



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	
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

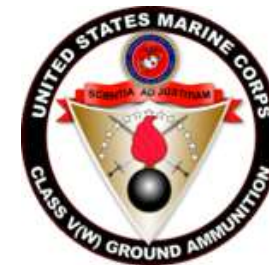
<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
10406	Is fire protection/fire fighting equipment in good order and inspected at the correct periodicity?	NAVSEA OP 5 Vol 1	4	4-1.5	[]Yes []No []N/A
10407	Does the installed fire protection/fire fighting equipment 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



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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 NAVFACENCOM 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	

Element 02 - Training

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
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	



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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	
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 1		[]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	



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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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A
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MCO 8023.3D, ENCL 1	3	7.d, 10.b, 10.d
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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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> 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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A
		MCO 8023.3D, ENCL 1	3	7.b	
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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A

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	[<input type="checkbox"/> Yes [<input type="checkbox"/> No [<input type="checkbox"/> N/A



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MCO 8023.3D, ENCL 1 3 9

Element 06 - Non-Qual/Cert Training

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
30601	Have all "Ammunition Handlers" (personnel other than Ammunition and EOD Technicians) listed on the NAVMC 11797 completed required web based training (AMMO-18, AMMO-45, AMMO-51)?	MCO 4400.201 Vol 7	4	040207	[]Yes []No []N/A

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
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.I.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



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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

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
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



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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
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	[]Yes []No []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	[]Yes []No []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	[]Yes []No []N/A



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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	[]Yes []No []N/A
40402	Are the hazard analysis results a permanent part of the SOP?	MCO 5100.29C Vol 8	10	1005.H.1	[]Yes []No []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	[]Yes []No []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	[]Yes []No []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	[]Yes []No []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	[]Yes []No []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	[]Yes []No []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	[]Yes []No []N/A
40410	Do hazard control briefings cover hazard analysis results?	MCO 5100.29C Vol 8	10	1005.H.2.e	[]Yes []No []N/A
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



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Program 5: A&E Facilities

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

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
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
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
50145	Is vegetation within 50 feet of any PES maintained at a height of no more than 18 inches to create a firebreak? Is vegetation within 300 feet of a Detonation Site removed?	NAVSEA OP 5 Vol 1	4	4-1.10, 13-3.2.1	[]Yes []No []N/A



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Element 02 - Operating Buildings

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
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

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
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
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
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	[]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



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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
50319	Are AA&E surveillance requirements adhered to according to security risk category?	MCO 5530.14A, ENCL 1	App K		[]Yes []No []N/A
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

<u>ID#</u>	<u>Evaluation Question</u>	<u>Reference(s)</u>	<u>Chpt</u>	<u>Paragraph</u>	
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



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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	
60306	Is fencing properly bonded/grounded to include pedestrian gates and gates where explosives loaded vehicles transit?	NAVSEA OP 5 Vol 1	6	6-6.3.2	[]Yes []No []N/A
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
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



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60333 Are all bonding connections and conductor splices unpainted? NAVSEA OP 5 Vol 1 8 8.5.4.4 []Yes []No []N/A

Program 8: AA&E Transportation & Equipment

Element 01 - Motor Vehicle Transportation

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
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
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
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
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	
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			



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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 NAVSEA SW020-AF-HBK-010	App D 2	D-3.i 2-2.d, 2-2.e	[]Yes []No []N/A
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 NAVSEA SW020-AF-HBK-010		5.c.1.a 3-2.1	[]Yes []No []N/A
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

Program 9: A&E Operations

Element 02 - Military Working Dog (MWD) Program

ID#	Evaluation Question	Reference(s)	Chpt	Paragraph	
90201	Has storage authorization been granted for storage of specialized explosive substances?	MCO 5585.5A	12	12008	[]Yes []No []N/A



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90203	Have all Kennel Masters, Trainers and Handlers received annual Electrostatic Discharge (ESD) Hazard training?	Ammo Info Notice 036-2019			[]Yes []No []N/A
		MCO 5585.5A	12	Table 12-1	
90205	If the command stores the CEAP, are all Kennel Masters, Trainers and Handlers qualified and certified for handling and storage?	MCO 5585.5A	12	12204	[]Yes []No []N/A
		MCO 8023.3D, ENCL 1	1	4.j	
90206	If the command stores the CEAP, has the Canine Explosive Training Aid Storage Magazine (CETASM) received DDESB site approval?	MCO 5585.5A	12	12102.12.b.2	[]Yes []No []N/A
		NAVSEA OP 5 Vol 1	8	8-2.4.3.1	
90207	If the command stores the CEAP, does the CETASM meet Category 2 physical security requirements?	MCO 5530.14A, ENCL 1	8	8003.4.c.1	[]Yes []No []N/A
		MCO 5585.5A	12	12102.12.b.3	
90210	Are semi-annual explosive training aid inventories being conducted in April and October and upon assignment of a new Kennel Master?	MCO 5585.5A	12	12308.1.a	[]Yes []No []N/A
90212	Are CEAP components identified as either "CLEAN" or "DIRTY" and are procedures in place to ensure separation?	MCO 5585.5A	12	12102.8	[]Yes []No []N/A
90213	Is CEAP dynamite properly marked and rotated every 30 Days and recorded in the Daily issue/Return Log?	MCO 5585.5A	12	12304.3	[]Yes []No []N/A
		MCO 5585.5A	App M	Figure M-3	
90214	Is the CEAP container properly marked?	MCO 5585.5A	App M	7.b, Figure M-2	[]Yes []No []N/A
90215	Has a MWD SOP been developed to identify local specific procedures for the control and use of explosive training aids?	MCO 5585.5A	12	12309.1	[]Yes []No []N/A



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90216	Does the KM maintain an active (current FY) properly configured, Explosive Training Aid Accountability Folder, and a two FY period archive?	MCO 5585.5A	12	12309.2	[]Yes []No []N/A
90217	Does the KM maintain a bound daily issue/return log book to record daily transactions involving explosive training aids to record the aids removed from the ASP [or command storage] and encompasses both the clean and dirty CEAP components?	MCO 5585.5A	12	12309.3, Figure 12-7	[]Yes []No []N/A
90218	Is the CEAP Data Card Form (MC MWD-5) or Ammunition Magazine Data Card (NAVMC 10765A) located with each container to reflect the full component quantity during not-in-use (storage) periods?	MCO 5585.5A	12	12309.5	[]Yes []No []N/A
		MCO 5585.5A		App M Figure M-2	
90219	Do personnel that handle CEAP wear disposable latex gloves (different set for each different type of component)? Do they avoid contacting the exterior surface of the storage/transfer boxes with the latex gloves?	MCO 5585.5A	12	12304.1.a thru 12304.1.c	[]Yes []No []N/A