



**CIVIL AVIATION DEPARTMENT**  
**Republic of Maldives**

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**AIR SAFETY CIRCULAR**

**ASC 00-1**

**Maintenance Personnel Duty Time Limitations**

Initial Issue, 9 April 2008

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**1. REGULATORY COMPLIANCE**

Compliance with this Circular is mandatory for Maldivian organisations approved under MCAR-145 and MCAR-M.

**2. RELATED REGULATIONS**

This Circular relates specifically to MCAR-145 and MCAR-M.

**3. PURPOSE**

The purpose of this regulation is to establish maintenance personnel duty time limitations in accordance with the human factors principles laid down by the International Civil Aviation Organisation.

**4. DEFINITIONS**

For the purpose of this Circular, the following definitions shall apply:

**'Day'** means a period of 24 hours beginning at midnight;

**'Employer'** means the person/organisation by whom an individual is (or, where the employment has ceased, was) employed;

**'Maintenance personnel'** means maintenance post holders, certifying staff, engineers, mechanics, technicians, technical record staff, planners, quality control/assurance staff, store department staff, ground support equipment operators and any other maintenance support staff, including contract staff in the mentioned categories;

**'Night shift'** means a shift where three or more hours of which falls between 11pm and 6am;

**‘Rest day’** means a period of one day during which an individual is free of all work and/or standby duties;

**‘Seven successive days’** means a period of 7 consecutive days;

**‘Seven successive work days’** means a period during which an individual has reported for shift duty on each day for 7 consecutive days;

**‘Shift/Working time’** means:

- any period during which an individual is working (includes rest breaks), at his/her employer's disposal and carrying out his/her activity or duties (excludes travel time to work)
- any period during which an individual is receiving relevant training.

## **5. RIGHTS AND OBLIGATIONS CONCERNING WORKING TIME OF MAINTENANCE PERSONNEL**

### **5.1 Daily working hour limits**

- (a) No scheduled shift shall exceed 12 hours.
- (b) No shift shall be extended beyond a total of 13 hours by overtime.
- (c) A minimum rest period of 11 hours shall be allowed between the end of a shift and the beginning of the next, and this should not be compromised by overtime.

### **5.2 Breaks**

- (a) The working time before a rest break shall be a maximum of 4 hours.
- (b) The rest break provided for in paragraph (a) shall be an uninterrupted period of not less than 10 minutes plus 5 minutes for each hour worked since the start of the work period of the last break.
- (c) Maintenance personnel are entitled to spend the rest break away from his/her workstation if he/she has one.

### **5.3 Weekly working hour limits**

- (a) Scheduled work hours shall not exceed 48 hours in any period of 7 successive days.
- (b) Total work, including overtime, shall not exceed 60 hours in any period of 7 successive days or 7 successive work days before a period of rest days.
- (c) A period of rest days shall include a minimum of 2 successive rest days continuous with the 11 hours off between shifts (i.e. a minimum of 59 hours off). This limit shall not be compromised by overtime.

#### **5.4 Annual limits**

- (a) Wherever possible, the aim shall be for a total of 28 days of annual leave. This shall not be reduced to less than 21 days of annual leave by overtime.

#### **5.5 Night shift limits**

- (a) A span of successive night shifts shall be limited to 6 for shifts of up to 8 hours long, 4 for shifts of over 8 hours to 10 hours long and 2 for shifts of over 10 hours. These limits shall not be exceeded by overtime.
- (b) A span of night shifts shall be immediately followed by a minimum of 2 successive rest days continuous with the 11 hours off between shifts (i.e. a minimum of 59 hours off) and this shall be increased to 3 successive rest days (i.e. 83 hours off) if the preceding span of night shifts exceeds 3 (or 36 hours of work) and the next scheduled shift is not a night shift. These limits shall not be compromised by overtime.
- (c) The finish time of the night shift shall not be later than 0800 hours.

#### **5.6 Limits on morning/day shifts**

- (a) Wherever possible, a morning or day shift shall not be scheduled to start before 0600 hours and shall be delayed to start between 0700 and 0800 hours.
- (b) A span of successive morning or day shifts that start before 0700 hours shall be limited to 5, immediately following which there shall be a minimum of 2 successive rest days continuous with the 11 hours off between shifts (i.e. a minimum of 59 hours off). This limit shall not be compromised by overtime.

#### **5.7 Notice of schedule**

- (a) Whenever possible, aircraft maintenance personnel shall be given at least 7 days' notice of their work schedule.

#### **5.8 Additional requirements**

- (a) Aircraft maintenance personnel shall be required to report for duty adequately rested.
- (b) Aircraft maintenance personnel shall be discouraged or prevented from working for other commercial organisations on their rest days and, hence, from exceeding the limits on work schedules despite their implementation by their main employer.

#### **5.9 Records**

An employer shall:

- (a) keep records which are adequate to show whether the limits specified in paragraphs 5.1 to 5.8 are being complied with in the case of each maintenance personnel employed by him in relation to whom they apply; and

(b) retain such records for 2 years from the date on which they were made.

**6. EFFECTIVITY**

- (a) This Circular becomes effective on 9 April 2008.
- (b) MCAR-145 and MCAR-M organisations approved prior to 1 January 2009, shall comply with
  - i. the provisions of paragraph 5.3, before 1 October 2009
  - ii. all other provisions of this Circular, before 1 January 2009.



**For the Civil Aviation Department**  
Mahmood Raze  
EXECUTIVE DIRECTOR

Note: Paragraph 6(b)(i) has been revised on 16 April 2008, to correct an error.