

 <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p>Tel: +264 61 702082 Fax +264 61 702088</p> <p>e-mail: aim-aip@ncaa.com.na</p>	<p>REPUBLIC OF NAMIBIA</p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p> <p>AIC Series A 10/20 19 March 2020</p>
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The NCAA issued NOTAM (Notice to Airmen) regarding the Presidential Directives issued on 14th and 17th March 2020 regarding the COVID-19 pandemic and updated hours of operation for NCAA HQ.

Effective date: 19 March 2020
Validity Period: 16 April 2020

Introduction

The Namibia Civil Aviation Authority as the Safety and Security Regulatory Oversight body of Namibia has, in response to the Presidential Directives issued on the 14th and 17th March respectively, has published several NOTAM (Notice to Airmen) in relation to aviation during the state of emergency period. The NOTAM can be found using the following link: <http://www.ncaa.com.na/Notam/Notam-Bulletin.pdf>. These restrictions will be in force for 30 days of issue to reduce the spread of the COVID-19 pandemic within the borders of Namibia.

The NCAA has issued an AIC (Aeronautical Information Circular) on the 31st January 2020 number A02/2020 informing airlines and international operators on best practice on board an aircraft as well as travel tips for individuals. The AIC can be found using the following link: <http://www.ncaa.com.na/div/ans/ans-aic.html>.

NOTAM:

1. On the 16th March 2020 the NCAA published NOTAM number **A0089/20** valid from 16th March 2020 at 1550 Local time and expires on 15th April 2020 at 0200 local time. All flights from Germany, Qatar and Ethiopia into and out of any aerodrome within the State of Namibia.

This restriction does not affect overflight aircraft movements from these countries.

2. On the 16th March 2020 the NCAA published NOTAM number **A0096/20** valid from 18th March 2020 at 1523 Local time and expires on 16th April 2020 at 0200 local time, wherein Industry stakeholders are advised to access the Aeronautical Information Management (AIM) services via the NCAA website and other online services to minimise person to person contact. All correspondences are to be conducted via e-mail, telephone, fax and IBS as an operational risk mitigation measure.

Website: www.ncaa.com.na

Briefing email: aisc@dca.com.na

Overflight and landing Clearance: overflight@dca.com.na

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3. On the 19th March 2020 the NCAA published NOTAM number **A0099/20** valid from 19th March 2020 at 1159 Local time and expires on 16th April 2020 at 0200 local time advising that all passenger carrying international scheduled and private charter flights are to land only at Hosea Kutako (FYWH) and Walvis Bay (FYWB) international airports.

Approved cargo and emergency operations are allowed to operate, to and from Eros Regional Airport (FYWE). Port health screening at FYWE is mandatory for these operations. No passengers are allowed on these flights with the exception of essential crew and medevac patients where applicable.

This restriction does not affect domestic flights within the borders of Namibia.

4. On the 19th March 2020 the NCAA published NOTAM number **A0098/20** valid from 19th March 2020 at 1510 Local time and expires on 16th April 2020 at 0200 local time, suspending the issuing of visas on arrival into Namibia as well as travel ban of foreign nationals from affected countries, namely the Schengen States, China, Iran, United Kingdom, United States of America and Japan. Namibians who are residents in other countries and who are considering visiting Namibia are to postpone such visits. All returning Namibians and permanent residents arriving from countries high risk or affected countries will be subjected to supervised self-quarantine for 14 days upon arrival.

Access to NCAA HQ and temporary hours of work (For emergency period)

The NCAA will comply with the State of Emergency by limiting public access to the ground floor entrance only of the NCAA Head Office building from Tuesdays to Thursdays during office hours commencing from Friday 20th March until Thursday the 16th April 2020. These restrictions do not apply to the provision of Air Traffic Service Units.

Hard copy documents are to be delivered and collected from the security desk on the ground floor of the NCAA Head Office. Documentation will have a turnaround time of at least 4 working days over and above the normal time schedule. The relevant safety/aviation security department will acknowledge receipt of documentation via email to each client.

Every Monday and Friday no access will be granted to members of the public as well as NCAA Staff to the NCAA Head Office Buildings. All safety and security departments will be available via email and telephone during working hours. Clients are encouraged to submit documents and applications via email where possible.

NCAA safety and security departments will activate contingency plans for renewal of all aviation documents that have been issued. Procedures will be communicated to prospective clients when renewals are due. The industry is requested to be vigilant of the expiry dates and to contact the relevant departments within the timelines published in the regulations to facilitate renewals.

NCAA Administrative services including procurement, Human Resources and payments will only be available from Tuesday to Thursday.

Any license holder that is unable to comply with the license renewal requirements must apply for an exemption from the applicable licensing legal requirements in terms of NAMCARS part 3 subpart 3. Clients must allow a minimum 14 days for processing and approval of exemptions. All Aviation Examinations and language proficiency tests will be postponed until further notice.

For further enquiries clients can consult the below mentioned:

Airworthiness:

Name	Contact Number:	Email Address
Mr. Robert Mathe	081660 2107 or 083 235 2449	mather@ncaa.com.na
Mr. Mehdi Baratloo	081293 5638 or 083 235 2441	baratloom@ncaa.com.na

Aerodromes and Ground Aids:

Name	Contact Number:	Email Address
Mr. Golden Siteketa	081 204 0014 or 083 235 2361	siteketag@ncaa.com.na

Air Navigation Services Safety Oversight:

Name	Contact Number:	Email Address
Mrs. Sarafina Maxwanu	081 245 3121 or 083 235 2392	maxwanus@ncaa.com.na

Flight Operations:

Name	Contact Number:	Email Address
Mr. Willie Van Zyl	081 315 7276 or 083 235 2461	vanzylw@ncaa.com.na

Personnel Licensing:

Name	Contact Number:	Email Address
Mr. Gordon Nanub	081 470 1636 or 083 235 2489	nanubg@ncaa.com.na

Safety Promotion and Quality:

Name	Contact Number:	Email Address
Mr. George Matroos	0811421515 or 0832352511	matroosg@ncaa.com.na or incidents@ncaa.com.na

Aviation Security:

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If the Senior Managers or inspectors are unable to respond to a call, clients are requested to either send a SMS, WhatsApp message or email with the inquiry.

Any questions or queries regarding this published information can be sent via email to media-officer@ncaa.com.na or telephone number 0832352131.

Effective Period

This AIC is effective 2003191500 UTC and will be cancelled on the 2004161500 UTC.