

Client On-Boarding

Instructions

Please read this document thoroughly. Make sure you have all the relevant documents required. Fill in as many fields as possible prior to submission.

This form is digitalised and should be filled out electronically.
Fields should be submitted in English.

Please return completed submissions to:
ops@signumaviation.com

Company information

Company Name	
Billing Address	

Authorised Bookers

Please provide up to three Authorised Bookers

Name			
Email Address			
Telephone Number			

Operations Contacts

Please provide up to three Operations Contacts

Name			
Email Address			
Telephone Number			

Operational Preferences

Preferred Plog Format		
Company Logo		
Paperwork Distribution (Select as Required)	<input type="checkbox"/>	CrewBriefing App
	<input type="checkbox"/>	Self Download
	<input type="checkbox"/>	E-Mail to FBO
	<input type="checkbox"/>	E-Mail To Crew
Preferred FBO's		
Flight Plan Uplink Provider		

Documents Required

Aircraft Documents Required	
Please attach each relevant document	

Crew Documents Required	
Please attach each relevant documents for all crew members	

Passenger Documents Required	
Please attach each relevant documents for all passengers	

Aircraft Data – Flight Planning File

Base Airport

Base Airport	
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Basic Aircraft Data

Registration (Tail no.)	
Engine Type	
Aircraft Type	
Series	
Serial No	
Units (LBS or KGS)	
Flight Planning According To FAA or EASA?	
Minimum Runway Length	
Maximum Operating Altitude	
Maximum Passenger Seating	

ETP (Figures can be found in AFM)

SE NM			
MIN			

Fuel Reserve Policies

Final Reserve fuel (30min, 45min or specific figure?)	
Contingency fuel (% and minimum value)	
Minimum Alternate fuel (LBS/KGS)	
Dest. Approach fuel (LBS/KGS)	
Alt. Approach fuel (LBS/KGS)	
Company Extra fuel (LBS/KGS)	

ATC Information

Call Sign	
IFR/VFR?	
Type Of Flight	<input type="checkbox"/> Scheduled Commercial
	<input type="checkbox"/> Non-scheduled commercial
	<input type="checkbox"/> Private
	<input type="checkbox"/> Military
	<input type="checkbox"/> Other

4 Letter ICAO Aircraft Type		Life Jackets	
Wake Turbulence Category		Number Of Dinghies	
10a Equipment		Dinghy Colour	
10b Equipment		Dinghy Cover	
Emergency Radio		Dinghy Capacity	
Survival Equipment		RMK Info	
Sat Phone Number			