



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 1: ES Administration/Management

Element 01 - Explosives Safety Management

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10106	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?	MCO 5100.29C Vol 8	9	0904	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	1	1-5.2.1	
10114	Are all certified inert ordnance items properly identified and marked with a serial number containing the unit identification code (UIC) or reporting unit code (RUC) of the EOD unit where the item was certified inert, and a unique number?	MCO 5100.29C Vol 8	2	0205.B	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	2	2-1.4.7.c	
10115	Have ordnance items that have been rendered inert by removal of explosive material and used for museum displays, training or other purposes been properly certified as inert by Explosive Ordnance Disposal personnel? Are the minimum data requirements of the certification met?	MCO 5100.29C Vol 8	2	0205.a.5 thru 0205.a.7	[]Yes []No []N/A

Element 03 -Emergency Management/Fire Plans/Maps

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10305	Is the Activity/Commands Fire Bill posted conspicuously throughout the Activity/Commands, including the magazine area, and are the Fire Bills reviewed/updated semiannually?	NAVSEA OP 5 Vol 1	4	4-3.1.1	[]Yes []No []N/A
10306	Does the General Fire Bill have the minimum required instructions in the event of a fire?	NAVSEA OP 5 Vol 1	4	4-3.1.1.a thru 4-3.1.1.1	[]Yes []No []N/A

Element 04 - Safety Equipment/Fire Protection

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10403	Are deluge showers and eye wash fountains provided in areas where fuel/chemicals/acids and pyrotechnics are handled?	NAVSEA OP 5 Vol 1	8	8-3.2.4	[]Yes []No []N/A



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10405	Is the required firefighting equipment available at all potential explosion sites during MHE operations?	NAVSEA OP 5 Vol 1	4	4-3.6.1	[]Yes []No []N/A
10406	Is fire protection/fire fighting equipment in good order and inspected at the correct periodicity?	NAVSEA OP 5 Vol 1	4	4-1.5	[]Yes []No []N/A
10407	Does the installed fire protection/fire fighting equipment meet the requirements for the material stored/processed therein?	NAVSEA OP 5 Vol 1	4	4-3.6, 4-3.9	[]Yes []No []N/A
10408	Is the "no articles of adornment" rule enforced in locations where explosive materials are exposed, equipment is being operated or where material is being physically handled?	NAVSEA OP 5 Vol 1	2	2-4.9.1	[]Yes []No []N/A

Element 07 - Explosives Safety Training

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10708	Have Unit/Tenant commanders (Regimental/Squadron or higher), having an explosives mission , appointed a unit Explosives Safety Representative (ESR)?	MCO 5100.29C Vol 8	8	0806	[]Yes []No []N/A

Program 2: Facility Certification/Master Planning

Element 02 - Site Compliance

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
20201	Have all Potential Explosion Sites (PESs) been assigned NAVFACENGCOM building numbers if required? Is that number at least 6 inches high?	NAVSEA OP 5 Vol 1	8	8-8.1	[]Yes []No []N/A

Program 3: A&E Qualification/Certification

Element 01 - Implementation

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
30101	Is a QUAL/CERT Program in effect for all personnel working with Ammunition and Explosives?	MCO 8023.3D, ENCL 1	1	4.a thru 4.p	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	2	2-3.2	



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Element 02 - Training

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
30201	Has periodic training supporting all assigned family groups and work task codes (annually or semi-annually as applicable) been appropriately documented for personnel in the Class V(A) and Class V(W) Qualification Certification Program?	MCO 8023.3D, ENCL 1	1	13	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	2	11	
		MCO 8023.3D, ENCL 1	3	14	
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

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
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	



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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	
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

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
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	



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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
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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
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Element 05 - Qual/Cert Records

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
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
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Program 4: A&E Standard Operating Procedures

Element 01 - Development

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
40101	Are all new SOPs and any major changes to existing SOPs maintained in accordance with the latest instruction?	MCO 5100.29C Vol 8	10	1002.A	[]Yes []No []N/A
40102	Do all activities have written standard operating procedures prior to starting operations involving ammunition or explosives (A&E)?	MCO 5100.29C Vol 8	10	1002	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	2	2-1.1	
40103	Did the development, review and validation of the SOP(s) take place prior to the Commanding Officer's (or designated representative) approval?	MCO 5100.29C Vol 8	10	1005.C.1, 1005.C.2	[]Yes []No []N/A
40105	Is the Operational Risk Management processes conducted, and are the results of hazard analysis/risk assessments used as a basis for developing the SOP? Are the results included as an element of the SOP?	MCO 5100.29C Vol 8	10	1005.G	[]Yes []No []N/A



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40106	Do SOPs provide personnel with the procedures necessary to maintain physical security, accountability and disposition control of A&E, MPPEH, and/or MEC?	MCO 5100.29C Vol 8	10	1005.1.8	[]Yes []No []N/A
40107	Are supervisors overseeing the performance of SOP validations with the necessary workers/operators and other personnel to ensure complete understanding at all levels?	MCO 5100.29C Vol 8	10	1005.C.2.b	[]Yes []No []N/A
40108	Did supervisors and workers/operators, before initial use, conduct a validation of applicable sections of the SOP, or whenever there was a major change to the operation, process, or facility?	MCO 5100.29C Vol 8	10	1005.C.2	[]Yes []No []N/A
40109	Are validations documented, signed, and dated by personnel performing the validation?	MCO 5100.29C Vol 8	10	1005.C.2.c	[]Yes []No []N/A
40110	Are SOPs reviewed prior to initial use by personnel responsible for the technical requirements?	MCO 5100.29C Vol 8	10	1005.C.1.a.1	[]Yes []No []N/A
40111	Are SOPs reviewed by personnel who are responsible for support of the process in accordance with sections of the SOP, including mishap responses?	MCO 5100.29C Vol 8	10	1005.C.1.a.2	[]Yes []No []N/A
40112	Are SOPs reviewed by occupational safety and health, medical (e.g., industrial hygiene), and environmental personnel (if the process involves or may potentially involve any applicable procedures)?	MCO 5100.29C Vol 8	10	1005.C.1.a.3	[]Yes []No []N/A
40113	Are SOPs reviewed by the designated host command ESO and/or tenant ESO (if formal host/tenant agreement is in place)?	MCO 5100.29C Vol 8	10	1005.C.1.a.4	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	1	1-4.4.1.e	
40115	Does the activity have required SOPs that cover A&E handling, storage, and transportation operations not conducted in accordance with technical directives, approved checklists, or Field Manuals (i.e. Storage, Issue/Receipt, Assembly Area, Container Operations, Pier Operations, VERTREP etc.) where applicable?	MCO 5100.29C Vol 8		1002.a	[]Yes []No []N/A

Element 02 - SOP Content Requirements

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
40201	Does the SOP contain a Title Page that includes a unique copy control number for SOP tracking and version control?	MCO 5100.29C Vol 8	10	1005.A	[]Yes []No []N/A



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40202	Does the SOP contain a Record of Changes?	MCO 5100.29C Vol 8	10	1005.B	[]Yes []No []N/A
40203	Does the SOP contain a Record of review, validation, and approval which provides signatures and dates of person(s) who developed, reviewed, validated, and approved the SOP?	MCO 5100.29C Vol 8	10	1005.C	[]Yes []No []N/A
40204	Does the SOP contain a Table of Contents?	MCO 5100.29C Vol 8	10	1005.D	[]Yes []No []N/A
40205	Does the SOP contain a the Supervisor's Statement with areas for signature and date?	MCO 5100.29C Vol 8	10	1005.E.1	[]Yes []No []N/A
40206	Does the SOP contain a the Worker's Statement with signatures and dates for the worker and supervisor?	MCO 5100.29C Vol 8	10	1005.E.2	[]Yes []No []N/A
40207	Does the SOP contain a List of all applicable references?	MCO 5100.29C Vol 8	10	1005.F	[]Yes []No []N/A
40208	Does the SOP contain the hazard analysis/risk assessment?	MCO 5100.29C Vol 8	10	1005.G	[]Yes []No []N/A
40209	Does the SOP contain a Hazard control brief?	MCO 5100.29C Vol 8	10	1005.H	[]Yes []No []N/A
40210	Does the SOP contain a Clear and concise Step-by-Step procedures?	MCO 5100.29C Vol 8	10	1005.I	[]Yes []No []N/A
40211	Does the SOP contain Building or site diagram and/or processing diagram if applicable?	MCO 5100.29C Vol 8	10	1005.J	[]Yes []No []N/A
40212	Does the SOP contain a listing of equipment and supplies (including approved tools, special tools and equipment and supplies) and safety equipment that includes PPE?	MCO 5100.29C Vol 8	10	1005.K	[]Yes []No []N/A
40213	Does the SOP contain Emergency Procedures?	MCO 5100.29C Vol 8	10	1005.L	[]Yes []No []N/A

Element 03 - Review Process

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
40301	Are SOPs reviewed annually with the date documented?	MCO 5100.29C Vol 8	10	1005.C.4	[]Yes []No []N/A
40302	Are changes documented and significant changes to procedures reviewed, validated, and approved?	MCO 5100.29C Vol 8	10	1005.C.5	[]Yes []No []N/A
40303	After expiration (four years from the date of approval), are SOPs reviewed by all applicable personnel, and contain new approval signatures prior to reissue?	MCO 5100.29C Vol 8	10	1005.C.6	[]Yes []No []N/A



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40304	Are contractors reviewing SOPs using a similar chain of contractor personnel with a similar scope of authority?	MCO 5100.29C Vol 8	10	1005.C.1.b	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40305	Have all workers/operators and supervisors reviewed and signed the Worker/Operator and Supervisor Statements signifying that they are authorized to work under the SOP or that they are qualified with up-to-date training?	MCO 5100.29C Vol 8	10	1005.e	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40306	Are SOPs continuously reviewed to ensure that they are changed as necessary to reflect current procedures, and changes to reference documents?	MCO 5100.29C Vol 8	10	1004.a.3	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A

Element 04 - Implementation

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
40401	Are SOPs and applicable reference publications kept in the work area with the procedures readily available for use by workers/operators performing the process?	MCO 5100.29C Vol 8	10	1002.B	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40402	Are the hazard analysis results a permanent part of the SOP?	MCO 5100.29C Vol 8	10	1005.H.1	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40403	Are hazard control briefs prepared taking into account the results of the hazard analysis and risk assessment?	MCO 5100.29C Vol 8	10	1005.H.1	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40404	Are hazard control briefs given to all workers/employees using the SOP prior to initial use? Is the brief given to all visitors and other transients/observers to the A&E, MPPEH or MEC location(s) when required?	MCO 5100.29C Vol 8	10	1005.H.1	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40406	Do hazard control briefings cover hazardous materials used, consumed, or produced in the process?	MCO 5100.29C Vol 8	10	1005.H.2.a	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40407	Do hazard control briefings cover ways in which exposure to hazards and hazardous materials are avoided or minimized?	MCO 5100.29C Vol 8	10	1005.H.2.b	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40408	Do hazard control briefings cover signs of unacceptable exposure to the worker/supervisor/visitor, or damage to the equipment, from hazardous materials being processed?	MCO 5100.29C Vol 8	10	1005.H.2.c	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40409	Do hazard control briefings cover first aid or other action to be taken immediately should exposure occur?	MCO 5100.29C Vol 8	10	1005.H.2.d	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A
40410	Do hazard control briefings cover hazard analysis results?	MCO 5100.29C Vol 8	10	1005.H.2.e	[<input type="checkbox"/>]Yes [<input type="checkbox"/>]No [<input type="checkbox"/>]N/A



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40411	Do diagrams include the location of safety related items such as fire extinguishers, fire suppression systems, eye wash stations, etc. Do they illustrate explosive and personnel limits, evacuation routes, and emergency exits?	MCO 5100.29C Vol 8	10	1005.J.1.a	[]Yes []No []N/A
40412	Are applicable compensatory measure contained in site approvals that affect the operation or operating/storage locations involved with the process contained in the SOP?	MCO 5100.29C Vol 8	10	1005.I.6	[]Yes []No []N/A

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
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



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50124	Are the flashlights and lanterns used in hazardous areas of an approved type?	NAVSEA OP 5 Vol 1	5	5-10.4.3	[]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
50138	Are privately owned vehicles parked at appropriate distances from potential explosion sites?	NAVSEA OP 5 Vol 1	7	7-13.13	[]Yes []No []N/A
50139	Is a red flag displayed near the entrance of any building or location when work involving A&E is in progress?	NAVSEA OP 5 Vol 1	9	9-2.4.5, 11-3.3	[]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>	
50208	Are flammable liquids (paints and solvents) properly stored?	NAVSEA OP 5 Vol 1	8	8-3.3.2	[]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

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
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



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50307	Are all AA&E safe combinations changed annually or when personnel rotate?	MCO 5530.14A, ENCL 1	8	8010.1.d	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A
50310	Are keys to Category I and II AA&E items stored in a Class 5 GSA approved security container or equivalent?	MCO 5530.14A, ENCL 1	8	8010.3.b.1	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A
50316	Are areas containing risk category AA&E posted as restricted areas?	MCO 5530.14A, ENCL 1	8	8008.1.a	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A
50320	Has a strict key and lock security and access control program been established?	MCO 5530.14A, ENCL 1	3	3005	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A
		MCO 5530.14A, ENCL 1	App I		



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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
60214	Is test equipment used to measure the earth resistance specifically designed for earth ground system testing?	NAVSEA OP 5 Vol 1	5	5-8.2.4	[]Yes []No []N/A

Element 03 - Lightning Protection and Grounding Maintenance

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
60311	Are all metal masses to ordnance handling, operating and storage facilities considered for side flash, and are they properly grounded/bonded when required?	NAVSEA OP 5 Vol 1	6	6-6.3	[]Yes []No []N/A
60312	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 10 ft 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)?	NAVSEA OP 5 Vol 1	5	5-4.1.1.a thru 5-4.1.1.e	[]Yes []No []N/A
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
70335	Does the installation ensure that containers and holding areas for material being processed are secured and clearly marked as to the hazard, if any exists, and that the inspection reinspection documentation is present?	MCO 5090.2 Vol 21	3	030510	[]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



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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

Program 8: AA&E Transportation & Equipment

Element 01 - Motor Vehicle Transportation

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
80101	Are vehicles used to transport ammunition, explosives and related hazardous material the correct type?	NAVSEA OP 5 Vol 1	12	12-6.3.1	[]Yes []No []N/A
80103	Are containers properly secured to prevent shifting during transport?	NAVSEA SW020-AF-HBK-010	4	4-5.8	[]Yes []No []N/A
80104	Are shipping containers used for the shipment of ammunition and explosives approved?	NAVSEA OP 5 Vol 1	12	12-3.2.2	[]Yes []No []N/A
80105	Have persons who certify HAZMAT on shipping papers (i.e., Forms DD Form 2890, Figure 204-11, DOT mandated forms, BL, CBL, and Shipper's Declaration for Dangerous Goods) by any mode of transportation, military or commercial, with the exception of technical specialists (Ammunition Technicians), successfully completed an initial 80-hour classroom certification course from one of the DoD-approved schools?	DTR 4500.9 Part II, Chap 204		D.1.B	[]Yes []No []N/A
80106	Have persons who certify HAZMAT on shipping papers also had refresher training at 24-month intervals if applicable?	DTR 4500.9 Part II, Chap 204		D.2.A	[]Yes []No []N/A
80107	Are shipping papers (i.e., Forms DD Form 2890, Figure 204-11, DOT mandated forms, BL, CBL, and Shipper's Declaration for Dangerous Goods) retained for a minimum of two years?	NAVSEA SW020-AG-SAF-010	3	3-7	[]Yes []No []N/A
80108	Have personnel who have satisfactorily completed the required training been designated in writing by the individuals Commanding Officer to certify A&E shipments?	NAVSEA SW020-AG-SAF-010	1	1-5.1	[]Yes []No []N/A
80109	Have inspectors of explosives laden vehicles and railcars completed AMMO-51 (one-time classroom) and refresher training every two years?	NAVSEA OP 5 Vol 1	App D	D-3.f	[]Yes []No []N/A
80110	Has the Transportation Officer (TO) responsible for billing and arrangement of transportation of A&E completed AMMO-62 or Transportation of Hazardous Materials (A-822-0012)?	NAVSEA SW020-AG-SAF-010	1	1-5.a	[]Yes []No []N/A



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80111	Are vehicles used over public highways for the transportation of placarded amounts of Hazard Class/Division 1.1 through 1.4 A&E and other regulated material inspected using DD Form 626?	NAVSEA SW020-AG-SAF-010	3	3-7.1	[]Yes []No []N/A
80112	Are vehicles used for the transportation of AA&E inspected at intervals not to exceed 12 months or 12,000 miles?	NAVSEA OP 5 Vol 1	12	12-6.3.3.b	[]Yes []No []N/A
80113	Are fire extinguishers in vehicles fully charged, Underwriters Laboratory (UL) rated 10 B:C or greater capacity present, securely mounted and in good working order?	NAVSEA SW020-AF-HBK-010	8	8-5.1.a	[]Yes []No []N/A
80114	Are vehicles used for the transportation of AA&E on-station inspected prior to use?	NAVSEA OP 5 Vol 1	12	12-6.4.1.b	[]Yes []No []N/A
		NAVSEA SW023-AG-WHM-010	2	2-5	
80115	Are motor vehicles transporting AA&E on station displaying the correct placard on each side, on the front, and on the rear of the vehicle while it contains ammunition, explosives and related hazardous material?	NAVSEA OP 5 Vol 1	12	12-6.3.6	[]Yes []No []N/A
		NAVSEA SW023-AG-WHM-010	5	5-10	
80116	Are loaded vehicles of AA&E inspected prior to their release for movement using the applicable portion of DD Form 626?	NAVSEA OP 5 Vol 1	12	12-6.4.2.a	[]Yes []No []N/A
80117	Upon receipt of a loaded vehicle, does the activity perform an external inspection at a designated location prior to routing the vehicle transporting AA&E within the installation?	NAVSEA OP 5 Vol 1	12	12-6.4.2.b	[]Yes []No []N/A
80118	Does the activity perform a 100 percent unloaded vehicle inspection to confirm that all loose AA&E or debris has been removed before the vehicle is released?	NAVSEA OP 5 Vol 1	12	12-6.4.3	[]Yes []No []N/A
80120	Does the activity issue a Shipper's Declaration for Dangerous Goods form for air shipments of dangerous A&E?	NAVSEA SW020-AG-SAF-010	3	3-7.3	[]Yes []No []N/A
80121	Is DD Form 361 (Transportation Discrepancy Report) used when reporting transportation discrepancies such as: damage to shipments; improper loading or blocking and bracing of the load; improper handling by carrier; improper placarding?	NAVSEA SW020-AG-SAF-010	2	2-8.7	[]Yes []No []N/A



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80122	Does the activity inspect empty incoming military and commercial motor vehicles to be used for AA&E using the applicable portion of DD Form 626?	NAVSEA SW020-AF-HBK-010	4	4-3	[]Yes []No []N/A
80124	Prior to departure, are responsible station personnel ensuring AA&E shipment drivers have a complete set of shipping papers to include the BL, DD Form 1907, DD Form 626, Emergency response instruction, and route plan?	NAVSEA SW020-AG-SAF-010	8	8.2.1.c.4	[]Yes []No []N/A
80125	Does the Signature of Tally Record (DD Form 1907) accompany every classified or protected shipment requiring the use of transportation protective services (TPS) during transit and is it signed by the Explosives Driver and each person responsible for the proper handling of the shipment throughout transit?	NAVSEA SW020-AF-HBK-010	3	3-4.2	[]Yes []No []N/A
80126	Do DON explosives drivers keep an up-to-date copy "Glove Box" edition of NAVSEA SW020-AF-HBK-010 in DON owned motor vehicles at all times when transporting ammunition, explosives and related hazardous materials?	NAVSEA SW020-AF-HBK-010	1	1-1	[]Yes []No []N/A
		NAVSEA SW020-AF-HBK-010 Glove Box Edition			
80133	Do all military, DON Civilian, and contract personnel assigned as explosives motor vehicle operators and explosives handlers have the appropriate special duty certification examinations completed at the required periodicity ((2 years for Motor Vehicle Operator (720) and no longer than 5 years for Explosives Handlers (721)))?	NAVMED P-117 Article 15-107	15	2, 3	[]Yes []No []N/A
80134	Are Military explosives drivers at least 18 years of age or older to operate motor vehicles transporting AA&E on and off-station?	DTR 4500.9 Part II, Chap 204		B.3.B.1.A	[]Yes []No []N/A
80135	Have all drivers of explosives laden vehicles met the following requirements: • Ammunition and Explosives Driver 12-Hour Training Course with 4-hour refresher every 2 years • Possess an OF 346 with the following verbiage: Explosives Driver - Must Hold a Current Medical Certificate	NAVSEA OP 5 Vol 1	App D	D-3.i	[]Yes []No []N/A
		NAVSEA SW020-AF-HBK-010	2	2-2.d, 2-2.e	



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80136 Are all on-base explosives drivers government vehicle operator Identification Card Form 346 annotated with the verbiage "VALID FOR USE ON BASE ONLY"? NAVSEA SW020-AF-HBK-010 2 Table 2-1 Note3 []Yes []No []N/A

80137 Are explosives AA&E drivers Government Vehicle Operator's Identification Card Form 346 issued for no more than two years for non-tactical vehicles and eight years for tactical vehicles? MCO 11240.118A, Enclosure 1 5.c.1.a []Yes []No []N/A

NAVSEA SW020-AF-HBK-010 3 3-2.1

80139 Are wheels chocked and brakes set when cargo is being loaded or unloaded from a truck, trailer, or cargo container on a chassis or trailer? Are only approved chocks utilized? NAVSEA OP 5 Vol 1 12 12-6.5.1 []Yes []No []N/A

Element 02 - Handling Equipment (General)

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
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80201	Is only authorized/approved equipment used for A&E operations?	NAVSEA OP 5 Vol 1	10	10-3.1, 10.3.3	[]Yes []No []N/A
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80202	Is locally designed handling equipment approved by the CO or their designated representative ?	NAVSEA OP 5 Vol 1	10	10-3.3.1	[]Yes []No []N/A
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80206	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?	NAVSEA OP 5 Vol 1	10	10-3.2	[]Yes []No []N/A
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NAVSUP P-538 2 2-7

80208	Is a maintenance history file maintained for each piece of MHE and Weight Handling Equipment?	NAVSUP P-538	8	8-3	[]Yes []No []N/A
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80209	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?	NAVSUP P-538	8	8-3.1.a thru 8-3.1.e	[]Yes []No []N/A
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Element 03 - Materials Handling Equipment (MHE)

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
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80301	Is MHE of the proper type for the hazard involved?	NAVSEA SW023-AH-WHM-010	5	5-9	[]Yes []No []N/A
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NAVSUP P-538 5 5-9 []Yes []No []N/A



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80303	Is fire extinguishing equipment readily available at PESs when MHE is being used?	NAVSEA OP 5 Vol 1	4	4-3.6.1	[]Yes []No []N/A
80304	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?	NAVSUP P-538	5	5-4.1, 5-4.2	[]Yes []No []N/A
80306	Are unapproved devices installed on MHE (e.g. spinner knobs on steering wheels)?	NAVSUP P-538	5	5-3.1.j	[]Yes []No []N/A
80308	Does type EE MHE have at least two SC tires or two electrically conductive ground straps? Are conductive tires marked SC??	NAVSUP P-538	5	5-4.4	[]Yes []No []N/A
80309	Do type HS pallet trucks have SC tires or two electrically conductive ground straps?	NAVSUP P-538	5	5-4.4	[]Yes []No []N/A
80310	Are dead man-type braking systems, a seat braking system or a travel disconnect device, properly maintained and operable?	NAVSUP P-538	5	5-4.3	[]Yes []No []N/A
80312	Do local procedures provide for tagging out of service MHE?	NAVSUP P-538	8	8-2.1.3.a	[]Yes []No []N/A
80313	Is all DON MHE painted in accordance with current federal standards and proper color scheme?	NAVSUP P-538	5	5-6	[]Yes []No []N/A
80314	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??	NAVSUP P-538	8	8-2.1, 8-2.1.3.b	[]Yes []No []N/A
80315	Does MHE used for A&E handling have all required markings? Required markings include but are not limited to Identification Plate/Label, Manufacturer's Certification, SWL, UL type, weight test date, vehicle weight (VW), operator controls, striping, etc.?	NAVSUP P-538	5	5-7	[]Yes []No []N/A
80316	Does MHE have an accredited Underwriter's Laboratory certification label?	NAVSUP P-538	5	5-7.d	[]Yes []No []N/A
80317	Are periodic weight tests conducted for forklift attachments at 48-month (maximum) intervals? Are they properly marked??	NAVSEA SW023-AH-WHM-010	6	6-5.1.a thru 6-5.1.c	[]Yes []No []N/A
80319	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?	NAVSEA SW023-AH-WHM-010	6	6-6	[]Yes []No []N/A
		NAVSUP P-538	8	8-3	



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80320	Is MHE Certifying Official designated in writing by the CO/OIC?	NAVSEA SW023-AH-WHM-010	6	6-9.1	[]Yes []No []N/A
80321	Is battery charging only conducted in areas designated specifically for that purpose (forbidden in magazines or where A&E is present)?	NAVSEA OP 5 Vol 1	10	10-4	[]Yes []No []N/A
80324	Has the CO/OIC designated, in writing a responsible party to issue MHE operator's licenses?	NAVSEA SW023-AH-WHM-010	3	3-4.3	[]Yes []No []N/A
80325	Has the CO authorized, in writing, individuals as qualified instructors to provide MHE operator training?	NAVSEA SW023-AH-WHM-010	3	3-5	[]Yes []No []N/A
80326	Has the MHE instructor completed an approved training course or other equivalent training or prior instructor experience?	NAVSEA SW023-AH-WHM-010	3	3-5.a	[]Yes []No []N/A
80327	Does the MHE instructor possess an operator's license?	NAVSEA SW023-AH-WHM-010	3	3-5.b	[]Yes []No []N/A
80329	Have all MHE operators completed the initial MHE training course?	NAVSEA SW023-AH-WHM-010	3	3-3.3	[]Yes []No []N/A
80330	Have all MHE operators attended refresher training if required?	NAVSEA SW023-AH-WHM-010	3	3-3.4	[]Yes []No []N/A
80331	Is the proper form used for MHE licenses?	NAVSEA SW023-AH-WHM-010	3	3-4, Figure 3-1	[]Yes []No []N/A
80332	Does the MHE license indicate the following: <ul style="list-style-type: none"> - "EXPLOSIVE OPERATOR MHE" annotated on the license - "MUST HOLD CURRENT MEDICAL CERTIFICATE" documented on the license. - Explosives Authorized - The medical certificate is either on file or on person. - Restrictions imposed due to operator physical disabilities. - MHE Lift Codes and SWL. 	NAVSEA SW023-AH-WHM-010	3	3-4.1	[]Yes []No []N/A
80339	Is the MHE license valid for only 3 years, provided the medical examination is not expired?	NAVSEA SW023-AH-WHM-010	3	3-4.1, 3-4.2	[]Yes []No []N/A



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80340 Is there a documented process to renew MHE operator's license? NAVSEA SW023-AH-WHM-010 3 3-4.5 []Yes []No []N/A

Element 04 - Ordnance/Weight Handling Equipment (OHE/WHE)

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
80401	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?	NAVSEA OP 5 Vol 1	10	10-3.1.1	[]Yes []No []N/A
80402	Are hooks used in handling A&E "moused" or equipped with safety latches to prevent accidental unhooking?	NAVSEA OP 5 Vol 1	10	10-1.1.6	[]Yes []No []N/A
80405	Are periodic OHE weight tests performed by a certified activity? Is the OHE marked with the Test Facility, Test Expiration Date, and Safe Working Load?	NAVSEA OP 5 Vol 1 NAVSEA SG420-AP-MMA-010	10 2	10-5.3.2.2 2-7	[]Yes []No []N/A
80406	Is OHE being inspected/tested as required?	NAVSEA OP 5 Vol 1	10	10-5.3.1	[]Yes []No []N/A

Program 10: A&E Inventory Management

Element 01 - Administrative Asset Management - Class V(A)

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
100101	Is the Inventory Accuracy Officer designated in writing (only required for SPC monthly sampling activities)?	NAVSUP P-724	13	13.5.1	[]Yes []No []N/A
100102	Does the activity complete the monthly Ordnance Inventory Accountability Performance Checklist (OIAPC) and are they retained for 2 years?	NAVSUP P-724	13	13.4.1.1, Example 13-1	[]Yes []No []N/A
100103	Is the reporting activity utilizing Ordnance Information System-Retail (OIS-R) or Retail Ordnance Logistics Management System (ROLMS) as the accounting/inventory system?	NAVSUP P-724	2	2.3.3.1	[]Yes []No []N/A
100104	Does the ammunition custodian maintain an accurate stock balance record for each ammunition item on hand?	NAVSUP P-724	9	9.27.2.3.1	[]Yes []No []N/A



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100105	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” being reported to OIS-W with a locally assigned pseudo serial and/or lot number, pending correct serial or lot number identification?	NAVSUP P-724	12	12.66 thru 12.66.6.	[]Yes []No []N/A
100106	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 NAVSUP P-805 criteria and/or a review of all NARs issued against the same NALC/DODIC/NIIN?	NAVSUP P-724	12	12.66.2	[]Yes []No []N/A
		NAVSUP P-805		7-1.7, A-3.1.2.b, A-4.6.3	
100107	Are Maintenance Due Dates (MDDs), shelf or service life recorded in the ROLMS/OIS-R database if applicable?	NAVSUP P-724	12	12.64 thru 12.64.6	[]Yes []No []N/A
		NAVSUP P-805		B-2.2 thru B-3.4	
100108	Is material which has exceeded its required M/E/N (Maintenance due date/Expiration due date/Navy test date) or has expired shelf life, recorded in unserviceable condition?	NAVSUP P-724	12	12.64 thru 12.64.6	[]Yes []No []N/A
		NAVSUP P-805		B-4 thru B-4.17	
100109	Has the activity requested disposition instructions from NAVSUP Ammunition Logistics Center (NALC) for items that are unserviceable, and/or excess to their requirements?	NAVSUP P-724		13.37, 15.1 thru 15.1.1.5	[]Yes []No []N/A
100110	Does the activity have open Disposal Release Orders that are more than one calendar year OCONUS and 90 days CONUS from the date of issue?	NAVSUP P-724	16	16.6.1	[]Yes []No []N/A
100111	Are reportable transactions reported within the prescribed time frames?	NAVSUP P-724	12	12.3.2 thru 12.3.2.2.5, 9.5.2.1	[]Yes []No []N/A
100112	Is the activity maintaining a ten-year master retention of all accountable records/source documents to include accountability change documents?	NAVSUP P-724	9	9.2.1.6 thru 9.2.1.6.1.8	[]Yes []No []N/A
100113	Are issue/receipt documents (DD1348/1149/250) signed and dated in the appropriate places?	NAVSUP P-724	App N		[]Yes []No []N/A
		NAVSUP P-805	App A	Table A-6.1	



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100114	Are physical inventories and Long Term Storage Inspections (LTSI) scheduled and performed?	NAVSUP P-724		9.23.3.4, 13.7 thru 13.7.2.5	[]Yes []No []N/A
		NAVSUP P-805		B-5	
100115	Has the reporting activity entered the inventories and Long Term Storage Inspections (LTSI) into OIS/ROLMS to update the Date Of Last Inventory (DOLI) and Local Test Date if applicable. ?	NAVSUP P-724		9.23.3.4, 13.7.1 thru 13.7.1.4.2	[]Yes []No []N/A
		NAVSUP P-805		B-5	
100116	Does the activity have a Location Survey Program (NOTE: Activities that have a program in place to conduct wall-to-wall inventories for all locations each year are exempt from the Location Survey requirement)?	NAVSUP P-724	13	13.7.4, 13.14.1 thru 13.14.9	[]Yes []No []N/A
100117	Is the activity retaining completed Master Location Survey Records and Location Survey results for a period of ten years?	NAVSUP P-724	13	13.8.5, 13.14.9	[]Yes []No []N/A
100118	In the event of a change in Accountable Officer or Change of Command, has the activity conducted the required inventories?	NAVSUP P-724	13	13.7.2.4	[]Yes []No []N/A
100119	Are causative research packages assembled for all inventory adjustments to the accountable record? Is a DD Form 200 completed for all packages where the reason for the loss or gain is unknown? Are these packages retained for a minimum of ten years?	NAVSUP P-724	13	13.8.3, 13-21 thru 13.22.6, Example 13-6	[]Yes []No []N/A
100120	Have all personnel responsible for performing OIS operations attended the required Ammunition Supply Administration Course A-041-0040 or MFST/LAO training? If they process NARs, have they completed Munitions Rule training?	NAVSEA OP 5 Vol 1	App D	D-3.n , D-3.j, Table D-1	[]Yes []No []N/A
Element 2 - Notice of Ammunition Reclassification (NAR) Management - Class V(A)					
<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
100201	Has the command established an effective NAR/AIN/OHF program that processes, maintains and responds to program directives?	NAVSUP P-724	6	6.1.5 thru 6.1.7	[]Yes []No []N/A



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100202	Does the command maintain a copy 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 not incorporated in the on-hand version of the P-801 that is accessible when required?	NAVSUP P-724	6	6.6.10	[]Yes []No []N/A
		NAVSUP P-801	2	2-1.5.1	
100203	Has the activity developed procedures to ensure compliance to all NARs/AINs/OHFs by screening and re-identification of ammunition during all issue and receipt inspections and for all pending ammunition shipments?	NAVSUP P-724	6	6.6 thru 6.6.10	[]Yes []No []N/A
100204	Does the Official Record reflect applicable NARs, AINs, and OHFs on all applicable ammunition?	NAVSUP P-724	6	6.6.2 thru 6.6.2.2.3	[]Yes []No []N/A
		NAVSUP P-801	2	2-1.5.2	
100205	Are NARS applied to affected stocks within their prescribed time frame?	NAVSUP P-724	6	6.6.5	[]Yes []No []N/A
		NAVSUP P-801	2	2-1.2	

Element 3 - Program Management - Class V(A)

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
100301	Are personnel authorized to receive ammunition and explosives documented in writing and signed by the Commanding Officer or his designated representative?	NAVSUP P-724	9	9.2.1.7.1.4, 9.8	[]Yes []No []N/A
100302	Are duties divided amongst the workforce so that no single individual may adversely affect the accuracy and integrity of the inventory?	NAVSUP P-724	13	13.16.6 thru 13-16.9	[]Yes []No []N/A
100303	Does each pallet, container, box, etc., have a Material Condition Code (MCC) tag, linear barcode, or 2DBC label applied if required? Are they accurate?	NAVSUP P-805	App A	A-3, A-4	[]Yes []No []N/A
100304	Are changes to mandatory entries on all Material Condition Tags corrected only once by drawing a single, heavy line through the entry/entries to be changed and are they recertified?	NAVSUP P-805	App A	A-3.1.10	[]Yes []No []N/A
100305	Has the activity assigned personnel in writing as responsible for monitoring actions to ensure that all in-transit correspondence is answered in a timely manner?	NAVSUP P-724	13	13.55.3.1	[]Yes []No []N/A



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100306	Has the activity followed up with the issuing/receiving activity or NALC in order to resolve overaged in-transit transactions?	NAVSUP P-724	13	13.55.4 thru 13.55.10	[]Yes []No []N/A
100307	Has the activity performed the required record adjustment for all overaged in-transits that are unresolved after 90 days?	NAVSUP P-724	13	13.54.3.1 thru 13.54.3.3, 13.55.11	[]Yes []No []N/A
100308	Does the activity maintain a SDR Control system?	NAVSUP P-724	13	13.36.5 thru 13.36.7	[]Yes []No []N/A
100309	Is the SDR Manager designated in writing by the Commanding Officer or Designated Representative?	NAVSUP P-724	9	9.2.1.7.1.3, 13.30.3.2	[]Yes []No []N/A
100310	Does SDR Manager have an active Product Data Reporting and Evaluation Program (PDREP) account?	NAVSUP P-724	13	13.30.4.1	[]Yes []No []N/A
100311	Does the activity report all Supply Discrepancy Reports (SDR's) utilizing the electronic SDR application within the Product Data Reporting and Evaluation Program (PDREP)?	NAVSUP P-724	13	13.46.1 thru 13.47.2.4	[]Yes []No []N/A
100312	Does the activity submit and respond to Supply Discrepancy Reports (SDRs) when required?	NAVSUP P-724	13	13.40.1 thru 13.40.3	[]Yes []No []N/A
100313	Are SDR follow ups submitted when no response has been received within the required timeframe?	NAVSUP P-724	13	13.38.2	[]Yes []No []N/A
100314	Does the activity have Type 1 and Type 2 traceable seals/security tape and die sets to conduct proper fleet sentencing?	NAVSUP P-805	3	3-7.1 thru 3-7.5	[]Yes []No []N/A
100315	Have all personnel responsible for performing ammunition sentencing completed the "Navy and Marine Corps Conventional Ammunition Sentencing Course"?	NAVSEA OP 5 Vol 1	App D	D-3.o, Table D-1	[]Yes []No []N/A
100316	Do physical inspection indicators meet all requirements?	NAVSUP P-805	App A	A-5.1 , A-5.1.1	[]Yes []No []N/A
100317	Are Inspection Indicator Managers designated in writing?	NAVSUP P-805	App A	A-5.1.3.a	[]Yes []No []N/A
100318	Does the Inspection Indicator Manager maintain a list of all inspection indicators for the activity?	NAVSUP P-805	App A	A-5.1.3.a.1	[]Yes []No []N/A
100319	Are inspection indicators where applicable (AIT number, crimpers and dies, rubber stamp, signature stamp) assigned in writing to authorized individuals and does this include their signature, acknowledging receipt?	NAVSUP P-805	App A	A-5.1.3.a.4	[]Yes []No []N/A



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100320	Are records maintained for two years after a individual, who is terminated, transferred, or has their certification authority revoked or suspended?	NAVSUP P-805	App A	A-5.1.3.a.5	[]Yes []No []N/A
100321	Are unissued physical inspection indicators in a locked storage location accessible only by individuals authorized to issue the devices?	NAVSUP P-805	App A	A-5.1.3.a.6	[]Yes []No []N/A
100322	Are individuals who have been issued inspection indicators (physical devices) qualified and certified to the appropriate level?	NAVSUP P-805	App A	A-5.1.2	[]Yes []No []N/A
100323	Are all inspection indicators that have been issued kept either on the person of the user or in a locked storage location that is accessible only by the authorized user?	NAVSUP P-805	3	3-7.3, A-5.1.3.b.1	[]Yes []No []N/A
100324	Are Type 1 or Type 2 traceable seals present or applied on CAT 1 & 2 material in sufficient number and location so that containers cannot be opened without destruction or positive indication of violation of the seal?	NAVSUP P-805	3	3-7.6 thru 3-7.8	[]Yes []No []N/A
100325	Are the rules of mixed material condition/status criteria being followed?	NAVSUP P-805	3	3-11 thru 3-11.6c, 4-1.8 thru 4-1.8.6.d, 5-1.7 thru 5-1.7.7.c	[]Yes []No []N/A
100326	Has the activity obtained from the ESO all required information contained in applicable waivers and site approvals for storage locations and loaded them in the Ordnance Information System-Retail (OIS-R) or Retail Ordnance Logistics Management System (ROLMS)?	NAVSUP P-724	9	9.20.1 thru 9.21.3.2	[]Yes []No []N/A
100327	Are ammunition containers labeled with the required exterior markings? Are they correctly applied??	NAVSUP P-805	3	3-13.1 thru 3-13.2.2	[]Yes []No []N/A
100328	Are assets properly classified based on humidity indicator status?	NAVSUP P-805	3	3-10.4, Figure 3-2	[]Yes []No []N/A
100329	Does all ammunition in condition codes other than "A" and "M" have at least one defect code? Is the defect code accurate?	NAVSUP P-805		D-4.1.2	[]Yes []No []N/A
100330	Does Non SRC I & II material have Type 1 or Type 2 traceable seals applied to FIUL pallets or individual containers when removed from pallet for issue? Do palletized loads of containerized ammunition have a Type 1 seal through the minimum of one pallet banding strap if all containers do not have a seal? Are Type 1 or Type 2 traceable seals applied to each individual container after undergoing production/rework/repackaging?	NAVSUP P-805	3	3-7.6.2	[]Yes []No []N/A



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Element 4 - Inventory Accuracy - CLASS V(A)

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
100401	The Element 04 assessment seeks to quantitatively establish an activity's Inventory Accuracy performance relative to established standards described in OPNAVINST 8015.2C CH-1, enclosure (1) paragraph 1. This is accomplished by pulling a representative sample and performing an error assessment as described in ?	NAVSUP P-724	13	13.10.1, 13.10.2	[]Yes []No []N/A
100402	Did the ESI Location Survey Snapshot result in any relevant findings?	NAVSUP P-724	13	13.12.7	[]Yes []No []N/A