

Checklist Number: ..... OPS-CLOMI-404-2  
 Checklist Name: ..... OPS - Flight Time Limitations Records  
 Applicability: ..... CAT-HL/Non-scheduled/EMS with MOPSC of 19 or less  
 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 02 as a reference.</p> <p><b>Note:</b><br/>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<br>App. C, Section 02                        |   |   |     |         |
| 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<br>App. C, Section 02,<br>Article 2, (1)     |   |   |     |         |
| 2.2 | Are the roster included, but not limited to, the elements of flight time, duty period, and the day off?                                                                                                                                                                                                             | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 2, (2)     |   |   |     |         |
| 2.3 | 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<br>App. C, Section 02,<br>Article 2, (3)     |   |   |     |         |
| 2.4 | 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<br>App. C, Section 02,<br>Article 2, (4)     |   |   |     |         |
| 2.5 | 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<br>App. C, Section 02,<br>Article 2, (5)     |   |   |     |         |
| 2.6 | 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 the flight?  | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 2, (6)     |   |   |     |         |
| 2.7 | 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<br>App. C, Section 02,<br>Article 2, (6)     |   |   |     |         |
| 2.8 | Does the Operator have a process for ensuring that a Crew member has awareness of their responsibilities according to AOCR App. C, Section 02, Article 2, (6) and (7)                                                                                                                                               | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 2, (6) (7) |   |   |     |         |

| No       | Subject                                                                                                                                                                                                                                                                               | Reference                                                         | S | U | N/A | Comment |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---|---|-----|---------|
| 2.9      | 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<br>App. C, Section 02,<br>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<br>App. C, Section 02,<br>Article 3, (1) – (4) |   |   |     |         |
| 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<br>App. C, Section 02,<br>Article 3, (5)       |   |   |     |         |
| 3.3      | Within ANY 7 consecutive days, did the operating flight time of the crew members exceed 34 hours?                                                                                                                                                                                     | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 3, (7)       |   |   |     |         |
| 3.4      | Within ANY 28 consecutive days, did the operating flight time of the crew members exceed 110 hours?                                                                                                                                                                                   | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 3, (8)       |   |   |     |         |
| 3.5      | Within ANY 365 consecutive days, did the operating flight time of the flight crew exceed 1000 hours?                                                                                                                                                                                  | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 3, (9)       |   |   |     |         |
| <b>4</b> | <b>The extension of a maximum FDP from Unforeseen operational circumstances</b>                                                                                                                                                                                                       |                                                                   |   |   |     |         |
| 4.1      | 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 02, Article 4, (1)                                                                                                | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 4, (1)       |   |   |     |         |
| 4.2      | 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<br>App. C, Section 02,<br>Article 4, (4)       |   |   |     |         |
| 4.3      | 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<br>App. C, Section 02,<br>Article 4, (5)       |   |   |     |         |
| <b>5</b> | <b>Duty Periods requirement for the crew members</b>                                                                                                                                                                                                                                  |                                                                   |   |   |     |         |
| 5.1      | Within ANY 7 consecutive days, did the duty time of the crew members exceed 60 hrs?                                                                                                                                                                                                   | AOCR Iss.02 Rev.02<br>App. C, Section 02,,<br>Article 5 (1)       |   |   |     |         |
| 5.2      | Within ANY 14 consecutive days, did the duty time of the crew members exceed 110 hrs?                                                                                                                                                                                                 | AOCR Iss.02 Rev.02<br>App. C, Section 02,,<br>Article 5 (2)       |   |   |     |         |

| No       | Subject                                                                                                                                                                                                                                                                                                                              | Reference                                                         | S | U | N/A | Comment |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---|---|-----|---------|
| 5.3      | Within ANY 28 consecutive days, did the duty time of the crew members exceed 190 hrs?                                                                                                                                                                                                                                                | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 5 (3)        |   |   |     |         |
| 5.4      | Did the standby period exceed 12 hours within 24 hours?                                                                                                                                                                                                                                                                              | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 5 (4)        |   |   |     |         |
| <b>6</b> | <b>The extension of a maximum Flight Duty Period from applying Rest Facility or 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 in AOCR, App. C, Section 02 Article 6?                                                                                                                                                                        | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 6            |   |   |     |         |
| <b>7</b> | <b>Rest Periods of crew members</b>                                                                                                                                                                                                                                                                                                  |                                                                   |   |   |     |         |
| 7.1      | Were rest periods achieved in accordance with in AOCR, App. C, Section 02 Article 7, (1) – (8)?                                                                                                                                                                                                                                      | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 7, (1) – (8) |   |   |     |         |
| 7.2      | For Emergency Medical Services operations, Were the crews provided with a Rest Period before Flight Duty not less than 10 hours continuously and not less than the time prescribed in AOCR, App. C, Section 02, Article 7?                                                                                                           | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 3 (6)        |   |   |     |         |
| <b>8</b> | <b>Records</b>                                                                                                                                                                                                                                                                                                                       |                                                                   |   |   |     |         |
| 8.1      | Did the operator retain records for each crew member completely and accurately for:<br>(a) flight time;<br>(b) the start, duration and end of each flight duty period;<br>(c) duty period; and<br>(d) rest periods<br><br><b>Note:</b><br>Records to be retained for a minimum of 24 months from the date of the crew member's duty. | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>Article 8, (1) – (4) |   |   |     |         |
| 8.2      | Did the operator retain records of occasions when the PIC has exercised discretion to extend a flying duty period or reduce a rest period?<br><br><b>Note:</b><br>records to be retained for a minimum of 6 months from the date of the event.                                                                                       | AOCR Iss.02 Rev.02<br>App. C, Section 02,<br>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:.....