

# ARRIVAL & DEPARTURE GUIDE

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

**RPLC/CRK**

Clark International Airport

**PREPARED BY**

UNIVERSAL AVIATION

**24/7 SUPPORT**

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| An Evans Aviation Company



# ARRIVAL PROCEDURES

## PASSENGERS AND CREW ARRIVALS

### MULTIPLE TERMINAL OPTIONS

A Universal Aviation staff member will greet passengers and crew on the ramp upon arrival. Depending on the aircraft, assigned parking will determine what airside entrance gate to use.

- Main Ramp (Gate 4)
- North Ramp (Gate 5)
- General Aviation Ramp Area (Gate 8)
- Hangar Parking (Gate 8)

\*International Terminal 2 is exclusively for Commercial Operations.

When the aircraft reaches the assigned parking bay, customs, immigration, and quarantine officers will board the aircraft to begin the arrival CIQ procedures. After everyone is cleared and all CIQ procedures are completed, passengers may disembark and proceed to their perspective ground transport vehicles. There is no need to pass through the Terminal.

## DISABILITIES

Universal can arrange a wheelchair if necessary. To avoid delays, please request a wheelchair prior to arrival. Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted into their ground transport vehicle on the ramp.

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Upon passengers and crew clearing CIQ, a porter will unload the luggage from the aircraft and load them into their perspective ground transport vehicles on the ramp. Luggage is never left unattended.

## PARKING

### AIRCRAFT PARKING OPTIONS

Parking will be assigned with advance submission of a formal request to operate, CIQ offices, and other airport authorities signed approval. Parking bay advised on the day of the arrival.

- Main Ramp (Gate 4)
- North Ramp (Gate 5)
- General Aviation Ramp Area (Gate 8)
- Hangar Parking (Gate 8)

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## GROUND TRANSPORT

### PASSENGERS AND CREW

Universal can arrange passenger and crew ground transportation while securing driver airside ramp passes. The process takes 2-3 days before the scheduled arrival date to process the ramp airside pass request.

## PETS

### DOGS AND CATS ARE ALLOWED

Requirements to temporarily import a pet into the Philippines:

- All pets must be at least four months old
- Apply for an [import pet permit](#) online. The contact email address is [director@bai.da.gov.ph](mailto:director@bai.da.gov.ph). A paper copy of the application must be presented to the authorities upon arrival.
- Bring a current vaccination card (anti-rabies, pancytopenia, panleukopenia) and a health certificate from a certified veterinarian. The pet's health certificate must be obtained within three days of the scheduled arrival date. The passenger must submit the necessary documents for importing pets prior to arrival.

## COVID-19 SAFETY

All arriving passengers and crew must fill out a One-Health-Pass (OHP) form [on the E-Travel website](#) 72 hours prior to scheduled arrival. For Covid-19 updates and regulations, contact your Universal Aviation representative.

## DEPARTURE PROCEDURES

### PASSENGERS AND CREW DEPARTURES

#### AIRSIDE ACCESS - MULTIPLE TERMINALS

Depending on the aircraft's assigned parking spot will determine what entrance gate to use for airside access. A Universal staff member will greet passengers and crew at their designated entrance.

- Main Ramp (Gate 4)
- North Ramp (Gate 5)
- General Aviation Ramp Areas (Gate 8)
- Hangar Parking (Gate 8)

Passengers and crew must pass through a quick security inspection at the gate. Everyone will need to disembark their ground transport vehicles at the gate's entrance and pass-thru a quick security inspection. When this is completed, everyone will return to their respective vehicles to be driven to their aircraft for CIQ processing. Once on the aircraft, immigration and customs officers will board to begin the departure procedures. After CIQ procedures are completed, the aircraft will be cleared 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 always supervised. Upon clearing CIQ, everyone's luggage will be loaded directly onto the aircraft from the passengers' and crew's respective vehicles. >>>>>

## DISABILITIES

Universal can arrange a wheelchair if necessary. To avoid delays, please request a wheelchair prior to arrival. Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted into their ground transport vehicle on the ramp.

## PASSENGER GROUND TRANSPORTATION

### GROUND TRANSPORT

#### PASSENGERS AND CREW

Universal can arrange passenger and crew ground transportation while securing and coordinating airside ramp access passes for drivers. The process requires 2-3 days before the scheduled departure date to process the ramp airside pass request.

### AIRPORT ADDRESS:

Clark International Airport  
Lipad International Premier Airport Development (LIPAD) Corporation  
Civil Aviation Complex, Clark Freeport Zone, Pampanga, Philippines 2023



## USEFUL LINKS & RESOURCES

- [CLARK INTERNATIONAL AIRPORT AUTHORITY](#)
- [PHILIPPINES, ANGELES CITY \(RPLC\) INFORMATION](#)
- [PHILIPPINES E-TRAVEL – ONE HEALTH PASS \(OHP\)](#)
- [PHILIPPINES - IMPORT PET PERMIT APPLICATION](#)

