

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 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 | 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 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 |
|--------------------|---|---|---|----------------------------------|
| 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
- 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
- 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 |
|--------------------|------------------------|---------|---------------|-----------------|------------------------|----------------|--------|
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| 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 |