



## Weekly Update

Dear all,

A few important topics:

### **EMAs:**

On EasyJet we also have EMA Tags as on TUI. Make sure these are filled out correctly. Cross check, if it is stated what is reality. Make sure Passengers and LM signs and a copy is handed to the PIC, one copy attached to the EMA and the last copy is in the flight file.

All EMAs must be secured! Also those, where the battery is in the cabin.

After every EMA you MUST upload a picture of the EMA Tag and the secured EMA to AvBIS! @Backoffice this must be cross checked for every single flight! Make sure the EMA is stated correctly on the LDS and on the LDM.

### **Rush Bags EasyJet:**

When accepting a Rush Bag on EasyJet. The Rush certificate must be present, match the tag number, shown to the Captain and attached to the flight file.

### **Rush Bags AZ:**

Rush bags and transfer bags which are green in BRS are sometimes not added into Altea. You then face a baggage discrepancy. In this case, @Backoffice, please call Swissport OCC to get confirmation how many green bags are in BRS. If the numbers matches, you can issue the LDS and it is good to go! There is no need to offload the whole A/C again. This is for AZ only!!

### **LIR Changes on Position:**

In case you need to amend the LIRF during the turn on Position, this must be done by the TRC on all copies of the LIRF. The TRC must add the changes, sign it and add the time, when the LIRF change was done.

Thank you  
Laura