



## Topic: Procedure UNAR

Good morning everyone,

Starting tomorrow and for a testing phase, the UNAR procedure will begin for flights departing only from FCO. UNAR (Unaccompanied Arrival) allows baggage to be sent onboard flights even in the absence of passengers, **but only in cases specified by the ITA Airways Security procedure (attached) and only from FCO.**

The KK at the station will receive an email from FCO weight & balance with the following subject:

“UNAR on board,” containing the following information: PAX NAME/FLIGHT DATE/TAGNO “UNAR procedure activated.” The baggage involved in the procedure will also be visible in the flight manifest of the BRS, in the CPM, and in the LDM of the flight.

It will be the responsibility of the KK to inform the relevant Lost&Found, which must proceed as follows:

• The arrival Lost&Found registers the baggage as On Hand (OHD) and sends an email with the reference number of the storage to the following email addresses: [lostfoundnetworkcontrol@ita-airways.com](mailto:lostfoundnetworkcontrol@ita-airways.com); [Carlo.Santi@ita-airways.com](mailto:Carlo.Santi@ita-airways.com)

• If the baggage is not retrieved by the passenger within 48 hours of arrival, it must be sent to ITA's Head Quarter (LZ warehouse at FCO) along with an email to the following addresses: : [lostfoundnetworkcontrol@ita-airways.com](mailto:lostfoundnetworkcontrol@ita-airways.com); [Carlo.Santi@ita-airways.com](mailto:Carlo.Santi@ita-airways.com)

with the following details:

- storage reference number
- new Tag Rush
- restart flight

**Under no circumstances should AHLs be opened for baggage involved in the UNAR procedure.**

Grazie a tutti per la massima diffusione

Saluti



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