



## Ground Ops Safety Alert

ALL INFORMATION CONTAINED IN THIS DOCUMENT ARE CIRCULATED TO IMPROVE SAFETY CULTURE AND AWARENESS

### BAGGAGE LOADING SEQUENCE AND SORTATION POLICIES

Load planning must be carried out following the guidelines specified in the HLM manual, particularly in chapter 9.

The accurate distribution of baggage is a fundamental process that contributes to the efficiency of the loading and unloading operations of an aircraft. This process not only facilitates the delivery of baggage to passengers upon arrival but also simplifies the transfer of baggage to other flights, reducing waiting times and improving the overall travel experience.

**Baggage must be sorted by commodity code in the aircraft hold.** By using different baggage codes, loading and unloading operations personnel can easily identify the baggage for Priority status customers or according to the class of ticket purchased, the type of flight on which the baggage is going, first stop, connecting time, ecc.

In order, to ensure efficient baggage processing on arrival, baggage should be loaded in such a way as to allow delivery to the customer or applicable Transfer Baggage facility according to the below sequence.

The table is applicable for all flights direct to FCO and / or LIN stations.

**BAGGAGE PLANNING AND DELIVERY SEQUENCE TABLE**

<b>Loading Priority</b>	<b>Bag Commodity Code</b>	<b>Description</b>	<b>Note</b>
1	BJ	Priority	Placing the BJ nearest the compartment door will ensure that they are offloaded first and quickly to our customers at baggage claim. BJ code only applies for baggage to be offloaded at the flight's first stop.
2	BT (*)	Short	<p>A Short Baggage is any transfer baggage that has a minimum time to connect to the next flight.</p> <p>Domestic and International flights must be considered Short any baggage with a connecting time up to:</p> <ul style="list-style-type: none"> <li>- 70' (1h,10') included</li> </ul> <p>Long Haul Flights must be considered Short any baggage with a connecting time up to:</p> <ul style="list-style-type: none"> <li>- 120' (2h) included</li> </ul>
3	BY	Economy Class Baggage – Local	Local Terminating baggage.
4	BT	General Transfer (multiple/mixed onward flights)	<p>This baggage is transferring to another ITA Flight or other airline connection.</p> <p>Domestic and International flights must be considered Transfer any baggage with a connecting time higher than:</p> <ul style="list-style-type: none"> <li>- 70' (1h,10')</li> </ul> <p>Long Haul Flights must be considered Transfer any baggage with a connecting time greater than:</p> <ul style="list-style-type: none"> <li>- 120' (2h)</li> </ul>
5	BH (°)	Dedicated Transfer Baggage (specific / single onward flight, i.e. tail-to-tail)	<p>This is applicable to flights where the number of expected baggage is equal or higher 20 pieces. Station must ensure to plan/build an ULD. Baggage for same destination but different numbers cannot be loaded in a BH unit.</p> <p>Bingsheet / automated BRS reports shall be sent via email to:</p> <p><a href="mailto:fco.team.ritaca@swissport.com">fco.team.ritaca@swissport.com</a>  <a href="mailto:fco.team.brsaca@swissport.com">fco.team.brsaca@swissport.com</a>  <a href="mailto:fco.team.ccbaca@swissport.com">fco.team.ccbaca@swissport.com</a>  <a href="mailto:francesco.petracca@swissport.com">francesco.petracca@swissport.com</a></p>
	BT (*)	This code is currently used for both Short and General Transfer luggage. Updates on the use of additional codes will follow shortly.	
	BH (°)	When this commodity code has a connecting time less than the minimum shown in the BT table, the BH ULD must be loaded on board in the same way as Short Baggage.	
	BG	Gate Baggage	
	BR	Rush Baggage	
	D	<p>Crew Baggage (Crew On Duty)</p> <p>Shall be offloaded asap.</p>	<p>A350: Bulk – doorway</p> <p>A330-202/941: Bulk – doorway</p> <p>A320F: Bulk – doorway</p> <p>A220-100/300: Compt. A FWD Hold</p>

The CPM must clearly indicate in the SI (Supplementary Information) the loading:

- Position on board / followed by commodity code / number of bags plus any other useful information.

```
POS 33L/BT 47
POS 33R/BT 18
POS 41L/BY 38
POS 41R/BH 17 LIN AZ2032
POS 42L/BS 30
POS 42R/BS 18
BULK
10 CREW
12 PRIORITIES
09 BAG MIX
```

Crew Bags information shall be added in Load Sheet and in CPM.

in case no crew bags have been loaded, enter the following note:

- **Crew Bags Nil**

In conclusion, baggage load planning is a critical issue that requires careful consideration by all operators involved in aircraft handling operations.