



## READ AND SIGN

Revision: 0 | Issued: 30.03.2024

## Topic: TUI EMA

Dear All,

As part of our commitment to efficient and safe handling practices for TUI, it is imperative that we all adhere to the following procedures concerning EMAs:

1. During the Check in all electric WCHs should be tagged with an EMA tag and you should be informed.
2. **On-Ramp Procedures:**
  - Loadmaster must fasten electric wheelchairs according to GHM 9.1.4.5 guidelines securely.
  - **Complete the EMA tag in its entirety:**
    - Specify the compartment designation.
    - Indicate whether the battery remains attached or has been removed for cabin storage.
    - completed EMA tag needs to be signed by Loadmaster about the loading location.
3. **EMA - tag Copies:**
  - Each EMA tag comprises three copies:
    - One copy for the Captain.
    - One copy for our records, to be filed in the flight file promptly.
    - The remaining copy is to be left with the WCH.
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It is crucial that these procedures are followed diligently to ensure the safe and efficient handling of electric mobility aids.

Thank you!

Laura