

Gatwick Airport Directive

Title: Dropped Baggage Airside		Ref No: GAD/F:28/15
Issue Date: Not yet available	Effective Date: 06/07/2015	Expiry Date: 30/06/2018
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</p>		
Introduction:		
Occasionally items of baggage are dropped airside whilst being driven to and from aircraft. This Directive mandates the actions that should be taken by anyone finding dropped baggage.		
Programme:		
This directive is implemented with immediate effect		
Operational Impacts:		
<p>If you discover an item of dropped baggage you must:</p> <ol style="list-style-type: none"> 1. Check if the item is an arrivals or departures bag 2. For arrivals bags take it to the reclaim hall and contact flow control on 01293 503801 or 3801 in South Terminal and 01293 505 132 or 5132 in North Terminal. 3. For outbound bags the bag tag will identify the airline, outbound destination or handling agent. <p>If you can find out who the handler is then call the relevant one on :</p> <p>Swissport – 07748633042. Menzies – 01293 501013, Aviator – 01293 502260 Swissport – 07748 633042. A.S.L. – 07469 141029. Dnata – 07785 525681.</p> <p>If you can't work out who the handler is then call Airfield Operations (3090).</p>		
Further Information:		
<p>Matt Toghill, Senior Manager (Baggage), matt.toghill@gatwickairport.com, 07984 417 244 Manager Baggage Operations for NT lgw_mbo_nt@gatwickairport.com, 07880 782 917 Manager Baggage Operations for ST DD - LGW MBO-ST@gatwickairport.com , 07788 887 098</p>		
Signatory		
<p>alsadair scobie for and on behalf of the Chief Executive Officer of Gatwick Airport Limited</p>		
Consultation:		
Has consultation on this Directive taken place? No		
Distribution:		
FULL		