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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.