

**Circular 240/2020**

**To:** Deputy Registrars, Owners, Managers, and Masters.

**Subject:** MLC Hours of Work and Rest Tool - updated for 2021

**Date:** 16th November 2020

**Relevant Circular:** 163/2017 and 188/2018 and 218/2019

**Summary**

Dear Captains and Managers,

In order to simplify the correct application of the MLC Regulation 2.3 – Hours of work and hours of rest – and in order to prevent non-conformities raised by external auditors or Port State Control, we strongly recommend you employ the attached MLC Work Rest Tool which will allow you to monitor MLC hours of work and rest.

We would like to highlight that in application of the MLC standards, each vessel shall take account of the danger posed by the fatigued seafarers, especially those whose duties involve navigational safety and the safe and secure operation of the ship.

It is therefore, in the common interest of all the parties involved, to ensure the limits fixed by the Regulation 2.3 of the MLC are complied with.

The attached tool gives you a tool to monitor the hours worked on board and will help to identify immediately any inability to comply with the MLC Regulation 2.3.

**Guidelines for the use of the MLC Work Rest Tool .**

The file is password protected– ensuring the formulas and layout of the tool remain intact. In the first sheet you can fill the vessel and seaman details, that automatically will be reported in all pages.

You have also a sheet “sample” as guideline of filling.

The hours shall be indicated with the following letters:

“w” means working hours

“r” means rest hours

“n” means neutral hours (this letter shall be used in case of more than two rest periods in one day, in application of the rule 2.3.6 “hours of rest may be divided into no more than two periods, one of which shall be at least six hours in length, and the interval between



consecutive periods of rest shall not exceed 14 hours”).

**The Work Rest Tool has been updated to reflect the year 2020 but you can start to use it from December 2021, in order to give continuity with the upcoming year.**

If you have any comments or need assistance, please contact the MLC Department at [mlc@maritimecookislands.com](mailto:mlc@maritimecookislands.com)

Please ensure this circular is forwarded to interested parties.