



LOCAL OPERATING PROCEDURE_HAM_PC001

Rush / Unaccompanied Baggage Handling

| Version/Rev | Date | Section | Amendment |
|-------------|------------|----------|---------------|
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PURPOSE

This Local Operating Procedure (LOP) defines the standardised process for handling Rush / Unaccompanied Baggage for Pegasus Airlines at Hamburg Airport (HAM). It ensures proper screening, documentation, traceability, and correct information flow to all operational stakeholders.

OBJECTIVE

- Ensure Rush / Unaccompanied baggage is correctly identified, security screened, and traceable.
- Ensure Rush baggage is registered in the Pegasus DCS (HAM replaces BRS/HBM through DCS registration).
- Ensure Rush baggage appears on LIR and Loadsheet (SI Line).
- Define clear roles and responsibilities between DHS Lost & Found, DHS OPS / TRC, and Groundstars Ramp.

APPLICATION

Passenger Services Department:
Lost & Found staff

Operations department:
Turnaround Coordinator / Load Controller

ABBREVIATIONS & DEFINITIONS

Rush / Unaccompanied Baggage: Checked baggage which is transported on a different flight than its owner (e.g. delayed, mishandled or found baggage to be forwarded).

FWD Message: Forwarding baggage telex message created in WorldTracer Web and transmitted to OPS / Load Control.

Pegasus DCS Registration – In HAM, Rush baggage is **fully registered in Pegasus DCS**, replacing the BRS/HBM function.



Stand-by Label (Visual Alert Tag) – Additional label attached by DHS Lost & Found to visually flag Rush baggage for ramp handling.

SI Line (Loadsheet): Special Information line on the Loadsheet used to inform the cockpit crew about Rush baggage count and compartment.

Unaccompanied Baggage Security Card: Pegasus Airlines security documentation used to record security screening details, tag number(s) and handover validation for Rush / Unaccompanied baggage handled by DHS Lost & Found.

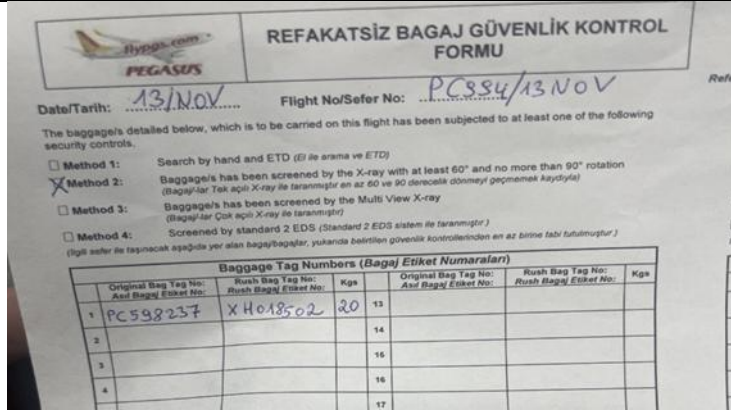
PROCEDURE STEPS

Rush baggage at HAM is handled by DHS Lost & Found, with security screening via the Sperrgepäck screening point and ramp delivery via Groundstars.

A) Rush Baggage Prepared by DHS Lost & Found

FWD Creation, DCS Registration & Security Screening

| Step | Action |
|------|---|
| 1. | DHS Lost & Found identifies baggage requiring forwarding as Rush / Unaccompanied baggage. |
| 2. | DHS Lost & Found creates the FWD Message in WorldTracer Web, including routing, flight number(s), and tag number(s). <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"><p>FWD MUCPC 15NOV25 1431GMT FOUND BAG FORWARD MESSAGE ORIGINALLY ON PC1020/14NOV/PC2094/14NOV/ NOW ON BOARD PC1020/16NOV/PC2092/16NOV/SAWPC/COVPC AHL COVPC15144 OS MUCPC NM GORKEM TN PC302848 .TN PC302850 XT XH013563 .XT XH013562 FB 2 SI01 BAG IN B3 HC N AG LCZECH</p></div> Figure A1 – Example FWD Message |
| 3. | DHS Lost & Found registers the Rush bag in the Pegasus DCS , generating the Rush Tag. |
| 4. | DHS Lost & Found attaches: (1) Pegasus Rush Tag, (2) Stand-by visual alert label, and (3) Pegasus Unaccompanied Baggage Security Card. |

| | |
|----|--|
| |  <p>Figure A2 – Pegasus Unaccompanied Baggage Security Card, Form Ref. PG-GU-FR-058</p> |
| 5. | Rush baggage is taken through the customs corridor (notification as required) to the Sperrgepäckschalter for mandatory screening. |
| 6. | Sperrgepäck Security conducts X-ray screening. Security Card remains attached until removal at DHS and filing. |

B) Handover to Groundstars & Ramp Coordination

| Step | Action |
|------|---|
| 7. | Groundstars Ramp retrieves the Rush baggage from the BHS delivery point. |
| 8. | The Stand-by Label ensures Groundstars recognises the item as Rush and sets it aside for TRC confirmation. |
| 9. | On the ramp, Groundstars and TRC jointly verify the tag number(s) against the FWD Message and DCS registration. |
| 10. | TRC confirms loading approval. |
| 11. | Groundstars loads the Rush baggage into the correct compartment according to Loading Instruction Report (LIR). |

C) Cockpit Crew Information (LIR & Loadsheets)

| Step | Action |
|------|---|
| 12. | OPS / Load Control ensures Rush baggage is listed in the Loading Instruction Report (LIR) with tag number(s) and compartment. |
| 13. | OPS / Load Control enters Rush information into the SI Line of the Loadsheets (count + compartment). |
| 14. | <p>The cockpit crew reviews the SI Line during pre-departure checks.</p> <p>LDM PC994/28.TCRDA.Y239.2/5 -SAW.93/76/4/0.0.T3711.1/728.2/1128.3/1652.4/203.PAX/173.DHC/0 SI SAW B/144/2169.C/134/1542 H1:20BY + 2 RUSH + CGO 414KG CCT2917 H2:CGO CCTH2913 489KG + CCTH2928 639KG H3:74BY + 36BT H4:12BT 50 BT LDD H1/H3/H4 134 CGO LDD H1/H2 NOTOC NO</p> <p>Figure C1 – SI Line / LDM / Loadsheets</p> |



SAFETY / SECURITY NOTES

- Pegasus handles only Pegasus Rush baggage. Rush items belonging to other carriers must be returned to the responsible carrier.
- Rush baggage must not be loaded without: Security Card + FWD + DCS Registration.
- Any discrepancy between physical items and documentation (FWD, DCS, LIR, Loadsheets) must be resolved before departure.
- TRC must verify Rush-tagged items prior to loading.

DOCUMENTATION & RECORD RETENTION

The following documentation shall be retained to ensure full traceability of Rush / Unaccompanied baggage handling at Hamburg (HAM):

- 1) Unaccompanied Baggage Security Card
Retention period: 3 months
Owner / Storage: Flight file / DHS Operations office
- 2) DCS Rush Registration Record
Retention: According to Pegasus system retention rules
Owner: Pegasus DCS System
- 3) Loading Instruction Report (LIR)
Retention period: 3 months
Owner / Storage: Flight file / DHS Operations office
- 4) Loadsheets (SI Rush information)
Retention period: 3 months
Owner / Storage: Flight file / DHS Operations office

REFERENCE

Pegasus ACSP – 7.2.6 / 7.3 Unaccompanied / Rush Baggage Procedures
DHS GOM – 2.10.2 Baggage Reconciliation Systems
DHS AvSEC Manual – 11.9 Accounting for Unaccompanied Hold Baggage