



DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VA 23511-4399

COMNAVSAFECENINST 5101.5A
Code 40A
17 January 2006

COMNAVSAFECEN INSTRUCTION 5101.5A

Subj: SHORE SAFETY PROGRAMS PROCEDURES AND QUALIFICATION

Ref: (a) DODI 4500.54G
(b) OPNAVINST 1500.75A
(c) OPNAVINST 4631.2D
(d) OPNAVINST 5100.8G
(e) OPNAVINST 5100.23F
(f) OPNAVINST 5102.1D/MCO P5102.1B
(g) OPNAVINST 5450.180D
(h) MCO 5100.8F
(i) MCO 5100.29
(j) CNETINST 1500.20D
(k) NETCINST 5100.1
(l) COMNAVSAFECENINST 4650.1F

Encl: (1) Sample Site Visit Announcement Message
(2) Travel Checklist Guide
(3) Travel Request
(4) Event Time Line (Survey, Assist or Team Visit)
(5) Qualification Standards for Site Visit Member
(6) Qualification Standards for Safety Investigators
(7) Event Time Line (Safety Investigation)
(8) Sample Letter Format for Site Visit Request
(9) Formal Report of findings
(10) Trip Report

1. Purpose. To promulgate procedures for Commander, Naval Safety Center (COMNAVSAFECEN) Ashore Directorate safety surveys, assist or team visits, and safety investigations of Navy and Marine Corp formal school commands, Navy shore facilities, and Marine Corps ground activities. This instruction contains significant changes and should be read in its entirety.

2. Cancellation. COMNAVSAFECENINST 5101.5

3. Background. In support of references (a) through (k), Naval Safety Center personnel visit Navy and Marine Corps formal school commands, Naval shore facilities, and Marine Corps ground activities worldwide. These on-site visits include; safety surveys, assist visits or team visits, and safety investigations; referred to herein only as a "site visit". The site visit is

neither an inspection nor a certification. The site visit is designed to; improve operational readiness through identification of safety related hazards, review areas of concern from higher directives, increase hazard awareness knowledge, and advise safety investigation boards. Information obtained during a site visit will be released only to the command visited or to the senior board member. Any request for information about the site visit from an outside activity will be referred to the commanding officer of the visited command or senior board member. COMNAVSAFECEN reserves the privilege to report any imminent danger or gross violations of safety regulations. The commanding officer of any activity has the privilege to release the site visit results for official business. A site visit may consist of reviewing one, two, or more safety programs, or participating in a safety investigation. The review or investigation will focus on the pre-selected programs of the visited activity or the mishap. A comprehensive list of findings, (hazards or deficiencies) noted during the site visit will be provided to the commanding officer or senior board member. Site visits for the purpose of conducting a safety investigation will adhere to requirements of reference (f). This instruction standardizes guidance in administrating and executing all site visits within the ashore directorate.

4. Action. The goal is to conduct installation and activity site visits every two to three years, as required, to maintain continuity in assisting in the preparation for formal inspections, allow for personnel turnover, and continuing changes in safety-related issues or to advise safety investigation boards when required. Requests for site visits on a more frequent interval will be considered on a case-by-case basis. Safety investigations are performed for all Class A, selected Class B, or other mishaps.

a. Shore Safety Programs Director.

(1) Approve or disapprove requests for site visits.

(2) Provide a qualified safety investigation advisor for all Class A mishaps requiring an SIB and with concurrence from the controlling command for selected Class B, or other mishaps.

(3) Provide team members or Safety Investigators to Aviation Safety Programs Directorate and Aircraft Operations Branch to support aviation site visits as manning levels permit.

b. Shore Safety Programs Executive Assistant.

(1) Distribute funding to support approved site visits.

(2) In the absence of the Shore Safety Program Director; act as the director in carrying out this instruction.

(3) Based on Safety Programs to be reviewed, select an appropriate Team Leader responsible for conducting a site visit.

(4) Designate a qualified safety investigator for Class A mishaps requiring an SIB, and with concurrence from the controlling command for selected Class B, or other mishaps.

c. Travel Coordinator Responsibilities.

(1) Ensure the Code 40 travel schedule is updated regularly on the Naval Safety Center's Master Travel Schedule; located on the common share drive. Use Enclosure (1) as a guide, as required. Coordinate with division heads to ensure geographic areas are listed along with specific known site visits by all safety programs.

Example:	CA, AZ, NV	12-16 July	OPEN
	MCAS, Yuma, AZ	19-23 July	Parachute
	BUDS, San Diego, CA	1-5 Aug	High Risk

(2) Use enclosure (2) and (3) as a management tool to plan and execute the site visit or investigator travel.

(3) The site visit event timeline, enclosure (4), outlines action items, responsible party, and the suggested frequency.

(4) Obtain site visit member(s) from division heads 45 days prior to departure or as soon as possible.

(5) Coordinate reservations for lodging (hotel or BOQ/BEQ) and travel, i.e., airline tickets, rental car for each traveler per reference (1). Ensure each traveler receives an itinerary.

(6) Draft message for airlift request per reference (1) and submit at least 30 days prior to the planned departure.

(7) One month prior to overseas site visit or investigation, draft the in-country clearance message for release per reference (a).

(8) Provide Code 40A with estimated costs for scheduled site visits and investigation trips.

d. Division Heads.

(1) Maintain a listing of Navy and Marine Corps sites by community and coordinate site visits.

(2) Conduct liaison with the requestor to work out a site visit tentative date, and a proposed agenda of safety programs for review, acceptable to both the activity and COMNAVSAFECEN.

(3) Weekly, be prepared to attend a meeting with the Director, Executive Assistant, Travel Coordinator, and Division Heads to validate the directorate travel schedule calendar.

(a) Provide dates, sites, site visit members, and other supporting documentation.

(b) Provide a back-up report of the travel schedule to the Director, Executive Assistant, Travel Coordinator through E-Mail when the department schedule does not permit a formal meeting.

(4) Maintain an electronic site visit history of the official command name, date visited and program(s) reviewed and critiques including the date of last site visit.

(5) Maintain a file of completed enclosure (5) or (6) qualification standards for each staff member designated to conduct site visits.

(6) Send requesting activity a letter utilizing to confirm dates requested in letter sent by activity.

(7) Identify mishap trends, compute mishap rates and prepare analysis reports in support of CNO (N09F) and CMC (SD), and as requested by operational, administrative, or fleet commanders.

(8) Populate Enclosure (5) or (6) with directives and training courses necessary to meet qualification standards and serve as certifying officer.

e. Safety Investigation Division Head.

(1) Populate Enclosure (6) with directives and training courses necessary to meet qualification standards and serve as certifying officer.

(2) Maintain a complete file of qualified investigators designated to conduct safety investigations.

(3) Ensure Enclosure (7) is maintained current and followed to meet event timeline for the various products required in sharing mishap information with the community of interest.

(4) Make an investigator assignment recommendation to the Ashore Director per specialty area of the investigation.

(5) Maintain communication with investigator to stay apprised of the status of an ongoing investigation.

(6) Review SIREPs and track status of endorsements, ensuring endorsements have been released by naval message within 14 days of receipt.

(7) Conduct final review, analysis and endorsement of SIREPs within 14 days of receipt.

(8) Ensure design deficiencies, identified by SIREPs are analyzed to provide trends or significant design deficiencies to appropriate commands.

(9) Ensure prompt distribution of lessons learned to all appropriate commands.

(10) Monitor the completion of corrective actions resulting from a SIREP submitted by an SIB.

(11) Retain hard copies of the SIREPs, endorsements, and evidence for five years following the end of the fiscal year to which the mishap occurred. At the end of that period, destroy hard copies of the SIREP, endorsements, and physical evidence. Electronic copies of the final endorsed SIREP shall be retained indefinitely.

(12) Identify mishap trends, compute mishap rates and prepare analysis reports in support of CNO (N09F) and CMC (SD), and as requested by operational, administrative, or fleet commanders.

f. Team Leader Responsibilities.

(1) Add appropriate program directives and training courses to enclosure (5) or (6), as required, to ensure staff members meet appropriate qualification standards.

(2) Maintain liaison with the Point-of-Contact (POC) on activity to be visited considered necessary to ensure the success of the site visit. Also, ensure requesting activity has sent formal letter per enclosure (8).

(3) Use naval messages, formal letter from command, facsimile, electronic mail or telephone to notify requesting activities of site visit approval or regret, including specific units and site visit dates.

(4) Draft a proposed schedule of event message to each activity to be visited during geographical travel, enclosure (1), as required.

(5) Draft P4 message to each commanding officer receiving a site visit as a follow-on critique on how we can improve or change the effectiveness of site visit process, as required.

(6) Personally represent the COMNAVSAFECEN and are responsible for the proper conduct of the site visit.

(7) Keep division head informed of all matters pertinent to the site visit.

(8) Direct all members of the team making decisions for the well-being and efficiency of the site visit team.

(9) Work with site visit coordinator and division head to ensure:

(a) All team members have been identified at least 15 days prior to departure.

(b) Travel orders, flight, lodging and rental car arrangements have been completed per reference (1).

(c) Airlift message submitted per reference (1) at least 30 days prior to the planned departure.

(d) Oversea area clearance message released at least one month prior to the planned departure per reference (a).

(10) Hold a meeting prior to departure for the site visit to ensure all arrangements have been made, and all members and Travel Coordinator are aware of the travel plans and resolve any last minute changes.

(11) Prior to arrival at the site visits, establish personal liaison with the command or activity to be visited.

(12) Provide command staff with an in brief on the site visit and introduce any team members, if applicable. Ensure each site visit member has the opportunity to briefly describe the program area(s) they will review.

(13) Contact the Division Head to provide updated information on the site visit should changes to the survey schedule occur after the in-brief.

(14) Provide local phone numbers for your hotel and where you can receive incoming calls from the division head.

(15) Conduct site visit of scheduled activity using appropriate Navy or Marine Corps safety program checklist(s) as a tool to identify safety findings (hazards or deficiencies).

(16) Upon completion of site visit conduct a debrief and provide the commanding officer with an original summary of findings, enclosure (9), and an annotated checklist(s) if used. Retain a copy of the completed summary and checklist(s) in the COMNAVSAFECEN history files for the record and so it may be analyzed for trends.

(17) Upon return, submit to COMNAVSAFECEN a trip report via the Division Head, Codes 40 and 40A using enclosure (10) within 5 working days and maintain copy for record purposes.

g. Aviation Safety Programs Directorate/Aircraft Operations Branch. Provide support upon request for site visits at activities supporting aviation operations.

h. Afloat Safety Programs Directorate. The Surface Ship Division provides support upon request for site visits at activities supporting small craft or barge operations.

i. Team Members.

(1) Complete enclosure (5) or (6), qualification standards for personnel assigned to conduct site visits. Qualification will normally be completed within six months of reporting to Naval Safety Center. Personnel will participate in site visits under the supervision of a qualified team member until enclosure (5) or (6), are completed.

(2) Become familiar with the contents of your safety program checklist. Perform duties as directed by the Team Leader.

(3) Ensure each team member has the opportunity to briefly describe the program area(s) they will review.

(4) Designated site visit member(s) will conduct a walk-through of the areas to identify safety hazards, discuss safety related matters, mishap and equipment failures, operations,

maintenance, training problems, hazard abatement and to observe how the command conducts routine operations. Site visit member(s) are encouraged to use checklist(s) as a management tool during their evaluations. Checklist(s) will have appropriate reference(s) listed for each line item. Every noted finding will be supported by an appropriate reference.

(5) Site visit member(s) will review and discuss those areas within their field of expertise. The command's training program, mishap prevention program, mishap and investigation reporting procedures and hazard abatement programs are examples of items that should be noted during the review. Site visit member(s) should provide recommended solutions to any administrative discrepancies noted during the visit.

(6) Immediately notify the Team Leader of any discrepancies of an urgent nature, which concern major hazards or imminent danger.

(7) At the conclusion of the site visit, each member will brief the commanding officer or designated representatives on major discrepancies noted during the visit. Members shall look for positive program elements to mention during the out brief and not dwell on the negative. The site visit member(s) will provide recommendations to improve command safety programs. The team leader will provide the commanding officer with a summary of findings and annotated checklist if used.

(8) Provide pertinent inputs to the Team Leader no later than three working days after return for inclusion in the Trip Report.

(9) Each program supporting the site visit is responsible for electronic filing of visit results to enhance trending and listing of common deficiencies. This electronic filing will include activity name, date visited and a complete listing of each deficiency noted. Each safety program will maintain copy of checklist used, discrepancies, comments, and trip report, as appropriate.

j. Safety Investigator(s).

(1) Complete enclosure (6), qualification standards for safety investigator. Qualification will normally be completed within six months of reporting to Naval Safety Center. Personnel will participate in mishap investigations under the supervision of a qualified investigator until enclosure (6) is completed. Sending an investigator into the field who has not completed enclosure (6), will be at the discretion of the director.

(2) Establish liaison with controlling command of the command involved in the mishap. Provide contact information, in order for Senior Board Member to make contact, once they have been assigned to conduct the Safety Investigation Board (SIB).

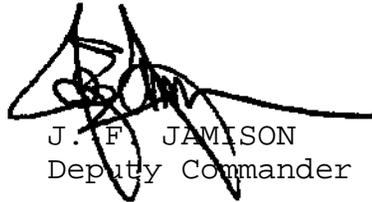
(3) Work with the Travel Coordinator to arrange for travel and lodging requirements.

(4) Coordinate with the senior member of the board to arrive for the convening of the SIB. When agreed to by COMNAVSAFECEN and the controlling command, report as a member of the board.

(5) Assist and advise the board in safety investigation and reporting procedures, and assist the senior member of the board with drafting of the Safety Investigation Report (SIREP), in accordance with reference (f).

(6) Keep COMNAVSAFECEN or CMC (SD) as appropriate, apprised of the status of the safety investigation.

(7) Ensure the SIREP released by the SIB and all endorsements are received and entered into the Web-Enabled Safety System (WESS).



J. F. JAMISON
Deputy Commander

Distribution:
COMNAVSAFECENINST 5605.1P
Case A

SAMPLE SITE VISIT SCHEDULE MESSAGE

ROUTINE
R **XXXXXXXXZ SEP 05**

FM COMNAVSAFECEN NORFOLK VA//40/40A/40B/FILE//
TO (**Command's Name**)

UNCLAS //N005100//
MSGID/GENADMIN/COMNAVSAFECEN/40B-**Serial #/Month//**
SUBJ/SITE VISIT ANNOUNCEMENT//

REF/A/DESC:**TEL/COMMAND/DATE//**
OR
REF/A/MSGID:**GENADMIN/COMMAND/DTG//**

POC/A ROSE/LT/40B/LOC:NORFOLK/TEL:(757) 444-3520 X 7096/E-
MAIL:ARLEN.ROSE(AT)NAVY.MIL//
GENTEXT/REMARKS/1. THE ASHORE SAFETY SURVEY TEAM WILL BE
AVAILABLE TO CONDUCT SURVEYS AND OPERATIONAL RISK MANAGEMENT
TRAINING ACCORDING TO THE FOLLOWING SCHEDULE:

AREA	TIME FRAME
ARIZONA, CALIFORNIA, WASHINGTON	15-26 JAN
FLORIDA, NORTH CAROLINA, SOUTH CAROLINA	12-23 FEB
TENNESSEE	
MAINE, RHODE ISLAND, NEW YORK, ILLINOIS, 19-30 MAR	
CONNECTICUT, NEW JERSEY, PENNSYLVANIA	

2. SURVEYS TYPICALLY TAKE FIVE DAYS, DEPENDING ON THE AMOUNT OF MATERIAL THAT IS REQUESTED TO BE REVIEWED. OPERATIONAL RISK MANAGEMENT SESSIONS CAN ALSO BE DONE DURING THIS TIME FRAME IN ADDITION TO THE SURVEY AND WILL BE DISCUSSED IN PARAGRAPH 6. SURVEYS AND ORM TRAINING ARE SCHEDULED ON A FIRST COME FIRST SERVE BASIS.

3. SURVEYORS TYPICALLY LOOK AT THE FOLLOWING AREAS: OCCUPATIONAL SAFETY AND HEALTH; TRAFFIC AND OFF-DUTY SAFETY; WEAPONS AND EXPLOSIVE SAFETY; FIRE DATA ANALYSIS; TACTICAL OPERATIONAL SAFETY; HIGH RISK TRAINING SAFETY; AND SAFETY INVESTIGATION. SAFETY SURVEYS PROVIDE A SNAP SHOT IN TIME LOOK FROM THE OUTSIDE. DURING THE SURVEY WE ALSO PROVIDE A WORKSHOP TO REVIEW MISHAP REPORTING AND SAFETY INVESTIGATION PROCESSES AND COMMAND RESPONSIBILITIES.

4. BEFORE THE SURVEY, OUR SURVEYORS WILL EXPLAIN THE CONDUCT AND PURPOSE OF THE SAFETY SURVEY, DISCUSS HANDOUTS, AND ADDRESS ANY SPECIFIC SAFETY CONCERNS. OUR SURVEYORS CAN PROVIDE TRAINING TAILORED TO SURVEY ASSESSMENTS AND REQUESTED ITEMS. SURVEYORS

WILL USE DEFICIENCIES NOTED DURING THE SURVEY TO RECOMMEND CORRECTIVE ACTIONS.

5. ASSIST VISITS ARE SIMILAR TO SURVEYS. HOWEVER, AFTER REVIEWING A COMMAND'S SAFETY PROGRAMS WE PROVIDE ASSISTANCE IN CORRECTING DEFICIENCIES NOTED. AT THE COMMAND'S REQUEST WE CAN RETURN AT ANOTHER TIME TO PROVIDE THE ASSISTANCE.

OPERATIONAL RISK MANAGEMENT SESSIONS ARE IN ADDITION TO THE SURVEY AND ARE TYPICALLY DONE THE LAST FULL DAY OF A SCHEDULED VISIT. THE FOLLOWING IS A LIST OF ORM SERVICES AVAILABLE FROM THE NAVAL SAFETY CENTER'S ASHORE DIRECTORATE:

A. ORM EXECUTIVE BRIEF: OFFERED TO COMMANDING OFFICERS, EXECUTIVE OFFICERS, DIRECTORATES AND DEPARTMENT HEADS. THIS TRAINING PROVIDES AN OVERVIEW OF ORM THEORY AND ILLUSTRATES ORM APPLICATIONS USING SEVERAL SCENARIOS. TRAINING LASTS APPROXIMATELY 1 TO 1½ HOURS.

B. ORM UNIT TRAINING: OFFERED TO ALL COMMAND STAFF MEMBERS (MILITARY AND CIVILIAN) FROM THE COMMANDING OFFICER TO THE DECK-PLATE WORKER. TRAINING CONSISTS OF APPROXIMATELY TWO-SESSIONS COVERING ONE HOUR OF ORM THEORY AND ONE HOUR APPLYING ORM THEORY TO VARIOUS SCENARIOS. AFTERWARDS, THE ORM PROCESS IS APPLIED TO AN EVENT ASSOCIATED WITH THE COMMAND.

C. ORM SPECIFIC TRAINING: OFFERED TO MEET COMMAND REQUIREMENTS IN CONJUNCTION WITH THE TWO-SESSION CONCEPT LISTED ABOVE:

(1). ORM TRAINING CAN BE TAILORED FOR A SPECIFIC PROCESS OR DIVISION.

(2). ORM TRAINING PROVIDED TO THE COMMAND JUNIOR OFFICERS AND SENIOR ENLISTED ONLY AND AT SEPARATE TIMES.

(3). ORM TRAINING FOR RANGE SAFETY PERSONNEL, WATER FRONT OPERATION PERSONNEL, MWR STAFF, ETC.

(4). ORM TRAINING FOR SELF-HELP PROJECT, INDUSTRIAL PROCESS, LOGISTIC MOVEMENTS, ETC.

7. IF YOU WOULD LIKE TO SCHEDULE A SAFETY SURVEY OR ASSIST VISIT DURING THIS TIME FRAME, SUBMIT YOUR REQUEST BY MESSAGE OR E-MAIL BEFORE **XXXX**. INCLUDE THE FOLLOWING:

A. DATES AVAILABLE DURING THE STATED TIME FRAME

B. COMMAND NAME

C. POC (DSN AND FAX NUMBERS, IF AVAILABLE)

D. E-MAIL ADDRESS, IF AVAILABLE ANY SAFETY CONCERNS (E.G., TRAFFIC, ETC) OPERATIONAL RISK MANAGEMENT REQUESTED

IF ORM REQUESTED ANY SPECIFIC TYPE OF SCENARIOS REQUESTED OTHER EVENTS SCHEDULED DURING THE SURVEY.

PLEASE SUBMIT ANY QUESTIONS TO OUR POC NOTED ABOVE.//

TRAVEL CHECKLIST GUIDE

Location	
Dates	
Team Leader	
Travel Coordinator	
Program Participants (write in names)	
Occupational Safety & Health	
Motor Vehicle	
Explosives & Weapons	
Fire Protection	
Environmental Safety	
Recreation & Off-Duty	
Tactical Operations	
High-Risk Training	
Shore/Ground Mishap Invest	
Others Code(s)	
Point of Contact / Travel Information	
POC	
Phone	
E-Mail	
Address	
Lodging	
Lodging Phone	
Travel Method	
REMARKS:	

COMNAVSAFECENINST 5101.5A
17 Jan 2006

Enclosure (2)

CODE 40 TRAVEL REQUEST

This document (when filled in) contains sensitive personal account data, which is required to be **SAFEGUARDED** at all times. Complete document destruction is **REQUIRED**, when information is no longer required in executing this request; preferably by shredding.

DATE OF REQUEST:					
NAME OF TRAVELER:					
SSN:		PAYGRADE:			
PASSPORT NUMBER AND EXPIRATION: <small>OUT OF CONUS ONLY</small>					
GOVERNMENT TRAVEL CARD #:					
EXPIRATION DATE:					
JUSTIFICATION: (IF SUBMITTED LESS THAN 7 DAYS FROM TRAVEL DATE)					
LOCATION and PURPOSE of TRAVEL:					
Travel Dates	Flight Departure Date / Time		<input type="checkbox"/> MORNING	<input type="checkbox"/> AFTERNOON	<input type="checkbox"/> EVENING
	Flight Return Date / Time		<input type="checkbox"/> MORNING	<input type="checkbox"/> AFTERNOON	<input type="checkbox"/> EVENING
Preferred Seating	Departure Flight		<input type="checkbox"/> WINDOW	<input type="checkbox"/> AISLE	<input type="checkbox"/> MIDDLE
Preferred Seating	Return Flight		<input type="checkbox"/> WINDOW	<input type="checkbox"/> AISLE	<input type="checkbox"/> MIDDLE
Rental Car	<input type="checkbox"/> COMPACT	<input type="checkbox"/> MID-SIZE	<input type="checkbox"/> FULL SIZE	<input type="checkbox"/> VAN, 4WD (other)	
I PLAN TO PICK UP RENTAL VEHICLE AT:					
PRIMARY DRIVER:	<input type="checkbox"/> MYSELF	Other:			
ALTERNATE DRIVER:	<input type="checkbox"/> MYSELF	Other:			
I WILL USE THE FOLLOWING TO GET TO AIRPORT:			<input type="checkbox"/> POV	<input type="checkbox"/> TAXI	
I WILL PARK POV AT AIRPORT:			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
LODGING ARRANGEMENTS:			<input type="checkbox"/> BEQ	<input type="checkbox"/> BOQ	<input type="checkbox"/> LOCAL HOTEL
RESERVATION NUMBERS:					
<input type="checkbox"/> SPECIAL CONSIDERATION REQUESTS (INCLUDE LEAVE ENROUTE AND ATTACH CHIT)					
OTHER:					

EVENT TIME LINE (Survey or Assist Visit)

Action	Responsible Party	Suggested Timing *	Complete	Comments
Request for Safety Assist Visit received	Any program may receive, solicit or request			
Agree on date for survey with command to be visited	Program Director (Code 40)	D - 45		
Coordinate travel details	Travel Coordinator	D - 45		Use Encl(2)
Decide on team members	Team Leader	D - 45		
Arrange lodging	Travel Coordinator	D - 30		Use Encl(3)
Arrange transportation	Travel Coordinator	D - 30		Use Encl(3)
Submit Travel Authorization	Site Visit Members	D - 30		
Draft airlift message (If necessary)	Travel Coordinator	D - 30		Use Ref (1)
Verify need for security clearance	Team Leader	D - 30		
Send Oversea Area Clearance Message	Travel Coordinator	D - 30		Use Ref (a)
Send final pre-visit notification to command	Team Leader	D - 14		
Prepare survey checklists	Site Visit Members	D - 14		
Pre-visit brief with team	Team Leader	D - 7		
Submit travel claims	Site Visit Members	D + 5		
File completed checklists	Site Visit Members	D + 5		
Send formal follow-up information to command	Team Leader	D + 14		Use Encl(9)
File Trip Report	Team Leader	D + 5		Use Encl(10)

- D = Date of safety assist visit (ie, D-90 means 90 days prior and D+5 means 5 days after visit)

QUALIFICATION STANDARDS FOR SITE VISIT MEMBER
(Survey or Assist Visit)

Name _____ Date _____

Division _____

1. I have read and thoroughly understand these references:

- (a) COMNAVSAFECEN 4650.1F, Procedures for Official Travel
- (b) COMNAVSAFECEN 5450.1D (Staff Organization)

Team Member

Navy:

- (a) OPNAVINST 5100.8 Series (Navy Safety Program)
- (b) OPNAVINST 5100.23 Series (NAVOSH Program Manual)
- (c) OPNAVINST 5450.180 Series (Mission and Function of NSC)
- (d) OPNAVINST 3120.32 Series (SORM)

Division Head add additional program directives here

Division Head

Team Member

Marine Corp:

- (a) MCO 5100.29 Series (Marine Corp Safety Program)
 - (b) MCO P5102.1 Series (Marine Corp Ground Mishap Reporting)
 - (c) MCO 5100.8 Series (Marine Corp Ground Occupational Safety & Health)
- Division Head add additional program directives here**

Division Head

Team Member

2. Research each reference listed on your particular safety survey visit checklist. Understand all safety requirements and methods used during surveys to check for compliance with these safety standards.

Division Head

Team Member

3. Complete the following (or equivalent) training (list appropriate courses below, for example):

- (a) Introduction to NAVOSH - Ashore (A-493-0500) - 5 days
- (b) Introduction to Hazardous Materials - Ashore (A-493-0031) - 5 days

4. Perform 3 safety assist visits under instruction with a qualified team member.

- Assist Visit #1 (Observation only)
- Assist Visit #2 (Hands on)
- Assist Visit #3 (Under observation)

Qualified Team Member

4. Division Head add additional qualification criteria or remedial assignments.

6. Qualification completed. Certified to conduct Navy shore/Marine Corps ground safety, or formal Navy and Marine Corps school site visits.

Division Head

Date Completed

QUALIFICATION STANDARDS FOR SAFETY INVESTIGATOR

Name _____ Date _____

Division _____

1. I have read and thoroughly understand these references:

- (a) COMNAVSAFECEN 4650.1F (Procedures for Official Travel)
- (b) COMNAVSAFECEN 5450.1D (Staff Organization)

Team Member

Navy:

- (e) OPNAVINST 5100.8 Series (Navy Safety Program)
- (f) OPNAVINST 5100.23 Series (NAVOSH Program Manual)
- (g) OPNAVINST 5450.180 Series (Mission and Function of NSC)
- (h) OPNAVINST 3120.32 Series (SORM)

Division Head add additional program directives here

Division Head

Team Member

Marine Corp:

- (a) MCO 5100.29 Series (Marine Corp Safety Program)
 - (b) MCO P5102.1 Series (Marine Corp Ground Mishap Reporting)
 - (c) MCO 5100.8 Series (Marine Corp Ground Occupational Safety & Health)
- Division Head add additional program directives here**

Division Head

Team Member

2. Understand all safety requirements and methods used during safety investigations to check for compliance with these safety standards.

Division Head

Team Member

3. Complete the following (or equivalent) training: (a-c) primary, (d-f) secondary

- (a) Safety Investigation - Ashore (A-493-0078) - 5 days
- (b) Accident Reconstruction Course - Contracted
- (c) General Industry Safety Standards - 5 days
- (d) Introduction to Industrial Hygiene for Safety Professionals
- (e) Machinery & Machine Guarding Standards
- (f) Electrical Standards

4. Perform 3 safety investigations with a qualified team member.

- Assist Visit #1 (Observation only)
- Assist Visit #2 (Hands on)
- Assist Visit #3 (Under observation)

Qualified Team Member

5. **Division Head add additional qualification criteria or remedial assignments.**

6. Qualification completed. Certified to conduct shore/Marine Corps ground safety investigations.

Division Head

Date

Completed

EVENT TIME LINE (Safety Investigation)

Action	Responsible Party	Timing	Done	Comments
Notifications of Class A, or selected Class B	Reporting Command	Within 8 hours of mishap		
Ensure Notification to CNO (N09F) or CMC (SD) and DASN(S)	COMNAVSAFECEN	Within 8 hours of mishap		
Determine Investigator(s) to support SIB	Safety Investigator Division Head	1-3 days		
Coordinate with Senior Board Member	Lead Investigator	2-5 days*		
Coordinate Travel Details	Travel Coordinator	2-5 days*		Use Encl (2) & (3)
Meet with Safety Investigation Board	Investigator(s)	2-5 days		
Submit SIREP by Naval Message	Senior Board Member	Within 30 days of mishap		Use WESS or Ref (f)
Submit travel claims	Investigator(s)	Upon return from SIB		
Track endorsements of SIREP & Input into WESS	COMNAVSAFECEN	Each endorser 14 days from receipt of SIREP		
Track all recommendations or action items.	COMNAVSAFECEN	Track until Closure		
Maintain control over original evidence	COMNAVSAFECEN	5 yrs following end of fiscal yr mishap occurred		
Destroy hard copy SIREP, endorsements and any evidence retained	COMNAVSAFECEN	End of 5 yr period		
Retain electronic copy of SIREP	COMNAVSAFECEN	Indefinitely		

* Timeframe depends on when Safety Investigation Board is convened. All times are from the occurrence of the mishap.

5100
Ser _____

(Command Letterhead)

From: (Your Command)
To: Commander, Naval Safety Center, Norfolk, VA 23511
Subj: SAFETY SURVEY REQUEST
Ref: (a) PHONCON between COMNAVSAFECEN (name of person you talked to) (Code) and (what was discussed and the date the discussion took place)

1. Per reference (a), request a Safety Survey be conducted during the week of (primary and secondary dates) for the following courses.

CIN

Course Name

(Class number)

(Noun Name of course)

2. Our point of contact regarding this matter is (whoever you want us to work with prefer E-7 or above) and can be reached at (commercial Number) or (DSN Number) or (E-mail Address).

(Signed by your Commanding
Officer, OIC or "by direction")



FOR OFFICIAL USE ONLY

Memorandum of Survey, Assists Visit, etc.

(Date)

From: Survey Team Leader, Naval Safety Center, Norfolk, VA
To: Commanding Officer,

Subj: HIGH RISK TRAINING SAFETY SURVEY RESULTS

Ref: (a) OPNAVINST 3500.39B, Operational Risk Management (ORM)
(b) OPNAVINST 1500.75A, Safety Policies and Procedures for
Conducting High-Risk Training
(a) OPNAVINST 5102.1D/MCO P5102.1B, Mishap Investigation
and Reporting
(d) CNETINST 1500.20D, Safety Procedures for Conducting
Training
(e) OPNAVINST 5100.23F, Navy Occupational Safety and
Health Program Manual
(f) ALSAFE MSG 044/05 Interim Change (2) to OPNAVINST
5100.23F, Navy Occupational Safety and Health Manual
(g) NAVEDTRA 135B, Navy School Management Manual
(h) NETC Pensacola MSG 171624Z NOV 03
(i) NAVMED P5010-4, Manual of Naval Preventative Medicine

Encl: (1) High-Risk Training Programs Survey Checklist
(2) Pool Supplement Safety Review Checklist

1. The Naval Safety Center conducted a High-Risk Training Safety Survey onboard the _____, from date to date. Team members were: _____.

2. The discrepancies discussed in this letter are considered significant by the Team Leader. However, additional comments have been entered in the remarks sections of the checklists; enclosures (1) and (2) and should be reviewed in consideration of addressing all discrepancies discovered. Some suggestions have been added that may enhance the command's High-Risk Training Program and the course safety posture.

(Team Leader signature)

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Enclosure (9)

NAVAL SAFETY CENTER
VISIT / TRIP / MEETING / SURVEY / CONFERENCE REPORT

<u>Meeting / conference name:</u>	<u>Location:</u>	<u>Dates:</u>
<u>Key Search Words:</u>		
<u>Report originator name/code/phone:</u>	<u>Other NSC attendees:</u>	
1. <u>Aim of meeting / conference:</u>		
2. <u>Justification for NSC attendance:</u>		
3. <u>Key findings/highlights:</u> <i>(address the main issues in bulleted or paragraph format - use as much space as necessary)</i>		
4. <u>Additional Information:</u> <i>(amplifying information, as required; use as much space as necessary)</i>		
5. <u>Follow up actions by attendee or other members of NSC staff:</u> <i>(use as much space as necessary)</i>		
6. <u>Recommendations:</u> <i>(use as much space as necessary)</i>		
<u>Division Head comments:</u> <i>(use as much space as necessary)</i>		
<u>Director comments:</u> <i>(use as much space as necessary)</i>		
<u>Distribution:</u>	<u>Team Leader Signature/date:</u>	

COMNAVSAFECENINST 5101.5A
17 Jan 2006

Enclosure (10)