

STATION INSTRUCTION

Station Instruction #	297		
Title	Independent verification of loading by person responsible for completion of the Loading Form & Certificate (LFC)		
Date of Issue	24/09/2024	September 24, 2024	
Effective start date	08/10/2024		
Effective end date	UFN		
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Reason for Issue

Implementation of secondary checks by person responsible for completing the Loading Form & Certificate (LFC) to ensure that baggage has been loaded onto the correct flight and in accordance with the LIRF and LFC.

GHM Amendments

Section	Title	Details
5.4.3.1	Weight & Balance Calculation Task - General	- Addition of new procedure (d) which details the requirement for the person responsible for completing the LFC to perform a spot check to ensure baggage is being loaded onto the correct aircraft - Addition of new procedure (e) which details the requirement for the person responsible for completing the LFC to perform a secondary check of loading to ensure baggage has been loaded into the correct compartment.

5.4.3.1 General

The objective of the weight and balance calculation task is to ensure that a final and accurate LFC is issued and this has been crosschecked with:

(a) Final LIR.

(b) Final passenger close-out data.

(c) LFC accuracy check will continuously be performed prior to the production or transmission of the final LFC as follows:

- Correct flight number and date (flight identifier)
- Correct aircraft registration/type
- All specified documents shall be signed by means of manual or electronic identifiers
- LFC shall then be delivered to PIC either as a hard copy (manual or digital) or ACARS format

(d) The person responsible for completing the LFC must perform a spot check to ensure baggage for the correct flight is being loaded

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

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- (e) The person responsible for completing the LFC must perform a visual check of loading to verify that baggage has been loaded into the correct compartments in accordance with the LIRF and LFC prior to signing the LFC
- (f) The person responsible for completing the LFC must perform a spot check to ensure baggage for the correct flight is being loaded
- (f) Any changes occurring after the final LFC has been produced must be accounted for by either production of a new edition of LFC or via the Last Minute Change process
- (g) If a discrepancy is discovered after the aircraft push-back, the PIC must be informed immediately to prevent an unsafe take off

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