

QUICK REFERENCE SHEET for airBaltic flights operated by ACMI

Version 11/2023 **Effective 26.07.2023**

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: 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	Xfly
A/C type	A320	A319	A320	A321	A320	B738	CRJ900
A/C reg	9H-AMI; 9H-AMK; 9H-MLX; 9H-MLY; 9H-SWD; 9H-MLD; LY-NVO; LY-MLN	YR-ABA; YR-ABB	LZ-FSA; LZ-MDK	LZ-FSC	G-POWM	LY-DUE; LY-TRE; LY-KUA; LY-UNO	ES-ACC; ES-ACD
CBBG	As per BT	No	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
SVAN	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
DEPU/DEPA	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

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 <small>Ground Operations Department</small>	
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)

Loadsheets:

Block/Taxi/Trip and Crew data to be sent via FM messenger to BT CLC for System Loadsheet. Printed 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	System
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	Yes, except Class 7 and RLI, RLM Only in CPT6
AVI	No	No	No	No	No	No	No	No
WEAP	NOTOC	No	NOTOC (only sporting and hunting)	No	No	No	No	NOTOC
HER/HEA	CPT1, CPT3 and CPT4 Max 500kg	CPT1, CPT3 and CPT4 Max 500kg	Yes	Yes	Yes, only in FWD hold	Yes	Yes	Max 80kg
ICE	Max 135kg in FWD; Max 225kg in AFT	No	No	No	No	No	No	Max 50kg
MAG	CPT5	No	No	No	No	No	No	No
VAL	Yes	Yes	No	No	No	No	No	Yes
HUM	Yes	Yes	Yes	No	No	No	No	Only urn



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