

# Travelling checklist

## 1 Before you leave home

- Make sure you know your baggage allowance and size restrictions:
  - Hand baggage (the one that goes in the aircraft cabin with you)
  - Hold baggage (your suitcases which you will not have access to during the flight).

**Please note: This differs between airlines, so we advise you to contact your airline directly for further information.**

- To ease your journey, we suggest that you pack most items in your hold baggage and that items you carry in hand baggage are limited to what you need whilst on-board the aircraft or valuable items only.
- No sharp objects, such as scissors, are allowed in your hand baggage.
- If carrying liquids\*, gels or aerosols, these will only be allowed in individual containers with a total capacity of no more than 100ml (or 100g in weight). They must all fit comfortably in a transparent, re-sealable bag measuring no larger than 20cm by 20cm (8 inches by 8 inches). Larger items should be placed in your hold baggage.
- Exemptions to the restrictions on liquids and gels apply if they are to be used during the trip and are either needed for medical purposes or are a special dietary requirement, including baby milk/food.
- Plan to arrive at the airport early to allow extra time to go through security.
- If you have any queries, please contact your airline for further information.

**\*Liquids includes water, other drinks, soups and syrups; creams, lotions and oils; perfumes; sprays; gels, including hair and shower gels; contents of pressurised containers, including toothpaste; liquid-solid mixtures, including lip gloss; mascara, and any other items of similar consistency.**



## 2 Check-in

- Please check your hand baggage in the gauge provided by the check-in desks. You will be asked questions about your baggage and its contents when you check in.
- As soon as you have checked in, we advise you to make your way through security. Please be patient as there may be a queue while these additional security measures are in place.



## 3 Going through security

- Have your boarding pass ready to show to a member of our security staff.

### In the queue:

- Have your transparent re-sealable bag ready for inspection. Ensure it is fastened closed.
- If travelling with liquid medicines, liquid/paste baby foods, remove them from your hand baggage for inspection.
- Leave items like coins, keys, mobile phones and wallets in your jacket or coat pocket or hand baggage for X-ray.
- Take off your coat or jacket whilst you are in the security queue to prepare for the X-ray machines.
- Remove any large electrical items, such as laptops, from your hand baggage as these will need to go through X-ray machines separately.
- You may also be asked to remove shoes. So be prepared to take them off.



### 3 Going through security

#### At security checkpoint:

- When it's your turn to go through security, place your transparent, re-sealable closed bag of liquids into a tray, along with your coat or jacket for X-ray examination. If you have been asked to remove your shoes, place these in a tray too.
- Place any large electrical items such as a laptop computer into another tray. Do not place anything underneath or on top of the laptop computer.
- Finally, place your one item of hand baggage into a tray for X-ray examination.
- Any liquid/paste medicines should be placed in your plastic bag and made available for X-ray inspection. If you carry any essential medicines in containers over 100ml or carry them separately in your transparent re-sealable bag (for example if your bag is full with other liquids) you will need the **prior approval of your airline**. You will be asked to sample the items or rub them onto your skin to prove that they are safe.
- Proceed through security and collect all your belongings.
- Your bags may be searched by a member of our staff after X-ray examination.
- You may also be subject to a body search.



### 4 In the departure lounge (secure area):

- All shops and catering outlets are open to all passengers. All items purchased in the departure lounge may be taken into the aircraft cabin.
- Passengers travelling within the EU can purchase goods for collection on their return through our free Shopping Collection service. Ask a member of our staff for further details.



### 5 At the gate:

- Passengers travelling to the USA may be subject to further security checks at the gate before boarding.

