


OPERATIONS ADVISORY NOTICE (OAN)		 Transport Malta
OAN Number: 03/23	Issue Date: 12/09/2023	
Subject: Flight Time Limitations – Aeroplane Single Pilot CAT/SPO Operations Air Ambulance Operations Emergency Medical Services Helicopter CAT/SPO Operations – Single/Multi Pilot		

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1.0 INTRODUCTION

- 1.0.1 In accordance with Article 8(2) of the Cover Regulation (EU) 965/2012 the flight time limitations of single pilot CAT operations by aeroplanes, CAT operations with helicopters and emergency medical services shall comply with the requirements specified in the national law of the Member State in which the operator has its principal place of business.
- 1.0.2 Article 8(4) of the Cover Regulation (EU) 965/2012 on flight time limitations with complex motor-powered aeroplanes and helicopters, as well as commercial specialised operations with aeroplanes, helicopters and sailplanes shall comply as regards flight time limitations, with the requirements specified in the national law of the Member State in which the operator has its principal place of business, or, where the operator has no principal place of business, the place where the operator is established or resides.
- 1.0.3 The requirements for Malta to establish regulations specifying the limitations applicable to the flight time and flight duty periods for crew member are also enshrined in the applicable ICAO Annexes.
- 1.0.4 The prescriptive limits or flight time scheme in this OAN shall be applicable to all operators as stipulated in the Malta Air Navigation Order (ANO).
- 1.0.5 Article 54 of the ANO requires *“the operator of an aircraft to establish a scheme for regulation of flight times, duty time, flight duty periods and rest periods for every person flying in that aircraft as a member of its’ crew”*.
- 1.0.6 This scheme is subject to the approval of the Director General subject to conditions.
- 1.0.7 Common provisions will apply to all types of operations. Specific provisions applicable to specific type of operations (e.g. Single Pilot CAT operations only) will be marked as such.
- 1.0.8 Although operators must plan their schemes in accordance with the requirements, it is recognised that the standard provisions will not necessarily satisfy every type of operation. In these circumstances operators may apply for a change to the standard provisions. Approval will only be given where an operator can show that his proposal will ensure a better or equivalent level of protection against fatigue than the basic requirements. Approved changes must be brought to the attention of crew members by incorporation into the Operations Manual, or other suitable operating instructions.

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2.0 DEFINITIONS

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

2.1. Block time:

The time 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/propellers or rotors are stopped.

Block time for helicopters, it means the total time from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped

2.2. Break:

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

2.3. Duty:

Any task that a crew member is required to carry out associated with the business of an operator.

2.4. Duty period:

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

Duty Means any task that a crew member performs for the operator, including flight duty, administrative work, giving or receiving training and checking, positioning, and some elements of standby.

2.5. Early Start Duty

'Early start' is a duty period starting in the period between 05:00 and 05:59 in the time zone to which a crew member is acclimatised,

2.6. Flight duty period:

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

2.7. Home base:

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

2.8. Late Finish Duty

'Late finish' is a duty period finishing in the period between 23:00 and 01:59 in the time zone to which a crew member is acclimatised.

2.9. Local day:

A 24-hour period commencing at 00.00 local time.

2.10. Local night:

A period of eight hours falling between 22.00 and 08.00 local time.

2.11. Night Duty:

A duty period encroaching any portion of the period between 02:00 and 04:59 in the time zone to which the crew is acclimatised.

2.12. A single day free of duty:

For the purpose of complying with the provisions of Council Directive 2000/79/EC, a time free of all duties and standby consisting of one day and two local nights, which is notified in advance. A rest period may be included as part of the single day free of duty.

2.13. Operating crew member:

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

2.14. Positioning:

The transferring of a non-operating crew member from place to another, at the behest of the operator, excluding:

- the time of travel from a private place of rest to the designated reporting place at home base and vice versa, and
- the time for local transfer from a place of rest to the commencement of duty and vice versa.

2.15. Reporting Time

The time at which a crew member is required by an operator to report for any duty.

It is the responsibility of the operator to specify reporting times that allow sufficient time for ground duties. This shall be specified in the Operators Manual.

2.16. Rest period:

A continuous, uninterrupted and defined period of time, following duty or prior to duty, during which a crew member is free of all duties, standby and reserve.

2.17. Standby:

A pre-notified and defined period 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

A period during which an operator places restraints on a crew member who would otherwise be off duty. However, it shall not include any time during which an operator requires a crew member to be contactable for the purpose of giving notification of a duty which is due to start 10 hours or more ahead.

3.0 STANDARD PROVISIONS

3.1 Fatigue of Crew – Responsibilities of operator and crew

- 3.1.1 It is the responsibility of the operator to prepare duty rosters sufficiently in advance to provide the opportunity for crew to plan adequate pre-duty rest. Operators must establish minimum periods of notification of duty for operating crew, or where this is not practicable due to the nature of the operation, must establish in advance minimum periods of notification of days off, during which a crew member will not be required for any duties.
- 3.1.2 Away from base, the operator must provide for crew members both the opportunity and facilities for adequate pre-flight rest, in suitable accommodation. When an operator employs a crew member on an irregular basis, then that employer must ensure that the crew member satisfies the provisions of the company approved FTL scheme.
- 3.1.3 Furthermore, operators shall satisfy themselves that crew members, who undertake other employment, if allowed by the operator, still have the opportunity to enjoy adequate pre-flight rest.
- 3.1.4 Responsibility for preventing the onset of fatigue cannot rest on the operator alone. The responsibilities of crew members are established under Article 55 the Air Navigation Order. Furthermore, individuals shall ensure that they are not in breach of the Company approved FTL scheme. It is emphasised that crew members working on a freelance basis must maintain an individual record of their flying and duty hours which must be presented to an operator before undertaking a duty period. All crew members shall make optimum use of the opportunities and facilities for rest provided, and plan and use their rest periods properly.
- 3.1.5 Before considering additional employment crew members must recognise that the responsibility for being sufficiently rested before undertaking a flying duty remains with the individual.
- 3.1.6 Crew members must abide by the maximum annual calendar working time of 2000 hours as stipulated by Working Time Directive (EC) 2003/88.
- 3.1.7 Sleep deprivation, leading to the onset of fatigue, can arise if a crew member is required to report early for duty, or finishes a duty late, on a number of consecutive days. Therefore, not more than 3 consecutive duties that occur in any part of the period 0100 to 0659 hours local time can be undertaken, nor may there be more than 4 such duties in any 7 consecutive days. Any run of consecutive duties (Late Finishes or Nights or Early Starts) can only be broken by a period of not less than 34 consecutive hours free from such duties. These 34 consecutive hours may include a duty that is not an Early, Late or Night duty.
- 3.1.8 Mixed Duties - When a crew member is required to report for duty in advance of the stipulated report time for a scheduled flight, to carry out a task at the behest of an employer, then the time spent on that task shall be part of the subsequent FDP.
- 3.1.9 Fixed/Rotary Wing Flying - When both fixed wing and rotary wing flying is carried out the more restrictive flight and duty time limitations shall apply.

- 3.1.10 Training / Aircraft Duties - When a crew member is conducting training duties and then within the same duty period flies as a crew member on a public transport flight, all the time consumed for training is counted in full towards the subsequent FDP, and for helicopters towards the daily flying hour maxima. Simulator duties do not count as a sector, but the FDP allowable is calculated from the report time of the simulator detail.
- 3.1.11 Travelling Time – Travelling time other than time spent on positioning, shall not be counted as duty.
- 3.1.12 Delayed Reporting Time in a Single FDP - When a crew member is informed of a delay to the reporting time due to a changed schedule, before leaving the place of rest, the FDP shall be calculated as follows.
- a) When the delay is less than 4 hours, the maximum FDP allowed shall be based on the original report time and the FDP shall start at the actual report time.
 - b) Where the delay is 4 hours or more, the maximum FDP shall be based on the more limiting time band of the planned and the actual report time and the FDP starts 4 hours after the original report time.
- 3.1.13 When an operator informs a crew member before leaving the place of rest of a delay in reporting time of 10 hours or more ahead, and that crew member is not further disturbed by the operator until a mutually agreed hour, then that elapsed time is classed as a rest period. If, upon the resumption of duty, further delays occur, then the appropriate criteria in this paragraph and paragraph 3.1.12 above shall be applied to the re-arranged reporting time.
- 3.1.14 An operator shall ensure that crew member's records include:
- (a) Block times;
 - (b) Start, duration and end of each duty or flight duty periods;
 - (c) Rest periods and days free of all duties;
- Are maintained to ensure compliance with the requirements of this Subpart; copies of these records will be made available to the crew member upon request.
- 3.1.15 Late Finishes / Early Starts - Sleep deprivation, leading to the onset of fatigue, can arise if a crew member is required to report early for duty, or finishes a duty late, on a number of consecutive days. Therefore, not more than 3 consecutive duties that occur in any part of the period 0100 to 0659 hours local time can be undertaken, nor may there be more than 4 such duties in any 7 consecutive days. Any run of consecutive duties (Late Finishes or Nights or Early Starts) can only be broken by a period of not less than 34 consecutive hours free from such duties. This 34 consecutive hours may include a duty that is not an Early, Late or Night duty.
- 3.1.15 If the records held by the operator under 3.1.14 do not cover all of his/her flight duty, duty and rest periods, the crew member concerned shall maintain an individual record of his/her:
- (a) block times;
 - (b) start, duration and end of each duty or flight duty periods; and

(c) rest periods and days free of all duties.

- 3.1.16. A crew member shall present his/her records on request to any operator who employs his/her services before he/she commences a flight duty period. Records shall be preserved for at least 15 calendar months from the date of the last relevant entry.
- 3.1.17 Operators shall separately retain all aircraft commander's discretion reports of extended flight duty periods, extended flight hours and reduced rest periods for at least six months after the event.
- 3.1.18 A meal and drink opportunity must occur in order to avoid any detriment to a crew member's performance, especially when the FDP exceeds six hours for aeroplanes and four hours for helicopter operations.

4.0 AEROPLANE SINGLE PILOT OPERATIONS

- 4.1 The provisions in this section shall apply to operations to CAT conducted with Single Flight Crew member.
- 4.2 Standard reporting times prior to flight must be specified by an operator. Pre-flight duties are part of the Flight Duty Period (FDP). A period of duty must be allowed for post-flight activities: the minimum period for post-flight duties is 30 minutes. If this “period” for post FDP duties is routinely exceeded then the post FDP duty period stated in the scheme must be revised to better represent the actual time taken. The time spent between reporting for a flight and the completion of post-flight tasks determines the length of the subsequent rest period.

4.3 Maximum FDP

Local time of Start	Sectors				
	Up to 4	5	6	7	8 or more
0600-0759	10	NOT AUTHORISED			
0800-1259	11				
1300-1759	10				
1800-2159	9				
2200-0159	8				
0200-0559	NOT AUTHORISED				

- Flight time for each sector shall be limited to 2 hours if more than two sectors are flown on the same duty period.
- Extensions of FDP in these sectors is not permitted.
- Maximum time within the WOCL is limited to 4 hours and 2 sectors.

- 4.4 Report times must not be reduced in order for crew members to achieve their required rest prior to an FDP.

4.5 Extension of Flight Duty Period by Split Duty

- 4.5.1 When an FDP consists of two or more sectors - of which one can be a positioning journey counted as a sector - but separated by less than a minimum rest period, then the FDP may be extended by the amounts indicated below.

Consecutive Hour of Rest	Maximum Extension of the FDP
Less than 3	NIL
3-10	A period equal to half the consecutive hours rest taken.

- 4.5.2 The rest period shall not include the time allowed for immediate post-flight duties and pre-flight duties, a minimum total of 30 minutes. The actual time allowed shall be specified by the operator. When the rest period is 6 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 6 consecutive hours, then suitable accommodation must be provided.

- 4.5.3 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, and passengers are not on board. Rest taken on the aircraft will be counted at 50% of the actual rest taken. (E.G. if rest taken is 4 hours it will be considered as 2 hours rest). No FDP extension is permitted with rest on the aircraft. Should an FDP extension be considered then rest shall be taken at a suitable location which is to be provided to the pilot by the operator.

4.6 Rest Periods

- 4.6.1 When away from base the operator must provide the crew with the opportunity and the facilities for adequate pre-flight rest. The operator must provide suitable accommodation. When flights are carried out at such short notice that it is impracticable for an operator to arrange suitable accommodation, then this responsibility devolves to the aircraft commander.
- 4.6.2 The minimum rest period which must be provided before undertaking a flying duty period shall be:
- a) at least as long as the preceding duty period, or
 - b) 12 hours whichever is the greater.
- 4.6.3 When away from base, in the case when the rest period earned by a crew member is 12 hours, and suitable accommodation is provided by the operator, then that rest period may be reduced by one hour. In such circumstances, if the travelling time between the aerodrome and the accommodation is more than 30 minutes each way then the rest period must be increased by the amount the total time spent travelling exceeds one hour. The room allocated to the crew member must be available for occupation for a minimum of 10 hours. *This does not apply to rest periods that exceed 12 hours.*
- 4.6.4 If the preceding duty period, which includes any time spent on positioning, exceeded 18 hours, then the ensuing rest period must include a local night.
- 4.6.5 The minimum rest provided as outlined above is increased periodically to a weekly rest period, being a 36-hour period including two local nights, such that there shall never be more than 168 hours between the end of one weekly rest period and the start of the next. The second of those local nights may start from 20:00 hours if the weekly rest period has duration of at least 40 hours.

4.7 Extension of FDP – Commander’s Discretion

- 4.7.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew (where applicable), extend an FDP beyond that permitted.

- 4.7.2 In an FDP involving 2 or more sectors up to a maximum of 2 hours discretion may be exercised prior to the first and subsequent sectors. On a single sector flight and immediately prior to the last sector on a multi-sector flight, a commander may utilise a maximum of 3 hours discretion.
- 4.7.3 A commander may exercise discretion to extend an FDP following a reduced rest period, only exceptionally, and then only to the extent necessary to allow for unforeseen circumstances that become apparent during the last sector.
- 4.7.4 Whenever a commander extends an FDP, it shall be reported to his employer on a in a format acceptable to the CAD. If the extension is greater than 2 hours, or when exercised after any reduced rest period, then the operator shall submit the commander's written report, together with the operator's comments to the CAD, within 14 days of date of occurrence.

4.8 Reduction of Rest

- 4.8.1 Minimum rest may be reduced by up to one hour but shall not be less than the preceding flight duty period or 10 hours whichever is greater.
- 4.8.2 In exceptional or unforeseen circumstances, minimum rest may be reduced by up to 2 hours but shall not be less than the preceding flight duty period or 10 hours whichever is the greater.
- 4.8.3 When the minimum rest periods are reduced, the subsequent rest period shall be increased by an amount equal to double the reduction in rest.
- 4.8.4 The maximum number of reductions in rest is two in any consecutive days.

4.9 Limits of Flight and Duty Times

- 4.9.1 Cumulative Duty Hours
- 4.9.2 The total duty periods to which a crew member is assigned shall not exceed;
- a) 190 duty hours in any 28 consecutive days, spread as evenly as practicable throughout;
 - b) 60 duty hours in any seven consecutive days
- 4.9.3 Total Block Times
- 4.9.4 The total block times of the flight on which the crew member is assigned shall not exceed;
- a) 900 block hours in a calendar year;
 - b) 100 block hours in any 28 consecutive days.

- 4.9.5 When a crew member is not rostered for either standby or flying duties for 28 or more consecutive days then any duty hours worked need not be added to cumulative totals. However, when a crew member is anticipated to return to either standby or flying duties the duty hours worked in the 28 days preceding that duty must be recorded. Before allocating a flying duty to a crew member the operator must be satisfied that that crew member is in compliance with the scheme.

4.10 Standby Duty

- 4.10.1 The time of start, end and nature of the standby duty must be defined and notified to crew members. The time a standby duty starts determines the allowable FDP, except that when the actual FDP starts in a more limiting time band then that FDP limit will apply. However, when standby is undertaken at home, or in suitable accommodation provided by the operator, during the period 2200 to 0800 hours local time and a crew member is given 2 hours or less notice of a report time, the allowable FDP starts at the report time for the designated reporting place.
- 4.10.2 When a crew member is on standby duty on immediate readiness at an airport, then the allowable FDP is calculated using the start time of the standby duty.
- 4.10.3 If a crew member is called out from standby, the standby duty will cease when that individual reports at the designated reporting point.
- 4.10.4 When a Flight Crew Member is on standby duty on immediate readiness at the airport or helicopter operating site, then the allowable FDP is calculated using the start time of the standby duty.
- 4.10.5 The following limits apply:

DUTY	MAXIMUM DURATION
Standby Duty (all cases)	12 hours
Standby followed by an FDP	As in Case A and B (see below)

Case A

If a Flight Crew Member is called out from standby to conduct an FDP before completing 6 hours' standby duty, then the total duty period allowed is the sum of the time spent on standby and the FDP.

Case B

If a Flight Crew Member is called out from standby to conduct an FDP after completing 6 hours or more standby duty, then the total duty period allowed is the sum of all the time spent on standby and the FDP, reduced by the amount of standby worked in excess of 6 hours.

4.11 Limits on Days Off

4.11.1 Crew members shall:

- a) not be on duty more than 7 consecutive days between days off, but may be positioned to the usual operating base on the eighth day, provided they are then allocated at least 2 consecutive days off, and
- b) have 2 consecutive days off in any consecutive 14 days following the previous 2 consecutive days off, and
- c) have a minimum of 7 days off in any consecutive 4 weeks, and
- c) have an average of at least 8 days off in each consecutive 4 week period, averaged over 3 such periods.

5.0 AIR AMBULANCE SUPPLEMENTS (A)

- 5.1 For the purpose of this document, Air Ambulance Flights are those flights for which the sole reason is to carry an ill or injured person to a recognised medical facility, or the carriage of a human organ necessary for a transplant operation. Further guidance may be sought in GM1 SPA.HEMS.100 (a).

5.2 Aeroplane Operations

- 5.2.1 When carrying out an Air Ambulance flight, the allowable FDP in 4.3 the company's approved FTL scheme may be increased by up to a maximum of 4 hours, subject to all the following conditions being met:
- a) Where an FDP is extended under the terms of this provision, a qualified medical attendant must accompany the flight.
 - b) The only passengers that may be carried in addition to the patient and medical attendants are the immediate family or next of kin. One close friend only may be carried in lieu of any immediate family or next of kin.
 - c) The crew must have had the full entitlement of rest relating to the preceding duty prior to starting an air ambulance flying duty.
- 5.2.2 If, exceptionally, the FDP is scheduled to be extended beyond the maximum of the 4 hours permitted by this supplement then an additional qualified commander must be carried as a relief pilot at least until the aircraft reaches the site where the patient or organ is disembarked. Commander's discretion cannot be used to extend the FDP after the patient or organ has been disembarked. A discretion report must be submitted to the CAD.
- 5.2.3 If an operator/crew member is required to operate combined CAT/Air Ambulance operations, the provisions of Section 4 apply. Extension provisions under 6.2.2 do not apply.

6.0 HELICOPTER OPERATIONS (SINGLE / MULTI PILOT OPERATIONS)

This section prescribes the specific limits applicable to Helicopter Operations. Where limits, provisions are not different than those applicable to standard provisions and aeroplane operations, the applicable provisions shall be used.

6.1 Maximum FDP

Local time of Start	Single Pilot		Multi-Pilot	
	Max. Length of FDP (Hrs)	Max. Flying Time (Hrs)	Max. Flying FDP (Hrs)	Max. Flying Time (Hrs)
0600-0759	9	6	10	7
0800-1259	10	7	11	8
1300-1759	10	7	12	8
1800-2159	9	6	10	7
2200-0559	8 ^{NOTE 1}	5	9 ^{NOTE 1}	6

NOTE 1; Extensions of FDP in these sectors is not permitted.

6.2 Extension of Flight Duty Period by Split Duty

- 6.2.1 When an FDP consists of two or more sectors - of which one can be a positioning journey counted as a sector - but separated by less than a minimum rest period, then the FDP may be extended by the amounts indicated below.

Consecutive Hour of Rest	Maximum Extension of the FDP
Less than 2	NIL
2-3	1 hour <i>Consecutive hours of rest between 2 and 3 hours will only be used once in any single FDP.</i>
3-10	A period equal to half the consecutive hours rest taken.

- 6.2.2 The rest period shall not include the minimum total time allowed for immediate post flight and pre-flight duties. When the rest period is 6 hours or less it will suffice if a quiet and comfortable place, not open to the public, is available. Rest cannot be taken in the helicopter. If the rest period is more than 6 consecutive hours, then suitable accommodation will be provided.

6.3 Additional Limits on Helicopter Flying

6.3.1 Repetitive Short Sectors

Crew flying repetitive short sectors, for example, offshore short sector shuttles, at an average rate of 10 or more landings per hour shall have a break of at least 30 minutes away from the helicopter within any continuous period of 3 hours.

6.3.2 When carrying out the more demanding roles of helicopter flying, for example, winching and external load carrying, operators shall specify maximum periods of continuous operation. The limits set shall not exceed the maximum allowed in subparagraph 5.3.1 but depending on the nature and circumstances of a particular operation may need to be more restrictive.

6.3.3 After 3 hours shuttle operations between offshore installations in conditions other than day VMC, a rest of 30 minutes free of all duty shall be allowed.

6.4 Survival Suits

6.4.1 The wearing of survival suits can prove an irritant and be uncomfortable. Therefore:

a) a flight crew member should not be required to participate in moving freight or baggage, or any other activity requiring excessive physical effort. His primary role should be supervisory.

b) Schedules which involve continuous flying in excess of 4½ hours must include provisions for a break free of all duty of at least 30 minutes, not including a total of 30 minutes for immediate post-flight duties and pre-flight duties. The break must be scheduled prior to exceeding a total of 6 hours flying.

6.5 Limits of Flight and Duty Times

6.5.1 Cumulative Duty Hours

6.5.2 The total duty periods to which a crew member is assigned shall not exceed;

- a) 200 duty hours in any 28 consecutive days, spread as evenly as practicable throughout;
- b) 60 duty hours in any seven consecutive days

6.5.3 Total Flying Hours

6.5.4 The total flight time on which the crew member is assigned shall not exceed;

- d) 800 hours in a calendar year;
- e) 90 hours in any 28 consecutive days.

6.5.5 Maximum number of flight time hours are:

Single Day	Table D
Any 3 consecutive days	18 hours
Any 7 consecutive days	30 hours
Any 3 consecutive 28 day periods	240 hours

6.6 Helicopter Operations (HOFO)

- 6.6.1 Operators (*HOFO*) required to have helicopters based on oil rigs and provide emergency cover require having more complex and detailed schemes. (OGP) Therefore such schemes will be arranged between the operator and the CAD when required.

7.0 Helicopter Emergency Services (SAR/EMS/HEMS)

Operators conducting operations that fall within the scope of EMS are to abide by the rules and limitations in this document. The CAD understands that such operations may require complex and different types of schemes.

7.1 Objective and Scope

This OAN applies to all crew members, including SAR flight crew members, HEMS Crew Members, and Medical Crew Members. Its scope is to ensure all crew members are fit for flight operations concerning fatigue. The regulations apply when a crew member is performing duty involving flight operations or Rapid Response vehicles.

NOTE:

Should the need arise, the crew possesses the discretion to declare themselves as 'unfit for flight' at any juncture. This declaration is valid even if existing regulations suggest there remains permissible time to conduct flight operations.

7.1.2 Explanatory

Active and Passive Time: (HEMS, SAR, AA)

NOTE:

The definitions of Active and Passive time are not intended to limit a crew member from non-required activities.

Active time:

Includes flight operations (with related pre- and post-activities).

- Operation-related training,
- Administrative work,
- Meetings,
- Rapid Response vehicle missions, and
- checks. (Line Check, OPC, PC etc).

Passive time:

is when the crew members are resting. It is crucial to sustain a regular sleep pattern as the fatigue level is directly influenced by the circadian rhythm.

Rest Period Before HEMS Duty:

Flight Crew Members and HEMS Crew Members shall not have any duty other than standby in the last 8 hours before reporting for a HEMS duty. They Shall have the possibility for 8 hours horizontal rest before reporting for standby or HEMS duty.

7.2 Definitions

Active Time (HEMS, SAR, AA):

Covers all the time spent during helicopter operation, rapid response vehicle operations, missions, operational training, administrative tasks, meetings, course attendance, simulator use, etc.

Catastrophic Event:

Refers to a rare natural or human-induced incident, including terrorism, that exceeds the capacity of emergency services to maintain regular resources.

Duty:

Includes any task performed for the operator by a crew member, including flight duty, administrative work, giving or receiving training, positioning, and certain elements of standby.

Flight Time:

For helicopters, the total time from when the rotor blades begin to rotate until the end of the flight when the helicopter is at rest and the rotor blades are stopped.

HEMS Duty:

Duty period starting when a crew member reports for or commences a duty that includes HEMS operations and ends when they are free from all duties. HEMS duty also includes SAR, Air Ambulance, Rapid Response vehicle, and related training.

Passive Time (HEMS, SAR, AA):

Any time spent on HEMS duty not considered Active time.

Proper Accommodation:

For the purpose of Passive time, it refers to a separate room for each crew member, well-ventilated, temperature-regulated, quiet, and equipped with a bed, adjustable lighting, and blackout blinds (or similar).

Rest Period:

A continuous, uninterrupted period of time following or prior to duty, during which a crew member is free from all duties, standby, and reserve.

Standby:

A pre-notified and defined 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. However, it shall not include any time during which an operator requires a crew member to be contactable for the purpose of giving notification of a duty which is due to start 10 hours or more ahead.

7.3 Active Time Calculation:

Duty activities that are related to the actual HEMS duty shall be included in the OM. Other duty activities, that are not directly related to the HEMS duty. If any such duty activities still have to be performed, they will trigger Active time

Example 1: A crew member is scheduled for, and participates in, yearly training while on HEMS duty. This would be considered Active time.

Example 2: If a pilot or a Helicopter Emergency Medical Service (HEMS) crew member decides to do some self-study in preparation for upcoming simulator training, by refreshing their memory on limitations and procedures detailed in the Aircraft Flight Manual, this period would NOT be classified as active time.

Active time also applies for Medical Crew Members (doctor, nurse) and as such they are not supposed to perform other form of active time (i.e., their normal work at the hospital) while on HEMS duty.

*Examples: When scheduled for HEMS duty the **Passive time** for is to be counted as 50 % work time and the **Active time** to be counted as 100 % work time.*

	Only passive time			Active time without flight ops			Active time with flight ops		
	Hours	Work time	Active time	Hours	Work Time	Active time	Hours	Work Time	Active time
Flight ops period							12	12	12
Rapid Response Car				3	3	3	2	2	2
Training				2	2	2			
Administrative				1	1	1			
Passive	24	12		18	9		10	5	
Sum	24	12	0	24	15	6	24	19	14

7.3.1 HEMS and SAR:

- Active time is triggered by a Call-out and is defined from the time of Call-out to 1 hour after block-on time.
- Related duties such as preflight inspection, fuel checks, equipment check, flights registration etc. are not counted separately. This is considered included in the minimum 1 hour after block-on time.

7.3.2 Rapid Response vehicles:

- Between 10:00 to 22:59 Active time is triggered by a Call-out and is defined from time of Call-out to the time the mission is completed and equipment etc. is re-supplied and prepared.
- Between 23:00 to 09:59 Active time is triggered by a Call-out and is defined from time of Call-out to minimum 1 hour after returning at the base. If the time for post mission duties takes more than 1-hour, actual time shall be logged as Active time.

7.3.3 Air Ambulance:

- Active time is triggered when commencing preparations and ends minimum 1 hour after block - on time.
- If the time for post flight duties takes more than 1-hour, actual time shall be logged as Active time; and
- Related duties such as preflight inspection, fuel checks, equipment check, flights registration etc. are not counted separately. This is considered included in the minimum 1 hour after block-on time.

7.3.4 Other operations, (ferry flight, test flight, training flight, etc)

Active time is triggered when reporting for duty or commencing preparations and ends minimum 30 minutes after block-on time;

- If the time for post flight duties takes more than 30 minutes, actual time shall be logged as Active time; and
- Related duties such as preflight inspection, fuel checks, equipment check, flights registration etc., are not counted separately. This is considered included in the minimum 30 minutes after block-on time.

7.3.5 For all operations:

If there are less than two hours between on-block and the time of a new Call-out, the entire time period counts as Active time.

7.3.6 Standby Crew

- Active time is triggered from activation, including 15 minutes for preparation when arriving at the HEMS operating base.
- If proper rest facilities are not available, Active time calculates 100% from the activation time to the time arriving back 'home' / at a private living facility.
- If there are less than two hours between arriving back 'home' / at private living facility and the time of a new activation, the entire time period counts as Active time.

7.3.7 Call-out Between 23:00 and 09:59

A Call-out between 23:00 and 09:59 that does not result in a mission shall be counted as active time for 1 hour after the time of Call-out if it causes the crew, or a crew member, to be woken up.

8.0 Flight Time Limitations

The maximum allowable flight times for Crew Members range from 8 Hours in any consecutive 24 hours period to 600 Hours in any consecutive 365 days period.

- In any consecutive 24 hours period: 8 Hours
- In any consecutive 48 hours period: 14 Hours
- In any consecutive 7 days period: 30 Hours
- In any consecutive 30 days period: 60 Hours
- In any consecutive 365 days period: 600 Hours

8.1 Active Time Limitations:

The maximum allowable Active time for Crew Members is 14 Hours in any consecutive 24 hours period and 30 Hours in any consecutive 72 hours period.

- In any consecutive 24 hours period: 14 Hours
- In any consecutive 72 hours period: 30 Hours

8.1.1 Resetting of Active Time:

If an Active time limit is reached, the crew member must have a mandatory period of Passive time before Active time can be commenced.

Example:

After a mandatory period of 1 hr (HEMS, SAR, Rapid Response vehicle and Air Ambulance) or 30 min (other operations) after last on-block or back at base (Rapid response vehicle) plus 8 hours of Passive time, then the counting of Active time is reset to nil.

8.1.2 Un-interrupted 8-hour period of Passive time during night

If a period, without interruptions, of 8 hours of Passive time is achieved in the time period between 23:00 and 09:59, the counting of Active time is zeroed.

Note:

The latest time one can arrive and still reset their Active time to zero is 00:59. After this, the next possible alarm can be set no earlier than 10:00. However, if someone wants to set the next alarm for as early as 07:00, they must land no later than 21:59 the previous night.

8.2 Exceedance of Flight and Active Time Limitations:

In case of exceedance of flight or active time limitations, the mission can be completed back to the base providing that all crew members agree and feel physically fit. In case of a 'Catastrophic Event,' certain procedures are followed. A discretion report must be submitted to the CAD.

8.3 Reporting:

Availability report and MOR to TM-CAD shall be filed as per the guidelines.