



HYGIENE CRITERIA TO BE APPLIED TO THE AIRLINE COMPANIES
DURING THE COVID-19 GLOBAL PANDEMIC

ORANGE CIRCLE CERTIFICATE



ASESSMENT FORM

BUSINESS TITLE:	
BUSINESS ADDRESS:	
PHONE NUMBER:	
NAME AND SURNAME OF THE COMPANY OFFICER:	
INSPECTION REPORT NO:	
INSPECTION DATE:	
THE DATE, NO AND AIM OF THE PREVIOUS INSPECTION:	
AIM OF THE INSPECTION:	<input type="checkbox"/> FIRST APPLICATION <input type="checkbox"/> ROUTINE INSPECTION <input type="checkbox"/> NOTICE AND COMPLAINT <input type="checkbox"/> MONITORING <input type="checkbox"/> OTHER

Application and Control;

Airline companies wishing to obtain an **Orange Circle certificate** will be able to apply by sending the required documents via the e-mail address yaziisleri@izmir.bel.tr or by personally forwarding them to Izmir Metropolitan Municipality Foreign Relations and Tourism Department, Tourism Branch Directorate. The applicant companies; Assessments for the Orange Circle certificate will be carried out as both document inspection and on-site inspection.

CRITERIAS

A. PRECAUTIONS TO BE TAKEN BY THE BUSINESS

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Is the crew informed about COVID-19 disease and prevention measures? Are the trainings given recorded?			1		
2.	Is the crew member diagnosed with COVID-19 with symptoms of COVID-19 placed in quarantine? Is the crew member with COVID-19 contact being monitored?			1		
3.	Does the airline company inform the passenger with passenger information announcements or brochures on issues related to the Covid-19 outbreak, such as the admission of passengers, boarding and landing procedures, actions to be taken in case of suspicious passengers, and filling the PLC for an international flight?			1		
4.	Does the company provide the necessary personal protective equipment to its staff, taking into account the types of duty and frequency of contact with passengers, and controls their use?			1		
5.	Are the necessary measures (hand sanitizer, cleaning and disinfection of tools, materials and equipment when necessary, disinfection of the spaces) specified by the relevant authorities in closed areas such as terminal building, offices, other facilities of airports and the like made and controlled?			2		
6.	Is the health statement recorded for both crew and passengers and informed to the relevant authorities at the destination?			2		
7.	Are passengers informed about preventive measures?			2		
8.	Are passengers informed that no mask-free service will be provided during the flight?			1		
9.	Does the staff have enough personal protective equipment for going to the plane and for accommodation?			2		

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
10.	Are the equipment, tools and equipment used by the staff periodically disinfected?			1		
11.	Is alcohol-based hand sanitizer or disinfectant approved by the Ministry of Health available in the work areas of the company at the airport?			2		
12.	Are alcohol-based hand sanitizer or disinfectant approved by the Ministry of Health provided to the staff who change their work area for check-in and similar procedures?			2		
13.	Are the staff working in the airport provided to wear protective masks?			2		
14.	Are informative and cautionary images about Covid-19 posted at the airport offices under the responsibility of the operator?			2		
15.	Do the airport offices under the responsibility of the business have a cleaning plan? Is the cleaning done and recorded in line with this plan?			1		
16.	Has the business implemented a mobile check-in application?			2		

B. WASTE MANAGEMENT

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Are personal protective equipment such as disposable medical masks and gloves thrown into the sealed garbage bag or the covered garbage bin?			1		
2.	Is a gray waste bin placed in the entrance - exit and common areas? Is it indicated on the box that these boxes are for these materials only?			2		
3.	After these wastes are kept closed for at least 72 hours in the temporary waste warehouse, are they delivered to municipalities as other wastes within the scope of domestic waste?			2		

C. PRECAUTIONS TO BE TAKEN DURING THE PASSENGER'S AIRPORT TERMINAL UNTIL THE AIRCRAFT ADMISSION

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Are the cabin baggage rules to be applied on flights respected? Economy class: a) 1 piece of hand luggage, max. 55×40×25 cm; b) 1 piece of personal item, max. 40×30×15 cm (handbag, briefcase or laptop)			1		
2.	Are passengers' hand luggage disinfected?			2		

D. GENERAL PRECAUTIONS TO BE TAKEN INSIDE THE PLANE

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Do all passengers except 0-6 years old use medical masks in the plane? (Patient passengers with diseases such as heart, respiratory, asthma and autism who cannot wear a mask for a long time should be allowed to travel with a face protector provided that they submit a doctor's report.)			2		
2.	Are magazines and brochures put in the seat pockets of the plane removed?			1		
3.	Has an isolation area been determined for passengers diagnosed with Covid-19 during flight?			1		
4.	Has the procedure been established that the passenger with a diagnosis of Covid-19 will not be admitted to the flight?			1		
5.	While boarding passes are created, is it taken care to ensure that there are as many empty seats as possible in the cabin? Is the passenger seat opposite the cabin crew seat left empty if there is no compartment in between, does not maintain social distance, or if the cabin crew does not use face Protection?			2		

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
6.	Are Public Health Passenger Locator Forms filled in on international arrival flights?			1		
7.	Is in-flight meal is available on flights lasting less than 2 hours?			1		
8.	Is in-flight meal is served in packaged form on flights lasting longer than 2 hours?			1		
9.	Are the toilets in the front reserved for crew use, especially on long-term flights?			1		
10.	Is there a specific isolation area for passengers who show Covid-19 symptoms during the flight?			2		
11.	Does staff warn passengers to leave their seats as little as possible and limit toilet use during the flight?			1		
12.	Are masks provided to passengers during the flight? Have enough masks been provided on the plane?			2		
13.	Has the pillow and blanket supply been removed within the scope of Covid-19 measures? Or is it provided for single use, individually?			2		

E. WHEN A PASSENGER IS SUSPICIOUS OF COVID-19 SYMPTOMS DURING FLIGHT;

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Has the procedure been determined to be applied if a passenger with Covid-19 symptoms is encountered during the flight?			1		
2.	Has a specific crew member been assigned to assist the passenger with the Covid-19 symptom?			1		
3.	Is a universal precaution kit used?			2		
4.	Is the passenger showing the symptoms of Covid-19 taken into the special isolation section, provided that they are at least 1 meter from other passengers and 2 rows in each direction?			1		

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
5.	Is a separate toilet assigned for the passenger with Covid-19 symptoms?			1		
6.	Does the flight crew inform the arrival airport for the passenger with the Covid-19 symptom?			1		
7.	Have the necessary precautions been taken to prevent the symptomatic passenger from landing at the arrival airport, and the crew informed about the management of this process? (Are symptomatic passengers/ passengers evacuated in accordance with the instructions of the local public health authorities after the plane has landed?)			1		

F. PRECAUTIONS TO BE TAKEN AFTER FLIGHT

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Is the cockpit door kept closed until all passengers get off? Do the crew change their protective equipment without coming into contact with the passenger?			2		
2.	Are all disposable protective equipment placed in a separate waste bag after use and labeled as used protective equipment waste? After the bag mouth is tightly knotted, is the mouth part disinfected and stored?			2		

G. VENTILATION OF THE PLANE

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Are HEPA filters used in the plane?			2		
2.	If HEPA filter is not used, have measures been defined for ensuring air exchange?			1		
3.	Does the personnel who maintain the air filters use personal protective equipment while working?			1		
4.	Are used filters disposed of as potential biohazard material in accordance with the procedures?			1		

H. CLEANING AND DISINFECTION OF THE AIRCRAFT

a) DAILY CLEANING

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Is it ensured that the plane is completely cleaned and disinfected (wiping or spraying) "at least once in 24 hours" by using cleaning agents and disinfectants approved by the plane manufacturer?			2		

b) CLEANING AFTER FLIGHT

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Is the seating area of passengers with possible symptoms of Covid-19 disinfected first, after ventilation is performed in the aircraft during post-flight cleaning?			2		
2.	Are separate towel and mats used for hallways, toilets and kitchens?			3		
3.	Are the towels and mats used for different areas marked with different colors?			2		
4.	Is disinfection performed after cleaning with water and detergent?			2		
5.	Is the cleaning done in the order from less dirty areas to more contaminated areas?			1		

I. IN-PLANE CLEANING

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Are all system panels frequently used on board by cleaning personnel disinfected and recorded with appropriate materials?			1		
2.	Does cleaning staff use appropriate personal protective equipment when performing operations?			2		
3.	After plane disinfection, is care taken not to leave a disinfectant residue anymore?			1		
4.	Has the number of personnel who should be in contact with frequently contacted surfaces been minimized?			2		

J. CLEANING AFTER SUSPECTED PASSENGER DETECTION DURING FLIGHT

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Do teams use appropriate personal protective equipment? (Apron, Mask, visor, Gloves etc.)			3		
2.	Is absorbent disinfectant available on board?			1		
3.	Is waste for equipment and materials used in contaminated surface cleaning bagged as medical waste and delivered to the relevant units as sealed?			2		

L. IN ACCOMMODATED FLIGHTS;

CRITERIAS		YES	NO	SCORE	INSPECTION THROUGH DOCUMENT	ON-SITE INSPECTION
1.	Is the crew transferred between the airport and the hotel in a private vehicle?			2		
2.	Does cabin crew stay in disinfected rooms?			1		
3.	Does the crew comply with the destination's local public health policies?			1		
4.	Does the crew notify the airline if they show symptoms of Covid-19?			2		
5.	Are the procedures to be followed by the company determined after the crew shows Covid-19 symptoms?			2		

INCOMPATIBLE SUBSTANCE	REASON OF INCOMPATIBILITY

Scoring:

Airline companies applying for the **Orange Circle Certificate** are obliged to meet the relevant legislative requirements they are obliged to apply other than the Covid-19 hygiene criteria. In case of inconsistency of the criteria determined by the Hygiene Board and the provisions of the directive issued by the relevant Ministry, the provisions of the directive published by the relevant Ministry are applied.

The scoring of the airline companies that fulfill these requirements will be as follows in the examination made with the control audit form:

In the airline companies, the scoring will be made over 100 full points.

Orange Circle Certificate is given to companies with a minimum score of 75.