| INSTRUCTIONS FOR VESSELS JOINING COMPANY MANAGEMENT(incl. New Builds as applicable) | | | | |
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| The following should be dealt with by Ship’s staff and Company Representative as a vessel comes in management with the Party handing over. Specific Flag Requirements to be verified | | | | |
| **No.** | **ITEMS** | **CHECK** | **REMARKS** | **PERSONS RESPONSIBLE** |
| 1 | All ship areas handed over with suitable living and working conditions for new crew (as per MLC) |  |  |  |
| 2 | Terms and Provisions of the charter party or contract of sale and addendums thereto complied with; Protocol of Delivery and Acceptance available |  |  |  |
| 3 | Handing-over Master’s , Chief Engineer’s, Hotel Manager’s (or relevant Yard’s representatives) Handover carried out and if possible Notes submitted to the New Master, Chief Engineer and Hotel Manager |  |  |  |
| 4 | ROBs and tanks sounding report available and verified  (ie Main Engine FO, LO; Aux Engines FO, LO)  *\*confirm for LO if “un-breached” new oils only considered; for tanks with new oils – get analysis too”* |  |  |  |
| 5 | Other technical consumables e.g.:   * -for NOx III (SCR) – urea * -for EGCS (closed loop) – caustic soda * -other |  |  |  |
| 6 | Stability condition and stability manual or software available (including approval of the stability software) |  |  |  |
| 7 | Emergency Response Service and SAR MRCC agreements as applicable available |  |  |  |
| 8 | Technical maintenance and performance records relating to deck and engine maintenance and repairs to remain onboard. Specifically:   * Service engineer reports * Planned maintenance system * reports and technical data * approval by Class * Performance reports * Main and auxiliary engines reports and data * Critical spares * Last LSA and FFE periodical service and test reports by authorized service providers |  |  |  |
| 9 | New Communication details (ie Inmarsat, EPIRB, LRIT, FBB email, safety electronic identification equipment if applicable) and Ship Security Alert System setup as available and applicable |  |  |  |
| 10 | Cruise, pax and crew personal data (hard copy or electronic files or contained in computerized management systems (ie Fidelio, Anova etc) updated |  |  |  |
| 11 | Logbooks (available/ left onboard; check flag-specific requirements and if removal is allowed - certified true copies of the last XX days, as specified by flag):   * Bridge/Deck Logbook * Official / Flag Logbook * Engine Logbook * GMDSS Logbook, incl. * shore based maintenance contract in place * radio accounting authority verified |  |  |  |
| 12 | (Environmental) Record Books and shore facilities receipts (available/ left onboard; check flag-specific requirements and if removal is allowed - certified true copies of the last XX days, as specified by flag):   * Oil Record Book (3 years) * Garbage Record Book (2 years) * Wastewaters (Grey/Black) (if available) * Ozone Depleting Substances (ODS) Record Book (if applicable) * Refrigerants Record Book * Ballast Record Book * Marine Sulphur Record Book * Technical files (Marpol VI) |  |  |  |
| 13 | Technical Analysis / samples (as available) for:   * Lube Oil * Fuel Oil * Water (incl. potable for microbiology and legionella) * Marpol VI statutory fuel samples for the last year * Wastewater treatment (grey/black or bilge) * Last water quality analysis of fixed FF (sprinkler) systems |  |  |  |
| 14 | Ship’s (as fitted) drawings available onboard, including Emergency manuals and drawings);  Equipment instruction manuals and type approvals available |  |  |  |
| 15 | Ship Specific Manuals: SOLAS Safety and Fire Training Manuals, Emergency Towing Booklet/Manual, Zodiac/Expedition Operations Manual (if applicable), Ice Operations Manual (if applicable), Emergency Response Service Manual, other Manuals (for HSC, Cargo Securing Manual (for Ro-Ro)) (in hard or electronic copy) |  |  |  |
| 16 | Ship Specific Operational Plans: Search and Rescue Plan (SAR), Recovery of Persons from the Water Plan, Integrated Pest Management (IPM) Plan, Water Safety Plan (EU Shipsan):  US going vessels: Non Tank Vessel Response Plan (NTVRP) including OSRO and SMFF agreements and COFR, USPH CDC Outbreak Prevention and Response Plan (OPRP), VGP NoI, BWTS extension letter, as applicable  EU going vessels (>5k GT) –EU MRV Plan and voyage and fuel data  Polar going vessels: Operational Assessment and PWOM  - reviewed including any approvals/authorisation letters and adopted  EU flagged ships and ships under other Flags visiting EU ports: Inventory of Hazardous Materials (IHM) part 1 up-to-date and relevant certificate in place |  |  |  |
| 17 | Class Status / access available  Verify validity of Class and Statutory Certificates as well as Conditions of Class, if any  Class block fees, if applicable  Subscription to class alerts service |  |  |  |
| 18 | Latest Port State Control inspection (Paris and other MOU), expanded PSC and target/risk factor:  US going vessels:  - Cruise Vessel verification inspections by USCG  -USPH CDC inspections |  |  |  |
| 19 | Records (incl. Class and PSC) for past incidents and any available history reviewed |  |  |  |
| 20 | Access Keys, Cards or Codes to:   * Restricted Areas (Bridge, ECR, etc) * Public, Technical Spaces, Stores * Crew and Pax cabins * Other secured areas |  |  |  |
| 21 | Essential equipment like: LSA, FFE, Damage Control, Mooring/Anchoring, Navigation, Radio, Engine Automation reviewed, no issues and new crew familiar with its operation |  |  |  |
| 22 | Trading and Equipment Certificates including associated plans SOPEP (incl. Panama Canal SOPEP if applicable) and SEEMP (part I and incl. its approved part II, approved BWMP (part of the IOPPC, IAPPC and IBWMC) available (add as an attachment) |  |  |  |
| 23 | Medical chest, emergency medical equipment, stretcher, drugs list - available and in good order; Medical consultancy agreement |  |  |  |
| 24 | Ref IMO DCS ensure that the previous manager had submitted fuel oil consumption data for the year to date and provided a copy of the ‘Statement of Compliance – Fuel Oil Consumption Reporting’ for that period of time |  |  |  |
| 25 | Other ships Specific attestations: Passengers Counting System, Garbage equipment, ILO, Zodiacs etc |  |  |  |
| 26 | Flag Specific Certificates checked and available (add as an attachment) |  |  |  |
| 27 | Any Class Notations supporting procedures available / planned for |  |  |  |
| 28 | Outbreak Prevention and Response Plan (OPRP) equipment available |  |  |  |
| 29 | Approved Muster List (Bill) and emergency instructions available |  |  |  |
| 30 | Insurance certificates (CoE P&I, Extended Pax Liability (if applicable), Civil Liability for oil Pollution, Removal of Wrecks, MLC seafarers repatriation and liabilities (2.5.3) insurance) available |  |  |  |
| 31 | All vessel joint inspection (including inventories and protocols of stores, provisions and consumables) between handing over and taking over parties performed agreed and signed (add as an attachment) |  |  |  |
| 32 | For new builds – Post delivery support agreed |  |  |  |
| 33 | For new builds – Guarantee Engineer assigned and reporting process established |  |  |  |
| 34 | For new builds – unfinished works identified and risk assessed |  |  |  |
| 35 | For new builds – any pending Owner’s supply deliveries identified, risk assessed and agreed when, where to deliver |  |  |  |
| 36 | All Parties concerned informed with regards to change of Management:   * Flag (re DPA, CSR) * Class * ISM, ISPS Recognized Organizations * Underwriters, P&I, H&M * Emergency Response Service * Media Response Contractor (MTI) * SAR Plan Holder * USA going vessels: QI and SMFF, OSRO * Commercial/purchasing contractors and suppliers, including status of pending PO’s * MRV Verifiers |  |  |  |
| 37 | Onboard Training Program (Training Materials Package, OTG e-learning package) – arrangements made for sending onboard |  |  |  |
| 38 | Shipsure or other marine platform installation if applicable |  |  |  |
| 39 | Reporting details of ship’s manifest, stability, position (incl. mileage, consumption, pax numbers) available |  |  |  |
| 40 | Affiliation to industry associations and adoption of their policies/standards (ie CLIA, IAATO, AECO etc) |  |  |  |
| 41 | Safety Management System customized for interim ISM audit (checklists, job descriptions, emergency instructions)  Ship Security Assessment and Plan sent to Recognized Organization for review/approval  Declaration of MLC Compliance part I available and a draft of DMLC p.II |  |  |  |
| 42 | Enhanced environmental compliance seal system set up initiated – RA for identification of systems requiring seals carried out and PO for seals issued |  |  |  |
| 43 | Any other item(s) discussed, agreed or in dispute: |  |  |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (taking over Master or Company Representative)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (handing over Master or Company Representative)

Time, Date and Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Once above completed, send a copy to Company Senior Management