

Check-in and Gate Checklist

Flight Number: _____

Date: _____

Check-in	
Task	Completed by:
Enough materials present for the next 3 days	
Lining is appropriate for the flight	
Counters set up: Bag tags (including transfer, heavy, DAA, etc.) Boarding passes Manual tags Cash receipts Manual payment sheet	
Screens are appropriate for the flight	
Input gate number and open check-in	

Gate	
Task	Completed by:
Sign in to gate area	
Confirm gate area is clear and doors are secure	
Order bus if necessary	
Check inelligibles (seat changes, travel documents)	
Send TRC required information	
Confirm handluggage is okay	
10 minutes before closing missing PAX bags on red and TRC informed	
PIL printed and sent with bus/givent to the crew	
After boarding complete, finalize the flight and final figures given to TRC	

Signed by agent: _____

Signed by agent: _____

Remarks: