



**GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI**

**CIVIL AVIATION REQUIREMENT
SECTION 7 CABIN CREW STANDARDS
TRAINING AND LICENSING
SERIES 'J' PART I
Issue V Dated -----**

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Subject: Flight Duty Time and Flight Time Limitations – Cabin Crew

1. INTRODUCTION

1.1 The Annex 6, Operation of Aircraft, Part I, to the Convention on International Civil Aviation, requires Contracting States to establish regulations specifying the limits applicable to Flight Time, Flight Duty Period, Duty Period and Rest Period for Cabin Crew. Accordingly, the State shall establish prescriptive regulations for Flight Time, Flight Duty Period, Duty Period and Rest Period Limitations and, if authorizing the operator to use a Fatigue Risk Management System (FRMS) to manage fatigue, establish FRMS Regulations. This CAR lays down the prescriptive fatigue management regulations. The Operator, for the purpose of managing its fatigue related safety risks, is required to establish flight time, flight duty periods, duty period and rest period limitations that are within the prescriptive fatigue management regulations established by this CAR.

1.2 Cabin Crew member are crew who perform duties in the interest of safety of passengers, duties assigned by the operator and the pilot-in-command of the aircraft but who shall not act as flight crew member.

1.3 In order to enhance safety of operations and in exercise of powers conferred under Rule 42A of the Aircraft Rules, 1937 read with Rule 133A of the Aircraft Rules, 1937, the following Flight Duty Time and Flight Time Limitations for Cabin Crew are issued for information, guidance,

and compliance by all concerned.

- 1.4 This CAR supersedes all previous communications, letters and instructions issued by the DGCA regarding Cabin Crew FDTL.
- 1.5 Flight Duty Time limitations (FDTL) specifies Duty time, Flight Duty time, Flight time limits and rest period requirements remaining within the established limits is the responsibility of the Post holder (Operations), the individual and crew scheduling.

2 APPLICABILITY

This CAR prescribes the Maximum Limits of Flight Time, Flight Duty Period, Duty Period and Minimum Rest Period applicable to all cabin crew of Scheduled, Non-Scheduled and Scheduled Commuter Air Transport Services.

3 DEFINITIONS

3.1 Acclimatized

It means a state in which a crew member's circadian biological clock is synchronised to the time zone where the crew member is. A crew member is considered to be acclimatised to a 3-hour wide time zone surrounding the local time at the point of departure. When the local time at the place where a flight duty commences (departure time zone) differs by more than 3 hour from the local time at the place where the next duty starts, the crew member, for the calculation of the maximum daily flight duty period, is considered to be acclimatised to the departure time zone for the first 48 hour. After 48 hours, the crew member shall be considered acclimatized to the local time where the crew member starts his/her next duty.

3.2 Accommodation

Means, for the purpose of standby and split duty, a quiet and comfortable place not open to the public, with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with the possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.

3.3 Suitable Accommodation

Means, for the purpose of standby, split duty and rest, a separate room for each for 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.

3.4 Augmented Cabin Crew

Means, a cabin crew, which comprises more than the minimum number required to operate as cabin crew in the aircraft, allowing each cabin crew member to leave the assigned position, for the purpose of in-flight rest, and to be replaced by another cabin crew member.

3.5 Bunk

A bunk or other surface that allows for a flat or near flat sleeping position. It reclines to at least 80° back angle to the vertical and is located separately from the passenger cabin in an area that allows the crew member to control light, and provides isolation from noise and disturbance.

3.6 Basic Rest Seat

A seat in an aircraft cabin reclines at least 40° from the vertical, provides leg and foot support and is separated from passengers by at least a curtain to provide darkness and some sound mitigation, and is not adjacent to any seat occupied by passengers.

3.7 DUTY

Any task that cabin crew members are required by the operator to perform, including, for example, flight duty, administrative work, training, positioning and standby when it is likely to induce fatigue.

3.8 DUTY PERIOD

A period which starts when a cabin crew member is required by an operator to report for, or to commence a duty and ends when that person is free from all duties.

Note : Standard allowance shall be added at the end of flight time to allow for completion of checks.

- a) 15 minutes for Non-Scheduled Operator and Schedule Commuter Air Transport Services.
- b) 30 minutes for Scheduled Air Transport Services.
- c) 60 minutes in case of International Operations where the cabin crew are required to undertake post flight medical examination.

3.9 Fatigue

A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental and/or physical activity) that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties.

3.10. FLIGHT DUTY PERIOD

A period, which is intended to cover continuous period of duty that always includes a flight or series of flight for a cabin crew member. It commences when a cabin crew member is required to report for duty and finishes when aeroplane finally comes to rest and the engines are shut down at the end of the last flight on which he/she is a cabin crew member.

Note : Each operator shall prescribe in their operations manual the reporting time for cabin crew before the scheduled departure of the flight, while taking into consideration the time required for the pre-flight briefing, medical and other administrative functions required for operating a flight.

3.11 FLIGHT TIME

The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Note: "Flight time" is defined as synonymous with the term "block-to-block" time or "chocks-to-chocks" time in general usage, which is measured from the time an aeroplane first moves for the purpose of take-off until it finally stops at the end of the flight.

3.12 HOME BASE

The location nominated by the operator, having high degree of permanence from which the crew member normally starts and ends a flight duty or a series of flight duty periods.

3.13 In-flight Rest Period

Means a period of time within a flight duty time, which is to give a crew member an opportunity to rest before recommencing duty.

3.14 Isolated Rest Seat

A seat in an aircraft cabin that reclines at least 45° back angle to the vertical, has at least a pitch 55 inches, a seat width of at least 20 inches (50 cm) and provides leg and foot support. It is separated from passengers by at least a curtain to provide darkness and some sound mitigation, and is reasonably free from disturbance by passengers or crew members.

3.15 LOCAL NIGHT

A period of eight hours falling between 2200 hours and 0800 hours' local time.

Note: The operators shall define eight hours of local night to cater for seasonal schedules.

3.16 Local Day

Means a 24-hour period, commencing at 00:00 local time.

3.17 Mixed Duty

When a crew member is required to report for a duty in advance of the stipulated reporting time, for a scheduled flight or series of flight, to carry out a duty at the behest of Operator, the time spent on that duty shall be part of the subsequent FDP.

3.18 Night Duty

Any Duty Period encroaching upon any portion of the time period between 0000 hrs and 0600 hrs in the time zone to which the crew is acclimatized.

3.19 Operating Crew Member

Is a crew member, carrying out duties in an aircraft, during a sector.

3.20 POSITIONING

The transferring of a non-operating cabin crew member from place to place at the behest of the operator.

Note: "Positioning" as here defined is synonymous with the term "Deadheading".

3.21 REPORTING TIME

The time at which cabin crew member is required by an operator to report for duty.

3.22 REST PERIOD

A continuous, uninterrupted and defined period of time, subsequent to or prior to duty, during which a cabin crew member is free from all duties, standby and reserve.

3.23 REST FACILITY

Means a bunk or seat with leg and foot support suitable for crew members' sleeping on board an aircraft.

3.24 ROSTER

A list provided by an operator of the times when a cabin crew member is required to undertake duties.

Note: "Roster" as here defined is synonymous with "Schedule", "Line of Time", "Pattern", and "Rotation".

3.25 SECTOR

Means the segment of a Flight Duty Period (FDP) between an aircraft first moving for the purpose of taking off until it comes to rest after landing on the designated parking position.

3.26 SPLIT DUTY (BREAK)

Means a period of time within a flight duty period shorter than a rest period, counting as flight duty and during which a crew member is free of all tasks.

3.27 STANDBY

It is a defined period of time during which a cabin crew member is required by the operator to be available to receive an assignment for a specific duty without an intervening rest period.

3.28 TEMPORARY HOME BASE

The place of posting by the operator where the crew operates and starts a series of Duty Cycles, and which is not the same as Home Base.

3.29 TIME ZONE

Means a defined region of the earth with a uniform local time which differs by one hour, or by part of one hour from the uniform local time of an adjoining region of the earth, irrespective of season.

3.30 UNFORESEEN OPERATIONAL CIRCUMSTANCE

An unplanned event, such as unforeseen weather, natural calamity, medical emergency, national requirement for relief and rescue operations (mission oriented), equipment malfunction, runway closure, passenger and aircraft recovery, etc. that is beyond the control of the operator.

3.31 ULTRA LONG RANGE (ULR) OPERATIONS

Continuous non-stop flights between a specific city pair involving any sector having a flight time of over 14 hrs. at any time during a calendar year taking into account the mean and seasonal wind changes.

The ULR operations apply to both sectors of a city pair.

3.32 WINDOW OF CIRCADIAN LOW (WOCL)

WOCL is best estimated by the hours between 02:00 hrs and 0600hrs for individuals adapted to a usual day-wake/night sleep schedule. This estimate of the window is calculated from scientific data on the circadian low of performance, alertness, subject report (i.e. peak fatigue) and body temperature.

4 OPERATOR'S RESPONSIBILITY

- 4.1 Every operator shall establish a scheme for complying with the limitations for flight time, flight duty periods, duty periods and rest periods specified in this CAR in respect of cabin crew members.
- 4.2 The FDTL scheme shall be submitted to DGCA for approval. The approved scheme shall form part of the Operator's Operations Manual.

- 4.3 The operator shall not require a cabin crew member to perform cabin crew duties on a flight if it is known or suspected that the cabin crew member is fatigued to the extent that the safety of flight may be adversely affected.
- 4.4 No operator may schedule any cabin crew member an assignment, which shall exceed the prescribed limitation. The operator shall ensure adequate buffer margin during roster planning w.r.t maximum allowable flight time, flight duty period and duty period. The following shall also be defined in the scheme:
- 4.4.1 Each Operator must take into account the available airport facilities to ensure that the operating crew gets sufficient time to complete pre-flight activities and have adequate cabin preparation time. The operator shall define in the 'Scheme' the optimum time of pre-flight briefing activities on ground and reporting to aircraft after taking into account various factors for domestic and International flights in the initial sector and during transit, airport layout, customs/immigration/security formalities, etc.
- 4.4.2 Post Flight Duty Time. Standard allowance shall be added at the end of flight time-to be counted as 'Duty Period'- to allow for completion of checks, records and post flight duties, including post flight Breath Analyser requirements, when applicable. The same shall be specified in the FDTL Scheme of the operator, based on the nature of the flight.
- 4.4.3 Local Night: The operator shall define 08 hours of local night to cater for seasonal schedules. The 08 hrs local night definition may also cater for type of aircraft/fleet type.
- 4.5 Each Operator shall prepare the Cabin Crew Roster sufficiently in advance. Roster should be published at least for a 07 days period and the weekly rest shall be printed on the published roster.
- 4.6 Every operator shall assign a home base to each cabin crew member.
- 4.7 The operator shall define a Temporary Home Base Policy if assigning temporary home base to cabin crew. The minimum and maximum duration of the temporary home base shall be defined by the Operators in their respective FDTL Scheme. The minimum duration shall be 07 days and the maximum recommended is 28 days.
- 4.8 Scheduling Practices. Every Operator should endeavour to strike a balance between commercial imperatives and crew members' ability to work effectively. FDTL limits given in this Document are the 'outer limits' and should be treated as such.

4.9 Operators should follow the following principles while developing the working schedules:

- 4.9.1 Provide adequate opportunity for rest and 'night time' sleep to each cabin crew
- 4.9.2 Avoid combination of long duty periods with min rest period in planning patterns and plan sufficient rest periods after long flight duty periods.
- 4.9.3 Avoid alternating night / day or late night / early morning duties.
- 4.9.4 Distribute the amount of work, especially fatigue inducing duties, equally amongst available cabin crew.
- 4.10 Operators shall ensure that annual training regarding fatigue, its effect on crew and measures to mitigate fatigue is imparted to all personnel responsible for implementation of various provisions of this CAR,
- 4.11 **Fatigue Report Management.** Fatigue reports shall be used as effective tool in identifying and mitigating crew fatigue. Each Operator shall establish a clear policy with respect to fatigue reports. The policy should state not only 'how to raise' a report but also 'what to do' in response to a fatigue report. Executive responsibility for addressing fatigue management shall be defined by the operator.
- 4.12 All the fatigue reports and the Action Taken reports shall be preserved by the operator for a period of minimum one year and be made available to DGCA as and when required. Head of Operations will submit a quarterly report to the DGCA committee on the fatigue reports received and action taken during the preceding quarter.
- 4.13 Fatigue Reports should follow a non-punitive and confidentiality policy.

Note: All tables in this CAR are to be read from left to right

5 RESPONSIBILITY OF CABIN CREW MEMBER

- 5.1 No cabin crew member may accept an assignment, which shall exceed the prescribed limitation.
- 5.2 Cabin crew members shall make best use of facilities and opportunities that are available or provided for rest and for the consumption of meals, and shall plan and use rest periods to ensure that they are fully rested.
- 5.3 A cabin crew member shall not perform cabin crew duties on a flight if it is known or suspected that the cabin crew member is fatigued to the extent that the safety of flight may be adversely affected.

6 MAXIMUM CUMULATIVE FLIGHT TIME LIMITATIONS, LANDING DURING ANY 24 HOURS

6.1 The maximum flight time and maximum flight duty period **DURING ANY 24 HOURS** are indicated in the following Table.

Sub Para	Maximum Flight Time	Maximum Flight Duty Period (in Hours)	Maximum No. of Landings
6.1.1	8 hrs	11:00	6
		11:30	5
		12:00	4
		12:30	3
6.1.2	9 hrs	14:00	2
6.1.3	10 hrs	15:00	1
For operations encroaching night duty			
6.1.4	8 hrs	10:00	2

6.2 The maximum duty period during any 24 hours shall not be more than one hour beyond maximum allowable Flight Duty Period as stated in Para 6.1 and Para 7.

Note 1: Para 6.1.3 shall be applicable for operations encroaching night duty beyond 'acclimatized' zone.

Note 2: Para 6.1.4 shall only be applicable for flight operations within the 'acclimatized' zone.

7 FLIGHT TIME AND FLIGHT DUTY PERIOD LIMITS: AUGMENTED CREW

7.1 The maximum flight time and maximum flight duty period during any 24 hrs are indicated in the following Table.

Sub Para	Maximum Flight Time	Maximum Flight Duty Period			Max No. of Landings
		Bunk	Isolated Rest Seat	Basic Rest Seat	
7.1.1	12 hrs	17 hrs	15 hrs	14 hrs	2
7.1.2	14 hrs	18 hrs	16hrs	NA	1
7.1.3 (Above 14 hrs)((ULR)	17 hrs	21 hrs	NA	NA	1

Note 1: For flight operations above the limits specified in Para 7.1.3, specific approvals to be sought from DGCA on, case-to-case basis for the city pairs and the departure windows of the flights.

Note 2: When the FDP starts in the WOCL, the maximum FDP stated in Para 6.1.3 and 7.1.1 and 7.1.2 of this CAR shall be reduced by 100% of its encroachment up to a maximum of 2 hours. When the FDP ends in or fully encompasses the WOCL, the maximum FDP stated in the table shall be reduced by 50% of its encroachment.

8. MAXIMUM CUMULATIVE FLIGHT TIME LIMITATIONS

Sub Para	Maximum Cumulative Flight Time Limitations	Maximum Flight Time Limitation (in Hours)	Maximum Cumulative Duty Period
8.1	In 7 consecutive days	35	60
8.2	In 14 consecutive days	65	100
8.3	In 28 consecutive days	100	190
8.4	In 90 consecutive day	300	600
8.5	In 365 consecutive days	1000	1800

Note If the cabin crew is approaching the above mentioned limitations in Para 8 he/she shall be free from all the duties. The operator shall mention the upper limit of FT and FDP in the FDTL scheme

8.6 SPLIT DUTY

Split duty shall be as follows:

No.	Consecutive hours of break	Maximum Extension of the Flight Duty Time
1.	Less than 3 hours	Nil
2.	Between 3 hours and 10 hours	A period equal to half the consecutive hours break taken
3.	>10 hours	No extension permitted

- Post-flight and Pre-flight duties will not be counted as part of rest.
- If the break is more than 6 consecutive hours or fully encroach on the WOCL, then operator will provide suitable accommodation. However, if the break is less than 6 hrs. the operator shall provide 'Accommodation' to the flight crew.
- Parts of the Flight Duty Period before and after the break shall not exceed 10 hours.
- Split duty shall only be applicable for Para 6, Sub Para 6.1.1.
- The split duty shall count in full as FDP.
- No extension shall be permitted if FDP encroaches night duty period

9 MINIMUM REST PERIODS

9.1 REST PERIOD (BEFORE THE FLIGHT)

The minimum rest, which must be provided before undertaking a flight duty period, shall be:

a) At least as long as the preceding duty period,

OR

- b) i) 12 hours
- ii) 18 hours for crossing 3 time zones up to 7 time zone
- iii) 36 hours for crossing 7 time zones

Whichever is greater .

Note 1: When a crew is positioned within the 'acclimatized' zone to operate a flight (not within the purview of Para 11, the rest after the positioning and before the flight will be 12 hrs, provided that rest stipulated at Para 9.1 above has been availed prior to the positioning.

Note 2: For a cabin Crew operating between 3 to 7 Time Zones, and proceeding to farther Time Zones, the crew shall be provided a minimum rest, at lay over station, as per para 9.1, before proceeding beyond on the next Flight Duty Period. The Time Zone difference for subsequent flight will be calculated from the place where the crew is acclimatized.

Note 3: For all other duties, apart from Flight Duty/ Mixed Duty, a minimum rest period of 10 hours shall be given. Operators to define the same in their FDTL Scheme.

Note 4: In case a cabin crew returns to duty after leave, a minimum of rest period of 10 hours is to be given. Operators to define the same in their FDTL scheme.

9.2 If the preceding duty period, which includes any time spent on positioning, exceeds 18 hours, then the ensuing rest period shall include a local night

9.3 Period of transportation to and from an airport shall neither be counted towards duty time nor rest period. The operator shall include in the 'Scheme' the optimum time of transportation after taking into account various factors like metro cities, in the vicinity of airports and on ensuring that the rest period does not get reduced below the minimum rest requirements. However, if the transportation time is more than 30 minutes, the rest shall increase by twice of time above 30 minutes.

9.4 WEEKLY REST

An operator shall ensure that the minimum weekly rest of continuous 48 hours including two local night is provided such that there shall never be more than 168 hours between the end of one weekly rest period and the start of the next.

Note 1: The operator shall provide weekly rest at home base/ Temporary Base.

Note 2: If the same is not possible due to unforeseen circumstances (as indicated in Para 3.30 of this CAR), the cabin crew member shall be given 12 hours' additional rest for every 24 consecutive hours on return to home base/temporary Base on the first available opportunity.

Note 3: The weekly rest shall be increased to 60 hours including 2 local nights in the event that the crew undertakes more than 3 duties wherein the flight duty period encroaches in to the Night Duty period, in the preceding 168 hrs. period

Note 4: The 168 hours shall be calculated from the end of preceding weekly rest period.

9.5 REST AFTER RETURN TO HOME BASE/TEMPORARY BASE

Operator shall ensure that effects on cabin crew members of time zone differences will be compensated by additional rest as specified below.

Time difference	Zone	Rest (in Hours)	Local Nights
More than 3 and up to 7		36	2
More than 7		72	3

9.6 AUGMENTATION OF CABIN CREW AND INFLIGHT REST

- 9.6.1 For continuous flight time beyond 10 hrs, as indicated in Table contained in Para 6.1.3 and 7.1, the operator shall ensure that a Senior Cabin Crew is always on duty during the in-flight rest of the other Senior Cabin Crew.
- 9.6.2 For flights with flight time greater than 10 hours or flight duty period greater than 15 hours, cabin crew shall be augmented by 40% of the minimum crew requirement as mentioned in sub-rule 2 of Rule 38B of the Aircraft Rules, 1937.

- 9.6.3 The minimum in-flight rest shall be not less than Flight Time minus **10** hrs till FDP of 14 hrs.
- 9.6.4 The conditions of rest should be such that a cabin crew member can obtain recuperative rest in a comfortable horizontal seat, or in a bunk, separated and screened from the passengers, and reasonably free from disturbance.
- 9.6.5 In case of augmented cabin crew, the division of duty and rest between the cabin crew members being relieved will be kept in balance, which would be spelt out in detail in the scheme of the operator.

Note: Augmentation of cabin crew is not applicable for unforeseen circumstances if the flight is planned under provision of 6.1

10 STANDBY

10.1 GENERAL

- 10.1.1 Operators shall include 'Standby' as part of their regular rosters and concerned cabin crew shall be kept notified. In case of exigencies when 'Standby' duty may go beyond the roster; Operator shall ensure that concerned cabin crew is notified in advance.

10.2 STANDBY PERIOD

- 10.2.1 Standby period shall not extend beyond 12 hours. However, a maximum standby at airport (with or without sleeping quarters) shall not exceed 8 hours.

10.2.2 If the standby period is at the airport and

- a) Standby culminates into a flight duty then the total period (i.e. 100%) shall be counted towards the flight duty period and also towards cumulative duty period.
- b) Standby does not culminate into a flight duty then the total period (i.e. 100%) shall be counted towards cumulative duty period.

10.2.3 If the standby period is at home or in a hotel and culminates into duty

- a) Within first 6 hours then no part of standby shall be considered as part of flight duty period or cumulative duty period.
- b) At 6 hours or later then flight duty period shall be reduced by 50% of the standby time.

- 10.2.4 If standby period is at home or in a hotel does not culminate into a duty then, 25% of its time shall be considered under cumulative duty.

10.2.5 REST PERIOD AFTER STANDBY

When any period of standby finishes, which does not culminate into flight duty, the rest for home standby shall be 8 hrs and for airport standby shall be 12 hrs.

11 POSITIONING

- 11.1 All the time spent on positioning on the behest of the operator shall be counted as duty.
- 11.2 Positioning time should be a part of a flight duty period when it immediately precedes (i.e. without an intervening rest period) a flight duty period in which that person participates as a cabin crew member.
- 11.3 Positioning after operating a flight duty period without an intervening rest period shall be counted as duty period for determining the rest period.
- 11.4 Positioning should not count as an operating sector when planning or calculating a flight duty period.
- 11.5 Positioning shall be counted as a landing, if after a positioning journey, the crew spends less than the minimum rest period at suitable accommodation provided by the operator, and then extends FDP using Split Duty.

12 CONSECUTIVE NIGHT OPERATION

- 12.1 Cabin crew shall neither be detailed nor undertake any flight duty between periods embracing 0000 to 0600 hrs local time for two consecutive nights except once within a period of 168 hours..
- 12.2 For a cabin crew member remaining less than 48 hours away from home-base/ domicile time, two consecutive nights is estimated to be referred to local time at the point of first departure of flight schedule
- 12.3 When a crew has undertaken flights in consecutive nights, then for transition to flights beyond period 0000 to 0600 hrs, he/ she should not be scheduled for a flight which is commencing prior to, at least 24 hrs including one local night from arrival of the flight and prior to company local night plus 2 hrs.

13. ULTRA LONG RANGE (ULR)

- 13.1 Operator wherein the specific city pair approval is required, shall submit a specific scheme in accordance with the provisions laid down in the CAR.

13.2 DGCA may validate such flights for the crew alertness if the operator uses prescriptive regulations. It will, however, be preferable that the Operator adopts FRMS for continuously monitoring of the crew alertness.

13.3 Designated cabin crew rest facilities shall be provided on board the aircraft. These rest facilities shall comprise independent rest areas with horizontal bunks and shall provide an environment that is conducive to rest/sleep.

13.4 The Operations Manual /SEP Manual shall contain specific instructions to ensure that the ULR flight meets the following requirements:

13.5.1 ULR Pre-Flight and In-Flight Rest Planning

13.5.1.1 Scheme shall be established to provide guidance to the cabin crew on the expected pre-flight preparations and in-flight rest to be taken. Cabin crew are to be appropriately rested for the ULR flight.

13.5.1.2 The in-flight rest plan shall provide for at least one (1) rest period- which shall not be less than four (4) hours

13.6 Post ULR Flight Rest Period

Cabin Crew of the ULR Flight on return to Home Base shall be provided with a period of least 120 hours free of all duties. The rest period shall increase by 24 hours after 02 consecutive ULR flights. This rest period will include both, 'the rest on return to base', as specified at para 9.5 and the 'weekly rest' as specified at Para 9.4.

14 UNFORSEEN OPERATIONAL CIRCUMSTANCES

14.1 Flight Time', 'Flight Duty Period' and "landing" may be extended due to unforeseen operational circumstances as follows:

- a) Flight Time by maximum of 1 and 1/2 hours.
- b) FDP by maximum of 03 hours.
- c) Only one extra landing may be carried out in the event of a diversion to complete the flight, including a consecutive night for completion of the flight.
- d) The above is subject to a cumulative limit of maximum of 04 hours (Flight Time) and maximum of 08 hrs (FDP) during any period of 28 consecutive days.
- e) In the event of Flight duty period extension upto one hour or flight time

- extension of upto 30 min, the rest shall increase by 02 hrs.
- f) Whenever the Flight duty period or flight time gets extended, the rest period shall be increased by 4 hours.
 - g) Extension of the maximum basic FDP shall not be combined with split duty in the same duty period.
 - h) In case of not utilizing any flight time after commencement of FDP (Reporting) the crew can be utilized after a minimum of twice the time period spent after reporting subject to a minimum limit of 12 hours of rest.

Note 1: Provisions of only para 8.1 to 8.4 can be extended by the limits specified in 14.1 (a) and 14.1 (b).

Note 2: The Senior Cabin crew in consultation with all the cabin crew members will convey their willingness (or consent) to the PIC for and prior to operating the flight.

Note 3: Head of Operations will submit a quarterly report to DGCA on all the extensions granted under the provisions of Para 14.1.

15 MAINTENANCE OF RECORDS AND MONITORING SYSTEM

15.1 RECORDS

Records shall be kept for 18 months of the duties performed and the rest periods provided so as to facilitate inspection by the operator's authorized personnel and surveillance/audit by DGCA officers. The records may be made available to cabin crew on request.

15.2 The Operator should ensure that these records include for each cabin crew member, at least:

- i) Start, duration and end of each flight duty period.
- ii) Start, duration and end of each duty period.
- iii) Rest periods.
- iv) Flight time.
- v) Cumulative flight time as per Para 8 of this CAR.

Note: For record purposes, the pre-flight report time shall count both as duty and as flight duty, and the post-flight allowance shall count as duty.

15.3 The operator shall also keep records of occasions when flight time and duty were extended as per Para 14 of this CAR.

15.4 If discretion was used for similar reasons on more than 20% of occasions when a particular route or a route pattern is flown, for the seasonal schedule or minimum of 28 Flight Duty Periods, then the operator shall review and change the schedule or

the crew scheduling arrangements so as to reduce the frequency at which such events occur.

- 15.5 In addition, DGCA may require submission of copies and analysis of records in the manner deemed fit.
- 15.6 Above maybe achieved through a fool proof transparent computerized system. The operator shall evolve a system so that only designated officers of the operator have access to the system. Further, the system shall have a provision of audit trail so that any change made in the data may be tracked down to its source.
- 15.7 The operator through the computerized system shall ensure that the cabin crew member is well within the flight time, flight duty period, duty period and rest period requirements before permitting him to operate a flight.

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