

**DHS****Training Certificate****Altea FM ITA Citrix training**Trainees Name: Annette RötenbauerStaff No: 00 559 Department: BOLC Initial  Recurrent

Training Module		Syllabus Reference
1.	Start Citrix	ITA Altea Flight
2.	Assigning themselves to flight	Management Load
3.	Planning a LIR	control
4.	Where to find and print LIR	
5.	Where to add and finalize fuel figures	
6.	How to adjust crew figures	
7.	How add in Cargo/Mail and DGR	
8.	How to balance aircraft in accords with ITA regulations	
9.	How to add in AKH numbers	
10.	How to RC	
11.	How to send final LS	
12.	How to send CPM LDM	
13.		
14.		

**Trainer / Instructor Declaration:**

"I certify that the above-named employee has received full instruction and training. They have also demonstrated their ability to perform the tasks accordingly."

Trainer / Instructor's Name: Simon L. BöcTrainer / Instructor's Signature: S. Böc Date: 15/5/23