

# IATA AHM560

## REV 365

### CONTENTS

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**IMPORTANT NOTES:**

- PLEASE CHECK WHETHER ISSUE DATE ON EACH PAGE IN YOUR SET MATCHES WITH THE DATES ON THIS "LIST OF EFFECTIVE PAGES". IF THERE IS ANY MISMATCH , PLEASE CONTACT OPERATIONS PLANNING & SUPPORT MANAGEMENT.
- IF CHECKIN AND LOADCONTROL IS DONE BY COMPUTER (DCS) , THEN THIS DATA WILL BE INPUT TO DCS (DEPARTURE CONTROL SYSTEM) BY THE HANDLING AGENCY.
- DATA PRINTOUTS AND SAMPLE LOADSHEETS MUST BE SENT TO OPERATIONS PLANNING & SUPPORT MANAGEMENT FOR APPROVAL.

## GENERAL INFORMATION

FOR THE SYSTEMS WHERE CHECK-IN AND LOADSHEET ARE DONE BY COMPUTER, THE NECESSARY DATABASE FOR A/C WEIGHT AND BALANCE SPECIFICATIONS ARE PREPARED IN THE IATA AHM50 STANDARD FORMAT BY TURKISH AIRLINES OPERATIONS PLANNING & SUPPORT MANAGEMENT. THE PREPARED DOCUMENT IS CALLED " IATA AHM560 EDP (Electronic Data Processing) SYSTEM SEMI-PERMANENT DATA FOR CHECK-IN AND LOAD CONTROL" . THIS DOCUMENT ALLOWS STANDARD INFORMATION EXCHANGE BETWEEN THE HANDLING AGENT AND THE AIRLINE.

### **STRUCTURE AND PAGINATION OF THE DOCUMENT**

EACH PAGE IS NUMBERED AS OUTLINED IN "CONTENTS" PAGE 00.01 . THE SET OF PAGES FOR EACH AIRCRAFT TYPE IS PLACED IN INDIVIDUAL SECTIONS. FOR EXAMPLE SECTION "07" IS FOR B737-800 AND ITS PAGES ARE NUMBERED FROM 07.00 TO 07.26 . THE FIRST PAGE OF THIS SET "07.00" IS "LIST OF EFFECTIVE PAGES" . IT HAS ITS OWN REVISION NUMBER AND DATE

### **REVISIONS : HOW TO INSERT A REVISION**

REVISIONS ARE PUBLISHED IN OUR WEBSITE. UNTIL YOU RECEIVE THE REVISED PAGES, NEW INFORMATION WILL BE MADE AVAILBLE TO YOU BY SITA TELEX. THIS TELEX MESSAGE WILL INCLUDE ENOUGH INFORMATION FOR YOU TO MAKE NECESSARY CHANGES IN YOUR DCS SYSTEM.PLEASE CONFIRM YOUR RECEIPT AS SOON AS YOU RECEIVE THE REVISIONS OR TELEX.PLEASE CHECK WHETHER ISSUE DATE ON EACH PAGE IN YOUR SET MATCHES WITH THE DATES ON "CONTENTS" PAGE AND EACH SECTION'S "LIST OF EFFECTIVE PAGES" .IF THERE IS ANY MISMATCH OR MISSING PAGE , INFORM THE ADDRESS GIVEN ABOVE. THE PAGES YOU RECEIVE IN A NEW REVISION SHOULD REPLACE THE OLD PAGES AS SHOWN IN "ACTION FOR REVISED " (CHANGE, ADD, ETC.) COLUMN OF EACH AIRCRAFT 'S "LIST OF EFFECTIVE PAGES"

### **EDP LOADSHEET APPROVAL PROCESS:**

IF CHECKIN AND LOADCONTROL IS DONE BY COMPUTER (DCS-DEPARTURE CONTROL SYSTEM) ,THEN THE DATA IN THIS DOCUMENT SHOULD BE INPUT TO DCS SYSTEM BY THE HANDLING AGENCY. DATA PRINTOUTS AND AT LEAST 3 SAMPLE LOADSHEETS MUST BE SENT TO THE ADDRESS GIVEN ABOVE FOR APPROVAL. ONLY AFTER APPROVAL , THE EDP LOADSHEET CAN BE PRODUCED.

<b>EDP-SYSTEM SEMI-PERMANENT DATA</b>	<b>COMMUNICATION ADDRESSES</b>	<b>A Sheet 1</b>
		<b>Carrier TK</b>

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

Completed sheets and changes of basic data and procedure will be either forwarded to THY local station manager /local handling agent via mail or published in our website.

**2. CARRIER'S CONTACT ADDRESS**

Turkish Airlines Inc. General Management Building Ataturk Airport, Yesilkoy 34149 Istanbul Turkey  
 Phone: +90 212 465 24 22 Fax: +90 212 465 24 59 E-mail: [wabe@thy.com](mailto:wabe@thy.com)

<b>EDP-SYSTEM SEMI-PERMANENT DATA</b>	<b>COMMUNICATION ADDRESSES</b>	<b>A Sheet 2</b>
		<b>Carrier TK</b>

**3. CARRIER'S CONTACT ADDRESS**

<input checked="" type="checkbox"/>	NOTOC
<input checked="" type="checkbox"/>	SEATPLAN
<input checked="" type="checkbox"/>	LOADPLAN
<input checked="" type="checkbox"/>	PASSANGER INFO LIST
<input checked="" type="checkbox"/>	LOADSHEET
<input checked="" type="checkbox"/>	LOADING INSTRUCTION REPORT

**4. MESSAGE REQUIREMENTS**

<input type="checkbox"/>	LPM Load Planning Message AHM 580
<input checked="" type="checkbox"/>	LDM Load Message AHM 583
<input type="checkbox"/>	ALI Abbreviated Load Information Message AHM 584
<input checked="" type="checkbox"/>	CPM Container / Pallet Distribution Message AHM 587
<input type="checkbox"/>	UCM ULD Control Message AHM 388 (dispatch only)
<input checked="" type="checkbox"/>	MVT Movement messages AHM 811 and 780
<input type="checkbox"/>	DIV diversion message AHM 781
<input type="checkbox"/>	SOM Seat Occupied Message Recommended Practice 1712
<input type="checkbox"/>	PTM Passenger Transfer Message Recommended Practice 1718
<input type="checkbox"/>	PSM Passenger Service Message recommended Practice 1715 (dispatch only)
<input type="checkbox"/>	TPM Teletype Passenger Manifest Recommended Practice 1717 (dispatch only)
<input type="checkbox"/>	PFS Passeneger Final Sales Message Recommended Practice 1719 (dispatch only)
<input type="checkbox"/>	IDM Industry Discount Message Recommended Practice 1714
<input type="checkbox"/>	RQL Request List Message Recommended Practice 1709 (dispatch only)
<input type="checkbox"/>	PNL ADL Passenger Name List and Additions and Deletions List (Recommended Practice 1708 acceptance only)
<input type="checkbox"/>	SAL Seats Available List Recommended Practice 1713 (acceptance only)
<input type="checkbox"/>	SLS Statistical Load Summary A-M 588
<input type="checkbox"/>	FMM Fuel Monitoring Message A-M 782
<input type="checkbox"/>	RQM Request Information Message AHM 783
<input type="checkbox"/>	UWS ULD Bulk Load Weight Spral AHM 581 (acceptance only)

**5. MESSAGE REQUIREMENTS**

**Contact Turkish Airlines Local Station Manager for message Addresses.**



<b>EDP-SYSTEM SEMI-PERMANENT DATA</b>	<b>GENERAL INFORMATION</b>	<b>B Sheet 1</b>
	<b>ALL TYPES</b>	<b>Carrier TK</b>

**1. PASSENGER AND BAGGAGE WEIGHTS**

**1.1. Passenger Weights**

	<b>Male</b>	<b>Female</b>	<b>All Adult</b>
<b>All flight except holiday charters</b>	88 kg	70 kg	84 kg
<b>Holiday charters</b>	83 kg	69 kg	76 kg
<b>Child (2 years to 12 years)</b>	35 kg	35 kg	35 kg
<b>Infant</b>	10 kg	10 kg	10 kg

REMARKS : Normally Male and Female values should be used. Holiday charters means a charter flights solely intended as an element of a holiday travel package. The holiday charter mass values apply provided that not more than 5% of passenger seats installed in the aeroplane are used for the non-revenue carriage of certain categories of passengers.

**1.2. Cabin Baggage Weight**

Cabin baggage weight is included in the above mentioned passenger weights.

YES  NO

If no ; actual cabin baggage weight must be used.

**1.3. Checked Baggage Weight**

Weight per piece                      Actual  
Weight per passenger                Actual

Enter "Actual" if standard weight not permitted

<b>EDP-SYSTEM SEMI-PERMANENT DATA</b>	<b>GENERAL INFORMATION</b>	<b>B Sheet 2</b>
	<b>ALL TYPES</b>	<b>Carrier TK</b>

**2. CREW WEIGHTS**

Cockpit crew                      85 kg  
Cabin crew                         75 kg

Crew baggage is included in the above crew weights :

YES  NO

If NO: Actual crew baggage weight must be used.

**REMARKS:** For Longhaul Flights and for the flights that crew stays overnight at destination, additionally Standart baggage weight of 15 Kg per crew member should be added. Location for crew baggage is Bulk Cargo Compartment.



<b>EDP-SYSTEM SEMI-PERMANENT DATA</b>	<b>GENERAL INFORMATION</b>	<b>B Sheet 3</b>
	<b>ALL TYPES</b>	<b>Carrier TK</b>

**3. DRY OPER. WEIGHT AND DRY OPER. INDEX SPECIFICATIONS**

Please mark your requirements in respective box

	DOW		DOI		
	Incl	Excl	Incl	Excl	
ITEM	X		X		
BASIC WEIGHT	X		X		
CREW	X		X		
CREW BAGGAGE	X		X		See Remarks
PANTRY	X		X		
CONTAINERS		X		X	See Remarks
PALLETS		X		X	See Remarks
FLY - AWAY KIT		X		X	See Remarks

**REMARKS:**

- Before flight check the Bulk cargo compartment if Nose Gear and Main Gear spare wheel&Tire are carried or not. If carried, they should be shown as "LOAD IN COMPARTMENTS", at "DISTRIBUTION" columns on LOADSHEET and specified as EIC (Equipment in compartment) .
- Tare weight of ULD (containers & pallets) should be shown as included in the GROSS load in position. The sum of Net cargo/bag weight + pallet/container tare weight should be shown in "LOAD IN COMPARTMENTS" in "DISTRIBUTION" column of LOADSHEET.
- CREW BAGGAGE on Longhaul flights and for flights that crew stays overnight at destination, is NOT included in DOW/DOI. This additional standard baggage weight of 10/15(depends on a/c) kg per crew member should be shown as 'LOAD IN COMPARTMENT - DISTRIBUTION' in Loadsheets.

<b>EDP-SYSTEM SEMI-PERMANENT DATA</b>	<b>GENERAL INFORMATION</b>	<b>C Sheet 1</b>
	<b>ALL TYPES</b>	<b>Carrier TK</b>

**1. Balance and special information –Output on loadsheet**

**1.1. Balance Output**

Please mark your requirements in respective box

			REMARKS
Basic index	BI	X	
Dry operating Index	DOI	X	
Deadload index	DLI		
Loaded Index at zero fuel weight	LIZFW	X	
Loaded Index at take of weight	LITOW	X	
Loaded Index at landing weight	LILAW	X	
MAC - at zero fuel weight	MACZFW	X	
MAC - at take of weight	MACTOW	X	
MAC - at landing weight	MACLAW	X	
Stabilizer trim setting at take off	STABTO*	X	

**1.1.1. Passenger Trim Output**

**Class Trim**

**Cabin Area Trim**

**Seat Row Trim**

**X**


**1.2. Special Information**

The following information must be entered in the lower part of the EDP Loadsheets, e.g loadmessage before LMC, Baggage, Cargo and mail specifications, etc.

- Captain's Name
- Load Message (PAX, BAGGAGE, CARGO, MAIL, NUMBER /WEIGHT PER DESTINATION AND LOCATIONS)
- \* RESTRICTED ARTICLES, LIVE ANIMALS ETC.
- \* TOW, TOF, ZFW , LDW





 <b>TURKISH AIRLINES</b> <b>LOAD &amp; TRIM SHEET INFORMATION</b>			
FLIGHT NO ①	FROM / TO ②	A/C REG ③	DATE ④
Regulated MTOW		⑤	
Total (Ramp) Fuel		⑥	
Trip Fuel		⑦	
Taxi Fuel		⑧	
Flight Time		⑨	
Crew (Cockpit/Cabin)		⑩	
		Loaded / Installed	Unloaded / Removed
EIC (Equip. in. Compt.) Spare Wheel & Tire, etc.		⑪	
APU		⑫	
OTHER		⑬	
<p>COMMANDER</p> <p>.....</p>		<p>LOAD CONTROLLER</p> <p>.....</p>	
<p><b>Note:</b> Shaded boxes will be filled by Load Controller.</p>			

B.02.2.THY.0.15.04/...

### Description of the Sheet.

#### Formun Açıklaması:

- FLIGHT NO:** Flight Number / Uçuş numarası
- FROM / TO:** Depart./Arrival Airport  
Nereden / nereye
- A / C REG:** Aircraft Registration /  
Uçak kanat adı
- DATE:** Date of Departure / Tarih
- REGULATORY TOW:** Max allowed take-off  
wt from that Runway. / Mevcut şartlara göre  
uçanın Max. kalkış ağırlığı.
- TOTAL (RAMP) FUEL:** Eğer yakıt alınmışsa  
göstergelerde okunan yakıt değeri. (örnek:  
14560kg.)Yakıt alınmamışsa Dispatch ile  
mutabık kalınan yakıt.
- TRIP FUEL:** Uçuş planındaki trip yakıtı.
- TAXI FUEL:** Uçuş Planındaki taxi yakıtı.
- FLIGHT TIME:** Uçuş Planındaki "Trip Time"

- CREW (Cockpit/Cabin):** Son durumu yansıtan değerler (Eğer uçakta görevli teknisyen varsa  
CREW olarak değerlendirilmeyecektir.
- EIC (Equipment in Compartment):** Equipments such as Spare Wheel&Tire, Toolbox, Engine  
Oil boxes. This box should be filled in by The Load Controller. "Flyaway Kit"i (Yedek lastikler+  
alet çantası v.b.) kapsamaktadır.Bu bölüm Load Controller (Kordinatör) tarafından doldurulacaktır.
- APU :** If APU is removed due to technical maintenance reasons, APU status should be recorded  
as removed/installed for weight& balance purposes. Bir teknik arıza nedeniyle APU'nun uçaktan  
sökülmesi halinde,uçağın gerçek ağırlığını Load and Trim Sheet'e yansıtılabilmek amacıyla  
doldurulacaktır.Load Controller (Kordinatör) tarafından doldurulur.Ancak bir yanlışlığa meydan  
vermemek için "Maintenance Log Book" ta "Hold Items" bölümüne bakılarak kontrol edilmesi  
gereklidir.
- OTHER: Other equipments. Diğer ekipmanlar**

#### Remarks:

A similar sheet as described in this page should be used in your station.  
Please produce and develop a similar sheet adopted to your local needs.  
For each flight just after landing and after doors opened, this form should be brought to cockpit.  
Necessary spaces should be filled in by the loadcontroller and the cockpit crew. Information  
exchange between loadcontroller and the cockpit crew will be maintained by this form to produce  
loadsheets with the correct data.  
/ Yukarıda tanımlanan form, bulunduğunuz istasyon içerisinde de kullanılmalıdır.  
Lütfen,bu formun benzerinden kendi istasyonunuzun ihtiyacını karşılayacak şekilde birkopya oluşturunuz.  
Bu form, her uçuşta inisten hemen sonra ve kapılar açılınca kokpite getirilmelidir. Gerekli olan boşluklar,  
loadcontroller ve Kokpit personeli tarafından doldurulmalıdır. Loadcontroller ve Kokpit personeli arasın-  
daki bilgi akışı, bu formun doğru bilgilerle Loadsheets üretilmesine imkan verecektir.