



**AIR NAVIGATION  
TECHNICAL REGULATIONS  
VOLUME II  
PART 9  
FACILITATION**

**18 July 2024**

KINGDOM OF BAHRAIN  
Ministry of Transportation  
and Telecommunications



مملكة البحرين  
وزارة المواصلات والإعلام

### Air Navigation Technical Regulations (ANTR) Volume II Part 9

#### Facilitation

To ensure the Bahrain Civil Aviation Affairs has the most up to date regulatory system and continues to meet its regulatory responsibilities to the highest standard, the above named Regulation has been created in order to reflect ICAO and International standards, in line with the Kingdom's requirements.

The Introduction of this Regulation will:

1. Place into Regulation Annex 9 to the Chicago Convention.
2. Clearly state the requirements of both the Authorities and aviation stakeholders with regards to Facilitation of Air Transport.

Therefore issue these Regulations, being ANTR Volume II Part 9, effective the second day of July, 2017.

Mohamed Thamer Al-Kaabi

Undersecretary for Civil Aviation

## DOCUMENT CHANGE RECORD

The following table records the complete history of the successive editions of the present document.

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## RECORD OF AMENDMENTS

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## FORWARD

In accordance with Law No.14 of 2013 with respect to the issuance of the Civil Aviation Law, Annex 9 to the Chicago Convention (1944)<sup>1</sup> and other international obligations, the Civil Aviation Affairs of the Kingdom of Bahrain (BCAA) is promulgating regulations which promote facilitation of air transport. The ICAO 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 is practicable, the precise language of those ICAO Standards that are of a regulatory character and also of indicating departures from the Standards, including any additional national regulations that are important for the safety or regularity of air navigation. 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.

Therefore, the Regulation at hand reproduces the intent of the fourteenth edition of Annex 9 “Facilitation” unchanged wherever possible and adapts it to the needs of the Kingdom of Bahrain wherever necessary.

The text does not take into account any (existing or planned) difference applicable in the Kingdom of Bahrain. According to Article 38 of the Chicago Convention, the Kingdom of Bahrain is obliged to communicate any difference between their national regulations and practices and the related ICAO Standards and Recommended Practices to ICAO and to publish in the AIP.

Any reference in the text to ICAO documents may be substituted by a reference to any existing BCAA document (Manual, Instruction, Handbook) covering the same matters.

Hereinafter, wherever a reference is made to an ICAO Annex followed by a number, it shall refer to the Annex to the Chicago Convention (1944) corresponding to that number.

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<sup>1</sup> Hereinafter: ICAO Annex 9.

## Remarks

To avoid any misunderstanding within this document:

1. The words 'shall' and 'must' indicate that compliance is compulsory.
2. The word 'should' indicates a recommendation. It does not mean that the compliance is optional but rather that, where insurmountable difficulties exist, the BCAR may accept an alternative means of compliance, and provided that an acceptable safety assurance from the authority shows that the safety requirements will not be reduced below that intended by the requirement.
3. The word 'can' or 'may' is used in a permissive sense to state authority or permission to do the act prescribed.
4. The word 'will' is used to express the future.
5. The "Notes" contained in the ICAO Annex 9 have not been included into the regulatory part of this Part. They have no regulatory function and, therefore, they may form a part of the handbooks, manuals etc. to Part 9 only.

## **ABBREVIATIONS (USED IN THIS REGULATION)**

***ADREP - Accident/Incident Data Reporting***

***AIM - Aeronautical Information Management***

***ALoSP - Acceptable Level of Safety Performance***

***ASSD – Aviation Safety and Security Directorate***

***ATS - Air Traffic Services***

***BCAA- Civil Aviation Affairs of the Kingdom of Bahrain***

***CNS - Communications, Navigation and Surveillance***

***CVR - Cockpit Voice Recorder***

***MTT - Ministry of Transportation and Telecommunication***

***MET - Meteorological Services***

***PANS - Procedures for Air Navigation Services***

***SAR – SEARCH AND RESCUE***

***SARPs - Standards and Recommended Practices***

***SDCPS - Safety Data Collection and Processing Systems***

***SMM - Safety Management Manual***

***SMP - Safety Management Panel***

***SMS - Safety Management System***

***SPI – Safety Performance Indicator***

***SSP - State Safety Programme***

## **PUBLICATIONS (Referred to in this Regulation)**

Convention on International Civil Aviation (Doc 7300)

Annexes to the Convention on International Civil Aviation:

Annex 1 — Personnel Licensing

Annex 6 — Operation of Aircraft

Part I — International Commercial Air Transport — Aeroplanes

Part II — International General Aviation — Aeroplanes

Part III — International Operations — Helicopters

Annex 8 — Airworthiness of Aircraft

Annex 9 — Facilitation

Annex 11 — Air Traffic Services

Annex 13 — Aircraft Accident and Incident Investigation

Annex 14 — Aerodromes

Volume I — Aerodrome Design and Operations

Procedures for Air Navigation Services:

ABC — ICAO Abbreviations and Codes (Doc 8400)

ATM — Air Traffic Management (Doc 4444)

Annex 19 --- Safety Management

## MANUALS

Airworthiness Manual (Doc 9760)

Manual of Civil Aviation Medicine (Doc 8984)

Manual of Procedures for Establishment and Management of a State's Personnel Licensing System (Doc 9379)

Manual of Procedures for Operations Inspection, Certification and Continued Surveillance (Doc 8335)

Manual on Certification of Aerodromes (Doc 9774)

Manual on the Approval of Training Organizations (Doc 9841)

Safety Management Manual (SMM) (Doc 9859)

Safety Oversight Manual (Doc 9734) Part A — The Establishment and Management of a State's Safety Oversight System

Manual on Machine Readable Travel Documents (Doc 9303)

## CHAPTER 1 – DEFINITIONS

When the following terms are used in this Regulation, they have the following meanings:

**State:** The Kingdom of Bahrain

**Authority:** The Civil Aviation Affairs of the Kingdom of Bahrain (BCAA).

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

**Acceptable Level of Safety Performance (ALoSP):** The minimum level of safety performance of civil aviation in a State, as defined in its State safety programme, or of an organisation, as defined in its Safety Management System, expressed in terms of Safety Performance Targets and Safety Performance Indicators.

**Accident:** An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

a) a person is fatally or seriously injured as a result of:

— being in the aircraft, or

— direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or

— direct exposure to jet blast, *except* when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

b) the aircraft sustains damage or structural failure which:

— Adversely affects the structural strength, performance or flight characteristics of the aircraft, and

— would normally require major repair or replacement of the affected component,

*except* for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

c) the aircraft is missing or is completely inaccessible.

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

**Admission:** The permission granted to a person to enter the Kingdom of Bahrain by the public authorities of the State in accordance with national laws.

**Advance Passenger Information (API) System.** An electronic communications system whereby required data elements are collected and transmitted to border control authorities prior to flight departure or arrival and made available on the primary line at the airport of entry.

**Aeroplane:** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Aircraft:** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**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.

**Appropriate Authority:** see Public Authority.

**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.

**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 integrity:** The enforcement, by the Kingdom of Bahrain, 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.

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

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

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

**Contracting State:** A State which has adhered to the Chicago Convention on International Civil Aviation, whether or not it is a member of the United Nations (UN) and/or any of its other Authorities.

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

**Consequence:** Actual or potential impact of a hazard that can be expressed qualitatively and/or quantitatively. More than one consequence may evolve from an event.

**Corrective Action:** Action to eliminate the cause of or reduce the effects of a detected hazard or potentially hazardous situation in order to prevent its recurrence.

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

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



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

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

**Direct transit arrangements:** Special arrangements approved by the public authorities concerned by which traffic that 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.

**Helicopter:** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes. The term “rotorcraft” may be used as an alternative to “helicopter”.

**ICAO Public Key Directory (ICAO PKD):** The central database serving as the repository of Document Signer Certificates (CDS) (containing Document Signer Public Keys), CSCA Master List (MLCSCA), Country Signing CA Link Certificates (CCSCA) 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.

**Incident:** An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

**International airport:** Any airport designated by the Kingdom of Bahrain 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.

**Investigation:** A process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the making of safety recommendations.

**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 minor means every person below the age of eighteen years unless under the law applicable to the minor, majority is attained earlier.

**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.

**Operational personnel:** Personnel involved in aviation activities who are in a position to report safety information.

*Note.— Such personnel include, but are not limited to: flight crews; air traffic controllers; aeronautical station operators; maintenance technicians; personnel of aircraft design and manufacturing organizations; cabin crews; flight dispatchers, apron personnel and ground handling personnel.*

**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 fulfill all regulatory requirements relating to the entry and exit of passengers that may be imposed by various agencies of the Kingdom of Bahrain.

**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 authorities or officials of the Kingdom of Bahrain responsible for the application and enforcement of any aspect of these or other lawful Regulations. In the context of this Regulation, this will normally be the BCAA. However, where multiple jurisdictions are involved, it may refer to several Departments, Ministries, Directorates or other arms of the Government of the Kingdom of Bahrain separately or simultaneously.

**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.

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

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

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

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

**Risk:** The assessed predicted likelihood and severity of the consequence(s) or outcome(s) of a hazard.

**Risk Analysis:** Process whereby possible consequences of hazards are objectively characterized for their severity and probability. The process can be qualitative and/or quantitative.

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

**Risk Control:** Activities that ensure that safety policies, procedures, and processes minimize the risk of an aviation accident or incident.

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

**Risk Mitigation:** The process of incorporating defences or preventive controls to lower the severity and/or likelihood of a hazard's projected consequence.

**Safety:** The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.

**Safety Assessment:** Documentation that contains hazard descriptions, the related consequences, the assessed likelihood and severity of the safety risks, and required safety risk controls.

**Safety Assurance:** Processes used to ensure risk controls developed under the risk management process achieve their intended objectives throughout the life cycle of a system. This process may also reveal hazards not previously identified and identify or assess the need for new risk control, as well as the need to eliminate or modify existing controls. This is one of the four components of SMS.

**Safety Culture:** An enduring set of values, norms, attitudes, and practices within an organisation concerned with minimizing exposure of the workforce and the general public to dangerous or hazardous conditions. In a positive safety culture, a shared concern for, commitment to, and accountability for safety is promoted.

**Safety management system (SMS):** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

**Safety performance:** A State or a service provider's safety achievement as defined by its safety performance targets and safety performance indicators.

**Safety performance indicator:** A data-based parameter used for monitoring and assessing safety performance.

**Safety performance target:** The planned or intended objective for safety performance indicator(s) over a given period.

**Safety Promotion:** A combination of safety culture, training, and information sharing activities that support the implementation and operation of an SMS in an organisation. This is one of the four components of SMS.

**Safety risk:** The predicted probability and severity of the consequences or outcomes of a hazard.

**Safety Risk Management:** A process used to assess system design and verify that the system adequately controls risk. A formal risk management process describes a system, assesses hazards, analyses those hazards to evaluate the risk, and establishes controls to manage those risks. This is one of the four components of SMS.

**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.

**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.

**State of the Operator:** The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

**State safety programme (SSP):** An integrated set of regulations and activities aimed at improving safety

**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.

**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 the Kingdom of Bahrain and that person does not normally reside there; remains there lawfully as prescribed by the State for legitimate non-immigrant purposes, such as touring, recreation, sports, health, family reasons, religious pilgrimages, or business; and does not take up any gainful occupation during his stay in the territory visited.

## APPLICABILITY

1.1 This Regulation shall be applicable to all categories of civil aircraft operation except where a particular provision refers specifically to only one type of operation.

1.2 Authorities 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;
- c) exchange of relevant information between Contracting States, operators and airports is fostered and promoted to the greatest extent possible; and
- d) optimal levels of security, and compliance with the law, are attained.

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

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

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



## CHAPTER 2 - ENTRY AND DEPARTURE OF AIRCRAFT

### A GENERAL

2.1 Authorities 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, Authorities shall take into account the application of aviation security and narcotics control measures, where appropriate.

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

2.4 Authorities 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.

2.4.1 In cases where, in exceptional circumstances, air transport service suspensions on public health grounds are under consideration, authorities should first consult with the World Health Organization and the health authority of the State of occurrence of the disease before taking any decision as to the suspension of air transport services.

2.5 If, in response to a specific public health risk or a public health emergency of international concern, an authority 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.

## **B. Documents — requirements and use**

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

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

2.8 Documents for entry and departure of aircraft should be accepted if furnished in Arabic, Chinese, English, French, Russian or Spanish. Any authority may require an oral or written translation into either or both of the Arabic and/or English language/s.

2.9 Subject to the technological requirements of authorities, documents for the entry and departure of aircraft shall be accepted when presented:

- a) in electronic form, transmitted to an information system nominated by the BCAA; or
- b) in paper form, produced or transmitted electronically; or
- c) in paper form, completed manually following the formats depicted in this Regulation.

2.10 When a particular document is transmitted by or on behalf of the aircraft operator and received by an authority in electronic form acceptable to the BCAA, the authority shall not require the presentation of the same document in paper form.

2.11 The information required in a General Declaration is indicated in Appendix 1. The information shall be accepted in either electronic or paper form.

2.12 When an appropriate authority requires the General Declaration only for the purposes of attestation, 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 Authorities may require the presentation of a Passenger Manifest. On those occasions when a Passenger Manifest is required, the information requirements shall be as per the elements indicated in Appendix 2. The information shall be accepted in either electronic or paper form.

2.14 When authorities require 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 Authorities shall not require the presentation of a written declaration of stores remaining on board the aircraft.

2.16 In respect of stores laden on or unladen from the aircraft, the information required in the Stores List shall include:

- 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 Authorities shall not require the presentation of a list of accompanied baggage or mishandled baggage laden on or unladen from the aircraft.

2.18 Operators shall present a written declaration of the mail in the form(s) prescribed in the Acts in force of the Universal Postal Union.

2.19 The aircraft operator shall deliver to the public authorities up to three copies of any of the above-mentioned documents at the time of entry or departure of the aircraft, if required.

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 aircraft operator or authorized agent shall correct such errors or shall alternatively allow the concerned authority to perform such corrections themselves.

2.22 The aircraft operator or his authorized agent will not be subjected to penalties if he satisfies the public authorities concerned that any error which was found in such documents was inadvertent and made without fraudulent intent or gross negligence. When considered necessary to discourage a repetition of such errors, a penalty may be applied as is appropriate for this purpose.

### **D. Disinsection of aircraft**

2.23 Disinsection of aircraft cabins and flight decks with an aerosol while passengers and crews are on board shall be applied to same-aircraft operations originating in, or operating via,

territories that authorities may consider to pose a threat to their public health, agriculture or environment.

2.24 Requirements for the disinsection of aircraft shall be periodically reviewed and modified by the appropriate authority, in the light of all available evidence relating to the transmission of insects to the Kingdom of Bahrain via aircraft.

2.25 Methods for disinsection, whether chemical or non-chemical, and/or insecticides, which are recommended by the World Health Organization and are considered efficacious by the appropriate authority, shall be utilized when required.

2.26 Procedures for disinsection shall not be injurious to the health of passengers and crew and cause the minimum of discomfort to them.

2.27 Information provided to aircraft operators, if requested, explaining the pertinent national regulation, the reasons for the requirement, and the safety of properly performed aircraft disinsection shall be in appropriate plain language for air crew and passengers.

2.28 When disinsection is required, an operator shall provide 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, that the task has been performed in accordance with procedures recommended by the World Health Organization,.

2.29 In order to permit passengers and crew to disembark immediately from the aircraft when disinsection is required, a certificate as indicated in 2.28 shall be presented or made available to the appropriate authorities that disinsection has been properly performed pursuant to 2.25.

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

## **E. Disinfection of aircraft**

2.31 The BCAA shall determine the conditions under which aircraft are disinfected. When aircraft disinfection is required, the following provisions shall apply:

- a) the application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;
- b) the disinfection shall be undertaken by procedures that are in accordance with the aircraft manufacturer and any advice from WHO;
- c) the contaminated areas shall be disinfected with compounds possessing suitable germicidal properties appropriate to the suspected infectious agent;

d) the disinfection shall be carried out expeditiously by cleaners wearing suitable personal protective equipment; and

e) flammable chemical compounds, solutions or their residues likely to damage aircraft structure, or its systems, such as by corrosion, or chemicals likely to damage the health of passengers or crew, shall not be employed.

2.32 Where there is contamination of surfaces or equipment of the aircraft by any bodily fluids including excreta, the contaminated areas and used equipment or tools shall be disinfected by the operator.

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

2.33 Advance notices and applications for prior authorization of general aviation and other non-scheduled flights shall be submitted as per the Bahrain Aeronautical Information Publication (AIP).

2.34 Operators intending to land an aircraft in the Kingdom of Bahrain shall request prior authorization from the BCAA.

2.35 Operators shall make the request required by 2.34 to 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 as in the Bahrain AIP.

2.36 Notification to the interested border inspection authorities, e.g. customs, immigration or quarantine, of intended arrivals, departures or transit operations shall be the responsibility of the operator, and facilitated by the BCAA.

2.37 If a flight is diplomatic in nature, prior authorization or notification shall be applied for through diplomatic channels.

2.38 Aircraft operators required to apply for prior authorization shall:

- a) make such application sufficiently in advance as per AIP;
- b) apply for a specific length of time or number of flights wherever possible; and
- c) shall not be charged fees, dues or charges for the issue of such permission.

2.39 In the case of aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire, operators shall supply at least 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.

2.40 In the case of aircraft either in transit non-stop or stopping for non-traffic purposes, for reasons of safety of flight, shall provide information contained in a flight plan when application for prior authorization is made.

2.41 Operators requiring prior authorization for flights referred to in 2.40 shall submit applications more than three working days in advance.

2.42 In the case of aircraft either in transit non-stop or stopping for non-traffic purposes, the operator concerned shall also provide advance notice of such operations that is required by the air traffic control services and by interested border inspection authorities.

2.43 The information contained in a flight plan shall be 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.

2.44 Reserved

2.45 Reserved

2.46 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 the Kingdom of Bahrain and is admitted temporarily free of duty in accordance with Article 24 of the Convention shall be allowed to remain within that airport, for a period of 48 hours, after which security for customs duty on the aircraft may be required.

## **CHAPTER 3. ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE**

### **A. General**

3.1 Persons entering or departing the Kingdom of Bahrain by air shall be subject to border control regulations appropriate to the air transport environment applied in a manner as to prevent unnecessary delays.

3.2 The application of border controls on passengers and crew shall take into account the application of aviation security, border integrity, narcotics control and immigration control measures, where appropriate.

3.3 The encoded data contained in integrated circuit (IC) chips or other optional machine readable technologies for the representation of personal data, including biometric data, in travel documents may be revealed to the holder of the document upon request.

3.4 The validity of machine readable travel documents shall not be extended.

## **B. Documents required for travel**

3.5 Visitors for the entry into and departure from the Kingdom of Bahrain shall carry the documents provided for in this chapter.

3.6 Visitors travelling by air, rightfully holding valid passports recognized by the receiving State and holding valid visas, where appropriate, shall present those documents upon request by an authorized person.

## **C. Security of travel documents**

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

3.8 The appropriate authorities shall establish controls to safeguard against the theft of blank travel documents and the misappropriation of newly issued travel documents.

3.8.1 The appropriate authorities may establish appropriate controls over the entire travel document application, adjudication and issuance processes to ensure a high level of integrity and security.

3.9 The appropriate authorities may incorporate biometric data in machine readable travel documents, using one or more optional data storage technologies to supplement the machine readable zone, as specified in Doc 9303, Machine Readable Travel Documents.

3.10 Information about stolen, lost, and revoked travel documents, issued by the Kingdom of Bahrain, may be reported to INTERPOL for inclusion in the Stolen and Lost Travel Documents (SLTD) database.

3.10.1 Travel documents of individuals travelling internationally may be queried, at entry and departure border control points, the against the INTERPOL Stolen and Lost Travel Documents (SLTD) database.

## **D. Travel documents**

3.11 Passports of persons requesting entry to the Kingdom of Bahrain shall be machine readable in accordance with the specifications of Doc 9303, Part 4.

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

3.12 Travel documents for refugees and stateless persons (“Convention Travel Documents”) shall be machine readable, in accordance with the specifications of Doc 9303.

3.13 Reserved

3.14 Reserved

3.15 Reserved

3.16 Application for the issuance, renewal or replacement of passports shall be via procedures published by the appropriate authority. Information describing their requirements shall be available to prospective applicants upon request.

3.17 Each person, regardless of age shall carry a separate passport.

3.18 Passports issued should normally be valid for a period of at least five years, for an unlimited number of journeys and for travel to all States and territories. They should not be issued for a validity of longer than ten years. Emergency, diplomatic, official and other special purpose passports may have a shorter validity period. In consideration of the fast changing appearance of children, in the case of children’s passports a validity period should not more than five years.

## **E. Exit visas**

3.19 Exit visas are not required for nationals wishing to tour abroad, nor from visitors at the end of their stay.

## **F. Entry/re-entry visas**

3.21 The requirement for an entry visa for nationals of certain States seeking entry as visitors may be waived or abolished.

3.22 Nationals of the Kingdom of Bahrain shall not require visas for re-entry.

3.23 Resident aliens who hold lawful permanent residence permits do not require visas for re-entry.



3.24 Prospective visitors shall apply for the issuance of entry visas in the manner described by the appropriate authority and that applications for such visas shall be acted upon as quickly as possible after receipt.

3.25 Visa issuance procedures may require the applicant to make a personal appearance at the issuing office.

3.26 Prospective visitors shall normally be provided with such visas that are valid for use within a period of at least six months from the date of issue regardless of the number of entries and with the understanding that the duration of each stay may be limited.

3.27 Reserved

## **G. Embarkation/Disembarkation Cards**

3.28 Visitors travelling by air, or from aircraft operators on their behalf, may be required to supply identification information in writing supplementary to that presented in their identity documents.

3.29 Visitors arriving or departing by air shall may be required to supply information requirements set forth in Appendix 5 — Embarkation/Disembarkation Card.

3.30 When Embarkation/Disembarkation Cards are required, they shall completed by visitors and shall not be completed or checked by the aircraft operator.

3.31 If the presentation of Embarkation/Disembarkation Cards is required they shall be provided 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. International certificates of vaccination or prophylaxis**

3.32 In cases where proof of vaccination or prophylaxis is required by national authorities under the International Health Regulations (2005), the entity subject to the requirement shall submit the International Certificate of Vaccination or Prophylaxis prescribed by the World Health Organization in the IHR (2005).

## **I. Inspection of travel documents**

3.33 Aircraft operators requiring assistance in the evaluation of travel documents presented by passengers in order to deter fraud and abuse, should make the request to the BCAA.

3.34 Reserved

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 appropriate authorities shall seize fraudulent, falsified or counterfeit travel documents. The appropriate 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 may be 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.

3.35.2 Entities other than those authorized by law to do so shall not seize documents referred to in Standard 3.35.1.

3.35.3 Aircraft operators shall not be required 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 appropriate authority to be fraudulent, falsified or counterfeit, or is held by a person other than to whom the document was legitimately issued.

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 an appropriate authority, in accordance with 3.35.1 and who are travelling under a covering letter issued in accordance with 5.7.

3.35.4 Where possible Automated Border Control (ABC) systems should be introduced in order to facilitate and expedite the clearance of persons entering or departing by air.

3.35.5 Authorities utilizing ABC systems should, pursuant to 3.9.2 and 3.10.1, 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 Stolen and Lost Travel Documents (SLTD) database, as well as other border control records to determine eligibility for border crossing.

3.35.6 Authorities utilizing Automated Border Control (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.

## **J. Departure procedures**

3.36 Income-tax clearance certificates shall not be required from visitors.

3.37 An aircraft operator shall not be held liable in the event of the non-payment of income taxes by any passenger.

3.38 The appropriate authorities, in cooperation with aircraft operators and airport management, should establish as a goal a total time period of 60 minutes in aggregate for the completion of

required departure formalities for all passengers requiring not more than normal processing, calculated from the time of the passenger's presenting himself at the first processing point at the airport (i.e. airline check-in, security control point or other required control point depending on arrangements at the individual airport).

3.39 Should the public authorities require inspection of the travel documents of departing passengers, they 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.

3.40 Appropriate authorities should not normally require the presentation, for border control inspection, of baggage of passengers departing from the Kingdom of Bahrain.

## **K. Entry procedures and responsibilities**

3.41 The appropriate authorities, 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.

3.42 In order to expedite inspections, appropriate authorities, 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.

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

3.44 The public authorities concerned shall expeditiously accept passengers and crew for examination as to their admissibility into the Kingdom of Bahrain.

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

3.45 The aircraft operator shall be responsible for the custody and care of disembarking passengers and crew members from the time they leave the aircraft until they are accepted for examination as provided in 3.44.

3.46 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.

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

3.48 Reserved

3.49 Reserved

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

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

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

3.53 In cases in which the travel document of a visitor has expired prior to the end of the validity period of a visa, the appropriate authority 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.

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

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

3.56 A passenger and his baggage, arriving on an international flight making two or more stops at international airports within the Kingdom of Bahrain, is not required to be cleared through border control formalities at more than one airport.

## **L. Transit procedures and requirements**

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

3.58 Appropriate authorities shall keep to a minimum the number of States whose nationals are required to have direct transit visas when arriving on an international flight and continuing their

journey to a third State on the same flight or another flight from the same airport on the same day.

### **M. Disposition of baggage separated from its owner**

3.59 Aircraft operators shall forward mishandled baggage to the location of its owner and will not be liable for penalties, fines, import duties and taxes, on the basis that the baggage was mishandled.

3.60 Mishandled baggage may be directly transferred 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, arrangements shall be made for the temporary custody of such baggage under secure supervision at an appropriate location.

3.61 Aircraft operators shall 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.

3.62 Appropriate authorities should 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 appropriate authorities, aircraft operators may be permitted to open such baggage if necessary to ascertain its owner.

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

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

3.64 Appropriate authorities should 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.

3.65 The BCAA shall facilitate the process under which aircraft operators based in the Kingdom of Bahrain can apply for Crew Member Certificates (CMCs) for their crew members.

3.66 Crew Member Certificates should be issued only in the form of machine readable cards in accordance with the specifications of Doc 9303, Part 5.

3.66.1 The BCAA 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.

3.67 To the extent that aircraft operators issue crew identity cards, production of such identity documents shall be in the format shown in Appendix 7, i.e. in the same layout as the visual zone

of the machine readable crew member certificate and having the capability to support machine assisted identity confirmation and document security verification.

3.67.1 A record of each crew member's certificates and other official identity document issued, suspended or withdrawn, shall be 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.

3.68 CMCs shall be issued only after a background check has been carried out by or on behalf of the relevant appropriate 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.

3.69 CMCs, issued according to the requirements of Standard 3.66, shall be accepted 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 Kingdom of Bahrain.

3.69.1 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 Kingdom of Bahrain shall be waived.

3.69.2 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, should be waived.

3.70 Measures shall be provided for the temporary entry without delay into the Kingdom of Bahrain, 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 guarantee of such persons' subsistence in, and/or return from, the Kingdom of Bahrain be required, this shall be negotiated without delaying their admission.

## **O. Civil aviation inspectors**

3.71 Civil aviation inspectors of another Contracting State, when engaged on inspection duties, should be treated in the same manner as crew members when proceeding through departure or arrival formalities.

3.72 Civil aviation inspectors shall be provided with an identity document by their State of employment, taking Appendix 8 into consideration.

3.73 Civil aviation inspectors shall carry the identity document specified in 3.72, a copy of the inspector's itinerary issued by the State that employs the inspector, and a valid passport.

3.74 The privileges of temporary admission, as described in 3.69 for crew members, should be provided to civil aviation inspectors of another Contracting State, provided that they carry the documents listed in 3.73 (e.g. identity document, itinerary and valid passport), and depart after a normal period of rest.

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

3.75 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, should be authorized by measures established by the appropriate authorities.

3.76 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.

3.77 In emergency situations resulting from force majeure, appropriate authorities, 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.

3.78 The departure from, or the transit through, the Kingdom of Bahrain of passengers holding valid air travel reservations even if their visas have expired due to flight delays resulting from force majeure should be permitted by measures established by the appropriate authorities.

3.79 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 should be facilitated.

3.80 In cases of flight delays or diversions resulting from force majeure, transit through the Kingdom of Bahrain of passengers holding valid air travel reservations but who do not possess the required entry visas should be permitted subject to the measures established by the appropriate authorities.

#### **Q. Minors**

3.81 Authorities should ensure that the relevant public authorities are trained to consider the welfare of minors both accompanied and unaccompanied.

3.82 Aircraft operators shall provide adequate training to their ground and cabin staff on the handling of minors.

3.83 Authorities 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.

3.84 Where data privacy and protection restrictions permit, aircraft operators should raise any concerns regarding the welfare of a minor with the relevant public authorities.

3.85 Authorities 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.

3.86 Aircraft operators shall not allow minors under the age of five (5) to travel without an accompanying person.

3.87 Aircraft operators shall establish a programme for the handling of unaccompanied minors travelling under their supervision.

## **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, regulations and procedures appropriate to air cargo operations and shall be applied in such a manner as to prevent unnecessary delays.

4.2 With respect to cargo moving by both air and surface transport under an air waybill, the regulations and procedures should be applied 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, aircraft operators and other parties concerned shall be consulted, with the aim of accomplishing the actions set forth in 4.1.

4.4 The appropriate authorities may develop procedures for the pre-arrival and pre-departure lodgment 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, e.g. the customs, health etc., authority for release/clearance may be delegated to customs or another agency 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 The physical examination of cargo to be imported or exported shall not normally be required, although when deemed necessary by the appropriate authority, risk management shall be used 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 In connection with Bahrain International Airport, the appropriate authority may establish and either develop and operate themselves, or permit other parties to develop and operate, free zones and/or customs warehouses and publish detailed rules 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, the appropriate authority may make arrangements so that air transport can utilize these facilities on the same basis as other means of transport.

4.9.1 The appropriate authority may introduce programs for Authorized Economic Operators that enhance security, thus creating an environment for facilitative customs control measures. 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 The appropriate authorities will encourage the establishment of agreements or arrangements for the mutual recognition of respective Authorized Economic Operators or equivalent programs with other countries.

## **B. Information required by the public authorities**

4.10 The appropriate authority may provide for the electronic submission of cargo information prior to the arrival or departure of cargo.

4.11 Data requirements shall be limited to only those particulars which are deemed necessary by the appropriate authorities to release or clear imported goods or goods intended for exportation.

4.11.1 The appropriate authorities may 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 Statistical data should be collected at such times and under such arrangements so that the release of imported goods or those intended for exportation is not delayed thereby.

4.13 Subject to the technological capabilities of the appropriate authorities, 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 appropriate 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 his authorized agent. The production and presentation of the other documents required for the clearance of the goods shall be the responsibility of the declarant.

4.15 Where an appropriate authority 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 be the obligation of the aircraft operator to ensure that these documentary requirements are met nor shall the operator be held responsible, fined or penalized for inaccuracies or omissions of facts shown on such documents unless he is the declarant himself, is acting on his 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 UN layout key, as regards the goods declaration, and on the format of Appendix 3, as regards the Cargo Manifest.

4.17 For the purpose of standardization and harmonization of electronic data interchange, encourage all parties concerned, whether public or private, shall implement compatible systems and to use the appropriate internationally accepted standards and protocols determined by the appropriate authority.

4.17.1 All parties involved in air cargo operations should submit all the information required by the appropriate authorities, in connection with arrival, stay and departure of an aircraft and air cargo, to a single entry point (Single Window) determined by the appropriate authority.

4.17.2 All participants in the transport, handling and clearance of air cargo should 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 Electronic information systems for the release and clearance of goods should cover their transfer between air and other modes of transport.

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

### **C. Release and clearance of export and import cargo**

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

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

4.24 Goods to be exported shall 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 by the appropriate authority. Such procedures shall be as simple as possible.

4.25 Evidence of the arrival of exported goods for import, export or transit formalities shall only be required when stipulated by the appropriate authority.

4.26 When the public authorities 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 Public authorities shall provide for the release or clearance of goods under simplified customs procedures provided that:

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

b) the goods attract import duties and taxes that fall below the amount that the public authorities may establish 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 Public authorities may establish special procedures, which provide for the expedited release of goods on arrival or departure for authorized persons. These authorized persons shall 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 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.

4.31 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. Public authorities may establish as a goal the release of all goods that do not need any examination, within a specified time 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 Public authorities shall only 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 Public authorities may require goods that have been unladen from an aircraft at an international airport to be transferred to any designated customs office 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, public authorities shall not impose penalties, fines or other similar charges provided:

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

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

- a) the aircraft operator or his authorized agent notifies the customs of this fact, within any time limit laid down;
- b) a valid reason, acceptable to the customs, is given for the non-reporting of the goods;
- c) the manifest is duly amended; and
- d) the goods are placed under the appropriate customs arrangements.

Where applicable, the public authority 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 the Kingdom of Bahrain, but have not been released for home use in the Kingdom of Bahrain and subsequently are required to be returned to the point of origin or to be redirected to another destination, the public authorities 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 The aircraft operator or, where appropriate, his authorized agent, shall not be liable 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 the Kingdom of Bahrain for use on board aircraft in international service shall be relieved from import duties and taxes, subject to compliance with the customs regulations.

4.39 Supporting documentation (such as certificates of origin or consular or specialized invoices) in connection with the importation of stores and commissary supplies is not required.

4.40 On board aircraft, the sale or use of commissary supplies and stores for consumption does not require 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 the Kingdom of Bahrain without intermediate landing in the territory of another State; and

b) do not embark any domestic passengers.

4.41 Subject to compliance with any regulations and requirements, relief from import duties and taxes in respect of ground and security equipment and their component parts, instructional material and training aids imported into the Kingdom of Bahrain, by or on behalf of an aircraft operator of another Contracting State for use by the operator or his authorized agent, within the boundaries of an international airport or at an approved off-airport facility, may be granted.

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

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

4.44 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, shall be allowed.

4.45 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, shall be permitted.

## **E. Containers and pallets**

4.46 Subject to compliance with regulations and requirements, the aircraft operators of other Contracting States shall be granted 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 Temporary admission document for containers and pallets may be required when the public authorities consider it essential for the purposes of customs control.

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

4.49 The public authorities 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 the Kingdom of Bahrain 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 stipulated by the appropriate authorities.

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

4.52 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, shall be permitted.

4.53 Temporarily admitted containers and pallets are permitted to be re-exported through any designated customs office.

4.54 The temporary admission of replacement parts, when they are needed for the repair of containers and pallets imported under the provisions of 4.46, shall be permitted.

## **F. Mail documents and procedures**

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

## **G. Radioactive material**

4.56 Radioactive material being imported by air, particularly material used in medical applications, shall be promptly released provided that applicable laws and regulations governing the importation of such material are complied with.

4.57 Public authorities 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 public authority 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, public authorities shall cooperate with other Contracting States to promptly resolve any differences arising in the course of implementing the provisions of this Chapter.

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

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

## **B. Inadmissible persons**

5.3 Public authorities shall without delay notify the aircraft operator, confirming this as soon as possible in writing, when a person is found inadmissible, pursuant to 3.46.

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

5.4 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.

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

5.7 Public authorities 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 Public authorities that have reason to believe that an inadmissible person might offer resistance to his removal shall inform the aircraft operator concerned as far in advance as

possible of scheduled departure so that the aircraft operator can take precautions to ensure the security of the flight.

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

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

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

5.11 The aircraft operator shall remove the inadmissible person to:

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

5.11.1 Where appropriate, public authorities 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 Authority shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination.

5.12 Public authorities shall accept for examination a person removed from a State where he was found inadmissible, if this person commenced his journey from within the Kingdom of Bahrain. Public authorities shall not return such a person to the country where he was earlier found inadmissible.

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

5.14 Public authorities shall not fine aircraft operators in the event that arriving and in-transit persons are found to be improperly documented where aircraft operators can demonstrate that they have taken 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 When aircraft operators have cooperated with the public authorities to the satisfaction of those authorities, for example pursuant to memoranda of understanding reached between the parties concerned, in measures designed to prevent the transportation of inadmissible persons, public authorities should mitigate the fines and penalties that might otherwise be applicable should such persons be carried to the Kingdom of Bahrain.

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

An exception to 5.16 could be made in the case of infrequent flights or if the public authorities had reason to believe that there might be an irregularly high number of inadmissible persons on a specific flight.

### C. Deportees

5.17 A public authority deporting a person from the Kingdom of Bahrain shall serve him a deportation order. The public authority shall indicate to the deportee the name of the destination State.

5.18 The public authority removing deportees from the Kingdom of Bahrain shall assume all obligations, responsibilities and costs associated with the removal.

5.18.1 Public authorities 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 Public authority initiating the deportation shall take appropriate measures to ensure that suitable arrangements are in place for the minor at point of departure, transit and point of destination.

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

- a) a copy of the deportation order, if circumstances allows for it;
- b) a risk assessment by the public authorities 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.

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.

5.19.2 Public authorities, 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.

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

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

5.22 Public authorities shall admit into the Kingdom of Bahrain its nationals who have been deported from another State.

5.23 Public authorities shall give special consideration to the admission of a person, deported from another State, who holds evidence of valid and authorized residence within the Kingdom of Bahrain.

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

#### **D. Procurement of a replacement travel document**

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

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

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

5.28 When an appropriate authority has determined that a person for whom a travel document has been requested is a national of the Kingdom of Bahrain but cannot issue a passport within 30 days of the request, the appropriate authority shall issue an emergency travel document that attests to the nationality of the person concerned and that is valid for readmission to the Kingdom of Bahrain.

5.29 The appropriate authority shall not refuse to issue a travel document to or otherwise thwart the return of a national of the Kingdom of Bahrain by rendering that person stateless.

## **CHAPTER 6. INTERNATIONAL AIRPORTS — FACILITIES AND SERVICES FOR TRAFFIC**

### **A. General**

6.1 The provisions of this Regulation shall continue to be implemented at Bahrain International Airport (BIA), regardless of changes of Operator of the airport.

6.1.1 The design, development and maintenance of facilities at Bahrain International Airport shall provide efficient and effective flow arrangements.

6.1.2 All airport and aircraft operators shall provide for the expeditious processing of passengers, crew, baggage, cargo and mail.

6.1.3 Efficient customs, immigration, quarantine and health border clearance services, as required, shall be provided at Bahrain International Airport.

6.1.4 In consultation with airport operators, public authorities shall ensure that facilities and services provided at Bahrain International Airport 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.

6.2 In the planning of new facilities or major modifications to existing facilities, including cargo facilities, at Bahrain International Airport, the entity or entities responsible for such planning shall consult with public authorities, aircraft operators and appropriate bodies representing airport users, at the earliest stages of planning, as required.

6.3 Aircraft operators shall inform airport operators and relevant government agencies, in commercial confidence, of their service, schedule and fleet plans at BIA, with sufficient notice to enable rational planning of facilities and services in relation to the traffic anticipated.

6.4 Public authorities should ensure that where a passenger service charge, airport tax or other similar fee is levied at Bahrain International Airport, direct collection from passengers is avoided wherever possible.

6.5 Public authorities should, subject to any other 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**

6.6 Airport operators shall provide adequate facilities to permit embarkation and disembarkation of passengers without unreasonable delay.

6.7 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.

6.8 Appropriate authorities, airport and aircraft operators, where appropriate and after consultation, should implement automated facilities for passenger and baggage processing.

6.9 Signage used at airports shall be based on Doc 9636, International Signs to Provide Guidance to Persons at Airports and Marine Terminals, published jointly by ICAO and the International Maritime Organization.

6.9.1 The appropriate authorities, 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.

6.10 Airport operators or terminal building operators should install mechanical people-moving devices, when walking distances and the traffic volume within and across terminal buildings so warrant.

6.11 Airport or aircraft operators, as appropriate, should install flight information systems capable of providing accurate, adequate and up-to-the-minute information on departures, arrivals, cancellations, delays, and terminal/gate allocations.

6.12 Airport operators or aircraft operators, as appropriate, should maintain a flight information system, and follows the standard layout recommended in Doc 9249, Dynamic Flight-Related Public Information Displays.

6.13 Airport operators should provide adequate car parking facilities for long- and short-term usage by passengers, visitors, crew and staff at Bahrain International Airport to the satisfaction of the appropriate authority.

## **II. Aircraft parking and servicing arrangements**

6.14 Convenient parking and servicing facilities for aircraft should be available at BIA, 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 Adequate transportation should be provided by the appropriate service provider, as determined by the appropriate authority, between airport terminal buildings during the hours of airport operation.

6.16 Airport and aircraft operators may provide off airport check-in facilities, so long as all necessary security measures and other control requirements are met to the satisfaction of the appropriate authorities.

6.17 Security and/or border control personnel should use efficient screening and examination techniques in examinations of passengers and their baggage, in order to facilitate aircraft departure.

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 Crew-member check-in and operations facilities should be readily accessible and within close proximity of each other.

6.19 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 Arrangements shall be made 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 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 Airport operators shall provide adequate space in the baggage claim area permitting easy identification and speedy reclaim by each passenger of his checked baggage.

6.23 Mechanized baggage delivery systems shall be installed at Bahrain International Airport to facilitate the movement of passenger baggage.

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

#### **V. Transit and transfer of passengers and crew**

6.25 Passengers are permitted to remain on board the aircraft and may embark and disembark during refueling, subject to any necessary safety and security measures described by the appropriate authority.

6.26 Airport operators should 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 Storage facilities should be provided for baggage left by their owners at Bahrain International Airport for later pick-up, subject to security requirements.

6.28 Airport or aircraft operators, as appropriate, shall 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 The appropriate authority, in cooperation with airport operators, should 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.

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

6.30 The appropriate authority, in consultation with airport operators, should ensure that retail facilities, while being conveniently located, do not impede passenger flow.

## **VII. Cargo and mail handling and clearance facilities**

6.31 Airport operators shall make appropriate provision for clearance of all-cargo aircraft.

6.32 The appropriate authorities, in cooperation with airport operators, should ensure that cargo terminals and their landside access roads are appropriately designed and operated to provide efficient access.

6.33 The appropriate authorities, in cooperation with airport and aircraft operators, should 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.

6.34 The appropriate authorities, in cooperation with airport and aircraft operators, should 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 implementation of public health, emergency medical relief, and animal and plant quarantine measures**

6.35 The appropriate authorities, in cooperation with airport operators, shall ensure the maintenance of public health, including human, animal and plant quarantine at Bahrain International Airport.

6.36 The appropriate authorities should ensure that there are, at or near Bahrain International Airport, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.

6.37 Bahrain International Airport should 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.

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

6.39 Handling and distribution procedures for consumable products (i.e. food, drink and water supplies) on board aircraft or in the airport shall be in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization, the Food and Agriculture Organization and national airport regulations.

6.40 A safe, sanitary and efficient system shall be instituted, at Bahrain International Airport, for the removal and disposal of all waste, waste water and other matters dangerous to the health of persons, animals or plants, in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization, the Food and Agriculture Organization and national airport regulations.

6.41 Airport operators shall ensure that Bahrain International Airport maintains facilities and services for 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 the World Health Organization on all issues concerning passenger health is advisable.

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

6.42 Sufficient services of the public authorities concerned shall be provided, without charge, during working hours established by those authorities.

6.43 Arrangements may be made 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.

#### **E. Unruly passengers**

6.44 In order to deter and prevent unruly behaviour, promotion of passenger awareness of the unacceptability and possible legal consequences of unruly or disruptive behaviour in aviation facilities and on board aircraft shall be undertaken by airport and aircraft operators.

6.45 Relevant personnel shall be provided with training to identify and manage unruly passenger situations, to the satisfaction of the appropriate authority.

## **F. Passenger amenities**

6.46 Where traffic justifies, airport operators should provide suitable childcare facilities in passenger terminals, and that they are clearly indicated by signage and are easily accessible.

6.47 Appropriate authorities restricting the import or export of funds of other States may provide to travellers certificates showing the amounts of such funds in their possession upon entering the State and should permit such travellers, upon surrender of such certificates prior to leaving the State, to take such funds with them. Inscription on the travel document may serve the same purpose.

6.48 Facilities shall be made available for passengers to deposit any excess amount of Bahraini Dinar, as described by the appropriate authority, at the international airport of entry and, upon departure, to reclaim the deposited amount, at the same point or at any other designated point.

6.49 Airport operators or service provider(s), as appropriate, should provide(s) passengers with information on ground transportation available at the airport.

6.50 The airport operator shall provide, at such times as to meet the needs of the travelling public, adequate facilities at Bahrain International Airport 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.

## **CHAPTER 7. LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS**

### **A. General**

7.1 All possible assistance shall be rendered by public authorities to an aircraft which, for reasons beyond the control of the pilot-in-command, has landed elsewhere than at Bahrain International Airport and, to this end, shall keep control formalities and procedures, in such cases, to a minimum.

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

### **B. Short stopover**

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

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

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

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

### **C. No resumption of flight**

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

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

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

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

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

## **CHAPTER 8. OTHER FACILITATION PROVISIONS**

### **A. Bonds and exemption from requisition or seizure**

8.1 Where bonds of an aircraft operator are required to cover his liabilities under the customs, immigration, public health, animal and plant quarantine, or similar laws of the Kingdom of Bahrain, the appropriate authority should permit the use of a single comprehensive bond whenever possible.

8.2 The aircraft, ground equipment, security equipment, spare parts and technical supplies of an aircraft operator located in the Kingdom of Bahrain (other than airlines established in the Kingdom of Bahrain) for use in the operation of an international air service serving the Kingdom of Bahrain, may be exempted by the H.E. the Minister for Transport and Telecommunications from laws 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 Kingdom of Bahrain.

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

8.3 Subject to any conditions imposed by ANTR Volume III Part 12 — Search and Rescue and ANTR Volume III Part 13 — Aircraft Accident and Incident Investigation, the appropriate authorities shall make arrangements to ensure entry without delay into the Kingdom of Bahrain on a temporary basis of qualified personnel required for search, rescue, accident investigation, repair or salvage in connection with a lost or damaged aircraft.

8.3.1 In arranging for the entry without delay of the personnel referred to in 8.3, when such a document is necessary, travel documents other than a passport (cf. 3.5) shall not be required.

8.3.2 In cases where entrance visas are required for the personnel referred to in 8.3, the appropriate authority should, when necessary and on an exceptional basis, issue such visas on arrival or otherwise facilitate their admission when such personnel carry an order of mission from the BCAA.

8.3.3 The appropriate authorities should adequately inform staff of the provisions of this Regulation and ANTR Volume III Part 13 relating to the facilitation of aircraft accident and incident investigations. In this regard, concerned staff 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 The temporary entry into the Kingdom of Bahrain 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 shall be facilitated. These items shall be temporarily admitted free from customs duties and other taxes or charges and the application of regulations of any nature restricting the importation of goods. This provision does not preclude the application of public health, safety, security and animal and plant quarantine measures, if required.

8.5 The removal from the Kingdom of Bahrain 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, shall be facilitated.

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

8.7 If, in connection with an aircraft accident investigation, it becomes necessary to send a part, or parts, of a damaged aircraft to another Contracting State for technical examination or testing, the movement of such part, or parts, shall be effected without delay.

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

8.8 The entry into, departure from and transit through the Kingdom of Bahrain of aircraft engaged in relief flights performed by or on behalf of international organizations recognized by the UN shall be facilitated and all possible measures taken to ensure their safe operation. Such relief flights are those undertaken in response to natural and man-made disasters which seriously endanger human health or the environment, as well as similar emergency situations where UN assistance is required. Such flights departing from the Kingdom of Bahrain shall be commenced as quickly as possible after obtaining agreement with the recipient State.

For the purpose of this Regulation an emergency is considered 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”.

8.9 Personnel and articles arriving on relief flights referred to in 8.8 shall be cleared without delay.

#### **D. Marine pollution and safety emergency operations**

8.10 In cases of emergency, 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 shall be facilitated without undue delay.

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

#### **E. Implementation of international health regulations and related provisions**

8.12 The pertinent provisions of the International Health Regulations (2005) of the World Health Organization shall be complied with.

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



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

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

8.15.1 When a public health threat has been identified, and when the public health authorities of the Kingdom of Bahrain require information concerning passengers' and/or crews' travel itineraries or contact information for the purposes of tracing persons who may have been exposed to a communicable disease, the "Public Health Passenger Locator Form" reproduced in Appendix 13 should be submitted for this purpose.

## **F. Communicable disease outbreak national aviation plan**

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

## **G. Establishment of national facilitation programmes**

8.17 The BCAA shall establish a national air transport facilitation programme based on the facilitation requirements of the Convention and of Annex 9 thereto.

8.18 The BCAA 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.

8.18.1 In establishing a national air transport facilitation programme, the BCAA should use the guidance material outlined in Appendix 12.

8.19 A National Air Transport Facilitation Committee, and Airport Facilitation Committees as required, or similar coordinating bodies, shall be established for the purpose of coordinating facilitation activities between departments, agencies, and other organizations of the Kingdom of Bahrain concerned with, or responsible for, various aspects of international civil aviation as well as with airport and aircraft operators.

8.20 The BCAA 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.

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

## **H. Facilitation of the transport of persons with disabilities**

### **I. General**

8.22 When travelling, persons with disabilities should be provided with special assistance in order to ensure that they receive services customarily available to the general public. Assistance should be provided in a manner that respects the dignity of the individual.

8.23 Appropriate authorities 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.

8.24 Appropriate authorities 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.

8.25 Aircraft, airport and ground handling operators and travel agencies should take the necessary steps 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 are in a position to give those passengers the assistance necessary for them, depending on their needs, to help them in their travel.

8.26 Aircraft, airport and ground handling operators should take all necessary steps in order to establish and coordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.

### **II. Access to airports**

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

8.28 Lifting systems or any other appropriate devices shall be made available by the airport operator 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.

8.29 Airport operators should take measures to ensure that the hearing- and vision-impaired are able to obtain flight service-related information in accessible formats.

8.30 Designated points for the pick-up and drop-off of persons with disabilities at a terminal building should be located as close as possible to main entrances and/or exits. To facilitate movement within the airport, access routes should be free of obstacles and be accessible.

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

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

8.33 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

8.34 Persons with disabilities shall have equivalent access to air services.

8.35 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, onboard wheelchairs, accessible washrooms and suitable lighting and signs.

8.36 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.

8.37 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 aircraft operator regulations.

8.38 If restrictions are applied to the transport of battery-powered devices, including mobility aids containing spillable batteries, ICAO shall be notified 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.

8.39 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.

8.40 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, aircraft operators should 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.

8.40.1 Advance notice is encouraged where assistance or lifting is required.

## **I. Assistance to aircraft accident victims and their families**

8.41 Should the State of Occurrence of an aircraft accident be the Kingdom of Bahrain, the appropriate authorities shall make arrangements to facilitate the entry into the Kingdom of Bahrain on a temporary basis of family members of victims of an aircraft accident.

8.42 Should the State of Occurrence of an aircraft accident be the Kingdom of Bahrain, the appropriate authorities shall make arrangements to facilitate the entry into the Kingdom of Bahrain, 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 the Kingdom of Bahrain.

8.43 In arranging for the entry of the persons referred to in 8.41, the appropriate authorities 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 the Kingdom of Bahrain. In cases where the appropriate authorities require entrance visas for persons referred to in 8.41 and 8.42 above, it should expedite the issuance of such visas.

8.44 Arrangements shall be made to issue emergency travel documents, if required, to nationals of the Kingdom of Bahrain who have survived the accident.

8.45 All necessary assistance shall be provided by the appropriate authorities, 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.

8.46 Legislation, regulations and/or policies should be developed in support of assistance to aircraft accident victims and their families.

## **Chapter 9. Passenger Data Exchange Systems**

### **A. General**

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

9.2 Appropriate authorities' and aircraft operators should, where appropriate and, as applicable, on a 24/7 (continuous) basis, provide 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 Appropriate authorities' 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 Appropriate authorities and aircraft operators should provide the appropriate level (where practicable, a 24/7 arrangement) of contact support.

## **B. Advance Passenger Information (API)**

9.5 The appropriate authority shall establish an Advance Passenger Information (API) system.

9.6 The API system shall be consistent with internationally recognized standards for API.

Internationally recognized standards for API are currently defined by the WCO/IATA/ICAO guidelines.

9.7 Reserved

9.8 The identifying information on passengers to be transmitted shall only be 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 WCO/IATA/ICAO API Guidelines.

9.9 When seeking to implement a national Advance Passenger Information (API) programme, Public Authorities that are unable to comply fully with the provisions contained in 9.8 with respect to data element requirements shall ensure that only those data elements that have been defined for incorporation into the UN/EDIFACT PAXLST message are included, or follow the WCO's Data Maintenance Request (DMR) process for any deviation from the standard.

9.10 Public Authorities should seek to minimize the number of times API data is transmitted for a specific flight.

9.11 If a Public Authority requires API data interchange, then it shall seek, to the greatest extent possible, to limit the operational and administrative burdens on aircraft operators, while enhancing passenger facilitation.

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

9.13 Public Authorities requiring that passenger data be transmitted electronically through an Advance Passenger Information system shall not also require a passenger manifest in paper form.

9.14 Public Authorities may introduce an interactive Advance Passenger Information (iAPI) system.

9.15 The implementation of an Interactive Advance Passenger Information (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;
- b) work together with aircraft operators to develop iAPI systems that integrate into the aircraft operator's departure control interfaces; and
- c) conform to the Guidelines on Advance Passenger Information (API) adopted by WCO/ICAO/IATA when requiring iAPI.

9.16 Public Authorities and aircraft operators' API systems, including iAPI, should be capable of 24/7 operation, with procedures in place to minimize disruption in the event of a system outage or failure.

### **C. Electronic Travel Systems (ETS)**

9.17 An Electronic Travel System should integrate the pre-travel verification system with an interactive Advance Passenger Information system.

9.18 The implementation of an Electronic Travel System (ETS) should:

- a) Ensure a robust electronic lodgement platform where an online application for authority to travel can be made. The Public Authorities should make clear that their 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 (e.g. 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.
- 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 An implementation schedule should build awareness regarding upcoming changes and develops communication strategies in multiple languages in cooperation with other governments, travel industry, airlines and organizations in order to communicate the planned implementation of an ETS.

9.20 Public Authorities 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. e.g. handing out a tear sheet with new requirements.

9.21 The aircraft operator providing transportation into any State requiring an ETS should inform their passengers of ETS requirements at the time of booking and seek to extend the uplift verification check to the point of origin rather than the last leg before entry to the destination country.

#### **D. Passenger Name Record (PNR) data**

9.22 Passenger Name Record (PNR) data access and handling shall align 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.

9.22.1 When specifying requirements for the transfer of PNR data, Public Authorities shall consider the adoption and implementation of the EDIFACT-based PNRGOV message as the primary method of transferal for airline-to-government PNR data transferal.

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 can be provided.

9.23 PNR data requirements should consider the data privacy impact of PNR data collection and electronic transfer, within national systems and also in other States. Where necessary, Public Authorities requiring PNR data and those States restricting such data exchange should engage in early cooperation to align legal requirements.

## **APPENDIX 1: GENERAL DECLARATION**



**APPENDIX 1. GENERAL DECLARATION**

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

297 mm (or 11 3/4 inches)

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

\* To be completed when required by the State.

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

← 210 mm (or 8 1/4 inches) →

### APPENDIX 2: PASSENGER MANIFEST

**PASSENGER MANIFEST**

Operator.....

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

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

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

APPENDIX 3. CARGO MANIFEST

**CARGO MANIFEST**

Operator .....

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

Point of lading ..... Point of unloading .....

(Place) (Place)

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

### APPENDIX 4. CERTIFICATE OF RESIDUAL DISINSECTION

GOVERNMENT OF .....
<b>CERTIFICATE OF RESIDUAL DISINSECTION</b>
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

### APPENDIX 5. EMBARKATION/DISEMBARKATION CARD

INTERNATIONAL EMBARKATION/DISEMBARKATION CARD		
(Please print in block letters*)		
1. Name:	.....	.....
	<i>Primary name</i>	<i>Secondary name(s)</i>
2. Date of birth:	.....	.....
	<i>Year</i>	<i>Month</i> <i>Day</i>
3. Nationality:	.....	
4. Travel document:	.....	.....
	<i>Issuing State</i>	<i>Document type</i> <i>Number</i>
5. Arriving passengers:	.....	
port of embarkation	.....	
or	.....	
Departing passengers:	.....	
port of disembarkation	.....	
6. (Other data, requested at the option of the State)	.....	
a)	.....	
b)	.....	
c)	.....	

\* Applies to languages using the Latin alphabet.

## **APPENDIX 6: RECOMMENDATION OF THE CUSTOMS CO-OPERATION COUNCIL\***

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

“THE CUSTOMS CO-OPERATION COUNCIL,

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

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

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

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

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

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

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

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

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

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

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

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

b) for the channel referred to under 1) b), red, in the shape of a square, and the words “GOODS TO DECLARE” (“MARCHANDISES À DÉCLARER”). In addition, the channels should be identified by an inscription including the words “CUSTOMS” (“DOUANE”).

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

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

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

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

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

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).”

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

## APPENDIX 7: CREW MEMBER CERTIFICATE (CMC)

### APPENDIX 7. CREW MEMBER CERTIFICATE (CMC)

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

**Front of CMC**

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

**Back of 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

### APPENDIX 8. CIVIL AVIATION INSPECTOR CERTIFICATE

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

**Front of Certificate**

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

**Back of Certificate**

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

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

### 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)
<p>The person for whom this document is issued arrived on (date) at (name of) airport on flight (flight number) from (city and State).</p> <p>This person, who was found to be inadmissible, has lost or destroyed his travel documents and claims to be/is understood to be (strike out whichever is not applicable and add any appropriate supporting information).</p> <p>Surname: Given name(s): Date of birth: Place of birth: Nationality: Residence:</p> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 10px auto;"><p>Photograph if available</p></div>	
<p>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.</p> <p>Pursuant to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.</p> <p>Date: _____ Name of Official: _____ Title: _____ Signature: _____ Name of immigration or other appropriate authority: _____</p> <p style="text-align: center;">(Warning: This is NOT an Identification Document)</p>	

**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 passport/identity card/genuine document presented by an imposter. Document number: State in whose name this document was issued:	
The above-mentioned document was used by a person claiming to be:	
Surname:	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Photograph if available</p> </div>
Given name(s):	
Date of birth:	
Place of birth:	
Nationality:	
Residence:	
This person arrived on (date) at (name of) airport on flight (flight number) from (city and State).	
The holder was refused entry to (name of State) and the incoming carrier has been instructed to remove the passenger from the territory of this State on flight (flight number) departing at (time) and (date) from (name of airport).	
The above-mentioned document will be required as evidence in the holder's prosecution and has been impounded. As this document is the property of the State in whose name it was issued, it will be returned, following prosecution, to the appropriate authorities.	
According to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.	
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**

**APPENDIX 10. UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS**

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

ANNEX 9

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## APPENDIX 11: MODEL AIRPORT FACILITATION (FAL) PROGRAMME

### 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, e.g. customs, immigration, health, quarantine, etc., as well as the station managers of the aircraft operators with international operations at the airport concerned. The participation of all parties is necessary to make the airport FAL programme a success.

<i>Airport FAL programme task</i>	<i>Annex 9 (14th Edition) SARPs</i>
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 8.17
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 3.38 and 3.41
Establish modern systems for immigration and customs inspection, using applicable technology. Collaborate in setting up automated passenger clearance systems.	Standards 3.42, 3.52, 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

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<i>Airport FAL programme task</i>	<i>Annex 9 (14th Edition) SARPs</i>
Improve the quality and quantity of signage in the inspection facilities in order to reduce customer confusion.	Recommended Practices 6.9 and 6.12
Review staffing of inspection stations – work shifts, overtime, etc. – and seek adjustments to meet traffic demands.	Recommended Practice 6.3
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 6.2
Monitor and improve delivery of baggage to the customs inspection area.	Recommended Practices 6.8 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 8.19
<b>Do not forget cargo!</b> 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 and 4.31 and 6.31 to 6.34 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 6.42

## 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.<sup>1</sup>

<sup>1</sup> 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. ORGANIZATION AND MANAGEMENT

3.1 The primary responsibility for the National FAL Programme rests with the Civil Aviation Authority (BCAA) 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 chairman should be a top-management official in the BCAA 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.

3.5 For the purpose of carrying out the work of the committee, the members may designate one or more middle-management persons in their respective organizations to represent them in meetings at the staff level (working groups). These officials should be given sufficient authority to speak on behalf of their respective organizations and to initiate necessary action in support of the committee's work. The chairman should designate a middle-management official in his department or agency to chair and convene the staff-level meetings.

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

#### 4. ESTABLISHMENT OF A NATIONAL FAL PROGRAMME

It is advisable that the authority for a National FAL 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.

<i>Chicago Convention mandate</i>	<i>Implementing tasks</i>
<p><b>Article 10 – Landing at customs airport</b> ... every aircraft which enters the territory of a contracting State shall, if the regulations of that State so require, land at an airport designated by that State for the purpose of customs and other examination. On departure from the territory of a contracting State, such aircraft shall depart from a similarly designated customs airport. ...</p>	<ul style="list-style-type: none"> <li>— Establish customs airports and open new ones as appropriate.</li> <li>— Develop procedures by which operators of scheduled and non-scheduled services may request permission to land or depart from customs airports.</li> <li>— Arrange for border inspection services at customs airports.</li> </ul>
<p><b>Article 13 – Entry and clearance regulations</b> The laws and regulations of a contracting State as to the admission to or departure from its territory of passengers, crew or cargo of aircraft, such as regulations relating to entry, clearance, immigration, passports, customs, and quarantine shall be complied with by or on behalf of such passengers, crew or cargo upon entrance into or departure from, or while within the territory of that State.</p>	<ul style="list-style-type: none"> <li>— 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.</li> <li>— Develop programmes for control of security problems such as document fraud, illegal migration and smuggling.</li> <li>— Coordinate preparations for clearing large numbers of international visitors for special events, e.g. international athletics competitions.</li> </ul>
<p><b>Article 14 – Prevention of spread of disease</b> Each contracting State agrees to take effective measures to prevent the spread by means of air navigation of cholera, typhus (epidemic), smallpox, yellow fever, plague, and such other communicable diseases as the contracting States shall from time to time decide to designate, ...</p>	<ul style="list-style-type: none"> <li>— 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.</li> </ul>



<p><b>Article 22 – Facilitation of formalities</b> Each contracting State agrees to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of contracting States, and to prevent unnecessary delays to aircraft, crews, passengers and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance.</p>	<ul style="list-style-type: none"> <li>— 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.</li> </ul>
<p><b>Article 23 – Customs and immigration procedures</b> Each contracting States undertakes, so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time, pursuant to this Convention. ...</p>	<ul style="list-style-type: none"> <li>— 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.</li> <li>— Support and advocate the national issuance of passports and other travel documents in accordance with ICAO specifications in Doc 9303 – <i>Machine Readable Travel Documents</i>.</li> </ul>
<p><b>Article 37 – Adoption of international standards and procedures</b> Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation. ... (j) Customs and immigration procedures ...</p>	<ul style="list-style-type: none"> <li>— Participate in ICAO development of Annex 9.</li> <li>— Review national procedures periodically in order to ensure harmonization with the provisions of Annex 9.</li> </ul>
<p><b>Article 38 – Departures from international standards and procedures</b> Any State which finds it impracticable to comply in all respects with any such international standard or procedure, or to bring its own regulations or practices into full accord with any international standard or procedure after amendment of the latter, or which deems it necessary to adopt regulations or practices differing in any particular respect from those established by an international standard, shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established in the international standard. ...</p>	<ul style="list-style-type: none"> <li>— 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.</li> </ul>

## **APPENDIX 13. PUBLIC HEALTH PASSENGER LOCATOR FORM**

