



Daily Shift Briefing FRA - TUI

13.10.2024

Supervisor: JAS Shift: EARLY Date: 13.10.2024

Lead/Coordinator/Briefing Agent: _____

Pre Check-in

1. Flights have been edited. Configuration is correct (if aircraft was swapped, is this correct in the DCS?)
2. Check-in counters setup, all staff on time.
3. FIDs and lining are correct. Counters are set up according to airline policy (DGR signs, 2.3A chart, bag sizer, etc.)
4. Uniforms are in line with company standards.
5. Sufficient and correct materials are stocked. Note in feedback if materials are running low.
6. Agents are using their own login credentials. If not, include in the feedback below.

Flight Specific Briefing

Flight No.	STD	Conf.	PAX	Load Factor	Specials, Comments
X32186	1240		185	COLLECT HANDBAGS FOR ALL THE FLIGHTS	2XWCHR
X34578	1315		186		2XWCHR
X32806	1325		183		1XPETC
X32726	1430		189		2XWCHR

Detailed Briefing (R&S, New Procedures, Remarks & Comments, etc.)

Recent Incident Topics:

Recurring Topics:

- Check DCKI
- Collect HBAGs on all flights. Collect HBAGs free of charge for those without the SSR HBAG. HBAGs cannot be sold at the check-in.
- WCH* - Ensure correct SSRs are assigned to passengers. Always ask if passengers are able to ascend the aircraft stairs on their own (WCHR) or if they require assistance up the stairs (WCHS). Describe the complete procedure e.g. they must descend stairs to board a bus on their own and ascend the stairs at the aircraft.
- WCMP - Use baggage attribute WCMP.
- If a passenger arrives with an electric wheelchair, use EMA Tag, print tag with attribute ELEC, follow DGR procedures, and inform the Back Office. Send back office the weight and inform them about the battery (type, going into cabin or hold).
- Car seats on board (Child Restraining Devices) – Passengers must have preapproved printed permission directly from TUI. SSR INCS must be included/added at the check-in. (See R&S "Accepting Car Seats Onboard")
- Small Items – Max 6kg. Items like beach umbrellas, body boards, and other items that cannot be taken as hand luggage yet are also not considered additional baggage.
- Always ask about the passenger's final destination.

- TURKISH PASSPORT NEEDS VISA VALID ONLY FOR CYPRUS IN THE PASSPORT!
- RUS NATIONALS CAN GO TO LCA WITH VALID RUS PASSPORT AND SCHENGEN VISA

Additional topics:
Feedback (irregularities, missing materials, open questions, etc.)