



# Training Certificate

## Boarding

Trainees Name: ...ALESSA L. BAUER..... Staff No: .....

Dep/Sec: ...DUS / PSA.....

| Training Module |   | Syllabus Reference                         |
|-----------------|---|--|
| 1               | Course requirements                             | Menzies Aviation Passenger Services Manual |
| 2               | Customer Care                                   |  |
| 3               | General Duties                                  |  |
| 4               | Preparation                                     | Section 4 - Boarding                       |
| 5               | Arrivals - pier served stands                   |  |
| 6               | Arrivals - remote stands                        |  |
| 7               | Departures                                      |  |
| 8               | Gate preparation                                |  |
| 9               | Passport / Identity check / Boarding card check |  |
| 10              | Baggage security                                |  |
| 11              | Passenger control                               |  |
| 12              | Boarding control and Load control               |  |
| 13              | Pre Boards                                      |  |
| 14              | PA / Announcements                              |  |
| 15              | Passenger Sequence Number                       |  |
| 16              | Transfer passengers                             |  |

### Trainee's Declaration:

"I have received full instruction, training and have access to a copy of the above operational procedures. I confirm that I fully understand the training that I have been given"

Trainee's Signature: .....

Date: ...03/SEP/18...

### Trainers / Instructors Declaration:

"I certify that the above named employee has received full instruction, training and has access to a copy of the procedures in this field of operation..They have also demonstrated their ability to perform this task accordingly. The trainee has successfully completed a test and gained a minimum pass mark of 80%.

Trainer/Instructors Name: ..... GORAN KRATERNIK.....

Trainer/Instructor's Signature: .....

Date: ...03.09.18....

Pass Mark 80%  
Score 25121  
Mark 100 %

**Refresher Training/Reassessment:** Competence Assessment shall be carried out at intervals no greater than once every three (3) years from previous assessment.