
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>09.0 REST HOUR RECORD MANAGEMENT</p> <p>ON THE JOB TRAINING</p>	<p>OJT : 009 Page : 1 of 2 Date : 07-Nov-25 Rev : 10.1 Appr : DPA</p>
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VESSEL : _____

DATE : _____

Details of training: Rest Hour Record Management

- Work/rest schedule shall be properly planned on board in advance so that all ship staff satisfy rest hours as per MLC/STCW requirement, especially prior to arrival port where often, the workload on the ships staff is heavy.
- Records of work/rest/overtime as applicable to be recorded daily by each ship staff. Master and chief engineer also to maintain work/rest hour log on daily basis.
- The habit of making all entries together every 2-3 days is not acceptable as it could lead to inaccurate entries.
- Departmental heads (CEO / CNO) shall check rest hour form of all staff on daily basis to verify that the daily record accurately reflects actual rest periods.
- Rest hour records shall be consistent with factual operations related to additional watch keeping duties associated with weather, traffic density or pilotage, mooring /unmooring, maneuvering, berthing, bunkering, anchoring operations etc.
- Training and drills are considered as WORK hours and should be recorded immediately.
- Rest hour records must tally with the entries as per bridge / engine bell book, deck log port log, drill timings etc.
- Master to make random checks of records by comparing entries from bell book, log books etc and ensure that each crew makes proper entries.
 - As an additional precaution Master shall remind all staff (announcement on PA SYSTEM whenever possible) to make entries immediately after:
 - Training / drills
 - Bunkering operations
 - Maneuvering operations / berthing /un-berthing operations
 - Any standby operations (Anchoring , piracy watch etc)
- Good planning is key to compliance and department heads shall plan work/rest hours for each crew so that violation in rest hours can be avoided.
- It is the duty of every individual to ensure that they are properly rested when they begin duty on board a vessel and that they obtain adequate rest when not on duty.
- Master shall ensure that crew rest hours are not violated to meet Operators, stevedores and other arbitrary persons requirements.
- In the event of significant non-conformance or anticipated non-conformance, Master is authorized to delay the vessel or suspend operations until personnel are suitably rested.
- Company shall be immediately informed if there is a nonconformance or anticipated non- conformance. Company will work out a solution and provide necessary advise to Master.
- If any nonconformance is observed, rest hours for relevant staff shall be compensated as soon as practicable.

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- If the master foresees a breach of rest hour regulations due to cargo hold cleaning, short voyages, extreme climatic conditions etc. where safety of vessel is likely to be affected, then master is encouraged to request company for additional manpower stating the number, rank and reason why additional staff is necessary.
- Master shall ensure that ship's crew are not subject to fatigue through excessive working hours as fatigue affects a person's performance and may reduce individual and crew effectiveness and efficiency; decrease productivity; lower standards of work and may lead to errors posing a hazard to ship safety.

Reference : **Guidance on fatigue mitigation and management (Personnel Manual / Chapter 008)**
Hours of work (Personnel Manual / Chapter 003)

Training conducted to all staff onboard.

Verified by: Master _____