



READ AND SIGN

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Topic: TUI LIRs/LDSs

Hello all,

Please always include special loads on your LIR and LDS.

The special loads like WCLB, WCBD, AVIH,... already needs to be on the LIR when creating it.
The TRC should only confirm the Loading (see attached Temporary Revision).

Special Load:

Special Load must always be loaded in CPT 1 or 2.

- Foldable wheelchairs must be loaded separately in H1B, alternatively in H1A provided no crew baggage is loaded, in order to avoid damage to the wheelchairs by moving baggage
- Electrical Wheelchairs always need to be secured.

Preparation of LIR:

- When preparing the LIR, make sure you use the actual amount of baggage. For a not fully booked flight, it doesn't make sense to plan 170 bags.
- For the preparation you can use 1 PAX = 1 BAG

Thank you!

Laura



TUI Airline Ground Operations

Temporary Revision

Additional Instructions for Loading

Notice: GOTR24-016
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Dear partner,

This GOTR highlights amendments in the Ground Handling Manual/Part 1, Revision 04, providing additional clarification regarding loading instructions for double destination flights.

9.1.2 Loading Instruction / LIR

9.1.2.1 General

9.1.2.2 B737-800 (NG)

Simultaneous loading or unloading of FWD and AFT compartment is not allowed!

As a standard baggage shall be distributed as follows:

- First load 35 pcs in Hold 2
- Before starting to load the AFT compartment, keep 15 pieces aside and start to load Hold 3
- When Hold 3 is loaded, put those 15 remaining pieces into Hold 4 (or transfer 15 pieces from Hold 3 to Hold 4)
- In case of volume issues, any overflow to be loaded in FWD compartment (Hold 2)
- For the offload it is imperative to start offloading Hold 4 first, then Hold 3 and finally Hold 2

Loading shall start with the FWD compartment (35 pcs) only, to be followed by loading the AFT compartment.

In Case of not fully booked flights (e.g. start/end of season) and to prevent trim issues more than 35 pcs should be loaded in Hold 2.

To prevent tail tipping risk unloading shall start with the AFT compartment.

The absolute tail tipping limit for the 737-800 aircraft is at 50.8% MAC.

Unloading of the FWD compartment only may start after the unloading process of AFT compartment has been finished.

Note: Additional instructions for loading & unloading of double destination flights see chapter 9.1.2.4

Please note load distribution:

Hold 1 + 2:

- Special Load: Surfboards, Kiteboards, Cargo, Mail, Newspapers, Bicycles, Medical Equipment, Catering Material, Wheelchairs with own battery (WCBD/ WCLB), Dangerous Goods, AVIH, HUM, Heavy Items
- Foldable wheelchairs must be loaded separately in H1B, alternatively in H1A provided no crew baggage is loaded, in order to avoid damage to the wheelchairs by moving baggage
- Passenger Baggage

Hold 3 + 4:

- Passenger Baggage

Exemption: Priority Baggage, wheelchairs and other service baggage may be offloaded first as well from the FWD compartment.

Positioning of ground equipment (see 09.02.03) must also be strictly followed to minimize risk of damage.

Note: Deviations of the loading distribution always are possible on request of crew and due to weight & balance or other reasons.



9.1.2.3 B737-8 (MAX)

Simultaneous loading or unloading of FWD and AFT compartment is not allowed! As a standard baggage shall be distributed as follows:

- First load 35 pcs in Hold 2
- Before starting to load the AFT compartment, keep 15 pieces aside and start to load Hold 3
- When Hold 3 is loaded, put those 15 remaining pieces into Hold 4 (or transfer 15 pieces from Hold 3 to Hold 4)
- In case of volume issues, any overflow to be loaded in FWD compartment (Hold 2)
- For the offload it is imperative to start offloading Hold 4 first, then Hold 3 and finally Hold 2

Loading shall start with the FWD compartment (**35 pcs**) only, to be followed by loading the AFT compartment.

In Case of not fully booked flights (e.g. start/end of season) and to prevent trim issues more than 35 pcs should be loaded in Hold 2.

To prevent tail tipping risk unloading shall start with the AFT compartment.

Unloading of the FWD compartment only may start after the unloading process of AFT compartment has been finished.

Note: Additional instructions for loading & unloading of double destination flights see chapter 9.1.2.4

Please note load distribution: Hold 1 + 2:

Special Load:

- Surfboards, Kiteboards, Cargo, Mail, Newspapers, Bicycles, Medical Equipment, Catering Material, Wheelchairs with own battery (WCBD/ WCLB), Dangerous Goods, AVIH, HUM, Heavy Item
- Whenever possible foldable wheelchairs should be loaded separately in H1B, alternatively in H1A provided no crew baggage is loaded, in order to avoid damage to the wheelchairs by moving baggage.
- Passenger Baggage

Hold 3 + 4:

- Passenger Baggage

Exemption: Priority Baggage, wheelchairs and other service baggage may be offloaded first as well from the FWD compartment.

Positioning of ground equipment (see 09.02.03) must also be strictly followed to minimize risk of damage.

Note: Deviations of the loading distribution always are possible on request of crew and due to weight & balance or other reasons

9.1.2.4 Double Destination Flight

Baggage has to be loaded separately per destination.

Generally load bags of "heaviest leg" in Hold 3 and bags of "lightest leg" in Hold 2.

Unloading of baggage may only be commenced, if the transit passengers continuing to the next destination will stay on board of the aircraft under the supervision of crew.

If the transit passengers have to leave the aircraft due to operational reasons or local requirements, unloading of the baggage may only be started AFTER all passengers are disembarked!

9.1.2.5 Loading Instructions

TUIfly provides two different types of loading instructions.

One for general instruction and one for cargo/mail flights including load in the cabin compartment.

Note: The maximum weights for all compartments and each TUIfly aircraft are available in [GHM Part 1 chapter 11.3.1](#) and [11.3.2](#).

Kind regards,

TUI Airline Ground Operations