



Reminder about TUI EMAs and special Load:

Hello all,

A reminder about TUI EMAs again:

BACKOFFICE:

- Always check the SSRs and if there are any specials booked. Wheelchairs must be included in the LIRF.
- Check AvBIS for weight and size. Include in LIRF and LDS.
- If you have the preinfo about a special Wheelchair (especially with Batteries!!!) make sure to double check:
 - o Is the special wheelchair loaded?
 - o Where is the wheelchair loaded?
 - o Is the EMA Tag attached and one copy provided to the PIC and one for the flight file?
 - o Is the wheelchair lashed and secured

Ram Agent:

- Always confirm with the gate the preinfo
- Crosscheck your LIRF and brief LM about additional lashing material requirements
- Is the EMA lashed and secured?
- Is the batterie where it is supposed to be?
- Is the EMA Tag filled out completely, signed by LM and one copy handed to PIC and one in the flight file?
- Is the EMA clearly on the LDS/LDM?

All special loads need to be loaded separately and identified on the LDS/LDM.

In case you have an AVIH and Crew bags, never load the AVIH and Crew bags together in CPT 1!
Load the crew bags separated in CPT 2 and highlight on LDM/LDS.

Thank you!

Laura