



**Service public fédéral Mobilité et Transport**  
**Federale Overheidsdienst Mobiliteit en Vervoer**

*Direction générale Transport aérien – Directoraat-generaal Luchtvaart*

## CIRCULAIRE

**CIR/OPS-07**

**Objet :**

limitations des temps de vol et de service et exigences en matière de repos

**Réf. :**

- article 8, § 4, du RÈGLEMENT (CEE) No 3922/91 DU CONSEIL du 16 décembre 1991 relatif à l'harmonisation de règles techniques et de procédures administratives dans le domaine de l'aviation civile

- Sous-partie Q - « limitations des temps de vol et de service et exigences en matière de repos » de l'annexe III au même RÈGLEMENT (CEE) No 3922/91

**Betreft :**

vlieg- en diensttijdbeperkingen en rusttijden

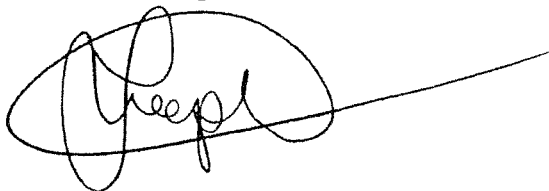
**Ref.**

- artikel 8, §4, van de Verordening (EEG) nr. 3922/91 van de Raad van 16 december 1991 inzake de harmonisatie van technische voorschriften en administratieve procedures op het gebied van de burgerluchtvaart  
- SUBDEEL Q - "vlieg- en diensttijdbeperkingen en rusttijden" van bijlage III bij dezelfde Verordening (EEG) nr. 3922/91

---

<sup>5</sup> Art. 8.4 Verordening.

Le Directeur Général,  
De Directeur-generaal,



J. Kneepkens

L'édition 3 comprend  
De 3<sup>de</sup> uitgave bevat

14 pages datées  
blz. gedagtekend 13/06/2008

### 1. Règle générale

Les exploitants de transport aérien commercial par avion se conforment aux dispositions en annexe.

### 2. Application

- 3.1 Ces exigences sont applicables au plus tard à partir du 16 juillet 2008.
- 3.2 Les exploitants communiquent à la Direction Générale du Transport Aérien l'amendement à leur manuel d'exploitation le 4 juillet 2008 au plus tard.

### 1. Algemene regel

De exploitanten van commercieel luchttransport per vliegtuig, schikken zich naar de voorschriften in bijlage.

### 2. Toepassing

- 3.1 Deze vereisten zijn van toepassing ten laatste vanaf 16 juli 2008.
- 3.2 De exploitanten brengen het amendement tot hun vluchthandboek over aan het Directoraat-generaal Luchtvaart ten laatste op 4 Juli 2008.

## FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS

**Note:** for the ease of use, the Belgian requirements set in application of art. 8.4 have been incorporated in the text of subpart Q of annex III to regulation 3922/91 in a consolidated text.

### OPS 1.1090 OBJECTIVE AND SCOPE

1. An operator shall establish a flight and duty time limitations and rest scheme (FTL) for crew members.
2. An operator shall ensure that for all its flights:
  - 2.1. The flight and duty time limitations and rest scheme is in accordance with both:
    - (a) the provisions of this subpart; and
    - (b) any additional provisions that are applied by the Authority in accordance with the provisions of this subpart for the purpose of maintaining safety.
  - 2.2. Flights are planned to be completed within the allowable flight duty period taking into account the time necessary for pre-flight duties, the flight and turn-around times.
  - 2.3. Duty rosters will be prepared and published sufficiently in advance to provide the opportunity for crew members to plan adequate rest.
3. Operators' responsibilities
  - 3.1. An operator shall nominate a home base for each crew member.
  - 3.2. Operators shall be expected to appreciate the relationship between the frequencies and pattern of flight duty periods and rest periods and give due consideration to the cumulative effects of undertaking long duty hours interspersed with minimum rest.
  - 3.3. Operators shall allocate duty patterns which avoid such undesirable practices as alternating day/night duties or the positioning of crew members so that a serious disruption of established sleep/work pattern occurs.
  - 3.4. Operators shall plan local days free of duty and notify crew members in advance.
  - 3.5. Operators shall ensure that rest periods provide sufficient time to enable crew to overcome the effects of the previous duties and to be well rested by the start of the following flight duty period.
  - 3.6. Operators shall ensure flight duty periods are planned to enable crew members to remain sufficiently free from fatigue so they can operate to a satisfactory level of safety under all circumstances;
4. Crew Member's responsibilities
  - 4.1 A crew member shall not operate an aeroplane if he/she knows that he/she is suffering from or is likely to suffer from fatigue or feels unfit, to the extent that the flight may be endangered;

4.2 Crew members should make optimum use of the opportunities and facilities for rest provided, and plan and use their rest periods properly;

## 5. Responsibilities of Civil Aviation Authorities

### 5.1 Variations

5.1.1. Subject to the provisions of Article 8, the Authority may grant variations to the requirements in this subpart in accordance with applicable laws and procedures within the Member States concerned and in consultation with interested parties.

5.1.2. Each operator will have to demonstrate to the Authority, using operational experience and taking into account other relevant factors such as current scientific knowledge, that its request for a variation produces an equivalent level of safety.  
Such variations will be accompanied with suitable mitigation measures where appropriate.

5.1.3. Subject to article 5.1.2 here above, the Director general of the Belgian CAA may grant variations to the additional provisions taken in the circular in application of article 2.1(b) of the regulation.

## **OPS 1.1095 DEFINITIONS**

For the purposes of this Regulation, the following definitions shall apply:

### 1.1. Augmented flight crew

A flight crew which comprises more than the minimum number required for the operation of the aeroplane and in which each flight crew member can leave his/her post and be replaced by another appropriately qualified flight crew member.

### 1.2. Block time

The time between an aeroplane first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are stopped.

### 1.3. Break

A period free of all duties, which counts as duty, being less than a rest period.

### 1.4. Duty

Any task that a crew member is required to carry out associated with the business of an AOC holder. Unless where specific rules are provided for by this Regulation, the Authority shall define whether and to what extent standby is to be accounted for as duty.

### 1.5. Duty period

A period which starts when a crew member is required by an operator to commence a duty and ends when the crew member is free from all duties.

### 1.6. Flight duty period

A flight duty period (FDP) is any time during which a person operates in an aircraft as a member of its crew. The FDP starts when the crew member is required by an operator to report for a flight or a series of flights; it finishes at the end of the last flight on which he/she is an operating crew member.

1.7. Home base

The location nominated by the operator to the crew member from where the crew member normally starts and ends a duty period or a series of duty periods and where, under normal conditions, the operator is not responsible for the accommodation of the crew member concerned.

1.8. Local day

A 24-hour period commencing at 00:00 local time.

1.9. Local night

A period of eight hours falling between 22:00 hours and 08:00 hours local time.

1.10. A single day free of duty

A single day free of duty shall include two local nights. A rest period may be included as part of the day off.

1.11. Operating crew member

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

1.12 Positioning

The transferring of a non-operating crew member from place to place, at the behest of the operator, excluding travelling time.

Travelling time is defined as:

— time from home to a designated reporting place and vice versa;

— time for local transfer from a place of rest to the commencement of duty and vice versa.

1.13. Rest period

An uninterrupted and defined period of time during which a crew member is free from all duties and airport standby.

1.14. Standby

A defined period of time, other than during a day off, during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period.

1.15. Window of circadian low (WOCL)

The window of circadian low (WOCL) is the period between 02:00 hours and 05:59 hours. Within a band of three time zones the WOCL refers to home base time. Beyond these three time zones the WOCL refers to home base time for the first 48 hours after departure from home base time zone, and to local time thereafter.

1.16 Adequate facilities

A quiet and comfortable place not open to the public and acceptable by the Authority.

1.17 Suitable accommodation

A suitably furnished bedroom, with single occupancy, which is subject to minimum noise, is well ventilated, has the facility to control the levels of light and temperature, and contains a private toilet and shower or bath.

1.18 Rest seat

A comfortable seat suitable to rest, separated from the cockpit and, if practical, screened from the passengers; and acceptable by the Authority.

1.19 Bunk

A comfortable bed, separated from the passengers and the cockpit. Light can be adjusted and noise should be reduced and limited to the usual continuous aerodynamic and engine noises specific to airplanes.

For aircraft with maximum approved seating configuration less than 20 passengers, the bunk can be a comfortable bed, if practical, separated from the passengers and the cockpit and accepted by the Authority. Light can be adjusted and noise should be reduced and limited to the usual continuous aerodynamic and engine noises specific to airplanes.

1.20 Double flight crew

A crew which comprises two flight crew members for each function. During the period that a flight crew member is not on his post, he disposes of a rest seat or a bunk ;

1.21 Local day(s) off

Periods available for recuperation. A local day off is a single day free of duty, as defined in OPS 1.1095 §1.10.

Consecutive local days off are additional periods of 24 hours without duty and shall include a further local night for each additional consecutive day off.

1.22 Sleeping facility (such as a dormitory)

A bed in a well ventilated and quiet room, with controlled level of light, adequate temperature and access to toilet and shower or bath nearby, acceptable to the Authority.

**OPS 1.1100  
FLIGHT AND DUTY LIMITATIONS**

1.1. Cumulative duty hours

An operator shall ensure that the total duty periods to which a crew member is assigned do not exceed:

- a) 2000 duty hours in a calendar year; and
- b) 190 duty hours in any 28 consecutive days, spread as evenly as practicable throughout this period; and
- c) (b) 60 duty hours in any seven consecutive days.

1.2. Limit on total block times

An operator shall ensure that the total block times of the flights on which an individual crew member is assigned as an operating crew member does not exceed

- (a) 900 block hours in a calendar year; and
- (b) 100 block hours in any 28 consecutive-days.

**OPS 1.1105  
MAXIMUM DAILY FLIGHT DUTY PERIOD (FDP)**

- 1.1. This OPS does not apply to single pilot operations and to emergency medical service operations.
- 1.2. An operator shall specify reporting times that realistically reflect the time for safety related ground duties as approved by the Authority.
- 1.3. The maximum basic daily FDP is 13 hours.
- 1.4. These 13 hours will be reduced by 30 minutes for each sector from the third sector onwards with a maximum total reduction of two hours.
- 1.5. When the FDP starts in the WOCL, the maximum stated in point 1.3 and point 1.4 will be reduced by 100 % of its encroachment up to a maximum of two hours. When the FDP ends in or fully encompasses the WOCL, the maximum FDP stated in point 1.3 and point 1.4 will be reduced by 50 % of its encroachment.
2. Extensions:
- 2.1. The maximum daily FDP can be extended by up to one hour.
- 2.2. Extensions are not allowed for a basic FDP of six sectors or more.
- 2.3. Where an FDP encroaches on the WOCL by up to two hours extensions are limited to up to four sectors.
- 2.4. Where an FDP encroaches on the WOCL by more than two hours extensions are limited to up to two sectors.
- 2.5. The maximum number of extensions is two in any seven consecutive days.
- 2.6. Where an FDP is planned to use an extension pre and post flight minimum rest is increased by two hours or post flight rest only is increased by four hours. Where the extensions are used for consecutive FDPs the pre and post rest between the two operations shall run consecutively.
- 2.7. When an FDP with extension starts in the period 22:00 to 04:59 hours the operator will limit the FDP to 11.45 hours.
- 2.8. The paragraphs 2.2., 2.3., 2.5. are applicable to the extension of FDP by use of a break (see OPS 1.1105, 6. & OPS 1.1110, 1.4.1.). Paragraph 2.6 is applicable up to sixteen hours FDP. For FDP greater than sixteen hours, the rest period shall be one and a half times the FDP.
- 2.9. The paragraphs 2.2., 2.3., 2.5. are applicable to the extension of FDP due to in-flight rest (augmented or double flight crew) (see OPS 1.1115). Paragraph 2.6 is applicable up to sixteen hours FDP. For FDP greater than sixteen hours, the rest period shall be one and a half times the FDP.
- 2.10. The extension of 2.1. may not be combined with extension by in-flight rest or by use of break in a single FDP. The extension by in-flight rest may not be combined with the extension by use of a break in a single FDP.

### 3. Cabin crew

3.1. For cabin crew being assigned to a flight or series of flights, the FDP of the cabin crew may be extended by the difference in reporting time between cabin crew and flight crew, as long as the difference does not exceed one hour.

### 4. Operational robustness

4.1. Planned schedules must allow for flights to be completed within the maximum permitted flight duty period. To assist in achieving this operators will take action to change a schedule or crewing arrangements at the latest where the actual operation exceeds the maximum FDP on more than 33 % of the flights in that schedule during a scheduled seasonal period.

#### 4.2 Each operator:

- will analyse continuously the robustness of his schedule planning;
- should take corrective or mitigation measures as soon as a problem is detected for any destination or group of destination. Such measures may be augmented crew or intermediate stop with change of crew

### 5. Positioning

5.1. All the time spent on positioning is counted as duty.

5.2. Positioning after reporting but prior to operating shall be included as part of the FDP but shall not count as a sector.

5.3. A positioning sector immediately following operating sector will be taken into account for the calculation of minimum rest as defined in OPS 1.1110(1.1) and (1.2).

### 6. Extended FDP (split duty)

6.1. The Authority may grant approval to an operation based on an extended FDP including a break, subject to the provisions of Article 8.

6.2. Each operator will have to demonstrate to the Authority, using operational experience and taking into account other relevant factors, such as current scientific knowledge, that its request for an extended FDP produces an equivalent level of safety.

6.3 When an FDP consists of two or more sectors - of which one can be a positioning journey counted as a sector - but separated by a break, excluding travelling time, then the FDP may be extended by the amounts indicated below:

Consecutive hours of break	Maximum Extension of the FDP
Less than 3H	NIL
Between 3H and 10H	A period equal to half the consecutive hours break taken
>10H	No extension permitted



Parts of the FDP before and after the break shall not exceed ten hours.

The break period shall not include the period allowed for immediate post flight and pre-flight duties.

When the break is 6 hours or less and does not encroach on the WOCL, it will suffice if an adequate facility, is available. If break is taken in the aircraft on the ground, the crew must have adequate control of the temperature and ventilation within the aircraft, either by use of a ground power unit or the aircraft internal power units. The passengers must not be on board.

If the break is more than 6 consecutive hours or encroach on the WOCL, then suitable accommodation will be provided by the company.

### **7. Combined duty period – flight duty period**

7.1 With the exception of standby,

7.1.1. when a duty period is followed by a flight duty period, this duty period shall be included as part of the FDP;

7.1.2 A duty period following a flight duty period, will be taken into account for the calculation of minimum rest as defined in OPS 1.1110 §1.1 and §1.2.

7.2 When a duty is combined with a flight duty, an operator should avoid scheduling a ground duty such as simulator, checks, evaluations before a flight duty.

## **OPS 1.1110 REST**

### **1. Minimum rest**

1.1. The minimum rest which must be provided before undertaking a flight duty period starting at home base shall be at least as long as the preceding duty period or 12 hours whichever is the greater;

1.2. The minimum rest which must be provided before undertaking a flight duty period starting away from home base shall be at least as long as the preceding duty period or 10 hours whichever is the greater; when on minimum rest away from home base, the operator must allow for an eight-hour sleep opportunity taking due account of travelling and other physiological needs;

1.2.1 When a rest is taken away from base, the operator must provide a suitable accommodation.

1.2.2 Private flight with aircraft listed on an AOC (taxi operators only) or part of a shared ownership programme.

Operators and crewmembers will ensure that:

- Before the performance of a commercial flight after a private flight or a series of private flight, the crewmember must have had a rest as if the private flight(s) was(were) commercial flight(s)
- Rest period after a commercial flight may not be used for private flight on aircraft listed on an AOC or part of a shared ownership programme.
- For the purpose of this circular, positioning flights in view or after a commercial flight are commercial flights.

1.3. An operator will ensure that effects on crew members of time zone differences will be compensated by additional rest as specified below.

Minimum rest including local nights will be given, according to the table below, when coming back to home base, to any crew member who has been away from the home base in such a way that the WOCL had to be modified.

Time zone difference	Hours of rest	Local nights
4-7	36	2
8 and more	72	3

“Time zone difference” in this table is the time zone difference between the starting and finishing points of the initial duty.

1.4.1. Notwithstanding (1.1) and (1.2) and subject to the provisions of Article 8, the Authority may grant reduced rest arrangements.

After an extended FDP (split duty) including maximum 8 Hours of block time, the minimum rest as specified in OPS 1.1110 §1.1 can be reduced to 10 hours; when on minimum rest away from home base, the operator must allow for an eight-hour sleep opportunity taking due account of travelling and other physiological needs. The next FDP will include no more than eight hours block time and will not be extended by in-flight rest.

Moreover, the lack rest with regard to the rest calculation in application of the OPS 1.1110, §1 and OPS 1.1105, §2 must be compensated during the next rest period.

1.4.2. Each operator will have to demonstrate to the Authority, using operational experience and taking into account other relevant factors, such as current scientific knowledge, that its request for reduced rest arrangements produces an equivalent level of safety.

## 2. Rest periods

2.1. An operator shall ensure that the minimum rest provided as outlined above is increased periodically to a weekly rest period, being a 36-hour period including two local nights, such that there shall never be more than 168 hours between the end of one weekly rest period and the start of the next. As an exception to OPS 1.1095(1.9), the Authority may decide that the second of those local nights may start from 20:00 hours if the weekly rest period has a duration of at least 40 hours.

## 3. Annual rest periods

3.1. An individual crewmember will be free from all duties for 30 additional local days off per calendar year with one period of at least 14 days and one period of at least 7 days.

3.2. There will be not more than 16 months between 2 periods of at least 14 consecutive days of annual rest.

### **OPS 1.1115 EXTENSION OF FLIGHT DUTY PERIOD DUE TO IN-FLIGHT REST**

Subject to the provisions of Article 8 and providing each operator demonstrates to the Authority, using operational experience and taking into account other relevant factors such as current scientific knowledge, that its request produces an equivalent level of safety:

### 1.1. Flight crew augmentation

the Authority shall set the requirements in connection with the augmentation of a basic flight crew for the purpose of extending the flight duty period beyond the limits in OPS 1.1105 above;

The maximum flight duty period can be extended in accordance with the following table in case of the flight crew is augmented;

Rest facility available	Maximum extension of the FDP	
	Augmented crew	Double crew
Rest seat	2H	4 H
Bunk	4H	6 H

1.1.1 In flight rest of less than 3 hours doesn't allow for the extension of the FDP

1.1.2. In case of augmented/double flight crew, the division of duty and rest between the flight crew members being relieved will be kept in balance.

### 1.2. Cabin crew

the Authority shall set the requirements in connection with the minimum in-flight rest by cabin crew member(s) when the FDP goes beyond the limitations in OPS1.1105;

In case of augmented/double flight crew for the purpose of OPS1.1115 §1.1.1, the number of cabin crew on board will be augmented to give them the opportunity of in-flight rest equal to the duration of the extension.

1.2.1 the In flight rest facility for Cabin crew member(s) will be acceptable by the Authority.

1.2.2 In case of augmented cabin crew, the division of duty and rest between the cabin crew members being relieved will be kept in balance.

1.2.3 In any case of in-flight rest, the number of active Cabin crew members onboard will be at least the number of the pair level floor exit.

### OPS 1.1120

### UNFORESEEN CIRCUMSTANCES IN ACTUAL FLIGHT OPERATIONS — COMMANDER'S DISCRETION

1. Taking into account the need for careful control of these instances implied underneath, during the actual flight operation, which starts at the reporting time, the limits on flight duty, duty and rest periods prescribed in this subpart may be modified in the event of unforeseen circumstances. Any such modifications must be acceptable to the commander after consultation with all other crew members and must, in all circumstances, comply with the following

1.1. The maximum FDP referred to in OPS 1.1105(1.3) above may not be increased by more than two hours unless the flight crew has been augmented, in which case the maximum flight duty period may be increased by not more than three hours;

1.1.2. If on the final sector within a FDP unforeseen circumstances occur after take off that will result in the permitted increase being exceeded, the flight may continue to the planned destination or alternate;

1.1.3. In the event of such circumstances, the rest period following the FDP may be reduced but never below the minimum rest defined in OPS 1.1110(1.2) of this subpart;

1.2. The Commander shall, in case of special circumstances, which could lead to severe fatigue, and after consultation with the crew members affected, reduce the actual flight duty time and/or increase the rest time in order to eliminate any detrimental effect on flight safety;

1.3. An operator shall ensure that:

1.3.1. The Commander submits a report to the operator whenever a FDP is increased by his/her discretion or when a rest period is reduced in actual operation and  
*OPS 1.1125*

1.3.2. Where the increase of a FDP or reduction of a rest period exceeds one hour, a copy of the report, to which the operator must add his comments, is sent to the Authority no later than 28 days after the event.

### **OPS 1.1125 STANDBY**

#### **1. Airport standby**

1.1. A crew member is on airport standby from reporting at the normal report point until the end of the notified standby period.

1.2. Airport standby will count in full for the purposes of cumulative duty hours.

1.3. Where airport standby is immediately followed by a flight duty, the relationship between such airport standby and the assigned flight duty is specified in the table below\*.

In such a case, airport standby shall be added to the duty period referred to in OPS 1.1110 under points 1.1 and 1.2 for the purposes of calculating minimum rest.

1.4. Where the airport standby does not lead to assignment on a flight duty, it shall be followed at least by a minimum rest period as specified in the table below\*.

1.5. While on airport standby the operator will provide to the crew member a quiet and comfortable place not open to the public.

#### **2. Other forms of standby (including standby at hotel (suitable accommodation or sleeping facility) or home)**

2.1. Subject to the provisions of Article 8, all other forms of standby shall take into account the following, and in accordance with the table below\*:

2.1.1. All activity shall be rostered and/or notified in advance.

2.1.2. The start and end time of the standby shall be defined and notified in advance.

2.1.3. The maximum length of any standby at a place other than a specified reporting point shall be determined.

2.1.4. Taking into account facilities available for the crew member to rest and other relevant factors, the relationship between the standby and any assigned flight duty resulting from the standby shall be defined.

2.1.5. The counting of standby times for the purposes of cumulative duty hours shall be defined.

2.2 . Any standby will be preceded by a minimum rest as specified in OPS 1.1110.

**2.3. Interrupted standby**

Where, while in the first 6 hours of a home/suitable accommodation standby, the crewmember receives an assignment for a flight or positioning starting 8 or more hours later, the standby is interrupted. In this case, the crewmember may not anymore be called for an earlier duty.

	Airport standby (without sleeping facility nor suitable accommodation)	Sleeping facility	Home or suitable accommodation
Maximum duration of standby period	8H	12H	12H
Standby counts for % when followed by FDP	less or equal to 2H = 0% upper than 2H = 100%	less or equal to 4H = 0% upper than 4H = 50%	less or equal to 6H = 0% upper than 6H = 50%
Minimum available time to report when called for a duty	0	0	Sign-in time
Count for cumulative duty hours where not counted in FDP	100%	50%	25%
Minimum rest after standby	See OPS1.1110	See OPS1.1110	See OPS1.1110

**OPS 1.1130  
NUTRITION**

A meal and drink opportunity must occur in order to avoid any detriment to a crew member's performance, especially when the FDP exceeds six hours.

**OPS 1.1135  
FLIGHT DUTY, DUTY AND REST PERIOD RECORDS**

1. An operator shall ensure that crew member's records include at least:
  - (a) block times;
  - (b) start, duration and end of each duty or flight duty periods;
  - (c) rest periods and days free of all duties;

(d) kind of duty including airport or location of the duty;

and are maintained to ensure compliance with the requirements of this subpart; copies of these records will be made available to the crew member upon request.

The operator shall ensure that any private flight completed on an aircraft listed on his AOC will be recorded as above.

2. If the records held by the operator under paragraph 1 do not cover all of his/her flight duty, duty and rest periods, the crew member concerned shall maintain an individual record of his/her

- (a) block times;
- (b) start, duration and end of each duty or flight duty periods; and
- (c) rest periods and days free of all duties.

3. A crew member shall present his/her records on request to any operator who employs his/her services before he/she commences a flight duty period.

4. Records shall be preserved for at least 24 calendar months from the date of the last relevant entry. These records will be made available to the Authority upon request.

5. Additionally, operators shall separately retain all aircraft commander's discretion reports of extended flight duty periods, extended flight hours and reduced rest periods for at least six months after the event.

These reports will be sent monthly to the Belgian CAA - OPS Department.