Date: Time: Port:

**Caution:** 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

Port watch handover checks

|  |  |
| --- | --- |
| ✔ | Remarks |
| 1. International, national and local rules observed⬜ |  |
| 1. Any special port regulations informed &in place⬜ |  |
| 1. Captain’s standing & any special orders briefed ⬜ |  |
| 1. Port emergency contact numbers available ⬜ | As per port contacts file |
| 1. Port / VTS /Pilot VHF contacts informed⬜ |  |
| 1. ME status & emergency availability informed⬜ |  |
| 1. VDR status checked⬜ |  |
| 1. Mooring & anchoring arrangements checked⬜ | Forward:  Aft: |
| 1. Gangway positions informed⬜ |  |
| 1. Gangways manned⬜ |  |
| * 1. Communications established⬜ |  |
| 1. Weather and forecast monitored⬜ |  |
| * 1. Moorings and gangways adjusted as necessary⬜ |  |
| 1. Times of Tides & Heights calculated &informed⬜ | HW: LW: |
| 1. Tidal &river currents and vessel traffic movements which may affect mooring safety continuously monitored for unpredicted changes done⬜ |  |
| 1. Storing arrangements informed⬜ |  |
| * 1. Conveyors in use informed⬜ |  |
| 1. Shell doors, incl. store hatches status informed⬜ |  |
| 1. Status of WTDs informed⬜ |  |
| 1. Deadlights and storm covers status informed⬜ |  |
| 1. Ship’s draft and depth of water informed⬜ |  |
| 1. Ballast and bunker operations status informed⬜ | Ballast:  FO:  DO:  FW consumption:  FW loading: |
| 1. Craft lying alongside checked⬜ |  |
| 1. Permit to work in force informed⬜ |  |
| 1. Pollution prevention measures in place⬜ |  |
| 1. Flag signals or lights exhibited checked⬜ |  |
| 1. Status of deck lighting informed⬜ |  |
| 1. Dressing lines checked⬜ |  |

Port watch handover checks (continued)

|  |  |
| --- | --- |
| ✔ | Remarks |
| 1. Bridge alarms monitored⬜ |  |
| 1. Isolated loops or detectors of fire alarm checked⬜ |  |
| 1. State of Fire Fighting Appliances monitored &ready⬜ |  |
| 1. State of LSA (incl. any lifeboats/ liferafts/rescue boats/ tender boats/zodiacs/dingies) monitored &ready ⬜ |  |
| 1. In port manning status informed⬜ |  |
| 1. Status of pools and jacuzzis informed⬜ |  |
| 1. Bilge water/ sludge discharge to facilities informed⬜ | Yes⬜ No⬜ |
| 1. Garbage disposal ashore informed⬜ | Yes⬜ No⬜ |
| 1. No incineration as per Company policy confirmed⬜ |  |
| 1. Grey/ Black water discharge to facilities informed⬜ | Grey water / **Treated** Back water discharge to sea in exceptional circumstances, only if:  - treated by IMO approved sewage treatment plant  - authorised by Company in advance (with VMS exemption)  - in compliance with Marpol (no floating solids, visible sheen, discolouration etc.)  - in compliance with Local Regulations |
| 1. Loading of provisions/ luggage checked⬜ |  |
| 1. Additional comments/ special operations briefed⬜ |  |
| 1. All onboard times informed⬜ | Passengers:  Crew:  Tours: |
| 1. Departure time informed⬜ |  |
| 1. Security status and measures in place⬜ |  |
| 1. BWNAS checked &operational⬜ |  |
| 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.