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Working Party on Inland Water Transport

Working Party on the Standardization
of Technical and Safety Requirements
in Inland Navigation

(Twenty-fifth session, 19-21 March 2003,
agenda item 7)

**MINIMUM MANNING REQUIREMENTS AND WORKING AND REST HOURS
OF CREWS OF VESSELS IN INLAND NAVIGATION**

Note by the secretariat

The secretariat reproduces below the text of the draft recommendations on minimum manning requirements and working and rest hours of crews of vessels in inland navigation as provisionally agreed by the Working Party, at its twenty-third session (TRANS/SC.3/WP.3/47, para. 24). Governments and River Commissions are invited to transmit **by 1 November 2002** their comments and proposals on this draft.

RECOMMENDATIONS ON MINIMUM MANNING REQUIREMENTS AND WORKING AND REST HOURS OF CREWS OF VESSELS IN INLAND NAVIGATION

CREWS

Article 1

General

1. These Recommendations apply to all inland navigation vessels engaged in international shipping, except unmanned barges and small craft within the meaning of the European Code for Inland Waterways (CEVNI).
2. Minimum crews on board inland navigation vessels shall conform to the requirements of these recommendations for all operating modes. The recommendations do not preclude competent authorities from prescribing any additional personnel which may be needed in special cases such as the transport of dangerous goods.
3. The minimum crew prescribed for the operating mode and the sailing time taken shall be on board the vessel at all times when it is under way. No departure shall be permitted without the prescribed minimum crew.
4. Every self-propelled vessel should include in its ship's certificate an indication of the minimum size of crew necessary to ensure the safe operation of the vessel for each of the modes of operation mentioned in article 5 below **unless the competent authority decides otherwise with regard to vessels navigating on its inland waterways."**

Article 2

Crew members

1. The minimum crew of a vessel, ensuring the safety of its operation may consist of the following crew members:
 - (i) Boatmasters;
 - (ii) Leading crewmen;
 - (iii) Able crewmen;
 - (iv) Ordinary crewmen;
 - (v) Engineers;
 - (vi) Engine-minders;
 - (vii) Radio operator^{1/}

^{1/} In accordance with the national rules of the Russian Federation and Ukraine only.

2. Qualifications and age limitations of the above-mentioned personnel, with the exception of boatmasters, shall conform to the requirements of the Administration. Boatmasters must hold a boatmaster's licence issued in accordance with the Recommendations on Minimum Requirements for the Issuance of Boatmaster's Licences in Inland Navigation with a view to their Reciprocal Recognition for International Traffic (Resolution No. 31 of 12 November 1992) and must acquire the competence of an engineer where the vessel's complement comprises no engineer.

Article 3

Crew members - Physical fitness

1. Physical fitness for the job shall be certified by a medical certificate issued on first enlistment as a crew member by a doctor designated by the competent authority.
2. Physical fitness involves in particular:
 - (a) Adequate eyesight and hearing;
 - (b) The capacity to lift a weight of 20 kg unaided.
3. Certification of fitness in accordance with 1 and 2 above shall be renewed periodically in accordance with the requirements of the Administration.
4. Where a competent authority has doubts as to the physical fitness of a crew member, it may request a medical examination in accordance with the provisions of 1 and 2.

Article 4

Proof of qualifications - Service record

1. Every member of the minimum crew shall have a personal service record conforming to the model reproduced in the annex to these Recommendations. **[All the essential information required in the service record should be printed as a minimum, in the official language of the country concerned and either in French or in German]**. On enlistment, the service record shall be presented to the boatmaster and kept up to date and carefully preserved by him until discharge. The service record shall be returned to the holder on request at any time and without delay.

The service record contains general information such as diplomas obtained, medical certificates and the holder's qualifications under article 2, as well as specific information concerning voyages made or positions held during service on board vessels.

2. The holder of the service record shall have the record certified at least once in the course of the 12-month period following the date of issue by a competent local authority.

3. The authority referred to in 2 above shall be responsible for entering the general information referred to in 1 above. The boatmaster shall be responsible for entering the specific information referred to in 1 above. The particulars concerning the preceding voyage shall be entered before the start of the next voyage. The instructions concerning the keeping of the service record and the definitions (e.g. "voyage", start and finish) are to be found in the service record.

4. For crew members holding a boatmaster's licence in accordance with the Recommendations on Minimum Requirements for the Issuance of Boatmaster's Licences in Inland Navigation with a view to their Reciprocal Recognition for International Traffic (Resolution No. 31 of 12 November 1992), such licence shall stand in lieu of the service record.

5. It must be possible to provide proof of qualification for employment on board at any time:

5.1 for the boatmaster, in the form of the boatmaster's licence;

5.2 for the leading crewman, able crewman, ordinary crewman, engineer or engine-minder, in the form of the service record or the boatmaster's licence.

6. For crew members who hold a licence or proof of qualifications and appear on the crew list in accordance with national regulations of the country the waterways of which they navigate, such licences and proof of qualifications shall stand in lieu of the service record provided that the service record is not prescribed by national or international law concerning the navigation on inland waterways they navigate.

Article 5

Operating modes^{2/}

A distinction shall be made between the following operating modes:

- | | | |
|----------------|--|---------------------------|
| A ₁ | daytime navigation for a maximum of 14 hours ^{3/} |) |
| A ₂ | semi-continuous navigation for not more than 18 hours |) per 24-hour
) period |
| B | continuous navigation for 24 hours and more |) |

A vessel navigating under mode A₁ or mode A₂ shall cease navigation for 8 hours continuously, in the former case, and 6 hours continuously, in the latter case, if the vessel is equipped with a tachograph of a type approved by the Administration and in proper working order. In the other cases, a vessel sailing under mode A₁ shall cease navigation for the whole of the period between

^{2/} For vessels operating exclusively within the national network of waterways of the Russian Federation, operating modes A₁ and A₂ are 12 and 16 hours, respectively.

^{3/} Daytime navigation may be extended to a maximum of 16 hours, not more than once a week, if the vessel is equipped with a tachograph approved by the Administration and in proper working order, and if the members of the [minimum crew include **one** holder of the boatmaster's licence **and a leading crewman**].

10 p.m. and 6 a.m., and a vessel under mode A₂ between 11.00 p.m. and 5.00 a.m.

Article 6

Mandatory rest period

1. In operating mode A₁, all members of the crew shall have eight hours of uninterrupted rest outside sailing time for each 24-hour period, calculated from the end of each 8-hour rest period.

In operating mode A₂, all crew members shall have eight hours' rest including six hours uninterrupted rest time outside sailing times^{4/} for each 24-hour period, calculated from the end of each 6-hour rest period.

[In operating mode B, all crew members shall have 12 hours' rest time per 24-hour period including at least a 6-hour period of uninterrupted rest^{5/}.

During the mandatory rest time, a crew member may not be called on to perform any duty, including surveillance or standby; the watch and surveillance duties provided for in the European Code for Inland Waterways (CEVNI) for stationary vessels shall not be considered as an obligation under this paragraph.

2. The provisions of labour regulations and in collective agreements concerning longer rest periods shall remain valid.

Article 7

Change of operating mode

1. A change of operating mode may take place only if the following requirements are complied with:

(a) The change-over from operating mode A₁ to mode A₂ may take place only if:

the crew has been entirely replaced, or

the crew members required for operating mode A₂ have completed, immediately prior to the change, an 8-hour rest period, including six hours outside sailing-time, and the extra crew required for operating mode A₂ are on board.

^{4/} For all crew members under 18, eight hours of uninterrupted rest including six hours outside sailing times.

^{5/} The competent authorities may prescribe that **in operating mode B, all crew members shall have 24 hours' rest time per 48-hour period including at least two 6-hour periods of uninterrupted rest.**]

- (b) The change-over from operating mode A₂ to mode A₁ may take place only if:
- the crew has been entirely replaced, or
- the crew members required for operating mode A₁ have completed, immediately prior to the change, an uninterrupted rest period of eight hours outside sailing-time.
- (c) The change-over from mode B to mode A₁ or A₂ may take place only if:
- the crew has been entirely replaced, or
- the crew members required for operating modes A₁ and A₂ have completed, immediately prior to the change, 8-hour and 6-hour uninterrupted rest periods, respectively.
- (d) The change-over from operating mode A₁ or A₂ to mode B may take place only if:
- the crew has been entirely replaced, or
- the crew members required for operating mode B have completed, immediately prior to the change, 8-hour and 6-hour uninterrupted rest periods, respectively, outside sailing time and the extra crew required for mode B are on board.

[2. In all cases of change of operating mode the shipowner shall amend the crew manning table in line with the minimum requirements governing crew composition and bring the crew up to strength in accordance with the new manning table prior to changing the operating mode.]

Article 8

Ship's log, Tachograph

1. A ship's log conforming to the requirements of the Administration must be kept on board each vessel to which the provisions of present Recommendations apply in accordance with article 1 above. The ship's log shall be kept in accordance with the instructions it contains. The responsibility for keeping the ship's log and making the necessary entries in it shall devolve on the boatmaster. The first ship's log, which shall bear the number 1, the name of the vessel and its official number, shall be issued by the authority which issued the vessel's inspection certificate.

The beginning and end of rest periods shall be entered each day during the voyage.

The particulars relating to a change of operating mode shall be entered on a fresh page of the ship's log.

2. Subsequent ship's logs may be issued by a competent local authority which shall affix to them their serial number; however, they may be issued only on production of the preceding log. The preceding log shall be marked indelibly "cancelled" and returned to the boatmaster.
3. The cancelled log shall be kept on board for six months following the last entry.
4. On issue of the first ship's log in accordance with 1, the authority issuing it shall certify that it has done so by means of a certificate indicating the name of the vessel, its official number, the number of the ship's log, and the date of issue. This certificate shall be kept on board and be produced on request. The issue of subsequent ship's logs in accordance with 2 shall be entered by the competent authority on the certificate.
5. Tachograph recordings shall be kept on board for six months following the last entry if the vessel is equipped with a tachograph.

Article 9

Equipment of vessels

1. Notwithstanding the other provisions of these Recommendations, self-propelled vessels, self-propelled pusher vessels, pushers, pushed convoys and passenger vessels operated with a minimum crew shall meet the following requirements:

(a) The propulsion equipment shall be so arranged as to enable the speed to be changed and the direction of propulsion reversed from the wheelhouse.

It must be possible to start and stop the auxiliary engines required to operate the vessel from the wheelhouse, unless they function automatically or continuously during each voyage.

(b) The critical levels of

the temperature of the water for cooling the main engines,
the oil pressure of the main engines and transmission gear,
the oil and air pressure of the devices for reversing the main engines,
the reversible transmission gear or the propellers, and
the filling level of the engine room hold

shall be indicated by devices which set off sound and visual alarms in the wheelhouse. The sound alarms may be contained in a single sound apparatus and can be stopped once the breakdown has been noted. The visual alarms shall be extinguished only when the relevant problems they indicate have been eliminated.

(c) The fuel feed and the cooling of the main engines shall be automatic.

(d) It must be possible for one person to man the helm without special effort even at the maximum authorized draught.

(e) It must be possible to initiate the visual and sound signals prescribed by the European Code for Inland Waterways (CEVNI) for vessels under way from the wheelhouse.

(f) If direct communication between the wheelhouse and the bow of the vessel, the stern of the vessel, the living quarters and the engine room is not possible, a sound link shall be provided. For the engine room, the sound link may be replaced by visual and sound signals.

(g) It must be possible for a single crew member on his own to launch the required lifeboat with due dispatch.

(h) A spotlight, which can be manipulated from the wheelhouse, shall be installed on board.

(i) The effort required to manipulate cranks and similar pivoting devices for lifting equipment shall not be more than 16 kg.

(j) The towing winches shall be motorized.

(k) The stripping-pumps and the deck swabbing pumps shall be motorized.

(l) The main control devices and monitoring instruments shall be arranged ergonomically.

(m) It shall be possible to control the equipment **referred to** in paragraph **10-1.1** of the Recommendations on Technical Requirements for Inland Navigation Vessels (**annex to** resolution No. 17, revised), from the wheelhouse.

(n) The vessel shall be equipped with a VHF radiotelephone for the ship-to-ship and shipping information networks.

2. The conformity or non-conformity of the vessel with the requirements of 1 above shall be certified by a certificate issued by the Administration.

This certificate shall be kept on board the vessel.

Article 10

Minimum crew for self-propelled cargo vessels [and pushers] ^{6/}

The minimum crew for self-propelled vessels comprises:

Length of the vessel L in m	Crew members	Number of crew members for operating mode		
		A ₁	A ₂	B
L ≤ 70	boatmaster	1	2	2
	leading crewman	-	-	-
	able crewman	1	-	1
	ordinary crewman	-	-	1 ^{7/}
	engineer	-	-	-
	engine-minder	-	-	-
70 < L ≤ 86	boatmaster	1	2	2
	leading crewman	1	-	-
	able crewman	-	-	2 ^{8/}
	ordinary crewman	-	1 ^{6/}	-
	engineer	-	-	-
	engine-minder	-	-	-
L > 86	boatmaster	1	2	2
	leading crewman	1	-	1
	able crewman	1	1	2 ^{7/} , ^{9/}
	ordinary crewman	-	1	-
	engineer	-	-	-
	engine-minder	-	-	-

^{6/} The competent authorities may permit different composition of a minimum crew in terms of categories of posts, with the exception of a number of boatmasters which should not be below the level stipulated in this article. Whatever is the composition of the minimum crew, its total number and qualifications should not be below the levels stipulated in this article.

^{7/} The competent authority may prescribe for the ordinary crewman a lower age limitation.

^{8/} One of the able crewmen may be replaced by an engineer or an engine-minder.

^{9/} The competent authority may prescribe for one of the able crewmen a different qualification and a lower age limitation.

Article 11

**Minimum crew for pushers, self-propelled pusher vessels,
pushed convoys, abreast formations and other rigid formations**^{10/}

1. The minimum crew for pushers, pushed convoys, abreast formations and other rigid formations comprises:

Type of convoy	Crew members	Number of crew members for operating mode		
		A ₁	A ₂	B
pusher + one barge ^{10/} or formation with the dimensions: L ≤ 116.5 m B ≤ 15 m	boatmaster	1	2	2
	leading crewman	1	-	1
	able crewman	1	1	2 ^{11/, 12/}
	ordinary crewman	-	1	-
	engineer or engine-minder	-	-	-
pusher + two barges ^{10/} or self-propelled vessel + one barge	boatmaster	1	2	2
	leading crewman	1	-	1
	able crewman	1	2	2 ^{12/}
	ordinary crewman	1	1	-
	engineer or engine-minder	-	-	-
pusher + three or four barges ^{10/} or self-propelled vessel + two or three barges	boatmaster	1	2	2
	leading crewman	1	-	1
	able crewman	2	2	2 ^{12/, 13/}
	ordinary crewman	-	1	-
	engineer or engine-minder	1	1	1
pusher + more than four barges ^{10/}	boatmaster	1	2	2
	leading crewman	1	-	1
	able crewman	3	3 ^{12/}	3 ^{11/, 12/}
	ordinary crewman	-	1	1
	engineer or engine-minder	1	1	1

^{10/} The competent authorities may permit different composition of a minimum crew in terms of categories of posts, with the exception of a number of boatmasters which should not be below the level stipulated in this article. Whatever is the composition of the minimum crew, its total number and qualifications should not be below the levels stipulated in this article.

^{10/} The term “barge(s)” refers to a standard Europe II barge or its equivalent in terms of length (76.5 m):
 1 barge = 2 barges with a length > 25.50 m and ≤ 38.25 m each (e.g. Likes barges);
 1 barge = 3 barges with a length > 19.12 m and ≤ 25.50 m each (e.g. Barko Liner barges);
 1 barge = 4 barges with a length ≤ 19.12 m each (e.g. Lash barges).

^{11/} The competent authority may prescribe for one of the able crewmen a different qualification and a lower age limitation.

^{12/} One of the able crewmen may be replaced by an engineer or an engine-minder.

^{13/} The competent authority may prescribe for one of the able crewmen a lower age limitation.

2. The competent authority may prescribe different manning requirements for convoys with a length of up to 82 m and a width of 11.45 m.
3. In the case of pushed or towed barges, one rating is included for every two barges.

Article 12

Minimum crew for passenger vessels^{14/}

1. The minimum crew for passenger vessels for day excursions comprises:

Maximum permitted number of passengers	Crew members	Number of crew members for operating mode		
		A ₁	A ₂	B
up to 75 persons	boatmaster	1	2	2
	leading crewman	-	-	-
	able crewman	1	1	2
	ordinary crewman	-	-	-
	engineer	-	-	-
	engine-minder	-	-	-
between 76 and 250 persons	boatmaster	1	2	2
	leading crewman	-	-	-
	able crewman	-	-	1
	ordinary crewman	-	1 ^{15/}	1 ^{15/}
	engineer	-	1	-
	engine-minder	1	-	1
between 251 and 600 persons	boatmaster	1	2	3
	leading crewman	1	-	-
	able crewman	-	1	1
	ordinary crewman	-	-	-
	engineer	-	-	-
	engine-minder	1	1	1
between 601 and 1 000 persons	boatmaster	1	2	3
	leading crewman	1	-	-
	able crewman	1	2	2
	ordinary crewman	1	-	-
	engineer	-	1	1
	engine-minder	1	-	-
more than 1 000 persons	boatmaster	2	2	3
	leading crewman	-	-	-
	able crewman	3 ^{16/}	3	3
	ordinary crewman	-	1	1
	engineer	1	1	1
	engine-minder	-	-	-

^{14/} The competent authorities may permit different composition of a minimum crew in terms of categories of posts, with the exception of a number of boatmasters which should not be below the level stipulated in this article. Whatever is the composition of the minimum crew, its total number and qualifications should not be below the levels stipulated in this article. The minimum crew does not include personnel engaged in servicing passengers.

^{15/} The competent authority may prescribe for this ordinary crewman a lower age limitation.

^{16/} The competent authority may prescribe for one of the able crewmen a different qualification and a lower age limitation.

Article 12 (continued)

2. The minimum crew for passenger vessels for daytime excursions should be increased by an engineer in all operating modes.

3. The minimum crew for passenger cabin vessels comprises:

Group according to the number of berths	Crew members	Number of crew members for operating mode			
		A ₁	A ₂	B	
				All basins but Russian Federation basin	Russian Federation basin
up to 50 berths	boatmaster	1	2	3	3
	leading crewman	1	-	-	-
	able crewman	-	1	1	3
	ordinary crewman	-	-	-	-
	engineer	-	-	-	1
	engine-minder	1	1	1	3
between 51 and 100 berths	boatmaster	1	2	3	3
	leading crewman	1	-	-	-
	able crewman	1	1	1	3
	ordinary crewman	-	-	-	-
	engineer	-	1	1	1
	engine-minder	1	-	-	3
more than 100 berths	boatmaster	1	2	3	4
	leading crewman	1	-	-	-
	able crewman	2	3	3	7
	ordinary crewman	-	-	-	-
	engineer	1	1	1	1
	engine-minder	-	-	-	3
	radio operator	-	-	-	1

4. The competent authority may prescribe different minimum manning requirements for passenger vessels up to 12 berths.

Article 13

Manning of vessels whose minimum equipment referred to in article 9 is incomplete

When the equipment of a self-propelled vessel, pusher, pushed convoy, other rigid formation or passenger vessel does not correspond to the equipment prescribed in article 9, paragraph 1, the minimum crew shall be increased by one engine-minder for operating modes A₁ and A₂, and two engine-minders for operating mode B.

In addition, when the conditions of one or more of sub-paragraphs (a) to (c) are not met, one able crewman shall be replaced by an engineer or an engine-minder for operating modes A₁ and A₂, two able crewmen shall be replaced by two engineers or engine-minders for operating mode B.

Article 14

Minimum crews for other vessels

The Administration shall determine for vessels not mentioned in articles 10 to 12 but covered by the present Recommendations in accordance with article 1 above (e.g. tugs, dumb barges, floating establishment, high speed vessels), according to their dimensions, form of construction, equipment and intended use, what crews must be on board during navigation.

Annex

MODEL OF A SERVICE RECORD

SERVICE RECORD

issued by:

Holder:

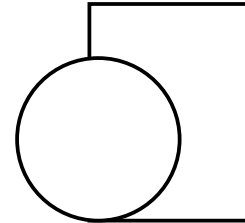
Name:

First name(s):

Born on:

Born at:

Nationality:



Photograph
of holder

The holder of this Service Record has given the following proof of identity:

- passport
- national identity card
- the document referred to below, with its official translation:

Description of the document:

No. of the document:

Document issued by:

Place, date, stamp and signature of the authority
issuing the service record

Previous Service Records and address of holder:

The first Service Record bearing the

Address of the holder of this Service Record
(insert changes of address here):

No.:
was issued by:

.....
.....
.....

on (date):

The previous Service Record bearing the

Remarks by the authority (for example,
details of a replacement record):

No.:

.....

Date:

**HOLDER'S QUALIFICATIONS IN ACCORDANCE WITH ARTICLE 2 OF
THE UNECE RECOMMENDATIONS ON MINIMUM MANNING REQUIREMENTS
AND WORKING AND REST HOURS OF CREWS OF VESSELS IN INLAND NAVIGATION**

Qualification:
as from (date)

Qualification:
as from (date)

Stamp, date and signature of the authority:

Stamp, date and signature of the authority:

Qualification:
as from (date)

Qualification:
as from (date)

Stamp, date and signature of the authority:

Stamp, date and signature of the authority:

Qualification:
as from (date)

Qualification:
as from (date)

Stamp, date and signature of the authority:

Stamp, date and signature of the authority:

**CERTIFICATE OF FITNESS IN ACCORDANCE WITH ARTICLE 3 OF
THE UNECE RECOMMENDATIONS ON MINIMUM MANNING REQUIREMENTS
AND WORKING AND REST HOURS OF CREWS OF VESSELS IN INLAND NAVIGATION**

The holder of this Service Record qualifies on the basis of the medical certificate referred to in paragraph 1 of the above-mentioned article

issued by:

issued on:

- fit
- limited fitness

subject to the following condition(s):

.....
.....
.....

Period of validity:

SAILING TIME ON BOARD, NAME OF VESSEL:

Official number of vessel:

Type of vessel:

Flag:

Length of vessel in m*, number of passengers:

Owner (name, address):

Entry on duty of holder with the position of:

Entry on duty on (date):

Until (date):

Boatmaster (name, address):

Place, date and signature of boatmaster:

.....

.....

Sailing time on board, name of vessel:

Official number of vessel:

Type of vessel:

Flag:

Length of vessel in m*, number of passengers:

Owner (name, address):

Entry on duty of holder with the position of:

Entry on duty on (date):

Until (date):

Boatmaster (name, address):

Place, date and signature of boatmaster:

* Delete as appropriate

Pages 7 – 23 are identical to page 6.

SAILING TIMES AND SECTORS COVERED DURING THE YEAR

Sailing times must correspond to the entries in the log!

Name of vessel or registration number of vessel	Voyage from (k.p.) via (k.p.)	to	Start of voyage (Date)	Days interrupted	End of voyage (Date)	Number of days of voyage	Signature of boatmaster
A	B		C	D	E	F	G
1							
2							
3							
Entry by the authority: total days of voyage taken into account on this page							

- 24 -

Control stamp
Presented on (date)

Signature and stamp of the authority

Document complete yes no doubts arising from the presentation of the log (extracts)

doubts in line(s) doubts arising from the presentation of any other appropriate documentary evidence

The headings of columns A to I are not repeated on the next 30 pages.

A-00735

SAILING TIMES AND SECTORS COVERED DURING THE YEAR: 1995/96

Sailing times must correspond to the entries in the log!

A	B			C	D	E	F	G
1 7000281	Rotterdam	Mainz	Vienne	22.11.95	11	17.12.95	15	Signature: Huber
2 7000281	Vienne	Mainz	Bâle	20.12.95	4	04.01.96	12	Signature: Huber
3 7000281	Bâle		Rotterdam	06.01.96	0	10.01.96	5	Signature: Huber
4 7000281	Rotterdam	Antwerpen	Bâle	13.01.96	1	23.01.96	10	Signature: Huber
5 7000281	Basel		Antwerpen	25.01.96	0	29.01.96	5	Signature: Huber
6 7000281	Antwerpen		Bâle	01.02.96	0	07.02.96	7	Signature: Huber
7 7000281	Bâle	Mainz	Bratislava	09.02.96	5	22.02.96	9	Signature: Huber
8 7000281	Bratislava		Regensburg	27.02.96	0	02.03.96	5	Signature: Huber
9 7000281	Regensburg	Mainz	Rotterdam	03.03.96	0	09.03.96	7	Signature: Huber
10 7000281	Rotterdam		Bâle	12.03.96	0	17.03.96	6	Signature: Huber
Entry by the authority: total days of voyage taken into account on this page							81	

- 25 -

Control stamp
 Presented on (date) 15.12.1996

Signature and stamp of the authority

- Document complete yes no doubts arising from the presentation of the log (extracts)
- doubts in line(s) doubts arising from the presentation of any other appropriate documentary evidence

A-00735

SAILING TIMES AND SECTORS COVERED DURING THE YEAR

Sailing times must correspond to the entries in the log!

A	B	C	D	E	F	G
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Entry by the authority: total days of voyage taken into account on this page						

- 26 -

Control stamp
Presented on (date)

Signature and stamp of the authority

- Document complete yes no doubts arising from the presentation of the log (extracts)
- doubts in line(s) doubts in line(s) of any other appropriate documentary evidence

A-00735

Pages 27 – 55 are identical to page 26.

A-00735

Particulars and guidelines concerning the keeping
of the Service Record

A. Particulars

The Service Record is an official document within the meaning of article 4 of the UNECE **Recommendations on minimum manning requirements and working and rest hours of crews of vessels in inland navigation**. The entry of incorrect or non-standard particulars may be sanctioned; in any case it is an offence. The competent authority is responsible for the particulars of a general nature (pages 2 to 5). The Service Record is valid only when it contains the official entries on page 2. It is not valid if these official entries are missing.

Who needs a Service Record?

Every crew member must be able to provide proof of his qualifications and fitness by means of a Service Record made out in his name. It is also required by persons wishing to obtain a licence so that they can provide proof of their sailing times and coverage of sectors on **particular waterways**. Crew members who hold a boatmaster's licence are not required to continue to keep a Service Record. The holder of a licence or any other certificate of proficiency requires a Service Record only for the purpose of recording the sectors covered when his licence or certificate is not valid on those sectors and when he wishes to obtain the relevant document.

What obligations does a Service Record holder have?

The Service Record holder is the person in whose name the Service Record has been made out.

The Service Record should be given to the boatmaster on the first entry on service and should be presented to the competent authority at least once every 12 months as from the date on which it was established for the control stamp.

It is in the holder's interest to ensure that the particulars entered in the Service Record by the boatmaster are correct and complete.

It is also in his interest to enable the competent authority to check his Service Record more easily by presenting the appropriate documents. If the competent authority observes that for certain voyages the particulars entered in the Service Record are incomplete or give rise to doubts which persist once the check has been completed, the voyages in question cannot be taken into account in calculating sailing time or as providing proof of the sectors covered.

What are the boatmaster's obligations?

He is required to enter particulars concerning himself in the Service Record and note on a regular basis sailing times and sectors covered; he must keep the Service Record in a safe place until the end of the service or the term of the labour contract or any other arrangement. At the holder's request, the Service Record must be given back to him immediately at any time.

Details of how the Service Record should be kept are given in the instructions below.

What obligations does the competent authority have?

It is required, but also has the right to check Service Records presented to it and to stamp them in accordance with its conclusions. It also has the right to request the presentation of logs, in full or extracts from them, or other appropriate documentary evidence.

B. Instructions concerning the keeping of the Service Record

1. General

1.1 The boatmaster is required to make regular entries in the Service Record.

1.2 Entries concerning the previous voyage shall be made in the Service Record before the start of the next voyage.

1.3 Entries made in the Service Record shall correspond to those of the log.

1.4 180 days of actual inland waterway voyage are counted as one year's navigation. Over a period of 365 consecutive days, a maximum of 180 days may be taken into account.

2. "Sailing time on board" (page 6 and following)

2.1 A new "Sailing time on board, name of vessel" section should be completed when the holder of the Service Record:

- begins his duties on board

or

- changes his duties on board the same vessel.

2.2 "Entry on duty" indicates the day on which the holder of the Service Record begins his activity on board. "Conclusion of duty" indicates the day on which the holder of the Service Record ceases his activity on board.

3. "Sailing times and sectors covered during the year ..." (page 24 and following)

Do not use page 24, begin on page 26.

3.1 The different voyages shall be entered in order to be taken into account for calculating sailing times and to provide proof of the sectors covered. The place of departure shall be entered under B, "Voyage from ..." and the place of destination furthest downstream or furthest upstream (final destination) shall be entered under "to ...". The k.p. may be given for greater accuracy. An entry under "via ..." is not required unless the vessel takes another waterway or returns from another waterway.

- 3.2 By derogation from 1.3 and 3.1, a monthly entry for the sectors covered, the number of voyages made (from the place of departure) and the total sailing period is sufficient in the case of regular duty on board a vessel over a short distance (e.g. 10 identical successive voyages) or in the case of shuttle services (e.g. day excursions for the carriage of passengers in local navigation, worksite traffic).
- 3.3 Under:
- C = "Start of voyage", the day of departure from the place of departure should be entered;
- D = "Days interrupted", the number of days during which the voyage has not continued should be recorded. In the event of a voyage without interruption, enter "0 (zero)";
- E = "End of voyage", the day of arrival at the place of destination should be entered;
- F = "**Number of days** of voyage", the number of days between "Start of voyage" (C) and "End of voyage" (E), after deducting "Days interrupted" (D), should be entered.
- 3.4 A new line should be begun at each change of vessel.
- 3.5 Correspondence with the particulars entered in the log (see 1.3) exists if the particulars for the whole of the voyage from the day and place of departure to the day and place of arrival match and if the entry "Days interrupted" contains the total number of days on which the voyage is interrupted (e.g. loading, unloading, waiting) entered in the log.
- 3.6 On the page "Sailing times and sectors covered", the competent authority shall complete the line "Entry by the authority: total days of voyage taken into account on this page".
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