FACILITATION

AIR NAVIGATION ORDER

VERSION : 1.0
DATE OF IMPLEMENTATION : 19-12-2014
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<td>Air Marshal (Retd)</td>
<td>Director General, Civil Aviation</td>
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A. **AUTHORITY:**

A1. This Air Navigation Order has been issued by the Director General Pakistan Civil Aviation Authority in pursuance of Rules 4(3), 59, 60, 61, 62, 63, 64, 65, 352, 364, 366, 367, 371 and other enabling provisions of Civil Aviation Rules, 1994 (CARs 1994).

B. **PURPOSE:**

B1. The purpose of this ANO is to regulate air transport operations in Pakistan in line with our national laws and ICAO standards and recommended practices framed under Annex-9 which are the outcome of Article 37 of ICAO Convention which authorised ICAO to adopt and amend from time to time, as may be necessary, international standard and recommend practices and procedures dealing with customs and immigration procedures and such other matters concerned with the safety, regularity and efficiency of air navigation as may from time to time appear appropriate.

C. **SCOPE:**

C1. This ANO is applicable to all regulators and service providers in facilitation of air transport system namely FIA, Customs, ANF, Airport Health, Public & Private sector Airports, Airlines, Cargo Agents & Ground Handling Agents but according to their approved procedure/law. However PCAA shall focus on the areas of its domain falling directly under its jurisdiction/authority.

D. **DESCRIPTION:**

D1. **DEFINITIONS AND GENERAL PRINCIPLES:**

D1.1 **DEFINITIONS:**

D1.1.1 When the following terms are used in the ANO on facilitation, they have the following meanings, for the purposes of its use.

D1.1.2 **Admission.** The permission granted to a person to enter Islamic Republic of Pakistan by the concerned authorities in accordance with national laws.

D1.1.3 **Advance Passenger Information (API) System.** An electronic communications system whereby required data elements are collected and transmitted to border control agencies prior to flight departure or arrival and made available on the primary line at the airport of entry.

D1.1.4 **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.

D1.1.5 **Aircraft operator.** A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

D1.1.6 **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.

D1.1.7 **Airline.** Any air transport enterprise offering or operating a scheduled international air service.
D1.1.8 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.

D1.1.9 Baggage. Personal property of passengers or crew carried on an aircraft by agreement with the operator.

D1.1.10 Border integrity. The enforcement by Pakistan of its laws and/or regulations concerning the movement of goods and/or persons across her borders.

D1.1.11 Cargo. Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

D1.1.12 Civil Aviation Inspector. A civil aviation inspector is an individual, designated by Pakistan, who is charged with the inspection of the safety, security or related aspects of air transport operations as directed by the appropriate authority.

Note -1:— Examples of civil aviation inspectors include inspectors responsible for airworthiness, flight operations and other safety-related aspects, and security-related aspects, of air transport operations.

D1.1.13 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.

D1.1.14 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.

D1.1.15 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.

D1.1.16 Crew member. A person assigned by an operator to duty on an aircraft during a flight duty period.

D1.1.17 Declarant. Any person who makes a goods declaration or in whose name such a declaration is made.

D1.1.18 Deportation order. A written order, issued by the competent authorities of Pakistan and served upon a deportee, directing him to leave Pakistan.

D1.1.19 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.

D1.1.20 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.

D1.1.21 Direct transit arrangements. Special arrangements approved by the public authorities concerned by which traffic which is pausing briefly in its passage through the Contracting State may remain under their direct control.

D1.1.22 Disembarkation. The leaving of an aircraft after a landing, except by crew or passengers continuing on the next stage of the same through-flight.
D1.1.23 **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.

D1.1.24 **Disinsection.** The procedure whereby health measures are taken to control or kill insects present in aircraft, baggage, cargo, containers, goods and mail.

D1.1.25 **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.

D1.1.26 **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.

D1.1.27 **Flight crew member.** A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.

D1.1.28 **Free zone.** A part of the territory of Pakistan where any goods introduced are generally regarded, as being outside the customs territory.

D1.1.29 **General aviation operation.** An aircraft operation other than a commercial air transport operation or an aerial work operation.

D1.1.30 **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.

D1.1.31 **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 (ICcscA) 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.

D1.1.32 **Immigration Control.** Measures adopted by Islamic Republic of Pakistan to control the entry into, transit through and departure from her territories of persons travelling by air.

D1.1.33 **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.

D1.1.34 **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.

D1.1.35 **Inadmissible person.** A person who is or will be refused admission to Islamic Republic of Pakistan by concerned authorities.

D1.1.36 **International airport.** Any airport designated by the Islamic Republic of Pakistan in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

D1.1.37 **Lading.** The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight.
D1.1.38 **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).

D1.1.39 **Mishandled baggage.** Baggage involuntarily, or inadvertently, separated from passengers or crew.

D1.1.40 **Narcotics Control.** Measures to control the illicit movement of narcotics and psychotropic substances by air.

D1.1.41 **Passenger Amenities.** Facilities provided for passengers which are not essential for passenger processing.

D1.1.42 **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.

D1.1.43 **Pilot-in-Command.** The pilot responsible for the operation and safety of the aircraft during flight time.

D1.1.44 **Public Authorities.** The agencies or officials of Islamic Republic of Pakistan responsible for the application and enforcement of the particular laws and regulations, which relate to any aspect of this ANO.

D1.1.45 **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.

D1.1.46 **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.

D1.1.47 **Release of Goods.** The action by the customs authorities to permit goods undergoing clearance to be placed at the disposal of the persons concerned.

D1.1.48 **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 within Islamic Republic of Pakistan or another State willing to receive such persons.

D1.1.49 **Removal of a Person.** Action by the public authorities of Islamic Republic of Pakistan, in accordance with her laws, to direct a person to leave Pakistan.

D1.1.50 **Removal Order.** A written order served by Islamic Republic of Pakistan on the operator on whose flight an inadmissible person travelled into Pakistan directing the operator to remove that person from her territory.

D1.1.51 **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.

D1.1.52 **Risk Management.** The systematic application of management procedures and practices which provide border inspection agencies with the necessary information to address movements or consignments which represent a risk.
D1.1.53 **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.

D1.1.54 **Spare parts.** Articles, including engines and propellers, of a repair or replacement nature for incorporation in an aircraft.

D1.1.55 **State of Registry.** The State on whose register the aircraft is entered.

D1.1.56 **Stores (Supplies).** a) Stores (supplies) for consumption; and b) Stores (supplies) to be taken away.

D1.1.57 **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.

D1.1.58 **Stores (Supplies) to be taken away.** Goods for sale to the passengers and the crew of aircraft with a view to being landed.

D1.1.59 **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.

D1.1.60 **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.

D1.1.61 **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.

D1.1.62 **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.

D1.1.63 **Unclaimed Baggage.** Baggage that arrives at an airport and is not picked up or claimed by a passenger.

D1.1.64 **Unidentified Baggage.** Baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger.

D1.1.65 **Unloading.** The removal of cargo, mail, baggage or stores from an aircraft after a landing.

D1.1.66 **Visitor,** Any person who disembarks and enters the territory of Islamic Republic of Pakistan remains lawfully for legitimate as prescribed by Pakistan 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/her stay in the territory of Islamic Republic of Pakistan.

D1.2 **GENERAL PRINCIPLES:**

D1.2.1 The provisions in this ANO shall apply to all categories of aircraft operations except where a particular provisions refers specially to only one type of aircraft.

D1.2.2 Islamic Republic of Pakistan shall take necessary measures to ensure that:

D1.2.2.1 The time required for the accomplishment of border controls in respect of persons and aircraft and for the release/clearance of goods is kept to the minimum;

D1.2.2.2 Minimum inconvenience is caused by the application of administrative and control requirements;
D1.2.3 Exchange of relevant information with other States, operators and airports is fostered and promoted to the greatest extent possible; and
D1.2.4 Optimal levels of security, and compliance with the law, are attained.

D1.2.3 Risk management shall be used in the application of border control procedures for the release/clearance of goods.
D1.2.4 Effective information technology shall be developed to increase the efficiency and effectiveness of procedures at airports.
D1.2.5 The provisions of this ANO shall not preclude the application of national legislation with regard to aviation security measures or other necessary controls.

D2. ENTRY AND DEPARTURE OF AIRCRAFT

D2.1 GENERAL

D2.1.1 All flights into, from or over the territory of Pakistan and landing in Pakistan territory shall be carried out in accordance with multilateral and bilateral agreements to which Pakistan is party and National Regulations.

D2.1.2 Subject to the observance of the applicable rules, conditions and limitations set forth in this document, foreign civil aircraft registered in any foreign country which at the time is a member of the International Civil Aviation Organization may be navigated in Pakistan.

D2.1.3 Aircraft registered under the law of foreign countries, not members of the International Civil Aviation Organization, which grant reciprocal treatment to Pakistan aircraft and airmen may be navigated in Pakistan subject to the observance of the same rules, conditions and limitations applicable in the case of aircraft of ICAO member states.

D2.1.4 No Israeli registered aircraft is permitted to operate or to over fly Pakistan. No flight of international airline, scheduled or non-scheduled operating to or from Israel is permitted to operate or over fly Pakistan.

D2.1.5 Aircraft landing in or departing from the territory of Pakistan must first land at or finally depart from an International Airport.

D2.1.6 The aircraft after landing at the airport shall not proceed further unless the pilot has cleared the necessary customs and other formalities and has obtained a clearance certificate in writing from an officer duly authorized by the Federal Government in this behalf.

D2.1.7 In the event of an aircraft being compelled to land at other than International Airport, the pilot-in-command or his representative shall immediately communicate with the nearest customs official, or the police. In all cases where it is necessary to dispatch a custom officer to the scene of an emergency landing a charge for conveyance of such officer shall be made against the owners of the aircraft concerned.

D2.1.8 Any aircraft not engaged in schedule air transport flying over or across Pakistan shall make a landing both on outward and inward journey at any international airport if so required by Federal Government, and shall proceed onward only on issuance of a clearance certificate by an officer so authorized by the Federal Government.

D2.1.9 No aircraft, other than aircraft engaged in a schedule air transport service, shall make flights into or transit across the territory of Pakistan except in accordance with the above, which shall be observed by every pilot-in-command of such aircraft or otherwise assisting in the flight thereof.
D2.1.10 All civil aircraft flying over Pakistan territory are:

D2.1.10.1 Prohibited to carry any arms and ammunition of war or any explosive other than those explosives authorized for navigational and signaling purpose.

D2.1.10.2 Prohibited to fly in such a manner as to be likely to endanger or interfere with any of Pakistani forces, ships or aircraft.

D2.1.10.3 Prohibited to fly without clearly displaying the nationality and registration or other marks as prescribed.

D2.2 SCHEDULE FLIGHTS:

D2.2.1 Permission for scheduled flights may be obtained (i) directly by the operator/General Sales Agent (GSA) or through (ii) Authorized Flight Permission Agent (AFPA)

Procedure is outlined below:

D2.3 Direct application

D2.3.1 Regular international scheduled flights operated by foreign airlines into or in transit across Pakistan, the following requirement must be met:

D2.3.1.1 The state of the airline must be a party to the International Air Services Transit Agreement;

D2.3.1.2 The airline must be eligible to make the flights under the provisions of a bilateral or multilateral agreement to which the state of the airline and Pakistan are contracting parties or have been permitted under temporary operating permit (T.O.P) and must have a clearance to operate into or in transit across Pakistan. Applications for such permits shall be submitted to DGCAA.

D2.3.2 Schedule flights shall be permitted to operate strictly in accordance with the terms and conditions of the permission. In case of any change, authorization from Air Transport Directorate, HQCAA (OPHQZXAT/dat@caapakistan.com.pk) will be required prior to departure from an aerodrome in Pakistan.

D2.4 Through AFPA

D2.4.1 When applying through AFPA, please see the conditions and list of AFPA at URL www.caapakistan.com.pk / handling agents non.aspx.

D2.5 Advance notice requirement

D2.5.1 Extra section flights permission, by the airlines regularly operating on schedule basis to/through Pakistan and applying directly as mentioned in D2.3 (not using AFPA), require at least 06 hours advance notice.

D2.6 Documentary requirements for clearance of aircraft

D2.6.1 It is necessary that the under mentioned aircraft documents be submitted by airline operators/GSA/AFPA for clearance on entry and departure of their aircraft to and from Pakistan. All documents listed below must follow the Standard Form as given at D9, D10 & D11 and are acceptable when furnished in English and completed in legible handwriting.
<table>
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<tr>
<th>Required by</th>
<th>General Declaration</th>
<th>Passenger Manifest</th>
<th>Cargo Manifest</th>
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<tr>
<td>Customs Officer</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Immigration Officer</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Airport Health Officer</td>
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<td>1</td>
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**Notes:**

(a) One copy of General Declaration is endorsed and returned by customs, signifying clearance.

(b) If no passengers are embarking/ disembarking and no articles are laden (un- laden) no aircraft documents except copies of the General Declaration need be submitted to the above authorities.

(c) Aircraft arriving at Karachi from West shall submit the ‘Desensitization Certificate’ to the Airport Health Officer.

(d) Aircraft arriving from East without a landing in India may be required to submit the ‘Desensitization Certificate’ if coming from yellow Fever Area.

**D2.7 NON-SCHEDULED FLIGHTS (Advance notice requirement)**

D2.7.1 Ambulance, Medical flights, Relief flights, Recovery flights, Search & Rescue Flights and Evacuation flights are exempted from advance notice requirement.

D2.7.2 Non-scheduled flights permission, by the airlines regularly operating on schedule basis to/through Pakistan and applying directly as mentioned in D2.3 (not using AFPA), require at least 06 hours advance notice.

D2.7.3 Flights operated by United Nations aircraft or on behalf of United Nations require 06 hours advance notice.

D2.7.4 Afghanistan bound flights.

D2.7.5 Overflying –Ninety –six hours (96) in advance but not earlier than 30 days from date – time of intended entry in Pakistan Airspace.

D2.7.6 Landing (non-traffic purpose) Ninety –zix hours (96) in advance but not earlier than 30 days from date –time of intended landing at destination in Pakistan.

D2.7.7 Other flights

D2.7.8 Overflying –twenty-four hours (24) in advance but not earlier than 30 days from date – time of intended entry in Pakistan Airspace.

D2.7.9 Landing (non-traffic purpose) twenty-four (24) hours in advance but not earlier than 30 days from date –time of intended landing at destination in Pakistan.

D2.7.10 Permissions for non-scheduled flight shall be obtained through AFPA.

D2.7.11 Chartered flight originating in Pakistan desiring to exercise traffic rights for a place outside Pakistan.
D2.7.12 If an operator intends to perform a (series of) non-schedule flights originating in Pakistan for the purpose of taking on or discharging passengers, cargo or mail in Pakistan for a place outside Pakistan, he shall apply to the DGCAA for the exercise of such traffic rights by filling out pro forma available at CAA’s website.

D2.7.13 No passenger or freight originating in Pakistan for a place outside Pakistan may be picked up without prior consent of the DGCAA.

D2.7.14 No advertisement in respect of such flights soliciting booking of traffic or purporting to notify availability of space in aircraft shall be made in any manner whatsoever, either by the person or airline owning or operating the aircraft or by any other person.

D2.8 CABOTAGE CARRIAGE:

D2.8.1 No passenger or freight originating at a point in Pakistan and destined for another point in Pakistan may be picked up by a foreign operator without the consent of DGCAA.

D2.8.2 If an operator intends to perform a (series of) non-scheduled flight(s) originating at a point in Pakistan and destined for another point in Pakistan for the purpose of taking or discharging passengers, cargo or mail, he shall have to provide satisfactory evidence that no Pakistan registered operator is in a position to carry the passengers or freight available between the two points in Pakistan where such charter is intended to be carried thereafter, he shall apply to DGCAA for permission to carry out such charter flights.

D2.8.3 Other commercial flights, e.g. owners, business flights, survey flights, spraying flights, etc.

D2.8.3.1 If an operator intends to perform a (series of) non-scheduled commercial flight, e.g. business flights, survey flights or spraying flights etc. in Pakistan, he shall apply giving details of the flights to the DGCAA for permission to carry out such operations. Grant of permission will be governed by the merits of the individual cases in consultation with any other department of Government of Pakistan that may be concerned.

D2.8.4 Conditions for navigation in Pakistan FIRs for Military, State, State VIP Flights

D2.8.4.1 All foreign military, State or State VIP aircraft intending to over fly Pakistan airspace or land at any of the Pakistan airfield have to obtain prior permission (Diplomatic clearance) through Government of Pakistan, MINISTRY of Foreign Affairs. Requests must be received at least two (2) weeks in advance. The application must include the following information in the order shown hereunder:

D2.8.4.1.1 Name of the operator, Captain’s name/ nationality and details of the crew.

D2.8.4.1.2 Type of aircraft, call sign and registration number.

D2.8.4.1.3 Purpose of flight, particulars and designations of all passengers and/or nature and amount of freight.

D2.8.4.1.4 Place or places of embarkation or disembarkation of passengers and/or freight etc.

D2.8.4.1.5 Flight schedule giving date and time of arrival/ departures or entry/exit, route to be flown and designation.

D2.8.4.1.6 Facilities required.
D2.8.4.2 Applications for clearance should be made to Ministry of foreign Affairs through normal diplomatic channels to:

Ministry of Foreign Affairs,
Constitution Avenue,
Islamabad, Pakistan.

D2.8.4.3 Night flying over Pakistan territory is prohibited except where special permission has been obtained.

D2.8.4.4 A clearance given will be valid for plus / minus three (3) hours for three (3) days provided other particulars remain the same.

D2.8.4.5 Change, if any, should be intimated 72 hours prior to the original schedule date and time, otherwise fresh clearance should be sought in accordance with the laid down procedures.

D2.8.5 Employment of an aircraft not registered in Pakistan as public transport or aerial aircraft.

D2.8.5.1 An aircraft not registered in Pakistan is precluded from employment as a public transport aircraft or an aerial work aircraft in Pakistan territory without special permission from the Competent Authority.

D2.8.5.2 An aircraft, owned by a person other than a Pakistani, who is resident in or carrying on business in Pakistan, may be registered as a public transport aircraft or an aerial work aircraft without special authority from the Competent Authority.

D2.8.6 Documentary requirements for clearance of aircraft:

D2.8.6.1 Same requirements as for scheduled flights.

D2.9 Private Flights.

D2.9.1 Private aircraft wishing to perform a private flight to Pakistan or over flying the territory of Pakistan are required to obtain prior permission from DGCAA through AFPA. Please see the list of AFPA at URL www.caapakistan.com.pk / handling_agents_non.aspx.

D2.10 Public health measures applied to aircraft.

D2.10.1 No public health measures are required to be carried out in respect of aircraft entering Pakistan with the following exception:

D2.10.1.1 Aircraft arriving from East shall be fumigated by Airport health officer on arrival. No person shall disembark from the aircraft before such fumigation is completed.

D2.10.1.2 Desensitization of aircraft in flight is not acceptable. However spraying on ground is not required provided a “Desensitization Certificate” from the place of origin is carried on the aircraft.

D2.11 Aircraft ground services:

D2.11.1 Airline operators having its own organization are permitted to handle its own aircraft. All other operators who don’t have their own organization and casual operators will be handled by the National Airlines or by the Ground Handling Agencies licensed by the CAA.
D2.12 DESIGNATED AUTHORITIES:

The addresses of the designated authorities concerned with facilitation of international air navigation are as follows:

1. CIVIL AVIATION AUTHORITY
   Director General
   Civil Aviation Authority
   Headquarters
   Terminal - 1
   Jinnah Int’l Airport
   Karachi 75200
   Tel: 92 21 9907 1111
   Telefax: 92 21 9924 2004
   Telegraphic: CIVIL AIR KARACHI, PAKISTAN
   AFTN: OPHQYAYX

2. METEOROLOGY
   Director General
   Pakistan Meteorological Department
   P.O. BOX 8459
   University Road Karachi
   Tel: 92 21 99261410
   Telefax: 92 21 99261405

3. CUSTOMS
   The Member (Customs),
   Central Board of Revenues,
   Islamabad, PAKISTAN
   Telegraphic Address CENSOR ISLAMABAD

4. IMMIGRATION
   Director General, Federal Investigation Agency,
   Islamabad, PAKISTAN
   Tel: 92 51 926 0093
   Telefax: 92 51 926 0863
   Telegraphic Address FIA ISLAMABAD

5. HEALTH
   Director General of Health, Islamabad,
   PAKISTAN
   TEL: 92 51 9202361.
   Telefax: 92 51 920 2090
   Telegraphic Address: SEHAT ISLAMABAD

6. AGRICULTURE QUARANTINE
   Plant Protection,
   Advisor and Director,
   Jinnah Avenue Malir Halt
   Karachi, PAKISTAN
   TEL: +9221 99248612
   Telefax: +9221 99248673
   Telegraphic Address: LUCUSWAR Karachi

D2.12.1 Application of aviation security and Narcotics control measures where appropriate shall be taken into account when developing procedures for efficient clearance of entering or departing aircraft.

D2.12.2 The appropriate public authorities of Pakistan should enter into Memoranda of Understanding with the airlines providing international services to Pakistan 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.

D2.12.3 No aircraft shall be prevented from calling at any international airport of Pakistan for public health reasons unless such action is taken in accordance with the International Health Regulations (2005) of the World Health Organization.

D2.12.4 In cases where, in exceptional circumstances, air transport service suspensions on public health grounds are under consideration, World Health Organization and the health authority of the State of occurrence of the disease should be consulted before taking any decision as to the suspension of air transport services.
D2.12.5 If, in response to a specific public health risk or a public health emergency of international concern, concerned authority of Pakistan 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 concerned authorities shall base their determinations upon scientific principles, evidences and specific guidance or advice from WHO.

D2.12.6 Pakistan if impacted by a measure taken under D2.12.3 or a suspension as described in D2.12.4, should, where appropriate, request the State implementing such a measure to consult with it. The purpose of such consultations would be to clarify the scientific information and public health rationale underlying the measure and to find a mutually acceptable solution.

D2.12.7 No documents shall be required, other than those mentioned at D2.6. for entry and departure of aircraft.

D2.12.8 No visa shall be required nor shall any visa or other fee be collected with the use of any documentation required for the entry or departure of aircraft.

D2.12.9 Documents for entry and departure of aircraft should be accepted in English only.

D2.12.10 Documents for the entry and departure of aircraft shall be accepted when presented:

D2.12.10.1 In electronic form, transmitted to an information system of the public authorities;

D2.12.10.2 In paper form, produced or transmitted electronically; or

D2.12.10.3 In paper form, completed manually following the formats depicted in this ANO.

D2.12.11 Particular document is transmitted by or on behalf of the aircraft operator and received by the public authorities in electronic form, they shall not require the presentation of the same document in paper form.

D2.12.12 General Declaration as indicated at D9 shall be accepted in either electronic or paper form.

D2.12.13 When a general declaration is required only for the purposes of attestation measures shall be adopted to satisfy this requirement by added statement either manually or by use of a rubber stamp containing the text, one page of cargo manifest. Such attestation shall be signed by the authorized agent or the pilot in command.

D2.12.14 Passenger Manifest as indicated at D10 shall be accepted in either electronic or paper form.

D2.12.14.1 Cargo Manifest shall be accepted in paper form.

D2.12.14.2 The form at D11, completed according to the instructions; or

D2.12.14.3 The form at D11, partially completed, with a copy of each air waybill representing the cargo on board the aircraft.

D2.12.15 Presentation of a written declaration of stores remaining on board the aircraft shall not be required.

D2.12.16 In respect of stores laden on or unladen from the aircraft, the information required in the Stores List shall not exceed:
D2.12.16.1 The information indicated in the heading of the format of the Cargo Manifest;
D2.12.16.2 The number of units of each commodity; and
D2.12.16.3 The nature of each commodity.

D2.12.17 Presentation of a list of accompanied baggage or mishandled baggage laden on or unladen from the aircraft shall not be required.

D2.12.18 Presentation of a written declaration of the mail other than the form(s) prescribed in the Acts in force of the Universal Postal Union shall not be required.

D2.12.19 Relevant authorities shall not require more than three copies of any of the above-mentioned documents at the time of entry or departure of the aircraft.

D2.12.20 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.

D2.13 CORRECTION OF DOCUMENTS

D2.13.1 In the event that errors are found in any of the above-mentioned documents, the concerned authorities concerned shall accord the aircraft operator or authorized agent an opportunity to correct such errors or shall alternatively perform such corrections themselves.

D2.14 DISINSECTION OF AIRCRAFT

D2.14.1 Routine requirement for the disinsection of aircraft cabins and flight decks with an aerosol while passengers and crews are on board, to same-aircraft operations originating in, or operating via, territories that they considered to pose a threat to their public health, agriculture or environment shall be limited.

D2.14.2 Requirement of disinsection of aircraft shall be periodically reviewed and modified, as appropriate, in the light of all available evidence relating to the transmission of insects via aircraft.

D2.14.3 World Health Organization recommended methods for disinsection shall be authorized or accepted when such disinsection is required.

Note.— This provision does not preclude the trial and testing of other methods for ultimate approval by the World Health Organization.

D2.14.4 It shall be ensured that procedures for disinsection are not injurious to the health of passengers and crew and cause the minimum of discomfort to them.

D2.14.5 Aircraft operators upon request shall be provided with appropriate information for aircrew and passengers, explaining the pertinent national regulation, the reasons for the requirement, and the safety of properly performed aircraft disinsection.

D2.14.6 When disinsection has been performed in accordance with procedures recommended by the World Health Organization, Pakistan shall accept a pertinent certification on the General Declaration or, in the case of residual disinsection, the Certificate of Residual Disinsection given at D12.

D2.14.7 When disinsection has been properly performed pursuant to D2.14.3 and a certificate as indicated in D2.14.6 are made available, the health authorities in the country of arrival, shall normally accept that certificate and permit passengers and crew to disembark immediately from the aircraft.
D2.14.8 It shall be ensured that any insecticide or any other substance used for disinsection does 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.

D2.15 DISINFECTION OF AIRCRAFT

D2.15.1 The conditions under which aircraft is required to be disinfected shall be determined. The following provisions shall apply:

D2.15.1.1 The application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;

D2.15.1.2 The disinfection shall be undertaken by procedures that are in accordance with the aircraft manufacturer and any advice from WHO;

D2.15.1.3 The contaminated areas shall be disinfected with compounds possessing suitable germicidal properties appropriate to the suspected infectious agent;

D2.15.1.4 The disinfection shall be carried out expeditiously by cleaners wearing suitable personal protective equipment; and

D2.15.1.5 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.

Note.— When aircraft disinfection is required for animal health reasons, only those methods and disinfectants recommended by the International Office of Epizootics should be used.

D2.15.2 It shall be ensured that 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.

D2.16 ARRANGEMENTS CONCERNING INTERNATIONAL GENERAL AVIATION AND OTHER NON-SCHEDULED FLIGHTS

D2.16.1 Requirement concerning advance notices and applications for prior authorization of general aviation and other non-scheduled flights shall be published in AIP Pakistan.

D2.16.2 Air Transport Directorate of PCAA is designated to receive advance notice of the intended landing of aircraft in Pakistan, or applications for prior authorization,

D2.16.3 The mail and AFTN address, telex number or cable address, fax number, electronic mail address, web page and telephone number of the agency designated Air Transport Dte are provided in AIP Pakistan.

D2.16.4 Notification to the interested border inspection agencies, e.g customs, immigration or quarantine, of intended arrivals, departures or transit operations shall be the responsibility of the agency designated in D2.16.2

D2.17 PRIOR AUTHORIZATION

D2.17.1 For diplomatic flights prior authorization and notification shall be required through diplomatic channels.

D2.17.2 Aircraft operators for prior authorization shall apply directly or through certified flight permission agents approved by Pakistan CAA. The application may be filed through dedicated online flight permission management system.
D2.17.3 Aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire, should provide following details in applications for prior authorization.

D2.17.3.1 Name of operator;
D2.17.3.2 Type of aircraft and registration marks;
D2.17.3.3 Date and time of arrival at, and departure from, the airport concerned;
D2.17.3.4 Place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;
D2.17.3.5 Purpose of fight and number of passengers and/or nature and amount of freight; and
D2.17.3.6 Name, address and business of charterer, if any.

D2.17.4 The minimum time required in advance for processing the flight permission are given at D2.5 & D2.7.

D2.17.5 For aircraft either in transit non-stop or stopping for non-traffic purposes flight plan information shall be required when applying for prior authorization.

D2.17.6 Application for prior authorization for flights referred in D2.17.5 shall be filed not more than three working days in advance.

D2.18 ADVANCE NOTIFICATION OF ARRIVAL

D2.18.1 Aircraft either in transit non-stop or stopping for non-traffic purposes, more advance notice shall not be required than that required by the air traffic control services and by interested border inspection agencies.

D2.18.2 The information contained in flight plan shall be accepted as adequate advance notification of arrival, provided that such information is received at least two hours in advance of arrival and that the landing occurs at a previously designated international airport.

D2.19 CLEARANCE AND SOJOURN OF AIRCRAFT

D2.19.1 Adequate level of border and clearance services should be arranged for international general aviation operators at international airport. Arrival / departure formalities of such operations should be completed in not more than 60 minutes time period from the time crew member presenting aircraft at the first processing point at the airport.

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

D2.19.2 At international airports where international general aviation operations are infrequent, one governmental agency to undertake, on behalf of all border inspection agencies, clearance of aircraft and their loads.

D2.19.3 An aircraft that is not engaged in scheduled international air services and which is making a flight to or through any designated international airport of a Pakistan and is admitted temporarily free of duty in accordance with Article 24 of the Convention shall be allowed to remain within Pakistan for a period to be established by that state, without security for customs duty on the aircraft being required.
D3. **ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE**

D3.1 **GENERAL**

D3.1.1 Border control regulations shall be adopted commensurate to air transport environment and shall be applied in such a manner as to prevent unnecessary delays in the clearance of persons entering or departing by air.

D3.1.2 Application of aviation security, border integrity, narcotics control and immigration control measures, where appropriate, shall be taken in to account while developing procedures aimed at the efficient application of border controls on passengers and crew.

D3.1.3 When integrated circuit (IC) chips or other optional machine readable technologies used for the representation of personal data, including biometric data, in the travel documents issued by Pakistan the encoded data shall be revealed to the holder of the document upon request.

D3.1.4 Validity of the machine readable travel documents shall not be extended.

D3.2 **DOCUMENTS REQUIRED FOR TRAVEL**

D3.2.1 No documents other than those mentioned in this ANO shall be required for the entry into and departure of visitors from Pakistan.

D3.2.2 Any other document of identity shall not be required from visitors traveling by air, rightfully holding valid passports recognized by the receiving State and holding valid visas, where appropriate.

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

D3.3 **SECURITY OF TRAVEL DOCUMENTS**

D3.3.1 Security features in new versions of travel documents shall regularly to updated to guard against their misuse and to facilitate detection of cases where such documents have been unlawfully altered, replicated or issued.

D3.3.2 Controls on the creation and issuance of travel documents shall be established to safeguard against the theft of their stocks and the misappropriation of newly issued travel documents.

D3.3.3 Biometric data should be incorporated in the machine readable passports, visa and other official travel documents. The data are to be stored in a contact less integrated circuit chip complying with ISO/IEC 14443 and programmed according to the Logical Data Structure as specified by ICAO.

D3.3.4 ICAO Public Key Directory (PKD) should be joined on issuing of e passports and /or implementing at border controls automated checks on ePassports.

D3.4 **TRAVEL DOCUMENTS**

D3.4.1 Machine Readable Passports shall be issued in accordance with the specifications of Doc 9303, Part 1.

*Note.—This provision does not intend to preclude the issuance of non-machine readable passports or temporary travel documents of limited validity in cases of emergency.*
D3.4.2 For passports issued after 24 November 2005 and which are not machine readable, it shall ensure the expiration date falls before 24 November 2015.

D3.4.3 Identity documents or visas accepted for travel purposes, it should be issued in machine readable form, as specified in Doc 9303 (series), Machine Readable Travel Documents.

D3.4.4 When issuing passports that are not machine readable, it shall ensure that the personal identification and document issuance data and the format of the data page conform to the specifications for the “visual zone” set forth in Doc 9303, Part 1, Machine Readable Passports. The “machine readable zone” area shall be filled with words such as “this passport is not machine readable” or other data to preclude fraudulent insertion of machine readable characters.

D3.4.5 Publicly accessible facilities for the receipt of passport applications and/or for the issuance of passports should be established.

D3.4.6 Transparent application procedures for the issuance, renewal or replacement of passports shall be established and information describing their requirements shall be made available to prospective applicants upon request.

D3.4.6.1 The amount of fee charged for the issue or renewal of a passport, should not exceed the cost of the operation.

D3.4.6.2 Separate passport to each person regardless of age shall be issued.

D3.4.6.3 Passports issued for tourism or business travel 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.

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

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

D3.5 **EXIT VISAS**

D3.5.1 Exit visas shall not be required from own nationals.

D3.5.2 Exit visas should not be required from resident aliens wishing to tour abroad.

D3.6 **ENTRY / RE-ENTRY VISAS.**

D3.6.1 Pakistan has visa abolition agreement with the following countries:-

D3.6.2 Algeria, Argentina, Austria, Azerbaijan, Belgium, Brazil, Brunei Darussalam, China/Hongkong, Czech, Denmark, Egypt, Finland, Germany, Hellenic, Greece, Ice Land, Iran, Kazakhstan, Kyrgyz Republic, Libya, Luxemburg, Maldives, Mexico, Morocco, Nepal, Netherlands, Norway, Philippine, Romania, Russian Federation, Serbia, South Korea, SriLanka, Tajikistan, Tonga, Trinidad & Tobago, Tunisia, Turkey, Vietnam, Western Samoa, Yemen, Zambia,

D3.6.3 Re-entry visas from own national shall not be required.

D3.6.4 Re-entry visas from resident aliens who hold lawful permanent residence permits should not be required.

D3.6.5 Simple and transparent application procedures for the issuance of entry visas for prospective visitors shall be established. The applications for such visas shall be acted upon as quickly as possible after receipt.
D3.6.6 Visa issuance procedures should not normally require the applicant to make a personal appearance at the issuing office.

D3.6.7 Entry visas issued to prospective visitors, shall normally be valid for use within a period of at least six months from the date of issue regardless of the number of entries and with the understanding that the duration of each stay may be limited.

D3.6.8 When issuing visas that are not machine readable, it should be ensured that the personal and issuance data in such documents conform to the specification for the visual zone of the machine readable visa, as set forth in Doc 9303, Part 2—Machine Readable Visas.

D3.7 EMBARKATION/DISEMBARKATION CARDS

D3.7.1 Identification information in writing supplementary to that presented in visitor’s identity documents should not be required. Where the collection of identity information is required, Relevant authorities should develop systems for the electronic capture of this information from machine readable travel documents or other sources.

D3.7.2 A written record of personal data required from visitors arriving or departing by air shall be limited to the information is set further vide Embarkation/Disembarkation card at D13.

D3.7.3 Embarkation /Disembarkation cards shall be completed by visitors, completion or checking of cards by aircraft operator shall not be required.

D3.7.4 Embarkation/Disembarkation 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, as applicable (Pakistan nationals are exempted for filling disembarkation cards)

D3.8 INTERNATIONAL CERTIFICATES OF VACCINATION OR PROPHYLAXIS

D3.8.1 In cases where proof of vaccination is required by Health officer International certificate of vaccination or prophylaxis prescribed by the WHO in the International Health Regulations (2005) shall be accepted.

D3.9 INSPECTION OF TRAVEL DOCUMENTS

D3.9.1 Aircraft operators shall be assisted in the evaluation of travel documents presented by passengers, in order to deter fraud and abuse.

D3.9.2 Arrangement with other contracting state should be considered for positioning of liaison officers at airports in order to assist aircraft operators to establish the validity and authenticity of the travel documents of embarking persons.

D3.9.3 Aircraft operators shall take necessary precautions at the point of embarkation to ensure that passengers are in possession of the documents prescribed by the States of transit and destination for control purposes

D3.10 DEPARTURE PROCEDURES

D3.10.1 Income-tax clearance certificates shall not be required from visitors.

D3.10.2 Aircraft operator shall not be held liable in the event of the non-payment of income taxes by passenger.
D3.10.3 Airport Management in cooperation with aircraft operators 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).

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

D3.10.4 Applicable technology and multichannel inspection system should be adopted by authorities for inspection of travel documents of departing passengers in order to expedite such inspections.

D3.10.5 Baggage of departing passengers shall normally not be required for presentation for border control inspection.

D3.11 ENTRY PROCEDURES AND RESPONSIBILITIES

D3.11.1 Airport Management in cooperation with aircraft operator 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.

D3.11.2 Applicable technology and multi channel immigration, inspection system shall be used in order to expedite such inspections at international airports where the volume of passenger traffic justifies such measures.

D3.11.3 Travel documents and other identity documents shall not be collected from passengers or crew before they arrive at the passport control points, except in special circumstances.

D3.11.4 The public authorities concerned shall expeditiously accept passengers and crew for examination as to their admissibility into the Pakistan.

Note.—A passenger or crew member is “accepted for examination” when he makes his first appearance at the arrivals control point after disembarkation, to seek entry into the country concerned, 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.

D3.11.5 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 D3.11.4.

D3.11.6 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.

D3.11.7 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 Pakistan.
D3.11.8 The public authorities shall seize fraudulent, falsified or counterfeit travel documents. The public authorities shall also seize the travel documents of a person impersonating the rightful holder of the travel document. Such documents shall be removed from circulation immediately and returned to the appropriate authorities of the State named as issuer or to the resident Diplomatic Mission of that State.

D3.11.9 International recognized standards for the transmission of Advance Passenger Information shall be adhered to if API system is introduced under national legislation.

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

Note 2.—The UN/EDIFACT PAXLST message is a standard electronic message developed specifically as a subset of UN/EDIFACT to handle passenger manifest (electronic) transmissions. UN/EDIFACT stands for “United Nations rules for Electronic Data Interchange For Administration, Commerce and Transport.” The rules comprise a set of internationally agreed standards, directories and guidelines for the electronic interchange of structured data, and in particular that related to trade in goods and services between independent, computerized information systems. The WCO, IATA and ICAO have jointly agreed on the maximum set of API data that should be incorporated in the PAXLST message to be used for the transmission of such data by aircraft operators to the border control agencies in the destination or departure country. It is to be expected that the UN/EDIFACT standard may be supplemented by modern message techniques, such as international xml standards or web-based applications.

Note 3.—Under its current format structure the UN/EDIFACT PAXLST message will not accommodate generally aviation usage.

D3.11.10 When specifying the identifying information on passengers to be transmitted, only data elements that are available in machine readable form in travel documents shall be required. All information required shall conform to specifications for UN/EDIFACT PAXLST messages found in the WCO/IATA/ICAO API Guidelines.

D3.11.11 When a national Advance Passenger Information (API) programme is implemented and full compliance to the provisions contained in D3.11.10 are not achieved it shall be ensured that only those data elements that have been defined for incorporation into the UN/EDIFACT PAXLST message are included in the national programme’s requirement or follow the WCO’s Data Maintenance Request (DMR) process for any deviation from the standard.

D3.11.12 When implementing a new Advance Passenger Information (API) programme, with inability to accept passenger data transmitted in accordance with the UN/EDIFACT PAXLST specifications using the industry standard transmission method as described in D3.11.10 users should be consulted on the operational and cost impact incurred in modifying the UN/EDIFACT PAXLST message and its contents to the required alternate format.

D3.11.13 The number of times API data is transmitted for a specific flight should be kept to minimum.

D3.11.14 In case API data interchange is required operational and administrative burdens on aircraft operators, shall be kept limited while enhancing passenger facilitation.
D3.11.15 Fines and penalties should not be imposed 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.

D3.11.16 Passenger data shall not be required in paper form when passenger data is received electronically through an Advance Passenger Information System.

D3.11.17 If PNR access is required then data requirements and its handling should conform to guidelines developed by ICAO.

D3.11.18 Except in special circumstances arrangements shall be made whereby the identity documents of visitors need to be inspected only once at times of entry and departure.

D3.11.19 A written declaration of baggage from passengers and crew, shall not be required when no dutiable or restricted goods are being carried.

D3.11.20 A dual channel system or other selective process for customs and quarantine inspection based on risk management shall be adopted.

Note: See D14, Recommendation of the Customs Cooperation Council (now the World Customs Organization) for a simplified customs control based on the dual channel system.

D3.11.21 In cases in which the passport of a visitor has expired prior to the end of the validity period of a visa, the state that has issued the visa should continue to accept the visa until its expiration date when it is presented with the visitor's new passport.

D3.11.22 Visas 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.

D3.11.23 After individual presentation by passengers and crew of their passports or other official travel documents, the public officials concerned shall, except in special individual cases, hand back such documents immediately after examination.

D3.11.24 Arrangement should be made whereby a passenger and his baggage, arriving on an international flight making two or more stops at international airports within Pakistan are not required to be cleared through border control formalities at more than one airport in Pakistan.

D3.12 TRANSIT PROCEDURES AND REQUIREMENTS.

D3.12.1 Where airport facilities permit, provisions shall be made by means of direct transit areas or other arrangements, whereby crew, passengers and their baggage, arriving from another state and continuing their journey to a third state on the same flight or another flight from the same airport on the same day may remain temporarily within the airport of arrival without undergoing border control formalities to enter the state of transit.

D3.12.2 The number of states shall be kept minimum 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.
D3.13 DISPOSITION OF BAGGAGE SEPARATED FROM ITS OWNER.

D3.13.1 Aircraft operators shall be permitted to forward mishandled baggage to the location of its owner and aircraft operators shall not be held liable for penalties, fines, import duties and taxes, on the basis that the baggage was mishandled.

D3.13.2 The direct transfer of mishandled baggage between international flights at the same airport, without examination, except for reasons of aviation security or other necessary controls shall be permitted. In cases where direct transfer cannot be effected it shall be ensured that arrangements are made for the temporary custody of such baggage under secure supervision at an appropriate location.

D3.13.3 Aircraft operators shall be permitted to present unidentified, unclaimed or mishandled baggage for clearance at an appropriate destination on behalf of its owners, and to deliver such baggage to its owners.

D3.13.4 The clearance of unidentified, unclaimed or mishandled baggage, and its return to the aircraft operator for appropriate disposition shall be expedited. Under the conditions laid down by the public authorities, aircraft operators may be permitted to open such baggage if necessary to ascertain its owner.

D3.13.5 The aircraft operator shall be freed from the obligation to safeguard baggage not yet cleared by the public authorities, and from liability for import duties and taxes chargeable on such baggage, when it is taken into charge by customs and is under their sole control.

D3.14 IDENTIFICATION AND ENTRY OF CREW AND OTHER AIRCRAFT OPERATORS PERSONNEL

D3.14.1 Measures shall be established by the concerned authorities 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.

D3.14.2 Aircraft operator based in Pakistan and applying for crew member certificates for their crew members shall be facilitated and expedited through the process.

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

D3.14.3 In CMCs are issued, it shall be issued only in the form of machine readable cards in accordance with the specification of Doc 9303, Part 3.

D3.14.4 Procedures should be put in place 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.

D3.14.5 To the extent that aircraft operators issue crew identity cards, the production of such identity documents should be required in the format shown in D15, 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 documents security verification.

D3.14.6 It should be ensured that a record of each crew members certificates and other official identity document issued, suspended or withdrawn, is stored in an electronic database, secure from interference and unauthorized access. All information stored in the electronic database and crew member certificate should be restricted to details which are essential for the purpose of verifying a crew members identity.
D3.14.7 CMCs shall be issued only after a background check has been carried out by or on behalf of the relevant public authority. In addition, adequate controls such as a certification of employment status of an applicant prior to issuance, controls on blank card stock, and accountability requirements for issuing personnel, shall be placed on the issuance of CMCs.

D3.14.8 CMCs issued according to the requirements of standard D3.14.3 for visa-free entrance of crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving state shall be accepted.

D3.14.8.1 The visa requirement should be waived for crew members when arriving in a duty status on an international flight and seeking temporary entry for the period allowed by the receiving state.

D3.14.8.2 The visa requirement should be waived 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.

D3.14.9 Measures shall be established to provide for the temporary entry without delay into Pakistan of technical personnel of foreign aircraft operators operating to or through Pakistan 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. Guarantee of such persons subsistence in and/or return from, Pakistan shall be negotiated without delaying their admission.

D3.15 CIVIL AVIATION INSPECTORS

D3.15.1 Civil aviation inspectors of another contracting state, when engaged on inspection duties, be treated in the same manner as crew members when proceeding through departure or arrival formalities.

D3.15.2 Civil aviation inspectors should be provided with an identity document in accordance with D16.

D3.15.3 Civil aviation inspectors should carry the identity document specified in D3.15.2 a copy of the inspectors itinerary issued by the state that employ the inspector, and a valid passport.

D3.15.4 The privileges of temporary admission, as described in D3.14.6 for crew members should be extended to civil aviation inspectors of another contracting state, provided that they carry the documents listed in D3.15.3 (e.g identity document, itinerary and valid passport), and depart after a normal period of rest.

D3.16 EMERGENCY ASSISTANCE/ENTRY VISAS IN CASES OF FORCE MAJEURE

D3.16.1 Measures should be established by the concerned authorities for authorizing temporary entry for a passenger or crew member who does not possess the required entry visa prior to arrival due to diversion or delay of a flight for reasons of force majeure.

D3.16.2 Measures shall be established by the concerned authorities whereby in-transit passengers who are unexpectedly delayed due to a flight cancellation or delay may be allowed to leave the airport for the purpose of taking accommodations.

D3.16.3 In emergency situations resulting from force majeure, concerned 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.
D3.16.4 Measures should be established by the concerned authorities to permit the departure from, or the transit through the territory of Pakistan of passengers holding valid air travel reservations even if their visas have expired due to flight delays resulting from force majeure.

D3.16.5 Measures should be established by the concerned authorities to facilitate the entry of personnel required to be deployed at short notice to assist passengers whose flights have been disrupted as a result of force majeure.

D3.16.6 Measures should be established by the concerned authorities to permit the transit through the territory of Pakistan of passengers holding valid air travel reservations but who do not possess the required entry visas in cases of flight delays or diversions resulting from force majeure.

D4. ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

D4.1 GENERAL

D4.1.1 In order to facilitate and expedite the release and clearance of cargo/goods carried by air, relevant authorities shall adopt and apply appropriate regulations and procedures and shall apply them in such a manner as to prevent unnecessary delays to air cargo operations.

D4.1.1.1 Regulations and procedures appropriate to air cargo is spelt out at page GEN 1.4-1 of AIP Pakistan 6th edition.

D4.1.2 Relevant authorities should adopt and apply same regulations and procedures with respect to cargo moving by both air and surface transport under an airway bill, and should all apply them in same manner as they are applied to cargo moving solely by air.

D4.1.3 When introducing or amending regulations and procedures for the release and clearance of goods carried by air relevant authorities shall consult with aircraft operators and other parties concerned, with the aim of accomplishing the actions set forth in D4.1.1.

D4.1.4 Relevant authorities shall 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.

D4.1.5 Where the nature of a consignment could attract the attention of different concerned authorities, e.g, the customs, veterinary or sanitary controllers. Relevant authorities shall endeavour to delegate authority for release/clearance to customs or one of the other agencies or, where that is not feasible, take all necessary steps to ensure that release/clearance is coordinated and, if possible, carried out simultaneously and with a minimum of delay.

D4.1.6 Relevant authorities shall not normally require the physical examination of cargo to be imported or exported and shall use risk management to determine which goods shall be examined and the extent of that examination.

D4.1.7 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.

D4.1.8 In connection with international airports, relevant authorities should establish and either develop and operate themselves, or permit other parties to develop and operate, free zones and/or customs warehouses and should publish detailed regulations as to the types of operations which may or may not be performed therein.
D4.1.9 In all cases where free zone facilities and/or customs warehouses are not provided in connection with an international airport but have been provided elsewhere in the same general vicinity, relevant authorities shall make arrangements so that air transport can utilize these facilities on the same basis as other means of transport.

D4.2 INFORMATION REQUIRED BY THE PUBLIC AUTHORITIES.

D4.2.1 System should be provided for the electronic submission of cargo information prior to the arrival or departure of cargo.

D4.2.2 Data requirements shall be limited to only those particulars which are deemed necessary by the concerned authorities to release or clear imported goods or goods intended for exportation.

D4.2.3 Subject to the technological capabilities of the concerned 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 concerned authorities.

D4.2.4 The production and presentation of the Cargo Manifest and the air waybill 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.

D4.2.5 Requirement for additional documents for import export or transit formalities, such as commercial invoices, declaration forms, import licences and the like, aircraft operator shall not be obliged 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.

D4.2.6 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 D11 as regards the Cargo manifest.

D4.2.7 To promote trade facilitation and the application of security measures, all parties concerned, whether public or private shall be encouraged to implement compatible systems and to use the appropriate internationally accepted standards and protocols for the purpose of standardization and harmonization of electronic data interchange.

D4.2.8 Electronic information systems for the release and clearance of goods should cover their transfer between air and other modes of transport.

D4.2.9 In case supporting documents such as licenses and certificates for the importation or exportation of certain goods are needed, requirements shall be published and convenient procedures shall be established for requesting the issue or renewal of such documents.

D4.2.10 Any requirement to manually produce supporting documents should be removed and procedures should be established whereby they can be produced by electronic means.

D4.2.11 Consular formalities or consular charges or fees in connection with documents required for the release or clearance of goods shall not be required.

D4.3 RELEASE AND CLEARANCE OF EXPORT CARGO

D4.3.1 Requirements on documents for export clearance shall normally be limited to a simplified export declaration.

D4.3.2 Export Cargo shall be released up to the time of departure of an aircraft.
D4.3.3 Goods to be exported shall be allowed to be presented for clearance at any customs office designated for that purpose. Transfer from that office to the airport from which the goods are to be exported shall be carried out under the procedures laid down in the customs laws and regulation. Such procedures shall be as simple as possible.

D4.3.4 Evidence of the arrival of exported goods for import export or transit formalities shall not be required as a matter of course.

D4.3.5 When the concerned authorities require goods to be examined, but those goods have already been loaded on a departing aircraft, the aircraft operator or, where appropriate, the operators 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.

D4.4 RELEASE AND CLEARANCE OF IMPORT CARGO:

D4.4.1 When scheduling examinations, priority shall be given to the examination of live animals and perishable goods and to other goods which the concerned authorities accept are urgently required.

D4.4.2 Consignments declared as personal effects and transported as unaccompanied baggage shall be cleared under simplified arrangements.

D4.4.3 Release or clearance of goods shall be done under simplified customs procedures provided that:

D4.4.3.1 The goods are valued at less than a maximum value below which no import duties and taxes will be collected; or

D4.4.3.2 The goods attract import duties and taxes that fall below the amount that has been established as the minimum for collection; or

D4.4.3.3 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

D4.4.3.4 The goods are imported by an authorized person and are goods of a specified type.

D4.4.4 For authorised importers who meet specified criteria, including an appropriate record of compliance with official requirements and a satisfactory system for managing their commercial records, special procedures should be established, based on the advance supply of information, which provide for the immediate release of goods on arrival.

D4.4.5 Goods not afforded the simplified or special procedures referred to in provisions D4.4.1 to D4.4.4 should be released or cleared promptly on arrival, subject to compliance with customs and other requirements. All goods that do not need any examination should be released within three hours of their arrival and the submission of the correct documentation. Concerned authorities, and aircraft operators and importers or their authorized agents, should coordinate their respective functions to ensure that this goal is met.

D4.4.6 Concerned authorities should process request for the release of part consignments when all information has been submitted and other requirements for such part consignments have been met.

D4.4.7 Goods that have been unladen from an aircraft at an international airport shall be allowed to transfer to any designated customs office for clearance. The customs procedures covering such transfer shall be as simple as possible.

D4.4.8 When because of error, emergency or inaccessibility upon arrival, goods are not unladen at their intended destination, penalties, fines or other charges shall not be imposed provided:-
D4.4.8.1 The aircraft operator or his authorized agent notifies the customs of this fact within any time limit laid down;

D4.4.8.2 A valid reason, acceptable to the customs authorities, is given for the failure to unload the goods, and

D4.4.8.3 The Cargo Manifest is duty amended

D4.4.9 When, because of error or handling problems, goods are unladen at an international airport without being listed on the Cargo Manifest, concerned authorities shall not impose penalties, fines or other similar charges provided:

D4.4.10 Where applicable and subject to compliance with the requirements forwarding of the goods to their correct destination, shall be facilitated.

D4.4.11 If goods are consigned to a destination in Pakistan but have not been released for home use in Pakistan and subsequently are required to be returned to the point of origin or to be redirected to another destination, goods shall be allowed to be re-forwarded without requiring import, export or transit licences if no contravention of the laws and regulations in force is involved.

D4.4.12 Aircraft operator or, where appropriate, his authorized agent shall be absolved from liability for import duties and taxes when the goods are placed in the custody of the concerned authorities or, with the letters agreement, transferred into the possession of a third party who has furnished adequate security to the customs.

D4.5 **SPARE PARTS, EQUIPMENT, STORES & OTHER MATERIAL IMPORTED OR EXPORTED BY AIRCRAFT OPERATORS IN CONNECTION WITH INTERNATIONAL SERVICES:**

D4.5.1 Spare and commissary supplies imported into the territory of Pakistan for use on board aircraft in international service shall be relieved from import duties and taxes, subject to compliance with Pakistan Customs regulations.

D4.5.2 Supporting documentation (such as certificates of origin or consular or specialized invoices) in connection with the importation of stores and commissary supplies should not be required.

D4.5.3 Pakistan should permit on board aircraft, the sale or use of commissary supplies and stores for consumption without payment of import duties and other taxes in the case where aircraft, engaged in international flights:

D4.5.3.1 Stop at two or more international airports within the territory of Pakistan without intermediate landing in the territory of another state and

D4.5.3.2 Do not embark any domestic passengers.

D4.5.4 Subject to compliance with its regulations and requirements, concerned authorities should allow relief from import duties and taxes in respect of ground and security equipment and their component parts, instructional material and training aids imported into its territory, by or on behalf of an aircraft operator of another contracting state for use by the operator or his authorized agent, within the boundaries of an international airport or at an approved off airport facility.

D4.5.5 Concerned authorities shall grant 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.

D4.5.6 Concerned authorities shall grant 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.
D4.5.7 Concerned authorities shall allow the loan, between aircraft operators of other contracting state 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.

D4.5.8 Concerned authorities should provide for the importation, free of import duties and taxes, of aircraft operators documents as defined in D1.1.6 of the ANO to be used in connection with international air services.

D4.6 CONTAINERS AND PALLETS:

D4.6.1 Subject to compliance with their regulations and requirements, concerned authorities shall grant the aircraft operators of other contracting states temporary admission of containers and pallets whether or not owned by the aircraft operator of the aircraft on which they arrive provided they are to be used on an outbound international service or otherwise re-exported.

D4.6.2 Concerned authorities should require a temporary admission document for containers and pallets only when it is considered essential for the purposes of customs control.

D4.6.3 Where proof of the re-exportation of containers and pallets is required, concerned authorities should accept the appropriate usage records of the aircraft operator or his authorized agent as evidence thereof.

D4.6.4 Arrangement shall be made to allow aircraft operators under supervision of the concerned authorities, 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.

D4.6.5 Containers and pallets imported into Pakistan under the provision of D4.6.1 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.

D4.6.6 Where circumstances so require, concerned authorities shall allow the storage of temporarily admitted containers and pallets at off-airport locations.

D4.6.7 Concerned authorities shall allow the loan between aircraft operators of containers and pallets admitted under the provisions of D4.6.1 without payment of import duties and taxes, provided they are to be used only on an outbound international service or otherwise re-exported.

D4.6.8 Concerned authorities shall allow temporarily admitted containers and pallets to be re-exported through any designated customs office.

D4.6.9 Concerned authorities shall allow the temporary admission of replacement parts when they are needed for the repair of containers and pallets imported under the provisions D4.6.1

D4.7 MAIL DOCUMENTS AND PROCEDURE

D4.7.1 Pakistan Postal Services 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.

D4.8 RADIOACTIVE MATERIAL

D4.8.1 Concerned authorities shall facilitate the prompt release of radioactive material being imported by air, particularly material used in medical applications, provided that applicable laws and regulations governing the importation of such material are complied with.
Note: The advance notification, either in paper form or electronically, of the transport of radioactive materials would likely facilitate the entry of such material at the state of destination.

D4.8.2 Concerned 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.

D4.8.3 Where concerned authorities 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.

D5. INADMISSIBLE PERSONS AND DEPORTEES.

D5.1 GENERAL

D5.1.1 In order to minimize disruptions to the orderly operations of international civil aviation Pakistan shall cooperate with other states to promptly resolve any differences arising in the course of implementing the provisions of this section.

D5.1.2 Concerned authorities shall facilitate the transit of persons being removed from another state pursuant to the provisions of this section and extend necessary cooperation to the aircraft operators and escorts carrying out such removal.

D5.1.3 During the period when an inadmissible passenger or a person to be deported is under their custody, the officers concerned shall preserve the dignity of such persons and take no action likely to infringe such dignity.

Note: These persons should be treated in accordance with the relevant international provisions, including the UN International Covenant on Civil and Political Rights.

D5.2 INADMISSIBLE PERSONS.

D5.2.1 Concerned authorities shall without delay notify the aircraft operator confirming this as soon as possible in writing, when a person is found inadmissible, pursuant to D3.11.6.

Note: Written notification can be either in paper form or in electronic form such as e-mail.

D5.2.2 Relevant authorities should consult the aircraft operator on the time frame for removal of the person found inadmissible, in order to allow the aircraft operator a reasonable amount of time during which to effect the person’s removal via its own services or to make alternative removal arrangements.

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

D5.2.3 Concerned 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, if known, the name, age, gender and citizenship of the person in question.

D5.2.4 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 D17(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.
D5.2.5 Authorities ordering the removal of an inadmissible person whose travel documents have been seized pursuant to D3.11.8 shall deliver a covering letter in the format set forth in D17(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.

D5.2.6 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.

D5.2.7 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 Pakistan.

D5.2.8 Concerned 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 State.

D5.2.9 When a person is found inadmissible and is returned to the aircraft operator for transport away from the territory of the Pakistan, the aircraft operator shall not be precluded from recovering from such person any transportation costs involved in his removal.

D5.2.10 The aircraft operator shall remove the inadmissible person to:

D5.2.10.1 The point where he commenced his journey; or
D5.2.10.2 To any place where he is admissible.

D5.2.11 Where appropriate, concerned authorities should consult with the aircraft operator regarding the most practicable place to which the inadmissible person is to be removed.

D5.2.12 Concerned authorities shall accept for examination a person removed from a state where he was found inadmissible if this person commenced his journey from Pakistan. Such person shall not be returned to the country where he was earlier found inadmissible.

D5.2.13 Concerned authorities shall accept the covering letter and other papers delivered pursuant to D5.2.4 Or D5.2.5 as sufficient documentation to carry out the examination of the person referred to in the letter.

D5.2.14 Concerned 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 adequate precautions to ensure that these persons had complied with the documentary requirements for entry into Pakistan.

D5.2.15 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, the fines and penalties that might otherwise be applicable should such persons be carried to Pakistan should be mitigated.

D5.2.16 Concerned authorities shall not prevent the departure of an operator’s aircraft pending a determination of admissibility of any of its arriving passengers.
Note: An exception to this provision could be made in the case of infrequent flights or if the contracting state had reason to believe that there might be an irregularly high number of inadmissible persons on a specific flight.

D5.3 DEPORTEES

D5.3.1 A deportation order shall be served to person being deported from Pakistan. The name of the destination state shall be indicated to the deportee.

D5.3.2 In removing deportees from its territory concerned authorities shall assume all obligations, responsibilities and costs associated with the removal.

D5.3.3 Concerned 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:

D5.3.3.1 A copy of the deportation order, if legislation allows

D5.3.3.2 A risk assessment by concerned authority and/or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight and

D5.3.3.3 The names and nationalities of any escorts.

D5.3.4 Concerned authorities in making arrangements for the removal of a deportee to a destination state shall use direct non-stop flights whenever practicable.

D5.3.5 Concerned 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.

D5.3.6 Concerned authorities shall admit into its territory its nationals who have been deported from another state.

D5.3.7 Concerned authorities shall give special consideration to the admission of a person, deported from another state, who holds evidence of valid and authorized residence within its territory.

D5.3.8 Concerned authorities when determining that a deportee must be escorted and the itinerary involves a transit stop in an intermediate state, shall ensure that the escorts remains 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 locations.

D5.4 PROCUREMENT OF A REPLACEMENT TRAVEL DOCUMENT

D5.4.1 When a replacement travel document must be obtained in order to facilitate removal and acceptance of an inadmissible person at his destination concerned authorities shall provide as much assistance as practicable in obtaining that document if it is ordering the removal.

D5.4.2 Concerned authorities shall, when requested to provide travel documents to facilitate the return of one of its nationals, respond within a reasonable period of time and not more than 30 days after such a request was made either by issuing a travel document or by satisfying the requesting state that the person concerned is not one of its nationals.

D5.4.3 Concerned authorities shall not make the signing by the person concerned of an application for a travel document prerequisite for the issuance of that document.
D5.4.4 When concerned authorities has determined that a person for whom a travel document has been requested is one of its nationals but cannot issue a passport within 30 days of the request, Pakistan shall issue an emergency travel document that attests to the nationality of the person concerned and that is valid for readmission.

D5.4.5 Concerned authorities shall not refuse to issue a travel document to or otherwise thwart the return of one of its nationals by rendering that person stateless.

**D6. INTERNATIONAL AIRPORTS FACILITIES AND SERVICES FOR TRAFFIC.**

**D6.1 GENERAL**

D6.1.1 Provision of this ANO shall be continued to be implemented in the event an airport becomes privatized.

D6.1.2 It should be ensured, in consultation with airport operators, that the design development and maintenance of facilities at international airports provide efficient and effective flow arrangements.

D6.1.3 It shall be ensured that airport and aircraft operators provide for the expeditious processing of passengers, crew, baggage, cargo and mail.

D6.1.4 It shall be ensured that efficient customs, immigration, quarantine and health border clearance services, as required are provided at international airports.

D6.1.5 It shall be ensured in consultation with airport operators, that facilities and services provided at international airports are where possible, flexible and capable of expansion to meet traffic growth, an increase in security requirements arising from increased threat or other changes to support border integrity measures.

D6.1.6 In the planning of new facilities or major modifications to existing facilities, including cargo facilities, at international airports, the entity or entities for such planning shall consult with public authorities, aircraft operators and appropriate bodies representing airport users, at the earliest stages of planning.

D6.1.7 Aircraft operators should inform airport operators and relevant government agencies, in commercial confidence, of their service, schedule and fleet plans at the airport, to enable rational planning of facilities and services in relation to the traffic anticipated.

D6.1.8 It should be ensured that where a passenger service charge, airport tax or other similar fee is levied at an international airport, direct collection from passengers is avoided wherever possible.

D6.1.9 Subject to relevant regulation Aircraft operators should be permitted to choose how and by whom, their ground handling operations should be carried out.

**D6.2 AIRPORT TRAFFIC FLOW ARRANGEMENTS**

**D6.2.1 COMMON PROVISIONS**

D6.2.1.1 Public and private sector airports to provide adequate facilities to permit embarkation and disembarkation of passengers without delay.

D6.2.1.2 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.

D6.2.1.3 Airport and aircraft operators, where appropriate and after consultation, should implement automated facilities for passenger and baggage processing.
D6.2.1.4 It should be ensured that signage used at airports is 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.

D6.2.1.5 Travellers should be notified 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.

D6.2.1.6 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.

D6.2.1.7 Airport or aircraft operator, 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.

D6.2.1.8 Airport operators or aircraft operator should maintain a flight information system, and follows the standard layout recommended in Doc 9249, Dynamic Flight-Related Public Information Displays.

D6.2.1.9 Airport operators or the service provider, as appropriate should provide car parking facilities for long- and short-term usage by passengers, visitors, crew and staff at international airports.

D6.3 AIRCRAFT PARKING AND SERVICING ARRANGEMENTS

D6.3.1 It should be ensured that convenient parking and servicing facilities for aircraft are available, in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time.

D6.4 OUTBOUND PASSENGERS, CREW AND BAGGAGE

D6.4.1 It should be ensured that adequate transportation is provided, by the appropriate service provider, between airport terminal buildings during the hours of airport operation.

D6.4.2 Airport and aircraft operators should be allowed to provide off-airport check-in facilities, so long as all necessary security measures and other control requirements are met.

D6.4.3 It should be ensured that security and/or border control personnel use efficient screening and examination techniques in examinations of passengers and their baggage, in order to facilitate aircraft departure.

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

D6.4.4 Crew-member check-in and operations facilities should be readily accessible and within close proximity of each other.

D6.4.5 Airport operators and public authorities should provide efficient services for general aviation operators or their agent(s) concerning their operational and administrative requirements.

D6.4.6 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.
D6.5  **INBOUND PASSENGERS, CREW AND BAGGAGE**

D6.5.1 Arrangements shall be made 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.

D6.5.2 It should be ensured that airport operators provide adequate space in the baggage claim area permitting easy identification and speedy reclaim by each passenger of his checked baggage.

D6.5.3 It should be ensured that, where appropriate, mechanized baggage delivery systems are installed at international airports to facilitate the movement of passenger baggage.

D6.5.4 International airports operator 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.

D6.6  **TRANSIT AND TRANSFER OF PASSENGERS AND CREW**

D6.6.1 Whenever possible, subject to necessary safety and security measures passengers should be permitted to remain on board the aircraft and authorize embarkation and disembarkation during refuelling, subject to the necessary safety and security measures.

D6.6.2 It should be ensured that airport operators provide sufficient space for handling counters in direct transit areas, in accordance with traffic volumes. The space requirement and operating hours should be agreed between the airport and aircraft operators.

D6.7  **MISCELLANEOUS FACILITIES AND SERVICES IN PASSENGER TERMINAL BUILDINGS**

D6.7.1 Storage facilities should be provided for baggage left by their owners at international airports for later pick-up subject to security requirements.

D6.7.2 It shall be ensured that airport or aircraft operators, as appropriate, provide facilities where unclaimed, unidentified and mishandled baggage is kept securely until cleared, forwarded, claimed or disposed of in accordance with applicable laws and regulations. Authorized personnel of the aircraft operator or service provider shall have access to the baggage during the hours of airport operation.

D6.7.3 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.

D6.7.4 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.

D6.7.5 Airport operators, should ensure that retail facilities, while being conveniently located, do not impede passenger flow.

D6.8  **CARGO AND MAIL HANDLING AND CLEARANCE FACILITIES**

D6.8.1 It should be ensured that airport operators make appropriate provision for clearance of all-cargo aircraft.

D6.8.2 Airport operators, should ensure that cargo terminals and their landside access roads are appropriately designed and operated to provide efficient access.
D6.8.2.1 In cooperation with stakeholders, it should be ensured 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.

D6.8.2.2 In cooperation with stakeholders, appropriate facilities should be provided for the safe, efficient and secure processing and storage of mail consignments, at those international airports where the volume of mail so warrants and in accordance with applicable laws and regulations.

D6.9 Facilities required for implementation of public health, emergency medical relief, and animal and plant quarantine measures

D6.9.1 Airport operators shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.

D6.9.2 It should be ensured that there are, at or near all major international airports, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.

D6.9.3 International airports 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.

D6.9.4 It should be ensured 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.

D6.9.5 It shall be ensured that handling and distribution procedures for consumable products (i.e. food, drink and water supplies) on board aircraft or in the airport are in compliance with the International Health Regulations (2005) and relevant guidelines of the World Health Organization, the Food and Agriculture Organization and national regulations.

D6.9.6 In cooperation with aircraft operators it shall be ensured that a safe, sanitary and efficient system is instituted, at international airports, 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 regulations.

D6.9.7 It shall be ensured that international airports maintain 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.

D6.10 Facilities required for clearance controls and operation of control services

D6.10.1 Sufficient services shall be provided by public authorities concerned without charge during working hours established by authorities.

Note 1.— Under Annex 15: Aeronautical Information Services, States are obligated to publish the types and hours of clearance services (customs, immigration, health) at their international airports.
Note 2.— In addition to services referred to above, Contracting States, airport operators or aircraft operators may wish to offer enhanced services to users (passengers, aircraft operators and other parties that would benefit from the proposed premium service), either on a free or a fee-paid, voluntary basis. Where a fee will be assessed, it should be limited to that necessary to recover the cost for the service provided.

D6.10.2 If deemed necessary arrangements should 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.

D6.11  **UNRULY PASSENGERS**

D6.11.1 Pakistan Civil Aviation Authority should increase passenger awareness of the unacceptability and legal consequences of unruly or disruptive behaviour in aviation facilities and on board aircraft.

D6.11.2 Airport and aircraft operators and public authorities provide training to relevant personnel concerning the identification and management of unruly passengers, including recognition and defusing of escalating situations, and crisis containment.

Note.— Guidance material on the legal aspects of unruly/disruptive passengers can be found in Circular 288 — Guidance on the Legal Aspects of Unruly/Disruptive Passengers.

D6.12  **PASSENGER AMENITIES**

D6.12.1 Airport operators should provide suitable childcare facilities in passenger terminals, and that they are clearly indicated by signage and are easily accessible.

D6.12.2 Airport operator or service provider(s), as appropriate should provide passengers with information on ground transportation available at the airport.

D6.12.3 Pakistan Civil Aviation Authority shall provide, adequate facilities at international airports for the legal exchange of funds of other States through governmental agencies or shall authorize private agencies to do so. These facilities shall be available to arriving and departing passengers.

D7.  **LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS:**

D7.1  **GENERAL**

D7.1.1 All possible assistance shall be rendered to an aircraft which, for reasons beyond the control of the pilot-in-command, has landed elsewhere than at international airports and control formalities and procedures shall be kept to minimum in such cases.

D7.1.2 The pilot-in-command or the next senior crew member available shall cause the landing to be reported as soon as practicable to the concerned ATC unit / authorities.

D7.2  **SHORT STOPOVER**

D7.2.1 If it is apparent that the aircraft can resume its flight within a relatively short time of arrival, the following procedure shall apply:
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.

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

The pilot-in-command shall not be required to apply to more than one government agency for take-off permission.

**NO RESUMPTION OF FLIGHT**

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

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.

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

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.

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

**Bonds and exemption from requisition or seizure**

Aircraft operators should be allowed to use single comprehensive bond to cover the liabilities under the customs immigration, public health, animal and plant quarantine, or similar laws of the State.

The aircraft, ground equipment, security equipment, spare parts and technical supplies of foreign aircraft operator located in Pakistan for use in the operation of an international air service serving Pakistan should be exempt from the national laws of 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 Pakistan.

**FACILITATION OF SEARCH, RESCUE, ACCIDENT INVESTIGATION AND SALVAGE**

Subject to the national laws arrangements shall be made to ensure entry without delay into Pakistan on a temporary basis of qualified personnel required for search, rescue, accident investigation, repair or salvage in connection with a lost or damaged aircraft.

In arranging for the entry without delay of the personnel referred to in D8.2.1 when such a document is necessary concerned authorities shall not require any other travel document than a passport.
D8.2.1.2 When necessary and on an exceptional basis visas should be issue on arrival to personnel referred to in D8.2.1 to facilitate their admission when such personnel carry an order of mission from the competent authority in their State.

D8.2.1.3 It should be ensured that accident investigators are duly facilitated for aircraft accident and incident investigations. Transport should be arranged for the investigators to reach to the site of the accident or incident without delay.

D8.2.2 Concerned authorities shall facilitate the temporary entry into its territory of all aircraft, tools, spare parts and equipment required in the search, rescue, accident investigation, repair or salvage of the damaged aircraft of another State. 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.

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

D8.2.3 Concerned authorities shall facilitate the removal from its territory of both the damaged and any assisting aircraft, together with tools, spare parts and equipment that may have been brought in for search, rescue, accident investigation, repair or salvage purposes.

D8.2.4 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 Pakistan within a specified length of time, shall be subject to the requirements of the applicable laws.

D8.2.5 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 concerned authorities shall ensure that the movement of such part, or parts, is effected without delay. The Contracting States concerned shall likewise facilitate the return of such part, or parts, to Pakistan for conduct of accident investigation.

D8.3 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

D8.3.1 Pakistan Civil Aviation Authority shall facilitate the entry into, departure from and transit through its territories of aircraft engaged in relief flights performed by or on behalf of international organizations recognized by the UN or by or on behalf of States themselves and shall take all possible measures to ensure their safe operation. Such relief flights are those undertaken in response to natural and man-made disasters which seriously endanger human health or the environment, as well as similar emergency situations where UN assistance is required. Such flights shall be commenced as quickly as possible after obtaining agreement with the recipient State.

Note 1.— According to its Internationally Agreed Glossary of Basic Terms, the United Nations Department of Humanitarian Affairs considers an emergency to be “a sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences” and a disaster to be “a serious disruption of the functioning of society, causing widespread human, material or environmental losses which exceed the ability of the affected society to cope using only its own resources.”
Note 2.— With respect to the application of measures to ensure the safe operation of relief flights, attention is drawn to Annex 11 — Air Traffic Services, the Manual Concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft Operations (Doc 9554) and the Manual concerning Interception of Civil Aircraft (Doc 9433).

D8.3.2 Pakistan Civil Aviation Authority shall ensure that personnel and articles arriving on relief flights referred to in D8.3.1 are cleared without delay.

D8.4 **MARINE POLLUTION AND SAFETY EMERGENCY OPERATIONS**

D8.4.1 In cases of emergency Pakistan Civil Aviation Authority shall facilitate the entry, transit and departure of aircraft engaged in the combating or prevention of marine pollution, or other operations necessary to ensure maritime safety, safety of the population or protection of the marine environment.

D8.4.2 In cases of emergency concerned authorities shall, to the greatest extent possible, facilitate the entry, transit and departure of persons, cargo, material and equipment required to deal with the marine pollution and safety operations described in D8.4.1.

D8.5 **IMPLEMENTATION OF INTERNATIONAL HEALTH REGULATIONS AND RELATED PROVISIONS**

D8.5.1 Concerned authorities shall comply with the pertinent provisions of the International Health Regulations (2005) of the World Health Organization.

D8.5.2 Concerned authorities shall take all possible measures 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.

D8.5.3 Concerned authorities shall make arrangements to enable all aircraft operators and agencies concerned to make available to passengers, sufficiently in advance of departure, information concerning the vaccination requirements of the countries of destination, as well as the Model international Certificate of Vaccination or Prophylaxis conforming to Article 36 and Annex 6 of the International Health Regulations.

D8.5.4 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.

Note 1.— A communicable disease could be suspected and require further evaluation if a person has a fever (temperature 38°C/100°F or greater) that is associated with certain signs or symptoms: 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.

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

Note 3.— Annex 6— Operation of Aircraft describes the “on board” medical supplies that are required to be carried on aircraft. The Procedures for Air Navigation Services — Air Traffic Management (Doc 4444) (PANS-ATM) detail the procedures to be followed by the pilot-in-command in communication with air traffic control.
D8.5.5 When a public health threat has been identified and when the health authorities 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, concerned authorities should accept the “Public Health Passenger Locator Card” reproduced in D19 as the sole document for this purpose.

D8.6 COMMUNICABLE DISEASE OUTBREAK NATIONAL AVIATION PLAN

D8.6.1 Concerned 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.

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

Note 2.— Annex 11 — Air Traffic Services and Annex 14 — Aerodromes, Volume I — Aerodrome Design and Operations require air traffic services and aerodromes to establish contingency planning or aerodrome emergency plans, respectively, for public health emergencies of international concern.

D8.7 ESTABLISHMENT OF NATIONAL FACILITATION PROGRAMME

D8.7.1 A national air transport facilitation programme based on the facilitation requirements of the Convention and this ANO shall be established.

D8.7.2 It shall be ensured that the objective of 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.

D8.7.3 In establishing a National Air Transport Facilitation Programme ICAO, guidance material shall be used.

D8.7.4 A National Air Transport Facilitation committee, and Airport Facilitation Committees as required, or similar coordinating bodies, for the purpose of coordinating facilitation activities between departments, agencies, and other organizations of Pakistan with, or responsible for, various aspects of international civil aviation as well as with airport and aircraft operators shall be established.

D8.7.5 Concerned authorities should endeavour to establish close coordination, adapted to circumstances, between civil aviation security and facilitation programme. To this end, certain members of Facilitation Committees should also be members of Security Committees.

D8.7.6 In establishing and operating National Air Transport and Airport Facilitation Committees, ICAO guidance material should be used.

D8.8 FACILITATION OF THE TRANSPORT OF PASSENGERS REQUIRING SPECIAL ASSISTANCE

D8.8.1 GENERAL

D8.8.1.1 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. Such assistance includes the offering of information and directions in media that can be understood by travellers with cognitive or sensory disabilities.
D8.8.1.2 Necessary measures should be taken to make accessible to persons with disabilities all the elements of the chain of the person’s journey, from beginning to end.

D8.8.1.3 Necessary steps should be taken with aircraft operators, airports and ground handling operators to establish minimum uniform standards of accessibility with respect to transportation services for persons with disabilities, from arrival at the airport of departure to leaving the airport of destination.

D8.8.1.4 Necessary steps should be taken to ensure that airlines, airports, ground handling operators and travel agencies are in a position to give those passengers the assistance necessary for them, depending on their needs, to help them in their travel.

D8.8.1.5 Necessary steps should be taken to secure the cooperation of aircraft operators, airports and ground handling operators in order to establish and coordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.

D8.8.2 ACCESS TO AIRPORTS

D8.8.2.1 Necessary steps shall be taken to ensure that airport facilities and services are adapted to the needs of persons with disabilities.

D8.8.2.2 It should be ensured that lifting systems or any other appropriate devices are made available in order to facilitate the movement of elderly and disabled passengers between the aircraft and the terminal on both arrival and departure as required where telescopic passageways are not used.

D8.8.2.3 Measures should be taken to ensure that the hearing- and vision-impaired are able to obtain flight information.

D8.8.2.4 For elderly and disabled persons being set down or picked up at a terminal building, reserved points should be located as close as possible to main entrances. To facilitate movement to the various areas of the airport, access routes should be free of obstacles.

D8.8.2.5 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.

D8.8.2.6 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.

D8.8.2.7 Direct transfer from one aircraft to another of passengers, particularly elderly and disabled passengers, should be authorized, where necessary and possible, whenever this is warranted by deadlines in making connecting flights or by other circumstances.

D8.8.3 ACCESS TO AIR SERVICES

D8.8.3.1 Necessary steps shall be taken to ensure that persons with disabilities have adequate access to air services.

D8.8.3.2 Provisions should be introduced by which aircraft coming newly into service or after major refurbishment should conform to minimum uniform standards of accessibility with respect to equipment on board aircraft which would include movable armrests, on-board wheelchairs, lavatories and suitable lighting and signs.
D8.8.3.3 Wheelchairs, special apparatus and equipment required by persons with disabilities should be carried free of charge in the cabin where, in the view of the aircraft operator, space and safety requirements permit or should be designated as priority baggage. Service animals accompanying passengers with disabilities should also be carried free of charge in the cabin, subject to the application of any relevant national or aircraft operator regulations.

D8.8.3.4 ICAO shall be notified promptly of such restrictions for the transport of battery powered devices 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 is imposed.

D8.8.3.5 In principle, persons with disabilities should be permitted to determine whether or not they need an escort and to travel without the requirement for a medical clearance. However, advance notice should be mandatory where assistance or lifting is required. Aircraft operators should only be permitted to require passengers with disabilities to obtain a medical clearance in cases of medical condition where it is clear that their safety or well-being or that of other passengers cannot be guaranteed. Furthermore, aircraft operators should only be permitted to require an escort when it is clear that a person with disabilities is not self-reliant and, as such, the safety or well-being of that person or that of another passenger cannot be guaranteed. If the presence of an escort is required, Contracting States should encourage aircraft operators to offer discounts for the carriage of that accompanying person.

**D8.9 ASSISTANCE TO AIRCRAFT ACCIDENT VICTIMS AND THEIR FAMILIES**

**D8.9.1** Pakistan in case of State of Occurrence of an aircraft accident shall make arrangements to facilitate the entry into its territory on a temporary basis of family members of victims of an aircraft accident.

**D8.9.2** It shall also make arrangements to facilitate the entry into its territory, on a temporary basis, of authorized representatives of the operator whose aircraft has met with the accident, or of the operator’s alliance partner, in order to enable them to provide assistance to survivors and their family members, the family members of the deceased victims of the accident.

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

**D8.9.3** In arranging for the entry of the persons referred in D8.9.1, Pakistan 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 Pakistan. In cases where it requires entrance visas for persons referred to in D8.9.1 and D8.9.2 above, it should expedite the issuance of such visas.

**D8.9.4** Concerned authorities shall make arrangements to issue emergency travel documents, if required, to Pakistani nationals who have survived the accident.

**D8.9.5** Concerned authorities shall extend all necessary assistance, such as arranging transport and clearing customs, in the repatriation of human remains to their countries of origin, on request by family members of the deceased or the operator whose aircraft met with the accident.
### GENERAL DECLARATION

**GENERAL DECLARATION**

(Outward/Inward)

Operator .................................................................

Marks of Nationality and Registration ................................

Flight No. ........................................ Date .................................................................

Departure from ......................................................... (Place)

Arrival at ............................................................... (Place)

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### FLIGHT ROUTING

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

<table>
<thead>
<tr>
<th>PLACE</th>
<th>NAMES OF CREW*</th>
<th>NUMBER OF PASSENGERS ON THIS STAGE**</th>
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**Declaration of Health**

Name and seat number or function of persons on board with illnesses other than airsickness or the effects of accidents, who may be suffering from a communicable disease (a fever — temperature 38°C/100°F or greater — associated with one or more of the following signs or symptoms, 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.

For official use only

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

Signed, if required, with time and date

Crew member concerned

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

**SIGNATURE**

Authorized Agent or Pilot-in-command
## D10. PASSENGER MANIFEST

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<th>Surname and initials</th>
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# CARGO MANIFEST

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<th>Operator</th>
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<th>Air Waybill Number</th>
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<th>Nature of goods*</th>
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<th>For official use only</th>
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D12. **CERTIFICATE OF RESIDUAL DISINSECTION**

GOVERNMENT OF ...........................................................................................................

**CERTIFICATE OF RESIDUAL DISINSECTION**

Interior surfaces, including cargo space, of this aircraft ....................... were treated with an approved residual disinfection product on ........ in accordance with the World Health Organization recommendations (WHO Weekly 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 disinfection product, and in any case within 8 weeks of the above date.

Expiry date: ......................................................................................................................

Signed: ...............................................................................................................................

Designation: .....................................................................................................................

Date: .................................................................................................................................
D13. **EMBARKATION/DISEMBARKATION CARD**

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<tr>
<th><strong>INTERNATIONAL EMBARKATION/DISEMBARKATION CARD</strong></th>
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<tr>
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| 1. Name: ...........................................  ...........................................  
  | Primary name  Secondary name(s)                  |
| 2. Date of birth: ...................................  .......................................  
  | Year  Month  Day                              |
| 3. Nationality: .................................................................          |
| 4. Travel document: ........................................  ...................................  
  | Issuing State  Document type  Number             |
| 5. Arriving passengers:                           
  | port of embarkation                            
  | or                                               
  | Departing passengers:                           
  | port of disembarkation                          |
| 6. (Other data, requested at the option of the State) |
  | a)................................................................................. |
  | b)................................................................................. |
  | c)................................................................................. |
D14. **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 A 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).”
D15. **CREW MEMBER CERTIFICATE (CMC)**

**Front of CMC**

- **Issuing State**
- **Competent issuing authority**
- **Photograph of holder of Certificate**
- **CREW MEMBER CERTIFICATE**
  - **Surname/Nom**
  - **Given name/Prénom**
  - **Sex/Nationalité**
  - **Date of Birth/Date de Naissance**
  - **Occupation/Profession**
  - **Doc No/N° du Doc/Date of Expiry/Date d’expiration**

(Signature of holder)

**Back of CMC**

- **Issuing State**
- **Issued au/Émis à**
- **(Place of issue)**
- **(Signature)**
- **Issuing Authority/Autorité d’émission**

Machine Readable Zone
(To be left blank when non-machine readable certificate issued)

---

*Note.* — Detailed specifications for a machine readable crew member certificate can be found in Doc 9303, *Part 3 — Machine Readable Official Travel Documents: Volume 1, MRtDs with Machine Readable Data Stored in Optical Character Recognition Format.*
D16. **CIVIL AVIATION INSPECTOR CERTIFICATE**

**Front of Certificate**

The holder may, at all times, re-enter upon production of this certificate, within the period of validity.

**Back of Certificate**

*Note.— Detailed specifications for a machine readable certificate can be found in Doc 9303, Part 3 — Machine Readable Official Travel Documents: Volume 1, MRTds with Machine Readable Data Stored in Optical Character Recognition Format.*
### D17. SUGGESTED FORMATS FOR DOCUMENTS RELATING TO THE RETURN OF INADMISSIBLE PERSONS

#### 1. ATTESTING DOCUMENT RELATING TO LOST OR DESTROYED TRAVEL DOCUMENTS (see 5.6)

<table>
<thead>
<tr>
<th>From: Immigration or other appropriate authority: (Name)</th>
<th>To: Immigration or other appropriate authority: (Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport: (Name)</td>
<td>Airport: (Name)</td>
</tr>
<tr>
<td>State: (Name)</td>
<td>State: (Name)</td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Telex:</td>
<td></td>
</tr>
<tr>
<td>Facsimile:</td>
<td></td>
</tr>
</tbody>
</table>

The person for whom this document is issued arrived on (date) at (name of) Airport on flight (flight number) from (City and State).

This person, who was found to be inadmissible, has lost or destroyed his travel documents and claims to be/is understood to be (strike out whichever is not applicable and add any appropriate supporting information).

**Surname:**

**Given name(s):**

**Date of birth:**

**Place of birth:**

**Nationality:**

**Residence:**

The incoming carrier was instructed to remove the passenger from the territory of this State on flight (flight number) departing on (date) at (time) from (name of) airport.

Pursuant to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.

**Date:**

**Name of Official:**

**Title:**

**Signature:**

**Name of immigration or other appropriate authority:**

(Warning: This is NOT an Identification Document)
2. LETTER RELATING TO FRAUDULENT, FALSIFIED OR COUNTERFEIT TRAVEL DOCUMENTS OR GENUINE DOCUMENTS PRESENTED BY IMPOSTERS (see 5.7)

From: Immigration or appropriate authority: (Name)  
Airport: (Name)  
State: (Name)  
Telephone:  
Telex:  
Facsimile:  

To: Immigration or appropriate authority: (Name)  
Airport: (Name)  
State: (Name)  

Enclosed herewith is a photocopy of a fraudulent/falsified/counterfeit 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:  
Given name(s):  
Date of birth:  
Place of birth:  
Nationality:  
Residence:  

Photograph

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)
D18. **UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS**

<table>
<thead>
<tr>
<th>Shipper (Exporter)</th>
<th>Date: Reference No. etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consignee</th>
<th>Other address (e.g. buyer, if other than consignee)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notify or delivery address</th>
<th>Statements as to countries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statements as to transportation</th>
<th>Terms of delivery and payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marks and numbers; number and kind of package; description of goods</th>
<th>Statistical No.</th>
<th>Net quantity</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross weight</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Free disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place and date of issue; signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
## D19. PUBLIC HEALTH PASSENGER LOCATOR FORM

Public Health Passenger Locator Form: To protect your health, public health officers need you to complete this form whenever they suspect a communicable disease on board a flight. Your information will help public health officers to contact you if you were exposed to a communicable disease. It is important to fill out the form completely and accurately. Your information is intended to be held in accordance with applicable laws and used only for public health purposes.

Thank you for helping us to protect your health.

One form should be completed by an adult member of each family. Print in capital (UPPERCASE) letters. Leave blank boxes for spaces.

<table>
<thead>
<tr>
<th>FLIGHT INFORMATION</th>
<th>PERSONAL INFORMATION</th>
<th>PHONE NUMBER(S) where you can be reached if needed. Include country code and city code.</th>
<th>PERMANENT ADDRESS</th>
<th>TEMPORARY ADDRESS: If you are a visitor, write only the first place where you will be staying.</th>
<th>EMERGENCY CONTACT INFORMATION of someone who can reach you during the next 30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Airline name</td>
<td>5. Last (Family) Name</td>
<td>9. Mobile</td>
<td>16. City</td>
<td>20. Hotel name (if any)</td>
<td>27. Last (Family) Name</td>
</tr>
<tr>
<td>2. Flight number</td>
<td>6. First (Given) Name</td>
<td>10. Business</td>
<td>17. State/Province</td>
<td>21. Number and street (Separate number and street with blank box)</td>
<td>28. First (Given) Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13. Email address</td>
<td></td>
<td></td>
<td>31. Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32. Mobile phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>33. Other phone</td>
</tr>
</tbody>
</table>

### TRAVEL COMPANIONS — FAMILY: Only include age if younger than 18 years

<table>
<thead>
<tr>
<th>Last (Family) Name</th>
<th>First (Given) Name</th>
<th>Seat number</th>
<th>Age &lt;18</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TRAVEL COMPANIONS — NON-FAMILY: Also include name of group (if any)

<table>
<thead>
<tr>
<th>Last (Family) Name</th>
<th>First (Given) Name</th>
<th>Group (tour, team, business, other)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
E. EVIDENCES (ACRONYMS/RECORDS/REFERENCES):

E1. ACRONYMS:

AFTN AERONAUTICAL FIXED TELECOMMUNICATION NETWORK
AIP AERONAUTICAL INFORMATION PUBLICATION
API ADVANCE PASSENGER INFORMATION
CMC CREW MEMBER CERTIFICATE
DGCA DIRECTOR GENERAL CIVIL AVIATION
DMR DATA MAINTENANCE REQUEST
FAL FACILITATION
IATA INTERNATIONAL AIR TRANSPORT ASSOCIATION
ICAO INTERNATIONAL CIVIL AVIATION ORGANIZATION
ICAO PKD ICAO PUBLIC KEY DIRECTORY
IHR INTERNATIONAL HEALTH REGULATIONS
MRTD MACHINE READABLE TRAVEL DOCUMENT
PCAA PAKISTAN CIVIL AVIATION AUTHORITY
PNR PASSENGER NAME RECORD
UN/EDIFACT UNITED NATIONS RULES FOR ELECTRONIC DATA INTERCHANGE FOR ADMINISTRATION COMMERCE AND TRANSPORT

E2. RECORDS

NIL

E3. REFERENCES:

E3.1 Annex-9
E3.2 Annex-11
E3.3 Annex-14 Vol-I
E3.4 Annex-15
E3.5 Annex-17
E3.6 Annex-18
E3.7 AIP Pakistan
E3.8 CARs 1994
E3.9 Customs Act 1969
E3.10 Customs Rules 2001
E3.11 Chicago Convention
E3.12 Foreigner Act 1946
E3.13 Foreigners Order 1951
E3.14 ICAO Doc 4444
E3.15 ICAO Doc 9249
E3.16 ICAO Doc 9284
E3.17 ICAO Doc 9303
E3.18 ICAO Doc 9433
E3.19 ICAO Doc 9554
E3.20 ICAO Doc 9636
E3.21 ICAO Circular 288
E3.22 ISO / IEC 14443
E3.23 International Health Regulation 2005
E3.24 Registration of Foreigner Rule 1966
E3.25 Registration of Foreigner (Exemption) Order 1966
E3.26 UN International Covenant on civil and political rights
E3.27 WHO guide to Hygiene and Sanitation in aviation

IMPLEMENTATION:

This Air Navigation Order shall be implemented with effect from 19th December, 2014.

(MUHAMMAD YOUSAF)
Air Marshal (Retd.)
Director General,
Pakistan Civil Aviation Authority

Dated:  Dec, 2014

(KHAWAR GHAYAS)
Director Air Transport & Economic Regulations

Dated- Dec, 2014
File No. HQCAA/1103/009/ATCP