

OPERATIONAL MEMO

Memo #	OM 163
Title	Changes to LFC
Date of Issue	29 th February 2024
Effective date	05 th March 2024
Written by	Callum Hutchinson
Reviewed by	Nicholas Pelham

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Reason for Issue

On 5th 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 5th 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 5th 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 5th 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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The easyJet logo, featuring the word "easyJet" in white lowercase letters on an orange rectangular background.

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 ☒	APPROVED WEIGHTS ☐

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					

NOTE: EXAMPLE ONLY – NOT A LIVE FLIGHT

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: CALLUM HUTCHINSON

SIGNATURE: *Callum Hutchinson*

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)	
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Security Search Declaration	
Origin of previous flight	
Is an Aircraft Security Search required for this departure?	Yes ☐ NO ☐
If 'yes', time search completed:	(HH:MM)

LOADING FORM AND CERTIFICATE AND SECURITY DECLARATION

APPROVED BY COMMANDER: _____

SIGNATURE: _____