

# 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

<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 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