



## LOCAL OPERATING PROCEDURE\_MUC\_PC001

### Rush / Unaccompanied Baggage Handling

Version/Rev	Date	Section	Amendment
V1/R0	05.01.2026	Full LOP	Initial issue

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**Version: V1**

#### PURPOSE

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

It ensures that all Rush / Unaccompanied baggage is handled in a consistent and traceable manner in line with Pegasus 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) (via BRS or manual report);
- ensure that Rush baggage information is made available to the cockpit crew via Loadsheet SI line;
- define clear roles and responsibilities between DHS Lost & Found, TRC and external partners.

#### 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.

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



**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


Prepare and handle Rush / Unaccompanied baggage in accordance with this procedure and Pegasus requirements. Ensure that each Rush item is traceable via FWD, BRS, 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.	<div>DHS Lost &amp; Found creates a FWD Message in WorldTracer Web including tag number(s), routing, flight number(s) and, where applicable, PIR reference.</div> <div>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</div> <div><b>Figure A1 – Example FWD Message</b></div>
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 TRC about Rush baggage planned for the respective flight.

### Baggage Handover & Documentation

Step	Action
5.	DHS Lost & Found prepares the Rush baggage for departure and coordinates pick-up with Baggage Handling.
6.	DHS Lost & Found attaches: (1) DHS Rush Tag (2) Pegasus Unaccompanied Baggage Security Card.

	<div style="text-align: center;">  <b>REFAKATSİZ BAGAJ GÜVENLİK KONTROL FORMU</b> </div> <p>Date/Tarih: <u>05.01.26</u> Flight No/Sefer No: <u>PC1020</u></p> <p>The baggage/s detailed below, which is to be carried on this flight has been subjected to at least one of the following security controls.</p> <p><input type="checkbox"/> Method 1: Search by hand and ETD (El ile arama ve ETD)</p> <p><input type="checkbox"/> Method 2: Baggage/s has been screened by the X-ray with at least 60° and no more than 90° rotation (Bagaj-lar Tek açılı X-ray ile taranmıştır en az 60 ve 90 derecelik dönme geçmemek kaydıyla)</p> <p><input checked="" type="checkbox"/> Method 3: Baggage/s has been screened by the Multi View X-ray (Bagaj-lar Çok açılı X-ray ile taranmıştır)</p> <p><input type="checkbox"/> Method 4: Screened by standard 2 EDS (Standard 2 EDS sistem ile taranmıştır.)</p> <p>(İlgili sefer ile taşınacak aşağıda yer alan bagaj/bagajlar, yukarıda belirtilen güvenlik kontrollerinden en az birine tabi tutulmuştur.)</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="7">Baggage Tag Numbers (Bagaj Etiket Numaraları)</th> </tr> <tr> <th></th> <th>Original Bag Tag No: Asıl Bagaj Etiket No:</th> <th>Rush Bag Tag No: Rush Bagaj Etiket No:</th> <th>Kgs</th> <th></th> <th>Original Bag Tag No: Asıl Bagaj Etiket No:</th> <th>Rush Bag Tag No: Rush Bagaj Etiket No:</th> <th>Kgs</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PC123456</td> <td>XH654321</td> <td>19</td> <td>13</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td>14</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td>15</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Baggage Tag Numbers (Bagaj Etiket Numaraları)								Original Bag Tag No: Asıl Bagaj Etiket No:	Rush Bag Tag No: Rush Bagaj Etiket No:	Kgs		Original Bag Tag No: Asıl Bagaj Etiket No:	Rush Bag Tag No: Rush Bagaj Etiket No:	Kgs	1	PC123456	XH654321	19	13				2				14				3				15			
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1	PC123456	XH654321	19	13																																				
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7.	<p>The agent who prepares the rush bag signs the Unaccompanied Baggage Security Card under "Ground Handling Agent". The picture of Unaccompanied Baggage Security Card is uploaded in a respective Flight Comms in AvBIS by the agent who prepares the rush bag. This is accessible for use and documentation for OPS, in case attached Unaccompanied Baggage Security Card will be lost on the way from terminal to the aircraft position.</p>																																							
8.	<ul style="list-style-type: none"> <li>If rush bags are prepared in B3 lost and found area, one Unaccompanied Baggage Security Card can be filled out for all prepared bags for the same flight and attached to one of the bags.</li> <li>If rush bags are prepared anywhere outside of B3 lost and found area, separate Unaccompanied Baggage Security Card should be attached to each prepared bag.</li> </ul>																																							
9.	<p>Baggage Handler collects the Rush baggage from the Lost &amp; Found area and brings it to the screening point, before bringing to position.</p>																																							
10.	<p>On the ramp, Headloader coordinates with the TRC to review and confirm the Rush status in Eagle before loading.</p>																																							
11.	<p>The TRC verifies Rush baggage tag numbers against FWD information and BRS - Eagle to ensure correct pieces are forwarded.</p>																																							
12.	<p>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.</p>																																							
13.	<p>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 LIR.</p>																																							
14.	<p>Rush baggage is recorded in the Loading Instruction Report (LIR), including quantity and compartment.</p>																																							
15.	<p>TRC ensures that all Rush pieces are included in the reconciliation and that no item bypasses the BRS.</p>																																							



### Cockpit Crew Information (Loadsheel)

Step	Action
16.	<p>OPS / Load Control ensures that the number of Rush baggage items and their respective compartment(s) are reflected in the SI line of the Loadsheel.</p> <p>LDM</p> <p>PC1020/07.TCNBK.Y186.2/4          –SAW.81/88/9/1.0.T2804.1/1550.3/398.4/856.PAX/178.DHC/0          SI SAW B/153/2406.C/26/398          54 BT LDD H4          04 RB LDD H1          26 CGO LDD H3          NOTOC NO</p> <p><b>Figure C1 – SI Line / LDM / Loadsheel</b></p>
17.	The cockpit crew reviews the SI line as part of their pre-departure checks and is thereby informed about Rush baggage on board.

### SAFETY / SECURITY NOTES

- Rush baggage belonging to other carriers must not be forwarded under Pegasus flight operations and must be returned to the responsible carrier or handling agent.
- Rush / Unaccompanied baggage must not be loaded if security screening and proper documentation (BRS + FWD) have not been completed.
- Any discrepancy between physical Rush baggage and documentation (FWD, BRS/Report, Loadsheel) must be resolved before departure.
- OPS / TRC are responsible for ensuring Rush information is reflected in the Load Instruction Report and Loadsheel SI line.

### DOCUMENTATION & RECORD RETENTION

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

- 1) BRS System Record (Eagle)  
 Loading Information Report for each flight is sent to OPS via email  
 Retention period: 3 months  
 Owner / Storage: Email Inbox / OPS
- 2) Loading Instruction Report (LIR)  
 Retention period: 3 months  
 Owner / Storage: Flight file / DHS Operations office
- 3) Loadsheel (SI Rush information)  
 Retention period: 3 months  
 Owner / Storage: Flight file / DHS Operations office
- 4) Unaccompanied Baggage Security Card (Pegasus)  
 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