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

Anchor watch handover checks

|  |  |
| --- | --- |
| ✔ | Remarks |
| 1. Anchors/ shackles in use informed⬜ |  |
| 1. Regular inspections of anchor equipment in place⬜ |  |
| 1. Depth/ nature of holding ground & relief briefed⬜ |  |
| 1. ME status & availability for emergency informed⬜ |  |
| 1. Captain’s standing &any other special orders briefed⬜ |  |
| 1. Special port regulations briefed &complied with⬜ |  |
| 1. Tender platforms/ gangways rigged checked⬜ |  |
| 1. Information re Officials/ Pilot onboard exchanged⬜ |  |
| 1. Vessel’s position within the predetermined anchor swing circle frequently checked⬜ | By: visual / radar bearings, radar distances, guard rings, GPS alarms, echo sounder depth |
| 1. ECDIS: | ENC⬜ Raster⬜ |
| * 1. Display mode adjusted⬜ |  |
| * 1. Status of Radar/ARPA/AIS overlay verified⬜ |  |
| * 1. GPS not in dead reckoning mode confirmed⬜ |  |
| * 1. WGS 84 datum used⬜ |  |
| * 1. Safety settings correct verified⬜ |  |
| * 1. Alarms set &not muted⬜ |  |
| 1. Efficient lookout maintained⬜   **Note:** During darkness a qualified lookout on watch |  |
| 1. Appropriate lights and shapes shown⬜ |  |
| 1. Appropriate sound signals sounded⬜ |  |
| 1. Meteorological, tidal and sea conditions observed⬜ |  |
| 1. If visibility deteriorates, Captain informed⬜ |  |
| 1. If vessel drags anchor: |  |
| * 1. Captain informed⬜ |  |
| * 1. Necessary actions taken⬜ |  |
| 1. VHF channels (16, port, VTS, tenders) monitored⬜ |  |
| 1. Traffic and ships in vicinity monitored for safe passing/swinging distances done⬜ |  |
| 1. Gangways manned⬜ |  |
| * 1. communications established⬜ |  |
| 1. Shore party manned⬜ |  |
| * 1. communications established⬜ |  |

Anchor watch handover checks (continued)

|  |  |
| --- | --- |
| ✔ | Remarks |
| 1. Number &operation of ship-shore tenders informed⬜ |  |
| 1. Stability, ballasting, trim informed⬜ |  |
| 1. Craft lying alongside checked⬜ |  |
| 1. Bunkering operations in progress⬜ | FO/ DO:  FW: |
| 1. Permits to work in force informed⬜ |  |
| 1. Environmental operations/ restrictions informed⬜ |  |
| 1. Bridge alarms verified⬜ |  |
| 1. Fire alarms, isolated loops or detectors checked⬜ |  |
| 1. All onboard times informed⬜ | Passengers:  Crew:  Last tour: |
| 1. Departure time/ engines to be ready informed⬜ |  |
| 1. Deadlights/ storm covers status informed⬜ |  |
| 1. Status of pools and jacuzzis 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: ......................................