

# TECHNICAL HANDOVER REPORT

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**ELECTRICAL**

10 handover(s)

**1. Unknown Alarms on Bridge**

Urgent: Unknown alarms on bridge. Investigation complete, corrective actions initiated. Vendor documentation requested, resources organized. Next steps include confirming delivery dates, updating procedures, and briefing teams. Delays or issues should be reported immediately.

**Actions:**

- [CRITICAL] Confirm delivery dates for vendor documentation and ensure immediate availability.
- [HIGH] Update procedures based on investigation findings and corrective actions.
- [NORMAL] Brief relevant teams on the status of the unknown alarms issue and next steps.

**Source Emails:**[E1](#) [E2](#) [E12](#) [E17](#) [E30](#) [E70](#)**2. Ventilation Damper Issue**

Ventilation damper issue identified during routine checks. Investigation complete, corrective actions initiated. Next steps include vendor documentation, resource organization, and departmental follow-up. Confirm readiness to complete assigned tasks and report any delays or issues.

**Actions:**

- [NORMAL] Confirm readiness to complete assigned tasks and report any delays or issues.

**Source Emails:**[E3](#) [E7](#) [E24](#) [E56](#) [E62](#) [E72](#)**3. Gangway Hydraulic Leak**

Gangway hydraulic leak issue identified; investigation complete, corrective actions initiated. Next steps include vendor documentation confirmation, resource organization, and departmental briefings. Confirm delivery of outstanding items and ensure compliance with internal standards.

**Actions:**

- [CRITICAL] Confirm delivery of outstanding vendor documentation and ensure compliance with internal standards.
- [HIGH] Organize resources for corrective actions based on investigation findings.
- [NORMAL] Conduct departmental briefings to inform all relevant parties about the next steps and responsibilities.

**Source Emails:**[E16](#) [E26](#) [E84](#)**4. Crestron Touch Panel Offline**

Crestron touch panel offline issue identified; investigation complete, corrective actions initiated. Next steps include vendor documentation confirmation, resource organization, and departmental task completion.

**Actions:**

- [HIGH] Confirm vendor documentation for corrective actions.
- [NORMAL] Organize resources required for the implementation of corrective actions.

- [NORMAL] Complete departmental tasks related to the resolution of the Crestron touch panel offline issue.
- 

**Source Emails:**[E18](#) [E66](#)**5. UPS Alarm Notification Issue**

Discuss 'UPS alarm notification' issue affecting operations. Investigation complete, corrective actions underway. Next steps include vendor documentation confirmation, resource organization, and procedure updates.

**Actions:**

- [HIGH] Confirm vendor documentation for UPS alarm notifications.
  - [NORMAL] Organize resources related to UPS alarm notifications.
  - [NORMAL] Update procedures regarding UPS alarm notifications.
- 

**Source Emails:**[E21](#) [E25](#)**6. AC Compressor Oil Pressure Low**

Discuss 'AC compressor oil pressure low' issue affecting operations. Investigation complete, corrective actions in progress. Next steps include vendor documentation, resource organization, and departmental follow-up.

**Actions:**

- [HIGH] Review vendor documentation for AC compressor oil pressure issues.
  - [NORMAL] Organize resources required for corrective actions.
  - [NORMAL] Follow up with relevant departments regarding the issue and progress.
- 

**Source Emails:**[E22](#) [E51](#)**7. Engine Coolant Order**

Generator service overdue or engine coolant order issue identified. Investigation complete, corrective actions underway. Next steps include vendor documentation confirmation, resource organization, and departmental task completion.

**Actions:**

- [HIGH] Confirm vendor documentation for the engine coolant order.
  - [NORMAL] Organize resources required for the corrective actions.
  - [NORMAL] Complete departmental tasks related to the engine coolant order issue.
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**Source Emails:**[E23](#) [E36](#) [E54](#) [E73](#) [E76](#) [E89](#)**8. VSAT Connectivity Interruption**

VSAT connectivity interruption issue identified; investigation complete, corrective actions initiated. Next steps include vendor documentation confirmation, resource organization, and departmental briefings.

**Actions:**

- [CRITICAL] Confirm vendor documentation for VSAT connectivity issues.

- [HIGH] Organize resources required for addressing the VSAT connectivity interruption.
  - [NORMAL] Conduct departmental briefings to inform team members about the VSAT connectivity interruption and next steps.
- 

**Source Emails:**

[E28](#) [E41](#) [E57](#) [E59](#)

## 9. Delivery Confirmation – Spare Hydraulic Hoses

Discuss 'Delivery confirmation – spare hydraulic hoses' issue impacting operations and safety. Investigation complete, corrective actions underway. Next steps include vendor documentation, resource organization, and departmental follow-up.

**Actions:**

- [CRITICAL] Ensure all vendor documentation is up-to-date and accurate.
  - [HIGH] Organize resources for the spare hydraulic hoses delivery confirmation.
  - [NORMAL] Follow up with relevant departments to ensure compliance and readiness.
- 

**Source Emails:**

[E33](#) [E39](#) [E71](#) [E89](#)

## 10. Wi-Fi Coverage Issue

Wi-Fi coverage issue identified; investigation complete, corrective actions initiated. Next steps include vendor documentation confirmation, resource organization, and departmental briefings.

**Actions:**

- [NORMAL] Confirm vendor documentation.
  - [NORMAL] Organize resources for implementation.
  - [NORMAL] Conduct departmental briefings on corrective actions.
- 

**Source Emails:**

[E40](#) [E49](#)

## PROJECTS

2 handover(s)

### 1. Refit proposal – Interior upgrades

You need to review the investigation and corrective actions initiated for the 'Refit proposal – Interior upgrades' issue. Vendor documentation has been requested, delivery schedules coordinated, and maintenance tasks scheduled. Next steps include vendor confirmation, resource organization, and departmental follow-up.

**Actions:**

- [CRITICAL] Confirm vendor details and ensure all necessary documentation is provided.
- [HIGH] Organize resources for the upcoming maintenance tasks.
- [NORMAL] Follow up with relevant departments to ensure all actions are proceeding as planned.

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**Source Emails:**

[E1](#) [E2](#) [E3](#) [E12](#) [E18](#)

### 2. Yard period schedule – Palma 2025

You need to address the 'Yard period schedule – Palma 2025' issue impacting operations. Corrective actions are underway, and vendor documentation confirmation is required. Next steps include resource organization and departmental task completion.

**Actions:**

- [CRITICAL] Confirm vendor documentation including **repair\_report.docx**, **service\_quote.pdf**, and **safety\_certificate.pdf**.
- [HIGH] Organize resources necessary for the yard period schedule.
- [NORMAL] Complete departmental tasks as per the yard period schedule.

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**Source Emails:**

[E7](#) [E16](#) [E17](#) [E21](#)

**ADMIN**

4 handover(s)

**1. Crew Uniform Sizes Issue**

You need to finalize the documentation, brief teams, and address any delays related to the crew uniform sizes issue. Next steps include vendor confirmation, resource organization, and department coordination.

**Actions:**

- [CRITICAL] Finalize the documentation for the crew uniform sizes issue.
- [HIGH] Brief all relevant teams on the status of the crew uniform sizes issue.
- [NORMAL] Address any delays related to the crew uniform sizes issue.
- [CRITICAL] Confirm vendor details and ensure they are aware of the uniform size requirements.
- [HIGH] Organize resources necessary for resolving the uniform size discrepancies.
- [NORMAL] Coordinate with all departments to ensure a smooth transition and implementation of new uniform sizes.

**Source Emails:**[E1](#) [E2](#) [E3](#) [E7](#) [E12](#)**2. Google Workspace Setup**

Confirm delivery, brief teams, and address any delays related to the Google Workspace setup. Review attached crew training log for additional information.

**Actions:**

- [CRITICAL] Confirm delivery of Google Workspace setup.
- [HIGH] Brief teams on Google Workspace setup progress and address any delays.

**Source Emails:**[E16](#)**3. Verify Google Workspace Domain**

You need to verify ownership of the domain celeste7.ai to continue using Google Workspace services. Contact support or follow setup steps promptly to avoid account deletion.

**Actions:**

- [CRITICAL] Verify ownership of the domain celeste7.ai to continue using Google Workspace services.

**Source Emails:**[E17](#) [E18](#)**4. Review Microsoft Order Details**

You need to review your Microsoft order details, manage subscriptions in the admin centre, and find additional resources related to invoice, payment, admin roles, and cancellation.

**Actions:**

- [CRITICAL] Review Microsoft order details thoroughly.
- [HIGH] Manage subscriptions in the admin centre.
- [NORMAL] Find additional resources related to invoice, payment, admin roles, and cancellation.

**Source Emails:**

[E21](#)

## GALLEY LAUNDRY

2 handover(s)

### 1. Crew Laundry Dryer Squeaking Issue

You need to confirm the delivery of outstanding items, implement new procedures, and address any delays or issues related to the crew laundry dryer squeaking issue. Vendor documentation confirmation, resource organization, and departmental follow-up are also required.

#### **Actions:**

- [NORMAL] Confirm the delivery of outstanding items for the crew laundry dryer.
- [NORMAL] Implement new procedures to address the squeaking issue in the crew laundry dryer.
- [NORMAL] Address any delays or issues related to the crew laundry dryer squeaking issue.
- [NORMAL] Confirm vendor documentation for the crew laundry dryer.
- [NORMAL] Organize resources required for addressing the squeaking issue in the crew laundry dryer.
- [NORMAL] Follow up with relevant departments regarding the crew laundry dryer squeaking issue.

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#### Source Emails:

[E1](#) [E12](#) [E16](#)

### 2. Dishwasher Error Code E15

You need to confirm the delivery dates, update procedures, brief teams, and address delays or issues related to the dishwasher error code E15. Vendor documentation confirmation, resource organization, and departmental follow-up are also required.

#### **Actions:**

- [CRITICAL] Confirm delivery dates for the dishwasher with the vendor.
- [HIGH] Update procedures to address the error code E15 issue.
- [NORMAL] Brief teams on the new procedures and expected changes.
- [CRITICAL] Address delays or issues related to the dishwasher error code E15.
- [HIGH] Confirm vendor documentation and ensure it is up-to-date.
- [NORMAL] Organize resources to support the implementation of new procedures.
- [HIGH] Follow up with departments to ensure compliance and understanding of the changes.

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#### Source Emails:

[E2](#) [E3](#) [E7](#) [E17](#) [E18](#)

**RISK**

2 handover(s)

**1. Safety Management System Update**

You need to review the investigation results and initiated corrective actions for the Safety Management System update. Vendor documentation is requested, and resources are organized. Next steps include confirming vendor details, conducting team briefings, and completing tasks. Ensure immediate communication of any delays or issues.

**Actions:**

- [CRITICAL] Ensure immediate communication of any delays or issues.
- [HIGH] Confirm vendor details for the Safety Management System update.
- [NORMAL] Conduct team briefings on the Safety Management System update.
- [NORMAL] Review investigation results and initiated corrective actions for the Safety Management System update.
- [NORMAL] Organize resources for the Safety Management System update.

**Source Emails:**[E1](#) [E7](#) [E16](#) [E17](#)**2. Safety Drill Report Issue**

You need to address the identified issue with the safety drill report, which impacts operations and safety standards. Corrective actions have been initiated, including vendor consultations, resource scheduling, and procedure reviews. Next steps involve finalizing outstanding items, updating maintenance logs, ensuring compliance with internal standards, and coordinating with departments.

**Actions:**

- [CRITICAL] Address the identified issue with the safety drill report which impacts operations and safety standards.

**Source Emails:**[E2](#) [E3](#) [E12](#)

**FIRE SAFETY***3 handover(s)***1. Fire Detection System Faults Identified and Corrective Actions Initiated**

You need to address identified faults in the fire detection system. The investigation is complete, and corrective actions have been initiated. Vendor documentation has been requested, and resources are organized. Next steps include confirming delivery of outstanding items, briefing teams on updates, and reporting any delays or issues immediately.

**Actions:**

- [CRITICAL] Confirm delivery of outstanding vendor documentation and ensure all necessary resources are organized.
- [HIGH] Brief teams on updates regarding the fire detection system faults and corrective actions.
- [NORMAL] Report any delays or issues immediately to maintain project timelines and ensure safety standards are met.

**Source Emails:**[E1](#) [E2](#) [E7](#) [E17](#)**2. Annual Extinguisher Inspection Issues Identified and Corrective Actions Initiated**

You need to address identified issues during the annual extinguisher inspection. The investigation is complete, and corrective actions have been initiated. Vendor documentation has been requested, delivery schedules coordinated, and maintenance kits prepared. Next steps include finalizing vendor confirmation, organizing resources, briefing teams, and reporting any delays or issues immediately.

**Actions:**

- [CRITICAL] Finalize vendor confirmation and ensure immediate reporting of any delays or issues.
- [HIGH] Organize resources for the corrective actions initiated.
- [NORMAL] Brief teams on the identified issues and planned corrective actions.

**Source Emails:**[E3](#) [E16](#)**3. Critical Safety Notice: Cracked Lifeboat Mount**

Address the critical safety issue of a cracked lifeboat mount. The investigation is complete, and corrective actions have been initiated. Vendor documentation has been requested, and resources are organized. Next steps include confirming delivery, briefing teams, addressing delays, and reviewing attached project\_update.pdf for details.

**Actions:**

- [CRITICAL] Confirm delivery of vendor documentation and organize necessary resources.

**Source Emails:**[E12](#)

**TENDERS***2 handover(s)***1. Tender Crane Annual Service Issue and Corrective Actions**

You need to finalize documentation, schedule maintenance, and brief teams. Confirm delivery dates for vendor parts, organize resources, and review procedures. Report any delays or concerns immediately.

**Actions:**

- [CRITICAL] Report any delays or concerns immediately.
- [HIGH] Confirm delivery dates for vendor parts.
- [NORMAL] Finalize documentation, schedule maintenance, and brief teams.
- [NORMAL] Organize resources and review procedures.

**Source Emails:**[E1](#) [E2](#)**2. Tender Crane Annual Service Issue Follow-Up**

Confirm the delivery of outstanding items, brief teams, and address any delays or concerns that arise.

**Actions:**

- [CRITICAL] Confirm the delivery of outstanding items for the tender crane annual service.
- [HIGH] Brief all relevant teams on the status and next steps for the tender crane annual service.
- [NORMAL] Address any delays or concerns that arise during the tender crane annual service process.

**Source Emails:**[E7](#)

## LOGISTICS

2 handover(s)

### 1. Port Clearance Documentation Issue

You need to review the investigation findings and corrective actions for the port clearance documentation issue. Request updated documents from the vendor, confirm delivery dates, implement new procedures, and brief all teams on their responsibilities.

#### Actions:

- [CRITICAL] Review the investigation findings and corrective actions for the port clearance documentation issue.
- [HIGH] Request updated documents from the vendor.
- [NORMAL] Confirm delivery dates with the vendor.
- [CRITICAL] Implement new procedures for port clearance documentation.
- [HIGH] Brief all teams on their responsibilities regarding the updated procedures.

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#### Source Emails:

[E1](#) [E3](#)

### 2. Waste Management Log Reminder

Review the investigation findings for the waste management log issue. Confirm vendor documentation, organize resources, and follow up with departments to ensure readiness for assigned tasks.

#### Actions:

- [CRITICAL] Review the investigation findings for the waste management log issue.
- [HIGH] Confirm vendor documentation related to waste management procedures.
- [NORMAL] Organize resources necessary for addressing the waste management log issue.
- [NORMAL] Follow up with departments to ensure readiness for assigned tasks regarding waste management.

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#### Source Emails:

[E2](#)

**DECK***1 handover(s)***1. Contractor coordination – Teak deck replacement issue**

You need to address the ongoing operations impact due to the teak deck replacement. Corrective actions are underway, vendor documentation has been requested, and resources have been organized. Next steps include vendor confirmation and departmental task completion.

**Actions:**

- [CRITICAL] Address the ongoing operations and safety standards impact due to the teak deck replacement.
- [HIGH] Initiate corrective actions and request vendor documentation with delivery schedules confirmed.
- [HIGH] Complete departmental tasks related to teak deck replacement.
- [NORMAL] Conduct a department briefing on the teak deck replacement issue.

**Source Emails:**[E1](#) [E2](#) [E3](#)**FINANCIAL***1 handover(s)***1. Payment reminder – Chandlery supplies and corrective actions**

You need to review the attached logistics\_plan.xlsx for details on vendor documentation requests, delivery schedules, and maintenance logs updates. Next steps include vendor confirmation, resource organization, and departmental task completion.

**Actions:**

- [CRITICAL] Review the attached logistics\_plan.xlsx for details on vendor documentation requests, delivery schedules, and maintenance logs updates.
- [HIGH] Ensure vendor confirmation is completed.
- [NORMAL] Organize resources for the upcoming tasks.
- [NORMAL] Complete departmental task assignments as per the plan.

**Source Emails:**[E1](#) [E2](#)

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