

TO: **Ground Service Providers & Station Managers**
FROM: Ground Operations Bureau
ISSUE DATE: 23.07.2024
REG: 13/ONPS/2024
REVISION: 1.0
SUBJECT: SSR YPTA

Revision list:

Rev. No.	Effectivity	Reason
1.0	23.07.2024	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	23.07.2024

Approval notice:

Prepared by:	Name	Function	Date
	Bernadetta Podskrobko	Ground Ops Safety and Procedures Manager	23.07.2024
Checked by:	Justyna Kochańska	Deputy Manager Ground Operations Control Center	23.07.2024
Approved by:	Sebastian Jadczak	Ground Operations Nominated Person	23.07.2024

Dear Ground Service Providers,

We kindly inform you that we have created a new SSR code for young passengers traveling alone.

SSR YPTA – young passenger traveling alone

SSR code should be used in case of:

- Passenger over 12 years old and under 18 years old,
- Traveling alone without any adult passenger (over 18 years old),
- Traveling without assistance for unaccompanied minor (without SSR UMNR).

Additional information:

- 1) The SSR code YPTA is used only as additional information for LOT Polish Airlines and enables verification of such passengers on flights in case of irregularities. Assistance should be booked as a UMNR service.
- 2) The Altea Passenger Service System considers this SSR of higher value and protects passengers in case of overbooking or other reaccommodation/disruption processes.
- 3) Online check-in/self check-in will not be possible for passengers with the YPTA code.
- 4) SSR Entry:

SRYPTA

RP/[WAWI00981](#)/

1. GREEN/JANMR

2 LO 331 Y 22FEB 6 WAWCDG HK1 0725 1000 73H E 0 RF
PSGR CONTACT INFORMATION REQUIRED
SEE RTSVC

3 SSR YPTA LO HK1 YOUNG PASSENGER TRAVELLING ALONE/S2

Additional text information is not required but can be added to the reservation:

SSR YPTA LO HK1 **17 YEARS OLD YOUNG PASSENGER TRAVELLING ALONE/S2**

- 5) Passengers over the age of 12 and under 16 years old, traveling without a passenger over 16 years old, whose reservation has been made via lot.com, **will have** SSR YPTA automatically added to their reservation.
- 6) Passengers over 16 years old and under 18 years old, whose reservation has been made via lot.com, **will not have** SSR YPTA automatically added to their reservation. The SSR can be added to the reservation via the Contact Center.
- 7) The SSR will be available in the following channels to add manually:
 - Altea RES/other GDSs
 - Altea CM

8) During check-in or at the gate, service must be added for all minors over 12 and under 18 years of age who do not have UMNR service booked.

Use: Add Service → select Service YPTA → in Additional Description insert age i.e. 16 years

Service	Service Description	Additional Description
1 YPTA	YOUNG PERSONS TRAVELING ALONE	16 years
	...	

Thank you for your cooperation and attention to this matter.

Best regards,
Ground Operations Bureau