



TUI Airline Ground Operations

Temporary Revision

Loadsheet Production & Reconciliation - GHM - Part 1 (Revision 3)

Notice: GOTR23-037
Page 1 of 1

To: All stations
From: Emilia Apostu
Approved by: Jan Timmermans, Head of Network Operations
Nial Mclean, Head of Station Operations
Kay Bartels, Deputy Nominated Person Ground Operations TUI

Applicability: TUIfly Germany (TUI-X3)

Date of Publication: 31 JAN 2024

Validity Period: 31 JAN 2024 – Until further notice

Dear partner,

Please find below additional details regarding the reconciliation process to ensure the procedure is correctly implemented.

10.5.1.1 Basic Rules

Load Control ensures the optimum utilization of the aircraft capacity and distribution of the load **as dictated by safety and operational requirements**.

The Load Control station personnel has to ensure that:

- the weight and balance of the aircraft is within the respective limits and correctly calculated,
- the passenger figures of all categories on board are within the given limits,
- the load carried is distributed and secured in accordance with the weight limitations shown in the Loading Instruction and on Load & Trimsheet,
- all entries on the Loadsheet correspond with the actual embarking load and with the actual loading of the aircraft,
- everything is done to guarantee correct loadcontrol for flight safety reasons.
- the trip information provided by crew is entered completely after load control personnel crosschecked and verified all data e.g. DOW/DOI, Block fuel, trip fuel and taxi fuel. The taxi fuel may deviate from the standardized 200kg and shall be entered according proved trip info.

All documents issued in connection with loadcontrol have to be prepared by the handling agent's trained loadcontrol personnel which has to be fully familiar with airline loadcontrol functions and TUIfly aircraft data.

Above mentioned reconciliation of load control is assisted by the person supervising the loading of the aircraft, TRC/Dispatcher having completed final cross check and confirmation that the LIR matches the latest and final edition of the loadsheets and that there are no gross or input errors. An individual printed copy of the loadsheets has to be signed by the TRC/Dispatcher including their printed name demonstrating and confirming that they have completed the gross error checks and that the loadsheets are correct against the dual signed LIR and to be stored with the Trip File.

Loadsheet reconciliation

The final verbal cross check between the Loading Supervisor TRC/Dispatcher and pilot will consist of:

1. Edition number of the final loadsheets to confirm with the crew
2. Cross check passenger numbers / TOB
3. Cross check baggage count & cargo
4. Cross check final loading positions

This verbal confirmation can be made on the flight deck, or if doors are closed via VHF or via the aircraft intercom system.

Kind regards,

TUI Airline Ground Operations