

Guidelines on the recording of hours of rest

Danish Maritime Authority
2007

These guidelines contain instructions on the preparation of documentation for hours of rest.

The regulations on hours of rest are as follows:

For seafarers who have turned 18 years of age:

- A seafarer must have regular periods of rest of sufficient length to ensure health and safety.
- The hours of rest per workday must be at least 10 hours, of which at least 6 hours must be consecutive.
- It is possible to divide the 10 hours into no more than 2 periods of rest.
- There must not be more than 14 hours between 2 periods of rest.
- The hours of rest must account for at least 77 hours a week.

For seafarers below the age of 18:

- A seafarer must have regular periods of rest of sufficient length to ensure health and safety.
- The hours of rest per workday must be at least 12 hours, of which at least 8 hours must be consecutive and take place between 20.00 and 06.00 hours.
- In general, the hours of rest must cover the entire period between 20.00 and 06.00 hours.
- It is possible to divide the 12 hours into no more than 2 periods of rest.
- There must not be more than 12 hours between 2 periods of rest.
- The hours of rest must account for at least 84 hours a week.

Deviations from the regulations on hours of rest

It is possible to deviate from the regulations on hours of rest only in the following cases:

- When it is evident from a collective agreement. However, there must always be at least 6 consecutive hours of rest per 24-hour period, and the total weekly hours of rest must account for at least 70 hours.
- In unforeseen emergencies, such as when it is necessary for the immediate safety of the ship, those on board or the cargo or in order to assist other ships or persons in distress at sea. As soon as possible, the master of the ship must ensure that the seafarer gets sufficient rest.

There must always be given a reason for such deviations in the record of hours of rest.

Deviations that do not occur in accordance with a collective agreement, or for which an emergency situation as mentioned above cannot be given as the reason, can result in the ship being detained and/or reporting of the incidence to the police.

Records of hours of rest

The Order on seafarers' hours of rest contains a standard form for recording hours of rest.

For ferries exclusively engaged on voyages between Danish ports and where all the time spent on board is work hours, the Danish Maritime Authority can approve the inclusion of the seafarer's information on hours of rest in the special work hour forms normally used. In such case, the hours of rest can be recorded in a special column for hours of rest, where the total hours of rest per 24-hour period is given with information about the length of the individual period(s) of rest. The form must contain information about the seafarer's name, etc., position/rank on board, the name of the ship, the signature of the master or of the person authorised by the master to sign the form.

Furthermore, the Danish Maritime Authority can approve the electronic recording and storing of information on hours of rest. It must be possible to print the information in connection with surveys and controls.

Records of seafarers' hours of rest must be kept on board for 6 months from the time of the reporting and be presented to officers from the Danish Maritime Authority in connection with surveys and controls. Subsequently, the shipping company must store the records of hours of rest for 3 years.

Example of (partly incorrect) use of regulations on hours of rest and of recording of hours of rest in a form

Viggo is Chief Officer on the tanker M/V BLUE VIKING. The navigator crew consists of 2 officers as well as the master of the ship. The master does **not** form part of the established bridge watch, but acts as a substitute when needed. Viggo's established watch is 00.00-06.00 hours and 12.00-18.00 hours. Consequently, 'Viggo's working day equals the calendar day from 00.00-24.00 hours.

Viggo has recorded his hours of rest for 7 days, to which the following remarks can be made:

- Day 1: 10 hours of rest in total. The regulations on hours of rest have been met.
- Day 2: 12 hours of rest in total. The regulations on hours of rest have been met.
- Day 3: 4 hours of rest in total. The regulations on hours of rest have been violated since he has had less than 10 hours of rest in total and since he has not had a period of rest of 6 consecutive hours.
- Day 4: 8 hours of rest in total. One of the 2 periods of rest of 2 hours is a third period of rest that is not legally included in the total hours of rest in the working day. However, it is included in the total weekly hours of rest. The regulations on hours of rest have been violated since he has had less than 10 hours of rest in total and since he has not had a period of rest of 6 consecutive hours.
- Day 5: 10 hours of rest in total. The regulations on hours of rest have been met.
- Day 6: 16 hours of rest in total. The regulations on hours of rest have been met.
- Day 7: 12 hours of rest in total. The regulations on hours of rest have been met.

During his working hours, Viggo has had short coffee and meal breaks of less than 1 hour's duration, but they cannot and must not be recorded as periods of rest.

Viggo is employed under a collective agreement, according to which it is possible to deviate from the provisions on hours of rest. According to the collective agreement, it is possible to make deviations in line with the IMO minimum requirements, which prescribes at least 6 consecutive hours of rest per 24-hour period for a maximum of 2 consecutive 24-hour periods. The total weekly hours of rest must be at least 70 hours in any 7-day period.

Even with these relaxations, the provisions have been violated both on day 3 and day 4 since Viggo has not had any consecutive period of rest of at least 6 hours' duration any of these two days.

Violations of the regulations on hours of rest can result in the ship being detained and reporting of the incidence to the police.

**STANDARDSKEMA TIL REGISTRERING AF SØFARENDES
DAGLIGE HVILETID I DANSKE SKIBE**

Record of hours of rest of seafarers in Danish ships

Søfarendes (fulde navn): ____Viggo____ Seafarer (full name)	Fødselsdato: ____2604____ Birthday	År: ____1962____ Year
Stilling/rang: ____OST____ Position/Rank	Vagthavende: ja Watchkeeper: yes no	Skibets navn: ____Blue Viking____ Name of ship

Følgende nationale love og administrative bestemmelser og/eller kollektive overenskomster om minimumshviletid gælder på skibet:

The following national laws, regulations and/or collective agreements governing limitations on minimum rest periods apply to this ship:

Måned: Januar

Month:

Dag: Day	Hvileperioder (fra-til) Periods of rest (from-to)	Hviletid i alt Hours of rest totally	Kommentarer Comments
1	06-12 20-24	6 4	
2	06-12 18-24	6 6	
3	06-08 22-24	2 2	Ank. vetting + lastn. Arrival vetting + loading
4	00-02 10-12 20-24	2 2 4	Lastn. Loading
5	08-12 18-24	4 6	Lastn. Loading
6	04-12 16-24	8 8	Afg. søen Departure sea
7	06-12 18-24	6 6	