



TUI Airline Ground Operations

Temporary Revision

Loadsheet & LIR Reconciliation Process

Notice: GOTR23-040

Page 1 of 1

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

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Dear partner,

This GOTR highlights an amendment made in the TUI fly Belgium & TUI fly Netherlands Ground Operations Manual to the following chapter: 5.4 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 Ground Operations Manual 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 confirmation must include the edition number. 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.

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Kind regards,

TUI Airline Ground Operations