

		Jobcard - PAX V1R2_08.06.2023 Issued by Norbert Rakoczi			
General					
Alliance		Not part of any major alliances BOLBOL fqtv programme			
Flights		SAW		ESB	
		AYT			
A/C Type		B737, A320, A321			
Ticketing		Pegasus Call Center in Germany			
Manuals		PC Online DocLib			
GOM		Station Manager & Supervisors with access			
Pegasus Contacts					
Passport Visa Team 24/7			+90 530 108 21 71 pegasusvisa@flypgs.com		
OCC Duty Chief (Security Department)			+90 216 560 7264 +90 531 080 5650		
GCC Guest Control Center (Duty Officer)			+90 216 560 7221 +90 533 716 13 08 guestcontrol@flypgs.com		
Case Type	Form No	Form Name	E-mail to send		
INAD Passengers	PG-GU-FR-011	POTENTIALLY DISRUPTIVE PASSENGER INFORMATION FORM	pegasusvisa@flypgs.com Security@flypgs.com ; Guestcontrol@flypgs.com		
Denied Boarding: (only Travel Document Reasons)	PG-GU-FR-011	POTENTIALLY DISRUPTIVE PASSENGER INFORMATION FORM			
Escorted Persons in Lawful Custody	PG-GU-FR-011	POTENTIALLY DISRUPTIVE PASSENGER INFORMATION FORM	Security@flypgs.com ; Guestcontrol@flypgs.com		
Unruly Passenger, on Aircraft, on Check-in, Boarding in any status	PG-GU-FR-009	PASSENGER IRREGULARITY REPORT FORM			
Bomb warnings	PG-GU-FR-007	BOMB WARNING REPORT FORM	Security@flypgs.com ; Guestcontrol@flypgs.com ; OCCDUTYCHIEF@flypgs.com		
Check In					
Online Check-in Opening	STD-168 hours (7 days)				
Counter Allocation	1 x Online Check-In				
	3 x Check In				
Priority	No priority counter is applicable				
Cabins	Full Economy				
Check In Opening Time	STD-180				
Check In Closing Time	STD-60				

Through Check In	Allowed for codeshare partners only: Alitalia Flynas KLM
Blocked PNRs	GCC must be contacted in case of blocked/blacklisted PNR
Last Minute Passengers	Approval from shift leader to accept PAP after STD-60! LRT - limited release tag - must be registered for baggage!
Documentation	
Passport and Visa requirements MUST BE CHECKED for both transfer points and final destination! Character O (Oscar) must be change to 0 (Zero)! Comment PAP with Visa OK Passport must be valid 150 days beyond arrival time in Turkey In case of GREEN response from system the PAP is good to go, but ORANGE and RED must be investigated Help: Timatic, Passport Visa Team 24/7	
Covid-19 Procedures	
DCS Covid Bulletin to be checked for every case! Help: GCC	
Baggage	
Carry-On	Max weight: Unlimited 55x40x20cm + ladies' handbag allowed No additional personal item is allowed. Bags such as backpack, laptop bag, etc not allowed as additional piece
Hold Baggage	Weight Concept with 0 tolerance (every additional kg must be paid)
LRT - Limited Release	• Not properly / inadequate packed / Contains fragile goods (LRFI) • Sporting equipment (LRFI) • Received damage, already broken or damaged before check-in (LRRD: (Please be sure that there is no LRRD remark on baggage tag before creating damaged baggage report (AHL/DPR) during the baggage irregularities processes.) • Musical instruments (Musical instruments may be accepted in hold only if carried inside a special case/ box) (LRFI) • Contains perishable (LRPE) • Last minutes/late check-in (LRLC) • ZAMZAM gallons and liquid containing package or baggage (ZMZM) • Security collected items (check baggage bag) (LRNA) • Non-standard cabin baggage collected at boarding, not admissible to cabin (LRNA) • Oversize (LRSZ) • Lack of name label (LRLL)
XBAG	Excess baggage charges calculated by PC system and to be collected accordingly at both check in and gate All VOLUNTARY seat changes are subject to fee, while first row and emergency exits are more expensive.
Specials	

PETC	Limit: 3 Max 8 kgs including cage Dimension: 32x32x50 cm Cats and dogs Both soft and hard case acceptable, but must be waterproof PET passport
Service Animal	With BLND, DEAF and MUTE pax Only dogs PET passport The following prerequisites apply: • The dog shall wear a muzzle. • The dog will not occupy a seat and will be placed, where other passengers will not be disturbed (never at an Emergency Exit). • The passenger shall be in possession of all necessary animal health documents. • PIC and Cabin Crew will be informed of blind passenger plus guide dog prior boarding and the information shall be mentioned in the Passenger Information List (PIL) or Crew Information Sheet (where applicable). • Maximum 2 Guide dogs can be acceptable in a specific flight. • Pre-boarding must be applied preferably.
AVIH	Not carried on international flights
PRM	Limit:23
Stretchers	Service not provided by Pegasus
WCH*	WCHR, WCHS, WCHC
WCMP	WCMP must be used in combination with WCH* Max weight: 150 kgs Max dimension: 110x107x84cm
BLND, DEAF, MUTE, DPNA	Escort required!
MEDA	Medical case: Medical certificate required. Not to be used for passengers who only require special assistance and do not require medical clearance.
Electric Mobility Aid	WCBBD: Dry cell battery - acceptable WCLB: Lithium ion battery - acceptable WCBW: Pegasus DOES NOT ACCEPT mobility aid with wet battery
DAA	Fully collapsible baby strollers, pushchairs. Wheelchairs and mobility aids which are not needed during the flight and cannot be stored in the cabin.
DEPA	Accompanied Deportees - To be seated in the last rows with escort. Potentially Disruptive Passengers Information Form to be filled, emailed to security department and handed over to Cabin Chief.
DEPU	Not allowed on Pegasus flights
INAD	Inadmissible Passenger - do not have the right to enter the country. Potentially Disruptive Passengers Information Form to be filled, emailed to security department and handed over to Cabin Chief.

INAD & ENAD (Pegasus own) INAD: Without escort ENAD: With Escort ESCR: Escort with ENAD	If there is no threat to flight safety the number of inadmissible passengers is not limited. The Captain will evaluate the passenger profile and may reduce (according to flight Security and Safety situations) the number or refuse the acceptance of INAD, Deportee and Prisoners if necessary.
INAD from another airline	Not accepted
DEPA (deportee with escorts)	Maximum 4 DEPA (Aviation Security Management pre-approval is mandatory) Minimum 2 escorts per DEPA
DEPU	Not accepted
Prisoner and Lawful Custody within Turkey (PRSN)	limited with the number of cabin crew with 1 accompanying person at least
Dangerous Prisoner (Only Domestic in Turkey) (PRSN)	Maximum 1 person on each flight with 2 accompanying persons at least

WEAP	SPEQ ssr must be booked Only sporting weapons are acceptable on international flights Subject to fee Max 5 kg AMMO packed separately SSR bag tag to be printed
Sport Equipment	Golf
	Diving Equipment
	Bike
	Bulky Baggage
Instruments	LRT to be used Proper case
EXST	Extra seat is available for purchase for PAP comfort
CBBG	Max 75 kgs Window seat for the cabin baggage
INF	< 2 yrs old Limit: 15 New mothers and infants shall not be accepted withing first 48 hours of giving birth.
Child	2-11 yrs old
Young Traveller (YPTA)	12-18 years old Can travel alone, but cannot be the escort of an UM
UMNR	6-11 years old Limit: 8 UM form must be filled with 5 copies plus original as follows: • 1st original page to UM parent • 2nd copy to Departure station • 3rd copy to transit station • 4th copy to the Cabin Crew • 5th copy to Destination station (has to be kept for 2 years) • 6th copy to UM envelope for passenger

Pregnancy	Single, uncomplicated: Medical certificate not required Can travel until the 36th week of pregnancy. Not acceptable: 36th week + until 48 hours after delivery. Multiple, uncomplicated: Medical certificate not required Can travel until the 32nd week of pregnancy. Not acceptable: 33rd week + until 48 hours after delivery. Complicated pregnancy: Medical certificate required confirming 'fit to fly' In case PAP has no medical certificate, Indemnity Form must be filled out.
Staff Travel	JMP seat can be assigned to Pegasus staff only
Gate	
Gate Set-Up (Tensator & Baggage Gauge)	Baggage Gauge to be placed at the gate area Only one lining to be used (no priority boarding)
Preparation	DGR sign + Baggage sizer Cabin baggage check Visa check
Crew List	PIL Manifest
Gate Opening Time	STD-60
Boarding Start	STD-30
Gate Closing Time	STD-10
L&F	
Rush Tags must be printed from PC system All L&F related duties to be performed in DHS World Tracer Desktop For additional information refer to JobCard_PC_L&F	
Post Departure	
Flight Reports	DHS Flight Report to be used
Post Admin	Pegasus Flight Report to be filled + OTP