

STATION INSTRUCTION

easyJet

Station Instruction #	SI 316		
Title	Door strap usage during security search or cabin tidy		
Date of Issue	05 th August 2025		
Effective start date	Immediate		
Effective end date	UFN		
Written by	Carra Khan-Alvaro		
Reviewed by	Nick Pelham & Kevin Doyle	OPR No	NA

The contents of this document are highly confidential and must not be shared with anyone else, except strictly for the purposes of providing ground handling services to easyJet. Copyright and all other intellectual property rights in the material belong to easyJet Airline Company Limited.

Reason for Issue

To enhance access control during security searches, a new procedure has been implemented to support crew members in managing individuals attempting to board the aircraft while a security search is in progress.

Details

Effective immediately, a **door strap** will be used on all **easyJet-registered aircraft** during **turnaround periods**, but **only while the crew is conducting a security search or cabin tidy**.

This measure is designed to prevent unauthorized access and maintain a secure environment during critical security procedures.

GHM amendments are as follows

Section	Title	Details
4.4.2.1	Door Strap	<p>(e) The door strap is to be used only during security searches or cabin tidy, which occur:</p> <ul style="list-style-type: none">• On the first flight of the day• During turnarounds where a security search or cabin tidy is required <p>Authorized Access During Security Search or cabin tidy: Individuals with legitimate access (e.g., TCO personnel) may enter the cabin only after requesting permission from the crew at the aircraft door.</p> <p>• Purpose of the Door Strap: The door strap is used solely to prevent access to unsupervised doors. It is not a signal to remove boarding steps. Ground Crew must receive a completed "Permit to Remove Steps" from the Cabin Crew at the door before removing boarding equipment, as per GHM 4.4.2.1 – Cabin Access Doors – General.</p> <p>Note: Passenger Boarding: The removal of the door strap does not indicate that passenger boarding may commence.</p>

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