

**CHIEF OFFICER HANDOVER REPORT**  
**LAPORAN SERAH TERIMA MUALIM 1**

Document	ISO 9001
Type	QMS
Approved by	Ops Management
Created by	Operation Dept.

Laporan ini harus diselesaikan oleh MUALIM 1 yang akan keluar dan diverifikasi oleh MUALIM 1 yang masuk. Jika MUALIM 1 yang masuk memiliki keraguan atau perselisihan dengan barang yang diserahkan, MUALIM 1 yang masuk harus mencatatnya di kolom "Keterangan".

*This report is to be completed by the outgoing Chief Officer and verified by the incoming Chief Officer. Should the incoming Chief Officer have any doubts or disputes with the items handed over, the incoming Chief Officer should note them in the "Remarks" column.*

<b>Nama Kapal</b> <i>Vessel Name</i>			
<b>Lokasi /Port</b> <i>Location/Port</i>		<b>Tanggal Serah Terima</b> <i>Hand Over Date</i>	
<b>Nama MUALIM 1 Diganti</b> <i>Outgoing Chief Officer Name</i>			
<b>Nama MUALIM 1 Pengganti</b> <i>Incoming Chief Officer Name</i>			

No.	Dokumen <i>Documents</i>	Sesuai <i>In order</i>	Tidak Sesuai <i>Not in order</i>	N/A	Keterangan <i>Remarks</i>
1	Buku Jurnal Dek <i>Deck Log Book</i>				
2	Buku Jurnal Sampah <i>Garbage Record Book</i>				
3	Gambar LSA dan FFE Kapal <i>Vessels LSA and FFE Drawing</i>				
4	Sertifikat Dek <i>Deck Certificates</i>				
5	Manual Alat Lifting Dek dan Navigasi <i>Deck Lifting Manuals</i>				
6	Manual Alat Navigasi <i>Navigation Manuals</i>				
7	Jurnal Rencana Sistem Pemeliharaan <i>Plan Maintenance System Records</i>				
8	Catatan Permintaan Perbaikan <i>Request for Repair Record</i>				
9	Manajemen Perubahan <i>Management of Change</i>				
10	Inventaris Penyimpanan Cat <i>Paint Store Inventory</i>				
11	Inventaris Alat <i>Tools Inventory</i>				
12	Performa Penilian Kru Dek <i>Deck Crew Performance Appraisal</i>				

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Keterangan MUALIM 1 pengganti (jika ada):

*Incoming Chief Enggineer Remarks (if any):*

**Tanda Tangan MUALIM 1 Diganti**

*Out Going Chief Officer Signature*

**Tanda Tangan MUALIM 1 Pengganti**

*Incoming Chief Officer Signature*

**Stempel Kapal**

*Vessel's Stamp*