



LOCAL OPERATING PROCEDURE_MUC_U2/EC001

Acceptance of Firearms/Ammunition

Version/Rev	Date	Section	Amendment
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PURPOSE

This Local Operating Procedure (LOP) establishes a standardised process for the acceptance of Firearms and Ammunition for easyJet at Munich Airport (MUC). It ensures that Firearms and Ammunition is handled in a consistent and traceable manner in line with easyJet and local security requirements and applicable regulations.

OBJECTIVE

The objectives of this LOP are to:

- ensure full compliance with the airline, aviation, and security regulations while maintaining the safety of passengers, crew, and aircraft.
- To standardise the verification, documentation, and secure handling of all firearms and ammunition accepted at check-in and on the flight.
- To clarify staff responsibilities and support efficient, disruption-free operations.

APPLICATION

Passenger Services Department:

Customer Service Agents

Supervisors/Lead Agents

Operations department:

Turnaround Coordinator / Load Controller

GENERAL RULES

1. Carriage of Firearms On-Board:

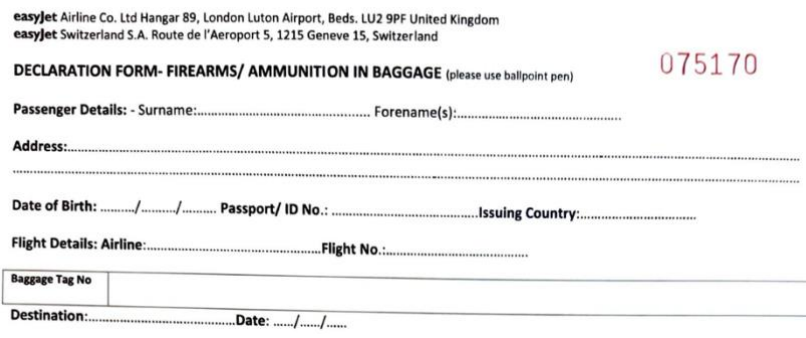
Firearms are only permitted on board, following approval from the easyJet Security team (UK and Austrian AOC only – carriage not permitted on Swiss AOC aircraft or on flights to and from Switzerland).


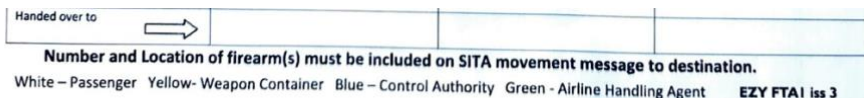
Note: Ground handlers will be informed of approval via an email from the Security Team. The information provided must only be given to operational ground crew on a need-to-know basis.



2. Carriage of Firearms in the Aircraft Hold:
easyJet only accepts Sporting and Competition weapons:
 - (a) Sporting shotguns with barrels of longer than 24 inches (50 cms)
 - (b) Sporting rifles (including Air rifles of any calibre)
 - (c) Sporting single shot handguns with a calibre of .22 or less
 - (d) Any rifles and handguns with a calibre of .22 or less

PROCEDURE STEPS

Step	Action
1.	Ensure the firearm is unloaded, with no ammunition in the chamber, and that all ammunition is carried separately from the firearm. Ammunition should not be packed in the firearms case. It should be packed separately in a different case/bag.
2.	Verify that the firearm is appropriately packed in a suitable case.
3.	Confirm that ammunition is securely packed, with a maximum of 5 kg gross weight per person. <i>Note: Only ammunition classified under UN0012 or UN0014 is permitted.</i>
4.	Contact the local airport police to notify them that a customer is traveling with a firearm. A police representative will come to the check-in counter, verify all required firearm documentation, and advise whether you may proceed with accepting the customer and their baggage.
5.	<p>While waiting for the police representative, ask the customer to complete a Firearm Declaration Form.</p>  <p>Figure A1 – Top Section of the Firearm Declaration Form</p>
6.	<p>Firearm Declaration Form should be signed by the passenger and by the agent who is accepting/processing the customer with firearms.</p> <p>Declaration by Passenger: - "I the undersigned hereby declare that the firearm detailed above is unloaded and secured in my HOLD baggage. I have complied with the general conditions of acceptance shown below and will comply with any additional conditions required of me by the carrier. I am not carrying any other FIREARM or ammunition on my person or in my cabin baggage."</p> <p>Passenger's Signature: Date:/...../..... Time:</p> <p>easyJet Representative Signature..... Date:/...../..... Time:</p> <p>Figure A2 – Middle Section of the Firearm Declaration Form</p>

7.	<p>Once police approval is received, print the baggage tags for the firearm case and ammunition case (or bag containing ammunition) and attach to both the firearm label.</p>  <p>Figure B1 – Firearm Label</p>
8.	<p>Record the baggage tag numbers and the weight of the firearm and ammunition on the Firearm Declaration Form. Provide the first page of the form to the customer, place the yellow copy inside the firearm case, and forward the remaining copies to the TRC responsible for the flight.</p>  <p>Figure A3 – Bottom Section of the Firearm Declaration Form</p>
9.	If not already done, add the SSR code "FRMS" in eRes under the name of the firearm owner.
10.	Police to accompany customer to the special/oversized baggage counter, where the firearms/ammunition will be handed over to the baggage handler.
11.	Notify Operations with details of the firearm/ammunition, including baggage tag numbers and weights.
12.	TRC records amount of firearms/ammunition on the Loading Instruction Report Form (LIRF) and Loading Form and Certificate (LFC).
13.	Pilot-in-command is notified about the amount and location by TRC prior to commencement of the flight. TRC hands over one copy (Blue – Control Authority) of the Firearms Declaration Form to the Pilot-In-Command (PIC). The final copy (Green – Airline Handling Agent) to be included in the Flight File.
14.	<p>OPS/TRC includes all details in the MVT message:</p> <pre> MVT EZY8638/07.GEZUI.MUC AD1130/1146 EA1316 LGW DL93/66/0008/0017 EDL36/0005 PX170 SI INF/NIL B/50 DCS1125 PSM WCHR/0 WCHS/0 WCHC/0 WEAP/1 DL36 FUEL RECEIPT MISSING * 1 WEAP H4 - AMMO H1 * </pre> <p>Figure C1 – Example of MVT Message</p>

REFERENCE

easyJet GHM, 1.1.6.13 Carriage of Firearms

DHS SOP PAX016, Declared Weapons and Firearms Handling