

TWENTY-THIRD SCHEDULE (Regulations 151 - 159)

FACILITATION

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SUBPART A: GENERAL

23.001 APPLICABILITY

- (a) This Schedule applies to the facilitation of passengers and their baggage, cargo, mail, entry and departure of aircraft, as well as, facilities and services at international airports;
- (b) This Schedule applies to the responsibilities of government and control authorities to apply measures that will facilitate safety and ensure security; and
- (c) Portions of this Schedule shall apply to facilitation requirements for domestic aerodromes.

23.002 FILING OF DIFFERENCES

The Authority will be responsible for filing any differences from the ICAO Standards or Recommended Practices in Annex 9 and any amendments thereto, as required by the Civil Aviation Act.

23.003 DEFINITIONS

For the purpose of this Schedule, the following definitions shall apply-

“Admission” means the permission granted to a person to enter Jamaica by the Government Agencies of Jamaica in accordance with its national laws.

“Advance Passenger information (API) System” means an electronic communications system whereby required data elements are collected and transmitted to border control agencies prior to flight departure or arrival and made available on the primary line at the airport of entry.

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

“Air operator” means a person, organization or enterprise engaged in or offering to engage in an aircraft operation.

“Air operators’ documents” means 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 air operators.

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

“Authority” means the Jamaica Civil Aviation Authority (JCAA).

“Authorized agent” means a person who represents an air 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.

“Aviation safety and security inspectors” means an individual employed by a Contracting State as a government safety or security inspector charged with providing governmental oversight of air transport operators and other aviation entities subject to supervision by that Contracting State.

“Baggage” means personal property of passengers or crew carried on an aircraft by agreement with the operator.

“Border integrity” means the enforcement, by Jamaica, of its laws and/or regulations concerning the movement of goods and/or persons across its borders.

“Cargo” means any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

“Clearance of goods” means 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” means 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” means items, either disposable or intended for multiple use, that are used by the operator for provision of services during flights, in particular for catering, and for the comfort of passengers.

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

“Declarant” means any person who makes a goods declaration or in whose name such a declaration is made.

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

“Deportee” means 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” means a special area established in an international airport, approved by the Government Agencies 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” means special arrangements approved by the Government Agencies concerned by which traffic which is pausing briefly in its passage through Jamaica may remain under their direct control.

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

“Disinfection” means the procedure whereby health measures are taken to control or kill infectious agents on a human or animal body, in or on affected parts of aircraft, baggage, cargo, goods or containers, as required, by direct exposure to chemical or physical agents.

“Disinsection” means the procedure whereby health measures are taken to control or kill insects present in aircraft, baggage, cargo, containers, goods and mail.

“Embarkation” means 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.

“Emergency” - 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”.

“eMRTD” means An MRTD (Passport, Visa or Card) that has a contactless integrated circuit (IC) imbedded in it and the capability of being used for biometric identification of the MRTD holder in accordance with the standards specified in the relevant Part of ICAO Doc 9303.

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

“Free zone” means a part of the territory of Jamaica where any goods introduced are generally regarded, insofar as import duties and taxes are concerned, as being outside the customs territory.

“General aviation operation” means an aircraft operation other than a commercial air transport operation or an aerial work operation.

“Government Agencies” means the agencies or officials of Jamaica responsible for the application and enforcement of the particular laws and regulations which relate to any aspect of the Standards and Recommended Practices of Annex 9 - Facilitation.

“Ground equipment” means 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.

ICAO Public Key Directory (ICAO PKD) means the central database serving as the repository of Document Signer Certificates (C_{DS}) (containing Document Signer Public Keys), CSCA Master List (ML_{CSCA}), Country Signing CA Link Certificates (IC_{CSCA}) and Certificate Revocation Lists issued by Participants, together with a system for their distribution worldwide, maintained by ICAO on behalf of Participants in order to facilitate the validation of data in eMRTDs.

“Immigration control” means measures adopted by Jamaica to control the entry into, transit through and departure from our territory of persons traveling by air.

“Import duties and taxes” means 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” means 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” means a person who is or will be refused admission to a State by its authorities.

“Infected area” means (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” means any airport designated by Jamaica 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.

“Lading” means the placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight.

“Mail” means 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” means baggage involuntarily, or inadvertently, separated from passengers or crew.

“Narcotics control” means measures to control the illicit movement of narcotics and psychotropic substances by air.

“Passenger amenities” means facilities provided for passengers which are not essential for passenger processing.

“Person with disabilities” means any person whose mobility is reduced due to a physical capacity (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” means the pilot responsible for the operation and safety of the aircraft during flight time.

“Public health emergency of international concern” means 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 States through the international spread of disease; and (ii) to potentially require a coordinated international response.

“Public health risk” means 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” means the action by the customs authorities to permit goods undergoing clearance to be placed at the disposal of the persons concerned.

“Relief flights” means 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” means action by the Government Agencies of a State, in accordance with its laws, to direct a person to leave that State.

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

“Risk assessment” means 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, behavioural patterns and any history of violence.

“Risk management” means 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” means 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” means articles, including engines and propellers, of a repair or replacement nature for incorporation in an aircraft.

“State of Registry” means the State on whose register the aircraft is entered.

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

“Stores (Supplies) for consumption” means 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” means goods for sale to the passengers and the crew of aircraft with a view to being landed.

“Temporary admission” means 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” means 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” means 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” means 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” means baggage that arrives at an airport and is not picked up or claimed by a passenger.

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

“Unlading” means the removal of cargo, mail, baggage or stores from an aircraft after a landing.

“Visitor” means any person who disembarks and enters the territory of a Contracting State other than that in which that person normally resides; remains there lawfully as prescribed by that Contracting 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.

23.004 General Principles

- (a) This Schedule shall apply to all categories of aircraft operation except where a particular provision refers specifically to only one type of operation.
- (b) The necessary measures shall be taken to ensure that:
 - (1) the time required for the accomplishment of border controls in respect of persons and aircraft and for the release/clearance of goods is kept to the minimum;
 - (2) minimum inconvenience is caused by the application of administrative and control requirements;
 - (3) exchange of relevant information between Contracting States, air operators and airports is fostered and promoted to the greatest extent possible; and
 - (4) optimal levels of security, and compliance with the law, are attained.
- (c) Risk management shall be used in the application of border control procedures for the release/clearance of goods.
- (d) Effective information technology shall be developed to increase the efficiency and effectiveness of procedures at airports.

SUBPART B: SURVEILLANCE AND REVALIDATION

23.008 Continuing Validation of the Certification Basis

An airport operator shall be subject to a continuing system of surveillance administered by the Authority to validate the original certification basis.

23.009 Access for Inspection

- (a) To determine continued compliance with the applicable regulations, the National Air Transport Programme, and the approved Airport Facilitation Programme, an airport operator shall -
 - (1) grant the Authority access to and cooperation with any of its organizations and facilities on the airport;
 - (2) ensure that the Authority is granted access to and cooperation with any organizations that are associated with passenger facilitation and border control measures in the Airport Facilitation Programme.

23.010 Conducting Tests and Inspections

- (a) The Authority shall conduct on-going validation to ensure continued compliance of the airport operator with the approved Airport Facilitation Programme.
- (b) An airport operator in conjunction with air operators, Government agencies and health authorities at the airport, shall allow the Authority to conduct tests and inspections, at any time or place, to determine whether they are in compliance with applicable laws, regulations, and the National Air Transport Programme.
- (c) An airport operator shall make available at its principal base of operations –
 - (1) all portions of its current Airport Operator Certificate;
 - (2) all portions of its Airport Facilitation Programme; and
 - (3) a current listing that includes the location and individual positions responsible for each record, document and report required to be kept by the Airport operator under the Regulations and standards.
- (d) A Domestic aerodrome operator shall make its records, in keeping with Paragraph 23.016, available to the Authority at its principal base of operations upon request.

SUBPART C: FACILITATION PROGRAMMES AND REQUIREMENTS

23.014 National Air Transport Facilitation Committee

- (a) The Authority shall be responsible for establishing a National Air Transport Facilitation Committee for the purpose of coordinating facilitation activities between departments, agencies, and other organizations with, or responsible for, various aspects of international civil aviation as well as airport and air operators.
- (b) The Authority shall establish close coordination between the National Civil Aviation Security and Facilitation Programmes by requiring certain members of the National Air Transportation Facilitation Committee to be members of the Civil Aviation Security Committee in order to achieve the objective of facilitating movement of aircraft, crew, passengers, cargo, mail and stores by removing unnecessary obstacles and delays.

- (1) The National Air Transport Facilitation Programme shall be established in keeping with **Appendix 1 to 23.014** of this Schedule.

23.015 Airport Facilitation Committee

- (a) An airport operator shall establish an Airport Facilitation Committee to coordinate facilitation activities between air operators, departments, agencies, and other organizations concerned with, or responsible for, various aspects of international civil aviation under the National Air Transport Facilitation Programme.
- (b) The airport manager shall be the chairperson for the committee and convene quarterly meetings.
- (c) An Airport Facilitation Committee under Sub-paragraph (a), shall comprise -
 - (1) the airport manager or designate to chair the committee and call regular meetings;
 - (2) a representative of the airport tenants;
 - (3) a senior officer in charge of each governmental agency resident at the aerodrome;
 - (4) air operator station managers who utilize the airport;
 - (5) a senior officer responsible for Air Traffic Control;
 - (6) a senior representative of general aviation;
 - (7) a senior officer in charge of contracted airport security agencies; and
 - (8) the airport security manager or designate; and
 - (9) where applicable, a fixed based operator senior officer
- (d) Members of the Airport Facilitation Committee shall be air operator station managers and heads of government agencies who are also members of the Airport Security Committee as close coordination between civil aviation security and facilitation is necessary.
- (e) The terms of reference for the Airport Facilitation Committee shall be as set out in **Appendix 1 to 23.015**.
- (f) An airport operator shall establish close coordination between civil aviation security and facilitation programmes by requiring certain members of the Airport Facilitation Committee to be members of the Airport Security Committee.
 - (1) The Airport Facilitation Programme shall be established in keeping with Model in **Appendix 2 to 23.015** of this Schedule.

23.016 Requirement for an Airport Facilitation Programme

- (a) Both a private and an international airport operator shall develop a Facilitation Programme that is in keeping with the Facilitation Regulations and the National Air Transport Programme.

- (b) An airport Facilitation Programme shall be designed to meet the objectives of these Regulations and the National Air Transport Programme to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores by removing unnecessary obstacles and delays.
- (c) An Airport Facilitation Programme shall include all of the elements set forth in the Model Airport Facilitation Programme in **Appendix 1 to 23:015**.
- (d) An Airport Facilitation Programme shall also contain the following documents:
 - (1) a stamped List of Effective pages from the Authority;
 - (2) a manual Control Number for each person who holds a copy of the Programme;
 - (3) a Record of Revisions page(s);
 - (4) a Temporary Record of Revision page(s) that is different in colour to the Record of Revision page(s) and
 - (5) the pages of the temporary revision(s) to be inserted in the programme are the same colour as the Temporary Record of Revision page(s).
- (e) An Airport Facilitation Programme shall be signed by the responsible manager for the airport.
- (f) An airport operator shall issue the Airport Facilitation Programme, or pertinent portions, together with all amendments to all personnel that are required to use it once it has been approved by the Authority.

23.017 Requirement for Domestic Aerodrome Operators

- (a) A Domestic aerodrome operator in cooperation with resident air operators shall include in their Operations Manual information on facilitation for general aviation operations that covers –
 - (1) provision of input on behalf of resident air operators and inspection agencies to the design of new airports or new inspection facilities; and
 - (2) coordinate facilitation, narcotics control, aviation security and dangerous goods handling procedures so that the objectives of all four programmes are met.

23.018 Approval of an Airport Facilitation Programme

- (a) For the purpose of administering these Regulations, an Airport Facilitation Programme shall be assessed by the Authority for adequacy and receive acceptance.
- (b) Where the Authority is satisfied that an Airport Facilitation Programme submitted under Paragraph 23.015 meets the requirements of these Regulations and the National Air Transport Facilitation Programme, he may accept such Facilitation Programme.

- (c) Where the Authority determines that a proposed Facilitation Programme submitted under Paragraph 23.015 requires modification, he may direct the applicant to modify and re-submit the proposed Facilitation Programme for the acceptance of the Authority.
- (d) Once the Programme has been accepted, the Authority will conduct an evaluation of the implementation of such programme prior to granting approval.

23.019 Amendment to Approved Facilitation Programme

- (a) An Airport Facility Programme shall be revised as is necessary to ensure that the information contained therein is kept up-to-date.
- (b) Proposed amendments or temporary revisions to the Airport Facilitation Programme shall be submitted to the Authority for review and approval before dissemination to personnel that receive the Programme or applicable parts of the Programme.

23.020 Notification of Facilitation Incidents

- (a) Incidents that pose a threat to public health, safety and security of persons arriving, moving through the airport(s) or departing shall be reported to the airport operator.
- (b) An airport operator is responsible for reporting these incidents to the Authority within 24 hours in oral or written format and within 72 hours in writing, unless exceptional circumstances prevent this.
- (c) Reportable incidents include:
 - (1) **Communicable Diseases.** In the event that an aircraft arrives carrying a suspected case of a communicable disease which may pose a serious public health risk –
 - (i) the pilot-in-command shall inform ATC and they will advise where the aircraft is to be parked after a decision has been taken.
 - (ii) submit a written report after landing.
 - (2) **Border control.** Incidents that would affect the Government Agencies, including:
 - (i) Jamaica Customs;
 - (ii) Immigration;
 - (iii) Jamaica Constabulary Police; and
 - (iv) Plant and animal Quarantine Authorities.

23.021 Airport Tenant, Operator & Responsibilities of Government Agencies

An airport tenant or his responsible representative and the responsible manager for resident air operators, Government Agencies and health authorities on an airport shall be

required to participate in the planning and management of border clearance and health-related processes.

23.022 Record Completion Requirements

- (a) An airport operator, air operators, Government Agencies and health authorities shall ensure that all records are completed as the necessary information is provided to the person designated to complete the record.
- (b) An airport operator, air operators, Government Agencies and health authorities shall ensure that procedures for providing information to the persons designated to complete a specific record are provided in a timely way so that the record is continuously up-dated and available for consideration for the planning of airport facilitation.
- (c) A person designated to complete a specific record shall be given that designation in writing and provided training and written policy guidance for the completion of the document with respect to timing and accuracy.
- (d) Every person designated to complete and/or sign a record required under this Subpart shall make the required entries accurately and in a timely manner so that the record used for planning and conduct of airport facilitation reflects the true situation at the time of use.
- (e) Every record required by this Subpart shall be completed in ink, unless otherwise approved by the Authority.

23.023 Training and Testing Requirements

- (a) An Air operator, airport operators, Government Agencies and health authorities shall ensure that their personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the airport facilitation as a whole.
- (b) An airport operator shall have a training programme approved by the Authority containing the facilitation training and record keeping policies.
 - (1) The Authority will issue interim training programme approval in order to permit the conduct and training evaluation of delivery of the required training subject; and
 - (2) Following evaluation of the programme by the Authority, the results of which are satisfactory, final training programme approval will be issued.
- (c) The Authority in cooperation with air operators, airport operators and ground handling operators shall establish and coordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.

- (d) An airport operator shall establish a method of testing preparedness for handling a suspected case of communicable disease or such an outbreak by means of drills or exercises involving all relevant stakeholders, to include health authorities and air operators. Refer to **Appendix 1 to 23.022** for guidance on an Airport Preparedness Plan.

23.024 Quality Control Requirements

- (a) An Airport operator, air operator, Government Agencies and health authorities shall establish quality audit programmes and designate qualified auditors who will monitor compliance with, and adequacy of procedures required to ensure airport facilitation practices are in keeping with the established international and national standards.
 - (1) Compliance monitoring shall include a feedback system to the airport accountable manager to ensure corrective action as necessary.
- (b) Every operator shall ensure that their quality system includes a quality assurance programme that contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements, standards and procedures.
- (c) The quality audit programme shall be acceptable to the Authority.
- (d) The quality audit system of an air operator shall be described in relevant documentation.
- (e) A Domestic aerodrome operator is not required to establish a quality audit programme, but must submit to inspections by authorized persons designated by the Authority.

SUBPART D: ENTRY & DEPARTURE OF AIRCRAFT

23.026 General

- (a) In keeping with their procedures, Immigration and Customs authorities shall take appropriate measures when implementing clearance of aircraft arriving from or departing to another Contracting State to prevent unnecessary delays.
- (b) An airport operator shall ensure that he takes aviation security and narcotics control measures into account along with the appropriate Government Agencies on the airport when implementing clearance of entering or departing aircraft whilst maintaining efficiency.
- (c) The Authority in cooperation with the airport operators, air operators and Government Agencies shall develop guidelines in keeping with those developed by the World Customs Organization for establishing Memoranda of

Understanding with air operators providing international service to counter the threat posed by international trafficking in narcotics and psychotropic substances.

- (d) An aircraft shall not be prevented from calling at any international airport for public health reasons unless such action is taken in accordance with the *International Health Regulations (2005)* of the World Health Organization.
- (e) In cases where, in exceptional circumstances, air transport service suspensions on public health grounds are under consideration, the Health Authorities in keeping with their established procedures, shall first consult with the World Health Organization and the health authority of the State of occurrence of the disease before taking any decision as to the suspension of air transport services.
- (f) If, in response to a specific public health risk or a public health emergency of international concern, the Health Authorities is considering introduction of health measures in addition to those recommended by WHO, it shall do so in accordance with the *International Health Regulations (2005)*, including but not limited to Article 43, which states, in part, that when determining whether to implement the additional health measures States Parties shall base their determinations upon:
 - (1) scientific principles;
 - (2) available scientific evidence of a risk to human health, or where such evidence is insufficient, the available information including from WHO and other relevant intergovernmental organizations and international bodies; and
 - (3) any available specific guidance or advice from WHO.

23.027 Documents – Requirements and Use

- (a) Only the documents required for international travel shall be required for the entry and departure of aircraft.
- (b) The entry or departure of aircraft shall not require a visa or other fee to be collected in connection with the use of any documentation required.
- (c) The primary language for entry and departure of aircraft documents will be English.
- (d) Subject to the existing technological capabilities, documents for the entry and departure of aircraft shall be accepted when presented:
 - (1) in electronic form, transmitted to an information system of Customs;
 - (2) in paper form, produced or transmitted electronically; or
 - (3) in paper form, completed manually following the formats required by the Customs and Immigration Agencies.
- (e) When a particular document is transmitted by or on behalf of the air operator and received by Customs in electronic form, the same document shall not be required to be presented in paper form.

- (f) An air operator shall provide a General Declaration for entry and departure of aircraft and shall limit the information requirements to the elements indicated by Jamaica Customs.
 - (1) The information shall be accepted in either electronic or paper form.
- (g) The attestation requirement of the General Declaration shall 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.
- (h) A Passenger Manifest will normally be required for presentation on arrival and departure.
 - (1) The information shall be accepted in either electronic or paper form.
- (i) When the Cargo Manifest is presented in paper form, it will be accepted either when:
 - (1) completed according to the instructions; or
 - (2) partially completed, with a copy of each air waybill representing the cargo on board the aircraft.
- (j) An air operator will not be required to provide a written declaration of stores remaining on board the aircraft.
- (k) In respect of stores laden on or unladen from the aircraft, the information required in the Stores List shall not exceed:
 - (1) the information indicated in the heading of the format of the Cargo Manifest;
 - (2) the number of units of each commodity; and
 - (3) the nature of each commodity.
- (l) A list of accompanied baggage or mishandled baggage laden on or unladen from the aircraft shall not be required.
- (m) A written declaration of the mail other than the form(s) prescribed in the Acts in force of the Universal Postal Union shall not be required.
- (n) An Air Operator shall be required to deliver to the Government Agencies no more than three copies of any of the above-mentioned documents at the time of entry or departure of the aircraft.
- (o) 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.

23.028 Correction of Documents

- (a) In the event that errors are found in any of the above-mentioned documents, the Government Agencies concerned shall accord an air operator or his authorized agent an opportunity to correct such errors or shall alternatively perform such corrections themselves.
- (b) An air operator or his authorized agent shall not be subjected to penalties if he satisfies the Government Agencies concerned that any error which was found in such documents was inadvertent and made without fraudulent intent or gross negligence.

23.029 Disinsection of Aircraft

- (a) The requirement for the disinsection of aircraft cabins and flight decks with an aerosol while passengers and crew are on board, shall be limited to same-aircraft operations originating in, or operating via, territories that are considered to pose a threat to their public health, agriculture or environment.
- (b) The requirements for disinsection of aircraft shall be periodically reviewed and modified, as appropriate, in the light of all available evidence relating to the transmission of insects to Jamaica via aircraft.
- (c) When disinsecting aircraft for entry into Jamaica or another Contracting State, 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 public health authorities, shall be authorized or accepted for usage by air operators.
- (d) An air operator shall ensure that the procedures for disinsection are not injurious to the health of passengers and crew and cause the minimum of discomfort to them.
- (e) Upon request from another Contracting State, the Authority shall provide to air 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.
- (f) When disinsection has been performed in accordance with procedures recommended by the World Health Organization, the Ministry of Health officer shall accept a pertinent certification on the General Declaration as required or, in the case of residual disinsection, the Certificate of Residual Disinsection accepted by his State of Registry.
- (g) When disinsection has been properly performed pursuant to Sub-paragraph (c) above and a certificate as indicated in Sub-paragraph (f) above is presented or made available to the Ministry of Health Officer on arrival, the authorities shall normally accept that certificate and permit passengers and crew to disembark immediately from the aircraft.

- (h) Any insecticide or any other substance used for disinsection shall 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.

23.030 Disinfection of Aircraft

- (a) Min of Health Quarantine shall determine the conditions under which aircraft are disinfected.
- (b) When aircraft disinfection is required, the following provisions shall apply:
 - (1) the application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;
 - (2) the disinfection shall be undertaken by procedures that are in accordance with the aircraft manufacturer and any advice from WHO;
 - (3) the contaminated areas shall be disinfected with compounds possessing suitable germicidal properties appropriate to the suspected infectious agent;
 - (4) the disinfection shall be carried out expeditiously by cleaners wearing suitable personal protective equipment; and
 - (5) flammable chemical compounds or solutions or their residues likely to damage aircraft structure or its systems, 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.

- (c) Where there is contamination of surfaces or equipment of the aircraft by any bodily fluids including excreta, the relevant health authority shall ensure that the contaminated areas and used equipment or tools are disinfected.

23.031 Arrangements for Handling International General Aviation and Non-scheduled Flights

- (a) **General**
 - (1) The Authority shall publish in the Aeronautical Information Publications (AIPs) Jamaica the requirements concerning advance notices and applications for prior authorization of general aviation and other non-scheduled flights.
 - (2) Where advance notice of the intended landing of aircraft is required, or applications for prior authorization, the Authority shall receive and coordinate the response to such notices or applications.

- (3) The mail address and, where available, the AFTN address, the telex number, fax number, electronic mail address, web page and telephone number of the agency designated in(2) above shall be indicated in the AIP Jamaica.
 - (4) Prior to arrival, Air Traffic Services shall advise the airport operator who will be responsible for notification to other border inspection agencies, e.g. customs, immigration, police or quarantine, of intended arrivals, departures or transit operations
- (b) **Prior authorization**
- (1) Prior authorization or notification shall not be applied for through diplomatic channels unless the flight is diplomatic in nature.
 - (2) Where an air operator is required to apply for prior authorization, the Authority shall:
 - (i) establish procedures whereby such application will be dealt with promptly;
 - (ii) make such permission effective for a specific length of time or number of flights wherever possible; and
 - (iii) impose no fees, dues or charges for the issue of such permission.
 - (3) For aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire, an air operator shall provide the following details in an application for prior authorization:
 - (i) name of operator;
 - (ii) type of aircraft and registration marks;
 - (iii) date and time of arrival at, and departure from, the airport concerned;
 - (iv) place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;
 - (v) purpose of flight and number of passengers and/or nature and amount of freight; and
 - (vi) name, address and business of charterer, if any.
 - (4) Air Navigation Services shall ensure that AIP Jamaica will contain the minimum amount of time required in advance of the flight for processing the applications for prior authorizations referred to in Sub-paragraph (c) above.
 - (5) When an application for prior authorization is made for aircraft either in transit non-stop or stopping for non-traffic purposes, for reasons of safety of flight, only the information contained in a flight plan shall be provided.

- (6) Applications for prior authorization for flights referred to in Sub-sub-paragraph 23.031 (b) (2) shall not be filed more than three working days in advance.
- (c) **Advance notification of arrival**
- (1) When no advance notice of an aircraft either in transit non-stop or stopping for non-traffic purposes is required, an air operator shall only provide information that is required by the air traffic control services and by Immigration and Customs;
- (2) The information contained in an air operator flight plan shall be accepted 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.
- (d) **Clearance and Sojourn of Aircraft**
- (1) At an international airport where there are international general aviation operations, an airport operator shall ensure that arrangements are in place for border inspection and clearance services for those operations.
- (i) An airport operator in cooperation with air operators, shall establish a goal with 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.
- (ii) The required departure/arrival formalities to be completed during the 60 minutes shall include aviation security measures and, where applicable, the collection of airport charges and other levies, and border control measures.
- (2) At an international airport where international general aviation operations are infrequent, Customs and Immigration Agencies shall undertake border inspection clearance of aircraft and their loads in keeping with their procedures.
- (3) 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 Jamaica and is admitted temporarily free of duty in accordance with Article 24 of the Chicago Convention shall be allowed to remain within Jamaica, for a period of 30 consecutive days, without security for customs duty on the aircraft being required.

SUBPART E: ENTRY & DEPARTURE OF PERSONS & THEIR BAGGAGE

23:035 General

- (a) Immigration and Customs controls applied to air transportation shall be applied in such a manner as to prevent unnecessary delays in order to facilitate and expedite the clearance of persons entering or departing by air.
- (b) An airport operator and border control authorities at his airport shall take into account the application of aviation security, border integrity, narcotics control and immigration control measures when updating procedures aimed at the efficient application of border controls on passengers and crew.

23.036 Documents required for travel

- (a) A visitor entering and departing Jamaica shall be required to present a valid passport.
- (b) A visitor traveling by air, rightfully holding a valid passport recognized by Jamaica and holding a valid visa, where appropriate, shall not be required to present any other document of identity.

23.037 Security of Travel Documents

- (a) The Immigration Agency shall update security features in new versions of travel documents regularly to guard against their misuse and to facilitate detection of cases where such documents have been unlawfully altered, replicated or issued.
- (b) The Immigration Agency shall establish control 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.

23.038 Travel Documents

- (a) The Immigration Agency shall only issue Machine Readable Passports in accordance with the specifications of Doc 9303, Part 1, no later than April 2010.
 - (1) In cases of emergency, non-machine readable passports or temporary travel documents of limited validity may be issued.
 - (2) For passports issued after 24 November 2005 and which are not machine readable, the expiration date shall fall before 24 November 2015.
- (b) The Immigration Agency shall establish publicly accessible facilities for the receipt of passport applications and/or for the issuance of passports.
- (c) The Immigration Agency shall ensure that application procedures for the issuance, renewal or replacement of passports are transparent and information describing the requirements shall be available to prospective applicants on request;
- (d) The Immigration Agency shall issue a separate passport to each person, regardless of age.

- (e) The Immigration Agency shall ensure that passports issued for tourism or business travel shall be valid for a maximum period of ten years, for an unlimited number of journeys and for travel to all States and territories and in consideration of the limited durability of documents and the changing appearance of the passport holder over time.
- (f) Validity period of passports shall not be more than ten years in consideration of the limited durability of documents and the changing appearance of the passport holder.
- (g) A shorter validity period may be given for emergency, diplomatic, official and other special purpose passports.

23.039 Exit Visas

- (a) Exit visas shall not be required from Jamaica nationals or resident aliens wishing to tour abroad nor from visitors at the end of their stay.

23.040 Entry/re-entry Visas

- (a) Jamaican nationals shall not be required to have a visa for re-entry into the country as visitors.
- (b) Resident aliens who hold lawful permanent residence permits shall not require visas for re-entry into Jamaica.
- (c) The Immigration Agency, where required, 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 in five working days as required after receipt.

23.041 Embarkation/Disembarkation Cards

- (a) The Immigration Agency shall require additional identification information in writing from visitors travelling by air, or from operators on their behalf, supplementary to that presented in their identity documents; and
 - (1) Systems for the electronic capture of additional identification information from machine readable travel documents or other sources will be used where the collection of identity information is required.
- (b) The written record of personal data required from visitors arriving or departing by air shall be limited to:
 - (1) Primary and secondary names;
 - (2) Date of birth, to include: year, month and day;
 - (3) Nationality;
 - (4) Travel document, to include: issuing State, document type and number;
 - (5) Arriving passengers port of embarkation or departing passengers port of disembarkation; and
 - (6) Other data, required by joint CARICOM States for the joint Jamaica Customs/Immigration Embarkation/Disembarkation Card.

- (c) Disembarkation Cards completed by visitors shall be accepted by the Immigration Agency and will not require that they be completed or checked by the air operator.
- (d) For departing flights, the air operator, when necessary, shall be required to verify that the Embarkation Cards have been completed prior to collection and submission to the Immigration Agency.
- (e) Embarkation/Disembarkation Cards shall be provided by the Immigration Agency to air operators or their travel agents, without charge, for distribution to departing passengers prior to embarkation or to arriving passengers during the flight.

23.042 International Certificates of Vaccination or Prophylaxis

In cases where the Ministry of Health requires proof of vaccination or prophylaxis, the International Certificate of Vaccination or Prophylaxis prescribed by the World Health Organization in the International Health Regulations shall be accepted.

23.043 Inspection of Travel Documents

- (a) Air operators shall take necessary precautions at the point of embarkation to ensure that passengers are in possession of the documents prescribed by the States of transit and destination for control purposes.

23.044 Departure Procedures

- (a) Income-tax clearance certificates shall not be required from visitors.
- (b) Air operators shall not be held liable in the event of the non-payment of income tax by any passenger.
- (c) In keeping with the National Facilitation Programme, an airport operator in cooperation with air operators shall 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*).
 - (1) The "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.
- (d) Inspection by the Immigration Agency shall be required of the travel documents of departing passengers.
 - (1) In cooperation with airport management, applicable technology will be used and a multi-channel inspection system adopted; or

- (2) Other means of streaming passengers will be used, in order to expedite such inspections.
- (e) Baggage of passengers departing shall not normally be presented for border control inspection.

23.045 Entry Procedures and Responsibilities

- (a) In keeping with the National Facilitation Programme, an airport operator in cooperation with air operators shall establish as a goal the clearance within forty-five (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.
- (b) An airport operator 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.
- (c) Except in special circumstances, the Immigration Agency shall not require that travel documents or other identity documents be collected from passengers or crew before they arrive at the passport control points.
- (d) The Immigration Agency shall expeditiously accept passengers and crew for examination as to their admissibility into Jamaica; and
 - (1) 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, 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.
- (e) The air 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; and
 - (1) After acceptance, the Immigration Agency shall be responsible for the custody and care of passengers and crew members until they are admitted or found inadmissible.
- (f) An air operator responsibility for custody and care of passengers and crew members shall terminate from the moment such persons are admitted into Jamaica.
- (g) The Immigration Agency shall seize:
 - (1) fraudulent, falsified or counterfeit travel documents; and
 - (2) travel documents of a person impersonating the rightful holder of the travel document.

- (3) Seized travel 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.
- (h) International recognized standards for the transmission of Advance Passenger Information shall be adhered to in the Advance Passenger Information (API) system as required by the Immigration legislation.
- (1) An air operator, in keeping with API requirements, shall capture biographic data of passengers, crew members and flight details prior to departure and electronically transmit this information to the border control agencies in the destination or departure country so that passenger and crew details are received in advance of the departure or arrival of the flight.
 - (2) An air operator shall only transmit data elements on passengers and crew members that are available in machine readable form in travel documents conforming to the specifications contained in ICAO Doc 9303 (series), *Machine Readable Travel Documents*; and
 - (3) An air operator shall ensure that information required conforms to specifications for UN/EDIFACT PAXLST messages found in the WCO/IATA/ICAO API Guidelines.
 - (4) An air operator shall not be required to present a passenger manifest in paper form when passenger data is transmitted electronically through an Advance Passenger Information system.
- (i) An air operator shall ensure that when collecting Passenger Name Record (PNR) access, their data requirements and their handling of such data conforms to guidelines developed by ICAO and as required by (Sub-subparagraph (i)(3) above.
- (j) Except in special circumstances, the identity documents of visitors shall only be inspected once at times of entry and departure.
- (k) Passengers and crew members shall complete the Customs form but are not required to provide a detailed declaration of baggage when no dutiable or restricted goods are being carried.
- (l) In keeping with the National Facilitation Programme, when necessary, an airport operator in cooperation with customs and quarantine shall adopt a dual-channel system or other selective process for inspection based on risk management, as appropriate to the conditions and traffic volumes at the airport concerned.

- (m) In a case where the passport of a visitor has expired prior to the end of the validity period of a visa, the Immigration Agency will continue to accept the visa until its expiration date when it is presented with the visitor's new passport.
- (n) Where a visa has been issued for a limited number of entries, the Immigration Agency shall indicate in an appropriate, clear and non-derogatory way, every instance the visa is used, in order that its holder, any air operator or a State may determine its validity quickly and without the use of any special means.
- (o) After individual presentation by passengers and crew of their passports or other official travel documents, an Immigration Officer shall, except in special individual cases, hand back such documents immediately after examination.

23.046 Transit Procedures & Requirements

The Immigration Agency 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.

23.047 Disposition of Baggage Separated from its Owner

- (a) An air operator shall be permitted to forward mishandled baggage to the location of its owner and an air operator shall not be held liable for penalties, fines, import duties and taxes, on the basis that the baggage was mishandled.
- (b) Mishandled baggage between international flights at the same airport shall require screening prior to the baggage being placed on the transfer aircraft to satisfy aviation security and other necessary controls; and
 - (1) The responsible air operator shall make arrangements for the temporary custody of such baggage under secure supervision at an appropriate location, after aviation security and other necessary controls have been conducted.
- (c) An air operator shall be permitted to present unidentified, unclaimed or mishandled baggage for Customs clearance on behalf of its owners, and to secure cleared baggage for collection by the owner or to deliver such baggage to its owners.
- (d) The clearance of unidentified, unclaimed or mishandled baggage shall be expedited and returned to the air operator for appropriate disposition.
 - (1) Under the conditions laid down by Jamaica Customs, an air operator may be permitted to open such baggage if necessary to ascertain its owner.
- (e) An air operator shall be freed from the obligation to safeguard baggage not yet cleared by Jamaica Customs, 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.

23.048 Identification and Entry of Crew and Other Air Operator Personnel

- (a) An airport operator in cooperation with air operators shall establish measures to expedite the inspection of crew members and their baggage, as required at departure and upon arrival.
- (b) An airport operator authorized to issue airport restricted area passes shall require that a background check is conducted for all crew members.
- (c) Through the National Facilitation Programme, Immigration Agency and Jamaica Customs in coordination with air operators, shall establish measures to provide for the temporary entry without delay into Jamaica of technical personnel of foreign air operators operating to or through Jamaica 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.
 - (1) Where a guarantee of such persons' subsistence in, and/or return from, Jamaica is required, this shall be negotiated without delaying their admission.

23.049 Civil Aviation Inspectors

- (a) Foreign aviation inspectors, when engaged on inspections duties, shall be treated in the same manner as crew members when proceeding through departure or arrival formalities.
- (b) The Authority shall provide an aviation inspector with an identity document in the format set forth in **Appendix 1 to 23.049**
- (c) An aviation inspector shall carry the identity document specified in Appendix 1 to 23.049 (b) above, a copy of the inspector's itinerary issued by the State that employs the inspector, and a valid passport.

23.050 Emergency Assistance/Entry Visas in Cases of Force Majeure

- (a) Pursuant to the National Facilitation Programme, measures shall be established for –
 - (1) authorizing temporary entry for a passenger or crew member who does not possess the required entry visa prior to arrival, due to diversion or delay of a flight for reasons of force majeure.
 - (2) in-transit passengers who are unexpectedly delayed due to a flight cancellation or delay so that they may be allowed to leave the airport for the purpose of taking accommodations.
 - (3) emergency situations resulting from force majeure, an airport operator and an air operator shall give priority assistance to those passengers with medical needs, unaccompanied minors and persons with disabilities who have already commenced their journeys.

- (4) permitting the departure from, or the transit through, Jamaica of passengers holding valid air travel reservations even if their visas have expired due to flight delays resulting from force majeure.
- (5) facilitating 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.
- (6) In cases of flight delays or diversions resulting from force majeure, permitting the transit through Jamaica of passengers holding valid air travel reservations but who do not possess the required entry visas.

SUBPART F: ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

23.055 General

- (a) Pursuant to the National Facilitation Programme and in order to facilitate and expedite the release and clearance of goods carried by air, Jamaica Customs regulations and procedures shall be adhered to for air cargo operations and shall be applied in such a manner as to prevent unnecessary delays.
- (b) Pursuant to the National Facilitation Programme, when introducing or amending regulations and procedures for the release and clearance of goods carried by air, consultation with air operators and other parties concerned, shall be conducted with the aim of accomplishing the actions set forth in sub-paragraph (a) above.
- (c) In keeping with the National Facilitation Programme, procedures shall be developed for the pre-arrival and pre-departure lodgement of an import and export goods declaration to enable expeditious release/clearance of the goods.
- (d) Where the nature of a consignment could attract the attention of different public authorities, such as: the customs, veterinary or sanitary controllers, authority shall be delegated for release/clearance to customs or one of the other agencies or, where that is not feasible, take all necessary steps to ensure that clearance is coordinated and, if possible, carried out simultaneously and with a minimum of delay.
- (e) The physical examination of cargo to be imported or exported shall be conducted based on risk management by Jamaica Customs to determine which goods shall be examined and the extent of that examination.
- (f) 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.

23.056 Information Required by Jamaica Customs

- (a) Information required by Jamaica Customs for cargo clearance shall provide for the electronic submission of cargo information prior to the arrival or departure of cargo.
- (b) Data requirements shall be limited to only those particulars which are deemed necessary by Jamaica Customs to release or clear imported goods or goods intended for exportation.
- (c) Statistical data shall be collected at such times and under such arrangements so that the release of imported goods or those intended for exportation is not delayed thereby.
- (d) 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 Jamaica Customs as required by that Agency.
- (e) An air operator or his authorized agent shall be responsible for the production and presentation of the Cargo Manifest and the air waybill(s); and
 - (1) The production and presentation of other documents required for the clearance of the goods shall be the responsibility of the declarant.
- (f) An air operator shall not be held responsible, fined or penalized for inaccuracies or omissions of facts shown on commercial invoices, declaration forms, import licences and the like when required, nor shall he be responsible to ensure that these documentary requirements are met, unless he is the declarant himself or is acting on his behalf or has specific legal responsibilities.
- (g) 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 required for the Cargo Manifest.
 - (1) When such documents are submitted in electronic form, the format shall be based on international standards for the exchange of electronic information.
- (h) In order to promote trade facilitation and the application of security measures, Jamaica Customs shall, for the purpose of standardization and harmonization of electronic data interchange, encourage all parties concerned, whether public or private, to implement compatible systems and to use the appropriate internationally accepted standards and protocols.
- (i) Electronic information systems for the release and clearance of goods shall cover their transfer between air and other modes of transport.

- (j) Jamaica Customs shall publish their requirements and establish convenient procedures for requesting the issue or renewal of such supporting documents, such as licenses and certificates, for the importation or exportation of certain required goods.
- (k) To the greatest extent possible, there shall be no requirement to manually produce supporting documents and procedures where they can be produced by electronic means.
- (l) Consular formalities or consular charges or fees shall not be requested in connection with documents required for the release or clearance of goods.

23.057 Release & Clearance of Export Cargo

- (a) An Export Declaration Document shall be required for export clearance along with any necessary permits or license and payment of the processing fee.
- (b) Export cargo shall be released up to the time of departure of an aircraft.
- (c) Goods to be exported shall be presented for clearance at any customs office designated for that purpose.
- (d) Evidence of the arrival of exported goods for import, export or transit formalities shall not be required as a matter of course.
- (e) When Jamaica Customs require goods to be examined, but those goods have already been loaded on a departing aircraft, an air operator or, where appropriate, the air operator's authorized agent, shall be permitted to provide security to Customs for the return of the goods rather than delay the departure of the aircraft.

23.058 Release and Clearance of Import Cargo

- (a) When scheduling examinations, priority shall be given to the examination of live animals and perishable goods and to other goods which Jamaica Customs accept are urgently required.
- (b) Consignments declared as personal effects and transported as unaccompanied baggage shall be cleared using the applicable customs form.
- (c) Goods shall be released or cleared by customs to registered individuals or entities exporting goods on a commercial basis provided that:
 - (1) Goods have been imported for temporary use and are to be subsequently re-exported;
 - (2) Goods are being exported for subsequent re-importation, such as goods being returned to the manufacturer for repairs; and
 - (3) Goods for which duty was paid and subsequently re-exported. Such goods shall require permission from the Collector of Customs where such goods

are being returned to a supplier because of incorrect specifications or failure to meet Bureau of Standards requirements and will not be returned to the island.

- (d) When, because of error, emergency or inaccessibility upon arrival, goods are not unladen at their intended destination, penalties, fines or other similar charges shall not be imposed provided:
 - (1) the air operator or his authorized agent notifies Jamaica Customs of this fact, within the time limit laid down;
 - (2) a valid reason, acceptable to Jamaica Customs, is given for the non-reporting of the goods; and
 - (3) the Cargo Manifest is duly amended.

- (e) When, because of error or handling problems, goods are unladen at an international airport without being listed on the Cargo Manifest, penalties, fines or other similar charges shall not be imposed provided:
 - (1) the air operator or his authorized agent notifies Jamaica Customs of this fact, within any time limit laid down;
 - (2) a valid reason, acceptable to Jamaica Customs, is given for the non-reporting of the goods;
 - (3) the manifest is duly amended; and
 - (4) the goods are placed under the appropriate Customs arrangements.

Where applicable, and subject to compliance with its requirements, Jamaica Customs shall facilitate the forwarding of the goods to their correct destination.

- (f) An air operator or, where appropriate, his authorized agent, shall be absolved from liability for import duties and taxes when the goods are placed in the custody of Jamaica Customs or, with the latter's agreement, transferred into the possession of a third party who has furnished adequate security to Customs.

23.059 Spare Parts, Equipment, Stores and Other Material Imported or Exported by Air Operators in Connection with International Services

- (a) Stores and commissary supplies imported for use on board aircraft in international service shall be relieved from import duties and taxes, subject to compliance with Jamaica Customs regulations.
 - (1) Supporting documentation, such as certificates of origin or consular or specialized invoices shall not be required in connection with the importation of stores and commissary supplies.

- (b) The sale or use of commissary supplies and stores for consumption on board aircraft shall be permitted without payment of import duties and other taxes in the case where aircraft, engaged in international flights:

- (1) stop at two or more international airports within the territory of a Contracting State without intermediate landing in the territory of another State; and
 - (2) do not embark any domestic passengers.
- (c) Subject to compliance with its regulations and requirements, relief shall be allowed from import duties and taxes in respect of ground and security equipment and their component parts, instructional material and training aids imported by or on behalf of an air operator of another Contracting State for use by the air operator or his authorized agent, within the boundaries of an international airport or at an approved off-airport facility.
- (d) Prompt release or clearance shall be granted, upon completion of simplified documentary procedures by the air 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.
- (e) The prompt release or clearance, upon completion of simplified documentary procedures by the air operator or his authorized agent shall be granted, of ground and security equipment and their replacement parts, instructional material and training aids imported or exported by an air operator of another Contracting State.
- (f) The loan, between air operators of other Contracting States 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, shall be allowed.
- (g) The importation of air operators' documents as defined in Paragraph 23.003 of this Schedule which are to be used in connection with international air services shall be allowed, free of import duties and taxes.

23.060 Containers and Pallets

- (a) Air operators of other Contracting States shall be granted temporary admission of containers and pallets, whether or not owned by the air operator of the aircraft on which they arrive, provided they are to be used on an outbound international service or otherwise re-exported.
- (b) A temporary admission document for containers and pallets shall only be required when it is considered essential for the purposes of customs control.
- (1) Where proof of the re-exportation of containers and pallets is required, use of appropriate records of the air operator or his authorized agent shall be accepted as evidence thereof.
- (c) In keeping with Jamaica Customs requirements, an air operator may be allowed, under supervision of the Jamaica Customs, 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.

- (d) Containers and pallets imported under the provisions of sub-paragraph (a) above shall be allowed to leave the boundaries of the international airport for the release or clearance of imported loads, or for export lading, under documentation and control arrangements established by Jamaica Customs.
- (e) Where circumstances so require, the storage of temporarily admitted containers and pallets shall be allowed at off-airport locations, provided that satisfactory security measures are implemented and maintained for these containers and pallets, in keeping with Sub-paragraph (d) above.
- (f) The loan between air operators of containers and pallets admitted under the provisions of Sub-paragraph (a) above shall be allowed without payment of import duties and taxes, provided they are to be used only on an outbound international service or otherwise re-exported.
- (g) Temporarily admitted containers and pallets shall be allowed to be re-exported through the designated Customs office.
- (h) The temporary admission of replacement parts shall be allowed when they are needed for the repair of containers and pallets imported under the provisions of sub-paragraph (a) above.

23.061 Mail Documents and Procedures

The handling, forwarding and clearance of mail shall be carried out in compliance with the documentary procedures as prescribed by the Acts in force of the Universal Postal Union.

23.062 Radioactive Material

- (a) Jamaica Customs shall promptly release radioactive material, particularly material used in medical applications, being imported by air provided that the goods are transported in accordance with the relevant provisions of the ICAO, Annex 18, The Safe Transport of Dangerous Goods by Air and Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air; and
 - (1) Advance notification, in paper form or electronically, of the transport of radioactive material shall be provided to Jamaica Customs in order to facilitate the entry of such materials.
- (b) Pursuant to the National Facilitation Programme, and where Customs or other entry/exit regulations or restrictions differ from those specified in the ICAO Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air are imposed, the Jamaica Civil Aviation Authority shall notify ICAO promptly of such State variations for publication in the Technical Instructions, in compliance with the Civil Aviation Dangerous Goods regulations.

SUBPART G: INADMISSIBLE PERSONS AND DEPORTEES

23.065 General

- (a) In order to minimize disruptions to the orderly operations of international civil aviation, Jamaica will cooperate with other Contracting States to promptly resolve any differences arising in the course of implementing the provisions of this Subpart.
- (b) The transit of persons being removed from another State pursuant to the provisions of this Subpart shall be facilitated, and the necessary cooperation extended to an air operator and escort(s) carrying out such removal.
- (c) During the period when an inadmissible passenger or a person to be deported is under their custody, the 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.)

23.066 Inadmissible Persons

- (a) The Immigration Agency shall without delay notify an air operator, confirming this as soon as possible in writing, when a person is found inadmissible, pursuant to Subpart D, sub-sub-paragraph 23.041 (e) (1).
 - (1) Written notification can be either in paper form or in electronic form, such as e-mail.
- (b) The Immigration Agency shall consult with an air operator on the time-frame for removal of the person found inadmissible, in order to allow the air operator a reasonable amount of time during which to effect the person's removal via its own services or to make alternative removal arrangements.
 - (1) Nothing in this provision is to be construed so as to allow the return of a person seeking asylum in our territory 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.
- (c) The Immigration Agency shall issue a Removal Order to an air operator in respect of a person found inadmissible. The Removal Order shall include, if known:
 - (1) the name;
 - (2) age;
 - (3) gender; and
 - (4) citizenship of the person in question.
- (d) The Immigration Agency ordering the removal of an inadmissible person who has lost or destroyed his travel documents shall deliver a covering letter in the

established format in order to give information to the authorities of the State(s) of transit and/or the commencement of the journey.

- (1) The covering letter, the Removal Order and any relevant information shall be handed overtly to:
 - (i) the air operator; or
 - (ii) in the case of escorted persons, the escort, who shall be responsible for delivering them to the Government Agencies at the State of destination.

- (e) The Immigration Agency ordering the removal of an inadmissible person whose travel documents have been seized pursuant to Sub-paragraph 23.045 (g) shall deliver a covering letter in order to give information to the authorities of the State(s) of transit and/or the commencement of journey.
 - (1) The covering letter together with a photocopy of the seized travel documents and the Removal Order shall be handed overtly to the:
 - (i) air operator; or
 - (ii) in the case of escorted persons, the escort, who shall be responsible for delivering them to the Government Agencies of the State of destination.

- (f) The Immigration Agency that has reason to believe that an inadmissible person might offer resistance to his removal shall inform the air operator concerned as far in advance as possible of scheduled departure so that the air operator can take precautions to ensure the security of the flight.

- (g) The air 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 air operator for removal from Jamaica.
 - (1) The Immigration Agency 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 air operator or for reasons other than improper documents, from the moment these persons are found inadmissible until they are returned to the air operator for removal from Jamaica.

- (h) When a person is found inadmissible and is returned to an air operator for transport away from Jamaica, the air operator may recover from such person any transportation costs involved in his removal.

- (i) An air operator shall remove the inadmissible person to:
 - (1) the point where he commenced his journey; or
 - (2) to any place where he is admissible; and
 - (3) where appropriate, the Immigration Agency shall consult with the air operator regarding the most practicable place to which the inadmissible person is to be removed.

- (j) The Immigration Agency shall accept for examination a person removed from a State where he was found inadmissible, if this person commenced his journey from Jamaica.
 - (1) The Immigration Agency shall not return such a person to the country where he was earlier found inadmissible.
- (k) The Immigration Agency shall accept the covering letter and other papers delivered pursuant to Sub-paragraphs (d) and (e) above as sufficient documentation to carry out the examination of the person referred to in the letter.
- (l) An air operator shall not be fined in the event that arriving and in-transit persons are found to be improperly documented where an air operator can demonstrate that he has taken adequate precautions to ensure that these persons had complied with the documentary requirements for entry into the receiving State.
- (m) Where an air operator has cooperated with the Immigration Agency and to the satisfaction of border control authorities, in measures designed to prevent the transportation of inadmissible persons, fines and penalties that might otherwise be applied shall be mitigated should such persons be carried into Jamaica.
- (n) The Immigration Agency shall not prevent the departure of an air operator's aircraft pending a determination of admissibility of any of its arriving passengers.
 - (1) An exception to this provision may be made in the case of infrequent flights or if the Immigration Agency has reason to believe that there might be an irregularly high number of inadmissible persons on a specific flight.

23.067 Deportees

- (a) A person being deported shall be served a Deportation Order which shall indicate to the deportee the name of the State of destination.
- (b) The Immigration Agency shall assume all obligations, responsibilities and costs associated with the removal of a deportee from Jamaica.
- (c) The Immigration Agency, when making arrangements with an air 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:
 - (1) a copy of the Deportation Order;
 - (2) a risk assessment by the Immigration Agency and/or any other pertinent information that would help the air operator assess the risk to the security of the flight;
 - (3) the names and nationalities of any escorts; and
 - (4) ensure that the security requirements of the Twentieth Schedule and Civil Aviation Security Programme are taken into consideration.

- (d) The Immigration Agency shall use direct non-stop flights whenever practicable in making arrangements for the removal of a deportee to a destination State.
- (e) The Immigration Agency concerned, when presenting a deportee for removal, shall ensure that all official travel documentation required by a transit and/or destination State is provided to the air operator.
- (f) Only after a person has been verified to be a Jamaican national deported from another State shall he be admitted into the country.
- (g) The Immigration Agency, 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 air operator involved at the transit location.

23.068 Procurement of a Replacement Travel Document

- (a) When a replacement travel document must be obtained in order to facilitate removal and acceptance of an inadmissible person at his destination, as much assistance as practicable in obtaining that document shall be given by the Immigration Agency ordering the removal and shall take into consideration Sub-paragraph 23.066 (k) in giving assistance.
- (b) When requested to provide travel documents to facilitate the return of a Jamaican national, the Immigration Agency shall 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 a Jamaican national.
- (c) The signing by the person concerned of an application for a travel document shall not be made a prerequisite for issuance of that document.
- (d) When the Immigration Agency has determined that a person for whom a travel document has been requested is a Jamaican national but cannot issue a passport within 30 days, of the request, the Immigration Agency shall issue an emergency travel document that attests to the nationality of the person concerned and that is valid for readmission.
- (e) The Immigration Agency shall not refuse to issue a travel document to or otherwise thwart the return of a proven Jamaican national by rendering that person stateless.

SUBPART H: FACILITIES & SERVICES AT INTERNATIONAL AIRPORTS

23.071 General

- (a) The provisions of these regulations shall continue to be implemented to a privatized airport.
- (b) The Authority in consultation with airport operators shall ensure that the design, development and maintenance of facilities at international airports provide efficient and effective flow arrangements.
- (c) In keeping with the National Facilitation Programme, an airport operator and air operators on his airport shall provide for the expeditious processing of passengers, crew, baggage, cargo and mail.
- (d) Government entities shall ensure efficient customs, immigration, quarantine and health border clearance services are provided at international airports.
- (e) The Authority in consultation with airport operators shall ensure that facilities and services provided at international airports are, where possible, flexible and capable of expansion to meet traffic growth, an increase in security requirements arising from increased threat, or other changes to support border integrity measures.
- (f) An airport operator and any contracted entity responsible for planning shall consult, during the planning of new facilities or major modifications to existing facilities, including cargo facilities, at international airports, with the Authority, Government agencies resident at the airport, air operators, and appropriate representatives of airport users, at the earliest stages of planning.
- (g) An air operator shall inform airport operators, and relevant Government agencies, in commercial confidence, of their service, schedule and fleet plans at the airport, to enable rational planning of facilities and services in relation to the traffic anticipated.
- (h) Where a passenger service charge, airport tax or other similar fee is levied at an international airport, an airport operator or an air operator shall ensure that direct collection from passengers is avoided.
- (i) An air operator shall choose how, and by whom, his ground handling operations shall be carried out, subject to the regulations and within the limitations established by the airport operator due to constraints caused by limited space or capacity.

23.072 Airport Traffic Flow Arrangements

- (a) **Common Provisions**

- (1) An international airport operator shall ensure that they provide adequate facilities to permit embarkation and disembarkation of passengers without delay.
 - (2) An airport operator shall coordinate with air operators and Government agencies for the exchange, in a timely manner, of all relevant operational information, in order to provide a smooth and expeditious passenger flow and efficient resource allocation.
 - (3) An airport operator in consultation with air operators shall implement automated facilities for passenger and baggage processing.
 - (4) An airport operator shall ensure that signage used at his airport is based on ICAO Doc 9636 “International Signs to Provide Guidance to Persons at Airports and Marine Terminals”.
 - (i) An airport operator in consultation with air operators shall notify travellers via signage, leaflets, video, audio, internet websites or other media, of the penalties for breaching the regulations with regard to entry and departure and attempting to import or export any banned or restricted item.
 - (5) An airport operator shall install mechanical people-moving devices, when walking distances and the traffic volume within and across terminal buildings so warrant.
 - (6) An airport operator shall install flight information systems capable of providing up-to-the minute information on departures, arrivals, cancellations, delays and terminal/gate allocations.
 - (7) An airport operator shall ensure that he maintains a flight information system, and follows the standard layout recommended in ICAO Doc 9249, “Dynamic Flight-Related Public Information Displays”.
 - (8) An airport operator shall provide car parking facilities for long and short-term usage by passengers, visitors, crew and staff at international airports.
- (b) **Parking and Servicing Arrangements**
- (1) An airport operator shall ensure that convenient parking and servicing facilities for aircraft are available in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time.
- (c) **Outbound Passengers, Crew and Baggage**

- (1) An airport operator shall ensure that adequate transportation is provided between the airport terminal building during the hours of operation, when necessary.
 - (2) An airport operator and an air operator shall comply with the necessary security measures and control requirements established by the Authority where off-airport check-in facilities are approved.
 - (3) An airport operator and Government border control authorities shall use efficient screening and examination techniques, in examinations of passengers and their baggage, in order to facilitate aircraft departure.
 - (i) Passenger privacy shall be assured during any physical searches required by using a private room or, portable screen if unavailable, and searches shall be conducted by an Officer of the same sex as the passenger.
 - (4) Crew members check-in and operations facilities shall be readily accessible and within close proximity of each other.
 - (5) An airport operator shall coordinate with Government authorities at his airport to ensure the provision of efficient services for a general aviation operator or his agent concerning their operational and administrative requirements.
 - (6) An airport operator shall coordinate with the Immigration Agency to make arrangements for sufficient number of control channels so that clearance, when required, of outbound passengers and crew may be obtained with the least possible delay.
 - (i) Additional channels shall be available, if possible, to which complicated cases may be directed without delaying the main flow of passengers.
- (d) **Inbound Passengers, Crew and Baggage**
- (1) An airport operator shall coordinate with the Immigration Agency to 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.
 - (i) Additional channel(s) shall be available if possible to which complicated cases may be directed without delaying the main flow of passengers.
 - (2) An airport operator shall ensure that adequate space is provided in the baggage claim area permitting easy identification and speedy reclaim by each passenger of his checked baggage.

(3) An airport operator shall ensure that, where appropriate, mechanized baggage delivery systems are installed at international airports to facilitate the movement of passenger's baggage.

(4) An airport operator responsible for an international airport 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.

(e) **Transit and Transfer of Passengers and Crew**

(1) An airport operator shall provide sufficient space for handling counters in direct transit areas, in accordance with traffic volumes and the space requirement and operating hours shall be agreed between the airport operator and air operators.

(f) **Miscellaneous Facilities and Services in Passenger Terminal Buildings**

(1) An airport operator and air operators shall provide facilities where unclaimed, unidentified and mishandled baggage is kept securely until cleared, forwarded, claimed or disposed of in accordance with the National Civil Aviation Security Programme.

(i) Authorized personnel of the air operator or his service provider shall have access to the baggage during the hours of airport operation

(2) An airport operator shall ensure that terminal facilities are designed, managed and organized so that the non-travelling public does not interfere with the flow of inbound and outbound passengers.

(3) An airport operator shall ensure that provisions are 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.

(4) An airport operator in consultation with the Authority shall ensure that retail facilities, while being conveniently located, do not impede passenger flows.

(g) **Cargo and Mail Handling and Clearance Facilities**

(1) An airport operator shall ensure that appropriate provisions are made for

(2) An airport operator with the approval of the Authority shall ensure that cargo terminals and their landside access roads are appropriately designed and operated to provide efficient access.

- (3) An airport operator in cooperation with air operators and the approval of the Authority shall ensure that cargo terminals are designed to facilitate the safe, efficient and secure processing and storage of cargo in accordance with the Regulations.
- (4) An airport operator in cooperation with air operators shall provide for appropriate facilities for the safe, efficient and secure processing and storage of mail consignments, at international airports in accordance with UPU requirements.

23.073 Facilities Required for Public Health, Emergency Medical Relief, Animal and Plant Quarantine

- (a) An airport operator in cooperation with the Ministry of Health shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.
- (b) The Ministry of Health shall provide, at or near the international airports, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.
- (c) An international airport operator shall have available access to appropriate facilities for administration of public health, animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores.
- (d) An airport operator shall provide arrangements so that passengers and crew in transit can remain in premises free from any danger of infection and insect vectors of diseases and, when necessary, facilities shall be provided for the transfer of passengers and crew to another airport without exposure to any health hazard.
 - (1) Similar arrangements and facilities shall also be made available in respect of animals.
- (e) An airport operator and an air operator shall ensure that handling and distribution procedures for consumable products (*i.e. food, drink and water supplies*) in the airport or on board aircraft are in compliance with the international Health Regulations (2005) and relevant guidelines of the World Health Organization, the Food and Agriculture Organization of the United Nations.
- (f) An airport operator and air operators shall ensure that a safe and efficient system is instituted, at international airports, for the removal and disposal of all waste, waste water and other matter dangerous to the health of persons, animals or plants in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization and Food and Agriculture Organization.

- (g) An international airport operator shall ensure that he maintains facilities for first aid attendance on site, and that appropriate arrangements are available for expeditious referral of the occasional more serious case to pre-arranged competent medical attention.

23.074 Facilities Required for Clearance Controls & Operation of Control Services

- (a) Government agencies shall provide sufficient services, without charge, during working hours established by those authorities.
 - (1) The Aeronautical Information Services shall publish the types and hours of clearance services (*customs, immigration, health*) at the international airports.
 - (2) In addition to services referred to in Sub-paragraph (a) (1) above, an airport operator or an air operator may wish to offer enhanced services to users (*passengers, air operators and other parties that would benefit from the proposed premium service*), either on a free or a fee-paid, voluntary basis.
 - (i) Where a fee will be assessed, it shall be limited to that necessary to recover the cost for the service provided.
- (b) When necessary, the Authority in coordination with the National Facilitation Committee may consider a proposal by another State to permit them to station representatives of their Government Agencies concerned in Jamaica to pre-examine aircraft, passengers, baggage, crew and cargo for customs, immigration, public health, animal and plant quarantine purposes, prior to departure when such action will facilitate clearance upon arrival in that State.

23.075 Handling Unruly Passengers

- (a) The Authority, an airport operator and an air operator shall increase passenger awareness of the unacceptability and legal consequences of unruly or disruptive behaviour in aviation facilities and on board aircraft.
- (b) An airport operator, an air operator and Government agencies at international airports shall provide training to relevant personnel concerning the identification and management of unruly passengers, including recognition and defusing of escalating situations and crisis containment.

23.076 Passenger Amenities

- (a) An airport operator shall, where traffic justifies, ensure that suitable child-care facilities are provided in passenger terminals and that they are clearly indicated by signage and are easily accessible.
- (b) An airport operator or service provider(s), as appropriate, shall provide passengers information on ground transportation available at the airport.
- (c) An airport operator shall provide, at such times as to meet the needs of the travelling public, adequate facilities at his international airport for the legal

exchange of funds of other States through governmental agencies or authorize private agencies to do so and these facilities shall be available to arriving and departing passengers.

- (1) An international airport operator shall consider the use of vending machines at his airport, enabling a departing passenger to obtain foreign currency, at any time of the day or night.

SUBPART I: LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS

23.080 General

- (a) Steps shall be taken to ensure that all possible assistance is rendered by public authorities to an aircraft which, for reasons beyond the control of the pilot-in-command, has landed elsewhere than at one of the international airports and, to this end, shall keep control formalities and procedures, in such cases, to a minimum.
- (b) The pilot-in-command or the next senior crew member shall cause the landing to be reported as soon as practicable to the Government Agencies concerned.

23.081 Short Stopover

- (a) If it is apparent that the aircraft can resume its flight within a relatively short time of arrival, the following procedure shall apply:
 - (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.
 - (i) In case the load or part thereof cannot, for operational or other reasons, continue on that flight, the Government Agencies shall expedite clearance formalities and cooperate in speedy onward transportation for that load to its destination.
 - (2) The Government Agencies shall designate, if necessary, an adequate area under their general supervision where passengers and crew can move about during their stopover.
 - (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.

23.082 No Resumption of Flight

- (a) If it is apparent that the aircraft will be substantially delayed or is unable to continue its flight, the following provisions shall apply:
 - (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.

- (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.
- (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.
- (4) Mail shall be disposed of as is required pursuant to the Acts in force of the Universal Postal Union.

SUBPART J: OTHER FACILITATION PROVISIONS

23.086 Bonds and Exemption from Requisition or Seizure

- (a) When an air operator is required to cover his liabilities under the customs, immigration, public health, animal and plant quarantine laws, a single comprehensive bond whenever possible shall be permitted.
- (b) The aircraft, ground equipment, security equipment, spare parts and technical supplies of a foreign air operator for use in the operation of an international air service serving Jamaica, shall be exempt from the laws of the country 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 land.

23.087 Facilitation of Search, Rescue, Accident Investigation and Salvage

- (a) Pursuant to the Civil Aviation Act, Section 50 arrangements shall be made to ensure entry without delay into Jamaica on a temporary basis of qualified personnel required for search, rescue, accident investigation, repair or salvage in connection with a lost or damaged aircraft.
 - (1) In arranging for the entry without delay of the personnel referred to in Sub-paragraph (a) above, such persons shall not require any other travel document than a passport.
 - (2) An airport operator and Government agencies on his airport shall ensure that their personnel are adequately informed of the provisions of ICAO Annexes 13 and 9 relating to the facilitation of aircraft accident and incident investigations and they shall 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.
- (b) Jamaica Customs, in coordination with the air operator involved, shall facilitate the temporary entry 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.

- (1) The 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; and
 - (2) This provision does not preclude the application of public health and animal and plant quarantine measures, if required.
- (c) The responsible Government Agencies shall facilitate the removal 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.
- (d) 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 Jamaica within 60 days after being released by the Investigator-in-Charge of the investigation, shall be subject to the requirements of the Jamaica Customs laws.
- (e) If, in connection with an aircraft accident investigation, it becomes necessary to send a part, or parts, of a damaged aircraft to another Contracting State for technical examination or testing, each Contracting State concerned shall ensure that the movement of such part, or parts, is effected without delay.
- (1) The Contracting States 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.

23.088 Handling Relief Flights after Natural and Man-made Disasters and Similar Emergency Situations where United Nations Assistance is Required

- (a) Entry into, departure from and transit through Jamaica shall be facilitated to aircraft engaged in relief flights performed by or on behalf of international organizations recognized by the UN or by or on behalf of Jamaica and shall take all possible measures to ensure their safe operation.
- (1) 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.

- (2) Such flights shall be commenced as quickly as possible after obtaining agreement with the recipient State.
- (b) The responsible Government Agencies shall ensure that personnel and articles arriving on relief flights referred to in sub-paragraph (a) above are cleared without delay.

23.089 Marine Pollution and Safety Emergency Operations

- (a) In cases of emergency, the responsible Government Agencies 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.
- (b) In cases of emergency, the responsible Government Agencies 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 sub-paragraph (a) above.

23.090 Implementation of International Health Regulations and Related Provisions

- (a) Public Health authorities shall make arrangements to enable all air 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 model International Certificate of Vaccination or Prophylaxis conforming to Article 36 and Annex 6 of the International Health Regulations (2005).
- (b) 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.
 - (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: such as:
 - (i) appearing obviously unwell;
 - (ii) persistent coughing;
 - (iii) impaired breathing;
 - (iv) persistent diarrhea;
 - (v) persistent vomiting;
 - (vi) skin rash;
 - (vii) bruising or bleeding without previous injury; or
 - (viii) confusion of recent onset.
 - (2) In the event of a case of suspected communicable disease on board an aircraft, the pilot-in-command shall follow his air operator protocols and

procedures, in addition to health-related legal requirements of the countries of departure and/or destination. Health-related requirements may be found in the Aeronautical Information Publications (AIPs) of the States concerned.

- (3) An air operator shall comply with the requirements for medical supplies that are to be carried on board his aircraft and shall ensure that when medical emergencies on board warrant, the pilot-in-command follows the detailed procedures in ICAO Doc 4444 when communicating with air traffic control.
- (4) When a public health threat has been identified, and when the Ministry of Health require information concerning passengers' and/or crews' travel itinerary or contact information for the purposes of tracing persons who may have been exposed to a communicable disease, the respective Ministry of Health department shall accept the established Public Health Passenger Locator Card.
 - (i) The Ministry of Health shall make available adequate stocks of the Passenger Locator Card, for use at the international airports and for completion by passengers and crew.

23.091 Communicable Disease Outbreak – National Aviation Plan

- (a) The Ministry of Health, airport operators and the relevant emergency response agencies 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.
 - (1) The national aviation plan shall be in keeping with the International Civil Aviation Organization guidance found on their website on the Aviation Medicine page.
 - (2) An Airport Operator and Air Traffic Service provider shall establish contingency planning or airport emergency plans, respectively, for public health emergencies of international concern.

23.092 Facilitation for Transport of Passengers Requiring Special Assistance

- (a) **General**
 - (1) An Airport Operator, air operators and Government Agencies shall ensure that when traveling, persons with disabilities are provided with special assistance in order to ensure that they receive services customarily available to the general public.
 - (i) Such assistance shall include the offering of information and directions in media that can be understood by travelers with cognitive or sensory disabilities.
 - (2) The Authority shall cooperate with airport operators, air operators and Government Agencies 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.

- (3) The Authority in coordination with airport operators, air operators and ground handling agents shall 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.
 - (4) The Authority in coordination with air operators, airport operators, ground handling agents and travel agencies shall ensure that persons with disabilities are given the information they need; and shall take the necessary steps to ensure that air operators, airport operators, ground handling agents 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.
 - (5) The Authority in coordination with airport operators, air operators and ground handling agents shall establish and coordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.
- (b) **Access to airports**
- (1) An airport operator shall take the necessary steps to ensure that airport facilities and services are adapted to the needs of persons with disabilities.
 - (2) An airport operator shall 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.
 - (3) An airport operator and air operators shall take measures to ensure that the hearing and vision-impaired are able to obtain flight information.
 - (4) An Airport Operator shall ensure that for elderly and disabled persons being set down or picked up at a terminal building -
 - (i) reserved points are located as close as possible to main entrances;
 - (ii) movement is facilitated to the various areas of the airport; and
 - (iii) access routes shall be free of obstacles.
 - (5) An airport operator in coordination with ground transportation providers shall make every effort to provide accessible and reasonably priced ground transportation services by using current public transit systems and by requesting that special transport services for people with mobility needs be provided by ground transportation providers.

- (6) An airport operator shall ensure that adequate parking facilities are provided for people with mobility needs and shall establish appropriate measures to facilitate their movement between parking areas and the terminal buildings.
 - (7) An airport operator may with the approval of the Authority, authorize direct transfer from one aircraft to another of elderly and disabled passengers, where necessary and possible, whenever this is warranted by deadlines in making connecting flights or by other circumstances.
- (c) **Access to air services**
- (1) An airport operator shall take the necessary steps to ensure that persons with disabilities have adequate access to air services.
 - (2) The Authority shall ensure that provisions are developed requiring that an air operator bringing a new aircraft into service or after major refurbishment of his aircraft, he shall 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.
 - (3) An air operator shall carry free of charge in the cabin where, in the view of the air operator, space and safety requirements permit, wheelchairs, special apparatus and equipment required by persons with disabilities or he shall designate these items as priority baggage.
 - (i) Service animals accompanying passengers with disabilities shall also be carried free of charge in the cabin or hold of the aircraft, subject to the application of Quarantine Regulations for international travel of animals and air operator requirements.
 - (4) An air operator shall ensure that the acceptance, packaging and transport of battery-powered devices, including mobility aids containing spillable batteries are in keeping with the ICAO Technical Instructions and the Eighteenth Schedule.
 - (5) In principle, a person with disabilities shall be permitted to determine whether or not they need an escort and to travel without the requirement for a medical clearance; and responsibilities are -
 - (i) A person with disabilities shall provide an air operator advance notice where assistance or lifting is required;
 - (ii) An air operator shall only require passengers with disabilities to obtain a medical clearance in cases of a medical condition where it is clear that their safety or well-being or that of other passengers cannot be guaranteed; and

- (iii) An air operator shall only 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.
- (6) If the presence of an escort is required, an air operator shall consider offering a discount for the carriage of that accompanying person or offer similar arrangements on humanitarian basis or in the interest of customer relations.

23.093 Assistance to Aircraft Accident Victims and their Families

- (a) In the event of an aircraft accident occurring in Jamaica, the relevant Government Agencies shall make arrangements with adjacent States to facilitate the entry into our territory on a temporary basis of family members of victims of an aircraft accident.
- (b) Arrangements shall also be made with adjacent States to facilitate the entry into Jamaica, on a temporary basis, of authorized representatives of the air operator whose aircraft has met with the accident, or of the air operator's alliance partner, in order to enable them to provide assistance to:
 - (1) survivors and their family members;
 - (2) the family members of the deceased victims of the accident;
 - (3) the relevant authorities in these States; and
 - (4) allowances shall be made for code-sharing and similar alliance agreements that require alliance partners to act as "first responder" on behalf of an affected air operator in case the alliance partner can get to the location of the accident quicker than the affected air operator.
- (c) In arranging for the entry of the persons referred to in sub-paragraph (a) above, Government Agencies concerned shall 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 Jamaica.
- (d) The relevant Government Agencies shall make arrangements to issue emergency travel documents, if required, to Jamaicans who have survived the accident.
- (e) The relevant Government Agencies and the relevant department of the Ministry of Health 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 air operator whose aircraft met with the accident.

Appendices

Appendix 1 to 23.005 ACI/ICAO Airport Preparedness Guidelines for Communicable Disease Outbreaks

1. Introduction

1.1 In the event of an outbreak of communicable diseases on an international level, air travel will be the focus of much attention due to the potential that aviation has to increase the rate at which a disease spreads, thereby decreasing the time available for preparing interventions. Although it is probably not feasible to halt the spread of some diseases, advance preparation should make it possible to reduce the consequences.

1.2 For airport operators, the main aims are to protect the health and welfare of travellers, staff and the public, and to reduce the opportunities for dissemination of communicable diseases by air. The following guidelines outline measures to be taken by airport operators and national authorities against communicable diseases¹ that might pose a serious risk to public health.

1.3 The recommendations are designed to reduce exposure to an infectious agent at airports and to improve the response to health related emergencies by establishing mechanisms for rapid decision-making and action. They are intended as guidance, not to be adopted as written, but to be modified to the local situation as necessary. Use of these guidelines should result in greater predictability of the measures to be taken by the various stakeholders (including both public and private sector entities) involved.

2. Responsibility

2.1 The responsibility for management of the risk of communicable diseases at airports rests primarily with the local/regional/national public health authority and the relevant airport operator (guidance on the role of the “competent authorities” at airports is given in the International Health Regulations (2005)² article 22). If more than one airport is operated by the same organisation, preparedness plans should be prepared for each airport, in line with the recommendations contained in this document.

Note 1: *In these guidelines, “communicable disease” is taken to include those diseases resulting from infections by transmissible agents such as viruses and bacteria, and that have the potential to cause a serious public health risk or emergency of international concern*

Note 2: *The International Health Regulations (2005) will enter into force on 15 June 2007 for all WHO Member States that have not rejected them or made “reservations” on a timely basis.*

2.2 Each airport operator, together with its national authorities, should play its part towards achieving greater predictability and international coordination of preparedness measures, as this is the key to success in reducing the risk of spread of any communicable disease. To achieve this, the individual Airport Preparedness Plan should address aspects such as:

- ⌚communication (especially with the public),
- ⌚screening,
- ⌚logistics (transport of travellers to health facilities),

- ☉equipment,
- ☉entry/exit controls, and
- ☉coordination with the local/regional/national public health authority.

2.3 A particularly important requirement is for adequate supplies of appropriate personal protective equipment (including hand-washing facilities or sanitising gels) to be available for airport staff. Staff, including those not directly employed by the airport operator, should be adequately trained in aspects of preparedness planning relevant to their specific role.

3. Communication

3.1 Good communication is key to effective preparedness planning, both for routine operations and during an emergency response. The communications required for both situations may differ. Attention should be given to airport employees, to others working at the airport who may not be employed directly by the airport operator e.g. contractors and sub-contractors, and to the non-travelling public.

3.2 The International Health Regulations (2005) (Article 22) refers to the role of competent authorities at airports with respect to ensuring that facilities for travellers are maintained in a sanitary condition and that goods being transported through airports are kept free of sources of infection or contamination.

3.3 Airport operators should establish:

- a) a clear contact point for policy formulation and operational organisation of preparedness; and,
- b) a position with responsibility for the operational implementation of the airport preparedness plan, having reasonable autonomy/flexibility for rapid policy and decision making.

3.4 Communication links should be established, directly or indirectly, with the following entities:

1) Internal

- ☉airlines
- ☉handling agents
- ☉air traffic management
- ☉local hospital(s)
- ☉police
- ☉customs
- ☉immigration
- ☉security
- ☉travel agents
- ☉airport retailers
- ☉information/customer relations services
- ☉other stakeholders as necessary

2) External

- ☉local/regional/national public health authority
- ☉travellers:
 - before reaching the airport
 - in the terminal building
- ☉other airports in same State/region

- ⌚ other airports outside State/region
- ⌚ media

3.5 Communication with departing travellers in the event of a communicable disease outbreak

3.5.1 Before arrival at the airport terminal building, information can be provided to travellers by means of an airport web site (or by electronic link to a public health web site) by recorded telephone message or by printed media. A telephone message may give health information directly and possibly refer the listener to further sources of information.

3.5.2 The media can play a useful role in informing travellers of the situation at an airport and links with the media should be established so that journalists can obtain information at short notice. Notices on radio stations and public information delivered through the media can be very effective.

3.5.3 Travellers and health professionals should have access to consistent information about postponing travel and about screening measures that may be in place at an airport, should a potential traveller have an illness prior to considering air travel. Such information will usually be taken from a public health information site or developed in close collaboration with the public health authority.

3.5.4 Travellers who have medical conditions that will not prevent travel should have their attending physician complete the International Air Transport Association Medical Information Form (“MEDIF”, or the form in use by the airline) and discuss the situation with airline medical staff should they have questions.

3.5.5 When in the airport, information can be given by posters or electronic displays, and by public address. A sample text is:

(a) “This airport has XXXX (name of disease) screening in place. Travellers that may be suffering from XXXX will not be permitted to board any flight. The main symptoms of XXXX are.....” The text would be adjusted according to the information to be conveyed. The WHO or national public health authority will provide the information on symptoms.

(b) Public announcements should be provided in the languages used by persons most frequently travelling through the airport, including English, as well as the State’s own language(s).

3.5.6 To ensure public confidence, airport operators should tell passengers everything they know about the situation, admit what they don’t know, explain what they are doing, and be open and honest to build trust.

4. Screening

4.1 Screening for communicable diseases can potentially reduce opportunities for transmission and forestall or delay international spread. Depending on the epidemiology and extent of transmission, severity of the disease (attack and mortality rates), and cost factors, screening of entering and departing travellers at international airports may be considered. Information on these factors will be needed at the onset and throughout the evolution of a public health emergency of international concern, to balance the probable effectiveness of screening in

alleviating concerns, against economic considerations. For example, if a substantial proportion of transmission of a communicable agent occurs during the incubation period or during asymptomatic infection, the impact of health screening on reducing international spread will be diminished.

4.2 Screening measures that match the behaviour of the communicable disease in question have the greatest chance of reducing the number of cases and limiting or, if possible, preventing international spread.

4.3 A 'toolbox' of screening methods is available, including visual inspection, questionnaire and temperature measurement (*using thermal scanners or other suitable methods*). The selection of the most appropriate screening method will be determined by the transmission characteristics, associated illness patterns and the risk groups affected. Details of requirements cannot always be determined in advance of an outbreak.

Many characteristics of emerging infectious diseases that will guide the selection of screening measures will become apparent only after the new infectious agent, for example a new influenza strain, has emerged and begun to cause large numbers of human cases.

4.4 The World Health Organization (WHO) will monitor the unfolding epidemiological and clinical behaviour of new infectious agents in real time and interpret their significance for the determination of effective screening measures. If, during an evolving infectious disease event, clinical, epidemiological and virological findings, as well as the geographical distribution of infected persons, suggest that screening measures could be effective to limit international disease spread, WHO may recommend airport screening, including temperature measurement and questionnaires about symptoms and travel history.

4.4.1 It is plausible that screening for persons on departure from affected countries is a better use of global health resources than arrival screening: fewer travellers would be screened, the likelihood of a positive result being a 'true positive' i.e. representing identification of an individual having the disease in question, rather than another, less important, disease having some similar characteristics, would be higher, and transmission on aircraft would be reduced. Exit (departure) screening is therefore less burdensome to individual travellers and societies, and should be undertaken as soon as possible after travellers have arrived at the airport, and before they pass through to airside.

4.4.2 For many communicable diseases, entry (arrival) screening of travellers at international borders will incur considerable expense with a disproportionately small impact on the protection against international spread.

4.4.3 Although entry screening is more costly and disruptive it may be considered:

- (a) for geographically isolated infection free areas (islands)
- (b) when epidemiological data indicates the need to do so
- (c) when the country believes that exit screening at traveller's point of embarkation is suboptimal
- (d) where internal surveillance capacity in an outbreak area is limited

4.4.4 If the public health authority determines that screening is to be employed, it should discuss the issues with the airport operator in order to develop acceptable plans. Costs associated

with providing screening equipment and airport space and infrastructure support would normally be met by the public health authority.

4.4.5 Travellers determined at screening to be at increased risk of having a communicable disease posing a potentially serious public health risk should undergo secondary screening by a medical practitioner. If the assessment is positive i.e. the traveller is thought to be suffering from a communicable disease which poses a serious public health risk, consideration should be given to preventing his/her departure. Such a decision should not be taken lightly and has legal implications that need to be adequately considered in preparedness planning. (IHR (2005) Articles 23.3, 23.5, 31 and 32 cover health measures for arriving and departing travellers, including requirements or minimising discomfort and distress for passengers that are at risk of a communicable disease).

4.4.6 In the event of positive secondary screening, measures should be taken to refer the individual for appropriate diagnosis, treatment and appropriate case management, in accordance with the IHR (2005) with a view to protecting the public from potential infection i.e. by isolation or quarantine. Appropriate isolation or quarantine facilities should be identified by the public health authority and are normally only available away from the airport site.

- (a) In the event of negative secondary screening, the passenger should be allowed to continue on his/her way.
- (b) A private assessment area needs to be pre-identified, where travellers at risk of having a communicable disease can be temporarily accommodated without exposing others to risk.
- (c) Travellers arriving or departing from an 'at risk' area should be provided with the available information about risks, risk avoidance, symptoms associated with the disease and when and where to report should these symptoms develop.

5. Inbound aircraft carrying a suspected case of a communicable disease That may pose a serious public health risk

5.1 A number of considerations should be taken into account when an aircraft arrives carrying a suspected case of a communicable disease which may pose a serious public health risk. There follows some guidance on possible action:

- (a) The pilot in command (PIC) needs to be advised of where to park the aircraft – such information will normally be communicated to the PIC by air traffic control. The decision will usually be taken by the public health authority in consultation with airlines and airport operators. This may be on a remote stand, or, depending on the situation, on the apron with or without a passenger boarding bridge attached. Action should be taken to disembark the travellers as soon as possible after the situation has been evaluated and a public health response has been instituted, if needed
- (b) Flight and ground crew need to be advised concerning the opening of aircraft doors, disembarkation and what information should be given to traveller's prior to the arrival of the medical team
- (c) Public health officials need quick and efficient access to the aircraft

- (d) Personal protective equipment (PPE) appropriate to the suspected communicable disease, the mode of transmission and the nature of duties being performed by aviation personnel, should be worn. For many communicable diseases, disposable gloves and good hand hygiene (at times in combination with surgical masks) are sufficient unless otherwise specified by the national public health authority
- (e) A traveller having a communicable respiratory disease should wear a surgical mask unless the traveller is unable to tolerate it. If a mask is worn consistently by the ill traveller this obviates the need for others to wear a mask. All disposable materials in potential contact with a sick traveller need to be disposed of with biohazard precautions
- (f) All surfaces potentially contaminated by the sick traveller should be cleaned and disinfected
- (g) A sick traveller should be taken, by a medical escort, from the aircraft to an area for further assessment/treatment. Appropriate infection control measures should be applied e.g. isolation
- (h) Before the disembarkation, travellers and crew on the same aircraft as the sick traveller should be segregated from other travellers until traveller seating details, contact details and destination have been obtained and they have been advised by public health authority staff of any necessary precautionary measures

Note: To assist contact tracing, a suitable traveller locator card is currently under consideration by the Informal Transportation Working Group of the World Health Organization. Information regarding access to this document will be published in ICAO Annex 9, Appendix 13, and posted on this web site when available. The International Air Transport Association, assisted by relevant experts, is evaluating different electronic methods that could facilitate traveller tracing.

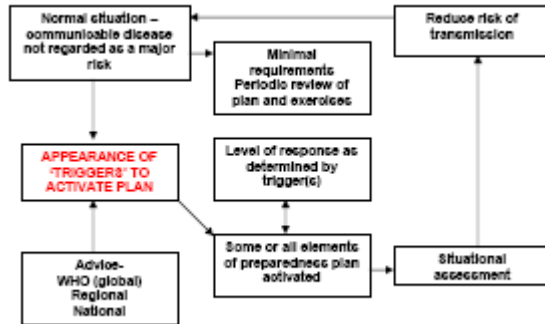
- (i) Procedures need to be in place for obtaining baggage, customs and security clearance of a sick traveller, and other travellers
- (j) Thought should be given to the comfort of all passengers, particularly if placed in isolation, or detained on board the aircraft. Food, water and other essentials need to be considered.
- (k) Communication with these passengers is vital to ensuring that discord is not created. Passengers should be fully aware of the processes occurring at all times, and medical staff (possibly nursing staff) should be available to reply to questions or calm concerns that they may have.
- (l) A procedure for transporting a sick traveller to hospital needs to be in place

6. Exercises

6.1 Airport operators should establish a method of testing preparedness by means of drills/exercises involving all relevant stakeholders, especially public health authorities, airport operators and airlines.

7. Summary

7.1 Airport Preparedness Plan – Schematic Example of Summary of Actions



7.2 For further details, refer to the following sites:

7.2.1 WHO for Health authorities' guidelines:

www.who.int/gb/ebwha/pdf_files/WHA58/A58_55-en.pdf

7.2.2 ICAO for State authorities guidelines:

www.icao.int/cgi/goto_m_med.pl?icao/en/med/avmedavianinfluenza.htm

7.2.3 IATA for Airline guidelines:

www.iata.org/whatwedo/safety_security/safety/health_safety/aviation_communicable_diseases.htm

8. Normal situation – communicable disease not regarded as a major risk

8.1 Minimal requirements

8.2 Periodic review of plan and exercises

8.3 Level of response as determined by trigger(s)

8.4 Some or all elements of preparedness plan activated

8.5 Situational assessment

8.6 Advise -

(a) WHO (global)

(b) Regional

(c) National

8.7 APPEARANCE OF 'TRIGGERS' TO ACTIVATE PLAN

8.8 Reduce risk of transmission

Appendix 1 to 23.014 National Air Transport Facilitation Committee

1. PURPOSE OF A NATIONAL FAL PROGRAMME

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

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. The National FAL Programme constitute the activities aimed at accomplishing these and related tasks.

3. ORGANIZATION AND MANAGEMENT

3.1 The primary responsibility for the National FAL Programme rests with the Ministry of Transport, Works and Housing and is delegated to the Jamaica Civil Aviation Authority (JCAA). However, success of the programme requires the active participation of other ministries or agencies, such as:

- Jamaica Customs
- Passport, Immigration and Citizenship Agency (PICA) (*Passport/visa issuing, Immigration services, and identity cards*)
- Foreign Affairs
- Agricultural (*plant and meat controls*)
- Environmental controls
- Ministry of Health (*Public Health*)
- Security and narcotics control
- Quarantine (*people and animal controls*)
- Tourism

3.2 In addition, the active participation of airport operators (*public and private*) and resident international air operators or their representative handling agents 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 Programme 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 air operators and airport operators. The chairman shall be a top-management official in the JCAA 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 Civil Aviation Security Committee may also be members of the National FAL Committee and vice-versa.

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 shall 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 shall 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 will 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 Programme 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.

Chicago Convention Mandate	Implementing tasks	Regulations
<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 international airports with Customs facilities 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 international airports. — Arrange for border inspection services (Immigration, Customs and Police) at international 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</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 	

Chicago Convention Mandate	Implementing tasks	Regulations
into or departure from, or while within the territory of that State.	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>	— 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, crew, passengers and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance.</p>	— 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 States 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>	<p>— 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.</p> <p>— 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>	
<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.</p>	<p>— Participate in ICAO development of Annex 9.</p> <p>— Review national procedures periodically in order to ensure harmonization with the provisions of the current Annex 9.</p>	

Chicago Convention Mandate	Implementing tasks	Regulations
... (j) Customs and immigration procedures ...		
<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>	<p>— 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.</p>	

Appendix 1 to 23.015 Airport Facilitation Committee Terms of Reference

- (a) Coordinate the implementation of the National Air Transport Facilitation Programme;
- (b) Oversee and monitor the Airport FAL Programme;
- (c) Use the National Air Transport Facilitation Programme and the Civil Aviation Regulations, Twenty-third Schedule – Facilitation to ensure airport compliance;
- (d) Establish, review and amend FAL Programme tasks;
- (e) Ensure the recommendations for improvements in FAL measures and procedures are implemented;
- (f) Inform the National Air Transport FAL Committee of progress and any problems;
- (g) Ensure training, where identified, for airport and other staff ;
- (h) Ensure that airport expansion plans include the planning of modifications to be made to FAL control systems and equipment, providing these to the Authority for review and acceptance before commencement of work.

Appendix 2 to 23.015 MODEL Airport Facilitation Programme

MODEL AIRPORT FACILITATION (FAL) PROGRAMME

1. Purpose of an Airport FAL Programme

1.1 The purpose of an airport FAL programme is to:

- (a) pursue the objectives of ICAO Annex 9 and the appropriate Regulations at the operational level; and
- (b) to facilitate the completion of border clearance formalities at the airport with respect to aircraft, crew, passengers, cargo and mail.

2. Scope of an Airport FAL Programme

- 2.1 The airport FAL programme encompasses all of the provisions of ICAO Annex 9 Civil Aviation and other appropriate Regulations concerning border clearance processes at the airport, as well as the planning for and management of those processes.
- 2.2 A representative list of tasks to be performed and the Standard(s) or Recommended Practice(s) with the accompanying appropriate Regulation reference applicable to each one are provided in the table below.

2.3 Airport FAL Programme Tasks & Compliance Checklist

Airport FAL Programme task	Annex 9 (13 th Edition) SARPs	Civil Aviation Regulations , Part XXIII - Facilitation
Establish, review and amend, as necessary, procedures for entry and clearance of flights at the airport concerned.	Standard 1.2. (a) Recommended Practice 2.39.1; 6.26; and 6.42-6.43	23.004(b) 23.026 (a) (b) 23.031 (d) 23.074
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 Practice 3.36 and 3.39	23.044 (c) 23.045 (a)
Establish modern systems for immigration and customs inspection, using applicable technology. Collaborate in setting up automated passenger clearance systems.	Standard 1.4 Standards 3.40 Recommended Practices 3.37	23.004 23.045 23.044 (d) (1); 23.072 (d) (1) (2)
Make necessary changes in traffic flows and checkpoints in the airport to cope with rising traffic volumes.	Standard 6.6 to 6.13	23.072; (a) (5), (e) (1);
Improve the quality and quantity of signage in the inspection facilities in order to reduce customer confusion.	Recommended Practices 6.9 and 6.46	23.072 (a) (4) 23.072 (d) (1)
Review staffing of inspection stations – work shifts, overtime, etc. – and seek adjustments to meet traffic demands.	Standard 6.1.4 Recommended Practice 6.3	23.071 (e) (h)
Provide input on behalf of resident aircraft operators and inspection agencies to the design of new airports or new inspection facilities.	Standards 6.1 to 6.2	23.017 (a) and 23.071 (a) to (f)
Monitor and improve delivery of baggage to the customs inspection area.	Standard 6.23 and 6.24	23.072 (d) (3) (4)
Coordinate facilitation, narcotics control, aviation security and dangerous goods handling procedures so that the objectives of all four programmes are met.	Standard 2.1 and 2.2	23.017 (a) (2) and 23.026 (b)

Airport FAL Programme task	Annex 9 (13th Edition) SARPs	Civil Aviation Regulations , Part XXIII - Facilitation
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 4.27; Recommended Practices 4.30 and 4.31 and 6.31 to 6.34	23.058 (a), 23.058 (d) 23.058 (e); and 23.072 (g) (1) to (4)
Set up and maintain electronic systems for cargo manifesting, customs clearance, and delivery.	Standards 4.1 to 4.37	23.055 (a) 23.056; 23.057; 23.058
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 4.30 and 4.31	23.058 (d); and 23.058 (e)
Review inspection agency staffing of cargo clearance area – work shifts, overtime, etc. – and seek adjustments to meet customer needs.	Standard 6.1.3 to 6.2 and 6.42	23.071 (d) to (f) 23.074 (a)

3. Organization and Management

3.1 The vehicle to conduct the facilitation programme at the operational level is the Airport Facilitation Committee. The Airport FAL Committee(s) fall under the National Air Transport FAL Committee and are required to keep that committee informed of their problems and progress.

3.2 The principal concern of the airport FAL committee is day-to-day problem-solving and implementation of the National Air Transport FAL Programme and Regulations which are in compliance with the International Civil Aviation Organization (ICAO) Annex 9 – Facilitation.

3.3 The airport manager shall be the chairperson for the committee and shall convene quarterly meetings, or as the need arises.

3.4 Membership shall consist of senior officers in charge of their respective inspection agencies at the airport, such as: customs, immigration, quarantine, health, police, the station managers of the air operators with international operations at the airport concerned, and a representative(s) of airport tenants.

3.5 The participation of all parties is necessary to make the airport FAL programme a success.

Appendix 1 to 23.050 Civil Aviation Safety and Security Inspector Certificate

APPENDIX 8. CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE

Issuing State Competent issuing authority		CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE	
Photograph of holder of Certificate	Surname/Nom		Given name/Prénom
	Sex/ Sexe	Nationality/ Nationalité	Date of Birth/ Date de Naissance
	Employed by/ Employeur	Occupation/ Profession	
	CIVIL AVIATION SAFETY INSPECTOR		
	Doc No/N° du Doc		Date of Expiry/ Date d'expiration
(Signature of holder)			

Front of Certificate

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

Back of Certificate

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