

# ARRIVAL & DEPARTURE GUIDE

Detailed arrival/departure and ground experience information to help you prepare for your next mission with us.

## **RJGG/NGO**

Chubu Centrair International (Nagoya)

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
+81-(0)3-5708-7544



# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

### GENERAL AVIATION TERMINAL FOR PASSENGERS

A Universal Aviation staff member will greet you on the ramp upon arrival. A staff member will pass out Arrival Cards to all passengers before disembarking the aircraft. Most of the details on the Arrival Card will be filled in by a staff member before the aircraft arrives. Passengers will need to sign their Arrival Cards upon arrival. All Gendec documents will be prepared by Universal prior to the flight's arrival.

After passengers disembark, they will be driven to the General Aviation Terminal (GAT) for CIQ processing in a Universal vehicle. Passengers must have their passports and Arrival Cards ready to show the CIQ officials. On average, the drive time from the aircraft to the GAT is 10 minutes. Access to the GAT is reserved 24 hours prior to the flight's arrival time by Universal.

### MAIN TERMINAL FOR CREW

All Gendec documents will be prepared by Universal prior to the flight's arrival. A Universal agent will arrange a Shore-Pass (crew temporary landing permission) upon arrival. Crew members must clear CIQ in the Main Terminal. The crew will be accompanied by a Universal staff member from when they disembark the aircraft until they arrive at their ground transport vehicle.

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Porters will transport luggage from the aircraft to General Aviation Terminal and Main Terminal. Luggage is never left unattended. A staff member will assist with processing all luggage through security and customs. Upon clearing CIQ, everyone's luggage will be transported and loaded onto their ground transport vehicles.

## PARKING

### GENERAL AVIATION PARKING

Aircraft parking is depended on availability. There are no limits on how long you can park in the area parking stands for General Aviation aircraft. Parking stands are usually 110-119, 400-500. Fuel hydrant systems are available.

## DISABILITIES

Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted to the GAT for CIQ clearance. To avoid delays, please request a wheel prior to arrival.

## PETS

### DOGS AND CATS ARE ALLOWED IN JAPAN

All pets will be transferred to the animal quarantine section at GAT or Main Terminal in a separate vehicle for inspection. The passenger must submit the necessary documents for importing the pet.

## COVID-19 SAFETY

For Covid-19 updates and regulations, contact your Universal Aviation representative.

# DEPARTURE PROCEDURES

## PASSENGERS AND CREW DEPARTURES

### **DROP-OFF: MEET AT THE GAT CURBSIDE OR MAIN TERMINAL DROP-OFF ZONE**

A Universal staff member will stand curbside with porters to assist with luggage at the GAT entrance curbside or the Main Terminal's drop-off zone. Confirm your meeting spot with Universal before arriving to avoid delays. Passengers will be escorted to the GAT for CIQ processing. Crew members will be escorted to the Main Terminal for CIQ processing.

### **PARKING VEHICLE: MEET AT THE VIP PARKING AREA AT MAIN TERMINAL**

A Universal staff member will stand curbside with porters to assist with luggage at the VIP parking area. Passengers will be escorted to the GAT for CIQ processing. Crew members will be escorted to the Main Terminal for CIQ processing.

Once everyone is cleared from CIQ and the aircraft is cleared for boarding, everyone will be driven in a Universal vehicle to the aircraft for departure.

## LUGGAGE

### HANDLED VIA UNIVERSAL STAFF MEMBERS AND PORTERS

A Universal porter will assist with all bags and luggage. Your luggage will always be escorted by our porters and never left unattended.

## PETS

### PERMITS AND INFORMATION

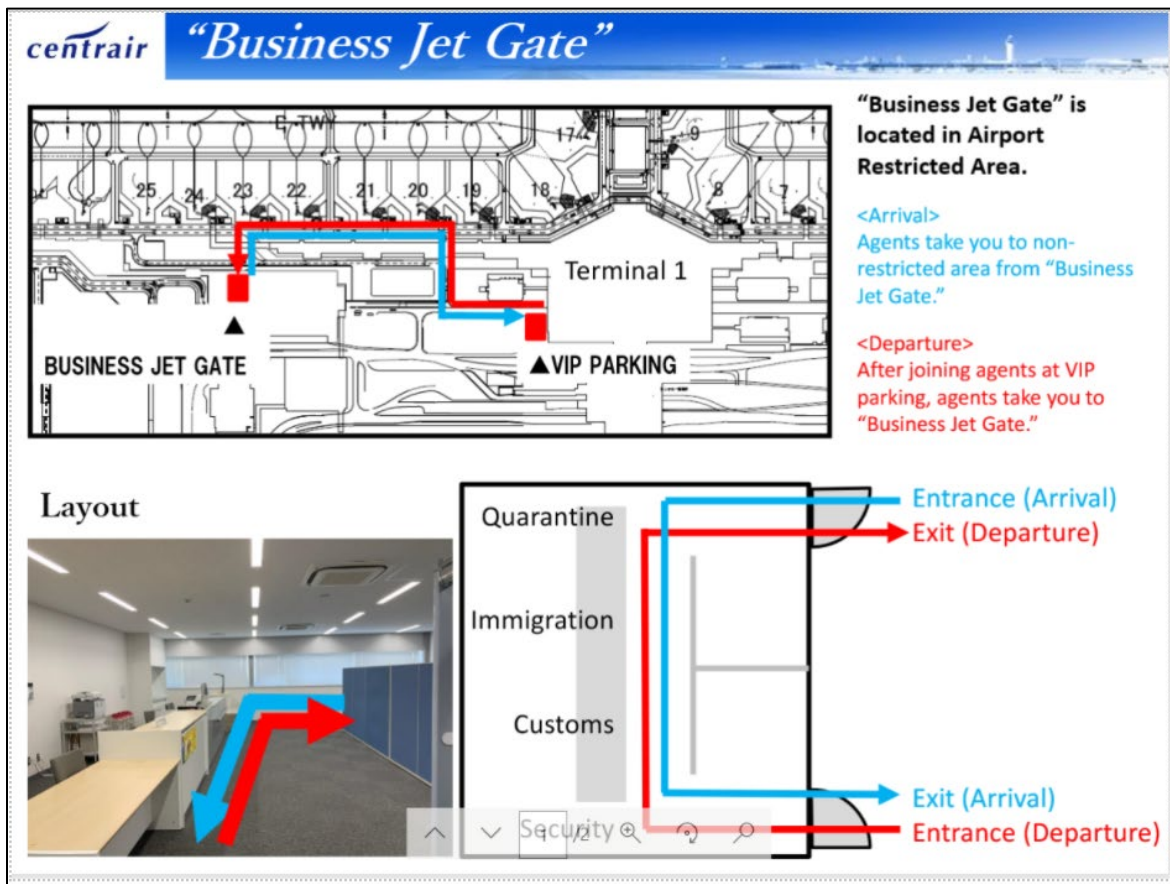
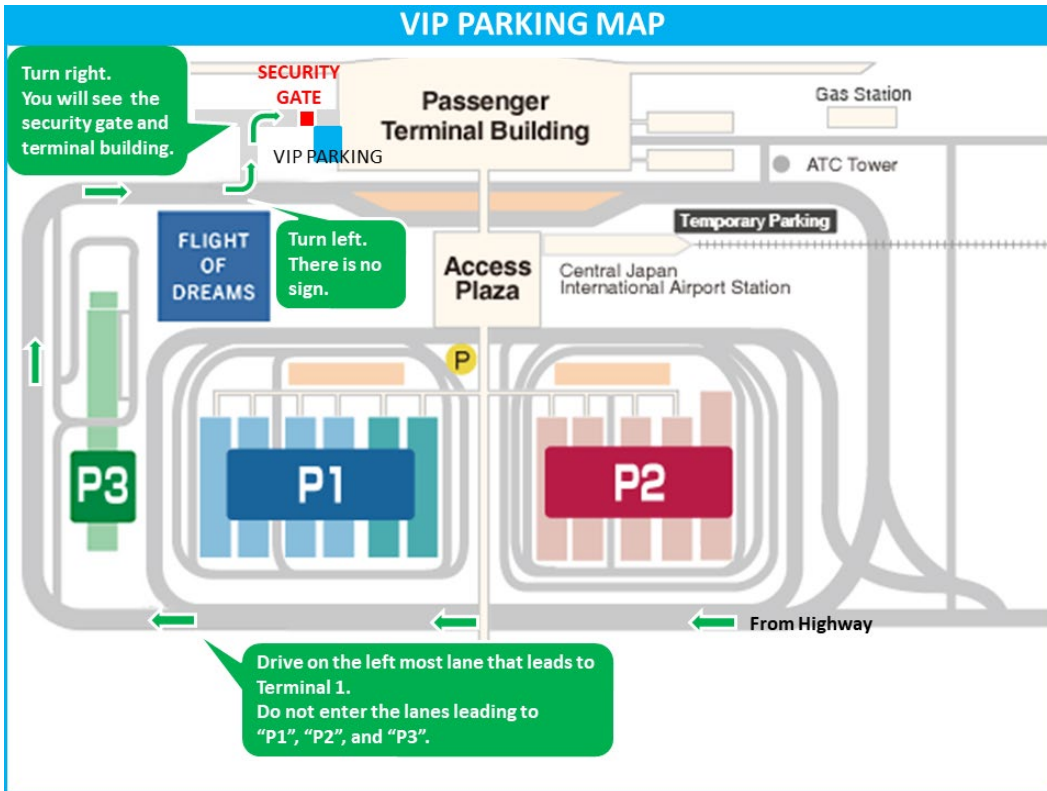
Before departure, all pets will be required to have an inspection for exporting at the Animal Quarantine area. Pets will be transferred from the Animal Quarantine area to the aircraft via a separate vehicle after the inspection is completed.

# PASSENGER AND CREW GROUND TRANSPORTATION

**AIRPORT ADDRESS: 11 CHOME-1 CENTRAIR, TOKONAME, AICHI 479-088**

**RAMP GROUND TRANSPORTATION WILL BE ARRANGED BY UNIVERSAL**





## USEFUL LINKS & RESOURCES

- [JAPAN, CHUBU \(RJGG\) INFORMATION](#)
- [TOKYO BUSINESS AVIATION DESTINATION GUIDE](#)
- [FOR OPERATIONS BASED IN ASIA-PACIFIC](#)
- [FEASIBILITY-IQ – MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)