

Crew Endorsements

[Video Tutorial](#)

| Endorsement | Cockpit | Cabin | GROUND | Maintenance | Aircraft type |
|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------|
| GPC | <input checked="" type="checkbox"/> | | | | all |
| Safety | <input checked="" type="checkbox"/> | | | | GuF4 |
| 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"/> | | OND |
| 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 |
| Wet end | | | | | all |
| Visa | <input checked="" type="checkbox"/> | | | | all Visa |

Crew Endorsements main screen

Leon allows adding multi-crew endorsements 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 **Endorsements** 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 endorsements** - they will be **notified** about upcoming endorsements expiration. Your crew can be notified about it as well.

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

Endorsements List

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


Defining a new endorsement

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

New endorsement

| Endorsement | Cockpit | Cabin | GROUND | Maintenance | Aircraft type |
|---------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------|
| OPC | <input checked="" type="checkbox"/> | | | | all |
| Safety | <input checked="" type="checkbox"/> | | | | OLN4 |
| 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 endorsements

- **Endorsement** - its name, i.e.: USA Visa, Medical, OPC, etc.
- **Endorsement type** - choose 'Endorsement' 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 endorsement is invalid Leon will show a warning, i.e.: **At least one crew member has no valid endorsements.** [XRA Matilda Xray has expired endorsements Licence \(expired 01-02-2013\).](#)
- **Order** - click  to expand the drop-down box list and choose the location of newly added endorsements on the main endorsements list.
- **Endorsements for** - Cockpit, Cabin, Ground or Maintenance - select to which position/positions the new endorsement is required.
- **Aircraft type** - select on which aircraft the new endorsement is required.

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

'Endorsements for' and 'Aircraft type' can be set up for all cockpit crew members and all the airplanes, such as: licence, 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 endorsements 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 'Endorsements List' screen, when edited, as type 'License'.

| Crew Members | | |
|--------------|---------------------|----------------------|
| Pilot Code | Name | License No |
| XRA | Matilda Xray | FPL-L123-9876 |

IMPORTANT!

If in Endorsements List you have defined more than 1 endorsement type: Licence, in Flight Order document Leon will show the licence from the top of the list. Be advised to set the order of the endorsements properly (FCL should always be on top) by using "Order" drop-down menu.

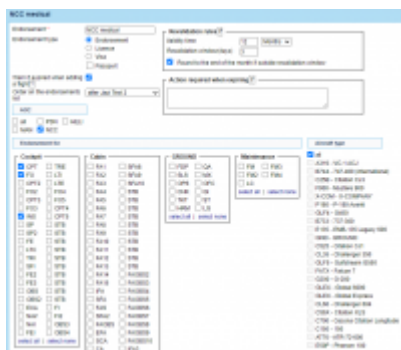
Leon does not monitor expiry date of endorsements for the freelancers - no warnings will appear in OPS panel, when assigning freelancer to new flights.

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

- **Validity time** - holds information regarding how many months from the endorsement's issue date that endorsement will be valid.
- **Revalidation window** - holds information for how many days before the endorsement's expiry date you can revalidate the endorsement and still count validity time from the last expiry date.
- **Round to the end of the month if outside revalidation window** - if checked and before 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 crew member has to perform in order to revalidate this endorsement. This description will be sent along with 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.

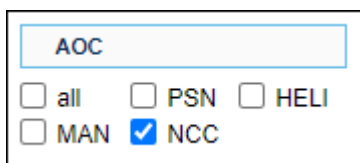
Endorsements per AOC



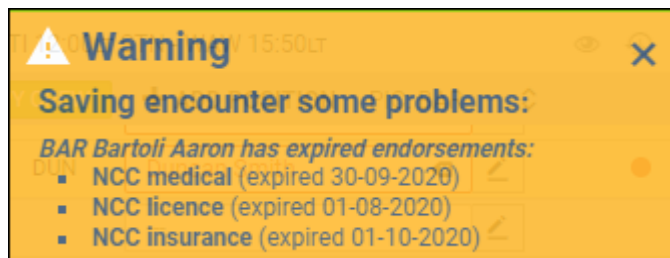
Assigning crew endorsements to AOC

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

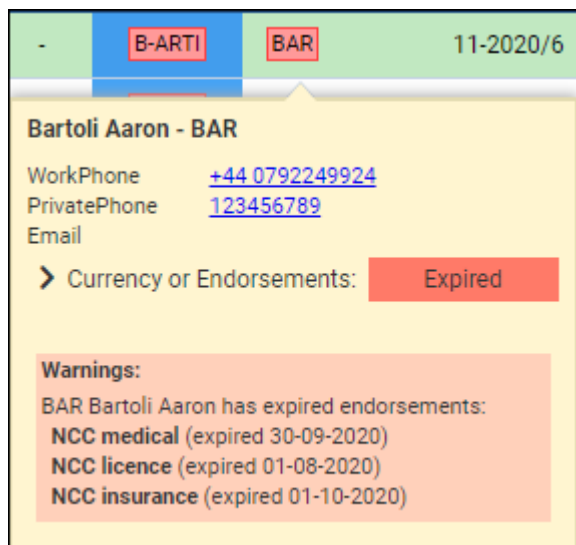
When adding a new endorsement, or editing an existing one, you can assign it to one of the pre-defined AOCs (all pre-defined AOCs can be checked in Settings > FTL Settings).



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 endorsements assigned to this AOC.



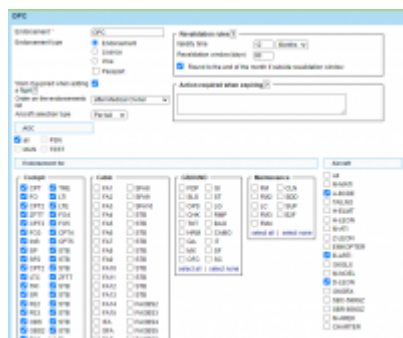
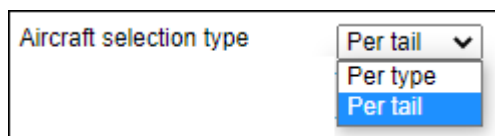
If crew has been assigned with such expired endorsements (despite the warning), Leon will highlight crew code in red (as long as 'Crew endorsement expired' checkbox is marked in 3-dot filter) and if you hover the mouse over the code, Leon will show a pop-up window with expired endorsements information.



Endorsements per a tail

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

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



Setting up crew endorsements per a tail

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

Aircraft

☐ All

☐ M-MATI

☒ A-BCDE

☐ TAILNO

☐ H-ELMT

☐ H-LEON

☐ M-ATI

☐ Z-LEON

☐ EMKOPTER

☒ B-ARTI

☐ OKGLX

☐ M-NOEL

☒ D-LEON

Once a new endorsement's details are added, mark appropriate tail/tails and save changes. On the main list of crew endorsements 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 endorsements defined per a tail only for flights assigned on tails to which such endorsements have been linked.

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

| | | | | | |
|--|--|--|---------|-----------------------|------------|
| | | | PA | ENDORSEMENTS | |
| | | | FUEL | Name | Expires |
| | | | | Required for dispatch | |
| | | | FW & JL | Licence | 31/07/2022 |
| | | | | US Licence | 31/08/2023 |
| | | | | Visa | 14/12/2024 |
| | | | ACFT | Radio licence | Never |

Endorsements for Ground staff

If you need to add endorsements 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 > Endorsements 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 endorsements' expiry date to selected people (Managers or OPS) as well as to endorsements 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 endorsements**.

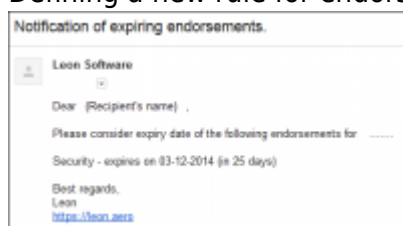
You can set as many rules as you need. You can add **different recipients** (i.e. people who manage endorsements or particular groups of endorsements).

It is also possible to make Leon send notifications to the endorsement'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 endorsements**.

Defining rules



Defining a new rule for endorsements email notifications



Notification email example

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

- In the section **Settings** open **Endorsement 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 endorsements 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 endorsements 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 endorsements**. Inside the email, you will find information about the expiry date of endorsements.

Visa Documents will send the notification about 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 Trainings & Online Trainings** by marking those 2 checkboxes and inserting intervals.

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