

International Dispatch Checklist

- ☐ Landing Permit Confirmed, when applicable
- ☐ Arrival/Departure Slots Confirmed with ID and correct timing
- ☐ Parking confirmed; Parking location communicated to crew, if available in advance
- ☐ Handler has complete Crew & Passenger list, including valid passport information. Send General Declaration Form.
- ☐ Payment Method has been confirmed with Handler
- ☐ Ground Transportation for crew to hotel confirmed with appropriate vehicle
- ☐ Destination FBO email addresses saved in FMS system for crews to communicate directly with Handler, Example naming convention "EGGWOPS"
- ☐ US CBP eAPIS submitted. For inbound flights, Fax Gen Dec with ETA to CBP. Phone call to CBP to confirm eAPIS received. Advise crew of confirmed clearance time. Provide CBP "Notification of Receipt of Transmission" email to PIC.
- ☐ Verify Fuel Release has been sent to Handler.
- ☐ Send message to handler advising that the trip is confirmed.
 - Mexico
 - Mexican eAPIS confirmed
 - UK
 - RCF forms for inbound (non-UK citizens)

Cancellation Checklist

- ☐ Notify Handler on cancelled trip/leg. Inquire what charges are expected to be billed (if any).
- ☐ Notify local Customs and Border Patrol if arranged
- ☐ Notify flight crews and maintenance
- ☐ If confirmation of cancellation not received from handler, follow up any leg cancellation notification message with a phone call to the local handler.

Filed flight plans will include:

1. Filing Strip/ATC Acknowledgement
2. Flight Plan
3. Text Weather/NOTAMS
4. TMI (Track Message Indicator) text & NAT Track Graphic
5. HI SIG Chart
6. Hurricane/Typhoons Tracks Graphic, if required
7. Volcanic Ash Graphic, if required
8. Completed ICAO flight plan
9. Surface Chart
10. Satellite Infrared
11. ETOPS graphics
12. RAIM Check