



NIGERIAN CIVIL AVIATION AUTHORITY (NCAA)

Advisory Circular

NCAA-AC-AVSEC001

Subject:

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

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

1.0 GENERAL

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

2.0 PURPOSE

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

3.0 REFERENCE

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

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

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

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

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

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

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



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

- i. Airport Operators shall submit proposed Post COVID-19 Standard Operating Procedures (SOP) to the NCAA AVSEC department.
- ii. The SOP shall contain the following:
 - *Plans for the fumigation and disinfection of the airport/terminal prior to commencement of operations*
 - *Procedures for routine cleaning and disinfection of frequently touched/exposed surfaces and security equipment including trays*
 - *Measures to protect screeners/security personnel and passenger/staff (where applicable) during operations to reduce the spread of the communicable disease (COVID-19)*
 - *Procedures for handling suspect cases who might have failed temperature screening and requiring further medical attention*
- iii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for screeners/security personnel before resumption of duty
- iv. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities
- v. Plans for the provision of hand sanitizers and disinfection products at the designated points in the airport/terminal prior to commencement of operations
- vi. Set up de-gowning area for security personnel to divest and dispose Personal Protective Equipment
- vii. Develop procedures for the use and disposal of used PPEs

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

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



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

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

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

5(a) **STEP 1 – SUBMISSION OF RESUMPTION LETTER BY THE AIRLINE OPERATORS**

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

The application should be addressed to:

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

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

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



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- *Procedures for handling suspect cases who might have failed temperature screening and requiring further medical attention*
- iii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for airline security personnel before resumption of duty
- iv. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities
- v. Plans for the provision of hand sanitizers and disinfection products at the designated points (airline check-in and secondary screening locations) in the terminal prior to commencement of operations
- vi. Develop procedures for the use and disposal of used PPEs

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

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



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

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

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

6(a) STEP 1 – SUBMISSION OF RESUMPTION LETTER BY THE CARGO OPERATORS

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

The application should be addressed to:

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

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

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



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- iii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for cargo security personnel before resumption of duty
- iv. Evidence that staff involved in cargo security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities
- v. Plans for the provision of hand sanitizers and disinfection products at the designated points in the cargo terminal prior to commencement of operations
- vi. Develop procedures for the use and disposal of used PPEs

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

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



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

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

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

7(a) STEP 1 SUBMISSION OF RESUMPTION LETTER BY THE AVSEC SERVICE PROVIDER

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

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

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

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

The SOP shall contain the following:

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



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- ii. Evidence of having Personal Protective Equipment (PPE) in sufficient number for screeners/security personnel before resumption of *duty*
- iii. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the national health authorities

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

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

Recommendation for approval Head of AVSEC	
The above guidelines have been developed based on best industry practice, IATA and ICAO guidance materials, the DG’s directives and Nig.CAR part 17 to provide guidance to the referenced service providers to safely restart the aviation industry post COVID 19. It is hereby recommended for approval by the Director General.	
Name:	Mr. Akoja Okplefu
Date	01/05/2020

Director General's approval	
These guidelines have been approved by the undersigned for use by the referenced service providers	
Name:	Capt. Musa Nuhu
Signature	
Date	05 MAY 2020