

(INSERT COMPANY NAME AND LOGO HERE)

Annex 2 - Records of Rest Hours
 MARINA Memorandum Circular No. MS-2025-_____
 Revised Rules and Regulations on Safe Manning For
 Philippine-Registered Ship Operating in Philippine Waters

RECORDS OF HOURS OF WORK AND REST

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).¹

Please mark periods of rest, as applicable, with an 'X'

24 - HOUR PERIOD	At the time during working period, in the past 24 hours the seafarer should always be in compliance with the requirements. The normal hours of work of a seafarer shall not exceed eight (8) hours a day. If a seafarer is required to work beyond eight (8) hours, the maximum hours of work shall not exceed fourteen (14) hours in any 24-hour period and seventy-two (72) hours in any 7- day period. The seafarer should have had a minimum of 10 hours rest which was divided into no more than 2 periods, one of which was a minimum of 6 hours. Interval between rest periods not to exceed 14 hours.																								Total hours of WORK in 24-hr period	Total hours of REST in 24-hr period	COMMENTS/ REMARKS		
	7 - DAY PERIOD	In the past 7 days the seafarer should always be in compliance with the requirements. The maximum hours of work shall not exceed seventy-two (72) hours in any 7- day period. The seafarer should have a minimum of 77 hours of rest.																											
Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
Date 1																													
2																													
3																													
4																													
5																													
6																													
7																													
8																													
9																													
10																													
11																													
12																													
13																													
14																													
15																													
16																													
17																													
18																													
19																													
20																													
21																													
22																													
23																													
24																													
25																													
26																													
27																													
28																													
29																													
30																													
31																													

Prepared by (Name and Signature): _____

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 document, 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.