

# SIGNING ON CHECK LIST for CHIEF OFFICER

No.	Items to be checked before old C/Off disembark	Remarks
1	LOCATION OF MUSTERING POINT FOR BOAT STATIONS	
2	LOCATION OF MUSTERING POINT FOR EMERGENCY STATIONS	
3	SIGNALS FOR BOAT/EMERGENCY STATIONS	
4	LOCATION AND NOS.OF LIFEBOATS/RESCUE BOAT	
5	STARTING/ENGAGING PROCEDURE OF LIFEBOAT ENGINES	
6	IS THERE ANY SPECIAL LAUNCHING PROCEDURE OF LIFEBOATS/LIFERAFTS	
7	LOCATION AND NOS.OF LIFERAFTS	
8	LOCATION AND OPERATION OF OXYGEN INDICATOR/EXPLOSIVEMETER	
9	LOCATION OF INTERNATIONAL SHORE CONNECTION	
10	LOCATION OF EMERGENCY STOP SWITCH FOR CRANES	
11	LOCATION OF EMERGENCY ESCAPE POINTS	
12	LOCATION OF EMERGENCY ALARM SWITCHES	
13	LOCATION OF EMERGENCY LIGHTS AND SWITCHES	
14	LOCATION AND OPERATION OF SMOKE DETECTING SYSTEM	
15	LOCATION OF WATER SPRAY VALVES TO PAINT/LAMP STORES	
16	BASIC OPERATIONS OF LOADING PROGRAM ( IF OTHER THAN CASP ) Extention of Loading program file Converting EDI.file to Loading program Uploading Stowage plan and tank conditions in Loading program Change tank conditions and saving new condition in Loading program Procedure for edit container details in each cell. Procedure for load, discharge and shift of containers Procedure for viewing & printing out stability/stress/stowage plan/tank cond.	
17	CARGO LASHING ARRANGEMENTS AS PER CARGO SECURING MANUAL	
18	OPERATION OF HEELING TANKS CONTROL (MANUAL/AUTO)	
19	LOCATION OF HEELING TANK VALVES	
20	LOCATION OF IMDG BOOKS & SUPPLEMENTS	
21	LOCATION OF STABILITY BOOKLETS, OLD CARGO RECORDS/FILES	
22	LOCATION OF OIL SPILL RESPONSE MATERIALS LOCKER/ITS KEY	
23	LOCATION OF SHIP-BOARD OIL POLLUTION EMERGENCY PLAN(SOPEP)	
24	LOCATION OF BILGE AND SLUDGE PUMP EMERGENCY STOP SWITCH	
25	LOCATION AND UPDATE STATUS OF GARBAGE MANAGEMENT PLAN	
26	LOCATION AND UPDATE STATUS OF GARBAGE RECORD BOOK	
27	STARTING AND STOPPING PROCEDURES OF STEERING MOTORS	
28	STEERING CHANGE OVER PROCEDURES FROM HAND TO AUTO etc...	
29	AUTO-PILOT SETTINGS (For different weather or loading conditions)	
30	LOCATION OF SEXTANTS,BINOCULARS,AZIMUTH RINGS,STOP WATCH	
31	MANEUVERING CHARACTERISTICS AND LIMITATIONS OF VESSEL	
32	STOPPING DISTANCE & TURNING CIRCLE IN DIFFERENT CONDITIONS	
33	OPERATION AND LIMITATION OF BOW THRUSTER	
34	PROCEDURE FOR 'RFA','SBE','FWE' TO ENGINE ROOM	
35	OPERATION OF RADAR NO.1(WITH ARPA) AND NO.2(MANUAL PLOTTING)	
36	OPERATION OF GPS, Echo suonder, Navtex, Course Recorder, Weather fax	
37	LOCATION OF MAIN SWITCHES FOR ALL EQUIPMENTS	
38	LOCATION OF SWITCHES FOR NAVIGATION,ANCHOR,NUC,X-MAS TREE LIGHTS	
39	LOCATION OF ALDIS LAMP AND ITS PLUG SOCKETS	
40	LOCATION OF SHIP'S WHISTLE (FWD/AFT) SWITCHES	
41	LOCATION OF SWITCHES FOR WINDOW WIPERS/CLEAR VIEW SCREENS	

## NOTES:

21. STABILITY BOOKLETS : Hydrostatic tables, GZ-Table, Trim & Stability, Change of trim table & Tank sounding table  
Ask him to explain to you Master's requierments, habits and preferences.

Upload and check present stowage and tank condition under his supervision and insist to do departure report together.

# SIGNING ON CHECK LIST for CHIEF OFFICER

No.	Items to be checked in the first 7 days on board	Remarks
1	DUTIES IN THE BOAT/FIRE/EMERGENCY/OIL SPILL STATIONS	
2	LOCATION OF MUSTER LISTS	
3	LOCATION OF SAFETY PLANS	
4	LOCATION OF SAFETY LOCKERS AND THEIR KEYS	
5	LOCATION AND OPERATION OF EMERGENCY FIRE PUMP	
6	LOCATION OF 'BA' SETS/FIREMAN'S OUTFIT	
7	LOCATION OF PORTABLE FIRE EXTINGUISHERS	
8	LOCATION OF FIRE HYDRANTS AND FIRE HOSE BOXES	
9	LOCATION OF STRETCHER AND FIRST-AID BOXES	
10	LOCATION OF HOSPITAL AND ITS KEYS	
11	LOCATION OF MEDICINE LOCKERS,ITS KEYS AND MEDICAL REGISTER	
12	LOCATION OF FIRE DOORS	
13	LOCATION AND OPERATION OF FUNNEL FLAPS	
14	LOCATION AND OPERATION OF CO2 SYSTEM FROM CO2 ROOM/REMOTE	
15	LOCATION OF QUICK CLOSING VALVES	
16	LOCATION OF VENTILATOR SHUT-OFF SWITCHES	
17	LOCATION AND PROCEDURE OF ISOLATION VALVES	
18	LOCATION OF SAFETY VIDEO CASSETTES	
19	LOCATION OF CARGO HOLD VENT FLAPS	
20	LOCATION AND OPERATION OF 'EPIRB','SART',PYROTECHNICS ETC.	
21	LOCATION AND OPERATION OF 'MOB'SMOKE FLOAT/LIFEBUOYS	
22	LOCATION AND OPERATION OF 'LINE THROWING APPARATUS'	
23	LOCATION AND OPERATION OF EMERGENCY STEERING	
24	LOCATION AND OPERATION OF EMERGENCY TELEPHONES	
25	LOCATION AND OPERATION OF EMERGENCY GENERATOR	
26	LOCATION OF DOMESTIC FRIDGE ALARM	
27	LOCATION OF SOLAS TRAINING MANUAL & MAINTENANCE FOR LSA/FFA	
28	LOCATION AND OPERATION OF EDUCTORS	
29	PROCEDURE OF OIL SPILL RESPONSE AS PER SOPEP	
30	LOCATION AND CLOSING METHOD OF DECK SCUPPERS	
31	INVENTORY OF OIL SPILL RESPONSE MATERIALS AS PER SOPEP	
32	LOCATION AND STOPPING/STARTING PROCEDURES OF MASTER GYRO	
33	LOCATION AND TYPE OF STANDRAD MAGNETIC COMPASS	
34	OPERATION OF VHFS,W/TALKIES,PA SYSTEM AND TELEPHONES	
35	DISTRESS OPERATIONAL PROCEDURES OF GMDSS EQUIPMENTS	
36	ROUTINE OPERATIONAL PROCEDURES OF GMDSS EQUIPMENTS	
37	LOCATION OF GMDSS RESERVE BATTERIES,CHARGING UNIT AND LOG	
38	PROCEDURE OF FILLING GMDSS RADIO LOG	
39	LOCATION AND OPERATION OF ELECTRIC MASTER/SLAVE CLOCKS	
40	LOCATION OF FLAGS,NUC BLACK BALLS AND DIAMOND SHAPES	
41	LOCATION OF FRESHWATER VALVES FOR FRONT GLASSES CLEANING	
42	LOCATION AND INVENTORY OF CONTAINER LASHING GEARS	
43	LOCATION OF ALL RELEVANT SMS FILES AND CHECKLISTS	
44	VOYAGE INSTRUCTIONS FROM COMPANY	
45	LOCATION OF SHIP'S PLANS AND DRAWINGS (HULL)	
46	LOCATION OF DAILY TANKS AND BILGES SOUNDING BOOK	
47	PROCEDURE FOR DECK CREW OVERTIME	
48	MASTER'S STANDING INSTRUCTIONS	

## NOTES:

If there is any chance do your best to count all lashing on board. Make report if not matching with last inventory.

Check properly all ISPS & SMS check lists & if not filled up properly - do not continue with wrong filling - Advice Master

Check SOPEP manual and SSP if you see something wrong or if you are in doubt ask Master for clarification.

# SIGNING ON CHECK LIST for CHIEF OFFICER

No.	Items to be checked in the first 15 days on board	Remarks
1	LOCATION OF CHAIN REGISTER AND RELEVANT CRANE TEST CERTIFICATES	
2	PROCEDURE FOR SYNCHRONIZATION OF GYRO REPEATERS	
3	OPERATION OF CRANES AND PROVISION CRANES	
4	LOCATION OF ALL TANKS AND THEIR CAPACITIES	
5	LOCATION OF ALL SOUNDING & AIR PIPES	
6	LOCATION AND OPERATION OF FORWARD AND AFT MOORING WINCH PUMPS	
7	LOCATION AND OPERATION OF EDUCTORS	
8	LOCATION OF PIPE PASSAGE HAND BILGE PUMPS	
9	LOCATION OF ALL SUPPLY/EXHAUST FANS	
10	LOCATION OF DRAFT GAUGE VALVES FORWARD & AFT AND -	
11	OPERATION OF DRAFT GAUGE FROM SHIP'S OFFICE	
12	LOCATION AND VALIDITY OF ALL SPARE WIRE-ROPES SCERTIFICATES	
13	LOCATION OF COMPANY 'S CIRCULARS	
14	LOCATION AND INVENTORY OF ALL DECK STORES/THEIR KEYS	
15	LOCATION OF MASTER KEY AND SPARE KEYS FOR CABINS&STORES	
16	LOCATION OF CARGO HOLDS LIGHT SWITCHES	
17	LOCATION OF FRESHWATER SUPPLY VALVE TO MAIN DECK	
18	LOCATION OF DECK PLANNED MAINTENANCE RECORDS	
19	LOCATION AND OPERATION OF WALKIE TALKIE CHARGER	

No.	Items to be checked in the first 30 days on board	Remarks
1	PAINT INVENTORY	
2	ALL STORES INVENTORY	
3	STEWARD'S STORE INVENTORY	
4	SAFETY GEAR INVENTORY	
5	CONDITION OF CHAIN LOCKER	
6	CONDITIONS OF CARGO HOLD BILGES	
7	ENTER AND INSPECT AT LEAST 1 DOUBLE BOTTOM TANK AND 1 SIDE TANK	
8	USE EVERY OPORTUNITY TO CHECK CONDITION OF CELL GUIDES	
9	USE EVERY OPORTUNITY TO CHECK TANK TOP IN THE HOLD CONDITION	
10	MUST BE FAMILIAR WITH LOCATIONS OF ALL TANKS	
11	MUST BE FAMILIAR WITH BALLAST LINE	
12	MUST BE FAMILIAR WITH OPERATION OF BALLAST PUMP	
13	MUST BE FAMILIAR WITH ACCOMODATION ARRANGEMENT	
14	MUST BE FAMILIAR WITH SOUNDING PIPES ON DECK	
15	MUST BE FAMILIAR WITH ACCESS TO HATCH ON DECK	
16	MUST BE FAMILIAR WITH 20' AND 40' LOCATIONS	
17	MUST BE FAMILIAR WITH STACK WEIGHTS ON DECK AND IN THE HOLD	
20	MUST BE FAMILIAR WITH REEFER POINTS AND CABLE EXTENTIONS	
21	MUST BE FAMILIAR WITH IMDG IMO CLASSES TO BE LOADED IN THE HOLD	
22	MUST BE FAMILIAR WITH BLOWING THROUGH CO2 LINES TO HOLDS AND E/R	
23	MUST BE FAMILIAR WITH BREATHNG APARATUS TEST	
24	MUST BE FAMILIAR WITH DRILLSPROCEDURES	
25	BEFORE EVERY DRILL GET READY AND PREPARED FOR ANY QUESTION	
26	BEFORE EVERY TRAINING GET READY AND PREPARED FOR ANY QUESTION	
27	BEFORE EVERY VIDEO GET READY AND PREPARED FOR ANY QUESTION	

## NOTES:

22. Some ships like MSC Peggy has not arrangement for Blowing CO2 line. In that case ask Master for advice.

23. **High pressure test** - Open valve and check preasure **Leakage test** - wait 10 seconds to see if hose leaking

**Low pressure test** - Open demand valve and check alarm **Face mask test** - wear mask and check mask leaking