

MODEL FORMAT FOR TABLE OF SHIPBOARD WORKING ARRANGEMENTS ⁽¹⁾

Name of Ship: _____ Flag of Ship: _____ IMO number (if any): _____

Latest update of table: _____ () of () pages.

The minimum hours of rest are applicable in accordance with the Merchant Shipping (Hours of Work) Regulations 2002 (as amended) issued in conformity with ILO's Maritime Labour Convention, 2006 and with an applicable collective agreement registered or authorised in accordance with that Convention and with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (including 2010 Manila Amendments) ⁽²⁾.

Minimum hours of rest: _____

Other requirements: _____

Position/rank ⁽³⁾	Scheduled daily work hours at sea		Scheduled daily work hours in port		Comments	Total daily rest hours	
	Watchkeeping (from – to)	Non-watchkeeping duties (from – to)	Watchkeeping (from – to)	Non-watchkeeping duties (from – to)		At sea	In ports

Signature of Master: _____

(1) The terms used in this model are to appear in the working language or languages of the ship and in English.
 (2) See overleaf for selected extracts from the ILO Maritime Labour Convention, 2006 and the STCW Convention.
 (3) For those positions/ranks that are also listed in the ship's safe Manning document, the terminology used should be the same as in that document.
 (4) For watchkeeping personnel, the comment section may be used to indicate the anticipated number of hours to be devoted to unscheduled work and any such hours should be included in the appropriate total daily work hours.

SELECTED TEXTS FROM THE MARITIME LABOUR CONVENTION, 2006 AND THE STCW CONVENTION

Maritime Labour Convention, 2006

Standard A2.3

5. The limits on hours of work or rest shall be as follows: (a) maximum hours of work shall not exceed: (i) 14 hours in any 24-hour period; and (ii) 72 hours in any seven-day period; or (b) minimum hours of rest shall not be less than: (i) ten hours in any 24-hour period; and (ii) 77 hours in any seven-day period.
6. Hours of rest may be divided into no more than two periods, one of which shall be at least six hours in length, and the interval between consecutive periods of rest shall not exceed 14 hours.
13. Nothing in paragraphs 5 and 6 of this Standard shall prevent a Member from having national laws or regulations or a procedure for the competent authority to authorize or register collective agreements permitting exceptions to the limits set out.
14. Nothing in this Standard shall be deemed to impair the right of the master of a ship to require a seafarer to perform any hours of work necessary for the immediate safety of the ship, persons on board or cargo, or for the purpose of giving assistance to other ships or persons in distress at sea. Accordingly, the master may suspend the schedule of hours of work or hours of rest and require a seafarer to perform any hours of work necessary until the normal situation has been restored. As soon as practicable after the normal situation has been restored, the master shall ensure that any seafarers who have performed work in a scheduled rest period are provided with an adequate period of rest.

STCW Convention

Section A-VIII/1 of the STCW Code (Mandatory)

2. All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch and those whose duties involve designated safety, prevention of pollution and security duties shall be provided with a rest period of not less than:
- .1 a minimum of 10 hours rest in any 24-hour period; and
 - .2 77 hours in any 7-day period.
3. The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length and the intervals between consecutive periods of rest shall not exceed 14 hours.
4. The requirements for rest periods laid down in paragraphs 2 and 3, need not be maintained in the case of an emergency or in other overriding operational conditions.
5. Administrations shall require that watch schedules be posted where they are easily accessible.
8. Nothing in this section shall be deemed to impair the right of the master of a ship to require a seafarer to perform any hours of work necessary for the immediate safety of the ship, persons on board or cargo, or for the purpose of giving assistance to other ships or persons in distress at sea. ... As soon as practicable after the normal situation has been restored, the master shall ensure that any seafarers who have performed work in a scheduled rest period are provided with an adequate period of rest.
9. Parties may allow exceptions from the required hours of rest in paragraphs 2.2 and 3 above provided that the rest period is not less than 70 hours in any 7-day period. Exceptions from the weekly rest period provided for in paragraph 2.2 shall not be allowed for more than two consecutive weeks. The intervals between two periods of exceptions on board shall not be less than twice the duration of the exception. The hours of rest provided for in paragraph 2.1 may be divided into no more than three periods. One of which shall be at least 6 hours in length, and neither of the other two periods shall be less than one hour in length. The intervals between consecutive periods of rest shall not exceed 14 hours. Exceptions shall not extend beyond two 24-hour periods in any 7-day period.
- Section B-VIII/1 of the STCW Code (Guidance)
3. In applying regulation VIII/1, the following should be taken into account:
- .1 provisions made to prevent fatigue should ensure that excessive or unreasonable overall working hours are not undertaken. In particular, the minimum rest periods specified in section A-VIII/1 should not be interpreted as implying that all other hours may be devoted to watchkeeping or other duties;
 - .2 the frequency and length of leave periods, and the granting of compensatory leave, are material factors in preventing fatigue from building up over a period of time; and
 - .3 the provisions may be varied for ships on short sea voyages, provided special safety arrangements are put in place.

MODEL FORMAT FOR RECORD OF HOURS OF REST OF SEAFARERS (1)

Name of Ship: _____ IMO number (if any): _____ Flag of Ship: _____
Seafarer (full name): _____ Position/rank _____
Month and year: _____ Watchkeeper (2) yes no

Record of hours of rest

Please mark periods of rest, as applicable, with X, or using a continuous line or arrow.

COMPLETE THE TABLE ON THE REVERSE SIDE

The following national laws, regulations and/or collective agreements governing limitations on minimum rest periods apply to this ship:

The Merchant Shipping (Hours of Work) Regulations 2002, as amended, _____

I agree that this record is an accurate reflection of the hours of rest of the seafarer concerned.

Name of master or person authorised by master to sign this record: _____

Signature of master or authorised person: _____ Signature of seafarer: _____

A copy of this record is to be given to the seafarer.

This form is subject to examination and endorsement under procedures established by the UK Maritime and Coastguard Agency

(1) The terms used in this model table are to appear in the working language or languages of the ship and in English.
(2) Tick as appropriate.

