

AOP 20 – *Dangerous Goods*

- Date and time that aircraft shall be positioned into its loading / unloading area.
- The aircraft type and operator.
- The planned location of the loading / unloading.

AOU will consider each request on its own merits and liaise with other teams accordingly.

1.4 Carriage of Electric Mobility Aids

1.4.1 General

In order to fulfil its obligations as outlined in SN-2012/003 issued by the CAA on 23/03/12, LBA requires that all such devices are accompanied by a copy of the form seen below which are provided by the Airport company or the form supplied by the Airline.

1.4.2 Procedures

Completing Airport Company form below;

- Section 1 to be completed at the Check-In Desk or the PRM reception desk.
- Section 2 to be completed by PRM provider in the presence of the passenger, and with EMA manufacturer details as supplied by the airline
- Section 3 to be signed by the passenger
- Section 4 to be signed by the PRM provider
- Section 5 to be signed by Loading Supervisor / Turnaround Coordinator.

Printed pads will be issued to the Ground Handler and PRM provider with triplicate copies. Yellow Copy to be attached to the Electric Mobility Aid, Blue Copy to be returned to LBA TDM and White Copy to be retained for the Flight File (held by the Handling Agent).



ELECTRIC MOBILITY AID

SECTION 1 – PASSENGER HANDLING

PAX Name: _____ Reservation no: _____

Flt No: _____ Seat No: _____ Travel Date: _____

Make / Model: _____ Tare Weight (Kg): _____

Battery Type: **Wet Acid** not accepted chair may go without Battery **Dry** **Gel**
Lithium

Are you aware and able to disconnect the battery: Yes No if no able chair will not be carried

Instructions for protecting from short-circuit:

The battery is fully encased with no exposed terminals: Yes No

SECTION 2 – OCS / OMNISERV IN CONJUNCTION WITH PASSENGER

Instructions for inhibiting electrical circuits:

- Passenger switch off and remove key.
- Separate battery cable connector by: _____
- Non- spillable batteries specifically designed to be removed for ease of transport, contained in strong, rigid packagings (hold stowage only).
- Lithium batteries specifically designed to be removed for ease of transport, ~~protected~~ protected from short circuit and taken by Pax for cabin stowage.
- Other: _____

PLEASE NOTE: Wet acid batteries will not be carried. Chairs with batteries removed can be carried.

SECTION 3 – PASSENGER

I confirm that I have protected the device from short circuit and have inhibited the electrical circuits as specified above.

Name (print) _____ Sign: _____

SECTION 4 – OCS/ OMNISERV OPERATIVE

I confirm that I have witnessed that the mobility aid does not operate electrically.

Name (print) _____ Sign: _____

SECTION 5 – LOADING SUPERVISOR/TURN AROUND COORDINATOR

I confirm that all relevant sections are completed and the electric mobility aid is securely loaded.

Name (print) _____ Sign: _____

DISTRIBUTION	YELLOW COPY TO BE ATTACHED TO ELECTRIC MOBILITY AID
WHITE COPY TO BE RETAINED FOR FLIGHT FILE	BLUE COPY TO LBIA PODM