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Arabic only<sup>1</sup>

## DIRECTORS GENERAL OF CIVIL AVIATION CONFERENCE ON A GLOBAL STRATEGY FOR AVIATION SAFETY

Montréal, 20 to 22 March 2006

**Theme 2: Improving aviation safety**

**Topic 2.1: Transparency and sharing of safety information**

### RANDOM SAFETY INSPECTIONS OF FOREIGN AIRCRAFT OPERATED DURING THE HAJJ SEASON THIS YEAR IN THE KINGDOM OF SAUDI ARABIA

(Presented by Saudi Arabia)

#### SUMMARY

The results of the random safety inspection on foreign aircraft operating during the Hajj season showed numerous violations of the international air safety standards, this led the Civil Aviation Authority to take severe corrective actions against the operators of those aircraft. This paper proposes that ICAO should take action against these practices through a legal instrument or framework binding both the State of Registry and the State of the Operator aimed at maintaining a high level of flight safety standards.

## 1. INTRODUCTION

1.1 The Kingdom of Saudi Arabia always endeavours to comply in full with the Standards and Recommended Practices (SARPs) contained in the Annexes to the Convention on International Civil Aviation. The initial ICAO Safety Oversight Audit of the Civil Aviation Authority of the Kingdom of Saudi Arabia for Annex 1 — *Personnel Licensing*, Annex 6 — *Operation of Aircraft* and Annex 8 — *Airworthiness of Aircraft* took place from 13 to 21 November 1999 and the Kingdom achieved an 82.13 per cent level of compliance with the SARPs of those Annexes. The Authority made corrective actions to the findings of the preliminary report. A follow-up audit was conducted during from 23 to 24 March 2002 and a compliance rate of 98.3 per cent with the SARPs of Annexes 1, 6 and 8 was achieved.

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<sup>1</sup> Arabic version provided by Saudi Arabia.

1.2 Lately, the Kingdom of Saudi Arabia has modernized and updated the Civil Aviation System in accordance with the international and national requirements, this system was promulgated on 23 August 2005.

1.3 The activities of the Saudi Civil Aviation Authority to implement the SARPs includes a strict oversight of foreign operators flying to and from the Kingdom as required by the international standards.

1.4 As part of this oversight, the Civil Aviation Authority issues annually, several months before the Hajj season, instructions and regulations for the transport of Hajji by air, which include all the requirements for the safe transport of the Hajji and requires the operators to comply with the international aviation safety requirements.

1.5 Each year, tens of millions of Muslims visit the two holy places of Al-haramain and Al-sharifain in the Kingdom of Saudi Arabia during the Omra season, almost all year round, and during the Hajj season which extends on a relatively short period.

1.6 Over two million Hajji (pilgrims) arrive in the Kingdom by surface, sea and air each year. For the obvious reasons of the comfort and the speed of air travel, most Hajji arrive in the Kingdom through its airports, over a short time span, which results in an a large increase in aircraft operations from all around the world to the airports of the Kingdom of Saudi Arabia, namely King Abdul-Aziz International Airport in Jeddah and Prince Mohamed bin Abdul-Aziz in Al-Madina Al-Monawarah.

1.7 This large influx of foreign aeroplanes during the Hajj season, which extends for nearly two months, is unique to the Kingdom of Saudi Arabia and involves the operation of charter flights to and from the Kingdom to most parts of the world, particularly the Muslim countries.

1.8 This information paper discusses the unique challenges that the Kingdom encounters regarding the operation of a large number of aeroplanes during the Hajj season and sheds some light on the efforts and the actions taken by the Civil Aviation Authority to ensure the airworthiness and the safety of flight operations of those aircraft. It also presents the results of the ramp checks conducted by the Directorate of Standards and Safety of the Civil Aviation authority and the consequential decisions taken.

## **2. RAMP CHECKS ON THE AEROPLANES WHICH OPERATED IN THE 2005 HAJJ SEASON (1426 HIJRI)**

2.1 The main reason for presenting the results of the ramp checks is to allow the international community the opportunity to benefit from the experience that the Kingdom encounters annually in the field of aviation safety. In addition, we would like to draw attention to the severe shortcomings of some Civil Aviation Authorities, responsible for the oversight of flight safety, in some States with which the Kingdom is obliged to deal, where aeroplanes registered in those States are particularly used during the Hajj season. The Directorate of Standards and Safety conducted random ramp inspections for a sample of aeroplanes, which transported Hajji for the 2005 Hajj season, in order to ensure the operators' compliance with the ICAO SARPs and to verify the information which was submitted to the Civil Aviation Authority as the basis for approval for the operation of those aeroplanes to transport the Hajji.

2.2 The Saudi regulations require that the State of Registry and the State of the Operator, certify compliance with the aviation safety requirement and approve the technical documents of the aeroplanes intended to be operated during the Hajj season before the operator submits them to the Saudi

Civil Aviation Authority to obtain the approval for Hajj flight. Unfortunately the ramp check showed significant discrepancies between the information provided in the documentation on the availability of required safety equipment and the actual equipment on board the aeroplanes. We have provided the Permanent Representative of the Kingdom of Saudi Arabia with copy of the finding database for reference.

2.3 Three inspection teams were established, working twenty-four hours a day in three shifts. Each team consisted of two or three airworthiness inspectors and one operations inspector. The inspections started on 14 December 2005 (12 Thu El-Keadah 1426 hijri) and continued for nearly forty-five days to cover the period of arrival and departure of the Hajji.

2.4 The number of the flights transporting Hajji in this season totalled 8 626 flights, the peak operation of one day at King Abdul-Aziz airport reached 229 flights. These flights were operated by large number of air operators holding AOCs issued by Civil Aviation Authorities from all over the world. The level of compliance of such Authorities with the international aviation safety requirements varied significantly with some States having no safety oversight activity at all. The Civil Aviation Authority of the Kingdom of Saudi Arabia conducted a total 108 aeroplanes inspection during the 2005 Hajj season and all findings related the compliance or non-compliance with the international requirements for flight safety are kept in a data base. The shortcomings detected varied between violations that do not affect the safe operation of aeroplanes and those which lead to the immediate grounding of some aeroplanes. A notification of violation was issued for thirty-eight aeroplanes and six of which were grounded.

### **3. ACTIONS TAKEN BY THE KINGDOM OF SAUDI ARABIA AGAINST THE NON-COMPLIANT OPERATORS**

3.1 The Kingdom of Saudi Arabia represented by its Civil Aviation Authority has taken a firm stand vis-à-vis the operators that were not complying with the flight safety regulations by imposing fines which varied with the type of violation and the number of repetitions on the same aeroplane and, in some cases, by suspending or revoking the authorization to operate.

3.2 The actions of the Civil Aviation Authority are not limited to imposing financial penalties and suspension of some operations. The presentation of this paper at the Conference is part of the plan that the authority is developing to improve the level of compliance with flight safety requirements. One of the objectives of this plan is to conduct preliminary inspections on some aeroplanes before the start of operations in Saudi airspace and before granting approval for the operation. In addition, this paper aims at informing and educating the agencies operating charter Hajj flights and their oversight authorities with the laws and objectives of ICAO and those of the Civil Aviation Authority of the Kingdom through the issue of instructions, by the Authority, through meetings with the operators before the Hajj season starts and before issuing the permissions to operate. These instructions in “The Rules and Regulations Governing the Carriage of Pilgrims by Air” are provided in the Appendix to this paper.

### **4. RECOMMENDATION**

4.1 The Kingdom of Saudi Arabia is looking forward to achieving the best results towards improving and reaching the highest level of flight safety by implementing the international flight safety rules and regulations.

4.2 The Civil Aviation Authority of the Kingdom of Saudi Arabia supports most of the working papers of this Conference and in particularly DGCA/06-WP/8. In addition, the Kingdom of Saudi Arabia, based on the experience presented in this paper, recommends that ICAO develops a legal instrument or a framework that would provide more confidence among Contracting States with regard to the international flight safety standards.

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**APPENDIX**

**CIRCULAR**

From : President of Civil Aviation

To : Saudi Arabian Airlines  
All Airlines and General Sales Agents in the Kingdom  
All Ground Handling Service Providers  
All Travel Agencies at KSA

Subject: Rules and Regulations Governing the Carriage of Pilgrims by  
Air (Year – 142x-2xH/200x—0xG).

**Introduction**

Every year, approximately (1,500,000) pilgrims travel by air to the Holy Places in the Kingdom of Saudi Arabia. The role of the Kingdom of Saudi Arabia is to use all possible efforts and measures to facilitate the proper atmosphere and provide for the pilgrims convenience and safety in conformity to Article (24) of the Fundamental Government Regime issued by the Royal Decree (A/90) dated 27/8/1412H, which states that “The Government is obliged to improve and modernize the infrastructure and facilities of the two Holy Mosques and provide quality services and security for the sake of the Guests of Allah in order to perform their Hajj and Umrah safely.

In light of the instructions of the Custodian of the two Holy Mosques, His Royal Highness Crown Prince, Minister and Minister of Defence and Aviation and General Inspector all governmental and private sectors function together to ensure pilgrims convenience and safety in both in-bound and out-bound phases. Since airports are the starting point to serve the travelling pilgrims, the General Authority of Civil Aviation (GACA) has made the necessary arrangements for pilgrims starting from the embarkation process to the disembarkation and acting side-by-side with the rest of the governmental systems.

In accordance with the leadership’s directives to offer the pilgrims, who are the “Guests of God”, the best services and to provide them with all attention and convenience to enable them to fulfil their religious duties with ease and in comfort and return to their countries safely, GACA, together with other concerned national and government agencies, has the responsibility and honour to implement the following directives. GACA undertakes to make the necessary arrangements to receive these pilgrims arriving by air at KAIA, their first point of arrival in the Kingdom.

On basis of higher authority directives, these rules and regulations are formulated to organize the air transport operations to serve the pilgrims and further to ease and simplify procedures related to their arrival and departure in a safe, secure and regular fashion.

The regulations stipulate the procedures and actions required for submission of operation requests as well as the measures regulating these applications. It also includes flight scheduling, slot allocation and other related approvals. Moreover, it contains the basic operational and safety requirements need to be fulfilled for obtaining the required operation permission.

These rules and regulations also define the technical measures and operational provisions applied on all flights either operated by an aircraft fully owned by the air carrier or a leased aircraft.

However, other technical measures and additional provisions are incorporated to regulate other air carrier only operating (Charter) Hajj flights. Safety standards, general rules and more provisions are provided to define the scope of air operation as well as the commensurable fines to be imposed against the occurrence of any violation.

Consideration is given in compliance with the Chicago Conventions rules and principles together with other international treaties, other issued governmental instructions and relevant bilateral air transport agreements concluded between the Kingdom and other States, as well as the contents of the Kingdom (AIP) related to air operation instructions.

To meet the above objectives, GACA in coordination with other related entities are looking forward to maintaining a safe regulated air traffic flow, smooth passenger processing and most importantly to avoid over-capacity pressure on KAIA facilities.

To ensure the smoothness and efficiency of Hajj air traffic and other services, GACA has undertaken to authorize a certain number of Hajj flights per hour, distributed evenly throughout each 24-hour period. The flight schedules, as outlined in the following instruction, submitted by the airlines will result in slot allocations being assigned for each flight for both the inbound and outbound phases.

A review of previous Hajj traffic operations has shown that certain procedural and operational changes are necessary. Therefore the new Regulations and Rules of Pilgrims Air Transportation include all necessary arrangements to secure the return of pilgrims to their respective home countries. Fines shall be imposed on the air carrier in case of violation.

Compliance with the regulations is mandatory and any air carrier must conform to the outlined rules, otherwise appropriate measures and penalties shall be imposed against the violator. Air carriers may be subjected to final exclusion and discontinuance of its operation to and from the Kingdom in the future, if non-compliance with on time returning of Hajj passengers is observed or in cases of failure to submit the required passengers manifest.

In this regard, GACA circulates to all concerned parties these rules and regulations for the year 142x/200x-0x Hajj program that define the scope of responsibility of Hajj air carrier, their general sales agencies in the Kingdom and other charter operated Hajj flights and handling agencies for full adherence and compliance.

These provisions may be implemented at King Abdulaziz International Airport and at Prince Mohammed Bin Abdulaziz Airport at Madinah Al-Munawarah and any other airport declared for operation as a Relief Airports by the Government of the Kingdom of Saudi Arabia.

1. **Application Requirements:**

1-a. Requests for operation are to be submitted to GACA by either the air carrier which is authorized by virtue of either a bilateral agreement provision, or a general sales agent or by ground handling services agent or a local authorized representative (see the attached letter of authorization) in cases of charter operation.

1-b. ATD-101 operation form should be filed.

- 1-c. Applications are to be send to the following address:

General Authority of Civil Aviation  
Attn: Director Air Transport Department  
P.O. Box 887, Jeddah 21165  
Kingdom of Saudi Arabia

Or to: AFTN – OEJNYAYX  
Telex: 601093 CIVAIR SJ  
E-mail – takabli@pca.gov.sa

- 1-d. Application for obtaining the slot allocation shall be filed no later than the 1<sup>st</sup> half of Ramadan 142xH (xx October 200x).
- 1-e. Application shall be made on the appropriate approved form. Flight identification number must contain the (3) letter airline designator in accordance with ICAO regulations in addition to the two letters assigned by (IATA), plus (4) digits numbered in sequence. Flight identification number is not to be repeated for the inbound and outbound phase; flights must carry different numbers.
- 1-f. Operations requests for both inbound and outbound phases shall contain the flight schedule (program) and each phase shall specify the date of operation. Flight number of both arrival and departure, type of aircraft, call sign and registration number, flight route, point of origin, destination, elapsed time in route, and ETA/ETD (UTC time).

2. **Flight Scheduling and Slot Allocation Procedures:**

- 2-a. Aircraft movement at KAIA for the inbound phase will commence as from first of Dul Qaida 142xH xx (December 200x) up to end of the 4<sup>th</sup> Dul Hajjah 142xH (xx January 200x).
- 2-b. Aircraft movement for the outbound phase will commence as from 13<sup>th</sup> Dul Hijjah 142xH (xx January 200x) and end before 15 Moharam 1427H (xx February 200x).
- 2-c. Airline/Aircraft operators shall plan and organize flight schedules to achieve the best utilization of the specified time frame.
- 2-d. Prior to 1<sup>st</sup> half of Shawal 142xH (xx November 200x) GACA shall issue the slot number for each separate flight to air carriers who have submitted their schedules in compliance with the operational requirements and conditions stated in Article 3, 4 and 5 of the regulations.
- 2-e. Airlines shall not operate any flight without having obtained the approval for flights scheduled and allocated the required slot number and obtain clearance from Air Transport Department as well as fulfillment of all other operation conditions stated in the instructions.

3. **Technical Measures and Conditions Governing Air Operations Applied on all Flights:**

All airlines that operate Hajj flights, whether designated by provisions of a bilateral agreement, or purposely for Hajj season flights, either owned or leased aircraft, shall be subjected to the following terms and conditions.

- 3-a. Air Transport Department Form (GACA -ATD/101) is to be completed in full compliance with its contents relating to the operator, general sales and ground service agent.
- 3-b. Flight schedule approval should be obtained from GACA before commencing operation and clearance should be obtained from Air Transport Department.
- 3-c. All flight identification numbers must contain the 3-letter airline designator in accordance with ICAO regulations in addition to the 2-letters assigned by IATA, and four digits numbered in sequence. No flight identification number is to be repeated in either the inbound or outbound phase.
- 3-d. The air carrier is committed to the approved arrival and departure times within an allowance (window) plus or minus (30) minutes. Both slot and clearance numbers must be indicated and included in Field 18 "Other Information" of the flight plan.
- 3-e. Flights are not permitted to remain at KAIA, Jeddah apron for more than two hours (on ground time) during the inbound phase, and three hours during the outbound phase of the Hajj period. In case of an emergency (weather condition or a force majeure matter), the airline concerned should report to the Airport Authority for official confirmation and consideration.
- 3-f. A clear and readable passenger manifest containing names and ID must be provided to the Airport Authority.
- 3-g. All Hajj passengers should hold a round trip confirmed reservation ticket; otherwise the fine stipulated in the "Penalties Article" would be imposed.
- 3-h. Each airline shall operate its flights as per given permission, according to schedules submitted by the airline itself and approved by GACA, which should contain call sign, registration number, aircraft type, date and timings of arrival and departure.
- 3-i. Each airline shall clearly specify the responsible entity for operation of a leased aircraft and submit relevant supporting documents accordingly. Aircraft insurance should cover third party and property liability.
- 3-j. If the operation is conducted with leased aircraft, the air carrier/operator is responsible for obtaining a written approval from the Civil Aviation Authority of the state where the principal place of business or permanent residence of both the air carrier and the lesser company are situated. Provided that, in lieu of such written approval the air carrier/operator may submit to the PCA a verified copy of the leasing contract. The lease must contain provisions covering both the Inbound and Outbound Hajj operations and specify joint responsibility of both the air carrier/operator and the lessor for the return of pilgrims to their countries. The entity responsible for the operation of the leased aircraft shall also be specified in the lease.
- 3-k. Upon preparation of Flight Plans, all Air Carriers operating pilgrimage flights must follow preferred routes specified in Air Navigational Circulars and Aeronautical Information Publication Annexes, which will be issued before operation.
- 3-l. Letter "W" must be added in field 10 in FPL as the sixth or seventh letter if the aircraft and crew are authorized to operate in RVSM airspace.



- 3-m. Type of flight should be marked “X” in field 8 Section “b” in accordance with Doc 4444 type of flight. Page A3-9.
- 3-n. Call sign and other information in FPL must fully conform with permission request presented to GACA.
- 3-o. FPL must be printed and readable and handed to ATS 2-hours prior to departure.
- 3-p. In controller pilot voice communication with all ATS units the word HAJJ must be used all the time after the company identification and before flight number. Ex. SVA HAJJ 1234.
4. **Technical Conditions and Requirements Pertaining to Air Safety and Standards Which Regulate Air Operation and Applied on all Flights:**
- 4-a. Compliance with provisions, requirements and instructions stated in the Saudi Aeronautical Information Publication (AIP) and the relevant amendments and periodical updates particularly Parts (GEN 1.2). In addition to the filing of the operation specification in accordance to GACA /FAR Part 129 and adhering to other relevant agreements.
- 4-b. Filing of Form GACA -ASSD 110-1 including all documents listed on the back of this form (See Attachment 1). In addition to these documents a copy of the aircraft noise certificate, the radio license and the operation specifications issued to the operator by his state CAA, should also be submitted. The form and the related documents will be assessed and processed for approval as part of the operation clearance requirements. This form can be obtained from the Air Transport Department, Aviation Standards and Safety Department or by visiting GACA website at (<http://www.pca.gov.sa/conditions/airsafety.htm>). The form and related documents have to be submitted for each aircraft. A copy of the approved form must be carried on board the aircraft.
- 4-c. Form GACA -ASSD 110-1 and the documents listed on the back must be submitted to GACA ASSD no later than the first of Sha’aban 142xH (5 September 2005). The package will be reviewed by ASSD and the applicant will be informed of any missing documents within two weeks of receiving the complete package. The applicant must submit the missing documents within two weeks to ASSD to maintain his priority in processing the application.
- 4-d. The aircraft must satisfy the airworthiness requirements of GACA /FAR Part 129 and all the requirements of the International Civil Aviation Organization Annex 6, Volume 1. As a minimum the aircraft must have the following equipment:
- Flight data and cockpit voice recorders.
  - Airborne Collision Avoidance System (ACAS/TCAS).
  - Wind shear warning.
  - Reinforced cockpit door.
  - Enhanced Ground Proximity Warning System (EGPWS/TAWS).
- 4-e. The operator, after obtaining the approval for operations, shall coordinate with ASSD to determine a suitable time and location for aircraft inspection by GACA -ASSD staff based on the availability of the aircraft. The operator shall be responsible for the transportation and daily allowance costs associated with this inspection in accordance to the AIP Paragraph GEN 4.3-2.4.2.b.

- 4-f. In addition to the above-mentioned inspections prior to arrival to the Kingdom, a randomly selected aircraft shall be subject to further safety inspection upon arrival. Further to the obligations mentioned in Article 33 of the Chicago Convention, the purpose of these inspections is to verify the validity of the relevant aircraft documentation, licensing of its flight crew, aircraft equipment and that the condition of the aircraft conforms to the current standards and all previous inspection findings have been rectified. When an urgent action is essential for the safety of the aircraft operation, GACA will immediately suspend the operating authorization of the aircraft until a corrective action is taken. Violation of the airworthiness or operating requirements will be subject to fines according to the PCA approved table of sanctions.
- 4-g. Each pilot must be familiar with applicable rules, navigational and communication facilities, air traffic control and the Kingdom's AIP. The pilot should be able to communicate in the English language.

**Important PCA Requirements:**

- A. It will be Operator's responsibility to ascertain that proper navigation equipment and charts are carried on board each Aircraft at all times.
- B. Your operations will be conducted in accordance with the applicable GACA regulations (US Federal Aviation Regulations Part 129) and GACA requirements in the GACA – AIP and applicable Airworthiness Guides.
- C. Please submit to GACA Air Transport Department this form with the original Company Stamp affixed on the Form together with the following:
1. PCA-ASSD Forms to be filled by the Operator.
    - PCA-ASSD 110-1 (as revised) for each Aircraft, (Foreign Operator Authorization for Commercial Operations within the Kingdom of Saudi Arabia.
    - GACA -ASSD Form 206-F (as revised) for each Aircraft, (Data Sheet for Foreign Operator Form to be stamped by Civil Aviation Department of Aircraft Registry).
    - GACA -ASSD Form 8400-8B (as revised) Presidency of Civil Aviation, Aviation Safety & Standards, Kingdom of Saudi Arabia (Operations Specifications), to be stamped by the operator's civil aviation authority.
  2. Documents to be submitted by the Operator.
    - A copy of Air Operator Certificate (A.O.C.)
    - A copy of valid Certificate of Registration for each Aircraft.
    - A copy of valid Certificate of Airworthiness for each Aircraft.
    - A copy of valid Aircraft Insurance Certificate covering each Aircraft.
    - A copy of Noise Certificate for each aircraft.
    - A copy of Radio License for each aircraft.
    - Original letter of undertaking (Company Letterhead signed by authorized person and Company Stamp affixed) stating that the Company will be fully responsible in case of violation, incident, accident or whatsoever occurrence related to the Aircraft.
    - A copy of Aircraft lease agreement (if applicable).
    - A copy of Contract showing an arrangement for Aircraft Maintenance within the Kingdom of Saudi Arabia in case of Aircraft out of Service. If there is no

arrangement, then an appropriately rated Mechanic must be onboard to return the Aircraft to Service.

- Statement of Compliance with GACA /FAR 129.28

**D. A copy of GACA -ASSD 110-1 approved form shall be carried on board the Aircraft at all times and shall be presented upon request of a Representative of the Presidency of Civil Aviation.**

E. The Aircraft shall be inspected by the GACA upon arrival in the Kingdom on the first Flight. The Operator's Representative will advise GACA -ASSD (Fax Nos. 685-5745 / 685-5142) about the date and time of arrival of the first Flight.

F. Changes in any of the above information must be reported to the Director of Airworthiness immediately so that the GACA Records remain accurate and current.

**Notes:**

1. Approved GACA Form PCA-ASSD 110-1 (as revised) and GACA /FAR 129 Ops Specs. Allow you to operate your Aircraft for Commercial/Compensation purposes.
2. All information in the Documents must be in English or the translation in English Language is certified.
3. All operators are required to subscribe to the Saudi Arabian Aeronautical Information Publications (AIP) Manual.
4. You can visit GACA Web Site for more information concerning GACA Forms and Airworthiness Guides. [www.pca.gov.sa](http://www.pca.gov.sa) (Follow the dropdown menu links in the icons)
5. **Additional Technical Conditions Applicable to Air Carriers Operating Only Hajj Charter Flights:**

In addition to the above, an air carrier who has no regular flight operation to the Kingdom under any of the bilateral / commercial agreements and desires to operate Hajj flights should fulfil the following conditions:

- 5-a. Must submit a Bank Financial Guarantee (a letter of credit/LC) in favour of GACA, of a value equal to 25% of the total number of Hajj passengers multiplied by the official rate of a one-way ticket price as per IATA Tariff. Such a guarantee should be issued from a national bank in the Kingdom, provided that the guarantee coverage should be no less than (SR600,000). GACA has the right to deduct the due cost encountered from returning the Hajj passengers whom the carrier had failed to transport in fulfilment of its obligation, or to cover other due fines resulting from the operation. The remaining amount of the guarantee, if any, will be released thereafter. In the event that the operators adhere fully to commitments and obligations, the guarantee shall accordingly be released in full.
- 5-b. GACA may require a bank guarantee as per Para. 5-a, from airline operating regular flights on commercial basis, and committed violation at previous Hajj seasons.
- 5-c. The Bank Guarantee should have a validity of six months, and will take effect starting from the first Hajj flight operations from the 1<sup>st</sup> of Dul-Ghaddah 142xH (xx December 200x).
- 5-d. No entity other than the GACA has the right to deduct the due cost due to any contractual disputes arising between the contracting parties.

- 5-e. The operator must designate a local handling agent at Jeddah KAIA to assume the handling responsibility of flights during both inbound and outbound phases. The agent must maintain efficient labour and equipment to handle all flights at the specified times. Failure to do so will lead to penalty enforcement in accordance with Part (7-i) of the regulation.
- 5-f. Conduct the necessary coordination between the national carrier “Saudia Airlines” and operator in order to reach an agreement in respect of sharing of Hajj traffic operation on a 50/50 basis or on a unilateral base. A copy of this agreement must be filed to GACA for approval. Priority for carriage of Hajj traffic should be given to the national carrier of each state.
6. **General Terms and Conditions:**
- 6-a. All air carriers (scheduled and charter) or their agents must submit financial bank guarantee of an amount no less than (SR100,000) and no more than (SR200,000), based on the number of pilgrims and operating frequency in favour of PCA and reimbursed for the Ministry of Hajj for the purpose of covering the accommodation expenses of pilgrims. The air carrier or its agent is obliged to cover the value of the guarantee if any amount is deducted to pay any expenses.
- 6-b. Early submission of flight schedules, in accordance with Para (1-c) of the regulations, will enable the operator to obtain the required favourable and suitable times in line with its plan and pursuant to the airport capacity.
- 6-c. The operator must designate a representative to assume all responsibility at KAIA with the authority to ensure all passenger requirements can be met as a consequence of flight delay and moreover, to follow up and maintain the air carrier’s conformity to its commitments and obligations, e.g. securing meal catering and accommodation according to applicable rules and regulations.
- 6-d. All air carriers do not have the right to exercise any commercial traffic rights (passenger or cargo) on Hajj empty legs during both the inbound/outbound phases except for purposes authorized by GACA.
- 6-e. Full compliance shall be maintained with the Kingdom’s applicable airports security standards and procedures in consistency with the rules and measures stipulated in the National Security Program for Civil Aviation as well as other security instructions issued in this concern. Air carriers engaged in the departure phase of Hajj transport should comply with procedures related to passenger and baggage inspection in accordance with practiced regulations.
- 6-f. The operating requests (applications) can be filed by the travel agencies agent once all necessary operational and safety as well as financial guarantee requirements are fulfilled. He should also hold the following responsibilities:
- Provide air carriers, which he serves, with all necessary rules and regulations, issued by the GACA.
  - Maintain the documents relevant to each flight for 90 days at least.
- 6-g. Air Carriers are held responsible to provide special care for passengers jointly with the local sponsor in the event of any barrier encounters the flight or delays, or cancellation in conformity to the procedures stated in the operation guide and rules or recommended practices of the international air transport and Hajj transport regulations. Failure to do so will result in securing the payment of any expenses incurred from the bank guarantee stated in Part (6-a). Such a care

should be secured as follows:

- Refreshment after one hour has elapsed from start of the delay.
  - Hot meal after 3 hours has elapsed from the time of departure.
  - Accommodation for the departing passengers on the flight after 6 hours has elapsed from the start of the delay, as maximum limit.
  - Assistance for the pilgrims who need special care. Such as the disabled and elderly, in addition to securing wheel chairs and special equipment.
- 6-h. Air carriers are held responsible for informing and ensuring, whether verbally during the booking or in a written form on the air ticket, that personal luggage and cargo of the passengers should be carried and shipped in accordance with the permissible weight, sizes and descriptions. Oversized luggage that hinders the check-in process will not be accepted.
- 6-i. Air Carriers are held responsible for attaching Identification Tag on pilgrim's baggage specifying – name, nationality, passport number, air carrier and flight number.
- 6-j. Air Carriers are held responsible to distribute Immigration Cards directly to pilgrims after departure from the point of origin and before arrival to the Kingdom of Saudi Arabia to facilitate computerized registration process.
- 6-k. These provisions are implemented on King Abdulaziz International Airport, Prince Mohammed Bin Abdulaziz Airport at Madinah and any other airports declared for operation as a Relief Airports by the Government of the Kingdom of Saudi Arabia.
- 6-l. Air carriers must comply with the instructions and regulations issued by the Ministry of Health of the Kingdom of Saudi Arabia. They shall provide all health requirements and ensure vaccination against diseases and epidemics pursuant to the international rules issued in this regard.
- 6-m. The Presidency of Civil Aviation will take the necessary action to secure aircraft to carry the pilgrims and their left behind luggage through the appropriate committee if the air carrier failed to return the pilgrims and their luggage to their final destination at the scheduled time.
- 6-n. Air Carriers are not allowed to convey perishable goods and consumable products that are brought by pilgrims for the purpose of sales and marketing within the airport vicinity. They must abide by the customs rules and regulations in this regard.
- 6-o. Upon the occurrence of any delay in the departure, the responsible committee at the airport operation should prepare and incident report and notify air transport department at PCA to coordinate with the committee responsible for the bank guarantee activation to secure an alternative aircraft.
- 6-p. Air Carriers or their agents are held accountable to notify airport administration (airport operation office) and Ministry of Hajj office branch at the airport upon such occurrence of any incidents such as natural disasters, bad weather condition or political disturbance which leads to closing of airports at the point of origin. Such notifications are applied also in circumstance of delayed departure at the points of origin or lack of securing aircraft so that the proper

coordination is made to stop the process of transporting pilgrims to the airport.

- 6-q. The validity of flights operating certificates issued by the directorate general of safety and standard department is linked to the validity of the operating clearances during the Hajj season. Such clearances shall not be utilized for any other transport purposes after (14) days from the end of Hajj season.

7. **Penalties for Violation:**

Compliance with the above regulations is mandatory to ensure the safety of all operators, air traffic and pilgrims and to maintain system efficiency. Therefore, enforcement of these regulations is essential. Any aircraft that does not conform to either the special specifications outline by the Aviation Safety or the technical requirements stated in the Kingdom's AIP, shall be subject to final exclusion and appropriate measures and penalties shall be taken against the operator. In the event of any violation, the following fines shall be imposed:

- 7-a. A fine will be applied on any air carrier whose flight arrives after the end of the fourth (4) day of Dul-Hejjah 142xH (xx January 200x). The fine amounts at a rate double the IATA published first class fare from point of origin to Jeddah per each pilgrim on board the flight unless the pilot, the operator's agent or representative holds written approval from GACA indicating a date and time of permitted landing.
- 7-b. All air carriers operating regular scheduled services, boarding pilgrims and arriving after the elapsed date of the inbound operations, the end of the fourth (4) day of Dul-Hejjah 142xH (xx January 200x), shall be fined SR200,000 (Saudi Riyal) per flight irrespective of the total pilgrim passengers onboard the flight.
- 7-c. A fine of (SR100,000) is imposed against each aircraft enter the Saudi Airspace without prior permission. The aircraft will be seized at the airport until such time the fine is settled by a verified check paid to the order of GACA.
- 7-d. A fine not exceeding SR15,000 (Saudi Riyal) shall be imposed on any violation of traffic flow control systems. Any of the following practices is considered as a violation:
- Any Hajj flight arriving without obtaining a clearance number or a computer reservation number in the Clearance Flight System (CFS).
  - Any unutilized authorized reservation, for both inbound and outbound with except of:
    - - bad weather conditions or force majeure.
    - - aircraft technical problems.
    - - emergency operational problems.
    - - documents should be presented in event of above cases.
  - Received passengers luggage and leftover at airport's yard.
- 7-e. A fine amount of (SR15,000) will be imposed on any air carrier delaying the return carriage of Pilgrims on its flight.
- 7-f. Any entity involved in pilgrims transportation by air delay or fails to submit the passenger manifest stated in para (3-f), will be subjected jointly with its agent to a fine equal to SR10,000 (Saudi Riyal) against each trip/flight.
- 7-g. A fine amount of (SR2,500) will be imposed on the air carrier with joint responsibility of the

local agent on each passenger arriving to the Kingdom without having a confirmed reservation on the return ticket, provided that such an imposed fine will not exceed (SR100,000) for each flight.

- 7-h. All carriers as well as their agents are held responsible for implementing this regulations and payments of fines. In absence of local sales agents for charter carriage, the fines will be automatically deducted from the value of the bank guarantee stated in Para (5-a).
- 7-i. In the event the percentage of the left behind pilgrims reaches 2% out of the total actual pilgrims coming on the charter flights, the operator / air carrier of the charter operation will not be allowed to operate for one season. The GACA has the right to suspend the operation of such operator / air carrier totally under the condition such a violation is repeated in the next Hajj seasons.
- 7-j. The GACA has the right to imposed fines, ranging between SR10,000 – SR100,000 (not falling under the above categorization) on any carrier that violates this regulation or ICAO regulation as well as AIP rules.

Your cooperation and compliance with the above regulations in both inbound/outbound phases is solicited and will contribute greatly toward the implementation of a safe and efficient Hajj air traffic operation.

Eng. Abdullah M.N. Rehami  
President of Civil Aviation

Haj1425/2005/revised/23/8/05

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