



LOCAL OPERATING PROCEDURE_FRA_PC002

Rush / Unaccompanied Baggage Handling

Version/Rev	Date	Section	Amendment
V1/R0	17.11.2025	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 Frankfurt Airport (FRA).

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 Loadsheets 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): System used by Fraport for baggage accountability at FRA, ensuring reconciliation between bags and flight.



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

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

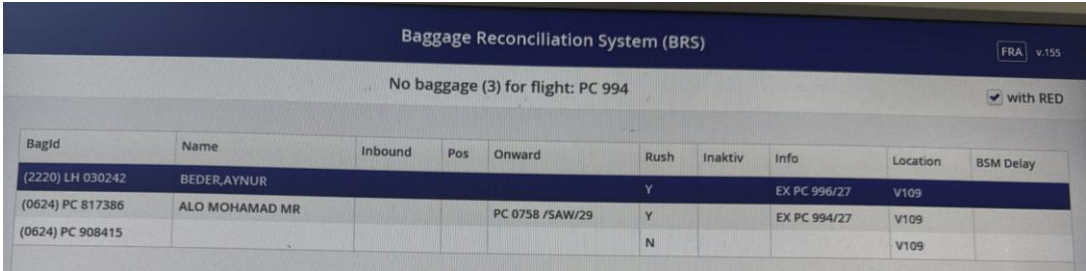
Unaccompanied Baggage Security Card: Pegasus Airlines security documentation used to record security screening details, tag number(s) and handover validation for Rush / Unaccompanied baggage handled by DHS Lost & Found.

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/Report, and Loadsheet.

A) Rush Baggage handled by Fraport Halle-Mitte (automatic BRS)

System, FWD Message & BRS Registration

Step	Action
1.	Fraport Halle-Mitte processes the Rush baggage in accordance with local BRS procedures.
2.	A FWD Message is transmitted to DHS OPS / Load Control, who review the information and notify the TRC about the Rush baggage planned for the respective flight.
3.	Rush status and corresponding baggage tag numbers are automatically registered in the BRS system and thereby reflected in the Hold Baggage Manifest.  <p>Figure A1 – BRS System Rush Status (Fraport Halle-Mitte)</p>
4.	The TRC verifies tag number(s) on the ramp against the FWD Message to ensure correct pieces are forwarded.
5.	Swissport BRS Agent coordinates with the TRC on the ramp to review and confirm the Rush status before loading.
6.	Rush baggage is recorded in the Loading Instruction Report (LIR), including quantity and compartment.
7.	Load Control ensures that the number of Rush baggage items and their respective compartment(s) are reflected in the SI line of the Loadsheet.
8.	The cockpit crew reviews the SI line as part of their pre-departure checks and is thereby informed about Rush baggage on board.



B) Rush Baggage handled by DHS Lost & Found (manual BRS Ramp Report)


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 Web including tag number(s), routing, flight number(s) and, where applicable, PIR reference. <div style="background-color: #fff9c4; padding: 5px;"> <p>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</p> </div> <p>Figure B1 – Example FWD Message</p>
3.	The FWD Message is transmitted as telex to OPS / Load Control.
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.	The Pegasus <i>Unaccompanied Baggage Security Card</i> is completed by DHS Lost & Found and attached to the baggage. <div style="text-align: center;"> </div> <p>Figure B2 – Pegasus Unaccompanied Baggage Security Card, Form Ref. PG-GU-FR-058</p>
7.	Baggage Handler collects the Rush baggage from the Lost & Found area.
8.	On the ramp, the TRC verifies Rush baggage tag numbers against FWD information to ensure correct pieces are forwarded.
9.	Swissport BRS Agent records the Rush baggage tag number(s) in the manual BRS Ramp Report.



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BRS-Nachweis																															
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Figure B3 – Manual BRS Ramp Report (FRA)																															
10.	Swissport BRS Agent coordinates with the TRC on the ramp to review and confirm the Rush status before loading.																														
11.	Rush baggage is recorded in the Loading Instruction Report (LIR), including quantity and compartment.																														
12.	TRC ensures that all Rush pieces are included in the reconciliation and that no item bypasses the BRS / manual documentation.																														

C) Cockpit Crew Information (Loadsheet)

Step	Action
13.	Load Control ensures that the number of Rush baggage items and their respective compartment(s) are reflected in the SI line of the Loadsheet. LDM PC994/28.TCRDA.Y239.2/5 -SAW.93/76/4/0.0.T3711.1/728.2/1128.3/1652.4/203.PAX/173.DHC/0 SI SAW B/144/2169.C/134/1542 H1:20BY + 2 RUSH + CGO 414KG CCT2917 H2:CGO CCTH2913 489KG + CCTH2928 639KG H3:74BY + 36BT H4:12BT 50 BT LDD H1/H3/H4 134 CGO LDD H1/H2 NOTOC NO Figure C1 – SI Line / LDM / Loadsheet
14.	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 / manual report + FWD) have not been completed.
- Any discrepancy between physical Rush baggage and documentation (FWD, BRS/Report, Loadsheet) must be resolved before departure.
- OPS / TRC are responsible for ensuring Rush information is reflected in the Load Instruction Report and Loadsheet SI line.

DOCUMENTATION & RECORD RETENTION

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



- 1) Manual BRS Ramp Report (Swissport)
Retention period: 6 months as per Swissport retention rules
Owner / Storage: Swissport Ramp / Baggage Handling
- 2) BRS System Record (Fraport)
Retention period: As per Pegasus–Fraport contractual conditions
Owner / Storage: Fraport BRS System
- 3) Loading Instruction Report (LIR)
Retention period: 3 months
Owner / Storage: Flight file / DHS Operations office
- 4) Loadsheet (SI Rush information)
Retention period: 3 months
Owner / Storage: Flight file / DHS Operations office
- 5) 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