

# QUICK REFERENCE SHEET for airBaltic flights operated by Avion Express A320- LY-NVL A319- LY-FAA

Version 02/2024 **Effective 08.09.2024**

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 Avion Express'

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 Avion Express

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/Loadsheet: **A/C registration LY-FAA** - Load planning by Avion Express crew. Manual Loadsheet prepared by Avion Express crew

**A/C registration LY-NVL** - Load planning by BT CLC. Block/Taxi/Trip and Crew data to be sent via FM messenger to BT CLC for Altéa DCS Loadsheet. Printed copy delivered to captain for approval.

## Loading:

<b>General cargo/mail:</b>	Accepted
<b>Dangerous Goods:</b>	Accepted except class 7
<b>AVI:</b>	<b>Not accepted</b>
<b>WEAP:</b>	Accepted (NOTOC required)
<b>HER/HEA:</b>	Accepted CPT1, CPT3 and CPT4 – MAX 500kg
<b>ICE:</b>	Accepted (FWD hold max 135kg, AFT hold max 225kg)
<b>MAG:</b>	Accepted CPT5
<b>VAL:</b>	Accepted
<b>HUM</b>	Accepted



## Post-flight documents

Load message: **A/C registration LY-FAA** - Manual LDM shall be sent.  
**A/C registration LY-NVL** – LDM will be issued automatically from Altéa DCS.

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