

# ARRIVAL & DEPARTURE GUIDE

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

## ZBAA/PEK

Beijing Capital International Airport

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
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# ARRIVAL PROCEDURES



## PASSENGER AND CREW ARRIVALS

### DOMESTIC ARRIVALS

A VIP shuttle will take passengers directly to the FBO after the flight arrives from a domestic airport. Porters will handle all the luggage. After finishing the post-flight service, a shuttle bus will take the crew and their luggage to the FBO. After arriving at the FBO, passengers, and crew can leave directly from the FBO without further CIQ processing.

### INTERNATIONAL ARRIVALS

A customs and immigration officer will board the aircraft for inspection. After disembarking the aircraft, a VIP shuttle will take passengers to the FBO. They will clear customs in the FBO. When the crew is ready to disembark, a crew shuttle will take them to the FBO, where they will need to clear customs before leaving the airport.

All ground transportation drivers will wait at the FBO to assist passengers and crew with their bags and luggage.

## PASSENGERS WITH DISABILITIES

### WHEELCHAIR AVAILABLE

A wheelchair is available upon request. A staff member will assist passengers with disabilities in deplaning and transporting them to the FBO.

## LUGGAGE HANDLING

Luggage is handled by a porter and transported via a separate vehicle. Customs may randomly scan the luggage. Your luggage is never left unattended. Once everybody is ready to leave the airport, a porter will load the luggage pieces into their ground transport vehicle with the assistance of the drivers.

## PET ARRIVALS

### PERMITTED WITH VALID DOCUMENTATION

Pets allowed in China include cats and dogs. Pets must have an official quarantined certificate and current vaccine certificates from a licensed veterinarian. All pets need to be safely contained in their kennels before disembarking. Airport officials will scan each pet's Microchip/Pet ID before being allowed to leave the ramp.

# DEPARTURE PROCEDURES

## PASSENGERS AND CREW DEPARTURES

### DOMESTIC DEPARTURES

A Universal staff member will meet passengers and crew at the entrance of the **CJET FBO**. They will assist them with their luggage and bags. Both passengers and crew must clear security before boarding the shuttle on the ramp, which will take them to the aircraft for departure.

### INTERNATIONAL DEPARTURES

Passengers will be greeted by Universal staff at the entrance of the **CJET FBO**. They will assist everyone with their luggage and bags. Passengers must clear security and CIQ before boarding the shuttle on the ramp, which will take them to the aircraft for departure.

The crew will be greeted by Universal staff at the entrance of the **CJET FBO**. They will assist everyone with their luggage and bags. The crew will need to clear security and CIQ before boarding the shuttle on the ramp, which will take them to the aircraft for departure. An immigration officer will collect all the crew's passports when they clear immigration at FBO. The passports will be returned once all passengers have arrived.

## **PASSENGERS WITH DISABILITIES**

### **WHEELCHAIR AVAILABLE**

A wheelchair is available upon request. A staff member will assist passengers with disabilities in passing through security and CIQ. Once the passenger is cleared, they will be transported to the aircraft for departure.

## **LUGGAGE HANDLING**

Luggage is handled by a porter and transported via a separate vehicle. Security may inspect luggage if unexpected items are detected, and customs may randomly scan the luggage. Your luggage is never left unattended. Once everybody is ready to depart and cleared security, a porter will transport and load the luggage onto the aircraft for departure.

## **PET DEPARTURES**

### **PERMITTED WITH VALID DOCUMENTATION**

All pets must have an official quarantined certificate and current vaccine certificates from a licensed veterinarian. Before arriving at the FBO, all pets must be safely contained in their kennels. Airport officials will scan each pet's Microchip/Pet ID before being allowed to board the aircraft.

## **USEFUL LINKS & RESOURCES**

- [BEIJING, CHINA \(ZBAA\) INFORMATION](#)
- [FOR OPERATIONS BASED IN ASIA-PACIFIC](#)
- [FEASIBILITY - IQ - MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)

## **PASSENGER GROUND TRANSPORTATION**

**ADDRESS FOR DRIVERS:** Airport West Road, Chaoyang District, Beijing, China

**(Refer to Maps on Pages 4-5)**

## 南线至公务机楼路线图

# 1

The drawing from the Airport Southern Line to the Corporate Jet building



### 南线至公务机楼路线图：

出收费站见标有机场工作区的指示牌（1、2号航站楼方向）直行到丁字路口左转（1、2号航站楼方向）直行约70米至第一个红绿灯右转，走二经路至第一个红绿灯左转，走二纬路直行过三个红绿灯后约80米右侧即到达首都公务机有限公司。

# 2

## 机场高速至公务机楼路线图

The drawing from the Airport Expressway to the Corporate Jet building



### 机场高速至公务机楼路线图：

过收费站第一个口走辅路直行，见红绿灯右转直行，过第一个红绿灯后100米左转直行，见红绿灯掉头，直行约80米右侧即到达首都公务机有限公司。