

TO: **Ground Service Providers & Station Managers**
FROM: Ground Operations Bureau
ISSUE DATE: 19.12.2023
REG: 19/ONPS/2023
REVISION: 1.0
SUBJECT: Aircraft malfunctions (MEL) automatic reporting system.
EFFECTIVE DATE: 21.12.2023

Risk acceptance:

CURRENT RISK INDEX <u>before change</u>		PROJECTED RISK INDEX <u>after change</u>		ACCEPTANCE AUTHORITY <i>(includes acceptance of Risk)</i>	
CRITICAL		CRITICAL		Name	Sebastian Jadczak
SERIOUS		SERIOUS		Position	Ground Operation Nominated Person
MODERATE	X	MODERATE		Signature	<i>Electronically agreed</i>
LOW		LOW	X	Date	20.12.2023

Approval notice:

	Name	Function	Date
Prepared by:	Julia Gąsińska	Junior Specialist	19.12.2023
Checked by:	Bernadetta Podskrobko Justyna Kochańska	Ground Ops Safety and Procedures Manager Regional Manager ONN3	20.12.2023
Approved by:	Sebastian Jadczak	Ground Operations Nominated Person	20.12.2023

Dear Ground Service Providers,

Due to safety considerations, we are introducing an early automatic notification system regarding aircraft restrictions (*example: beacon light inop*).

You will be notified prior to aircraft arrival to prepare for special handling if necessary.

There will be two types of notifications:

1. AIRCRAFT RESTRICTIONS REPORT sent daily via e-mail to all Handling Providers at **22:10 UTC**

- Report is sent to all airports where LO aircraft is planned within the next 48 hours
- Report contains information about specific aircraft malfunctions

Example of the report:

LOT Polish Airlines Aircraft Restriction List - Daily Report

DATE OF REPORT: 11NOV2023 22:10 UTC

AIRCRAFT REGISTRATION	DESCRIPTION	STATUS
SP-LSF	LOWER OR UPPER RED BEACON INOP	ACTIVE
SP-LVB	APU INOP AFTER AA PLS GPU AND AIR STARTER	ACTIVE

In case you are not able to handle the specified aircraft planned at your station - Contact LOT OCC (+48 22 606 6612; ops.dm@lot.pl) or the appropriate station manager or ONN (+48 22 606 6301/6302; onn@lot.pl) immediately.

2. **UPDATE REPORT** sent via e-mail to all Handling Providers if any changes in the status of aircraft restrictions, whether they have been fixed or if new issues have arisen in the meantime.

Example of the report:

LOT Polish Airlines Aircraft Restriction List - Daily Report Update

DATE OF REPORT: 11NOV2023 14:40 UTC

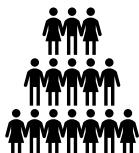
AIRCRAFT REGISTRATION	DESCRIPTION	STATUS
SP-LSF	LOWER OR UPPER RED BEACON INOP	ACTIVE
SP-LVB	APU INOP AFTER AA PLS GPU AND AIR STARTER	RESOLVED 2023-09-15 15:30 UTC
SP-LVE	APU GEN INOP. AFTER AA PLS GPU. NO AIRSTARTER NEEDED	NEW 2023-09-26 15:57 UTC

In case you are not able to handle the specified aircraft planned at your station - Contact LOT OCC (+48 22 606 6612; ops.dm@lot.pl) or the appropriate station manager or ONN (+48 22 606 6301/6302; onn@lot.pl) immediately.



Reports will be sent to OPS and RAMP e-mail addresses.

Please contact your LOT Station Manager or LOT Regional Station Manager if you want to update/change the e-mail address we use to send reports.



Handling agent must read the reports and verify if the aircraft with the malfunction is planned for their station.

All employees who will be involved in handling that aircraft must be informed of the malfunction BEFORE they start handling activities.