



Ottawa, February 2, 2006

MEMORANDUM D2-5-6

In Brief

AIRCREW REPORTING

1. Revisions made to this memorandum are the result of a French language review.
2. The procedures as published on December 2, 1998, are the most recent and will be revised for organizational changes and/or technical reviews in future publishing of this memorandum.



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AIRCREW REPORTING

This Memorandum outlines procedures for the customs clearance of aircrew.

GUIDELINES AND GENERAL INFORMATION

Definitions

1. For the purpose of this Memorandum, the following definitions apply:

- (a) **Aircrew** – airline personnel who are engaged in either operating the aircraft or performing cabin duties.
- (b) **Deadhead Aircrew** – airline personnel who are permitted by customs to be on the aircraft and who are not engaged in either operating the aircraft or performing cabin duties.
- (c) **In-Transit Aircrew** – aircrew who arrive from a foreign country and who are allowed to disembark temporarily into an in-transit facility prior to resuming travel to another foreign country.
- (d) **Turnaround Aircrew** – aircrew who terminate one flight and commence another flight without an interruption of their duties.
- (e) **Domestic Leg** – a point to point movement within the territory of Canada of a progressively cleared flight or a progressively boarded flight.
- (f) **Progressively Cleared Flight** – flights into the territory of Canada on which passengers and aircrew disembark at more than one airport of entry in Canada.
- (g) **Progressively Boarded Flight** – flights destined outside the territory of Canada on which passengers and aircrew embark at more than one Canadian airport.
- (h) **Inspection Services** – refers to the Canadian Food Inspection Agency, Revenue Canada, Health Canada, and Citizenship and Immigration Canada.

Prior Notice

2. Prior to the arrival of an aircraft, the airline will provide customs with notice detailing the type of aircraft, the number of aircrew, the number of passengers, the movement of aircrew, and any change in the scheduled time of arrival. The notice will be communicated to the local customs manager or designated person at every airport of entry into Canada where passengers and aircrew will disembark.

Reporting and Clearance Procedures

- 3. On arrival of an aircraft, the airline will report to the local customs manager or designated person the exact number of passengers and aircrew who will disembark.
- 4. With the exception of the special reporting and clearance procedures outlined in paragraph 8, the law requires that all passengers and aircrew report in person to customs upon arrival in Canada:
 - (a) at airports where a primary inspection line (PIL) is in operation, aircrew will report to a PIL extension desk or other location determined by the local customs manager;
 - (b) at all other airports, aircrew will report and complete primary inspection requirements with passengers on a first-come first-served basis.
- 5. At all airports, passengers and aircrew will complete required customs secondary examination procedures on a first-come first-served basis.
- 6. Aircrew and deadhead aircrew who disembark on the domestic leg(s) of a progressively cleared flight or a progressively boarded flight must report to customs at the Canadian airport of disembarkation.
- 7. All airlines and aircrew shall adhere to all regulations and reporting requirements of customs and other inspection services, notwithstanding the special clearance privileges for aircrew.

Special Reporting and Clearance Procedures

- 8. Aircrew shall report in person to customs upon arrival in Canada except in the following situations:
 - (a) Turnaround aircrew who are on the ground for less than ninety (90) minutes may remain on the aircraft provided that the airline notifies customs in advance detailing the total number of aircrew on board and the number of aircrew that will remain on the aircraft. Turnaround aircrew may be subject to spot checks.
 - (b) In-transit aircrew may remain on the aircraft at airports where an in-transit facility is not in operation. In-transit aircrew may be subject to spot checks.
- 9. At airports where there is a United States preclearance facility, the use of the customs clearance procedures outlined in paragraph 8 are subject to prior approval by United States Inspection Services Agencies.

Penalty Information

10. Aircrew are granted special customs clearance on the condition that they comply with the procedures contained in this Memorandum. Failure to comply with the procedures may result in the cancellation of special clearance privileges for aircrew.

Additional Information

11. Please read this Memorandum in conjunction with Memorandum D3-2-1, *International Air Traffic*.

12. All enquiries concerning the procedures and any reports of incidents of aircrew failing to comply with them should be directed to:

Revenue Canada
Ottawa ON K1A 0L5

Attention: Travellers Division
Telephone: (613) 954-1140
Facsimile: (613) 954-4570

REFERENCES

ISSUING OFFICE – Travellers Division	HEADQUARTERS FILE – 7815-12, 7820-2
LEGISLATIVE REFERENCES – <i>Customs Act</i> , sections 5, 8, 11, 12, 13, 98 and 164	OTHER REFERENCES – D3-2-1
SUPERSEDED MEMORANDA “D” – D2-5-6, December 2, 1998	

Services provided by the Canada Border Services Agency are available in both official languages.

