PROCEDURES FOR RELIEF PERSONNEL

Purpose: Guidelines for the normal relief process. Turnovers are required for the ship’s officers. At times, it may apply to the Chief Steward. The First Assistant Engineer, Chief Mate, and Chief Steward will coordinate any pending issues for oiler/wiper, AB/OS and cook/mess attendant reliefs. They will not likely have overlap time.

1. Generally, relief personnel will join the ship, whether at home port or deployed, at 0800 on their first work day. If you are travelling, be sure you understand the travel plans and expectations in advance.

2. Outgoing crew should not plan on departing the ship until 1600 unless they hear otherwise from their department head and the Port Captain. This will typically be one day later for officers with a turnover.

3. Unless waived by the Master (or, for engineroom personnel, the Chief Engineer), the officer being relieved has the responsibility to brief or otherwise provide for an orderly and thorough turn-over of his or her duties to the relief—before departing the ship.

4. Relieving crew should plan on working on the day of their arrival. They shall check with their department head or the Master upon boarding to find out their first scheduled shift.