Date: Time: Coming from: Going to:

**Caution:** Postpone handover if the ship is, or is about to be engaged in a collision avoidance manoeuvre or a navigational alteration of a course. Should the relieving OOW consider the vessel to be in danger, he may refuse to take over the watch until the Master has been advised and his instructions are received. The handing over OOW should not hand over the watch to the relieving OOW if he has reason to believe that the latter is not capable of carrying out his duties effectively, in which case he should notify the Master

Sea watch handover checks

|  |  |
| --- | --- |
| ✔ | Remarks |
| 1. Captain’s night and standing orders briefed⬜ |  |
| 1. Qualified lookout is on watch confirmed⬜ |  |
| 1. Vision of relieving watch fully adjusted⬜ |  |
| 1. Ship course verified⬜ | True: Gyro: Magnetic: |
| 1. Compass errors checked⬜ | Gyro error: Magnetic error: |
| 1. Engines status checked⬜ |  |
| 1. Speed made good calculated &informed⬜ | Speed required for Pilot: |
| 1. Adverse/favourable current calculated &informed⬜ | +⬜ -⬜ |
| 1. Status of tides calculated &on chart⬜ |  |
| 1. Status of Shaft Generator (if applicable) informed⬜ |  |
| 1. Steering status verified⬜ | hand⬜ autopilot⬜  Steering motors/pumps: |
| 1. Ship’s position on chart verified⬜ | Frequency required by the passage plan: |
| 1. Method of position fixing informed⬜ |  |
| 1. Traffic conditions in the vicinity briefed⬜ |  |
| * 1. All immediate traffic plotted on ARPA⬜ |  |
| 1. Radars in use verified⬜ | 3 cm⬜ 10 cm⬜ |
| 1. Draft and depth at position informed⬜ |  |
| 1. Echo Sounder parameters set⬜ |  |
| 1. Navigational / safety warnings informed⬜ |  |
| 1. Proximity of land /navigational hazards verified⬜ |  |
| 1. Off course alarm – XTD (ECDIS) verified⬜ |  |
| 1. ECDIS chart Mode informed⬜ | Vector /ENC⬜ Raster /RCDS⬜ |
| 1. ECDIS Chart orientation and motion mode verified⬜ | North up⬜ Course up⬜ Head up⬜  Motion: Relative⬜ True⬜ |
| 1. ECDIS Display Mode (Day/Dusk/Night) adjusted⬜ |  |
| 1. ECDIS Alarms switched ON & NOT muted⬜ | ECDIS GPS not in dead reckoning mode⬜ |
| 1. ECDIS safety parameters and alarms set⬜ | ECDIS Safety depth and contour⬜  ECDIS Navigational dangers⬜  ECDIS Ship manoeuvring characteristics set⬜  ECDIS no Risk of collision / allusion (alarms) ⬜ |
| 1. ECDIS appropriate layers switched ON⬜ |  |
| 1. ECDIS Chart scale (scale bar) confirmed⬜ |  |

Sea watch handover checks (continued)

|  |  |
| --- | --- |
| ✔ | Remarks |
| 1. ECDIS Status of Radar/AIS/ARPA overlay verified⬜ |  |
| 1. ECDIS WGS 84 datum set⬜ |  |
| 1. Passage Plan up-to-date &execution monitored⬜ | per form SAF09 |
| 1. Visibility and weather conditions informed⬜ |  |
| 1. Status of bridge equipment and alarms verified⬜ |  |
| 1. BWNAS operational &setting informed⬜ |  |
| 1. Status of navigation lights checked &operational⬜ |  |
| * 1. shapes exhibited⬜ |  |
| * 1. sound signals sounded⬜ |  |
| 1. Latest weather report received⬜ | Time received: |
| 1. VHF and UHF Channels used verified⬜ |  |
| 1. Status of VDR checked⬜ |  |
| 1. Status of WTD’s checked⬜ |  |
| 1. Status of Shell Doors (incl. store hatches) checked⬜ |  |
| 1. Heavy Weather checklist used⬜ |  |
| * 1. Deadlights/ storm covers in place⬜ |  |
| 1. Status of stabilisers informed⬜ | IN⬜ OUT⬜ |
| 1. Status of pools and jacuzzis informed⬜ |  |
| 1. Permits to work in force informed⬜ |  |
| 1. Isolated loops or detectors of fire alarm checked⬜ |  |
| 1. Status of ballast tanks and operations informed⬜ |  |
| 1. Status of heeling/trimming tanks informed⬜ |  |
| 1. Tanks in use and consumption informed⬜ | (if applicable) |
| 1. Oily water separator discharge status informed⬜ | Authorised⬜ Not authorized⬜ |
| 1. Garbage disposal status informed⬜ | Authorised⬜ Not authorized⬜ |
| 1. Incineration status informed⬜ | Authorised⬜ Not authorized⬜ |
| 1. Waste water discharge status informed⬜ | Black: Authorised⬜ Not authorized⬜  Grey: Authorised⬜ Not authorized⬜ |
| 1. Environmental limits from land informed⬜ | 4 nm⬜ 12 nm⬜ Other restrictions: |
| 1. Hourly visual check of balconies completed⬜ | (if applicable) |
| 1. Security measures in place &informed⬜ |  |
| 1. Required clock changes | Advance: Retard: |
| 1. Calls required informed⬜ |  |
| 1. Active alarms status checked⬜ |  |
| 1. Any other requirements / faults informed⬜ |  |
| 1. Other: |  |
| 1. Other: |  |
| 1. Completion of checklist recorded in the Log Book⬜ |  |

**Caution:** The Master shall report to relevant Authorities and Company any HazOcc affecting the ship safety or situations that may lead to pollution

Handing over OOW: ........................................... Relieving OOW: ......................................

**Note:** The items, as applicable, shall be checked/completed jointly by the handing-over and taking-over EOOW.