**SECOND ENGINEER HANDOVER FORM**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Items** | | | | **Sighted:** | **Remarks** |
| **Yes / No** |
| 1. | Daily Maintenance Book | | | |  |  |
| 2. | Standing Orders to Engine Room Staff | | | |  |  |
| 3. | Engine Room Spare Parts and Stores Orders | | | |  |  |
| 4. | Engine Room Machinery Manuals | | | |  |  |
| 5. | Planned Maintenance Program and Reports (updated) | | | |  |  |
| 6. | Spares & Stores Inventory (updated) | | | |  |  |
| 7. | Lube Oils and Chemicals Inventory | | | |  |  |
| 8. | Engine Room Piping Diagrams | | | |  |  |
| 9. | F.O. Viscosity |  | Density |  |  |  |
| 10. | MDO Viscosity |  | Density |  |  |  |
|  |  |  |  |  |  |  |

| **Handover Examination** | | **Remarks** |
| --- | --- | --- |
| 1. | The outgoing 2nd Engineer will show machinery and area of responsibility to the incoming 2nd Engineer with layout of tools and spares, etc. He will also instruct the incoming 2nd Engineer in the operation of the vessel’s machinery, in compliance with (Familiarization with Engine Room Equipment ) |  |
| 2. | The outgoing 2nd Engineer will instruct the incoming 2nd Engineer in the method and requirements for the UMS operation. |  |
| 3. | The outgoing 2ndEngineer will make out an outstanding and current maintenance list with a report on current and past machinery faults. |  |
| 4. | The outgoing 2nd Engineer will discuss health, safety and environmental. |  |
| 5. | Supply of general stores, paints, cleaning materials, etc. adequate until next storing date: |  |

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| **Additional hand over notes** |
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| On-signing 2nd Engineer |  |  | |  | |
|  | (print name) |  | | (signature) | |
| Off-signing 2nd Engineer |  |  | |  | |
|  | (print name) |  | | (signature) | |
| Date: |  |  | Time: | |  |
| Sighted by the Chief Engineer |  |  | |  | |
|  | (Initials) |  | | (Date) | |