

<div><div>POLISH AIRLINES</div><div><div>LOT</div></div><div>A STAR ALLIANCE MEMBER</div></div>	MEMO Subject: EIC and FKT required in the LIR and loadsheet – reminder	REG No: 14/ONPS/2024 Rev: 1.0
		EFFECTIVE DATE: 25.07.2024

TO: Ground Service Providers & Station Managers
FROM: Ground Operations Bureau
ISSUE DATE: 25.07.2024
REG: 14/ONPS/2024
REVISION: 1.0
SUBJECT: EIC and FKT required in the LIR and loadsheet – reminder

Dear Ground Service Providers,

Regarding the non-compliance that has been identified by the Civil Aviation Authority at one of our stations, we would like to remind you that all EIC, FKT equipment loaded into the aircraft compartment must necessarily be included in the LIR loading instructions/reports and loadsheet.

In the Altea FM system, EIC/FKT should be entered on the deadload screen, in the Comm column as E (1) with the description (2).

Remember, EIC/FKT is not included in the DOW (3)

1															2			3	
Ext	Bulk/BARRC	Dest	Net Weight	Est	Comm	Pcs	ULD Vol	BLK Vol	R	T	Loc	Prio	DG/SL	Inbound Flight No	Next Flt No.	Onward Dest	Description	ROB	DOW
<input type="checkbox"/>	BLK	RDO	0	<input type="checkbox"/>	BY			0.0	R		3	22						<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BLK	RDO	100	<input type="checkbox"/>	E			0.56			1	1					EIC	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BLK	RDO	191	<input type="checkbox"/>	E			1.06			2	1					FKT	<input type="checkbox"/>	<input type="checkbox"/>

Best regards,
Ground Operations Bureau

Revision list:

Rev. No.	Effectivity	Reason
1.0	25.07.2024	New document (REMINDER)

Risk acceptance:

CURRENT RISK INDEX before change		PROJECTED RISK INDEX after change		ACCEPTANCE AUTHORITY (includes acceptance of Risk)	
CRITICAL		CRITICAL		Name	Sebastian Jadczyk
SERIOUS		SERIOUS		Position	Ground Operation Nominated Person
MODERATE	X	MODERATE		Signature	e-mail approval
LOW		LOW	X	Date	25.07.2024

Approval notice:

	Name	Function	Date
Prepared by:	Bernadetta Podskrobko Piotr Dziezic	Ground Ops Safety and Procedures Manager Weight & balance Senior specialist	25.07.2024
Checked by:	Monika Zych	Ground Ops Quality and Training Manager	25.07.2024
Approved by:	Sebastian Jadczyk	Ground Operations Nominated Person	25.07.2024