

# KUBIČEK

issues

## SERVICE INSTRUCTION no. 2026/01 Preparation of envelope for attachment of banner

**Cause:** When a banner (e.g. for advertisement purposes) is to be attached on a Kubíček envelope, appropriate attachment means (velcros and loops) are needed. This instruction defines the process of adding those on an envelope if these were not placed on the envelope during its manufacturing.

**NOTE:** Fabrication of the banner itself must be made by Kubíček Factory s.r.o. only, as it requires access to specific design data of the envelope.  
When banner is used on the envelope, it must be secured to attachment loops by strings, so that it does not get loose during inflation or manipulation.

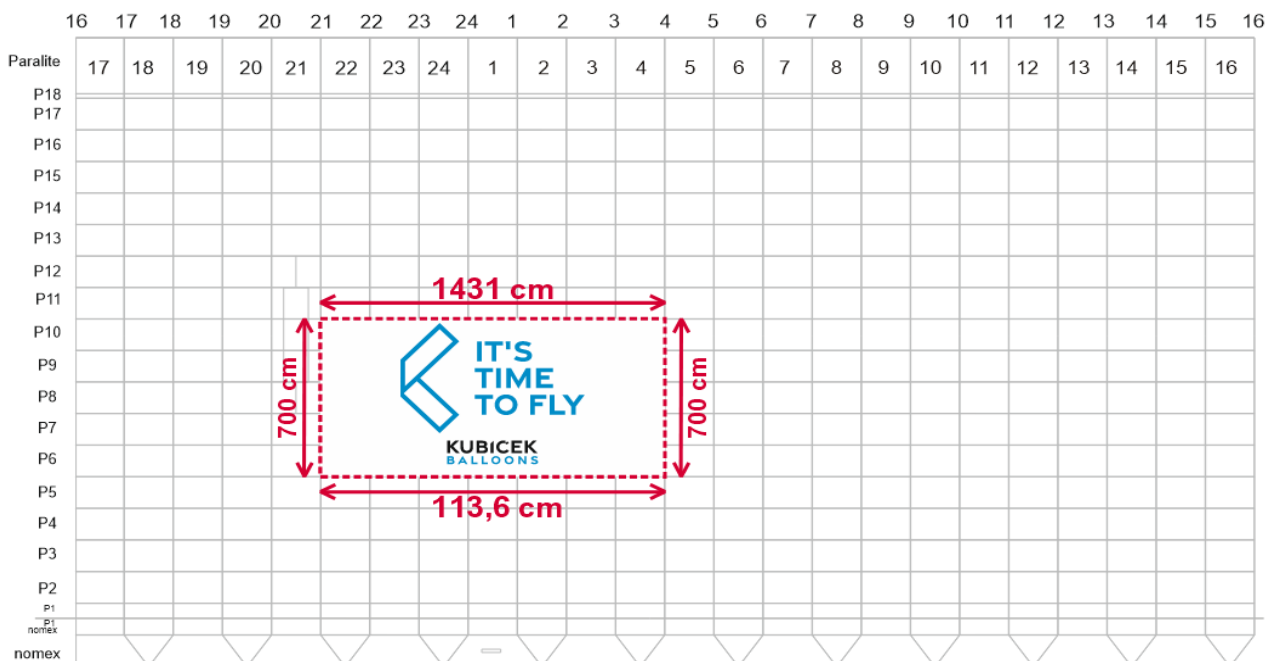
**With reference to:** Kubíček envelopes, all serial numbers.

This action can be performed by anyone allowed to perform “Category B Maintenance” in accordance with latest revision of Kubíček Factory s.r.o. Maintenance Manual.

Information about performing this action must be reported back to the manufacturer (Kubíček Factory s.r.o.) by sending email with new velcro&loops marked into the Graphic sheet (see examples in Appendix of this Service Instruction) to email address [info@kubicekfactory.com](mailto:info@kubicekfactory.com).

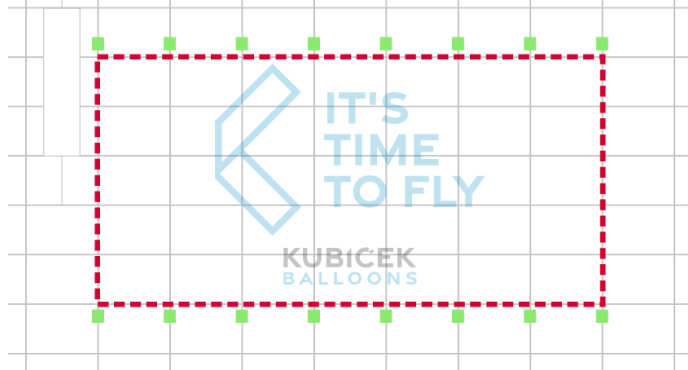
### Action:

1. Prepare the correct length of Velcro loops (width 25 mm, part No. 681.xx). The correct length is to be measured along the seams of the whole edge of the intended Velcro area (Velcro is represented by the red dashed lines).

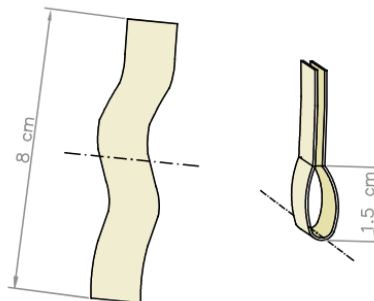


# KUBICEK

2. The future banner will have to be secured to the envelope also by tying the banner to loops on the envelope. Those loops (represented by green rectangles) are to be sewn at each intersection of vertical load tape and horizontal edge of the future banner.



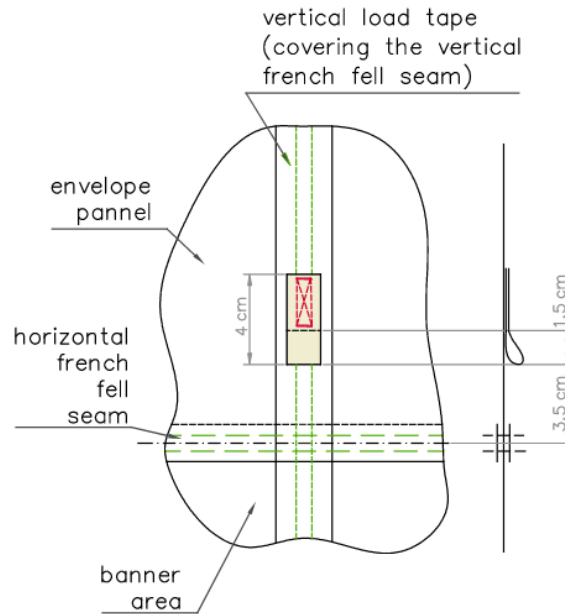
3. Prepare the loops from 15 mm wide PAD tape (part No. 53.00) – cut 8 cm (3.2”) long piece of tape (its ends must be heat sealed with a flame of hot-knife to prevent fraying), fold it in half and sew the two ends together by a single row of stitching in a distance of 1.5 cm (0.6”) from the fold (creating a loop).



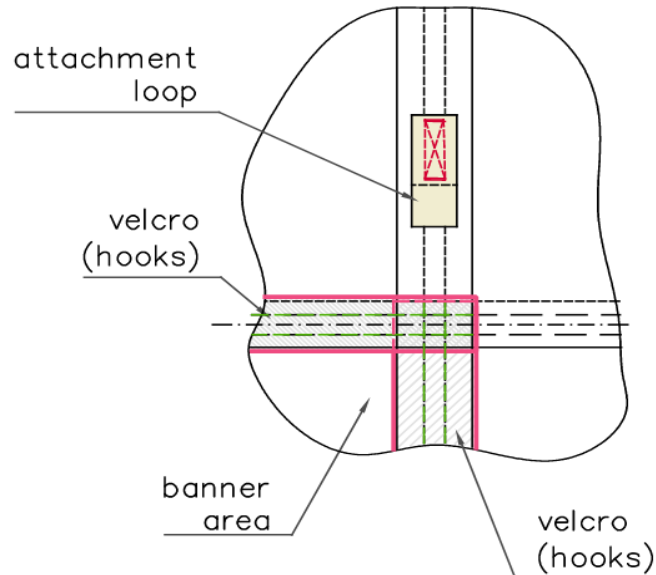
4. Sew the prepared loops on the vertical load tapes using an “envelope pattern” (marked red on the picture). Keep the stitching alligned with the two rows of stitching used for attaching of the load tape. The new stitching must be only in the area of french fell seam, going through all 4 layers of the fabric!

The upper loops are facing down (towards the area for banner) and the lower loops are facing up (towards the area for banner). All of them are in distance of 3.5 cm (1.4”) from the middle of the french fell seam connecting two adjacent panels. Refer to the picture below.

# KUBICEK





5. Attach the prepared Velcro straps (hooks) on the envelope using two rows of stitching (marked green in the picture below) copying the original stitches on the envelope. The new stitching must be only in the area of french fell seam, going through all 4 layers of the fabric! In the corners, where the horizontal and vertical velcros meet, make sure to have an overlap of the velcros (see the picture below).




Technical content of this document is approved under the authority of DOA No. EASA.21J.277.

# KUBÍČEK

On behalf of Kubíček Factory s.r.o.



Kubíček  
Factory  
s.r.o.



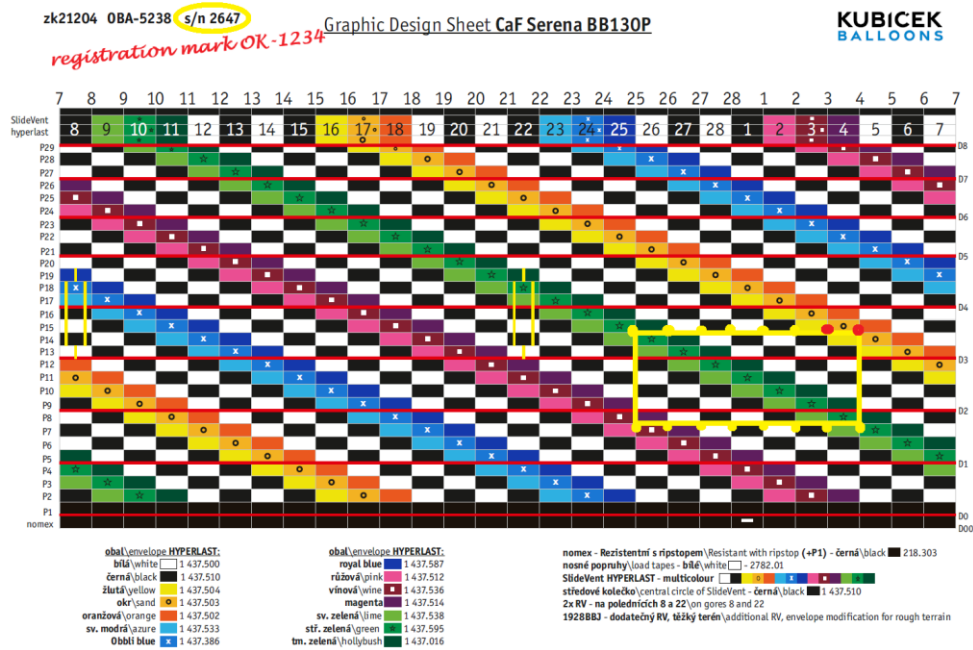
Ing. Petr Kubíček, technical director

Datum: **11<sup>th</sup> March 2026**

# KUBICEK

## Appendix

1. Graphic Sheet which was part of balloon documentation:



2. Generic Graphic Sheet available online (<https://kubicekballoons.com/en/graphic-sheets/>)

