



LOCAL OPERATING PROCEDURE_MUC_U2/EC005

Rush / Unaccompanied Baggage Handling

Version/Rev	Date	Section	Amendment
V1/R0	17.11.2025	Full LOP	Initial issue

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Issued: 17.11.2025

Version: V1

PURPOSE

This Local Operating Procedure (LOP) establishes a standardised process for handling Rush / Unaccompanied Baggage for easyJet at Munich Airport (MUC).

It ensures that all Rush / Unaccompanied baggage is handled in a consistent and traceable manner in line with easyJet security requirements and applicable regulations.

OBJECTIVE

The objectives of this LOP are to:

- ensure that all Rush / Unaccompanied baggage is correctly identified and security screened;
- ensure that Rush baggage is accounted for in the Hold Baggage Manifest (HBM);
- ensure that Rush baggage information is made available in SI line of MVT message;
- define clear roles and responsibilities between DHS Lost & Found and TRC

APPLICATION

Passenger Services Department:

Lost & Found staff

Customer Service Agents

Supervisors/Lead Agents

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 and transmitted to OPS / Load Control.

BRS (Baggage Reconciliation System) - Eagle: System used at MUC airport for baggage accountability, ensuring reconciliation between bags and flight.



HBM (Hold Baggage Manifest) Declaration Form: Record listing all loaded baggage, including Rush / Unaccompanied baggage.

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

Unaccompanied/Rush Hold Baggage Certificate of Security Measures: easyJet 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

Prepare and handle Rush / Unaccompanied baggage in accordance with this procedure and easyJet requirements. Ensure that each Rush item is traceable via FWD, Eagle, and Loadsheet.

FWD Creation & Communication

Step	Action
1.	DHS Lost & Found identifies baggage to be forwarded as Rush / Unaccompanied baggage (e.g. found baggage, delayed baggage).
2.	DHS Lost & Found creates a FWD Message in WorldTracer including tag number(s), routing, flight number(s) and, Property Irregularity Report (PIR) reference. Matching File 1. WM FWD MUCU2 AHL LGWU246997 FO U28642/16NOV FW LGWU2 TN XH356786 XT XH013568 AG LCZECH FB 1 FD U28642/13NOV FS MUC HC N NM ZHAO OS MUCU2 RL 65 SI BAG IN B3 TX LGWLLU2/MUCAGXH/MUCLTXH/MUCWGXH
	Figure A1 – Example FWD Message
3.	The FWD Message is transmitted as telex to OPS / Load Control (MUCLTXH), Baggage Handler – Wisag (MUCWGXH), BRS – Eagle (MUCAGXH), and destination airport (automated by WorldTracer).
4.	OPS / Load Control reviews the FWD and notifies the Turnaround Coordinator (TRC) about Rush baggage planned for the respective flight.

Baggage Handover & Documentation

Step	Action
5.	DHS Lost & Found prepares the Rush baggage for departure, attaches DHS Rush Tag and coordinates pick-up with Baggage Handling.
6.	The easyJet Unaccompanied/Rush Hold Baggage Certificate of Security Measures is completed by DHS Lost & Found and handed over to Passenger Handling Supervisor.



	<p>easyJet</p> <p>UNACCOMPANIED/RUSH HOLD BAGGAGE CERTIFICATE OF SECURITY MEASURES</p> <p>Date: 16.10.2025 Flight n: EU2999 A/C Reg: OE-LQZ Airport: MUC</p> <p>From EU & NON-EU Airports (excl. UK)</p> <p>I CONFIRM THAT THE BAGS DETAILED BELOW, HAVE BEEN SUBJECTED TO AT LEAST ONE OF THE FOLLOWING SECURITY CONTROLS: (Please tick the applicable method)</p> <p>METHOD 1 <input type="checkbox"/> HAND-SEARCH SUPPLEMENTED BY THE USE OF EXPLOSIVE TRACE DETECTION (ETD) EQUIPMENT</p> <p>METHOD 2 <input checked="" type="checkbox"/> X-RAYED FROM TWO DIFFERENT ANGLES OR BY THE USE OF MULTI-VIEW X-RAY (AS SPECIFIED IN THE EU COMMISSION IMPLEMENTING DECISION C(2015)-8005)</p> <p>METHOD 3 <input type="checkbox"/> SCREENED USING EDS EQUIPMENT THAT MEETS AT LEAST STANDARD 2</p> <table border="1"><thead><tr><th>RUSH BAG TAG NUMBER</th><th>DESTINATION</th><th>ORIGINAL BAG TAG NUMBER (HISTORY)</th></tr></thead><tbody><tr><td>X4013670</td><td>FCO</td><td>X4435662</td></tr><tr><td>X4013669</td><td>FCO</td><td>X4435637</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table> <p>The name of the person providing the information and/or the person undertaking or witnessing that the security controls taken are in accordance with easyJet requirements:</p> <p>Handling Agent: (Person witnessing the screening process)</p> <p>Name: <i>CB</i> Signature: <i>Kagulione</i> Date: 16.10.2025</p> <p>EAS196 VERSION 2/2022</p>	RUSH BAG TAG NUMBER	DESTINATION	ORIGINAL BAG TAG NUMBER (HISTORY)	X4013670	FCO	X4435662	X4013669	FCO	X4435637															
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Figure B1 – easyJet Unaccompanied/Rush Hold Baggage Certificate of Security Measures, Form Ref. EAS196 Version2/2022, Rush Form – EU and Non EU Excluding UK

7.	Supervisor hands over the rush certificate to the gate agents, who will then hand it over to the TRC assigned for the flight.
8.	Baggage Handler collects the Rush baggage from the Lost & Found area and brings it to the screening point, before bringing to position.
9.	On the ramp, Headloader coordinates with the TRC to review and confirm the Rush status in Eagle before loading.
10.	The TRC verifies Rush baggage tag numbers against FWD information and BRS - Eagle to ensure correct pieces are forwarded.
11.	Rush baggage status in Eagle is by default on "yellow" – meaning not authorised to load until confirmed. After TRC verifies rush baggage information is correct, they will notify the gate agents to change the status to "green" – meaning authorised to load.
12.	Only after TRC approval is the gate allowed to change the status of the rush bag to "green". → Only after the status of the rush bag is changed to "green" will the Headloader accept the rush bag and instruct to load it as according to LIRF.
13.	Rush baggage is recorded in the Loading Instruction Report Form (LIRF) and Loading Form and Certificate (LFC), including quantity and compartment.
14.	TRC ensures that all Rush pieces are included in the reconciliation and that no item bypasses the BRS and mandatory documentation.
15.	TRC ensures that all Rush pieces are recorded on the Hold Baggage Manifest Declaration Form.



	<p>Total Number of Bags <u>actually loaded</u> onto the aircraft:</p> <p>Total Number of Accompanied Hold Baggage: (Bag tags on bingo cards, gate/crew and limited release bags.)</p> <p>Total number of Unaccompanied Hold Baggage: (Rush Bags)</p> <p>APPOINTED PERSONS DECLARATION</p> <p>Total: <input type="text"/></p> <p style="text-align: center;">+ <input type="text"/> = <input type="text"/></p>
<p>Figure C1 – Middle Section of the Hold Baggage Manifest Declaration Form</p>	
16.	<p>OPS / TRC ensures that the number of Rush baggage items and their respective compartment(s) are reflected in the SI line of the MVT message.</p> <div style="background-color: #e0f2e0; padding: 10px;"><p>MVT EJU2999/16.0ELQZ.MUC AD1522/1535 EA1650 FCO PX129 SI INF/1 B/28 DCS1518 PSM WCHR/0 WCHS/0 WCHC/0 WEAP/0 *02 RUSH LOADED H4* *01 WCMP LOADED H4*</p></div>
17.	<p>Unaccompanied/Rush Hold Baggage Certificate of Security Measures to be included in the Flight File.</p>

SAFETY / SECURITY NOTES

- Rush baggage belonging to other carriers must not be forwarded under easyJet flight operations and must be returned to the responsible carrier or handling agent, unless this is approved by easyJet and **Unaccompanied/Rush Hold Baggage Certificate of Security Measures** provided.
- Rush / Unaccompanied baggage must not be loaded if security screening and proper documentation (BRS + FWD, rush certificate) have not been completed.
- Any discrepancy between physical Rush baggage and documentation (FWD, BRS, Loadsheets) must be resolved before departure.
- OPS / TRC are responsible for ensuring Rush information is reflected in the Load Instruction Report Form, Loading Form and Certificate and SI line of MVT.

REFERENCE

easyJet GHM, 1.8.3.1 Unaccompanied Hold Baggage