

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

**Title: Issuance of General Declaration & Crew Member
Certificate – In compliance to Annex 9 – Facilitation.**

IS Reference Code: CA-IS-2012-OPS-007

Date of issue: 23rd February 2023

Pursuant to Section 120 of the Civil Aviation Act No.14 of 2010 which is hereinafter referred to as the CA Act, Director General of Civil Aviation (hereinafter referred as the DGCA) shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the purpose of giving effect to any of the provision in the CA Act, any Regulations or Rules made thereunder including the Articles of the Convention on International Civil Aviation which are specified in the Schedule to the CA Act.


Accordingly, I, being the DGCA do hereby issue the Implementing Standards on **Issuance of General Declaration & Crew Member Certificate** as mentioned in the Attachment hereto (**Ref: CA-IS-2012-OPS-007-Att**), elaborating the requirements to be satisfied for the effective implementation of the International Standards & Recommended Practices on 'Issuance of General Declaration & Crew Member Certificate' contained in ICAO Annex 09.

This Implementing Standard shall be applicable to every person holding an Air Operator Certificate issued by the DGCA and employees of such AOC holders engaged in flight operations as per the applicability changed on the overleaf and shall come into force with immediate effect and remain in force unless revised/revoked.

This Implementing Standard shall replace and supersede IS 007 published on 15th March 2012.

Attention is also drawn to section 103 of the Civil Aviation Act, which states inter alia that failure to comply with Implementing Standard, issued by the DGCA is an offence. Further, if any standard stipulated in this Implementing Standard is not complied with or violated, an appropriate enforcement action will be taken as per the Aviation Enforcement Policy and Procedure Manual, SLCAP 0005 by the DGCA under section 102 of the Civil Aviation Act 14 of 2010.

Civil Aviation Authority of Sri Lanka
152/1, Minuwangoda Road,
Katunayake.


P A Jayakantha
Director General of Civil Aviation
and Chief Executive Officer

Enclosure: Attachment No. **CA-IS-2012-OPS-007-Att**

Preamble

1. Notice to the Recipient

- 1.1. The requirements in this Implementing Standard are based on the Standards and Recommended Practices (SARPs) adopted by the International Civil Aviation Organization (ICAO) and incorporated in the Amendment No. 29 to Annex 09.
- 1.2. In pursuance of the obligation cast under Article 38 of the Convention which requires the Contracting States to notify the ICAO of any differences between the national regulations of the States and practices and the International Standards contained in the respective Annex and any amendments thereto, the CAASL will be taking steps to notify ICAO of such differences relating to either a Standard or a Recommended Practice, if any. The CAASL will also keep the ICAO currently informed of any differences which may subsequently occur, or of the withdrawal of any differences previously notified. Furthermore, the CAASL will take steps for the publication of differences between the national regulations and practices and the related ICAO Standards and Recommended Practices through the Aeronautical Information Service, which is published in accordance with the provisions in the Annex-15 to the Convention.
- 1.3. Taking into account of the ICAO council resolution dated 13 April 1948 which invited the attention of Contracting States of the desirability of using in the State's national regulations, as far as is practicable, the precise language of those ICAO Standards that are of a regulatory character, to the greatest extent possible the CAASL has attempted to retain the ICAO texts in the Annex in drafting this Implementing Standard.

1.4. Status of ICAO Annex components in the Implementing Standard

Some of the components in an ICAO Annex are as follows and they have the status as indicated:

- 1.4.1. **Standard:** Any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38. The ICAO Standards are reflected in the Implementing Standards if they are locally implemented using the normal fonts and recipients are required to conform to such requirements invariably.
- 1.4.2. **Recommended Practice:** Any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognized as desirable in the interest of safety, regularity, efficiency or environmentally responsiveness of international air

navigation, and to which Contracting States will endeavour to conform in accordance with the Convention. The ICAO Recommended Practices are reflected in the Implementing Standards in italic fonts and the Recipients are encouraged to implement them to the greatest extent possible.

- 1.4.3. **Appendices:** Comprising material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by the Council. Enforcement action on such matters will be as in the case of Standards or Recommended Practices.
- 1.4.4. **Definitions:** A definition does not have independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.
- 1.4.5. **Tables and Figures:** add to or illustrate a Standard or Recommended Practice, and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

Record of Revision

Revision No.	Date Entered	Entered By
00	23 rd February 2023	D.OPS

List of Effective Pages

Page No.	Revision No.	Effective Date
Page 01	00	23 rd February 2023
Page 02	00	23 rd February 2023
Page 03	00	23 rd February 2023
Page 04	00	23 rd February 2023
Page 05	00	23 rd February 2023
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Page 10	00	23 rd February 2023
Page 11	00	23 rd February 2023
Page 12	00	23 rd February 2023
Page 13	00	23 rd February 2023
Page 14	00	23 rd February 2023

History of Revision

Revision No.	Source	Areas Subject to Change	Effective Date
01 st Edition	Annex 09	Initial Issue	15 th March 2012
02 nd Edition	Annex 09	Preamble/ Record of Revision/ List of Effective Pages/ History of Revision/ Abbreviation / Reference Documents/ Valid Travel Documents/ Crew Member Certificate/ Conditions for Issuance of CMC/ Appendix 03	23 rd February 2023

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Implementing Standards

IS-007 : Issuance of General Declaration & Crew Member Certificate –In compliance to Annex 9 – Facilitation.

1. General

- 1.1 Requirements contained in this documents are based on the ICAO Annex 09 – “Facilitation” Chapter 03 – Entry & departure of persons & their baggage.
- 1.2 This document supersedes the Implementing Standards (IS) - 007, 01st Edition Rev 00 issued by the DGCA dated 15th March 2012 & IS -007, 01st Edition, Rev 00 shall be treated as null and void.
- 1.3 This document may be amended from time to time and the amendments will be reflected with a vertical line on the right side of the text.
- 1.4 Holders of an Air Operator Certificate (AOC) issued by the DGCA for commercial air transportation, who operates International flights shall comply with the requirements published in this document and are hereby instructed to forward to the DGCA a "Declaration of Conformance" which indicates the degree of compliance with each item detailed in this document.

2. Applicability.

This Implementing Standard SLCAIS 007 shall be applicable to all AOC holders for International Passenger/Cargo Operations shall comply with the requirements published below in reference to General Declaration & Crew Member Certificate (CMC) as applicable.

3. Abbreviations

(a)	AOC	-	Air Operator Certificate
(b)	CAASL	-	Civil Aviation Authority of Sri Lanka
(c)	CMC	-	Crew Member Certificate
(d)	DGCA	-	Director General of Civil Aviation
(e)	GD	-	General Declaration
(f)	ICAO	-	International Civil Aviation Organization
(g)	NATFP	-	National Air Transport Facilitation Programme
(h)	NCAP	-	National Civil Aviation Policy
(i)	SNY	-	Supernumerary Flight
(j)	SRAs	-	Security Restricted Areas

4. Applicable Legal Provisions relating to the Issue of the Implementing Standard.

- (a) Annex 9 – Facilitation
- (b) ICAO Doc 9303 – Part III – Machine Readable Travel Document
- (c) ICAO Doc 9303 – Part V – Specifications for TD1 Size – Machine Readable Official Travel Documents (MROTDs)
- (d) ICAO Doc 8973 – Aviation Security Manual
- (e) ICAO Doc 9957 – The Facilitation Manual
- (f) ICAO Doc 10042 – Model National Air Transport Facilitation Programme
- (g) NATFP – National Air Transport Facilitation Programme (Restricted)

5. General Declaration.

General Declaration (GD) is a requirement in accordance with Annex 9, Chapter 02, Section 2.11. The format shall be as per Appendix 01.

5.1 The names in the GD shall be limited to the Persons Essential for the Operation of the flight, as following: Operator shall be held responsible for the legitimacy and the job functions of the individuals, when travelling on the GD.

- (a) Names of Flight Crew
- (b) Names of Cabin Crew
- (c) Names of Engineers (as & when required)
- (d) Names of Flight Dispatchers (as & when required)
- (e) Names of Security Personnel (as & when required)
- (f) Name of Load Sheet officer (as & when required)
- (g) SNY Crew
- (h) In addition names of CAASL Inspectors shall be included as and when necessary.

6. Valid Travel Documents.

6.1 Company personnel who are travelling on the General Declaration (GD) for operational reasons shall be in possession of an Identity Card issued by the Company.

- (a) Flight Dispatchers
- (b) Security Personnel
- (c) Load Sheet Officer (Load Master / Load controller)
- (d) Aircraft Maintenance Personnel
- (e) Other personnel required to conduct a specific task, as applicable, during a flight

6.2 All personnel travelling on the GD shall be in possession of a valid passport and if applicable, valid visas.

7. Crew Member Certificate (CMC).

SLCAIS 007 regulations are established to ensure the proper issuance of a Crew Member Certificate (CMC) to relevant personnel requiring the CMC in accordance with National Air Transport Facilitation Programme (NATFP), ICAO Annex 9, and coherent with other relevant CAASL regulations.

CMC is issued to an Air Operator Certificate (AOC) holders' relevant personnel requiring the identification document during a flight duty.

CMC is issued for the purpose of visa free entry of crew members upon arrival in a duty status on an international flight requiring their temporary entry during the period authorized by the receiving country and by providing border control authorities with verifications on the authenticity of travel documents.

- 7.1 A crew member is a person assigned by an air operator for duty on an aircraft during a flight duty period.
- 7.2 The CMC is an official document issued by the DGCA that serves as evidence of employment and identification of crew members, leaving the Flight crew licenses and Cabin Crew member Certificates to serve their primary purpose of attesting to the professional qualifications. Hence all Crew Members shall be in possession of a CMC & Flight Crew License/Cabin Crew member Certificate when operating flights as a Crew Member.
- 7.3 CMC and Company Identity Card shall be issued, only after a background check clearance has been carried out by a Government Authority and submitted by the operator to CAASL.
- 7.4 Crew Member Certificate (CMC) shall be issued only to the following Staff Members of the Crew.
 - (a) Flight Crew
 - (b) Cabin Crew
 - (c) Aircraft Maintenance Personnel (Aircraft Engineers/ Aircraft Technicians etc.), (as & when required)
- 7.5 No person other than the above mentioned categories shall be issued with a CMC. If any category other than the above mentioned requires a CMC, the AOC holder shall obtain prior approval from the DGCA.
- 7.6 Prior to signing on the CMC the Crew Member will examine and review the validity of the data held, and to provide for correction if necessary, at no cost to the crew member.
- 7.7 AOC holder shall issue company identity card in the same format shown in Appendix 02 of this Implementing Standard, (i.e. in the same layout as the visual zone of the machine readable crew member certificate and having the capability to support machine assisted identity confirmation and document security verification).
- 7.8 The AOC holder shall have a record of each CMC issued by the DGCA and any other official identity document issued, suspended or withdrawn, stored in an electronic database, secure from interference and unauthorized access.

All information stored in the electronic database and Crew Member Certificates shall be restricted to details which are essential for the purpose of verifying a crew member's identity.

- 7.9 The AOC holder shall immediately inform the DGCA, when a CMC has been withdrawn or suspended and the issued CMC shall be returned to CAASL immediately.
- 7.10 Airport Operator shall permit CMC holders of local & foreign airlines to enter into Security Restricted Areas (SRA's) at airport after verifying their requirement to gain access to SRA's and having screened them with the items carried by them.
- 7.11 Department of Immigration & Emigration shall accept CMCs, issued according to the requirements of as specified by ICAO Annex 9 – Chapter 3.63 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.
- 7.12 Department of Immigration & Emigration may waive the visa requirement for Crew Members when arriving in a duty status on an International Flight and seeking temporary entry for the period allowed by the Department of Immigration & Emigration of Sri Lanka.
- 7.13 Department of Immigration & Emigration may waive the visa requirement for arriving Crew Members presenting CMCs, when arriving on another aircraft operator or another mode of transport and seeking temporary entry for the period allowed by the Department of Immigration & Emigration of Sri Lanka in order to join their assigned flight in a duty status.
- 7.14 Department of Immigration & Emigration shall take measures to provide for the temporary entry without delay into Sri Lanka, of technical personnel of foreign aircraft operators operating to or through such territories who are urgently required for the purpose of converting to an airworthy condition any aircraft which is, for technical reasons, unable to continue its journey. The Accountable Manager approved by the DGCA of the foreign airline shall guarantee in, and/or return from Sri Lanka. This shall be negotiated without delaying their admission.

8. Conditions for Issuance of CMC.

- 8.1 The operator shall forward a letter of request for the issuance of the CMC with the list of Names, Designation and a copy of the background check conducted by a Government Authority.

Note: Template which shall be forwarded by the Operator is attached at Appendix 03 of this Implementing Standards.

- 8.2 CMC shall not be issued to any Crew Member without the background clearance certificate issued by a Government Authority.
- 8.3 If the DGCA is satisfied by the background report issued by a Government Authority, the CMC shall be issued.

- 8.4 A copy of the issued CMC shall be kept in file.
- 8.5 CMC shall be renewed every Two (02) years from the date of Initial Issuance and the validity shall expire on the last date of the relevant year (E.g. issued on 01st January 2022, expiry will be 31st December 2024). The Operator shall ensure the renewal process of CMC is commenced, minimum 06 months prior to the date of expiry of the issued CMC. This is done to avoid disruption to flight operations.

Appendix 01 – General Declaration

GENERAL DECLARATION
(Outward/Inward)

Operator

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

Departure from..... Arrival at

(Place) (Place)

FLIGHT ROUTING
(“Place” Column always to list origin, every en-route stop and destination)

PLACE	NAMES OF CREW*	NUMBER OF PASSENGERS ON THIS STAGE**
		<i>Departure Place:</i>
		Embarking
		Through on same flight
		<i>Arrival Place:</i>
		Disembarking
		Through on same flight

<p><i>Declaration of Health</i> Name and seat number or function of persons on board with illnesses other than airsickness or the effects of accidents, who may be suffering from a communicable disease (a fever — temperature 38°C/100°F or greater — associated with one or more of the following signs or symptoms, e.g. appearing obviously unwell; persistent coughing; impaired breathing; persistent diarrhoea; persistent vomiting; skin rash; bruising or bleeding without previous injury; or confusion of recent onset, increases the likelihood that the person is suffering a communicable disease) as well as such cases of illness disembarked during a previous stop.....</p> <p>.....</p> <p>Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight, give details of most recent disinsecting</p> <p>.....</p> <p>Signed, if required, with time and date _____ Crew member concerned</p>	<p>For official use only</p>
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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.

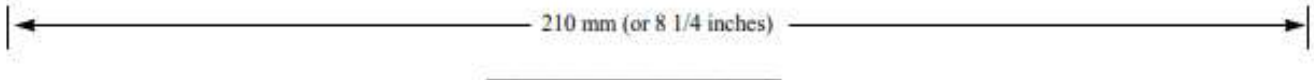
SIGNATURE _____
Authorized Agent or Pilot-in-command

297 mm (or 11 3/4 inches)

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

* To be completed when required by the State.

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



Appendix 02 – Crew Member Certificate (CMC)

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

Front of CMC

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

Back of CMC

Note: Detailed specifications for a machine readable crew member certificate can be found in Doc 9303, Part 5

Appendix 03 – Details Required for the Issuance of CMC

Staff No	Surname	Given Name	Gender	Nationality *	Date of Birth	Occupation	Passport No

Note:

***For the three-letter codes list, please refer Doc 9303, Part III, Section 05 –“CODES FOR NATIONALITY, PLACE OF BIRTH, LOCATION OF ISSUING STATE/AUTHORITY AND OTHER PURPOSES” for reference (E.g. Sri Lanka – LKA).**