

## Check list for rest periods and manning

No.	Check point	Legal basis	Surveyor guidance
1.1.	Manning and safe manning document		
1.1.1	Is there a safe manning document on board?	Regulations of 18 June 2009 No. 666 on the manning of Norwegian ships, sections 8, 9 and 10	Applicable to passenger ships regardless of size and to cargo ships of 50 gross tonnage and upwards. Ships required to have a safe manning document shall be equipped with a safe manning document giving information about the crew's size, composition, qualification requirements and about operation or trade area, cf. sections 8 and 9.
1.1.2	Is the manning in accordance with the safe manning document?	Regulations of 18 June 2009 No. 666 on the manning of Norwegian ships, section 7	Applicable to passenger ships regardless of size and to cargo ships of 50 gross tonnage and upwards. Check the crew list to confirm that the ship is manned at least in accordance with the requirements of the safe manning document. As an additional control, the ship's manning could be checked against the muster list.
1.2	Qualifications		
1.2.1	Do crew members required to hold a certificate have valid certificates?	Regulations of 22 December 2011 No. 1523 on qualifications and certificates for seafarers	<p>The validity of the certificates shall be checked.</p> <p>The following <u>officer certificates</u> may be relevant for control:</p> <p>Certificate of Competency Engineer Officer: Reg. No. 1523, sections 3 and 36 to 41</p> <p>Certificate of Competency Deck Officer: Reg. No. 1523, sections 3 and 22 to 28</p> <p>Certificate of Competency Master Fisherman: Reg. No. 1523, sections 3 and 32</p> <p>Certificate for Master Fisherman class C (not Certificate of Competency): Reg. No. 1523, section 31</p> <p>Master's Certificate for Pleasure Craft and Certificate for Deck Officer Class 5 Pleasure Craft (D5L/D5LA) : Reg. No. 1523, sections 4, 67, 29 and 30</p> <p>Certificate of Competency ROC/GOC: Reg. No. 1523, section 46</p> <p>Tankerman certificate: Reg. No. 1523, sections 55, 56 and 58</p> <p>High-speed craft qualifications: Reg. No. 1523, sections 65 and 66</p> <p>Certificate for fast rescue boats: Reg. No. 1523, sections 47 and 48</p> <p>Requirements for training in crowd and crisis management: Reg. No. 1523, section 60</p>

## Check list for rest periods and manning

			<p>Certificate of Proficiency in security awareness: Reg. No. 1523, section 62</p> <p>Certificate of Proficiency for seafarers with designated security duties: Reg. No. 1523, section 63</p> <p>Certificate of Proficiency for Ship Security Officer (SSO): Reg. No. 1523, section 64</p>
1.2.2	Does the crew have approved qualifications?	<p>Regulations of 22 December 2011 No. 1523 on qualifications and certificates for seafarers</p> <p>Regulations of 10 February 1989 No. 88 on safety training for fishermen, sections 3, 4 and 9</p> <p>Regulations of 13 June 2000 No. 660 on the construction, operation, equipment and surveys of fishing vessels of 15 m in overall length (LOA) and over, section 8-4</p>	<p>The validity of the certificates shall be checked.</p> <p>The following <u>crew certificates</u> may be relevant for control:</p> <p>Certificate of Proficiency for ratings forming part of a navigational or engineering watch: Reg. No. 1523, sections 33 and 42</p> <p>Basic safety training for seafarers (IMO 60): Reg. No. 1523, sections 7 to 10</p> <p>Basic safety training for fishermen: Reg. No. 88, sections 3, 4 and 9</p> <p>Tankerman certificate: Reg. No. 1523, sections 54 and 57</p> <p>High-speed craft qualifications and Certificate for fast rescue boats: Reg. No. 1523, sections 47 and 48</p> <p>Requirements for training in crowd and crisis management: Reg. No. 1523, section 60</p> <p>Certificate of Proficiency in security awareness: Reg. No. 1523, section 62</p> <p>Certificate of Proficiency for seafarers with designated security duties: Reg. No. 1523, section 63</p> <p>Safety training for fishermen: Deadline for renewal is 8 years. For persons over the age of 60, refresher courses are voluntary, and for persons over the age of 67, the safety training is voluntary. For persons with OLF or IMO 60 course, safety training for fishermen is not required, but a refresher course is required within eight years. A time-limited exemption from the requirement for basic safety training may be granted for up to three months if the company has applied for such exemption. Documentation of exemption shall be kept on board.</p>
1.3	Watchkeeping		
1.3.1	Is there documentation confirming that lookout has	Regulations of 24 April 1999 No. 537 on watchkeeping on	When posting a lookout, start time and end time shall be entered in the deck log book. A dedicated lookout shall always be posted in the time between sunset and sunrise.

## Check list for rest periods and manning

	been posted in accordance with the regulations?	passenger ships and cargo ships, section 7 Regulations of 30 June 1987 No. 580 on watchkeeping for the deck and engine department on Norwegian fishing vessels, section 4 Regulations of 15 September 1992 No. 3793 on the form and keeping of log books for ships and mobile offshore units, section 15	
1.4	Hours of rest		
1.4.1	Does all workers on board have a registration form for rest periods, and is this filled out on a daily basis? Fishing vessels are not required to keep registration forms.	Regulations of 26 June 2007 No. 705 on hours of work and rest on board Norwegian passenger and cargo ships, sections 10 and 11	Hours of rest should be registered on a <b>daily</b> basis (not in advance), check that this is complied with.
1.4.2	Are the rest periods being checked and registered by the master or the person authorised by him in every period of 24 hours and 7 days?	Regulations of 26 June 2007 No. 705 on hours of work and rest on board Norwegian passenger and cargo ships, sections 10 and 11	The master or the person authorised by him shall check the registration form for rest periods in every period of 24 hours and 7 days. Check that this is done. The registration form shall every month be signed by the master or the person authorised by him, as well as by the individual employee on board. Check that this is done. The employer shall receive a copy of the registration forms. Check that this is done.

## Check list for rest periods and manning

			Registration forms for rest periods shall be kept on board for at least 6 months after being completed.
1.4.3	Do the rest periods reflect the actual work on board?	<p>Ship Safety and Security Act, section 24</p> <p>For fishing vessels: Regulations of 25 June 2003 No. 787 on hours of work and rest on board fishing vessels, section 7</p> <p>Regulations of 26 June 2007 No. 705 on hours of work and rest on board Norwegian passenger and cargo ships, sections 10 and 11</p>	<p>It is important to determine that rest periods are registered on a daily basis for all employees on board and that the registrations are correct and have not been registered fictitiously in order to demonstrate compliance with requirements. A sign of fictitious registrations of rest periods may be that the same number of daily hours have been registered over a long period of time, without regard to changes in watchkeeping arrangement and breaking of watches, completion of emergency response drills, calls at port, bad weather or similar.</p> <p>If fictitious registration of rest periods is suspected, other documentation may be checked in order to verify compliance with the actual rest period. This could be control of log books, bunker check lists, watch lists for watchkeeping personnel, overtime lists, pilot exemption certificate (PEC), etc. This way, the registered rest periods can be compared to the actual activities on board.</p> <p>When at shore, it is for instance possible to check which part of the crew that forms part of supervision of cargo-handling operations, or participates in the loading/unloading of car decks. Are parts of the safety manning being used for tasks such as ticketing on the quay at the ferry landing?</p> <p>When the vessel is being held into the quay by way of propulsion, is the bridge and control station safely manned? Ships with propulsion power of 3000 kW and above are required to have an engineer on duty when at berth.</p> <p>Tasks required in accordance with the ISPS Code shall also be taken into consideration in this connection.</p>
1.4.4	Is the minimum rest period of 6 hours per 24 hours being complied with?	<p>Ship Safety and Security Act, section 24</p> <p>For fishing vessels: Regulations of 25 June 2003 No. 787 on hours of</p>	<p>The hours of rest shall not be less than 10 hours in any 24-hour period, and 77 hours in any 168-hour period. The hours of rest may be divided into two periods, one of which shall be at least six hours in length. The interval between consecutive periods of rest shall not exceed 14 hours in any 24-hour period.</p> <p>Exemptions:</p>

## Check list for rest periods and manning

		work and rest on board fishing vessels, section 7	The provisions do not apply in emergencies or in the event of work resulting from musters or drills required pursuant to acts or regulations. The provisions furthermore do not apply to watchkeeping personnel or personnel whose duties involve designated tasks related to safety, emergency preparedness or prevention of pollution in connection with work resulting from overriding operational conditions. Such exemptions from the provisions may be laid down in binding collective bargaining agreements.
1.4.5	Are the crew members who form part of the first watch after departure sufficiently rested?	For fishing vessels: Regulations of 25 June 2003 No. 787 on hours of work and rest on board fishing vessels, section 7 For cargo and passenger ships: Regulations of 26 June 2007 No. 705 on hours of work and rest on board Norwegian passenger and cargo ships, sections 10, 11, 13, 14 and 15	If the surveyor receives tips on board or observes anything that gives reason to believe that the seafarers on board are suffering from fatigue, which could result in the person in question not being able to carry out their designated tasks, a more detailed inspection shall be carried out in order to determine whether the rest periods satisfy the provisions in the regulations on hours or rest or in the collective bargaining agreement. In this connection, other registered information about the operation of the ship (log books, bunker check lists, watch lists for watchkeeping personnel, overtime lists, pilot exemption certificate, etc.) shall also be taken into account.  When seafarers responsible for the first watch or the subsequent watches are showing signs of fatigue which could result in these persons not being able to carry out their tasks, it shall be seen to that the ship does not leave port before the found non-conformities have been rectified or the seafarers are sufficiently rested, cf. section 15 of Regulations No. 705.
1.5	Additional manning		
1.5.1	If there is a breach of the provisions of the regulations on hours of rest and watchkeeping, has the master notified the	Regulations of 18 June 2009 No. 666 on the manning of Norwegian ships, section 12, Ship	The master has a duty to notify the company if there is a need for additional manning. When inspection of rest periods and manning shows that the ship is not adequately manned to maintain both safety and operational functions on board within the regulations on hours of rest and watchkeeping, and the master has

## Check list for rest periods and manning

	company of the need for additional manning?	Safety and Security Act, sections 15 and 24	<p>notified the company of the need for additional manning, an A2 order to rectify<sup>1</sup> shall be issued. The order can be rectified by way of documentation from the company that they have received a notification of need for additional manning from the master, together with a description of how this notification is followed up.</p> <p>In case of gross negligence by the master where there is a clear need for additional manning, and the master has not carried out his duty to notify the company, the case shall be reported for consideration for violation fine pursuant to section 15 of the Ship Safety and Security Act.</p>
1.5.2	If there is a breach of the provisions of the regulations on hours of rest and watchkeeping, and the master has notified the company of the need for additional manning, has the company carried out corrective measures?	Regulations of 18 June 2009 No. 666 on the manning of Norwegian ships, section 12, Ship Safety and Security Act, sections 15 and 24	<p>If the master has notified the company of the need for additional manning, but the company has not followed up the notification with corrective measures, an A2 order to rectify shall be issued. The company must then document that additional manning has been considered, or describe how they plan to solve the manning need.</p> <p>In cases where it is evident that the company should have considered additional manning, a violation fine may be issued on an independent basis pursuant to section 15 (1) of the Ship Safety and Security Act. If the company has implemented corrective measures, it should be considered whether the circumstances were so grave that it should be considered for issuance of a violation fine.</p>

<sup>1</sup> A2: Non-conformity that represents a particular risk to life, health, property and the environment. The non-conformity may be rectified while the inspector is on board or in the form of documentation confirming that the non-conformity has been satisfactorily rectified by the company, master or other supervisory authority.