

SOP-GEN-024 STCW Rest Hours

- 1.0 [Watch Schedule](#)
- 2.0 [Responsibilities](#)

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 may change depending on operational requirements upon 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.

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

2.0 Responsibilities

Rest Hours are tracked in HELM that is installed on all TDI Brooks Vessels.

Bridge Officers are responsible for ensuring that all crew members onboard get recorded accurately and should update/ review rest hours at least once per day and / or once per week.

The MASTER is responsible for ensuring that each mariner gets a copy of his monthly rest hours (signed by both the Master 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 MASTER will issue a service letter (or sign the seaman's discharge book) corroborating the days and service on board. **The MASTER is to use the standard service letter provided.**

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-024
Authority:	Operations Director	Revision:	5a
Custodian/Owner:	Designated Person Ashore	Issue Date:	Nov 2025
NOT-CONTROLLED IF PRINTED			Page 1 of 1