

## Requirement of the Civil Aviation Authority of Thailand<sup>1</sup>

### No. 47

#### Facilitation for Air Travel of Unaccompanied Minor

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By virtue of Section 6/1, Section 15/10 (1) and Section 15/10 Paragraph 2 of the Air Navigation Act B.E. 2497 (1954), amended by the Air Navigation Act (No. 14) B.E.2562 (2019), the Director General of the Civil Aviation Authority of Thailand shall have the power to lay down necessary measures or actions for the oversight of civil aviation, regarding facilitation standards by issuing requirements on such matter The Director General issues this Requirement related to aviation facilitation for Air Travel of Unaccompanied Minor so that an air operator be able to conduct in conformity with standards established in Annex 9 to the Convention on International Civil Aviation 1944 and its amendments as follows:

**Article 1** This Requirement shall be cited as “Requirement of the Civil Aviation Authority of Thailand No. 47 on **Facilitation for Air Travel of Unaccompanied Minor**.”

**Article 2** This Requirement shall come into force from the day following its publication in the Government Gazette onwards<sup>2</sup>.

**Article 3** In this Requirement;

“**Unaccompanied Minor**” means a child aged between 5-12 years travelling alone or travelling in company of another child of such age;

“**Accompanying Person**” means a person aged sixteen or over who is fully capable of taking care of child during the entire trip, whether such person is the child’s parents or legal guardian or not;

“**Air Operator**” means a Thai Air Operator and Foreign Air Operator;

“**Director General**” means the Director General of the Civil Aviation Authority of Thailand;

“**Authority**” means the Civil Aviation Authority of Thailand.

**Article 4** No air operator shall allow a child under the age of five (5) to travel alone without an accompanying person.

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<sup>2</sup>This Requirement was published in the Government Gazette on March 26,2024

**Article 5** Air operators who wants to accommodate an unaccompanied minor travelling shall establish a Programme for Handling of Unaccompanied Minors Travelling by Air approved by the Director General.

**Article 6** Programme for Handling of Unaccompanied Minors travelling by Air shall be established in the following formats:

(1) Type written form provided in Thai or English and being verified by the air operator or any responsible person duly authorized by such air operator;

(2) Being in a form easily amended or revised with a document identification number, topic of document, date of its implementation, revision number, number of pages, a chronological list of revisions, a person who approved the document and relevant details;

(3) Having a record of current pages and record of revision thereto, including a page showing record of its revisions;

(4) Being orderly divided into chapters for convenient usage and being endorsed and signed by person(s) developing, and revising and approving the air operator's Programme for Handling of Unaccompanied Minors Travelling by Air.

**Article 7** Programme for Handling of Unaccompanied Minors Travelling by Air shall explain procedures for handling unaccompanied minors from the beginning of the permission of parents/guardian for the child to travel alone until accepted for travel by the onward carrier or the person collecting the child at the destination, consisting of at least the followings:

(1) In emergency situations, the air operator shall give priority for assistance to unaccompanied minors as same as for passengers with medical needs and persons with disabilities;

(2) Air operator shall appoint a point of contact capable for being in contact to exchange necessary information relating to facilitation for travelling of Unaccompanied minors;

(3) Contact details of the parent/guardian of any unaccompanied minor shall be recorded on the child's PNR;

(4) Verification of identification documents of (such as Identification Card, Passport or other personal document issued by the government or government entities with identification number.) the person(s) bringing an unaccompanied minor to the port of departure and collecting at the port of arrival. Also, the identification document provided must be photocopied and kept as records for not less than ninety (90) days from departure date. Where such identification documents do not conform with the person the air operator must not accept and handover responsibility for the minor;

(5) Verification of original travel documents of the unaccompanied minor, including the identification documents issued by the government or government entities with identification number such as Identification Card, Passport, Birth Certificate, Government Documents (Alien Identification Card, Travel Document for Refugees and People Seeking Asylum issued by United Nations or by the government of issuing countries) Also, the

identification document provided must be photocopied and kept as records for not less than ninety (90) days from departure date;

(6) Usage of a special and clearly visible label or sticker for carry-on baggage affixed on the child's clothes during traveling, at least containing the letters "UM For checked baggage, a label for a person with disabilities shall be affixed specifying more details in the Programme for Handling of Unaccompanied Minors Travelling by Air;

(7) For seat allocation, unaccompanied minor passenger, shall not be seated where they could obstruct floor level emergency exits, impede the crew in their duties, obstruct access to emergency equipment or hinder aircraft evacuation;

(8) Providing for a Handling Advice for Unaccompanied Minor Form containing at least the following information: on

(a) Surname and first name(s);

(b) Date of birth;

(c) Gender;

(d) Flight details: flight number, date and time, port of origin, port of destination and port of transit/transfer (if any);

(e) Surname and first name(s) and the contact details (home address, telephone number) of the parent(s) or guardian of the unaccompanied minor.

(f) Surname and first name(s) and the contact details (home address, telephone number) of the person sending off the child at the port of departure and the person collecting the child at the port of arrival and the port of transit/transfer (if any);

(g) Surname, first name(s) and personal number of escort in flight.

(h) Surname, first name(s) and personal number of escort at the port of departure, the port of arrival and the port of transit/transfer;.

The Handling Advice for Unaccompanied Minor Form, must be signed by the parents or guardian sending off the child at the port of departure to ensure their consent to hand over the minor to the air operator and attached to the ticket of the unaccompanied minor;

(9) Where an unaccompanied minor utilised a Interline Carriage/multi-sector journey, the Handling Advice for Unaccompanied Minor Form should be signed by a representative of the connecting air operator before the unaccompanied minor is released into their care by using the Form as specified in (8);

(10) Air operator shall establish interline Carriage/multi-sector journey handling procedures for unaccompanied minors, including unexpectedly flight interruption due to a flight cancellation and delay;

(11) For treatment of a child who has to travel in different class from accompanying person, unaccompanied minor handling has to be applied;

(12) The number of unaccompanied Minor on board an aircraft has to be limited depending on safety reasons;

(13) The air operator shall establish for flight crew member, cabin crew and ground staff a training programmes of Unaccompanied Minor Handling and the guidelines to identifying and responding to Trafficking in Persons;

(14) Other matters as required by the Director General.

**Article 8** The air operator shall submit two copies of the Programme for Handling of Unaccompanied Minors Travelling by Air as specified in Article 7 for the Director General's approval in advance at least sixty (60) days prior to its expected start-up date of Unaccompanied Minor Handling Service. This can be submitted as an electronic file to the email address of the channels as specified by the Authority.

**Article 9** In approving, the Director General shall stamp the Authority's seal and endorse it with signatures in the cover of the Programme for Handling of Unaccompanied Minors Travelling by Air upon receipt of the proposal of the Aviation Security and Facilitation Standards Department which has examined and certified that:

(1) the Programme has the format as specified in Article 6;

(2) The programme contains all the elements and details as specified in Article 7; and

(3) For a Thai air operator, the Programme must be in line with the regulations on air operator certification and the operation specifications as examined by Flight Operations Standards Department.

**Article 10** When the Programme for Handling of Unaccompanied Minors Travelling by Air has been approved by the Director General pursuant to Article 9 or in case where its amendments have been approved pursuant to Article 13, such air operator shall proceed the followings:

(1) For a Thai Air Operator, the Programme for Handling of Unaccompanied Minors Travelling by Air as approved by the Director General shall be contained as a chapter of the Operations Manual;

(2) Maintaining a copy of the Programme for Handling of Unaccompanied Minors Travelling by Air as approved by the Director General at place(s) where operations are conducted in Thailand and its relevant employees can access and utilise them and where the Authority's Aviation Security Inspector (AVSEC) or Authority's Air Operations Inspector (ASI-OPS) can make an inspection at all times;

(3) Submitting a request to the Authority when Aviation Facilitation Information is needed.

**Article 11** The air operator whose the Programme for Handling of Unaccompanied Minors Travelling by Air has been approved shall have the following duties:

(1) Effectively providing adequate place(s), tool(s), personnel for and implementing all the procedures and processes stated in the Programme for Handling of Unaccompanied Minors Travelling by Air as approved by the Director General for aviation facilitation purposes to facilitating the movement of aircraft, crew members, passengers, cargo, mail and stores by removing unnecessary obstacles and delays;

(2) Developing and enforcing the Programme for Handling of Unaccompanied Minors Travelling by Air to ensure effective operations of air operator's staffs and comply with Thailand's National Civil Aviation Facilitation Programme and to accommodate changing circumstances and occurrences;

(3) Other duties required by the Director General.

**Article 12** The air operator shall allow, cooperate with and facilitate the Authority's Aviation Security Inspector (AVSEC) or the Authority's Air Operations Inspector (ASI-OPS) to undertake inspection to ensure effective implementation of the Programme for Handling of Unaccompanied Minors Travelling by Air as approved by the Director General.

**Article 13** In the following cases, the air operator shall submit amendments or revisions of the Programme for Handling of Unaccompanied Minors Travelling by Air in an electronic form to the email address or via the channels as specified by the Authority for the Director General's approval:

(1) When the air operator makes amendments or revisions of the Programme for Handling of Unaccompanied Minors Travelling by Air, which is significantly different from those having been approved by the Director General;

(2) The Director General orders the air operator to amend or revise the Programme for Handling of Unaccompanied Minors Travelling by Air to be in consistency with Thailand's National Civil Aviation Facilitation Programme and with applicable rules and regulations, as well as, to accommodate changing circumstances and occurrences.

Upon receipt of the proposal of the Aviation Security and Facilitation Standards Department, which has examined and certified that such amendments or revisions of the Programme for Handling of Unaccompanied Minors Travelling by Air meet all the requirements pursuant to Article 9, the Director General shall approve them and air operator shall record in chronological list of revisions of the Programme for Handling of Unaccompanied Minors Travelling by Air for further reference.

Such amendments or revisions considered to be significantly different under paragraph 1 (1) means:

(1) Any amendment(s) or revision(s) impacting Aviation Facilitation Policy or National Civil Aviation Facilitation Programme;

(2) Any amendment(s) or revision(s) resulting in variation of roles, responsibilities and missions of entities related to implementation of such Programme;

(3) Any amendment(s) or revision(s) resulted from circumstances or occurrences with impacts on aviation facilitation.

**Article 14** When it appears that any air operator has committed one of the following acts, the Director General has a power to order the air operator to rectify its act or undertake other actions within the prescribed time period:

- (1) Violating or failing to comply with Article 10;
- (2) Violating or failing to perform duties specified in Article 11;
- (3) Failing to allow, cooperate with and facilitate the Authority's Aviation Security Inspector (AVSEC) or the Authority's Air Operations Inspector (ASI-OPS) to undertake inspection under Article 12;
- (4) Failing to amend or revise the Programme for Handling of Unaccompanied Minors Travelling by Air under Article 13.

**Article 15** The Director General shall have power to revoke the approval of the Programme for Handling of Unaccompanied Minors Travelling by Air when any air operator fails to rectify its act or undertake other actions within the prescribed time period as ordered by the Director General pursuant to Article 14 or when the air operator takes any action that seriously affects to civil aviation facilitation standards.

**Article 16** The air operator shall not operate unaccompanied minors service for child aged of five (5) to twelve (12) to travel alone when the approval of the Handling of Unaccompanied Minors Travelling by Air has been revoked by the Director General pursuant to Article 15.

**Article 17** Any air operator who has conducted its operation of service for unaccompanied minor prior to the effective date of this Requirement shall submit the Programme for Handling of Unaccompanied Minors Travelling by Air developed pursuant to Article 5 for the Director General's approval by submitting as an electronic file to the email address or via channels as specified by the Authority within sixty (60) days as from the effective date of this Requirement and such air operator is able to continue its operation until the Director General orders that the approval not be granted.

During its operation of service for unaccompanied minor under paragraph 1, the air operator shall comply with Thailand's applicable laws, rules and regulations pertaining to civil aviation facilitation for Air Travel of unaccompanied minor.

Given on 5 March B.E. 2567 (2024),

-Signature-

(Suttipong Kongpool)

Director General

The Civil Aviation Authority of Thailand