



DIRECCIÓN GENERAL DE
AVIACIÓN CIVIL
COSTA RICA



REPUBLIC OF COSTA RICA
CIVIL AVIATION AUTHORITY
Air Navigation Services Department
Aeronautical Information Services Unit
P.O. Box 5026 -1000
San José, Costa Rica

AIC
Series A
05
12 JAN 2023

TEL: (506) 2106-9093
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AD

**DEPARTURE PROCEDURE FOR INTERNATIONAL FLIGHTS,
PRÉMISES AND PRIVATE OPERATIONS FROM THE AIR TERMINAL
TOBIÁS BOLAÑOS PALMA INTERNATIONAL AIRPORT (MRPV)**

The Civil Aviation Authorities communicates the procedure that has the purpose of ordering the flow of passengers in such a way that the sterility of the International Platform is guaranteed from the Air Terminal and that greater security and facilitation is provided to passengers and crews of the Airport International Tobías Bolaños Palma:

1. General

- 1.1. All flights to, from or over the territory of Costa Rica will be carried out in accordance with the valid regulations of Law No. 5150 (General Civil Aviation Law) and its regulations in force in Costa Rica.
- 1.2. Aircraft entering or leaving the territory of Costa Rica must do so from an international airport.
- 1.3. The airline must meet the conditions required to carry out the flights according to the provisions of the State and must have an Exploitation Certificate (granted by the CTAC) to operate in, or transit through Costa Rican territory.

2. Distribution

- 2.1 The leadership and staff of the entities involved in handling flights departing and arriving from and to the AITBP must have a copy of this document, be aware of it, and apply it.
 - a) ADM and SOA (Airport Administration and Airport Operations Supervisor)
 - b) ATC (Air Traffic Control)
 - c) DIS (Intelligence and Security Directorate)
 - d) SENASA and SFE (National Animal Health Service and State Phytosanitary Service)
 - e) Ministry of Finance (Customs)
 - f) PCD (Drug Control Police)
 - g) PPM (Professional Migration Police)
 - h) SVA (Air Surveillance Service)
 - i) Fuel supplier (RECOPE)

3. Responsibilities

- 3.1. This procedure must be complied with and applied by all the officials of the government entities assigned to the AITBP, with responsibility for the care and inspection of flights that arrive or depart from national soil at the AITBP facilities.

4. Procedure

4.1 Local flights of scheduled (scheduled) and non-scheduled operators:

- 4.1.1 Operators that carry out regular operations (itineraries) must previously notify if any of their operations will be canceled to the emails ofic.nov.aitbp@gmail.com of the Air Surveillance Service (SVA), rampapavas@dgac.go.cr of DGAC Airport Operations Supervisor, mrpv@dgac.go.cr of AITBP Administrative Assistants, oficiales_aitbp@migracion.go.cr of Migration Police.



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- 4.1.2 In the case of non-scheduled flights, you are required to notify the operation, to the emails indicated in the previous point 1.1, at least 60 minutes before departure, to schedule passenger flows and carry out planning in flight rotations. positions within the members of the security control.
- 4.1.3 The aircraft will park in the place assigned by the Airport Operations Supervisors (SOA) according to coordination with the Control Tower in case the apron is at its maximum capacity.
- 4.1.4 Government authorities may carry out inspections of the aircraft, prior to its departure from the hangars or on the Main Platform.
- 4.1.5 Passengers and crews with their respective luggage must enter the rooms of the Air Terminal and wait for the company contracted to carry out the flight to give them the instructions for weighing, billing, and baggage inspection at the respective counter.
- 4.1.6 The operator that has a COUNTER CONCESSION may carry out the weighing and billing at the same, the luggage is checked by airline personnel who are certified for this purpose, in the presence of the passenger who owns said luggage. Otherwise, they must hire the services of one of the companies certified by the AVSEC unit to carry out these activities. It is important to mention that the DGAC page contains the list of companies certified by said Unit.
- 4.1.7 Once the LOCAL CHECKED baggage has been inspected, it will be sealed, labeled and the operator will place the baggage on the conveyor belt, where an employee of the same company will receive it and immediately transfer it to the baggage transport cart, which they use for such effect. Luggage is not allowed to accumulate at the foot of the belt.
- 4.1.8 When they have finished inspecting the checked baggage, the operator's staff will transfer the cart to the aircraft to board the baggage in the compartments designated for that purpose.
- 4.1.9. If the local operation that is carried out is from an operator that does not have a counter concession nor does it have airline personnel who are certified for inspection, the entire baggage inspection will be carried out by going to the boarding gate at the Inspection Post of VAS Gulf 1.
- 4.1.10 Once the flight is closed, the traffic manager of the airline, the ground assistance company or the pilot, must deliver the General Declaration of Passengers to SVA and the Immigration Police to verify the respective immigration control (when required).
- 4.1.11 The traffic manager of the airline, the ground assistance company or the pilot will give the indication to their passengers to go to the boarding gate to board, going to the inspection post of SVA Gulf 1, with their hand luggage for inspection.
- 4.1.12 Once the passengers together with their hand luggage pass immigration and security checks and other police entities as required (metal detector filters and X-ray machines in Gulf 1), they must go to the boarding lounge of the Terminal, until the doors open and the instruction to continue towards the Main Platform is given.



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- 4.1.13 In the case of unaccompanied Baggage departing locally at the AITBP, it may be transported as cargo, if required by the airline, with justification presented to the SVA security officer at the Gulf 1 Post, for this purpose each The operator is responsible for the shipment and items carried by the baggage, considering that in their Operation Manual the operators and airlines have their internal documentation established for this type of unaccompanied baggage cases (they can use a shipping security declaration). This luggage must be subjected to inspection processes and security controls by police entities as appropriate.
- 4.1.14 Passengers leave the Terminal towards the Main Platform to transfer to the aircraft, accompanied by the Airline Traffic Manager, the Ground Assistance Service Company that handles the operation or the pilot, who will be responsible for passengers and their crew. They must board immediately, that is, passengers cannot remain on the Main Platform. The SOAs will be attentive to compliance with this indication of Operational Security.
- 4.1.15 In the event that any of the passengers show evidence of health and/or mobility conditions that represent a risk to the operational safety of the airport, the aircraft operator or the ground assistance team You may request the Administration to coordinate and apply a special attention procedure, at least 60 minutes before your departure (to the emails indicated in point 1.1) or sufficiently in advance to have the possibility of locating the aircraft with easy access. for the passenger.
- 4.1.16 Each request will be analyzed by the Administration, and it is their power to reject or approve it according to the respective analysis that is carried out with the corresponding authorities.
- 4.1.17 Passengers who need to board an ambulance flight or medical transfer at the Main Platform can do so directly through the entrance security post to the hangar area, called Gulf 2 (as an exception to this exit procedure), accompanied by the medical support personnel necessary to maintain the stability of the patient, this with prior coordination of the operator, ground assistance or pilot with at least 60 minutes prior to departure, sending the information to the emails indicated in point 1.1. If it were an emergency, the notice will be made by the Operator to the Administration to execute the protocol of MEDICAL TRANSFERS.
- 4.1.18 The patient's non-medical baggage must undergo the review procedures at the operator's security control, if it is Checked Baggage and the concessionaire has a counter in the Terminal Area, according to point 1.7. If there is no counter concession, the review will be carried out at the SVA inspection post called Gulf 1, according to point 1.9.
- 4.1.19 The people who appear as companions of the patient must follow the procedures applicable to passengers, according to points 1.7 and 1.11.
- 4.1.20 The SOA personnel will oversee coordinating the entry of the ambulance to the Main Platform. However, it will be the responsibility of the Ground Service Company or Operator to carry out the corresponding procedures for the patient who will depart on the flight, including the paramedics, if due to special conditions they cannot abandon patient supervision.



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4.2 International flights of regular (scheduled) and non-scheduled operators:

- 4.2.1 Operators that carry out regular operations (routes) must previously notify if any of their operations will be canceled to the Air Surveillance Service (SVA) email ofic.nov.aitbp@gmail.com, rampapavas@dgac.go.cr of DGAC Airport Operations Supervisor, mrpv@dgac.go.cr of AITBP Administrative Assistants, oficiales_aitbp@migracion.go.cr of Migration Police.
- 4.2.2 In the case of non-scheduled flights, it is required that you notify the operation, to the emails indicated in the previous point 2.1, at least 60 minutes before your departure, to schedule passenger flows and carry out planning in flight rotations. positions within the members of the security control.
- 4.2.3 The aircraft will park in the place assigned by the SOAs, in coordination with the Control Tower, in case the apron is at its maximum capacity.
- 4.2.4 Government authorities may carry out inspections of the aircraft, prior to its departure from the hangars or on the Main Platform.
- 4.2.5 If the operator has a line of credit with the Civil Aviation Authority, he only presents the ticket stating that he assumes the total expenses of the aircraft operation for airport services; otherwise, he must pay the invoice immediately in cash or card. These procedures are carried out in the Administration before submitting the Flight Plan.
- 4.2.6 In the case of owners of private aircraft, who do not have an operation certificate, they must pay the airport services in cash at the Administration office.
- 4.2.7 The Paz y Salvo procedures are carried out for foreign-registered aircraft and must be initiated once the aircraft is parked on the Main Apron, by the Operator, the Ground Assistance Company, or the Pilot. For this, the administration assistant must confirm it visually or by radio with the SOA.
- 4.2.8 The operator or pilot must present the Paz y Salvo at the Aeronautical Information Services Office (AIS/ARO), along with the flight plan, sending it to the email aisaropavas@dgac.go.cr. Due to the Flight Plan procedures and police reviews, it must be presented 60 minutes before departure.
- 4.2.9 Once the flight is closed, the traffic manager of the airline, the ground assistance company, or the pilot, must deliver the General Declaration of Passengers to the Immigration Police to verify the respective immigration control and a copy to the SVA officer at the inspection post called Gulf 1.
- 4.2.10 Passengers and crews with their respective luggage must enter the Air Terminal rooms and wait for the Operator, the Ground Assistance Company or the Pilot to give them instructions to go to the boarding gate to board .
- 4.2.11 Once the Operator, the Ground Assistance Company or the Pilot indicates the passenger, he will appear at the Immigration Police window for his respective review, presenting his identification and corresponding passport (other documents that are required for processing of leaving the country), a procedure that must be personal.
- 4.2.12 Subsequently, you will go to the inspection post of SVA Gulf 1, with your luggage for inspection.



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- 4.2.13 Once the passengers together with their luggage pass the immigration and security checks and other police entities as required (metal detector filters and X-ray machines in Gulf 1), they must go to the boarding lounge of the Terminal, until the doors open and the instruction to proceed to the Main Platform is given.
- 4.2.14 In the case of unaccompanied Baggage departing internationally at the AITBP, it may be transported as cargo, if so required by the airline, with justification presented to the SVA security officer at the Gulf 1 Post, for this purpose each operator is the person responsible for the shipment and items carried by the baggage, considering that in their Operation Manual the operators and airlines have their internal documentation established for this type of cases of unaccompanied baggage (they can use a shipping security declaration). This luggage must be subjected to inspection processes and security controls by police entities as appropriate.
- 4.2.15 Passengers leave the Terminal towards the Main Platform to transfer to the aircraft, accompanied by the Airline Traffic Manager, the Ground Assistance Service Company that handles the operation or the pilot, who will be responsible for passengers and their crew. They must board immediately, that is, passengers cannot remain on the Main Platform. The SOAs will be attentive to compliance with this indication of Operational Security.
- 4.2.16 In the event that any of the passengers show evidence of health and/or mobility conditions that represent a risk to the operational safety of the airport, the aircraft operator or the ground assistance team may request the Administration to coordinate and apply a special attention procedure, at least 60 minutes before departure or sufficiently in advance to be able to locate the aircraft with easy access for the passenger.
- 4.2.17 Each request will be analyzed by the Administration, and it is their power to reject or approve it according to the respective analysis that is carried out with the corresponding authorities.
- 4.2.18 Medical support personnel participating in ambulance flights or international medical transfers must carry out the corresponding security control check at the Migration Police window and the VAS inspection post called Gulf 1, according to points 2.11 and 2.12.
- 4.2.19 The patient's non-medical baggage must undergo inspection procedures at the SVA inspection post called Gulf 1, according to points 2.12, 2.13 and 2.14
- 4.2.20 The people who appear as companions of the patient must follow the procedures applicable to passengers, according to points 2.11 and 2.12
- 4.2.21 Passengers who need to board an ambulance flight or international medical transfer at the Main Platform can do so directly through the SVA inspection post called Gulf 2, accompanied by the necessary medical support personnel to maintain the stability of the patient. this with prior coordination of the operator, ground assistance or pilot, 60 minutes before departure to the emails indicated in point 2.1, as an exception to this procedure; however, the police entities have the power to review and verify the boarding of the passenger to the aircraft.
- 4.2.22 The SOA personnel will oversee coordinating the entry of the ambulance to the Main Platform. However, it will be the responsibility of the Ground Service Company, operator or pilot, to carry out the corresponding immigration procedures for the patient who will leave on the flight, including the paramedics, if due to special conditions they cannot abandon patient supervision.



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5. General remarks

- 5.1 The government entities located at the Airport have the power to apply the searches to people, aircraft, and luggage, which they consider necessary to carry out on local and international flights.
- 5.2 It is ratified that the General Police Law 7410 covers the Police entities for inspections and the Drug Control Police Department specifically, in Article 26 it indicates the functions delegated by said law and this does not conflict with the Costa Rican Aeronautical Regulation issued by DGAC.