

**Circular 163/2017**

**To: Masters, Managers, DPA, Owners and other parties responsible for the implementation of MLC**

**Subject: MLC Hour of Work and Rest Recordation Tool**

**Date: 29<sup>th</sup> December 2017**

**Summary**

In order to simplify the correct application of the MLC Regulation 2.3 – Hours of work and hours of rest – and in order to prevent non conformities raised by external auditors, please find attached a new MLC Work Rest Tool (WR Tool) that will permit you to monitor the application of the MLC standards related to the working and rest hours.

We remind that in application of the MLC standards, each vessel shall take account of the danger posed by the fatigue of seafarers, especially those carrying out duties that involve navigational safety and the safe and secure operation of the ship. For these above reasons, it is in the common interest of all the parties involved, that the limits fixed by the Regulation 2.3 of the MLC are strictly observed and implemented.

The attached WR Tool will permit you to correctly monitor of the work on board and will enable users to see immediately any detrimental variation from the limits fixed by the Convention.

**Please find below guidelines for the use of the MLC Work Rest Tool.**

The WR Tool refers to year 2018.

The WR Tool is protected by a password; this will guarantee the avoidance of any mistakes in the filling.

Information completed in the first worksheet, seafarer and vessel name will automatically populate all sheets in the workbook.

A “sample” sheet is available as a guideline of how to complete the table. The hours shall be indicated with the following letters:

“w” means working hours “r” means rest hours  
“n” means neutral hours

The letter “n” shall -

- Be used in case of more than two rest periods in one day, in application of the rule



2.3.6 “hours of rest may be divided into no more than two periods, one of which shall

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be at least six hours in length, and the interval between consecutive periods of rest shall not exceed 14 hours”).

- In case of more than two rest periods, indicate the shorter period.

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