



TRAINING CERTIFICATE

WebDCS Altea

Trainees Name: Rukshan Thureiraj

Staff No: 233

Dept/Section: CSA - Supervisor

Initial / Recurrent

Training Modules – Refer to WebDCS (InkDCS) Check List		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Syllabus/ Ref.
1.	Flight Operations (FoH & Back-Office)	✓	WebDCS (InkDCS) User manual
2.	Check-In Agent (FoH)	✓	
3.	Boarding Operations (FoH)	✓	
4.	Boarding PAX (FoH)	✓	
5.	Printing Paperwork (FoH & Back-Office)	✓	
6.	Operations Controller/Back office operations (Ops & Back-Office)	n/a	
7.	Other Features (Back-Office)	✓	

Trainee's Declaration:

"I have received full instruction/ training of the above operational procedures and I fully understand the training that I have been given"

Trainee's Signature: [Signature]

Date: 19-11-19

Trainer's / Instructor's Declaration:

"I certify that the above named employee has received full instruction, training and passed either a written test with a pass mark of at least 80% OR an observational assessment to a satisfactory level." *Delete as appropriate

Trainer's / Instructor's Name: (Block Caps) Date: 19.11.19

Trainer's / Instructor's Signature: [Signature]

OSD Used? Yes / No

On Site Demonstrator Declaration:

"I certify that the above named employee has received full demonstration of procedures, and has demonstrated an understanding of these procedures."

On Site Demonstrator's Name: Kcja Rajendram (Block Caps)

On Site Demonstrator's Signature: [Signature]

Date: 19.11.19