

# OPERATIONAL MEMO

Memo #	OM 163
Title	Changes to LFC
Date of Issue	29 <sup>th</sup> February 2024
Effective date	05 <sup>th</sup> March 2024
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## Reason for Issue

On 5<sup>th</sup> March 2024 a number of changes will be made to easyJet's loading form and certificate (LFC) process. These changes are being made to reduce the likelihood of transposition errors when completing the LFC and the provision of incorrect data to pilots.

## Details

### A321 – Incorporation of Cabin zone D into Existing Seat Map

Effective from the 5<sup>th</sup> March 2024, Cabin zone D will be incorporated into the existing seat map for all A321 aircraft to reduce the likelihood of incorrect passenger distribution data being provided to pilots from ERES.

ERES will be updated to reflect changes that have been made to the A321 seat map and a new paper LFC has been created to reflect the additional cabin zone which is in the process of being distributed to all airports.

## Non ERES Airports

Effective from the 5<sup>th</sup> March 2024, All airports that do not use ERES must ensure that the seat maps for A321 aircraft are updated to reflect the incorporation of cabin zone D into the existing seat map (see SI293 for details)

## Paper Loading Form and Certificate

New LFC's have been created for all aircraft types to reduce the likelihood of transposition errors when completing the LFC.

Additionally, the A321 LFC has been updated to reflect the incorporation of cabin zone D into the existing seat map.

New LFCs for all aircraft types will be distributed to airports over the coming weeks.

The new A321 LFC must be used from the 5<sup>th</sup> March 2024. A supply of A321 LFC's will be loaded onto all A321 aircraft. Ground Crew shall obtain an A321 LFC from the flight deck for completion until the new LFC's have been delivered to your airport.

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To reduce wastage of existing stock, Ground Handling Partners shall only use the new A319 and A320 LFC's once all old stock has been depleted.

## ERES Loading Form & Certificate

Trials are currently in progress at selected airports that allow the LFC page to be printed directly from ERES and then handed to the flight deck. This saves Ground Crew the requirement to complete a paper LFC. To allow this process to be trialled, the LFC page in ERES has been updated so that LMC's can be manually annotated on the printed LFC page.

It is easyJet's intention to phase this process into remaining ERES airports in the coming months dependent upon the success of the trials.

If your airport has not been selected as a trial airport, under no circumstances must you print the LFC screen from ERES and hand to the pilots.

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Example LFC

Ver 03/24

## easyJet A321 Loading Form and Certificate

DATE	28/02/2023				
ACFT TYPE	A321				
ACFT REG	GUZMD				
FLT NBR	EZY123				
ROUTE	LGW-MLA				
CONFIG	235				
PASSENGERS					
TOTAL PAX	189+1				
MALE	63				
FEMALE	63				
CHILD	63				
INFANT	1				
PASSENGER DISTRIBUTION					
OA (ROW 1-10)	47				
OB (ROW 11-20)	50				
OC (ROW 21-31)	50				
OD (ROW 32-LAST ROW)	42				
BAGGAGE WEIGHTS					
AVERAGE BAGGAGE WEIGHT	21 KG				
ACTUAL WEIGHTS <input checked="" type="checkbox"/>	APPROVED WEIGHTS <input type="checkbox"/>				
BAGGAGE DISTRIBUTION					
TOTAL BAGGAGE	200	PCS	4200	KG	
CP1	NIL	PCS	NIL	KG	
CP2	50	PCS	1050	KG	
CP3	100	PCS	2100	KG	
CP4	50	PCS	1050	KG	
CP5	NIL	PCS	NIL	KG	
MISCELLANEOUS					
DESCRIPTION	LOCATION	WEIGHT			
COMAIL	CP5	20KG			
NIL	NIL	NIL			
WCHC	WCHS	WCHR	OTHER	JS/F	JS/C
NIL	NIL	NIL	NIL	NIL	NIL
INCLUDE JS/F & JS/C IN TOB					
LAST MINUTE CHANGES					
LMC PASSENGER DISTRIBUTION					
OA (ROW 1-10)	-1				
OB (ROW 11-20)	NIL				
OC (ROW 21-31)	NIL				
OD (ROW 32-LAST ROW)	NIL				
TOTAL PAX AFTER LMC	188+1				
LMC BAGGAGE DISTRIBUTION CHANGE (+/-)					
CP1	NIL	PCS	NIL	KG	
CP2	1 AGB	PCS	11	KG	
CP3	NIL	PCS	NIL	KG	
CP4	NIL	PCS	NIL	KG	
CP5	NIL	PCS	NIL	KG	
TOTAL	1 AGB	PCS	11	KG	
LMC MISC ITEMS					
DESCRIPTION	LOCATION	WEIGHT			
NIL	NIL	NIL			
NIL	NIL	NIL			
I CERTIFY THAT THE AIRCRAFT IS LOADED IN ACCORDANCE WITH THE LOAD INSTRUCTION REPORT FORM AND THE RECORDED PASSENGER DISTRIBUTION IS AS PER THE DEPARTURE CONTROL SYSTEM					
NAME: <u>CALLUM HUTCHINSON</u>					
SIGNATURE <u>CHLH</u>					
INITIAL ZFW/CG	T	%			
INITIAL TOW/CG	T	%			
FLIGHT DECK TO COMPLETE SECTION					
FINAL ZFW/CG	T	%			
FINAL TOW/CG	T	%			
TOTAL POB (PAX + CREW)					
Security Search Declaration					
Origin of previous flight					
Is an Aircraft Security Search required for this departure?	Yes <input type="checkbox"/> NO <input type="checkbox"/>				
If 'yes', time search completed:	(HH:MM).....				
LOADING FORM AND CERTIFICATE AND SECURITY DECLARATION					
APPROVED BY COMMANDER: _____					
SIGNATURE: _____					

NOTE: EXAMPLE ONLY – NOT A LIVE FLIGHT