



## Topic: Gate Reports

Dear all,

When filling out the Gate Reports, it is important that the correct information is input in the correct fields.

In Flight Comms select your flight. Then click “Update Info” and select the “Check-in” tab.

Always be sure that you are selecting the **correct flight on the correct date**.

The following pages detail the necessary fields to be filled out upon gate closure.

SSRs for UMNR, VIP, MAAS, and DEPU have been added under the SSR tab. These must be filled out as well.



## READ AND SIGN

Revision: 1 | Issued: 03.11.2025

Update Info



Type your message here...

Send

TRC

Check-in

SSR

ARR

PTS

FHR

Staff

OPS

GATE		Gate Number	POS	Aircraft Parking Position
PAX BKD	C	Business Class	Y	Economy Class
CFG	C	Number of Seats	Y	Number of Seats
ALL MATERIALS SECURED AT CKIN <input type="checkbox"/>				
ALL MATERIALS SECURED AT GATE <input type="checkbox"/>				
CKIN CTR	Ctr Check-in Counter Numbers			
No. Of CKIN Counters	How many?			
CKIN STAFF	Name / Name / Name / Name Three Letter Codes			
GATE STAFF	Name / Name Three Letter Codes			
GATE SPVR	Name / Name Gate Lead			
SPVR	Name / Mobile No Supervisor on Duty			
SPVR RMKS	RMKS / SPCLS			
<b>CLOSE OUT</b>				
PAX ACT	C	Final Figures	Y	Final Figures
	A	N/A	M	N/A
SEAT AREA	OA	N/A	OB	N/A
BAGGAGE	AT CHECKIN		PCS	N/A
	AT GATE		PCS	Final Bag Amount
SPECIALS	SPECIALS (PRM/WEAP/CBBG) ETC All Specials Onboard			
<input type="button" value="Save changes"/>				



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Additionally, the PTS must also be filled out with the following fields.

Update Info  Type your message here... 

TRC	Check-in	SSR	ARR	PTS	FHR	Staff	OPS	
JETWAY/STEPS	N/A			JETWAY ON	N/A		1ST PAX OFF	N/A
LAST PAX OFF	N/A			BACK STEPS USED	N/A		CLEANERS ON BOARD	N/A
CLEANERS OFF	N/A			FUELLING STARTED	N/A		FUELLING COMPLETED	N/A
GATE OPEN	Gate Open Time			CREW AT GATE	Crew Arrival at the Gate		BOARDING START TIME	Boarding OK from Crew
PRE-BOARDING STARTED	Same as 1st PAX Boarded at Gate			1ST PAX BOARDED AT GATE	Time 1st PAX Boarded		LAST PAX BOARDED AT GATE	Time Last PAX Boarded
1ST PAX ON- BOARD	N/A			LAST PAX ON BOARD	N/A		ACCEPTED PAX	Total PAX on Board
1ST BAG LOADED	N/A			LAST BAG LOADED	N/A		GATE BAGS COLLECTED BY LOADING TEAM	N/A
BAG SEARCH STARTED	N/A			BAG SEARCH FINISHED	N/A		LOADSHEET ONBOARD	N/A
ALL DOORS CLOSED	N/A			JETWAY/STEPS OFF	N/A		TUG CONNECTED	N/A
FINAL WALK AROUND	N/A			ALL DOORS & PANELS ARE CLOSED	<input type="checkbox"/> N/A		PILOT HEADSET	N/A
READY TO GO (RTG)	N/A			PUSHBACK	N/A		CABIN BAGS AT CHECK-IN	HBAG Collected at Check-in
CABIN BAGS AT GATE	HBAG Collected at Gate			CKIN OPEN	Check-in Open Time		CKIN CLOSE	Check-in Closure Time
MHB AHL	N/A			MHB OHD	N/A		MHB DPR	N/A





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The SSR tab must also be filled out. For inbound flights with UMNR, this must be filled out on the inbound flight.

Update Info  Type your message here... 

TRC Check-in **SSR** ARR PTS FHR Staff OPS

UMNR	VIP	MAAS	DEPU
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Save changes**