



Pegasus Gate Guide

Regular gate with 4 people: 1x B-COOR, 1x GATE and 2x GBAG

B-COOR	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none"> Briefing with the others before starting any activities Coordinating the activities at the gate Communicating with the TRC and involved 3rd parties (e.g. bus, FRACares, Brückenfahrer, BRS Mann, etc.) Making announcement using Fraport's digital announcement application Proactively asking for boarding okay, to ensure an on-time boarding start no later than ETD-30 (in case of bus ETD-40) Controlling all online checked in passengers against system's timatic response – this includes the swiping of travel documents In case of disruptions, ensuring that passenger rights are available and making appropriate delay announcements to keep the passengers informed

GATE	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none"> Preparing the gate area for boarding Ensuring that the waiting area is free, so preboarding can start Boarding all passengers with an airport printed boarding pass in DCS and checking that passengers hold travel document with the same name as on the boarding pass Online checked in passengers to be sent to the B-COOR

GBAG I.	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none"> Preparing a few receipts in advance so it is quicker later – everything except of the name can be written already (instead of name, use PNR) Stay at the computer to collect the payments from the passengers – if more passengers are queueing up cash payments can be registered after the boarding as well

GBAG II.	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none"> Set up a lining in front of the gate (see examples on the last page) Control all passengers at the beginning of the lining including the weighing of all handbags: <ul style="list-style-type: none"> Handbags are compliant and has airport boarding pass: send to GATE Handbags are compliant but has online boarding pass: send to B-COOR Handbags are not compliant: send to GBAG I.



Pegasus Gate Guide

Regular gate with 3 people: 1x B-COOR, 1x GATE and 1x GBAG

B-COOR	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Briefing with the others before starting any activities• Coordinating the activities at the gate• Communicating with the TRC and involved 3rd parties (e.g. bus, FRACares, Brückenfahrer, BRS Mann, etc.)• Making announcement using Fraport's digital announcement application• Proactively asking for boarding okay, to ensure an on-time boarding start no later than ETD-30 (in case of bus ETD-40)• Controlling all online checked in passengers against system's timatic response – this includes the swiping of travel documents• In case of disruptions, ensuring that passenger rights are available and making appropriate delay announcements to keep the passengers informed

GATE	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Preparing the gate area for boarding• Ensuring that the waiting area is free, so preboarding can start• Boarding all passengers with an airport printed boarding pass in DCS and checking that passengers hold travel document with the same name as on the boarding pass• Online checked in passengers to be sent to the B-COOR

If there is only one GBAG rostered on a flight, it won't be possible to weigh every single handbag and collect the payments at the same time. Please use "eye measure" to identify bags in the line that are more than 3 or 8 kgs and proactively bring those passengers out of the line to weigh their bags.

GBAG	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Preparing a few receipts in advance so it is quicker later – everything except of the name can be written already (instead of name, use PNR)• Set up a lining in front of the gate (see examples on the last page)• Control the boarding pass of all passengers to identify what their handbag allowance is<ul style="list-style-type: none">○ If a passenger has more than what their allowance is, collect the payment○ Use "eye measure" to determine if a bag is heavier than 3 or 8 kgs, and weigh those bags• Collect and register payments in DCS



Pegasus Gate Guide

Lufthansa gate with 4 people: 1x B-COOR, 1x GATE and 2x GBAG

B-COOR	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Briefing with the others before starting any activities• Coordinating the activities at the gate• Communicating with the TRC and involved 3rd parties (e.g. bus, FRACares, Brückenfahrer, BRS Mann, etc.)• Making announcement using Fraport's digital announcement application• Proactively asking for boarding okay, to ensure an on-time boarding start no later than ETD-30 (in case of bus ETD-40)• Controlling all online checked in passengers against system's timatic response – this includes the swiping of travel documents• In case of disruptions, ensuring that passenger rights are available and making appropriate delay announcements to keep the passengers informed

GATE	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Preparing the gate area for boarding• Ensuring that the waiting area is free, so preboarding can start• Boarding all passengers with an airport printed boarding pass in DCS and checking that passengers hold travel document with the same name as on the boarding pass• Online checked in passengers to be sent to the B-COOR

GBAG I.	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Preparing a few receipts in advance so it is quicker later – everything except of the name can be written already (instead of name, use PNR)• Stay at the computer to collect the payments from the passengers – if more passengers are queueing up cash payments can be registered after the boarding as well

At the Lufthansa gates it won't be possible to weigh the bags. Please make sure to bring the white box.

GBAG II.	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Set up a lining in front of the gate (see examples on the last page)• Control all passengers at the beginning of the lining and ask all passengers to try to fit their small handbag (3 kgs) into the white box:<ul style="list-style-type: none">○ Handbags are compliant and has airport boarding pass: send to GATE○ Handbags are compliant but has online boarding pass: send to B-COOR○ Handbags are not compliant: send to GBAG I.



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Lufthansa gate with 3 people: 1x B-COOR, 1x GATE and 1x GBAG

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At the gate	No later than STD-60
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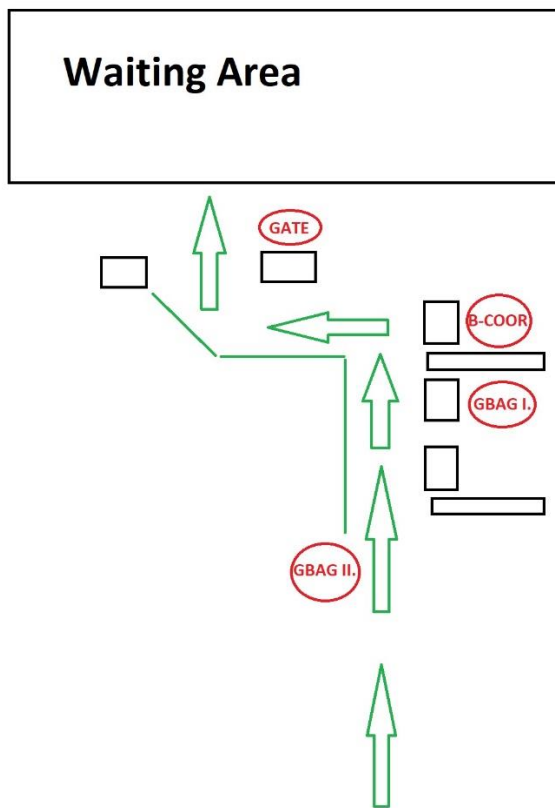
At the Lufthansa gates it won't be possible to weigh the bags. Please make sure to bring the white box. If there is only one GBAG rostered on a flight, it won't be possible to try every single handbag into the box and collect the payments at the same time. Please use "eye measure" to identify bags in the line that are bigger than the allowed dimensions and proactively ask those passengers to try their bags into the box.

GBAG	
At the gate	No later than STD-60
Duties	<ul style="list-style-type: none">• Preparing a few receipts in advance so it is quicker later – everything except of the name can be written already (instead of name, use PNR)• Set up a lining in front of the gate (see examples on the last page)• Control the boarding pass of all passengers to identify what their handbag allowance is<ul style="list-style-type: none">○ If a passenger has more than what their allowance is, collect the payment○ Use "eye measure" to determine if a bag is bigger than the allowed dimensions, and ask those to try their bags into the box• Collect and register payments in DCS



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Regular Gate



Lufthansa Gate

