



KP AIRSIDE HANDLING REPORT

TO _____ FROM _____ GROUP _____ ROSTER _____
FLIGHT NO. _____ DATE 14/11/2018 A/C REGISTRATION _____ A/C TYPE _____

ARRIVAL	DEPARTURE
PORT OF ORIGIN _____	PORT OF DESTINATION _____
STA _____ ETA _____ ATA _____	STA _____ ETA _____ ATA _____
BAY / GATE _____	BAY / GATE _____
DISEMARKATION _____	CREW ARR. GATE _____
T/S SAME PLANE _____	INFORM BOARDING _____
CIQ _____	START BOARDING _____
T/S CARD DISTRIBUTED _____	COMPLETE BOARDING _____
S/P ONBOARD _____	JOINING _____
GATE OPENED _____	TRANSFER _____
GATE CLOSED _____	SAME PLANE REBOARD _____
	IATCI _____ OSTCI _____

STAFF ASSIGNED _____
BOARDING PASS / IMM CARD / TICKET COLLECTED BY _____ BOCO BY _____
BUS CO-ORDINATOR _____ STAFF STAND BY AT A/C SIDE _____
BOARDING ANNOUNCED BY _____
BAGGAGE INTERCEPTED BY _____ TOTAL _____ PCS
BABY STROLLER INTERCEPTED BY _____ TOTAL _____ PCS
RESTRICTED ITEM COLLECTED BY - _____ TOTAL - _____ PCS
DOCUMENT : CHECKED / MATCHED BY - _____
BOARDING BY PRIORITY ☐ YES ☐ NO BOARDING BY ROWS ☐ YES ☐ NO
SPECIAL CASE (ARR / DEP) _____ HANDLED BY _____
KO _____ KO-B _____ LCS _____ CSS / GATE LEADER _____

REMARKS / IRREGULARITIES :

KP AIRSIDE TASK CHECKLIST

PLEASE CHECK YOUR DAILY JOB ASSIGNMENT

ARRIVAL

- ☐ OUTBOUND CONNECTIONS SUMMARY
- ☐ A/C PARKING BAY
- ☐ PASSENGER LOAD INFORMATION
- ☐ COUNTING MACHINE
- ☐ GATE / TRANSIT CARD
- ☐ TRANSPORTATION ARRANGEMENT
- ☐ SHORT CONNECTING INFORMATION

DEPARTURE

- ☐ INBOUND CONNECTION SUMMARY
- ☐ A/C PARKING BAY
- ☐ LIMITED RELEASE TAG
- ☐ FRAGILE TAG
- ☐ ENVELOPE FOR RESTRICTED ITEM
- ☐ BUS RELEASE FORM FOR DRIVER
- ☐ STICKERS FOR INTERNATIONAL PAX
- ☐ STICKERS FOR FLIGHT COMBINED

REMARKS / IRREGULARITIES :