible.

5.12 The appropriate public authorities shall accept for examination a person removed from a State where he was found inadmissible, if this person commenced his journey from its territory GACA of KSA shall not return such a person to the country where he was earlier found inadmissible.

5.13 The appropriate public authorities shall accept the covering letter and other papers delivered pursuant to 5.6 or 5.7 as sufficient documentation to carry out the examination of the person referred to in the letter.

5.14 The appropriate public authorities shall not fine aircraft operators in the event that arriving and in-transit persons are found to be improperly documented where aircraft operators can demonstrate that they have taken adequate precautions to ensure that these persons had complied with the documentary requirements for entry into the receiving State.

5.15. When aircraft operators have cooperated with the public authorities to the satisfaction of those authorities, for example pursuant to memoranda of understanding reached between the parties concerned, in measures designed to prevent the transportation of inadmissible persons, The appropriate public authorities should mitigate the fines and penalties that might otherwise be applicable should such persons be carried to their territory.

5.16 The appropriate public authorities shall not prevent the departure of an operator's aircraft pending a determination of admissibility of any of its arriving passengers.

Note.— An exception to this provision could be made in the case of infrequent flights or if the GACA of KSA had reason to believe that there might be an irregularly high number of inadmissible persons on a specific flight.

C. Deportees

5.17 The appropriate public authorities deporting a person from its territory shall serve him a deportation order. The appropriate public authorities shall indicate to the deportee the name of the destination State.

5.18 The appropriate public authorities removing deportees from their territories shall assume all obligations, responsibilities and costs associated with the removal.

5.19 The appropriate public authorities, when making arrangements with an aircraft operator for the removal of a deportee, shall make available the following information as soon as possible, but in any case not later than 24 hours before the scheduled time of departure of the flight:

- a) a copy of the deportation order, if legislation of the appropriate public authorities allows for it;
- b) a risk assessment by the State and/or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight; and
- c) the names and nationalities of any escorts.

Note.— In order to ensure coordination of facilitation and security standards, attention is drawn to the applicable provisions of Section 17, Chapter 4.

5.20 The appropriate public authorities, in making arrangements for the removal of a deportee to a destination State, shall use direct non-stop flights whenever practicable.

5.21 The appropriate public authorities, when presenting a deportee for removal, shall ensure that all official travel documentation required by any transit and/or destination State is provided to the aircraft operator.

5.22 The appropriate public authorities shall admit into its territory its nationals who have been deported from another State.

5.23 The appropriate public authorities shall give special consideration to the admission of a person, deported from another State, who holds evidence of valid and authorized residence within its territory.

5.24 The appropriate public authorities, when determining that a deportee must be escorted and the itinerary involves a transit stop in an intermediate State, shall ensure that the escort(s) remain(s) with the deportee to his final destination, unless suitable alternative arrangements are agreed, in advance of arrival, by the authorities and the aircraft operator involved at the transit location.

D. Procurement of a replacement travel document

5.25 When a replacement travel document must be obtained in order to facilitate removal and acceptance of an inadmissible person at his destination, the State ordering the removal shall provide as much assistance as practicable in obtaining that document.

Note.— In order to clarify application of this Standard, attention is drawn to Standard 5.13.

5.26 The appropriate public authorities shall, when requested to provide travel documents to facilitate the return of one of its nationals, respond within a reasonable period of time and not more than 30 days after such a request was made either by issuing a travel document or by satisfying the requesting State that the person concerned is not one of its nationals.

5.27 The appropriate public authorities shall not make the signing by the person concerned of an application for a travel document a prerequisite for the issuance of that document.

5.28 When the appropriate public authorities has determined that a person for whom a travel document has been requested is one of its nationals but cannot issue a passport within 30 days of the request, the appropriate public authorities shall issue an emergency travel document that attests to the nationality of the person concerned and that is valid for readmission to that State.

5.29 The appropriate public authorities shall not refuse to issue a travel document to or otherwise thwart the return of one of its nationals by rendering that person stateless.

CHAPTER 6 - INTERNATIONAL AIRPORTS—FACILITIES AND SERVICES FOR TRAFFIC**CHAPTER 6 - INTERNATIONAL AIRPORTS — FACILITIES AND SERVICES FOR TRAFFIC****A. General**

6.1 GACA of KSA shall ensure that the provisions of Section 9 continue to be implemented in the event an airport becomes privatized.

6.1.1 GACA of KSA shall take all necessary steps to secure the cooperation of aircraft operators and airport operators in ensuring that satisfactory facilities and services are provided for rapid handling and clearance of passengers, crew, baggage, cargo and mail at their international airports. Such facilities and services shall be flexible and capable of expansion to meet anticipated growth in traffic volume, or increased security measures during higher threat situations, while permitting appropriate narcotics control measures.

Note.— With respect to the application of aviation security measures, attention is drawn to the relevant specification in Section 17, Chapter 2.*

* The specification reads as follows:

— Appropriate public authority should whenever possible arrange for the security controls and procedures to cause a minimum of interference with, or delay to the activities of, civil aviation provided the effectiveness of these controls and procedures is not compromised.

6.2 GACA of KSA shall take all necessary steps to encourage consultations between the airport operator on the one hand and aircraft operators, control authorities and appropriate bodies representing other airport users on the other at the earliest stage when planning new or substantially modified terminal buildings or when new procedures require changes in facilities, including changes of layout within existing facilities, at their international airports.

6.3 GACA of KSA shall take all necessary steps to secure the cooperation of aircraft operators and airport operators in ensuring that the facilities and services at their international airports are designed in such a way as to provide the best possible airport traffic flow arrangements.

6.3.1 GACA of KSA whose international airports experience traffic peaking problems should, in accordance with appropriate procedures for coordination of schedules at airports, indicate to the appropriate airlines operating scheduled and non-scheduled flights, well in advance of the recognized traffic seasons, any restrictions that may apply in order to match the traffic and the airport capacity.

6.4 Where a passenger service charge is levied at an international airport and its collection from passengers gives rise to facilitation problems, this charge should be levied, where practicable, following consultation and advance notice, on the aircraft operators which should in turn recover the charge from passengers in such a way that the necessity for additional queuing at the airport is avoided.

6.5 Whenever possible, the use of credit cards should be acceptable as a means of payment for services rendered, including duties and taxes, at international airports.

6.6 It is recommended that aircraft operators, in agreement with, and subject to reasonable limitations which may be imposed by, the airport operators, be offered the choice of providing their own services for ground handling operations, or the option of having such operations performed entirely, or in part, by an organization controlled by another aircraft operator authorized by the airport operator, or by the airport operator, or by a servicing agent approved by the airport operator.

B. Airport traffic flow arrangements**I. Common provisions**

6.7 GACA of KSA shall ensure that particular attention is given to the need for adequate facilities to be available at all times at international airports and that appropriate measures are adopted to permit embarkation and disembarkation of passengers without delay.

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6.7.1 GACA of KSA should encourage airport operators and aircraft operators to exchange all relevant flight information. Electronic Data Interchange with airlines should be facilitated at busy airports. In such cases, technical solutions complying with industry standards (e.g. UN/EDIFACT) should be encouraged.

6.8 The arrangements in 6.3 should be by the most direct route with no crossing between passenger and baggage lines nor between different circuits. To the extent that the route is not self-evident, appropriate signposting should be used.

6.9 International signs to facilitate passengers using airports, reproduced in the document developed for that purpose entitled International Signs to Provide Guidance to Persons at Airports and Marine Terminals (Doc 9636) published jointly by ICAO and the International Maritime Organization, should be introduced at the earliest practicable opportunity.

6.9.1 Notices and leaflets should be prominently displayed at international airports, warning travelers of the serious consequences of illegal narcotics trafficking and of the penal measures to which persons convicted of narcotics law offences may be liable.

6.10 Arrangements should be made so that, when necessary, passengers and crew can proceed under shelter between the air terminal buildings and the aircraft, and vice versa.

6.11 Particular attention should be given to passenger routes involving long distances to be covered on foot and the possibility should be studied of facilitating travel over these routes by mechanical systems.

6.12 Flight information boards, or displays, supplemented, where necessary, by a clearly audible public address system should be provided so that passengers and the public can be fully informed of arrivals, departures and cancellations of flights, and particularly of any last-minute changes in arrival or departure times or changes in gate numbers.

6.12.1 In giving effect to 6.12, flight information boards or displays should, as far as possible, be in the standard layout recommended in Doc 9249 — Dynamic Flight-related Public Information Displays. GACA of KSA should ensure that the parties concerned in the operation of flights provide on a timely and rapidly updated basis all relevant information on flights, including last-minute changes, to the authorities responsible for the operation of Flight Information Display Systems. Those authorities should be responsible for establishing the list of data elements they need for this operation and the means of communicating them, recognizing existing industry standards.

6.13 GACA of KSA should ensure that rapid and reliable city/airport ground transportation is available.

6.13.1 GACA of KSA should promote full consultation at the earliest possible stage between airport operators and all agencies and operators involved in surface access to the airport to encourage both increased coordination in the planning of surface access to airports and the provision of relevant information to passengers. GACA of KSA should also promote both the provision of information to passengers on services available and on the price for such services, and the facilitation of ticketing for ground transportation, including payment methods.

6.14 International airports should have available appropriate automobile parking facilities for short- and long-term parking.

II. Parking and servicing arrangements

6.15 Adequate measures should be taken to ensure convenient parking and servicing of aircraft of all types and categories — regular, non-scheduled and general aviation aircraft — in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time. It is desirable in particular:

- a) to make arrangements for optimum allocation of aircraft parking spaces as close as possible to the terminal building for rapid loading and unloading;
- b) to provide adequate parking spaces, away from the terminal building, for aircraft when either loading or unloading, so as to avoid obstruction to the flow of traffic on the apron, and make adequate arrangements for their optimum use;
- c) to equip the parking spaces with the necessary means for rapid, convenient and safe performance of all aircraft servicing operations, including equipment for secure tie-downs;
- d) to give particular importance to measures for assistance to aircraft during embarkation and disembarkation operations;

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- e) to provide facilities for fuelling of aircraft during hours established by the public authorities; f) to provide transportation between remote parking positions and the terminal building when distance and safety so require as a result of optimum use of the parking area available; and
- f) to provide, when necessary, parking space for international flights where inspection of aircraft, passengers, crew and baggage can be performed.

III. Outbound passengers, crew and baggage

6.16 Easy and speedy access to the terminal should be provided for passengers, crew and their baggage arriving at the airport by surface transport.

6.17 GACA of KSA should ensure that, where traffic justifies, aircraft operators, airports and airport handling operators consider the provision of child care rooms of suitable dimensions and with necessary child care facilities, in the departure and transit lounges of terminals, to provide special areas for infants/small children accompanied by parent(s) or guardian(s). These rooms should be clearly marked with appropriate signs.

6.18 Easy and frequent transportation should be available between airport terminal buildings as well as between designated remote parking facilities and airport terminal buildings.

6.19 Consideration should be given to the provision of baggage check-in facilities as close as possible to arrival points of surface transport.

6.20 GACA of KSA should study the possibility of allowing the provision of off airport check-in facilities, with due regard to the necessary security precautions and control requirements.

6.21 In order to facilitate aircraft departure, GACA of KSA , in examining passengers as a security measure, or for purposes of narcotics control as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the number of persons to be searched by other means.

Note 1.— The use of radiological techniques for screening passengers should be avoided.

Note 2.— Privacy should be assured when a thorough physical search is to be carried out. If special rooms are not available, portable screens may be used for this purpose.

6.22 In order to facilitate aircraft departure, GACA of KSA , in examining baggage of passengers departing from their territory as a security measure, or for narcotics control purposes as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the amount of baggage to be searched by other means.

6.23 An individual and continuous “trickle” method of processing and loading of passengers, crew and baggage should be adopted — in lieu of the group (“package”) system — whenever this will speed up their clearance.

6.24 Particular attention should be paid to the use of sorting, conveyance, reconciliation and loading devices for baggage. Provisions should be made as far as possible for:

- a) mechanized systems capable of sorting, transferring and loading large quantities of baggage within a minimum amount of time, consistent with the volume of traffic;
- b) the use of the unique baggage identification system, known as the “License Plate Concept”, for baggage reconciliation, sorting and tracing. The “License Plate Concept” developed by ACI/IATA is defined in the IATA Passenger Services Conference Resolutions Manual (Resolution 740) and in the appropriate Recommended Practices of the same document. The concept includes a coded baggage tag with a unique number that can be read automatically and transmitted electronically between aircraft operators, airports and handling agents. It enables these parties to provide higher-quality baggage sorting and handling. Baggage reconciliation applications (reference Annex 17, 4.4.3) can also use the same data elements;
- c) an area where it would be possible to hold baggage containers and to rearrange their contents; and
- d) mechanical means of handling and sorting empty baggage containers, consistent with the volume of traffic.

6.25 The premises that crew members have to visit for operational purposes should be readily accessible and, if possible, next to one another.

CHAPTER 6 - INTERNATIONAL AIRPORTS—FACILITIES AND SERVICES FOR TRAFFIC**IV. Inbound passengers, crew and baggage**

6.26 GACA of KSA shall make arrangements for a sufficient number of control channels so that clearance of inbound passengers and crew may be obtained with the least possible delay. Additional channel(s) shall be available if possible to which complicated cases may be directed without delaying the main flow of passengers.

6.27 Particular attention should be given to points where passenger delays are frequently found to occur. 6.28 To obviate any delay to passengers, the necessary steps shall be taken to ensure that baggage arrives on time in the baggage claim area.

6.28 Arrangements should be made for rapid unloading of baggage, including containerized baggage, from the aircraft and its swift movement to the baggage claim area. To this end, mechanical unloading and conveyance systems should be used where the volume of traffic warrants and a sufficient number of handling staff should be available at all times.

6.29 Adequate space should be provided in the baggage claim area permitting ready identification and speedy withdrawal by each passenger of his checked baggage.

6.30 Where the volume of baggage so warrants, mechanized baggage dispensing systems should be provided in baggage-claim areas so as to move the baggage towards passengers, thus facilitating pick-up of baggage.

6.30.1 The operators responsible for international airports shall ensure that passengers can obtain assistance in the carriage of baggage to enable them to transfer baggage from baggage claim areas to points as close as possible to areas where surface transportation from the airport or between airport terminals is provided.

V. Transit and transfer of passengers and crew

6.31 The appropriate public authorities should, whenever possible, permit passengers to remain on board the aircraft and authorize embarkation and disembarkation during refueling, subject to the necessary safety measures.

6.31.1 It is recommended in particular that technical and regulatory provisions should be adopted to ensure that telescopic passageways to and from aircraft can be kept in use during refueling of aircraft.

6.32 GACA of KSA should ensure that physical facilities at airports are provided, where the volume and nature of the traffic so require, whereby crew and passengers in direct transit on the same aircraft, or transferring to other flights, may remain temporarily without being subject to inspection formalities, except for aviation security measures, or in special circumstances.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures.

6.33 Provisions should be made for airline handling counters in the transit area for the purpose of processing passengers transferring from one aircraft to another and not going through clearance controls.

6.34 Arrangements should be made whereby crew members in brief transit can communicate from a point near the aircraft's loading position, located either on the apron or in a locale near the apron, via television or telephone with the various governmental agencies (e.g. air traffic control, MET Office) without the need to report to them in person.

VI. Miscellaneous facilities and services in passenger terminal buildings

6.35 Facilities provided for the use of transit passengers should contain all necessary arrangements for their convenience.

6.35.1 Storage facilities should be provided for baggage left by their owners at international airports for later pick-up.

6.35.2 International airports shall be equipped with functional secure storage facilities where unclaimed, unidentified and mishandled baggage will be kept available for clearance until forwarded, claimed or disposed of in accordance with the governmental regulations and procedures applicable in the territory of the State concerned. Airline personnel shall have access to the baggage at least throughout the hours of airport operation.

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6.36 To the extent that the non-travelling public are admitted to terminal buildings, appropriate arrangements should be made so that they do not interfere with the flow of inbound and outbound traffic.

6.36.1. Provisions should be made to locate facilities for group/tour operators in public or uncontrolled areas in the arrival and/or departure areas in order to minimize congestion in the terminal buildings.

6.37 When duty-free or other goods are offered for sale in terminal buildings, whether to outbound passengers only or to both outbound and inbound passengers, provisions should be made for convenient locations of the stores which would ensure easy access by a large number of passengers, efficient service and adequate customer space so as to avoid congestion and interference with the main streams of outbound and inbound passenger traffic.

VII. Cargo and mail handling and clearance facilities

6.38 GACA of KSA should make arrangements whereby all-cargo aircraft and their loads can be entered and cleared at the cargo terminal area.

6.39 Easy and speedy access should be provided to airport cargo terminals, taking into account the space requirements of extra-large trucks on access roads and in front of terminals for maneuvering into position.

6.40 Each cargo terminal should be provided with delivery/receiving positions adaptable to truck-bed heights.

6.41 Use should be made, where justified, of mechanized and automated facilities for loading and unloading, conveyance and storage of cargo.

6.42 Adequate space should be available in cargo terminals for storage and handling of air cargo, including building up and breaking down of pallet and container loads, located next to the customs area and easily accessible to authorized persons and vehicles from both the apron and the landside road. Such arrangements should take into account aviation security and appropriate narcotics control measures.

6.43 Adequate space and facilities should be provided at international airports, or at convenient off-airport locations, for the temporary storage of empty containers.

6.44 Cargo terminals should be equipped with storage facilities as appropriate for special cargo (e.g. valuable goods, perishable shipments, human remains, radioactive and other dangerous goods, as well as live animals). Those areas of cargo terminals in which general and special cargo and mail are stored prior to shipment by air should be protected against access by unauthorized persons at all times.

6.45 Parking spaces should be available at cargo terminals for handling equipment when not in use, located so as to avoid interference with the flow of inbound and outbound cargo.

6.46 Where high-capacity aircraft with mixed passenger and cargo loads are positioned next to the passenger terminal, all necessary facilities should be provided for swift loading/unloading and conveyance between the aircraft and the cargo terminal(s) of large volumes of air cargo. To this end, flow routes should be designed so as to avoid interference with those for passengers and baggage.

6.47 Facilities should be provided, where necessary, for the direct removal of bulky or heavy consignments by approved transport, from the airport to the premises of the importer, agent or freight forwarder, such removal being subject to customs approval and any conditions attached to that approval.

6.48 Sufficiently large and convenient areas should be provided at international airports, where, under customs supervision, trans-shipment cargo can be broken down, sorted and reassembled for immediate or later onward transmission. Such arrangements should take into account aviation security and appropriate narcotics control measures.

6.49 At airports whose cargo handling capacity is insufficient and whose expansion is limited or unfeasible, off-airport bonded warehouses should be allowed, and the procedures for moving cargo between them and the airport should be minimal in order to accelerate clearance and reduce congestion in airport warehouses.

6.50 Where the volume of airmail so warrants and where it will expedite the onward transmission of the mail, in

CHAPTER 6 - INTERNATIONAL AIRPORTS—FACILITIES AND SERVICES FOR TRAFFIC

the opinion of the postal authorities, adequate space and facilities should be provided at international airports for the reworking, sorting and onward transmission of airmail. Such arrangements should take into account aviation security and appropriate narcotics control measures.

C. Facilities required for implementation of public health, emergency medical relief, and animal and plant quarantine measures

6.51 GACA of KSA , in cooperation with airport operators, shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.

6.52 GACA of KSA should provide, at or near all their major international airports, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.

6.53 International airports should have available adequate facilities for administration of public health and animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores.

6.54 GACA of KSA should provide arrangements whereby passengers and crew in transit can remain in premises free from any danger of infection and insect vectors of diseases and, when necessary, facilities should be provided for the transfer of passengers and crew to another terminal or airport nearby without exposure to any health hazard. Similar arrangements and facilities should also be made available in respect of animals.

6.55 GACA of KSA , in cooperation with airport operators and aircraft operators, shall take all steps to ensure that the procurement, preparation, handling, storage and service of food and water supplies intended for consumption both at airports and on board aircraft are hygienically carried out in accordance with the pertinent regulations, recommendations and standards of the World Health Organization and the pertinent recommendations of the Food and Agriculture Organization of the United Nations.

6.56 GACA of KSA , in cooperation with airport operators and aircraft operators, shall ensure that an effective system is instituted for the safe removal and safe disposal of excrement, refuse, waste water, waste, unused and condemned food and other matter dangerous to the health of persons, animals or plants in accordance with the pertinent regulations and recommendations of the World Health Organization and the recommendations of the Food and Agriculture Organization of the United Nations.

6.57 There shall be maintained at international airports facilities for first aid attendance on site, and appropriate arrangements shall be available for expeditious referral of the occasional more serious case to pre-arranged competent medical attention.

D. Facilities required for clearance controls and operation of control services

6.58 Space and facilities for the authorities in charge of clearance controls should, as far as possible, be provided at public expense.

6.59 If the space and facilities referred to in 6.58 are not provided at public expense, GACA of KSA shall ensure that such space and facilities are provided on terms not less favorable than those which apply to the operators of other means of transportation entering the State and requiring space and facilities on a comparable scale.

6.60 GACA of KSA shall provide sufficient services of the public authorities concerned, without charge, to operators during working hours established by those authorities.

Note.— Where traffic, volume and available space and facilities warrant, GACA of KSA may wish to provide clearance controls for passengers and their baggage at more than one location.

6.60.1 GACA of KSA shall provide sufficient services of the public authorities concerned in such a way as to respond to real needs and thus to the flow of traffic during working hours established by those authorities.

Note 1.— Paragraphs 6.60 and 6.60.1 should be applied in accordance with Article 82 of the International Health Regulations (1969), Third Annotated Edition (1983) which provides that no charge shall be made by a health authority for any medical examination provided for in the International Health Regulations (IHR) or for any vaccination of a person on arrival and any certificate thereof. The IHR specify that it is not permissible to exact or receive payment for medical examination carried out at any time of the day or night. Article 24 provides that health measures shall be initiated forthwith and completed without delay.

CHAPTER 6 - INTERNATIONAL AIRPORTS—FACILITIES AND SERVICES FOR TRAFFIC

Note 2.— Under Section 15 — Aeronautical Information Services, GACA of KSA are obligated to publish the types and hours of clearance services (customs, immigration, health) at their international airports.

6.61 Outside of the working hours established to cover any periods of substantial workload at international airports referred to in 6.60 and 6.60.1 GACA of KSA shall provide services of such authorities on terms not less favorable to operators of aircraft than those which apply to operators of other means of transportation entering the State.

6.62 GACA of KSA should make arrangements whereby one State will permit another State to station representatives of the public authorities concerned in its territory to examine aircraft, passengers, crew, baggage, cargo and documentation for customs, immigration, public health and animal and plant quarantine purposes, prior to departure for the other State concerned, when such action will facilitate clearance upon arrival in that State. Alternatively, GACA of KSA may by agreement enter into electronic forms of pre-clearance for any of the functions listed above to facilitate clearance upon arrival in the other State.

E. Monetary exchange facilities

6.63 GACA of KSA shall make arrangements to display at their international airports their regulations governing the exchange of funds of other states against national funds.

6.64 GACA of KSA that maintain exchange controls with respect to funds of other states shall make arrangements:

- a) to publish the current legal rates of exchange for such funds;
- b) to display or otherwise make available at their international airports such rates as may be of principal interest at the respective airports.

6.65 GACA of KSA that do not maintain exchange controls with respect to some or all funds of other states shall make arrangements to display information to that effect at their international airports.

6.66 With respect to those funds of other states for which no controlled exchange rates have been established by the GACA of KSA concerned, it should make such arrangements as may be feasible to make information available at its international airports as to the prevailing open market rates.

6.67 GACA of KSA shall provide, at such times as to meet the needs of the travelling public, adequate facilities at international airports for the legal exchange of funds of other states through governmental agencies or shall authorize private agencies to do so. These facilities shall be available to arriving and departing passengers.

Note.— In giving effect to this provision, the use of vending machines at international airports, enabling a departing passenger to obtain foreign currency, at any time of the day or night, has proved to be of valuable assistance and should be considered as a possibility by GACA of KSA .

6.68 GACA of KSA restricting the import or export of funds of other states should provide for the issuance to travelers of certificates showing the amounts of such funds in their possession upon entering the State and should permit such travelers, upon surrender of such certificates prior to leaving the State, to take such funds with them. Inscription on the passport or other official document for travel may serve the same purpose.

6.69 GACA of KSA that prohibit or limit the amount of importation of their own currency should provide reasonable facilities for travelers from abroad, who declare an amount of such currency in excess of that permitted by the current regulations, to deposit such amount at the international airport of entry and, upon departure, to reclaim it at the same point or at any other point designated by the public authorities concerned.

F. Unruly passengers

6.70 GACA of KSA should take the necessary steps to increase passenger awareness of the unacceptability and consequences of unruly or disruptive behavior in aviation facilities and on board aircraft.

6.71 GACA of KSA should require that training in noting, anticipating, and handling of irate or unruly passenger behavior, recognition of potentially escalating situations, crisis containment and related issues should be provided to the relevant staff and crew members who are in contact with passengers.

CHAPTER 7 - LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS**A. General**

7.1 GACA of KSA shall take steps to ensure that all possible assistance is rendered by its public authorities to an aircraft which, for reasons beyond the control of the pilot in-command, has landed elsewhere than at one of its international airports and, to this end, shall keep control formalities and procedures, in such cases, to a minimum.

7.2 The pilot-in-command or the next senior crew member available shall cause the landing to be reported as soon as practicable to the public authorities concerned.

B. Short stopover

7.3 If it is apparent that the aircraft can resume its flight within a relatively short time of arrival, the following procedure shall apply:

7.3.1 Control measures shall be limited to those that ensure that the aircraft departs with the same load that was on board at the time of arrival. In case the load or part thereof cannot, for operational or other reasons, continue on that flight, the public authorities shall expedite clearance formalities and cooperate in speedy onward transportation for that load to its destination.

7.3.2 The public authorities shall designate, if necessary, an adequate area under their general supervision where passengers and crew can move about during their stopover.

7.3.3 The pilot-in-command shall not be required to apply to more than one government agency for take-off permission (other than for any necessary air traffic control clearance).

C. No resumption of flight

7.4 If it is apparent that the aircraft will be substantially delayed or is unable to continue its flight, the following provisions shall apply:

7.4.1 The pilot-in-command, while awaiting the instructions of the public authorities concerned or if he or his crew is unable to get in touch with them, shall be entitled to take such emergency measures as he deems necessary for the health and safety of passengers and crew and for avoiding or minimizing loss or destruction to the aircraft itself and its load.

7.4.2 Passengers and crew shall be permitted to secure suitable accommodation pending completion of the necessary formalities if such formalities cannot be promptly carried out.

7.4.3 Cargo, stores and unaccompanied baggage, if required to be removed from the aircraft for safety reasons, shall be deposited in a nearby area and remain there pending completion of the necessary formalities.

7.4.4 Mail shall be disposed of as is required pursuant to the Acts in force of the Universal Postal Union.

CHAPTER 8 - OTHER FACILITATION PROVISIONS

A. Bonds and exemption from requisition or seizure

8.1 KSA requires bonds of an aircraft operator to cover his liabilities under the customs, immigration, public health, animal and plant quarantine, or similar laws of the State, and should permit the use of a single comprehensive bond whenever possible.

8.2 The aircraft, ground equipment, security equipment, spare parts and technical supplies of an aircraft operator located in a states (other than the GACA of KSA in which such airline is established) for use in the operation of an international air service serving such Contracting State, should be exempt from the laws of such states authorizing the requisition or seizure of aircraft, equipment, parts or supplies for public use, without prejudice to the right of seizure for breaches of the laws of the appropriate public authorities concerned.

B. Facilitation of search, rescue, accident investigation and salvage

8.3 Subject to any conditions imposed by Section- 12 — Search and Rescue and section 13 — Aircraft Accident and Incident Investigation, GACA of KSA shall make arrangements to ensure entry without delay into their territories on a temporary basis of qualified personnel required for search, rescue, accident investigation, repair or salvage in connection with a lost or damaged aircraft.

8.3.1 In arranging for the entry without delay of the personnel referred to in 8.3, when such a document is necessary, GACA of KSA shall not require any other travel document than a passport (cf. 3.4).

8.3.2 In cases where a GACA of KSA continues to require entrance visas for the personnel referred to in 8.3, it should, when necessary and on an exceptional basis, issue such visas on arrival or otherwise facilitate their admission when such personnel carry an order of mission from the competent authority in their State (cf.3.38).

8.3.3 GACA of KSA should ensure that their authorities are adequately informed of the provisions of Annexes 13 and 9 relating to the facilitation of aircraft accident and incident investigations. In this regard, GACA of KSA should recognize the need for the investigators concerned to be able to arrange transport to the site of the accident or incident without delay and, if necessary, help them to this end.

8.4 Each GACA of KSA shall facilitate the temporary entry into its territory of all aircraft, tools, spare parts and equipment required in the search, rescue, accident investigation, repair or salvage of the damaged aircraft of another State. These items shall be temporarily admitted free from customs duties and other taxes or charges and the application of regulations of any nature restricting the importation of goods.

Note.— It is understood that this provision does not preclude the application of public health and animal and plant quarantine measures, if required.

8.5 GACA of KSA shall facilitate the removal from its territory of both the damaged and any assisting aircraft, together with tools, spare parts and equipment that may have been brought in for search, rescue, accident investigation, repair or salvage purposes.

8.6 Damaged aircraft or parts thereof, and any stores or cargo contained therein, together with any aircraft, tools, spare parts or equipment brought in for temporary use in search, rescue, accident investigation, repair or salvage, which are not removed from the territory of the KSA within a length of time to be specified by the KSA, shall be subject to the requirements of the applicable laws of the State concerned.

8.7 If, in connection with an aircraft accident investigation, it becomes necessary to send a part, or parts, of a damaged aircraft to another state for technical examination or testing, each State concerned shall ensure that the movement of such part, or parts, is effected without delay. The public authorities concerned shall likewise facilitate the return of such part, or parts, to the State instituting the accident investigation should the latter State require them in order to complete the investigation.

C. Relief flights following natural and man-made disasters which seriously endanger human health or the environment, and similar emergency situations where United Nations (UN) assistance is required

8.8 GACA of KSA shall facilitate the entry into, departure from and transit through their territories of aircraft engaged in relief flights performed by or on behalf of international organizations recognized by the UN or by or on behalf of states themselves and shall take all possible measures to ensure their safe operation. Such relief flights are those undertaken in response to natural and man-made disasters which seriously endanger human

health or the environment, as well as similar emergency situations where UN assistance is required. Such flights shall be commenced as quickly as possible after obtaining agreement with the recipient State.

Note 1.— According to its Internationally Agreed Glossary of Basic Terms, the United Nations Department of Humanitarian Affairs considers an emergency to be “a sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences”, and a disaster to be “a serious disruption of the functioning of society, causing widespread human, material or environmental losses which exceed the ability of the affected society to cope using only its own resources”.

Note 2.— With respect to the application of measures to ensure the safe operation of relief flights, attention is drawn to Section 11 — Air Traffic Services, the Manual Concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft Operations (Doc 9554) and the Manual concerning Interception of Civil Aircraft (Doc 9433).

8.9 GACA of KSA shall ensure that personnel and articles arriving on relief flights referred to in 8.8 are cleared without delay.

D. Marine pollution and safety emergency operations

8.10 In cases of emergency, GACA of KSA shall facilitate the entry, transit and departure of aircraft engaged in the combating or prevention of marine pollution, or other operations necessary to ensure maritime safety, safety of the population or protection of the marine environment.

8.11 In cases of emergency, GACA of KSA shall, to the greatest extent possible, facilitate the entry, transit and departure of persons, cargo, material and equipment required to deal with the marine pollution and safety operations described in 8.10.

E. Implementation of international health regulations and related provisions

8.12 GACA of KSA shall comply with the pertinent provisions of the International Health Regulations (2005) of the World Health Organization.

8.13 GACA of KSA shall take all possible measures to have vaccinators use the Model International Certificate of Vaccination or Prophylaxis, in accordance with Article 36 and Annex 6 of the International Health Regulations (2005), in order to assure uniform acceptance.

8.14 Each GACA of KSA shall make arrangements to enable all aircraft operators and agencies concerned to make available to passengers, sufficiently in advance of departure, information concerning the vaccination requirements of the countries of destination, as well as the Model International Certificate of Vaccination or Prophylaxis conforming to Article 36 and Annex 6 of the International Health Regulations (2005).

8.15 The pilot-in-command of an aircraft shall ensure that a suspected communicable disease is reported promptly to air traffic control, in order to facilitate provision for the presence of any special medical personnel and equipment necessary for the management of public health risks on arrival.

Note 1.— A communicable disease could be suspected and require further evaluation if a person has a fever (temperature 38°C/100°F or greater) that is associated with certain signs or symptoms: e.g. appearing obviously unwell; persistent coughing; impaired breathing; persistent diarrhea; persistent vomiting; skin rash; bruising or bleeding without previous injury; or, confusion of recent onset.

Note 2.— In the event of a case of suspected communicable disease on board an aircraft, the pilot-in-command may need to follow his operator’s protocols and procedures, in addition to health-related legal requirements of the countries of departure and/or destination. The latter would normally be found in the Aeronautical Information Publications (AIPs) of the GACA of KSA concerned.

Note 3.— Annex 6 – Operation of Aircraft describes the “on board” medical supplies that are required to be carried on aircraft. The Procedures for Air Navigation Services – Air Traffic Management (Doc 4444) (PANS-ATM) detail the procedures to be followed by the pilot-in-command in communication with air traffic control.

8.15.1 When a public health threat has been identified, and when the public health authorities of a GACA of KSA require information concerning passengers’ and/or crews’ travel itineraries or contact information for the purposes of tracing persons who may have been exposed to a communicable disease, The appropriate public

authorities should accept the “Public Health Passenger Locator Card” reproduced in Section 13 as the sole document for this purpose.

Note.— It is suggested that GACA of KSA make available adequate stocks of the Passenger Locator Card, for use at their international airports and for distribution to aircraft operators, for completion by passengers and crew.

F. Communicable disease outbreak national aviation plan

8.16 A GACA of KSA shall establish a national aviation plan in preparation for an outbreak of a communicable disease posing a public health risk or public health emergency of international concern.

Note.1— Guidance in developing a national aviation plan may be found on the ICAO website on the Aviation Medicine

Note 2.— Annex 11 – Air Traffic Services and Annex 14 — Aerodromes, Volume I — Aerodrome Design and Operations require air traffic services and aerodromes to establish contingency planning or aerodrome emergency plans, respectively, for public health emergencies of international concern

G. Establishment of national facilitation programs

8.17 Each GACA of KSA shall establish a national air transport facilitation program based on the facilitation requirements of the Convention and of Annex 9 thereto. 8.18 Each GACA of KSA shall ensure that the objective of its national air transport facilitation program shall be to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores, by removing unnecessary obstacles and delays.

8.18 In establishing a national air transport facilitation program, GACA of KSA should use the guidance material outlined in Section 12.

8.19 Each GACA of KSA shall establish a National Air Transport Facilitation Committee, and Airport Facilitation Committees as required, or similar coordinating bodies, for the purpose of coordinating facilitation activities between departments, agencies, and other organizations of the State concerned with, or responsible for, various aspects of international civil aviation as well as with airport and aircraft operators.

8.20 GACA of KSA should endeavor to establish close coordination, adapted to circumstances, between civil aviation security and facilitation programmes. To this end, certain members of Facilitation Committees should also be members of Security Committees.

8.21 In establishing and operating National Air Transport and Airport Facilitation Committees, GACA of KSA should use the guidance material outlined in Appendices 11 and 12.

H. Facilitation of the transport of passengers requiring special assistance

I. General

8.22 When travelling, persons with disabilities should be provided with special assistance in order to ensure that they receive services customarily available to the general public. Such assistance includes the offering of information and directions in media that can be understood by travelers with cognitive or sensory disabilities.

8.23 GACA of KSA should cooperate with a view to taking the necessary measures to make accessible to persons with disabilities all the elements of the chain of the person’s journey, from beginning to end.

8.24 GACA of KSA should take the necessary steps with aircraft operators, airports and ground handling operators to establish minimum uniform standards of accessibility with respect to transportation services for persons with disabilities, from arrival at the airport of departure to leaving the airport of destination.

8.25 GACA of KSA should take the necessary steps with aircraft operators, airports, ground handling operators and travel agencies to ensure that persons with disabilities are given the information they need, and should take the necessary steps to ensure that airlines, airports, ground handling operators and travel agencies are in a position to give those passengers the assistance necessary for them, depending on their needs, to help them in their travel.

8.26 GACA of KSA should take all necessary steps to secure the cooperation of aircraft operators, airports and ground handling operators in order to establish and coordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.

II. Access to airports

8.27 GACA of KSA shall take the necessary steps to ensure that airport facilities and services are adapted to the needs of persons with disabilities.

8.28 GACA of KSA should ensure that lifting systems or any other appropriate devices are made available in order to facilitate the movement of elderly and disabled passengers between the aircraft and the terminal on both arrival and departure as required where telescopic passageways are not used.

8.29 Measures should be taken to ensure that the hearing- and vision-impaired are able to obtain flight information.

8.30 For elderly and disabled persons being set down or picked up at a terminal building, reserved points should be located as close as possible to main entrances. To facilitate movement to the various areas of the airport, access routes should be free of obstacles.

8.31 Where access to public services is limited, every effort should be made to provide accessible and reasonably priced ground transportation services by adapting current and planned public transit systems or by providing special transport services for people with mobility needs.

8.32 Adequate parking facilities should be provided for people with mobility needs and appropriate measures taken to facilitate their movement between parking areas and the terminal buildings.

8.33 Direct transfer from one aircraft to another of passengers, particularly elderly and disabled passengers, should be authorized, where necessary and possible, whenever this is warranted by deadlines in making connecting flights or by other circumstances.

III. Access to air services

8.34 GACA of KSA shall take the necessary steps to ensure that persons with disabilities have adequate access to air services.

8.35 GACA of KSA should introduce provisions by which aircraft coming newly into service or after major refurbishment should conform to minimum uniform standards of accessibility with respect to equipment on board aircraft which would include movable armrests, on-board wheelchairs, lavatories and suitable lighting and signs.

8.36 Wheelchairs, special apparatus and equipment required by persons with disabilities should be carried free of charge in the cabin where, in the view of the aircraft operator, space and safety requirements permit or should be designated as priority baggage. Service animals accompanying passengers with disabilities should also be carried free of charge in the cabin, subject to the application of any relevant national or aircraft operator regulations.

8.37 In principle, persons with disabilities should be permitted to determine whether or not they need an escort and to travel without the requirement for a medical clearance. However, advance notice should be mandatory where assistance or lifting is required. Aircraft operators should only be permitted to require passengers with disabilities to obtain a medical clearance in cases of medical condition where it is clear that their safety or well-being or that of other passengers cannot be guaranteed. Furthermore, aircraft operators should only be permitted to require an escort when it is clear that a person with disabilities is not self-reliant and, as such, the safety or well-being of that person or that of another passenger cannot be guaranteed.

8.38 If the presence of an escort is required, GACA of KSA should encourage aircraft operators to offer discounts for the carriage of that accompanying person.

I. Assistance to aircraft accident victims and their families

8.39 The State of Occurrence of an aircraft accident and adjacent States shall make arrangements to facilitate the entry into their territory on a temporary basis of family members of victims of an aircraft accident.

8.40 The State of Occurrence and adjacent States shall also make arrangements to facilitate the entry into their territory, on a temporary basis, of authorized representatives of the operator whose aircraft has met with the accident, or of the operator's alliance partner, in order to enable them to provide assistance to survivors and their family members, the family members of the deceased victims of the accident and the relevant authorities in these States.

Note.— Code-sharing and similar alliance agreements sometimes require alliance partners to act as “first responder” on behalf of an affected operator in case the alliance partner can get to the location of the accident quicker than the affected operator.

8.41 In arranging for the entry of the persons referred to in 8.39, the State of Occurrence and adjacent GACA of KSA should not require any other travel document than a passport, or an emergency travel document issued specifically to such persons, to enable them to travel to these States. In cases where the State of Occurrence of the accident or an adjacent State requires entrance visas for persons referred to in 8.39 and 8.40 above, it should expedite the issuance of such visas.

8.42 GACA of KSA shall make arrangements to issue emergency travel documents, if required, to their nationals who have survived the accident.

8.43 GACA of KSA shall extend all necessary assistance, such as arranging transport and clearing customs, in the repatriation of human remains to their countries of origin, on request by family members of the deceased or the operator whose aircraft met with the accident



APPENDIX 1 - GENERAL DECLARATION

GENERAL DECLARATION (Outward/Inward)		
Operator		
Marks of Nationality and Registration		Flight No. Date
Departure from (Place)		Arrival at (Place)
FLIGHT ROUTING (“Place” Column always to list origin, every en-route stop and destination)		
PLACE	NAMES OF CREW*	NUMBER OF PASSENGERS ON THIS STAGE**
		<i>Departure Place:</i> Embarking
		Through on same flight
		<i>Arrival Place:</i> Disembarking
		Through on same flight
<p><i>Declaration of Health</i> Name and seat number or function of persons on board with illnesses other than airsickness or the effects of accidents, who may be suffering from a communicable disease (a fever — temperature 38°C/100°F or greater — associated with one or more of the following signs or symptoms, e.g. appearing obviously unwell; persistent coughing; impaired breathing; persistent diarrhoea; persistent vomiting; skin rash; bruising or bleeding without previous injury; or confusion of recent onset, increases the likelihood that the person is suffering a communicable disease) as well as such cases of illness disembarked during a previous stop</p> <p>Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight, give details of most recent disinsecting</p> <p>Signed, if required, with time and date _____ Crew member concerned</p>		<p>For official use only</p>
<p>I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration, are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight.</p> <p style="text-align: right;">SIGNATURE _____ Authorized Agent or Pilot-in-command</p>		

297 mm (or 11 3/4 inches)

Size of document to be 210 mm × 297 mm (or 8 1/4 × 11 3/4 inches).

* To be completed when required by the State.

** Not to be completed when passenger manifests are presented and to be completed only when required by the State.

←————— 210 mm (or 8 1/4 inches) —————→

APPENDIX 2 - PASSENGER MANIFEST

PASSENGER MANIFEST		
Operator.....		
Marks of Nationality and Registration*..... Flight No. Date		
Point of embarkation Point of disembarkation		
(Place) (Place)		
Surname and initials	For use by operator only	For official use only
.....

297 mm (or 11 3/4 inches)

Size of document to be 210 mm x 297 mm (or 8 1/4 x 11 3/4 inches).

* To be completed only when required by the State.

←----- 210 mm (or 8 1/4 inches) -----→

APPENDIX 4 - CERTIFICATE OF RESIDUAL DISINSECTION

GOVERNMENT OF

CERTIFICATE OF RESIDUAL DISINSECTION

Interior surfaces, including cargo space, of this aircraft (aircraft registration)..were treated with an approved residual disinsection product on (date).

In accordance with the World Health Organization recommendations (WHO Weekly Epidemiological Record No. 7, 1985, p. 47; No. 12, 1985, pp. 345-346; and No. 44, 1987, pp. 335-336) and any amendments thereto.

The treatment must be renewed if cleaning or other operations remove a significant amount of the residual disinsection product, and in case within 8 weeks of the above date.

Expiry date :.....

Signed :.....

Designation :.....

Data

.....

.....

APPENDIX 5 - EMBARKATION/DISEMBARKATION CARD

**INTERNATIONAL
EMBARKATION/DISEMBARKATION CARD**

(Please print in block letters*)

1. Name:
Primary name *Secondary name(s)*

2. Date of birth:
Year *Month* *Day*

3. Nationality:

4. Travel document:
Issuing State *Document type* *Number*

5. Arriving passengers:
 port of embarkation
 or
 Departing passengers:
 port of disembarkation

6. (Other data, requested at the option of the State)

a)

b)

c)

* Applies to languages using the Latin alphabet.

APPENDIX 6 - RECOMMENDATION OF THE CUSTOMS CO-OPERATION COUNCIL*

For a Simplified Customs Control, Based on the Dual-Channel System, of Passengers Arriving by Air (8 June 1971)

“THE CUSTOMS CO-OPERATION COUNCIL,

Having Regard to Recommendation No. B-3 of the Seventh Session of the Facilitation Division of the International Civil Aviation Organization, as adopted by the Council of that Organization in December 1968, relating to the establishment at international airports of dual-channel systems for speedy clearance of inbound baggage;

Having Regard to Recommendation No. 11 adopted by the Second Intermediate Session of the European Civil Aviation Conference in July 1969 on the dual-channel or red/green system;

Desiring to contribute to the efforts to improve the flow of passenger traffic at international airports;

Considering that this aim can be achieved by introducing a simplified procedure, based on the dual-channel system, for the Customs control of passengers and their baggage;

Considering that such a system can be adopted without reducing the effectiveness of the control and that it enables Customs authorities to deal efficiently with an increasing number of passengers without a corresponding increase in the number of Customs staff;

Considering that harmonization of the features of this system, as between the various countries, is essential to its smooth operation;

Recommends that Members introduce, at their major international airports, in close co-operation with the airport operators and other agencies concerned, the dual-channel system outlined below for the clearance inwards of passengers and their baggage:

- 1) The system shall allow the passengers to choose between two types of channels:
 - a) one (green channel) for passengers having with them no goods or only goods which can be admitted free of import duties and taxes and which are not subject to import prohibitions or restrictions; and
 - b) the other (red channel) for other passengers.
- 2) Each channel shall be clearly and distinctively marked so that the choice between them can easily be understood by passengers. The basic distinctive marking shall be:
 - a) for the channel referred to under 1) a), green, in the shape of a regular octagon, and the words “NOTHING TO DECLARE” (“RIEN À DÉCLARER”);
 - b) for the channel referred to under 1) b), red, in the shape of a square, and the words “GOODS TO DECLARE” (“MARCHANDISES À DÉCLARER”).

In addition, the channels should be identified by an inscription including the words “CUSTOMS” (“DOUANE”).

- 3) The texts referred to in paragraph 2) shall be in English and/or French and in any other language or languages deemed useful for the airport concerned.
- 4) Passengers must be sufficiently well informed to choose between the channels. For this purpose it is important:
 - a) that passengers be informed about the functioning of the system and about the descriptions and quantities of goods they may have with them when using the green channel. This may be done by means of posters or panels at the airport or by means of leaflets available to the public at the airport or distributed through tourist agencies, airlines and other interested bodies;
 - b) that the route to the channels be clearly signposted
- 5) The channels shall be located beyond the baggage delivery area so that passengers have all their baggage with them when choosing their channel. Moreover, the channels shall be so arranged that the passenger flow from that area to the exits from the airport is as direct as possible.

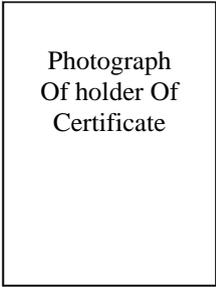
The distance between the baggage delivery area and the entrances to the channels shall be sufficient to allow passengers to decide which channel to choose and to move into that channel without causing congestion.

- 6) In the green channel passengers shall not be subject to any Customs formalities but the Customs may make spot checks; in the red channel passengers shall accomplish the formalities required by the Customs; Points out that the dual-channel system is not necessarily incompatible with the application of other controls, for example, exchange control, unless the relevant regulations require full control of the passengers and their baggage; Requests Members who accept this Recommendation to notify to the Secretary General:
- a) their acceptance and the date from which they will apply the Recommendation;
 - b) the names of the airports where the dual-channel system is applied.

The Secretary General will transmit this information to the Customs Administrations of Members, to the Secretary General of the International Civil Aviation Organization (ICAO) and to the Director General of the International Air Transport Association (IATA).”



APPENDIX 7 - CREW MEMBER CERTIFICATE (CMC)

Issuing State Competent issuing authority		CIVIL — AVIATION SAFETY INSPECTOR CERTIFICATE	
	Surname/Nom		Given name/prenom
	Sex/ Sexe	Nationality/ Nationalite	Date of birth/ Date de Naissance
	Employed by/ Employeur		Occupation/ Profession
	Doc No/N du Doc		CIVIL AVIATION INSPECTOR
	(Signature of holder)		Date of Expiry/ Date d' expiration
Machine Readable Zone (to be left blank when non-machine readable certificate issued)			
		Issuing State	
The holder may, at all times, re-enter upon Production of this certificate, within the Period of validity.			
Issued at/Emis a (Place of issue)		(signature) Issuing Authority/ Autorite d emission	

Note.— Detailed specifications for a machine readable crew member certificate can be found in Doc 9303, Part 3 — Size 1 and Size 2 Machine Readable Official Travel Document

APPENDIX 8 - CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE

<p>Issuing State Competent issuing authority</p> <div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p style="text-align: center;">Photograph of holder of Certificate</p> </div>	<p style="text-align: center;">CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><i>Surname/Nom</i></td> <td style="width: 33%;"><i>Given name/Prénom</i></td> <td style="width: 33%;"></td> </tr> <tr> <td><i>Sex/ Sexe</i></td> <td><i>Nationality/ Nationalité</i></td> <td><i>Date of Birth/ Date de Naissance</i></td> </tr> <tr> <td><i>Employed by/ Employeur</i></td> <td colspan="2"><i>Occupation/ Profession</i></td> </tr> <tr> <td colspan="3" style="text-align: center;">CIVIL AVIATION SAFETY INSPECTOR</td> </tr> <tr> <td><i>Doc No/N^o du Doc</i></td> <td colspan="2"><i>Date of Expiry/ Date d'expiration</i></td> </tr> </table> <p style="text-align: center;">(Signature of holder)</p>	<i>Surname/Nom</i>	<i>Given name/Prénom</i>		<i>Sex/ Sexe</i>	<i>Nationality/ Nationalité</i>	<i>Date of Birth/ Date de Naissance</i>	<i>Employed by/ Employeur</i>	<i>Occupation/ Profession</i>		CIVIL AVIATION SAFETY INSPECTOR			<i>Doc No/N^o du Doc</i>	<i>Date of Expiry/ Date d'expiration</i>	
<i>Surname/Nom</i>	<i>Given name/Prénom</i>															
<i>Sex/ Sexe</i>	<i>Nationality/ Nationalité</i>	<i>Date of Birth/ Date de Naissance</i>														
<i>Employed by/ Employeur</i>	<i>Occupation/ Profession</i>															
CIVIL AVIATION SAFETY INSPECTOR																
<i>Doc No/N^o du Doc</i>	<i>Date of Expiry/ Date d'expiration</i>															

Front of Certificate

<p>Issuing State</p> <p>The holder may, at all times, re-enter upon production of this certificate, within the period of validity.</p>	<p>(Signature)</p> <p>Issuing Authority/ Autorité d'émission</p>
<p>Issued at/Émis à (Place of issue)</p>	
<p>Machine Readable Zone (To be left blank when non-machine readable certificate issued)</p>	

Back of Certificate

Note.— Detailed specifications for a machine readable certificate can be found in Doc 9303, Part 3 — Machine Readable Official Travel Documents: Volume 1, MRtds with Machine Readable Data Stored in Optical Character Recognition Format.

**APPENDIX 9 - SUGGESTED FORMATS FOR DOCUMENTS
RELATING TO THE RETURN OF INADMISSIBLE PERSONS****1. ATTESTING DOCUMENT RELATING TO LOST OR DESTROYED
TRAVEL DOCUMENTS (see 5.6)**

From: Immigration or other appropriate authority: (Name) Airport: (Name) State: (Name) Telephone: Telex: Facsimile:	To: Immigration or other appropriate authority: (Name) Airport: (Name) State: (Name)
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The person for whom this document is issued arrived on (date) at (name of) Airport on flight (flight number) from (City and State).

This person, who was found to be inadmissible, has lost or destroyed his travel documents and claims to be/is understood to be (strike out whichever is not applicable and add any appropriate supporting information).

Surname: Given name(s): Date of birth: Place of birth: Nationality: Residence:	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Photograph if available</p> </div>
---	--

The incoming carrier was instructed to remove the passenger from the territory of this State on flight (flight number) departing on (date) at (time) from (name of) airport.

Pursuant to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.

Date:	Name of Official: Title: Signature: Name of immigration or other appropriate authority:
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(Warning: This is NOT an Identification Document)

APPENDIX 9 - SUGGESTED FORMATS FOR DOCUMENTS RELATING TO THE RETURN OF INADMISSIBLE PERSONS

2. LETTER RELATING TO FRAUDULENT, FALSIFIED OR COUNTERFEIT TRAVEL DOCUMENTS OR GENUINE DOCUMENTS PRESENTED BY IMPOSTERS (see 5.7)

<p>From: Immigration or appropriate authority: (Name) Airport: (Name) State: (Name) Telephone: Telex: Facsimile:</p>	<p>To: Immigration or appropriate authority: (Name) Airport: (Name) State: (Name)</p>
---	---

Enclosed herewith is a photocopy of a fraudulent/falsified/counterfeit passport/identity card/genuine document presented by an imposter.
 Document number:
 State in whose name this document was issued:

The above-mentioned document was used by a person claiming to be:

<p>Surname: Given name(s): Date of birth: Place of birth: Nationality: Residence:</p>	<div style="border: 1px solid black; width: 150px; height: 120px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Photograph if available</p> </div>
--	--

This person arrived on (date) at (name of) Airport on flight (flight number) from (City and State).

The holder was refused entry to (name of State) and the incoming carrier has been instructed to remove the passenger from the territory of this State on flight (flight number) departing at (time) and (date) from (name of airport).

The above-mentioned document will be required as evidence in the holder's prosecution and has been impounded. As this document is the property of the State in whose name it was issued, it will be returned, following prosecution, to the appropriate authorities.

According to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.

<p>Date:</p>	<p>Name and signature of Official: Title: Name of immigration or appropriate authority:</p>
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(Warning: This is NOT an Identification Document)

APPENDIX 10 - UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS

↑ 297 mm (or 11 3/4 inches) ↓	Shipper (Exporter)	Date: Reference No. etc.		
	Consignee	Other address (e.g. buyer, if other than consignee)		
	Notify or delivery address	Statements as to countries		
	Statements as to transportation	Terms of delivery and payment		
	Marks and numbers; number and kind of package; description of goods	Statistical No.	Net quantity	Value
		
		Gross weight	Measurement	
	Free disposal			
		Place and date of issue; signature		
	← 210 mm (or 8 1/4 inches) →			

APPENDIX 11 - MODEL AIRPORT FACILITATION (FAL) PROGRAMME

1. PURPOSE OF AN AIRPORT FAL PROGRAMME

The purpose of an airport FAL program is to pursue the objectives of Annex 9 at the operational level, to facilitate the completion of border clearance formalities at the airport with respect to aircraft, crews, passengers and cargo.

2. SCOPE OF AN AIRPORT FAL PROGRAMME

The airport FAL program encompasses all of the provisions of Annex 9 concerning border clearance processes at the airport, as well as the planning for and management of those processes. A representative list of tasks to be performed and the Standard(s) or Recommended Practice(s) (SARPs) applicable to each one are provided in the table below.

3. ORGANIZATION AND MANAGEMENT

3.1 The recommended vehicle to conduct the facilitation program at the operational level is the Airport Facilitation Committee. Although such committees should be encouraged by the National FAL Committee and keep it informed of their problems and progress, they are not necessarily supervised by the national body. Their principal concern is day-to-day problem-solving and implementation of section 9.

3.2 It is recommended that the airport manager take charge of the committee and convene regular meetings. Membership should consist of the senior officers in charge of their respective inspection agencies at the airport, e.g. customs, immigration, health, quarantine, etc., as well as the station managers of the aircraft operators with international operations at the airport concerned. The participation of all parties is necessary to make the airport FAL program a success.

<i>Airport FAL programme task</i>	<i>Annex 9 (12th Edition) SARPs</i>
Establish, review and amend, as necessary, procedures for entry and clearance of flights at the airport concerned.	Standards 6.1.1, 8.16
Review regularly all parties' performance with respect to meeting the 45-minute goal for processing inbound passengers and the 60-minute goal for processing outbound passengers. Use time studies and queue analysis to determine where adjustments should be made.	Recommended Practices 3.36 and 3.39
Establish modern systems for immigration and customs inspection, using applicable technology. Collaborate in setting up automated passenger clearance systems.	Standards 3.40, 3.51 and 6.26
Make necessary changes in traffic flows and checkpoints in the airport to cope with rising traffic volumes.	Standard 6.3
Improve the quality and quantity of signage in the inspection facilities in order to reduce customer confusion.	Recommended Practices 6.9 and 6.12.1
Review staffing of inspection stations – work shifts, overtime, etc. – and seek adjustments to meet traffic demands.	Recommended Practice 6.3.1
Provide input on behalf of resident aircraft operators and inspection agencies to the design of new airports or new inspection facilities.	Standards 6.2, 6.7 and 6.57
Monitor and improve delivery of baggage to the customs inspection area.	Standard 6.28
Bring to the attention of appropriate authorities any service problems related to currency exchange. Recommend installation of ATMs in the arrivals area.	Standards 6.63, 6.64 and 6.65
Coordinate facilitation, narcotics control, aviation security and dangerous goods handling procedures so that the objectives of all four programmes are met.	Standard 8.19
Do not forget cargo! Coordinate the activities and requirements of the various inspection agencies in order to assure prompt clearance and delivery of air cargo shipments. Provide adequate facilities for loading/unloading and for secure storage of cargo while awaiting customs clearance.	Standard 4.25; Recommended Practices 4.28 and 4.29 and 6.38 to 6.50 incl.
Set up and maintain electronic systems for cargo manifesting, customs clearance, and delivery.	Standards 4.15 and 4.4

<i>Airport FAL programme task</i>	<i>Annex 9 (12th Edition) SARPs</i>
Customer service: Review regularly all parties' performance with respect to meeting the 3-hour goal for completion of inspection formalities and make adjustments where necessary and feasible.	Recommended Practices 4.28 and 4.29
Review inspection agency staffing of cargo clearance area – work shifts, overtime, etc. – and seek adjustments to meet customer needs.	Standard 6.60.1



APPENDIX 12 - MODEL NATIONAL FACILITATION (FAL) PROGRAMME

1. PURPOSE OF A NATIONAL FAL PROGRAMME

The purpose of a National FAL Program is to implement the Chicago Convention mandate that GACA of KSA provide for and facilitate the border-crossing formalities that must be accomplished with respect to aircraft engaged in international operations and their passengers, crews and cargo.

2. SCOPE OF A NATIONAL FAL PROGRAMME

The applicable articles of the Chicago Convention and the tasks involved in implementing each one are presented in the table below. Activities aimed at accomplishing these and related tasks in a State constitute the National FAL Program.¹

3. ORGANIZATION AND MANAGEMENT

3.1 The primary responsibility for the National FAL Program rests with the GACA of KSA. However, success of the program requires the active participation of other ministries or agencies, such as:

Customs Passport/visa issuing Foreign Affairs authorities Agriculture/environment Public Health
Security and narcotics control Identification card
Tourism issuing authorities Immigration Quarantine

3.2 In addition, the active participation of airport operators (public or private) and resident international aircraft operators or their representative organizations is essential.

3.3 Other entities which may play an advisory role include the governmental agencies or non-governmental organizations which promote international tourism and trade.

3.4 The recommended vehicle for carrying out the National FAL Program is the National FAL Committee, which is composed of the heads of the government agencies involved and the chief executive officers of the national organizations representing the aircraft operators and airport operators. The chairman should be a top-management official in the CAA or an appropriate authority. In order to sustain a close link between the national FAL committee and the national aviation security committee, appropriate members from the national aviation security committee may also be members of the national FAL committee and vice-versa.

1. A group of smaller States with similar needs and goals may decide to establish a sub-regional FAL program in the interest of achieving economies of scale

3.5 For the purpose of carrying out the work of the committee, the members may designate one or more middle management persons in their respective organizations to represent them in meetings at the staff level (working groups).

These officials should be given sufficient authority to speak on behalf of their respective organizations and to initiate necessary action in support of the committee's work. The chairman should designate a middle-management official in his department or agency to chair and convene the staff-level meetings.

3.6 The decision to convene meetings of the National FAL Committee or the members' designated representatives, and the frequency and venue of such meetings, are matters of the chairman's discretion. Working arrangements for accomplishment of the various implementing tasks would depend on the nature of the task and the issue at hand.

4. ESTABLISHMENT OF A NATIONAL FAL PROGRAMME

It is advisable that the authority for a National FAL Program and the membership of the National FAL Committee be established through legislation, regulation, or executive action from an authorized person, in order to ensure the participation of the various agencies and industry groups involved and to make provision for continuity. The Director General of Civil Aviation (DGCA) or appropriate authority should initiate the process to obtain such a mandate through the national political system.

<i>Chicago Convention mandate</i>	<i>Implementing tasks</i>
<p>Article 10 – Landing at customs airport ... every aircraft which enters the territory of a contracting State shall, if the regulations of that State so require, land at an airport designated by that State for the purpose of customs and other examination. On departure from the territory of a contracting State, such aircraft shall depart from a similarly designated customs airport. ...</p>	<ul style="list-style-type: none"> — Establish customs airports and open new ones as appropriate. — Develop procedures by which operators of scheduled and non-scheduled services may request permission to land or depart from customs airports. — Arrange for border inspection services at customs airports.
<p>Article 13 – Entry and clearance regulations The laws and regulations of a contracting State as to the admission to or departure from its territory of passengers, crew or cargo of aircraft, such as regulations relating to entry, clearance, immigration, passports, customs, and quarantine shall be complied with by or on behalf of such passengers, crew or cargo upon entrance into or departure from, or while within the territory of that State.</p>	<ul style="list-style-type: none"> — Support the interested border control agencies in the establishment and maintenance of effective inspection systems at airports, and in their efforts to rationalize their respective procedures. — Develop programmes for control of security problems such as document fraud, illegal migration and smuggling. — Coordinate preparations for clearing large numbers of international visitors for special events, e.g. international athletics competitions.
<p>Article 14 – Prevention of spread of disease Each contracting State agrees to take effective measures to prevent the spread by means of air navigation of cholera, typhus (epidemic), smallpox, yellow fever, plague, and such other communicable diseases as the contracting States shall from time to time decide to designate, ...</p>	<ul style="list-style-type: none"> — Establish, review and amend as necessary the national policies regarding prevention of the spread of contagious diseases by air, for example, aircraft disinsection, disinfection, public health-related quarantine programmes, and screening measures to be applied in a health emergency.
<p>Article 22 – Facilitation of formalities Each contracting State agrees to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of contracting States, and to prevent unnecessary delays to aircraft, crews, passengers and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance.</p>	<ul style="list-style-type: none"> — Establish, review and amend as necessary the national regulations which implement the State's customs, immigration and quarantine laws pertaining to international movements by air.
<p>Article 23 – Customs and immigration procedures Each contracting State undertakes, so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time, pursuant to this Convention. ...</p>	<ul style="list-style-type: none"> — Establish and amend as appropriate, customs and immigration procedures carried out at airports, to harmonize them with the standards and recommended practices set forth in Annex 9. — Support and advocate the national issuance of passports and other travel documents in accordance with ICAO specifications in Doc 9303 – <i>Machine Readable Travel Documents</i>.
<p>Article 37 – Adoption of international standards and procedures Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation. ... (j) Customs and immigration procedures ...</p>	<ul style="list-style-type: none"> — Participate in ICAO development of Annex 9. — Review national procedures periodically in order to ensure harmonization with the provisions of Annex 9.
<p>Article 38 – Departures from international standards and procedures Any State which finds it impracticable to comply in all respects with any such international standard or procedure, or to bring its own regulations or practices into full accord with any international standard or procedure after amendment of the latter, or which deems it necessary to adopt regulations or practices differing in any particular respect from those established by an international standard, shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established in the international standard. ...</p>	<ul style="list-style-type: none"> — Periodically review conformity by all relevant agencies with the provisions of Annex 9 and notify ICAO of differences between national practices and the relevant standards.

APPENDIX 13 - PUBLIC HEALTH PASSENGER LOCATOR CARD

PUBLIC HEALTH PASSENGER LOCATOR CARD			
Public Health Passenger Locator Card to be completed when public health authorities suspect the presence of a communicable disease. The information you provide will assist the public health authorities to manage the public health event by enabling them to trace passengers who may have been exposed to communicable disease. The information is intended to be held by the public health authorities in accordance with applicable law and to be used only for public health purposes.			
Flight Information			
1. Airline and Flight Number <input style="width: 100%;" type="text"/>	2. Date of arrival <input style="width: 100%;" type="text"/>	3. Seat Number where you actually sat on the aircraft <input style="width: 100%;" type="text"/>	
Airline Flight Number	DD MM YYYY		
Personal Information			
4. Name			
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
Family Name		Given Name(s)	
Your Current Home Address (including country)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Street Name and Number	City	State/Province	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Country	ZIP/Postal Code		
Your Contact Phone Number (Residential or Business or Mobile)			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Country code Area code Phone Number	E-mail address		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Passport or Travel Document Number	Issuing Country/Organization		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Contact Information			
5. Address and phone number where you can be contacted during your stay or, if visiting many places, your cell phone and initial address			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Street Name and Number	City	State/Province	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Country	ZIP/Postal Code		Telephone Number (including country code) or mobile phone number
6. Contact information for the person who will best know where you are for the next 31 days, in case of emergency or to provide critical health information to you. Please provide the name of a close personal contact or a work contact. This must NOT be you.			
a. Name			
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
Family Name		Given Name(s)	
b. Telephone Number			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Country Code Area Code Phone Number	E-mail address		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
c. Address			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Street Name and Number	City	State/Province	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Country	ZIP/Postal Code		
7. Are you traveling with anyone else? YES/NO Circle appropriate response. If so, who? (name of Individual(s) or Group)			
<input style="width: 100%;" type="text"/>			
<input style="width: 100%;" type="text"/>			