

**Circular 58 / 2012**

**To: Vessel Managers, Masters, Officers, Deputy Registrars, Surveyors and Other Interested Parties**

**Subject: Guidelines for the Development of Tables of Seafarers' Shipboard Working Arrangements and Formats of Records of Seafarers' Hours of Work or Hours of Rest**

**Date: 19 June 2013**

**Summary:**

Maritime Cook Islands draws recipients of this circular, to the guidelines below, when establishing or reviewing tables for shipboard working arrangements and formats for recording hours of work and rest.

For further information or clarification please contact the Registrar of Ships, a Deputy Registrar or Fleet Manager at Maritime Cook Islands; alternatively you may contact Maritime Cook Islands Head Office at +682 23848 Phone, +682 23846 Fax, [info@maritimecookislands.com](mailto:info@maritimecookislands.com)

Please ensure this has been forwarded to interested parties.

## **APPENDIX 1**

# **Seafarers' Hours of Work and the Manning of Ships Convention, 1996 (No. 180)**

### **PART I SCOPE AND DEFINITIONS**

#### **Article 1**

**1** This Convention applies to every seagoing ship, whether publicly or privately owned, which is registered in the territory of any Member for which the Convention is in force and is ordinarily engaged in commercial maritime operations. For the purpose of this Convention, a ship that is on the register of two Members is deemed to be registered in the territory of the Member whose flag it flies.

**2** To the extent it deems practicable, after consulting the representative organizations of fishing-vessel owners and fishermen, the competent authority shall apply the provisions of this Convention to commercial maritime fishing.

**3** In the event of doubt as to whether or not any ships are to be regarded as seagoing ships or engaged in commercial maritime operations or commercial maritime fishing for the purpose of the Convention, the question shall be determined by the competent authority after consulting the organizations of shipowners, seafarers and fishermen concerned.

**4** This Convention does not apply to wooden vessels of traditional build such as dhows and junks.

#### **Article 2**

For the purpose of this Convention:

- (a) the term "competent authority" means the minister, government department or other authority having power to issue regulations, orders or other instructions having the force of law in respect of seafarers' hours of work or rest or the manning of ships;
- (b) the term "hours of work" means time during which a seafarer is required to do work on account of the ship;
- (c) the term "hours of rest" means time outside hours of work; this term does not include short breaks;
- (d) the term "seafarer" means any person defined as such by national laws or regulations or collective agreements who is employed or engaged in any capacity on board a seagoing ship to which this Convention applies;

- (e) the term “shipowner” means the owner of the ship or any other organization or person, such as the manager or bareboat charterer, who has assumed the responsibility for the operation of the ship from the shipowner and who on assuming such responsibility has agreed to take over all the attendant duties and responsibilities.

## **PART II SEAFARERS’ HOURS OF WORK AND HOURS OF REST**

### **Article 3**

Within the limits set out in article 5, there shall be fixed either a maximum number of hours of work which shall not be exceeded in a given period of time, or a minimum number of hours of rest which shall be provided in a given period of time.

### **Article 4**

A Member which ratifies this Convention acknowledges that the normal working hours’ standard for seafarers, like that for other workers, shall be based on an eight-hour day with one day of rest per week and rest on public holidays. However, this shall not prevent the Member from having procedures to authorize or register a collective agreement which determines seafarers’ normal working hours on a basis no less favourable than this standard.

### **Article 5**

**1** 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 7-day period;

or

- (b) minimum hours of rest shall not be less than:
  - (i) 10 hours in any 24-hour period; and
  - (ii) 77 hours in any 7-day period.

**2** 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 interval between consecutive periods of rest shall not exceed 14 hours.

**3** Musters, fire-fighting and lifeboat drills, and drills prescribed by national laws and regulations and by international instruments shall be conducted in a manner that minimizes the disturbance of rest periods and does not induce fatigue.

**4** In respect of situations when a seafarer is on call, such as when a machinery space is unattended, the seafarer shall have an adequate compensatory rest period if the normal period of rest is disturbed by call-outs to work.

5 If no collective agreement or arbitration award exists or if the competent authority determines that the provisions in the agreement or award in respect of paragraphs 3 or 4 are inadequate, the competent authority shall determine such provisions to ensure the seafarers concerned have sufficient rest.

6 Nothing in paragraphs 1 and 2 shall prevent the 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. Such exceptions shall, as far as possible, follow the standards set out but may take account of more frequent or longer leave periods or the granting of compensatory leave for watchkeeping seafarers or seafarers working on board ships on short voyages.

7 The Member shall require the posting, in an easily accessible place, of a table with the shipboard working arrangements, which shall contain for every position at least:

- (a) the schedule of service at sea and service in port; and
- (b) the maximum hours of work or the minimum hours of rest required by the laws, regulations or collective agreements in force in the flag State.

8 The table referred to in paragraph 7 shall be established in a standardized format in the working language or languages of the ship and in English.

## **Article 6**

No seafarer under 18 years of age shall work at night. For the purpose of this article, “night” means a period of at least nine consecutive hours, including the interval from midnight to five a.m. This provision need not be applied when the effective training of young seafarers between the ages of 16 and 18 in accordance with established programmes and schedules would be impaired.

## **Article 7**

1 Nothing in this Convention 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.

2 In accordance with paragraph 1, 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.

3 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.

## **Article 8**

**1** The Member shall require that records of seafarers' daily hours of work or of their daily hours of rest be maintained to allow monitoring of compliance with the provisions set out in article 5. The seafarer shall receive a copy of the records pertaining to him or her which shall be endorsed by the master, or a person authorized by the master, and by the seafarer.

**2** The competent authority shall determine the procedures for keeping such records on board, including the intervals at which the information shall be recorded. The competent authority shall establish the format of the records of the seafarers' hours of work or of their hours of rest taking into account any available International Labour Organization guidelines or shall use any standard format prepared by the Organization. The format shall be established in the language or languages provided by article 5, paragraph 8.

**3** A copy of the relevant provisions of the national legislation pertaining to this Convention and the relevant collective agreements shall be kept on board and be easily accessible to the crew.

## **Article 9**

The competent authority shall examine and endorse the records referred to in article 8, at appropriate intervals, to monitor compliance with the provisions governing hours of work or hours of rest that give effect to this Convention.

## **Article 10**

If the records or other evidence indicate infringement of provisions governing hours of work or hours of rest, the competent authority shall require that measures, including if necessary the revision of the manning of the ship, are taken so as to avoid future infringements.

## **PART III MANNING OF SHIPS**

### **Article 11**

**1** Every ship to which this Convention applies shall be sufficiently, safely and efficiently manned, in accordance with the minimum safe manning document or an equivalent issued by the competent authority.

**2** When determining, approving or revising manning levels, the competent authority shall take into account:

- (a) the need to avoid or minimize, as far as practicable, excessive hours of work, to ensure sufficient rest and to limit fatigue; and
- (b) the international instruments identified in the Preamble.

### **Article 12**

No person under 16 years of age shall work on a ship.

## **PART IV RESPONSIBILITIES OF SHIPOWNERS AND MASTERS**

### **Article 13**

The shipowner shall ensure that the master is provided with the necessary resources for the purpose of compliance with obligations under this Convention, including those relating to the appropriate manning of the ship. The master shall take all necessary steps to ensure that the requirements on seafarers' hours of work and rest arising from this Convention are complied with.

## **PART V APPLICATION**

### **Article 14**

A Member which ratifies this Convention shall be responsible for the application of its provisions by means of laws or regulations, except where effect is given by collective agreements, arbitration awards or court decisions.

### **Article 15**

The Member shall:

- (a) take all necessary measures, including the provision of appropriate sanctions and corrective measures, to ensure the effective enforcement of the provisions of this Convention;
- (b) have appropriate inspection services to supervise the application of the measures taken in pursuance of this Convention and provide them with the necessary resources for this purpose; and
- (c) after consulting shipowners' and seafarers' organizations, have procedures to investigate complaints relating to any matter contained in this Convention.

## **APPENDIX 2**

### Relevant requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995, and of the STCW Code

#### **Regulation VIII/1**

##### *Fitness for duty*

Each Administration shall, for the purpose of preventing fatigue:

- .1 establish and enforce rest periods for watchkeeping personnel; and
- .2 require that watch systems are so arranged that the efficiency of all watchkeeping personnel is not impaired by fatigue and that duties are so organized that the first watch at the commencement of a voyage and subsequent relieving watches are sufficiently rested and otherwise fit for duty.

#### **Section A-VIII/1**

##### *Fitness for duty*

- 1** All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided a minimum of 10 hours rest in any 24-hour period.
- 2** The hours of rest may be divided into no more than 2 periods, one of which shall be at least 6 hours in length.
- 3** The requirements for rest periods laid down in paragraphs 1 and 2 need not be maintained in the case of an emergency or drill or in other overriding operational conditions.
- 4** Notwithstanding the provisions of paragraphs 1 and 2, the minimum period of 10 hours may be reduced to not less than 6 consecutive hours provided that any such reduction shall not extend beyond 2 days and not less than 70 hours of rest are provided each 7-day period.
- 5** Administrations shall require that watch schedules be posted where they are easily accessible.

## **Section B-VIII/1**

### *Guidance regarding fitness for duty*

#### **Prevention of fatigue**

**1** In observing the rest period requirements, “overriding operational conditions” should be construed to mean only essential shipboard work which cannot be delayed for safety or environmental reasons or which could not reasonably have been anticipated at the commencement of the voyage.

**2** Although there is no universally accepted technical definition of fatigue, everyone involved in ship operations should be alert to the factors which can contribute to fatigue, including, but not limited to those identified by the Organization,\* and take them into account when making decisions on ship operations.

**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 that 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.

**4** Administrations should consider the introduction of a requirement that records of hours of work or rest of seafarers should be maintained and that such records are inspected by the Administration at appropriate intervals to ensure compliance with regulations concerning working hours or rest periods.

**5** Based on information received as a result of investigating maritime casualties, Administrations should keep their provisions on prevention of fatigue under review.

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\* See IMO resolution A.772(18), Fatigue factors in manning and safety, paragraphs 2 to 4.4.1.





## APPENDIX 3



# Model format for a table of shipboard working arrangements<sup>1</sup>

Name of ship: \_\_\_\_\_ Flag of ship: \_\_\_\_\_ IMO number (if any): \_\_\_\_\_ Latest update of table: \_\_\_\_\_ ( ) of ( ) pages

The maximum hours of work or minimum hours of rest are applicable in accordance with: \_\_\_\_\_ (national law or regulation) issued in conformity with ILO's Seafarers' Hours of Work and the Manning of Ships Convention, 1996 (No. 180), and with any applicable collective agreement registered or authorized in accordance with that Convention and with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention).<sup>2</sup>

Maximum hours of work or minimum hours of rest:<sup>3</sup> \_\_\_\_\_

Other requirements: \_\_\_\_\_

Position/Rank <sup>4</sup>	Scheduled daily work hours at sea		Scheduled daily work hours in port		Comments	Total daily work/rest <sup>3</sup> hours	
	Watchkeeping (from – to)	Non- watchkeeping duties (from – to) <sup>5</sup>	Watchkeeping (from – to)	Non- watchkeeping duties (from – to) <sup>5</sup>		At sea	In port

Signature of master \_\_\_\_\_

<sup>1</sup> The terms used in this model table are to appear in the working language or languages of the ship and in English.

<sup>2</sup> See overleaf for selected extracts from ILO Convention 180 and the STCW Convention.

<sup>3</sup> Delete as applicable.

<sup>4</sup> 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.

<sup>5</sup> For watchkeeping personnel, the comments 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 column.

## Selected texts from ILO Convention 180 and the STCW Convention

### ILO Convention 180

- Art. 5 paragraph 1 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 7-day period; or (b) minimum hours of rest shall not be less than: (i) 10 hours in any 24-hour period; and (ii) 77 hours in any 7-day period.
- Art. 5 paragraph 2 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 interval between consecutive periods of rest shall not exceed 14 hours.
- Art. 5 paragraph 6 Nothing in paragraphs 1 and 2 shall prevent the 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. Such exceptions shall, as far as possible, follow the standards set out but may take account of more frequent or longer leave periods or the granting of compensatory leave for watchkeeping seafarers or seafarers working on board ships on short voyages.
- Art. 7 paragraph 1 Nothing in this Convention 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.
- Art. 7 paragraph 3 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)

1. All persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch shall be provided a minimum of 10 hours rest in any 24-hour period.
2. The hours of rest may be divided into no more than two periods, one of which shall be at least 6 hours in length.
3. The requirements for rest periods laid down in paragraph 1 and 2 need not be maintained in the case of an emergency or drill or in other overriding operational conditions.
4. Notwithstanding the provisions of paragraphs 1 and 2, the minimum period of 10 hours may be reduced to not less than 6 consecutive hours provided that any such reduction shall not extend beyond 2 days and not less than 70 hours of rest are provided each 7-day period.
5. Administrations shall require that watch schedules be posted where they are easily accessible.

#### 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 that 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.

APPENDIX 4



Model format for record of hours of work or hours of rest of seafarers<sup>1</sup>

Name of ship: \_\_\_\_\_ IMO number (if any): \_\_\_\_\_ Flag of ship: \_\_\_\_\_  
Seafarer (full name): \_\_\_\_\_ Position / rank: \_\_\_\_\_  
Month and year: \_\_\_\_\_ Watchkeeper:<sup>2</sup> yes  no

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Record of hours of work/rest<sup>3</sup>

Please mark periods of work or rest, as applicable, with an 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 working hours or minimum rest periods apply to this ship:

\_\_\_\_\_

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

Name of master or person authorized by master to sign this record \_\_\_\_\_

Signature of master or authorized 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 \_\_\_\_\_  
(name of competent authority)

<sup>1</sup> The terms used in this model table are to appear in the working language or languages of the ship and in English.

<sup>2</sup> Check / as appropriate.

<sup>3</sup> Delete as appropriate.

