



CIVIL AVIATION AUTHORITY OF SRI LANKA
AVIATION SAFETY NOTICE

ASN No 023	Ref No:OPS/2010/11	File Ref: OP/12/2/12
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- Recipients : 1. Holders of Air Operator Certificates issued by DGCA, for International Commercial Air Transport Operations
- 01.Subject : **Limitation for Flight Time, Flight Duty Periods, Duty Periods and Rest Periods for Fatigue Management of Flight Crewmembers and Cabin Crewmembers employed in aircraft/airlines registered in Sri Lanka for public air transport**
- 02.Nature : Compulsory
- 03.Issue no : 03
- 04.Status : Replacement to ASN no 023 issue no 02 issued on 15th May 2002 and Replacement to ASN no 003
05. Effective date : With immediate effect
06. Validity : Until Further Notice
- 07.Contact person : For more details / clarifications about this ASN please contact Deputy Director (Operations) Civil Aviation Authority, No.64, Galle Road, Colombo 03,Sri Lanka. Telephone: +94 11 2441523 , E-mail:ddops@caa.lk
- 08.Availability : Copy of this document is available on web site-**www.caa.lk** and the technical library of Civil Aviation Authority. Copies can be collected at reproduction cost from the library.
- 09.Applicability : 1. Holders of Air Operator Certificates issued by DGCA for International Commercial Air Transport Operations.
2. Prospective applicants for Air Operator Certificates for International Commercial Air Transport Operations.
3. Holders of Flight Crew Licence and Cabin Crew member Certificates issued by DGCA Sri Lanka.

10. Comments : Comments (if any) on the contents of this Aviation Safety Notice (ASN) may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General of Civil Aviation.
11. Notice : Any operator who is engaged in International Commercial Air Transport Operation under an Air Operator Certificate issued by Director General of Civil Aviation Sri Lanka shall comply with the requirements in this attachment hereto.
12. History of Revision : First issued on 18.03.2000 and revised on 15.05.2002
13. Related ASNs : ASN no 047, ASN no 051
14. Action Required : For strict compliance by the holders of Air Operator Certificates engaged in International Commercial Air Transport Operations.
15. Check list : List of current ASN nos are as follows

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SLCAP 4210

(Attachment of ASN 023)



CIVIL AVIATION AUTHORITY OF SRI LANKA

Limitation for Flight Time, Flight Duty Periods, Duty Periods and Rest Periods for Fatigue Management of Flight Crewmembers and Cabin Crewmembers employed in aircraft/airlines registered in Sri Lanka for public air transport.

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RECORD OF AMENDMENTS

Amendments to this manual are normally promulgated by means of revisions issued whenever necessary to cover corrections and to add new data. New insertions and changes to the existing text will be shown with a vertical bar on the right side of the paragraph.

Rev: No:	Rev: Date	Entered By	Page No	Rev: Date	Entered by


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CHAPTER 1

1. Legal Requirement

- 1.1 The Section 9.6 of the ASN – 047 & section 12.5 of ASN 051” requires that the State the Operator shall establish regulations specifying the limitations applicable to the Flight Time, Flight Duty Periods, Duty Periods and Rest Periods for Fatigue Management of Flight Crewmembers and Cabin Crewmembers employed in aircraft/airline registered in Sri Lanka for public air Transport.
- 1.2 The Air Navigation Regulations as amended and the sixth schedule thereto, stipulates that the Director General of Civil Aviation may determine the period for which a member of the operating flight or cabin crew of an aircraft as the case may be shall after the completion of any flight or series of flights be relived of all duties associated with his/her employment before he/she resume flying.
- 1.3 This document specifies the minimum standards that the Director General of Civil Aviation requires an air operator to comply with for the regulation of. Limitation for Flight Time, Flight Duty Periods, Duty Periods and Rest Periods for Fatigue Management of Flight Crewmembers and Cabin Crewmembers employed in aircraft/airline registered in Sri Lanka for public air Transport.
- 1.4 An air operator may adopt the same standards as are specified herein or **develop its own scheme(operator’s scheme) which shall provide equal or better level of protection** against onset of fatigue on crewmembers.
- 1.5 The **operator’s scheme** must receive the prior approval of the Director General of Civil Aviation. The details of which shall be included in the Company Operations Manual for flight crew & in Cabin Crewmember Safety & Emergency Procedures Manual for cabin crew which shall be readily available to every person employed by the operator as a member of an aircraft crew.
- 1.6 The Standards specified in this document is applicable to any crewmember serving on an aircraft: any crew member who travels as crew on General Declaration and has any duty to perform during the flight.
 - a. Registered in Sri Lanka which is engaged on a flight for the purpose of public transport.

Or

 - b. Operated by an airline licensed by Director General of Civil Aviation for public air transport.

They shall not apply in relation to a flight made for the purpose of instruction in flying given by or on behalf of a flying club or a flying school or in respect of private operations.

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- 1.7 In essence the Civil Aviation Authority of Sri Lanka requires and expects that **a crewmember shall not fly, and an operator shall not require a crewmember to fly, if either has reason to believe that the crew member is suffering, or is likely to suffer while flying, from such fatigue as may endanger the safety of the aircraft or of its occupants.** Hence it is necessary that the Operator's Scheme shall contain an explicit statement to this effect.
- 1.8 A crewmember is required to inform the operator who employs his/her services as a flight crewmember of all flight times and flying duty periods undertaken whether professionally or privately for the last one year except for flying in aircraft not exceeding 1,600 kg maximum weight and not flying for the purpose of public transport or aerial work. Aerial work includes flying instructions for which the pilot is remunerated. It is also aerial work where valuable consideration is given specifically for flying instructions even if the pilot receives no reward.

2. Purpose and scope

- 2.1 Flight time, flight duty period, duty period limitations and rest requirements are established for the sole purpose of ensuring that the flight crew and the cabin crew members are performing at an adequate level of alertness for safe flight operations.
- 2.2 In order to accomplish this, two types of fatigue should be taken into account, namely, transient fatigue and cumulative fatigue. Transient fatigue may be described as fatigue that is dispelled by a single sufficient period of rest or sleep. Cumulative fatigue occurs after incomplete recovery from transient fatigue over a period of time.
- 2.3 Limitations based upon the provisions of this Part will provide safeguards against both kinds of fatigue because they will recognize:
- a) the necessity to limit flight duty periods with the aim of preventing both kinds of fatigue;
 - b) the necessity to limit the duty period where additional tasks are performed immediately prior to a flight or at intermediate points during a series of flights in such a way as to prevent transient fatigue;
 - c) the necessity to limit total flight time and duty periods over specified time spans, in order to prevent cumulative fatigue;
 - d) the necessity to provide crew members with adequate rest opportunity to recover from fatigue before commencement of the next flight duty period; and
 - e) the necessity of taking into account other related tasks the crew member may be required to perform in order to guard particularly against cumulative fatigue.

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3 General principles applied to flight Duty and rest time

- 3.1 The prime objective of a flight time limitations scheme is to ensure that crew members are adequately rested at the beginning of each flying duty period and whilst flying be sufficiently free from fatigue so that they can operate to a satisfactory level of efficiency and safety in all normal and abnormal situations. Aircraft operators are expected to appreciate the relationship between the frequency and pattern of scheduled flying duty periods and rest periods and time off and give due consideration to the cumulative effects of working long hours interspersed with minimum rest.
- 3.2 Planned schedules must allow for flights to be completed within maximum permitted flying duty period. The Civil Aviation Authority of Sri Lanka when assessing the planning of a schedule will take into account the time allowed for pre-flight duties taxiing the flight and turn-round times. However it is recognised that on occasion a planned flight will experience unforeseen delays. Under these conditions the aircraft commander may within prescribed conditions extend a Flight Duty Period (FDP).
- 3.3 Other factors to be considered when planning duty periods include:
 - a. The allocation of work patterns which avoid such undesirable practices as alternating day/night duties the positioning of crews so that a serious disruption of established sleep/work patterns occur long-hours of positioning immediately after a FDP or scheduling rest periods of between 18 and 30 hours especially after long flights crossing many time zones:
 - b. Planning days off and notifying crews well in advance:
 - c. Consultation between operators and crews to agree basic roster concepts, which ensure adequate rest prior to flight but, within that constraint, taking into account of the commercial requirements of the Company.

NOTE: The Civil Aviation Authority of Sri Lanka will conduct periodic and spot checks on operators' records and aircraft commanders' report to determine if the planning of flight schedules and duty is compatible with the Limitations provided for in the operators' scheme.

4 Responsibilities of operators and crewmembers

- 4.1 It is the responsibilities of the operator to prepare duty rosters sufficiently in advance to provide the opportunity for crews to plan adequate pre-duty rest. Operators must establish minimum periods of notification of duty for operating crews or where this is not practicable duty to the nature of the operations, must establish in advance minimum periods of notification of days off, during which a crewmember will not be required for any duties.

Training staff on roster must include guidance on the effects of disturbing Circadian Rhythms and sleep deprivation. Away from base, the operator must provide for crewmembers both the opportunity and facilities for adequate pre-flight rest, in suitable accommodation. When the operator

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employs a crewmember on an irregular basis then that employer must ensure that the crewmember satisfies the provisions of the company approved Flight Time Limitations (FTL) scheme. Furthermore, operators shall satisfy themselves that crewmembers who undertake other employment, if allowed by the operator, still have the opportunity to enjoy adequate pre-flight rest.

- 4.2 **Responsibility for preventing the onset of fatigue cannot rest on the operator alone. Crewmembers shall ensure that they are not in breach of the company approved FTL scheme. Crewmembers shall make optimum use of the opportunities and facilities for rest provided, and planned use their rest periods properly. Before considering additional employment crewmembers must recognise that the responsibility for being sufficiently rested before undertaking a flying duty remains with the individual. Crewmembers are also reminded that they are not entitled to act as the member of the crew of an aircraft registered in Sri Lanka or operated by an Airline registered in Sri Lanka if they know or suspect that their physical or mental condition renders them incapable of performing their duty or operating the aircraft safely.**

5 Standard provisions applicable to a FLT Scheme

- 5.1 Subject to the maximum and minima specified in section B of this document, it is incumbent on the operator to establish maximum flying duty periods and minimum rest periods appropriate to the nature of flight operations undertaken. The essential are identified by use of the words “**shall**” or “**must**”; desirable features are introduced by the words “**should**” or “**may**”. Comprehensive guidance and instruction shall be included in the Operations Manual for the benefit of all crewmembers and the staff concerned with the preparation and day to day management of the roster and the schedule.
- 5.2 Although operators must plan their schemes in accordance with the requirements, it is recognised that the standard provisions will not necessarily satisfy every type of operations. In these circumstances operators may apply for a change to the standard provisions. Approval will only be given where an operator can show that his proposal will ensure the equivalent or better level of protection against fatigue than the basic requirements. Approved changes must be brought to the alteration of crewmembers by incorporation into the Operations Manual.
- 5.3 **It is emphasized that the existence of any local industrial agreement cannot in any way absolve either the operator or the crewmember from observing any of the conditions contained within an approved FTL scheme other than where prior approval has been received from Director General of Civil Aviation and it is included as a variation in the Company’s approved FTL scheme.**

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CHAPTER 2 – Definition

1 Definitions

The following words/terms used in this document shall have the meaning as given below:

1.1 Acclimatized

When a crewmember has spent 3 consecutive local nights on the ground within a time zone which is 2 hours wide and is able to take uninterrupted nights' sleep, the crewmember will remain acclimatized thereafter until a duty period finishes at a place where local time differs by more than 2 hours from that at the point departure.

1.2 Available

When flight and cabin crew members are required to be available for contact over a brief period of time to receive instructions concerning a possible change of roster, that requirement should not prevent that crew member from having a rest period before reporting for duty. **The time spent being available should not be counted as duty.**

1.3 Contactable

A short period of time during the day other than on a "day off" during which the Company requires a crewmember to be at an agreed location for the purpose of giving notification of a duty period which will commence not less than ten hours ahead. The contactable period will be between (*) and (*) local time and shall not exceed 2 ½ hours. Following the contactable period or periods a crewmember shall be given at least 10 hours rest prior to commencement of the next duty period.

Note: (*) Time to be inserted by the AIR OPERATOR. If required, the 2 ½ hours can be split into 2 separate periods. Such arrangements shall be subject to the approval of the Director General of Civil Aviation.

1.4 Flight Crewmembers

A licensed crewmember charged with duties essential to the operation of an aircraft during flight time.

- a. **Augmented flight crew.** A flight crew that comprises more than the minimum number required to operate the aeroplane and in which each flight crew member can leave his or her assigned post and be replaced by another appropriately qualified flight crew member for the purpose of in-flight rest.
- b. **Crew member.** A person assigned by an operator to duty on an aircraft during a flight duty period.

1.5 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.

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1.6 Days off

Periods available for leisure and relaxation free from all duties. A single day off shall include two local nights. Consecutive days off shall include a further local night for each additional consecutive day off. A rest period may be included as part of a day off.

1.7 Dispatch Crew

A fully qualified and current flight/cabin crewmember authorised to carry out Pre-flight duties as defined by an operator.

1.8 Duty

Any task that flight or cabin crew members are required by the operator to perform, including, for example, flight duty, administrative work, training, positioning and standby when it is likely to induce fatigue.

a. Duty period: A period which starts when a flight or cabin crew member is required by an operator to report for or to commence a duty and ends when that person is free from all duties.

b. Duty Periods: All time spent on duty can induce fatigue in flight and cabin crew members and should therefore be taken into account when arranging rest periods for recovery. Standby may be included as duty if it is likely to induce fatigue.

1.9 Flight time — aeroplanes. The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight. *Note.—“Flight time” as here defined is synonymous with the term “block to block” time or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.*

a. Flight Time: The definition of flight time, in the context of flight time limitations, applies to flight and cabin crew members.

b. Flight duty period. A period which commences when a crew member is required to report for duty that includes a flight or a series of flights and which finishes when the aeroplane finally comes to rest at the end of the last flight on which he/she is a crew member.

c. Flight Duty Periods The definition of flight duty periods is intended to cover a continuous period of duty that always includes a flight or series of flights for a flight or cabin crew member. It is meant to include all duties a crew

1.10 Home base

The location nominated by the operator to the crew member from where the crew member normally starts and ends a duty period or a series of duty periods

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1.11 Late finish/Early Start

Any duty that is carried out with any part of the period 0100 to 0759 hrs local time, to which a crewmember is acclimatized.

1.12 Local Night

A period of 8 hours falling between 2200 hours and 0600 hours local time.

1.13 Operator

A person, an organization or an enterprise engaged in or offering to engage in an aircraft operation.

1.14 Positioning

The practice of transferring crews from place to place as passenger on surface or air transport at the behest of an operator.

Note.— *“Positioning” as here defined is synonymous with the term “Deadheading”.*

1.15 Reporting Time

The time at which a crewmember is required by an operator to report for any duty.

1.16 Rest Period

A continuous and defined period of time, subsequent to and/or prior to duty, during which flight or cabin crew members are free of all duties.

1.17 Roster

A list provided by an operator of the times when a crew member is required to undertake duties.

Note.— *“Roster” as here defined is synonymous with “Schedule”, “Line of Time”, “Pattern”, and “Rotation”.*

a. Rostered /planned duty

A duty period, or series of duty periods, with stipulated start and finish times, notified by the operator to crews in advance.

b. Roster Period

A number of consecutive weeks, usually 4, but defined by the operator.

1.18 Scheduled Duty

The allocation of a specific flight or flights or other duties to a crewmember within the pre-notified rostered/planned series of duty periods.

1.19 Sector

The time between an aircraft first moving under its own power until it next comes to rest after landing, on the designated parking position.

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1.20 Split Duty

A flying period which consists of two or more sectors, separated by less than a minimum rest period.

1.21 Standby Duty

A period during which an operator places restraints on a crewmember who would otherwise be off duty. However, it shall not include any time during which an operator requires a crewmember to be contactable for the purpose of giving notification of a duty which is due to start 10 hours or more ahead.

a. Standby. A defined period of time during which a flight or cabin crew member is required by the operator to be available to receive an assignment for a specific duty without an intervening rest period.

1.22 Suitable Accommodation

A well furnished bedroom, which is subject to minimum noise, is well ventilated, and has the facility to control the levels of light and temperature.

1.23 Travelling

All time spent by a crewmember transiting between the place of rest, and the place of reporting for duty.

1.24 Unforeseen operational circumstance

An unplanned event, such as un forecast weather, equipment malfunction, or air traffic delay that is beyond the control of the operator.

1.25 Week

A period of seven consecutive days starting at any set time and on any set day as specified and stated by the operator.

2 Calculation of a Flying Duty Period

The maximum FDP, in hours and fraction of hours, shall be in accordance with paragraph 2.9, Table A or B (2 or more crew, airplane), Table C (single flight crew airplanes) or paragraph 2.19, Table D (Helicopters).

The time extracted from the tables may be extended by use of in-flight relief, split duty and commander's discretion under the terms of paragraph 2.11, 2.12 and 2.14. Where an airplane flight crew consists of two pilots only, any FDP involving a sector, which is planned to exceed 7 hours, must be calculated in accordance with the provisions of paragraph 2.10.

3 Additional limits on flying

3.1 Late Finishes / Early Starts

The conditions set in this paragraph only apply when a crewmember is acclimatised.

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3.2 Sleep deprivation, leading to the onset of fatigue, can arise if a crewmember is required to report early for duty, or finishes a duty late, on a number of consecutive days. Therefore, not more than 3 consecutive duties that occur in any part of the period 0100 to 0659 local time can be undertaken, nor may there be more than 4 such duties in any 7 consecutive days. When a crewmember is occupying suitable accommodation provided by the operator, and the normal journey time from that accommodation to the reporting point at the airfield does not exceed 15 minutes, than 0659 local time may be changed to 0559 local time.

3.2.1 This paragraph is not applicable to helicopters. However, crewmembers who are employed on a regular early morning duty for a maximum of 5 consecutive duties shall work to the following:

- a. The minimum rest period before the start of such a series of duties is 24 hours.
- b. The duty will not exceed 9 hours irrespective of the sectors flown.
- c. At the finish of such a series of duties of duties crewmembers will have a minimum of 63 hours free from all duties.

3.3 Should a crewmember be scheduled for duty that occurs during any part of the period 0200 to 0459 local time for a minimum of 2 and a maximum of 3 consecutive nights, then crewmembers must be free from all duties by 2100 hours local before covering the block of consecutive night duties, so that the crewmembers can take a rest period during a local night.


3.3.1 This paragraph is not applicable to helicopters. However, crewmembers who are employed on a regular night duty for a maximum of 5 consecutive nights shall work to the following:

- a. The minimum rest period before the start a series of duties is 24 hours.
- b. The duty will not exceed 8 hours irrespective of the sectors flown.
- c. At the finish of such a series of duties of duties crewmembers will have a minimum of 54 hours free from all duties.

3.4 Air taxi/Sole use Charter/Helicopters – Interrupted Rest

If prior to the start of a FDP a crewmember's rest is interrupted for operational reasons between 2300 and 0700 hours local time the following shall apply:

If the disturbance happens earlier than 1 hour before the planned departure from the crewmember's place of rest the time elapsed between that disturbance and the departure time from the place of rest minus 1 hour shall count as part of the subsequent FDP.

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Note: The phrase “operational revisions” applies to such actions as contacting the customer checking weather liaison with ATC or any action pertaining to the planned flight. It is anticipated that operators with a 24 hour support Organization will provide these services for crew leaving their crewmembers undisturbed.

4 Mixed Duties

4.1 When a crewmember 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 an employer then the time spent on that task shall be part of the subsequent FDP.

4.2 Fixed Simulator and Aircraft Flying

When both fixed wing and rotary wing flying is carried out the more restrictive flight and duty time limitations shall apply.

4.3 Mixed Simulator and Aircraft Flying

This paragraph does not apply to cabin crewmembers

When a crewmember flies in the simulator either on a check or training flight or as a Training Captain or Instructor and then within the same duty period flies as a crewmember on a public transport flight all the time spent in the simulator is counted in full towards the subsequent FDP and for helicopters towards the daily flying hour maxima. Simulator flying does not count as a sector but the FDP allowable is calculated from the report time of the simulator detail.

4.4 Mixed Single Pilot/Two Pilot Operations

This paragraph does not apply to cabin crewmembers


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

5 Travelling Time

5.1 Travelling time other than that time spent on positioning shall not be counted as duty.

5.2 Travelling time from home to departure aerodrome if long distances are involved is a factor influencing any subsequent onset of fatigue. If the journey time from home to normal departure airfield is usually in excess of one (01) hours crewmembers should consider making arrangements for temporary accommodation near the airfield of operation.

5.3 When crewmembers are required to travel from their home to an aerodrome other than the one from which they normally operate any travelling time over and above the journey time from home to the usual

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operating aerodrome shall be classed as positioning. National times for any additional travelling shall be agreed between the operator and Director General of Civil Aviation.

6 Delayed reporting time in a single FDP

- 6.1 When a crewmembers is informed of a delay to the reporting time due to a changed schedule before leaving the place of rest the FDP shall be calculated as follows: When the delay is less than 4 hours, the maximum FDP allowed shall be based on the original report time and the FDP shall start at the actual report time. Where the delay is 4 hours or more the maximum FDP shall be based on the more limiting time band of the planned and actual report time and the FDP starts 4 hours after the original report time.
- 6.2 When an operator informs a crewmember before leaving the place of rest of a delay in reporting time of 10 hours or more ahead, and that crewmember is not further disturbed by the operator until a mutually agreed hour, than that elapsed time is classed as a rest period if upon the resumption of duty, further delays occur than the appropriate criteria in this paragraph and paragraph 7.1 above shall be applied to the re-arranged reporting time.

7 Positioning

- 7.1 All time spent on positioning at the behest of an operator shall count as duty but positioning does not count as a sector when calculating the FDP. In these circumstances the FDP commences not later than the time at which the crewmember report for the positioning journey or positioning in accordance with sub-paragraph 9.3
- 7.2 If after a positioning journey the crewmember spends less than a minimum rest period at suitable accommodation provided by the operator and then carries out a FDP the positioning must be counted as sector if a split duty is claimed when calculating the allowable FDP. If it is not than a split duty FDP cannot be used.
- 7.3 When a crewmember completes a flight duty period away from base an operator may require the crewmember to be positioned back to base. If such positioning takes more than 12 hours or more the long period of duty must be taken into account in the following rest period of the crewmember.
- 7.4 On occasion and when agreed by the Director General of Civil Aviation an operator may recover a crewmember from an overseas airfield on a positioning flight on the eighth consecutive day of duty.

8 Standby Duty

- 8.1 The time of start, end and nature of the standby duty must be defined and notified to crewmembers. The time a standby duty starts determines the allowable FDP except that when the actual FDP starts in a more limiting time band then that FDP limit will apply. However when standby is undertaken at home or in suitable accommodation provided by the operator during the period 2200 to 0600 hours local time and a crewmember is given 2 hours or less notice of a report time the allowable FDP starts at the report time for the designated reporting place.
- 8.2 When a crewmember is on standby duty on immediate readiness at an airport then the allowable FDP is calculated using the start time of the standby duty.
- 8.3 If a crewmember is called out from standby the standby duty will cease when that individual reports at the designated reporting point.
- 8.4 When any period of standby finishes which a call out has not occurred at least 12 hours rest must follow prior to the next duty period.
- 8.5 The following limits apply:

Duty	Maximum Duration
Standby Duty (all cases)	12 hours
Standby followed by a FDP	As in Case "A" and "B" below

Case A

If a crewmember is called out from standby to conduct a FDP before completing 6 hours standby duty then the total duty period allowed is the sum of the time spent on standby and the FDP allowable from paragraph 2.9 Tables A,B,C or paragraph 2.19 Table D.

Case B

If a crewmember is called out from standby to conduct a FDP after completing more than 6 hours standby duty then the total duty period allowed is the sum of all the time spent on standby and the allowable FDP reduced by the amount of standby worked in excess of 6 hours.

Note: The method of adding time spent on standby to cumulative totals is stated in paragraph 2.18.

9 Maximum FDP – Airplane

- 9.1 An operator must specify standard reporting times prior to flight. Pre flight duties are part of the FDP. A period of duty may be allowed for post-flight activities (The minimum Pre-flight for major operators is 30 minutes, 15 minutes for others). The time allowed must be approved in the operator's FTL scheme. The time spent between reporting for a flight and the completion of post-flight tasks determines the length of the subsequent rest period.

- 9.2 The utilization of a non standard reporting time either by use of a dispatch crew or by taking advantage of an increased FDP from a more favourable time band must be part of the operator's scheme.
- 9.3 Report time must not be reduced in order for crewmembers to achieve their required rest prior to a FDP.
- 9.4 Tables "A" and "C" apply when the FDP starts at a place where the crewmember is acclimatized; Table "B" applies at other times.

Table – A – Two more flight crewmembers – Acclimatized

Time of Start (Local time)	Number of Sectors						
	1	2	3	4	5	6	7 or more
0600-1259	15	14 ½	14	13 ½	13	12 ¼	11 ¼
1300-1759	14	13 ½	13	12 ½	12	11 ¼	10 ¼
1800-2159	13	12 ½	12	11 ½	11	10 ¼	09 ¼
2200-0559	12	11 ½	11	10 ½	10	09 ¼	08 ¼

Table – B – Two more flight crewmembers – Not Acclimatized

Length of preceding rest (Hours)	Number of Sectors						
	1	2	3	4	5	6	7 or more
Up to 18 or over 30	14	13 ½	13	12 ½	12	11 ¼	10 ¼
Between 18 and 30	12 ½	12	11 ½	11	10 ½	09 ½	08 ¼

Table – C – Single flight crewmember

Time of Start (Local time)	Number of Sectors			
	Up to 4 (Four)	5	6	7 or more
0600-1259	12	11	10	8
1300-1759	11	10	9	8
1800-2159	10	9	8	8
2200-0559	9	8	8	8

10 Limits on Two flight crewmembers long range operations

This paragraph does not apply to helicopter crews or cabin crewmembers

- 10.1 When an airplane flight crewmember is only two pilots, the allowable FDP shall be calculated as follows; A sector scheduled for more than 7 hours is considered as a multi sector flight, as below;

Scheduled Sector Length	Number of Sector	
	Acclimatized	Non Acclimatized
Sector length over 07 hours but not more than 09 hours	02	04
Sector length over 09 hours but not more than 11 hours	03	04
Sector length over 11	04	Not applicable

The appropriate table in paragraph 13 is then entered with the start time of the duty period and “modified” number of sectors, to determine the allowable FDP.

- 10.2 When an additional, current, type rated pilot is a crewmember, then these limits do not apply and the permissible FDP is determined by entering Table A or B in paragraph 13 with time of start and the actual sectors planned.

11 Extension of flying duty period by in-flight relief

- 11.1 When any additional crewmember is carried to provide in-flight relief with the intent of extending a FDP that individual shall hold qualifications which are equal or superior to those held by the crewmember who is to be rested. To take advantage of this facility the division of duty and rest between crewmembers must be kept in balance. It is unnecessary for the relieving crewmember to rest in between the times relief is provided for other crewmembers.

- 11.2 When in-flight rest of less than three hours does not allow for the extension of a FDP but where the total in-flight rest which need not be consecutive is three hours or more than the permitted FDP may be extended as follows:

If rest is taken in a bunk	If rest is taken in a seat
A period equal to one half of the total of rest taken provided that the Maximum FDP permissible shall be 18 hours.	A period equal to one third of the total of Rest taken provided that the maximum FDP permissible shall be 15 hours.

12 Extension of flying duty period by split duty

- 12.1 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 by the amounts indicated below.

Consecutive Hours Rest	Maximum Extension of the FDP
Less than 3	Nil
3-10	A period equal to half the consecutive hours rest taken

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- 12.2 The rest period shall not include the time allowed for immediate post flight duties and pre-flight duties a minimum total of 30 minutes. The operator shall specify the actual time allowed. When the rest period is less than 6 hours it will suffice if a quiet and comfortable place not open to the public is available. If the rest period is more than 6 consecutive hours then suitable accommodation must be provided.
- 12.3 When rest is taken in the aircraft on the ground the minimum standards of noise, temperature light and ventilation within the aircraft and passenger are not on board.

13 Rest periods

- 13.1 The aircraft operator must notify all crewmembers in good time of a flying duty period so that sufficient and uninterrupted pre-flight rest can be obtained. When away from base the operator must provide the crew with the opportunity and the facilities for adequate pre-flight rest. The operator must provide suitable accommodation. When flights are carried out at such short notice that it is impracticable for an operator to arrange suitable accommodation then this responsibility devolves to the aircraft commander.
- 13.2 The minimum rest period which must be provided before undertaking flying duty period shall be:
- a. At least as long as the preceding duty period.
 - Or**
 - b. 12 hours.

Whichever is the greater

- 13.2.1 In the case when the rest period earned by a crewmember is 12 hours and suitable accommodation is provided by the operator then that rest period may be reduced by one hour. In such circumstances if the traveling time between the aerodrome and the accommodation is more than 30 minutes each way than the rest period must be increased by the amount the total time spent travelling exceeds one hour. The room allocated to the crewmember must be available for occupation for a minimum of 10 hours. ***This sub paragraph does not apply to rest periods that exceed 12 hours.***
- 13.3 If the preceding duty period which includes any time spent on positioning exceeded 18 hours then the ensuing rest period must include a local night.
- 13.4 The rest period following a sequence of reduced rest and then an extended FDP cannot be reduced.
- 13.5 After being called out from a standby duty the length of minimum rest shall be determined by the length of standby duty plus any time spent on positioning and any FDP completed.

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- 13.6 Crewmembers who inform an operator that they are having difficulty in achieving adequate pre-flight rest must be given the opportunity to consult an aviation medical specialist.

14 Aircraft commander's discretion to extend a flying duty period

- 14.1 An aircraft commander may at his discretion and after taking note of the circumstances of other members of the crew extend a FDP beyond that permitted in paragraph 9 Table A,B,C or paragraph 19 Table D, provided he is satisfied that the flight can be made safely.

- a. **His decision shall be based on human factors principals& risks associated with the extension.**
- b. The extension shall be calculated according to what actually happens not on what was planned to happen.
- c. **An extension of 3 hours is the maximum permissible. Except in cases of emergency (see note 1)**


- 14.2 When away from base and the flight crew and cabin crew remain together then it is the Commander who exercises discretion to extend a FDP and or reduce a rest period. However where an individual crewmember separates from the crew or the crew as whole splits up then any use of discretion to reduce rest becomes a decision for an individual crewmember.

- 14.3 The operator's scheme shall include guidance to aircraft commanders on the limits within which discretion may be exercised and shall include specific limits to which a commander may extend the flying duty period. In a FDP involving 2 or more sectors up to a maximum of 2 hours discretion may be exercised prior to the first and subsequent sectors.

- On a single sector flight and prior to the last sector on a multi sector flight a commander may utilise the full amount of discretion authorised by the operator.

- 14.4 A commander may exercise discretion to extend a FDP following a reduced rest period only exceptionally and then only to the extent necessary to allow for unforeseen circumstances that become apparent during the last sector.

- 14.5 Whenever a Commander extends a FDP it shall be reported to his employer on a Discretion Report Form either in the format of Appendix A or on a form acceptable to the Director General of Civil Aviation. If the extension is greater than 2 hours or when exercised after any reduced rest period then the operator shall submit the Commander's written report together with the operator's comments to the Director General of Civil Aviation within 14 days of the aircraft's return to base.

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NOTE 1: *In respect of an extension of a flying duty period an emergency is a situation which in the judgement of the commander presents a serious risk to the health or safety of crew and passenger or endangers the lives of others.*

NOTE 2: *Discretion reports may be used by the Director General of Civil Aviation to assess the realism of particular schedules.*

15 Aircraft commander's discretion to reduce a rest period

15.1 An aircraft commander may at his discretion and after taking note of the circumstances of other members of the crew reduce a rest period but only insofar as the room allocated to the crewmember must be available for occupation for a minimum of 10 hours. The exercise of such discretion shall be considered exceptional and must not be used to reduce successive rest periods. If the preceding FDP was extended the rest period may be reduced provided that the subsequent allowable FDP is also reduced by the same amount. **In no circumstances may commander exercise discretion to reduce a rest period below 10 hours at accommodation.**

15.2 Whenever a Commander reduces a rest period, it shall be reported to his employer on a Discretion Report Form in the format of Appendix B or on a form acceptable to the Director General of Civil Aviation. If the reduction is more than 1 hour then the operator shall submit the Commander's written report together with the operator's comments to the Director General of Civil Aviation within 14 days of the aircraft's return to base.

15.3 Director General of Civil Aviation considers that reduced rest should be taken only in exceptional circumstances.

16 Days off

This paragraph does not apply to helicopter crews.

16.1 Wherever possible and if required by the crewmember, days off should be taken in the home environment.

16.2 A single day off shall include 2 local nights, and shall be of at least 34 hours duration.

16.3 Crewmembers shall:

- a. Not be on duty more than 7 consecutive days between days off, but may be positioned to the usual operating base on the eighth day, provided they are then allocated at least 2 consecutive days off , and

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- b. Have to consecutive days off in any consecutive 14 days following the previous 2 consecutive days off, and
- c. Have a minimum of 7 days off in any consecutive 4 weeks, and
- d. Have an average of at least 8 days off in each consecutive 4 weeks period, averaged over than such periods.

17 Absolute limits on flying hours

This paragraph does not apply to helicopter crews.

17.1 A person shall not act as a member of the flight crewmembers of an aircraft if at the beginning of the flight the aggregate of all previous flight times:

- a. During the period of 28 consecutive days expiring at the end of the day on which the flight begins exceeds 100 hours;

AND

- b. During the period of 12 months, expiring at the end of the previous month exceeds 1000 hours.

18 Cumulative Duty hours

18.1 The maximum duty hours for flight crewmembers, excepting helicopters shall not exceed:

- a. 55hours in 1 week but may be increased to 60 hours when a rostered duty covering a series of duty periods once commenced is subject to unforeseen delays.
- b. 95 hours in any 2 consecutive week and
- c. 190 hours in any 4 consecutive weeks

The maximum hours allowed to helicopter crewmembers are stated in sub paragraph 23.5

18.2 When a crewmember is not rostered for either standby or flying duties for 28 or more consecutive days any duty hours worked need not be added to cumulate totals. However when a crewmember is anticipated to return to either standby or flying duties the duty hours worked in the 28 days preceding that duty must be recorded before allocating a flying duty to a crewmember the operator must be satisfied that the crewmember is in compliance with the scheme.

18.3 Calculation of Cumulative Duty Hours (All aircraft)

Duty hours shall be added to cumulative totals in accordance with the following

- a. To count in full:
 - i. Duty periods and flying duty periods plus subsequent post-flight duties.
 - ii. All standby duty except that specified in “b” “i” and “ii” below
 - iii. The time spent on positioning

- b. To count as half the time on duty:
 - i. The standby duty when the period of notice given to the crewmember by the operator before reporting for duty is triple or more the specified minimum report time.
 - ii. the standby duty when undertaken at home or in suitable accommodation provided by the operator takes place during the period 2200 to 0600 hours and the crewmember can take undisturbed rest and is not called out for duty.

19 Limits on helicopter flying

19.1 Table D maximum FDP – Helicopters

Table D Maximum FDP – Helicopters

Local Time of Start	Single Pilot		Two Pilots	
	Maximum Length of Flying Duty Period (Hours)	Maximum Flying Time (Hours)	Maximum Length of Flying Duty Period (Hours)	Maximum Flying Time (Hours)
0600-1359	10	07	11	08
1400-1759	10	07	12	08
1800-2159	09	06	10	07
2200-0559	08	05	09	06

19.2 Additional Limits on Helicopter Flying

19.2.1 Repetitive Short Sectors

Crew flying repetitive short sectors for example pleasure flying offshore sector shuttles at an average rate of 10 or more landing per hour shall have a break of at least 30 minutes away from the helicopter within any continuous period of 3 hours.

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- 19.2.2 When carrying out the more demanding roles of helicopter flying, for example, winching and external load carrying operators shall not exceed the maximum allowed in subparagraph 23.2.1 but depending on the nature and circumstances of a particular operation may need to be more restrictive.
- 19.2.3 After 3 hours shuttle operations between offshore installations in conditions other than day VMC a rest of 30 minutes free of all duty shall be allowed.
- 19.2.4 Survival Suits – The wearing of survival suits can prove an irritant and be Uncomfortable. Therefore:
- a. A flight crewmembers should not participate moving freight or baggage, or any other activity requiring excessive physical effort. His role should be supervisory.
 - b. Schedules which involve continuous flying in excess 4 ½ hours must include provisions for a break free of all duty of at least 30 minutes not including a total of 30 minutes for immediate post-flight duties and pre-flight duties. The break must be scheduled prior to exceeding a total of 6 hours flying.

19.3 Helicopter Crew's Days Off

- 19.3.1 Wherever possible and if required by the crewmember days off should be taken in the home environment. A single day off for helicopter crews shall include two local nights and shall be of at least 36 hours duration. A planned rest period may be included as part of a day off.
- 19.3.2 Crewmembers shall:
- a. Not work more than 7 consecutive days and
 - b. Have 2 consecutive days off following a period of 7 consecutive days duty and
 - c. Have 2 consecutive 14 days and have at least 3 days off in any consecutive days and
 - d. Have a minimum of 7 days off in any consecutive 4 weeks and
 - e. Have an average of at least 8 days off in each consecutive 4-weeks period averaged over 3 such periods.

NOTE: A single off can only be located when 6 or less consecutive days duty have been worked

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19.4 Absolute Limits on Flying Hours

The maximum hours for flight crewmembers will be 90 in any 28 consecutive days and 800 in any period of 12 months.

19.4.1 Cumulative Duty and Flying Hours (Helicopters) Maximum duty hours for flight crewmembers shall not exceed:

- a. 60 hours in any 7 consecutive days and
- b. 200 hours in any 28 consecutive days

19.4.2 The Maximum number of flying hours which a pilot may be permitted to undertake is:

Single Day	-	Table D
Any 3 consecutive Days	-	18 hours
Any 7 consecutive Days	-	30 hours
Any 3 consecutive 28 Day periods	-	240 hours

20 Rules relating to cabin crewmembers

20.1 The requirements detailed in this section shall be applicable to all cabin crewmembers employees as crewmembers and are not intended to apply only to those cabin crewmembers carried to meet the provisions of the ANR's.

20.2 The limitations which shall be applied to cabin crewmembers are those applicable to flight crewmembers contained in paragraph 6 to 20 but with the following differences:

- a. A flying duty period of cabin crewmembers can be **one (01) hour longer** than that permitted for flight crewmembers. The FDP and limits set on early starts for cabin crewmembers shall be based on the time at which the flight crewmembers report for their flying duty period.
- b. Minimum rest period can be **one (01) hour** shorter than those required for the flight crewmembers.
- c. The combined sum of standby time and subsequent FDP can be **one (01) hour** longer than that permitted to flight crewmembers.
- d. The maximum duty hours for cabin crewmembers shall not exceed:
 - i. 60 hours in one week, but may be increased to 65 hours when a rostered duty covering a series of duty periods once commenced is subject to unforeseen delays.

- ii. 105 hours in an 2 consecutive weeks 210 in any 4 consecutive weeks.
- e. The annual and 28 day limits on flying hours pertaining to flight crewmembers need not be applied.
- f. The limits relating to two pilot flight crewmembers long range operations do not apply.

21 Records to be maintained

21.1 Complete and accurate records of duty hours, flying hours and rest periods of all flying staff must be kept. These records shall include:


- a. For each crewmember (For both flight and cabin crewmembers):
- b. The beginning, end and duration of each duty or flying duty period and function performed during the period, duration of each rest period prior to a flying duty or standby duty period, dated of days off, weekly totals of duty.
- c. For each flight crewmembers member:
- d. Daily and weekly flying hours.
- e. Record shall be preserved for at least 12 calendar months from the date of the last relevant entry.

21.2 Additionally operators shall retain all aircraft commander's discretion reports of extended flying duty periods, extended flying hours and reduced rest periods for a period of at least six months after the event.

Voyage Details						
Scheduled (Planned)				Actual		
	Place	UTC	Local		UTC	Local
Duty to Start				Duty to Start		
Depart				Depart		
Arrive				Arrive		
Depart				Depart		
Arrive				Arrive		
Depart				Depart		
Arrive				Arrive		
Depart				Depart		
Arrive				Arrive		
Depart				Depart		
Arrive				Arrive		
FDP to end				FDP to end		
				Actual FDP		

Amount of Commander's Discretion Exercised :..... Hrs Minutes
 minimum Flying hours permitted :..... In 28 days/01 year period

Hours Flown

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Appendix – A

Commander’s discretion report Extension of flying duty period/Flying hours

PART A – Preliminary Details

Operator :

Flight Number : Aircraft Type: Date:

Commander :
 (If discretion exercised for part crew or individuals, state name(s) and operating capacity below)

PART B – Voyage Details

1. Crew Acclimatized :
2. Length preceding rest :
3. Allowable FDP from Table A or B Hrs Minutes
4. Split duty Actual Time off Time on Credit.....
5. In-flight relief – Rest taken bunk/seat Credit.....
6. Revised allowable FDP

PART C – Commander’s Report

Commander’s Signature:..... Date:.....

Operator Remarks/Action Taken:

Signature : Date :

Name and Title :

Forwarded to Civil Aviation Authority of Sri Lanka on:- File Ref:

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Appendix – B

Commander’s discretion report Reduction of Rest periods

PART A – Preliminary Details

Operator :
Flight Number : Aircraft Type: Date:
Commander :
(If discretion exercised for part crew or individuals, state name(s) and operating capacity below)

PART B – Voyage Details

1. Last duty started : UTC/Local
2. Last duty ended : UTC/Local
3. Rest earned : Hours
4. Calculated earliest next available: UTC/Local
5. Actual Start of next FDP : UTC/Local
6. Rest Period reduced by : Hours
7. Crew affected are as follows :

PART C – Commander’s Report

Commander’s Signature: Date:

Operator Remarks/Action Taken:

Signature : Date :
Name and Title :

Forwarded to Civil Aviation Authority of Sri Lanka on:- File Ref