说明：以下为中国民用航空局文件《疫情期间豁免机组成员值勤期、飞行时间限制的实施办法》的英文译本，仅供中国航空公司向外国民航当局解释相关政策时参考。对于“实施办法”有关内容的最终解释以中文版为准。
Declaration: The following is an English translation of CAAC document '*Implementation Measures for Exempting Crew Members from Duty Period and Flight Time Requirements during COVID-19*'. This translation is only for reference when Chinese airlines explaining relevant policies to foreign civil aviation authorities. The Chinese language version shall prevail for the final interpretation of the 'implementation measures'.

Notice on Issuing the Implementation Measures for Exempting Duty Period and Flight Time Limitation during COVID-19

To CAAC Regional Administrations and Transport Airlines:

In order to meet the urgent demands of passenger and cargo transportation and protect the health of crew members, CAAC has exempted temporary deviations from crew member duty period and flight time limitation requirements in some transport airlines in accordance with CCAR Part 121 since the outbreak of COVID-19. While epidemic prevention and control become normalized, in order to further standardize the management of extending the flight duty period and flight time of crew members during inter-continental flight operation with multiple sets of crew members, CAAC has developed this **Implementation Measures for Exempting Duty Period and Flight Time Limitation** by which you are required to abide.

Civil Aviation Administration of China
Dec.2nd, 2020

Implementation Measures for Exemption on Duty Period and Flight Time Limitation during COVID-19

This Implementation Measures for Exemption on Duty Period and Flight Time Limitation during COVID-19 (hereunder abbreviated as Measures) is developed to further standardize the management of extending the duty period and flight time of crew members during inter-continental flight operation with multiple sets of crew members.

I. Applicability

During the COVID-19, the transport airlines shall meet the requirements of this Measures and be approved by CAAC if they intend to assign the multiple sets of crew members for continuous round-trip international flight operation and the flight duty period and flight time of crew members exceed the limits stipulated in CCAR-121.

II. Prerequisite for Application

1. The certificate holder shall equip applicable flights mentioned in this Measures with at least three or more sets of flight crew, each set shall consist of at least one qualified Captain (including a cruise Captain) and one qualified co-pilot.

2. The number of on-board rest facilities for flight crew shall meet the relief needs of all the non-piloting flight crew members, and the facilities shall at least meet the relevant requirements for Class 2 rest facilities stated in this Measures.

3. The Class 1 rest facility mentioned in this Measures refers to a bunk or other surface that allows for a flat sleeping position, is separated from both the flight deck and passenger cabin to provide isolation from noise and disturbance, and provides controls for light and temperature. Class 2 rest facility refers to a seat in an aircraft cabin that allows for a flat or near flat sleeping position, is separated from passengers by a minimum of a curtain to provide darkness and some sound mitigation, and is reasonably free from disturbance by passengers.

4. The certificate holders shall conduct a comprehensive risk assessment on the operation applicable to this Measures and develop risk control measures including policy, training and reporting so as to effectively control the crew fatigue risk. The scope of the risk assessment and risk control measures by the certificate holder shall be no less than those of “Sample of Risk Assessment and Mitigation Measures” attached hereby.

III. Operation Requirements

1. Flight Time

Based on the nature of flight and numbers of the crew, flight time limitations of the flight crew are as follows:

Maximum Flight Time (Hours) based on Nature of Flight and Numbers of the Crew			
Nature of Flight	Passenger converted Cargo Flight/Full Freighter Flight/Passenger Flight with Independent Rest Area		Passenger Flight without Independent Rest Area
Staffing of Crew	3 sets	4 sets	3 sets and more
Time	26	30	21

“Passenger Converted Cargo Flight” refers to a flight that uses passenger aircraft to carry cargo; “Full Freighter Flight” refers to a flight for all-cargo transport; “Passenger Flight with Independent Rest Area” refers to a passenger flight having independent area(which can be separated by a curtain) in the cabin for flight crew with first-class or business seats from which the crew can directly enter the cockpit without passing by other passenger areas, in addition to the original rest facilities for the flight crew,

2. Duty Period

Based on the nature of flight and numbers of the crew, duty period limitation of the flight crew are as follows:

Maximum Duty Period (Hours) Based on Nature of Flight and Numbers of Crew			
Nature of Flight	Passenger converted Cargo Flight/ Full Freighter Flight/Passenger Flight with Independent Rest Area		Passenger Flight without Independent Rest Area
Staffing of Crew	3 sets	4 sets	3 sets and more
Time	30	35	26

3. Limitation on Duty Period and Flight Time of Cabin Crew

Limitation on duty period of cabin crew shall basically be consistent with those on flight duty period of flight crew in the same flight. The cabin crew of the flight shall be at least two times as many as the minimum number of cabin crew required by the certificate holders’ Operation Specifications for the very type of aircraft. And the round-trip cabin crew shall comply with the assignment requirements of cabin crew stipulated in the Cabin Operation Management (AC-121-FS-2019-131).

4. Additional Requirements

(1) After taking off, any deviation from the duty period and flight time limitations stated in this Measures due to special circumstances such as weather, technical failure, traffic control or epidemic control, shall be reported to CAAC in accordance with the requirements of CCAR 121.483 and CCAR 121.485.

(2) The certificate holder shall ensure the crew members have a consecutive rest period no less than 48 hours before undertaking the flight applicable to this Measures. Such rest period may include less-than-4-hour positioning, but shall meet the requirement of continuous 10-hour- rest before flight; After a flight mission, the certificate holder shall ensure the crew members have a consecutive 48-hour rest period in minimum without any disturbance and work.

(3) If the crew members could get a effective sleep opportunity of not less than consecutive 3 hours in a class 2 or class 1 rest facility, such amount of time could be excluded from the flight duty period.

5. Approval and Oversight

(1) After receiving the application from the certificate holder, Regional Administrations shall carry out supplementary operation certification according to this Measures as well as "SOI Checklist of Extending Duty Period and Flight Time Requirements" in the FSOP system and report the certification conclusion to CAAC.

(2) Upon receiving the official approval from CAAC, Regional Administrations will approve the relevant manuals of the certificate holders and amend the exemption in the Article A0009 of the operation specifications accordingly.

(3) In accordance with the requirements of risk management of SMS, the certificate holders shall regularly collect such information as flight time, duty period, actual rest time, personal fatigue, abnormal situations and subsequent rest time of the crew members who conduct flights applicable to this Measures, continuously carry out fatigue risk assessment, timely amend mitigation measures and report the relevant information to the concerned certificate administrations.

(4) The Regional Administrations shall intensify oversight on the risk control measures of the certificate holders, suspend immediately the exemption granted to the certificate holders if their operations are found to be highly risky or the mitigation measures are insufficient.

This Measures will take effect from the date of issuance, and the certificate holders who apply for extending flight time and duty period, shall meet the relevant operation requirements of this Measures by January 1, 2021.

Attachment: Sample of Risk Assessment and Mitigation Measures

Attachment:

Sample of Risk Assessment and Mitigation Measures

No.	Source of Risk	Risk Description	Mitigation Measures Available	Action Plan for Reference	System Elements to Be Assessed
1	Epidemic situations in destination	Increase crew's risk of COVID-19 infection of and harm their health	1. develop concrete procedures on crew overnight stay overseas layover based on epidemic control requirements; 2. familiarize crew with of epidemic control knowledge and relevant prevention skills; 3. adjust period of overseas layover; 4. establish rest areas which are separated from passenger areas for crew who rest in the cabin if possible; 5. apply for exemption on flight time and duty period.	1. develop specific policies and procedures in line with risk mitigation measures; 2. refine control measures to ensure policies and procedures are effectively implemented; 3. designate departments and personnel with specific responsibility and authority and improve the mechanism of communication and coordination; 4. establish a working mechanism to continuously monitor operation risks and performance; continuously improve the management system and achieve continuous assurance of safety; 5. reinforce training to ensure operation personnel is fully aware of risk control measures and improve their risk control competence.	1. procedures development ; 2. means of control; 3. organization and coordination; 4. continuous supervision; 5. allocation of responsibilities (department/individual); 6. allocation of powers (department/individual).
2	long flight time, flight duty period and heavy workload cause crew fatigue.	Crew's acute fatigue results in low alertness, impaired concentration and day led reaction time.	1. limit maximum flight time and duty period; 2. limit flight segments with extended flight time and duty time ; 3. increase the number of crew and provide necessary catering support; 4. ensure that crew have at least 48-hour rest period before undertaking flights with extended flight time and duty period, and ensure they have access to related information 72 hours prior to the flight mission; 5. assess levels of on-board rest facilities and develop a program regarding extension of flight time and duty period; 6. develop crew in-flight rest procedures; 7. train aviation personnel on fatigue management.		

No.	Source of Risk	Risk Description	Mitigation Measures Available	Action Plan for Reference	System Elements to Be Assessed
3	Crew fatigue due to factors such as night flight, jet lag and window of circadian low.	Crew's acute fatigue results in low alertness, impaired concentration and delayed reaction time.	1. develop procedures to monitor crew in-flight fatigue condition; 2. develop in-flight rest requirements for crew members performing critical tasks such as take-off and landing; 3. optimize flight slots when possible.		
4	Crew cannot have effective rest in the cabin during the flight due on-board environment.	Crew's acute fatigue results in low alertness, impaired concentration and delayed reaction time.	1. Subject to aircraft types, offer crew sufficient on-board rest facilities that meet the requirements in this Measures; 2. offer the crew a cabin rest area isolated from the passenger in passenger flight when possible,; 3. offer the crew a cabin rest area isolated from the cargo in passenger-converted cargo flight when possible,; 4. develop cabin service procedures off-duty crew in passenger flights.		
5	Crew cannot have an effective rest due to the unreasonable in-flight shift plan.	Crew's acute fatigue results in low alertness, impaired concentration and longer reaction time.	1. develop in-flight shift procedures for the crew in accordance with flight duration and availability of in-flight rest facilities; 2. stipulate in-flight rest requirements for the crew performing critical tasks such as take-off and landing; 3. develop cockpit procedures for flights with extended flight time and duty period during critical stages such as take-off and landing		

No.	Source of Risk	Risk Description	Mitigation Measures Available	Action Plan for Reference	System Elements to Be Assessed
6	Crew cannot have relief during the oversea transit.	Intensify the crew's fatigue and increase the risk of crew chronic fatigue.	1. simplify crew transit procedures as long as safety is ensured; 2. for a flight with longer transit, develop crew in-flight rest procedures during the transit so as to maximize effective continuous ground rest time; 3. plan reasonable ground preparation procedures related to loading and maintenance to reduce disturbance of crew's rest; 4. develop ground support service procedures for the crew and ensure that lighting, ventilation and temperature in the cabin can be effectively controlled during the crew in-flight rest period; 5. to the extent practical, adjust transit time of the flight to allow continuous rest time for the crew as much as possible.		
7	Insufficient rest after completing the flight with extended flight time and duty period.	Crew suffers from chronic fatigue and measures supposed to address the acute fatigue cannot mitigate the fatigue.	1. ensure the crew to have a minimum 48-hour consecutive rest time after completing flights with the extended flight time and duty period; 2. establish procedures to ensure the crew not to be disturbed during the rest period.		

No.	Source of Risk	Risk Description	Mitigation Measures Available	Action Plan for Reference	System Elements to Be Assessed
8	Crew suffers from accumulated fatigue due to frequent duties.	Crew suffers from accumulated fatigue; measures supposed to address the acute fatigue cannot mitigate the fatigue and affect the crew's health condition.	1. limit the number of flights with extended flight time and duty period within any 28 calendar days; 2. specify the interval between flights with extended flight time and duty period so that the adequate rest time can be guaranteed.		
9	Crew's fatigue is not monitored.	Potential risks are not properly identified; various types of mitigation measures are ineffective; safety cannot be controlled at an acceptable level.	1. regularly collect the crew's feedbacks on different kinds of mitigation measures; 2. collect the crew's fatigue data on a regular basis; 3. assess the crew's fatigue condition prior to the flight with extended flight time and duty period; 4. establish non-punitive voluntary fatigue reporting system to increase information sources of and reference for decision-making; 5. conduct regular risk assessment on collected data and adjust flight plans and control measures in a timely manner.		