

STATION INSTRUCTION

Station Instruction #	SI290		
Title	Change to A320 Standard Loading Policy		
Date of Issue	01/11/2023		
Effective start date	09/11/2023		
Effective end date	UFN		
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Reason for Issue

On 09/11/2023 easyJet will change it's standard loading policy on the A320 aircraft to align with other A320 operators.

To support the changes made to the A320 standard loading policy:

- The LFC in option 4 of eRes can be used by ground crew to obtain passenger and baggage figures to complete the paper loading form and certificate (LFC) for all aircraft types
- The redesigned auto LIRF to mirror the layout of the manual LIRF for all aircraft types
- The updated manual LIRF will be available on connected portal (**Note:** These must not be used until 09/11/2023)
- eRes has been updated to reflect changes made to the A320 standard loading policy

GHM amendments are as follows

Section	Title	Details
5.4.1.2.1	Standardised Loading	Section updated with change to the A320 standard loading policy

5.4.1.2.1 Standardised Loading

(b) A320

1. Up to first 85 bags loaded in compartment 1
2. Up to next 60 bags loaded in compartment 3
3. Overspill baggage loaded in compartment 4

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