

SI # 331

Title ICC Notification Process Change for Operational Defects List and INOP APU

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Written By:	QSI Team – KL	Approved By:	VG, FC, HMC
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Reason for Issue:

Update to the operational defects list process, including a requirement for Ground Handling Partners to acknowledge receipt and confirm availability of additional ground servicing equipment (ACU/PCA) when an aircraft is operating with an INOP APU.

GHM Amendments:

Section	Title	Details
Appendix K	Aircraft Operation Defects	New Section

easyJet ICC – Station-Specific Defects Communication

easyJet ICC will issue a **station-specific aircraft defects list** to ground handling partners. This will provide improved visibility of aircraft with open defects scheduled to rotate through each station, with a particular focus on aircraft presenting additional operational complexity, to support effective preparedness.

The **Initial Operations Defects List** will be published daily at **0200L (UK)**. Ground handling partners are required to complete the accompanying **Microsoft Form by 0500L (UK)**. Responses will feed directly into the **ICC Defects Dashboard** and will serve as an acknowledgment and confirmation of the listed aircraft defects.

Any **additional aircraft defects identified during the operating day** will be communicated to the affected station via email as they are generated in **AMOS**. The same requirement applies to complete the attached Microsoft Form to confirm receipt and awareness.

**easyJet ICC – APU Inoperative (INOP) Notification Process**

For aircraft operating with an **inoperative APU (INOP APU)**, easyJet ICC will issue a **station-specific notification email** to the relevant ground handling partner.

An INOP APU will require **additional ground support equipment** for the entire ground time, including **PCA/ACU and GPU**, in addition to an ASU.

The notification will be issued at **16:00L (UK)** on the day prior to operation. Upon receipt, the ground handling partner is required to **source the necessary PCA/ACU equipment and/or review the stand plan** as appropriate.

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

Ground handling partners must complete the **attached Microsoft Form by 19:00L (UK)** on the same day to **confirm, or otherwise advise, the availability of the required additional support equipment**. Responses will be used to confirm operational readiness and escalate any shortfalls where necessary.



1. Identification & Preparation

- a) The day prior to operation, ICC identifies aircraft scheduled to operate with an INOP APU
- b) ICC prepares a station-specific operational defects list

2. Daily Notification

- **At 1600L UK Time**
 - a) ICC sends the **ops defects list** to the relevant GHP for the **following day's operation**

3. ACU / PCA Securing Window

- **Between 1600L – 1900L UK Time**
 - a) GHP works to secure an ACU/PCA suitable for the aircraft during turnaround
 - b) GHP liaises internally or with third parties as required

4. Mandatory Confirmation to ICC

- **Before 1900L UK Time**
 - a) GHP must respond to ICC using the form provided with the op's defects list, confirming:
 - ACU/PCA **secured**, or
 - ACU/PCA **not secured**

Important: A response **before 1900L is mandatory**, even if an ACU/PCA has **not** been secured. This allows ICC to plan and implement alternative mitigation measures.

5. Day-of-Operation Considerations

- **Arrival Time Deviation**
 - a) If the aircraft arrives **outside STA +/- 15-minute buffer**, ICC shall endeavour to liaise with GHP to confirm whether the ACU/PCA remains available
- **Change in Availability**
 - a) If an ACU/PCA becomes unavailable **after confirmation has been provided**, the GHP is expected to **inform ICC immediately**

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Note 1: It is possible to complete more than one form for the same flight, between 1600L-1900L (UK) should the availability of the ACU/PCA change. After 1900L (UK) ICC will lock aircraft with INOP APUs to the route. It will be a requirement for GHP to inform ICC outside of these times should the equipment availability change.

Note 2: A new op defects list will also be generated for catering related defects and will be distributed to our cater provider.

Note 3: ITA Airways defect list will be communicated separately.

Safety shall remain the overriding priority during all aircraft turnaround activities.

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