

POLISH AIRLINES



A STAR ALLIANCE MEMBER



Timings and Activities for LO Winter Charters

PLL LOT S.A.
43, Komitetu Obrony Robotników St.
02-146 Warsaw, Poland

Information about Cargo Provisional / Final.....	2
EIC and CSU information.....	3
Trip Info – passing fuel, crew and restrictions	4
Send Final Passenger and Baggage Figures to CLC HUB.....	5
Confirmation of the aircraft loading	6

CLC HUB contact information:

<u>Domain name:</u>	LO WAW LSL
<u>Email addresses:</u>	vera-lh@lsas.aero
<u>SITA:</u>	WAWKKXH, WAWVRXH WAWSVXH
<u>Telephone:</u>	+48 22 206 94 40 +48 22 206 94 29
<u>Fax:</u>	+48 22 206 95 39

Notice

As alternate to plain text messaging described later in this document MS Excel forms provided separately can be used to transfer data to CLC Hub.

Information about Cargo Provisional / Final

1. Information about the cargo by UWS and NTM messages.

All UWS and NTM shall be send to TTY address: MUCKMLO and CLC Hub

Action	STD (-HH:MM)	Example
Provisional UWS - Ramp Agent or Cargo Agent is obliged to send information about amount of cargo and mail in UWS	(-)12:30	UWS LO016/13.ORD BULK -WAW/3000P/C -WAW/200P/M <u>For containerized and non-containerized airplane format is the same</u>
Final UWS – Ramp Agent or Cargo Agent is obliged to Send Final UWS with final information about the cargo. Format of messages please see "Example"	(-)02:15	<u>For Non-Containerized Airplanes</u> UWS LO222/13.MUC.FINAL BULK -WAW/3832A/C <u>For Containerized Airplanes</u> UWS LO002/25.WAW.FINAL -PAG37012LO/ORD/833A/M -PAJ32018LO/ORD/2016A/C.RMD -PMC41042LO/ORD/1136A/M BULK -ORD/110A/
NTM – NOTOC message. Ramp Agent or Cargo Agent shall send NTM message after Final UWS. In other case Altea FM won't let in information about DG/SL	(-)02:10	NTM LO002/25APR WAW 1/20140425032954/SPLRE DNGORDPAJ39018LO 080-180495332/28///RNG//N NITROGEN REFRIGERATED LIQUID LAST

The Final Cargo details, including Special Loads, Dangerous Goods and other relevant planning information will be sent as UWS and NTM message. If those messages don't go into system then those figures need to be entered in Altea Freight Module by the Ramp Agent.

If the event Freight Module is not accessible at the station, the standard information message, Cargo and Mail information, will be sent by email or SITA depending on the reason for the failure and processed manually in Altea FM by the CLC Hub.

EIC and CSU information

All Ramp Agents shall send info via TTY or E-mail Address about:

- CSU
- EIC
- Special loads like: AVI, PET, WEA

Message shall be send at (-) 02:10 STD to CLC Hub

In case of EIC specially for Flight Kit Ramp Agent shall send information about their position in aircraft and the ULD numbers.

Trip Info – passing fuel, crew and restrictions

Fuel Figures shall be passed to CLC HUB till (-) **00:40 STD**. Please find below formats of Trip Info:

1. TTY or e-mail to CLC Hub
2. Messenger

Ad. 1

FUEL INFO MESSAGE

LO.../DDMMM REG.XX-XXX - DEST BLOCK
 FUEL (OPERATIONAL)KG
 TAXI FUELKG
 TRIP FUELKG
 FUEL DENSITY
 CREW/..
 RTOWKG
 RLAWKG

SI-.....

 INFORMATION CHECKED BY:.....
 PHONE / CONTACT:.....

Ad. 2

Block Fuel...../ Taxi...../ Trip Fuel...../ Crew...../ Reg...../ TOW...../RLAW:...../
 Fuel Density.....

Send Final Passenger and Baggage Figures to CLC HUB

All passenger and baggage detail shall be sent to CLC HUB till (-)00:40 STD.

This message shall be send as TTY or e-mail to CLC Hub

Please find below template for this message:

PASSENGER CLOSE OUT

FLT NO LO...../DDMMM REG SP-XXX STN

PAX	C-CLASS				P-CLASS				Y-CLASS			
DEST	M	F	C	I	M	F	C	I	M	F	C	I
WAW	..	..	..	..	..	..	..	..	..	..	..	..

ZONE SEATING (EXCLUDING INFANTS)

A.. B.. C.. D.. JMP..

CABIN VERSION: C.../P.../Y...

TOTAL BAGS CHECKED IN (PCS/WEIGHT) :

BY..... BT..... BP..... BC.....

