



Topic: Recent findings and observations during inspections

Dear all, we would like to remind you to pay more attention to a couple of important topics.

- Please refer to the FIDS Guide when you set up the monitors, so they will be always set correctly.
- Always lock the cupboard and remove the key when you take out materials.
- Whenever you are going away from the counter make sure you sign off from the computer and baggage belt. They should never be left open and unattended.
- Asking DGR questions when bags are accepted at check and gate is mandatory!
- Please pay attention to the comments and briefing under Flight Comms, that way you can be prepared for the flight.
- DG sign needs to be displayed at every gate.
- Remember to pick up all materials from the check-in counters/gate when you are leaving.
- Gate coordinator must take a gate bag for every gate.

Thank you for your cooperation!

Elena