

INFO TECH n. 16/2019

Dipartimento Tecnico – 09 Luglio 2019

(english text at the bottom)

EASA FTL QUICK REFERENCE

Cari Colleghi,

in questa Info Tech alleghiamo l'aggiornamento del Quick Reference Easa FTL

[ANPAC - Dipartimento Tecnico](#)

Per ogni osservazione o feedback è gradita un'email a: dt@anpac.it

[English Version](#)

EASA FTL QUICK REFERENCE

Dear Members,

in this Info Tech we attach the update of the Easa Ftl Quick Reference

[ANPAC - Dipartimento Tecnico](#)

Any comments or feedback is welcome by emailing us at: dt@anpac.it

EASA FTL QUICK REFERENCE **ALITALIA** Ed.02 – JUL19

OM-A / EASA ORO.FTL – CS.FTL

MAXIMUM DAILY FDP

ACCLIMATISATION – Crew Members (CMs)

Time difference (h) between reference time and LT where the CM starts the next duty	Time elapsed since reporting at reference time				
	<48	48 71:59	72 95:59	96 119:59	≥120
< 4	B	D	D	D	D
≤ 6	B	X	D	D	D
≤ 9	B	X	X	D	D
≤ 12	B	X	X	X	D

B – a CM is acclimatised to the LT of the departure time zone.

D – a CM is acclimatised to the LT where the CM starts his/her next duty.

X – a CM is in an unknown state of acclimatisation.

- A CM is considered acclimatised to a 2 hrs wide time zone surrounding the local time at the point of departure.
- A CM remains acclimatised to the LT of his/her reference time during the first 48hrs after reporting.

BASIC – ACCLIMATISED CMs – 2 CMs

TAB.1

MAXIMUM DAILY FDP ACCLIMATISED CMs					
Start of FDP at reference time	SECTORS				
	1-2	3	4	5	6
0600-1329	13:00	12:30	12:00	11:30	11:00
1330-1359	12:45	12:15	11:45	11:15	10:45
1400-1429	12:30	12:00	11:30	11:00	10:30
1430-1459	12:15	11:45	11:15	10:45	10:15
1500-1529	12:00	11:30	11:00	10:30	10:00
1530-1559	11:45	11:15	10:45	10:15	09:45
1600-1629	11:30	11:00	10:30	10:00	09:30
1630-1659	11:15	10:45	10:15	09:45	09:15
1700-0459	11:00	10:30	10:00	09:30	09:00
0500-0514	12:00	11:30	11:00	10:30	10:00
0515-0529	12:15	11:45	11:15	10:45	10:15
0530-0544	12:30	12:00	11:30	11:00	10:30
0545-0559	12:45	12:15	11:45	11:15	10:45

EXTENDED – ACCLIMATISED CMs WITHOUT IN-FLIGHT REST – 2 CMs

MAXIMUM DAILY FDP WITH EXTENSION (by Operator)				
Starting time of FDP	SECTORS			
	1-2	3	4	5
0615-0629	13:15	12:45	12:15	11:45
0630-0644	13:30	13:00	12:30	12:00
0645-0659	13:45	13:15	12:45	12:15
0700-1329	14:00	13:30	13:00	12:30
1330-1359	13:45	13:15	12:45	
1400-1429	13:30	13:00	12:30	
1430-1459	13:15	12:45	12:15	
1500-1529	13:00	12:30	12:00	
1530-1559	12:45			
1600-1629	12:30			
1630-1659	12:15			
1700-1729	12:00			
1730-1759	11:45			
1800-1829	11:30			
1830-1859	11:15			
1900-0614				

Not allowed

The use of extension shall be planned in advance.

No more than twice in any 7 consecutive days.

Not to be combined with extensions due to in-flight rest or split duty in the same duty period.

EXTENDED – WITH IN-FLIGHT REST – FLIGHT CREW – 3/4 CMs

MAXIMUM DAILY FDP WITH IN-FLIGHT REST				
Augmentation of the Basic Flight Crew	Max 3 sectors		Max 2 sectors (*)	
	B777	A330	B777	A330
3 CMs	16:00	15:00	17:00	16:00
4 CMs	17:00	16:00	18:00	17:00(**)

(*) Max 2 sectors and 1 sector of more than 9 hours of continuous flight time.

(**) Actually limited at 16 hrs due to Cabin Crew limitation (Class 3 rest facilities).

- Minimum in-flight rest period must be 2 consecutive hours for CMs at control during landing and 90 mins for CMs not at control during landing.

- Rest periods allocated according to PF and PM priority.

CMs IN UNKNOWN STATE OF ACCLIMATISATION – 2 CMs

MAXIMUM DAILY FDP CMs IN UNKNOWN STATE OF ACCLIMATISATION				
SECTORS				
1-2	3	4	5	6
11:00	10:30	10:00	09:30	09:00

EXTENDED – WITH IN-FLIGHT REST – CABIN CREW

MAXIMUM DAILY FDP WITH IN-FLIGHT REST	MINIMUM IN-FLIGHT REST	
	B777	A330
up to 14:30	1:30	1:30
14:31-15:00	1:45	2:20
15:01-15:30	2:00	2:40
15:31-16:00	2:15	3:00
16:01-16:30	2:35	Not allowed
16:31-17:00	3:00	
17:01-17:30	3:25	
17:31-18:00	3:50	

- Not applicable when the aircraft is not fitted with rest facilities.
- A least 3 qualified Cabin CMs (Flight interpreters and commercial personnel not included) shall be on duty during in-flight rest periods.

EXTENDED – SPLIT DUTY – 2 CMs

- **MAXIMUM FDP = MAX BASIC FDP + 50% OF THE BREAK**
- Minimum break: 3 hours.
- The break on the ground shall count in full as FDP.
- Break excludes post flight duties, travelling time and pre flight duties.

	Post flight duties	Travelling time	Pre flight duties
EMB/A320S	00:30	00:30	Reporting time as per GB 7.1.7
A330/B777	00:45		
Air positioning	nil	00:30 + 00:15 (*)	

(*) 15 mins applicable for CMs positioning before the break to compensate for disembarking operations.

- Travelling time: Hotel should be within 15 mins travelling time; if further away, the additional travelling time should be added.
- Not to be combined with in-flight rest.

POSITIONING

- Positioning after reporting for duty but prior to operating a sector is counted as FDP but does not count as a sector.

MINIMUM REST

HOME BASE	Preceding DUTY PERIOD	12:00	14:00
AWAY from HOME BASE			10:00
For a time difference ≥ 4 hrs see ADDITIONAL REST - TIME ZONE DIFFERENCES			
↓ ↓ ↓ WHICHEVER IS GREATER			

- **HOME BASE.** Minimum rest “away from home base” may be applied at home base if suitable accommodation is provided by the Company.
- **AWAY FROM HOME BASE.** Travelling time to hotel is 30 mins. If greater, the 10 hrs period shall be increased by twice the difference.

ADDITIONAL REST – TIME ZONE DIFFERENCES – HOME BASE

MINIMUM LOCAL NIGHTS OF REST AT HOME BASE TO COMPENSATE FOR TIME ZONE DIFFERENCES				
Maximum time difference (h) between reference time and LT where a CM rests during a rotation	Time elapsed (h) since reporting for the first FDP in a rotation involving at least 4 hour time difference to the reference time			
	< 48	48 71:59	72 95:59	≥ 96
≤ 6	2	2	3	3
≤ 9	2	3	3	4
≤ 12	2	3	4	5
“Time difference”: difference between two Local Times (LT).				
“Time elapsed”: from reporting the first day till the end of duty the last day.				

- “Minimum rest away from home base” may be applied at home base if suitable accommodation is provided by the Company (only once between 2 RERRP).

EASTWARD-WESTWARD/WESTWARD-EASTWARD TRANSITIONS.

- **Between alternating rotations at least 3 local nights at home base are provided.**
The provision must be applied at home base between a rotation in one direction and a rotation in the opposite direction each involving a 4-hour time difference or more.

ADDITIONAL REST–TIME ZONE DIFFERENCES–AWAY HOME BASE

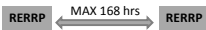
- MINIMUM REST AWAY FROM HOME BASE is the preceding Duty Period or 14 hrs, whichever is greater, when an FDP involves a 4 hrs time difference.

ADDITIONAL REST – DISRUPTIVE SCHEDULES

- Transition from a late finish/night duty to an early start: 1 local night shall be granted between two FDPs.
- 4 or more night duties, early starts, late finishes between two RERRP: second RERRP is extended to 60 hrs.

RERRP – RECURRENT EXTENDED RECOVERY REST PERIOD

- Minimum RERRP: 36 hrs including 2 local nights.
- Between 2 RERRP no more than 168 hrs.
- RERRP shall be increased to 2 local days twice every month.



STANDBY / RESERVE

AIRPORT STANDBY

- Maximum duration of airport standby: 10 hrs.
- **Airport standby + assigned FDP (BASIC/EXTENDED without in-flight rest): MAX 16 hrs.**
Provision not applied with in-flight rest or Split Duty.
- Airport standby counts in full as Duty Period (for cumulative duty limits in the 7/14/28 day/calendar year periods and for rest periods calculation).
- Rest period after Airport standby not led to an assignment of FDP: at least HOME BASE minimum rest.
- Airport standby not leading to an FDP may be reduced, the rest period shall apply from the actual end time of the reduced standby.
- When an FDP is assigned: FDP counts from start of FDP.

FDP REDUCTION

- **Maximum FDP is reduced by any time spent on standby in excess of 4 hrs.**

Example:

Rostered airport standby: 12:00 - 20:00

Assigned FDP at 17:00.

FDP reduction: 1 hr (from 16:00 until 17:00).

Reduced MAX FDP: MAX FDP - 1 hr.

STANDBY OTHER THAN AIRPORT STANDBY (HOME STANDBY)

- Maximum duration of home standby: 16 hrs.
- Maximum awake time: 18 hrs (not applied for extended FDPs with in-flight rest or split duty).

Start of standby	Maximum 18 hours...
00:00 – 10:00	From notification until end of assigned FDP (minimum notification time for calculation is 90 mins – 100 mins for LIN/MXP)
After 10:00	From start of standby until end of assigned FDP

- 25% of home standby counts as Duty Period (for cumulative duty limits in the 7/14/28 day/calendar year periods).
- Rest period after home standby not led to an assignment of a Duty: at least HOME BASE minimum rest (12hrs).
- Home standby not leading to an FDP may be reduced, the rest period shall apply from the actual end time of the reduced standby.
- When an FDP is assigned: FDP counts from reporting.
- Maximum response time from notification call and assigned reporting time is 90 mins (100 mins LIN/MXP).
- Assigned reporting time shall be within the standby rostered period.

NOTE: an FDP assignment with less than 90 mins between notification call and assigned reporting time is legitimate provided the assigned reporting time **AND** the actual reporting time are **both** before the end of the standby period.

FDP REDUCTION

- **Maximum FDP is reduced by any time spent on home standby in excess of 6 hrs (8 hrs for FDPs with in-flight rest) according to the following table:**

Start of standby	Notification call	Time period for FDP reduction (6/8 hours excess calculation)
23:00 – 07:00	Between 23:00 and 07:00	From notification until reporting
	After 07:00	From 07:00 until reporting
07:00 – 23:00	Any	From start of standby until reporting

Example 1 (without in-flight rest):

Rostered standby: 00:00 – 16:00

Notification call: 06:00

Assigned FDP (basic – not extended): reporting at 07:30 for FDP of 10 hrs (3 sectors).

Time period for FDP reduction: 1h30 (from 06:00 until 07:30) → No reduction (less than 6 hrs).

Max FDP: 12h30.

Assigned FDP (10 hrs) < Max FDP (12h30) → OK.

Awake time 11h30 (from 06:00 until 17:30) → OK (less than 18 hrs).

Example 2 (without in-flight rest):

Rostered standby: 00:00 – 16:00

Notification call: 09:00

Assigned FDP (basic – not extended): reporting at 15:00 for FDP of 10 hrs (3 sectors).

Time period for FDP reduction: 8 hrs (from 07:00 until 15:00) → 2 hrs reduction (8-6=2).

Max FDP: 11h30 – 2 hrs = 09h30.

Assigned FDP (10 hrs) > Max FDP (09h30) → NOT ALLOWED.

Example 3 (B777 with in-flight rest – 4 CMs):

Rostered standby: 10:00 – 22:00

Notification call: 12:00

Assigned FDP (extended with in-flight rest): reporting at 20:00 for FDP of 17 hrs (1 sector).

Time period for FDP reduction: 10 hrs (from 10:00 until 20:00) → 2 hrs reduction (10-8=2).

Max FDP: 18 hrs – 2 hrs = 16 hrs.

Assigned FDP (17 hrs) > Max FDP (16 hrs) → NOT ALLOWED.

RESERVE

- Maximum duration of reserve: maximum 7 consecutive days (no annual limit).
- Maximum duration of any single reserve period: 24 hrs.
- **CMs have to be available to be reached by phone during the reserve period.**
- **CMs shall not be contacted in the period between 00:00 and 08:00.**
- **Duty notification: at least 10 hrs in advance** of the start of the duty (e.g. the reporting time of the assigned FDP).
- The assigned duty may start in the period 00:00 and 08:00.
- The period 00:00 – 08:00 may be included in the 10 hrs notification period.
- FDP counts from reporting.

- Time spent on reserve does not count as Duty Period (for cumulative duty limits in the 7/14/28 day/calendar year periods and for rest periods calculation), i.e. no rest period is required after a reserve.
- RERRP provisions apply.
- Reserve period that does not result in a duty period may not retrospectively be considered as part of a RERRP.
- When rostered after a RERRP a reserve period shall start after the end of the preceding RERRP.
- When rostered before a RERRP a reserve period shall end before the start of the following RERRP.

UNFORESEEN CIRCUMSTANCES

UNFORESEEN CIRCUMSTANCES - DELAYED REPORTING

- Delayed reporting procedure has to be activated to allow CMs to remain in the place of rest when the reporting time has been delayed by the Company due to unforeseen circumstances.

Delayed reporting timeframe		
	Maximum notification time	Minimum notification time
HOME BASE	4 hrs	90 mins before scheduled reporting time
AWAY FROM HOME BASE		30 mins before pickup

FIRST NOTIFICATION	
Delay	MAX FDP calculated according...
< 4 hrs	The original reporting time
> 4 hrs	The more limiting of the original or the delayed reporting time
FDP starts counting at the delayed reporting time	
SECOND NOTIFICATION (further delay)	
FDP starts counting 1 hr after second notification or original delayed reporting time if earlier	

Exception: when the CM is informed of a delay of 10 hrs or more in reporting time and is not further disturbed, such delay counts as a rest period.

UNFORESEEN CIRCUMSTANCES - COMMANDER'S DISCRETION

- **Commander's discretion shall be avoided at home bases.**

Extensions at home bases shall be authorized by PHFO. (OM A G.B. 7.2.2.1)

FDP EXTENSION	
Flight Crew	Maximum extension
2 CMs	+ 2 hrs
3 or 4 CMs	+ 3 hrs

NOTE: in case of "EXTENDED – Acclimatized CMs without in-flight rest" FDP, use the "BASIC – Acclimatized CMs" for extension calculation (see [TAB.1. pag.1](#))

- Unforeseen circumstances after the last take-off (final sector within an FDP): the flight may continue to the destination or alternate even if the allowed increase is exceeded.
- Rest period after an FDP may be reduced but never less than 10 hrs.
- In case of unforeseen circumstances leading to severe fatigue the Commander shall reduce the actual FDP and/or increase the rest period.

NUTRITION

- **One meal:** supplied when FDP > 5h25 or when the FDP completely encompasses either of the two windows 12:00-13:00 or 20:00-21:00 (LT of CM acclimatization).
- **Two meals:** supplied when FDP > 11 hrs or when the FDP completely encompasses both the windows 12:00-13:00 and 20:00-21:00 (LT of CM acclimatization).

Notes from DEFINITIONS

For actual definitions refer to GB 7.1.3

- **EARLY TYPE** disruptive schedule: **EARLY START** - a Duty Period starting between 05:00 and 05:59, **LATE FINISH** - a Duty Period finishing between 23:00 and 01:59 (in the time zone to which a CM is acclimatized).
- **NIGHT DUTY:** A Duty Period encroaching any portion of the period between 02:00 and 04:59 in the time zone a CM is acclimatized.
- **DUTY PERIOD (DP):** When on duty, DP includes post-flight duties times.
- **FLIGHT DUTY PERIOD (FDP):** Usually from reporting until the last off-block, FDP does not include post-flight duties times (e.g. DP=FDP+Post Flight).
- **LOCAL DAY:** A 24 hrs period commencing at 00:00 LT.
- **LOCAL NIGHT:** A period of 8 hrs falling between 22:00 and 08:00 LT.
- **RESERVE:** A period of time during which a CM is required to be available to receive an assignment for an FDP, positioning or other duty notified at least 10 hrs in advance.
- **STANDBY:** A period of time during which a CM is required to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period.
- **AIRPORT STANDBY:** At airport.
- **STANDBY OTHER THAN AIRPORT STANDBY:** At home or in a suitable accommodation (a room for each CM, quiet, with a bed and other requirements).