

**ANNEX III. PART - ORO****ORGANIZATION REQUIREMENTS FOR AIR OPERATIONS**

**COMMISSION REGULATION (EU) N° 83/2014** of 29 January 2014 amending CR - EU N° 965/2012 laying down technical requirements and administrative procedures related to Air Operations pursuant to CR - EC N° 216/2008 of the European Parliament and of the Council.

In Annex III to CR - EU N° 965/2012, the following *Subpart FTL* is added .

**COMMISSION REGULATION (EU) N° 2015 / 0140** of 29. 01. 2015

**COMMISSION REGULATION (EU) N° 2015 / 0640** of 23. 04 2015

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**ORO. GEN. 005. Scope**

This Annex establishes requirements to be followed by an Air Operator conducting :

- a)* Commercial Air Transport operations ( CAT ) ;
- b)* Commercial Specialized operations ;
- c)* Non - commercial Operations with complex motor - powered aircraft ;
- d)* Non - commercial Specialized Operations with complex motor - powered aircraft.

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**SUBPART GEN. GENERAL REQUIREMENTS****SECTION I. General****ORO.GEN.105 Competent Authority**

For the purpose of this Annex, the GDCA exercising oversight over operators subject to a certification or declaration obligation or specialized operation authorization shall be for operators having their principal place of business in a Republic of Armenia the authority designated by Republic of Armenia (GDCA of RA).

**ORO.GEN.110. Operator Responsibilities**

- a)* The Operator is responsible for the operation of the aircraft in accordance with Annex IV (Part - CAT), as applicable, the relevant requirements of this Annex and its Air Operator Certificate (*AOC*) or Specialized Operation Authorization (*SPO Authorization*) or declaration;
- b)* Every flight shall be conducted in accordance with the provisions of the Operations Manual;
- c)* The Operator shall establish and maintain a system for exercising operational control over any flight operated under the terms of its Certificate *SPO Authorization* or Declaration;
- d)* The Operator shall ensure that its aircraft are equipped and its crews are qualified as required for the area and type of operation;
- e)* The Operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole;
- f)* The Operator shall establish procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities for all types of operation on the ground and in flight. These procedures shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft. Procedures and instructions for a sterile flight crew compartment shall also be established;
- g)* The Operator shall ensure that all personnel are made aware that they shall comply with the laws, regulations and procedures of in which operations are conducted and that are pertinent to the performance of their duties;
- h)* The Operator shall establish a Checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions to ensure that the operating procedures in the operations manual are followed. The design and utilization of Checklists shall observe human factors principles and take into account the latest relevant documentation from the aircraft manufacturer;
- i)* The Operator shall specify flight planning procedures to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes or operating sites concerned. These procedures shall be included in the Operations Manual;
- j)* The operator shall establish and maintain dangerous goods training programs for personnel as required by the technical instructions which shall be subject to review and approval by the competent authority. Training programs shall be commensurate with the responsibilities of personnel;

**k)** Notwithstanding (*j*), the Operator of a sailplane or a balloon or of flights taking-off and landing at the same aerodrome or operating site, under VFR by Day, with :

- (i) single-engined propeller-driven aeroplanes having a Maximum Certified Take-Off Mass of 5 700 kg or less and a MOPSC of 5 or less ; *or*
- (ii) other than complex motor-powered helicopters, single-engined, with a MOPSC of 5 or less, shall ensure that the flight crew has received an appropriate training or briefing to enable them to recognize undeclared dangerous goods brought on-board by passengers or as cargo.

#### **ORO. GEN. 115. Application for an AOC**

**a)** The application for an Air Operator Certificate or an amendment to an existing certificate shall be made in a form and manner established by the GDCA, taking into account the applicable requirements of this Regulation and its Implementing Rules ;

**b)** Applicants for an initial certificate shall provide the GDCA with documentation demonstrating how they will comply with the requirements established in Air Operations Regulation and its Implementing Rules. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to the GDCA ;

**c)** The Form 4 for air company post holders (*according ORO.AOC.135 (a) requirements*) and any changes requiring prior approval, the Operator shall apply for and obtain an approval issued by the GDCA of RA.

#### **ORO. GEN. 120. Means of Compliance**

**a)** Alternative means of compliance to those adopted by the GDCA may be used by an Operator to establish compliance with Air Operations Regulation and its Implementing Rules ;

**b)** When an Operator subject to certification wishes to use an alternative means of compliance to the Acceptable Means of Compliance (*AMC*) adopted by the EASA to establish compliance with Air Operations Regulation and its Implementing Rules, it shall, prior to implementing it, provide the GDCA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

The Operator may implement these alternative means of compliance subject to prior approval by the GDCA and upon receipt of the notification as prescribed in *ARO.GEN.120 (d)*.

**c)** An Operator required to declare its activity shall notify to the GDCA the list of alternative means of compliance it uses to establish compliance with this Regulation and its Implementing Rules ;

**d)** When an Operator subject to SPO authorization wishes to use alternative means of compliance, it shall comply with (b) whenever such alternative means of compliance affects the Standard Operating Procedures that are part of the authorization and with (c) for the declared part of its organization and operation.

#### **ORO. GEN. 125. Terms of Approval and Privileges of an AOC Holder**

A certified Operator shall comply with the scope and privileges defined in the Operations Specifications attached to the Operator's Certificate.

**ORO. GEN. 130. Changes Related to an AOC Holder**

**a)** Any change affecting :

- 1) the scope of the certificate or the operations specifications of an Operator ; *or*
- 2) any of the elements of the operator's management system as required in *ORO. GEN. 200 (a) (1) and (a) (2)*, shall require prior approval by the GDCA.

**b)** For any changes requiring prior approval in accordance with Air Operations Regulation and its Implementing Rules, the Operator shall apply for and obtain an approval issued by the GDCA. The application shall be submitted before any such change takes place, in order to enable the GDCA to determine continued compliance with this Regulation and its Implementing Rules and to amend, if necessary, the operator certificate and related terms of approval attached to it.

The Operator shall provide the GDCA with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the GDCA in accordance with *ARO. GEN. 330*.

The Operator shall operate under the conditions prescribed by the GDCA during such changes, as applicable ;

**c)** All changes not requiring prior approval shall be managed and notified to the GDCA as defined in the procedure approved by the GDCA in accordance with *ARO. GEN. 310 (c)*.

**ORO. GEN. 135. Continued Validity of an AOC**

**a)** the Operator's certificate shall remain valid subject to :

1) the Operator remaining in compliance with the relevant requirements of this Regulation and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under *ORO. GEN. 150* ;

2) The GDCA being granted access to the Operator as defined in *ORO. GEN. 140* to determine continued compliance with the relevant requirements of current Regulation and its Implementing Rules ; *and*

3) The certificate not being surrendered or revoked.

**b)** upon revocation or surrender the certificate shall be returned to the GDCA without delay.

**ORO. GEN. 140. Access**

**a)** For the purpose of determining compliance with the relevant requirements of Air Operations Regulation and its Implementing Rules, the Operator shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, SPO Authorization or Declaration, whether it is contracted or not, to any person authorized by one of the following authorities :

1) The GDCA defined in *ORO. GEN. 105* ;

2) The authority acting under the provisions of *ARO. GEN. 300 (d)*, *ARO. GEN. 300 (e)* or *ARO. RAMP*.

**b)** Access to the aircraft mentioned under (a) in the case of CAT shall include the possibility to enter and remain in the aircraft during flight operations unless otherwise decided by the Commander for the flight crew compartment in accordance with *CAT. GEN. MPA. 135* in the interest of safety.

**ORO. GEN. 150. Findings**

After receipt of notification of findings, the operator shall :

- a)* identify the root cause of the non-compliance ;
- b)* define a corrective action plan ; *and*
- c)* Demonstrate corrective action implementation to the satisfaction of the GDCA within a period agreed with GDCA that as defined in *ARO.GEN.350 (d)*.

**ORO. GEN. 155. Immediate reaction to a Safety Problem**

The Operator shall implement :

- a)* any safety measures mandated by the GDCA in accordance with *ARO.GEN.135(c)* ; *and*
- b)* any relevant mandatory safety information issued by the EASA, including airworthiness directives.

**ORO. GEN. 160. Occurrence Reporting**

*a)* The Operator shall report to the GDCA, and to any other organization required by the State of the operator to be informed, any Accident, serious Incident and occurrence as defined in Regulation ;

*b)* Without prejudice to point (*a*) the Operator shall report to the GDCA and to the organization responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations or occurrence that would highlight inaccurate, incomplete or ambiguous information contained in the operational suitability data established in accordance with CR - EU N<sup>o</sup> 748 / 2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident ;

*c)* Without prejudice to Regulation , the reports referred in paragraphs (*a*) and (*b*) shall be made in a form and manner established by the GDCA and contain all pertinent information about the condition known to the Operator ;

*d)* Reports shall be made as soon as practicable, but in any case within *72 hours* of the Operator identifying the condition to which the report relates, unless exceptional circumstances prevent this ;

*e)* Where relevant, the Operator shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the GDCA

## SECTION II. Management

### ORO. GEN. 200 Management System

- a)* the Operator shall establish, implement and maintain a management system that includes :
- 1) clearly defined lines of responsibility and accountability throughout the Operator, including a direct safety accountability of the Accountable Manager ;
  - 2) a description of the overall philosophies and principles of the Operator with regard to safety, referred to as the safety policy ;
  - 3) the identification of aviation safety hazards entailed by the activities of the Operator, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness ;
  - 4) maintaining personnel trained and competent to perform their tasks ;
  - 5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation ;
  - 6) a function to monitor compliance of the Operator with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the Accountable Manager to ensure effective implementation of corrective actions as necessary ; *and*
  - 7) any additional requirements that are prescribed in the relevant Subparts of this Annex or other applicable Annexes.
- b)* The management system shall correspond to the size of the Operator and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

### ORO. GEN. 205 Contracted Activities

- a)* The Operator shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements ;
- b)* When the certified Operator or the SPO Authorization Holder contracts any part of its activity to an organization that is not itself certified or authorized in accordance with this Part to carry out such activity, the contracted organization shall work under the approval of the Operator. The contracting organization shall ensure that the Competent Authority is given access to the contracted organization, to determine continued compliance with the applicable requirements.

### ORO. GEN. 210 Personnel Requirements

- a)* the Operator shall appoint an Accountable Manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The Accountable Manager shall be responsible for establishing and maintaining an effective management system ;
- b)* a person or group of persons shall be nominated by the Operator, with the responsibility of ensuring that the Operator remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the Accountable Manager ;

- c)* the Operator shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements ;
- d)* the Operator shall maintain appropriate experience, qualification and training records to show compliance with point (*c*) ;
- e)* the Operator shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

#### **ORO. GEN. 215 Facility Requirements**

The Operator shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.

#### **ORO. GEN. 220 Record - Keeping**

- a)* the Operator shall establish a system of record - keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in *ORO. GEN. 200* ;
- b)* the format of the records shall be specified in the operator's procedures ;
- c)* records shall be stored in a manner that ensures protection from damage, alteration and theft.

**SUBPART AOC. AIR OPERATOR CERTIFICATION****ORO. AOC. 100. Application for an Air Operator Certificate**

- a) Without prejudice to this Regulation, prior to commencing Commercial Air Transport Operations, the Operator shall apply for and obtain an Air Operator Certificate (*AOC*) issued by the GDCA of RA ;
- b) The Operator shall provide the following information to the GDCA :
- 1) the official name and business name, address, and mailing address of the applicant ;
  - 2) a description of the proposed operation, including the type(s), and number of aircraft to be operated ;
  - 3) a description of the management system, including organizational structure ;
  - 4) the name of the Accountable Manager ;
  - 5) the names of the nominated persons required by ORO. AOC. 135 ( a ) together with their qualifications and experience ;
  - 6) a copy of the Operations Manual required by ORO. MLR. 100 ;
  - 7) a statement that all the documentation sent to the GDCA have been verified by the applicant and found in compliance with the applicable requirements.
- c) Applicants shall demonstrate to the GDCA that :
- 1) they comply with all the requirements of Annex IV to CR - EU N<sup>o</sup> 216 / 2008, this Annex III Part - ORO, Annex IV Part - CAT, and Annex V Part - SPA to this Regulation and Annex I Part - 26 to CR - EU N<sup>o</sup> 2015 / 640 ;
  - 2) all aircraft operated have a certificate of airworthiness ( CofA ) in accordance with CR - EU No 748 / 2012 or are Dry Leased - In in accordance with ORO. AOC. 110 ( d ) ; *and*
  - 3) its organization and management are suitable and properly matched to the scale and scope of the operation.

**ORO. AOC. 105. Operations Specifications and Privileges of an AOC Holder**

The privileges of the Operator, including those granted in accordance with Annex V ( Part - SPA ), shall be specified in the Operations Specifications of the Certificate.

**ORO. AOC. 110. Leasing Agreement*****Any Lease - in***

- a) Without prejudice to Regulation, any lease agreement concerning aircraft used by an Operator certified in accordance with this Part - ORO shall be subject to prior approval by the GDCA of RA ;
- b) The Operator certified in accordance with this Part *shall not Lease - In* aircraft included in the list of operators subject to operational restrictions, registered in a State of which all operators under its oversight are subject to an operating ban or from an operator that is subject to an operating ban pursuant to CR - EC N<sup>o</sup> 2111 / 2005 ;

***Wet Lease - in***

- c) The applicant for the approval of the *Wet Lease - In* of an aircraft of a third country operator shall demonstrate to the GDCA that :

- 1) the third country operator holds a valid AOC issued in accordance with ICAO Annex 6 ;
- 2) The safety standards of the third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by CR - EC N° 2042 / 2003 and this Regulation ; *and*
- 3) the aircraft has a standard CofA issued in accordance with ICAO Annex 8.

***Dry Lease - in***

**d)** An applicant for the approval of the Dry Lease - In of an aircraft registered in a third country shall demonstrate to the GDCA that :

- 1) an operational need has been identified that cannot be satisfied through leasing an aircraft registered in the RA ;
- 2) the duration of the Dry Lease - In does not exceed 7 (*seven*) months in any 12 consecutive month period ;
- 3) compliance with the applicable requirements of CR - EC N° 1321 / 2014 is ensured ; *and*
- 4) the aircraft is equipped in accordance with the ARM - AIR OPS regulations.

***Dry Lease - out***

**e)** The Operator certified in accordance with this Part intending to Dry Lease - out one of its aircraft shall apply for prior approval by the GDCA. The application shall be accompanied by copies of the intended lease agreement or description of the lease provisions, except financial arrangements, and all other relevant documentation.

***Wet Lease - out***

**f)** Prior to the Wet Lease - out of an aircraft, the Operator certified in accordance with this Part shall notify the GDCA of RA.

**ORO. AOC. 115. Code - Share Agreements**

**a)** Without prejudice to applicable RA safety requirements for third country operators and aircraft, an operator certified in accordance with this Part shall enter into a code-share agreement with a third country operator only after :

- 1) having verified that the third country operator complies with the applicable ICAO standards ; *and*
- 2) having provided the GDCA with documented information enabling such authority to comply with *ARO. OPS. 105*.

**b)** When implementing the Code - Share agreement the Operator shall monitor and regularly assess the ongoing compliance of the third country operator with the applicable ICAO standards ;

**c)** The operator certified in accordance with this Part shall not sell and issue tickets for a flight operated by a third country operator when the third country operator is subject to an operating ban pursuant to CR - EC No 2111 / 2005 or is failing to maintain compliance with the applicable ICAO standards.



**ORO. AOC. 120. Approvals to provide Cabin Crew Training and to issue Cabin Crew Attestations**

*a)* When intending to provide the training course required in Annex V ( Part - CC ) to ARM - Air Crew Regulation, the Operator shall apply for and obtain an approval issued by the GDCA of RA. For this purpose, the applicant shall demonstrate compliance with the requirements for the conduct and content of training course established in *CC. TRA. 215* and *CC. TRA. 220* of that Annex and shall provide the GDCA with :

- 1) the date of intended commencement of activity ;
- 2) the personal details and qualifications of the instructors as relevant to the training elements to be covered ;
- 3) the name(s) and address(es) of the training site(s) at which the training is to be conducted ;
- 4) a description of the facilities, training methods, manuals and representative devices to be used ; *and*
- 5) the syllabi and associated programs for the training course.

*b)* If a GDCA decides, in accordance with *ARA. CC. 200* of Annex VI ( Part - ARA ) to ARM - Air Crew Regulation, that Operators may be approved to issue cabin crew attestations, the applicant shall, in addition to ( a ) :

- 1) demonstrate to the GDCA that :
  - ( i ) the organization has the capability and accountability to perform this task ;
  - ( ii ) the personnel conducting examinations are appropriately qualified and free from conflict of interest ; *and*
- 2) provide the procedures and the specified conditions for :
  - ( i ) conducting the examination required by *CC. TRA. 220* ;
  - ( ii ) issuing cabin crew attestations ; *and*
  - ( iii ) supplying the GDCA with all relevant information and documentation related to the attestations it will issue and their holders, for the purpose of record - keeping, oversight and enforcement actions by that authority.

*c)* The approvals referred to in ( *a* ) and ( *b* ) shall be specified in the Operations Specifications.

**ORO. AOC. 125. Non - Commercial Operations of Aircraft listed in the Operations Specifications by the Holder of an AOC**

*a)* The holder of an AOC may conduct Non - commercial Operations with an aircraft otherwise used for Commercial Air Transport Operations that is listed in the operations specifications of its AOC, provided that the operator :

- 1) Describes such operations in detail in the Operations Manual, including :
  - ( i ) identification of the applicable requirements ;
  - ( ii ) a clear identification of any differences between operating procedures used when conducting Commercial Air Transport and Non - commercial Operations ;
  - ( iii ) a means of ensuring that all personnel involved in the operation are fully familiar with the associated procedures ;
- 2) Submits the identified differences between the operating procedures referred to in ( *a* )( 2 ) to the GDCA for prior approval.

*b)* An AOC Holder conducting operations referred to in ( *a* ) shall not be required to submit a declaration in accordance with this Part.

**ORO. AOC. 130. Flight Data Monitoring — Aeroplanes**

- a)* The Operator shall establish and maintain a Flight Data Monitoring Program, which shall be integrated in its management system, for aeroplanes with a maximum certificated take-off mass of more than 27 000 kg ;
- b)* The Flight Data Monitoring Program shall be non - punitive and contain adequate safeguards to protect the source(s) of the data.

**ORO. AOC. 135. Personnel Requirements**

*a)* In accordance with *ORO. GEN. 210 (b)*, the Operator shall nominate persons responsible for the management and supervision of the following areas :

- 1) Flight Operations ;
- 2) Crew Training ;
- 3) Ground Operations ; *and*
- 4) Continuing Airworthiness in accordance with CR - EC N° 2042 / 2003.

*b)* Adequacy and Competency of Personnel :

- 1) the operator shall employ sufficient personnel for the planned ground and flight operations ;
- 2) all personnel assigned to, or directly involved in, ground and flight operations shall :
  - (i) be properly trained ;
  - (ii) demonstrate their capabilities in the performance of their assigned duties ; *and*
  - (iii) be aware of their responsibilities and the relationship of their duties to the operation as a whole.

*c)* Supervision of Personnel :

- 1) the Operator shall appoint a sufficient number of personnel supervisors, taking into account the structure of the operator's organization and the number of personnel employed ;
- 2) the duties and responsibilities of these supervisors shall be defined, and any other necessary arrangements shall be made to ensure that they can discharge their supervisory responsibilities ;
- 3) the supervision of crew members and personnel involved in the operation shall be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the Operations Manual.

**ORO. AOC. 140 Facility Requirements**

In accordance with *ORO. GEN. 215*, the operator shall :

- a)* make use of appropriate ground handling facilities to ensure the safe handling of its flights ;
- b)* arrange operational support facilities at the main operating base, appropriate for the area and type of operation ; *and*
- c)* ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews.

**ORO. AOC. 150 Documentation Requirements**

- a)* The Operator shall make arrangements for the production of Manuals and any other documentation required and associated amendments ;
- b)* The Operator shall be capable of distributing operational instructions and other information without delay.

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**SUBPART SPO. COMMERCIAL SPECIALIZED OPERATIONS****ORO. SPO. 100. Common Requirements for Commercial Specialized Operators**

- a)** A Commercial Specialized Operator shall in addition to ORO.DEC.100 also comply with ORO.AOC.135, ORO.AOC.140 and ORO.AOC.150 ;
- b)** Aircraft shall have a Certificate of Airworthiness (*CofA*) in accordance with CR - EU N° 748 / 2012 or shall be Leased - In in accordance with (*c*) ;
- c)** A Commercial Specialized Operator shall obtain prior approval of the Competent Authority and comply with the following conditions, if :
- 1) Wet Leasing - In an aircraft of a third country operator :
    - (i) the safety standards of a third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by this Regulation ;
    - (ii) the aircraft of a third country operator has a standard CofA issued in accordance with ICAO Annex 8 ;
    - (iii) the duration of the Wet Lease - In does *not exceed 7 (seven) months in any 12 consecutive month period ;* *or*
  - 2) Dry Leasing - In an aircraft registered in a third country :
    - (i) an operational need has been identified that cannot be satisfied through leasing an aircraft registered in the Republic of Armenia ;
    - (ii) the duration of the Dry Lease - in does *not exceed 7 (seven) months in any 12 consecutive month period ;*
    - (iii) compliance with the applicable requirements of CR - EC N° 2042 / 2003 is ensured ;
    - (iv) the aircraft is equipped in accordance with Annex VIII [ Part SPO ].

**ORO. SPO. 110 Authorization of High Risk Commercial Specialized Operations**

- a)** A commercial specialized operator shall apply for and obtain an authorization issued by the Competent Authority of the operator prior to commencing a high risk commercial specialized operation :
- 1) that is carried out over an area where the safety of third parties on the ground is likely to be endangered in the event of an emergency ; *or*
  - 2) that, as determined by the competent authority of the place where the operation is conducted, due to its specific nature and the local environment in which it is conducted, poses a high risk, in particular to third parties on the ground.
- b)** The Operator shall provide the following information to the Competent Authority :
- 1) the official name and business name, address, and mailing address of the applicant ;
  - 2) a description of the management system, including organizational structure ;
  - 3) a description of the proposed operation, including the type(s), and number of aircraft to be operated ;
  - 4) the risk assessment documentation and related Standard Operating Procedures, required by SPO. OP. 230 ;
  - 5) a statement that all the documentation sent to the GDCA has been verified by the Operator and found in compliance with the applicable requirements.

*c)* The application for an authorization or its amendment shall be made in a form and manner established by the GDCA, taking into account the this Regulation and its Implementing Rules.

#### **ORO. SPO. 115 Changes**

- a)* Any change affecting the scope of the authorization or the authorized operations shall require prior approval of the GDCA. Any change not covered by the initial risk assessment, shall require the submission of an amended risk assessment and SOP to the GDCA of RA ;
- b)* The application for approval of a change shall be submitted before any such change takes place, in order to enable the GDCA to determine continued compliance with this Regulation and its Implementing Rules and to amend, if necessary, the authorization. The Operator shall provide the GDCA with any relevant documentation ;
- c)* The change shall only be implemented upon receipt of formal approval by the GDCA in accordance with ARO. OPS. 150 ;
- d)* The Operator shall operate under the conditions prescribed by the GDCA during such changes, as applicable.

#### **ORO. SPO. 120 Continued Validity**

- a)* An Operator holding a specialized operation authorization shall comply with the scope and privileges defined in the authorization ;
- b)* The Operator's authorization shall remain valid subject to :
- 1) the Operator remaining in compliance with the relevant requirements of this Regulation and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under ORO. GEN. 150 ;
  - 2) the GDCA being granted access to the operator as defined in ORO. GEN. 140 to determine continued compliance with the relevant requirements of current Regulation and its Implementing Rules ; *and*
  - 3) the authorization not being surrendered or revoked.
- c)* Upon revocation or surrender the authorization shall be returned to the GDCA without delay.



**SUBPART MLR. MANUALS, LOGS and RECORDS****ORO.MLR.100. Operations Manual — General**

- a)** The Operator shall establish an Operations Manual (*OM*) as specified under **8. b** of Annex IV to ARM - AIR OPERATIONS Regulation ;
- b)** The content of the OM shall reflect the requirements set out in this Annex III, Annex IV ( Part - CAT ), Annex V ( Part - SPA ), Annex VI ( Part - NCC ) and Annex VIII ( Part - SPO ), as applicable, and shall not contravene the conditions contained in the Operations Specifications to the Air Operator Certificate (*AOC*), the SPO authorization or the declaration and the list of Specific Approvals, as applicable ;
- c)** The OM may be issued in separate parts ;
- d)** All operations personnel shall have easy access to the portions of the OM that are relevant to their duties ;
- e)** The OM shall be kept up to date. All personnel shall be made aware of the changes that are relevant to their duties ;
- f)** Each crew member shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties. Each holder of an OM, or appropriate parts of it, shall be responsible for keeping their copy up to date with the amendments or revisions supplied by the Operator ;
- g)** For AOC holders :
- 1) for amendments required to be notified in accordance with *ORO. GEN. 115 (b)* and *ORO. GEN. 130 (c)*, the Operator shall supply the GDCA with intended amendments in advance of the effective date ; *and*
  - 2) for amendments to procedures associated with prior approval items in accordance with *ORO. GEN. 130*, approval shall be obtained before the amendment becomes effective.
- g 1)** For SPO authorization holders, any amendment associated with the authorized standard operating procedures, prior approval shall be obtained before the amendment becomes effective;
- h)** Notwithstanding ( g ), and ( g 1 ) when immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for ;
- i)** The Operator shall incorporate all amendments and revisions required by the GDCA of RA ;
- j)** The Operator shall ensure that information taken from approved documents, and any amendment thereof, is correctly reflected in the OM. This does not prevent the Operator from publishing more conservative data and procedures in the OM ;
- k)** The Operator shall ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are written. The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principles.

**ORO.MLR.101. Operations Manual — Structure for Commercial Air Transport**

Except for operations with single-engined propeller-driven aeroplanes with a MOPSC of 5 or single-engined non-complex helicopters with a MOPSC of 5, taking-off and landing at the same aerodrome or operating site, under VFR by Day, and for operations with sailplanes and balloons, the main structure of the OM shall be as follows :

- a) Part A :** General / Basic, comprising all non - type - related operational policies, instructions and procedures ;
- b) Part B :** Aircraft operating matters, comprising all type - related instructions and procedures, taking into account differences between types / classes, variants or individual aircraft used by the Operator ;
- c) Part C :** Commercial Air Transport Operations, comprising route / role / area and aerodrome / operating site instructions and information ;
- d) Part D :** Training, comprising all training instructions for personnel required for a safe operation.

**ORO.MLR.105. Minimum Equipment List**

- a)** A Minimum Equipment List (MEL) shall be established as specified under **8. a. 3** of Annex IV to ARM - AIR OPERATIONS Regulation, based on the relevant Master Minimum Equipment List (MMEL) as defined in the data established in accordance with CR - EC N° 748 / 2012. If an MMEL has not been established as part of the operational suitability data, the MEL may be based on the relevant MMEL accepted by the State of Operator or Registry as applicable ;
- b)** The MEL and any amendment thereto shall be approved by the GDCA of RA ;
- c)** The operator shall amend the MEL after any applicable change to the MMEL within the acceptable timescales ;
- d)** In addition to the list of items, the MEL shall contain :
  - 1) a preamble, including guidance and definitions for flight crews and maintenance personnel using the MEL ;
  - 2) the revision status of the MMEL upon which the MEL is based and the revision status of the MEL ;
  - 3) the scope, extent and purpose of the MEL.
- e)** The operator shall :
  - 1) establish rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL ;
  - 2) establish an effective rectification program ;
  - 3) only operate the aircraft after expiry of the rectification interval specified in the MEL when :
    - ( i ) the defect has been rectified ; *or*
    - ( ii ) The rectification interval has been extended in accordance with (f).
- f)** Subject to approval of the GDCA, the Operator may use a procedure for the one time extension of category B, C and D rectification intervals, provided that :
  - 1) the extension of the rectification interval is within the scope of the MMEL for the aircraft type ;

- 2) the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL ;
  - 3) the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the Operator have precluded rectification ;
  - 4) a description of specific duties and responsibilities for controlling extensions is established by the Operator ;
  - 5) the GDCA is notified of any extension of the applicable rectification interval ; *and*
  - 6) a plan to accomplish the rectification at the earliest opportunity is established.
- g)** The Operator shall establish the operational and maintenance procedures referenced in the MEL taking into account the operational and maintenance procedures referenced in the MMEL. These procedures shall be part of the Operator's Manuals or the MEL ;
- h)** The Operator shall amend the operational and maintenance procedures referenced in the MEL after any applicable change to the operational and maintenance procedures referenced in the MMEL ;
- i)** Unless otherwise specified in the MEL, the operator shall complete :
- 1) the operational procedures referenced in the MEL when planning for and/or operating with the listed item inoperative ; *and*
  - 2) the maintenance procedures referenced in the MEL prior to operating with the listed item inoperative.
- j)** Subject to a specific case - by - case approval by the GDCA, the Operator may operate an aircraft with inoperative instruments, items of equipment or functions outside the constraints of the MEL but within the constraints of the MMEL, provided that :
- 1) the concerned instruments, items of equipment or functions are within the scope of the MMEL as defined in point (a) ;
  - 2) the approval is not used as a normal means of conducting operations outside the constraints of the approved MEL and is used only when events beyond the control of the operator have precluded the MEL compliance ;
  - 3) a description of specific duties and responsibilities for controlling the operation of the aircraft under such approval is established by the Operator ; *and*
  - 4) a plan to rectify the inoperative instruments, items of equipment or functions or to return operating the aircraft under the MEL constraints at the earliest opportunity is established.

#### **ORO.MLR.110. Journey Log**

Particulars of the aircraft, its crew and each journey shall be retained for each flight, or series of flights, in the form of a Journey (*Flight*) Log, or equivalent.

#### **ORO.MLR.115. Record - Keeping**

**a)** The following records shall be stored for *at least 5 years*.

- 1) for CAT Operators, records of the activities referred to in ORO.GEN.200 ;
- 2) for declared Operators, a copy of the Operator's Declaration, details of approvals held and Operations Manual ;
- 3) for SPO authorization holders, in addition to (a)(2), records related to the risk assessment conducted in accordance with SPO.OP.230 and related Standard Operating Procedures.

**b)** The following information used for the preparation and execution of a flight, and associated reports, *shall be stored for 3 (three) months* :

- 1) the Operational Flight Plan, *if applicable* ;
- 2) route-specific Notice to Airmen (*NOTAM*) and Aeronautical Information Services (*AIS*) briefing documentation, *if edited* by the Operator ;
- 3) mass and balance documentation ;
- 4) notification of special loads, including written information to the Commander about Dangerous Goods, *if applicable* ;
- 5) the Journey Log, *or equivalent* ; *and*
- 6) Flight Report(s) for recording details of any occurrence, or any event that the Commander / PIC deems necessary to report or record ;

**c)** Personnel records shall be stored for the periods indicated below :

Flight Crew Licence and Cabin Crew Attestation	As long as the crew member is exercising the privileges of the licence or attestation for the aircraft operator
Crew member Training, Checking and Qualifications	<b>3</b> years
Records on crew member recent experience	<b>15</b> months
Crew member route and aerodrome / task and area competence, <i>as appropriate</i>	<b>3</b> years
Dangerous Goods Training, <i>as appropriate</i>	<b>3</b> years
Training / Qualification Records of other personnel for whom a Training Programme is required.	Last <b>2</b> Training Records

**d)** The Operator shall :

- 1) maintain records of all training, checking and qualifications of each crew member, as prescribed in Part - ORO ; *and*
- 2) make such records available, on request, to the crew member concerned.

**e)** The Operator shall preserve the information used for the preparation and execution of a flight and personnel training records, even if the operator ceases to be the Operator of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in (c).

**f)** If a crew member becomes a crew member for another Operator, the operator shall make the crew member's records available to the new Operator, provided this is within the timescales prescribed in (c).

**SUBPART SEC. SECURITY****ORO. SEC. 100. A. Flight Crew Compartment Security — Aeroplanes**

- a)* In an aeroplane which is equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which the cabin crew can notify the flight crew in the event of suspicious activity or security breaches in the cabin ;
- b)* All passenger-carrying aeroplanes of a maximum certificated take-off mass exceeding 45 500 kg, or with a MOPSC of more than 60 engaged in the commercial transportation of passengers, shall be equipped with an approved flight crew compartment door that is capable of being locked and unlocked from either pilot's station and designed to meet the applicable airworthiness requirements ;
- c)* In all aeroplanes which are equipped with a flight crew compartment door in accordance with point *(b)* above :
- 1) this door shall be closed prior to engine start for Take - off and will be locked when required by security procedures or by the Pilot - in - Command until engine shut down after landing, except when deemed necessary for authorized persons to access or egress in compliance with national civil aviation security programmes ; *and*
  - 2) means shall be provided for monitoring from either pilot's station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.

**ORO. SEC. 100. H. Flight Crew Compartment Security — Helicopters**

If installed, the flight crew compartment door on a helicopter operated for the purpose of carrying passengers shall be capable of being locked from within the flight crew compartment in order to prevent unauthorized access.

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**SUBPART FC. FLIGHT CREW****ORO.FC.005. Scope**

This Subpart establishes requirements to be met by the Operator related to flight crew training, experience and qualification and comprises :

- a)** SECTION 1 specifying common requirements applicable to both Non-commercial Operations of complex motor-powered aircraft and any Commercial Operation ;
- b)** SECTION 2 specifying additional requirements applicable to Commercial Air Transport Operations, with the exception of :
  - 1) Commercial Air Transport Operations of sailplanes or balloons ; *or*
  - 2) Commercial Air Transport Operations of passengers conducted under Visual Flight Rules ( VFR ) by Day, starting and ending at the same aerodrome or operating site and within a local area specified by the GDCA of RA, with
    - single-engined propeller-driven Aeroplanes having a Maximum Certified Take-off Mass ( MCTM ) of 5 700 kg or less and a MOPSC of 5 ; *or*
    - other-than-complex motor-powered Helicopters, single-engined, with a MOPSC of 5.
- c)** SECTION 3 specifying additional requirements for Commercial Specialized Operations and for those referred to in *b (1)* and *(2)*.

## SECTION 1. Common Requirements

### ORO. FC. 100. Composition of Flight Crew

- a)* The composition of the flight crew and the number of flight crew members at designated crew stations shall be not less than the minimum specified in the Aircraft Flight Manual or operating limitations prescribed for the aircraft ;
- b)* The flight crew shall include additional flight crew members when required by the type of operation and shall not be reduced below the number specified in the Operations Manual ;
- c)* All flight crew members shall hold a licence and ratings issued or accepted in accordance with ARM - AIR CREW Regulation and appropriate to the duties assigned to them ;
- d)* The flight crew member may be relieved in flight of his / her duties at the controls by another suitably qualified flight crew member ;
- e)* When engaging the services of flight crew members who are working on a freelance or part - time basis, the Operator shall verify that all applicable requirements of this Subpart and the relevant elements of Annex I ( Part - FCL ) to ARM - AIR CREW Regulation , including the requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other Operator(s) to determine in particular :
- 1) the total number of aircraft types or variants operated ; *and*
  - 2) the applicable Flight and Duty Time Limitations and Rest Requirements.

### ORO. FC. 105. Designation as Pilot - in - Command / Commander

- a)* In accordance with 8. e of Annex IV to this AIR OPERATIONS Regulation , one pilot amongst the flight crew, qualified as Pilot - in - Command / Commander in accordance with Annex I ( Part - FCL ) to ARM - AIR CREW Regulation, shall be designated by the Operator as Pilot - in - Command or, for Commercial Air Transport Operations, as Commander ;
- b)* The Operator shall only designate a flight crew member to act as Pilot - in - Command / Commander if he / she has :
- 1) the minimum level of experience specified in the Operations Manual ;
  - 2) adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used ;
  - 3) in the case of multi - crew operations, completed an Operator's Command Course if upgrading from First Officer (*Co - pilot*) to Pilot - in - Command / Commander.
- c)* In the case of commercial operations of aeroplanes and helicopters, the Pilot - in - Command / Commander or the pilot, to whom the conduct of the flight may be delegated, shall have had initial familiarization training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route / area and aerodrome knowledge shall be maintained by operating *at least 1 (once)* on the route or area or to the aerodrome within a *12 - month period* ;
- d)* Point (*c*) shall not apply in the case of :
- 1) Performance Class **B** Aeroplanes involved in Commercial Air Transport Operations under VFR by Day ; *and*
  - 2) Commercial Air Transport Operations of passengers conducted under VFR by Day, starting and ending at the same aerodrome or operating site or within a local area specified by the GDCA, with other than complex motor - powered Helicopters, single - engined, with a MOPSC of 5.



**ORO. FC. 110 Flight Engineer**

When a separate flight engineer station is incorporated in the design of an aeroplane, the flight crew shall include one crew member who is suitably qualified in accordance with applicable national rules.

**ORO. FC. 115. Crew Resource Management (CRM) Training**

- a) Before operating, the flight crew member shall have received CRM Training, appropriate to his / her role, as specified in the Operations Manual ;
- b) Elements of CRM Training shall be included in the aircraft type or class training and recurrent training as well as in the command course.

**ORO. FC. 120. Operator Conversion Training**

- a) In the case of aeroplane or helicopter operations, the flight crew member shall complete the Operator Conversion Training Course before commencing *unsupervised* line flying :
  - 1) when changing to an aircraft for which a new type or class rating is required ;
  - 2) when joining an Operator.
- b) The Operator Conversion Training Course shall include training on the equipment installed on the aircraft as relevant to flight crew member's roles.

**ORO. FC. 125. Differences Training and Familiarization Training**

- a) Flight crew members shall complete Differences or Familiarization Training when required by Annex I ( Part - FCL ) to ARM - AIR CREW Regulation and when changing equipment or procedures requiring additional knowledge on types or variants currently operated ;
- b) The Operations Manual shall specify when such Differences or Familiarization Training is required.

**ORO. FC. 130. Recurrent Training and Checking**

- a) Each flight crew member shall complete Annual Recurrent Flight and Ground Training relevant to the type or variant of aircraft on which he / she operates, including training on the location and use of all emergency and safety equipment carried ;
- b) Each flight crew member shall be *periodically Checked* to demonstrate competence in carrying out normal, abnormal and emergency procedures.

**ORO. FC. 135. Pilot Qualification to Operate in Either Pilot's Seat**

Flight crew members who may be assigned to operate in either pilot's seat shall complete appropriate Training and Checking as specified in the Operations Manual. ORO. FC. 140 Operation on more than one type or variant

- a) Flight crew members operating more than one type or variant of aircraft shall comply with the requirements prescribed in this Subpart for each type or variant, unless credits related to the training, checking, and recent experience requirements are defined in the mandatory part of the operational suitability data established in accordance with CR - EU N° 748 / 2012 for the relevant types or variants ;
- b) Appropriate procedures and / or operational restrictions shall be specified in the Operations Manual for any operation on more than one type or variant.

**ORO. FC. 140. Operation on More than One Type or Variant**

- a)* Flight crew members operating more than One Type or Variant of aircraft shall comply with the requirements prescribed in this Subpart for each type or variant, unless credits related to the training, checking, and recent experience requirements are defined in the mandatory part of the operational suitability data established in accordance with CR - EC N° 748 / 2012 for the relevant types or variants ;
- b)* Appropriate procedures and / or operational restrictions shall be specified in the Operations Manual for any operation on more than one type or variant.

**ORO. FC. 145. Provision of Training**

- a)* All the training required in this Subpart shall be conducted :
- 1) in accordance with the training programs and syllabi established by the Operator in the Operations Manual ;
  - 2) by appropriately qualified personnel. In the case of flight and flight simulation training and checking, the personnel providing the training and conducting the checks shall be qualified in accordance with Annex I ( Part - FCL ) to ARM - AIR CREW Regulation ;
- b)* When establishing the training programs and syllabi, the Operator shall include the mandatory elements for the relevant type as defined in the data established in accordance with CR - EC N° 748 / 2012 ;
- c)* In the case of CAT Operations, training and checking programs, including syllabi and use of individual Flight Simulation Training Devices (*FSTD's*), shall be approved by the GDCA of RA ;
- d)* The FSTD shall replicate the aircraft used by the Operator, as far as practicable. Differences between the FSTD and the aircraft shall be described and addressed through a briefing or training, as appropriate ;
- e)* The Operator shall establish a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programs.

**SECTION 2. Additional Requirements for Commercial Air Transport Operations****ORO. FC. 200. Composition of Flight Crew**

- a)** There shall not be more than one inexperienced flight crew member in any flight crew ;
- b)** The Pilot - in - Command / Commander may delegate the conduct of the flight to another pilot suitably qualified in accordance with Annex I ( Part - FCL ) to ARM - AIR CREW Regulation, provided that the requirements of *ORO. FC. 105 (b)(1), (b)(2)* and *(c)* are complied with ;
- c)** Specific requirements for Aeroplane operations under Instrument Flight Rules (*IFR*) or at Night ;
- 1) the minimum flight crew *shall be 2 (two) pilots* for all turbo - propeller aeroplanes with a Maximum Operational Passenger Seating Configuration (*MOPSC*) of *more than 9 (nine)* and all turbojet aeroplanes ;
  - 2) aeroplanes other than those covered by *(c)(1)* shall be operated with a minimum crew of *2 (two) pilots*, unless the requirements of *ORO. FC. 202* are complied with, in which case they may be operated by a single pilot.
- d)** Specific requirements for Helicopter operations :
- 1) for all operations of helicopters with an *MOPSC* of *more than 19* and for operations under **IFR** of helicopters with an *MOPSC* of *more than 9 (nine)* :
    - (i) the minimum flight crew *shall be 2 (two) pilots* ; *and*
    - (ii) the Commander shall be the holder of an Airline Transport Pilot Licence ( Helicopter ) ( *ATPL (H)* ) with an Instrument Rating issued in accordance with Annex I ( Part - FCL ) to ARM - AIR CREW Regulation .
  - 2) operations not covered by *(d)(1)* may be operated by a single pilot under *IFR* or at night provided that the requirements of *ORO. FC. 202* are complied with.

**ORO. FC. A. 201. In - Flight Relief of Flight Crew Members**

- a)** The Commander may delegate the conduct of the flight to :
- 1) another qualified Commander ; *or*
  - 2) for operations only above Flight Level (*FL*) 200, a pilot who complies with the following minimum qualifications :
    - (i) *ATPL (A)* ;
    - (ii) conversion training and checking, including type rating training, in accordance with *ORO. FC. 220* ;
    - (iii) all recurrent training and checking in accordance with *ORO. FC. 230* and *ORO. FC. 240* ;
    - (iv) route / area and aerodrome competence in accordance with *ORO. FC. 105*.
- b)** The First Officer / Co-pilot may be relieved by :
- 1) another suitably qualified pilot ;
  - 2) for operations only above *FL 200*, a cruise relief co - pilot that complies with the following minimum qualifications :
    - (i) valid Commercial Pilot Licence (*CPL*) with an Instrument Rating ;
    - (ii) conversion training and checking, including type rating training, in accordance with *ORO. FC. 220* except the requirement for take-off and landing training ;

(iii) recurrent training and checking in accordance with *ORO.FC.230* except the requirement for take-off and landing training.

c) A Flight Engineer may be relieved in flight by a crew member suitably qualified in accordance with applicable national rules.

### **ORO.FC.202. Single - Pilot Operations under IFR or at Night**

In order to be able to fly under IFR or at Night with a minimum flight crew of *one pilot*, as foreseen in *ORO.FC.200(c)(2)* and *(d)(2)*, the following shall be complied with :

a) The Operator shall include in the Operations Manual a pilot's conversion and recurrent training program that includes the additional requirements for a single - pilot operation.

The pilot shall have undertaken training on the operator's procedures, in particular regarding :

- 1) engine management and emergency handling ;
- 2) use of normal, abnormal and emergency Checklist ;
- 3) air traffic control ( ATC ) communication ;
- 4) departure and approach procedures ;
- 5) autopilot management, if applicable ;
- 6) use of simplified in - flight documentation ;
- 7) single - pilot crew resource management.

b) The Recurrent Checks required by *ORO.FC.230* shall be performed in the single - pilot role on the relevant type or class of aircraft in an environment representative of the operation;

c) For aeroplane operations under IFR the pilot shall have :

- 1) a minimum of 50 hours flight time under IFR on the relevant type or class of aeroplane, of which 10 hours are as Commander ; *and*
- 2) completed during the preceding 90 days on the relevant type or class of aeroplane :
  - (i) **5 (Five)** IFR flights, including **3 (three)** instrument approaches, in a single - pilot role ; *or*
  - (ii) an IFR instrument approach check.

d) For aeroplane operations at night the pilot shall have :

- 1) A minimum of 15 hours flight time at night which may be included in the 50 hours flight time under IFR in *(c)(1)* ; *and*
- 2) completed during the preceding 90 days on the relevant type or class of aeroplane :
  - (i) **3 (three)** take-offs and landings at night in the single pilot role ; *or*
  - (ii) a night take-off and landing check.

e) For Helicopter operations under IFR the pilot shall have :

- 1) 25 hours total IFR flight experience in the relevant operating environment ; *and*
- 2) 25 hours flight experience as a single pilot on the specific type of helicopter, approved for single - pilot IFR, of which 10 hours may be flown under supervision, including five sectors of IFR line flying under supervision using the single - pilot procedures ; *and*
- 3) completed during the preceding 90 days :
  - (i) **5 (five)** IFR flights as a single pilot, including **3 (three)** instrument approaches, carried out on a helicopter approved for this purpose ; *or*
  - (ii) an IFR instrument approach check as a single - pilot on the relevant type of Helicopter, Flight Training Device (*FTD*) or Full Flight Simulator (*FFS*).

**ORO. FC. 205. Command Course**

- a)* For aeroplane and helicopter operations, the command course shall include at least the following elements :
- 1) training in an FSTD, which includes Line Oriented Flight Training (*LOFT*) and / or flight training ;
  - 2) the Operator Proficiency Check, operating as Commander ;
  - 3) Command responsibilities training ;
  - 4) line training as Commander Under Supervision, for a minimum of :
    - (i) **10** flight sectors, in the case of aeroplanes ; *and*
    - (ii) 10 hours, including at least 10 flight sectors, in the case of Helicopters ;
  - 5) Completion of a Line Check as Commander and demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used ; *and*
  - 6) Crew Resource Management Training.

**ORO. FC. 215. Initial Operator's Crew Resource Management ( CRM ) Training**

- a)* The flight crew member shall have completed an initial CRM training course *before commencing unsupervised line flying* ;
- b)* Initial CRM training shall be conducted by at least one suitably qualified CRM trainer who may be assisted by experts in order to address specific areas ;
- c)* If the flight crew member has not previously received theoretical training in human factors to the ATPL level, he / she shall complete, before or combined with the initial CRM training, a theoretical course provided by the Operator and based on the human performance and limitations syllabus for the ATPL as established in Annex I ( Part - FCL ) to ARM - AIR CREW Regulation.

**ORO. FC. 220. Operator Conversion Training and Checking**

- a)* CRM training shall be integrated into the Operator Conversion Training Course ;
- b)* Once an Operator conversion course has been commenced, the flight crew member shall not be assigned to flying duties on another type or class of aircraft until the course is completed or terminated. Crew members operating only Performance Class **B** aeroplanes may be assigned to flights on other types of Performance Class **B** aeroplanes during Conversion Courses to the extent necessary to maintain the operation ;
- c)* The amount of training required by the flight crew member for the operator's conversion course shall be determined in accordance with the standards of qualification and experience specified in the Operations Manual, taking into account his / her previous training and experience ;
- d)* The flight crew member shall complete :
- 1) the Operator Proficiency Check and the Emergency and Safety Equipment Training and Checking before commencing Line Flying Under Supervision (*LIFUS*) ; *and*
  - 2) the Line Check upon completion of Line Flying Under Supervision. For Performance Class **B** aeroplanes, LIFUS may be performed on any aeroplane within the applicable class.

*e*) In the case of aeroplanes, pilots that have been issued a Type Rating based on a Zero Flight-Time Training (*ZFTT*) course shall:

- 1) commence Line Flying Under Supervision *not later than 21 days after* the completion of the Skill Test or after appropriate training provided by the Operator. The content of such training shall be described in the Operations Manual;
- 2) complete **6** (*six*) take-offs and landings in a FSTD *not later than 21 days after* the completion of the Skill Test under the supervision of a type rating instructor for aeroplanes (TRI(A)) occupying the other pilot seat. The number of take-offs and landings may be reduced when credits are defined in the data established in accordance with Regulation (EC) N° 1702 / 2003.

If these take-offs and landings have *not been performed within 21 days*, the Operator shall provide Refresher Training. The content of such training shall be described in the Operations Manual;

- 3) conduct the *first 4* (*four*) take-offs and landings of the LIFUS in the aeroplane under the supervision of a TRI(A) occupying the other pilot seat. The number of take-offs and landings may be reduced when credits are defined in the data established in accordance with Regulation (EC) No 1702 / 2003.

#### **ORO. FC. 230. Recurrent Training and Checking**

*a*) Each flight crew member shall complete Recurrent Training and Checking relevant to the type or variant of aircraft on which they operate;

##### ***b*) Operator Proficiency Check :**

- 1) each flight crew member shall complete Operator Proficiency Checks as part of the normal crew complement to demonstrate competence in carrying out normal, abnormal and emergency procedures;
- 2) when the flight crew member will be required to operate under IFR, the Operator Proficiency Check shall be conducted without external visual reference, as appropriate;
- 3) the validity period of the Operator Proficiency Check shall be **6** (*six*) calendar months. For operations under VFR by day of Performance Class B aeroplanes conducted during seasons not longer than eight consecutive months, one operator proficiency check shall be sufficient. The proficiency check shall be undertaken before commencing Commercial Air Transport operations;
- 4) the flight crew member involved in operations by day and over routes navigated by reference to visual landmarks with an Other - than Complex Motor - powered Helicopter may complete the operator proficiency check in only one of the relevant types held. The Operator Proficiency Check shall be performed each time on the type least recently used for the proficiency check. The relevant helicopter types that may be grouped for the purpose of the operator proficiency check shall be contained in the Operations Manual;
- 5) notwithstanding *ORO. FC. 145 (a)(2)*, for operations of other - than - complex motor - powered Helicopters by day and over routes navigated by reference to visual landmarks and Performance Class **B** aeroplanes, the check may be conducted by a suitably qualified Commander nominated by the Operator, trained in CRM concepts and the assessment of CRM skills. The Operator shall inform the GDCA about the persons nominated.

**c) Line Check :**

- 1) Each flight crew member shall complete a Line Check on the aircraft to demonstrate competence in carrying out normal line operations described in the Operations Manual. The validity period of the Line Check *shall be 12 calendar months* ;
- 2) notwithstanding *ORO.FC.145 (a)(2)*, Line Checks may be conducted by a suitably qualified Commander nominated by the Operator, trained in CRM concepts and the assessment of CRM skills.

**d) Emergency and Safety Equipment Training and Checking :**

Each flight crew member shall complete training and checking on the location and use of all emergency and safety equipment carried. The validity period of an emergency and safety equipment check *shall be 12 calendar months*.

**e) CRM Training :**

- 1) elements of CRM shall be integrated into all appropriate phases of the Recurrent Training;
- 2) each flight crew member shall undergo specific modular CRM training.  
All major topics of CRM training shall be covered by distributing modular training sessions as evenly as possible over each three - year period.

**f)** Each flight crew member shall undergo Ground Training and Flight Training in an FSTD or an aircraft, or a combination of FSTD and aircraft training, *at least every 12 calendar months* ;

**g)** The validity periods mentioned in *(b)(3)*, *(c)* and *(d)* shall be counted from the end of the month when the check was taken.

**h)** When the training or checks required above are undertaken *within the last 3 (three) months of the validity period*, the new validity period shall be counted from the original expiry date.

**ORO.FC.235. Pilot Qualification to Operate in Either Pilot's Seat**

**a)** Commanders whose duties require them to operate in either pilot seat and carry out the duties of a First Officer / Co-pilot, or Commanders required to conduct Training or Checking duties, shall complete additional training and checking as specified in the Operations Manual. The check may be conducted together with the Operator Proficiency Check prescribed in *ORO.FC.230 (b)* ;

**b)** The additional training and checking shall include at least the following :

- 1) an engine failure during take-off ;
- 2) a one-engine - inoperative approach and Go - around ; *and*
- 3) a one - engine - inoperative landing.

**c)** In the case of Helicopters, Commanders shall also complete their proficiency checks from left - and right - hand seats, on alternate proficiency checks, provided that when the type rating proficiency check is combined with the operator proficiency check the Commander completes his / her training or checking from the normally occupied seat ;

**d)** When engine - out manoeuvres are carried out in an aircraft, the engine failure shall be simulated ;

**e)** When operating in the First Officer / Co-pilot's seat, the checks required by *ORO.FC.230* for operating in the Commander's seat shall, in addition, be valid and current ;

*f)* The pilot relieving the Commander shall have demonstrated, concurrent with the Operator Proficiency Checks prescribed in *ORO.FC.230(b)*, practice of drills and procedures that would not, normally, be his / her responsibility.

Where the differences between left - and right - hand seats are not significant, practice may be conducted in either seat ;

*g)* The pilot other than the Commander occupying the Commander's seat shall demonstrate practice of drills and procedures, concurrent with the Operator Proficiency Checks prescribed in *ORO.FC.230(b)*, which are the Commander's responsibility acting as pilot monitoring.

Where the differences between left - and right - hand seats are not significant, practice may be conducted in either seat.

#### **ORO.FC.240. Operation on more than One Type or Variant**

*a)* The procedures or operational restrictions for operation on more than one type or variant established in the Operations Manual and approved by the GDCA shall cover :

- 1) the flight crew members' minimum experience level ;
- 2) the minimum experience level on one type or variant before beginning training for and operation of another type or variant ;
- 3) the process whereby flight crew qualified on one type or variant will be trained and qualified on another type or variant ; *and*
- 4) all applicable recent experience requirements for each type or variant.

*b)* When a flight crew member operates both helicopters and aeroplanes, that flight crew member shall be limited to operations on only one type of aeroplane and one type of helicopter ;

*c)* Point (*a*) shall not apply to operations of Performance Class **B** aeroplane if they are limited to single - pilot classes of reciprocating engine aeroplanes under VFR by Day.

Point (*b*) shall not apply to operations of Performance Class **B** aeroplane if they are limited to single - pilot classes of reciprocating engine aeroplanes.

#### **ORO.FC.A.245. Alternative Training and Qualification Program**

*a)* The aeroplane Operator having appropriate experience may substitute one or more of the following training and checking requirements for flight crew by an Alternative Training and Qualification Program (*ATQP*), approved by the GDCA :

- 1) *SPA.LVO.120* on flight crew Training and Qualifications ;
- 2) Conversion Training and Checking ;
- 3) Differences and Familiarization Training ;
- 4) Command Course ;
- 5) Recurrent Training and Checking ; *and*
- 6) Operation on more than One Type or Variant.

*b)* The *ATQP* shall contain training and checking that establishes and maintains at least an equivalent level of proficiency achieved by complying with the provisions of *ORO.FC.220* and *ORO.FC.230*. The level of flight crew training and qualification proficiency shall be demonstrated prior to being granted the *ATQP* approval by the GDCA ;



- c)* The Operator applying for an ATQP approval shall provide the GDCA with an implementation plan, including a description of the level of flight crew training and qualification proficiency to be achieved ;
- d)* In addition to the Checks required by ORO.FC.230 and FCL.060 of Annex I (Part - FCL) to ARM - AIR CREW Regulation, each flight crew member shall complete a Line Oriented Evaluation (*LOE*) conducted in an FSTD. The *validity period of an LOE shall be 12 calendar months*. The validity period shall be counted from the end of the month when the check was taken. When the LOE is undertaken *within the last 3 (three) months* of the validity period, the new validity period shall be counted from the original expiry date ;
- e)* After *2 (two) years* of operating with an approved ATQP, the Operator may, with the approval of the GDCA, extend the validity periods of the checks in *ORO.FC.230* as follows :
- 1) Operator Proficiency Check to *12 calendar months*. The validity period shall be counted from the end of the month when the check was taken.  
When the check is undertaken *within the last 3 (three) months of the validity period*, the new validity period shall be counted from the original expiry date ;
  - 2) Line Check to *24 calendar months*. The validity period shall be counted from the end of the month when the check was taken. When the check is undertaken *within the last 6 (six) months of the validity period*, the new validity period shall be counted from the original expiry date ;
  - 3) Emergency and Safety Equipment Checking to *24 calendar months*. The validity period shall be counted from the end of the month when the check was taken. When the check is undertaken *within the last 6 (six) months of the validity period*, the new validity period shall be counted from the original expiry date.

#### **ORO.FC.A.250. Commanders Holding a CPL (A)**

- a)* The holder of a CPL (A) (Aeroplane) shall only act as Commander in Commercial Air Transport on a single - pilot aeroplane if:
- 1) When carrying passengers under VFR outside a radius of **50 nm (90 km)** from an aerodrome of departure, he / she *has a minimum of 500 hours of flight time* on aeroplanes or holds a valid Instrument Rating ; *or*
  - 2) when operating on a multi - engine type under IFR, he / she *has a minimum of 700 hours of flight time on aeroplanes, including 400 hours as Pilot - in - Command*. These hours shall include **100 hours under IFR** and **40 hours in multi - engine operations**. The 400 hours as Pilot - in - Command may be substituted by hours operating as Co-pilot within an established multi - pilot crew system prescribed in the Operations Manual, on the basis of *2 (two) hours* of flight time as co-pilot for *1 (one) hour* of flight time as Pilot - in - Command.
- b)* For operations under VFR by day of Performance Class B aeroplanes (*a*)(1) shall not apply.

#### **ORO.FC.H.250. Commanders Holding a CPL (H)**

- a)* The holder of a CPL (H) (Helicopter) shall only act as Commander in Commercial Air Transport on a single - pilot helicopter if:
- 1) when operating under IFR, he / she *has a minimum of 700 hours total flight time* on helicopters, *including 300 hours* as Pilot - in - Command.

These hours *shall include 100 hours* under IFR. The 300 hours as Pilot - in - Command may be substituted by hours operating as Co - pilot within an established multi - pilot crew system prescribed in the Operations Manual on the basis of *2 (two) hours* of flight time as Co-pilot for *1 (one) hour* flight time as Pilot - in - Command ;

2) when operating under Visual Meteorological Conditions ( VMC ) at night, he / she has :

- ( i ) a valid Instrument Rating ; *or*
- ( ii ) *300 hours of flight time* on Helicopters, including *100 hours as Pilot - in - Command* and *10 hours as Pilot Flying ( PF )* at night.

**SECTION 3. Additional Requirements for Commercial Specialized Operations and CAT Operations referred to in ORO.FC.005 (b)(1) and (2)**

**ORO.FC.330. Recurrent Training and Checking — Operator Proficiency Check**

- a)* Each flight crew member shall complete Operator Proficiency Checks to demonstrate his / her competence in carrying out normal, abnormal and emergency procedures, covering the relevant aspects associated with the specialized tasks described in the Operations Manual ;
- b)* Appropriate consideration shall be given when operations are undertaken under IFR or at night ;
- c)* The validity period of the Operator Proficiency Check shall be *12 calendar months*. The validity period shall be counted from the end of the month when the check was taken. When the operator proficiency check is undertaken *within the last 3 (three) months* of the validity period, the new validity period shall be counted from the original expiry date.

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**SUBPART CC. CABIN CREW****ORO. CC. 005. Scope**

This Subpart establishes the requirements to be met by the Operator when operating an aircraft with Cabin Crew and comprises :

- a*) Section 1 specifying common requirements applicable to all operations ; *and*
- b*) Section 2 specifying additional requirements only applicable to Commercial Air Transport Operations.

**SECTION I. Common Requirements****ORO. CC. 100. Number and Composition of Cabin Crew**

*a)* The number and composition of Cabin Crew shall be determined in accordance with **7. a** of Annex **IV** to Air Operations CR - EC N° 216 / 2008, taking into account operational factors or circumstances of the particular flight to be operated. Except for balloons, *at least one Cabin Crew member* shall be assigned for the operation of aircraft with an MOPSC of *more than 19* when carrying one or more passenger(s);

*b)* For the purpose of complying with (*a*), the minimum number of Cabin Crew shall be the greater of the following :

1) the number of cabin crew members established during the aircraft certification process in accordance with the applicable certification specifications, for the aircraft cabin configuration used by the operator ; *or*

2) if the number under (*1*) has not been established, the number of cabin crew established during the aircraft certification process for the maximum certified passenger seating configuration *reduced by 1 for every whole multiple of 50 passenger seats* of the aircraft cabin configuration used by the Operator falling below the maximum certified seating capacity ; *or*

3) *1 (one) Cabin Crew Member for every 50*, or fraction of 50, passenger seats installed on the same deck of the aircraft to be operated.

*c)* For operations where *more than 1 (one) cabin crew member is assigned*, the Operator shall nominate *1 (one) Cabin Crew Member* to be responsible to the Pilot - in -Command / Commander.

**ORO. CC. 110. Conditions for Assignment to Duties**

*a)* Cabin crew members shall only be assigned to duties on an aircraft if they :

1) are *at least 18 years* of age ;

2) have been assessed, in accordance with the applicable requirements of Annex **IV** ( Part - MED ) to ARM - AIR CREW Regulation, as physically and mentally fit to perform their duties and discharge their responsibilities safely ; *and*

3) have successfully completed all applicable training and checking required by this Subpart and are competent to perform the assigned duties in accordance with the procedures specified in the Operations Manual.

*b)* Before assigning to duties cabin crew members who are working on a freelance or part - time basis, the Operator shall verify that all applicable requirements of this Subpart are complied with, taking into account all services rendered by the Cabin Crew member to any other operator(s), to determine in particular :

1) the total number of aircraft types and variants operated ; *and*

2) the applicable Flight and Duty Time Limitations and Rest requirements.

*c)* Operating cabin crew members, as well as their role with regard to the safety of passengers and flight, shall be clearly identified to the passengers.

**ORO. CC. 115 Conduct of Training Courses and Associated Checking**

- a)* A detailed program and syllabus shall be established by the Operator for each training course in accordance with the applicable requirements of this Subpart, and of Annex V Part - CC to ARM - AIR CREW Regulation where applicable, to cover the duties and responsibilities to be discharged by the Cabin Crew members ;
- b)* Each training course shall include theoretical and practical instruction together with individual or collective practice, as relevant to each training subject, in order that the Cabin Crew member achieves and maintains the adequate level of proficiency in accordance with this Subpart ;
- c)* Each training course shall be :
- 1) conducted in a structured and realistic manner ; *and*
  - 2) performed by personnel appropriately qualified for the subject to be covered.
- d)* During or following completion of all training required by this Subpart, each Cabin Crew member shall undergo a check covering all training elements of the relevant training programme, except for Crew Resource Management (*CRM*) Training. Checks shall be performed by personnel appropriately qualified ( as Instructor ) to verify that the Cabin Crew member has achieved and / or maintains the required level of proficiency ;
- e)* CRM training courses and CRM modules where applicable shall be conducted by a Cabin Crew CRM Instructor. When CRM elements are integrated in other training, a Cabin Crew CRM Instructor shall manage the definition and implementation of the syllabus.

**ORO. CC. 120. Initial Training Course**

- a)* Each new entrant who does not already hold a valid Cabin Crew Attestation ( Licences ) issued in accordance with Annex V ( Part - CC ) to ARM - AIR CREW Regulation :
- 1) shall be provided with an initial training course as specified in CC. TRA. 220 of that Annex ; *and*
  - 2) shall successfully undergo the associated examination before undertaking other training required by this Subpart.
- b)* Elements of the Initial Training Programme *may be combined* with the *first* Aircraft Type Specific Training and Operator Conversion Training, provided that the requirements of CC. TRA. 220 are met and any such element(s) are recorded as elements of the Initial Training Course in the training records of the Cabin Crew members concerned.

**ORO. CC. 125. Aircraft Type Specific Training and Operator Conversion Training**

- a)* Each Cabin Crew member shall have completed appropriate Aircraft Type Specific Training and Operator Conversion Training, as well as the associated checks, before being :
- 1) first assigned by the Operator to operate as a Cabin Crew member ; *or*
  - 2) assigned by that Operator to operate on another aircraft type.
- b)* When establishing the aircraft type Specific and the Operator Conversion Training Programs and Syllabi, the Operator shall include, where available, the relevant elements defined in the mandatory part of the operational suitability data established in accordance with CR - EU N° 748 / 2012.
- c)* The Aircraft Type Specific Training program shall :

- 1) involve training and practice on a representative training device or on the actual aircraft;  
*and*
- 2) cover at least the following Aircraft Type Specific Training elements :
  - (i) aircraft description as relevant to cabin crew duties ;
  - (ii) all safety equipment and systems installed relevant to Cabin Crew duties ;
  - (iii) operation and actual opening, by *each Cabin Crew* member, of each type or variant of normal and emergency doors and exits in the normal and emergency modes ;
  - (iv) demonstration of the operation of the other exits including Flight Crew compartment windows ;
  - (v) fire and smoke protection equipment where installed ;
  - (vi) evacuation slide training, where fitted ;
  - (vii) operation of the seat, restraint system and oxygen system equipment relevant to pilot incapacitation.
- d) The operator Conversion Training Program for each aircraft type to be operated shall :**
  - 1) involve training and practice on a representative training device or on the actual aircraft ;
  - 2) include training in the Operator's Standard Operating Procedures for Cabin Crew members to be first assigned to duties by the operator ;
  - 3) cover at least the following Operator Specific Training elements as relevant to the aircraft type to be operated :
    - (i) description of the cabin configuration ;
    - (ii) location, removal and use of all portable safety and emergency equipment carried on - board ;
    - (iii) all normal and emergency procedures ;
    - (iv) passenger handling and crowd control ;
    - (v) fire and smoke training including the use of all related fire - fighting and protective equipment representative of that carried on - board ;
    - (vi) Evacuation procedures ;
    - (vii) pilot incapacitation procedures ;
    - (viii) applicable security requirements and procedures ;
    - (ix) crew resource management.

### **ORO. CC. 130. Differences Training**

- a)** In addition to the training required in *ORO. CC. 125*, the Cabin Crew member shall complete appropriate Training and Checking covering any differences before being assigned on:
- 1) a variant of an aircraft type currently operated ; *or*
  - 2) a currently operated aircraft type or variant with different :
    - (i) safety equipment ;
    - (ii) safety and emergency equipment location ; *or*
    - (iii) normal and emergency procedures.
- b)** The differences training program shall :
- 1) be determined as necessary on the basis of a comparison with the training program completed by the Cabin Crew member, in accordance with *ORO. CC. 125 (c)* and *(d)*,  
for the relevant aircraft type ; *and*
  - 2) involve training and practice in a representative training device or the actual aircraft as relevant to the difference training element to be covered.



*c)* When establishing a Differences Training Program and Syllabus for a variant of an aircraft type currently operated, the Operator shall include, where available, the relevant elements defined in the mandatory part of the operational suitability data established in accordance with CR - EU N° 748 /2012.

#### **ORO. CC. 135. Familiarization - Line Training under Supervision**

After completion of Aircraft Type Specific Training and Operator Conversion Training on an aircraft type, *each* Cabin Crew member shall complete appropriate supervised familiarization on the type before being assigned to operate as a member of the minimum number of cabin crew required in accordance with *ORO. CC. 100*.

#### **ORO. CC. 140. Recurrent Training**

- a)* Each Cabin Crew member shall complete *annually* Recurrent Training and Checking ;
- b)* Recurrent Training shall cover the actions assigned to each member of the Cabin Crew in normal and emergency procedures and drills relevant to each aircraft type and /or variant to be operated ;
- c)* Aircraft Type Specific Training elements :
- 1) recurrent training shall include annually touch - drills by *each* Cabin Crew member for simulating the operation of each type or variant of normal and emergency doors and exits for passenger evacuation ;
  - 2) recurrent training shall also include at intervals not exceeding three years :
    - (i) operation and actual opening by *each* Cabin Crew member, in a representative training device or in the actual aircraft, of each type or variant of normal and emergency exits in the normal and emergency modes ;
    - (ii) actual operation by *each* Cabin Crew member, in a representative training device or in the actual aircraft, of the flight crew compartment security door, in both normal and emergency modes, and of the seat and restraint system, and a practical demonstration of the oxygen system equipment relevant to pilot incapacitation ;
    - (iii) demonstration of the operation of all other exits including the flight crew compartment windows ; *and*
    - (iv) demonstration of the use of the life - raft, or slide raft, where fitted.
- d)* Operator Specific Training elements :
- 1) Recurrent Training shall include *annually* :
    - (i) by each cabin crew member :
      - (A) location and handling of all safety and emergency equipment installed or carried on board ; *and*
      - (B) the donning of life - jackets, portable oxygen and protective breathing equipment ( PBE ) ;
    - (ii) stowage of articles in the passenger compartment ;
    - (iii) procedures related to aircraft surface contamination ;
    - (iv) emergency procedures ;
    - (v) evacuation procedures ;
    - (vi) incident and accident review ;
    - (vii) crew resource management ;
    - (viii) aero-medical aspects and first aid including related equipment ;
    - (ix) security procedures.

- 2) Recurrent Training shall also include at intervals *not exceeding 3 (three) years* :
- (i) use of pyrotechnics (*actual or representative devices*) ;
  - (ii) practical demonstration of the use of Flight Crew Checklists ;
  - (iii) realistic and practical training in the use of all fire - fighting equipment, including protective clothing, representative of that carried in the aircraft ;
  - (iv) by each cabin crew member :
    - (A) extinguishing a fire characteristic of an aircraft interior fire ;
    - (B) donning and use of PBE in an enclosed simulated smoke - filled environment.
- e) Validity periods :
- 1) the *annual* Recurrent Training validity period *shall be 12 calendar months* counted from the end of the month when the check was taken ;
  - 2) if the Recurrent Training and Checking required in (a) are undertaken *within the last 3 (three) calendar months* of the validity period, the new validity period shall be counted from the original expiry date ;
  - 3) for the additional triennial training elements specified in (c)(2) and (d)(2), the validity period *shall be 36 calendar months* counted from the end of the month when the Checks were taken.

#### **ORO. CC. 145. Refresher Training**

- a) When a Cabin Crew member, *during the preceding 6 (six) months* within the validity period of the last relevant Recurrent Training and Checking :
- 1) has not performed any flying duties, he / she shall, before being reassigned to such duties, complete Refresher Training and Checking for each aircraft type to be operated ;  
*or*
  - 2) has not performed flying duties on one particular aircraft type, he / she shall, before being reassigned to duties, complete on that aircraft type :
    - (i) Refresher Training and Checking ; *or*
    - (ii) *2 (two) familiarization flights* in accordance with *ORO. CC. 135*.
- b) The Refresher Training Program for each aircraft type shall at least cover :
- 1) emergency procedures ;
  - 2) evacuation procedures ;
  - 3) operation and actual opening, by *each* Cabin Crew member, of each type or variant of normal and emergency exits and of the flight crew compartment security door in the normal and emergency modes ;
  - 4) demonstration of the operation of all other exits including the flight crew compartment windows ;
  - 5) Location and handling of all relevant safety and emergency equipment installed or carried on - board.
- c) The Operator may elect to replace Refresher Training by Recurrent Training if the reinstatement of the Cabin Crew member's flying duties commences within the validity period of the last Recurrent Training and Checking.  
If that validity period has expired, Refresher Training may only be replaced by aircraft type specific and Operator Conversion Training as specified in *ORO. CC. 125*.

**SECTION 2. Additional Requirements for Commercial Air Transport Operations****ORO.CC.200. Senior Cabin Crew Member**

- a)* When *more than one* Cabin Crew member is required, the composition of the Cabin Crew shall include a Senior Cabin Crew member nominated by the Operator ;
- b)* The Operator shall nominate Cabin Crew members to the position of Senior Cabin Crew member only if they :
- 1) have *at least 1 (one) year* of experience as operating Cabin Crew member ; *and*
  - 2) have successfully completed a Senior Cabin Crew Training Course and the associated Check.
- c)* The Senior Cabin Crew Training Course shall cover all duties and responsibilities of Senior Cabin Crew members and shall include at least the following elements :
- 1) pre - flight briefing ;
  - 2) cooperation with the crew ;
  - 3) review of Operator requirements and legal requirements ;
  - 4) accident and incident reporting ;
  - 5) human factors and Crew Resource Management (*CRM*) ; *and*
  - 6) flight and duty time limitations and rest requirements.
- d)* The Senior Cabin Crew member shall be responsible to the Commander for the conduct and coordination of normal and emergency procedures specified in the Operations Manual, including for discontinuing non - safety - related duties for safety or security purposes ;
- e)* The Operator shall establish procedures to select the most appropriately qualified Cabin Crew member to act as Senior Cabin Crew member if the nominated Senior Cabin Crew member becomes unable to operate.
- Changes to these procedures shall be notified to the GDCA .

**ORO.CC.201. Conditions for Assignment to Duties as Cabin Crew Instructor**

- a)* The Operator shall nominate Senior Cabin Crew members to the position of Cabin Crew Instructor only if they shall be *at least 21 years* of age and :
- 1) have *at least 3 (tree) year* of experience and completed *at least 1000 hrs of flight* as operating Cabin Crew member ;
  - 2) completed *at least 600 hours of flight* and / or *2 years* experience as a Senior Cabin Crew ;
  - 3) completed *at least 200 hours of flight* as a Senior Cabin Crew on which flight instruction is to be given ;
  - 4) have successfully completed a Cabin Crew Instructor Training Course and are competent to perform the assigned duties in accordance with the procedures specified in the Operations Manual.
  - 5) passed an assessment of competence for the Instructor on that type of aircraft.
- b)* The Cabin Crew Instructor shall be responsible to the Commander for the conduct and coordination of normal and emergency procedures specified in the Operations Manual, including for discontinuing non - safety - related duties for safety or security purposes ;
- c)* The Operator shall establish procedures to select the most appropriately qualified Senior Cabin Crew member to act as Cabin Crew Instructor.
- Changes to these procedures shall be notified to the GDCA .

**ORO. CC. 205 Reduction of the number of Cabin Crew during Ground Operations and in unforeseen circumstances**

- a)* Whenever any passengers are on board an aircraft, the minimum number of Cabin Crew required in accordance with *ORO. CC. 100* shall be present in the passenger compartment ;
- b)* Subject to the conditions specified in (*c*), this number may be reduced :
- 1) at its parking station ; *or*
  - 2) during normal ground operations not involving refuelling / defuelling when the aircraft is in unforeseen circumstances if the number of passengers carried on the flight is reduced. In this case a report shall be submitted to the GDCA after completion of the flight.
- c)* Conditions :
- 1) procedures ensuring that an equivalent level of safety is achieved with the reduced number of Cabin Crew, in particular for evacuation of passengers, are established in the Operations Manual ;
  - 2) the reduced Cabin Crew includes a Senior Cabin Crew member as specified in *ORO. CC. 200* ;
  - 3) at least **one** Cabin Crew member is required *for every 50, or fraction of 50,* passengers present on the same deck of the aircraft ;
  - 4) in the case of normal ground operations with aircraft requiring *more than one Cabin Crew* member, the number determined in accordance with (*c*)(3) shall be **increased** to include *one Cabin Crew* member per pair of floor level emergency exits.

**ORO. CC. 210. Additional Conditions for Assignment to Duties**

Cabin Crew members shall only be assigned to duties, and operate, on a particular aircraft type or variant if they :

- a)* Hold a valid Attestation ( Licence ) issued in accordance with Annex V ( Part - CC ) to ARM - AIR CREW Regulation ;
- b)* Are qualified on the type or variant in accordance with this Subpart ;
- c)* Comply with the other applicable requirements of this Subpart and Annex IV (Part - CAT);
- d)* Wear the Operator's Cabin Crew uniform.

**ORO. CC. 215. Training and Checking Programs and related Documentation**

- a)* Training and Checking programs including syllabi required by this Subpart shall be approved by the GDCA and specified in the Operations Manual ;
- b)* After a Cabin Crew member has successfully completed a training course and the associated Check, the operator shall :
  - 1) update the Cabin Crew member's Training Records in accordance with *ORO. MLR. 115* ;  
*and*
  - 2) provide him / her with a list showing updated validity periods as relevant to the aircraft type(s) and variant(s) on which the Cabin Crew member is qualified to operate.

**ORO. CC. 250. Operation on more than One Aircraft Type or Variant**

**a)** A Cabin Crew member shall not be assigned to operate on *more than 3 (three) aircraft types*, except that, with the approval of the GDCA, the Cabin Crew member may be assigned to operate on *4 (four) aircraft types* if for *at least 2 (two)* of the types :

- 1) safety and emergency equipment and type - specific normal and emergency procedures are similar ; *and*
- 2) non - type - specific normal and emergency procedures are identical.

**b)** For the purpose of (a) and for Cabin Crew Training and Qualifications, the Operator shall determine :

- 1) each aircraft as a type or a variant taking into account, where available, the relevant data established in accordance with CR - EC No 748 / 2012 for the relevant aircraft type or variant ; *and*
- 2) variants of an aircraft type to be different types if they are not similar in the following aspects :
  - (i) emergency exit operation ;
  - (ii) location and type of portable safety and emergency equipment ;
  - (iii) type - specific emergency procedures.

**ORO. CC. 255 Single Cabin Crew Member Operations**

**a)** The Operator shall select, recruit, train and check the proficiency of Cabin Crew members to be assigned to ***single cabin crew member operations*** according to criteria appropriate to this type of operation ;

**b)** Cabin Crew members who have no previous operating experience *as single cabin crew member* shall only be assigned to such type of operation after they have :

- 1) completed training as required in (c) in addition to other applicable Training and Checking required by this Subpart ;
- 2) Successfully passed the Checks verifying their proficiency in discharging their duties and responsibilities in accordance with the procedures specified in the Operations Manual ; *and*
- 3) undertaken familiarization flying of *at least 20 hours and 15 sectors* on the relevant aircraft type under the supervision of an appropriately experienced cabin crew member.

**c)** The following additional Training elements shall be covered with particular emphasis to reflect *single cabin crew operations* :

- 1) responsibility to the Commander for the conduct of normal and emergency procedures ;
- 2) importance of coordination and communication with the flight crew, in particular when managing unruly or disruptive passengers ;
- 3) review of Operator requirements and legal requirements ;
- 4) documentation ;
- 5) accident and incident reporting ; *and*
- 6) flight and duty time limitations and rest requirements.

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**SUBPART FTL. FLIGHT & DUTY TIME LIMITATIONS & REST  
REQUIREMENTS *ОГРАНИЧЕНИЯ ПОЛЕТНОГО и РАБОЧЕГО  
ВРЕМЕНИ и ТРЕБОВАНИЯ по ВРЕМЕНИ ОТДЫХА.***

**SECTION I. General**

**ORO.FTL.005. General & Applicability - *Общие Положения и Применимость***

The Armenia Civil Aviation Authority has established the following regulations specifying the Limitations applicable to the Flight Time and Flight Duty Periods for crew members. This Subpart is applicable to Republic of Armenia registered airplanes, as well as foreign registered airplanes operated under a Republic of Armenia Air Operators Certificate. In particular :

- (a) Commercial Air Transport Operations with aeroplanes , or operations operated by an air transport undertaking ;
- (b) Private use operations of turbo-jet and turbo-propeller airplanes ;
- (c) Air Taxi, Emergency Medical Service and Single pilot CAT Operations by aeroplanes and recreational aircraft operations to related national exemptions based on safety risk assessments ;
- (d) CAT Operations with Helicopters shall comply with national requirements.

This Subpart is not applicable to flying schools, to single pilot operations .

Each Operator will have to demonstrate to the GD CA of RA, 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.

Such variations will be accompanied with suitable mitigation measures where appropriate.

Any additional provisions that are applied by the GD CA of RA in accordance with the provisions of *AIR - OPERATIONS, ANNEX III Part - ORO, Subpart FTL* for the purpose of maintaining safety.

**ORO.FTL.010. General Principles - *Общие Принципы***

The prime objective of a Flight and Duty Time Limitation scheme shall ensure that crew members are adequately rested at the beginning of each Flying Duty Period (*FDP*), and whilst flying is sufficiently free from fatigue so that they can operate to a satisfactory level of efficiency and safety in all normal and abnormal situations. Aircraft operators are expected to appreciate the relationship between the frequency and pattern of scheduled FDP's and Rest Periods and time off, and give due consideration to the cumulative effects of long working hours interspersed with minimum rest. Factors to be considered when planning duty periods shall include :

- (1) The allocation of work patterns, which avoid such undesirable practices as :
  - alternating day / night duties ;
  - the positioning of crews so that a serious disruption of established sleep / work patterns occur ;

- the scheduling of rest periods, especially after long flights, crossing multiple time zones.
- (2) Planning days off and notifying crews well in advance,
- (3) Consultation between operators and crews (*Airline Pilot Association*) to agree basic roster concepts, which ensure adequate rest prior to flight but, within that constraint.

### ORO. FTL. 100. Scope

This Subpart establishes the requirements to be met by an Operator and its crew members with regard to Flight and Duty Time Limitations and Rest Requirements for crew members.

### ORO. FTL. 105. Definitions

For the purpose of this Subpart, the following Definitions shall apply :

- 1) “**Acclimatized**” means a state in which a crew member’s circadian biological clock is synchronized to the Time Zone where the crew member is.
- A crew member is considered to be acclimatized to a **2 - hour wide time zone** surrounding the local time at the point of departure. When the local time at the place where a duty commences differs by more than **2 hours** from the local time at the place where the next duty starts, the crew member, for the calculation of the maximum daily flight duty period, is considered to be acclimatized in accordance with the values in the *Table 1*.

**Table 1.**

Time difference ( h ) between reference time and local time where the crew member starts the next duty	Time elapsed since reporting at reference time				
	< 48	48 – 71:59	72 – 95:59	96 – 119:59	≥ 120
< 4	B	D	D	D	D
≤ 6	B	X	D	D	D
≤ 9	B	X	X	D	D
≤ 12	B	X	X	X	D

- “**B**” means acclimatized to the local time of the Departure Time Zone ;
- “**D**” means acclimatized to the local time where the crew member starts his / her next duty ;  
and
- “**X**” means that a crew member is in an unknown state of acclimatization ;
- 2) “**Reference Time**” means the local time at the reporting point situated in a 2 - hour wide time zone band around the local time where a crew member is acclimatized ;
- 3) “**Accommodation**” means, for the purpose of standby and split duty, a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with the possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink ;
- 4) “**Suitable Accommodation**” means, for the purpose of standby, split duty and rest, a separate room for each crew member located in a quiet environment and equipped with a bed, which is sufficiently ventilated, has a device for regulating temperature and light intensity, and access to food and drink ;



5) “**Augmented Flight Crew**” means a flight crew which comprises more than the minimum number required to operate the aircraft, allowing each flight crew member to leave the assigned post, for the purpose of in-flight rest, and to be replaced by another appropriately qualified flight crew member ;

6) “**Break**” means a period of time within a Flight Duty Period (*FDP*), shorter than a rest period, counting as duty and during which a crew member is free of all tasks ;

“**Cabin Crew**” - a crew member, other than a flight crew member, assigned to duty in a passenger carrying aircraft during flight time ;

“**Commander**” means the pilot in Command ;

“**Crew member**” means a person assigned by an Operator to duty on an aircraft a Flight Duty Period ;

“**Flight Crew**” means Pilot's, Navigator's and Flight Engineer's ;

7) “**Delayed Reporting**” means the postponement of a scheduled FDP by the Operator before a crew member has left the place of rest ;

“**Dispatch Crew**” / *выпускающая команда* / a fully qualified and current flight / cabin crew member authorized to carry out pre-flight duties as defined by an Operator ;

8) “**Disruptive Schedule**” means a crew member's roster which disrupts the sleep opportunity during the optimal sleep time window by comprising an FDP or a combination of FDP's which encroach, start or finish during any portion of the day or of the night where a crew member is acclimatized. A schedule may be disruptive due to early starts, late finishes or night duties ;

(a) “**Early Type**” of disruptive schedule means :

(i) for “**Early Start**” a duty period starting in the period between 05 : 00 and 05 : 59 in the time zone to which a crew member is acclimatized ; *and*

(ii) for “**Late Finish**” a duty period finishing in the period between 23 : 00 and 01 : 59 in the time zone to which a crew member is acclimatized ;

(b) “**Late Type**” of disruptive schedule means :

(i) for “**Early Start**” a duty period starting in the period between 05 : 00 and 06 : 59 in the time zone to which a crew member is acclimatized ; *and*

(ii) for “**Late Finish**” a duty period finishing in the period between 00 : 00 and 01 : 59 in the time zone to which a crew member is acclimatized ;

9) “**Night Duty**” means a duty period encroaching any portion of the period between 02 : 00 and 04 : 59 in the time zone to which the crew is acclimatized ;

10) “**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 ;

11) “**Duty Period**” means a period which starts when a crew member is required by an Operator to report for or to commence a duty and ends when that person is free of all duties, including post-flight duty ;



22 ) “ **Rotation** ” is a duty or a series of duties, including at least one flight duty, and rest periods out of home base, starting at home base and ending when returning to home base for a rest period where the Operator is no longer responsible for the accommodation of the crew member ;

“ **Rostered / Planned Duty** “ means a duty period, or series of duty periods, with stipulated start and finish times, notified by the Operator to crews in advance ;

“ **Rostering Period** “ means a number of consecutive weeks, usually 4, but defined by the Operator ;

“ **Scheduled Duty** “ means the allocation of a specific flight or flights or other duties to a crew member within the pre- notified rostered / planned series of duty periods ;

“ **Split Duty** “ means a flying duty period, which consists of two or more sectors, separated by less than a minimum rest period ;

23 ) “ **Single Day Free Of Duty** ” means, 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 ;

24 ) “ **Sector** ” ( *Leg* ) means the segment of an FDP between an aircraft first moving for the purpose of Taking - off until it comes to rest after landing on the designated parking position ;

25 ) “ **Standby** ” means 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 ;

26 ) “ **Airport Standby** ” means a standby performed at the airport ;

27 ) “ **Other Standby** ” means a standby either at home or in a suitable accommodation ;

“ **Standby Duty** “ means a 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 ;

“ **Travelling** “ means all time spent by a crew member transiting between the place of rest, and the place of reporting for duty.

Travelling Time is defined as :

— time from home to a designated reporting place and vice versa ;

— time for local transfer from a place of rest to the commencement of duty and vice versa ;

**“Time Zone Difference”** means defined sector of the flight, which covers more of (3) three Time Zones. An Operator will ensure that effects on crew members of time zone differences will be compensated by additional rest

- это сектор полета, который охватывает диапазон более (3) трех временных поясов. Эксплуатант обязан компенсировать эффект разницы во времени предоставлением дополнительного отдыха экипажу;

**“Ultra Long Range Operation” (ULR)** - augmented long range operations involving any sector between a specific city pair in which the planned flight time exceeds 16 hours, taking into account mean wind conditions and seasonal changes;

**“Week”** means period of 7 (seven) consecutive days starting at any set time and on set day as specified and stated by the Operator;

28) **“Window of Circadian Low” (WOCL)** means the period between 02:00 and 05:59 hours in the time zone to which a crew member is acclimatized.

Циркадный Период - это время между 02:00 и 05:59 той временной зоны, где экипаж находится на аклиматизации;

**ORO. FTL. 109 Responsibilities - General**

A crew member shall not fly, and an Operator shall not require that crew member to fly, if either has reason to believe that he / she is suffering, or is likely to suffer while flying, from such fatigue as may endanger the safety of the aircraft or of its occupants - *члены экипажа не должны выполнять полеты, а эксплуатант не может требовать от члена экипажа выполнять полеты, если по любой из причин он / она уже подвержен или возможно будут подвержены во время полета такой усталости, которая может подвергнуть опасности как сам самолет, так и всех тех, кто находится внутри этого самолета ;*

Comprehensive guidance and instructions shall be included in the Operations Manual for the benefit of all crew members and the staff concerned with the preparation and day to day management of rostering and scheduling - *всеобъемлющие и полные требования и инструкции должно быть внесены в Руководство по Производству Полетов с целью, ознакомления с ним членов экипажей и персонала причастного к ежедневному составлению графика полетов и планирования ;*

Although Operators must plan their schemes in accordance with the requirements, it is recognized that the standard provisions will not necessarily satisfy every type of operation - *несмотря на сказанное выше, эксплуатант должен выполнять планирование согласно своей схемы, в соответствии с установленными требованиями, он должен признавать то, что, стандартные положения не обязательно удовлетворяют любому виду деятельности эксплуатанта ;*

In these circumstances Operators may apply for a change to the standard provisions - *в данных обстоятельствах эксплуатант может обратиться с предложением по изменению стандартных положений ;*

Consideration will only be given where an Operator can show that any proposal will ensure a better or equivalent level of protection against fatigue than the basic requirements - *к рассмотрению можно приступать в случае, когда эксплуатант сможет продемонстрировать какое-либо предложение по обеспечению лучшего или соответствующего уровня защиты от усталости, чем это предписано в основных положениях.*

**ORO. FTL. 110. Operator Responsibilities**

An Operator shall :

- a) to prepare and publish duty rosters sufficiently in advance to provide the opportunity for crew members to plan adequate rest - подготовить и опубликовать наряд на полеты, как можно в достаточной мере на большее количество дней, что даст возможности экипажам планировать соответствующий предполетный отдых ;*
- b) ensure that flight duty periods 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 - должен обеспечивать планирование периода летной деятельности таким образом, чтобы позволять членам экипажа оставаться в достаточной мере свободными от усталости, что позволяет поддерживать достаточный уровень Безопасности Полетов в любых обстоятельствах ;*

Flights are planned to be completed within the allowable Flight Duty Period taking into account the time necessary for pre-flight duties, the flight, turn-around and post-flight duties times - *полеты планируются так, чтобы можно было завершить их в допустимое Полетное Рабочее Время так, чтобы эти полеты включали предполетную подготовку, полетное время, время оборачиваемости ВС/стоянки и послеполетное время ;*  
Shall plan local days free of duty and notify crew members in advance - *должен планировать и предоставлять заблаговременно информацию о планируемом отдыхе по месту постоянного проживания членов экипажа ;*

*c) specify reporting times that allow sufficient time for ground duties ;*

*d) take into account the relationship between the frequency and pattern of flight duty periods and rest periods and give consideration to the cumulative effects of undertaking long duty hours combined with minimum rest periods - должен ожидать оценки за соотношение между частотой и периодами Летной Деятельности и периодами Отдыха и надлежащим образом рассматривать эффект накопления усталости от имевшегося долгого периода летной деятельности, распределенного между минимальными временами отдыха .*

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 - *должен гарантировать, что период отдыха обеспечивает достаточное время, которое дает возможность экипажу преодолеть эффект усталости от предыдущей Летной Деятельности и дает достаточный отдых ко времени следующего периода Летной Деятельности ;*

*e) allocate duty patterns which avoid practices that cause a serious disruption of an established sleep / work pattern, such as alternating day / night duties - должен распределять период Летной Деятельности так, чтобы избегать такой практики, как варианта деятельности день/ночь или практики перемещения членов экипажей, что приводит к серьезным нарушениям привычных ритмов сон/работа ;*

*f) comply with the provisions concerning disruptive schedules in accordance with ARO. OPS. 230 ;*

*g) provide rest periods of sufficient time to enable crew members to overcome the effects of the previous duties and to be rested by the start of the following flight duty period ;*

*h) plan recurrent extended recovery rest periods and notify crew members sufficiently in advance ;*

*i) plan flight duties in order to be completed within the allowable flight duty period taking into account the time necessary for pre - flight duties, the sector and turnaround times. Shall establish minimum periods of notification of Duty for operating crews (for at least 3 days), or where this not practicable due to the nature of the operation, shall establish in advance minimum periods of notification of days off, during which a crew member will not be required for any duties - должен установить минимальное время уведомления для планирующихся членов экипажей (как минимум за 3 дня), или если это практически не возможно по роду деятельности, должен установить минимальное время уведомления о выходных днях, в течении которых эти члены экипажей не могут быть запланированы для работы ;*

- j)* training of rostering staff shall include guidance on the effects of disturbing circadian rhythms and sleep deprivation - *тренировка лиц, ответственных за планирование членов экипажей, должна включать руководство по последствиям и расстройствам связанных с циркадными ритмами и влиянию проблем с засыпанием и с недосыпанием ;*
- k)* change a schedule and / or crew arrangements if the actual operation exceeds the Maximum Flight Duty Period on more than 33 % of the flight duties in that schedule during a scheduled seasonal period ;
- l)* away from Base the Operator shall provide for crew members delivery to airport, and from airport to place of suitable accommodation for pre-flight rest - *при нахождении вне места базирования эксплуатант обязан организовать доставку членов экипажа в аэропорт и из аэропорта к месту проживания, в месте их временного базирования с целью получения полноценного отдыха ;*
- m)* duration of the annual payment vacation must be not less than **28** working days. This vacation may be available partially in **2** (two) part's - *продолжительность ежегодного оплачиваемого отпуска, должна быть не менее 28 рабочих дней. Допускается его разделение на две част ;*
- n)* when an Operator employs a crew member on an irregular basis, then that employer shall ensure that the crew member satisfies the provision of the approved scheme. 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 - *когда эксплуатает нанимает члена экипажа с целью временного выполнения своих обязанностей и за это время работодатель убеждается, что этот член экипажа удовлетворяет и обеспечивает предъявляемые требования. Более того, эксплуатает удовлетворит, то что, член экипажа, который переходит к другому работодателю, если позволяет эксплуатант, по прежнему может иметь возможность получения адекватного предполетного отдыха ;*
- o)* when the crew rest has been in aircraft on ground, in this case, crew must be carry out procedure for aircraft ventilation and adjusting the comfortable temperature, using external or internal source for this purpose. This crew rest must be carry out without of passenger - *если отдых имеет место в самолете на земле, экипаж должен осуществлять соответствующий контроль температуры и вентиляции внутри воздушного судна, посредством использования наземной, или бортовой силовой установки. Пассажиры не должны находиться на борту.*

### **ORO.FTL. 115. Crew Member Responsibilities**

Crew members shall :

- a)* Comply with point *CAT. GEN. MPA. 100 (b)* of Annex **IV** ( Part - CAT ) ;
- b)* Make optimum use of the opportunities and facilities for rest provided and plan and use their rest periods properly.
- c)* Responsibility for preventing the onset of fatigue cannot rest on the operator alone - *ответственность за предотвращение накопления усталости из-за отсутствия отдыха не ложится на эксплуатанта в одиночку ;*

- d) Crew members shall ensure that they are not in breach of the operator's scheme - члены экипажа гарантированы, что они не являются брешью в схеме эксплуатанта ;*
- e) They shall make optimum use of the opportunities and facilities for rest provided, and plan and use their rest periods properly - они должны оптимально использовать благоприятные возможности и условия для отдыха, а также планировать и использовать период отдыха должным образом ;*
- f) Crew members are reminded that they are not entitled to act as a member of the crew of an aircraft if they know or suspect that their physical or mental condition renders them temporarily unfit so to act - членам экипажа напоминают о том, что они не уполномочены для деятельности, как член экипажа, если они знают или подозревают, что их физическое или психологическое состояние не позволяет им временно исполнять эти обязанности ;*
- g) A crew member shall not operate an airplane if he/she knows that he/she is suffering from or is likely to suffer from fatigue or feels unfit, to the extent that the flight may be endangered - член экипажа не может осуществлять деятельность в самолете, если он/она знают, что он/она находится под воздействием усталости или вероятно, что находится под воздействием усталости или ощущает неспособность продолжать полет, так как продолжение полета может быть небезопасно.*

#### **ORO. FTL. 116. Pilot - in - Command Responsibilities**

*a) A Commander must avoid operation an airplane (not operate an airplane) if he/she knows that crew member (member's) is suffering from or is likely to suffer from fatigue or feels unfit, to the extent that the flight may be endangered - Командир Воздушного Судна обязан избегать осуществлять деятельность в самолете, если он/она знает, что член (члены) экипажа находится под воздействием усталости или вероятно, что находится под воздействием усталости или ощущает неспособность продолжать полет, так как продолжение полета может быть небезопасно ;*

*b) In extraordinary cases, when flight is operated with too late notification received by the Operator within a very short time period not providing the crew with proper accommodation and without representative, the Commander will take the authority for crew accommodation - в экстренных случаях, если полет выполнен с уведомлением, полученным эксплуатантом за очень короткий период, который не позволяет обеспечить надлежащего размещения экипажа и при условии отсутствия представителя в данном месте, то полномочия по размещению экипажа возлагаются на Командира ВС.*

#### **ORO. FTL. 120. Fatigue Risk Management (FRM)**

*a) When FRM is required by this Subpart or an applicable certification specification, the Operator shall establish, implement and maintain a FRM as an integral part of its management system. The FRM shall ensure compliance with the essential requirements in points 7. f, 7. g and 8. f of Annex IV to CR - EC N° 216 / 2008.  
The FRM shall be described in the Operations Manual ;*



- b)** The FRM established, implemented and maintained shall provide for continuous improvement to the overall performance of the FRM and shall include :
- 1) a description of the philosophy and principles of the Operator with regard to FRM, referred to as the FRM policy ;
  - 2) documentation of the FRM processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation ;
  - 3) scientific principles and knowledge ;
  - 4) a hazard identification and risk assessment process that allows managing the operational risk(s) of the Operator arising from crew member fatigue on a continuous basis ;
  - 5) a risk mitigation process that provides for remedial actions to be implemented promptly, which are necessary to effectively mitigate the Operator's risk(s) arising from crew member fatigue and for continuous monitoring and regular assessment of the mitigation of fatigue risks achieved by such actions ;
  - 6) FRM safety assurance processes ;
  - 7) FRM promotion processes.
- c)** The FRM shall correspond to the flight time specification scheme, the size of the Operator and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in those activities and the applicable flight time specification scheme ;
- d)** The Operator shall take mitigating actions when the FRM safety assurance process shows that the required safety performance is not maintained.

#### **ORO.FTL. 125. Flight Time Specification Schemes**

- a)** Operators shall establish, implement and maintain flight time specification schemes that are appropriate for the type(s) of operation performed and that comply with Regulation (EC) N° 216 / 2008 and this Subpart ;
- b)** Before being implemented, flight time specification schemes, including any related FRM where required, shall be approved by the Competent Authority ;
- c)** To demonstrate compliance with CR - EC N° 216 / 2008 and this Subpart, the Operator shall apply the applicable certification specifications adopted by the GDCA of RA. Alternatively, if the Operator wants to deviate from those certification specifications in accordance with Article 22 ( 2 ) of CR - EC N° 216 / 2008, it shall provide the Competent Authority with a full description of the intended deviation prior to implementing it. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the requirements of CR - EC N° 216 / 2008 and of this Subpart are met ;
- d)** For the purpose of point *ARO. OPS. 235 ( d )*, within 2 years of the implementation of a deviation or derogation, the Operator shall collect data concerning the granted deviation or derogation and analyze that data using scientific principles with a view to assessing the effects of the deviation or derogation on aircrew fatigue. Such analysis shall be provided in the Form of a report to the Competent Authority.

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**SECTION II. Commercial Air Transport ( CAT ) Operators****ORO. FTL. 200. Home Base**

An Operator shall assign a home base to each crew member.

**ORO. FTL. 205. Maximum Daily Flight Duty Period ( FDP )*****Ежедневное Максимальное Полетное Рабочее Время***

a) The Operator shall :

- 1) define reporting times appropriate to each individual operation, that realistically reflects the time for safety related ground duties as approved by the GD CA of RA, but not less than 1 hour before scheduled departure time , depending on aircraft type and flight log, taking into account *ORO. FTL. 110 ( c ) - эксплуатант должен определить Время явки, одобренное со стороны ГУГА РА, которое реалистично отражает время пред-полетной подготовки, необходимое из условий обеспечения безопасности полета и которое не может быть менее 1 ч. до запланированного времени вылета в зависимости от типа ВС и задания на полет принимая во внимание ORO. FTL. 110 ( c ) ;*
- 2) establish procedures specifying how the Commander shall, in case of special circumstances which could lead to severe fatigue, and after consultation with the crew members concerned, reduce the actual FDP and /or increase the Rest Period in order to eliminate any detrimental effect on flight safety.

*b) Flight Crew Duty Time terminates after engine shut down, but not early than 30 minutes after engine shut down time. Полетное рабочее время членов экипажа заканчивается не ранее чем через 30 мин. после выключения двигателей ;*

*c) The maximum basic daily FDT is specified as 13 hours - Максимальная продолжительность суточного полетного рабочего времени установлена в 13 часов ;*

*d) These 13 hours will be reduced for each sector from the 3 ( third ) sector onwards providing a maximum total reduction does not exceed 3 ( tree ) hours - указанное ограничение в 13 ч. должно быть уменьшено для каждого последующего сектора, начиная с 3-го сектора, но с условием максимального уменьшения общего рабочего времени не более 3 часов ;*

*e) Basic maximum daily FDP.*

FDT limitations established in this subparagraph taking into account the Reporting Times and planed sectors shall not be exceed values specified in Table 2 below : - *Установленная в данном пункте максимальная продолжительность суточного полетного рабочего времени с учетом времени начала работы и количества посадок не должна превышать значений, приведенных в Таблице 2. Start of FDP at reference time :*

1) the maximum daily FDP without the use of extensions for acclimatized crew members shall be in accordance with the following Table :

**Table 2. Maximum Daily FDP — Acclimatized Crew Members**

<i>Start of FDP at reference time</i>	<i>Sector (s)</i>								
	<b>1 – 2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
06 : 00 - 13 : 29	13 : 00	12 : 30	12 : 00	11 : 30	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00
13 : 30 - 13 : 59	12 : 45	12 : 15	11 : 45	11 : 15	10 : 45	10 : 15	09 : 45	09 : 15	09 : 00
14 : 00 - 14 : 29	12 : 30	12 : 00	11 : 30	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00	09 : 00
14 : 30 - 14 : 59	12 : 15	11 : 45	11 : 15	10 : 45	10 : 15	09 : 45	09 : 15	09 : 00	09 : 00
15 : 00 - 15 : 29	12 : 00	11 : 30	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00	09 : 00	09 : 00
15 : 30 - 15 : 59	11 : 45	11 : 15	10 : 45	10 : 15	09 : 45	09 : 15	09 : 00	09 : 00	09 : 00
16 : 00 - 16 : 29	11 : 30	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00	09 : 00	09 : 00	09 : 00
16 : 30 - 16 : 59	11 : 15	10 : 45	10 : 15	09 : 45	09 : 15	09 : 00	09 : 00	09 : 00	09 : 00
<b>17 : 00 - 04 : 59</b>	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00	09 : 00	09 : 00	09 : 00	09 : 00
05 : 00 - 05 : 14	12 : 00	11 : 30	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00	09 : 00	09 : 00
05 : 15 - 05 : 29	12 : 15	11 : 45	11 : 15	10 : 45	10 : 15	09 : 45	09 : 15	09 : 00	09 : 00
05 : 30 - 05 : 44	12 : 30	12 : 00	11 : 30	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00	09 : 00
05 : 45 - 05 : 59	12 : 45	12 : 15	11 : 45	11 : 15	10 : 45	10 : 15	09 : 45	09 : 15	09 : 00

*Примечание* For Training / Base Flight the following limitations are specified :

- При выполнении учебных / тренировочных полетов в зоне аэродрома устанавливаются следующие ограничения :

1. Flight Time shall not exceed 6 hrs - Полетное время не более 6 ч.
2. Flight Duty Time shall not exceed 10 hrs - Полетное рабочее время не более 10 ч.
3. Number of performed Approaches shall not exceed 25 - Количество заходов на посадку не более 25.

2) the maximum daily FDP when crew members are in an unknown state of acclimatization shall be in accordance with the following Table :

**Table 3. Crew Members in an unknown State of acclimatization**

<i>Maximum Daily FDP according to sectors</i>						
<b>1 – 2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
11 : 00	10 : 30	10 : 00	09 : 30	09 : 00	09 : 00	09 : 00

3) the maximum daily FDP when crew members are in an unknown state of acclimatization and the Operator has implemented a FRM, shall be in accordance with the following Table :

**Table 4. Crew Members in an unknown State of acclimatization under FRM**

The values in the following Table may apply provided the Operator's FRM continuously monitors that the required safety performance is maintained.

3) the maximum daily FDP when crew members are in an unknown state of acclimatization and the Operator has implemented a FRM, shall be in accordance with the following Table :

**Table 4. Crew Members in an unknown State of acclimatization under FRM**

The values in the following Table may apply provided the Operator's FRM continuously monitors that the required safety performance is maintained.

<i>Maximum Daily FDP according to sectors</i>						
<b>1 – 2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
12 : 00	11 : 30	11 : 00	10 : 30	10 : 00	09 : 30	09 : 00

f) Maximum daily FDP for acclimatized crew members with the use of extensions without in-flight rest.

- 1) the maximum daily FDP may be extended by up to 1 hour not more than twice in any 7 consecutive days. In that case :
  - (i) the minimum pre-flight and post-flight rest periods shall be increased by 2 hours ; or

- (ii) the post - flight rest period *shall be increased by 4 hours*.
- 2) when extensions are used for consecutive FDP's, the additional pre - and post - flight rest between the two extended FDP's required under *Subparagraph 1* shall be provided consecutively ;
- 3) the use of the extension shall be planned in advance, and shall be limited to a maximum of :
  - (i) 5 sectors when the WOCL is not encroached ; *or*
  - (ii) 4 sectors, when the WOCL *is encroached by 2 hours or less ; or*
  - (iii) 2 sectors, when the WOCL *is encroached by more than 2 hours*.
- 4) extension of the maximum basic daily FDP without in-flight rest shall not be combined with extensions due to in - flight rest or split duty in the same duty period ;
- 5) flight time specification schemes shall specify the limits for extensions of the maximum basic daily FDP in accordance with the certification specifications applicable to the type of operation, taking into account :
  - (i) the number of sectors flown ; *and*
  - (ii) WOCL encroachment.

**g)** Maximum daily FDP with the use of extensions due to in - flight rest - *Максимальное Полетное Рабочее Времени в случае отдыха в полете*.

Flight time specification schemes shall specify the conditions for extensions of the maximum basic daily FDP with in - flight rest in accordance with the certification specifications applicable to the type of operation, taking into account :

- 1) the number of sectors flown ;
- 2) the minimum in - flight rest allocated to each crew member ;
- 3) the type of in - flight rest facilities ; *and*
- 4) the augmentation of the basic flight crew.

The GDCA of RA approved the requirements related the augmentation of basic Flight Crew for the purpose of extending the Flight Duty Period *up to 16 hours*, providing this approval covers only Flight Duty Period involving not more that **2 (two) sectors / landings** - *ГУГА РА разрешает применение продленного рабочего времени до 16 часов, только при условии выполнения полета в увеличенном от базового составе экипаже и при условии, что за один период Полетного Рабочего Времени производится не более 2 посадок*.

**h)** Unforeseen circumstances in flight operations - Commanders discretion - *непредвиденные обстоятельства во время фактической летной деятельности - Решение Командира ВС*. Any such modifications must be acceptable to the Commander after conformation with all other crew members.

- 1) the conditions to modify the limits on flight duty, duty and rest periods by the Commander in the case of unforeseen circumstances in flight operations, which start at or after the reporting time, shall comply with the following :
  - (i) the maximum daily FDP which results after applying points (b) and (e) of point ORO.FTL. 205 or point ORO.FTL. 220 *may not be increased by more than 2 hours* unless the flight crew has been augmented, in which case the maximum flight duty period *may be increased by not more than 3 hours*. An extension of 3 hours is the absolute maximum permitted, except in the cases of emergency. Commander's discretion to extend a FDP may only be exercised once the FDP has commenced ;

- (ii) if on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after Take-off, the flight may continue to the planned destination or alternate aerodrome ; *and*
- (iii) the rest period following the FDP may be reduced *but can never be less than 10 hours.*
- 2) in case of unforeseen circumstances which could lead to severe fatigue, the Commander *shall reduce the actual Flight Duty Period and / or increase the Rest Period* in order to eliminate any detrimental effect on flight safety.
- 3) the Commander shall consult all crew members on their alertness levels before deciding the modifications under Subparagraphs 1 and 2 ;
- 4) the Commander shall submit a Captain Report Form acceptable to the GDCA of RA, to the Operator when an FDP is increased or a Rest Period is reduced at his or her discretion ;
- 5) where the increase of an FDP or reduction of a rest period exceeds *1 (one) hour*, a copy of the report, to which the Operator shall add its comments, shall be sent by the Operator to the Competent Authority *not later than 28 days after the event*, or within 14 days of the aircraft's return to base ;
- 6) the Operator shall implement a non - punitive process for the use of the discretion described under this provision and shall describe it in the Operations Manual ;
- 7) an Operator shall not plan a FDP on the basis of the use of Commander's discretion.

*i) Unforeseen circumstances in flight operations — delayed reporting.*

The Operator shall establish procedures, in the Operations Manual, for delayed reporting in the event of unforeseen circumstances, in accordance with the certification specifications applicable to the type of operation.

**ORO. FTL. 210. Flight Block Times and Duty Time Limitations**

***Ограничения Полетного и Рабочего Времени***

No person shall act as a member of the flight crew of the aircraft registered in the Republic of Armenia, if at the beginning of the flight he/she has exceeded all his / her previous Flight and Duty Times - *ни одно лицо, в качестве члена летного экипажа воздушного судна, зарегистрированного в Республике Армения, не может начинать полет если он / она превысили за предыдущий период следующее Летное и Рабочее Полетное Время.*

**a)** An Operator shall ensure that the total Duty Periods to which a crew member is assigned during the flight and on ground shall not exceed - *эксплуатант должен обеспечить, чтобы общий период рабочего времени, назначаемого члену экипажа, при выполнении полетов и на земле не превышал :*

- 1) **55** Duty Hours within any 7 consecutive days, but may be increased upto **60 hours**, when rostered duty covering a series of duty periods, once commenced, is subject to unforeseen delays - *55 рабочих часов в течение 7-и последовательных дней, которые могут быть увеличены до 60 рабочих часов, когда запланированная серия из нескольких рабочих периодов, непредвиденно задерживается ;*

- 2) 95 hours within any 2 consecutive weeks, but may be increased upto **110** hours, when is subject to unforeseen circumstances - **95 часов в течение 2-х последовательных недель, которые могут быть увеличены до 110 рабочих часов, когда это необходимо по непредвиденным обстоятельствам ;**
- 3) as normal rules apply **158 Duty Hours** in any 28 consecutive days, spread as evenly as practicable throughout this period, but taking into consideration irregular nature for working hours calculation for flight crew duties, as an exception the extended Duty Time of **190 cumulative hours** can be applied in any 28 consecutive days spread as evenly as practicable throughout this period - **как правило применяется 158 ч. за период равный 28 последовательным дням, распределенным как можно равномерно, но учитывая ненормированный характер работы членов летных экипажей,, как исключение разрешается применять норму в 190 ч. суммированного рабочего времени за период равный 28 последовательным календарным дням, распределенным максимально равномерно на протяжении всего этого периода.**

**b) Limit on Total Flights Block Times - Ограничение Общего Полетного Времени**

An Operator shall ensure that the Total Flights Block Times of the flights on which an individual crew member is assigned as an operating crew member does not exceed limitation stated in *Table 5* below - **эксплуатант должен обеспечить, чтобы общее полетное время при выполнении полетов, на которые член экипажа запланирован, как член рабочего экипажа, не превышало следующих ограничений полетного времени, указанных в Таблице. 5 :**

- 1) maximum **90** Flights Block Hours in any 28 (*twenty eight*) consecutive days - **максимум 90 часов общего полетного времени за период равный 28 последовательным дням ;**
- 2) maximum **900** (*nine hundred*) Flights Block Hours in a calendar year - **максимум 900 часов общего полетного времени за календарный год ;**
- 3) in case operational conditions require, only 3 times per year, having mandatory consent of the crew member, maximum Flights Block Hours in any 28 consecutive days stated in *Table 5* may be extended *up to 100 hours*, providing the mandatory condition requiring to prohibit such an extension during no more than **2** (*two*) time, in consecutive period's - **в случае необходимости, только 3 раза в год, при обязательном согласии члена летного экипажа, полетное время за период 28 последовательных дней, указанное в Табл. 5, может быть увеличено до 100 часов,. Обязательным условием при этом, является запрет на применение вышеуказанного продления в течении не более двух (2) последовательных 28-и дневных периодах подряд ; and**
- 4) maximum Block hours in a Calendar year, indicated in *Table 5*, cannot be extended - **годовое полетное время, указанное в Табл. 5 не может быть увеличено.**

**Table 5 / Таблица 5.**

Aircraft type / Типы ВС	Total Flight Block Times (h) Полетное время (ч.)	
	28 consecutive days за 28 последовательных дней	a calendar year за календарный год
A - 318 / 319 / 320 / 321 / 330 / 340 / 350 / 380 , RRJ 95, B - 737 / 757 / 767 / 777 / 787 / 747, CRJ - 100 / 200 / 700 / 900 / 1000, ATR 42 / 72, Tu - 204 / 214, Jetstream - 32	<b>90</b>	<b>900</b>
Il - 76, Yak - 42 / 40, An - 12 / 32 / 26 / 24 ,	<b>80</b>	<b>800</b>

Примечание 1. Для вновь вводимых в эксплуатацию ВС предельные величины полетного времени устанавливаются на уровне аналогичного типа и класса самолета из числа указанных в Табл.5.

Примечание 2. В исключительных случаях, разрешается превышение полетного времени за 28 дней и за год не более чем на 1ч. 30 мин., при сохранении требования обязательного донесения в ГУГА РА, в срок не более чем 5 рабочих дней после случая данного превышения.

Примечание 3. В случаях производственной необходимости, только для самолетов советского производства, с согласия членов летного экипажа и по согласованию с врачом – членом Врачебно Летной Экспертной Комиссии ( ВЛЭК ), полетное время за 28 последовательных дней, указанное в Табл. 5, может быть увеличено на 20 %, только 3 раза в год, но не более 2 раз подряд. Только при соблюдении этого условия, годовое полетное время, указанное в Табл. 5 может быть увеличено до 860 часов.

Примечание 4: Рабочее время КЛС формируется как сумма офисного времени (время работы КЛС на земле, согласно требованиям контракта и должностных инструкций) и полетного рабочего времени. В любом случае, суммарное рабочее время КЛС должно соответствовать значениям, указанным в Табл.2

c) Post - flight duty shall count as duty period.

The Operator shall specify in its Operations Manual the minimum time period for post - flight duties.

Define post - flight duties times appropriate to each individual operation, that realistically reflects the time for safety related ground duties as approved by the GD CA of RA, but not less than 30 minutes after actual arrival time , depending on type of aircraft and flight - эксплуатант должен определить время на послеполетную деятельность, одобренную со стороны ГУГА РА, которое реалистично отражает время послеполетной работы, необходимое из условий обеспечения безопасности полета и которое не может быть менее 30 минут от реального времени прибытия, в зависимости от типа ВС и задания на полет.



**ORO. FTL. 212. Cabin Crew Requirements - Требования к Кабинному Экипажу**

The limitations, which shall be applied to Cabin Crew, are those applicable to flight crew members, but with the following differences - *ограничения, которые применяются для Кабинного Экипажа такие же, которые применяются для Летного Экипажа, только с последующими отличиями :*

**a)** FDP with different reporting time for Flight Crew and Cabin Crew.

Whenever *Cabin Crew* requires more time than the flight crew for their pre-flight briefing for the same sector or series of sectors, the FDP of the Cabin Crew may be extended by the difference in reporting time between the cabin crew and the flight crew - *когда кабинному экипажу требуется больше времени на предполетную подготовку для выполнения полета или полетов, длительность полетного рабочего времени членов кабинного экипажа может быть увеличена на разницу между временем явки летного и кабинного экипажей.*

The difference *shall not exceed 1 hour*. The maximum daily FDP for Cabin Crew shall be based on the time at which the flight crew report for their FDP, but the FDP shall start at the reporting time of the cabin crew - *максимальная длительность полетного рабочего времени членов кабинного экипажа базируется на Времени явки на вылет летного экипажа, но полетное рабочее время членов кабинного экипажа должно начинаться по времени явки членов кабинного экипажа. Разница во времени явки членов кабинного экипажа и летного экипажа назначенных для выполнения полета или полетов, не должна превышать 1 часа ;*

**b)** The limits relating to the (2) two pilot flight crew for Long Range operations do not apply for Cabin crew - *ограничения применяемые для экипажа из (2) двух пилотов при выполнении длительных полетов для Кабинного экипажа не применимы.*

**ORO. FTL. 215. Positioning - Перемещение Экипажа**

If an Operator positions a crew member, the following shall apply :

**a)** positioning ( as a Dead Heading Crew ) after reporting but prior to operating shall be counted as FDP but shall not count as a sector - *если перемещение члена экипажа осуществляется после времени явки перед выполнением полета, то в общее Полетное Рабочее Время члену нерабочего экипажа оно учитывается в объеме 100 % но не зачитывается как сектор ;*

**b)** all time spent on positioning shall count as duty period - *все время, затраченное на перемещение (передвижение), рассматривается как рабочее время ;*

**c)** in exceptional cases, maximum time not exceeding 4 hours allowed for positioning of Dead Heading Crew without rest conditions in flight - *в исключительных случаях допускается максимальное время перемещения членов нерабочего экипажа (DHC) без предоставления условий для отдыха на борту ВС только до 4 часов ;*

**d)** A positioning sector immediately following the operation sector will be taken into account for the minimum rest time calculation - *сектор перемещения, следующий немедленно после сектора выполнения полета, должен учитываться для расчета минимального времени отдыха ;*

**ORO. FTL. 220. Split Duty**

The conditions for extending the basic maximum daily FDP due to a break on the ground shall be in accordance with the following :

- a)* Flight time specification schemes shall specify the following elements for Split Duty in accordance with the certification specifications applicable to the type of operation :
- 1) the minimum duration of a break on the ground ; *and*
  - 2) the possibility to extend the FDP prescribed under point *ORO. FTL. 205 (b)* taking into account the duration of the break on the ground, the facilities provided to the crew member to rest and other relevant factors ;
- b)* The break on the ground shall count in full as FDP ;
- c)* Split Duty shall not follow a reduced rest.

**ORO. FTL. 225. Standby and Duties at the Airport**

If an Operator assigns crew members to standby or to any duty at the airport, the following shall apply in accordance with the certification specifications applicable to the type of operation :

- a)* Standby and any duty at the airport shall be in the roster and the start and end time of standby shall be defined and notified in advance to the crew members concerned to provide them with the opportunity to plan adequate rest - *резерв или иная деятельность в аэропорту должна быть запланирована по наряду и время начала и окончания резерва должно быть определено и своевременно доведено до членов экипажа с целью обеспечения ими возможности планирования соответствующего отдыха.*
- b)* A crew member is considered on airport standby from reporting at the reporting point until the end of the notified airport standby period - *члена экипажа считается в резерве в аэропорту со Времени явки в месте доклада вплоть до конца времени определенного для резерва ;*
- c)* Airport standby shall count in full as duty period for the purpose of points *ORO. FTL. 210 and ORO. FTL. 235* - *время нахождения в резерве в аэропорту включается в общее месячное Рабочее Время согласно пунктов ORO. FTL. 210 and ORO. FTL. 235 ;*
- d)* Any duty at the airport shall count in full as duty period and the FDP shall count in full from the airport duty reporting time - *любая деятельность в аэропорту должна быть включена в общее месячное Рабочее Время, отсчитываемое со Времени явки в месте доклада ;*
- e)* The Operator will provide the crew member with accommodation , a quiet and comfortable place not open to the public - *Эксплуатант должен обеспечить членам экипажа тихое, спокойное, удобное и изолированное от посторонних помещение ;*
- f)* Flight time specification schemes shall specify the following elements :
- 1) the maximum duration of any standby ;
  - 2) the impact of the time spent on standby on the maximum FDP that may be assigned, taking into account facilities provided to the crew member to rest, and other relevant factors such as :

- the need for immediate readiness of the crew member ;
  - the interference of standby with sleep ; *and*
  - sufficient notification to protect a sleep opportunity between the call for duty and the assigned FDP ;
- 3) the minimum rest period following standby which does not lead to assignment of an FDP ;
- 4) how time spent on standby other than airport standby shall be counted for the purpose of cumulative duty periods.
- g)** Where airport standby is immediately followed by a flight duty, the relationship between such airport standby and the assigned flight duty will make full FDP. In such a case, airport standby shall be added to the Duty Period for the purposes of calculating minimum rest - *в случае заступления в резерв после завершения Полетного Рабочего Времени, взаимосвязь между резервом в аэропорту и установленным временем Полетного Рабочего Времени составляет полную сумму Общего Рабочего Времени.*
- h)** Where the airport standby does not lead to assignment on a flight duty, it shall be followed at least by a rest period - *когда резерв в аэропорту не сопровождается выполнением полетного задания, после нахождения в резерве требуется, как минимум время для полноценного отдыха.*

#### **ORO. FTL. 230. Reserve**

If an Operator assigns crew members to reserve, the following requirements shall apply in accordance with the certification specifications applicable to the type of operation :

- a)** reserve shall be in the roster and / or notified in advance - *резерв должен быть запланирован и или заранее должно быть уведомление о планах ;*
- b)** flight time specification schemes shall specify the following elements :
- 1) the maximum duration of any single reserve period ;
  - 2) the number of consecutive reserve days that may be assigned to a crew member.
- c)** the maximum length and place of any standby time at a place other than a specified reporting point shall be unambiguously determined - *максимальная продолжительность и место нахождения любого резерва, отличного от места явки должно быть однозначно определено ;*
- d)** the counting of standby time is made in order to be taken into account for the cumulative Monthly Duty Hours - *учет времени нахождения в резерве производится с целью включения его в общее месячное Рабочее Время .*

**ORO. FTL. 235. Rest Periods****a) Minimum Rest Period at Home Base :**

1) the minimum rest period provided before undertaking an FDP starting at Home Base shall be at least as long as the preceding duty period, or **12 hours**, whichever is greater ;

2) by way of derogation from point (1), the minimum rest provided under point (b) applies if the Operator provides suitable accommodation to the crew member at Home Base.

**b) Operator shall grant the rest period at the home base not less than 48 hours in case during any 7 consecutive days crew member has operated 3 and more FDP encroaching on night time - эксплуатант обязан предоставить отдых по месту постоянного проживания в течение 48 ч, если за 7 суток в любой последовательности выполнены 3 и более периодов полетного рабочего времени, захватывающих ночное время ;**

**c) Minimum Rest Period away from Home Base :**

The minimum rest period provided before undertaking an FDP starting away from home base shall be at least as long as the preceding duty period, or **10 hours, whichever is greater** - минимальное время отдыха, предоставляемое членам экипажа перед началом выполнения служебных обязанностей начинающееся вне базового аэропорта, должно быть, как минимум равно объему предшествующего рабочего времени, или 10 ч., в зависимости от того, которое из них больше ;

This period shall include an **8 - hour** sleep opportunity in addition to the time for travelling and physiological needs - этот отдых включает время продолжительностью 8 ч. для сна дополнительно ко времени в пути до места отдыха и на другие физиологические потребности.

**d) Reduced Rest :**

By derogation from points (a) and (b), flight time specification schemes may reduce the minimum rest periods in accordance with the certification specifications applicable to the type of operation and taking into account the following elements :

- 1) the minimum reduced rest period ;
- 2) the increase of the subsequent rest period ; *and*
- 3) the reduction of the FDP following the reduced rest.

**e) Recurrent Extended Recovery Rest Periods :**

Flight time specification schemes shall specify recurrent extended recovery rest periods to compensate for cumulative fatigue. The minimum recurrent extended recovery rest period shall be 36 hours, including 2 local nights, and in any case the time between the end of one recurrent extended recovery rest period and the start of the next extended recovery rest period shall not be more than 168 hours. The recurrent extended recovery rest period shall be increased to 2 local days twice every month ;

**f) Flight time specification schemes shall specify additional rest periods in accordance with the applicable certification specifications to compensate for :**

- 1) the effects of time zone differences and extensions of the FDP ;
- 2) additional cumulative fatigue due to disruptive schedules ; *and*
- 3) a change of home base.

**g) Crew members shall** - Члены экипажа должны :

1 ) not be on duty more than 7 (seven) consecutive days between days off, but may be positioned to the usual operating base on the 8 (eighth) day, provided they are then allocated at least 2 (two) consecutive days off, and have 2 (two) consecutive days off in any consecutive 14 (fourteen) days following the previous 2 (two) consecutive days off -

*не должны выполнять служебные обязанности более чем в течении 7 последовательных дней между выходными днями, но при перебазировании на базовый а/м, на следующий 8-ой день, им должно быть предоставлено 2 последовательных выходных дня и они должны иметь 2 последовательных выходных дня в любые последующие 14 дней, следующих после предшествующих 2-х последовательных выходных дней ; and*

2 ) have a minimum of 7 (seven) days off in any consecutive 4 (four) weeks - *должны иметь минимум 7 дней отдыха в течение любых последующих 4-х недель ; and*

3 ) have an average of at least 8 days off in each consecutive 4 week period, averaged over (3) three such periods - *должны иметь в среднем не менее 8 выходных в течение каждых последующих 4 недель, усреднено на протяжении 3 таких периодов ;*

4 ) The minimum rest provided before undertaking a Flight Duty Period with term of preceding FDP accomplished during the time ( from 06 : 00 to 20 : 00 ), may be granted by reduced period and take into account the following criteria - *минимальное время отдыха, предоставляемое членам экипажа перед началом выполнения служебных обязанностей, при условии, что предшествующее рабочее время осуществлялось в дневной период времени ( с 06 : 00 до 20 : 00 ) может быть предоставлено в сокращенном объеме и рассчитывается по следующим критериям :*

- If preceding FDP does not exceed 6 hours, in this case minimum rest period shall make 8 hours - *если предшествующее рабочее время не превышает 6 ч., то минимальное время предоставляемое для отдыха составит 8 часов ;*
- If preceding FDP does not exceed 8 hours, in this case minimum rest period shall make 10 hours - *если предшествующее рабочее время не превышает 8 ч. то минимальное время предоставляемое для отдыха составит 10 часов ;*
- If preceding FDP does not exceed 10 hours, in this case minimum rest period shall make 12 hours - *если предшествующее рабочее время не превышает 10 ч. то минимальное время предоставляемое для отдыха составит 12 часов.*

**h)** After flight with capture night FDP from 23 : 00 to 06 : 00 the rest period calculation must take into account the following : - *после полетов с захватом ночного периода Полетного Рабочего Времени с 23 : 00 до 06 : 00 ч. расчет времени отдыха производится по следующей схеме :*

- if FDP completed before WOCL, in this case, 50 % from captured night FDP should be added to the fixed rest period - *если период полетного рабочего времени завершен до начала времени Циркадного Периода ( WOCL ), то ко времени установленного предполетного отдыха должно быть добавлено 50 % от захваченного рабочего ночного времени ;*
- if FDP encroaches on the WOCL, in this case, 100 % from captured night FDP should be added to the fixed rest period, but should not exceed 16 hours - *если период Полетного Рабочего Времени завершен с захватом времени Циркадного Периода ( WOCL ), то ко времени установленного предполетного отдыха должно быть добавлено 100 % от захваченного рабочего ночного времени, но не более чем 16 часов ;*

**j)** Operator shall increase minimum rest period by time for traveling to the place for accommodation and back to airport if positioning time exceeds 1 hour - эксплуатант увеличивает минимальный период отдыха на величину продолжительности общего времени переезда до места размещения на отдых и обратно, если времени переезда превышает 1 час ;

**m)** Rest period following several successive occurrences of rest period reducing and increasing FDP, cannot be reduced - время отдыха, следующее после нескольких последовательных случаев сокращения времени отдыха и продления Полетного Рабочего Времени, не может быть сокращено ;

**n)** For purpose of medical check every crew member is granted with 2 (two) days off before commencing medical check - с целью прохождения медицинского освидетельствования, до ее начала, каждому члену экипажа по его требованию предоставляется 2 выходных дня (пр. ГУГА РА от 25. 04. 2007 № 65-У гл.2, п. 19 ).

#### **ORO. FTL. 240. Nutrition - Питание**

**a)** During the FDP there shall be the opportunity for a meal and drink in order to avoid any detriment to a crew member's performance, especially when the FDP exceeds 6 hours - в течении летного рабочего периода, для поддержания должного уровня работоспособности и здоровья члены экипажа должны быть обеспечены полноценным питанием и напитками с периодичностью каждые 6 часов ;

**b)** An Operator shall specify in its Operations Manual how the crew member's nutrition during FDP is ensured.

#### **ORO. FTL. 242. FDP, and Simulator Flight Time Limitation's during Simulator Training activities - Ограничения продолжительности рабочего и летного времени при прохождении тренажерной подготовки.**

**a)** Maximum Briefing time before Simulator Training Session is limited to 1 hour 30 minutes - максимальная продолжительность предварительной подготовки перед проведением тренировки на тренажере не более 1 часа 30 минут ;

**b)** Maximum Debriefing time after Simulator Training Session is limited to 1 hour - продолжительность разбора после проведения тренажерной тренировки не более 1 часа ;

**c)** Maximum duration of FFS Training session for the training crew shall not exceed 4 hours (1 training session only), during the consecutive 24 hours - продолжительность времени тренировки на тренажере, тренируемого экипажа, не должна быть более 4 час в сутки (1 тренировочная сессия) ;

**d)** Maximum duration of FFS session for training staff ( TRI / TRE / SFI / SFE ) is limited to 8 hours ( 2 training session ), during the consecutive 24 hours, with an interruption between two sessions being not less than 2 hours - продолжительность полетного времени на тренажере лиц инструкторского состава, проводящих тренажерную подготовку не должна превышать 8 часов ( 2 сессии ) за последовательные 24 часа, с перерывом между ними не менее 2 часов ;

- e)* For training staff carrying out training duties on Simulator it is not allowed to perform 2 consecutive FFS training operations, if one of those sessions encroaches on WOCL - *лицам инструкторского состава, проводящим тренажерную подготовку, запрещается проводить 2 последовательные тренажерные сессии, если одна из них по времени совпадает с Циркадным периодом времени суток;*
- f)* Total Duty Time for training staff ( *TRI/TRE/SFI/SFE* ) shall not exceed 14 hours during one working day - *общая продолжительность рабочего времени лиц, проводящих тренажерную подготовку не должна превышать 14 часов в сутки;*
- g)* The Total FFS Time for training staff shall not exceed **90 hours** in any 28 ( *twenty eight* ) consecutive days - *общее полетное время на тренажере, лиц инструкторского состава, проводящих тренажерную подготовку не должна превышать 90 часов за период равный 28 последовательным дням;*
- h)* The Total Flight Duty Time for training staff ( *TRE, TRI* ) having the rating to perform FFS training and allowance for aircraft operation, shall not exceed **90 hours** in total in any 28 ( *twenty eight* ) consecutive days for both type activities - *общее полетное время, лиц инструкторского состава, имеющих право проводить тренажерную подготовку и допуск к выполнению полетов в сумме по обоим видам деятельности, не должна превышать 90 часов за период равный 28 последовательным дням.*

**ORO. FTL. 245. Records of Home Base, FDP, Flight Times, Flight Block Times, and Rest Periods** - *хранение записей Полетного Рабочего, Полетного Летного, Рабочего Времени, Времени Отдыха и Времени на Базе членов экипажей.*

- a)* An Operator shall maintain, for a period of **24 months** - *эксплуатант должен обеспечить сохранение, как минимум на период 24 календарных месяца:*
- 1) individual records for each crew member including - *индивидуальные записи для каждого члена экипажа, включая:*
    - ( i ) Flight Times - *летное время;*
    - ( ii ) Block Times - *полетное время;*
    - ( iii ) start, duration and end of each Duty Period and FDP - *начало, продолжительность и конец выполнения Рабочего и Полетного Рабочего Времени;*
    - ( iv ) rest periods and days free of all duties - *продолжительность периодов отдыха и дней свободных от любого вида работы;* *and*
    - ( v ) assigned home base - *нахождение на Базе;*
  - 2) reports on extended flight duty periods and reduced rest periods - *донесения КВС о продлении Полетного Рабочего Времени и сокращении Времени Отдыха экипажа;*
- b)* Upon request, the Operator shall provide copies of individual records of flight times, duty periods and rest periods to - *по запросу, эксплуатант должен предоставить записи по любому члену экипажа об Полетном, Рабочем Времени и Времени Отдыха:*
- 1) the crew member concerned - *заинтересованному члену экипажа;* *and*
  - 2) to another Operator, in relation to a crew member who is or becomes a crew member of the Operator concerned - *другому эксплуатанту, который нанимает члена экипажа для выполнения полетных служебных обязанностей как члена экипажа;*

*c) Records referred to in point CAT. GEN. MPA. 100 (b) (5) in relation to crew members who undertake duties for more than one Operator shall be kept for a period of 24 months - упомянутые в пункте CAT. GEN. MPA. 100 (b) (5) записи, связанные с деятельностью члена экипажа, выполняющего свои служебные обязательства более, чем у одного эксплуатанта, должны сохраняться, на период 24 календарных месяца.*

**ORO. FTL. 250. Fatigue Management Training**

*a) The Operator shall provide Initial and Recurrent Fatigue Management Training to crew members, personnel responsible for preparation and maintenance of crew rosters and management personnel concerned :*

*b) This training shall follow a training program established by the operator and described in the Operations Manual.*

The training syllabus shall cover the possible causes and effects of Fatigue and fatigue countermeasure.



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**SUBPART TC. Technical Crew in HEMS, HHO or NVIS Operations****ORO.TC.100. Scope**

This Subpart establishes the requirements to be met by the Operator when operating an aircraft with technical crew members in Commercial Air Transport Helicopter :

- Emergency Medical Service ( HEMS );
- Night Vision Imaging System ( NVIS ) operations ; *or*
- Helicopter Hoist Operations ( HHO ).

**ORO.TC.105. Conditions for Assignment to Duties**

*a)* Technical crew members in commercial air transport HEMS, HHO or NVIS operations shall only be assigned duties if they :

- 1) are at least 18 years of age ;
- 2) are physically and mentally fit to safely discharge assigned duties and responsibilities ;
- 3) have completed all applicable training required by this Subpart to perform the assigned duties ;
- 4) have been Checked as proficient to perform all assigned duties in accordance with the procedures specified in the Operations Manual.

*b)* Before assigning to duties technical crew members who are self-employed and / or working on a freelance or part-time basis, the Operator shall verify that all applicable requirements of this Subpart are complied with, taking into account all services rendered by the technical crew member to other operator(s) to determine in particular :

- 1) the total number of aircraft types and variants operated ;
- 2) the applicable flight and duty time limitations and rest requirements.

**ORO.TC.110. Training and Checking**

*a)* The Operator shall establish a training program in accordance with the applicable requirements of this Subpart to cover the duties and responsibilities to be performed by technical crew members ;

*b)* Following the completion of initial, operator conversion, differences and recurrent training, each technical crew member shall undergo a check to demonstrate their proficiency in carrying out normal and emergency procedures ;

*c)* Training and Checking shall be conducted for each training course by personnel suitably qualified and experienced in the subject to be covered. The Operator shall inform the GDCA of RA about the personnel conducting the checks.

**ORO. TC. 115. Initial Training**

Before undertaking the Operator Conversion Training, each technical crew member shall complete initial training, including :

- a)* General theoretical knowledge on aviation and aviation regulations covering all elements relevant to the duties and responsibilities required of technical crew ;
- b)* Fire and smoke training ;
- c)* Survival training on ground and in water, appropriate to the type and area of operation ;
- d)* Aero - medical aspects and first - aid ;
- e)* Communication and relevant CRM elements of *ORO. FC. 115* and *ORO. FC. 215*.

**ORO. TC. 120. Operator Conversion Training**

Each technical crew member shall complete :

- a)* operator conversion training, including relevant CRM elements :
  - 1) before being first assigned by the Operator as a technical crew member ; *or*
  - 2) When changing to a different aircraft type or class, if any of the equipment or procedures mentioned in (*b*) are different.
- b)* Operator Conversion Training shall include :
  - 1) the location and use of all safety and survival equipment carried on the aircraft ;
  - 2) all normal and emergency procedures ;
  - 3) on - board equipment used to carry out duties in the aircraft or on the ground for the purpose of assisting the pilot during HEMS, HHO or NVIS operations.

**ORO. TC. 125. Differences Training**

- a)* Each technical crew member shall complete Differences Training when changing equipment or procedures on types or variants currently operated ;
- b)* The Operator shall specify in the Operations Manual when such differences training is required.

**ORO. TC. 130. Familiarization Flights**

Following completion of the Operator Conversion Training, each technical crew member shall undertake familiarization flights prior to operating as a required technical crew member in HEMS, HHO or NVIS operations.

**ORO. TC. 135. Recurrent Training**

*a)* Within every 12 - month period, each technical crew member shall undergo Recurrent Training relevant to the type or class of aircraft and equipment that the technical crew member operates. Elements of CRM shall be integrated into all appropriate phases of the Recurrent Training ;

*b)* Recurrent Training shall include theoretical and practical instruction and practice.

**ORO. TC. 140. Refresher Training**

*a)* Each technical crew member who has not undertaken duties *in the previous 6 (six) months* shall complete the Refresher Training specified in the Operations Manual ;

*b)* The technical crew member who has not performed flying duties on one particular aircraft type or class *during the preceding 6 (six) months* shall, before being assigned on that type or class, complete either :

- 1) Refresher Training on the type or class ;                    or
- 2) *2 (two) familiarization sectors* on the aircraft type or class.

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## Appendix

<b>DECLARATION</b>	
<b>A</b>	<b>Operator</b>
<b>1</b>	<b>Name :</b> Place in which the operator is established or residing and place from which the operations are directed :
<b>2</b>	Name and contact details of the Accountable Manager :
<b>B</b>	<b>Aircraft Operation</b>
<b>1</b>	Starting date of operation / applicability date of the change :
<b>2</b>	<b>Type(s) of operation :</b> <input type="checkbox"/> Part - NCC : ( specify if passenger and / or cargo )
<b>3</b>	Type(s) of aircraft, registration(s) and main base :
<b>4</b>	Details of approvals held ( attach list of specific approvals to the declaration, if applicable )
<b>5</b>	List of alternative means of compliance with references to the AMC's they replace ( attach to the declaration )
<b>C</b>	<b>Statements</b>
<b>1</b>	<input type="checkbox"/> The management system documentation including the Operations Manual reflect the applicable requirements set out in Part - ORO, Part - NCC and Part - SPA. All flights will be carried out in accordance with the procedures and instructions specified in the Operations Manual.
<b>2</b>	<input type="checkbox"/> All aircraft operated hold a valid certificate of airworthiness :
<b>3</b>	<input type="checkbox"/> All flight crew and cabin crew members, as applicable, are trained in accordance with the applicable requirements.
<b>4</b>	<input type="checkbox"/> ( if applicable ) The Operator has implemented and demonstrated conformance to an officially recognized industry standard. Reference of the standard : Certification body : Date of the last conformance audit :
<b>5</b>	<input type="checkbox"/> Any change in the operation that affects the information disclosed in this declaration will be notified to the GDCA of RA.
<b>6</b>	<input type="checkbox"/> The Operator confirms that the information disclosed in this declaration is correct.
<b>7</b>	Date & Name of the Accountable Manager :
<b>8</b>	Accountable Manager <i>signature</i> ( in accordance with CR - EUN <sup>o</sup> 965 / 2012 on Air Operations )

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