

# ICAO Airport Evaluation for Anti-SARS Protective Measures

## GUIDELINES FOR INSPECTORS

(To be used in conjunction with the list of recommended anti-SARS protective measures)

### General Guidelines

#### A: Member State Request

From a protocol point of view, the contact between the State's Civil Aviation Authority and the International Civil Aviation Organization is to be done at the level of the Secretary General.

#### B: National Compliance with International Regulations

The inspection team will visit the civil aviation authority in order to check and evaluate the national legislation to verify its adherence to international regulatory provisions related to the task of inspection.

At the time of interview of the airport official, the local counterparts of the ICAO inspection team should be present

References:

- Background Information on Existing International Regulations Relevant to SARS
- Recommended anti-SARS Protective Measures

All documentation relating to the inspection eg national legislation, airport anti-SARS procedures and protocols etc, should be forwarded to the ICAO inspection team ahead of the time of the planned visit (preferably 2 weeks)

#### C: Verification Activities

The inspection team will visit the airport authority in order to review existing SARS procedures and to interview the airport public health emergency official.

##### I. Departing passengers

The inspection team will verify:

- (a) that appropriate signage is in place at the entrances to the airport terminal, warning passengers that anyone considered a risk for SARS will not be allowed to board any flight.

*Note: Sample text: "This airport has SARS screening in place. Passengers found to be possible SARS cases will not be allowed to board any flight. The most common symptoms of SARS are fever, cough, and shortness of breath".*

(b) that the passenger is asked the three WHO questions preferably before, but no later than at check-in.

1. that a positive response to the questions concerning temperature, respiratory symptoms or close contact with a SARS case will necessitate the need for secondary screening. Inability to understand the questions requires referral to secondary screening.

*Note: The three WHO questions at departure and on arrival: a positive response to any of the three questions is normally a trigger for the check-in staff or the immigration staff to make the decision that a secondary screening is required. However, the answer to the query as to whether the passenger comes from a SARS affected area is of little importance when the two other questions are answered in the negative. Consequently, these passengers need not be sent for secondary screening if there are no other indications for them to be so screened.*

(c) that the secondary screening is done by a designated person trained in this procedure eg. nurse, paramedic or national equivalent

(d) that, should a positive response be confirmed by the person designated in Clause (c), the passenger must be referred to a qualified medical practitioner for evaluation.

(e) that a process allowing direct referral to a medical practitioner is available, should Clause (d) not be possible at that time.

(f) that the temperature checks are being performed by methods described in the ICAO document "Recommended anti-SARS protective measures" and that they are being performed prior to entry to the transit/secure area.

(g) that appropriate procedures and capacities are in place and immediately implementable should a possible case of SARS be detected. This will include, but not be confined to, notification of necessary ground staff, designated ambulance and hospital service, and public health authorities.

**If the inspection team is satisfied that the above is fully implemented, the anti-SARS protective measures related to departing passengers are in conformity with the ICAO guidelines.**

## II. Disembarking passengers

The inspection team will verify:

- (a) that a questionnaire is being distributed to passengers arriving from affected areas:
  - in flight prior to arrival, or
  - immediately upon disembarkation, or
  - before entry into any common transit or arrival areas; and
  - always before clearing immigration

- (b) that the questionnaire is reviewed at the time of disembarkation and before the passenger enters any common transit or arrival areas.
- (c) that appropriate information is given to arriving passengers by means of brochures or leaflets
- (d) that there are temperature check procedures in place for arrivals from affected areas in accordance with the ICAO document “Recommended anti-SARS protective measures”
- (e) that procedures are in place for the special disembarkation of possible SARS cases on incoming flights. This will include disembarkation via a route providing least contact with passengers and staff
- (f) that appropriate procedures and capacities are in place and immediately implementable should a possible case of SARS be detected. This will include, but not be limited to, notification of necessary ground staff, designated ambulance and hospital services, public health, immigration and customs authorities.

**If the inspection team is satisfied that the above is fully implemented, the recommended anti-SARS protective measures related to disembarking passengers are in conformity with the ICAO guidelines.**

### III. Airport Workers

The inspection team will verify:

- (a) that those airport workers who have direct contact with passengers will undergo temperature screening at least once daily. This should be performed at the commencement of duty.

**If the inspection team is satisfied that the above is fully implemented, the recommended anti-SARS protective measures related to airport workers are in conformity with the ICAO guidelines.**

### IV. Training of local Inspectors

The ICAO inspection team will take the necessary steps to:

- (a) ensure that appropriate local inspectors are being assigned to the project
- (b) train the local inspectors
- (c) ensure that ongoing audits are scheduled at intervals defined by the ICAO inspection team and that procedures are in place to record such audits for future verification by the ICAO inspection team.

**If the inspection team is satisfied that the above is fully implemented, the recommended anti-SARS protective measures related to training of local inspectors are in conformity with the appropriate guidelines and reference documents.**

## **D: Coordination of ICAO Inspection Team in the Field**

The Airport Terminal Building Operation/Facilitation Expert and the Airline Passenger Ground Handling Expert will provide to the Team Leader the necessary inputs to the Project Terminal Report.

### **Specific Guidelines and Conclusion**

Having conducted the airport evaluation along the lines of the above general guidelines, the inspection team, under the direction of its leader, will satisfy itself that the airport in question meets the following criteria:

(ICAO audit document refers).

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### **Final Decision**

If the airport complies fully with Recommended Anti-SARS Protective Measures, the team leader will initiate the administrative action leading to the issuance of the certificate /statement of evaluation.

Any non-adherence will indicate the need to initiate remedial action in situ, whereby the team leader will recommend the necessary remedial steps and measures to be taken by the airport authorities.