

QUICK REFERENCE SHEET for airBaltic flights operated by FLY2SKY A320 LZ-FSF

Version 01/2024 **Effective 16.08.2024**

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 FLY2SKY'

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**



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 FLY2SKY

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 FLY2SKY crew
 Loadsheet: Manual Loadsheet prepared by FLY2SKY crew

Loading:

General cargo/mail:	Accepted
Dangerous Goods:	Not accepted
AVI:	Accepted CPT3 and CPT4
WEAP:	Not accepted
HER/HEA:	Accepted
ICE:	Not accepted
MAG:	Not accepted
VAL:	Accepted CPT5
HUM	Not 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