

BOSNIA AND HERZEGOVINA
Ministry of Communications and Transport
Directorate of Civil Aviation

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**RULEBOOK ON DUTY TIME AND FLIGHT
TIME LIMITATIONS**



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Pursuant to Articles 16 and 61 of the Administration Law (Official Gazette of BiH No: 32/02), Articles 6 paragraph (1), 7 paragraph (2) and 11 paragraph (3) of the Bosnia and Herzegovina Aviation Law (Official Gazette of BiH, No: 2/04), Director General of the Bosnia and Herzegovina Directorate of Civil Aviation hereby issues the following

RULEBOOK ON DUTY TIME AND FLIGHT TIME LIMITATIONS

PART ONE - GENERAL PROVISIONS

Article 1

(Subject)

- (1) This Rulebook defines the duty time, flight time, number of take-off and landings within the duty time and daily rest time of crew member of civil aircraft (hereinafter: crew member).
- (2) This Rulebook implements Directive 2000/79/EC of the Council of Europe implementing European Agreement on the Organisation of Working Time of Mobile Workers in Civil Aviation.

Article 2

(Applicability)

- (1) Provisions of this Rulebook shall apply to operations of aircraft entered into Aircraft Register of Bosnia and Herzegovina or in case of aircraft lease of aircraft entered into foreign register used for the purpose of:
 - a) commercial air transport of passengers or goods;
 - b) aerial works;
 - c) flight training.
- (2) Crew members and operator shall comply with provisions of this Rulebook when operations conducted by aircraft entered into Aircraft Register of Bosnia and Herzegovina unless its consequence would be violation of regulations of the country in which operations are conducted.

Article 3

(Objective)

- (1) The objective of this Rulebook is to ensure protection of crew members' health and to avoid possibility of fatigue during performance of duties aboard an aircraft to the degree that endangers safety.
- (2) Air carrier, organisation for provision of aerial services or flight training organisation may prescribe more favourable requirements than those prescribed by provisions of this Rulebook.

Article 4

(Terms)

For the purpose of this Rulebook, the following terms mean:

- a) **Commercial air transport:** an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire
- b) **Aerial works:** An aircraft operation in which an aircraft is used for specialized services such as ejecting of chemicals from air, surveying, observation, constructing by use of aircraft, aerial advertisement, causing of aerial turbulence, emergency services, glider towing, air shows and dropping of parachutists;

- c) **Operator:** natural person, organisation or enterprise engaged, or offering to engage, in an aircraft operation;
- d) **Crew member:** person employed aboard a civil aircraft by the operator and assigned to specific duty aboard an aircraft;
- e) **Flight crew member:** a person with a licence charged with duties essential to the operation of an aircraft during a flight duty period;
- f) **Cabin crew member;** a person with licence/authorization, who is assigned by an operator or pilot-in-command to perform duties related to the safety of passengers;
- g) **Day:** a period commencing at 00:00 local time period to 24:00 local time at home airport
- h) **Day off:** time used by crew member for leisure and relaxation. A single day off shall include 2 local nights. Consecutive days off shall include a further local night for each additional consecutive day off. Rest period may be included in a day off;
- i) **Duty;** continuous period in which a flight crew member performs flight or non-flight related task relating to operations of aircraft operator;
- j) **Duty period:** a period which starts when a crew member is required by an operator to report for duty and ends when that crew member is free of all duties;
- k) **Flight time:** the total time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the platform. (*'block-time' or 'chock to chock' time*)
- l) **Sector:** flight consisting of take-off, departure, en-route flight not shorter than 15 minutes, approach and landing;
- m) **Flight duty period:** a period that commences when a crew member starts his/her duties before the flight, or several consecutive flights until the moment the crew member is relieved of all duties after the end of the flight/s;
- n) **Home airport:** place where the operator is not responsible for the accommodation of the crew member;
- o) **Late finish:** a duty period finishing in the period between 00:00 and 01:59 local time;
- p) **Early start:** a duty period starting in the period between 05:00 and 06:59 local time;
- q) **Night duty:** period encroaching any portion of the period between 02:00 and 04:59 local time;
- r) **Local night:** a period of 8 hours falling between 22:00 and 08:00 local time;
- s) **Positioning:** the transferring of a non-operating crew member from one place to another, at the behest of the operator;
- t) **Reporting time:** the time at which a crew member is required by an operator to report for any duty.
- u) **Daily rest period:** period of time before starting a flying duty period which is designed to give crew members adequate opportunity to rest before a flight;

v) **Split duty:** A flying duty period which consists of two or more sectors, separated by less than a minimum rest period;

w) **Standby:** period of time during which a crew member is required by the operator to be available to report to duty;

x) **Suitable accommodation:** A well furnished bedroom which is subject to minimum noise, is well ventilated, and has the facility to control the levels of light and temperature;

y) **Travelling:** All time spent by a crew member transiting between the place of rest, and the place of reporting for duty.

Article 5

(Annual leave)

(1) A crew member shall have paid annual leave of at least four working weeks in accordance with current legislation.

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

Article 6

(Medical examination and health protection)

(1) A crew member is entitled to a free health assessment before his/her assignment and thereafter at regular intervals.

(2) Results of health assessment shall be confidential.

(3) A crew member suffering from health problems recognised as being connected with the fact that he/she also works at night will be transferred whenever possible to mobile or non-mobile day work to which he/she is suited.

(4) A crew member shall have health protection appropriate to the nature of his/her work.

(5) Medical protection services shall be available at all times.

Article 7

(Shift work)

(1) When planning shift work, the operator shall comply with general principles of work adjustment.

(2) Information on schedule of shift work of crew members shall be submitted to the Directorate of Civil Aviation of Bosnia and Herzegovina (hereinafter: BHDCA)

Article 8

(Flight and duty time limitations)

Maximum annual duty time limitation, including standby, is 1800 hours, and 900 hours of flight time.

Article 9

(Days off)

A crew member shall have days off free from all duty and standby and shall be in advance notified about them as follows:

a) A minimum of seven days off which may include required rest periods within each calendar month in accordance with this Rulebook;

b) At least 96 days off within each calendar year, which may include required rest periods in accordance with this Rulebook.

Article 10

(Responsibilities of operator and aircraft crew member)

(1) Aircraft operator shall:

a) ensure that regulations defining duty periods and flight time be an integral part of the Operational Manual;

b) ensure that limitations of duty periods, flight time and rest periods be implemented in accordance with provisions of this Rulebook;

c) prepare and publish flight plan in advance enabling a crew member to be timely notified on duty and rest periods;

d) determine home airport for each crew member.

(2) A crew member must not start a flight and operator must not require him/her to fly if it is for justifiable reasons believed that the crew member is exhausted and that such fatigue may endanger safety of aircraft or passengers.

(3) A crew member must not start a flight contrary to regulations on maximum allowed duty and flight time.

(4) A crew member who works independently or irregularly for an operator shall maintain his/her individual records regarding flight and duty times for at least 28 days preceding the flight.

Article 11

(Flight simulator flying)

(1) Flight simulator training, either for the purpose of flight check or for training of aircraft commander or instructor shall be counted as working time.

(2) Paragraph (1) of this Article shall not be applied to a member of cabin crew.

PART TWO - LIMITATIONS OF DUTY AND FLIGHT TIME FOR COMMERCIAL AIR TRANSPORT

Article 12

(Flight time limitations)

(1) Maximum hours of flight time within one working day for an airplane with two crew members is:

Local time at start	Sector				
	1-4	5	6	7	8 and more
06:00-06:59	11	10	9.5	9	9
07:00-12:59	12	11	10.5	10	9.5

13:00-17:59	11	10	9.5	9	9
18:00-21:59	10	9	9	9	9
22:00-05:59	9	9	9	9	9

(2) Maximum hours of flight time within one working day for an airplane with one crew member is:

Local time at start	Sector				
	1-4	5	6	7	8 and more
06:00-06:59	10	9	8.5	8	8
07:00-12:59	11	10	9.5	8.5	8
13:00-17:59	10	9	8.5	8	8
18:00-21:59	9	8	8	8	8
22:00-05:59	8	8	8	8	8

(3) Maximum hours of flight time within one working day for a helicopter crew is:

Local time at start	One member of flight crew		two members of flight crew	
	Period of flight time	Flight time	Period of flight time	Flight time
06:00-06:59	9	6	10	7
07:00-07:59	10	7	11	8
08:00-13:59	10	7	12	8
14:00-21:59	9	6	10	7
22:00-05:59	8	5	9	6

(4) Maximum hours of flight time for a helicopter crew within the period of:

- a) three consecutive working days is 18 hours;
- b) seven consecutive working days is 30 hours;
- c) three consecutive periods of 28 days is 240 hours.

Article 13

(Additional helicopter flight time limitations)

- (1) Flight crew flying short sectors, that are not repeated (sightseeing flights) with average of 10 or more landings per hour, shall have a 30 minute rest break outside the helicopter within the period of three hours of flight.
- (2) When helicopter is used for more complex tasks (lifting or transport of external load), the operator shall determine a maximum flight time which may not exceed limitations under paragraph (1) of this Article.

Article 14

(Time for flight planning)

- (1) Before the first flight of the day at least 45 minutes shall be ensured for flight planning tasks.
- (2) Aircraft commander may also, depending on the complexity of the planned flight, require longer flight planning time.

Article 15

(Time for after flight duties)

At least 30 minutes shall be ensured for post- flight tasks or as much time as actually spent for those tasks if it is more than 30 minutes.

Article 16

(Late finish and early start)

- (1) An aircraft crew member shall not work more than three times consecutively within the period from 01:00 to 06:59 local time.
- (2) A crew member may start duty early within five consecutive days under the following conditions:
 - a) minimum rest period before the start of duty shall be 24 hours
 - b) duty period shall not be longer than nine hours irrespective of number of flight sectors.
- (3) After five working days a crew member shall have at least 63 hours rest period free of all duties.

Article 17

(Mixed tasks)

When a crew member performs tasks on behalf of the operator (managing, ground tasks, scheduling, standby, etc.) before reporting for duty, time spent on those tasks shall be included in the following flight duty period.

Article 18

(Positioning)

- (1) All time spent positioning on behalf of the operator shall count as duty time.
- (2) Working time or flight duty period starts at the moment when a crew member reports for positioning.

Article 19

(Travelling time)

- (1) Travelling time, except for positioning time, shall not be counted as working time.
- (2) When a crew member is required to report to the airport which is not his/her home airport, time spent travelling longer than regular travelling from accommodation to home airport shall be counted as positioning time.

Article 20

(Standby time)

- (1) Standby time spent by a crew member at the home airport, when he/she is ready to start the flight immediately, counts as full duty time for the day and cumulatively.
- (2) When standby is either at home or in a suitable accommodation provided by the operator, standby time shall count as half of duty time.
- (3) Maximum standby time for any duty shall not be longer than 12 hours, which shall be followed by a rest period of at least 12 hours.
- (4) When a crew member is required to start a flight, total allowed flight time, which starts when the crew member reports for flight, shall be reduced by half of the standby time spent before reporting for the flight.
- (5) When a crew member is invited for duty in the course of the standby period, he/she shall report for duty within the specified period.
- (6) Standby period ends when the crew member reports for duty.

Article 21

(Extension of flight time by double crew)

- (1) When transporting an additional crew member with the intention of replacement in the course of the flight, additional crew member shall have same or higher ratings than those possessed by crew members that are going to be replaced.
- (2) A resting crew member shall have a comfortable reclining seat, separated and screened from the cockpit and from passengers if possible.
- (3) Total rest period shorter than three hours does not allow for extension of flight time.
- (4) When the rest period is three hours or more, flight time may be extended for the period that equals half of the total rest period under the condition that the flight time shall not be longer than 15 hours for flight crew and 16 hours for cabin crew and other crew members.

Article 22

(Extension of flight time due to split duty time)

- (1) When the flight duty time consists of two or more sectors separated by rest period, flight duty time may be extended in the following way:

Consecutive rest hours	Maximum extension of flight duty time
Less than 3 hours	No extension
3 - 10 hours	Half of consecutive rest hours

- (2) Rest period does not include time provided for pre-flight and post-flight duties.
- (3) Chock-to-chock time (block-time) shall be at least three and half hours.
- (4) When the rest period is six hours or less, resting place shall be quiet and unavailable to public.
- (5) When the rest period is longer than six hours, suitable accommodation shall be provided.

Article 23

(Extension of flight duty period)

- (1) Aircraft commander may, at his own discretion and after consulting other crew members, extend flight duty period more than allowed.
- (2) Maximum extension time may be two hours except in emergencies.
- (3) Emergency is a situation which, according to the aircraft commander, represents serious health or safety threat to crew members and passengers or endangers lives of others.
- (4) Rest period after the extension of flight duty period shall be as long as total duty time, including extension.

PART THREE - REST PERIOD

Article 24

(Notification of flight duty period)

Operator shall in a timely manner notify crew members of the planned flight time, providing for uninterrupted daily rest period prior to flight.

Article 25

(Operations away from home airport)

When crew members are away from home airport, operator shall ensure suitable accommodation for rest period.

Article 26

(Minimum daily rest period)

Time spent between reporting for duty and finishing of duty after the flight shall determine the length of the following rest period, which shall be at least as total working time or 12 hours, whichever is greater.

Article 27

(Reduced daily rest)

Aircraft commander may, at his own discretion and after consulting other crew members, reduce rest period if each crew member is provided with suitable rest accommodation of at least 10 hours.

Article 28

(Days off)

- (1) Planned rest period following the duty time may be included as part of the day off.
- (2) A crew member:

- a) shall not work more than seven consecutive working days;
- b) shall have two consecutive days off following seven consecutive working days;
- c) shall have at least eight days off within 28 consecutive days.

Article 29

(Place for spending days off)

Whenever possible and whenever a crew member requires it, days off should be planned in home environment near home airport.

Article 30

(Duty away from home airport)

- (1) When a crew member is on duty away from home airport, the operator may require that the number of consecutive working days be longer than specified under Article 27, paragraph (2) of this Rulebook.
- (2) When the number of working days is 14 or more, number of days off shall be equal to number of working days.
- (3) BHDCA approval and rooster proposal showing the possibility of avoidance of short-term temporary and cumulative fatigue are required for duty of more than seven consecutive working days without planned rest day.

Article 31

(Flight time limitations)

A crew member shall not conduct duties aboard the aircraft if at the start sum of total previous flight time within the period of:

- a) 28 consecutive days, expiring on the day of flight, is over 85 hours;
- b) 12 consecutive months, expiring at the end of the previous month, is over 900 hours.

Article 32

(Duty time limitations)

Maximum cumulative duty time for flight crew shall not be longer than:

- a) 55 hours within seven consecutive days;
- b) 90 hours within 14 consecutive days;
- c) 180 hours within 28 consecutive days.

Article 33

(Non-flying duties)

- (1) When a crew member is not planned for flight duty or standby within 28 consecutive days, duty hours spent on any other duty shall be added to total number of cumulative duty hours.
- (2) Supposing that a crew member will return to standby or flight duties, actual duty hours within 28 day shall be recorded.
- (3) The operator shall comply with regulations related to duty time limitations.

Article 34

(Counting of cumulative duty time hours)

Duty hours shall be added to total cumulative number of hours in the following manner:

- a) duty time and flight time as well as post-flight tasks, standby time at airport, whole positioning time shall be counted;
- b) standby time at home or at suitable accommodation provided by operator shall be counted as half duty time.

Article 35

(Limitations for other crew members)

- (1) Flight time for other crew members may be one hour longer than prescribed for flight crew members.
- (2) Minimum rest period may be one hour shorter than allowed for flight crew members, with minimum of 10 hours in suitable accommodation.
- (3) Maximum duty numbers shall not exceed:
 - a) 60 hours within seven consecutive days;
 - b) 100 hours within 14 consecutive days;
 - c) 190 hours within 28 consecutive days.

PART FOUR - DUTY AND FLIGHT TIME LIMITATIONS FOR AERIAL WORKS

Article 36

(Flight time limitations)

- (1) Flight duty period shall not be over 10 hours for aircraft with one crew member within one local day.
- (2) For the purpose of aircraft positioning, duty flight period may be two hours longer for airplanes and one hour longer for helicopters than prescribed by paragraph (1) of this Article.

Article 37

(Flight time limitations)

- (1) Flight duty period shall not be over seven hours for airplane and six hours for helicopter with one crew member within one local day.
- (2) For the purpose of aircraft positioning, duty flight period may be two hours longer for airplane and one hour longer for helicopter than prescribed by paragraph (1) of this Article.
- (3) A pilot may spend three consecutive hours at aircraft commands without rest period.
- (4) During flight duty period the pilot shall have the following rest period:

Flight duty period	Rest period
Up to 3 hours	At least 30 minutes
Up to 6 hours	At least 60 minutes
From 6 to 8 hours	At least 90 minutes
Over 8 hours	At least 120 minutes

Article 38

- (2) A crew member may during single shift working hours perform no more than 45 take-offs or 60 take-offs during two-shift working hours.
- (3) Daily rest of a crew member shall be no less than 12 consecutive hours.
- (4) Total flight time during seven consecutive days shall not be over 28 hours, and not over 85 hours during 30 consecutive days, or 900 hours during 12 consecutive months.
- (5) Duty time shall not be over 1800 hours during 12 consecutive months.

Article 39

(Search and rescue)

- (1) Flight duty period of a crew member conducting search and rescue services shall not be over six hours during a local day, and duty time shall not be over 12 hours.
- (2) Daily rest of a crew member shall be no less than 12 consecutive hours.
- (3) Total flight time during seven consecutive days shall not be over 28 hours, and not over 85 hours during 30 consecutive days, or 900 hours during 12 consecutive months.
- (4) Duty time shall not be over 1800 hours during 12 consecutive months.

PART FIVE - DUTY AND FLIGHT TIME LIMITATIONS DURING TRAINING

Article 40

(Duty and flight time limitations)

- (1) Total flight time for instructor conducting flight training shall not be over eight hours and duty time shall not be over 12 hours.
- (2) Flight instructor shall have no more than 40 take-offs when conducting flight training, and when training commercial pilots no more than 15 take-offs.
- (3) Daily rest shall be no less than 12 consecutive hours.
- (4) Total flight time shall not be over 85 hours during 30 consecutive days, or 900 hours during 12 consecutive months.
- (5) Duty time shall not be over 1800 hours during 12 consecutive months.

PART SIX - FLIGHT TIME RECORDS AND REPORTS

Article 41

(Flight time records)

- 1) Operator shall maintain complete and detailed records on duty time, flight time, daily rest periods and days off for each crew member.
- (2) The records shall be kept for the period of 15 months prior to last entry of relevant data.
- (3) Records on each crew member shall consist of:
 - a) start, end and total period of duty time;
 - b) total flight time;
 - c) duty conducted during that period;

- d) length of rest period prior to the start of the flight time;
- e) standby period;
- f) number of days off, with specified dates;
- g) total duty time during seven consecutive days.

(4) Records on each crew member shall consist of:

- a) daily flight time;
- b) flight time in seven consecutive working days;
- c) total flight time in 28 consecutive days;
- d) total annual flight time.

(5) The operator shall keep reports of aircraft commander concerning extension of flight time period, extension of flight time and reducing of rest period for six months for each such case.

Article 42

(Reporting to BHDCA)

- (1) Operator shall report to BHDCA within the period of 14 days when allowed flight time was extended for over two hours, or the rest period was reduced due to the decision of aircraft commander.
- (2) Together with the report under paragraph (1) of this Article the aircraft commander shall submit the justification for such decision.

PART SEVEN- FINAL PROVISIONS

Article 43

(Repeals)

The following regulation shall cease to have effect by virtue of the entry into force of this Rulebook: The Rulebook on duty and flight time, number of take-offs and landings within the duty time and length of daily rest periods of aircraft crew (Official Gazette of SFRJ, No: 65/80).

Article 44

(Entry into force)

This Rulebook shall come into force on the eighth day following its publication in the 'Official Gazette of BiH'.

No: 02-292.4-230-1/07
12 March 2007
Sarajevo

Director General
Djordje Ratkovica