



بيروت في ٢٢/٨/٢٠١٤

رقم ١٢/٢٠١٤/٣٩٧٠

حضرة الزميل الكريم،

تحية طيبة وبعد،

الموضوع: حملة دول مذكرة تفاهم باريس للتأكد من تطبيق ساعات الراحة للبحارة من ١ أيلول ولغاية ٣٠ تشرين الثاني ٢٠١٤ .  
المرجع: كتاب مذكرة تفاهم البحر المتوسط في تفتيش السفن في المرافئ  
تاريخ ٢٠١٤/٨/٤ .

بالإشارة الى الموضوع أعلاه، نرسل لكم ربطا كتاب المديرية العامة للنقل البري والبحري رقم ٦/٦١٠٦ تاريخ ٢٠١٤/٨/١٩، حول التعميم الصادر من مذكرة تفاهم باريس حول بدء حملة مكثفة في تفتيش السفن الواردة الى مرافئ دول مذكرة تفاهم باريس، للتأكد من تطبيق ساعات الراحة للبحارة طبقا لاتفاقية (STCW) واتفاقية العمل البحري الدولي (MLC)، وذلك من ١ أيلول ولغاية ٣٠ تشرين الثاني ٢٠١٤ .  
وطلبت المديرية العامة في كتابها من كافة السفن اللبنانية التأكد والتقيد في تطبيق الاجراءات الواردة بالاستبيان الارشادي المرفق ربطا (Questionnaire Guidance).

وتفضلوا بقبول فائق الاحترام

الرئيس

ايلى اميل زخور

ربطا: كتاب مديرية النقل البري والبحري والاستبيان الارشادي (Questionnaire Guidance).



جانب غرفة الملاحة البحرية الدولية

**الموضوع:** حملة دول مذكرة تفاهم باريس للتأكد من تطبيق ساعات الراحة للبحارة، من ١ أيلول ولغاية ٣٠ تشرين الثاني ٢٠١٤.

**المرجع:** كتاب مذكرة تفاهم البحر المتوسط في تفتيش السفن في المرافئ تاريخ ٤ آب ٢٠١٤.

بالإشارة إلى الموضوع والمرجع المنوه عنهما أعلاه،

نرفق لجانبتكم ربطاً " الكتاب الوارد إلى الإدارة من مذكرة تفاهم البحر المتوسط، MED MoU on Port State Control، حيث يتضمن تعميم صادر من مذكرة تفاهم باريس يشير فيه عن بدء حملة مكثفة في تفتيش السفن الواردة إلى مرافئ دول مذكرة تفاهم باريس للتأكد من تطبيق ساعات الراحة طبقاً لاتفاقية STCW واتفاقية العمل البحري الدولي MLC، وذلك من تاريخ ١ أيلول ولغاية ٣٠ تشرين الثاني ٢٠١٤.

على كافة السفن اللبنانية التأكد والتقيد في تطبيق الإجراءات الواردة بالاستبيان الارشادي المرفق ربطاً، "Questionnaire Guidance".

للتفضل بالاطلاع واجراء المقتضى،

المدير العام للنقل البري والبحري

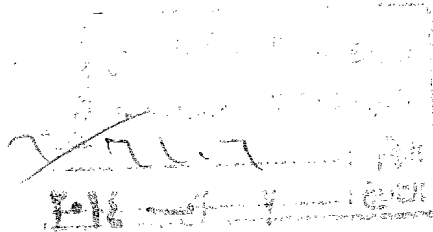
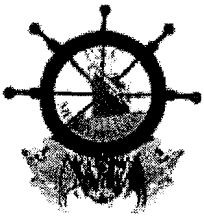
المهندس عبد الحفيظ القيسي

مرفق ربطاً:"  
Questionnaire Guidance

**DGLMT**

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**From:** Secretariat <secretariat@medmou.org>  
**Sent:** 04 آب، ٢٠١٤ ١٢:١٢ م  
**To:** Algeria; Algeria; Cyprus; Egypt; PSC@EAMS.GOV.EG; EAFMS@mot.gov.eg; Egypt PSC; Israel; Israel Alex Gerson; Jordan; Jordan; Jordan; Lebanon; Lebanon; Malta (Montebello Sergio at Transport); Malta; Morocco; Morocco; Morocco; Morocco M. Hicham N'HAMMOUCHA; Tunisia Moncef bouaziz; Turkey; Turkey; Turkey Capt. ALPER  
**Cc:** Chairman; CIMED Director; Capt. EMAD; Med MoU Secretariat  
**Subject:** questionnaire and guidelines on CIC on Hours of Rest  
**Attachments:** FAQ CIC Hours of Rest - 28 July.pdf; HOURS OF REST CIC FINAL PSC47 rev 29 july 2014.pdf *common*



**Dear Sirs,**

The Med MoU Secretariat is conveying its best compliments to your esteem Maritime Authorities

Please find attached the guidelines and questionnaire to be used for the 2014 CIC on Hours of Rest from 1 September until 30 November 2014 sent for your kind consideration and actions.

Best Regards

**Adm. Mokhtar Ammar**  
**Secretary General**

**Med. MoU on PSC Secretariat**

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**GUIDELINES**

01 September – 30 November 2014

**Concentrated Inspection Campaign on STCW Hours of Rest**

**1. General**

During Port State Control Committee 45 in Riga, Latvia, May 2012 it was agreed to undertake a Concentrated Inspection Campaign (CIC) on hours of rest in 2014. It was further agreed that the CIC would only look at deck and engine room watchkeepers' hours of rest under STCW 78 as amended by the Manila Conference. This CIC will be undertaken on every ship eligible for inspection during the period of the campaign.

**2. Purpose**

The purpose of the CIC is to establish that watchkeeping personnel are meeting the requirements regarding hours of rest as per STCW 78 as amended.

**3. Definitions**

- 3.1 "Hours of rest" means time outside hours of work; this term does **not** include short breaks. Ref ILO180 Art 2/MLC 2006 Standard A2.3. Note: there is no definition of Hours of Work or Rest in STCW.
- 3.2 "Watchkeeper" means all persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch.
- 3.3 "Minimum Safe Manning Document or Equivalent" means a document issued by the Administration as evidence of the minimum safe manning considered necessary to comply with the provisions of SOLAS regulation V/14."
- 3.4 "UMS" means Unattended Machinery Space(s) and is a class notation whereby there are specific criteria to be met regarding controls, alarms and safeguards to operate the ship with the machinery space(s) unattended. The notation will be found on the Certificate of Class. Ref SOLAS Ch II-1 Part E Reg 46

**4. References**

- 4.1 STCW 78 as amended
- 4.2 Paris MoU PSCC Instruction – Guidelines on the Inspection of Hours of Work/Rest
- 4.3 Paris MoU PSCC Instruction – Guidelines on STCW

**CIC ON STCW HOURS OF REST  
01 SEPTEMBER 2014 – 30 NOVEMBER 2014**

**Ship's Name:**  
**Inspection Authority:**  
**Port of Inspection:**  
**Date of Inspection:**

**IMO No:**

Qu No	AREA	YES	NO	N/A
1	Is a watch schedule posted in an easily accessible area? STCW Section A-VIII/1 (5). Def code: 01306 (0253)			
2*	Is the ship manned in accordance with MSMD or an equivalent document? SOLAS 1999/2000 Amend / Chapter V Reg. 14. Def code: 01209 (0230)			
3	Are there records of daily hours of rest for each watchkeeper? STCW Section A-VIII/1 (7). Def code: 01308 (0261)			
4	Have the records in Qu 3 been endorsed by an appropriate person? STCW Section A-VIII/1 (7). Def code: 01308 (0261)			
5	Are records related to hours of rest being recorded correctly? STCW Section A-VIII/1 (7). Def code: 01308 (3240)			
6	Do rest periods for all watchkeeping personnel comply with STCW requirements, including the weekly requirements of rest? STCW Section A-VIII/1 (2). Def code: 01307 (3230)			
7**	Will the watchkeepers on the first and subsequent watch after departure have sufficient time to rest? STCW Reg/4 or STCW Reg VIII/1.1.2 .Def code: 09235 (3230)			
8	Is there evidence that on-call seafarers receive adequate compensatory rest periods if disturbed by call-outs to work? STCW A-VIII/1.6			
9	Do the records indicate that a bridge lookout is being maintained? STCW Section A-VIII/ 4-1 (14). Def code: 01306 (0253))			
10	Was the ship detained as a result of this CIC?			

<b>These questions for information only:</b>				
11	Is there a two watch system on board including the master?			
12	Does the MSMD require an Engineer Officer?			
13	Is the ship designated UMS?			
14	If ship does <b>not</b> have UMS notation is there more than one certificated engineer on board			

Any question answered with a "NO" MUST be accompanied by a relevant deficiency on the Report of Inspection. Deficiency codes and convention references are given for each question where appropriate.

Questions marked either \* or \*\* answered with a "NO" may give clear grounds for a detention.

\* If the actual crew number or composition is not brought in accordance with the minimum safe manning document or the flag State does not advise that the ship may sail, the ship may be considered for detention. See guidance for details.

\*\* If the PSCO determines that a watchkeeper due to take the first or relieving watch at the commencement of a voyage has not had, or will not have, the minimum rest periods required in STCW then the PSCO should consider detention of the vessel until such time as those rest periods have been taken. See guidance for details.

## Questionnaire Guidance

### Qu 1 - Is a watch schedule with shipboard working arrangements posted in an easily accessible area?

The watchkeeping schedule for **all** watchkeepers is to be posted where it is easily accessible for all those who are affected by the schedule. The schedule should be in the working language or languages of the ship and in English. It should include, daily rest hours at sea **and** daily rest hours in port.

If the schedule is not posted, or not readily available as required, then a deficiency code 17 should be issued.

Convention Ref: STCW Section A-VIII/1 (5)  
Deficiency Ref: 01306 (0253)  
Nature of defect: Not posted  
Suggested Action Taken Code: 17

### Qu 2\* – Is the ship manned in accordance with MSMD or an equivalent document?

Confirm by looking at a crew list that the ship is manned at least according to the requirements of the Minimum Safe Manning Document (MSMD) or equivalent. Confirm whether the ship is required to carry an engineer officer(s). Some smaller ships do not require an engineer officer(s), however the MSMD should set out any special conditions eg; the ship is designated UMS, one of the deck officers may be designated to attend to the machinery and be suitably qualified. **If the ship is not manned in accordance with the MSMD or an equivalent document, the flag State should be consulted. If after consultation, the actual crew number or composition is not brought in accordance with the minimum safe manning document or the flag State does not advise that the ship may sail, the ship may be considered for detention.**(See PSC Committee Instruction on STCW)

Convention Ref: SOLAS 1999/2000 Amend / Chapter V Reg. 14 for ships constructed on or after 25-5-1980  
Deficiency Ref: 01209 (0230)  
Nature of defect: Not as required  
Suggested Action Taken Code: 17/30

### Qu 3 - Are there records of daily hours of rest for each watchkeeper?

Check that there are records of rest for each individual watchkeeper serving on the ship. The records shall be maintained in a standardised format, in the working language or languages of the ship and in English in accordance with flag State provisions.

Convention Ref: STCW Section A-VIII/1 (7)  
Deficiency Ref: 01308 (0261)  
Nature of defect: Missing  
Suggested Action Taken Code: 17

*\*The format of records may be as per IMO/ILO guidelines for the development of tables of seafarers' shipboard working arrangements and format of records of seafarers' hours of work or hours of rest.*

**Qu 4 - Has the record in Qu 3 been endorsed by an appropriate person?**

There is a requirement that seafarers shall receive a copy of the records pertaining to them, which shall be endorsed by the **master**, or by a person authorised by the master, and by the seafarers.

Convention Ref: STCW Section A-VIII/1 (7)  
Deficiency Ref: 01308 (0261)  
Nature of defect: Not endorsed  
Suggested Action Taken Code: 17

**Qu 5 - Are records related to hours of rest being recorded correctly?**

It is important to try and establish that the hours of rest recorded on the daily hours of rest sheet for each watchkeeper are genuine and have not been falsified to show compliance with the requirements.

This may be obvious if the recorded hours are regular, day in day out, week in, week out and no account taken of additional hours such as drills, manoeuvring during arrival/departure, particularly for the master where there may be periods of pilotage, bad weather etc. In blatant cases the record will have been prematurely completed for the future.

If the PSCO suspects that the records are falsified then a comparison needs to be undertaken between the watchkeeping schedule, the hours recorded for a particular watchkeeper and with other documentation such as the official log book, bridge and engine room log books, bell books and crew overtime records to confirm accuracy of recording and compliance with the basic requirements concerning the minimum hours of rest.

When looking at the hours of rest of the watchkeepers, compare the 'hours of rest' records with what has actually been happening onboard ship. For example are the junior deck officers just recording the same rest hours every day, but actually doing 6 on 6 off in port from the records in the deck log book? What about mooring station time, does that information from the bell book match the hours of rest records?

The same is true for the engine room watchkeepers, do they just record 0800 -1200, 1300-1700 every day for an unattended engineroom? What about night rounds and standby times? Some ships that are not designated as UMS on the MSMD are provided with only one qualified engineer officer and in some cases an engine rating in addition. Unless the ship is on restricted length of voyages it is not possible to operate like this.

There is also a requirement in STCW A-VIII/2 Part 5-1, paragraph 95.1 for an engineer to be in charge of the watch in port on ships of 3000kW and above. There are some ships that have engine power of greater than 3000kW, are UMS and have only one engineer on board. In effect this engineer cannot be granted any shore leave.

Whilst it may be unreasonable to record rest hours to the nearest minute, a fair record of the hours actually allocated for rest should be recorded. This will allow the Master to ensure that watchkeepers are adequately rested before taking up duty.

**Evidence to be examined (and collected where necessary)**

Information that may be examined as part of this process may include:

- Copies of records of rest
- Copies of relevant and contradicting records in the deck log or engine log, the more errors copied the better, perhaps 5 or so if possible with different sources/ personnel
- Copies of bell books
- Copies of watch keeping schedules
- Consider getting statements from the relevant watchkeepers

Convention Ref: STCW Section A-VIII/1 (7)

Deficiency Ref: 09236 (3240)

Nature of defect: Not as required. Additional Comment "Records of rest appear to be falsified"

Suggested Action Taken Code: 17

**Qu 6 - Do rest periods for all watchkeeping personnel comply with STCW requirements, including the weekly requirements of rest?**

The basic requirement for watchkeepers is that they should be provided with a **rest period** (Rest period means time outside hours of work, this does not include short breaks) of **not less than**:

- A minimum of 10 hours rest in any 24 hour period
- 77 hours in any 7-day period

The 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 intervals between consecutive periods of rest shall not exceed 14 hours.

Note that the starting point of the 24 hour period is important. In the absence of any guidelines/instructions from the flag State the 24 hour period should be from the beginning or end of a rest period. Since the hours of rest only may be divided into no more than two periods, consequently only the two longest rest periods should be counted, and additional short breaks and meal breaks could **not** be included in the total periods of rest.

If a watchkeeper is receiving less than 10 hours rest in 24 hours (ie working in excess of 14 hours) this should be recorded as a deficiency. It is also important to verify that the watchkeeper is obtaining 77 hours rest in **any** 7-day period, if not then a deficiency should be recorded. Note: a seven day period can be ANY consecutive 7 days. It is incorrect to assume that this refers to a working week such as Sunday to Sunday.. It is up to the professional judgement of the PSCO as to how far back to look at the records but 3-4 weeks would seem reasonable. However, the PSCO should take into account of any guidelines/instructions from the flag State.

\*Note: Flag State administrations may allow exceptions in accordance with STCW Chapter VIII, Section A-VIII/1-9, see below under "Guidance on detention"

Convention Ref: STCW Section A-VIII/1 (2)

Deficiency Ref: 09235 (3230)

Nature of defect: Rest hours insufficient

Suggested Action Taken Code: 17

**Qu 7\* - Will the watchkeepers on the first and subsequent watch after departure be sufficiently rested and fit for duty?**

Ask the Master to indicate how he/she will ensure the watchkeepers will be fit for the first and subsequent watches. What plan does he/she have for the expected departure?

The PSCO should try and obtain objective evidence\* as to whether watchkeepers are suitably rested, having possibly been engaged in various activities while the ship is in port (for example, loading/unloading, attending to survey and inspection, etc). If the PSCO determines by objective evidence\* that the watchkeeper(s) has not rested enough and is not fit for duty then the PSCO should consider detention of the vessel until such time as the watch keeper(s) becomes fit for duty. If the PSCO determines by objective evidence that a watchkeeper(s) due to take the first or relieving watch at the commencement of a voyage has not had, or will not have, the minimum rest periods required in STCW then the PSCO should consider detention of the vessel until such time as those rest periods have been taken.

PSCO's may inspect the voyage plan required by STCW Code A-VIII/2 and SOLAS Ch V Reg 34, taking into account the planned departure time and the watch schedule, together with any work in port, as objective evidence that watchkeepers will be sufficiently rested prior to taking the first and subsequent watches.

\*Objective evidence could include, but is not limited to; log book entries.

Convention Ref: STCW Reg I/4.2.5 or STCW Reg VIII/1.1.2

Deficiency Ref: 09235 (3230)

Nature of defect: Other. Additional comment "Watchkeepers not sufficiently rested"

Suggested Action Taken Code: 17/30

**Qu 8 - Is there evidence that an on-call seafarer receives adequate compensatory rest periods if disturbed by call-outs to work?**

STCW allows for seafarers working on-call, for example engineer officers operating a periodically unattended machinery space to be compensated by an additional rest period if they have had to work additional hours. This would need to be confirmed by the Chief Engineer's records of machinery operations eg; Engineeroom Log.

Convention Ref: STCW A-VIII/1.6

Deficiency Ref: 09235 (3230)

Nature of Defect: Rest hours insufficient

Suggested Action Taken Code: 17

**Qu9 – Do records indicate that a bridge lookout is being maintained?**

STCW is clear that a proper lookout shall be maintained at **all times** in compliance with rule 5 of the International Regulations for Preventing Collisions at Sea, 1972, as amended.

Under certain conditions the lookout can be **stood down during the day**, providing full account has been taken of all relevant factors, including, but not limited to:

- state of weather;
- visibility;

- traffic density;
- proximity of dangers to navigation; and
- the attention necessary when navigating in or near traffic separation schemes; **and**

assistance is immediately available to be summoned to the bridge when any change in the situation so requires.

Check with the available records that a lookout is being kept particularly during the hours of darkness.

Convention Ref: STCW (Manila amendments) / STCW Code Part A / CHAPTER VIII / Part 4-1 (14)

Deficiency Ref: 01306 (0253)

Nature of defect: Other. Additional comment: "Bridge lookout not being maintained"

Suggested Action Taken Code: 17

#### **Qu10 - Was the ship detained as a result of this CIC?**

To be completed "Yes" or "No" accordingly. If the ship has been detained for other issues but includes one or more detainable deficiencies related to the questions for the CIC (Questions 1 – 8) then the question should be answered "Yes".

#### **Guidance on Detention**

Non compliance with STCW in respect of rest hours may result in detention, however detention may not always be appropriate as the breach may have taken place in the past. For example the ship may have been in the port overnight and the watchkeepers are suitably rested and in compliance with STCW when the PSCO boards for an inspection in the morning, however on checking the records the PSCO may find a breach may have taken place several days before. In this case it is important to verify whether there is a systematic breach of the requirements which could call into question the effectiveness of the Safety Management System in ensuring critical operation of the ship. In such a circumstance, an ISM deficiency should be recorded in accordance with the PSCO guidelines on the ISM Code..

Note that STCW A-VIII/1(9) makes allowance for exceptions from the required hours of rest in paragraph 2.2 (77 hours in a 7 day period) and paragraph 3 (two periods of rest, one at least 6 hours) provided that the rest period is **not less than 70 hours in any 7 day period**. (Note that a seven day period can be ANY consecutive 7 days. Some think that this refers to a working week such as Sunday to Sunday, this is not correct. However the weekly exception **shall not** be allowed for more than **two** consecutive weeks.

Also an exception to paragraph 2.1 (10 hours rest in 24 hours) is allowed for provided that the 10 hours of rest is not divided into more than 3 periods and that 2 of those periods cannot be less than 1 hour. This exception shall not extend beyond 2 x 24 hour periods in any 7 day period. Any breach of the above should result in detention.

If the sailing of the vessel is imminent and if it is determined that watchkeepers on the first and subsequent watch after departure will not be sufficiently rested as required, a detention should be considered, until such time that the watchkeepers are suitably rested, under both ISM and watch keeping requirements.

The following could be used:

**[09235 (3230)]** - Watchkeeping staff not adequately rested. Code 30 (details of who is not rested should be provided in the comments field).

**Note: Questions 11 – 14 are for information purposes only.**

**Reference question 13:**

The vessel holds an Unattended Machinery Space Document (UMS) issued by the Administration or a classification society. (S74/CII-1/R46.3)\*

Minimum Safe Manning Document should contain information that the ship is manned as UMS. (S74/CV/R14.2). (Requirements to Officers and Ratings are usually written on the Minimum Safe Manning Document when the ship is manned as UMS)

Crew List is available to verify if the ship is manned in accordance with the Safe Manning Document.

\* Each classification society has its own class notation for indicating that the ship has been built and equipped to operate with periodically unattended machinery spaces, of which the most common are found in the following table :

Lloyds Register of Shipping	UMS
Det Norske Veritas	E0
American Bureau of Shipping	ABCU or ACCU
Germanischer Lloyd	AUT (but not AUT-Z !)

**Questions 13 and 14 are related. If the answer to question 13 is "yes", the answer to question 14 should be "N/A". If the answer to question 13 is "no" proceed with answering question 14 "yes/no".**