

	<p>MEMO</p> <p>Subject: CLC reports e-mail naming – reminder</p>	<p>REG No: 09/ONPS/2024</p> <p>Rev: 1.0</p>
		<p>EFFECTIVE DATE: Immediately</p>

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, loadsheets 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:

- **L06344/10JUN 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 Jadczyk
SERIOUS	SERIOUS	Position	Ground Operation Nominated Person
MODERATE	MODERATE	Signature	e-mail approval
LOW	LOW	Date	11.07.2024

Approval notice:

	Name	Function	Date
Prepared by:	Dominik Sobieraj Julia Banaszek	Weight and Balance Systems Expert Safety and Procedures Section	07.07.2024
Checked by:	Bernadetta Podskrobko	Ground Ops Safety and Procedures Manager	11.07.2024
Approved by:	Sebastian Jadczyk	Ground Operations Nominated Person	11.07.2024