



## **BALPA Realtime app user guide**

The BALPA Realtime app will be familiar to some users as a means of reporting hotel-to-airport journey times and transit times through airports from kerbside to the aircraft. Depending on your company council's needs, this version captures postflight duty times, time taken between going off duty and reaching crew parking, and – critical to the CAA's Flight (and duty) Time Limitations (FTL) review – all inflight fatigue and reductions in alertness experienced in an operating seat.

Please report any issues with the app via this email address:

[FatigueReportingWG@balpa.org](mailto:FatigueReportingWG@balpa.org)

## **Selecting your airline**

The first page asks you to select your airline. This only needs to be done once, by tapping on your airline's logo. If you've selected the wrong airline or you change employment, delete and reinstall the app.

## **Confidentiality**

Your fatigue reports will be de-identified and anonymously used by BALPA to establish fatiguing flights and trip constructions, primarily to inform the CAA's review of regulatory flight time and duty time limitations. BALPA may also use trends to alert operators to fatigue risks but will not share your personal data with any third party, not limited to operators or regulatory agencies.

Other data collected on journey times, airport transits, and other duties will be de-identified when used by reps to support correct resourcing, trip planning, and recording of duties.

## **Registration**

Your airline ID is your crew code or employee (staff) number as defined within airline-specific comms from BALPA. Select your current aircraft fleet and base. Your login key is both airline specific and case sensitive, listed below. If you move base or fleet, you can easily go back to this page to make changes.

## **Airline Key**

Air Tanker: ATCC

Ascent: ASCC

Bond: BNDCC

Bristow: BRICC



British Airways: BACC

BA CityFlyer: BACFCC

CHC Scotia: CHCCC

DHL: DHLCC

Draken: DRACC

EasyJet: EZYCC

Jet2: EXSCC

Loganair: LOGCC

Norse UK: UBTCC

Ryanair: RACC

Scandinavian Aviation Services: SASCC

TUI Airways: TUICC

Virgin Atlantic: VACC

West Atlantic: WATCC

Wizz Air: WIZCC

### **Existing BALPA Realtime users**

If you have used previous iterations of the Realtime app (BA and TUI pilots) you should delete and reinstall the app to remove old settings.

### **BALPA Realtime app functions**

The app captures four main aspects of your duty, which will help BALPA reduce fatigue, time wastage, and commercial time pressure:

- Fatigue reports – these will strengthen BALPA’s arguments for necessary and urgent change to flight and duty time regulations with clear evidence, while identifying specific trip patterns which require rest adjustments or different crewing levels to achieve two alert pilots at the controls across all phases of flight. Better rules will also both improve pilots’ health outcomes and promote correct flight crew establishment.
- Departing downroute – your reports will help reps negotiate correct journey time planning between hotels and airports, so you commence tasks at your planned on-duty time, rather than either too early (reducing rest and increasing fatigue) or too late (with commercial pressure from other departments as a common safety



risk). As the time taken to navigate airports can also vary significantly, capturing transit times allows reps to identify where report times should be varied to protect flight crew briefings.

- Arriving downroute – your reports will strengthen BALPA’s ability to advocate relevant postflight duty time allocations, correct resourcing of crew transport, and protecting minimum rest based on known journey times to hotels.
- Arriving at home base – your reports will strengthen BALPA’s ability to advocate correct base turnaround planning, relevant postflight duty time allocations, and correct resourcing of crew parking shuttles, where applicable.
- Rotary wing pilots and crew should leave blank any fields which are not applicable.

### **Date and time format**

All app entries refer to UTC time.

### **Fatigue reports**

For shorthaul flying, you can include up to four sectors within one submission. If including more than one flight within a report, your two alertness scores will be assumed to relate to your last sector. If your highest fatigue occurs on a different sector, please report fatigue on subsequent sectors separately, ideally as individual reports.

For Karolinska Sleepiness Scale (KSS) or Samn-Perelli (SP) scores of 1-4, complete at least the first page before sending your report. When either your top of descent or highest phase of flight alertness is scored as KSS 5-9 or SP 5-7, please complete the additional data page, noting all additional factors, physical and cognitive signs, and additional countermeasures used. Controlled rest is reported on the main page, given its common usage as a fatigue mitigation.

Always complete a BALPA Realtime fatigue report whenever controlled rest is used.

### **Error prevention**

Not setting the required planned departure or arrival time in the first page of the departing downroute, arriving downroute, and arriving at base functions leaves a 0000 UTC default. Trying to move to the next page without changing this presents an error message to remind you that the planned arrival or departure time has not been set. If your planned departure or arrival time is midnight UTC, select 0001 UTC.

### **Enable reminders**

Check that you have notifications for the BALPA Realtime app enabled in your device’s settings. Within each journey and airport transit report, you can set a reminder interval



between 5 minutes and one hour later to complete entries you've started or to submit your entries.

The app does not remind you to complete fatigue reports, as these ask your fatigue scores, physical and cognitive signs noted, and any countermeasures used, for all phases of flight. This means you'd normally complete fatigue reports as a routine, postflight task to strengthen our collective push for change. For flights you are confident will be less fatiguing, you have the option to submit the main report page earlier, so the reminder feature hasn't been applied.

### **Submitting reports**

Completed reports can be sent immediately or saved later for submission.

### **Questions**

If you have any questions about the above, please contact us here:

[FatigueReportingWG@balpa.org](mailto:FatigueReportingWG@balpa.org)