



Tailored Evaluation Guides

These evaluation guides cannot hope to, nor are they intended to be all inclusive of explosives safety regulations. They are intended to help activities navigate the many regulations that mitigate the risk of a mishap while handling explosives. Managers and handlers alike should be thoroughly familiar with all references and regulations that impact explosives operations.



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Program 3: A&E Qualification/Certification

Element 02 - Training

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
30202	Does the unit operating a Class V(A) or V(W) Qualification Certification Program have a structured training program that supports the certification of qualified personnel?	MCO 8023.3D, ENCL 1	2	11	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	14	
30204	Have personnel in the Class V(A) Qualification Certification Program completed a training syllabus for the current level of certification they hold prior to the granting of that certification?	MCO 8023.3D, ENCL 1	3	13	[]Yes []No []N/A
30205	Have all employees (military/civilian) received mandatory A&E explosives safety training?	MCO 8023.3D, ENCL 1	1	13	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	2	2-3.3, Appendix D	
30206	Have all personnel that have not completed the 2311 or 6500 MOS formal training (military/civilian) received mandatory explosives safety training through AMMO-18 prior to being certified?	MCO 8023.3D, ENCL 1	2	10.a	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	10.a, 12.b	

Element 03 - Qualification

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
30301	Have all personnel engaged in explosives operations been certified by qualified medical personnel?	MCO 8023.3D, ENCL 1	1	5.b	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	2	2-3.1	
30303	Are personnel who hold a certification and fail to meet annual AA&E screening or periodic medical examination requirements decertified/suspended/revoked as applicable?	MCO 5530.14A, ENCL 1	App I		[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	1	5.a	
		NAVSEA OP 5 Vol 1	2	2-3.1	



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30304	Are personnel qualified at defined levels/work tasks as applicable?	MCO 8023.3D, ENCL 1	2	10	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	10	
30307	Are sufficient number of qualified/certified Board Members being maintained at all times?	MCO 8023.3D, ENCL 1	2	7	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	7	
30308	Are rank/grade waivers, as authorized, for Class V(A) and V(W) Board Members and qualification categories processed as required?	MCO 8023.3D, ENCL 1	2	7.d, 10.b	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	7.d, 10.b, 10.d	

Element 04 - Certification

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
30401	Is the Board Chair designated in writing or via ASM by the Commander?	MCO 8023.3D, ENCL 1	2	4.b	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	4.b	
30402	Are Certification Board Members designated in writing or via ASM by the Commander or Board Chairman when appropriately delegated (Class V (W) programs only)?	MCO 8023.3D, ENCL 1	2	4.b	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	4.b	
30404	If Board Member assignment of an individual in the grade of E-6 or higher or civilian equivalent is not possible, has a waiver been submitted to the approving authority via the chain of command?	MCO 8023.3D, ENCL 1	2	7.d	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	7.d	
30405	Are all Qualification Certification Program recommendations for certification made by board members who are certified in the same A&E, work task codes, and certification level for which they are recommending certification?	MCO 8023.3D, ENCL 1	2	7.b	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	7.b	



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30407 Are certifications reviewed and signed by the Commander or Board Chairperson in conjunction with and at the same periodicity as the AA&E Screening? MCO 8023.3D, ENCL 1 1 9.a []Yes []No []N/A

Element 05 - Qual/Cert Records

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
30505	Are certifications correctly maintained within ASM and eQual?	MCO 8023.3D, ENCL 1	2	9	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	3	9	

Program 5: A&E Facilities

Element 01 - General A&E Facilities (Mags/RSLs/OBs/RFIs)

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
50101	Where different types of A&E are stored together, is storage compatibility maintained?	NAVSEA OP 5 Vol 1	3	3-9, Table 3-10	[]Yes []No []N/A
50112	Are empty container requirements being met?	NAVSEA OP 5 Vol 1	11	11-1.5	[]Yes []No []N/A
50113	Are magazines/magazine areas inspected prior to initial use/reuse after being empty, and periodically while in use?	NAVSEA OP 5 Vol 1	11	11-9.1	[]Yes []No []N/A
50114	Are correct fire division, chemical hazard or fire direction symbols posted outside hazardous materials storage sites?	NAVSEA OP 5 Vol 1	4	4-4.2.9, Figures 4-3 thru Figure 4-5, Tables 4-1 thru Table 4-3	[]Yes []No []N/A
50115	Is the quantity of A&E stowed within authorized limits?	NAVSEA OP 5 Vol 1	11	11-2.2.2	[]Yes []No []N/A
50116	Are explosive limit signs posted/painted (indicating maximum authorized quantity of explosives permitted by class and division) in all storage locations and related areas? For storage locations that include C/D 1.2.1 or 1.2.3 is an MCE weight posted?	NAVSEA OP 5 Vol 1	7	7-4.4, 7-4.4.2.1, 7-4.4.3.2	[]Yes []No []N/A
50119	Are A&E containers clean, dry, and properly marked before being stowed? Are all containers closed and securely fastened?	NAVSEA OP 5 Vol 1	11	11-1.4.1	[]Yes []No []N/A



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50121	Are flame or spark producing devices prohibited in or around potential explosion sites? Where smoking is allowed are the areas designated and do they meet the requirements of NAVSEA OP 5?	NAVSEA OP 5 Vol 1	2	2-4.9.5, 4-1.6.1 thru 4-1.6.3	[]Yes []No []N/A
50123	Are general safety precautions posted or listed in current SOP? Are specific safety precautions posted?	NAVSEA OP 5 Vol 1	11	11-2.7.2	[]Yes []No []N/A
50136	Are buildings and spaces kept clean at all times?	NAVSEA OP 5 Vol 1	2	2-1.5.1, 4-1.7	[]Yes []No []N/A
50137	Is rough handling of A&E observed?	NAVSEA OP 5 Vol 1	10	10-1.1.1	[]Yes []No []N/A
50140	Are authorized hand tools stored safely?	NAVSEA OP 5 Vol 1	2	2-1.5.4	[]Yes []No []N/A

Element 02 - Operating Buildings

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
50214	Are there an adequate number of exits and are operations and equipment so arranged that all persons have unobstructed exit paths?	NAVSEA OP 5 Vol 1	8	8-3.1.5, 8-3.1.5.1, 8-3.1.5.3	[]Yes []No []N/A
50215	Do exit doors open outward? Are they the correct size and are anti-panic catches provided?	NAVSEA OP 5 Vol 1	8	8-3.1.5.1	[]Yes []No []N/A
50216	Are explosives limits posted at all locations where required?	NAVSEA OP 5 Vol 1	7	7-4.4, 7-4.4.1.2	[]Yes []No []N/A
50217	Are personnel limits posted so that they can be readily seen upon entrance to building, room or space?	NAVSEA OP 5 Vol 1	7	7-7.2	[]Yes []No []N/A
50222	Are unauthorized personnel excluded or prohibited in operating buildings and areas?	NAVSEA OP 5 Vol 1	7	7-7.1	[]Yes []No []N/A
50223	Where A&E may be stored overnight in an operating/assembly building, does the building meet requirements for overnight storage (e.g., sprinkler system)?	NAVSEA OP 5 Vol 1	11	11-6.3	[]Yes []No []N/A

Element 03 - A&E Physical Security

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
50301	Are AA&E physical security surveys conducted annually?	MCO 5530.14A, ENCL 1	3	3001.5.a.2	[]Yes []No []N/A



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50302	Do the AA&E physical security surveys include the required information outlined in MCO 5530.14A?	MCO 5530.14A, ENCL 1	8	8014.1 thru 8014.5	[]Yes []No []N/A
50303	Are original, signed surveys (paper or electronic copies) maintained for three years?	MCO 5530.14A, ENCL 1	3	3001.5.12	[]Yes []No []N/A
50304	Is a key control register containing all required information maintained to ensure accountability of keys? Are the registers maintained for at least three years?	MCO 5530.14A, ENCL 1		3005.6, Appendix G	[]Yes []No []N/A
50305	Has an access control custodian been appointed in writing by the head of the functional area (e.g., department head, directorate, etc.)?	MCO 5530.14A, ENCL 1	3	3005.2	[]Yes []No []N/A
50306	Does the access control custodian have unaccompanied access or a PIN to AA&E facilities?	MCO 5530.14A, ENCL 1	8	8010.1	[]Yes []No []N/A
50307	Are all AA&E safe combinations changed annually or when personnel rotate?	MCO 5530.14A, ENCL 1	8	8010.1.d	[]Yes []No []N/A
50308	Are all security locks, padlocks, and lock cores designated as high security rotated annually from one location to the another within the same level areas of protection?	MCO 5530.14A, ENCL 1	3	3005.4	[]Yes []No []N/A
50309	Are personnel authorized access to AA&E keys designated in writing by the Commanding Officer?	MCO 5530.14A, ENCL 1	8	8010	[]Yes []No []N/A
50311	Are keys to Category III and IV AA&E stored in containers of at least 12-gauge steel or equivalent?	MCO 5530.14A, ENCL 1	8	8010.3.b.2	[]Yes []No []N/A
50313	Has an access control custodian performed semiannual inventories of all keys and log accounts and retained those records for the last three years?	MCO 5530.14A, ENCL 1	3	3005.2, 3005.6.f	[]Yes []No []N/A
50314	Is a pass, badge, access roster or sign-in/out system used for restricted areas?	MCO 5530.14A, ENCL 1	8	8008.2	[]Yes []No []N/A
50315	Are visitor control logs or entry rosters used to track the ingress and egress of visitors and maintained for at least three years?	MCO 5530.14A, ENCL 1	8	8008.2.a	[]Yes []No []N/A
50316	Are areas containing risk category AA&E posted as restricted areas?	MCO 5530.14A, ENCL 1	8	8008.1.a	[]Yes []No []N/A
50317	Is an AA&E Screening Officer (commissioned officer, warrant officer, staff non-commissioned officer, or GS-9 and above) appointed by the Commanding Officer?	MCO 5530.14A, ENCL 1	8	8002.1.d.1	[]Yes []No []N/A
50318	Are keys to AA&E facilities maintained separately from all other racks, containers, and miscellaneous keys?	MCO 5530.14A, ENCL 1	8	8010.2	[]Yes []No []N/A



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50320	Has a strict key and lock security and access control program been established?	MCO 5530.14A, ENCL 1	3	3005	[]Yes []No []N/A
50321	Are Arms, Ammunition, and Explosives (AA&E) screenings properly conducted and documented for all personnel involved in the custody, maintenance, disposal, distribution, or security of AA&E?	MCO 5530.14A, ENCL 1	8	8002.1	[]Yes []No []N/A
		MCO 5530.14A, ENCL 1	App I		
50322	Has the activity possessing AA&E (including personnel responsible for custody, maintenance, disposal, distribution, and security of AA&E items) established and conducted an annual training program for personnel with AA&E related duties? Is that training documented and maintained in the individuals record or through the Qualification Certification Program?	MCO 5530.14A, ENCL 1	8	8002.3	[]Yes []No []N/A

Program 6: LPS/Grounding/Emissions Control

Element 01 - HERO/EMCON

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
60104	Are portable and mobile radios properly labeled with the HERO unsafe and HERO susceptible ordnance separation distance as indicated in the HERO survey report?	NAVSEA OP 3565 Vol 2	1	1-8.2, Figure 1-5	[]Yes []No []N/A

Element 02 - Grounding System Test Plan

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
60210	Are ordnance ground systems visually inspected at least every six months and tested at least every 24 months?	NAVSEA OP 5 Vol 1	5	5-5.4.5.1, 5-5.4.5.2	[]Yes []No []N/A

Element 03 - Lightning Protection and Grounding Maintenance

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
60316	Are commercially built, pre-engineered "portable" magazines/magazine groups properly grounded to provide 25 ohms or less ground resistance?	NAVSEA OP 5 Vol 1	6	6-8.2.2.1, 6-8.2.2.2	[]Yes []No []N/A
60317	Are all metal parts of magazines that pose a side-flash hazard properly bonded?	NAVSEA OP 5 Vol 1	6	6-6.3	[]Yes []No []N/A



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60328	Has criteria been established for terminating A&E operations when required at the approach of a thunderstorm, and do the procedures allow for the termination of operations prior to a storm approaching within ten miles if required?	NAVSEA OP 5 Vol 1	6	6-10	[]Yes []No []N/A
60329	Are cables used to connect Ready Service Lockers to ground rods made of AWG No. 1/0 uninsulated copper with strands not less than AWG No. 17?	NAVSEA OP 5 Vol 1	5	5-4	[]Yes []No []N/A
60330	Are single portable magazines larger than 25 square feet grounded using a minimum of two separate ground rods, each placed in a different corner?	NAVSEA OP 5 Vol 1	6	6-8.2.2.1	[]Yes []No []N/A
60332	Are connector fittings attached so as to withstand a pull test of 200 pounds? Are the fittings of the bolted, welded, high-compression, or crimp type?	NAVSEA OP 5 Vol 1	4	4.12	[]Yes []No []N/A
60333	Are all bonding connections and conductor splices unpainted?	NAVSEA OP 5 Vol 1	8	8.5.4.4	[]Yes []No []N/A

Program 7: Munition/Environmental

Element 03 - MPPEH

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
70301	Does the installation manage MPPEH in accordance with DoDI 4140.62 (MPPEH)?	MCO 5090.2 Vol 21	3	0305	[]Yes []No []N/A
70302	Does the installation ensure that MPPEH or MDEH is not transported or shipped over public transportation routes unless determined safe for transport?	MCO 5090.2 Vol 21	6	0612.b	[]Yes []No []N/A
70304	Does the installation ensure that explosives safety status of material to be transferred within or released from DoD has been established by either a 100% inspection and another 100% independent reinspection or processing by a DDESB approved means with an appropriate post-processing inspection?	MCO 5090.2 Vol 21	3	030504	[]Yes []No []N/A
70316	Does the installation maintain controlled access to areas used to hold MDAS?	MCO 5100.29C Vol 8	6	0613	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	13	13-15.4.1.6	
70317	Does the installation have a process in place to ensure the proper chain of custody for MDAS?	MCO 5090.2 Vol 21	3	030513	[]Yes []No []N/A



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70318	Are adequate controls and documented procedures in place to prevent commingling of MPPEH, MDAS, and MDEH?	MCO 5100.29C Vol 8	6	0611.a	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	13	13-15.6.1	
70320	Does the installation ensure that personnel who inspect, process, or document MPPEH shall be trained in: -Recognition and safe handling of used and unused military munitions and specific types of MPPEH. -Demilitarization and trade security controls and procedures that apply to MPPEH, MDEH, and MDAS that is to be released from DoD control. -Identification, management and processing requirements that may apply to specific types of MPPEH or MDEH.	MCO 5090.2 Vol 21	3	030507	[]Yes []No []N/A
70349	Does the installation ensure that empty ammunition/weapon containers are managed as MPPEH until certified as safe?	MCO 5100.29C Vol 8	6	0610	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	13	13-15.10	
70350	Does the activity retain legible copies of all documents supporting the explosives safety status of the material as MDAS or MDEH for a minimum of three years?	NAVSEA OP 5 Vol 1	13	13-15.5.3	[]Yes []No []N/A
70351	Is all MPPEH certified as MDAS prior to being taken off the range or point of use?	MCO 5100.29C Vol 8	6	0606.a	[]Yes []No []N/A
70352	Does the activity have written procedures for MPPEH operations covering management, assessment, and documentation requirements?	NAVSEA OP 5 Vol 1	13	13-15.2.4	[]Yes []No []N/A
70355	Are personnel who are authorized to inspect MPPEH and document the explosives safety status designated in writing by the CO or responsible individual? Does the letter identify the type of MPPEH the individuals are authorized to inspect and include sample signatures?	MCO 5100.29C Vol 8	6	0606.c	[]Yes []No []N/A
70356	Is MDAS certified by a 1348-1A or local form as authorized by the CO? Does the certification identify the material type and contain dual signatures?	MCO 5100.29C Vol 8	6	0607.b	[]Yes []No []N/A
	Is MDAS certified by a 1348-1A or local form as authorized by the CO? Does the certification identify the material type and contain dual signatures?	MCO 5100.29C Vol 8	6	0607.b	[]Yes []No []N/A