

TFS Canada Flight Procedures

Pre-Departure from the U.S.

- General aviation aircraft must plan to land at an Approved Airport of Entry during normal hours of business for the Canadian Border Services Agency, unless they have made other arrangements directly with the local CBSA office.
- Flights carrying more than 15 people (includes crew) must have advanced arrangements made directly with the CBSA at the airport of entry.
- **Jeppesen** will handle flight planning and flight following, in the usual manner. They will not handle anything related to eAPIS, CANPASS, Canada or U.S. customs.
- **Universal's Victor Team** will submit eAPIS on our behalf. It must be approved no later than 60 minutes prior to departure. The only change allowed without being re-approved is a previously approved passenger dropping from the flight.
- **Universal's Victor Team** will transmit the Passenger and Crew Information Sheet to CBSA between 48 and 4 hours of the border crossing and will send the assigned crew a copy.
- **PIC**, upon receiving notice from Victor Team that the crew and Pax information sheet has been sent to Canada CBSA, will call the CBSA's Telephone Reporting Centre (TRC) to give notice of a General Aviation Entry (*not* a CANPASS entry). To do so, call 1-888-226-7277 **at least two hours, but no more than 48 hours**, before flying into Canada. If the 1-888 service is not available, use 905-679-2073. Confirm the TRC has the following information:
 - ETA
 - Aircraft registration number
 - Destination in Canada (and FBO, if applicable)
 - The full name, date of birth, and citizenship of all persons on board (Flight Coordinators will provide Trip Captain with this Info.)
 - Purpose of the trip and length of stay in Canada for non-residents
 - Length of absence from Canada for Canadian residents
 - A declaration for each person aboard (firearms, weapons, currency in excess of \$10,000 Canadian)
 - Any updates concerning the original ETA, passengers, or destination
- **TFS Flight Coordinator** will forward the General Declaration (GedDec) to the flight crew.
- **SIC** will confirm, prior to boarding, that all passenger names and passport numbers match the information listed on the GenDec.
- **NOTE: Canada will not grant entry to anyone convicted of a felony or Driving Under the Influence (DWI, DUI, etc.).**

Upon Arrival in Canada

- **PIC** must make a final phone call to the TRC at 1-888-226-7277 to report the plane's arrival. The crew and all travelers aboard cannot leave the aircraft until authorized to do so.
- If the aircraft has to land at a place not designated for customs reporting due to weather conditions or other circumstances, the pilot must call either 1-888-226-7277 or the nearest CBSA office or Royal Canadian Mounted Police office. Depending on the circumstances, the flight may be cleared over the phone, the pilot may be requested to await the arrival of a CBSA officer at that site, or the pilot may be requested to fly to the nearest airport of entry at the first opportunity.

Pre-Departure from the Canada

- **Universal's Victor Team** will arrange for U.S. Customs clearance and submit eAPIS. eAPIS must be approved no later than 60 minutes prior to departure. The only change allowed without being re-approved is a previously approved passenger dropping from the flight.
- **PIC** will advise Flight Coordinators of any ETA changes (+/- 30 minutes of scheduled Customs arrival time).

Arrival in the US

- Upon landing in the US, taxi to the designated location for Customs Clearance, shut engines down (APU may be running), and wait for a Customs agent to appear before opening the cabin door.

Pilot Operational notes:

- Target issued mobile devices on the AT&T network will automatically roll to an international day pass when they join a network outside of the US. For Target issued devices on the Verizon network, please use this [link](#) to submit an international services request form to ELS within 24 hours of departure.
- All IFR flight plans in Canada require a filed landing alternate, regardless of the weather forecast for destination.
- Private aircraft are required to comply with takeoff minimums listed on the Jeppesen airport information page (generally 2600 RVR or ½ mile).
- Airspeed restrictions near airports are slightly different than what we have in the U.S. - no faster than 200 kts. below 3000 AGL when within 10 NM of a controlled aerodrome.
- Note the use of "MF" frequencies at uncontrolled airfields. "MF" is a "mandatory frequency." It functions in an advisory capacity. Contact must be established 5 minutes prior to arrival. Use it as you would use CTAF in the US, announcing your intentions and location, i.e. "on downwind, on final, clearing the runway, taxiing for takeoff, taking off, departing the area, etc."