AHM 560

SAMPLE

# Company

## Aircraft

# Aircraft Handling Manual 560

## Issue No.: 2

Date: 15 th September 2008

# AHM 560

CURRENT REVISION APPROVAL

| Compiled | Approval |
|----------|----------|
| G. Sciuto |  |

# AHM 560

**SAMPLE**

LIST OF ISSUES

| N° 1 | 04/05/06 | |
|------|----------|---|
| | | |

# AHM 560

**SAMPLE**

## DISTRIBUTION LIST

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|---------|--------|
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# AHM 560

## SAMPLE

### LIST OF EFFECTIVE PAGES

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| COVER | 1 | 2 | 15-09-08 |
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| A | 1 | 1 | 04-05-06 |
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| C | 1 | 1 | 04-05-06 |
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| C | 7-A | 1 | 04-05-06 |
| C | 8 | 1 | 04-05-06 |
| C | 9 | 1 | 04-05-06 |
| C | 9-A | 1 | 04-05-06 |
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| C | 14 | 1 | 04-05-06 |
| D | 1 | 2 | 15-09-08 |
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G. Sciuto

Date:   15-09-08

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SAMPLE

**EDP EXCHANGE FOR SEMI-PERMANENT DATA FOR CHECK-IN AND LOAD CONTROL**

RECOMMENDED that, Carriers and Handling Compagnies shall exchange information to establish and update the data base for the Departure Control Systems as follows:

**1.  INFORMATION TO BE EXCHANGED BETWEEN HEAD OFFICES**

Contacts - there shall be only one official responsible for compiling/sending data to the handling agent and for receiving/distributing data within his organisation.

If any items on the attachments are irrelevant to a particular EDP (Electronic Data Process) system, such items shall not be omitted from the forms but shall be marked "NOT APPLICABLE".

Updates without specified effective date should be implemented in the system within two weeks after receipt.

Use standardized data sheets, in accordance with the attached specimens.

Exchange of data for notice authorisation to semi-permanent data for use on the handling carriers/compagnies line system, using AHM 052 procedures which is to be redeveloped into machine readable format.

**2.  INFORMATION TO BE OBTAINED AT STATION LEVEL ACCORDING TO HANDLING AGENT'S LOCAL PROCEDURES**

For each sector:

    taxi fuel information;
    estimated take-off fuel;
    estimated trip fuel;
    estimated payload;
    changes to basic weight/basic index;
    changes to dry operating weight/dry operating index;
    crew — number and where seated;
    pantry — weight and location;
    equipment not included in basic weight;
    load plan information;
    passenger handling information, e.g. seat selection procedures.

**Commentary**

Several Members have automated or intend to automated their check-in and load control system.
When these systems are intended to include the flights of other carriers, the carriers are required to provide the data necessary for EDP handling.
A carrier may be preparing data for more than one handling agent. It helps to use data sheets of uniform design and content.
In the interest of speed and convenience, data of a seasonal nature should be obtained at station level.

INTRO 1

# AHM 560

**Fleet** **SAMPLE**

| A/C TYPE | SN | REG. MARKS | A/C CONF |
|----------|-----|------------|----------|
|          |     |            |          |

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1. **HANDLING AGENTS'S CONTACT ADDRESS**

Completed sheets and changes of basic data and procedure must be forwarded to:

MAILING ADDRESS:

TELETYPE ADDRESS:

REMARKS:

2. **CARRIER'S CONTACT ADDRESS**    **SAMPLE**

**REMARKS FOR AIRPORTS EQUIPPED WITH COMPUTERISED SYSTEMS**

**Every 6 months, according to OPS1.625 (b), print-out simulations of mass and balance sheet have to be sent to the Ground Operations Dept.**

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3.  **AUTOMATICALLY PRODUCED DOCUMENTS**
    **(tick as required)**

    ☐ NOTOC
    ☐ SEATPLAN
    ☐ LOADPLAN
    ☐ PASSENGER INFO LIST
    ☐ LOADSHEET
    ☐ LOADING INSTRUCTION/REPORT

4.  **MESSAGE REQUIREMENTS**
    **(tick as required)**

    SAMPLE

    ☐ LPM Load Planning Message AHM 580
    ☐ LDM Load Message AHM 583
    ☐ ALI Abbreviated Load information Message AHM 584
    ☐ CPM Container/Pallet Distribution Message AHM 587
    ☐ UCM ULD Control Message AHM 424 (dispatch only)
    ☐ MVT Movement Messages AHM 730 and 780
    ☐ DIV Diversion Message AHM 781
    ☐ SOM Seat occupied Message Recommended Practice 1712
    ☐ PTM Passenger Transfer Message Recommended Practice 1718
    ☐ PSM Passenger Service Message Recommended Practice 1715 (dispatch only)
    ☐ TPM Teletype Passenger Manifest Recommended Practice 1717 (dispatch only)
    ☐ PFS Passenger Final Sales Message Recommended Practice 1719 (dispatch only)
    ☐ IDM Industry Discount Message Recommended Practice 1714
    ☐ RQL Request List Message Recommendes Practice 1709 (dispatch only)
    ☐ PNL/ADL Passenger Name List,and Additions and Deletions List (Recommended Practice 1708)(acceptance only)
    ☐ SAL Seat Available List Recommended Practice 1713 (acceptance only)
    ☐ SLS Statistical Load Summary AHM 588
    ☐ FMM Fuel Monitoring Message AHM 782
    ☐ RQM Request Information Message AHM 783
    ☐ UWS ULD/Bulk Load Weight Signal AHM 581 (acceptance only)

5.  **MESSAGE ADDRESSES**

    Attach a complete address list for all messages mentioned under paragraph 4 above.

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| GENERAL INFORMATION | **B** Sheet 1 |
|---|---|
| **SAMPLE** | Carrier |
| | |

**ALL WEIGHTS IN KILOGRAM (kg)**

1.    **PASSENGER AND BAGGAGE WEIGHTS**

1.1    **Passenger weights**

      N/A

1.2    **Cabin Baggage Weight**

      N/A

1.3    **Checked Baggage Weight**

      N/A

NOT APPLICABLE

# AHM 560

| GENERAL INFORMATION | B Sheet 2 |
|:---:|:---:|
| **SAMPLE** | Carrier CGI |

## 2. CREW AND CREW BAGGAGE WEIGHTS / OTHER PERSONS ON BOARD

### 2.1 Crew/Other persons weights

| Crew/Other persons | 85 |
|---|---|

|  | Yes | No |
|---|:---:|:---:|
| Hand baggage weight is included in the above crew (Cockpit) weights. | ☒ | ☐ |
| Lower Hold baggage weight is included in the above crew (Cockpit) weights. | ☐ | ☒ |

> If No: Crew baggage weights must be specified in 2.2.

Remarks:

> If Last Minute Changes exceed the value of ± 1% of the total weight, a new documentation must be prepared. Refer to JAR-OPS 1.652 (a) (2),

### 2.2 Crew /Other persons Baggage Weights

For check purposes add list of valid weights and indices.

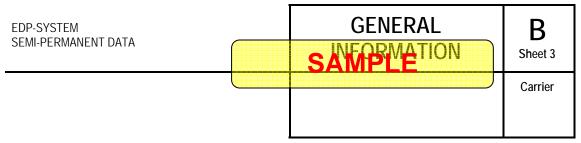|  | Cockpit / Other persons (kg) | Index Influence | FWD CABIN STOWAGE Length of arm from reference station (inch) |
|---|:---:|:---:|:---:|
| Shorthaul / Longhaul | 15 (see remarks) | -0,1 | -970 |

*Specify conditions as appropriate.

Remarks:
**For each Pilot and Courier or Observer. This weight must be always included in the DOW-DOI definition for each configurations.**

If Last Minute Changes exceed the value of ± 1% of the total weight, a new documentation must be prepared. Refer to JAR-OPS 1.652 (a) (2),

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EDP-SYSTEM
SEMI-PERMANENT DATA

| GENERAL INFORMATION | B |
|---|---|
| **SAMPLE** | Sheet 3 |
| | Carrier |

**3. DRY OPERATING WEIGHT AND DRY OPERATING INDEX SPECIFICATIONS (tick as appropriate)**

| Item | DOW Incl. | DOW excl. | DOI incl. | DOI excl. | Remarks |
|---|---|---|---|---|---|
| Basic weight | ✔ | | ✔ | | |
| Crew (and Courier or Observer) | ✔ | | ✔ | | |
| Crew (and Courier or Observer) baggage | ✔ | | ✔ | | |
| Pantry | ✔ | | ✔ | | |
| Containers | | ✔ | | ✔ | |
| Pallets | | ✔ | | ✔ | |
| | | | | | |
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Remarks:

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G. Sciuto

Date: 04-05-06
Issue No.: 1

| AIRCRAFT DATA | C |
|---|---|
| | Sheet **1** |
| A/C Type **SAMPLE** | Carrier |
| | |

## 1. BALANCE AND SPECIAL INFORMATION - OUTPUT ON LOADSHEET

### 1.1 Balance output

| Please mark your requirements in respective box. | | | Remarks |
|---|---|---|---|
| Basic Index | BI | ✔ | |
| Dry Operating Index | DOI | ✔ | |
| Deadload Index | DLI | ✔ | |
| Deadload MAC | MACDLW | ✔ | |
| Loaded Index at zero fuel weight | LIZFW | ✔ | |
| Loaded Index at take-off weight | LITOW | ✔ | |
| Loaded Index at landing weight | LILAW | ✔ | |
| MAC - at zero fuel weight | MACZFW | ✔ | |
| MAC - at take-off weight | MACTOW | ✔ | |
| MAC - at landing weight | MACLAW | ✔ | |
| Stabilizer trim setting at take-off | STABTO* | | Not required |

*Specify ANU or AND as appropriate.

### 1.2 Passenger trim output

Please mark your requirements in respective box.

| | | Remarks |
|---|---|---|
| Class trim | | |
| Cabin area trim | | |
| Seat row trim | | |

NOT APPLICABLE

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