

# STATION INSTRUCTION

Station Instruction #	SI286		
Title	Air Carrier Mail & Materials		
Date of Issue			
Effective start date	October 25, 2023		
Effective end date	UFN		
Written by	Sofia Stone		
Reviewed by	Nicholas Pelham	OPR No	567

*The contents of this document are highly confidential and must not be shared with anyone else, except strictly for the purposes of providing ground handling services to easyJet. Copyright and all other intellectual property rights in the material belong to easyJet Airline Company Limited.*

## Reason for Issue

easyJet may require company Air Carrier Mail & Materials (ACM) to be transported on its aircraft. Examples of materials include loading documentation, bag tags/ boarding passes, security seals, posters and other airport material (stationery) including baggage gauges and tensa barriers.

ACM may only be carried within the EU (e.g. EU-EU) or on Domestic UK routes (Including Jersey & Isle of Man). Only easyJet ACM is permitted for carriage on easyJet aircraft.

## **GHM Amendments**

Section	Title	Details
2.7.7	Air Carrier Mail & Materials	New Section

### **2.7.7 Air Carrier Mail & Materials**

easyJet may require company Air Carrier Mail & Materials (ACM) to be transported on its aircraft. Examples of materials include loading documentation, bag tags/ boarding passes, security seals, posters and other airport material (stationery) including baggage gauges and tensa barriers.

ACM may only be carried within the EU (e.g. EU-EU) or on Domestic UK routes (Including Jersey & Isle of Man). Only easyJet ACM is permitted for carriage on easyJet aircraft.

The airport sending stock must:

- (a) Prepare the items in suitable, sealed packaging e.g. a box, sealed jiffy bag etc (baggage gauges do not need to be packaged)
- (b) Print a copy of the 'Air Carrier Mail and Materials Screening Certificate UK' or 'Non-UK' form which may be found on the Connected Portal
- (c) Tag each item with a rush tag and attach the bingo stub to the Air Carrier Mail and Materials Screening Certificate form
- (d) Weigh each item and record the actual weight on the Air Carrier Mail and Materials Screening Certificate form
- (e) Screen each item at security and record the level of screening on the Air Carrier Mail and Materials Screening Certificate form
- (f) Label any items over 23kg in weight with a 'heavy tag'
- (g) Ensure Items are held in a secure location until the flight
- (h) Agree the loading instruction report form with flight deck prior to the start of loading
- (i) Ensure the weight and the loading position of ACM are correctly reported on the Loading Instruction Report Form (LIRF) and Loading Form and Certificate (LFC)
- (j) Retain the Air Carrier Mail and Materials Screening Certificate as part of the flight file

This SI makes a change to the published Ground Handling Manual (GHM). The SI folder should have this instruction placed in it until its effective end date. GOM, GHP & other parties must ensure effective implementation of this SI at a local level. The accountable staff member at each airport must confirm to their easyJet Manager that the SI has been understood and embedded with all applicable Ground Crew. Local cascade may include some or all of the following:

- a signed read and brief, regular team briefing sessions to ensure Ground Crew understand SI content
- specific training and assurance of content comprehension by Ground Crew
- review of local audit checklists & training material to include any changes

# STATION INSTRUCTION

easyJet

If items are not sent as planned, the sending airport must liaise with the easyJet AOCM to ensure items are sent at the earliest opportunity.

The receiving airport must:

- (k) Confirm once the stock has been offloaded from the aircraft and received to the easyJet AOCM

This SI makes a change to the published Ground Handling Manual (GHM). The SI folder should have this instruction placed in it until its effective end date. GOM, GHP & other parties must ensure effective implementation of this SI at a local level. The accountable staff member at each airport must confirm to their easyJet Manager that the SI has been understood and embedded with all applicable Ground Crew. Local cascade may include some or all of the following:

- a signed read and brief, regular team briefing sessions to ensure Ground Crew understand SI content
- specific training and assurance of content comprehension by Ground Crew
- review of local audit checklists & training material to include any changes