

MAGTFTC, MCAGCC SOP FOR
EXPLOSIVES SAFETY SELF ASSESSMENTS (ESSA)

Ref: (a) MCO P8020.10_
(b) NOSSAINST 8020.14_

Encl: (1) Inspection Schedule
(2) ESI Checklists
(3) Corrective Action Plan (CAP) Report Guidance

1. Situation. Experience has demonstrated that self-audits are one of the most effective means to maintain a valid and reliable Explosive Safety Program. The Explosives Safety Self Assessment Program (ESSA) permits activities to conduct periodic safety appraisals of their current ammunition and explosives (A&E) operations and implement corrective action to reinforce basic Explosive Safety and surveillance requirements.

2. Mission. Establish policy, guidance, and direction for the Explosives Safety Self Assessment (ESSA) Program, as well as, the continual review, monitoring, and implementation of process improvements to the Explosives Safety Program aboard the Combat Center per the references.

3. Execution

a. Commander's Intent and Concept of Operations. All Commanding Officer's, Officers-in-Charge, and Directors on board the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will adhere to the requirements outlined in this Order.

b. Concept of Operations

(1) The ESSA Program emphasizes the importance of maintaining a well disciplined, proactive approach to Explosives Safety by applying the precepts of Operational Risk Management (ORM) while promoting the highest standards of A&E safety, integrity, and compliance.

(2) The ESSA Program is a catalyst for creating and maintaining an operating environment that fosters a concerted joint inter-organizational action to accomplish safety related goals.

(3) The ESSA program on board MAGTFTC, MCAGCC will:

(a) Implement a process for inspecting organizations on board MAGTFTC, MCAGCC at least annually.

(b) Provide a means of documenting and identifying deficiencies to include root cause and trend analysis methodology for corrective action.

(c) Retain records for a minimum of four years.

(d) Develop a structured checklist per the references to include applicable programs and elements from the Program Evaluation Guide in enclosure (1).

(e) Be flexible to allow adjustments to accommodate operational changes and training tempo.

c. Subordinate Element Missions

(1) Explosives Safety Officer (ESO)

(a) Conduct the ESSA and provide a consolidated report to each Commanding Officer, Officer-in-Charge, or Director affected. Inspections performed by the Installation ESO, or unit level personnel under the direction of the Installation ESO, will be considered part of the ESSA process. This will negate duplicative inspections and promote effective utilization of personnel resources.

(b) Initiate Corrective Action Plan (CAP) reports per enclosure (3), for all Explosive Safety related deficiencies noted during ESSA audits and distribute the CAP to responsible COs, OICs, or Directors for corrective action.

(c) Ensure required corrective action is taken on all documented Explosive Safety related deficiencies with regular follow up and close out of CAP reports when deficiencies are corrected.

(d) Analyze ESSA results to ensure underlying causes and unfavorable trends are identified and corrected.

(e) Assist in all facets of the evaluation and corrective action process.

(f) Retain all copies of ESSA records for 4 years (2 ESI cycles) as required by reference b.

(g) Provide a formal annual report, by 10 January of the subsequent year and 90 day status reports to the Commanding General that highlights progress of the CAP.

(2) Commanding Officers, Officers-In-Charge, and Directors

(a) Designate a unit representative to participate in the command self assessment process and assist with ESSA audits, evaluations, and CAPs.

(b) Ensure immediate action is taken to correct Explosive Safety deficiency findings under their cognizance. Record, document all corrective actions per enclosure (3) and forward to the installation Explosives Safety Officer.

<u>BUILDING</u>	<u>UNIT</u>	<u>FACILITY</u>	<u>APPLICABLE PROGRAMS</u>	<u>MONTH</u>
2036	VMU-1	ARMORY	1, 4, 8, 15	JAN
2036	VMU-3	ARMORY	1, 4, 8, 15	JAN
2026	MWSS 374	ARMORY	1, 4, 8, 15	JAN
2070	D CO, 4TH TANK BN	ARMORY	1, 4, 8, 15	JAN
2054	ESD	STORAGE	1, 4, 8, 15	FEB
1407	PMO	RFI	1, 4, 8, 15	FEB
1031	NCIS	STORAGE	1, 4, 8, 15	FEB
1027	MWD	KENNEL	2, 3	FEB
2000	CLB 7	STORAGE	1, 4, 8, 15	APR
2026	CLB 7	ARMORY	1, 4, 8, 15	APR
2026	C CO, MCCES	ARMORY	1, 4, 8, 15	APR
2026	D CO, 3RD AAV BN	ARMORY	1, 4, 8, 15	APR
CMA	HQBN	ASP	1-4, 6, 8, 10, 14, 15	MAY
2144T1	MTU	RSL	1-4, 6, 8, 15	JUL
2133	EOD	ADMIN AND SV-50	1-4, 6, 8, 15	JUL
RANGE 051	EOD	DEMO RANGE		JUL
5501R6	ATG	ARMORY	1, 4, 8, 15	JUL
SELF / AIP	MWSS 374	AIRFIELD / ASP	1-4, 6, 8, 10, 13, 14, 15	AUG
1321	HQCO, 7TH MAR	ARMORY	1, 4, 8, 15	OCT
1321	1ST BN, 7TH MAR	ARMORY	1, 4, 8, 15	OCT
1321	2ND BN, 7TH MAR	ARMORY	1, 4, 8, 15	OCT
1321	3RD BN, 7TH MAR	ARMORY	1, 4, 8, 15	OCT
1321	3RD BN, 4TH MAR	ARMORY	1, 4, 8, 15	OCT
2064	1ST TANK BN	ARMORY	1, 4, 8, 15	NOV
1330	3RD BN, 11TH MAR	ARMORY	1, 4, 8, 15	NOV
1330	3RD LAR BN	ARMORY	1, 4, 8, 15	NOV
1110T13	3RD CE BN	ARMORY	1, 4, 8, 15	NOV

ENCLOSURE (1)

PROGRAM 1 – COMMAND ADMINISTRATION AND MANAGEMENT

ELEMENT .01 ORGANIZATION/STAFFING/PERFORMANCE

A.	Does the Safety Office have the ability/capability to support the command's Explosives Safety Program?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-4.4 and MCO P8020.10B, paragraph 5h(1) thru (4)			
B.	Is an Explosives Safety Officer (ESO) designated in writing by all host and tenant commands whose missions directly involve or support ammunition and/or explosives operations?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-4.3.2 and 1-4.4.1 and MCO P8020.10B, paragraph 5h(4)			
C.	Is the ESO organizationally assigned correctly?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-4.4.1 and MCO P8020.10B, paragraph 5h(4)(a)			
D.	Is the ESO effectively executing his/her duties?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-4.4.1 a thru t and MCO P8020.10B, paragraph 5i (1) thru (22)			
E.	Are Host/Tenant agreements (ISSA/MOU/MOA) in place to define Explosives Safety responsibilities?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-4.3.5			
F.	Has the Activity/Command PWO assigned a planner to the installation's Site Approval Development Team (SADT)?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraphs 4a(2)(a), 4a(4), and 4.c			
G.	Does the ESO provide oversight on the explosives safety aspects of munitions responses occurring within his/her Area of Responsibility?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-4.4t			
H.	Was all the required documentation submitted to the assigned NOSSA ESI Team Leader via NOSSA's Explosives Safety Compliance System (ESCS) at least 30 days prior to the ESI?	Yes	No	N/A
	Ref: NOSSAINST 8020.14E, Enclosure (1), paragraphs 2(a) and (b)			

ELEMENT .02 RECORDS

A.	Are open storage facilities approved by NOSSA (N5)?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 8-2.4.4			
B.	Have all Potential Explosion Sites (PESs) been assigned NAVFACENGCOM building numbers if required?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 8-8.1			

C	Are records of exceptions to PESS and Exposed Sites (ESS) siting/design/construction standards maintained in permanent activity	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 1-2(1) thru (5) and 8-1.2.6 and MCO P8020.10B, chapter 5, paragraphs 1 thru 5			
D	Does the ESO provide copies of all inspections and reports for inclusion in the Safety Director's status reports, and is the activity maintaining a log (to include mandatory log entries) documenting all deficiencies and corrective actions taken?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 1-4.4 and 11-9.1.2 and MCO P8020.10B, chapter 10, paragraphs 1 and 2			
E	Has the Activity/Command established and explosives safety database that meets the minimum data requirements of NOSSAINST 8020.22? Is it annually reviewed by the ESO?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 8-1.2.6a and NOSSAINST 8020.22, paragraph 4a(3)(e)3			
F	Are all the Potential Explosives Sites (PES) and their explosives limits listed in the Activity's Explosives Safety Information System (ESIS)?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraphs 5d and 7b(1)			
ELEMENT 03 SITE APPROVAL IMPLEMENTATION				
A.	Are DDESB/CNO/NOSSA/ESSO site approvals on file for all current PESs? <i>(Not required for PESs constructed prior to May 1967 and still being used for original purpose, with no major modifications.)</i>	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 8-1.2.6 and MCO P8020.10B, Chapter 5, paragraph 12a			
B	Have all MPPEH storage areas and locations used for the processing of MPPEH been properly reviewed and site approved?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 8-1.2.1 and 13-15.4.1			
C	Are all Explosives Safety Site Approval Requests (ESARs) signed by the ESO?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 4a(3)(d)			
D	Are all ESARs signed by the Public Works Officer (PWO) or Assistant/Deputy PWO?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 4a(2)(b)			
E	Does the Activity/Command have complete copies of all explosives safety site approvals?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 5a(2)			

F	Are all compensatory measures (e.g., administrative restrictions) outlined in the ESAR letter in place when ESQD requirements cannot be met? Are they incorporated in the appropriate Standard Operating Procedures and noted in the Activity's ESIS?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraphs 4a(3)(d)5 and 4b(1)(c)			
G	Are all explosives safety site approvals generated after 30 June 2011 processed through Naval Enterprise Data?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 5c			
H	Are "portable" magazines properly sited?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 8-2.4.3h			
I	Is a list of those pre-May 1967 PESs 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 (i.e., ESQD arcs and LPS)?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 8-1.2.6a and MCO P8020.10B, Enclosure 1, paragraph 3b			
J	Does the Activity/Command have an authorized safe haven/temporary parking for A&E laden vehicles?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 7-12.10 and 7-12.11			
K	Is a suspect cargo site provided for motor vehicles, cargo containers, and railcars?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 8-4.6			
L	Have site approval requests been submitted for all PES projects affecting changes in utilization, mission or which affect ESQD requirements?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 8-1.2.1 and 11-1.3.2 and MCO P8020.10B, Chapter 5, paragraph 2			
M	Are privately owned vehicles parked at Explosives Safety Quantity Distance?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 2-1.8 and 7-13.13			
N	Does the PWO have a documented process in place to evaluate repair, maintenance, and construction work performed within 110% of IBD of any PES, to determine if an ESAR is required?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 8-1.2.1 and 8-1.2.2 and NOSSAINST 8020.22, paragraph 4a(2)(e)			

O	Does the ESO monitor the PWO work reception process and make final Activity-level decision on whether proposed projects require ESAR?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 8-1.2.1 and 8-1.2.2 and NOSSAINST 8020.22, paragraph 4a(3)(e)			
ELEMENT .04 INST/PUBS/ESOD/HERO/PROGRAMS				
A.	Does the Activity/Command conducting ammunition or explosives operations have on file an up-to-date set of ordnance publications, technical manuals, safety manuals, instructions, and other pertinent data that cover all ordnance material, ammunition and ammunition components applicable to that activity?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 1-5.2.1 and MCO P8020.10B, Enclosure 1, Chapter 10, paragraphs 4a thru d			
B	Is there a current HERO survey of the activity? If not, has a HERO survey been requested via the appropriate channels?	Yes	No	N/A
	Ref: NAVSEA OP 3565, VOL 2, Eighteenth Revision, paragraphs 6-1.4(a) thru (c) and 6-2			
C	Does the Activity's HERO EMCON BILL contain all required data fields as delineated in the activities current HERO Survey Report? 1. Transmitter list with HERO distances 2. Ordnance list with HERO status 3. Maps and charts identifying HERO zones 4. HERO Emissions Controls	Yes	No	N/A
	Ref: NAVSEA OP 3565, VOL 2, Eighteenth Revision, paragraphs 5-1 thru 5-4 and all applicable tables			
D	Are HERO warning symbols posted at locations where radar equipment or sources of EMR might create the potential for premature initiation of ordnance due to HERO (e.g., missile assembly, ammunition pier, etc.)?	Yes	No	N/A
	Ref: NAVSEA OP 3565, VOL 2, Eighteenth Revision, paragraph 1-8.1 and Figure 1-4			
E	Are portable and mobile radios properly labeled with the HERO unsafe and HERO susceptible ordnance separation distance as indicated in the HERO survey report?	Yes	No	N/A
	Ref: NAVSEA OP 3565, VOL 2, Eighteenth Revision, paragraphs 1-8.2 and 1-8.3			
F	Have all personnel involved in ordnance operations been provided HERO training, and are they familiar with all aspects of the HERO posture of the activity?	Yes	No	N/A
	Ref: NAVSEA OP 3565, VOL 2, Eighteenth Revision, paragraphs 1-7.1a(1) thru (10)			

G	Does the facility have positive controls on hunting and/or fishing aboard the installation?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 2-1.6 thru 2-1.6.4			
H	Are ship separation distances established for loading/unloading operations?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 7-10.5.1 and Table 7-14			
I	Does the Public Works Department have a written process to monitor the design and construction phase for all approved explosives sites?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 4a(2)c			
J	Are all ESQD maps used for ESAR submission or for making decisions in regard to explosives safety, and/or fire maps generated using official GIS/enterprise mapping system (Navy GeoReadiness and Marine Corps GeoFidelis)?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 6a(1)(a)			
K	Are ESQD maps being reviewed and approved by the cognizant ESO?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 6a(1)(b)			
L	Are ESQD maps clearly labeled with all the required information?	Yes	No	N/A
	Ref: NOSSAINST 8020.22, paragraph 6a(1)(c)			
M	Is there a written Explosives Safety Self-Assessment (ESSA) plan? Has it been implemented?	Yes	No	N/A
	Ref: MCO P8020.10B, Enclosure (1), paragraph 2g and NOSSAINST 8020.14E, Enclosure (3)			
N	Is the ESSA formally documented in writing, approved by the Activity/Command Commanding Officer/Officer In Charge and properly distributed?	Yes	No	N/A
	Ref: NOSSAINST 8020.14E, Enclosure (3), paragraph 3a			
O	Is the ESSA conducted at least annually and a copy of the results retained for a minimum of four years?	Yes	No	N/A
	Ref: NOSSAINST 8020.14E, Enclosure (3), paragraphs 3c and 3g			
P	Does the ESSA address all applicable programs and their elements per the Explosives Safety Inspection Evaluation Guide?	Yes	No	N/A
	Ref: NOSSAINST 8020.14E, Enclosure (3), paragraph 3h			
Q	Does the ESSA identify members or departments that influence, or are involved with, the integrity of the Explosives Safety Program?	Yes	No	N/A
	Ref: NOSSAINST 8020.14E, Enclosure (3), paragraph 3i			
R	Does the ESSA list regional, local, and activity specific requirements?	Yes	No	N/A
	Ref: NOSSAINST 8020.14E, Enclosure (3), paragraph 3k			

ELEMENT .05 EMERGENCY MANAGEMENT/FIRE PLANS/MAPS/AGREEMENTS			
A.	Has the Activity/Command developed SOPs or plans designed to provide safety, security, and environmental protection?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 4-2		
B.	Is there an Activity/Command evacuation plan referencing the appropriate withdrawal distance as part of the disaster preparedness plan?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-5.1.6		
C.	Has the Activity/Command conducted emergency planning in accordance with their disaster preparedness plan?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-5.1.6		
D.	Are the plans coordinated with the appropriate Federal, state, and local emergency response authorities such as law enforcement, fire departments, or hospitals and any established Local Emergency Planning Committees (LEPCs)?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-2		
E.	Does the Activity/Command's disaster preparedness plan have all the required information?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 4-2a thru d		
F.	Does the Activity/Command have a site map on file showing the locations of all magazines and magazine areas?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 8-1.2.6b and MCO P8020.10B, Enclosure (1), Chapter 5, paragraph 12a		
G.	Does the site map reflect all current data?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 8-1.2.6b and MCO P8020.10B, Enclosure (1), Chapter 12, paragraph 12a		
H.	Is the Activity/Commands General Fire Bill posted conspicuously throughout the Activity/Commands, including the magazine area, and are the Fire Bills reviewed/updated semiannually?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-3.1.1		
I.	Does the General Fire Bill have the minimum required instructions in the event of a fire?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-3.1.1a thru i		
J.	Are Local Fire Bills conspicuously posted at each building, magazine or magazine complex where large numbers of explosives related facilities or operating areas are involved? At a minimum are they updated annually with the current review date?	Yes	No N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-3.1.2		

K	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?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-3.2			
L	Does the Activity/Commands that store hazardous materials provide updates to the fire departments fire map?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 4-3.2			
ELEMENT .06 SAFETY EQUIPMENT ISSUED				
A.	Is Personal Protective Equipment (PPE) furnished to employees being used properly?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 2-4.1 and 2-4.3			
B	Is PPE properly maintained?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 2-4.5			
C	Are deluge showers and eye wash fountains provided in areas where fuel/chemicals/acids and pyrotechnics are handled?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 8-3.2.4			
D	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?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 10-7.1.1e and f			
ELEMENT .07 WAIVER/EXEMPTION RECORDS				
A.	Are waivers/exemptions pertaining to PESs and HERO surveys current?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-6.4 and 7-1.2 and NAVSEA OP 3565, VOL 2, Seventeenth Revision, paragraph 6-1.4.2			
B.	Is there a plan of action to eliminate the need for the waiver or exemption?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-6.1 and 1-6.2			
ELEMENT .08 MISHAP/ACCIDENT REPORTING PROCEDURES/FILES				
A.	Are explosive mishaps being reported in accordance with applicable instructions?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-5.3 and MCO P8020.10B, Enclosure (1), Chapter 8, paragraphs 3a(1) thru (4)			
B	Does the ESO conduct accident investigations and record all accidents with recommendations for preventive measures?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-4.4.1m			

C	Has the ESO completed Mishap Investigation and Prevention (A-493-0078) training?	Yes	No	N/A
	Ref: OPNAVINST 5100.23G, paragraph 1405			
D	Are all mishap records on file?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 1-5.3 and MCO P8020.10B, Enclosure (1), Chapter 8, paragraphs 3a(4)b			
ELEMENT .09 PERIODIC INSPECTIONS				
A.	Are all PESs inspected at least once a year?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 1-4.4.1b, 1-4.4.1d, and 11-9.1 and MCO P8020.10B, Enclosure (1), Chapter 10, paragraph 2a(1)(a)			
B	Are PES inspections recorded?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 1-4.4.1b, 1-4.4.1d, and 11-9.1.2 and MCO P8020.10B, Enclosure (1), Chapter 10, paragraph 2a(5)			
C	Does the magazine inspection log have all the mandatory entries and are they maintained for four years?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 11-9.1.2			
ELEMENT .10 RECORD OF INERT ORDNANCE				
A.	Has inert ordnance used for display, training and other purposes been properly certified by personnel qualified for Explosive Ordnance Disposal or personnel who have been technically qualified to make such a determination?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 2-1.4.4, 2-1.4.5, and 2-1.4.6 and MCO P8020.10B, Enclosure (1), Chapter 4, paragraphs 3a and b			
B.	Are certified items properly labeled/marked?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 2-1.4.7 and MCO P8020.10B, Enclosure (1), Chapter 4, paragraph 3a			
C.	Are items recorded on the Record of Certification and Identification Form?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraph 2-1.4.6, 2-1.4.7 and Figure 2-1 and MCO P8020.10B, Enclosure (1), Chapter 4, paragraph 3a and b			
D.	Has all MPPEH/ammunition (potential display items) been properly screened, certified, stamped, marked or labeled with authorized inert certification?	Yes	No	N/A
	Ref: NAVSEA OP 5 VOL 1, Seventh Revision, paragraphs 2-1.4.6, 2-1.4.7c(2), and Figure (2)			

PROGRAM 02 - QUALIFICATION AND CERTIFICATION

ELEMENT .01 - PROGRAMS

A.	Is a QUAL/CERT Program in effect for all personnel working with Ammunition and Explosives?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume I, Seventh Revision, paragraph 2-3.2; OPNAVINST 8020.14/MCO 8020.11, paragraph 1004; NAVSEAINST 8020.9, paragraph 1a; MCO 8023.3, paragraph 4a (1); OPNAVINST 8023.24B, paragraph 5a; SSPINST 8023.1C, paragraph 5.			
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?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 12b (7); MCO 8023.3, Enclosure (1), Chapter 4, paragraph 3; OPNAVINST 8023.24B, paragraph 5b.			
C.	Have contractor personnel performing explosive type operations provided documentation to appropriate Navy/Marine Corp representatives to verify Qual/Cert levels of personnel?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 5c; MCO 8023.3, Enclosure (1), Chapter 4, paragraph 11; OPNAVINST 8023.24B, paragraph 5b; SSPINST 8023.1C, paragraph 7 (b).			

ELEMENT .02 - TRAINING

A.	Is an aggressive On-The-Job-Training (OJT) program established and OJT documented?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume I, Seventh Revision, paragraphs 1-4..5.1c; NAVSEAINST 8020.9, paragraph 6a (1) thru 6a (7); MCO 8023.3, Enclosure (1), chapter 1, paragraph 13b; OPNAVINST 8023.24B, Enclosure (2), paragraph 2c; SSPINST 8023.1C, paragraph 6.			
B.	Have all employees (military/civilian) received mandatory A&E explosives safety training?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 2-3.3 and Appendix D.			
C.	Has the Command developed a formal Qual/Cert Training Plan to use as the guide for qualification and has it been approved by proper authority?	Yes	No	N/A
	OPNAVINST 8023.24B, Enclosure (2), paragraphs 3a and 3b (1); SSPINST 8023.1C, paragraph 6a (1).			

ELEMENT .03 - QUALIFICATION

A.	Have all personnel engaged in explosives operations been certified by qualified medical personnel to be physically qualified?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 2-3.1; OPNAVINST 8023.24B, paragraph 10; SSPINST 8023.1C, paragraph 6b (2).			

B.	Are personnel qualified at defined levels/work tasks/SOPs as applicable?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 6; MCO 8023.2, Enclosure (1), Chapter 2 and 3; OPNAVINST 8023.24B, Enclosures (4),(5), & (6); SSPINST 8023.1C, paragraph 6.			
C.	Is only inert ordnance used for drill or training purposes? If not, has proper authorization been obtained and documented?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 10b (1); OPNAVINST 8023.24B, Enclosure (2), paragraphs 5a thru 5d; SSPINST 8023.1C, paragraph 6a (4).			
D.	Has a proficiency demonstration been performed before a Qual/Cert Board Member prior to certification/recertification?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 10b (4) (c); OPNAVINST 8023.24B, Enclosure (3), paragraph 3d; SPPINST 8023.1C, paragraph 6a (4) (c).			
E.	Are personnel qualified to each separate operation and each explosive device if not covered by a specific family group?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 6; MCO 8023.3, Enclosure (1), Chapter 1, paragraph 13a; OPNAVINST 8023.24B, Enclosure (2), paragraph 4.b(4); SSPINST 8023.1C, paragraphs 6b (1) (a) thru (e)			
F.	Does documented training support qualification levels/work tasks/operations, etc.?	Yes	No	N/A
	NAVSEA OP 5, Volume I, Seventh Revision, paragraph 2-3.3.1; MCO 8023.3, Enclosure (1), Chapter 1, paragraph 13b; OPNAVINST 8023.24B, Enclosure (2), paragraph 4.b(4); SSPINST 8023.1C, paragraph 6a (2).			
G.	For Marine Corp units, does the Annual Training Form reflect documented training to satisfy/justify the certification/qualification?	Yes	No	N/A
	MCO 8023.3B, Enclosure (1), Chapter 1, paragraph 13c.			
H.	Are operators of pneumatic nail Guns who also handle A&E included in the Qual/Cert Program?	Yes	No	N/A
	NAVSEA OP 5, Volume I, Seventh Revision, paragraph 12-5.2.0c, MCO 8023.3, Enclosure (1), Chapter 1, paragraph 4b (6).			
I.	Are sufficient number of qualified/certified Board Members being maintained at all times?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 4b; MCO 8023.3, Enclosure (1), Chapter 2 and 3, paragraph 4; OPNAVINST 8023.24B, Enclosure (3), paragraph 1c (4); SSPINST 8023.1C, paragraph 6a (4) (b).			

ELEMENT 04 - CERTIFICATION				
A.	Is the Board Chair designated in writing by the CO/OIC?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 12b (4); MCO 8023.3, Enclosure (1), Chapters 2 and 3, paragraph 4a (2); OPNAVINST 8023.24B, Enclosure (3), paragraph 1a; SSPINST 8023.1C, paragraph 5a. NOTE: Marine Corp Chairperson shall be (MOS) 6502, 6002, 6004 or 2305 as applicable. Verify MOS.			
B.	Are Certification Board Members designated in writing by the CO/OIC?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 12b (4); MCO 8023.3, Enclosure (1), Chapters 2 and 3, paragraph 4a (2); OPNAVINST 8023.24B, Enclosure (3), paragraph 1d (2); SSPINST 8023.1C, paragraph 7 (c) (4).			
C.	Are Certification Board Members E-6 or above (or equivalent civilian supervisor)?	Yes	No	N/A
	MCO 8023.3, Enclosure (1), Chapters 2 and 3, paragraph 7a; OPNAVINST 8023.24B, Enclosure(3), paragraph 1d (1); SSPINST 8023.1C, paragraph 7 (c) (4).			
D.	If assignment of an individual in the grade of E-6 or higher or civilian equivalent is not possible, has a waiver been submitted to an approving authority (TYCOM/REGCOM/MARCORSYSCOM) via the chain of command?	Yes	No	N/A
	MCO 8023.3, Enclosure (1), Chapters 2 and 3, paragraph 7a; OPNAVINST 8023.24B, Enclosure (3), paragraph 9a; SSPINST 8023.1C, paragraph 7 (c) (4).			
E.	Are Board Members who observe Proficiency Demonstrations (PDs) certified in the same AE, work task codes and at the same certification level(s) or higher for which they are qualifying and certifying?	Yes	No	N/A
	OPNAVINST 8023.24B, Enclosure(3), paragraph 1d (3); SSPINST 8023.1C, paragraph 7h.			
F.	Are certifications documented on appropriate forms?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 8f (2); MCO 8023.3, Enclosure (1), Appendix A; OPNAVINST 8023.24B, Enclosure (3), paragraph 4b (1) thru (8); SSPINST 8023.1C, paragraph 6e (3).			
G.	Is the date of certification valid (as defined by applicable directive)?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 8f (1); MCO 8023.3, Enclosure (1), Chapter 1, paragraph 10; OPNAVINST 8023.24B, paragraph 8b; SSPINST 8023.1C, paragraph 6e.			

H.	Has initial certification request been formally submitted to an approving authority (TYCOM or REGCOM) via the chain of command, and is the request in the proper format?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 12c (3); OPNAVINST 8023.24B, Enclosure (3), paragraph 9b (1); SSPINST 8023.1C, paragraph 6. NOTE: For RDT&E activities the Commanding Officer/Officer in Charge is approving authority.			
I.	Is a copy of the INITIAL approval correspondence maintained in the Board Chair's notebook and the individual training records?	Yes	No	N/A
	OPNAVINST 8023.24B, Enclosure (3), paragraph 9b (1).			
J.	In the event of an Initial certification, did the CO sign and date the Board Chair's block of the Qual/Cert form?	Yes	No	N/A
	OPNAVINST 8023.24B, Enclosure (3), paragraph 9b (1).			
K.	Does the Board Chair's notebook contain the minimum content elements?	Yes	No	N/A
	OPNAVINST 8023.24B, Enclosure (3), paragraph 1c (6) (a) thru (d).			
L.	Are deletions and corrections annotated properly on the OPNAV 8020/5 Form?	Yes	No	N/A
	OPNAVINST 8023.24B, Enclosure (3), paragraphs 4b (5) and 4b (6)			
ELEMENT RECORDS				
A.	Are Qual/Cert training records maintained in accordance with TYCOM/REGCOM/COMMANDS Training Plan?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraphs 13a thru 13c; MCO 8023.3, Enclosure (1), Chapter 1, paragraph 13b; OPNAVINST 8023.24B, Enclosure (2), paragraph 6a thru 6l; SSPINST 8023.1C, paragraph 6h (1) thru (5).			
B.	Are AE handling QUAL/CERT training records maintained at the command with all required elements?	Yes	No	N/A
	OPNAVINST 8023.24B, Enclosure (2), paragraphs 6 and 6a through 6l; SSPINST 8023.1C, paragraph 6h.			

C.	Did the individual being certified sign the form where indicated to acknowledge their certification level?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 8f (2) (d); MCO 8023.3, Enclosure (1), Chapters 2 and 3, paragraph 9; OPNAVINST 8023.24B, Enclosure (3), paragraph 4b (3); SSPINST 8023.1C, paragraph 6e (3). NOTE: For RDT&E activities (stand-alone form) individual's name and identification number (for example, organizational code or last four digits of social security number) along with Chairperson and supervisor's signature shall be on Qual/Cert form.			
D.	Did the Certification Board Member actually observe the task(s) under consideration; sign where indicated as the Certification Board Observer?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 10b (4); OPNAVINST 8023.24B, Enclosure (3), paragraph 1e (1); SSPINST 8023.1C, paragraph 6e (3).			
E.	Did the CO/OIC//Board Chair/Board Member sign and date the Qual/Cert form as the certifying official?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 8f (2) (a); MCO 8023.3, Enclosure (1), Chapter 2 and 3, paragraph 9; OPNAVINST 8023.24B, Enclosure(3), paragraph 4b (3); SSPINST 8023.1C, paragraph 6e (3).			
F.	If recertification has been accomplished, did the individual being recertified and the certifying official sign and date the form?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 8f (2) (a); MCO 8023.3, Enclosure (1), Chapter 2 and 3, paragraph 9, OPNAVINST 8023.24B, Enclosure(3), paragraph 4b (3); SSPINST 8023.1C, paragraph 6e (3).			
G.	Do military personnel transferred from the command have all original Qual/Cert forms transferred with them to the new unit?	Yes	No	N/A
	NAVSEAINST 8020.9, paragraph 11a; MCO 8023.3, Enclosure (1), Chapter 1, paragraph 5d; OPNAVINST 8023.24B, Enclosure (3), paragraph 1c (6) (d) "NOTE" NOTE: For RDT&E activities, transfer of certification from one command to another is prohibited; however, receiving command may use previous documentation to certify individual.			

PROGRAM 03 – STANDARD OPERATING PROCEDURES (SOPs)

ELEMENT .01 IMPLEMENTATION

A.	Do all active ordnance processes at the activity have properly approved SOPs?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 2-1.1, NOSSAINST 8023.11B, paragraphs 3 and 4b			
B.	Have the SOPs been validated? Are validations documented? Are inert materials used for validations?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, paragraph 12			

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?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, Enclosure (2), paragraph 4			
B.	Does the SOP contain the Supervisor's Statement?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, Enclosure (2), paragraph 5			
C.	Does the SOP contain Worker's Statements?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, Enclosure (2), paragraph 6			
D.	Does the SOP contain clear and concise step-by-step procedures?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, Enclosure (2), paragraph 7			
E.	Does the SOP contain a Building/Site and Processing Diagram?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, Enclosure (2), paragraph 9			
F.	Does the SOP contain: 1. Equipment and Supplies List, including approved tools, special tools and equipment and supplies? 2. Safety Equipment List, including PPE and safety systems. <i>NOTE: To avoid misuse, tools not specifically referred to in the SOP shall not be in the immediate vicinity of the operation.</i>	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, Enclosure (2), paragraphs 10a and 10b			
G.	Are Hazard Control Briefings (HCBs) conducted? Are records of HCBs maintained for a minimum of one year?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, paragraph 9.c			
H.	Does the SOP contain Emergency Response and Contingency Plans?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, Enclosure (2), paragraph 11			
I.	Does the SOP address Security: 1. Maintain physical security, accountability and disposition control of AE, components, MPPEH, hazardous materials, tools and equipment items? 2. Prevent unauthorized disclosure of classified information if so required?	Yes	No	N/A

J.	Have SOP Development and Change Procedures been complied with?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 2-1.1, NOSSAINST 8023.11B, paragraphs 8 and 11b(1)			
K.	Are HCBs prepared taking into account the results of the hazard analysis? Is the briefing given to each employee prior to use of the SOP?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, paragraphs 9d(1) thru (5)			
ELEMENT .03 REVIEW PROCESS				
A.	Do personnel responsible for the technical requirements and execution of the process review SOPs on a continuous basis?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, paragraphs 11a thru d			
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 (or delegated authority) prior to reissue?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, paragraph 11d			
C.	Have SOPs and changes to them been reviewed by proper level authority?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 1-4.4.1e and 1-5.2.2 , NOSSAINST 8023.11B, paragraphs 11a thru d			
ELEMENT .04 EFFECTIVENESS				
A.	Have safety and/or supervisory personnel conducted walkthroughs of SOPs and evaluated the effectiveness of each SOP?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, paragraph 12			
B.	Are SOPs, along with applicable reference publications kept in the work areas so that they are readily available and being used by the workers?	Yes	No	N/A
	Ref: NOSSAINST 8023.11B, paragraph 7b			

PROGRAM 04 – AMMUNITION STORAGE/MAGAZINES				
ELEMENT .01 HOUSEKEEPING/CONTROL OF VEGETATION				
A.	Is a firebreak (vegetation within 50 feet of any PES at a height of no more than 18 inches) maintained?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 4-1.10			
B.	Are all trees removed from firebreaks? Are trees within lightning protection zones removed?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 4-1.10.1			
C.	Is vegetation around magazine ventilators kept sufficiently short (less than 18 inches) and is accumulated dry grass clippings removed to prevent transmission of fire up to and into the ventilator?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 4-1.10.6			
D.	Is rubbish removed so it does not accumulate within the firebreak of any PES?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 4-1.10.7			
E.	Are magazines free and clear of extraneous materials?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs , 4-1.7 and 11-2.8			
F.	Are aisles in buildings/ magazines containing ammunition and explosives kept clear, and is the path of travel from the door to the work place kept unobstructed?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 2-1.5.2 and 11-3.2			
ELEMENT .02 PHYSICAL STRUCTURE/MAINTENANCE/EQUIPMENT				
A.	Do electrical services (electrical, communication, and security) run underground for the last 50 feet to explosives operating buildings and magazines?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 5-10			
B.	Are ventilators provided for all magazines unless specifically identified as not required by site approval ?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-2.3.5			
C.	Are magazine ventilators in good working order?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-2.3.5.			
D.	Are screens installed on ventilators?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 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)?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-2.3.5			

F.	Are magazine doors fitted properly to seal the opening against dust, rain, rodents, etc.?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-2.3.2			
G.	Are thermometers installed within magazines (only where the program manager for specific ammunition items has established temperature and/or humidity limits)?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-2.5.1			
H.	Is the earth cover of magazines a minimum of two feet? Is top of magazine free from trash, debris and large stones (6 inches in diameter)?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-2.5.5			
I.	Are floor drains within magazines that store liquid explosives sealed?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-2.3.4			
J.	In magazines used for liquid chemical storage, are floors concrete and treated to render them non-absorbent?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.13.3			
K.	Is a water-filled container located in the immediate vicinity of (or readily accessible near personnel working in) a magazine containing WP?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.13.6.a			
L.	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?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.13.6.c			
M.	Are a set of band cutters provided to facilitate removal of individual WP leakers from pallets for water immersion?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.13.6.d			
N.	Are change rooms/shower facilities provided for personnel working in chemical agent operations?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-3.2.4			
O.	Are special firefighting/extinguishing agents and equipment readily available where applicable?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-9.3.10			
ELEMENT 03: COMPATIBILITY OF AMMUNITION STORED				
A.	Where different types of A&E are stored together, is storage compatibility maintained?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-2.2.d through 11-2.2.h, and Table 3-10			
B.	Is Non-DOD A&E, including Commercial or Foreign, being stored? If so, has it been authorized by NOSSA (N5) or MARCORSYCOM for Marine Corps activities?	Yes	No	N/A

	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 2-1.4.13			
C.	For DOD-owned commercial, foreign, or unapproved A&E stored, have security risk and surveillance requirements been met?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 11-8.15.8.a and OPNAVINST 5530.13 (series), Appendix B			
ELEMENT .04 STORAGE CONDITIONS				
A.	Is A&E in open storage on dunnage and covered with waterproof covering supported at least 12 inches above the material as well as around its edges?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-5.4			
B.	Is ammunition stacked in such a manner as to ensure against toppling or collapse of stack?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-2.6.2			
C.	Is suitable dunnage used to support stacked ammunition containers?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-2.6.2.a			
D.	Are 5-inch and 6-inch projectiles arranged in adjacent rows positioned either nose-to-nose or base-to-base?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.4.1.i.(1)			
E.	Are loaded projectiles stored with fuze holes closed by approved fuzes or fuze hole plugs?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.4.1.k			
F.	Are WP/ and PWP-filled projectiles stored vertically, nose-up where temperatures of magazines might rise to 100° F?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.4.1.(i).(2)			
G.	Are black powder containers observed to determine serviceability with respect to tightness of closures, absence of leaky seams, punctures, and serious corrosion?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 11-9.3.1. and 11-9.3.1 a.			
H.	Are pyrotechnics within their service life?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.14.6			
I.	Is small arms ammunition stored and stacked according to type and lot number? Is each stack placarded correctly?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.5.3			
J.	Are requirements for A&E stored in containers being observed?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 11-1.4.1 and 11-2.6.4			
K.	Are empty container requirements being met?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-1.5			
L.	Is dunnage used to raise containers one-inch off the floor?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.1.2.d			
ELEMENT .05 PROCEDURES/SAFETY				

A.	Are magazines/magazine areas inspected prior to initial use/reuse after being empty, and periodically while in use?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-9.1			
B.	Are correct chemical hazard/fire division symbols posted on magazines?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 4-4.2.9; Figures 4-2 through 4-4 and Tables 4-1 through 4-3			
C..	Is quantity of ammunition stowed within authorized limits?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 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?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 7-4.4, 7-4.4.2.2, and 7-4.4.3.2			
E.	Are only permitted operations conducted in magazines? Are they in accordance with an approved SOP?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-3.1.1			
F.	Are partially filled containers of A&E marked "light box" if required?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-2.6.4			
G.	Are A&E containers properly marked before being stowed?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-1.4.1			
H.	Are empty ordnance containers inspected, marked, sealed, and properly certified? Is there accompanying Material Documented As Safe (MDAS) certification Documentation?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-1.5			
I.	Are damaged containers of A&E being repaired prior to storage in magazines?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-1.4.1			
J.	Are heat or spark producing devices prohibited in a magazine or magazine area and where smoking is allowed are the areas designated and do they meet the requirements of NAVSEA OP 5?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 4-1.6.1 through 4-1.6.3			
K.	Are magazines used for the purpose for which they were designed and assigned?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-2.1			
L.	Are general safety precautions posted or listed in current SOP? Are specific safety precautions posted?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 7-4.4.2.2 and 11-2.7.2			
M.	Is adequate personnel protective equipment available for dealing with health hazard items and fires?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 2-4.3, 4-4.2.6.1 and 11-8.13.6.b			
N.	Is the required firefighting equipment available at all magazines during MHE operations?	Yes	No	N/A

	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 4-3.6.1			
O.	Are the flashlights and lanterns used in magazines of an approved type?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraphs 4-1.14 and 5-10.4.3			
P.	Are inert materials being stored with A&E?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-2.2.g			
Q.	Are fumes or exudates noted in magazines?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 9-5.7.2			
R.	Are water-activated pyrotechnics stored separately? If stored with other pyrotechnics, are they marked to indicate that no water is to contact them?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.14.2			
S.	Is bomb/bomb type ammunition checked for exudation, leakage of explosive material?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-9.3.6			
T.	Are bulk initiating explosives stored only with other bulk initiating explosives?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.1.3.b			
U.	Is more than one person allowed in a magazine containing bulk initiating explosives except when absolutely necessary? Is there a second person within voice communication distance?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-8.1.3.d.(3)			
V.	Are magazines that contain bulk initiating explosives inspected on a strict schedule?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 11-9.3.1.c			
W.	Have Commanders of Navy and Marine Corps facilities that store Depleted Uranium designated in writing an individual responsible for all radiological safety aspects of Depleted Uranium?	Yes	No	N/A
	NAVAL RADIOACTIVE MATERIALS PERMIT NO. 13-00164-L1NP, Amendment 05, paragraph 19			
X.	Does the Command storing Depleted Uranium maintain all the required documentation?	Yes	No	N/A
	NAVAL RADIOACTIVE MATERIALS PERMIT NO. 13-00164-L1NP, Amendment 05, paragraphs 16 and 17.a through 17.F			
Y.	Has the Command storing Depleted Uranium conducted the required annual inventory? Does the Command have on file five years of records from the date of each inventory?	Yes	No	N/A
	NAVAL RADIOACTIVE MATERIALS PERMIT NO. 13-00164-L1NP, Amendment 05, paragraph 20.			
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 A&E?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-4.4			

B.	Are road systems serving magazines, operating buildings, or pier and wharf facilities arranged so that vehicles carrying explosives will not be isolated on dead-end roads in case of fire or explosion? Are they in good	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 8-7.1			

PROGRAM 5 – OPERATING BUILDINGS AND PRODUCTION LINES				
ELEMENT .01 SOP AT SITE				
A.	Has an SOP been prepared for the RDT&E operation and is the SOP, along with applicable reference publications kept in the work area?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 2-1.1, Appendix G, G-4 and NOSSAINST 8023.11B, paragraphs 3, 4b and 7b			
B.	Are personnel thoroughly indoctrinated regarding their duties as prescribed by the SOP?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 2-3.3.2 and NOSSAINST 8023.11B, enclosure (2), paragraph 6			
C.	Has the Safety Office endorsed the use of supplemental documentation for general step-by-step RDT&E SOPs?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Appendix G, paragraph G-4.1			
D.	Has the line manager established a uniform system of supplemental documentation that augments general RDT&E SOPs sufficiently to perform task?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Appendix G, paragraph G-4.1.3			
E.	Are all Tools (manual/powered) used in operations involving ammunition and explosives used in accordance with the SOP? Are they listed in the SOP?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 2-4.9.3, 9-2.9 and 9-3.3.2			
F.	Are authorized power tools for specific operations completely and explicitly defined in the SOP?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 9-2.9.2			
G.	Are procedures in place to ensure personnel discontinue ordnance operations and evacuate, if required, in event of electrical storms?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 6-10, 6-10.2.1 and 6-10.2.2			
ELEMENT .02 HOUSEKEEPING				
A.	Are buildings and spaces kept clean at all times?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 2-1.5.1, 4-1.7 and 9-2.6.1 through 9-2.6.4			
B.	Are flammable liquids (paints and solvents) properly stored?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 8-3.3.2			

C.	Is A&E waste collected in special well-marked containers and kept segregated from other combustible A&E scrap material? Are all combustibles and explosive scraps and waste removed daily?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 4-1.7.2			
D.	Are authorized hand tools stored safely?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 2-1.5.4			
E.	Is compressed air prohibited from being used to clean around exposed explosive material?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 9-2.9.6			
F.	Is vegetation within 50 feet of any PES controlled, except where topography or other physical characteristics make it impossible?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 4-1.10			
G.	Is ventilation adequate for areas where dust or fumes are present?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 8-3.2.7.2a through i			
H.	Are exhaust ventilation systems cleaned on a regular basis? Does a maintenance log exist?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 8-3.2.7.2h			
I.	Has a hazard assessment been performed for exhaust ventilation systems subject to buildup of A&E contaminants? Do written procedures exist that specify cleaning frequency and risk minimization?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 8-3.2.7.2h			
ELEMENT .03 EMERGENCY ESCAPE				
A.	Are there an adequate number of exits and are operations and equipment so arranged that all persons have unobstructed exit paths?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 8-3.1.5			
B.	Do exit doors open outward? Are they the correct size and are anti-panic catches provided?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 8-3.1.5.1			
C.	Has a local fire bill been prepared and updated annually for each A&E operating area and does the fire bill posted identify responsible individuals and their specific emergency duties?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 4-3.1.2			
ELEMENT .04 EMERGENCY EQUIPMENT/SAFETY/INTERLOCKS				
A.	Are explosives limits posted at all locations where required?	Yes	No	N/A

	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 7-4.4 and 7-4.4.1.2			
B.	Are personnel limits posted so that they can be readily seen upon entrance to building, room or space?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 7-7.2			
C.	Does the installed fire protection/fire fighting equipment meet the requirements for the material stored/processed therein?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 4-3.6 and 4-3.9			
D.	Is heat detection equipment suitable and does it meet the operating time limitations?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 4-3.9.6 and 4-3.9.7			
E.	Is a supervisory alarm installed for all deluge and pre-action sprinkler systems?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 4-3.9.7			
F.	Is fire protection/fire fighting equipment in good order and inspected periodically?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 4-1.5			
G.	Is appropriate spark proof/conductive footwear, leg stats, wrist stats, etc., for particular operations being worn?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 2-4.7.5.1, 5-5.3 and 5-5.3.2			
H.	Is rough handling of A&E observed?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 10-1.1.1			
I.	As part of the Mishap Risk Assessment, are remote control operations being performed to prevent unnecessary exposure?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 9-2.4.4			
J.	Are shatterproof windows installed in operating buildings or adjacent buildings? Is shatterproof glazing or plastic material used?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 8-3.1.11			
K.	Are buildings properly marked to provide rapid and positive identification of the facilities?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 8-8			
L.	Are the posted fire division and chemical hazard symbols correct?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 4-4.2.9			
M.	Is a red flag displayed near the entrance of any building or location when work involving A&E is in progress?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 9-2.4.5 and 11-3.3			

N.	Where smoking is allowed near a PES, are windows and doors of rooms and buildings screened (not required on exterior windows that cannot be opened or on doors with automatic closure devices)? Are electric lighters and metal ashtrays provided? Are fire extinguishers available?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 4-1.6.1, 4-1.6.2 and 4-1.6.3			
O.	Is the "no articles of adornment" rule for employees enforced in locations where explosive materials are exposed?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 2-4.9.1			
P.	Are the "NO SMOKING" and "NO CARRYING SPARK PRODUCING DEVICES" rules enforced?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 2-4.9.5 and 4-1.6.1			
Q.	Are personnel removing clothing that is contaminated with explosives or highly flammable material prior to entering an approved smoking area?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 4-1.6.3			
R.	Are proper safety hand tools (e.g. non-sparking) for the operation involved being used?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 9-2.9 .1b and NOTE			
S.	Has the safety of design and installation of all major equipment been evaluated, in the Mishap Risk Assessment and reviewed and validated by responsible engineering personnel, line managers and the Commanding Officer or his/her designee?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 9-3.1			
T.	Did the Safety Office approve ferrous metal tools when they are required?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraph 9-2.9.1b			
U.	Are unauthorized personnel excluded or prohibited in operating buildings and areas?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 1-4.5.1g and 7-7.1			
ELEMENT 05 TEMPORARY/OVERNIGHT STORAGE				
A.	Where A&E may be stored overnight in an operating/assembly building, does the building meet requirements for overnight storage (e.g., sprinkler system)?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, paragraphs 11-6.3 and Appendix G, G-12.3			

PROGRAM 06 - LIGHTNING PROTECTION/GROUNDING

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

ELEMENT .01 - TEST PLAN/PROCEDURES				
A.	Has a grounding system test plan been established for visual inspection and electrical testing of the primary and secondary grounding system and grounded components?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-8.1 and 6-9.1			
B.	Does the overall grounding system test plan identify the responsibilities for maintaining and updating specific test procedures, conducting the tests, recording the test results, reviewing the test results and scheduling corrective actions?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-8.1.1			
C.	Is a sketch of each facility to be tested included in the test plan and does the sketch include all test points that require testing?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-8.1.7			
D.	Are the proper procedures used for testing lightning/grounding systems?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-8.2 and 5-8.2.2			
ELEMENT .02 - TEST/INSPECTION REQUIREMENTS/RECORDS				
A.	Are personnel that perform various functions (testing and inspection) trained and qualified?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-8.1.2 and Appendix D			
B.	Are ground systems tested and inspected as required?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-8 and 6-9			

C.	Are test records maintained for six inspection cycles?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-5 and 5-8.2.7			
D.	Is the primary or secondary ground girdle tested for electrical resistance and continuity, upon installation (monthly during first year) and at least every 24 months thereafter?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-8.2.2			
E.	Is the interconnection between the secondary grounding girdle and other grounds (power/ instrumentation/ static/ ordnance/ structural) tested upon installation and every 24 months thereafter?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-5, 5-8.1.4 and 6-9.2			
F.	Are ordnance ground systems visually inspected at least every six months and tested at least every 24 months?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-5.4.5.1 and 5-5.4.5.2			
G.	Are portable/installed ground cables visually inspected and tested for electrical resistance?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-9 through 5-9.7.7			
H.	Are conductive floors inspected and tested?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.3.1			
I.	Are conductive shoes tested as required (at least once every 3 months)	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.3.2.2			

ELEMENT .03 - EQUIPMENT/MAINTENANCE

A.	Is test equipment used to measure the earth resistance specifically designed for earth ground system testing? NAVSEA OP 5, Volume 1, Seventh Revision Paragraph 5-8.2.4	YES	NO	N/A
B.	Is all metallic equipment properly bonded/grounded? NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-6	YES	NO	N/A
C.	Are repairs made as necessary to obtain proper resistance within the system? NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 5-4.1 and 6-9	YES	NO	N/A
D.	Has the Commanding Officer or designated representative identified all hazardous locations (Class I, II & III locations) within the activity and are these locations documented in a permanent record? NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-2	YES	NO	N/A
E.	Are ordnance ground systems isolated from all other ground systems and connected by separate and distinct leads to the facility ground girdle at a single point? NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.4.1	YES	NO	N/A
F.	Are ordnance grounds clearly marked to preclude misidentification? NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.4.4	YES	NO	N/A
G.	Is fencing properly bonded/grounded to include pedestrian gates and gates where explosives loaded vehicles transit? NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-6.3.2	YES	NO	N/A
H.	Have ground grab bars been installed outside and adjacent to doors other than exit doors of operating buildings, where required? NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.3.5	YES	NO	N/A

I.	<p>Are buildings or compartments (room, bay, cell, etc.) used for operations involving static sensitive materials furnished with non-sparking conductive floors?</p> <p>NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.3.1</p>	YES	NO	N/A
J.	<p>Is equipment (non-electrical) which either encloses energized conductors or is adjacent thereto, properly interconnected and grounded?</p> <p>NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.1.1</p>	YES	NO	N/A
K.	<p>Is grounding of operators during operations involving handling of exposed explosives, Electro-Explosive Devices (EEDs) and sensitive materials adequate?</p> <p>NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-9</p>	YES	NO	N/A
L.	<p>Are all metal masses to ordnance handling, operating and storage facilities considered for sideflash, and are they properly grounded/bonded when required?</p> <p>NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-6.3</p>	YES	NO	N/A
M.	<p>Are ground rods a minimum of 3/4-inch in diameter, copper or copper-clad steel, a minimum of 8ft in length, a minimum of 10ft in the ground and a minimum of 2ft below grade unless in a test well (if in a test well the rod shall be a minimum of 10ft)?</p> <p>NAVSEA OP 5, Volume 1, Seventh Revision, paragraph 5-4.1.1a through 5-4.1.1e</p>	YES	NO	N/A

ELEMENT 04 - LIGHTNING PROTECTION

A.	Are ordinance handling, operating and storage facilities/areas provided with lightning protection as required?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-3			
B.	If lightning protection is omitted/not installed on a facility, are the reasons for not protecting the facility documented and kept with the related site approval documentation?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-3.1			
C.	Do all Class II and III storage facilities have lightning protection and secondary ground system as required?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraphs 6-8.2.2 and 6-8.2.3			
D.	Are commercially built, pre-engineered "portable" magazines/magazine groups properly grounded to provide 25 ohms or less ground resistance?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraphs 6-8.2.1 and 6-8.2.2			
E.	Are all metal parts of magazines that pose a side-flash hazard properly bonded?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-6.3			
F.	Are metal ventilators bonded to secondary ground system?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-8.2.1 and 8-2.3.5			
G.	Are railroad tracks grounded at points prior to entering a zone of lightning protection?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-6.3.1			
H.	Are lightning protection systems installed on piers/wharves as required?	YES	NO	N/A
	NAVSSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-8.2.3.1			

I.	Are mast down conductors placed symetrically (on opposite sides) about the mast?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-4.1.2			
J.	Are shade structures used for ordnance operations protected by a mast or catenary lightning protection system?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-5.3.1a			

ELEMENT .05 - STORM WARNING SYSTEM

A.	Is a lightning warning system required and installed correctly?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 6-2			
B.	Has specific criteria been established for terminating A&E operations at the approach of a thunderstorm and do the procedures allow for the termination of operations prior to a storm approaching within ten miles ?	YES	NO	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 6-2.3 and 6-10			

Revised: July 2013

PROGRAM 07 - ENVIRONMENTAL COMPLIANCE			
Element 01: Waste Military Munitions (WMM)/Explosive Hazardous Waste (EHW) Management			
A.	Does the activity follow the Designated Disposition Authority (DDA) disposition process for unused military munitions that are at the local level excess or unusable?	Yes	No N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 13-1.1 & 13-1.2,		
B.	Does the activity have a WMM/EHW Management Plan?	Yes	No N/A
	Ref: OPNAVINST 5090.1C, Paragraph 15-5.2.b & 15-5.3		
C.	Does the activity track WMM/EHW generated/managed on site?	Yes	No N/A
	Ref: OPNAVINST 5090.1C, Paragraph 15-5.2.b & 15-5.3		
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-1.3		
D.	No unauthorized munitions burial or disposal sites or abandoned munitions, including MPPEH, observed during the inspection?	Yes	No N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-1.7		
	Ref: MRIP of 27 Jul 98, Chapter 4 paragraph B.2, Chapter 5, paragraph B.2		
E.	Are all waste, hazardous waste, and explosive hazardous waste collected, stored, and disposed of in accordance with applicable Federal, State, and local requirements?	Yes	No N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 9-2.6.5		
F.	Has the activity notified the state's environmental regulatory agency of the location(s) used for the storage of WMM under the provisions of conditional exemption (CE) for storage?	Yes	No N/A
	Ref: MRIP of 27 Jul 98, Chapter 7, Paragraph C.2.(a)(4)		
G.	Are all magazines used for the storage of WMM under the provisions of CE for storage free of any waivers or exemptions from DDESB requirements?	Yes	No N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 11-7.2		
H.	Are quarterly inspections being conducted on magazines being used to store WMM under the provisions of CE for storage?	Yes	No N/A
	Ref: MRIP of 27 Jul 98, Chapter 7, Paragraph C.2.(a)(7)		
I.	Do the records for the storage of WMM under the provisions of CE for storage indicate the disposition of the material?	Yes	No N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraphs 11-7.3.1(a)(6) and 9-2.6.5		
J.	Does off-site transportation of WMM/EHW not shipped under the CE for transportation comply with all applicable Federal, State, and local requirements for the transportation of hazardous waste?	Yes	No N/A
	Ref: MRIP of 27 Jul 98, Chapter 7, Paragraph B.3.b		
	Ref: OPNAVINST 5090.1C, Paragraph 15-4.1.d		

ENCLOSURE (2)

K.	Has the activity used the required DoD and DOT shipping documents when making shipments of WMM under the provisions of CE for transportation?	Yes	No	N/A
	Ref: MRIP of 27 Jul 98, Chapter 7, Paragraph B.2.a(3)			
L.	When making shipments of WMM under the provisions of CE for transportation, is the activity only shipping WMM to military owned or operated treatment, storage, or disposal facilities?	Yes	No	N/A
	Ref: MRIP of 27 Jul 98, Chapter 7, Paragraph B.2.a(2)			
M.	Is the routine treatment of WMM/EHW performed only at a RCRA permitted or interim status Open Burning/Open Detonation (OB/OD) thermal treatment facility?	Yes	No	N/A
	Ref: OPNAVINST 5090.1C, Paragraph 15-5.2.b			
N.	Are records of all Level 1 and Level 2 explosives or munitions emergency responses being maintained by the responding Explosive Ordnance Disposal (EOD) Detachments or their Mobile Unit?	Yes	No	N/A
	Ref: MRIP of 27 Jul 98, Chapter 9, Paragraph A.9			
O.	Are EOD Units or Detachments submitting, to NOSSA, copies of all EOD Operations Reports, Form 8027/3 or equivalent, for emergency responses involving munitions either on or off their assigned military facility, excluding responses to operational ranges and all non-military munitions responses?	Yes	No	N/A
	Ref: OPNAVINST 8020.15A, Paragraph 7.g			
ELEMENT .02 – ENVIRONMENTAL TRAINING				
A.	Are all personnel involved in the handling and/or management of WMM/EHW receiving required job-specific hazardous waste training and general environmental overview training?	Yes	No	N/A
	Ref: OPNAVINST 5090.1C, Paragraph 15-5.7			
B.	Have all personnel required to have MRIP training in accordance with Table D-1 of OP 5 done so?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Appendix D, Paragraph D-3j & Table D-1			
C.	Have all personnel required to have MPPEH training in accordance with table D-1 of OP-5 done so?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Appendix D, Paragraph D-3p, Table D-1			
ELEMENT .03 – OPERATIONAL RANGES				
A.	Have potential environmental impacts been considered in the planning and decision making process per National Environmental Policy Act requirements for newly established operational ranges and operational ranges for which there is substantial change in a continuing activity?	Yes	No	N/A
	Ref: OPNAVINST 5090.1C, Paragraph 5-2			
B.	Does the activity maintain records of all expenditures (types, quantities, locations, and estimated dud rates) of ammunition and explosives on their range(s)?	Yes	No	N/A
	Ref: MRIP of 27 Jul 98, Chapter 10, Paragraph E.1			

	Ref: OPNAVINST 3571.4, Paragraph 4.e.			
C.	Does the activity maintain records of all EOD incidents or unexploded ordnance (UXO) clearance operations conducted on their ranges?	Yes	No	N/A
	Ref: MRIP of 27 Jul 98, Chapter 10, Paragraph E.3.			
	Ref: OPNAVINST 3571.4, Paragraph 4.e.			
D.	Has the activity established an Operational Range Clearance Plan/Program for its ranges?	Yes	No	N/A
	Ref: OPNAVINST 3571.4, Paragraph 4.d			
E.	Are all hazardous materials removed from hard targets prior to the target being moved onto a range site?	Yes	No	N/A
	Ref: OPNAVINST 3571.4 Para 5.f.			
ELEMENT 04 - MATERIALS POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD (MPPEH) MANAGEMENT				
A.	Are off-range MPPEH storage areas sited and managed as restricted areas?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.3.4 and 13-15.3.5			
B.	Does the activity maintain controlled access to areas used to hold material documented as safe (MDAS)?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.4.1.6			
C.	Are explosives limits posted for MPPEH processing and storage locations?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 7-4.4.1.2 & 13-15.3.5			
D.	Are adequate controls in place to prevent co-mingling of MPPEH awaiting documentation of its explosives safety status and MDAS?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.6.1			
E.	Is MPPEH stored in covered or closed containers?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.3.9			
F.	Does the activity have a process in place to ensure proper chain of custody for MDAS?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraphs 13-15.6			
	Ref: OPNAVINST 3571.4, Paragraph 4.d.(3)			
G.	Is MPPEH inspection and certification being performed by individuals designated in writing by their Command to perform these tasks?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.7			
H.	Is documentation for MDAS, properly completed?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.4.1.1			

I.	Does the appropriate DLA Disposition Service or QRP have copies of the Command designation for those individuals providing MDAS certification?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.7			
J.	Has a written risk assessment been performed and approved written procedures been developed before a Qualified Recycling Program (QRP) office receives expended small arms ammunition cartridge cases and mixed metals gleaned from range clearance?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.14			
K.	Is the QRP only accepting expended small arms ammunition cartridge cases and mixed metals gleaned from range clearance that have been inspected and documented as safe?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.14.2			
L.	Are empty ammunition/weapon containers managed as MPPEH until certified empty/safe?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraphs 13-15.10			
M.	Do contracts involving MPPEH management include requirements to comply with Navy explosives safety regulations?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 13-15.2.5			
<u>ELEMENT .05 – MUNITIONS RESPONSE PROGRAM</u> <u>(MRP)/MUNITIONS OR EXPLOSIVES OF CONCERN (MEC)</u>				
A.	Has NOSSA and DDESB approval of an Explosives Safety Submission (ESS) been obtained prior to the start of any activity involving intentional contact with MEC and/or MPPEH or intrusive operations in areas known or suspected to contain MEC and/or MPPEH?	Yes	No	N/A
	Ref: NAVSEA OP 5, VOL 1, Seventh Revision, Paragraph 14-5.1.h			
B.	Are any Installation Restoration Program projects, or munitions response preparatory activities, e.g. geophysical surveys, soil/sediment sampling, vegetation removal taking place within existing Explosives Safety Quantity-Distance arcs? If so, does the installation have an ESS or ESS Determination Request approved by NOSSA prior to start of the operation/project?	Yes	No	N/A
	Ref: NOSSA INST 8020.15D, Paragraphs 5.b(3) and 5.d(1)(a)			

**SHORE STATION EXPLOSIVES SAFETY PROGRAM EVALUATION GUIDE
UPDATED FEBRUARY 2010**

NOSSA SHORE STATION ESI EVALUATION GUIDE

*Note: This guide is not all inclusive but rather meant to provide basic guidance concerning explosives safety standards.

PROGRAM 08 - AA&E PHYSICAL SECURITY

Ref: (a) OPNAVINST 5530.13C
(b) MCO 5530.14A
(c) OPNAVINST 5530.14E

ELEMENT .01 - GENERAL POLICIES

A. Are persons with AA&E security-related duties screened annually to ensure they have records indicating maturity, good judgment trustworthiness, and a positive attitude toward national security? Are records maintained for at least 6 months after termination of assignment?
(a) Paragraph 0107 & 0202k
(b) Paragraph 8002.1D(1) & (2)

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Is DD Form 2760 Lautenberg Amendment being completed for all individuals prior to issuing any firearms or ammunition? (USMC EXEMPT)
(a) NAVADMIN 234/04 201606Z OCT 04

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENCLOSURE (2)

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C. Is non-government AA&E, YES NO N/A
which is stored in
designated armories or
magazines, stored in
separate containers/racks
than government AA&E?
(a) Paragraph 0110a
(b) Paragraph 8029.3 & 4

D. Is the storage of YES NO N/A
personal weapons on an
installation authorized in
writing by the Commanding
General/Commanding officer
or designated
representatives?
(a) Paragraph 0110a
(b) Paragraph 8029

E. Is loss of privately YES NO N/A
owned AA&E reported to the
Naval Criminal
Investigative Service or to
the Provost Marshall's
office, (PMO)/ Marine Corps
Police Departments (MCPD)
aboard Marine Corps
installations?
(a) Paragraph 0110c
(b) Paragraph 8029.8

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F. 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?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0102b
(b) Paragraph 8000.4b

G. Is hunting and fishing properly controlled and other forms of recreation prohibited within A&E restricted areas? (USMC EXEMPT)

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0407

H. Do guards perform routine, random inspections or searches of vehicles entering, within or departing the restricted area?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0407a
(b) Paragraph 8008.2b

I. Is a pass, badge, and entry roster or sign-in/out system used for restricted areas?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0407
(b) Paragraph 8008.2

J. Are entry rosters/Visitor Control Logs for USMC maintained for at least three years?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0407
(b) Paragraph 8008.2a

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K. Are AA&E contained in organic conveyances outside of restricted areas under constant surveillance?
YES NO N/A

(a) Paragraph 0617(b)
(b) Paragraph 8023.3

ELEMENT .02 - INTRUSION DETECTION SYSTEM (IDS)

A. Is the IDS monitored 24 hours a day from a continuously manned control station/dispatch center from which an armed response force can be dispatched?
YES NO N/A

(a) Paragraph 0201b
(b) Paragraph 6003.3f & 8009

B. Does the control station/Dispatch Center maintain a daily log of all alarms including all the required information and maintain logs for at least 3 years?
YES NO N/A

(a) Paragraph 0201c
(b) Paragraph 6003.3h

C. Is a backup independent power source of 4 hours/8 hours for USMC sites minimum duration provided for IDS protecting AA&E?
YES NO N/A

(a) Paragraph 0201f
(b) Paragraph 6003.7c & 7006.6(1)

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D. Are IDS systems tested upon installation and at least quarterly thereafter, and records of the tests kept for three years with dates, names of persons performing the tests, results and any action taken to correct deficiencies?
YES NO N/A

(a) Paragraph 0201h
(b) Paragraph 6005.4

E. Is an Anti-Intrusion Barrier (AIB) or Internal Locking Device (ILD) installed as an IDS component on all Risk Category I and II A&E storage facilities? Is an AIB installed on armory active doors if the AIB is compatible with the door and locking system?
YES NO N/A

(a) Paragraph 0201i
(b) Paragraph 8006.1a(3)

F. Are periodic unannounced openings conducted on alarmed spaces to evaluate reactions of the control station alarm monitor and the security force?
YES NO N/A

(a) Paragraph 0201
(b) Paragraph 8009.4

ELEMENT .03 - SECURITY FORCE

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A. Are all guard checks recorded and do they consist of an inspection of the building or facility including all doors and windows?
YES NO N/A

(a) Paragraph 0202d
(b) Paragraph 8002.5c

B. Are Security Force/guard procedures reviewed at least semiannually (annually for USMC) and revised when necessary, with emphasis on guard post placement and guard orientation?
YES NO N/A

(a) Paragraph 0202e
(b) Paragraph 4006

C. Is an armed response force able to respond to AA&E storage areas within 15 minutes (10 minutes for USMC) of an alarm?
YES NO N/A

(a) Paragraph 0202a
(b) Paragraph 6003.3(g)

D. Is the security force drilled at least semiannually in response to threats to AA&E storage areas and are dates, times and results to include deficiencies and corrective action recorded and maintained for at least three years?
YES NO N/A

(a) Paragraph 0202i
(b) Paragraph 8009.4

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E. 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? Is the small arms training documented in each person's Command training record?
(a) Paragraph 0202g
(b) Paragraph 4007 & 8002.4 & 5

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Is the security force trained in the authorized use of deadly force?
(a) Paragraph 0202h
(b) Paragraph 8002.4

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Is a statement acknowledging deadly force training signed by each member of the security force and filed in his or her training folder?
(a) Paragraph 0202h
(b) Paragraph 8002.3

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Are guard checks of AA&E facilities conducted on an irregular basis to avoid establishing a predictable pattern?
(a) Paragraph 0202c
(b) Paragraph 8002.5c

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I. Are inspections and guard checks increased at night, on weekends and holidays?
(a) Paragraph 0202c
(c) Paragraph 8002.5c

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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J. Are locks on buildings physically checked and attempts to open secured doors made?
(a) Paragraph 0202d and Appendix B
(b) Paragraph 8002.5c(1)

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. Do duty supervisors conduct periodic unscheduled visits to all security posts, spaces and patrols?
(a) Paragraph 0202j
(b) Paragraph 8002.5d

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

L. Are security forces equipped with two-way (2 forms of communication at USMC sites) radios at AA&E storage sites?
(a) Paragraph 02021
(b) Paragraph 8013

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

M. Is there a duress system in place for security forces and duty personnel to call for assistance?
(a) Paragraph 02021
(b) Paragraph 8013

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELEMENT .04 - LIGHTING FOR CATEGORY I AND II AMMUNITIONS AND EXPLOSIVES

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A. Is security lighting provided for all armories and Category I and II A&E storage magazines/sites? Is the light bright enough to allow adequate observation at night?

YES NO N/A

- (a) Paragraph 0203
- (b) Paragraph 8012

B. Are switches to security lights inaccessible to unauthorized persons?

YES NO N/A

- (a) Paragraph 0203
- (c) Paragraph 8012.2

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?

YES NO N/A

- (a) Paragraphs 0204 & 0204b
- (b) Paragraph 8016.1

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?

YES NO N/A

- (a) Paragraph 0204d
- (b) Paragraph 8016.3

C. Is access to this RFI storage area limited?

YES NO N/A

- (a) Paragraph 0204e
- (b) Paragraph 8016.4

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F. Are persons that are authorized access to keys of AA&E spaces identified on a list that is kept out of public view?

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0206b
(b) Paragraph 8010

G. Are cores to locks replaced immediately when associated keys are lost, misplaced or stolen? Are the replacement or spare locks, cores and keys secured to prevent unauthorized access?

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0206f
(b) Paragraph 3005.6b & c

H. Has a program been instituted for high security padlocks and removable lock cores so that they are rotated annually?

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(c) Paragraph 0209d
(b) Paragraph 3005.4

I. Is the lock and key custodian/access control custodian designated in writing?

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0206a
(b) Paragraph 3005.1

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J. Is a key control register containing all required information maintained to ensure accountability of keys? Are the registers maintained for at least three years?
(a) Paragraph 0206h
(b) Paragraph 3005.2 & Appendix G

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. Are locks and keys inventoried semiannually and inventories maintained for at least three years?
(a) Paragraph 0206g
(b) Paragraph 3005.6.f

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

L. Is a Form SF 700 "Security Container Information" maintained for each security container, vault or secure room door that safeguards AA&E? (USMC ONLY)
(b) Paragraph 3005.11b

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

M. Do keys to armories, racks, containers or magazines remain on the installation except to provide for protected storage elsewhere?
(a) Paragraph 0206j
(b) Paragraph 3005.3 & 8010.6

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELEMENT .07 - SECURITY SURVEYS

A. Are AA&E security surveys conducted annually?
(a) Paragraph 0208
(b) Paragraph 3001.5.a(2)

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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B. Are records of the three most recent surveys kept for review during assistance visits and command inspections?
(a) Paragraph 0208
(b) Paragraph 3001.12

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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) Paragraph 0208
(b) Paragraph 8014.1 thru 5

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELEMENT .08 - ARMORY CONSTRUCTION/ARMS STORAGE

A. Do walls, ceilings and floors of arms storage facilities meet structural requirements?
(a) Paragraph 0301a
(b) Paragraph 8005.1a, b & c

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Do arms storage facility doors meet structural requirements?
(a) Paragraph 0301b
(b) Paragraph 8005.1d

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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?

YES NO N/A

- (a) Paragraph 0301b(4)
- (b) Paragraph 8005.1d(5) (c)

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?

YES NO N/A

- (a) Paragraph 0301c
- (b) Paragraph 8005.1f

E. Within armories, are arms stored in banded crates, standard or locally fabricated arms racks or Class 5 GSA approved containers?

YES NO N/A

- (a) Paragraph 0301d
- (b) Paragraph 8005.1.i(1)

F. Are arms racks or containers locked with at least low security padlocks?

YES NO N/A

- (a) Paragraph 0301d(1)
- (b) Paragraph 8005.1.i(2)

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G. In facilities not continuously manned, (USMC requires 500 pound requirement at all times) 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?

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0301d(1)
(b) Paragraph 8005.1.i(4)

H. Are chains used to fasten groups of arms racks and containers made of heavy duty hardened steel or welded, straight link, galvanized steel or stainless steel chain of at least 5/16 inch thickness, or equivalent?

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0301d(2)
(b) Paragraph 8005.1.i(4)

I. If the arms racks are secured with hinged locking bars, are the hinge pins welded or otherwise secured to prevent easy removal.

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0301d(2)
(b) Paragraph 8005.1.i(3)

J. Are all racks constructed so as to prevent removal of a weapon by disassembly?

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Paragraph 0301d(2)
(b) Paragraph 8005.1.i(1)

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B. Are all Category I and II (USMC CAT I through III) AE storage areas properly enclosed with regulation fencing?
YES NO N/A

(a) Paragraph 0404
(b) Paragraph 5006 & 8007

C. Are Category I and II storage areas protected by IDS if they are not continuously manned or under constant surveillance?
YES NO N/A

(a) Paragraph 0401
(b) Paragraph 8009

D. Is strict access control maintained at all gates leading into A&E storage areas?
YES NO N/A

(a) Paragraph 0407
(b) Paragraph 8008.2

E. Are fence clear zones being properly maintained?
YES NO N/A

(a) Paragraph 0404
(b) Paragraph 8008.1c

ELEMENT .10 - AA&E ACCOUNTABILITY

A. Are records of continuous accountability maintained for SRC I man-portable hand-launched missile systems?
YES NO N/A

(a) Paragraph 0502a
(b) Paragraph 8003

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B. Are Category II, III, and IV AE inventories performed annually and records kept for at least 3 years?
YES NO N/A

(a) Paragraph 0502
(b) Paragraph 8003

C. Is a training program conducted for personnel with AA&E duties, covering the particular procedures of AA&E accountability to include receipt, dispatch and inventory records which relate to each person's work?
YES NO N/A

(a) Paragraph 0501
(b) Paragraph 8002.3

D. Is the AA&E Accountability Officer designated in writing?
YES NO N/A

(a) Paragraph 0505
(b) Paragraph 8002.2

E. Are requisitions for AA&E signed by the AA&E Accountability Officer, Weapons Officer or Armorer (as applicable) before processing out of the Activity? (USMC EXEMPT)
YES NO N/A

(a) Paragraph 0506

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- F. Is a thorough investigation conducted to determine the circumstances surrounding loss or theft of AA&E and to fix responsibility where appropriate?
- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (a) Paragraph 0700
(b) Paragraph 10001.6

ELEMENT .11 - WAIVERS/EXCEPTIONS

- A. Are requests for waivers and exceptions thoroughly screened and submitted only when all other avenues for compliance have been exhausted?
- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (a) Paragraph 0103a
(b) Paragraph 1008.4, 5 & 6
(c) Paragraph 0220a

- B. Do requests for waivers and exceptions identify compensatory security measures?
- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (a) Paragraph 0103a
(b) Paragraph 1008
(c) Paragraph 0220a

- C. Are all requests for waivers, waiver extensions and exceptions submitted in the required format via the chain of command to the appropriate approval authority?
- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (a) Paragraph 0103
(b) Paragraph 1008.4, 5 & 6
(c) Paragraph 0220a

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- D. Are approved waivers and exceptions reviewed for continuing need as well as for compliance with this instruction?
- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (a) Paragraph 0104
(b) Paragraph 1008.11 & 12

ELEMENT .12 - SECURITY CHECKS

- A. Are Category I and II storage spaces with IDS protection checked by security patrols irregularly at least every 24 hours?
- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (a) Paragraph 0202(c) & 0401
(b) Paragraph 8002.3.5a & Appendix K
- B. Are storage areas, not meeting construction criteria or not protected by IDS, constantly manned or kept under constant surveillance?
- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- (a) Paragraph 0401
(b) Paragraph 8002.3.5b & Appendix K

Ref: NOSSAINST 8020.14E

Revised: August 2013

PROGRAM 09 – RANGES/EOD

ELEMENT 01 SMALL ARMS RANGES/ADMINISTRATION

A.	Is the small arms range(s) operating under a NAVFAC Record of Compliance (ROC)? OUTDOOR RANGES ONLY	Yes	No	N/A
	MIL-HDBK 1027/3B, paragraph 2.2.3			
B.	If yes, is the ROC available at the range?	Yes	No	N/A
	CNICINST 3550.1, paragraph 6e (4) CNIC RANGES ONLY			
C.	Has the range developed a local Standard Operating Procedure (SOP)?	Yes	No	N/A
	CNICINST 3550.1, paragraph 6.e. (1) CNIC RANGES ONLY OTHERS--MIL-HDBK-1027/3B, paragraph 2.1.1.3			
D.	If yes to above, is the SOP maintained and available at the range?	Yes	No	N/A
	NOSSAINST 8023.11 paragraph 7b			
E.	Does the (SOP) contain an Emergency Action Plan (EAP) with all six required elements addressed?	Yes	No	N/A
	OPNAVINST 3591.1F, Enclosure (1) paragraph 6.n (elements 1 through 6)			
F.	Do range personnel conduct a pre-fire Range Orientation Brief?	Yes	No	N/A
	OPNAVINST 3591.1F, Enclosure (1), paragraph (5) elements a through i			
G.	Does Installation Primary Range Safety Officer have an appointment letter signed by the Installation Commander or designated representative?	Yes	No	N/A
	OPNAVINST 3591.1F, paragraph 8.g.(3)			
H.	Is the Range Facility Management Support System (RFMSS) used to schedule and manage the Small Arms Training Center (SATC).	Yes	No	N/A
	CNIC N74 Small Arms Training Center Program Manager Notice 2011-1, paragraph 2 CNIC RANGES ONLY			
I.	Outdoor Ranges over water: Does the SOP contain procedures for SDZ monitoring during live fire and is there adequate equipment (binoculars, maps, etc.) for this purpose and clear direction within the SOP on what constitutes encroachments into the SDZ.	Yes	No	N/A
	MIL-HDBK 1027/3B, paragraph 2.2.6.a (1) through (4)			
J.	Is there a communication system or other equipment adequate to control the range?	Yes	No	N/A
	MIL-HDBK 1027/3B, paragraph, 2.1.6.1			
K.	If required, are overhead baffles installed to ensure rounds do not leave the range? Are baffles within 10 meters of the firing line covered with sacrificial cladding?	Yes	No	N/A
	MIL-HDBK 1027/3B, paragraph 2.2.11.3 (d)			
L.	Are there any indications of berm (earthen or rubber pellet) saturation with lead to the point where ricochets have occurred or potentially imminent?	Yes	No	N/A
	MIL-HDBK 1027/3B, paragraph, 2.2.5.6			
M.	Are earthen berms free of rocks, sticks, etc.?	Yes	No	N/A
	MIL-HDBK 1027/3B, paragraph, 2.2.11.5.a.(1)			

N.	(Indoor Only) Has an Industrial Hygienist performed a Lead Exposure Assessment within at least the last 12 months? (Note: depending on the condition of the range, the IH may require assessments even more frequently.)	Yes	No	N/A
	OPNAVINST 5100.23G Appendix 8-B			
O.	Has an Industrial Hygienist performed any required ventilation testing? (required annually if ventilation system has a monitoring system (typical) or quarterly if ventilation system does not have a working monitoring	Yes	No	N/A
	OPNAVINST 5100.23G, paragraph 2104.b.(3)			
P.	Rubber traps with feeder bins/hoppers only: Are the bins filled to the top with granulated rubber?	Yes	No	N/A
	CNIC N74 Small Arms Training Center Program Manager Notice 2011-2			
Q.	Does the bullet trap/backstop show signs of damage or decay to the point of not accomplishing its intended purpose?	Yes	No	N/A
	CNIC N74 Small Arms Training Center Program Manager Notice 2011-2			
R.	Does ventilation system operate properly?	Yes	No	N/A
	CNIC N74 Small Arms Training Center Program Manager Notice 2011-2			
S.	Are target carriers, rail systems, and frames operational and in good condition based on demonstration ?	Yes	No	N/A
	CNIC N74 Small Arms Training Center Program Manager Notice 2011-2			
T.	Are camera systems fully operational and used for monitoring the impact area/danger zone? (Outdoor SATC's only) when/if SDZ requires monitoring during live-fire.	Yes	No	N/A
	CNIC N74 Small Arms Training Center Program Manager Notice 2011-2			
U.	Are lighting systems operational and configured to support the low light course of fire? (dimming capability)	Yes	No	N/A
	CNIC N74 Small Arms Training Center Program Manager Notice 2011-2			
ELEMENT .02 SKEET				
A.	Is the shortfall danger zone a semi-circle with a minimum distance of 300 yards?	Yes	No	N/A
	MIL-HDBK 1037/3, paragraph 6.3c			
B.	Are clay pigeon targets properly stored in a well ventilated space (not a magazine)?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 11-8.5.2			
C.	When the skeet range is entirely over land, is area fenced, warning signs posted and concealing brush cleared?	Yes	No	N/A
	MIL-HDBK 1037/3, paragraph 6.3.f (1)			
D.	Does the activity have a documented policy that addresses skeet range safety regulations?	Yes	No	N/A
	MIL-HDBK-1037/3 Paragraph 6.3.f.(3)			
ELEMENT .03 EOD RANGES/RCRA TREATMENT SITES				

A.	Does the open burn range/site have the appropriate site approvals?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-2.2.1.a			
B.	Are open burning grounds maintained at inhabited building distance (minimum of 1,250 feet) from administrative sites, housing areas and non-AE related operations?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-2.2.1.a (2)			
C.	Is burning conducted in/on an approved containment device, such as in a burn pan?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-2.2.1.b			
D.	Does the ground within the immediate vicinity of the burning pad not exceed a 10-degree grade?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-2.2.1.b			
E.	Is a 300 feet square area free of all long grass and undergrowth and cleared so that a flatbed of sand or dirt remains? Are vegetation and other combustible material removed within a radius of 200 feet from burning pad?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13.2.2.1.d			
F.	Has crew shelter been approved by NOSSA N5?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-3.2.4.b			
G.	At burning sites, are crew/personnel shelter windows secured and constructed of one half inch thick polycarbonate material with no direct viewing ports?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-2.2.3.b			
H.	Are vegetation and other combustible materials removed within a radius of 500 feet or firebrand distance (whichever is greater).	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-3.2.1.c			
I.	At detonation sites, are crew/personnel shelters site approved by NOSSA (N5)?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-3.2.4.b			
J.	Is the crew shelter separated from the point of detonation at the required distance?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13-3.2.4.b			
K.	Is an emergency area or shelter (four foot hole or a four foot earthen embankment) available to provide personnel protection from high velocity fragmentation?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 13.3.2.4.b			
ELEMENT .04 OPERATIONAL RANGES				
A.	Is the range (if storing ammunition) appropriately sited and laid out on the station map?	Yes	No	N/A

	NAVSEA OP 5, Volume 1, Seventh Revision, Change 11, paragraph 4-3.2			
B.	Has the Commanding officer restricted access to the range?	Yes	No	N/A
	OPNAVINST 8020.14A Chapter 16, paragraph 3.c			
C.	Is access to the range by visitors appropriately restricted in accordance with the Commanding officers documented policy?	Yes	No	N/A
	OPNAVINST 8020.14A Chapter 16, paragraph 3.c.(1), (2) & (3)			
D.	Is a hazard assessment conducted prior to any range clearance operations?	Yes	No	N/A
	OPNAVINST 8020.14A Chapter 16, paragraph 3.e			
E.	Are procedures established and in affect to notify installation personnel and the public of range operations that may present an explosives hazard off the range?	Yes	No	N/A
	OPNAVINST 8020.14A Chapter 16, paragraph 3.d.(1)			

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PROGRAM 10 - MOTOR VEHICLE TRANSPORTATION

- Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision
(b) NAVSEA SW020-AG-SAF-010, Ninth Revision
(c) NAVSEA SW020-AF-HBK-010, Sixth Revision
(d) NAVSEAINST 8020.18B
(e) MCO P8020.10B
(f) SW023-AH-WHM-010

ELEMENT .01 - VEHICLES ASSIGNED

- A. What types of vehicles are assigned? Are they authorized? YES NO N/A

(a) Paragraph 12-6.3.1
- B. In trucks used to transport scrap or bulk explosives, are the bed liners made of wood or other non-spark producing material? YES NO N/A

(a) Paragraph 12-6.3.5
- C. Are containers properly secured to prevent shifting during transport? YES NO N/A

(a) Paragraph 12-3.2.5
- D. Are shipping containers certified? YES NO N/A

(a) Paragraph 12-3.2.2

ELEMENT .02 - VEHICLE INSPECTION/CONTROL PROCEDURES/RECORDS

- A. Has the Commanding Officer of the activity authorized in writing the Certifying Official(s) required to sign the GBL and release the shipment? YES NO N/A

(b) Paragraph 1-5.1
- B. Has the inspector(s) of explosives laden vehicles and railcars attended AMMO-18/49 and AMMO-51? YES NO N/A

(a) Appendix D, Table D-1

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- C. Has military and contractor personnel, handling ordnance, completed the required training?
(a) Paragraph 2-3.3
- D. Has the Traffic Manager/s responsible for billing and transportation of AA&E completed the required training?
(b) Paragraph 1-5
- E. Are vehicles used over public highways for the transportation of AA&E inspected using DD form 626?
(b) Paragraph 3-7.1
- F. Are vehicles used for the transportation of AA&E inspected at 12 months or 12,000 miles?
(a) Paragraph 12-6.3.3b
- G. Are vehicles used for the transportation of AA&E given a pre-loading inspection?
(a) Paragraph 12-6.4.1
- H. Are loaded vehicles of AA&E inspected prior to its release for movement?
(a) Paragraph 12-6.4.2.a
- I. Does the activity perform an external inspection at a designated location prior to routing the vehicle transporting AA&E within the installation?
(a) Paragraph 12-6.4.2.b
- J. Does the activity perform a 100% unloaded vehicle inspection to confirm that all loose AA&E has been removed before the vehicle is released?
(a) Paragraph 12-6.4.3
- K. Does the activity review and record the Material Inspection and Receiving Report, DD Form 250?
(c) Paragraph 3-3.6
- L. Does the activity review and record the findings of all shipping papers?
(c) Paragraph 3-4

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- M. Does the activity issue Release/Receipt Document Form 1348-1A for retrograde material?
(c) Paragraph 3-4.3
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- N. Does the activity issue and track DD Form 836, Dangerous Goods Shipping papers/Declaration and Emergency Response information for HAZMAT Transported by Government Vehicles/Containers?
(c) Paragraph 3-4.4
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- O. Does the activity inspect and record Transportation Discrepancy Reports using Form 361?
(c) Paragraph 3-6.1
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- P. Does the activity inspect empty incoming military and commercial motor vehicles to be used for AA&E?
(c) Paragraph 4-3
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- Q. Does the activity inspect motor vehicles to ensure compliance with safety regulations?
(c) Paragraph 4-3.2
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- R. Have the motor conveyance weight scales been certified within the last year by the appropriate authority?
(b) Paragraph 2-8.11
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- S. Are the 24-hour telephone numbers of the shipper and consignee annotated on the shipping papers?
(d) Paragraph 9(2)
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- T. Are drivers provided emergency response information to be utilized in the event of accidents, civic disorder, natural disaster or other emergencies?
(d) Paragraph 9
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- U. Has the Signature and Tally Record (DD Form 1907) been issued to and signed by the drivers prior to departure?
(c) Paragraph 3-4.2
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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ELEMENT .03 - SUSPECT VEHICLE PROCEDURES/SAFE HAVEN/HOLDING YARDS

A. Does suspect cargo site have effective barricades on three sides and separated by applicable distances as required for the hazard class and AA&E quantity involved?

YES NO N/A

(a) Paragraph 8-4.6

B. Has the AA&E shipper ensured that information pertaining to HAZMAT and sensitive cargo shipping and receiving instructions, as recorded in the Transportation Facilities Guide (TFG), is current?

YES NO N/A

(d) Paragraph 4-10.3

ELEMENT .04 - SUPPLY SHIPPING/RECEIVING

A. Does the activity have SOPs to ensure the safe, secure, efficient disposition of inbound and outbound AA&E shipments involving commercial and military motor vehicles?

YES NO N/A

(a) Paragraph 1-5.2.2

B. Does the activity have a procedure in place for extending conveyance storage time?

YES NO N/A

(b) Paragraph 2-9

ELEMENT .05 - EXPLOSIVES DRIVERS LICENSING

A. Do all civilian AA&E and HAZMAT drivers meet CDL endorsement requirements?

YES NO N/A

(c) Paragraph 2-2.a

B. Does the activity's military and civilian AA&E drivers have a Medical Examiner's Certification?

YES NO N/A

(c) Paragraph 2-2.b

C. Have all drivers of AA&E laden vehicles passed a certified road test and qualified as explosives drivers?

YES NO N/A

(c) Paragraphs 2-2d & 2-2e

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- D. Are all AA&E drivers' operators ID Card Form 346 annotated with "EXPLOSIVE DRIVER"? YES NO N/A

(c) Paragraph 3-2.1
- E. Are all AA&E incidental drivers operator's ID Card Form 346 annotated with "VALID FOR USE ON BASE ONLY"? YES NO N/A

(c) Table 2-1 Note (3)
- F. Are all AA&E drivers operator's ID Card Form 346 annotated with "must hold a current medical certificate"? YES NO N/A

(c) Paragraph 3-2.1
- G. Does the activity ensure AA&E drivers operator's ID Card Form 346 are not issued for more than two years? YES NO N/A

(c) Paragraph 3-2.1
(e) Chapter 2, enclosure (1), paragraph 14(4)
- H. Do operators of MHE being used for A&E have required training? YES NO N/A

(a) Paragraph 2-3, 10-4, & D-3
(f) Paragraph 3-3.3 & 3-3.4
- I. Do explosives drivers have, on their person, operators' identification and Medical Examiner's Certificates? YES NO N/A

(c) Paragraph 2-2.e
- J. Is Transportation Self-Assessment Tool (TSAT) being utilized and documented by the Command? YES NO N/A

(b) Paragraph 2-2.1

PROGRAM 13 – AIRFIELD OPERATIONS

ELEMENT .01 - AIRFIELD/RUNWAYS

A.	Is the required ESQD from loaded aircraft to loaded aircraft and from explosives sites to taxiway and runways being maintained?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 7-4.5.4, 7-4.5.5, & 7-11.2.1.5			
B.	Are ammunition and explosive facilities 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?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 7-11.3			
C.	Is a 50 feet fire safety distance maintained between Practice Bombs, Decoy Flares and Chaff Bucket assembly/disassembly areas and any Ready Service Locker , (RSL), ready service magazine, portable magazine, or any other ordnance storage facility, and to any other structure or parked aircraft.	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 7-11.2.1.6.b			
D.	Does the Activity/Command have an active Bird/Animal Aircraft Strike Hazard (BASH) Plan?	Yes	No	N/A
	Ref: CNICINST 3700, Paragraph 5c(1) (a)			
E.	Does the Activity/Command have storage authorization for Non-Department of Defense (DoD) small arms ammunition used for BASH Program?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 2-1.4.13			
F.	Is the Non-DoD small arms ammunition properly stored?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraphs 10-7.5, 11-8.5.3, and 11-9.3.5			
G.	Are the weapons used for BASH program properly stored?	Yes	No	N/A
	Ref: DoD 5100.76-M, Paragraph C4.1			
H.	Are all the requirements met to store Captive Air Training Missiles in aircraft hangers?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 7-11.1.1.1			
ELEMENT .02 AIRCRAFT LOADING PADS				
A.	Are combat aircraft loading and parking areas properly sited at appropriate inhabited building distances?	Yes	No	N/A
	NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 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?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 7-11.2.1.3			
C.	Are arming/de-arming pads for combat aircraft ordnance located adjacent to runway thresholds, or at the end of the primary runway?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 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?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-10			
B.	Are AE operations stopped at approach of and during electrical storms?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 6-10.6			
C.	Are aircraft (rotary/fixed wing) grounded during AE loading/downloading evolutions?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-9.3			
D.	Are aircraft ground cables being inspected, tested and records maintained?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 5-9.7.7			
E.	Are arming/de-arming operations conducted with the aircraft headed away from inhabited areas?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 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?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 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)?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 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)?	Yes	No	N/A
	Ref: NAVSEA OP 5, Volume 1, Seventh Revision, Paragraph 7-12.12			

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PROGRAM 14 - AMMUNITION/EXPLOSIVES ASSOCIATED EQUIPMENT

- Ref: (a) NAVSEA OP 5, Volume 1, Seventh Revision
(b) NAVSEA SW023-AH-WHM-010, Seventh Revision
(c) NAVSUP P-538 Fourth Revision
(d) NAVFAC P-307
(e) NAVSEA SG420-AP-MMA-010, Seventh Revision
(f) MCO P11262.2
(g) MCO P8020.10

- A. Is only authorized/approved equipment used for A&E operations? YES NO N/A

(a) Paragraph 10-3.1 & 10-3.3
(b) Paragraph 2-2
(c) Chapter 3
- B. Is locally designed handling equipment approved by the CO or their designated representative? YES NO N/A

(a) Paragraph 10-3.3.1
- C. Does the equipment file for locally designed handling equipment contain a statement that it does not replace approved equipment? YES NO N/A

(a) Paragraph 10-3.3.1.f(5)
- D. Is the Safe Working Load (SWL) for locally designed handling equipment traceable to a test or detailed engineering analysis? YES NO N/A

(a) Paragraph 10-3.3.1c
- E. Do nails used with pneumatic nailers meet length and size requirements of applicable MIL-STD dash sheets? Where power driven nails are used, is 1/3 more than the specified number of common nails used? YES NO N/A

(a) Paragraph 12-3.2.6.i
- F. Are pneumatic nailers used only under authorized conditions? YES NO N/A

(a) Paragraph 12-3.2.6.a thru k

ENCLOSURE (2)

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ELEMENT .02 - MODIFICATIONS

- A. Have modifications to Ordnance Handling Equipment (OHE) or Material Handling Equipment (MHE) been approved by NAVAIR, DIRSSP and/or NSWCIN Div Det Earle Naval PHST Center?
(a) Paragraph 10-3.2
(c) Paragraph 2-7
- | YES | NO | N/A |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ELEMENT .03 - TYPE

- A. Is MHE of the proper type for the hazard involved?
(b) Chapter 5
(c) Paragraph 5-9
- B. Does type EX MHE have a six-inch blue diagonal stripe painted in a 45-degree angle (top right to bottom left) along both sides and rear?
(c) Paragraph 5-7.t
- C. Is the OHE being utilized in the configuration for which it was designed, as shown in OP 2173, OR-67s, weapons technical manuals and other approved NAVAIR, DIRSSP or PHST Center handling equipment documentation?
(a) Paragraph 10-3.1.1
- D. Are the OHE allowance levels being maintained at the command?
PHSTINST 10490 (series)
- | YES | NO | N/A |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ELEMENT .04 - SAFETY DEVICES

- A. Is fire extinguishing equipment readily available at PESSs when MHE is being used?
(a) Paragraph 4-3.6.1
- B. Are hooks used in handling A&E "moused" or equipped with safety latches to prevent accidental unhooking?
(a) Paragraph 10-1.1.6
- C. Are all MHE mechanical guards/devices being used?
(c) Paragraph 5-4
- | YES | NO | N/A |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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D. Does MHE have 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?
(c) Paragraph 5-4.1 & 5-4.2

YES NO N/A

E. Are seat belts on MHE worn for all operations? "Exception of shipboard and pier-side operations", at the discretion of the CO/OIC.
(c) Paragraph 5-3.2.g

YES NO N/A

F. Are unapproved devices installed on MHE (e.g. spinner knobs on steering wheels)?
(c) Paragraph 5-3.1.j

YES NO N/A

NOTE: Manufacturer-installed spinner knobs are acceptable on EE Reaching and Tiering Forklift Trucks.

G. Does type EX MHE have at least two wheels and tires constructed of electrically conductive material?
(c) Paragraph 5-4.4

YES NO N/A

NOTE: The use of electrically conductive ground straps, in lieu of conductive tires, is not permitted on type EX MHE.

H. Does type EE MHE have at least two SC tires or two electrically conductive ground straps? Are conductive tires marked SC?
(c) Paragraph 5-4.4

YES NO N/A

I. Do type HS pallet trucks have SC tires or two electrically conductive ground straps?
(c) Paragraph 5-4.4

YES NO N/A

J. Are dead man-type braking systems, a seat braking system or a travel disconnect device, properly maintained and operable?
(c) Paragraph 5-4.3

YES NO N/A

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K. Are cranes used to handle A&E equipped with power-down mode? And if equipped with both power-down and free-fall mode is the free-fall mode disabled or locked out? YES NO N/A

(a) Paragraph 10-6.1.b(1) & (2)

ELEMENT .05 - MAINTENANCE AND REPAIR

A. Are maintenance (inspections and tests) procedures established for locally designed handling equipment? YES NO N/A

(a) Paragraph 10-3.3.1.d

B. Do all repairs to MHE follow the safeguards in the manufacturer's technical manual safety section (green pages) to maintain the proper safety rating? Are the exact parts identified within those pages used when repairs are made to avoid compromising the unit's safety rating? YES NO N/A

(c) Paragraph 8-7

C. Is a maintenance history file maintained for each piece of MHE and Weight Handling Equipment? YES NO N/A

(c) Paragraph 8-3
(d) Paragraph 5.1

D. Are mandatory documentation entries (eg. Repairs, parts replacements etc.) entered in the appropriate sections of the history file and are hard copies of reports/forms (e.g. Shipping/receiving documents, weight test data, fork inspections etc.)being kept in each file? YES NO N/A

(c) Paragraph 8-3.1.a thru e

E. Do local procedures provide for tagging out of service MHE? YES NO N/A

(c) Paragraph 8-2.1.3.a

ELEMENT .06 - TESTS AND INSPECTIONS MARKING

A. Is all DON MHE painted in accordance with current federal standards and proper color scheme? YES NO N/A

(c) Paragraph 5-6

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- 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?
(c) Paragraph 8-2.1, and 8-2.1.3.b
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- C. Are periodic operational tests for MHE conducted at least every 18-months?
(b) Paragraph 6-5.2.a
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- D. Is MHE used for A&E handling identified as to SWL, UL type, weight test date, and vehicle weight (VW)?
(c) Paragraph 5-7
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- E. Does MHE have an accredited Underwriter's Laboratory certification label?
(c) Paragraph 5-7.d
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- F. Are cranes and hoists used for explosives handling, load tested and certified annually? Are they properly marked?
(a) Paragraph 10-6.1
(d) Paragraph 3.4.1
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- G. Are periodic weight tests conducted for forklift attachments at 48-month (maximum) intervals? Are they properly marked?
(b) Paragraph 6-5.1
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- H. Are periodic OHE weight tests performed by a certified activity?
(a) Paragraph 10-5.3.2.2
(e) Paragraph 2-2.1
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- I. Is OHE being inspected/tested as required?
(a) Paragraph 10-5.3.1
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- J. Are required OHE inspections performed using applicable MRCs?
(a) Paragraph 10-5.3.1
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- K. Are forks tines inspected at intervals of not more than 12 months and documented in the vehicle's history jacket?
(b) Paragraph 6-3.2
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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- | | |
|--|--|
| <p>L. Has MHE including HS pallet trucks received required periodic tests and been properly certified and an MHE Safety Certification Form completed and maintained in the history file.
(b) Paragraph 6-6
(c) Paragraph 8-3</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>M. Is MHE Certifying Official designated in writing by the CO/OIC?
(b) Paragraph 6-9.1</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>N. Are operators of tactical load lifting equipment performing daily inspections of their assigned equipment?
(f) Paragraph 1001.2</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>O. Is the annual condition inspection of tactical ground lifting equipment being conducted?
(f) Paragraph 1001.7</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>P. Has the certifying officer for safety and reliability of all tactical load lifting equipment been designated in writing by the Commanding General/Officer?
(f) Paragraph 1001.8</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>Q. Is all tactical ground load-lifting equipment marked properly?
(f) Paragraph 1001.11</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>R. Are tactical ground load lifting equipment hooks inspected annually for wear of swivels and pins?
(f) Paragraph 2002</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>S. Are operation checks and annual certifications being conducted on hoists, winches and structural metal components of tactical ground load lifting equipment? Are these checks/certifications recorded properly?
(f) Paragraphs 2004 & 2005</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |
| <p>T. Is the testing and certification of MK15 and MK17 LVS MHC being conducted and recorded properly?
(f) Paragraph 5000, 5001 & 5006.</p> | <p>YES
<input type="checkbox"/></p> <p>NO
<input type="checkbox"/></p> <p>N/A
<input type="checkbox"/></p> |

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ELEMENT .07 - BATTERY CHARGING OPERATIONS

A. Is battery charging only conducted in areas designated specifically for that purpose (forbidden in magazines or where A&E is present?)
(a) Paragraph 10-4.a

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Has the CO designated at least one specific area for charging, testing and routine maintenance of lead-acid batteries?
(c) Paragraph 9-8.1

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Does the charging station meet the requirements specified if it supports a single A&E operation and is it located either in excess of 50 feet from the operation or within the same building?
(a) Paragraph 10-4.c.(1) thru (6)

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELEMENT .08 - SOP/PROCEDURES/LICENSE REQUIREMENTS

A. Is there an SOP for pre-use inspection, maintenance and the safe operation of pneumatic nailers?
(a) Paragraph 12-3.2.6.d

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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) Paragraph 10-3.3.1.e

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. 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?
(d) Paragraph 6.3

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Has the official responsible for the WHE license program designated in writing individuals as: license issuing officials, instructors, and performance examiners?
(d) Paragraph 6.3

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- E. Has the CO/OIC designated, in writing a responsible party to issue MHE operator's licenses?
(b) Paragraph 3-4.3
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- F. Has the CO authorized, in writing, individuals as qualified instructors to provide MHE operator training?
(b) Paragraph 3-5
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- G. Has the MHE instructor completed an approved training course or other equivalent training or prior instructor experience?
(b) Paragraph 3-5.a
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- H. Does the MHE instructor possess an operator's license?
(b) Paragraph 3-5.b
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- I. Are positive administrative controls in place that ensures MHE operators are informed of changes to reference manual?
(b) Paragraph 3-3.3.b
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- J. Has MHE operator completed initial MHE training course?
(b) Paragraph 3-3.3
(g) Paragraph 14.a(4) of Chapter 2
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- K. Have MHE operators attended refresher training as necessary?
(b) Paragraph 3-3.4
(g) Paragraph 14.a(4) of Chapter 2
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- L. Is the proper form used for MHE licenses?
(b) Paragraph 3-4 & Figure 3-1
- | | | |
|--------------------------|--------------------------|--------------------------|
| YES | NO | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: Motor Vehicle Operator's Identification Card", Form OF 346, shall serve as the Marine Corps official license.

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M. Does the MHE license indicate:

For Marine Corps Activities - The back of the license (Form OF 346) for an explosives MHE operator shall indicate:

- a. "EXPLOSIVE OPERATOR MHE" annotated on the license.
- b. "MUST HOLD CURRENT MEDICAL CERTIFICATE" documented on the license.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. "Explosives Authorized"? | YES | NO | N/A |
| (b) Paragraph 3-4.1.b | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The medical certificate is either "on file" or "on person"? | YES | NO | N/A |
| (b) Paragraph 3-4.1.c | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Limitations of the operator due to physical disabilities? | YES | NO | N/A |
| (b) Paragraph 3-4.1.a | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. MHE lift codes and SWL? | YES | NO | N/A |
| (b) Paragraph 3-4.1.e | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N. Is the license valid for only 3 years, provided the medical examination is not expired? | YES | NO | N/A |
| (b) Paragraph 3-4.1 & 3-4.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O. Is there a documented process to renew MHE operator's license? | YES | NO | N/A |
| (b) Paragraph 3-4.5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Revised: December 2013

PROGRAM 15 – INVENTORY MANAGEMENT (NAVY and MARINE CORPS V (A) ASSETS				
ELEMENT .01 ADMINISTRATIVE ASSET MANAGEMENT				
A.	Is the Inventory Accuracy Officer designated in writing? (only required for SPC monthly sampling activities)	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.51 through 13.51.1			
B.	Is the reporting activity utilizing Ordnance Information System-Retail (OISR) or Retail Ordnance Logistics Management System (ROLMS) as the accounting/inventory system?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 2.3.3 through 2.3.3.4, 12.2.1, and 12.3.7 through 12.3.7.1			
C.	Does the activity complete the monthly Ordnance Inventory Accountability Performance Checklist? (This checklist should be considered a format guideline, but if not used all information is required.)	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.4.1.1 and Attachment 13-1			
D.	Does the activity have a Location Survey program?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.14 through 13.14.5			
E.	Does the ammunition custodian maintain an accurate stock balance record for each ammunition item on hand?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 9.29.9.3 through 9.29.9.3.8			
F.	Are reportable transactions reported within the prescribed time frames?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraphs 12.3.2 through 12.3.5			
G.	Is material which has exceeded its required maintenance due date or has expired shelf life recorded in unserviceable condition?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix B. NAVSUP P-724, Revision 19, paragraph 12.65 through 12.65.5			
H.	Is the activity maintaining a two year master retention of all accountable records to include DD1348-1A issue and receipt documentation?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.55.3			
I.	Are issue/receipt documents signed and dated in the appropriate places?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, Attachment 9-3			
J.	Is material not identified by a National Stock Number (NSN) assigned a local stock number by the activity?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 3.16 through 3.20			

K.	Is inert or explosive ammunition with unknown lot or serial numbers that have an assigned Material Control Code (MCC) of "B", "C", "K" or "E" placed in the most restrictive condition code as determined by a review of all NARs issued against the same NALC/DODIC?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 12.67.2 and Attachment 12-10			
L.	Are inert or explosive ammunition unknown lot or serial numbers that have an assigned Material Control Code (MCC) of "B", "C", "K" or "E" being reported into OIS-W with a locally assigned pseudo serial and/or lot number, pending correct serial or lot number identification?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 12.67.2 and Attachment 12-10			
M.	Does the activity have open Disposal Release Orders that are more than one calendar year from the date of issue.	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 16.6 through 16.6.1			
N.	Are individuals who perform physical inventory duties denied access to or prevented from performing verification functions using the official record (OIS-R)?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.16.6 through 13.16.8			
O.	Are physical inventories scheduled, performed, retained and documented?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.7 and 13.8.3			
P.	Is causative research conducted when there are inventory gains or losses?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.21 through 13.21.3.12			
Q.	Are causative research packages retained as required?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.8.3 and 13.22.6			
R.	In the event of a change in Accountable Officer or Change of Command, has the activity conducted the required inventories?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.7.2.4			
ELEMENT 02 NOTICE OF AMMUNITION RECLASSIFICATION (NAR) MANAGEMENT				
A.	Does the command maintain and have on-hand the latest version of the NAVSUP P-801 (hard copy or electronically); as well as all pertinent Ammunition Information Notices (AINs), Overhead Fires (OHFs), and Notices of Ammunition Reclassification (NARs) issuances (inc. issuances from other DoD services where applicable)?	Yes	No	N/A
	Ref: NAVSUP P-801, paragraph 2-1.4.1			

B.	Has the activity developed procedures to ensure adherence to all NARs by screening and re-identification of ammunition during all issues and receipt inspections and for all pending ammunition shipments?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 6.6.1			
C.	Does Official Record reflect applicable NARs, AINs, and OHFs on all applicable ammunition?	Yes	No	N/A
	Ref: NAVSUP P-801, paragraphs 2-1.4.2 and 2-1.4.4 and NAVSUP P-724, Revision 19, paragraph 6.6.3 through 6.6.3.2.3 and 6.6.4			
D.	Are NARs processed within the required time frames?	Yes	No	N/A
	Ref: NAVSUP P-801, paragraph 2-1.2 and NAVSUP P-724, Revision 19, paragraph 6.6.6			
ELEMENT .03 PROGRAM MANAGEMENT				
A.	Is all A&E subjected to a receipt inspection prior to any subsequent processing?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 9.11 through 9.11.1 and NAVSUP P-805, Fourth Revision, paragraph 4-1.3			
B.	Has Fleet return material placed in Condition Code "K" been segregated and identified within 45 days after receipt? (Applies to 2E, 2T, and OT)	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 9.11.10 through 9.11.10.4			
C.	Do Material Condition Tags have all required entries as applicable?	Yes	No	N/A
	Ref: NAVSUP P-805 Fourth Revision, Appendix A, paragraph A-3.1.2 through A-3.1.2g			
D.	Are changes to mandatory entries on Material Condition Tags/Labels corrected only once by drawing a single, heavy line through the entry/entries to be changed? Is the tag/label recertified?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-3.1.10			
E.	Do 2D barcodes have all required entries as applicable?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-4.6.3 through A-4.6.3o			
F.	Does the activity submit Supply Discrepancy Reports (SDRs) when required?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.30.5 through 13.30.5.1			
G.	Is the activity maintaining an SDR Control system?	Yes	No	N/A
	Ref: NAVSUP P-724, Revision 19, paragraph 13.36.5 through 13.36.6.10			
H.	Do inspection indicators (physical devices) meet all requirements?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-5.1.1			
I.	Are inspection indicators (physical devices) assigned in writing to authorized individuals? Does this include their signatures, acknowledging	Yes	No	N/A

ENCLOSURE (2)

	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-5.1.3b			
J.	Are inspection indicators (physical devices) in a locked storage location accessible only by individuals authorized to issue the devices?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-5.1.3c			
K.	Are all inspection indicators (physical devices) that have been issued kept either on the person of the user (during periods of use) or in a locked storage location that is accessible only by the authorized user?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-5.1.3d			
L.	Are inspection indicators (physical devices) that were previously issued and that have been returned to the issuing office following the individual's termination or transfer held for a specific period of time (6 months recommended) before reissuing?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-5.1.3g			
M.	Are the rules of mixed material condition/status criteria for receipt/issue inspections and storage being followed?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Chapter 3, paragraph 3-11 through 3-11.6b			
N.	Does each pallet, container, box, etc., have a Material Condition Code (MCC) tag and linear barcode applied if required?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-3			
O.	Does each pallet, container, box, etc., have a 2D barcode applied if required?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-4			
P.	Does all CAT I/II Ammunition in operating buildings, ready service magazines or designated ready service lockers have Material Condition Tags?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-3			
Q.	Does all CAT I/II Ammunition in operating buildings, ready service magazines or designated ready service lockers have 2D barcodes?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix A, paragraph A-4			
R.	Do defect codes applied to ammunition identify the specific reason for condition code assignment? Are they valid/authorized?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Appendix D, paragraph D-4.4.5			
S.	Are Type 1 traceable seals made up of the correct material composition?	Yes	No	N/A
	Ref: NAVSUP P-805, Fourth Revision, Chapter 3, paragraph 3-7.1			

T.	Are Type 1 or Type 2 traceable seals present or applied in sufficient number and location so that containers cannot be opened without destruction or positive indication of violation of the seal?	Yes	No	N/A
	Ref : NAVSUP P-805, Fourth Revision, Chapter 3, paragraph 3-7.7			
U.	Are Type 2 Traceable seals composed of material that prevents removal and reapplication? Are they stamped with a Unit Identification Code and a numeric or alpha numeric identifier traceable to an assigned Inspection Indicator Stamp?	Yes	No	N/A
	Ref : NAVSUP P-805, Fourth Revision, Chapter 3, paragraph 3-7.4 and 3-7.5			
V.	Are assets stored in non-authorized standard packs applied the correct Condition Defect Code identifying them as acceptable local storage/movement?	Yes	No	N/A
	Ref : NAVSUP P-805, Fourth Revision, Chapter 3, paragraph 3-10.3.2			
W.	Do ammunition containers have all the required exterior markings correctly applied?	Yes	No	N/A
	Ref : NAVSUP P-805, Fourth Revision, Chapter 3, paragraph 3-13.1			
X.	Do humidity indicators indicate an acceptable humidity indication on ammunition containers?	Yes	No	N/A
	Ref : NAVSUP P-805, Fourth Revision, Chapter 3, paragraph 3-10.5 and Figure 3-1			
ELEMENT 04 INVENTORY ACCURACY				
During ESIs with NAVSUP GLS AMMO participation at activities that are designated as SPC monthly samplers, high, medium, or low impact random statistical sampling will be conducted, to include inventory accuracy, inventory effectiveness, and custodial accuracy. In addition, location survey snapshot, periodic lot report compliance, and location reconciliation compliance will be evaluated.				
Ref: NAVSUP P-724, Revision 19, Chapter 13				

CORRECTIVE ACTION PLAN (CAP) GUIDANCE

1. A Corrective Action Plan (CAP) ensures correction, and prevents recurrence, of discrepancies observed during the ESSA Inspection by identifying the root cause(s) and applying appropriate corrective action. When executed properly, the CAP becomes an integral part of a Command's Explosives Safety Program and significantly increases the effectiveness of the ESSA.

2. Experience has indicated that too 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 systemic problem. The Command must identify discrepancy root causes, and then initiate the appropriate corrective action to correct the discrepancy and prevent any recurrence. The ESO shall revisit all root causes at a minimum of 120 days post ESSA to insure corrective action is completed.

3. CAPs shall:

a. Be submitted by the respective unit representative to the MAGTF/TC, MCAGCC ESO within 30 days after receipt of the ESSA. 7th Marine Regiment Units will route all CAPs via the Commanding General, 1st Marine Division (Attn: G-4 AMMO).

b. Be subjected to a 30 day progress review until all outstanding deficiencies are physically and administratively corrected.

c. Track progress on all outstanding deficiencies. Actions previously listed as completed (have been physically corrected) require no further reporting.

4. The following will be used for CAP submittals:

COMMAND NAME (UIC: XXXXX)

Finding 01-99/01.05: (Finding narrative from ESSA Report. List findings in order, utilizing exact verbiage and same identifying number provided in ESSA report).

Discussion: (Optional response supporting information).

Root Causes: (Description of grass root causative information).

Corrective Action: (What was done to correct deficiency)?

Interim Corrective Action: (Describe if necessary).

Current Status: (Present situation or circumstances of corrective action or non-corrective action and projected/actual completion date of the correction. If discrepancy has been abated, so state, with date).

5. The following is an example of a formatted CAP submittal:

EXPLOSIVE ORDNANCE DISPOSAL UNIT (UIC: 35010)

Finding EOD 05-001: EOD personnel do not have training documentation to support current applicable certifications. Paragraphs 5f(2), 5t, and 6c of reference (c) pertain.

Discussion: An assisting inspector from ESSOLANT provided clarification of EOD Cert/Qual requirements during the ESSA with MAGTF/TC, MCAGCC ESO and EOD personnel.

ENCLOSURE (3)

Root Causes: The documentation inaccuracy was due to EOD administrative personnel not fully understanding the reference, the process, and how it pertains to EOD.

Corrective Action: All EOD Cert/Qual documentation was updated in accordance with the reference.

Interim Corrective Action: N/A.

Current Status: All EOD Cert/Qual records are currently accurate as of 30 Nov 2005 to include the 180 day training records.