

CREW WORK & REST HOURS

User Guide

Knotical · HSQE Module

Compliance with STCW / MLC and OPA 90 rest-hours regulations

April 2026 · v1.0

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Part 1 — Introduction

What this guide covers

This guide explains how to use the Work and Rest Hours module in the QHSE area of the Knotical platform. It covers both day-to-day crew self-entry and the office-side workflows that approve, monitor, and report on crew rest compliance.

The module is designed to keep a vessel compliant with international rest-hours regulations — STCW/MLC for most flag states, OPA 90 for US-regulated vessels — by recording how each crew member spends their 24 hours and flagging any pattern that breaks the applicable rules.

Who should read which parts

- **Crew members** — read Part 1 and Part 2. You can skip the rest unless you also handle office tasks.
- **Office staff** — read everything. The crew section explains what crew see on their side, which helps when you investigate a question or train someone.
- **Vessel managers / superintendents** — Parts 1, 4 (configuration), 5 (reports), and 6 (reference) are the most relevant.

Glossary of common terms

Throughout this guide and the application, you will see the following terms. Knowing what they mean up front makes the rest easier to follow.

Term	What it means
Work	Any time spent performing duties — paid or otherwise. Counts towards the 14-hour daily maximum.
Watch	Bridge watch or scheduled watchkeeping duty. For compliance purposes, watch time is counted as work.
Rest	Any time not spent on work or watch. To count as rest, time must be uninterrupted by duty calls.
Continuous rest	A single unbroken rest period. Regulations require at least one block of 6 hours per 24-hour day.
Rest period	A discrete chunk of rest. STCW allows rest to be split into at most two periods within 24 hours.
NC	Non-conformity — a recorded breach of one of the rest-hours rules. Synonymous with "violation" in the UI.
Regime	The set of rules applied to a vessel. Either STCW/MLC (international) or OPA 90 (US). Set per vessel.
Working arrangement	A pre-defined daily duty schedule for each role on a vessel — used to auto-fill draft entries.

How to find the module

From any screen in Knotical, open the global search bar (Ctrl + F or ⌘ + F) and start typing "rest hours". You will see all rest-hours commands — Rest Hours Entry, My Work Hours, Month Overview, Configuration, Working Arrangement, and NC Detailed Report — listed under QHSE → Work & Rest Hours.

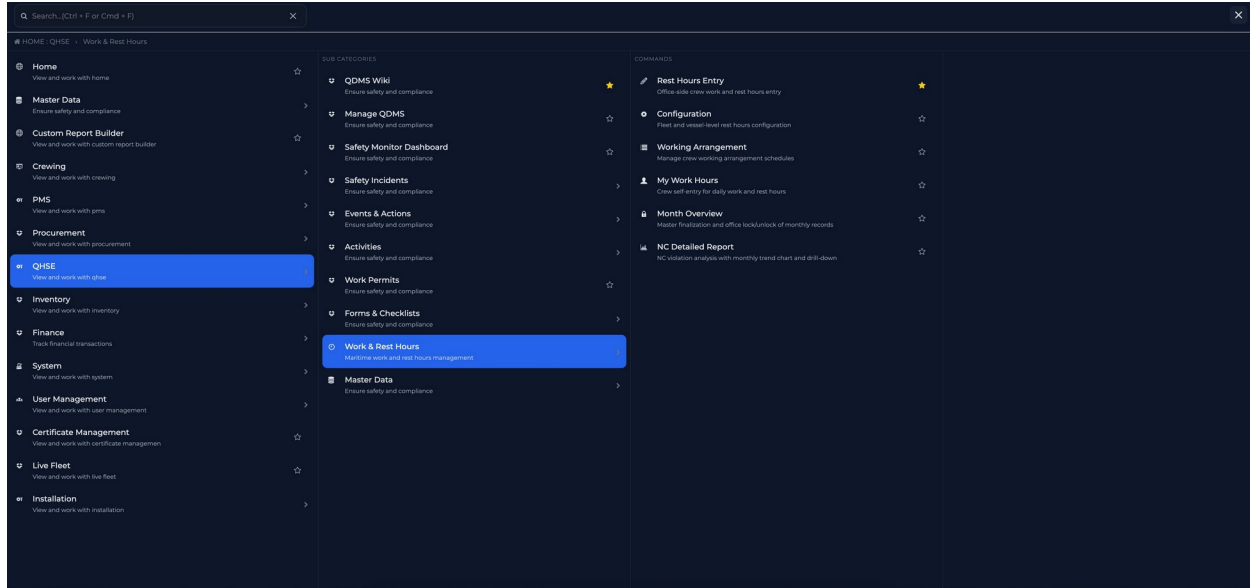


Figure 1.1 — Global navigation showing the Work & Rest Hours commands.

SAVE YOUR FAVOURITES

Click the star icon next to commands you use often (Rest Hours Entry, Month Overview, etc.) to pin them to your Favourites menu in the top bar. This is faster than searching every time.

User roles at a glance

Three roles interact with the module. The same person may wear more than one hat depending on your company's setup.

- **Crew member** — enters their own daily hours through the My Work Hours screen. Sees only their own data.
- **Master / Authorized Officer** — reviews and approves crew submissions, addresses violations, signs off the day-detail and monthly records.
- **Office staff (operations / HSQE manager)** — monitors fleet-wide compliance through Month Overview and the NC Detailed Report, configures vessel rules, finalizes locked months.

Part 2 — For Crew Members

This part explains how to record your own hours each day. Recording is straightforward — paint your work hours on a 24-hour grid, check the compliance panel, save. The whole process takes under a minute once you're used to it.

2.1 Opening My Work Hours

Search for "My Work Hours" in the top search bar, or use Favourites if you've pinned it. The screen opens to today's entry by default.

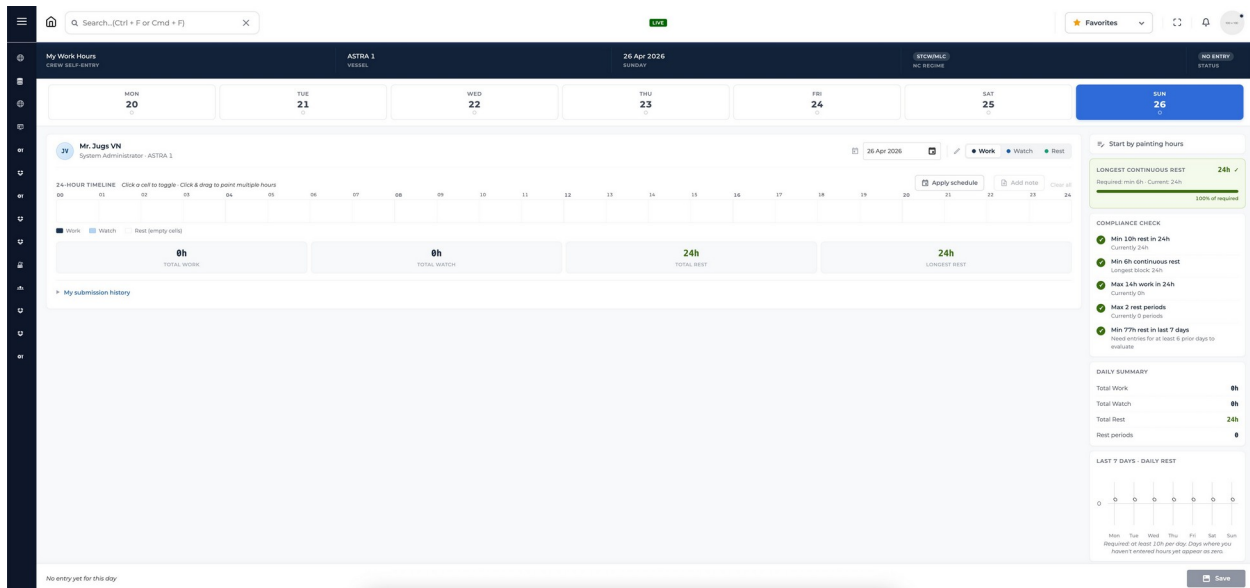


Figure 2.1 — The My Work Hours screen for the current day.

The screen has four main areas:

- **Top banner** — shows your vessel, today's date, the active regime (STCW/MLC or OPA 90), and the current entry status (Draft, Submitted, etc.).
- **Day strip** — a row of seven cards across the top, one for each day of the current week. Click a card to switch which day you're editing.
- **24-hour timeline** — the main editing area. The grid runs from 00:00 to 23:00 with one cell per hour.
- **Right rail** — live compliance feedback. Updates immediately as you paint hours.

2.2 Picking the day

The day strip shows the current week (Monday to Sunday). Click any day to load that day's entry. A green dot under a day means an entry exists; a missing dot means no entry yet. Today's card is highlighted in navy.

To enter hours for a day older than this week, use the date picker icon next to the entry header — pick any date in the current month.

WHY THE TIME MATTERS

Rest hours are tracked per calendar day at midnight. A shift that runs from 22:00 today to 02:00 tomorrow counts as 2 hours on today's entry and 2 hours on tomorrow's. Enter both days separately.

2.3 Painting hours on the grid

Each cell on the timeline represents one hour. Cells start empty (which means rest). To mark an hour as work or watch, click it once. To mark a stretch — a 10-hour shift, for example — click and drag across the cells.

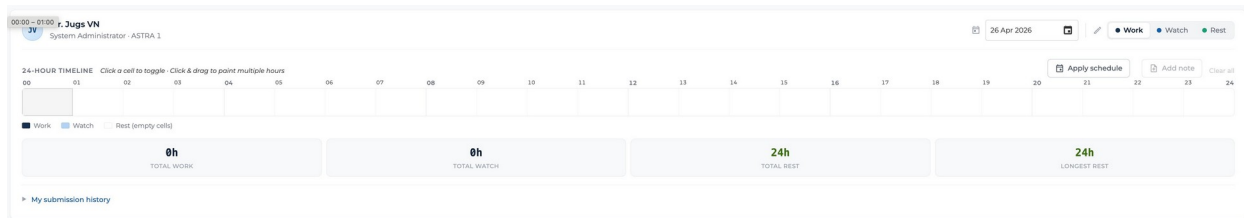


Figure 2.2 — Empty timeline. Hover over a cell to see its hour range (e.g., 00:00 – 01:00).

Above the timeline you'll see three small radio buttons: Work, Watch, Rest. Pick the type before painting:

- **Work** (navy) — duty time. Most regular work falls here.
- **Watch** (light blue) — scheduled watchkeeping or bridge watch.
- **Rest** (empty / off) — anything else. Selecting Rest lets you "erase" cells that were marked.

Switching modes mid-painting is fine. The grid simply applies whichever colour is active when you click.

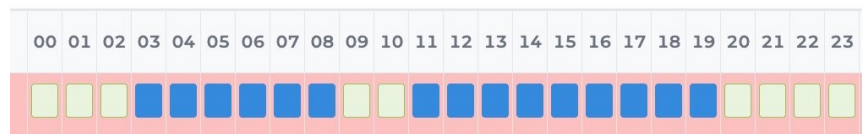


Figure 2.3 — A typical day with work and rest interleaved (close-up).

CLICK AND DRAG FOR SPEED

Holding the mouse and dragging across the grid is much faster than clicking each hour individually. Drag right to extend, drag left to shorten.

2.4 Apply schedule

If your duty pattern is the same most days (a fixed watch, for example), the office may have set up a working arrangement for your role. Click "Apply schedule" to fill in the standard pattern automatically. You can then adjust hours that don't match — extra hours, missed watches, etc.

Apply schedule only fills cells that are currently empty. It will not overwrite hours you've already painted.

2.5 The compliance panel

The panel on the right side updates every time you change a cell. It shows whether your current day meets the rules.



Figure 2.4 — The compliance panel for a fully-rested day.

Reading the panel from top to bottom:

- **Longest continuous rest** — the largest unbroken rest block in the day. Must be at least 6 hours.
- **Compliance check** — a per-rule checklist. Each item shows green tick (compliant) or red cross (violation), with the actual current value.
- **Daily summary** — total work, watch, rest in hours. "Rest periods" tells you how many separate rest blocks the day has.
- **Last 7 days · daily rest** — a small chart of rest hours across the past week. Useful for spotting low-rest patterns.

RED TICKS MEAN YOU HAVE A PROBLEM

Any red cross in the compliance check is a violation that the office will see. Try to fix it before saving — adjust hours, claim missing rest, or note the operational reason. If the violation is unavoidable (port turnaround, emergency response), enter the actual hours and add a note explaining why.

2.6 Adding a note

Click "Add note" above the timeline to attach a free-text comment to the entry. Notes are visible to the master and the office. Use this to explain unusual patterns, claim a rest period that isn't reflected in the grid, or flag something the office should know.

2.7 Saving and submitting

Click Save in the bottom right. Saved entries are still in Draft state — you can come back and change them. To submit for approval, change the status from Draft to Submitted (the status appears in the top banner). Once submitted, the master can review and either approve or send back for correction.

WHAT IF YOU FORGET?

If you don't enter hours for a day, the system shows "no entry" for that day. The 7-day rolling rest check needs at least 7 consecutive days of data to evaluate — missing days appear as gaps in your weekly chart and may delay the office's ability to confirm your compliance status.

2.8 Reviewing your submission history

At the bottom of the screen, click "My submission history" to expand a list of all entries you've submitted. You can see when each entry was approved, who approved it, and whether any violations were flagged. Click any past entry to view (but not edit) its hours.

Part 3 — For Office Staff

Office workflows are richer than crew workflows because the office sees the whole vessel and the whole month at once. The three primary screens for office work are Month Overview (fleet-wide view), Day Detail (one day across all crew), and Entry View (one crew member across the whole month).

All three are accessible from the QHSE → Work & Rest Hours menu. They share a common navy banner showing vessel, current period, and the active NC regime.

3.1 Month Overview — the calendar view

Month Overview is the starting point for any monthly compliance check. It shows a calendar of the chosen month with violation pills on each day, plus an analytics rail on the right.

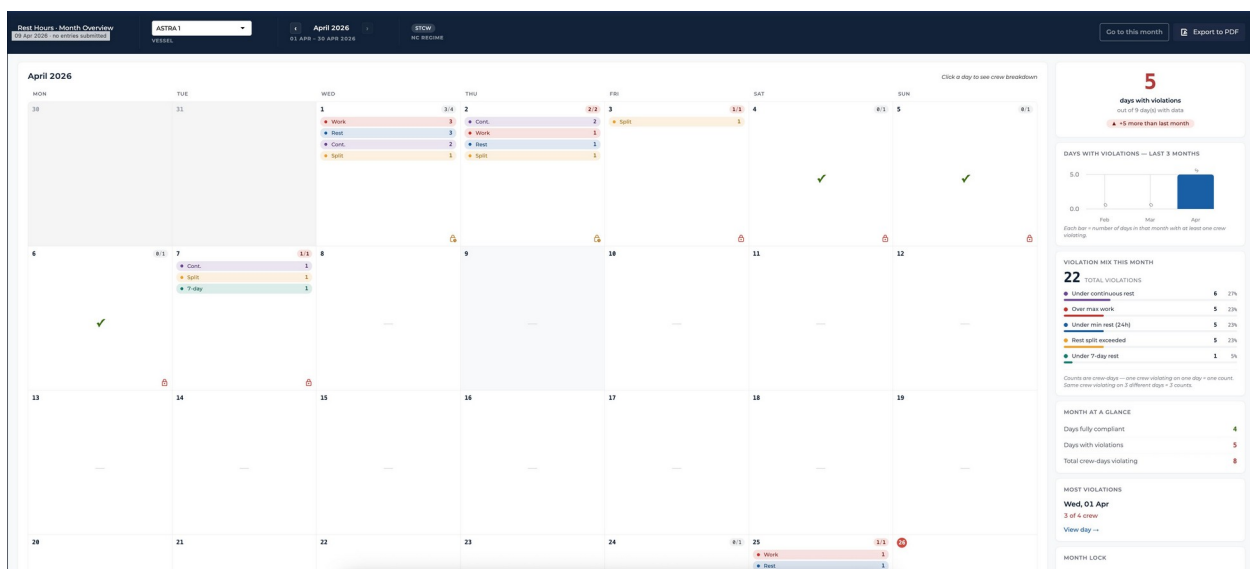


Figure 3.1 — Month Overview for April 2026 on ASTRA 1.

What the calendar tiles tell you

Each tile represents one day. The number top-right (e.g. "3/4") shows how many crew had violations that day, out of how many had any data at all. Coloured pills below list the violation types and counts:

- **Work** — overtime (more than 14h in 24h, STCW).
- **Rest** — under-rest (less than 10h in 24h, STCW).
- **Cont.** — continuous rest under 6 hours.
- **Split** — rest split into more than 2 periods.
- **7-day** — under 77 hours of rest in any 7-day rolling window.

A day with no violations shows a green tick. A day with no entries at all shows a dash.

Click any tile to drill into that day's detail (Section 3.2). Days with a small lock icon are part of a finalized month — the master's digital signature has closed them and the data is read-only.

Reading the right rail

The rail aggregates the whole month at a glance:

- **Days with violations** — headline figure. Compare to last month's number to spot worsening or improving trends.
- **Days with violations — last 3 months** — bar chart showing the trend over a quarter.
- **Violation mix** — breakdown by type with counts and percentages. Click a row to filter the calendar to just that violation type.
- **Month at a glance** — overall numbers including total crew-days violating.
- **Most violations** — the worst single day in the month, with a "View day" link.
- **Month lock** — shows whether the month is still open (Draft) or finalized.

USE MONTH OVERVIEW FOR MONTHLY REVIEW MEETINGS

The Export to PDF button at top right generates a printable summary of the month — calendar, violation mix, crew breakdown — formatted as a professional report. Keep one for each month's safety meeting.

3.2 Day Detail — one day, all crew

Day Detail shows a single day across every crew member on the vessel. Use it when investigating a specific incident date or doing daily rounds.

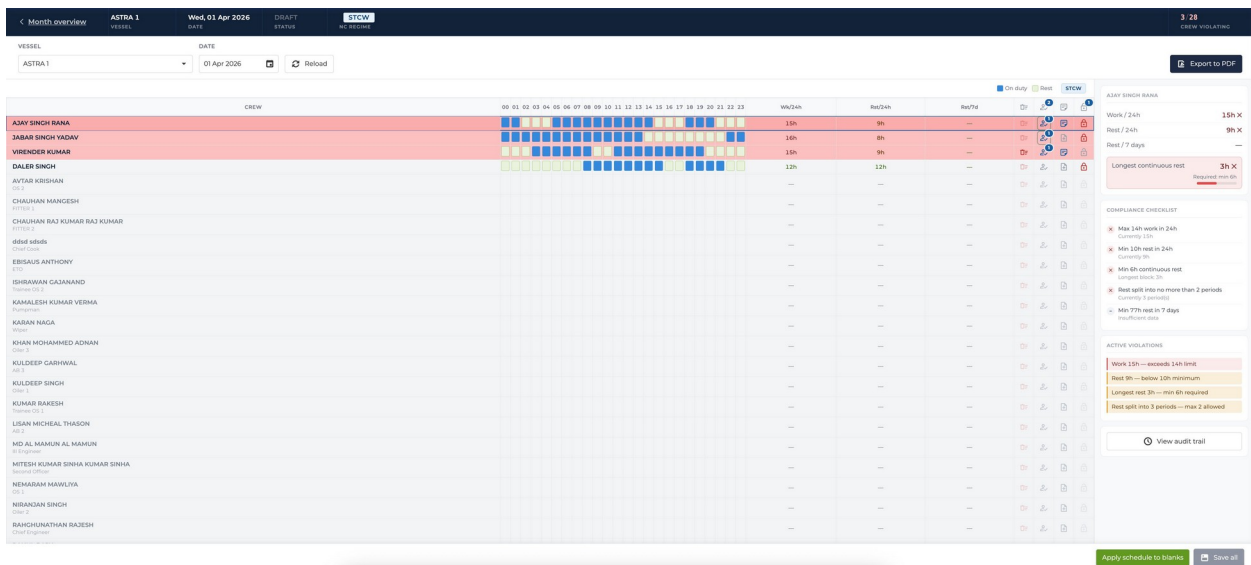


Figure 3.2 — Day Detail for 01 April 2026 on ASTRA 1.

Layout

Each row is one crew member. The row contains:

- **Name and rank** — left side.
- **24-cell hour grid** — the same painted timeline the crew sees, read-only here unless you click in to edit.
- **Wk/24h, Rst/24h, Rst/7d** — compliance totals.
- **Action icons** — open the entry editor, view notes, see audit trail, lock/unlock the entry.

Rows with violations are tinted red. Click any row to load that crew member's details into the right rail and highlight the active violations.

The right rail

The right rail mirrors what the crew see on their own screen but for the row you've selected. It shows the compliance check, active violations, and a "View audit trail" button to see who edited what and when.

Bulk actions

At the bottom of the table:

- **Apply schedule to blanks** — for any crew member with no entry, the system applies their working arrangement automatically. Useful for catching up on missed entries.
- **Save all** — saves any in-progress edits across the table in one operation.

3.3 Entry View — one crew member, full month

Entry View is the complement of Day Detail: it focuses on one person's month rather than one day across everyone. Use it for individual reviews, end-of-trip audits, or supporting a crew member through a difficult month.

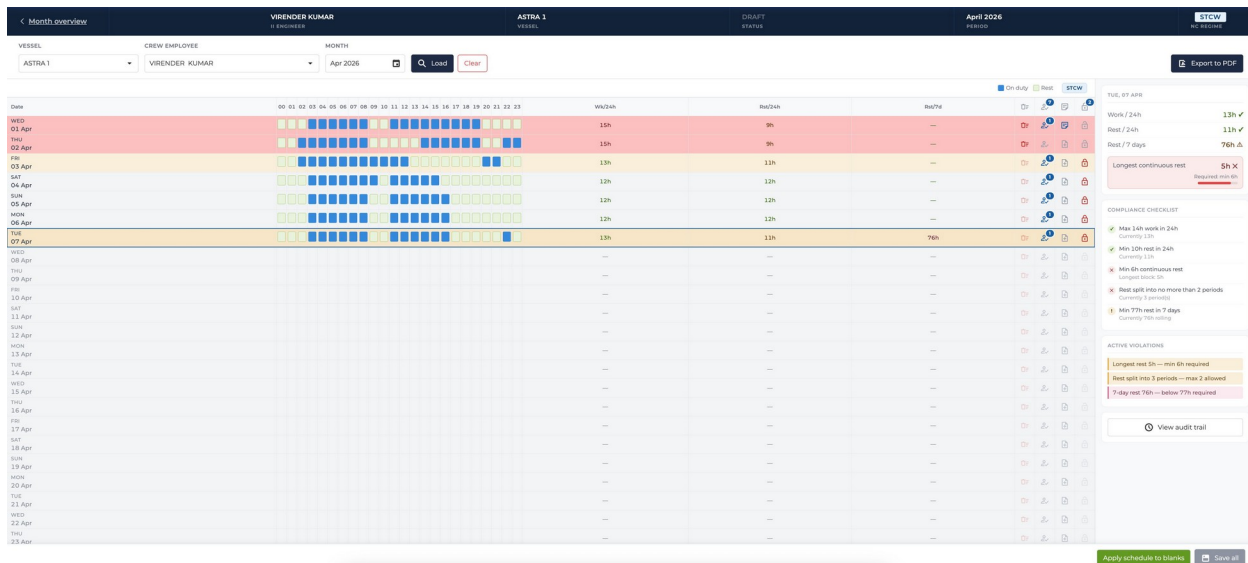


Figure 3.3 — Entry View for VIRENDER KUMAR, April 2026.

The layout is the same idea as Day Detail but rotated — rows are days instead of crew. Each row has the date on the left, the 24-cell hour grid in the middle, and the Wk/Rst/7d totals on the right.

Click any row to highlight that day's compliance numbers and active violations on the right rail. The highlighted day also shows a thin blue border to make scanning easier.

Useful for

- **Individual performance reviews** — at end of contract, pull up the whole month and walk through patterns with the crew member.
- **Audit trail** — the audit-trail button shows every edit made to any day, by anyone, with timestamps.
- **Trend spotting** — recurring violations on Tuesdays may indicate something about your schedule that needs adjusting.

3.4 Editing an individual entry

From any screen, click the edit icon on a row to open the entry editor for one crew member on one day. The editor is the same painting interface the crew see on their own screen — same 24-cell grid, same Work/Watch/Rest selector, same compliance rail. Office edits are tracked separately in the audit trail and tagged with the editor's name.

DON'T SILENTLY CHANGE CREW SUBMISSIONS

When you edit a crew member's submitted entry, the original submission is preserved in the audit trail but the displayed values change. As a courtesy and an audit safeguard, add a note explaining why — "corrected per master's observation" or "added missed watch period 02:00–04:00" — so the crew member sees what was changed and why.

3.5 Approval workflow

Entries move through five states:

State	Meaning
DRAFT	Crew member is still working on the entry. Not visible to office for approval yet.
SUBMITTED	Crew has submitted for review. Master can approve or send back.
REVIEWED	Master has reviewed but not yet finalized. Used as an interim state for entries with violations under discussion.
FINALIZED	Master has approved and signed off. Entry is locked from further crew edits.
LOCKED	Office has locked the whole month. No edits possible without unlock.

To advance an entry through states, use the status dropdown in the entry banner. Only users with the right permission can move to FINALIZED or LOCKED.

3.6 Locking a month

Once all entries for a month are reviewed and finalized, the office can lock the month. Locking does three things:

- **Prevents edits** — no one can change historical hours after lock without an explicit unlock.
- **Triggers archival** — the data is treated as a permanent record, like a signed paper logbook.
- **Generates audit reports** — the system can produce a sealed PDF of the locked month for class-society audits.

To lock, open Month Overview → Month lock card on the right rail → click Lock. You'll be asked to confirm; locking requires a separate permission so most users can't do this accidentally.

UNLOCKING IS EXCEPTIONAL

Once locked, a month should only be unlocked for genuine corrections — e.g. a missed entry that

comes to light, a misclassified violation. Every unlock is logged with the reason. Repeated unlocks of the same month indicate process problems rather than data problems.

Part 4 — Configuration

Configuration controls how the rest-hours rules apply across your fleet. Most settings are set once when the system is set up and rarely change. The exceptions are working arrangements (which change when crew rotations or duty patterns change) and vessel overrides (when a vessel changes flag or trade area).

4.1 The Configuration screen

Open QHSE → Work & Rest Hours → Configuration. The screen has three sections.

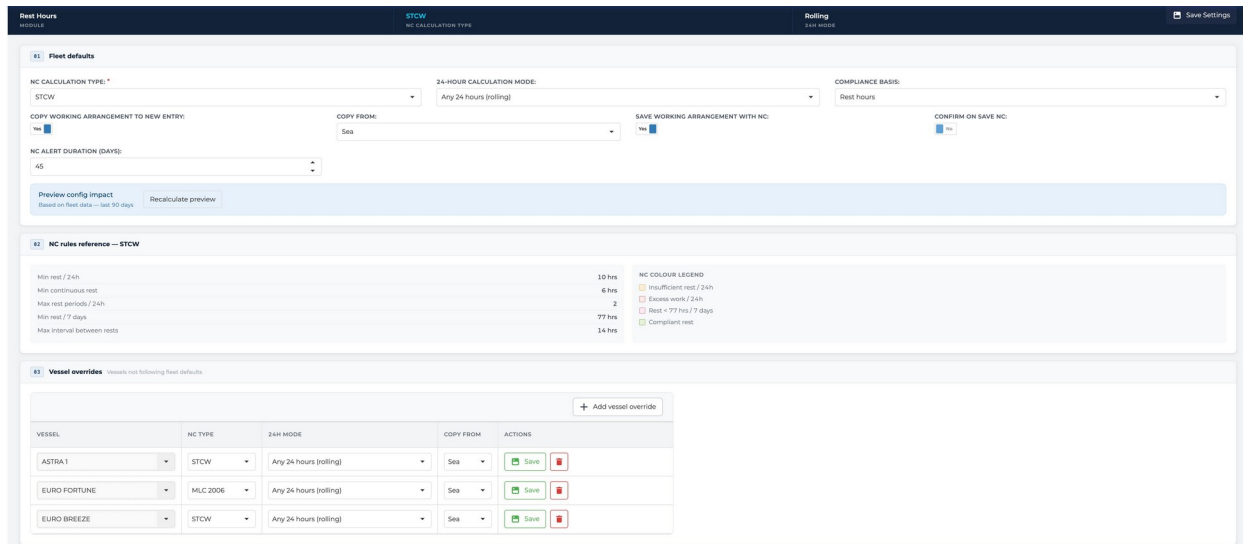


Figure 4.1 — The Rest Hours configuration screen.

Section 1 — Fleet defaults

These settings apply to every vessel unless explicitly overridden. The most important field is NC Calculation Type — this picks which regulatory regime your fleet operates under.

Field	What it controls
NC calculation type	STCW (international, default) or OPA 90 (US-flagged or US-trading vessels). Determines the threshold values used for compliance checks.
24-hour calculation mode	Either "Daily basis" (fixed 00:00-24:00 windows) or "Any 24 hours (rolling)" — slides the window every 30 minutes to find the worst case. Default is rolling.
Compliance basis	Whether compliance is evaluated as Rest Hours (counting rest minutes) or Work Hours (counting work minutes). Default is Rest Hours; both produce the same answer but documents render differently.
Copy working arrangement to new entry	When set to Yes, blank entries auto-fill from the vessel's working arrangement on creation.
Copy from	Which arrangement variant to copy — Sea, Port, or Both. Vessels at sea typically use Sea.
Save working	Whether the working arrangement state at save time is recorded alongside any

arrangement with NC	NCs that arise. Useful for audit purposes.
Confirm on save NC	When set to Yes, saving an entry that contains NCs requires explicit confirmation. Helps prevent rushed saves.
NC alert duration (days)	How long an unresolved NC stays in the alert feed before auto-archiving. Default 30; increase if your audit cycle is longer.

PREVIEW BEFORE YOU COMMIT

Click "Recalculate preview" after changing settings to see how the new rules would affect the last 90 days of fleet data — total NCs, days with violations. If the change adds significantly more violations, that's expected (the rules are stricter); if it shows zero change, double-check the regime selection.

Section 2 — NC rules reference

A read-only summary of the threshold values that flow from your selected regime. STCW values are shown in Figure 4.1 — 10h minimum rest in 24h, 6h minimum continuous rest, 2 rest periods maximum, 77h minimum in 7 days, 14h maximum work. OPA 90 has different thresholds (see Part 6 for the comparison).

A small colour legend on the right shows which calendar pill colour corresponds to which violation type.

Section 3 — Vessel overrides

If individual vessels run on different rules — typically a single US-flagged vessel in an otherwise STCW fleet — add an override here. Each row pins a specific vessel to a specific NC type, 24h mode, and copy-from variant.

Click "Add vessel override" to add a row. Pick the vessel, set NC Type, set 24h Mode, set Copy From, then click Save on that row. Overrides take effect immediately.

4.2 Working arrangements

A working arrangement is a pre-defined daily schedule for each role on a vessel. When you "Apply schedule" on the entry screen, the system reads the working arrangement and fills in the watch/work hours for that crew member's role.

Why arrangements matter

Arrangements turn what would be 30 cells of clicking per crew per day into a single button click. They also encode the vessel's standard duty pattern — useful for audits ("this is what the schedule says") and for spotting when actual hours diverge from planned hours.

The arrangements list

Open QHSE → Work & Rest Hours → Working Arrangement to see all arrangements set up across your fleet.

#	VESSEL	EFFECTIVE DATE	END DATE	STATUS	ENTERED BY	AGREEMENT NOTES
1	ASTRA 1	01 Apr 2026	—	Active	Jugs VN	ee re

Figure 4.2 — Working Arrangements list.

Each row is one arrangement. Columns:

- **Vessel** — which vessel the arrangement applies to.
- **Effective date** — when the arrangement starts. Sorted descending so newest is on top.
- **End date** — when it stops being active (blank = still active).
- **Status** — Active, Superseded, or Draft.
- **Entered by** — who created it.
- **Agreement notes** — free text. Often references the collective bargaining agreement or company SMS section number.

Click "+ New Arrangement" to add one, or click an existing row to view/edit it.

Editing an arrangement

Figure 4.3 — Working arrangement editor for ASTRA 1, effective 01 Apr 2026.

The editor has two sections:

- **Record data** — vessel, effective date, optional end date, free-text Collective Agreement details (typically the union/CBA reference).
- **Role schedule** — a row per role, with watch and non-watch start/end times for both Sea and Port mode. Total hours auto-calculate.

Use the Sea / Port / Both toggle at the top right of the role schedule to filter which columns are visible. The Both view (default) shows all eight time fields per role; Sea-only and Port-only views are useful when you only need to update one mode.

To add a role, scroll to the bottom and click the + (plus) icon. To remove, click the trash icon at the end of any row. The green tick on the left confirms total hours add up correctly (no overlap, no gap with breaks unaccounted for).

NEW ARRANGEMENT SUPERSEDES THE OLD

When you create a new arrangement with an effective date in the future, the previous arrangement's end date is automatically set to the day before. You don't need to update the old one manually. This means the audit trail always shows what arrangement was in force on any given date.

Copying from an existing arrangement

At the top of the editor, "Copy from existing" copies the role schedule from another arrangement into this one. Useful when a sister vessel uses an identical schedule, or when you're creating the next month's arrangement and only need to tweak one role.

Part 5 — Reports

The module produces four PDF reports plus an interactive on-screen NC analysis. All four PDFs share a common visual language — navy header banner, hour-strip timeline, decimal-hour totals, signature footer — so they read consistently regardless of the question you're trying to answer.

5.1 NC Detailed Report (interactive screen)

The NC Detailed Report screen is the primary tool for non-conformance analysis. It can be filtered by date range, by vessel, and by individual crew member, and the results update live as you change the filters.

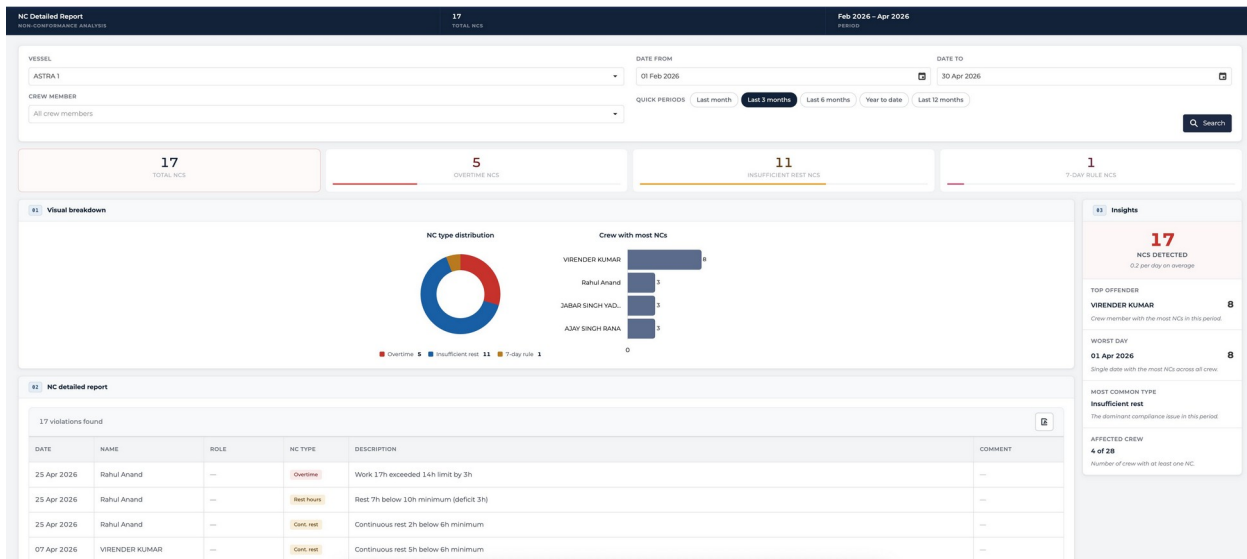


Figure 5.1 — NC Detailed Report screen showing 17 violations across Feb-Apr 2026.

Filters at the top

- **Vessel** — required. Pick one vessel.
- **Date from / Date to** — manually pick a range, or use Quick periods (Last month, Last 3 months, Last 6 months, Year to date, Last 12 months).
- **Crew member** — optional. Leave as "All crew members" for fleet-wide; pick a specific crew for an individual report.

Click Search to run with the current filters.

Stat cards

Four stat cards at the top of the results: Total NCS, Overtime NCS, Insufficient Rest NCS, 7-day Rule NCS. Click any card to filter the table below to just that NC category.

Visual breakdown

Two charts side-by-side:

- **NC type distribution** — donut chart of NC counts by type.
- **Crew with most NCS** — bar chart of crew, sorted by total NCS descending. Useful for spotting individuals who need support or supervisory attention.

Insights rail

Right-side rail summarises:

- **NCs detected** — total in the period.
- **Top offender** — crew member with the most NCs.
- **Worst day** — the single date with the most NCs.
- **Most common type** — the NC type that dominates the period.
- **Affected crew** — how many distinct crew had at least one NC.

Detailed table

Below the charts, a paginated table lists every violation with date, crew name, role, NC type, description, and an optional comment. Click the export icon at top right of the table to download as PDF (Section 5.2).

5.2 NC Detailed Report (PDF)

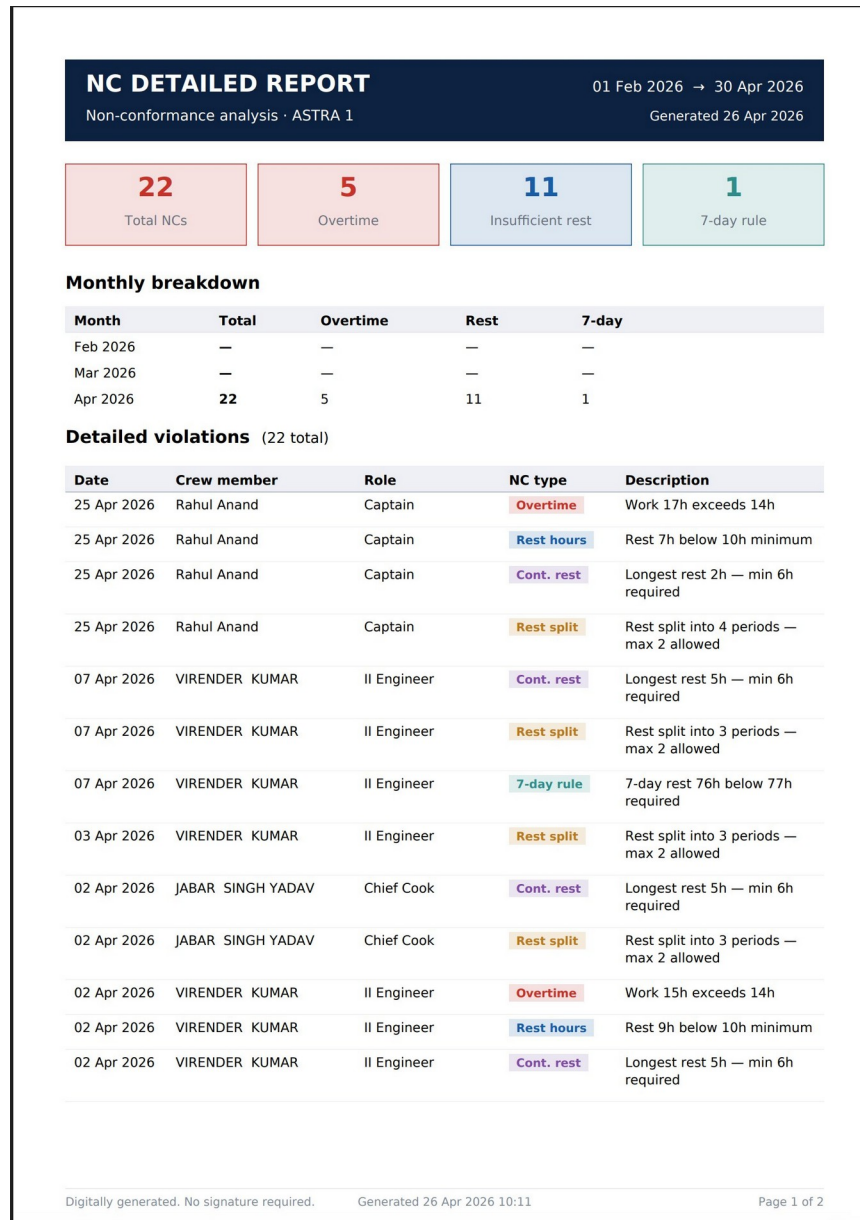


Figure 5.2 — NC Detailed Report exported as PDF.

The PDF version of the NC report contains the same data as the interactive screen but formatted for printing and archival:

- **Navy header** — vessel, date range, generated timestamp.
- **Stat cards** — Total / Overtime / Insufficient Rest / 7-day rule.
- **Monthly breakdown table** — NC counts by month and type.
- **Detailed violations table** — all violations chronologically, with NC type chips and descriptions.

The footer states "Digitally generated. No signature required." — this is a system-generated audit document, not a regulatory return.

5.3 Month Overview PDF

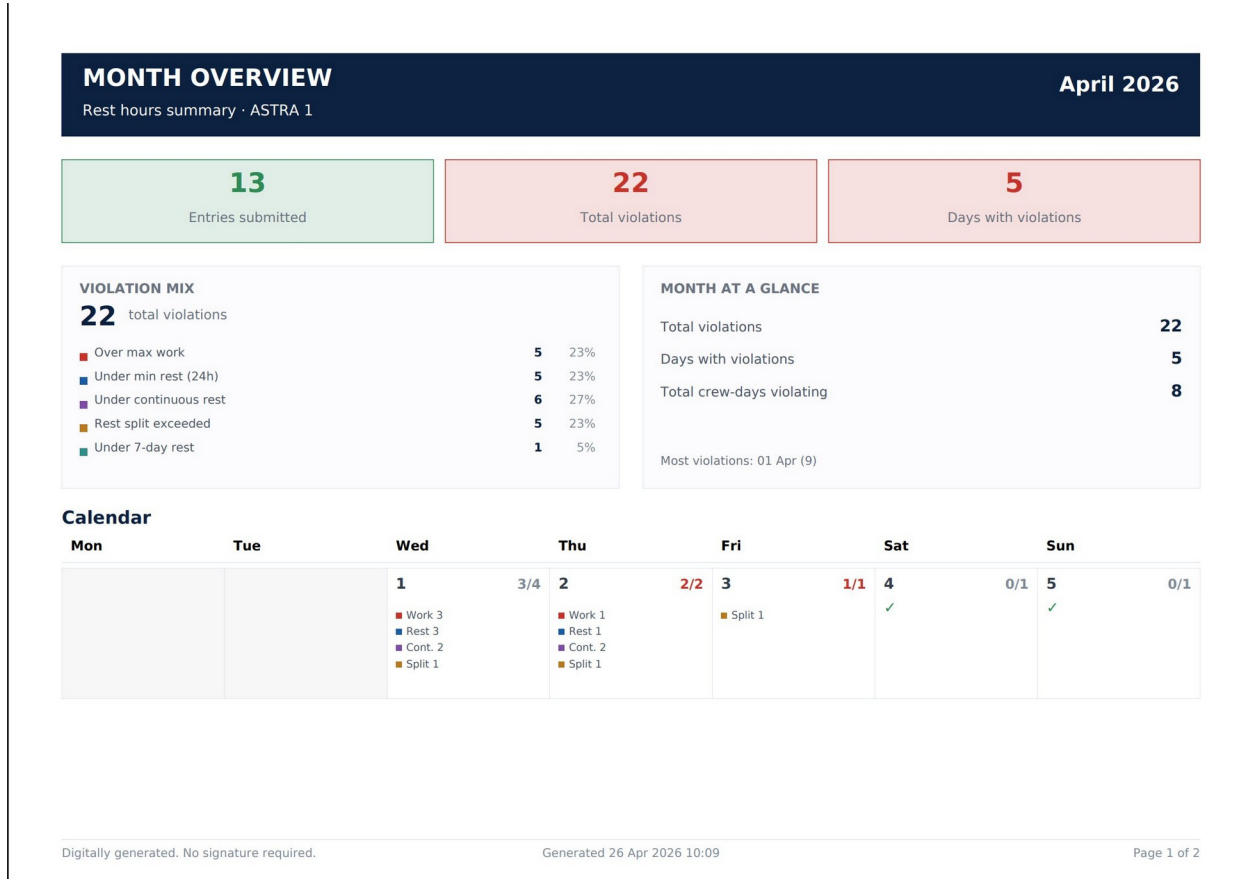


Figure 5.3 — Month Overview PDF (landscape, page 1).

Generated from the Month Overview screen. Shows the calendar, violation mix, month-at-a-glance stats, and (on subsequent pages) the per-crew breakdown table.

Use this for monthly safety committee meetings, vessel inspections, and trend reviews. Landscape orientation lets the calendar display all seven weekdays comfortably.

5.4 Day Detail PDF



Figure 5.4 — Day Detail PDF for one date, all crew.

Generated from the Day Detail screen. Shows every crew member who had data on that day, each with their 24-hour timeline strip and Work/Rest/Longest totals. The Longest column uses a soft red pill for non-compliant values and soft green for compliant.

Includes a Master / Authorized Officer signature line at the bottom plus the regime compliance statement. This is the report that typically supports audit and survey records.

5.5 Entry View PDF



Figure 5.5 — Entry View PDF for one crew member, full month.

Generated from the Entry View screen. One row per day of the month, with timeline strip and totals. Days with no entry are clearly marked. Header includes the seafarer's name, rank, vessel, and reporting month.

Includes both Master and Seafarer signature lines at the bottom — used at end of trip or at handover when both parties confirm the record. The seafarer's name is pre-filled in faint grey to be over-signed by hand.

5.6 Reading the timeline strips

All four PDFs use the same timeline-strip convention. A horizontal bar across the day with three states:

- **Navy** — work.

- **Mid-blue** — watch (counted as work for compliance).
- **Light grey** — rest.

Faint vertical gridlines at the 6-hour marks (06:00, 12:00, 18:00) help you read approximate clock times against the axis labels at the top of the page.

COMPLIANCE SIGNAL AT A GLANCE

In Day Detail and Entry View PDFs, the Longest column uses a coloured pill — green for compliant rest blocks (≥6h), red for violations. Scanning down the column tells you immediately which rows need attention.

5.7 Signature workflow

The Day Detail and Entry View PDFs are designed to be printed, signed, and retained or scanned back into the company DMS. The workflow is:

1. Generate the PDF for the relevant period (day or month).
2. Print on the vessel.
3. Master signs the Master / Authorized Officer line. For Entry View, the Seafarer also signs.
4. Master writes the date in the Date field.
5. Scan back into Knotical or attach to the controlled document folder for that month.

The compliance statement at the bottom of each PDF references the active regime — STCW/MLC or OPA 90 — automatically, so you don't need to think about which template to use.

Part 6 — Reference

6.1 Compliance thresholds — STCW vs OPA 90

The two regimes apply different thresholds. STCW is the international default; OPA 90 applies to US-flagged or US-trading vessels.

Rule	STCW / MLC	OPA 90
Maximum work in 24h	14 hours	15 hours
Minimum rest in 24h	10 hours	9 hours
Minimum rest in 7 days	77 hours	Not enforced
Minimum continuous rest	6 hours	6 hours
Maximum rest splits per 24h	2 periods	Not enforced

WHY THE 7-DAY RULE NEEDS CONTEXT

The 7-day rule needs at least 7 consecutive days of data to evaluate. If the crew has a gap (no entry on any day in the window), the system shows "Insufficient data" rather than counting the missing days as zero. Encouraging timely entry from crew helps the compliance check stay meaningful.

6.2 How violations are calculated

A few calculation conventions are worth knowing because they affect what the system reports:

Cross-midnight rest

Rest periods don't end at midnight just because the date rolled over. A crew member who rested 22:00 → 04:00 had ONE continuous 6-hour rest, not a 2-hour tail and a 4-hour head.

The system handles this by looking at the previous day's last minute when counting today's rest periods. If yesterday ended in REST, today's leading rest is treated as a continuation of yesterday's last period — it does NOT count as a fresh period for the rest-split rule.

If yesterday ended in WORK, today's leading rest is a fresh period and counts toward today's split count.

Period counting (rest split rule)

STCW allows rest to be split into at most 2 periods within any 24-hour window. The system counts a period as a contiguous run of rest minutes within today's window, with the cross-midnight adjustment above.

Example: a crew member rests 00:00–02:00, works 02:00–08:00, rests 08:00–13:00, works 13:00–22:00, rests 22:00–24:00. That's 3 rest periods today. If yesterday ended in work, all three count → split

violation. If yesterday ended in rest (the 22:00–02:00 was actually one continuous 4-hour block crossing midnight), only the middle 08:00–13:00 and trailing 22:00–24:00 are fresh periods → 2 periods → compliant.

Longest continuous rest

The longest continuous rest is measured strictly within today's 24-hour window — it is NOT extended backward into yesterday's rest. This is intentional: the 6-hour-continuous rule asks "did the crew get a 6-hour rest within today?", and borrowing yesterday's minutes to satisfy that question would mask genuine fragmented-rest patterns.

7-day rolling rest

The system sums the rest minutes from today and the previous 6 days. If any day in the window has no entry, it's treated as zero rest contribution (conservative). This is the strictest interpretation — it errs on the side of flagging violations rather than missing them.

6.3 Frequently asked questions

Why does my screen show "Insufficient data" for the 7-day rule?

The 7-day rule needs 7 consecutive days of data. If you have a gap — perhaps from before you signed on, or a missed entry — the system can't evaluate the rule and shows "Insufficient data" rather than guessing. Once you have 7 days of continuous entries, the rule activates.

I worked 14 hours but the system says it's a violation. Why?

The STCW threshold is 14 hours MAXIMUM. Working exactly 14 hours is right on the edge. Any reading above 14 (even 14:01) triggers the overtime violation. If your actual work was less than 14 hours and the system shows otherwise, check that you haven't accidentally painted an extra cell — the grid is hour-resolution, so each cell is exactly one hour.

Can I edit a locked month?

Not directly. A user with the Lock/Unlock permission must first unlock the month. Every unlock is logged with a reason, and repeated unlocks of the same month are flagged for review. If you genuinely need to fix a locked month, contact your DPA or HSQE manager rather than unlocking yourself.

What's the difference between Watch and Work?

Both count as duty time for compliance purposes — they're both subtracted from the 24-hour day to compute rest. The distinction is bookkeeping: Watch refers specifically to scheduled bridge or engine-room watchkeeping, Work covers everything else (cargo ops, maintenance, drills, training, port duties). Keeping them separate gives the office a clearer view of duty composition over time.

Why is the Longest pill green even though there's a Cont. violation?

This shouldn't happen — if the longest continuous rest is below 6 hours, the pill should be red. If you see this, regenerate the report (the cached value may be stale from a previous calculation). If it persists, contact support with the date and crew member's name.

Can the office override a crew member's submission?

Yes, but the original submission is preserved in the audit trail and the change is logged. As good practice, the office should add a note explaining the change so the crew member sees what was modified and why. Silent overrides damage trust and create disputes during audits.

6.4 Troubleshooting

Symptom	Likely cause / fix
Apply schedule does nothing	No working arrangement set up for this vessel and the active sea/port mode. Check Configuration → Working Arrangement; create one for the vessel if missing.
Compliance check shows "Insufficient data"	For the 7-day rule, you need 7 consecutive days of entries. For other rules, this normally means an entry was deleted or never created.
Saved entry doesn't appear in Day Detail	Check the Status. Day Detail shows entries from SUBMITTED status onward by default. DRAFT entries are visible only to the crew member who owns them.
Cannot click Save	Status is FINALIZED or LOCKED. Either unlock the month or move the entry back to a non-final status.
Calendar shows red lock icons everywhere	The whole month is LOCKED. This is normal for past months in production use. To make changes, request an unlock through your DPA.
NC count differs between screen and PDF	The screen shows live data; the PDF was generated at a point in time. Regenerate the PDF to refresh.

6.5 Getting help

For questions this guide doesn't answer:

- **In-app** — click the question-mark icon in the top bar to open the contextual help panel.
- **Documentation** — company-internal QDMS Wiki (QHSE → QDMS Wiki) for vessel-specific procedures.
- **Support** — contact your office's Knotical administrator or the HSQE department.
- **Regulatory** — for questions about whether a specific schedule is compliant with regulation, contact your DPA or flag-state representative. The system enforces thresholds but doesn't interpret them.

— End of guide —