Topic: Flight files

Hello all,

since we have a lot of new people joining our team, just a short reminder and explanation about our Flight files.

We always need you to complete the flight files. It is important to fill out all documents completely.

Every airline has different standards. For each Airline we have a **cover page** with a short check list, which says what needs to be included in the flight file.

Please, always, double check if everything is included and check the boxes.

Every flight file needs a filled-out **time sheet**. Make sure, you fill it out completely and include the correct time. Please always fill it out in **UTC**.

Once you completed your flight, please upload a picture of the time sheet on AvBIS.

For **LOT** and **TUI**, please always fill out **PTS**.

For **BT**, please also send the daily report via email.

Very important, also included in EVERY file - **Walkaround Page**

We always need to do an arrival and departure walkaround.

We have a standard walkaround sheet for most of the airlines and some specific once.

After completing the walkaround, you **have to sign the page**, add additional information in case you identified any defects (always inform the PIC as well) and attach it to the flight file.

 ITA and **LOT** have their own walkaround pages, please only use them for their flights.

Thank you!
Laura