

In accordance with Article 149(2) 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, 42/14, 97/15, 152/15, 27/16, 31/16 and 64/18 and "Official Gazette of the Republic of North Macedonia" No. 220/19), and in reference to Article 3 of Multilateral Agreement between the European Community and its Member States, the Republic of Albania, Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Croatia, the former Yugoslav Republic of Macedonia, the Republic of Iceland, the Republic of Montenegro, the Kingdom of Norway, Romania, the Republic of Serbia and the United Nations Interim Administration Mission in Kosovo on the establishment of a European Common Aviation Area ratified with the Act of Ratification of Multilateral Agreement ("Official Gazette of the Republic of Macedonia No. 27/07, 98/09 and "Official Gazette of the Republic of North Macedonia" No. 259/19) the Director general of the Civil Aviation Agency enacted

REGULATION

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

1. General Provisions

Article 1

This Regulation prescribes the organization of working time, block flying time, standby and travelling time, periods of daily rest, weekly rest and annual leave, number of take-offs and landings of mobile staff in civil aviation (hereinafter: crew members).

Article 2

(1) Certain terms used in this Regulation have the following meaning:

- 1) Circadian Low/circadian rhythm means inner rhythm of activity that repeats every 24 hours.
- 2) 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.
- 3) Contractability 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 contractability period into two separate periods with the approval by the Civil Aviation Agency (hereinafter: the Agency).
- 4) Mobile Staff in the civil aviation means crew members employed by an operator with of place of business or residency in the Republic of North Macedonia.
- 5) 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.

- 6) Reporting Time means the time at which a crew member is required by an operator to report for duty.
 - 7) Block Flying 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.
 - 8) 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.
- (2) Terms "Community", "Community Right", "Treaty establishing the European Community", "Official Journal of the European Union" and "Member State" are used in the EU Regulations 552/2004, 1070/2009, 1032/2006, 30/2009, 1033/2006, 923/2012, 428/2013, 633/2007, 283/2011, 1079/2012, 657/2013, 29/2009, 2015/310, 262/2009, 73/2010, 1029/2014, 1206/2011, 1207/2011, 1028/2014, 219/2007, 409/2013, 716/2014, 1361/2008 и 521/2014 and are read in accordance with points 2 and 3 of the Annex II of the Multilateral Agreement between the European Community and its Member States, the Republic of Albania, Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Croatia, the former Yugoslav Republic of Macedonia, the Republic of Iceland, the Republic of Montenegro, the Kingdom of Norway, Romania, the Republic of Serbia and the United Nations Interim Administration Mission in Kosovo on the establishment of a European Common Aviation Area ratified with the Act of Ratification of Multilateral Agreement ("Official Gazette of the Republic of Macedonia No. 27/07, 98/09 and "Official Gazette of the Republic of North Macedonia" No. 259/19).
- (3) The other terms used in this Regulation will have the meaning laying down in the EU Regulations from Article 3 of this Regulation, unless otherwise determined in paragraphs (1) and (2) of this Article.

2. The organization of working time, block flying time, standby and travelling time, periods of daily rest, weekly rest and annual leave, number of take-offs and landings

Article 3

- (1) The organization of working time, block flying time, standby and travelling time, periods of daily rest, weekly rest and annual leave, number of take-offs and landings of the crew members for commercial air transport (CAT) aircraft operations are given in Annex III, Subpart FTL of EU Regulation No. 965/2012 amended by EU Regulations No. 800/2013, 71/2014, 83/2014, 379/2014, 2015/140, 2015/640 amended by 2019/133, 2015/1329, 2015/2338, 2016/1199, 2017/363, 2018/394, 2018/1042 amended by 2020/745, 2018/1975, 2019/1384 and 2019/1387 amended by 2020/1176 (hereinafter: EU Regulation No. 965/2012) which is given in Annex 2 of the Regulation on Flight Operation.
- (2) Notwithstanding of paragraph (1) of this Article, the organization of working time, block flying time, standby and travelling time, periods of daily rest, weekly rest and annual leave, number of take-offs and landings of the crew members for aero taxi aircraft, emergency medical services and commercial air transport (CAT) operations with single-pilot aircraft are given in Article 8(4) and Subpart Q of Annex III of the Council Regulation (EEC) No 3922/91 of 16 December 1991 on the harmonization of technical requirements and administrative procedures in the field of civil aviation accepted and directly applied and published on the Agency's website while the provisions of Chapter 3 of this Regulation are applied.

- (3) Notwithstanding of paragraph (1) of this Article, the organization of working time, block flying time, standby and travelling time, periods of daily rest, weekly rest and annual leave, number of take-offs and landings of the crew members for aero taxi aircraft, emergency medical operations and commercial air transport (CAT) operations with helicopters and sailplanes, non-commercial air transport operations, including and non-commercial specialised operations with airplanes, helicopters and sailplanes the provisions of Chapter 3 of this Regulation are applied.
- (4) During the implementation of the Regulation (EU) No. 965/2012 from paragraph (1) of this Article, the recommended practices and resolutions given in Article 6 of the Regulation for Flight Operations are applied.

3. The organization of working time, block flying time, standby and travelling time, periods of daily rest, weekly rest and annual leave, number of take-offs and landings of the crew members for aero taxi aircraft, emergency medical services and commercial air transport (CAT) operations with single-pilot aircraft, commercial air transport (CAT) operations with helicopters and sailplanes, non-commercial air transport operations, including and non-commercial specialised operations with airplanes, helicopters and sailplanes

3.1. Working time organisation

Article 4

The operator should distribute the working time of the crew members so that the volume of work does not endanger their health and safety in civil aviation, to have rest according to the provisions of this Regulation and to reduce the monotony of the work.

Article 5

- (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 and 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 Regulation (EU) No. 965/2012 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 this 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 this 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.

3.2 Crew Members' responsibilities

Article 6

- (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 operations as a crew member at several operators should abide the provisions of this Regulation in respect of working time and duration of rest period.

3.3 Maximum flight duty time limits per year

Article 7

- (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.

3.4 Flight and duty time limitations

Article 8

- (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.

3.5 Maximum daily flight duty period for commercial air transport (CAT) operations with single-pilot aircraft, commercial air transport (CAT) operations with helicopters and sailplanes

Article 9

- (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 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 this Article do not apply to single flight crew member operations, arial operations and to Emergency Medical Service - EMS operations.

3.6 Limitations in the flight duties period during commercial air traffic (CAT) operations with single flight crew member

Article 10

- (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 to 4	5	6	7	8 or more
	Maximum allowed basic daily duration of flight duty period				
06:00 - 07:59	10	9:30	9	8	8
08:00 - 12:59	11	10:30	10	9:30	8
13:00 - 17:59	10	9:30	9	8	8
18:00 - 21:59	9	8:30	8	8	8
22:00 - 05:59	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 24 and 25 from this 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 six 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 this Article do not apply to single crew member for A to A operations.

3.7 Limitation of the working time during commercial air traffic (CAT) operations with single flight crew member performing A to A operations

Article 11

- (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 seven hours at the controls of an aircraft during the flight duty period. This period may be extended by no more than two 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 24 of this Regulation.
- (5) The operator shall specify in the Operations Manual reporting times that realistically reflect the time necessary for safety-related pre-flight duties.

3.8 Limitation of the duration of working time during aerial work

Article 12

- (1) Duty period during aerial work with single crew member is 10 hours.
- (2) The crew member may spend maximum five 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 three hours. The minimum obligatory rest after every three hours uninterrupted aircraft operation is two hours.
- (4) The crew member during their duty period may perform maximum 35 take-offs during single flight period or maximum 50 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.

Article 13

- (1) Duty period during aerial work with two crew members is 12 hours.
- (2) The crew members 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.

3.9 Fatigue risk management during flight duties

Article 14

The Operator shall use methodology for fatigue risk manager and more restrictive crew members limitations for duration of flight duties for crew members from the limitations laid down in the Articles 10, 11, 12, 13, 15 and 16 of this Regulation, if there is a risk arising from fatigue (accumulated or acute) in crew members.

3.10 Limitation of the duration of working time during emergency medical service operations

3.10.1 Single-pilot emergency medical service operations

Article 15

- (1) Duty period during single-pilot emergency medical service operations is 10 hours.
- (2) The crew member may spend maximum five 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 three and a half hours. The minimum obligatory rest after every three and a half hours uninterrupted aircraft operation is two hours.
- (4) The pilot during their duty period may perform maximum 20 take-offs during single flight period or 30 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.

3.10.2 Dual-pilots emergency medical service operations

Article 16

- (1) Duty period during dual-pilots emergency medical service operations is 10 hours.
- (2) The crew members may spend maximum eight 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 five hours. The minimum obligatory rest after every five hours uninterrupted aircraft operation is two hours.
- (4) The crew members during their duty period may perform maximum 30 take-offs during single flight period or 40 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.

3.11 Standby

Article 17

- (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 this Article may be granted by the Agency.

3.12 Airport standby

Article 18

- (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 FDP, the period of rest which follows it shall be at least as long as the minimum rest period laid down in the Article 23 of this Regulation.
- (5) While on airport standby the operator shall provide to the crew member a quiet and comfortable place not open to the public.

3.13 Travelling time

Article 19

- (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 member is required to travel from their home to an aerodrome which is not his home base, any travelling time over and above the journey time from home to the home base shall be classed as positioning.

3.14 Positioning

Article 20

- (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.

3.15 Annual leave

Article 21

- (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.

3.16 Days off

Article 22

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.

3.17 Rest

Article 23

- (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 member 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 at least 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 Agency 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 this Article the uninterrupted minimal rest for the crew member during aerial works is at least ten hours, if the time spent 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.

3.18 Extended flight duty period by split duty

Article 24

- (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	Equal half period of the consecutive hours rest taken

- (1) 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 covers three hours or more of the period 22:00 – 06:00 local time, then suitable accommodation will be provided.
- (2) 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.

3.19 Unforeseen circumstances in actual flight operations — commander's discretion

Article 25

- (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 Article 9(1) and Article 10(1) Table (1) of this 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 Article 23(2) of this 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 FDP is increased or a rest period reduced in respect of Article (1) and (2) of this Article.
- (4) An operator shall ensure that where the increase of FDP or reduction of a rest period exceeds one hour, a copy of the report form paragraph (3) of this 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.

3.20 Cumulative duty hours

Article 26

- (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 this 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.

3.21 Flight duty, duty and rest period records

Article 27

- (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 this 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 this Article will be made available to the crew member upon request.
- (4) If the records kept by the operator under paragraph (1) of this 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 this Article.
- (5) Records referred to in paragraph (4) of this 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 this 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 Article 25(3) of this Regulation at least six months after the event.
- (8) The records from paragraphs (1) and (4) of this Article shall be submitted to the Agency, on her request.

3.22 Force Major

Article 28

On the operator request in case of force major endangering the air traffic safety or general safety, the Agency shall approve derogation from the provisions of this 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.

4. Transitional and final provisions

Article 29

On the date of entry into force of this 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. 13/15 and ("Official Gazette of the Republic of North Macedonia" No. 199/19) shall cease to be applied.

Article 30

This Regulation shall enter into force on the day following its publication in the "Official Gazette of the Republic of North Macedonia".

No. 10-1236/1

21 December 2021

Skopje

Director General

Civil Aviation Agency

Tomislav Tuntev