

BA Arrival Checklist

Tail # :

Aircraft Type/Model :

MTOW :

Arrival Date/Time :

Pilot		Co-Pilot	
Phone Number		Phone Number	
Email		Email	
Local Address		Local Address	

Passport Information			
Crew Information #1		Passenger Information #1	
Name		Name	
DOB		DOB	
Nationality		Nationality	
Passport Number		Passport Number	

NB: PTO to list passenger info using the same format above.

Needs

Hotel Transport

 Lav Service

 Fuel

 Unspecified

Additional information - _____

Notifications

Tower	
Customs	
Immigration	
Health Department	

Departure

Departure Date/Time:

Flight Plan :

Weather :

Invoice # :

Needs

Pick Up

Flight Plan

General Declaration

Fuel

GPU

Additional information - _____

Catering : Ice Coffee Hot water

Additional information - _____

Notifications

Tower	
Customs	
Immigration	
Health Department	

Additional Passenger/Crew Passport Information

Crew Information #1		Passenger Information #1	
Name		Name	
DOB		DOB	
Nationality		Nationality	
Passport Number		Passport Number	
Crew Information #2		Passenger Information #2	
Name		Name	
DOB		DOB	
Nationality		Nationality	
Passport Number		Passport Number	
Crew Information #3		Passenger Information #3	
Name		Name	
DOB		DOB	
Nationality		Nationality	
Passport Number		Passport Number	
Crew Information #4		Passenger Information #4	
Name		Name	
DOB		DOB	
Nationality		Nationality	
Passport Number		Passport Number	