CHECKLIST FOR TAKING OVER DELIVERY OF SHIP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vessel: |  |  | Date: |  |
| Rank: |  |  | Completed by: |  |

| Function | Activity | Reference | Person Responsible | Start date (dd/mm/yy) | Completion date (dd/mm/yy) | Remarks |
| --- | --- | --- | --- | --- | --- | --- |
| Supplies | Lubes received |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Bunkers received |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Fresh/ potable/ distilled water received |  |  | (    /    /    ) | (    /    /    ) |  |
|  | New provisions received |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Consumable stores received |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Chemical supplier manual with MSDS onboard |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Paint supplier manual with MSDS onboard |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Lube oil supplier manual with MSDS on board |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Accredited Chemist/Druggist has audited medical locker |  |  | (    /    /    ) | (    /    /    ) |  |
|  | All controlled drugs secured in Master’s safe |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Master’s safe keys/ combination obtained |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Obtain keys to cabins/ store door locks |  |  | (    /    /    ) | (    /    /    ) |  |
|  | PO raised to ensure items onboard according to TCC Standards (safety and environmental equipment, spares, etc.) |  |  | (    /    /    ) | (    /    /    ) |  |
| Equipment | Technician has attended for water treatment |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Technician has attended for radio survey |  |  | (    /    /    ) | (    /    /    ) |  |
|  | EPIRB MMSI codes and GMDSS distress codes changed |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Inmarsat numbers changed |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Radio accounts changed |  |  | (    /    /    ) | (    /    /    ) |  |
|  | PMS identification of parts and spares scheduled |  |  | (    /    /    ) | (    /    /    ) |  |
|  | New SMS system installed |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Officers/ crew prepared for SMS audit |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Fire/ lifeboat drill completed |  |  | (    /    /    ) | (    /    /    ) |  |
|  | In-water survey (IWS) at take over |  |  | (    /    /    ) | (    /    /    ) |  |
| Documents | Class survey arranged |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Check validity of all certificates |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Ship’s plans/ cargo gear book stamped with new name |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Old name/ number replaced on designated main beam. |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Original carving note signed for return to office & flag state |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Radio station license displayed in radio room/ bridge |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Mortgage lien displayed in master’s cabin / bridge |  |  | (    /    /    ) | (    /    /    ) |  |
|  | H&M coverage arranged to start |  |  | (    /    /    ) | (    /    /    ) |  |
|  | P&I coverage arranged to start |  |  | (    /    /    ) | (    /    /    ) |  |
|  | CLC certificate arranged |  |  | (    /    /    ) | (    /    /    ) |  |
|  | External audit coordinated |  |  | (    /    /    ) | (    /    /    ) |  |
|  | All Class approved manuals/ drawings obtained |  |  | (    /    /    ) | (    /    /    ) |  |
|  | New Class/ provisional registry certificates copied for office |  |  | (    /    /    ) | (    /    /    ) |  |
| Manuals | Prepare, approve and deliver to the vessel SOPEP |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Prepare, approve and deliver VRP |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Prepare, approve and deliver BWMP |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Prepare, approve and deliver SAFIR manual |  |  | (    /    /    ) | (    /    /    ) |  |
| Physical Changes | Name stenciled on: |  |  |  |  |  |
| - Lifebuoys |  |  | (    /    /    ) | (    /    /    ) |  |
| - Life jackets |  |  | (    /    /    ) | (    /    /    ) |  |
| - Lifeboats |  |  | (    /    /    ) | (    /    /    ) |  |
| - Port bow |  |  | (    /    /    ) | (    /    /    ) |  |
| - Starboard bow |  |  | (    /    /    ) | (    /    /    ) |  |
| - Stern |  |  | (    /    /    ) | (    /    /    ) |  |
| - Name boards |  |  | (    /    /    ) | (    /    /    ) |  |
| - POR |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Ship stamps handed to Master |  |  | (    /    /    ) | (    /    /    ) |  |
|  | IMO safety stickers posted |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Stencil name and Port of Registry (POR) on stern |  |  | (    /    /    ) | (    /    /    ) |  |
|  | Old notices replaced with TCC signs |  |  | (    /    /    ) | (    /    /    ) |  |