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In accordance with paragraph (2) of Article 149 of the Aviation Act ("Official Gazette of the Republic of Macedonia No. 14/06, 24/07, 103/08, 67/10, 24/12, 80/12, 155/12 and 42/14), the Director General of the Civil Aviation Agency endorsed the following

**REGULATION
ON ORGANIZATION OF WORKING
TIME, FLIGHT TIME AND DURATION
OF THE REST TIME OF CREW
MEMBERS**

General Provisions

Article 1

This Regulation prescribes organization of working time, block time, standby and travelling time, periods of daily rest, weekly rest and annual leave, number of take-offs and landings, safety and health protection appropriate to the nature of work of mobile staff in civil aviation (hereinafter: crew members) in public air traffic and in other commercial activities in air traffic.

Definitions

Article 2

Certain terms used in the present Regulation have the following meaning:

(1) Circadian Low/circadian rhythm means inner rhythm of activity that repeats every 24 hours.

(2) Window of Circadian Low (WOCL) means the period between 02:00 hours and 05:59 hours in which the human body is programmed for sleep and the psychophysical performance levels are at their lowest. Within a band of three time zones the Window of Circadian Low - WOCL refers to home base time. Beyond these three time zones the Window of Circadian Low -WOCL refers to home base time for the first 48 hours after departure from home base time zone and to local time at the place of arrival thereafter.

(3) Crew member means flight personnel member and cabin crew member.

(4) Operating Crew Member means a crew member who carries out his/her duties in an aircraft during a flight or during any part of a flight.

(5) Split Duty means a flying duty period, which consists of two or more sectors, separated by a break which is shorter than the minimum rest period.

(6) Home Base means the location nominated by the air carrier, i.e. aircraft operator (hereinafter: 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 members concerned.

(7) Duty means any task that a crew member is required to carry out at the behest of the operator.

(8) Contactability means a short period of time during the day, other than on a single day free of duty, during which the operator requires a crew member to be contactable for the purpose of giving notification of a duty period which will commence not less than ten hours ahead. The contactable period shall be determined by the operator, in the interval which under the local time shall not exceed two and a half hours. If required, the operator can split contactability period into two separate periods with the approval by the Civil Aviation Agency of the Republic of Macedonia (hereinafter: the Agency).

(9) Cabin Crew means crew members conduct duties assigned by the operator or pilot in the interest of passengers' safety and the flight and who are not performing flight crew members duties.

(10) Flight Crew means an crew member holding an appropriate aircraft operating certificate or a license for the carrying out of other tasks related to the operating of aircraft during flight time.

(11) Local Day means a 24 hour period commencing at 00:00 local time.

(12) Local Night means a period of eight hours falling between 22:00 hours and 08:00 hours local time.

(13) Mobile Staff in Civil Aviation means crew members employed by an operator which performs carriage of passengers and goods by air.

(14) Suitable Accommodation means a suitably-furnished bedroom which has facilities to control light and temperature and is subject to minimum noise levels.

(15) Positioning means transferring of a non-operating crew member from place to place, at the behest of the operator, excluding travelling time.

(16) Break means a period during which a crew member is free of all duties, which counts as duty, being less than a rest period.

(17) Working Time means any period during which the worker is working, at the employer's disposal and carrying out activities or duties, in accordance with applicable laws and/or practice.

(18) Single Day Free of Duty means a single day free of duty shall include two local nights. A rest period may be included as part of the day off.

(19) Augmented Flight Crew means a flight crew which comprises more than the minimum number required for the operation of the airplane and in which each flight crew member can leave his/her post and be replaced by another appropriately qualified flight crew member.

(20) Standby means a period of time 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.

(21) Duty Period means 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.

(22) Rest Period means a defined and uninterrupted period of time during which a crew member is free from all duties and standby.

(23) Reporting Time means the time at which an crew member is required by an operator to report for duty.

(24) Block Time means the total time period between an aircraft 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.

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

(26) Travelling Time means a time from home to a designated reporting place and vice versa and time for local transport from place of rest to the commencement of duty and vice versa.

(27) Commercial Air Transport means an air transport of passengers, cargo and mail for money or other type or remuneration.

(28) Aerial work means an air operation in which an aircraft is used for specialized services such as agriculture, silviculture, public health, construction, photography and recording, surveying, observation and patrol, aerial advertisement (throwing leaflets and dragging advertising banners) and other, i.e. operations not included in air transport of passengers, cargo and mail.

Work organization

Article 3

The operator shall adjust work time of the crew members taking into account that the scope of duties do not affect their health and civil aviation safety, allow adequate rest periods according to the provisions of the present Regulation and alleviates monotony of work

Operators' responsibilities

Article 4

(1) The operator shall nominate a home base for each crew member.

(2) When planning the organisation of work the 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 short and/ minimum rest.

(3) When planning the length of flight duties, the operators must avoid the practices of alternating day/night duties or the positioning of crew members so that a serious disruption of established sleep/work pattern occurs and causing fatigue.

(4) The operator shall ensure that rest periods provide sufficient time to enable crew member to overcome the effects of the previous duties and to be well rested by the start of the following flight duty period.

(5) In order to establish planning of the adequate rest period, the operator shall notify the crew member about his duty roster as well as his days off. The operator shall notify the crew member about his days off not later than seven days before its commencement.

(6) The operator in accordance with the EU Regulation 3922/91 amended by the EU Regulations 2176/96, 169/1999, 2871/2000, 1592/2002, 1899/2006, 1900/2006, 8/2008 and 859/2008 undertaken pursuant to Annex I of the Multilateral Agreement on the Establishment of the European Common Aviation Area (Official Gazette of the Republic of Macedonia No. 27/07 and 98/9), acceptant and directly applied, shall:

1. Draw up a flight and duty time limitation and rest requirement scheme for all crew members in the Operations Manual in accordance with the provisions of the present Regulation, and

2. Plan flights so that they can be completed within the allowable flight duty period taking into account the time necessary for pre-flight duties, the flight and turn-around times.

(7) The flight and duty time limitation and rest requirements scheme for item 1 paragraph (6) of the present Article shall contain the following:

- Purpose/Aim;
- Applicability;
- Responsibilities;
- Definitions;
- Flight and Duty Time Limitations and Rest Requirements, such as:

1. Determination of flight duty period;
2. Cumulative duty time limits;

3. Maximum flight duty periods
4. Mixed duties within total duty period;
5. Additional limits on flying;
6. Travelling time;
7. Positioning;
8. Delayed reporting times;
9. Standby duty;
10. Rest periods;
11. Days off;
12. Cabin crew limitations; and
13. Records to be maintained,

Exceedance of Flight Duty Time Limitations/Reduction of Rest Period, such as:

1. Extension of maximum flight duty period by split duty provisions;
2. Extension of flight duty period by in-flight relief;
3. Commander's discretion to extend maximum flight duty period;
4. Commander's discretion to reduce rest periods;
5. Reporting the exercise of Commanders discretion.

Crew Members' responsibilities

Article 5

(1) The crew member shall not operate an aircraft if he knows that he is suffering from or is likely to suffer from fatigue or feels unfit to operate an aircraft with acceptable level of safety.

(2) The crew members shall make plan and use their rest periods properly in order to eliminate fatigue.

(3) The crew member shall neatly and regularly record in his logbook the details of all his performed flight duties.

(4) Any crew member operating an aircraft that is not part of the operator's fleet is responsible for abiding by the provisions of the present Regulation in respect of working time and duration of rest period.

Maximum flight duty time limits per year

Article 6

(1) Maximum flight duty time limits, including the standby period which is taken into consideration when calculating

cumulative duty hours, shall not exceed 2,000 hours throughout the year including that the aggregate block flying time of that person not exceeding 900 hours.

(2) The maximum flight duty time limit in one year shall be distributed as evenly as possible.

Flight and duty time limitations

Article 7

(1) The operator shall ensure that total duty time for crew member does not exceed:

(a) 190 duty hours in any 28 consecutive days, distributed as evenly as possible, and

(b) 60 duty hours in any 7 consecutive days.

(2) The operator shall ensure that total block time of each crew member does not exceed:

(a) 900 hours in a calendar year;

(b) 100 hours in any 28 consecutive days.

Maximum daily flight duty period for commercial air transport

Article 8

(1) The maximum basic daily FDP is 13 hours.

(2) The maximum basic daily FDP shall be reduced by 30 minutes for each sector from the third sector onwards with a maximum total reduction of two hours.

(3) When FDP starts in the window of circadian low, the maximum basic daily FDP shall be reduced by the time entering into that period, but maximum up to two hours. When FDP ends in or fully encompasses the circadian rhythm, the maximum basic daily FDP shall be reduced by 50% of its encroachment during that period.

(4) The maximum basic daily flight duty period (FDP) can be planned to be extended by:

(a) up to one hour in accordance with the operator's decision;

(b) use of the split duty; or

(c) use of the augmented flight crew.

(5) The extensions are not allowed for the maximum basic daily FDP consisting of 6 sectors or more.

(6) The maximum basic daily FDP of extensions is two in any seven consecutive days.

(7) Where the (FDP) encroaches on the circadian rhythm by up to two hours, the maximum basic daily FDP extension is limited by a maximum of four sectors. Where FDP encroaches on the circadian rhythm by more than two hours the maximum basic daily FDP extensions are limited to up to two sectors.

(8) Where maximum basic daily FDP is planned to use an extension pre - and post - flight minimum rest is increases by two hours or post - flight rest is increased by four hours. Where the extensions are used for consecutive FDP's the pre- and post- flight rest between the two operations shall run consecutively

(9) When FDP with extensions starts in the period between 22:00 to 04:59 hours the operator will limit the maximum Flight Duty Period - FDP to 11:45 hours.

(10) On long-haul flights or a series of flight 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.

(11) The operator must allow planned schedules for flights to be completed within the maximum permitted FDP. The operator shall take appropriate action to change a schedule or crewing arrangements where the actual operations exceed the maximum permitted FDP on more than 33% of the flights in that schedule during a scheduled seasonal period.

(12) The operator shall specify in the Operations Manual reporting times that realistically reflect the time necessary for safety-related pre-flight duties.

(13) The standard reporting time prior to flight shall be one hour. Pre-flight duties are part of the FDP and 30 minutes shall be planned for post-flight activities which are counted as duty time. The time spent between reporting for a flight and the completion of post-flight tasks determines the length of the subsequent rest period.

(14) The provisions of the present Article do not apply to single pilot operations and to Emergency Medical Service - EMS operations.

**Limitations in the flight duties period
during commercial air traffic operations
with single flight crew member**

Article 9

(1) The maximum basic daily FDP during commercial air traffic operations with single flight crew member is:

Table 1

Local duty reporting time	Number of sectors				
	Up 4	5	6	7	8 or more
	Maximum allowed basic daily duration of flight duty period				
0600-0759	10	930	9	8	8
0800-1259	11	1030	10	930	8
1300-1759	10	930	9	8	8
1800-2159	9	830	8	8	8
2200-0559	8	8	8	8	8

(2) The operator must allow planned schedules for flights to be completed within the maximum basic daily FDP. The operator shall take appropriate action to change a schedule or crewing arrangements where the actual operations exceed the permitted maximum basic daily FDP on more than 33% of the flights in that schedule during a scheduled seasonal period.

(3) The maximum basic daily FDP may be exceeded in accordance with Articles 20 and 21 from the present Regulation. The maximum basic daily FDP of extensions is two in any seven consecutive days.

(4) The extensions are not allowed for the maximum basic daily FDP for the maximum basic daily FDP consisting of 6 sectors or more.

(5) The operator shall specify in the Operations Manual reporting times that realistically reflect the time necessary for safety-related pre-flight duties.

(6) The provisions of the present Article do not apply to single crew member for A to A operations.

Limitation of the working time during commercial air traffic operations with single flight crew member performing

A to A operations

Article 10

(1) The maximum basic daily FDP during commercial air traffic operation with single flight crew member performing A to A operations is ten hours. This period may be extended by no more than 12 hours solely for the purpose of positioning the aircraft from/into the base.

(2) The crew member may spend no more than 7 hours at the controls of an aircraft during the flight duty period. This period may be extended by no more than 2 hours solely for the purpose of positioning the aircraft from/into the base.

(3) The maximum permitted uninterrupted time spent at the controls of an aircraft shall be three hours. The minimum obligatory rest after every three hours uninterrupted aircraft operation is 30 minutes.

(4) The maximum permitted basic daily flight duty period may be extended in accordance with Article 20 of the present Regulation.

(5) The operator shall specify in the Operations Manual reporting times that realistically reflect the time necessary for safety-related pre-flight duties.

Limitation of the duration of working time during aerial work with single crew member

Article 11

(1) Duty period during aerial work with single crew member is 12 hours.

(2) The crew member may spend maximum six hours at the controls of an aircraft during the duty period.

(3) The maximum permitted uninterrupted time spent at the controls of an aircraft shall be four hours. The minimum obligatory rest after every four hours uninterrupted aircraft operation is one hour.

(4) The crew member during their duty period may perform maximum 45 take-offs during single flight period or maximum 60 take-offs if the operation is performed during two flight periods.

(5) The operator shall specify in the Operations Manual reporting times that realistically reflect the time necessary for safety-related pre-flight duties.

Limitations in the duration of the flight duties during performance of certain operations which are specified with certain maximum allowed basic daily durations of flight duty

Article 12

The Operator shall use more restrictive crew members limitations regulated in the Articles 8,9,10 and 11 of the present Regulation, if they perform operations in the scope of the same flight duty period for which different maximum basic daily durations of the flight duty period are set.

Standby

Article 13

(1) The operator shall notify crew members in advance of the time of start, end and nature of the standby.

(2) The maximum length of the standby within one duty period is 12 hours

(3) The time a standby duty starts shall determine the allowable FDP, except that when the actual FDP starts in a more limiting time band then that FDP limit will apply.

(4) If a crew member is called out from standby, the standby will cease when that individual reports at the designated reporting point.

(5) When standby duty is undertaken at home, or in suitable accommodation provided by the operator, during the period from 22:00 hours to 08:00 hours local time and a crew member is given two hours or less notice of a report time, the allowable FDP shall start at the report time for the designated reporting place.

(6) If a crew member is called out from standby to conduct FDP before completing six hours standby then the total standby period allowed shall be the sum of the time spent on standby and the allowable FDP.

(7) If a crew member is called out from standby to conduct an FDP after completing six or more hours standby duty, then the total duty period allowed shall be the sum of all the time spent on standby and the allowable FDP, reduced by the amount of standby worked in excess of six hours.

(8) Any crew member who has completed standby without being called for flight duty, shall be given a rest period of at least 12 hours before commencing a subsequent duty. Following the end of a contactable period, at least 10 hours must elapse prior to the next duty period.

(9) Subject to operator's request and after given consent from the interested parties, allowable duration of standby other than that mentioned in a paragraph 2. of the present Article may be granted by the Agency.

Airport standby

Article 14

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

(2) Airport standby will count in full for the purposes of calculating cumulative duty hours.

(3) When a crew member is on standby duty on immediate readiness at an airport, the allowed FDP shall start at the report time for standby.

(4) Where the airport standby does not lead to a FDP, the period of rest which follows it shall be at least as long as the minimum rest period laid down in the Article 19 of the present Regulation.

(5) While on airport standby the operator shall provide to the crew member a quiet and comfortable place not open to the public.

Travelling time

Article 15

(1) Travelling time, other than that time spent on positioning, shall not be counted as duty.

(2) If the travelling time from home to normal departure aerodrome is in excess of one hour and 30 minutes, crew members

should organise temporary accommodation in the proximity of the operator's home base.

(3) When crew members are required to travel from their home to an aerodrome which is not their home base, any travelling time over and above the journey time from home to the home base shall be classed as positioning.

Positioning

Article 16

(1) Time spent on positioning is counted as duty.

(2) Positioning after reporting for duty but prior to the operating sector shall be included as part of the FDP but shall not count as a number of sector where the flight duty was performed.

(3) If the positioning of a crew member sector immediately follows sector where he was an active crew member, the duration of the positioning in respect of calculation of minimum rest shall be added to the duration of the previous flight duty.

Annual leave

Article 17

(1) Crew members are entitled to paid annual leave of at least four weeks or to a proportional period of annual leave if the duration of the employment relationship is less than one year.

(2) The minimum period of paid annual leave may not be replaced by an allowance in lieu, except where the employment relationship is terminated.

Days off

Article 18

(1) The operator shall ensure that all crew members are entitled to days off free from all duty and standby, which they shall be in advance notified of in written form, as follows:

- no less than seven local days in each calendar month, which could include prescribed mandatory rest periods;

- no less than 96 local days in each calendar year, which could include prescribed mandatory rest periods.

Rest

Article 19

(1) The minimum rest which the operator must provide before a flight duty period starting at home base is undertaken shall be at least as long as the preceding duty period or 12 hours whichever is the greater.

(2) The minimum rest which the operator must provide before a flight duty period starting away from home base is undertaken shall be at least as long as the preceding duty period or 10 hours whichever is longer. When crew is away from home base, the operator must allow for at least an eight hours sleep opportunity, excluding journey time and time required for other physiological needs.

(3) The operator will ensure that effects on crew members of time zone differences will be compensated by additional rest.

(4) The operator shall ensure that the minimum rest provided 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, the Ministry may decide that the second of those local nights may start from 20:00 hours if the weekly rest period has duration of at least 40 hours.

(5) Subject to operator's request the Agency may grant termination of the rest provided that the operator proves the requested termination shall not endanger safety levels.

(6) Notwithstanding paragraphs (1), (2), (3), (4) and (5) of the present Article the uninterrupted minimal rest for the crew member during aerial works is at least ten hours, if the time spent at the controls of an aircraft during 24 hours is maximum four hours, and at least 12 hours if the time spent at the controls of an aircraft during 24 hours is six hours.

Extended flight duty period by split duty

Article 20

(1) When FDP consists of two or more sectors – one of which can be a positioning travel counted as a sector – but separated by less than a minimum rest period, then the Flight Duty Period may be extended by the amounts indicated below:

Table 1.

Consecutive hours rest	Maximum extension
Less than 3 hours	Not allowed
from 3 hours to nine hours 59 minutes	A period equal to half the consecutive hours rest taken

(2) The rest period shall not include the time allowed for immediate post-flight and pre-flight duties, a minimum total of 30 minutes. The time allowed for immediate post-flight and pre-flight duties shall be specified by the operator. When the rest period is six hours or less, it will suffice if a quiet and comfortable place, not open to the public, is available. If the rest period is more than six consecutive hours, i.e., if it or covers three hours or more of the period 22:00 – 06:00 local time, then suitable accommodation will be provided.

(3) When rest is taken in the aircraft on the ground, the minimum standards of noise, temperature, light and ventilation are to be specified in the Operations Manual. Such arrangements will only be permitted when the crew have adequate control of the temperature and ventilation within the aircraft. The passengers shall not be on board.

Unforeseen circumstances in actual flight operations — commander's discretion

Article 21

(1) In the event of unforeseen circumstances, the limits on FDP, duty and rest periods may be modified. Any such modifications must be acceptable to the commander after consultation with all other crew members and must comply with the following provisions:

(a) The maximum daily FDP referred to in paragraph (1) Article 9 and paragraph (1) Article 10 Table (1) of the present Regulation

may not be increased by more than two hours unless the flight crew has been augmented, in which case the maximum basic daily flight duty period may be increased by not more than three hours, and

(b) If on the final sector within FDP unforeseen circumstances occur after take-off that will result continuation of the maximum basic daily FDP, the flight may continue to the planned destination or alternate airport. In the event of such circumstances, the rest period following FDP may be reduced but never below the minimum rest defined in paragraph (1) Article 19 of the present Regulation.

(2) The commander shall, in case of special circumstances which could lead to severe fatigue of the crew, and after consultation with the crew members affected, exercise his discretion and reduce the actual flight duty period and/or increase the rest time in order to eliminate any detrimental effect on flight safety.

(3) The commander shall submit a report to the operator whenever a FDP is increased or a rest period reduced in respect of Article (1) and (2) of the present Article.

(4) An operator shall ensure that where the increase of a FDP or reduction of a rest period exceeds one hour, a copy of the report form paragraph (3) of the present Article with comments, shall be sent to the Agency no later than 28 days after the increased flight duty period or the reduced rest period.

Cumulative duty hours

Article 22

(1) When calculating cumulative totals, duty hours shall be counted in full (100%) for:

- (a) duty periods and flying duty periods, plus subsequent post-flight duties;
- (b) all standby duty, except that specified in paragraph 2 of the present Article;
- (c) the time spent on positioning.

(2) When calculating cumulative totals, standby duty hours shall be counted as half the time (50%) on duty:

- (a) for standby duty, when the period of notice given to the crew before reporting for duty is one hour;

(b) for standby duty when undertaken at home, or in suitable accommodation provided by the operator, during the period from 22:00 to 08:00 hours local time, and when the crew member can take undisturbed rest and is not called out for duty, in the frame of that period the crew member is not on duty.

Flight duty, duty and rest period records

Article 23

(1) The operator shall keep records of the block times, start, duration and end of each duty or flight duty periods and rest periods and days free of all duties.

(2) Records referred to in paragraph 1 of the present Article should be preserved for at least 15 calendar months from the date of the last entry.

(3) Copy of records referred to in paragraph (1) of the present Article will be made available to the crew member upon request.

(4) If the records kept by the operator under paragraph (1) of the present Article do not cover all of his flight duty, duty and rest periods, the crew member concerned shall maintain an individual record of his data referred to in paragraph (1) of the present Article.

(5) Records referred to in paragraph (4) of the present Article shall be preserved for at least 15 calendar months from the date of the last entry.

(6) Records referred to in paragraph (4) of the present Article shall be submitted by the crew member to the operator using his services before the commencement of flight duties.

(7) The operator shall keep the reports from paragraph (3) Article 21 of the present Article at least six months after the event.

(8) The records from paragraphs (1) and (4) of the present Article shall be submitted to the Agency, on her request.

Force Major

Article 24

On the operator request in case of force major endangering the air traffic safety, the Agency shall approve derogation from the provisions of the present Regulation referring to the maximum allowed daily FDP for single flight crew member, shared duty and standby, provided that the operator clarify the reasons for the request to the Agency, and submit evidence of taken measures for establishing acceptable safety level.

Transitional and final provisions

Article 25

On the date of entry into force of the present Regulation, the Regulation on organization of working time, flight time and duration of the rest time of crew members ("Official Gazette of the Republic of Macedonia" No. 99/10) shall cease to be applied.

Article 26

The present Regulation shall enter into force on the eight day following the date of its publication in the "Official Gazette of the Republic of Macedonia".

No. 10-80/1
26 January 2013
Skopje

Director General of the Civil
Aviation Agency
M.Sc. Goran Jandresoki, MBA
undersigned