



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 8020.5

3ED1

18 MAR 1997

STATION ORDER 8020.5

From: Commanding Officer
To: Distribution List

SUBJ: EXPLOSIVE SAFETY SELF-AUDIT

Ref: (a) NAVSEA OP 5
(b) NAVSEAINST 8020.14

Encl: (1) Explosive Safety Functional Areas
(2) NavSea Explosives Safety Inspection Functional Guide

1. Purpose. To establish policy and guidance for the appraisal of Marine Corps Air Station Yuma's explosive safety posture.

2. Background. Experience has demonstrated that the self-appraisal process is one of the most effective means of maintaining a valid and reliable explosive safety program. Although the surveillance of explosive operations and facilities is a basic requirement of reference (a), standard local periodic inspection procedures can be reinforced with the adoption of a formal self-audit program.

3. Definition

a. Explosive Safety Self-Audit. An Explosive Safety Self-audit (ESSA) is a formal program, whereby a shore installation conducts periodic safety appraisals of its ongoing ammunition and explosives (A&E) operations. The intent of the ESSA is to emphasize the importance of maintaining a well disciplined, proactive approach to explosive safety issues and to promote the highest standards of A&E safety, integrity, responsibility and compliance. A well planned and executed ESSA serves as a catalyst for creating and maintaining an operating environment which fosters concerted interdepartmental joint action in accomplishing safety related goals.

b. Explosive Safety Program Evaluation Guide. The Explosives Safety Program Evaluation Guide (appendix (a) of reference (b)) is a comprehensive list of all significant A&E safety check points. The list covers all facets of A&E safety including program management, qualification/certification, standing operating procedures, explosive safety quantity-distance requirements, lightning protection, storage, handling, transportation, etc. The Program Evaluation Guide shall be used as a basis for conducting MCAS Yuma's ESSA's.

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4. ESSA Team Composition. An ESSA team will be established with duties and responsibilities to conduct appraisals of MCAS Yuma's explosive safety posture. The self-audit process should draw upon a representative organizational cross section of all departments influencing the integrity of the explosives safety program. Therefore, the team will be composed of the Explosives Safety Department and at least one representative from Station Ordnance and MALS-13. Team composition may be augmented to ensure a comprehensive self-audit.

5. Procedures. ESSA's will be conducted annually. They can be conducted in conjunction with other safety stand downs (i.e. Back in the Saddle) and can be done in a working environment.

6. Auditing Methods. Each ordnance operation shall be thoroughly reviewed for complete compliance with governing directives. Using the checklist contained in reference (b), facilities, equipment, processes and personnel shall be reviewed based on, but not limited to, the functional areas listed in enclosure (1) of this instruction. Any deficiencies found shall be documented and necessary corrective actions taken, or long range corrective actions planned. Where any deficiency is not immediately corrected, the Commanding Officer shall assess the risk involved in the continued operation. If the recommendation to continue is made, the rationale shall be documented in writing.

7. Documenting and Recording Results. Results of the ESSA process and the completion of MCAS's explosives posture shall be documented.

8. Process Quality Control. ESSA results shall be reviewed by the cognizant authority to ensure: (1) results are properly analyzed; (2) underlying causes and trends favorable or unfavorable to explosive safety process control are identified; (3) corrective action is accomplished expeditiously; and (4) controls are instituted to preclude recurrence of deficiencies.

9. Reporting Requirements. Results of ESSA shall be distributed to the Commanding Officer, cognizant department heads of each work area inspected throughout MCAS Yuma.

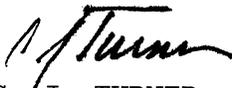
10. Corrective Action Recommendations. Within 30 days following receipt of ESSA results, a corrective action plan shall be submitted by each department head addressing any deficiencies. The corrective action plan shall describe action taken to correct individual deficiencies, identify and remedy underlying causes or new and recurring deficiencies, and identify ways and means of addressing systematic problems.

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11. Follow-up Measures. Corrections to deficiencies shall be subject to reinspection by a designated ESSA team member. Deficiencies not corrected within 180 days of receipt of results shall be reported to the Commanding Officer for further action.

12. Concurrence. The Commanding Officers of MAG-13, 1ST LAAM BN, MACS-7, VMFT-401, MWSS-371, CSSD-16 and MAWTS-1 concur in and make this directive applicable to all units aboard MCAS Yuma.


C. J. TURNER

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EXPLOSIVE SAFETY FUNCTIONAL AREAS

NOTE: This enclosure represents a tailored list of program areas and elements, taken from reference (b), that are applicable to MCAS Yuma. For continuity, the numbering system used below corresponds to the checklist provided by this instruction.

PROGRAM 01 COMMAND ADMINISTRATION AND MANAGEMENT

ELEMENTS

- 01 Organizational/Staffing/Performance
- 02 Inventory Management
- 03 Records
- 04 Site Approval (Staff Civil/Public Works)
- 05 Instructions/Pubs/ESQD/HERO/Programs
- 06 Fire Plans/Maps/Agreements
- 07 Safety Equipment/Issued
- 08 Waivers/Exemption Records
- 09 Explosive Mishap/Accident Reporting Procedures/Files
- 10 Periodic Inspection
- 11 Record of Inert Ordnance
- 12 AA&E Physical Security

PROGRAM 02 QUALIFICATION/CERTIFICATION

ELEMENTS

- 01 Training
- 02 Records
- 03 Ordnance Handlers Qualification
- 04 Certification process

PROGRAM 03 STANDING OPERATING PROCEDURES

ELEMENTS

- 01 Implementation
- 02 Format
- 03 Review Process
- 04 SOP Effectiveness

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PROGRAM 04 AMMUNITION STORAGE/ MAGAZINE

ELEMENTS

- 01 Housekeeping/Control of Vegetation
- 02 Physical Structures/Maintenance/Equipment
- 03 Compatibility of Munitions Stored
- 04 Storage Conditions
- 05 Procedures/Safety
- 06 Roads/Aprons/Loading Ramps
- 07 Lightning Protection/Grounding

PROGRAM 05 OPERATING BUILDING AND PRODUCTION LINES

ELEMENTS

- 01 SOP at Site
- 02 Housekeeping
- 03 Emergency Escape
- 04 Emergency Equipment/Safety/Interlocks
- 05 Lightening Protection/Grounding
- 06 Temporary/Overnight Storage

PROGRAM 06 LIGHTNING PROTECTION

ELEMENTS

- 01 Test Plan/Procedures
- 02 Test/Inspection Requirements/Records
- 03 Equipment/Maintenance
- 04 Lightning/Protection

PROGRAM 07 ENVIRONMENTAL COMPLIANCE (AS RELATED TO EXPLOSIVE HAZARDOUS WASTE (EHW))

ELEMENTS

- 01 Permitting
- 02 Management
- 03 Disposal

PROGRAM 08 EXPLOSIVE ORDNANCE DISPOSAL (EOD)

ELEMENTS

- 01 Facilities
- 02 Procedures
- 03 Safety

ENCLOSURE (1)

PROGRAM 09 RANGES

ELEMENTS

- 01 Small Arms
- 02 Procedures/Safety

PROGRAM 10 MOTOR VEHICLE TRANSPORTATION

ELEMENTS

- 01 Vehicles Assigned
- 02 Vehicle Inspection/Control Procedures/Records
- 03 Support Vehicle Program/Procedures
- 05 Supply Shipping/Receiving (Ordnance Material)
- 06 Explosive Drivers Licensing

PROGRAM 13 AIR TRANSPORTATION

ELEMENTS

- 01 Airfield/Runways
- 02 Aircraft Loading Pads
- 03 Procedures/Safety
- 04 Aircraft Egress Device Shops
- 05 Ready Service Storage

PROGRAM 14 AMMUNITION/EXPLOSIVES ASSOCIATED EQUIPMENT

ELEMENTS

- 01 Approved Equipment
- 02 Modifications
- 03 Type
- 04 Safety Devices/Equipment
- 05 Maintenance and Repair
- 06 Tests and Inspections/Marking
- 07 Battery Charging Operations
- 08 SOP/Procedures

NAVSEA EXPLOSIVES SAFETY INSPECTION FUNCTIONAL GUIDE

ACTIVITY INSPECTED: _____

DATE: _____

CHIEF INSPECTOR: _____

TEAM LEADER: _____

TEAM MEMBERS: _____

PROGRAM NUMBER/TITLE:

PROGRAM 01 - ADMINISTRATION/PROGRAMS N/A

ELEMENTS

01	Organization/Staffing/Performance	PASS	FAIL	N/A
02	Inventory Management	PASS	FAIL	N/A
03	Records	PASS	FAIL	N/A
04	Site Approval (Staff Civil/Public Works)	PASS	FAIL	N/A
05	Instructions/Publications/SOP/Procedures/ESQD/HERO Programs	PASS	FAIL	N/A
06	Fire Plans/Maps/Agreements	PASS	FAIL	N/A
07	Safety Equipment/Issued	PASS	FAIL	N/A
08	Waivers/Exemption/Files	PASS	FAIL	N/A
09	Explosives Mishap/Accident Reporting Procedures	PASS	FAIL	N/A
10	Record of Periodic Inspections	PASS	FAIL	N/A
11	Record of Inert Ordnance Displays	PASS	FAIL	N/A
12	AA&E Physical Security	PASS	FAIL	N/A

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PROGRAM 02 - QUALIFICATION & CERTIFICATION ELEMENTS

ELEMENTS

01	Training	PASS	FAIL	N/A
02	Records	PASS	FAIL	N/A
03	Ordnance Handlers Qualification	PASS	FAIL	N/A
04	Certification Process	PASS	FAIL	N/A

PROGRAM 03 - STANDARD OPERATING PROCEDURES (SOP) ELEMENTS

ELEMENTS

01	Implementation	PASS	FAIL	N/A
02	Format	PASS	FAIL	N/A
03	Review Process	PASS	FAIL	N/A
04	SOP Effectiveness	PASS	FAIL	N/A

PROGRAM 04 - AMMUNITION STORAGE/MAGAZINES

ELEMENTS

01	Housekeeping/Control of Vegetation	PASS	FAIL	N/A
02	Physical Structure/Maintenance/ Equipment	PASS	FAIL	N/A
03	Compatibility of Ammunition Stored	PASS	FAIL	N/A
04	Storage Conditions	PASS	FAIL	N/A
05	Procedures/Safety	PASS	FAIL	N/A
06	Roads/Aprons/Loading Ramps	PASS	FAIL	N/A
07	Lightning Protection/Grounding	PASS	FAIL	N/A

ENCLOSURE (2)

PROGRAM 05 - OPERATING BUILDING AND PRODUCTION LINES

ELEMENTS

01	SOP at Site	PASS	FAIL	N/A
02	Housekeeping	PASS	FAIL	N/A
03	Emergency Escape	PASS	FAIL	N/A
04	Emergency Equipment/Safety/Interlocks	PASS	FAIL	N/A
05	Lightning Protection/Grounding	PASS	FAIL	N/A
06	Temporary/Overnight Storage	PASS	FAIL	N/A

PROGRAM 06 - LIGHTNING PROTECTION/GROUNDING

ELEMENTS

01	Test Procedures	PASS	FAIL	N/A
02	Test/Inspection Requirements/Records	PASS	FAIL	N/A
03	Equipment/Maintenance	PASS	FAIL	N/A
04	Lightning Protection	PASS	FAIL	N/A
05	Storm Warning System	PASS	FAIL	N/A

PROGRAM 07 - ENVIRONMENTAL COMPLIANCE (AS RELATED TO EXPLOSIVE HAZARDOUS WASTE (EHW))

ELEMENTS

01	Permitting	PASS	FAIL	N/A
02	Management	PASS	FAIL	N/A
03	Disposal	PASS	FAIL	N/A

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PROGRAM 08 - EXPLOSIVE ORDNANCE DISPOSAL (EOD)

ELEMENTS

01	Facilities	PASS	FAIL	N/A
02	Procedures	PASS	FAIL	N/A
03	Safety	PASS	FAIL	N/A

PROGRAM 09 - RANGES

ELEMENTS

01	Small Arms	PASS	FAIL	N/A
02	Skeet	PASS	FAIL	N/A
03	Grenade	PASS	FAIL	N/A
04	Procedures/Safety	PASS	FAIL	N/A

PROGRAM 10 MOTOR VEHICLE TRANSPORTATION

ELEMENTS

01	Vehicles Assigned	PASS	FAIL	N/A
02	Vehicle Inspection/Control Procedures/Records	PASS	FAIL	N/A
03	Suspect Vehicle Program/Procedures	PASS	FAIL	N/A
04	Safe Haven/Vehicle Holding Yards	PASS	FAIL	N/A
05	Supply Shipping/Receiving (Ordnance Material)	PASS	FAIL	N/A
06	Explosives Driver Licensing	PASS	FAIL	N/A

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PROGRAM 13 - AIR TRANSPORTATION

ELEMENTS

01	Airfield/Runways	PASS	FAIL	N/A
02	Aircraft Loading Pads	PASS	FAIL	N/A
03	Procedures/Safety	PASS	FAIL	N/A
04	Aircraft Egress Device Shops	PASS	FAIL	N/A
05	Ready Storage	PASS	FAIL	N/A

PROGRAM 14 - AMMUNITION/EXPLOSIVES ASSOCIATED EQUIPMENT

ELEMENTS

01	Approved Equipment	PASS	FAIL	N/A
02	Modifications	PASS	FAIL	N/A
03	Type	PASS	FAIL	N/A
04	Safety Devices/Equipment	PASS	FAIL	N/A
05	Maintenance and Repair	PASS	FAIL	N/A
06	Tests and Inspections/Marking	PASS	FAIL	N/A
07	Battery Charging Operations	PASS	FAIL	N/A
08	SOP/Procedures	PASS	FAIL	N/A

INSPECTION COMPLETED _____
DATE _____

ENCLOSURE (2)