

CIVIL AVIATION AUTHORITY, BANGLADESH
AIR NAVIGATION ORDER
FLIGHT OPERATIONS REQUIREMENTS

PART – A – FLIGHT CREW TRAINING, LICENSING AND AUTHORISATION

ANO (OPS)A.10	FLIGHT TIME, DUTY TIME AND REST PERIOD FOR FLIGHT CREW MEMBERS
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1. General

- 1.1 Standards and Recommended Practices adopted by the International Civil Aviation Organization (ICAO) requires that the State of the Operator shall establish regulations specifying the limitations applicable to the flight time and duty time periods for the flight crew members. These regulations shall also make provision for an adequate rest period so as to ensure that fatigue occurring, does not endanger the safety of a flight.

- 1.2 The Rule 124(1)(b) and 125 of the Civil Aviation Rules, 1984 requires than an Operator other than a private operator shall provide guidance in the operation manual for use of his operations personnel regarding the maximum flight time and duty period of flight crew members and shall maintain current records of the individual flight times of the operating crews employed by him.
- 1.3 This Order relating to duty time, flight duty time and rest period of flight crew employed by an operator other than a private operator, shall apply in relation to aircraft registered in Bangladesh, and any aircraft that may be operated under Air Transport Operating Licence (ATOL) issued by the Chairman, except in relation to flights made only for the purpose of flight instruction given by, or on behalf of any flying training institute.

2. Definitions

- 2.1 For the purpose of this Order, in addition to the definitions as mentioned under the Rule 2 of the Civil Aviation Rules, 1984, the under mentioned definitions shall apply:
 - 2.1.1 **“Calendar day”** means the period of elapsed time, using Local Time (LT) or Coordinated Universal Time (UTC) that begins at midnight and ends 24 hours later at the next midnight.
 - 2.1.2 **“Duty Period (normal flight)”** means the period of elapsed time beginning from 1 hour before the scheduled departure time (Blocks Off) of all International flights and 45 minutes for Domestic flights; and ending at 30 minutes after actual arrival time (Blocks On) of all flights in connection with assigned duty of a flight crew.
 - 2.1.3 **“Duty Period (VVIP or other special flight)”** means the period of elapsed time beginning from 2 hours before the scheduled departure of an International VVIP or other special flight (1½ hours for Domestic flights) and ending 1 hour after actual arrival time (Blocks On) of an International VVIP or other special flight and 30 minutes for a Domestic flight, in connection with assigned duty of a flight crew.
 - 2.1.4 **“Flight Crew Member”** means a licenced crewmember assigned with duties essential to the operation of an aircraft during flight time.

- 2.1.5 **“Flight Deck Duty Time”** means any portion of flight time spent at a position for which a flight crewmember is required.
- 2.1.6 **“Flight Relief”** means accommodation available in aircraft including sleeping berth, bunk or similar type rest facilities approved by the Chairman for the flight deck crew, which provide privacy, ventilation and adequate dimension for prone rest.
- 2.1.7 **“Flight Time”** means the total time from the moment an aero plane first moves under its own power or with a push back/low out procedure for the purpose of take-off until the moment it comes to a rest at the end of the flight (Blocks Off to Blocks On time)
- 2.1.8 **Positioning (“Dead Heading”)** means the practice of transferring crews from place to place as passengers in surface or air transport either before or after a flight duty period.
- 2.1.9 **“Rest Period”** means elapsed time between two consecutive duty periods (i.e. from the end of one duty period until the beginning of next duty period, when crewmembers are free of all restraint or any kind of duty and are free of all responsibility for work or duty should the occasion arise.) A horizontal resting period must be availed by the concerned flight crew.
- 2.1.10 **“Series of Flights”** the term is used to indicate flights un-interrupted by a rest period.
- 2.1.11 **“Total Duty Period”** means total elapsed time between the Reporting Time for duty to the Release Time from duty inclusive of waiting time converted into duty time.
- 2.1.12 **“Waiting time”** means the time spent at the airport only (not in aircraft) in connection with duty when flight delay is involved. It is the elapsed period from the start of the “reporting time” to Blocks Off time minus 1 hour for normal International flight (2 hours for VVIP International or other special flights) or 45 minutes for normal Domestic flight (1½ hours for VVIP Domestic or other special flights) as may be applicable in each case. The “waiting time” shall be multiplied with the factor of 0.5 for the purpose of calculation of “Total Duty Period”.

3. LIMITATION OF FLIGHT TIME, DUTY PERIOD AND REST PERIOD FOR SCHEDULED COMMERCIAL OPERATORS

3.1 Maximum Flight Time.

3.1.1 Maximum flight time shall be as mentioned :

Period	Maximum Flight Time
Day	11 hours
Week	35 hours
Month	120 hours
Quarter	300 hours
Year	1000 hours

3.1.2 In this section “Day” means a 24 hours cycle, “Week” a 7-day cycle, “Month” a 28 day cycle, “Quarter” a 90 day cycle, “Year” a 365 day cycle.

3.1.3 The maximum flight time above for “day” can be increased to 14 hours for operation with 3 pilots and 2 flight engineers; and increased to 16 hours for operation with 4 pilots and 2 flight engineer. For the purpose of this paragraph, flight crew of three or more pilots or two flight engineers shall include such crew members that to provide in-flight relief for the purpose of extending duty period, the crew shall hold qualifications at least equal to those required by the crew member that he relieves.

3.1.4 For such duty period the following conditions are to be fulfilled :

- (a) Suitable facilities for flight relief are available on the aircraft.
- (b) Each of the flight crew member has, during the duty period in course of which a flight is made and before the end of the flight, been afforded opportunities of resting for a reasonable time.
- (c) Suitable in-flight rest facilities, like sleeping berths or bunks approved by Chairman.

3.2 Maximum Duty Period and Minimum Rest Period

3.2.1 No Operator conducting scheduled flights will assign a flight crew and no flight crew will accept an assignment to a scheduled duty period of more than 14 hours.

- 3.2.2 A flight crew scheduled to a duty period of 14 hours or less as provided under paragraph 3.2.1 of this ANO must be given a scheduled rest period of at least 9 consecutive hours on the ground. This rest period must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.
- 3.2.3 The rest period required under paragraph 3.2.2 of this ANO may be scheduled or reduced to 8 consecutive hours if the flight crew is provided a subsequent rest period of at least 10 consecutive hours; this subsequent rest period must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period and must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.
- 3.2.4 An Operator may assign a pilot to a scheduled duty period of more than 14 hours, but no more than 16 hours, if the operator has assigned to the flight or flights in that duty period at least one pilot in addition to the minimum pilot complement required for the flight or flights in that duty period in accordance with the relevant AFM and AOM/FCOM.
- 3.2.5 An operator may assign a pilot to a scheduled duty period of more than 16 hours, but no more than 20 hours, and if the operator has assigned to the flight or flights in that duty period two pilots in addition to the minimum pilot complement required for the flight or flights in that duty period in accordance with the relevant Aircraft Flight Manual (AFM) and Aircraft Operating Manual (AOM)/Flight Crew Operating Manual (FCOM).
- 3.2.6 In any operation in which more than one flight engineer is required, the duty limitations in 3.2.5 apply to those flight engineers.
- 3.2.7 Except as provided in paragraph 3.2.8 of this ANO, a flight crew scheduled to a duty period of more than 14 hours but no more than 20 hours, as provided in paragraphs 3.2.4, 3.2.5 and 3.2.6 of this section, must be given a scheduled rest period of at least 12 consecutive hours. This rest period must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.

- 3.2.8 The rest period required under paragraph 3.2.7 of this ANO may be scheduled or reduced to 10 consecutive hours if the flight crew is provided a subsequent rest period of at least 14 consecutive hours; this subsequent rest period must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period and must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.
- 3.2.9 Notwithstanding paragraph 3.2.4, 3.2.5 and 3.2.6 of this ANO, if an operator elects to reduce the rest period to 10 hours as authorized by paragraph 3.2.8 of this ANO, the operator may not schedule a flight crew for a duty period of more than 14 hours during the 24 hour period commencing after the beginning of the reduced rest period.
- 3.2.10 No operator may assign a flight crew any duty period with the operator unless the flight crew has had at least the minimum rest required under this ANO.
- 3.2.11 No operator may assign a flight crew to perform duty with the operator during any required rest period.
- 3.2.12 Time spent in transportation, not local in character, that an operator requires of a flight crew and provides to transport the flight crew to an airport at which that flight crew is to serve on a flight as a crewmember, or from an airport at which the flight crew was relieved from duty to return to the flight crew home station, is not considered part of a rest period.
- 3.2.13 Each operator must relieve each flight crew engaged in air transportation and each commercial operator must relieve each flight crew engaged in air commence from all further duty for at least 24 consecutive hours during any 7 consecutive calendar days.
- 3.2.14 A Flight crew is not considered to be scheduled for duty in excess of duty period limitations if the flights to which the flight crew is assigned are scheduled and normally terminate within the limitations but due to circumstances beyond the control of the operator (such as adverse weather conditions, technical delays or other unforeseen circumstances) are not at the time of departure expected to reach their destination within the scheduled time.

3.2.15 No flight crew that is employed as a flight crew by an air operator may do any other commercial flying if that commercial flying plus his flying in air transportation will exceed any flight time limitation in this ANO,

3.2.16 Notwithstanding all limitations mentioned in this ANO, the Chairman recognizes the right of a flight crew to refuse further duty when suffering from fatigue of such a nature as to adversely affect the safety of flight.

4. RECORDING AND REPORTING OF DUTY AND REST PERIODS

4.1 The Operator and each Pilot-in-Command are required to ensure that the flight duty and rest time limit as mentioned above are adhered to by each flight crew on duty. The Operator must maintain records showing the flight duty and rest periods for every flight crewmember at all times.

4.2 These records shall be retained by the Operator for a period of not less than 2 years and shall be produced to the Chairman or his Inspector upon demand.

5. EXECUTIVE PILOTS FLIGHT AND DUTY TIME LIMITATION

5.1 The provisions related to flight crewmember as provided for in the ANOs preceding paragraphs shall equally apply in respect of an Executive pilot of an operator.

5.2 The duties performed in the office not related to the preparation of a flight or series of flights as pilot-in-command or in any other capacity, shall not be counted within the definition of “Rest Period”.

5.3 A monthly record of office duties performed by the Executive pilots’ shall be submitted to CAAB within 10th day of each calendar month of the year in the pro-forma attached to this Air Navigation order as Appendix ‘A’.

6. EXCEEDING OF FLIGHT TIME AND DUTY PERIOD LIMITATIONS, FLIGHT DISLOCATION AND REDUCTION OF REST PERIODS.

6.1 Extension of Flight Time and Duty Period :

6.1.1 In extraordinary cases for certain flights the Operator may request for special permission from the Chairman for extension of flight time and duty period in which case the Operator must ensure following requirements :

- (a) The flight time requested must not exceed 14 hours (with the same set of minimum required flight crew);
- (b) The flight crew duty period must not exceed 16 hours (with the same set of minimum required flight crew); and
- (c) Safety of the flight is not jeopardized.

6.2 Flight Dislocation

- 6.2.1 Should there be any unforeseen circumstance arising out of technical or operational difficulties, the Pilot-in-Command (PIC) may decide to exceed the maximum flight time and/or maximum duty period limitations by 10% only to accomplish the flight. In such case the PIC shall carefully consider the stress on his entire crew, especially due to possible accumulation of fatigue.
- 6.2.2 Pilot-in-Command of an aircraft may be permitted to reduce a scheduled rest period mentioned in the provisions of this A.N.O. The exercise of such discretion must be considered exceptional and should not be used to reduce successive rest period. Whenever the rest period is reduced, the aircraft Commander shall submit a Rest Period Reduction Report to his employer in the pro-forma attached to this Air Navigation Order as Appendix 'B'; and if the reduction exceeds two hours the operator shall forward the report to the Chairman within ten days from such deviation.
- 6.2.3 When a Pilot-in-Command has directed a deviation as stated in 6.2.2 above, he shall notify such fact to the Chairman through the operator in the form given in Appendix 'A' within ten days from the day the direction was issued or if the Pilot-in-Command was outside Bangladesh within four days from his return to Bangladesh whichever is earlier.
- 6.2.4 It is left to the discretion of the Pilot-in-Command to deviate or direct any crew member to deviate from the provisions of the limitation specified herein if, in his opinion, the deviation is essential for the purpose of any of the following.
 - (a) Safety of the aircraft;
 - (b) Saving the life of a person in danger and
 - (c) National requirements and security of State.

6.2.5 Every transgression of the maximum flight time per duty period and/or maximum duty period between two consecutive rest periods has to be reported by the PIC on behalf of all crewmembers concerned. A post flight report (crew de-briefing report) has to be filed for each individual occurrence. The Operator is obliged to report in writing all transgressions for the period from January to June and for the period from July to December (including exceedance of the duty period limitation for 7 consecutive days) on the 25th of January and the 25th of July respectively in every year. If there are no transgressions, submission of a NIL report is mandatory.

6.3 Reduction of Rest Periods.

6.3.1 Reduction of minimum rest period is not allowed under any circumstances.

7. FLIGHT AND FLIGHT TIME LIMITATIONS (Charter or aerial work)

7.1 Notwithstanding the provisions of the preceding paragraphs of this Air Navigation Order, a Charter or aerial work operator may roster a pilot to fly, and aircraft not exceeding 5700 kg maximum take off mass, and a pilot may fly such an aircraft, in operation other than IFR operation during a flight duty time in excess of 12 (twelve) hours but not exceeding 15 (fifteen) hours subject to the following conditions:

- (a) The operator shall ensure that a period of not less than four consecutive hours, during which the pilot shall be free of all duties associated with his employment, is available to the pilot within the flight duty time.
- (b) The operator shall not roster a pilot to fly, and a pilot shall not fly, two consecutive flight duty each of which is in excess of 12 (twelve) hours unless a rest period of at least 24 (twenty four) hours is provided at the conclusion of first duty time.
- (c) The operator shall not roster a pilot and a pilot shall not fly for more than two Flight duty each in excess of 12 (twelve) hours within six consecutive days.
- (d) The operator shall not roster a pilot and a pilot shall not fly for more than six hours of a flight instruction on any Flight duty which is in excess of 12 (twelve) hours.

- 7.2 When a pilot has completed a flight duty time in excess of 16 (sixteen) hours he shall have rest period of at least equal to the number of hours of flight duty period completed.
- 7.3 An operator shall not roster a pilot in excess of eight consecutive hours of flight deck duty time.
- 7.4 Following a flight duty time a pilot shall have a rest period of not less than twelve consecutive hours except that, after operating under the provisions of this Air Navigation Order and where a duty time exceeds 20 (twenty) hours a pilot shall have a rest period of not less than 24 (twenty four) hours before being rostered for duty.
- 7.5 During any seven consecutive days following 50 (fifty) hours of duty of any nature associated with his employment, a pilot shall have a rest period of not less than 24 (twenty four) consecutive hours before commencing a flight duty time.

8. FLIGHT AND FLIGHT DUTY TIME LIMITATIONS (where the flight crew includes not more than two pilots on Aircraft engaged in aerial agricultural operations)

- 8.1 Notwithstanding the provisions of this Air Navigation Order the following shall apply to pilot engaged in aerial agricultural operations only.
- 8.2 A pilot shall not fly and an operator shall not require him to fly in excess of 1000 hours in 365 consecutive days.
- 8.3 A pilot shall not fly and an operator shall not require him to fly in excess of 40 (forty) hours in 7 (seven) consecutive days.
- 8.4 A pilot shall not fly and an operator shall not require him to fly in excess of 10 (ten) hours in 24 consecutive hours.
- 8.5 A pilot engaged in aerial agricultural operations shall have a continuous period of at least 36 hours in any seven consecutive days, completely free from all duties.

This order is issued in pursuance of the Rules 4, 124(i)(d)[as amended] and 125 of the Civil Aviation Rules, 1984.

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(Air Cdre Lutfur Rahman ndu, psc)
Chairman
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