

 A STAR ALLIANCE MEMBER	MEMO Subject: LMC (Last Minute Changes) – reminder	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 20042
STATION PERSONNEL NOT AUTHORIZED TO PERFORM MANUAL LMC
SERVICE WEIGHT ADJUSTMENT WEIGHT/TINDEX

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

Approval notice:

Prepared by:	Name	Function	Date
	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 Jadczak	Ground Operations Nominated Person	11.07.2024

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