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Revision: 0 | Issued: 27.05.2026

Topic: Pegasus Gate Set Up Terminal 3

Dear all

Below is explanation of the set up that will be used for boarding Pegasus flights at Terminal 3 gates.

- -1 hour the gate is open.
- Flight should be registered as soon as the agents arrive at the gate, and the counters must be prepared with materials.
- Alarms for the side doors must be set on the counter alarm display.
- The scale must be turn on and airline chosen as explained below:



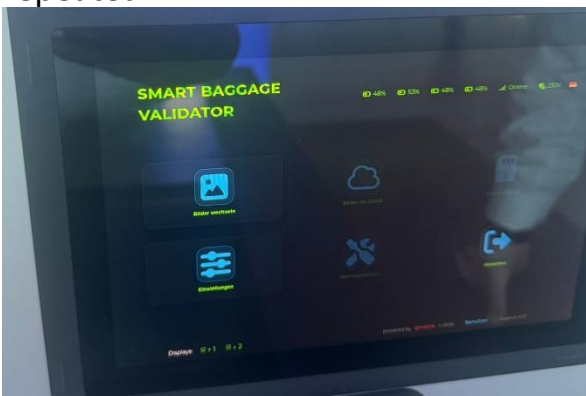
Behind the scale there is a mini screen with two small buttons on the right side.
Step 1: The top button (position pointed with red arrow) must be pressed.



Step 2: When mini display is on a password (4321) must be entered.



Step 3: After completing step 2 the bigger display is on and the same password is repeated.

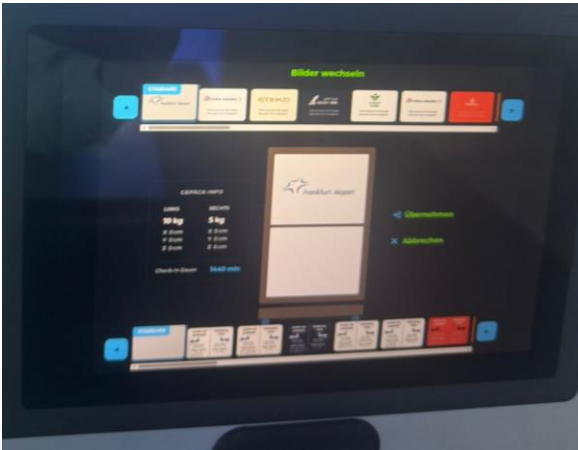


Step 4: To choose airline ``Bilder wechseln`` must be clicked.



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Step 5: On the top you can see the airlines, choose Pegasus (Standard Fraport until it's available).

This way the scale will not turn off while boarding.

- Lining set up for docs check/gate bag is prepared as shown below.



- One gate agent is always next to the scale in front of the lining sorting the passengers.
This agent is responsible to check the cabin bag allowance and documents of the passenger.



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If the passenger is okay to board (cabin bag allowance OK and documents OK), passenger is let to proceed in the line marked with the green arrow.

If passenger must pay for gate bag or documents must be checked, he is sent to the line marked with red arrow. The sorting agent is responsible to inform the gate bag agent or coordinator the reason why the passenger is sent to them to avoid any confusion.

- First computer is being used for boarding, second for document check and third one for gate bag collection.
- As soon as the aircraft is on position preboarding is starting for PRM passengers and families with infants and children. They are preboarded behind the cabinet wall behind the counters.
- When the area is clean the preboarding until the bridge is starting. (**When the bridge area is too hot preboarding in the bridge is not performed. In this case the coordinator is communicating with TRC and Crew, the preboarding in the bridge will start 5 minutes before everything is ready for boarding.**) The coordinator must close the door before the bridge (where possible) or close the bridge with the blue lining and inform the passengers to stay there until the boarding starts.
- Baby cars, walkers and collected gate bags are collected behind the counters. We must order collection via BRS B5 application as before.
- When boarding is completed, the area must be checked for not collected bags, baby cars or personal belongings of the passengers.