



Topic: Manual Check In / Boarding

Hello Team,

just wanted to explain you short what manual check in and boarding actually is. As the name already says. This type of process is when our system completely doesn't work. So, we need to have any Plan B.

Manual Check in and Boarding works without any system, we need to just prepare some sheets and check the passengers in. In this process we need to be 100% sure that the passengers which we are accepting are flying with us. So, we need the tickets and like the normal process the documents of them.

What we need for the Manual Check in and Boarding:

- Pen
- Passenger manifest/check in sheet
- Passenger names list
- Passenger information list (PIL)
- Seat plan/map
- Bingo card
- Manual bag tags
- Boarding cards



READ AND SIGN

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For accepting bags, we will have manual tags as you know which we are using them for Pegasus (Green Tags) but in this case we will use our DHS ones or prepared from the airport. We need to fill the bag tags completely with all the flight information's. The tag looks like this.

For the finals is it important to know at the end how many bags we accepted in total. For this we need to use the Bingo Sheets, where we need to put the small tags (only 1) on the sheet. At the end we can just tell the TRC how many bags we accepted in total.



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For the boarding pass we need to use blank boarding passes where you need to write down the main things which you learned during the training,

Name, Flight Number, Security, Date, Gate, Seat (everybody will get rows for the seats, so no double seating will be ensured).

For example:

NAME OF PASSENGER		CARRIER	FLIGHT	CLASS	DATE	TIME
FROM	HASWELL KAT					
TO	ED1					
	KE7	71	462	C	29.04.16	1520

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At the end the last step, Boarding:

We will have a prepared boarding list with all security numbers for example 1-239. Each passenger who will board, we need to tick the security number on the sheet, at the end we can just count, how many passengers we have.

DHS

MANUAL BOARDING MARK OFF SHEET

Date:	A/C REG:	A/C Type:
Flight:	DEST:	STD:

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230
231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250

AGENT:

These are the main parts for a Manual Check in and Boarding. I hope you could understand a little bit the process, how it works. Of course, in these situations we will be always there for helping.

If you have any questions, please feel free to ask.

Regards,

Aquil 😊