



## Weekly Update

Dear all,

A few kind reminder:

### **1. FOD Check**

It is your responsibility to arrive on position latest -5 min before the A/C arrives and to do the FOD check. It does not matter if Fraport/Swissport does the FOD check. It is **YOUR responsibility** in any case.

### **2. Supervision of Disembarking on Bus Positions:**

During disembarking and embarking you are responsible to supervise passengers and the movement of passengers (no passengers below the wing).

### **3. Hisky operated by SkyUp:**

For all HiSky flights operated by SkyUp we must provide the PIC with a final LIRF. Always print three copies and hand one final, and signed copy to the PIC.

### **4. Final LIR and LDS:**

In case of any changes on the final LIR, make sure that they are confirmed and signed by LM. Only send final LIR with signatures (Your Signature for Empty Hold Check/ Maximum Loading Hight and the Signature of LM for the final load).

Specials like WCH, WCLB/WCBW must be declared on LIR.

### **Loadsheet and LDM check:**

Always cross check the LDM and LDS with the six-point check! **Everyone can make mistakes, always double check!**

### **@BACKOFFICE:**

If you are not able to read the final LIR properly, you must always double check with the TRC. Do not assume any wrong baggage information.

Thank y'all for your great work and lets continue like this.

### **5. Pegasus: Cargo and Hums on Loadsheet**

Pades new system update differs between Hum and normal Cargo. When you have Hums on board, please add HUMs and not CARGO as load. Always indicate on the LIRF.

LIRF must be signed by Loadcontroller, on the top.

### **6. Flight File Checks:**

@TRCs: Your flight file for each flight needs to be finished on the same day, this includes PTS/AGOA/BALTIC REPORT. Once the flight file is finished, please hand to Loadcontroller.

@Backoffice: Please check if the flight file is completed: Everything filled out? Signed? Correct Forms (e.g. Walkaround) used? All documents included?

➔ Once done, please update on the daily and sort Flight File in the box.



**Safety:**

Safety is the most important topic on the ramp and it is mandatory, that any safety issue (A/C damage, inbound LDM incorrect, procedures on the ramp unsafe, overfuel,...) is reported immediately.

Thank you all for the really good performance and keep it going!

Laura