



# Lease-in briefing

Summer 2024

Ground Handling Partners Edition

Revision 09 | 26 APR 2024

# Information lease-in 2024

To fulfill our booking capacity for Summer 24, we have leased in several different aircraft from 3<sup>rd</sup> parties.

We have been busy obtaining and reviewing documentation of all the lease-in carriers. We have established the main handling differences between the 3<sup>rd</sup> party carrier and TUI Airlines and created an overview document. We feel confident that this list will help you in your daily operations with the different carriers.

This list is not complete, nor perfect but can only be used as a 'quick reference' tool, therefore please observe the following guidelines:

- The aircraft's operator AOC (Air Operators Certificate) is always binding.
- The AOC's Ground Operations Manual (GOM) is always binding for that particular operation; regardless of the flight number used.

We have tried to get the carriers approval to accept the TUI Airline GOM standards. In many cases that is acceptable, in some cases not.

The full documentation of all the lease in carriers is available on the TUI Airline Ground Operations Portal – Documents – 07. Lease-in Carrier S24 (ECP).

**Note:** please be advised that only lease-in carriers will be mentioned on this Briefing if they are operating for a period longer than 7 days.

This list will be controlled via a Revision number. An e-mail will be sent to alert you on the new version.

Any questions on this should be addressed to [gomsupport@tuifly.com](mailto:gomsupport@tuifly.com)



# TUI Ground Safety Reporting

This slide provides extra information regarding the TUI Ground Safety reporting procedure for lease-in carriers.

Reports are to be filed in IQSMS according to the instructions available on the TAGO Portal homepage:

- Refer to the TUI flight number to identify which reporting link to use:
  - TUI fly Belgium JAF / TB
  - TUI fly the Netherlands TFL / OR
  - TUI Airways TOM / BY
  - TUIfly Nordic BLX / 6B
  - TUIfly Germany TUI / X3
- On the report itself, in the “Aircraft registration” field, select “WETLEASE - \*Airline name\*”



# Record of revisions incorporated

The following table can be used to record the revisions to the lease-in briefing for ground handling partners.

Amendments will be colored **red** in this document.

Revision number	Date	Changelog
Version 01	23 FEB 2024	New carrier: Enter Air (JAF)
Version 02	01 MAR 2024	New carrier: Fly 4 (JAF)
Version 03	05 MAR 2024	Updated information: Enter Air (JAF), Fly4 (JAF)
Version 04	22 MAR 2024	Updated Information: Enter Air (TOM) New Carrier: Smartlynx (JAF)
Version 05	29 MAR 2024	Removal of Fly 4 (JAF) New carrier: Sunwing (TFL)
Version 06	05 APR 2024	Updated information: Sunwing (TFL)
Version 07	12 APR 2024	New Carrier: Avion Express (TOM / BLX) Ascend (TOM), Fly4 (TOM), Go2Sky (TOM)
Version 08	19 APR 2024	New Carrier: Air Explore (TOM), Titan (TOM). Updated info: Ascend (TOM), Avion Express (BLX/TOM), Fly 4 (TOM), Smartlynx (JAF), Sunwing (TFL), Go2Sky (TOM). Removal of Enter Air (JAF).
Version 09	26 APR 2024	New Carrier: Leav Aviation (JAF) Updated info: Ascend (TOM), Avion Express (BLX / TOM), Fly4 (TOM), Go2Sky (TOM)



GENERAL	AirExplore (TOM)	Ascend (TOM)	Avion Express (BLX/TOM)	Fly 4 (TOM)	Go2Sky (TOM)	Leav Aviation (JAF)	Smartlynx (JAF)	Sunwing (TFL)	Titan (TOM)
3rd party Airline GOM	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal
AOC Base	Slovakia	UK	Malta/ Lithuania	Ireland	Slovakia	Germany	Estonia / Malta	Canada	UK
Flight Designator	TOM	BY	BLX / TOM	TOM	TOM	TB	TB	OR	BY
Base	NWI (01MAY-31OCT)	LGW (01MAY-31OCT)	DUB (2) BFS CWL	BHX (17APR-30SEP) EMA (01MAY-30SEP)	LGW(01MAY-31MAY) BHX (01MAY-14MAY) MAN (07JUL-30SEP)	BRU (05MAY-20JUN)	BRU	AMS (15APR-04NOV)	LGW (01MAY-01SEP)
Aircraft	OM-NEX	G-HODL (B737-800)  G-WEAH (B737 MAX 8)	LY-NVM CWL 01MAY-1OCT 9H-MLE BFS 10MAY-30SEP 9H-GKJ DUB 10MAY-24SEP 9H-GKK DUB 02MAY-16SEP	EI-FFA EI-FFB EI-FFC EI-FFD	OM-GTK (BHX)  OM-GTJ (LGW)	D-ANNE	ES-SAA (24MAR)  ES-SAB ES-SAW ES-SAX (26MAR)  9H-SLI (25JUN)  9H-SLJ (15MAY)	C-FYJD (15APR)  C-GBZS (15APR)	G-POWK  G-POWM
Type	B737-800	B737-800 B737 MAX8	A320	B737-800	B737-800	A320-200	A320	B737-800	A320
Configuration	189Y	189Y	180Y	189Y	189Y	180Y	180Y	189Y	180Y
Ground Safety Reporting	TUI PROCEDURE	TUI PROCEDURE  Ascend in copy  Jamie.lane@ascendairways.aero Ross.Titchiner@ascendairways.aero Peter.Gidlow@ascendairways.aero	TUI PROCEDURE  Avion in copy  occurrence@avionexpress.aero  groundops@avionexpress.aero	TUI PROCEDURE  Fly4 in copy  safety@fly4airlines.com	TUI PROCEDURE  Leav Aviation in copy: occ@leav.com	TUI PROCEDURE  Smartlynx in copy  SAFETY@SMARTLYNX.AERO	TUI PROCEDURE  SWG in copy  safety@flysunwing.com; groundops@flysunwing.com; yyzoperations@flysunwing.com	TUI PROCEDURE  Titan in copy safety@titan-airways.co.uk	
Copy address for Messaging MVT/LDM ..	BTSOPED operations@airexplore.sk	OPS@ascendairways.aero	VNOOPX9 raido@avionexpress.aero	WAWEA8X  occ@fly4airlines.com	BTSP6G	occ@leav.com	RIXOF6Y RIXOC6Y RXP56Y operations@smartlynx.com	yyzoperations@flysunwing.com	STNTACR

PAX HANDLING	AirExplore (TOM)	Ascend (TOM)	Avion Express (BLX/TOM)	Fly 4 (TOM)	Go2Sky (TOM)	Leav Aviation (JAF)	Smartlynx (JAF)	Sunwing (TFL)	Titan (TOM)
Infants (Max allowed)	22	18 - G-HODL 18 - G-WEAH	20	18	18	20	18	20	18
Child definition and emergency exit age allowance	12>	16>	12>	12>	18>	12>	14> and able-bodied	12>	14>
CHECK-IN DCS	TUI	TUI	TUI	TUI	TUI	TUI	TUI	TUI	TUI
Seat Maps	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal
Service Animals	Y	Y	Y	Y	Y	Y	Y	Y	Y
Animals in Cabin Domestic Pets	N	N	N	N	N	Y	Y	Y	N
AVIH As passenger baggage or Cargo	Y	N	Y - 4 Avion GOM 2.3.7.1  Only on flights <4hr to be loaded in AFT cargo holds.	Y	Y	N	N	N	N

Dangerous Goods	AirExplore (TOM)	Ascend (TOM)	Avion Express (BLX/TOM)	Fly 4 (TOM)	Go2Sky (TOM)	Leav Aviation (IAF)	Smartlynx (IAF)	Sunwing (TFL)	Titan (TOM)
Sports Weapons & Ammunition	N	N	N	Y	Y	Y	Y	N	N
Airline Supplied Onboard Oxygen	N	N	N	N	N	N	N	N	N
Other DG Passengers Restrictions (Differences to IATA DGR 2.3.a)	N	N	N	N	N	N	N	N	N
Electric Mobility Aids WCBD & WCLB	Y	3 EMA's per flight max, email ops@ascendairways.aero & planning@ascendairways.aero with notification	Y	Y	Y	Y	Y operations@smartlynx.com in copy of all EMA's / oxygen	Y	Y
Passenger own Oxygen (POXY)	Y	4 Cyclinders per flight max. Cyclinders must not exceed 5kg in weight. ops@ascendairways.aero & planning@ascendairways.aero	Y	Y	Y	Y	Y	N	Y

W&B	AirExplore (TOM)	Ascend (TOM)	Avion Express (BLX/TOM)	Fly 4 (TOM)	Go2Sky (TOM)	Leav Aviation (IAF)	Smartlynx (IAF)	Sunwing (TFL)	Titan (TOM)
Hold Baggage Weights	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Passenger Weights (kgs)	Male: 83 Female: 69 Child: 35 Infant: 0	Male: 83 Female: 69 Child: 35 Infant: 0	Male: 83 Female: 69 Child: 35 Infant: 0 *Please note handbag allowance is 10kgs for both TOM and BLX	Male: 83 Female: 69 Child: 35 Infant: 0	Male 83 Female: 69 Child: 35 Infant: 0	Male: 88 Female: 70 Child: 35 Infant: 0	Male: 88 Female: 70 Child: 35 Infant: 0	Male: 88 Female: 70 Child: 35 Infant: 0	Male 83 Female: 69 Child: 35 Infant: 0
Loadsheet (L/S) Production	Manual Loadsheets created by FCM's	Manual Loadsheets created by FCM's	Manual Loadsheets created by FCM's	Manual Loadsheets created by FCM's - use 2 Cabin Sections layout (AHM)	Manual Loadsheets created by FCM's	Manual	Manual Loadsheets created by FCM's	Manual Loadsheets created by FCM's	Manual Loadsheets created by FCM's
LMC'S	Up to 500kgs	+/- 500kgs	+/- 500kgs	+/- 500kgs	+/- 500kgs	+/-500kgs	+/- 600kgs	NO SET AMOUNT SEE FCM	+10/-20 pax +/- 500kgs
AHM560 Data	TAGO Portal	tba	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal	TAGO Portal
FKT	N	N	N	N	N	N	N	Y AFT HOLD	N
Loading Instruction Report	AirExplore LIR	Ascend LIR to be used. Available on TAGO portal	Avion LIRF to be used. Available on TAGO portal LTS LIR A320.PDF	Fly4 Airlines LIF to be used. Available on TAGO Portal.	Go2Sky LIR Available on TAGO Portal	Leav Aviation LIR	Smartlynx LIR to be used Ref to Smartlynx GOM 3.4 LOADING INSTRUCTIONS / REPORT	Sunwing loadform to be used at all stations. Form available on Portal or ask FCM	Titan ELFC Template On TAGO Portal
ULD's	N	N	N	N	N	N	N	N	N
WCOB	N	Y	Y	Y	N	TBA	Y	Y	

Ramp	AirExplore (TOM)	Ascend (TOM)	Avion Express (BLX/TOM)	Fly 4 (TOM)	Go2Sky (TOM)	Leav Aviation (JAF)	Smartlynx (JAF)	Sunwing (TFL)	Titan (TOM)
Aircraft Chocks	AirExplore GHM 8.4.5	Ascend GOM 6.2	TUI procedures	TUI procedures	Go2Sky GOM 4.6, 4.7	Leav Aviation GHM 4.2.1	TUI procedures	TUI procedures	Titan procedures
Marker Cones	AirExplore GHM 8.4.5	TUI procedures	TUI procedures	TUI procedures	Go2Sky GOM 4.8	Leav Aviation GHM 4.3.2	TUI procedures	TUI procedures	Titan procedures
Loading Sequence	FWD hold load first and unload last, AFT hold load last and unload first	Offload AFT first, followed by FWD  Onload FWD first, followed by AFT	Load forward holds before aft holds. Offload aft holds before forward holds	Load forward holds before aft holds. Offload aft holds before forward holds	Go2Sky procedures	Load forward holds before aft holds. Offload aft holds before forward holds	Load forward holds before aft holds. Offload aft holds before forward holds	Onload = Load FWD Hold first, REAR Hold last  Offload = Offload REAR Hold first, FWD Hold last.	H1/3/4 Equal Weight
Flight Deck Cleaning	Please liaise with STS line maintenance	Only if FCM or member of contracted engineering company are present	N Cleaners can only clear trash bag from the cockpit if no crew are present	TUI Airline procedure	TUI Airline procedure	TUI Airline Procedure	Only under supervision of FCM or Engineer	Performed by maintenance staff	N Done by Titan MX
Loading Distribution	30% of baggage weight in H2, rest baggage in H3	Load hold 2 with 35 bags (approx 600 kgs); Load hold 3 to capacity; Load hold 4 with any remaining bags; If hold 4 is full, load any remaining bags in hold 2	Up to 50 pax 100% H3 51-100 pax 30% H1, 40% H3, 30% H4 101-150 pax 30% H1, 40% H3, 30% H4 151-180 pax 30% H1, 40% H3, 30% H4	First load Hold 2 – 35 bags Second load Hold 3 to capacity Finally load any remaining bags into Hold 4. If Hold 4 bulks out load any remaining bags in hold 2.	Go2Sky Procedure	Sequence compartments 1, 3, 4 and 5 by weight limits	SMARTLYNX has no Standard Procedure	Sunwing Standard Loading to be used: - Hold 2 (FWD) = 1/3rd of total bags - Hold 3 (REAR) = 2/3rd of total bags	Equal split between holds 1, 3 and 4
Fuelling	TUI	TUI	TUI	TUI	TUI	TUI	TUI	TUI	TUI
Fuelling with pax onboard	Y	Yes	Yes	Yes	Y	Y	Yes	Yes	Y
Cabin Door Opening	Crew or trained / authorized personnel only	Ascend GOM 6.4.1	AVION GOM 4.10.2	Fly4 Airlines GOM 4.4.2.7	If a cabin service door needs to be opened / closed in the absence of cabin crew and / or a Ground Engineer, trained staff may operate the door from the OUTSIDE only.	Crew Only  Cleaning & catering staff training Programme to be audited in order for acceptance.  If crew onboard they are responsible for this task	Crew or trained / authorized personnel only	Cabin Crew Only  OR proof of training required for caterers & cleaners	Personnel from providers trained for A320 doors are accepted

CARGO	AirExplore (TOM)	Ascend (TOM)	Avion Express (BLX/TOM)	Fly 4 (TOM)	Go2Sky (TOM)	Leav Aviation (IAF)	Smartlynx (IAF)	Sunwing (TFL)	Titan (TOM)
General Cargo	Y	N	Y	Y	Y	N	Y	Y Notification to be sent to: yzoperations@flysunwing.com / dispatch@flysunwing.com	Y GPOWK – No Cargo GPOWM can only accept cargo of approx. 500kgs.
Cargo Dangerous Goods	Y	N	Y	N approval pending	N	N	Y No Radioactive allowed	N	Y
Human Remains (HUM)	Y	Y OPS@ascendairways.aero	Y	Y	Y	N	Y	Y	Y – Hold 5
AVIH	Y	N	Y - 4 Avion GOM 2.3.7.1 Only on flights less than 4h	Y	Y	N	N	N	N
Hold Temperature Restrictions	Y	Y	No heating and ventilation installed	N	Y	N	Y	N	No heating