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**REGULATION ON WORKING TIME AND  
FLIGHT TIME**



**BHDCA**

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Based upon Articles 16 and 61 of the Law on Administration ('BiH Official Gazette no. 32/02), upon Article 6, paragraph 1, Article 7, paragraph 2 and Article 11, paragraph 3 of the Bosnia and Herzegovina ('BiH Official Gazette' no. 2/04), Director General of the Bosnia and Herzegovina Directorate of Civil Aviation issued

## **REGULATION**

### **ON WORKING TIME AND FLIGHT TIME**

#### **PART ONE - GENERAL**

##### Article 1

##### **(Scope)**

(1) This Regulation defines length of working time, flying duty period, number of take-offs and landings during the working time and length of daily rest period for crew members of civil aircraft (hereinafter: crew member).

(2) This Regulation implements the Directive of European Council 2000/79, implementing European Agreement on the Organisation of Working Time of Mobile Workers in Civil Aviation.

##### Article 2

##### **(Applicability)**

(1) Provisions of this Regulation shall apply to operations of aircraft entered into Bosnia and Herzegovina aircraft register or when on lease, the aircraft entered into foreign register and which is used for:

- a) commercial air transport of passengers or goods;
- b) provision of aerial works;
- c) flying training.

(2) Crew members and operator shall comply with provisions of this Regulation when operating aboard an aircraft entered into Bosnia and Herzegovina aircraft register unless that would result in violation of regulations of the foreign country where operations are conducted.

##### Article 3

##### **(Objective)**

(1) The objective of this Regulation is health protection of civil aircraft crew members and prevention of possible safety endangering fatigue in the course of performance of tasks on aircraft.

(2) Air carrier, provider of aerial works or flight training organization may prescribe more favourable requirements than the one prescribed by this Regulation.

##### Article 4

##### **(Terms)**

Terms used in this Regulation shall have the following meaning:

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- a) **Commercial air transport:** aircraft operations including transport of passengers, cargo or mail for remuneration or hire.
- b) **Aerial works:** An aircraft operation in which an aircraft is used for specialized services such as: ejecting of chemicals from air, air testing, aerial observation, construction by use of aircraft, advertising and providing of information from air, causing of air turbulence, emergency services, glider towing, aero-meeting and parachute drop.
- c) **Operator:** physical person, organization or company who conducts or offers to conduct aircraft operations;
- d) **Crew member:** a person on civil aircraft engaged by operator and assigned to duty in an aircraft;
- e) **Flight crew member:** a holder of flying licence whose duty is linked to managing of aircraft during flight time.
- f) **Cabin crew member:** holder of licence / competence certificate with certain rating who in the interest of passengers' safety conducts duties assigned by the operator or pilot in command.
- g) **Day:** period from 00,00 hrs local time to 24,00 hrs local time at the home aerodrome;
- h) **Day off:** time which a crew member uses for rest and relaxation. One day off includes two nights according to local time. Consecutive days off include the following night for each additional consecutive day off. Rest period may be included in a part of day off;
- i) **Duty:** unbroken period in which a crew member conducts a flying or non-flying task, related to operations of aircraft operator;
- j) **Working time:** period that begins at the moment when crew member after request of operator reports for duty and ends when crew member is released from all work duties.
- k) **Flight time:** the total time of flight from the moment an aircraft first moves under its own power for the purpose of taking off until the moment it comes to rest at the apron. (*'block time'* or *'The period from the moment the chocks are withdrawn to the positioning of chocks after the flight'*).
- l) **Sector:** flight consisting of take off, departure, flight along the route not shorter than 15 minutes, approach to landing and landing;
- m) **Flying Duty Period:** a period which begins when a crew member starts with duties before a flight or before more consecutive flights until the moment the crew member is released from all duties after the end of flight or flights;
- n) **Home base:** The place at which the operator is not responsible for the provision of suitable accommodation for a crew member.
- o) **Late Finish:** Any duty that is carried out within any part of the period 01:00 to 01:59 hours local time.
- p) **Early Start -** Any duty that is carried out within any part of the period 05:00 to 06:59 hours local time.
- q) **Night duty:** Duty conducted within the period from 02:00 to 04:59 local time;
- r) **Local night:** A period of 8 hours falling between 22:00 hours and 08:00 hours local time;
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- s) **Positioning:** The practice of transferring crew members from place to place as passengers, by ground or air transport, at the request of the operator;
- t) **Reporting Time** - The time at which a crew member is required by an operator to report for any duty.
- u) **Rest Period:** A period of time before starting a flying duty period, which is designed to give crew members adequate opportunity to rest before a flight;
- v) **Split Duty** - A flying duty period, which consists of two or more sectors, separated by less than a minimum rest period.
- w) **Standby Duty:** A period during which a crew member must be ready to take over the duty at the request of the operator.
- x) **Suitable Accommodation:** A well-furnished bedroom, which is subject to minimum noise, is well ventilated, and has the facility to control the level of light and temperature;
- y) **Travelling:** All time spent by a crew member transiting between the place of rest and the place of reporting for duty.

#### Article 5

##### **(Annual leave)**

- (1) In accordance with the current regulations, a crew member is entitled to paid annual leave of at least four working weeks.
- (2) The minimum period of paid annual leave may not be replaced by an allowance in lieu, except where the employment relationship is terminated.

#### Article 6

##### **(Medical examination and health protection)**

- (1) A crew member shall have a paid health assessment before the assignment and thereafter at regular intervals during performance of the duty.
- (2) Results of the medical assessment shall comply with medical confidentiality.
- (3) A crew member with medical problems resulting from work in night shifts shall be transferred, whenever possible, to flying or non-flying duty that he/she is suited for in day shift.
- (4) A crew member shall have suitable health protection compliant to nature of his/her duties.
- (5) Health protection shall be continually available.

#### Article 7

##### **(Work in shifts)**

- (1) The operator shall take into account general principles related to adjusting of working time when planning work in shifts.
- (2) Information on crew members' shift schemes shall be submitted to the Bosnia and Herzegovina Directorate of Civil Aviation (hereinafter: BHDCA).

#### Article 8

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### **(Flight and working time limitations)**

Maximum annual limitation on working time, including standby, is 1800 hours, and flight time limitation is 900 hours.

#### Article 9

### **(Days off)**

A crew member shall have days off when he is released from performance of duty, which he/she shall be in advance notified of, as follows:

- a) no less than seven days in each calendar month, which could include rest periods in accordance with this Regulation.
- b) no less than 96 days in each calendar year, which could include rest periods in accordance with this Regulation.

#### Article 10

### **(Obligations of aircraft operator and crew member)**

- (1) Aircraft operator shall:
  - a) ensure that regulations defining the duration of working time and flight time be integral parts of the Operational Manual;
  - b) ensure that limitations of flight and working time and rest period be implemented in accordance with provisions of this Regulation.
  - c) beforehand prepare and publish flight schedule which provides for timely notification of an aircraft crew member of duty obligations and rest periods;
  - d) determine home base for each crew member.
- (2) A crew member shall not commence a flight and operator shall not require him/her to fly if for justified reasons it believes that crew member is fatigued and that such fatigue may jeopardize safety of aircraft or passengers.
- (3) A crew member shall not commence a flight contrary to regulations on maximum allowed duty and flight time.
- (4) A crew member working independently or sporadically for an operator shall keep his own records on duty and flight time for at least 28 preceding days before commencing the flight.

#### Article 11

### **(Flying a flight simulator)**

- (1) Flying a flight simulator, either as a check flight, or in the role of pilot or instructor, is included into total duty and flight time.
- (2) Paragraph (1) of this Article is not applied to cabin crew members.

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PART TWO – DUTY AND FLIGHT TIME LIMITATIONS IN COMMERCIAL AIR TRANSPORT

Article 12

**(Flight time limitations)**

(1) Maximum hours of flight time during one duty day for aeroplane with two members of flight crew is:

Local start time	Sector				
	1-4	5	6	7	8 and more
06:00-06:59	11	10	9.5	9	9
07:00-12:59	12	11	10.5	10	9.5
13:00-17:59	11	10	9.5	9	9
18:00-21:59	10	9	9	9	9
22:00-05:59	9	9	9	9	9

(2) Maximum hours of flight time during one duty day for aeroplane with one flight crew member is:

Local start time	Sector				
	1-4	5	6	7	8 and more
06:00-06:59	10	9	8.5	8	8
07:00-12:59	11	10	9.5	8.5	8
13:00-17:59	10	9	8.5	8	8
18:00-21:59	9	8	8	8	8
22:00-05:59	8	8	8	8	8

(3) Maximum hours of flight time during one duty day for helicopter flight crew is:

Local start time	One flight crew member	Two flight crew members
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	Flying Duty Period	Flight time	Flying Duty Period	Flight time
06:00-06:59	9	6	10	7
07:00-07:59	10	7	11	8
08:00-13:59	10	7	12	8
14:00-21:59	9	6	10	7
22:00-05:59	8	5	9	6

- (4) Maximum hours of flight time for helicopter flight crew in the period of:
- a) three consecutive duty days is 18 hours;
  - b) seven consecutive duty days is 30 hours;
  - c) three consecutive periods of 28 days is 240 hours.

#### Article 13

#### **(Additional flight time limitations for helicopter crew)**

- (1) Flight crew flying short repetitive sectors (panoramic flights) with 10 or more landings average within an hour, shall have 30 minutes break away from helicopter within any continuous flight duty period of 3 hours.
- (2) When conducting more complex tasks by helicopter (lifting or transport of external load), operator shall define maximum continuous flight time which shall not exceed limitations from paragraph (1) of this Article.

#### Article 14

#### **(Time for planning the flight)**

- (1) Before commencing the first flight in the course of the day at least 45 minutes shall be provided for tasks of flight planning.
- (2) Aircraft commander may, depending on the complexity of the planned flight, foresee longer period for flight planning.

#### Article 15

#### **(Time for post-flight duties)**

At least 30 minutes shall be provided for conducting post-flight duties after completion of flight or as much time as really spent on those duties if longer than 30 minutes.

#### Article 16

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**(Late finish and early start of working time)**

(1) Aircraft crew member shall not work more than three times consecutively within the period from 01:00 to 06:59 local time, nor more than four times within that time during seven consecutive days.

(2) Crew member may commence duty in early morning hours within five consecutive days under the following conditions:

- a) minimum rest before commencing duty shall be 24 hours;
- b) working time shall not be longer than 9 hours regardless of number of flight sectors.

(3) After five consecutive working days a crew member shall have no less than 63 hours of rest when he/she will be released from all duties.

Article 17

**(Mixed tasks)**

When a crew member conducts tasks on behalf of operator (managing, ground duties, deploying, stand-by etc.) before reporting to flight, period spent on those duties shall be included in the subsequent flying duty period.

Article 18

**(Positioning)**

(1) Positioning time on behalf of the operator is counted as working time.

(2) Working time or flying duty period shall commence at the moment when crew member reports for travelling for positioning.

Article 19

**(Transferring time)**

(1) Transferring time, except for positioning time, is not counted as working time.

(2) When crew member is required to report to place which is not home base, time spent on travelling longer than regular travel from home to home base shall count as positioning time.

Article 20

**(Standby duty)**

(1) Time which crew member spends at standby at home base, when he/she is ready to commence flight immediately is counted as full working time, during the day and cumulatively.

(2) When on standby at home or at suitable accommodation provided by operator, standby time is counted as half of the working time.

(3) Maximum period at standby for any duty shall not be longer than 12 hours, followed by at least 12 hours rest period.

(4) When crew member is called to commence the flight, total allowed flying duty period, which begins when crew member reports for flight, shall be reduced for half the period spent on standby prior to reporting to duty.

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(5) When crew member receives call for duty during the standby, he/she shall report for duty within specified period.

(6) Standby duty stops when crew member reports for duty.

Article 21

**(Extension of flying duty period by dual crew)**

(1) When additional crew member is transported with intention of replacement during the flight to extend flying duty period, the additional crew member shall hold the same or higher ratings as those held by crew members that will take rest.

(2) A crew member taking rest shall have available comfortable reclining seat, separated and screened from flight deck and if possible from passengers.

(3) Total rest period shorter than three hours does not allow for extension of the flying duty period.

(4) When the rest period during the flight is three hours or more, flying duty period may be extended for the period that equals half of the total rest period, provided that maximum allowed flying duty period shall not be longer than 15 hours for the flight crew and 16 hours for cabin crew and other crew members.

Article 22

**(Extension of flying duty period time by split time)**

(1) When flying duty period consists of two or more sectors separated by rest period, flying duty period may be extended in the following way:

<b>Consecutive rest hours</b>	<b>Maximum extension of flying duty period</b>
Less than 3 hours	No extension
3 – 10 hours	half of the consecutive rest hours

(2) Rest period does not include time provided for duties before and after the flight.

(3) Period from placing to removing the wheel chocks (*block time*) shall be no less than three and half hours.

(4) When rest period is six hours or less, rest facility should be quiet and inaccessible to the public.

(5) When rest period is longer than six hours, suitable accommodation shall be provided.

Article 23

**(Extension of flying duty period)**

(1) Aircraft commander may, at his discretion and after consultations with other crew members, extend the allowed flying duty period.

(2) Maximum allowed extension may be two hours, except in emergencies.

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(3) Emergency is a situation which, according to the aircraft commander, represents serious threat for health and safety of crew members and passengers or which endangers lives of other people.

(4) Rest period after extended flying duty period shall last as long as total working time, including the extension.

### PART THREE – REST PERIOD

#### Article 24

##### **(Notification about flying duty period)**

Operator shall in a timely manner notify crew members of the planned flying duty period, providing for continuous daily rest before the flight.

#### Article 25

##### **(Operations away from home base)**

When crew members are located away from home base, the operator shall provide suitable space for rest.

#### Article 26

##### **(Minimum daily rest period)**

Time spent before reporting to duty and the end of duty after the flight determines the length of the daily rest period which follows. It will last as long as the previous working time or 12 hours, or the longer of the two.

#### Article 27

##### **Reduction of daily rest period**

Aircraft commander may, at his discretion and after consultations with other crew members, reduce the rest period if each crew member is provided with suitable accommodation for rest of at least 10 hours.

#### Article 28

##### **(Days off)**

- (1) Planned rest period which follows the working time may be included into a part of day off.
- (2) Crew member:
  - a) shall not work more than seven consecutive days;
  - b) shall have two consecutive days off after seven consecutive working days;
  - c) shall have no less than eight days off within 28 consecutive days.

#### Article 29

##### **(Place for spending days off)**

Whenever possible, and when crew member requires it, days off should be planned in the home environment near home base.

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Article 30

**(Duties away from home base)**

- (1) When crew member is on duty away from home base, operator may require that his number of consecutive working days be longer from the period defined in Article 27, paragraph (2) of this Regulation.
- (2) When number of working days is 14 or more, number of days off shall be equal to the number of working days.
- (3) Duty period longer than seven consecutive days without planned day off requires prior BHDCA approval as well as proposal of work schedule which shows the possibility of avoidance of a passing short and cumulative long fatigue.

Article 31

**(Limitation of flight time)**

Crew member shall not carry out duties on aircraft when at the beginning of flight the total sum of previous flight times within the period of:

- a) 28 consecutive days, which expires on the day of the commencement of the flight, exceeds 85 hours;
- b) 12 consecutive months, which expires at the end of previous month, exceeds 900 hours.

Article 32

**(Limitation of working time)**

Maximum cumulative working time for flight crew shall not exceed:

- a) 55 hours within seven consecutive days;
- b) 90 hours within 14 consecutive days;
- c) 180 hours within 28 consecutive days;

Article 33

**(Non-flying duties)**

- (1) When crew member is not planned for flying duty or standby within 28 consecutive days, working hours spent on any other duty shall be added to cumulative working hours.
- (2) When assuming that a crew member shall return to standby or flying duties, real working hours within 28 days shall be recorded.
- (3) The operator shall adhere to regulations on limitations of working time.

Article 34

**(Calculation of cumulative working hours)**

Working hours shall be added to total cumulative number of hours in the following manner:

- a) working time and flight time as well as post-flight duties, standby at airport, positioning time shall be fully counted;

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b) standby at home or in the suitable accommodation provided by the operator shall be counted as a half of working time.

Article 35

**(Limitations for other crew members)**

- (1) Flying duty period for other crew members may be one hour longer than the one prescribed for members of flight crew.
- (2) Minimum daily rest period may be one hour shorter than the prescribed for flight crew members, with minimum of 10 hours in suitable accommodation.
- (3) Maximum number of working hours shall not exceed:
- a) 60 hours within seven consecutive days;
  - b) 100 hours within 14 consecutive days;
  - c) 190 hours within 28 consecutive days;

**PART FOUR – LIMITATION OF WORKING TIME AND FLIGHT TIME WHEN CARRYING OUT AERIAL WORKS**

Article 36

**(Limitation of flying duty period)**

- (1) Flying duty period shall not be longer than ten hours for aircraft with one crew member within one local day.
- (2) When positioning an aircraft, flying duty period may be two hours longer for aeroplanes and one hour longer for helicopter from the one defined in paragraph (1) of this Article.

Article 37

**(Limitation of flight time)**

- (1) With one crew member flight time shall not be longer than seven hours for aeroplane and six hours for helicopter within one local day.
- (2) When positioning an aircraft, flight time may be two hours longer for aeroplanes and one hour longer for helicopter from the one defined in paragraph (1) of this Article.
- (3) A pilot shall act as 'pilot in command' without rest period no longer than for three consecutive hours.
- (4) During flying duty period a pilot shall take rest period of:

<b>Flying Duty Period</b>	<b>Length of rest period</b>
Up to 3 hours	No less than 30 minutes
Up to 6 hours	No less than 60 minutes
From 6 to 8 hours	No less than 90

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	minutes
Over 8 hours	No less than 120 minutes

Article 38

**(Aerial services in agriculture and forestry)**

- (1) During local day, the flight time of a crew member who performs services in agriculture and forestry shall not be longer than six hours and working time shall not be longer than 12 hours.
- (2) During un-split schedule a crew member may perform no more than 45 take offs or 60 take offs during split duty.
- (3) Daily rest of crew member shall last for at least 12 successive hours.
- (4) Total flight time during seven consecutive days shall not exceed 28 hours, and within 30 consecutive days it shall be no more than 85 hours or 900 hours during 12 consecutive months.
- (5) Working time shall not be longer than 1800 hours within 12 consecutive months.

Article 39

**(Search and rescue)**

- (1) During local day, flight time of a crew member who performs search and rescue services shall not be longer than six hours and working time shall not be longer than 12 hours.
- (2) Daily rest of crew member shall last for at least 12 successive hours.
- (3) Total flight time during seven consecutive days shall not exceed 28 hours, and within 30 consecutive days it shall be no more than 85 hours or 900 hours during 12 consecutive months.
- (4) Working time shall not be longer than 1800 hours within 12 consecutive months.

**PART FIVE – LIMITATIONS OF WORKING TIME AND FLIGHT TIME DURING FLYING TRAINING**

Article 40

**(Limitations of working time and flight time)**

- (1) During local day, the total flight time of flight instructor when conducting flying training shall not be longer than six hours and working time shall not be longer than 12 hours.
- (2) Flight instructor during working time when training flying shall not perform more than 40 take offs, and when training commercial pilots not more than 15 take offs.
- (3) Daily rest shall last no less than 12 hours.
- (4) Total flying duty period shall not be longer than 85 hours within 30 consecutive days or 900 hours during 12 consecutive months.
- (5) Working time shall not be longer than 1800 hours within 12 consecutive months.

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## PART SIX – RECORDS AND REPORTS ON FLIGHT TIME

### Article 41

#### **(Records on flight time)**

- (1) The operator shall maintain full and detailed records on working time, flight time, daily rest and days off for each crew member.
- (2) The records shall be kept for 15 months as of the last entry of the relevant data.
- (3) Records on each crew member shall include:
  - a) beginning, end and length of total working time;
  - b) total flight time;
  - c) duties conducted within that period;
  - d) length of daily rest period before the commencement of flying duty period;
  - e) standby period;
  - f) number of days off, with specified dates of taken days;
  - g) total working time for seven consecutive working days.
- (4) Records on each flight crew member shall include:
  - a) daily flight time
  - b) flight time for seven consecutive working days;
  - c) total flight time for 28 consecutive days;
  - d) annual total flight time.
- (5) The operator shall keep all reports of the aircraft commander on extension of flight time, extension of flying duty period and reduction of daily rest for the period of six months after each such event.

### Article 42

#### **(Reporting to BHDCA)**

- (1) Within 14 days the operator shall submit a report to BHDCA when flight time was extended for more than two hours or rest period was reduced after the decision of the aircraft commander.
- (2) Together with the report from paragraph (1) of this Article, the aircraft commander shall submit the justification for such a decision.

## PART SEVEN – FINAL PROVISIONS

### Article 43

#### **(Cessation of validity)**

When this Regulation comes into force, the Regulation on duty time and flight time, number of take offs and landings within the working time and on daily rest period of aircraft crew members ('SFRY Official Gazette' no: 65/80) shall become null and void.

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Article 44

**(Coming into force)**

This Regulation shall come into force on the eighth day after its publication in the 'BiH Official Gazette'

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No: 02-292.4-230-1/07  
12 March 2007  
Sarajevo

Director General  
Djordje Ratkovica