Certificates for Airports

Airport Directory - adding online familiarization and airport recency

Some airports require pilots to familiarize themselves with important information regarding this airport before flying there - this is when the '**Airport brief**' document should be added to Leon to be available to pilots. The same applies to airport '**Airport Recency**' or **Online Familiarization** documents.

You can define airports which require 'Airport brief' by going to **Airport Directory** section and ticking an appropriate box.

In a section OPS, if a checkboxes are marked in the 3-dot filter (top-right corner), the airport code is highlighted.

If a pilot is planned for a flight to a particular airport where special trainig is required, you can add **training** documents to Leon by clicking on tab 'Airport Recency' or 'Online Familiarization' in user's 'Personal certificates' page. Enter airport's code, update it, and add appropriate details. You can also upload a PDF file.

If the Airport Recency is still valid and a pilot has performed a flight to the particular airport, once the **Journey Log has been added**, Leon will **update** the 'Last visit' date and will also update the 'Expiry date' automatically.

You can also add information to Leon if a particular crew member needs **Airport Recency** (either on the aircraft or simulator).

Just like with 'Online Familiarization' - you can add an **Airport Recency** either from 'Airport Directory' by marking a checkbox **Training required** (crew code appears on pink background), or from **Personal Certificates**, tab **Airport Recency**.

It is also possible to access the **history** of uploaded files by clicking on the History link. More information about the **history of uploaded files** can be found in the Endorsements section.

> **Please note that Endorsements for a specified airport will only appear on a list for pilots planned for that airport in the future (no past flights included)**.

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