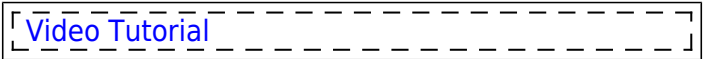


Crew Endorsements



Endorsements List					
Maining Rules					
New endorsement					
Endorsement	Cockpit	Cabin	GRO/ND	Maintenance	Aircraft type
GPC	<input checked="" type="checkbox"/>				all
Safety	<input checked="" type="checkbox"/>				GUFA
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
Visa old	<input checked="" type="checkbox"/>				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.

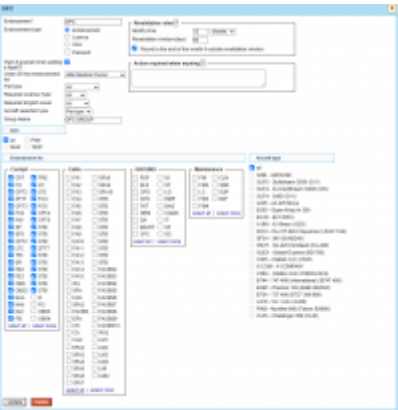
Tracking crew **Endorsements** in Leon is a very helpful function. You can **store** scanned documents: licences, medicals, visas, etc. You can also specify which documents are required to be valid for dispatch (if invalid, Leon will show a warning when saving a new flight).

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.
- **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 endorsements 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 whether the endorsement should apply per type or per registration
- **Group Name** - possibility to name a group of endorsements and use this name for other endorsements definitions of the same type. Once the 'Group Name' is assigned, it will also be possible to filter by this name in the Crew > 'Endorsements' section ('Endorsement group' filtering option) and in the Full User profile > 'Endorsements' tab ('Show' dropdown)
- **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.

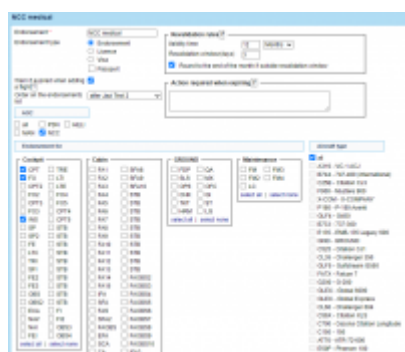
Leon does not monitor expiry date of endorsements for the freelancers - no warnings will appear in OPS panel, when assigning freelancer to new flights.

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).

AOC

☐ all

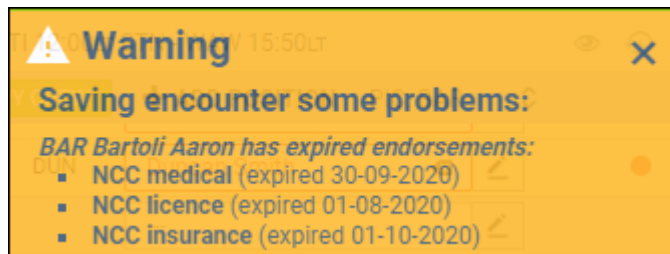
☐ PSN

☐ HELI

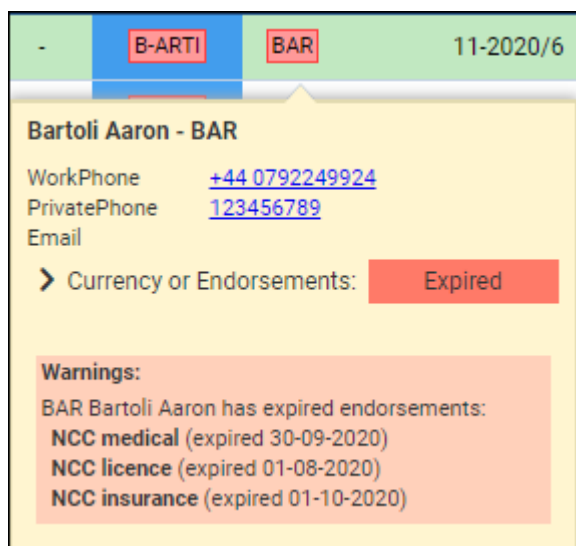
☐ MAN

☒ 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 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**.

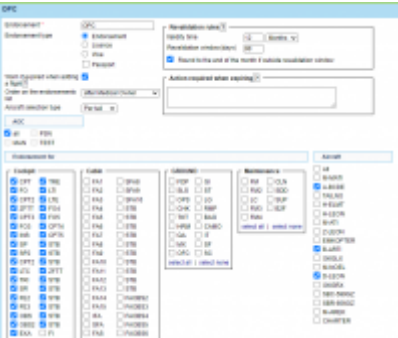
When defining a new endorsement (section Settings > Crew Endorsements), click 'Aircraft selection type' to choose between: per a type or per a tail.

Aircraft selection type

Per tail ▼

Per type

Per 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.

<div>H-ELMT</div> <div>MAN</div> <div>DEL</div> <div>DEL</div>	PA	ENDORSEMENTS	
	FUEL	Name	Expires
	Required for dispatch		
	FW & JL	Licence	31/07/2022
	ACFT	US Licence	31/08/2023
		Visa	14/12/2024
		Radio licence	Never

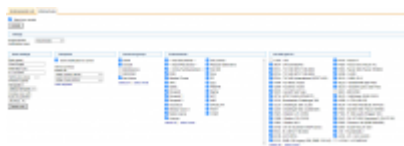
Endorsements for Ground staff

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**.

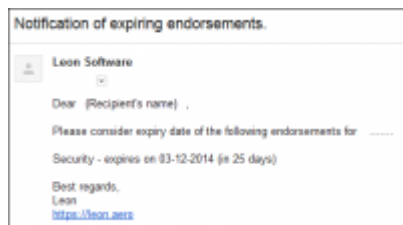
You can set as many rules as you need. You can add **different recipients** (i.e. people who manage endorsements or particular groups of endorsements).

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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