

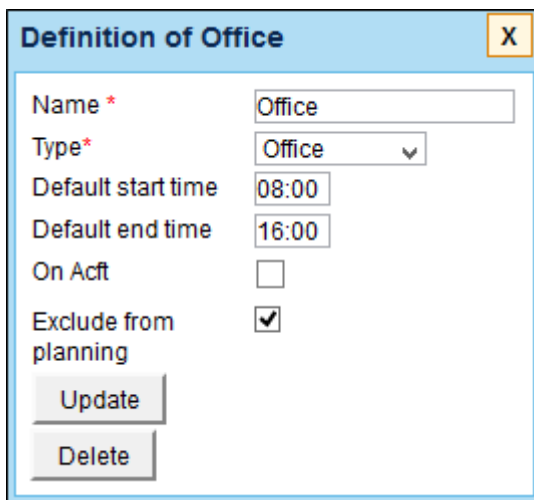
# Crew Duties Setup

By entering **CDR Definitions** link above the chart or by going to Crew > Duties > CDR Definitions, you will find a **New definition** link where you can enter the definition-name. For a proper display it should be one-letter code, for example: **D** for duty, **T** for training or **V** for vacation.

If you tick checkbox '**On Acft**', you will be able to assign your defined duty on a particular aircraft. In other words, when clicking 'New duty' you can select aircraft registration, so that each aircraft will have a separate duty-colour.

Option '**Exclude from planning**' means, that once duty has been assigned, crew member **will not appear** on the drop-down list of available crew members in 'Edit flight' screen. That can be useful when adding duties with type 'Off'.

For types of duties such as: **Contactable, Office, Standby, Training, X-COM** you can assign **default start-end hours**.



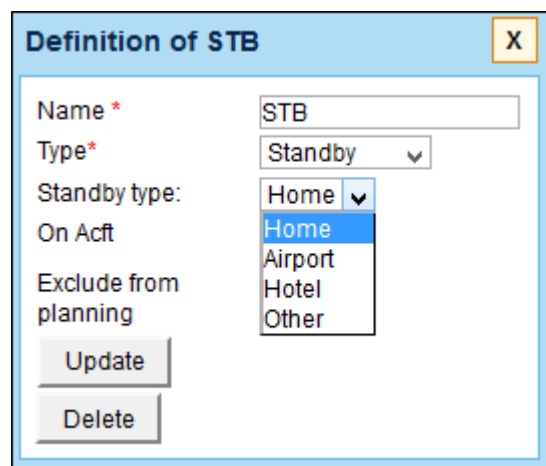
By clicking on a particular colour field you can define what colour should represent a particular duty. When the pop-up window appears with the duty name, click on the colour code and choose it from the available pallet.

Next step requires specifying the **type of duty**. There are few types of duties in Leon:

- **Contactable** - refers to a duty type where the Company requires a crew member to be available for the purpose of giving notification of a duty period (for UK FTL regulations). The duty will be calculated either from the point when the crew member is required by the Company to report for a flight until the end of the final sector, or, if there is no flight, duty calculation will include the duration of the contactable period.
- **Off** - period available for leisure and relaxation free from all duties.
- **Office or Training** - for these two types duty period is calculated in the same way - the calculation covers the entire office/training work time. If a person needs to report for a flight during the office/training duty, the duty calculation will cover period from the beginning of office/training duty until the end of final sector of the flight.

- **Other** - duty period starts when the crew member is required by the Company to report for a flight, and finishes at the end of the final sector. If the person is not required to report for a flight, duty period is not calculated.
- **Standby** - a defined period of time during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period.

## Standby types



The screenshot shows a dialog box titled "Definition of STB". It has a close button "X" in the top right corner. The dialog contains the following fields and options:

- Name \***: A text input field containing "STB".
- Type\***: A dropdown menu showing "Standby".
- Standby type:**: A dropdown menu showing "Home".
- On Acft**: A dropdown menu showing "Home".
- Exclude from planning**: A list of options: "Airport", "Hotel", and "Other".
- Update**: A button.
- Delete**: A button.

Some OM-A-7 regulations define different FDP and Duty period calculations when it comes to different types of **Standby** duties.

When you define **Standby** duty in the section Crew > Duties > CDR Definitions you can divide it into a few **types**:

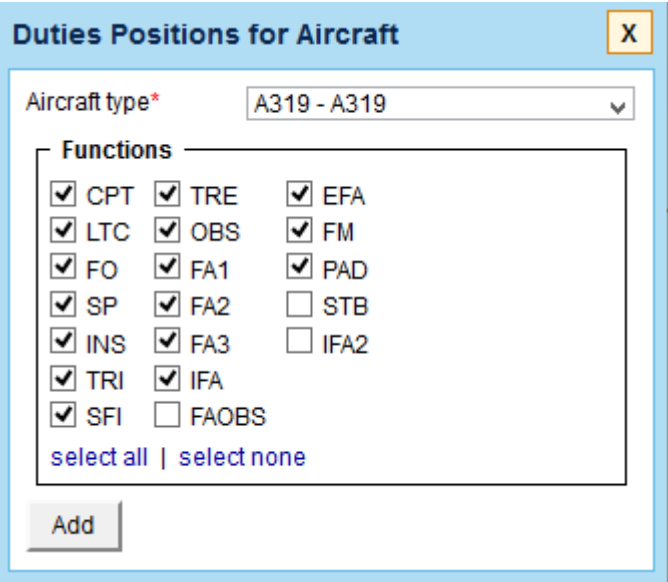
- **Home Standby**
- **Airport Standby**
- **Hotel Standby**
- **Other Standby**

If your OM-A-7 has regulations regarding **different standby duties**, which determine the allowable FDP and Duty - those regulations will be set up in Leon by our IT dept. That means, each time you assign a different STB type, Leon will calculate it according to the FTL regulations.

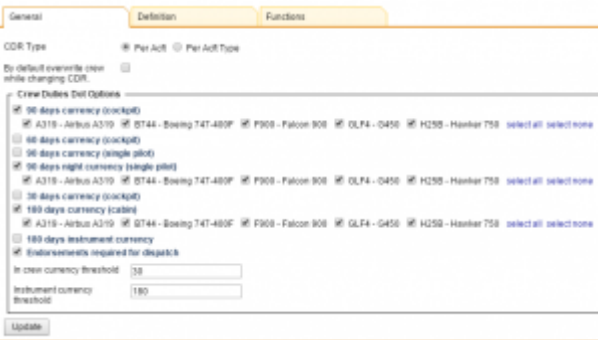
## Functions

Tab **Functions** should contain all aircraft on which duties are being performed. By clicking **Add/Edit duty function** you can specify which crew ratings should appear in the crew-duties table.

You can define crew ratings either by an aircraft registration or an aircraft type - depending on your selection in checkboxes **CDR Type** in section Admin > Operator settings.



## Crew currency



Crew duties & currency setup screen

Leon allows you to monitor crew currency: **90** days cockpit currency, **60** days singe-pilot currency or **180** days cabin crew currency.

You can check the amount of currency days left to expire by simply hovering the mouse over the status-dot right next to the crew name in section Crew Duties.

To turn the feature on go to **Admin > Operator Settings > Crew Duties Dot Options Tab**, and mark appropriate checkboxes.

Then go to Crew Duties and in the filter mark a checkbox **Show dot** - Leon will show the number of days left to expire a particular currency if you hove the mouse over the status-dot next to the crew name.

## 90 days currency (cockpit)



Cockpit crew currency - adding crew flying legs to journey log

According to OPS 1.970 a pilot should carry out **3 take-offs and 3 landings in the previous 90 days** as pilot flying in an aeroplane, or in a flight simulator of the same type/class.

To make this module work you need to add who has flown each leg to journey log. If it was the same pilot, insert his code in the field **Flown by**. If the take off and the landing was done by two different pilots, insert both codes divided by a slash (see a screenshot on the right).

## IMPORTANT INFORMATION !

**'90 days currency' feature will work only when 'Journey Log' has been added to Leon and the field 'Flown by' has been filled in**

FW	Flight No.	DY	Date	STD	ADEP	ADES	STA	ALTN	ACFT	Crew	Trip No.	PAK	ES
	123	7	01-09	08:00	WAW	OPO	10:00		D-LEON	DEL*	08-2013/15	0 PAK	
	456	5	20-09	18:00	OPO	WAW	20:00		D-LEON	DEL*	08-2013/15	0 PAK	
	789	1	30-09	16:00	WAW	MAN	18:00		D-LEON	DEL*	08-2013/15	0 PAK	
	DEF	2	01-10	19:00	MAN	WAW	21:00		M-NOEL	DEL*	08-2013/15	0 PAK	
	ZYX	6	05-10	16:30	WAW	AMS	18:00		M-NOEL				
	UWV	2	08-10	19:00	AMS	WAW	21:10		M-NOEL				

3 takeoffs/landings in preceding 90 days on 2 different types of aircraft

90 days cockpit crew currency - example 1

Examples below will explain how this feature works:

### • Example 1 - Flights (without simulators)

Crew **TAR** has carried **3 take-offs and 3 landings in previous 90 days on 2 types of aircraft**.

October 2013				
Cockpit CPT		October	01-10-2013 - 10-10-2013	
		10	Days off	Days on
Araya Tom	TAR		0	0
Delta Thomas	D			
Echo Mike	E			
Papa William	P			
Smith John	S			
Tango James	T			
Whiskey Simon	W			

#### Endorsements (days left to expire)

Passport no.2	902
Passport	1754
Licence	1755

#### 90 days currency (3 take-offs and landings)

G450 (days left to expire)	51
H750 (days left to expire)	81

Crew currency status-dot

Go to Crew > Duties section - right next to pilot's code there is a status-dot. Hover the mouse over the dot to get the information displayed in the pop-up window. In case of crew **TAR** it shows that **51** days left to expire '90 days currency' for aircraft **G450** and **81** days for aircraft **H750** - here is how it was calculated:

### G450

- the latest take-off/landing was on **01-09**
- 90 days expiration period will be on **29-11**
- the date of checking is **10-10**
- between 10-10 and 29-11 there is **51 days** (including the 10th of October and the 29th of November).

## H750

- the latest take-off/landing was on **01-10**
- 90 days expiration period will be on **29-12**
- the date of checking is **10-10**
- between 10-10 and 29-12 there is **81 days** (including the 10th of October and the 29th of December).

Flights > Flights List

SIM duty will be included in '90 days currency'

FW	Flight No.	ADES	STA	ALTN	ACFT	Crew	Trip No.	RAX		
ABC	5	01-11	19:00	MAN	WAW	21:00	M-ANDEL	DEL*	08-2013/15	0 RAX
DEF	5	15-11	16:30	WAW	AMS	18:00	M-ANDEL	DEL*	08-2013/15	0 RAX
SIM	1	25-11	19:00	AMS	WAW	21:10	---	DEL*	08-2013/15	0 RAX

90 days cockpit crew currency - example 2

### • Example 2 - Flights including simulators


In this case, crew TAR has done **2 flights** on type G450 and **1 simulator flight** on the same type. Leon will include SIM flight into overall number of days left to expire '90 days currency' for aircraft G450 (see screenshot on the right)

Because the 1st flight was done on the 1st of November, it gives crew TAR 64 days left to expire '90 days currency' for aircraft **G450**

90 days currency (3 take-offs and landings)	
G450 (days left to expire)	64

## IMPORTANT INFORMATION !

**SIM flights will be included into overall number of days left to expire '90 days currency' only when the flight type is set as 'Simulator' in 'Edit Flight' screen OR when a duty with the type Training has been added in 'Crew Duties' table**

If SIM flight is assigned with  icon - you can add Journey Log, but it's not necessary to get that flight calculated for '90 days currency' feature.

Sometimes 2 types of aircraft have **THE SAME** ratings, i.e. JS31 and JS32 or B757 and B767 - in such cases the information about '90 days currency: days left to expire' will be displayed as **JS31/JS32** - the same for both types. Please contact [support@leonsoftware.com](mailto:support@leonsoftware.com) to notify us about different types of aircraft that has one rating.

If a pilot **has not carried 3 take-offs and landings within 90 days**, when hovering the mouse over the status-dot, the information will be displayed as '0' days left. If the number between the latest take-off/landing and the current date (date of checking) is **lower than 30** - the dot will become

orange.

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## 60 days currency (cockpit)

60 days currency (5 take-offs and landings)	
A319:Airbus A319 (days left to expire)	49
GLF4 (days left to expire)	0
H25B:Hawker 750 (days left to expire)	20

60 days crew currency

Some countries require Airlines to monitor number of flights within last **60 days**.

60 days currency feature requires cockpit crew to make at least **5 take-offs** and **5 landings** within last 60 days.

**Leon will update 60 days currency if 1 of below requirements are fulfilled:**

- a crew member has been added to a flight (New Flight section, type 'Commercial') - 'Journey Log' required.
- a crew member has been added to a flight (New Flight section, type 'Simulator') - no 'Journey Log' required.
- a duty type 'training' has been assigned (Crew Duties section) i.e. 'Simulator' or 'Training'.

To check if a crew member has met the requirements, please tick the **60 days currency** checkbox in the filter in Crew > Duties and hover the mouse over a dot by Crew Members name.

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## 90 days currency (single pilot)

This feature works similarly to 90 days multi-pilot currency. The difference is that for single-pilot Leon calculates 5 take-offs & landings in 90 days according to **ORO.FC.202 ©(2)(i)** regulation.

To enable it go to Admin > Operator Settings and in tab General mark a '90 days currency (single pilot)' checkbox.

In Crew Duties hover the mouse over the status-dot to check how many days left the currency to be expired.

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## 90 days night currency (single-pilot)

This currency monitors if there was at least **3 single-pilot take-offs and landings at night in 90 days according to regulation ORO.FC.202(d)(2)(i)**.

The time considered for this currency calculation should be LT at aerodrome of take-off or landing.

Mark a checkbox **90 days night currency** in section Admin > Operator Settings > General to enable this feature.

### 30 days currency (cockpit)

This is a simple option to monitor whether a pilot has flown at all within the last 30 days.

However, it is possible to change the number of days from 30 to i.e. 28 by inserting 28 into the field **In crew currency threshold**. This can be done in section Admin > Operator Settings > General.

### 180 days currency( cabin)

#### INTRODUCTION

According to **EU OPS 1.1020**, points (a) & (b) - an operator shall ensure that each cabin crew member who has been **absent from all flying duties for more than 6 months** and still remains within the period of the previous check required by OPS 1.1025(b)3 **completes refresher training** specified in the Operations Manual as prescribed in Appendix 1 to OPS 1.1020.

Also, an operator shall ensure that when a cabin crew member has not been absent from all flying duties, but **has not, during the preceding six months, undertaken duties on a type of aeroplane as a cabin crew member** required by OPS 1.990 (b), before undertaking such duties on that type, the cabin crew member either:

- 1. Completes refresher training on the type.
- 2. Operates two re-familiarisation sectors during commercial trips on the type.

To make this feature work properly, first activate it in the filter of the section Crew > Duties by marking a checkbox **180 days currency (cabin)**

If there is at least **1** flight added to Leon (for a particular acft type) with a cabin crew member assigned (**Journey Log** is mandatory) - the system will update the status of **180 days currency**, so when you hover the mouse over the status-dot, the information appears in the pop-up window.



The **dot-colour** changes according to the number of days left to expire.

Leon will also update the status, if a cabin crew member has a duty assigned on the aircraft in the

section Crew > Duties:

- **Simulator** - set in **CDR Definition** screen as 'on acft'.
- **Training** - set in **CDR Definition** screen as 'on acft'.

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## ILS cat II currency

In section Admin > Operator Settings > Flight Editing you can add a field **Approach** to your Journey Log, where you can select an appropriate approach. One of the is **ILS cat II**.

In Leon you can monitor if a pilot has done at least 3 'ILS cat II' approaches within the last **6 months**.

To enable it go to Admin > Operator Settings and in tab General mark a checkbox 'ILS cat II currency'.

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