

OPERATIONAL MEMO

easyJet

Memo #	205
Title	Changes to the Loading Form & Certificate (LFC)
Date of Issue	26/08/2025
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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 01st 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.

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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"/>	OR	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 TOB						
INITIAL ZFW/CG	T	%				
INITIAL 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)						