



Party Chief Handover Form

This handover is to ensure a consistent and thorough process is undertaken by those Party Chiefs who are replacing an existing Party Chief for a job in progress. By completing and reviewing the sections listed below, the on-signing PC should have a thorough understanding of the project's objectives and deliverables, the status of the data collected to date, any issues concerning deck / laboratory / or navigation operations and processes, any issues concerning the vessel or key technical components, and any issues regarding both marine and technical staff. It is essential that adequate time is given to review all topics in detail. Completion and submission of this form to the DPA is the responsibility of both off-signing and on-signing Party Chiefs.

Off-Signing PC: _____ On-Signing PC: _____

Ship Name: _____ Project / Job #: _____

Date Completed: _____ Location (Port): _____

GENERAL PROJECT OVERVIEW:

Type of operation: PC___ CHIRP___ HF___ JPC___ CPT___ VC___ BC___ Camera___
CTD Rosette___ GeoPhys Survey___ EBS Survey___ Other: _____

Total Number of Sites: _____ Number of Sites Remaining: _____

Has data been prepared for return to the office? (Y or N): _____

If so, what date is being returned? _____

Additional comments (non-typical procedures or deliverables): _____

NAVIGATION OPERATIONS:

Status of normal operations: _____

Additional requirements / procedures: _____

Outstanding issues with equipment or procedures: _____

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LABORATORY OPERATIONS:

Status of normal operations: _____

Additional requirements / procedures: _____

Outstanding issues with equipment or procedures: _____

DECK OPERATIONS:

Status of normal operations: _____

Additional requirements / procedures: _____

Outstanding issues with equipment or procedures: _____

OTHER ISSUES:

Are there any equipment or supply issues the on-signing PC needs to be aware of? (Y or N) _____

If so, what? _____

Concerning vessel operations, are there any issues that could affect the project? (Y or N) _____

If so, what? _____

Concerning crew (technical or marine), are there any issues that could affect the project? (Y or N) _____

If so, what? _____

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Please sign upon completion of the hand-over and forward to the DPA.

Off-Signing Party Chief

Date

On-Signing Party Chief

Date

Write any additional comments in space below:

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