**MASTER CHANGE OF COMMAND FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vessel:** |  |  | **Port:** |  |

If item is not relevant, indicate N/A (not applicable)

| **Important Equipment**    **Confirm if Operational** | **Yes** | **No** | **N/A** | **Important Equipment**    **Confirm if Operational** | **Yes** | **No** | **N/A** | **Important Equipment**    **Confirm if Operational** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gyro/ Magnetic compass |  |  |  | Inmarsat A/B/C/F |  |  |  | Main engine bridge control |  |  |  |
| Radar + ARPA |  |  |  | Cell telephone |  |  |  | GPS |  |  |  |
| Auto Pilot |  |  |  | GMDSS Radio Equipment |  |  |  | DGPS |  |  |  |
| AIS |  |  |  | VHF |  |  |  | ECDIS |  |  |  |
| Speed log |  |  |  | UHF transceiver |  |  |  | SART |  |  |  |
| Echo Sounder & Depth Recorder |  |  |  | Auto battery charger |  |  |  | EPIRB |  |  |  |
| VDR |  |  |  | Emergency batteries (Radio) |  |  |  | Chart Correction System |  |  |  |
| LRIT |  |  |  | Emergency alarms |  |  |  | Computer system |  |  |  |
| Bow Thruster(s) |  |  |  | UMS alarms |  |  |  | Alcohol breathalyzer |  |  |  |
| BNWAS |  |  |  | Ship’s Whistle |  |  |  | Ship Security Alarm (SSAS) |  |  |  |
| CCTV (Close Circuit TV System) |  |  |  | Back-up Laptop |  |  |  | Intrinsically Safe Camera |  |  |  |
| ENS Tablet  (ECDIS backup) |  |  |  |  |  |  |  |  |  |  |  |

| **Confirm that the following are  up-to-date** | **Yes** | **No** | **Confirm that the following are  up-to-date** | **Yes** | **No** | **Confirm that the following are  up-to-date** | **Yes** | **No** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ships certificates  (Attach the list) |  |  | Crew Documents |  |  | Notices to Mariners |  |  |
| Charts correction Up to notice No. |  |  |
| AUS |  | |
| BA |  | |
| US |  | |
| Other |  | |
| Official Logbook  Opened:\_\_\_\_\_ |  |  | Articles of agreement  Opened:\_\_\_\_\_\_\_ |  |  | Owner’s Voyage Orders |  |  |
| Deck Logbook |  |  | Crew list  (Attach) |  |  | Charterer’s instructions |  |  |
| Time Charterer’s Manual/guidance document (including any revisions) |  |  | Voyage schedule |  |  | Passage plan completed |  |  |
| Oil Record Book (deck) \* |  |  | Master’s cash statement  (Attach) |  |  |  |  |  |
| Oil Record Book (machinery) \* |  |  | List of drugs in Master’s care |  |  |  |  |  |
| Garbage Logbook \* |  |  |  |  |  |  |  |  |
| Master Documentation List | | | | | | |  |  |
| Ship Security Plan, read, understood, and kept secure. | | | | | | |  |  |
| General Security Logbook sighted. | | | | | | |  |  |
| Master’s Cash in Hand: | | | | | | | | |

* Confirm these are properly maintained and that completed logbooks for the past 5 years are kept in the Master’s possession.

| **Safety Drills** | **Date** | | | **Safety Drills** | **Date** | | | **Inspections etc** | **Date** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last boat drill | / | / |  | Last time boat in water (starboard) | / | / |  | Last ISM Internal audit | / | / |  |
| Last fire drill | / | / |  | Last time boat in water (port) | / | / |  | Last ISM external audit | / | / |  |
| Last First Alert Drill | / | / |  | Last Helicopter Drill | / | / |  | Last Port State Control inspection | / | / |  |
| Last QI drill | / | / |  | Last oil spill drill | / | / |  | Last Flag State inspection | / | / |  |
| Last emergency Steering drill | / | / |  | Last Man Overboard Drill | / | / |  | Last Vetting inspection report | / | / |  |
| Last Abandon Ship Drill | / | / |  |  | | | | Last Onboard Navigational Audit by Master | / | / |  |
|  | | | | | | | | Last Vessel Inspection (by shore staff) | / | / |  |

| **Present Condition of Vessel** | **Yes** | **No** | **Present Condition of Vessel** | **Tonnes** |
| --- | --- | --- | --- | --- |
| All lifesaving equipment fully functional |  |  | Current Load line (DWT) |  |
| All fire fighting equipment fully operational |  |  | Fuel oil ROB |  |
| Main engine available |  |  | Marine Diesel oil ROB |  |
| Cargo systems Operational |  |  | Fresh water ROB |  |
| Conditions of Class outstanding |  |  | Slops ROB |  |
| ISM deficiencies |  |  | Fuel oil supply arranged |  |
| PSC deficiencies |  |  | MDO supply arranged |  |
| Vetting deficiencies |  |  | Fresh Water supply arranged |  |
| Personnel changes anticipated |  |  | Ballast Status |  |
| Chief Engineer confirms that the OWS and incinerator is in working condition |  |  | Cargo Status including departure condition |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present Condition of Vessel** | **Yes** | **No** | **Present Condition of Vessel** | **Tonnes** |
| ODME is in working condition |  |  |  |  |
| Safe keys and combination have been handed over |  |  |  |  |

|  |  |
| --- | --- |
| Have Flag State Masters’ handover requirements been met? | Yes:                                     N / A:     |

|  |
| --- |
| **Repairs in progress that are affecting ship performance/comments, including active Permits to Work.** |
|  |

|  |
| --- |
| **Additional handover notes.** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| On-signing Master |  |  |  | |
|  | (print name) |  | (signature) | |
| Off-signing Master |  |  |  | |
|  | (print name) |  | (signature) | |
| Date: |  |  | Time: |  |