

TO: Ground Service Providers & Station Managers  
FROM: Ground Operations Bureau  
ISSUE DATE: 07.07.2024  
REG: 09/ONPS/2024  
REVISION: 1.0  
SUBJECT: CLC reports e-mail naming – reminder

Dear Ground Service Providers,

The below procedure should be applied for stations not using Altea DCS FM for ramp clearance purposes, loadsheet is provided by LO CLC in WAW and aircraft loading, passengers and fuel are reported using forms sent by e-mail.

Please always use the flight number and the flight date in the subject of the e-mail sent to [vera-lh@lsas.aero](mailto:vera-lh@lsas.aero) or [verat-lh@lsas.aero](mailto:verat-lh@lsas.aero).

E-mail subjects should be as follows:

- **LO6344/10JUN Report CLC**

Please use this e-mail subject for all reports: loading report, passengers report and fuel report.

Thank you for your cooperation and attention to this matter.

Best regards,  
Ground Operations Bureau

Revision list:

Rev. No.	Effectivity	Reason
1.0	15.07.2024	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	e-mail approval
LOW		LOW	X	Date	11.07.2024

Approval notice:

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Approved by:	Sebastian Jadczak	Ground Operations Nominated Person	11.07.2024