|  |  |  |
| --- | --- | --- |
| M/V: ………………………… | Date: ………………… | Office: …………... |

Today, the undersigned ……..………….., FM /FS of the m/vessel ……………..…

hands over his FM/FS duties as per VMS [Company Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/company_operations.htm) > 4.0 Technical

to ……………………..

Vessel's certificates, documents, files including vessel inspections and related NCR’s and defects,

New subscriptions to Companies’ database and tools such as Shipsure Suite PMS where applicable, group emailing lists, Sharefile, Shipsure purchasing, automatic Class alert, access to Class Status

Class Status review including outstanding, Conditions, Memos and follow up if any.

Purchase status review and progress, (critical equipment)

Running cost budget review, Capex, Opex

Dry Dock/Repair status, specification and budget

Crewing issue, rotation, appraisal status and progress

Client Liaison

Status/location and filing method of filing reports and forms as per VMS

Introduction to the vessel’s operators/fleet support group

Status of emergency file/box (including availability and up to date safety, stability, damage control, muster list and booklets) and emergency drill status

Notifications to Owners and all parties concerned (including Flag State) of new back up DPA’s details

Shipsure status and outstanding

Due vessel inspections and audits ( ship/s and office )

Technical failures, repairs, services planned or in progress .

Last Fleet Management cell meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties and responsibilities as per VMS [Company Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/company_operations.htm) > 4.0 Technical

Other: ……………………………………………………………………………………………...…..

Other: ……………………………………………………………………………………………...…..

Other: ……………………………………………………………………………………………...…..

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| --- | --- | --- | --- | --- |
| Outgoing FM/FS |  |  | Incoming FM/FS |  |
| Name : | |  | Name : | |
| Signature : | |  | Signature : | |
|  | |  |  | |

|  |  |
| --- | --- |
| Office Use Only |  |
| Technical Director | |
| Signature | |