

# STATION INSTRUCTION

Station Instruction #	SI 283
Title	Change to Green Light Boarding (GLB) from -30mins to -25 mins for first wave flights departing France
Date of Issue	30/06/2023
Effective start date	30/06/2023
Effective end date	UFN
Written by	Carra Khan-Alvaro
Reviewed by	Customer Operations Manager/ Head of Operational Performance
	OPR No

*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

This is **ONLY** applicable to any flights departing from France. A formal change to the Green Light Boarding timing from -30mins to -25 mins before STD for all first wave flights in France only.

## GHM amendments are as follows

Section	Title	Details
1.1.7.2	Customer Boarding Process	-30mins STD (-25mins for first wave departures in France only)
Delay Codes – 03	Late release of customers for boarding	-30mins STD (-25mins for first wave departures in France only)
Appendix A - Glossary	Green Light Boarding	-30mins STD (-25mins for first wave departures in France only)

### **1.1.7.2 Customer Boarding Process**

**Note:** For all first wave departures customers must be automatically released at -30mins STD (-25mins for first wave departures in France only) (Green light boarding) unless advised by the crew for **flights departing in France only**.

### **Delay Codes – 03 - Late release of customers for boarding.**

Absence of Green Light Boarding due to customers not available to board at -30mins STD (-25mins for first wave departures in France only).

### **Appendix A Glossary – Green Light Boarding**

For all first wave departures customers must be automatically released from the gate at -30mins STD (-25mins for first wave departures in France only). The Cabin Crew do not need to be consulted prior to releasing customers.

The only exception is when the aircraft has a technical problem or when there are less than the minimum required number of crew on board. In these situations, the Dispatcher will be informed, and the release of customers must be prevented until the Cabin Crew confirm that boarding can re-commence.

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