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***STANDARD OPERATING PROCEDURES (SOP'S) FOR FACILITATION OF  
FLIGHTS INTO SOLOMON ISLANDS DURING STATE OF EMERGENCY***

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# 1. Introduction

In light of the State of Emergency herein after referred to as “SOE” that was declared by the Governor General on 25 March and the subsequent Order by the Prime Minister banning international flights into Solomon Islands as a response to managing threat of COVID-19, Ministry of Communication and Aviation (MCA) has prepared these SOPs to guide the process of facilitating flights during this SOE period.

## 2. Authority.

These SOPs are issued under the Authority of the Permanent Secretary, Ministry of Communication and Aviation.

## 3. Approval of flights under the State of Emergency

### a. Definition:

Flights referred to within these procedures are classified as follows:

- Red cross relief flight
  - Defined as flights bringing in emergency relief supplies.
- Medical evacuations
  - Defined as aircrafts landing for picking up or dropping off medically impaired person.
- Military
  - Defined as flights that may bring in emergency supplies or specialized equipment upon Solomon Islands Government (SIG) request.
- Cargo
  - Defined as flights that may bring in goods and supplies ONLY.
- Charters
  - Defined as aircrafts hired by the Solomon Island Government (SIG) for purposes relating to the impact of COVID19
- Technical Stops
  - Defined as aircrafts landing for Fuel Stops and Mechanical Inspections.
- Over flights - declaring emergency landing.
  - Defined as in flight requesting immediate assistance.

### b. Procedures:

#### 1) Requests for flights.

Any organisations, government and persons who wish to operate any international flights into Solomon Islands during the SOE will send a formal request to the Office of the Prime Minister (OPM) for Approval at the following address and contact:

**Chairman  
COVID-19 Oversight Committee  
Prime Minister’s Office  
PO Box G1  
Honiara, Solomon Islands**

**Tel: + 677 24264/24342**

The applicant will state the purpose for the flight, type of aircraft and supply full itinerary for the planned operation.

## 2) Actions by Ministry of Communication (MCA) and Civil Aviation Authority Solomon Islands (CAASI).

Upon receipt of written approval from Prime Ministers Office, CAASI and MCA will issue technical approval in writing and related NOTAMs.

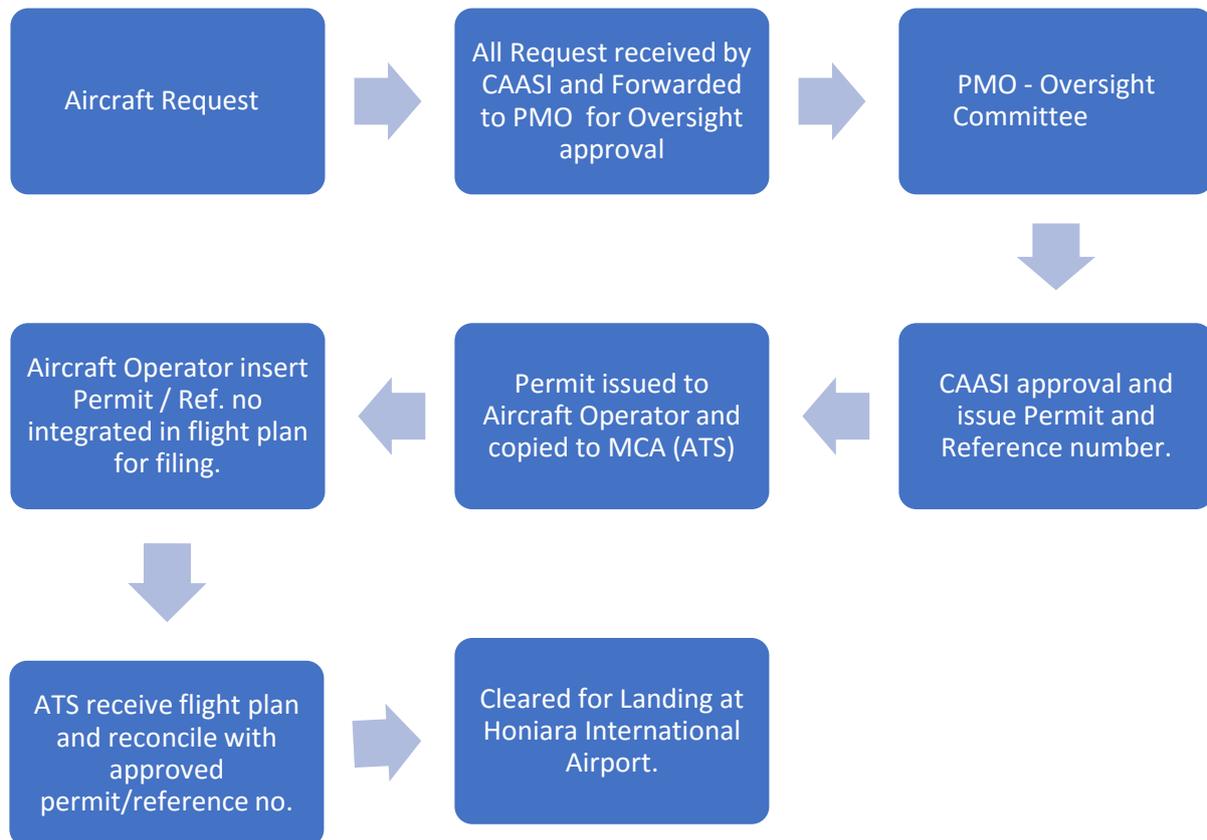


Figure 1. REQUEST FLOW CHART

MCA will disseminate information on the approved incoming flight to various Divisions and other relevant agencies for related arrangements in support of the approved flight.

## 3) Actions by MCA Divisions and relevant stakeholders:

### A. Ground Handling Services-

- a. Ground Handling Agents/ Personnel to wear full protective gear when marshalling aircraft and equipment.
- b. Ground Handling personnel to receive immigration or customs documents from aircraft for processing at customs and immigration desk.
- c. Ground Handling Agents/Personnel to maintain social distancing measures.

### B. Aircraft Personnel

- d. Aircraft personnel are not allowed to exit the aircraft or breach a designated boundary which will be secured by AVSEC.

- e. Aircraft personnel that is required to exit the aircraft for operational and convenience reasons must wear full protective gear and strictly observe social distancing measures and comply with AVSEC instructions and directives.

*C. MCA Aviation Security*

- f. MCA Aviation Security /Police to determine and secure designated boundary of the aircraft for aircraft personnel to strictly operate within.
- g. Designated boundary will be defined as radius coverage reaching 2m from wingspan edge points.
- h. MCA Aviation security provide oversight/watch at secure boundaries
- i. MCA Aviation security personnel to provide escort to aircraft personnel's that are required to operate beyond the designated boundary defined by AVSEC.

*D. Customs and Immigration*

- j. Immigration and Customs officer to wear protective gear.
- k. Provide Disinfectant Box to disinfect documents/passports prior to processing.

*E. Bio Security*

- l. Bio security Personnel to wear protective gear
- m. Aircraft Garbage/ Rubbish Processing strictly carried out by Bio Security Personnel.

*F. South Pacific Oil (SPO) Fuel -*

- n. SPO Personnel to wear full protective gear when performing aircraft fueling process.
- o. SPO Personnel to maintain COVID19 social distancing measures.

*G. NOTAM*

- p. MCA to issue NOTAM for- All approved incoming aircrafts to integrate approved SOE permit/reference no. into flight plan for filing to Air Traffic Services.

*H. Overflights- Emergency Landing.*

- q. In case of Emergency Landing – MCA will activate the Airport Emergency Plan (AEP) for Honiara international airport.
- r. For the application of COVID19 preventive measures when the AEP is activated refer to **“Airport Joint Agencies COVID19 Operation – (COVID19 Standard Operating Procedures).”**

Operational areas	Procedure	Personnels		
<b>Airside</b>	Ground handling staff wear proper protective wear and marshall aircraft and equipment	Ground Handling staff		
	Aircraft personnel are not to exit the aircraft or a designated boundary which will be secure by AVSEC	Aviation security		
	Ground Handling agent to collect documents	Ground Handling		

	from aircraft personnel at exit door and transport to disinfected box before processing.	staff, Immigration desk, Customs and Biosecurity desk		
	Biosecurity ONLY to process aircraft garbage/rubbish	Bio Security		
NOTAM	All in coming Aircrafts Required to disinfect aircraft before landing. Bio security to confirm with checklist and empty disinfectant cans.			
CAASI Permit number	NOTAM – All approved incoming aircrafts to integrate approved SOE permit/reference no. into flight plan for filing.			
Over flights - Airspace	For any over flights requesting emergency Landing refer to <b>“Airport Joint Agencies COVID19 Operation – (COVID19 Standard Operating Procedures).”</b>			