



Airport Check-in at hotel locations



Step by step -Getting started

- A check in desk is been set up at each hotel.
- A preparation has been done from previous day where all passengers of the Hotel check in have been presented .
- Boarding cards and luggage tags are already been prepared in accordance to the PSA(Passengers Seat Allocation) reports.



Accepting the first passengers

- Passengers would be notified of their time of check in .This process would normally take 20-30minutes for each hotel.
- Approximately 30-50 passengers can be checked in from each hotel.
- Their tickets are been checked and they are given their boarding cards and seat numbers there and then.



Handle with care

- Their baggage are been tagged and then sealed with special security seals.
- This procedure ensures that from that moment onwards there will be no unnoticed interference with the contents of the suitcase.



Unstressed passengers and staff

- Once baggage have been received by the security company they are then loaded onto special hard top trucks under strict supervision.
- These trucks are also sealed according to HCAA procedure with a numbered sealed before departure.
- Seals are cut only at the next hotel or at the airport and a record protocol is been kept of the time and place that the seal has been locked and cut.



Baggage arrival at the Airport

- Upon arrival at the airport trucks are unsealed .
- Bags are been off loaded from trucks.
- Baggage seals are checked that they have not been broken during the transfer.
- Off airport baggages undergo the same security and operational procedures as any other baggage that is handled to the airport by the customer.



On holiday until the last minute

As a result we have a totally friendly and safe service beneficial to all concerned and most of all the passengers involved.



Does it make a difference

Benefits:

- More time to relax for the passenger at the hotel
- A luggage-free journey to the airport (passengers are relieved of heavy luggage)
- Boarding cards are received well in advance
- Simply walk straight through to departure gate.
- Hotels facilities at passenger disposal up until the last minute
- Arrival at airport the last minute
- No sitting in congested rows



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To whom it may concern,

We would like to advise that Securitas Transport Aviation Security S.A. has been our security services provider for Hotel check in operations between 2011-2012 and again in 2014 on the Greek Islands.

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They have always provided an excellent service to our passengers and customer Tour Operators in accordance to the HCAA as well as the DFT procedures on these services.

On behalf of Thomson Airways

Nik Creighton

**Airport Service Delivery &
Compliance Manager - Overseas**