

Boarding Guide Passengers and Cargo

Offshore



Boarding Documentation

To board, a photo identification document with public validity is required.

WHAT DOCUMENT IS VALID FOR BOARDING?

- Identity Card (RG);
- National Driver's License (CNH, Photo Model) and CNH-e);
- Professional Registration;
- Official identification cards issued by ministries and agency under direct authority of the President Republic ;
- Professional licenses issued by National Councils;
- National Passport;
- Functional identification card for members of the Legislative Branch of the Union States, Federal District, and Municipalities issued during the current legislative term.

Boarding Documentation

FOR FOREIGNERS:

- Passport;
- National Registry of Foreigners (RNE);
- Diplomatic and Consular Identities.

***According to Resolution 400/2016 of ANAC (National Civil Aviation Agency) in effect since March 14, 2017.**

***Remember to arrive at the airport with enough advance notice of your flight.**

***The duration of check-in may be changed according to the customer's definition..**

The document may be original or a certified copy, provided it is a valid photo identification document. It must be presented both at check-in and at the boarding gate.

In case of theft, robbery, or loss of documentation, a Police Report (Boletim de Ocorrência) issued within 30 days and not stating the document's invalidity will be accepted. This Police Report (BO) must be validated to be considered valid. This rule was created to meet international airport security standards.

For more information, access: ANAC HANDBOOK and ANAC WEBSITE

Attire

For operations safety reasons, passengers are not recommended to board wearing or carrying:

- Flat shoes;
- Sandals;
- High heels;
- Shorts;
- T-shirts;
- Loose blouses/ jackets or garmnets tied
Around the waist;
- Hats;
- Caps;
- Scarf;
- Handkerchief;
- Small towels;
- Umbrellas;
- Any loose object in hand.

NOTE: Further restrictions may be outlined in additional client documentation.

More informations will be provided during the video briefing.

Accompaniment on the runway



Passengers, when moving to the aircraft, will always be accompanied by a staff member from OMNI who has access credentials to the restricted area of the airport. Passengers must never be lost from sight and must be accompanied to the aircraft door, either on foot or by motor vehicle, depending on the location.

Throughout the boarding and disembarking process, the Service Agents are responsible for the safety, organization, and control of passengers.

The use of cell phones is not allowed on the tarmac and during the flight.

Stay alert and follow safety instructions.



What items are permitted on board?

In our operations, boarding with carry-on baggage is not permitted. Please pay attention to the information below:

Must be carried in your pocket:

**Bluetooth
Earphones**

Charging case

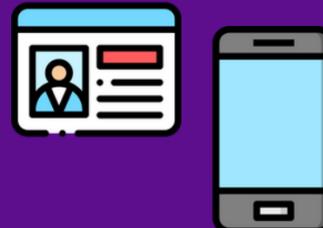


**Spare Battery /
Power bank**

Limited to 2 per passenger



**Phone and
Identification**



Lighter

Length less 8 cm

Limited to 1 per person



Safety Matches

Packaging with capacity not
exceeding 40 sticks

Limited to 1 box per person



It is recommended that wired charges, keys, and other small items be checked in.

Additional restrictions may be defined by contractors.

For more information access the [ANAC website](#).

Electronic Equipment

SPECIAL PRECAUTIONS

When dispatching fragile equipment, we recommend using appropriate cases and storing the equipment correctly to prevent potential damage.



Value Articles



Valuables such as cash, jewelry, and similar items, if transported, must be carried by the passenger.

Omni is not responsible for valuable items transported in checked baggage.

Padlocks and/ or luggage locks are permitted. If needed, please a baggage seal from our Customer Service Agents.



Checked Baggage



ACCEPTANCE AND BOARDING

The correct description, weight, and dimensions of the content to be dispatched must be communicated in advance to Ground Services so that the material can be manifested before the flight (manual flights). In the case of flights carried out via the System, the materials must be manifested on the flight (content and dimensions) for acceptance to take place. Delivery and subsequent dispatch will occur at check-in.

Baggage/materials/cargo presenting the following conditions will be **refused**:

- **Damaged or with open compartments: torn baggage will only be accepted if the compromised compartment is empty;**
- **With loose items inside pockets: items must be removed at check-in and placed in another compartment.**

Checked Baggage

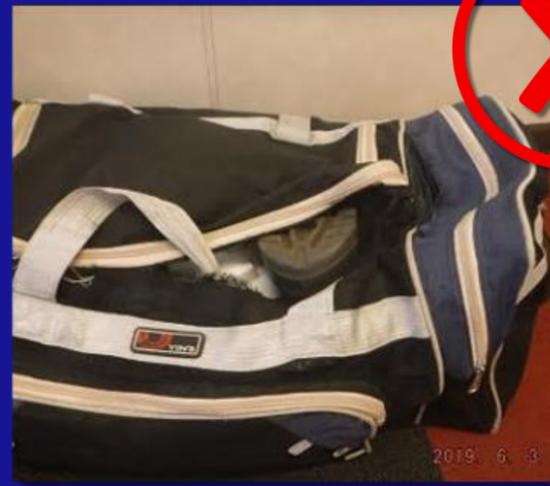
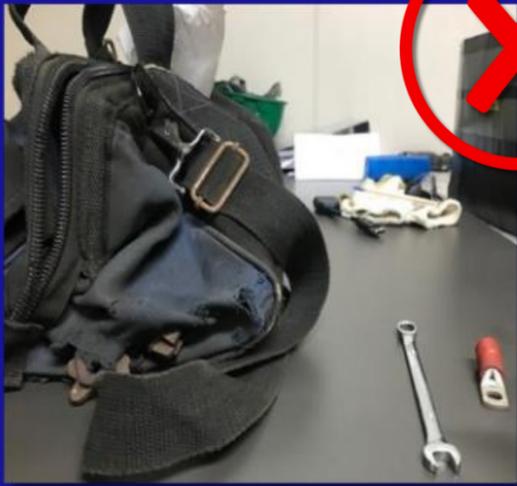


- **Protective covers not attached / sewn to backpack:** in this case, the cover must be stored inside the backpack.
- **Baggage / cargo emitting strong odors or exhibiting noise, vibration, or signs of leakage of unidentifiable liquid, solid or gaseous substances .**
- **Baggage / cargo unsuitable for weight of the transported contents. Packaging must be compatible with the material's weight.**

Note: Load exceeding 20kg must have handles, and the per package limit is 40 kgs.
Additional restrictions may be imposed by clients.

Boarding/Acceptance

Exemples of Baggage / Cargo that should not be accepted:



Lithium Batteries

Lithium batteries may be transported provide they comply with the following guidelines:

On bord:

- Limit of 160Wh
- Two units per passenger



Checked:

- Limit of 100 Wh
- Must be attached to the equipment being checked



Note: New restrictions may be found in additional customer documents.

ADDITIONAL INFORMATION

The boarding of lithium batteries outside the standards established above falls under the Dangerous Goods transport regulations and must follow the procedures and regulations of IATA / RBAC 175.

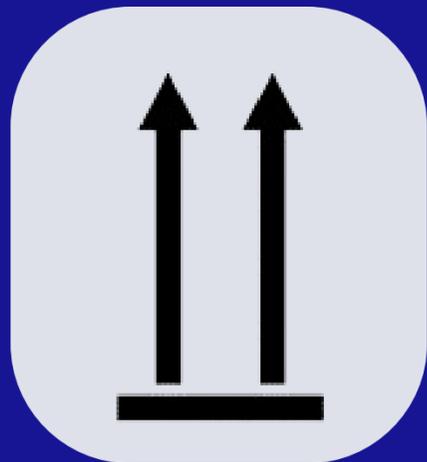
For more information, visit the ANAC website.

Additional Information



- Loads exceeding 20kg must have two handles to facilitate handling, with a weight limit of 40kg per load;
- Luggage and cargo may not be packaged with plastic bags or plastic film;
- Whenever possible materials should be identified with orientation/ handling labels.

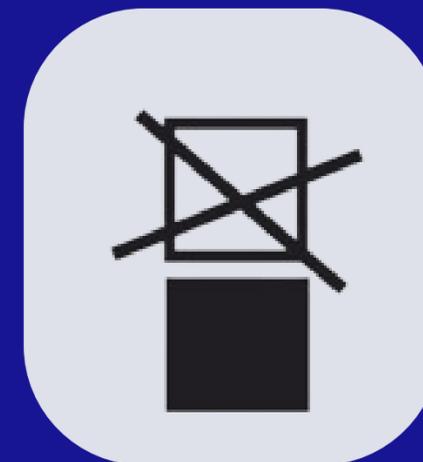
NOTE: Exceptions must be addressed directly with Ground Operations Management.



This side up



Fragile



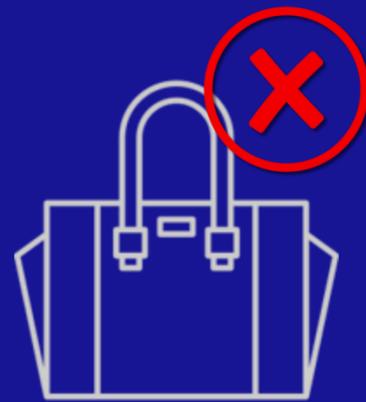
*Stacking
prohibited*



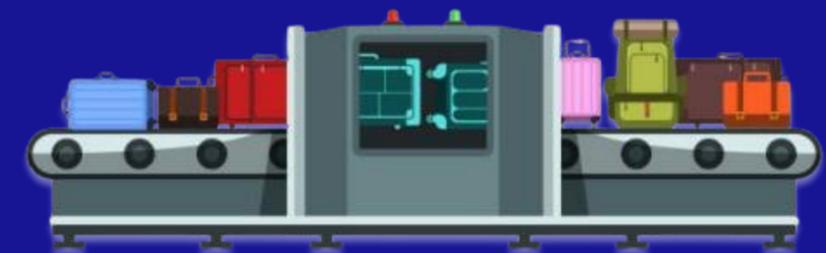
Additional Information



Carry-on luggage is not permitted.



All baggage will be inspected, and additional searches may be conducted if necessary.



Dangerous goods

The shipment of Dangerous Goods must be communicated at least 24 hours in advance to the local Flight Coordination through the contacts below so that an evaluation of the material's documentation can be conducted.

LOCAL FLIGHT COORDINATION | HOURS (05:30-18:30)

- rio.coordenacao@omnibrasil.com.br - *Base Jacarepaguá*
- macae.coordenacao@omnibrasil.com.br - *Base Macaé*
- tome.coordenacao@omnibrasil.com.br - *Base Tomé*
- cabofrio.coordenacao@omnibrasil.com.br - *Base Cabo Frio*
- marica.coordenacao@omnibrasil.com.br - *Base Maricá*
- navegantes.coordenacao@omnibrasil.com.br - *Base Navegantes*
- urucu.coordenacao@omnibrasil.com.br - *Base Porto Urucu*
- vitoria.coordenacao@omnibrasil.com.br - *Base Vitória*

OPERATIONAL CONTROL CENTER - CCO | HOURS (18:31-05:29)

cco@omnibrasil.com.br

21 34787955 / 21 96717 2914



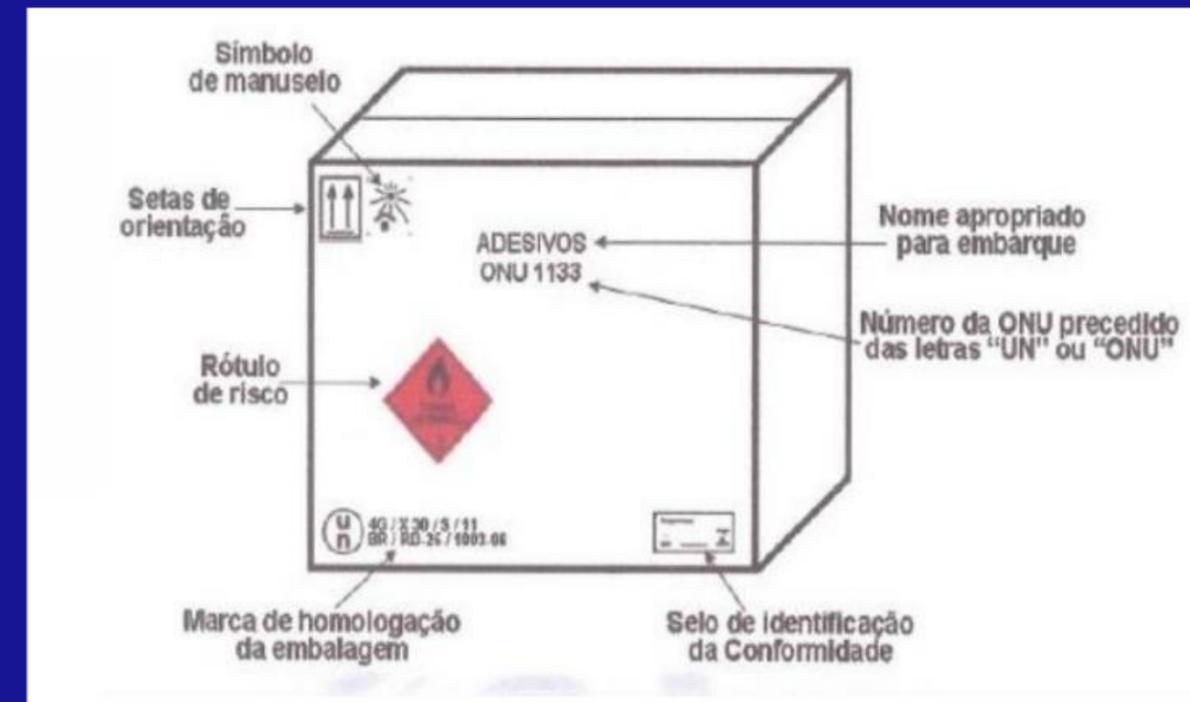
Dangerous goods

Acceptance will be given upon compliance with the items set forth in **RBAC 175**, such as:

Documentation - Shipper Declaration (2 copies)

The image shows a 'SHIPPER'S DECLARATION FOR DANGEROUS GOODS' form. It includes sections for Shipper, Air Waybill No., and Transport Details. A table titled 'NATURE AND QUANTITY OF DANGEROUS GOODS' is present, with columns for UN No., Proper Shipping Name, Class or Division, Packing Group, Quantity and Type of Packing, and Net or Gross Weight. The form also contains a signature line for the Shipper and a section for Additional Handling Information.

Appropriate packaging



Cargo Flights

Very heavy or overside loads must be notified in advance so that handling and loading arrangements can be made.



Contact us



Contact us

faleconosco@omnibrasil.com.br

**OPERATIONAL CONTROL CENTER
(CCO)**

cco@omnibrasil.com.br

(21) 3478-7955

(21) 96717-2914

Hours: 18:31 to 05:29

