



M. 6.11 - CHIEF OFFICER HAND OVER REPORT

Date : 10/08/2018
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 Made by : QHSE
 Approved by : MD
 Rev. No : 0

Vessel: BITU ATLANTIC

Port: AGIO THEODOROI

Date (dd/mm/yy):

17/01/19

Incoming Chief Officer: ANIVESH CHOBEY

Outgoing Chief Officer:

GURDAS SINGH

The Following were handed over in good order, to the satisfaction of taking over Chief Officer.

1. CERTIFICATES:

List of Original Certificates, if held with Chief Officer: ALL ORIGINAL CERTIFICATES ARE WITH THE MASTER

Certificate	Date of Expiry	Remarks

2. DOCUMENTATION

Document	Yes	No	Remarks
Copy of the Certificate (if held)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SCANNED COPY 2 WIRE/FIBRE ROPES
Stability Information Booklet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary
Cargo Securing Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
P & A Manual (Chemical Tankers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Oil Record Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Charter Party	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Voyage Instructions (present & next)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cargo Plan (Stowage, Load / Discharge)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage Record Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Defect List Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Requisition Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chief Officer's Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Deck Store Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Spares Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lashing Gear Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
List of Vessel Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
List of Equipment Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

3. HAND OVER NOTES

Chief Officer handover notes should be as a minimum cover the points listed below. It anticipated that the handover notes are compiled during your tenure on board, to include items of importance noted.

a) General arrangement of ship
b) LSA / FFA
c) General description of cargo systems (subdivisions as required for type of vessels)
d) Mooring system
e) Accommodation ladder
f) Gangways pilot ladder
g) Cranes
h) Calibration equipment
i) Garbage Management

Soft copy to be completed & forwarded by Email to Crewing / Technical / QHSE dept. & filed as hard copy on board in Master 6.12 folder



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- j) Pollution Prevention Equipment
k) Super Structure
l) Main Deck
m) Bridge Equipment
n) PMS
o) Documentation
p) Dry Dock Specs

4. ATTACHMENTS

- Detailed Hand over notes reflecting actual operational condition / status of all equipments and systems under chief Officer,
- Crew Management and Works in progress and List of Jobs in hand / Planned, AS PER PMS
- Defect List and Status, AS PER PMS

Other items as considered necessary

Incoming Chief Officer: ANIVESH

Outgoing Chief Officer: GURDAS

Signatures [Signature of Anivesh]

[Signature of Gurdas]

Port: AGIO THEODORO

Date: 17/01/19

Time:

