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OST Docket 98-~~33~~³³⁰⁵⁻¹⁶,
Dockets Facility (SVC- 12 1.30)
U. S . Department of Transportation,
Room PL 40 1,
400 Seventh Street, SW,
Washington, DC 20590
USA

14/6/98

Final DOT rule on Passenger Manifest Information.

With reference to this rule Scandinavian Airlines System (SAS), the national carrier of Sweden, Denmark and Norway, is hereby filing the procedures for collecting, compiling and transmitting the names and passenger contact details for U.S. citizen passengers on covered flight segments after an air disaster as defined in Final Rule § 243.3.

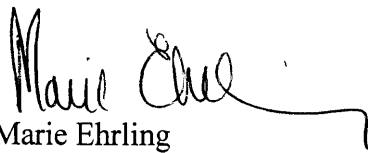
The procedures are written in compliance with Department of Transportations Final rule on Passenger Manifest Information, published in Federal Register/Vol. 63, No. 32, February 18, 1998/Rules and Regulations.

If any questions should be raised regarding these procedures you may contact SAS Area Station Manager in the U.S., Mr Flemming Alsing, at the airport of Newark, EWR. During business hours he is reached at telephone number -Assistance may also be given by Mr. Thomas Jakobson at SAS headquarters in Stockholm, Sweden, telephone number + [REDACTED]

As a contact at SAS, available at any time, you are kindly requested to contact Duty Traffic Manager, SAS Daily Operational Control telephonenumber [REDACTED]

Yours sincerely,

SCANDINAVIAN AIRLINES SYSTEM
Station Services Division


Marie Ehrling

Senior Vice President

enc. SAS US Passenger Manifest Information procedures.

A brief statement on SAS Passenger Manifest Information.

1. SAS will use forms to be completed by all U.S. citizen passengers on covered segments.
2. SAS will identify all U.S. citizens by checking all passports at check-in and at the departure gate.
3. SAS will store the forms from the moment the U.S. citizen passenger embark the flight until the U.S. citizen passenger disembarks the flight.
4. SAS will, after confirmation from arrival station that all passengers have disembarked the flight concerned, destroy all completed forms.
5. SAS will, immediately after learning of an aviation disaster on an covered flight, inform the Managing Director of Overseas Citizen Services, U.S Department of State, by using the following 24-hour number: [REDACTED]
6. SAS will, in case of an aviation disaster (as defined in PART 243 Passenger Manifest Information § 243.3) without any delay – but no later than three hours after learning of an aviation disaster involving an SAS flight on a covered segment – transmit a complete and accurate compilation of the information collected from all U.S. citizen passengers.
7. SAS contact, Duty Traffic Manager, SAS Daily Operational Control, available at any time, can be reached through the following telephone number: [REDACTED]

Thomas Jakobson
Assistant Manager Facilitation – SAS
STOKB
Frösundaviks Allé 1, Solna
S-1 95 87 Stockholm
Sweden

23/06/98

SAS
US Passenger
Manifest Information

I. US Passenger Manifest Information

1.1 Introduction

Background

Due to the problems connected with identifying victims and injured passengers in an accident situation, the US Government has introduced a law, obliging the airlines transporting passengers to/from USA, to keep files on all U.S citizens onboard the aircraft.

The purpose in collection and storing the details, is

- to ensure that the U.S. government has prompt and adequate information, and also
- the possibility to reach contact with relatives of the U.S. citizen passengers **onboard**

in case of an aviation disaster on covered flight segments.

Definition: Aviation disaster

Aviation disaster, in this context, means:

- An occurrence associated with the operation of an aircraft that takes place between the time any passengers have boarded the aircraft with the intention of flight and the time all such persons have disembarked or have been removed from the aircraft, and in which any person suffers the death or injury was caused by a crash, fire, collision, sabotage or accident.
- A missing aircraft, or
- An act of air piracy.

Definition: U.S. citizen or U.S. national

U.S. citizen or U.S. national, in this context, means:

- A citizen of the United States, or
- a person who, though not a citizen of the United States, owes permanent allegiance to the United States.

Note: The definition does not include lawful U.S. permanent residents holding passports from **another country** (“Alien Resident”).

Date of implementation

As from the 1st of October, 1998 all U.S. citizens on SAS non-stop flights

- to, and from USA

must be registered on an U.S. Citizen Passenger Form.

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1.1 Introduction, Continued

**LEPP – Local
Emergency
Plans and
Procedures**

Following SAS stations shall have these procedures included in LEPP:

- ARN/CPH/OSL
- EWR/CHI/SEA.

Responsibilities

Following functions, at SAS stations mentioned above, are responsible for the execution of procedures lined out in section 1.1 – 1.5:

- Station Manager, or
- by Station Manager designated personnel.

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1.2 Collecting the Details at Stations

Introduction	SAS will use a special form to be completed by the US citizen passenger.
How to identify US Citizens	<p>In order to <u>secure</u> that</p> <ul style="list-style-type: none">• all U.S. citizens onboard SAS flights to/ from the US are contacted, and• the forms are handed over to the passengers concerned <p>document control for all SAS non-stop flights, to and from the US, must be carried out at</p> <ul style="list-style-type: none">• check-in, and• at the departure gates.
Distribution	<p>Based on the nationalities established in the passports, the forms shall be distributed to</p> <ul style="list-style-type: none">• U.S. citizens. <p><u>Note:</u> Only <u>U.S citizens</u> are required to complete the forms. This excludes for example Alien Card (“Green Card”) holders as they are not U.S. citizens – only lawful residents.</p>
Non US Citizens	<p>It shall be optional for non-U.S. citizens to complete the form.</p> <p>The distribution of a form to a non-US citizen shall only take place <u>upon request</u> from him/herself.</p> <p><u>Note:</u> The details in a non-U.S. passenger form shall <u>not</u> be included in the transmission of passenger manifest list to the US authorities.</p>
Stations concerned	<p>The forms shall be distributed to passengers concerned (see above) at check-in at</p> <ul style="list-style-type: none">• CPH/OSL/ARN/EWR/CHI/SEA.
Transferring passengers	<p>If the passengers are transferring from <u>another station</u> (SAS, Partners or OAL) then the forms shall be distributed at the departure gate for the flight to/from USA.</p>
Collection: Where?	<p>The forms from <u>all</u> U.S citizen passengers shall be collected at the departure gate for the flight to/from USA in accordance with local procedures.</p>
Collection: When?	<p>The forms must be collected by SAS <u>prior</u> to embarkation.</p>

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1.2 Collecting the Details at Stations, Continued

**Details:
Mandatory**

The following details are mandatory, i.e. the U.S. citizen passenger must provide this information upon request from SAS:

- Passenger full name i.e.
 given name,
 middle name or initial, and
 last name.

Note: If a U.S. citizen passenger refuse to complete, at least the mandatory details in the form, he/she shall be refused transportation.

**Details:
Optional for
passenger**

The following details are optional for the passenger:

- Name and telephone number of a contact.

Note: The definition of a contact, in this context means ‘a person not on the covered flight or an entity that should be contacted in case of an aviation disaster. The contact need not have any particular relationship to a passenger.

However, it is mandatory for the airline (SAS) to request the details.

**Illustration of
form**

Below is an example of a U.S. Citizen Passenger Form.

• U.S. Citizen	<input type="checkbox"/>	(mark with 'X') Please use BLOCK letters.
Other Citizenship:	<input type="text"/>	
• Given name, initial or middle name:	<input type="text"/>	
• Last name:	<input type="text"/>	
• Contact person/entity name:	<input type="text"/>	
• Contact person/entity telephone number:	<input type="text"/>	
Thank You for Your co-operation		

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1.3 Storing the U.S. Citizen Passenger Forms

Period of storing The U.S. Citizen Passenger Form shall be stored by SAS at the departure station under the following period:

- From the moment when all passengers have embarked the flight, until
- the moment when all passengers have disembarked the flight on arrival destination.

Recommendation:

It is recommended that all completed forms from one flight are stored in a pile at SAS Station Managers office, or at another location at the airport where the forms are not accessible to non-authorized personnel or passengers.

Restrictions The completed U.S. Citizen Passenger Form

- must be stored at the airport and must be accessible to Local Accident Management, and
- must not be used for any other purpose than lined out in these procedures.

Destruction of completed forms When an confirmation

- from arrival station

has been received

- by departure station

that all passengers have disembarked the flight on the arrival station, all completed U.S. Citizen Passenger Forms shall be destroyed.

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1.4 In Case of an Accident

Introduction

The details on the forms obtained by SAS prior to embarkation shall, in case of an accident, be

- compiled, and
- transmitted

to the US authorities (se below) concerned.

Initial contact

SAS Station Manager shall, in the event of an accident involving a SAS flight to or from USA, without any delay, inform the following U.S. government department of such an accident in order to initiate actions required at both ends (SAS and US Department):

- US State Department Operations Center

Telephone number (24h/day) :



Fax number: (24h/day)



Note: First call State Department Operations Center at above phone number, and then send fax.

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1.5 Compilation and Transmission of US Passenger Details

Introduction

SAS shall, in case of

- an accident, involving an SAS aircraft to/from any US destination, or
 - upon request from the National Transportation Safety Board (NTSB)
- compile all details in the completed forms, and arrange for transmission of the U.S. Citizen Passenger List to
- the U.S. Department of State, and
 - (upon NTSB's request), to The Director, Family Support Services NTSB.

Contents

The compiled and complete U.S. Citizen Passenger List shall, in addition to the passenger details for US citizen passengers collected in the U.S. Citizen Passenger Forms, contain the following information:

- Carrier.
- Flight number.
- Date of departure.
- Departure station.
- Arrival station.
- Number of U.S. citizens **onboard**.
- Number of (transmitted) pages in the U.S. Citizen Passenger List.

Time limit: Three hours

The **copiled** and complete passenger list shall be transmitted no later than three (3) hours after learning of an aviation disaster on a covered flight segment involving an SAS flight.

Fax and phone numbers

The following fax- and telephone numbers shall be used:

U.S. Department	Telephone	Fax
Managing Director of Overseas Citizen Services, Bureau of Consular Affairs, U.S. Department of State	[REDACTED]	[REDACTED]
Director, Family Support Services, National Transportation Safety Board	[REDACTED]	To be provided by NTSB when required

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1.5 Compilation and Transmission of US Passenger Details, Continued

NTSB request Should NTSB, in case of an aviation disaster, request a U.S. Citizen Passenger List for a SK flight, a fax number will be provided with the request.

SK personnel shall then call the NTSB (see above) to confirm that

- the person making the request is an authorized NTSB employee and
- that the fax number given is correct.

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1.6 U.S. Citizen Passenger List

Availability	The U.S. Citizen Passenger List template is available in paper format, and – if requested by stations – on disc in Microsoft Windows95 format.
Recommendation	It is recommended that the compilation of U.S. Citizen Passenger List should be by last name in alphabetical order.
Example	An example of the U.S. Citizen Passenger List is attached to this section.

U.S Citizen Passenger List

In accordance with U.S. DOT rule, new part 243

MESSAGE TO:			
COMPANY:			
NAME:			
FAX NUMBER:			
PHONE NO:			
FROM:			
NAME:		DEPT:	
FAX NUMBER:		DATE:	
PHONE NO:			

Flight Details:

Carrier:	SAS	Flight number:	
Date of departure:		Departure time (Local time):	
Departure station:		Arrival station:	
No. of U.S. citizens onboard:			
Number of pages transmitted:			

No: 1	Given name, Middle name or initial and Family name:
Contact person name:	
number:	
No: 2	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 3	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 4	Given name, Middle name or initial and Family name:
name:	
Contact person number:	

No: 5	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 6	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 7	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 8	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 9	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 10	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	
No: 11	Given name, Middle name or initial and Family name:
Contact person name:	
Contact person number:	