

QUICK REFERENCE SHEET for airBaltic flights operated by ACMI

Version 10/2023 **Effective 27.06.2023**

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)

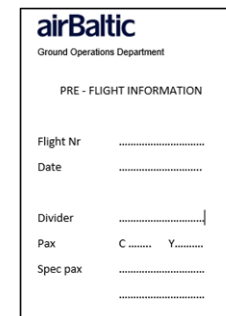
Hand baggage: Please ask passengers to **check in hand baggage free of charge**

Acceptance	Avion Express	Carpatair	Fly2Sky		Titan Airways	GetJet
A/C type	A320	A319	A320	A321	A320	B738
A/C reg	9H-AMI; 9H-AMK; 9H-MLX; 9H-MLY; 9H-SWD; 9H-MLD; LY-NVO	YR-ABA; YR-ABB	LZ-FSA;	LZ-FSC	G-POWM	LY-DUE
CBBG	As per BT	No	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
SVAN	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
DEPU/DEPA	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
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



airBaltic
Ground Operations Department

PRE - FLIGHT INFORMATION

Flight Nr
Date

Divider|
Pax C Y
Spec pax



Ramp area

Turnaround time:	Minimum 40min
Fuelling with pax o/b:	Yes (For Carpatair firebrigade must be present on stand)

System Loadsheet Information.

Loading instruction:	Load planning by BT CLC where System Loadsheet. (see table below)
Loadsheel:	Block/Taxi/Trip and Crew data to be sent via FM messenger to BT CLC for System Loadsheet. <u>Printed</u> copy delivered to captain for approval.

Manual Loadsheet Information.

- Loading instruction: Load planning by Crew where Manual Loadsheet. (see table below)
- 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
- Loadsheets: Captain will calculate loadsheet, copy of the loadsheet for trip file you will receive from Captain
- Please scan the copy of loadsheet and send it to loadcontrol@airbaltic.com



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Loadsheets info	System	Manual	System	Manual	Manual	Manual	Manual	Manual
General cargo/mail	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dangerous Goods	Yes, except Class 7 and RLI, RLM	No	Yes, except Class 1, Class 7 and RLI, RLM	No	No	No	No	No
AVI	No	No	No	No	No	No	No	No
WEAP	NOTOC	No	NOTOC (only sporting and hunting)	No	No	No	No	No
HER/HEA	CPT1, CPT3 and CPT4 Max 500kg	CPT1, CPT3 and CPT4 Max 500kg	Yes	Yes	Yes	Yes, only in FWD hold	Yes	Yes
ICE	Max 135kg in FWD; Max 225kg in AFT	No	No	No	No	No	No	No
MAG	CPT5	No	No	No	No	No	No	No
VAL	Yes	Yes	No	No	No	No	No	No
HUM	Yes	Yes	Yes	Yes	No	No	No	No



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