SkyUp MT	GROUND HANDLING BULLETIN	GHB №	22/00
		Status	Open
		Valid from	19.11.2025

Prepared by Director Ground Operations
Subject: NOTOC in iPort for Special Loads

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<u>Reference to:</u>
GOM revision 2-3
Subsection 5.2.4
Subsection 5.2.4.1
Subsection 5.2.4.3

To the attention of all stations, where iPort DCS is used for Weight and Balance!

To avoid misunderstandings with the flight crew and to prevent flight delays, the Notification to Captain (NOTOC) for SKYUP MT flights shall be issued ONLY for the Special Load commodities listed below:

IMP Code	Description
AVI	Live animal
DOC	Day old chick
EAT	Foodstuffs for human consumption other than meat, fish and seafood
ELI	Lithium ion batteries excepted as per Section II of PI 966 and 967 or sodium ion batteries excepted as per Section II of PI 977 and PI 978 (ref. IATA DGR, current edition)
ELM	Lithium metal batteries excepted as per Section II of PI 969 and 970 (ref. IATA DGR, current edition)
FIL	Undeveloped/unexposed films
HUM	Human remains in coffin
LHO	Live human organ or blood plasma
PEA	Hunting trophies, skin and all articles made from or containing part of species listed in CITES
PEF	Flowers
PEM	Meat
PEP	Fruits and vegetables
PER	Perishables
PES	Seafood/fish for human consumption
PIL	Pharmaceutical products
SWP	Sporting Weapon
VAL	Valuable cargo
WBD	Wheelchair battery dry
WBL	Wheelchair battery Lithium-Ion
WBW	Wheelchair battery wet
WEA	Weapon

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If other Special Loads (for example PETC or Crew Bag) are present on the flight, as shown below, the system will automatically create **NOTOC needed – "Yes"** option and this remark will subsequently be reflected in Loadsheet:
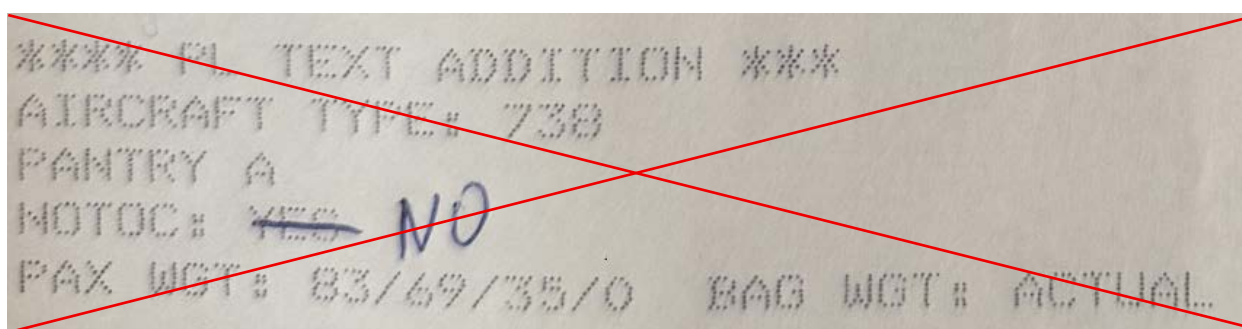

In such cases, the Load Controller must manually change the option in the **"NOTOC needed"** field (Weight & Balance overview) by selecting "**No**" from the drop-down menu, and then click the "**Save trip info**" button.

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Note 1: *Any time when the padlock is unlocked or blocked, or if the flight status is changed, the* *"NOTOC needed"* *field will automatically revert to* *"Yes".* *Therefore, we recommend performing this adjustment only once the Loadsheet has been finalized to avoid the risk of overlooking this remark.*

Note 2: *If the* *"Yes"* *option has not been changed to* *"No"* *as described above and Loadsheet has been issued, manual corrections are not allowed and new Loadsheet shall be produced with* *"NOTOC needed"* *option corrected.*

If any irregularities have been observed at your station – please inform
occ.mt@skymalta.aero or sms@skymalta.aero (with photo attached) and properly fix irregularity before flight departure!
You can also submit the safety report by following QR code below:

*Authorization (login, password) not required.