

## Topic: TUI GATE – Bridge Position

Dear all,

In order to ensure smooth boarding procedures at the bridge position for TUI flights, it is essential that we work together with the TRC.

1. **Communication with TRC:** Ensuring continuous communication with the TRC is essential for seamless coordination.
2. **Boarding:** Gate Agents are supposed to communicate directly with the crew to start the boarding. It is always helpful to start filling up the bridge with passengers before the crew is completely ready.  
In case you are **alone at the gate**, make sure you are in touch with the TRC, and he will help you to get to know, if the crew is ready for boarding.

Should any special situations arise, make sure to communicate to the TRC.

3. **Handover Responsibilities:** Upon the completion of boarding, it is our duty to hand over information regarding cabin service area (detailed), meal fulfillment (detailed) and flight summaries to the crew. Keep in touch with the TRC if you should retrieve the flight log/tech log (yellow paper) from the Cockpit for the TRC. It will save a lot of time, since the TRC doesn't have to come upstairs again.

Thank you for your attention to this matter!