

# ARRIVAL & DEPARTURE GUIDE

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

## LIRA/CIA

Rome Ciampino G. B. Pastine Airport

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
+39 066595 9495



# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

### PASSENGER ARRIVALS

A Universal Aviation staff member will greet passengers on the ramp upon arrival. After passengers disembark, they will either be escorted on foot or transported in a Mercedes Viano or Sprinter, depending on the number of passengers, to the General Aviation Terminal (GAT)- all depending on the aircraft's location. Once inside the GA Terminal, our staff will assist the passengers through CIQ. Passengers must have all documents in hand to present to the customs and immigration officials once they have entered the CIQ area.

Once cleared from CIQ, passengers may use the airport lounge and facilities. Ground transport vehicles will be in the landside entrance of the GA Terminal. For privacy reasons drivers are instructed to wait with a Universal anonymous sign. Staff will stay in contact with your drive to ensure a smooth transition from the GA Terminal to their vehicle.

### CREW ARRIVALS

Universal staff will meet the crew at the aircraft to obtain a full list of all the services needed, such as lavatory, potable water, trash service, contract fuel, and general maintenance. The crew will be requested to sign official documents released by the Italian Civil Aviation Authority and Universal Aviation. The crew will then be escorted or transported to the GA Terminal for CIQ processing. Once at the UA office, located inside the GA Terminal, our staff will assist the crew with transportation or hotel accommodation. They are free to use the airport lounge and facilities.

Staff will escort the crew to their ground transport vehicle once they are ready to leave the airport by the GA Terminal entrance. For privacy reasons drivers are instructed to wait with a Universal anonymous sign. Staff will stay in contact with your drive to ensure a smooth transition from the GA Terminal to their ground transport vehicle.

## AIRCRAFT APRKING

Aircraft are parked on the General Aviation apron; some parking spots are reachable by walking and others by a Universal van. In case of a quick turnaround request, Universal staff may arrange self-maneuvering stand located in the commercial apron. Universal staff, in accordance with the apron coordinator, will work to set an adequate parking stand for the aircraft. Universal will assist and arrange the required aircraft equipment for towing.

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Porters will transport luggage from the aircraft to the GA Terminal. Luggage is never left unattended and handled with special care. 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.

## DISABILITIES

Passengers with disabilities have priority and are managed with extreme privacy. Depending on the passenger's mobility, they will be assisted by Universal staff and ramp staff. A wheelchair and an ambulift will be available upon advanced request to help avoid any delays or inconvenience to the passenger.

## PETS

### DOGS AND CATS ARE ALLOWED

A current International Veterinary Certificate/PET passport issued or endorsed by an Official Veterinarian from the country's Veterinary Authority is required. All documentation must be submitted by the pet owner/passenger for importing pets to Italy before scheduled arrival date. Learn about [Italy's import requirements](#) per animal.

## DEPARTURE PROCEDURES

### PASSENGERS AND CREW DEPARTURES

#### MEET AT THE GENERAL AVIATION TERMINAL ENTRANCE

Departing passengers and crew should arrive 30 minutes before scheduled departure. Everyone should be dropped off at the entrance of the GA Terminal of the airport. A Universal staff member will stand curbside with porters to assist with luggage. Crew and passengers will be escorted or transported to the CIQ area for processing. If the lounge has been requested in advance, Universal staff will escort passengers to the lounge while they wait to board their aircraft. After everyone's cleared from CIQ and the aircraft has been cleared for boarding, passengers and crew will be escorted via foot or transported to the aircraft in a Mercedes Viano or Sprinter for departure.

### LUGGAGE

#### HANDLED VIA UNIVERSAL STAFF MEMBERS AND PORTERS

UA ramp staff will take care of the passengers and crew luggage. Your luggage will be handled with care and never left unattended. Universal staff will assist with processing all luggage through security and customs. Upon clearing CIQ, everyone's luggage will be transported and loaded onto their aircraft.

### DISABILITIES

Passengers with disabilities have priority and are managed with extreme privacy. Depending on the passenger's mobility, they will be assisted by Universal staff and ramp staff. A wheelchair and an ambulift will be available upon advanced request to help avoid any delays or inconvenience to the passenger.

## 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. Depending on the destination a vaccination card and additional documentation may be required. For information on traveling within Europe with your pet visit the [Europa website](#).

## PASSENGER AND CREW GROUND TRANSPORTATION

**AIRPORT ADDRESS:** Via Appia Nuova 1651 00043 Ciampino (RM)

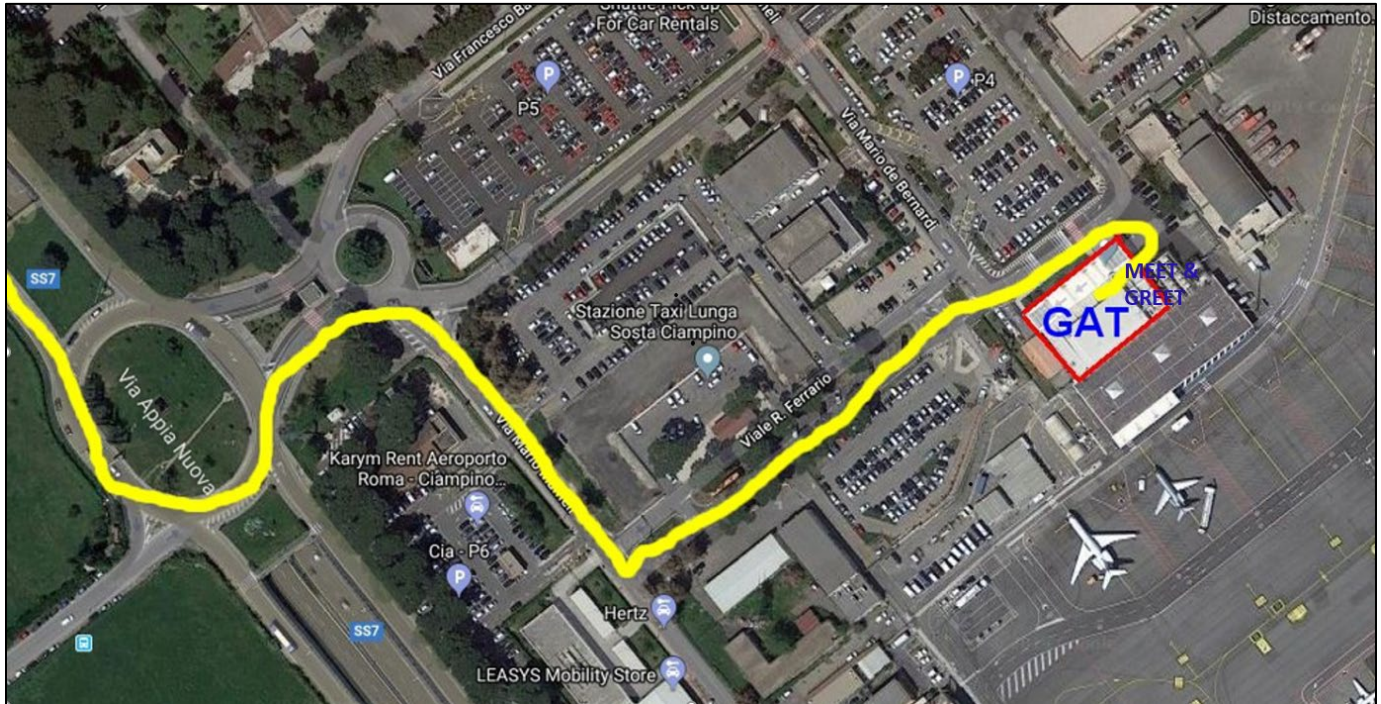
**GENERAL AVIATION TERMINAL:** General Aviation Terminal is available and located on the North-West Apron

**(Reference map is on the next page)**



FBO Ground Services from  
Universal Weather and Aviation, Inc.

## General Aviation Terminal Map



## USEFUL LINKS & RESOURCES

- [ITALY, ROME \(LIRA\) INFORMATION](#)
- [ITALY'S IMPORT REQUIREMENTS](#)
- [EUROPEAN PET PASSPORT](#)
- [FEASIBILITY-IQ – MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)