



TUI Airline Ground Operations

Temporary Revision

Loadsheets & LIR Reconciliation Process

Notice: GOTR23-040R1

Page 1 of 1

To: All stations
From: Paul Cowley – Regulations & Standards Specialist
Approved by: Jan Timmermans, Head of Network Operations
Nial Mclean, Head of Station Operations
Al Pease, Nominated Person Ground Operations TOM
Helena Sahlin, Nominated Person Ground Operations BLX

Applicability: TUI Airways (TOM-BY) / TUIfly Nordic (BLX-6B)

Date of Publication: 27 JAN 2024

Validity Period: 27 JAN 2024 – Until further notice

Dear partner,

This GOTR highlights an amendment made in the TUI Airways & TUIfly Nordic Ground Operations Manual to Chapter 5.4 Load Control Tasks and the addition of Appendix I17.

Due to an increase of loading errors in relation to a lack of robust cross check or reconciliation of the final signed LIR and the final loadsheet pre departure, a revised and simplified summary of the reconciliation procedure has been added to the GOM.

The summary text below is an extract from the GOM. Please refer to Appendix I17 in the TAGO Portal for the full TUI loadsheet reconciliation procedure.

5.4.3 Weight and Balance Calculation Task

5.4.3.1 General

As soon as the final loadsheet cross check has been completed and that the edition number has been noted as being the final loadsheet, then a final verbal confirmation with the flight crew must be made by the TRC / Dispatcher advising the flight crew that they are in possession of the same corresponding edition number and that the cross check with the signed LIR and loadsheet edition number has been completed. This verbal confirmation can be made on the flight deck or via the aircraft intercom system if the aircraft doors have been closed.

If an error has been identified after the aircraft has pushed back, and during taxi, the standard handling procedure would be to inform local ATC who will then contact the aircraft to advise the crew via VHF.

The final cross check will consist of.

- a) Edition number to confirm with the crew*
- b) Cross check passenger numbers / TOB*
- c) Cross check baggage count & cargo*
- d) Cross check final loading positions*

Appendix I17 is available in the TAGO portal.

...

Kind regards,

TUI Airline Ground Operations