

Maritime crew handover template

Blank working document from PassLog. Adapt the fields to your vessel, department, and company procedures. Record open questions as well as confirmed information.

1 Handover details

Vessel and department or role

Handover date and time including time zone

Outgoing and incoming person

2 Current status

System or equipment tag and location

Condition observed and observation time

Operating restriction and approved record reference

Evidence reference and information not yet verified

Open work and acknowledgement

3 Open item record

Repeat this section for each item. Use the same identifier in the note, attachment, and maintenance record.

Item or PMS reference and equipment location

Current status and work completed

Next action and responsible person

Follow-up date and supplier or parts reference

4 Evidence and remaining questions

Attachment reference and storage location

Unresolved question and follow-up owner

5 Review and acknowledgement

Reviewed document version and archive location

Outgoing acknowledgement and date

Incoming acknowledgement and date
