

## APPENDIX 4 – ANY OPERATION

This appendix sets out the requirements for single-pilot air transport operations. However, it may also be used by an operator conducting multi-pilot operations, aerial work operations, flight training, or any combination of operations including those which cross time zones.

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## Planning/rostering

### Limit on cumulative duty time and flight time (9) (10)

	7 days	14 days	28 days	365 days
<b>Maximum duty</b>	60 hours	100 hours		
<b>Maximum flight time</b>			100 hours	1,000 hours

### Sleep opportunity before an FDP or standby period (1) (2)

You must have at least an 8-hour sleep opportunity when:

- › at home base – within 12 hours of commencing an FDP or standby
- › away from home base – within 10 hours of commencing an FDP or standby.

**Note:** Refer to the definition of sleep opportunity, as it occurs in an off-duty period.

### Off-duty periods (8)

#### Off-duty period following an FDP

Where your duty period does not exceed 12 hours, your following off-duty period must be at least:

- › if away from home base – 10 hours, or
- › if at home base – 12 hours, plus the amount of time that any displacement exceeds:
  - » 3 hours if travelling west, or
  - » 2 hours if travelling east.

Where your duty period exceeds 12 hours, your following off-duty period must be at least 12 hours, plus:

- › 1.5 multiplied by the time that your duty period exceeded 12 hours
- › the amount that the displacement time exceeds:
  - » 3 hours if travelling west, or
  - » 2 hours if travelling east.



See [Figure 15](#) for components of the duty period.

#### Reduction in off-duty period

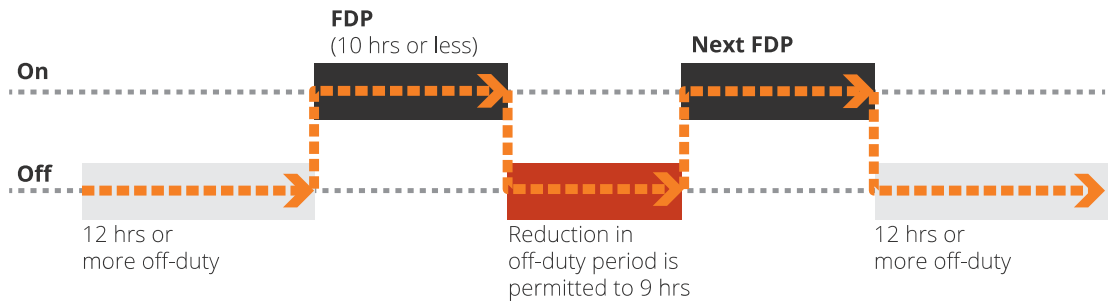
If your FDP is less than 10 hours (see [Figure 10](#)) and you complete the FDP away from home base, your ODP may be reduced to 9 hours over a local night provided you are acclimatised for the ODP, and:

- › the off-duty period immediately before your FDP was at least 12 hours, and included a local night
- › the off-duty period following your next FDP will be at least 12 hours, including a local night.



Image | Ana Blazic Pavlovic | iStockphoto

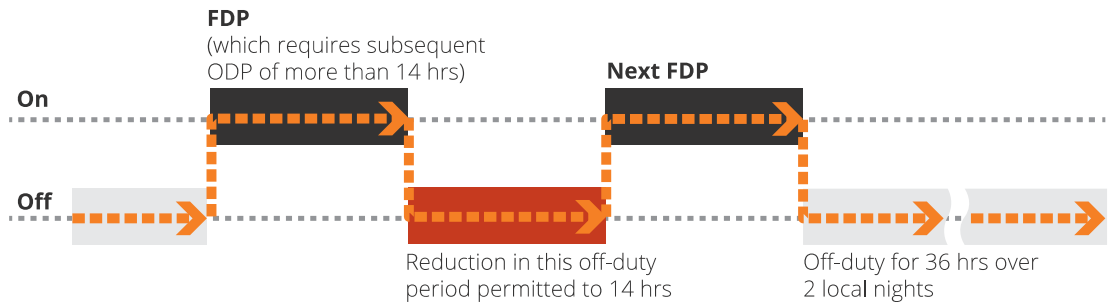
**Figure 10: Reduction in ODP to 9 hours away from home base**



If the calculated off-duty period is more than 14 hours (see Figure 11), the off-duty period may be reduced to 14 hours, if:

- > the reduced off-duty period is undertaken away from home base
- > the FDP was not extended past the FDP limit provided for under an operations manual
- > the off-duty period following the next FDP is of at least 36 hours and includes 2 local nights.

**Figure 11: Reduction in ODP to 14 hours away from home base**



Off-duty periods for cumulative fatigue recovery (8)

Time period	Off-duty period minima
7 days	Minimum of 36 hours off duty over 2 local nights before the projected end of the FDP or standby
28 days	Minimum of 6 days (cumulatively) off duty before commencing the FDP or standby

WOCL infringement and early start limits (11)

Early starts (0500–0659)

You may be assigned up to 5 consecutive duty periods with early starts provided:

- > the FDP limit on the 4th day is reduced by 2 hours
- > the FDP limit on the 5th day is reduced by 4 hours.

WOCL infringement (0200–0559)

After 3 consecutive WOCL infringements, you must have an off-duty period over a local night. You are permitted to infringe the WOCL more than 3 times only in accordance with the early start provisions above.


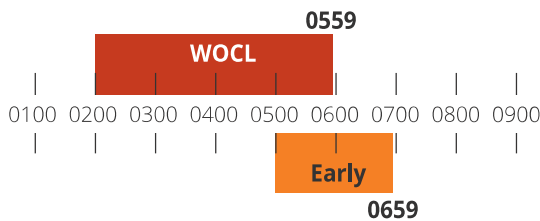
 A duty that falls within any part of the WOCL means the WOCL is infringed.

Figure 12: WOCL and early start periods



FDP limits (2)

You must not be assigned an FDP in excess of the following limits.

Local time at start of FDP	Maximum FDP hours
0500–0559	9
0600–0759	10
0800–1059	11
1100–1359	10
1400–2259	9
2300–0459	8

Flight training (2)

You must only conduct flight training within the first 7 flight hours of an FDP.

Increase in FDP limits by split duty (3)

The portion of a split FDP that follows a split-duty rest period, either in resting or sleeping accommodation, must be no more than 5 hours.

Figure 13: Increase in FDP limits by split duty



Resting accommodation

Where an FDP contains a split-duty rest period of at least 2 hours with access to suitable resting accommodation, the FDP limits may be increased by half the split-duty rest period, but by no more than 2 hours.

Sleeping accommodation

Where an FDP contains a split-duty rest period of at least 4 hours with access to suitable sleeping accommodation:

- > the FDP may be increased by 4 hours
- > the first 4 hours of the split-duty rest period may be reduced by 2 hours in determining the subsequent off-duty period or cumulative duty time.

Whenever a split-duty rest period is between 2300 and 0529 local time, then:

- › the split-duty rest period must be at least 7 hours with access to suitable sleeping accommodation, and the maximum FDP is 15 hours, but
- › no reduction in the subsequent off-duty period and cumulative duty time provisions is permitted.

## Standby limits and standby-like arrangements (6)

### Access to suitable sleeping accommodation

You must not be placed on standby for longer than 14 hours.

The maximum FDP after a call out from standby must be decreased by the number of hours where the standby exceeded 4 hours.

A standby that is completed without a call out must be followed by an off-duty period of at least 10 hours.

### No access to suitable sleeping accommodation

To remove any doubt, the period in which you are held in a standby-like arrangement must be treated as a duty period.

**Note:** For example, the period spent in a standby-like arrangement must be included as part of a subsequent FDP assigned to the FCM or added to the preceding FDP when determining minimum off-duty periods.

## Positioning (7)

On completion of an FDP, an operator can position you to a suitable location. However, the time spent positioning is to be added to your FDP when calculating subsequent off-duty periods.

## Variations

### Delayed reporting time (4)

#### Sleep opportunity before an FDP or standby period (1)

Where there is a delay to the commencement of an FDP of less than 10 hours, the opportunity period for sleep is based on the reporting time of the **original** FDP. However, if a single period delay is 10 or more hours, the opportunity period for sleep is based on the **new** FDP commencement time.

#### Operations manual without procedures for delays

The operator may only delay or postpone an assigned reporting time if the pilot is informed of the new reporting time at least 10 hours in advance.

The operator may consider the period between the original reporting time and the new reporting time (the period of the delay) to be an off-duty period. At the end of this off-duty period, you may be assigned a new FDP, subject to the applicable appendix limits.

If the operator delays the original reporting time and does not inform the pilot of the delay at least 10 hours in advance, then the FDP commences at the original reporting time and the off-duty period requirements of this appendix apply to you whether or not the flight occurs.

#### Operations manual with procedures for delays

Where the operations manual has procedures for delays, the original reporting time may be postponed provided the pilot is informed as follows:

- › at your home base – at least 2 hours before the original or each new reporting time, or
- › away from your home base – at least 1 hour before the original or each new reporting time.

Where the pilot is informed (as described above) of a delay, the period between the original reporting time and the new reporting time is deemed a standby duty, even if the definition of standby regarding suitable sleeping accommodation is not met.

Where a single delay to an FDP is 10 hours or more, the operator may consider the period of the delay to be an off-duty period, and

- › at the end of the off-duty period, assign an FDP subject to the applicable limits set out in this appendix or another appendix.

Where the pilot is not informed (as described above) of a postponement of an FDP, the FDP commences at the later of:

- › the original reporting time, or
- › the last reporting time the pilot was informed (as described above).

The usual off-duty period requirements (following the completion of the FDP or otherwise) will also apply.

### Maximum FDP after delay with operations manual procedures

The combined duration of 1 or more delays and the following FDP must not exceed 16 hours unless the FDP contains a split-duty rest period.

Where the pilot is informed (as described above), and the FDP is delayed and the FDP commences at a new reporting time that is within 4 hours of the original reporting time, then the maximum FDP must be based on whichever of the following is the more limiting:

- › the original reporting time, or
- › the new reporting time.

Where the pilot is informed (as described above) of an FDP delay and the FDP commences at a new reporting time that is 4 hours or more after the original reporting time, then the FDP is taken to have commenced 4 hours after the original reporting time and the maximum FDP must be based on whichever of the following is the more limiting:

- › the original reporting time, or
- › 4 hours after the original reporting time.

### Cancellations – with or without operations manual procedures for delays (4)

Where the pilot has been informed of an FDP delay because of a flight cancellation (whether in accordance with an operations manual procedure or not), they must then have an off-duty period of at least 10 hours from the time they were informed, before again being assigned an FDP.

### Reassignment and extension (5)

A pilot must not be reassigned or extended if they will exceed the cumulative flight time or cumulative duty time limits.

After an FDP has commenced, a pilot may be re-rostered to a modified FDP, which may continue, provided that:

- › the modified FDP does not exceed the applicable limits in the operations manual
- › the pilot has confirmed their fitness for further duty.

In unforeseen operational circumstances, at the discretion of the pilot in command, the FDP limits in the operations manual may be extended by up to 1 hour.

Before exercising such discretion, the pilot in command must be satisfied that they are fit for the extension.

### Flight training (5)

Flight training may be conducted after the first 7 flight hours of the FDP for up to 30 minutes if:

- › unforeseen operational circumstances arise
- › it is operationally necessary to complete the duty
- › you consider yourself fit for the extension.

### Discretion of PIC (5)

If unforeseen operational circumstances arise after take-off on the final sector of an FDP that will cause a pilot to exceed any limit in this appendix, then the flight may continue to the planned destination or alternate at the discretion of the PIC.



To comply with the **general** and the **enhanced AOC obligations** to manage fatigue (see pages **11** and **12**) an operator may have to reduce the FDP and flight time limits permitted in an appendix.

Use sample **operations manual supplements** as a starting point to develop processes, procedures and limits to manage fatigue.