

Checklist Number: ..... OPS-CLOMI-404-1  
 Checklist Name: ..... OPS - Flight Time Limitations Records  
 Applicability: ..... CAT MPO-A with MOPSC more than 19 seats  
 Location: ..... Date: .....

No	Subject	Reference	S	U	N/A	Comment
1	<b>Audit preparation</b>					
1.1	<p>Prior to commencing the audit, the inspector should review AOCR App. C, Section 01, as a reference.</p> <p><b>Note:</b> This checklist should be used to verify the requirements have been met and a comparison made between documented procedures and actual practice by completing a full onsite audit.</p>	AOCR Iss.02 Rev.02 App. C, Section 01				
2	<b>Operator and Crew Member Responsibilities</b>					
2.1	Are the duty rosters prepared and published sufficiently in advance to provide crew members with the opportunity to plan adequate rest in accordance with documented procedures?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (1)				
2.2	Do the rosters cover a period of at least 4 weeks?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (1)				
2.3	Are the roster included, but not limited to, the elements of flight time, duty period, and the day off?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (2)				
2.4	Were the flights planned to be completed within the allowable flight duty period taking into account the time necessary for pre-flight duties, the flight and turnaround times, and the nature of the operation?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (3)				
2.5	For the flight duty period exceeds 5 hours, is there an opportunity to consume a meal arranged for crew members?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (4)				
2.6	Does the Operator nominate a home base for each crew member from where the crew member will normally start and end a duty period or a series of duty periods?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (5)				
2.7	Does the operator follow a process for ensuring that a crew member who is suspected fatigued or feels unfit to the extent that the safety of the flight may be adversely affected, or in a state which is not ready to make a flight for reasons of health, body and mind, is not permitted to operate an aeroplane?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (6)				
2.8	Does the operator follow a process for a crew member to notify if he or she knows that he or she is fatigued or feels unfit to operate the flight?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (6)				

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2.9	Does the Operator have a process for ensuring that a Crew member has awareness of their responsibilities according to AOCR App. C, Section 01, Article 2, (6) and (7)	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (6) (7)				
2.10	Does the operator have the process when the roster changes to monitors for operational robustness of rosters in accordance with documented procedures?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 2, (1)				
<b>3</b>	<b>The Flight Duty Periods and Flight Time requirements for Crew members</b>					
3.1	Does the roster and actual FDP of the operating flight comply with the documented limitations?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 3, (1)				
3.2	If flight duty periods comprise of at least one sector as specified in the flight schedule more than 9 hrs (8 hrs if the Flight Duty Period finished or are in the period of 02.00 – 05.59 AM of local time at departure aerodrome), Was the augmented pilot assigned to the flight?.	AOCR Iss.02 Rev.02 App. C, Section 01, Article 3, (2)				
3.3	Within ANY 7 consecutive days, did the operating flight time of the crew members exceed 34 hours?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 3, (3)				
3.4	Within ANY 28 consecutive days, did the operating flight time of the crew members exceed 110 hours?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 3, (4)				
3.5	Within ANY 365 consecutive days, did the operating flight time of the flight crew exceed 1000 hours?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 3, (5)				
3.6	Are the Flight Time calculations when the crew is augmented as follows? (a) Not less than 80 % of Flight Time if the crew is augmented by one pilot. (b) Not less than 75 % of Flight Time if the crew is augmented by two pilots. (c) Not less than 70 % of Flight Time if the crew is augmented by three pilots.	AOCR Iss.02 Rev.02 App. C, Section 01, Article 3, (6)				
3.7	Are the Flight Time calculations for a cabin crew member as follow? (a) 80 % of Flight Time, for a sector which has Flight Time more than 8 hours. (b) 75 % of Flight Time, for a sector which has Flight Time more than 10 hours. (c) 70 % of Flight Time, for a sector which has Flight Time more than 12 hours.	AOCR Iss.02 Rev.02 App. C, Section 01, Article 3, (7)				
<b>4</b>	<b>Standby Duty</b>					
4.1	Was any standby period exceeding 12 hours within 24 hours?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 4, (1)				

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4.2	Was any continuous standby period exceeding 72 hours?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 4, (1)				
4.3	In case of a continuous standby period not exceeding 72 hours, Was at least a 24-hour rest period provided for crew members before the next flight duty?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 4, (1)				
4.4	For airport standby, Did the operator arrange an accommodation that is quiet and isolated from noise and disturbance for crew members?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 4, (2)				
<b>5</b>	<b>The extension of a maximum FDP from Unforeseen operational circumstances</b>					
5.1	In case of unforeseen circumstances, Does the PIC follow the conditions to modify the limits on flight duty, duty and rest periods comply with AOCR App. C, Section 01, Article 5, (1)?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 5, (1)				
5.2	Does the PIC follow the procedures to submit a report to the operator when an FDP is increased or a rest period is reduced at his or her discretion due to Unforeseen operational circumstances?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 5, (4)				
5.3	Does the operator follow the procedures to submit the PIC's discretion report of the FDP extension or Rest Period reduction of crew members due to Unforeseen operational circumstances to the CAAT within 14 days after the PIC's discretion?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 5, (5)				
<b>6</b>	<b>The extension of a maximum Flight Duty Period for the crew members.</b>					
6.1	When using of augmented flight crew, did the Flight Duty Period exceed the maximum Flight Duty Period within limits in AOCR, App. C, Section 01 Article 6 (1)?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 6, (1)				
6.2	In case of the maximum Flight Duty Period for Cabin crew members was extended, was it within the limits in AOCR, App. C, Section 01, Article 6 (2)?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 6, (2)				
<b>7</b>	<b>Rest Periods of crew members</b>					
7.1	Were rest periods achieved in accordance with AOCR App. C, Section 01, Article 7 (1) – (8)?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 7, (1) – (8)				
7.2	Does the operator apply the use of controlled rest on the flight deck ( CRFD) in accordance with documented procedures?  <b>Note:</b> CRFD shall: (a) not be used as a scheduling tool; (b) not be used as a substitute for proper preflight sleep or for augmented crew and associated inflight rest; (c) not be used as a method for extending crew duty periods; and	AOCR Iss.02 Rev.02 App. C, Section 01, Article 7, (9)				

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	(d) only be used on flights of sufficient length and during low workload phase of flight.					
7.3	Does the PIC follow the procedures to report to the operator when controlled rest on the flight deck has been performed?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 7, (9)				
7.4	Does the operator follow the procedures to report to CAAT when controlled rest on the flight deck has been performed?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 7, (9)				
7.5	Does the operator monitor the use of controlled rest on the flight deck to evaluate whether existing mitigation strategies are adequate?	AOCR Iss.02 Rev.02 App. C, Section 01, Article 7, (9)				
<b>8</b>	<b>Records</b>					
8.1	Did the operator retain records for each crew member completely and accurately for: (a) flight time; (b) the start, duration and end of each flight duty period; (c) duty period; and (d) rest periods  <b>Note:</b> Records to be retained for a minimum of 24 months from the date of the crew member's duty.	AOCR Iss.02 Rev.02 App. C, Section 01, Article 8, (1) -(4)				
8.2	Did the operator retain records of occasions when the PIC has exercised discretion to extend a flight duty period or reduce a rest period?  <b>Note:</b> Records to be retained for a minimum of 6 months from the date of the event.	AOCR Iss.02 Rev.02 App. C, Section 01, Article 8, (5)				

S = Satisfied

U= Unsatisfied

N/A= Not Applicable

Comment= Description the detail of compliance or Non-Compliance or other information

Inspector Name:.....  
(.....)

Position:.....

Completed on:.....