



ICAO

International Standards
and Recommended Practices

Annex 9 to the Convention on International Civil Aviation

Facilitation

Sixteenth Edition, July 2022



This edition supersedes, on 18 November 2022, all previous editions of Annex 9.

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

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Facilitation

Sixteenth Edition, July 2022

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Published in separate English, Arabic, Chinese, French, Russian
and Spanish editions by the
INTERNATIONAL CIVIL AVIATION ORGANIZATION
999 Robert-Bourassa Boulevard, Montréal, Quebec, Canada H3C 5H7

For ordering information and for a complete listing of sales agents
and booksellers, please go to the ICAO website at www.icao.int

First Edition, 1949
Fifteenth Edition, 2017
Sixteenth Edition, 2022

Annex 9 — Facilitation
Order Number: AN 9
ISBN 978-92-9265-756-7

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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.

RECORD OF AMENDMENTS AND CORRIGENDA

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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, i.e. 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 and the Fifteenth Edition on 23 October 2017.

Sixteenth Edition.— The present edition incorporates, inter alia, provisions arising from the Twelfth meeting of the Facilitation Panel (FALP), held virtually in 2021, on issues such as 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. This Sixteenth Edition of Annex 9 became effective on 18 July 2022 and is to become applicable on 18 November 2022.

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.

* 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, e.g. 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, e.g. 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 (I) 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 (I) 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

<i>Amendment</i>	<i>Source(s)</i>	<i>Subject(s)</i>	<i>Adopted Effective Applicable</i>
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

<i>Amendment</i>	<i>Source(s)</i>	<i>Subject(s)</i>	<i>Adopted Effective Applicable</i>
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

<i>Amendment</i>	<i>Source(s)</i>	<i>Subject(s)</i>	<i>Adopted Effective Applicable</i>
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 <i>force majeure</i> .	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

<i>Amendment</i>	<i>Source(s)</i>	<i>Subject(s)</i>	<i>Adopted Effective Applicable</i>
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

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 communications system whereby required data elements are collected and transmitted to border control agencies prior to flight departure or arrival and made available on the primary line at the airport of entry.

Aircraft equipment. 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 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.

eMRTD. An MRTD (passport, visa or card) that has a contactless integrated circuit embedded in it and the capability of being used for biometric identification of the MRTD holder in accordance with the standards specified in the relevant Part of Doc 9303 — *Machine Readable Travel Documents*.

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 system that transmits, during check-in, API data elements collected by the aircraft operator to public authorities who, within existing business processing times for passenger check-in, return to the operator a response message for each passenger and/or crew member.

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.

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 (e.g. 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 (i.e. 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.

Unloading. 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 Memoranda 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 Memoranda 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 Memoranda of Understanding amongst themselves.*

2.4 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 *International Health Regulations* (2005) of the World Health Organization (WHO).

2.4.1 **Recommended Practice.**— *In cases where, in exceptional circumstances, air transport service suspensions on public health grounds are under consideration, Contracting States should 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.*

2.5 If, in response to a specific public health risk or a public health emergency of international concern, a Contracting State is considering introduction of health measures in addition to those recommended by WHO, it shall do so in accordance with the *International Health Regulations* (2005), including but not limited to Article 43, which states, in part, that when determining whether to implement the additional health measures States Parties shall base their determinations upon: (a) scientific principles; (b) available scientific evidence of a risk to human health, or where such evidence is insufficient, the available information including from WHO and other relevant intergovernmental organizations and international bodies; and (c) any available specific guidance or advice from WHO.

Note 1.— Standard 2.5 applies only to those situations where there is an official International Health Regulations (2005) Temporary Recommendation (i.e. 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 International Health Regulations Articles 23 2), 27 1) and 28.

Note 2.— Article 43 of the International Health Regulations (2005) also requires that a State that implements additional measures thereunder that significantly interfere with international traffic is required to provide to WHO the public health and scientific rationale for such measures.

2.5.1 **Recommended Practice.**— *Any State impacted by a measure taken under Standard 2.4, or a suspension as described in Recommended Practice 2.4.1, should, where appropriate, request the State implementing such a measure to consult with it. The purpose of such consultations would be to clarify the scientific information and public health rationale underlying the measure and to find a mutually acceptable solution.*

B. Documents — requirements and use

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

2.7 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.

2.8 **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.*

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

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

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

2.11 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.

2.12 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.

2.13 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.

2.14 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.

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

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

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

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

2.18 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.

2.19 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.

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

C. Correction of documents

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

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

D. Disinsection of aircraft

2.23 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).

2.24 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.

2.25 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.

2.26 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.

2.27 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.

2.28 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.

2.29 When disinsection has been properly performed pursuant to 2.25 and a certificate as indicated in 2.28 is presented or made available to the public authorities in the country of arrival, the authorities shall normally accept that certificate and permit passengers and crew to disembark immediately from the aircraft.

2.30 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

2.31 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.

2.32 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.

2.33 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 2.31.

2.34 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.

2.35 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.

2.36 **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.

2.37 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

2.38 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.

2.39 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.

2.40 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 2.39.

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

II. Prior authorization

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

2.43 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.

2.44 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.*

2.44.1 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 2.44.*

2.45 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.*

2.46 Contracting States that require prior authorization for flights referred to in 2.45 shall not require applications to be filed more than three working days in advance.

III. Advance notification of arrival

2.47 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.*

2.48 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

2.49 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.

2.50 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.*

2.51 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.

3.3 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.

3.4 Contracting States shall not extend the validity of their machine readable travel documents.

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

B. Documents required for travel

3.5 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.

3.6 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

3.7 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 establish controls to safeguard against the theft of their blank travel documents and the misappropriation of newly issued travel documents.