



JOB - CARD BOH (TRC + LC)

easyJet

EASYJET CONTACTS

ICC	+44 1582 525525
Customer Disruption Officers (CDO) (5)	+44 1582 525525; customerdisruption@easyjet.com
Airport Support Line (SLA) (5,1)	+44 1582 525525
Travel document check (UK)	+44 300 3690610 or +44 204 6196020
Network Duty Manager; Network Control Managers	Network.DutyManager@easyJet.com, NetworkControlManagers@easyjet.com

HANDLING

Ramp Services	WISAG
Cleaning	WISAG CLEANING - Only trash pick up & Adhoc cleaning
Technic	TBA
Fueling	Skytanking
Water/Waste	No Water & Waste Service

REPORTING

Access saved in Google (Connected)

- always report everything immediately to Backoffice -> to Laura

BO: write the report in Connected

- SafetyNet -> No. 2 -> Ground Safety Report

Report everything, including INOP Systems at the Airport, unclean position (de-icing), A/C damage, medical emergencies - every small detail **MUST BE REPORTED IMMEDIATELY**

PLEASE WATCH THE FOLLOWING VIDEO:

<https://youtu.be/81WWPoifrel>

FLIGHT PREPERATION

Flights are auto created in Iport

'-> 24H(the day before) before Departure, we will receive A/C planning (REG, Version, etc.) via e-mail

Always update those information in iPort!

(AZ A/C - SEAT 31D MUST BE HARD BLOCKED)

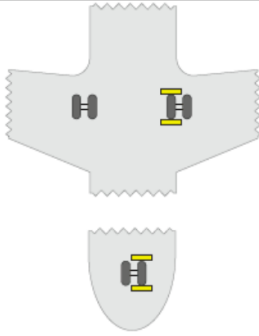
PNL will be proceeded automatically, as a back up it will be send to our TELEX

RAMP PROCEDURES - SPECIALLY FOR EASYJET

FOD CHECK	TRC on POS latest -5 STA - due FOD check
A/C ARRIVES	-> Engines shut off, Anti-collision light off
only APU Running	-> one loader places chocks on nose wheel
-> thumb up from loader, everyone can approach A/C incl. TRC	
APU shut off	-> Handsignal: Chocks on, GPU connected
Arrival Walkaround (Departure WOA)	-> Prior to Deboarding (as late as possible prior P/B)
Fueling & Fuelfigures	On arrival fuel cards will be displayed in cockpit window, -no fueling -> displayed 0.0

CONES + CHOCKS

Normal Operations



Aircraft with single axle main gear bogie

Note:

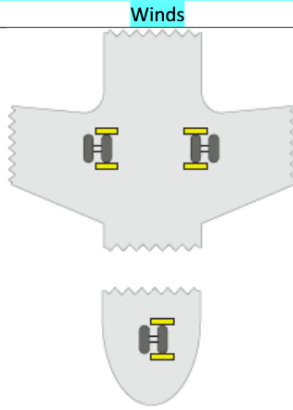
Illustration purposes only

Chocks must be positioned forward and aft of the same wheel

Inside or outside main gear chocks are acceptable

Chocks may be positioned on the left hand or right-hand side of the main gear

Parking Aircraft Out of Service/Night-Stop/High Winds



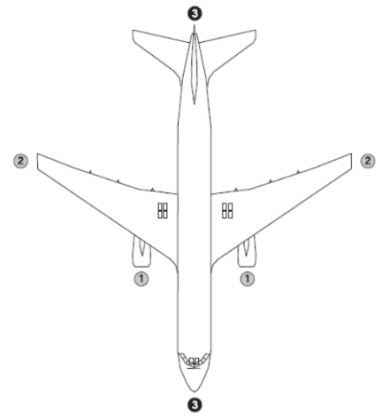
Aircraft with single axle main gear bogie

Note:

Illustration purposes only

Inside or outside main gear chocks are acceptable

4.3.2 Cone Placement for Wing-Mounted Twin Engine Jet Aircraft



CONE NUMBER	DESCRIPTION
1	Cones max. 1 m (3 ft) in front of engine
2	Cones max. 1 m (3 ft) from wingtip
3	Additional cones to be placed at the applicable end(s) of the aircraft where immediately adjacent to a service road

APU INOP FORM

In case APU is INOP, briefing needs to be conducted, with ground crew prior to A/C arrival form filled out and attached to flight file.

ATTENTION INOPERATIVE APU Ground Crew Briefing

Aircraft Registration:
Flight Number:
Parking Stand:
Signed:
Print Name:

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INOPERATIVE APU BRIEFING FORM - V1 (Jul2023)

The APU is **INOPERATIVE** on this aircraft

Ground crew assigned to this turnaround have been briefed on the following safety precautions:

On Arrival

- > A nominated person will position wheel chocks at the nose landing gear and connect the FEOP/GPU before engine shutdown
- > Remaining ground crew must stay clear of the aircraft until engines have been shut down, are spooling down the anti-collision beacons have been switched off and the thumbs up has been given by the nominated person indicating that it is safe to approach the aircraft

On Departure (if ASU is required)

- > Only ground crew involved in the operation of the ASU and pushback team are permitted within the ERA during engine start
- > All ground crew and equipment involved in the engine start shall remain clear of the engine danger areas
- > Establish communication with flight deck and agree the engine start sequence
- > Where possible, the ASU shall be positioned on the opposite side of the aircraft to the engine being started

EMPTY HOLD CHECK - NO TOUCH POLICY

EMPTY HOLD CHECK:

To be conducted after offload immediately

NO TOUCH POLICY:

To be supervised during the whole turnaround

STEP PERMIT

When removing or repositioning steps/ airbridge cabin crew always hands over pass to ground crew for each move or removal.

Doors must always be closed.

All passes must be attached to the flight file and uploaded to AvBIS.

Permit to Remove Steps

- ES Permiso para retirar escaleras
- FR Permission d'enlever les escaliers

- DE Erlaubnis zur Entfernung der Luftfahrzeugtreppe
- IT Conferma per la rimozione della scala

- 1 Cabin crew are to provide permit to the Ground Handling agent.
- 2 The member of Ground Handling Staff who is responsible to reposition/remove steps must remain at the top of the steps until door is flush with fuselage
- 3 Slides rails to be retracted.
- 4 Stabilisers (if fitted) to be raised once clear of all personnel.
- 5 Reposition/Remove steps from aircraft

Note: One permit per steps movement is required

Departing Flight No:

Date:

Crew ID No and Signature:

Front Steps/Rear Steps/Airbridge*

*delete as appropriate

Please tick as appropriate

Repositioning ☐

Removal ☐

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EMA FORM

Top section of the loading form should be completed by the person who will make the item safe for carriage. This is usually the PRM provider but Ground Crew at bag drop can help provide the details.

Bottom section must be completed by LM to confirm the item is loaded correctly and that they have checked the item has been made safe.

Use the BHTA website for more information on wheelchairs.

Copies of the form shall be:

One copy remain on device

One copy to flight deck

One copy to PRM provider

One copy to be retained in flight file

easyJet ELECTRIC MOBILITY AID LOADING FORM			
TOP COPY FLIGHT DECK / COPY FLIGHT FILE / COPY PRM PROVIDER COPY LABEL BE ATTACHED TO ELECTRIC MOBILITY AID			
Make / Model	<u>Cordoba</u>	Flight Number	<u>EZY 8526</u>
Weight	<u>136 Kg</u>	Date	<u>29FEB16</u>
Customer Name	<u>Janette Weaver</u>	Destination	<u>LGW</u>
Which one method has been used to inhibit the electrical circuits of the vehicle? (See reverse of form and refer to guidance from BHTA if required) <input checked="" type="checkbox"/> Power switched off with key removed and given to customer <input type="checkbox"/> Detach cable from battery/controller/connectors and protect against short circuit <input type="checkbox"/> Inserted inhibiting plug (e.g. airsafe™ plug) <input type="checkbox"/> Other (please state)			
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 <u>Airport Person</u> Signature <u>Airport person</u>			
Confirm that the following loading instructions have been completed: <input checked="" type="checkbox"/> Electric mobility aid is loaded upright into a separate netted compartment <input checked="" type="checkbox"/> segregated from any other baggage items and is correctly secured using appropriate restraints (Netting rings are NOT to be used) Electric Mobility Aid is loaded in hold: <u>Hold 4</u>			
Loading Supervisor / Team leader / Head loader I confirm that the Electric Mobility Aid is loaded and secured in accordance with current easyJet instructions and have checked the Electric Mobility Aid does not operate. Name <u>Trained Loader</u> Signature <u>Trained Loader</u>			

LOADING AND LOAD CONTROL

LIRF (Preprinted A319, A320, A321)

Standard loading:

A319: Up to 150 bags in the rear hold

(up to 100B in H4, max. 50B in H5), rest H1.

A320: approx. 85B in H1, next 60B in H3; remaining H4

A321: up to 100B H3, next 50B H4, rest H2

How to fill out LIRF:

Red section – completed by load planner prior to aircraft arrival

Blue section – completed by loaders after all bags have been received and when the intended loading position is known

Purple section – completed by the Appointed Person prior to pushback (after all bags have been loaded but before aircraft departure)

LOADING INSTRUCTION REPORT FORM		DATE	A/C REG.	FLT NO.
easyJet A319		<u>10APR16</u>	<u>GEZAL</u>	<u>EZY2403</u>
DEPARTURE STATION	DESTINATION	PREPARED BY		
<u>LTN</u>	<u>FCO</u>	<u>DISPATCHER</u>		
Loading Instruction 		Loading Report (Actual Loading) 		
Special Instructions (including any deviations) EMA loaded in Hold 1 GATE BAGS H4		I confirm that the aircraft has been loaded as per these instructions, including the deviations shown. Bulk load has been secured, including netting of holds, in accordance with Company Regulations. All holds (overstall and aft) have been visually inspected and were empty prior to loading. Print name: <u>Alan Loader</u> Signature: <u>A Loader</u> "MAX. LOADING HEIGHT" RESPECTED? <input checked="" type="checkbox"/>		
Hold Baggage Manifest Declaration Form Check-in figure (From DCS System) <u>121</u> Total Number of Bags actually loaded: Number of accompanied hold bags (131) + Number of unaccompanied (bulk) hold bags (NIL) TOTAL BAGS: 131		APPOINTED PERSONS DECLARATION I am satisfied that all reasonable steps have been taken to ensure that: 1. All hold baggage loaded has been accounted for; 2. All hold baggage loaded is appropriate for the flight and has been identified as accompanied / unaccompanied; 3. All checked in passengers have boarded the aircraft or where they have not, the associated hold baggage has been removed from the aircraft; 4. All unaccompanied hold baggage is being carried in a clearly identified manner as such on the manifest; and 5. Each item of unaccompanied hold baggage has been subjected to the appropriate security controls. Confirmation of this is included on the manifest. PRINT NAME: <u>Wallis Harvey</u> SIGNATURE: <u>W. Harvey</u> DATE: <u>10APR16</u>		

LFC FORM

Ver 03/24

easyJet A320 Loading Form and Certificate

DATE	18OCT2024
ACFT TYPE	A320
ACFT REG	G-TEST
FLT NBR	EZY123
ROUTE	LGW-MXP
CONFIG	186

PASSENGERS	
TOTAL PAX	186
MALE	83
FEMALE	85
CHILD	18
INFANT	NIL

PASSENGER DISTRIBUTION	
OA (ROW 1 - 10)	62
OB (ROW 11 - 20)	62
OC (ROW 21 - LAST ROW)	62

BAGGAGE WEIGHTS	
AVERAGE BAGGAGE WEIGHT	13 KG
ACTUAL WEIGHTS <input checked="" type="checkbox"/>	APPROVED WEIGHTS <input type="checkbox"/>

BAGGAGE DISTRIBUTION			
TOTAL BAGGAGE	85	PCS	1105
CP1	85	PCS	1105
CP3	NIL	PCS	NIL
CP4	NIL	PCS	NIL
CP5	NIL	PCS	NIL

MISC ITEMS		
DESCRIPTION	LOCATION	WEIGHT
CARGO	CP3	25 KG
NIL	NIL	NIL

WCHC	WCHS	WCHR	OTHER	JS/F	JS/C
1	NIL	NIL	NIL	NIL	NIL

INCLUDE JS/F & JS/C IN TOB

LAST MINUTE CHANGES	
LMC PASSENGER DISTRIBUTION	
OA (ROW 1 - 10)	-1
OB (ROW 11 - 20)	NIL
OC (ROW 21 - LAST ROW)	NIL
TOTAL PAX AFTER LMC	185

LMC BAGGAGE DISTRIBUTION CHANGE (+/-)			
CP1	+10/AGB	PCS	110
CP3	NIL	PCS	NIL
CP4	NIL	PCS	NIL
CP5	NIL	PCS	NIL
TOTAL	+10/AGB	PCS	110

LMC MISC ITEMS		
DESCRIPTION	LOCATION	WEIGHT
COMAIL	CP1	11KG
NIL	NIL	NIL

I CERTIFY THAT THE AIRCRAFT IS LOADED IN ACCORDANCE WITH THE LOAD INSTRUCTION REPORT FORM AND THE RECORDED PASSENGER DISTRIBUTION IS AS PER THE DEPARTURE CONTROL SYSTEM

NAME: J.BLOGGS

SIGNATURE: J.BLOGGS

INITIAL ZFW/CG	T	%
INITIAL TOW/CG	T	%

TOTAL LMC FROM EFB	
KG	%

FINAL ZFW/CG	T	%
FINAL TOW/CG	T	%

TOTAL POB (PAX + CREW)	
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Security Search Declaration	
Origin of previous flight	
Is an Aircraft Security Search required for this departure?	Yes <input type="checkbox"/> NO <input type="checkbox"/>
If 'yes', time search completed:	(HH:MM)

LOADING FORM AND CERTIFICATE AND SECURITY DECLARATION

APPROVED BY COMMANDER: _____

SIGNATURE: _____

The left section **RED** is prepared using the checked in figures after Bag Drop has closed. These must be delivered to the flight crew as soon as possible but no later than -15 STD.

The top right LMC section **Green** is completed by the dispatcher/TCO to confirm the actual load on board after boarding and the LIRF have been completed. This final reconciliation must be take place on the flight deck.

Flight crew will complete all **GREY** boxes as well as the Security Search Declaration

LMC - LAST MINUTE CHANGES

Baggage weights:

Intercontinental – 15kg, European – 13kg, Domestic – 11kg, Cabin/Gate bag offloads – 11kg

LMC limits:

Passenger changes – up to 10 added or 20 removed

Baggage changes – no restriction/limit (up to physical hold limitations)

Other LMC's:

Cello – 10kg, Assistance dog (PETC) – 35kg

Removing infants – removing infants in the LMC (pax) distribution section is required when an infant has not boarded and will be used to update the Actual Total On Board (TOB).

BINGO SHEETS

Bingo sticker from each bag must be stuck to the page and **needs to be attached to the flight file**. This should be completed by the loading team.

easyJet Hold Baggage Manifest				
Date	Destination	Page	of	
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40

Checked by: _____

POST FLIGHT MESSAGES

Only need to send simple **ARR MVT** and **DEP MVT** according to following instruction including PSM:

MVT EZY2403/01.GEZGM.LTN AD0530/0534 EA0740 AGP PX128 SI B/116 INF/01 PSM- 1WCHC APU INOP REQ. GPU/ASU	Example: MVT EZY8637/28.GEZTR.LGW AD0612/0637 EA0803 MUC PX167 SI INF/0 B/16 FIREARM/0 PSM WCHR/0 WCHS/0 WCHC/0 BLND/0 DPNA/0 WCMP/0 WCBD/0 WCBW/0 WCLB/0 DEAF/0 PETC/0 NUT/0
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Templates are saved in Arinc

FLIGHTS OPERATED WITH AZ A/C

Operated on A320 rebuild as bulk loader (in case not rebuild - only load CPT 5.

Walkaround Form

Only for AZ A/C use AZ WOA form

LIRF:

'-60 STA LIRF will be sent from **AZ CLC Rome** via **e-mail** to fra-ops@dhs.aero

'-Loading according to AZ standard Loading sequence ->

LDS:

'fill out AZ LDS Form + LIRF final and send it to CLC Rome, latest -25 STD

LDS will be send via ACARS and e-mail and must be printed 2x and handed to the PiC

EMA - same procedure as normal EasyJet flights

ITA Airways			
Hold	Loading Sequence	Loading Position	Number of Bags
Hold 1	3	11	25 Bags
	2	12	30 Bags
	1	13	30 Bags
Hold 3	4	31	30 Bags
	5	32	30 Bags
Hold 4	7	41	30 Bags
	6	42	30 Bags
Hold 5	8	5	Remainder

LMC:

'+/- 500KG load

'+/- 6 PAX

'-> otherwise call CLC directly to resend the LDS via ACARS

Contacts CLC Rome:

+39 06 6595 60374

+39 06 6595 60373

FCO.RIT.LoadControl@airporthandling.it

Additionally for flight messages: HDQNLAZ