

# STATION INSTRUCTION



Station Instruction #	307		
Title	ITA Airways wet lease operations		
Date of Issue	14/07/25		
Effective start date	14/07/25		
Effective end date	UFN		
Written by	Nicholas Pelham		
Reviewed by	Kevin Doyle/Giuseppe Bonetti/Wallis Harvey	OPR No	1102

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## Reason for Issue

- Updated with requirement for captain to sign the completed loading instruction

## Background

With effect from 30<sup>th</sup> March 2025, easyJet will be wet leasing 4 x dedicated ITA airways A320 Aircraft to fulfil our new base operations at Milan Linate (LIN) as follows:

- EI-DTM / EI-DTN / EI-DTO / EI-EIB

In the event of a technical issue, the following ITA Airways aircraft have been designated as standby aircraft to ensure continued operations:

- EI-EIA / EI-EIC / EI-EID / EI-EIE / EI-DTB

The following destinations will be served from LIN:

- AMS / BER / BRU / CPH / FRA / FSC / LIS / LUX / OSL / SPU / TFS / VIE

All ITA Airways aircraft have a 174Y cabin configuration. ERES has been updated with the correct seat map for easyJet flights operated by ITA Airways aircraft.

The number of large cabin bags for easyJet flights operated by ITA Airways has been reduced by 10 to account for equipment that is located in the overhead lockers on ITA Airways aircraft.

The primary operational contact remains easyJet ICC, but SITA addresses HDQNLAZ must be included on all MVT messages for easyJet flights operated by ITA Airways.

All easyJet flights operated by ITA Airways are to be handled by easyJet's contracted Ground Handling Partners and charged to easyJet.

## Procedural Differences

easyJet ground handling procedures and customer standards shall be followed for flights operated by ITA Airways unless specified differently below.

## Boarding Announcements

The following announcement must be made as part of the general boarding announcement:

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*Your flight today will be operated on behalf of easyJet Europe by ITA Airways*

Updated boarding announcements are available on the connected portal.

## Cabin Baggage Offloads

Ground crew must support cabin crew in the completion of limited release tags in case of a requirement to offload bags from the aircraft cabin to the aircraft hold.

## easyJet Commuter & Staff travel

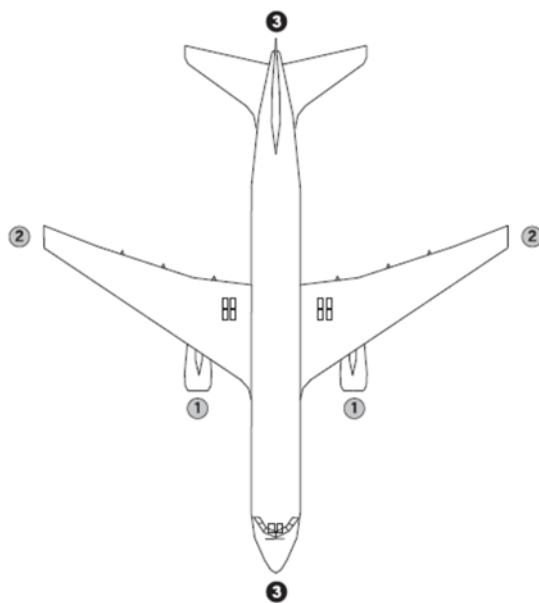
Jump seats are not permitted for use by commuter/staff customers on easyJet flights operated by ITA airways.

## Fuelling Whilst Boarding

easyJet flights operated by ITA Airways will have fuelling taking place whilst passengers are onboard to ensure a quick turnaround. Where this occurs, ITA Airways flight crew are responsible for supervision of the fuelling process and ensuring that the correct technical and safety procedures are in place.

## Safety Cones

ITA Airways have a mandatory requirement for safety cones to be positioned on all flights. Cones shall be positioned as follows:



CONE NUMBER	DESCRIPTION
1	Cones max. 1 m (3 ft) in front of engine
2	Cones max. 1 m (3 ft) from wingtip
3	Additional cones to be placed at the applicable end(s) of the aircraft where immediately adjacent to a service road.

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## Walkaround Check Form

Following completion of the arrival and departure walkaround inspection, a Walkaround Check Form must be completed and retained as part of the flight file.


A copy of the Walkaround Check form has been saved to the connected portal.

## Walk Around Check Form

The form must be used for arrival and departure aircraft.

The person responsible must fill out the WACF, sign it, and store it locally in the Trip File.

**Documents must not be signed before the required tasks and the form are completed.**

ITA AIRWAYS		WALK-AROUND CHECK FORM	
Heading	Arrival (Ref. GOM / HLM - 7.2)	Departure (Ref. GOM / HLM - 7.3)	A/C Type: A/C Reg.:
	Flight number:	Flight number:	Date:
Sketch of the aircraft and route to be performed			Check the following items: Cabin Doors <input type="checkbox"/> Cargo Doors <input type="checkbox"/> Access Panels and Servicing Access points <input type="checkbox"/> Fuselage <input type="checkbox"/> Engine Cowlings <input type="checkbox"/> Excessive fluid leakage <input type="checkbox"/>
Note box	Notes/observations:		
Signature boxes	Block time (LT): h : : GSR Filled in (if applicable) <input type="checkbox"/>	Discovered at (LT): h : : ARRIVAL Signature:	Company advised at (LT): h : : DEPARTURE Signature:
Instructions	<p>Walk-around shall be performed:</p> <ul style="list-style-type: none"><li>By Ground Staff designated as responsible for the walk-around independent from any exterior check performed by maintenance technician and/or pilot.</li><li>After engine shut-down and before GSE has been positioned. It is allowed to position disembarkation devices and GSE, even during the inspection, after being checked that there are no damages on the affected areas.</li><li>After GSE has been removed and before aircraft exit maneuver from parking area.</li><li>At walking speed.</li></ul> <p>WACF - Ed. 1 - 0073</p>		

*Example – Walkaround Check Form*

## Aircraft Loading and Loadsheets

The ITA Airways aircraft dedicated to the easyJet operation have been retro-fitted with cargo loading system (CLS) protection panels in the aircraft hold to enable easyJet's standard bulk loading procedures to be applied.

## Loading Instruction

The loading instruction for easyJet flights operated by ITA Airways will be issued to ground handling partners by the centralized load control (CLC) provider at -60 minutes to departure via email. The completed loading instruction must be signed by the captain. The ITA Airways loading instruction must be used for all easyJet flights operated by ITA Airways.

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**EASYJET EUROPE**

<b>EC 9998</b>	<b>EIDTM</b>	<b>28Mar25</b>	<b>EX LIN</b>	<b>EDNO 1</b>	PREPARED BY <b>Sanna Alessio</b>	PHONE	DECK <b>LOWER</b>	FWD ➔	PAGE <b>1</b> OF 1
LOADING INSTRUCTION REPORT					TIME <b>13:00</b>	TIME SENT <b>10:52</b>	AZ A320-216		

COMPARTMENT 5			COMPARTMENT 4			COMPARTMENT 3			COMPARTMENT 1		
53	52	51	42	41	32	31	13	12	11		
FSC BGr 0pcs FSC BxR 0pcs			FSC BY 30pcs			FSC BY 30pcs			FSC BYr 30pcs		
<b>X X</b>			<b>X X</b>								
DOOR			DOOR						DOOR		
53	52	51	42	41	32	31	13	12	11		
DOOR			DOOR						DOOR		
SPECIAL INSTRUCTIONS						SPECIAL LOAD DETAILS					
						CARGO COMPARTMENT VISUAL CHECK PERFORMED / SIGNATURE _____ THIS AIRCRAFT HAS BEEN LOADED IN ACCORDANCE WITH THESE INSTRUCTIONS INCLUDING THE DEVIATIONS SHOWN ON THE REPORT. THE CONTAINERS, PALLETS AND BULK LOAD HAVE BEEN SECURED IN ACCORDANCE WITH COMPANY REGULATIONS. SIGNATURE / NAME _____ CAPTAIN SIGNATURE FOR ACCEPTANCE _____ SIGNED _____ PRINT NAME _____					

*Example – Loading Instruction for bulk loaded aircraft*

## Standard Loading Procedure

ITA Airways have a requirement to report hold loading by loading position as opposed to easyJet where loading is reported by hold number. The standard loading for easyJet flights operated by ITA Airways will remain unchanged however this will be presented differently on the loading instruction issued by the CLC provider. Final loading must be reported by loading position when completing the ITA Airways Load Distribution Sheet.

easyJet			
Hold	Loading Sequence	Loading Position	Number of Bags
Hold 1	1	11	85 Bags
		12	
		13	
Hold 3	2	31	60 Bags
		32	
Hold 4	3	41	Remainder
		42	
Hold 5		5	

ITA Airways			
Hold	Loading Sequence	Loading Position	Number of Bags
Hold 1	3	11	25 Bags
	2	12	30 Bags
	1	13	30 Bags
Hold 3	4	31	30 Bags
	5	32	30 Bags
Hold 4	7	41	30 Bags
	6	42	30 Bags
Hold 5	8	5	Remainder

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## Load Distribution Sheet

At flight closure, the ground handling partner must immediately complete the ITA Airways Load Distribution Sheet and send to ITA Airways CLC provider via email.

The load distribution sheet can be completed electronically or manually.

Where the load distribution sheet has been completed manually, a photograph of the completed load distribution sheet must be taken and attached to the email to the CLC provider ensuring that writing is clearly legible.

It is at the discretion of the ground handling partner to determine where the Load Distribution sheet is sent from (i.e. Aircraft side/ or office).

In the event that the ITA Airways Load Distribution Sheet cannot be communicated electronically to the CLC provider, details shall be passed via telephone.

It is planned that a member of easyJet cabin crew will travel on flights operated by ITA Airways. The ITA Airways Load Distribution Sheet must be updated accordingly. Seat 31D has been blocked for use by the easyJet cabin crew member however the cabin crew member will not be included in the final passenger figures in ERES. The crew configuration on the load distribution sheet must reflect the number of ITA Airways crew only on the aircraft.

Fuel figures must be recorded on the ITA Airways Load Distribution Sheet in case these have not been communicated directly to the CLC provider by the flight crew.

## Loadsheet

Upon receipt of the ITA Airways Load Distribution Sheet, the CLC provider will generate the loadsheet and send it the ground handling partner via email no later than -25 minutes to departure. The ground handling partner must then print 2 copies of the loadsheet, take it to the aircraft and hand to the flight crew.

The ground handling partner must share the completed load distribution sheet with the pilots who will perform a gross error check prior to departure to ensure that the passenger and baggage information on the loadsheet is correct. The handler must retain the completed load distribution sheet as part of the flight file.

## Last Minute Changes (LMC's)

LMC's shall be performed at the aircraft between the responsible member of ground crew and flight crew. It is the flight crews responsibility to annotate the loadsheet with LMC's

Where LMC's exceed +/- 500kg / +/- 6 pax, a new loadsheet will be required. The ground handling partner must advise the CLC provider by telephone where the requirement for a new loadsheet exists. An updated copy of the ITA Airways Load Distribution Sheet that details LMC's must be sent to the CLC provider who will send the final loadsheet to the aircraft via ACARS. Note that LMC's cannot be performed on ACARS loadsheet's.

## Loadsheet Retention

Where LMC's have been manually annotated on the loadsheet, a copy of the final loadsheet must be retained as part of the flight file.

Where the final loadsheet has been transmitted via ACARS, there is no requirement for the final loadsheet to be retained as part of the flight file.

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## LOAD DISTRIBUTION SHEET

**ITA**  
AIRWAYS

Fill in the form and send back to FCO Load Control DL.FCOLCpostadon@airporthandling.it; FCO.RIT.Loadcontrol@airporthandling.it

Supervisor on Duty Load Control: +39 06 6595 60373

Supervisor on Duty - HCC: +39 06 6595 60380 email: fco.Supervisor.HCC@airporthandling.it

The e-mail address of the Load Controller will be communicated by the Supervisor before the operations start

FLIGHT DATA									
FLIGHT NUMBER/DATE			/		A/C REGISTRATION				
ROUTING			/		CABIN VERSION			174Y	
CREW CONFIGURATION (ITA CREW ONLY)					EASYJET CREW MEMBER ONBOARD			Y / N	
FUEL FIGURES		BLOCK FUEL				NOTES			
All weights in Kgs		TRIP FUEL							
		TAXI FUEL							

PASSENGER DATA									
TOTAL	M	F	C	I					

DEAD LOAD DATA									
			TOTAL BAGS LOADED		PCS		WEIGHT		
							kg		
POS	PCS	WEIGHT	REMARKS						
11		kg							
12		kg							
13		kg							
31		kg							
32		kg							
41		kg							
42		kg							
51		kg							
52		kg							
53		kg							

LAST MINUTE CHANGES									
Only to be completed if LMC's exceed +/-500kg / +/-6pax									
LMC PASSENGER DISTRIBUTION (+/-)					LMC BAGGAGE DISTRIBUTION (+/-)				
ZONE					POS	PCS	WEIGHT		
OA					11		kg		
OB					12		kg		
OC					13		kg		
TOTAL PAX AFTER LMC					31		kg		
					32		kg		
					41		kg		
					42		kg		
					51		kg		
					52		kg		
					53		kg		
					TOTAL		kg		

COMPLETED BY	
NAME:	
SIGNATURE:	

*Example – ITA Airways Load Distribution Sheet*

### CLC Contact Details

The contact details for the load controller will be communicated by the CLC provider before operations start and included on the loading instruction.

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In case the load controller cannot be contacted directly, the following contact details may be used to liaise with the CLC Supervisor on duty:

Phone: +39 06 6595 60374- +39 06 6595 60373

Email: [DL.FCOLCpostazioni@airporthandling.it](mailto:DL.FCOLCpostazioni@airporthandling.it)

## Contingency Loading

In the event that an ITA Airways aircraft is utilised that has not been retro-fitted with CLS protection panels, hold 5 may be utilised for baggage loading.

The aircraft must be loaded in accordance with the loading instruction issued by the CLC provider. Approximately 40 bags may be loaded in hold 5 dependant on the size of customer baggage.

Any bags that are not loaded on the aircraft must be rushed on the next available flight.

Where hold 5 only is used for baggage loading, the ground handling partner must consult with the CLC provider prior to start of baggage loading and customer boarding. The CLC provider will assess the risk of tail-tipping where baggage is loaded in hold 5 only and advise the ground handling partner of any special instructions to mitigate the risk of tail tipping.

Ballast may be loaded in position 11 to mitigate the risk of tail tip. Where required, ballast will be loaded and secured ex LIN/FCO and must remain on the aircraft down route. The handler must indicate on the Load Distribution Sheet the loading position of ballast in the aircraft hold (it is not required to record the weight of the ballast as this will be known by the load controller).

If an EMA is planned for loading, this must be loaded and secured in a separate netted compartment from customer baggage in hold 5 space permitting. The EMA must take priority over customer baggage.

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