

	BEŞİKTAŞ LIKID TAŞIMACILIK DENİZCİLİK TİCARET ANONİM ŞİRKETİ MAIN MANUAL	Manual : M1 Revision : 03 Date : Mar 2020 Approved : DPA
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6.3.13.2 Overlapping Period

Induction / familiarisation of Senior Officers shall be carried out by the senior officer who is handover the task, during their overlapping period on board the vessel. Such a period shall be defined upon consideration of various parameters e.g. previous service on the same or sister vessel, period of working in the Company, previous service in same type of vessel. In any case the overlapping period should be at least one day for Senior Officers already within the company and at least 7 days for new Senior Officers to the company. Junior officers must be remain onboard together minimum 12 hours as a required for handover process.

Extended Overlapping / Handover period is to be applied for other senior officers where newly promoted within the company. This period should be at least 14 days (where circumstances permit) which, including cargo operation; loading & discharging, berthing & Unberthing and Navigation.

Newly promoted Senior Officer should be evaluated by the off-signer, plus Master for all and Chief Engineer for 2nd Engineer in conjunction with the Company at the end of overlapping period before handing over his/her duty. Master confirms that freshly promoted senior officer is fit for duty by mail & Company approves.

In case overlapping is not possible a senior officer on board the vessel shall undertake the task. A Superintendent will join the vessel and remain on board together with on-signer Master and Chief Engineer where recruited from outside the Company or promoted within the Company for onboard familiarization.

If a new vessel joins to the fleet, all personel who will join the vessel are provided with pre-joining training as described in M6-Training Manual Chapter 1.3. At the same time, Deck and Engine Superintendent from the office will join the ship for the familiarization of the ship's personnel and will remain on board until the personnel's familiarization period is ensured.

6.3.13.3 Ship Personel Handover Procedures

All senior officers (Master, Chief Engineer, Chief Officer and Second Engineer), deck&engine officers, gas engineer, pumpman, electrician, bosun, donkeyman and cook shall prepare handover notes before they leave the vessel. Handover forms are arranged separately for each rank and these forms are as follows. The personel who will hand over will record all their notes on this form.

- CR 22- Master's Handover,
- CR 23- Chief Engineer's Handover,
- CR 24- Chief Officer's Handover,
- CR 25- 2nd. Engineer's Handover,
- CR 26- 2nd. Officer's Handover,
- CR 27- 3rd & 4th. Engineer's Handover,
- CR 28- 3rd. Officer's Handover,
- CR 36- Ratings Handover

The handover time must be at least one day for all senior officers and at least 12 hours for junior officers. It must be within the period of time for which it can fully hand over its duties for ratings.

Master-Chief Officer, Chief Engineer-2. Engineer, 2. Officer-3. Officer and 3. Engineer-4. Engineer can not be changed simultaneously. The exchange time between the Master and the Chief Officer and the Chief Engineer and the 2nd Engineer must be at least 14 days.

6.3.13.4 Signing Off

When the seafarer's contract terminates, the Master:

- Advises the Company to arrange for the seafarers return through the Port Agent.
- Delivers the seafarer's certificates back to him.
- Arranges for getting his Seaman's Book signed by the Port Authorities or the Consulate, if necessary.
- Signs him off the ship register / crew article.
- Fills in an evaluation report for the seafarer and send it to the Company.