

## SAFETY

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### 16, 17, 18, uhhh...



Ever lose count??? It can easily happen...Let's look at how to fix this when loading the aircraft...

Prior to the loading of the aircraft, a person must be designated who will have responsibility of maintaining an accurate bag count, ensuring all items placed in the cargo bin(s) are accounted for, the completion of the CLR and signing the CLR confirming accuracy. This person may be involved in the loading process however they CANNOT be the person responsible for utilizing the bag scanner. *This person must also confirm the physical count against the scanner counts. It is suggested that this be completed at intervals (approximately every 20 bags) during the loading process. If there is a discrepancy between the scanner count and the physical count, a recount must be taken and the discrepancy reconciled to confirm an accurate count of all bags.*

This means that the physical count and the scanner count must both be used. They should match...if not, the bags must be PHYSICALLY recounted and reconciled before completing the CLR.

Remember, unless it is an Envoy-operated flight, the scanner count alone CANNOT be used for the final bag count. The completion of the CLR must be confirmed by the physical count matching the scanner count.

## AWARENESS

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Cargo door barrier netting must be secured at all points prior to closing the door regardless if baggage/cargo is loaded in the bin. If you cannot secure the netting at all points, the netting and/or clips are damaged or frayed, notify the Flight Crew or in their absence, a

Supervisor or Manager who will contact the Carrier's Dispatch Office. Do NOT close the door and leave the netting unattached. Cargo netting separating bins or compartments is not required when there are no bags/cargo loaded in the bin.



## Station Briefing Guide 4-17-17

Stations are urged to use this guide to assist with Station Safety Briefings. This information should be reviewed daily with all employees to ensure understanding and compliance. This may result in employees hearing it more than once but will serve to reinforce the information. The questions at the bottom must be used to ensure understanding.

### **SAFETY**

#### Accurate Bag Counts

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- It is suggested that this be completed at intervals (approximately every 20 bags) during the loading process.
- If there is a discrepancy between the scanner count and the physical count, a recount must be taken and the discrepancy reconciled to confirm an accurate count of all bags.

### **AWARENESS**

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- If you cannot secure the netting at all points, the netting and/or clips are damaged or frayed, notify the Flight Crew or in their absence, a Supervisor or Manager who will contact the Carrier's Dispatch Office.
- Do NOT close the door and leave the netting unattached.

**What must the physical bag count be compared to?**

**When should you compare counts?**

**When is the cargo netting required to be secured?**