



## READ AND SIGN

Revision: 0 | Issued: 29.05.2025

### Topic:

### Mandatory Verification of Passport, Boarding Pass, and Baggage Association

Dear all,

This is an important reminder regarding your daily responsibilities during passenger check-in and boarding processes. As frontline staff, you play a critical role in maintaining both **operational accuracy** and **aviation security**. It is essential that each of you **strictly follow verification procedures** when dealing with passenger documentation and baggage. Please ensure the following:

#### 1. Passport and Boarding Pass Check:

- Always confirm that the **name on the passport exactly matches the name on the boarding pass**.
- Verify that the **passport is valid** and belongs to the person standing before you.
- Double-check the **flight number, name, and destination** before issuing any boarding pass.

#### 2. Baggage Check-In:

- **Never check in a bag under the wrong passenger's name.**
- Every checked bag must be correctly matched to the **same passenger whose boarding pass is being issued or verified**.
- **Incorrect baggage tagging is not just a procedural error—it is a serious safety and security risk.**

