

SMM 5.1 Master's Change of Command Report and Inventory Form

Procedure

The departing master and relieving master will use this checklist as a reminder of information that needs passed; it is not all inclusive, but serves to cover the primary topics that normally need passed along.

Date: _____ Location: _____

- ☐ Relief notes and email turn-over file
- ☐ Vessel documents, expiration dates
- ☐ Safe combination
- ☐ Controlled substance inventory
- ☐ Ship's account summary, funds on board
- ☐ Forms: Discharges/CG-735/Customs Dec/Entry forms by country
- ☐ Review CASREP/OFI catalog
- ☐ Crew documentation, expiration dates
- ☐ Crew changes, sign-on dates
- ☐ Sailing orders, voyage plan
- ☐ Vessel schedule, sailing board time, ETA's
- ☐ Bunker schedule
- ☐ Stores, repair schedule
- ☐ Watch Bill
- ☐ Science pax list, passport confirmation
- ☐ Port, agent contact information
- ☐ Port State notifications (96 hr NOA, 24 hr AMS, 24 hr CVTS, Ballast)
- ☐ Stability files, science loads, drafts, fuel & ballast status
- ☐ Hazmat, radiological inventory: aboard, to load, discharged
- ☐ Maintenance: Completed, in-progress, planned
- ☐ Oil record book signed
- ☐ Garbage log signed
- ☐ Classified information
- ☐ Ship's keys, rental car keys
- ☐ Changes in SMM or other Marine Operations Procedures during this tenure
- ☐ COC deck log entry, MarOps notification

Departing Master – print and sign

Relieving Master – print and sign

This form shall be documented in Sinex and a copy forwarded to the Port Captain.
