

SCHEDULE 10

(Regulation 290)

EXAMPLE FLIGHT AND DUTY TIME SCHEME—AEROPLANE OPERATIONS

REST PERIODS, DUTY, AND FLIGHT TIME: COMMERCIAL AIR TRANSPORT—AEROPLANE

Applicability

1. The scheme shall apply in relation to any duty carried out at the behest of the national air operator by both flightcrew and cabin crew.

Responsibilities

2. (1) A national air operator shall have a scheme for the regulation of flight times of crews. The scheme shall be approved by the Authority and included in the national air operator's Operations Manual. The Operations Manual shall be readily available to every person employed by the national air operator as a member of an aircraft crew.

(2) A crew member shall not fly, and an operator shall not require him to fly, if either has reason to believe that such crew member is suffering or likely to suffer while flying, from such fatigue as may endanger the safety of the aeroplane or of its occupants.

(3) A flightcrew member shall inform the operator of all flying undertaken so that the cumulative flight and duty times can be assessed against the limitations contained in this section.

(4) The national air operator will publish crew rosters showing planned duty sufficiently in advance so that operating crews can plan adequate pre-duty rest.

(5) The national air operator and crew member are jointly responsible for the proper control of flight and duty times. A crew member has the responsibility to make optimum use of the opportunities and rest facilities provided. He is responsible for planning and using his rest periods properly in order to minimize the risk of incurring fatigue.

(6) A crew member shall not act as operating crew if he knows or suspects that his physical or mental condition renders him unfit to operate.

Definitions

3. For the purpose of this clause—

“calendar day” means the period of elapsed time using Co-ordinated Universal Time or local time that begins at midnight and ends twenty-four hours later at the next midnight;

“days off” means the periods available for leisure and relaxation free from all duties. A rest period may be included as part of a day off;

“dispatch crew” means a fully qualified and current flight crew or cabin crew authorised to carry out pre-flight duties as defined by the national air operator;

“duty” means any continuous period during which a crew member is required to carry out any task associated with the business of the national air operator;

“flightcrew” means those members of the crew of an aircraft who act as pilot or pilot engineer;

- “flight time” means the total time from the moment an aircraft first moves under its own power for the purpose of taking off until the moment it finally comes to rest at the end of the flight;
- “flight duty period” means any time during which a person operates in an aircraft as a member of its crew. It starts when the crew member is required by the national air operator to report for a flight and finishes at the end of the flight time on the final sector. This term is used interchangeably with flying duty period and flight duty time;
- “minimum rest period” means a period during which a flightcrew member is free from all duties, is not interrupted by the national air operator or private operator, and is provided with an opportunity to obtain not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals;
- “positioning” means the practice of transferring crews from place to place as passengers in surface or air transport on behalf of the national air operator. Positioning time counts as duty time;
- “reporting time” means the time at which a crew member is required by the national air operator to report for any duty;
- “rest period” means a period of time before starting a flight duty period that is designed to give crew members adequate opportunity to rest before a flight;
- “rostered duty” means a planned duty period, or series of planned duty periods, with stipulated start and finish times, notified by the national air operator to crews in advance;
- “scheduled duty” means the allocation of specific flight or flights or other duties to a crew member within the pre-notified series of planned duty periods;
- “sector” means the time between an aircraft first moving under its own power until it next comes to rest at the designated parking position after landing;
- “split duty” means a flight duty period which consists of two or more sectors separated by less than the prescribed minimum rest period;
- “standby” means a flightcrew member who has been designated by a national air operator to remain at a specified location in order to be available to report for flight duty on notice of one hour or less;
- “reserve duty” means a period during which the national air operator places restraints on a crew member who would otherwise be off duty;
- “suitable accommodation” means a furnished bedroom which is subject to minimum noise, is well ventilated, and has the facility to control the levels of light and temperature; and
- “travelling” means all time spent by a crew member transiting between the place of rest and the place of reporting for duty. Travelling time does not count as duty time.

Monitoring System

4. (1) A national air operator shall establish a system that monitors the flight time, flight duty time and rest periods of each of its flightcrew members and shall include in its company operations manual the details of that system.

(2) Where a person becomes aware that an assignment by a national air operator to act as a flightcrew member on a flight would result in the maximum flight time or the maximum flight duty time specified in these Regulations being exceeded, the person shall so notify the national air operator.

5. A crew member shall not act as a member of the operating crew if he knows, or suspects, that his physical or mental condition renders him unfit to operate. A crew member shall not fly if he knows that he is or is likely to be, in breach of this section.

Calculation of a flight duty period

6. The maximum flight duty period, in hours and fractions of hours, will be in accordance with paragraph 17. The times extracted may be extended at the discretion of the pilot in command under the terms of paragraphs 18 and 19 and 30 as applicable.

Additional Limits on flying early starts

7. A flightcrew member should normally not be rostered to operate more than three consecutive days where duties start or finish in any part of the period 0001 to 0559 local time. There will be no more than four such duties in seven consecutive days.

8. However, when a crew member is in suitable accommodation provided by the company which is less than sixty minutes travelling time of the reporting point, then 0559 may be changed to 0459 local time.

9. Should any duties be scheduled to be carried out within any part of the period 0200 to 0459 local time, for a maximum of three consecutive nights, then a crew member will finish the duty preceding this series by 2100 hours local time before covering the block of consecutive night duties. However, if the preceding duty period extends beyond 2100 hours local time but not later than 2259 hours due to an unforeseen delay the crew member is expected to operate the scheduled flight.

Mixed duties

10. When a crew member is required to report for duty in advance of the stipulated report time for a scheduled flight, to carry out a task on behalf of the national air operator, then the time spent on that task shall be part of the subsequent flight duty period.

Mixed simulator and aircraft flying

11. When a crew member flies in the simulator, either on a check or training, or as an Instructor or check airman, and when within the same duty period he operates as a flightcrew member in commercial air transport operations, all the flight time and flight duty time spent in the simulator is counted in full towards the subsequent flight duty period and for helicopters towards the daily flying hour maxima. Simulator flying does not count as a sector, but the flight duty period allowable is calculated from one hour prior to the scheduled simulator start time.

Positioning and combinations of flying and other duty

12. All time spent on positioning as required by the operator shall count as duty but does not count as a sector when calculating the maximum allowable flight duty period. In such circumstances the flight duty period commences at the time at which the crew member reports for the positioning journey.

13. Positioning, any form of ground duty and standby duty at an airport which immediately preceded flight duty, shall be included in the flight duty period and be subject to maximum allowable flight duty period limits specified. Positioning and ground duties immediately following a flight duty shall not be part of the flight duty period, but shall count in computing the length of the subsequent rest period. The time spent between reporting for a flight and the completion of post flight tasks determines the length of the subsequent rest period.

14. If, after the positioning journey, a crew member spends less than the minimum rest period at a suitable accommodation provided by the national air operator, and then carries out the flight duty period, the positioning will be counted as a sector if a split duty is claimed when calculating the allowable flight duty period. If it is not, a split duty flight duty period will not be used.

Reserve Duty

15. When at home or in suitable accommodation provided by the national air operator, crew members may be on reserve duty for twenty-four hours but the time of start, end and nature of the reserve duty will be defined to crew members so that they can plan their rest.

16. When a crew member is required to be on standby at the airport or a designated reporting place, the flight duty period commences at the reported time.

Maximum flight duty period— aeroplanes

17. The maximum flight duty periods for aeroplane crews is shown in the tables below—

TWO (2) PILOT CREW - AEROPLANE

Local Time at Start	Sectors									
	1	2	3	4	5	6	7	8	9	10 or more
0600-1259	14	14	14	13	12	11	10	10	9	9
1300-1759	14	14	13 ¼	12 ½	11 ¾	11	10	10	9	9
1800-2159	14	13 ¼	12 ½	11 ¾	11	10	10	10	9	9
2200-0559	12	11 ½	10 ¾	10	10	10	10	10	9	9

TWO (2) PILOTS AND ONE (1) FLIGHT ENGINEER - AEROPLANE

Local Time at Start	Sectors							
	1	2	3	4	5	6	7	8 or more
0600-1259	14	14	14	13 ½	12 ½	11	10	10
1300-2159	14	14	13 ½	12 ¾	12 ½	11	10	10
2200-0559	12	12	11 ½	11	11	11	10	9

SINGLE (1) PILOT CREW - AEROPLANE

Local Time at Start	Sectors				
	Up to 4	5	6	7	8 or more
0600-1259	10	9 ¼	8 ½	8	8
1300-1759	11	10 ¼	9 ½	8 ¾	8
1800-2159	10	9 ¼	8 ½	8	8
2200-0559	9	8 ¼	8	8	8

Extension of maximum rostered flight duty period by augmented crew — Aeroplanes

18. When an augmented crew is used to extend the maximum flight duty period the additional crew member or members shall hold qualifications which meet the requirements of the operational duty he will perform. The qualifications shall be specified by the operator and approved by the Authority.

19. Where a flightcrew is augmented by the addition of at least one flightcrew member, the division of duty and rest is balanced between the flightcrew members and, when a flight relief facility is provided, flight duty time may be extended if—

- (a) where a flight relief facility—seat is provided, the flight duty time may be extended to sixteen consecutive hours, in which case the maximum flight deck duty time for any flightcrew member shall be twelve hours;
- (b) where a flight relief facility—bunk is provided, the flight duty time may be extended to twenty consecutive hours, in which case the maximum flight deck duty time for any flightcrew member shall be fourteen hours;
- (c) the subsequent minimum rest period shall be at least equal to the length of the preceding flight duty time; and
- (d) a maximum of three sectors may be completed.

20. Where a flightcrew is augmented by the addition of at least one flightcrew member, the total flight time accumulated during the flight shall be logged by all flightcrew members for the purposes of calculating the maximum flight times.

Extensions of flight duty period by split duty

21. When a flight duty period consists of two or more sectors—of which one can be a positioning journey counted as a sector—but separated by less than a minimum rest period, then the flight duty period will extend by the amounts indicated below.

<i>Consecutive Hours Rest</i>	<i>Maximum Extension of the FDP</i>
Less than 3	NIL
3–10	A period equal to half the consecutive hours rest taken.

22. The rest period shall not include the time allowed for immediate post and preflight duties. When the rest period is less than six hours it will suffice if a quiet and comfortable place, not open to the public, is available. If rest is to be taken in the aircraft on the ground, the crew shall have adequate control of the temperature and ventilation. Passengers shall not be on board. If the rest period is more than six consecutive hours, then suitable accommodation shall be provided.

Delayed reporting time

23. When a crew member is informed of a delay before leaving his place of rest the flight duty period shall start at the new reporting time, or three hours after the original reporting time, whichever is the earlier. This paragraph shall not apply if the crew member is given ten hours or more notice of a new reporting time.

Rest periods

24. The national air operator shall endeavour to notify the crew member of a flight duty period assignment in good time so that sufficient pre-flight rest can be obtained. When away from base, opportunities and facilities for adequate pre-flight rest will be provided by the national air operator.

25. The minimum rest period which shall be provided prior to a flight duty period shall be—
(a) at least as long as the preceding duty period, or
(b) eleven hours whichever is greater.

Note: The minimum rest period of eleven hours includes travel time to and from the rest facility, hotel check-in and check-out time and time for personal hygiene and meals allowing eight consecutive hours of sleep opportunity in suitable accommodation. If any of the variables is longer than expected, or there is any further delay in the crews being afforded the required eight hours sleep opportunity, the minimum rest shall be increased accordingly.

26. If the preceding duty period exceeded sixteen hours, the minimum rest shall be no less than sixteen hours plus two hours for every hour or part of an hour that the previous duty period exceeded sixteen hours.

27. Following a sequence of reduced rest and extended flight duty period the subsequent rest period shall not be reduced.

28. At least thirty-six consecutive hours rest each seven days shall be provided. These rest periods may be taken on layovers in suitable accommodation.

29. Following any three consecutive twenty-four hours periods in which there have been three periods of twelve hours or more of flight duty, the flightcrew member shall have twenty-four hour of uninterrupted rest.

30. Following any two consecutive twenty-four hour periods during which there have been two (2) fifteen hours of flight duty the flightcrew shall have thirty hours uninterrupted rest.

31. A crew member who has difficulty in achieving adequate pre-flight rest shall inform the Head of Flight Operations and will be given the opportunity to seek medical assistance.

Pilot in command discretion to extend a flight duty period in unforeseen circumstances

32. The pilot in command may, at his discretion, and after taking note of the circumstances of other members of the crew, extend a flight duty period in unforeseen circumstances, beyond that permitted in paragraph 17, provided he is satisfied that the flight can be made safely. The extension shall be calculated according to what actually happens, not on what was planned to happen. An extension of two hours is the maximum permitted, except in cases of emergency.

Note: In respect of an extension to a flight duty, an emergency is a situation which in the judgement of the pilot in command presents a serious risk to the health or safety of crew and passengers, or endangers the lives of others.

33. Whenever a pilot in command extends a flight duty period, he shall report it to the national air operator on a Discretion Report Form acceptable to the Authority. If the extension is greater than one hour, or when exercised after any reduced rest period, then the operator shall submit the pilot in command's written report together with the operator's comments to the Authority within fourteen days of the return of the aircraft to base.

Pilot in command discretion to reduce a rest period

34. A pilot in command may, at his discretion, and after taking note of the circumstances of other members of the crew, reduce the rest period. The rest period will not be less than ten hours. The exercise of such discretion will be exceptional and shall not be used to reduced successive rest periods. If the preceding flight duty period was extended, the rest period may be reduced, provided that subsequent allowable flight duty period is also reduced by the same amount.

Reporting exercise of discretion

35. When a pilot in command extends a flight duty period or reduces a rest period it shall be reported to the Chief Pilot on a Captains Voyage Report Form outlining the duty and rest periods.

Days off

36. Wherever possible, days off should be taken in the home environment. A planned rest period may be included as part of the day off.

37. Crew Members shall be granted an average of two days off per week, not counting periods of leave. A minimum of six days off in any consecutive four weeks is permissible, provided the shortfall is made good in the preceding or following four weeks.

Absolute limits on flying hours

38. A person shall not act as a member of the flightcrew of an aircraft if at the beginning of the flight the aggregate of all previous flight times—

(1) During the period of seven consecutive days expiring at the end of the day on which the flight begins exceeds thirty-five hours.

(2) During the period of twenty-eight consecutive days expiring at the end of the day on which the flight begins exceeds one hundred hours; or

(3) During the period of twelve months expiring at the end of the previous month exceeds one thousand hours.

Rules relating to cabin crew

39. The maximum flight duty periods for cabin crew may be one hour longer than those for flightcrew.

40. The maximum flight duty hours for cabin crew shall not exceed—

(1) sixty hours in one week but may be increased to sixty-five hours when a rostered duty covering a series of duty periods, once commenced, is subject to unforeseen delays.

(2) One hundred and five hours in any two consecutive weeks

(3) Two hundred and ten hours in any four consecutive weeks.

Air taxi or sole use charter, including pleasure flying and air ambulance supplement

41. The content of this supplement is designed for use by companies conducting the business of Air Taxi or Sole Use Charter. In the context of this document this type of operation is being carried out when the operator utilises an aircraft which contains nineteen or fewer passenger seats. The maximum duty periods at paragraph 17 will apply as the case may be.

Records to be maintained

42. The monitoring system shall include records for the duty and rest periods of all flying staff as follows:

(a) For each crew member: the beginning, end and duration of each duty and flight duty period, and the function performed during the period; duration of each rest period prior to a flight duty period; dates of days off; weekly totals of duty.

(b) For each flightcrew member: daily and weekly flying hours.

43. Records shall be preserved for at least twelve calendar months. Additionally, copies of all pilot in commands' discretion reports of extended flight duty periods and reduced rest periods will be retained for a period of at least 6 months after the event.

EXAMPLE FLIGHT AND DUTY TIME SCHEME—HELICOPTER OPERATIONS

REST PERIODS, DUTY, AND FLIGHT TIME: HELICOPTERS

Applicability

1. (1) The content of this section is designed for use by those companies holding an Air Operator Certificate, which operate helicopters only. This section is not applicable to those organizations that have a mixed fleet of fixed and rotary wing aircraft.

(2) The scheme has been compiled on the assumption that—

(a) Operations are confined within an area where local time varies by not more than one hour

(b) Use of in-flight relief to obtain an extension to the allowable flight duty period is not exercised

(3) The main body of the scheme is complemented by additions that allow for commercial pleasure flying and air ambulance work. In the context of this annex the following applies:

(a) commercial pleasure flying:

When the helicopter takes off from and lands at the same aerodrome or approved pleasure flying site, without making an intermediate landing, but does not take into account any positioning flight to or from that aerodrome or pleasure flying site.

(b) air ambulance:

When the sole reason for the flight is to carry an ill or injured person to a recognized medical facility, or the carriage of a human organ necessary for the conduct of a transport operation.

(4) It is accepted that a few operations have helicopters based on oil rigs and provide emergency cover. The application of limits placed on allowable flight duty periods in such circumstances is detailed and complex, and not of interest to the wider audience. Therefore, although what is understood by these terms is detailed below, the construction of such schemes will be arranged between the operator and the Authority.

(a) Offshore based and Remote Site Operations—

Those operations in support of the oil/gas industry, where the helicopter and crew are based on a rig or at a remote operating site.

(b) Emergency Flights—

A flight undertaken for the sole purpose of assisting in the resolution of an emergency, which is, or under slightly different circumstances could be, a threat to human life.

Responsibilities

2. (1) The national air operator shall have a scheme for the regulation of flight times of crews. The scheme shall be approved by the Authority and included in the national air operator's Operations Manual. The Operations Manual shall be readily available to every person employed by the national air operator as a member of an aircraft crew.

(2) A crew member shall not fly, and an operator shall not require him to fly, if either has reason to believe that he is suffering or likely to suffer while flying, from such fatigue as may endanger the safety of the aircraft or of its occupants.

(3) Every flightcrew member is required to inform the operator of all flying undertaken so that the cumulative flight and duty times can be assessed against the limitations contained in this section.

(4) The national air operator will publish crew rosters/planned duty sufficiently in advance so that operating crews can plan adequate pre-duty rest.

(5) The national air operator and crew members are jointly responsible for the proper control of flight and duty times. Crew members have the responsibility to make optimum use of the opportunities and rest facilities provided. They are responsible for planning and using their rest periods properly in order to minimize the risk of incurring fatigue.

(6) Crew members shall not act as operating crew if they know or suspect that their physical or mental condition renders them unfit to operate.

Definitions

1. For the purpose of this section—

“calendar day” means the period of elapsed time using Co-ordinated Universal Time or local time that begins at midnight and ends twenty-four hours later at the next midnight;

“days off” means periods available for leisure and relaxation free from all duties. A rest period may be included as part of a day off;

“dispatch crew” means a fully qualified and current flightcrew or cabin crew authorized to carry out pre-flight duties as defined by the national air operator;

“duty” means any continuous period during which a crew member is required to carry out any task associated with the business of the national air operator;

“flightcrew” means those members of the crew of an aircraft who act as pilot or pilot engineer;

“flight time (helicopter)” means the total time from the moment a helicopter first moves under its own power for the purpose of taking off until the rotors are next stopped;

“flight duty period” means any time during which a person operates in an aircraft as a member of its crew. It starts when the crew member is required by the national air operator to report for a flight and finishes at the end of the flight time on the final sector. This term is used interchangeably with flight duty period and flight duty time;

“minimum rest period” means a period during which a flightcrew member is free from all duties, is not interrupted by the national air operator or private operator, and is provided with an opportunity to obtain not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals;

- “positioning” means the practice of transferring crews from place to place as passengers in surface or air transport on behalf of the national air operator. Positioning time counts as duty time;
- “reporting time” means the time at which a crew member is required by the national air operator to report for any duty;
- “rest period” means a period of time before starting a flight duty period that is designed to give crew members adequate opportunity to rest before a flight;
- “rostered duty” means a duty period, or series of duty periods, with stipulated start and finish times, notified by the national air operator to crews in advance;
- “scheduled duty” means the allocation of specific flight or flights or other duties to a crew member within the pre-notified rostered series of duty periods;
- “sector” means the time between an aircraft first moving under its own power until it next comes to rest after landing, on the designated parking position;
- “split duty” means a flight duty period which consists of two or more sectors separated by less than a minimum rest period;
- “standby” means a flightcrew member who has been designated by a national air operator to remain at a specified location in order to be available to report for flight duty on notice of one hour or less;
- “reserve duty” means a period during which the national air operator places restraints on a crew member who would otherwise be off duty;
- “suitable accommodation” means a furnished bedroom which is subject to minimum noise, is well ventilated, and has the facility to control the levels of light and temperature; and
- “travelling” means all time spent by a crew member transiting between the place of rest and the place of reporting for duty. Travelling time does not count as duty time.

Monitoring system

4. (1) Every air operator shall establish a system that monitors the flight time, flight duty time and rest periods of each of its flightcrew members and shall include in its company operations manual the details of that system.

(2) Where a person becomes aware that an assignment by a national air operator to act as a flightcrew member on a flight would result in the maximum flight time or the maximum flight duty time specified in these Regulations being exceeded, the person shall so notify the national air operator.

5. Crew members shall not act as operating crew if they know, or suspect, that their physical or mental condition renders them unfit to operate. Crew members shall not fly if they know that they are or are likely to be, in breach of this section.

Calculation of a flight duty period

6. The maximum flight duty period, in hours and fractions of hours, will be in accordance with paragraph 20. The times extracted may be extended at the pilot in command discretion under the terms of paragraphs 21 and 30 as applicable.

Additional limits on flying—early starts

7. A flightcrew member should normally not be rostered to operate more than three consecutive days where duties start or finish in any part of the period 0001 to 0559 local time. There will be no more than four such duties in seven consecutive days.

8. However, when a crew member is in suitable accommodation provided by the company which is less than sixty minutes travelling time of the reporting point, then 0559 may be changed to 0459 local time.

9. Should any duties be scheduled to be carried out within any part of the period 0200 to 0459 local time, for a maximum of three consecutive nights, then crew members will finish the duty preceding this series by 2100 hours local time before covering the block of consecutive night duties. However, if the preceding duty period extends beyond 2100 hours local time but not later than 2259 hours due to an unforeseen delay the crew member is expected to operate the scheduled flight.

Mixed duties

10. When the crew member is required to report for duty in advance of the stipulated report time for a scheduled flight, to carry out a task at the behest of the national air operator, then the time spent on that task shall be part of the subsequent flight duty period.

Mixed simulator and aircraft flying

11. When a crew member flies in the simulator, either on a check or training, or as an Instructor, and when within the same duty period flies as a flightcrew member on a commercial air transport flight, all the time spent in the simulator is counted in full towards the subsequent flight duty period and the daily flying hour maxima. Simulator flying does not count as a sector, but the flight duty period allowable is calculated from one (1) hour prior to the scheduled simulator start time.

Mixed single pilot/two pilot operations

12. In one duty period, a pilot may fly as single flightcrew up to the point where the total flying and duty hours reach the single flightcrew flight duty period limit. During this time the pilot may fly either in command, or as a co-pilot on a two flightcrew helicopter. The pilot may then continue beyond the single flightcrew flight duty period limit in a two flightcrew operation up to the two flightcrew flight duty period and flying hour maxima, but may only fly as co-pilot.

Positioning and combinations of flying and other DUTY

13. All time spent on positioning as required by the operator shall count as duty but does not count as a sector when calculating the maximum allowable flight duty period. In these circumstances the flight duty period commences at the time at which the crew member reports for the positioning journey.

14. Positioning, any form of ground duty and standby duty at an airport which immediately preceded flight duty, shall be included in the flight duty period and be subject to maximum allowable flight duty period limits specified. Positioning and ground duties immediately following a flight duty shall not be part of the flight duty period, but shall count in computing the length of the subsequent rest period. The time spent between reporting for a flight and the completion of post flight tasks determines the length of the subsequent rest period.

15. If, after the positioning journey, the crew member spends less than a minimum rest period at suitable accommodation provided by the national air operator, and then carries out the flight duty period, the positioning will be counted as a sector if a split duty is claimed when calculating the allowable flight duty period.

Reserve duty—helicopters

16. When at home or in suitable accommodation provided by the national air operator, crew members may be rostered on reserve duty. The time of start, end and the nature of the reserve duty will be defined and notified to crew members. The time a reserve duty starts determines the allowable flight duty period. When the actual flight duty period starts in a more limiting time band, the flight duty period limit will apply. When a crew member is called out from a reserve period 2200 to 0800 hours local time and a crew member is given 2 hours or less notice of report time, then the allowable flight duty period starts at the report time at the designated reporting place.

17. When a crew member is called out from reserve, the reserve duty will cease at the notified start of the flight duty period, when the crew member reports at the designated reporting point.

18. The following limits will apply in respect of reserve or standby and subsequent flight duty period:

<i>Duty</i>	<i>Maximum Duration</i>
Standby or Reserve duty	12 hours
Standby or Reserve followed by an FDP	As in cases A and B below

Case A—

If a crew member is called out from standby or reserve to conduct a flight duty period before completing six hours standby or reserve duty, then the total duty period allowed is the sum of the time spent on standby and the flight duty period from paragraph 20.

Case B—

If a crew member is called out from standby or reserve to conduct a flight duty period after completing more than six hours standby or reserve duty, then the total duty allowed is the sum of all the time spent on standby or reserve and the flight duty period, reduced by the amount of standby worked in excess of six hours.

19. When a crew member is required to be on standby at the airport or a helicopter operating site, the flight duty period commences at the reported time.

Maximum flight duty period helicopters

20.

Local Time of Start	Single Pilot		Two Pilots	
	Max. Length of flight duty period (Hours)	Max. Flying Time (Hours)	Max. Length of flight duty period (Hours)	Max. Flying Time (Hours)
0600-0759	10	7	14	8
0800-1359	11	7	14	8
1400-2159	10	6	14	8
2200-0559	8	5	12	7

Extension of flight duty period by split duty—helicopters

21. (1) When a flight duty period consists of two or more sectors—of which one can be a positioning journey counted as a sector—but separated by less than a minimum rest period, then the flight duty period can be extended by the amounts indicated below—

<i>Consecutive Hours Rest</i>	<i>Maximum extension of the FDP</i>
Less than 2	Nil
2 – 10	A period equal to half the consecutive hours rest taken.

Note: *Consecutive hours of rest between two and three hours will only be used once in any single flight duty period.*

(2) The rest period shall not include the time allowed for immediate post and preflight duties. When the rest period is 6 hours or less it will suffice if a quiet and comfortable place, not open to the public, is available. Rest cannot be taken in the helicopter. If the rest period is more than 6 consecutive hours, then suitable accommodation will be provided.

Delayed Reporting Time

22. When crew members are informed of a delay before leaving their place of rest the flight duty period shall start at the new reporting time, or three hours after the original reporting time, whichever is the earlier. This paragraph shall not apply if crew members are given ten hours or more notice of a new reporting time.

Rest periods—helicopters

23. (1) Crew members will be notified in good time of flight duty period so that sufficient and uninterrupted pre-flight rest can be obtained. The Company will provide suitable accommodation to crews when away from base to allow opportunities and facilities for adequate pre-flight rest. When flights are carried out at such short notice that it is impracticable for the Company to arrange suitable accommodation, then this responsibility devolves to the aircraft pilot in command.

(2) the minimum rest period which shall be taken before undertaking a flight duty period shall be—

(a) at least as long as the preceding duty period; or

(b) eleven hours,

whichever is the greater.

Note: *The minimum rest period of eleven hours includes travel time to and from the rest facility, hotel check in and out time and time for personal hygiene and meals allowing eight consecutive hours of sleep opportunity in suitable accommodation. If any of the variables are longer than expected, or there is further delay in the crews being afforded the required eight hours sleep opportunity, the minimum rest shall be increased accordingly.*

24. If the preceding duty exceeded sixteen hours, not less than sixteen hours plus two hours for every hour or part of an hour that the previous duty exceeded sixteen hours.

25. Following a sequence of reduced rest and extended flight duty period the subsequent rest period cannot be reduced.

26. At least thirty – six consecutive hours rest each seven days shall be provided. These rest periods may be taken on layovers in suitable accommodation.

27. Following any three consecutive twenty-four hours periods in which there have been three (3) twelve hours or more of flight duty, the flightcrew member shall have twenty-four hour of uninterrupted rest.

28. Following any two consecutive twenty-four hour periods during which there have been two (2) fifteen hours of flight duty the flightcrew shall have thirty hours uninterrupted rest.

29. Crew members who have difficulty in achieving adequate pre-flight rest shall inform the Director, Flight Operations, and then will be given the opportunity to seek medical assistance.

Pilot in command discretion to extend a flight duty period in unforeseen circumstances

30. The pilot in command may, at his discretion, and after taking note of the circumstances of other members of the crew, extend a flight duty period in unforeseen circumstances, beyond that permitted in paragraph 19, provided he is satisfied that the flight can be made safely. The extension shall be calculated according to what actually happens, not on what was planned to happen. An extension of two hours is the maximum permitted, except in cases of emergency.

Note: *In respect of an extension to a flight duty, an emergency is a situation which in the judgement of the pilot in command presents a serious risk to the health or safety or crew and passengers, or endangers the lives of others.*

Pilot in command discretion to reduce a rest period

31. A pilot in command may, at his discretion, and after taking note of the circumstances of other members of the crew, reduce the rest period. The rest period will not be less than ten hours. The exercise of such discretion will be exceptional and shall not be used to reduced successive rest periods. If the preceding flight duty period was extended, the rest period may be reduced, provided that subsequent allowable flight duty period is also reduced by the same amount.

32. Whenever a pilot in command extends a flight duty period, it shall be reported to the national air operator on a Discretion Report Form acceptable to the Director General. If the extension is greater than two hours or when exercised after any reduced rest period, then the operator shall submit the pilot in command's written report together with the operator's comments to the Director General within fourteen days of the aircraft's return to base.

Mixed single/two pilot operations—helicopters

33. In a flight duty period a pilot may fly as a single flightcrew up to the point where the total flight duty hours reaches the single flightcrew limit. During this time the pilot may fly either in command or as a co-pilot on a two flightcrew aircraft. The pilot may then continue beyond the single flightcrew flight duty period limit in a two flightcrew operation up to the two flightcrew flight duty period and flying hours maxima, but may only fly as a co-pilot.

Repetitive short sectors—helicopters

34. (1) Crews flying repetitive short sectors, for example pleasure flying, off-shore sector shuttles, at a average rate of 10 or more landings per hours, shall have a break of at least 30 minutes away from the helicopter within any continuous period of 3 hours.

(2) When carrying out the more demanding roles of helicopter flying, for example, winching and external load carrying, crews shall have a break of thirty minutes away from the helicopter within any continuous period of 3 hours.

Additional Limits on Flying Early Starts—Helicopters

34. A crew member should not normally operate more than 3 consecutive days where duties start or finish in any part of the period 0001 to 0559 local time. There will be no more than 4 such duties in 7 consecutive days.

Days off—helicopters

35. Wherever possible, days off should be taken in the home environment. A planned rest period may be included as part of the day off. Crew Members shall be granted an average of two days off per week, not counting periods of leave. A minimum of six days off in any consecutive 4 weeks is permissible, provided the shortfall is made good in the preceding or following 4 weeks.

Absolute limits on flying hours

36. A person shall not act as a member of the flightcrew of an aircraft if at the beginning of the flight the aggregate of all previous flight times—

- (a) during the period of 7 consecutive days expiring at the end of the day on which the flight begins exceeds thirty-five hours.
- (b) during the period of twenty-eight consecutive days expiring at the end of the day on which the flight begins exceeds one hundred hours; or
- (c) during the period of 12 months expiring at the end of the previous month exceeds one thousand hours.

Rules relating to cabin crew if carried

37. The maximum flight duty periods for cabin crew may be one hour longer than those for flightcrew.

38. The maximum flight duty hours for cabin crew shall not exceed—

- (a) sixty hours in 1 week but may be increased to sixty-five hours when a rostered duty covering a series of duty periods, once commenced, is subject to unforeseen delays;
- (b) one hundred and five hours in any 2 consecutive weeks; and
- (c) two hundred and ten hours in any 4 consecutive weeks.

Records to be maintained

39. The monitoring system shall include records for the duty and rest periods of all flying staff as follows:

- (a) for each crew member: the beginning, end and duration of each duty and flight duty period, and the function performed during the period; duration of each rest period prior to a flight duty period; dates of days off; weekly totals of duty; and
- (b) for each flightcrew member: daily and weekly flying hours.

40. Records shall be preserved for at least twelve calendar months. Additionally, copies of all pilot in commands' discretion reports of extended flight duty periods and reduced rest periods will be retained for a period of at least 6 months after the event.

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