



# Training Certificate

## Check In

Trainees Name: ALESJA / BAUER ..... Staff No: .....

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

Training Module		Syllabus Reference
1	Check In Process	<b>Menzies PSM:</b>
2	Passengers Baggage	2.1 Preparation 2.1.1 Check In Sequence 2.2.1 Greeting the Passenger 2.2.2 Ticket Presentation 2.4 Baggage Acceptance 2.5 Flight Coupons 2.6 Check In Closure 2.7 Late Passenger 2.8 Norecs/Go Shows 2.9 DNB Pax 2.10 Excess Baggage 2.12 Pax Seating 2.13 Manual Check In 2.14 Interline/Transfer Pax 2.15 TPP Pax 2.17 Checked Baggage
3	Manual Check In	

### 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/2018

### 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 KVATERNIK

Trainer/Instructor's Signature:

Date: 03.09.18

Pass Mark 80%  
Score 20/20  
Mark 100 %