



TUI Airline Ground Operations

Temporary Revision

Load control: non-standard groups + digital signature

Notice: GOTR25-010

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To: All stations
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Applicability: TUI fly Belgium (JAF-TB) / TUI fly Netherlands (TFL-OR)

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Dear partner,

The Ground Operations Manual has been amended as per the details below:

1.4.3.3 Non-Standard Groups

Unusual groups, passengers of size, or outside the standard set as a minimum per airline *must* be communicated to load control (i.e., sports teams with higher passenger weights).

5.3 Weight and Balance Calculation Task

5.3.1 General

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b. Load sheet accuracy check will continuously be performed prior to production or transmission of the final loadsheet:

1. Correct flight number and date (flight identifier).
2. Correct aircraft registration.
3. Correct DOW/DOI used according to aircraft type, registration, version, number of crew and pantry.
4. Underload (total traffic load not exceeding allowed traffic load).
5. Correct entry of final fuel figures.
6. Correct entry of transit load data from incoming load-message/load sheet.
7. Correct passenger close out data.
8. ULD tare weight for containerized aircraft.
9. Hold baggage weight and gate delivery items shall be added.
10. Actual loading positions of DGSL indicated on the NOTOC, if applicable.
11. Balance calculation and conditions of loaded aircraft, including LMCs, are within prescribed limits.
12. The loadsheet must be checked against the final LIR and other information related to the actual load.
13. Any operator-specific requirements are adhered to, if applicable.

After the passengers have boarded and the aircraft has been loaded, the Ground Handling Staff must inform the Pilot-in-Command about:

- i. *The number of embarked passengers per type (adult / child / infant) and per cabin section;*
- ii. *The actual weight of the checked baggage and cargo loaded per cargo compartment (Hold 1, 2, etc.) and position (P1, P2, etc.);*
- iii. *Any special cargo (e.g. live animals).*

14. All specified documents shall be signed by means of manual or electronical identifiers.

The mass and balance documentation shall contain the name of the commander and the name of the person who prepared the document.

Where a signature by hand is impracticable or it is desirable to arrange the equivalent verification by electronic means, the following conditions should be applied in order to make an electronic signature the equivalent of a conventional hand-written signature:

- i. *electronic 'signing' by entering a personal identification number (PIN) code with appropriate security, etc.;*
- ii. *entering the PIN code generates a print-out of the individual's name and professional capacity on the relevant document(s) in such a way that it is evident, to anyone having a need for that information, who has signed the document;*
- iii. *the computer system logs information to indicate when and where each PIN code has been entered;*
- iv. *the use of the PIN code is, from a legal and responsibility point of view, considered to be fully equivalent to signature by hand;*
- v. *the requirements for record keeping remain unchanged; and;*
- vi. *all personnel concerned are made aware of the conditions associated with electronic signature and this is documented.*

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Kind regards,
TUI Airline Ground Operations