



NIGERIA CIVIL AVIATION AUTHORITY
CORPORATE HEADQUARTERS
 Nnamdi Azikiwe International Airport
 Domestic Wing, Abuja, Nigeria

CL: O-OPS 018 CREW FLIGHT DUTY AND REST RECORDS

Record ID:	Inspector	Type of Operation	Activity Number – Checklist
Date Accomplished:	# Issues	Operator #	Tracking #
Location:		Company Official	

Instructions for Use:

1. Check **`S`** column if you reviewed the record, procedure or event and it is **`Satisfactory`**.
2. Check **`U`** column if you reviewed the record, procedure or event and it is **`Unsatisfactory`**.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA (not applicable)** column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number

	Flight and Duty Times for the preceding 12 Months, showing the following up-to-date totals:	S	U	NS	NA
1.	7 days				
2.	30 days				
3.	365 days				
	Current flight crew rosters	S	U	NS	NA
4.	3 months				
	Flight Time Limitations	S	U	NS	NA
	Definitions, Calculations and Administration of:				
5.	Flying duty period				
6.	Split duty				
7.	Positioning				
8.	Standby duty				
9.	Rest period				
10.	Day off				
11.	Local day				
12.	Local night				
13.	Requirement of scheme to regulate flight times				
14.	Maximum duty period — two pilot crew — aeroplane				
15.	Maximum duty period — single pilot crew — aeroplane				
16.	Maximum duty period — two pilot crew — helicopter				
17.	Maximum duty period — single pilot crew — helicopter				
	Particular Cases:				
18.	Extension of duty period by inflight relief				
19.	Split duty				
20.	Positioning (deadheading)				
21.	Standby duty				
22.	Traveling time				
23.	Pilot-in-command's discretion to extend flying duty period				
24.	Minimum rest periods				
	Cumulative duty and flying hours:				
25.	Maximum weekly duty hours				
26.	Maximum monthly duty hours				

27.	Maximum monthly flying hours				
28.	Maximum annual flying hours				
	Duty cycles and time-off duty:				
29.	Normal duty cycle				
30.	Short breaks away from base				
31.	Time off at base				
32.	Records to be maintained for each crew member				
33.	Scheme for regulation of flight times for cabin attendants				
34.	Responsibilities of all crew members				
35.	Does the operator prepare duty rosters sufficiently in advance with planning of recurrent extended recovery rest periods and notification of the crew members well in advance to plan?				
36.	Does the operator proactively manage the subsequent changes in the published rosters and their impact on aircrew under the operator's safety risk management – management of change function?				
37.	Does the operator proactively manage roster changes on the day of operation?				
38.	Does the operator ensure a fair balance between its commercial needs and the capacity of individual crew members to work effectively?				
39.	Does the operator ensure that reporting times take into account the time necessary for the completion of ground duties?				
40.	Does the operator ensure adequate recovery for frequent FDPs, consecutive FDP with different starting times and long duty periods combined with minimum rest periods?				
41.	Does the operator ensure that duties in a duty block maintain an established sleep/work pattern?				
42.	Does the operator ensure that rest periods allow aircrew to recover from transient and cumulative fatigue and be rested prior to undertaking the next FDP?				
43.	Does the operator ensure adequate recovery for frequent FDPs, consecutive FDP with different starting times and long duty periods combined with minimum rest periods?				
44.	Does the operator ensure that realistic times for pre-flight duties, taxiing, sector, and turnaround are taken into account for the purpose of planning FDPs?				
45.	Does the operator assess 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?				
46.	Does the operator's safety risk management processes and management structures in accordance with Nig. CARs Part 19 are used to manage fatigue?				
47.	Does the Operator ensure 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?				
48.	Does the operator ensure a fair balance between its commercial needs and the capacity of individual crew members to work effectively?				
49.	Does the Operator comply with the requirements for assignment, change and recording of home base?				

50.	Does the operator specified reporting times appropriate to each individual operation considering the size and type of aircraft and the reporting airport conditions?				
51.	The reporting times specified by the operator for the cabin crew take into account the length of pre-flight briefing of the cabin crew?				
52.	Operator's defined FDP limits are commensurate to the type(s) of operation and comply with the applicable tables?				
53.	The use of extensions on the maximum daily FDP without in-flight rest meets the applicable requirements?				
54.	The use of extensions on the maximum daily FDP with in-flight rest meets the applicable requirements?				
55.	Operator's procedures for delayed reporting in the case of unforeseen circumstances beyond the operator's control meet the applicable requirements?				
56.	The operator establishment of cumulative flight times (FT) and cumulative duty periods (DP) meets the applicable requirements?				
57.	Operator's procedures for positioning are in compliance with the applicable requirements?				
	SPLIT DUTY	S	U	NS	NA
58.	The operator' procedure for the use of commander's discretion (CD) in the case of unforeseen circumstances beyond the operator's control meets the applicable requirements?				
59.	Are Operator's procedures for split duty in compliance with the applicable requirements. Check if the operator will use a break on the ground for the purpose of extension of the maximum FDP (split duty) during its operations?				
60.	Do the Operator's standby procedures and practices meet the applicable requirements:				
61.	Records of home base, flight times, duty, and rest periods 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?				
	Fatigue Management Training	S	U	NS	NA
62.	Operator's fatigue management training programme meets the applicable requirements?				

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE

Additional comments attached =>