| **PORT WATCH HANDOVER CHECKLIST**  *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.* | | | |
| --- | --- | --- | --- |
|  | International, national and local rules observed |  | |
|  | Any special port regulations |  | |
|  | Captain’s standing and any special orders |  | |
|  | Port emergency contact numbers | As per port contacts file | |
|  | Port / VTS /Pilot VHF contacts |  | |
|  | PEM status / emergency availability |  | |
|  | VDR Status |  | |
|  | Mooring and anchor arrangements FWD |  | |
| AFT |  | |
|  | Gangway positions |  | |
|  | Gangways manned - Communications established |  | |
|  | Weather and forecast monitored ;  mooring arrangement and gangways adjusted as necessary |  | |
|  | Times of Tides & Heights  HW  LW |  | |
|  | Tidal or river currents and vessel traffic movements which may affect mooring safety been continuously monitored for unpredicted changes |  | |
|  | Storing arrangements - Conveyors in use |  | |
|  | Status of shell doors (incl. store hatches) |  | |
|  | Status of WTDs |  | |
|  | Deadlights |  | |
|  | Ship’s draft and depth of water |  | |
|  | Status of Ballasting / Bunkering Ballast  FO |  | |
|  | |
| DO |  | |
| FW consumption |  | |
| FW loading |  | |
|  | Craft lying alongside |  | |
|  | Permits to work in force |  | |
|  | Protection of the environment from pollution |  | |
|  | Flag signals or lights exhibited |  | |
|  | Dressing lines - Status deck lighting |  | |
|  | Bridge alarms monitored |  | |
|  | Fire alarm: isolated loops or detectors |  | |
|  | State of fire fighting appliances |  | |
|  | State of life saving appliances (incl. any lifeboats / liferafts / rescue boats/ tender boats / dingies etc): | | |
|  | In port manning status |  | |
|  | Swimming pools / Jacuzzis status |  | |
|  | Bilge water /sludge discharge to facilities | Yes | No |
|  | Garbage disposal ashore | Yes | No |
|  | Incineration authorised (per local regulations) | Yes | No |
|  | Grey / Black water discharge to facilities: | Grey water / **Treated** Black water (by IMO approved sewage treatment plant) discharge to sea authorised (with SMS exemption) in compliance with Marpol / local regulations (without solids, discolouration etc) | |
|  | Loading of provisions /luggage |  | |
|  | Additional comments / special operations |  | |
|  | All onboard time Passengers |  | |
| Crew |  | |
| Tours |  | |
|  | Departure time |  | |
|  | Security status and measures in place |  | |
|  | BWNAS operational |  | |
|  | Other: |  | |
|  |  |  | |
|  |  |  | |
|  | Completion of this checklist recorded in the Log Book |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATE: |  | | TIME: |  | PORT |  |
| 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*