

	<b>GROUND HANDLING BULLETIN</b>	24.03.2026
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Issued by:	<i>Ground OPS Department</i>
Addressed to:	<i>Ground Handlers</i>
Identifier:	<i>GHB March 2026</i>

Subject:	<i>Turnaround Schedule</i>
Effective Date:	<i>01.04.2026</i>
Coordinated:	<i>Ground OPS Department</i>

## **Ground Handling Bulletin**

### **Subject:**

Effective 1<sup>st</sup> of April 2026 the following timings for below services will be changed as per new elaborated Turnaround Schedule:

1. Boarding starts – 55 min prior STD.
2. Gate closure – 30 min prior STD.
3. The last passenger on board – 20 min prior STD.

***Please ensure this directive is distributed to all relevant staff involved in Ground Handling activities of FLYONE flights.***

Technological chart effective as of 1 April 2026.

		Turaround schedule applicable for outstation						A320/A321		
No	Ground handling operations during turaround	60	50	40	30	20	10	0	Responsible	
1	Marshalling / Ramp service	2							Airport Authorities, Ground Handling provider	
2	Chocks, safety cones positioning		40min							Ground Handling provider
3	Walkaround inspection	5							Ground Handling provider	
4	Connecting GPU (on request)		40min							Ground Handling provider
5	Stairs / airbridge positioning								Airport Authorities, Ground Handling provider	
6	Passengers disembarkation (including 2 min for opening doors)	10min							Ground Handling provider- Crew FLYONE	
7	Post-flight inspection/Aircraft security check	5							Crew FLYONE	
8	Aircraft customs clearance & Border control		20min							Crew FLYONE
9	Cargo holds opening/closing		40 min							Ground Handling provider
10	Mail & cargo unloading/loading		35min							Ground Handling provider
11	Baggage unloading / loading		35min							Ground Handling provider/ CARGO handling
12	Potable water servicing	5							Ground Handling provider	
13	Toilet servicing	5							Ground Handling provider	
14	Cabin cleaning		10 min							Ground Handling provider
15	Aircraft Fueling <sup>3</sup>		15min							Fuel provider
16	Boarding into holding area or bus <sup>4</sup>		25min							Ground Handling provider
17	Passengers embarkation on board <sup>4</sup>		25min							Ground Handling provider- Crew FLYONE
18	GATE closing /passengers reconciliations <sup>4</sup>				1				Ground Handling provider	
19	Flight documents					5			Ground Handling provider	
20	Stairs / airbridge removing						1		Ground Handling provider	
21	Walkaround inspection						5		Ground Handling provider	
22	Chocks, safety cones removing						2		Ground Handling provider	
23	Connecting pushback to start position						5		Ground Handling provider	
24	Engines starting						5		Crew FLYONE	
Additional service										
25	De Air conditioning		20min							Ground handler provider
26	De / anti-icing procedures								Ground Handling provider/De-icing provider, up to 15min	
No	Ground handling operations during turaround	60	50	40	30	20	10	0	Responsible	
<p><b>IMPORTANT:</b></p> <ol style="list-style-type: none"> <li>Aircraft servicing may begin earlier, but not later than the specified time.</li> <li>Ground handling services will be provided in accordance with the current edition of airline GOM.</li> <li>Aircraft fueling will begin only after passenger disembarkation or in accordance with the "Fueling with Passengers Onboard" procedures.</li> <li>Passengers' embarkation on board will commence only after release by FlyOne crew, once fueling procedures are completed or in accordance with the "Fueling with Passengers Onboard" procedures.</li> <li>The sequence of procedures maybe influenced by local regulations and Airport facilities.</li> </ol> <p>The following times for passenger boarding are strictly adhered to:</p> <ul style="list-style-type: none"> <li>* Start boarding: - 55min STD;</li> <li>* Closing of the boarding gate: 30 minutes before STD;</li> <li>* Last passenger boarding at aircraft 20 STD;</li> </ul>										