

QUICK REFERENCE

AIRBUS 320 FAMILY (A319 & A320)

Rev.76 – March 2024

- 1. Aircraft registrations & seating capacity
- 2. Aircraft configurations
- 3. PAX services
- 4. Ramp procedures
- 5. Load control
- 6. Timings
- 7. Contacts



Aircraft registrations and seating capacity

All fleets

A319

A-319 Y138 A/C:2

Registration: **EC-NDH, EC-NDG**

A-319 Y156 A/C: 18

Registration: **EC-MTB, EC-MTC, EC-MTD, EC-MTE, EC-MTF, EC-MTL, EC-MTM, EC-MTN, EC-MUC, EC-MUT, EC-MUU, EC-MUY, EC-MUX, EC-NBC, EC-NBD, EC-NCB, EC-NGL, EC-NHP**

A320

A-320 Y180 A/C: 22

Registration: **EC-ISI, EC-KMI, EC-MBK, EC-NNY, EC-NNZ, EC-NOL, EC-NOM, EC-NON, EC-NOP, EC-NOQ, EC-NOR, EC-NOS, EC-NOY, EC-NPB, EC-NPC, EC-NQM, EC-NQN, EC-NTU, EC-NUO, EC-NUP, EC-NTL, EC-NTM**

1. Aircraft registrations & seating capacity

2. Aircraft configurations

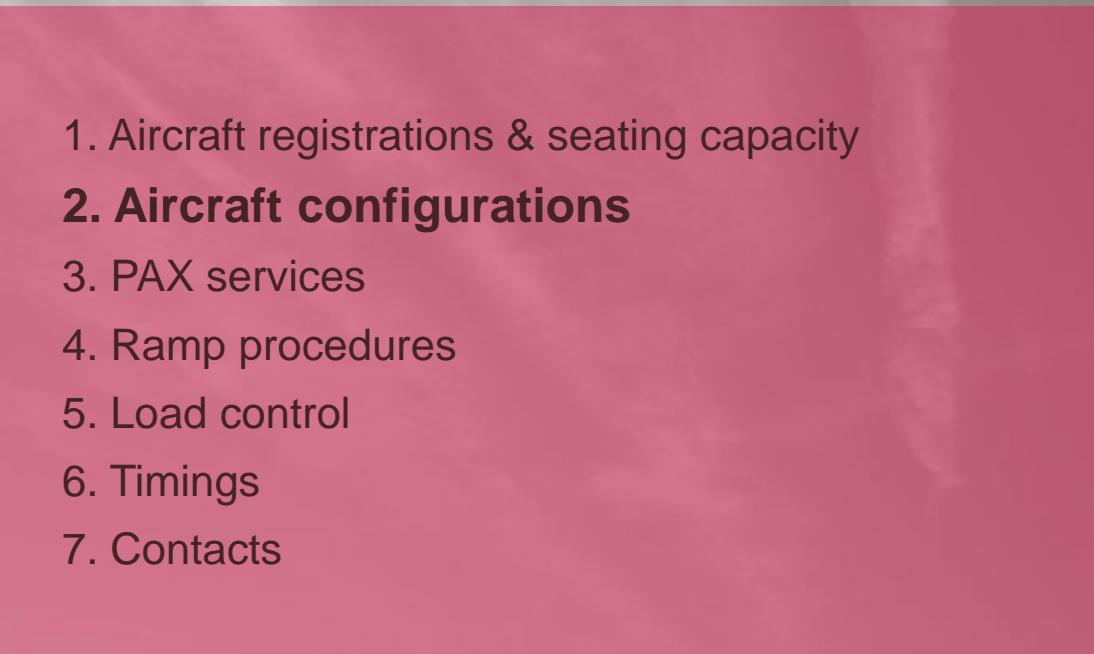
3. PAX services

4. Ramp procedures

5. Load control

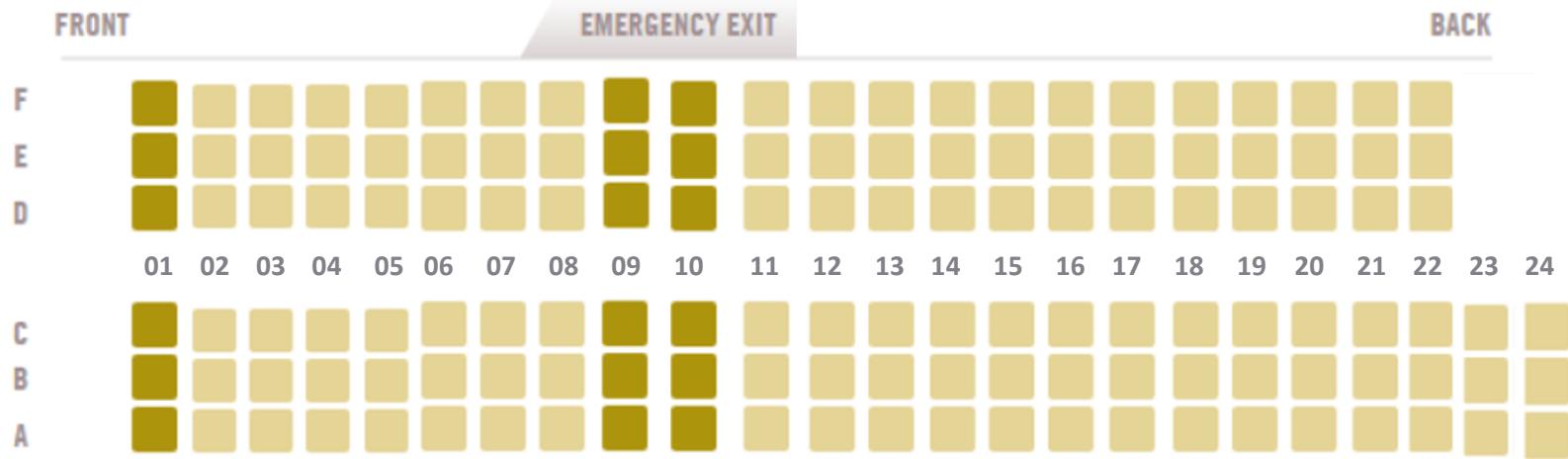
6. Timings

7. Contacts



A319 Configuration Y138

Registration: EC-NDH, EC-NDG



Note: According to GOM 4.0.2 .A, infants must be seated in a zigzag avoiding two babies in the same row (due to oxygen masks).

A319 Configuration Y156

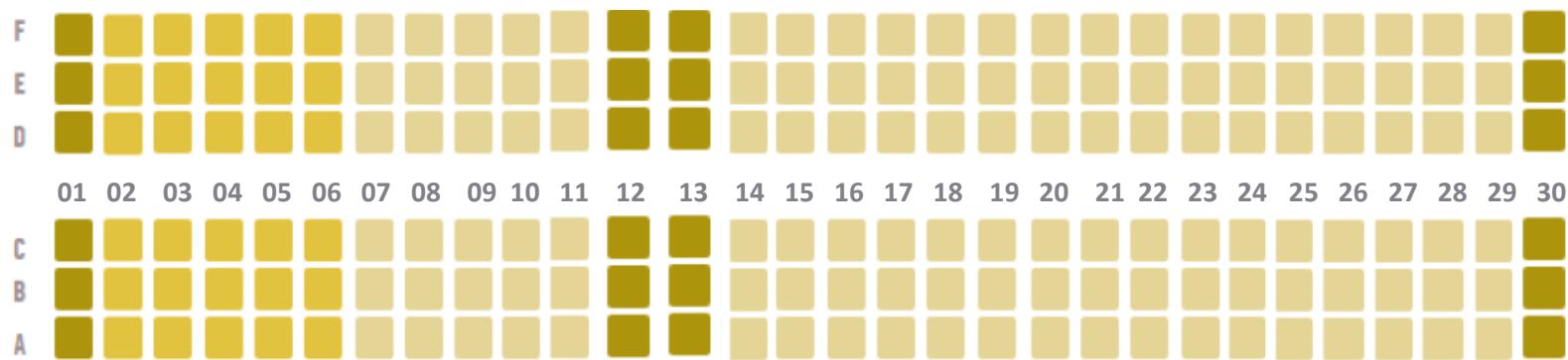
Registration: EC-MTB, EC-MTC, EC-MTD, EC-MTE, EC-MTF, EC-MTL, EC-MTM, EC-MTN, EC-MUC, EC-MUT, EC-MUU, EC-MUY, EC-MUX, EC-NBC, EC-NBD, EC-NCB, EC-NGL, EC-NHP



Note: According to GOM 4.0.2 .A Infants must be seated in a zigzag avoiding two babies in the same row (due to oxygen masks).

A320 Configuration Y180

Registration: EC-ISI, **EC-KMI**, EC-MBK, EC-NNY, EC-NNZ, EC-NOL, EC-NOM, EC-NON, EC-NOP, EC-NOQ, EC-NOR, EC-NOS, EC-NOY, EC-NPB, EC-NPC, EC-NQM, EC-NQN, EC-NTU, EC-NUO, EC-NUP, EC-NTL, EC-NTM



Note: According to GOM 4.0.2 .A Infants must be seated in a zigzag avoiding two babies in the same row (due to oxygen masks).

1. Aircraft registrations & seating capacity
2. Aircraft configurations
- 3. PAX services**
4. Ramp procedures
5. Load control
6. Timings
7. Contacts



Pax services

Basic procedures

Scheduled flights

- One dedicated counter or as agreed.

Check-in counters

Seat plan

Hand baggage allowance

Hold baggage allowance

Web check-in

Groups check-in

PNL

Through check-in

Charter flights

- Two dedicated counter or as agreed.

Seat plan

Hand baggage allowance

Hold baggage allowance

Web check-in

Groups check-in

PNL

Through check-in

Pax services

Basic procedures

Scheduled flights

- Not permitted

AVIH

- **Five (5) PETC per flight allowed**, only cats & dogs and separated by **3 rows** (see GOM 4.0.4.D for details)
- Max 10kg/PETC (PETC + soft bag).
- Leakage proof **soft** bag= 50x40x20cm. **Seat assignment must be in a window seat**. Not allowed row 1-3, nor EM exits. Passengers travelling with a PETC, are not entitled to do web check in to be controlled at the airport. **For more info check GOB 2021-01 Rev.02 New PETC Policy.**

PETC

- “Buy on board” service

Catering

STD – 35 minutes

- *(PMI station STD-45 minutes// All Italian and Greek stations STD-40)

Check-in closure

Baby Buggy + Infant car seat or fold away cot

- Free of charge in hold, for **CHD** and **INF**

Irregularities

- Please see GOM 4.4 and always report to Volotea Network: ground.ops@volotea.com

Pax requiring assistance

- Wheelchairs shall be disembarked (ARR) after the rest of passengers. For boarding (DEP) shall preferably be boarded before the rest of passengers. **Please see next slide.**



Charter flights

- According to Tour-operator request

- According to Tour-operator request

PRM allowances per fleets

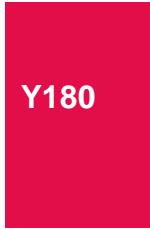
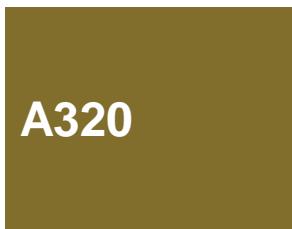
Allowances according fleets (GOM 4.0.2.F)



A319

- 13 max. (10%)
- 2 PRMU (No accompanied)
- 5 PRMA (Accompanied)
- 5 companions
- **Seats: window seat except rows 1, 09 to 12 and last row.**

- 15 max. (10%)
- 2 PRMU (No accompanied)
- 6 PRMA (Accompanied)
- 6 companions
- **Seats: window seat except rows 1, 09 to 12 and last row.**



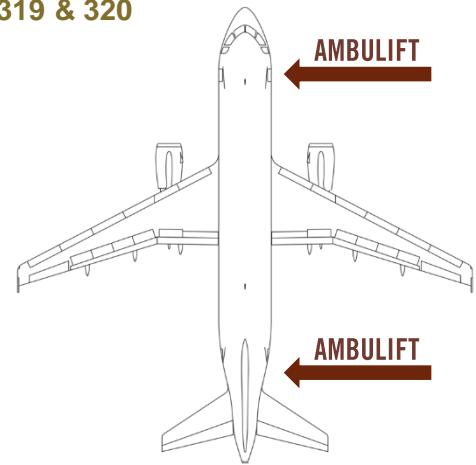
A320

- 18 max. (10%)
- 2 PRMU (No accompanied)
- 8 PRMA (Accompanied)
- 8 companions
- **Seats: window seat except rows 1, 11 to 15 and last row.**



Ramp

A319 & 320



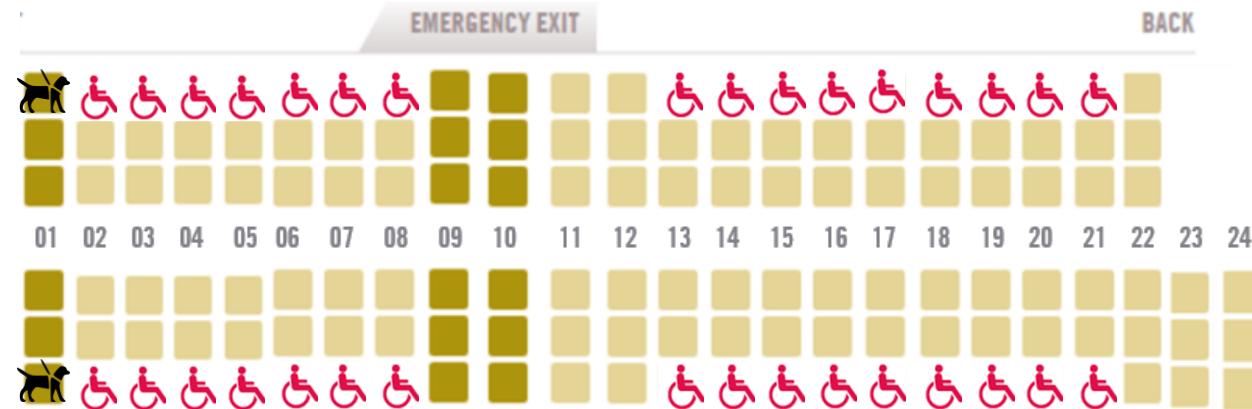
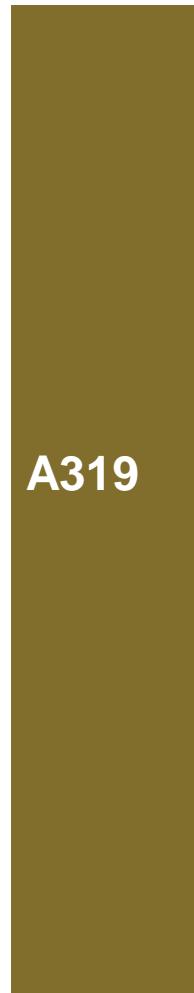
NOTE Companions must be over 18 years of age

Distributions might vary (for example, on A319 Y156 we might have no PRMU and 7 PRMA + 7 companions, not exceeding the maximum of 15)

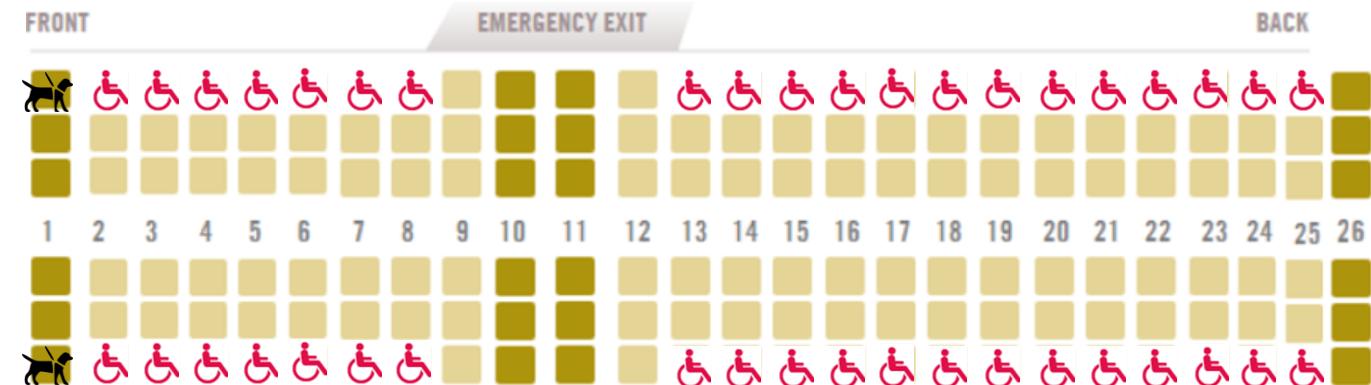
⚠ If a pax requests assistance at the airport, please check out the total number of PRM's already booked

PRM seating for configurations A319 (Y138 & Y156)

A319 fleet (Y138/156)



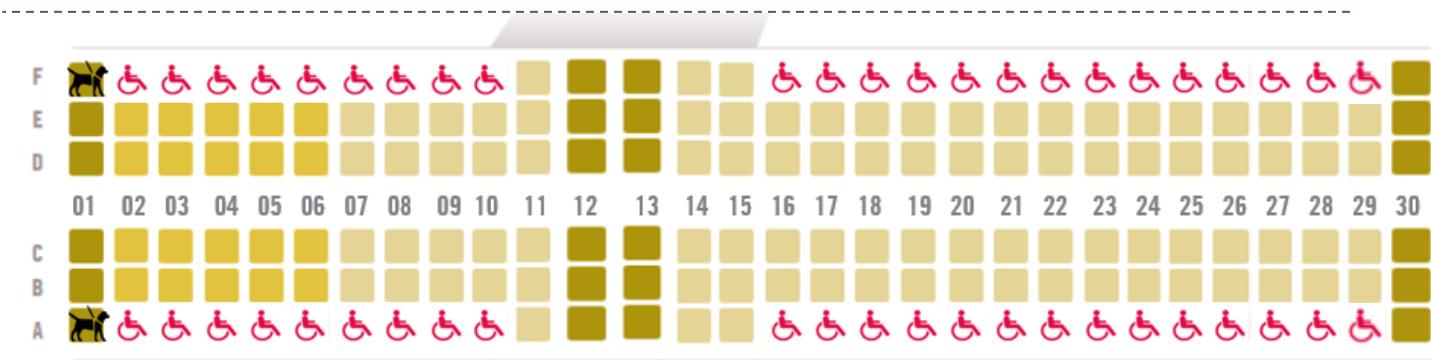
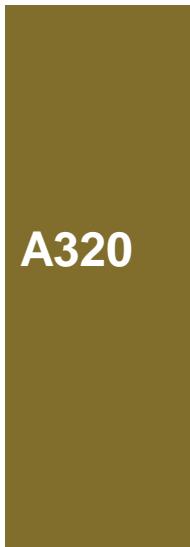
BLND passengers accompanied by GUIDE DOG/ Passengers accompanied by Emotional support dog (ESAN): Max. 2 (1A/1F)
Note: Preferably allocate PRM passengers from the front to the rear



BLND passengers accompanied by GUIDE DOG/ Passengers accompanied by Emotional support dog (ESAN): Max. 2 (1A/1F)
Note: Preferably allocate PRM passengers from the front to the rear

PRM seating on A320

A320 (Y180)



BLND passengers accompanied by GUIDE DOG/ Passengers accompanied by Emotional support dog (ESAN): Max. 2 (1A/1F)

Note: Preferably allocate PRM passengers from the front to the rear

Pregnant women on board

Limitations

 Is she ok for travel?	1 - 27 Weeks	 Volotea will carry pregnant women until the 27th week of pregnancy (inclusive) without the need for them to bring a medical certificate
	28 - 35 Weeks	 If travel takes place between the 28th and 35th weeks of pregnancy (inclusive), <u>an original medical certificate must be carried that confirms the woman's fitness to fly</u> , states the period of validity of the document and includes the registration number and signature of the doctor.
	+ 36 Weeks	 Women in their 36th week or more of pregnancy will not be permitted to fly.

Important notes

- A New SSR **PREG** was created for Skyport and Skyspeed.
- Pregnant customers are not allowed to seat on an emergency exit row
- **Infants can travel on our flights as long as they are at least 7 days old**

Ancillaries

	ITEMS	Cost
Baggage fees	<ul style="list-style-type: none"> ▪ Baggage charge at check-in (SSR B10A) ▪ Baggage charge at boarding gate (SSR BAGG) ▪ Excess baggage per KG (SSR EXB1 / EXB3 / EXB5) 	<ul style="list-style-type: none"> ▪ 35€ ▪ 65€ ▪ From €12
Change fees	<ul style="list-style-type: none"> ▪ Name change (+ tariff difference) ▪ Reservation change (date, route + tariff difference) 	<ul style="list-style-type: none"> ▪ €50 ▪ €60
Handling fees	<ul style="list-style-type: none"> ▪ Seat type 2 ▪ Seat type 1 ▪ Seat type 0 ▪ Infant Fee ▪ Credit Card Fee (in case of a new booking at sales desk) 	<ul style="list-style-type: none"> ▪ €6 ▪ €10 ▪ €15 ▪ €30 ▪ 2.8%
Check-in fees	<ul style="list-style-type: none"> ▪ Check-in/ boarding pass at the airport 	<ul style="list-style-type: none"> ▪ €30
PBRD fees	<ul style="list-style-type: none"> ▪ Priority boarding at the airport ticket office 	<ul style="list-style-type: none"> ▪ €40
Special equipment fees	<ul style="list-style-type: none"> ▪ Sports equipment (skis, snowboard, golf clubs, bicycles, surfboards and firearms) SPEQ ▪ Musical equipment (MEQ) ▪ Weight up to 32kg 	<ul style="list-style-type: none"> ▪ €80 per leg
PETC fees	<ul style="list-style-type: none"> ▪ PETC 	<ul style="list-style-type: none"> ▪ €60 (ACKN included) - per leg
Baggage fees Flights to Algeria	<ul style="list-style-type: none"> ▪ Baggage charge at check-in ▪ Baggage charge at boarding gate ▪ Excess baggage per KG ▪ Special equipment (sport, musical, or up to 32 kg) 	<ul style="list-style-type: none"> ▪ €99 ▪ €99 ▪ €20 ▪ €99

List of SSR's related to bags

List and details of the SSR's to be used

At check-in desk	B10A	▪ Bag up to 10kg to be checked in, not booked in advance (35€)
	B20A	▪ Bag up to 20kg to be checked in, not booked in advance (65€)
	B25A	▪ Bag up to 25kg to be checked in, not booked in advance (65€)
	B32A	▪ Bag up to 32kg to be checked in, not booked in advance (65€)
	BG10	▪ Bag up to 10kg to be checked in for free at check-in desks <i>(not considering the measures, just the weight)</i>
	EXB1 / EXB3 / EXB5	▪ Excess baggage per Kg (From 12€)
At boarding gate	BAGG	▪ Bag (55x40x20) to be sent to hold from gate (65€)

Boarding

Boarding basic procedures

Scheduled Flights

Gate activities

- Gate to be manned at **STD H-40** minutes or earlier
- **Pre-boarding activities** such as **totem/tensa** display and sizers installation for **Priority Passengers** are mandatory.
- Hand baggage policy from March the 1st 2022

Gate announcements

- See **boarding management latest revision on FTP** for boarding announcements
- Priority boarding must be called first

Boarding opening

- Assistance to our **PRIORITY BOARDING** customer is **MANDATORY**.
- Organization of priority and non-priority passengers lines with **totem/tensa** display
- Verification of **hand luggage** using tags.
- Verification of **boarding passes** and ensure passengers have **ID cards ready**.

Boarding closure

- **STD/ETD – 15minutes / H-20 on Italian and Greek stations**
- **Last pax at aircraft: H-10minutes / H-15 on Italy and Greek stations**



Charter Flights

N/A

N/A

Lost & Found

Procedure

Lost & found

- Hand over an “Apology Letter” to the customer:
 - A. Complete a **PIR form** with all the required information
 - B. Inform customer to contact **Volotea’s call center** where further information about tracing shall be provided
- Even though the Headquarters are located in Barcelona, **our LZ is Venice**. Please, send to VCE any luggage not claimed after 21 days.

Note > no delivery to the customer will be done under Volotea cost. The luggage will be delivered only to the airport handling offices.

Damaged Baggage

- Hand over a “Coverage for damages to luggage” letter to the customer.
- Staff shall evaluate whether the damage can be accepted or not by the airline.
- **If the damage is accepted by the airline, then:**
 - A. Hand over an **apologies letter** to the customer
 - B. **Complete a PIR form** with all the required information
 - C. Inform customer about **original documents to be sent to Volotea** (within next 7 days)
* required documents shown in the apologies letter*
- **If the damage is NOT accepted by the airline, then:**
 - A. Hand over an **apologies letter** to the customer

- 1. Aircraft registrations & seating capacity
- 2. Aircraft configurations
- 3. PAX services
- 4. Ramp procedures**
- 5. Load control
- 6. Timings
- 7. Contacts



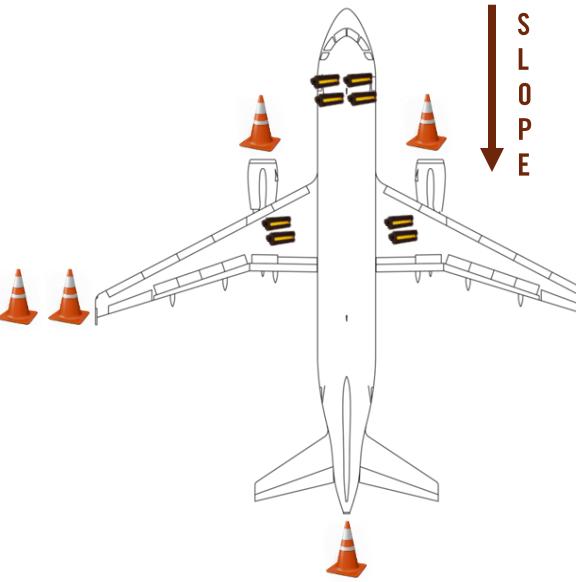
Chocks & cones A320F

Procedure for A320F fleet (GOM 6.2.7)

Standard chocks & cones

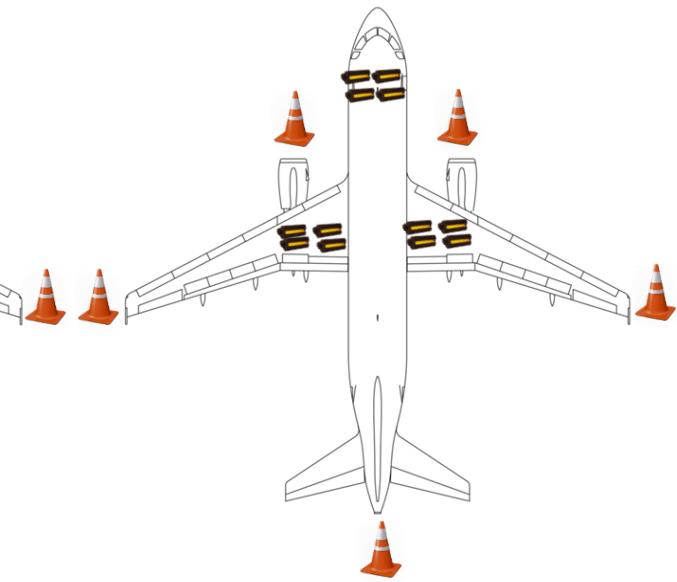


Chocks & cones on a sloped stand



Chocks & cones in high wind

Cones must be removed when exceeding 55 kt

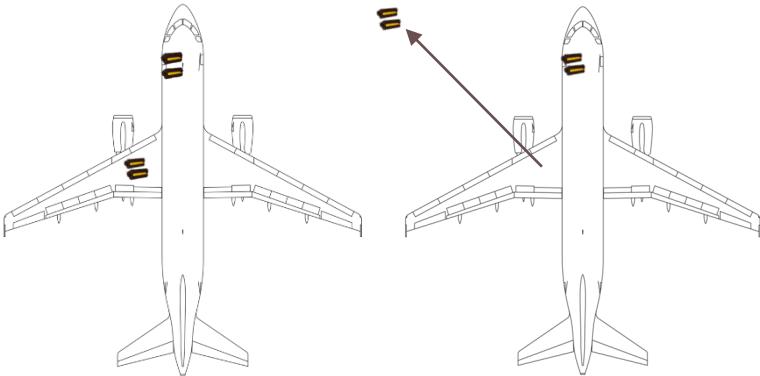


Important Note: Please do not approach the aircraft until beacon lights are switched off

Chocks sequence A320F

Chocks procedure (GOM 6.2.7 point 4)

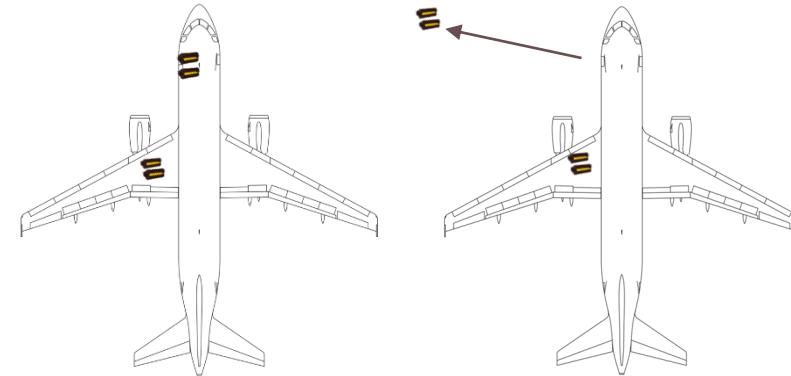
Self-maneuvering stands



Arrival & turnaround

After aircraft has been stopped, the engines are turned off and the anti-collision light has been switched off, 2 chocks will be placed NLG plus 2 chocks on the MLG (exterior wheel), as described on the picture above.

For pushback start-up (towbarless or towbar truck)



Before start up (self-maneuvering)

Both chocks placed on MLG will be removed, leaving only the two chocks in NLG

Arrival & turnaround

After aircraft has been stopped, the engines are turned off and the anti-collision light has been switched off, 2 chocks will be placed NLG plus 2 chocks on the MLG (exterior wheel), as described on the picture above.

Before start up (pushback)

Both chocks placed on NLG will be removed, leaving only the two chocks in MLG

Ramp procedures I

Equipment and regulations for scheduled & charter flights

Safety rules

- Please see **GOM chapter 6**

DGR (Dangerous Goods)

- Not allowed except Volotea spare parts (**only from VCE**)



GPU (Ground Power Unit)

- Available and connected upon arrival by default and according to summer policy (**USE OF HOOK IS MANDATORY**)



ACU (Air conditioning unit)

- On request

ASU (Air starter unit)

- On request when APU is INOP



Stairs

- Number of stairs depending on each station and fleet
- (Door frame GAP 15-20cm)

Hold Configuration

- Bulk



Ramp procedures II

Equipment and regulations for scheduled & charter flights

Baggage/ cargo ULD's	<ul style="list-style-type: none">▪ N/A
Conveyor belt	<ul style="list-style-type: none">▪ To be used in forward and rear hold
Safety doors nets/ barriers	<ul style="list-style-type: none">▪ Mandatory even with empty hold
Empty hold check	<ul style="list-style-type: none">▪ Mandatory prior starting loading for departure
GSE (Ground Safety Equipment)	<ul style="list-style-type: none">▪ On request when APU is INOP
Fueling with PAX O/B	<ul style="list-style-type: none">▪ Whenever possible according to station regulation▪ Ramp agent to supervise that handling activities do not block emergency exits / slide deployment areas
Start up	<ul style="list-style-type: none">▪ Headset or visual signs
Holds and door closure	<ul style="list-style-type: none">▪ Not later than H-5 minutes



Nets procedure

NETS must be in place and in good conditions to ensure any load in holds is properly secured and this must be verified on each flight by the load master, prior the departure



Important note:

In the following aircrafts there are not separation nets between hold 3 and 4 due to panel installation:

- EC-NNY
- EC-NOM
- EC-NTL
- EC-NTM

So, only in these cases the lack of separation nets don't need to be reported.

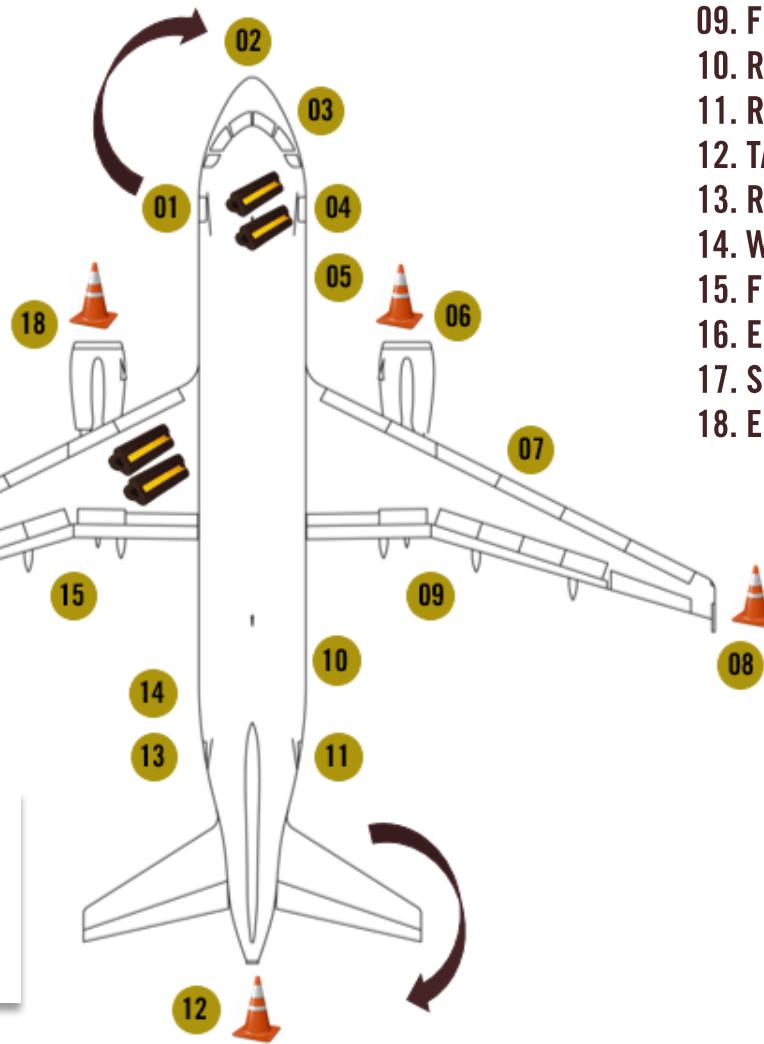
Safety walkaround A320F

Areas to be revised

- 01. FWD L PAX DOOR
- 02. AIRCRAFT NOSE
- 03. LANDING GEAR
- 04. FWD R SERVICE DOOR
- 05. FWD HOLD DOOR
- 06. ENGINE N°2
- 07. SLATS & FUEL PANEL
- 08. EDGE OF THE WING



- Any damage shall be notified to crew and reported to Volotea (occ@volotea.com) according to the procedure described in GOM Chapter 6.
- Walkaround must be performed twice, upon arrival and before departure.



- 09. FLAPS & MAIN LANDING GEAR
- 10. REAR HOLD DOOR
- 11. REAR R SERVICE DOOR
- 12. TAIL & APU
- 13. REAR L PAX DOOR
- 14. WATER AND TOILET PANEL
- 15. FLAPS & MAIN LANDING GEAR
- 16. EDGE OF THE WING
- 17. SLATS
- 18. ENGINE N°1

Refueling on A320F

List of aircrafts accepting refuel on right or both wings

Reg.	MSN	Type	Refuel
EC-MTB	1684	A319-111	ONLY RIGHT WING
EC-MUX	2037	A319-111	ONLY RIGHT WING
EC-NCB	2043	A319-111	ONLY RIGHT WING
EC-MUY	2050	A319-111	ONLY RIGHT WING
EC-MTL	2053	A319-111	ONLY RIGHT WING
EC-MTM	2062	A319-111	ONLY RIGHT WING
EC-MUT	2240	A319-111	ONLY RIGHT WING
EC-MUU	2253	A319-111	ONLY RIGHT WING
EC-MTC	2258	A319-111	ONLY RIGHT WING
EC-MTD	2318	A319-111	ONLY RIGHT WING
EC-NGL	2879	A319-112	ONLY RIGHT WING
EC-NDH	3403	A319-112	ONLY RIGHT WING
EC-NDG	3364	A319-112	ONLY RIGHT WING
EC-MBK	2658	A320-214	ONLY RIGHT WING
EC-NNZ	2616	A320-214	ONLY RIGHT WING
EC-NOL	2740	A320-214	ONLY RIGHT WING
EC-NOP	3597	A320-214	ONLY RIGHT WING
EC-ISI	2123	A320-214	ONLY RIGHT WING
EC-NPB	3949	A320-214	ONLY RIGHT WING
EC-NPC	3931	A320-214	ONLY RIGHT WING
EC-NQM	4589	A320-214	ONLY RIGHT WING
EC-NQN	4675	A320-214	ONLY RIGHT WING
EC-NTL	3846	A320-216	ONLY RIGHT WING
EC-NTM	3906	A320-216	ONLY RIGHT WING
EC-NTU	5950	A320-214	ONLY RIGHT WING
EC-NUO	5232	A320-214	ONLY RIGHT WING
EC-NUP	5304	A320-214	ONLY RIGHT WING

Reg.	MSN	Type	Refuel
EC-MTE	2332	A319-111	BOTH WINGS
EC-MTF	2382	A319-111	BOTH WINGS
EC-NHP	2870	A319-111	BOTH WINGS
EC-MTN	2113	A319-112	BOTH WINGS
EC-MUC	2122	A319-112	BOTH WINGS
EC-NBC	1884	A319-112	BOTH WINGS
EC-NBD	1901	A319-112	BOTH WINGS
EC-NNY	3786	A320-214	BOTH WINGS
EC-NOY	2633	A320-214	BOTH WINGS
EC-NON	3576	A320-216	BOTH WINGS
EC-NOQ	3765	A320-216	BOTH WINGS
EC-NOR	3963	A320-216	BOTH WINGS
EC-NOS	4035	A320-216	BOTH WINGS
EC-NOM	3511	A320-214	BOTH WINGS

1. Aircraft registrations & seating capacity
2. Aircraft configurations
3. PAX services
4. Ramp procedures
- 5. Load control**
6. Timings
7. Contacts



Load control basics

Scheduled flights

- To be provided by Crew

DOW / DOI

Pax weights

- Standard weight: male:88kg/female:70kg/
- CHD:35kg INF:00kg

Baggage weights

- Preferably, actual baggage weights
- If not possible, use standard weights: Dom. 11Kgs//EU:13Kgs//Intercont. 15 Kgs. TNG & RAK considered Intercontinental

Loadsheet (LDS)

- Loadsheet to be done by the Flight Crew via Aviobook system

Documentation

- Loadsheet Data Form + LIR + NOTOC to be handed over to the crew

Trip files

- To be filed locally for, at least, three months

Charter flights

- Standard weights: male:83kg/female: 69kg CHD:35kg INF:00kg

- Preferably, actual baggage weights
- If not possible, use standard weight:13 Kgs (any route)

- Loadsheet to be done by the Flight Crew via Aviobook system

Standard loading

Please pay attention of the particularities of the standard loading method for each fleet

A319

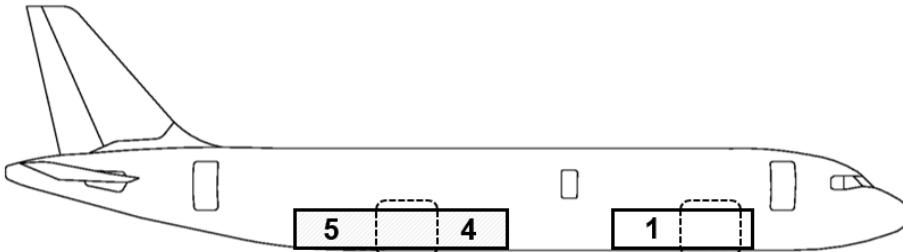
H4: First 85 bags
H5: Remaining bags (max 30)
H1: Rest of bags + special load (electric wheelchairs and sportive equipment) + COMAT + AOG spare parts
Note: Manual WCH and baby strollers close to the door, at any hold with bags

A320

H1: First 95 bags
H3: Next 55 bags
H4 (position 41): Remaining bags + special load (electric wheelchairs and sportive equipment)
H4 (position 42): AOG spare parts + COMAT
H5 NIL (usable only in case of balance or other operational needs, see note on next slide)
Note: Manual WCH and baby strollers close to the door, at any hold with bags

LIRF A319

LIR forms available on FTP

LOADING INSTRUCTION REPORT (LIR) Rev.02		Flight:	REG:	Date:	
		From:	To:	Load planner:	
 <p>Standard loading: H4 – First 85 bags H5 – Next 30 bags H1 – Remaining bags + special loads</p>					
HOLD 5 Max.1497 kg	Bags: Kg:	HOLD 4 Max.3021 kg	Bags: Kg:	HOLD 1 Max.2268 kg	Bags: Kg: Cargo: Kg:
Special Instructions: (including number of pieces & kg)	I confirm that the aircraft has been loaded as per these instructions, including any special instructions and any cargo shown above. I confirm that the following verifications were completed: <ul style="list-style-type: none">▪ Hold checks were performed when empty.▪ Nets were correctly placed before closing doors.▪ Any special loads including manual and electric mobility aids were secured and loaded in accordance with Volotea regulations (Manual wheelchairs H4 / electrical wheelchairs H1)▪ Maximum loading height was respected.			Commander: (Name and signature)	
Load supervisor: (Name and signature)					

Notes:

- If due to space limitation the standard loading instruction is not used, please inform pilots well in advance
- Must show both number of pieces and total weight per hold / position.
- **Manual wheelchairs and baby strollers close to the door, at any hold with bags**

Standard Loading

Hold 4 - First 85 bags

Hold 5 - Remaining bags (max. 30)

Hold 1 - Special load (AOG, Comail, electrical WCH, bikes etc..)

Standard weight:

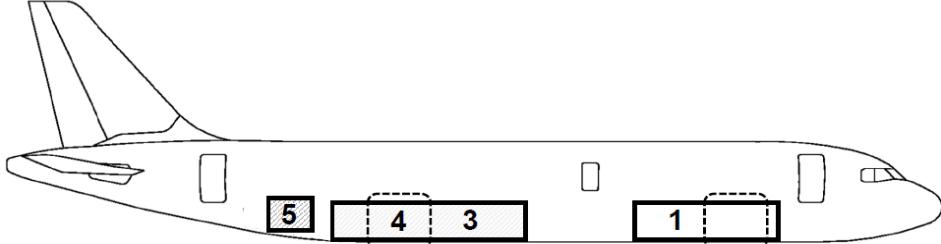
Domestic : 11Kgs

EU: 13Kgs

Intercont. : 15Kgs

LIRF A320

LIR forms available on FTP

VOLOTEA  LOADING INSTRUCTION REPORT (LIR) Rev.03		Flight: _____	REG: _____	Date: _____
		From: _____	To: _____	Load planner: _____
				
HOLD 5 Max.1500 kg Bags: Kg:	HOLD 4 Max.2110 kg Bags: Kg: Cargo: Kg:	HOLD 3 Max.2426 kg Bags: Kg:	HOLD 1 Max.3402 kg Bags: Kg:	Standard loading When empty: Load H1 first When full: Unload H4 / H3 first
Special Instructions: (including hold position, number of pieces & kg)		I confirm that the aircraft has been loaded as per these instructions, including any special instructions and any cargo shown above. I confirm that the following verifications were completed: <ul style="list-style-type: none"> ▪ Hold checks were performed when empty. ▪ Nets were correctly placed before closing doors. ▪ Any special loads including electric mobility aids were secured and loaded in accordance with Volotea regulations (Electrical wheelchairs H4) ▪ Maximum loading height was respected. Load supervisor: (Name and signature)		Commander: (Name and signature)

Standard loading

H1 – First 95 bags

H3 – Next 55 bags

H4 (position 41):

Remaining bags + Special loads (WCH, sportive equipment)

H4 (position 42):

AOG spares + COMAT

H5: NIL

Hold 5 is usable only in case of balance or other operational needs, being identified by the weight and balance planner (CLC provider). If need it, CLC provider shall contact Volotea Ground OPS Support department, for efficient coordination with the local handling provider (GOM 2.12.1)

Standard weight:

Domestic: 11Kgs

EU: 13Kgs

Intercont. : 15Kgs

Notes:

- If due to space limitation the standard loading instruction is not used, please inform pilots well in advance
- Must show both number of pieces and total weight per hold / position.
- Manual wheelchairs and baby strollers close to the door, at any hold with bags

Loadsheet data form

Flight dispatcher will provide the form to the flight crew on all flights

LOADSHEET DATA FORM Rev.17

VOLOTEA

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	
	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL
TOTAL								
OA								
OB								
OC								

3	PRM N°	
	WCHC:	
	WCHS:	
	WCHR:	
	OTHER:	

4	A318: Y188 (OA 1-7 / OB 8-15 / OC 17-24) Y158 (OA 1-8 / OB 9-17 / OC 18-25) Y168 (OA 1-8 / OB 9-17 / OC 18-26) A320: Y180 (OA 1-10 / OB 11-20 / OC 21-30)	Additional remarks (if any):	14	ACTUAL TOB	5
----------	--	------------------------------	-----------	-------------------	----------

6	BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)							
7	Select the A/C Type Select weight used for checked baggage: <input type="checkbox"/> Actual <input type="checkbox"/> Standard							
8								
9	 HOLD 5 Bags: Kg: Total Kg:		 HOLD 4 Bags: Kg: Total Kg:		 HOLD 1 Bags: Kg: Cargo: Kg: Total Kg:			
10	 HOLD 5 Bags: Kg: Total Kg:		 HOLD 4 Bags: Kg: Cargo: Kg: Total Kg:		 HOLD 3 Bags: Kg: Total Kg:		 HOLD 1 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.

11	Completed by Handing Agent:	Approved by Commander:
	(Name & Surname) (Signature)	(Name & Surname) (Signature)

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

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..)

Loadsheet data form

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		WCHE:																																
OC	15		12		3		30		WCHE:																																
									WCHR:	1																															
									OTHER:	1BLND																															
A319: Y180 (CA 1-1 / CB 8-18 / DC 17-24)		Additional Remarks (Pax):		ACTUAL		TOB		+																																	
Y180 (CA 1-8 / CB 9-17 / DC 18-26)																																									
Y180 (CA 1-8 / CB 9-17 / DC 18-26)																																									
A320: Y180 (CA 1-12 / CB 11-28 / DC 21-36)																																									
BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)																																									
Select the A/C Type: A319																																									
Select weight used for checked baggage: <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Handset																																									
A319	HOLD 5		HOLD 4		HOLD 1																																				
	Bags:		Bags:		Bags:	Kg:																																			
	Kg:		Kg:		Cargo:	Kg:																																			
	Total Kg:		Total Kg:		Total Kg:																																				
FINAL FIGURES (General weight)																																									
A320	HOLD 5		HOLD 4		HOLD 3		HOLD 1																																		
	Bags: NIL		Bags: 1 Kg: 32		Bags: NIL		Bags: 52																																		
	Kg: NIL		Cargo: Kg:		Kg: NIL		Kg: 700																																		
	Total Kg:		Total Kg:		Total Kg:		Total Kg:																																		
FINAL FIGURES (General weight)																																									
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:			SUPERIMPOSITIVE FIGURES TOTAL:																																			
(Name & Surname) (Signature)			(Name & Surname) (Signature)			<table border="1"> <thead> <tr> <th colspan="2">JUMPER/FAT</th> <th>M</th> <th>F</th> <th colspan="2">PAK ZONE</th> <th>M</th> <th>F</th> </tr> </thead> <tbody> <tr> <td colspan="2">CPT</td> <td></td> <td></td> <td colspan="2">OA</td> <td></td> <td></td> </tr> <tr> <td colspan="2">FWD</td> <td></td> <td></td> <td colspan="2">OB</td> <td></td> <td></td> </tr> <tr> <td colspan="2">AFT</td> <td></td> <td></td> <td colspan="2">OC</td> <td></td> <td></td> </tr> </tbody> </table> <p>(To be completed by the Commander)</p>				JUMPER/FAT		M	F	PAK ZONE		M	F	CPT				OA				FWD				OB				AFT				OC			
JUMPER/FAT		M	F	PAK ZONE		M	F																																		
CPT				OA																																					
FWD				OB																																					
AFT				OC																																					

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

LOADSHEET DATA FORM Rev.17

VOLOTEA

FLIGHT N°	A/C REG	A/C TYPE	FROM	TO	DATE	CONF.
VT- 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 ^o 2
OB	24		20	19	4		48	47		WCNC: WCNS: WCNR: 1 OTHER: 1BLND
OC	15		12		3	2	30	29		

ASIR: Y180 (DA 1-7 / CB 8-16 / CC 17-24)
Y180 (DA 1-8 / CB 9-17 / CC 18-26)
Y180 (DA 1-8 / CB 9-17 / CC 18-26)
ASIR: Y180 (DA 1-12 / OB 11-23 / CC 21-32)

Additional Remarks (Italy):

ACTUAL TOB **103+ 1**

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

BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

Select the A/C Type: A320 A319

Select weight used for checked baggage: Actual Standard

A/C	HOLD 5		HOLD 4		HOLD 1	
	Bags:	Kg:	Bags:	Kg:	Bags:	Kg:
A319						
FINAL FIGURES (Standard weight)	Total Kg:		Total Kg:		Total Kg:	
<input checked="" type="checkbox"/> A320	HOLD 5	HOLD 4	HOLD 3	HOLD 1		
FINAL FIGURES (Standard weight)	Bags: NIL	Bags: 1 Kg: 32	Bags: NIL	Bags: 52		
	Kg: NIL	Cargo: NIL Kg: NIL	Kg: NIL	Kg: 700		
	Total Kg:	Total Kg:	Total Kg:	+68(+78kg)	Total Kg: 778	

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

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)

REINTEGRATION FIGURES TOTAL:
JUMPSAT M F PAR ZONE M F
CRAFT OA
FWD OB
AFT OC

(To be completed by the Commander)

3. How to complete final figures

(after boarding has finished)

Loadsheet data form

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	WCNC:	
OC	15	—	12	—	3	2	30	29	WCNS:	
									WCNR:	1
									OTHER:	1BLND

Additional remarks (if any):

ACTUAL TOB: **103 + 1**

AB18: Y188 (OA 1-17 / OB 9-18 / OC 17-24)
 Y188 (OA 1-1 / OB 9-17 / OC 18-28)
 Y188 (OA 1-1 / OB 9-17 / OC 18-28)

A220: Y188 (OA 1-12 / OB 11-22 / OC 21-24)

BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)

Select the A/C Type: A319 A320

Select weight used for checked baggage: Actual Standard

A319	HOLD 5		HOLD 4		HOLD 1	
	Bags:	Kg:	Bags:	Kg:	Bags:	Kg:
FINAL FIGURES						
	Total Kg:		Total Kg:			Total Kg:

A320	HOLD 5		HOLD 4		HOLD 3		HOLD 1	
	Bags:	Kg:	Bags:	Kg:	Bags:	Kg:	Bags:	Kg:
FINAL FIGURES	NIL	NIL	1	32	NIL	NIL	52	700
	Total Kg:		Total Kg:		Total Kg:			Total Kg: 778

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 Slatz (Handing Agent) 

Approved by Commander:
 Peter Foster (Commander) 

LOADSHEET DATA FORM		TOTAL					
JUMPSUIT		M	F	PAK ZONE		M	F
CRFT	1			OB			
FWD	1			OB			
APT				OB			

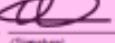
(To be completed by the Commander)

VOLOTEA

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

No need to do any manual LMC as the final figures are in Aviobook

Loadsheet data form

LOADSHEET DATA FORM Rev.11							VOLOTEA																											
FLIGHT N°	A/C REG	A/C TYPE	FROM	TO	DATE	CONF.																												
V7- 2165	EC- NPB	A320	BCN	NTE	13/Jun/24	Y 180																												
PAX FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)																																		
ZONE	MALE		FEMALE		CHILD		TOTAL CABIN																											
	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL	CHECKED	FINAL																										
TOTAL	58	56	42	41	7	6	107	103																										
OA	19	17	10	—	NIL	—	29	27																										
OB	24	—	20	19	4	—	48	47																										
OC	15	—	12	—	3	2	30	29																										
ABR: Y188 (DA 17/06 08:16 / 06:17/24)	Additional remarks (Free):				ACTUAL TBR		103 + 1																											
Y188 (DA 18/06 08:17 / 06:18/24)																																		
Y188 (DA 19/06 08:17 / 06:18/24)																																		
ABR: Y188 (A 18/06 08:11:02 / 06:21/24)																																		
BAGGAGE FIGURES (CHECK-IN CLOSURE + FINAL FIGURES)																																		
Select the A/C Type: <input checked="" type="checkbox"/> A319 <input type="checkbox"/> A320 Select weight used for checked baggage: <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Standard																																		
<input type="checkbox"/> A319 FINAL FIGURES (Standard weight)	HOLD 5		HOLD 4		HOLD 1		 																											
	Bags:	Kg:	Bags:	Kg:	Bags:	Kg:																												
	Total Kg:		Total Kg:		Total Kg:																													
<input checked="" type="checkbox"/> A320 FINAL FIGURES (Standard weight)	HOLD 5		HOLD 4		HOLD 3		HOLD 1																											
	Bags: NIL	Kg: NIL	Bags: 1 Kg: 32	Cargo: NIL Kg: NIL	Bags: NIL	Kg: NIL	Bags: 52	Kg: 700																										
	Total Kg:		Total Kg:		Total Kg:		+6LR(+78kg)																											
							Total Kg: 778																											
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:			APPROVING STAFF FIGURES TOTAL: 1 <table border="1"> <tr> <td colspan="2">JUNIOR STAFF</td> <td colspan="2">PAX</td> <td colspan="2">PAK ZONE</td> </tr> <tr> <td>CPKT</td> <td>M</td> <td>P</td> <td>PAK</td> <td>M</td> <td>P</td> </tr> <tr> <td>FWD</td> <td colspan="2">—</td> <td colspan="2">—</td> <td colspan="2">—</td> </tr> <tr> <td>APT</td> <td colspan="2">—</td> <td colspan="2">—</td> <td colspan="2">—</td> </tr> </table> (To be completed by the Commander)			JUNIOR STAFF		PAX		PAK ZONE		CPKT	M	P	PAK	M	P	FWD	—		—		—		APT	—		—		—	
JUNIOR STAFF		PAX		PAK ZONE																														
CPKT	M	P	PAK	M	P																													
FWD	—		—		—																													
APT	—		—		—																													
Tom Silas  (Name & Surname) (Signature)			Peter Foster  (Name & Surname) (Signature)			TOTAL: 1																												

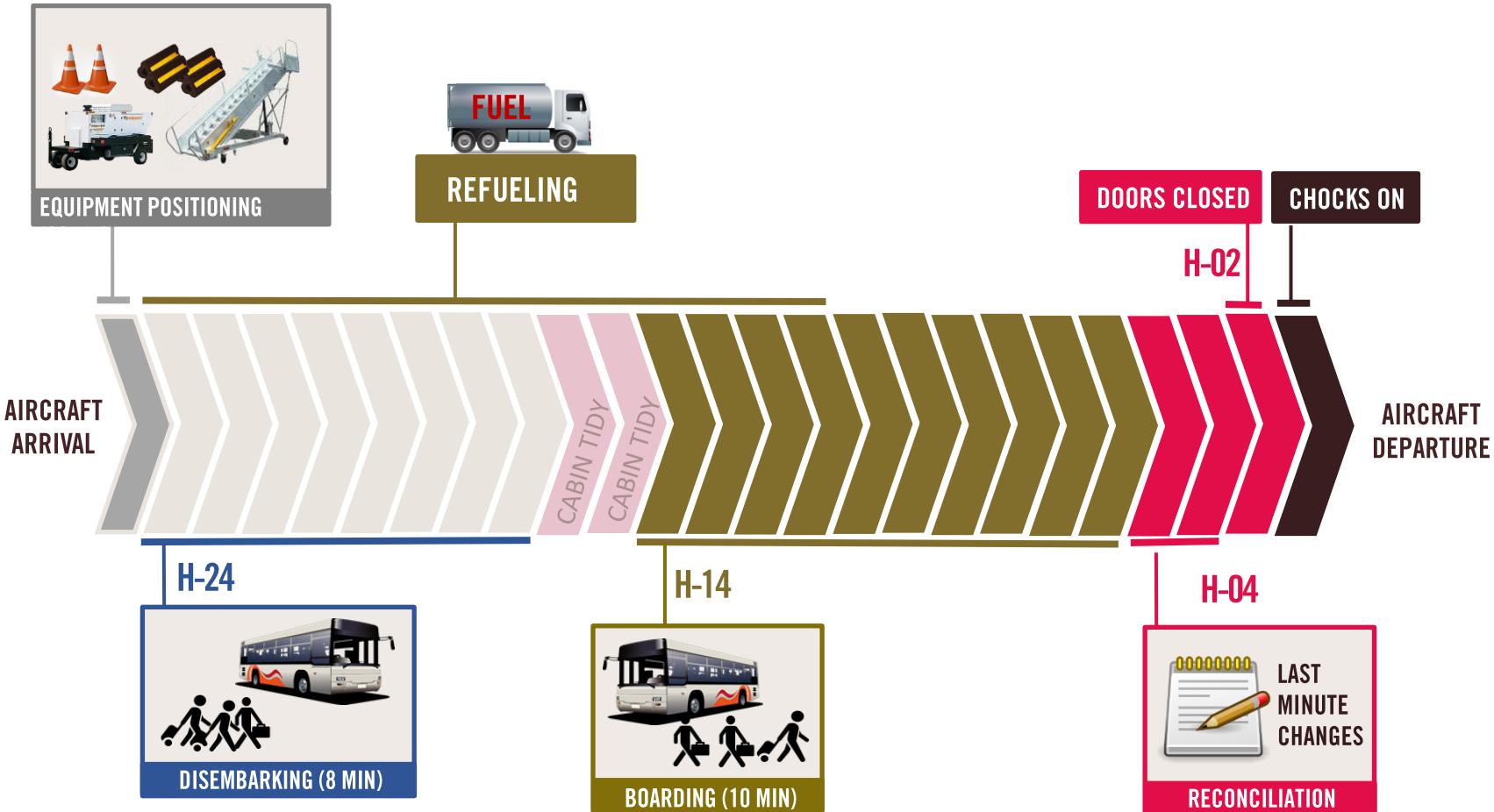
5. After Loadsheet Data Form is signed by the captain, flight dispatcher will keep **pink copy to include it in the Trip File**, while the Flight crew will keep the original for the flight envelope

1. Aircraft registrations & seating capacity
2. Aircraft configurations
3. PAX services
4. Ramp procedures
5. Load control
- 6. Timings**
7. Contacts



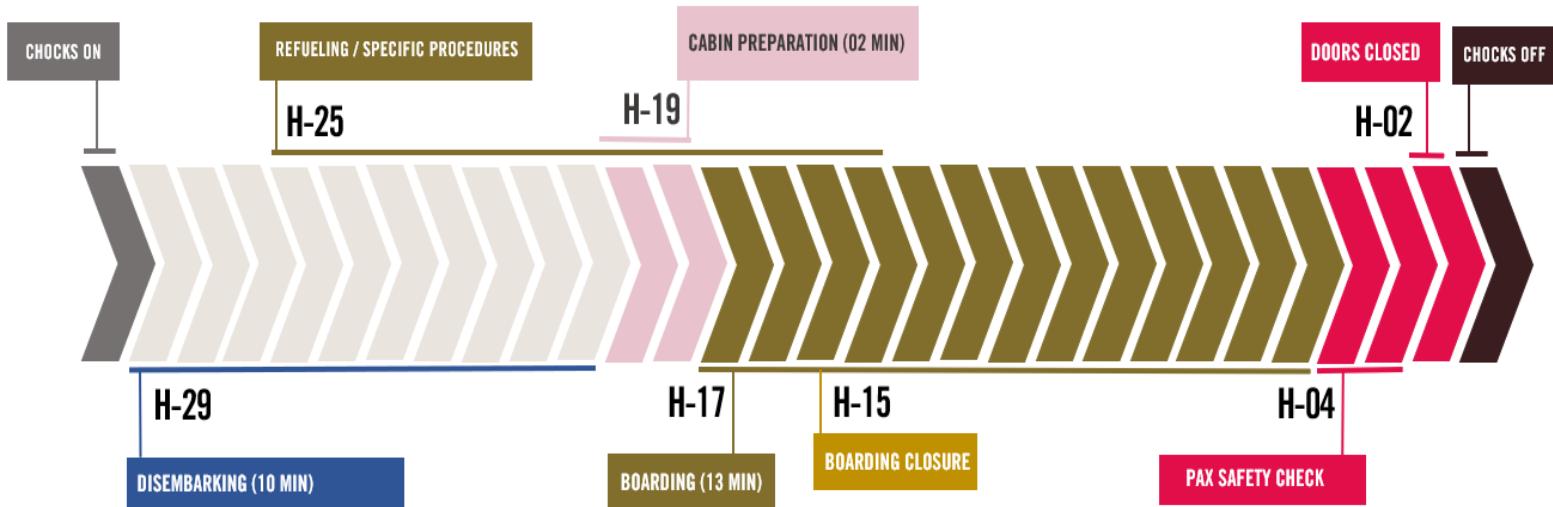
Timeline turnaround 25'

25' TURNAROUND



Timeline turnaround 30'

30' TURNAROUND



1. Aircraft registrations & seating capacity
2. Aircraft configurations
3. PAX services
4. Ramp procedures
5. Load control
6. Timings
- 7. Contacts**



Contacts

Contact list

Operations - OCC

Phone: +34 93 1221 717
Fax: +34 93 2220 711
E-mail: occ@volotea.com
Emergency Phone:
+34 673.995.471

Ground Ops - OCC

Network

Phone: +34 93 122 71 34
E-mail: ground.ops@volotea.com

Customer Care

Italy: (+39) 895 895 4404
Spain: (+34) 900 670 730
France: (+33) 0899 232 050
Greece: (+30) 2111 9894 33
International call: (+34) 93 12 20 717
Barcelona HDQ: (+34) 93 122 71 36 /37
Time: from 08h to 22h

Customer Care

English: <https://www.volotea.com/en/contact/#cat32#complaints>
Spanish: <https://www.volotea.com/es/contacto/#cat33#complaints>
French: <https://www.volotea.com/fr/contact/#cat33#complaints>
Italian: <https://www.volotea.com/it/contatti/#cat33#complaints>
Greek: <https://www.volotea.com/el/contact/>

Address: Travessera de Gràcia 56, 4º - 08006 – Barcelona, Spain
