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Every leg, from request to wheels-up.

One checklist per leg. Tick each line when it is confirmed in writing, not when it is asked for. All times in UTC with Z.

TRIP REF	CLIENT	REGISTRATION	ROUTE (ICAO)	ETD (Z)	OWNER ON SHIFT

01 Request

As soon as it arrives, whatever the channel

- [ ] Aircraft type, registration and MTOW
- [ ] Route, dates and times, in UTC with local beside it
- [ ] Flight type: private, commercial (AOC), ambulance, state
- [ ] Passengers and crew: numbers and nationalities
- [ ] Services wanted at each airport
- [ ] Who approves costs on the client side

02 Feasibility

Before you say yes to the client

- [ ] Airport opening hours, curfews and noise rules
- [ ] PPR, airport slots and parking available
- [ ] Runway, fire category and fuel available for the type
- [ ] Crew duty and rest fit the schedule
- [ ] Every permit can still be filed inside its lead time
- [ ] Customs and immigration available at arrival time

03 Permits and slots

Filed by the date on side 2's rule

- [ ] Overflight permit for every country and FIR on the routing
- [ ] Landing permits where required
- [ ] Documents valid for the whole trip (insurance, AOC, airworthiness, noise)
- [ ] Permit numbers and validity windows recorded on the trip
- [ ] Slots and PPR confirmed with reference numbers
- [ ] APIS or passenger data sent where required

04 Services

Confirmed by each supplier, with a price

- [ ] Ground handling at every stop, with the handler's contact
- [ ] Fuel release and uplift quantity
- [ ] Catering per leg, with dietary notes
- [ ] Crew hotel and transport, with times in local and Z
- [ ] GenDec prepared and checked against the passenger list
- [ ] Every service priced from the rate card or quote

05 Day of operations

From briefing to on-blocks

- [ ] Flight plan filed and acknowledged
- [ ] Weather and NOTAM briefing sent to the crew
- [ ] ETD change? Re-check every permit window and slot
- [ ] Handlers updated with the latest ETA
- [ ] Departure and arrival times logged in Z
- [ ] Hand-over note: open items and their owner

06 Close-out

Within days, not at month end

- [ ] Supplier invoices matched to confirmed services
- [ ] Extras arranged on the day added (fuel, catering, nights)
- [ ] Mark-up and fees applied per the client's terms
- [ ] Invoice sent and synced to the accounting system
- [ ] Lead-time library updated if an authority surprised you
- [ ] Trip closed: margin recorded

NOTES, CHANGES AND HAND-OVER

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Rules of thumb, codes and terms.

When must the permit request leave?

```
File by = ETD
  - longest lead time on the routing
  - that country's weekend and holidays
  - 1 day margin for your own review
```

Lead times change. Use your own lead-time library and confirm with the authority's AIP or your local agent before every new routing.

Time: UTC first

- Write times as `1405Z`, with local time beside them: `1405Z (15:05 CET)`.
- The date changes at `0000Z`: check the date, not just the time, after converting.
- Daylight saving moves offsets in many countries; some, such as the UAE, do not use it.
- Confirm office hours of authorities and handlers in their local time.

ICAO and IATA codes

Use the 4-letter ICAO code on permits, plans and the trip. IATA's 3 letters are for passengers and tickets.

ICAO	IATA	AIRPORT
OMDB	DXB	Dubai International
LFPB	LBG	Paris Le Bourget
EGLF	FAB	Farnborough
LSGG	GVA	Geneva
KTEB	TEB	Teterboro, New Jersey
CYYZ	YYZ	Toronto Pearson

Terms

AIP	Aeronautical Information Publication: each state's official rules, including permit requirements.
AOC	Air Operator Certificate: allows an operator to fly commercially; often changes the permit type.
APIS	Advance Passenger Information, sent to some countries before arrival.
CTOT	Calculated take-off time: an air traffic flow slot, separate from the airport slot.
FBO	Fixed-base operator: business aviation terminal and services at an airport.
FIR	Flight information region: airspace a country controls; large countries have several.
GenDec	General declaration: crew, passengers and flight details for customs, immigration and health.
MTOW	Maximum take-off weight: drives fees and some permit rules.
NOTAM	Notice of temporary changes to airports, airspace, facilities or procedures.
PPR	Prior permission required: the airport must approve the movement in advance.
Z	Zulu: UTC, the time every plan, permit and log uses.

Red flags: stop and check

- ⚠ **ETD moved:** permit validity windows and slots may no longer cover it.
- ⚠ **A holiday** in the issuing country before the file-by date.
- ⚠ **A document expires** before the last leg lands.
- ⚠ **Arrival near a curfew** or outside customs hours.
- ⚠ **A service agreed by phone** that is not on the trip, and so not on the invoice.

Run this checklist on one live board.

evidentVECT keeps every leg's permits, services, deadlines and costs on one board, with alerts and an owner for each item. Book a demo and bring a few real requests: `evidentvect.com/demo`

A general guide, not operational or legal advice. Rules, lead times and requirements differ by country and change; always check the AIP, the authority or your local agent. © 2026 EVIDENTCORE. evidentVECT is an EVIDENTCORE product.