**CHIEF COOK HANDOVER CHECKLIST**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Sighted** | | |
| **Yes** | **No** | **N/A** |
| Updated provision stock list attached with comments |  |  |  |
| List of provision or stores on order or needing to be order. |  |  |  |
| Galley equipment in good order. Comment below as required. |  |  |  |
|  |  |  |  |
| Linen and other stores in good order and sufficient in quantity. Comment below as required. |  |  |  |
|  |  |  |  |
| Taking over Chief Cook has been advised of any special catering considerations for ship’s complement. Comment below as required. |  |  |  |
|  |  |  |  |
| Any other business: |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Incoming Chief Cook Printed Name: |  |  | Signature: |  |
| Outgoing Chief Cook Printed Name: |  |  | Signature: |  |
| Date/Time: |  |  | Master’s Initials: |  |