Vessel:      \_\_\_\_\_\_\_\_\_

Rank:      \_\_\_\_\_\_\_\_\_\_

Leaving Officer’s Name:            Relieving Officer’s Name:

Upon consulting [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [3.0 Shipboard Duties & Responsibilities](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/shipboard%20duties%20&%20responsibilities.htm) > 3.1 Deck Department Responsibilities and vessel specific DDRs assigned to each Deck Officer per “Assignment of Deck Officer’s Duties and Responsibilities”, each leaving Deck Officer is to hand over specific Notes to his reliever below. Where necessary attach additionally free-style written notes and mark this accordingly

| **No.** | **Deck Department Responsibility** | **Assignment** | **Notes** | Additional Notes attached |
| --- | --- | --- | --- | --- |
|  | Stability |  |  |  |
|  | Movement of Passengers |  |  |  |
|  | Statutory Safety Officer |  |  |  |
|  | Safety Training |  |  |  |
|  | Safety Maintenance |  |  |  |
|  | Deck Maintenance |  |  |  |
|  | Tank Maintenance |  |  |  |
|  | Lifting Equipment |  |  |  |
|  | Deck Department Inventory Control |  |  |  |
|  | Key System & Safes |  |  |  |
|  | Security |  |  |  |
|  | Discipline |  |  |  |
|  | Public Health Monitoring |  |  |  |
|  | Water Treatment Monitoring |  |  |  |
|  | Environmental Operations |  |  |  |
|  | Pest Control |  |  |  |
|  | Rounds and Routines |  |  |  |
|  | Log Books and Shipping Legislation |  |  |  |
|  | Company Procedures and Instructions |  |  |  |
|  | Cadet Training |  |  |  |
|  | Navigation - Planning & Execution (for Bridge Team officers – incl. Voyage Plan for the cruise and assurance of its quality) |  |  |  |
|  | Charts & Publications |  |  |  |
|  | Bridge Watchkeeping |  |  |  |
|  | Mooring Stations |  |  |  |
|  | Communica-tions |  |  |  |
|  | Permit To Work System |  |  |  |
|  | Cargo Operations |  |  |  |
|  | Medical care |  |  |  |
|  | [other] |  |  |  |
|  | [other] |  |  |  |
|  | [other] |  |  |  |

Leaving Deck Officer’s Signature:

Relieving Deck Officer’s Signature:

Place:

Date: