

HANDING OVER / TAKING OVER REPORT (Covering Letter)



OCEAN TANKERS

Vessel : **M/V AN JU**

Date : **26TH September 2011**

This is to certify that following documents have been included in the handing over / taking over report by the out-going shipboard staff.

ITEMS	FILE NO.	REMARKS
Navigation	B1	Passage Plan Last Voyage No. 3
Bridge Check list	B2	As Anchor Log on August and voyage no.3
Bridge Inventories	B3	According as last six month report
Chart Correction Log	B4	NTM Last Edition weekly 26
Temporary and Preliminary Notices	B6	NTM Last Edition weekly 26
Navigational Warning	B7	Last Edition No.8/2011 and Navtex Rcvr
Company Circulars	B8	Last 13 th September 2011 Rvcd on
Shipping Circulars / Notices	B9	Last Edtn No.05 of 2011
Weather Report	B10	Direct from GMDSS Print Out
Medical Report	B11	According as inside file folder
Maintenance Log for LSA / FFA	B12	According Red Colour Books Checked
Hand over and Taking Report	B13	Last Hand over 2 nd Officer
Communication	B14	NIL
Information Paper	B15	NIL
Class Bulletins and Information	B16	Class NK TEC - 0856
Malaysia Guidelines Note	I	NPM 31/2011
Malaysia Shipping Notice	I	NMPM 02/2011
Malaysia Southern Region Port Circulars	-	Last Edition No.01/2011
Government of Malaysia Marine Departments Publications	-	Last Edition inside White form folder

Remarks: Items not applicable indicated as N.A.; Reports may be attached as required (if any).

Other Documents Onboard:

- | | |
|--|-----------------|
| a) Master to confirm, "Ship's Mobile Phone" in good working condition. | Yes / No / N.A. |
| b) Master to confirm, "Ship's Camera" in good working condition. | Yes / No / N.A. |
| c) Master to confirm, "Ship's PMS restore C.D." in good working condition. | Yes / No / N.A. |
| d) Master to confirm, all 50 pcs of "Visitor Pass" are in good condition. | Yes / No / N.A. |
| e) C/E to confirm, "NOx Technical File & Engine Parameter Book" available. | Yes / No / N.A. |
| f) C/E to confirm, "Marine Fuel Sulphur Record Book" available. | Yes / No / N.A. |
| g) C/E to confirm, "Stern tube wear down gauge (pocker gauge) available. | Yes / No / N.A. |
| h) C/O to confirm, "Tank Coatings Condition Guide" available. | Yes / No / N.A. |

Comments / Useful Information:

- Rescue boat need to be supply portable Magnet Compass.
- Inmarsat C #2 Sometime errors in display and print out not usefully.
- Portable Radio Distress GMDSS battery Charge not usefully satisfied.

Out-Going Staff
Name: Budi MS
Rank: 2nd Officer

In-coming Staff
Name: Herman W
Rank: 2nd Officer

Verified By
Name: Nurhadi Budi S
Rank: Master

Note : Retention period of the completed form is 2 years.
OT/S/G/0410/440