

GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1. GENERAL

1.1 All flights into / from or over the territory of Sri Lanka and landing in such territory shall be carried out in accordance with the valid regulations of Sri Lanka relating to civil aviation.

1.2 Aircraft landing in, or departing from the territory of Sri Lanka shall land at and finally depart from an international aerodrome. (Refer subsection **AD 1.3** and relevant pages of section **AD2**)

2 SCHEDULED FLIGHTS

2.1 General

2.1.1 For regular international scheduled flights operated by foreign airlines into or in transit across Sri Lanka, the following requirements must be met:

- (a) The airline must have been designated pursuant to the provisions of the International Air Services Transit Agreement or the International Air Transport Agreement, provided that the state in which the airline is registered is a contracting party to either or both agreements.
- (b) The airline must have been designated pursuant to a bilateral or multilateral agreement signed by the Government of Sri Lanka and the State in which the airline is registered.
- (c) The airline must have a permit to operate into or in transit across Sri Lanka. Applications for such permits shall be submitted to the Director General of Civil Aviation. (Refer Page. **GEN 1.1-1** for postal and telegraphic addresses, telephone/fax numbers and e-mail address)

2.2 Documentary Requirements for Clearance of Aircraft

2.2.1 It is necessary that the under mentioned aircraft documents be submitted by airline operators for clearance on entry and departure of their aircraft to and from Sri Lanka.

The Pilot-in-Command or his authorised agent must sign one copy of the General Declaration. All documents listed below must follow the ICAO Standard as set forth in the relevant Appendices to ICAO Annex 9 and acceptable when furnished in English and completed in legible handwriting.

2.2.2 Aircraft Documents Required (Arrival/Departure)

Required By	General Declaration	Passenger Manifest	Cargo Manifest
Immigration	1	1	-
Health	1	1	-
Customs	1	1	1

Notes:

- (a) One copy of the General Declaration is endorsed and returned by customs, signifying clearance.
- (b) If no passengers embarking (disembarking) and no articles are laden (unladen), no aircraft document except the General Declaration need to be submitted to the above authorities.

3 NON-SCHEDULED FLIGHTS / PRIVATE FLIGHTS

3.1 Procedures for non scheduled / private flights into and across the Territory of Sri Lanka:

3.1.1 Prior approval must be obtained for the operation of non-scheduled flight(s) / private flights into and over the territory of Sri Lanka

3.1.2 Required approval will be granted by Director General of Civil Aviation, Sri Lanka (DGCA) (Refer sub section **GEN 1.1** for Postal and telegraphic addresses and Telephone/Fax numbers, e-mail) upon submission of an application made as per the details given in following paragraphs.

3.1.3 Such an application should reach DGCA's office in sufficient advance (also ref. para 3.1.4) before commencement of the intended operation. No flight should leave from the point of departure in anticipation of required approval to fly over or land in Sri Lanka.

3.1.4. The minimum notice required to process an application is as follows:

Nature of Flight	Type of Operation	Minimum Notice Required
Non Scheduled Commercial (Passenger)	Landing	30 Days
Non Scheduled Commercial (Cargo)	Landing	7 Days
Helicopters / Airships / Gliders / Balloons	Landing / Overflying	14 Days
Non-Scheduled Commercial (Pax/Cargo)	Technical Stop Only	3 Days
Non-Scheduled (Pax/Cargo/Ferry)	Overflying only	3 Days
Private	Landing	7 Days
Private	Overflying / Tech Stop	3 Days
Ambulance/Search & Rescue/Relief	Landing / Overflying	At the earliest
Any other Non-Scheduled flights	Overflying / Tech Stop	3 Days
Any other Non-Scheduled flight	Landing	7 Days

- 3.1.5 Director General of Civil Aviation may, in approving such flights, assign a **Flight Clearance Number (FCN)** which should be quoted by the operator / flight crew as and when necessary.
- 3.1.6 Director General of Civil Aviation may impose such conditions as he considers desirable in respect of the carriage of passengers and cargo to and from Sri Lanka . Such conditions (if any) may be specified in the Flight Clearance at the time of notifications to the operator.
- 3.1.7 Carriage of cargo by air is liberalized in Sri Lanka and therefore there is no restriction with regard to the operation of cargo flight to/from Sri Lanka subject to observance of provisions detailed in the clearance message.
- 3.1.8 The applications for the operation of a non-scheduled flight/private flight into/over Sri Lanka should be according to the **Format of the Application for a Non-Scheduled flight /Private flight into/over Sri Lanka** given in the AIP page **GEN 1.2-5**. The applications should be directed preferably by AFTN to the DGCA with a copy to the Colombo

Area Control Centre. (Ref also para 3.1.16 below for contact information).

- 3.1.9 All Non-scheduled Charter flight operators requesting approval to land at an International airport in Sri Lanka shall submit their applications to the DGCA Sri Lanka in the format given in AIP Page **GEN1.2-5** and simultaneous application shall be forwarded to the SLOT Committee to obtain landing SLOT Clearance. Allocation of a SLOT will be done only after the approval to land at such airport is issued by the DGCA Sri Lanka with a copy to the SLOT Committee for necessary follow up action.
- 3.1.10 Flight clearance or Re-clearance once granted remains valid for a period of two- (02) days from the date of intended operations. If the actual operations delayed beyond two days, Re-clearance should be obtained afresh.
- 3.1.11 Re-clearance request shall quote the Flight Clearance Number (if available) and send according to the format given in the page GEN 1.2-5.
- 3.1.12 A Flight that is re-cleared, will be issued with a **Re-clearance number**, which shall be quoted as and when necessary.
- 3.1.13 Delayed Operations that fall within 02 days of planned operations or cancellations should be notified forthwith to Director General of Civil Aviation and Colombo Area Control Centre (**AFTN : VCCCZQZX**).
- 3.1.14 In order to facilitate proper and efficient flight identification process at the ATS Units, all Non-scheduled / Private operators are required to quote the **Flight Clearance Number (FCN)** { or the **Re-Clearance Number issued as per para 3.1.12 above**} in the field 18 of the Flight Plan filed.
- 3.1.15 Pilot-in-command is required to hold the Flight Clearance Number or the Re-clearance Number on board and quote the same when required by the ATC.

Format of the Application for a Non-Scheduled flight/Private flight into / over Sri Lanka:

a.	Name of the operator i Postal Address ii Fax number iii e-mail iv AFTN address (if any)	
b.	Name and Address for billing purposes i. Postal address ii. Fax Number iii. e-mail iv. AFTN address (if any)	
c.	Type of Aircraft	
d.	Aircraft Registration Number	
e.	State of Registry of aircraft	
f.	Aircraft call sign	
g.	Communication equipment onboard	
h.	Name of the Pilot-in Command	
i.	Total number of persons on board	
j.	Purpose of flight	
k.	Whether overflying Colombo FIR or Landing in Sri Lanka	
l.	Date of Operation	
m.	If request is made for landing i. Landing Airport ii. Expected Date and Time of Arrival iii. Expected Date and Time of Departure	
n.	Inbound/Outbound ATS route including; i Entry/Exit points at Colombo FIR. ii. Expected time of Entry/Exit at Colombo FIR	
o.	Point of Origin	
p.	Places of intended landing prior to arrival in Sri Lanka or fly over Colombo FIR	
q.	Place of immediate landing after departure from Sri Lanka or fly over Colombo FIR	
r.	Final Destination	
s.	Whether Dangerous goods on board?	YES/NO
t.	If Dangerous goods on board, UN number ICAO class & division. and ; i. Name of Consignor: ii. Name of consignee: Postal Address: Postal Address: Fax number: Fax number: e-mail: e-mail: AFTN Address(if any): AFTN Address(if any):	
u.	Services/Facilities required	
v.	Name of local Handling Agent: Postal Address: Fax number: e-mail:	
w.	Whether the operator has previously operated into a Sri Lanka airport or over Colombo FIR (within the preceding three years) and if so, the last date of operation, type of aircraft and Registration number.	
x.	Whether any special equipment such as aerial photographic, remote sensing cameras, night vision cameras is on board? If YES, attach a copy of the permit issued by the relevant DGCA.	YES/NO

- 3.1.16 **Contact information for submission of applications for clearance and related matters:**
- DGCA Office :**
- AFTN : VCCCYAYX
Office Hours : 0300-1045 UTC (Monday to Friday except Public Holidays)
- a). **During Office Hours:**
- Contact person(s):
1. Aeronautical Information Services Officer.
Tel : +94 11 2358923 or, +94 11 2358916
Fax : +94 11 2358922
e-mail : aiso1@caa.lk, or, aiso@caa.lk
 2. Senior Aeronautical Information Services Officer.
Tel : +94 11 2358914,
Fax : +94 11 2358922,
e-mail : saiso@caa.lk
- b). **After Office Hours, Saturdays /Sundays and Public Holidays:**
- Contact person(s):
Duty Supervisor, Colombo Area Control Centre.
AFTN : VCC CZQZX
Tel : +94 11 2625555 or +94 11 2611572
Fax : +94 11 2635106
e-mail : acc.ans@airport.lk
- 3.2 **Procedures for Non-scheduled / Private flights across Sri Lanka Airspace outside the Territory.**
- 3.2.1 Prior approval not required. However before commencement of the intended operation, an application shall be submitted to the Director General of Civil Aviation, Sri Lanka (DGCA) in writing as per the format prescribed in the page **GEN 1.2-5** , (Refer sub section **GEN 1.1** for Postal and telegraphic addresses and Telephone/ Fax numbers, e-mail) .
- 3.3 Documentary requirements for Clearance of aircraft**
- 3.3.1 Same requirements as for scheduled flights.(ref para 2.2)
- 4 PUBLIC HEALTH MEASURES APPLIED TO THE AIRCRAFT**
- 4.1 Following public health measures are required to be carried out in respect of aircraft entering Sri Lanka.
- (a) The pilot-in-command is required to fill in writing the Health Section of the Aircraft General Declaration Form which consist of information regarding any form of illness detected on board the aircraft, incinerate conditions and details of disinfecting or sanitary treatment carried out on board the aircraft.
 - (b) Any flight originating in or operating via, from any of the aerodromes located in the following regions shall carry out pre-flight (Blocks away) spraying, top-of-descent spraying and hold spraying in accordance with Aviation Safety Notice of Civil Aviation Authority of Sri Lanka :
 - Africa
 - Asia
 - Central South America.
 - Oceania
 - Middle East Countries
- Cabin crew or a company designated person should handover the empty cans to the Airport Health Office. ←
- 5. PRODUCTION OF DOCUMENTS FOR INSPECTION**
- 5.1 The pilot-in-command of an aircraft shall, on demand by an authorised person, produce any of the following documents relating to the aircraft or the persons and/or the goods carried therein for inspection.
- 5.1.1 **When engaged in international flights:**
- (a) Certificate of Registration.
 - (b) Certificate of Airworthiness.
 - (c) Licenses of its operating crew.
 - (d) Journey Log Book.

- (e) Telecommunication Log.
 - (f) Any license to install and use a radio apparatus in the aircraft.
 - (g) In the case of a public transport aircraft, one of the load sheets relating to the aircraft.
 - (h) In the case of a public transport aircraft, one of the copies of the certificate of safety which was last issued in respect of the aircraft.
 - (i) Passenger Manifest showing names and places of embarkation and disembarkation.
 - (j) Cargo Manifest
8. **NOTIFICATION OF AIRCRAFT ACCIDENT / INCIDENT.**
- 8.1 All aircraft operators as a mandatory requirement inform the Director General of Civil Aviation Sri Lanka of any aircraft accident / incident occurred within the territory of Sri Lanka or in respect of any aircraft registered in Sri Lanka occurred out of Sri Lanka.
- 8.2 The Aircraft Accident/Incident Reporting Procedure with the standard Aircraft Accident /Incident Form (CAA AU/003) is published in the **Sri Lanka AIC Nr. A02/12 dated 14th June 2012.**

5.1.2 **When engaged in internal (Domestic) flights:**

- (a) Certificate of Airworthiness
- (b) Licenses of its operating crew
- (c) In the case of public transport aircraft, one of the duplicate copies of the certificate of Safety which was last issued in respect of the aircraft.
- (d) Any license to install and operate a radio apparatus in the aircraft.
- (e) The telecommunication logs if the aircraft is equipped with radio apparatus, which is operated.

6. **SUPPLY OF FUEL.**

- 6.1 The DGCA will issue instructions to the Sri Lanka Petroleum Corporation in respect of all non-scheduled flights approved by the DGCA provided the operator so requests and specifies the requirements.

7. **HANDLING OF AIRCRAFT**

- 7.1 The handling of the aircraft should be entrusted to a recognised airline (i.e., Sri Lankan Airlines).