

# EASA Quick Reference Guide



Your quick guide to common  
EASA questions

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## **Fatigue mitigation roster guidance (All can be found in 4.5.1)**

Elongated duties, (>10 hours in length) should be avoided on D1 early due to short-term acute sleep loss over the prior 24 hour period.

Elongated duties (>10 hours in length) should be avoided at the end of a roster block containing more than 4 duty periods due to cumulative sleep loss as the result of operating a series of consecutive duties.

The scheduling of rest periods should be considered with reference to the nature of the working block i.e. high workload elongated night flights may require more than minimum rest.

Transitions should be avoided wherever possible.

Backwards rotational shift changes, including late to early duties, should not be planned.

Transitions should not exceed more than one per duty block, irrespective of the number of duties it contains, as operating more than one transition can lead to significant circadian disruption.

Where a night duty is planned, this should be preceded by a prior late duty preferably terminating post 2300 hrs local in order to enable the crew member to adjust to the change in sleep cycle.

Night duties should not be planned within the same duty block as early start reports.

Single days off should be avoided wherever possible as they offer only a limited recovery opportunity.

Where single days off are unavoidable maximum hours free from duty should be provided. (I.e. early duty prior to day off and late duty following).

To avoid fatigue risk while commuting home the offer of hotel accommodation at home base is recommended following the completion of a duty period in excess of 14 hours.

Poor levels of roster stability are likely to contribute to high fatigue levels. Short notification changes may cause difficulties in managing sleep patterns and achieving adequate pre-flight rest. Schedules should be constructed in such a way that realistic buffers are provided.

## **Roster Risk Grading Score**

As part of their analysis FRFs are given a Roster Risk Grade (RRG) of between 0 and 5 inclusive. The RRG is an assessment of characteristics that may be considered as precursors to fatigue and is based on the following guidelines:

- 0 – No compelling roster fatigue precursors or context identified following investigation. Significant operational factors cited.
- 1 – Minimal roster fatigue precursors or context. Significant mitigations.
- 2 – Minor exceedence of fatigue precursors. Significant mitigations. Possible fatigue context in the referral period.
- 3 – Exceedences of one or more fatigue precursors. Identifiable mitigations. Probable fatigue context in the referral period.
- 4 – Significant exceedences of one or more fatigue precursors or multiple exceedences. Minimal mitigations. Fatigue context in the referral period.
- 5 – Multiple significant exceedences of fatigue precursors. No effective mitigations. Fatigue context in the referral period.

Clinton Shortman  
Co-Convenor LE1/737





**This quick guide reference is to help you find answers to the most common questions regarding the new EASA (European Aviation Safety Agency) regulations.**

**If you have any further questions that are not answered within this booklet, then please contact your base rep who will be able to assist you.**

**All reps have a copy of the EASA flight time limitations manuals and have received EASA training provided by Unite.**

### **Do I need to know about the new EASA regulations?**

You need to understand and adhere to the EASA regulation otherwise you are at risk of fault

Please make sure you understand the new regulations and if you are unsure of anything then contact your base rep as they have all undergone an extensive training course provided by Unite.

### **Is it true we can now work longer hours?**

EASA is all about fatigue management, EASA is there to protect us. You may have heard a lot of bad feedback regarding EASA but in fact for cabin crew we have a lot more restrictions. Most time frames of the day restrict us more than the old CAP 371 regulations, the only negative change is for us reporting on an early where we are able to do more hours.

### **I've heard with EASA we can now do 1000 hours per year?**

EASA regulations have now increased flying hours to 1000 but thankfully for us our social legislation in the UK will take priority so we are still limited to 900 hours per year.

### **Are we now on the same regulations as the flight deck?**

Correct, EASA regulations are the same for flight deck and cabin crew.

There may be differences between flight deck and cabin crew if this is agreed with the company, however this must be more restrictive than EASA regulations.

### **Has the minimum rest changed?**

Yes, we now get a min of 12 hours' rest rather than 11.

The minimum rest period shall be at least as long as the proceeding duty or 12 hours, whichever is greatest when starting an FDP at your home base.

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When out of base, the minimum rest is either 10 hours or as long as the proceeding duty, whichever is greatest. The rest period is calculated from the end of the post-flight duty to the report time for the next duty. Any traveling time to and from the airport over 30 minutes each way should be added to the rest period. 1 hour is given for physiological needs (food and ablutions) with an 8-hour sleep period making up the rest of the 10 hours.

### **Days Off**

The minimum day off shall be 36 hours, including 2 local nights and in any case the time between the end of one day off and the start of the next day off shall not be more than 168 hours

Days off shall be increased to 2 local days twice every month.

Definition;

Local night – a period of 8 hours falling between 22:00-08:00 local time

Local day – a period of 24 hours commencing at 00:00 local time.

### **What is classed as an early or a late?**

To clarify what an early and late duty is

Early start 05:00 and 06:59

Late Finish 00:00 and 01:59

Night duty 02:00 and 04:59

Did you know that if you actually do 4 or more of these in a block then you will have to have 60 hours' rest at the end of your block. Irrespective of what you were planned to operate if a duty starts, finishes or encroaches any part of these 'disruptive schedule' definitions, this rule applies.

### **Why are new entrants being trained on life rafts?**

This is an EASA requirement as you have to have the same training as all European operators for your attestation. In theory this means that you can take your attestation to any European airline and only require an aircraft conversion course to start flying for them.

### **Back to work chats.**

Any administrative duties should be recorded; it's your responsibility so make sure you get your off duty time changed by crewing if you are staying behind after a duty to complete back to work chat. The EASA definition for any duty is : ORO.FTL 105 Duty; means any task that a crew member performs for the operator, including flight duty, administrative work, giving or receiving training and checking, positioning, and some elements of Standby.





## Standby

The standby procedures are designed to ensure that the combination of standby and the FDP do not lead to more than 18 hours awake time.

The maximum amount of time spent on standby is 16 hours.

25% of time spent on standby counts as duty time towards your weekly 60 duty hours, 110 duty hours in 14 days, monthly 190 duty hours in 28 days.

If you are called out to report more than 6 hours after the standby has started, then the time over the 6 hours will be deducted from your maximum FDP on that day.

If the standby starts between 23:00 – 07:00 then the time between 23:00-07:00 is not counted towards the above reduction of FDP until you are called out. Note; called refers to being contacted by the company it is not your report time.

Additionally, under the Civil Aviation Working Time Regulations 2004/2010:

If crewing gives you 2 hours and 15 mins or more from calling you out to report time then 50% of your standby will count towards your annual hours of 2000 hours under the Civil Aviation Working Time Regulation 2004/2010.

50% of your time spent on standby between 22:00-08:00 is counted towards your annual 2000 hours.

100% of all other standby time is calculated towards your annual 2000 hours.

## I've been called from an early standby to do a late duty, is this allowed?

Yes, if you are contacted after 0700, as long as you are off duty within 18 hours it is permissible. If you are contacted before 0700, the 18 hour limit starts counting from the start of you standby time. This may still allow for a late finish.

## What is an attestation?

An attestation is your qualification as cabin crew, all new entrants have a hard copy of this and are required to carry this at all times. For older crew trained before 2014 we hold grandfather rights which means we are entitled to this even without the new EASA training. (for older crew the company hold this for you electronically). Did you know that your attestation can only be revoked by the CAA as it belongs to you? Your attestation will expire 5 years after your last flight, so even if you leave to company you can take it with you, and make sure you do as its your qualification. If you decide to go and work for another airline, then you can take this with you and in theory you would only have to do a basic training course with you new airline to cover their own SOP's and a conversion course for their aircraft type as you already hold the qualification of SEP and First Aid.

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## How many hours can I work?

The total **duty** hours (the bottom line on your roster) that you can be rostered cannot add up to more than:

60 duty hours in 7 consecutive days,

110 duty hours in any 14 consecutive days,

190 duty hours in any 28 consecutive days

2000 duty hours during the period of 12 months expiring at the end of the month before the month in question (The Civil Aviation (working time) regulations 2004).

Post-flight duty counts towards duty hours (30 mins after landing and any extended off duty times)

The total number of **flight** hours that can be rostered is as follows:

100 flying hours in any 28 consecutive days

900 flying hours in any calendar year

1000 flying hours in any 12 consecutive calendar months. (UK Civil Aviation Working Time Regulations 2004 limit this to 900 hours expiring at the end of the month in question.)

The new EASA table can be found in our manuals in OMA section 7. For UK cabin crew we are currently working on a more restrictive table than EASA which forms part of the CAA approved transition plan. The table we are currently working on and will be for some time is shown below.

Start of FDP	1 & 2	3	4	5	6	7	8	9	10
	Sectors	Sectors	Sectors	Sectors	Sectors	Sectors	Sectors	Sectors	Sectors
0600–0759	13:00	12:30	11:45	11:00	10:30	10:00	10:00	09:30	09:00
0800–1259	13:00	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00
1300–1329	13:00	12:30	11:45	11:00	10:30	10:00	10:00	09:30	09:00
1330–1359	12:45	12:15	11:45	11:00	10:30	10:00	09:45	09:15	09:00
1400–1429	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
1430–1459	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
1500–1529	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
1530–1559	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00
1600–1629	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00
1630–1659	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00	09:00
1700–2159	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00	09:00
2200–0459	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00	09:00
0500–0559	11:15	10:30	10:00	10:00	10:00	09:30	09:00	09:00	09:00





For some extra long duties (sharm for example) the company are allowed to extend our FDP up to an hour.

There is a different table that shows when they are allowed to extend your FDP and by how many mins (max of 60 mins).

When this has been rostered you will have a memo on your roster to make you aware of this. This is for planned duties only and cannot be used on the day of operation if you are delayed for example.

This cannot be done more than once in any 7 days. When this is rostered your rest before and after the duty will be extended by 2 hours or the post-flight rest will be extended by 4 hours.

You can be called from Standby to operate an extended FDP without in-flight rest.

### Commanders discretion

The commander may use commander's discretion in unforeseen circumstances to increase FDP by up to 2 hours, unless the flight crew has been augmented in which case the maximum FDP may be increased by not more than 3 hours.

The commander shall consult all crew members on their alertness levels before deciding the modification.

The commander will have to submit a report to the company and where the FDP is increased by more than 1 hour, a copy of the report will be sent to the CAA.

### Delayed Reporting

The company may delay reporting in unforeseen circumstances.

When the delay is less than 4 hours then the maximum FDP is calculated based on the original reporting time and the FDP starts counting at the delayed reporting time.

When the delay is more than 4 hours then maximum FDP is calculated based on the more limiting of the original or the delayed reporting time and the FDP starts counting at the delayed reporting time.

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