



**Economic and Social
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ECONOMIC COMMISSION FOR EUROPE

INLAND TRANSPORT COMMITTEE

Working Party on Inland Water Transport

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

(Nineteenth session, 14-16 March 2000,
agenda item 7)

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

Addendum 1

Transmitted by the Central Commission for the Navigation of the Rhine (CCNR)

Note: The secretariat reproduces below the model Service Record transmitted by CCNR.

SERVICE RECORD
issued by:

Holder:

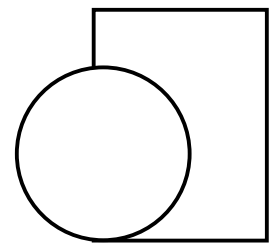
Name:

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 under article 23.02
of the Rhine Vessel Inspection Regulations

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:

Holder's qualifications in accordance with provisions in force
other than on the Rhine

Qualification:
In accordance with the provisions of:

as from (date)

Stamp, date and signature of the authority:

Qualification:
In accordance with the provisions of:

as from (date)

Stamp, date and signature of the authority:

Qualification:
In accordance with the provisions of:

as from (date)

Stamp, date and signature of the authority:

Qualification:
In accordance with the provisions of:

as from (date)

Stamp, date and signature of the authority:

Certificate of fitness in accordance with the provisions
of the Rhine Regulations on Licences

The holder of this Service Record qualifies on the basis of the medical certificate referred to in
Annex B.2 of the Rhine Regulations on Licences

issued by:

issued on:

- fit
- limited fitness

subject to the following condition(s):

.....

.....

.....

Period of validity:

.....

Certificate of fitness in accordance with provisions
in force other than on the Rhine

The holder of this Service Record qualifies on the basis of the medical certificate issued under the provisions of:

Name of Regulations:

issued by:

issued on:

- fit
- limited fitness

subject to the following condition(s):

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

Period:

.....

Place, date, stamp and signature of the issuing authority

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

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	to (k.p.)	Start of voyage (Date)	Days interrupted	End of voyage (Date)	Number of days of voyage on the Rhine	Number of days of voyage other than on the Rhine	Total days of voyage	Signature of boatmaster
A	B			C	D	E	F	G	H	I
1										
2										
3										
Entry by the authority: total days of voyage taken into account on this page										

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.

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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	H	I
1 7000281	Rotterdam	Mainz	Vienne	22.11.95	11	17.12.95	5	10	15	Signature: Huber
2 7000281	Vienne	Mainz	Bâle	20.12.95	4	04.01.96	2	10	12	Signature: Huber
3 7000281	Bâle		Rotterdam	06.01.96	0	10.01.96	5	0	5	Signature: Huber
4 7000281	Rotterdam	Antwerpen	Bâle	13.01.96	1	23.01.96	9	1	10	Signature: Huber
5 7000281	Basel		Antwerpen	25.01.96	0	29.01.96	5	0	5	Signature: Huber
6 7000281	Antwerpen		Bâle	01.02.96	0	07.02.96	6	1	7	Signature: Huber
7 7000281	Bâle	Mainz	Bratislava	09.02.96	5	22.02.96	3	6	9	Signature: Huber
8 7000281	Bratislava		Regensburg	27.02.96	0	02.03.96	0	5	5	Signature: Huber
9 7000281	Regensburg	Mainz	Rotterdam	03.03.96	0	09.03.96	3	4	7	Signature: Huber
10 7000281	Rotterdam		Bâle	12.03.96	0	17.03.96	6	0	6	Signature: Huber
Entry by the authority: total days of voyage taken into account on this page							44	37	81	

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	H	I
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Entry by the authority: total days of voyage taken into account on this page								

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

Particulars and guidelines concerning the keeping
of the Service Record

A. Particulars

With the new Rhine Regulations on Licences of 1 January 1998 it has been necessary to update the Service Record. The method for calculating the sailing times taken into account has been modified. These times are entered in the “sailing times and sectors covered” pages. Like the previous version, the Service Record contains particulars of a general nature, such as medical certificates and the holder’s qualifications in accordance with article 23.02 of the Rhine Vessel Inspection Regulations or other requirements and also specific particulars relating to the voyages made.

The Service Record is an official document within the meaning of article 1.10 of the Police Regulations for the Navigation of the Rhine. 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 3 to 8). The Service Record is valid only when it contains the official entries on page 3. 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 the Rhine and other waterways. Crew members who hold a Rhine 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 9 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 27 and following)

Do not use page ... Begin on page ...

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 on the Rhine”, the number of days of voyage actually on the Rhine should be entered;

G = “Number of days of voyage other than on the Rhine”, the number of days of voyage other than on the Rhine should be entered;

H = “Total 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".
