**BRIDGE HANDING OVER WATCH AT SEA**

The relieving watch shall report to the bridge in appropriate time to ensure that they are fully aware of prevailing conditions and that at night their vision adjusted to take over the watch on time.

At handover of the bridge watch, the relieving officers must check and confirm the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vessel Name: |  |  | Date: |  |

| **Checks** | | **Watch Code** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** |
|  | Read, understand, and sign Standing orders and supplementary orders from the Master, including night orders. |  |  |  |  |  |  |
|  | Read, checked, and familiar with the relevant portion of the passage plan. |  |  |  |  |  |  |
|  | Ensure that ENCs for appropriate navigation purpose and scale range is used. Largest scale paper chart (when used) available at all times. |  |  |  |  |  |  |
|  | Plot advance D.R. positions covering duration of the watch. Note expected times of course alterations, landfall, raising of lights, and VTS reporting points and soundings. |  |  |  |  |  |  |
|  | Check position, true / gyro / magnetic course, and speed. Verify position by plotting on your own. Note effect of tides and currents. |  |  |  |  |  |  |
|  | Check electronic positioning systems, e.g. GPS, DGPS. Check HDOP, SNR, Beacon Error Rate and Satellite Signal Frequency. Confirm the DGPS printing frequency is set to similar interval as that of position fixing frequency. |  |  |  |  |  |  |
|  | Check electronic inputs to various navigation equipment, e.g. AIS. Check multi sensor inputs in ECDIS, VDR & BNWAS. |  |  |  |  |  |  |
|  | Compare compass, align heading markers on gyro repeaters, radars and on course recorders. Check and confirm any errors with the gyro / magnetic Compass. Confirm that off course alarm is on when in auto steering mode or when on hand steering for prolonged period. |  |  |  |  |  |  |
|  | Confirm the traffic situation and ensure handing over of watch is not carried out during the middle of a manoeuvre |  |  |  |  |  |  |
|  | Check lights, buoys, aids to navigation, virtual aids to navigation and land features. |  |  |  |  |  |  |
|  | Confirm manual and auto steering mode. Confirm status of off course alarm & off heading alarm (when provided). Confirm manual steering is operable and switch back to auto if appropriate. |  |  |  |  |  |  |
|  | Check operating status of radars. Adjust brilliance, gain, sea clutter, rain clutter to obtain optimum picture. Conduct radar performance test. Ensure ARPA is set on log speed when used for collision avoidance. |  |  |  |  |  |  |
|  | Observe visibility and weather conditions. Check the weather reports and any navigational warnings. |  |  |  |  |  |  |
|  | Discuss possible effects of any list, trim, or squat on under keel clearance. Ensure echo sounder controls are adjusted to optimum performance and minimum depth alarm is set when in shallow waters in compliance with application UKC policy (needs modifying) |  |  |  |  |  |  |
|  | Check the operational status of bridge equipment (including navigation lights, Aldis lamps, whistle, etc.). Test all bridge console, navigation light console, steering console, etc., and alarms. Check the status of AIS, VDR and multi-sensor input when provided. |  |  |  |  |  |  |
|  | Discuss engine status (standby, sea passage, RPM, manned, unmanned). |  |  |  |  |  |  |
|  | Discuss status of deck equipment, weathertight doors, openings, and security regarding possible deterioration of the weather or anti piracy measures. Confirm Fire and Safety rounds are carried out - At the change over of watch at sea, and bridge is not manned with single manning at any time. (For night Watch only).  Check the Status of Fire Zone. |  |  |  |  |  |  |
|  | Discuss any defects affecting safe navigation. |  |  |  |  |  |  |
|  | Check for any deck work / tank inspections in progress, which could indicate open manholes on tanks (e.g. tank washing, gas freeing, or venting, etc.). Check for any open permits. |  |  |  |  |  |  |
|  | Confirm lookouts are posted, Helmsman is not considered a look out while on hand steering. Ensure all watch keepers are adequately dressed. Watch keeping personnel must always be dressed in a manner that they can respond to emergencies without delays. |  |  |  |  |  |  |
|  | OOW is aware of standby personnel and any additional personnel if needed. Method established to call them (such as handheld radios, or otherwise) at any time as required. |  |  |  |  |  |  |
|  | When navigating in or close to ice, discuss Ice Routing, ice conditions, ice reports, any navigational precautions, communications with Icebreakers, etc. |  |  |  |  |  |  |
|  | Alarm/warning panel on bridge, if any isolated or adjusted, with reasons are handed over. |  |  |  |  |  |  |
|  | Watch condition at present. |  |  |  |  |  |  |
|  | VHF channels in use are set correct and appropriate for communication in the area |  |  |  |  |  |  |
|  | Inform taking over OOW the status of BNWAS (On or Off) |  |  |  |  |  |  |
| **ECDIS** | | | | | | | |
|  | Confirm the current revision of the voyage plan and route are being used. |  |  |  |  |  |  |
|  | Chart setting is properly displayed |  |  |  |  |  |  |
|  | All sensors input checked and in good working condition (position – course - speed) |  |  |  |  |  |  |
|  | All anti-grounding settings are correctly entered as per company policy and master’s standing orders. |  |  |  |  |  |  |
|  | Chart Contours (Safe/Shallow/Deep) checked and set according to the Company and Masters requirements for ECDIS. |  |  |  |  |  |  |
|  | Cross track (Off Track) limits entered and alarm confirmed. |  |  |  |  |  |  |
|  | New Way Point and Wheel-Over Point alarm on, according to Company and Master requirements for ECDIS. |  |  |  |  |  |  |
|  | Check Turning Radius entered and checked for approaching Way Points according to Company and Master requirements for ECDIS. |  |  |  |  |  |  |
|  | Official Chart Data (ENC) loaded. |  |  |  |  |  |  |
|  | Loaded Charts up to date including Navigational warnings and T&P notices. |  |  |  |  |  |  |
|  | Make sure correct ENC appropriate for navigation purpose and range scale is being used. |  |  |  |  |  |  |
|  | Main ECDIS system, ECDIS backup system & Emergency Navigation System are updated and in good working condition |  |  |  |  |  |  |
|  | Active alarms, alerts and warnings are responded to and corrective action taken including Alarm abnormalities |  |  |  |  |  |  |
|  | Display palette setting correctly applied for watch period |  |  |  |  |  |  |
|  | Check fixing procedure and instructions |  |  |  |  |  |  |
|  | Mode of display |  |  |  |  |  |  |
|  | Compare the last manual ship positioning with GPS/RADAR/Visual bearings/Celestial Fixes. |  |  |  |  |  |  |
|  | Anti-grounding and Watch Dog settings correctly set as per company policy and master’s standing orders. |  |  |  |  |  |  |
|  | Any Failure or defect observed. If SNR (signal to noise ratio) reading is observed to be abnormal in DGPS when vessel on a coastal passage. If any HDOP alarm observed. |  |  |  |  |  |  |
|  | If applicable, apprise which ARPA target was used as ‘Echo Reference’ |  |  |  |  |  |  |
|  | Confirm if any target association is being used to associate AIS and ARPA targets. |  |  |  |  |  |  |
|  | If any jamming or spoofing of GNSS is observed during the watch. |  |  |  |  |  |  |
|  | Taking over OOW after brief on the ‘Watch Handover checks” is to save the report to the File Manager |  |  |  |  |  |  |
|  | Others |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Notes:** Deck logbook entry must be made for any amendment to the voyage plan on the ECDIS.

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| --- | --- | --- | --- |
| **Watch Period** | **Code** | **Off Duty Officer Signature** | **On Duty Officer Signature** |
| 0000 – 0400 hrs | 1 |  |  |
| 0400 – 0800 hrs | 2 |  |  |
| 0800 – 1200 hrs | 3 |  |  |
| 1200 – 1600 hrs | 4 |  |  |
| 1600 – 2000 hrs | 5 |  |  |
| 2000 – 2400 hrs | 6 |  |  |