



Topic: Flight Files

Dear All,

Please make sure Flight Files are always filled out completely. For each flight the time sheet needs to be filled out completely. Please make sure you don't forget any times and include when e.g., boarding starts and when it ends. Airlines will check the reports and need the exact times.

Additionally, make sure that your flight file always includes the LIR and LDS. The LIR needs to match the LDS and it needs to be signed by the Loadmaster. **Important:** For ITA, the Captain also needs to sign the LIR.

Also add the fueling slip to your flight file.

The Walkaround always needs to be done and documented in the flight file. Therefore, use the prepared Walkaround pages, fill them out and sign them once Walkaround is done.

Each Airline has their own requirements for their flight files. Therefore, you have the short check list on the cover page. Please make sure you attach the needed documents.

After your flight file is completed, please upload a picture of the time sheet on AvBIS. For **TUI** and **LOT** always fill out PTS. These two Airlines will receive the PTS report at the end of the day.

After your flight file is done, please hand it over to B/O on duty or place it in the paper tray, so the B/O can check the flight files.

Thank you!

Laura