

## Topic: Daily airBaltic Report

Dear Back Office,

The airBaltic would like to receive a daily flight report. This report is mainly about the turnaround, so I would like you to please send it daily in the evenings when you send the OTP.

You can find the report in the OTP folder.  
For airBaltic it would be very important that there is a detailed delay explanation. We would like to improve the OTP, and they would like to understand what the actual problems are.  
Mainly we have loading delays besides LIAC, and they would like to understand in which cases it is high volume of Mail and in which case they are simply lack of staff or slower than usual.

Please send report daily to:

- [jiv@airbaltic.com](mailto:jiv@airbaltic.com)
- [ingo.schnitger@dhs.aero](mailto:ingo.schnitger@dhs.aero)
- [norbert.rakoczi@dhs.aero](mailto:norbert.rakoczi@dhs.aero)

You can find the report in the OTP folder, and besides the delay explanation the yellow highlighted parts need to be amended accordingly.

Thank you!

Norbert

- AIR BALTIC DAILY REPORT -

DATE: **DDMMYYYY**  
FLIGHT NO **BTXXX**

Registration:	9H-ABC
Configuration:	99C/999Y
TOB:	99C/999Y
No. of desks:	2
Arrival time/On stand:	1822/1828
Boarding opened:	1845
Stand	4A
Aircraft off block:	1914
Airborne:	1924
Mail/Freight planned:	NIL/NIL
Mail/Freight loaded:	NIL/NIL
Delay code:	RA/0044
Comments for delay:	LIAC
Cleaning Yes/No:	YES or NO
Water service Yes/No	YES or NO
Toilet service Yes/No	YES or NO
Assistance Pax:	1 WCHR, 1 UMR
Deportees:	99
Unaccompanied minors:	99
NOTOC items:	1 HUM
Special:	9 WCHC
Dispatcher (TRC):	

Detailed delay explanation: