



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 PREPARATION

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!

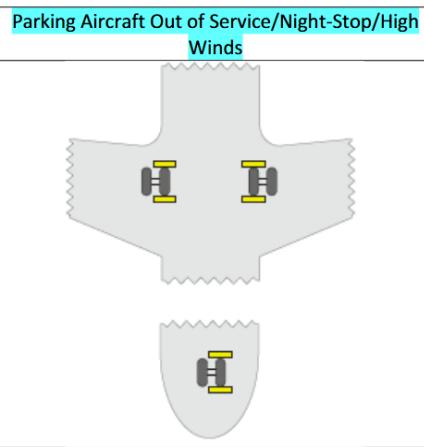
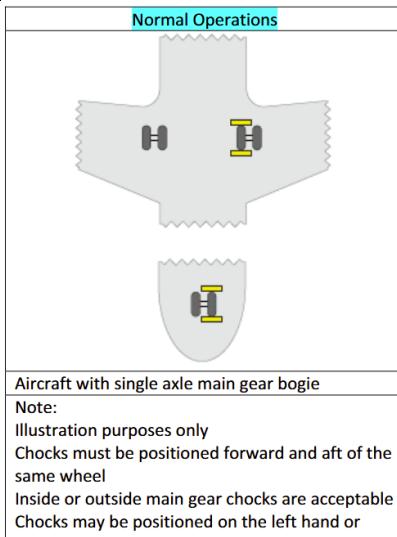
(AZ A/C - SEAT 31D MUST BE HARD BLOCKED)

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

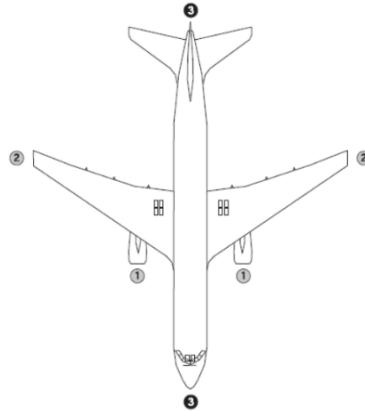
RAMP PROCEDURES - SPECIALLY FOR EASYJET

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



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:	

easyJet

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 FEGP/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 aircraft involved in the engine start shall remain clear of the engine danger area
- > 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

Departing Flight No: _____

Date: _____

Crew ID No and Signature: _____

Front Steps/Rear Steps/Airbridge*
*delete as appropriate

Please tick as appropriate

Repositioning Removal

easyJet

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.

easyJet		ELECTRIC MOBILITY AID LOADING FORM	
TOP COPY FLIGHT DECK / COPY FLIGHT FILE / COPY MOBILITY AID COPY MUST BE ATTACHED TO ELECTRIC MOBILITY AID			
Make / Model	Cordoba	Flight Number	EZY 8926
Weight	136 Kg	Date	19FEB16
Customer Name	Janette Weaver	Destination	IGW
Which one method has been used to protect the electrical circuits of the vehicle? (See reverse of form and refer to guidance from BAA 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	Airport Person	Signature	Airport person
Confirm that the following loading instructions have been completed:			
<input checked="" type="checkbox"/> Electric mobility aid is loaded upright into a separate netted compartment 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: <input type="checkbox"/> Hold 4			
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	Trained Loader	Signature	Trained Loader

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

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: 10APR16	A/C REG: GEZAL	FLT NO: EZY2403
easyJet A319		DEPARTURE STATION: LTN	DESTINATION: FCO	PREPARED BY: DISPATCHER
<p>Up to the first 150 bags should be loaded in HOLD 1</p> <p>Up to the first 150 bags should be loaded in the rear hold with MAX 50 HOLD 5</p>		<p>1</p> <p>4</p> <p>5</p>		
<p>Special instructions: (including any deviations)</p> <p>EMA loaded in Hold 1 GATE BAGS H4</p>		<p>Loading Report (Actual Loading)</p> <p>HOLD 1 1X EMA 110kg</p> <p>HOLD 4 80 pcs</p> <p>HOLD 5 50 pcs</p> <p>I confirm that the aircraft has been loaded as per these instructions, including the deviations shown. Bulk bags have been secured, including netting of holds, in accordance with Company Regulations. All holds (forward and aft) have been visually inspected by the loader prior to loading.</p> <p>MAX. LOADING HEIGHT? REQUESTED? <input checked="" type="checkbox"/></p> <p>Print name: Alan Loader Signature: A Loader</p>		
<p>Hold Baggage Manifest Declaration Form</p> <p>Check-in figure (From DCS System) 121</p> <p>Total Number of Bags actually loaded: Number of accompanied Hold bags: (bag tags on bmc cards, gate/line and limited release bags) 131</p> <p>+ Number of unaccompanied (Bm) Hold bags: NIL</p> <p>= 131</p> <p>TOTAL BAGS: 131</p> <p>APPOINTED PERSONS DECLARATION</p> <p>I am satisfied that all reasonable steps have been taken to ensure that: A All hold baggage loaded has been accounted for. B All hold baggage loaded is appropriate for the flight and does not exceed the maximum weight. C All unaccompanied passengers have checked the aircraft (or where they have not, the associated hold baggage has been checked by the appointed person). D Where unaccompanied hold baggage is being carried, it has been clearly identified as such on the manifest and the manifest has been checked by the appointed person and submitted to the appropriate security controls. Confirmation of this is enclosed on the manifest.</p> <p>Manifest Declaration Form must be completed and signed immediately before pushback.</p> <p>PRINT NAME: Wallis Harvey SIGNATURE: W. Harvey DATE: 10APR16</p>				

LFC FORM

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

easyJet A320 Loading Form and Certificate																																																																																																					
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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 sticked 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	Example:
EZY2403/01.GEZGM.LTN	MVT
AD0530/0534 EA0740 AGP	EZY8637/28.GEZTR.LGW
PX128	AD0612/0637 EA0803 MUC
SI B/116 INF/01	PX167
PSM- 1WCCHC	SI INF/0 B/16 FIREARM/0
APU INOP REQ. GPU/ASU	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

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 ->	<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="4">ITA Airways</th> </tr> <tr> <th>Hold</th> <th>Loading Sequence</th> <th>Loading Position</th> <th>Number of Bags</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Hold 1</td> <td>3</td> <td>11</td> <td>25 Bags</td> </tr> <tr> <td>2</td> <td>12</td> <td>30 Bags</td> </tr> <tr> <td>1</td> <td>13</td> <td>30 Bags</td> </tr> <tr> <td rowspan="2">Hold 3</td> <td>4</td> <td>31</td> <td>30 Bags</td> </tr> <tr> <td>5</td> <td>32</td> <td>30 Bags</td> </tr> <tr> <td rowspan="2">Hold 4</td> <td>7</td> <td>41</td> <td>30 Bags</td> </tr> <tr> <td>6</td> <td>42</td> <td>30 Bags</td> </tr> <tr> <td>Hold 5</td> <td>8</td> <td>5</td> <td>Remainder</td> </tr> </tbody> </table>	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
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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																																					
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																																					