

QUICK REFERENCE SHEET for airBaltic flights operated by ACMI

Version 08/2023 **Effective 08.05.2023**

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



Check-in area

Check-in system:	Amadeus Altea DCS
Info during Check-in or bag drop:	<p>Please inform passengers: Please be informed your flight today will be operated by ... (name corresponding wet lease carrier)</p>
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	HiFly
A/C type	A320	A319	A320	A320	CRJ900	A320	A320	B738	A320	B737	A319
A/C reg	9H-AMI 9H-AMK 9H-MLX 9H-MLY 9H-SWD LY-NVO	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	9H-XFW
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	No
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	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	As per BT
DEPU/DEPA	Yes	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 Loadsheet** issued for flights operated by



Carpatair



Turnaround time:

Minimum 40min

Loading instruction:

Load planning by BT CLC

Loadsheet:

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
A/C type	A320	A319	CRJ900	A320
A/C reg	9H-AMI, 9H-AMK, 9H-MLX, 9H-MLY, 9H-SWD, LY-NVO	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	CPT4
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

Loadsheets:

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

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	HiFly
A/C type	A320	A320	A320	B738	A320	B737	A319
A/C reg	OY-RUH, OY-JRP, OY-RUO	LZ-FSA	GP-OWM	LY-UNO	YL-LDF, YL-LDM, 9H-SLH	OK-SWW, OK-SWT	9H-XFW
General cargo/mail	Yes	Yes	Yes	Yes	Yes	Yes	Yes
HER/HEA	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dangerous Goods	No	No	No	No	No	No	No
AVI	No	No	No	No	No	No	No
WEAP	No	No	No	No	No	No	No
VAL	No	No	No	No	No	No	No
HUM	No	No	No	No	No	No	No