BULLETIN

**On all our flights, it is important that operational messages are sent to the relevant recipients.

**Messages must be sent in the correct format <u>within 15 minutes after take off.</u>

**Operational messages need to be sent even if the <u>flight is ferry</u>.

The information specified in our <u>Ground Operation Manual (GOM) rev.39</u> document is indicated in **black color.

Rule errors in operational messages result in messages not reaching us. For this reason, it is of great importance to pay attention to spelling and the use of special signs. Please refer to **IATA AHM 583 for operational messages format.

- (For example, when writing registration, the (-) sign or any other sign should not be inserted. correct: TCMKS, wrong: TC-MKS)

At airports where **Iport check-in system is used, operational messages are not automatically sent by the system in cases where the flight is not PD (Post Departed). For this reason, airports using Iport are required to update the flight as PD (Post Departed) on the system after the departure of the aircraft.

** All operational messages should be sent to our SITA address below.
AYTOP7H (aytop7h@corendon.avinetmail.net)
AYTDC7H (AYTDC7H@corendon.avinetmail.net)

In MVT messages, the total delay must be calculated correctly and specified correctly in the delay codes.

When delay codes **11, 12, 13, 15, 18, 31, 32, 33, 34, 35, 37, 39, 41, 43, 52, 55, 61, 62, 63, 64 and **99** are used in MVT messages, the main reasons for the delay should be briefly and clearly stated in the **SI** section.

4.3.1. Flight Movement Messages
In order to the control a punctual and a regular aircraft rotation, it is necessary to send receive flight movement messages. All Stations shall transmit arrival, departure or delay message to all parties. All times must be given in UTC.
a. *All aircrafts will utilize the priority code QD whenever messages are of a non-operational or urgent type.*
b. *All aircraft movement message will be sent with QD priority and aircraft movements will be accompanied with an arrival/departure signal. These signals will be composed in a standard format and will be dispatched within 15 minutes of the arrival and or departure of every flight.*
c. *Signals are to be sent using the SITA network where possible.*
d. *The following details will be included in the SITA message:*
*i. **AA**: Actual time of arrival consisting of a time of touch-down actual time, when the aircraft come to rest (ON BLOCK)*
*ii. **AD**: Actual time of departure, consisting of actual time, when the aircraft starts to move, either by it is own power or push back. (OFF BLOCK)*
*iii. **EA**: Estimated time Arrival*
*iv. **ED**: Estimated time departure*
*v. **NI**: time when given the information will be given in case of indefinite delays.*
*vi. **MVT**: Message identifier*
*vii. **ETA**: Estimated arrival time*
*viii. **DL**: Delay time*
*ix. **SI**: Supplementary information*
*x. **PASSENGER**: Passenger numbers*
*xi. **INF**: Infant number*
xii. Flight number, date, A/C registration, airport of departure

Example of MVT-Message
Departure message for multi sector flight

MVT
CAI449/10.TCTJJ
AD0920/0925 EA 1017 IST
PX040/105

MVT
CAI021/16.TCTJG.AYT
AD2340/2347 EA0300 AMS
DL91/0020
PX148+00
SI LOAD WAITED ANOTHER FLIGHT

IMPORTANT NOTE: *Standard ground time CAI flights is the time which specified in schedule. In case of late arrival Standard ground time limiting to 50 minutes. Delay calculations shall make according to this information. Please contact with* **groundoperations@corendon-airlines.com** *for any doubt.*

**In LDM messages, total passengers and passenger distributions (M,F,C,I) must be the same.

****When declaring data to the relevant airport authorities, passenger distribution must also be accurately stated.

****If there is a PAD or DHC passenger on the flight, these passengers must be indicated in the LDM message.
- You should also indicate in the SI section whether these passengers are included in the total number of passengers.
  (eg: .DUS 1 JUMPSEAT OK **IN/OUT** PAX COUNTS)

Example
LDM
XR2035/27.9HCXD.Y189.2/4
-XXX.33/47/2/1.T1428.2/441.3/987.PAX/82.**PAD/1.DHC/2**
SI .XXX 1 JMP AND 2 DHC OK OUT PAX COUNTS

4.4.1. Load Message (LDM)
a. *The load message shall be transmitted*
i. For all multi sector flights to the next station except the last station of the multi sector flight
ii. To the alternate station, landing at the next scheduled destination seems doubtful
iii. From the scheduled destination station to the alternate station, if the aircraft is diverted during flight.
b. The load message will be completed by transferring all load details, into the shaded boxes of the Load & Sheet for every destination of the flight in the sequence of routing. Last Minute Changes must be considered in the load message.
c. The station dispatching the load message is responsible for the correct transmission of the message. A cross check therefore shall be made between the load sheet and the copy of the teletype load message. In case of discrepancies a second message shall be sent giving the appropriate correction. In this case the indication "corr. Version" (correct version) shall be stated in the message.

Example:
LDM
CAI661/16. TCTJB.Y148.2/4
-FRA.140/08/00.T3308.1/100.2/1234.3/1974.PAX/148.PAD/00.B3208.C100.M0
SI RMOB/148
WCHC O/B
Note: if necessary in complicate loading use net sector numbers.