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OPERATIONAL MEMO

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| Memo # | OM 157 |
| Title | Baggage Desks Tasks Guidance |
| Date of Issue | 01 st December 2023 |
| Written by | Iulia Cristescu |
| Reviewed by | Customer Ops |
| English | December 1, 2023 |

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Reason for Issue

This document has been introduced as guidance to Ground Crew of the tasks that need to be performed daily for an effective and efficient operation of Baggage Services at an airport.

Details

Please access the Guidance document on the Connected Portal where there is a detailed list of tasks and actions that need to be conducted by Ground Crew daily, while performing duties for Baggage Services.

All Ground Handlers must have their own individual World Tracer access to be able to efficiently and effectively manage any delayed and damaged baggage.

The document can be found on the Connected Portal :

<https://connected.easyjet.com/shell#/doc//document/776791747>