RIMBUN AIR

OPERATIONS MANUAL

PART – A

GENERAL

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CHAPTER 6

FLIGHT, DUTY AND REST TIME LIMITATIONS

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6.1. GENERAL

Flight and Duty Time Limitations and Rest Requirement policy contained herein set a work pattern for flight crew and FOO designed to prevent the onset of fatigue and policy to determine the maximum permissible duty periods, flight duty periods and block times for crew members. Also, the rules concerning the assignment of crew member's standby duties are prescribed for the purpose of maintaining safety.

6.1.1. APPLICABILITY

The scheme shall apply in relation to any duty carried out at the behest of the company by Flight Crew and Flight Operation Officer.

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6.2. FLIGHT TIME AND FLIGHT DUTY TIME LIMITATIONS

Each Rimbun Air Flight crew member must:

1) Obtain sufficient rest before commencing flight duty to enable completion of the rostered flight.
2) Comply with all flight and duty time limitations and rest requirements applicable to their activities.
3) Make optimum use of the opportunities and facilities for rest provided by Rimbun Air and use their rest periods properly to minimize the risk of fatigue.

Rimbun Air Crew Scheduling will:

1) Construct work patterns which will avoid as far as possible such undesirable rostering practices as alternating day / night duties and the positioning of air crews in a manner likely to result in a serious disruption of established sleep / work patterns.
2) Plan time off and ensure that air crews are notified of their allocation well in advance.

Rimbun Air has established the following system to monitor the flight time, duty time, and rest periods for all pilots.

It is the responsibility of the pilot to report to flight operations if there becomes the possibility that any flight or duty time limitation may be exceeded.

Where the pilot becomes aware that assignment to act as a flight crewmember on a flight will result in any flight or duty time limit being exceeded, he shall not accept that flight and will immediately notify Flight Operation Support.

6.2.1. FLIGHT CREW DUTY PERIOD, FLIGHT TIME, AND REST HOURS LIMITATIONS

Rimbun Air will not assign a flight crewmember to a flight duty time, and no flight crewmember shall accept such assignment, if that flight duty time, is scheduled to exceed the maximum flight duty times prescribed herein. Such duty times are to be calculated in periods of 24 consecutive hours.

Company and flight crew member shall ensure that total flight time do not exceed. Planned schedules should be allow for flights to be completed within the maximum permitted flying duty period. However, it is recognized that on occasion a planned flight will experience unforeseen delays. Under these conditions, the aircraft PIC may, within prescribed conditions, extend an FDP.

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6.2.1.1. PART 135

Number Of Pilot	Maximum Flight Time	Maximum Flight Duty	Minimum Rest Required
2	9 hours	12 hours	8 hours Rest on bed + 1 Hour phycological needs (9 Hours Rest Time)

All flight crew members:

a) Must be given at least one **day off** rest period since 00.00 Local Time in every 7 consecutive days.
b) May not operate more than **40 flight hours** in any **7 consecutive days**.
c) May not operate more than **100 flight hours** during any **calendar month**, and;
d) May not operate more than **1050 flight hours** during any **12 calendar months**.

6.2.1.2. PART 121 SUPPLEMENTAL OPERATIONS

Number Of Pilot	Maximum Flight Time	Maximum Flight Duty	Minimum Rest Required
2	9 hours	14 hours	9 hours Rest on bed + 1 Hour phycological needs (10 Hours Rest Time)

All flight crew members:

a) Must be given at least 24 consecutive hours of rest period in every 7 consecutive days.
b) May not operate more than **30 flight hours** in any **7 consecutive days**.
c) May not operate more than **110 flight hours** during any **calendar month**,
d) May not operate more than **1050 flight hours** during any **12 calendar months**.
e) Must be given at least the applicable minimum required crew rest prior to reporting for duty.

6.2.1.2.1. AUGMENTED FLIGHT CREW

Where a flight crew is augmented by the addition of at least one pilot the maximum permissible planned FDP may be increased beyond the 14 hours and in accordance with the table below and subject all the conditions set forth are met.

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PERMITTED INCREASE IN FDP	MAX FLIGHT DUTY	PROVIDED CONDITIONS BELOW ARE MET
16 Hours	12 Hours	1. 2 hours are added to the required rest period prior to the next FDP 2. The additional pilot occupies a flight deck observer seat during take-off and landing

Note: Flight Deck Duty time calculation Augmented Operations.

With a 3-pilot crew the flight deck duty time is =

(2/3) x TOTAL FLIGHT TIME

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6.2.2. FLIGHT DUTY PERIOD (FDP)

Flight Duty Period (FDP) is defined as the time between the crew members reports for duty until the termination of the flight including time required for Post Flight activities.

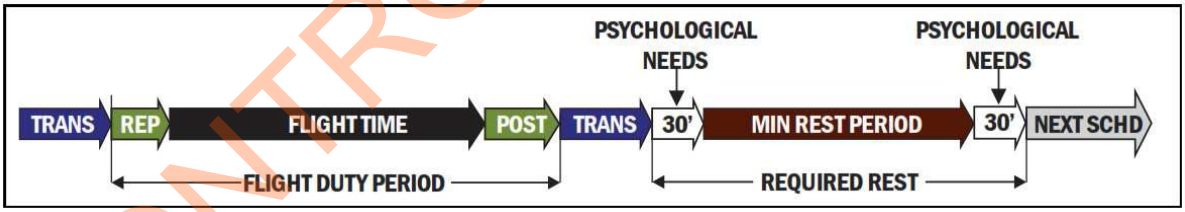
The time required for Post Flight activities for end of flight duty is 30 minutes

The Flight Duty Period encompasses:

1) Time for pre-flight preparation duties.
2) Flight times.
3) Waiting time spent during a delayed departure.
4) Turnaround times.
5) Time reserved for post-flight activities
6) Time spent on airport reserve.
7) Time spent on ground/ flight training (including a simulator training)
8) Time spent by accomplishment of administrative/executive duties at the behest of the operator.
9) Time spent on medical examinations.
10) Time spent on other duties accomplished on a request of the company.

Note:
Time of waiting in between sign in and sign out due to any reason is included in Duty period

6.2.2.1. SCHEME MINIMUM DUTY PERIOD AND REST PERIOD



See chapter 6.2.1 to detail of Duty Period, Flight time and required Rest for each type of operations.

6.2.2.2. TRANSPORT TIME

LOCATION	TRANPORT TIME
CGK / HLP	1 Hour
Other Stations	30 Minutes

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If crew has to stay remain overnight (RON) outside from home base station, company / crew should be arranging for stay in nearby of airport with average to covered of transportation according to the table above.

6.2.2.3. REPORTING TIME AND POST FLIGHT ACTIVITIES

Flight Time Duty is considered to begin 60 minutes before Block Off time (reporting time) Fight Time Duty is considered to end 30 minutes after Block on Time (check-out time)

The reporting time for commencement of an FDP shall provide sufficient time for preflight preparation and other safety related ground duties before the first planned off block time for FDP.

Post Flight activities time required to accomplish all post-flight tasks after completion of the last flight sector.

6.2.2.4. MIXED SIMULATOR / OFFICE DUTY AND AIRCRAFT FLYING

When a flight crew flies in the simulator or has an office duty, either on a check or training flight, or as a Training Captain or Instructor, and then within the same duty period flies as a flight crew on a public transport flight, all the time spent in the simulator or office duty **is counted in full towards the subsequent Flight Duty Period (FDP)**.

Simulator flying does not count as a sector, but the FDP allowable is calculated from the report time of the simulator detail.

6.2.2.5. MAXIMUM NUMBER OF LANDING OPERATIONS

During a single flight duty time, the number of landings scheduled shall not exceed **14 landings for 135** operations and **8 Landings for 121** operations. In case of unexpected circumstances, such return to base (RTB), diversion, it is allowed to exceed up to 1 (one) landing from the maximum scheduled number of landings during a single flight duty time.

6.2.2.6. EXTENSION OF FLIGHT DUTY TIME / SPLIT DUTY

6.2.2.6.1. PART 135 OPERATIONS

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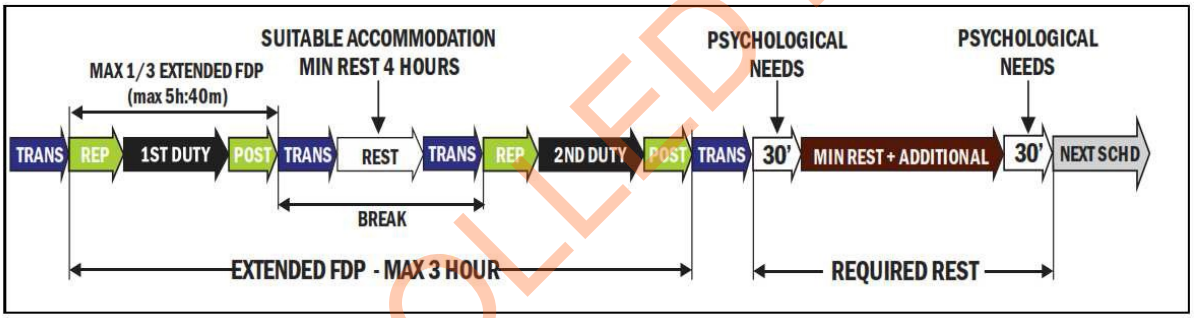
6.2.2.6.2. PART 121 (SUPPLEMENTAL OPERATIONS)

If a rest period is given by the company during a single Flight Duty, Flight Duty Time may be extended beyond 14 hours provided:

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1) Company provides the flight crew member with advance notice of the Split Duty Time. The Flight crew member must receive the notice prior to sign on time.
2) One-third of the flight duty time precedes the rest period.
3) A rest period of minimum 4 (four) hours in suitable accommodation is provided by the company. Suitable accommodation means hotel provided by the company for flight crew rest. Rest period commences at time of check in (flight crew member arrives in suitable accommodation) and ends at check out (flight crew member leave from suitable accommodation).
4) The flight crew member's rest is not interrupted by the company during the rest period.
5) The extension of Flight Duty Time is by ½ (one half) the length of the given rest period (referred to point 3), to a maximum of 3 (three hours). The required rest period following the split duty time and prior to the next flight duty is increased by an amount equal to the extension of the Flight Duty Time.

SPLIT DUTY SCHEME



6.2.3. RECORDING OF FLIGHT TIMES AND FLIGHT DUTY TIMES

Rimbun Air is required to keep detailed records for every flight crew member, in a manner approved by the DGCA. Such records will include:

1) The dates, times, and places of reporting for duty and release from duty, as part of flight duty time or equivalent duty as ordered by Rimbun Air in accordance with these regulations and expressed in local time.
2) The duration of all corrected maximum Flight Duty Times
3) The nature of duties carried out during the Flight Duty Times and their duration.
4) All incidents of reduced rest periods and the subsequent rest periods.
5) The Flight Times.
6) The roster of pilot's duties.

Every flight crew member is required to keep orderly records as follows:

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1) The dates, times, and places of reporting for duty and release from duty as part of flight duty time or equivalent duty as ordered by the Company in accordance with these regulations and expressed in local time.
2) Whenever the maximum Flight Duty Time limit is exceeded.

Rimbun Air ensures that the pilot's flight time records are stored securely from unauthorized persons, so that the recording program is protected by Security Encryption and only Flight Support and OCC personnel can open the Security Encryption to update the records.

6.2.4. OPERATING FOR MORE THAN ONE COMPANY

Within the context of these regulations, a person operating for more than one Company shall be required to meet the same provisions regarding work and rest times which apply as if the person were operating only for a single company, and he must therefore comply with the requirements of this manual whilst operating for Rimbun Air.

6.2.5. EARLY TERMINATION OF A FLIGHT DUTY

If exceptional circumstances arise, like a feeling of stress and tiredness with the flight crew and there are doubts as to whether the flight can be safely continued, based on an assessment together with the other members of the flight crew, the responsible Captain Pilot may decide to terminate a flight duty period earlier than planned.

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6.3. REQUIRED DAY OFF AND DUTY PERIODS LIMITATIONS

"Required Day Off" means a period consisting of 24 consecutive hours during which time a pilot are free from all duties or contact by the company. A required day off shall commence at midnight or, at the completion of any required crew rest. A required day off is provided at a person's residence and is exclusive of any travel time between that person's residence, and the place where such person reports for, or is released from, duty.

Each Flight Crewmember shall be relieved from all duties for at least 24 consecutive hours in any 7 (seven) consecutive day period. This day off will be at the person's domicile, with the following exceptions:

1) When a person is stationed for an extended period at a location other than that person's domicile, and where that person agrees, such a station may be considered, for the purposes of a day off, that person's domicile
2) When the company provides more than the minimum of one day off in any 7 consecutive day period, the requirement to provide such day off at that person's domicile, does not apply.

To comply exemption above, "Duty Period" at Rimbun Air means that calendar period a flight crewmember is available for scheduled duty time.

The Company's normal duty period is 20 days (three weeks) on duty, followed by 10 days off duty. While every effort is made to adhere to this schedule, circumstances beyond the control of the Company shall require that crewmember's duty periods be extended.

These circumstances include:

1) Unplanned illnesses or absences of relief pilots.
2) Incompatible commercial transportation schedules to remote or foreign job sites; and
3) The inability to synchronize customer contract startup / completion dates with Company crew scheduling.

Should operational requirements of the Company require, crewmember shall be requested to extend their duty periods. The duty periods of a crewmember will only be extended after considering the crewmember's personal desires, work sites living conditions and the cumulative effects of any preceding duty period(s) on the crewmember's mental and physical condition.

Notwithstanding other duty time restrictions, the extension of any duty periods shall be increased to, but shall not exceed, 28 days (four weeks) on duty followed by 14 days (two weeks) off duty. Anytime a crewmember normal duty period is extended, the crewmember maximum allowable, weekly flight time limitations will be decreased.

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6.4. UNFORESEEN CIRCUMSTANCES IN ACTUAL FLIGHT OPERATIONS

If during the actual flight operation, which starts at the reporting time, a delay introduced by Unforeseen Operational Circumstances (UOC) occur beyond the company's control which prevents the completion of a FDP in accordance with the FTL or the limits on FDP.

UOC relates solely to operational circumstances, which result in delays to a planned schedule where an unplanned event of insufficient duration to allow for adjustments to schedules, including unforecast weather, equipment malfunction ,air traffic delay that is not reasonably expected or emergency related, and must directly affect the operation of the aircraft.

Duty period and minimum rest periods may be modified at the PIC's discretion. The extension shall be calculated according to what actually happens, not on what was planned to happen. Any such modifications shall be acceptable to the PIC provided he/she is satisfied that the flight can be made safely and shall, in all circumstances, comply with the following:

1) Applicable to Domestic Flight only.
2) The PIC shall not commence or continue a Flight Duty if he/she knows that they are suffering from or is likely to suffer from fatigue or feels unfit to the extent that the flight safety may be endangered.
3) The PIC shall consult all crew members on their alertness levels before deciding these modifications.
4) The allowable FDP shall not be increased by more than 3 hours except in cases of emergency.
5) If on the final sector within an FDP that has been increased and further unforeseen operational circumstances occur after takeoff that will result in the permitted increase being exceeded, the flight may continue to the planned destination or alternate.
6) The minimum rest period following a FDP that has been increased in duration due to unforeseen operational circumstances shall be at least as long in duration as the increased FDP.

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6.5. FLIGHT OPERATIONS OFFICER - MAXIMUM DUTY PERIOD

Company shall ensure the daily duty period for a Flight Operations Officer (FOO) so that it begins at a time that allows him to become thoroughly familiar with existing and anticipated weather conditions along the route before he dispatches any airplane.

FOO shall remain on duty until each airplane dispatched by him has completed its flight, or has gone beyond his jurisdiction, or until he is relieved by another qualified FOO.

CASR 121 does not regulate the limit on the duty time FOO for supplemental operation, however PT. Rimbun Air has a policy regarding the FOO duty time limit. Because FOO must follow where the plane goes, therefore maximum FOO's duty time will be the same as the pilot's duty time, which is 10 hours.

Each Flight Operations Officer must be relieved of all duty for at least 24 consecutive hours during any 7 (seven) consecutive days or for the equivalent time within any calendar month.

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6.6. FLIGHT ATTENDANT - MAXIMUM DUTY PERIOD

The requirements detailed in this paragraph shall be applicable to all Flight Attendant employed as crew members.

Flight Attendant duty period limitation and rest requirement:

a) The Reporting Time and Post Flight activity the same those applicable to Flight Crew members.
b) The Standby time and Notification Time the same those applicable to Flight Crew members.
c) Time spent in transportation from and to Airport is not considered as part of Rest Period.
d) The Company shall provide the Flight Attendant with at least one day off during any 7 consecutive days.
e) The following chart depicts the scheduled flight duty time, rest period and augmented Flight Attendant requirement for this regulation:

FLIGHT ATTENDANT COMPLEMENT	FLIGHT DUTY PERIOD	MINIMUM REST PERIOD + PHYSIOLOGICAL NEEDS	REDUCED REST PERIOD + PHYSIOLOGICAL NEEDS	
			REDUCED REST (1)	SUBSEQUENT REST (2)
Minimum FA	14 hours or less	9+1 hours	8+1 hours	10+1 hours
Minimum FA + 1	> 14 - 16 hours	12+1 hours	10+1 hours	14+1 hours
Minimum FA + 2	> 14 - 18 hours			

1) Shall not schedule a flight attendant for a duty period of more than 14 hours during the 24-hour period commencing after the beginning of the reduced rest period.
2) The subsequent rest period must be scheduled to begin no later than 24 hours after the beginning of the reduced rest period and must occur between the completion of the scheduled duty period and the commencement of the subsequent duty period.
3) For land or take off outside Indonesian airspace only.

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CHAPTER 7

CREW HEALTH PRECAUTIONS

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