



LOCAL OPERATING PROCEDURE_FRA06

Removable WCBD Batteries Handling at Check-In for TUIFly

Version/Rev	Date	Author	Amendment

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OBJECTIVE

To ensure safe, standardized and traceable handling of WCBD with removable batteries at the check-in, in accordance with TUIfly Dangerous Goods regulations, particularly when batteries are transported separately from the mobility aid.

APPLICATION

This procedure applies to:

- DHS check-in staff responsible for passenger acceptance and baggage documentation.
- Supervisors overseeing Dangerous Goods compliance.
- TRC involved in the handover and loading of separately packed batteries.

RESPONSIBILITIES

Check-In Agents:

- Verify whether the passenger's WCBD has a removable battery.
- Ensure that battery and wheelchair information are correctly entered in DCS and EMA tags are filled out completely and attached.
- Inform passengers that removable dry batteries must be transported in the aircraft hold, not in the cabin.
- Label any separate battery container clearly and hand it over to the ramp or TUIfly representative.

Supervisors / Manager on Duty

- Support check-in staff in case of uncertainty about battery type (WCBD vs. WCLB).
- Ensure deviations are immediately reported to the Supervisor and airline representative.- Escalate unclear cases before flight departure.



1. PROCEDURE

1.1 General Rules

- Removable dry batteries must always be transported in the hold, per TUIfly DG policy.
- The battery must be properly packed, protected against short-circuit, and clearly labeled.
- The EMA tag must show the correct actual weight.
- The EMA tag must be attached to the WCBD, not to the battery box.
- If the battery is removed, the separate battery container must have an additional label stating: **"Removable Wheelchair Battery – To be transported in the aircraft hold."**

1.2 Check-In Handling Steps

Step 1 – Passenger arrives with removable battery

- Confirm battery type (dry/gel/lithium) and ensure proper packing.
- If removable, verify that it is packed separately in a special container or box.
- **Confirm EMA tag details:**
 - o EMA Tag correctly attached and filled out.
 - o Weight entry corresponds to actual item weight.
- Normal Bagtag is also attached.

Step 2 – Documentation

- Add a remark in DCS (e.g., 'Removable WCBD battery – packed separately, to be loaded in hold').
- Inform the TRC and Backoffice about the checked in DGR and upload information to AvBIS.

Step 3 – Deviation Handling

If airline or flight crew requests to carry the battery in the cabin, DHS must:















- Immediately inform the Duty Manager and document the case.
- Clarify that TUIfly DG policy requires hold transport.
- Note in report that DHS does not approve cabin transport of removable dry batteries

2. FACTS FROM INCIDENT (Flight X32806)

- EMA tag correctly attached to WCBD.
- EMA tag showed booking weight instead of actual.
- Battery properly packed in a small box inside a special container.
- No external marking indicated battery contents.
- TUIfly representative carried the box to the aircraft and obtained captain's approval for cabin transport.
- No clear information was provided to the supervisor on duty or TRC.



Electric Mobility Aid (EMA) Safe Loading Quick Guide.

WCLB Lithium-ion Battery.  <div> Calculate Watt Hour Rating. Volts (V) x Ampere (Ah) = Watt Hour (Wh) (e.g. 5V x 25A = 125Wh) </div>	Also Known as: Lithium – ION, Lithium Metal, Lithium polymer, Lithium Alloy.	Lithium-ion BATTERY NOT REMOVED FROM EMA CABIN =  HOLD =  WATT HOUR (Wh): QUANTITY RESTRICTION <div> 1 x Lithium-ION battery powering EMA - MAX 300Wh per PAX, Or 2 x Lithium-ION batteries powering EMA MAX 160Wh each per PAX </div> <div> A passenger may also carry in the cabin a maximum of 1 spare Lithium-ION battery not exceeding 300Wh or 2 spare batteries not exceeding 160Wh each. </div> <div> DEPENDING ON EMA DESIGN, BATTERY CAN REMAIN ATTACHED TO EMA. Immobilising the EMA: A. Power switched off and remove the key. B. Detach Cable from battery/controller's & connectors and protect against short circuit. C. Insert Inhibiting plug (Air Safe Plug). D. State of the art functions of flight mode activation via an app. </div>	Lithium-ion BATTERY REMOVED FROM EMA CABIN =  HOLD =  WATT HOUR (Wh): QUANTITY RESTRICTION <div> 1 x Lithium-ION battery powering EMA - MAX 300Wh per PAX, Or 2 x Lithium-ION batteries powering EMA MAX 160Wh each per PAX </div> <div> A passenger may also carry in the cabin a maximum of 1 spare Lithium-ION battery not exceeding 300Wh or 2 spare batteries not exceeding 160Wh each. </div> <div> Thus - maximum no. of batteries carried in the cabin per PAX can be = 2 batteries up to or <300Wh each (1 from EMA removed & 1 spare) OR, 4 batteries up to or <160 Wh each (2 from EMA removed & 2 spare) </div>
WCBD Non-Spillable Battery. 	Also Known as: AGM Dry, Dry Cell, Gel Cell, SLA (Sealed Lead Acid), Nickel – metal, hydride,	WCBD. BATTERY NOT REMOVED FROM EMA CABIN =  HOLD = 	WCBD. BATTERY REMOVED FROM EMA CABIN =  HOLD = 
WCBW Wet Cell Battery 			

EMA SLG 07/2024