



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 8020.14
B 51
7 Mar 08

MARINE CORPS BASE ORDER 8020.14

From: Commander

To: Distribution List

Subj: EXPLOSIVES SAFETY SELF-ASSESSMENT (ESSA) PLAN

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

(b) NOSSAINST 8020.14D

(c) MCO P8020.11

1. Purpose. To establish an Explosives Safety Self-Assessment Program at MCB Quantico.

2. Background. Experience has demonstrated that the self-assessment process is one of the most effective means for maintaining a valid and reliable explosives safety program. Although the surveillance of explosives operations and facilities is a basic requirement of reference (a), standard local periodic inspection procedures can be reinforced with the adoption of a self-audit program. Reference (b) requires each command to establish a program to conduct periodic safety appraisals of its explosives operations.

3. Cancellation. Safety Division Standard Operating Procedures for Explosives Safety Self Assessment, (SOP) B51I dtd 11 Mar 05.

4. Applicability. This Order applies to all tenant activities and units at MCB Quantico, that handle, transport, or store explosives and/or ammunition on Base.

5. Policy

a. The Program areas contained in reference (b) that apply to MCB Quantico include:

(1) Program 01, Command Administration and Management.

(2) Program 02, Qualification/Certification.

(3) Program 03, Standard Operating Procedures (SOP).

(4) Program 04, Ammunition Storage/Magazines.

7 Mar 08

- (5) Program 05, Operating Buildings and Production lines.
- (6) Program 06, Lightning Protection and Grounding.
- (7) Program 07, Environmental Compliance
- (8) Program 08, A&E Physical Security
- (9) Program 09, Ranges/EOD
- (10) Program 10, Motor Vehicle Transportation
- (11) Program 14, Ammunition/Explosives Associated Equipment
- (12) Program 15, Inventory Management

b. As required by reference (b) and (c), an ESSA of applicable programs will be conducted by an assessment team, on all tenant and base units.

c. In accordance with reference (b), enclosure (4), paragraph 3h, all Marine Corps explosives program self-assessments are to be performed by the Base Explosives Safety Officer (ESO), as part of the annual explosives safety inspections and will become part of the ESSA documentation.

d. The program self-assessments are to be conducted annually, using the evaluation guide provided in reference (b) and locally tailored checklists.

e. The results of the ESSA are to be documented and records maintained in the Base Safety Office for four years. All assessment findings and subsequent corrective action processes are subject to review during the biennial Explosives Safety Inspection conducted by the Naval Ordnance Safety and Security Activity.

6. ESSA Team Staffing

a. ESSA staffing will include personnel who have influence on the integrity of the Explosives Safety Program. Ammunition Supply Point OIC, and NCOIC, EOD Officer/SNCO, a Fire Department representative, lightning protection specialist from the facilities maintenance section, and additional Base Safety specialists may all be used to assist in the ESSA process.

7 Mar 08

b. At a minimum a two-member team will be established to include the person assigned as the alternate Explosives Safety Officer (AESO) and may also include a subject matter expert requested by the Base ESO.

c. The team shall:

(1) Review and be familiar with the pertinent individual program assessment package prior to participating in the ESSA.

(2) Use the appropriate section of reference (b) as a guide.

(3) Obtain all instructions and Standard Operating Procedures (SOPs) relevant to the command under assessment.

(4) Perform an initial desktop assessment of unit instructions and SOPs. Determine whether these documents provide adequate authority and direction to meet the requirements of the program functional areas and an adequate risk management assessment has been performed, as appropriate.

(5) Perform a field assessment to determine any deficiencies in the current program.

(6) Document all assessment findings in the format to be provided by the Base ESO.

(7) Complete the assessment report within 15 days of the inspection.

d. The Base ESO shall:

(1) Schedule the inspection.

(2) Provide support, as required by the assessment team.

(3) Review the ESSA Team Program reports.

(4) Provide assistance and recommendations in the implementation of controls for program findings.

(5) Send a copy of the report to the unit and monitor corrective actions to ensure they are adequate and complete.

(6) Maintain a comprehensive folder with all required audit reports.

7 Mar 08

(7) Prepare an end of year ESSA report for the Base Commander's review at the completion of the inspection cycle.

7. Assessment Report

a. The assessment report must

(1) Identify the program(s) and assessment team members.

(2) Identify the dates and areas assessed.

(3) Include a summary of all findings.

(4) Include a summary evaluation of the state of the command program areas assessed.

(5) Include recommendations for improvements when applicable

b. The cognizant commanding officer or director shall complete a response to each report, including corrective actions planned and taken, and return it to the Base ESO within 30 days of receipt.

8. Effective Date. This Order is effective on the date signed.



CHARLES A. DALLACHIE

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