**MASTER'S HANDING OVER FORM**

*(To be attached to the Master's hand over notes)*

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| m.v. | Date | Port |

Today, on the above date and at . . . . . . . . . . . hours local time in the port of / position . . . . . . . . . . . . . . , the undersigned Captain . . . . . . . . . . . . . . . . . . . , Master of the m.v . . . . . . . . . . . . . . . . Gross Tonnage . . . . . . . . . . . . . . delivered the command of the vessel in accordance with instructions from the Owners, to Captain . . . . . . . . . . . . . . . . . . . .

Vessel's certificates, documents, files and condition are as described in the following pages.

Relative entries have been made in the Official Log Book (if applicable).

Master’s SQMS Review (form SAF69) is herewith attached

Latest VMS revision summary and Bulletin list/Case study herewith attached

Additional Detailed Handover Notes (uncontrolled) herewith attached

The Vessel is seaworthy in all respects and adequate for the proposed voyage.

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| Outgoing Master |  |  | Incoming Master |  |
| Name : | |  | Name : | |
| Certificate No : | |  | Certificate No : | |
| Signature : | |  | Signature : | |

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| Office Use Only |  |
| Fleet Supt. : | |
| Marine Supt. : | |

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| **A : MAIN CHECKLIST** |
| **COMMERCIAL**  1. Present Operation / Charterers :  2. Notes on the Operation / Charterers :  **FRESH WATER**  1. Consumption per day Tonnes :  2. Production per day Tonnes :  3. ROB available for all purpose Tonnes :  4. ROB drinking water Tonnes :  5. Chlorination  6. Notes :  **BUNKERS AND LUBES**  F.O. MDO MGO  1. R.O.B'S  2. Next Bunkers stemmed at  **SHIP’S ACCOUNTS**  1. As per Chief Purser’s and Crew Purser’s Accounts  **SECURITY**  1. Safe Key(s) Combination : YES / NO (Verbal)  2. Digicode Numbers Combination : YES / NO (Verbal)  3. Location of Ship Security Plan YES / NO (Verbal)  4. Second Location of Ship’s Security Alarm YES / NO (Verbal)  **CREW/PASSENGERS**  1. Number of Crew : Deck ............ Eng ............. Hotel ...............  2. Number of Passengers : On Board ............... Dis. Next Port ................  3. Number of Supy/Cruise Staff : On Board ............... Dis. Next Port ................ |

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| **A : MAIN CHECKLIST** | |
| **PUBLICATIONS LIBRARY**   1. Publications status SAF08 attached   **MEDICAL**   1. Controlled Drugs Register form MED 20 or equivalent) YES / NO (Comments)   up-to-date with regards to drugs listed and their quantities:   1. Any particular medical items and aspects requiring attention:   **INSPECTIONS, SURVEY AND MEETINGS**   1. Date of last internal Safety & Environmental Inspection: 2. Dates of last internal ISM and Security Audits:   3. Date of last Tech. Superintendents Inspection :  4. Date of last Safety Committee Meeting :  5. Date of last Shipboard Management Meeting :  6. Date of External ISM and Security Audit :  7. Date of last Class Survey Status :  8. Date Passenger Safety Certificate Due :  9. Date Last Port State Control Inspection :  10. Date last USCG Control Verification :  11. Date last USPH Inspection : Score :  12. Date of other Inspections (Please mention other Inspections recently completed, i.e. DOT etc.):  ........................................................ : ................  ........................................................ : ................  ........................................................ : ................  **Notes to above:** | |

| VESSEL AND EQUIPMENT CONDITION | |
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| 1.1 With the following exceptions the maintenance and surveys for Fire Fighting, Life Saving and Safety Appliances and Systems are, as per planned maintenance records, up to date.  1.2 For the next month Fire Fighting, Life Saving and Safety Appliances and Systems surveys and maintenance items of note are as follows.  2.1 With the following exceptions of note all LSA maintenance and surveys are up to date as per planned maintenance records and LSA are in good condition.  2.2 LSA survey and maintenance items of note for the next month are as follows.  3.1 With the following exceptions of note all deck maintenance and surveys are up to date as per planned maintenance records and deck equipment is in good condition.  3.2 Deck survey and maintenance items of note for the next month are as follows.    3.3 With the following exceptions of note all hull and tank maintenance and surveys are up to date as per planned maintenance records and all are in good condition.  3.4 Hull and tank maintenance items of note for the next month are as follows.    4.1 With the following exceptions of note all bridge equipment maintenance and surveys are up to date as per maintenance records and equipment is in good condition  4.2 Bridge equipment survey and maintenance items of note for the next month are as follows.  5.1 With the following exceptions all radio equipment maintenance and surveys are up to date as per maintenance records and equipment is in good condition.  5.2 Radio survey and maintenance items of note for the next month are as follows.  6.1 With the following exceptions of note all engine maintenance and surveys are up to date as per planned maintenance records and equipment is in good condition.  6.2 Engine survey and maintenance items of note for the next month are as follows.  7.1 With the following exceptions of note all hotel maintenance is up to date as per maintenance records and equipment is in good condition.  7.2 Hotel maintenance items of note for the next month are as follows.  8.1 Are there any Deck or Engine Conditions of Class overdue or due within the next month.  8.2 Conditions of Class due in the next month are as follows:  8.3 Equipment with overdue maintenance – relevant Risk Assessments undertaken: | |