**Departures Airport Data Sheet**

Return completed form in full to Ryanair Ground Operations IMMEDIATELY after all documents have been sent.

Email: [r4gops@ryanair.com](mailto:r4gops@ryanair.com)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Departure Airport Completing Data Sheet** | {origin} | **Date Completed** | {dateCompleted} |
| **Completed by (Name in full) in Departure Airport** | | {completedBy} | | |
| **Contact email & Phone number at Departure Airport** | | [**SCQOPS@AZULHANDLING.COM**](mailto:SCQOPS@AZULHANDLING.COM)  **(+34) 981547221** | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Flight Information** | **Flight Number** | | {flightNumber} | |  | |
| **Date of Flight** | **Registration** | **Route** | **Crew** | **TOB (Adults + inf)** | **STD** | **STA** |
| {dateFlight} | {registration} | **{origin}-{destiny}** | **{crew}** | **{TOB}** | {STD} | {STA} |

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| --- | --- | --- | --- | --- |
| **Checked in Passenger Manifest** | **YES / NO** | **Time Sent to GOPS** | **Sent by** | **Time received by GOPS** |
| Passengers Manifes | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LID** | **YES / NO** | **Time Sent to GOPS** | **Sent by** | **Time received by GOPS** |
| Devis de masse | | {nowUTC} | {sendBy} |  |

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| **Loading Instruction ( LIR )** | **YES / NO** | **Time Sent to GOPS** | **Sent by** | **Time received by GOPS** |
| Instructions de chargement | | {nowUTC} | {sendBy} |  |

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| **Cargo Manifest** | **YES / NO** | **Time Sent to GOPS** | **Sent by** | **Time received by GOPS** |
| Cargo Manifeste (s'il y en a un) | |  |  |  |

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| **NOTOC** | **YES / NO** | **Time Sent** | **Sent by** | **Time received by GOPS** |
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| **Fuel Documents (Fueling Comp)** | **YES / NO** | **Time Sent** | **Sent by** | **Time received by GOPS** |
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| --- | --- | --- | --- |
| **Any additional comments? Special items loaded; Engineering tool box - AOG Spares - Batteries** | **YES / NO** |  | |
| **Departure Airport Authority Contact Number** | | | **Departure Airport Police Contact** |
| **Full Name: MARCOS DIAZ GONZALEZ**  **Contact Number: (+34) 981 547563** | | | **Full Name: COMMISSAR MR. NOVOA**  **Contact Number: (+34) 981 547664** |

V12.NOV20