





## INSTRUCTIONS FOR KEEPING THE ENGINEER'S BELL LOG

### NAVSEA 3120/1 (10 - 2003) *(Supersedes NAVSEA 3120/1 (8-85))*

1. A Bell Log (NAVSEA Form 3120/1) shall be maintained at each station from which engines (motors) are being controlled except at the bridge. When engines (motors) are being directly controlled from the bridge, the Deck Log shall serve in place of the Bell Log.

2. When directed to make duplicates of this form a reproduction of NAVSEA Form 3120/1 can be used. Engineer's Bell Book Duplicate (NAVSEA Form 3120/1D) has been cancelled.

3. For ships with automatic bell loggers, data not automatically recorded must be entered in the manual Bell log.

4. Alterations or erasures are not permitted. An entry which is incorrect shall be corrected by drawing a single line through it and making the correct entry on the following line. Such deleted entries shall be initialed by the senior watch officer.

5. Fill in top section of Log as follows:

D	D			9	6	3	L	S	T	1	1	7	9	A	F	D	M	0	0	7
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a. Spaces 3-7. Enter ship type and hull number.  
Examples:

b. Spaces 10-11. Number sheets at each recording station beginning with 01 for the first sheet of the day.

c. Spaces 12-14. Enter last digit of current year and two digits for current month. Example: 502 - February 1985.

d. Space 15. Enter letter designation for time zone.

e. Spaces 16-17. Enter two digits for the day of the month.

f. Spaces 74-77. Enter all shafts for which this sheet applies. Examples: 1, 2, 3, 4, P (Port), S (Standard), M (Secondary propulsion motor).

g. Space 78. Enter highest security classification of data on this form; T (TOP SECRET), S (SECRET), C (CONFIDENTIAL), U (Unclassified).

h. Any entry in space 79 indicates special security handling; leave blank unless special instructions are received.

6. Make entries in columns 1-4 of the Log at the time each order is received. Start each backing entry with "B". If a single sheet is used for two or more shafts and an order is received which is not directed to all shafts, add "P" (port) or "S" (starboard) to the beginning of the entry. Example: PB1/3. For each order received make the following entries:

a. Column 1. Enter the 24-hour time.

b. Column 2. Enter the order received: engine (motor) orders, engine revolution order, propeller pitch order of plant condition order (submarines). Use the following symbols for engine (motor) order:

BEM - Back Emergency	1/3 - Ahead 1/3
BF1 - Back Full	2/3 - Ahead 2/3
B2/3 - Back 2/3	I - Standard
B1/3 - Back 1/3	II - Full
Z - Stop	III - Flank

c. Column 3. If an engine (motor) order is received without change in engine revolution order, enter the propeller r.p.m. corresponding to the order. If an engine (motor) order is received simultaneously with an engine revolution order, enter the engine revolution order. If a plant condition order is received, enter the r.p.m. resulting from the order.

d. Column 4. If an engine (motor) order is received without change in propeller pitch order, enter the propeller pitch corresponding to the order (controllable pitch propellers). If an engine (motor) order is received simultaneously with a propeller pitch order, enter the propeller pitch order. Record the Counter or Pitch Set only once per day for all Fixed Pitch Propeller submarines.

e. Note that with the exception of plant condition order, all r.p.m. and pitch entries are the ordered values and not the actual or resulting values.

7. Enter engine counter reading in Column 4 when getting underway, each hour on the hour (except as noted in 6D above), and when securing engines.

8. When control is shifted, the last entry in the Bell Log (Deck Log) at the station relinquishing control and the first entry in the Bell Log (Deck Log) at the station assuming control shall indicate the time control was shifted.

9. For ships with automatic bell loggers, entries shall be made in each manual log to indicate when the automatic logger is placed in operation and when it is secured.

10. Before going off duty, the senior watch officer at each station shall sign the Bell Log in the line following the last entry for his watch and the next watch officer shall continue the record immediately thereafter. All manual and automatic bell log sheets for the same date shall be filed together as a single record in the Engineer's Bell Book.

11. Disposal of these records shall be in accordance with SECNAVINST 5212.5, Part III, SSIC 3123.1 Retention Period: Three years after date of last entry.

12. Records of ships being inactivated, placed in special status, or decommissioned are to be handled in accordance with SECNAVINST 5212.5, Part III, SSIC 4500.2 Retention Period: Destroy when 2 years old.