



LOT ALTEA FM Communication

Dear all,

Please make sure that the communication to CLC is clear and proactive.
Attached two examples how the communication should be and shouldn't be.

1. Make sure that all fuel figures are communicated asap. Use the flight file cover page to make sure you have all important information.
2. Communicate proactive in case of any changes, e.g. Mail or Cargo doesn't arrive. Make sure to communicate it proactive and as soon as possible.
3. As a TRC, you are not the Loadcontroller, in case of changes, load doesn't fit in the compartment, always contact CLC and ask where they want to change it.
4. Ramp Clearance: After the loading is finished, and you received the final, signed LIR, please make sure to add and remove all bags in Altea FM.
After selecting all compartments in Altea FM, make sure to save changes.
5. Changing and saving load changes during the turnaround:
In case you are proactively changing the amount of bags/mail/cargo and you are saving the changes, CLC needs to reopen the flight for you before you are able to ramp clear. Make sure to check the flight status.

Left Screenshot (Good Example):

Messages for Current Flight
LO 384 25-NOV FRA

To LC: Hello for SPLIN

RECEIVED: **VERY HIGH** 25-Nov-2024 05:45:52 UTC
hello

READ: **VERY HIGH** 25-Nov-2024 05:46:10 UTC
To LC: Block 4.900 / Trip 2.500 / Taxi 176 / Crew 2/3 / Water 75% / Flight Time 1h 30min

RECEIVED: **MEDIUM** 25-Nov-2024 05:46:28 UTC
Baggage Variation created: WAW, BY, -3 pcs,

Send to: LOAD CONTROLLER

Right Screenshot (Bad Example):

Criteria: Flight Number: LO 382, Departure Date: Tue 26Nov24, Departure Port: FRA

Filters: Event Description: publish, User ID: [redacted], Organisation: [redacted]

History Records:

Date/Time	User ID	Org	Statuses	Event Description	Details
26/11/24 09:09:51	PCRA07	LO	GO/AC/BO/LC/RO	Published message received for flight leg.	Fueling is 6400
26/11/24 09:10:15	PCRA07	LO	GO/AC/BO/LC/RO	Published message received for flight leg.	Good morning, do you need anything else?
26/11/24 09:11:22	WAVI01	LO	GO/AC/BO/LC/RO	Published message received for flight leg.	hello, I need. All information about fuel, crew, reg AC.
26/11/24 09:17:00	FRAL01	LO	GO/AC/BO/LC/RO	Published message received for flight leg.	Trip Info
26/11/24 09:24:23	WAVI01	LO	GO/AF/BC/LC/RO	Published message received for flight leg.	waiting for RF
26/11/24 09:26:38	PCRA07	LO	GO/AF/BC/LC/RO	Published message received for flight leg.	What's a rf?
26/11/24 09:27:23	PCRA07	LO	GO/AF/BC/LC/RO	Published message received for flight leg.	Ramp Finalised



READ and SIGN

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