READ and SIGN
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LOT ALTEA FM Communication

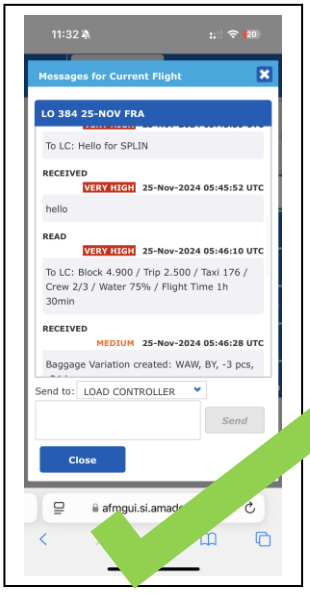
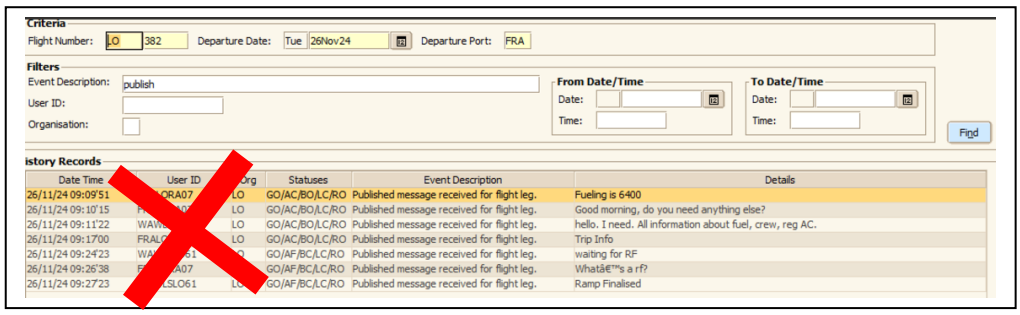
Dear all,

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.