



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO
NAVSEAINST 8020.14B
Ser N7/1342
1 Feb 02

NAVSEA INSTRUCTION 8020.14B

From: Commander, Naval Sea Systems Command

Subj: SHORE STATION EXPLOSIVES SAFETY INSPECTION PROGRAM

Ref: (a) OPNAVINST 8020.14/MCO P8020.11
(b) NAVSEA OP 5
(c) OPNAVINST 3500.39/MCO 3500.27

Encl: (1) Rating Criteria
(2) Inspected Command Guide
(3) Operations Summary
(4) Explosives Safety Self-Assessment
(5) Corrective Action Plan
(6) Program Evaluation Guide

1. Purpose. To issue direction to execute the Department of the Navy (DoN) Shore Station Explosives Safety Inspection (ESI) Program as required by reference (a) to ensure compliance with reference (b) and other related documents.

2. Cancellation. NAVSEAINST 8020.14A of 22 August 1995. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction applies to all DoN commands ashore where Ammunition and Explosives (AE) are present, or are intended to be present, and has the concurrence of the Commandant of the Marine Corps (CMC).

4. Objective. The objective of the ESI Program is to safeguard personnel, assets, public welfare, and the environment while maintaining optimum levels of DoN mission capability. Applying the precepts of Operational Risk Management (ORM) per reference (c) are vital to achieving this goal. In striving to improve the overall safety of operations by eliminating explosives mishaps and the resulting losses in terms of injuries, deaths, property damage, and loss of mission effectiveness, the ESI Program shall:

a. Assess command compliance utilizing applicable explosives safety related references, and provide the command with an evaluation of the effectiveness and overall posture of its Explosives Safety Program per enclosure (1), Rating Criteria.

b. Tailor the inspection process to the command mission noted in the Inspected Command Guide, enclosure (2), and Operations Summary, enclosure (3), respectively.



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c. Promote hazard awareness and ORM of all processes involving AE, and encourage command leadership involvement in the Explosives Safety Program through participation in the Explosives Safety Self-Assessment (ESSA), enclosure (4), and Corrective Action Plan (CAP), enclosure (5).

d. Provide the Program Evaluation Guide, enclosure (6), for commands to use in establishing and maintaining effective Explosives Safety Programs.

e. Be thorough in scope and conduct in a professional manner based on objective evaluations of all information gathered and interaction with inspected command personnel.

5. Background. The inherent risks involved in all aspects of managing and employing AE dictate that all commands and personnel adhere to the highest possible standards of performance. Reference (a) assigned Commander, Naval Sea Systems Command (NAVSEA) as DoN technical authority for AE safety. Commanding Officer, Naval Ordnance Safety and Security Activity (NOSSA), has been delegated as the implementing agent for NAVSEA with regard to AE safety, and the Deputy for Weapons Safety (SEA 53W/NOSSA Executive Director) is the designated technical agent to the Commander for AE safety. Accordingly, NOSSA is responsible for managing all facets of the ESI Program, including initiating policy changes, maintaining and preparing changes to this instruction, program development, and scheduling and conducting ESIs.

6. Information. The following applies with regard to ESI Program conduct and administration:

a. Commands shall receive a periodic ESI per the Inspected Command Guide, enclosure (2). Omission from enclosure (2) does not exempt any command from the requirements of this instruction.

b. The Program Evaluation Guide, enclosure (6), imposes no new requirements, and provides a listing of key functional areas and selected explosives safety requirements that shall be employed by commands and ESI Teams, as a minimum, in assessing Explosives Safety Programs.

c. ESI Team Membership may consist of:

(1) A Chief Inspector - The senior military officer (O-5/6) assigned, responsible to the Commanding Officer, NOSSA for the conduct of the inspection and accurate assessment of the command's Explosives Safety Program.

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(2) A Team Leader - The senior NOSSA civilian responsible for the conduct of the inspection team.

(3) Inspectors - Civilian/military specialists having unique explosives safety expertise (i.e., personnel from NOSSA; Naval Surface Warfare Center, Indian Head Division, Detachment Earle, Packaging, Handling, Storage and Transportation Center (PHST); Naval Ammunition Logistics Center (NALC)) who report to the Team Leader.

(4) Observers - Typically, personnel under instruction to become Team Members or personnel from other commands observing in preparation for their own ESI.

d. The final ESI Report will rate each command's Explosives Safety Program as either SATISFACTORY; overall SATISFACTORY with Element(s)/Program(s) UNSATISFACTORY; or overall UNSATISFACTORY.

e. Commands receiving an overall UNSATISFACTORY will be re-inspected within 120 days of the final dated ESI report.

7. Actions.

a. NAVSEA (SEA 53) shall, through Change Transmittals to this instruction, issue updates to enclosures (1) through (5).

b. NOSSA shall:

(1) Maintain a cadre of qualified senior officers to serve as Chief Inspectors and qualified personnel to serve as Team Leaders and Inspectors.

(2) Provide explosives safety technical assistance to all commands upon request.

(3) Conduct ESIs in accordance with enclosure (2).
Inspections will be under the purview of respective NOSSA Explosives Safety Support Offices:

(a) Explosives Safety Support Office, Atlantic, (ESSOLANT), inspects commands from the Mississippi River eastward to Bahrain.

(b) Explosives Safety Support Office, Pacific, (ESSOPAC), inspects commands from the Mississippi River westward to Diego Garcia.

(4) Schedule ESI and coordinate ESI or re-inspection date with each command.

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(5) Issue a quarterly inspection schedule message to the commands being inspected and re-inspected, 30-days prior to the beginning of the quarter, minimally indicating the ESI dates and the requirement to submit an Operations Summary in accordance with enclosure (3).

(6) Establish ESI Team membership based on:

- (a) Current ESI Program requirements.
- (b) The Operations Summary, enclosure (3).
- (c) Availability of qualified personnel.
- (d) Prior experience.

(7) Issue a message to each command at least 30 days prior to the ESI confirming Team Membership by name, rank/grade, function, and security clearance. Additionally, the following information will be requested prior to arrival:

- (a) The in brief date and time.
- (b) A copy of the command ESSA (provided at least 30 days prior to ESI).

(8) Provide funding for travel expenses for Chief Inspectors, Inspectors from PHST, and other specialists on an as needed basis.

(9) Notify, Chief of Naval Operations (CNO) (N411), CMC (SD, ASL-30), NAVSEA (SEA 00, SEA 53), MARCORSYSCOM (AM-EES), Fleet Commander-in-Chief (FLTCINC), Type Commander (TYCOM), ISIC, and major claimant, as appropriate, and as soon as practical, if:

- (a) The ESI Team recommends an UNSATISFACTORY rating for any aspect of the ESI.
- (b) The ESI Team halts an operation.
- (c) The ESI Team's recommended rating at the out brief is amended in the final ESI Report.

(10) Issue the final ESI Report to the command within 45 days of the out brief with copies forwarded as appropriate to CNO (N411), CMC (SD, ASL-30), MARCORSYSCOM (AM-EES), FLTCINC, TYCOM, ISIC, major claimant, and Commander, Naval Safety Center (Code 43).

(11) Review and ensure that CAPs are submitted per enclosure (5).

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(12) Respond to command issues sited in CAP submittals.

(13) Maintain a database of ESI generated data.

(14) Ensure that all ESI Reports, CAPs and related ESI correspondence are incorporated into the SAFEORD database.

(15) Maintain enclosure (6) and post changes on the secure side of NOSSA web site <http://www.nossa.navsea.navy.mil> under "Explosives Safety Inspections."

(16) Issue an annual report covering the prior five years, delineating ESI results, potential explosives safety trends, problem areas, and proposed solutions to CNO (N411), NAVSEA (SEA 00), CMC (SD, ASL-30), MARCORSYSCOM (AM-EES), FLTCINCs, TYCOMs and affected major claimants.

(17) Host an annual meeting of ESI Inspectors to develop and implement Explosives Safety Program enhancements, exchange lessons learned, discuss new/recurring discrepancies, conduct inspector training, and assign action items to individuals/teams to address specific issues.

c. CMC/MARCORSYSCOM shall:

(1) Execute the requirements of reference (a) as they pertain to the Marine Corps responsibility for the following:

(a) AE handling, facilities design and construction, transportation, and Standard Operating Procedures (SOPs) for on-range operations or field exercises on small arms and tactical live-fire ranges. (Note: motor vehicles, material handling equipment, ordnance handling equipment, ammunition supply points, ready service lockers, and magazines supporting range operations are subject to this instruction).

(b) Environmental laws and regulations pertaining to operations involving AE.

(2) Provide qualified senior officers to serve as Chief Inspectors as requested.

(3) Provide qualified Class V(W) inventory specialists and funding covering their travel expenses to serve as Inspectors as requested by NOSSA.

(4) Notify ESSOLANT/PAC of current clearance and other relevant information regarding their Team Members.

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(5) Ensure commands submit timely and effective CAPs per enclosure (5).

(6) Provide representation at the annual meeting of ESI Inspectors.

d. FLTCINC/ISIC/TYCOM/Major Claimant shall:

(1) Notify ESSOLANT/PAC of current clearance and other relevant information regarding their Team Members.

(2) Ensure commands submit timely and effective CAPs per enclosure (5).

e. Chief Inspector and Team Leader shall:

(1) Review, prior to the ESI, the command's last ESI Report, last CAP, current Operations Summary, current ESSA, and explosive mishaps reported since the last ESI.

(2) Provide an in brief to the Commanding Officer, Officer-in-Charge (CO/OIC) or the designated representative of the command and tenants being inspected.

(3) Inform the CO/OIC that ESI Team Members are authorized to take the following actions if an unsafe operation is discovered which, in their opinion, endangers personnel or property:

(a) Direct immediate cessation of the operation.

(b) Notify the CO/OIC as soon as practical and recommend the initiation of corrective action.

(c) Notify NOSSA N7 and ESSOLANT/PAC immediately regarding the nature of the unsafe operation/condition, measures taken to protect personnel and property, and planned corrective action. Notification shall, at a minimum include:

1. Identification of unsafe condition

2. Corrective action taken

3. If any personnel injuries/material damage occurred

(4) Establish a schedule to conduct the ESI (Team Leader).

(5) Review discrepancies with the Explosives Safety Officer (ESO) daily.

(6) Coordinate with the ESI Team and determine the command's and tenant's overall ESI rating(s) in accordance with enclosure (1).

(7) Notify the CO/OIC and NOSSA (N7 and ESSOLANT/PAC) as soon as practical if an UNSATISFACTORY rating will be assigned to any aspect of the ESI. Notification shall, at a minimum include:

(a) Identification of UNSATISFACTORY condition
(Program/Element/Finding)

(b) Reason for UNSATISFACTORY rating

(c) Corrective action required

(8) Compile and review findings and prepare the draft ESI Report for the command.

(9) Present an out brief to the CO/OIC and tenant command representatives upon completion of the ESI indicating the overall rating and an evaluation of each program inspected for each command inspected.

f. Inspectors and Observers shall participate as ESI Team Members under the direction of the Team Leader.

g. PHST and NALC shall:

(1) Provide, as needed, qualified personnel to serve as Inspectors for ESI Programs 14 and 15, respectively. NALC shall provide all funding for the travel of NALC personnel.

(2) Provide representation at the annual meeting of ESI Inspectors.

h. Inspected command shall:

(1) Comply with the provisions of references (a) and (b), this instruction, and other appropriate directives to maintain and enhance the command's explosives safety posture.

(2) Submit an Operations Summary per enclosure (3).

(3) Maintain an ESSA Program per enclosure (4). Submit current ESSA no later than 30 days prior to ESI to inspecting ESSO.

(4) Submit CAPs per enclosure (5).

(5) Coordinate ESI schedule with ESSOLANT/PAC, tenants, ISIC, major claimants, and TYCOMS as appropriate.

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(6) Request Technical Assist Visits (TAVs) with ESSOLANT/PAC. TAVs will not normally be conducted within 60 days of the scheduled ESI to permit corrective action to be taken. ESSOLANT/PAC will determine if resources are available to provide TAVs as requested based on scheduling priorities.

(7) Schedule ESI in brief and out brief with the CO/OIC.

(8) Ensure the participation of the ESO, tenant command CO/OICs and ESOs, and other involved command personnel in the in brief (specifically environmental, security, AE associated equipment, and ammunition inventory management personnel), during the ESI, and as required, at the out brief.

(9) Provide the ESI Team with administrative assistance, office space, transportation, security access badges and personnel protective equipment as necessary to conduct the ESI.

(10) Provide to the ESI Team on the first day of the ESI:

(a) The current general development/site map(s) showing Explosives Safety Quantity Distance (ESQD) arcs for all AE handling/storage/range facilities, including primary/secondary command explosives transportation routes, and identified safe havens and truck holding areas.

(b) A listing of all facilities that have or are encumbered by an ESQD arc.

(c) A copy of all the latest explosives safety-related reports (i.e., reports from Department of Defense Explosives Safety Board (DDESB), Ammunition and Hazardous Material (AMHAZ) Review Board, safety standdowns and command endorsements to those reports).

(d) A copy of all CNO Waivers, Exemptions, and Secretarial Certifications currently in effect.

(e) A copy of all event waivers approved within the last 12 months.

(f) A copy of all current explosives safety-related letters of authorization.

(g) A copy of the current Master Asset Listing.

(h) A copy of the current Space Utilization Report.

(i) A copy of all outstanding/proposed site approval requests for AE storage and handling facilities.

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(j) A copy of all Memorandums of Agreement, Memorandums of Understanding and/or Inter-Service Support Agreements that contain elements relative to the Explosives Safety Program.

(k) A list of all active SOPs by name and number.

(l) A list of all AE capable motor vehicles and railcars by ID number and type.

(m) For Marine Corps commands only:

(1) A copy of the most recent Arms, Ammunition and Explosives Physical Security Survey.

(2) A copy of all Qualification and Certification (QUAL/CERT) sheets for those personnel in the QUAL/CERT program.

(11) Demonstrate, upon request of the ESI Team, ordnance evolutions, processes and SOPs. AE will not be used for the demonstrations requested.

(12) Commence corrective action at the earliest possible time upon discovery of a discrepancy.

8. Report. The reporting requirements contained in this instruction are exempt from reports control by SECNAVINST 5214.2B and require no report symbol.



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RATING CRITERIA

1. The ESI Team will recommend an overall Explosives Safety Program rating of SATISFACTORY (SAT) provided the command:
 - a. Conducts AE operations in substantial compliance with all applicable explosives safety regulations.
 - b. Clearly demonstrates that it maintains an active functional Explosives Safety Program supporting the accomplishment of its assigned mission.
2. The ESI Team will recommend either an overall SAT with Element(s)/Program(s) UNSATISFACTORY (UNSAT) or an overall command UNSAT if, based on an overall assessment of individual discrepancies, Elements, and Programs, it is determined that the Explosives Safety Program does not comply with the Provisions of references (a), (b), and (c).
3. The ESI Team will recommend an UNSAT in Program 15 (Inventory Management) if any two of the following occur:
 - a. Below 90% Inventory Accuracy
 - b. Below 95% Custodial Accuracy
 - c. Five or more Inventory Accuracy Nonconformances to OPNAV standards (OPNAVINST 8015.2)
4. The ESI Team will recommend an overall UNSAT if:
 - a. The command has three or more Programs rated UNSAT.
 - b. The process used to QUAL/CERT personnel is non-existent or ineffective.
 - c. The site approval process is non-existent or ineffective.
 - d. SOPs are non-existent or the SOP Program is ineffective.
 - e. Operations are not conducted in full compliance with the requirements of Secretarial Certifications, Exemptions, Waivers or Special Authorizations officially sanctioning deviations from established explosives safety requirements.
 - f. The ESO is unable to effectively execute the duties and responsibilities of the position as reflected in the number and significance of the discrepancies noted for the command.

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g. Any of the following four Pillar Programs is rated UNSAT:

- (1) Program 01, Command Administration and Management.
- (2) Program 02, QUAL/CERT.
- (3) Program 03, SOPs.
- (4) Program 15, Inventory Management.

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INSPECTED COMMAND GUIDE

1. Commands are inspected within the same quarter and are assigned to Periodicity Group (G) 1, 2, 3, 4, 5, 6, 7 or 8 as follows:

G	Quarter
1	1 st even FY
2	2 nd even FY
3	3 rd even FY
4	4 th even FY

G	Quarter
5	1 st odd FY
6	2 nd odd FY
7	3 rd odd FY
8	4 th odd FY

2. Commands are assigned to a Facility Category (F) I, II, III or IV based on information supplied in the Operations Summary, enclosure (3) and ESSOLANT/PAC experience as follows:

F	General Operations
I	Storage, handling, production, renovation, RDT&E
II	Storage, handling, and assembly/disassembly
III	Storage, handling, and minor assembly/disassembly
IV	Storage and handling of small quantities of Hazard Class/Division 1.3/1.4 only.

3. Category I, II and III commands and their tenants will receive a formal ESI every two years. The following table shows the Unit Identification Code (UIC), Location, Name, Periodicity Group (G), Category (F), and Major Claimant for the host and selected tenant commands inspected by ESSOLANT/PAC:

ESSOLANT

UIC	LOCATION	NAME	G	F	CLAIMANT
63821	ANDROS ISLAND	NAVUNSEAWARCEN	2	III	NAVSEA
00196	ATLANTA	NAS (JRB)	6	III	CNAVRES
65753	AUGUSTA BAY	NATO AD	3	II	CNEUR
63005	BAHRAIN	NAVSUPPACT	3	II	CNO
60087	BRUNSWICK	NAS	5	II	CLF
67001	CAMP LEJEUNE	MCB	4	II	USMC
00167	CARDEROCK	NSWC DIV	2	II	NAVSEA
00193	CHARLESTON	LANTORDCOM DET	1	II	CLF
54000	CHARLESTON	MOMAG UNIT 11	1	II	CLF
69214	CHARLESTON	WPNSTA	1	III	CLF
55238	CHARLESTON	EODMU SIX	1	III	CLF
47151	CHARLESTON	EODMU TWELVE	1	III	CLF
68931	CHARLESTON	PWC JACKSONVILLE DET	1	IV	CLF
00146	CHERRY POINT	MCAS	6	II	USMC
63891	CHESAPEAKE	NAVSECGRUACT NW	6	III	NAVSECGRU
00164	CRANE	NSWC CRANE DIV	8	I	NAVSEA
30702	CRANE	EOD CRANE DET	8	II	CLF
00178	DAHLGREN	NSWC DIV	1	I	NAVSEA

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30703	DAHLGREN	EODMU TWO DET	1	III	CLF
47898	DAM NECK	SPECWARDEVGRU	7	III	SPECWAR
47617	EARLE	WPNSTA	7	I	CLF
52771	EARLE	MOMAG UNIT THREE	7	II	MINWAR
30704	EARLE	EODMU TWO DET	7	II	CLF
60478	EARLE	LANTORDCOM DET	7	III	CLF
62640	EGLIN AFB	NAVSCOLEOD	3	II	CNET
55322	FORT STORY	EODTEU TWO	7	III	CLF
60514	GUANTANAMO BAY	COMNAVBASE	1	II	CLF
52570	GUANTANAMO BAY	MARBKS	1	II	USMC
62604	GULFPORT	CBC	2	III	CLF
55460	GULFPORT	TWENTIETH NCR	2	III	CLF
00174	INDIAN HEAD	NAVSURFWARCENDIV	6	I	NAVSEA
0464A	INDIAN HEAD	NAVEODTECHDIV	7	II	NAVSEA
00207	JACKSONVILLE	NAS	6	II	CLF
30504	JACKSONVILLE	NAS DET PINE CASTLE	6	II	CLF
00207	JACKSONVILLE	AIMD	6	IV	CLF
63032	KEFLAVIK	NAS	8	III	CLF
43724	KEY WEST	NAWCACDIV DET	7	II	NAVAIR
00213	KEY WEST	NAS	7	II	CLF
42237	KINGS BAY	SUBASE	6	II	CLF
68733	KINGS BAY	SWFLANT	6	II	DIRSSP
44466	KINGS BAY	TRIREFAC	6	II	CLF
68335	LAKEHURST	NAEC	7	III	NAVAIR
61414	LITTLE CREEK	NAB	8	II	CLF
42055	LITTLE CREEK	BMU-2	8	II	SPECWAR
42043	LITTLE CREEK	ACB-2	8	III	CLF
42056	LITTLE CREEK	ACU-2	8	III	CLF
45472	LITTLE CREEK	ACU-4	8	III	CLF
55496	LITTLE CREEK	MDSU-2	8	III	CLF
68789	LITTLE CREEK	EODMU-2	8	III	CLF
63021	LITTLE CREEK	EWTGLANT (USN)	8	IV	CLF
67355	LITTLE CREEK	EWTGLANT (USMC)	8	IV	CLF
42223	LITTLE CREEK	SBU 20	4	III	SPECWAR
08842	LITTLE CREEK	SDVT-2	4	III	SPECWAR
46985	LITTLE CREEK	SEAL TEAM-8	4	III	SPECWAR
08943	LITTLE CREEK	SEAL TEAM-4	4	III	SPECWAR
55778	LITTLE CREEK	SEAL TEAM-2	4	III	SPECWAR
52738	LITTLE CREEK	SPECBOATRON TWO	4	IV	SPECWAR
0031A	LITTLE CREEK	SPECWARGRU TWO	4	IV	SPECWAR
60201	MAYPORT	NAVSTA	3	II	CLF
42038	MAYPORT	EODMU SIX	3	II	CLF
32779	MAYPORT	SIMA	3	III	CLF
63043	MERIDIAN	NAS	5	III	CNET
62588	NAPLES	NAVSUPACT	3	III	CNEUR
63888	NAPLES	NAVSECGRUACT	3	IV	NAVSECGRU
00129	NEW LONDON	SUBASE	8	II	CLF
68316	NEW LONDON	NAVSUBSUPPPAC	8	II	CLF
62573	NEW RIVER	MCAS	1	II	USMC
32411	NEWPORT	NAVSTA	3	II	CLF
66604	NEWPORT	NUWC DIV	8	II	NAVSEA
30713	NEWPORT	EODMU TWO DET	8	III	CLF
62661	NEWPORT	NETC	3	IV	CNET
00181	NORFOLK	NAVSHIPYD	1	II	NAVSEA
62688	NORFOLK (SEWELLS)	NAVSTA	8	II	CLF
44325	NORFOLK (SEWELLS)	AIMD	8	III	CLF
45682	NORFOLK (SEWELLS)	EOD	8	III	CLF
63102	NORFOLK (SEWELLS)	NAVAIRRES	8	III	CNAVRES
C3A02	NORWAY	NATO MCB	7	II	CNEUR

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60191	OCEANA	NAS	5	II	CLF
31279	OCEANA	LANTORDCOM DET	5	II	CLF
61331	PANAMA CITY	NSWC COASTSYSSTA	6	II	NAVSEA
0610A	PANAMA CITY	NAVDIVESALTRACEN	6	IV	CNET
00263	PARRIS ISLAND	MCRD	3	III	USMC
68890	PASCAGOULA	NAVSTA	2	III	CLF
0428A	PATUXENT RIVER	NAS	7	II	NAVAIR
65114	PENSACOLA	PWC	5	IV	NAVFAC
00204	PENSACOLA	NAS	5	III	CNET
00264	QUANTICO	MCCDC	2	III	USMC
00389	ROOSEVELT ROADS	NAVSTA	5	II	CLF
55180	ROOSEVELT ROADS	SPECWARUNIT FOUR	5	II	SPECWAR
0017A	ROOSEVELT ROADS	AFWTF	5	II	CLF
30714	ROOSEVELT ROADS	EODMU TWO DET	5	III	CLF
00743	ROOSEVELT ROADS	NAVCOMTELSTA	5	IV	NAVCOMTEL
30715	ROTA	EODMU EIGHT DET	3	II	CNEUR
62863	ROTA	NAVSTA	3	II	CNEUR
55570	ROTA	SPECWARUNIT TEN	3	II	SPECWAR
63931	ROTA	NAVSECGRUACT	3	IV	NAVSECGRU
30300	SEWELLS POINT	LANTORDCOM DET	8	III	CLF
62995	SIGONELLA	NAS	3	II	CNEUR
52778	SIGONELLA	MOMAG UNIT FIVE	3	II	MINWAR
65759	SOUDA BAY GREECE	NATO AD	3	III	CNEUR
66691	SOUDA BAY GREECE	NAVSUPPACT	3	III	CNEUR
53991	STUTT GART	SPECWARUNIT TWO	1	II	SPECWAR
00166	WASHINGTON	NAF	4	III	CNAVRES
00173	WASHINGTON	NRL	7	III	ONR
00158	WILLOW GROVE	NAS (JRB)	4	III	CNAVRES
00109	YORKTOWN	LANTORDCOM	4	I	CLF
69212	YORKTOWN	WPNSTA	4	I	CLF
47652	YORKTOWN	NSWC DIV INDIAN HEAD DET	4	I	NAVSEA
55256	YORKTOWN	MOMAG UNIT 14	4	II	MINWAR
68842	YORKTOWN	NAVSUBTORPFAC	4	II	CLF
30720	YORKTOWN	EODMU TWO DET	4	III	CLF
55131	YORKTOWN	NAVCHAPGRU	4	IV	CLF

ESSOPAC

UIC	LOCATION	NAME	G	F	CLAIMANT
63402	BANGOR	SWFPAC	7	II	DIRSSP
68436	BANGOR	SUBASE	5	III	CPF
68438	BANGOR	NAVIMFAC PACNORWEST	5	III	CPF
0534A	BARKING SANDS	PMRF HAWAREA	1	I	CPF
64495	BRIDGEPORT	MCMWTC	3	III	USMC
00681	CAMP PENDLETON	MCB	4	II	USMC
45411	CAMP PENDLETON	ACU FIVE	4	IV	CPF
67604	CAMP PENDLETON	MCAS	4	III	USMC
68937	CHINA LAKE	NAVAIRWPNSTA	7	I	NAVAIR
32117	CORONADO	DSU	2	IV	CPF
63018	CORONADO	EWTGPAC SAN CLEMENTE	2	IV	CPF
55104	CORONADO	PHBCONBN ONE	2	III	CPF
53257	CORONADO	ACU ONE	2	III	CPF
57066	CORONADO	BEACHGRU ONE	2	III	CPF
41914	CORONADO	BEACHMASTER UNIT ONE	2	III	CPF
55321	CORONADO	EODGRU ONE	2	III	CPF
55447	CORONADO	EODMU 3	2	III	CPF
30202	CORONADO	EODTEU ONE (ASW BASE)	2	III	CPF
31968	CORONADO	VSWMC	2	III	CPF

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00074	CORONADO	COMSPECWARCOM	5	III	SPECWAR
57100	CORONADO	SPECWARGRU ONE	5	III	SPECWAR
68869	CORONADO	NAVSPECWARCEN	5	III	SPECWAR
55446	CORONADO	SBR 1	5	III	SPECWAR
08971	CORONADO	SEAL TEAM FIVE	5	III	SPECWAR
55777	CORONADO	SEAL TEAM ONE	5	III	SPECWAR
44884	CORONADO	SEAL TEAM THREE	5	III	SPECWAR
00216	CORPUS CHRISTI	NAS	8	III	CNET
68539	DIEGO GARCTA	NAVSIUPFAC	8	II	CPF
60042	EL CENTRO	NAF	6	II	CPF
47618	FALLBROOK	WPNSTA SEAL BEACH DET	1	I	CPF
60495	FALLON	NAS	3	II	CPF
00215	FORT WORTH	NAS (JRB)	6	III	CNAVRES
61755	GUAM	COMNAV Marianas	7	I	CPF
53849	GUAM	MOMAG UNIT EIGHT	7	II	MINWAR
52821	GUAM	NAVIRWPNSMAINTUNIT ONE	7	II	NAVAIR
30215	GUAM	EODMU FIVE	7	III	CPF
55481	GUAM	NAVSPECWARUNIT ONE	7	III	SPECWAR
55451	GUAM	NMCB 133	7	III	CPF
09823	GUAM	HELSSUPPSPECRON FIVE	7	IV	CPF
00318	HAWAII	MCB	7	II	USMC
00164	HAWTHORNE	NSWCCD MCPD	3	III	NAVSEA
41869	HAWTHORNE	NUWC DET	3	III	NAVSEA
48537	INDIAN ISLAND	NAVMAG	8	I	CPF
68891	INGLESIDE	NAVSTA	8	III	CLF
35000	INGLESIDE	EODMU SIX	8	III	CLF
62507	JAPAN, ATSUGI	NAF	4	II	CPF
67400	JAPAN, FUJI	HQBNCAMP FUJI	3	III	USMC
62613	JAPAN, IWAKUNI	MCAS	6	II	USMC
68212	JAPAN, MISAWA	NAF	4	II	CPF
46592	JAPAN, MISAWA	MOMAG UNIT 12	4	II	MINWAR
62254	JAPAN, OKINAWA	COMFLEACT	3	II	CPF
53853	JAPAN, OKINAWA	MOMAG UNIT TEN	3	II	MINWAR
67400	JAPAN, OKINAWA	MCB CAMP BUTLER	3	II	USMC
67436	JAPAN, OKINAWA	THIRD FSSG	3	II	USMC
63026	JAPAN, OKINAWA	MCAF FUTEEMA	3	IV	USMC
66688	JAPAN, OKINAWA	CAMP SHIELDS	3	IV	USMC
13001	JAPAN, OKINAWA	THIRD MARDIV	3	IV	USMC
62735	JAPAN, SASEBO	COMFLEACT	6	I	CPF
61581	JAPAN, YOKOSUKA	COMFLEACT	4	II	CPF
65115	JAPAN, YOKOSUKA	PWC	4	IV	NAVFAC
00253	KEYPORT	NUWC DIV	8	I	NAVSEA
60241	KINGSVILLE	NAS	6	II	CNET
55642	KINGSVILLE	MOMAG UNIT 15	6	II	MINWAR
32778	KOREA, CHINHAE	COMFLEACT	8	III	CPF
62894	KOREA, SEOUL	COMNAVFORKOREA	8	II	CPF
63042	LEMOORE	NAS	6	II	CPF
42354	MCALESTER	NSWC DET	4	III	NAVSEA
67865	MIRAMAR	MCAS	8	II	USMC
00206	NEW ORLEANS	NAS (JRB)	1	II	CNAVRES
00246	NORTH ISLAND	NAS	2	II	CPF
68297	PEARL HARBOR	NAVMAG	2	I	CPF
42270	PEARL HARBOR	MDSU 1	2	III	CPF
46406	PEARL HARBOR	SDV TEAM ONE	2	III	SPECWAR
62813	PEARL HARBOR	NAVSTA	2	III	CPF
00311	PEARL HARBOR	NAVSHIPYD	2	III	NAVSEA
00604	PEARL HARBOR	FISC	2	IV	NAVSUP
62755	PEARL HARBOR	PWC	2	IV	NAVFAC
00406	PUGET SOUND	FISC	7	IV	NAVSUP

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63406	SAN DIEGO	SUBASE	1	III	CPF
44943	SAN DIEGO	WPNSTA SEAL BEACH DET	1	III	CPF
00245	SAN DIEGO	NAVSTA	2	III	CPF
61690	SAN DIEGO	FTC	2	IV	CNET
63387	SAN DIEGO	PWC	2	IV	NAVFAC
65918	SAN DIEGO	SIMA	2	IV	CPF
47615	SEAL BEACH	WPNSTA	8	I	CPF
30129	SEAL BEACH	MOMAG UNIT ONE	8	II	MINWAR
00174	SEAL BEACH	NSWCIH DIV	8	II	NAVSEA
67399	TWENTY NINE PALMS	MCAGCC	1	II	USMC
69232	VENTURA COUNTY	NAVBASE	6	I	CPF
63126	VENTURA COUNTY	NAWC-WD	6	I	NAVAIR
0612A	VENTURA COUNTY	NCTC PORT HUENEME	6	III	CNET
30213	VENTURA COUNTY	EODMU 3 DET POINT MUGU	6	III	CPF
55752	VENTURA COUNTY	31 ST NCR PORT HUENEME	6	IV	NAVFAC
00620	WHIDBEY ISLAND	NAS	1	II	CPF
30203	WHIDBEY ISLAND	EODMU 11	1	III	CPF
61762	WHITE SANDS	NAWC WPNDIV DET	1	II	NAVAIR
62974	YUMA	MCAS	5	II	USMC

4. Category IV command Immediate Superiors in Charge (ISICs) will be responsible for providing oversight of the Explosives Safety Program for Category IV commands, and ensuring they maintain compliance with all U.S. Navy Explosives Safety Requirements. Category IV commands that are not tenants affiliated with host commands receiving inspections every two years will:

- a. Receive a formal ESI every four years.
- b. Submit an ESSA annually to NOSSA via their Chain of Command or ISIC.
- c. Be reintroduced into the scheduled two year ESI process if they fail to submit an annual ESSA as required or fail to maintain adequate Explosives Safety standards.

5. The following table identifies those Category IV commands currently eligible for a provisional four year ESI:

ESSOLANT

UIC	LOCATION	NAME	G	CLAIMANT
67004	ALBANY	MCLB	2	USMC
62226	ANNAPOLIS	NAVSTA	8	CNO
00161	ANNAPOLIS	USNA	8	CNO
67066	ANNAPOLIS	MARBKS	8	USMC
65923	CHERRY POINT	NAVAVNDEPOT	6	NAVAIR
00210	GREAT LAKES	NTC	7	CNET
65886	JACKSONVILLE	NAVAVNDEPOT	6	NAVAIR
00639	MILLINGTON	NAVSUPPACT MID SOUTH	8	CNO
00187	NORFOLK (SEWELLS)	PWC	8	NAVFAC
00189	NORFOLK (SEWELLS)	FISC	8	NAVSUP
32770	NORFOLK (SEWELLS)	SIMA	8	CLF

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00102	PORTSMOUTH	NAVSHIPYD	8	NAVSEA
66754	SABENA SECA	NAVSECGRUACT	2	NAVSECGRU
31188	SUGAR GROVE	NAVSECGRUACT	3	NAVSECGRU
00069	WASHINGTON	NAVSECGRUACT	6	NAVSECGRU
63834	WASHINGTON	NAVDIST HQTRS	6	CNO
67029	WASHINGTON	MARBKS	6	USMC
60508	WHITING FIELD	NAS	2	CNET

ESSOPAC

UIC	LOCATION	NAME	G	CLAIMANT
62204	BARSTOW	MCLB	2	USMC
32416	BREMERTON	NAVSTA	2	CPF
09402	EDWARDS AFB	HMM 764	2	USMC
09487	EDWARDS AFB	HMH 769	2	USMC
68967	EVERETT	NAVSTA/JIM'S CREEK	8	CPF
65888	NORTH ISLAND	NAVAVNDEPOT	2	NAVAIR
43457	PEARL HARBOR	NAVSECGRUACT KUNIA	2	NAVSECGRU
00251	PUGET SOUND	NAVSHIPYD	2	NAVSEA
66001	SAN DIEGO	SPAWARSYSCEN RDT&E	1	SPARWAR
00243	SAN DIEGO	MCRD	2	USMC

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OPERATIONS SUMMARY

UIC: _____ Name _____ Date _____

1. Circle the numbers for the following operations conducted:

- | | | | |
|----|------------------------|----|---|
| 1 | Manufacturing | 11 | Explosive Ordnance Disposal |
| 2 | RDT&E | 12 | Small Arms Range |
| 3 | Assembly/Disassembly | 13 | Demo/Burning/Demil Facilities/
Test Ranges |
| 4 | Receipt/Storage/Issue | 14 | Explosive Hazardous Waste
Generator |
| 5 | Segregation/Renovation | 15 | Combat/Cargo Aircraft Support/
Arm-Dearm |
| 6 | Pier/Anchorage | 16 | Paralofts/ALSS Shops |
| 7 | Rail Transportation | 17 | Handling Equipment (OHE/MHE/WHE) |
| 8 | Motor Vehicle Trans | | |
| 9 | Shipping & Receiving | | |
| 10 | Military Working Dog | | |

2. Circle the following Hazard Class/Division items handled:

1.1 1.2 1.3 1.4 1.5 1.6

3. _____ tons of AE moved in the past 12 months.
4. _____ number of personnel in the AE QUAL/CERT Program.
5. ___/___ number of active/inactive SOPs.
6. ___/___ number of AE operating buildings (active/inactive).
7. ___/___ number of magazines (active/inactive).
8. ___/___ number of ready service lockers (active/inactive).
9. _____ number of AE capable motor vehicles.
10. _____ number of AE capable Material Handling Equipment.
11. _____ number of AE capable Weight Handling Equipment.
12. _____ number of ranges. Types _____
13. _____ number of paraloft/ALSS/ordnance shops.
14. _____ Ordnance Handling Equipment, answer YES or NO.
15. List the operations that will/are anticipated to be conducted during the ESI. _____

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EXPLOSIVES SAFETY SELF-ASSESSMENT

1. The Explosives Safety Self-Assessment (ESSA) Program emphasizes the importance of maintaining a well-disciplined, proactive approach to explosives safety issues by applying the precepts of Operational Risk Management; promotes the highest standards of AE safety, integrity and compliance; and is a catalyst for creating and maintaining an operating environment that fosters concerted joint inter-departmental action in accomplishing safety-related goals.
2. Experience has demonstrated that a self-assessment is one of the most effective means to maintain a valid and reliable Explosives Safety Program. Through the ESSA Program a command conducts periodic safety appraisals of its ongoing AE operations and implements corrective action, reinforcing the basic explosives safety and surveillance requirements germane to explosives safety.
3. The ESSA Program shall:
 - a. Be formally documented.
 - b. Follow a command-defined format.
 - c. Include applicable Programs and Elements from the Table of Contents of enclosure (6) in establishing the basic framework. Although experience has proven enclosure (6) to be a comprehensive and reliable assessment instrument, it is not all-inclusive.
 - d. Address functional areas, methodology, periodicity, membership, members' duties and responsibilities, documentation and record keeping, process quality control, reporting requirements, corrective action recommendations, and follow-up measures.
 - e. Be adjusted to accommodate operational changes.
4. The ESSA Program should:
 - a. Select members from a representative cross-section of all departments that influence, or are involved with, the integrity of the Explosives Safety Program (i.e., NAVOSH, public works, ordnance, supply/traffic, EOD, fire, security, training/personnel, quality assurance) with care taken to avoid situations where members are tasked to assess conditions in areas under their cognizance.
 - b. Be signed by CO/OIC and distributed to all affected command departments for action/information.

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c. Be overseen by a management steering group to ensure discrepancies are addressed by a CAP following enclosure (5).

d. Identify trends favorable or unfavorable to explosives safety process controls.

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CORRECTIVE ACTION PLAN

1. A Corrective Action Plan (CAP) ensures correction, and prevention of recurrence, of discrepancies observed during an ESI by identifying the root cause(s) and applying the appropriate corrective action for both isolated and systemic problems. When executed properly, it becomes an integral part of a command's Explosives Safety Program and significantly increases the effectiveness of the ESI.

2. Experience has indicated that to properly and effectively execute a CAP, the command must first critically examine each discrepancy to determine if it is an isolated occurrence or evidence of a widespread (systemic) problem. The command must attempt to identify any root causes of the discrepancy then initiate appropriate corrective action to prevent recurrence.

3. CAPs shall:

a. Be submitted to NOSSA (N7) within 30 days after receipt of the final ESI report with a copy to the command's chain of command. Marine Corps commands shall forward an information copy only to MARCORSSYSCOM (AM-EES) or CMC (ASL-30), as appropriate.

b. Be signed by the CO/OIC.

c. Identify action taken to correct individual discrepancies.

d. Be subjected to periodic progress review until all outstanding deficiencies are physically, not administratively, corrected.

e. Logically follow previously submitted CAPs by tracking progress on all outstanding deficiencies. Actions previously listed as completed (have been physically corrected) require no further reporting.

f. Be reviewed, updated and submitted to NOSSA (N7) at least 30 days prior to subsequent ESI, indicating the current status of all outstanding discrepancies.

4. The following is a recommended format for CAP submittals:

COMMAND NAME (UIC: XXXXX)

Finding 01-99/01.05: Finding narrative from ESI Report. List findings in order, starting with the oldest.

Discussion: Optional supporting information.

Root Causes:

Corrective Action:

Current Status:

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DRAFT PROGRAM EVALUATION GUIDE ASHORE

01 - Command Administration and Management			YES	NO	N/A
Element	01	Organization/Staffing/Performance			
	02	Records			
	03	Site Approval (Staff Civil/Public Works)			
	04	Inst/Pubs/ESQD/HERO/Programs			
	05	Fire Plans/Maps/Agreements			
	06	Safety Equipment Issued			
	07	Waiver/Exemption Records			
	08	Mishap/Accident Reporting Procedures/Files			
	09	Periodic Inspections			
	10	Record of Inert Ordnance			
02 - Qualification & Certification					
Element	01	Program			
	02	Training			
	03	Qualification			
	04	Certification			
	05	Records			
03 - Standard Operating Procedures (SOPs)					
Element	01	Implementation			
	02	Format			
	03	Review Process			
	04	Effectiveness			
04 - Ammunition Storage/Magazines					
Element	01	Housekeeping/Control of Vegetation			
	02	Physical Structure/Maintenance/Equipment			
	03	Compatibility of Ammunition Stored			
	04	Storage Conditions			
	05	Procedures/Safety			
	06	Roads/Aprons/Loading Ramps			
	07	Lightning Protection/Grounding			
05 - Operating Buildings and Production Lines					
Element	01	SOP at Site			
	02	Housekeeping			
	03	Emergency Escape			
	04	Emergency Equipment/Safety/Interlocks			
	05	Lighting Protection/Grounding			
	06	Temporary/Overnight Storage			
	07	RDT&E Operations			

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			YES	NO	N/A
06 - Lighting Protection/Grounding					
Element	01	Test Plan/Procedures			
	02	Test/Inspection Requirements/Records			
	03	Equipment/Maintenance			
	04	Lightning Protection			
	05	Storm Warning System			
07 - Environmental Compliance					
Element	01	Explosives Hazardous Waste (EHW) Management			
	02	Permitting			
	03	Training			
	04	Ranges			
	05	Remediation			
08 - AA&E Physical Security					
Element	01	General Policies			
	02	Intrusion Detection System (IDS)			
	03	Security Force			
	04	Lighting for Cat I and Cat II			
	05	Ready for Issue (RFI)			
	06	Keys and Locks			
	07	Security Surveys			
	08	Armory Construction/Arms Storage			
	09	AE Magazines			
	10	AA&E Accountability			
	11	Waivers/Exemptions			
	12	Security Checks			
09 - Ranges/EOD					
Element	01	Small Arms			
	02	Skeet			
	03	Grenade			
	04	EOD			
	05	Procedures/Safety			
10 - Motor Vehicle Transportation					
Element	01	Vehicles Assigned			
	02	Inspection/Control Procedures/Records			
	03	Suspect Vehicle Procedures			
	04	Safe Haven/Vehicle Holding Yards			
	05	Supply Shipping/Receiving			
	06	Explosives Drivers Licensing			

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			YES	NO	N/A
11 - Railroad Transportation					
Element	01	Locomotives			
	02	Tracks			
	03	Cars/Rolling Stock Control			
	04	Equipment/Maintenance			
	05	Operations/Safety			
12 - Piers and Wharves/Barges					
Element	01	Explosives Limits			
	02	Safety Procedures/Practices			
	03	Explosives Anchorages/scuttle sites			
	04	Firefighting Equipment/Tugs			
	05	Facilities/Equipment/Capabilities/Housekeeping			
	06	Ordnance Handling/Support Equipment			
13 - Airfield Operations					
Element	01	Airfield/Runways			
	02	Aircraft Loading Pads			
	03	Procedures/Safety			
	04	Aircraft Egress Device Shops			
14 - Ammunition/Explosives Associated Equipment					
Element	01	Approved Equipment			
	02	Modifications			
	03	Type			
	04	Safety Devices			
	05	Maintenance and Repair			
	06	Test and Inspections Markings			
	07	Battery Charging Operations			
	08	SOP/Procedures			
15 - Inventory Management					
Element	01	Unserviceable Material			
	02	Program Management			
	03	Notice of Ammunition Reclassification (NAR)			
	04	Inventory Accuracy			
	05	Class V(W) AMMO Accounting (USMC Ground Only)			

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PROGRAM 01 - COMMAND ADMINISTRATION AND MANAGEMENT

Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision
(b) MCO 8020.10
(c) NAVSEA OP 3565, Vol. II,
(d) NAVSEAINST 8020.14 (Series)
(e) NAVSEAINST 8020.7 (Series)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
ELEMENT .01 - ORGANIZATION/STAFFING/PERFORMANCE			
A. Does the Safety Office have the ability/capability to support the command's Explosives Safety Program? (a) para 1-4.4, (b) para 5b and encl (1), para 3	_____	_____	_____
B. Is an Explosives Safety Officer (ESO) designated in writing? (a) para 1-4.3.2 and 1-4.4.1 (b) para 5b(4)	_____	_____	_____
C. Is the ESO organizationally assigned correctly? (a) para 1-4.4.1	_____	_____	_____
D. Is the ESO effectively executing his/her duties? (a) para 1-4.4.1	_____	_____	_____
E. Are Host/Tenant agreements (ISSA/MOU/MOA) in place to define Explosives Safety responsibilities? (a) para 1-4.3.5	_____	_____	_____
ELEMENT .02 - RECORDS			
A. Are open storage facilities approved by NOSSA? (a) para 8-2.4.4	_____	_____	_____
B. Have all Potential Explosion Sites (PESS) been assigned NAVFAC building numbers? (a) para 8-8.1	_____	_____	_____
C. Are records of exceptions to PESS and Exposed Sites (ESs) siting/design/construction standards maintained in permanent activity files? (a) paras 1-2 & 8-1.2.6	_____	_____	_____
D. Are logs of PES AND ES inspections maintained in the Safety Office with appropriate recordings? (a) paras 1-4.3.2, 1-4.4 and 11-9.1.2	_____	_____	_____
E. Does the activity employ Operational Risk Management (ORM) principles? (for comment only) OPNAVINST 3500.39/MCO 3500.27	_____	_____	_____
ELEMENT .03 - SITE APPROVAL (STAFF CIVIL/PUBLIC WORKS)			
A. Are DDESB/CNO/NAVSEA site approvals on file for all current PESSs? (Not required for PESSs constructed prior to May 1967 and still being used for original purpose, with no major modifications.) (a) paras 8-1.2.6 and 11-1.3.2, (b) encl (2) para 4a(1)	_____	_____	_____
B. Are "portable" magazines properly sited? (a) para 8-2.4.3h	_____	_____	_____
C. Is a list of those pre-May 1967 PESSs and their construction date (or date of acquisition for facilities not constructed by the Navy) being maintained? Do these records also identify what current criteria they are not in compliance with? (a) para 8-1.2.6	_____	_____	_____
D. Does the facility have an authorized safe haven/temporary parking for AE laden vehicles? (a) paras 7-12.10 & 7-12.11	_____	_____	_____
E. Is a suspect cargo site provided for motor vehicles, cargo containers, and railcars? (a) para 8-4.6	_____	_____	_____
F. Have site approval requests been submitted for projects for PESSs and changes in utilization of facilities or mission changes that adversely affect ESQD requirements? (a) paras 8-1.2.1 and 11-1.3.2	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
ELEMENT .04 - INST/PUBS/ESQD/HERO/PROGRAMS			
A. Does the facility have a current safety manual or directive that includes all AE safety requirements that may be applicable to that station? (a) para 1-4.4.1n	_____	_____	_____
B. Is there a current HERO survey of activity? If not, has a HERO survey been requested? (e) para 5f	_____	_____	_____
C. Does the Station's HERO EMCON BILL contain the same information as the current HERO Survey Report?			
1. Transmitter list with HERO distances (Appendix A)			
2. Ordnance list with HERO status (Appendix B)			
3. Maps and charts identifying HERO zones (Appendix C)			
4. HERO Emission Controls (Tables I & II and recommendations)			
(c) para 3-6	_____	_____	_____
D. Are "NO RADIATE" signs posted at the entrance to ordnance storage, assembly, and demolition areas? (c) para 1-5.3	_____	_____	_____
E. Are mobile and hand-held transmitters properly labeled with the HERO unsafe and HERO susceptible ordnance separation distance as indicated in the HERO survey report, Appendix A or OP 3565, Chapter 2? (c) para 1-5.3.2	_____	_____	_____
F. Does the facility have positive controls on hunting aboard the station? (a) para 2-1.6	_____	_____	_____
G. Are applicable explosives safety publications available and current? (a) para 1-5.2.1	_____	_____	_____
H. Are ship separation distances established for loading/unloading operations? (a) para 7-10.5	_____	_____	_____
I. Is there an activity evacuation plan referencing the appropriate withdrawal distance as part of the disaster response plan? Does it include the responsibility for alerting civilian authorities of any imminent explosive accident that may affect the local community and for providing these authorities with the appropriate emergency withdrawal distances? (a) para 4-2	_____	_____	_____
J. Is there a written Explosives Safety Self-Audit (ESSA) plan? Has it been implemented? (d) para 7e(2)	_____	_____	_____
ELEMENT .05 - FIRE PLANS/MAPS/AGREEMENTS			
A. Does the CO have a site map on file showing the locations of all magazines and magazine areas? (a) para 8-1.2.6b	_____	_____	_____
B. Does the site map reflect all current data? (a) para 8-1.2.6b	_____	_____	_____
C. Is a Station General and Local Fire Bill posted throughout the Station, including the magazine area? (a) para 4-3.1.1	_____	_____	_____
D. Are the Fire Bills reviewed semiannually? (a) para 4-3.1.1	_____	_____	_____
E. Is a fire map showing buildings, magazines, other hazardous storage areas, etc., posted in a conspicuous place at fire stations and other locations approved by the CO? (a) para 4-3.2	_____	_____	_____

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ELEMENT .06 - SAFETY EQUIPMENT ISSUED	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Are personnel working with, storing, or transporting bulk black powder wearing flame-resistant clothing and conductive safety shoes free of metallic material, or any other spark-producing device? (a) para 10-7.1.1e and f	_____	_____	_____
B. Is personal protective equipment furnished to employees being used properly? (a) paras 2-4 and 2-4.3	_____	_____	_____
C. Is equipment properly maintained? (a) para 2-4.5	_____	_____	_____
D. Are deluge showers and eye wash fountains provided in areas where OTTO Fuel/chemicals/acids are handled? (a) para 8-3.2.4, NSTM S6340-AA-MMA-010	_____	_____	_____
ELEMENT .07 - WAIVER/EXEMPTION RECORDS	_____	_____	_____
A. Are waivers/exemptions pertaining to PESS current? (a) paras 1-6.4 and 7-1.2	_____	_____	_____
B. Is there a plan of action to eliminate the need for the waiver or exemption? (a) paras 1-6.1 & 1-6.2	_____	_____	_____
ELEMENT .08 - MISHAP/ACCIDENT REPORTING PROCEDURES/FILES	_____	_____	_____
A. Are explosive mishaps being reported in accordance with applicable instructions? (a) para 1-5.3	_____	_____	_____
B. Are records of reports on file? (a) para 1-5.3, (b) Chap 2	_____	_____	_____
ELEMENT .09 - PERIODIC INSPECTIONS	_____	_____	_____
A. Are all PESS inspected at least once a year? (a) paras 1-4.4.1b, .1d & 11-9.1	_____	_____	_____
B. Are PES inspections recorded? (a) paras 1-4.4.1b, .1d & 11-9.1.2	_____	_____	_____
ELEMENT .10 - RECORD OF INERT ORDNANCE	_____	_____	_____
A. Has inert ordnance used for display, training and other purposes been properly certified? (a) para 2-1.4, .5, & .6	_____	_____	_____
B. Are certified items properly labeled/marked? (a) para 2-1.4.7	_____	_____	_____
C. Are items recorded on the Record of Certification and Identification Form? (a) para 2-1.4.6 & .7	_____	_____	_____

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PROGRAM 02 - QUALIFICATION & CERTIFICATION

- Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision
 (b) OPNAVINST 8020.14/MCO P8020.11
 (c) NAVSEAINST 8020.9 (Series)
 (d) MCO 8023.3 (Series)
 (e) CINCLANTFLT/CINCPACFLTINST 8023.5 (Series)

ELEMENT .01 - PROGRAM

YES NO N/A

A. Is a QUAL/CERT Program in effect for personnel working with AE?
 (a) para 2-3.2 (b) para 1004 (c) para 7, (d) para 4, (e) CLF/CPF 8023.5 Series

B. Do all contracts stipulate the provision that personnel used for explosives type operations must be qualified and certified for the type of operations performed?
 (c) para 3 and 7a(4), (d) para 5k, (e) CLF/CPF 8023.5 Series

C. Have contractor personnel required to perform explosive-type operations provided documentation to the CO or OIC that verifies qualification and certification levels of personnel?
 (c) para 7a(4)(c), (d) para 5k, (e) CLF/CPF 8023.5 Series

ELEMENT .02 - TRAINING

A. Is ordnance safety training being conducted/documented?
 (a) paras 1-4.4.1a, 1-4.5.1c, 2-3.3 & 2-3.3.1, (c) para 9, (d) para 3c, (e) CLF/CPF 8023.5 Series

B. Have all employees (military/civilian) received ammunition and explosives operators mandatory explosives safety training?
 (a) para 2-3.3 and Appendix D

C. Are hazard control briefings prepared/updated and presented orally prior to start of new operation and every 30 days for a continuous operation? NAVSEAINST 8023.11 (Series), encl (3), para 7

D. Do operators of MHE being used for AE have required training?
 (a) paras 2-3, 10-4 & D-3, SW023-AH-WHM-010, para 3-2.2

E. Are personnel involved in palletizing operations instructed in notching tool use, monitoring, and crimp inspection requirements of applicable MILSTDS? (a) para 10-1.1.13, WPNSTA Earle ltr 8000 Ser 5014 JRM/1228 of 21 Jun 93

F. Is annual training provided to all train crews and blocking/bracing crews on the procedures used by the activity to implement the Blocking and Bracing Certification Tag policy? (a) para 12-7.1.4c(7)

ELEMENT .03 - QUALIFICATION

A. Have all personnel employed in explosives operations been certified by a physician to be physically qualified? (a) para 2-3.1

B. Are personnel qualified at defined levels/work tasks/SOPs?
 (c) paras 4 & 6, (d) para 5d(1), (e) CLF/CPF 8023.5 Series

C. Are personnel qualified at defined operational situations (as necessary to local requirements)?
 (c) para 6, (d) para 5d(2), (e) CLF/CPF 8023.5 Series

D. Is only inert ordnance used for drill or training purposes? If not, has proper authorization been obtained and documented?
 (c) para 7a(6), (d) para 5d(3), (e) CLF/CPF 8023.5 Series

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
E. Is qualification accomplished through proficiency demonstrations before a Certified Board Member? (c) para 8B(4) & encl (3), (d) para 5d(4), (e) CLF/CPF 8023.5	___	___	___
F. Are personnel qualified for each separate operation and each explosive device not in the same family type/SOP? (c) para 7F, (d) para 5d(4), (e) CLF/CPF 8023.5 Series	___	___	___
G. Does documented training support qualification levels/work tasks/operations, etc.? (a) para 2-3.3.1	___	___	___
H. Are all operators of pneumatic nailers (involved in prefabricating and installing dunnaging for AE) included in the QUAL/CERT Program? (a) para 12-3.2.6c	___	___	___
ELEMENT .04 - CERTIFICATION			
A. Is the Chairperson and alternate appointed by the CO/OIC? (c) para 7b, (d) para 5a, (e) CLF/CPF 8023.5 Series	___	___	___
B. Are Certification Board members designated in writing by the CO/OIC? (c) para 7c(1), (d) para 5a, (e) CLF/CPF 8023.5 Series	___	___	___
C. Are Certification Board members E-6 or above (or equivalent civilian supervisor)? (d) para 5a, (e) CLF/CPF 8023.5 Series	___	___	___
D. Are the Proficiency Observers certified to perform the function, task, or evolutions under consideration? (c) para 7e, (d) para 5a, (e) CLF/CPF 8023.5 Series	___	___	___
E. Are certifications documented? (c) para 9d & encl (2), (d) para 5e, (e) CLF/CPF 8023.5 Series	___	___	___
F. Is the date of certification valid? (c) para 6c, (d) para 5m, (e) CLF/CPF 8023.5 Series	___	___	___
ELEMENT .05 - RECORDS			
A. Are QUAL/CERT records completed in accordance with individual FLTCINC/TYCOM/SYSCOM, etc., instructions?	___	___	___
1. Did the individual being certified sign the form where indicated to acknowledge their certification level?	___	___	___
2. Did the Certification Board Member actually observing the task(s) under consideration sign where indicated as the Certification Board Observer?	___	___	___
3. Did the CO/OIC/Senior Board Member/Board Chairman sign and date the form as the certifying official?	___	___	___
4. If recertification has been accomplished, did the individual being recertified and the certifying official sign and date the form?	___	___	___
5. Does the CO/OIC/Senior Board Member/Board Chairman maintain a current file of all command certifications? (c) encl (2), (d) para 6b CNETINST 8020.1 (series), CLF/CPFINST 8023.5 (series), COMNAVRESFORINST 8023.1/COMNAVAIRLANTINST 8023.5/COMNAVAIRPACINST 8023.3 (series), COMSUBLANT/COMSUBPACINST 8500.4 (series)	___	___	___
B. Do military personnel transferred from the command have a copy of the certification in their service record? (c) para 7d(5)	___	___	___

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PROGRAM 03 - STANDARD OPERATING PROCEDURES (SOPs)

Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision
 (b) NAVSEAINST 8023.11 (Series)

ELEMENT .01 - IMPLEMENTATION

YES NO N/A

A. Has the activity issued an instruction that documents the activity's process for executing ref (b)? (b) para 10a(2) _____

B. Do all active ordnance processes at the activity have properly approved SOPs? (a) para 2-1.1, (b) para 8 _____

C. Have the SOPs been validated? Are validations documented? Are inert materials used for validations? (b) encl (1) _____

ELEMENT .02 - FORMAT

A. Does the SOP contain a Record of Approval, listing personnel who developed and reviewed the SOP? Is there a space for the Commanding Officer's approval? (b) encl (3), para 1 _____

B. Does the SOP contain the Process Supervisor's Statement? (b) encl (3), para 2 _____

C. Does the SOP contain Worker's Statements? (b) encl (3), para 3 _____

D. Does the SOP contain clear and concise step-by-step procedures? (b) encl (3), para 4 _____

E. Does the SOP contain a Building/Site and Processing Diagram? (b) encl (3), para 5 _____

F. Does the SOP contain: Equipment Lists? _____

1. Processing Equipment List, including approved tools, equipment and supplies? _____

2. Safety Equipment List, including PPE and safety systems. (b) encl (3), para 6 _____

G. Are Hazard Control Briefings (HCB) (both Type I and II) included in the SOP? Are records of HCBs maintained? (b) encl (3), para 7 _____

H. Does the SOP contain Emergency Response and Contingency Plans? (b) encl (3), para 8 _____

I. Does the SOP address Security? (b) encl (3), para 9 _____

1. Maintain physical security, accountability and disposition control for expendable ordnance, hazardous materials, etc.? _____

2. Prevent unauthorized disclosure of classified information? _____

J. Have SOP Development and Change Procedures been complied with? (a) para 2-1.1, (b) encl (4) _____

K. Has Hazard Analysis and Control been used in preparation of the SOP? (a) para 2-1.2, MILSTD 882, OD 44942, Part IV _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
ELEMENT .03 - REVIEW PROCESS			
A. Does the immediate supervisor review SOPs on an annual basis or prior to restarting an inactive process? (b) para 9a	_____	_____	_____
B. After expiration (four years from date of approval) are SOPs being reviewed by all elements involved in the development and approved by the CO prior to reissue? (b) para 9b	_____	_____	_____
C. Have SOPs and changes thereto been approved by proper authority? (a) paras 1-4.4.1, 1-4.4.1e, 1-4.4.2 & 1-5.2.2, (b) para 8	_____	_____	_____
ELEMENT .04 - EFFECTIVENESS			
A. Have safety and/or supervisory personnel conducted walkthroughs of SOPs and evaluated the effectiveness of each SOP? (b) encl (1)	_____	_____	_____
B. Are field copies of SOPs kept in the operating areas so that they are readily available and being used by the operators? (b) para 7 & encl (3), para 4	_____	_____	_____

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PROGRAM 04 - AMMUNITION STORAGE/MAGAZINES

Ref: (a) NAVSEA OP 5, Seventh Revision

ELEMENT .01 - HOUSEKEEPING/CONTROL OF VEGETATION	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Is a firebreak or cleared space (vegetation maintained at a maximum of 18 inches) at least 50 feet wide maintained around each aboveground or earth-covered magazine and outdoor storage sites? (a) para 4-1.10	_____	_____	_____
B. Are firebreaks around magazines/magazine areas free of trees? (a) para 4-1.10.1	_____	_____	_____
C. Is vegetation around magazine ventilators kept sufficiently short (less than 18 inches) to prevent transmission of fire up to and into the ventilator? (a) para 4-1.10.6	_____	_____	_____
D. Is scrap material and rubbish removed so it does not accumulate around magazines/magazine areas? (a) para 4-1.10.7	_____	_____	_____
E. Are magazines free and clear of extraneous materials? (a) paras 2-1.5.1, 4-1.7 & 11-2.8	_____	_____	_____
F. Are aisles kept clear and unobstructed? (a) paras 2-1.5.2, 11-2.6.3 & 11-3.2	_____	_____	_____
ELEMENT .02 - PHYSICAL STRUCTURE/MAINTENANCE/EQUIPMENT	_____	_____	_____
A. Are transmission lines (electrical, communication, and security) installed underground within 50 feet of magazines? (a) para 5-10	_____	_____	_____
B. Are ventilators provided for all magazines? (a) para 8-2.3.5	_____	_____	_____
C. Are magazine ventilators in good working order? (a) paras 8-2.3.5 & 11-2.5.2	_____	_____	_____
D. Are screens installed on ventilators? (a) para 8-2.3.5	_____	_____	_____
E. Where flappers are installed, are they secured with fusible links (160°F/165°F) (otherwise must be secured in an open position or completely removed)? (a) para 8-2.3.5	_____	_____	_____
F. Are magazine doors fitted properly to seal the opening against sparks, dust, rain, rodents, etc.? (a) para 8-2.3.2	_____	_____	_____
G. Are thermometers mounted, cards present, and temperature readings recorded (where required)? (a) paras 8-2.3.6.2 & 11-2.5.1	_____	_____	_____
H. Is the earth cover of magazines a minimum of 2 feet? Is top of magazine free from trash, debris and large stones? (a) para 8-2.5.5	_____	_____	_____
I. In magazines used for storage of liquid AE, are floor drains sealed on the inside? (a) para 8-2.3.4	_____	_____	_____
<u>CHEMICAL AMMUNITION STORAGE</u>	_____	_____	_____
J. In magazines used for liquid chemical storage, are floors concrete and treated to render them non-absorbent? (a) para 11-8.13.3	_____	_____	_____
K. Are change rooms/shower facilities provided for personnel working in chemical agent operations? (a) para 8-3.2.4	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
L. Is a water-filled container located in the immediate vicinity of (or readily accessible near personnel working in) a magazine containing WP? (a) para 11-8.13.6a	_____	_____	_____
M. Are ingredients to mix 5% bicarbonate solution available in vicinity of WP stowage? If pre-mixed, is container labeled to show contents and date mixed? Is it replaced every three months? (a) para 11-8.13.6c, Chap 10, NAVMED P-5041	_____	_____	_____
N. Are tools provided to facilitate removal of individual WP leakers? (a) paras 11-8.13.6b & d	_____	_____	_____
<u>PYROTECHNICS STOWAGE</u>			
O. Are special firefighting/extinguishing agents and equipment readily available? (a) Table 4-1	_____	_____	_____
P. Are ceremonial/commercial fireworks being stored properly? (a) para 2-1.11	_____	_____	_____
ELEMENT .03 - COMPATIBILITY OF AMMUNITION STORED			
A. Are AE stows compatible? (a) para 11-2.2	_____	_____	_____
B. Are different types of AE stored together? If so, is storage compatibility being maintained? (a) paras 11-2.2c & d, 11-2.2.1	_____	_____	_____
C. Are Non-DOD AE being stored? If so, is a letter of authorization from OSD or NOSSA (N71) on file? (a) para 2-1.4.13	_____	_____	_____
D. Are DOD-owned commercial, foreign, or unapproved AE being stored? If so, have security risk and surveillance requirements been met? (a) paras 10-7.14.3 & 11-8.15.8	_____	_____	_____
ELEMENT .04 - STORAGE CONDITIONS			
A. Is AE in open storage on dunnage and covered with waterproof covering supported at least 12 inches above the material as well as around its edges? (a) paras 8-2.4.4, 11-5.3 & .4	_____	_____	_____
B. Is ammunition piled and stacked safely and properly? (a) paras 11-2.6.2 & 11-5.3	_____	_____	_____
C. Is suitable dunnage used to support of ammunition containers? (a) para 11-2.6.2a	_____	_____	_____
D. Are 5- and 6-inch projectiles stowed in adjacent rows positioned either nose-to-nose or base-to-base? (a) para 11.8.4.1h(1)	_____	_____	_____
E. Are loaded projectiles stored with fuze hole closed by approved fuzes or fuze hole plugs? (a) para 11-8.4.1j	_____	_____	_____
F. Are WP/PWP projectiles (except Army 3.5 rockets & rifle grenades) stored nose-up where temperatures of magazines might rise to 100° F? (a) paras 11-8.4.1h(2) & 11-7.10.8	_____	_____	_____
G. Are black powder containers observed to determine serviceability with respect to tightness of closures, absence of leaky seams, punctures, and serious corrosion? (a) para 11-9.3.1a	_____	_____	_____
H. Are pyrotechnics free of deterioration? Are they within their service life? (a) para 11-8.14.6	_____	_____	_____
I. Is dunnage used to raise bulk HE containers 1-inch off the floor? (a) para 11-8.1.2d	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
J. Is small arms ammunition stored and piled according to type and lot number? Is each pile placarded correctly? (a) para 11-8.5.3	_____	_____	_____
K. Are requirements for AE stored in containers being observed? (e) paras 11-1.4.1, 11-2.6.4 & 11-7.8.4	_____	_____	_____
L. Are empty container requirements being met? (b) paras 3-6.3.1 & 5-4	_____	_____	_____
ELEMENT .05 - PROCEDURES/SAFETY	_____	_____	_____
A. Are magazines/magazine areas inspected prior to initial use/reuse after being empty? (a) para 11-9.1	_____	_____	_____
B. Are correct chemical hazard/fire division symbols posted on magazines? (a) paras 4-4.2.9 & 11-9.1.1k; figs 4-2 & 4-3 & tabs 4-1 thru 4-3	_____	_____	_____
C. Is quantity of ammunition stowed within authorized limits? (a) para 11-2.2.2	_____	_____	_____
D. Are explosive limit signs posted/painted (indicating maximum authorized quantity of explosives permitted in the magazine by class and division) in all magazines and related areas? (a) paras 7-4.4.2.2 & .3.2 & 11-2.7.1	_____	_____	_____
E. Are only permitted operations conducted in magazines? Are they in accordance with an approved SOP? (a) para 11-3.1.1	_____	_____	_____
F. Where smoking is allowed in AE areas, do designated locations meet the requirements of reference (a) (e.g. are windows and doors of rooms or buildings screened; are electric lighters and metal ashtrays provided; are fire extinguishers available). (a) paras 4-1.6.2 & .3	_____	_____	_____
G. Are partially filled containers of AE marked "light box"? (a) paras 11-2.6.4 & 11-3.1.1I	_____	_____	_____
H. Are AE containers properly marked before being stowed? (a) para 11-1.4.1	_____	_____	_____
I. Are empty ordnance containers inspected, marked, sealed, and properly certified? Are all previous markings indicating the presence of hazardous materials removed/obliterated? (a) para 11-1.5	_____	_____	_____
J. Are open boxes or loose rounds/ammunition components prohibited in magazines? (a) para 11-1.4.1	_____	_____	_____
K. Are damaged containers of AE not allowed in magazines? (a) para 11-1.4.1	_____	_____	_____
L. If required, are magazine temperatures adequately controlled? (a) para 11-2.5.1	_____	_____	_____
M. Are heat or spark producing devices prohibited in a magazine or magazine area? (a) para 4-1.6.1	_____	_____	_____
N. Are magazines used for the purpose for which they were designed and assigned? (a) para 11-2.1	_____	_____	_____
O. Are general or specific safety precautions posted? (a) paras 7-4.4.2.2 & 11-2.7.2	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
P. Is adequate personnel protective equipment available for dealing with health hazard items and fires? (a) paras 2-4.3, 4-4.2.6.1 & 11-8.13.6b	_____	_____	_____
Q. Is the required firefighting equipment available at all magazines during MHE operations? (a) para 4-3.6.1	_____	_____	_____
R. Are flashlights and lanterns used of an approved type? (a) para 4-1.14 & 5-10.4.3	_____	_____	_____
S. Are inert ordnance components properly stowed and protected against the elements? (a) para 11-2.2g	_____	_____	_____
T. Are inert materials NOT stored with AE? (a) para 11-2.2g	_____	_____	_____
U. Are railroad cars loaded with AE prohibited from being staged in the open area between surface magazines? (a) para 12-7.3.4c	_____	_____	_____
V. Are privately-owned vehicles parked at appropriate ESQD? (a) paras 2-1.8, 7-9.2.1c & 7-13.13, (b) Chap 3, para N	_____	_____	_____
W. Are excessive fumes or exudate noted in magazines? (a) paras 2-1.5.6, 9-5.7.2 & 11-9.3.6	_____	_____	_____
X. Are water activated pyrotechnics stored separately? If stored with other pyrotechnics, are they placarded to indicate that no water is to contact them? (a) para 11-8.14.2	_____	_____	_____
Y. Are bulk initiating explosives stored wet? (a) para 11-8.1.3a & d	_____	_____	_____
Z. Are bulk initiating explosives stored only with other bulk initiating explosives? (a) para 11-8.1.3b	_____	_____	_____
AA. Is more than one person allowed in a magazine containing bulk initiating explosives except when absolutely necessary? (a) para 11-8.1.3d(3)	_____	_____	_____
BB. Are magazines that contain bulk initiating explosives inspected on a strict schedule? (a) para 11-9.3.1c	_____	_____	_____
CC. Is high explosive bomb-type ammunition stored without their detonators, or firing devices? (Detonators and firing devices shall be stored in a separate magazine.) (a) para 11-8.6.2 & 11-9.3.6	_____	_____	_____
DD. Is bomb/bomb type ammunition checked for exudation, leakage of explosive material? (a) para 11-9.3.6	_____	_____	_____
ELEMENT .06 - ROADS/APRONS/LOADING RAMPS	_____	_____	_____
A. Are shipping ramps, docks, and platforms (4-feet or more above adjacent floor) conspicuously painted or provided with properly placed side rails when used for loading or unloading AE? (a) para 8-4.4	_____	_____	_____
B. Are roads and other surfaces adequate for the safe transportation of AE within the Station? (a) para 8-7.1	_____	_____	_____
C. Are roads in and around explosives storage/handling areas so designed to allow exit (not dead-end) in event of mishap? (a) para 8-7.1	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
ELEMENT .07 - LIGHTNING PROTECTION/GROUNDING			
A. Do all Class II and III storage facilities have primary lightning protection and secondary ground system as required? (a) paras 6-8.2.2 & .3	_____	_____	_____
B. Are commercially built, pre-engineered "portable" magazines/magazine groups properly grounded to provide 25 ohms or less ground resistance? (a) para 6-8.2.2.1 & .2	_____	_____	_____
C. Are all metal parts of magazines properly grounded/bonded? (a) para 5-6.3.5 & 6 6.3	_____	_____	_____
D. Are metal ventilators connected to secondary ground system? (a) para 8-2.3.5	_____	_____	_____
E. Is fencing properly bonded/grounded? (a) paras 5-6.3.1 & 6-6.3.2	_____	_____	_____
F. Are railroad tracks located within six feet of a primary grounding system bonded to the system? (a) para 6 6.3.2	_____	_____	_____

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PROGRAM 05 - OPERATING BUILDINGS AND PRODUCTION LINES

Ref: (a) NAVSEA OP 5, Seventh Revision
(b) NAVSEAINST 8023.11 (Series)

ELEMENT .01 - SOP AT SITE	YES	NO	N/A
A. Has an SOP been prepared for the operation? (a) para 2-1.1 & G-4, (b) para 5	_____	_____	_____
B. Are personnel thoroughly indoctrinated regarding their duties as prescribed by the SOP? (a) para 2-3.3 (b) encl (3), paras 3 & 7a	_____	_____	_____
C. Is the SOP available at the work site? (b) para 7	_____	_____	_____
D. Is a hazard control briefing prepared and given to employees prior to new production/rework operations and/or monthly for recurring operations? (b) encl (3), para 7a	_____	_____	_____
E. Are there procedures to ensure personnel discontinue ordnance operations and evacuate, if required, in event of electrical storms? (a) paras 6-10	_____	_____	_____
F. Does SOP include AE collection system cleaning requirements? (a) para 9-3.4.1e, (b) para 4, encl (3)	_____	_____	_____
ELEMENT .02 - HOUSEKEEPING	_____	_____	_____
A. Are buildings and spaces kept clean at all times? (a) paras 2-1.5.1, 4-1.7 & 9-2.6	_____	_____	_____
B. Are flammable materials properly stored? (a) paras 4-1.7.2 & 8-3.3.2	_____	_____	_____
C. Is AE waste collected in special well marked containers and kept segregated from other combustible and AE scrap material? (a) para 4-7.2	_____	_____	_____
D. Are hand tools stored safely? (a) para 2-1.5.4	_____	_____	_____
E. Is compressed air prohibited from being used to clean around exposed explosive material? (a) para 9-2.9.6	_____	_____	_____
F. Is vegetation controlled about buildings and areas where explosives are present? (a) para 4-1.10	_____	_____	_____
G. Does ventilation appear to be adequate for areas where dusts or fumes are present? (a) para 8-3.2.7.2	_____	_____	_____
H. Are exhaust ventilation systems cleaned on a regular basis? Does a maintenance log exist? (a) para 8-3.2.7.2h	_____	_____	_____
I. Has a hazard assessment been performed for exhaust ventilation systems subject to buildup of AE contaminants? Do written procedures exist that specify cleaning frequency and risk minimalization? (a) para 8-3.2.7.2h	_____	_____	_____
ELEMENT .03 - EMERGENCY ESCAPE	_____	_____	_____
A. Are there an adequate number of exits? (a) paras 8-3.1.5.3 & 8-3.1.5.1	_____	_____	_____
B. Do escape doors swing outward? (a) 8-3.1.5.1	_____	_____	_____
C. Are they the correct size? (a) para 8-3.1.5.1	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
D. Are they provided with anti-panic fastening devices? (a) paras 2-1.5.2 & 8-3.1.5.1	_____	_____	_____
E. Are operations and equipment so arranged that all persons have unobstructed exit paths? (a) paras 2-1.5.2 & 8-3.1.5	_____	_____	_____
F. Has fire bill been prepared and updated semiannually for each AE operating line and bill posted indicating duties of all concerned? (a) para 4-3.1.1	_____	_____	_____
ELEMENT .04 - EMERGENCY EQUIPMENT/SAFETY/INTERLOCKS			
A. Are explosives limits posted at all locations where required? (a) para 7-4.4.1.2 & 7-4.4.3.1	_____	_____	_____
B. Are explosives limits realistic? (a) para 7-4.4.1.1	_____	_____	_____
C. Are personnel limits posted as to be readily seen upon entrance to building, room or space? Are they realistic for type of work being done? (a) paras 7 7.1 & 7-7.2	_____	_____	_____
D. Does the fire protection/firefighting equipment installed meet the requirements for the material stored/processed therein? (a) para 4-3.6 & 4-3.9, MIL-HDBK-1008A, para 4.4.2	_____	_____	_____
E. Is the fire protection system equipped with two alarms as required (heat detection and water flow)? (a) paras 4-3.9.6 & 4-3.9.7, NAVFAC MO-117 (Maintenance of Fire Protection Systems) para 4.1.4	_____	_____	_____
F. Is a supervisory alarm installed for deluge and preprimed sprinkler systems? (a) para 4-3.9.7, MIL-HDBK-1008A paras 4.4.2 & 4.4.2(6)	_____	_____	_____
G. Is fire protection/firefighting equipment in good order and inspected periodically? (a) para 4-1.5	_____	_____	_____
H. Is appropriate footwear, spark proof, conductive, legstats, etc., for particular operation being worn? (a) paras 2-4.1 & 5-5.3	_____	_____	_____
I. Is rough handling of AE observed? (a) para 10-1.1.1	_____	_____	_____
J. Are remote control operations being performed to preclude unnecessary exposure? (a) para 9-2.4.4 & 9-4.5.3	_____	_____	_____
K. Are all test cell interlocks and other safety devices being properly used? (a) para 8-3.3.6.3	_____	_____	_____
L. Are adequate operational shields provided and used where necessary? (a) para 8-3.1.4	_____	_____	_____
M. Are shatterproof windows installed in operating buildings or adjacent buildings? Are they protected by a wire mesh screen on the inside? (a) para 8-3.1.11	_____	_____	_____
N. Are buildings properly marked to provide rapid and positive identification of the facilities? (a) para 8-8	_____	_____	_____
O. Are the fire division and chemical hazard indicators correct? (a) para 4-4.2.9	_____	_____	_____
P. Is a red flag displayed near the entrance of any building or location when work involving AE is in progress? (a) para 10-1.1.12	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Q. Where smoking is allowed in AE areas, are windows and doors of rooms or buildings screened? Are electric lighters and metal ashtrays provided? Are fire extinguishers available? (a) para 4-1.6.2 & 4-1.6.3	_____	_____	_____
R. Are privately-owned vehicles parked at appropriate ESQD? (a) paras 2-1.8, 7-9.2.1i & 7-13.13	_____	_____	_____
S. Is the "no articles of adornment" rule for employees enforced in locations where explosive materials are exposed? (a) para 2-4.9.1	_____	_____	_____
T. Are the "NO SMOKING" and "NO CARRYING SPARK PRODUCING DEVICES" rules enforced? (a) paras 2-4.9.5, 4-1.6 & 4-1.6.1	_____	_____	_____
U. Are personnel allowed to smoke in contaminated uniforms? (a) para 4-1.6.3	_____	_____	_____
V. Are proper safety hand tools (e.g. non-sparking) for the operation involved being used? (a) paras 2-4.9.3 & 9-2.9	_____	_____	_____
W. Has non-standard major equipment used in the processing of explosives material been approved by NOSSA? (a) para 9-2.1.1	_____	_____	_____
X. Where ferrous metal tools are required, have they been approved by the Safety Office? (a) para 9-2.9.1	_____	_____	_____
Y. Are unauthorized personnel excluded or prohibited in operating buildings? (a) paras 1-4.5.1g & 7-7.1	_____	_____	_____
ELEMENT .05 - LIGHTNING PROTECTION/GROUNDING	_____	_____	_____
A. Is ordnance ground system isolated from all other ground systems and connected by separate and distinct leads to the facility ground girdle at a single point? (a) paras 5-5.4.1	_____	_____	_____
B. Are ordnance ground and electrical grounds clearly marked to preclude misidentification? (a) para 5-5.4.4	_____	_____	_____
C. Is fencing properly bonded/grounded? (a) para 5-6.3.1 & 6-6.3.2	_____	_____	_____
D. Have ground grab bars been installed outside and adjacent to doors other than exit doors of operating buildings, where required? (a) para 5-5.3.5	_____	_____	_____
E. Are buildings or compartments used for operations involving static sensitive materials furnished with non-sparking conductive floors? (a) para 5-5.3.1	_____	_____	_____
F. Is equipment used in operations electrically grounded? (a) para 5-5.1.1	_____	_____	_____
G. Is grounding of operators during operations involving handling of exposed explosives, EEDs, and sensitive materials adequate? (a) para 5-9	_____	_____	_____
H. Are spray painting gun nozzles grounded? (a) para 5-7.2	_____	_____	_____
I. Are all metal parts of buildings, including AE, properly grounded/bonded? (a) para 6-6	_____	_____	_____
J. Are railroad tracks, adjacent to or entering buildings containing explosives properly grounded? (a) para 6-6.3.1	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
ELEMENT .06 - TEMPORARY/OVERNIGHT STORAGE			
Where AE may be stored overnight in an operating/assembly building, does the building meet requirements for overnight storage (e.g. sprinkler system)? (a) para 11-6.3 & G-12.3	_____	_____	_____
ELEMENT .07 - RDT&E OPERATIONS			
A. Is the Peer Review System being used, and documented, on RDT&E work with energetic materials? (a) para G-7	_____	_____	_____
B. Has a Process Review Committee (PRC) been established at RDT&E activities processing energetic materials? (a) para G-7.3	_____	_____	_____
C. Has an Operations Safety Committee (OSC) been established at RD&T activities to review and approve planned operations/SOPs? (a) para G-7.4	_____	_____	_____
D. Has the policy on shielding requirements at RDT&E activities been documented? (a) para G-8	_____	_____	_____
E. Are energetic materials in RDT&E production facilities identified and stored properly? (a) paras G-10 & G-12	_____	_____	_____
F. Are Pilot Plan Regulations and Test and Evaluation requirements being followed in accordance with established criteria? (a) paras G-16 & G-17	_____	_____	_____

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PROGRAM 06 - LIGHTNING PROTECTION/GROUNDING

Ref: (a) NAVSEA OP 5, Seventh Revision

ELEMENT .01 - TEST PLAN/PROCEDURES	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Has a grounding system test plan been established for visual inspection and electrical testing of primary and secondary grounding system components? (a) paras 5-8.1 & 6-9.1	_____	_____	_____
B. Are the proper procedures used for testing of lightning/grounding systems? (a) para 5-8 & 6-9	_____	_____	_____
C. Is test equipment specifically designed for earth ground system testing? (a) para 5-8.2.4	_____	_____	_____
ELEMENT .02 - TEST/INSPECTION REQUIREMENTS/RECORDS	_____	_____	_____
A. Does the overall grounding system test plan identify the responsibilities for maintaining and updating specific test plans, conducting the tests, recording the test results, reviewing the test results, and scheduling corrective actions? (a) paras 5-8.1.1 & 6-9.1	_____	_____	_____
B. Are lightning protection/ground systems tested, inspected, and records maintained as required? (a) paras 5-8.1.1, 5-8.2 & 5-8.3	_____	_____	_____
C. Is the primary or secondary ground girdle tested for electrical resistance and continuity, upon installation (and monthly during first year) and at least every 24 months thereafter? (a) para 5-8.2.2	_____	_____	_____
D. Is the interconnection between the secondary grounding girdle and other ground (power/instrumentation/static/ordnance/structural) tested upon installation and every 24 months thereafter? (a) paras 5-5 & 5-8.2.2	_____	_____	_____
E. Are ordnance ground systems visually inspected at least every six months to ensure connections are secure and free from paint, corrosion, or foreign materials? (a) para 5-5.4.5.1 and 6-9.3	_____	_____	_____
F. Are portable/installed ground cables visually inspected prior to each use? (a) para 5-9.7.2	_____	_____	_____
G. Are portable/installed ground cables tested for electrical resistance? (a) para 5-9.7.1	_____	_____	_____
H. Are conductive floors inspected and tested? Are records maintained? (a) para 5-5.3.1.2	_____	_____	_____
I. Are conductive shoes tested as required? (a) para 5-5.3.2.2	_____	_____	_____
ELEMENT .03 - EQUIPMENT/MAINTENANCE	_____	_____	_____
A. Is all metallic equipment properly bonded/grounded and grounding facilities well maintained? (a) paras 6-6 & 6-9.3	_____	_____	_____
B. Are repairs made as necessary to obtain proper resistance within the system? (a) paras 5-4.1, 5-8 & 6-9	_____	_____	_____
C. Are lighting facilities and other electrical equipment in hazardous locations of an approved type and properly maintained? (a) paras 5-2.1, .2, .3 & 8-2.3.1	_____	_____	_____
ELEMENT .04 - LIGHTNING PROTECTION	<u>YES</u>	<u>NO</u>	<u>N/A</u>

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A. Are ordnance handling, operating, and storage facilities/areas provided with lightning protection as required? (a) para 6-3

B. Are structures and areas used for chemical agents/ammunition equipped with lightning protection? (a) paras 11-8.13.5d & .6

ELEMENT .05 - STORM WARNING SYSTEM

Has specific criteria been established for terminating AE operations at the approach of a thunderstorm? (a) para 6-2.3

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PROGRAM 07 - ENVIRONMENTAL COMPLIANCE

- Ref: (a) OPNAVINST 5090.1 (Series)
 (b) MCO P5090.2 (Series)
 (c) DoDD 6055.9 Chapter 14
 (d) Navy Munitions Rule Implementation Plan (MRIP) of 27 Jul 98
 (e) DoD 4160.21-M

ELEMENT .01 - EXPLOSIVES HAZARDOUS WASTE (EHW) MANAGEMENT	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Does the mission of the activity involve generation, storage, treatment, disposal, or transportation of EHW? (If not, go to Item F) (a) paras 12-3.3, 12-4.1e, 12-5.2.2 & 12-6.7 (b) paras 1419, 920.2b(3) & III-29	---	---	---
B. Is the management of EHW components & associated explosives waste included in activity Hazardous Waste Management Plan? (a) 12-5.2.2	---	---	---
C. Does activity conduct an annual self-environmental compliance evaluation (ECE)? (a) para 20-5.3, (b) para 4401.1c	---	---	---
D. Are EHW storage areas managed properly with respect to labeling, dating, storage time, compatibility, packaging? (a) para 12-4.1c 40 CFR 262.34 (Check conditional exemption status of the state)	---	---	---
E. Is EHW transported off-station properly for disposal with respect to manifest, marking, and record keeping? (a) 12-4.1d, f & g, 49 CFR 171.3, 172.205, 40 CFR 262 & 263 (Check conditional exemption status of the state)	---	---	---
F. Was any EHW noted/observed during visit that was not on activity's list of hazardous materials/waste on hand? (a) para 12-5, (b) para 9301	---	---	---
ELEMENT .02 - PERMITTING	---	---	---
A. Is the routine disposal of EHW performed only at sites under interim or permitted status with respect to RCRA Subpart X? (a) 12-5.2.2, 40 CFR 264 or 265	---	---	---
B. Is the storage, including conditional exemption of military munitions, of EHW in compliance with RCRA regulations? (d) Chapter 7 paragraph 3	---	---	---
ELEMENT .03 - TRAINING	---	---	---
Are all TSDF and EHW workers being trained to the requirements of their work? (a) 12-5.7 and figure 12.1	---	---	---
ELEMENT .04 - RANGES	---	---	---
A. For newly established ranges, or ranges for which there is substantial change in a continuing activity, have potential environmental impacts been considered in the planning and decision making process? (a) para 2-1	---	---	---
B. Are best management practices being followed for the OB of all EHW? This will include the flashing of items as a safety measure to put them in the 5X category thus eligible for recycling to the general public. (Note the accepted industry standard is not to burn anything on the ground, pans or pads should be used.) (a) para 22-3.3, 40 CFR 122.2, DoDD 4210.15(D), 40 CFR 130.51	---	---	---

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
C. Does the activity control/own any active ranges other than subpart X sites? If so are they being managed so that all usage is being recorded? (d) Chap 10	___	___	___
D. Is range debris being removed from the range? If so, is this debris being handled in accordance with applicable regulations? 40 CFR 261.6, DoD 4160.21-M-1	___	___	___
E. Does the activity have a policy, program and written procedures for handling AE residue? (a) para 12.5.2.2	___	___	___
F. Are there procedures for the turn-in of certified inert residual AE materials to a Defense Reutilization Marketing Office (DRMO) and/or a Qualified Recycling Program (QRP) office? (e) para 3a	___	___	___
G. Is there a procedure for direct sale/donation/ transfer of AE residue without going through the DRMO, e.g., direct sales and QRPs managed by the Morale, Welfare and Recreation Programs? (e) para 3b(5)(d)	___	___	___
H. Are the personnel responsible for the inspection of residual AE qualified and certified to distinguish live vice inert AE components?	___	___	___
1. Does the activity maintain a list of such personnel?	___	___	___
2. Is that list provided to the DRMO?	___	___	___
OPNAVINST 8020.14/MCO P8020.11 Chap 10 (e) para 3a(8)(b)			
ELEMENT .05 - REMEDIATION/REMOVAL	___	___	___
A. Are any sites at the activity undergoing remediation or removal responses? If so, have these responses been coordinated with NOSSA? NAVSEA OP-5 para 2-1.1.1	___	___	___
B. Have any military munitions, explosives, or explosives contaminated soils have been excavated and/or removed from the site? If yes, are they being managed in accordance with applicable RCRA/ CERCLA regulations? (a) 12-4.1	___	___	___

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PROGRAM 08 - AA&E PHYSICAL SECURITY

Ref: (a) OPNAVINST 5530.13B

ELEMENT .01 - GENERAL POLICIES	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Are persons with AA&E security-related duties screened to ensure they have records indicating maturity, good judgment trustworthiness, and a positive attitude toward the Navy national security? (a) para 0206	_____	_____	_____
B. Are persons with AA&E security-related duties rescreened annually? (a) para 0206b	_____	_____	_____
C. Are dates of screening, rescreening and associated interviews entered in the persons's training record and kept for at least 6 months after termination of his/her assignment? (a) para 0206	_____	_____	_____
D. Is non-government AA&E, which is stored in designated armories or magazines, stored in separate containers/racks than government AA&E? (a) para 0207a	_____	_____	_____
E. Is privately owned AA&E stored in separate containers/racks from government AA&E? (a) para 0207a	_____	_____	_____
F. Is loss of privately owned AA&E reported to the Naval Criminal Investigative Service? (a) para 0207c	_____	_____	_____
G. Do contingency plans and disaster preparedness plans include additional security protection for AA&E during periods of special vulnerability such as natural disasters, natural emergencies or periods of increased terrorist or criminal threat? (a) para 0301b	_____	_____	_____
ELEMENT .02 - INTRUSION DETECTION SYSTEM (IDS)	_____	_____	_____
A. Are all IDS components installed, calibrated and maintained to manufacturer's specification, unless otherwise specified in writing by SPAWAR Charleston? (a) para 0302l	_____	_____	_____
B. Does the IDS include a control station where alarms sound and from which a response force can be dispatched? (a) para 0302d	_____	_____	_____
C. Does the control station maintain a daily log of all alarms including all the required information? (a) para 0302f	_____	_____	_____
D. Are these logs kept for at least 90 days and reviewed to identify and correct IDS reliability problems? (a) para 0302f	_____	_____	_____
E. Is a backup independent power source of 4 hours minimum duration provided for IDS protecting AA&E? (a) para 0302j	_____	_____	_____
F. Are IDS systems tested upon installation and at least quarterly thereafter, and records of the tests kept for one year with dates, names of persons performing the tests, results and any action taken to correct deficiencies? (a) para 0302l	_____	_____	_____
G. Is an Anti-Intrusion Barrier (AIB) installed as an IDS component on all Risk Category I and II AE storage facilities? Is and AIB installed on armory active doors if the AIB is compatible with the door and locking system? (a) para 0302m	_____	_____	_____

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H. Are there periodic unannounced openings of alarmed spaces to evaluate reactions of the control station alarm monitor and the security force? (a) para 03021	<u>YES</u>	<u>NO</u>	<u>N/A</u>
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ELEMENT .03 - SECURITY FORCE

A. Are all guard checks recorded and do they consist of an inspection of the building or facility including all doors and windows? (a) para 0303d	_____	_____	_____
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B. Are guard procedures reviewed at least semiannually and revised when necessary, with emphasis on guard post placement and guard orientation? (a) para 0303e	_____	_____	_____
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C. Is an armed response force able to respond to AA&E storage areas within 15 minutes of an alarm? (a) para 0303g	_____	_____	_____
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D. Is the security force drilled at least semiannually in response to threats to AA&E storage areas? (a) para 0303i	_____	_____	_____
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E. Are dates, times and results of security force drills, including deficiencies and corrective action, recorded and kept for one year? (a) para 0303i	_____	_____	_____
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F. Is the security force, or any person that carries a weapon, trained and qualified with their weapons and do they know response priorities for key areas and critical AA&E? (a) para 0303j	_____	_____	_____
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G. Is small arms training documented in each person's Command record training folder? (a) para 0303j	_____	_____	_____
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H. Is the security force trained in the authorized use of deadly force? (a) para 0303k	_____	_____	_____
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I. Is a statement acknowledging deadly force training signed by each member of the security force and filed in their training folder? (a) para 0303k	_____	_____	_____
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J. Are guard checks of AA&E facilities conducted on an irregular basis? (a) para 0303b	_____	_____	_____
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K. Are inspections and guard checks increased at night, on weekends and holidays? (a) para 0303c	_____	_____	_____
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L. Are locks on buildings physically checked and attempts made to open doors? (a) para 0303d	_____	_____	_____
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M. Do duty supervisors conduct periodic unscheduled visits to all security posts, spaces and patrols? (a) para 0303m	_____	_____	_____
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N. Is a reliable radio and at least one other back-up means of communication available at AA&E storage sites? (a) para 0303p	_____	_____	_____
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O. Is there a duress system in place for essential security and duty personnel to call for assistance? (a) para 0303l	_____	_____	_____
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ELEMENT .04 - LIGHTING FOR CAT I AND II

A. Is security lighting provided for all armories and category I and II AE storage magazines? (a) para 0304	_____	_____	_____
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B. Is the light bright enough to allow adequate observation by guards at night? (a) para 0304	_____	_____	_____
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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
C. Are switches to security lights inaccessible to unauthorized persons? (a) para 0304	_____	_____	_____
D. Are Cat I & II areas, that are provided with protective lighting, equipped with an emergency power source located within the area? OPNAVINST 5530.14C para 0703	_____	_____	_____
E. Are the emergency power systems tested periodically to ensure proper working condition? OPNAVINST 5530.14C para 0703	_____	_____	_____
ELEMENT .05 - READY FOR ISSUE (RFI)	_____	_____	_____
A. Are RFI AA&E spaces, which do not meet high security hardware and construction standards, constantly manned by armed guards with communication equipment? (a) para 0305a	_____	_____	_____
B. Are the contents of RFI AA&E storage areas (if they don't meet high security hardware and construction standards) inventoried at each change of watch? (a) para 0305c	_____	_____	_____
C. Is access to this RFI storage area limited? (a) para 0305d	_____	_____	_____
ELEMENT .06 - KEYS AND LOCKS	_____	_____	_____
A. Are entrance doors to arms storage facilities equipped with high security locking systems? (a) para 0306a	_____	_____	_____
B. Has security protection been established for arms, stored on Navy vehicles, aircraft and small craft? (a) para 0306b	_____	_____	_____
C. Are keys to AA&E and IDS(s) stored separately from other keys and accessible only to those individuals whose official duties require access to them? (a) para 0307c	_____	_____	_____
D. Is master keying of locks protecting AA&E spaces prohibited? (a) para 0307d	_____	_____	_____
E. Are keys either in the physical possession of authorized personnel or in approved storage? (a) para 0307b	_____	_____	_____
F. Are persons that are authorized access to keys of AA&E spaces identified on a list? (a) para 0307c	_____	_____	_____
G. Are access lists kept out of public view? (a) para 0307c	_____	_____	_____
H. Are cores to locks replaced immediately when associated keys are lost, misplaced or stolen? (a) para 0307g	_____	_____	_____
I. Are replacement or spare locks, cores and keys secured to prevent unauthorized access to them? (a) para 0307g	_____	_____	_____
J. Is the lock and key custodian designated in writing? (a) para 0307a	_____	_____	_____
K. Is a key control register containing all required information maintained to ensure accountability of keys? (a) para 0307i	_____	_____	_____
L. Are key control registers kept for at least 18 months after the last entry date? (a) para 0307i	_____	_____	_____
M. Are locks and keys inventoried semiannually? (a) para 0307h	_____	_____	_____
N. Are lock and key inventory records kept for at least one year? (a) para 0307h	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
O. Do keys to armories, racks, containers or magazines remain on the installation except to provide for protected storage elsewhere? (a) para 0307k	_____	_____	_____
ELEMENT .07 - SECURITY SURVEYS			
A. Are AA&E security surveys conducted yearly? (a) para 0309	_____	_____	_____
B. Are records of the three most recent surveys kept for review during assistance visits and command inspections? (a) para 0309	_____	_____	_____
C. As a minimum does the survey information include: reviews of status on corrective action taken on previously noted deficiencies; review of guard/post orders; review of status of current waivers/exceptions; compare random AA&E inventory records with designated magazine storage locations; and comparison of random AA&E items with the listed inventory quantities? (a) para 0309	_____	_____	_____
ELEMENT .08 - ARMORY CONSTRUCTION/ARMS STORAGE			
A. Do walls, ceilings and floors of arms storage facilities meet structural requirements? (a) para 0401a	_____	_____	_____
B. Do arms storage facility doors meet structural requirements? (a) para 0401b	_____	_____	_____
C. Are exterior doors with exposed hinges provided with appropriate devices to prevent opening of the door by removal of the hinge pin or destruction of the exposed portion of the hinge? (a) para 0401b(4)	_____	_____	_____
D. Are armory windows, ducts, vents or other openings 96 square inches or more with the least dimension greater than 6 inches sealed with material comparable to the adjacent walls? (a) para 0401c	_____	_____	_____
E. Within armories, are arms stored in banded crates, standard or locally fabricated arms racks or class 5 GSA approved containers? (a) para 0401d	_____	_____	_____
F. Are arms racks or containers locked with at least low security padlocks? (a) para 0401d(1)	_____	_____	_____
G. In facilities not continuously manned, are rifle racks and containers weighing less than 500 lbs securely fastened to the structure or fastened together in groups weighing more than 500 lbs? (a) para 0401d (1)	_____	_____	_____
H. If the arms racks are secured with hinged locking bars, are the hinge pins welded or otherwise secured to prevent easy removal. (a) para 0401d (2)	_____	_____	_____
I. Are all racks constructed so as to prevent removal of a weapon by disassembly? (a) para 0401d (2)	_____	_____	_____
J. Are Category I and II AA&E storage facilities which are not protected by IDS (point sensors on all doors and other man-passable openings and area or volumetric sensors) continuously manned or under constant surveillance? (a) para 0401e	_____	_____	_____
K. Are major arms parts, at a minimum, stored and protected as Category IV arms? (a) para 0404	_____	_____	_____
L. Are single containers which contain enough arms parts to perform the basic function of the end item categorized and safeguarded as is the end items itself? (a) para 0404	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
M. Is unescorted entry to AA&E storage spaces limited to those persons required for essential operations? (a) para 0405			
N. Are persons that have unaccompanied access to arms storage spaces designated in writing by the CO only after a favorable National Agencies Check or Entrance National Agency Check is completed? (a) para 0405	_____	_____	_____
ELEMENT .09 - AE MAGAZINES	_____	_____	_____
A. Are all magazines storing risk Category (CAT) AA&E constructed per applicable construction requirements? (a) para 0501	_____	_____	_____
B. Are all CAT I and II AE storage areas surrounded by fencing? (a) para 0502	_____	_____	_____
C. Are CAT I and II storage areas protected by IDS if they are not continuously manned or under constant surveillance? (a) para 0501a	_____	_____	_____
D. When not manned, are gates (for CAT I and II) secured with a low security padlock, with hinge pins and mounting hardware welded or otherwise secured to prevent easy removal? (a) para 0502c	_____	_____	_____
E. Where fences are used, are clear zones being properly maintained (20 feet outside and 30 feet inside)? OPNAVINST 5530.14C paras 0606a-c	_____	_____	_____
ELEMENT .10 - AA&E ACCOUNTABILITY	_____	_____	_____
A. Is hunting and fishing properly controlled and other forms of recreation prohibited within AE restricted areas? (a) para 0503	_____	_____	_____
B. Do guards perform routine, random inspections or searches of vehicles entering, within or departing the restricted area? (a) para 0503a	_____	_____	_____
C. Is a pass, badge, entry roster or sign-in/out system used for restricted areas? (a) para 0503	_____	_____	_____
D. Are entry rosters maintained for at least 90 days? (a) para 0503	_____	_____	_____
E. Are records of continuous accountability maintained for man-portable hand-launched missile systems? (a) para 0600	_____	_____	_____
F. Are CAT II, III and IV AE inventories performed annually and records kept for at least 2 years? (a) para 0602e	_____	_____	_____
G. Is a training program conducted for personnel with AA&E duties, covering the particular procedures of AA&E accountability which relate to each person's work? (a) para 0602f(1)	_____	_____	_____
H. Is the AA&E Accountability Officer designated in writing? (a) para 0602f(2)	_____	_____	_____
I. Are requisitions for AA&E signed by the AA&E Accountability Officer, Weapons Officer or Armorer (as applicable) before processing out of the command? (a) para 0605	_____	_____	_____
J. Are AA&E in vehicles or staged in the open either secured or attended when outside of restricted areas? (a) para 0716a	_____	_____	_____
K. Is AA&E that has been removed from secure storage not left overnight or during weekends in conveyances outside of a restricted area? (a) para 0716a-b	_____	_____	_____
L. Is a thorough investigation conducted to determine the	<u>YES</u>	<u>NO</u>	<u>N/A</u>

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PROGRAM 9 - RANGES/EOD

- Ref: (a) MIL-HDBK 1027/3 (Series)
 (b) NAVSEA OP 5, Volume 1, Seventh revision
 (c) MIL-HDBK 1037/3 (Series)
 (d) AR385-63/MCO P3570.1 (Series)

ELEMENT .01 - SMALL ARMS

YES NO N/A

- A. Are all small arms ranges operating under a CNO (N411) approved operational plan, a NAVFAC Record of Compliance, or a CNO waiver to the requirements of Military Handbook 1027/3 (Series)?
 (a) paras 2.1.1, 2.1.1.3, 2.2.2 & 2.2.3, COMNAVFACENGCOM ltr 2002RU of 31 Jun 91
- B. Has indoor range been tested, and exposure limits established, for exposure to lead dust? (a) paras 2.1.1.4 & 2.1.8
- C. Has indoor range been constructed to meet safety criteria (i.e. facility that will contain bullets within its confines)?
 (a) paras 2.1.3, .4, .5 & .7

ELEMENT .02 - SKEET

- A. Are clay pigeon targets properly stored in a well-ventilated space (not in a magazine)? (b) para 11-8.5.2
- B. Is the shortfall danger zone a semi-circle with a distance of 300 yards? (c) para 6.3c
- C. When skeet range is over land, is area fenced, warning signs posted, and concealing brush cleared? (c) para 6.3f(1)
- D. Does activity have a directive that addresses skeet range safety regulations? (c) para 6.3f(3)

ELEMENT .03 - GRENADE

- A. Has grenade range been constructed to provide personnel protection by means of a trench or barrier equivalent to a screen of sandbags 0.5 meters (20 inches) thick? (d) Chap 7
- B. Has an established 30-minute waiting period been directed by an SOP or directive before a grenade dud can be approached? (d) Chap 7
- C. Has an adequate safety danger zone (SDZ) been established for the grenade range? (d) Chap 7 & figs 7-1, 7-2 & 7-3

ELEMENT .04 - EOD

- A. Do demolition/treatment areas have site approval?
 (b) paras 7-12.9, 13-2.2.1 & 13-3.2.1
- B. Are crew/personnel shelter windows secured and are 1/2-inch thick polycarbonate material or equivalent? (b) paras 13-2.2.3b & 13-3.2.4b
- C. Are there no direct viewing ports in crew shelter?
 (b) paras 13-2.2.3b & .4b

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BURNING SITES

YES NO N/A

D. Does the ground within the immediate vicinity of the burning pad not exceed a 10 degree grade? Is burning done on a dirt surface only (concrete, gravel, or cinder surface plots shall not be used)?
(b) para 13-2.2.1b

E. Are burning grounds at inhabited building distance (minimum of 1,250 ft) from administrative, housing areas, and non-AE related operations? (b) para 13-2.2.1a(2)

F. Is an area 300 feet square free of all long grass and undergrowth and cleared so that a flatbed of sand or dirt remains? Is vegetation and other combustible material removed within a radius of 200 feet from burning pad? (a) para 13-2.2.1d

DETONATING SITES

G. Has crew shelter been approved by NOSSA? (b) para 13-3.2.4b

H. Is the crew shelter separated from the point of detonation?
(b) para 13-3.2.4b and Table 13-1

I. Is the site appropriate? (b) para 13-3.2.1, Tables 13-1, -2, & -3

J. Is all vegetation, including dry grass, leaves, and other combustible materials, removed within a radius of 500 ft. or firebrand distance, whichever is greater? (b) para 13-3.2.1c

K. Is an emergency area or shelter, e.g., 4-ft. hole or 4-ft. earthen embankment available to provide personnel protection from high velocity fragmentation? (b) para 13-3.2.4b

DEMOLITION TRAINING RANGES

L. Are demolition training ranges properly sited?
(b) para 13-3.2.2 & Table 13-2

M. Are demolition range restrictions being complied with?
(b) Table 13-4

N. Has a barricade been constructed ten feet from the detonation point for 0 to 2.5 pound training ranges?
(b) Table 13-4, Note d, & Fig. 13-1

O. Has a barricade been constructed 10 feet from the detonation point for 2.5 to 5.0 pound training ranges? If not, has an exception been authorized by the activity CO? (b) Table 13-4 & para 1-7.2

ELEMENT .05 - PROCEDURES/SAFETY

A. Is outdoor range constructed/located so as not to allow property damage/personnel injury outside the range from misdirected/accidental firings and ricochets? (a) paras 2.2.1 & .4

B. Is appropriate accommodations for first aid personnel and ambulance accessibility provided? (a) para 2.2.11.7 & 3.3

C. Are surface danger areas for all ranges clearly defined on station development maps?
(a) paras 2.2.1, .4, .6 & 3.1, NAVFACINST 11012.144 (Series)

D. Are range SOPs with regard to AE handling and storage established and enforced? (a) para 2.1.1.3, NAVSEAINST 8023.11 (Series)

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
E. Is ammunition maintained in magazines/lockers at the range used specifically for range firing, stored properly (including clay pigeon targets)? (b) paras 11-8.5.2 & .3			
F. Are rendered safe procedures used for emergency destruction developed by NAVEODTECHDIV? (b) para 13-1.1.3			
G. Are SOPs developed/used for routine disposal operations? (b) para 13-1.1.3			
H. Are established station orders or regulations for the operation of the burning/detonation site posted? (b) paras 13-2.2.2 & 13-3.2.3			
I. Are prescribed procedures specific to the disposal of materials or items by burning/detonation posted at the site? (b) paras 13-2.2.2 & 13-3.2.3			
J. Are SOPs covering the specific procedures for disposition of items to be disposed of by burning available to personnel conducting operations? (b) para 13-2.3.1			
K. Is a wind velocity instrument at the burning ground? (b) paras 13-2.2.7 & 13-2.3.1I			
L. Are items to be disposed of specifically identified and characteristics known? (b) paras 13-2.1 & 13-3.1			
M. Are items awaiting destruction stockpiled in excess of 500 feet from an active burning pad or intraline distance from detonation site? (b) paras 13-2.2.9 & 13-3.2.10			
N. Is the material restricted to that which would be disposed of that day? (b) para 13-2.2.9			
O. Are disposal operations secured during electrical storms or severe weather conditions? (b) paras 13-2.2.7 & 13-3.2.8			
P. Is burning/detonation done during daylight hours only? Are operations completed (30 minutes for burning and 60 minutes for detonation) before personnel leave the site? (b) paras 13-2.3.1L, m, n, 13-3.3.1c & f			
Q. Has NAVSEA authorized destruction of unserviceable AE and other dangerous articles? (b) para 13-1.1			
R. Is sufficient and suitable protection for personnel provided (clothing and shelter)? Are at least 2 fire blankets provided? (b) paras 13-2.2.3b & 13-3.2.4b			
S. Is firefighting equipment standing by or available within 5 minutes? (b) paras 13-2.2.4 & 13-3.2.5			
T. Is telephone or two-way radio (with station network, emergency and firefighting) communication available? (b) paras 13-2.2.5 & 13-3.2.6			
U. Are barriers, guards, safety signals, roadblocks, and warning signs used to keep unauthorized personnel away? Is a red (BRAVO) flag prominently displayed and/or siren/whistle sounded during operations? (a) para 3.2, (b) paras 13-2.2.6 & 13-3.2.7			
V. Are operators of the range operation equipped with conductive safety-toe shoes, fire retardant outer garments, and headgear? (b) para 13-2.3.1f			

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PROGRAM 10 - MOTOR VEHICLE TRANSPORTATION

Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision
 (b) NAVSEA SW020-AF-ABK-010
 (c) NAVSEA SW020 AC SAF-010

ELEMENT .01 - VEHICLES ASSIGNED	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Are trucks equipped with plastic bedliners used only for handling ordnance in containers? Are containers properly secured to prevent shifting during transport? (a) Pg 12-8 (WARNING)	_____	_____	_____
ELEMENT .02 - VEHICLE INSPECTION/CONTROL PROCEDURES/RECORDS	_____	_____	_____
Are preload/routine inspections (DD Form 626) of Navy owned motor vehicles, used for the transportation of AE, conducted to ensure that the mechanical condition of vehicles and their safety appliances are in good order? (a) paras 12-6.3.2 and 12-6.4.1, (b) para 3-3.2	_____	_____	_____
ELEMENT .03 - SUSPECT VEHICLE PROCEDURES	_____	_____	_____
Does suspect cargo site have effective barricades on three sides and separated by applicable distances as required for the hazard class and AE quantity involved? (a) para 8-4.6	_____	_____	_____
ELEMENT .04 - SAFE HAVEN/VEHICLE HOLDING YARDS	_____	_____	_____
Does the activity have a program for parking AE loaded commercial vehicles? (a) paras 7-12.10, .11, 8-4.2, 12-6.7.2 & .3, (c) para 2-9.7	_____	_____	_____
ELEMENT .05 - SUPPLY SHIPPING/RECEIVING	_____	_____	_____
Does the activity have SOPs to ensure the safe, secure, efficient disposition of inbound and outbound AE shipments involving commercial and military motor vehicles? (a) paras 1-5.2.2, 2-1.1 & 2-1.1.1, (c) para 2-9.4	_____	_____	_____
ELEMENT .06 - EXPLOSIVES DRIVERS LICENSING	_____	_____	_____
A. Are all drivers of AE laden vehicles qualified as explosives drivers? (a) para 12-6.5, (b) para 3-2.7	_____	_____	_____
B. Do they have, on their person, an operator's identification and a medical examiner's certificate? (b) para 3-2.2	_____	_____	_____

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PROGRAM 11 - RAILROAD TRANSPORTATION

Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision

ELEMENT .01 - LOCOMOTIVES	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Are locomotives equipped with "dead man" controls? (a) para 12-7.1.1	_____	_____	_____
B. Are locomotives painted in accordance with current directives? (a) para 12-7.1.1	_____	_____	_____
ELEMENT .02 - TRACKS	_____	_____	_____
A. Are railroad tracks grounded prior to entering a zone of lightning protection? (a) para 6-6.3.1	_____	_____	_____
B. Do dead end tracks have substantial bumper blocks or similar equipment installed? (a) para 8-6.1.3	_____	_____	_____
ELEMENT .03 - CARS/ROLLING STOCK CONTROLS	_____	_____	_____
A. During on-station movement by locomotives, are contents of partly or completely loaded railcars blocked and braced sufficiently to prevent movement or shifting? (a) para 12-7.3.3c	_____	_____	_____
B. Are partially or completely loaded railcars sealed or padlocked when left unattended? (a) para 12-7.3.4e	_____	_____	_____
ELEMENT .04 - EQUIPMENT/MAINTENANCE	_____	_____	_____
A. Do locomotives or other self-propelled rail vehicles have spark arrestors installed on exhaust stacks? (a) paras 4-1.25, 12-7.1.1, 12-7.3.2j	_____	_____	_____
B. Do locomotives carry portable fire extinguishers? (a) para 12-7.1.1	_____	_____	_____
ELEMENT .05 - OPERATIONS/SAFETY	_____	_____	_____
A. Are blue flags or signals placed at both ends of a car or cut of cars when personnel are working in, on, or under cars? (a) para 12-7.1.4a	_____	_____	_____
B. Is there proper crossing/grade signs posted at each rail crossing on the facility? (a) para 8-6.2	_____	_____	_____
C. Is a firebreak at least 25 feet to either side of railroad tracks being maintained? (a) paras 4-1.10 & 12-7.1.2	_____	_____	_____
D. When a railcar or cut of cars is spotted, are hand brakes set and wheels properly chocked (except on piers and wharves)? (a) para 12-7.3.4a	_____	_____	_____
E. Are appropriate placards being used on railcars carrying AE? (a) para 12-7.1.4b	_____	_____	_____
F. Are all railcars being inspected before and after loading? Are inspections documented? (a) para 12-7.2	_____	_____	_____
G. Is the number of railcars authorized to be placed outside magazines observed? (a) para 12-7.3.4d	_____	_____	_____

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H. Are properly completed and signed Blocking/Bracing Certification Tags being affixed to explosives laden railcars prior to movement by the railroad crews? (a) para 12-7.1.4c

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
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I. Does the SOP specify who is authorized to certify that the AE load on the railcar has been properly blocked and braced? (a) para 12-7.1.4c(4)

	_____	_____	_____
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PROGRAM 12 - PIERS AND WHARVES/BARGES

Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision

ELEMENT .01 - EXPLOSIVES LIMITS	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Are NAVSEA approved explosive limits being followed? (a) para 7-4.4.4	_____	_____	_____
ELEMENT .02 - SAFETY PROCEDURES/PRACTICES	_____	_____	_____
A. Are the explosives safety conditions at piers and wharf facilities being properly monitored? Have a safety observer (one or more from Safety Office) and a safety loading officer (qualified officer or civilian supervisor) been designated? (a) para 12-10.1.1	_____	_____	_____
B. Are "arrival conferences" held to coordinate safety precautions and procedures on the pier or wharf and aboard ship? (a) para 12-10.1.6	_____	_____	_____
C. Does the CO of the shore activity enforce safety regulations where working parties from ships or adjacent shore establishments are involved in handling AE? Do his representatives have authority to stop operations when such are considered to be unsafe? (a) paras 2-3.4 and 12-10.1.1	_____	_____	_____
D. Do the safety loading officers wear distinctive items which properly identify them as such? (a) para 12-10.1.4	_____	_____	_____
E. Is a clear space maintained between ships at a pier/wharf to prevent propagation of AE? (a) paras 7-10.5 & .7	_____	_____	_____
F. Are separation distances of ships and barges loading or unloading AE from ESs maintained? (a) paras 7-10.5 & .6	_____	_____	_____
G. Is personnel limit control satisfactory? Is unnecessary parking of vehicles prohibited? (a) paras 7-7.1, 7-13.13 & 12-10.1.1a(3)	_____	_____	_____
H. Are fire inspections made of the pier area on a continuing basis? (a) paras 4-1.3 & 4-1.4	_____	_____	_____
I. Is a red flag displayed on all boats, lighters, and other small craft while loaded with, or transporting AE and all vessels engaged in AE loading or unloading operations? At night is a red light displayed? (a) para 12-10.5.1	_____	_____	_____
ELEMENT .03 - EXPLOSIVES ANCHORAGES/SCUTTLE SITES	_____	_____	_____
A. Has a "scuttling site" been established? (a) para 8-5.4	_____	_____	_____
B. Has an explosives anchorage been established if necessary? (a) para 8-5.6	_____	_____	_____
ELEMENT .04 - FIREFIGHTING EQUIPMENT/TUGS	_____	_____	_____
A. Are ships alongside AE piers capable of fighting shipboard fires? (a) para 4-3.10.2.2	_____	_____	_____
B. Are two fire hoses readily accessible and of sufficient length to ensure that all AE on the pier and the weather deck of ships can be reached by two simultaneous streams of water? Fire main system shall be pressurized up to the last valve before the hose. (a) para 4-1.4.3	_____	_____	_____
C. Is adequate firefighting equipment available at the pier while AE loading/unloading operations are in progress? (a) para 4-3.10.2	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
D. Is motorized fire equipment available within 10 minutes response time of each pier where AE are being handled? (a) para 4-3.10.2.1	_____	_____	_____
E. If available, is a fireboat or tug equipped with a fire monitor "available" at piers where AE are being handled? (a) paras 4-3.10.2.1 & 4-3.11	_____	_____	_____
F. Is smoking and the carrying of flame producing devices properly controlled on the piers? (a) paras 4-1.6 and 4-1.17	_____	_____	_____
G. Is an adequate supply of water available to sprinklers, standpipes, etc? Are the water lines protected against freezing? (a) para 4-3.8.3	_____	_____	_____
H. Are locomotives used on piers of the diesel type and exhaust stacks provided with spark arrestors? (a) para 4-1.25	_____	_____	_____
I. Are a sufficient number of tugs/pusher boats available to move ships/barges away from the pier during AE loading/offloading operations if an emergency occurs? If not, does the activity have a CNO approved waiver? (a) para 4-3.11 & 4-3.11.4	_____	_____	_____
ELEMENT .05 - FACILITIES/EQUIPMENT/CAPABILITIES/HOUSEKEEPING	_____	_____	_____
A. Is good housekeeping observed on the piers at all times? Is access to firefighting gear unobstructed? (a) paras 2-1.5.1 & .3	_____	_____	_____
B. Are AE loaded railcars prohibited from remaining on the pier during non-working hours? (a) para 12-7.3.4h	_____	_____	_____
C. Is the number of AE loaded railcars kept within minimum requirements? (a) para 12-7.3.4h	_____	_____	_____
D. Is AE stored in any pier shed? (a) paras 8-5.2.2 & 11-6.5	_____	_____	_____
E. Are railroad tracks adjacent to, entering, or on ammunition piers/wharves properly grounded? (a) para 6-6.3.1	_____	_____	_____
ELEMENT .06 - ORDNANCE HANDLING/SUPPORT EQUIPMENT	_____	_____	_____
A. Do crane operators have their medical cards in their possession during explosives handling operations? NAVFAC P-307	_____	_____	_____
B. Are pier cranes bonded to a secondary grounding system during AE handling operations? (a) para 6-8.2.3.1	_____	_____	_____

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PROGRAM 13 - AIRFIELD OPERATIONS

Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision

ELEMENT .01 - AIRFIELD/RUNWAYS	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Is the required ESQD from loaded aircraft to loaded aircraft and from AE site to taxiway and runways being maintained? (a) paras 7-4.5.4, .5, & 7-11.2.1.5	_____	_____	_____
B. Is A&E storage/staging areas prohibited in areas within approach and departure zones at all rotary/fixed wing aircraft loading facilities, including DOD, other federal joint use, and civil facilities? (a) para 7-11.3	_____	_____	_____
ELEMENT .02 - AIRCRAFT LOADING PADS	_____	_____	_____
A. Is there an approved combat aircraft loading/parking area? (a) para 7-11.2.1.5	_____	_____	_____
B. Is there an approved AE handling pad (red label area - cargo loading pad) available for loading/offloading AE from cargo aircraft? (a) para 7-11.2.1.3	_____	_____	_____
C. Are arming/de-arming pads being utilized where required? (a) para 7-11.2.1.4	_____	_____	_____
ELEMENT .03 - PROCEDURES/SAFETY	_____	_____	_____
A. Does the station have specific documented criteria, on whether to continue or terminate on loading/downloading and arming/de-arming of aircraft during electrical storms? (a) para 6-10	_____	_____	_____
B. Are AE operations stopped at approach of and during electrical storms? (a) para 6-10.6	_____	_____	_____
C. Are aircraft (rotary/fixed wing) grounded during AE loading/downloading evolutions? (a) para 5-9.3, MIL-HDBK 274	_____	_____	_____
D. Are combat aircraft loading area grounding points/ground cables being inspected, tested, and records maintained? By whom? (a) para 5-9.7.7, MIL-HBK 274	_____	_____	_____
E. Are arming/de-arming operations conducted with the aircraft headed away from inhabited areas? (a) para 7-11.2.1.4	_____	_____	_____
ELEMENT .04 - AIRCRAFT EGRESS DEVICE SHOPS	_____	_____	_____
A. Are facilities/rooms (within non-explosive facilities) used for storage and work on aircraft egress devices, signaling devices, life vests, and life rafts (limited amount of C/D 1.3 and 1.4 materials) approved by ESSOLANT/PAC or NOSSA? (a) para 7-12.12	_____	_____	_____
B. Do these areas have fire symbols posted on the facility and outside of the interior room and panic hardware on a minimum of one door (unless specified otherwise in site approval)? (a) para 7-12.12	_____	_____	_____
C. Does this area have a sprinkler system installed (If existing facility, may be operated with alarm if monitored during off duty hours and with less than 25 lbs. NEW 1.3 or 1.4 stored overnight)? (a) para 7-12.12	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
D. Do MHE have their overhead guards or load backrest extensions removed? If so has CO/OIC granted authorization, with justification, in writing with a copy in MHE history file? (b) para 4-4a	_____	_____	_____
E. Are seat belts on MHE worn for all operations? "Exception of pierside operations", at the discretion of the CO/OIC. (b) para 4-3g	_____	_____	_____
F. Are unapproved devices installed on MHE (e.g. cabs, windshields, canopies and spinner knobs on steering wheels)? (b) para 4-4g	_____	_____	_____
G. Do type EX MHE have at least two wheels and tires constructed of electrically conductive material? (b) para 4-4c	_____	_____	_____
H. Do type EE MHE have at least two SC tires or two electrically conductive ground straps? Are Conductive tires are marked SC? (b) para 4-4c	_____	_____	_____
I. Do type HS pallet trucks have SC tires or two electrically conductive ground straps? (b) para 4-4c	_____	_____	_____
J. Are all electrically powered MHE equipped with a device that disconnects the travel circuit automatically when the operator leaves the operating position? (b) para 4-4f(1)	_____	_____	_____
K. Are cranes used to handle AE equipped with power-down mode? (a) para 10-6.1b(1)(2)	_____	_____	_____
ELEMENT .05 - MAINTENANCE AND REPAIR	_____	_____	_____
A. Are maintenance (inspections and tests) procedures established for locally designed handling equipment? (a) para 10-3.3.1d	_____	_____	_____
B. Are activities repairing MHE using Maintenance Index Pages (MIP's) and associated Maintenance Requirements Cards (MRCs) or equivalent documentation? (b) para 6-4, 6-7	_____	_____	_____
C. Is a maintenance history file maintained for each piece of MHE and Weight Handling Equipment? (b) para 6-1.1, (e) para 5-1	_____	_____	_____
D. Are entries being made in the history file when parts of MHE are replaced? (b) para 6-7d	_____	_____	_____
E. Do local procedures provide for tagging out of service MHE? (b) para 6-5.3	_____	_____	_____
ELEMENT .06 - TESTS AND INSPECTIONS MARKING	_____	_____	_____
A. Is all DON MHE painted properly? (b) para 2-1.3	_____	_____	_____
B. Are pre- and post-operational inspections conducted and properly recorded on MHE Inspection Form? If defects are found are forms filed in history file until repairs have been completed? (b) para 4-2a, 6-5.1a, 6-5.3c & fig. 6-1	_____	_____	_____
C. Are periodic operational tests for MHE conducted at 18-month intervals (maximum)? (b) para 6-8.2a and 6-9	_____	_____	_____
D. Is MHE used for AE handling identified as to SWL, UL type, weight test date, and vehicle weight (VW)? (a) para 10-5.2, (b) para 2-1.4 & 6-12	_____	_____	_____
E. Does MHE have an accredited Laboratory certification label? (b) para 2-1.4b	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
F. Are operators of tactical ground lifting equipment performing daily inspections of their assigned equipment? (c) para 1001.2			
G. Is the annual condition inspection of tactical ground lifting equipment being conducted? (c) para 1001.7	_____	_____	_____
H. Has the certifying officer for safety and reliability of all tactical ground load lifting equipment been designated in writing by the CG/CO? (c) para 1001.8	_____	_____	_____
I. Is all tactical ground load lifting equipment marked properly? (c) para 1001.11	_____	_____	_____
J. Are tactical ground load lifting equipment hooks inspected annually for wear of swivels and pins? (c) para 2002	_____	_____	_____
K. Are operation checks and an annual certification being conducted on hoists, winches and structural metal components of tactical ground load-lifting equipment? Are these checks/certifications recorded properly? (c) para 2004 & 2005	_____	_____	_____
L. Is the testing and certification of MK15 and MK17 LVS MHC being conducted and recorded properly? (c) para 5000, 5001 & 5006	_____	_____	_____
M. Are cranes and hoists used for explosives handling, load tested and certified annually? Are they properly marked? (a) para 10-6, (e) para 3.3	_____	_____	_____
N. Are periodic weight tests conducted for forklift attachments at 48-month (maximum) intervals? Are they properly marked? (b) para 6-8.1a, b & c	_____	_____	_____
O. Are periodic OHE weight tests performed by a certified activity? (a) para 10-5.3.4 & 10-5.3.4.2, (d) para 2-2	_____	_____	_____
P. Is OHE being inspected/tested as required? (a) para 10-5.3.4	_____	_____	_____
Q. Are required OHE inspections performed using applicable MRCs? (a) para 10-5.3.1	_____	_____	_____
R. Are forks tines inspected at intervals of not more than 12 months and documented in the vehicle's history jacket? (b) para 6-6	_____	_____	_____
S. Has MHE including HS pallet trucks passing required periodic tests been properly certified and an MHE Safety Certification Form completed and maintained in the history file. (b) para 6-9	_____	_____	_____
T. Is MHE Certifying Official designated in writing by the CO/OIC? (b) para 6-9.1	_____	_____	_____
ELEMENT .07 - BATTERY CHARGING OPERATIONS			
A. Is battery charging only done in areas designated specifically for that purpose, forbidden in magazines or where AE are present? (a) para 10-4a, (b) para 4-8	_____	_____	_____
B. Has the CO designated at least one specific area for charging, testing and routine maintenance of lead-acid batteries? (b) para 4-7.1a	_____	_____	_____
C. If the charging station is supporting a single AE operation and located either in excess of 50 feet from the operation or within the same building does it meet the specific requirements of reference (b)? (a) para 10-4c	_____	_____	_____

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ELEMENT .08 - SOP/PROCEDURES

	YES	NO	N/A
A. Is there a SOP for pre-use inspection, maintenance, and the safe operation of pneumatic nailers? (a) para 12-3.2.6d	_____	_____	_____
B. When using approved locally designed equipment, is the equipment listed in the process SOP? Does SOP describe the area where the equipment is authorized? Is a detailed usage procedure stated in SOP? (a) para 10-3.3.1e	_____	_____	_____
C. Are written operating procedures being used for conducting weight testing of forklift attachments and MHE? (b) para 6-8	_____	_____	_____
D. Has the CO/OIC designated in writing an official and organization responsible for the management and administration of the program for instructing, testing, and licensing of WHE operators? (e) para 6.3	_____	_____	_____
E. Has the official for WHE license program, designated in writing, instructors and performance examiners? (e) para 6.3	_____	_____	_____
F. Has the CO/OIC designated, in writing a responsible party to issue MHE operator's licenses? (b) para 3-3.2	_____	_____	_____
G. Has the CO authorized, in writing, individuals as qualified instructors to provide MHE operator training? (b) para 3-4	_____	_____	_____
H. Has the MHE instructor completed an approved training course or other equivalent training or prior instructor experience? (b) para 3-4a	_____	_____	_____
I. Does the MHE instructor possess an operator's license? (b) para 3-4b	_____	_____	_____
J. Are positive administrative controls in place that insure MHE operators are informed of changes to reference manual? (b) para 3-2.2	_____	_____	_____
K. Has MHE operator completed initial MHE training course? (b) para 3-2.2 & App C	_____	_____	_____
L. Have MHE operators attended a refresher training as necessary? (b) para 3-2.3	_____	_____	_____
M. Is Form OF 346 U.S. Government Motor Vehicle Operator's Identification Card used for MHE licenses? (b) para 3-3.1	_____	_____	_____
N. Does the MHE license indicate:			
1. "Explosives Operator MHE"?	_____	_____	_____
2. "Must Hold Current Medical Certificate" or "Documented Proof Of Current Medical Examination"? (a) para 2-3.1	_____	_____	_____
3. Limitations of the operator due to physical disabilities? (b) para 3-3.1c	_____	_____	_____
4. Types of MHE and their capacity the license is valid for? (b) para 3-3.1a	_____	_____	_____
O. Is the license valid for 2-years, provided the medical examination is not expired? (b) para 3-3.1	_____	_____	_____
P. Is there a documented process to renew MHE operator's license? (b) para 3-3.4	_____	_____	_____

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PROGRAM 15 - INVENTORY MANAGEMENT

- Ref: (a) NAVSUP P-724
 (b) NAVSUP P-805/TW010-AC-ORD-010
 (c) NAVSUP P-806/TW010-AC-ORD-020
 (d) NAVSUP P-807/TW010-AC-ORD-030
 (e) NAVSEA OP 5, Volume 1, Seventh Revision
 (f) NAVSUP P-801/TW024-AA-ORD-010
 (g) OPNAVINST 8015.2
 (h) MCO P4400.150E
 (i) MCO P4400.151B
 (j) MCO P8011.4H
 (k) MCO 8020.10
 (l) MCO 4340.1
 (m) UM 4400.15
 (n) UM 4400.124

ELEMENT .01 - UNSERVICEABLE MATERIAL

YES NO N/A

- A. Has segregation of fleet return material placed in Condition Code (CC) K been completed within 45 days after receipt? (a) para 3.3.4n

- B. Is unserviceable/unstable AE held without disposal actions taken? (a) paras 5.6.1 & 5.6.6, (e) paras 2-1.4.11 & 11-2.2.1(1)

- C. Has material annotated with lot/serial number "unknown" been placed in (CC) J and identified within 30 days of receipt? (a) para 2.5.7

- D. If material has lost its identification does the holding activity handle the unidentified material in the proper manner? (b) paras 3-7.2 & 5-1.11, (d) paras 3-6.4 & 3-6.5

- E. Does AE found to be unsafe, hazardous or potentially hazardous due to non-conforming conditions get recorded and reported? (b) paras 3-7, 4-1.13 & 5-1.11

ELEMENT .02 - PROGRAM MANAGMENT

- A. Is all received AE subjected to a receipt inspection prior to any subsequent processing? (a) para 3.3.4, (b) para 4-1.3

- B. Are NSN/NALCs, quantities, units of issue and serial/lot numbers clearly marked on all unit packs, intermediate containers, and unpacked items. MIL-STD-129N, para 4.2.1

- C. Does the physical location, (CC), lot/serial number, NIIN and quantity of items match the official record? (a) para 4.1.5c, (g) para 6.d

- D. Does each pallet, container, box, etc. have a correct and complete Material Condition Code (MCC) tag? (b) paras 3-5 and 5-1.8, (c) para 3-7.5, (d) para 3-5

- E. On material other than (CC) A are reasons and defect codes indicated on the MCC tag? (b) para 5-1.8

- F. Are barcode labels applied to AE as required? (b) para 5-1.8

- G. Do procedures assure identification and control of all AE at the activity? (a) para 4.1.5c

- H. Does the inventory management program identify and prioritize older stocks of ordnance and AE for issue or use? (e) para 11-1.2

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I. If commercial AE are being stored in magazines do inventory records indicate the date of manufacture of the materials? YES NO N/A
(e) para 11-8.15.8f

J. Are physical inventories scheduled, performed and documented by the station records? (a) para 6.2.2 _____

ELEMENT .03 - NOTICE OF AMMUNITION RECLASSIFICATION (NAR) _____

A. Is the latest edition of NAVSUP P-801/TW024-AA-ORD-010 on hand? _____
(a) para 5.9.1, (e) para 2-1.4.11 & Appendix B

B. Have NAR, AIN, and OHF files in numerical sequence, and cross-references been established addressing each DODIC/NALC? _____
(a) paras 5.9.6g, 5.9.7b & 5.9.10, (f) para 2-1.1.2

C. Are NARS processed within three working days of receipt and documented (to include readdressing, assets reviewed, updating stock records, re-tagging material, filing NARS, etc.)? _____
(a) paras 5.9.6, 5.9.7, & 5.9.10, (f) para 2-1

D. Is a surveillance program similar to the Navy NAR process in use at activities storing AE not covered by Navy NARs. (f) page I _____

ELEMENT .04 - INVENTORY ACCURACY _____

A. Does each stratum of station inventory conform to the sampling plan accuracy goals established by OPNAV? (g) para 9 _____

B. Are Periodic Lot Reports submitted as required? (a) para 2.5.11 _____

C. Has the command designated an Inventory Accuracy Officer to validate quality in ordnance processes such as receiving and issuing material, monitoring physical inventories and/or conducting samples as required? (a) para 6.2.2 _____

ELEMENT .05 - CLASS V(W) AMMO ACCOUNTING (USMC GROUND ONLY) _____

A. Are ammunition/NSN Lot Number Records (NAVMC 10774s) properly prepared and maintained for all ammunition assets when required? _____
(h) para 7002.5e
(m) para 09010.1, 09011, 25010.1, 25011 & Figures 9-7, 25-6, & 25-7
(n) Part III, Section 10 paras 10.2, 10.2.1, 10.1.1C & Figure 3-65

B. Is the ammunition lot number recorded on all accounting documents (e.g. issues, receipts, and adjustment transactions)? _____
(m) paras 09010.2 and 25010.2 (n) Part III, Section 10, para 10.2

C. Is a physical inventory conducted at least annually and recorded on the NAVMC 10774/ mechanized record for all AE held? _____
(h) para 7002.4(i), and (j), (m) paras 09010.3 and 25010.3
(n) Part III, Section 10, para 10.2(c)

D. Are unaccountable quantities of ammunition made the subject of a missing, lost, stolen or recovered (M-L-S-R) report to the Commandant of the Marine Corps? _____
(a) para 2.4.10, (n) Part III Section 6, para 6.11b
(h) para 7002.6c and 7006, (1) Enclosure (2) & para 5.b.1-6

E. Is the latest edition of reference (f) (NAR Manual) on hand? _____
(a) paras 5.9.7b & 5.9.10, (e) para 2-1.4.11 & Appendix B

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
F. Have NAR, AIN, OHF and cross reference files been established in numerical sequence for each DODIC/NALC? (a) paras 5.9.7b & 5.9.10, (f) para 2-1.1.2	_____	_____	_____
G. Are NARS processed within 3 working days of receipt (to include readdressing, assets reviewed, updating stock records, retagging material, filing NARS, etc.)? (f) para 2-1	_____	_____	_____
H. Are inactive or filled NAVMC 10774/Mechanized records & supporting documentation maintained in a completed history file for 3 years? (j) para 1001.2	_____	_____	_____
I. Is security ammunition properly recorded as on hand on appropriate NAVMC 10774s/mechanized listings and a subcustody given using Equipment Custody Receipts (NAVMC 10359)? (k) para 5c1, (m) paras 09001.2g and 25001.2g, (n) Part III, Section 10, paras 10.1.1b(7), 10.2b and 10.1.1c	_____	_____	_____
J. Is the correct (CC) posted to the Master Asset Listing? (i) para 4002.1, (m) para 09010.2 Figure 9-7	_____	_____	_____
K. Do on hand quantities agree with the balance records reflected on the Master Asset list of Class V? (i) para 4002.1, (n) Part III, Section 10, para 10.1.1b(7)	_____	_____	_____
L. Are transactions which affect the ammunition accounting records processed in a timely manner? (i) para 3002.1	_____	_____	_____
M. Is initial and annual screening of personnel who account for, maintain, receive, and distribute AA&E conducted and accompanied by a Unit diary entry? (h) para 7002.4f	_____	_____	_____
N. Is the unit storing AE in excess of authorized quantities? (k) para 5c1	_____	_____	_____
O. Is serviceable and unserviceable material being stowed on the same pallet? (b) para 5-1.9, (c) para 3-7.2, (d) para 3-7	_____	_____	_____
P. Are NSN/NALCs, quantities, units of issue and serial/lot numbers clearly marked on all unit packs, intermediate containers, and unpacked items. (e) paras 11-1.4.1 & 11.9.1.1.j, MIL-STD-129N, para 4.2.1	_____	_____	_____
Q. Are all storage containers/boxes, etc, properly secured and sealed? (b) paras 3-6 & 5-1.12 (c) para 3-6 (d) para 3-9 (e) para 11-1.4.1	_____	_____	_____
R. Are all transactions that affect the accountable balance vouchered? (m) paras 09010.2 & 25010.2 (n) Part III, Section 10, para 10.2	_____	_____	_____
S. Are issues and receiving procedures adequate to ensure checks of documentation, stock identity, quantity, condition, units of issue, markings on outgoing shipments, and verification of input to location system? (i) para 3002.6b	_____	_____	_____
T. Are monthly AE inventories conducted and documented at the consumer-level? (h) para 7002.4D	_____	_____	_____
U. Is unit using NAVMAC form 11381 to document all AE expenditures? (h) para 7002.4.O	_____	_____	_____
V. Does the unit have a designated AA&E Officer? (h) para 7002.4d	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
W. Has the command designated an Inventory Accuracy Officer to validate quality in the ordnance processes such as receiving and issuing material, monitoring physical inventories and/or conducting samples as required? (a) para 6.2.2a			
X. Are expenditure reports and turn-in documents for unexpended assets submitted to the unit S-4 or designated record holder? (h) para 7002.6c3	_____	_____	_____
Y. Does the physical location and quantities of items match the official record? (a) para 4.1.5c	_____	_____	_____
Z. Are Unit AE Audit and Verification Officer auditing/validating Unit Class V(W) Expenditure Reports, NAVMC 11381? (h) para 7002.5a	_____	_____	_____
AA. Are Unit AA&E Officers conducting annual AA&E Awareness Training for Unit Personnel? (h) para 7002.4H	_____	_____	_____