



# LOCAL OPERATING PROCEDURE\_MUC\_DHS001

## Cargo Hold Inspection

Version/Rev	Date	Section	Amendment
V1/R0	22.01.2026	Full LOP	Initial issue

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**Issued: 22.01.2026**  
**Version: V1**

### PURPOSE

The purpose of this Local Operating Procedure (LOP) is to define the standardized process for conducting a Cargo Hold Inspection during aircraft turnaround operations at Munich Airport (MUC). This procedure ensures that all inbound baggage and cargo have been completely unloaded and that cargo holds are in a safe, serviceable condition prior to the commencement of outbound loading, thereby maintaining safety, security, and operational integrity.

### OBJECTIVE

The objectives of this LOP are to:

- Confirm that cargo holds are **empty of inbound baggage/cargo (except authorised transit loads)** and are in a **serviceable condition** prior to commencing loading.
- Define and reinforce **roles and responsibilities** between the Turnaround Coordinator (TRC) and Headloader, ensuring **positive confirmation and effective communication** throughout the inspection process.

### APPLICATION

Operations department:  
Turnaround Coordinator / Load Controller

### GENERAL INFORMATION

#### **A cargo hold inspection shall be performed:**

1. After the aircraft unload is complete.
2. Prior to loading if this does not follow immediately after unloading is complete.
3. When the aircraft was unattended between unloading and loading.
4. When there was a change of persons responsible for the aircraft loading and/or supervision task.



**The person undertaking the cargo hold inspection shall perform a visual check of all cargo holds to ensure:**

1. No damage to compartment floors, walls, ceiling, door frames, panels, door.
2. No missing, damaged or malfunctioning floor locks, load restraints or nets.
3. No spills.
4. No loads other than transit loads have been left on board the aircraft.
5. Any other items that should not be present in the hold have been unloaded.

## **RESPONSIBILITIES**

### **Turnaround Coordinator (TRC):**

- Ensuring that a cargo hold inspection is performed in accordance with this LOP.
- Ensuring no inbound baggage/cargo remains in the holds.
- Providing and receiving positive confirmation that the inspection has been completed prior to loading.
- Reporting any damage or discrepancies.

### **Headloader (Third Party):**

- Performing cargo hold inspection
- Providing clear verbal confirmation to the TRC that cargo hold inspection has been completed and holds are empty
- Ensuring no inbound baggage/cargo remains in the holds.

## **PROCEDURE STEPS**

Step	Action
1.	As part of the flight preparation, check the inbound LDM/MVT to have an information about inbound baggage, if there are any special categories of baggage, if there is any cargo, and in which compartments are bags loaded.
2.	After unloading has been completed, gain a verbal confirmation from the Headloader that all bags/cargo has been unloaded.
3.	After receiving a confirmation from the Headloader, gain safe access to each cargo hold.  Note: A cargo hold inspection shall be conducted even if the hold was reported as empty.
4.	Perform a <b>visual inspection of all cargo holds</b> , checking: <ul style="list-style-type: none"><li>• Floors, walls, ceilings, panels, door frames, and doors for any damage.</li><li>• Floor locks, load restraints, and nets for presence, damage, and correct operation.</li><li>• Presence of any spills (liquids, powders, or other substances).</li><li>• That no foreign objects or any other items that should not be present remain in the hold.</li></ul>



5.	Confirm that all inbound baggage and cargo have been fully offloaded <b>from all cargo holds.</b>
6.	Prior to commencing the loading of the aircraft, provide positive confirmation to the Headloader that the inspection has been carried out and that loading can be commenced.
7.	Any damage, malfunction, spill, or discrepancy identified during the cargo hold inspection shall be reported immediately to: <ul style="list-style-type: none"><li>• PIC</li><li>• The person responsible for aircraft loading supervision (Headloader) and</li><li>• The person responsible for the weight and balance calculation task (Load Control).</li></ul>
8.	Loading shall be stopped or adjusted as required until the issue is assessed and resolved
9.	All findings shall be documented in accordance with DHS and airline reporting and safety procedures.

**REFERENCE**

DHS GOM, Chapter 4.5.5 – Cargo Hold Inspection

DHS GOM, Chapter 4.5.1.5 – Actions After Unloading