

Vessel Ownership Changeover First-Brief

Port-side opening particulars for a buyer/seller handover, current-agent interface, delivery-event evidence and post-delivery close-out.

1. Appointment and Vessel Status

- Instructing company and buyer, seller, or manager role.
- Vessel name, IMO, current position, and cargo or sailing stage.
- Current full agent and incoming local instruction status.
- Reason for changeover, target delivery place, window and declared time basis.

2. Intended Identity and External Status

- Intended vessel name or identity summary, where supplied.
- External registry, flag and class status summary only.
- Registry, title, mortgage, finance, insurance and contractual decisions remain with responsible external parties.
- Complete legal documents do not belong in the public first brief.

3. Parties and Attendance

- Buyer and seller operational contacts.
- Outgoing and incoming representatives.
- Outgoing and incoming crew; use the Crew Change service where required.
- Survey, class, technical and dedicated underwater-provider attendance.

Vessel Ownership Changeover First-Brief — Continued

Use this page for supporting status, secure routing and close-out.

4. Delivery Event

- Delivery place and acknowledgement or signing party.
- Required evidence: protocol or minutes reference, signed acknowledgement, photographs, or stated event record.
- ROB, bunker, or inventory status and responsible survey or measurement route.
- Cargo completion, sailing or operational handover position.

5. Approval and Reporting

- Paymaster, invoice recipient and material-extra-cost approver.
- Report recipients and update preference.
- Changed-scope, repeat-attendance, launch, transport or provider-cost approval.

6. Post-Delivery Close-Out

- Delivery-event evidence register.
- Outgoing and incoming crew and representative movement completion.
- Approved local cost record and provider-issued documents.
- Post-delivery actions, final open items and next responsible party.
- Ship Recycling and Demolition remains a separate final-voyage or facility service.

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[Open the relevant CPA service page](#)

This checklist is an opening guide. Confirm the authority, carrier, facility, provider, and vessel requirements for the actual case.