

APIS Preparedness Checklist for Private GA Operators (Part 91)

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Private/Part 91 Operators: Are you ready for APIS compliance?

Prepare for Compliance

Use this APIS Preparedness Checklist to help you assess your readiness to submit APIS transmissions on all inbound and outbound U.S. flights.

- Compliance date: May 18, 2009

Internal processes and systems readiness check	Identified Internal Process OR Solution	Completed Transition (Date?)
Set up internal checklist, spreadsheet, or data capture system/module to systematically collect APIS data for each trip.	Y / N	
In developing your solution, consider the: <ul style="list-style-type: none"> <input type="checkbox"/> Impact on your scheduling software <input type="checkbox"/> Impact on normal trip planning workflow <input type="checkbox"/> Impact on crew – pre-trip, during trip <input type="checkbox"/> Impact on passenger(s) 		

How do you plan to submit your APIS transmissions?	Identified Internal Process OR Solution	Completed Transition (Date?)
Does the APIS submission system store your crew/pax data for repeat use?	Y / N	
Are you required to enter data for each trip separately? (redundant and repeated data entry)	Y / N	
Is your solution compliant with U.S. Customs and Border Protection (CBP) eAPIS transmission requirements?	Y / N	

Your options for submitting APIS transmissions:

	Stores crew and PAX data (minimizes repeat data entry)	Secure proprietary system: no transfer to a 3rd party so data integrity is maintained (fewer hand-offs)	Compliant solution programmed exclusively for APIS transmissions (approved and designed with CBP)	Integrates seamlessly with Trip Support Services system (one source for all logistics); or purchase ad hoc	24/7 access supported by a dedicated regulatory services team
Customs and Border Protection (CBP) eAPIS		X	X		X
Universal Weather and Aviation, Inc. APIS transmission services	X	X	X	X	X
Other third-party transmission services	X*	X*		X*	

*Varies by provider.

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APIS submission requirements

Collect and submit data for every trip, including:

- Advance notice of arrival information
- Advance notice of departure information
- Aircraft information, including color scheme and decal number
- Complete passenger and crew manifest
- Operator information (including name and address)

Get the Notice of Arrival Worksheets at www.universalweather.com/apischecklist.

Reference www.cbp.gov.

APIS submissions and Private Flyers documentation

For access to documentation from U.S. Customs and Border Protection regarding APIS submissions and Private Flyers, please visit www.cbp.gov/xp/cgov/travel/pleasure_boats/private_flyers/.

Your Next Steps

Increase your efficiency, reduce risk, and enhance APIS submission accuracy with a compliant APIS solution you can count on to meet your operational needs. Let Universal[®] be your guide to achieve regulatory readiness by May 18, 2009.

Go to www.universalweather.com/apischecklist for 24/7 online access to checklists, tools, and information.

For more information, contact our Regulatory Services Team at (713) 378-2734 or regsvcs@univ-wea.com, or your Trip Support Services team.

Important APIS Update for Private / Part 91 Operators

The U.S. Department of Homeland Security (DHS) recently announced additional measures to strengthen private aircraft security. New Advance Passenger Information System (APIS) submission requirements for Part 91 operators will require more detailed information on arriving and departing aircraft, as well as information about persons on board.

When do the new rules take effect?

The rules are published in the Federal Register dated December 18, 2008; operators have until **May 18, 2009** to become fully compliant.

Who is affected?

All Part 91 operators will now be required to submit APIS manifests for ALL flights arriving into, or departing from, the United States. Previously, charter and commercial operators had these requirements only in the U.S. and in CARICOM countries.

What is my Part 91 operation required to do?

- Submit electronic manifest data for all people traveling on board your aircraft
- Submission due one hour prior to departure or arrival into/out of the U.S.
- Data must be filed through the Electronic Advanced Passenger Information System (eAPIS) or an approved alternate system. Universal's in-house transmission system has been tested and approved by both U.S. Customs and Border Protection (CBP) and Transportation Security Administration (TSA) for current APIS requirements:
 - Advance notice of arrival information
 - Advance notice of departure information
 - Aircraft identification information, including color scheme and decal number
 - Complete passenger and crew manifest
 - Operator information to include name and address

What are my options for submitting APIS transmissions?

- CBP's eAPIS transmission service
 - Online access
 - Manual entry – must key in data for every trip
- Universal APIS services
 - Complete turn-key service
 - Secure proprietary system programmed for APIS compliance
- Other approved third-party transmitter

What types of fines or penalties could I face if my operation does not comply with the new APIS rules?

Fines and penalties for non-compliance with the new APIS requirements will be substantial. Depending on the type of violation, the CBP fines for APIS non-compliance will likely begin at \$5,000.00.

Need help?

Look to Universal Weather and Aviation, Inc. to help you stay in compliance with all Federal requirements related to this significant regulatory change. Our APIS transmission system ties directly into our trip database, saving you time and assuring complete compliance.

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