

Checklist Flight time limitations Subpart Q

Operator ⁽¹⁾	Date	Inspector (Name/signature) ⁽²⁾	Ref.
Purpose:			
Audit team composition (for oversight):		Auditees names (for oversight):	

⁽²⁾ By signing this checklist, I hereby confirm that, at the time of performing this activity, I did not have any conflict of interest to declare regarding the above-mentioned operator ⁽¹⁾.

No	Ref Non-compliance	Non-compliances

List of remarks	
Ref remarks	Remarks

Additional notes/comments:

NA = Not Applicable; C = Compliant; NC = Not Compliant; R = Remark; N/R = Not Reviewed

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
Operator's responsibilities (OPS 1.1090)					
OPS 1.1090 para 2.3: Duty rosters will be prepared and published sufficiently in advance to provide the opportunity for crew members to plan adequate rest.					
OPS 1.1090 para 2.3	The operator prepares duty rosters sufficiently in advance and notifies the crew members well in advance so that they can plan adequate pre-duty rest.	Check if the operator has defined its policy regarding the publication of the duty rosters and if it publishes duty rosters in accordance with the established policy. Check if the operator's published rosters include the following: - DPs (duty periods); - Flight duty periods (FDPs); - Weekly rest periods; - Standby availability times, - Rest periods; and - Reserve availability times (if applicable). <u>Example of metrics for monitoring roster publication that may be used by the operator:</u> - Number of reports (sick, not fit for duty, fatigue) associated with inadequate rest because of late publication of rosters, below a specified threshold,		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.200(a)(3)	The operator proactively manages the subsequent changes in the published rosters and their impact on aircrew under the operator's safety risk management – management of change function [AMC1 ORO.GEN.200(a)(3) para (e)]	Check if the operator identifies roster changes as hazards that may have an adverse effect on fatigue. - Check if the operator's existing hazard identification, risk assessment and mitigation processes deal with roster changes and their impact on aircrew in a given period. Check if the operator's OM-A includes a minimum period of time for notification of roster changes to allow the crew member to plan adequate rest. Check for correct implementation of the operator's policy on roster changes: - by interviewing the crew scheduling personnel for their awareness of the policy;		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

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		- by verifying at least 5 individual FC and 5 individual CC rosters for changes (if at least 3 out of 5 rosters are not in accordance with operator's policy, for example with the notification time, a deeper analysis should be made); - by interviewing the crew scheduling personnel about the proactive tools they use to assess whether the change would affect the crew opportunity for adequate rest; - by establishing if the operator uses any performance metrics to monitor roster changes. <u>Examples of metrics that may be used by the operator for roster changes:</u> - % change in flights from publication to actual, below threshold - % crew keeping the original rostered duty close to target - Number of days-off removed from roster, below threshold - Number of changes without proper notification, below threshold - Number of reports pointing to reduce rest (if applicable) due to roster change below threshold			
ORO.GEN.200(a)(3)	The operator proactively manages roster changes on the day of operation. [AMC1 ORO.GEN.200(a)(3) para (e)]	Check if the operator has a documented procedure for managing on-the-day changes, including re-planning of rostered duties, for example by using buffer aircrew resources, delayed reporting, breaks (split duty) or otherwise. Check if the operator takes into account the originally rostered daily FDP, actual number of sectors and crew configuration when re-planning. <u>Examples of metrics for roster changes that may be used by the operator :</u> - Number of re-routes below threshold - Number of aircraft swaps below threshold - Number of unscheduled breaks below threshold - Number of reports associating the change to a fatigue event		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
OPS 1.1090 para 3.6: An operator shall ensure that FDP are planned in a way that enables crew members to remain sufficiently free from fatigue so that they can operate to a satisfactory level of safety under all circumstances.					
OPS 1.1090 para 3.6	FDP planning	Check if the operator's documented rostering policy and procedures are tailored to the type and scope of operation and fatigue risk exposure. Check if the applicable legal requirements and operator's rostering policy and procedures are reflected in the operator's roster planning tool/software. Check if planned FDPs allow for buffers to the maximum permitted FDPs. Check if the operator provides for specific mitigation measures in its rostering policy to address fatiguing duties such as: FDPs with extensions; FDPs with WOCL encroachment; training flights, consecutive duties etc., as applicable. Check if the operator measures the effectiveness of those mitigation measures. Check if the operator uses performance metrics to monitor and measure flight duty periods in terms of their duration, workload, WOCL encroachment and consecutiveness. <u>Examples of metrics that may be used by the operator:</u> - Number of night FDPs > 10h per crew member per week below threshold - Number of FDPs > 13h per crew member per week below threshold - Number of FDPs > 5 sectors below threshold		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.FC.100	The operator verifies and monitors that flight crew who work on a freelance or part-time basis meet flight and duty time limitations and rest requirements.	Check if the operator has a documented process for verification and monitoring of duty periods, flight time and rest times of freelance or part-time flight crew (if applicable). Check an individual roster of a free-lance or part time flight crew.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.CC.100	The operator verifies and monitors that cabin crew who work on a freelance or part-time basis meet flight and duty time limitations and rest requirements.	Check if the operator has a documented process for verification and monitoring of duty periods, flight time and rest times of freelance or part-time cabin crew (if applicable).		☐ N/A ☐ C	

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		Check an individual roster of a free-lance or part time cabin crew.		☐ NC ☐ R ☐ N/R	
OPS 1.1105 para 1.2: An operator shall specify reporting times that realistically reflect the time for safety related ground duties as approved by the Authority.					
OPS 1.1105 para 1.2	The operator ensures that reporting times take into account the time necessary for the completion of ground duties.	Check if the operator has specified in the OM-A reporting times for FC as well as for CC, taking into account the type of operation (ex. charter; scheduled; short haul; long haul), the aircraft type and the reporting airport conditions. Check if the operator has specified in the OM-A reporting times for completion of travelling procedures before aircrew positioning (e.g. registration of passengers and baggage, security checks, etc.) according to the mode of transportation (e.g. airplane, rail). Check if the operator uses metrics to monitor and measure the time necessary for ground duties, in particular pre-flight duties (briefings; provision of documentation; commuting to the aircraft parking) and pre-departure duties (on-board security checks; boarding; fuelling; loadsheet; aircrew briefing; pre-departure checklists). <u>Examples of metrics that may be used by the operator:</u> - Number of exceedances pre-flight and pre-departure times, below threshold - Number of FDP exceedances due to longer pre-flight and pre-departure times, below threshold - Number of crew reporting insufficient time for pre-flight and pre-departure duties - Minimum turnaround time planned vs actual		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
OPS 1.1090 para 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.					
OPS 1.1090 para 3.2	The operator ensures adequate recovery for, in particular, frequent FDPs, consecutive FDP with different starting times and long duty periods combined with minimum rest periods.	Check if the rostering rules/procedures established by the operator provide for an even distribution of flight duty periods. Check if the operator's rostering rules/procedures provide for additional recovery time following consecutive FDPs, in particular when they start at different times of the day.		☐ N/A ☐ C ☐ NC ☐ R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Check if the operator's rostering rules/procedures provide for additional recovery time after rotations with extended FDP, time zone crossings, backward transitions, etc. Check if the operator uses performance metrics for monitoring and measuring the even distribution of FDPs over a given period of time. <u>Examples of metrics that may be used by the operator:</u> - Ratio days on/days off close to target - Ratio FDP/rest period close to target - A limit on the days on/days off - Number of fatigue reports due to insufficient rest between consecutive duties - Number of early starts after a day off, below threshold.		☐ N/R	
OPS 1.1090 para 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.					
OPS 1.1090 para 3.3	The operator ensures that duties in a duty block maintain an established sleep/work pattern.	Check if the operator's rostering policy/procedures provide for maintaining stable sleep/work patterns Check if the operator has a process to monitor disruptive practices in terms of their effect on crew member fatigue Check at least 5 individual FC and 5 individual CC rosters for disruptive practices and if detected, check how the operator's management system has mitigated the fatiguing effect of those practices. Check if the operator uses performance metrics for monitoring and measuring the disruptive practices. <u>Examples of metrics that may be used by the operator:</u> - % change in FDP starting times in a duty block, below threshold - Ratio planned FDPs / actual FDPs - Number of alternating day/night duties in a duty block, below threshold - Number of alternating Eastward-Westward or Westward-Eastward transitions in a duty block, below threshold - Number of transitions from a late finish/night duty to an early start in a duty block, below threshold		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
OPS 1.1090 para 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.					
OPS 1.1090 para 3.5	The operator ensures that rest periods allow aircrew to recover from transient and cumulative fatigue and be rested prior to undertaking the next FDP.	Check if operator's rostering policy/procedures provide for the allocation of sufficient rest periods, especially after long flights crossing time-zones. Check if the operator's rostering policy/procedures provides for the placement of the rest period /sleep opportunity during the optimal sleep time window. Check if the operator has means to ensure that the crew member is sufficiently rested for duty when called from other-standby or reserve: - Check if the operator's rostering policy/procedures only allow for the use the standby availability period to place a call for duty. - Check if the operator's OM-A stipulates a maximum duration of other-standby taking into account the type of operation and the impact of the time spent on standby on the duty that may be assigned. - Check if the operator's OM-A specifies that any duty can be assigned out of standby or reserve, including extended duties. Check if the operator's roster department performs an extra calculation of cumulative fatigue after a roster change of a day off into a duty period. <u>Examples of metrics that may be used by the operator:</u> - % of the sleep opportunities covering local night (2200 - 0800 LT) close to target; - % of minimum rest periods, below threshold - % of rest periods completely outside WOCL, below threshold - Number of fatigue reports due to insufficient rest - Number of single days free of duty		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
OPS 1.1110 para 3.4: Operators shall plan local days free of duty and notify crew members in advance					
OPS 1.1110 para 3.4	Planification and notification of local days free of duty.	Check that the operator's policy foresees the planification of local days free of duty.		☐ N/A	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Check the operator's definition of a local day free against the definition of local day and single day free of duty.		☐ C ☐ NC ☐ R ☐ N/R	
OPS 1.1110 para 2.1: An operator shall ensure that the minimum rest provided as outlined above is increased periodically to a weekly rest period.					
OPS 1.1110 para 2.1	The operator ensures that weekly rest periods are planned and notified to aircrew in advance.	Check if the operator publishes duty rosters in accordance with their established policy, including for weekly rest periods. Check if the notification time is included in the OM-A.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
OPS 1.1105 para 4.1: Planned schedules must allow for flights to be completed within the maximum permitted FDP. 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.					
OPS 1.1105 para 4.1	The operator assesses the stability of its rostering system and changes schedules and/or crew arrangements, if the actual operation exceeds the maximum flight duty period on more than 33% of the flight duties during a scheduled seasonal period.	Check if the operator has a process to monitor the realism of planned rosters on a seasonal basis and especially if the actual duties exceed the maximum FDP on more than 33% of the cases during a scheduled seasonal period. Check if the operator has established performance metrics for operational robustness of rosters. <u>Examples of metrics that may be used by the operator:</u> - % of FDPs planned vs actual close to target - Number of FDP extended through CD - Difference between planned and actual flight hours - Difference between planned and actual duty hours - Difference between planned and actual number of days off - Number of unscheduled overnights; - Number of roster changes per scheduled seasonal period - Changes of schedule carried out after published roster		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.200: Safety risk management					

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ORO.GEN.200(a)(3)	The operator's safety risk management processes and management structures in accordance with ORO.GEN.200 are used to manage fatigue. The operator ensures that, within their operation, fatigue risks are: commensurate to the operation (e.g. long distance ops, night ops, multiple sectors etc.; identified and assessed; monitored and controlled. [AMC1 ORO.GEN.200(a)(3)]	Check if the operator's responsibilities are being managed by a department that is independent from the pressures of commercial or industrial influence. Check if the operator has incorporated in its SMM or equivalent, all relevant aspects of fatigue management, including the policy, objectives, procedures, processes and individual responsibilities with regard to flight crew and cabin crew fatigue. (AMC2 ORO.GEN.200(a)(5)) Check if crew member's fatigue is indicated as a hazard on the operator's hazard log and how the operator is monitoring fatigue throughout its operations. Check if the operator has a system in place allowing crew members to report fatigue (ASR / specific Fatigue reporting form) : - Check if the operator receives information regarding reporting times, changes, long duties. - Check if the fatigue reports are trended against (associated with) route, duty pattern and individual. - Check who assesses the fatigue report forms. Are they sent to the safety department? - Check if there is a mechanism in place to give feedback to the reporter. Check if the operator collects data and use appropriate metrics to monitor aircrew fatigue levels. Check if fatigue risk mitigations and controls are being verified/ audited to confirm their effectiveness. <u>Examples of metrics that may be used by the operator:</u> - Ratio proactive/reactive reports - Distribution of root causes of submitted fatigue reports - Fatigue report filing rate - Timely closure of action items stemming from fatigue reports		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

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Flight and duty time limitations and rest scheme					
OPS 1.1090 para 1	<u>FTL scheme</u> The operator has developed for its air taxi, emergency medical service and single pilot CAT operations by aeroplane flight and duty time limitations and rest scheme (FTL) for crew members that complies with the applicable requirements, including any additional provisions that are applied by the State of the operator in accordance with the provisions of Subpart Q for the purpose of maintaining safety.	Check if the operator's FTL scheme as contained in OM-A, Chapter 7 is developed on the basis of Subpart Q. Check if the FTL scheme (OM-A) is aligned with the roster department procedures, in particular when the roster activity is sub-contracted. Check if the operator's FTL scheme is customised to the specificities of operations: - if the operator conducts mixed operations within the scope of Subpart Q, check if the FTL scheme is customised to reflect the specificities of each type of operations; - if the operator conducts complex rotations with more than two FDPs in different time zones, check if the FTL scheme is customised to reflect e.g. in-flight rest, accommodation, local transfers, transitions, additional rest defined by national regulations; - if the operator conducts multiple short sectors with short layovers, check if the FTL scheme is customised to e.g. nutrition, reduced rest (if applicable), travelling time, accommodation; self-commuting; - if the operator conducts operations to large aerodromes, check if the FTL scheme is customised to reflect e.g. longer pre- and post-flight times, long security checks. Check if the operator has described in its FTL scheme the means used (e.g. software/IT system) to ensure that the rosters meet the FTL scheme criteria.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
OPS1.1090 para 2.1	<u>National provisions:</u> The operator FTL scheme is established in accordance with any additional provisions that are applied by the State of the Operator in accordance with the provisions of Subpart Q	Check national FTL regulations applicable (use the dedicated C/L for national provisions per country).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

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OPS1.1095	<u>Definitions</u>	Check that the operator FTL scheme includes all definitions of Subpart Q without modifications.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
OPS1.1090 para 5.1.2	<u>Variations to Subpart Q:</u> In such case, the 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.	Check that for any variation to Subpart Q, the operator has adequately demonstrated that an equivalent level of safety is achieved. <i>Note # 1: at the operator's level, differences from Subpart Q, which are more protective to the crew members, are not considered as deviations from Subpart Q.</i>		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Home base					
OPS 1.1090 para 3.1	The operator complies with the requirements for assignment, change and recording of home base.	Check if the operator has a list of home bases it operates from in the OM. - those home bases must be single airport locations assigned with a high degree of permanence. - check during audits a sample of worked rosters that a dual basing does not occur by comparing the assigned home base with the applicable rest time or by checking the assigned home base in the roster department software. Check if the operator OM provides for maintaining a record of the home bases to which the crew are assigned. - check during audits that such record exists. Check if the roster department software is updated accordingly.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Flight duty period					
OPS 1.1105 para 1.2	<u>Reporting times</u> The operator has specified reporting times appropriate to each individual operation considering the size and type of aircraft and the reporting airport conditions.	Check if the OM-A specifies reporting times that ensure sufficient time for ground duties such as pre-flight duties (briefings; provision of documentation; commute to aircraft parking) and pre-departure duties (on-board security checks; passenger boarding; fueling; loadsheet; aircrew briefing; pre-		☐ N/A ☐ C ☐ NC	

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		departure check lists) taking into account the size and type of aircraft and/or airport. Check that the operator has defined reporting times specific for cabin crew considering the length of the pre-flight briefing of cabin crew. Ask the operator how they assess that these reporting times ensure sufficient time for ground duties. Check if the operator has specified different/extended reporting times for e.g. long distance flights. Check if the difference between the reporting times for FC and CC does not exceed 1 hour.		☐ R ☐ N/R	
OPS 1.1120	<u>Commander discretion</u>	Check if the OM-A contains the operator's policy on CD. - The policy has to account for the shared responsibility of management, flight and cabin crew in the case of unforeseen circumstances. - The policy has to state the safety objectives and account for factors that might decrease a crew member's alertness levels. - The policy has to state the non-punitive nature of the use of commander's discretion. - The policy should include guidance to pilots as to what type of events fall under 'unforeseen circumstances' in the context of commander's discretion. For example, in view of the ICAO definition of 'unexpected conditions', unforeseen circumstances in flight operations for the purpose of OPS 1.1120 may be events that could not reasonably have been predicted and accommodated, such as adverse weather, equipment malfunction or air traffic delay, which may result in necessary on-the-day operational adjustments. - The policy should include guidance to pilots that commanders discretion should be avoided at home base. Check if the operator includes sufficient margins in rostered FDPs so that commanders do not exercise discretion as a matter of routine.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

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		Check during audits how the operator assesses pairings where commander's discretion has been exercised. Check if the OM-A contains a procedure specifying how the commander can increase the maximum FDP for the actual number of sectors and the crew configuration and/or reduce the rest period following that FDP. - the rest period must not be less than 10 hours. - The procedure shall instruct the commander to consult all crew members on their alertness status before applying commander's discretion. Check if the OM-A contains a procedure specifying how the commander can reduce the actual FDP and/or increase the rest period following that FDP. - The procedure shall instruct the commander to consult all crew members on their alertness status before applying commander's discretion. Check if the OM-A contains an instruction to the commander to report cases of discretion to the operator. - Does the operator provide adequate training to flight crew members on reporting cases of discretion to the operator? - How does the operator ensure that all cases of commander's discretion are recorded and reports are submitted in a timely manner? - Does the operator specify in their policy the timescales for submitting a commander's discretion report form? Check if the operator has a procedure how to collect the CD reports and use them for the purpose of evaluating the roster robustness. (OPS 1.1105 para 4.1) Check if the OM-A contains a procedure for reporting cases of discretion, whereby the FDP is increased or rest period is reduced by more than 1 hour, to the competent authority. - The operator must add its comments and ensure that these reports are submitted to the competent authority not later than 28 days after the event.			

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		Check if augmented crew are used for all cases of commander's discretion of over 2 hours. Check during audits a sample of rosters if no more than 3 hours commander's discretion is used.			
OPS 1.1105	<u>FDP limits:</u> Operator's defined FDP limits are commensurate to the type(s) of operation and comply with the applicable requirement.	Check if the OM-A contains FDP limits appropriate to the intended operations. - Max FDP 13 hours. - 30 mn reduction for each sector from the third sector onwards (max 2 hours) - When FDP starts in WOCL, reduction of 100% of its encroachment up to a max of 2 hours. - When the FDP ends in or fully encompasses the WOCL, max FDP reduced by 50% of its encroachment. Check that the used software is programmed accordingly. Check during audits that actual rosters comply with FDP limits. Check that FDP limits are calculated taking into account the planned times, which had been notified to the crew and not the actual ones.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
OPS 1.1105 para 2)	<u>Extensions on the maximum daily FDP without in-flight rest:</u> The use of extensions on the maximum daily FDP without in-flight rest meets the applicable requirements.	Check if the operator's scheduling/planning rules describe specific criteria for the notification to crew members who are assigned with extended maximum daily FDPs. Check that criteria contained in para 2.1 to 2.7 are addressed in the operator's scheduling/planning rules. Check the operator's specific considerations for cabin crew: - FDP of CC may be extended by the difference in reporting time, as long as it does not exceed 1 hour. Check if the operator's scheduling/planning rules following an extended FDP provide for an increase of the rest periods. - the pre-flight rest period & post flight rest periods must be increased by 2 hours or the post flight rest period must be increased by 4 hours - Check during audits a sample of rosters that the rest		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

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		period following an extended FDP has been increased as required. Check if the operator's scheduling/planning rules provide for a ban for an extension of FDP with six sectors or more. Check that extensions on the maximum daily FDP without inflight rest are not used more than twice in any 7 consecutive days. - check during audits a sample of rosters that extensions on the maximum daily FDP without inflight rest are not used more than twice in any 7 consecutive days.			
OPS 1.1115	<u>Extensions on the maximum daily FDP with in-flight rest:</u> The use of extensions on the maximum daily FDP with in-flight rest meets the applicable requirements.	Check if national provisions have been defined by the state of the operator. Check if the operator's OM-A specifies the criteria applicable for FDP extension with in-flight rest. Check that the operator has demonstrated that using operational experience and taking into account other relevant factors such as current scientific knowledge, that the extension and associated conditions provides an equivalent level of safety. Check the operator's FTL scheme compliance with national regulation for augmented crew. Check the operator's FTL scheme compliance with national regulation for minimum cabin crew in-flight rest, when the FDP goes beyond the limitations of OPS 1.1105. Check the implementation of these criteria.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Cumulative flight times and cumulative duty periods					
OPS 1.1100	The establishment of cumulative flight times (FT) and cumulative duty periods (DP) meets the applicable requirements.	Check if the operator has specified the minimum time for post flight duties taking into account the type of operation, the size and type of aircraft and the airport conditions. - Ask the operator how they have assessed that the specified minimum time is sufficient for the completion of the post flight duties. Do they monitor this time to ensure the post duty time is adequate?		☐ N/A ☐ C ☐ NC ☐ R	

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		Check if the operator properly applies the definitions of DP, FDP and FT when calculating their respective cumulative values. Check if the flight time during a line training is accounted for the purpose of establishing cumulative FT. Check if briefing and debriefing for training purposes is accounted for the purpose of establishing cumulative DP. Check if the operator has a method to ensure that the flight crew members who perform flight duties, including flight instruction, for more than one operator and/or ATO, comply with ORO.FC.100 and CAT.GEN.MPA.100 b) 4, and 5. Check in the OM for provisions how e.g. office duties, ground duties, stand-by duties are considered Check during actual audits that office duties, ground duties, stand-by times are considered in the cumulative DP.		☐ N/R	
Positioning					
OPS 1.1105 para 5)	Operator's procedures for positioning comply with the applicable requirements.	Check if the time spent on positioning is counted as duty period according to the FTL scheme. Check if the time spent to travel from a place of rest or home base to a simulator, at the request of the operator, counts as a duty period. Check if the reporting times allow for the completion of the travelling procedures such as registration of passengers and baggage, security checks, etc., depending on the transport mode, when the crew member is positioning. Check that positioning after reporting but prior to operating is counted as part of the FDP but is not required to be counted as a sector. Check if a positioning sector immediately following operating sector is taken into account for the calculation of minimum rest as defined in OPS 1.1110 para 1.1 and 1.2.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

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Split duty					
OPS 1.1105 para 6)	Operator's procedures for split duty comply with national requirements (if applicable).	Check if the operator uses a break on the ground for the purpose of extension of the maximum FDP (split duty) during its operations, in accordance with applicable national requirements. <i>Note: the use of breaks during the FDP for operation purposes other than for extension of the maximum FDP is not considered 'split' duty for the purpose of Subpart Q.</i> Check that the operator has demonstrated using operational experience and taking into account other relevant factors, such as current scientific knowledge, that an extended FDP including a break produces an equivalent level of safety.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Standby					
OPS 1.1125 para 1)	<u>Airport stand-by</u> Operator's standby procedures and practices meet the applicable requirements.	Check that airport standby counts in full for the purpose of cumulative duty hours. Check if the operator's FTL scheme takes into account the relationship defined by the State of the operator between such airport standby and the assigned flight duty, when airport standby is immediately followed by a flight duty. Check if the operator's FTL scheme provides for the advance notification of the standby availability period (start and end time of the standby) to the aircrew concerned. - check during audits a sample of worked rosters that the start and end times of the standby duty are annotated on the roster. Check that the operator provides a quiet and comfortable place not open to the public to the crew on airport standby. Check if the operator's FTL scheme specifies that an airport standby not leading to assignment on a flight duty is followed by a rest period as regulated by the State of the operator.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
OPS 1.1125 para 2)	<u>Other forms of stand-by (including stand-by at hotel)</u> Operator's standby procedures and practices meet the applicable	Check if the operator's FTL scheme is compliant with national requirement for standby other than airport standby.		☐ N/A	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
	requirements.	Check if the operator's FTL scheme specifies: - the maximum duration of other than airport standby applicable. - The policy for the advance notification of other than airport standby, including the notification of the start and end time of the standby. - The relationship between the standby and any assigned flight duty resulting from the standby (i.e. maximum FDP that may be assigned depending on the time spent on standby). - The counting of standby times for the purposes of cumulative duty hours. Check if the operator's FTL scheme addresses the case of a reporting after the rostered standby period ends. <i>Note: The response time between call and reporting time may extend beyond the end of originally rostered standby period.</i>		☐ C ☐ NC ☐ R ☐ N/R	
Rest periods					
OPS 1.1110	Operator's procedures and practices for allocation of rest periods meet the applicable requirements, including Directive No 2000/79/EC or the act that transposes it into national legal order.	Check if the operator's FTL scheme specifies minimum rest periods at home base which must be at least as long as the preceding duty period or 12 hours whichever is greater and away from home base at least as long as the preceding duty period or 10 hours whichever is greater (including an 8 hour sleep opportunity taking due account of travelling and other physiological needs). - check during audit a sample of worked rosters if these minimum rest periods are complied with. Ask the operator to demonstrate that the location(s) of the selected suitable accommodation for rest periods away from home base allows for an 8-hour sleep opportunity, travelling and physiological needs, as a minimum. - check if the FTL scheme provides for an increase of the rest period away from home base, in case of long travelling time to the suitable accommodation (e.g. beyond 30 minutes). <i>Guidance: in usual circumstances, the time for physiological needs is estimated to be 1 hour and for travelling to the suitable accommodation 30 minutes.</i>		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Check if the operator's FTL scheme specifies that rest periods are free from all duties, standby and reserve. In case national requirements for reduced rest and If the operator intends to apply reduced rest periods: - check the compliance with national requirements. - Check that the operator has demonstrated that using operational experience and taking into account other relevant factors, such as current scientific knowledge, that it produces an equivalent level of safety. Check if the operator's FTL scheme specifies the recurrent weekly rest periods (36 h including 2 local nights) to compensate for cumulative fatigue within 168 hours or less. - the time between the end of one weekly rest and the start of the next weekly rest must be 168 hours or less. - The second local night may start from 20h00, if the weekly rest is extended to at least 40h. - check during audit a sample of worked rosters if these minimum weekly rests are complied with. Check if the operator's FTL scheme specifies that single day free of duty should be planned and notified to the crew member in advance and that it should contain two local nights. Check if the operator's FTL scheme provides for additional rest periods to compensate for the effects of time zone differences and extensions of the FDP, as defined in national regulation (if applicable). - check if the operator's FTL scheme includes a process for monitoring the impact of rotations and combinations of rotations on crew member's fatigue level and for adapting the rosters, if necessary. - check if the operator compensates the transition at home base between alternating rotations by additional rest. - check during audit a sample of worked rosters if these additional rest periods are complied with.			

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
Nutrition					
OPS 1.1130	Operator's procedures and practices for nutrition meet the applicable requirements.	Check if the operator's FTL scheme provides for the crew member's nutrition during the FDP by at least specifying when a meal and drink opportunity must occur (when the FDP exceeds 6 hours) and how it is organised. Check if operator's nutrition procedures and practices are customised to the operator's specific operating conditions such as routes and airports served, rest periods and FDP length. Check how the operator's nutrition procedures and practices intend to avoid any detriment to a crew member's performance, especially when the FDP exceeds 6 hours		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Records of home base, flight times, duty and rest periods					
OPS 1.1135	Operator's procedures and practices for keeping records of flight times, duty and rest periods, and assigned home bases, for each crew member, meet the applicable requirements.	Check if the operator's FTL scheme provides for keeping individual records of each crew member's block times, duty and rest periods, and assigned home bases. Check these records are maintained for a period of 15 calendar months (or longer if required by national law). Check if the operator's FTL scheme provides for keeping records of commander's discretion reports, extended FDP and reduced rest (if applicable) for at least 6 months after the event. Check that the operator makes available on request copies of individual records of FT, DP and rest period to all crew members.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	