

STATION INSTRUCTION

Station Instruction #	SI 291						
Title	Air Carrier Mail & Materials – Lost Property						
Date of Issue	02 nd January 2024						
Effective start date	02 nd January 2024		January 3, 2024				
Effective end date	UFN						
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Reviewed by	Ground Ops – Customer Ops, Flight Ops Policy and Standards, Security	OPR No	863				

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Reason for Issue

easyJet may require company Air Carrier Materials - Lost Property to be transported on its aircraft. Transportation is permitted only for Lost Property found on board easyJet aircraft. Items lost within the airport/terminal will remain the sole responsibility of the airport involved and therefore the process described here is not applicable to those items.

GHM Amendments

Section	Title	Details
2.7.8	Transportation of Air Carrier Materials - Lost Property	New Section

2.7. Transportation of Air Carrier Materials – Lost Property

easyJet may require company Air Carrier Materials - Lost Property to be transported on its aircrafts. Transportation is permitted only for Lost property found on board easyJet aircraft. Items lost within the airport/terminal will remain the sole responsibility of the airport involved and therefore the process described here is not applicable to those items.

The airport sending Lost Property Items on board easyJet aircrafts must:

- (a) Prepare the items in suitable, sealed packaging e.g. a box, sealed bag etc
- (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) Print a copy of Air Carrier Materials Lost Property Only Label and attach on the outside of the package to ensure this is easily identified (this can be found on the Connected Portal)
- (h) Complete the "Lost Property Table of Contents" list, print and place this inside the package together with the Lost Property items (this can be found on the Connected Portal)
- (i) Ensure Items are held in a secure location until the flight
- (j) Ensure Dangerous Goods are not accepted for travel and there is a limitation of 15 Portable Electronic Devices per shipment.
- (k) Ensure maximum weight per shipment is 100kg.
- (l) Agree the loading instruction report form with flight crew prior to the start of 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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- (m) Ensure the weight and the loading position of Air Carrier Materials - Lost Property are correctly reported on the Loading Form and Certificate (LFC)
- (n) Ensure that if the aircraft is overweight, lost property items shall be offloaded as the first priority.
- (o) Retain the Air Carrier Mail and Materials Screening Certificate as part of the flight file

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.

Exceptional Items:

There are certain items such as Duty Free, Passports & other items which may not be accepted by Baggage Services due to local regulations. These items will be held by customs. This is explained in the Customer Lost Property Letter (available in the Baggage Section of the Connected Portal).

Airports with Exemptions:

Repatriation and transportation of Lost Property on board easyJet aircrafts from following countries is not permitted in any circumstances:

- Egypt
- Tunisia
- Jordan
- Turkey

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