

Checklist (preparation for your flight)

First name and surname

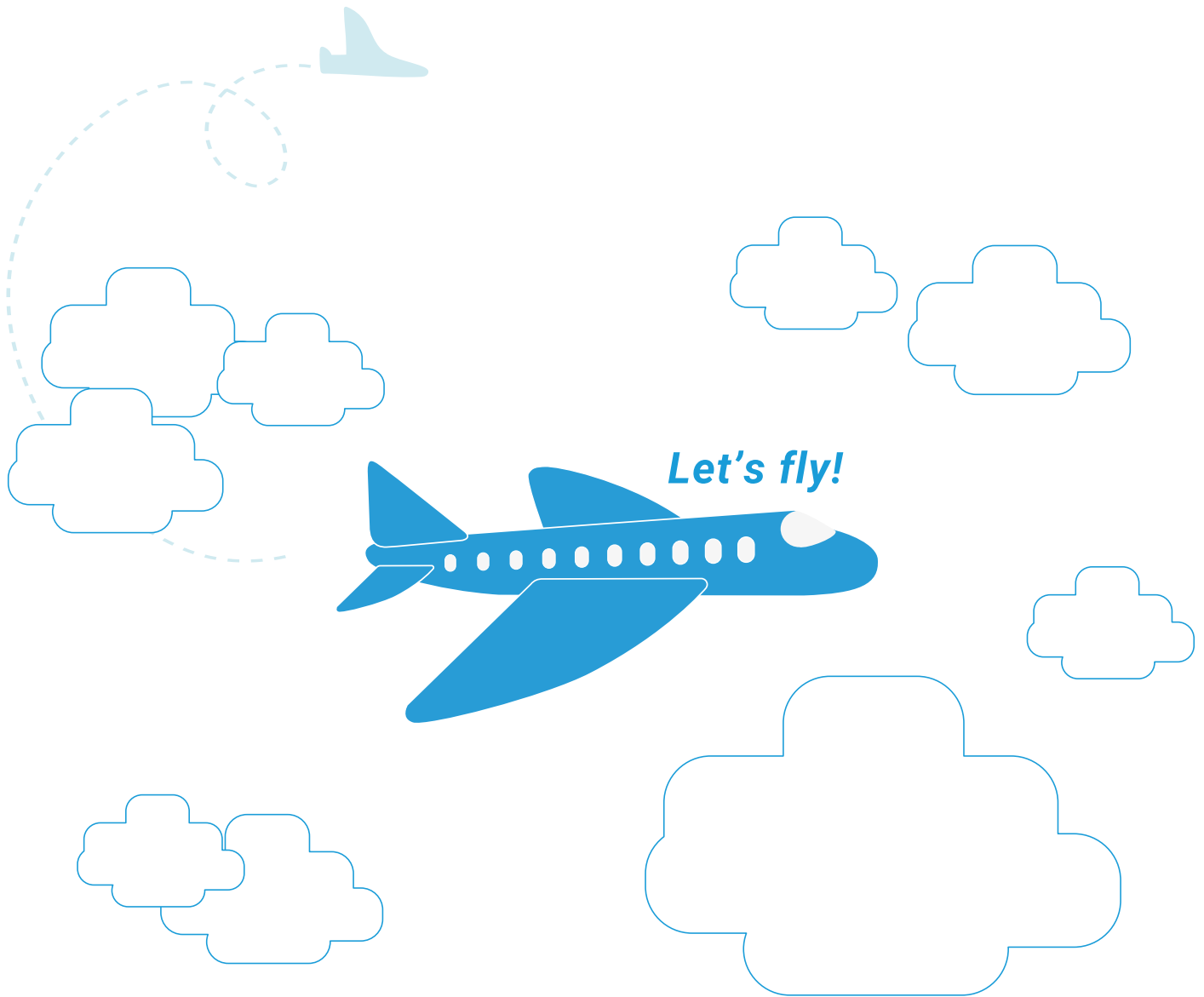


An initiative of:



With the collaboration of:





Use this checklist to guide you through the airport. Easily identify the steps to follow from your arrival at the airport until you get on the plane and you arrive at your destination. You don't need to follow all the steps.





If you have any problems at any point along the route, you can go to an AENA information desk. They are painted green and the person who works at them wears a green jacket.

This document has been created within the framework of the collaboration agreement signed between AENA and the Confederación Autismo España.

Check-list




If I have applied for the PRM service



	Look for the PRM Service desk.	<input type="checkbox"/>
	Go to the PRM Service desk.	<input type="checkbox"/>
	Identify myself (say who I am) and where I am flying to.	<input type="checkbox"/>
	Someone will accompany me all the way through the airport until I am seated on the plane.	<input type="checkbox"/>




If I already have a boarding pass



	If I downloaded my boarding pass online before going to the airport: check if I have luggage to check in.	<input type="checkbox"/>
	If I have luggage to check in: go to a check-in desk.	<input type="checkbox"/>
	If I don't have to check in any luggage: go to the security checkpoint.	<input type="checkbox"/>

If I don't have a boarding pass



	Look at the screens to find the check-in desk.	<input type="checkbox"/>
	Wait in the queue.	<input type="checkbox"/>
	Hand in my documentation.	<input type="checkbox"/>



Receive the boarding pass.



If I have luggage to check in: put the luggage on the conveyor belt so it can be taken to the plane.

Pass through the security checkpoint



Scan the boarding pass at the turnstiles.



Wait in the queue.



Leave hand luggage in the plastic tray.



Leave the rest of my belongings (belts, coats, jackets, mobile phones, keys) in the plastic trays.



Place electronic devices and appliances in a separate tray.



Place the transparent bag with the liquids in a separate tray.



Take off my shoes if I am asked to.



The plastic trays pass through the x-ray equipment.









Wait in the queue until I am told I can go through.








Pass through the metal detector arc.





The arc may beep.

	Follow the instructions of the security personnel.	<input type="checkbox"/>
	They may search me or look in my luggage.	<input type="checkbox"/>
	Wait to collect my plastic trays.	<input type="checkbox"/>
	Collect my plastic trays.	<input type="checkbox"/>
	Put away my belongings and put on any items of clothing.	<input type="checkbox"/>
	Leave the trays next to the other trays.	<input type="checkbox"/>





Go to the boarding gate

	Look at the screens to see which gate my flight is boarding from.	<input type="checkbox"/>
	Go to boarding gate.	<input type="checkbox"/>
	I may have to take a bus or train to get to my gate.	<input type="checkbox"/>
	If I am travelling to a destination outside the European Union, I will have to go through Passport Control before going to the boarding gate.	<input type="checkbox"/>
	Find the boarding gate.	<input type="checkbox"/>










Waiting to board

	Wait until boarding time.	<input type="checkbox"/>
	Choose an activity to do while waiting.	<input type="checkbox"/>

Time to board

	When it's time to board, wait in the queue until it's my turn.	
	Show my boarding pass and personal identification.	
	Enter the plane.	
	I may have to get on a bus that takes passengers to the plane.	

Arrival at the airport

	Go to the "Baggage and Exit" area.	
	If my flight is from outside the European Union, go through Passport Control before going to the Baggage Reclaim/Exit area.	
	If I have checked in luggage, I go to the Baggage Reclaim area.	
	Search the screens for the conveyor belt corresponding to my flight.	
	Wait.	
	Pick up my luggage.	
	If after about an hour and a half my luggage has not appeared, look for an information point and ask for help.	
	Go to the exit.	
	Leave the airport: follow the signs that show the form of transport I need to get to the city.	

Have a great trip 

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