



LOCAL OPERATING PROCEDURE_HAM_PC001

Rush / Unaccompanied Baggage Handling

Version/Rev	Date	Section	Amendment
V1/R0	02.12.2025	Full LOP	Initial issue

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Version: V1

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 Loadsheets (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 Loadsheets 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: #f2e0b7; padding: 10px;"><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> <p>Figure A1 – Example FWD Message</p>
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.



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Figure A2 – Pegasus Unaccompanied Baggage Security Card, Form Ref. PG-GU-FR-058

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|----|---|
| 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.	The cockpit crew reviews the SI Line during pre-departure checks. 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 Figure C1 – SI Line / LDM / Loadsheet



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