Activity: collect / store payload data (passengers & freight / mail), manual input [responsibility]

Input

- Measurement devices at check-in
- Measurement devices at aerodrome
- Mass & balance template (contains standard mass of passengers)
- Boarding count

Output

- Preliminary passenger list
- Load message
- Mass & balance documentation
- Final passenger list
- Last minute changes mass & balance documentation
- Archive documents
- Operations management system
- End of process

- Process per flight
  - Measure actual weight of checked baggage, count preliminary number of passengers [cabin crew OR ground handling agent]
  - Deliver passenger list to pilot [cabin crew OR ground handling agent]
  - Measure gross weight of freight & mail [ground handling service provider]
  - Perform mass & balance calculation [pilot]
  - Count actual number of passengers [head of cabin crew]
  - Check if last-minute changes are required [pilot]
    - yes
      - Apply last-minute changes to mass & balance (actual number of passengers) [pilot]
    - no
      - Deliver flight documentation (incl. mass & balance) to main office [pilot]
      - Manually enter number of passengers, mass of freight / mail into OMS (per flight) [operations management department]
- Archive documents [operations management department]