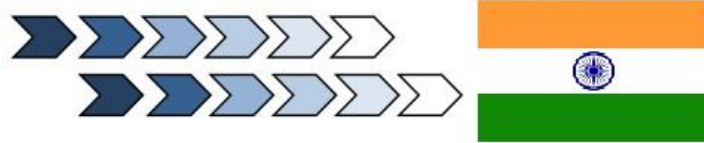


DGCA FDTL FCM 2021:

FLIGHT DUTY TIME AND FLIGHT TIME  
LIMITATIONS - FLIGHT CREW MEMBER



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## 1 INTRODUCTION

### 1.1 The ICAO Annex 6, Part 1,

requires that the State of the operator shall establish regulations for the purpose of managing fatigue. 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.

### 1.2 The ICAO Annex 6, Part 2,

applicable to General Aviation, requires operators themselves to establish and implement fatigue management programme.

### 1.3 In order to enhance safety of aircraft operations

and in exercise of powers conferred under Rule 42A of the Aircraft Rules, 1937 read with Rule 133A of Aircraft Rules, 1937, the following Flight Time, Flight Duty Period, Duty Period and Rest Period Limitations for Flight Crew are issued for information, guidance, and compliance by all concerned within the applicable category.

### 1.4 The requirements stipulated in the CAR

supersede requirements contained in CAR Section 7 Series J Part III Issue II dated 11th August 2011 and all previous communications, letters and instructions issued by the DGCA with regard to Flight crew FDTL for operators of and flight crew engaged in scheduled air transport operations.

## 2 APPLICABILITY

### 2.1 The requirements laid down in this CAR are applicable to

all fixed wing operations of Scheduled Commuter Operators, Non-scheduled Operators, General Aviation Operators, Public Sector Undertakings and State Governments. Every operator under these categories, except those specified at Para 2.2 is required to specify flight time, flight duty periods, duty period and rest period limitations that are within the prescriptive fatigue management regulations established by this CAR.

### 2.2 Private and Aerial Operators

operating non turbojet aero planes with less than 5700 kg AUW will use the requirements given in this CAR as guidelines and prepare their respective FDTL Schemes based on their type and size of operations. The scheme shall be included in Ops Manual and submitted to DGCA for approval.

### 2.3 No operator / flight crew engaged in such operations

shall operate beyond 30 September 2021 unless the requirements of this CAR are complied with.

NOTE: Existing Operators, holding approval of FDTL scheme as per CAR Section 7 Series J Part III, issue II, dated 11th August 2011 need to implement the stipulated requirements w.e.f 30 September 2021 and accordingly amend their respective Operations Manual.

### 3 DEFINITIONS

Term	Definition
<b>Acclimatized</b>	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 3:00 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 3:00 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 48:00. After 48:00, the crew member shall be considered acclimatized to the local time where the crew member starts his/her next duty.
<b>Accommodation</b>	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.
<b>Aerial Operations</b>	Aerial work means any aircraft operation undertaken for an industrial or commercial purpose or any other remunerative purpose, but does not include operation of air transport Service. An aerial work aircraft is generally modified and/or installed with suitable equipment for specialised operations such as aerial survey, geophysical survey, cloud seeding, agriculture, construction, photography, observation and patrol, search and rescue, aerial advertising, flight calibration of navigational aids, para dropping, external cargo operations, scientific research etc.
<b>Augmented Flight Crew</b>	Means, a flight crew, which comprises more than the minimum number required to operate the aircraft, allowing each flight crew member to leave the assigned post, for the purpose of in-flight rest, and to be replaced by another flight crew member with equal or higher qualification.
<b>Break</b>	Means a period of time within a flight duty period, shorter than a rest period, counting as duty and during which a crew member is free of all tasks.
<b>Duty</b>	Any task that flight 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.
<b>Duty Period</b>	A period which starts when a flight 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.
<b>Fatigue.</b>	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.
<b>Flight Crew Member (FCM)</b>	A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period.
<b>Flight Duty Period. (FDP)</b>	A period which is intended to cover continuous period of duty that always includes a flight or series of flight for a flight crew member. It commences when a flight crew member is required to report for duty and finishes at engine(s) off at the end of the last flight on which he/she is a flight crew member.
<b>Flight Time</b>	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.  <b>Note:</b> "Flight time" as defined here is 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.
<b>Home base</b>	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.
<b>In-flight Rest Period</b>	Means a period of time with in a flight duty time, which is to give a crew member an opportunity to rest before recommencing duty.
<b>Local Day (Calendar Day)</b>	Means a 24:00 period, commencing at 00:00 local time.
<b>Local Night</b>	A period of 8:00 falling between 22:00 and 08:00 local time.

<b>Term</b>	<b>Definition</b>
<b>Long Range (LR)</b>	Continuous non-stop flights involving any sector having a continuous flight time of over 12 hrs and up to 14 hrs, and Flight duty period upto 18 hrs.
<b>Mixed Duty</b>	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.
<b>Night Duty</b>	Any Duty Period encroaching upon any portion of the time period between 00:00 and 05:00 in the time zone to which the crew is acclimatized.
<b>Operating Crew Member</b>	Is a crew member, carrying out duties in an aircraft, during a sector.
<b>Positioning</b>	The transferring of a non-operating flight crew member from place to place at the behest of the operator.  <b>Note:</b> “Positioning” as here defined is synonymous with the term “Deadheading”.
<b>Reporting Time</b>	The time at which flight crew member is required by an operator to report for duty.
<b>Rest Period</b>	A continuous, uninterrupted and defined period of time, subsequent to or prior to duty, during which a flight crew member is free from all duties, standby and reserve.
<b>Rest Facility</b>	Means a bunk or seat with leg and foot support suitable for crew members’ sleeping on board an aircraft.
<b>Roster</b>	A list provided by an operator of the times when a flight crew member is required to undertake duties.  <b>Note:</b> “Roster” as here defined is synonymous with “Schedule”, “Line of Time”, “Pattern”, and “Rotation”.
<b>Sector</b>	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.
<b>Split Duty (Break)</b>	A period free of all duties, which counts as duty, being less than a rest period.
<b>Standby</b>	It is a defined period of time during which a flight crew member is required by the operator to be available to receive an assignment for a specific duty without an intervening rest period.
<b>Suitable Accommodation</b>	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.
<b>Temporary Home Base</b>	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.
<b>Time Zone</b>	Means a defined region of the earth with a uniform local time which differs by 1:00, or by part of 1:00 from the uniform local time of an adjoining region of the earth, irrespective of season.
<b>Training Flights</b>	Flights for the purpose of Base Training, Familiarization, Conducting Aircraft Training and Checks (Skill Test/IR/PPC).
<b>Unforeseen operational circumstance</b>	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, aircraft security, etc., that is beyond the control of the operator.
<b>Window of Circadian Low (WOCL)</b>	WOCL means a period between 02:00 and 06:00 in the time zone to which a crew member is acclimatized. 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 define the following in respective FDTL scheme:

#### 4.1.1 Reporting Time.

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 cockpit preparation time. The operator shall define in the 'Scheme' the optimum time of pre-flight dispatch activities after taking into account various factors for domestic or International flights, like customs/immigration/security formalities, airport layout etc.

#### 4.1.2 Post Flight Duty Time.

Standard allowance shall be added at the end of flight time-to be counted as 'Duty'- 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.

#### 4.1.3 Local Night.

The operators shall define 8:00 of local night to cater for seasonal schedules. The 8:00 local night definition may also cater for type of aircraft/Fleet type.

### 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 flight crew member to perform flight crew duties on a flight if it is known or suspected that the flight crew member is fatigued to the extent that the safety of flight may be adversely affected.

### 4.4 No Operator may schedule

any flight crewmember for an assignment which shall exceed the prescribed limitation.

### 4.5 Schedule Commuter Operators

shall prepare the Flight Crew Roster sufficiently in advance. Roster should be published at least for a 7 day period and the weekly rest shall be printed on the published roster.

### 4.6 Every operator

shall assign a Home Base to each flight crew member.

### 4.7 The operator shall define a Temporary Home Base Policy

if assigning temporary home base to flight 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 7 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. Operators should follow the following principles while developing the working schedules.

4.8.1 Provide adequate opportunity for rest and 'night time' sleep to each flight crew.

4.8.2 Avoid combination of long duty periods with min rest period in planning patterns and plan sufficient rest periods after long flight duty periods.

4.8.3 Avoid alternating day/night or late night/early morning duties.

4.8.4 Distribute the amount of work, especially fatigue inducing duties, equally amongst available flight crew.

### 4.9 Operators shall ensure

that personnel concerned with operations of aircraft are trained and educated regarding dangers and management of fatigue.

**4.10 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.

4.10.1 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 the DGCA as and when required.

4.10.2 Fatigue Reports should follow a non-punitive and confidentiality policy.

**5 RESPONSIBILITY OF FLIGHT CREW MEMBER**

**5.1 No flight crew member may**

accept an assignment, which shall exceed the prescribed limitation.

**5.2 Flight 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 flight crew member shall not**

perform flight crew duties on a flight if it is known or suspected that the flight crew member is fatigued to the extent that the safety of flight may be adversely affected.

**6 FLIGHT TIME AND FLIGHT DUTY PERIOD LIMITS: TWO PILOT OPERATION**

**6.1 The maximum flight time and maximum flight duty period**

during any 24:00 are indicated in the following Table.

Sub Para	Maximum Flight Time	Maximum Flight Duty Period	Maximum No. of Landings
6.1.1	8:00	11:00	6
		11:30	5
		12:00	4
		12:30	3
6.1.2	10:00	13:30	1/2 *

\*In case of 2 landings rest will be increased as per Note 1, Para 11.1



## 7 FLIGHT TIME AND FLIGHT DUTY PERIOD LIMITS : AUGMENTED CREW

### 7.1 The maximum flight time and maximum flight duty period

during any 24:00 are indicated in the following Table.

Sub Para	Maximum Flight Time	Maximum Flight Duty Period	Maximum No. of Landings
7.1.1	12:00 (For 3 Crew Operation)	14:00	2
7.1.2	14:00 Long Range – (4 Crew Operations)	18:00	2

7.1.3 The maximum flight duty period may be extended for three crew operation as in sub-para 7.1.1 in accordance with the following:

Rest Facility Available	Maximum Extension of the FDP
Rest Seat	2:00
Bunk	3:00

### 7.2 AUGMENTATION OF FLIGHT CREW AND INFLIGHT REST

- 7.2.1 The operator shall ensure that a Rated Captain is always on duty during the in-flight rest of the other Flight crew.
- 7.2.2 The scheme shall specify that Flight Time will be counted only when the crew is 'On Controls'.
- 7.2.3 The minimum in-flight rest period shall be a consecutive 1:30 period for each crew member and 2:00 consecutive for the flight crew members at control during landing. Crew shall be allowed to return to controls only after 0:30 of waking after bunk/seat rest which may be part of the rest.
- 7.2.4 Rest Seat will be a seat that is at least 20 inches/ 50 cm in width, reclines at least 40 degrees from the vertical, provides leg and foot support and is reasonably free from disturbance by passengers or crew members.
- 7.2.5 The conditions of rest should be such that a flight 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.
- 7.2.6 In case of augmented flight crew, the division of duty and rest between the flight crew members being relieved will be kept in balance, which would be spelt out in detail in the scheme of the operator.

## 8 FLIGHT TIME AND FLIGHT DUTY PERIOD LIMITS: SINGLE PILOT OPERATION

### 8.1 The maximum flight time and maximum flight duty period

during any 24:00 are indicated in the following Table.

Sub Para	Maximum Flight Time	Maximum Flight Duty Period	Maximum No. of Landings
8.1.1	7:00	8:30	8
8.1.1	8:00	9:30	6
		11:00	4

**Note1:** When the FDP starts in the WOCL, the maximum FDP stated in the Tables contained in Para 6.1, 7.1.1 and 8.1 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.

**Note 2:** Flight time for each sector, under the provisions of Para 8.1, shall be limited to 4 hrs with autopilot and to 2 hrs without autopilot.

**Note 3:** In case of mixed single pilot and multi pilot operations, provisions of 8.1 shall apply. However, if multi pilot duty follows single pilot ops, provisions of 6.1 may be used provided the pilot doing mixed duty flies as co-pilot.

**9 MAXIMUM CUMULATIVE FLIGHT TIME AND DUTY PERIOD LIMITATIONS**

Sub Para	Consecutive days period	Maximum Flight Time	Maximum Cumulative Duty Period
9.1	7	35:00	60:00
9.2	14	65:00	100:00
9.3	28	100:00	190:00
9.4	90	300:00	600:00
9.5	365	1000:00	1800:00

**10 SPLIT DUTY (BREAK)**

Consecutive hours of break	Maximum Extension of the FDP
< 3:00	<i>NIL</i>
>= 3:00 and <= 10:00	A period equal to half the consecutive hours break taken
>10:00	No extension permitted

- 10.1 Post-flight and Pre-flight duties/transport time will not be counted as part of rest.
- 10.2 If the break is more than 6:00 consecutive or fully encroaches upon the WOCL, then operator will provide Suitable Accommodation. However, if the break is less than 6:00, the operator shall provide ‘Accommodation’ to the flight crew.
- 10.3 Parts of the Flight Duty Period before and after the break shall not exceed 10:00.
- 10.4 Split duty shall only be applicable for Para 6, Sub Para 6.1.1, and 8.1. However, when using split duty for single pilot operations under 8.1, it shall be mandatory to provide suitable accommodation during the break and FDP shall not encroach WOCL.
- 10.5 The Break on the ground shall count in full as FDP.

## 11 MINIMUM REST PERIODS

### 11.1 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) 12:00
- ii) 18:00 for crossing more than 3, up to 7 time zones
- iii) 36:00 for crossing more than 7 time zones

whichever is greater.

**Note 1:** Minimum rest shall be increased by 6 hrs when utilizing provisions of 6.1.2 with 2 landings.

**Note 2:** For a Flight 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 11.1, 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

### 11.2 For all other duties,

apart from Flight Duty/Mixed Duty, a minimum rest period of 10:00 shall be given. Operators to define the same in their FDTL Scheme.

### 11.3 Rest Period After Standby (for schedule commuter only)

- 11.3.1 When any period of standby finishes, 12:00 rest shall be given.
- 11.3.2 When standby culminates in to a duty, then the rest period shall be decided based on total period of duty i.e. the duty plus the percentage of standby counted for duty.

### 11.4 If the preceding duty period,

which includes any time spent on positioning, exceeds 18:00, then the ensuing rest period shall include a local night

### 11.5 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 and on ensuring that the rest period does not get reduced below the minimum rest requirements.

### 11.6 Weekly Rest

An operator shall ensure that the minimum weekly rest of continuous 36:00 including two local night is provided such that there shall never be more than 168:00 between the end of one weekly rest period and the start of the next.

**Note:** The operator shall provide weekly rest at Home Base/Temporary Base.

- 11.6.1 The weekly rest shall be increased to 48:00 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 or the WOCL, in the preceding 168:00. period.

### 11.7 Rest After Return to Home Base

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

- 11.7.1 Minimum rest including local nights shall be given, according to the Table given below, to any flight crew member when coming back to home base, who has been away from the home base.

Time Zone difference	Rest	Local Nights
> 3:00 and <= 7:00	36:00	2
> 7:00	72:00	3

## 12 STANDBY

### 12.1 General

12.1.1 Operators shall include 'Standby' as part of their regular rosters and concerned flight crew shall be kept notified.

### 12.2 Standby Period

- 12.2.1 Standby period shall not extend beyond 12:00. However, a maximum standby at airport (with or without sleeping quarters) shall not exceed 8:00.
- 12.2.2 If the standby period is at the airport and 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.
- 12.2.3 If the standby period is at the airport and Standby does not culminate into a flight duty then the total period (i.e. 100%) shall be counted towards cumulative duty period.
- 12.2.4 If the standby period is at home or in a hotel and culminates into duty within first 6:00 then no part of standby shall be considered as part of flight duty period or cumulative duty period. At 6:00 or later then flight duty period shall be reduced by 50% of the standby time.
- 12.2.5 If standby period is at home or in a hotel and does not culminate into a duty then, 25% of its time shall be considered under cumulative duty.

## 13 POSITIONING

### 13.1 All the time spent on positioning on the behest of the operator

shall be counted as duty.

### 13.2 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 flight crew member.

### 13.3 Positioning after operating a flight duty period

without an intervening rest period shall be counted as duty period for determining the rest period.

### 13.4 Positioning should not count as an operating sector

when planning or calculating a flight duty period.

### 13.5 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.

## 14 CONSECUTIVE NIGHT OPERATION

### 14.1 Flight crew shall neither be detailed nor undertake any flight duty

between periods embracing 00:00 to 05:00 local time for more than two consecutive nights except once within a period of 168:00.

### 14.2 For a flight crew member remaining less than 48:00 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

### 14.3 Flight crew shall also not be detailed or undertake any duty

between the hours of 00:00 to 05:00 prior to utilizing the provisions of 14.1 above.

### 14.4 When a crew has undertaken flights in consecutive nights,

then for transition to flights beyond period 00:00 to 05:00, he/she should not be scheduled for a flight which is commencing prior to, at least 24:00 including one local night from arrival of the flight and prior to company local night plus 2:00.

## 15 TRAINING FLIGHTS

### 15.1 Whenever training flight is conducted by the Flight Crew,

before or after operating a commercial operation, entire such period including training flight shall count for Flight Duty Time/Flight Time/number of landings etc.

### 15.2 The Training flights are conducted beyond the provisions of table 6.1.1

as Base Training Flights then the following provisions shall apply:

#### Base Training for 18+2 Landings

Base training may be conducted with a maximum of up to 18 landings and additional 2 landings which may be carried out by the trainer for positioning the aircraft within 11:00 of flight duty time and 6:00 of flying time with applicable restrictions of WOCL and the following:

- 15.2.1 The first landing for positioning the aircraft may be a Commercial Operations. The landing for positioning back of aircraft has to be a Non-Commercial Operations.
- 15.2.2 Any training apart from base training may be done on the 2-Positioning flights i.e. SLF, Route Checks etc.
- 15.2.3 In case Base training is carried out at night encroaching WOCL, to the extent of full 20 landings, then additional rest of 12:00 to be given including one local night apart from the minimum rest mandated.
- 15.2.4 Before assigning the trainer and the trainee for base training flight the crew member must be provided with the minimum rest period as laid down in para 10.

## 16 UNFORSEEN OPERATIONAL CIRCUMSTANCES

### 16.1 Flight Time', 'Flight Duty Period' and 'Landing'

may be extended due to unforeseen operational circumstances as follows:

- a) Flight Time by maximum of 1:30.
- b) FDP by maximum of 3:00.
- 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 4:30 (Flight Time), maximum of 9:00 (FDP) and 02 landings during any period of 28 consecutive days.
- e) Whenever the Flight duty period or flight time gets extended, the rest period shall be pro-rata increased by twice the amount of extended time of Flight duty period.
- f) Extension of the maximum basic FDP shall not be combined with split duty in the same duty period.
- g) 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 8:00 of rest.

**Note 1:** Provisions of only para 9.1 to 9.4 can be extended by the limits specified in 16.1 (a) and 16.1 (b).

**Note 2:** PIC in consultation with other Flight Crew members will convey their willingness or consent to the Head of Operations for operating the flight.

## **17 MAINTENANCE OF RECORDS AND MONITORING SYSTEM**

### **17.1 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 flight crew on request.

### **17.2 The Operator should ensure**

that these records include for each flight 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.

### **17.3 The operator shall also keep records**

of occasions when flight time and duty were extended as per Para 16 of this CAR.

#### **17.3.1 For scheduled commuter operations only:**

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.

### **17.4 In addition,**

DGCA may require submission of copies and analysis of records in the manner deemed fit.

### **17.5 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.

### **17.6 Operator shall ensure that the Flight crew members**

shall maintain a personal record of their daily flight time, duty period, flight duty period and rest periods.

### **17.7 The operator, through the computerized system**

shall ensure that the flight crew member is well within the flight time, flight duty period, duty period and rest period requirements before permitting him to operate a flight.