

**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 maximum hours of work or minimum hours of rest are applicable in accordance with the Merchant Shipping (Hours of Work) Regulations 2002 issued in conformity with ILO's Seafarer's Hours of Work and the Manning of Ships Convention 1996 (No 180) and with any 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, (STCW 95) (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) (4)	Watchkeeping (from-to)	Non-watchkeeping duties (from-to)		At sea	In ports

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

(1) The terms used in this model table are to appear in the working language or languages of the ship and in English.  
 (2) See overleaf for selected extracts from ILO Convention No 180 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 ILO CONVENTION No 180 AND THE STCW CONVENTION

### ILO Convention No 180

#### 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 seven-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 seven-day period.
2. 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.
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 authorise 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.

#### Article 7

1. Nothing in this Convention shall be deemed to impair the right of a master of the 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.
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 (STCW 95)

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

1. All persons who are assigned duty as officer in charge of a watch or seafarer on watch shall be provided with 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 six 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 two days and not less than 70 hours of rest are provided each seven-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;
  3. the provision may be varied for ships on short sea voyages, provided special safety arrangements are put in place.