

# OPERATIONAL MEMO

The easyJet logo, featuring the word "easyJet" in white lowercase letters on an orange rectangular background.

Memo #	205
Title	Changes to the Loading Form & Certificate (LFC)
Date of Issue	26/08/2025
Written by	Callum Hutchinson
Reviewed by	Nicholas Pelham

*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

Following feedback from our Ground Handling Partners and with the introduction of the digital LMC process, the Loading Form & Certificate (LFC) has been updated (See appendix A).

## Details

Effective from 01<sup>st</sup> September 2025 the new format LFC (Version 08/25) must be used at all stations and all old stock must be discarded locally.

In the event that the new LFCs have not been received, stations may continue to use version 10/24 until version 08/25 has been received.

# OPERATIONAL MEMO

**easyJet**

Appendix A – For illustration purposes only

Note: Orange text illustrates Ground Crew completion

## easyJet A320 Loading Form and Certificate

Ver 08/25

DATE	01/09/2025	FLIGHT NUMBER	EJU123
AIRCRAFT TYPE	A320	ROUTE	LGW-PMI
AIRCRAFT REGISTRATION	OE-ICW	AIRCRAFT SEATING CONFIGURATION	186

CREW	+
------	---

PASSENGERS	
MALE	80
FEMALE	85
CHILD	21
INFANT	1
TOTAL PAX	186+1

PASSENGER DISTRIBUTION	
OA (ROW 1 - 10)	62
OB (ROW 11 - 20)	62
OC (ROW 21 - LAST ROW)	62

BAGGAGE DISTRIBUTION			
CP1	85	PCS	1360 KG
CP3	60	PCS	960 KG
CP4	10	PCS	160 KG
CP5	NIL	PCS	NIL KG
TOTAL BAGGAGE	155	PCS	2480 KG

BAGGAGE WEIGHTS:	
ACTUAL WEIGHTS <input checked="" type="checkbox"/>	APPROVED WEIGHTS <input type="checkbox"/>
AVERAGE BAGGAGE WEIGHT	16 KG

MISC ITEMS		
DESCRIPTION	LOCATION	WEIGHT
COMAIL	CP4	5KG
NIL	NIL	NIL

WCHC	WCHS	WCHR	OTHER	JS/F	JS/C
NIL	1	NIL	NIL	NIL	NIL

INCLUDE JS/F & JS/C IN TOW

INITIAL ZFW/CG	T	%
INITIAL TOW/CG	T	%

Security Search Declaration	
Origin of previous flight	
Is an Aircraft Security Search required for this departure?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If 'yes', time search completed:	..... HH:MM

### LAST MINUTE CHANGES

LMC PASSENGER DISTRIBUTION (MAX. ALLOWED -20/+10)	
OA (ROW 1 - 10)	-1
OB (ROW 11 - 20)	NIL
OC (ROW 21 - LAST ROW)	NIL
TOTAL PAX AFTER LMC	185+1

LMC BAGGAGE DISTRIBUTION (+/-)			
CP1	NIL	PCS	NIL KG
CP3	NIL	PCS	NIL KG
CP4	+2 AGB	PCS	+22 KG
CP5	NIL	PCS	NIL KG

I CERTIFY THAT THE AIRCRAFT IS LOADED IN ACCORDANCE WITH THE LOAD INSTRUCTION REPORT FORM AND THE RECORDED PASSENGER DISTRIBUTION IS AS PER THE DEPARTURE CONTROL SYSTEM	
NAME: C.TEST	SIGNATURE: 0.7287

TOTAL LMC FROM EFB	
Recompute Take Off Perf calculation (f > 250kg and/or > 2% MAC difference from Pre LMC calculation.	
KG	%

FINAL ZFW/CG	T	%
--------------	---	---

FINAL TOW/CG	T	%
--------------	---	---

LOADING FORM CERTIFICATE AND SECURITY SEARCH DECLARATION	
APPROVED BY COMMANDER:	_____
SIGNATURE:	_____

LFC SENT DIGITALLY	YES <input type="checkbox"/> NO <input type="checkbox"/>
--------------------	--

TOTAL POB (PAX + CREW)	
------------------------	--