



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 UMR, 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

INF

Infants

CFG

C

Number of Seats

Y

Number of Seats

ALL MATERIALS SECURED AT CKIN ☐

ALL MATERIALS SECURED AT GATE ☐

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

CLOSE OUT

PAX ACT

C

Final Figures

Y

Final Figures

JMP

Jumpseat if
Assigned

INF

Final Figures

A

N/A

M

N/A

F

N/A

CH

N/A

SEAT AREA

OA

N/A

OB

N/A

OC

N/A

OD

N/A

BAGGAGE

AT CHECKIN

PCS

N/A

WT

N/A

AT GATE

PCS

Final Bag Amount

WT

Weight

SPECIALS

SPECIALS (PRM/WEAP/CBBG) ETC All Specials Onboard

Save changes



READ AND SIGN

Revision: 1 | Issued: 03.11.2025

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

Update Info

Type your message here...

Send

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

Save changes



READ AND SIGN

Revision: 1 | Issued: 03.11.2025

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

Update Info

Type your message here...

Send

TRC

Check-in

SSR

ARR

PTS

FHR

Staff

OPS

UMNR	VIP	MAAS	DEPU

Save changes