

	BLX - TOM - JAF - TFL Ground Operations Manual Loadsheets Production & Reconciliation	Appendix I17
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PURPOSE

To ensure flight safety, flight documentation accuracy, timelines are followed as per SLA & policy and that the final reconciliation process of the loadsheets is evaluated consistently with any changes actioned and communicated as appropriate.

SCOPE

This procedure applies to all dispatchers / turn coordinators and load control centres to ensure accurate and gross error checks of flight documentation are made relating to the production of the final load sheet.

REFERENCES

WR GOM Section 5.4 Load Control Tasks
 NR GOM Section 5.4 Load Control Tasks

DEFINITIONS

LIRF	Loading Instruction Report Form
LIR	Loading Instruction Report
LS	Load Sheet
ACARS	Aircraft Communication Addressing and Reporting System
EFB	Electronic Flight Bag

RESPONSIBILITIES

TRC	Turnround Coordinator / TRC
CLC	Central Load Control / Load Control Centre
TL / LS	Team leader / Loading Supervisor
SAM	Station Account Manager
SOC	Station OPS Coordinator

PROCEDURE

1. As soon as possible and at the earliest convenience, the TRC / Dispatcher sends to the load control centre the loadsheets information form and fuel figures received from the flight crew.
2. Once the fuel figures have been received by the load control centre the load controller downloads the flight closure details taken from the check-in system. A review and check for any other booked cargo is also completed at this stage.
3. At the earliest time and as soon as possible but no later than STD -35 Edition No.1 loadsheet is issued by the load control centre (this is the same process for ACARS, EFB & paper printed Loadsheets flights).
4. If delivered electronically to the aircraft, a copy of Edition No.1 loadsheet will also be printed and retained by the TRC / Dispatcher. For the B737 aircraft type and if there are no changes from the planned standard loading, Edition No.1 would be acceptable to be used as the final loadsheet. For the 767 & 787 aircraft, Edition No.2 would be expected due to finalising the ULD positions and the bag and load numbers contained.
5. After loading has been completed, final loading positions confirmed, all hold nets fastened and ULD stops have been raised with all loads secure, the LIR must first be signed by an approved loader who has completed the actual aircraft loading. After being signed, the LIR must be cross checked with the actual loading of the aircraft by the loading supervisor confirming that the aircraft has been loaded in accordance with the loading instruction and any deviations are shown on the loading report. The supervisor / person responsible for loading must then sign the LIR. Only after two signatures are on the LIR, the supervisor then hands the LIR to the TRC / Dispatcher and verbal confirmation of the final loading is made.
6. For 767 & 787 wide bodied aircraft, and after the dual signed LIR has been received and checked by the TRC / Dispatcher, the flight closure details are sent to the load control centre confirming the final loading positions and ULD contents. These won't be known until loading has been completed. The final loadsheet Edition No.2 must be on the aircraft with the flight

crew or released to the EFB / ACARS at the earliest possible time but no later than STD -15 or within the agreed SLA whichever is the earliest.

7. For 737 type narrow bodied aircraft and due to standard loading remaining the same, Edition No.1 of the loadsheet can be used. If another loadsheet is required Edition No.2, this must be on the aircraft with the flight crew or released to the EFB / ACARS at the earliest possible time but no later than STD -20 or within the agreed SLA whichever is the earliest.
8. TRC / Dispatcher will print off a copy of the final loadsheet. At this time, the final cross check and reconciliation against the signed LIR is also completed.
9. If errors have been identified or a LMC change above the maximum permitted per aircraft type has been made, a new and updated edition of the loadsheet must be requested.
10. After the TRC / Dispatcher has completed a final cross check and confirms that the LIR matches the latest and final edition of the loadsheet and that there are no gross or input errors, the loadsheet is additionally signed including their printed name demonstrating and confirming that they have completed the error checks and that the loadsheet is correct against the dual signed LIR.
11. As soon as possible but no later than STD-10, and only after the final loadsheet cross check has been completed and that the edition number has been noted as being the final loadsheet, then a final verbal confirmation with the flight crew must be made by the TRC / Dispatcher advising the flight crew that they are in possession of the same corresponding edition number and that the cross check with the signed LIR and loadsheet edition number has been completed. This confirmation must include the edition number This verbal confirmation can be made on the flight deck, or if doors are closed via VHF or via the aircraft intercom system.
12. The final cross check will consist of.
 - a) Edition number to confirm with the crew
 - b) Cross check passenger numbers / TOB
 - c) Cross check baggage count & cargo
 - d) Cross check final loading positions

LMC's.

1. Any LMC's within the aircraft type limits are added to the printed loadsheet copy by the TRC / Dispatcher, with any adjustments shown.
2. Any LMC's made must first be discussed and confirmed with the flight crew.
3. If the aircraft doors are closed prior to departure and LMC's are identified, any LMC requests can be communicated to the flight crew via the headset or via VHF.
4. The TRC must keep a copy of their signed loadsheet in the flight file and that an electronic signed loadsheet is kept by TUI.

MEASURES

Continuous audit of the flight files by the SAM / SOC.