



INTERNATIONAL FEDERATION OF AIRWORTHINESS

NON GOVERNMENTAL ORGANISATION

Guidance information for the Establishment of **DUTY TIME LIMITATIONS AND REST PERIODS**

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November 2007

A. OBJECTIVE AND SCOPE

1. Following the earlier publication of the IFA White Paper on **EXTENDED WORKING HOURS (MAINTENANCE)** dated February 2005, this document provides further guidance material and recommendations.

The guidance material and recommendations in this document have no legal or regulatory status and should not be taken as replacing or superceding other National or Regulatory Requirements.

2. To enhance safety, as related to fatigue, within the international aviation industry by providing guidance for maintenance organizations and individuals involved in the maintenance and certification of airworthiness.
3. To encourage these maintenance organizations to achieve the elements of this guidance document, by publishing them, and/or other applicable Laws or Requirements, within their approved Safety Management Systems (SMS), or equivalent document.

B. DEFINITIONS

1. The Company – Certificate Holder:

A Certificate Holder or Accountable Manager, authorized to perform the certification of aviation equipment either through an approved Safety Management System and/or other regulatory approved processes, and who has the responsibility for the safety of his/her employees. This includes the requirement to ensure that duty and rest requirements, such as those enumerated in this document, are implemented for employees and are also applicable to any contractor performing certification/airworthiness work.

IFA has its main interest in promoting internationally improved knowledge and understanding of Airworthiness issues, through its Technical Committee, combining a wide range of aviation disciplines and worldwide experience. Members participate in international committees, meetings and conferences

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2. Maintenance Organization:

Normally an Approved Organization, which may perform Maintenance, Repair or Overhaul of aircraft and appliances, used in Commercial Aviation. This organization may or may not be an operator of commercial aircraft.

3. Certifier:

A person, who by possession of a national or international qualification validated by an appropriate regulatory body certifies the completion of a return to service/maintenance task.

4. Maintenance Person:

A person engaged in maintenance, repair and overhaul of commercial aircraft regardless of qualifications or employer. This includes persons employed in the preparation of maintenance instructions and tasks.

5. National and International Working Time Constraint:

The law or regulation, applicable to some States, which require employers and employees to limit the hours of work, with respect to Health and Safety matters and the applicability of holiday entitlement. (An example is that which is applicable in EU States published as COUNCIL DIRECTIVE No 93/104/EC of 23 November 1993, [and such later amendments] which concern certain aspects of the organization of working time).

C. GUIDANCE INFORMATION

1. A maintenance organization should ensure that:

1.1 Duty time and rest schemes are established and detailed in their SMS documentation, which comply with the parameters and intent of this guidance document.

1.2 Their published duty and rest scheme protocols comply with the applicable national laws and/or policy and procedures.

1.3 Duty rosters are prepared and published, optimally within 21 days of the scheduled start of the on-duty requirement, with a minimum period, in advance, of 14 days.

2. When published and approved, normal rest schemes may have to be altered for unusual situations. The maintenance organization should establish alternative procedures that provide an equivalent level of safety to the maximum extent possible in these circumstances. In addition, alterations or waivers are to be reviewed annually and should be part of the approved Safety Management Systems document and/or the Laws and Regulations of the governing State. See also **Paragraph D** below.

3. A statement such as: *“The certifier shall not participate in or accomplish airworthiness tasks if suffering from fatigue or feels unfit to the extent that the performance of their assigned duties could/might compromise airworthiness and/or establish levels of safety.”* should be published in the written Safety Management System guidance.

4. Certifiers who are not employed or under the direct supervision of the maintenance organization, should comply with this document in the same manner as those directly employed.

5. The Aircraft Maintenance Technician/Aircraft Maintenance Engineer/Mechanic

Responsibility for the establishment and control of certifier employees' duty hours and rest times does not solely rest with the company/employer.

Individuals have a responsibility to make use of the opportunities and facilities for rest periods provided. They are also responsible for planning and using their rest periods properly in order to minimize incurring fatigue. They should not act in their duties if they know or suspect that their physical or mental condition renders them unfit to function safely.

Furthermore, they have the responsibility not to work if they know they are or are likely to be in breach of the company or other approved safety procedures.

6. Duty Period:

This is the period when a maintenance person reports for duty until that duty period ceases and the place of duty is vacated. The following are guidelines but are considered a reasonable base for a published procedure by Maintenance Organizations:

- 6.1 A scheduled shift should not normally exceed 12 hours.
- 6.2 A shift should not be extended beyond a total of 16 hours, including overtime.
- 6.3 Scheduled duty work, including break time(s), standby and overtime, should not exceed a maximum of 72 hours in any successive 7 day period.
- 6.4 The period of work before a scheduled break should be a maximum of 4 hours.
- 6.5 Minimum break period(s) of 10 minutes, plus 5 minutes for each hour worked, to a maximum of 30 minutes should be scheduled and utilized. The process begins after every 30 minute break is taken.
- 6.6 Scheduled night shifts should be limited to no more than 6 days in each 7 calendar days of 8 hour durations, or 4 days in each 7 calendar days of 12 hour durations, including overtime.
- 6.7 Night shifts involving 12 hours duty, including breaks and overtime, should allow a minimum of 9 hours opportunity of uninterrupted rest prior to reporting to the next scheduled shift start time.
- 6.8 Normal shifts of 8 hours duty, 5 days in each 7 calendar days should allow a minimum of 9 hours of uninterrupted opportunity for rest prior to the reporting to the next scheduled shift start time.

7. Rest Period (s):

A Rest Period should be an uninterrupted and defined period of time during which an individual is free of all work and/or standby duties. It should allow the opportunity for a minimum of 8 hours of uninterrupted sleep before reporting to the next scheduled duty time. Also, it should include a minimum of 2 days, i.e. 48 continuous hours, between each scheduled weekly duty period, such as those detailed in paragraph 6 above.

8. Window of Circadian Low (WOCL)

Where possible, the Window of Circadian Low (WOCL) should be taken into account in the preparation of the SMS material covering duty time and rest periods.

This is the period between 02:00 hours and 05:00 hours, local time.

At other work locations away from home base, where it is necessary to position employees for duty periods, due note should be taken of time zone changes and proper allowance made for the proven effect such changes have on alertness and physical ability. The published procedures should take account of such changes when determining additional rest periods which may be necessary.

D. Unforeseen Circumstances in Operations

In the event of unforeseen circumstances occurring, during daily scheduled operations which had arisen after shift reporting time, the limits for the published duty time and rest periods may be modified. Any such modifications should be reviewed and approved by the responsible senior management individual on duty at the working location and with due consultations with labor representatives, or the senior individual at the working location, and should be in accordance with the published SMS procedures. See also **Paragraph C. 2.** above.

E. Duty Time and Rest Periods - Documentation and Records.

The approved organization should ensure that sufficiently detailed records, for both certifying and contract personnel who carry out Return to Service/airworthiness work, are maintained for, at least, the preceding 12 months time period. These records should provide substantiation of the adherence to the company published procedures, as detailed under the certificate holder's approved Safety Management System documentation and for the review outlined in paragraph C2 above.