**Hand Over Form – Hotel Controller**

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| **Date** |  | **Ship** |  |
| **Position to be handed over** | | Hotel Controller | |
|  | | *cc Hotel Operations* ***cc Hotel Director*** | |
| **Person handing over** | |  | |
| **Signature for completed hand-over** | |  | |
| **Person taking over** | |  | |
| **Signature for completed take-over** | |  | |

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| **Covered Areas** | Take-overInitial |
| Introduction to Department Heads onboard |  |
| Department Manuals FOM 14, Safety & Quality Management Manual |  |
| Review of individuals within each department as per evaluation procedures.  (include advise on who has been disciplined, promoted, ready for promotion) |  |
| Vacation rotation, upcoming crew changes |  |
| Review passenger comments/ratings where required |  |
| Discuss and explain problems and strengths within the store room organization |  |
| Cover Cruise end Reporting |  |
| Cover Inspections |  |
| Cover Communication procedures: onboard and ship-shore |  |
| Cover outstanding AVO’s |  |
| Cover outstanding equipment orders and/or spare part orders |  |
| Hand over filing system and computer files |  |
| Cover safety drill responsibilities (also covered by Safety Officer) |  |
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