

	<b>MARITIME AUTHORITY OF JAMAICA</b>  <b>FITNESS FOR DUTY AND WATCH KEEPING ARRANGEMENTS</b>	Circular No.	16-11-01	P
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TO:

- (I) MASTERS, OWNERS/OPERATORS OF JAMAICAN REGISTERED VESSELS**
- (II) JAMAICAN SEAFARERS**

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**SUBJECT: FITNESS FOR DUTY AND WATCHKEEPING ARRANGEMENTS**

**Note:**

This Circular is to be read in conjunction with the MAJ Circular 15-01-01- Minimum safe manning requirements.

**References:**

STCW Convention and Code 1978, as amended, Chapter VIII, The Shipping (Training, Certification, Safe Manning, Hours of work and Watchkeeping) Regulations, 1998 and the Shipping (Training, Certification, Safe Manning, Hours of work and Watchkeeping) (Amendment) Regulations, 2016, IMO Circulars, A.772(18)- Fatigue factors in manning and safety and MSC/Circ.1014 on Guidance on fatigue mitigation and management and ILO publication Drug and Alcohol Prevention Programmes in the Maritime Industry (A Manual for Planners).

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**Introduction:**

STCW Convention and Code provides the standards of training, certification and watchkeeping of the seafarers and is from time to time amended. The latest 2010 Manila amendment came into force on 1 January 2012. The full implementation of all amendments will commence from 1 January 2017.

Jamaica being a party to the STCW Convention gave effect to the Convention by incorporating the requirements laid down in the STCW Convention and Code regarding standards of training, certification and watchkeeping in its national legislation, the Shipping Act, 1998 and the subsidiary legislation, the Shipping (Training, Certification, Safe manning, Hours of work and Watchkeeping) Regulations, 1998. The 2010 manila amendments to the STCW Convention and Code have now been incorporated in, the Shipping (Training, Certification, Safe manning, Hours of work and Watch keeping) (Amendment) Regulations, 2016 which should be read in conjunction with the 1998 Regulations.

The purpose of this Circular is to bring to the attention of the Companies, Masters, Chief Engineers and all watchkeeping personnel the requirements, principles and guidance set out in the STCW Convention and Code to ensure that safe continuous watches appropriate to the prevailing circumstances and conditions are maintained in all sea going Jamaican ships at all times.

**STCW Convention and Code and national legislation:**

The Shipping (Training, Certification, Safe manning, Hours of work and Watchkeeping) Regulations, 1998 and the Shipping (Training, Certification, Safe manning, Hours of work and Watchkeeping) (Amendment) Regulations, 2016 makes provision for navigation and safe operation of ships by giving effect to:

- Regulation I/14 of the STCW Convention (Responsibilities of Companies); and
- Chapter VIII of the STCW Code (Standards regarding Watch keeping)

The Shipping (Training, Certification, Safe manning, Hours of work and Watchkeeping) Regulations, 1998 and the Shipping (Training, Certification, Safe manning, Hours of work and Watchkeeping) (Amendment) Regulations, 2016, requires that companies, masters, chief engineers and all persons engaged on watchkeeping duties must observe both the standards and the guidance regarding watchkeeping set out in Chapter VIII of the STCW Code.

**Responsibilities of Companies:**

1. Companies owning or operating Jamaican seagoing ships, and other ships whilst in Jamaican waters, shall ensure that their ships are manned with personnel of appropriate grades who have been properly trained and certificated.

The numbers of certificated officers and certificated and non-certificated ratings must be sufficient to ensure safe and efficient operation of the ship at all times.

All ships of 500 GT or more are required to hold a safe manning document and owners or operators of ships below 500 GT may hold a safe manning document.

2. The responsibility to ensure that ships are safely, sufficiently and efficiently manned rests with the owners and managing operators.

NB:

Minimum safe manning of each ship shall be established taking into account the revised "Principles of Minimum Safe Manning" adopted vide IMO resolution A.1047(27). Please refer to MAJ Circular 15-01-01-Minimum safe manning requirements.

3. It shall be the duty of the company to ensure that in relation to every ship of 500 GT or more-

- (a) a safe manning document is in force in respect of the ship and the manning of the ship;
- (b) the safe manning document is kept on board the ship at all times; and
- (c) the manning of the ship is maintained at all times to at least the levels specified in the safe manning document.

3.1. The master of any ship shall ensure that the ship does not proceed to sea unless there is on board a valid safe manning document issued in respect of the ship and the manning of the ship complies with that document.

4. It shall be the duty of the company to produce a schedule of duties. A schedule shall-

(a) set out the hours of work for-

- masters and seafarers whose work includes regular watchkeeping duties or ship handling; and
- the ship's chief engineer, chief officer and second engineer officer, so as to provide that they do not work more hours than are safe in relation to the safety of the ship and the master's and seafarers' performance of their duties;

(b) specify the maximum period of continuous watchkeeping, the minimum rest period between watches, and the total daily, weekly and monthly hours of work; and

(c) provide a minimum of ten hours of rest in any 24-hour period, which may be divided into no more than two periods, one of which shall be at least six hours in length.

(d) Notwithstanding paragraph (c), the minimum period of ten hours may be reduced to not less than six consecutive hours on condition that any such reduction shall not extend beyond two days and not less than seventy hours of rest are provided in each seven-day period.

(e) The requirements for rest periods specified in paragraphs (4) (c), and (d) need not be maintained in case of any emergency or drill or in other overriding operational conditions.

5. The company shall ensure that the schedule is displayed prominently in the crew accommodation for the information of all the seafarers.

5.1 It shall be the duty of the master to ensure, as far as reasonably practicable, that the hours of work specified in the schedule are not exceeded.

6. The company and the master shall maintain on the ship a copy of the schedule, and a record of all deviations from its requirements.

6.1 Records of daily hours of rest of seafarers shall be maintained in a standardized format, in the working language or languages of the ship and in English, to allow monitoring and verification of compliance with the provisions of this section. The seafarers shall receive a copy of the records pertaining to them, which shall be endorsed by the master or by a person authorized by the master and by the seafarers.

### **Standards regarding watchkeeping:**

The Regulations require the master of any ship to be responsible for the overall *safety* of the ship all times, including the provision of a lookout as required by the International Regulations for the Prevention of Collisions at Sea 1972, as amended. The chief engineer officer of any ship is required to ensure that the engineering watch arrangements for the Ship are adequate always for maintaining a safe engineering watch. The Master must also ensure that the watch keeping arrangements are adequate always for maintaining safe navigational and engineering watches.

The principles applying to the keeping of a safe watch are in section A-VIII/2 of the STCW Code and must be followed.

### **Lay out of Chapter VIII of STCW:**

The information in Chapter VIII, Part A of the STCW Code is divided into following sections:

Section A- VIII/1 – Fitness for duty:

Hours of work and rest and limits of alcohol to prevent abuse of alcohol for all persons who are assigned duty as officer in charge of a watch or as a rating forming part of a watch and those whose duties involve designated safety, prevention of pollution and security duties.

Section A-VIII/2 – Watchkeeping arrangements and principles to be observed

Part 1 – Certification,

Part 2 - Voyage planning,

Part 3 – Watchkeeping principles in general,

Part 4 – Watchkeeping at sea,

Part 4-1 - Principles to be observed in keeping a navigational watch,

Part 4 -2 - Principles to be observed in keeping an engineering watch,

Part 4-3 - Principles to be observed in keeping a radio watch,

Part 5 – Watchkeeping in port

Principles applying to all watchkeeping

Part 5-1 - Taking over the deck watch, Part 5-2 - Taking over the engineering watch

Part 5-3 - Performing the deck watch, Part 5-4 - Performing the engineering watch

Part 5-5 - Watch in port on ships carrying hazardous cargo, Part 5-6 - Cargo watch

### **Guidance on Prevention of fatigue and Prevention of alcohol abuse**

Section B-VIII/1

Guidance regarding fitness for duty

Prevention of fatigue

1. In observing the rest period requirements, "overriding operational conditions" should be construed to mean only essential shipboard work which cannot be delayed for safety, security or environmental reasons or which could not reasonably have been anticipated at the commencement of the voyage.
2. Although there is no universally accepted technical definition of fatigue, everyone involved in ship operations should be alert to the factors which can contribute to fatigue, including, but not limited to, those identified by the Organization. Guidance given in IMO Circulars, A.772(18)- Fatigue factors in manning and safety and MSC/Circ.1014 on Guidance on fatigue mitigation and management should take them into account when making decisions on ship operations.

3. In applying regulation VIII/1, the following should be taken into account:

- provisions made to prevent fatigue should ensure that excessive or unreasonable overall working hours are not undertaken. The minimum rest periods specified in section A-VIII/1 should not be interpreted as implying that all other hours may be devoted to watch-keeping or other duties;
- the frequency and length of leave periods, and the granting of compensatory leave, are material factors in preventing fatigue from building up over a period of time; and
- the provisions may be varied for ships on short sea voyages, provided special safety arrangements are put in place.

Prevention of drug and alcohol abuse

4. Drug and alcohol abuse directly affect the fitness and ability of a seafarer to perform watchkeeping duties or duties that involve designated safety, prevention of pollution and security duties. Seafarers found to be under the influence of drugs or alcohol should not be permitted to perform watchkeeping duties or duties that involve designated safety, prevention of pollution or security duties, until they are no longer impaired in their ability to perform those duties.

5. Companies should consider the implementation of a clearly written policy of drug and alcohol abuse prevention, including prohibition to consume alcohol within four hours prior to serving as a member of a watch either by inclusion in the company's quality management system or by means of providing adequate information and education to the seafarers.

6. Those involved in establishing drug and alcohol abuse prevention programmes should take into account the guidance contained in the ILO publication Drug and Alcohol Prevention Programmes in the Maritime Industry (A Manual for Planners).

IMO Circulars, A.772(18)- Fatigue factors in manning and safety and MSC/Circ.1014 on Guidance on fatigue mitigation and management can be accessed on the [IMO website](#).

ILO publication Drug and Alcohol Prevention Programmes in the Maritime Industry (A Manual for Planners). Can be accessed on the [ILO website](#).

Any queries regarding this Circular can be addressed to the Administration at the numbers and email listed below.

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November 10, 2016

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