(INSERT COMPANY NAME AND LOGO HERE)

Annex 1 - Shipboard Work Arrangement
MARINA Memorandum Circular No. MS-2025_____
Revised Rules and Regulations on Safe Manning For
Philippine-Registered Ship Operating in Philippine Waters

SHIPBOARD WORK ARRANGEMENT

Name of ship: **Homeport:** **Official Number / IMO number (if any):** **Latest update of table (MO/YR):**

The maximum hours of work shall be in accordance with (national law or regulation) issued in conformity with ILO's Seafarers' Hours of Work and the Manning of Ships Convention, 1996 (No 180) and with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention).

Maximum hours of work:

Other requirements:

POSITION / RANK	SCHEDULE DAILY WORK HOURS AT SEA		SCHEDULE DAILY WORK HOURS IN PORT		COMMENTS	TOTAL DAILY WORK HOURS	
	Watchkeeping (from - to)	Non-watchkeeping duties (from - to)	Watchkeeping (from - to) (Loading/Disch.)	Non-watchkeeping duties (from - to)	(Special Duties)	At sea / At anchor	In port (Loading/Disch.)

Prepared by (Name and Signature of Company Representative): _____ **Name and 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. For those position/ranks that are also listed in the ship's Safe Manning Certificate, the terminology used should be the same as in that document.
3. For watchkeeping personnel. The comments 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 column.