**CHIEF OFFICER HANDOVER FORM**

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

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

|  | | **Sighted** | |
| --- | --- | --- | --- |
|  | | **Yes**  **()** | **No**  **()** |
| 1. | Copy of Current Voyage Instructions |  |  |
| 2. | Current Cargo Plan (when applicable) |  |  |
| 3. | Current Ballast Plan (when applicable) |  |  |
| 4. | Current Cargo Documents |  |  |
| 5. | All relevant logs, load indicator Record, and ODME records |  |  |
| 6. | Inventory of onboard gas instruments, ullage tapes and relevant calibration  records. |  |  |
| 7. | Current status of FFE and LSA. |  |  |
| 8. | Past Voyage Cargo Files |  |  |
| 9. | Garbage Logbook |  |  |
| 10. | Oil Record Book - Signed up to: |  |  |
| 11. | Cargo Gear Record Book with Rope and Wire Certificates |  |  |
| 12. | Current Paint Stocks onboard |  |  |
| 13. | Deck Maintenance Records |  |  |
| 14. | All Deck Crew Performance Reports viewed |  |  |
| 15. | List of Watch keeping, Cleaning and Maintenance Routines currently in  operation |  |  |
| 16. | Current / Last Cargo Characteristics |  |  |
| 17. | Any Slops R.O.B. |  |  |
| 18. | Any known defects in Cargo Load / Discharge System / I.G.S. / C.O.W.  System / Hatches? |  |  |
| 19. | Any Deck / Mooring Equipment known defects? |  |  |
| 20. | Deck Maintenance Plan work in hand |  |  |
| 21. | Cargo Tank / Ballast Tank Internal Inspection Desludging and  cleaning Routine and Records (Report significant deficiencies and  findings) |  |  |
| 22. | Next Consumable Stores due: |  |  |
| 23. | Expecting to receive this port: |  |  |
| 24. | Charterer’s / TCC Deck Deficiencies? |  |  |
| 25. | Crew / Cadet Training Record Books Updated: |  |  |
| 26. | Landed Ship's Items |  |  |
| 27. | Oil Spill Response Equipment |  |  |
| 28. | Spare Parts Order |  |  |
| 29. | Purchase Orders |  |  |
| 30. | Special Working Allowances |  |  |
| 31. | Tank Cleaning Record |  |  |
| 32. | Tank Inspection Record COT / SBT |  |  |
| 33. | Permit to Work Forms |  |  |
| 34. | Handover Notes |  |  |
| 35. | Maintenance Reports |  |  |
| 36. | Safety Check List |  |  |
| 37. | Ship Security Officer Logbook sighted and kept secure. |  |  |
| 38. | Ship Security Plan sighted, read and understood. |  |  |
| 39. | All recent security related information sighted |  |  |
| 40. | Security Alarm - location and test procedure verified |  |  |
| 41. | Inventory of security equipment including seals and master locking  system sighted |  |  |
| 42. | Sight Declaration of security for the current port.  Note security level and contact details. |  |  |

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| **Ongoing Work / Repairs** |
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| **Additional hand over notes** |
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| **Off-signing Chief Officer** | | | | | |
| Name: |  |  | Date: |  |  |
| Signature: |  |  | Time: |  |  |
|  | | | | | |
| **On-signing Chief Officer** | | | | | |
| Name: |  |  | Date: |  |  |
| Signature: |  |  | Time: |  |  |
|  | | | | | |
| **Master** |  |  |  | |  |
|  | (initials) |  | (date) | |