

# QUICK REFERENCE SHEET for airBaltic flights operated by ACMI

Version 07/2023 **Effective 03.05.2023**

Access to GOM can be found in <https://groundops.airbaltic.com>, under section Manuals/Wet Lease Manuals



Check-in system: Amadeus Altea DCS

Info during Check-in or bag drop: Please inform passengers:  
Please be informed your flight today will be operated by ... (name corresponding wet lease carrier)

Hand baggage: Please ask passengers to **check in hand baggage free of charge**

Acceptance	Avion Express	Carpatair	Cyprus Airways	DAT	Xfly	Fly2Sky	Titan Airways	GetJet Airlines	SmartLynx	Smartwings
A/C type	A320	A319	A320	A320	CRJ900	A320	A320	B738	A320	B737
A/C reg	9H-AMI, 9H-AMK, 9H-MLX, 9H-MLY, 9H-SWD	YR-ABA	5B-DDQ, 5B-DDR	OY-RUH, OY-JRP, OY-RUO	ES-ACC, ES-ACD	LZ-FSA	GP-OWM	LY-UNO	YL-LDF, YL-LDM, 9H-SLH	OK-SWW, OK-SWT
CBBG	As per BT	No	No	No	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT
PETC	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT
Special pax	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT
DEPU/DEPA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes



## Gate area

Boarding process: As per BT procedures

Info to crew: Divider position,  
Checked-in passengers C/Y,  
Special attention passengers

**airBaltic**  
Ground Operations Department

PRE - FLIGHT INFORMATION

Flight Nr .....  
Date .....

Divider .....|  
Pax C ..... Y .....  
Spec pax .....  
.....

Additionally to standard announcement: Please be informed your flight today will be operated by ... (name corresponding wet lease carrier)

Documentation: Onboard service list shall be printed and delivered to cabin crew



## Post-flight documents

Load message: Manual LDM shall be issued within 15min after ATD. Where Amadeus Altea system used LDM shall be issued automatically.

MVT: MVT shall be sent after each flight

SITA adr for messages: RIXOPBT RIXHTBT MUCRM1A RIXDLBT

Trip File: All paper documentation shall be kept for 3 months



## Ramp area

Amadeus Altea **system Loadsheets** issued for flights operated by



**Carpatair**



Turnaround time:

Minimum 40min

Loading instruction:

Load planning by BT CLC

Loadsheets:

Block/Taxi/Trip and Crew data to be sent via FM messenger to BT CLC for Loadsheets.  
Printed copy delivered for approval.

Fuelling with pax o/b:

Yes (For Carpatair firebrigade must be present on stand)

Special load:

**airBaltic**  
Ground Operations Department

LOADSHEET INFORMATION

Flight Nr .....  
Date .....  
a/c Reg .....

Block fuel .....  
Taxi .....  
Trip .....  
Crew .....

Acceptance	Avion Express	Carpatair	Xfly	Cyprus Airways
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A/C reg	9H-AMI, 9H-AMK, 9H-MLX, 9H-MLY, 9H-SWD	YR-ABA	ES-ACC, ES-ACD	5B-DDQ, 5B-DDR
General cargo/mail	Yes	Yes	Yes	Yes
Dangerous Goods	Yes, except Class 7 and RLI, RLM	Yes, except Class 1, Class 7 and RLI, RLM	Yes, except Class 7 and RLI, RLM Only in CPT6	Yes, except Class 7 and RLI, RLM
AVI	No	No	No	No
WEAP	NOTOC	NOTOC (only sporting and hunting)	NOTOC	No
HER/HEA	CPT1, CPT3 and CPT4 Max 500kg	Yes	Max 80kg	Yes
ICE	Max 135kg in FWD; Max 225kg in AFT	No	Max 50kg	Max 200kg per compartment
MAG	CPT5	No	No	CPT5
VAL	Yes	No	Yes	No
HUM	Yes	Yes	Only urn	No



Ramp area

**Manual Loadsheet** issued by crew for flights operated by



- Turnaround time: Minimum 40min
- Loading instruction: Load planning by Crew
- Loadsheet: Captain will calculate loadsheet, copy of the loadsheet for trip file you will receive from Captain  
Please scan the copy of LDS and send it to [loadcontrol@airbaltic.com](mailto:loadcontrol@airbaltic.com)
- Passenger info: Customer Weight and Balance details list from DCS to be delivered to crew (printed)
- Loading report: After loading (aircraft will be bulk-load, no containers) provide captain with loading report
- Fuelling with pax o/b: Yes
- Special load:



Acceptance	DAT	Fly2Sky	Titan Airways	GetJet Airlines	SmartLynx	Smartwings
A/C type	A320	A320	A320	B738	A320	B737
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General cargo/mail	Yes	Yes	Yes	Yes	Yes	Yes
Dangerous Goods	No	No	No	No	No	No
AVI	No	No	No	No	No	No
WEAP	No	No	No	No	No	No
HER/HEA	Yes	Yes	Yes	Yes	Yes	Yes
VAL	No	No	No	No	No	No
HUM	No	No	No	No	No	No