Training Certificate
DCS – ALTEA CM

Trainees Name: Jonathan LaCourt

Department: FRAFOH

(Initial) / Recurrent

	Training Modules

1	Departure Control System
	  a) Flight information data collection
	  b) Customer Acceptance
	  c) Staff acceptance
	  d) Acceptance cancelation/stand-by
	  e) Transferring Customers
	  f) Baggage acceptance & edits
	  g) Excess baggage payment/waiving
	  h) Comments/Service edits
	  i) FQTV edits
	  j) Seating edits
	  k) On-loading / Regrading/ VDB edits
	  l) APIS /ESTA /AQQ
	  m) TIMATIC
	  n) Boarding

2	Company Policies
3	Other

Trainers / Instructors Declaration:

"I certify that the above named employee has received full instruction and training, has passed the On-Site Assessments and has access to a copy of the procedures in this field of operation.

Trainer/Instructors Name: NORBERT RAKODI

Trainer/Instructor's Signature: _____ **Date:** 19.09.2023