

	MEMO Subject: ED MVT	REG No: 08/ONP/2023 Rev: 1.0
		EFFECTIVE DATE: immediately

TO: Ground Service Providers & Station Managers  
FROM: Ground Operations Department  
ISSUE DATE: 11.05.2023  
REG: 08/ONP/2023  
REVISION: 1.0  
SUBJECT: ED MVT  
EFFECTIVE DATE: immediately

Dear Handling Agents and Business Partners,

In order to maintain continuity of aircraft movement information, it is required:

**ED MVT MUST BE ALWAYS SENT IF DELAY EXCEEDS 15 MINUTES FROM STD (OR PREVIOUS ED)**

**ED MVT MUST BE SENT TO:**

**WAWOMLO**

**WAWOOL**

**Shall you have problems with sending ED MESSAGE please contact immediately  
GROUND OPERATIONS DUTY MANAGER:**

**[ONN@LOT.PL](mailto:ONN@LOT.PL)**

**PH: +48 22 606 6301**

**+48 22 606 6302**

**MOB: +48 536 368 186**

**PLEASE NOTIFY ACCORDINGLY ALL STAFF HANDLING LOT FLIGHTS RESPONSIBLE FOR OPERATIONAL MESSAGES**

Rev. No.	Effectivity	Reason
1.0	11.05.2023	New document

Risk acceptance:

CURRENT RISK INDEX <u>before</u> change		PROJECTED RISK INDEX <u>after</u> change		ACCEPTANCE AUTHORITY (includes acceptance of Risk)	
CRITICAL		CRITICAL		Name	Sebastian Jadczyk
SERIOUS		SERIOUS		Position	Ground Operation Nominated Person
MODERATE	X	MODERATE		Signature	<i>Electronically agreed</i>
LOW		LOW	X	Date	11.05.2023

Approval notice:

	Name	Function	Date
Prepared by:	Bernadetta Podskrobko / Justyna Kochańska	Safety and Standards Senior Specialist / Ground Operations Duty Manager	11.05.2023
Checked by:	Justyna Kochańska	Ground Operations Duty Manager	11.05.2023
Approved by:	Sebastian Jadczyk	Ground Operations Nominated Person	11.05.2023

SOURCE: GHM 10.2