

# 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 **check in hand baggage free of charge**

All categories of cabin baggage shall be handled as per airBaltic procedures. Except **CBBG**, 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

<b>airBaltic</b>	
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