Engineering Handover

*Marine Operations*

|  |  |
| --- | --- |
| *Vessel* | *Date* ***(01-January-2020)*** |
|  |  |
| *Engineer* ***OFF*** *(Print name)* | *Engineer* ***ON*** *(Print name)* |
|  |  |

The off-signing engineer will go over all items with his relief. The relief engineer will indicate completion of the review and understanding by initialing each section as noted. All forms, policies and procedures can be found at ShipNet.tdi-bi.com using the site search.

File this completed form in the TDI Binder System.

# **Section 1** **relief initials**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Machinery Tour Orientation | Point out any equipment that is working at reduced capacity or in need of repair. |  |
| 1.2 | Responsibilities & Standing Orders  | Each CE writes and posts his own and ER staff must sign. **See SOP-GEN-002** |  |
| 1.3 | Used Oil, Bilge, OWS, ORB- MARPOL | Pump bilge to Slop tank, Used Oil tank for used oil, Run OWS as often as possible, **Simple Green Cleaner for degrease in ER Only. Overboard Discharges – Closed (Locked?)** |  |
| 1.4 | Bunkering – OTP Book, Records, sight glass valves | Vessel Specific Procedures, Diagrams, DOI, Checklist, Receipts and ORB entries. **Sight Glass valves – closed except when reading** |  |
| 1.5 | SMM and Notices of Change | ShipNet: Policies and Procedures tabShipNet: Department Pages  |  |
| 1.6 | Helm Maintenance & Engine Room Log | Get Helm jobs up to date before new CE arrives. Overdue jobs-- include notes as to why overdue. |  |
| 1.7 | TDI Crewing Module & ShipNet | <http://www.geodatapub.com/tdibisr/index.php>[www.ShipNet.tdi-bi.com](http://www.ShipNet.tdi-bi.com)  |  |
| 1.8 | Computer Based Training | See ShipNet Forms- Required Training Matrix |  |
| 1.9 | Ordering Spares & Repairs - Email | Complete resupply form and email to **Resupply@tdi-bi.com** |  |
| 1.10 | Security Duties - ISPS | Doors, locks, power |  |
| 1.11 | Manuals/Catalogs- Locations |  |
| 1.12 | Parts/Spares/Tools- Locations |  |
| 1.13 | Review of Permit to Work System **SOP-GEN-019** | Hot Work **SOP-GEN-026**Energy Isolation **SOP-GEN-005**Working at Heights **SOP-GEN-009**Confined Space **SOP-GEN-004** |  |

# **Section 2. CONSUMABLES** **\_\_\_\_\_\_\_\_*relief initials***

|  |  |  |
| --- | --- | --- |
|  | Remaining on Board (gals) | Vessel Capacity (gals) |
| Fuel |  |  |
| Lube Oil |  |  |
| Hydraulic Oil |  |  |
| Used Oil Tank |  |  |
| Potable Water |  |  |
| Other |  |  |

Section 3. EQUIPMENT STATUS \_\_\_\_\_\_\_\_*relief initials*

|  |  |
| --- | --- |
| Stbd Main Engine Next Service Due |  |
|  |
| Port Main Engine Next Service Due |  |
|  |
| Center Main Engine Next Service Due |  |
|  |
| Stbd Generator Next Service Due |  |
|  |
| Port Generator Next Service Due |  |
|  |
| 3rd Generator Next Service Due |  |
|  |
| Other Next Service Due |  |
|  |
| Other Next Service Due |  |
|  |

# **Section 4. OTHER MACHINERY \_\_\_\_\_\_\_\_ relief initials**

|  |
| --- |
|  |

**Section 5. PARTS/SUPPLIES ON ORDER \_\_\_\_\_\_\_\_ relief initials**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Part # | Qty |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

**Section 6. PARTS/SUPPLIES NEED TO BE ORDERED \_\_\_\_\_\_\_\_ relief initials**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Part # | Qty |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

### Section 7. OTHER INFORMATION – NEED TO KNOW \_\_\_\_\_\_ relief initials

|  |
| --- |
|  |

Date **(02-January-2020)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature **Departing** Chief Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature **Relieving** Chief Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_