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# CHAPTER 07 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, (company name) is accepting its responsibility with regard to ECAA regulations. It also has a responsibility to advise its flight crew of their responsibilities, which are as follows

1. Duty rosters and changes to such rosters should be published sufficiently In advance to provide the opportunity for flight crew to plan adequate rest.
2. 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 :
3. an injury preventing him to undertake his duties,
4. Any illness preventing him to undertake his duties.
5. Risk of fatigue.
6. Egyptian regulation require that a crew member 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.
7. The license is to be suspended if the holder therefore has: 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.
8. 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.
9. Individual flight crew should make the best use of their rest periods in order to prevent cumulative rest deficits.
10. All flight and duty time limitations published in this Flight Operations Manual shall be strictly adhered to. It is the joint responsibility of the crew member and the Crew Scheduling to make sure that these limitations are not exceeded; this will include any flying activities outside (company name) . If a crew member is scheduled wrongly to exceed any of these limits, he should immediately advise Crew Scheduling section.

### 7.1.1 Application, Monitoring and Control

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 are carried out by the Scheduling Section and Flight Crew Administration. It is their responsibility, controlled by the Operations Director, 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.

### 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 crew member can leave his post and be replaced by another appropriately-qualified flight crew member.

**Chocks Off**

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

**Chocks 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.

**Duty**

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

**Duty period**

Any continuous period during which a crew member flies in any aircraft, whether as a crew member 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 flying duty period, positioning at the behest of the operator, 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

**Flying Duty Period (FDP)**

Any duty period during which a crew member flies in an aircraft as a member of its crew it starts at the time the crew member is required by the operator to report for duty (other than standby) and includes such preflight and immediate post flight duties as are required by the operator. FDP starts from one hour and half before the time set for the departure of the flight or series of flights, until half an hour after the end to the flight.

**Local day:**

A time of fourteen hours (14) between 0801 and 2159 hours local time

**Local Night:**

A time of ten hours (10) 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

**Reporting time**

The time at which a crew member is required by an operator to report for any duty, Reporting time for a flight is not less than 90 minutes (60 minutes for positioning) prior to the beginning of the planned block time. It should realistically reflect the time required for pre-flight duties.

**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 crew member who would otherwise be off duty, however, it shall not include any time during which an operator requires a crew member 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 Maximum Flying Duty Period (Accumulative duty and flying hours)

The following shall be applied for each operating deck crewmember:

1. Maximum cumulative duty hours: The average weekly total of duty hours shall not exceed 50 hours, averaged over any 4 consecutive weeks. All types of duty, flying duty, ground duty, split duty, stand-by and positioning shall be counted in full for this purpose.
2. Maximum monthly flying hours: The maximum number of flying hours which a flight crew member 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 crew member 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.

#### 7.1.3.1 Limitations on Single Flying Duty Periods Flight Crew

The maximum fostered 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 and 7.1.3.3, the aircraft commander 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 crew member 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.

**(TABLE A) ACCLIMATIZED LOCAL TIME (\*)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Local Time of start** | **Sectors** | | | | | | | |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 or more |
| 0600-0759 | 13 | 12 ¼ | 11 ½ | 10 ¾ | 10 | 9 ¼ | 9 | 9 |
| 0800-1459 | 14 | 13 ¼ | 12 ½ | 11 ¾ | 11 | 10 ¼ | 9 ½ | 9 |
| 1500-2159 | 13 | 12 ¼ | 11 ½ | 10 ¾ | 10 | 9 ¼ | 9 | 9 |
| 2200-0559 | 11 | 10 ¼ | 9 ½ | 9 | 9 | 9 | 9 | 9 |

**(Table B) NOT ACCLIMATIZED LOCAL TIME (\*)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Length of preceding rest**  **( hours)** | **Sectors** | | | | | | |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 or more |
| Over 30 | 13 | 12 ¼ | 11 ½ | 10 ¾ | 10 | 9 ¼ | 9 |
| Between 28 and 30 | 12 | 11 ¼ | 10 ½ | 9 | 9 | 9 | 9 |

**\***For the purpose of calculating flight crew duty time limitations, (company name) 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.

### 7.1.3.2 Extension of Flying Duty Period by In-Flight Relief

When any additional crew member 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 that is resting, a comfortable reclining seat or bunk separated and screened from the Cockpitand 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 needs not be consecutive) is three hours or more the rostered 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 of 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. 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.

### 7.1.4 Rest Periods

(company name) 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:

1. Not work more than seven consecutive days between days off, and
2. have 2 consecutive days off in any consecutive 14 days, and
3. Have a minimum of 6 days off in any consecutive 4 weeks.

### 7.1.5 Rest Period at Outstation

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 para (7.1.4) above. In exceptional circumstances and at the Commander'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.

### 7.1.7 Cabin Crew

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

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.

1. Rostered 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.
2. Rostered minimum rest periods shall not be more than ONE hour shorter than those required by Flight Crew members and contained in paragraph 7.1.5 and 7.1.6.
3. The combined sum of standby time and following FDP shall not exceed 21 hours
4. (Paragraph 7.1.16)
5. The average weekly total of duty hours shall not exceed 55 hours (paragraph 7.1.3 –item .1)
6. The annual and 28 day limits of flying hours need not be applied (paragraph 7.1.3 –item 3.)
7. 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 Cockpit- Pre-Flight Reporting Times

Normal reporting time is 75 min before departure time.

### 7.1.9 Hours Records related to Duty and Flying Times

In terms of the Air Operator's Certificate, (company name) 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.

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

### 

### 7.1.10 Extension Flight Duty Period / Reduction of a Rest Period

1. An aircraft commander 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 2 hours with the exception of emergencies. Whenever a commander 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 commander and the operator shall submit a written report (refer to "Forms" Section) to the Authority within 30 days.
2. An aircraft commander 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 crew members 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 commander shall submit a report to his employer and if the reduction exceeds two hours then both the operator and the aircraft commander 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 commander presents a serious risk to health or safety.

### 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 crew members 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 crew members are given 10 hours or more notice of a new reporting time.

### 7.1.13 Traveling Time

Where traveling time between the airdrome and sleeping accommodation provided by (company name) 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

(company name) will publish a weekly roster to provide each flight crew with a continuous notification of duty, including periods when crew members 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 crew member'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 crew member'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).

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