

# ARRIVAL & DEPARTURE GUIDE

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

## **RJTT/HND**

Tokyo International Airport (Haneda Airport)

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
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# 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

A Shore-Pass (crew temporary landing permission) will be arranged by a Universal agent upon arrival. Crew members may not use the GAT; instead, they will be driven to the Main Terminal to clear CIQ. 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 the applicable 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

### PARKING BAY

Parking space for General Aviation is located in the north side of the airport, where fuel hydrant systems are unavailable. The maximum parking duration is five days (4 nights and departure date). VIP parking may also be available for tech-stop, passenger drop-off, and pick-up. It's located in front of the Main Terminal, where a fuel hydrant system is available. The VIP parking spot may only be used for an hour.

## DISABILITIES

Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted to the GAT for CIQ clearance. Access ramps are at the GAT for those using mobility devices and wheelchairs.

## 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 pets.

# DEPARTURE PROCEDURES

## PASSENGERS AND CREW DEPARTURES

MEET AT THE GAT ENTRANCE OR MAIN TERMINAL ENTRANCE

Departing passengers should be dropped off at the entrance of the GAT, where they will clear CIQ and security. All crew members should meet at the Main Terminal entrance. A Universal staff member will stand curbside with porters to assist with luggage at both locations. Once everyone is cleared from CIQ and the aircraft is cleared for boarding, everyone will be driven from 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 GROUND TRANSPORTATION

The GAT address is not disclosed due to security reasons. This will be provided by a Universal staff member.



PASSENGER  
DROP-OFF AND  
PICK-UP AREA AT  
GENERAL AVIATION  
TERMINAL/  
BUSINESS AVIATION  
TERMINAL



FBO Ground Services from  
Universal Weather and Aviation, Inc.

## GENERAL AVIATION TERMINAL/BUSINESS AVIATION TERMINAL



## USEFUL LINKS & RESOURCES

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