# APPENDIX 4

## Model format for record of hours of work or hours of rest of seafarers

<table>
<thead>
<tr>
<th>Name of ship:</th>
<th>______________________________</th>
<th>IMO number (if any):</th>
<th>_________________________</th>
<th>Flag of ship:</th>
<th>____________</th>
<th>Page 1 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seafarer (full name):</td>
<td>______________________________</td>
<td>Position / rank:</td>
<td>_________________________</td>
<td>Flag of ship:</td>
<td>____________</td>
<td>Flag of ship:</td>
</tr>
<tr>
<td>Month and year:</td>
<td>______________________________</td>
<td>Watchkeeper:</td>
<td></td>
<td>yes □</td>
<td>no □</td>
<td></td>
</tr>
</tbody>
</table>

### Record of hours of work/rest

Please mark periods of work or rest, as applicable, with an X, or using a continuous line or arrow.

**COMPLETE THE TABLE ON THE REVERSE SIDE**

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

__________________________________________________________

I agree that this record is an accurate reflection of the hours of work or rest of the seafarer concerned.

Name of master or person authorized by master to sign this record: ____________________________________________________________

Signature of master or authorized person: ________________________________ Signature of seafarer: ________________________________

A copy of this record is to be given to the seafarer. This form is subject to examination and endorsement under procedures established by ________________________________ (name of competent authority)

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1. The terms used in this model table are to appear in the working language or languages of the ship and in English.
2. Check ✓ as appropriate.
3. Delete as appropriate.
### Seafarer’s Hours of Work

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>00</th>
<th>01</th>
<th>02</th>
<th>03</th>
<th>04</th>
<th>05</th>
<th>06</th>
<th>07</th>
<th>08</th>
<th>09</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
</tr>
</thead>
</table>

**NOT TO BE COMPLETED BY THE SEAFARER**¹

1. Hours of work or rest, as applicable in any 24-hour period
2. Hours of work or rest, as applicable in any 7-day period

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¹ For completion and use in accordance with the procedures established by the competent authority in compliance with the relevant requirements of the Seafarers’ Hours of Work and the Manning of Ships Convention, 1996 (Convention No. 180).

² Additional calculations or verifications may be necessary to ensure compliance with the relevant requirements of the Seafarers’ Hours of Work and the Manning of Ships Convention, 1996 (Convention No. 180) and the International Convention on Standards of Training, Certification and Watchkeeping, 1978, as amended (STCW Convention).