|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| To be completed in full and signed by both the outgoing and incoming Chief Engineers and copy to be sent immediately to the Company. | | | | | | | |
| **Vessel Name:** | | | Port: | | | | |
| Date: | | | Time | | | | |
| **Off-signing Chief Engineer Name:** | | | | ID No. | | | |
| **Relieving Chief Engineer Name:** | | | | ID No. | | | |
| Both off-signing and relieving Chief Engineers, by their signatures, attest to hand over and to receive respectively, the contents stated in this report. Entry was made in the Engine Log Book accordingly about the hand-over of the Technical Department command. Both Chief Engineers certified this entry. | | | | | | | |
| **Off-signing Chief Engineer (Sign) Relieving Chief Engineer (Sign)** | | | | | | | |
| A general inspection of the ship took place and it was found in ……………… condition and ready to be used. | | | | | | | |
| **ENCLOSURES** | | | | | | | |
| **INVENTORIES** | | | | | | | |
|  | | TYPE | | | QUANTITY | | |
| BUNKERS | |  | | |  | | |
|  | |  | | |  | MTNS | |
|  | |  | | |  | MTNS | |
| LUBRICANTS | |  | | |  | | |
|  | |  | | |  | LTRS | |
|  | |  | | |  | LTRS | |
|  | |  | | |  | LTRS | |
|  | |  | | |  | LTRS | |
|  | |  | | |  | LTRS | |
|  | |  | | |  | LTRS | |
|  | |  | | |  | LTRS | |
| FRESH WATER | | N/A | | |  | MTNS | |
| **ADMINISTRATION** | | | | | | | |
| The following documents have been reviewed by the relieving Chief Engineer: | | | | | | | |
| **1.** | **EXISTING TECHNICAL MANUALS AND DOCUMENTS, BOOKS AS PER EXISTING LIST** | | | | | |  |
| **2.** | **MAINTENANCE AND REPAIR SCHEDULES** | | | | | |  |
| **3.** | **SAILING INSTRUCTIONS** | | | | | |  |
| **4.** | **TECHNICAL HISTORICS REPORTS, ENGINE CLASS CERTIFICATES STATUS** | | | | | |  |
| **5.** | **LIST OF VARIOUS PENDING ORDERS** | | | | | |  |
| **6.** | **CHIEF ENGINEER STORE INVENTORY AS PER EXISTING LIST** | | | | | |  |
| **7.** | **TECHNICAL DEPARTMENT GENERAL INVENTORY** | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Machinery Equipment** | | **Status** | **Remarks** |
| 1 | **Main Engines & Propulsion** | |  |  |
| 1.1 | Port Main Engine | |  |  |
| 1.2 | Alarms and Shut Downs (Port Main Engine) | |  |  |
| 1.3 | Starboard Main Engine | |  |  |
| 1.4 | Alarms and Shut Downs (Stbd Main Engine) | |  |  |
| 1.5 | Port Gear Box | |  |  |
| 1.6 | Starboard Gear Box | |  |  |
| 1.7 | Prop Shaft Seal or Gland Packing (excessive leak - Port) | |  |  |
| 1.8 | Prop Shaft Seal or Gland Packing (excessive leak - Stbd) | |  |  |
| 2 | **Generators** | |  |  |
| 2.1 | Port Generator | |  |  |
| 2.2 | Port Generator Alarms and Shut Downs | |  |  |
| 2.3 | Starboard Generator | |  |  |
| 2.4 | Starboard Generator Alarms and Shut Downs | |  |  |
| 2.5 | Generator Synchronization | |  |  |
| 2.6 | Switch Board and Monitoring Equipment | |  |  |
| 3 | **Sea Valves** | |  |  |
| 3.1 | Valves free to open & close | |  |  |
| **4** | **Steering System** | |  |  |
| 4.1 | Main Steering Gear | |  |  |
| 4.2 | Emergency Steering | |  |  |
| 4.3 | Rudder Stock (excessive leaks) | |  |  |
| **5** | **Pumps & Pressure Systems** | |  |  |
| 5.1 | Fire Pump (Main) | |  |  |
| 5.2 | Fire Pump (Emergency, Diesel Driven) | |  |  |
| 5.3 | Bilge Pump | |  |  |
| 5.4 | Ballast Pump | |  |  |
| 5.5 | General Service Pump | |  |  |
| 5.6 | Fresh Water Hydrophore | |  |  |
| 5.7 | Sea Water Hydrophore | |  |  |
| 5.8 | Hydraulic Pump(s), if any. | |  |  |
| **6** | **Safety & Fire Fighting** | |  |  |
| 6.1 | Fire Detection System | |  |  |
| 6.2 | CO2 Flooding System (Operation familiarization only) | |  |  |
| 6.3 | CO2 Flooding Alarms | |  |  |
| 6.4 | Quick Closing Valves | |  |  |
| 7 | **Deck Equipment/Machinery** | |  |  |
| 7.1 | Bow Ramp and its Hydraulic Operating System | |  |  |
| **8** | **Emergency** | |  |  |
| 8.1 | Emergency Lighting | |  |  |
| 8.2 | Battery & Emergency Supplies | |  |  |
| 8.3 | Bilge Alarms | |  |  |
| 8.4 | Communication between Wheel House & Engine Room | |  |  |
| 8.5 | Engine Telegraph | |  |  |
| **9** | **Life Saving** | |  |  |
| 9.1 | Rescue Craft and Davit | |  |  |
| **10** | **MARPOL** | |  |  |
| 10.1 | Oily Water Separator (OWS) | |  |  |
| 10.2 | Sewage Treatment Plan (STP) | |  |  |
| **11** | **Records (Up to date)** | |  |  |
| 11.1 | Engine Room Log Book | Make appropriate entry into the ER log, signed by both Engineers | | |
| 11.2 | Oil Record Book | Confirm location and review current bunker levels | | |
| 11.3 | Standing Orders | Counter sign or review | | |
| 11.4 | Preventive Maintenance Record | |  |  |
| 11.5 | Inventory (Stores and Tools) | |  |  |
| 11.6 | Monthly Lubricant & Bunker Report | |  |  |
| **12** | **Planned Maintenance System** | |  |  |
| 12.1 | Identify up & coming maintenance | |  |  |
| 12.2 | Update of equipment hours | |  |  |
| 12.3 | Identify critical equipment | |  |  |
| 12.4 | Oil Sampling | |  |  |
| 12.5 | Spare parts ordering/inventory | |  |  |
| **13** | **Operation of Essential Equipment** | |  |  |
| 13.1 | Start/Stop main engine | |  |  |
| 13.2 | Start/Stop/Parallel auxiliary engines | |  |  |
| 13.3 | Start/stop emergency generator | |  |  |
| 13.4 | Start/Stop shore side transformer | |  |  |
| 13.5 | Start/stop fire and bilge pumps | |  |  |
| 13.6 | Emergency stop locations | |  |  |
| 13.7 | Operation of fuel transfer pump/purifier | |  |  |
| 13.8 | Any electrical equipment isolated | |  |  |
| **14** | **Spare Parts** | |  |  |
| 14.1 | Inventory and location | |  |  |
| 14.2 | Outstanding orders | |  |  |
| **15** | **ISM Safety Docs** | |  |  |
| 15.1 | Defect reports- review & identify | |  |  |
| 15.2 | Permit to work | |  |  |