

Topic: PTS – AZ/LOT

Dear All,

PTS Reports always need to be filled out after all AZ and LO flights, please always fill it out completely. Please include all timestamps.

Important: Please always select “Backsteps used – YES/NO”

YES – when the stairs were provided (also for bridge positions)

NO – no stairs provided/ not able to get into the A/C from the back door.

CHAT	TRC	CKN	ARR	PIC	MVT	LDM	L
CPM	PAL/CAL	PSM	PTM	SOD			
	JETWAY/STEPS		J				
	JETWAY ON		07:48				
	1ST PAX OFF		07:55				
	LAST PAX OFF		08:05				
	BACK STEPS USED		NO				
	CLEANERS ON BOARD		08:05				
	CLEANERS OFF		08:15				
	FUELLING STARTED		08:05				
	FUELLING FINISHED		08:11				
	BOARDING START TIME		08:18				
	1ST PAX ON-BOARD		08:18				
	LAST PAX ON BOARD		08:30				
	ACCEPTED PAX		114				
	1ST BAG LOADED		08:20				
	LAST BAG LOADED		08:45				
	LOADSHEET ONBOARD		08:48				
	ALL DOORS CLOSED		08:50				
	JETWAY/STEPS OFF		08:50				
	FINAL WALK AROUND		08:50				

Thank you!

Laura