

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 Approval authority is the Director General of Civil Aviation Sri Lanka (DGCA) and prior approval shall be obtained for the operation of non-scheduled flight(s) /private flight(s) into and over the territory of Sri Lanka.

3.1.2 Processing of approvals will be done by the Air Navigation Services Section of the Civil Aviation Authority of Sri Lanka (CAASL) upon submission of an application made as per the details given in the following paragraphs.

3.1.3 Such an application should reach Air Navigation Services Section of CAASL in sufficient advanced time (also refer 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 |
|--|------------------------|-------------------------|
| a. Non Scheduled Commercial (Passenger) | Landing | 30 Days |
| b. Non Scheduled Commercial (Cargo) | Landing | 7 Days |
| c. Helicopters / Airships / Gliders / Balloons | Landing / Overflying | 14 Days |
| d. Non-Scheduled Commercial (Pax/Cargo) | Technical Stop Only | 3 Days |
| e. Non-Scheduled (Pax/Cargo/Ferry) | Overflying only | 3 Days |
| f. Private | Landing | 7 Days |
| g. Private | Overflying / Tech Stop | 3 Days |
| h. Ambulance/Search & Rescue/Relief | Landing / Overflying | At the earliest |
| i. Any other Non-Scheduled flights | Overflying / Tech Stop | 3 Days |
| j. Any other Non-Scheduled flights | Landing | 7 Days |

- 3.1.5 Air Navigation Services Section 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 through AFS to the addresses VCCCYAYX,VCCCFICX and VCCCZQZX. (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 VCCCYAYX 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 48 hours from the time of intended operations. If the actual operations delayed beyond 48 hours, 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 operation or cancellation should be notified forthwith to VCCCYAYX,VCCCFICX and 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 paras 3.1.5 and 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 NON-SCHEDULED FLIGHTS/ PRIVATE FLIGHTS
INTO/OVERFLY SRI LANKA**

| 1. General Details of Aircraft Movement:- | | |
|--|---|--|
| a. | Purpose of flight (VIP / Tourist / Cargo / Ambulance /Relief/Private etc) | |
| b. | Whether overflying Colombo Flight Information Region (FIR) or Landing in Sri Lanka | |
| c. | Date of Operation | |
| d. | If landing in Sri Lanka, 1. Landing Airport 2. Expected Date and Time of Arrival 3. Expected Date and Time of Departure | |
| e. | Inbound/Outbound ATS route itinerary including, 1. Entry point and Expected time at Colombo FIR 2. Exit point and expected time at Colombo FIR | |
| f. | Point of Origin of the flight | |
| g. | Places of intended landing prior to arrival in Sri Lanka or fly over Colombo FIR | |
| h. | Place of immediate landing after departure from Sri Lanka or fly over Colombo FIR | |
| i. | Final Destination | |
| j. | Services/Facilities required at the Airport/s of Sri Lanka | |
| k. | Whether the Operator has previously operated in to an Air- port in Sri Lanka or over Colombo FIR (within the preceding three years) and if so, the last date of operation, type of air- craft and registration number | |
| 2. Aircraft Operator:- | | |
| a. | Name | |
| b. | Nationality | |
| c. | Postal Address | |
| d. | Telephone Number | |
| e. | Fax Number | |
| f. | E-mail | |
| g. | Aeronautical Fixed Service (AFS) Address, if any | |
| h. | Aircraft Operator's Certificate/Permit Number, if any | |
| i. | Details of Operator (if any changes to above) for Billing pur- poses | |
| 3. Aircraft Details:- | | |
| a. | Pilot-in-Command 1. Name 2. Nationality | |
| b. | Type of Aircraft with Maximum Take-off Weight (MTOW) | |
| c. | State of Registry/Nationality | |
| d. | Registration Number | |
| e. | Aircraft Call sign /Flight Number | |
| f. | Whether the Aircraft is Capable of Air Dropping (Yes/No) | |
| g. | Maximum Passenger Seating Capacity | |
| h. | Maximum Payload Capacity | |
| i. | Communication Equipment Available | |

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| 4. On-Board Details:- | | |
|---|--|--|
| a. | Number of Crew | |
| b. | Number of Passengers, VIPs if any with Passenger Manifest (Not applicable for over flights) (Passenger Manifest with passport number and the nationality should be forwarded to Director General of Civil Aviation (DGCA) at least 72 hours before forwarding the Flight Plan except Ambulance Flights. Passenger Manifest of Ambulance Flights should be forwarded with the Non-schedule Application) | |
| c. | General description of the goods carried, if any (such as garments, printed material etc.) | |
| d. | Any arms, ammunitions, explosives, radioactive material, war equipment or dangerous goods carried? If so, attach a copy of Dangerous Goods Regulations (DGR) license issued by the respective Aviation Authority | |
| e. | If Dangerous Goods on-board, UN number/ICAO Class and Division, Quantity should be indicated | |
| f. | 1. Details of Consignor: (a) Name of Consignor (b) Postal Address (c) Telephone Number (d) Fax Number (e) E-mail (f) AFS Address(if any) 2. Details of Consignee: (a) Name of Consignee (b) Postal Address (c) Telephone Number (d) Fax Number (e) E-mail (f) AFS Address(if any) | |
| g. | Any special equipment such as aerial photography, remote sensing cameras, night vision cameras on board? If so, attach a copy of the permit issued by the relevant Director General of Civil Aviation (DGCA) | |
| h. | Number of passengers with passenger manifest or tonnages and type of cargo to be uplifted from and set-down in Sri Lanka (Passenger Manifest with passport number and the nationality should be forwarded to the Director General Civil Aviation (DGCA) at least 72 hours before forwarding the Flight Plan except Ambulance Flights. Passenger Manifest of Ambulance Flights should be forwarded with the Non-schedule Clearance Application) | |
| 5. Details of Travel/Cargo Local Handling Agent:- | | |
| a. | Name | |
| b. | Postal Address | |
| c. | Telephone Number | |
| d. | Fax Number | |
| e. | E-mail | |
| f. | Certified that the information given above is correct. <div style="display: flex; justify-content: space-between;"> <div> Name of the Signatory :-..... Designation :-..... Company/Embassy Name:-..... Address :-..... </div> <div> (Signature of the Authorized Officer) (Date) (Company Stamp-seal if available) </div> </div> | |

3.1.16 Contact information for submission of applications for clearance and related matters:

ANS section of the CAA :

AFS : VCCCYAYX

Office Hours : 0300-1045UTC
(Monday to Friday except Public holidays)

a). During Office Hours:

Contact person(s):

Civil Aviation Inspector – AIS

Tel : +94 11 2358856 or
+94 11 2358857

Fax: +94 11 2253627

e-mail : caiais1@caa.lk and
caiais@caa.lk

Senior Civil Aviation Inspector – AIS

Tel : +94 11 2358851
Fax: +94 11 2253627
e-mail : scaiais@caa.lk

b). After Office Hours, Saturdays/Sundays and Public Holidays:

Send your request to Air Navigation-Services (ANS) section of Civil Aviation Authority of Sri Lanka (CAASL).

Contact person(s): duty officer (non scheduled flight clearance):

Primary means
(e-mail) : flightpermission@caa.lk

Secondary means (voice) :
+94776669416, +94776669788

3.2 Procedures for Non-Scheduled/Private flights across Sri Lanka Air-space outside the Territory

- 3.2.1** Prior approval not required. However before commencement of the intended operation, an application shall be submitted to the Civil Aviation Authority of Sri Lanka in writing as per the format prescribed in the page GEN 1.2-5. (Refer sub section GEN 1.1-1 for Postal addresses ,Tele phone/Fax numbers and e-mail)

3.3 Documentary requirements for Clearance of aircraft

- 3.3.1** Same requirements as for scheduled flights.(ref para 2.2)

3.4 Procedure for Foreign Military or State Aircraft into or across Sri Lanka Airspace

- 3.4.1** All Foreign Military or State Aircraft intending to land at or overfly Sri Lanka shall obtain diplomatic clearance for such landing or over flight from the Ministry of External Affairs, Sri Lanka, by application made through the respective Embassies / High Commission of their country at least five working days in advance of the operation.

- 3.4.2** All applications for diplomatic clearance should be in the format given in page GEN 1.2-11.

FORMAT OF THE APPLICATION FOR DIPLOMATIC CLEARANCE INTO/OVERFLY SRI LANKA

| 1. General Details of Aircraft Movement:- | | |
|--|---|--|
| a. | Embassy / State Requesting the Clearance | |
| b. | Purpose of flight (VIP/Cargo/Relief/Private/Military etc) | |
| c. | Whether overflying Colombo Flight Information Region (FIR) or Landing in Sri Lanka | |
| d. | Date of Operation | |
| e. | If landing in Sri Lanka, 1. Landing Airport 2. Expected Date and Time of Arrival 3. Expected Date and Time of Departure | |
| f. | Inbound/Outbound ATS route itinerary including, 1. Entry point and Expected time at Colombo FIR 2. Exit point and expected time at Colombo FIR | |
| g. | Point of Origin of the flight | |
| h. | Places of intended landing prior to arrival in Sri Lanka or fly over Colombo FIR | |
| i. | Place of immediate landing after departure from Sri Lanka or fly over Colombo FIR | |
| j. | Final Destination | |
| k. | Services/Facilities required at the Airport/s of Sri Lanka | |
| l. | Whether the Operator has previously operated in to an Airport in Sri Lanka or over Colombo FIR (within the preceding three years) and if so, the last date of operation, type of aircraft and registration number | |
| 2. Aircraft Operator:- | | |
| a. | Name | |
| b. | Nationality | |
| c. | Postal Address | |
| d. | Telephone Number | |
| e. | Fax Number | |
| f. | E-mail | |
| g. | Aeronautical Fixed Service (AFS) Address, if any | |
| h. | Aircraft Operator's Certificate/Permit Number, if any | |
| 3. Aircraft Details:- | | |
| a. | Pilot-in-Command 1. Name 2. Nationality | |
| b. | Type of Aircraft with Maximum Take-off Weight (MTOW) | |
| c. | State of Registry/Nationality | |
| d. | Registration Number | |
| e. | Aircraft Call sign /Flight Number | |
| f. | Whether the Aircraft is Capable of Air Dropping (Yes/No) | |
| g. | Maximum Passenger Seating Capacity | |
| h. | Maximum Payload Capacity | |
| i. | Communication Equipment Available | |

Cont'd

| 4. On-Board Details:- | | |
|---|--|--|
| a. | Number of Crew | |
| b. | Number of Passengers, VIPs if any with Passenger Manifest (Not applicable for over flights) (Passenger Manifest with passport number and the nationality should be forwarded to Director General Civil Aviation (DGCA) at least 72 hours before forwarding the Flight Plan except Ambulance Flights. Passenger Manifest of Ambulance Flights should be forwarded with the Diplomatic Clearance Application) | |
| c. | General description of the goods carried, if any (such as garment and printed materials) | |
| d. | Any arms, ammunitions, explosives, radioactive material, war equipment or dangerous goods carried? If so, attach a copy of Dangerous Goods Regulations (DGR) license issued by the respective Aviation Authority | |
| e. | If Dangerous Goods on-board, UN number/ICAO Class and Division, Quantity should be indicated | |
| f. | 1. Details of Consignor: (a) Name of Consignor (b) Postal Address (c) Telephone Number (d) Fax Number (e) E-mail (f) AFS Address(if any) 2. Details of Consignee: (a) Name of Consignee (b) Postal Address (c) Telephone Number (d) Fax Number (e) E-mail (f) AFS Address(if any) | |
| g. | Any special equipment such as aerial photography, remote sensing cameras, night vision cameras on board? If so, attach a copy of the permit issued by the relevant Director General of Civil Aviation (DGCA) | |
| h. | Number of passengers with passenger manifest or tonnages and type of cargo to be uplifted from and set-down in Sri Lanka (Passenger Manifest with passport number and the nationality should be forwarded to Director General Civil Aviation (DGCA) at least 72 hours before forwarding the Flight Plan except Ambulance Flights. Passenger Manifest of Ambulance Flights should be forwarded with the Diplomatic Clearance Application) | |
| 5. Details of Travel/Cargo Local Handling Agent:- | | |
| a. | Name | |
| b. | Postal Address | |
| c. | Telephone Number | |
| d. | Fax Number | |
| e. | E-mail | |
| f. | Certified that the information given above is correct. <div style="display: flex; justify-content: space-between;"> <div> Name of the Signatory :-..... Designation :-..... Company/Embassy Name:-..... Address :-..... </div> <div> (Signature of the Authorized Officer) (Date) (Company Stamp-seal if available) </div> </div> | |

**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 and South America
- Oceania
- Middle East

Cabin crew or a company designated person should handover the empty cans to the Airport Health Office.

5. SUPPLY OF FUEL

5.1 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.

6. HANDLING OF AIRCRAFT

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

**7. NOTIFICATION OF AIRCRAFT
ACCIDENT / SERIOUS INCIDENT**

7.1 All aircraft operators as a mandatory requirement, inform the Director General of Civil Aviation Sri Lanka of any aircraft accident or serious incident occurring within the territory of Sri Lanka or in respect of an aircraft registered in Sri Lanka and incident occurring out of the territory of Sri Lanka or an aircraft operated by an Operator of Sri Lanka.

7.2 The Aircraft Accident/Serious Incident Reporting Procedure with the standard Aircraft Accident /Serious Incident Form (CAA/AU/003) is published in the **Sri Lanka AIC Nr. A01/18 dated 25th May 2018.**