

Reference:	National Regulation on organization of working time, flight time and duration of the rest time of flight crew members 204/24
------------	--

Inspectors name:

Operator:	Operator's representative (<i>Name and Signature</i>):
Place of Inspection:	Date of Inspection:

Filling instructions:

- Item checked and **satisfactory** – check **S** box
- Item checked and **unsatisfactory** – check **U** box
- Item **applicable but not checked** – check **D** box and explain the reason in the item's Remarks field (e.g., "responsible person not present, etc.). If the space in the item's Remarks field is insufficient to enter the remark, input reference (Rem 1, Rem 2, Rem 3 etc.) and indicate Rem 1, Rem 2, Rem 3 etc. with the complete remark text in the Remarks field at the end of the checklist.
- Item **not applicable** – check **N/A** box and explain the reason of non-applicability in the item's Remarks field (e.g., "item not applicable as the operator does not employ flight dispatchers", "item not applicable as the operator does not employ cabin crew", "item not applicable as the operator is not obliged to carry out Flight Data Monitoring Program" etc.). If the space in the item's Remarks field is insufficient to enter the remark, input reference (Rem 1, Rem 2, Rem 3 etc.) and indicate Rem 1, Rem 2, Rem 3 etc. with the complete remark text in the Remarks field at the end of the checklist.

All items are to be carried out on the first evaluation/certification.

Result:	S – Satisfactory	U – Unsatisfactory	D – Deferred				N/A – Not Applicable
No.	Reference	Checked Item	S	U	D	N/A	Remarks
1.	Ordinance on working time, flight time and rest of aircraft crew members Article 5. (6)(7)	Verify that operator has established flight and duty time limitations and rest scheme in accordance with Ordinance on working time, flight time and rest of aircraft crew members	☐	☐	☐	☐	
2.	Ordinance on working time, flight time and rest of aircraft crew members Article 5. (6)2	Verify that flights are planned to be completed within the allowable flight duty period	☐	☐	☐	☐	
3.	Ordinance on working time, flight time and rest of aircraft crew members Article5. (5)	Verify that duty rosters are prepared and published sufficiently in advance	☐	☐	☐	☐	
4.	Ordinance on working time, flight time and rest of aircraft crew members Article 5. (1)	Verify that home base is nominated for each crew member	☐	☐	☐	☐	
5.	Ordinance on working time, flight time and rest of aircraft crew members Article 5. (5)	Verify that free days of duty are planned and notified to crew members in advance	☐	☐	☐	☐	
6.	Ordinance on working time, flight time and rest of aircraft crew members Article 5. (4)	Verify that operator ensures sufficient rest periods to enable crew to be well rested by the start of the following duty period	☐	☐	☐	☐	
7.	Ordinance on working time, flight time and rest of aircraft crew members Article 4. and 5. (2) and (3)	Verify how operator ensures that Flight duty period is planned to enable satisfactory level of safety	☐	☐	☐	☐	
8.	Ordinance on working time, flight time and rest of aircraft crew members Article 28	Verify that all the variations/outstanding circumstances to the requirements of Ordinance on working time and rest of Crew members are granted by the Authority (CAA MK)	☐	☐	☐	☐	
9.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.1)	Circadian Law	☐	☐	☐	☐	
10.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.7)	Block Flying time	☐	☐	☐	☐	
11.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.2)	Split duty	☐	☐	☐	☐	
12.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.3)	Contractability	☐	☐	☐	☐	
13.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.5)	Working time (Duty period)	☐	☐	☐	☐	
14.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.4)	Mobile staff	☐	☐	☐	☐	
15.	Ordinance on working time, flight time and rest of aircraft crew members Article 5. (1)	Home base	☐	☐	☐	☐	

Result:		S – Satisfactory	U – Unsatisfactory	D – Deferred				N/A – Not Applicable
No.	Reference	Checked Item	S	U	D	N/A	Remarks	
16.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.6)	Reporting time	☐	☐	☐	☐		
17.	Ordinance on working time, flight time and rest of aircraft crew members Article 2.8)	Travelling time	☐	☐	☐	☐		
18.	Ordinance on working time, flight time and rest of aircraft crew members Article 22	A days free of duty	☐	☐	☐	☐		
19.	Ordinance on working time, flight time and rest of aircraft crew members Article 6	Responsibility of crew member	☐	☐	☐	☐		
20.	Ordinance on working time, flight time and rest of aircraft crew members Article 20	Positioning	☐	☐	☐	☐		
21.	Ordinance on working time, flight time and rest of aircraft crew members Article 23	Rest period	☐	☐	☐	☐		
22.	Ordinance on working time, flight time and rest of aircraft crew members Article 17	Standby	☐	☐	☐	☐		
23.	Ordinance on working time, flight time and rest of aircraft crew members Article 8 (1) a),b)	Check cumulative duty hours (190 duty hours in 28 consecutive days, 60 duty hours in any seven consecutive days)	☐	☐	☐	☐		
24.	Ordinance on working time, flight time and rest of aircraft crew members Article 8(2) a), b)	Check limit on total block times (900 block hours in a calendar year, 100 block hours in any 28 consecutive days)	☐	☐	☐	☐		
25.	Ordinance on working time, flight time and rest of aircraft crew members Articles 9, 10, 11, 12, 13, 15 and 16	Maximum daily flight duty period (FDP)	☐	☐	☐	☐		
26.	Ordinance on working time, flight time and rest of aircraft crew members Article 24	Extensions	☐	☐	☐	☐		
27.	Ordinance on working time, flight time and rest of aircraft crew members Article 9 (10)	Cabin Crew FTL extension	☐	☐	☐	☐		
28.	Ordinance on working time, flight time and rest of aircraft crew members Article 23	Assuring of minimum rest	☐	☐	☐	☐		
29.	Ordinance on working time, flight time and rest of aircraft crew members Article 9, 10, 11, 12, 13, 15 and 16	Rest periods	☐	☐	☐	☐		
30.	Ordinance on working time, flight time and rest of aircraft crew members Article 25	Verify that operator ensures procedure for unforeseen circumstances in actual flight operations- commander's discretion	☐	☐	☐	☐		

