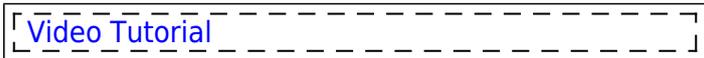


# Crew Certificates



Endorsement	Cockpit	Cabin	GRO/ND	Maintenance	Aircraft type
GPC	<input checked="" type="checkbox"/>				all
Safety	<input checked="" type="checkbox"/>				GLFA
Passport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all
Passport 1	<input checked="" type="checkbox"/>				all
Insurance			<input checked="" type="checkbox"/>		GND
Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			all
Radio licence	<input checked="" type="checkbox"/>				all
License	<input checked="" type="checkbox"/>				all
US License	<input checked="" type="checkbox"/>				all
Work card	<input checked="" type="checkbox"/>				all
Visa	<input checked="" type="checkbox"/>				all

Crew Certificates main screen

Leon allows adding multi-crew certificates as a means of risk mitigation. Their use enables pilots to continue flying and air traffic control staff to continue duty despite the presence of medically-significant conditions which would otherwise pose an unacceptable risk to the safety of air navigation.

Tracking crew **Certificates** in Leon is a very helpful function. You can **store** scanned documents: licences, medicals, visas, etc. You can also specify which documents are required to be valid for dispatch (if invalid, Leon will show a warning when saving a new flight).

You can designate a person/persons responsible for **managing certificates** - they will be **notified** about upcoming certificates expiration. Your crew can be notified about it as well.

Email notifications can be defined for different types of certificates, for different aircraft types or crew, and with different intervals.

## Certificates List

In this section you can create a **certificates list** - add name, type, decide what aircraft type it should apply to, and more.



Defining a new certificates

The first step is adding a **new certificate**. Click on the 'New certificate' icon in the top-left corner to get a new window that needs to be filled-in.

New endorsement	Cockpit	Cabin	GROUND	Maintenance	Aircraft type
OPC	<input checked="" type="checkbox"/>				all
Safety	<input checked="" type="checkbox"/>				OLP4
Passport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	all Passport
Passport 1	<input checked="" type="checkbox"/>				all Passport
Insurance			<input checked="" type="checkbox"/>		GND
Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			all
Radio licence	<input checked="" type="checkbox"/>				all
Licence	<input checked="" type="checkbox"/>				all Licence
US Licence	<input checked="" type="checkbox"/>				all Licence
Visa	<input checked="" type="checkbox"/>				all Visa

The list of added certificates

- **Certificate** - its name, i.e.: USA Visa, Medical, OPC, etc.
- **Certificate type** - choose 'Certificate' if it's just a general document. Select the other ones accordingly.
- **Warn if expired when adding a flight** - tick the checkbox so that if the certificate is invalid Leon will show a warning, i.e.: **At least one crew member has no valid certificates. XRA Matilda Xray has expired certificates Licence (expired 01-02-2013).**
- **Order** - click  to expand the drop-down box list and choose the location of newly added certificates on the main certificates list.
- **Trip type** - selection between Commercial, Private, and All. Works based on the Commercial checkbox in the tab TRIP in the OPS section. If the trip is Commercial, the certificates marked as 'Private' will not be considered. Analogically, with the Private trip Type
- **Required Licence Type** - possibility to select the following: 'All', 'ATPL', and 'CPL'
- **English Level** - possibility to select 'All', 'Level 4', 'Level 5', and 'Level 6'
- **Aircraft selection type** - selection of whether the certificate should apply per type or per registration
- **Group Name** - possibility to name a group of certificates and use this name for other certificates definitions of the same type. Once the 'Group Name' is assigned, it will also be possible to filter by this name in the Crew > 'Certificates' section ('Certificate group' filtering option) and in the Full User profile > 'Certificates' tab ('Show' dropdown)
- **Certificates for** - Cockpit, Cabin, Ground, or Maintenance - select to which position/positions the new certificate is required.
- **Aircraft type** - select on which aircraft the new certificate is required.

**Only certificates with marked checkbox 'Warn if expired when adding a flight' are taken into consideration if it comes to the dot-color in OPS, tab CREW.**

'Certificates for' and 'Aircraft type' can be set up for all cockpit crew members and all the airplanes, such as license, medical, or security, or for a single crew member only. Very wide range of possible settings and system's flexibility will allow you to manage certificates quickly and easily.

If you want a pilot's licence number to be displayed on the 'Flight Order' (see below), simply make sure that it is set in the 'Certificates List' screen, when edited, as type 'License'.

Crew Members		
Pilot Code	Name	License No
<b>XRA</b>	<b>Matilda Xray</b>	<b>FPL-L123-9876</b>

## IMPORTANT!

**If in the Certificates List, you have defined**

**more than 1 certificate type: Licence, in the Flight Order document Leon will show the license from the top of the list. Be advised to set the order of the certificates properly (FCL should always be on top) by using the "Order" drop-down menu.**

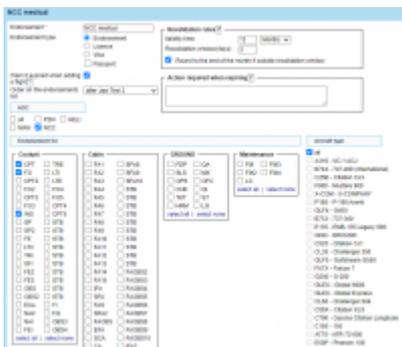
**Leon does not monitor the expiry date of certificates for the freelancers - no warnings will appear in the OPS panel, when assigning freelancers to new flights.**

**REVALIDATION RULES** - this function is for suggesting the next expiry date based on the certificates' issue date. If you leave both 'validity time' and 'revalidation' windows set to **0**, the function is **disabled**.

- **Validity time** - holds information regarding how many months from the certificate's issue date that certificate will be valid.
- **Revalidation window** - holds information for how many days before the certificate's expiry date you can revalidate the certificate and still count validity time from the last expiry date.
- **Round to the end of the month if outside the revalidation window** - if checked and before the revalidation window, your validity will be rounded to the end of the month.
- **Action required when expiring** - it is a box where you can input a short description of an action that a crew member has to perform in order to revalidate this certificate. This description will be sent along with an email reminder to the crew member.

Please note that you can always overwrite the calculated expiry date. The purpose of this function is to **minimize** error entries, rather than fully automate the process.

## Certificates per AOC



Assigning crew certificates to AOC

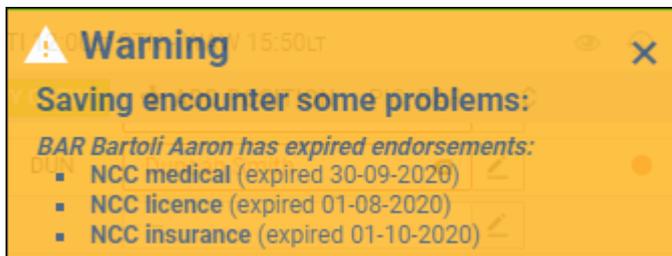
When defining crew certificates, it is possible to assign them to a particular **AOC**. When AOC is selected on the trip, Leon will show a warning only for certificates previously assigned to that AOC.

When adding a new certificate, or editing an existing one, you can assign it to one of the pre-defined AOCs (all pre-defined AOCs can be checked in Settings > FTL Settings).

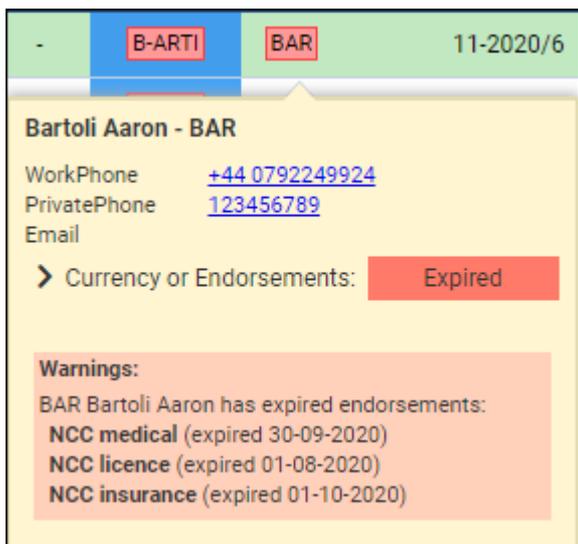
AOC

all    PSN    HELI  
 MAN    NCC

When assigning crew to a trip which has a particular AOC selected in a tab FLIGHT, Leon will show a warning **only** for the expired certificates assigned to this AOC.



If the crew has been assigned with such expired certificates (despite the warning), Leon will highlight the crew code in red (as long as the 'Crew certificate expired' checkbox is marked in the 3-dot filter) and if you hover the mouse over the code, Leon will show a pop-up window with expired certificates information.



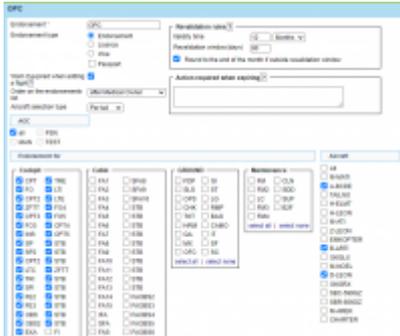
## Certificates per a tail

It is possible to set up crew certificates **per a tail**.

When defining a new certificate (section Settings > Crew Certificates), click 'Aircraft selection type' to choose between: per a type or per a tail.

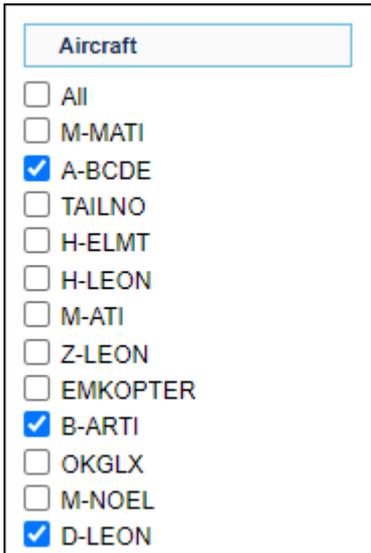
Aircraft selection type

Per tail ▼  
Per type  
Per tail



Setting up crew certificates per a tail

By selecting 'per a tail' Leon will show all active tails.



Once a new certificate's details are added, mark the appropriate tail/tails and save the changes. On the main list of crew certificates, Leon will show marked tails.

Endorsement	Cockpit	Cabin	GROUND	Maintenance	Aircraft type	Aircraft
OPC	<input checked="" type="checkbox"/>				all	B-ARTI, A-BCDE, D-LEON

Leon will show certificates defined per a tail only for flights assigned on tails to which such certificates have been linked.

The example below shows a flight with the aircraft H-ELMT, which was not assigned to the certificates OPC - Leon does not show it on the list of the required certificates.

ENDORSEMENTS	
Name	Expires
<b>Required for dispatch</b>	
Licence	31/07/2022
US Licence	31/08/2023
Visa	14/12/2024
Radio licence	Never

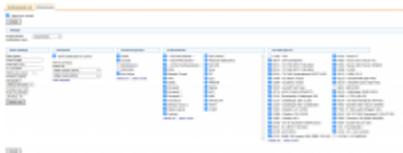
## Certificates for Ground staff

If you need to add certificates for your GROUND staff (office, maintenance, sales, etc...) you can do that by adding an aircraft **GROUND** to your fleet (one ground aircraft is free of charge). In order to do that, follow below steps:

1. Adding an aircraft GROUND should be done in the same way as with all other tails - you just need to insert **GND** in a field 'Aircraft Type', fill in mandatory fields and assign appropriate [Aircraft Crew Positions](#) in a tab **Ground**.
2. Add [Ratings](#) for previously chosen positions to your Ground staff.
3. Crew with ratings on GND will appear in a section Crew > Certificates page (select Ground 'Function type' in the filter), but also in the Crew > Duties roster (select Ground function type in the filter and Ground staff will appear at the bottom of the screen), so you can also assign duties to your Ground staff.

## Mailing Rules

Leon sends email notifications about certificates' expiry dates to selected people (Managers or OPS) as well as to certificate owner (a particular crew member) according to defined time intervals.



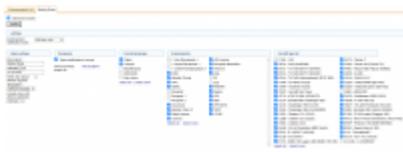
General view on Email notification

In this section, you can define rules for receiving notifications from Leon about the **expiration of the crew certificates**.

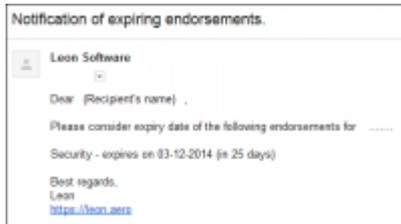
You can set as many rules as you need. You can add **different recipients** (i.e. people who manage certificates or particular groups of certificates).

It is also possible to make Leon send notifications to the certificate's owner (crew member). In this case, you can set different intervals and a notification email **will be sent to the owner regarding all his certificates**.

## Defining rules



Defining a new rule for certificates email notifications



### Notification email example

To define rules for sending email notifications regarding the expiration of certificates you need to follow these steps:

- In the section **Settings** open **Certificate notification rules** drop-down box, click **Add new rule** and name the rule in the column **Basic settings > Rule name**.
- Set intervals (how many days before the expiry date of the selected certificates emails should be sent) for this particular rule.
- Add recipient and select a person/persons to whom notification emails should be sent.
- Mark **Functional groups** for this particular rule - cabin, cockpit, ground, or maintenance (don't leave groups unmarked, as Leon will not send a notification not knowing whom it should concern).
- Select appropriate certificates which should be included in the email notification.
- Select appropriate the aircraft type

Once all is set & defined, Leon will be sending notifications emails to your inbox with the header **Notification of expiring certificates**. Inside the email, you will find information about the expiry date of certificates.

**Visa Documents** will send the notification about the expiry of the Visas that are connected to the User Passport in a User profile.

Separately you can define Leon sending email notifications about the expiry of **Practical Training & Online Training** by marking those 2 checkboxes and inserting intervals.

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