

TO: Ground Service Providers & Station Managers
FROM: Ground Operations Department
ISSUE DATE: 02.10.2023
REG: 14/ONPS/2023
REVISION: 1.0
SUBJECT: LMC REMINDER
EFFECTIVE DATE: immediately

Dear Ground Service Providers,

LMC can only be performed by a person who has received dedicated LOT weight and balance manual training for specific type of aircraft. The training is provided by LOT certified instructor.

Staff who have not received above mentioned training IS NOT ALLOWED to perform LMC on LOT aircraft.

In such cases, the CREW is required to do so.

Best regards,
Ground Operations Bureau

Rev. No.	Effectivity	Reason
1.0	immediately	New document

Risk acceptance:

CURRENT RISK INDEX <u>before change</u>		PROJECTED RISK INDEX <u>after change</u>		ACCEPTANCE AUTHORITY (includes acceptance of Risk)	
CRITICAL		CRITICAL		Name	Sebastian Jadczak
SERIOUS	X	SERIOUS		Position	Ground Operation Nominated Person
MODERATE		MODERATE		Signature	<i>Electronically agreed</i>
LOW		LOW	X	Date	02.10.2023

Approval notice:

Prepared by:	Name	Function	Date
Bernadetta Podskrobko		Ground Ops Safety and Procedures Manager	02.10.2023
Piotr Dziedzic		Weight & balance Senior Specialist	02.10.2023
Sebastian Jadczak		Ground Operations Nominated Person	02.10.2023

SOURCE: GHM 3.9