ICAO

International Standards
and Recommended Practices

Annex 9 to the Convention on International Civil Aviation

Facilitation

Seventeenth Edition, March 2025

This edition supersedes, on 11 July 2025, all previous editions of Annex 9.

For information regarding the applicability of the Standards and Recommended Practices, see the Foreword.

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AMENDMENTS

Amendments are announced in the supplements to the *Products and Services Catalogue;* the Catalogue and its supplements are available on the ICAO website at www.icao.int. The space below is provided to keep a record of such amendments.

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FOREWORD

Historical background

Standards and Recommended Practices on Facilitation were first adopted by the Council on 25 March 1949, pursuant to the provisions of Article 37 of the Convention on International Civil Aviation (Chicago, 1944), and designated as Annex 9 to the Convention with the title "Standards and Recommended Practices – Facilitation". They became effective on 1 September 1949. The Standards and Recommended Practices were based on recommendations of the First and Second Sessions of the Facilitation Division, held at Montréal in February 1946 and at Geneva in June 1948. They were expanded and amended comprehensively as a result of subsequent Sessions of the Division, that is, the Third Session, held at Buenos Aires in December 1951, the Fourth Session, held at Manila in October 1955, the Fifth Session, held at Rome in December 1959, the Sixth Session, held at Mexico City in March-April 1963, the Seventh Session, held at Montréal in May 1968, the Eighth Session, held at Dubrovnik in March 1973, the Ninth Session held at Montréal in April-May 1979, the Tenth Session held at Montréal in September 1988 and the Eleventh Session held in Montréal in April 1995, and the Third Meeting of the Facilitation (FAL) Panel held in Montréal in February 2001. As a result of the Division's and FAL Panel's Recommendations for amendment of Annex 9 and Council's action thereon, the second edition of Annex 9 became effective on 1 March 1953, the third edition on 1 November 1956, the fourth edition on 1 November 1960, the fifth edition on 1 April 1964, the sixth edition on 1 April 1969, the seventh edition on 15 April 1974, the eighth edition on 15 July 1980, the ninth edition on 15 November 1990, the tenth edition on 30 April 1997, the eleventh edition on 15 July 2002, the twelfth edition on 11 July 2005, the thirteenth edition on 18 July 2011, the fourteenth edition on 25 October 2015, the fifteenth edition on 23 October 2017 and the sixteenth edition on 18 July 2022.

Seventeenth edition. The present edition incorporates, inter alia, provisions arising from the Thirteenth Meeting of the Facilitation Panel (FALP/13), held in Montréal, Canada in 2024, on issues relating to entry and departure of persons and their baggage, international airports' facilities and services for traffic, Passenger Name Record (PNR) data, Advance Passenger Information (API), trafficking in persons and health-related provisions. This seventeenth edition of Annex 9 became effective on 10 March 2025 and is to become applicable on 11 July 2025.

The Standards and Recommended Practices on Facilitation are the outcome of Article 37 of the Convention, which provides, inter alia, that the "International Civil Aviation Organization shall adopt and amend from time to time, as may be necessary, international standards and recommended practices and procedures dealing with . . . customs and immigration procedures . . . and such other matters concerned with the safety, regularity and efficiency of air navigation as may from time to time appear appropriate". The policy with respect to the implementation by States of the Standards and Recommended Practices on Facilitation is strengthened by Article 22 of the Convention, which expresses the obligation accepted by each Contracting State "to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of contracting States, and to prevent unnecessary delays to aircraft, crews, passengers and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance", and by Article 23 of the Convention, which expresses the undertaking of each Contracting State "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".*

In addition to the Standards and Recommended Practices of Annex 9, the Organization's FAL Programme is based on the FAL Resolutions of the Assembly and B-type recommendations of FAL Division Sessions, which are those recommendations which do not suggest amendments to the Annex provisions.

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* A number of other articles of the Convention have special pertinence to the provisions of the FAL Annex and have been taken into account in its preparation. In particular, persons responsible for the implementation of the provisions of this Annex should be familiar with the following articles in addition to Articles 22 and 23:
Article 10, Landing at customs airport; Article 11, Applicability of air regulations;
Article 13, Entry and clearance regulations; Article 14, Prevention of spread of disease;
Article 24, Customs duty; Article 29, Documents carried in aircraft;
Article 35, Cargo restrictions.

Table A shows the origin of the amendments to the Annex together with a list of the principal subjects involved and the dates on which the Annex and the amendments were adopted by the Council, when they became effective and when they became applicable.

Applicability

As indicated in Chapter 1, Section B, the Standards and Recommended Practices in this document apply to all categories of aircraft operation except where a particular provision specifically refers to one type of operation without mentioning other types of operations.

The Standards and Recommended Practices on Facilitation inevitably take two forms: first a "negative" form, that is, that States shall not impose more than certain maximum requirements in the way of paperwork, restrictions of freedom of movement, etc., and second a "positive" form, that is, that States shall provide certain minimum facilities for passenger convenience, for traffic which is merely passing through, etc. Whenever a question arises under a "negative" provision, it is assumed that States will, wherever possible, relax their requirements below the maximum set forth in the Standards and Recommended Practices. Wherever there is a "positive" provision, it is assumed that States will, wherever possible, furnish more than the minimum set forth in the Standards and Recommended Practices.

Action by Contracting States

Notification of differences. The attention of Contracting States is drawn to the obligation imposed by Article 38 of the Convention by which Contracting States are required to notify the Organization of any differences between their national regulations and practices and the International Standards contained in this Annex and any amendments thereto. Contracting States are invited to extend such notification of any differences from the Recommended Practices contained in this Annex, and any amendments thereto. Further, Contracting States are invited to keep the Organization currently informed of any differences which may subsequently occur, or of the withdrawal of any differences previously notified. A specific request for notification of differences will be sent to Contracting States immediately after the adoption of each Amendment to this Annex.

Attention of States is also drawn to the provision of Annex 15 related to the publication of significant differences between their national regulations and practices and the related ICAO Standards and Recommended Practices through the Aeronautical Information Service, in addition to the obligation of States under Article 38 of the Convention.

Promulgation of information. The establishment and withdrawal of and changes to facilities, services and procedures affecting aircraft operations provided in accordance with the Standards and Recommended Practices specified in this Annex should be notified and take effect in accordance with the provisions of Annex 15.

Contracting States should make every effort to publish the FAL information required by Annex 15 (as amplified by the *Aeronautical Information Services Manual,* Doc 8126) and, in particular, ensure that they conform with the requirements as to presentation and contents of such information prescribed by the fourteenth edition of Annex 15.

Use of the text of the Annex in national regulations. The Council, on 13 April 1948, adopted a resolution inviting the attention of Contracting States to the desirability of using in their own national regulations, as far as practicable, the precise language of those ICAO Standards that are of a regulatory character and also indicating departures from the Standards, including any additional national regulations that were important for the safety or regularity of air navigation. Wherever possible, the provisions of this Annex have been written in such a way as would facilitate incorporation, without major textual changes, into national legislation.

General information

An Annex is made up of the following component parts, not all of which, however, are necessarily found in every Annex; they have the status indicated:

1.— Material comprising the Annex proper

a) *Standards* and *Recommended Practices* adopted by the Council under the provisions of the Convention. They are defined, in the case of this Annex, as follows:

Standard: Any specification, the uniform observance of which has been recognized as practicable and as necessary to facilitate and improve some aspect of international air navigation, which has been adopted by the Council pursuant to Article 54 (*l*) of the Convention, and in respect of which non-compliance must be notified by Contracting States to the Council in accordance with Article 38.

Recommended Practice: Any specification, the observance of which has been recognized as generally practicable and as highly desirable to facilitate and improve some aspect of international air navigation, which has been adopted by the Council pursuant to Article 54 (*l*) of the Convention, and to which Contracting States will endeavour to conform in accordance with the Convention.

b) *Appendices* comprising material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by the Council.

c) *Definitions* of terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but it is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

2.— *Material approved by the Council for publication in association with the Standards and Recommended Practices*

a) *Forewords* comprising historical and explanatory material based on the action of the Council and including an explanation of the obligations of States with regard to the application of the Standards and Recommended Practices ensuing from the Convention and the Resolution of Adoption.

b) *Introductions* comprising explanatory material introduced at the beginning of parts, chapters or sections of the Annex to assist in the understanding of the application of the text.

c) *Notes* included in the text, where appropriate, to give factual information or references bearing on the Standards or Recommended Practices in question, but not constituting part of the Standards or Recommended Practices.

d) *Attachments* comprising material supplementary to the Standards and Recommended Practices, or included as a guide to their application.

This Annex has been adopted in six languages – English, Arabic, Chinese, French, Russian and Spanish. Each Contracting State is requested to select one of those texts for the purpose of national implementation and for other effects provided for in the Convention, either through direct use or through translation into its own national language, and to notify the Organization accordingly.

The following practice has been adhered to in order to indicate at a glance the status of each statement: *Standards* have been printed in light face roman; *Recommended Practices* have been printed in light face italics, the status being indicated by the words **Recommended Practice**; *Notes* have been printed in light face italics, the status being indicated by the prefix *Note.*

Any reference to a portion of this document which is identified by a number includes all subdivisions of the portion.

Table A. Amendments to Annex 9

Amendment	*Source(s)*	*Subject(s)*	*Adopted Effective Applicable*
1st Edition	The First and Second Sessions of the Facilitation Division (FAL/1, FAL/2), 1946 and 1948, respectively	—	25 March 1949 1 September 1949 1 March 1950
1 (2nd Edition)	The Third Session of the Facilitation Division (FAL/3), 1951	This amendment incorporated new/revised provisions related, inter alia, to: standardization of FAL procedures for non-scheduled aircraft; maintenance of international FAL procedures when several landings made within one State; designation of language used on aircraft documents; modification of the health portion of the General Declaration; standardization of entry visas for temporary visitors; revision of the International Passenger Baggage Declaration; establishment of procedures for the handling of unaccompanied baggage and the entry of parts for aircraft; and improvement of arrangements for direct transit traffic and reporting by passengers of foreign currencies.	7 November 1952 1 March 1953 1 July 1953
2 (3rd Edition)	The Fourth Session of the Facilitation Division (FAL/4), 1955	This amendment incorporated new/revised provisions related, inter alia, to: simplification of the Embarkation / Disembarkation Card; the Passenger Manifest; easing of passport and visa formalities for tourists; simplification of the procedures for clearance of cargo; preferential treatment to airmail; simplification of existing requirements for non-scheduled aircraft; the UPU Brussels Congress (1952); the International Sanitary Regulations; and extension of privileges for passengers in direct transit.	17 May 1956 1 November 1956 1 March 1957
3 (4th Edition)	The Fifth Session of the Facilitation Division (FAL/5), 1959	This amendment incorporated new/revised provisions related, inter alia, to: simplification of the aircraft's General Declaration; elimination of visas for tourists and other temporary visitors; clearance of inbound baggage and cargo; elimination of written baggage declaration and outbound baggage inspection; abolition of tax clearance certificates; elimination of consular formalities and charges; further facilitation for traffic passing through the territory of a State; and arrangements to speed up the handling and clearance of aircraft and traffic at airports.	22 June 1960 1 November 1960 1 March 1961
4 (5th Edition)	The Sixth Session of the Facilitation Division (FAL/6), 1963	This amendment incorporated new/revised provisions related, inter alia, to: reduction in the number and amount of stamping of aircraft documents; simplification of the Crew Manifest and Embarkation/Disembarkation Card; use of standard baggage weights; revision of aircraft disinsecting procedures; further facilitation for non-scheduled operators; abolition of the requirement for presentation of outbound baggage; elimination of documentary requirements for the clearance of outbound cargo; arrangement for cargo loading up to the time of departure; temporary importation of aircraft containers; and facilitation for passengers who intend to remain less than 24 hours in a State.	20 November 1963 1 April 1964 1 July 1964
5	The Third Session of the AIG Division	This amendment incorporated new/revised provisions related to aircraft accidents; expedition of the temporary entry of qualified personnel from other States; and facilitation of the movement of parts of a damaged aircraft for technical purposes.	17 November 1965 1 March 1966 1 July 1966

Amendment	*Source(s)*	*Subject(s)*	*Adopted* *Effective* *Applicable*
6 (6th Edition)	The Seventh Session of the Facilitation Division (FAL/7), 1968	This amendment incorporated new/revised provisions related, inter alia, to: the General Declaration; reduction of documentary requirements for the clearance of aircraft; simplification in the issuance of passports and entry visas for temporary visitors; use of electronic data processing techniques in the clearance of cargo; simplified procedures for obtaining and renewing import/export licenses; arrangements for the prompt release of inbound cargo; simultaneous clearance of cargo by different clearance agencies; simplified clearance procedures for containers; airport ground transportation; arrangements for parking at airports; baggage check-in facilities; and adequate facilities for rapid disembarkation of arriving passengers.	16 December 1968 15 April 1969 15 July 1969
7	Air Transport Committee and Council, pursuant to Assembly Resolution A17-10	This amendment incorporated security-related provisions concerning the carriage of weapons by individuals on board aircraft, and the segregation and guarding of aircraft that were liable to be attacked.	16 December 1970 15 April 1971 15 July 1971
8 (7th Edition)	The Eighth Session of Facilitation Division (FAL/8), 1973	This amendment incorporated new/revised provisions related, inter alia, to: the introduction of the dual channel baggage clearance systems at airports; reduction in documentary requirements for departing passengers; electronic data processing techniques in the handling and clearance of cargo; greater facilitation in the clearance of cargo; warehouse and mail handling at airports; ground handling services; flight information systems at airports; mechanized baggage dispensing systems; facilitation of relief flights; and measures against unlawful interference with international civil aviation.	7 December 1973 15 April 1974 15 July 1974
9	The Air Transport Committee and Council, pursuant to a request of the Twenty-first Session of the Assembly	This amendment incorporated a revision regarding the responsibilities of both airports and aircraft operators, in connection with ground handling services.	12 November 1975 30 April 1976 30 July 1976
10	The Committee on Unlawful Interference and Council, pursuant to Assembly Resolution A21-23	This amendment incorporated revised provisions related to the safeguarding of civil aviation against acts of unlawful interference, and the unauthorized introduction of weapons and explosives or incendiary device for carriage on board aircraft.	31 March 1976 15 September 1976 15 December 1976
11	The Committee on Unlawful Interference, 1977	This amendment related to the transfer of the security-related provisions in Annex 9 to Annex 17.	15 December 1977 15 April 1978 10 August 1978
12 (8th Edition)	The Ninth Session of Facilitation Division (FAL/9), 1979	This amendment incorporated new/revised provisions related, inter alia, to: the Passenger Manifest, the General Declaration and the Cargo Manifest; expeditious clearance of passengers through controls at airports; arrangements for restoring mishandled baggage rapidly to its owner; electronic data processing techniques in the handling and clearance of cargo; alignment of cargo clearance documents with the UN Layout key for Trade Documents; reduction of dwell-time of cargo at airports; coordination of schedules at airports; standard signs and layout on flight information; rapid delivery of baggage and assistance to arriving passengers in carrying baggage; hours of service of public authorities at airports; and implementation of International Health Regulations and related provisions.	19 March 1980 15 July 1980 15 October 1980
13	The Ninth Session of Facilitation Division (FAL/9), 1979	This amendment incorporated provisions related to the establishment of National Facilitation Programmes and National and Airport Facilitation Committees.	1 March 1982 15 July 1982 15 October 1982

Amendment	*Source(s)*	*Subject(s)*	*Adopted* *Effective* *Applicable*
14 (9th Edition)	The Tenth Session of the Facilitation Division (FAL/10), 1988	This amendment incorporated new/revised provisions related, inter alia, to: the harmonization of the provisions of Annex 9 concerning aviation security with those of Annex 17; narcotics controls at airports; accessibility to air transport by elderly and disabled persons; passengers with inadequate documentation; facilities for courier and express shipments; and electronic processing of clearance procedures.	4 December 1989 30 July 1990 15 November 1990
15	Air Transport Committee and Council, pursuant to Assembly Resolution A29-14	This amendment incorporated provisions related to relief flights responding to emergency situations.	5 March 1993 26 July 1993 11 November 1993
16 (10th Edition)	The Eleventh Session of Facilitation Division (FAL/11), 1995	This amendment incorporated new/revised provisions related, inter alia, to: cargo and passenger processes; the use of electronic data interchange and new technologies; industry-government cooperation in certain law enforcement efforts; and aviation community strategies for addressing issues of special public interest.	20 November 1996 30 April 1997 31 August 1997
17	The First meeting of the Facilitation Panel (FALP/1), 1997	This amendment incorporated new/revised provisions related, inter alia, to the provisions dealing with the custody and care of passengers and crew and their baggage.	8 December 1998 30 April 1999 4 November 1999
18 (11th Edition)	The Second and Third Meetings of the Facilitation Panel (FALP/2), 1999 and (FALP/3), 2001	This amendment incorporated new/revised provisions related, inter alia, to: the travel documents; departure and entry provisions; aircraft documentation; disinsection of aircraft; non-scheduled flights; the entry and departure of cargo and other articles; and controls on passengers and cargo in transit.	1 March 2002 15 July 2002 28 November 2002
19 (12th Edition)	The Twelfth Session of Facilitation Division (FAL/12), 2004	This amendment incorporated new/revised provisions related, inter alia, to: Machine Readable Travel Documents (MRTDs); the deployment of biometric technologies in travel documents; travel document fraud and illegal immigration; Advance Passenger Information (API); international health issues and regulations; and assistance to aircraft accident victims and their families.	7 March 2005 11 July 2005 24 November 2005
20	The Air Transport Committee and Council, pursuant to Assembly Resolution A35-12	This amendment incorporated new/revised provisions related to the protection of the health of passengers and crews and the prevention of the spread of communicable diseases through international air transport.	20 November 2006 15 March 2007 15 July 2007
21	The Fifth meeting of Facilitation Panel (FALP/5), 2008	This amendment incorporated new/revised provisions related, inter alia, to: facilities and services for traffic at international airports; Advance Passenger Information (API) systems; and the transport of radioactive material by air.	9 March 2009 20 July 2009 19 November 2009
22 (13th Edition)	The Sixth meeting of Facilitation Panel (FALP/6), 2010	This amendment incorporated new/revised provisions related, inter alia, to: further strengthening SARPs in order to address international outbreaks of communicable diseases; Advanced Passenger Information (API) systems; and measures to assist air travellers whose flights are disrupted as a result of *force majeure*.	7 March 2011 18 July 2011 17 November 2011
23	The Air Transport Committee, 2012	This amendment incorporated a revised Appendix of the Public Health Passenger Locator Form.	18 June 2012 29 October 2012 28 February 2013
24	The Seventh meeting of Facilitation Panel (FALP/7), 2012	This amendment incorporated new/revised provisions related, inter alia, to: the facilitation of the transport of persons with disabilities; the issuance and inspection of travel documents; the utilization of Advance Passenger Information (API) and Passenger Name Record (PNR) data systems; and procedures relating to the removal of inadmissible persons and deportees.	20 November 2013 29 March 2014 29 July 2014

Amendment	*Source(s)*	*Subject(s)*	*Adopted* *Effective* *Applicable*
25 (14th Edition)	The Eighth meeting of Facilitation Panel (FALP/8), 2014	This amendment incorporated new/revised provisions related, inter alia, to: assistance to aircraft accident victims and their families; the ICAO Public Key Directory (PKD); Machine Readable Travel Documents (MRTDs); cargo facilitation; and INTERPOL's Stolen and Lost Travel Documents (SLTD) database.	12 June 2015 25 October 2015 25 February 2016
26 (15th Edition)	The Ninth meeting of Facilitation Panel (FALP/9), 2016	This amendment incorporates new/revised provisions related, inter alia, to: Machine Readable Travel Documents (MRTDs); the transport of minors by air; the passenger manifest; Automated Border Control (ABC) systems; and passenger data exchange systems.	16 June 2017 23 October 2017 23 February 2018
27	The Tenth meeting of Facilitation Panel (FALP/10), 2018	The amendment incorporates new/revised provisions related, inter alia, to: crew identity cards; the transport of minors by air; trafficking in persons; and passenger data exchange systems.	24 May 2019 21 October 2019 21 February 2020
28	The Eleventh meeting of Facilitation Panel (FALP/11), 2020	This amendment incorporates new/revised provisions related, inter alia, to: Passenger Name Record (PNR) data; the ICAO Public Key Directory (PKD) and unruly passengers.	23 June 2020 30 October 2020 28 February 2021
29 (16th Edition)	The Twelfth meeting of the Facilitation Panel (FALP/12), 2021	This amendment incorporates new/revised provisions related, inter alia, to: public health emergencies; security of travel and health proof documents; relief and repatriation flights; air transport facilitation of persons with disabilities; assistance to aircraft accident victims and their families; trafficking in persons; and Passenger Name Record (PNR) data.	9 March 2022 18 July 2022 18 November 2022
30 (17th Edition)	The Thirteenth Meeting of the Facilitation Panel (FALP/13), 2024	This amendment incorporates new/revised provisions related, inter alia, to: definitions and general principles; entry and departure of aircraft; entry and departure of persons and their baggage; international airports' facilities and services for traffic; facilitation provisions covering specific subjects; Passenger Name Record (PNR) data; Advance Passenger Information (API); trafficking in persons; and health-related provisions.	5 November 2024 10 March 2025 11 July 2025

INTERNATIONAL STANDARDS AND RECOMMENDED PRACTICES

CHAPTER 1. DEFINITIONS AND GENERAL PRINCIPLES

A. Definitions

When the following terms are used in the Standards and Recommended Practices on Facilitation, they have the following meanings, for the purposes of this Annex:

Accompanying person. An adult who is travelling with a minor. This person will not necessarily be the parent or legal guardian of the minor.

Note.— It is to be noted that this definition might need to be applied in light of any obligation resulting from the application of national regulations on border checks.

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

Advance Passenger Information (API) System. An electronic communication system whereby required data elements for each passenger and/or crew member are collected by aircraft operators and transmitted to border control agencies for processing prior to flight departure or arrival and made available on the primary line at the airport of entry.

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

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

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

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

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

Authorized Economic Operator. AEO is a party involved in the international movement of goods in whatever function that has been approved by or on behalf of a national Customs administration as complying with WCO or equivalent supply chain security standards. AEOs may include manufacturers, importers, exporters, brokers, carriers, consolidators, intermediaries, ports, airports, terminal operators, integrated operators, warehouses, distributors and freight forwarders.

Note.— The definition is aligned with that found in the World Customs Organization's "SAFE Framework of Standards to Secure and Facilitate Global Trade."

Automated Border Control (ABC). An automated system which authenticates the electronic machine readable travel document or token, establishes that the passenger is the rightful holder of the document or token, queries border control records, then determines eligibility for border crossing according to pre-defined rules.

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

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

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

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

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

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

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

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

Contact tracing. Contact tracing is the practice of identifying, notifying, and monitoring individuals who may have had close contact with or who have been exposed to, and possibly infected by, a person having a confirmed or probable case of an infectious disease as a means of controlling the spread of infection. The confirmed or potentially infected person's identity is not discussed with contacts, even if asked.

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

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

Deleterious effects. Effects that are capable of posing a hazard to the health of passengers, personnel, live cargo or on the structure of the aircraft.

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

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

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

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

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

Disinfection. 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. The procedure whereby health measures are taken to control or kill insects present in aircraft, baggage, cargo, containers, goods and mail.

Electronic Machine Readable Travel Document (eMRTD). An MRTD that has an embedded contactless integrated circuit, conforming with the specifications contained in Doc 9303.

Note.— This definition should be applied in conjunction with the Machine Readable Travel Document (MRTD) definition.

Electronic Travel Systems (ETS). The automated process for the lodgement, acceptance and verification of a passenger's authorization to travel to a State, in lieu of the standard counterfoil paper visa.

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

Escort. An individual authorized by a Contracting State or an aircraft operator to accompany inadmissible persons or deportees being removed from that Contracting State.

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

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

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

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

Health-related documentation. Documentary evidence required by Contracting States, including those standardized by the World Health Organization (WHO) International Health Regulations (IHR) (2005), to indicate that passengers and crew members have fulfilled the requirements for preventing and mitigating the spread of communicable diseases for the purposes of transiting or entering a Contracting State.

ICAO Public Key Directory (ICAO PKD). 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 (lC_{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. Measures adopted by States to control the entry into, transit through and departure from their territories of persons travelling by air.

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

Imposter. A person who impersonates the rightful holder of a genuine travel document.

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

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

Interactive API (iAPI) system. An electronic communication system that transmits, during check-in, API data elements collected by the aircraft operator to border control agencies who, within existing aircraft operator's business processing times for passenger check-in, return to the aircraft operator a response message for each passenger.

International airport. Any airport designated by the Contracting State 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. The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight.

Machine Readable Travel Document (MRTD). Travel document, conforming with the specifications contained in Doc 9303, and which contains mandatory visual (eye readable) data and a separate mandatory data summary in a format which is capable of being read by a machine.

Note.— This definition should be applied in conjunction with the Travel document definition.

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

Minor. A person who has not attained the age of majority as determined under the law applicable to the person.

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

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

Necessary precautions. Verifications carried out by adequately trained staff members of the aircraft operator or the company operating on behalf of the aircraft operator, at the point of embarkation, in order to ensure that every person holds a valid travel document and, where applicable, the visa or residence permit required to enter the State of transit and/or receiving State. These verifications are designed to ensure that irregularities (such as obvious document alteration) are detected.

Passenger amenities. Facilities provided for passengers which are not essential for passenger processing.

Passenger Data Single Window. A facility that allows parties involved in passenger transport by air to lodge standardized passenger information (that is, API, iAPI and/or PNR) through a single data entry point to fulfil all regulatory requirements relating to the entry and/or exit of passengers that may be imposed by various agencies of the Contracting State.

Note.— The Passenger Data Single Window facility to support API/iAPI transmissions does not necessarily need to be the same facility used to support PNR data exchange.

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

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

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

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

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

Quarantine. The restriction of activities and/or separation from others of suspect persons who are not ill or of suspect baggage, containers, conveyances or goods in such a manner as to prevent the possible spread of infection or contamination.

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

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

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

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

Repatriation flights. Special flights organized, facilitated or supported by a State for the exclusive purpose of transporting that State's nationals, and other eligible persons, from foreign countries to that State, or a safe third country, through operations by State aircraft, humanitarian flights or chartered/non-scheduled commercial flights.

Risk assessment. The process of hazard identification, risk analysis and risk evaluation.

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

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

Single Window. A facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfil all import, export, and transit-related regulatory requirements. If information is electronic then individual data elements should only be submitted once.

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

Standardized health documents. Documents standardized by the World Health Organization (WHO) under the International Health Regulations (IHR) (2005).

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

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

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

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

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

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

Travel document. A passport or other official document of identity issued by a State or organization, which may be used by the rightful holder for international travel.

Unaccompanied baggage. Baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unaccompanied minor. A minor travelling alone or travelling only in the company of another minor.

Note.— It is to be noted that this definition might need to be applied in light of any obligation resulting from the application of national regulations on border checks.

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

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

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

Visitor. Any person who disembarks and enters the territory of a 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 while staying in the territory visited.

B. General principles

1.1 The Standards and Recommended Practices in this Annex shall apply to all categories of aircraft operation except where a particular provision refers specifically to only one type of operation.

1.2 Contracting States shall take necessary measures to ensure that:

a) 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;

b) minimum inconvenience is caused by the application of administrative and control requirements, and, in particular, that changes in these requirements are communicated in a timely manner;

c) timely exchange of relevant information between Contracting States, aircraft operators and airports is fostered and promoted to the greatest extent possible; and

d) required levels of security, and compliance with the law, are attained.

1.3 Contracting States shall use risk management in the application of border control procedures for the release/clearance of goods.

1.4 Contracting States shall develop effective information technology to increase the efficiency and effectiveness of their procedures at airports.

1.5 The provisions of this Annex shall not preclude the application of national legislation with regard to aviation security measures or other necessary controls.

1.6 **Recommended Practice.—** *Contracting States and aircraft operators should exchange information as to the appropriate point(s) of contact(s) to whom border control, public health and customs queries should be directed.*

CHAPTER 2. ENTRY AND DEPARTURE OF AIRCRAFT

A. General

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

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

2.3 **Recommended Practice.—** *The appropriate public authorities of Contracting States should enter into Memorandums of Understanding with the airlines providing international services to that State and with the operators of its international airports, setting out guidelines for their mutual cooperation in countering the threat posed by international trafficking in narcotics and psychotropic substances. Such Memorandums of Understanding should be patterned after the applicable models developed by the World Customs Organization (WCO) for this purpose. In addition, Contracting States are encouraged to conclude Memorandums of Understanding among themselves.*

B. Documents – requirements and use

2.4 Contracting States shall not require any documents, other than those provided for in this Chapter, for the entry and departure of aircraft.

2.5 Contracting States shall not require a visa nor shall any visa or other fee be collected in connection with the use of any documentation required for the entry or departure of aircraft.

2.6 **Recommended Practice.—** *Documents for entry and departure of aircraft should be accepted if furnished in Arabic, Chinese, English, French, Russian or Spanish. Any Contracting State may require an oral or written translation into its own language*.

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

a) in electronic form, transmitted to an information system of the public authorities;

b) in paper form, produced or transmitted electronically; or

c) in paper form, completed manually following the formats depicted in this Annex.

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

2.9 A Contracting State requiring a General Declaration shall limit its information requirements to the elements indicated in Appendix 1. The information shall be accepted in either electronic or paper form.

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

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

2.12 When a Contracting State requires the presentation of the Cargo Manifest in paper form, it shall accept either:

a) the form shown in Appendix 3, completed according to the instructions; or

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

2.13 Contracting States shall not require the presentation of a written declaration of stores remaining on board the aircraft.

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

a) the information indicated in the heading of the format of the Cargo Manifest;

b) the number of units of each commodity; and

c) the nature of each commodity.

2.15 Contracting States shall not require the presentation of a list of accompanied baggage or mishandled baggage laden on or unladen from the aircraft.

2.16 Contracting States shall not require the presentation of a written declaration of the mail other than the form(s) prescribed in the Acts in force of the Universal Postal Union.

2.17 Contracting States shall not require the aircraft operator to deliver to the public authorities more than three copies of any of the above-mentioned documents at the time of entry or departure of the aircraft.

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

C. Correction of documents

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

2.20 Contracting States shall not subject an aircraft operator or its authorized agent to penalties if the aircraft operator or authorized agent satisfies the public authorities concerned that any error which was found in any of the documents in Chapter 2, Part B was inadvertent and made without fraudulent intent or gross negligence.

D. Disinsection of aircraft

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

Note.— Guidance on a risk assessment can be found in the Safety Management Manual *(Doc 9859).*

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

2.23 Contracting States shall, when disinsection is required, authorize or accept chemical or non-chemical methods and/or insecticides that are recommended by WHO and are considered efficacious by the Contracting State.

Note 1.— This provision does not preclude the trial and testing of other methods for ultimate approval by WHO.

Note 2.— Attention is drawn to the most recent publication of the WHO guidance material regarding aircraft disinsection methods and procedures.

2.24 Contracting States shall ensure that procedures for disinsection do not pose deleterious effects to the health of passengers, personnel and live cargo, and cause the minimum of discomfort to them.

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

2.26 When disinsection has been performed in accordance with procedures recommended by WHO, the Contracting State concerned shall accept a pertinent certification on the General Declaration as provided for in Appendix 1 or, in the case of residual disinsection, the Certificate of Residual Disinsection set forth in Appendix 4.

2.27 When disinsection has been properly performed pursuant to 2.23 and a certificate as indicated in 2.26 is presented or made available to the public authorities in the country of arrival, the authorities shall normally accept that certificate and permit passengers and crew to disembark immediately from the aircraft.

2.28 Contracting States shall ensure that suitable mitigation measures are in place for the use of any insecticide or any other means used for disinsection in order to safeguard the aircraft structure or its operating equipment and materials against damage.

Note.— Most chemical compounds used for disinsection in their essence have deleterious effects; therefore, mitigation measures, such as appropriate application methods or means, are essential.

E. Disinfection of aircraft

2.29 Contracting States shall determine, based on a risk assessment, the conditions under which aircraft are disinfected. When aircraft disinfection is required, the following provisions shall apply:

a) the disinfection shall be relevant to the type and risk groups of the pathogens and undertaken by procedures that are in accordance with the current guidance material of WHO, taking into account the aircraft manufacturer recommendations, if applicable;

b) the suspected contaminated areas shall be disinfected using chemical or non-chemical means possessing suitable properties appropriate for the suspected infectious agent;

c) the disinfection shall be carried out by trained personnel wearing suitable personal protective equipment; and

d) suitable mitigation measures shall be in place for chemical or non-chemical measures or means used for disinfection in order to safeguard the aircraft structure and its operating equipment and materials against damage and to protect the health of passengers, personnel or live cargo from any deleterious effects.

Note 1.— When aircraft disinfection is required for animal health reasons, only those methods and disinfectants recommended by the World Organization for Animal Health (OIE) should be used.

Note 2.— Most chemical compounds used for disinfection in their essence have deleterious effects. Therefore, mitigation measures, such as appropriate application methods or means, are essential.

2.30 Contracting States shall establish measures or means to ensure that contaminated areas and used equipment or tools are disinfected where there is contamination of surfaces or equipment of the aircraft by any bodily fluids including excreta.

2.31 Contracting States requiring extra disinfection either in response to a health incident on board or after a contamination on board an aircraft, shall limit that disinfection solely to the container or to the compartment of the aircraft in which contamination is suspected, taking into account the requirements of Standard 2.29.

2.32 Contracting States shall ensure that the aircraft operator has a procedure in place that focuses on (for example, through further supervision or training) the disinfection of specific sensitive areas, such as the cockpit, electronics bay and galley areas, in accordance with aircraft manufacturers' guidelines.

2.33 Contracting States shall, when evidence of disinfection is required in response to a health incident on board or contamination on board an aircraft, accept a general notification on the General Declaration as provided in Appendix 1 of this Annex or a pertinent disinfection control sheet as proof that disinfection has been performed in accordance with procedures recommended by WHO, and permit passengers and crew to disembark immediately from the aircraft.

Note.— An example of a disinfection control sheet is provided on the ICAO safety website.

2.34 **Recommended Practice**.— *Contracting States should consider setting performance-based criteria for their disinfection requirements in cooperation with the national or regional authority responsible for disinfectant efficacy standards and provide guidance on what types of disinfectant products or chemicals may be used, taking into account information provided by aircraft manufacturers on approved chemicals, the availability of those chemicals in the region and their transportability between Contracting States.*

Note.— Guidance on what types of chemicals may be used should include the availability of those chemicals in the region and their transportability between Contracting States.

2.35 Contracting States, when evidence of disinfection is required in addition to or in conjunction with general cleaning, shall accept a pertinent notification on the General Declaration as provided in Appendix 1 of this Annex as proof that disinfection has been performed in accordance with procedures recommended by WHO.

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

I. General

2.36 Contracting States shall publish in their respective Aeronautical Information Publications (AIPs) their requirements concerning advance notices and applications for prior authorization of general aviation and other non-scheduled flights.

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

2.38 Contracting States shall indicate in their respective AIPs the mail address and, where available, the AFTN address, the telex number or cable address, fax number, electronic mail address, web page and telephone number of the agency designated as in 2.37.

2.39 In Contracting States notification to the interested border inspection agencies, such as customs, immigration or quarantine, of intended arrivals, departures or transit operations shall be the responsibility of the agency designated as in 2.37.

II. Prior authorization

2.40 Contracting States shall not require that prior authorization or notification be applied for through diplomatic channels unless the flight is diplomatic in nature.

2.41 Contracting States that require aircraft operators to apply for prior authorization shall:

a) establish procedures whereby such application will be dealt with promptly;

b) make such permission effective for a specific length of time or number of flights wherever possible; and

c) impose no fees, dues or charges for the issue of such permission.

2.42 **Recommended Practice.—** *In the case of aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire, Contracting States should not require more than the following details in applications for prior authorization:*

a) name of operator;

b) type of aircraft and registration marks;

c) date and time of arrival at, and departure from, the airport concerned;

d) place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;

e) purpose of flight and number of passengers and/or nature and amount of freight; and

f) name, address and business of charterer, if any.

2.42.1 **Recommended Practice.—** *Contracting States should publish in their respective AIPs the minimum amount of time required in advance of the flight for processing the applications for prior authorizations referred to in 2.42.*

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

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

2.44 Contracting States that require prior authorization for flights referred to in 2.43 shall not require applications to be filed more than three working days in advance.

III. Advance notification of arrival

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

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

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

IV. Clearance and sojourn of aircraft

2.47 **Recommended Practice.**— *At international airports where there are international general aviation operations, Contracting States should arrange for an adequate level of border inspection and clearance services for those operations. Contracting States, in cooperation with aircraft operators and airport operators, should establish as a goal a total time period of 60 minutes in aggregate for the completion of all required departure/arrival formalities inclusive of aviation security measures for an aircraft requiring not more than normal processing, calculated from the time of the crew member's presenting the aircraft at the first processing point at the airport.*

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

2.48 **Recommended Practice.—** *At international airports where international general aviation operations are infrequent, Contracting States should authorize one governmental agency to undertake, on behalf of all border inspection agencies, clearance of aircraft and their loads.*

2.49 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 a Contracting State and is admitted temporarily free of duty in accordance with Article 24 of the Convention shall be allowed to remain within that State, for a period to be established by that State, without security for customs duty on the aircraft being required.

CHAPTER 3. ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE

A. General

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

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

B. Documents required for travel

3.3 Contracting States shall ensure that no documents other than those provided for in this chapter shall be required by visitors for the entry into and departure from their territories.

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

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

C. Security of travel documents

3.5 Contracting States shall establish appropriate controls over the entire travel document application, adjudication and issuance processes to ensure a high level of integrity and security.

3.5.1 **Recommended Practice.—** *Contracting States should regularly apply both the ICAO Guide for Assessing Security of Handling and Issuance of Travel Documents and the ICAO TRIP Guide on Evidence of Identity to ensure the integrity of their travel document issuing process.*

Note.— The ICAO Guide for Assessing Security of Handling and Issuance of Travel Documents is a three-part guide encompassing best practices, an assessment guide and a guide for experts, and can be applied by the State itself or in cooperation with international partners. The ICAO TRIP Guide on Evidence of Identity (EOI) is intended to provide a means for States to assess their current EOI context, and design a comprehensive risk-based approach to identity establishment and validation using available documents and information. The EOI approach is an effective way to provide high confidence in a person's identity when issuing a travel document or visa, or facilitating a passenger through the border.

3.6 Contracting States shall establish controls to safeguard against the theft of their blank travel documents, related components and the misappropriation of newly-issued travel documents.

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

3.8 Contracting States shall promptly report accurate information about stolen, lost and revoked travel documents, issued by their State, to INTERPOL for inclusion in the SLTD database.

Note.— INTERPOL's SLTD database contains information on travel and identity documents that have been reported as stolen, lost, revoked, invalid or stolen blank.

3.9 Contracting States shall not extend the validity of their Machine Readable Travel Documents (MRTDs).

Note.— Doc 9303 specifications do not permit alteration of the expiration date and other data in the machine readable zone. This includes visas in machine readable format.

D. Travel documents

3.10 All passports issued by Contracting States shall be machine readable in accordance with the specifications of Doc 9303, Part 4.

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

3.10.1 For passports issued after 24 November 2005 and which are not machine readable, Contracting States shall ensure the expiration date falls before 24 November 2015.

3.10.2 When Contracting States issue passports with a secondary document type indicator, they shall be in accordance with the specifications of Doc 9303 no later than 1 January 2026.

Note 1.— The secondary document type indicator designates the type of Machine Readable Passport, for example indicating whether the passport is an ordinary passport, a diplomatic or emergency passport. The codes for passport booklets are applicable to both the machine readable zone and visual inspection zone and are specified in Doc 9303, Part 4.

Note 2.— The designated secondary document code for emergency passports issued as single sheet documents is specified in Doc 9303, Part 8.

3.10.3 All passports issued by Contracting States shall be issued with a secondary document type indicator in accordance with the specifications of Doc 9303 no later than 1 January 2028.

3.10.4 Contracting States shall ensure that passports issued without a harmonized secondary document type indicator in accordance with the specifications of Doc 9303 expire before 1 January 2038.

3.11 Contracting States shall ensure that travel documents for refugees and stateless persons are machine readable, in accordance with the specifications of Doc 9303.

Note.— Travel Documents for refugees are provided for in Article 28 of the 1951 Convention Relating to the Status of Refugees and for stateless persons in Article 28 of the 1954 Convention Relating to the Status of Stateless Persons. The United Nations Refugee Agency (UNHCR) Executive Committee of the High Commissioner's Programme, in Conclusion No. 13 (XXIX): Travel Documents for Refugees – Adopted by the Executive Committee (1978), called upon Contracting States who are not party to the 1951 Convention to provide similar machine readable documents for refugees residing lawfully in their territory.

3.12 Contracting States that use integrated circuit (IC) chips or other optional machine readable technologies for the representation of personal data, including biometric data, in their travel documents shall make provision whereby the encoded data may be revealed to the holder of the document upon request.

3.13 When a Contracting State issues an eMRTD, it shall do so in accordance with the specifications of Doc 9303.

Note.— The specifications for eMRTDs are found in Doc 9303, Parts 9, 10, 11 and 12.

3.13.1 Contracting States issuing eMRTDs shall implement Password Authenticated Connection Establishment (PACE) as of 1 January 2027.

Note.— The specifications for PACE can be found in Doc 9303. PACE provides enhanced encryption of the communication between the inspection system and eMRTD chips, thereby providing greater protection of personal data.

3.13.2 Contracting States issuing eMRTDs shall no longer issue eMRTDs with Basic Access Control (BAC) as of 1 January 2028.

3.13.3 Contracting States issuing eMRTDs shall ensure that all eMRTDs with BAC are out of circulation by 1 January 2038.

3.13.4 Contracting States issuing eMRTDs shall update their facial image encoding by 1 January 2030 at the latest.

Note 1.— The specifications for encoding the facial image and other biometric data in contactless integrated circuits of eMRTDs are contained in Doc 9303.

Note 2.— Between 2026 and 2029, States issuing eMRTDs can use one of two different types of formats for encoding the facial image as specified in Doc 9303. During this four-year transition period, interoperability and conformity testing will be essential.

3.14 **Recommended Practice.—** *Contracting States issuing or intending to issue eMRTDs should join the ICAO Public Key Directory (PKD).*

3.15 Contracting States that participate in the ICAO PKD shall upload the public key data necessary for authentication of all electronic passports that they issue to the PKD.

Note.— The provision of the Contracting State's Country-Signing Public Key Certificate Authority Certificates (CCSCA) at the time of first use is considered the minimum level of data provision sufficient to fulfil this Standard. Upload of certificate revocation lists (CRLs) is highly recommended.

3.16 **Recommended Practice.—** *When issuing identity documents or visas accepted for travel purposes, Contracting States should issue these in machine readable form, as specified in Doc 9303*.

3.16.1 **Recommended Practice.—** *When issuing visas that are not machine readable, Contracting States should ensure that the personal and issuance data in such documents conform to the specifications for the visual zone of the machine readable visa, as set forth in Doc 9303, Part 7*.

3.17 **Recommended Practice.—** *Contracting States should establish publicly accessible facilities for the receipt of travel document applications and/or for the issuance of travel documents*.

3.18 Contracting States shall establish transparent application procedures for the issuance, renewal or replacement of travel documents and shall make information describing their requirements available to prospective applicants upon request.

3.18.1 **Recommended Practice.—** *If any fee is charged for the issue, renewal or replacement of a travel document, the amount of such fee should not exceed the cost of the operation.*

3.19 Contracting States shall issue a separate passport to each person, regardless of age.

3.20 **Recommended Practice.—** *Contracting States should normally provide that passports be valid for a period of at least five years, for an unlimited number of journeys and for travel to all States and territories.*

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

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

Note 3.— In consideration of the fast-changing appearance of children, a validity period of not more than five years is recommended in the case of children's passports.

E. Exit visas

3.21 Contracting States shall not require exit visas from their own nationals wishing to tour abroad nor from visitors at the end of their stay.

3.22 **Recommended Practice.—** *Contracting States should not require exit visas from their resident aliens wishing to tour abroad.*

F. Entry/re-entry visas

3.23 **Recommended Practice.—** *Contracting States should waive or abolish, for a maximum number of States, the requirement for an entry visa for nationals seeking entry as visitors.*

3.24 Contracting States shall not require visas for re-entry from their own nationals.

3.25 **Recommended Practice.—** *Contracting States should not require visas for re-entry from their resident aliens who hold lawful permanent residence permits.*

3.26 Contracting States shall establish simple and transparent application procedures for the issuance of entry visas for prospective visitors and shall ensure that applications for such visas are acted upon as quickly as possible after receipt.

3.27 **Recommended Practice.—** *Visa issuance procedures should not normally require the applicant to make a personal appearance at the issuing office.*

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

G. Embarkation/Disembarkation Cards

3.29 **Recommended Practice.—** *Contracting States should not require either from visitors travelling by air, or from aircraft operators on their behalf, identification information in writing supplementary to that presented in their identity documents. Where the collection of identity information is required, Contracting States should develop systems for the electronic capture of this information from MRTDs or other sources.*

3.30 A Contracting State that requires a written record of personal data from visitors arriving or departing by air shall limit its information requirements to those set forth in Appendix 5 – Embarkation/Disembarkation Card.

3.31 Contracting States, when requiring Embarkation/Disembarkation Cards, shall accept their completion by visitors and shall not require them to be completed or checked by the aircraft operator.

3.32 Contracting States that require the presentation of Embarkation/Disembarkation Cards shall provide them to airline operators or their travel agents, without charge, for distribution to departing passengers prior to embarkation or to arriving passengers during the flight.

H. Inspection of travel documents

3.33 Contracting States shall assist aircraft operators in the evaluation of travel documents presented by passengers, in order to deter fraud and abuse.

3.34 **Recommended Practice.—** *Contracting States should consider making arrangements with other Contracting States to permit the positioning of liaison officers at airports in order to assist aircraft operators to establish the validity and authenticity of the travel documents of embarking persons.*

3.35 Aircraft operators shall take necessary precautions at the point of embarkation to ensure that persons are in possession of the documents prescribed by the States of transit and destination for control purposes as described in this chapter.

3.35.1 The public authorities of each Contracting State shall seize fraudulent, falsified or counterfeit travel documents. The public authorities shall also seize the travel documents of a person impersonating the rightful holder of the travel document. Such documents shall be removed from circulation immediately and returned to the appropriate authorities of the State named as issuer or to the resident Diplomatic Mission of that State, except in cases where public authorities retain documents for law enforcement purposes. The appropriate authorities of the State named as issuer or the Diplomatic Mission of that State shall be notified of such retention by the public authorities that seize the travel documents in question.

3.35.2 Contracting States shall not require aircraft operators to seize documents referred to in Standard 3.35.1.

3.35.3 Contracting States shall not require an aircraft operator to carry a passenger from a point of departure or transit, to the intended final destination, when the travel document presented by that passenger is determined by the State to be fraudulent, falsified or counterfeit, or is held by a person other than to whom the document was legitimately issued.

Note.— Nothing in this provision is to be construed so as to prevent the return of inadmissible passengers whose travel document(s) are fraudulent, falsified or counterfeit or held by an imposter, and have been seized by a Contracting State, in accordance with Standard 3.35.1, and who are travelling under a covering letter issued in accordance with Standard 5.7.

3.36 Contracting States implementing checks on eMRTDs at inspection systems shall implement the specifications for decoding the facial image data in contactless integrated circuits of eMRTDs by 1 January 2026.

Note.— The specifications for decoding the facial image and other biometric data in contactless integrated circuits of eMRTDs are contained in Doc 9303.

3.37 **Recommended Practice.**— *Contracting States implementing checks on eMRTDs at border controls should join the ICAO PKD and use the information available from the PKD to validate eMRTDs at border controls.*

3.38 **Recommended Practice.**— *Each Contracting State should, as far as practicable, query, at entry and departure border control points, the travel documents of individuals travelling internationally against INTERPOL's SLTD database.*

3.39 **Recommended Practice.**— *Each Contracting State should consider the introduction of Automated Border Control (ABC) systems in order to facilitate and expedite the clearance of persons entering or departing by air*.

3.39.1 **Recommended Practice.**— *Contracting States utilizing ABC systems should, pursuant to 3.15 and 3.39, use the information available from the PKD to validate eMRTDs, perform biometric matching to establish that the passenger is the rightful holder of the document, and query INTERPOL's Stolen and Lost Travel Documents (SLTD) database, as well as other border control records, to determine eligibility for border crossing*.

3.39.2 **Recommended Practice.—** *Contracting States utilizing ABC systems should ensure that gates are adequately staffed while operational to ensure a smooth passenger flow and respond rapidly to safety and integrity concerns in the event of a system malfunction.*

I. Departure procedures

3.40 Contracting States shall not require income-tax clearance certificates from visitors.

3.41 Contracting States shall not hold the aircraft operator liable in the event of the non-payment of income taxes by any passenger.

3.42 **Recommended Practice.—** *Contracting States, in cooperation with aircraft operators and airport management, should establish as a goal a total time period of 60 minutes in aggregate for the completion of required departure formalities for all passengers requiring not more than normal processing, calculated from the time of the passengers' presenting themselves at the first processing point at the airport (that is, airline check-in, security control point or other required control point depending on arrangements at the individual airport).*

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

3.43 **Recommended Practice.—** *Contracting States that require inspection by the public authorities of the travel documents of departing passengers should, in cooperation with airport management, use applicable technology and adopt a multi-channel inspection system, or other means of streaming passengers, in order to expedite such inspections.*

3.44 Contracting States shall not normally require the presentation, for border control inspection, of baggage of passengers departing from their territory.

J. Entry procedures and responsibilities

3.45 **Recommended Practice.—** *Contracting States, with the cooperation of aircraft operators and airport operators, should establish as a goal the clearance within 45 minutes of disembarkation from the aircraft of all passengers requiring not more than the normal inspection, regardless of aircraft size and scheduled arrival time.*

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

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

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

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

3.49 Contracting States shall ensure aircraft operators are responsible for the custody and care of disembarking passengers and crew members from the time they leave the aircraft until they are accepted for examination as provided in 3.48.

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

3.51 Contracting States shall ensure the responsibility of an aircraft operator for custody and care of passengers and crew members ends from the moment such persons have been admitted into their territory.

3.52 Except in special circumstances, Contracting States shall make arrangements whereby the identity documents of visitors need to be inspected only once at times of entry and departure.

3.53 Contracting States shall not require a written declaration of baggage from passengers and crew, when no dutiable or restricted goods are being carried.

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

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

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

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

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

3.58 **Recommended Practice.—** *Contracting States should make arrangements whereby a passenger and the passenger's baggage, arriving on an international flight making two or more stops at international airports within the territory of the same State, are not required to be cleared through border control formalities at more than one airport of the State concerned.*

K. Transit procedures and requirements

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

3.60 Contracting States 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.

L. Disposition of baggage separated from its owner

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

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

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

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

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

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

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

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

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

3.68 If Contracting States issue Crew Member Certificates, then these shall be issued only in the form of machine readable cards in accordance with the specifications of Doc 9303, Part 5.

3.68.1 **Recommended Practice.—** *Contracting States should put in place procedures which will enable any crew member issued with a Crew Member Certificate to examine and review the validity of the data held, and to provide for correction if necessary, at no cost to the crew member.*

3.69 **Recommended Practice**.— *To the extent that aircraft operators issue crew identity cards, Contracting States should require the production of such identity documents in the format shown in Appendix 7, that is, in the same layout as the visual zone of the machine readable crew member certificate and having the capability to support machine-assisted identity confirmation and document security verification*.

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

3.70 CMCs and crew identity cards shall be issued only after a background check has been carried out by or on behalf of the relevant public authority. In addition, adequate controls such as a certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel, shall be placed on the issuance of CMCs and crew identity cards.

3.71 Contracting States shall accept CMCs, issued according to the requirements of Standard 3.68, for visa-free entrance of crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State.

3.71.1 **Recommended Practice.—** *Contracting States should waive the visa requirement for crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving State.*

3.71.2 **Recommended Practice.—** *Contracting States should waive the visa requirement for arriving crew members presenting CMCs, when arriving on another aircraft operator or another mode of transport and seeking temporary entry for the period allowed by the receiving State in order to join their assigned flight in a duty status.*

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

N. Civil aviation inspectors

3.73 **Recommended Practice.—** *Contracting States should provide that civil aviation inspectors of another Contracting State, when engaged on inspection duties, be treated in the same manner as crew members when proceeding through departure or arrival formalities.*

3.74 **Recommended Practice.—** *Contracting States should provide their civil aviation inspectors with an identity document, taking Appendix 8 into consideration.*

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

3.76 **Recommended Practice.—** *Contracting States should extend the privileges of temporary admission, as described in 3.71 for crew members, to civil aviation inspectors of another Contracting State, provided that they carry the documents listed in 3.75 (such as identity document, itinerary and valid passport), and depart after a normal period of rest.*

O. Emergency assistance/entry visas in cases of *force majeure*

3.77 **Recommended Practice.—** *Contracting States should establish measures for 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.

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

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

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

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

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

P. Minors

3.83 **Recommended Practice.—** *Contracting States should ensure that their relevant public authorities are trained to consider the welfare of minors both accompanied and unaccompanied*.

3.84 **Recommended Practice.—** *Contracting States should ensure that aircraft operators provide adequate training to their ground and cabin staff on the handling of minors*.

3.85 **Recommended Practice.—** *Contracting States and aircraft operators should, where practicable, exchange information as to the appropriate 24-hour point(s) of contact(s) to whom issues concerning the welfare of a minor could be addressed*.

3.86 **Recommended Practice.—** *Where data privacy and protection restrictions permit, Contracting States should ensure that aircraft operators raise any concerns regarding the welfare of a minor with the relevant public authorities*.

3.87 **Recommended Practice.—** *Contracting States should consider placing an unaccompanied minor into the care of the relevant public authority at the first available opportunity if there are significant concerns regarding the welfare of the unaccompanied minor during a journey which cannot be resolved quickly*.

3.88 Contracting States shall use appropriate measures to ensure that aircraft operators do not allow minors under the age of five (5) to travel without an accompanying person.

3.89 Contracting States shall use appropriate measures to ensure that aircraft operators establish a programme for the handling of unaccompanied minors travelling under their supervision.

3.90 **Recommended Practice.—** *Contracting States should ensure that aircraft operators transporting unaccompanied minors in an airline programme collect the following information on the accompanying form:*

— *Surname and first name(s), number of the passport or identification document and the contact details (country of residence, home address, telephone number) of the minor, the person sending off the minor at the departure point and the person collecting the minor at the destination/arrival point;*

— *Surname and first name(s), and the contact details (country of residence, home address, telephone number) of the parent or guardian of the minor.*

CHAPTER 4. ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

A. General

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

4.2 **Recommended Practice.—** *With respect to cargo moving by both air and surface transport under an air waybill, Contracting States should apply the same regulations and procedures and in the same manner as they are applied to cargo moving solely by air.*

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

4.4 Contracting States shall develop procedures for the pre-arrival and pre-departure lodgement of an import and export goods declaration to enable expeditious release/clearance of the goods.

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

4.6 Contracting States shall not normally require the physical examination of cargo to be imported or exported and shall use risk management to determine which goods shall be examined and the extent of that examination.

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

4.8 **Recommended Practice.—** *In connection with international airports, Contracting States should establish and either develop and operate themselves, or permit other parties to develop and operate, free zones and/or customs warehouses and should publish detailed regulations as to the types of operations which may or may not be performed therein.*

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

4.9.1 **Recommended Practice.—** *Contracting States should consider the introduction of programmes for Authorized Economic Operators that enhance security, thus creating an environment for facilitative customs control measures.*

Note.— Facilitative customs control measures may include a reduced level of physical inspections and examinations, the submission of a limited set of data elements, a notification of an intended inspection before the arrival of the goods and other facilitative measures. The control measures should be based on the required information provided in advance to customs and by using risk assessment procedures.

4.9.2 **Recommended Practice.—** *Contracting States should encourage the establishment of agreements or arrangements for the mutual recognition of their respective Authorized Economic Operator or equivalent programmes with other countries.*

B. Information required by the public authorities

4.10 **Recommended Practice.—** *Contracting States should provide for the electronic submission of cargo information prior to the arrival or departure of cargo.*

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

4.11.1 **Recommended Practice.—** *Contracting States should consider, for facilitation purposes, where feasible, the use of the available advance cargo information in subsequent import, export and/or transit customs procedures for the release/clearance of the goods.*

4.12 Contracting States shall provide for the collection of statistical data at such times and under such arrangements so that the release of imported goods or those intended for exportation is not delayed thereby.

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

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

4.15 Where a Contracting State has requirements for additional documents for import, export or transit formalities, such as commercial invoices, declaration forms, import licences and the like, it shall not make it the obligation of the aircraft operator to ensure that these documentary requirements are met nor shall the operator be held responsible, fined or penalized for inaccuracies or omissions of facts shown on such documents unless the operator is the declarant itself, is acting on the declarant's behalf or has specific legal responsibilities.

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

4.17 To promote trade facilitation and the application of security measures, Contracting States 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.

4.17.1 **Recommended Practice.—** *Contracting States should consider the introduction of arrangements to enable all parties involved in air cargo operations to submit all the information required by public authorities, in connection with arrival, stay and departure of an aircraft and air cargo, to a single entry point (Single Window).*

4.17.2 **Recommended Practice.—** *Contracting States should encourage all participants in the transport, handling and clearance of air cargo to simplify relevant procedures and documents and to cooperate or participate directly in the development of electronic air cargo community systems using internationally agreed standards with a view to enhancing the exchange of information relating to such traffic and assuring interoperability between the systems of all participants.*

4.18 **Recommended Practice.—** *Electronic information systems for the release and clearance of goods should cover their transfer between air and other modes of transport.*

4.19 Contracting States that require supporting documents, such as licences and certificates, for the importation or exportation of certain goods shall publish their requirements and establish convenient procedures for requesting the issue or renewal of such documents.

4.20 **Recommended Practice.—** *Contracting States should, to the greatest extent possible, remove any requirement to manually produce supporting documents and should establish procedures whereby they can be produced by electronic means.*

4.21 Contracting States shall not require consular formalities or consular charges or fees in connection with documents required for the release or clearance of goods.

C. Release and clearance of export and import cargo

4.22 Contracting States that require documents for export clearance shall normally limit their requirement to a simplified export declaration.

4.23 Contracting States shall provide for export cargo to be released up to the time of departure of an aircraft.

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

4.25 Contracting States shall not require evidence of the arrival of exported goods for import, export or transit formalities as a matter of course.

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

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

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

4.29 Contracting States shall provide for the release or clearance of goods under simplified customs procedures provided that:

a) the goods are valued at less than a maximum value below which no import duties and taxes will be collected; or

b) the goods attract import duties and taxes that fall below the amount that the State has established as the minimum for collection; or

c) the goods are valued at less than specified value limits below which goods may be released or cleared immediately on the basis of a simple declaration and payment of, or the giving of security to the customs for, any applicable import duties and taxes; or

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

4.30 **Recommended Practice.—** *Contracting States should establish special procedures which provide for the expedited release of goods on arrival or departure for authorized persons. These authorized persons should meet specified criteria, which may include an appropriate record of compliance with official requirements and a satisfactory system for managing their commercial records.*

4.30.1 **Recommended Practice.—** *Special procedures for authorized persons may include, but not be limited to:*

a) release of the goods for import or export on the provision of the minimum information necessary to identify the goods and permit the subsequent completion of the final goods declaration;

b) clearance of the import or export goods at the authorized person's premises or at another place authorized by customs;

c) lodgement of a goods declaration for import or export, based on the entry into the records of the authorized person;

d) lodgement of a single goods declaration for all imports or exports in a given period where goods are imported or exported frequently by the same person.

Note.— With regard to the term "authorized persons" (Recommended Practices 4.30 and 4.30.1 above, refer), attention is drawn to Transitional Standard 3.32 of the World Customs Organization (WCO)'s International Convention on the Simplification and Harmonization of Customs procedures as revised in 1999, which entered into force in 2006 ("the revised Kyoto Convention").

4.31 **Recommended Practice.—** *Goods not afforded the simplified or special procedures referred to in provisions 4.27 to 4.30.1 should be released or cleared promptly on arrival, subject to compliance with customs and other requirements. Contracting States should establish as a goal the release of all goods that do not need any examination, within three hours of their arrival and the submission of the correct documentation. Public authorities, and aircraft operators and importers or their authorized agents, should coordinate their respective functions to ensure that this goal is met.*

4.32 **Recommended Practice.—** *Contracting States should process requests for the release of part consignments when all information has been submitted and other requirements for such part consignments have been met.*

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

4.34 When, because of error, emergency or inaccessibility upon arrival, goods are not unladen at their intended destination, Contracting States shall not impose penalties, fines or other similar charges provided:

a) the aircraft operator or the aircraft operator's authorized agent notifies the customs of this fact, within any time limit laid down;

b) a valid reason, acceptable to the customs authorities, is given for the failure to unload the goods; and

c) the Cargo Manifest is duly amended.

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

a) the aircraft operator or the aircraft operator's authorized agent notifies the customs of this fact, within any time limit laid down;

b) a valid reason, acceptable to the customs, is given for the non-reporting of the goods;

c) the manifest is duly amended; and

d) the goods are placed under the appropriate customs arrangements.

Where applicable, the Contracting State shall, subject to compliance with its requirements, facilitate the forwarding of the goods to their correct destination.

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

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

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

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

4.39 **Recommended Practice.—** *Contracting States should not require supporting documentation (such as certificates of origin or consular or specialized invoices) in connection with the importation of stores and commissary supplies.*

4.40 **Recommended Practice.—** *Contracting States should permit, on board aircraft, the sale or use of commissary supplies and stores for consumption without payment of import duties and other taxes in the case where aircraft, engaged in international flights:*

a) stop at two or more international airports within the territory of a Contracting State without intermediate landing in the territory of another State; and

b) do not embark any domestic passengers.

4.41 **Recommended Practice.—** *Subject to compliance with its regulations and requirements, a Contracting State should allow relief from import duties and taxes in respect of ground and security equipment and their component parts, instructional material and training aids imported into its territory, by or on behalf of an aircraft operator of another Contracting State for use by the operator or the operator's authorized agent, within the boundaries of an international airport or at an approved off-airport facility.*

4.42 Contracting States shall grant prompt release or clearance, upon completion of simplified documentary procedures by the aircraft operator or the aircraft operator's authorized agent, of aircraft equipment and spare parts that are granted relief from import duties, taxes and other charges under Article 24 of the Chicago Convention.

4.43 Contracting States shall grant prompt release or clearance, upon completion of simplified documentary procedures by the aircraft operator or the aircraft operator's authorized agent, of ground and security equipment and their replacement parts, instructional material and training aids imported or exported by an aircraft operator of another Contracting State.

4.44 Contracting States shall allow the loan, between aircraft 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.

4.45 **Recommended Practice.—** *Contracting States should provide for the importation, free of import duties and taxes, of aircraft operators' documents as defined in Chapter 1 of this Annex, to be used in connection with international air services.*

E. Containers and pallets

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

4.47 **Recommended Practice.—** *Contracting States should require a temporary admission document for containers and pallets only when they consider it essential for the purposes of customs control.*

4.48 **Recommended Practice.—** *Where proof of the re-exportation of containers and pallets is required, the Contracting State should accept the appropriate usage records of the aircraft operator or the aircraft operator's authorized agent as evidence thereof.*

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

4.50 Containers and pallets imported into a Contracting State under the provisions of 4.46 shall be allowed to leave the boundaries of the international airport for the release or clearance of imported loads, or for export lading, under simplified documentation and control arrangements.

4.51 Where circumstances so require, Contracting States shall allow the storage of temporarily admitted containers and pallets at off-airport locations.

4.52 Contracting States shall allow the loan between aircraft operators of containers and pallets admitted under the provisions of 4.46 without payment of import duties and taxes, provided they are to be used only on an outbound international service or otherwise re-exported.

4.53 Contracting States shall allow temporarily admitted containers and pallets to be re-exported through any designated customs office.

4.54 Contracting States shall allow the temporary admission of replacement parts when they are needed for the repair of containers and pallets imported under the provisions of 4.46.

F. Mail documents and procedures

4.55 Contracting States shall carry out the handling, forwarding and clearance of mail and shall comply with the documentary procedures as prescribed by the Acts in force of the Universal Postal Union.

G. Radioactive material

4.56 A Contracting State shall facilitate the prompt release of radioactive material being imported by air, particularly material used in medical applications, provided that applicable laws and regulations governing the importation of such material are complied with.

Note.— The advance notification, either in paper form or electronically, of the transport of radioactive materials would likely facilitate the entry of such material at the State of destination.

4.57 **Recommended Practice.—** *A Contracting State should avoid imposing customs or other entry/exit regulations or restrictions supplementary to the provisions of Doc 9284,* Technical Instructions for the Safe Transport of Dangerous Goods by Air.

4.58 Where a Contracting State adopts customs or other entry/exit regulations or restrictions that differ from those specified in Doc 9284, *Technical Instructions for the Safe Transport of Dangerous Goods by Air*, it shall notify ICAO promptly of such State variations for publication in the Technical Instructions, in accordance with Chapter 2, 2.5 of Annex 18.

CHAPTER 5. INADMISSIBLE PERSONS AND DEPORTEES

A. General

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

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

5.2.1 During the period when an inadmissible passenger or a person to be deported is under their custody, the State 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 United Nations International Covenant on Civil and Political Rights.

B. Inadmissible persons

5.3 Contracting States shall without delay notify the aircraft operator, confirming this as soon as possible in writing, when a person is found inadmissible, pursuant to 3.50.

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

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

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

5.5 Contracting States shall ensure that a removal order is issued to the aircraft operator in respect of a person found inadmissible. The removal order shall include information regarding the inbound (arriving) flight carrying such person and, if known, the name, age, gender and citizenship of the person in question.

5.6 Contracting States ordering the removal of an inadmissible person who has lost or destroyed the travel documents shall deliver a covering letter in the format set forth in Appendix 9 (1) in order to give information to the authorities of the State(s) of transit and/or the commencement of journey. The covering letter, the removal order and any relevant information shall be handed over to the aircraft operator or, in the case of escorted persons, the escort, who shall be responsible for delivering them to the public authorities at the State of destination.

5.7 Contracting States ordering the removal of an inadmissible person whose travel documents have been seized pursuant to 3.35.1 shall deliver a covering letter in the format set forth in Appendix 9 (2) in order to give information to the authorities of the State(s) of transit and/or the commencement of journey. The covering letter together with a photocopy of the seized travel documents and the removal order shall be handed over to the aircraft operator or, in the case of escorted persons, the escort, who shall be responsible for delivering them to the public authorities at the State of destination.

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

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

5.9.1 The State shall be responsible for the cost of custody and care of all other categories of inadmissible persons, including persons not admitted due to document problems beyond the expertise of the aircraft operator or for reasons other than improper documents, from the moment these persons are found inadmissible until they are returned to the aircraft operator for removal from the State.

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

5.11 The aircraft operator shall remove the inadmissible person to:

a) the point where the person's journey commenced; or

b) to any place where the person is admissible.

5.11.1 **Recommended Practice.—** *Where appropriate, Contracting States should consult with the aircraft operator regarding the most practicable place to which the inadmissible person is to be removed.*

5.11.2 Where the removal of an inadmissible person relates to an unaccompanied minor, the removing State shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination, taking into particular consideration the minor's best interests.

5.12 A Contracting State shall accept for examination a person removed from a State where the person was found inadmissible, if this person's journey commenced from its territory. A Contracting State shall not return such a person to the country where the person was earlier found inadmissible.

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

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

Note.— Attention is drawn to the relevant text in Doc 9303 and related guidance material and in Doc 9957, The Facilitation Manual, *wherein explanations may be found on irregularities in, and the examination and authentication of, travel documents.*

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

5.16 Contracting States shall not prevent the departure of an operator's aircraft pending a determination of admissibility of any of its arriving passengers.

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

C. Deportees

5.17 A Contracting State deporting a person from its territory shall serve the person a deportation order. Contracting States shall indicate to the deportee the name of the destination State.

5.18 Contracting States removing deportees from their territories shall assume all obligations, responsibilities and costs associated with the removal.

5.18.1 **Recommended Practice.—** *Contracting States and aircraft operators should, where practicable, exchange information as to the appropriate 24-hour point(s) of contact(s) to whom deportee inquiries should be directed.*

5.18.2 Where the removal of a deportee relates to an unaccompanied minor, the deporting State shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination, taking into particular consideration the minor's best interests.

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

a) a copy of the deportation order, if legislation of the Contracting State allows for it;

b) a risk assessment by the State determining the deportee's suitability for escorted or unescorted removal, including the deportee's medical condition and mental and physical fitness for carriage, willingness or unwillingness to travel, behavioural patterns and any history of violence, and/or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight; and

c) the names and nationalities of any escorts.

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

5.19.1 The aircraft operator and/or the pilot-in-command shall have the option to refuse to transport a deportee on a specific flight when reasonable concerns relating to the safety and security of the flight in question exist.

Note.— Reference is made to the ICAO Aviation Security Manual *(Doc 8973 – Restricted), paragraphs 12.2.1.3 and 12.2.1.6.*

5.19.2 Contracting States, when making arrangements for the removal of a deportee, shall take into consideration the aircraft operator's policy concerning the number of such persons that may be transported on a given flight.

Note.— Contracting States are to consult with the aircraft operator regarding the most practicable flight or alternate method of transportation.

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

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

5.22 A Contracting State shall admit into its territory its nationals who have been deported from another State.

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

5.24 Contracting States, 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 the deportee's final destination, unless suitable alternative arrangements are agreed, in advance of arrival, by the authorities and the aircraft operator involved at the transit location.

D. Procurement of a replacement travel document

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

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

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

5.27 A Contracting State shall not make the signing by the person concerned of an application for a travel document a prerequisite for the issuance of that document.

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

5.29 A Contracting State shall not refuse to issue a travel document to or otherwise thwart the return of one of its nationals by rendering that person stateless.

CHAPTER 6. INTERNATIONAL AIRPORTS – FACILITIES AND SERVICES FOR TRAFFIC

A. General

6.1 Each Contracting State shall ensure that the provisions of Annex 9 continue to be implemented in the event an airport becomes privatized.

6.1.1 **Recommended Practice.—** *Each Contracting State should, in consultation with airport operators, ensure that the design, development and maintenance of facilities at international airports provide efficient and effective flow arrangements.*

6.1.2 Each Contracting State shall ensure that airport and aircraft operators provide for the expeditious processing of passengers, crew, baggage, cargo and mail.

6.1.3 Each Contracting State shall ensure that efficient customs, immigration, quarantine and health border clearance services, as required, are provided at international airports.

Note.— Efficient customs, immigration, quarantine and health border clearance services include timely communication to ensure that adaptation to new requirements is reasonable, practicable and feasible in the set time frame, as per Standards 1.2 b) and 1.2 c) in Chapter 1.

6.1.4 Each Contracting State, 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.

Note.— With respect to aviation security requirements, attention is drawn to the relevant specification in Annex 17, Chapter 2, 2.3.[*]

6.2 **Recommended Practice**.— *Contracting States should regularly assess the possibility of imminent public health threats at international airports as points of entry and ensure coordinated efforts to address such threats.*

Note.— Attention is drawn to the requirements relating to the contents of aerodrome emergency plans as set forth in Annex 14, Volume I, section 9.1, and the requirements of Standard 10.16 (Chapter 10) in this Annex, relating to national aviation plans in preparation for communicable disease outbreaks.

6.3 Each Contracting State shall require the entity or entities responsible for the planning of new facilities or major modifications to facilities, including cargo facilities at international airports, to consult with public authorities, aircraft operators and appropriate bodies representing airport users, at the earliest stages of planning.

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[*] The specification reads as follows:

Recommendation.— *Each Contracting State should whenever possible arrange for the security controls and procedures to cause a minimum of interference with, or delay to the activities of, civil aviation provided the effectiveness of these controls and procedures is not compromised.*

6.4 **Recommended Practice**.— *Contracting States should encourage aircraft operators to 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*.

6.5 **Recommended Practice**.— *Each Contracting State should ensure that where a passenger service charge, airport tax or other similar fee is levied at an international airport, direct collection from passengers is avoided wherever possible*.

6.6 **Recommended Practice**.— *Each Contracting State should, subject to relevant regulations and within the limitations established by the airport operator due to constraints caused by limited space or capacity, permit aircraft operators to choose how, and by whom, their ground handling operations should be carried out*.

B. Airport traffic flow arrangements

I. Common provisions

6.7 Each Contracting State shall ensure that airport operators provide adequate facilities to permit embarkation and disembarkation of passengers without delay.

6.8 **Recommended Practice**.— *Airport operators, aircraft operators and public authorities should exchange, in a timely manner, all relevant operational information, in order to provide for a smooth and expeditious passenger flow and efficient resource allocation.*

6.9 **Recommended Practice**.— *Contracting States, airport and aircraft operators, where appropriate and after consultation, should implement automated facilities for passenger and baggage processing*.

6.10 **Recommended Practice**.— *Each Contracting State should use existing guidance material on wayfinding and signage, including Doc 9636*, International Signs to Provide Guidance to Persons at Airports and Marine Terminals, *published jointly by ICAO and the International Maritime Organization, to the extent it remains applicable.*

Note.— A non-exhaustive list of best practices guidance material and resources is maintained on the ICAO website at https://www.icao.int/Security/FAL/ANNEX9/Pages/default.aspx for consideration and use by Contracting States.

6.10.1 **Recommended Practice.—** *Each Contracting State, in consultation with airport and aircraft operators, should notify travellers, via signage, leaflets, video, audio, Internet websites or other media, of the penalties for breaching regulations with regard to entry and departure and attempting to import or export any banned or restricted item*.

6.11 **Recommended Practice**.— *Each Contracting State should ensure that airport operators or terminal building operators install mechanical people-moving devices, when walking distances and the traffic volume within and across terminal buildings so warrant*.

6.12 **Recommended Practice.—** *Each Contracting State should ensure that an airport or aircraft operator, as appropriate, installs flight information systems capable of providing accurate, adequate and up-to-the-minute information on departures, arrivals, cancellations, delays, and terminal/gate allocations*.

6.13 **Recommended Practice.—** *Each Contracting State should encourage the airport operators or the service provider, as appropriate, to provide car parking facilities for long- and short-term usage by passengers, visitors, crew and staff at international airports.*

II. Aircraft parking and servicing arrangements

6.14 **Recommended Practice**.— *Each Contracting State should 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.*

III. Outbound passengers, crew and baggage

6.15 **Recommended Practice**.— *Each Contracting State should ensure that adequate transportation is provided, by the appropriate service provider, between airport terminal buildings during the hours of airport operation*.

6.16 **Recommended Practice.—** *Each Contracting State should allow airport and aircraft operators to provide off-airport check-in facilities, so long as all necessary security measures and other control requirements are met*.

6.17 **Recommended Practice.—** *Each Contracting State should ensure that security and/or border control personnel use efficient screening and examination techniques in examinations of passengers and their baggage, in order to facilitate aircraft departure.*

Note.— Privacy for the passenger should be assured during any physical searches required. Private rooms are preferable; however portable screens may be used. Physical searches should be conducted by an officer of the same sex as the passenger.

6.18 **Recommended Practice**.— *Each Contracting State, in consultation with airport operators and aircraft operators, should encourage that facilities for crew member check-in and operations are readily accessible and closely located*.

6.19 **Recommended Practice.—** *Airport operators and public authorities should provide efficient services for general aviation operators or their agent(s) concerning their operational and administrative requirements*.

6.20 Each Contracting State shall make arrangements for sufficient number of control channels so that clearance, if required, of outbound passengers and crew may be obtained with the least possible delay. Additional channels shall be available, if possible, to which complicated cases may be directed without delaying the main flow of passengers.

IV. Inbound passengers, crew and baggage

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

6.22 **Recommended Practice.—** *Each Contracting State should encourage airport operators to provide adequate space in the baggage claim area permitting easy identification and speedy reclaim by all passengers of their checked baggage*.

6.23 **Recommended Practice.**— *Each Contracting State should ensure that, where appropriate, mechanized baggage delivery systems are installed at international airports to facilitate the movement of passenger baggage*.

6.24 Each Contracting State shall ensure airport operators assist passengers in the carriage of baggage from baggage claim areas to points as close as possible to areas where surface transportation from the airport or between airport terminals is provided.

V. Transit and transfer of passengers and crew

6.25 **Recommended Practice.**— *Contracting States should, whenever possible, permit passengers to remain on board the aircraft and authorize embarkation and disembarkation during refuelling, subject to the necessary safety and security measures.*

6.26 **Recommended Practice.**— *Each Contracting State should ensure that airport operators provide sufficient space for handling counters in direct transit areas, in accordance with traffic volumes. The space requirement and operating hours should be agreed between the airport and aircraft operators.*

VI. Miscellaneous facilities and services in passenger terminal buildings

6.27 **Recommended Practice.—** *Each Contracting State should encourage airport or aircraft operators, as appropriate, to provide landside storage facilities for baggage left by their owners at international airports for later pick-up subject to security requirements*.

6.28 Each Contracting State shall ensure that airport or aircraft operators, as appropriate, provide facilities where unclaimed, unidentified and mishandled baggage is kept securely until cleared, forwarded, claimed or disposed of in accordance with applicable laws and regulations. Authorized personnel of the aircraft operator or service provider shall have access to the baggage during the hours of airport operation.

6.29 **Recommended Practice.—** *Each Contracting State, in cooperation with airport operators, should:*

a) 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;

b) locate facilities for group or tour operators in public or uncontrolled areas in the arrival and/or departure areas in order to minimize congestion in the terminal buildings; and

c) ensure that retail facilities, while being conveniently located, do not impede passenger flow.

VII. Cargo and mail handling and clearance facilities

6.30 **Recommended Practice.—** *Each Contracting State should encourage airport operators to make appropriate provision for clearance of all-cargo aircraft.*

6.31 **Recommended Practice.—** *Each Contracting State, in cooperation with airport operators, should ensure that cargo terminals and their landside access roads are appropriately designed and operated to provide efficient access.*

6.32 **Recommended Practice.—** *Each Contracting State, in cooperation with airport and aircraft operators, should:*

a) ensure that cargo terminals are designed to facilitate the safe, sanitary, efficient and secure processing and storage of cargo in accordance with applicable laws and regulations; and

b) provide for appropriate facilities for the safe, efficient and secure processing and storage of mail consignments, in accordance with applicable laws and regulations.

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

6.33 Each Contracting State shall provide control services of the public authorities concerned, without charge, during working hours established by those authorities.

Note 1.— Under Annex 15 – Aeronautical Information Services*, States are obligated to publish the types and hours of clearance services (customs, immigration, health) at their international airports.*

Note 2.— In addition to services referred to above, Contracting States, airport operators or aircraft operators may wish to offer enhanced services to users (passengers, aircraft operators and other parties that would benefit from the proposed premium service), either on a free or a fee-paid, voluntary basis.

6.34 **Recommended Practice**.— *Each Contracting State should consider making arrangements with other States to station representatives of the public authorities concerned in its territory in order to pre-examine aircraft, passengers, baggage, crew, and cargo, for customs, immigration, public health and animal and plant quarantine purposes, prior to departure when such action will facilitate clearance upon arrival in those States.*

D. Unruly passengers

6.35 Each Contracting State shall, in cooperation with airport operators and aircraft operators, promote passenger awareness of the unacceptability and possible legal consequences of unruly or disruptive behaviour at airports and on board aircraft to deter and prevent unruly and disruptive behaviour.

6.36 Each Contracting State shall take measures, in cooperation with airport operators and aircraft operators, to ensure that relevant personnel are trained to identify and manage unruly and disruptive passenger situations.

Note.— Guidance material on the legal aspects of unruly/disruptive passengers can be found in the Manual on the Legal Aspects of Unruly and Disruptive Passengers *(Doc 10117).*

E. Passenger amenities

6.37 **Recommended Practice.**— *Each Contracting State should, where traffic justifies, ensure that airport operators provide suitable childcare facilities in passenger terminals, and that they are clearly indicated by signage and are easily accessible*.

6.38 **Recommended Practice.—** *Each Contracting State should ensure that an airport operator or service provider(s), as appropriate, provide(s) passengers with information on ground transportation available at the airport*.

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

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

CHAPTER 7. LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS

A. General

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

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

B. Short stopover

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

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

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

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

C. No resumption of flight

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

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

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

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

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

CHAPTER 8. FACILITATION PROVISIONS COVERING SPECIFIC SUBJECTS

A. Bonds and exemption from requisition or seizure

8.1 **Recommended Practice.—** *If a Contracting State requires bonds of an aircraft operator to cover the aircraft operator's liabilities under the customs, immigration, public health, animal and plant quarantine, or similar laws of the State, it should permit the use of a single comprehensive bond whenever possible.*

8.2 **Recommended Practice.—** *The aircraft, ground equipment, security equipment, spare parts and technical supplies of an aircraft operator located in a Contracting State (other than the Contracting State in which such airline is established) for use in the operation of an international air service serving such Contracting State, should be exempt from the laws of such Contracting State 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 Contracting State concerned.*

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

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

8.3.1 Contracting States shall not require any travel document other than a passport when arranging for the entry of the personnel referred to in 8.3.

8.3.2 **Recommended Practice.—** *Contracting States requiring entrance visas for the personnel referred to in 8.3, should, when necessary, issue such visas on arrival or otherwise facilitate their admission when such personnel carry an order of mission from the competent authority in their State.*

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

8.4 Each Contracting State shall facilitate:

a) the temporary entry into its territory of all aircraft, tools, spare parts and equipment required in the search, rescue, accident investigation, repair or salvage of the damaged aircraft of another State;

b) the entry of these items free from customs duties and other taxes or charges and the application of regulations of any nature restricting the importation of goods; and

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

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

8.5 Each Contracting State shall apply the requirements of its applicable laws to damaged aircraft or aircraft parts, and any stores or cargo in those aircraft, together with any aircraft, tools, spare parts or equipment brought in for temporary use in search, rescue, accident investigation, repair or salvage, which are not removed from the territory of the Contracting State within a length of time to be specified by that State.

8.6 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. 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.

C. Relief flights and repatriation flights

8.7 Contracting States shall facilitate the entry into, departure from and transit through their territories of aircraft engaged in relief flights performed by or on behalf of international organizations recognized by the United Nations or by or on behalf of States themselves and shall take all possible measures to ensure their safe operation. Such relief flights are those undertaken in response to natural and human-caused disasters which seriously endanger human health or the environment, as well as similar emergency situations where United Nations assistance is required. Such flights shall be commenced as quickly as possible after obtaining agreement with the recipient State.

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

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

8.8 Contracting States shall ensure that personnel and carry-on baggage, hold baggage, cargo and other goods arriving on relief flights referred to in 8.7 are cleared without delay.

8.9 **Recommended Practice**.— *Contracting States should facilitate the entry into, departure from and transit through their territories of aircraft engaged in repatriation flights and should take all possible measures to ensure their safe operation. Such flights should be commenced as quickly as possible after obtaining agreement with the States involved.*

8.10 **Recommended Practice**.— *Contracting States should ensure that personnel and carry-on baggage, hold baggage, cargo and other goods arriving on repatriation flights are cleared without delay.*

Note.— With respect to the repatriation of human remains infected with a communicable disease, attention is drawn to the related guidance material in Doc 9957, The Facilitation Manual.

D. Marine pollution and safety emergency operations

8.11 In cases of emergency, Contracting States shall facilitate the entry, transit and departure of aircraft engaged in the combatting or prevention of marine pollution, or other operations necessary to ensure maritime safety, safety of the population or protection of the marine environment.

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

E. Establishment of national facilitation programmes

8.13 Each Contracting State shall establish a written national air transport facilitation programme based on the facilitation requirements of the Convention and of this Annex.

8.14 Each Contracting State shall ensure that the objective of its national air transport facilitation programme shall be to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores, by removing unnecessary obstacles and delays.

8.14.1 **Recommended Practice.—** *In establishing a national air transport facilitation programme, States should use the guidance material outlined in Appendix 12 and Doc 10042,* Model National Air Transport Facilitation Programme.

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

8.16 **Recommended Practice.—** *Contracting States should endeavour to establish close coordination, adapted to circumstances, between civil aviation security and facilitation programmes. To this end, certain members of Facilitation Committees should also be members of Security Committees.*

8.17 **Recommended Practice.—** *In establishing and operating National Air Transport and Airport Facilitation Committees, States should use the guidance material outlined in Appendices 11 and 12.*

F. Facilitation of the transport of persons with disabilities

I. General

8.18 Contracting States shall ensure that, when travelling, persons with disabilities are provided with special assistance in order to ensure that they receive services customarily available to the general public. Assistance shall be provided in a manner that respects the dignity of the individual.

Note.— Attention is drawn to Doc 9984, Manual on Access to Air Transport by Persons with Disabilities, *developed for the purpose of elaborating on the Standards and Recommended Practices relating to the facilitation of the transport of persons with disabilities, and assisting the civil aviation community in their implementation.*

8.19 **Recommended Practice.—** *Contracting States should cooperate with a view to taking the necessary measures to make accessible to persons with disabilities all the elements of the chain of the person's journey, from arrival at the airport of departure to leaving the airport of destination.*

8.20 **Recommended Practice.—** *Contracting States should take the necessary steps with aircraft, airport and ground handling operators to establish and publish minimum uniform standards of accessibility with respect to transportation services for persons with disabilities, from arrival at the airport of departure to leaving the airport of destination.*

8.21 **Recommended Practice.—** *Contracting States should take the necessary steps with aircraft, airport and ground handling operators and travel agencies to ensure that persons with disabilities are given the information they need, in formats that are accessible to those with cognitive or sensory disabilities, and should take the necessary steps to ensure that airlines, airports and ground handling operators are in a position to give those passengers the assistance necessary for them, depending on their needs, to help them in their travel.*

8.22 **Recommended Practice.—** *Contracting States should take all necessary steps to secure the cooperation of aircraft, airport and ground handling operators in order to establish and coordinate training programmes to ensure that trained personnel are available to assist persons with disabilities*.

II. Access to airports

8.23 Contracting States shall take the necessary steps to ensure that airport facilities and services are adapted to the needs of persons with disabilities.

8.24 **Recommended Practice.—** *Contracting States should ensure that lifting systems or any other appropriate devices are made available in order to facilitate the movement of persons with disabilities between the aircraft and the terminal on both arrival and departure as required where telescopic passageways are not used. Manual lifting should be avoided.*

8.25 Contracting States shall ensure that necessary measures are taken to enable hearing- and vision-impaired people to obtain flight service-related information in accessible formats.

8.26 Contracting States shall take steps to ensure that designated points for the pick-up and drop-off of persons with disabilities at a terminal building are located as close as possible to main entrances and/or exits. To facilitate movement within the airport, access routes shall be free of obstacles and be accessible.

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

8.28 Contracting States shall take steps to ensure that adequate parking facilities are provided for people with mobility needs and that appropriate measures are taken to facilitate their movement between parking areas and the terminal buildings.

8.29 **Recommended Practice.—** *When assistance is provided to transfer persons with disabilities from one aircraft to another, it should be provided as efficiently as possible, with due regard for connecting flights.*

III. Access to air services

8.30 Contracting States shall take the necessary steps to ensure that persons with disabilities have equivalent access to air services.

8.31 **Recommended Practice.—** *Contracting States should introduce provisions by which aircraft coming newly into service or after major refurbishment should conform, where aircraft type, size, and configuration permit, to minimum uniform standards of accessibility with respect to equipment on board aircraft which would include movable armrests, on-board wheelchairs, accessible washrooms and suitable lighting and signs.*

8.32 **Recommended Practice.—** *Disability aids required by persons with disabilities should be carried free of charge in the cabin where space, weight and safety requirements permit or should be carried free of charge and designated as priority baggage.*

8.33 **Recommended Practice.—** *Service animals accompanying persons with disabilities should be carried free of charge in the cabin, on the floor at the person's seat, subject to the application of any relevant national or aircraft operator regulations.*

8.34 Contracting States that restrict the transport of battery-powered devices, including mobility aids containing spillable batteries, shall notify ICAO promptly of such restrictions so that they can be included in Doc 9284, *Technical Instructions for the Safe Transport of Dangerous Goods by Air* and ensure that aircraft operators make such information publicly available and in accordance with Chapter 2, 2.5 of Annex 18.

8.35 **Recommended Practice.—** *In principle, persons with disabilities should be permitted to travel without the requirement for a medical clearance. Aircraft operators should only be permitted to require persons with disabilities to obtain a medical clearance in cases of a medical condition where it is not clear that they are fit to travel and could compromise their safety or well-being or that of other passengers.*

8.36 **Recommended Practice.—** *In principle, persons with disabilities should be permitted to determine whether or not they need an assistant. If the presence of an assistant is required, Contracting States should encourage aircraft operators to offer discounts for the carriage of that assistant. Aircraft operators should require an assistant only when it is clear that the person with a disability is not self-reliant and this could pose a risk to safety or the well-being of such person or that of other passengers.*

8.37 Contracting States shall encourage advance notification where assistance or lifting is required.

G. Assistance to aircraft accident victims and their families

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

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

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

8.40 **Recommended Practice.—** *In arranging for the entry of the persons referred to in 8.38, the State of Occurrence and adjacent States should not require any other travel document than a passport, or an emergency travel document issued specifically to such persons, to enable them to travel to these States. In cases where the State of Occurrence of the accident or an adjacent State requires entrance visas for persons referred to in 8.38 and 8.39 above, it should expedite the issuance of such visas.*

8.41 Contracting States shall make arrangements to issue emergency travel documents, if required, to their nationals who have survived the accident.

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

8.43 Contracting States shall establish legislation, regulations and/or policies in support of assistance to aircraft accident victims and their families.

Note.— Attention is drawn to Doc 9998, ICAO Policy on Assistance to Aircraft Accident Victims and their Families *and Doc 9973,* Manual on Assistance to Aircraft Accident Victims and their Families.

8.44 **Recommended Practice**.— *Contracting States should ensure that each aircraft or airport operator, as appropriate, develop appropriate plans to provide timely and effective assistance to aircraft accident victims and their families.*

Note.— Airport operators' plans regarding assistance to aircraft accident victims and their families may form part of the Aerodrome Emergency Plan (AEP) required under Annex 14 – Aerodromes.

H. Trafficking in persons

8.45 Contracting States shall take measures to ensure that procedures in place to combat trafficking in persons are based on a Comprehensive Strategy and include clear reporting systems and relevant competent authorities' points of contact for airport and aircraft operators.

Note.— Key elements to incorporate into a Comprehensive Strategy to combat trafficking in persons include: laws; leadership; policies; reporting protocols and response mechanisms; partnerships; training; public awareness; data collection; information-sharing; and victim and survivor support. These key elements should be based, to the extent possible, on a victim-centred and trauma-informed approach. Further guidance on developing a Comprehensive Strategy, including examples, can be found in Doc 10171.

8.46 Contracting States shall take measures to ensure that airport and aircraft operators' personnel in direct contact with the travelling public are provided with awareness training on trafficking in persons.

I. Wildlife trafficking

8.47 **Recommended Practice**.— *Contracting States should ensure that procedures are in place to combat wildlife trafficking, including clear reporting systems and relevant competent authorities' points of contact for airport and airline operators.*

CHAPTER 9. PASSENGER DATA SYSTEMS

A. General

9.1 Contracting States requiring the transmission of Advance Passenger Information (API)/interactive API (iAPI) and/or Passenger Name Record (PNR) data from aircraft operators shall create a Passenger Data Single Window facility for each data category, or both data categories combined, that allows parties involved to lodge standardized information with a common data transmission entry point to fulfil all related passenger and crew data requirements for that jurisdiction.

9.1.1 **Recommended Practice.—** *Contracting States requiring the transmission of passenger and crew data from aircraft operators should consider creating a Passenger Data Single Window facility for both data categories combined.*

9.2 **Recommended Practice.**— *Contracting States and aircraft operators should provide the appropriate level, on a 24/7 (continuous) basis, of operational and technical support to analyse and respond to any system outage or failure in order to return to standard operations as soon as practicable*.

9.3 **Recommended Practice.**— *Contracting States and aircraft operators should establish and implement appropriate notification and recovery procedures for both scheduled maintenance of information systems and non-scheduled system outages or failures*.

9.4 **Recommended Practice.**— *Contracting States and aircraft operators should provide the appropriate level (where practicable, a 24/7 arrangement) of contact support*.

9.5 Contracting States shall not require aircraft operators to provide non-standard data elements as part of API, iAPI and/or PNR provisions.

9.6 Contracting States shall, when considering requiring elements that deviate from the standard, submit a request to the WCO/IATA/ICAO Contact Committee in conjunction with the WCO's Data Maintenance Request (DMR) process via a review and endorsement process for inclusion of the data element in the guidelines.

B. Advance Passenger Information (API)

9.7 Each Contracting State shall establish an Advance Passenger Information (API) system.

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

Note 2.— An iAPI system involves the capture of the same data on passengers as the batch mode, but is transmitted in a two-way communication, in which border control agencies respond in real-time to aircraft operators on a passenger-by-passenger basis, during the check-in transaction. It allows the destination and/or departure country to undertake border-related and aviation security controls and provide a boarding directive message or guidance message to the aircraft operator, providing the ability to prevent an individual from boarding the aircraft, or from arriving at, entering and/or leaving their borders.

Note 3.— The United Nations Security Council, in Resolution 2178 (2014), at paragraph 9, "[c]alls upon Member States to require that airlines operating in their territories provide advance passenger information to the appropriate national authorities in order to detect the departure from their territories, or attempted entry into or transit through their territories, by means of civil aircraft, of individuals designated by the Committee established pursuant to resolutions 1267 (1999) and 1989 (2011) ("the Committee"), and further calls upon Member States to report any such departure from their territories, or such attempted entry into or transit through their territories, of such individuals to the Committee, as well as sharing this information with the State of residence or nationality, as appropriate and in accordance with domestic law and international obligations".

9.8 **Recommended Practice.—** *Each Contracting State should consider the introduction of an interactive Advance Passenger Information (iAPI) system.*

9.9 The API system of each Contracting State shall:

a) be supported by appropriate legal authority (such as, inter alia, legislation, regulation or decree); and

b) be consistent with internationally recognized standards for API.

Note 1.— The UN/EDIFACT PAXLST and CUSRES messages are standard electronic messages developed specifically, as a subset of UN/EDIFACT, to handle passenger manifest (electronic) transmissions. UN/EDIFACT stands for "United Nations rules for Electronic Data Interchange For Administration, Commerce and Transport." The rules comprise a set of internationally agreed standards, directories and guidelines for the electronic interchange of structured data, and in particular that related to trade in goods and services between independent, computerized information systems. The WCO, IATA and ICAO have jointly agreed on the maximum set of API data that should be incorporated in the PAXLST message to be used for the transmission of such data by aircraft operators to the border control agencies in the destination or departure country. It is to be expected that the UN/EDIFACT standard may be supplemented by modern message techniques, such as international XML standards or web-based applications.

Note 2.— Under its current format structure the UN/EDIFACT PAXLST and CUSRES messages do not accommodate general aviation usage.

Note 3.— The UN/EDIFACT PAXLST and CUSRES messages are defined by the internationally recognized Guidelines on Advance Passenger Information (API) adopted by WCO/IATA/ICAO.

9.10 When specifying the identifying information on passengers to be transmitted, Contracting States shall require only data elements that are available in machine readable form in travel documents conforming to the specifications contained in Doc 9303. All information required shall conform to specifications for UN/EDIFACT PAXLST messages found in the Guidelines on Advance Passenger Information (API) adopted by WCO/IATA/ICAO.

9.11 Contracting States shall not penalize, or otherwise hold an aircraft operator responsible, when the aircraft operator has collected and provided accurate API based on a travel document presented at departure, which is valid for the journey and the passenger presents a second travel document which is valid for the journey on arrival.

9.12 **Recommended Practice.—** *Contracting States should seek to minimize the number of times API data is transmitted for a specific flight*.

9.13 Contracting States implementing an API system, shall, to the greatest extent possible, limit the operational and administrative burdens on aircraft operators, while enhancing passenger facilitation.

9.14 **Recommended Practice.**— *Contracting States should refrain from imposing fines and penalties on aircraft operators for any errors caused by a systems failure which may have resulted in the transmission of no, or corrupted, data to the public authorities in accordance with API systems*.

9.15 Contracting States implementing an API system shall not also require passenger manifests in paper form or any non-standard electronic format.

9.16 **Recommended Practice.**— *Contracting States implementing an iAPI system should:*

a) seek to minimize the impact on existing aircraft operator systems and technical infrastructure by consulting aircraft operators before development and implementation of an iAPI system; and

b) work together with aircraft operators to develop iAPI systems that integrate into the aircraft operator's departure control interfaces.

C. Electronic Travel Systems (ETS)

9.17 **Recommended Practice.**— *Contracting States seeking to establish an Electronic Travel System (ETS) should integrate the pre-travel verification system with an interactive Advance Passenger Information system*.

Note.— This will allow States to integrate with the airline departure control systems using data messaging standards in accordance with international guidelines in order to provide a real-time response to the airline to verify the authenticity of a passenger's authorization during check-in.

9.18 **Recommended Practice.**— *Contracting States seeking to implement an ETS should:*

a) ensure a robust electronic lodgement platform where an online application for authority to travel can be made. A State should make clear that its platform is the preferred means for applying online in order to reduce the scope of unofficial third-party vendors that may charge an additional fee for the purpose of lodging an individual's application;

b) include tools built into the application to assist individuals to avoid errors when completing the application form, including clear instructions as to the applicability of which nationalities require an ETS, and not allow application processing for non-eligible passengers (such as nationality and/or document type);

c) institute automated and continuous vetting of relevant alert lists;

d) provide electronic notification to the passenger to replace paper evidence of an individual's approval for travel; and

e) ensure that the information required from the passenger is easily understood in accordance with the national laws and regulations of that State.

9.19 **Recommended Practice.**— *Contracting States should allow for an implementation schedule that builds awareness regarding upcoming changes and develops communication strategies in multiple languages in cooperation with other governments, the travel industry, aircraft operators and organizations in order to communicate the planned implementation of an ETS.*

9.20 **Recommended Practice.**— *Contracting States should include a period of informed compliance after the initial implementation deadline, where passengers are allowed entrance into the country but informed of the new requirements, such as handing out a tear sheet with new requirements*.

9.21 **Recommended Practice.**— *Each Contracting State that requires an ETS should adopt policies that ensure that passengers are informed of the ETS requirements at the time of booking and should encourage aircraft operators to extend the ETS verification check to the point where travel originates rather than to the point of uplift for the last segment before entry into the country for which the ETS mandate applies*.

Note.— This will depend on other aircraft operators' interline through check-in capabilities and the relationship between aircraft operators.

D. Passenger Name Record (PNR) Data

9.22 Each Contracting State shall:

a) develop a capability to collect, use, process and protect Passenger Name Record (PNR) data for flights to and from its territory supported by an appropriate legal and administrative framework (such as, inter alia, legislation, regulation or decree), and be consistent with all Standards contained in Annex 9, Chapter 9, section D;

b) align its PNR data requirements and its handling of such data with the guidelines contained in ICAO Doc 9944, *Guidelines on Passenger Name Record (PNR) Data*, and in PNRGOV message implementation guidance materials published and updated by the WCO and endorsed by ICAO and IATA; and

c) adopt and implement the PNRGOV message for airline-to-government PNR data transferral to ensure global interoperability.

Note 1.— The United Nations Security Council, in Resolution 2396 (2017) at paragraph 12, decided that Member States shall develop the capability to collect, process and analyse, in furtherance of ICAO Standards and Recommended Practices, Passenger Name Record (PNR) data, and to ensure PNR data is used by and shared with all their competent national authorities, with full respect for human rights and fundamental freedoms, for the purpose of preventing, detecting, and investigating terrorist offences and related travel.

Note 2.— The PNRGOV message is a standard electronic message endorsed jointly by WCO/ICAO/IATA. Depending on the specific aircraft operator's Reservation and Departure Control Systems, specific data elements that have been collected and stored by the aircraft operator for their own operational and commercial purposes can be efficiently transmitted via this standardized message structure.

9.23 Contracting States shall, with full respect for human rights and fundamental freedoms:

a) clearly identify in their legal and administrative framework the PNR data to be used in their operations;

b) clearly set the purposes for which PNR data may be used by the authorities, which should be no wider than that necessary in view of the aims to be achieved, including in particular border security purposes to fight terrorism and serious crime; and

c) limit the disclosure of PNR data to other authorities in the same State or in other Contracting States that exercise functions related to the purpose for which PNR data are processed, including in particular border security purposes, and ensure comparable protections as those afforded by the disclosing authority.

9.24 Contracting States shall:

a) prevent unauthorized access, disclosure and use of PNR data; their legal framework shall provide penalties for misuse, unauthorized access, and unauthorized disclosure;

b) ensure that the safeguards applied to their collection, use, processing and protection of PNR data apply to all individuals without unlawful differentiation;

c) take measures to ensure that individuals are informed about the collection, use, processing and protection of PNR data and related privacy standards employed;

d) take measures to ensure that aircraft operators inform their customers about the transfer of PNR data;

e) provide for administrative and judicial redress mechanisms to enable individuals to seek a remedy for the unlawful processing of their PNR data by public authorities; and

f) provide for appropriate mechanisms, established by their legal and administrative framework, for individuals to obtain access to their PNR data and to request, if necessary, corrections, deletions or notations.

9.25 **Recommended Practice.—** *Subject to necessary and proportionate restrictions, Contracting States should notify individuals of the processing of their PNR data and inform them about the rights and means of redress afforded to them, as defined in their legal and administrative framework.*

9.26 Contracting States shall:

a) base the automated processing of PNR data on objective, precise and reliable criteria that effectively indicate the existence of a risk, without leading to unlawful differentiation; and

b) not make decisions that produce significant adverse actions affecting the legal interests of individuals based solely on the automated processing of PNR data.

9.27 Contracting States shall designate one (or more) competent domestic authority(ies) as defined in their legal and administrative framework with the power to conduct independent oversight of the protection of PNR data and determine whether PNR data are being collected, used, processed and protected with full respect for human rights and fundamental freedoms.

9.28 Contracting States shall:

a) not require aircraft operators to collect PNR data that is not required as part of their normal business operating procedures or to filter the data prior to transmission; and

b) not use PNR data revealing an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or data concerning their health, sexual life or sexual orientation, other than in exceptional and immediate circumstances to protect the vital interests of the data subject or of another natural person. In circumstances where such information is transferred, Contracting States shall delete such data as soon as practicable.

9.29 Contracting States shall:

a) retain PNR data for a set period as defined in their legal and administrative framework, which shall be that period necessary and proportionate for the purposes for which the PNR data is used;

b) depersonalize retained PNR data, which enable direct identification of the data subject, after set periods, which do not exceed what is necessary as defined in their national laws and policies, except when used in connection with an identifiable ongoing case, threat or risk related to the purposes identified in 9.23 b);

c) only re-personalize or unmask PNR data when used in connection with an identifiable case, threat or risk for the purposes identified in 9.23 b); and

d) delete or anonymize PNR data at the end of the retention period, except when used in connection with an identifiable ongoing case, threat or risk purposes identified in 9.23 b).

Note 1.— Depersonalization of PNR data is the masking of information which enables direct identification of an individual, without hindering law enforcement use of PNR data, whereas PNR data anonymization is the permanent removal of identity information of a person from the PNR record.

Note 2.— This Standard is not intended to restrict criminal justice proceedings in Contracting States, such as investigation, prosecution and criminal trials, related to the purposes identified in 9.23 b).

9.30 **Recommended Practice.—** *Contracting States should retain PNR data for a maximum period of five years after the transfer of PNR data, except when required in the course of an investigation, prosecution, or court proceeding.*

9.31 **Recommended Practice.—** *Contracting States should depersonalize PNR data within six months of and no later than two years after the transfer of PNR data.*

9.32 Contracting States shall:

a) as a rule acquire PNR data using the "push" method in order to protect the personal data that are contained in the operators' systems and that operators remain in control of their systems;

b) seek, to the greatest extent possible, to limit the operational and administrative burdens on aircraft operators, while enhancing passenger facilitation;

c) not impose fines and penalties on aircraft operators for any unavoidable errors caused by a systems failure which may have resulted in the transmission of no, or corrupted, PNR data; and

d) minimize the number of times the same PNR data are transmitted for a specific flight.

Note 1.— The term "push" refers to the method used by aircraft operators to transmit PNRGOV messages to the Passenger Data Single Window.

Note 2.— In exceptional circumstances and when a PNR "push" transfer method is not feasible, such as when an aircraft makes an emergency landing, alternative means of PNR data acquisition can be used by a Contracting State in order to maintain operational continuity.

9.33 Contracting States shall:

a) not inhibit or prevent the transfer of PNR data by an aircraft operator or other relevant party, or sanction, impose penalties or create unreasonable obstacles on aircraft operators or other relevant parties that transfer PNR data to another Contracting State, provided that Contracting States' PNR data system is compliant with the Standards contained in Annex 9, Chapter 9, section D; and

b) equally retain the ability to introduce or maintain higher levels of protection of PNR data in accordance with their legal and administrative framework and to enter into additional arrangements with other Contracting States in particular to: promote collective security; achieve higher levels of protection of PNR data, including data retention; or establish more detailed provisions relating to the transfer of PNR data, provided those measures do not otherwise conflict with the Standards contained in Annex 9, Chapter 9, section D.

Note.— The term "other relevant parties" refers to entities that are transferring PNR data to Contracting States, such as tour operators and travel agencies.

9.34 Contracting States shall demonstrate, to any requesting Contracting State, their compliance with the Standards contained in Annex 9, Chapter 9, section D. A demonstration of compliance with the PNR Standards, upon request, shall take place as soon as possible. Contracting States shall work through this process in good faith and in a timely manner.

Note.— Demonstration of compliance can occur, among other things, based on bilateral consultations and/or the information in the ICAO online compliance checklist for Annex 9 – Facilitation*, contained in the Electronic Filing of Differences (EFOD) system.*

9.34.1 **Recommended Practice.—** *Contracting States should allow other Contracting States, compliant with the PNR Standards, to receive PNR data, at least provisionally, while engaging in consultations, as necessary.*

9.35 Where Contracting States have determined they must inhibit, prevent or otherwise obstruct the transfer of PNR data, or that they might penalize an aircraft operator, they shall do so with transparency and with the intent of resolving the situation which caused that determination.

9.36 **Recommended Practice.—** *Contracting States establishing a PNR programme, or making significant changes to an existing programme, pursuant to these SARPs should proactively notify other Contracting States maintaining air travel between them prior to receiving data, including whether they are complying with these SARPs, to encourage or facilitate rapid consultation where appropriate.*

9.37 **Recommended Practice.—** *While attempting to resolve PNR data transfer disputes, Contracting States should not penalize aircraft operators.*

CHAPTER 10. HEALTH-RELATED PROVISIONS

A. International health regulations and related measures

10.1 Contracting States shall comply with the pertinent provisions of the International Health Regulations (2005) of the World Health Organization (WHO) ('the IHR').

10.2 Contracting States shall not prevent an aircraft from calling at any international airport for public health reasons unless such action is taken in accordance with the IHR.

10.2.1 **Recommended Practice.—** *Contracting States should, when considering the exceptional suspension of air transport services on public health grounds, first consult with WHO and the health authority of the State of occurrence of the disease before taking any decision as to the suspension of air transport services.*

10.3 Contracting States considering the introduction of health measures in response to a specific public health risk or a public health emergency of international concern in addition to those recommended by WHO, shall do so in accordance with the IHR, 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: (a) scientific principles; (b) available scientific evidence of a risk to human health, or where such evidence is insufficient, the available information from WHO and other relevant intergovernmental organizations and international bodies; and (c) any available specific guidance or advice from WHO.

Note 1.— Standard 10.3 applies only to those situations where there is an official IHR Temporary Recommendation (that is, in the context of a declared public health emergency of international concern), or a Standing Recommendation in effect. These requirements in Article 43 can also apply to other contexts involving additional measures applied to international traffic (including aircraft), such as IHR Articles 23 2), 27 1) and 28.

Note 2.— Article 43 of the IHR also requires that a State that implements additional measures that significantly interfere with international traffic is required to provide to WHO the public health and scientific rationale for such measures.

10.3.1 **Recommended Practice.—** *Contracting States impacted by a measure taken under Standard 10.2, or a suspension as described in Recommended Practice 10.2.1, should, where appropriate, consult with the State implementing such a measure. The purpose of such consultation would be to clarify the scientific information and public health rationale underlying the measure and to find a mutually acceptable solution.*

10.4 Contracting States shall, when requiring proof of vaccination or prophylaxis, accept the International Certificate of Vaccination or Prophylaxis prescribed in the IHR.

10.5 Contracting States shall take all possible measures to ensure vaccinators use the Model International Certificate of Vaccination or Prophylaxis, in accordance with Article 36 and Annex 6 of the IHR, in order to assure uniform acceptance.

10.6 **Recommended Practice**.— *Contracting States should support the digital issuance of vaccination certificates in line with WHO recommendations, and these vaccination certificates should be interoperable with the specifications in the ICAO Technical Report on Visible Digital Seal for non-constrained environments (VDS-NC).*

10.7 Each Contracting State shall make arrangements to enable all aircraft operators and agencies concerned to make available to passengers, sufficiently in advance of departure, information concerning the vaccination requirements of the countries of destination.

B. Inspection of health-related documentation

10.8 Contracting States shall assist aircraft operators in the evaluation of standardized health documents presented by passengers, in order to deter fraud and abuse.

Note.— As States explore digitalized solutions, States may also assist aircraft operators with the evaluation of those digitalized solutions.

10.9 **Recommended Practice**.— *Contracting States, when requiring health-related documentation as an entry or transit requirement, should encourage aircraft operators to have procedures in place to check whether passengers and crew are in possession of the necessary health-related documentation, and, when applicable, to evaluate the standardized health documentation for carriage to its territory.*

10.10 **Recommended Practice**.— *Contracting States requesting standardized health documents and/or health-related documentation should consider developing a digital health platform where passengers can apply to obtain a notification of approval for travel by the States of destination and transit.*

10.11 **Recommended Practice**.— *When Contracting States establish a digital health platform, aircraft operators should, where required, perform checks at the point of embarkation to ensure that each passenger has been granted approval for travel by the States of transit and destination.*

Note.— In situations where States have interactive Advance Passenger Information (iAPI), the State could combine the portal with its interactive API response message (CUSRES) to the airline, providing an OK / NOT OK to board message.

10.12 Contracting States shall not fine aircraft operators in the event that arriving passengers are found to be inadmissible or in-transit passengers do not fulfil the conditions for transfer, based on standardized health documents and/or health-related documentation, where aircraft operators can demonstrate that they have performed the necessary checks.

10.13 **Recommended Practice**.— *Contracting States should consider automating the inspection of health-related documentation or using contactless procedures.*

10.14 **Recommended Practice**.— *Contracting States should consider measures on arrival to mitigate the consequences faced by passengers who may become inadmissible or out of compliance with State health-related requirements.*

Note.— Vaccination, revaccination, testing and/or quarantine measures may be alternatives to deeming a passenger inadmissible.

10.15 Contracting States requiring health-related documentation as a requirement for entry into their territory shall take measures to ensure clear and effective communication to passengers and aircraft operators such that they are informed about the requirements within a reasonable time frame.

Note 1.— The reasonability of a time frame can be established by taking into account, in the case of testing requirements, the availability of testing and the time for a person travelling by air to obtain test results.

Note 2.— Timely communication of changes in health-related documentation requirements means that adaptation to new requirements is reasonable under the circumstances, practicable and feasible for passengers and aircraft operators in the set time frame, as per Chapter 1, Standards 1.2 b) and 1.2 c).

Note 3.— Timely communication by States to aircraft operators and passengers means that all are informed about the entry requirements of the State of transit and destination and minimizes the likelihood that passengers boarding the aircraft will be inadmissible due to changed entry requirements by the State of transit and arrival.

C. Prevention and mitigation of communicable diseases

10.16 Each Contracting State shall establish a national aviation plan in preparation for any outbreak of communicable disease posing a public health risk or public health emergency of international concern.

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

Note 2.— The Manual on COVID-19 Cross-border Risk Management *(Doc 10152) provides assessment tools that States can use to evaluate and implement measures as part of their decision-making process.*

Note 3.— Coordination of processes and measures applied in response to specific health or outbreak events is necessary between the national plan and aerodrome emergency plan.

10.16.1 Each Contracting State shall ensure that aerodrome public health plans are integrated in the aerodrome emergency plan for each international airport to ensure communicable disease outbreak preparedness and response at the airport level.

Note 1.— Annex 11 – Air Traffic Services *and Annex 14 –* Aerodromes*, Volume I –* Aerodrome Design and Operations *require air traffic services and aerodromes to establish contingency planning or aerodrome emergency plans, respectively, for public health emergencies of international concern.*

Note 2.— Guidance on developing aerodrome public health emergency plans may be found on the ICAO website at https://www.icao.int/safety/CAPSCA/Pages/default.aspx.

10.17 **Recommended Practice**.— *Contracting States contemplating health measures to prevent and/or mitigate the spread of a communicable disease should consider a multi-layered, risk-based approach.*

Note.— The Manual on COVID-19 Cross-border Risk Management *(Doc 10152) contains examples of multi-layered, risk-based approaches that may be used to support public health corridors. Measures forming a multi-layered, risk-based approach can include, depending on the communicable disease: testing (polymerase chain reaction (PCR), antigen or other acceptable tests); requirements for passengers and personnel to use face masks; efforts to maintain physical distancing; improved hand hygiene facilities; vector control measures; quarantine practices; passenger self-awareness orientation; measures for tracing exposed persons; and health clearance measures.*

10.18 **Recommended Practice**.— *Contracting States should consider prioritizing essential aviation workers, including air crew, for vaccination and prophylaxis.*

10.19 Contracting States shall ensure that pilots-in-command promptly report suspected communicable disease to air traffic control, in order to facilitate provision for the presence of any special medical personnel and equipment necessary for the management of public health risks on arrival.

Note 1.— A communicable disease may be suspected and require further evaluation if a person has certain combined signs or symptoms: for example, fever (temperature of 38°C/100°F or greater), appearing obviously unwell, persistent coughing, impaired breathing, persistent diarrhoea, persistent vomiting, skin rash, bruising or bleeding without previous injury or confusion of recent onset.

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

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

10.19.1 **Recommended Practice**.— *Contracting States requiring information on passengers and/or crews with the objective of contact tracing should consider collecting this information digitally and directly from persons for the purpose of pandemic management, or collect the Public Health Passenger Locator Form reproduced in Appendix 13 for the purpose of managing a specific incident.*

Note.— To manage a specific health incident requiring the use of Public Health Passenger Locator Forms in paper form, States should make available adequate stocks thereof for use at their international airports and for distribution to aircraft operators.

10.20 **Recommended Practice**.— *Contracting States requiring information concerning the health of passengers should consider collecting this information digitally and directly from persons for the purpose of pandemic management, or collect, for the purpose of managing a specific incident, the Public Health Passenger Self-Declaration Form developed for the specific health threat.*

Note 1.— To manage a specific health incident requiring the use of Public Health Passenger Self-Declaration Forms in paper form, States should make available adequate stocks thereof for use at their international airports and for distribution to aircraft operators.

Note 2.— The Public Health Passenger Self-Declaration Form should be printed on the reverse side of the existing Public Health Passenger Locator Form when both forms are required.

10.21 Contracting States shall ensure that handling and distribution procedures for consumable products (that is, food, drink and water supplies) on board aircraft and at the airport are in compliance with the IHR and relevant guidelines of the WHO and Food and Agriculture Organization (FAO).

10.22 Contracting States shall ensure that persons and entities involved in the handling and distribution of consumable products (that is, food, drink and water supplies) on board aircraft and at the airport are appropriately trained to provide such services in compliance with the relevant guidelines of WHO and FAO.

10.23 Contracting States, in cooperation with airport and aircraft operators, shall ensure that an appropriate waste management system, including segregation, monitoring and disposal of all waste, is established in compliance with the IHR and relevant guidelines of WHO and FAO.

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

10.24 Each Contracting State, in cooperation with airport operators, shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.

10.25 **Recommended Practice**.— *Contracting States should, where feasible, ensure that there are health-related facilities and services available for passengers, crew and ground personnel at or near their major international airports.*

Note 1.— Health-related facilities and services might include health assessment and testing, vaccination or revaccination and the delivery of the corresponding certificates. This Recommended Practice does not constitute any right for passengers, crew and ground personnel to be tested, vaccinated or revaccinated at the international airports.

Note 2.— Attention is drawn to Part IV and Annex 1 of the IHR regarding core capacities requirements for airports designated as points of entry by Contracting States on their territory.

10.26 **Recommended Practice**.— *Contracting States, in consultation with airport operators and depending on local circumstances, should ensure that international airports have available access to appropriate facilities for administration of public health and animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores.*

10.27 **Recommended Practice**.— *Contracting States should ensure that passengers and crew in transit can remain on the premises free from any danger of infection and insect vectors of diseases and, when necessary, facilities should be provided for the transfer of passengers and crew to another terminal or airport nearby without exposure to any health hazard. Similar arrangements and facilities should also be made available in respect of animals.*

10.28 Contracting States, in cooperation with airport operators, shall ensure that international airports maintain and regularly assess health-related facilities and services, including first-aid attendance on site, and that appropriate arrangements are available for expeditious referral of the occasional, more serious case to prearranged competent medical attention.

Note.— Consultation with WHO on all measures concerning passenger health is advisable.

APPENDIX 1. GENERAL DECLARATION

297 mm (or 1 1 3/4 inches)

GENERAL DECLARATION

(Outward/Inward)

Operator .....

Marks of Nationality and Registration..... Flight No. ..... Date .....

Departure from ..... Arrival at .....
(Place) (Place)

FLIGHT ROUTING

("Place" Column always to list origin, every en-route stop and destination)

PLACE	NAMES OF CREW*	NUMBER OF PASSENGERS ON THIS STAGE**
		Departure Place: Embarking ..... Through on same flight ..... *Arrival Place:* Disembarking ..... Through on same flight .....

Declaration of Health

Name and seat number or function of persons on board with illnesses other than airsickness or the effects of accidents, who may be suffering from a communicable disease (a fever – temperature 38°C/100°F or greater – associated with one or more of the following signs or symptoms, such as appearing obviously unwell; persistent coughing; impaired breathing; persistent diarrhoea; persistent vomiting; skin rash; bruising or bleeding without previous injury; or confusion of recent onset, increases the likelihood that the person is suffering a communicable disease) as well as such cases of illness disembarked during a previous stop

.....

.....

Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight, give details of most recent disinsecting .....

.....

Signed, if required, with time and date _____
Crew member concerned

For official use only

I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration, are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight.

SIGNATURE _____
Authorized Agent or Pilot-in-command

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

* To be completed when required by the State.

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

210 mm (or 8 1/4 inches)

APPENDIX 2. PASSENGER MANIFEST

297 mm (or 11 3/4 inches)

PASSENGER MANIFEST

Operator .....

Marks of Nationality and Registration* ..... Flight No. ..... Date .....

Point of embarkation ..... (Place) Point of disembarkation ..... (Place)

Surname and initials	Nationality	For use by operator only	For official use only

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

* To be completed only when required by the State.

210 mm (or 8 1/4 inches)

Note.— In cases of more than one nationality, only one need be supplied, consistent with the valid travel document that has been presented by the passenger.

APPENDIX 3. CARGO MANIFEST

297 mm (or 11 3/4 inches)

CARGO MANIFEST

Operator .....

Marks of Nationality and Registration* ..... Flight No. ..... Date .....

Point of lading ..... (Place) Point of unlading ..... (Place)

Air Waybill Number	Number of packages	Nature of goods*	For use by operator only	For official use only

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

* To be completed only when required by the State.

210 mm (or 8 1/4 inches)

APPENDIX 4. CERTIFICATE OF RESIDUAL DISINSECTION

GOVERNMENT OF .....

CERTIFICATE OF RESIDUAL DISINSECTION

Interior surfaces, including cargo space, of this aircraft . . . . . were treated with an approved residual
(aircraft registration)
disinsection product on . . . . . in accordance with the World Health Organization recommendations (WHO Weekly
(date)
Epidemiological Record No. 7, 1985, p. 47; No. 12, 1985, p. 90; No. 45, 1985, pp. 345-346; and No. 44, 1987, pp. 335-336) and any amendments thereto.

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

Expiry date: .....

Signed: .....

Designation: .....

Date: .....

APPENDIX 5. EMBARKATION/DISEMBARKATION CARD

INTERNATIONAL
EMBARKATION/DISEMBARKATION CARD

(Please print in block letters*)

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

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

3. Nationality: .....

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

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

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

a).....

b).....

c).....

* Applies to languages using the Latin alphabet.

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

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

"THE CUSTOMS CO-OPERATION COUNCIL,

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

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

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

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

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

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

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

1) The system shall allow the passengers to choose between two types of channels:

   a) one (green channel) for passengers having with them no goods or only goods which can be admitted free of import duties and taxes and which are not subject to import prohibitions or restrictions; and

   b) the other (red channel) for other passengers.

2) Each channel shall be clearly and distinctively marked so that the choice between them can easily be understood by passengers. The basic distinctive marking shall be:

   a) for the channel referred to under 1) a), green, in the shape of a regular octagon, and the words "NOTHING TO DECLARE" ("RIEN À DÉCLARER");

* Now known as the World Customs Organization (WCO).

b) for the channel referred to under 1) b), red, in the shape of a square, and the words "GOODS TO DECLARE" ("MARCHANDISES À DÉCLARER").

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

3) The texts referred to in paragraph 2) shall be in English and/or French and in any other language or languages deemed useful for the airport concerned.

4) Passengers must be sufficiently well informed to choose between the channels. For this purpose it is important:

a) that passengers be informed about the functioning of the system and about the descriptions and quantities of goods they may have with them when using the green channel. This may be done by means of posters or panels at the airport or by means of leaflets available to the public at the airport or distributed through tourist agencies, airlines and other interested bodies;

b) that the route to the channels be clearly signposted.

5) The channels shall be located beyond the baggage delivery area so that passengers have all their baggage with them when choosing their channel. Moreover, the channels shall be so arranged that the passenger flow from that area to the exits from the airport is as direct as possible.

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

7) In the green channel passengers shall not be subject to any Customs formalities but the Customs may make spot checks; in the red channel passengers shall accomplish the formalities required by the Customs;

Points out that the dual-channel system is not necessarily incompatible with the application of other controls, for example, exchange control, unless the relevant regulations require full control of the passengers and their baggage;

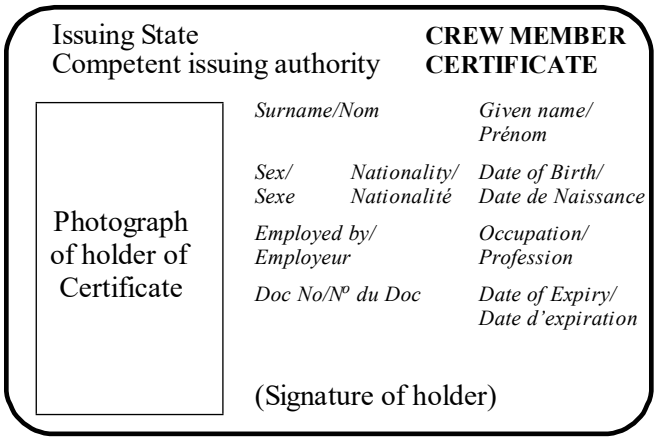
Requests Members who accept this Recommendation to notify to the Secretary General:

a) their acceptance and the date from which they will apply the Recommendation;

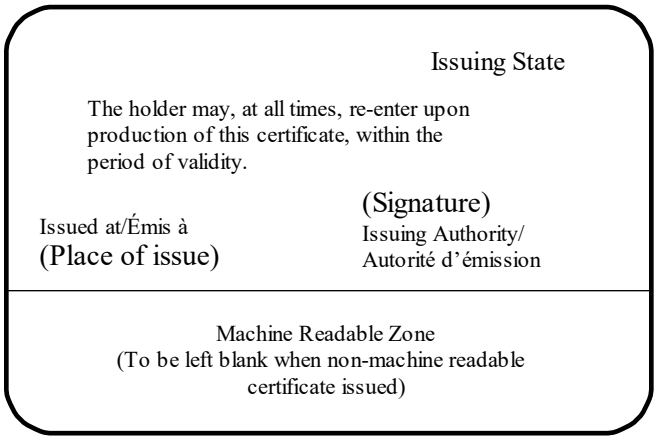
b) the names of the airports where the dual-channel system is applied.

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

APPENDIX 7. CREW MEMBER CERTIFICATE (CMC)



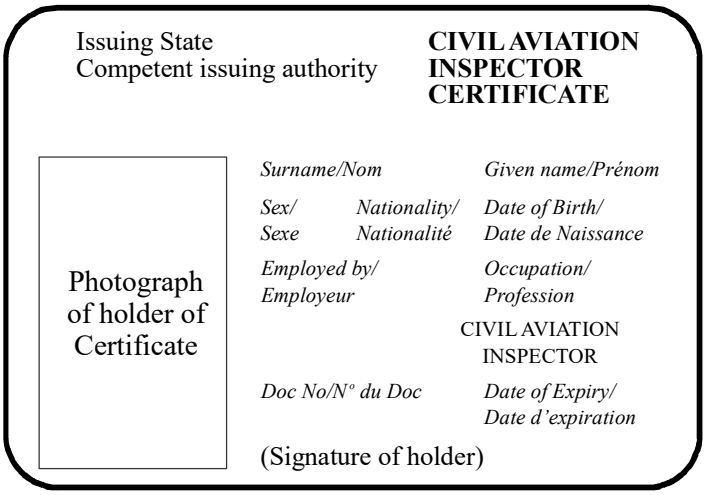
Front of CMC



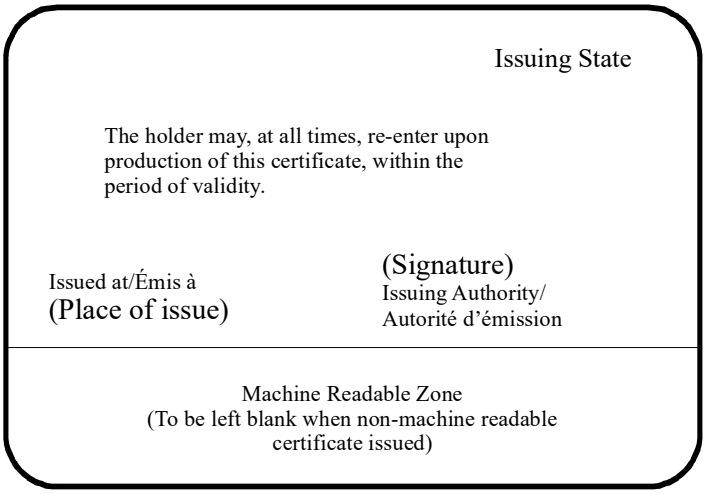
Back of CMC

Note.— Detailed specifications for a machine readable crew member certificate can be found in Doc 9303, Part 5.

APPENDIX 8. CIVIL AVIATION INSPECTOR CERTIFICATE



Front of Certificate



Back of Certificate

Note.— Detailed specifications for a machine readable certificate can be found in Doc 9303, Part 5.

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

1. ATTESTING DOCUMENT RELATING TO LOST OR DESTROYED TRAVEL DOCUMENTS (SEE 5.6)

From: Immigration or other appropriate authority: (Name)
Airport: (Name)
State: (Name)
Telephone:
Telex:
Facsimile:

To: Immigration or other appropriate authority: (Name)
Airport: (Name)
State: (Name)

The person for whom this document is issued arrived on (date) at (name of) airport on flight (flight number) from (city and State).

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

Surname:

Given name(s):

Date of birth:

Place of birth:

Nationality:

Residence:

Photograph

if available

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

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

Date:

Name of Official:
Title:
Signature:
Name of immigration or other appropriate authority:

(Warning: This is NOT an Identification Document)

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

From: Immigration or appropriate authority: (Name)
Airport: (Name)
State: (Name)
Telephone:
Telex:
Facsimile:

To: Immigration or appropriate authority: (Name)
Airport: (Name)
State: (Name)

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

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

Surname:

Given name(s):

Date of birth:

Place of birth:

Nationality:

Residence:

Photograph if available

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

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

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

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

Date:

Name and signature of Official:
Title:
Name of immigration or appropriate authority:

(Warning: This is NOT an Identification Document)

APPENDIX 10. UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS

297 mm (or 11 3/4 inches)

Shipper (Exporter)	Date: Reference No. etc.
Consignee	Other address (such as buyer, if other than consignee)
Notify or delivery address	Statements as to countries
Statements as to transportation	Terms of delivery and payment
Marks and numbers; number and kind of package; description of goods Statistical No. Net quantity Value . . . . . . Gross weight Measurement	
Free disposal	Place and date of issue; signature

210 mm (or 8 1/4 inches)

APPENDIX 11. MODEL AIRPORT FACILITATION (FAL) PROGRAMME

1. PURPOSE OF AN AIRPORT FAL PROGRAMME

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

2. SCOPE OF AN AIRPORT FAL PROGRAMME

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

3. ORGANIZATION AND MANAGEMENT

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

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

Airport FAL programme task	*Annex 9 (17th Edition) SARPs*
Establish, review and amend, as necessary, procedures for entry and clearance of flights at the airport concerned.	Recommended Practice 6.1.1; Standards 6.1.2 to 6.1.4 and 8.13
Review regularly all parties' performance with respect to meeting the 45-minute goal for processing inbound passengers and the 60-minute goal for processing outbound passengers. Use time studies and queue analysis to determine where adjustments should be made.	Recommended Practices 3.42 and 3.45
Establish modern systems for immigration and customs inspection, using applicable technology. Collaborate in setting up automated passenger clearance systems.	Standards 3.46, 3.54, 4.7, 6.20 and 6.21
Make necessary changes in traffic flows and checkpoints in the airport to cope with rising traffic volumes.	Recommended Practice 6.1.1

Airport FAL programme task	*Annex 9 (17th Edition) SARPs*
Improve the quality and quantity of signage in the inspection facilities in order to reduce customer confusion.	Recommended Practice 6.10
Review staffing of inspection stations – work shifts, overtime, etc. – and seek adjustments to meet traffic demands.	Recommended Practice 6.4
Provide input on behalf of resident aircraft operators and inspection agencies to the design of new airports or new inspection facilities.	Standards 6.1.4 and 6.3
Monitor and improve delivery of baggage to the customs inspection area.	Recommended Practices 6.9 and 6.22
Coordinate facilitation, narcotics control, aviation security and dangerous goods handling procedures so that the objectives of all four programmes are met.	Standard 8.15
Do not forget cargo! Coordinate the activities and requirements of the various inspection agencies in order to assure prompt clearance and delivery of air cargo shipments. Provide adequate facilities for loading/unloading and for secure storage of cargo while awaiting customs clearance.	Standard 4.27; Recommended Practices 4.30, 4.30.1, 4.31 and 6.30 to 6.32 incl.
Set up and maintain electronic systems for cargo manifesting, customs clearance, and delivery.	Standards 4.5 and 4.17
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, 4.30.1 and 4.31
Review inspection agency staffing of cargo clearance area – work shifts, overtime, etc. – and seek adjustments to meet customer needs.	Standards 6.1.3 and 6.33

APPENDIX 12. MODEL NATIONAL FAL PROGRAMME

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 and cargo.

2. SCOPE OF A NATIONAL FAL PROGRAMME

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

3. ORGANIZATION AND MANAGEMENT

3.1 The primary responsibility for the National FAL Programme rests with the Civil Aviation Authority (CAA) and/or the Ministry of Transport. However, success of the programme requires the active participation of other ministries or agencies, such as:

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

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

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

3.4 The recommended vehicle for carrying out the National FAL 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 aircraft operators and airport operators. The chairperson should be a top-management official in the CAA or an appropriate authority. In order to sustain a close link between the national FAL committee and the national aviation security committee, appropriate members from the national aviation security committee may also be members of the national FAL committee and vice versa.

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

3.5 For the purpose of carrying out the work of the committee, the members may designate one or more middle-management persons in their respective organizations to represent them in meetings at the staff level (working groups). These officials should be given sufficient authority to speak on behalf of their respective organizations and to initiate necessary action in support of the committee's work. The chairperson should designate a middle-management official in the 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 chairperson's discretion. Working arrangements for accomplishment of the various implementing tasks would depend on the nature of the task and the issue at hand.

4. ESTABLISHMENT OF A NATIONAL FAL PROGRAMME

It is advisable that the authority for a National FAL 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*
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. ...	— Establish customs airports and open new ones as appropriate. — Develop procedures by which operators of scheduled and non-scheduled services may request permission to land or depart from customs airports. — Arrange for border inspection services at customs airports.
Article 13 – *Entry and clearance regulations* The laws and regulations of a contracting State as to the admission to or departure from its territory of passengers, crew or cargo of aircraft, such as regulations relating to entry, clearance, immigration, passports, customs, and quarantine shall be complied with by or on behalf of such passengers, crew or cargo upon entrance into or departure from, or while within the territory of that State.	— Support the interested border control agencies in the establishment and maintenance of effective inspection systems at airports, and in their efforts to rationalize their respective procedures. — Develop programmes for control of security problems such as document fraud, illegal migration and smuggling. — Coordinate preparations for clearing large numbers of international visitors for special events, such as international athletics competitions.
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, ...	— 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.

Article 22 – *Facilitation of formalities* Each contracting State agrees to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of contracting States, and to prevent unnecessary delays to aircraft, crews, passengers and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance.	— 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.
Article 23 – *Customs and immigration procedures* Each contracting State undertakes, so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time, pursuant to this Convention. ...	— Establish and amend as appropriate, customs and immigration procedures carried out at airports, to harmonize them with the Standards and Recommended Practices set forth in Annex 9. — Support and advocate the national issuance of travel documents in accordance with ICAO specifications in Doc 9303 – *Machine Readable Travel Documents*.
Article 37 – *Adoption of international standards and procedures* Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation. ... (j) Customs and immigration procedures ...	— Participate in ICAO development of Annex 9. — Review national procedures periodically in order to ensure harmonization with the provisions of Annex 9.
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. ...	— Periodically review conformity by all relevant agencies with the provisions of Annex 9 and notify ICAO of differences between national practices and the relevant Standards.

APPENDIX 13. PUBLIC HEALTH PASSENGER LOCATOR FORM

Public Health Passenger Locator Form: To protect your health, public health officers need you to complete this form whenever they suspect a communicable disease on-board a flight. Your information will help public health officers to contact you if you were exposed to a communicable disease. It is important to fill out this form completely and accurately. **Your information is intended to be held in accordance with applicable laws and used only for public health purposes.** ***Thank you for helping us to protect your health.***

One form should be completed by an adult member of each family. Print in capital (UPPERCASE) letters. Leave blank boxes for spaces.

FLIGHT INFORMATION: 1. Airline name | 2. Flight number | 3. Seat number | 4. Date of arrival (yyyy/mm/dd)

PERSONAL INFORMATION: 5. Last (Family) Name | 6. First (Given) Name | 7. Middle Initial

8. Your sex: Male ☐ Female ☐ Other ☐ | 9. Nationality | 10. Date of Birth (yyyy/mm/dd)

PHONE NUMBER(S) where you can be reached if needed. Include country code and city code.

11. Mobile | 12. Business

13. Home | 14. Other

15. Email address

PERMANENT ADDRESS: 16. Number and street *(Separate number and street with blank box)* | 17. Apartment number

18. City | 19. State/Province

20. Country | 21. ZIP/Postal Code

TEMPORARY ADDRESS: If you are a visitor, write only the first place where you will be staying.

22. Hotel name (if any) | 23. Number and street *(Separate number and street with blank box)* | 24. Apartment number

25. City | 26. State/Province

27. Country | 28. ZIP/Postal Code

EMERGENCY CONTACT INFORMATION of someone who can reach you during the next 21 days.

29. Last (Family) Name | 30. First (Given) Name | 31. City

32. Country | 33. Email

34. Mobile phone | 35. Other phone

36. TRAVEL COMPANIONS — FAMILY: Only include age if younger than 18 years.

	Last (Family) Name	First (Given) Name	Seat number	Age <18
(1)				
(2)				
(3)				
(4)				

37. TRAVEL COMPANIONS — NON-FAMILY: Also include name of group (if any).

	Last (Family) Name	First (Given) Name	Group *(tour, team, business, other)*
(1)			
(2)			

Note.— The Public Health Passenger Locator Form can be downloaded at:
http://www.icao.int/safety/aviation-medicine/Pages/guidelines.aspx or https://www.icao.int/safety/CAPSCA/Pages/ICAO-References.aspx

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