**CHIEF ENGINEER'S HANDING OVER FORM**

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| --- | --- | --- |
| M.V. | Date | Port |

When a change in command takes place, the relieved Chief Engineer must hand over to his successor all the ship's papers, documents, instruments and keys in his possession, taking a receipt in duplicate, and forwarding one copy together with a copy of this form to the Company.

Received from Chief Engineer . . . . . . . . . . . . . . . . . . . . . . . . . . . . . the following documents, papers, keys and instruments, in good order and condition.

I am satisfied that the Machinery Plant is in all respects adequate for the proposed voyage, and that the Vessel is in a seaworthy condition, in all respects.

I have ascertained that all the Officers under my command are conversant with the

Company Regulations.

I hereby take over as Chief Engineer of the Vessel at . . . . . . . . hours.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outgoing Chief Engineer |  |  | Chief Engineer Assuming Command |  |
| Name : | |  | Name : | |
| License No : | |  | License No : | |
| Signature : | |  | Signature : | |

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

AA) The following items have been checked by both Chief Engineers, truthfully.

|  | **NO** |  | **YES** |  | **REMARKS** |
| --- | --- | --- | --- | --- | --- |
| 1. All ship papers, log books, correspondence found up |  |  |  |  |  |
| to date and well filed. |  |  |  |  |  |
|  |  |  |  |  |  |
| 2. Drawings, instruction book, spare part books, |  |  |  |  |  |
| Inventories, accounted for with index |  |  |  |  |  |
|  |  |  |  |  |  |
| 3. Continuous survey of machineries up to date, no |  |  |  |  |  |
| inspections pending. |  |  |  |  |  |
|  |  |  |  |  |  |
| 4. Are there any outstanding deck or engine Conditions of |  |  |  |  |  |
| Class overdue or due within the next month. |  |  |  |  |  |
|  |  |  |  |  |  |
| 5. Preventive / Planned Maintenance System, overhaul |  |  |  |  |  |
| status records and inventory system up-to-date. |  |  |  |  |  |
|  |  |  |  |  |  |
| 6. Have been informed by the outgoing Chief Engineer |  |  |  |  |  |
| about all existing problems, pending repairs, |  |  |  |  |  |
| special operating handling details for the engine |  |  |  |  |  |
| plants, etc. |  |  |  |  |  |
|  |  |  |  |  |  |
| 7. Have been informed by the outgoing Chief Engineer on |  |  |  |  |  |
| the condition of all fuel, ballast, fresh water, and lub |  |  |  |  |  |
| oil tanks, as well as on the condition of the piping |  |  |  |  |  |
| system. |  |  |  |  |  |
|  |  |  |  |  |  |
| 8. Found engine, separator, refrigerator, steering gear and |  |  |  |  |  |
| pump room in a clean and well maintained condition. |  |  |  |  |  |
|  |  |  |  |  |  |
| 9. All engine, installations and electrical systems are in |  |  |  |  |  |
| well maintained condition. |  |  |  |  |  |
|  |  |  |  |  |  |
| 10. Inspected all store rooms, found inventory (spare |  |  |  |  |  |
| parts, tools, consumption material) well stored and in |  |  |  |  |  |
| sufficient quantity. |  |  |  |  |  |
|  |  |  |  |  |  |
| 11. All Special Tools, instruments and gauges verified to |  |  |  |  |  |
| be in order. |  |  |  |  |  |
|  |  |  |  |  |  |
| 12. Vessel performance records checked and in order. |  |  |  |  |  |
|  |  |  |  |  |  |
| 13. Spare Parts on order and list of parts landed ashore |  |  |  |  |  |
| discussed. |  |  |  |  |  |
|  |  |  |  |  |  |
| 14. Officers and Crew abilities discussed - in order. |  |  |  |  |  |
|  |  |  |  |  |  |
| 15. Company Manuals and Regional Office contact |  |  |  |  |  |
| numbers handed over and in order |  |  |  |  |  |
|  |  |  |  |  |  |
| 16. Emergency Contingency Response Equipment and |  |  |  |  |  |
| features discussed - in order. |  |  |  |  |  |
|  |  |  |  |  |  |
| 17. Emergency Equipment and Machinery discussed and |  |  |  |  |  |
| in good order |  |  |  |  |  |
|  |  |  |  |  |  |
| 18. Equipment with overdue maintenance - relevant |  |  |  |  |  |
| Risk Assessments undertaken (*list such RAs*) |  |  |  |  |  |
|  |  |  |  |  |  |
| 19. TEC 34 hand-over procedure followed, incl.: spot-check of at |  |  |  |  |  |
| least 10 MARPOL security seals in various locations, verified |  |  |  |  |  |
| spare and issued seals match TEC34 records, last section of |  |  |  |  |  |
| pipe before OWS overboard removed, checked for oil traces |  |  |  |  |  |
| and if no traces found interior painted white, pipe refitted and |  |  |  |  |  |
| sealed (any anomalies reported asap to Company) |  |  |  |  |  |
|  |  |  |  |  |  |
| 20. Comprehensive C/E hand-over notes are enclosed \* |  |  |  |  |  |

|  |
| --- |
| Use this space to enter any additional remarks concerning points 1 - 20 |

BB) After inventory, following fuel / lub oils are on board :

|  |  |  |
| --- | --- | --- |
| a) Heavy fuel oil in service & settling tanks |  | ltr |
| Heavy fuel oil in D.B. tanks |  | ltr |
|  |  |  |
| TOTAL |  | ltr |
|  |  |  |
| D.O. in D.B. tanks |  | ltr |
| D.O. in service and settling tanks |  | ltr |
|  |  |  |
| TOTAL |  | ltr |
|  |  |  |
| b) **Lubricants** |  |  |
| M.E. cylinder oils |  | ltr |
| M.E. crankcase oil (fresh) |  | ltr |
| M.E. crankcase oil (sump tank) |  | ltr |
| Aux. Diesel circulation oil (sump tank) |  | ltr |
|  |  |  |
| c) **Further lubricants and greases** |  |  |
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|  |  |  |
| **REMARKS :** |  |  |

|  |  |  |
| --- | --- | --- |
| Joining Chief Engineer |  | Leaving Chief Engineer |

\* N.B. Original of this form and the enclosed comprehensive hand-over notes remain onboard, copy of the documents may be hand carried if the Outgoing Chief Engineer is to report to the Company Office or to be mailed to the Fleet Management Cell.