



READ AND SIGN

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Safety Directive: Cabin Baggage Reconciliation

The purpose of this directive is to reinforce strict compliance with passenger-to-baggage reconciliation requirements and to ensure that all baggage handled and loaded onto aircraft meets applicable safety and security regulations.

Mandatory Requirements

1. Passenger-to-Baggage Reconciliation

- Passenger-to-baggage reconciliation is mandatory at all times.
- No baggage may be accepted, processed, or loaded unless it is positively matched to a boarded passenger who is the owner of the baggage.
- Baggage without confirmed ownership or destination must be rejected.

2. Handling of Cabin Baggage for Hold Loading

- Any cabin baggage removed for hold loading must be clearly identified, linked to an individual passenger who is the owner of the bag and correctly tagged prior to acceptance.
- Unidentified or untagged baggage must not be loaded under any circumstances and must be escalated immediately to supervisory staff.

3. Prohibited Practices

- Loading baggage without passenger association.
- Accepting baggage without proper identification or tagging.
- Using “rush tags” or any alternative method as a substitute for reconciliation.
- Deviating from procedures due to time pressure or operational constraints.

4. Authority and Responsibility

- Safety and security requirements take absolute priority over operational performance.
- All personnel are:
 - Authorised and required to stop or delay operations if compliance cannot be achieved
 - Obligated to refuse any unsafe or non-compliant instruction
- Supervisors and Managers:
 - Must ensure full procedural compliance at all times
 - Must not issue instructions that contradict regulatory or company requirements

REMEMBER:

There are no exceptions to baggage reconciliation requirements. All staff are expected to act decisively to ensure that safety and security standards are fully upheld. Failure to comply with this directive will result in potential regulatory consequences.

Thank you for your commitment to safe and compliant operations!