

NAMIBIAN DIRECTORATE OF CIVIL AVIATION

Ministry Of Works And Transport
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Ausspanplatz, Windhoek, Namibia



Instructions for Use:

1. Check *OK* column if you determine the document or individual item conforms.
2. Check *Finding* column if you determine that the document or individual line item does not conform (put a marker tab in the manual with a short note opposite the non-conforming item).
3. Check *N/A* column if it is not applicable or you do not have adequate information to make a valid comment.
4. Check *N/C* if the item was not checked. Reasons should be given in remarks column.
5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors may also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Attach to this checklist.
7. For further guidance refer to the relevant volume and sections of the Inspector Handbook.

CREW FLIGHT DUTY AND REST RECORDS			
FSS-OPS-FORM 048/11			
Activity Tracking Reference	Inspector's Name(s)	Date of Inspection	Date of last Inspection
Name of Operator	Contact Person and Phone No.	Location	

S/N	Item	Response
	PRE-AUDIT	
1.	Does the air operator have a system described in the company operations manual detailing the flight duty time and rest periods of each flight crew member?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
2.	Are procedures for notifying the company of flight duty time extensions resulting from unforeseen operational circumstances specified in the Company Operations Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
3.	Are procedures to ensure that flight crew members on home reserve or standby comply with the standards specified in the Company Operations Manual.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
	Remarks:	

	FLIGHT TIME LIMITATIONS	
4.	Does the operator keep records for each crew member of the start, duration and end of each flight duty period and duty period?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
5.	For each crew member the rest periods?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
6.	For each flight crew member daily, weekly and 28 day flight time?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
7.	Are the records kept for a minimum of 12 calendar months from the date of the last relevant entry?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
8.	Do all flight crew member flight times fall within the operator's limits and the following maximum total flight times? <ul style="list-style-type: none"> • 1,000 hours in any consecutive 365 days • 300 hours in any 90 consecutive days • 100 hours in any 30 consecutive days • 60 hours in any 7 consecutive days • single pilot IFR-8 hours in any consecutive 24 hours 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
9.	Helicopter flight time <ul style="list-style-type: none"> • 120 hours in any consecutive 30 days • 150 hours in any 30 consecutive days for two pilot helicopters • 1200 hours in any consecutive 365 days 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
	Remarks:	
	FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS	
10.	Do any flight crew member flight duty times exceed 14 consecutive hours within one duty period for acclimatised crew and 13 hours for non-acclimatised crew?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
11.	Are the operators recorded flight duty times within the NAMCATS duty period tables and the operator's duty period scheme?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
12.	Has the air operator provided flight crew members with the minimum rest period? i.e., not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
13.	Split duty day <i>flight duty time may be extended by one-half the length of the rest period to a maximum of three hours</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>

	<ul style="list-style-type: none"> • Did the operator provide the flight crew member with advance notice of the extension? • Was a minimum of 4 consecutive hours of uninterrupted rest provided in suitable accommodations? • Was the subsequent minimum rest period increased by an amount at least equal to the extension of flight duty time? 	
	Remarks:	
	FDP Extension	
14.	Any event recorded of Flight Duty Period extension by PIC does not exceed 3 hours of the permitted time.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
15.	Were FDP was extended by more than 2 hours was a report made by both the PIC and the operator to the Director within 30 days? Are the reports kept?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
16.	Where the the maximum flight duty time was extended for a split flight duty assignment were the following conditions met? <ul style="list-style-type: none"> • Extended period did not exceed half of the consecutive hours of rest taken; • Consecutive hours of rest were between 3 to 10 hours; • Where the rest period was more than 6 consecutive hours a bed was provided. • 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
17.	Were the following Duty Period limits exceeded? Standby duty – maximum 12 hours in a 24 hour period Standby plus FDP – 20 hours	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
18.	Do the duty hours take into account the added cumulative totals as required by the applicable NAMCATS and operator regulations.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
	Remarks:	
	TIME FREE FROM DUTY	
19.	Were the following requirements met in the recorded flight crew members rest periods?: <ul style="list-style-type: none"> • not work more than seven consecutive days between days 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>

	<p>off; and</p> <ul style="list-style-type: none"> • have two consecutive days off in any consecutive fourteen days; and • have a minimum of six days off in any consecutive four weeks at the home base; and • have an average of at least eight days off in each consecutive four week period, averaged over three such periods. <p><i>Time free from duty is time where the crew member is not engaged in ANY activities related to the company including training, meetings, ground school, repositioning, or the carriage of a pager or reserve duty</i></p>	
20.	Was each duty period, including flight watch and home reserve, preceded by a rest period of at least as long as the preceding duty period, or 12 consecutive hours whichever is the greater?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
21.	Where the PIC reduced a rest period, was the rest period at least 10 hours at the accommodation where the rest was taken?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
22.	Did the PIC make a report made to the operator, and where the reduction exceeded 1 hour, to the Director within 14 days?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> N/C <input type="checkbox"/>
	Remarks:	

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE:

DATE: