

# QUICK REFERENCE SHEET for airBaltic flights operated by Carpatair A319 YR-ABA, YR-ABB

Version 01/2024 **Effective 30.03.2024**

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 Carpatair'
Passenger cabin:	Please invite passengers to <b>check in hand baggage free of charge</b>  All categories of cabin baggage shall be handled as per airBaltic procedures. Except <b>CBBG</b> , which cannot be accepted.



## 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 Carpatair
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

## Loadsheet Information.

Loading instruction: Load planning by BT CLC  
 Loadsheet: 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.

## Loading:

**General cargo/mail:** Accepted  
**Dangerous Goods:** Accepted, except Class 1, Class 7 and RLI, RLM  
**AVI:** **Not accepted**  
**WEAP:** Accepted (NOTOC required)  
**HER/HEAL:** Accepted  
**ICE:** **Not accepted**  
**MAG:** **Not accepted**  
**VAL:** **Not accepted**  
**HUM** Accepted



## Post-flight documents

Load message: Amadeus Altea system LDM will 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