



## READ AND SIGN

Revision: 0 | Issued: 12.09.2024

### Topic: EMA TAG TUI

#### How to fill out the EMA TAG:

**ELECTRIC MOBILITY AID TAG**  
TOP COPY FLIGHT DECK / COPY FLIGHT FILE / COPY ATTACH TO DEVICE  
COPY MUST BE ATTACHED TO ELECTRIC MOBILITY AID

1. Make/Model: \_\_\_\_\_ Flight Number: \_\_\_\_\_  
Weight: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer Name: \_\_\_\_\_ Destination: \_\_\_\_\_

2. Battery Type WCLB Watt Hour Rating \_\_\_\_\_ WCLB ☐ SPARE/ADDITIONAL ☐

3. Which one method has been used to inhibit the electrical circuits of the vehicle?  
(Obtain information from BHTA log or manufacturer's written instructions).  
☐ Power switched off with key removed and given to customer  
☐ Detach cable from battery/controller/connectors and protect against short circuit  
☐ Inserted inhibiting plug (e.g. airtight plug)  
☐ Lithium battery removed, taken in to cabin and protect against short circuit  
☐ Other (please state in the box below) \_\_\_\_\_

4. Special Loading Instructions: (e.g. Do not collapse).  
\_\_\_\_\_

5. Person responsible for making the Electric Mobility Aid safe for carriage  
I confirm that I have protected the device from short circuits and have inhibited the electrical circuits as indicated above.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_

6. Confirm that the following loading instructions have been completed:  
Electric mobility aid is loaded upright/collapsed into a separate netted compartment or ULD, segregated from any other loose baggage items and correctly secured using appropriate restraints. (Netting rings are NOT to be used).  
Electric Mobility Aid loaded in Hold \_\_\_\_\_ Battery in hold ☐ Battery in cabin ☐  
end/or ULD position: \_\_\_\_\_ If Battery in cabin\* \*Seat number \_\_\_\_\_

Loading Supervisor/ Team leader / Head loader  
I confirm that the Electric Mobility Aid is loaded and secured in accordance with current TUI instructions and have checked the Electric Mobility Aid does not operate.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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**DO NOT DISMANTLE EMA WITHOUT PASSENGER AUTHORISATION**

#### At the Check in:

1. Check Battery capacity and if the WCH can be accepted:
  - Check the airline regulations and IATA standards
  - If in doubt, please contact the SV
2. PAX needs to fill out PART 1 (crosscheck if it is correct)

#### At the Check in:

Select batterie type:

- If it's a LB, write down Wh

#### At the Check in:

Select how the batterie will be transported  
! Make sure, the way of transportation is according to the airline policies and Table 2.3A (IATA) -> therefore check the special WCH overview from them GOM

#### At the Check in:

Needs to be filled out, in case of any special loading request by the pax (e.g. upside down,...)

#### Before boarding the A/C:

Needs to be signed by the PAX as soon as the batterie is removed/ disconnected...  
(At the CKIN, GATE, or latest before boarding)

#### After Loading:

Needs to be filled out: where is the WCH loaded, where is the batterie (if in Cabin: SEATNUMBER) and signed by the LM that the WCH is lashed and secured.

#### After Loading:

1. Copy stays on the WCH
2. Copy is for the PiC
3. Copy is for the Flight file (Same as a NOTOC)

#### Loadcontroller:

LIR: position of the special WCH needs to be included  
LDS: any WCH needs to be specificized on the LDS  
LDM: Position and amount need to be identified easily