

Crew Change Onboard Briefing Document

Vessel Name		Date	
Rank		Department	
Sign-On Crew		Sign-Off Crew	

1. General Information

Nationality		Crew ID	
Next of Kin			

2. Hand-Over Details

Completed Duties / Outstanding Tasks	
Equipment Status	
Pending Issues / Defects	
Suggestions / Additional Comments	

3. Familiarization

Company Policies & Procedures Briefed	
Safety & Emergency Procedures Briefed	
Environmental Considerations Briefed	
Shipboard Organization & Contacts	

4. Training / Certificates Checked

Training Certificates Verified	
Medical Certificate Validity	
Other Relevant Documents	

5. Signatures

Sign-On Crew

Name:

Signature:

Date:

Sign-Off Crew

Name:

Signature:

Date: