|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To be completed in full and signed by both the outgoing and incoming Chief Officer and copy to be sent immediately to the Company. | | | | | | | | | | | |
| Vessel: | | | | | | | Port: | | | | |
| Date: | | | | | | | Time | | | | |
| **Off-signing Chief Officer Name:** | | | | | | | | | | | ID No. |
| **Relieving Chief Officer Name:** | | | | | | | | | | | ID No. |
| Dear Sirs | | | | | | | | | | | |
| This is to Certify that as of | | |  | | hours on | | | |  | | |
| I , |  | | | | | | | have taken over position Chief Officer on the | | | |
|  | | | | from | |  | | | | | |
| to our mutual satisfaction.  Off-signing Chief Officer (Sign) Relieving Chief Officer (Sign) | | | | | | | | | | | |
| The Following are said to be onboard at this time: | | | | | | | | | | | |
| 1. | | Fresh Water | | | | | | | |  | |
| Enclosed please find the checklist duly filled in along with a Handover letter outlining any special instructions concerning cargo to be loaded / discharged, cargo handling equipment and other matters not covered in the checklist which require further explanation.  Yours Faithfully | | | | | | | | | | | |

#### Condition Report

| 1. Pollution Control | | | | |
| --- | --- | --- | --- | --- |
| No. | Item | Yes | No | Remarks |
| 1. | Is Pollution Response Equipment stowed in marked lockers? |  |  |  |
| 2. | Is Pollution Response Equipment inventory in place? |  |  |  |
| 3. | Is Vessel Response Plan readily available? |  |  |  |
| 4. | Is SOPEP readily available and latest contact list ? |  |  |  |
| 5. | Are regular Pollution Drills conducted / recorded? |  |  |  |
| 6. | Date of last Pollution Response Drill? |  |  |  |
| 7. | Are lists of Pollution Response Equipment / Location posted? |  |  |  |
| 8. | Are pollution Response duties defined / posted? |  |  |  |
| 9. | Are all drip trays / save-alls clean, in good order and fitted with operational drain valves / plugs? |  |  |  |
| 10. | Are all vent pipes etc marked with space they serve? |  |  |  |
| 11. | Is Pollution Response Equipment deployed during all cargo and bunker operations? |  |  |  |
| 12. | Is Garbage Disposal Log properly maintained? |  |  |  |
| 13. | Is Waste Management System in operation? |  |  |  |
| 14. | Is garbage sorted, bagged and stored properly? |  |  |  |
| 15. | Garbage disposal procedures posted? |  |  |  |
| Comments- Outgoing Chief Officer (If Any ) | | | | |
| Comments Incoming Chief Officer (If Any ) | | | | |

| 2. Deck Equipment | | | | |
| --- | --- | --- | --- | --- |
| No. | Item | Yes | No | Remarks |
| 1. | FWD and AFT anchors and equipment all in good order and certified and SWL ? |  |  |  |
| 2. | Is mooring equipment all in good order and certified? |  |  |  |
| 3. | How many wires on board / spare? |  |  |  |
| 4. | How many mooring ropes on board / spare? |  |  |  |
| 5. | Are all mooring ropes and wires in good condition? |  |  |  |
| 6. | Are all ropes / wires stowed on a proper way? |  |  |  |
| 7. | Is mooring winch brake test equipment on board? |  |  |  |
| 8. | Have all winch brakes been tested in last 12 months? |  |  |  |
| 9. | Are winch brake linings in good condition? |  |  |  |
| 10. | Are mooring rope Certificates on board? |  |  |  |
| 11. | Are wire Certificates on board? |  |  |  |
| 12. | Are fairleads and rollers in moveable condition? |  |  |  |
| 13. | Cargo Gear Register up to date? |  |  |  |
| 14. | All lifting gear tested and certified? |  |  |  |
| 15. | Ramp door in good condition? |  |  |  |
| Comments- Outgoing Chief Officer (If Any ) | | | | |
| Comments Incoming Chief Officer (If Any ) | | | | |

**3. Life Saving and Firefighting**

| No. | Item | Yes | No | Remarks |
| --- | --- | --- | --- | --- |
| 1. | Are all portable fire extinguishers checked and properly marked? |  |  |  |
| 2. | Date of last inspection of portable extinguishers? |  |  |  |
| 3. | Is Fire Alarm System fully operational? |  |  |  |
| 4. | Date of last test of Fire / Smoke Detectors? |  |  |  |
| 5. | Are all fire boxes in good condition? |  |  |  |
| 6. | Are all fire Hoses in good condition? |  |  |  |
| 7. | Are all fire nozzles in good condition? |  |  |  |
| 8. | Are all ventilators, fire flaps, closing devices etc.. marked correctly and in good working condition? |  |  |  |
| 9. | Are SOLAS Training Manuals available in Mess rooms and acknowledgment by crew? |  |  |  |
| 10. | Rescue boat in good condition? |  |  |  |
| 11. | - Equipment in good condition? |  |  |  |
| 12. | - Davits / winch in good condition? |  |  |  |
| 13. | - Engine in good condition? |  |  |  |
| 14. | - Wires renewed / end-for-ended? |  |  |  |
| 15. | Are Ship’s pyrotechnics all in date? |  |  |  |
| 16. | Are Life rafts launching instructions posted? |  |  |  |
| 17. | Embarkation ladder in good condition? |  |  |  |
| 18. | Have all Life rafts been serviced in last 12 months? |  |  |  |
| 19. | Is Fire line in good condition? |  |  |  |
| 20. | Are Fire hydrants free and not leaking? |  |  |  |
| 21. | Are isolating valves clearly marked and in good order? |  |  |  |
| 22. | Are Lifebuoys in good condition, including lights and lines? |  |  |  |
| 23. | Are MOB smoke signals in date? |  |  |  |
| 24. | Are lifejackets in good condition including lights, whistles and name tags? |  |  |  |
| 25. | Expiry date of EPIRB Battery? |  |  |  |
| 26. | Expiry date of EPIRB hydrostatic release? |  |  |  |
| 27. | Expiry date of SART’s? |  |  |  |
| 28. | Are GMDSS VHF radios fully charged and in good condition? |  |  |  |
| Comments- Outgoing Chief Officer (If Any ) | | | | |
| Comments Incoming Chief Officer (If Any ) | | | | |

| 4. Record Keeping | | | | |
| --- | --- | --- | --- | --- |
| No. | Item | Yes | No | Remarks |
| 1. | Are all files in accordance with ship’ / company filing index? |  |  |  |
| 2. | Cargo Record Book up to date? |  |  |  |
| 3. | Sailing or voyage report up to date ? |  |  |  |
| 4. | On/off hire reports? |  |  |  |
| 5. | Hire log ? |  |  |  |
| 6. | Monthly trip log |  |  |  |
| 7. | Monthly time sheet |  |  |  |
| 8. | Stowage plan for next shipment |  |  |  |
| 9. | Deck Log Books up to date? |  |  |  |
| 10. | Safety Equipment Maintenance Records up to date? |  |  |  |
| 11. | Cargo stowage plans available? |  |  |  |
| 12. | Garbage Disposal Log up to date? |  |  |  |
| 13. | Is stability / stress checked, recorded and signed by Master for all arrival / departure conditions? |  |  |  |
| 14. | Are all cargo papers for current voyage prepared and ready for handover? |  |  |  |
| 15. | Are all Cargo papers for previous voyages in file? |  |  |  |
| 16. | Voyages plan are available and up to date? |  |  |  |
| 17. | All charts and publications up to date? |  |  |  |
| 18. | Charts correction log up to date? |  |  |  |
| 19. | GMDSS log book up to date and all distress and safety and urgency call recorded? |  |  |  |
| 20. | Radar log book up to date? |  |  |  |
| 21. | Compass record book up to date and magnetic deviation card valid? |  |  |  |
| 22. | Sewage discharging record book up to date? |  |  |  |
| 23. | Depth log book up to date? |  |  |  |
| Comments- Outgoing Chief Officer (If Any ) | | | | |
| Comments Incoming Chief Officer (If Any ) | | | | |

**Operations Manager Approval:** Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_