**Hand Over Form - Purser’s Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |  | | **Ship** |  |
| **Position to be handed over** | | | Chief Purser / Crew Purser | |
| **Person handing over** | | |  | |
| **Signature for completed hand over** | | |  | |
| **Person taking over** | | |  | |
| **Signature for completed take over** | | |  | |
| ***Chief/Crew Purser*** | **Date of change** | |  | |
| **Safe Combination changed** | |  |  | |
| **Keys handed over** | |  | ***cc*** | ***Hotel Operations*** |
| **Computer Passwords changed** | |  | ***cc*** | ***Hotel Director*** |

**Safes & Cashbooks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Currency: \_\_\_\_** | **Amount** | **Amount** | **Amount** |
| **Safe** |  |  |  |
| **Cashbook** |  |  |  |
| **Difference** |  |  |  |

**Crew Purser only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documents** | **Total counted** | **Total on Crew list** | **Comments** |
| **Passports** |  |  |  |
| **Seaman Books** |  |  |  |
| **Contracts** |  |  |  |

|  |  |
| --- | --- |
| **Covered Areas** | Take-overInitial |
| Introduction to Department Heads onboard |  |
| Department Manuals FOM 12 and Safety & Quality Management Manual |  |
| Review of individuals within the department as per evaluation procedures.  (include advise on who has been disciplined, promoted, ready for promotion) |  |
| Vacation rotation, upcoming crew changes |  |
| Cover Cruise end Reporting |  |
| Cover Communication procedures: onboard and ship-shore |  |
| Hand over filing system and computer files |  |
| Cover safety drill responsibilities (also covered by Safety Officer) |  |
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