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NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY
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NOSSA INSTRUCTION 8023.12B

From: Commanding Officer, Naval Ordnance Safety and Security Activity

Subj: SHIPBOARD EXPLOSIVES SAFETY INSPECTION PROGRAM

Ref: (a) OPNAVINST 8020.14/MCO P8020.11
(b) NAVSEA OP 4
(c) COMUSFLTFORCOMINST 4790.3

1. Purpose. To publish procedures and assign responsibilities governing the implementation, execution and management of the Shipboard Explosives Safety Inspection (SESI) Program as required by reference (a).

2. Cancellation. NOSSAINST 8023.12A, Conventional Ordnance Safety Review (COSR)/Evaluation Process for Explosives Safety Afloat Program of 5 May 2008. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. This instruction is applicable to Department of the Navy (DON) ships, submarines, and Military Sealift Command (MSC) ships that stow, handle, transport and use Arms, Ammunition and Explosives (AA&E), regulated by the explosives safety policies and requirements in reference (b).

4. Background. Reference (a) requires all DON commands, ashore and afloat, where A&E is or is intended to be present, to establish and maintain an Explosives Safety Program. The SESI Program evaluates afloat commands for compliance with those regulations.

5. Objective. To assess compliance of the DON Explosives Safety Policy with the Navy's explosives safety standards in the execution of shipboard operations involving the handling, stowage, physical security, and use of A&E. The ultimate goal of the SESI Program is to maintain the highest level of Fleet readiness by preventing loss and mishaps involving A&E, thereby,

eliminating associated deaths, injuries, lost work days and property damage. The purpose of the SESI Program is to promote heightened awareness of explosives safety requirements, assess the extent to which ships' personnel are performing their duties in compliance with regulations, assess the ship's overall ordnance safety posture, and provide applicable explosives safety guidance and best practices.

6. The SESI Program Instruction and SESI Program Evaluation Guides, located on the Naval Ordnance Safety and Security Activity (NOSSA) website (<https://nossa.nmci.navy.mil>), shall be the primary resource for evaluation of the shipboard explosives safety program and shall be used to execute the Shipboard Explosives Safety Self Assessment (SESSA).

7. SESI Program Concept. The program consists of two elements: the SESSA and the SESI. All commands under the scope of this instruction, in coordination with their Immediate Superior-in-Command (ISIC), shall incorporate the SESSA and the SESI into their operating schedule. CVNs will coordinate with COMNAVAIRPAC and COMNAVAIRLANT respectively. The following is an overview of the DON SESI Program.

a. SESSA. The SESSA should be a continual process and shall be accomplished and documented at least once in the established SESI periodicity, but no less than 90 days prior to the SESI. A competent self-assessment capability promotes responsibility and accountability in each command and is the cornerstone of an effective explosives safety program.

(1) The SESSA is intended to reflect the assessment inherent to the implementation of shipboard explosives safety processes. The SESSA shall be a formalized document comprised of all applicable Programs and Elements from the SESI Program Evaluation Guides. The ship shall utilize the SESI Program Evaluation Guides to establish the basic framework of a SESSA. The SESI Program Evaluation Guides are not all-inclusive and the SESSA should also include customized questions and evaluations based on the ships AA&E infrastructure and any pertinent shipboard instructions dealing with explosives safety or AA&E physical security. The SESSA must include an assessment of all applicable programs, shipboard instructions and most recent SESI/SESSA discrepancies identified in a Corrective Action Plan (CAP) to include the actions taken to correct discrepancies.

The completed SESSA and CAP shall be routed through the chain of command for review and final approval in writing by the Commanding Officer (CO)/Master of the ship acknowledging acceptance of inherent risk associated with the command's explosives safety posture.

(2) The SESSA will be reviewed by the SESI inspection team to evaluate the effectiveness and completeness of the SESSA with results recorded in the SESI report. The completed SESSA, CAP and a copy of the SESI Program Evaluation Guides used shall be retained in the applicable department smooth log or equivalent, for a period of three years.

(3) Commands shall periodically review the NOSSA website (<https://nossa.nmci.navy.mil>) for the latest version of the SESI Program Evaluation Guides and associated references applicable to their class of ship. All changes will be passed as an information copy from NOSSA to Commander, U.S. Fleet Forces Command (USFF) and Commander, U.S. Pacific Fleet (CPF).

b. SESI Periodicity. With proper planning from the command and oversight from the ISIC and/or Type Commander (TYCOM), and to be at the highest state of readiness, SESIs are most strongly recommended to be accomplished prior to deployment.

(1) CVNs shall complete SESI once every 32 months and no less than 90 days following a technical safety assistance team visit. The ships shall have sufficient ordnance on board to adequately assess stowage and compatibility.

(2) FFG/CG/DDG/LSD/LHD/LPD/AS/MCM/PC/LHA/LCC/LCS ships shall complete SESI once every 27 months and no less than 90 days following a technical safety assistance team visit. The ships shall have sufficient ordnance on board to adequately assess stowage and compatibility. Ordnance received after completion of first on load in the basic phase meets these requirements.

(3) SSN/SSBN/SSGN shall complete SESI once every 24 months and no less than 90 days following a technical safety assistance team visit. The submarines shall have sufficient ordnance on board to adequately assess stowage and compatibility.

(4) T-AKE/T-AE/T-AOE/T-ARS/AFSB ships shall complete SESI once every 30 months and no less than 90 days following a technical safety assistance team visit. Those ships that do not have an ordnance mission at the time of the SESI will ensure all programs are being maintained and will be inspected.

(5) All newly commissioned ships are required to complete SESI as early as possible after commissioning prior to its maiden deployment and no less than 90 days following a technical safety assistance team visit. Once the initial SESI is complete then the applicable periodicity will be applied.

NOTE:

Due to the scope and depth of the SESI, the complete attention of all personnel involved in handling, stowage or accounting for AA&E is required. SESI will not be conducted while the ship is underway, in a shipyard or during any scheduled ordnance handling evolutions.

8. Acceptance of Operational Risk. It is the responsibility of the TYCOM to accept operational risk if SESI periodicity is exceeded. NOSSA does not grant or endorse requests for extensions of periodicity of a SESI.

9. SESI Grading Criteria. Discrepancies documented during a SESI will be assigned a point value that will be subtracted from the highest possible score of 100. The final score is an indicator of the rigor applied to the maintenance of a healthy explosives safety posture and will determine whether or not a ship is rated as Satisfactory or Unsatisfactory. To be rated Satisfactory, a ship must obtain a score of 70 or better. Any MAJOR finding not corrected by the end of the inspection will result in an automatic rating of Unsatisfactory. Discrepancy categories will be assigned points as follows:

- a. 5 points for each "MAJOR"
- b. 1 point for each "General"

(1) MAJOR findings are identified as any discrepancy that if not corrected immediately could cause the loss of life, serious injury to personnel, damage to the ship/equipment, or loss of Category I or II ammunition or any small arms weapons. MAJOR findings are identified in the SESI Program Functional

Guides with the word "MAJOR" preceding the question and are bolded in red.

(2) General findings are any findings not characterized as MAJOR findings.

c. All findings identified/noted during a SESI shall become a part of the SESI report and point value will be deducted from the overall score.

d. Findings corrected prior to the completion of the SESI will be noted in the report as "Corrected", but the point value is deducted from the overall score.

10. Ammunition Inventory Accuracy Sampling Process. All commands under the scope of this instruction are subject to a sampling of their ammunition inventory for accuracy between the stowage location and the official record. This process will be completed by Naval Supply Systems Command Global Logistics Support Ammunition (NAVSUP GLS AMMO) inspectors. No more than 80 ammunition line items will be sampled. These results will be recorded in the SESI report. Commands that fail to meet the standards required of the sample may be subject to an Ammunition Management Accountability Review. This follow-on review, if required, will be conducted by NAVSUP GLS AMMO inspectors under the control of the NAVSUP GLS Inventory Accuracy Officer (IAO) and will be independent of the SESI process.

11. SESI Reinspections.

a. Reinspections will be conducted by NOSSA on all ships that were unable to correct MAJOR findings prior to the departure of the inspection team. Uncorrected MAJOR findings will restrict a ship from performing ordnance operations in the affected area until the specific finding/s is/are corrected. Verification of the correction of these findings is required to ensure the ship is safe. Only uncorrected MAJOR findings will be reinspected by NOSSA and may be validated electronically if applicable. Once verified by NOSSA a SESI reinspection report will be submitted by the applicable Explosives Safety Support Office (ESSO) Director.

b. Ships receiving an unsatisfactory rating that do not involve uncorrected MAJOR findings do not require a NOSSA

reinspection. The ship shall develop a CAP for all correctable findings and submit it to the ISIC, (COMNAVAIRPAC/COMNAVAIRLANT for CVNs) who will be required to validate those corrections. Once all correctable findings have been validated as corrected, the ISIC will notify the TYCOM, who will provide a copy of the CAP to USFF/CPF. No additional reports will be submitted in this situation.

12. Action.

a. USFF, CPF, shall:

(1) Provide oversight of the SESI Program within their areas of responsibility.

(2) Review SESI reports.

(3) Review Quarterly Trend Reports as received from NOSSA.

b. TYCOMs shall:

(1) Monitor monthly SESI scheduling reports and coordinate with NOSSA to maintain commands within SESI periodicity.

(2) Accept operational risk when a ship exceeds SESI periodicity, and serve as approval authority for SESI periodicity extension requests. Provide all SESI extension approvals by formal letter, naval message or digitally signed email. Forward all extension approvals to NOSSA Shipboard Explosives Safety Compliance Program Manager (SESC PM) and info USFF and CPF.

(3) Notify relevant NOSSA ESSO Director when commands that require reinspection as a result of an unsatisfactory rating are ready for reinspection.

(4) Review Quarterly Trend Reports as received from NOSSA.

c. ISICs shall (For CVNs the TYCOM shall perform 1, 2 and 4):

(1) Provide oversight for each ship's explosive safety afloat training program.

(2) Ensure that ships schedule SESIs with the appropriate ESSO when the requirements addressed in paragraphs 7.b(1) through 7.b(5) of this instruction are met as applicable.

(3) Review and endorse/reject all SESI extension requests to the TYCOM.

(4) Monitor and follow up on CAPs that address the discrepancies noted in the SESI report.

(5) Inform the TYCOM when all correctable findings from an unsatisfactory rating have been validated as corrected and a reinspection can be scheduled (if required).

(6) Attend all SESI in briefs when possible.

d. NOSSA shall:

(1) Execute the SESI Program.

(2) Assemble a team with necessary subject matter experts to conduct the SESI.

(3) Annually provide Office of the Chief of Naval Operations (OPNAV) (N411) with a trend analysis of the SESI Program, with copies to USFF, CPF and TYCOMs. The submitted status report from NOSSA shall include:

(a) Findings categorized by ship type and occurrence.

(b) Positive and negative trends indicated.

(c) Planned adjustments to the SESI Program to maximize overall effectiveness and raise the level of explosives safety awareness across the fleet.

(4) Assist OPNAV (N411), USFF, and CPF, as required, to monitor and evaluate the effectiveness of the SESI Program.

(5) Monitor, track and maintain SESI reports and discrepancies in the Explosives Safety Compliance System (ESCS). Metrics derived from this system will be maintained by NOSSA SESC PM.

(6) Issue a SESI Report to the ship via the ISIC and a copy to USFF, CPF and applicable TYCOM, as applicable, within 15 working days of the SESI.

(7) SESI reports shall describe all actions completed by the SESI team.

(8) Provide General explosives safety guidance.

(9) Review and validate the SESSA.

(10) Take the following actions upon discovery of MAJOR discrepancies:

(a) Recommend that unsafe operations be suspended.

(b) Notify the CO/Master of the ship and/or higher authority and recommend the initiation of immediate corrective action.

(11) Report all findings.

(12) Differentiate between MAJOR and General findings.

(13) Serialize each finding.

(14) Note newly discovered design deficiencies in the SESI report for corrective action as required by reference (c). No point values will be assigned for design deficiencies.

(15) Schedule and conduct an out brief with the CO/Master of the ship and other appropriate personnel to brief the SESI report, including:

(a) Number and type of discrepancies.

(b) A detailed briefing supporting the Satisfactory/Unsatisfactory rating.

(c) A briefing on the effectiveness of the SESSA.

(d) Recommended corrective action to discrepancies observed during the SESI.

(e) A draft copy of the SESI report provided to the CO/Master at the out brief.

(16) Update SESI Program Evaluation Guides as required to reflect changes to references and program elements. Pass information copies to USFF and CPF.

e. NAVSUP GLS AMMO IAO shall:

(1) Provide qualified and certified inspectors for all SESI events to assess Program 10, Element 09 and Program 13 ammunition management and inventory accuracy sampling standards. In the event inspectors are not assigned from NAVSUP GLS AMMO, NOSSA inspectors will assess inventory management only and no inventory accuracy sampling will take place.

(2) Provide Program 10, Element 09 and Program 13 changes/updates to the SESI Program Evaluation Guides as source documents are revised.

f. Ships shall:

(1) Use the most current SESI Program Evaluation Guides located at <https://nossa.nmci.navy.mil> in conducting their SESSA. Ensure the CO/Master reviews, and approves the SESSA and CAP in writing.

(2) Maintain all explosives safety programs required to safely conduct ordnance operations at all times.

(3) Retain a historical file of the ship's SESSA program and any other supporting documentation in the applicable department smooth log, or equivalent, for a period of three years.

(4) Schedule SESIs with the applicable ESSO when the requirements of paragraphs 7.b(1) through 7.b(5) of this instruction are met as applicable. Coordinate with ISIC and/or TYCOM as required.

(5) Forward any requests to TYCOM via ISIC for an extension of SESI periodicity with justification for extension. Ensure the request is submitted prior to periodicity expiration.

(6) Provide a copy of approved explosives safety/AA&E waivers and exceptions, if any, to the SESI Team Leader during the SESI.

(7) Provide personnel to support the SESI Team.

(8) Log design deficiencies into the Current Ship Maintenance Project listing per reference (c), or equivalent for MSC ships.

(9) Develop a CAP when the official SESI report is received to record the actions taken to correct the deficiency or provide a reason for deferral. In the event of an unsatisfactory rating, the ship will be required to submit this CAP to the ISIC (TYCOM for CVNs) for review and validation.

13. When SESSA evaluation deficiencies or other circumstances necessitate requesting a TYCOM/ISIC safety assistance team:

a. Aircraft Carriers will request assistance from Weapons Safety Assistance Team (WSAT), or Mobile Ordnance Training Team via COMNAVAIRPAC or COMNAVAIRLANT respectively.

b. Surface Combatants will request assistance from Afloat Training Group, Ordnance Handling Safety Assistance Team (OHSAT), via Commander, Naval Surface Forces.

c. MSC ships will request assistance from MSC Ordnance Management Division as applicable.

d. Submarine Forces will request assistance from applicable Squadron Weapons Officer or COMSUBFOR (N71) Weapons Officer.

14. The SESI Program Evaluation Guides located on the NOSSA website (<https://nossa.nmci.navy.mil>) contain the most current information available and will be used as a minimum, for all shipboard explosives safety assistance team (OHSAT/WSAT/MSC/TRE) evaluations to maintain alignment within the Shipboard Explosives Safety Program and the appropriate governing explosives safety standards.

15. Shipboard Explosives Safety Inspection Program Guidance. For policy and general guidance, contact the SESC PM at DSN 564-8961/9022. For specific technical inquiries regarding shipboard compliance and SESI scheduling, contact appropriate ESSO Director; (ESSOLANT) at DSN 564-9022 or (ESSOPAC) at DSN 735-9554. Additional information is available on the Explosives Safety Program webpage of the NOSSA website at <https://nossa.nmci.navy.mil>.

16. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1.

17. Forms and Reports. Forms and reports for inspections are automatically generated by the NOSSA ESCS web application.


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Distribution:

Electronic only, via NOSSA Website by accessing <https://nossa.nmci.navy.mil>