

# STATION INSTRUCTION

Station Instruction #	SI 309		
Title	Transmission of final loadsheet from EFB (Electronic Flight Bag)		
Date of issue	16/04/2025		
Effective start date	01/05/2025		
Effective end date	UFN		
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## Reason for Issue

As part of the turnaround improvement project effective from 01<sup>st</sup> May 2025, the person responsible for completion of the Loading Form & Certificate (LFC) may leave the aircraft once Last Minute Changes (LMC's) have been provided, security declaration has been completed and the PIC (Pilot in command) has signed the LFC and agreed for the person responsible for completion of the LFC to leave the aircraft.

There will be no longer a requirement for the PIC to complete the LFC with total LMCs from the EFB,POB, ZFW/CG and TOW/CG (See Appendix). A final loadsheet will be produced by the EFB and will be saved electronically on a cloud based central storage system, there is no requirement for GHPs to retain a copy of this final loadsheet, GHPs shall continue to retain the LFC in the flight file in accordance with current GHM procedures.

## GHM Amendments

Section	Title	Details
5.4.3.1	Weight & Balance calculation task - General	Section updated to allow person responsible for completing LFC to leave the flight deck once LMCs have been handed over, security declaration completed and LFC signed by operating crew (subject to agreement with the operating crew)

## Details

The objective of the weight and balance calculation task is to ensure that a final and accurate LFC is issued and this has been crosschecked with:

- (a) Final LIR.
- (b) Final passenger close-out data.
- (c) LFC accuracy check will continuously be performed prior to the production or transmission of the final LFC as follows:
  - 1. Correct flight number and date (flight identifier).

This SI makes a change to the published Ground Handling Manual (GHM). The SI folder should have this instruction placed in it until its effective end date. GOM, GHP & other parties must ensure effective implementation of this SI at a local level. The accountable staff member at each airport must confirm to their easyJet Manager that the SI has been understood and embedded with all applicable Ground Crew. Local cascade may include some or all of the following:

- a signed read and brief, regular team briefing sessions to ensure Ground Crew understand SI content
- specific training and assurance of content comprehension by Ground Crew
- review of local audit checklists & training material to include any changes

2. Correct aircraft registration/type.
3. All specified documents shall be signed by means of manual or electronical identifiers.
4. LFC shall then be delivered to PIC either as a hard copy (manual or digital)
  - (d) The person responsible for completing the LFC should perform a spot check to ensure baggage for the correct flight is being loaded.
  - (e) The person responsible for completing the LFC should perform a visual check of loading to verify that baggage has been loaded into the correct compartments in accordance with the LIRF and LFC prior to signing the LFC.
  - (f) Any changes occurring after the final LFC has been produced should be accounted for by either production of a new edition of the LFC or via the Last Minute Change process.
  - (g) Once LMCs and the security search has been completed on the LFC, the LFC shall be signed by the PIC and handed to the person responsible for completing the LFC. There is no requirement for the PIC to complete the LFC with POB, total LMCs from the EFB, ZFW/CG and TOW/CG.
  - (h) The person responsible for completing the LFC shall leave the aircraft on agreement with the PIC.
  - (i) The PIC shall save the final loadsheet produced by the EFB electronically to a cloud based central storage system.
  - (j) In the unlikely event where it has not been possible to save the final loadsheet produced by the EFB electronically to a cloud based central storage system, the PIC shall alert ground crew via the headset or visual means. The POB, total LMCs from the EFB, ZFW/CG and TOW/CG will be communicated via the headset for manual completion onto the LFC.
  - (k) If a discrepancy is discovered after the aircraft push-back, the PIC should be informed immediately to prevent an unsafe take off.

## Appendix A

TOTAL POB (PAX + CREW)		
INITIAL ZFW/CG	T	%
INITIAL TOW/CG	T	%
TOTAL LMC FROM EFB		
	KG	%
FINAL ZFW/CG	T	%
FINAL TOW/CG	T	%