



## Daily Shift Briefing FRA - Pegasus

Supervisor: LAU Shift: EARLY Date: 12.10.2024

Lead/Coordinator/Briefing Agent: TBA

### Pre Check-in

1. Flights have been edited. Configuration is correct.
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
PC5036	1415	186	181	97,4%	1XPETC
PC1732	1425	186	153	82,3%	1XWCHC
PC994	1445	239	234	98%	1XWCHC
PC996	1745	239	221	92,5%	3XWCHR 1XWCHC 1X WCMP
PC5308	1800	186	187	100,5%	

### Shift Specific Briefing (R&S, New Procedures, Remarks & Comments, etc.)

#### Recent Incident Topics:

#### Recurring Topics:

- 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*.
- If a passenger arrives with an electric wheelchair, follow DGR procedures, ensure correct SSR is attributed, and inform the Back Office. Send back office the weight and inform them about the battery (type, going into cabin or hold).
- Luggage weight must be accurate. All excess luggage must be charged.
- Check passengers are following hand luggage allowance policy.
- For travel doc and visa related inquiries contact the Pegasus Visa Team

#### Additional Topics:

ALL IRAN, IRAK FLIGHTS ARE CANCELLED  
PLEASE DO NOT SEND ANY PAX TO TUREY, IF THEY ARE NOT ALLOWED TO STAY IN TURKEY.  
PAX CAN GET FREE CHANGES AND REFUNDS FROM THE CALL CENTER.

### Feedback (irregularities, missing materials, open questions, etc.)