

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 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 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**



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 Avion Express

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/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:

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