



## Topic: Update on PASS Ticket (Staff Ticket) Process on Corendon

Dear Handling Partners,

Please be informed that as of **06 April 2026**, a change will be implemented in the Corendon Airlines PASS Ticket (staff ticket) process.

According to the new procedure, passengers holding PASS tickets will be displayed as **STAND BY** directly within the PNL in the check-in system.

The listing and priority order will be strictly based on the **Date of Join (the ticket issue date will be appears as Date of Join)** of the staff. Boarding acceptance will be carried out accordingly, subject to seat availability on the aircraft.

Please note that:

- PASS passengers will be accepted strictly according to this priority order.
- Any staff member or relative whose name appears in the system **must not be accepted** outside of this procedure.

**For jump seat acceptance and confirmation**, coordination with the **flight crew** is required.

Kindly ensure that all relevant teams are informed and the above procedure is followed accordingly.

Note: For the IPORT and ALTEA systems, please find the sample screenshots below. For rest of these two check-in systems, please follow the instructions above regarding pass ticket rules.

### THE SAMPLE FOR IPORT DCS SYSTEM

In the IPORT check-in system, PASS ticket holders will be listed **sequentially** under:  
**Gate Control > Stand By List**



# READ AND SIGN

Revision: 0 | Issued: 16.04.2026

**Gate Control** | Boarding | **Standby List** | iLists | Check-In | Reacom | IPL | P/W summary | Transfer

**XC 1111** ▶ 03 APR **QYI-AYT** **STD 18:00** **ETD 18:00** **CTOT --** **STA 20:00** **ETA 20:00**

B737-8 MAX Status: Open for CheckIn Checked-In: Y000  
 TCMKS Boarding: 17:00 Booked: Y000  
 Y189 Gate: -- Standby: Y004

**No W&B flight  
PNL not processed**

**Passengers Standby** Standby type (SType) -

Nr	Name	Seat	CC	Des	GS	SType	PRIO CLS	DOJ	PNR	Transit
<input type="checkbox"/>	1 PASS/TICKETTHREE		Y	AYT	1	NRSA	4	200301	NYEV7C	N
<input type="checkbox"/>	2 PASS/TICKETONE		Y	AYT	2	NRSA	4	240301	3YD7W8	N
<input type="checkbox"/>	3 PASS/TICKETTWO		Y	AYT	2	NRSA	4	240301	3YD7W8	N
<input type="checkbox"/>	4 PASS/TICKETFOUR		Y	AYT	1	NRSA	4	260301	NYEQ4C	N

**Overview iSales**

**1. OSMANCIOGLU/ONU...** Add

Service	#	Price	Paid
Basic allowance 00KG	-	-	✓
Add allowance 1832	-	-	✓
Staff ticket	-	-	✓
Airport Check-in	-	-	✓

**XR 557** ▶ 03 APR **NUE-PMI** **STD 13:00** **ETD 13:00** **CTOT --** **STA 15:15** **ETA 15:15**

B737-800 Status: Flight Departed Checked-In: Y182+2  
 9HCXD Boarding: 12:00 Booked: Y186+2  
 Y189 Gate: -- Available: Y007

Swipe a passport, national ID card, credit card, boarding pass or bag tag to find a passenger.

Find passenger

Passenger name / seat / bag / etk number  Find

**NUE - PMI 03APR XR 557**

BCN	Passenger Name	STS	API	PT	Seat	Add. Bags (pc/ks)	SSR	TKT	CTC	FOT	PSS	
Segm. Sts: SA	CC: Y BC: Y OSI: Yes TOP: --	PNR: <b>BLA2Y6</b>	STAFFLEISURE	PC: B2	Join (ddMMyy): 03APR26	Save						
1	✓	---	OSMANCIOGLU/ONUR	B	M	0	0	0/0	OCFE+	E	N	N