



Training Certificate

Altea FM ITA Citrix training

Trainees Name: Annette Pötenhauer

Staff No: 00559 JP

Department: BOLC

☒ Initial ☐ Recurrent

| Training Module | | Syllabus Reference |
|-----------------|---|--|
| 1. | Start Citrix | ITA Altea Flight Management Load control |
| 2. | Assigning themselves to flight | |
| 3. | Planning a LIR | |
| 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. Ber

Trainer / Instructor's Signature: SLB

Date: 14/5/23