

ENGINEERING LOG INSTRUCTIONS FOR ALL SURFACE SHIPS

**Instructions For Keeping The  
Engineering Log - Title Page, Form NAVSEA 3120/2A (Rev. 10-81);  
Engineering Log, Form NAVSEA 3120/2B (Rev. 10-81; Engineering  
Log - Continuation, Form NAVSEA 3120/2C (Rev. 10-81); Engineering  
Log - Instructions, Form NAVSEA 3120/2D (Rev. 10-81)**

**(For All Surface Ships)**

1. The Engineering Log shall be maintained in accordance with Art. 0724 of Navy Regulations, and Section 423 of OPNAVINST 3120.32A. It shall be neatly written in pen or pencil. The original writing is the legal record and must be preserved. It is not desired that the log be recopied except when one or more pages are sent away from the ship. A reproduced copy will then be used.
2. If the information in the sheet is classified, fill in the classification of the log sheet at the top and bottom in the spaces provided. (For example: Classified by: OPNAVINST 3063, Review By: 1 Mar 1992).
3. Fill out the data cover sheet, form NAVSEA 3120/2A.
  - a. Page numbering shall be completed with the number on the last page of the last day of the month.
  - b. Examined and approved signatures are completed at the end of the month.
4. Complete the log. All unused blanks shall be crossed out. Do not erase. All errors shall be lined out, initialed, and dated by the person making the original entry.
  - a. Fill in the heading. Fill in the total miles traveled at the end of the day.
  - b. Fill in the equipment status section. This section must be completed on the first page of each day only. Continuation sheets will be used when required.
    - (1) Main engines - Enter engines which are in use. (If a single engine ship, enter number one.)
    - (2) Plant status - Enter split/cross-connected/cold iron/auxiliary/modified main, etc.
    - (3) Boilers - Enter boilers which are on the line.
    - (4) Generators - Enter SSTG/SSDG which are on the line and in parallel operation, e. g., 1 and 2, 4 and 6, ---, ---,
    - (5) Steering engines combination - Enter both unit (motor) and cable.
    - (6) Enter the number of days out of dry dock.
    - (7) Enter catapults which are operating and from which spaces each is being provided with steam, e. g., 1/2, 2/4, 3/2 4/3.
    - (8) Enter the number of days since the last hull cleaning.
    - (9) Enter the draft readings when in port. When underway, enter the percentage of liquid load (in gallons), fuel (including aircraft if applicable) and water (including ballast and list control if applicable). Then, calculate the draft from the percent of full load, which shall include ammunition and food.

- (10) Major equipment out of commission (OOC)- Enter engines, boilers, SSTG/SSDG, emergency generators, steering gear and combinations of major auxiliary equipment which cause main machinery to be OOC, e. ., # 1A and B lube oil service pumps, or # 2A and B FDB, etc. The intent of this section is to list only those components which affect the overall operation of the ship by placing a limitation on the performance or flexibility of the ship. If space is not sufficient to make all entries, they shall be continued in the section "RECORD OF EVENTS OF THE DAY".
  - c. Examined daily and certified to be correct: This section shall be examined, verified as correct and signed by the Engineering Officer at the end of each day.
  - d. Page numbers-Pages shall be numbered consecutively with the first day of each month numbered page one. The back of each page shall be left blank.
  - e. Record the events of the day.
    - (1) Remarks shall be entered by watch or days as applicable.
    - (2) The remarks shall be a chronological listing of the day's events, each of which shall be written at the time of occurrence. The following is a complete listing of all requirements generated by the chain of command above the Type Commander level. If Type Commanders desire to increase the recording requirements, an instruction shall be published in the 3100 series including all additional requirements
      - (a) Personal casualties
      - (b) Equipment casualties
      - (c) Shifting of major equipment
      - (d) Changing to and from maneuvering combinations
      - (e) Beginning and ending major evolutions-General Quarters, refueling, entering port, etc.
      - (f) Change in catapult status (CV only)
      - (g) Shifting lube oil strainers
      - (h) Opening and inspecting main engines, generators and boilers, and any changes made therein
      - (i) Setting safeties on boilers
      - (j) Disposition and changes in principal auxiliaries which affect main machinery operation
5. The Engineering Log may be destroyed 3 years after the date of the last entry. When a ship is stricken, current logs must be forwarded to the nearest Records Management Center.