| **SEA WATCH HANDOVER CHECKLIST**  *Hand over should be postponed when the ship is, or is about to be, engaged in a collision avoidance manoeuvre or a navigational alteration of course. Should the relieving officer 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 officer that is being relieved should not hand over the watch to the relieving officer 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.* | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Check Item** | | | | **Remarks** | | | | | | | | | |
|  | Captain’s night and standing orders | | | |  | | | | | | | | | |
|  | Qualified lookout is on watch | | | |  | | | | | | | | | |
|  | Vision of relieving watch fully adjusted: | | | |  | | | | | | | | | |
|  | True Course: | | Gyro course: | | | | | | | Magnetic course: | | | | |
|  | Gyro error: | | | | Magnetic error: | | | | | | | | | |
|  | Engines status | | | |  | | | | | | | | | |
|  | Speed pilot and Track pilot Status | | | |  | | | | | | | | | |
|  | Speed made good | | | | Speed reqd = for Pilot | | | | | | | | | |
|  | Adverse / favourable current | | | | + | | | | | | - | | | |
|  | Status of tides, calculated on chart | | | |  | | | | | | | | | |
|  | Steering status: Hand or Trackpilot | | | | Steering Motors /Pumps: | | | | | | | | | |
|  | Ship’s position verified, ECDIS Auto plotting Frequency (Time Labels) set as required by the passage plan | | | |  | | | | | | | | | |
|  | Method of position fixing | | | |  | | | | | | | | | |
|  | Briefed on traffic conditions in the vicinity. All immediate traffic plotted on ARPA | | | |  | | | | | | | | | |
|  | Radars in use | | | | 3cm | | | | | | | 10cm | | |
|  | Draft and depth at position | | | |  | | | | | | | | | |
|  | Echo Sounder parameters set | | | |  | | | | | | | | | |
|  | Navigational / safety warnings | | | |  | | | | | | | | | |
|  | Proximity of land / nav. hazards | | | |  | | | | | | | | | |
|  | Off course alarm – XTD (ECDIS) | | | |  | | | | | | | | | |
|  | ECDIS Chart Mode: | | | | Vector / ENC | | | | | | Raster / ARCS | | | |
|  | ECDIS – Chart orientation and motion mode | | | | North up / Course up / Head up | | | | | | Relative / True motion | | | |
|  | ECDIS - Display Mode adjusted accordingly. Day/Dusk/Night | | | |  | | | | | | | | | |
|  | ECDIS – Appropriate layer switch ON | | | |  | | | | | | | | | |
|  | ECDIS – Confirm scale of the chart (scale bar) | | | |  | | | | | | | | | |
|  | ECDIS – Status of Radar/AIS/ARPA overlay | | | | ECDIS alarms on and not muted | | | | | | ECDIS – GPS not in dead reckoning mode | | | |
|  | ECDIS – WGS 84 datum set | | | |  | | | | | |  | | | |
|  | ECDIS - Confirm safety parameters and alarms set | | | | ECDIS Safety depth and contour | | | | | | ECDIS Navigational dangers | | | |
| ECDIS Vessel manoeuvring / turning characteristics set | | | | | | ECDIS – no Risk of collision / allusion (alarms) | | | |
|  | Passage Plan up-to-date / execution monitored (SAF09) | | | |  | | | | | | | | | |
|  | Visibility and weather conditions | | | |  | | | | | | | | | |
|  | Status of bridge equipment and alarms | | | |  | | | | | | | | | |
|  | BWNAS operational (and setting) | | | |  | | | | | | | | | |
|  | Status of navigation lights (checked as operational) , or shapes exhibited, any sound signals sounded | | | |  | | | | | | | | | |
|  | Latest weather report received at | | | |  | | | | | | | | | |
|  | VHF and UHF Channels used | | | |  | | | | | | | | | |
|  | Pilot / VTS / Other VHF reporting | | | |  | | | | | | | | | |
|  | Status of VDR | | | |  | | | | | | | | | |
|  | Status of WTD’s | | | |  | | | | | | | | | |
|  | Status of Shell Doors (incl. store hatches) | | | |  | | | | | | | | | |
|  | Heavy Wx Checklist / Deadlights | | | | Yes  No | | | | | | | | | |
|  | Status of stabilisers | | | |  | | | | | | | | | |
|  | Status of pools and jacuzzis | | | |  | | | | | | | | | |
|  | Permits to work in force | | | |  | | | | | |  | | | |
|  | Isolated loops or detectors (fire alarm) | | | |  | | | | | |  | | | |
|  | Status of ballast tanks and operations | | | |  | | | | | |  | | | |
|  | Status of heelingtanks | | | |  | | | | | |  | | | |
|  | Tanks in use - consumption | | | |  | | | | | | | | | |
|  | Tanks in use – production (if applicable) Qty of Osmosis & Evaporator running | | | |  | | | | | | | | | |
|  | Oily water separator discharge authorised | | | | Yes | | | | | | No | | | |
|  | Garbage disposal / Incineration authorised | | | | Yes | | | | | | No | | | |
|  | Grey & Treated Black waters discharge authorised | | | | Yes | | | | | | No | | | |
|  | Bio-sludge discharge authorised | | | | Yes | | | | | | No | | | |
|  | Environmental limits from land | | | 4nm | | | 12nm | | | | Other restrictions: | | | |
|  | Hourly visual check of balconies completed (if applicable): | | | | | | |  | |  | | |  |  |
|  | Security measures in place | | | |  | | | | | |  | | | |
|  | Required clock changes | | | | Advance: | | | | | | Retard: | | | |
|  | Calls required | | | |  | | | | | | | | | |
|  | Active alarms status | | | |  | | | | | | | | | |
|  | Any other requirements / faults | | | |  | | | | | | | | | |
|  | Other: | | | |  | | | | | | | | | |
|  | Other: | | | |  | | | | | | | | | |
|  | Completion of this checklist recorded in the Log Book | | | |  | | | | | | | | | |
| Coming from: | |  | | | | Going to: | | |  | | | | | |
| DATE: | |  | | | | TIME : | | |  | | | | | |
| Handing Over OOW | |  | | | | Relieving OOW | | |  | | | | | |

*\*ANY HAZARDOUS OCCURRENCE AFFECTING THE SAFETY OF THE SHIP OR COMPROMISING SHIPPING SAFETY AND SITUATIONS THAT (COULD) LEAD TO POLLUTION ARE TO BE REPORTED TO THE RELEVANT AUTHORITIES/MRCC AND COMPANY*