

JAMAICA CIVIL AVIATION AUTHORITY



ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE DIRECTOR GENERAL OF CIVIL AVIATION AND NOT TO ANY OFFICER BY NAME AND THE FOLLOWING REFERENCE QUOTED-

4 WINCHESTER ROAD,
KINGSTON 10.
MAILING ADDRESS:
P.O. BOX 8998
C.S.O. KINGSTON

2025 October 30

To: All Stakeholders

Re: Operational Protocol for Hurricane Relief Operations

The following information/documents are required for Humanitarian Relief Operations:

- (i) The date and estimated arrival time for each flight
- (ii) A complete list of all items as well as quantities to be transported. This information is required by the Office of Disaster Preparedness and Emergency Management (ODPEM) for the co-ordination of all relief effort/support.
- (iii) The supporting aircraft documents listed below:
 - Air Operator Certificate
 - Operations Specification - Sections A003- Aircraft Authorization, B050- Authorized areas en route operations, D085-Aircraft listing. The digital signature page **must be included**.
 - Certificate of Registration
 - Certificate of Airworthiness
 - Noise Certificate
 - Radio Station Licence
 - Certificate of Insurance
- (iv) A letter addressed to the Jamaica Civil Aviation Authority (JCAA) confirming that the airline will follow the security procedures of its designated local handling agent — that is, the handling agent selected by the operator to assist with airport operations. Kindly revise the security letter submitted.

Please note that Items (i), (ii), (iii) and (iv) above must be submitted via email to erlicensing@jcaa.gov.jm
- (v) All humanitarian aid/supplies must be consigned to the Office of Disaster Preparedness and Emergency Management (ODPEM).

To: All Stakeholders

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(vi) ODPEM contact info:

- Richard Thompson rthompson@odpem.org.jm
- Sophia Mitchell smitchell@odpem.org.jm
donationCoordinationJamaica@odpem.org.jm

(vii) All Helicopter Operators will fall under the control of the military, the Jamaica Defence Force (JDF), once they land in Jamaica.

Jamaica Civil Aviation Authority