**SAFETY OFFICER’S HANDING OVER FORM**

*(Safety Officer’s hand over notes are to be attached)*

|  |  |  |  |
| --- | --- | --- | --- |
| Ship |  | Port/Position |  |
| Date |  | Ship’s Time |  |

|  |
| --- |
| As per the VMS, the undersigned Safety Officers completed transfer of duties, as detailed above and below. |

|  |  |  |
| --- | --- | --- |
| *Correct* | *Except as identified in the attached handover notes, the ship’s:* | *See notes* |
|  | Fire, lifesaving & other safety equipment, appliances and devices are in order and surveys and planned maintenance are up to date. |  |
|  | Drills, exercise, familiarisation & training schedule is up to date, as required by SAF22. |  |
|  | Safety certificates, documents and files are in order and up to date. |  |
|  | HAZOCC investigations and reports are up to and corrective actions either closed or progress is in hand, as per ShipSure. |  |
|  | Safety rounds are up to date as per the schedule. |  |
|  | Official and other Log Book entries are up to date as applicable and relevant. |  |
|  | The status of Vessel Specific Risk Assessments is correctly reflected in Shipsure and the review process is on schedule. |  |
|  | Permit to Work system is correctly managed and currently with no active permits |  |
|  | Safety equipment spares inventory and instruments are as per the shipsure listing |  |
|  | Company Training Material Pack contains the latest materials as listed and dated on the Contents Control Sheet. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Inspections, Survey, Meetings & Documents* | | | *Date* |
|  | | Last Company Training Materials Pack: |  |
|  | | Last Internal Safety & Environmental Inspection: |  |
|  | | Last Fleet Superintendent’s Inspection: |  |
|  | | Last Safety Committee Meeting: |  |
|  | | The Passenger Ship Safety Certificate is due: |  |
|  | | Last Port State Control Inspection: |  |
|  | | Last USCG Control Verification Examination: |  |
|  | | Other relevant inspections recently completed (specify): |  |
|  | a. |  |  |
|  | b. |  |  |
| Notes to above: | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Outgoing Safety Officer | |  |  | Incoming Safety Officer | |  |
| Name: |  | |  | Name: |  | |
| Signature: |  | |  | Signature: |  | |