

 <small>POLISH AIRLINES</small> <small>A STAR ALLIANCE MEMBER</small>	<p style="text-align: center;">MEMO</p> <p>Subject: LMC (Last Minute Changes) – reminder</p>	REG No: 08/ONPS/2024 Rev: 1.0
		EFFECTIVE DATE: Immediately

TO: Ground Service Providers & Station Managers

FROM: Ground Operations Bureau

ISSUE DATE: 07.07.2024

REG: 08/ONPS/2024

REVISION: 1.0

SUBJECT: LMC (Last Minute Changes) – reminder

Dear Ground Service Providers,

**Please be advised that only personnel trained by LOT and in possession of a valid manual weight and balance training certificate issued by LOT are authorized to perform manual LMC on EDP loadsheets.**

Manual weight and balance certificates issued by other airlines or Altea DCS training certificates are not sufficient and do not give you authorization to perform manual LMC on EDP loadsheets for LOT flights.

If EDP loadsheets generated for your station contain following information:

BW 28342  
 STATION PERSONNEL NOT AUTHORIZED TO PERFORM MANUAL LMC  
 SERVICE WEIGHT ADJUSTMENT WEIGHT/INDEX

It means that at your airport, LMC for LOT Polish Airlines flight can be done by the LOT flight deck crew (pilots) exclusively.

**Manual LMC on ACARS generated loadsheets is strictly forbidden.**

Best regards,  
Ground Operations Bureau

Revision list:

Rev. No.	Effectivity	Reason
1.0	15.07.2024	New document - REMINDER

Risk acceptance:

CURRENT RISK INDEX <small>before change</small>		PROJECTED RISK INDEX <small>after change</small>		ACCEPTANCE AUTHORITY <small>(includes acceptance of Risk)</small>	
CRITICAL		CRITICAL		Name	Sebastian Jadcza
SERIOUS	X	SERIOUS		Position	Ground Operation Nominated Person
MODERATE		MODERATE		Signature	e-mail approval
LOW		LOW	X	Date	11.07.2024

Approval notice:

	Name	Function	Date
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Checked by:	Bernadetta Podskrobko	Ground Ops Safety and Procedures Manager	11.07.2024
Approved by:	Sebastian Jadcza	Ground Operations Nominated Person	11.07.2024

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