

CIVIL AVIATION AUTHORITY, BANGLADESH
AIR NAVIGATION ORDERS
FLIGHT OPERATIONS REQUIREMENTS

PART – E - CABIN CREW

**SUB-PART OPS. E-6 – FLIGHT TIME, DUTY TIME & REST PERIOD FOR
CABIN CREW MEMBERS**

SECTIONS

1.	GENERAL	4.	RECORDING AND REPORTING OF DUTY AND REST PERIODS
2.	DEFINITIONS	5.	EXCEEDING OF FLIGHT TIME AND DUTY PERIOD LIMITATIONS, FLIGHT DISLOCATION AND REDUCTION OF REST PERIODS
3.	LIMITATION OF FLIGHT TIME, DUTY PERIOD AND REST PERIOD		

1. GENERAL

- 1.1 This order prescribes the maximum duty period limitation and minimum mandatory rest periods applicable for the cabin crew, also known as flight attendants, employed by Air Transport Operators in Bangladesh.

2. DEFINITIONS

- 2.1 For the purpose of this Order, the definitions as mentioned under the Rule 2 of the Civil Aviation Rules, 1984 should apply. Where no definition are given under the rule, the under mentioned definitions shall apply:

- 2.1.1 **“Cabin Crew”** means a crew member, other than a flight crewmember, who is qualified in the execution of emergency procedures in accordance with the rule 157 of Civil Aviation Rules, 1984 and who is assigned by an Operator to perform duty in accordance with the required minimum crew complement under the Operator’s approved Aircraft Flight Manual (AFM) and Aircraft Operating Manual (AOM)/Flight Crew Operating Manual (FCOM) or in addition to that minimum complement assigned to duty in an aircraft during flight time and whose duties include but are not necessarily limited to cabin safety related responsibilities.

- 2.1.2 **“Calendar day”** means the period of elapsed time, using local time (LT) or Coordinated Universal Time that begins at midnight and ends 24 hours later at the next midnight.
- 2.1.3 **“Duty Period (normal flight)”** means the period of elapsed time beginning from 1 hours 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 cabin crew.
- 2.1.4 **“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 hours 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 cabin crew.
- 2.1.5 **“Flight Time”** means the total time from the moment an aeroplane 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).
- 2.1.6 **Positioning (“Dead Heading”)**, the practice of transferring crews from place to place as passengers in surface or Air Transport either before or after a flight duty period.
- 2.1.7 **“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 cabin crew.
- 2.1.8 **“Series of Flights”** the term is used to indicate flights un-interrupted by a rest period.
- 2.1.9 **“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.

2.1.10 **“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.

3.1 Maximum Flight Time.

3.1.1 Maximum flight time shall be as mentioned:

Period	Maximum Flight Time
Day	12½ hours
Week	40 hours
Month	125 hours
Quarter	325 hours
Year	1100 hours

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

3.2 Maximum Duty Period and Minimum Rest period

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

3.2.2 A cabin crew scheduled to a duty period of 14 hours or less as provided under paragraph 3.2.1 of this section must be given a scheduled rest period of at least 9 consecutive hours. This rest period must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.

3.2.3 The rest period required under paragraph 3.2.2 of this section may be scheduled or reduced to 8 consecutive hours if the cabin 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 cabin crew 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 cabin crew in addition to the minimum cabin crew complement required for the flight or flight in that duty period in accordance with the relevant Aircraft Flight Manual (AFM) and Aircraft Operating Manual (AOM)/Flight Crew Operating Manual (FCOM).
- 3.2.5 An Operator may assign a cabin crew to a scheduled duty period of more than 16 hours, but no more than 18 hours, if the operator has assigned to the flight or flights in that duty period at least two cabin crew in addition to the minimum cabin crew complement required for the flight or flights in that duty period in accordance with the relevant AFM and AOM/FCOM.
- 3.2.6 An operator may assign a cabin crew to a scheduled duty period of more than 18 hours, but no more than 20 hours, and if the operator has assigned to the flight or flights in that duty period at least three cabin crew in addition to the minimum cabin crew 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).
- 3.2.7 Except as provided in paragraph 3.2.8 of this section, a cabin 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 section may be scheduled or reduced to 10 consecutive hours if the cabin 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 & 3.2.6 of this section, if an operator elects to reduce the rest period to 10 hours as authorized by paragraph 3.2.8 of this section, the operator may not schedule a cabin crew for a duty period of more than 14 hours during the 24 hours period commencing after the beginning of the reduced rest period.
- 3.2.10 No operator may assign a cabin crew any duty period with the operator unless the cabin crew has had at least the minimum rest required under this section.
- 3.2.11 No operator may assign a cabin 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 cabin crew and provides to transport the cabin crew to an airport at which that cabin crew is to serve on a flight as a crewmember, or from an airport at which the cabin crew was relieved from duty to return to the cabin crew home station, is not considered part of a rest period.
- 3.2.13 Each operator must relieve each cabin crew engaged in air transportation and each commercial operator must relieve each cabin crew engaged in air commerce from all further duty for at least 24 consecutive hours during any 7 consecutive calendar days.
- 3.2.14 A cabin crew is not considered to be scheduled for duty in excess of duty period limitations if the flights to which the cabin 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 Notwithstanding all limitations mentioned in this section, the Chairman recognizes the right of a cabin 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 cabin crew on duty. The Operator must maintain records showing the flight duty and rest periods for every cabin crewmember at all times.

- 4.2 All cabin crew shall maintain a personal Log Book provided by the Operator for the purpose of recording duty time and flight time. This Log Book will be duty countersigned by a nominated executive of the Operator at an interval not exceeding a month.
- 4.3 These records shall be retained by the Operator for a period of not less than 2 years and shall be produced to the Chairman CAAB or his Inspector upon demand.
- 5. EXCEEDING OF FLIGHT TIME AND DUTY PERIOD LIMITATIONS, FLIGHT DISLOCATION AND REDUCTION OF REST PERIODS**

5.1 Extension of Flight Time and Duty Period:

5.1.1 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;
- (b) The cabin 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.

5.2 Flight Dislocation

5.2.1 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.

5.2.2 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.

5.3 Reduction of Rest Periods.

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

This order is issued in pursuance to the rule 4 and the rule 124 (c) of the Civil Aviation Rules, 1984 and shall be applicable from the date of issue of this order.

Sd/-

(Air Cdre Lutfur Rahman ndu, psc)
Chairman
Civil Aviation Authority, Bangladesh.