

STATION INSTRUCTION

Station Instruction #	SI289		
Title	Crew Baggage		
Date of Issue	27/10/2023		
Effective start date	01/11/2023		
Effective end date	UFN		
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Reason for Issue

From 01/11/2023 easyJet Cabin Crew operating on the following routes will be permitted to check baggage into the hold:

- MAN/SSH
- MAN/HRG
- BFS/HRG
- LPL/HRG
- EDI/HRG
- GLA/HRG

GHM amendments are as follows

Section	Title	Details
1.1.6.12.2	Crew Baggage	Section updated to outline process for acceptance of crew baggage

1.1.6.12.2 Crew Baggage

easyJet cabin crew are permitted to check bag into the hold on designated routes

- Operating crew are permitted 2 pieces of hold luggage per crew member weighing a maximum of 11kgs per item
- The bag must have a crew luggage tag attached
- Cabin crew will report to bag drop to check-in crew baggage
- Ground crew shall complete and attach a cabin bag offload tag and attach to the crew bag
- Crew baggage must be recorded on the crew bag manifest at bag drop as follows:
 - Flight number
 - Destination
 - Date
 - Aircraft registration
 - Crew number
 - Attach the removable sticker from the cabin bag offload tag
- Crew baggage shall be injected to the baggage system via bag drop or out of gauge depending on airport requirements
- The crew bag manifest must be provided to the person responsible for completion of the hold baggage manifest declaration (HBMDF)
- Crew baggage must be reconciled at aircraft side against the crew bag manifest prior to loading

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

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- (i) Crew baggage shall be loaded as follows:
 1. Hold 1 – A320
 2. Hold 2 – A321
- (j) Crew baggage shall be recorded on the Loading Form & Certificate (LFC) in the Last Minute Change (LMC) section using a weight of 11kgs per bag
- (k) Crew baggage loaded onto the aircraft must be recorded on the HBMDF
- (l) Crew bag manifest shall be retained as part of the flight file
- (m) Inbound crew baggage shall be placed on to the carousel with customer baggage

Example of crew bag tag



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