

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

Version 02/2024 **Effective 12.09.2024**

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**

**PETC: Max. 5 per flight (separation of at least 4 rows between PETC)**



## 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