GEN 1.2 Entry, transit and departure of aircraft

1 General

1.1 Any flight on which an aircraft crosses the state border of Georgia and that of another State is deemed to be an international flight.

1.2 International flights of foreign aircraft in the airspace of Georgia shall be carried out on the basis of and in accordance with:

1. International treaties on air service to which Georgia is a party;
2. Special permits for operating single flights issued by Georgian Civil Aviation Agency;
3. Special permits for operating single flights obtained through the Ministry of Foreign Affairs of Georgia.

1.3 All civil aircraft using airspace of Georgia must have an insurance with the following minimum limits:

a. Passenger –
   1. for aircraft with MTOW less than 2700 kg or 2700 kg - 100000 SDR;
   2. for aircraft with MTOW more than 2700 kg - 250000 SDR;
b. Baggage – 1519 SDR;
c. Cargo – 26 SDR per kg;
d. Third party legal liability:

MTOW (kg)	Minimum Insurance Limits (Million SDR)
‹ 500	0.75
‹ 1000	1.5
‹ 2700	3
‹ 6000	7
‹ 12000	18
‹ 25000	80
‹ 50000	150
‹ 200000	300
‹ 500000	500
≥ 500000	700

1.4 Flights of foreign civil aircraft in the airspace of Georgia are carried out on international airways and to airports open for international flights.

1.5 When it is necessary to carry out a flight to a domestic airport not open for international flights, an aircraft should make the first landing and the latest departure at the territory of Georgia from an airport open for international flights.

2 Scheduled flights

2.1 General

2.1.1 Operators of Scheduled flights to be operated to the airports of Georgia should submit their flight schedule to Georgian Civil Aviation Agency according to the attached Form R in four copies or RPL in three copies and the appropriate documents on the right of the specific commercial activities not later than 15 days before the commencing of such flights.

2.1.2 The same procedure is applied if it is necessary to cancel or to make changes in the already approved flight schedule.

2.1.3 Single change of flight schedule should be made on the preliminary request of an airline which should be addressed in Georgian or English to Georgian Civil Aviation Agency not later than 5 working days before the commencing of the flights via the following communication channels:

Post: Georgian Civil Aviation Agency
Beginning of I Kheivani Street
0114 Tbilisi
Georgia
Tel: +995 32 236 40 51
AFS: UGGGZDZX, UGGUPPXX
E-mail: cds@gcaa.ge

and

Post: Sakaeronavigatsia Ltd
Air Traffic Services/ACC
TBILISI/Tbilisi Airport
0198 Tbilisi, Georgia
Tel: +995322744255
Tel: +995322744204
Fax: +995322744334
AFS: UGGGZRZX
E-mail: atfm@airnav.ge

2.1.4 No prior permission is required for scheduled flights carried out in the airspace of Georgia without landing at airports of Georgia.

2.2 Documentary requirements for clearance of aircraft

2.2.1 It is necessary that the below mentioned aircraft documents are submitted by airline operators for clearance on entry and departure of their aircraft to and from Georgia. All documents listed below must follow the ICAO standard format as set forth in the relevant Appendixes to Annex 9 and they are acceptable when furnished in English or Russian and completed in legible handwriting.

2.2.2 Aircraft documents required (arrival/departure)

Required by	General declaration	Passenger manifest (if required)	Cargo manifest
Customs Officer	1	1	1
Immigration Officer	1	1	1
Sanitary-Quarantine Officer	1	1	1

Note: If no passengers are embarking (disembarking) and no articles are laden (unladen), no aircraft documents except copies of the General Declaration need to be submitted to the above mentioned authorities.

3 Non-scheduled flight

3.1 Procedures

3.1.1 No prior permission is required for non-scheduled flights carried out in the airspace of Georgia without landing at airports of Georgia.

3.1.2 If an operator intends to perform non - scheduled flight into the airports of Georgia, it is necessary for operator to apply to Georgian Civil Aviation Agency for permission not later than five working days before the commencing of the flight. The application should be put in order as showed in Para 4.1.3 and submitted to the addresses mentioned in Para 2.1.3.

3.1.3 Georgian Civil Aviation Agency issues a single number of the permission on each request which is valid during 24 hours since the date mentioned in the application. Operators should insert the number of permission in the Item 18 of FPL.

3.2 Documentary requirements for clearance of aircraft

3.2.1 Same requirements as for SCHEDULED FLIGHTS.

4 Flights of state aircraft

4.1 Procedures

4.1.1 Random flights of foreign aircraft connected with conveyance of heads of Foreign States and Governments and delegations headed by them, Ministers of Foreign Affairs and Ministers of Defence, as well as random flights of military and State foreign aircraft are conducted on the basis of permissions received through diplomatic channels from the Ministry of Foreign Affairs of Georgia. Permission for a single flight conducted in accordance with this para should be requested via diplomatic channels to the addresses mentioned in Para 2.1.3 not later than 5 working days before the commencing of the flight.

4.1.2 The application should be put in order as showed in Para 4.1.3.

4.1.3 An application for use of airspace of Georgia shall contain the following information:

a. Name of an airline (three-letter ICAO designator), state of aircraft registration and address;
b. Type and modification of an aircraft, its revenue capacity and maximum take-off weight (MTOW);
c. Registration marks of a main and an alternate aircraft, owner of an aircraft (operator or leaseholder);
d. Surname, name of a pilot-in-command of an aircraft, amount of crew members and their nationality;

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e. Purpose of flight, probable organizations (persons) in Georgia interested in the forthcoming flight;
f. Category of flights (governmental, special, charter, technical or other); for governmental flights the rank and the name of a head of the delegation shall be stated;
g. Flight number, radiotelephone or radiotelegraphy aircraft call signs;
h. Aircraft load (number of passengers, weight of cargo and its nature);
i. Date of flight and flight schedule (in UTC) with indication of points of commercial and technical landings, as well as the amount of aviation fuel for fueling in the airports of Georgia;
j. The airways, points and estimated time of entry into/leaving the airspace of Georgia;
k. The name of an insurance Company, its address and the number of the insurance policy and the amount of the liability insurance to the passengers, baggage, cargo and third-party not being transported in the aircraft;
l. Payment for services and State charges indicating the payer's bank and numbers of bank account.

FORM R

APPROVED
Georgian Civil Aviation Agency

_____ _____

AIRLINE _____

AIRLINE AIRCRAFT FLIGHT SCHEDULE IN AIRSPACE OF GEORGIA from _____ till _____

Flight number	Days of the week	ROUTE	Remarks
	time UTC		

№	Segments with commercial right	Stop-over points	Points of technical landings	Aircraft type		
1				LAY-OUT		
2				First class	Business class	Economy class
3						
4						

Agreed Airport _____ _____ Should be forwarded to Georgian Civil Aviation Agency in four copies

Agreed Navigation _____ _____

SEAL

Airline _____ _____

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