easyJet

STATION INSTRUCTION

SI #	318

Title:	ITA Airways Wet Lease Operations

OPR #	1102	Issue Date:	22/09/25	Effective Date:	22/09/25	Valid Until:	UFN

Written By:	Laura Watson	Approved By:	Nicholas Pelham

Reason for Issue:

The change bars within the document highlight amendments to the document. This SI supersedes SI-307, please delete and remove SI-307.

With effect from 30th March 2025, easyJet will be wet leasing 4 x dedicated ITA airways A320 Aircraft (3 x lines of flying and 1 x standby) to fulfil our new base operations at Milan Linate (LIN) as follows:

- EI-DTM / EI-DTN / EI-DTO / EI-EIB

With effect from 26th October 2025, easyJet will reduce the wet leasing to 3 x dedicated ITA airways A320 Aircraft (2 x lines of flying and 1 x standby) to continue our new base operations at Milan Linate (LIN) as follows:

- EI-DTM / EI-DTN / EI-DTO

In the addition to the dedicated standby aircraft, the following ITA Airways aircraft have been designated as standby replacement aircraft to ensure continued operations:

- EI-EIA / EI-EIC / EI-EID / EI-EIE / EI-DTB

The following destinations will be served from LIN:

S25	W25
AMS / BER / BRU / CPH / FRA / FSC / LIS / LUX / OSL / SPU / TFS / VIE	AMS / BCN / CPH / BER / BRU / EDI / FRA / LUX / MAN / VIE

All ITA Airways aircraft have a 174Y cabin configuration. ERES has been updated with the correct seat map for easyJet flights operated by ITA Airways aircraft.

The number of large cabin bags for easyJet flights operated by ITA Airways has been reduced by 10 to account for equipment that is located in the overhead lockers on ITA Airways aircraft.

The primary operational contact remains easyJet ICC, but SITA addresses HDQNLAZ must be included on all MVT messages for easyJet flights operated by ITA Airways.

All easyJet flights operated by ITA Airways are to be handled by easyJet's contracted Ground Handling Partners and charged to easyJet.

This SI makes a change to the published Ground Handling Manual (GHM). The SI folder (physical/electronic) must have this instruction placed in it until its effective end date. easyJet manager, 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

STATION INSTRUCTION

1.   Procedural Differences

easyJet ground handling procedures and customer standards shall be followed for flights operated by ITA Airways unless specified differently below.

2.   Boarding Announcements

The following announcement must be made as part of the general boarding announcement:

> *Your flight today will be operated on behalf of easyJet Europe by ITA Airways*

Updated boarding announcements are available on the connected portal.

3.   Cabin Baggage Offloads

Ground crew must support cabin crew in the completion of limited release tags in case of a requirement to offload bags from the aircraft cabin to the aircraft hold.

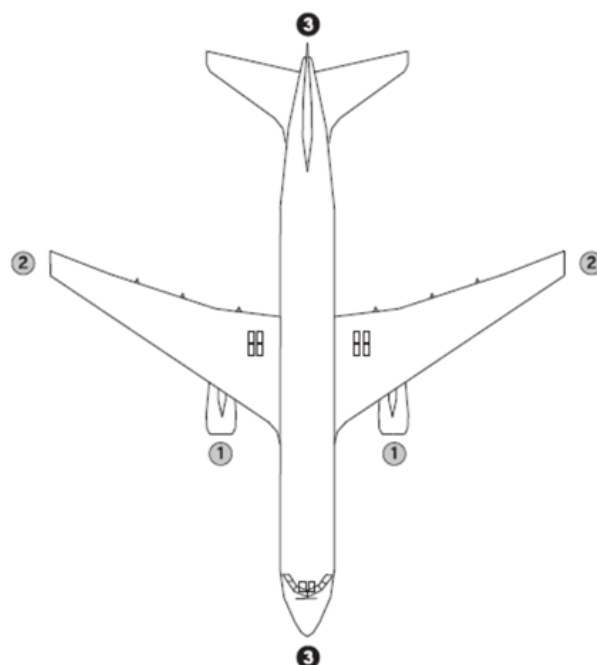## 4.   easyJet Commuter & Staff travel

Jump seats are not permitted for use by commuter/staff customers on easyJet flights operated by ITA airways.

5.   Fuelling Whilst Boarding

easyJet flights operated by ITA Airways will have fuelling taking place whilst passengers are onboard to ensure a quick turnaround. Where this occurs, ITA Airways flight crew are responsible for supervision of the fuelling process and ensuring that the correct technical and safety procedures are in place.

6.   Safety Cones

ITA Airways have a mandatory requirement for safety cones to be positioned on all flights. Cones shall be positioned as follows:

CONE NUMBER	DESCRIPTION
1	Cones max. 1 m (3 ft) in front of engine
2	Cones max. 1 m (3 ft) from wingtip
3	Additional cones to be placed at the applicable end(s) of the aircraft where immediately adjacent to a service road.

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7. Walk Around Check Form

Following completion of the arrival and departure walkaround inspection, a Walkaround Check Form must be completed and retained as part of the flight file.

A copy of the Walkaround Check form has been saved to the connected portal.

Example – *Walkaround Check Form*

8. Aircraft Loading and Loadsheet

The ITA Airways aircraft dedicated to the easyJet operation have been retro-fitted with cargo loading system (CLS) protection panels in the aircraft hold to enable easyJet's standard bulk loading procedures to be applied.

9. Standard Loading Procedure

ITA Airways have a requirement to report hold loading by loading position as opposed to easyJet where loading is reported by hold number. The standard loading for easyJet flights operated by ITA Airways will remain unchanged however this will be presented differently on the loading instruction issued by the CLC provider. Final loading must be reported by loading position when completing the ITA Airways Load Distribution Sheet.

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Hold	Loading Sequence	Loading Position	Number of Bags
Hold 1	1	11	85 Bags
		12	
		13	
Hold 3	2	31	60 Bags
		32	
Hold 4	3	41	Remainder
		42	
Hold 5		5	

ITA Airways			
Hold	Loading Sequence	Loading Position	Number of Bags
Hold 1	3	11	25 Bags
	2	12	30 Bags
	1	13	30 Bags
Hold 3	4	31	30 Bags
	5	32	30 Bags
Hold 4	7	41	30 Bags
	6	42	30 Bags
Hold 5	8	5	Remainder

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STATION INSTRUCTION

10. Loading Instruction

The loading instruction for easyJet flights operated by ITA Airways will be issued to ground handling partners by the centralized load control (CLC) provider at -60 minutes to departure via email. The completed loading instruction must be signed by the captain. The ITA Airways loading instruction must be used for all easyJet flights operated by ITA Airways.

| *EASYJET EUROPE* LOADING INSTRUCTION REPORT | EC 9998 | EIDTM | 28Mar25 | EX LIN | EDNO 1 | PREPARED BY Sanna Alessio / TIME 13:00 / TIME SENT 10:52 | PHONE AZ A320-216 | DECK LOWER | FWD ➡ | PAGE 1 OF 1 |

COMPARTMENT 5			COMPARTMENT 4		COMPARTMENT 3		COMPARTMENT 1		
53 FSC BGr 0pcs FSC BXr 0pcs	52 **X**	51 **X**	42 **X**	41 **X**	32 FSC BY 30pcs	31 FSC BY 30pcs	13 FSC BY 25pcs	12 FSC BY 30pcs	11 FSC BYr 30pcs

(LOADING INSTRUCTIONS)

DOOR — DOOR — DOOR

(DEP REPORT)
| 53 | 52 | 51 | 42 | 41 | 32 | 31 | 13 | 12 | 11 |

DOOR — DOOR — DOOR

SPECIAL INSTRUCTIONS

SPECIAL LOAD DETAILS

CARGO COMPARTMENT VISUAL CHECK PERFORMED / SIGNATURE _ _ _ _ _ _ _ _ _ _

THIS AIRCRAFT HAS BEEN LOADED IN ACCORDANCE WITH THESE INSTRUCTIONS INCLUDING THE DEVIATIONS SHOWN ON THE REPORT, THE CONTAINERS, PALLETS AND BULK LOAD HAVE BEEN SECURD IN ACCORDANCE WITH COMPANY REGULATIONS.
SIGNATURE / NAME _ _ _ _ _ _ _ _ _ _

CAPTAIN SIGNATURE FOR ACCEPTANCE _ _ _ _ _ _ _ _ _ _

SIGNED .... PRINT NAME ....

Example – Loading Instruction for bulk loaded aircraft

11. Load Distribution Sheet

a. At flight closure, the ground handling partner must immediately complete the ITA Airways Load Distribution Sheet and send to ITA Airways CLC provider via email.

b. The load distribution sheet can be completed electronically or manually.

c. Where the load distribution sheet has been completed manually, a photograph of the completed load distribution sheet must be taken and attached to the email to the CLC provider ensuring that writing is clearly legible.

d. It is at the discretion of the ground handling partner to determine where the Load Distribution sheet is sent from (i.e. Aircraft side/ or office).

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e. In the event that the ITA Airways Load Distribution Sheet cannot be communicated electronically to the CLC provider, details shall be passed via telephone.

f. It is planned that a member of easyJet cabin crew will travel on flights operated by ITA Airways. The ITA Airways Load Distribution Sheet must be updated accordingly. Seat 31D has been blocked for use by the easyJet cabin crew member however the cabin crew member will not be included in the final passenger figures in ERES. The crew configuration on the load distribution sheet must reflect the number of ITA Airways crew only on the aircraft.

g. Fuel figures must be recorded on the ITA Airways Load Distribution Sheet in case these have not been communicated directly to the CLC provider by the flight crew.

LOAD DISTRIBUTION SHEET

Fill in the form and send back to FCO Load Control DL.FCOLCpostazioni@airporthandling.it; FCO.RIT.Loadcontrol@airporthandling.it
Supervisor on Duty Load Control: +39 06 6595 60373
Supervisor on Duty - HCC: +39 06 6595 60380 email: FCO.Supervisor.HCC@airporthandling.it
The e-mail address of the Load Controller will be communicated by the Supervisor before the operations start

FLIGHT DATA

FLIGHT NUMBER/DATE	/	A/C REGISTRATION	
ROUTING	/	CABIN VERSION	174Y
CREW CONFIGURATION (ITA CREW ONLY)		EASYJET CREW MEMBER ONBOARD	Y / N

FUEL FIGURES — BLOCK FUEL
All weights in Kgs — TRIP FUEL
TAXI FUEL

NOTES

PASSENGER DATA

TOTAL	M	F	C	I		OA	OB	OC
					CABIN ZONE			
					Maximum No. Pax	54	60	60

DEAD LOAD DATA

	PCS	WEIGHT
TOTAL BAGS LOADED		kg

POS	PCS	WEIGHT	REMARKS
11		kg	
12		kg	
13		kg	
31		kg	
32		kg	
41		kg	
42		kg	
51		kg	
52		kg	
53		kg	

LAST MINUTE CHANGES

Only to be completed if LMC's exceed +/-500kg / +/-6pax

LMC PASSENGER DISTRIBUTION (+/-)

ZONE	PAX
OA	
OB	
OC	
TOTAL PAX AFTER LMC	

LMC BAGGAGE DISTRIBUTION (+/-)

POS	PCS	WEIGHT
11		kg
12		kg
13		kg
31		kg
32		kg
41		kg
42		kg
51		kg
52		kg
53		kg
TOTAL		kg

COMPLETED BY

NAME:

SIGNATURE:

Example – ITA Airways Load Distribution Sheet

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12. Loadsheet

Upon receipt of the ITA Airways Load Distribution Sheet, the CLC provider will generate the loadsheet and send it the ground handling partner via email no later than -25 minutes to departure. The ground handling partner must then print 2 copies of the loadsheet, take it to the aircraft and hand to the flight crew.

The ground handling partner must share the completed load distribution sheet with the pilots who will perform a gross error check prior to departure to ensure that the passenger and baggage information on the loadsheet is correct. The handler must retain the completed load distribution sheet as part of the flight file.

13. Last Minute Changes (LMC's)

LMC's shall be performed at the aircraft between the responsible member of ground crew and flight crew. It is the flight crews responsibility to annotate the loadsheet with LMC's

Where LMC's exceed +/- 500kg / +/- 6 pax, a new loadsheet will be required. The ground handling partner must advise the CLC provider by telephone where the requirement for a new loadsheet exists. An updated copy of the ITA Airways Load Distribution Sheet that details LMC's must be sent to the CLC provider who will send the final loadsheet to the aircraft via ACARS. Note that LMC's cannot be performed on ACARS loadsheet's.

14. Loadsheet Retention

Where LMC's have been manually annotated on the loadsheet, a copy of the final loadsheet must be retained as part of the flight file.

Where the final loadsheet has been transmitted via ACARS, there is no requirement for the final loadsheet to be retained as part of the flight file.

15. CLC Contact Details

The contact details for the load controller will be communicated by the CLC provider before operations start and included on the loading instruction.

In case the load controller cannot be contacted directly, the following contact details may be used to liaise with the CLC Supervisor on duty:

Phone: +39 06 6595 60374 / +39 06 6595 60373

Email: DL.FCOLCpostazioni@airporthandling.it

16. Contingency Loading

In the event that an ITA Airways aircraft is utilised that has not been retro-fitted with CLS protection panels, hold 5 may be utilised for baggage loading.

The aircraft must be loaded in accordance with the loading instruction issued by the CLC provider. Approximately 40 bags may be loaded in hold 5 dependant on the size of customer baggage.

Any bags that are not loaded on the aircraft must be rushed on the next available flight.

Where hold 5 only is used for baggage loading, the ground handling partner must consult with the CLC provider prior to start of baggage loading and customer boarding. The CLC provider will assess the risk of tail-tipping

where baggage is loaded in hold 5 only and advise the ground handling partner of any special instructions to mitigate the risk of tail tipping.

Ballast may be loaded in position 11 to mitigate the risk of tail tip. Where required, ballast will be loaded and secured ex LIN/FCO and must remain on the aircraft down route. The handler must indicate on the Load Distribution Sheet the loading position of ballast in the aircraft hold (it is not required to record the weight of the ballast as this will be known by the load controller).

If an EMA is planned for loading, this must be loaded and secured in a separate netted compartment from customer baggage in hold 5 space permitting. The EMA must take priority over customer baggage.

17. **Deicing**
    a. The Winter Operations Manual (WOM) is applicable, any procedural differences are detailed below.
    b. Night stops are planned for LIN only; in such airport the de/anti-icing treatments are performed in remote locations, not permitted on aircraft stands. Due to this, the procedures related to "early de-icing" (WOM 2.2.1) and "overnight protection" (WOM 2.22) are not applicable to easyJet flights operated by ITA Airways aircraft.
    c. In the event of an unscheduled night stop outside of LIN, early deicing and overnight protection will remain not applicable. Deicing will be on request from the flight crew only.
    d. The PIC is the only person that has the responsibility to determine the need for de/anti icing. In no case can the DSP decide autonomously. (WOM 1.2 – J, 2.4 – C).
    e. Further to WOM 2.7.5 – G it is required that no more than 1.5 psi impact pressure is used on the radome, belly fairing, rudder and elevators to avoid damaging surfaces.
    f. Forced air deicing is not applicable at the scheduled airports. In the event of a divert and deicing is required forced air deicing is not permitted on ITA aircraft. (WOM 2.15).
    g. The use of backpack sprayers is not allowed. (WOM 2.16).
    h. The use of Frostbuster units is not allowed (WOM 2.17).
    i. Procedures related to aircraft in hangar are not applicable (WOM 2.18).
    j. Whilst ITA Airways allows the process for approvals for fan blade contamination approval (WOM 2.14) if the provider has not been approved by easyJet and there is a requirement to remove contamination from engine fan blades, ITA contracted engineers will be used to fulfil this task. If no ITA contracted engineers are present, easyJet contracted engineers may be used.
    k. Aircraft onboard systems, available to assist flightcrew to determine holdover time, are not implemented in ITA Airways operations. (WOM 3.4).

- END -