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

Today, the undersigned ………….. , DPA of the M/V …………….. hands over his DPA duties as per [Company & Policies > 2.0 Key Responsibilities, Conduct and Ethics > 2.1.5 DPA](http://srv-glas301:82/Leisure/content/vessel%20management%20system/company%20and%20policies/key%20responsibilities.htm?Highlight=handover) to Mr. …………………..

Vessel's certificates, documents, and files including audit’s and inspections and related NCR’s and defects, hazardous occurrences status, risk assessments

New subscriptions to Companies’ s database and tools such as Shipsure modules, V.Net, group emailing lists, automatic Class alert, access to Class Status

Status/location and filing method of filing reports and forms as per SQMS, ship’s specific Local Work Instructions / Bulletins, critical equipment

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 DPA’s details

Items due, overdue and outstanding (internal and external surveys, audits, inspections)

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

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

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

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| Outgoing DPA |  |  | Incoming DPA |  |
| Name : | |  | Name : | |
| Signature : | |  | Signature : | |
|  | |  |  | |

|  |  |
| --- | --- |
| Office Use Only |  |
| Marine Director | |
| Signature | |