



Risk Assessment Solutions

“Prevent, Don’t Cure Guide”

This checklist acts as an additional aid when recording Watch/Rest hours on board.

	Ensure the following are properly maintained:	√
1.	The Recordings of the work/ rest hours are updated and available on board.	
2.	Work/Rest hours are recorded while the vessel is at port in order to make sure that the watch-keeping officers are duly rested to take the vessel safely out of port.	
3.	The recorded work/rest hours on board are in agreement with any other documentation available on board. The bridge log book or the engine log book entries to be in line with the work/rest hour records of the seafarers on board.	
4.	Check for deficiencies in the SMS (ISM Manuals) that could prevent the correct keeping of the work/rest hours both in practice and on paper.	
5.	The table of shipboard working arrangements to be posted in a visible and accessible place by all seafarers. <i>Note: It has been observed that PSC Officers in some countries do not find that it is possible to comply with the regulations through a 6/6 shift system due to the time spent handing over duties and they accept a 5/7 watch system rather than a 6/6 watch system on board vessels where there is a two shift watch.</i>	
6.	The Minimum Safe Manning Certificate and crew certification and documentation is available on board. <i>Note: there is a strong possibility that the vessel will be detained if the manning on board the vessel is not in accordance with the Minimum Safe Manning certificate of the vessel.</i>	
7.	If the vessel is a UMS vessel (unmanned machinery spaces) and approved for UMS voyages ensure that the certificates/documents containing the permit are available during s PSC inspection.	
8.	Record of work/rest hours to be kept for all seafarers on board. Records should be kept on a daily basis. <i>Note: Attention to be paid to the requirement for the periods of rest during the recent seven days.</i>	
9.	Records of work/rest hours to be filled in correctly and in accordance with the actual hours of rest/work on board. The recordings made for the hours of rest, the recording made with regards to overtime and the recordings made in the various ship logs to be in agreement.	
10.	Attention to be paid to ensure that arrival/departure, pilot embarkation, drills, calling in standby personnel, machinery space controls to be correctly recorded.	
12.	When planning a voyage, the provisions on hours of rest to be observed during the first watches after departure of the vessel. <i>Note 1: Documentation of the above must exist during a PSC inspection.</i> <i>Note 2: If the vessel does not ensure this, it may be detained until the watch-keeping crew has been sufficiently rested.</i> <i>Suggestion: This can be done by presenting a voyage plan where the time of departure has been set so that the provisions on hours of rest are observed during the subsequent watches.</i>	
13.	The Master to ensure that crew members who are on call receive compensating hours of rest if they have been performing watch keeping duties. Such actions must also be recorded. <i>Suggestion: In such cases, a deviation report shall be attached, which briefly states the circumstances and the reason for the need for extra work hours.</i>	

Suggestion

The vessels’ SMS Manual may for example include a procedure with instructions on when the hours of rest are extraordinarily breached. In case of an extraordinary breach, the vessel must immediately inform the Company which will, as far as possible, take measures to prevent any future breaches from occurring. The procedure, the report to the Company and the follow up actions taken by the Company should be available for presentation at a PSC inspection. If the Master is unable to present such documentation, the vessel risks being detained or being issued an ISM non-conformity (which counts as five non-conformities in this case).

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