

# Change of Watch at Sea Checklist

Form: NAV-16  
Revision 03 / 22.04.2013  
Approved: Marine / VG

**ATTENTION: CHANGEOVER SHOULD BE POSTPONED WHEN THE SHIP IS, OR IS ABOUT TO BE, ENGAGED IN COLLISION AVOIDANCE MANOEUVRE OR A NAVIGATIONAL ALTERATION OF COURSE**

Date: / /	Enter as applicable: Yes / No / NA							
	Watch:						Time:	Time:
<b>At change of watch the relieving officer should personally satisfy themselves regarding the following:</b>	00.00 (midnight)	04.00	08.00	12.00	16.00	20.00	_____	_____
The watch has sufficient time on night watch to condition eyes to night vision								
Standing orders and other special instructions of the Master, relating to safe navigation of the vessel								
Position, course and speed of vessel								
Vessel draft , UKC , possible effects of heel, trim water density and squat effects								
Prevailing tides, currents, weather , visibility and effect of these factors on course and speed								
Engine room watch status, procedures to manoeuvre if required								
Navigational hazards likely to be encountered during the watch								
Current traffic conditions								
Update on all incoming NAVTEX and other navigation warnings received since last watch								
<b>STATUS OF NAVIGATIONAL EQUIPMENT AND COMMUNICATIONS EQUIPMENT &amp; BRIDGE EQUIPMENT</b>								
Gyro and magnetic compass errors. Ensure error recorded and if not the reason stated. Gyros checked for synchronisation								
Radar and ARPA. Ensure performance monitoring recorded								
ECDIS / ECS / Paper charts								
Steering systems / auto pilot. Ensure hand steering tested and recorded								
Engine status								
AIS, GPS								
Course recorder, Engine movement recorder, operational , sufficient paper								
Echo sounder, sufficient recording paper (if applicable ) for watch								
Status of bridge watch navigational system BWNAS								
All fire zones active								
<b>OTHER CHECKS AND REMARKS / ANY SPECIAL WORK IN PROGRESS:</b>								
<b>Outgoing OOW to initial when handing over the watch</b>								
<b>Incoming OOW to initial when taking over the watch</b>								

*\*To be filled in by hand on watch by watch basis; \*\*To be filled on board, retention period:1 year. \*\*\* Record completion of checklist at the end of the watch in the Deck Log Book*

*If printed, this document is regarded as "uncontrolled"*