



Merchant Shipping Notice MSN-0024

IMMARBE

International Merchant Marine Registry of Belize

WORKING HOURS AND REST PERIODS

ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS, DEPUTY REGISTRARS, RECOGNIZED ORGANIZATIONS AND AGENTS.

MSN Superseded:

Revision No.(mm/dd/yy):

Issue Date:

October 31, 2006

1. BACKGROUND

- 1.1. The International Labour Organization (ILO) adopted the Seafarers' Hours of Work and the Manning of Ships Convention, 1996 (No.180) which provided the limits for maximum hours of work and minimum periods of rest for seafarers working onboard seagoing ships.
- 1.2. Belize ratified Convention No.147 in July 2005, which provides under article 4 for the Port State Control of living and working conditions of seafarers as extended by the list of Conventions referred to in the Appendix of Convention No.147.
- 1.3. Under the ILO Protocol of 1996 to Convention No.147 the list of Conventions contained in its Appendix to No.147 was extended to include Convention No.180.
- 1.4. Under our Registration of Merchant Ships (Safe Manning, Hours of Work and Watchkeeping) Regulations 1999, vessels registered with IMMARBE need to be properly manned and the crew be well rested and free of fatigue for watchkeeping so as to attain the highest level of safety of life and property at sea and the protection of the marine environment.
- 1.5. The Seamen' Articles of Agreement which were introduced by Merchant Shipping Notice MSN-0021, contain the limits referred to in ILO Convention No.180.
- 1.6. Several IMO Instruments have identified fatigue as a contributing factor to maritime casualties and to health problems of seafarers. The relevant parts of those instruments which address fatigue can be found in MSC/Circ.1014 on Guidance on Fatigue Mitigation and Management. The aforementioned circular also provides in its appendices **model formats** that can be used by Maritime Administrations to keep and maintain records of these activities.

2. PURPOSE AND SCOPE

- 2.1. This Merchant Shipping Notice serves as a reminder to all Shipowners, Operators, Seafarers, Agents and Recognized Organizations responsible for the implementation of Safety Management Systems under the ISM Code of the mandatory observance of hours of work and

rest and of the introduction of the **model formats** to be used for the maintenance of records of hours of work and rest periods onboard Belize registered vessels.

3. APPLICABILITY & IMPLEMENTATION

- 3.1. This Merchant Shipping Notice shall apply to all Belize registered sea going ships engaged in international trade as well as to passenger and liveaboard dive vessel operating in territorial waters of any one country, with the exception of;
 - 3.1.1. Fishing vessels,
 - 3.1.2. Pleasure craft not engaged in trade,
 - 3.1.3. Non-propelled vessels.
- 3.2. The model formats contained in this Notice should be implemented forthwith.

4. RESPONSIBILITIES OF OWNERS AND OPERATORS

- 4.1. Every owner or company responsible for the operation of a ship(s) registered at IMMARBE shall provide written instructions to the master wherein the policies for ensuring working hours, hours of rest and watchkeeping instructions are stated in order to ensure, so far as is reasonably practicable, that the master and seamen do not work more hours than is safe in the interest of safety of the ship and human performance as well.

5. HOURS OF REST

- 5.1. The minimum hours of rest shall be not less than:
 - 5.1.1. Ten hours (10hrs) in a 24-hour period; and,
 - 5.1.2. Seventy hours (70 hours) in any 7-day period.
- 5.2. Hours of rest may be divided into no more than two periods, one of which shall be at least six hours in length and such reduction shall not extend beyond 2-days.
- 5.3. The requirements for rest periods laid down herein need not be maintained in the case of an emergency or drill or in other overriding operational conditions.
- 5.4. Notwithstanding the provisions of paragraphs 5.1.1. and 5.1.2., the minimum period of ten hours may be reduced to not less than 6 consecutive hours provided any such reduction shall not extend beyond two days and not less than 70 hours of rest are provided each seven day period.

6. POSTING-UP OF TABLE OF DUTIES.

- 6.1. The master shall ensure that a table containing detailed working arrangements are produced setting out these matters. The table should be in the same format provided in Annex I or in a similar format containing the same information.
- 6.2. This table of duties and any copy thereof should be posted in a prominent and easily accessible place on the ship.

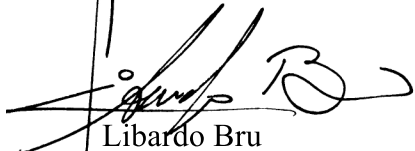
7. RECORDS OF WORKING HOURS.

- 7.1. The master or designated officer will be responsible for ensuring that records of working hours and hours of rest are maintained for each seafarer serving on the ship. The records should be completed in the format provided in Annex II and its APPENDIX or in a similar format containing the same information.
- 7.2. Each record should be endorsed by the master or designated person and the seafarer. A copy should be given to the seafarer.
- 7.3. All records should be kept for a minimum of one year and should be made available for inspection by any General Safety Inspector (GSI); Flag Representative, Recognized Organization or Port State Control Officer upon request.

8. ENFORCEMENT & DISCIPLINARY ACTIONS

- 8.1. The enforcement of the provisions contained in this Merchant Shipping Notice may be verified as part of IMMARBE's General Safety Inspection Program (GSI) and/or at subsequent ISM audits of the Ship Management System at any given time after the date of their implementation.
- 8.2. An additional GSI inspection may be triggered by a complaint from a person or body with a legitimate interest in the health and safety of the crew.
- 8.3. Such an inspection may include a check that the schedules of duties are posted up and that periods are being maintained. If an inspector has grounds to believe that seafarers may be unduly fatigued, he may check in more detail that the hours of rest recorded conform to the minimum limits contained herein.
- 8.4. Upon any indication that manning levels are insufficient to sustain the existing schedule arrangements on a particular vessel, our Administration may in such circumstances, require the manning levels to be adjusted so that the vessel can be operated safely within the working hours and rest period limits contained herein.
- 8.5. If the records or other evidence indicate a deliberate infringement of the provisions governing hours of work and/or rest periods, the owner/operator and/or master may be liable to further

disciplinary actions as stipulated in our Registration of Merchant Ships (Disciplinary) Regulations, 1999.



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ANNEX I

MODEL FORMAT FOR TABLE OF SHIPBOARD WORKING HOURS ARRANGEMENTS ⁽¹⁾

Name of Ship: _____ Registration Number: _____ 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 Registration of Merchant Ships (Safe Manning, Hours of Work and Watchkeeping) Regulations 1999, issued in conformity 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⁾ Section A-VIII/1 (Mandatory) and Section B-VIII/1 (Guidance) of the STCW Code should be consulted for further clarifications.
⁽³⁾ The positions / ranks and terminology used in this document should be the same as listed in the ship's safe manning 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.

ANNEX II

MODEL FORMAT FOR RECORD OF HOURS OF REST OF SEAFARERS ⁽¹⁾

Name of Ship: _____ IMO number (if any): _____ Registration Number: _____

Seafarer (full name): _____ Position / rank: _____

Month and year: _____ Watchkeeper ⁽²⁾: yes no

Record of hours of rest

Please mark period of rest, as applicable, with X, or using a continuous line or arrow.

COMPLETE THE REST-LOG ON APPENDIX

The following national laws, regulations and / or collective agreements governing limitations on minimum rest periods apply to this ship:
The Registration of Merchant Ships (Safe Manning, Hours of Work and Watchkeeping) Regulations 1999, _____

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

Name of master or person authorised by master to sign this record: _____

Signature of master or authorised person: _____ Signature of seafarer: _____

A copy of this record is to be given to the seafarer.

This form could be subject to examination by the International Merchant Marine Registry of Belize.

⁽¹⁾ The terms used in this model rest-log are to appear in the working language or languages of the ship and in English.

⁽²⁾ Tick as appropriate.

