

VOLOTEA	G.O.B Ground Operations Bulletin	2024-10
Issued by Volotea Ground Ops	Effective date: 06/03/2024	This issue is related to: Weight & Balance
AVIOBOOK GOES LIVE FROM 6TH MARCH		

Dear all,

Starting from March 6th, AVIOBOOK procedure has been officially approved. So, the Flight Crew will be required to prepare the Loadsheet using Aviobook, and the Loadsheet Data Form Rev.17 provided by the handler. It will be one week of CLC backup, but just to be used in case of system failure.

Find below a review of how to use Loadsheet Data Form Rev.17 and how copies have to be distributed:

LOADSHEET DATA FORM Rev.17



1

FLIGHT N°	A/C REG	A/C TYPE	FROM	TO	DATE	CONF.
	EC-					Y

2

PAX FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)										
ZONE	MALE		FEMALE		CHILD		TOTAL CABIN		INF	
	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL
TOTAL										
OA									3	PRM N°
OB										WCHC:
										WCHS:
OC										WCHR:
										OTHER:

4

A319: Y138 (OA 1-17 / OB 8-16 / OC 17-24)
Y168 (OA 1-6 / OB 9-17 / OC 18-25)
Y168 (OA 1-6 / OB 9-17 / OC 18-25)

Additional remarks (if any):

14

ACTUAL TOB

+

5

6

BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)										
Select the A/C Type										
Select weight used for checked baggage: ☐ Actual ☐ Standard										
A319	HOLD 5		HOLD 4		HOLD 1					
	Bags:		Bags:		Bags:	Kg:				
	Kg:		Kg:		Cargo:	Kg:				
	Total Kg:		Total Kg:		Total Kg:					
A320	HOLD 5		HOLD 4		HOLD 3		HOLD 1			
	Bags:		Bags:	Kg:	Bags:		Bags:			
	Kg:		Cargo:	Kg:	Kg:		Kg:			
	Total Kg:		Total Kg:		Total Kg:		Total Kg:			

7

8

9

10

11

12

13

14

11

Completed by Handling Agent:

(Name & Surname) (Signature)

12

Approved by Commander:

(Name & Surname) (Signature)

13

SUPERNUMERARY FIGURES				TOTAL:	
JUMPSEAT	M	F	PAX ZONE	M	F
CKPT			OA		
FWD			OB		
AFT			OC		

(To be completed by the Commander)

- 1 Flight data
- 2 Passenger data as per check-in closure + final figures, segregated by total per cabins and type of passenger.
- 3 PRM passengers' total number and type
- 4 Max. pax for cabin according to fleet
- 5 Actual Total On Board as per final figures (TOB)
- 6 Baggage data as per check-in closure + final figures, segregated by holds
- 7 Selection of actual or standard weight used for checked baggage
- 8 Visual reference of holds per fleet
- 9 A319 data as per check-in closure + final figures & total of kg, segregated by holds
- 10 A320 data as per check-in closure + final figures & total of kg, segregated by holds
- 11 Signatures of staff involved (handler)
- 12 Signatures of staff involved (commander)
- 13 Supernumerary information (to be added by the captain, when applicable)
- 14 Any additional information regarding passengers (Cello occupying a seat, PETC, etc..)

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1. How to complete check-in figures in the Loadsheet Data Form Rev.17

LOADSHEET DATA FORM Rev.17

VOLOTEA

FLIGHT N°	A/C REG	A/C TYPE	FROM	TO	DATE	CONF.
V7- 2165	EC- NPB	A320	BCN	NTE	13/Jan/24	Y 180

PAX FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

ZONE	MALE		FEMALE		CHILD		TOTAL CABIN		INF	
	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL
TOTAL	58		42		7		107		1	
OA	19		10		NIL		29		PRM N°	2
OB	24		20		4		48		WCHS:	
OC	15		12		3		30		WCHR: 1	
									OTHER: 1BLND	

A319: Y138 (OA 1-7 / OB 8-15 / OC 17-24)
Y160 (OA 1-8 / OB 9-17 / OC 18-25)
Y168 (OA 1-8 / OB 9-17 / OC 18-25)

A320: Y180 (OA 1-10 / OB 11-20 / OC 21-30)

Additional remarks (if any):

ACTUAL TOB

+

BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

Select the A/C Type

Select weight used for checked baggage: ☒ Actual ☐ Standard

A319

HOLD 5

HOLD 4

HOLD 1

Bags:

Kg:

Total Kg:

Bags:

Kg:

Total Kg:

Bags:

Kg:

Cargo:

Kg:

Total Kg:

A320

HOLD 5

HOLD 4

HOLD 3

HOLD 1

Bags:

Kg:

Total Kg:

Bags:

Kg:

Cargo:

Kg:

Total Kg:

Bags:

Kg:

Total Kg:

Bags:

Kg:

Total Kg:

I certify that the aircraft is loaded in accordance with current Volotea Standard Loading instructions, and I am in possession of the LIRE

Completed by Handing Agent:

Approved by Commander:

SUPERNUMERARY FIGURES

TOTAL:

JUMPSEAT

M

F

PAX ZONE

M

F

CKPT

OA

FWD

OB

AFT

OC

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Infants doesn't require cabin location specified

Pax figure's part is displayed as GoNow System shows the information

Include NIL when no pax at the specified area

Any additional and relevant information to remark

Include baggage figures as per check-in closure

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2. Flight dispatcher must hand over to flight deck the middle copy (yellow) with the check-in closure figures, and will keep the original with the last copy (pink), to later include final figures after boarding is completed:

LOADSHEET DATA FORM

Rev.17

VOLOTEA

FLIGHT N°	A/C REG	A/C TYPE	FROM	TO	DATE	CONF.
V7- 2165	EC- NPB	A320	BCN	NTE	13/Jan/24	Y 180

PAX FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

ZONE	MALE		FEMALE		CHILD		TOTAL CABIN		INF	
	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL
TOTAL	58		42		7		107		1	
OA	19		10		NIL		29		PRM N°	2
OB	24		20		4		48		WCHC:	
OC	15		12		3		30		WCHS:	
									WCHR: 1	
									OTHER: 1BLND	

A319: Y138 (OA 1-7 / OB 8-16 / OC 17-24)
Y160 (OA 1-8 / OB 9-17 / OC 18-25)
Y168 (OA 1-8 / OB 9-17 / OC 18-26)

A320: Y188 (OA 1-10 / OB 11-20 / OC 21-30)

Additional remarks (if any):

ACTUAL TOB

+

BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

Select the A/C Type

Select weight used for checked baggage: ☒ Actual ☐ Standard

A319

HOLD 5

HOLD 4

HOLD 1

Bags:

Kg:

FINAL FIGURES (Standard weight)

Total Kg:

Bags:

Kg:

Cargo:

Kg:

Total Kg:

Bags:

Kg:

Cargo:

Kg:

Total Kg:

A320

HOLD 5

HOLD 4

HOLD 3

HOLD 1

Bags: NIL

Kg: NIL

FINAL FIGURES (Standard weight)

Total Kg:

Bags: 1

Kg: 32

Cargo:

Kg:

Total Kg:

Bags: NIL

Kg: NIL

Total Kg:

Bags: 52

Kg: 700

Total Kg:

I certify that the aircraft is loaded in accordance with current Volotea Standard Loading instructions, and I am in possession of the LIRE

Completed by Handling Agent:

Approved by Commander:

SUPERNUMERARY FIGURES

TOTAL:

JUMPSEAT	M	F	PAX ZONE	M	F
CKPT			OA		
FWD			OB		
AFT			OC		

(To be completed by the Commander)

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3. How to complete final figures (after boarding has finished):

LOADSHEET DATA FORM Rev.17

VOLOTEA

FLIGHT N°	A/C REG	A/C TYPE	FROM	TO	DATE	CONF.
V7- 2165	EC- NPB	A320	BCN	NTE	13/Jan/24	Y 180

PAX FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

ZONE	MALE		FEMALE		CHILD		TOTAL CABIN		INF	
	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL
TOTAL	58	56	42	41	7	6	107	103	1	
OA	19	17	10	/	NIL	/	29	27	PRM N°	2
OB	24	/	20	19	4	/	48	47	WCHC:	
OC	15	/	12	/	3	2	30	29	WCHS:	
									WCHR: 1	
									OTHER: 1BLND	

A318: Y138 (OA 1-7 / OB 8-15 / OC 17-24)
Y160 (OA 1-8 / OB 9-17 / OC 18-25)
Y168 (OA 1-8 / OB 9-17 / OC 18-25)
A320: Y180 (OA 1-10 / OB 11-20 / OC 21-30)

Additional remarks (if any):

ACTUAL TOB

103+ 1

BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

Select the A/C Type
Select weight used for checked baggage: ☒ Actual ☐ Standard

A319

HOLD 5

HOLD 4

HOLD 1

A320

HOLD 5

HOLD 4

HOLD 3

HOLD 1

I certify that the aircraft is loaded in accordance with current Volotea Standard Loading instructions, and I am in possession of the LIRE

Completed by Handing Agent:
Tom Silas
(Name & Surname) (Signature)

Approved by Commander:

(Name & Surname) (Signature)

SUPERNUMERARY FIGURES

TOTAL:

JUMPSEAT	M	F	PAX ZONE	M	F
CKPT			OA		
FWD			OB		
AFT			OC		

(To be completed by the Commander)

Include final figures if it has been changes from the initially checked-in pax figures

Include slash if there are no changes from the initially checked-in figures

Total on Board after boarding is finished

Limited release bags must be added always using in standard weight:

- Domestic: 11Kg
- International: 13Kg

Calculation of total weight in Kg must be included
Sample:
700 (checked bags)
+78Kg (Final figures)
Total Kg 778

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4. Flight dispatcher must hand over the LDF to the flight deck with final figures for their revision and captain's approval signature.

LOADSHEET DATA FORM

Rev.17

VOLOTEA

FLIGHT N°	A/C REG	A/C TYPE	FROM	TO	DATE	CONF.
V7- 2165	EC- NPB	A320	BCN	NTE	13/Jan/24	Y 180

PAX FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

ZONE	MALE		FEMALE		CHILD		TOTAL CABIN		INF	
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TOTAL	58	56	42	41	7	6	107	103	1	
OA	19	17	10		NIL		29	27	PRM N°	2
OB	24		20	19	4		48	47	WCHC:	
OC	15		12		3	2	30	29	WCHR:	1
									OTHER:	1BLND

A319: Y138 (OA 1-7 / OB 8-16 / OC 17-24)
Y160 (OA 1-8 / OB 9-17 / OC 18-25)
Y168 (OA 1-8 / OB 9-17 / OC 18-25)

A320: Y180 (OA 1-10 / OB 11-20 / OC 21-30)

Additional remarks (if any):

ACTUAL TOB

103 + 1

BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

Select the A/C Type

Select weight used for checked baggage: ☒ Actual ☐ Standard

A319

HOLD 5

HOLD 4

HOLD 1

A320

HOLD 5

HOLD 4

HOLD 3

HOLD 1

I certify that the aircraft is loaded in accordance with current Volotea Standard Loading instructions, and I am in possession of the LIRE

Completed by Handing Agent:

Approved by Commander:

SUPERNUMERARY FIGURES

TOTAL:

JUMPSEAT	M	F	PAX ZONE	M	F
CKPT			OA		
FWD	1		OB		
AFT			OC		

(To be completed by the Commander)

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5. After Loadsheets Data Form is signed by the captain, flight dispatcher will keep **pink copy to include it in the Trip File**, while the Flight crew will keep the original for the flight envelope.

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