**Master’s Hand Over Form**

**I, captain …………………………………..……………….… took command of vessel …………………..…………….. From captain …………………….…………………….………… today ………………..….……. At ……………………..Hrs. in accordance with company instruction, and as per the following statement.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vessel:** |  | | | **Date:** | |  | | |
| **Location:** |  | | | **Duration of handover** | | |  | |
| **General** | | | | | | | | |
| **Deck Log Book up to date** | |  | | **Engine Log Book up to date** | | |  | |
| **Fuel ROB** | |  | | **Fresh Water ROB** | | |  | |
| **Mooring Ropes/Wires: Nos. & Condition** | |  | | Fleet Circular File sighted up to No. | | |  | |
| QHSE system Documentation sighted | |  | | **Lifesaving & Firefighting Equipment Maintenance Record Book Sighted & Up to Date** | | |  | |
| **Navigational Equipment Condition**  **(As Per Attached)** | |  | | **Navigational Lights and Shapes** | | |  | |
| **Safety & Life Saving Equipment Condition** | |  | | Navigational Charts Sighted & Up to Date | | |  | |
| **External Fire Plan location** | |  | | Ship’s Certificates sighted **(As Per Attached)** | | |  | |
| **Vessel Inventory checked & agreed** | |  | | Crew and Passengers on board, number | | |  | |
| **Next Movements/Orders** | |  | | **Stability Book sighted** | | |  | |
| **Compass Error Book sighted** | |  | | **Oil Record Book sighted** | | |  | |
| **SOPEP Plan sighted** | |  | | **Cargo securing manual Sighted** | | |  | |
| **Charterers standing instructions sighted** | |  | | **NTM last edition and chart correction kit** | | |  | |
| **Outstanding Deck Defect Report Nos.** | |  | |  | | |  | |
| **Draft** | | **F.** |  | A. |  | | M. |  |

**Admiralty and IMO Publications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Admiralty list of light and fog signal VOL. D latest edition** |  | Admiralty tide table VOL.3 NP 203-01 latest edition |  |
| Admiralty list of radio signal VOL.5 NP 285 latest edition |  | Admiralty list of radio signal VOL.0 NP 281 latest edition |  |
| **STCW Code**  **(Latest Edition)** |  | SOLAS, consolidated edition (Latest Edition) |  |
| **ISM code (Latest Edition)** |  | Code of safe working practice (Latest Edition) |  |
| **COLREG (Latest Edition)** |  | MARPOL (Latest Edition) |  |
| **Admiralty sailing direction NP 63 (Latest Edition)** |  | The mariners handbook  NP 100 (Latest Edition) |  |
| **Nautical Almanac**  **(Latest Edition)** |  | International code of signal  (Latest Edition) |  |
| **Ship Captain Medical guide (Latest Edition)** |  | IMDG Code (Latest Edition) |  |

**Navigational Instruments and Deck Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
| **RADAR No.1** |  | **RADAR No.2** |  |
| **GMDSS Station** |  | GMDSS portable VHF Nos. |  |
| VHF No.1 |  | VHF No.2 |  |
| VHF No.3 |  | SSB |  |
| **Echo sounder** |  | GPS |  |
| **Gyro / autopilot** |  | AIS |  |
| **BANWAS** |  | Fire detection system |  |
| **INMARSAT** |  | Portable VHF |  |
| **Binoculars** |  | Parallel Ruler |  |
| **Navigational Triangles** |  | H2S Detection system |  |
| **Anchor/s windlass** |  | **Anchor/s** |  |
| Towing Hooks / Winch |  | Wires |  |
| Mooring Ropes |  | Rescue Boat |  |
| Internet Modem |  | Computer & Printer |  |

**Certificates**

| **S.N** | **Certificate** | **Issue Date** | **Expiry Date** | **Annual Window Start** | **Annual Window End** | **Intermediate** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | Registry Certificate |  |  |  |  |  |
| **2** | UAE Navigation License |  |  |  |  |  |
| **3** | Minimum Safe Manning Certificate |  |  |  |  |  |
| **4** | Sanitation Certificate |  |  |  |  |  |
| **5** | Radio Station License |  |  |  |  |  |
| **6** | CSR |  |  |  |  |  |
| **7** | Class certificate |  |  |  |  |  |
| **8** | International Tonnage Certificate |  |  |  |  |  |
| **9** | Load Line Certificate |  |  |  |  |  |
| **10** | Safety Construction Certificate |  |  |  |  |  |
| **11** | Safety Equipment Certificate |  |  |  |  |  |
| **12** | Safety Radio Certificate |  |  |  |  |  |
| **13** | IOPP |  |  |  |  |  |
| **14** | ISPP |  |  |  |  |  |
| **15** | IAPP |  |  |  |  |  |
| **16** | International Anti-Fouling Certificate |  |  |  |  |  |
| **17** | Prevention of Pollution by Garbage |  |  |  |  |  |
| **18** | DOC (IMDG) |  |  |  |  |  |
| **19** | DOC (ISM) |  |  |  |  |  |
| **20** | SMC |  |  |  |  |  |
| **21** | ISSP |  |  |  |  |  |
| **22** | P&I |  |  |  |  |  |
| **23** | H & M Insurance Certificate |  |  |  |  |  |
| **24** | PPA Entry |  |  |  |  |  |
| **25** | CICPA |  |  |  |  |  |
| **26** | Vetting |  |  |  |  |  |
| **27** | Shore Base Maintenance |  |  |  |  |  |
| **28** | Loose Gears |  |  |  |  |  |
| **29** | Conformance Test Report |  |  |  |  |  |
| **30** | Static Bollard Pull Certificate |  |  |  |  |  |
| **31** | Exemption Certificate (1) |  |  |  |  |  |
| **32** | Exemption Certificate (2) |  |  |  |  |  |
| **33** | Exemption Certificate (3) |  |  |  |  |  |
| **34** | Exemption Certificate (4) |  |  |  |  |  |
| **35** | Exemption Certificate (5) |  |  |  |  |  |
| **36** | Rescue boat annual test certificate |  |  |  |  |  |
| **37** | Life raft service certificate |  |  |  |  |  |
| **38** | Breathing apparatus service certificate |  |  |  |  |  |
| **39** | Portable fire extinguisher service certificate |  |  |  |  |  |
| **40** | EEBD service certificate |  |  |  |  |  |
| **41** | Co2 system service certificate |  |  |  |  |  |
| **42** | Resuscitator service certificate |  |  |  |  |  |
| **43** | EPIRB annual test |  |  |  |  |  |
| **44** | SART annual test |  |  |  |  |  |
| **45** | AIS annual test |  |  |  |  |  |
| **46** | Fire Detection System |  |  |  |  |  |
| **47** | Fixed H2S System |  |  |  |  |  |
| **48** | Magnetic Compass certificate |  |  |  |  |  |
| **49** | Gyro compass certificate |  |  |  |  |  |
| **50** | O2 Analyzer calibration certificate |  |  |  |  |  |
| **51** | Multi Gas Detector |  |  |  |  |  |
| **52** | Portable H2S |  |  |  |  |  |
| **53** | ALCO Meter |  |  |  |  |  |

**Master Hand Over Notes Additional Sheet**

* Please list any other relevant information;
* List of any deficiencies in the cargo system that affect the current performance, and that may affect a forthcoming event. I.e. Special Survey Preparation, Other Planned Survey Audits/inspections;
* Any special or unusual equipment operating characteristics;
* Any Specific mooring problems, i.e. rope leads, problems with stowing anchors etc;
* Any specific problems or special characteristics, which need to addressed with regard to the navigation & position keeping (equipment/personnel);
* Any areas of stress/stability conditions, which almost reach maximums allowed, occur loading or discharging
* Attach a copy of the last Safety Committee & Management Committee Meetings Minutes

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| --- |
| Additional notes / Remarks as required |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In coming Master Outgoing Master**

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