

# ARRIVAL & DEPARTURE GUIDE

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

## **SBGR/GRU**

São Paulo/Guarulhos – Governor André Franco Montoro  
International Airport

### **PREPARED BY**

UNIVERSAL AVIATION

### **24/7 SUPPORT**

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# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

### TERMINAL 3, ARRIVALS FLOOR

After landing and servicing the aircraft, our team will transport you to Terminal 3, where you will go through CIQ. It takes approximately 25 minutes after landing to exit the airport. We will communicate with your driver to ensure you have a smooth ground transport pickup.

### GAT GRU TERMINAL

After landing, passengers and crew members will need to wait on board until it is their time to deplane. The crew will need to clear CIQ procedures within 15 minutes after passengers. The crew must unload all their bags and belongings. Items left on board cannot be removed later. Luggage will be stored at the GAT facility. It is also recommended that dishes and laundry items be removed along with crew bags and other belongings. Every time crew accesses the GAT, they will need to clear security inspections.

The distance from the terminal to the aircraft cannot be covered on foot. A handler vehicle is required for that purpose.

To keep the APU running, you may leave one crew at the aircraft while the others clear CIQ. Crew members will be able to return to the aircraft after CIQ, but their bags will not be able to return to the aircraft.

Per ANVISA regulations (Health Agency), catering storage is not available. Non-industrialized items (milk, raw fruits, salads, and meat will need to be disposed of.)

### OPERATIONAL NOTE FOR CREW UPON ARRIVAL

Please note that it is mandatory to bring TOW Bars on board when needed. We do not have TOW Bars at SBGR.

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER

Upon clearance to deplane, luggage will be transferred from the aircraft to the GA Terminal. All luggage will be placed in the trunk of a Universal Aviation vehicle transport vehicle unless requested otherwise.

## PARKING

### APRON 12 – GENERAL AVIATION APRON

Apron 12 is managed by a private company. If the aircraft stays less than 3 hours on the ground, it can remain at the central maneuver ramp; otherwise, they will need to tow the aircraft to the Open Sky hangar.

For stays longer than 3 hours, the aircraft is moved to the airport stay area (open sky hangar). Towing is mandatory. There are no nose-out positions.

A parking fee is charged every 24 hours. The price will vary depending on the aircraft's maximum take-off weight. Price discounts apply for stays longer than five days.

## PET ARRIVALS

### PERMITTED

DAT AC-AG documents are required if the operation is through the private terminal (GAT). A current International Veterinary Certificate/PET passport issued or endorsed by an Official Veterinarian from the country's Veterinary Authority is required. [Learn about Brazil's requirements per animal](#). Pet tutor's document (passport).

## DEPARTURE PROCEDURES

### PASSENGER AND CREW DEPARTURES

#### MEET IN TERMINAL 3, DEPARTURE FLOOR - CHECK-IN G

Our team will meet the passengers and crew members at the entrance. We will escort the PIC to the customs office with the signed GENDECs and passports. The customs officer will grant the crew and passengers the approval to enter the area.

Expected wait times for crew members from the airport entrance to the aircraft can range from 30 to 35 minutes. Anticipated wait times for passengers can vary from 20 to 25 minutes from the airport entrance to the aircraft.

#### MEET AT GAT GRU TERMINAL

For international departures, the crew will have free access to the aircraft, bearing only the essentials for the pre-flight procedures. The CIQ procedure will only take place when the passengers arrive. Crew and passenger luggage will not be allowed through security before the CIQ procedure, which happens a few minutes before departure. This is due to the impossibility of having a permanent agent at the GAT.

In order to keep the APU running, it is possible to leave a crew member at the aircraft while the remaining ones clear CIQ. During the boarding process, passengers will be able to wait at the GAT reception while they wait for the aircraft's preparation.

## PASSENGER GROUND TRANSPORTATION

INTERNATIONAL ARRIVAL	Terminal 3 / arrival floor
INTERNATIONAL DEPARTURE	Terminal 3, departure floor, Check-in G, 2nd door
DOMESTIC ARRIVAL	Terminal 2, arrival floor - West Side
DOMESTIC DEPARTURE	Terminal 2, first floor - Check-in C
GAT (Private Terminal-Domestic-International)	Alameda do Portão G3 - Aeroporto, Guarulhos - SP, 07190-100
PLANESIDE PICKUP	Not available
HELICOPTER TRANSFERS	We will ensure the helicopter is parked adjacent to the fixed-wing for those using a helicopter.
WAZE APP LINK	<a href="#">Click here &gt;</a>

## FOR DRIVERS: DIRECTIONS TO THE AIRPORT

IF DRIVER IS COMING FROM ROD. AYRTON SENNA  
(BLUE LINE STARTING AT THE BOTTOM)

- Rod. Ayrton Senna to BR-610 in Várzea do Palácio, Guarulhos. Take the exit toward Aerop. Guarulhos from Rod. Ayrton Senna
- Follow BR-610 to R. Interna do Aeroporto Internacional de Guarulhos in Aeroporto
- Continue onto BR-610

IF GOING TO GAT GRU

- Turn the exit to Pullman Hotel. At the roundabout, take the second exit toward Alameda G3.
- Otherwise, keep at Rod. Helio Smidt until you reach exits to Terminal 2 or Terminal 3, depending on if they will arrive internationally or domestically.

IF DRIVER IS COMING FROM ROD. PRESIDENTE DUTRA  
(RED LINE STARTING AT THE BOTTOM)

- Rod. Presidente Dutra-Pista lateral, Guarulhos. Take exit 219B toward Aeroporto Internacional
- Follow BR-610 to R. Interna do Aeroporto Internacional de Guarulhos in Aeroporto
- Continue onto BR-610

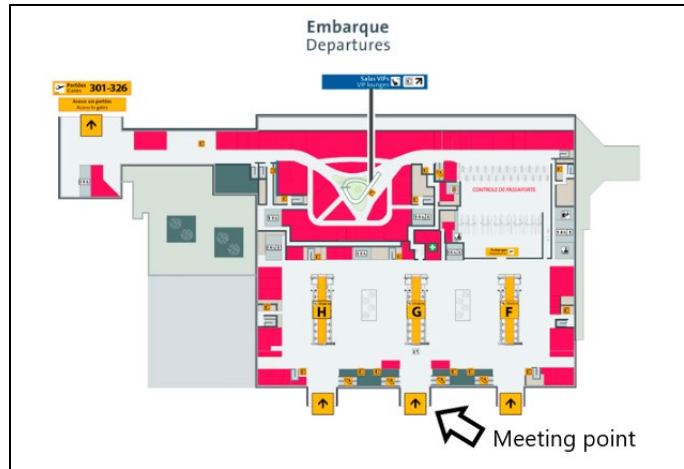
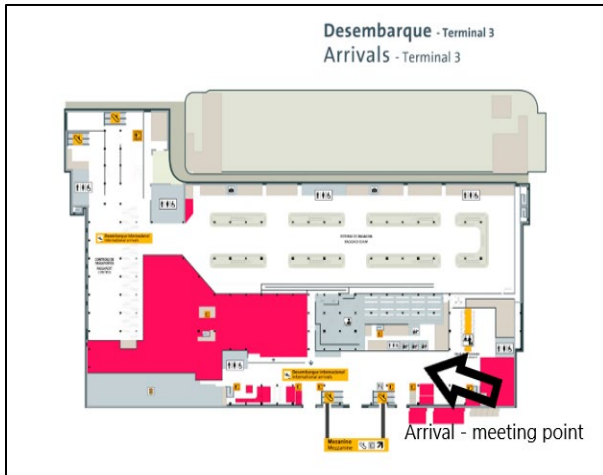
ACCESS TO GAT GRU

- Take the exit to Pullman Hotel. At the roundabout, take the second exit toward Alameda G3 or keep at Rod. Stay on Helio Smidt until you reach exits to Terminal 2 or Terminal 3, depending on if they will arrive internationally or domestically.

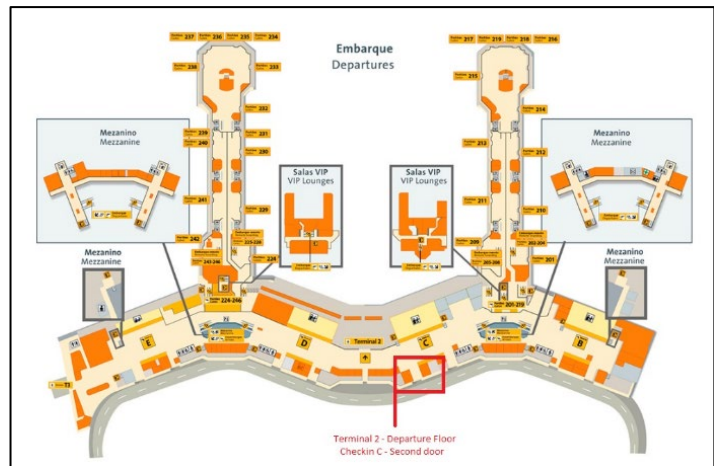
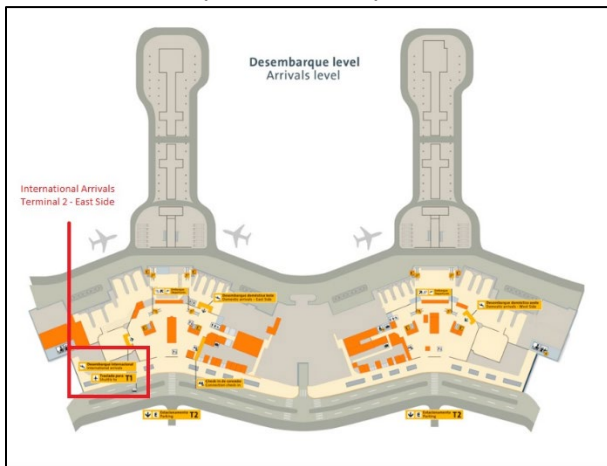


# TERMINALS

## TERMINAL 3 (INTERNATIONAL)



## TERMINAL 2 (DOMESTIC)



## GAT (PRIVATE TERMINAL) FOR DOMESTIC OR INTERNATIONAL



## COVID-19 SAFETY

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

## USEFUL LINKS & RESOURCES

- [SAO PAULO, BRAZIL \(SBGR\) INFORMATION](#)
- [BRAZILIAN OPERATIONS CENTER](#)
- [GENERAL AVIATION TERMINAL GRU](#)
- [FEASIBILITY - IQ - MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)
- [WAZE APP LINK](#)