



# Flight Safety Notification

## General

*Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.*

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## **Policy on Surveillance Inspections During The COVID-19 Pandemic**

### **Reason for Revision**

This is the original issue of this notification.

### **Purpose**

The Jamaica Civil Aviation Authority, the Authority, promulgates this notification to advise industry of its protocols being established to facilitate oversight activities whilst the industry is affected by the COVID-19 pandemic. It is designed to protect the health and safety of the JCAA staff and industry personnel which is of paramount importance.

### **References**

The Ministry of Health and Wellness COVID-19 Workplace Protocols

### **Applicability**

The Authority's inspectorate staff and industry personnel assigned to, Air Operators both local and foreign, Approved Training Organization, Approved Maintenance Organizations, Aerodrome Operators, Air Navigation Services Operators, Security Services Providers and other regulated entities.

## Effectivity

This notification is in effect from the date of publication and shall remain effective until withdrawn by the Authority

## Definitions

Nil.

## Background

Considering the current coronavirus outbreak and the significant risks of infection, organisations within the aviation industry have reduced significantly normal operations or have suspended activities due to low demand. Some organizations have requested relief from recurrent inspections that are required to maintain currency and certification.

The basic operating principle is that without significant operations, personnel within the industry will not garner exposure to operational risks. Notwithstanding this reality, the Jamaica Civil Aviation Authority, the Authority, has taken a pragmatic approach to support the industry navigating the period.

Through the Flight Safety Department, the Authority is applying the following essential precepts to execute our mandate based on the effects of the COVID-19 pandemic. These are:

1. The Authority supports all participants in the industry with guidance, through publication of Flight Safety Notifications and discussions, demonstrating flexibility in our approach within the limits of the Legislation.
2. The Authority seeks to complete mandatory oversight, certification and surveillance activities using alternative means other than being in the physical space of clients, wherever possible.
3. The challenges created by executing ongoing safety and security compliance inspections will not cause any suspension or limitation on certificates if physical inspections do not occur. The Authority will adapt procedures to maintain the oversight level necessary for safe operations during this period.
4. Organizations with significantly reduced operations will see reduced physical inspection activities while organizations with close to normal levels of activities will see amended inspection activities where possible.
5. New or on-going certifications will have amended processes applied in consideration of the risks for infection.

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6. A risk-based approach is used in every circumstance to determine the continuation of certificate privileges.

The Authority has performed reviews of all planned audits, using the health protocols established by the Jamaican Government to assess the risks in performing the associated tasks. The available electronic tools have been assessed for suitability to satisfactorily conduct parts of the audits resulting in the changes to some of the processes. The goal is to maximise flexibility in doing oversight activity while minimising the inspection burdens to organizations considering the COVID-19 safety protocols.

This approach ensures that an adequate oversight level will be maintained while at the same time adapting the standard processes to the needs of industry. The results of the adjusted oversight activity will be assessed for effectiveness and integrated in oversight activities based on favourable results of risk analysis.

The Authority, as far as possible, has minimized the physical interface requirements of the inspection programme. Inspections that require the physical presence of the inspectors will result in the following health and safety policies and protocols.

### **GENERAL INSPECTION REQUIREMENTS**

The Authority has implemented health protocols at our head office and received confirmation from Health Inspectors from the Ministry of Health & Wellness that the protocols are satisfactory. All inspections will be conducted strictly following the health and safety guidelines issued by the Government of Jamaica and portfolio Ministry responsible for health. This includes but are not limited to:

1. Wearing of masks;
2. Adhering to Social distancing protocols;
3. Sanitization of hands upon entry and after the exchange of documents;
4. The wearing of additional Personal Protective Equipment based on the inspection environment.

It is mandatory for the inspectorate personnel to abide by the health and safety protocols implemented by the respective operators during inspections. In addition to the safety practices in office, the inspectors are required to adhere to the following basic protocols during inspections.

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1. Abide to the specific health and safety protocols of the operators, to the extent that such protocols have been accepted by the Authority and do not contravene the measures contained in this Policy document;
  2. Always wear the appropriate masks during the inspection;
  3. Obey the social distancing requirements as far as possible;
  4. Conduct frequent sanitization exercises when transiting within operators' transition points.

It is expected that all operators will have implemented the safety protocols required by the Government of Jamaica and the portfolio Ministry responsible for health to include at least the:

1. Posting of signage covering health and safety protocols;
2. Prominent availability of sanitization media; hand sanitizers containing minimum 62% alcohol content and/or hand washing stations;
3. Social distancing policies;
4. Mandatory wearing of masks for all personnel.

**NOTE: Consideration is to be made on the risk of every inspection based on the type of activity and the people involved – then appropriate health precautions are to be taken.**

**At all times, both the clients and the inspectors can halt the inspection process if at any time it is determined that the health and safety protocols are not being adhered to by either party.**

**Where an inspection is halted by either party due to a breach of health protocols, this may lead to a Significant Safety/Security Concern given that the inspection would not have been completed.**

Upon the inspectorate attending the offices, places of business, aircraft and facility of any operator for the purposes of conducting safety and security oversight, the following responsibilities are expected to be carried out by all parties.

## **INSPECTORATE RESPONSIBILITIES**

The Authority's Inspectorate are expected to treat their health and that of the Authority's clients' as a priority and in pursuit of which, each member will be expected to:

1. Equip himself/herself with and wear the personal protective equipment (PPE) provided by the JCAA, as appropriate to the nature of the job(s) to be performed e.g., latex or other type of gloves, body suit, footwear, mask and/or face shield;
2. Avail himself/herself of all sanitization fluids etc., for hand-sanitizing at points where provided, and/or carry a personal spray bottle of sanitizing fluid, (no greater than 3fl oz

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in security restricted areas of the aerodrome) for periodic usage, whilst on an inspection task;

3. Maintain social distance and avoid physical contact with other persons and surfaces of common touch zones;
4. Maintain the recommended social distance between himself/herself and employees of the operator, security personnel, passengers and airport staff;
5. Only where the use of vehicle is deemed necessary, Inspectors should be encouraged to carry out such inspections on foot or utilize personal vehicles to inspect perimeter from the landside to minimise operator contact as much as possible.
6. Where an operator's vehicle is required to be used for transportation to work site(s), sanitize upon each re-entry and ride in a seat, suitably separated from other occupants; request selection of 'fresh' air-conditioning (as opposed to 'Recirculated Air') where and when appropriate;
7. Ensure accompanying escort/officer wears PPE;
8. Where controls, keyboards or other items of equipment require an inspector to touch or manipulate the facility without gloves, sanitize hands before, immediately afterwards and avoid touching the face;
9. Minimize exchange of physical documents (request electronic copies) but wherever necessary, receive paper documents in manila envelope(s);
10. Dispose of used PPE in an appropriate receptacle, provided by the operator, upon completion of Inspection.

**CAUTION:** Hand sanitizers contain alcohol and may permanently destroy some ink records or equipment markings. It is critical that contact between sanitization fluids and such items are avoided.

## **SPECIAL INSPECTION REQUIREMENTS**

**NOTE:** All inspections requiring inspector entry into aircraft will be done **AFTER** completion of operator infectious disease sanitization processes are carried out as accepted by the Authority.

### **OPERATIONS:**

#### **1. AIR OPERATORS**

##### **Cockpit inspections**

- Flight Ops Inspector will enter cockpit following the infectious disease sanitization and before pre-flight boarding.
- Social distancing is to be maintained during inspection to include reviewing crew and aircraft documents.

- Masks and gloves are to be worn during inspection. Face shields may be worn when required.

#### Flight Check (PPC)

- Cockpit is to be sanitized prior to Flight Check.
- Both pilots are to wear masks and headsets.
- Hand-held microphones are not allowed.
- Overhead speakers are not allowed.
- Transmission checks tower/cockpit are to be confirmed satisfactory before flight is undertaken.
- Flight above 5,000 ft is prohibited due possibility of hypoxia.

### 2. CABIN SAFETY

- In addition to face masks, the Inspector may wear additional PPE to include:
  - Disposable gloves
  - Face Shield
  - Protective gown

### 3. DANGEROUS GOODS

#### Warehouse facility

- Handling of documents/packages is to be carried out using disposable gloves;
- Natural ventilation will be utilized where feasible;

## AIRWORTHINESS

### 1. COCKPIT AND CABIN INSPECTIONS

- An Airworthiness Inspector is to enter cockpit and cabin following the infectious disease sanitization processes and before pre-flight boarding.
- Social distancing is to be maintained during inspection to include reviewing crew and aircraft documents.
- Masks and gloves are to be worn during inspection. Face shields may be worn when required.
- In addition to face masks, the Inspector may wear additional PPE for Cabin Inspections to include:
  - Disposable gloves
  - Face Shield
  - Protective gown

## 2. AIRCRAFT EXTERNAL AND CARGO HOLD INSPECTIONS

- Airworthiness Inspectors are to enter cargo hold following sanitization.
- Social distancing is to be maintained during inspection to include reviewing crew and aircraft documents.
- Masks and gloves are to be worn during inspection. Face shields may be worn when required.

## 3. AIRCRAFT INSPECTION FOR ISSUANCE OF OPERATING CERTIFICATE

- Airworthiness Inspectors are to enter cockpit and cabin following the infectious disease sanitization processes.
- Social distancing is to be maintained during inspection to include reviewing crew and aircraft documents.
- Masks and gloves are to be worn during inspection. Face shields may be worn when required.
- In addition to face masks, the Inspector may wear additional PPE for Cabin Inspections to include:
  - Disposable gloves
  - Face Shield
  - Protective gown
- Inspection of aircraft parts may require use of additional PPE.

## PERSONNEL LICENSING

### 1. LICENCE APPLICATIONS AND RENEWALS

- No photographs will be taken by the Personnel Licensing (PEL) staff. All clients are required to provide electronically an up-to-date passport-sized photograph to facilitate the processing of licences.
- All applications, as well as supporting documents, are to be electronically submitted. Please note however that all original documents are required to be submitted to the PEL Office upon request.

**All documents are to be submitted to the Personnel Licensing Office at [pel@jcaa.gov.jm](mailto:pel@jcaa.gov.jm).**

### 2. EXAMINATIONS

- Examination candidates are required to wear a mask and/or face shield for the duration of all exams.
- Strict adherence to social distancing will be applied for written and oral examinations.

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**AERODROMES and AIR NAVIGATION SERVICES**

1. In respect of the following inspection tasks:
  - Perimeter fencing;
  - Airfield pavements, marking & lighting; Aprons & FOD;
  - Wildlife management and environmental concerns;
  - Operations, including: Aircraft turnaround safety, Rescue & Fire-fighting exercises;
  - Electrical switching tests; communications (emergency telephone) tests,

The following will apply:

**OPERATORS' RESPONSIBILITIES**

1. Ensure cleaned/sanitized vehicle or similar, provided where required, to facilitate suitable social distancing protocol(s) as may prevail at the time;
2. Limit number of persons in vehicle so as to maintain social distancing, wherever possible;
3. Ensure accompanying escort/officer wears PPE;
4. Sanitize the vehicle and personnel on re-entry to vehicles, on all occasions.

**INSPECTOR RESPONSIBILITIES**

1. Where an operator's vehicle is required to be used for transportation to work site(s), sanitize upon each re-entry and ride in a seat, suitably separated from other occupants; request selection of 'fresh' air-conditioning (as opposed to 'Recirculated Air') where and when appropriate;
2. Where controls, keyboards or other items of equipment require an inspector to touch or manipulate the facility without gloves, sanitize hands immediately afterwards and avoid touching the face;
3. Minimize exchange of physical documents (request electronic copies) but wherever necessary, receive paper documents in manila envelope(s);
4. Dispose of used PPE in an appropriate receptacle, provided by the operator, upon completion of Inspection.

**AVIATION SECURITY & FACILITATION**

In respect of the following Aerodromes inspection tasks:

- Perimeter fencing and lighting;
- Airfield lighting;
- Airfield Security;
- Incinerator;



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The following will apply:

#### OPERATORS' RESPONSIBILITIES

1. Ensure cleaned/sanitized vehicle or similar, provided where required, to facilitate suitable social distancing protocol(s) as may prevail at the time;
2. Limit number of persons in vehicle as to maintain social distancing, wherever possible;
3. Ensure accompanying escort/officer wears PPE;
4. Sanitize the vehicle and personnel on re-entry to vehicles, on all occasions.

#### INSPECTOR RESPONSIBILITIES

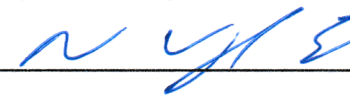
1. Where an operator's vehicle is required to be used for transportation to work site(s), sanitize upon each re-entry and ride in a seat, suitably separated from other occupants; request selection of 'fresh' air-conditioning (as opposed to 'Recirculated Air') where and when appropriate;
2. Where controls, keyboards or other items of equipment require an inspector to touch or manipulate the facility without gloves, remember to sanitize hands, immediately afterwards and avoid touching the face;
3. Minimize exchange of physical documents (request electronic copies) but wherever necessary, receive paper documents in manila envelope(s);
4. Dispose of used PPE in an appropriate receptacle, provided by the operator, upon completion of Inspection.

#### CARGO FACILITY OPERATORS, CONTRACTED SECURITY PROVIDERS' RESPONSIBILITIES

Cargo facility operators and Contracted Security Providers are responsible to facilitate inspectors with amenities, equipment and facilities, ensuring the following:

1. Facility employees are to wear appropriate PPE, e.g., masks; face shields, latex or similar gloves; footwear; body suits etc.,
2. Maintain social distance, as far as possible;
3. Ensure hand sanitization and washroom facilities are available for clean-up during and after the inspection procedure;
4. Ensure cleaned/sanitized workspace is provided to facilitate inspection of document and records with suitable social distancing protocol(s) as may prevail at the time;
5. Limit number of persons in work/training/recreational area(s) so as to maintain social distancing, wherever possible;
6. Sanitize on re-entry to vehicles on all occasions;
7. Provide receptacle(s) for safe disposal of PPE used by inspectorate staff;
8. Furnish documented records, when requested, in a manila file folder, envelope or in electronic format where possible.

The Authority welcomes feedback from industry on how these protocols impact operations. Feedback can be provided via email at the address [fsd@jcaa.gov.jm](mailto:fsd@jcaa.gov.jm). All recommendations will be assessed for possible implementation.

Approved by: 



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Noel Ellis

Director, Flight Safety

for Director-General of Civil Aviation

Jamaica Civil Aviation Authority