



**WEEKLY 28**

**STATION: FRA**

## **EMA tag:**

Whenever EMA tag is filled out at the check-in counters, a picture with filled out EMA tag must be uploaded on Avbis, information about it must be send to Back Office via WhatsApp, and the TRC for the flight must be informed as well.

## **iport Inactive Bagtags:**

Please check the inactive bagtags on all iPort flight!  
Make sure that no baggage is deleted by mistake, or baggage that was deactivated due to pap missing at gate was not activated again when the pap was boarded. Always communicate with TRC the correct information.

## **Breakroom – Moving to T3:**

As you all know we are moving to Terminal 3 soon. I would like to remind you to take right all private stuff that you have left in the breakroom otherwise we will have to throw it away.

## **Reading Timatic correctly:**

When Timatic gives negative response please read it carefully. After you have read it, if you are still not sure about the entry regulation contact the visa

department of the airline if available or contact supervisor for support. Do not assume, always be sure before accepting the passengers on the flight.

## **T3 Counters activation:**

In T3 all counters are shut down for the night, so passengers cannot use them when there is no CKI staff or Fraport Floorwalker available. In the morning the floorwalker will call the Baggage Control Center for the counters that he/she is watching after but might not call for all counters. If you scan your T3 registered ID and the counter does not activate, you should call BCC right away to activate the counter.

- **BCC: +49 69 690 70376**

## **SAFETY:**

Staff Member Report - FRA



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