

Approach/Arrival Checklist

International

Confirm Client's Necessary Documents are Completed	Passports/Visas
Catering and "International Trash" Preparedness	Customs and Immigration Preparedness

30 Minutes Prior to Landing

Confirm Client's Transportation	Luggage Coordination
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Long Haul Flights | Sleeping

Client's Woken and Secured in Seats	Bed Systems Broken Down and Secured
Linens Folded and Secured	Pillows and Blankets Secured
Lights On	Window Shades Open

Crew

Passports/Visas	General Dec and/or Customs Forms Completed
Crew ID On	

Landing Preparedness

Suit Jacket On (is applicable)	Secure Galley, Cabin and Lavatory
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Final Approach

Acoustic Door Opened and Secured (10,000ft)	Cabin Service Items Collected and Secured
Cabin Doors Secured Opened and Latched	Adjust Cabin Lighting
Return Client's Coats/Jackets, Personal Items	
Confirmation with Flight Deck Cabin is Secure	Secured in Assigned Seat

Off Boarding

Airstairs Secured and Clear	Airstair Lights On (Night)
Off Boarding Choreography Positions	Conduct Cabin Sweep After Client's Disembark

Overnight

Window Shades Closed to Sheer	Overwing Exit Locking Pins (if applicable)
Off Boarding Choreography Positions	Offload Catering and Service Items