

**DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD**

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NVC 7-82
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NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 7-82

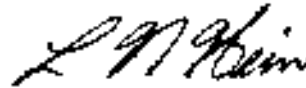
Subj: Sample Format of Vessel or Facility Station Bill

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 The CG-848 series, first printed in the late 1940's, has become outdated and inconsistent with the applicable regulations.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 STEWARDS-IN-PAIDMENT shall

- be responsible for warning passengers, making sure passengers are properly dressed and have correctly donned their life preservers or life rafts, assembling and stowing passengers to their assigned stations, 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 Mate shall be responsible for the maintenance and readiness of all lifesaving and firefighting appliances and equipment aboard the main deck. The First Assistant Engineer shall be responsible for the maintenance and readiness of all lifesaving and firefighting appliances and equipment on the main deck and below.

WATERLINE SIGNATURE _____

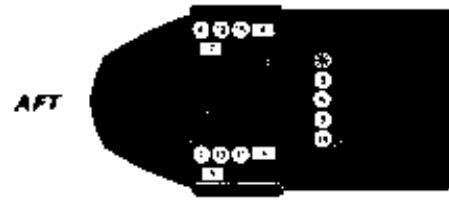
Fire and Emergency

Instructions

1. All persons occupying a life raft shall not be alarmed by sounding the nearest available alarm and must take all initial action as appropriate.
2. Upon hearing the fire and emergency signal, all stowage, water, fire, and life rafts, deck, scupper, and deck cargo covers shall be closed and all fire, alarms, and ventilation systems shall be stopped. All stowage compartments shall be prepared for initial use. (METS Numbers 9 and 10 shall remain in use until the alert is completed with the "Return to Station" call.)
3. Upon seeing a "MAN OVERBOARD" transponder from a life preserver with a light attached at night and while on the bridge by hearing "MAN OVERBOARD" (M.O.B. or "BOARD") S.O.C. in all cases, report the man overboard.
4. Any other person shall report to the bridge. Treatment: 4-0-1.

Signals

- Fire and Emergency Signal: (1) (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.
 2. The first overboard signal shall be the long "D" whistle sound (not less than 10) times on the clock when followed by the same signal on the gong at 20 ft.



Abandon Ship

Instructions

1. All persons occupying a life raft on the vessel should use "METS" #2. All persons indicated in the diagram of the raft should use "METS" #1.
2. All crew members should muster at "METS" #1.

Signals

- Abandon Ship Signal: (1) (1-1-1)
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 gong at 20 ft.
 2. The first overboard signal shall be the long "D" whistle sound (not less than 10) times on the clock when followed by the same signal on the gong at 20 ft.



Personnel and Duties

Deck Department Functions

Position	Watch	Deck	Engine	Stowage	Passenger	Deck	Engine
Chief Mate	0-4	0-4	0-4	0-4	0-4	0-4	0-4
First Mate	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Second Mate	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Third Mate	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Deck Officer	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Deck Hand	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Deck Boy	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Deck Cleaner	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Deck Sweeper	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Deck Steward	0-4	0-4	0-4	0-4	0-4	0-4	0-4
Deck Assistant	0-4	0-4	0-4	0-4	0-4	0-4	0-4

Engineering Department Functions

Position	Watch	Engine	Stowage	Passenger	Deck	Engine
Chief Engineer	0-4	0-4	0-4	0-4	0-4	0-4
First Assistant Engineer	0-4	0-4	0-4	0-4	0-4	0-4
Second Assistant Engineer	0-4	0-4	0-4	0-4	0-4	0-4
Third Assistant Engineer	0-4	0-4	0-4	0-4	0-4	0-4
Chief Mechanic	0-4	0-4	0-4	0-4	0-4	0-4
Chief Electrician	0-4	0-4	0-4	0-4	0-4	0-4
Chief Steward	0-4	0-4	0-4	0-4	0-4	0-4
Chief Cook	0-4	0-4	0-4	0-4	0-4	0-4
Chief Baker	0-4	0-4	0-4	0-4	0-4	0-4
Chief Butcher	0-4	0-4	0-4	0-4	0-4	0-4
Chief Carpenter	0-4	0-4	0-4	0-4	0-4	0-4
Chief Painter	0-4	0-4	0-4	0-4	0-4	0-4
Chief Plumber	0-4	0-4	0-4	0-4	0-4	0-4
Chief Tinsmith	0-4	0-4	0-4	0-4	0-4	0-4
Chief Blacksmith	0-4	0-4	0-4	0-4	0-4	0-4
Chief Gunner	0-4	0-4	0-4	0-4	0-4	0-4
Chief Pharmacist	0-4	0-4	0-4	0-4	0-4	0-4
Chief Surgeon	0-4	0-4	0-4	0-4	0-4	0-4
Chief Dentist	0-4	0-4	0-4	0-4	0-4	0-4
Chief Veterinarian	0-4	0-4	0-4	0-4	0-4	0-4
Chief Librarian	0-4	0-4	0-4	0-4	0-4	0-4
Chief Musician	0-4	0-4	0-4	0-4	0-4	0-4
Chief Artist	0-4	0-4	0-4	0-4	0-4	0-4
Chief Photographer	0-4	0-4	0-4	0-4	0-4	0-4
Chief Translator	0-4	0-4	0-4	0-4	0-4	0-4
Chief Interpreter	0-4	0-4	0-4	0-4	0-4	0-4
Chief Secretary	0-4	0-4	0-4	0-4	0-4	0-4
Chief Clerk	0-4	0-4	0-4	0-4	0-4	0-4
Chief Stewardess	0-4	0-4	0-4	0-4	0-4	0-4
Chief Cabin Boy	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Hand	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Boy	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Cleaner	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Sweeper	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Steward	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Assistant	0-4	0-4	0-4	0-4	0-4	0-4

Steward's Department Functions

Position	Watch	Engine	Stowage	Passenger	Deck	Engine
Chief Steward	0-4	0-4	0-4	0-4	0-4	0-4
First Assistant Steward	0-4	0-4	0-4	0-4	0-4	0-4
Second Assistant Steward	0-4	0-4	0-4	0-4	0-4	0-4
Third Assistant Steward	0-4	0-4	0-4	0-4	0-4	0-4
Chief Cabin Boy	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Hand	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Boy	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Cleaner	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Sweeper	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Steward	0-4	0-4	0-4	0-4	0-4	0-4
Chief Deck Assistant	0-4	0-4	0-4	0-4	0-4	0-4