

**DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD**

U.S. Coast Guard (G-MMT-3)
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NVC 7-82
13 Apr 1982

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 7-82

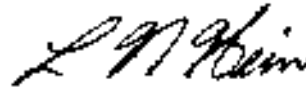
Subj: Sample Format of Vessel or Facility Station Bill

1. PURPOSE. The purpose of this Circular is to revise and update the Coast Guard's specimen vessel station bills. It is also intended to provide information to vessel and facility owners, operators and Coast Guard Marine Safety Personnel concerning station bill requirements.
2. BACKGROUND. Titles 33 CFR 146.130 and 46 CFR 35.10-1, 78.13, 97.13, 109.501, 167.65-1 and 196.13 contain requirements for station bills. These bills are intended to provide both an effective plan for assigning vessel or facility personnel stations and duties to perform in the event of an emergency and a quick visual reference which a crewmember or passenger can look at to find Out where to go in the event of an emergency. Since no two classes of vessels or facilities are alike, station bills must be made for each vessel or facility. Therefore, there is no such thing as a master station bill for all vessel or facility types. The Coast Guard, in an effort to assist the master of a vessel in preparing a station bill, circulated forms CG-848 series (a) through (e) as specimen samples of vessel station bills. The CG-848 series, first printed in the late 1940's, has become outdated and inconsistent with the applicable regulations. In a study of "Shipboard Training and Maintenance for Merchant Vessel Survival Equipment," Report No. CG-M-1180, it was indicated that the station bills currently being used are deficient in several areas. These deficiencies have also been noted in other similar studies. The most common complaint against the current station bills is the lack of a well defined chain of command, particularly on oil platforms and Mobile Offshore Drilling Units. Other deficiencies mentioned are: the lack of designated first-aid personnel, the lack of designated personnel to launch the liferafts or survival capsules and no clear cut assignment of duties or provisions for backup personnel.
3. DISCUSSION. Upon reviewing CG-848, it was decided that instead of designing several new forms, it would be more advantageous to design a poster type station bill which could be adapted to different vessels or facilities. Enclosure (1) was selected and is a modification of a design presently utilized by a U.S. flag carrier. It should be pointed out that enclosure (1) is only a suggested format and is not intended to be used as the actual vessel station bill. The actual station bill which will be posted must be developed for each vessel. The format of enclosure (1) may be used as is, changed, or not used at all depending upon the needs of the vessel or facility as determined by the master or the person in charge. However, this format contains all the information required by U.S. regulations. It remains the responsibility of the master of each vessel and the person in charge of each facility to maintain and post an accurate and up to date station bill. The final posted station bill should be as simple as possible. It should also be easily readable in an emergency situation. Therefore, it is strongly recommended that the posted station bill should be at least poster size (approximately 24" X 30"). As a minimum, the posted station bill shall contain the -special duties and duty stations of each member of the crew for the various emergencies which may be encountered, assignment of space in the lifeboats, liferafts, or survival capsules, a set chain of command, emergency signals, and assignment of responsibility for maintaining lifesaving and

firefighting equipment. Due to the differences in the requirements for different vessel and facility types, masters and persons in charge must check the applicable regulations for specific requirements for each vessel or facility type. The information shown on enclosure (1) shows the required information for a typical vessel which may carry persons in addition to the crew. The sample vessel has a crew of 37 persons, the engine-room is located in the after portion of the vessel and it has two lifeboats.

4. ACTION.

- a. With the implementation of this NVC, Coast Guard forms CG-848 (a) through CG-848(e) are canceled. Existing forms may continue to be used.
- b. Owners, masters, and persons in charge of vessels and facilities that are required by regulation to post station bills are encouraged to prepare station bills utilizing the format in enclosure (1).
- c. All Coast Guard personnel should encourage vessel masters or persons in charge of facilities to follow this suggested format, which should ensure compliance with the applicable regulations.



L. N. HEIN
Acting Chief, Office of Merchant Marine Safety

NON-STANDARD DISTRIBUTION:

Ce: Baltimore (75); San Francisco, Mobile, Pittsburgh, Providence, Boston, Norfolk (50); Galveston (30); Cleveland, Portland OR, Sturgeon Bay (25); San Diego, Savannah, Buffalo, Corpus Christi (20); Tampa, Valdez, Milwaukee, Louisville, Detroit, Toledo, Nashville, Anchorage (15); Portland ME, Duluth, Charleston, Huntington, Minneapolis, St. Paul (Dubuque), San Juan, Guam, Miami (10); Juneau, Cincinnati, Memphis, Wilmington, Paducah, Albany (5) extra

Cm: New Orleans (250); New York (200); Seattle (100); Houston (50); Terminal Is (LA-LB), Philadelphia (40) extra

Em: New London, Houma (30); Ludington (8) extra

En: Ketchikan, Kenai, Kodiak, Lake Charles (5) extra

End: (1) Sample Station Bill



Station Bill

Enclosure (1) to NVIC 7-82
**Sample
 Format
 Only**

General Instructions

1. All personnel on duty shall be familiar with the assigned location of the vessel's emergency equipment upon board by the vessel.
2. All crew members shall be thoroughly familiar with the duties they are assigned to perform in the event of an emergency.
3. Each person shall participate in emergency drills and shall be properly drilled in dealing with property damaged by pressure or excessive heat.
4. In the event of an emergency, the STEWARDSHIP DEPARTMENT shall

- be responsible for warning passengers, making sure passengers are properly dressed and have correctly donned their life preservers in accordance with assembly and stowage instructions to the approved station, keeping order in passageways and stairways, maintaining discipline, movements and ensuring a supply of blankets is given to the victims.
5. The person who is designated as indicated by the signal numbers assigned to each compartment, should always remain in the compartment

- values members of that department shall take the duplicate person's place.
6. The Chief Steward shall be responsible for the maintenance and readiness of all life-saving and firefighting appliances and equipment aboard the main deck. The First Assistant Engineer shall be responsible for the maintenance and readiness of all life-saving and firefighting appliances and equipment on the main deck and below.

 MASTER'S SIGNATURE

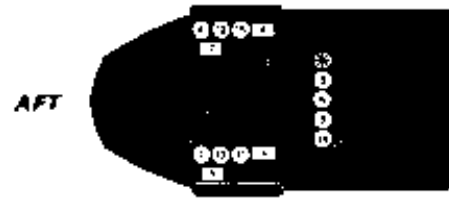
Fire and Emergency

Instructions

1. All persons occupying a life shall not be endangered by sounding the nearest available alarm and then take all initial action as appropriate.
2. Upon hearing the fire and emergency signal, all stowage, water, fire, deck, scupper, and segregated cockpits shall be closed and all fire, bilge, and ventilation systems shall be stopped. All safety equipment will be prepared for immediate service. (METS Number 9 and 10 should be observed as soon as completed with the person in the hold).
3. Upon seeing a "MAN OVERBOARD" transducer (with a light flashing at night) and a light on the bridge by signaling "MAN OVERBOARD (M.O.B.) (BOARD) S.O.B." in all main areas, the main engine shall be stopped and the vessel shall be heeled.

Signals

- Fire and Emergency Signal (1-1-1-1)
 The fire and emergency signal shall be a continuous blast of the whistle for a period not less than 10 seconds followed by a continuous ringing of the general alarm for 10 seconds.
- Man Overboard Signal (1-1-1)
 The man overboard signal shall be the long "D" whistle sound (at least 4) times in the short whistle followed by the same signal in the night if dark.



Abandon Ship

Instructions

1. All persons occupying a life shall not be endangered by sounding the nearest available alarm and then take all initial action as appropriate.
2. Upon hearing the fire and emergency signal, all stowage, water, fire, deck, scupper, and segregated cockpits shall be closed and all fire, bilge, and ventilation systems shall be stopped. All safety equipment will be prepared for immediate service. (METS Number 9 and 10 should be observed as soon as completed with the person in the hold).

Signals

- Abandon Ship Signal (1-1-1)
 The abandon ship signal shall be a continuous blast of the whistle for a period not less than 10 seconds followed by the same signal sounded on the general alarm.
- Boat-Landing Signal
 All boat landing signals shall be sounded on the main deck and shall mean the following:
 (1) One short blast means to leave the island.
 (2) Two short blasts means to stop lowering the launch.



Personnel and Duties

Deck Department Functions

Position	Grade	Deck	Engine	Stowage	Water	Fire	Life	Other
Master	Master	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Mate	Chief Mate	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Mate	Second Mate	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Mate	Third Mate	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Officer	Deck Officer	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Hand	Deck Hand	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Boy	Deck Boy	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Steward	Deck Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Assistant	Deck Assistant	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Hand	Deck Hand	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Boy	Deck Boy	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Steward	Deck Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Deck Assistant	Deck Assistant	Deck	Engine	Stowage	Water	Fire	Life	Other

Engineering Department Functions

Position	Grade	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Engineer	Chief Engineer	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Engineer	Second Engineer	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Engineer	Third Engineer	Deck	Engine	Stowage	Water	Fire	Life	Other
Fourth Engineer	Fourth Engineer	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Mechanic	Chief Mechanic	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Mechanic	Second Mechanic	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Mechanic	Third Mechanic	Deck	Engine	Stowage	Water	Fire	Life	Other
Fourth Mechanic	Fourth Mechanic	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Electrician	Chief Electrician	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Electrician	Second Electrician	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Electrician	Third Electrician	Deck	Engine	Stowage	Water	Fire	Life	Other
Fourth Electrician	Fourth Electrician	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Steward	Chief Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Steward	Second Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Steward	Third Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Fourth Steward	Fourth Steward	Deck	Engine	Stowage	Water	Fire	Life	Other

Steward's Department Functions

Position	Grade	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Steward	Chief Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Steward	Second Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Steward	Third Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Fourth Steward	Fourth Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Cabin Steward	Chief Cabin Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Cabin Steward	Second Cabin Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Cabin Steward	Third Cabin Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Fourth Cabin Steward	Fourth Cabin Steward	Deck	Engine	Stowage	Water	Fire	Life	Other
Chief Cook	Chief Cook	Deck	Engine	Stowage	Water	Fire	Life	Other
Second Cook	Second Cook	Deck	Engine	Stowage	Water	Fire	Life	Other
Third Cook	Third Cook	Deck	Engine	Stowage	Water	Fire	Life	Other
Fourth Cook	Fourth Cook	Deck	Engine	Stowage	Water	Fire	Life	Other

1. This station bill is subject to change without notice and should be checked against the actual station bill of the vessel to which it applies. It is not to be used as a guide for the actual station bill of the vessel to which it applies.