

Standard Operating Procedure Carriage of Firearms SFR/301

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List of Effective Pages:

All pages in this Carriage of Firearms Standard Operating Procedure must correspond to the following list of effective pages. Any discrepancy must be immediately rectified. The List of Effective Pages will be updated with each revision of this document.

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1. PURPOSE AND APPLICABILITY

This standard operating procedure (SOP) defines the FlySafair requirements for handling and transporting of firearms and ammunition. This standard operating procedure is applicable to all FlySafair operating stations.

2. GENERAL REQUIREMENTS

FlySafair will only transport firearms and ammunition when the following requirements are met:

Regulatory Requirements

An approved Firearms Handler (Service Provider as contracted by FlySafair) shall be designated by FlySafair for the handling and facilitation of firearms and ammunition carried by FlySafair.

The firearms and ammunition must be for sporting and hunting purposes (rifles/shotguns) only; **no handguns or military firearms will be transported.**

Passengers who transport and check in such firearms and ammunition shall be 18 years of age or older and be the legal owners of such firearms and shall have in his/her possession valid approved documentation, licenses and import documentation to submit to the approved airport Firearms Handler.

All appropriate legislation in terms of the Firearms Control Act of South Africa (Act 60 of 2000) must be strictly adhered to.

Passengers who intend to travel with firearms and ammunition shall be forewarned of the need to identify themselves at check in and to produce all pertinent documentation.

Firearms shall be transported in approved and secured lockable firearms cases (hard plastic or metal case) manufactured for the applicable firearm. Firearms cases require locks at each end.

Locked firearm cases that can be easily opened are not permitted. Be aware that the container the Firearm(s) was in when purchased may not adequately secure the Firearm(s) when it is transported in checked baggage.

Be aware that the container the ammunition was in when purchased may not adequately secure the ammunition when it is transported in checked baggage.

Firearms and ammunition may not be packed inside personal checked baggage.

The Firearms shall be rendered safe and unloaded by the appropriately trained Firearms Handler.

Only the following types of firearms are accepted:

Hunting rifles (Used for hunting)

- Bolt action rifles;
- Single shot hunting rifles;
- A double rifle, also known as the double-barreled rifle, is a rifle with two barrels mounted parallel to each other used for hunting large game.

Shotguns (Used for hunting)

- Single Barrel shotgun;
- Side by Side double barrel shotgun;
- Over and under barreled shotgun;
- Semi-automatic shotgun;
- Pump action shotgun.

Dangerous Good Requirements

All ammunition shall be transported in approved and secured lockable ammunition cases (hard plastic or metal case) manufactured for the applicable firearm(s).

Ammunition may not be transported within passengers' personal checked baggage. No loose ammunition in the luggage will be accepted.

Ammunition must be of the same caliber of the firearm(s) being transported.

The firearm(s) and ammunition must travel separately as checked baggage inside the cargo compartment of the aircraft, which is inaccessible to unauthorized persons on the ground and in flight.

Under no circumstance shall firearm(s) be transported inside the cabin or flight deck of the aircraft.

The following types of ammunition are not accepted:

- Gun powder; such as Pyrodex or Black Powder;
- Ammunition with explosive or incendiary projectiles;
- Ammunition, including case, exceeding (5 kg) gross weight per passenger.

The Pilot in Command must be notified when Firearms are transported on the aircraft.

3. FLYSAFAIR TICKETING PROCESS

Reservations for the carriage of firearm(s) must be made at least seventy-two (72) hours prior to the passenger's travel.

Such booking can only be made on the FlySafair website.

The charge for such services will be predetermined in South African Rand value by FlySafair and is subject to change from time to time.

The booking will include the special service request code WEAP to identify that the passenger is traveling with a firearm.

A maximum of five (5) firearm cases will be accepted for any one flight, however should any special circumstance arise, exceptions may be made to the above rule by prior approval from the FlySafair National Airport or Security Manager.

A firearm case may contain more than one firearm, however same is limited to three (3) firearms per case.

Check-in for passengers transporting firearms and ammunition must be at least two (2) hours prior to departure.

The passenger must be advised that copies of all pertinent documentation must be made and stored in a safe place in the event that such documentation is misplaced/lost, preferable a soft copy that can be downloaded if required.

4. FIREARMS CHECK-IN PROCEDURE

Normal passenger acceptance procedures will be adhered to in relation to dangerous goods and security question.

Check in for passengers transporting firearms must be at least two (2) hours prior to departure.

The passenger travelling with the firearm(s) will check in at the FlySafair counters and declare the firearm(s) so as to obtain baggage tag/stickers from FlySafair for the firearm(s) and ammunition.

Two separate baggage tags must be printed, depending if the passenger is traveling with a rifle case and an ammunition box. If the passenger is only traveling with a rifle case, only print one baggage tag.

Once the tag is printed and placed on the rifle case and/or ammunition case, record in the system which tags has been attached to which item as per the below

If the tag is attached on the ammunition case.

Baggage / Allow 1 bag(s) for Passenger (Limited by Booking) **Policy** ▾

1. 11kg Ltd Release Gate 0640727392 06/01 07:55 CB

Only allowed 1 bag(s). Approve more tags?

Total: 1 piece(s) / 11 kg ABRAHAMS/JANEMRS

- Ammunition
- Archery
- Baggage in Seat
- Bike
- Bulk

If the tag is attached on the rifle case.

Baggage / Allow 1 bag(s) for Passenger (Limited by Booking) **Policy** ▾

1. 11kg Ltd Release Gate 0640727392 06/01 07:55 CB

Only allowed 1 bag(s). Approve more tags?

Total: 1 piece(s) / 11 kg ABRAHAMS/JANEMRS

SSR (Passenger Notes)

1. SEAT - HK1 5D
2. PREF - PREF
3. BAG - BAG

- Ammunition
- Archery
- Baggage in Seat
- Bike
- Bulk
- Canoe
- Car Seat
- Dep / Music
- Diplomatic
- EMD
- Firearms, Replicas

By adding the above, the rifle and ammunition case will not be flagged on the baggage report.

Passenger will receive two (2) tags: (1) Firearm Unloaded Declaration (Annexure A) and (2) Ammunition Declaration (Annexure B).

Once the check-in process is complete the passenger must be directed to the airport firearm declaration check-in counter.

The passenger will then proceed to the airport firearm declaration/check in counter with the firearm(s) and ammunition to have same checked and made safe for travel.

The approved Firearms Handler process must then be followed by the passenger to ensure that the firearm(s) is/are checked-in in accordance with all legal and safety requirements.

The following procedures shall be followed:

The firearm(s) must travel in a secure lockable firearms transport case.

The ammunition must travel in a secure lockable ammunition transport box.

Pertinent documentation such as licenses, import permits and ownership of the firearm(s) and ammunition must be produced to the Firearms Handler. If such documentation is not available, the firearm(s) and ammunition will not be allowed on the flight.

The firearm(s) must be unloaded and the firearm chamber free of any ammunition, if applicable. All magazines for the firearm(s) shall be removed, the magazine shall be empty of all ammunition.

The firearm(s) and ammunition must travel separately. Under no circumstance will the ammunition travel in the same firearm case as the firearm(s).

Once all documentation has been completed/verified, the Firearm(s) Unloaded Declaration must be signed and placed inside the firearm case.

Once ammunition has been verified to match the caliber of the firearm(s) being transported, the Ammunition Declaration must be signed and to be attached to the ammunition box.

SAPS members are allowed to assist with the verification process, their names and permit details must be recorded in the Occurrence Book (OB).

5. FIREARMS ARRIVAL PROCEDURES

On arrival at the destination airport the Firearm Officer will collect the firearm(s) and ammunition from the aircraft and transport same to the Airport Firearm Declaration Office.

At the Airport Firearm Declaration Office, the passenger and Firearm Officer will verify all documentation and firearm details before handing the firearm(s) and ammunition to the passenger.

SAPS members are allowed to assist with the verification process, their names and permit details must be recorded in the OB.

The name and address of the passenger, the flight number and seat number must be recorded in the OB.

The passenger must sign the register to acknowledge receipt of the firearm(s) and ammunition and only then is the process completed.

6. IRREGULAR HANDLING

Broken/Damaged Rifle Transport Case(s)

Should a firearm case and/or ammunition box be damaged to the extent that it is no longer acceptable for the further transport of the firearm(s) and/or ammunition, the following suppliers can be contacted for assistance.

OR Tambo	Safari Outdoor Boksburg	Tel No. 011 896 0000
Cape Town	Safari Outdoor Cape Town	Tel No. 086 111 4330
East London	Target Line East London	Tel No. 043 726 4496
Port Elizabeth	Gun Shack	Tel No. 041 007 0609

Firearm(s) loaded on wrong aircraft/flight

Should a firearm(s) and/or ammunition have been loaded on the incorrect aircraft or flight, the destination of the aircraft on which the firearm(s) and/or ammunition have been incorrectly loaded must be established and the Firearm Handler notified immediately. Arrangements in consultation with FlySafair Airports Managers must be made to enable the firearm(s) and/or ammunition to be delivered to its original intended destination as soon as possible.

Lost or Misplaced Firearm

Should a firearm(s) and/or ammunition have been lost or misplaced during the handling procedure the situation must be reported to the Firearms Handler and all effort be made to locate the firearm(s) and/or ammunition as soon as possible. If and when the firearm(s) and/or ammunition is located the Firearms Handler must be notified and arrangements in consultation with FlySafair Airports Managers must be made on order for the firearm(s) and/or ammunition to be loaded on the next available flight to the intended destination and the passenger/owner notified of departure in order for him/her to receive and accept the firearm(s) and/or ammunition on arrival.

Incorrect/Lost Documentation

As per 3 above, passengers must be advised that copies of all pertinent documentation must be made and stored in a safe place in the event that such documentation is misplaced/lost. Preferable a soft copy that can be downloaded if required.

ANNEXURE A

FLIGHT NUMBER..... BOOKING REFERENCE.....



FIREARMS DECLARATION

I _____ HEREBY DECLARE THE FOLLOWING:

- I AM THE LEGAL OWNER OF THE FIREARM(S) AND AM IN POSSESSION OF ALL REQUIRED LICENCES OR PERMITS AS MAY BE RERQUIRED FOR THE CARRIAGE OF THE FIREARM(S)
- THE FIREARM(S) CHAMBERS ARE FREE OF AMMUNITION AND THE MAGAZINE FOR THE FIREARM (WHERE APPLICABLE) HAS BEEN REMOVED.
- THERE IS NO AMMUNITION IN THIS CONTAINER.
- THE AMMUNITION IS SEPARATED FROM THIS FIREARM(S) AND SECURED IN A SEPARATE AMMUNITION BOX AS REQUIRED.
- THE UNLOADED FIREARM(S) IS/ARE IN THIS APPROVED CONTAINER AND I ALONE AM IN THE POSSESSION OF THE KEY OR COMBINATION TO UNLOCK THE CONTAINER.

PASSENGER SIGNATURE.....

DATE

ANNEXURE B

FLIGHT NUMBER BOOKING REFERENCE.....



AMMUNITION DECLARATION

I _____ HERBY DECLARE THE FOLLOWING:

- THAT I AM THE LEGAL OWNER OF SUCH AMMUNITION AND IN POSSESSION OF ALL REQUIRED LICENCES OR PERMITS AS MAY BE RERQUIRED FOR THE CARRIGE OF SUCH AMMUNITION.
- THE AMMUNITION IS SEPARATED FROM THIS FIREARM(S) AND SECURED IN A SEPARATE AMMUNITION BOX AS REQUIRED

PASSENGER SIGNATURE.....

DATE