



## Topic: Extra To Do's for LOT

Hello all,

First of all, thank you very much for taking care of Tomasz last week!  
He still has noticed a few things we will need to change.

1. When handing over the **LIR** to the Loadmaster, please write your **OPS phone number** on it. It will help you a lot. If you are at the gate, or somewhere upstairs, the Loadmaster will always be able to reach you!
2. Always be aware of your TOBT and CTOT. If you are not able to catch your TOBT/TSAT/CTOT, please move the time before you get suspended. ☺
3. If you miss your CTOT, please call ONN directly to inform them. They will try to help you to get a better, new Slot.
4. ! BO: Please **ALWAYS** send an ED MVT!! Always use the MGT.  
Please also call ACDM, so all FIDS will be changed! **This is important for all airlines.**  
☺
5. ! BO: please do not forget to send the FHR reports at the end of the day. Make sure, you only send them after the TRC has filled out their times! The FHR includes all information that were uploaded in the PTS report. (Also mandatory for TUI).  
Always CC: [norbert.rakoczi@dhs.aero](mailto:norbert.rakoczi@dhs.aero), [laura.schnitger@dhs.aero](mailto:laura.schnitger@dhs.aero)
6. Last request from Tomasz: in case Wisag loads without the baggage belt please send a short information (Flight number, date, what happened) to:  
[t.pinski@lot.pl](mailto:t.pinski@lot.pl), [norbert.rakoczi@dhs.aero](mailto:norbert.rakoczi@dhs.aero) & [laura.schnitger@dhs.aero](mailto:laura.schnitger@dhs.aero)

Thank you!

Laura