



Civil Aviation Authority of Sri Lanka

AVIATION SAFETY NOTICE

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Recipients All Domestic Airlines

01.Subject : **State Limitations For Duty Time, Flight Time And Rest Periods For Flight Crewmembers, Cabin Crewmembers And Cabin Wardens Employed By Holders Of Airline Licences Issued By The Director General Of Civil Aviation For Operations Of Domestic Passenger Air Services.**

02.Narture : Compulsory

03.Issue no : 01

04.Status : New

05.Effective Date : With immediate effect

06 Validity : Until further notice

07. Contact Person : For more details about this ASN please contact Capt. W P A Jayasinghe, Flight Operations Inspector, Civil Aviation Authority Of Sri Lanka, No 64, Galle Road Colombo 3. Telephone Number: 075-357657

08.Availability : A Copy of this document and the detailed requirements are Available for reference at the Library, Civil Aviation Authority of Sri Lanka.

09.Applicability : To all domestic air operators.

10. Comments : Comments (if any) on the contents of any ASN may be forwarded to the Contact Person. However the ASN will come into effect on the date shown in the ASN notwithstanding any

objection or comment made by any party unless and until an amending ASN is issued by the Director-General of Civil Aviation.

11. Notice : Please see attachment.

12. Action Required : a) Each Operator authorised for domestic passenger operations is required to forward an amendment to the approved Flight Operations Manual in pursuance of the guidance given in the attached document to CAA (Civil Aviation Authority) of Sri Lanka within 7 working days for approval.

b) All applicants for an AOC (Domestic) is required to include the attached document in the operator's Flight Operations Manual.

13. Check list : Not applicable

H. M. C. Nimalsiri
Director General of Civil Aviation and
Chief Executive Officer

Civil Aviation Authority, 64, Galle Road, Colombo 03

P.O. Box 535, Telephone : 433213, Fax : 440231, E-mail : caasl@sltnet.lk



DOMESTIC AVIATION

Limitations For Duty Time, Flight Time And Rest Periods For Flight Crewmembers, Cabin Crewmembers And Cabin Wardens, Employed By Holders Of Airline Licenses Issued By Director General Of Civil Aviation For Operations Of Domestic Passenger Air Services.

INTRODUCTION

1 Preamble

- 1.1 This document is issued as per regulation no. 3 of Civil Aviation (Interim) Regulations, No 1 of 2002.
- 1.2 Notwithstanding anything stated in SLCAP 12211, limitations specified in this document shall apply to operators who is licensed for operations of domestic passenger air services.
- 1.3 The set of rules governing this subject aims to guarantee that flight safety is not impaired due to onset of fatigue resulting from a flight or from a series of flights, or from cumulative fatigue over a given period of time as a result of these flights and of other duties.
- 1.4 Observing these rules is as much a responsibility of the operator and as of the crewmembers concerned. Hence a crewmember shall not be rostered and nor shall a crewmember accept to such duties if he/she feels he/she is suffering from fatigue which prevents him/her from safely operating the flight.
- 1.5 The Director Operations / Manager Flight Operations is responsible for the proper application of duty, rest, and flight time limitations.

2. DEFINITIONS

- 2.1 **Duty Time** : means the time from the moment a crewmember checks for flight duties, as in the flight schedule or as amended after a rest time, until he has completed a flight or a series of flights and the related duties.
- 2.2 **Rest Time**: means the uninterrupted time when a crewmember is free of all duties and lodging accommodation is available to him.
- 2.3 **Flight Time**: means the time from the moment the aircraft first moves under its own power or assisted by a ground device (tractor) for the purpose of flight until the moment it comes to rest after completion of a flight. (Note. more commonly used is the term “Block time”).
- 2.4 **Crewmember**: means a person assigned to perform duties in an aircraft during flight time.
- 2.5 **Flight crewmember**: means a licensed crewmember charged with duties essential to the operation of an aircraft during flight time.



- 2.6 **Cabin Crewmember:** A crewmember who performs, in the interest of safety of passengers, duties assigned by the operator or the Pilot-In-Command of the aircraft, but who shall not act as a flight crewmember.
- 2.7 **Cabin Warden:** Means a person who is assigned to ensure the safety of the aircraft, crewmembers and passengers prior to / during / after flight as per the CAASL requirements subject to the supervision of the Pilot In Command.
- 2.8 **Home Base:** means the aerodrome where the aircraft is based or from which the crew normally flies.
- 2.9 **Flying Duty Period (FDP):** means any time during which a person operates in an aircraft as a member of its crew. It starts when the crewmember is required by an operator to report for a flight, and finishes 15 minutes after, at on-chocks or engines off, or rotors stopped, on the final sector.
- 2.10 **Local night:** means a period of 8 hours falling between 2200 hours and 0600 hours local time.
- 2.11 **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.
- 2.12 **Standby Duty:** means a period during which an operator places restraints on a crewmember who would otherwise be off duty. During this period the crewmember is awaiting a call for duty.
- 2.13 **CAASL:** Civil Aviation Authority of Sri Lanka.
- 2.14 **DGCA:** Director General of Civil Aviation.

3 DUTY TIME FOR FLIGHT CREWMEMBERS

- 3.1 The duty time starts one hour (1 hr) before Estimated Time of Departure (ETD), and the crew should be at the Flight Control Centre by this time. The duty time ends 15 minutes after engines shutdown (on blocks).
- 3.2 A minimum of 15 minutes shall be devoted to a safety and security briefing conducted by the Pilot- in – command. All flight crewmembers, cabin crewmembers and cabin wardens shall attend the briefing.
- a) The briefing shall be once a flight Duty Period provided all crewmembers remain unchanged.



Table A —Two Or More Flight Crewmembers

	SECTORS					
Local time of start	1	2	3	4	5	6
0600-1259	15	14 ½	14	13 ½	13	12 ¼
1300-1759	14	13 ½	13	12 ½	12	11 ¼
1800-2159	13	12 ½	12	11 ½	11	10 ¼
2200-0559	12	11 ½	11	10 ½	10	09 ¼

Table B - Single Flight Crewmember

	SECTORS		
Time of Start (Local Time)	Up to four (4)	5	6
0600- 1259	12	11	10
1300- 1759	11	10	09
1800-2159	10	09	08
2200- 0559	09	08	08

3.3 6 sectors is the maximum allowed during a flight duty period.

3.3 If the travel time between residence and the place of duty is excessive the Operator may be required to take this travel in to consideration when calculating the allowable flight duty period.

4 AIRCRAFT COMMANDER’S DISCRETION TO EXTEND A FLYING DUTY PERIOD

4.1 Provided he is satisfied that the flight can be made safely, aircraft commander may extend a Flight Duty Period (FDP) beyond that permitted by Table A or B above.

4.2 The extension shall be calculated according to what actually happens, and not on what was planned to happen.



- 4.3 An extension of 3 hours is the maximum permissible, except in cases of emergency. This extension is to be used only to operate a service back to home base.

5 EXTENSION OF FLYING DUTY PERIODS BY SPLIT DUTY

- 5.1 When a FDP 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 FDP may be extended as indicated below:

Consecutive Hours of Rest	Maximum Extension of FDP	Sectors
6 – 10	A period equal to half the consecutive hours of rest taken	Maximum of 8 sectors

- 5.2 The rest period shall not include the time allowed for immediate post-flight and pre-flight duties.
- 5.3 To qualify for the extension of flight duty period, crewmembers must be provided individual accommodation where temperature and light can be controlled and proper ventilation.
- 5.4 Rest period of less than 6 hrs shall not qualify for extension of duty period.

6 HUMANITARIAN OPERATIONS

- 6.1 If, on an operation of a humanitarian nature, a crewmember has to transgress or has transgressed the duty time rules, the Director Operations / Flight Operations Manager shall advise the DGCA immediately.

7 REST TIME FOR CREWMEMBERS

- 7.1 When off-duty away from home base the crew will be provided with suitable accommodation. This will include a well-furnished bedroom, which is subject to minimum noise, is well ventilated and has the facility to control light and temperature.
- 7.2 The minimum rest period, which must be provided before undertaking an FDP shall be:
- a) At least as long as the preceding duty period

OR

- b) 12 hours.

Whichever is greater.



8 FLIGHT TIME FOR FLIGHT CREWMEMBERS

- 8.1 No Flight Crewmember shall fly more than:
- a). 100 hours during any 28 consecutive days
 - b). 1000 hours during any 12 consecutive months

9 CUMALITIVE DUTY HOURS

- 9.1 The maximum duty hours for flight crewmembers shall not exceed:
- a. 55 hours in 1 week.
 - b. 95 hours in any 2 consecutive weeks.
 - c. 190 hours in any 4 consecutive weeks.

10 POSITIONING

- 10.1 When a flight crewmember has to position from home base to another airfield or vice versa, or between two airfields in order to perform thereafter a flight duty, the time spent on traveling will be accounted as duty time.
- 10.2 The time spent on traveling back to home base after a duty period is neither Duty time nor rest time.

11 RECORDS

- 11.1 The Director Operations / Flight Operations Manager shall keep appropriate records for each crewmember on a daily basis. This information is taken from the Captain's flight report. These records shall be stored for 2 years, and shall be made available to DGCA, if required.

12 EXCEEDING OF FLIGHT TIME LIMITATIONS

The Commander shall report any exceeding of flight time limitations to Civil Aviation Authority of Sri Lanka within two working days.

13 STANDBY DUTY

- 13.1 Stand-by duty period shall be as follows:

Stand-by I	0600 ~ 1800 hours
Stand-by II	1800 ~ 0001 ~ 0600 hours



- 13.2 When a crewmember is on stand by duty on immediate readiness at an airport then the allowable FDP is calculated using the start time of the stand by duty.
- 13.2 If a crewmember is called out from stand by , the stand by duty will cease when that individual reports at the designated reporting point.
- 13.3 When any period of stand by finishes which a call out has not occurred at least 12 hours rest must follow to the next duty period.
- 13.4 When a crew member is called for flight duty from stand by duty, (from hotel /home) half the time spent as stand by will be accounted for the calculation of the subsequent allowable flight duty period.

14 DAYS OFF

14.1 Crewmembers shall;

- a) not be on duty more than 7 consecutive days between days off,
- b) have 2 consecutive days off in any consecutive 14 days following the previous 2 consecutive days off, (2 consecutive days shall be a duration of 48 hours)

and

- c) have an average of at least 8 days off in each consecutive 4- week period, averaged over three such periods,.

15 RULES RELATING TO CABIN CREWMEMBERS

- 15.1 The requirements detailed in this section shall be applicable to all cabin crewmembers employed as cabin crewmembers and are not intended to apply only to those cabin crewmembers carried to meet the provisions of the ANR's.
- 15.2 The limitations which shall be applied to cabin crewmembers are those applicable to flight crewmembers contained in this document, with the following differences.
- a. A flying duty period of cabin crewmembers can be one hour (1hr) longer than that permitted for flight crewmembers.
 - b. Minimum rest periods can be one hour (1 hr) shorter than those required for the flight crewmembers.
 - c. The combined sum of stand by time and subsequent FDP can be one hour (1 hr) longer than that permitted to flight crewmembers.
 - d. Time spent on stand by need not be calculated for FDP



16 DUTY PERIODS OTHER THAN FLYING DUTY PERIODS

16.1 Any duties performed by Flight Crewmembers / Cabin Crewmembers shall be calculated as cumulative duty hours.

17 CUMALATIVE DUTY HOURS FOR CABIN CREWMEMBERS

17.1 The maximum duty hours shall not exceed

- a. 60 hours a week
- b. 110 hours in any two consecutive weeks
- c. 205 hours in any four consecutive weeks

18 RULES RELATING TO CABIN WARDENS

18.1 All provisions applicable to Cabin Crewmembers are applicable to Cabin Wardens.

19 MANGEMENT PILOTS/ POST HOLDERS

19.1 Flight crewmembers that hold any administrative position in the organizational structure as per the approved Flight Operations Manual shall be subjected to the following additional limits.

- a. Maximum flying time of 60 hours in a period of 28 days.
- b. Is required to be in office for a minimum period of 10 normal working days in a calendar month.