airBaltic

QUICK REFERENCE SHEET for airBaltic flights operated by ACMI

Version 04/2023

Access to GOM can be found in https://groundops.airbaltic.com, under section Manuals/Wet Lease Manuals

Check-in area

Check-in system:	Amadeus Altea DCS
Info during Check-in or bag drop:	Please inform passengers: Please be informed your flight today will be operated by "Avion Express" / "Carpatair" / "Cyprus Airways"/ "Danish Air transport"/ "Xfly" / "Fly2Sky" / "Titan Airways"
Hand baggage:	Please ask passengers to check in hand baggage free of charge

Acceptance	Avion Express	Carpatair	Cyprus Airways	DAT	Xfly	Fly2Sky	Titan Airways
A/C type	A320	A319	A320	A320	CRJ900	A320	A320
CBBG	As per BT	No	No	No	As per BT	As per BT	As per BT
PETC	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT
Special pax	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT	As per BT
DEPU/DEPA	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Gate area

Boarding process:	As per BT procedures
Info to crew:	Divider position, Checked-in passengers C/Y, Special attention passengers

airBaltic

Ground Operations Department

PRE - FLIGHT INFORMATION

Flight Nr ....
Date ....

Divider ....
Pax C .... Y...........
Spec pax ....
....

Additionally to standard announcement:	Please be informed your flight today will be operated by "Avion Express" / "Carpatair" / "Cyprus Airways"/ "Danish Air transport"/ "Xfly" / "Fly2Sky" / "Titan Airways"
Documentation:	Onboard service list shall be printed and delivered to cabin crew

airBaltic
We Care

airBaltic

Amadeus Altea **system Loadsheet** issued for flights operated by

Carpatair   AVION EXPRESS   Xfly

Ramp area

Turnaround time: Minimum 40min

Loading instruction: Load planning by BT CLC

Loadsheet: Block/Taxi/Trip and Crew data to be sent via
                          FM messenger to BT CLC for Loadsheet.
                          Printed copy delivered for approval.

airBaltic
Ground Operations Department

LOADSHEET INFORMATION

Flight Nr   ....
Date   ....
a/c Reg   ....

Block fuel   ....
Taxi   ....
Trip   ....
Crew   ....

Special load:

Acceptance	Avion Express	Carpatair	Xfly
A/C type	A320	A319	A320
General cargo/mail	Yes	Yes	Yes
DG	As per BT	Yes, except class 1 and 7 and RLI and RLM	Yes, only in CPT6 Class 7 max 3TI
AVI	No	No	No
WEAP	NOTOC	NOTOC (only sporting and hunting)	NOTOC
HER/HEA	CPT1, CPT3 and CPT4 Max 500kg	Yes	Max 80kg
ICE	Max 135kg in FWD; Max 225kg in AFT	No	Max 50kg
MAG	CPT5	No	No
VAL	Yes	No	Yes
HUM	Yes	Yes	Only urn
Fuelling with pax o/b	Yes	Yes with fire brigade	Yes

Post-flight documents

Load message: System LDM shall be issued

MVT: MVT shall be sent after each flight

SITA adr for messages: RIXOPBT RIXHTBT MUCRM1A RIXDLBT

Trip File: All paper documentation shall be kept for 3 months

Special info

Avion Express: When loading the AFT compartments, each section has to be filled up to at least 80% of its volume, before the next section can be loaded. If a net section in CPT3 or CPT4 is not filled up to at least 80% of its volume, the BULK (CPT5) is restricted to a maximum of 250kg in total.

Xfly: Do not load more than 780kg in CPT 6 before crew are onboard and passenger boarding has commenced.
The fuelling process starts at the moment when the fuel hoses are pressurized.
The fuelling process ends at the moment when the fuel hoses are disconnected from the aircraft.

airBaltic
We Care

airBaltic

Manual Loadsheet issued by crew for flights operated by

Turnaround time:	Minimum 40min	
Loading instruction:	Load planning by Crew	
Loadsheet:	Captain will calculate loadsheet, copy of the loadsheet for trip file you will receive from Captain	
	Please scan the copy of LDS and send it to loadcontrol@airbaltic.com	
General cargo and mail:	Yes	
Dangerous Goods:	Not accepted	
Special load:	Not accepted	
WEAP:	DAT - Yes; Fly2Sky – No; Titan Airways – No; Cyprus Airways - Yes	
Loading report:	After loading (aircraft will be bulk-load, no containers) provide captain with loading report	
Fuelling with pax o/b:	Yes	
Passenger info:	Customer Weight and Balance details list from DCS to be delivered to crew (printed)	

📄 Post-flight documents

Load message:	Manual LDM shall be issued within 15min after ATD
MVT:	MVT shall be sent after each flight
SITA adr for messages:	RIXOPBT RIXHTBT MUCRM1A RIXDLBT
Trip File:	All paper documentation shall be kept for 3 months

3

airBaltic
We Care