QUICK REFERENCE SHEET for **airBaltic** flights operated by Xfly CRJ900 ES-ACP

Version 01/2024 **Effective 22.08.2024**

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 Xfly'
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 Xfly
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. <u>Printed</u> copy delivered to captain for approval.

Loading:

General cargo/mail:	Accepted
Dangerous Goods:	Accepted, except Class 7 and RLI, RLM. DGR can only be loaded in CPT6
AVI:	Accepted CPT6
WEAP:	Accepted (NOTOC required)
HER/HEAL:	Accepted (MAX 80KG)
ICE:	Accepted (MAX 50KG)
MAG:	**Not accepted**
VAL:	Accepted
HUM	Only urn

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