

Topic: Turnaround Check – List

- **Prepare Flight:**
 - Check inbound PSM/ LDM
 - Check outbound (NOTOC needed? Specials? Cargo?)
 - Needed papers (Cover page, time sheet, Walkaround page, LIR, (NOTOC, Security search if needed)
 - Take OPS phone and enter your contact details into Avbis

- **On Position:**
 - Arrive on position latest -5 EIBT
 - FOD CHECK (Walk across the position – focus on the areas where the engines and wheels will be)
 - Connect headset to communicate to the PIC
 - Welcome to Frankfurt
 - Who are you?
 - Chocks are set/ in place
 - Ask for: crewbags and if Water & Waste service is needed
 - Arrival walkaround (complete and document it)
 - Supervision of disembarkation
 - Hand and explain LIR to the loadmaster
 - (Check cargo/ special loads...)
 - Brief PIC and purser
 - Supervise loading, fueling and arrange for missing services
 - Communicate to the gate (boarding ok (apron position), red bags, offloads...)
 - In case of loading irregularities communicate to B/O
 - Supervise embarkation of pax on apron position
 - check final loading with loadmaster and let him sign your LIR (ITA: Captains signature needed on LIR)
 - sign LIR from loadmaster
 - send final loading to B/O
 - **LDS received: 6-Point-Check!**
 - Final Walkaround and FOD check
 - Prepare everything for the pushback and headset communication to PIC
 - WOA

- **Flight File**
 - Everything needs to be documented in the flight file (check list on every cover page)
 - Time sheet/ cover page filled out?
 - LIR signed?
 - Walkaround done and paper signed?
 - All required documents included?...
 - Fill out PTS for TUI and LOT only
 - Upload a picture of your fully filled out timesheet on Avbis for all other airlines
 - Hand flight file to B/O

Everything done! ☺