



Daily Shift Briefing FRA - ITA

Shift: EARLY Date: _____

Supervisor: JAS Lead/Coordinator/Briefing Agent: TBA

Pre Check-in

1. Flights have been edited. Configuration is correct. Meals have been ordered and updated in Altea.
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
AZ403	1140		3/127		PLEASE COLLECT HANDLUGGAGE FOR ALL FLIGHT.
AZ407	1755		12/155		
AZ419	1940		3/124		

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

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).
- Checked luggage must have a name tag provided by ITA unless they have their own.

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Additional topics:

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