SOP-GEN-024 STCW Rest Hours

1.0 **Watch Schedule**
2.0 **Responsibilities**
3.0 **US Flag Vessels**

1.0   Watch Schedule

An accurate Watch Schedule must be posted conspicuously, in multiple locations about the ship. The Watch Schedule should be renewed and reposted each month at a minimum. A copy of each new posting should be filed on the bridge in the Rest Hours binder.

Normally watches will change on arriving at a new port of call from normal 24-hour watch keeping to day work and security/ safety watches. These new watch arrangements for the ship's crew must be dated and posted.

While in port; members of the science/ deck team are often tasked for gangway and/ or security watches. For the sake of continuity, these watch hours may be posted on a separate sheet which contains the heading: Security Watch Schedule - Persons in Addition to Ship's Crew.

Watchkeepers will have adequate rest periods according to the STCW Code.

2.0   Responsibilities

Watchkeepers software has been purchased and a dedicated laptop put into service on each Vanuatu Flagged vessel for the sole purpose of recording and tracking STCW rest hours.

The MARINER himself is responsible for ensuring that his rest hours get recorded accurately in Watchkeeper and should update/ review his hours at least once per week.

The CAPTAIN is responsible for ensuring that each mariner gets a copy of his monthly

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-024
Authority:	Director of Marine Operations	Revision:	3
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rest hours (signed by both the Captain and the mariner himself) on a monthly basis. A second signed copy will be placed in the Rest Hours binder on the bridge.

Upon departure from the vessel, the CAPTAIN will issue a service letter (or sign the seaman's discharge book) corroborating the days and service on board as declared in the Watchkeeper records. **The CAPTAIN is to use the standard service letter provided**.

3.0   US Flag Vessel

Our US flagged vessel, (in domestic use and not subject to STCW), has not been equipped with Watchkeeper software. It is necessary to post the watch schedule and follow STCW rest hours. However, the signed monthly records are not required.

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