


NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 13-83
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Subj: Coast Guard Retention of Commercial Vessel Plan Review Case Files

1. PURPOSE. The purpose of this Circular is to revise the set of plans and specifications that the Coast Guard will retain after plan review and vessel certification.
2. DIRECTIVES AFFECTED. Navigation and Vessel Inspection Circular No. 3-81 is canceled. NVIC 10-82 is corrected.
3. DISCUSSION.
 - a. It has been the Coast Guard's practice to maintain case files on the commercial vessels it has certificated. These files, which include copies of selected approved plans, specifications, stability data and related correspondence, have been used ~ many in the marine industry who did not maintain or could not locate vessel case file material.
 - b. The volume of plans had placed a very heavy administrative burden on the Coast Guard. NVIC 3-81 was written to reduce this onus by retaining those plans relating to basic safety equipment arrangements, stability information, and cargo loading and operating procedures. In the interest of cost effectiveness, space conservation and the reduction of microfilm costs the Coast Guard has decided to further reduce the list of plans to be retained.
4. ACTION.
 - a. One year after plan review and vessel certification the approving office shall forward the following set of plans and specifications to Commandant (G-MP-4) for storage: General Arrangement Plans, Trim and Stability Booklet or stability calculations if no Booklet, Loading Manuals, Operating Manuals, Automation Test Procedures, Fire Control Plans, and Stability Letters. This does not limit District Commander (mmt) offices and OCMI's from retaining any additional plans that may be of future use.
 - b. Vessel owners and operators are encouraged to keep a complete set of plans that clearly reflect the ¹¹as built" condition of the vessel and any major modifications or alterations. Those assuming new ownership of an existing vessel should try to obtain complete sets of plans as part of the purchasing agreement. The American Bureau of Shipping maintains extensive files on vessels it classes, and these may be purchased on microfilm or as prints.
 - c. Make the following pen and ink correction to NVIC 10-82:
 - (1) In paragraph II.C.2. of Enclosure (2), Change "NVIC 3-81, 'Coast Guard Retention of Commercial Vessel Plans, Specifications and Related Correspondence " to read "NVIC 'Coast Guard Retention of Commercial Vessel Plan Review Case Files."


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