

5 SPECIAL PROCEDURES

5.1 CARRIAGE of UNACCOMPANIED MINORS

- 5.1.1 Children aged 5 to 11 years travelling without an adult 15 years or older may travel unaccompanied provided the child does not require additional special care such as toileting, feeding or administering of medicine.
- 5.1.2 Children aged less than 5 years may not travel unaccompanied, they must be accompanied by an adult aged 15 years or older.
- 5.1.3 A person aged 12 to 16 years of age may travel alone, or as an unaccompanied minor at the parents or guardians request.
- 5.1.4 If a person requires special care such as toileting, feeding or administering of medicine they must be accompanied by an adult aged 15 years or older who is able to provide the appropriate special care.
- 5.1.5 At the time of flight reservation, it must be noted on the booking that the passenger will be travelling as an unaccompanied minor.
- 5.1.6 The Parent or Guardian must complete the Air Chathams Unaccompanied Minor form (copy contained in this section) and present this to the Air Chathams staff or agent at the flight check-in.
- 5.1.7 The Unaccompanied Minor must not be accepted for travel unless all the applicable areas in the form are completed and confirmed by an Air Chathams staff member or agent.
- 5.1.8 Once these details have been checked the unaccompanied minor may be accepted for travel, however the unaccompanied minor is to remain in the care of the Parent or Guardian until the flight is closed and boarding. Is about to commence
- 5.1.9 Just prior to boarding the passenger is to be contacted and custody of the unaccompanied minor(s) is transferred to the ground staff member who then signs the unaccompanied Minor form.
- 5.1.10 The ground staff member is to escort the unaccompanied minor(s) to the aircraft where custody of the unaccompanied minor(s) is transferred to the flight staff who then sign the unaccompanied Minor form. (First Officer or Flight Attendant)
- 5.1.11 Upon arrival at the destination the flight crew is to escort the Unaccompanied Minor to an appropriate ground staff member where custody of the unaccompanied minor(s) is transferred to the ground staff member who then signs the unaccompanied Minor form.

- 5.1.12 The unaccompanied minor is to remain in the care of the ground staff member until contact has been made with the “pickup person”, their identity confirmed and they sign the Unaccompanied Minor form in the space provided.

5.2 CARRIAGE of PREGNANT PERSONS

- 5.2.1 Pregnant persons should be recommended to discuss travel plans with their Doctor or Midwife prior to making any travel reservations
- 5.2.2 Pregnant persons will be accepted for travel up to the end of their 37th week of pregnancy provided it is a single pregnancy and is uncomplicated.
- 5.2.3 Pregnant persons will be accepted for travel up to the end of their 31st week of pregnancy if it is a multiple pregnancy (eg twins) and is uncomplicated.
- 5.2.4 If the person is requiring travel beyond these times or if the pregnancy is complicated a medical clearance to travel, issued by a Doctor, is required.

5.3 UNNACOMPANIED MINOR FORM

Complete all details in **Section A, B, & C.**
 Complete & sign **Section D**
 Keep the form with the related e-ticket – you will need it at check-in
One form is required per one-way journey

BOOKING REFERENCE:

Section A – Unaccompanied Minor Details

First Name	Family or Surname	Age	Gender
Special Instructions:			

Section B – Flight Details

Flight No	Flight Date	From	To	Departure Ground Staff	Flight Crew	Arrival Ground Staff

Section C – Contact Details

	Name	Contact Phone No	Signature
Drop-off person			
Pick-up person			

Section D – Declaration of Parent / Guardian

1. I confirm that I have arranged for the drop-off person named in Section C to remain at the departure airport until the flight has departed.	Parent or Guardian
2. I confirm that I have arranged for the pick-up person named in Section C to be at the arrival airport by the scheduled arrival time of the flight and that they will have suitable photo identification with them.	Name:
3. Should the minor(s) not be met at the destination, or if Air Chathams is not satisfied with the pick-up persons identification, I authorise Air Chathams to take whatever action they consider reasonably necessary to ensure the minor(s) safe custody, including return of the minor(s) to the airport of departure, and I agree to indemnify & reimburse Air Chathams for the costs & expenses incurred by them in taking such action.	Relationship to minor(s):
4. I confirm that the minor(s) will NOT require special services such as toileting, feeding and administration of medication, or has an allergy or medical condition not already notified to Air Chathams. Where I have given special instructions on this form I acknowledge that while Air Chathams will make reasonable efforts to carry out such Instructions Air Chathams shall have no liability for doing so, or failing to do so.	Address:
5. I understand that Air Chathams cannot undertake to safeguard nor will Air Chathams be responsible for any valuables the minor(s) may be carrying.	Phone No.
6. I confirm that I can be contacted at any time on the telephone number(s) listed in Section C or D without delay while the minor(s) named above are in Air Chathams care.	Mobile No.
7. I hereby empower and grant to Air Chathams permission to provide and/or authorise medical treatment for the minor(s) named above, if the minor(s) requires immediate medical treatment while in Air Chathams care. I understand that prior to medical treatment (including emergency medical treatment) being provided to the minor(s), Air Chathams will use reasonable efforts to contact the Parent/Guardian on the telephone number(s) listed in Section D. I agree to indemnify and hold harmless Air Chathams and any other person who act in reliance upon this authorisation.	<ul style="list-style-type: none"> I declare I am the legal Parent or Guardian, or I am authorised by the legal Parent or Guardian of the minor(s) named in Section A I agree to and request the minor(s) travel alone. I certify that the information provided on this form is accurate. I have read, understood and accepts points 1 to 8
8. I understand that Air Chathams does not offer a handover service to/from other airlines, so I will arrange for delivery and/or collection of the minor(s) before and after all Air Chathams flights.	Signature: Date:

A copy of this completed form is to be held at Air Chathams office for 30 days after travel