

 <b>HELLENIC CAA</b>	FLIGHT STANDARDS DIVISION <b>INFORMATION BULLETIN</b>	<b>FSD/OPS/IB 02/2014</b>
	Αποδέκτες: ΕΛΛΗΝΕΣ ΑΕΡΟΜΕΤΑΦΟΡΕΙΣ ΚΑΙ ΑΙΤΟΥΝΤΕΣ ΑΟC	<b>ΕΚΔΟΣΗ 3<sup>η</sup> (Amed.3) 20/6/2014</b>

Subject	<b>Flight - Duty Time Limitations - AEROPLANES</b>
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## **SCOPE**

**This Information Bulletin provides to the Operators, all the necessary information concerning Flight and Duty time limitations and rest scheme (FDTL) for aeroplanes crew members.**

*This Information Bulletin conforms with Article 8 of Regulation (EU) 965/2012 according to which Flight and Duty time limitations is subject to Article 8(4) and Subpart Q of Annex III to Regulation (EEC) No 3922/91 (EU-OPS).*

*This Information Bulletin supersedes all previous relevant Information Bulletins.*

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## **0. Recommendations**

1. Operators should amend their OM in line with this Info Bulletin.
2. Operators should ensure that their company travel policy meets the requirements of their approved FTL scheme.
3. Operators should ensure that commanders, when completing the Discretion report, note the factors on which the decision was based.
4. Operators should ensure that operational staff is familiar with the intent and clarification of terminology, as outlined in here.
5. Operators should ensure a copy of all Discretion Reports and the details there on, form part of a monthly Management Report and be made available for HCAA audit purposes.

## **1. General**

This Info Bulletin describes all the Requirements determining the maximum permissible duty periods, flight duty periods and block times for crewmembers. Also the rules concerning the assignment of crew member's standby duties are prescribed.

Utilization of flight crewmembers shall be limited in such a way as not to jeopardize the safety of flight by overloading the crewmember on a given single duty or by the cumulative fatigue in cases where a flight crew member is scheduled to complete a row of consecutive duties.

Flights shall be planned so that duty periods, flight duty periods and minimum rest periods are within prescribed limits taking into consideration other factors such as daytime and night time duty, the positioning of crew, breaks between flights and the availability of prone rest.

If the flight crewmembers conduct other flight activities aside from commercial air transport they must observe the requirements given by paragraph "46. Rest period".

## **2. Terms and Definitions**

For the purpose of these requirements the terms listed below have the following meaning:

### **3. Adequate Facilities**

A quiet and suitably furnished place, not open to the public intended for crewmember's break or standby.

### **4. Augmented Crew (FLT-AC)**

A crew which comprises more crew members than the basic flight crew, but less than the double crew for a given aircraft and in which each crewmember can leave his post and be replaced by another suitably qualified crewmember for some part of the flight.

### **5. Basic Cabin Crew (FLT-BC)**

A crew complement of flight attendants set forth by the Operations Manual, Part A as a minimum required for aircraft emergency evacuation of maximum permissible number of passengers on board. The actual number of flight attendants assigned to a cabin crew may be increased by the operator because of commercial reasons.

## **6. Basic Flight Crew (FLT-BC)**

A crew complement consisting of the number of crew members set forth by the Operations Manual, Part A. The basic flight crew shall not consist of a smaller number of crewmembers than that required by Regulations in force.

## **7. Block Time**

The time period between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position or until the last engine is stopped, whichever takes place later.

## **8. Break**

An uninterrupted time period of less than 11 hours and longer than 2 hours and 59 minutes that counts as part of a split duty. During this time period the crew member is free of all duties.

## **9. Calendar Day**

A time period consisting of 24 consecutive hours commencing at 00:00 hours local time.

## **10. Crew member**

A flight crew member and/or a flight attendant with an appropriate license

## **11. Day**

A time period consisting of 24 consecutive hours commencing at 00:00 UTC.

## **12. Day off (DOF)**

A calendar day notified by the duty roster in advance as a day in which the crew member is relieved of all duties by the Operator. A single day off shall include two local nights such that there shall never be more than 168 hours between the end of one weekly rest period and the start of the next. A rest period may be included as part of a day off.

## **13. Double Crew (FLT-DC)**

A crew comprised of double the number of crewmembers for all positions required by the Operations Manual, Part A for a given type of aircraft. The composition of the double crew shall allow for each crewmember to be replaced by another crewmember of required qualification approximately half way through a flight duty period.

## **14. Duty**

Any task that a crew member is required to carry out at the behest of the Operator or any other activities carried out by the crew member that are associated with flight operations or the business of an AOC holder.

## **15. Duty Period**

The time period which starts when the crewmember reports for a duty at a time and place required

by the Operator and ends when the crewmember is free from all duties.

#### **16. Flight Crewmember**

A pilot, flight engineer or panel operator designated by the Operator for a duty on board of an aircraft during the flight.

#### **17. Flight Duty Period (FDP)**

A time period which commences when a crewmember reports for a duty (at a time designated by the Operator or at the starting time of duty period) that includes a flight or a series of flights and which finishes at the end of the post-flight activities following the end of the block time of the final flight of this flight duty.

#### **18. Home Base**

The airport at a place nominated by the Operator to the crew member where, under normal conditions, the Operator is not responsible for the accommodation of the crew member concerned, unless utilizing the provisions of the split duty. In cases where the Operator temporarily designates a new home base abroad, the Operator is required to provide suitable accommodation to the crewmember concerned.

#### **19. Local Night**

A period of 8 hours falling between 22.00 hours and 08.00 hours local time.

#### **20. Minimum Crew**

A crew compliment set forth by the Aeroplane Flight Manual (AFM) for a given type of aircraft.

#### **21. Notification Time**

The period of time that the Company allows between the time a crew member on standby receives a call requiring him to report for duty and the time he is required to report for that duty.

#### **22. Operating Crewmember**

A crew member that carries out his/her duties in an aircraft during a flight or during any part of a flight.

#### **23. Positioning**

The transferring of a crewmember from one place of duty to another place of duty at the behest of an Operator excluding travelling as defined in the paragraph 31.

#### **24. Reporting Time**

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

#### **25. Rest Period**

An uninterrupted time period of a minimum length defined by the provisions of these requirements between two consecutive duty periods during which a crew member is free of all duties and/or

standby.

### **26. Sector**

A flight segment between an aerodrome where an aircraft took off and an aerodrome of its subsequent landing.

### **27. Split Duty**

A FDP, which consists of two duties separated by a break.

### **28. Standby**

A defined period of time rostered in advance during which a crewmember is required by the Operator to be available to receive an assignment for flight duty.

### **29. Suitable Accommodation**

Suitable accommodation means, for the purpose of standby, split duty and rest, a separate room for each crew member located in a quiet environment and equipped with a bed, which is sufficiently ventilated, has a device for regulating temperature and light intensity, and access to food and drink.

### **30. Time Difference**

The number of hrs separating local standard time at two geographical locations (disregarding "daylight saving time")

### **31. Travelling**

All travelling time spent by a crew member during a transfer between the place of duty and a place of suitable accommodation or break and vice versa.

### **32. Window of Circadian Low – WOCL**

The time period between 02:00 hours and 05:59 hours. Within a band of 3 time zones the WOCL refers to local time of a crewmember's home base. Beyond these 3 time zones the WOCL refers to the local time of the aerodrome of departure, within the first 48 hours, and thereafter, to the local time of the destination aerodrome.

### **33. Operator's Responsibilities**

The Company is required to:

- a) Ensure the observation of requirements as defined by the Flight and Duty Time Limitations and Rest Scheme (FTL)
- b) Maintain records showing, total flight time per 24 hrs, 7 days, 28 days, 3 months and annually, block times, start and end times, for each crew member's duty or FDP, rest periods, as well as number of days off for each crew member and store commander's flight reports concerning each case of flight duty extension or rest reduction. These records will be maintained for the minimum period of 15 months.
- c) Ensure that crew members who assigned to administrative or office duties will be credited with the total duty period when performing those duties.

- d) Establish and constantly update own system of internal audit to ensure the observation of requirements as defined by the FTL. The system updates should result from Operator's operational experience gathered from commander's flight reports concerning abnormal situations, including reports of potentially dangerous situations arising from crew members' fatigue. Proposed revisions of the FTL based on the operational experience gathered shall be presented to the Authority.
- e) Copies of the records as well as flight reports listed in item (d) will be made available and in electronic format to HCAA and to crew members on their request.

The Company shall ensure that:

- a) In cases of FDP extension (as per paragraph 55.1a) or rest time reduction (as per paragraph 55.1c) due to unforeseen circumstances relating to actual flight operations, a written report of such an occurrence will be submitted by the aircraft commander.
- b) In cases of maximum allowed FDP extension or minimum required rest period reduction exceeding 1 hour the Flight Operations Department submits the commander's written report of such an occurrence with explanatory comments to the Authority within the period of 28 days of the occurrence.

### **34. Crewmember's Responsibilities**

Crewmember shall not:

- a) Commence duty if he would not meet the requirements set forth by the FTL. In such a case the crew member shall notify the Crew Scheduling Officer or the Operations Control Officer on duty. Same consideration also applies before commencing another flight segment within a given FDP. Crewmember shall pay attention especially to the length of individual FDPs and their possible extensions, rest periods and their possible reductions, rest time required within the sequence of planned duty periods as well as cumulative block time limitations
- b) Commence or continue a FDP if he knows that he is suffering from or is likely to suffer from fatigue, or feels unfit to the extent that the flight safety may be endangered.

Crewmember is required to:

- a) Participate in establishing of a company internal system for auditing the operational compliance of Operator's FTL. Crew member required also to notify the Safety Officer or the Flight Operations Manager of any abnormal situation/occurrence where fatigue of crew member has been a cause or a contributing factor and during which flight safety may have been endangered
- b) Maintain own records indicating the block times, flight duty periods, duty periods, and rest periods as well as a record of days off
- c) Submit his personally maintained records to another Operator before commencement of a FDP on behalf of the other Operator
- d) Submit his personally maintained records of any FDPs accomplished on behalf of another Operator to its own Air Crew Scheduling unit.

### **35. Competence of the Hellenic Civil Aviation Authority**

HCAA may grant exemptions/derogations/variatioins (according to relevant procedures):

for one-time/short term period from the requirements of the FTL as in detail described here in order to carry out a special flight.

Such variation (etc) will be considered only in exceptional cases on the basis of Operator's request, providing that the operator (i) must show justification for such a variation, and can demonstrate to the Authority that its request for a variation produces an equivalent level of safety.

### **36. Duty Periods**

#### **36.1 Cumulative Duty Hours**

The Company shall ensure that crew member's total cumulative duty hours do not exceed:

- a) 1800 hours in any 12 consecutive calendar months. This limit may be further increased to 2000 hours in any 12 consecutive calendar months for crew members who have a significant share of contracted non-flying office duties
- b) 190 hours in any 28 consecutive calendar days
- c) 95 hours in any 14 consecutive calendar days
- d) 60 hours in any 7 consecutive calendar days.

#### **36.2 Duty period encompasses:**

- a) Time of an uninterrupted FDP
- b) Time of a split duty period including break (the method for accounting split duty period in cumulative duty hours is described in paragraph 44)
- c) Time spent by positioning or travelling of a crewmember (in accordance with paragraph 23 and 31)
- d) Time spent on standby (provisions for counting of standby credit towards duty/ cumulative duty hours are set forth in paragraph 54)
- e) Time spent on ground/ flight training (including simulator training)
- f) Time spent by accomplishment of administrative/ executive duties at the behest of the Operator
- g) Time spent on examinations by an aero medical Examiner to evaluate crewmember's medical fitness
- h) Time spent on other duties accomplished on a request of the Operator.

#### **36.3 Duty Period Credit**

Activities not defined otherwise are to be credited towards the duty period by the entire time of their duration.



## **37. Flight Duty Period (FDP)**

### **37.1 Flight Duty Period Credit**

The FDP starts with the commencement of duty and it encompasses:

- a) Block times, including the time reserved for pre-flight preparation duties
- b) Waiting time spent during a delayed departure
- c) Turnaround times
- d) Time reserved for post-flight duties
- e) Time period spent on standby (provisions for counting of standby credit towards a FDP are set forth in paragraph 54)
- f) Time spent by other activities, when a flight immediately follows these activities without intervening rest period.

### **37.2 Reporting Time**

The reporting time for commencement of a FDP shall provide sufficient time for pre-flight preparation and other safety related ground duties and it is as follows:

- a) 90 minutes before the first planned off block time for a FDP consisting of one or more ETOPS sectors
- b) 60 minutes before the first planned off block time for all other FDP's

## **38. Post-flight Activities**

The time period of 30 minutes for major Operators 15 min for others required to accomplish all post-flight tasks after completion of the last flight of a given FDP counts towards this FDP for all crew members including the cabin crew.

## **39. The maximum basic daily FDP**

- (a) The maximum basic daily FDP is **13 hours**.
- (b) These 13 hours shall be further reduced by 30 minutes for each sector from the 3rd sector onwards. Maximum FDP reduction for the number of sectors is 2 hours.

When the FDP starts in the Window of Circadian Low (WOCL), the maximum FDP limit as stated in items (a) and (b) above, shall be further reduced by 100% of its encroachment on the WOCL and up to a maximum of 2 hours. When the FDP ends in or fully encompasses the WOCL, the maximum FDP limit stated in paragraphs (a) and (b) above, shall be further reduced by 50% of its encroachment.

Planned schedules must allow for flights to be completed within the maximum permitted FDP. To assist in achieving these, Operators will take action to change a schedule or crewing arrangements where the operation fails to achieve 66% regularly within the maximum.

## **40. Planned FDP Extensions**

Maximum FDP limits may be extended by 1 hour provided the following conditions are met:

- a) The FDP extension is not allowed for FDP consisting of 6 sectors or more
- b) Where the FDP encroaches on the WOCL by up to 2 hours, the FDP extension is limited by a

maximum of 4 sectors

- c) Where the FDP encroaches on the WOCL by more than 2 hours, the FDP extension is limited by a maximum of 2 sectors
- d) The maximum number of extensions is 2 between the two periods of rest set forth by paragraph 47 (36 hours or 60 hours)
- e) The basic rest periods determined in accordance with paragraph 46 preceding and following the extended FDP shall be increased by 2 hours each or the basic rest period following the extended FDP shall be increased by 4 hours. In cases where 2 extended FDP follow in sequence the required extension of basic rest period in between them adds up
- f) When the FDP with extension starts in the period between 22:00 hours and 04:59 hours, the maximum FDP is limited to 11 hours and 45 minutes.

FDP limits defined by paragraph 39 can be further extended by use of:

- a) The split duty according to paragraph 44 or
- b) Double or augmented crew in accordance with paragraphs 42 and 43
- c) For Cabin Crew in accordance with paragraphs 40.1

#### **40.1 Cabin Crew FDP Extension**

Since augmentation is applicable only to Flight Crew and where the paragraphs 43 and 44 are not applicable, for Cabin Crew Members the maximum permissible planned FDP can be expanded up to 16 hours irrespective of the FDP reporting time, with a maximum of 4 landings, provided that a documented and accepted by the HCAA procedure has been established and displays:

- a) Rotation of Cabin Crew duties in order to obtain a minimum in-flight rest of a portion of the total flight duty time, evenly distributed to each crew member and for each leg of the flight (if applicable and convenient),
- b) The exact number of crew members needed for the safe surveillance of the cabin and passengers during the in-flight rest period,
- c) The qualifications of the crew member replaces SCCM when she/he is resting,
- d) The procedure of crew alertness in case of an emergency during the in-flight rest period,
- e) The rest provisions before the crew members are assigned to another flight,
- f) The augmented flight crew rest provisions, are also met for the cabin crew members, and
- g) An assessment of the procedure by the Safety Manager.

#### **41. Mixed operations**

If within same FDP a crewmember carries out either training flights or simulator training which is followed by a commercial air transportation flight, then the duration of flight simulator training or training flights shall be doubled for the purpose of calculating FDP limits in accordance with paragraph 39 above. The number of landings performed during the training flights or flight simulator training need not be taken into account.

#### 42. Augmented Crew (FLT-AC)

If an augmented crew is used, the maximum permissible planned FDP is 16 hours irrespective of the FDP reporting time, with a maximum of 4 landings and provided the following conditions are met:

- a) A comfortable reclining seat in the area of cabin arranged for higher than an economy class (for a multiple class cabin configuration) is available for each resting crew member
- b) A common group of seats (row subsection) may be shared only by another crew member; under no circumstances may the common group of seats be shared by any crew member and a passenger
- c) Seats intended for crew member(s) rest shall be separated from the flight deck and screened from the passengers, preferably by a cabin divider.

#### 43. Double crew (FLT-DC)

If a double crew is used, the maximum permissible planned FDP is 18 hours irrespective of the FDP reporting time, with a maximum of 6 landings and provided the following conditions are met:

- a) For crew members replacing other crew members in flight a sleeping bunk separated and screened both from the flight deck and from the passenger cabin is available, **and**
- b) Also comfortable reclining seats which do not necessarily need to be screened from the passengers are available.

#### 44. Split duty

When a FDP consists of 2 duties separated by a break defined and notified to the crewmember in advance, the Company may increase the allowable planned FDP in accordance with the table below, subject all the conditions set forth below are met.

Consecutive hours break	Permitted increase in FDP
From 0 hours to 2 hours and 59 minutes	No increase permitted
From 3 hours to 6 hours and 59 minutes	1/2 length of break
From 7 hours to 10 hours and 59 minutes	2/3 length of break or 1/2 length of break if at least 7 hours of the break fall between 20:00-08:00 hours local time where the break occurs

The limits for a possible maximum FDP extension based on the length of break defined by table in paragraph 44 are subject to the following conditions:

- a) The Company shall ensure that the parts of the FDP before and after the break do not exceed 10 hours, and the total FDP, as increased in accordance with the table above, does not exceed 20 hours.
- b) The Company shall ensure that split duty is not combined with augmented or doubled crew,
- c) If the break is 4 hours or more, or the break covers 3 hours or more of the period between 22:00 – 06:00 hours local time at the place where it occurs, suitable accommodation shall be provided; in all other circumstances adequate facilities shall be provided,
- d) With regard to the cumulative duty hours set forth in paragraph 44. the full period of the break is accountable, if the break is less than 8 hours; 50% of the period of the break is accountable provided the break is 8 hours or longer,
- e) Only one break is used within one FDP,
- f) If the total travelling time in both directions between the place of duty and adequate facilities or suitable accommodation exceeds one hour, any travelling time in excess of the 1 hour total is deducted from the break for the purposes of calculating the increased FDP (in accordance with the table above),
- g) The time difference between the place of the beginning of the duty and the place at which the break is taken is not greater than two hours,
- h) The minimum time period of 1 hour required to accomplish operation related duties in between flights (post-flight duties preceding the break and pre-flight duties after the break) can not be counted towards the break.

#### **45. Block Times, Absolute Limits on Flying Hours**

The Company shall ensure that the total block times of the flights on which an individual flight crewmember is assigned as an operating crew member do not exceed:

- a) 100 hours in any 28 consecutive calendar days: and
- b) 280 hours in any 90 consecutive calendar days: and
- c) 900 hours in any 12 consecutive calendar months

#### **46. Rest Requirements**

##### **46.1 Rest period**

The Company shall ensure that:

- a) Before the start of a FDP a crew member has been provided with a rest period at least as long as the preceding duty period, or 12 hours, whichever is the greater,
- b) The minimum rest period following a FDP in which split duty credit has been used is at least as long as the total FDP including the break, except that, if suitable accommodation was provided with at least 8 hours sleep opportunity, the duration of the break need not be

included in the rest period calculation. Crewmembers shall make optimum use of the opportunities and facilities for rest provided and plan to use their rest periods properly in order to report for their following flight duty both physically and mentally rested.

#### **47. Rest Period Increase in a Sequence of Planned Duty Periods**

The Company shall ensure that the minimum rest periods prescribed in paragraph 46.1 above are increased to at least:

- a) One 36 hour period of consecutive rest which includes at least 2 local nights within 7 consecutive days, or
- b) 60 hour period of consecutive rest this includes at least 3 local nights within 10 consecutive days. The period of 7 or 10 consecutive days respectively commences at 00:00 hours UTC following the day when the crew member first reported for duty after completing his/her rest period prescribed by subparagraphs 46.1a or 46.1b.

#### **48. Days off (DOF)**

The Company shall provide the crew member with days off as follows:

- a) A minimum of 7 days off which may include required rest periods within each calendar month, and
- b) At least 24 days off which may include required rest periods within each calendar quarter.
  - i) A single day off will include 2 local nights and cover at least 34 hours
  - ii) A planned rest period may be included as part of a day off.

#### **49. Suitable Accommodation**

The Company shall provide suitable accommodation when rest periods are required away from the home base.

#### **50. Rest Period at a Place of a Suitable Accommodation**

The Company shall ensure that:

- a) If the total travelling time in both directions between the place of duty and suitable accommodation provided by the Operator exceeds 2 hours, then any excess is added to the minimum rest period; or
- b) If the total travelling time in both directions between the place of duty and suitable accommodation provided by the Operator is less than 1½ hours, then the time difference by which the travelling time is shorter than 2 hours may be deducted from the minimum rest period but the rest time at the place of suitable accommodation shall not be less than 10 hours.

#### **51. Time Difference**

##### **51.1 Rest Period Requirements upon Changing Time Zones**

The Company shall ensure that when the time difference between the places of the beginning and the end of one FDP is **4 hours or more**, the crew member is provided with a minimum rest period of 14 hours increased by additional 30 minutes per each time zone crossed.

## **51.2 Rest Period Requirements at Crew Member's Home Base**

The Company shall ensure that a crew member who performed one or more flight duties during which the time difference between the places of beginning and the end of duty is 4 hours or more and who finished his FDP at a place with a time difference of less than 1 hour from his home base is provided with a rest period in accordance with subparagraphs 1 and 2 below.

**1.** When the time away from home base **was 60 hours or less**, the minimum required rest period shall be:

- a) 24 hours; or
- b) Four times the time difference between the crew member's home base and the place with the greatest time difference at which a rest period was taken (up to 12 hours maximum), whichever is higher.

**2.** When the time away from home base **was more than 60 hours**, the minimum required rest period shall be:

- a) 48 hours; or
- b) Eight times the time difference between the crew member's home base and the place with the greatest time difference at which a rest period was taken (up to 12 hours maximum), whichever is higher. However, if the last rest period before returning to home base was 48 hours or more, and was taken at a place separated by less than 4 hours time difference from the home base, the factor 8, used to calculate the rest period (as defined above in paragraph 51.2 b), may be reduced to 4.

## **52. Return to Home Base**

If the FDP mentioned in paragraph 10.2 above does not end at the home base, the crewmember is permitted to undertake only one single FDP ending at the home base before commencing a rest period calculated in accordance with paragraphs **51.2 (1)** and **51.2 (2)** above, as applicable.

## **53. Accumulation of Duties with Change of 4 or More Time Zones**

To determine required minimum rest periods the Company shall also take into account a frequency of FDPs where crew members cross 4 or more time zones or cases where only such duty periods are undertaken by a crew member. For these cases the Company will prepare a minimum required rest scheme designed to eliminate a cumulative fatigue caused by a composition of FDPs. Such a scheme shall be approved by the Hellenic Civil Aviation Authority.

## **54. Standby**

### **54.1 Forms of Standby Based on the Place of Standby**

The Company may elect to place crewmembers on standby:

- a) Airport standby without an opportunity of rest in bed (**STBY-W**),
- b) In suitable accommodation provided by the Company including suitable accommodation at home base (**STBY-B**),

- c) At home (crewmember's residence) **(STBY-H)**

**54.2 Standby Limits**

The Company may place crew members on standby for a maximum of:

- a) 12 hours within one duty period,
- b) 72 hours of actual standby within the period of 28 consecutive days (irrespective of the way standby duty credit is counted towards a duty period),
- c) 400 hours of actual standby within the period of one calendar year (irrespective of the way standby duty credit is counted towards a duty period)

Counting of Standby Duty Credit towards the FDP and Cumulative Duty Hours

- d) Airport standby without an opportunity of rest in bed leading to assignment on a flight duty counts by one half of the actual duration of standby towards this FDP, while the actual duration of standby counts in full towards the cumulative duty hours.
- e) Standby undertaken in suitable accommodation does not count towards FDP, while its actual duration counts at half rate towards the cumulative duty hours.
- f) Standby duty undertaken at home (crewmember's residence) does not count towards FDP, while its actual duration counts at half rate towards the cumulative duty hours, except for the first 4 hours of the standby for which no credit is given.

<b>Provisions of Paragraph 54.2 in a Table Format: Form of Standby</b>	<b>Credit of Standby Period Towards:</b>	
	<b>FDP</b>	<b>Cumulative Duty Hours</b>
Airport standby without an opportunity of rest in bed	One half	In full
In suitable accommodation	No credit given	One half
At home (crew member's residence)	No credit given	One half except for the first 4 hours for which no credit is given

After completion of a preceding standby or duty period, the crewmember **cannot** undertake another standby or duty before completion of an appropriate rest period.

**54.3 Standby within a Sequence of Planned Duty Periods**

The days during which a crewmember has been undertaking standby shall be considered as days on duty (relating to paragraph 54.2). The days spent on standby cannot be counted as the day off

(relating to paragraph 54.3) and a time period spent on standby cannot be considered a rest period.

#### **54.4 Standby as a Part of a FDP**

- a) In cases where a standby is planned to immediately precede or immediately succeed a FDP the entire actual length of the standby period shall be counted towards the FDP.
- b) When a period of standby finishes without a call, 12 hours rest must be provided prior to next duty period.

#### **54.5 Notification Time**

The form, start and end time of a standby shall be defined and notified to a crewmember in advance and the minimum notification time shall be specified (2 Hrs recommended). The minimum required notification time should allow sufficient time for the crewmember to complete required pre-flight preparation duties. If the crew member undertaking standby at home does not manage to report for flight duty on time due to a late notification or other reasons out of his control (e.g. traffic jams), the flight shall be delayed in order to provide an ample time for pre-flight duties.

### **55. Unforeseen Circumstances in Actual Flight Operations**

#### **55.1 FDP Extension or Rest Period Reduction at Commander's discretion**

If during the actual flight operation, which starts at the reporting time, a delay introduced by unforeseen circumstances (\*) preventing completion of a FDP in accordance with the FTL occurs, the limits on FDP, duty period and minimum rest periods may be modified at the commander's discretion. Any such modifications shall be acceptable to the commander after consultation with all other crew members and shall, in all circumstances, comply with the following:

- a) The allowable FDP shall not be increased by more than 2 hours unless the flight crew has been augmented or doubled, in which case the allowable FDP shall not be increased by more than 3 hours.
- b) If on the final sector within a FDP unforeseen circumstances occur after takeoff that will result in the permitted increase set forth by paragraph 55 being exceeded, the flight may continue to the planned destination or alternate.
- c) The required rest period may be reduced by a maximum of 2 hours but to not less than 10 hours and 30 minutes provided that a crewmember's previous rest period was not reduced. The amount by which a rest period is reduced shall be added to the next rest period which shall not be further reduced. During any reduction of a required rest period a sleep opportunity **of no less than 8 hours shall always be provided.**

(\*) *Unforeseen operational circumstance (according to ICAO Annex 6)*: An unplanned event, such as unforecast weather, equipment malfunction, or air traffic delay that is beyond the control of the operator.



## **56. Change of a FDP into a Split Duty**

If after the start of a FDP an unforeseen situation arises, as a result of which the Company requires a crewmember to take a break, the crewmember(s) concerned shall be informed before the break commences, and the split duty requirements set forth by paragraph 44 shall be observed.

*Ο Προϊστάμενος  
Διεύθυνσης Πτητικών Προτύπων*

*Κ.Σφακιανάκης*

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