Roster Definition

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.
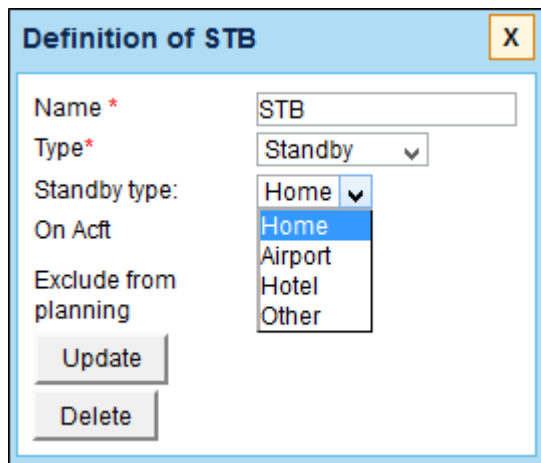
Invalid Link
Adding a new duty type

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

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 <u>aeroplane</u>, or in a <u>flight simulator</u> 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**

90 days cockpit crew currency - example 1

<u>Examples below will explain how this feature works</u>:

- **Example 1 - Flights (without simulators)**

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

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).

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**

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 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.

60 days currency (cockpit)

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.

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)' checbox.

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

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'.

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'.

Ratings

Introduction

Adding ratings to crew means making them avaiable on the list to choose from when adding a new flight. If you give a rating **CPT** to a pilot, then when you click on CPT field in Edit Flight screen you will be able to select him for that position.
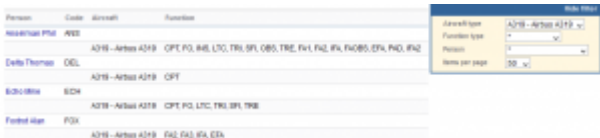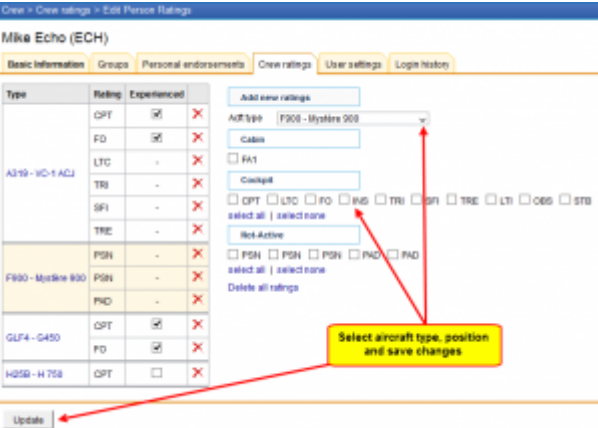

Crew ratings page

In **Crew Ratings** screen you can see all crew members with previously added ratings sorted alphabetically. In the filter you can select aircraft type, function type or a person (to see only his ratings).

In order to assign a crew member to a flight you need to specify what his position is on a particular aircraft type (CPT, FO, FA, etc.). It is <u>very important</u>, because when adding crew to the flight, a crew member without ratings assigned <u>will not appear</u> in the crew suggestion drop-down list in the edit flight screen.

Adding ratings

Adding ratings to crew

Go to Crew > Ratings, select the name from the list of cre members or find the person in the filter and click their name (in blue). Select the aircraft type and tick ratings from the list, then click 'Update'.

If you want to add a function that is not on the list, go to Admin > Functions and follow steps described in the chapter Functions.

Once ratings have been added, you can specify if a particular crew member is experienced on the assigned position or not by ticking the box **Experienced**. It is up to the Operator what criteria are applied to mark the crew member as experienced.

Type	Rating	Experienced	
A319 - A319	CPT	☑	✗
F900 - Mystère 900 / Falcon 900	CPT	☑	✗
	FO	☑	✗
	PSN	-	✗
	PAD	-	✗

Leon will highlight crew in red in Flights List section if two unexperienced pilots are assigned on the same flight. When clicking on the highlighted crew you will find warning:

Both CPT & FO are not experienced on G450. You can change their experience in Crew > Ratings page.

Duties Definitions

In this section you input all the necessary details (amounts, currency, mode) so that the panel works properly and the wages match performed flights by your crew members.

There are **2** modes available:

- **Normal**
- **Workflow**

Normal mode

Per Diems - mode 'Normal'

In this mode you can see columns such as:

- **Airport** - if the day rate is the same for all airports, it should remain set as 'Default'. That means, all flights away from home base will be calculated at the same rate. If there are exceptions, you should add the airport code and define the rest of columns accordingly.
- **Month** - you can select for what month per diems should be counted - for a specific airport.
- **Currency** - choose the currency in which per diems should be counted.
- **Currency day rate** - the amount of money for a single per diem - it can differ for different airports.
- **Currency/… rate** - you can define default per diems currency in Admin > Operator Settings > General

IMPORTANT!

> The column **'Currency/… rate'** should be set as '**1**' if airport currency should be counted vs default currency on a **one-for-one** basis. However, if you have defined a different currency for some airports and you want the system to convert it to default currency - the column **'Currency/… rate'** should be set as '**0**'

Example:

Default currency is set as **EUR**. There are **2** airports for which per diems should be calculated in a different currency: **STN** - currency **GBP**, **SSH** - currency **USD**. When the column 'Currency/EUR rate' for these 2 airport is set as '**0**' - both currencies will be converted to **EUR** , which will be displayed in the Per Diems report.

> All rates are converted according to **National Bank of Poland** exchange rates updated every 24 hours - go to section Sales > Currency Exchange Rates to view the rates

Workflow mode

Per Diems - mode 'Workflow'

In this mode you can define the **workflow** of calculating, checking and approving per diems. You can select people who will be responsible for approving it as well as person who can do payments. Pilots can also check their per diems and either approve them or reject.

For the exact mechanism of how the diets are calculated in Workflow mode go to Per Diems section of this manual

Diets Definitions

In this section you input all the necessary details (amounts, currency, mode) so that the panel works properly and the wages match performed flights by your crew members.

There are **2** modes available:

- **Normal**
- **Workflow**

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