



Jobcard - FOH

V1_05.04.2026



General

A/C Type	A320/A321/A330
Manuals	AVBIS
GOM	

CONTACTS

WhatsApp Group via Backoffice phone	Utkir Alimov - +49 1706965103 (Rep)
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Suppliers

Ramp	Swissport - Swissport Bus
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Check-in Times

Narrow Body	>100 PAX: STD -150 until STD -60 (2 counters) <100 PAX: STD -150 until STD -60 (3 counters)
Wide Body (A330)	STD -180 until STD -60 (4 counters)

DOC CHECK

IPOINT TIMATIC	Always use travel doc check in iPort
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FIDS

1. COUNTER	C6 BANNER + FREITEXT BLACK "PRIORITY C6 123 TASHKENT"
2. (3.) COUNTER	C6 BANNER + FREITEXT BLACK "C6 123 TASHKENT"

PAYMENTS

XBAG	100 €
HEAVY (MORE THAN BOOKED WEIGHT UP TO 32KG ONE PIECE ONLY)	50 €
SEATS 1ABCDEF AND EMERGENCY ROWS	55 €
HBAG >8KG (MUST BE CHECKED IN)	10 €

ALL PAYMENTS TO BE TAKEN WITH POS MACHINE OR CASH, DHS RECEIPT AND BP FOR SV

BAGGAGE ALLOWANCE

Cabin Bags:	1x personal item (8kg) + 1x cabin bag (8kg)
Check-in Bag:	Shown in DCS.

SEATS 1ABCDEF AND EMERGENCY ROWS

You can only seat people there when they pay. Otherwise these seats will stay open.

SPECIALS

UMNR	Children between 5-16 years old. Additional fee required. 16-18 years olds, optional UMNR service. Max 4 UMNR per flight.
SVAN	Allowed on board.
WCH/UMNR/PETC	Passenger should be seated in the front rows.
PREGNANCY	Medical check in english, russian or Uzbek needed. Issued not more than two weeks before the flight. Fit to fly. From 33 week not allowed to fly.

COMAIL AND CREW BAGS

How to add Comail bags: Check in mask, special tag, comail, weight of the comail, issue tag. !!Comail will be included in the PW summary bag count.	How to add Crew bags: Check in mask, special tag, crew bags, pieces of crew bags. !!Crew bags will not be included in the PW summary.
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TRC must be informed how many pieces of comail/ crew bags were accepted.

CONNECTING FLIGHTS

CONNECTIONS WITH C6 ON ONE BOOKING (EXCLUDED UGC AND SKD)	<p>You must ask all passengers about their final destination. If they have a connecting flight with C6 on the same booking and its in the system you can check in the bags and passenger until final destination.</p> <p>If the passenger has a connection to UGC or SKD not shown in the DCS, you can only check him in until TAS.</p> <p>If the passenger has a connection to any other destination, on the same PNR, with C6, you must add the second leg into the DCS. The bag will be checked through. They will only need to collect the BP in TAS</p>
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Times

Gate Opening Time	STD -60
Gate Closing Time	STD -20 - PLEASE INFORM TRC ASAP ABOUT RED BAGS

L&F

DHS L&F - Call for Cabin Found

FLIGHT REPORT

FLIGHT REPORT	COMMENTS IN AVBIS AS USUAL
LIST PRINTING	MANIFEST; SPECIAL MEAL LIST AND SSR LIST TO CREW
TRC	PW SUMMARY AT CHECK-IN CLOSURE PW SUMMARY AT GATE CLOSURE