Flight Time Limitations Chapter 7





Chapter: 7 Page: 1

Table of Content	t
Chapter 7 Flight	

Chapter 7 Flight Time Limitations	2
7.1 Introduction	
7.1.1 Application, Monitoring and Control (ECAR 121.502 (C))	3
7.1.2 Definitions	3
7.1.3 Accumulative Duty and Flying Hours	4
7.1.3.1 Limitations on Single Flying Duty Periods Flight Crew	5
7.1.3.2 Extension of Flying Duty Period by In-Flight Relief	6
7.1.3.3 Extension of Flying Duty Period by Split Duty	6
7.1.4 Rest Periods	
7.1.5 Rest Period At Out Station	7
7.1.6 Rest Period At Base	
7.1.7 Cabin Crew	8
7.1.8 Flight Crew - Pre-Flight Reporting Times	8
7.1.9 Hours Records Related To Duty and Flying Times	8
7.1.10 Extension Flight Duty Period / Reduction of a Rest Period	9
7.1.11 Positioning	9
7.1.12 Delayed Reporting Time	9
7.1.13 Travelling Time	
7.1.14 Weekly Rosters	10
7.1.15 Alterations to Rosters	10
7.1.16 Stand-By Duty Maximum Duration	10
7.1.17 At Aerodrome	10
7.1.18 Flying/Duty Period Recording Process	11
7.1.19 Office Duty	11

Issue No.: 04	Revision No.: 04	D N NIMA OMA COM 1001
Issue Date: Jan. 2018	Revision Date: Oct. 2019	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	2

Chapter 7 Flight Time Limitations

7.1 Introduction

Legislation is designed to ensure that no flight crew to whom the laws of EGYPT apply is subject to excessive fatigue.

Accordingly, this section gives advice and guidance on the nature of the Issues involved in the prevention of fatigue, for the attention of all flight crew and other Flight Operations staff.

In framing its regulations on the control of flight time limitations and rest periods, Nesma Airlines is accepting its responsibility with regard to EGYPTIAN CAA regulations. It also has a responsibility to advise its flight crew of their responsibilities, which are as follows:

- a. Duty rosters and changes to such rosters should be published sufficiently In advance to provide the opportunity for flight crew to plan adequate rest. It is the responsibility of all flight crew to make optimum use of the opportunities and facilities for rest provided by the Company, and to plan their rest periods properly so as to minimize the risk of fatigue.
- **b.** EGYPTIAN regulation require that a crewmember shall not fly, and the Company shall not require him to fly, if either he has a reason to believe that he is suffering, or Is likely to suffer while flying, from such fatigue as may endanger the aircraft or its occupants.
- **c.** The license is to be suspended if the holder therefore has:
 - 1. an injury preventing him to undertake his duties,
 - 2. Any illness preventing him to undertake his duties.

 In such cases the holder of the license is required to inform the ECAA in written form so as action is to be taken for the medical test required for the renewal of the license.
- **d.** All flight crew are reminded, however, that the provisions of the EGYPTIAN regulations are not intended to cover instances where normal tiredness resulting from the physical and mental effort of a flight is likely.
- **e.** Individual flight crew should make the best use of their rest periods in order to prevent cumulative rest deficits.
- **f.** All flight and duty time limitations published in this Flight Operations Manual shall be strictly adhered to. It is the joint responsibility of the crewmember and the Crew Scheduling to make sure that these limitations are not exceeded; this will include any flying activities outside Nesma Airlines or in case of second mint. If a crewmember is scheduled wrongly to exceed any of these limits, he should immediately advise Crew Scheduling section.
- **g.** Nesma Airlines Crewmembers shall not fly any commercial flight with other companies than Nesma Airlines.

Issue No.: 04	Revision No.: 02	D N NIMA OMACOM 1001
Issue Date: Jan. 2018	Revision Date: Nov. 2018	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	3

7.1.1 Application, Monitoring and Control (ECAR 121.502 (C))

The application, monitoring and control of the Company's approved scheme of Flight Time Limitations and Rest Periods is carried out by the Flight Operations Department. Checks of planned roster duties, actual events and proposed variations is carried out by the Scheduling Section and Flight Crew Administration. It is their responsibility, controlled by the Director Flight Operations, to issue instructions and make decisions on questions of flight duty and rest periods for members of the Flight Operations Department, to ensure the scheme is correctly applied, monitored and controlled.

ECAA shall conduct periodic and spot checks of company's records including Flight Reports and pilot reports to assess planning of flight schedules are compatible with the limitations mentioned in ECARs. ECAA may volunteer its views and advice on particular problems concerning the avoidance of excessive fatigue.

7.1.2 Definitions

Augmented Flight Crew

A flight crew that comprises more than the minimum number required for the operation of the aircraft, and in which each flight crewmember can leave his post and be replaced by another appropriately-qualified flight crewmember.

Blocks Off

The moment an aircraft first moves under its own power for the purpose of taking off.

Blocks On

The moment an aircraft comes to rest at the end of a flight.

Break

A period free of all duties, which counts as duty, being less than a rest period.

Day

A continuous period of 24 hours beginning at midnight UTC.

Day off

Periods available for leisure and relaxation, not part of which forms part of a duty period. 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. Ref: ECAR 121.514.

Duty

Any continuous period during which a crewmember is required to carry out any task associated with the business of the aircraft operator.

Duty period

Any continuous period during which a crewmember flies in any aircraft, whether as a crewmember or as a passenger, at the behest of his employer, or otherwise carries out a required duty in the course of his employment. It includes any duty period, positioning at the behest of the operator, including all ground training, ground duties and standby duty

Flight Time

The time from blocks off for the purpose of flight until blocks on at the destination.

Issue No.: 04	Revision No.: 04	D N NMA OMACOM 1001
Issue Date: Jan. 2018	Revision Date: Oct. 2019	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	4

Flying Duty Period (FDP)

Any duty period during which a crewmember flies in an aircraft as a member of its crew it starts at the time the crewmember is required by the operator to report for duty (other than standby) and includes such preflight duties as required by the operator. FDP starts from one hour and 30 minutes before the time set for the departure of the flight or series of flights until 30 minutes after shocks on and engine shut down...

Local Night:

A time of Eight hours (08) between 2200 and 0800 hours local time.

Night Flying Time

Any flying time between sunset and sunrise

Positioning

The practice of transferring flight crew from place to place as passengers on air transport at the behest of the company (also referred to as "dead heading"). The same applies to positioning by surface transport.

Rest Period:

A period before starting a flying duty period, which is intended to ensure that a crewmember is adequately rested before a flight.

Split Duty:

A flying duty period which consists of two or more duties (sectors) which are separated by less than a minimum rest period.

Standby Duty:

A period of time when 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 available for the purpose of notifying him of a duty which is due to start 10 hours or more ahead.

7.1.3 Accumulative Duty and Flying Hours

The following shall be applied for each operating flight crewmember:

- 1. Maximum cumulative duty hours: Maximum cumulative duty hours: The weekly total of duty hours shall not exceed 50 hours. All types of duty, flying duty, ground duty, split duty, standby, office duty and positioning shall be counted in full for this purpose.
- 2. Maximum monthly flying hours: The maximum number of flying hours which a flight crewmember may be permitted to undertake during any 30 consecutive days shall be 100(+)
- **3. Maximum annual flying hours**: A person shall not act as a flight crewmember if the aggregate of his flight times in the period of 12 months expiring at the end of the previous month exceeds 900 hours.

Note: Flying hours include all flying time as cockpit crew except private flying in aircraft not exceeding 1600 kg maximum weight. Authorization from Ops Director is required to fly outside Nesma Airlines, in addition the Pilot is committed to report to the scheduling section about his Flight Duties outside Nesma Airlines

Issue No.: 04	Revision No.: 04	D N NIMA OMACOM 1001
Issue Date: Jan. 2018	Revision Date: Oct. 2019	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	5

(+) For a pilot that has reached his or her 60th birthday, but has not reached his or her 65th birthday, shall not be allowed to exceed a maximum 75% (75 hours) of required accumulative flying hours during any 30 consecutive days.

7.1.3.1 Limitations on Single Flying Duty Periods Flight Crew

Ref: ECAR 121.503

The maximum rostered FDP (in hours) shall be in accordance with table A or B (two pilot crews, airplane).

Rostering limits in the tables may be extended by in-flight relief or split duty under the terms of paragraph 7.1.3.2 Extension of Flying Duty Period by In-Flight Relief and 7.1.3.3 Extension of Flying Duty Period by Split Duty, the aircraft Pilot in Command may at his discretion further extend the FDP actually worked in accordance with paragraphs.

Table A shall be applied for the calculation of FDP where the crewmember is acclimatized to local time, and table B shall be applied at other times.

To be considered acclimatized for the purposes of this document, a crewmember must be allowed 3 consecutive local nights free of duty within a local time zone band which is two hours wide. He will thereafter be considered to remain acclimatized to that same time zone band until he ends a duty period at a place where local time is outside it.

FDP should not exceed 18 hours of night flying during 72 consecutive hours.

Note: In establishing flight operations schedules, Nesma Airlines shall allow enough time for the proper servicing of aircraft at intermediate stops which shall not be less than 30 minutes.

(TABLE A) ACCLIMATIZED LOCAL TIME (*)

Local time Of		Sectors						
start	1	2	3	4	5	6	7	8 or more
0600-0759	13	12 1/4	11 ½	10 3⁄4	10	9 1/4	9	9
0800-1459	14	13 1/4	12 ½	11 3/4	11	10 1/4	9 1/2	9
1500-2159	13	12 1/4	11 ½	10 3⁄4	10	9 1/4	9	9
2200-0559	11	10 1/4	9 1/2	9	9	9	9	9

(Table B) NOT ACCLIMATIZED LOCAL TIME (*)

Length of preceding rest	Sectors						
(hours)	1	2	3	4	5	6	7 OR MORE
Over 30	13	121/4	11 ½	10¾	10	91/4	9
Between 28 and 30	12	111/4	101/2	9	9	9	9

^{*}For the purpose of calculating flight crew duty time limitations, Nesma Airlines considers the entire time associated with deadheading (positioning), training periods including simulator sessions, management pilot's office time, as flight duty in any duty period.

Issue No.: 04	Revision No.: 00	D N NIMA OMACOM 1001
Issue Date: Jan. 2018	Revision Date: Jan. 2018	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	6

7.1.3.2 Extension of Flying Duty Period by In-Flight Relief

Ref: ECAR 121.504 (A)

When any additional crewmember is carried to provide in-flight relief for the purpose of extending a FDP, he shall hold qualifications which will meet the requirements of the operational duty for which he is required as a relief.

When in-flight relief is provided, there must be available for the crewmember who is resting, a comfortable reclining seat or bunk separated and screened from the flight deck and passengers.

A total of in-flight rest of less than three hours will not count towards extension of an FDP, but where the total of in-flight rest (which need not be consecutive) is three hours or more the roistered FDP may be extended beyond that permitted in tables A and B by:

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 (or 19 hours in case of Cabin Crew).	A period equal to one third off the total of rest taken, provided that the maximum FDP permissible shall be 15 hours (or 16 hours in case of Cabin Crew)

Where a crewmember undertakes a period of in-flight relief and after its completion in whole free of duty for the remainder of the flight, that part of the flight following completion of duty may be classed as positioning and be subject to the controls on positioning detailed in paragraph 6.

7.1.3.3 Extension of Flying Duty Period by Split Duty

When an FDP consists of two or more duties separated by less than a minimum rest period, the FDP may be extended beyond that permitted in the Maximum Flying Duty Period table by the amounts indicated below:

	Consecutive Hours Rest	Maximum Extension of the FDP
	1. Less than 3	NIL
1	2. From 3 to 10 hours	A period equal to half of the consecutive hours rest taken

The rest taken shall not include the time required for immediate post-flight and pre-flight duties. When the rest period is not more than 6 hours, it will be sufficient if a quiet and comfortable place is available, not open to the public; but if the rest period is more than 6 consecutive hours, then a bed must be provided.

Issue No.: 04	Revision No.: 00	D N NIMA OMACOM 1001
Issue Date: Jan. 2018	Revision Date: Jan. 2018	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	7

7.1.4 Rest Periods

Nesma Airlines shall:

- Notify of any Flight Duty Period so that the flight crew can obtain adequate pre-flight rest. Away from base provide the opportunity and the facilities for the crew to obtain adequate pre-flight rest.
- Ensure that rest accommodation is satisfactory, particularly In respect of noise, temperature, light and ventilation.
- Ensure a single day off which include two local nights. Consecutive days off shall include a further local night each consecutive day off. Crewmember shall:
 - a. not work more than seven consecutive days between days off, and
 - **b.** have 2 consecutive days off in any consecutive 14 days, and
 - **c.** Have a minimum of 6 days off in any consecutive 4 weeks.

7.1.5 Rest Period At Out Station

The minimum rest period which must be provided before undertaking a flying duty period at outstation, shall be:

- Minimum of 11 hours.
- If the preceding duty period exceeded 18 hours, the rest period must include a local night.

This rest period shall be taken without Interruption at a place as designated in paragraph (7.1.4) above.

In exceptional circumstances and at the Pilot in Command's discretion, the minimum rest period at outstation may be reduced. Such exceptional circumstances can be defined as (but are not limited) to situations "where the safety and/or health of the passengers and/or crew may be compromised".

Note: Normal operational reasons do not constitute an exceptional circumstance.

7.1.6 Rest Period At Base

The minimum rest period which must be provided before undertaking a flying duty period at operation base, shall be:

- at least as long as the preceding duty period, or a minimum of 12 hours whichever is greater
- If the preceding duty period exceeded 18 hours, the rest period must include a local night.

Issue No.: 04	Revision No.: 00	D N NIMA OMACOM 1001
Issue Date: Jan. 2018	Revision Date: Jan. 2018	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	8

7.1.7 Cabin Crew

The limitations detailed in this paragraph shall be applicable to all Cabin Crew carried as crewmembers.

The limitations which shall be applied to cabin Crew are those contained in paragraphs (7.1.3.1, 7.1.3.2, 7.1.3.3 and 7.1.11) applicable to flight crewmembers, but with the following differences.

- **a.** Roistered flying duty periods shall not be more than ONE hour longer than those permitted to deck crewmembers and contained in paragraph 7.1.3.1. In order to remove anomalies which might arise when cabin staff and flight crew report at different times for the same flight, the maximum FDP for cabin staff shall be based on the time at which the flight crew start their flying duty period.
- **b.** Roistered minimum rest periods shall not be more than ONE hour shorter than those required by Flight Crewmembers and contained in paragraph 7.1.5 and 7.1.6.
- **c.** The combined sum of standby time and following FDP shall not exceed 21 hours (paragraph 7.1.16)
- **d.** The average weekly total of duty hours shall not exceed 55 hours (paragraph 7.1.3 item .1)
- **e.** The annual and 28 day limits of flying hours need not be applied (paragraph 7.1.3–item 3.)
- **f.** When any additional crew is carried to provide in flight relief for the purpose of extending FDP, Number of Cabin Crew shall be increased by 50% of the minimum number provided that adequate seats are available on board the aircraft for the additional Cabin Crew.

7.1.8 Flight Crew - Pre-Flight Reporting Times

Normal reporting time is 90 min before departure time.

7.1.9 Hours Records Related To Duty and Flying Times

In terms of the Air Operator's Certificate, Nesma Airlines shall maintain records related to duty and flying hours. It is the responsibility of Individual flight crew to report their actual duty time to the Scheduling Section, especially after positioning and flight duties, so that the records held by the department can be kept accurate and updated.

Crewmembers are also responsible to ensure that their monthly/yearly flight time aggregates are not exceeded.

Issue No.: 04	Revision No.: 00	D N NIMA OMA COM 1001
Issue Date: Jan. 2018	Revision Date: Jan. 2018	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	9

7.1.10 Extension Flight Duty Period / Reduction of a Rest Period

(ECAR 121.508)

- **a.** An aircraft Pilot in Command may, at his discretion, extend an FDP beyond the maximum normally permitted, provided he is satisfied that the flight can safely be made. In these circumstances, the maximum normally permitted shall be 3hours with the exception of emergencies.
- **b.** Whenever a Pilot in Command so exercises his discretion, he shall report it to his employer. If the maximum normally permitted is exceeded by more than 2 hours both the Pilot In Command and the operator shall submit a written report (refer to "Forms" Section) to the Authority within 30 days.
- c. An aircraft Pilot in Command may, at his discretion, reduce a rest period to below the minimum required by paragraph 7.1.5 and 7.1.6. The exercise of such discretion must be considered exceptional, and should not be used to reduce successive rest periods. A rest period must be long enough to allow flight crewmembers at least 10 hours, and cabin attendants at least 9 hours, at the accommodation where the rest is taken. If a rest period is reduced, the aircraft Pilot In Command shall submit a report to his employer and if the reduction exceeds two hours then both the operator and the aircraft Pilot In Command shall submit a written report (refer to "Forms" Section) to the Authority within 30 days.

Notes:

- 1. Discretion Reports either concerning extension of a flying duty or reduction of a rest period shall be submitted in the form of the example given in the Appendix to this document. Those reports will be issued by the Authority when assessing the realism of particular schedules.
- 2. An emergency in respect of an extension of a flying duty is a situation which in the judgment of the Pilot in Command presents a serious risk to health or safety.
- **3.** In exceptional circumstances, Nesma Airlines may request ECAA to have deviations/variations from the standard provisions mentioned in this chapter. However, such deviations/ variations should be kept to a minimum; in addition, Nesma Airlines shall demonstrate that the proposed provision will ensure an equivalent level of protection against fatigue. (ECAR 502 (f))

7.1.11 Positioning

All time spent on positioning shall be classed as duty, but positioning shall not count as a sector when assessing the maximum permissible FDP. Positioning, which immediately precedes a flying duty period, shall be included as part of the FDP for the purpose of paragraph 7.1.3.1.

7.1.12 Delayed Reporting Time

When crewmembers are informed of a delay before leaving their place of rest the FDP shall start at the new reporting time, or 4 hours after the original reporting time whichever is the earlier. The maximum FDP shall be based on the original reporting time. This paragraph shall not apply if crewmembers are given 10 hours or more notice of a new reporting time.

Issue No.: 04	Revision No.: 00	D N NIMA OMA COM 1001
Issue Date: Jan. 2018	Revision Date: Jan. 2018	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	10

7.1.13 Travelling Time

Where traveling time between the airdrome and sleeping accommodation provided by Nesma Airlines exceeds thirty minutes each way, the rest period provided must be increased by the amount of the excess, or such lesser time as is consistent with a minimum of 10 hours at the sleeping accommodation.

When crewmembers are required to travel from their home of an aerodrome other than the one from which they normal operate, the assumed traveling time from the normal airdrome to the other aerodrome shall be lapsed as positioning and will be subject to the controls of positioning detailed in paragraphs.

7.1.14 Weekly Rosters

Nesma Airlines will publish a weekly roster to provide each flight crew with a continuous notification of duty, including periods when crewmembers are off duty. In doing so the Company must appreciate the relationship between the frequency and pattern of Flight Duty Periods and rest periods, and give due consideration to the cumulative effects of undertaking long hours of duty interspersed with minimum rest.

7.1.15 Alterations to Rosters

It is recognized that the nature of the company business is such that the operational crew roster may be subject to alteration, which could require the change of a crewmember's assigned duties. When possible an early notification of any material change will be given, except that such notification may be reduced to avoid disturbance to the crewmember's sleep.

7.1.16 Stand-By Duty Maximum Duration

The following limits shall apply:

Type of Duty	Maximum Duration
Standby duty (all cases)	12 hours
Standby plus FDP	20 hours

The length of the minimum rest period after standby duty combined with FDP is equal to the proceeding FDP and standby duty combined, but not less than minimum of 20 hours.

7.1.17 At Aerodrome

If the period of standby is undertaken at the aerodrome, it shall not exceed 8 hours. The time on standby shall count as full flight duty time and shall be added to any subsequent flight duty (for maximum FDP calculations)

Issue No.: 04	Revision No.: 04	D N NIMA OMA COM 1001
Issue Date: Jan. 2018	Revision Date: Oct. 2019	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	11

7.1.18 Flying/Duty Period Recording Process

Nesma Airlines have a process to ensure flight time, flight duty periods and rest periods for crewmembers are recorded in accordance with applicable regulations as follows:

- 1. After each flight, the flight crew will handed the flight envelope to the station manager or keep it and handed directly to OCC
- 2. Stations managers will send the envelope to Cairo airport station manager or his deputy who will directly deliver it to OCC at the company headquarters.
- **3.** The flight envelope will be received in the OCC by the Document/Record control officer.
- **4.** The Document/Record control officer will review the contents of the flight envelope to ensure completion of all envelope records.
- 5. The Document/Record control officer will review the data recorded the flight envelope records to ensure its completion and if any data is missing he will the assigned PIC or review technical log book to ensure data completion.
- **6.** The Document/Record control officer will forward a copy of the voyage report to the cabin crew scheduling coordinator for extracting the required data related to flight time and process it for cabin crew duty period and flight scheduling.
- 7. The Document/Record control officer will use software program (access system) to upload and process the data included in the flight envelope.

7.1.19 Office Duty

Nesma Airlines may have pilots in administrative and managerial positions in accordance with local regulations and minimum job requirements elaborated in <u>1.3 Authorities and Responsibilities of Operations Management and Non-Management Personnel</u>

In case an operating pilot is holding a managerial or administrative position, he shall be assigned office duty hours commensurate with his obligations and workload. Office duty hours shall comply with 7.1.3 Accumulative Duty and Flying Hours.

Office duty hours are assigned on Nesma Airlines scheduling system during the planning of the crew schedule. Actual times shall be recorded in Nesma Airlines HR records and reflected on the crew management system.

Issue No.: 04	Revision No.: 04	D N NIMA OMA COM 1001
Issue Date: Jan. 2018	Revision Date: Oct. 2019	Doc. No.: NMA – OMA.GOM – 1001



Chapter:	7
Page:	12

Doc. No.: NMA – OMA.GOM – 1001

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Issue No.: 04	Revision No.: 00
Issue Date: Jan. 2018	Revision Date: Jan. 2018

Operating Procedures
Chapter 8