



## Topic: easyJet Start

Dear All

First of all, thank you for your amazing work the last days! We had a successful start with our new customer – easyJet – because of you. 😊

With this R&S I would like to share a couple of points with you.

### **1. Communication between TRC and B-COOR**

STD -40 (CKIN Closure): Send PW Summary to the TRC

STD -20: Send bagtag numbers of missing PAX

STD -19: Perform Seatcheck

STD -15: Close Gate and send final PW Summary

### **2. AGB**

On easyJet carry-ons that need to be paid at the gate (AGB) will still go into the cabin. Please don't label them but let the passenger take them on board.

*Note: Please don't check in handbags free of charge. Only so many HBAGs are sold that also fit into the aircraft. Should there be too many bags, with the "Offload Tag" label the bags which are offloaded from the cabin. These tags do not need to be registered in DCS.*



### **3. Door Closure**

On easyJet the door closure is rather important, and all doors should always be closed at the latest by STD-4. For example, even if the flight has a slot and it would not leave on time, if the doors were not closed by STD-4 we will need to explain the delay.

Supervisors, Back Office, please clear communication when it comes to DC about what happened, so Back Office can send the MVT accordingly.

### **4. Emergency Exits**

If the flight is not full, and you end up with empty emergency exit rows, no worries, the cabin crew will take care. The airline actually doesn't want us to proactively fill them, but leave it to the crew to decide and fill them if needed.