



Party Chief Handover Form

(Complete and submit to DPA)

This handover is to ensure a consistent and thorough process is undertaken by those Party Chiefs who are entering / replacing an existing Party Chief for a job in progress. By completing and reviewing the sections listed below, the on-signing PC should have a thorough understanding of the project's objectives and deliverables, the status of the data collected to date, any issues concerning deck / laboratory / or navigation operations and processes, any issues concerning the vessel or key technical components, and any issues regarding both marine and technical staff. It is essential that adequate time is given to review all topics in detail. Completion and submission of this form to the DPA is the responsibility of both off-signing and on-signing Party Chiefs.

Off-signing PC: _____ Vessel: _____
On-signing PC: _____ Project & Job #: _____
Date completed: _____ Location: _____

General Project Overview:

Type of operation: PC ___ CHIRP ___ HF ___ JPC ___ CPT ___ Rosette ___ Survey ___
Other _____

Total Number of Site(s): _____ Number remaining: _____

Has data been prepared for return to office? Y ___ / N ___ If Yes, What? _____

Additional Comments (other non-typical procedures or deliverables):

Navigation Operations:

Status of normal operations: _____

Any additional requirements/procedures: _____

Any outstanding issues with equipment or procedures: _____

Laboratory Operations:

Status of normal operations: _____

Any additional requirements/procedures: _____

Any outstanding issues with equipment or procedures: _____

Deck Operations:

Status of normal operations: _____

Any additional requirements/procedures: _____

Any outstanding issues with equipment or procedures: _____

Please confirm.... Are there any equipment or supply issues the on-signing Party Chief needs to be aware of? Y___ / N___

Concerning the operation of the vessel, are there any issues that are or could affect project operations? Y___ / N___ If Yes, please explain: _____

Concerning the crew (technical or marine), are there any issues that are or could affect project operations? Y___ / N___ If Yes, please explain: _____

Please sign upon completion of the process and forward to DPA.

Off-signing Party Chief

Date

On-signing Party Chief

Date

Write Additional Comment Below :