

**TO:** Ground Service Providers & Station Managers  
**FROM:** Ground Operations Department  
**ISSUE DATE:** 29.09.2023  
**REG:** 13/ONPS/2023  
**REVISION:** 1.0  
**SUBJECT:** Baggage Pooling Procedure  
**EFFECTIVE DATE:** 29.09.2023  
**FOREWORD:** This MEMO contains an updated procedure for Baggage Pooling.

Rev. No.	Effectivity	Reason
1.0	29.09.2023	New document

Risk acceptance:

CURRENT RISK INDEX <u>before</u> change		PROJECTED RISK INDEX <u>after</u> change		ACCEPTANCE AUTHORITY (includes acceptance of Risk)	
Critical		Critical		Name	Sebastian Jadczak
Serious		Serious		Position	Ground Operation Nominated Person
Moderate	X	Moderate		Signature	<i>Electronically agreed</i>
Low		Low	X	Date	29.09.2023

Approval notice:

Prepared by:	Name	Function	Date
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Sebastian Jadczak		Ground Operations Nominated Person	29.09.2023

SOURCE:

- GHM 6.14

## BAGGAGE POOLING PROCEDURE

### 1. Definition

- Pooling of baggage means combining checked baggage into a single pool within passenger or two or more passengers limit,
- The passengers whose baggage is to be pooled must meet certain conditions, which make it possible to add up their free baggage allowance limits and divide baggage weight equally,
- Pooling of baggage is performed either with the view to avoid excess baggage charge which otherwise would be paid the passengers, or in order to reduce the cost of excess baggage.

### 2. Conditions that apply to pooling of baggage

- Baggage eligible for pooling is checked baggage presented for check-in by two or more passengers:
  - at the same time and place,
  - who travel together,
  - on the same flight,
  - to the same destination or stopover airport,
- If pooling refers to one passenger (with two or more pieces of luggage), the above guidelines do not apply.
- Pooling is allowed under described conditions and based on presented examples.
- According to reconciliation strict rules baggage **MUST** be assigned to the owner at any time.

### 3. Free baggage allowance for pooled baggage

Free baggage allowance for pooled baggage equals the sum of free baggage allowance limits of the passengers.

### 4. Examples:

- Two (2) passengers with baggage allowance 1 PC/23 kg each:
  - ✓ 1st passenger: 1 PC/10 kg
  - ✓ 2nd passenger: 1 PC/30 kg
  - ✓ pooling is **allowed** with limit 2 PC and 46 kg
- Passenger (1) travels LOT Economy Class (Y) and holds Star Alliance GOLD card which allows additional 1 PC:
  - ✓ Passenger has 1 PC/30 kg
  - ✓ pooling is **allowed** with limit 2 PC and 46 kg

- Passenger (1) travels LOT Economy Class (Y) and bought additional bag.  
Passenger has:
  - ✓ 1st bag: 1 PC/30 kg
  - ✓ 2nd bag: 1 PC/10 kg
  - ✓ pooling is **allowed** with limit 2 PC and 46 kg
- Passenger (1) travels LOT Economy Class (Y) and bought additional bag.  
Passenger has:
  - ✓ 1st bag: 1 PC/30 kg
  - ✓ 2nd bag: 1 PC/20 kg
  - ✓ pooling is **not allowed**, exceeds limit of 46 kg weight limit
- Two (2) passengers with baggage allowance 1 PC/23 kg each:
  - ✓ 1st passenger: 1 PC/20 kg
  - ✓ 2nd passenger: 1 PC/30 kg
  - ✓ pooling is **NOT allowed**, exceeds limit of 46 kg
- Two (2) passengers with baggage allowance 1 PC/23 kg each:
  - ✓ 1st passenger: 2 PC/20 kg
  - ✓ 2nd passenger: 1 PC/10 kg
  - ✓ pooling is **NOT allowed**, exceeds limit of 2 PC,  
none of the baggage exceeds 32kg weight limit.
- Two (2) passengers with baggage allowance 1 PC/23 kg each:
  - ✓ 1st passenger: 1 PC/10 kg
  - ✓ 2nd passenger: 1 PC/35 kg
  - ✓ pooling is **NOT allowed**, none of the baggage can exceed 32kg weight limit.

#### 4. Check-in

- ALTEA WAVE reason:  
**bagpool** with sequence number of pool partner (for example **bagpool158**)
- Link pooled passenger
- Only LOT flights, **if continue with other carrier do NOT pool!**

#### REMEMBER:

According to reconciliation strict rules baggage **MUST** be assigned to the owner at any time.

If excess baggage appears during check in process and pooling conditions are met – excess can be waived with adequate comment “pool head seq 023”, where seq is a sequence number of pool head.