

QUICK REFERENCE SHEET for airBaltic flights operated by Heston Airlines A320 LY-CCK

Version 01/2024 **Effective 28.06.2024**

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 Heston Airlines'

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. Including **CBBG**



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 Heston Airlines

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 Heston Airlines crew
 Loadsheet: Manual Loadsheet prepared by Heston Airlines crew

Loading:

General cargo/mail: Accepted
Dangerous Goods: Accepted
AVI: **Not accepted**
WEAP: Accepted (NOTOC required)
HER/HEA: Accepted
ICE: Accepted (FWD hold max 135kg, AFT hold max 225kg)
MAG: Accepted
VAL: **Not accepted**
HUM Accepted



Post-flight documents

Load message: Manual LDM shall be sent.
 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